

# International Institute of Municipal Clerks

## 2019/2020 Budget & Planning Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To provide sound financial advice to the IIMC Executive Committee and the Board of Directors.*

### **2019/2020 Goals & Objectives**

1. Develop and identify areas for improvement in the annual balanced budget, to be submitted to the Board of Directors for approval.
2. Develop a five-year capital items projected needs list.
3. Monitor quarterly expense and revenue reports from the Executive Director and bring areas of concern to the attention of the Board of Directors, ensuring the adopted budget is adhered to.
4. Review the expenses and revenues associated with the Annual Conference and report on profit/loss.
5. Review and report to the Board of Directors issues raised in the Auditor's Management Letter and Report.

**Chair - Andrew J. Pavlica, MMC**

**Email: [apavlica@garfieldnj.org](mailto:apavlica@garfieldnj.org)**

**Garfield, NJ**

**Vice Chair - Brian L. Ruch, MMC**

**Email: [beardstown@casscomm.com](mailto:beardstown@casscomm.com)**

**Beardstown, IL**

---

# International Institute of Municipal Clerks

## 2019/2020 Conference Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To review and recommend conference education topics, speakers, sessions, and general session speakers; and work with staff in reviewing the overall conference design and how to improve upon existing formats.*

### **2019/2020 Goals & Objectives**

1. Evaluate and review the content and suitability of the proposed educational sessions of the Annual Conference collaborating with IIMC's Education Department to ensure that the varying levels of education, experience, and job responsibilities of all IIMC members are being met. Forward any recommendations for improvements to the Education Department as needed.
2. Recommend Annual Conference education topics and presenters to the Education Department by July 1, 2019.
3. Work with the Executive Director to review future conference submissions and provide information to the Board of Directors.
4. Work with Public Relations Committee to generate ideas to celebrate IIMC's 75th Anniversary.

**Chair - Mary Ann Hess, MMC**

**Email: [maryanhess@laurelms.com](mailto:maryanhess@laurelms.com)**

**Laurel, MS**

**Vice Chair - Kerry L. Rozman, MMC**

**Email: [cityclerk@claycenterks.com](mailto:cityclerk@claycenterks.com)**

**Clay Center, KS**

# International Institute of Municipal Clerks

## 2019/2020 Education and Professional Development Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To ensure IIMC provides excellence in professional education and development programs by serving in a supporting role to the Education Department; and work cooperatively with IIMC in suggesting programs and outreach areas of education for municipal clerks.*

### **2019/2020 Goals & Objectives**

1. Identify education resources for existing education and professional development opportunities to be reviewed by the Education Department.
2. Review applications filed for new Institutes.
3. As needed, work with the Education Department to ensure all aspects and development of current and new Municipal Clerk education programs, courses, etc., are consistent with IIMC's education guidelines.

**Chair - Margaret "Peggy" Hawker, MMC**

**Email: [p.hawker@newportoregon.gov](mailto:p.hawker@newportoregon.gov)**

**Newport, OR**

**Vice Chair - Angela R. Johnson, MMC**

**Email: [meeteetse@tctwest.net](mailto:meeteetse@tctwest.net)**

**Meeteetse, WY**

---

# International Institute of Municipal Clerks

## 2019/2020 Election Committee Roster

Term: May 19, 2019 through May 20, 2020

### **PURPOSE:**

*To conduct and supervise all elections and other necessary voting by IIMC members.*

### **2019/2020 Goals & Objectives**

1. Oversee Vice President and Region Director elections and procedures.
2. Review wording of publication/notice to members regarding Constitutional amendments to be presented at the Annual Business Meeting prior to publication to ensure compliance with the Constitution.
3. Conduct election for Constitutional Amendments at the ABM, provide voting tabulation and direct Election officers.
4. Approve all elections results to be disseminated to the membership.
5. Review and recommend update to the Elections Manual to ensure alignment with policies and IIMC's Constitution.
6. Confirm Vice President and Region Director(s) election ballot results.
7. Research and review electronic voting at ABM.
8. Review Elections Manual with Committee members prior to ABM.

**Chair - Amy E. Warfield, CMC**

**Email: [awarfield@burlington.org](mailto:awarfield@burlington.org)**

**Burlington, MA**

**Vice Chair - Barbara K.D. Goeckner, MMC**

**Email: [bgoeckner@outlook.com](mailto:bgoeckner@outlook.com)**

**Cambridge, WI**

# International Institute of Municipal Clerks

## 2019/2020 International Relations Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To facilitate the exchange of information, knowledge, and experience between IIMC members and promote affiliations in Regions X and XI.*

### **2019/2020 Goals & Objectives**

1. Manage and run the booth annually at the IIMC Annual Conference which promotes international Programs and provides a focal point for international members.
2. Work with Region XI Consultant and ED to provide possible locations for 2021 Study Abroad and Symposium programs Symposium Programs.
3. Create News Digest profiles featuring Region X and XI members.
4. Develop strategy on educating the membership on the value of global membership.

**Chair - Marc Lemoine, MMC**

**Email:** [mlemoine@winnipeg.ca](mailto:mlemoine@winnipeg.ca)

**Winnipeg, MB**

**Vice Chair - Sharon K. Cassler, MMC**

**Email:** [clerkofcouncil@cambridgeoh.org](mailto:clerkofcouncil@cambridgeoh.org)

**Cambridge, OH**

---

# International Institute of Municipal Clerks

## 2019/2020 Legislative Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*1) Identify trends in state/provincial/national legislation impacting the Municipal Clerk profession, 2) provide links to state/provincial/national legislative resources, 3) work with the Research and Resource Committee to make information on state/provincial/national legislative resources available on the IIMC resource page, 4) monitor and review federal legislation pertinent to the profession, and 5) when appropriate provide relevant written reports regarding the same.*

### **2019/2020 Goals & Objectives**

1. Submit communications to the membership through the Executive Director on legislative issues of significant importance to Municipal Clerks for publication through the News Digest, E-Blasts, Twitter, or other means.
2. Collect information on state/provincial/national legislative resources to be made available on the IIMC resource page.
3. Make recommendations to the Board of Directors on emerging issues where IIMC may benefit from legislative lobbying.

**Chair - Randi Johl, JD, MMC**

**Email:** [randi.johl@temeculaca.gov](mailto:randi.johl@temeculaca.gov)

**Temecula, CA**

**Vice Chair - Kathy J. Walker, CMC**

**Email:** [kathy.walker@nicholasville.org](mailto:kathy.walker@nicholasville.org)

**Nicholasville, KY**

# International Institute of Municipal Clerks

## 2019/2020 Membership and Mentoring Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To promote IIMC, communicate with new members and bring together experienced members with less-experienced members for the benefit of both the individuals and the profession.*

### **2019/2020 Goals & Objectives**

1. Work with the Member Services Department, focusing on contacting new members each month to welcome them to IIMC and suggest to them how to get the most out of their IIMC membership (including mentoring). Direct them to IIMC Staff with questions. Be prepared to provide the new member with IIMC's phone and fax.
2. Provide members to "staff" a "Welcome First Timers" table at the Annual Conference to share information to maximize the benefits of their conference attendance and promote the Mentoring Program.
3. Showcase the Mentoring Program and its importance through at least 1 article in the News Digest.
4. Continue to recruit mentors and mentees.
5. Develop new brochure for guidelines and process for structured mentoring agreements.

**Chair - Carrie W. Johnson, MMC**  
Email: [cjohnson@orangeburg.sc.us](mailto:cjohnson@orangeburg.sc.us)  
Orangeburg, SC

**Vice Chair - Belinda B. Anderson, MMC**  
Email: [banderson@cityofoberlin.com](mailto:banderson@cityofoberlin.com)  
Oberlin, OH

---

# International Institute of Municipal Clerks

## 2019/2020 Policy Review Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To monitor and provide policy guidance to ensure purpose, consistency, accuracy, and fair application. To review policies, positions, and perspectives regularly and recommend appropriate revisions to the IIMC Board of Directors.*

### **2019/2020 Goals & Objectives**

1. Review current Policy Manual and recommend revisions to ensure policies reflect current Board practices as needed.
2. Develop new policies as requested by the Board of Directors.
3. Review policy proposals submitted by the Board of Directors.
4. Perform annual review of the minutes of the Board of Directors meeting to ensure policy changes are codified.
5. Provide policy articles of interest for inclusion in the News Digest.

**Chair - Kittie L. Kopitke, MMC**  
Email: [kkopitke@streamwood.org](mailto:kkopitke@streamwood.org)  
Streamwood, IL

**Vice Chair - Tracy L. Davis, MMC**  
Email: [davist@keizer.org](mailto:davist@keizer.org)  
Keizer, OR



# International Institute of Municipal Clerks

## 2019/2020 Public Relations & Marketing Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To market and promote IIMC and its ideals with the dual aims of raising the status and image of local government professionals and attracting new members from all regions.*

### **2019/2020 Goals & Objectives**

1. Submit at least 1 article for the News Digest in the area of best practices, management and leadership.
2. Promote marketing plans for Program Excellence in Governance Award, recognizing innovation and best practices.
3. Develop existing materials and new marketing ideas for Municipal Clerk's Week.
4. Work with Conference committee to generate ideas to celebrate IIMC's 75th Anniversary.

**Chair - Lisa Figueroa, CMC**

Email: [administration@cityoftoledo.org](mailto:administration@cityoftoledo.org)

Toledo, OR

**Vice Chair - Lindsey Grigg, MMC**

Email: [lgrigg@cityofelreno.com](mailto:lgrigg@cityofelreno.com)

El Reno, OK

---

# International Institute of Municipal Clerks

## 2019/2020 Records Management Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To develop informational resources to assist members with their records management needs.*

### **2019/2020 Goals & Objectives**

1. Recommend records management educational sessions for the Annual Conference.
2. Prepare a minimum of two articles regarding best practices for records management.
3. Identify at least 2 issues and create content for the online Resource Centre of ordinances, policies and best practices.
4. Review and possibly update, current or create new IIMC Technical Bulletins.

**Chair - Jannette Goodall, CMC**

Email: [jannette.goodall@austintexas.gov](mailto:jannette.goodall@austintexas.gov)

Austin, TX

**Vice Chair - Kathleen M. Montejo, MMC**

Email: [KMontejo@lewistonmaine.gov](mailto:KMontejo@lewistonmaine.gov)

Lewiston, ME

# International Institute of Municipal Clerks

## 2019/2020 Research & Resource Committee Roster

Term: May 19, 2019 through May 16, 2020

### **PURPOSE:**

*To assist in surveying the membership on various issues as necessary; and to ensure that members are provided with quick and accurate answers to inquiries through membership network and resource library.*

### **2019/2020 Goals & Objectives**

1. Review in-house publications (Role Call and Language of Local Government)
2. Assist in developing and disseminating surveys and questionnaires as requested by the Board of Directors, Committees, and staff.
3. Respond to member questions submitted to the IIMC website and staff.
4. Review and possibly update, current or create new IIMC Technical Bulletins

**Chair - Wynetta Bolder, CMC**

Email: [wbolder@cityofdouglas.com](mailto:wbolder@cityofdouglas.com)

Douglas, GA

**Vice Chair - Frances Taylor, CMC**

Email: [frances.taylor@willistonfl.org](mailto:frances.taylor@willistonfl.org)

Williston, FL