



**Colorado Municipal Clerks
Association CMCA Board Retreat
Meeting
January 19,
2022
12:00 p.m.**

MINUTES

1. Call to Order

President Duffey called the meeting to order at 12:21 p.m.

2. Roll Call of Board Members

Present: President Tobi Duffey, Vice-President Stephanie Carlile, Director Tiffany O'Connell, Treasurer Charity Campfield, and Secretary Tiffany Kavanaugh

Absent: Director Meghan Martinez and Past -President Christian Samora

Also present: Institute Director Kathie Novak

3. Welcome

President Duffey welcomed and thanked everyone for joining and briefly reviewed the meeting schedule for the week.

4. Transition Process Update and Impact on Membership Renewals

Institute Director Novak provided an update on Web Committee, conversion to the new CMCA website, and reviewed functionality and capabilities of the new website. The board unanimously agreed to cancel the membership with Wild Apricot immediately and focus on the transition to Granicus.

5. Memberships, Membership Bundles, and Voting

The board discussed the bylaws and member voting in CMCA elections, record keeping, and succession planning. Institute Director Novak reviewed details of the member renewal process through the new website.

MOTION

Director O'Connell moved to refer a bylaw amendment to the membership to remove associate members and allow one voter per member in CMCA elections, seconded by Vice-President Carlile. The motion passed unanimously.

Secretary's note: During discussions later in the meeting it was determined these amendments were already made to the bylaws and adding it to the next ballot is not necessary.

6. Database Update

Institute Director Novak provided background on creation, maintenance, and challenges with the database and discussed the migration to a new platform. The board discussed educational transcripts, KTAPs, and certificates of service for members.

7. 2022 Budget Discussion

Treasurer Campfield reviewed details of the draft budget and the board provided feedback.

8. CMCA Handbook Update and Plan

President Duffey and Vice-President Carlile provided an update on the recommended amendments to the CMCA Handbook (Handbook) from the Past President's Committee and reviewed chapters pending review. The board agreed a redline version of the changes should be submitted for consideration of approval.

9. Committee Recruitments/Application Process

The board discussed details and purpose of each committee and the committee application and appointment process.

10. On-Boarding and Training of Committee Members

The board discussed committee member training, importance of member onboarding and roles of committee chairs, vice-chairs, and past chairs. Board members agreed to serve as a liaison to committees to help answer any questions and with the onboarding process. Director O'Connell agreed to send an introductory email to each committee. The board will schedule a special meeting to discuss committees in greater detail.

11. CML Conference Session Ideas/Presenters

President Duffey sought feedback on topics for a clerk led session at the Colorado Municipal League Annual Conference scheduled for June 21st – 24th in Breckenridge. Consensus was reached to offer a session related to the role of clerks in reducing liability for municipalities.

12. Conference Host Municipalities

The board reviewed host municipalities for the Annual Conference through 2024. President Duffey agreed to solicit proposals for the 2025 conference and to reach out to Sarah LaBounty regarding the 2024 Conference in Telluride/Mountain Village.

13. Education Proposal from Karen Goldman

The board discussed the proposal as included in packet materials to provide educational offerings to clerks outside the current training opportunities, PDOs, Institute, and Conference. The board agreed essential training videos should be made available on the CMCA website as an education tool, to offer more Lunch and Learns, discussed remote versus in-person sessions, and training opportunities at Institute and Conference.


14. Other Business

There was no other business.

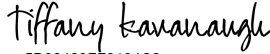
15. Adjourn

The meeting was adjourned at 4:01 p.m.

APPROVED:

DocuSigned by:

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President Tobi Duffey

ATTEST:

DocuSigned by:

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Secretary Tiffany Kavanaugh