



**Colorado Municipal Clerks Association Board Meeting
Colorado Municipal Clerk Annual Conference
Embassy Suites, Loveland, CO
Tuesday, October 3, 2017 – 11:30 a.m.**

AGENDA

1. Call to Order
2. Roll Call of Board Members
3. Pledge of Allegiance
4. Introduction of Members Present
5. Approval of Minutes
 - a. June 22, 2017 CMCA Business Meeting Minutes
 - b. July 10, 2017 Special Meeting
6. Officers' Report
 - a. Secretary, Tiffany O'Connell
 - b. Treasurer, Michelle Hamilton
 - c. Director, Lisa DelPiccolo
 - d. Director, Lynette White
 - e. Past President, Rhonda Coxon
 - f. Vice President, Bruce Roome
 - g. President, Patti Garcia
7. Standing Committee Reports (included in packet)
 - a. Education – Cheryl Aragon, Nancy Vincent, Co-Chairs
 - b. Handbook/Study – Lisa DelPiccolo, Vice Chair
 - c. Quill – Susan Ortiz, Chair
 - d. Web Page – Laura Smith, Chair
8. Items for Discussion
 - Liquor Enforcement Division – Update on Communications
9. Election Results
 - a. CMCA Bylaw Amendments

10. Action

- a. Acceptance of 2016 CMCA Audit Report
- b. Consideration of 2017 CMCA Bylaw Revision
- c. Honorary CMCA Member Request – Stephanie Tuin

11. Recognition of CMC and MMC Recipients and Institute graduates

12. Awards Committee Presentation

- a. Outstanding Contribution to CMCA by a Non-Municipal Clerk
- b. Outstanding Contribution to a Municipality by a Clerk
- c. Clerk of the Year

13. Election Results & Oaths of Office

- a. CMCA Treasurer – 2017-2019
- b. CMCA Director – 2017-2019
- c. Vice President – 2017-2018

14. Seating of 2017-2018 CMCA Board

15. Adjourn



Colorado Municipal Clerks Association Board Meeting
Colorado Municipal League Annual Conference
Beaver Run Resort and Conference Center
Breckenridge Ballroom – Peaks 15-16
Thursday, June 22, 2017 – 3:15 p.m.

Minutes

1. **Call to order** – The meeting was called to order at 3:18pm.
2. **Roll call – Board Members Present** – President - Patti Garcia, Windsor, Vice President – Bruce Roome, Arvada, Director (via Skype) – Lisa DelPiccolo, Montrose, Director – Lynette White, Bennett, Secretary - Tiffany O'Connell, Mt. Crested Butte, Treasurer – Michelle Hamilton, Silverton and Past President – Rhonda Coxon, Snowmass Village.
3. **Pledge of Allegiance** – Lisa Delpiccolo led us in the Pledge of Allegiance.
4. **Introduction of Members Present** – Everyone in the room introduced themselves. Please see the attendance sign in sheet for a record of everyone in attendance.
5. **Approval of Minutes** – Rhonda Coxon made a motion to approve the following CMCA Meeting Minutes. Lynette White seconded the motion and the motion passed unanimously.
 - a. January 27, 2017 Transition and Budget Meeting
 - b. March 10, 2017 Special Meeting
 - c. May 4, 2017 Special Meeting
6. **Officer's Reports** –
 - a. Secretary, Tiffany O'Connell – Tiffany stated that she has been working on the 501(c)(3) application and hopes to have it finalized and ready for the attorney to review within a month.
 - b. Treasurer, Michelle Hamilton – Michelle said that earlier this year we had received notice from the IRS that our 2015 990ez tax return was late and they were going to penalize us about \$4,000. Michelle and Patti wrote a letter to the IRS and they have waived the penalty.
 - c. Director, Lisa DelPiccolo - none
 - d. Director, Lynette White - none
 - e. Past President, Rhonda Coxon - none
 - f. Vice President, Bruce Roome – Bruce said that he had received six request for proposals from municipalities hoping to host the 2018 Annual Conference. Of those six, two withdrew and now he is working with Colorado Springs, Telluride, Durango and Greeley to host the 2018 Annual Conference. Bruce also reported that 14 of the 15 exhibitor booths at the 2017 Annual Conference have been filled.
 - g. President, Patti Garcia – Patti said that she received great feedback from the elected officials and managers who approached the CMCA booth at the CML Conference. They all appreciate their clerks.

7. Standing Committees – Review of 2016 Activities/2017 Committee Chairs

- a.** Audit – See report in the packet. Lisa Anderson did bring up a \$6,000 reserve for CU Boulder. After discussion it was determined that the money had been returned but we need to change this in the Bylaws.
- b.** Awards – no report
- c.** Communique – See report in packet.
- d.** Annual Conference – Bruce addressed this under his director's report. You can now register for the conference with early bird pricing.
- e.** Education – See report in packet.
- f.** Handbook/Study – See report in packet.
- g.** Historian – No report
- h.** IIMC Liaison – No report
- i.** Legislative – See report in packet. Sarah mentioned that there is a new poll watchers bill in legislation which will help clarify the law. She also said that county clerks now need to verify signatures of all signors on petitions. We need to watch this because it soon could be required in municipal elections.
- j.** Liquor Liaison – no report
- k.** Sponsor Benefit – no report
- l.** Membership – no report
- m.** Nominating – no report
- n.** Quill – This committee had originally nominated Karen Goldberg but IIMC did not accept the nomination. They did get some great feedback from IIMC and they plan on nominating her next year.
- o.** Records Management – See report in packet.
- p.** Scholarship – See report in packet. They had 10 applications for Institute and they were all awarded. The Jene Rodgers scholarship was fully funded to an applicant. They received some inquiries regarding funding masters scholarships since this item is not addressed in our guidelines they did not offer this but we should consider this in the future and also add it to our budget.
- q.** Ways & Means – See report in packet. There was discussion about if we want to do away with Ways and Means since it does not bring in a lot of money. They order items, and then the items do not sell. The silent auction use to be a large component of Ways and Means but we are now doing away with the silent auction in favor of a 50/50 raffle. Patti said that at this point she really does not want to do away with Ways and Means since this committee means a lot to her and they do work very hard.
- r.** Web Page – See report in packet. Kathie Novak has taken over most of the work on the web page. They do rotate viewing the individual web pages throughout the committee in order to make sure everything is up to date. They are also still working on creating a google documents for committees and board members so that everything is stored in one place. The members present requested a set of instructions for registering online as some people had issues this year. Another issue was that some municipalities could not get on and register because the site is not secure. Finally, transcripts were supposed to be available on the website but they are not. The web committee said they would address these items with Kathie Novak.

8. Acceptance of 2016 CMCA Audit Report. This item was tabled to the next meeting.

9. Items for Discussions

a. CMCA Handbook/Bylaws – Lisa Delpiccolo addressed this item.

- **Name of annual conference.** After some discussion it was decided to call the conference the annual conference.
- **Election deadlines.** After some discussion it was decided to table this item.
- **Future of Ways and Means Committee.** This items was tabled for further discussion.
- **Update Committee Names.** After some discussion this item was tabled as well.

10. Other business

a. Liquor Enforcement Division (LED) – Patti addressed this item. Earlier this year Patti sent a letter to Barbara Brohl, Executive Director of the Colorado Department of Revenue. Patti outlined all of the issues the Clerks have been having. Ms. Brohl eventually responded and Patti is now working with Kevin Bommer (CML) on facilitating a meeting between CMCA and LED. Robin Eaton has been going to all of the Liquor meetings and trying to get answers from the in writing. If you are having any issues with State Liquor please let Patti and/or Robin know.

11. Adjourn –Rhonda Coxon made a motion to adjourn the meeting and Lisa DelPiccolo seconded the motion. The motion passed unanimously and the meeting was adjourned at 4:16am.

Patti Garcia, President

Tiffany O’Connell, Secretary



Colorado Municipal Clerks Association
Special Meeting by Teleconference
July 10, 2017 – 1:45 p.m.

Minutes

1. **Call to order** – The meeting was called to order at 1:51pm.
2. **Roll call – Board Members Present** – President - Patti Garcia, Windsor, Vice President – Bruce Roome, Arvada, Director – Lisa DelPiccolo, Montrose, Secretary - Tiffany O'Connell, Mt. Crested Butte, and Treasurer – Michelle Hamilton, Silverton
3. **Consideration of Cancellation of the CMCA Board Meeting at the 2017 CMCA Institute** – Patti quickly reviewed her memo regarding this item. Bruce made a motion to cancel the CMCA Board Meeting and Michelle seconded the motion. The motion passed unanimously.
4. **Adjourn** – The meeting was adjourned at 1:55pm.

Patti Garcia, President

Tiffany O'Connell, Secretary



MEMORANDUM

Date: October 3, 2017
To: CMCA Membership
From: Patti Garcia, CMCA President
Subject: 2017-2017 Standing Committee Members

The most current list of committee members is attached to this memo. We have had several opportunities for people to sign up for committees this year and I believe I have added everyone but please review to make sure your name got added and the contact information is correct.

We will be looking at the Ways & Means Committee and its description in 2018 to either get it updated or perhaps changed in order to accomplish another goal for CMCA.

Please send any additions or corrections to me at pgarcia@windsorgov.com and I will get it updated for Bruce to take over!

CMCA 2017-2018 Committee Members

Board of Directors			
Bruce Roome	Arvada	Vice President	broome@arvada.org
Lynette White	Bennett	Director	lwhite@bennett.co.us
Lisa DelPiccolo	Montrose	Director	ldelpiccolo@ci.montrose.co.us
Tiffany O'Connell	Mt. Crested Butte	Secretary	toconnell@mtcrestedbutte-co.gov
Michelle Hamilton	Silverton	Treasurer	mhamilton@silverton.co.us
Rhonda Coxon	Snowmass Village	Past President	rcoxon@tosv.com
Patti Garcia	Windsor	President	pgarcia@windsorgov.com

Audit Committee			
Lisa Anderson	Castle Rock	Chair	landerson@crgov.com
Colleen Richmond	Pagosa Springs	Vice Chair	crichmond@pagosasprings.co.gov
Donna Kast	Manitou Springs	Member	dkast@comsgov.com

Awards Committee			
Jackie Kennefick	Mountain Village	Chair	JKennefick@mtnvillage.org
Christena Harlow	Durango	Member	chris.harlow@durangogov.org
Linda Blackston	Aurora	Member	lblackst@auroragov.org
Taryn Power	Breckenridge	Vice Chair	tarynp@townofbreckenridge.com
Christine Macrina	Fort Collins	Member	cmacrina@fcgov.com

Communique			
Holly Martinez	Alamosa	Member	hmartinez@ci.alamosa.co.us
Devin Million	Platteville	Member	dmillion@plattevillegov.org
Mary Lee	Platteville	Chair	mlee@plattevillegov.org

Conference Committee			
Holly Martinez	Alamosa	Member	hmartinez@ci.alamosa.co.us
Bruce Roome	Arvada	Vice President	broome@arvada.org
Linda Blackston	Aurora	Member	lblackst@auroragov.org
Taryn Power	Breckenridge	Member	tarynp@townofbreckenridge.com
Sarah Johnson	Colorado Springs	Member	sbjohnson@springsgov.com
JoAnne Tyson	Dillon	Member	jtyson@townofdillon.com
Nichole Lentz	Empire	Member	clerk@empirecogov.us
Randi Gallivan	Foxfield	Member	clerk@townoffoxfield.com
Gail Odenbaugh	Gilcrest	Member	gail@townofgilcrest.org
Sherry Frame	Glendale	Member	sframe@glendale.co.us
Catherine Mythen	Glenwood Springs	Member	catherine.mythen@cogs.us
Cheryl Aragon	Greeley	Education Co-Chair	cheryl.aragon@greeleygov.com
Danette Schlegel	Gypsum	Member	danette@townofgypsum.com
Margy Greer	Lakewood	Member	margre@lakewood.org
Michele Millard	Lakewood	Member	micmil@lakewood.org
Jennifer Pettinger	Lone Tree	Member	jennifer.pettinger@cityoflonetree.com
Beverly Walker	Loveland	Host Clerk	beverly.walker@cityofloveland.org
Lisa DelPiccolo	Montrose	Member	ldelpiccolo@ci.montrose.co.us
Tiffany O'Connell	Mt. Crested Butte	Member	toconnell@mtcrestedbutte-co.gov
Tara Berreth	Palmer Lake	Member	tara@palmer-lake.org

CMCA 2017-2018 Committee Members

Rhonda Coxon	Snowmass Village	Past President	rcoxon@tosv.com
Nancy Vincent	Thornton	Education Co-Chair	nancy.vincent@cityofthornton.net
Patty McKenny	Vail	Member	pmckenny@vailgov.com
Robin Eaton	Wheat Ridge	Member	reaton@cowheatridge.co.us
Patti Garcia	Windsor	President	pgarcia@windsorgov.com
Suzanne Leclercq	Woodland Park	Member	sleclercq@city-woodlandpark.org

Education Committee			
Lisa Horton	Aurora	Member	lhorton@auroragov.org
Barbara Setterlind	Centennial	Member	bsetterlind@centennialco.gov
Sarah Johnson	Colorado Springs	Member	sbjohnson@springsgov.com
Laura Bauer	Commerce City	Member	lbauer@c3gov.com
Allyson Ransom	Crestone	Member	creststoneclerk@fairpoint.net
Debra Johnson	Denver	Member	debra.johnson@denvergov.org
Stephanie Carlile	Englewood	Member	scarlile@englewoodco.gov
Patti Lowell	Federal Heights	Member	plowell@fedheights.org
Antoinette McVeigh	Fraser	Member	amcveigh@town.fraser.co.us
Cheryl Aragon	Greeley	Education Co-Chair	cheryl.aragon@greeleygov.com
Sharon Johnson	Hayden	Member	sharon.johnson@haydencolorado.org
Shawn Pagnotta	La Jara	Member	lajaratownclerk@yahoo.com
Melanie Scofield	La Junta	Member	mscofield@ci.la-junta.co.us
Margy Greer	Lakewood	Member	margre@lakewood.org
Colleen Norton	Littleton	Member	cnorton@littletongov.org
Jennifer Pettinger	Lone Tree	Member	jennifer.pettinger@cityoflonetree.com
Jacque Watson	Lyons	Member	jacquew@townoflyons.com
Lisa DelPiccolo	Montrose	Member	ldelpiccolo@ci.montrose.co.us
Lyndsey Davis	Morrison	Member	ldavis@town.morrison.co.us
Debra Overton	Ouray	Member	overtond@cityofouray.com
Mary Lee	Platteville	Member	mlee@plattevillegov.org
Michelle Miller	Silverthorn	Member	townclerk@silverthorne.org
Rhonda Coxon	Snowmass Village	Member	rcoxon@tosv.com
Nancy Vincent	Thornton	Education Co-Chair	nancy.vincent@cityofthornton.net
Sherry Cure	Walden	Member	sherry.townofwalden@gmail.com
Susan Leclercq	Woodland Park	Member	sleclercq@city-woodlandpark.org
Judy Egbert		Member	govpro@outlook.com
Kathie Novak		Member	the.kathie.novak@gmail.com

Study/Handbook Committee			
Lynette White	Bennett	Member	lwhite@bennett.co.us
John Brennan	Fort Morgan	Chair	jbrennan@cityoffortmorgan.com
Lisa DelPiccolo	Montrose	Vice Chair	ldelpiccolo@co.montrose.co.us
Monique English	Olathe	Member	menglish@olathe.co.us

Historian			
Daryl Payne	Pueblo	Chair/Historian	dpayne@pueblo.us

CMCA 2017-2018 Committee Members

Legislative Committee			
Raegan Robb	Evans	Vice Chair	rrobb@evanscolorado.gov
Sarah Johnson	Colorado Springs	Chair	sbjohnson@springsgov.com
Membership Committee			
Lisa Horton	Aurora	Chair	lhorton@auroragov.org
Maylee Barraza	Edgewater	Member	mbarraza@edgewaterco.com
Lory Stephens	Greeley	Member	Lory.Stephens@greeleygov.com
Michele Millard	Lakewood	Vice Chair	micmil@lakewood.org
Lyndsey Davis	Morrison	Member	ldavis@town.morrison.co.us
Lucy Cordova	Parachute	Member	lcordova@parachutecolorado.com

Quill Nomination Committee			
Helen Cospolich	Breckenridge	Vice Chair	helenc@townofbreckenridge.com
Christena Harlow	Durango	Member	chris.harlow@durangogov.org
Susan Ortiz	Greenwood Village	Chair	sortiz@greenwoodvillage.com

Records Management Committee			
Bruce Roome	Arvada	Member	broome@arvada.org
Lisa Horton	Aurora	Member	lhorton@auroragov.org
Lynette White	Bennett	Member	lwhite@bennett.co.us
Michelle Eddy	Blue River	Member	meddy@blueriver@gmail.com
Barbara Setterlind	Centennial	Member	bsetterlind@centennialco.gov
Ebony Vivens	Centennial	Member	ebrewington@centennialco.gov
Susan Sorlien	Centennial	Member	ssorlien@centennialco.gov
Cheryl Scott	Commerce City	Member	cscott@c3gov.com
Laura Bauer	Commerce City	Member	lbauer@c3gov.com
Rose-Etta Horn	Denver	Member	rose-etta.horn@denvergov.com
Christena Harlow	Durango	Member	chris.harlow@durangogov.org
Nanette Fornoff	Fort Lupton	Chair	nfornof@fortlupton.org
Debra Kemp	Grand Junction	Member	debrak@gjcity.org
Betsy Holder	Greeley	Member	betsy.holder@greeleygov.com
Lory Stephens	Greeley	Member	Lory.Stephens@greeleygov.com
Sharon Johnson	Hayden	Member	sharon.johnson@haydencolorado.org
Monica Mendoza	Lochbuie	Member	mmendoza@lochbuie.org
Dolores Vasquez	Lyons	Member	dvasquez@townoflyons.com
Mary Strutt	Mead	Member	mstrutt@townofmead.org
Lyndsey Davis	Morrison	Member	ldavis@town.morrison.co.us
Laura Jane Bauer	Nederland	Member	laurajaneb@nederlandco.org
Kathy Harker	Pagosa Springs	Member	kharker@pagosasprings.co.gov
Daryl Payne	Pueblo	Member	dpayne@pueblo.us
Krystal Eucker	Windsor	Vice Chair	keucker@windsorgov.com

Scholarship Committee			
Bruce Roome	Arvada	Member	broome@arvada.org
Jackie Kennefick	Mountain Village	Member	jkennefick@mtnvillage.org
JoAnne Tyson	Dillon	Member	ityson@townofdillon.com

CMCA 2017-2018 Committee Members

Meghan Martinez	Frederick	Chair	mmartinez@frederickco.gov
Susan Johnson	Mountain Village	Member	sjohnson@mntvillage.org
Tiffany Kaanaugh	Telluride	Member	tkavanaugh@telluride-co.gov
Janet Harrell	Grand Junction	Member	janeth@gjcity.org

Sponsor Benefit Committee			
Amy Phillips	Durango	Member	amy.philips@durangogov.org
Betsy Holder	Greeley	Vice Chair	betsy.holder@greeleygov.com
Michelle Metteer	Minturn	Member	mmetteer@minturn@minturn.org
Rhonda Coxon	Snowmass Village	Chair	rcoxon@tosv.com

Train the Trainer PDO			
Margy Greer	Lakewood	Chair	margre@lakewood.org
Jennifer Pettinger	Lone Tree	Vice Chair	jennifer.pettinger@cityoflonetree.com

Ways & Means			
Linda Blackston	Aurora	Vice Chair	lblackst@auroragov.org
Kelly Lotrich	Fowler	Member	town_cler@fowlercolorado.com
Cheryl Campbell	Garden City	Chair	ccampbell@townofgardencity.com
Shawn Pagnotta	La Jara	Member	lajaratownclerk@yahoo.com
Carolyn Bellavance	Montrose	Member	cbellavance@ci.montrose.co.us

Webpage			
Holly Martinez	Alamosa	Member	hmartinez@ci.alamosa.co.us
Teri Colvin	Arvada	Vice Chair	tcolvin@townofgilcrest.org
Christina Cooney	Centennial	Member	ccooney@centennialco.gov
Laura Smith	Cherry Hill Village	Chair	lsmith@cherryhillsvillage.com
Gail Odenbaugh	Gilcrest	Member	gail@townofgilcrest.org
Kristen Rosenbaum	Thornton	Member	kristen.rosenbaum@cityofthornton.net

TO: CMCA Executive Board

FROM: Cheryl Aragon and Nancy Vincent, Education Committee Co-chairs

DATE: September 22, 2017

SUBJECT: EDUCATION COMMITTEE REPORT – SEPTEMBER 2017

2017 Committee:

Cheryl Aragon, Greeley, Co-chair	Nancy Vincent, Thornton, Co-chair
Barb Setterlind, Centennial	Jennifer Pettinger, Lone Tree
Judy Egbert, Consultant	Karen Goldman, Consultant
Kathie Novak, Institute Director	Laura Bauer, Commerce City
Lisa Delpiccolo, Montrose	Lisa Horton, Aurora
Margy Greer, Lakewood	Patti Garcia, Windsor, CMCA President
Rhonda Coxon, Snowmass Village, Past President	Sarah Johnson, Colorado Springs
Wendy Heffner, Littleton	Robin Eaton, Wheatridge
Dawn Quintana, Longmont	Bruce Roome, Arvada, Vice President
Susan Ortiz, Greenwood Village	Holly Martinez, Alamosa
Helen Cospolich, Breckenridge	Suzanne LeClercq, Woodland Park
Beverly Walker, Loveland	Talisa (Tee) Gula-Yeast, Fort Collins

Annual Conference:

We thought we would start our report with the *most exciting news* first and that is ---- The **first** ever Colorado Municipal Clerk's Association Annual Conference is less than two weeks away! Your Education co-chairs along with President Patti Garcia, Vice President Bruce Roome, Past President Rhonda Coxon, Conference Committee host Beverly Walker, Institute Director Kathie Novak and Nerissa Magnuson, Conference Administrator, have been working hard to bring you the best conference ever. We are in the process of finalizing the sessions and speakers information for the Conference Program. If there is/are session(s) you would like to see next year just tell an Education Committee member, and we'll put it on our list for next year. Because?? – This conference is just for us!

Our final general session speaker for the Conference on Wednesday morning, is Ty Coleman. He is a motivational speaker who will wrap up our conference by sharing with us "How to be a CHAMPION Municipal Clerk in our Community". He is a well-known speaker so please plan on attending the last session. It is the perfect way to close out our "Great Expectations" as we move forward to next year's conference, and there's a drawing at that session for a free registration to next years' conference in Colorado Springs.

Save the Dates for Upcoming Conference Locations and Dates

Please mark your calendars now to plan on joining us at future CMCA Annual Conferences. They will be:

October 16 – 19, 2018: The Antlers in Colorado Springs, CO
October 15 – 18, 2019: DoubleTree by Hilton in Durango, CO
October 13 – 16, 2020: DoubleTree by Hilton; Greeley, CO

2017 Work Program:

In June we reported that the Education Committee met in January to plan education sessions for the year.

Fast forward to today - While a few Professional Development Opportunities (PDOs) have been cancelled, others such as the Election PDOs have been very well attended.

We would like to thank all of our instructors and those who attended the PDOs!

Nancy and I would like thank Kathie Novak, President Garcia, Vice President Roome, Past President Coxon, Conference Committee Rep Walker, the Education Committee and, a special thanks to our Conference Administrator Nerissa for her assistance this past year and our Institute Director Kathie Novak. Without your help – we wouldn't have a conference. It's been a phenomenal team effort and we would like to say "Thank You" to everyone!

Respectfully submitted,

Cheryl Aragon, Co-chair
Nancy Vincent, Co-chair



Handbook/Study Committee Report
October 2017

TO: CMCA President Patti Garcia
FROM: Handbook/Study Committee Vice Chair Lisa DelPiccolo
DATE: September 27, 2017

Over the course of 2017, the Handbook/Study Committee, consisting of John Brennan, Lynette White and myself, assisted with revisions to the Colorado Municipal Clerks Association Bylaws that are currently pending approval of the membership. We also compiled proposed revisions to the CMCA Handbook for consideration at the business meeting during the Annual Conference.

Once the revisions to the Bylaws and Handbook are confirmed, the Committee will produce a final version of the Handbook for the website and CMCA Historian.



*Colorado Municipal Clerk's Association
Memorandum*

DATE: September 21, 2017
TO: Honorable CMCA President Patti Garcia
FROM: Susan Ortiz, Chair IIMC Quill Award Committee
SUBJECT: CMCA Quill Award Committee: Conference – Year End Report

The Quill Award Committee nominated Karen Goldman, MMC, Semi-Retired Deputy City Clerk of the City of Aurora, Colorado for the 2017 IIMC Quill Award.

The CMCA Quill Award received a letter from IIMC on April 19, 2017, noting the Quill Selection Committee received six nominations this year. Each nominee had credentials worthy of merit and heavy consideration was given to the nominee's strength and depth of participation in activities that have contributed to their profession as an IIMC member.

Regrettably, our nominee was not selected to receive the 2017 Quill Award. However, she was recognized as a candidate by IIMC in Montreal at the IIMC Annual Conference and the Region VIII meeting.

The Committee would like to thank the Region VIII Directors and the CMCA Executive Board for supporting the nomination.

Committee members Christena Harlow (Durango) and Helen Cospolich (Breckenridge) were extremely helpful with the extensive application process. Each had been given a specific duty and our very dependable, small (but mighty) committee made it an easy process. Thank you (Chris & Helen) again for all of your hard work and ability to help collect all the data. Your work to pull this together in such a short time frame was magnificent!

ACTION REQUESTED: The Committee requests the CMCA Executive Board support the Nomination of Karen Goldman in February 2018 for the IIMC Quill Award.



MEMORANDUM

DATE: September 28, 2017
TO: Honorable CMCA President Patti Garcia
FROM: Laura Smith, Chair Web Page Committee
Teri Colvin, Vice Chair Web Page Committee
SUBJECT: October 3, 2017 Business Meeting at CMCA Annual Conference

Overview

The Web Page Committee is in charge of overseeing the maintenance and improvements to the CMCA website. The following members are serving on the CMCA Web Page Committee:

- Laura Smith, Cherry Hills Village Chair
- Teri Colvin, Arvada Vice Chair
- Stephanie Tuin, Grand Junction Member (Retired June 2017)
- Kristen Rosenbaum, Thornton Member
- Christina Cooney, Centennial Member
- Holly Martinez, Alamosa Member
- Randi Gallivan, Foxfield Member

While CMCA Administrator Kathie Novak is not technically a member of the Web Page Committee, she is the primary manager of the website, as further discussed below.

A big thanks to Stephanie Tuin, who retired in June, for all her work on the Committee over the past several years. We are so grateful to her for all her input and hard work in making the CMCA website a success!

Budget

The Executive Board approved the 2017 Budget, allotting \$2,500 for the Web Page Committee's use, if needed. This line item of the budget includes funds for the monthly hosting of the current (new) website, as well as a monthly maintenance fee for our education database by our old website company, arielMIS. It also includes funds for miscellaneous issues that require IT assistance. The Executive Board also approved a Web Page Reserves fund that will accumulate funds each year until the funds are needed for a larger project, similar to the Records Retention Scheduled Maintenance fund.

Accomplishments

With the hiring of Kathie Novak as the CMCA Administrator, much of the Web Page Committee's work has been re-distributed. The Committee members are so happy to have Kathie on board, she is extremely helpful and an invaluable member of the CMCA team.

The Committee now works in conjunction with Kathie to ensure that updates and postings are added to the website in a timely manner. Kathie has taken the lead on the PDO and Institute registrations. Kathie is also in charge of adding new members to the website and assisting clerks when they have trouble with their website accounts. Laura Smith has been working with CMCA's Conference coordinator Nerissa Magnuson to ensure that updated information is on the website regarding the Annual Conference. Teri Colvin took the lead on the 2017 CMCA election, which required organization and use of membership lists housed in the website. The Committee members review all the website pages for grammar and style edits several times a year on a rotating basis.

The Committee determined that it would be too costly to have arielMIS maintain the generic email accounts. Instead, Committee Chair email addresses will appear on the website and be updated annually.

Projects

The Committee continues to work on the following:

- Review and update of all website pages
- Collecting photos of all clerks for the Directory page
- Collecting photos of clerks at events for the Members only section of the website
- Establishing a "Community Highlights" photo gallery featuring a different community every few months

Laura and Teri have been working with Kathie and Director Lisa DelPiccolo on a cloud-based repository for CMCA working documents. This group determined that Google Drive/Google Docs would work best for CMCA's needs and has set up an account for CMCA documents. The next step will be coordinating access to the various folders with Board members and Committee Chairs.

Teri and Kathie will be working with the Board and Membership Committee regarding CMCA's membership categories as it relates to elections.

Remember, the website changes often, so please take a look!

www.cmca.gen.co.us

May 23, 2017

ATTN: CMCA Board of Directors

RE: AUDIT COMMITTEE FINDINGS FOR 2016 CMCA BOOKS

The Audit of the 2016 Colorado Municipal Clerks Association Books has been completed using the provided 2016 Cash Spreadsheet, Income and Expense Summaries, Deposit Books, Check Books, Financial Reports, and Vectra and Colorado Trust Bank Statements.

Opening Vectra Balance was audited as accurate:

Vectra Opening Balance:		\$31,882.49
CMCA Opening Balance:	\$33,530.64	
Check #2297 cleared in 2016	\$1,648.15	
Audited Opening Balance		\$31,882.49

Ending Vectra Balance was audited as accurate:

Vectra Closing Balance		\$93,668.79
CMCA Closing Balance	\$93,271.65	
Check #2357 not cleared in 2016	\$397.14	
Audited Closing Balance		\$93,668.79

Ending CO Trust Balance was audited as accurate:

CO Trust Closing Balance		\$156,432.68
Audited Closing Balance		\$156,432.68

The Financial Report reflects:

- Required \$6,000 reserve for CMCA Institute
- Required \$7,000 CGFOA/CMCA reserve
- Required 50% of Revenues as an Ending balance (Actual is 63%)

Ending Bank Balance	\$93,271.65
Revenues	\$147,816.62

The Books were reconciled with the bank statements after clearing checks noted above. The balance was reconciled with the CMCA books. All Books were reconciled with the Cash Spreadsheet.

Respectfully Submitted,



Lisa Anderson, CMCA Audit Chair (Castle Rock)

SUMMARY OF PROPOSED CMCA HANDBOOK CHANGES

Submitted October 2017

Since the CMCA handbook was updated in June 2015, the majority of the 2017 proposed updates are of a housekeeping nature. The most significant changes involve a restructuring of the membership categories and associated dues as outlined below.

Proposed Membership Categories/Levels

Municipal Member – less than 7,500 population (voting)	\$100
Municipal Member – more than 7,500 population (voting)	\$150
Non-municipal local government Member (non-voting. Special Districts, Counties)	\$150
Associate/Business Member (non-voting)	\$300
Retired Member (non-voting)	\$135
Honorary/Retired Past President (non-voting)	Free

Summary of changes:

- Why now? Why so quickly? We would like to prepare the membership system for renewals which will begin in November. If we don't change now, we will live with this for another year.
- Moves to individual membership rather than jurisdictional membership
- Aligns with other membership associations including IIMC, which is an individual membership
- Eliminates confusion about "bundles" and who is included in a city's membership. Some clerks were enrolled as "affiliate" members, and were not able to vote.
- Clarifies and simplifies who is eligible to vote on Association mater (however, need to discuss if CMCA wants to limit the number of votes allowed to each jurisdiction)
- Individual memberships are portable, and less difficult to administer employment changes.

Handbook changes:

- Under General Information, Membership Categories
 - Change definitions and address current policy limited votes to 2 per municipality
 - Dues Structure

Necessary By-Law Changes (in addition to changes that were just approved):

- Article II
 - Change definitions
 - Address current policy limited votes to 2 per municipality
 - Change Transferability of Membership

Comparisons

Association	Fees
IIMC	<ul style="list-style-type: none"> • up to 20,000 -- \$160 • 20,001 to 200,000 -- \$200 • Over 200,001 -- \$260
CCCMA	Large (25,000 - plus) \$125 first member, \$90 additional members Medium (5,000 - 24,999) \$95 first member, \$75 additional members Small (Less than 5,000) \$75 first member, \$60 additional member Business - \$125
ICMA	Full Member: 0.008 x annual salary, capped at \$1,400 Affiliate Member (Local government department head: \$200 Local government entry- to mid-management: \$150 First year of membership (\$175 Year 2 / \$200 Years 3+)
APWA	\$190 Dues for national membership grant state chapter membership automatically
CPRA	Individual membership - \$105 Organizational membership - \$264 (includes 3 "subaccounts") Industry partners - \$336
CGFOA	Govt memberships \$45 Associate Membership \$55
GFOA	Base memberships vary by population. Up to 30,000 in pop, 1 member for \$160 - \$225. Additional members are \$150. 2 members for 30,000 – 50,000, fee \$250 - \$305. 50,000 + varies up to \$4,620.
Colorado Chiefs of Police	An "Active" member is a current police chief for a Colorado police agency. Annual dues are based on the number of sworn officers on staff: 1-9 sworn officers: \$187.50 10-19 sworn officers: \$300 20-49 sworn officers: \$600 50-75 sworn officers: \$975 76 and over: \$1,500
Natl Assoc of Chiefs of Police	12 MONTHS MEMBERSHIP \$60.00 24 MONTHS MEMBERSHIP \$110.00 36 MONTHS MEMBERSHIP \$155.00 Lifetime Membership \$500.00 All include a subscription to CHIEF OF POLICE MAGAZINE
IPMA-HR Colorado Chapter	If a member of the national association (fees \$149), local dues are \$45. If not a member, local dues are \$75
Mile high SHRM	\$165 Individual membership
SHRM national	\$199 Individual Membership
AWWA	\$196 Individual Membership

Annual Conference References

- References to the Fall Conference, Winter Academy and Annual Conference were standardized to “Annual Conference.”
- All References to CGFOA were removed.
- References to the Annual Conference silent auctions were updated to “Annual Conference fundraising activities.”
- Masters Academies were identified as separate sessions at various times throughout the year.

Standing Committee Names

The list of standing committees was formalized and the following changes were made:

- The name of the Marketing Committee was changed to “Sponsorship Benefit/Marketing Committee.”
- The name of the Study Committee was changed to “Handbook/Study Committee.”

Updates Related to the Bylaws Revisions

In accordance with the proposed bylaws revisions, the following updates were made:

- Membership fees were added to the General Information section. If the bylaws are adopted by the membership, the fees will be incorporated into the handbook and no longer included in the bylaws.
- A complete committee list is included in the CMCA Committees section. If the bylaws are adopted, the official committee list will be included in the handbook and not in the bylaws.

Committee chairs were given the opportunity to update their handbook sections. Updates were received from the Awards Committee, Membership Committee, Ways and Means Committee, and Web Page Committee. The Ways and Means Committee is currently dormant, but will remain a standing committee.

ITEMS TO BE DETERMINED:

- Items highlighted in yellow
 - Raffle Account added to Account Descriptions under Treasurer in the Executive Board section.
 - In the past, the CMCA Past President served as secretary of the Annual Conference Committee and the CGFOA Past President served as Treasurer. Should the CMCA Past President serve as Secretary/Treasurer?
 - Jean L. Rogers Scholarship information may not reflect current practice.

- Committee sections do not exist for Quill Committee and Sponsorship Benefit/Marketing Committee.

COLORADO

MUNICIPAL CLERKS ASSOCIATION

POLICIES & PROCEDURES
AND
COMMITTEE HANDBOOK



PREPARED BY
CMCA EXECUTIVE BOARD
NOVEMBER 1996

(Updated (Date))

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COLORADO MUNICIPAL CLERKS' ASSOCIATION

MISSION STATEMENT

The mission of the Colorado Municipal Clerks' Association is to educate municipal clerks and promote a better understanding of the function and responsibilities of the profession.

Colorado Municipal Clerks Association Bylaws

Approved by the membership: October ____, 2017

ARTICLE I – NAME

The association shall be known as the Colorado Municipal Clerks Association (CMCA).

ARTICLE II – PURPOSE

The purpose is to educate Municipal* Clerks by offering professional development opportunities; promote a better understanding of the functions and responsibilities of the Municipal Clerk’s office; assemble and disseminate information to improve the procedures and professionalism of Municipal Clerks; promote cooperation among Municipal Clerks through the exchange of ideas, information and experiences; sponsor, support or oppose legislation of importance to Municipal Clerks; and advance the Municipal Clerk profession by collaborating with affiliated organizations whenever appropriate or necessary.

*All references shall be interpreted to include Cities and Towns.

ARTICLE III – MEMBERSHIP

Section 1. Active Members. Any person who is an active appointed, elected or acting Municipal Clerk or Deputy Clerk or counterpart with a different title shall be admitted to active membership in this Association by making application and paying the dues required. All Active members have the right to vote, debate, attend meetings and classes. No more than two persons from any one municipality may vote on matters whether by written or electronic ballot or voice vote.

Section 2. Associate Members. Any person who is a business representative who seeks to assist in the purpose of CMCA shall be admitted to Associate membership by making application and paying the dues required. An Associate member shall enjoy all the privileges of the Association except the right to vote, make motions or hold office.

Section 3. Retired Members. Any person who was an active member of the Association and retired from their municipal clerk duties and functions with at least ten (10) years of service shall be admitted to Retired membership by making application and paying the requisite dues. A Retired member shall be entitled to all the privileges of the Association except the right to vote, make motions or hold office.

Section 4. Honorary Members. Any person who has performed exceptional services for the Association and for the improvement of municipal clerks can be nominated as an Honorary member. Nomination for Honorary membership shall be made by an Active member to the Executive Board at least 30 days prior to the Association’s annual business meeting. The name(s) of those nominated shall be presented to the membership at the annual business meeting for consideration. Honorary membership granted to individuals, other than retired clerks, shall confer no rights nor impose any obligation under these bylaws. All Past Presidents shall automatically become honorary members upon retirement.

Section 5. Transferability of Membership. Whenever an Active or Affiliate Member leaves the municipality that paid the Association dues, the membership shall remain with the municipality and transfer to the successor.

ARTICLE IV – DUES

Section 1. Fee Structure. The dues shall apply to the fiscal year and shall be payable on January 1 and are non refundable. The dues for each category of membership shall be determined by a majority vote of the members of the Colorado Municipal Clerks Association present at any regular or special meeting, so long as notice of the dues structure is provided to each member no less than 30 days in advance of the meeting in which the dues change shall be voted upon.

Section 2. Fiscal year. The fiscal year of the Colorado Municipal Clerks Association shall be January 1 through December 31 each year.

Section 3. Delinquency. Dues shall be delinquent if unpaid by March 1. Members whose dues remain unpaid at the beginning of any business meeting are ineligible to participate in the business of CMCA and are also ineligible for scholarships through CMCA until the dues have been paid.

ARTICLE V - MEETINGS OF MEMBERS

Section 1. General Business Meetings. The Executive Board shall hold at least three (3) general business meetings for its members. These meetings shall be held as follows: 1) the Colorado Municipal League Annual Conference; 2) the Municipal Clerk’s Institute; 3) the Annual Conference.

Section 2. Annual Business Meeting. The Executive Board shall hold an annual business meeting during the Annual Conference which shall be for the purposes of receiving annual reports of officers and committees, awards and any other business that may arise.

Section 3. Quorum. A majority of those registered at any meeting of the association shall constitute a quorum for the transaction of business at such meeting.

Section 4. Cancellation. The Executive Board may by motion at a previous meeting cancel, postpone, or set another day or time for any regular meeting. In the event that the meeting is cancelled or set for another day or time, notice shall be given to the membership as soon as possible.

ARTICLE VI – OFFICERS

Section 1. Executive Board. The Officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, and two (2) Directors. These Officers, together with the immediate Past President, shall constitute the Executive Board of the Association. The Executive Board shall prescribe and be responsible for supervision, control and general administration of the affairs of the Association and the accomplishment of its objectives.

Section 2. Eligibility for Office. All Executive Board members must be Active Members and must maintain active membership in the Colorado Municipal Clerks Association. A Clerk and Deputy Clerk

employed by the same municipality may not hold office on the Executive Board at the same time. If an Officer no longer meets the membership requirements of the Association, that person shall be deemed to have vacated that office. The vacancy shall be filled as provided at Article VI, Section 4.

Section 3. Term of Office. The term of office for all Officers shall begin at the close of the Annual Conference. The President and Vice President shall serve for one year or until their successors are elected. The Secretary, Treasurer and two (2) Directors shall serve two years or until their successors are elected.

Section 4. Succession. Without other action being required, at each annual meeting held in conjunction with the Colorado Municipal Clerks Annual Conference, the Vice President shall advance to the office of President.

Section 5. Vacancies. In the event of a vacancy in the office of President, the Vice President shall assume the office of President. The Executive Board shall fill any vacancy in the office of Vice President, Secretary, Treasurer and Director within thirty (30) days of notification of vacancy. Any officer filling an unexpired term for the office of Secretary, Treasurer or Director shall be eligible to be nominated and elected to a full term in that office. A vacancy which occurs less than ninety (90) days prior to the annual membership meeting shall remain vacant and be filled by election at the next annual membership meeting.

Section 6. Removal. Any Officer elected or appointed by the Executive Board may be removed from office for neglect of duty, malfeasance in office or other just cause, or for three (3) unexcused absences from Executive Board meetings. Removal of said Officer shall occur at a special election to be held by mail or electronic ballot sent to all Active members of the Association and shall be approved by the affirmative vote of two-thirds (2/3) of the membership. The vacancy shall be filled as provided in Article IV, Section 5.

Section 7. President. The President shall be the principal Executive Officer of the Association and shall supervise and control all of the business and affairs of the Association. The President shall preside at all meetings of the Executive Board; sign any contracts, bonds or instruments which the Executive Board has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by these Bylaws or by statute to some other officer or agent of the Association; and in general perform all duties incident to the office of President and other such duties as may be prescribed by the Executive Board from time to time.

Section 8. Vice President. In the absence of the President or in the event that the Executive Board determines the inability of or refusal by the President to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to the restrictions upon the President or other duties as may be prescribed by the Executive Board. The Vice President shall conduct an annual review of the Association Bylaws and Handbook and provide recommended amendments to the Executive Board.

Section 9. Secretary. The Secretary shall record minutes of the meetings, keep records of attendance at meetings, cause notification of special meetings and other information to be sent as may be deemed necessary.

Section 10. Treasurer. The Treasurer shall provide an accurate account of the financial standing of the Association and shall invest the reserve monies in a secure manner. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as the Executive Board may select; and in general perform all the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the President or by the Executive Board. The Treasurer shall also have the responsibility for reporting the required financial information to the membership and various governing and taxing authorities.

Section 11. Directors. Directors shall assist the Executive Board in taking on a variety of tasks or special projects as directed by the President and shall record minutes of the Executive Board in the absence of the Secretary and the Vice President. The two (2) offices of Director shall consist of two (2) year staggered terms.

Section 12. Immediate Past President. The Immediate Past President shall be the Chair of the Nominating Committee, a member of the Annual Conference and Conference Site Selection Committee, serve as Secretary to the Annual Conference Committee and shall chair any special committees assigned by the President.

ARTICLE VII – EXECUTIVE BOARD

Section 1. General Powers. The Executive Board is given express authority to establish and enforce the necessary and proper rules and regulations pertaining to the operation of said Association.

Section 2. Regular Meetings. The Executive Board shall meet at least four (4) times a year. These meetings shall be held as follows: the Colorado Municipal League annual conference; the Municipal Clerk's Institute; the Annual Conference; and one meeting for the purposes of planning the Association's goals for the upcoming year and transitioning outgoing and incoming Committee Chairs to assist with accomplishing those goals.

Section 3. Special Meetings. Special Meetings of the Executive Board may be called by or at the request of the President or upon written request of any two (2) members of the Executive Board. The person or persons authorized to call special meetings of the Executive Board may fix any place, within or outside the State of Colorado, as the place for holding a special meeting of the Board. Special meetings may be conducted by conference calls or through electronic mail.

Section 4. Notice. Notice of any special meeting of the Executive Board shall be given at least two (2) days prior thereto by notice delivered personally by telephone or sent by electronic mail. Any Board member may waive notice of any meetings. The attendance of a Board member at any meeting shall

constitute a waiver of notice of such meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Notices of special meetings shall state the purpose or purposes of the meeting, and no business may be conducted at the special meeting except the business specified in the notice of the meeting.

Section 5. Quorum and voting requirements. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting. A member of the Board or of a Committee may participate in a meeting by conference call or similar communications equipment by which all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting.

ARTICLE VIII – ELECTIONS

Section 1. Election of Officers. The election of Officers shall be conducted annually by written or electronic ballot to all active members in good standing at least thirty (30) days before the date of the Annual Business Meeting held at the Annual Conference with results being announced at the Annual Conference.

Section 2. Cancelling the Election. If the only matter before the membership is the election of persons to office and if, at the close of business forty (40) days before the election the Chair of the Nominating Committee certifies there are no more candidates than offices to be filled at such election and upon the Executive Board's acceptance of such certification the election may be cancelled and the candidates for office shall be deemed elected. The Chair of the Nominating Committee shall notify the membership of the election's cancellation and shall announce the names of the new officers during the Annual Business Meeting at the Annual Conference.

Section 3. Special Elections. A special election may be called by a majority of the Executive Board at least thirty (30) days in advance of such election date to be held by mail or electronic ballot and sent to all active members of the Association. Any special election results shall be provided immediately thereafter to the Association membership. The Executive Board shall set forth the purpose(s) of such special election.

ARTICLE IX – COMMITTEES

Section 1. Standing Committees. Standing Committees of the Colorado Municipal Clerks Association shall be decided upon by the Executive Board and shall be formed and abolished as necessary to allow the Board to carry out the goals of the Association. Current committees and associated responsibilities can be found in the Colorado Municipal Clerks Association Handbook.

Section 2. Committee Appointments. The President shall appoint the Chair for each standing committee after conferring with the current Chair. The Vice President shall appoint the Vice Chair for each standing committee after conferring with the incoming/outgoing Chairs. The standing committee

Vice Chair then assumes the position of Chair in the same year the Vice President advances to the office of President.

ARTICLE X – CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Executive Board may authorize an Officer or Officers, agent or agents of the Association, who are not specifically so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

Section 2. Checks. All checks, drafts, or orders for payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such Officer or Officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Executive Board.

Section 3. Deposits. All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Executive Board may select.

Section 4. Contributions and gifts. The Executive Board may accept on behalf of the Association any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Association.

ARTICLE XI – BOOKS AND RECORDS

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Board and Committees having any of the authority of the Executive Board, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member, or his or her agent or attorney for any proper purpose at any reasonable time.

ARTICLE XII – AMENDMENTS TO BYLAWS

The Bylaws of the Association shall be amended by an affirmative two-thirds (2/3) vote of the membership voting. The Executive Board shall mail a ballot or send an electronic ballot to all active members in good standing no later than 30 days before the business meeting scheduled at the Annual Conference. The results shall be announced at the business meeting at the Annual Conference.

ARTICLE XIII – DISSOLUTION

In the event of dissolution, all assets of the Colorado Municipal Clerks Association shall be distributed to such organizations that qualify as non-profit under IRS Code 501(c). The organizations shall be decided upon by a two-thirds (2/3) vote of the total membership. None of the assets shall be distributed to individual members.

ARTICLE XIV – PARLIAMENTARY PROCEDURES

Whenever in the affairs of the Association parliamentary procedures are involved, Roberts Rules of Order, Revised, shall apply and control.

DRAFT

GENERAL INFORMATION

CMCA MEETINGS

The Colorado Municipal Clerk's Association holds three business meetings each year. These meetings are held at the Colorado Municipal League Annual Conference, the Colorado Institute for Municipal Clerks, and the Annual Conference. Meetings are held for the purpose of conducting the business of the Association, including the submission of written reports and the election of officers. In addition to the business meetings, a transition meeting is held in January for the Executive Board to adopt a final budget and meet with committee chairs to set goals for the upcoming year.

Only active members (see below) who are in good standing, may vote at these meetings, either by ballot or by voice vote. At the business meeting, a quorum shall consist of the members present.

MEMBERSHIP CATEGORIES

The Association shall have six (6) classes of members. The designation and eligibility qualifications of the members for each class shall be as follows:

Active Municipal Member Population Less Than 7500 / Voting Member: Any person employed by a municipality who is an active appointed, elected or acting Municipal Clerk or Deputy Clerk or counterpart with a different title shall be admitted to active membership in this Association by making application and by paying the dues required. Members in this class are eligible to vote and make motions on matters brought before the Association.

Active Municipal Member Population More Than 7500 / Voting Member: Any person employed by a municipality who is an active appointed, elected or acting Municipal Clerk or Deputy Clerk or counterpart with a different title shall be admitted to active membership in this Association by making application and by paying the dues required. Members in this class are eligible to vote and make motions on matters brought before the Association.

Non Municipal Member / Non-Voting Member: Any person employed by a governmental agency other than a municipal government, such as a special district, county or state government or similar entity, shall be admitted to membership rates in the Association by making application and by paying the dues required. Members shall enjoy all privileges of the Association except the right to vote, make motions and hold office.

Business Member / Non-Voting Member: Any person who is a business representative (such as attorney, financial consultant, corporate representative, etc.) who seeks to assist in the purpose of the CMCA shall be admitted to associate membership in this Association by making application and by paying the dues required. A Business Member shall enjoy all privileges of the Association except the right to vote, make motions and hold office.

Retired Member / Non-Voting Member: Any person who was an active member of the Association and retired from their municipal clerk duties and functions with at least ten (10) years of service shall be admitted to retired membership in this Association by making application and by paying the dues required. A Retired Member shall be entitled to all privileges of the Association except the right to vote, make motions and hold office.

Honorary/Retired Past President / Non-Voting Member: All Past-Presidents shall be granted free membership upon retirement. Retired Past Presidents shall be entitled to all privileges of the Association except the right to vote, make motions and hold office. Candidates for honorary membership are voted on by the membership at any CMCA business meeting.

Memberships are individual and are not transferable. It is the responsibility of each member to update their membership profile with the Association annually or as needed.

Active Municipal Member accounts must be in good standing to be eligible to vote on matters brought before the membership.

DUES:

Municipal Member – less than 7,500 population (voting)	\$100
Municipal Member – more than 7,500 population (voting)	\$150
Non-municipal local government Member (non-voting. Special Districts, Counties)	\$150
Associate/Business Member (non-voting)	\$300
Retired Member (non-voting)	\$135
Honorary/Retired Past President (non-voting)	Free

Dues are payable on January 1st of each year and are non-refundable. Any person who is in arrears by more than three months will not be considered a member in good standing and is not eligible for scholarships through CMCA until the dues have been paid.

ADOPTION OF CMCA BUDGET

The CMCA Executive Board annually adopts a balanced budget covering the operations of CMCA for the current year. The membership is given the opportunity to comment on the budget at the Annual Conference. The steps for adoption of the budget are as follows:

1. CMCA solicits, by letter, budget requests from all CMCA committee chairs and vice chairs. The deadline to file a budget request with the treasurer is August 31.
2. The executive board submits the proposed budget to the membership at the Annual Conference for review and discussion. Changes to the proposed budget may be made at this time.

3. The Executive Board adopts a final budget no later than January 31.
4. The adopted budget is published in the February issue of *Communiqué* and on the CMCA website.



SAMPLE OATH OF OFFICE

STATE OF COLORADO)
) ss.
COUNTY OF _____)

I _____ do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Colorado, and the Bylaws of the Colorado Municipal Clerks Association, and that I will faithfully perform the duties of the position of _____ of the CMCA Executive Board for the year _____ to the best of my knowledge, skill, and ability.

Signature

[SEAL]

Subscribed and affirmed to before me this ____ day of _____, 20__.

Officer administering affirmation: _____

Name: _____

Title: _____

Address: _____

EXECUTIVE BOARD

The Executive Board of the Colorado Municipal Clerks Association shall prescribe and be responsible for the supervision, control and general administration of the affairs of the Association and for the accomplishment of its objectives. The officers of the Colorado Municipal Clerks Association are President, Vice President, Secretary, Treasurer, Past President and two Directors. All officers are voting members of the Executive Board.

Adoption of CMCA Budget

The CMCA Executive Board annually adopts a balanced budget covering the operations of CMCA for the current year. The membership is given the opportunity to comment on the budget at the Annual Conference. The steps for adoption of the budget are as follows:

The CMCA Treasurer solicits, by the most effective method, (e-mail, letter, facsimile), budget adjustment submittals from all CMCA committee Chairs and Vice-chairs. The deadline for submitting budget requests to the Treasurer is August 31.

At the January transition meeting, the Executive Board develops and adopts the annual budget. Under no circumstance shall final adoption of the budget occur any later than February 15.

The Treasurer forwards a copy of the adopted budget to the *Communiqué* Chair for publication in the February issue and to the Website Committee Chair for posting on the website.

PRESIDENT

The President is an elected position of CMCA, elected at-large by all voting members. The President is the executive head of the Association and shall preside at all meetings of the membership and of the Board.

Responsibilities of the President

The responsibilities of the President shall include, but are not limited to:

1. Carry out the mission statement and goals of the Association as developed by the Board.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Prepare agendas and packets for all meetings of the membership and of the Board. These tasks may be delegated to the Secretary, as determined by the President.
4. Preside over all meetings of the membership and of the Board.
5. Appoint the chairs of each committee and task force after conferring with the current chair; coordinate and monitor the work of all committees and ensure that each committee functions properly.
6. Chair the Annual Conference Committee and preside over all Annual Conference events.
7. Coordinate meetings as appropriate to accomplish the goals of the Annual Conference Committee.
8. Serve on Site Selection Committee for the Annual Conference.
9. Represent the Association through written and oral communication. Represent CMCA at functions of the International Institute of Municipal Clerks, Colorado Municipal League, and other professional organizations.
10. Maintain contact with the Institute Director, as needed.

Required Meetings

1. Four business meetings:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference

2. Executive Board meetings may be quarterly, bi-monthly or monthly, as determined by the President.
3. Annual Conference planning meetings.
4. Annual Conference Site Selection Committee meetings.
5. CMCA Annual Conference.
6. Graduation ceremonies of the Colorado Municipal Clerks Institute.
7. Represent CMCA at the IIMC Annual Conference; attend the State Presidents' meeting and the Region VIII business meeting and report on Association activities; carry the State flag at the opening ceremony proceedings. The President should also attend, with the Education Chair and Institute Director, the Education Colloquium.
8. CML Policy Committee meetings.

Required Reports

1. President's Message in the monthly *Communiqué*.
2. Status report on Board and standing committee activities at all required business meetings.
3. Annual report at the CMCA Annual Conference.
4. Additional reports as mandated by activities of the Association.

Allowable Budget Expenses

Funds will be provided in the annual budget to assist the President in accomplishing the goals of the Association.

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

VICE PRESIDENT

The Vice President is an elected position of CMCA, elected at-large by all voting members. Once elected, the Vice President advances to the office of President in the subsequent year.

Responsibilities of the Vice President

The responsibilities of the Vice President shall include, but are not limited to:

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws, policies and procedures of CMCA.
3. Assume the duties of the President in her/his absence.
4. Assume the office of President in the event of a vacancy in that office.
5. Take minutes of Board and business meetings in the Secretary's absence.
6. Appoint Vice-chairs for all standing committees after conferring with the incoming and outgoing Chairs. (Vice-chairs might assume the position of Chair in the subsequent year.)
7. Serve as Chair of the Annual Conference Site Selection Committee. Prepare and distribute RFPs for the Annual Conference.
8. Serve on Annual Conference Committee.
9. Perform special projects as assigned by the President or Board.
10. Attend Graduation ceremonies of the Colorado Municipal Clerks Institute.

Required Meetings

1. Four business meetings:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference
2. Executive Board meetings may be quarterly, bi-monthly or monthly, as determined by the President.

3. Annual Conference planning meetings.
4. Annual Conference Site Selection Committee meetings.

Required Reports

Written reports may be presented at the business and Board meetings if required by the project or task. Otherwise, reports will be given verbally.

Allowable Budget Expenses

Funds will be provided in the annual budget to assist the Vice President in carrying out his/her assigned goals and tasks.

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

SECRETARY

The Secretary is elected by all voting members for a two-year term. The Secretary is responsible for recording and transcribing the minutes of all meetings of the membership and of the Board, and also for receiving and responding to correspondence as directed by the President and/or the Board.

Responsibilities of the Secretary

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Record, transcribe and cause to be posted, approved minutes of all meetings of the membership and of the Board.
4. Assemble packet of information, minutes, and committee reports distributed at each meeting and forward one complete set of originals to the Historian.
5. Arrange for another Executive Board member to record and transcribe minutes in absence.
6. Update and sign bylaw amendments; cause to be posted on the CMCA website, via resolution, amendments approved by the membership; maintain an official copy of the bylaws, all applicable amendments and forward PDF versions to the Historian. Amendments to the bylaws shall be adopted through a resolution prepared by the Secretary.

Required Meetings

1. Four business meetings:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference
2. Executive Board meetings may be quarterly, bi-monthly or monthly as determined by the President.

Required Reports

1. Minutes of all business and Board meetings.
2. Written or oral reports, at business and Board meetings, for any assigned projects.

Allowable Budget Expenses

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

TREASURER

The Treasurer is elected by all voting members for a two-year term. The Treasurer is the custodian of all financial records of the Association.

Responsibilities of the Treasurer

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws, policies and procedures of CMCA.
3. Record all checkbook transactions and maintain a check register.
4. Keep accurate accounts payable records.
5. Keep accurate deposit records.
6. Reconcile and balance all accounts on a monthly basis.
7. Provide a monthly financial report and a monthly cash report.
8. Submit a preliminary budget to the Executive Board at the Annual Transitional Meeting held in January.
9. File the annual corporate report with the Secretary of State.

Required Reports

1. To assist the Audit Committee in conducting its audit of the Association's financial records, the following reports/information are required:
 - a. Check register of all transactions
 - b. Monthly financial report
 - c. Monthly cash-ending balance report
 - d. Documentation for all payables and receivables
 - e. Reconciled bank statements, including December of the previous year
2. Treasurer's report, including a monthly financial statement, cash report, and check register of all transactions for the month-to-date period due at the beginning of each month for inclusion in *Communiqué* and/or on the CMCA website.

Specific Activities

1. Provide a copy of the adopted budget to the Newsletter Editor for publication in the February edition of *Communiqué* and to the Website Committee for posting on the CMCA website.
2. Attend or provide designee for all CMCA business meetings. Provide copies of Treasurer's report for membership.
3. Provide financial reports monthly for inclusion in *Communiqué* and/or website and for all Executive Board meetings.
4. Notify all banking institutions of any address or corporate changes. Complete banking signature cards with all appropriate signatures.
5. Notify Executive Board of any donations, awards or other monetary gifts to CMCA.
6. In preparation for development of the annual budget, solicit input on budget adjustment funding needed from Executive Board, Committee Chairs, and Task Force Chairs.
7. Prepare the preliminary budget for Executive Board input at the annual Transitional Meeting.
8. Work with the Audit Committee on the preparation of its recommendations.
9. Work with the Committee Chairs to provide an accurate accounting for all revenue and expenditures.

Required Meetings

Four business meetings held at:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference

Executive Board meetings may be quarterly, bi-monthly or monthly as determined by the President.

Policies and Historical Notes

1. Prior to 1998, the financial statements listed net proceeds only for major educational sessions. Beginning in 1998, the gross revenues and expenditures were recorded in order to reveal the total investment in educational programming.

2. Prior to 1996, CMCA's financial data was maintained in a manual bookkeeping system. In 1996, 1997 and 1998, the data was maintained using Quattro Pro spreadsheet software. In 1999, CMCA purchased QuickBooks accounting software. In 2003, the books were placed in Excel to allow the books to be sent to the Executive Board and Committee Chairs by email.
3. The Chart of Accounts has seen a number of minor changes over the years, which were made according to the philosophy and preferences of the Treasurer. Report formatting and account numbers also have changed according to preferences. This is a first attempt at documenting the account descriptions and the list was built using a few major categories so that reporting can easily be "collapsed" into a summarized version. A condensed summary provides the membership with a snapshot of CMCA's financial status and funding priorities. Account numbers were eliminated for the sake of simplicity.
4. A scholarship fund was established in memory of Jean L. Rogers, Lakewood's first City Clerk. The Scholarship Committee is charged with awarding Jean L. Rogers scholarships annually to offset the cost of Institute for Colorado clerks. The fund is replenished periodically. (See 1/22/99 Executive Board minutes). Seventy-five percent (75%) of the income received from Annual Conference fundraising activities contributes to the next year's Jean L. Rogers scholarship fund budget.
5. The Mary Watt scholarship fund was established in memory of City Clerk Mary Watt. The Scholarship Committee is charged with awarding Mary Watt scholarships to clerks attending Professional Development Outreach Program classes throughout the year. Twenty-five percent (25%) of the income received from fundraising activities contributes to the next year's Mary Watt scholarship fund budget.
6. It has been the practice to have the CMCA President and Treasurer as signatories on all CMCA accounts. Only one signature is needed for signing checks.
7. In order to assist in maintaining financial health, CMCA will carry an ending balance in an amount equal to at least 50 percent of current revenues. (Policy adopted by Executive Board 1/22/99)
8. The Board decided not to invest in long-term accounts such as CD's, but instead to maintain COLOTRUST accounts. (Policy adopted by Executive Board 7/20/08)
9. Until March of 2014, CMCA had a \$6,000 retainer on account with C.U. Boulder for the expenses associated with Institute and Advanced Institute. This amount was returned to CMCA's account but continues to be listed as restricted equity in the balance sheet.

Reimbursement Policy

The Reimbursement Policy and Reimbursement Request Form are periodically updated by the Executive Board. Mileage is paid at the current IRS rate.

Treasurer's Tips

The records kept by the Treasurer are:

- a. Checkbook of all accounts
- b. All bank statements from all accounts
- c. Monthly financial reports
- d. Accounts payable records
- e. Cash reports
- f. IRS Federal I.D. number
- g. Record of all deposits
- h. Adopted budget

The accounts payable records must include backup documentation for all expenditures. The backup is: the check number, the account number to which it was charged, the amount of the check, and the date of the check. It is helpful to make photocopies of each check written.

The deposit records include all checks that are deposited and their purpose. Create a list tracking membership dues and a separate list tracking the donations received from the municipalities.

The financial report, which is filed with the accounts payable records, should include the following:

- a. Account numbers for every line item and a line item description
- b. Period-to-date column of all revenues and expenditures
- c. Year-to-date column of all revenues and expenditures
- d. Budgeted amounts for all revenues and expenditures
- e. Variance column, which is the difference between the budgeted and the year-to-date amounts
- f. Totals of all revenue and expenditure line items

The cash report, filed with the financial report, shows an ending balance of all the available cash for each account for each month. The report also shows a total for all balances.

The check register is a report which is in addition to the one kept in the checkbook. It is used to provide information at any time to anyone requesting it. The register should include the following:

- a. Date of the transaction
- b. Check number
- c. Name of check recipient
- d. Purpose of check
- e. Amount of check
- f. Deposits made or any bank charges and their purpose
- g. Beginning and ending balance

Any non-budgeted items up to and including \$100 must have prior approval of the President.

Any non-budgeted items over \$100 must have prior approval of the Executive Board.

The Executive Board must approve any line item expenditure that would cause that line item to go over budget.

No cash withdrawals are permitted on any deposit transactions.

The balance in the checking account should not exceed \$25,000. Excess funds should be placed (remain) in the savings account. Transfers between accounts should be in the form of a wire transfer, ACH, or a check.

Make all deposits no later than five (5) business days after receiving them.

The Treasurer should be in possession of a signed copy of all contracts for which payments are made.

Attachments

1. Account Descriptions

Account Descriptions

Banks:

Checking	Vectra Bank	Checking account transactions
Savings	COLOTRUST - General	General purpose savings account
Savings	COLOTRUST - J. L. Rogers	Designated savings account
Savings	COLOTRUST - Mary Watt	Designated savings account
Savings	COLOTRUST - Cindy Morse	Designated savings account

Add Raffle Account

Equity:

Opening Balance		Initial account balances
Net Income (retained earnings)		Difference between Income and Expenditures
Income:		
Donations	Membership	CMCA scholarship donations from members
Donations	Other	Donations from non-members (such as Colorado Code for sponsored scholarships); Annual Conference fundraising activities for CMCA scholarships
Interest		Interest income from checking and savings accounts
Membership Dues		Fees for membership
Miscellaneous Revenue		Includes non-categorized income
Newsletter Ads		<i>Communiqué</i> advertising
Registration Fees	Masters Academies	Fees determined by Institute Director, CMCA Executive Board and Education Chair
Registration Fees	Annual Conference	Fees determined by Institute Director, CMCA Executive Board and Education Chair
Registration Fees	IIMC Regional Conference	Fees determined by CMCA/IIMC
Registration Fees	Institute	Fees determined by Institute Director, CMCA Executive Board and Education Chair

Registration Fees	Professional Development Outreach	Fees determined by CMCA Executive Board and Education Chair
Registration Fees	Athenian Dialogues	Fees determined by CMCA Executive Board and Education Chair
Ways and Means	Sales	Merchandise Income
Tool Kits	Sales	Merchandise Income

Expenses:

Committees

Annual Conference (Miscellaneous Expenses)	Committee member travel, printing, postage, supplies, etc. (not for conference expense)
Audit	Committee member travel, printing, postage, supplies, etc.
Awards	Committee member travel, printing, postage, supplies, etc. for nomination process and certificates & plaques
Communiqué	Committee member travel, printing, postage, supplies etc.
Education (Misc. Expense)	Committee member travel, printing, postage, supplies, etc. (not related to educational programs)
Education Travel for Chair & Vice Chair	Travel Expenses for Chair and Vice Chair to attend IIMC Conference
Executive Board	Board member travel, meeting expenses, Board photo
Handbook/Study	Committee member travel, printing, postage, supplies etc.
IIMC Liaison	IIMC meeting expenses
Legislative	Committee member travel, printing, postage, supplies etc.
Membership	Membership brochure and directory printing, postage and Committee member travel

Nominating	Committee member travel, printing, postage, supplies etc.
Records Retention Schedule Maintenance	Records RIM-ERM Tool Kit
Scholarship	Committee member travel, printing, postage, supplies etc.
Sponsorship Benefit/Marketing	Committee member travel, printing, postage, supplies etc.
Ways and Means	Committee member travel and incidental expenses and purchases of merchandise
Web Page	Web page hosting, maintenance, development, committee member travel, printing, postage, supplies etc.

Education:

Professional Services – Institute	Institute Director’s salary
Professional Services – IIMC Travel	Travel expenses for CMCA Executive Board members to the annual IIMC Conference
Advanced Institute	Expenses for Advanced Institute
Annual Conference	One-half of expenses for Annual Conference plus administrative costs
CML Conference	Speaker(s) for Clerk’s section of CML Conference
Institute (Insurance)	Insurance for CMCA Institute
Professional Development Outreach/	Expenses for Professional Development Outreach, i.e. presenter fees, travel, lodging, and session announcements, postage, copies, etc.; as well as travel, lodging and supplies for Train the Trainer program

Executive Board:

President Expenses	Travel, printing, postage, supplies etc.
Past-President Expenses	Travel, printing, postage, supplies etc.
Vice-President Expenses	Travel, printing, postage, supplies etc.

Overhead:

Bank Charges/Fees

Service charges, checks & deposit slips

Office Supplies

Envelopes, postage, etc.

Secretary of State Filing

Annual filing fee

Scholarships:

General

General scholarship awards

Jean L. Rogers

J. L. Rogers scholarships awarded

Mary Watt

Mary Watt scholarships awarded

Contingency:

Contingency funds

PAST PRESIDENT

The Past President is originally elected by all voting members of CMCA as Vice President. In the subsequent year, s/he ascends to President, and then becomes Past President.

Responsibilities of the Past President

1. Assist in the development of two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and policies and procedures of CMCA.
3. Serve as Chair of the Nominating Committee.
4. Serve on the Annual Conference and Annual Conference Site Selection Committees.
5. Serve as **Secretary/Treasurer** to the Annual Conference Committee.

Required Meetings

1. Four business meetings held at:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference
2. Executive Board meetings may be quarterly, bi-monthly or monthly as determined by the President.

Required Reports

1. Nominating Committee report.
2. Reports on any special assignments designated by the President or Board.

Allowable Budget Expenses

Funds will be provided in the annual budget to assist the Past President in carrying out his/her assigned goals and tasks.

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

DIRECTORS

The Directors are elected at-large by all voting members. They assist the Board in taking on a variety of tasks or special projects as directed by the President.

Responsibilities

1. Assist in developing two-year goals for the Association.
2. Maintain accurate knowledge and understanding of the bylaws and the policies and procedures of CMCA.
3. Perform special projects as assigned by the President or Board.
4. Assist the Web Page Committee in keeping the CMCA Web Page current.
6. Take minutes of meetings in the Secretary's absence, if Vice President is also absent.
7. Maintain and update CMCA's Policies and Procedures and Committee Handbook.
8. Update Resource Guide.

Required Meetings

1. Four business meetings held at:

January	Transitional Meeting
June	Colorado Municipal League Annual Conference
July	CMC Institute
October	Annual Conference
2. Executive Board meetings may be quarterly, bi-monthly or monthly, as determined by the President.

Required Reports

1. Written reports may be presented at the business and Board meeting if required by the project or task. Otherwise, reports will be given verbally.

Allowable Budget Expenses

Mileage may be reimbursed for necessary travel when the total round-trip mileage is in excess of 60 miles. Mileage is paid at the current IRS rate.

CMCA COMMITTEES

Standing committees of the Colorado Municipal Clerks Association are:

- Annual Conference including Site Selection Committee
- Audit
- Awards
- Communiqué
- Education including Train the Trainer and Professional Development Outreach
- Handbook/Study
- Legislative
- Membership
- Nominating
- Quill
- Records Management, including Historian
- Scholarship
- Sponsorship Benefit/Marketing
- Ways and Means
- Web Page

General Procedures

As a way to ensure continuity and to create a training opportunity for the membership, each standing committee is led by a Chair and a Vice-Chair. The President appoints the Chair of each committee after conferring with the current Chair. The Vice-President appoints each Vice-Chair after conferring with the incoming Chair and out-going Chair. The Vice-Chair then assumes the position of the Chair in the same year the Vice-President ascends to President. Together, the Chair and Vice-Chair annually solicit for members to serve on the committee, with input from the Executive Board, as appropriate.

Committee terms are for one calendar year. Members of the committee may serve for more than one year and on more than one committee.

Each January, the Chairs of the current and previous standing committees are invited to attend the Transitional Meeting. This meeting is an opportunity for the Executive Board to present its goals to the current Chairs and to receive from their predecessors any documents, or other information, which are necessary to carry out these goals. The number of meetings and the form in which those meetings take place are at the discretion of the Chair.

The annual budget contains an appropriation for each committee. These funds are to be used, up to the budgeted amount, for official purposes only. Amounts to be reimbursed to any committee member must be made in writing on a "Reimbursement Request Form." The committee Chair must submit any budget adjustment submittals to the Treasurer no later than October 31 of each year.

A committee may also request funds for a non-budgeted expenditure. Requested amounts of \$100 or less require the approval of the President. Requests in excess of \$100 require approval from the Executive Board.

Committee members driving in excess of 60 miles round-trip to attend committee meetings will be reimbursed for mileage in the amount allowed by the Internal Revenue Service. All requests for mileage must be made on the attached "Reimbursement Request Form."

Each committee is charged with reviewing the policies, procedures, guidelines, and regulations governing its activities and recommend updates and changes to the Executive Board. This review should take place in odd-numbered years.

Each committee chair is required to submit written reports detailing the activities of the committee. These reports are distributed at business meetings held at the Transitional Meeting, Colorado Municipal League Conference, the CMC Institute, Master's Academy and Annual Conference (final report). These reports should be sent electronically to the Secretary, who in turn, will provide one original copy to the Historian. Other documents of enduring value to CMCA should be sent directly to the Historian. A list of these documents is noted under the appropriate committee heading.

Attachments:

Request for Reimbursement
Travel Reimbursement Policy
Records Transfer Guidelines
List of CMCA Permanent Records
List of Committee Chairs



Colorado Municipal Clerk's Association
Request for Reimbursement

Name: _____ Committee: _____

Reimbursement check should be made out to: _____

Mailing Address: _____

City/Zip: _____ Business Phone: _____

Purpose of Expense: _____

Date	Expense	Budget Line	Amount
Travel Expenses			
	Round trip mileage more than 200 miles = \$50 flat reimbursement		
	Lodging # _____ nights @ \$_____ per night Lodging will be reimbursed if over a 4 hour drive from origin to destination		
Total Reimbursement Requested			\$

Attach receipts for all reimbursement items requested. For mileage reimbursement attach a MapQuest or Google Map with appropriate mileage indicated from origin to destination. **Send completed request form with receipts to (current treasurer).** Please review the attached CMCA Education Payment, Cancellation and Refund Policy prior to submitting your request. Feel free to contact **(current treasurer)** with questions.

I certify that the above is a true and final accounting of all expenses.

Committee Chair Name

Committee Chair Signature

Date

Approved:

CMCA Treasurer

Date

CMCA President (if required)

Date

**COLORADO MUNICIPAL CLERKS
ASSOCIATION
EDUCATION PAYMENT,
CANCELLATION AND REFUND
POLICY**



Approved on November 17, 2010 by the CMCA Executive Board

CMCA Webinar Refunds

1. Registration fees for webinars may be paid by check or credit card.
2. Those from whom payment has been received but can't participate on the day of the live webinar, will be given a hyperlink to that recorded session in lieu of a refund. That individual must complete the class within 30 days to receive scholastic credit.
3. "No Charge Webinar" class sizes are limited. Participants who register but who are unable to attend are asked to cancel as early as possible so the seat can be offered to another person.

CMCA On-The-Road Workshop Refunds – In-Person Training Sessions

1. As a courtesy to the host clerk, cancellations must be received by the instructor, by email or written letter at least 48 hours before the starting time of the workshop.
2. Registration fees for On-The-Road Workshops (OTR) are paid by cash or check.
3. Because fees should be paid the day of the class, refunds will normally not be necessary.

Approved by the Executive Board on February 14, 2014

CMCA Professional Development Outreach (PDO) sessions (formerly On-the-Road Workshops)

1. Instructors who cancel the sessions must give at least 48 hours' notice before the starting time of the session when possible. There will be circumstances beyond their control at times when this cannot happen but these instances should be few and only due to extreme incidents. In this instance, the instructors should give notice as soon as possible. Communication should be by email, text or telephone contact. Everyone on the registered class list is to be notified.
2. The minimum number of attendees required is ten (10). The session is to be cancelled if there are less than ten (10) in attendance. The host should be in communication with the instructors regarding attendance prior to the session.
3. Cancelled sessions are non-refundable. A voucher to attend another PDO session will be issued. The voucher will be valid for the year in which the PDO was cancelled.
4. Sessions should be pre-paid in order to assist the hosts and instructors in preparation. The schedule should be released in March/April of each year. The PDO session schedule is from April to October of each year. PDO coordinators should release the information to the hosts and instructors as soon as possible so that they can advertise the session.
5. Hosts should arrange for participants to have lunch on their own or hosts should pick a restaurant that can accommodate the group. If the host arranges a catered lunch, and the session is cancelled, they will not be reimbursed.
6. Participants who do not attend the session forfeit monies applied toward lunch.
7. Instructors will be reimbursed \$50.00 flat fee for driving mileage over 200 miles to teach a session. The reimbursement will require mileage proof (MapQuest, Google map) and a completed reimbursement form.
8. Instructors will be reimbursed for one night's hotel stay (per session) if the location is more than a four (4) hour drive from the instructors' location. The hotel rate must be reasonable and a receipt is required along with a completed reimbursement form.
9. Instructors will not be reimbursed for meals or for any "prizes" given away in the session.

COLORADO MUNICIPAL CLERKS ASSOCIATION RECORDS TRANSFER GUIDELINES

As municipal clerks, we clearly understand the value that accrues to our government organizations by maintaining records in a consistent and logical manner. Likewise, a value would accrue to our professional association by the utilization of similar record keeping practices. Records not only provide information regarding the operation and administration of the Association, they also provide valuable historical perspectives and references. The Colorado Municipal Clerks Association understands this and has therefore re-instituted the position of Historian to ensure preservation of its records and its history.

Approximately 23 different records series have been indentified (for purposes of discussion, the general records of individual committees have been considered as one records series) as permanent records of the Colorado Municipal Clerks Association. The role of Historian is to preserve the records. What follows are some guidelines to assist CMCA officials and members in the transfer of permanent records to the Historian.

In general:

1. The original of every record series identified as permanent (see attached list) shall be sent to the Historian for storage and preservation. Except for reports for business meetings, the records should be sent directly to the Historian.
2. Every document should be dated. The date may be one of the following: a) the date created; b) the date distributed; c) the date adopted; d) the date effective.
3. Correspondence of a routine nature need not be sent to the Historian. However, any correspondence, which sets policy or precedent, or any correspondence, which identifies or refers to a specific event or activity of the Association should be sent. If in doubt, send the record.
4. At the end of the Association (calendar) year, files of work undertaken should be sent to the Historian. Send originals whenever possible; copies will be given to officer or committee chair successors.

**PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

Operational

Budgets

 Proposed

 Adopted

Business Meetings

 Agendas

 Minutes

 Supporting Documents

Correspondence (non-routine)

Executive Board Meetings

 Agendas

 Minutes

 Supporting Documents

Financial Reports

Committees

 Assignments

 Correspondence

 Reports

Administrative

By-laws

 Adopted

 Proposed, with backup information/explanations

Committee Information

Incorporated Documents

Oaths of Office

Officer Information

Policies & Procedures (Manual)

Resolutions

Historical

CMC and AAE Designations (Prior to 2000)

CMC and MMC Designations (Beginning in 2000)

Clerk's Luncheons

 Announcements

Communiqué

CMCA Annual Conference Program

Institute (CMC and AAE) (Prior to 2000)

Institute (CMC and MMC) (Beginning in 2000)

 Program

Application Form
Roster of Attendees
Evaluation
Membership Lists
Municipal Clerks Week
 Activities/announcements
 News clippings
Press Releases
Proclamations
Special Projects/Assignments
 Manuals
 Surveys
Visual Records
 Photographs
 News Clippings
 Videotapes

**RESPONSIBLE PARTY
PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

(NOTE: Please notify the Historian if another person is designated as the responsible party.)

President

- By-laws
- CMC and MMC Designations
- Committee Assignments
- Committee Information
- Municipal Clerks Week (CMCA official actions/activities)
- Oaths of Office
- Officer Information
- Policies and Procedures (Manual)
- Proclamations
- Resolutions

Secretary

- Business Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Executive Board Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Press Releases

Treasurer

- Budgets (proposed/adopted)
- Financial Reports

Committee Chairs (general)

- Correspondence
- Project and Activity Information

Committee Chairs (specific)

Awards	Criteria, announcements, nominations received
Editor	Communiqué
Education	Professional Development Outreach announcements, programs for all educational offerings
Annual Conference	Conference guidelines
Membership	Membership Lists, statistical information
Nominating	Slate of nominees, ballot as printed, candidate information

Scholarship

List of scholarships awarded, guidelines for general scholarships

Any Member Involved in or Having Access to the following:

Clerks' luncheons
Municipal Clerks Week
Special Projects/Assignments
Visual Records

Listed below are guidelines regarding the specific records series.

Operational Records

Budgets – Includes both proposed and adopted budgets. Indicate type of budget by title

Business Meetings – Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Correspondence – Excludes routine correspondence and correspondence from outside the Association, which is not answered. When a response is made, please attach the request and response together.

Executive Board Meetings – Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Financial Reports – Includes treasurer reports.

Committees – (Provided primarily by committee chairs). Includes a list of committee chairs assigned by the President and all committee members, non-routine correspondence, reports and files of work undertaken. (See listing under specific committees for additional document listings.)

Administrative Records

Bylaws – Includes both proposed and adopted By-laws. Also includes any background information or explanation supporting or opposing the proposed changes.

Committee Information – General. (Provided primarily by the President or Executive Board.) Includes committee purpose, composition, goals, and assignments.

Incorporation Documents – Includes copy of application and/or renewal forms.

Oaths of Office – One original of oaths signed by President, Vice President, Secretary, and Treasurer.

Officer Information – Includes list of officers, organizational charts, and any general information regarding duties, responsibilities or requirements of officers.

Policies and Procedures – Includes a variety of information.

Resolutions – Includes resolutions presented to CMCA members, those supporting IIMC candidates, supporting/opposing IIMC Constitutional Amendments and any supporting/opposing IIMC policies or guidelines.

Historical Records

CMC, AAE, and MMC Designations – Includes names of persons having achieved these designations and the year achieved. Includes letters/press releases from IIMC, correspondence from President.

Clerks' Luncheons – Includes announcements and schedule of monthly or other clerks' luncheons held throughout the state. Does not include activities for Municipal Clerks Week.

Communiqué – Send 1 electronic copy of each issue to the Historian.

Membership Lists – Listing of member names and municipalities. Includes any periodic reports. Excludes any statistical information.

Municipal Clerks Week – Includes news clippings, proclamations, meeting/event announcements and activities, invitations, and programs.

Press Releases – From CMCA, IIMC, municipal governments regarding a member or a profession-related activity involving a member.

Proclamations – From CMCA or a municipal government regarding a member or profession-related activity involving a member.

Special Projects/Assignments – Includes any activity outside the normal activities of the association. Includes final report or recommendations.

Visual Records – Of any profession-related events and activities involving one or more members of CMCA. Includes photographs from newspapers. Date, event, name of person (as reasonable) should be noted on the back of photograph. Name and date of newspaper should be included.

2017 Committees

COMMITTEE	CHAIR	VICE CHAIR	
Audit	Lisa Anderson, Castle Rock 303-660-1367 landerson@crgov.com	Donna Kast, Manitou Springs 719-685-2554 dkast@comsgov.com	
Awards	Lauren Bloemsma, Telluride 970-728-2158 lbloemsma@telluride-co.gov	Alisa Darrow, Berthoud 970-532-2643 adarrow@berthoud.org	
Communique	Mary Lee, Platteville 970-785-2245 mlee@plattevillegov.org	Devin Million, Platteville 970-785-2245 dmillion@plattevillegov.org	
Annual Conference	President, Past President, Vice President and Education Chair (s)		
Education	Education Co-Chairs		
	Cheryl Aragon, Greeley 970-350-9743 cheryl.aragon@greeleygov.com	Nancy Vincent, Thornton 303-538-7223 nancy.vincent@cityofthornton.net	
Train the Trainer PDO	Margy Greer, Lakewood 303-987-7081 margre@lakewood.org	Jennifer Pettinger, Lone Tree 303-708-1818 Jennifer.pettinger@cityoflonetree.com	
Legislative	Sarah Johnson, Colorado Springs 719-385-5103 sbjohnson@springsgov.com	Raegan Robb, Evans 970-475-1104 rrobb@evanscolorado.gov	
Membership	Lisa Horton, Aurora 303-739-7095 lhorton@auroragov.org	Michele Millard, Lakewood 303-987-7086 micmil@lakewood.org	
Nominating	Margy Greer, Lakewood 303-987-7081 margre@lakewood.org + Executive Board Members	Historian	Daryl Payne, Pueblo 719-553-2669 dpayne@pueblo.us
Quill	Susan Ortiz, Greenwood Village 303-486-5752 sortiz@greenwoodvillage.com	Helen Cospolich, Breckenridge 970-547-3127 helenc@townofbreckenridge.com	
Records Management	Nanette Fornoff, Fort Lupton 720-466-6112 nfornoff@fortlupton.org	Krystal Eucker, Windsor 970-674-2402 keucker@windsorgov.com	
Scholarship	Cheryl Powell, Milliken 970-660-5049 cpowell@millikenco.gov	Meghan Martinez, Frederick 720-382-5500 mmartinez@frederickco.gov	
Sponsorship/ Benefit	Rhonda Coxon, Snowmass Village 970-923-3777 rcoxon@tosv.com	Betsy Holder, Greeley 970-350-9742 Betsy.holder@greeleygov.com	
Study Committee/ Handbook	John Brennan, Fort Morgan 970-542-3963 jbrennan@cityoffortmorgan.com	Lisa DelPiccolo, Montrose 970-240-1422 ldelpiccolo@ci.montrose.co.us	
Ways and Means	Cheryl Campbell, Garden City 970-351-0041 gardencity1938@aol.com	Linda Blackston, Aurora 303-739-7094 lblackst@auroragov.org	
Web Page	Laura Smith, Cherry Hills Village 303-789-2541 lsmith@cherryhillsvillage.com	Teri Colvin, Arvada 720-898-7544 tercol@arvada.org	
IIMC Liaison	Nancy Vincent, Thornton Nancy.vincent@cityofthornton.net		
Liquor Liaison	Robin Eaton, Wheat Ridge reaton@ci.wheatridge.co.us		

ANNUAL CONFERENCE COMMITTEE

Purpose

The Annual Conference Committee is responsible for planning, organizing, and publicizing the CMCA Annual Conference.

Responsibilities

Confer with conference hotel on arrangements for specific meeting areas, room rates, complimentary rooms, and meals.

Schedule social activities and all-conference events.

Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

Ensure the Conference Coordinator performs the following: works with host hotel on conference arrangements, produces registration packet, receives registrations, solicits exhibitors/sponsors, prepares conference packets and name badges, organizes registration at conference, maintains financial records for the conference.

Number of Committee Members

The Annual Conference Committee consists of, at a minimum, the CMCA President, Vice President, and Past President, the Education Committee Chair and Vice-Chair, and the Clerk of the host city. Additional clerks may be recruited to assist with onsite activities. A Conference Coordinator may also serve on the Annual Conference Committee. **The CMCA Past-President serves as “Secretary/Treasurer” to the Annual Conference Committee.**

Specific Activities

1. JANUARY: The CMCA Board holds a Transitional Meeting in January. On the morning prior to CMCA’s transitional meeting, the Annual Conference Committee meets with the previous year’s committee to review the previous conference and begin planning for the current year.
2. JANUARY – MAY: Education Committee plans educational sessions. Moderator assignments and other responsibilities are assigned.
3. APRIL – MAY: A site visit is conducted to conference facility. Recruitment begins for exhibitors and sponsors.

Review: Meeting facilities and accommodations
 Exhibitor/sponsorship letter/procedures
 Entertainment/tour options
 Registration forms
 Registration packet
 Sample and select conference menu

Establish: Time frames for each day's sessions/draft program
 Conference budget
 Opening speaker

Discuss: Fundraising activities
 Conference packet materials

4. JULY: A meeting is held to finalize conference plans. Conference registration begins (Conference Administrator). The conference program is reviewed for content and accuracy.
7. AUGUST: The final program is prepared for printing. Final preparations are made for exhibitors/sponsors.
8. OCTOBER: Conference. The committee provides assistance in preparing conference delegate packets and attends a pre-conference meeting with hotel management. The final day of the conference, the committee meets to review and evaluate the conference.

ANNUAL CONFERENCE SITE SELECTION COMMITTEE

Purpose

The Annual Conference Site Selection Committee is responsible for choosing the locations of future CMCA Annual Conference sites.

Committee Members

Committee members include the President, Vice President, and Past President. The Site Selection Committee is chaired by the Vice President.

Required Reports

No reports are required. The site selection announcement is made at the business meeting held at the Annual Conference.

Specific Activities

Activities of this committee are coordinated by the Conference Coordinator. Committee members are required to participate in the following activities and ensure that steps are taken by the Coordinator to ensure activities are completed.

1. Establish and maintain an RFP list of establishments able to host conference. (A site large enough to hold the entire group of attendees is desirable.)
2. With direction from Committee members, the Conference Coordinator shall:
 - a. Send out RFP in February for the conference to be held three to five years in the future.
 - b. Distribute RFP responses to Committee.
3. Plan and attend site visit to responding facilities.
4. Award conference site selection based upon the recommendation of the committee.
5. Review the proposed contract and acquire signatures of authorization from the CMCA President.
6. Review and revise RFP as necessary and as needs of the conference require.

AUDIT COMMITTEE

Purpose

The Audit Committee is responsible for examining and reconciling the financial records, accounts, and books of the Association from the prior fiscal year, January through December, and for issuing any recommendations for improving the accounting and bookkeeping practices.

Responsibilities

1. Obtain all financial records from the Association treasurer.
2. Examine all records to ensure that recommendations from previous committees have been complied with.
3. Issue an audit report with recommendations and present it to the Executive Board no later than May 31.
4. Review, in odd-numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Required Reports

In addition to the periodic reports listed in the Committee Overview, a final written audit report is created for the business meeting held at the Colorado Municipal League Conference. The same report is presented at the business meeting held at the CMC Institute.

Specific Activities

1. Maintain the financial policies and reporting procedures used by the treasurer in a current and workable format.

Attachments

1. Policies and Historical Notes
2. Audit Procedures

Policies and Historical Notes

1. Prior to 1998, the financial statements listed net proceeds only for major educational sessions. Beginning in 1998, the gross revenues and expenditures were recorded in order to reveal the total investment in educational programming.
2. Prior to 1996, CMCA's financial data was maintained in a manual bookkeeping system. In 1996, 1997, and 1998, the data was maintained using Quattro Pro spreadsheet software. In 1999, CMCA purchased QuickBooks accounting software.
3. The Chart of Accounts has seen a number of minor changes over the years, which were made according to the philosophy and preferences of the Treasurer. Report formatting and account numbers also have changed according to preferences. This is a first attempt at documenting the account descriptions and the list was built using a few major categories so that reporting can easily be "collapsed" into a summarized version. A condensed summary provides the membership with a snapshot of CMCA's financial status and funding priorities. Account numbers were eliminated for the sake of simplicity.
4. A scholarship fund was established in memory of Jean L. Rogers, Lakewood's first City Clerk. The Scholarship Committee is charged with awarding Jean L. Rogers scholarships annually. The fund is replenished periodically. (See 1/22/99 Executive Board minutes).
5. It has been the practice to have the CMCA President and Treasurer as signatories on all CMCA accounts. Only one signature is needed for signing checks.
6. In order to assist in maintaining financial health, CMCA will carry an ending balance in an amount equal to at least fifty percent of current revenues. (Policy adopted by Executive Board 1/22/99).
7. Maintain \$7000 in the Annual Conference retainer account, or an amount as directed by the Conference Committee at all times.

Audit Procedures

The Treasurer should deliver to the Chairman of the Audit Committee by February 15 the information needed to perform the audit.

1. Review any correspondence sent to the treasurer or from the treasurer.
2. The following should be included within the treasurer's books:
 - a. Copy of current budget
 - b. Any treasurer's reports and monthly financial reports
 - c. Copies of bank statements
 - d. Copies of invoices and checks
 - e. Complete list of municipalities and organizations paying membership dues and donations
 - f. Copies of deposit receipts
3. Review and confirm all deposits.
4. Verify outstanding checks monthly and follow through until time of credit on bank statement.
5. The books should be maintained in an orderly and easy to follow manner.

AWARDS COMMITTEE

Purpose

The Awards Committee's primary purpose is the solicitation and evaluation of nominations, and the selection of recipients for the following awards:

- CMCA Clerk of the Year
- Outstanding Contribution to a Municipality by a Clerk
- Outstanding Contribution to CMCA by a Municipal Clerk
- Outstanding Contribution to CMCA by a Person or Organization other than a Clerk

Additionally, the Awards Committee is responsible for recommending to the Board members who may be eligible for special merit or recognition in a category not listed above, and for identifying members who are leaving the profession with at least 10 years of active service and thus eligible for a retirement award.

Responsibilities

1. Solicit nominations for awards and other recognition. (NOTE: The Awards Committee has the right to recommend that a specific award **not** be given. The committee may also select recipients for Special Merit Awards unrelated to those listed above.)
2. Obtain plaques and other items of recognition and work with President to coordinate presentation(s).
3. Arrange for awards presentation at the CMCA Annual Conference and at the recipient's council or board meeting.
4. Issue certificates to clerks nominated, but not selected for awards.
5. Obtain award and gift for outgoing President.
6. Review, at least biennially, the policies, procedures, guidelines and regulations governing the activities of the committee and recommend updates and changes to the Executive Board.
7. Send cards to members who have lost a family member, have been ill, for special occasions, or as directed by the CMCA President.
8. Act as Public Relations Officer – write and distribute news releases regarding awards.
9. In addition to the periodic reports listed in the Committee Overview, awards criteria, announcements, and nominations received should also be transferred to the Historian.

Specific Activities

1. Solicit nominations through a press release (a) published in the June and July issues of the *Communiqué*, and (b) sent to the Colorado Municipal League for inclusion in its June and July newsletters.
2. Send solicitation letters to mayors or managers of all Colorado municipalities no later than July 15 for a deadline the first week in August.
3. Order awards no later than August 15. (May require earlier ordering depending on vendor.)
4. Notify mayors/managers of award winners and invite them to attend awards ceremony at the CMCA Annual Conference.
5. Create press releases announcing award recipients for distribution to local media and the CML newsletter.
6. Following the awards presentation at the CMCA Annual Conference, send nominees of all awards a letter congratulating them on their nomination.
7. Work with President to schedule timely presentation of the Clerk of the Year award at recipient's council/board meeting.
8. Submit *Communiqué* reminders asking member to inform the Awards Committee of members needing a card sent to them.

Attachments

Nomination form and Recommended Point Criteria for Clerk of the Year;
Sample articles for CML Newsletter and *Communiqué* soliciting nominations;
Sample letters to mayors, managers and administrators soliciting nominations;
Sample letter to mayors/managers of award recipients;
Sample awards announcement press releases for *Communiqué*, CML and local newspapers;
Sample nomination/retiring clerk certificate.

**COLORADO MUNICIPAL CLERKS ASSOCIATION
CLERK OF THE YEAR NOMINATION FORM**

(please print clearly or type; attachments limited to two pages)

Name of Nominee: _____ Title: _____

Municipality: _____ Phone: _____

Mailing Address: _____

Is Nominee currently a member of the Colorado Municipal Clerks Association (CMCA)? Yes _____ No _____

Is Nominee currently a member of the International Institute of Municipal Clerks (IIMC)? Yes _____ No _____

Has Nominee been awarded THE IIMC Certified Municipal Clerk (CMC) designation? (Max 5 pts)* Yes _____ No _____

Has Nominee attained THE IIMC Academy for Advanced Education (AAE) designation? (Max 5 pts)* Yes _____ No _____

Has Nominee attained the IIMC Master Municipal Clerk (MMC) designation? (Max 5 pts)* Yes _____ No _____

Describe in detail the Nominee's outstanding contributions to the municipality: (max 20 pts)*

Describe in detail the Nominee's active, extensive, and continued participation in activities that have furthered the goals of the Colorado Municipal Clerks Association *(max 15 points)*:

Describe in detail the Nominee's participation in professional associations (e.g. International Institute of Municipal Clerks (IIMC), Association of Records Managers and Administrators (ARMA), Colorado Government Finance Officers Association (CGFOA), Colorado Association of Parliamentarians (COA), Colorado Public Personnel Association (CPPA), etc.): *(max 10 pts)**

List offices held or committees served on by Nominee (IIMC or CMCA): *(max 15 pts)**

List Nominee's participation as a presenter at CMCA or IIMC recognized conferences, seminars or educational programs: *(max 10 pts)**

Describe Nominee's activity demonstrating commitment to personal and professional development (i.e. continuing education): *(max 15 pts)**

Additional Comments:

Nominated by: _____ Date: _____

Title: _____ Municipality: _____

** Each category is evaluated according to established criteria and may receive a maximum number of points, the highest total score possible being 100 points. The maximum allowable points for each question are in parenthesis.*

**CLERK OF THE YEAR
RECOMMENDED POINT CRITERIA**

1. Clerk must be a member of CMCA to qualify --- no points awarded for this
2. CMC certification -- 5 points
3. MMC induction/designation -- 5 points
4. Participation in activities furthering the goals of CMCA -- maximum of 15 points
5. Participation in professional associations -- maximum of 10 points
6. Outstanding contributions to a municipality -- maximum of 20 points
7. IIMC or CMCA offices held or committees served on -- maximum of 15 points
8. Participation as presenter at a CMCA/IIMC conference, seminar or other educational program -- maximum of 10 points
9. Commitment to continuing education -- maximum of 15 points.

**COLORADO MUNICIPAL CLERKS ASSOCIATION
OUTSTANDING CONTRIBUTION TO A MUNICIPALITY BY A CLERK
NOMINATION FORM**

(please print clearly or type; attachments limited to two pages)

Name of Nominee: _____ Title: _____

Municipality: _____ Phone: _____

Mailing Address: _____

Is Nominee currently a member of the Colorado Municipal Clerks Association (CMCA)? Yes_____ No_____

Is Nominee currently a member of the International Institute of Municipal Clerks (IIMC)? Yes_____ No_____

Has Nominee been awarded THE IIMC Certified Municipal Clerk (CMC) designation? Yes_____ No_____

Has Nominee attained THE IIMC Academy for Advanced Education (AAE) designation? Yes_____ No_____

Has Nominee attained the IIMC Master Municipal Clerk (MMC) designation? Yes_____ No_____

Describe in detail the Nominee's outstanding contributions to the municipality:

Describe in detail the Nominee's participation in professional associations (e.g. International Institute of Municipal Clerks (IIMC), Association of Records Managers and Administrators (ARMA), Colorado Government Finance Officers Association (CGFOA), Colorado Association of Parliamentarians (COA), Colorado Public Personnel Association (CPPA), etc.):

Describe in detail the Nominee's active, extensive, and continued participation in activities that have furthered the goals of the Colorado Municipal Clerks Association:

List offices held or committees served on by Nominee (IIMC or CMCA):

List Nominee's participation as a presenter at CMCA or IIMC recognized conferences, seminars or educational programs:

Describe Nominee's activity demonstrating commitment to personal and professional development (i.e. continuing education):

Additional Comments:

Nominated by: _____ Date: _____

Title: _____ Municipality: _____

** Each category is evaluated according to established criteria and may receive a maximum number of points, the highest total score possible being 100 points. The maximum allowable points for each question are in parenthesis.*

SAMPLE ARTICLES SOLICITING NOMINATIONS

(1st submittal in July to be sent to Communique and to CML)

MUNICIPAL CLERKS SEEKING NOMINATIONS

Every year the Colorado Municipal Clerks Association presents awards to honor the contributions of clerks who have significantly impacted a municipality, and to honor individuals or organizations who have made a significant impact on our organization. This year, the following awards will be made at the CMCA Fall Conference:

- *Clerk of the Year*
- *Outstanding Contribution to a Municipality by a Clerk*
- *Outstanding Contribution to CMCA by a Clerk*
- *Outstanding Contribution to CMCA by a Person or Organization other than a Clerk (i.e. CML, State or Local Agencies, etc.)*

In addition, please let us know if your municipality has a clerk retiring this year who has served their municipality for a minimum of 10 years as we would like to recognize their contributions.

More information is available online at <http://www.cmca.gen.co.us/>. Nominations for these awards must be received by (date) and should be submitted to:

(provide name and address of committee member assigned to collect nominations)

Nomination forms will also be forwarded to Mayors Managers and Administrators in August.

(2nd submittal in August to be sent to Communique and CML)

COLORADO MUNICIPAL CLERKS ASSOCIATION AWARDS PROGRAM

The Colorado Municipal Clerks Association (CMCA) Awards Committee is soliciting nominations for the following awards to be presented at the CMCA Fall Conference in (location):

Clerk of the Year

For recognition outstanding dedication to the profession of Municipal Clerk and exceptional service to a municipality. Nominees must be Municipal Clerks and members of CMCA. Nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination form provided, and attachments are limited to two (2) pages.

Outstanding Contribution to a Municipality by a Clerk

For recognition of outstanding and notable contributions to a municipality. Nominees must be Clerks and members of CMCA. Nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination form provided, and attachments are limited to two (2) pages.

Outstanding Contribution to CMCA by a Clerk

For recognition of a unique accomplishment in an area of special expertise that furthers the goals of CMCA (e.g. public relations, records management, legislative activities, elections, etc.) or for completion of a specific project or assignment during the current year. Nominations are accepted by nomination letter.

Outstanding Contribution to CMCA by a Person/Organization other than a Clerk

For recognition of outstanding contribution to CMCA. Nominees are organizations or persons other than clerks, and nominations are accepted by nomination letter.

Special Merit Award

For recognition of accomplishments unrelated to the above awards. Nominations are accepted by nomination letter.

Retirement Awards

Retirement Awards will be presented to Clerks who have completed 10 years of service as a Clerk, Deputy Clerk, or in a related position with active membership in CMCA. Municipalities are encouraged to contact CMCA with information on retiring clerks.

Additional information and nomination forms are available online at <http://www.cmca.gen.co.us/>. Nominations should be submitted by (date) to:

(provide name and address of committee member assigned to collect nominations)

SAMPLE LETTER SENT TO MANAGERS/MAYORS SOLICITING NOMINATIONS

DATE

(Name and Address)

RE: **Nominations for Municipal Clerk of the Year**

Dear **Mayor/Manager/Administrator**:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year as well as the Outstanding Contribution to a Municipality by a Clerk awards.

We're confident that your municipality's Clerks have provided outstanding service and represented our profession well. If you believe that a clerk in your organization has exceeded expectations, please take the time to nominate them for one of these awards:

Clerk of the Year

For recognition of outstanding dedication to the profession of Municipal Clerk and exceptional service to a municipality.

Outstanding Contribution to a Municipality by a Clerk

For recognition of outstanding, notable and unique contributions to a municipality.

Nominees must be Municipal Clerks and members of CMCA, and nominations must be made by a member of CMCA or by a representative of the Clerk's Municipality on the nomination forms provided. Please note, attachments are limited to two (2) pages.

Nominate a clerk for outstanding service to your community and organization by completing the appropriate nomination form and returning it with any supporting materials by **(Date)** to:

(name and address of committee member assigned to collect nominations)

We appreciate your support and desire to recognize your Municipal Clerks. You will be contacted should your nominee be selected, and CMCA will present the awards at our Annual Conference in November.

Sincerely,

Awards Committee Chair

SAMPLE AWARD ANNOUNCEMENT PRESS RELEASE

CONTACT: (name and address of committee member issuing release)

FOR IMMEDIATE RELEASE-

COLORADO MUNICIPAL CLERKS RECOGNIZE WOODLAND PARK CITY CLERK

CINDY MORSE NAMED 2001 CLERK OF THE YEAR

The Colorado Municipal Clerks Association recently named Woodland Park City Clerk Cindy Morse as 2001 Clerk of the Year. Morse has worked for the City of Woodland Park since 1981 and was sworn in as City Clerk in 1984.

According to the nomination, Morse was recognized by her peers for being a strong leader and role model in the Municipal Clerk profession as well as for being a dedicated servant of the City of Woodland Park and its citizens. Morse is an active member of the Colorado Municipal Clerks Association (CMCA) and the International Institute of Municipal Clerks (IIMC). She has received the IIMC Certified Municipal Clerk designation, and has attained the IIMC Academy for Advanced Education designation. She is currently working toward her Master Municipal Clerk certification.

“Ms. Morse’s contributions to CMCA and the Municipal Clerk profession have been numerous and constant. She is a role model to her statewide and international peers – always displaying poise, tact and good judgement,” said Durango City Clerk and Past CMCA President Linda Yeager. “Cindy is not only a true leader, but also an accomplished worker. She has inspired progressive, innovative programs and instilled pride in the CMCA membership, as well as dignity in the profession.”

Cindy manages the day-to-day activities of the Clerk’s Office and consistently provides extraordinary and friendly service to the citizens throughout the community, region and state.

“Cindy is an excellent Clerk and is truly outstanding in her field,” said Woodland Park City Manager Mark Fitzgerald.

Morse was presented with the Clerk of Year award on November 15 during the CMCA Fall Conference.

SAMPLE AWARD ANNOUNCEMENT

PRESS RELEASE FOR COMMUNIQUÉ AND CML NEWSLETTER

Colorado Municipal Clerks Association Honors Award Recipients

At the Colorado Municipal Clerks Association (CMCA) Annual Conference on (date), in (location), CMCA presented the following awards:

Clerk of the Year – Cindy Morse, CMC, City of Woodland Park

Cindy was recognized as Clerk of the Year by CMCA for her commitment to continuing education, her leadership in the Colorado Municipal Clerk's Association and her overall dedication to the City of Woodland Park and CMCA.

Outstanding Contribution to a Municipality by a Clerk – Nanette Fornof, CMC, Town of Milliken

Nanette was recognized for her work on a model retention schedule for all municipal records. She was also recognized for assisting a neighbor municipality in rescuing their vital records when their City Hall was hit by a flash flood.

Outstanding Contribution to CMCA by a Clerk – Kathryn Young, CMC, City of Colorado Springs.

Kathryn was recognized for her hard work in establishing an elections curriculum for the organization's On-The-Road Workshop training program.

Outstanding Contribution to CMCA by a Person other than a Municipal Clerk – Molly Davis, CMC/CRM, Circuit Rider Records; Terry Ketelsen, Archivist, State of Colorado; Bob McCool, Aerial Design; and Cam Marshall, Marshall Information.

Molly and Terry were recognized for their efforts in assisting Colorado Clerks to establish a Model Retention Schedule for municipal records.

Bob and Cam were recognized for their contributions and assistance in updating CMCA's Website and bringing it into working order.

SAMPLE AWARD ANNOUNCEMENT LETTER TO MANAGER/MAYOR

Date

Mark Fitzgerald, City Manager City of Woodland Park
P.O. Box 9007
Woodland Park, CO 80866

RE: COLORADO MUNICIPAL CLERKS ASSOCIATION 2001 CLERK OF THE YEAR

Dear Mr. Fitzgerald:

On behalf of the Colorado Municipal Clerks Association (CMCA), I am pleased to inform you that your City Clerk Cindy Morse has been selected to receive the prestigious **2001 Clerk of the Year** award.

Formal announcement and presentation of this award will be made at the CMCA Fall Conference at the Village at Breckenridge Resort on Thursday, November 15, 2001. You and your City Council are invited to attend the ceremony to help celebrate Cindy's recognition. Please feel free to bring any other guests that you feel are appropriate. The Business meeting will begin at 1:00 p.m. and the awards ceremony may begin as early as 1:45 p.m. If you are able to attend to help celebrate Cindy's recognition, please let me know. I can be reached at (719) 687-5295. **This award is a surprise, so please keep it a secret!**

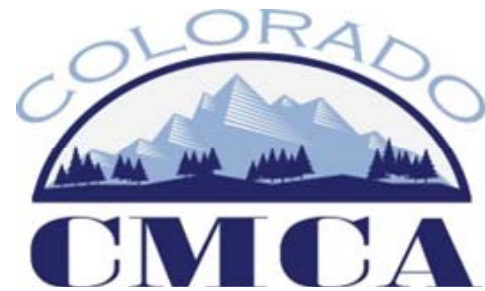
Additionally, CMCA would like to arrange to have an Executive Board member from our organization make this presentation to Cindy in front of the Woodland Park City Council. Please let me know when you think it would be appropriate to schedule this event.

CMCA's membership represents over 300 members and for Cindy Morse to be selected as Clerk of the Year by her peer organization is a very prestigious honor. I know that you are as proud of Cindy as we are at the Colorado Municipal Clerks Association.

Sincerely,

Awards Committee Chair

cc: Mayor Prentis Porter & City Council



CERTIFICATE OF RECOGNITION

PRESENTED TO

LAURA SMITH

for Demonstrating Excellence in the Municipal Clerk Profession and Nomination for

2015 Clerk of the Year Nominee

Colorado Municipal Clerks Association

Margy Greer, President

Date

OMIT THIS PAGE

Certificate of Recognition

presented to

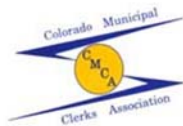
Amy Phillips

for demonstrating excellence in the Municipal Clerk Profession

2001 Clerk of the Year Nominee

Colorado Municipal Clerks Association

Julie Jordan-Struble, President



November 15, 2001
Date

COMMUNIQUÉ COMMITTEE

Purpose

The purpose of the Communiqué Committee is to create/edit and distribute the *Communiqué* newsletter.

Responsibilities

1. Solicit persons to write regular feature articles for each issue of the *Communiqué*.
2. Distribute copies of the *Communiqué* to every member of CMCA and to the following:

International Institute of Municipal Clerks
Colorado Municipal League
IIMC Region VIII Directors
IIMC Region VIII State Association Presidents
Institute Director

Email a copy of the newsletter to the Association's Web Page Committee and then e-mails a link to those on the mailing list who have e-mail. Hard copies should be mailed to those who do not have e-mail.

3. Promote Municipal Clerks Week, prior to May 1, in editions of *Communiqué*.
4. Assist in acquiring sponsors as a member of the Sponsorship Benefit/Marketing Committee.
5. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Required Reports

Forward published copies of the *Communiqué* to the Historian for preservation.

Specific Activities

1. Create issues of the *Communiqué* newsletter for distribution in February, March, April, May, June, July, August, September, and October.
2. Identify the cutoff dates for submitting articles for each issue of the *Communiqué*.

3. Assist the Sponsorship Benefit/Marketing Committee Chair in soliciting advertisers for the *Communiqué* to help defray the costs of publication. This duty will also be shared by the Ways and Means Committee. (See minutes of the 1/22/2010 Transition Meeting)
4. The Web Page, Membership and Communiqué Committees will coordinate cooperatively to maintain an accurate e-mail address list.
5. Notification that a new edition of the *Communiqué* is available on the CMCA Web Site shall be sent to all Municipal Clerks in the State, regardless of membership status.
6. The standard method of distribution for the *Communiqué* shall be via a link to the CMCA Web Site. An email notification shall be sent out once the new edition is posted to the site. Any municipality not having electronic access will be provided a hard copy of the newsletter.
7. Keep a standard column to release dates of upcoming workshops around the State.
8. Keep a standard column of new CMCA members and transitions. This information should come from the Membership Committee.
9. Work with the Web Page Committee to link *Communiqué* issues to the CMCA website.
10. Assist in promoting Municipal Clerk's Week through the *Communiqué*.
11. Publish articles from the CMCA President in each edition.

EDUCATION COMMITTEE

Purpose

The Education Committee is responsible for planning the educational sessions at the following:

Colorado Municipal League Annual Conference (June)
Annual Conference (October)
Colorado Institute for Municipal Clerks (July)
Masters Academy Sessions (Various dates through the year)
Professional Development Outreach (April through October)
Distance Learning Webinars (year-round)

Responsibilities

1. Identify educational content for various conferences and workshops.
2. Obtain speakers, presenters, and panelists.
3. Arrange for any required materials/audiovisual equipment for sessions.
4. The Education Committee Chair and Vice-Chair serve on the Annual Conference Committee and Site Selection Committee. (See specific handbook sections on the process for both of these committees)
5. Work with the Institute Director, Colorado Municipal League and Annual Conference Committee to establish educational programs. Work with Curriculum Coordinator to establish Professional Development Outreach sessions for the year.
6. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Specific Activities

The Education Committee meets in January to plan all education sessions to be held throughout the year. The CMCA Board holds a Transitional meeting in January as well. It is advised to schedule the meetings together to condense travel for members attending both meetings. The January meeting should consist of the following:

- Finalize the CML Conference session. The request from CML for information is received in late November and should be finalized no later than February 1.

- Identify, with PDO Curriculum Coordinators, locations at which to hold Professional Development Outreach sessions for the year.
- Preliminary planning and assignments to committee members to establish course content for the Annual Conference.
- Review course and program content for the Institute and Masters Academies. (Invite the Institute Director to attend.)

Joint meeting with Conference Committee: On the morning prior to CMCA's Transitional meeting, Annual Conference Committee meets with the previous year's committee to review the recent Annual Conference and begin planning for the current year's Annual Conference. The Education Committee Chair and Vice-Chair serve on this committee.

CMCA Transitional Meeting: The Board and Committee Chairs, out-going and incoming, will meet to review, plan and set goals for the upcoming year.

Other meetings of the Education Committee should be scheduled as seen necessary by the Chair in the planning and finalization of programs for the year.

Professional Development Outreach

Professional Development Outreach offers educational opportunities to CMCA members in the areas of elections, records management, liquor and marijuana licensing, and the nuts and bolts operations of a Municipal Clerk's office. These sessions are established by the PDO Curriculum Coordinators and taught throughout the state by Certified CMCA Instructors.

Fees charged for Professional Development Outreach sessions are \$25.00 for CMCA members; \$40.00 for non-members. The non-member fee no longer includes a CMCA membership. Group rates for non-members are \$40.00 for each of the first four attending, 5 or more \$25.00 a person. The host and a second person from the municipality will receive free registrations for the session they are hosting.

Curriculum Coordinators work with the Education Committee to coordinate and schedule Professional Development Outreach sessions on an annual basis. During the January meeting, educational opportunities for the coming year will be reviewed.

Curriculum Coordinators coordinate and schedule the Professional Development Outreach sessions and forward their scheduled classes to the Education Chair and PDO Coordinator. The PDO Coordinator forwards the PDO schedule to the Newsletter Editor for publication in the *Communiqué*. The Education Chair will ensure the schedule is posted on CMCA's website. The Curriculum Coordinators coordinate the sessions (scheduled between April and October of each year) with other certified instructors and host communities. In addition, certification of new instructors is conducted when necessary and based upon guidelines established by the Curriculum Coordinators. The Curriculum Coordinators, on an annual basis, consider updates to existing curriculum, as well as consideration of new curriculum (finalizing curriculum by the end

of March). Non-Certified clerks will be allowed to participate in the Train the Trainer program as an associate instructor.

Annual Conference Program

The Education Committee Chair serves on the Annual Conference Committee, along with the President, Vice President, and Past President of CMCA. The Committee members help find speakers, panelists, and have specific assignments for moderating, or securing moderators, for sessions at the conference. Refer to the Annual Conference section to review timetables and responsibilities.

Institute Programs

The Education Committee works with the Institute Director in the establishment of the programs for both Institutes. The Colorado Municipal Clerks Institute, held in July, is established on a three-year cycle to meet all the criteria established by IIMC for institute training. Therefore, the topics have been established and the Institute Director may need input from the committee on specific speakers. Additionally, input will be needed for the Masters Academies held at various times throughout the year. Although there are no specific criteria for the Masters Academies, areas are looked at on management topics and specific advanced training in the clerk's profession.

HANDBOOK/STUDY COMMITTEE

Purpose

The Handbook/Study Committee is responsible for researching issues which have been determined by the Executive Board to be of importance and significance to the membership and for proposing an appropriate course of action on these items.

Responsibilities

1. Research the issue(s), including conducting membership surveys and querying other organizations.
2. Propose a course of action to the Executive Board, including the pros and cons of such action as well as the pros and cons of taking no action.
3. If an item(s) is to be voted on by membership, prepare a proposed ballot title and provide background information to Executive Board for inclusion in ballot packet. Board will forward the packet on to the Nominating Committee.
4. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the Committee and recommend updates and changes to the Executive Board.

Required Reports

In addition to the periodic reports listed in the Committee Overview, surveys and other background information used in making recommendations should be transferred to the Historian.

LEGISLATIVE COMMITTEE

Purpose

To review state legislation that has a direct impact on the roles and responsibilities of municipal clerks, including, and not limited to, elections, liquor licensing, records management, and marijuana licensing.

Committee Responsibilities

- Analyze legislation
- Determine impact, if any, on municipal clerks and municipalities
- Testify before legislative committees, as needed
- Communicate with legislators and encourage municipal clerks to do the same
- Keep municipal clerks apprised of status of legislation

Committee Members

The Legislative Committee consists of, at a minimum, a Chair, Vice-Chair, and municipal clerks who are responsible for teaching PDOs in the subjects listed above

Specific Activities

Develop PDO curriculum and associated handouts to reflect changes in legislation.

MEMBERSHIP COMMITTEE

Purpose

The Membership Committee is responsible for facilitating membership renewals, ensuring that member needs are met, and soliciting new members of the Colorado Municipal Clerks Association.

Responsibilities

1. Ensure that members receive renewal notices between December 1 and December 31.
2. Prepare and send membership certificates to all members. Certificates should be sent electronically no later than the date the membership directory is posted on the website.
3. Conduct intensive membership drives December through February and again during April and May. Membership reminders should also be provided at the Colorado Institute for Municipal Clerks.
4. Develop new member information packets for distribution via the CMCA website.
5. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.
6. Interact with the Web Page Committee regarding access of membership information on the internet.

Specific Activities

1. Membership certificates are currently created in Publisher, but may be created in any mainstream software that allows the file to be passed to the next Chair. Certificates are to include the President's signature, which should be electronically embedded into the document. Certificates should be sent electronically no later than June 30.
2. On April 1, members who have not yet renewed should be contacted by all means of communication, including phone calls, regular mail, and email. The Chair should monitor and ask for reports.
3. Conduct intensive membership drive for those who have not traditionally held membership, and for those who still have not renewed during April and May. This also is a good duty to delegate to a member.

4. Develop and distribute new member information packets for first-time persons holding CMCA memberships and/or new persons taking over a position. This packet of information can include the resource list, the most recent *Communiqué*, a directory, and anything else that the Membership Committee believes may be helpful.
5. Submit an article for each issue of the *Communiqué*. Include statistical data, as well as transition information. The Web Page Committee will provide transition information as it occurs.
6. Membership renewal notices for the next year should be sent electronically mid to late December. Update the membership form if needed, and ask the Web Page Committee Chair to post it on the web. Review the automatic website messages and offer changes to the website administrator. Within one week of the automatic message, send a reminder by hard copy post card to all who received the email notice. For those without email, send a hard copy renewal form. Download these addresses from the web. Follow up with any members who have trouble getting the electronic form by sending it to them by fax or regular mail (at their request).

NOMINATING COMMITTEE

Purpose

The Nominating Committee is responsible for soliciting candidates interested in serving as an Officer of CMCA and for conducting the election of persons to the Offices of Vice President, Secretary, Treasurer and Director. The Nominating Committee is also responsible for compiling the ballot packet and for conducting the election.

Responsibilities

1. Advertise for candidates.
2. Obtain candidate acceptances and biographical information.
3. Receive ballot question materials for inclusion in ballot packages.
4. Prepare and mail ballot packages.
5. Count ballots and announce results at the Annual Conference and provide a canvass of the election.
6. Review, in odd numbered years, the policies, procedures, guidelines and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Required Reports

In addition to the periodic reports listed in the Committee Overview, the slate of nominees, the printed ballot, and one copy of the ballot package shall be forwarded to the Historian, as well as a certified copy of any and all election results.

Specific Activities

1. Prepare a notice soliciting for nominations to be published in the August edition of the *Communiqué*.
2. Obtain written acceptances from candidates. Certify the slate of nominees to the Executive Board no later than 45 days prior to the date of the election.

3. Create ballot packets, which should include: the ballot, bio of candidates, explanation of ballot questions, and a return envelope. Mail to all eligible voting members 30 – 45 days prior to the election. Candidates may choose to mail campaign literature if they desire.
4. Tally ballots prior to the business meeting and prepare a canvass of the election results.
5. Contact IIMC and CML with results of the Officer election.

NOTE: Election procedures are contained in the Bylaws.

RECORDS MANAGEMENT COMMITTEE

Purpose

The Records Management Committee is responsible for promoting sound records management practices through the development of information for use by the membership. The Records Management Committee works closely with the Historian, appointed annually by the Committee Chair, who is responsible for collecting and maintaining the historical records of the Association.

Responsibilities

1. Partner with the Colorado State Archivist to maintain the *Colorado Municipal Records Retention Schedule* (CMRRS) through the addition of new records and the periodic review of existing ones. The periodic review may include taking the lead to engage other professions or organizations to assist CMCA and the Archivist in updating the CMRRS. Examples include human resources professionals, records managers, court administrators, attorneys, and records specialists in parks and recreation, water and sewer utilities, etc. (See the *Roles and Responsibilities* and the *Guidelines for Revisions* at the end of this section.)
2. Develop tools for use by municipal clerks in a variety of records management areas.
3. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

Responsibilities of the Historian

1. Provide for the consistent collection of association records.
2. Maintain and index all historical and archival records.
3. Assist in developing operational procedures for the Executive Board and the committees.
4. Create a history of the Association.
5. Perform research and records searches.

Attachments

1. Records Transfer Guidelines

2. Index of Permanent Records of CMCA
3. Roles and Responsibilities Relating to the Colorado Municipal Records Retention Schedule (CMRRS)
4. Guidelines for Making Revisions to the Colorado Municipal Records Retention Schedule (CMRRS)

COLORADO MUNICIPAL CLERKS ASSOCIATION RECORDS TRANSFER GUIDELINES

As municipal clerks, we clearly understand the value that accrues to our government organizations by maintaining records in a consistent and logical manner. Likewise, a value would accrue to our professional association by the utilization of similar record keeping practices. Records not only provide information regarding the operation and administration of the Association, they also provide valuable historical perspectives and references. The Colorado Municipal Clerks Association understands this and has therefore re-instituted the position of Historian to ensure preservation of its records and its history.

In 2011, the Colorado Municipal Clerk's Association adopted the Colorado Municipal Records Retention Schedule (CMRRS) as its guiding document for records retention. The role of Historian is to preserve the records as prescribed by the CMRRS and to ensure the permanent records of the Association are appropriately maintained. What follows are some guidelines designed to assist CMCA officials and members in the transfer of permanent records to the Historian.

In general:

1. The original of every record series identified as permanent in the CMRRS shall be sent to the Historian for storage and preservation. Except for reports for business meetings, the record should be sent directly to the Historian. These include, but are not limited to, Executive Board meeting minutes, bylaws, annual budgets and reports.
2. Every document should be dated. The date may be one of the following: a) the date created; b) the date distributed; c) the date adopted; d) the date effective.
3. Correspondence of a routine nature need not be sent to the Historian. However, any correspondence which sets policy or precedent or any correspondence which identifies or refers to a specific event or activity of the Association should be sent. If in doubt, send the record.
4. At the end of the Association (calendar) year, files of work undertaken should be sent to the Historian. Send originals whenever possible; copies will be given to officer or committee chair successors.

**RESPONSIBLE PARTY
PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

The following list describes the position which is responsible for ensuring the Association's records are appropriately transferred to the Historian, as well as a brief description of each record series. Please notify the Historian if another person is designated as the responsible party.

President:

- Bylaws - Includes both proposed and adopted bylaws. Also includes any background information or explanation supporting or opposing the proposed changes.
- Committee Information and Assignments - (Provided primarily by president or executive board.) Includes committee purpose, composition, goals, assignments.
- Oaths of Office - One original of oaths signed by president, vice president, secretary, and treasurer.
- Officer Information - Includes list of officers, organizational charts, and any general information regarding duties, responsibilities or requirements of officers.
- Policies & Procedures (Manual) - Includes a variety of information.
- Proclamations - From CMCA or a municipal government regarding a member or a profession-related activity involving a member.
- Resolutions - (Note: There were no resolutions adopted after 1984.)

Secretary:

- Business Meetings - Includes agendas, minutes, and any supporting documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.
- Executive Board Meetings - Includes agendas, minutes, and any supporting documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.
- Press Releases - From CMCA, IIMC, municipal governments regarding a member or a profession-related activity involving a member.

Treasurer:

- Budgets (proposed/adopted) - Includes both proposed and adopted budgets. Indicate type of budget by title.
- Financial Reports - Includes treasurer reports.

Committee Chairs (general):

Correspondence
Project and Activity Information

Committee Chairs (specific):

Awards:	Criteria, announcements, nominations received
Editor:	<i>Communiqué</i>

Education:	Professional Development Outreach (PDO) program announcements, programs for all educational offerings
Annual Conference:	Annual Conference guidelines
Membership:	Membership lists, statistical information
Nominating:	Slate of nominees, ballot as printed, candidate information
Scholarship:	List of scholarships awarded, guidelines for general scholarships

Any Members Involved in or Having Access to the following:

- Clerk's luncheons - Includes announcements and schedule of monthly or other clerks' luncheons held throughout the state. Does not include activities for Municipal Clerks Week.
- Municipal Clerks Week - Includes news clippings, proclamations, meeting/event announcements and activities, invitations, and programs.
- Special Projects/Assignments - Includes any activity outside the normal activities of the association. Includes final report or recommendation.
- Visual Records - Of any profession-related events and activities involving one or more members of CMCA. Includes photographs from newspapers and pictures of classes at Institute (along with names of students pictured). Date, event, name of person (as reasonable) should be noted on back of photograph. Name and date of newspaper should be included.

**Roles and Responsibilities Relating to the
Colorado Municipal Records Retention Schedule (CMRRS)
Current as of January 12, 2007**

Colorado State Archives

Coordination and Oversight

- Decision-making authority with regard to revisions to the CMRRS
- Coordinate the CMRRS revision and update process
- Provide funding for “codification” of the CMRRS revisions on an annual basis
- Schedule at least one CMRRS Review Committee meeting annually in September and schedule additional meetings as needed
- Schedule CMRRS Review Subcommittee meetings as needed to review and make recommendations on specific areas of the CMRRS
- Coordinate compilation of information from a variety of sources pertinent to annual revisions to the CMRRS
- Each January, initiate annual meeting with CMCA Records Management Committee representative(s) to plan upcoming work on the CMRRS

CMRRS Review Committee Participation

- Compile all proposed revisions submitted to the State Archives and forward to CMRRS Review Committee/Subcommittee review and discussion
- Appoint individuals to the CMRRS Review Committee and each CMRRS Review Subcommittee established
- Appoint State Archives representative(s) to serve on the CMRRS Review Committee
- Appoint at least one State Archives representative to serve on each CMRRS Review Subcommittee that is created to review and make recommendations on specific areas of the CMRRS
- Provide input to CMRRS Committee regarding proposed revisions i.e. perspective of State agencies, comparisons with other retention schedules on file at State Archives, known legal requirements, etc.
- Finalize CMRRS changes following CMRRS Committee reviews and route for final Committee reviews

- Obtain State approvals for CMRRS revisions
- Submit approved changes to Colorado Code for “codification”
- Post electronic version from Colorado Code to State Archives website
- Send e-mail notification of posting to adopting municipalities

CMRRS Review Committee - a partnership of (1) representatives of the State Archives, (2) representatives of the CMCA Records Management Committee and (3) other individuals who are knowledgeable about municipal records and are invited by the State Archivist to serve on the committee

- Review and make recommendations to the State Archives regarding all proposed revisions to the CMRRS
- Serve on a voluntary basis to research legal or operational requirements pertinent to specific records listings in the CMRRS
- Serve on a voluntary basis to gather information needed to for the CMRRS Review Committee to make recommendations regarding CMRRS revisions

CMRRS Review Subcommittees - a partnership of (1) representatives of the State Archives, (2) representatives of CMCA Records Management Committee and (3) other individuals who are knowledgeable about specific areas of municipal records and are invited by the State Archivist to serve on the subcommittee

- Review and make recommendations to the CMRRS Review Committee and the State Archives regarding proposed revisions to specific areas of the CMRRS

CMCA Records Management Committee

Information Sharing

- Assign one CMCA RMC member to an information sharing role to:
 - Solicit and compile input from municipalities on proposed CMRRS revisions via the CMCA listserv and other means
 - Forward compilation of input to the CMRRS coordinator at the State Archives
 - Ensure posting on the CMCA listserv of annual announcements re: approved revisions available on the State Archives website, deadlines regarding proposed revisions, etc.

CMRRS Review Committee Participation

- Appoint representative(s) to participate in annual January meeting initiated by the State Archivist to plan upcoming work on the CMRRS and communicate the meeting outcome to the CMCA RMC
- Appoint CMCA RMC representative(s) to serve on the CMRRS Review Committee and to report back to the CMCA RMC for one-year terms
- If requested by the State Archives, appoint CMCA RMC representative(s) to serve on each CMRRS Review Subcommittee that is created to review and make recommendations on specific areas of the CMRRS

Guidelines for Making Revisions to the Colorado Municipal Records Retention Schedule (CMRRS)

(For inclusion in Appendix D of the Colorado Municipal Records Retention Schedule)

General Considerations

- The CMRRS Review Committee and Subcommittees are advisory in nature and the State Archives has decision-making authority with regard to revisions to the CMRRS.
- Revisions to the CMRRS should be made on behalf of the greater good of all adopting municipalities i.e. the needs of the many outweigh the needs of the one or the few.
- Establish priorities for revisions and take a concerted and “big picture” approach, rather than a piecemeal approach, to reviewing and updating any specific area of the CMRRS.
- Ensure that legal cites are provided in the CMRRS (if applicable) so that the reason for the retention period is readily available and to make legal research for future updates easier.
- Establish the *minimum* acceptable retention period based on the assumption that different municipalities may either propose local exceptions to retain records longer than the minimum retention period or simply retain records longer than the established minimum retention period
- The CMRRS is intended to be a dynamic document that changes over time and, at a minimum, an annual review and update is intended.

Basis for Revisions

- CMRRS annual review should address specific issues that have been raised by adopting municipalities:
 1. Via the CMCA listserv (compiled by the CMCA RM Committee).
 2. Through personal contacts with State Archives, CMCA RM Committee or CMRRS Review Committee.
 3. In local exceptions submitted to the State Archives (compiled by State Archives).
- Requests for revisions must:
 1. Identify the item number(s) to be reviewed and revised.
 2. Propose specific language for the revision.

3. Provide a rationale for the revision.
4. Be submitted to the State Archives no later than August 15 prior to the September CMRRS Review Committee meeting.

Considerations for Making Revisions to the CMRRS

Additions to the CMRRS

- Determine if a proposed new record title is already covered adequately by a more general existing record type.
- Determine if it would be adequately covered by another existing record type if the existing title or description was expanded.
- Determine if it is a record that most Colorado municipalities have, or if it is unique to a municipality.
- Determine if there is a real need for a more specific record type to add clarity even if it might be covered under a more general existing listing.
- Establish a reasonable retention requirement that meets legal requirements and operational needs for most municipalities.
- Ensure that a concise description is written to accurately reflect the purpose and use of the record type.
- Check the index first to make sure it is not already in the CMRRS!

Deletions or Combinations of Listings

- Determine that the listing is no longer applicable in any way for any municipality.
- Determine if there is a need to combine multiple listings into one to simplify the CMRRS.
- If combining several listings, determine if there needs to be a cross reference in place of a listing that has been removed and combined with another listing elsewhere in the CMRRS.

Retention Periods

- If shortening a retention period:
 - Ensure that the revised retention period is not shorter than any legal requirement.
 - Ensure that there is CMRRS Committee consensus that a shorter retention period is acceptable.
- If lengthening a retention period:
 - Determine if there has been a change in the law to justify a longer retention period.
 - Determine that the longer retention period is not unduly burdensome for adopting municipalities and that there is CMRRS Review Committee consensus on the change.
 - Ensure that the longer retention period is needed for a good reason and the greater good of adopting municipalities i.e. that the records in question typically have sufficient administrative, fiscal, legal, reference or historical value to justify the longer retention period. (Note: Adopting municipalities are able to have local exceptions to the CMRRS if they wish to keep certain records longer than specified in the CMRRS, and a longer retention period should not be assigned solely to satisfy the requirements of a few municipalities.)
- Ensure that retention periods reflect some kind of “trigger” date (if applicable) to clarify when the record is to be eligible for destruction (i.e. 2 years + current after inspection, 1 year + current after expiration, 5 years + current after termination, 10 years + current after demolition, etc.). Typically, the established retention period is to be “__ years + current” rather than “__ years” so that the record is not destroyed before the completion of the audit.

Descriptions

- Ensure that records descriptions are included and (if applicable) provide examples (i.e. a description for business license records may provide examples such as transient vendors, street vendors, taxicabs, etc.).
- Changes to records descriptions are encouraged to make general listings more applicable to specific types of records.

SCHOLARSHIP COMMITTEE

Purpose

The Scholarship Committee is responsible for awarding general scholarships, to defray the costs of registration, to the following educational programs:

CMC Institute
Masters Academies
Colorado Municipal League Annual Conference
Annual Conference
IIMC Region VIII Conference
IIMC Annual Conference

In addition the Scholarship Committee is responsible for awarding one fully paid scholarship, followed by partial scholarships, for third-year students to the Colorado Municipal Clerks Institute annually from the Jean L. Rogers Scholarship Fund.

Responsibilities

1. Solicit nominations for scholarships. For all conferences other than the annual Region VIII Conference, applications for scholarships will be due a minimum of 45 days before the first day of the conference. Decisions by the Committee will be made no later than one month prior to the first day of the conference. Applicants will be notified immediately upon decision of the Scholarship Committee.
2. Review all scholarship applications, verify membership, and recommend the dollar amounts to be awarded.
3. Notify all applicants of the status of the awards.
4. Review, in odd-numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

Number of Committee Members

Five. (This number serves only as a guideline for the committee chair. The Chair may appoint any number of members necessary to carry out the responsibilities of the committee.)

Required Reports

Written reports are created for the business meetings held at the Transitional Meeting, Colorado Municipal League Conference, CMC Institute, and the Annual Conference. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. A final report which includes all activities for the year is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent electronically to the Secretary prior to the appropriate meeting. The original of all reports will be preserved by the Historian.

A list of scholarships awarded should also be transferred to the Historian.

Specific Activities

1. Solicit requests for scholarship applications for each educational event through press releases in the *Communiqué*, the CML newsletter, and by including the applications in the registration packets for each program.
2. Update criteria for awarding scholarships and present to the Board for approval.
3. Communicate with Institute Director regarding unusual circumstances which may occur regarding scholarships for the attendees at the CMC Institute and Masters Academies.

Budget

Refer to current budget for committee allocation amount.

Attachments

1. Rules governing Jean L. Rogers Scholarship Fund
2. Rules governing Mary Watt Scholarship Fund
3. Scholarship guidelines
4. Scholarship application form

JEAN L. ROGERS SCHOLARSHIP FUND

The Jean L. Rogers Scholarship Fund was established in 1986 as a tribute to Jean L. Rogers, City Clerk for the City of Lakewood, in recognition of her contribution to the Colorado municipal clerks in helping to establish the Municipal Clerks Institute. Monies from this fund are used for Institute scholarships for third-year students.

1. The Jean L. Rogers Scholarship Fund will be identified by a separate line item (budgeted expenditure) in the CMCA annual budget.
2. The Fund balance, from which the scholarships will be awarded, will be maintained at a minimum funding level of \$1,000.
3. If the funds are available, the Jean L. Rogers Scholarship Fund will provide:
 - a. One fully paid scholarship for a 3rd year student to the Colorado Municipal Clerks Institute followed by:
 - b. Partial scholarships for third year students to the Colorado Municipal Clerks Institute.

Funding levels will be determined by the Executive Board at the time the annual budget is presented to the membership.

4. Application for the Jean L. Rogers Scholarship Fund will be made on its own form, separate from the regular scholarship application process.
5. Contributions to the Jean L. Rogers Scholarship Fund will include:
 - a. Voluntary donation request on the annual membership application form
 - b. Transfers from the general operating account, as determined by the Executive Board
 - c. Seventy-five percent (75%) of the profits from the previous year's Annual Conference fundraising activities; and
 - d. Other fundraising efforts as determined by the Executive Board.
6. Notice of receipt of this scholarship will be placed in the *Communiqué*. An additional notice will be mailed to the recipient's mayor and council/board and to the local newspaper.
7. The name of the scholarship recipient will be added to the plaque which has been created for that purpose. The plaque will remain with the recipient until the next recipient has been designated. The plaque will be presented to the recipient at the Annual Conference by the President.

MARY WATT SCHOLARSHIP FUND

The Mary Watt Scholarship Fund was established in 2012 as a tribute to Mary Watt, City Clerk from 1979 – 2004 of the City of Montrose and later City Manager of Montrose from 2005 – 2010, in recognition of her contributions toward education of Colorado municipal clerks. Monies from this fund are used to pay for one attendee at a Professional Development Outreach (“PDO”) course.

1. The Mary Watt Scholarship Fund will be identified by a separate line item (budgeted expenditure) in the CMCA annual budget.
2. Funding levels will be determined by the Executive Board at the time of the annual budget is presented to the membership.
3. If the funds are available, the Mary Watt Scholarship Fund will be used to reimburse municipalities \$25 to help defray the cost of their municipal clerk or deputy clerk for attending a PDO course during the calendar year.
4. If the funds are available, one scholarship will funded after each PDO course during the calendar year. The winner will be determined by the host clerk drawing the winner’s name from a hat. The host clerk and winner will complete and forward the Mary Watt Scholarship Application to the CMCA Scholarship Chair. The Scholarship Chair will forward the information to the CMCA Treasurer.
5. The winner must be a current member of CMCA in order to qualify for the scholarship monies.
6. PDO participants can apply for the scholarship at each PDO class they attend, but they can only win once during any calendar year.
7. Application for the Mary Watt Scholarship Fund will be made on its own form, separate from the regular scholarship application process.
8. Contributions to the Mary Watt Scholarship Fund will include:
 - a. Transfers from the General Operating Account, as determined by the Executive Board; and
 - b. Twenty-five percent (25%) of the profits from the previous year’s Annual Conference fundraising activities; and
 - c. Other fundraising efforts as determined by the Executive Board.
9. Notice of receipt of this scholarship will be placed in the *Communiqué*.

CMCA SCHOLARSHIP COMMITTEE GUIDELINES

Applicants must be a member of CMCA by March 31 of the current year.

The scholarship funding program attempts to assist financially as many applicants as possible, therefore no full scholarships will be awarded. This guideline assumes continued numerous applications and limited funding.

Consecutively awarded scholarships may be reduced in order to encourage municipalities to budget for the education/conference for their own clerks and to further maximize participation in the Institute program.

Scholarship awards will be for actual education/conference expenses only.

Municipal Clerks and those Deputy Clerks fulfilling the functions and bearing the responsibility of the Municipal Clerk as certified by the Municipal Clerk shall receive first priority in consideration of scholarship awards, after which applications for Deputy Clerks shall be considered.

CMCA SCHOLARSHIP GUIDELINES FOR IIMC CONFERENCE SCHOLARSHIP

- Applicant must be a member of both CMCA and IIMC.
- Applicant must be eligible to vote.
- CMCA will only pay for education; not meals and travel.
- The award will be split among applicants; if one applies, then they get up to full education. If more than one applies, then the award is divided evenly up to full education.
- Recipient(s) must stay for the entire conference, which includes voting at the IIMC Business Meeting.



(Current Year) Scholarship Application

**(NAME OF EVENT)
(LOCATION AND DATE)**

Application Due: Enter Date

Mail to:

Current Scholarship Chair
City/Town
Street Address
City, Colorado Zip Code

PLEASE TYPE OR PRINT
INFORMATION REQUESTED

Last Name	First Name	Municipality
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Mailing Address	City and State	Zip Code
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Telephone Number	Fax Number	E-mail Address
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Population of your Municipality: _____

City/Town Clerk Deputy City/Town Clerk*

*** If you are a Deputy Clerk, with full responsibilities of the Municipal Clerk, please include a letter from your Municipal Clerk certifying that you do perform the duties and handle the responsibilities of the Municipal Clerk.**

Years in your present position: _____ Are you a member of IIMC? Yes No

Are you a member of CMCA? Yes No

Number of years you have attended this event/conference: _____

List Dates of Attendance at CMCA Business Meetings: _____

List CMCA Committees on which you have served and the year(s):

Please list International, Regional, or State Conferences you have attended in the last five years:

Other Professional Associations: _____

Other Governmental Experience: _____

Applications must include:

1. A personal letter explaining your reasons for attending the event/conference and for applying for the scholarship.
2. A letter from your Mayor, Manager, Council or Board supporting your commitment to CMCA's educational programs.

Financial Information

2015 General Fund Budget for your Municipality \$ _____

Amount budgeted for this event/conference \$ _____

Amount requested from Scholarship Fund \$ _____ Commuter Non-Commuter

Please indicate the source of funding for last year's event/conference (if applicable)

Municipality \$ _____ CMCA Scholarship \$ _____ Other \$ _____

CMCA SCHOLARSHIP COMMITTEE GUIDELINES FOR SCHOLARSHIP AWARDS

- Applicants must be a Member of the CMCA by March 31 of the current year. Questions regarding membership should be directed to the Membership Chair at membership@cmca.gen.co.us.
- The scholarship funding program attempts to assist financially as many applicants as possible, therefore no full scholarships will be awarded. This guideline assumes continued numerous applications and limited funding.
- Consecutively awarded scholarships may be reduced in order to encourage municipalities to budget for the education/conference for their own clerks and to further maximize participation in the Winter Academy Program.
- Scholarship awards will be actual education/conference expenses only, not travel or lodging.
- Municipal Clerks and those Deputy Clerks fulfilling the functions and bearing the responsibility of the Municipal Clerk (as certified by the Municipal Clerk) shall receive first priority in consideration of scholarship awards, after which applications for Deputy Clerks shall be considered.

Signature of Applicant

Date

For Official Use

Date of Application Receipt: _____ CMCA Dues Current

Personal Letter Letter from Mayor, Manager or Council Letter from Clerk (For Deputy Clerks)

Previous Awards (Date/Amount): _____

Award Granted Award Denied Amount Awarded: \$ _____

WAYS AND MEANS COMMITTEE

Purpose

The Ways and Means Committee is responsible for raising funds to be used for scholarships and other general purposes of the Association.

Responsibilities

1. Identify fundraising efforts, including the Annual Conference fundraising activities.
3. Work with the Treasurer on a procedure for handling all monies collected through fundraising efforts.
4. Review, in odd numbered years, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend applicable updates and changes to the Executive Board.

WEB PAGE COMMITTEE

Purpose

The purpose of the Web Page Committee is to maintain and create new resources on the CMCA Website on an as-needed basis.

Responsibilities

Maintain the CMCA website by ensuring it is a user-friendly resource for Colorado municipal clerks by efficiently promoting communication, education and collaboration.

Specific responsibilities:

- ✓ Post CMCA meeting agendas, packets and minutes, as well as events and educational opportunities such as Professional Development Outreach classes, CMCA Institute and the CMCA Fall Conference, IIMC and Regional Conferences, Athenian Dialogues, Secretary of State Certified Election Official classes and others;
- ✓ Post job and scholarship opportunities; and
- ✓ Maintain accurate committee / member information.

Responsibilities of the Committee Chair

1. Annually, request a budget amount to allow for the yearly costs associated with hosting and maintenance of a functioning website and a designated amount to hold in reserves for future website upgrades. Attend budget and transitional meeting to present budget request.
2. Serve as Past Chair on Web Page Committee for a minimum of one year after term as chair has ended.

Required Reports

See section titled *Periodic Reports* in the “Committee Overview” chapter, for information about required reports.



June 22, 2017

Colorado Municipal Clerks Association
Patti Garcia, CMC, President and CMCA Board Members
PO Box 350301
Westminster, CO 80035

Dear President Garcia and current Board Members,

I am writing to you as an active member of CMCA to nominate our past City Clerk Stephanie Tuin, MMC to be considered as an honorary member at the upcoming annual business meeting.

Stephanie Tuin recently retired from the City of Grand Junction with over 24 years of service here. Just a little about Stephanie, which most of you know, she joined CMCA in 1986, and then IIMC the next year. She received her Certified Municipal Clerk (CMC) in 1991 and her Master Municipal Clerk (MMC) in 2003. She was Colorado Clerk of the Year in 2005. She served on the CMCA Board for 2 years, one under Linda Yeager as President. Stephanie has served on numerous committees – Records Management, Education, Communique, Website, Audit, Ways and Means, On the Road Workshop Coordinator, Conference Committee, Liquor Task Force (chair – and they got fees raised!), Certified Trainor, wrote a Technical Bulletin on Managing Records with Limited Resources for IIMC, and hosted two Annual Conference's here in Grand Junction. She also lent her wisdom and knowledge to any Clerk in need.

Stephanie was a great City Clerk who encouraged her staff and myself to get our CMC, and MMC, and our new Deputy to push through to obtain hers.

Please take this opportunity to consider Stephanie Tuin, MMC as an honorary member of Colorado Municipal Clerks Association (CMCA) which she so loved.

Respectfully submitted.
Sincerely,

Juanita Peterson

Juanita Peterson, MMC
Deputy City Clerk