



**Colorado Municipal Clerks Association
General Business Meeting
Thursday, November 19, 2015 – 3:15 p.m.
Embassy Suites
Loveland, Colorado**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Executive Board members
4. Approval of minutes
 - a. June 18, 2015
 - b. July 26, 2015
5. Introduction of Executive Board Members
6. Introduction of Members present
7. Officers' Reports
8. Standing Committees – Reports from 2015 Committee Chairs
9. Handbook Amendments – Lisa DelPiccolo
10. New Business
 - a. Awards – Jackie Kennefick
 - b. Election Results
 - c. President's Recognitions
 - d. Oaths of Office
11. Adjournment

Colorado Municipal Clerks Association Transition and Budget Meeting
Business Meeting
CML Conference
Beaver Run Resort, Breckenridge, CO.
Thursday, June 18. 2015
3:15 – 4:30 p.m.

Minutes

Item 1 – Call to Order

President Margy Greer called the meeting to order at 3:15 PM.

Item 2 – Pledge of Allegiance

Item 3 – Introduction of Executive Board and Roll Call

Board Members present were:

Mary Greer, President
Rhonda Coxon, Vice President
Suzanne Leclercq, Secretary
DePiccolo, Director

Absent Members: Sarah Ball Johnson (Director)
Laura Smith (Treasurer)

Members present: Shawn Pagnotta, La Jarra, Meghan Martinez, Frederick, Tara Berreth, Palmer Lake, John Brennan, Fort Morgan, Michele Miller, Silverthorne, Carrier Hartwell, Julesburg, Sherry Frame, Glendale, Karen Goldman, Aurora, Lynette White, Bennett, Donna Kast, Manitou Springs, Helen Cospolich, Breckenridge, Michele Millard, Missy Stabile, Copper Mountain Metro district, Patricia Sweet, Wiggins, Johanna Small, Northglenn, Linda Blackston, Mead, Cheryl Campbell, Garden City, Teri Colvin, Lakewood, Randi Gallivan, Foxfield, Silvia Huffman, Fountain, Jessica Memmer, Woodland Park, Suz Kanacle, Walden, Andrea Strand, Brush, Raegan Robb, Evans, Therese Garera, Saguache.

Item 4 – Approval of Minutes

Minutes from the General Meeting, January 29, 2015 and the Executive Board Meeting via Email, December 14, 2014 were approved with minor corrections added.

Coxon/Goldman - Motion/second

Item 4 – Officers’ Reports

a. President, Margy Greer

President Greer welcomed everyone and thanked them for being in attendance. Greer congratulated the following for receiving their CMC’s:

Mary Jo Bennetts, Town of Buena Vista
Alisa Darrow, Town of Wellington
Sarah Johnson, City of Colorado Springs
Michele Millard, City of Lakewood
Shawn Pagnotta, Town of La Jara
William Powell, City of Colorado Springs
Denicia Ralsh, Town of Akron
Randi Snead, Town of Creede
Lynette White, Town of Bennett

Greer also congratulated Laura Bauer, City of Commerce City on receipt of her MMC.

Greer congratulated Susan Phillips, Beth Hedberg and herself for receiving their Athenian Leadership Society Fellow.

Greer shared with the Clerks that Elections for the Board for 2016 will be coming up in November and that there will be three openings; vice president, treasurer and director. Greer encouraged everyone to get involved and run.

b. Vice President, Rhonda Coxon

Vice President Coxon shared that later on in the meeting she will go into more detail regarding the upcoming Region 8 Conference.

c. Secretary, Suzanne Leclercq – no report

d. Director, Lisa Delpiccolo – no report

Item 5 – Standing Committee Reports of those present

- a. Membership – Michele Millard reported that the membership of CMCA is pretty close to the same as last year. Approximately 354 members from 184 municipalities.
- b. Website – Teri Colvin reported that they are thinking of moving to another website host and will share information with the group as they receive it.

- c. Legislative – Karen Goldman gave a brief update on UACOVA. Goldman also discussed what she anticipated coming up in next year’s legislation. Goldman also discussed that because the SOS cannot provide lifetime verification that some kind of system be put in place to verify signatures. Goldman also advised that she felt the Legislative Committee should be a bit formalized with chairs for marijuana, liquor and elections rather than just one person.
- d. Scholarship – Megan Martinez reported that the cutoff for the Gene Rodgers Scholarship was Friday and that the next Communique will have an article with the selections made.
- e. Ways and Means – Cheryl Campbell reported that she is currently working on a lapel pin for the Region VIII conference.
- f. PDO’s - Tara Berreth reported that the PDO’s are on the website. President Greer expressed that she felt if the CMCA would have a part-time admin person that they could help the committees with membership, the website and education. Greer expressed that she would like to vote on this at the Fall Conference. She suggested perhaps it could be a retired Clerk and that with 400 members it would be a big help. Discussion was had by the Clerks a motion was made to put this on the ballot for November. Berreth/Goldman - Motion/second

Item 6. - Unfinished Business – President Greer reported that we have a signed letter for the partnership between Institute/CMCA and Regis. Greer also mentioned that there will be a 10% discount to the Clerk’s Association for anyone wanting to take classes. There are 40 people signed up so far for Institute.

Discussion was held on the Region VIII Conference being held in November in Loveland. It was suggested to the Clerks if they knew they were going to reserve their rooms early. The Region VIII Conference is being held in conjunction with CGFOA. The Agenda will be distributed after Institute. Masters Academy is planned for two days in September and will be held at Regis University.

Item 7. - New Business – John Brennen and Lisa DelPiccolo reported that they have finished their review of the handbook. They will be working on suggestions to changes to the by-laws and will have them for the Executive Board at fall conference. Discussion was had and a motion was made to accept the new handbook. Cospolich/Gallivan – Motion/second.

President Greer mentioned that Regis would be willing to help CMCA with a Train the Trainer Class. Looking at scheduling this class at a separate and different time than Masters. Greer said Clerks would be able to receive CMC/MMC credits for it and that Kathy Novak is looking at capping the class at 20 people. The class is slated for 7/8 – 7/9.

Vice President Coxon reminded the Clerks that this year's International Conference will be held in Omaha and that it might be fun to take a Clerk's bus. Lynne White volunteered to look into the costs and time associated with a bus as opposed to flying.

Adjourn – the CMCA Meeting was adjourned at 4:10 PM.

Respectfully Submitted,

Suzanne Leclercq, CMC
CMCA, Secretary

Colorado Municipal Clerks Association Transition and Budget Meeting
Business Meeting
Institute - Regis University
Sunday, July 26. 2015
4:00 – 5:00 p.m.

Minutes

Item 1 – Call to Order

President Margy Greer called the meeting to order at 4:14 PM.

Item 2 – Pledge of Allegiance

Item 3 – Introduction of Executive Board and Roll Call

Board Members present were:

Mary Greer, President
Rhonda Coxon, Vice President
Suzanne Leclercq, Secretary
Sarah Ball Johnson (Director)
Laura Smith (Treasurer)

Absent Members: Lisa DelPiccolo (Director)

Members present: Allen-Cole, Courtney, Andis, Mindy, Armijo, Brenda, Bakke, Cynthia, Berreth, Tara, Brewington, Ebony, Brewster, Tamiko, Bryant, Charla, Carlile, Stephanie, Cospolich, Helen, Diagna, Jessica, Duran, Kristina, Eddy, Michelle, Ellringer, Jenny, Erwin, Laurie, Eucker, Krystal, Faessen, Peggy, Ferguson, Corinne, Egbert, Judy, Florine, Ben, Gallivan, ranid, Greiner, Melissa, Hamilton, Michelle, Harlow, Christena, Harrell, Janet, Hazlett, Margaret, Herbert, Katherine, Hevner, Patty, Heywood, Wendy, Hoel, Natialie, Hoppe, Debbie, Horn, rose-etta, Johnson, Debra, Jacobs, Melanie, Jara, Megan, Johnson, Pamela, Johnston, Susan, Kanack, Suze, Kauffman, Denise, Kavanaugh, tiffany, Kindall, Tara, Klusmiere, Leslie, Korinek, Rebecca, Leatherwood, Heidi, Leyva, Patrica, Lindros, jill, Lotrich, Kelly, Manning, Linda, Marin, Irene, Martnesne, Beverly, Martin, Taryn, Martinez, Holly, McCabe, Traves, McKenny, Patty, Memmer, Jessica, Million, Devin, Norton, Colleen, Odenbaugh, Gail, Overton, Debra, Page-Allen, Mary Alice, Parker, Claudia, Pearl, Toni, Polcyn, Natalie, Rosenbaum, Kristen, Rouse, Juli, Sale, Bobbi, Scofield, Melanie, Stabile, Melissa, Stanford, Lynelle, Strutt, Mary, Sweet, Patricia, Teague, Kristen, Trent, Judy, Vanderpool, Chris, Walker, Beverly, Werner, Claudia, White, Liz, Willette, Lyndsey, Zimmerman, Gayle, Shaver, Janelle.

Item 4 – Approval of Minutes

Minutes from the General Meeting Business Meeting, June 18, 2015 were approved with a minor correction to the spelling of the Jean Rodgers Scholarship.

Johnson/Coxon - Motion/second

Item 4 – Officers' Reports

- a. **President, Margy Greer** – welcomed all of the Clerks to Institute and had those all stand according to the year that they were in. President Greer reported that Nancy Vincent, our IIMC Region 8 representative has asked that all the Clerks vote on the Constitutional changes for IIMC that have been sent out. President Greer also shared that the IIMC Municipal Clerk Foundation donations have declined. They are 60% below normal donations. President Greer reminded all the Clerks to check off the \$25 donation when they register to IIMC for their membership for the year. President Greer also reported that they are still interested in holding a Train the Trainer Class for any Clerks that are interested in teaching PDO's or teaching at Institute.

President Greer spoke to the group about the possibility of hiring an Admin Assistant to work for CMCA. This person would work year round on a part time basis. President Greer shared with the group that at the last CML meeting the membership had voted to put this issue on the ballot. This person would be in charge of the CMCA website, PDO's and membership enrollment. President Greer shared that Randi Gallivan is working on the ballot question and had some questions for the Board. Gallivan asked her questions they were; how much time would this Administrative Assistant work, how much were we thinking of raising the dues, would the dues be raised straight across the board or would they be raised according to the municipality's population and what would this person's salary be?

President Greer stated that a job description and details of this position still need to be worked out. She thought perhaps it could be part-time for \$10,000 year. President Greer said she liked the idea of a dues increase to help cover this expense and noted that it has been many years since there was a dues increase. Gallivan thanked the Board for the information and stated that she and her committee would move forward with a ballot question for the November election.

President Greer reminded the Clerks that Fall Conference was scheduled for November 17 – November 20, in Loveland at the Embassy Suites. She also reminded the clerks that this will be a Region 8 Conference as well.

President Greer noted that in November there will be a vice president position, treasurer position and a director's position open for election. President Greer encouraged all of the Clerks to get involved and think about running for an office.

Vice President, Rhonda Coxon – Coxon told all of the Clerks attending Institute to have fun and enjoy their time together.

Secretary, Suzanne Leclercq – Leclercq welcomed all of the Clerks at Institute and told them she was excited for all of them for this upcoming week.

Treasurer – Laura Smith – shared that the budget is doing very well.

Director, Johnson, Sarah – no report

Adjourn – the CMCA Meeting was adjourned at 4:44 PM.

Respectfully Submitted,

Suzanne Leclercq, CMC
CMCA, Secretary

October 23, 2015

Attn: CMCA Board of Directors

RE: CMCA Audit Committee Year End Report

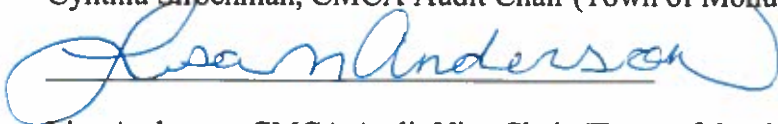
CMCA AUDIT COMMITTEE YEAR END REPORT

Can you believe 2015 is almost over!! A huge thank you to Margy and the rest of the committee members for keeping us all in line this year ☺ There have been no changes to the audit since our last report. Once again, Lisa Anderson and I would like to thank Laura Smith for her diligent work as the Treasurer and for making our jobs as auditors a breeze! We thank all of you for the opportunity to assist CMCA this year and look forward to many more years together.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Cynthia Sirochman', written over a horizontal line.

Cynthia Sirochman, CMCA Audit Chair (Town of Monument)

A handwritten signature in blue ink, appearing to read 'Lisa Anderson', written over a horizontal line.

Lisa Anderson, CMCA Audit Vice Chair (Town of Castle Rock)



EDUCATION COMMITTEE REPORT

TO: CMCA EXECUTIVE BOARD
FROM: LAURA BAUER, EDUCATION CO-CHAIR
SUBJECT: EDUCATION COMMITTEE REPORT
DATE: OCTOBER, 2015

2015 CMCA Education Committee Members:

Aragon, Cheryl	Greeley
Bauer, Laura	Commerce City
Berreth, Tara	Palmer Lake
Bennets, Mary Jo	Buena Vista
Coxon, Rhonda	Snowmass Village
De Luca, Andrea	Golden
DelPiccolo, Lisa	Montrose
Frame, Sherry	Glendale
Goldman, Karen	Aurora
Greer, Margy (Chair)	Lakewood
Hedberg, Beth	Edgewater
Heffner, Wendy	Littleton
Horn, Rose-Etta (Vice-Chair)	Denver
Horton, Lisa	Aurora
James, Sabrina	Steamboat Springs
Johnson, Sarah Ball	Colorado Springs
Leclercq, Suzanne	Woodland Park
Lee, Mary	Platteville
Lotrich, Kelly	Fowler
Martinez, Meghan	Frederick
Miller, Michelle	Silverthorne
Misare, Sally	Castle Rock
Overton, Debra	Ouray
Pagnotta, Shawn	La Jara

Parker, Nancy
Peterson, Juanita
Pettinger, Jennifer
Phillips, Susan
Powell, Cheryl
Rusher, Sara
Setterlind, Barbara
Skitt, Valeria
Tuin, Stephanie

Erie
Grand Junction
Lone Tree
Greenwood Village
Milliken
Longmont
Centennial
Longmont
Grand Junction

2015 Work Programs:

As in years past, CMCA sponsored an education session at the June 2015 CML Conference. This year's session, *Understanding Legal Marijuana 101*, was appropriate given that many of us our licensing marijuana businesses. The committee had considered sponsoring an Athenian Dialogue at CML as a way to build relationships between elected officials and clerks. The challenge with this idea is time allotment. This might be something for the committee to proposing to CML next year.

Professional Development Outreaches (PDO) – PDOs are great educational opportunities for the membership. This year 25 trainings were scheduled and very few had to be cancelled. The education committee is exploring the idea of working with Regis to create PDOs for MMC points.

Clerk's Institute – This year CMCA had a new educational partner, Regis University. Housing seemed to pose some challenges for attendees; however, the response to our educational offerings and the three-year track system was positive. We had 40 first year students, 32 second year students, and 20 third year students take advantage of this educational opportunity. Class offerings are based on a track system with a focus on career building: technical/operational, managerial/supervisory, and leadership.

Masters – The education committee is still working on revamping this program and was unable to offer it this year. The committee is working with our Institute Director and the university to develop a program, similar to Institute that would provide clerks the opportunity to obtain their MMC education points within three years.



Scholarship Committee Report

DATE: October 30, 2015
TO: Honorable CMCA President Margy Greer
FROM: Beth Hedberg, Chair Scholarship Committee
SUBJECT: November 19, 2015 Business Meeting at the 2015 CMCA Annual and Region VIII Conference

The following members served on the CMCA Scholarship Committee for 2015:

Beth Hedberg, Chair	City of Edgewater
Jackie Kennefick, Vice Chair	Town of Mountain Village
Megan Martinez, Member	Town of Frederick
Michele Millard, Member	City of Lakewood
Cheryl Powell, Member	Town of Milliken
Alisa Darrow, Member	Town of Berthoud
Bruce Roome, Member	City of Castle Pines
Dennis Chiaretta, Member	Town of Parachute

We have awarded all of the Mary Watt Scholarships for 2015. The winners participated in a Professional Development Outreach (PDO) class and each of their municipalities has been awarded a \$25 scholarship to help defray the cost of attending the PDO.

Gail Perkins	Town of Westcliffe	Elections: UOCAVA, Basics & Mail Ballot
Carol Hanson	City of Louisville	Elections: UOCAVA, Mail Ballot & FCPA
Valerie Taylor	City of Dacono	Elections: UOCAVA, Mail Ballot & FCPA
Tamiko Brewster	Town of Berthoud	Elections: UOCAVA, Mail Ballot, FCPA & Initiative/Referendum
Liz White	City of Craig	Basic Liquor Licensing
Reagan Robb	City of Evans	Advanced Liquor Licensing
Shirley Nichols	Town of DeBeque	Elections: UOCAVA, Mail Ballot, FCPA & Initiative/Referendum
Jeff Phillips	Town of Collbran	Elections: UOCAVA, Mail Ballot, FCPA & Initiative/Referendum
Kathleen Olofson	City of Holyoke	Elections: UOCAVA, Mail Ballot, FCPA & Initiative/Referendum
Kelly Stevens	City of Wheat Ridge	Advance Liquor Licensing
Melissa Oelke	Town of Orchard City	Elections: UOCAVA & FCPA
Jamie Thomas	Town of Lake City	Records Management

The Committee received three (3) scholarship applications for the CGFOA/CMCA Fall & Region VIII Conference. We were able to fund all eligible applications in the amounts requested as follows:

Debra Overton	City of Ouray	\$350
Sheila McIntyre	Town of Silt	\$100
Jacquelyn Watson	Town of Lyons	\$200

Thanks!

MEMO

October 29, 2015

TO: Margy Greer, President CMCA and CMCA Members

FROM: Cheryl Campbell, Chair - Ways & Means Committee

The Ways & Means worked with Kathie Novak and Regis University regarding polo shirts for Institute attendees again this year. There were 98 polo shirts ordered for Institute at a cost of \$1831.68. The reimbursement from Regis had not been received as of October 8th but should be \$2450.00 or a \$618.32 profit.

The Ways & Means Committee was working on a project to duplicate a piece of Loveland specific art for a lapel pin to sell at Conference. The Clerk's Office in Loveland decided to give a Loveland lapel pin as a gift in the welcome bags so the committee decided to forgo that idea. We will sell event T-Shirts at Conference for \$18.00 and should have a total to report at the meeting. This fund raiser is for scholarships. The committee also solicited four gift baskets for the silent auction with all proceeds going to scholarships.

We have very little inventory left in Shop CMCA items. We have 12 CMCA logo lapel pins at \$3.00 each. 10 plastic water bottles at \$6.00 each and 29 USB Flash Drives at \$12.00 each. We have a few sticky note pads left with the CMCA logo on them. We have polo shirts available for purchase that are not in our inventory but ordered as requested.

Please contact anyone on the Ways & Means Committee with any questions or ideas!

Cheryl Campbell, Town of Garden City Chair 970-351-0041 or ccampbell@townofgardencity.com

Linda Blackston, Town of Mead Vice Chair (970) 535-4477 lblackston@townofmead.org

Carolyn Bellavance, Montrose (970) 240-1421 cbellavance@ci.montrose.co.us

Sabrina James, Steamboat Springs (970) 871-8252 sjames@steamboatsprings.net

Kelly Lotrich, Fowler (719) 263-4461 town_clerk@fowlercolorado.com

Shawn Pagnotta, La Jara (719) 274-5363 lajaratownclerk@yahoo.com



MEMORANDUM

DATE: November 9, 2015
TO: Honorable CMCA President Margy Greer
FROM: Teri Colvin, Web Page Committee Chair
SUBJECT: November 19, 2015 Business Meeting

The Web Page Committee is in charge of overseeing the maintenance and improvements to the CMCA website. The following members are serving on the 2015 CMCA Web Page Committee:

- Teri Colvin, Lakewood Chair
- Beth Hedberg, Edgewater Vice Chair
- Susan Phillips, Greenwood Village Member
- Stephanie Tuin, Grand Junction Member
- Kelly Stevens, Westminster Member
- Gail Odenbaugh, Gilcrest Member

The Web Page Committee met on August 13, 2015. At the meeting, we reviewed the Web Page Committee section of the handbook, a list of yearly things to-do and procedures and the proposed CMCA Bylaws. A discussion took place about software updates that may be needed and we discussed how to proceed with researching vendors for a possible new website/web host.

Committee members agreed to all review the same vendor information and provide feedback. Members also agreed to have a committee meeting to provide feedback following the November CMCA Business meeting, specifically after the results of the ballot question have been determined.

The website changes often, so please take a look www.cmca.gen.co.us.

PROPOSED CMCA HANDBOOK REVISIONS

Submitted October 2015

The CMCA Handbook is a repository of information pertaining to the policies and procedures that govern the activities of the Executive Board and Committees of the Association.

Revisions to the handbook were approved at the June 18, 2015, CMCA business meeting. The current version of the handbook is posted on the CMCA web page under CMCA Documents. Outlined below are final revisions to specific sections of the Handbook:

Mission Statement/Goals and Objectives

This section outlines goals and objectives by year and has not been updated since 2011. Comments regarding modification or deletion of the section were requested by October 1, 2015, and no comments were received. It is recommended that the Mission Statement is included in the Handbook and the Goals and Objectives are removed.

Legislative Committee

The addition of a section addressing the purpose, responsibilities, committee members and specific activities of the Legislative Committee is recommended.

Web Page Committee

Updates to the Committee Responsibilities section are recommended, as well as the addition of sections addressing Responsibilities of the Committee Chair and Reports Required.

District Representatives

This entire section is outdated and recommended for deletion. Comments regarding modification or deletion of the section were requested by October 1, 2015, and no comments were received.

Ad Hoc Committees

This section is outdated and recommended for deletion. Comments regarding modification or deletion of the section were requested by October 1, 2015, and no comments were received.

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.

~~2010-2011 Goals and Objectives~~

- ~~▪ Continue expanding educational opportunities to Municipal Clerks by: Examining ways to link members to new or alternative training opportunities; Go forward with the use of webinars and on-line courses for training.~~
- ~~▪ Continue developing a strong relationship with IIMC through communication with the Board and Executive Director and participation on committees.~~
- ~~▪ Continue working through and with the IIMC Board and Executive Director to improve quality of education.~~
- ~~▪ Codify the CMCA Boards and Commissions Handbook.~~
- ~~▪ Continue upgrades to the CMCA website.~~
- ~~▪ Establish a new standing committee called "Marketing Committee" to help finance CMCA projects.~~
- ~~▪ Update and consolidate the informational booklets provided by Colorado Municipal League that relate to the Municipal Clerk profession.~~
- ~~▪ Acquire Copyright for new RIM ERM Toolkit.~~
- ~~▪ Continue Ad-Hoc Committee to review and revise the CMCA By laws.~~

~~2009/2010 Goals and Objectives~~

- ~~▪ Continue expanding educational opportunities to Municipal Clerks by: Examining ways to link member to new or alternative training opportunities; Exploring and gathering information about the use of webinars and on-line courses for training.~~
- ~~▪ Continue developing a strong relationship with IIMC through communication with the Board and Executive Director and participation on committees.~~
- ~~▪ Continue working through and with the IIMC Board and Executive Director to improve the education guidelines to; improve and expedite the certification process; Increase certification points for all CMCA education programs.~~
- ~~▪ Establish and Ad-Hoc Committee to review and revise the CMCA By-Laws.~~
- ~~▪ Accurately delineate all policies, procedures, duties and responsibilities of the CMCA Handbook for all Board positions and committees: codify the Handbook.~~
- ~~▪ Upgrade the CMCA website and establish a marketing plan to finance the upgrade.~~
- ~~▪ Establish a Course Review Committee to write course descriptions for all CMCA education coursed to submit to IIMC for pre-approval process.~~

~~2008/2009 Goals and Objectives~~

- ~~▪ Continue expanding educational opportunities to clerks by: Examining ways to link members to new or alternative training opportunities.~~
- ~~▪ Exploring and gathering information about use of webinars/online courses for training purposes.~~
- ~~▪ Resolve issues resulting from new educational guidelines launched by IIMC, including~~
- ~~▪ Increase IIMC Credit for attendance at CMCA On the Road workshops, Annual Conference, and courses offered by other affiliated organizations (Secretary of State, CML, etc.)~~

- ~~Address “grandfathering” rule for those already participating in CMC and MMC programs.~~
- ~~Restore number of points required for designation to those previously set by IIMC (from newly elevated requirements)~~
- ~~Eliminate pre-certification requirement of IIMC.~~
- ~~Survey CMCA membership to clearly identify and represent its desires and job requirements relative to CMC and MMC designations.~~
- ~~Continue developing strong presence with IIMC organization through participation and communication on all issues.~~
- ~~Investigate Colorado certification program.~~
- ~~Further develop training for mentors involved in mentoring program utilizing district representatives.~~

~~2007/2008 Goals and Objectives~~

- ~~Continue to expand education opportunities to clerks by:~~
- ~~Examining ways to link members to new or alternative training opportunities. (For those who cannot attend traditional class-room training)~~
- ~~Exploring and gathering information about use of webinars/online courses for training.~~
- ~~Pursue increasing IIMC credit for attendance at CMCA On The Road Workshops and the Annual Conference. (The membership approved at the November 2006 General Meeting to approve funds and authorize a letter to be sent to invite Mohammad Eftekhari, Ph.D., IIMC Director of Education/Research to the CMCA/CGFOA/Regional VIII 2007 Conference and Regional meeting)~~
- ~~Pursue and implement an Associates Degree for Clerks Explore feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.~~
- ~~Develop new member packet.~~
- ~~Research Educational standards including information regarding a Colorado Municipal Clerk State Certification program.~~

~~2006 Goals and Objectives~~

- ~~Increase awareness that the Master Municipal Clerks academy program has been modified. A Bachelor’s Degree is no longer required to obtain your MMC designation provided you have 15 years of experience as a municipal clerk. The length of time before you can apply for your next sustaining level has been reduced from 2 years to one.~~
- ~~Continue to expand education opportunities for clerks by: Examining ways to link members to new or alternative training opportunities to bring education to those clerks who are unable to leave their office.~~
- ~~Exploring and gathering information about Wyoming’s use of webinars for training purposes to see if it is a viable alternative to classroom training for CMCA members.~~
- ~~Creating a curriculum for a Nuts and Bolts II Workshop a goal that the Education Committee is currently working on.~~
- ~~Pursue increasing IIMC credit for attendance at CMCA On the Road workshops and the Annual Conference.~~
- ~~Pursue and implement an Associates Degree for Colorado clerks.~~
- ~~Explore the feasibility of broadening education sessions at the Annual Conference to reach out to other associations where clerks perform additional duties such as municipal court and human resources.~~

- ~~Develop new member packet a goal that the Membership Committee is currently working on.~~

~~2005 Goals and Objectives~~

- ~~Work with CML to review election statutes for potential amendments and clarifications.~~
- ~~Review and clarify Contract for Services with Administrative Alternatives (Kathy Barta)~~
- ~~Review process for nominating individuals for CMCA Awards with the goal of increasing participation and simplifying the nomination process and for developing a system to insure recipients are present, whenever possible, at the Annual Conference to receive their awards.~~
- ~~Maintain high quality educational opportunities for Clerks in all regions of the state.~~
- ~~Establish Executive Board liaisons with CMCA Committees.~~
- ~~Create a Quill Award Nomination Committee and submit a Colorado Clerk's name for this award.~~
- ~~Issue a Request of Proposal to Colorado communities for site selection for the Region VIII Conference in 2007.~~

~~2004 Goals and Objectives~~

- ~~Continue to expand the educational opportunities to all Municipal Clerks. Begin the process of bridging these educational opportunities to County Clerks.~~
- ~~Update Clerks Handbook relative to the International Institute of Municipal Clerks (IIMC) assessment guidelines.~~
- ~~Maintain the accuracy of and accessibility to membership list. Continue to consolidate the various e-mail lists into one master list.~~
- ~~Increase membership in CMCA by 5%.~~

~~2003 Goals and Objectives~~

- ~~Continue and expand educational opportunities to all members in all geographic areas.~~
- ~~Increase communication to members through the Communiqué and Web site.~~
- ~~Update Clerk's Handbook/CML.~~
- ~~Ensure accuracy of and accessibility to membership list/labels/directory~~
- ~~List Serv access for CMCA Clerks~~

~~2002 Goals and Objectives~~

~~Continue and expand educational opportunities to all members in all geographic areas.~~

- ~~Increase communication to members through the Communiqué and Web Site.~~
- ~~Update Clerk's Handbook.~~
- ~~Ensure accuracy of and accessibility to membership list/labels.~~

~~2001 Goals and Objectives~~

- ~~Provide educational opportunities for members in every district of the state by completing the foundation of Train the Trainer program, including training of additional trainers from strategic locations throughout the state. Maintain high quality educational programs.~~
- ~~Maintain consistency of association by creating activity calendars of "to dos" for officers and committee chairs.~~

- ~~Reduce mailing costs by placing current issue of the Communiqué on the CMCA Web Page for members with computer capability to access.~~
- ~~Re-channel Public Relations function of Communiqué editor to Web Page Committee so news releases can be added to the Web Page and distributed to other agencies.~~
- ~~Increase membership by sending first issue of the Communiqué to all Colorado municipal clerks and by mailing membership brochure in follow up to non member clerks.~~

~~2000 Goals and Objectives~~

~~(CMCA continued work toward the 1999 Goals in 2000. No new goals were set)~~

~~1999 Goals and Objectives~~

- ~~Increase involvement in CMCA at all levels. Bring in new members; continue to provide education to all, reach out to get involved.~~
- ~~Act on information received in survey conducted in 1998 to meet member's needs.~~
- ~~Have "Train the Trainer" program ready to go on the Road in 2000.~~
- ~~Determine the future of the Annual Conference if not held with CGFOA.~~
- ~~Increase vendor participation in Annual Conference.~~
- ~~Continue building partnership with County Clerks' Association started in 1998.~~
- ~~Continue publication of annual report and distribute to CML, HMC and other agencies.~~
- ~~Update Policy and Committee handbook annually.~~

~~1998 Goals and Objectives~~

- ~~Increase awareness of advanced educational opportunities to Clerks who have earned a CMC.~~
- ~~Capitalize on the opportunity to train Clerks to teach other clerks through the educational programs offered by CMCA.~~
- ~~Include Train the Trainer program in the Institute curriculum.~~
- ~~Assist in providing better awareness of the organization's goals and objectives.~~
- ~~Request input in Communiqué.~~
- ~~Include a copy of CMCA's current year goals in the Communiqué.~~
- ~~Implement a "new member" information packet for distribution to potential new members:~~
 - ~~Bylaws~~
 - ~~Budget~~
 - ~~Brochure~~
 - ~~Minutes~~
 - ~~Communiqué~~
 - ~~On the Road Workshop Packets~~
- ~~Conduct a survey of current members~~
 - ~~How are we doing?~~
 - ~~What are your needs?~~
 - ~~What kinds of programs would you like to see?~~
 - ~~Incorporate results in annual report.~~
- ~~Reach out to partner with other organizations that CMCA interacts with~~
 - ~~Liaison program? (DOLA, ARMA, CGFOA, CAMTA, CAMCA, etc.)~~
 - ~~Assign a Director to be CMCA's representative with the County Clerks.~~
- ~~Establish procedures for update and amendment of the Policies and Procedures Handbook.~~

- ~~Include Historian~~
- ~~Assign Director~~
- ~~Report progress/completion in November 1998~~
- ~~Continue publication of the annual report distribute to CML, HMC and other agencies.~~

~~1997 Goals~~

- ~~Implementation of the findings of the Institute Task Force.~~
- ~~Implementation of a program for increased membership in CMCA.~~
- ~~Review the 1996 Scholarship fund raising efforts.~~
- ~~Continue to address legislative issues.~~
 - ~~Specific work on changing Caucus Day away from April Municipal Elections.~~
- ~~Continue to offer educational opportunities through CML Annual Meeting, On the Road Workshops, Institutes and the Association's Annual Conference.~~
- ~~Encourage membership attendance at the programs offered.~~
- ~~Implementation of any approved measure on CMCA Bylaws at the 1996 Annual Conference Annual Meeting.~~

~~1996 Goals~~

- ~~Establish a Task force to review the curriculum of the Colorado Municipal Clerk's Institute.~~
- ~~Review the committee structure of the Association and define the roles of the Chairs and Board members.~~
- ~~Completion of the Committee Chair and Board Handbook.~~
- ~~Review avenues to increase the membership of CMCA.~~
- ~~Continue to offer educational opportunities through CML Annual Meeting, On the Road Workshops, Institutes add the Association's Annual Conference.~~
 - ~~Encourage membership attendance at the programs offered.~~
- ~~Increase awareness of CMCA Scholarship Programs.~~
- ~~Review how Association raises funds for Scholarships.~~
- ~~CMCA Bylaws reviewed with specific recommendations on Board structure, membership structure, and establishment of policies and procedures manual.~~
- ~~Establishment of Legislative Issues Task Force to keep membership apprised of legislative issues affecting out functions a municipal clerks and our municipalities.~~
- ~~Reinstate the Historian position as part of the Records Management Committee~~

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

NUMBER OF 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.

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.

COMMITTEE RESPONSIBILITIES

Continually maintain CMCA website accessibility, consistency and access by ensuring it is a user-friendly, complete and current resource for Colorado municipal clerks by efficiently promoting communication, education and collaboration.

Specific tasks:

1. Post CMCA information, including, but not limited to: meeting agendas; packets and minutes; financial documents; newsletters; messages from the Board; events and educational opportunities such as Professional Development Outreach (PDO) classes, CMCA Institute and CGFOA / CMCA Fall Conference/Winter Academy, IIMC and Regional Conferences, Athenian Dialogues, Secretary of State Certified Election Official classes and others; job announcements and scholarship opportunities.
2. Grant access and assist members with access to members-only website features.
3. Maintain accurate committee / member information for all committees.
4. Authorize payment of website expenses.
5. Communicate with the Board as needed or as requested.
6. Maintain a procedures manual / up-to-date list of annual tasks.

RESPONSIBILITIES OF 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.

REPORTS REQUIRED

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

~~DISTRICT REPRESENTATIVES~~

~~In order to facilitate communication among municipal clerks throughout the state, the CMCA President appoints District Representatives from among the membership. The districts from which these representatives are chosen are the same ones as those established by the Colorado Municipal League (see attached map). The responsibilities of the District Representatives include, but are not necessarily limited to, the following:~~

~~Legislative coordination -- Working with the ad hoc Legislative Committee, the District Representative forwards to the municipal clerks within the district information regarding pending legislation or recommended legislative lobbying positions.~~

~~Professional Development Outreach -- Assists in identifying those clerks willing to host Professional Development Outreach sessions. Helps clerks obtain mailing labels and sending out announcements, as necessary.~~

~~Communique -- Provides the Public Relations Officer with information regarding activities and events within the district for publication in the Communique.~~

~~Communication with Executive Board -- Responds to requests for assistance or information from the Executive Board. Advises Board on issues of local concern within the district.~~

~~District representatives generally serve in this capacity for a period of one year. They may be reappointed for an additional year.~~

~~REPORTS REQUIRED~~

~~None.~~

~~ATTACHMENTS~~

~~List of District Representatives~~

~~COLORADO MUNICIPAL CLERKS' ASSOCIATION
DISTRICTS~~

~~District 1~~

Akron	Haxtun	Merino	Sedgwick
Brush	Hillrose	Otis	Sterling
Crook	Holyoke	Ovid	Wiggins
Eckley	Hiff	Paoli	Wray
Fleming	Julesburg	Pectz	Yuma
Fort Morgan	Log Lane Village		

~~District 2~~

Ault	Fort Collins	Johnstown	Nunn
Berthoud	Fort Lupton	Keenesburg	Pieree
Daeono	Frederiek	Kersey	Platteville
Eaton	Garden City	La Salle	Raymer
Erie	Gilcrest	Lochbuie	Severance
Estes Park	Greeley	Loveland	Timnath
Evans	Grover	Mead	Wellington
Firestone	Hudson	Milliken	Windsor

~~District 3~~

Arvada	Columbine Valley	Greenwood Village	Morrison
Aurora	Commerce City	Idaho Springs	Mtn View
Bennett	Deer Trail	Jamestown	Nederland
Black Hawk	Denver	Lafayette	Northglenn
Boulder	Edgewater	Lakeside	Parker
Bow Mar	Empire	Lakewood	Sheridan
Brighton	Englewood	Larkspur	Silver Plume
Broomfield	Federal Heights	Littleton	Superior
Castle Rock	Foxfield	Lone Tree	Thornton
Centennial	Georgetown	Longmont	Ward
Central City	Glendale	Louisville	Watkins
Cherry Hills Village	Golden	Lyons	Westminster
			Wheat Ridge

~~District 4~~

Alma	Fairplay	Manitou Springs	Ramah
Calhan	Fountain	Monument	Victor
Colorado Springs	Green Mountain Falls	Palmer Lake	Woodland Park
Cripple Creek			

Distriet 5

Arriba
Bethune
Burlington
Cheyenne Wells

Elizabeth
Flagler
Genoa
Hugo

Kiowa
Kit Carson
Limon
Seibert

Simla
Stratton
Vona

Distriet 6

Campo
Cheraw
Crowle
Eads
Fowler
Granada
Hartman

Haswell
Holly
La Junta
Lamar
Las Animas
Manzanola

Olney Springs
Ordway
Pritchett
Rocky Ford
Sheridan Lake
Springfield

Sugar City
Swink
Two Buttes
Vilas
Walsh
Wiley

Distriet 7

Boone

Pueblo

Rye

Distriet 8

Alamosa
Antonito
Blanca
Bonanza City
Center

Creede
Crestone
Del Norte
Hooper
La Jara

Manassa
Moffat
Monte Vista
Romeo

Saguache
San Luis
Sanford
South Fork

Distriet 9

Bayfield
Cortez
Dolores

Dove Creek
Durango
Ignacio

Manaos
Pagosa Springs

Rico
Sliverton

Distriet 10

Cedaredge
Crawford
Crested Butte
Delta
Gunnison
Hotchkiss

Lake City
Marble
Montrose
Mountain Village
Mt. Crested Butte
Naturita

Norwood
Nucla
Olathe
Ophir
Orchard City
Ouray

Panonia
Pitkin
Ridgway
Sawpit
Telluride

Distriet 11

~~Carbondale~~
~~Collbran~~
~~Craig~~
~~De Beque~~

~~Dinosaur~~
~~Fruita~~
~~Glenwood Springs~~
~~Grand Junction~~

~~Meeker~~
~~New Castle~~
~~Palisade~~
~~Parachute~~

~~Rangely~~
~~Rifle~~
~~Silt~~

Distriet 12

~~Aspen~~
~~Avon~~
~~Basalt~~
~~Blue River~~
~~Breckenridge~~
~~Dillon~~
~~Eagle~~

~~Fraser~~
~~Friseo~~
~~Granby~~
~~Grand Lake~~
~~Gypsum~~
~~Hayden~~
~~Hot Sulphur Springs~~

~~Kremmling~~
~~Minturn~~
~~Montezuma~~
~~Oak Creek~~
~~Red Cliff~~
~~Silverthorne~~

~~Snowmass Village~~
~~Steamboat Springs~~
~~Vail~~
~~Walden~~
~~Winter Park~~
~~Yampa~~

Distriet 13

~~Brookside~~
~~Buena Vista~~
~~Canon City~~

~~Coal Creek~~
~~Florence~~
~~Leadville~~

~~Poncha Springs~~
~~Rockvale~~
~~Salida~~

~~Silver Cliff~~
~~Westcliffe~~
~~Williamsburg~~

Distriet 14

~~Aguilar~~
~~Branson~~

~~Cokedale~~
~~Kim~~

~~La Veta~~
~~Starkville~~

~~Trinidad~~
~~Walsenburg~~

~~AD HOC COMMITTEES~~

~~The CMCA President and/or Executive Board has the ability to appoint "ad hoc" committees. These temporary committees are created to serve a short-term need or to work on a specific task. Ad hoc committees may become standing committees following action by the Executive Board. In 2000, the CMCA ad hoc committees include:~~

~~**LEGISLATIVE TASK FORCE:** The purpose of the Legislative Task Force is to provide the membership with information regarding proposed state and federal legislation having a potential impact on the positions and responsibilities of municipal clerks.~~

~~**INSTITUTE TASK FORCE:** The purpose of the Institute Task Force is to determine what changes, if any, should be made to the curriculum content of the CMC Institute. In addition, the Task Force will identify other opportunities (organizations, workshops, etc.) for education and the enhancement of the municipal clerk profession.~~

~~TRAIN THE TRAINER TASK FORCE:~~

~~Train the Trainer began as a task force, and in November 2000 was moved to part of the education committee. This effort is organized toward the purpose of training clerks to train other clerks. These clerk trainers then will be available to teach on-the-road workshops throughout the state.~~