

**Colorado Municipal Clerks Association
General Business Meeting
Thursday, November 20, 2014, 1:00 p.m.
Vail Cascade Resort and Spa
Vail, Colorado**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Executive Board members
4. Approval of minutes
 - a. June 19, 2014 Business Meeting Minutes
 - b. July 11, 2014 Business Meeting Minutes
5. Introduction of Executive Board Members
6. Introduction of Members present
7. Acknowledgement of CMC/MMC earned
8. Officers' Reports
 - a. Secretary, Suzanne Leclercq
 - b. Treasurer, Laura Smith
 - c. Director, Lisa DelPiccolo
 - d. Director, Sarah Johnson
 - e. Past President, Wendy Heffner
 - f. Vice President, Margy Greer
 - g. President, Kerry Bush
9. Standing Committees – Reports from 2014 Committee Chairs
 - a. Annual Conference Committee
 - b. Audit –Donna Kast
 - c. Awards – Jackie Kennefick
 - 1) Awards Presentation
 - 2) President's Certificate presentation
 - d. Communiqué – Mary Lee
 - e. Education –Mary Lee
 - f. Handbook/Study –Lynette White
 - g. IIMC Liaison –Nancy Vincent, IIMC Region VIII Director
 - h. Legislative Committee – Karen Goldman
 - i. Liquor Liaison – Cheryl Aragon
 - j. Membership –Michelle Millard
 - k. Nominating –Wendy Heffner
 - 1) Election results and swearing in of new officers
 - l. Quill – Sandy White
 - m. Records Management – Sara Rusher
 - 1) Historian
 - n. Scholarship – Bruce Roome
 - o. Sponsorship Benefit Committee – Rhonda Coxon
 - p. Ways and Means – Lenore Gonzales-Pedroza
 - q. Web Page –Beth Hedberg

10. Unfinished Business
11. New Business
 - a. Institute and Master's Academy location
 - b. Succession Planning project
 - c. Handbook Committee recommendations
12. Other Business
13. Adjourn

Colorado Municipal Clerks Association Business Meeting
CML Conference
Beaver Run Resort, Breckenridge, CO.
Thursday, June 19, 2014

Minutes

Item 1 – Call to Order

President Kerry Bush called the meeting to order at 3:15 PM.

Item 2 – Introduction of Executive Board and Roll Call

Board Members present were:

Kerry Bush, President
Margy Greer, Vice President
Wendy Heffner, Past President
Suzanne Leclercq, Secretary
Laura Smith, Treasurer
Sarah Ball Johnson, Director
Lisa DelPiccolo, Director

Members present : Cynthia Sirochman, Monument, Shawn Pagnotta, La Jara, Michelle Hamilton, La Jara, Patty McKenny, Vail, Carrier Hartwell, Julesburg, Michele Millard, Lakewood, Cheryl Campbell, Garden City, Lynette White, Bennett, Rhonda Coxon, Snowmass Villagem Karen Goldman, Aurora, Linda Yeager, Westminster, Cindy Mores, Woodland Park, Cheryl Grasmick, Rocky Ford, Sherry Stone, Vona, Helen Cospotich, Breckenridge, Patti Garcia, Windsor, Melissa Stabile, Copper Mountain Metro District, Johanna Small, Northglenn, Donna Kast, Manitou Springs, John Brennan, Fort Morgan, Sherry Frame, Glendale, Silvia Mascarenas, fountain, Meghan Martinex, Frederick, Connie Cjelsness, Coal Creek.

Item 3 – Approval of Minutes

Minutes from the November 21, 2013, January 14, 2014, January 27, 2014 and February 14, 2014 were approved with some minor corrections noted.

November 21, 2013 Coxon/Johnson - Motion/second

January 14, 2014 Smith/Greer – Motion/second

January 27, 2014 White/Millard – Motion/second

Item 4 – Officers’ Reports

a. Secretary, Suzanne Leclercq

No report

b. Vice President, Margy Greer

Greer reported that the application for the 501 (c) 3 will be completed before the end of the year.

c. Treasurer, Laura Smith

Smith reported that a paypal account that CMCA was paying \$30 per month for has been cancelled. Smith also reported that there have been changes made to the CMCA reimbursement request form.

d. Director, Lisa DelPiccolo

DelPiccolo reported that she, Lynette White and John Brennan are working on updating the Clerk’s Handbook.

e. Director, Sarah Ball Johnson

Johnson reported that she is working on the succession planning for the CMCA Committees. She sent out an email asking the various committee chairs and members to fill out the questionnaire describing what their committee does.

f. Past President, Wendy Hefner

Heffner reminded everyone that in September she will be working with the Nominating Committee for the CMCA Board. The positions that will be open are Vice President, Director and Secretary. Heffner encouraged everyone to get involved with the Board.

g. President, Kerry Bush

Bush congratulated all of the Clerks that had received their MMC and CMC.

Bush also discussed the Region VII Meeting coming to Colorado in 2015 and to New Mexico in 2016. She encouraged all of the Clerks to try to attend. Bush reported that the Board and Education Committee were looking at the possibility of moving Institute from CU Boulder to Regis University. Bush reported that more information would be forthcoming.

Item 5 – Standing Committees

- a. **Annual Conference Committee** – President Bush reported that the conference committee is preparing for the Fall Conference which will be held this year in Vail. President Bush reminded the Clerks that there are scholarships available and encouraged them to apply.
- b. **Audit** – Report in packet
- c. **Awards** – Report in packet
- d. **Communiqué** – President Bush reported that the Communiqué was mailed out this week.
- e. **Education** – Report in packet. President Bush reported to the Clerks that a Calendar of the remaining 6 PDOs was also attached.
- f. **Handbook** – no report
- g. **IIMC** – Report in packet.
- h. **Legislative Task Force** – Karen Goldman reported that the 2014 CMCA Legislative committee is comprised of Sarah Johnson and herself. Goldman reported that the primary focus of the committee this year was HB 14-1164 and HB 13-1303 both regarding mail ballot elections. Goldman reported that the committee had also been involved with HB14-1193 which dealt with changes to the fee structure for responding to open records requests.
- i. **Liquor Liaison** – no report
- j. **Sponsorship Benefit Committee** – No report. The committee continues to work on the process of obtaining a 501 (3) status.
- k. **Nominating** – Hefner reported that the committee will be seeking nominations for Clerk of the Year, Outstanding Clerk and Outstanding Contribution to a Municipality.

Also, the positions on the Board of Vice President, Secretary and Director will be up for election.

l. Quill – No Report

m. Records Management - Report Attached

n. Membership – Report Attached. Michele Millard continues to work on a Clerk Directory. Please remember to send her a picture for the directory.

o. Scholarship – Report Attached. Committee is working on a Scholarship Committee Handbook.

p. Study – No report

q. Ways and Means – a reminder was made that there are still products for sale and a list was provided in attached report.

r. Web Page - report attached and a reminder that the Web Page is always being updated and Clerks should check it for most recent information.

Item 6. - Unfinished Business – None

Item 7. - New Business

Item 8 – Adjourn – the CMCA Business Meeting was adjourned at 10:55 AM.

Respectfully Submitted,

Suzanne Leclercq, CMC
CMCA, Secretary

Colorado Municipal Clerks Association Business Meeting
Institute, CU Boulder
Friday, July 11, 2014

Minutes

Item 1 – Call to Order

President Kerry Bush called the meeting to order at 10:30 AM.

Item 2 – Introduction of Executive Board and Roll Call

Board Members present were:

Kerry Bush, President
Margy Greer, Vice President
Wendy Heffner, Past President
Suzanne Leclercq, Secretary
Laura Smith, Treasurer
Sarah Ball Johnson, Director
Lisa DelPiccolo, Director

Members present: Kelly Lotrich, Town of Fowler, Shawn Pagnotta, Town of LaJara, Michelle Hamilton, Town of LaJara, Dencia Raish, Town of Akron, Gail Odenbaugh, Town of Gilcrest, Rita Prokop, Town of Pagosa Springs, Lisa Horton, City of Aurora, April Hessman, Town of Pagosa Springs, Lynelle Stanford, Town of Crested Butte, Gretchen Nelson, Town of Crestone, Tarym Power, Town of Breckenridge, Patty Herner, Shelly Clark, Gayle Zimmerman, City of Craig, Janelle Shaver, City of Wheat Ridge, Michele Martin, Nederland, Claudia Werner, Fairplay, Cynthia Sirochman, Town of Monument, Randi Gallivan, Town of Foxfield, Melinda Helmer, Town of Erie, Carolyn Bellavance, City of Montrose, Wanda Britt, City of Walsenberg, Dustie Colella, Town of Parachute, Courtney Allen-Cole, Kristen Teague, Randi Snead, Michelle Gomez, City of Longmont, Sabrina James, City of Steamboat Springs, Michelle Metteer, Town of Minturn, Wendy Hatwood, Lisa Anderson, Jay Braucht, Eagle, Lyndsey Willette, City of Commerce City, Jessica Diagana, Sandra Maxwell, Centennial, Sherry Frame, City of Glendale, Holly Martinez, City of Alamosa, Erin McGarry, City of Englewood, Alisa Darrow, City of Boulder, Missy Stabile, Copper Mountain Metro District, Rose Etta Har, Denver, Barbara Limmiatis, City of Estes Park, Mindy Andis, Town of New Castle, Colleen Norton, City of Littleton, Charla Bryant, Town of Morrison, Tamika Brewster, Town of Berthoud, Sherry Kyle, City & County of Broomfield, Heidi Leatherwood, City of Loveland, Tara Kindall, City of Gunnison, Kristi Guarte, City of Alamosa, Bill Powell, City of Colorado Springs, Kristina Duran.

Item 3 – Approval of Minutes

The minutes of the June 19, 2014 meeting were not submitted for this meeting.

Item 4 – Officers' Reports

- a. **Secretary, Suzanne Leclercq**
Leclercq shared with the group how excited she was to be there at Institute and how proud she was of all the graduates.
- b. **Vice President, Margy Greer**
Greer also shared with the group her congratulations to the graduates.
- c. **Treasurer, Laura Smith**
No report
- d. **Director, Lisa DelPiccolo**
No report
- e. **Director, Sarah Ball Johnson**
No report
- f. **Past President, Wendy Hefner**
No report

Item 5 – Standing Committees

- a. **Annual Conference Committee** – President Bush reported that the conference committee is preparing for the Fall Conference which will be held this year in Vail. President Bush reminded the Clerks that there are scholarships available and encouraged them to apply.
- b. **Audit** – Report in packet
- c. **Awards** – Report in packet
- d. **Communiqué** – President Bush reported that the Communiqué was mailed out this week.
- e. **Education** – Report in packet. President Bush reported to the Clerks that a Calendar of the remaining 6 PDOs was also attached.

- f. **Handbook** – no report
- g. **IIMC** – Report in packet.
- h. **Legislative Task Force** – Karen Goldman reported that the 2014 CMCA Legislative committee is comprised of Sarah Johnson and herself. Goldman reported that the primary focus of the committee this year was HB 14-1164 and HB 13-1303 both regarding mail ballot elections. Goldman reported that the committee had also been involved with HB14-1193 which dealt with changes to the fee structure for responding to open records requests.
- i. **Liquor Liaison** – no report
- j. **Sponsorship Benefit Committee** – No report. The committee continues to work on the process of obtaining a 501 (3) status.
- k. **Nominating** – Hefner reported that the committee will be seeking nominations for Clerk of the Year, Outstanding Clerk and Outstanding Contribution to a Municipality. Also, the positions on the Board of Vice President, Secretary and Director will be up for election.
- l. **Quill** – No Report
- m. **Records Management** - Report Attached
- n. **Membership** – Report Attached. Michele Millard continues to work on a Clerk Directory. Please remember to send her a picture for the directory.
- o. **Scholarship** – Report Attached. Committee is working on a Scholarship Committee Handbook.
- p. **Study** – No report
- q. **Ways and Means** – a reminder was made that there are still products for sale and a list was provided in attached report.
- r. **Web Page** - report attached and a reminder that the Web Page is always being updated and Clerks should check it for most recent information.

Item 6.- Old Business – None

Item 7. - New Business – President Bush reviewed some of the policy changes that the Scholarship Committee wanted approved by the CMCA. A correction to the Jean Rodgers Scholarship Fund the amount should be \$1,000. A motion was made by Laura Smith to approve these changes and a second by Wanda Brit. Motion passed unanimously.

A new Athenian Dialogue has been added for August 22. It will be held in Lakewood and Kerry Bush will be the instructor/leader. Bush reminded the Clerks that they get 3 points for attending an Athenian Dialogue to be used towards their CMC or MMC.

Item 8 – Adjourn – the CMCA Business Meeting was adjourned at 10:55 AM.

Respectfully Submitted,

Suzanne Leclercq, CMC
CMCA, Secretary

COLORADO MUNICIPAL CLERKS ASSOCIATION

Cash Book

September 2014 AMENDED

| CMCA Cash Book - September 2014 AMENDED | | | | | | | |
|---|---------|-------------------|--|-----------------------|-------------|----------|-------------|
| Date | Check # | Name | Description | Budget Account | Deposit | Check | Balance |
| 09/08/14 | | Deposit | 8/7/14 Nuts & Bolts and 8/8/14 Resource M | Education - PDO | \$530.00 | | \$32,931.51 |
| | | | Town of Ignacio Membership | Membership Dues | \$115.00 | | \$32,931.51 |
| 09/08/14 | | Deposit | 8/22/14 Mail Ballot PDO Thornton | Education - PDO | \$645.00 | | \$33,576.51 |
| 09/08/14 | | Deposit | Membership | Membership Dues | \$275.00 | | \$33,851.51 |
| 09/11/14 | 2207 | City of Lakewood | Reimbursement 8/22/14 Athenian Diaologu | Education - PDO | \$840.00 | \$163.54 | \$34,691.51 |
| 09/15/14 | | Deposit | Athenian Dialogue - Lakewood 8/22/14 | Education - PDO | \$180.00 | | \$34,707.97 |
| 09/19/14 | 2208 | Town of Larkspur | Mary Watt Scholarship - 9/12/14 Records M | Contingency Funds | | \$25.00 | \$34,682.97 |
| 09/19/14 | 2209 | Town of Walden | Mary Watt Scholarship - 9/12/14 Basic Liqu | Contingency Funds | | \$25.00 | \$34,657.97 |
| 09/22/14 | | Deposit | 6/27/14 Records Mgmt PDO Thornton | Education - PDO | \$670.00 | | \$35,327.97 |
| 09/22/14 | | Deposit | 9/12/14 Records Mgmt PDO Lone Tree | Education - PDO | \$425.00 | | \$35,752.97 |
| 09/25/14 | 2210 | Bankcard Center (| aire MIS monthly website maintenance (mir | Web Page | | \$15.00 | \$35,737.97 |
| 09/26/14 | | Deposit | 9/12/14 Basic Liquor Licensing PDO Glenw | Education - PDO | \$445.00 | | \$36,182.97 |
| 09/30/14 | | Deposit | 2014 Institute Profit from CU Boulder | Education - Institute | \$20,168.56 | | \$56,351.53 |
| | | TOTALS | | | \$23,648.56 | \$228.54 | \$56,351.53 |

Colorado Municipal Clerks Association
Profit and Loss
September 2014 AMENDED

| | 2014 Budget | 2014 Actual | Budget Difference |
|---|--------------------|--------------------|----------------------|
| INCOME | | | |
| Fund Raisers | \$0.00 | \$0.00 | \$0.00 |
| Interest | \$150.00 | \$89.73 | \$60.27 |
| Membership Dues | \$34,360.00 | \$36,940.00 | -\$2,580.00 |
| Newsletter Ads | \$550.00 | \$900.00 | -\$350.00 |
| CMCA Foundation (formerly Sponsor Benefit Committee) | \$0.00 | \$0.00 | \$0.00 |
| Ways and Means Sales | \$2,000.00 | \$2,171.00 | -\$171.00 |
| Tool Kits | \$50.00 | \$20.00 | \$30.00 |
| Registration Fees: | | | |
| Advanced Institute | \$0.00 | \$0.00 | \$0.00 |
| Annual CGFOA/CMCA Fall Conference | \$5,000.00 | \$13,727.90 | -\$8,727.90 |
| Institute | \$10,000.00 | \$18,151.56 | -\$8,151.56 |
| Professional Development Outreach | \$2,000.00 | \$5,710.00 | -\$3,710.00 |
| <i>Total Registration Fees</i> | <i>\$17,000.00</i> | <i>\$37,589.46</i> | <i>-\$20,589.46</i> |
| Scholarships: | | | |
| Membership | \$300.00 | \$290.00 | \$10.00 |
| Colorado Code & SIRE | \$500.00 | \$500.00 | \$0.00 |
| Silent Auction (Jean Rodgers) | \$750.00 | \$454.88 | \$295.12 |
| Silent Auction (Mary Watt) | \$250.00 | \$151.62 | \$98.38 |
| Other (Scholarships Returned/Voided) | \$0.00 | \$925.00 | -\$925.00 |
| <i>Total Scholarships</i> | <i>\$1,800.00</i> | <i>\$2,321.50</i> | <i>-\$521.50</i> |
| Scholarship Money Transfer from Colotrust: | | | |
| Jean Rodgers | \$250.00 | \$0.00 | \$250.00 |
| Mary Watt | \$0.00 | \$0.00 | \$0.00 |
| <i>Total Scholarship Money Transfer</i> | <i>\$250.00</i> | <i>\$0.00</i> | <i>\$250.00</i> |
| Total Income: | \$56,160.00 | \$80,031.69 | -\$23,871.69 |
| EXPENSES | | | |
| Committees: | | | |
| Annual Conference (Misc. Exp) | \$0.00 | \$0.00 | \$0.00 |
| Audit | \$15.00 | \$0.00 | \$15.00 |
| Awards | \$1,000.00 | \$41.74 | \$958.26 |
| Communique Newsletter | \$0.00 | \$0.00 | \$0.00 |
| Education (Misc Exp) | \$200.00 | \$167.50 | \$32.50 |
| Education Travel for Chair & Vice Chair | \$500.00 | \$0.00 | \$500.00 |
| Executive Board | \$50.00 | \$0.00 | \$50.00 |
| IIMC Liaison (Fall Conf travel & IIMC silent auction) | \$350.00 | \$200.00 | \$150.00 |
| Legislative | \$0.00 | \$0.00 | \$0.00 |
| Marketing and Promotion | \$0.00 | \$0.00 | \$0.00 |
| Membership | \$0.00 | \$0.00 | \$0.00 |
| Nominating | \$0.00 | \$0.00 | \$0.00 |
| Quill | \$0.00 | \$0.00 | \$0.00 |
| Records Management / Historian | \$0.00 | \$0.00 | \$0.00 |
| Records Retention Schedule Maint. | \$2,500.00 | \$0.00 | \$2,500.00 |
| Records Retention Schedule Codification | \$0.00 | \$0.00 | \$0.00 |
| Scholarship | \$0.00 | \$0.00 | \$0.00 |
| CMCA Foundation (formerly Sponsorship Benefit) | \$0.00 | \$0.00 | \$0.00 |
| 501c(3) Foundation | \$500.00 | \$0.00 | \$500.00 |
| Study/Handbook | \$0.00 | \$0.00 | \$0.00 |
| Ways & Means | \$2,000.00 | \$2,017.08 | -\$17.08 |
| Web Page | \$8,000.00 | \$2,017.50 | \$5,982.50 |
| <i>Total Committees</i> | <i>\$15,115.00</i> | <i>\$4,443.82</i> | <i>\$10,671.18</i> |

Colorado Municipal Clerks Association
Profit and Loss
September 2014 AMENDED

| | 2014 Budget | 2014 Actual | Budget Difference |
|--|--------------------|--------------------|----------------------|
| Education: | | | |
| Professional Services - Institute | \$25,000.00 | \$23,000.60 | \$1,999.40 |
| Professional Services - IIMC Travel | \$1,500.00 | \$985.64 | \$514.36 |
| Advanced Institute | \$0.00 | \$0.00 | \$0.00 |
| Annual CGFOA/CMCA Fall Conference | \$1,350.00 | \$1,350.00 | \$0.00 |
| CML Conference | \$300.00 | \$91.81 | \$208.19 |
| Institute (Insurance) | \$400.00 | \$385.00 | \$15.00 |
| Professional Development Outreach | \$2,000.00 | \$896.58 | \$1,103.42 |
| <i>Total Education</i> | <i>\$30,550.00</i> | <i>\$26,709.63</i> | <i>\$3,840.37</i> |
| Executive Board: | | | |
| President Expenses | \$0.00 | \$0.00 | \$0.00 |
| Past-President Expenses | \$0.00 | \$0.00 | \$0.00 |
| Vice-President Expenses | \$0.00 | \$0.00 | \$0.00 |
| <i>Total Executive Board</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> |
| Overhead: | | | |
| Bank Charges/Fees | \$60.00 | \$53.00 | \$7.00 |
| Office Supplies | \$100.00 | \$64.99 | \$35.01 |
| Secretary of State Filing | \$10.00 | \$0.00 | \$10.00 |
| PayPal | \$60.00 | \$60.00 | \$0.00 |
| <i>Total Overhead</i> | <i>\$230.00</i> | <i>\$177.99</i> | <i>\$52.01</i> |
| Scholarships: | | | |
| General | \$7,000.00 | \$4,500.00 | \$2,500.00 |
| Jean L. Rogers | \$1,000.00 | \$1,000.00 | \$0.00 |
| Mary Watt | \$200.00 | \$200.00 | \$0.00 |
| <i>Total Scholarships</i> | <i>\$8,200.00</i> | <i>\$5,700.00</i> | <i>\$2,500.00</i> |
| Contingency (2013 Fall Conference, Scholarships) | \$2,065.00 | \$223.72 | \$1,841.28 |
| Total Expenses: | \$56,160.00 | \$37,255.16 | \$18,904.84 |
| NET INCOME: | \$0.00 | \$42,776.53 | |

Colorado Municipal Clerk's Association
Balance Sheet
September 2014 AMENDED

| CMCA Balance Sheet - September 2014 AMENDED | | | |
|--|---|------------------------------|---------------------|
| Assets = Liabilities + Equity | | | |
| ASSETS: | | | |
| Checking/Savings | | | |
| | Vectra Bank | Checking | \$56,351.53 |
| | ColoTrust | General Fund | \$97,923.00 |
| | ColoTrust | Jean L. Rogers Scholarship | \$2,452.23 |
| | ColoTrust | Mary Watt Scholarship | \$3,248.12 |
| | CMCA/CGFOA | On Deposit | \$7,000.00 |
| | | | |
| | Total Assets | | \$166,974.88 |
| LIABILITIES: | | | |
| Accounts Payable | | | |
| | | | |
| Accounts Receivable | | | |
| | | | |
| | Total Liability (Accounts Payable - Accounts Receivable) | | \$0.00 |
| EQUITY: | | | |
| | Beginning Fund Equity | | \$130,606.99 |
| Reserves | Records Retention | | \$10,800.00 |
| | Tool kits | | \$2,138.01 |
| | Net Income | | \$23,429.88 |
| | | | |
| | Total Equity | | \$166,974.88 |
| | | | |
| | Restricted Equity: | Institute | \$6,000 |
| | | CMCA Portion Fall Conference | \$7,000 |
| | | | |
| | | Total Restricted | \$13,000 |
| | | | |
| | LIABILITIES + EQUITY | (should equal assets) | \$166,974.88 |
| | | | |
| | ASSETS - (LIABILITIES + EQUITY) | (should equal zero) | \$0.00 |
| | | | |

COLORADO MUNICIPAL CLERKS ASSOCIATION
Cash Book
October 2014

| CMCA Cash Book - October 2014 | | | | | | | | |
|-------------------------------|---------|-------------------------------|--|-----------------------|-----------------|-------------------|---------|-------------|
| Date | Check # | Name | Description | Budget Account | Deposit | Check | Balance | |
| 10/01/14 | | Deposit | PDO Registration Fees - Town of Larkspur | Education - PDO | \$30.00 | | | \$56,351.53 |
| 10/09/14 | 2211 | Rhonda Coxon | Reimbursement 10/3/14 Resource Mgmt PD | Education - PDO | | \$163.00 | | \$56,218.53 |
| 10/10/14 | 2212 | Parkside Promotions | Ways & Means shirt | Ways & Means | | \$20.52 | | \$56,198.01 |
| 10/10/14 | | Deposit | PDO Registration Fee - Town of Meade | Education - PDO | \$15.00 | | | \$56,213.01 |
| 10/10/14 | | Deposit | Ways & Means shirt | Ways & Means | \$25.00 | | | \$56,238.01 |
| 10/17/14 | 2213 | Town of Julesburg | Fall Conference Scholarship | Scholarship - General | | \$350.00 | | \$55,888.01 |
| 10/17/14 | 2214 | City of Platteville | Fall Conference Scholarship | Scholarship - General | | \$175.00 | | \$55,713.01 |
| 10/17/14 | 2215 | Town of Collbran | Fall Conference Scholarship | Scholarship - General | | \$375.00 | | \$55,338.01 |
| 10/17/14 | 2216 | City of Burlington | Fall Conference Scholarship | Scholarship - General | | \$400.00 | | \$54,938.01 |
| 10/17/14 | 2217 | Town of Fowler | Fall Conference Scholarship | Scholarship - General | | \$400.00 | | \$54,538.01 |
| 10/17/14 | 2218 | Town of Silt | Fall Conference Scholarship | Scholarship - General | | \$100.00 | | \$54,438.01 |
| 10/17/14 | 2219 | Town of Monument | Fall Conference Scholarship | Scholarship - General | | \$350.00 | | \$54,088.01 |
| 10/17/14 | 2220 | City of Grand Junction | Fall Conference Scholarship | Scholarship - General | | \$350.00 | | \$53,738.01 |
| 10/17/14 | 2221 | Town of Haxtun | Fall Conference Scholarship | Scholarship - General | | \$250.00 | | \$53,488.01 |
| 10/17/14 | 2222 | Town of Fowler | Fall Conference Scholarship | Scholarship - General | | \$225.00 | | \$53,263.01 |
| 10/21/14 | 2223 | Town of Calhan | Fall Conference Scholarship | Scholarship - General | | \$400.00 | | \$52,863.01 |
| 10/21/14 | 2224 | Bankcard Center (credit card) | arielMIS monthly website maintenance | Web Page | | \$45.00 | | \$52,818.01 |
| 10/21/14 | | Deposit | 10/3/14 Resource Management PDO Denve | Education - PDO | \$190.00 | | | \$53,008.01 |
| 10/28/14 | | Deposit | 10/3/14 Resource Management PDO Denve | Education - PDO | \$25.00 | | | \$53,033.01 |
| | | TOTALS | | | \$285.00 | \$3,603.52 | | |

Colorado Municipal Clerks Association
 Profit and Loss
 October 2014

| | 2014 Budget | 2014 Actual | Budget Difference |
|---|----------------|----------------|----------------------|
| INCOME | | | |
| Fund Raisers | \$0.00 | \$0.00 | \$0.00 |
| Interest | \$150.00 | \$99.92 | -\$50.08 |
| Membership Dues | \$34,360.00 | \$36,100.00 | -\$1,740.00 |
| Newsletter Ads | \$550.00 | \$900.00 | -\$350.00 |
| CMCA Foundation (formerly Sponsor Benefit Committee) | \$0.00 | \$0.00 | \$0.00 |
| Ways and Means Sales | \$2,000.00 | \$2,198.00 | -\$198.00 |
| Tool Kits | \$50.00 | \$20.00 | \$30.00 |
| | | | |
| Registration Fees: | | | |
| Advanced Institute | \$0.00 | \$0.00 | \$0.00 |
| Annual CGFOA/CMCA Fall Conference | \$5,000.00 | \$13,727.90 | -\$8,727.90 |
| Institute | \$10,000.00 | \$16,151.56 | -\$8,151.56 |
| Professional Development Outreach | \$2,000.00 | \$5,970.00 | -\$3,970.00 |
| Total Registration Fees | \$17,000.00 | \$37,849.46 | -\$20,849.46 |
| | | | |
| Scholarships: | | | |
| Membership | \$300.00 | \$290.00 | \$10.00 |
| Colorado Code & SIRE | \$500.00 | \$500.00 | \$0.00 |
| Silent Auction (Jean Rodgers) | \$750.00 | \$454.88 | \$295.12 |
| Silent Auction (Mary Watt) | \$250.00 | \$151.62 | \$98.38 |
| Other (Scholarships Returned/Voided) | \$0.00 | \$925.00 | -\$925.00 |
| Total Scholarships | \$1,800.00 | \$2,321.50 | -\$521.50 |
| | | | |
| Scholarship Money Transfer from Colonist: | | | |
| Jean Rodgers | \$250.00 | \$0.00 | \$250.00 |
| Mary Watt | \$0.00 | \$0.00 | \$0.00 |
| Total Scholarship Money Transfer | \$250.00 | \$0.00 | \$250.00 |
| | | | |
| Total Income: | \$56,160.00 | \$79,466.68 | -\$23,306.68 |
| | | | |
| EXPENSES | | | |
| Committees | | | |
| Annual Conference (Misc. Exp) | \$0.00 | \$0.00 | \$0.00 |
| Audit | \$15.00 | \$0.00 | \$15.00 |
| Awards | \$1,000.00 | \$41.74 | \$958.26 |
| Communique Newsletter | \$0.00 | \$0.00 | \$0.00 |
| Education (Misc Exp) | \$200.00 | \$167.50 | \$32.50 |
| Education Travel for Chair & Vice Chair | \$500.00 | \$0.00 | \$500.00 |
| Executive Board | \$50.00 | \$0.00 | \$50.00 |
| IIIMC Liaison (Fall Conf travel & IIIMC silent auction) | \$350.00 | \$200.00 | \$150.00 |
| Legislative | \$0.00 | \$0.00 | \$0.00 |
| Marketing and Promotion | \$0.00 | \$0.00 | \$0.00 |
| Membership | \$0.00 | \$0.00 | \$0.00 |
| Nominating | \$0.00 | \$0.00 | \$0.00 |
| Oull | \$0.00 | \$0.00 | \$0.00 |
| Records Management / Historian | \$0.00 | \$0.00 | \$0.00 |
| Records Retention Schedule Maint. | \$2,500.00 | \$0.00 | \$2,500.00 |
| Records Retention Schedule Codification | \$0.00 | \$0.00 | \$0.00 |
| Scholarship | \$0.00 | \$0.00 | \$0.00 |
| CMCA Foundation (formerly Sponsorship Benefit) | \$0.00 | \$0.00 | \$0.00 |
| 501(c)3 Foundation | \$500.00 | \$0.00 | \$500.00 |
| Study/Handbook | \$0.00 | \$0.00 | \$0.00 |
| Ways & Means | \$2,000.00 | \$2,000.00 | \$0.00 |
| Web Page | \$6,000.00 | \$2,062.50 | \$3,937.50 |
| Total Committees | \$15,115.00 | \$4,471.74 | \$10,643.26 |

Colorado Municipal Clerks Association
 Profit and Loss
 October 2014

| | 2014 Budget | 2014 Actual | Budget Difference |
|--|--------------------|--------------------|----------------------|
| Education: | | | |
| Professional Services - Institute | \$25,000.00 | \$23,000.60 | \$1,999.40 |
| Professional Services - IMC Travel | \$1,500.00 | \$985.64 | \$514.36 |
| Advanced Institute | \$0.00 | \$0.00 | \$0.00 |
| Annual CGFOA/CMA Fall Conference | \$1,350.00 | \$1,350.00 | \$0.00 |
| CMA Conference | \$300.00 | \$91.81 | \$208.19 |
| Institute (Insurance) | \$400.00 | \$385.00 | \$15.00 |
| Professional Development Outreach | \$2,000.00 | \$1,059.58 | \$940.42 |
| Total Education | \$30,550.00 | \$26,872.63 | \$3,677.37 |
| Executive Board: | | | |
| President Expenses | \$0.00 | \$0.00 | \$0.00 |
| Past-President Expenses | \$0.00 | \$0.00 | \$0.00 |
| Vice-President Expenses | \$0.00 | \$0.00 | \$0.00 |
| Total Executive Board | \$0.00 | \$0.00 | \$0.00 |
| Overhead: | | | |
| Bank Charges/Fees | \$60.00 | \$53.00 | \$7.00 |
| Office Supplies | \$100.00 | \$64.88 | \$35.01 |
| Secretary of State Filing | \$10.00 | \$0.00 | \$10.00 |
| PayPal | \$60.00 | \$60.00 | \$0.00 |
| Total Overhead | \$230.00 | \$177.89 | \$52.01 |
| Scholarships: | | | |
| General | \$7,000.00 | \$7,000.00 | \$0.00 |
| Jean L. Rogers | \$1,000.00 | \$1,000.00 | \$0.00 |
| Mary Watt | \$200.00 | \$200.00 | \$0.00 |
| Total Scholarships | \$8,200.00 | \$8,200.00 | \$0.00 |
| Contingency (2013 Fall Conference, Scholarships) | \$2,065.00 | \$1,136.32 | \$928.68 |
| Total Expenses: | \$56,160.00 | \$40,858.68 | \$15,301.32 |
| NET INCOME: | \$0.00 | \$38,628.20 | |

Colorado Municipal Clerk's Association
 Balance Sheet
 October 2014

| CMCA Balance Sheet - October 2014 | | Assets = Liabilities + Equity | |
|-----------------------------------|--|-------------------------------|--------------|
| ASSETS: | | | |
| Checking/Savings | | | |
| Vectra Bank | Checking | \$53,058.01 | |
| ColoTrust | General Fund | \$97,932.61 | |
| ColoTrust | Jean L. Rogers Scholarship | \$2,452.50 | |
| ColoTrust | Mary Wall Scholarship | \$3,248.43 | |
| CMCA/GGFOA | On Deposit | \$7,000.00 | |
| | | | \$163,691.55 |
| | Total Assets | | \$163,691.55 |
| LIABILITIES: | | | |
| Accounts Payable | | | |
| Check 2209 | Mary Wall Scholarship | \$25.00 | |
| Accounts Receivable | | | |
| | Total Liability (Accounts Payable - Accounts Receivable) | | \$25.00 |
| EQUITY: | | | |
| Beginning Fund Equity | | \$154,036.87 | |
| Reserves | Records Retention | \$10,800.00 | |
| | Tool kits | \$2,138.01 | |
| | Net Income | -\$3,308.33 | |
| | Total Equity | \$163,666.55 | |
| | Restricted Equity: | | |
| | Institute | \$6,000 | |
| | CMCA Portion Fall Conference | \$7,000 | |
| | Total Restricted | \$13,000 | |
| | LIABILITIES + EQUITY | | \$163,691.55 |
| | (should equal assets) | | |
| | ASSETS - (LIABILITIES + EQUITY) | | \$0.00 |
| | (should equal zero) | | |

Kerry Bush

From: Donna J. Kast <dkast@comsgov.com>
Sent: Tuesday, October 14, 2014 12:12 PM
To: Kerry Bush
Subject: RE: Packet reports

The audit committee will not be producing an additional report as nothing has occurred since the last one.

Donna Kast, CMC | City Clerk

City of Manitou Springs

(719) 685-2554 | dkast@comsgov.com



TO: CMCA Executive Board

FROM: Jackie Kennefick, Chair

DATE: October 31, 2014

SUBJECT: Awards Committee Report

2014 CMCA Awards Committee

Jackie Kennefick, Chair (Mountain Village)

Barb Shafer, Vice Chair (Haxtun)

Bruce Roome (Windsor)

Sarah Albright (Granby)

Kelly Stevens (Wheat Ridge)

Denise Chiaretta (Parachute)

PURPOSE: The Awards Committee is responsible for selecting recipients of the following awards:

- CMCA Clerk of the Year
- Outstanding Contribution to CMCA by a Municipal Clerk
- Outstanding Contribution to CMCA by a Person other than a Municipal Clerk
- Outstanding Contribution to a Municipality by a Clerk
- Additionally, the Awards Committee is responsible for identifying those members who are leaving the profession with at least 10 years of active service and are thus eligible for a retirement award.

I am tallied the votes and ordering award plaques next week in time for the CMCA conference in Vail

RESPONSIBILITIES:

1. Solicit nominations for awards and other recognition. Letters went to Mayors and Town Managers statewide and notice was posted on the list serve through CML. Will notify mayor/manager that clerk will receive award and invite them to attend awards ceremony at Annual Conference.
2. Will obtain plaques and gifts for the Award winners and work with CMCA President to coordinate corresponding presentations at the CMCA Conference in Vail.
3. Will arrange for awards presentation at Annual Conference
4. Will issue certificates to clerks nominated, but not selected, for Clerk of the Year.

5. Obtained plaque and necklace for outgoing President Wendy Heffner.
6. Reviewed the policies, procedures, guidelines, and regulations governing the activities of the committee and made recommendations for changes.
7. Sent cards to CMCA members who have lost an immediate family member, or have had surgery or been seriously ill; for special occasions, or as directed by the CMCA President. Did not keep track of number, but have not had many requests in 2014.
8. Created articles for CML newsletter and the Communique soliciting awards and will submit articles after the conference regarding the awards presented at the Annual Conference.

As I submit this report, the Awards Committee is in the midst of doing the bulk of the work we are commissioned to do. The final report in January will have all the information on the 2014 awards.

Respectfully submitted,
Jackie Kennefick, Awards Committee 2014 Chair

Kerry Bush

From: Mary Lee <MLee@PlattevilleGov.org>
Sent: Friday, October 24, 2014 10:20 AM
To: Kerry Bush
Subject: RE: Packet reports

Communiqué -

Business as usual for the Communiqué. In December, I'll contact current advertisers to see if they are interested in extending their commitment to us. Any thoughts or suggestions regarding content, publication schedules, format, etc. would be appreciated.

Education -

The Education Committee is set for it's annual planning meeting on January 16 in Englewood - Thanks Kerry for scheduling a place for us. At that time, more information will be available regarding a possible shift to Regis for Academy, and other training opportunities.

Mary Lee

Town of Platteville

(970) 785-2245

**Professional Development Outreach (PDO) Committee
2014
End of Year Report**

PDO Classes

Fifteen trainings were scheduled with only one training being cancelled due to multiple factors. We had 186 attendees at the 14 trainings with an average attendance of 13. We held 6 trainings in the Western Slope Area (Grand Junction, Eagle, 2 in Durango, Glenwood Springs and Aspen), 6 trainings in the Denver Metro Area (Greenwood Village, Lakewood, Black Hawk, Thornton, Lone Tree & Denver), 2 in Northern Colorado (Sterling and Longmont), and 1 in Southeastern Colorado (LaJunta). A Marijuana Round Table was also held on June 6, 2014 in Englewood and had 9 attendees. Below is a listing of the PDOs held for 2014:

| PDO Date | PDO | # Attendees | Location | First Instructor | Second Instructor |
|----------------------|----------------------------------|----------------------------|-------------------|--------------------------|--------------------------|
| February 7 | Elections Basic | 35 | Greenwood Village | Karen Goldman | none |
| May 16 | Advanced Liquor Licensing | 15 | Lakewood | Aimee Jensen | Mishawn Cook |
| May 16 | Nuts & Bolts | 15 | Sterling | Rhonda Coxon | Mary Lee |
| June 6 | Election Basics | 8 | Black Hawk | Karen Goldman | Margy Greer |
| June 6 | Nuts & Bolts | 6 | Grand Junction | Rhonda Coxon | Deb Kemp |
| June 13 | Nuts & Bolts | 6 | La Junta | Rhonda Coxon | none |
| June 27 | Records Management | 19 | Longmont | Barbara Setterlind | Mary Lee |
| August 1 | Election Basics | 10 | Eagle | Karen Goldman | Margie Greer |
| August 7 | Nuts & Bolts | 11 | Durango | Rhonda Coxon | Kerry Bush |
| August 8 | Resource Management | 9 | Durango | Rhonda Coxon | Kerry Bush |
| August 22 | Mail Ballot Elections | 13 | Thornton | Karen Goldman | Susan Phillips |
| September 12 | Basic Liquor Licensing | 14 | Glenwood Springs | Deb Kemp | Margy Greer |
| September 12 | Records Management | 16 | Lone Tree | Lisa Horton | Sara Rusher |
| October 3 | Mail Ballot Elections | Class Cancelled | Aspen | Karen Goldman | Margy Greer |
| October 3 | Resource Management | 9 | Denver | Rhonda Coxon | none |

Respectfully submitted by,
Jennifer Pettinger, CMC, Committee Chair
Tara Berreth, Committee Co-Chair



International Institute of Municipal Clerks
October 10, 2014

Region VIII Director's

Reneé Cantin, CMC
City Clerk
City of Alamogordo
1376 E. Ninth St.
Alamogordo, NM 88310
Ph: (575) 439-4205
Fax: (575) 439-4396
City Cell: (575) 551-1412
rcantin@ci.alamogordo.nm.us

Term expires 2017.

Nancy A. Vincent, MMC
City Clerk
City of Thornton
9500 Civic Center Drive
Thornton, CO 80229-4326
Ph: (303) 538-7223
Fax: (303) 538-7224
Cell: (720) 320-0933
nancy.vincent@cityofthornton.net

Term expires 2016.

Hello Region VIII IIMC Members,

We would like to take the time to introduce ourselves and start some contact with all of the members in our region. Nancy Vincent is currently the City Clerk in Thornton, Colorado, she has been a Clerk for 33 years and will be serving you for the next two years. Renee Cantin is currently the City Clerk in Alamogordo, New Mexico. She has been a Clerk for 14 years and will be serving you for the next three years.

We would both like to say a Special Thank you to Donna Geho, Former Region VIII Director who has been a great asset to the IIMC Board and to our Region while she served as our Director. She put long and countless hours in while she served each of us tirelessly and she certainly has left some big shoes for us to fill.

A little about Region VIII and how many members we have – IIMC Members of Region VIII include Arizona (173), Colorado (309), Idaho (82), Montana (55), Nebraska (204), Nevada (31), New Mexico (111), North Dakota (4), South Dakota (18), Utah (184), and Wyoming (67). We have a Subtotal of 1,238 Members.

Region VIII Newsletter

We would like to begin sending out a bi-monthly Newsletter to the Region; however, in order to be able to do that we need your assistance. Would you or someone in your state organization be willing to write a short article to tell us what is going on in your state which could include special education opportunities you offer? If so, please send us both an email and we would be happy to have some articles to include.

State Meetings, Institutes, Conferences and Athenian Dialogues

When was the last time you had an IIMC representative attend one of your meetings? Just let us know when those meetings are and that you would like to have one of us attend and we will be there. We are very interested in meeting our members and sharing what IIMC is working on as well as sharing with IIMC, concerns or questions that our members have.

It also might be good to share in the Region VIII Newsletter when the State Association Meetings, Institutes, Academies and Conferences are going to be and where. It might be that a clerk in a neighboring state only needs a few points to achieve his or her Certified Municipal Clerk or Master Municipal Clerk designation so may want to attend.

As you may know, the interest of Athenian Dialogues is growing significantly, so if you are going to hold one in your state let us know that as clerks may be able to travel to a neighboring state to participate if they are unable to attend the IIMC Conference.

2015 Region VIII Conference

Colorado has asked to host a Region VIII Conference in 2015. It would be held in conjunction with the Annual Colorado government Finance Officers and Colorado Municipal Clerks Winter Academy in Loveland, Colorado next November 17-20, 2015, so please mark this on your calendar! It's been a few years since a Region Conference has been held and we would like to thank Colorado, Montana, and Idaho for offering to host one.

IIMC Dues Increase

The IIMC's Board of Directors approved a \$10.00 Annual Dues Increase for Full, Additional Full and Associate Members. This increase will take effect for those paying December 31, 2014-2015 Dues and will amount to less than \$.084 per month per Member. IIMC has not had a membership wide dues increase since January 2013.

Future IIMC Annual Conferences – MCEF has scholarship awards available and everyone in our Region should consider applying for one to attend these conferences. It's an experience you will never forget!

Hartford, Connecticut ~ May 17th – 20th, 2015

Omaha, Nebraska ~ May 22nd – 25th, 2016 (This is in our Region and we would like to have a great turnout for our region to attend this annual conference)

Montreal, Quebec ~ May 21st – 24th, 2017

Norfolk, Virginia ~ May 20th – 23rd, 2018

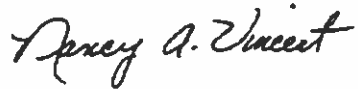
IIMC News Digest – The News Digest is located on the IIMC Website Home Page. You can find some great article's and a welcome message from our IIMC Board President Brenda Young, MMC. This is a great tool our amazing organization has to keep you updated with information.

Our contact information is above or you can reach us anytime by going to the IIMC Website at the following link: <http://www.iimc.com/index.aspx?nid=101>

We highly encourage you to take the time to send us an email and if you have any questions at all, please don't hesitate to contact us. The **Most Important Thing is: "We are here for you"**.

We look forward to working with you and for you while we serve as your Region VIII Directors.

Respectfully,



Nancy A. Vincent, MMC
Thornton, Colorado
IIMC Region VIII Director



Reneé L. Cantin, CMC
Alamogordo, New Mexico
IIMC Region VIII Director

Connections, Education and Perspective:

Why you should plan to attend the annual IIMC Conference (and apply for a Scholarship!)

By Helen Cospolich, Town Clerk/Municipal Services Manager, Town of Breckenridge

Like many clerks last spring, I found myself asking how I could justify my desire to attend the IIMC conference in Milwaukee to my city leaders while working under a small budget and limited time. I was a new clerk and, while I understood the educational sessions alone would be worth the travel and conference costs, I needed something more to draw from for my proposal to attend. Some of the clerks I spoke to said it was easy to convince their supervisors to budget for the event after they attended the first year. They also stated it well worth the expense. I gathered they got some kind of intangible benefit from the IIMC conference that their municipalities recognized and understood. In fact, these benefits seemed to stretch well beyond the educational components of the sessions and far into the clerk community. In the end, my proposal was accepted and I attended my first IIMC conference in May of 2014.

Not all clerks, however, succeed in convincing their supervisors or city leaders of the value to attend the IIMC conference. Tight training budgets, big workloads and minimal staffing often stand in the way.

IIMC scholarships provide a great, and often overlooked, opportunity for municipal clerks to attend the conference. While the scholarships are limited in number, the application process is simple and well worth the time. Johnna Stanford, City Clerk of St. John, Kansas, was one of the 2014 scholarship recipients for the IIMC Conference. Stanford was enthusiastic about the opportunity to attend the conference and summarized her experience in this simple statement: "The IIMC conference made me realize that both our local and national organizations are important because if you don't have someone to network with or learn from, you carry your questions and problems all by yourself."

Stanford said her city didn't have the training funds available to send her to an out-of-state conference. So rather than waiting for the support during another year, she took it upon herself to find out about a scholarship and to ask for a recommendation letter from one of her city leaders. She campaigned to attend and, using conference materials and a strong scholarship application, created a solid argument for her supervisors to allow her to do just that.

"The application was easy to attain and complete, and the scholarships are there for a reason," Stanford said. "I wrote a letter about why I wanted to attend and what that meant to me. My City Council didn't want to pay for a trip to the conference because it's difficult for them to see or understand the return on investment, so I took vacation time and worked to apply the credits I earned to my MMC."

Clerks have full plates with every-changing duties, and many clerks understand there is significant sacrifice in leaving daily work and families to attend a conference. But the value of the IIMC conference, in particular, lies not only in the educational sessions it offers but also in the relationships formed with other clerks from around the country and the world. A common sentiment among conference-goers is that the IIMC increases the size of your support network ten-fold, and gives you a larger perspective on both the problems and the solutions we all have in common.

"When you work in a small city, the conference gives you the opportunity to see all types of government, regionally and internationally, and to realize that no matter where you go, there are

people doing the same thing, and we're all in the same boat with different dynamics," Stanford said. "The conference is most valuable in broadening your horizons."

The 2015 IIMC Conference will take place in Hartford, Connecticut, May 17th-20th. Scholarship information is available at www.IIMC.com under the Education tab. Whether or not you think your city can afford to send you to the IIMC annual conference, it may be possible to go on a scholarship. Clerks are notorious for finding solutions to every challenge, and conference attendance should be no different. A little time and energy to apply for the scholarship, or to work with your city officials to plan to attend, is well worth the benefits of valuable educational sessions, unparalleled networking opportunities, and a global perspective on what it means to be a municipal clerk.

"IIMC offers many different types of educational opportunities as a professional organization," Stanford said. "But to me, it has added a new dimension the word 'family'."

5 November 2014

TO: Kerry Bush, President, Colorado Municipal Clerks' Association

FROM: Karen Goldman, MCC, Chair, 2014 Legislative Committee

SUBJECT: Committee Report for CMCA Fall Conference

The 2014 CMCA Legislative Committee is comprised of Vice Chair Sarah Johnson, City Clerk, Colorado Springs and Karen Goldman, Deputy City Clerk, Aurora. The primary focus of the Committee this year was assisting in shepherding HB14-1164 through the legislative process. This bill, which was passed and signed by the Governor, created a municipal mail ballot statute in Title 31, the Colorado Municipal Election Code of 1965, and made some conforming changes to voter registration requirements throughout the Code that were required as a result of the passage of HB13-1303.

Throughout this process, the Committee relied heavily on the CMCA website's email capabilities and the CML listserv to communicate the status of HB14-1164. The Committee, along with CML, encouraged municipal officials to contact their state legislators regarding the importance of this bill and the need to adopt it swiftly. While the bill unfortunately got caught up in the politics of all mail ballot elections and same day voter registration, it was passed and signed by the Governor in time for statutory towns to be relieved of the unintended consequences of mail ballot provisions in HB13-1303, making the April 2014 much simpler than they would have been. The Committee believes this was in large part due to the participation of the municipal clerks and elected officials who wrote and called their legislators.

The Committee also was peripherally involved with HB14-1193, dealing with changes to the fee structure for responding to open records requests. Again, the CMCA website and CML listserv were used to communicate the status of this bill as it worked its way through the legislative process.

Early in the year, the Chair and Vice Chair determined that the composition of the Committee need not be extensive due to the speed in which some legislation works its way through the process and that the best use of CMCA members would be through contacting their legislators as the need arose. This approach worked during 2014.

cc: Sarah Johnson, City Clerk, Colorado Springs

Kerry Bush

From: CML Municipal Clerks Listserv <CLERKSLIST@LIST.CML.ORG> on behalf of Cheryl Aragon <Cheryl.Aragon@GREELEYGOV.COM>
Sent: Tuesday, November 04, 2014 10:45 AM
To: CLERKSLIST@LIST.CML.ORG
Subject: [CLERKSLIST] Colorado Liquor Rules Workshop Meeting
Attachments: Rules Under Review 2014.pdf; Rule Making 10-28-14.pdf; Repeal Rules.pdf; MSR Guidelines.pdf

On October 22nd, I was honored to represent the Colorado Municipal Clerk's Association as your Liquor Liaison at the Colorado Liquor Rules Workshop hosted by Patrick Maroney, Liquor Enforcement Division Director. Also participating in this Workshop were representatives of the Colorado Department of Revenue, the Colorado Attorney General's Office, the Colorado Restaurant and Tavern Associations, and industry representatives including brewers, manufacturers, wholesalers, and retailers.

During this Workshop we covered a periodic review of Colorado Code of Regulations 47-312 through 47-402; reviewed the proposed new regulations and changes to existing regulations; and reviewed the regulations that are being proposed for repeal. I have attached all for your review.

Rule Review (47-312 – 47-402) By way of summary and from my perspective, nothing here is significant but is just some cleanup to language that reflects current practice already being followed (47-312(C)). In 2015, 16 more sections will be chosen for periodic review.

New Rules and/or Changes to Existing Rules A change to 47-328 would add a requirement for local licensing authorities to notify the State Liquor Enforcement Division of approval of the creation of an Entertainment District and provide copies of any related map of common consumption areas, attached and participating licensed premises, and the hours of operation of the common consumption area within 15 days of creation, as well as report any changes to an existing entertainment district or common consumption area with that same time frame.

A change to 47-506 to reduce State fees would address an excess of uncommitted reserves at fiscal year-end 2013-14. The specific recommendation is to decrease the Application Fee for new licenses, including transfer applications and new licenses with concurrent review, by \$425 (from \$1,025 to \$600) beginning January 1, 2015 through June 30, 2016. The Division will then re-examine the fee setting model to determine if any adjustments are needed in order to ensure compliance.

A change to 47-601 would add language that would allow the State or local licensing authorities to accept an assurance of voluntary compliance regarding violations of Articles 46, 47 or 48 of Title 12, C.R.S., or the Colorado Code of Regulations if it so chooses. This appears to be a way to incorporate some progressive discipline.

A change to 47-604 would make some modifications to compliance check penalties.

A change to 47-605 would add a paragraph outline a records retention period for proof of attendance at certified seller/server training programs for training providers.

And finally, a change to 47-912 proposes to add the acceptance of a valid consular identification card from any foreign country, as well as some add provisions to accept passport identification cards as valid forms of identification for the sale/service of alcohol.

Repeal of Existing Rules In 2008, SB08-091 was passed that eliminated certain requirements that persons involved in the sale of products derived from tobacco submit retailer information as a condition of license renewal. The repeal of Regulations 28-102 and 28.5-104, 1 C.C.R. 203-1, would reflect those legislative changes.

I have also attached a copy of Bulletin 14-02 issued by the Colorado Liquor Enforcement Division which is a Guide to Manufacturer Salesrooms Applications for Vinous and Spirituous Liquor. The Division recognizes the growth and popularity of these MSR's, and as such hopes to assist applicants in completing their applications to the State and obtaining their licenses.

I would welcome any input from you on these proposed changes and would be happy to attempt to answer any specific questions you may have. The 2014 Rule Making Hearing has been set for Wednesday, December 3, 2014, beginning at 1:00 p.m. in Room 110 (Entrance B) of the Liquor Enforcement Division, 1881 Pierce Street, Lakewood, if you are so inclined to attend. Otherwise, I will be providing an update to you all following that Hearing.

Cheryl Aragon, CMC
Deputy City Clerk
1000 10th Street
Greeley, CO 80631
(970) 350-9743
(970) 350-9828 (fax)
cheryl.aragon@greeleygov.com



2014 Membership Committee

Date: October 30, 2014
To: CMCA President Kerry Bush
From: Michele Millard, Membership Committee Chair
Subject: 2014 Year-End Membership Committee Activities

For the 2014 year, the Membership Committee was made up of the following members:

| | |
|-------------------------|--------------------|
| Michele Millard, Chair | City of Lakewood |
| Lisa Horton, Vice Chair | City of Aurora |
| Debra Overton | City of Ouray |
| Kathy Reis | Town of Westcliffe |

2014 Activities

One of our goals for 2014 was to increase membership. We currently have 397 CMCA members which is up 32 members from last year. We have 201 separate municipalities that renewed or joined this year which is up by 6 from last year.

Our main goal for 2014 was to provide online registration for our members. Although we were very excited about the possibility of providing online registration for 2015, the committee ran into some issues that have prevented us from moving forward. We have high hopes that we will be able to accomplish this in 2016.

I would like to extend a huge thank you to Beth Hedberg and Teri Colvin from the Webpage Committee and Lisa Horton, Vice Chair of the Membership Committee for all the time and effort they put into this project.

Preparing for 2015

We continue to work on updating the CMCA Photo Directory. We know this is a highly requested item so it will be at the top of our list for 2015.

We will continue to work closely with the Webpage committee to find a way to provide online renewals and new membership registration.

We are looking forward to a great successful 2015.

Thank you to all for your membership!

CMCA Records Management Committee Report

To: CMCA Executive Board

CC: CMCA Records Management Committee, Karen Zoltenko, Colorado State Archives

From: Sara Rusher, Records Management Committee Chair

Date: October 27, 2014

Re: 2014 End-of-Year Records Management Committee Report

2014 Committee:

Bauer, Laura J. (Commerce City)

Blackstock, Sharon (Lakewood)

Bush, Kerry (Englewood)

Catapano, Melinda (Grand Junction)

Fornof, Nanette (Fort Lupton)

Holder, Betsy (Greeley)

Horn, Rose-Etta (Rozi) (Denver)

Horton, Lisa (Aurora)

Johnson, Elesha (Boulder) *new member*

Maxwell, Sandra (Centennial)

Mendoza, Monica (Lochbuie)

Payne, Daryl (Pueblo) *Historian*

Powell, William (Colorado Springs)

Rusher, Sara (Longmont) *Chair*

Scott, Cheryl (Commerce City)

Setterlind, Barbara (Centennial) *Vice Chair*

Sorlien, Susan (Parker)

White, Lynette (Bennett)

Colorado Municipal Records Retention Schedule (CMRRS)

Over-the-Top Campaign

As of October, 2014, 192 Colorado municipalities have adopted the CMRRS! Committee Members are continuing to reach out to local Clerks to help reach the goal of 200 members by the end of the year. The City of Boulder is one of the most recent adoptees.

Annual Schedule Updates

At the September meeting, the Committee discussed the delay experienced over the summer between the hard copy supplements of the Schedule being sent out to subscribing municipalities by Colorado Code and the web page being updated by the State. It seems that this delay was a "fluke" and not something the Committee needs to concern itself with at this time. Instead the Committee will focus on better communication and education of participants, making sure individual municipalities know it is up to them to manage which version of the Schedule they are following at any given time. The Committee will also try to work with the Web Committee to get timely notification on the CMCA webpage as well.

New "Mailing" List

In order to assist municipalities following the CMRRS, the Committee will be creating an e-mail notification list, to which individuals will be able to "subscribe" in order to get future news and alerts regarding Schedule updates. The Committee will also send out a comprehensive list of revisions via this notification list so that municipalities can easily find out what has been updated.

2014-2015 Focus Review/Update

The in-depth, 2-year focused review group of Schedule No. 55 concerning IT records began on September 26th; final revisions to be published in 2016. Municipalities are still encouraged to provide this sub-committee with any comments/suggestions they may have from their municipalities/IT

Departments. This review also includes an examination/discussion with the State Archives of any associated appendixes (i.e. Optical Disk Policy Statement) and information regarding the preservation of electronic records.

The next meeting of this subcommittee is scheduled for Friday, December 5, at 10:00am, at the City of Longmont. Committee Members should contact Sara, Barb, or Karen if they would like to join this subcommittee.

Carryover list

The Carryover List will continue to be maintained and any new suggestions that are submitted will be added to this list with the knowledge that many of these revisions may wait until a particular section of the Schedule experiences an in-depth review. The Committee will consider other minimal revisions with the 2-year review of Schedule No. 55; however the rest of the suggestions will remain on the continuously updated carry-over list going forward.

CMCA Handbook Update

The Committee has submitted changes to handbook concerning the appointment of the Historian, the index of records, and the adoption of the CMRRS as the Association's retention schedule. The State Archives is still reviewing the "Roles and Responsibilities" section and will report back to the Committee with any changes or comments they may have, as time allows.

The Committee is requesting the Executive Board further discuss the role of the Historian and whether or not this should be a separate and distinct Executive Board Member role. The Committee has discussed the merits of this possibility, including elevating the importance of the Association's records, and would like to bring it up for discussion by the Board at the Fall Conference in November.

Finalization of handbook revisions will be put on hold pending this discussion's outcome.

Committee Records

The purchase of an external hard drive for storage of the Association's records was approved by the Executive Board. The Committee discussed the possibility of cloud storage, but decided first to organize these electronic records on the hard drive and then evaluate the possibility of additional virtual storage.

The Committee also agreed that certain practices, such as standard file naming conventions, should be applied to the management of these e-records. Sara will work with Daryl (the Historian) to ensure these best practices are appropriately documented and then brought back to the Committee for consideration.

Association Members will continue to be reminded about transferring their records to the Historian and will be educated on the appropriate way to submit these records going forward.

Communication

New "Mailing" List

The Committee has continued to discuss ways in which it can better communicate with Association members and municipalities that follow the CMRRS. As mentioned above, a new mailing list will be created to aid the Committee with communication. This new mailing list will

also be used to communicate non-CMCA related trainings and educational opportunities, such as those hosted by the State Archives.

New Email Address

In addition to the new e-mailing list to be managed by Melinda, a group email address for the Committee will be created that can be accessed by the Committee Chair, Vice Chair, and State Archives. This email will be primarily be used for collecting suggestions, additions and questions in regard to the CMRRS, but could also be used for general records management questions.

Social Media

Recognizing that group sites, such as Facebook or Google groups, are valuable communication tools as well, and could possibly provide an FAQ area to assist members in regard to Records Management, Rozi Horn has volunteered to mock up a couple of examples for the Committee to consider.

Website

At its September meeting, the Committee discussed ways in which it might use the CMCA website to provide resources to members, such as common forms and templates, and to help answer frequently asked questions. Due to the continuing conversation by the Executive Board regarding the usefulness of the Association's website, the Committee decided to delay any decisions regarding the use of the website until the Board determines the direction it is going, but agrees this could be a valuable tool for the Committee.

PDOs

Two Records Management PDOs were held over the summer, both had relatively high attendance and were well received, affirming the need for education in this area. The Committee agreed that a Round-table like event/discussion centered on Records Management might be beneficial and would make such a suggestion to the Education Committee.

CMCA RIM-ERM Toolkit

Sales of the Toolkit remain slow. A copy was given out at each of the Records PDOs over the summer as a door prize.

Submitted by,
Sara Rusher, Committee Chair
350 Kimbark St.
Longmont, CO 80501
(303) 651-8648
sara.rusher@ci.longmont.co.us

**COLORADO MUNICIPAL CLERKS ASSOCIATION
Scholarship Committee Report**

October 16, 2014

TO: Kerry Bush, President
CMCA Executive Board Members

FROM: Bruce Roome (Windsor), Chair
Beth Hedberg (Edgewater), Vice Chair
Brenda Madison (Centennial), Member
Denise Chiaretta (Parachute), Member
Cheryl Powell (Milliken), Member
Michele Millard (Lakewood), Member
Jackie Kennefick (Mountain Village), Member
Alisa Darrow (Boulder), Member
Meghan Martinez (Frederick), Member

To date we have awarded all of the Mary Watt Scholarships. Each person has participated in a Professional Development Outreach class and each has been awarded a \$25 scholarship.

The winners are as follows:

Deborah Wohlmuth – Frisco, Election Basics
Carol Hanson – Louisville, Advanced Liquor Training
Kim Harms – Fleming, Nuts & Bolts
Cindy Hoffman – Cheyenne Wells, Nuts & Bolts
Marti Lund – Grand Lake, Records Management
Gayle Zimmerman – Craig, Elections Basic
Jeff Phillips – Collbran, Nuts & Bolts
Deborah Bendinelli – Lake City, Resource Management
Lauren Bloemsma – Telluride, Mail Ballot Elections
Suze Kanack – Walden, Basic Liquor Licensing
Sharon Roman – Larkspur, Records Management

For Fall Conference we received 11 requests for a scholarship totaling \$4,125. This dollar amount was significantly lower than requests received for the Summer Institute (19 requests totaling \$13,875.) We feel the reason for this is the fall conference is cheaper than institute (\$1,200 for Institute vs. \$375 for Fall Conference.)

The Committee had \$3,425 left in its budget to award and CMCA President Kerry Bush was able to free up some additional funds from the General Fund which gave the committee \$5,000 to award.

With this large amount to award overall we are able to match nine of the applicants requests fully. The other two we had the funds to award them the full amount they requested (\$800) but we felt giving them that much would be saying we are giving them scholarship funds to pay for more than just the conference, which is against the rules. Awarded money can only be used to pay for the conference, not travel and hotel expenses. The number we chose to give them was to match the highest amount we gave of the nine who got full scholarships. The reason we felt we can give them \$400 is because the conference is \$375 or \$325 for early bird discount but because the due date of scholarships being the same as the early bird deadline some may not have registered to wait and see their level of funding received. If that is the case the cost went up to \$375. At \$400 it also allows them to register for the Athenian Dialogue if that is something they wanted to do.

Awards were given to all 11 applicants as follows:

| <u>SCHOLARSHIP RECIPIENTS (11 totaling \$3,325)</u> | | |
|---|----------------|----------|
| Carrie Hartwell | Julesburg | \$350.00 |
| Mary Lee | Platteville | \$175.00 |
| Jeff Phillips | Colbran | \$375.00 |
| Shelly Clark | Burlington | \$400.00 |
| Kelly Lotrich | Fowler | \$400.00 |
| Sheila McIntrye | Silt | \$100.00 |
| Cynthia Sirochman | Monument | \$350.00 |
| Cindy Thompkins | Calhan/Ramah | \$400.00 |
| Debra Kemp | Grand Junction | \$350.00 |
| Barbara Shafer | Haxtun | \$250.00 |
| Erica Watts | Fowler | \$225.00 |

2014 is in the books!

It was a good year for the Scholarship Committee as we were able to bring some new direction to the committee and its processes. A quick summary of what the committee accomplished this year:

- ✓ Updating of Scholarship Committee handbook
- ✓ Development of priority rating system criteria
- ✓ Reformatting of scholarship application
- ✓ Summer Institute/Jean L. Rogers Scholarship - 19 awards totaling \$5,500
- ✓ Professional Development Outreach - 13 awards totaling \$325
- ✓ Fall Academy – 11 awards totaling \$3,325

Kerry Bush

From: Rhonda Coxon <RCoxon@tosv.com>
Sent: Monday, October 13, 2014 1:25 PM
To: Kerry Bush
Subject: RE: Packet reports

This is my report!

The Sponsor Benefit has nothing to report at this time. Still waiting for the 501 C (3) status to move forward.



MEMORANDUM

DATE: October 30, 2014
TO: Honorable CMCA President Kerry Bush
FROM: Beth Hedberg, Chair Web Page Committee
SUBJECT: Yearend Report – Web Page Committee

The Web Page Committee has had the task of overseeing the maintenance of and improvements to the CMCA website. We welcomed two (2) new members to the Web Page Committee this fall, Allison Mattioli and Gail Odenbaugh. The following is a list of members that served on the CMCA Web Page Committee for 2014 and I would like to express my appreciation to them, especially Vice-Chair Teri Colvin, for their hard work:

- | | |
|---------------------------------------|------------|
| • Teri Colvin, Lakewood | Vice Chair |
| • Kerry Bush, Englewood | Member |
| • Jennifer Dixon, Buena Vista | Member |
| • Susan Phillips, Greenwood Village | Member |
| • Allison Mattioli, Greenwood Village | Member |
| • Diane Spomer, Castle Pines | Member |
| • Kelly Stevens, Wheat Ridge | Member |
| • Stephanie Tuin, Grand Junction | Member |
| • Gail Odenbaugh, Gilcrest | Member |

Maintenance of the website included:

- Updated Board Member and Committee Member information.
- Worked with arielMIS to repair the issues with the “email all members” feature.
- Updated the meeting and events calendar.
- Posted meeting agendas, packets and minutes.
- Posted events and educational opportunities such as Professional Development Outreach classes, CMCA Institute, CMCA Annual Conference, IIMC Annual Conference, IIMC Study Abroad Program, Athenian Dialogues, Secretary of State Certified Election Official classes and others.
- Posted job postings and scholarship opportunities.
- Updated the “Shop CMCA” page.

Improvements to the website included:

- Creation of generic emails for Board Members and Committees e.g. treasurer@cmca.gen.co.us and scholarship@cmca.genco.us. The generic emails can be used year after year in communications and on webpages providing consistency.
- Added email links to Board Members page.
- Built a Finance page under CMCA Documents. This page now has the 2014 financial documents posted to-date which include the monthly balance sheet, cash book and profit-loss statements.
- Built a Forms page under CMCA Documents. A request has been sent to Committee Chairs to provide forms that they would like to see uploaded.
- Revised the Minutes page under “CMCA Documents” to include meeting packets, agendas and minutes for 2011 to present. A request has been sent to the Historian to provide missing documents.
- Combined meeting and events calendars.

The Web Page Committee completed the following tasks:

- Updated CMCA Handbook.
- Submitted Committee Succession Planning Report.
- Another responsibility of the Web Page Committee is to, “grant access and assist members with access to members-only website features.” The Web Page Committee granted access to sixteen (16) members and assisted in password/user name changes to four (4) members to-date.

On-going tasks: The Web Page Committee started pursuing online membership registration in 2013. This task was turned over the Web Page Committee in 2014. After several meetings with arielMIS and the Chair and Vice-Chair of the Membership Committee, we were informed by arielMIS that to develop the custom software would cost CMCA between \$10,000 and \$15,000. This was beyond our budget. Vice-Chair Colvin and I met with President Kerry Bush, Vice President Margy Greer and Treasurer Laura Smith on August 13, 2014 to discuss the online membership module and to obtain direction. We were directed to:

- Prepare a survey to CMCA Membership. The goal of the survey was to determine the: current value the membership placed on the website; why members visited the website; and what the membership needed/wanted in a website. The survey was launched on October 23, 2014. As of October 31st, we have received ninety-eight (98) responses.
- Take a look at other State/Provincial/National Associations to research the features offered and to determine who managed their websites. The Web Page Committee is currently researching eighty (80) websites.

The Web Page Committee will take a look at the survey results and will make recommendations to the Executive Board.

Please take a few minutes to visit the new and improved [CMCA website!](#)

Regis University

Administration Building in Quad
and walkway to buildings



Residence Village



Bedroom



Kitchen



Bathroom



Common Room



Dining Hall (Bon Appetit)



Campus



Hallway, Lecture Hall, Performance Hall



Conference Lobby



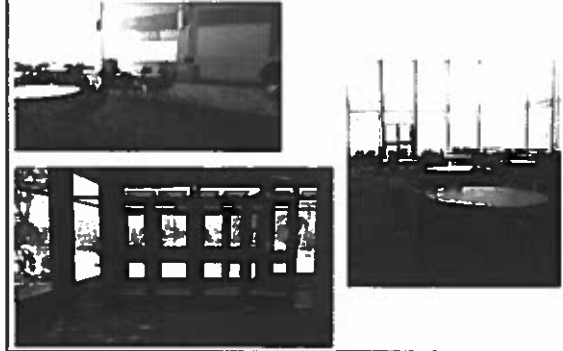
Lobby Cafe



Possible Registration space



Mountain Room



Water bottle filling station



Audit Committee

What is the purpose of the committee?

The purpose of the Audit Committee is to review the Association's financial statements to verify the correctness and accuracy of the reports.

How does the committee meet the responsibilities?

The following steps outline how this is accomplished:

- Obtain financial folders from the CMCA Treasurer.
- Verify all checks to the bank statements by month using the *Checks* folder and *Reports and Statements* folder.
- Keep track of any missing checks and verify them as you go along
- Verify all deposits to the bank statements by month using the *Deposits* folder and the *Reports and Statements* folder.
- Input the information from the monthly bank statements into the *Bank Statements Worksheet* in the *Audit Worksheets* excel document. The previous balance + deposits – debits – checks = end of month balance.
- Make note of the debits and wire transfers from Colotrust in separate columns.
- Note any outstanding checks from December that would show up in January's bank statement. Subtracting these outstanding checks should give you an ending balance that matches the ending balance found in the *Check Register* folder.
- Input the information from the monthly Colotrust statements into the Colotrust worksheet.
- Update the information at the bottom of the *Bank Statements* worksheet and in the *Budget Notes* worksheet.
- The total deposits from the *Bank Statements* worksheet should equal the actual income from the *Budget Notes* worksheet and the total checks/debits from the *Bank Statements* worksheet should equal the actual expenses from the *Budget Notes* worksheet. Be sure to take into account Colotrust deposits, withdraws, and interest; reimbursements/refunds; checks from the previous December and from this December that show up in the Bank Statements but not the Check Register (and vice versa).
- Follow the same basic format for the GFOA conference books.
- Write up the Audit Committee Report.
- Send folders, final worksheets, the audit report and updated instructions (if applicable) to the CMCA Records management committee/historian or to the CMCA treasurer.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

The committee uses the financial records maintained by the CMCA treasurer and these are obtained directly from the treasurer. We also use the financial documents maintained by GFOA and these, too, can be obtained from the CMCA treasurer or perhaps the CMCA president. The audit committee uses spreadsheet to document findings of the audit and these are submitted to the CMCA board and should also be maintained by the audit committee, so the incoming audit committee should be able to obtain copies from either source.

What is the role of the Committee Vice-Chair?

The chair and vice-chair basically fill the same role, that of performing the audit. The two normally meet together and conduct the audit together.

How are the committee members involved?

There are no committee members other than the chair and vice-chair.

Recommendations for improving the committee tasks?

The audit committee is well aware of who serves as the treasurer to CMCA and has the ability to contact the treasurer with questions when needed. It would be helpful if the committee was also provided with a name and contact information for the GFOA treasurer in case additional information is required.

What is the plan for transition to a new Committee Chair?

Encourage the current Vic-Chair to become the new Chair.

Awards Committee

What is the purpose of the committee?

The Awards Committee is responsible for selecting recipients of the following awards: CMCA Clerk of the Year, Outstanding Contributions to CMCA by a Municipal Clerk, Outstanding Contributions to CMCA by a person other than a Municipal Clerk, and Outstanding Contributions to a Municipality by a Clerk. The Committee also presents certificates to retiring clerks.

The Awards Committee sends cards or flowers to members who have lost an immediate family member, or have had surgery or been seriously ill, for special occasions, or as directed by CMCA President.

The Awards Committee also acts as the Public Relations Officer by writing and distributing news releases on behalf of CMCA.

How does the committee meet the responsibilities?

The committee members solicit nominations for awards and other recognitions by publishing articles in the June and July issues of the Communiqué and sending a press release to the CML for inclusion in their June newsletter.

Does the committee have records, products, etcetera for the committee and where/how are they stored? The Committee Chair will provide the CMCA Historian with record of Awards received this year. Awards and gifts are ordered in the fall when the recipients are known. The Committee does have a small supply of greeting cards to send to Clerks for get well and other special occasions as needed.

What is the role of the Committee Vice-Chair?

The Vice-Chair works closely with the Chair to review the award nominees. We do communicate throughout the year.

How are the committee members involved?

Committee members' main roles are reviewing nominations for awards and reviewing and /or suggesting changes to the policies and procedures for the committee.

Recommendations for improving the committee tasks?

None at this time.

What is the plan for transition to a new Committee Chair?

Current Committee Chair will pass on the handbook and review the tasks and timeline for the awards.

Communiqué Committee

What is the purpose of the committee?

Prepare the CMCA monthly newsletter, Communiqué, and distribute it to the membership.

How does the committee meet the responsibilities?

Insert information provided by members and from other organizations (articles, flyers, registration forms, etc.) about upcoming events of interest, and news related to the role of the Municipal Clerk.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

Past newsletters are available on the CMCA web site and Committee Chair prints a paper copy each month. Newsletter information is submitted to Committee Chair and is placed in the newsletter template for publication.

What is the role of the Committee Vice-Chair?

Members have volunteered to be vice-chair over the years, but none of them have actually wanted to do anything on a continuing basis. The Committee Chair sent numerous emails to the membership this year requesting a Vice-Chair, but no responses were received. It would be difficult for the Chair and Vice-Chair to not be in the same office due to the need to use the same newsletter template/software.

How are the committee members involved?

There are no active committee members. Chair solicits the membership to write articles, contact those clerks receiving some kind of award (CMC/MMC Certification, retirements, awards from CMCA, etc.) and obtain/bio highlighting their careers as clerks, make contacts to find more advertisers and so on.

Recommendations for improving the committee tasks?

Encourage more members to become active participants in submitting articles for the newsletter.

What is the plan for transition to a new Committee Chair?

Explain the newsletter layout/template and information article contributors.

Conference Committee

What is the purpose of the committee?

Plan the Fall Conference/Winter Academy with CGFOA Committee representatives.

How does the committee meet the responsibilities?

The Fall Conference/Winter Academy Committee meets several times during the year with the partner CGFOA Committee representatives. The CMCA Committee is comprised of the President, Vice President, Past President, Education Committee Chair and the local clerk from the municipality where the conference is being held. The Past President acts as the secretary for all meetings.

The committee meets in January to review the past conference and to close up the accounting. At this meeting, the current year's conference is discussed and dates are detailed for sites visits.

Usually in May, the committee meets to scout out the conference site for that year as well as planning future sites. Class sessions with speakers and moderators are confirmed. (These were chosen at the January CMCA Education Committee meeting.) Sites visits include choosing rooms for the individual sessions as well as tasting the food and choosing the menu. The themes of the conference and banquet are chosen at this time.

One meeting, usually in August, consists of proofing the program and preparing for the September registration release.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

What is the role of the Committee Vice-Chair?

President and Vice President are expected to be on site on Monday of the conference week to assemble give-away bags and help with any last minute details.

How are the committee members involved?

The committee members are expected to help throughout the conference week in November.

Recommendations for improving the committee tasks?

What is the plan for transition to a new Committee Chair?

After the conference in November, a debrief session is held to review what worked and what needs to be improved. This session consists of the incoming President, Vice President, immediate Past President, former Past President and any of the Executive Board members who choose to attend.

Education Committee

What is the purpose of the committee?

The Education Committee works with the Institute Director to plan all of the education opportunities for clerks facilitated by CMCA. That includes Clerks Institute, Masters Academy, Professional Outreach Opportunities, CML Conference sessions focusing on clerks, and CGFOA / Fall Conference sessions focusing on clerks.

How does the committee meet the responsibilities?

The Education Committee meets periodically as needed, but takes part in the annual CMCA Transition Meeting and the Education Committee Meeting scheduled in conjunction with the CGFOA planning meeting. Traditionally these meetings take place on a Thursday/Friday or Friday/Monday to facilitate travel and reduce costs, and are held as early in January as possible. Unlike some committees where members work independently and need not attend meetings, attendance at these Education Committee meetings is important. Participation from members is a high priority when scheduling these important educational opportunities.

A sample Agenda of this initial planning meeting would include:

Agenda

- 1 Introduction of Committee Members
- 2 Review Committee Roles and Responsibilities
- 3 Finalize Speaker Information for the CML Conference
- 4 Work with Institute Director to facilitate Municipal Clerk Institute
- 6 Plan speakers / topics for the Master's Academy / CGFOA Fall Conference
- 7 Discuss and assist with planning for Athenian Dialogues throughout the year
- 8 Review evaluations from previous year's PDO Workshops and generate recommendations to Training Coordinators for Liquor, Elections, Records and Nuts 'N Bolts / Resource management, who will schedule sessions based upon feedback and interest from the membership.
- 9 Discuss Strategic Direction and identify ways to increase effectiveness of the training

Does the committee have records, products, etcetera for the committee and where/how are they stored?

The Secretary takes minutes of the meeting.

What is the role of the Committee Vice-Chair?

The Vice-Chair assists the Committee Chair in planning educational opportunities for the membership.

How are the committee members involved?

It is important that the Chair and Vice Chair work together throughout the year, so that the Vice Chair is familiar with the responsibilities of the Committee, and the timing of the events being planned. Additionally, the Past Chair should attend the Transition and initial planning meetings, as the year starts off fast, and that previous experience is invaluable. At each meeting a secretary is designated to generate and distribute minutes of the meeting to all members of the committee.

Recommendations for improving the committee tasks?

What is the plan for transition to a new Committee Chair?

It is important that the Chair and Vice Chair work together throughout the year, so that the Vice Chair is familiar with the responsibilities of the Committee, and the timing of the events being planned. Additionally, the Past Chair should attend the Transition and initial planning meetings, as the year starts off fast and that previous experience is invaluable. At each meeting a secretary is designated to generate and distribute minutes of the meeting to all members of the committee. To my knowledge, those minutes are the only record of the meetings.

Legislative Committee

What is the purpose of the committee?

The purpose of the Legislative Committee is to:

- track legislation of interest to municipal clerks
- assist CML in analyzing legislation and developing background material for use in lobbying and contacting legislators
- testify in committee on behalf of CMCA as requested
- communicate status of legislation to CMCA members
- assist CMCA members in contacting their legislators

How does the committee meet the responsibilities?

The committee Chair and Vice-Chair maintain ongoing contact with CML staff and with CMCA membership through the use of the CML clerk list serve and the CMCA clerk list serve.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

No records, products, etc., exist. CMCA members are encouraged to view legislation on the Colorado General Assembly web site.

What is the role of the Committee Vice-Chair?

The role of the vice-chair is to assist in the analysis of legislation and communication with CMCA members and legislators.

How are the committee members involved?

There are no committee members.

Recommendations for improving the committee tasks?

Communication with members is of paramount importance. Regular legislative updates help to involve the members and make them feel they have a voice in either helping to implement or reject the legislation.

What is the plan for transition to a new Committee Chair?

The current Committee Chair will serve as chair of this committee for at least one more year.

Membership Committee

What is the purpose of the committee?

- Notify members when it's time to renew their membership
- Handle all membership renewals
- Handle all new memberships
- Prepare and mail membership certificates
- Put together and distribute new member packets
- Follow-up with members who do not renew
- Conduct an intensive membership drive during April/May
- Update the photo directory
- Update the mentor guide
- Work closely with the Webpage Committee

How does the committee meet the responsibilities?

Each committee member takes on a different task. We have a deadline for completing the task and communicate with each other on a regular basis.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

We have membership records and reports for the past 3 years stored in a banker's box that physically transfers to the new committee chair each year.

What is the role of the Committee Vice-Chair?

The Vice-Chair works hand in hand with the Chair. There is a lot of communication and meetings with the Webpage Committee that the Vice-Chair is encouraged to be a part of. It is critical that the Vice-Chair stays involved so he/she is able to take on the responsibilities as the Chair the following year.

How are the committee members involved?

As the Chair, I ask the members to take on a task. I communicate meetings and decisions that the committee needs to make and encourage the Vice-Chair to attend the meetings via emails or phone conversations.

Recommendations for improving the committee tasks?

The Committee is currently working to create online registration and payment to hopefully be ready for 2015 renewals. This will be a tremendous help to the Chair next year as manually inputting nearly 400 memberships is extremely time consuming

What is the plan for transition to a new Committee Chair?

The Vice-Chair is involved in everything so that when they take over next year; there will be very little training left to do.

Nominating Committee

What is the purpose of the committee?

The Nominating Committee is responsible for soliciting candidates interested in serving as officers 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, which is not completed electronically.

How does the committee meet the responsibilities?

Advertise in the Communiqué, CML clerk listserv, and on the CMCA website. Kris Koch from Arvada has equipment to conduct an electronic (email) election. The committee works with Kris to complete the election. Kris has volunteered her services to run the voting portion of the election. She then sends the vote count to the chair.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

The ballots and final results are sent to the historian

What is the role of the Committee Vice-Chair?

The vice-chair (president) helps the chair (current past president) to send any ballots that may need to be mailed, instead of emailed and tally the votes.

How are the committee members involved?

This is a small committee and is really only active one time per year, during the nominating of officers. Each member will write an article, one for the website, one for the Communiqué and one for the clerk listserv.

Recommendations for improving the committee tasks?

The Board approved the improvements needed by making CMCA's elections electronic. This saves approximately \$500 per year. The handbook needs to be updated to reflect we now conduct electronic elections.

What is the plan for transition to a new Committee Chair?

The vice-chair (current president) is an integral participant of the nominating process, so they are learning the process before they will need to take over next year.

Records Management Committee**What is the purpose of the committee?**

The Records Management Committee is responsible for promoting sound records management practices through the development of information for use by the membership. The 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 and ensuring the integrity of the electronic records in his/her possession.* The Committee also works closely with the State Archives to maintain and update the Colorado Municipal Records Retention Schedule (CMRRS).

How does the committee meet the responsibilities?

The Committee Chair has an annual planning/transition meeting with the State Archivist and past Chair to discuss changes and needed updates to the CMRRS. The Chair then convenes a meeting with the entire Committee to discuss the CMRRS and any other issues concerning Records Management. At this initial meeting, sub-committees are formed, if needed, for focused reviews of the retention schedule as well as any other special projects. The Committee then usually meets as a whole in the fall, prior to (or when) revisions to the CMRRS are finalized.*

**Detailed procedures are for managing the association's records, and collaborating with the State Archives, are included in the Records Management Committee Section of the Association Handbook*

Does the committee have records, products, etcetera for the committee and where/how are they stored?

Final records (of the Committee, as well as the Association as a whole) are stored with the Historian. The association's permanent, historical, hard copy records are maintained in their original, paper format, stored in secure plastic tubs. Electronic records are maintained as PDFs on the Association's external hard drive, and migrated by the Historian as appropriate to ensure ongoing access and integrity. Products (primarily the "Toolkit") are currently held by the Historian and another Committee Member, but it is the Chair's responsibility to track and maintain the inventory (available for sale on the Association's website).

What is the role of the Committee Vice-Chair?

The Vice Chair generally supports the Chair in all meetings and assignments; usually serves as the lead for a sub-committee if any are formed and is prepared to transition to Chair at year end.

How are the committee members involved?

The Committee (along with experts from their municipalities) are invited to participate in the focused reviews of the CMRRS and to serve on any sub-committees formed at the beginning of the year.

Recommendations for improving the committee tasks?

We have none at this time.

What is the plan for transition to a new Committee Chair?

The Vice Chair works closely with the Chair, attends all meetings, and participates in planning meetings with the State Archivist at the beginning of the year. Chairing the sub-committee on the CMRRS review will also aid in the transition to Chair at year end.

Scholarship Committee**What is the purpose of the committee?**

We receive applications from CMCA Clerks requesting scholarship funding so they can attend either the Summer Institute or Fall Academy. This year we added in finding other scholarship opportunities (i.e. CIRSA) and put those on the website and disseminated the information to the members via Clerks Listserv and the CMCA email tool. Last, we award one scholarship per P.D.O. class that pays for that class's tuition (usually \$25.)

How does the committee meet the responsibilities?

Using the CMCA website, Listserv, and Communiqué we get the word out that the scholarships are available.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

All records that I have are digital which are now stored on the City of Wheat Ridge's server. There records are just various documents such as Communiqué Ad, Applications, Jean L Rogers info and applications, etc. Also the biggest document is an Excel file that shows everyone that has received a scholarship since 2002 through present day. It also shows the amount(s) they got and for which training.

What is the role of the Committee Vice-Chair?

Right now, the Vice-Chair's main role has been to keep everything related to the Scholarship committee updated on the CMCA website. She is able to do this since she is the chair of the Internet Website!

How are the committee members involved?

When I took over this role as chair I had some specific ideas that included finding ways to include the committee on as much as possible. Through my first year on the committee to my second year on it as vice chair my roles were to give the okay for the awarded scholarship amounts that the chair had decided.

I e-mail the entire group for consensus about how to proceed with items that come up. While this is not a burden on anyone's time, my hope is that it lets them feel involved and at least aware of what is happening with the committee.

Recommendations for improving the committee tasks?

As stated above, with group decisions and (probably too many) e-mails.

What is the plan for transition to a new Committee Chair?

Send all of the documents to her that she will need (as stated in #3.) As of right now, that is my plan.

Sponsor Benefit Committee

What is the purpose of the committee?

The purpose of the Sponsor Benefit Committee is to pursue, obtain and maintain corporate, organizational and individual sponsorships through a salient marketing program that will enhance higher education opportunities for members of the Colorado Municipal Clerks Association

How does the committee meet the responsibilities?

Once we get our 501c(3) Foundation status we will do the following:

- Partner with sponsoring corporations, organizations, and individuals whose mission is relevant to the Municipal Clerk profession, is not a conflict of interest or negatively impacts the objectivity of the Association, its members, officers or employees
- Establish advertising criteria consistent with the requirements necessary for website accessibility
- Develop and implement proposals and related correspondence to be sent to potential corporations, organizations, and individuals for sponsorship solicitations
- Coordinate efforts with the Ways and Means and Communiqué Committees for a list of vendors for which partnerships may be developed
- Develop and implement marketing guidelines and procedures to ensure equitable treatment of all sponsors
- Develop and maintain a sponsorship database
- Maintain accurate copies of all sponsorship agreements
- Ensure all details and an accurate accounting of sponsorship income and expenditures are forwarded to the Treasurer
- 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

Does the committee have records, products, etcetera for the committee and where/how are they stored?

At this time, the only information is in the Clerks' Handbook outlining the Committee, meeting notes, guidelines, sample copy of letter to be sent out, sponsorship pledge form, a list of potential companies to send the letters to, Sponsorship fee Methodology and the actual Sponsorship Agreement.

What is the role of the Committee Vice-Chair?

At this time the only role would be to help the Chair implementing all the steps in meeting our responsibilities above and then taking over the next year as Chair.

How are the committee members involved?

Once we receive the 501c(3) status, the committee will become more involved.

Recommendations for improving the committee tasks?

Actually doing the functions in Number 2 above and raising some money for the Colorado Municipal Clerk's Association to provide more Clerks with scholarships for education.

What is the plan for transition to a new Committee Chair?

I would like to continue on the Committee to see this program off the ground and actually start raising some money for the Colorado Municipal Clerk's Association to provide more Clerks with scholarships for education. I will have a meeting with the entire committee before the end of the year, assign tasks and develop a process and timeline to complete the functions listed above in Number 2. I would be very interested in seeing this project through to fruition. I have hard copies of all the information nothing is digital. I will need to retype all documents, forms and letters and figure out a software program to use to store all the information.

Train the Trainer/Professional Development Outreach (PDO) Committee**What is the purpose of the committee?**

The PDO Coordinator & Co Chair work with the Core Topic Coordinators and Education Chair to prepare the PDO class schedule. The Coordinator then works with the Instructor and Host to advertise and set-up the classes.

How does the committee meet the responsibilities?

Through email information and instructions are sent to the hosts. The instructors are surveyed for the needs of the class and that is communicated with the host clerk. The committee chair also sends certificates to the instructor and thank you letters to them and the host clerks.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

There are paper records of the class (i.e. Class Flyers, Instructor Class Evaluations, Instructions etc...) which are saved in a file box kept with the current committee chair. There are also electronic records, which the current committee chair saves and at the end of the year is burned to a cd for an archival record and to pass on to the next committee chair.

What is the role of the Committee Vice-Chair?

To assist the committee chair where needed, to be the back-up for the committee chair if needed and to learn the process for succession planning.

How are the committee members involved?

After the initial planning there is a limited availability for involvement but I try to keep the co-chair informed by including on emails that would assist her.

Recommendations for improving the committee tasks?

My only frustration this year has been when I work the website. I would recommend to schedule a training for the committees that need to work on the website.

What is the plan for transition to a new Committee Chair?

Beth Hedberg, the previous committee chair, did a great job of creating detailed instructions and forms. I have expanded on that information by creating a spread sheet for what is due and when the PDO chair needs to do it. I will meet with the co-chair toward the end of the year and review the information and her duties and be available to help her throughout the year.

Ways & Means Committee

What is the purpose of the committee?

How does the committee meet the responsibilities?

Does the committee have records, products, etcetera for the committee and where/how are they stored?

What is the role of the Committee Vice-Chair?

How are the committee members involved?

Recommendations for improving the committee tasks?

What is the plan for transition to a new Committee Chair?

Web Page Committee**What is the purpose of the committee?**

- The Web Page Committee oversees the maintenance of and improvements to the CMCA website.
- Post: newsletters, job openings, CMCA meeting packets and minutes; conference and class registration materials.
- Maintain website calendars.
- Update committee memberships and committee generic email addresses.
- Work with IT on solving website technical issues.
- Activate new website users and update user information.
- Implement changes to website to make it more user-friendly.

How does the committee meet the responsibilities?

Work with IT, Vice Chair and Committee Members through use of email. Attend off-site meetings with IT.

Does the committee have records, products, etcetera for the committee and where/how are they stored?

- Master list of generic email addresses for Board Members and Committee Members. Stored electronically on Chair's computer. To be provided to next year's Chair during transition.
- 2014 Reports. Stored electronically on Chair's computer. To be provided to next year's Chair during transition.

What is the role of the Committee Vice-Chair?

Meet with Chair and IT to discuss website projects, activate new users, assist with reports, attend CMCA business meetings if Chair unavailable and assume duties of Chair in the absence of the Chair.

How are the committee members involved?

Committee members are assigned website tasks, i.e. posting of Communiqué to website. They also test new or modified website features and proof read.

Recommendations for improving the committee tasks?

Involve past Chair with current Committee for expertise and institutional knowledge.

What is the plan for transition to a new Committee Chair?

Prepare step-by-step directions for website maintenance and a comprehensive list of annual/ongoing duties.

SUMMARY OF PROPOSED CMCA HANDBOOK CHANGES
Submitted October 31, 2014

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. Outlined below are proposed changes for specific sections of the Handbook:

Executive Board

Adoption of CMCA Budget – deleted “November: The Executive Board reviews proposed budget submittals and presents a preliminary budget to the membership at the annual conference budget meeting.”

Required Meetings – all references in the Executive Board section were updated to

Four Business Meetings:

| | |
|----------|---|
| January | Transitional Meeting |
| June | Colorado Municipal League Annual Conference |
| July | CMC Institute |
| November | CGFOA/CMCA Fall Conference/Winter Academy |

President

Required Meetings –

Item 7, added, “The President should also attend, with the Education Chair and Institute Director, the Education Colloquium”

Vice President

Responsibilities –

Item 6 was changed to state that Vice-chairs might assume the position of Chair in the subsequent year.

Item 7, the statement, “Work with Vice President of CGFOA to prepare and distribute RFP’s for the Annual Conference,” was added.

Item 10, “Attend Graduation ceremonies of the Colorado Municipal Clerks’ Institute,” was added.

Specific Activities – This section as deleted.

Secretary

No changes were made.

Treasurer:

Responsibilities –

Item 8 was amended to read, "Submit a preliminary budget to the Executive Board at the Annual Transitional Meeting held in January."

Item 9 was amended to read, "File the annual corporate report with the Secretary of State."

Reports Required –

Item 2 was amended to read, "Treasurer's report, including a monthly financial statement, cash report, and a check register of all transactions for the month-to-date period due at the beginning of each month for inclusion in the Communique and/or website."

Specific Activities –

Item 3 was amended to read, "Provide financial reports monthly for inclusion in the Communique and/or website and for all Executive Board meetings."

Item 6, the phrase "no later than October 31 of each year," was deleted.

Item 7 was amended to read, "Prepare the preliminary budget for Executive Board input at the annual Transition Meeting."

Item 9 was amended to read, "Work with the Committee Chairs to provide an accurate accounting for all revenue and expenditures."

Policies and Historical Notes –

Items 4 through 8 were amended as follows:

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 the CMCA/CGFOA Fall Conference silent auction 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 the CMCA/CGFOA Fall Conference silent auction 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.
10. It is a good idea to ask for an audit of CGFOA's books after they have been completed after Fall Conference/Winter Academy. This can be completed every year or every other year. Look at them to determine that the amounts are correctly computed and reconciled.

Allowable Budget Expenses –

Changed to read, "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 phrase "Make all deposits no later than three (3) business days after receiving them," was changed to five (5) business days.

The phrase "The Treasurer should be in possession of a signed copy of all contracts for which payments are made," was added.

Account Descriptions –

Updates were made to Banks, Income and Expenses sections to bring the information current.

Past President:

No changes were made.

Directors:

No changes were made.

Committee Overview

This section was added to consolidate repetitive information in each committee section on the topics of meetings, periodic reports, number of committee members and budget. The duplicated information was removed from each committee section.

CMCA Committees General Procedures

The Request for Reimbursement and Travel Reimbursement Policy attachments were updated, and list of current committee chairs was added.

Audit Committee

No changes were made except those mentioned in the Committee Overview.

Awards Committee

Purpose –

“Outstanding Contribution to CMCA by a Person other than a Municipal Clerk” was added to the list of awards.

Reworded bottom paragraph to read, “Additionally the Awards Committee is responsible for recommending to the Board those 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 are thus eligible for a retirement award.”

Responsibilities –

Item 6 was modified to read, “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.”

Item 7 was modified to read, “Send cards to members who have lost a family member, have been ill, for special occasions, or as directed by the CMCA President.”

Item 8 was added, “Act as Public Relations Officer – write and distribute news releases on behalf of CMCA.”

Annual Conference Committee

No changes were made except those mentioned in the “Committee Overview” section.

Communique Committee

No changes were made except those mentioned in the "Committee Overview" section.

Education Committee

No changes were made except those mentioned in the "Committee Overview" section.

*References to On the Road Workshops should be changed to Professional Development Outreach.

Membership Committee

No changes were made except those mentioned in the "Committee Overview" section.

Nomination Committee

No changes were made except those mentioned in the "Committee Overview" section.

Records Committee

Purpose -

Modified to read, "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 --

Six items were reduced to three as follows:

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 Historian -

Item 1 was revised to read, "Provide for the consistent collection of association records."

Item 5, "as requested," was deleted.

Scholarship Committee

Purpose -

Bottom paragraph was amended to read, "In addition, the Scholarship Committee is responsible for awarding, from the Jean L. Rogers Scholarship Fund, one fully paid scholarship annually as well as partial scholarships for third-year students in the Colorado Municipal Clerks Institute. (See rules below.)"

All three attachments were updated.

*Information on the Mary Watt Scholarship program needs to be added.

Sponsorship Benefit Committee

The addition of this section was postponed until 501(c)(3) status is achieved.

Study Committee

No changes were made except those mentioned in the "Committee Overview" section.

Ways and Means Committee

No changes were made except those mentioned in the "Committee Overview" section.

Web Page Committee

Purpose - added "on an as needed basis."

Responsibilities – updated as follows:

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:

- ✓ Grant access and assist members with access to members-only website features;
- ✓ Post meeting agendas, packets and minutes, events and educational opportunities such as Professional Development Outreach classes, CMCA Institute and Annual Conference, IIMC and Regional Conferences, Athenian Dialogues, Secretary of State Certified Election Official classes and others;
- ✓ Post job and scholarship opportunities;
- ✓ Maintain accurate committee / member information; and
- ✓ Approve payment of website invoices.

Specific Activities – deleted

District Representatives

No changes were made.



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: _____

**Colorado Municipal Clerks Association
Executive Board**

The Executive Board of the Colorado Municipal Clerk's 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:

October: 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 October 31.

January: At the annual 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.

February: Treasurer forwards a copy of the adopted budget to the Communiqué Newsletter Chair for publication in the February issue.

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. Co-chair, with the President of the Colorado Government Finance Officers Association, the CGFOA/CMCA Annual Conference Committee and preside over all Annual Conference events.
7. Coordinate joint meetings of boards of CMCA and CGFOA as appropriate to accomplish 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 |
| November | CGFOA/CMCA Fall Conference/Winter Academy |

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. Annual Fall 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

REPORTS REQUIRED:

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 Annual Conference business meeting.
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 Co-Chair, along with Vice President of CGFOA, for the Annual Conference Site Selection Committee. Work with Vice President of CGFOA to prepare and distribute RFP's 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 |
| November | CGFOA/CMCA Fall Conference/Winter Academy |
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

REPORTS REQUIRED:

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 FOR 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 |
| November | CGFOA/CMCA Fall Conference/Winter Academy |
2. Executive Board meetings may be quarterly, bi-monthly or monthly as determined by the President.

REPORTS REQUIRED:

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

PURPOSE: 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.

REPORTS REQUIRED:

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 the Communiqué and/or website.

SPECIFIC ACTIVITIES:

1. Provide a copy of the adopted budget to the Newsletter Editor for publication in the February edition of the Communiqué.

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 the 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 |
| November | CMCA/CGFOA Fall Conference/Winter Academy |

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 the CMCA/CGFOA Fall Conference silent auction 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 the CMCA/CGFOA Fall Conference silent auction 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.
10. It is a good idea to ask for an audit of CGFOA's books after they have been completed after Fall Conference/Winter Academy. This can be completed every year or every other year. Look at them to determine that the amounts are correctly computed and reconciled.

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

TREASURER'S TIPS (continued)

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 \$5,000. Excess funds should be placed (remain) in the savings account. Transfers between accounts should be in the form of a wire transfer 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 Savings Savings Savings | Vectra Bank COLOTRUST-General COLOTRUST- J. L. Rogers COLOTRUST – Mary Watt | Checking account transactions General purpose savings account Designated savings account Designated savings account |
| On Deposit with CGFOA | | Retainer for Annual CGFOA/CMCA Fall Conference |

EQUITY:

| | |
|---|---|
| Opening Balance Net Income (retained earnings) | Initial account balances Difference between Income/Expenditures |
|---|---|

INCOME:

| | | |
|-----------------------|--------------------------|---|
| Donations | Membership | Donations from members for CMCA scholarships |
| Donations | Other | Donations from non-members (such as Colorado Code for sponsored scholarships); Silent Auction from Annual Conference for CMCA scholarships |
| Interest | | Interest income from checking and savings accounts |
| Membership Dues | | Fees for membership |
| Miscellaneous Revenue | | Includes non-categorized income |
| Newsletter Ads | | Communiqué advertising |
| Registration Fees | Advanced Institute | Fees determined by Institute Director, CMCA Executive Board and Education Chair |
| Registration Fees | Annual Conference | Fees determined by CMCA/CGFOA |
| 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 Newsletter | 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 |
| IIMC Liaison | IIMC meeting expenses |
| Legislative | Committee member travel, printing, postage, supplies etc. |
| Marketing and Promotion | 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 | Committee member travel, printing, postage, supplies etc. |
| Study/Handbook | 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 CMCA/CGFOA Fall 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

PURPOSE: 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 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 |
| November | CGFOA/CMCA Fall Conference/Winter Academy |
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 |
| November | CGFOA/CMCA Fall Conference/Winter Academy |
2. Executive Board meetings may be quarterly, bi-monthly or monthly, as determined by the President.

REPORTS REQUIRED:

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.

COMMITTEE OVERVIEW

Numerous volunteer committees help CMCA to function and provide services and programs for the organization's members. Each individual committee has its own tasks and responsibilities, which are outlined in the following pages.

Some responsibilities are common to all CMCA committees, including:

MEETINGS: Committees should meet periodically as needed, with the frequency of meetings to be determined by the committee chair. Meetings may be in person, via telephone or conference call, or through e-mail correspondence.

PERIODIC REPORTS: Written reports are created by each committee for the business meetings held at the Transitional Meeting, the Colorado Municipal League Conference and the CMC Institute. If no significant events have occurred between the dates of these meetings, the same report may be submitted at each. Another written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent to the Secretary prior to the meeting. Originals of all reports will be preserved by the Historian. Additional reports may be submitted as requested or needed.

NUMBER OF COMMITTEE MEMBERS: Each committee shall have a number of members necessary to perform the work of the committee, as determined by the chair.

BUDGET: Committee chairs should refer to the current CMCA budget for the allocated amount for their committee.

CMCA COMMITTEES
GENERAL PROCEDURES

Standing committees of the Colorado Municipal Clerks Association are:

- Audit
- Awards
- Communiqué
- Conference Committee
- Education including Train the Trainer and On the Road Workshops
- Fall Conference including Site Selection Committee
- Handbook
- Legislative
- Membership
- Nominating Committee
- Records Management Committee including Historian
- Scholarship Committee
- Study Committee
- Ways and Means Committee
- Web Page Committee

CMCA ADHOC Committees:

Review and Revise By-Laws

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 requires the approval of the President. Request in excess of \$100 requires approval from the Executive Board.

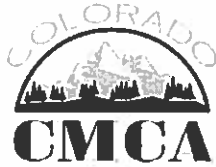
Committee members driving in excess of 60 miles round-trip to attend committee meetings will be reimbursed for mileage in the amount allowed by the Internal Revenue Service. All requests for mileage must be made on the attached "Reimbursement Request Form".

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 the 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 Laura Smith, CMCA Treasurer, 2450 E. Quincy Avenue, Cherry Hills Village, CO 80113.** Please review the attached CMCA Education Payment, Cancellation and Refund Policy prior to submitting your request. Feel free to contact Treasurer Laura Smith at 303-783-2732 or lsmith@cherryhillsvillage.com 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 identified (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
- Fall 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 Clerk's 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: | On the Road Workshop announcements, programs for all educational offerings |
| Fall 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

By-laws – 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.

2014 CMCA Committees

| | Past Chairs in red | Current chairs in blue | Current Vice Charis in green |
|--|--|---|--|
| Audit Committee | Laura Smith, Cherry Hills Village 303-789-2541 lsmith@cherryhillsvillage.com | Donna Kast, Manitou Springs - Chair 719-685-2554 dkast@comsgov.com | Jackie Ehrett, Platteville - Vice Chair 970-785-2245 JEhrett@PlattevilleGov.org |
| Awards Committee | Jackie Kenefick, Mountain Village 970-369-6406 jkenefick@mmvillage.org | Deana Pietro, Grand Junction -Chair 970-244-1423 deanap@gjcity.org | Barbara Shafer, Haxtun - Vice Chair 970-774-6104 bshafer@pctelcom.coop |
| Communique | | Mary Lee, Windsor - Chair 970-674-2402 mlee@windsorgov.com | Mindi Balsar, Moffat - Vice Chair 719-256-4538 townofmoffat@gmail.com |
| Annual Conference Committee/Site Selection Committee | | Mary Lee - Chair 970-674-2402 mlee@windsorgov.com Kerry Bush, Englewood 303-762-2405 kbush@englewoodgov.org Wendy Heffner, Littleton 303-795-3759 wheffner@littletongov.org | Margy Greer, Lakewood 303-987-7081 MarGre@lakewood.org Nancy Parker, Erie 303-926-2731 nparker@erieco.gov |
| Education Committee | Kerry Bush, Englewood 303-762-2405 kbush@englewoodgov.org | Mary Lee, Windsor - Chair 970-674-2402 mlee@windsorgov.com | Nancy Parker, Erie - Vice Chair 303-926-2731 nparker@erieco.gov |
| OTR/Train-The-Trainer | | Tara Berreth, Palmer Lake, Coordinator (719) 481-2953 tara@palmer-lake.org | Jennifer Pettinger, Lone Tree -Vice Chair 303-708-1818 jennifer.pettinger@cityoflonetree.com |
| Handbook Committee | Combined with the Study Committee | | |
| Legislative Committee | Patti Garcia, Windsor 970-674-2404 pgarcia@windsorgov.org | Karen Goldman, Aurora - Chair (303) 793-7094 kgoldman@auroragov.org | Sarah Johnson, Colorado Springs - Vice Chair 719-385-5901 sbjohnson@springsgov.com |
| Membership Committee | | Michele Millard, Lakewood - Chair 303-987-7086 micmil@lakewood.org | Lisa Horton, Aurora - Vice Chair 303-739-7095 lhorton@auroragov.org |
| Nominating Committee | Nancy Varra, Louisville 303-335-4571 nancyv@louisvilleco.gov | Wendy Heffner, Littleton - Chair 303-795-3759 wheffner@littletongov.org | Kerry Bush, Englewood - Vice Chair Membership Committee Chair Web Page Committee Chair City Clerk and/or Deputy Clerk from Arvada |
| Quill Committee | Linda Smith, Cortez 970-564-4008 lsmith@cityofcortez.com | Sandy White, Hot Sulpher Springs - Chair 970-725-3933 townofhss@comcast.net | Debra Kemp, Grand Junction - Vice Chair 970-244-1509 debrak@gjcity.org |
| Records Management Committee | | Sara Rusher, Longmont - Chair 303-651-8648 sara.rusher@ci.longmont.co.us | Barbara Setterlind, Centennial - Vice Chair 303-754-3302 bsetterlind@centennialcolorado.com |
| Historian | | Daryl Payne 719-553-2669 dpayne@pueblo.us | |
| Scholarship Committee | Susan Barker, Lafayette 303-665-5588 susanb@cityoflafayette.com | Bruce Roome, Wheat Ridge - Chair 303-235-2816 broome@ci.wheatridge.co.us | Beth Hedberg, Edgewater - Vice Chair 303-238-7083 bhedberg@EDGEWATERCO.COM |

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 audit report with recommendations and present it to the 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.

REPORTS REQUIRED: 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. 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. Pursuant to an annual contract, CMCA has on account with C.U. Boulder \$6,000 as a retainer for the expenses associated with Institute and Advanced Institute. This amount is included in CMCA's fund balance and is accounted for in the monthly Cash Statements.
 7. 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).
 8. Maintain \$7000 in the CMCA/CGFOA conference retainer account, or an amount as directed by the Conference Committee at all times.

AUDIT PROCEDURES

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 is responsible for selecting, from the applications received, recipients of the following awards:

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

Additionally, the Awards Committee is responsible for recommending to the Board those 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 are 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 awards other than those listed above.)
- 2 Obtain plaques and other items of recognition and work with President to coordinate corresponding presentation(s).
- 3 Arrange for awards presentation at Annual Conference and at the recipient's council or board meeting.
- 4 Issue certificates to clerks nominated, but not selected, for Clerk of the Year.
- 5 Obtain plaque 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 on behalf of CMCA.

REPORTS REQUIRED: In addition to the periodic reports listed in the Committee Overview, awards criteria, announcements, and nominations received should also be transferred to the Historian.

AWARDS COMMITTEE (cont.)

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 newsletter.
2. Send solicitation letters to mayors or managers of all Colorado municipalities no later than September 1.
3. Contact the company making up the awards no later than October 15 with information regarding the plaques to be awarded.
4. Notify mayor/manager that their municipality's clerk will receive an award. Invite them to attend awards ceremony at Annual Conference.
5. Create press releases regarding award recipients for distribution to local media.
6. Create article for CML newsletter regarding the awards presented at the Annual Conference.
7. Following the awards presentation at Annual Conference, send nominees of all awards a letter announcing their nomination.
8. Work with President to schedule presentation of the Clerk of the Year award at recipient's council/board meeting.
9. Use the Communiqué in summer months to have clerks begin thinking about Special Merit and Outstanding Contributions Awards.
10. Use the Communiqué to remind members to contact the Awards Committee if someone needs a card sent.

ATTACHMENTS:

Nomination form;

Recommended Point Criteria;

Sample articles for CML newsletter and Communiqué soliciting nominations;

Sample letters sent to mayors and city managers soliciting nominations;

Sample letter to mayors/managers of chosen Clerk of the Year recipient;

Sample awards announcement press releases for Communiqué, CML and local newspapers;

Sample certificate to those nominated, but not selected, as Clerk of the Year.

SAMPLE
COLORADO MUNICIPAL CLERKS ASSOCIATION
CLERK OF THE YEAR
NOMINATION FORM
(Please print or type clearly)

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?
(maximum 5 pts)*
Yes _____ No _____

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

Describe in detail the Nominee's active, extensive, and continued participation in activities that have furthered the goals of the Colorado Municipal Clerks Association (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.): (maximum 10 points)*

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

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

List Nominee's participation as a presenter at a CMCA or IIMC recognized conference, seminar or other educational program: (maximum 10 points)*

Describe participation by Nominee demonstrating commitment to continuing education (personal and professional development): (maximum 15 points)*

Additional Comments:

Nominated by: _____ Date: _____

* Each category is evaluated according to established criteria and may receive a maximum number of points. The highest possible score is 100 points. In the parentheses are the maximum allowable points for that question.

Attach additional pages as needed

**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.

SAMPLE ARTICLES SOLICITING NOMINATIONS

(To be sent to CML)

Colorado Municipal Clerk of the Year Nominations Sought:

As you know, the diversity of the Clerk's role in municipal government keeps us challenged as well as extremely busy. Though we are called to serve our residents in many different ways, we must also be aware of the changes being effected to the rules and regulations governing our procedures at both the state and local levels. Because of the support we receive from the people that work in the state and local offices, CMCA has established an annual award, acknowledging the contributions of an individual who has made a noticeable impact on our organization. What we need from you is nominations for people that you think fit this description. Please direct your correspondence to:

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

(To be sent to Communique – 1st submittal)

CMCA AWARDS COMMITTEE SEEKING NOMINATIONS

Every year CMCA presents awards to honor the contributions of individuals who have made a noticeable impact on our organization. This year, the following two (2) awards will be made at the Annual Conference.

- *Outstanding Contribution to CMCA by a Clerk or Deputy Clerk*
- *Special Merit Award for Contribution to CMCA by a non-Clerk (i.e. CML, State or Local Agencies, etc.)*

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)

Clerk of the Year nomination forms will be mailed to Mayors, Managers and Administrators in August.

(To be sent to Communique – 2nd submittal)

COLORADO MUNICIPAL CLERKS ASSOCIATION AWARDS PROGRAM

The CMCA Awards Committee is soliciting nominations for awards to be presented at the Annual Conference in (location).

Clerk of the Year

The recipient of the Clerk of the Year must be a Municipal Clerk and a member 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. Additional sheets limited to two (2) pages may be attached to the nomination form, which lists the criteria to be eligible for this nomination

Outstanding Contribution to CMCA by a Clerk or Deputy Clerk

Nominations must be made by letter 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.

Special Merit Award

Nominations must be made by letter for an outstanding contribution to CMCA by someone other than a Clerk or for outstanding contribution to a municipality by a Clerk or Deputy Clerk.

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.

Nomination forms and letters should be submitted by (date) to:

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

SAMPLE LETTER SENT TO MANAGERS SOLICITING NOMINATIONS

DATE

(Inside Address)

RE: Nominations for Municipal Clerk of the Year

Dear «Manager», Manager/Administrator:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year.

If your municipality's Clerk has provided outstanding service to your community and organization this year, please take a moment to complete the enclosed nomination form and return it with any supporting materials by (Date) to:

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

We appreciate your support and desire to recognize your Municipal Clerk. The Colorado Municipal Clerks Association will recognize the Municipal Clerk selected to receive this award at our Annual Conference in November.

Sincerely,

SAMPLE LETTER SENT TO MAYORS SOLICITING NOMINATIONS

Date

RE: Nominations for Municipal Clerk of the Year

Dear «Mayor», Mayor:

The Colorado Municipal Clerks Association (CMCA) is soliciting nominations for Clerk of the Year.

If your municipality's Clerk has provided outstanding service to your community and organization this year, please take a moment to complete the enclosed nomination form and return it with any supporting materials by (date):

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

We appreciate your support and desire to recognize your Municipal Clerk. The Colorado Municipal Clerks Association will recognize the Municipal Clerk selected to receive this award at our Annual Conference in (location, date).

Sincerely,

SAMPLE AWARD ANNOUNCEMENT PRESS RELEASE

CONTACT:

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 Colorado Municipal Clerks Association Annual Conference.

**SAMPLE AWARD ANNOUNCEMENT PRESS RELEASE
FOR COMMUNIQUE AND CML NEWSLETTER**

**Colorado Municipal Clerks Association Honors
Award Recipients**

At the Colorado Governmental Finance Officers Association and Colorado Municipal Clerks Association (CGFOA/CMCA) Annual Conference held in _____ on _____, CMCA presented the following awards at its Annual Business Meeting:

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 Annual 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

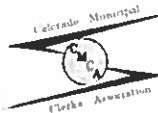
Amy Phillips

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

ANNUAL CONFERENCE COMMITTEE

PURPOSE: The Annual Conference Committee is responsible for planning, organizing, and publicizing the CMCA Annual Conference, which is held cooperatively with the Colorado Government Finance Officers Association (CGFOA).

RESPONSIBILITIES: Decisions are jointly made with the Conference Administrator and CGFOA, although specific tasks may be assigned to the CMCA.

1. Confer with conference hotel on arrangements for specific meeting areas, room rates, complimentary rooms, and meals.
2. Schedule social activities and all-conference events.
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.
4. 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. Counterparts from CGFOA also serve on the Annual Conference Committee, as does a Conference Coordinator. The CMCA Past-President serves as "Secretary" to the Annual Conference Committee. The CGFOA Past-President serves as "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 November conference and start planning for the current year.
2. **JANUARY – MAY:** Education Committee plans educational sessions and works with CGFOA on joint sessions, as appropriate.

3. APRIL – MAY: Site visit to conference facility. Assign responsibilities and deadlines.

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: Silent auction
Conference packet materials

4. JUNE: Complete moderator assignments and assigned responsibilities (from April – May meeting). Letters sent to exhibitors/sponsors to participate in conference.
5. AUGUST: Meet to finalize conference plans.
6. SEPTEMBER: Begin conference registration (Conference Administrator). Committee proofs program for content and accuracy of information.
7. OCTOBER: Prepare final program for printing. Final preparations are made for exhibitors/sponsors.
8. NOVEMBER: Conference. Monday, the committee provides assistance in preparing conference delegate packets; attends a pre-conference meeting on Tuesday morning with hotel management. Final day of conference, 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 sites for the Local Government Officials (CMCA/CGFOA) Annual Conference.

RESPONSIBILITIES:

1. Make decisions jointly with CGFOA.
2. Chair committee jointly with CGFOA.

NUMBER OF COMMITTEE MEMBERS: Six. The members consist of the President, Vice President, and Past President of both CMCA and CGFOA. The site selection committee is jointly chaired by the Vice Presidents of both organizations.

REPORTS REQUIRED: None. Announcement of site selection is made at the business meeting held at the Annual Conference.

SPECIFIC ACTIVITIES: Activities of this committee are coordinated by the Conference Coordinator contracted jointly by the CMCA and CGFOA. 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 conference to be held three – 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 recommendation of the committee.
5. Review the proposed contract and acquire signatures of authorization from CMCA and CGFOA Presidents.
6. Review and revise RFP as necessary and as needs of the conference require.

COMMUNIQUE

PURPOSE: The purpose of the Communique Committee is to create/edit and distribute the bi-monthly Communique.

RESPONSIBILITIES:

1. Solicit persons to write regular feature articles for each issue of the Communique.
2. Distribute copies of the Communique 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 May1, in editions of the Communique.
4. Assist in acquiring sponsors as a member of the 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.

REPORTS REQUIRED: Forward published copies of the Communique to the Historian for preservation.

SPECIFIC ACTIVITIES:

1. Create six issues of the Communique for distribution in February, April, June, August, October, and December.
2. Identify the cutoff dates for submitting articles for each issue of the Communique.

Communiqué (continued)

3. Assist the 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 Site, Membership and Communiqué Committee 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. 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)
CMCA Annual Conference (November)
Colorado Institute for Municipal Clerks (July)
Fall Academy (September)
On-the-Road Workshops (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 serves on the Annual Conference Committee and Site Selection Committee. (See specific sections in Handbook 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 OTR Workshops 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:

MEETING SCHEDULE

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. (Request from CML for information is received in late November and should be finalized no later than February 1).

- Identify, with OTR Curriculum Coordinators, locations at which to hold On the Road workshops for the year.
- Preliminary planning and assignments to committee members to establish course content for Annual Conference.
- Review course and program content for the Institute and Fall Academy (invite Institute Director to attend).

Joint meeting with Conference Committee: On the morning prior to CMCA's Transitional meeting, CMCA and CGFOA Annual Conference Committee meets with the previous year's committee to review the November 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.

ON THE ROAD WORKSHOPS

On the Road Workshops offer educational opportunities to CMCA members in the areas of elections, records management, liquor licensing and the nuts and bolts operations of a Municipal Clerk's office. These Workshops are established by the OTR Curriculum Coordinators and taught throughout the state by Certified CMCA Instructors.

Fees to be charged for On the Road Workshops 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 workshop they are hosting.

Curriculum Coordinators work with the Education Committee to coordinate and schedule On-the-Road Workshops on an annual basis. During the January meeting, educational opportunities for the coming year will be reviewed.

Curriculum Coordinators coordinate and schedule the On-the-Road Workshops and forward their scheduled workshop classes to the Education Chair and OTR Coordinator. The OTR Coordinator forwards the workshop 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 workshops (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 is responsible for the establishment of the Clerk's section meetings at the Annual Conference. 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 Fall Academy held in September. Although there are no specific criteria for the Fall Academy, areas are looked at on management topics and specific advanced training in the clerk's profession.

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. Notify members of renewal between December 1 and December 31.
2. Prepare and mail membership certificates to all members who have renewed as of April 1. Certificates should be mailed no later than the date the membership directory is posted on the website.
3. Make follow-up contact with members who have not renewed as of April 1.
4. Conduct an intensive membership drive during April/May.
5. Post membership directory on the CMCA website no later than June 30.
6. Develop and distribute new member information packets for first-time persons holding memberships.
7. 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.
8. Interact with the web 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 mailed no later than June 30, and may be included in the same mailing as the directory.
2. On April 1, contact those who have not yet renewed. Use all means of communication, including phone calls, regular mail, email, or a personal contact from the appropriate District Representative. Track and follow up on responses. This duty is ideally delegated to a member who is not necessarily the Chair.

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. Produce and post the directory on the CMCA website no later than June 30. Directory should include, at a minimum, the basic contact information for each person listed in order of municipality; and a cross-reference list alphabetical by name that includes municipality and phone numbers.
5. 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.
6. Submit an article for each issue of the Communiqué. Include statistical data, as well as transition information. The Web Committee will provide transition information as it occurs.
7. Membership renewal notices for the next year should be mailed out in mid to late December. Update the membership form if needed, and ask the Web Committee Chair to post it on the web. Once it is available, send an email to all members using the email download option from the web. Attach the membership form in a PDF format and direct members the web. Within one week, 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.

REPORTS REQUIRED: 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 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: | Communiqué |
| Education: | Professional Development Outreach (PDO) program announcements, programs for all educational offerings |
| Annual Conference: | Conference guidelines |
| Membership: | Membership lists, statistical information |
| Nominating: | State 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
MMC Institute
Colorado Municipal League Annual Conference
CMCA Annual Fall Conference
IIMC Region VIII Conference
IIMC Annual Conference

In addition, the Scholarship Committee is responsible for awarding, from the Jean L. Rogers Scholarship Fund, one fully paid scholarship annually as well as partial scholarships for third-year students in the Colorado Municipal Clerks Institute. (See rules below.)

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.

REPORTS REQUIRED

In addition to the periodic reports listed in the Committee Overview, 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 and 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 that may occur concerning scholarships for the attendees at the CMC Institute and MMC Institute.

ATTACHMENTS:

1. Rules governing Jean L. Rogers Scholarship Fund
2. Scholarship guidelines
3. 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 3rd 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. 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.

CMCA SCHOLARSHIP COMMITTEE GUIDELINES

Qualifications of Applicant

- Applicants must be a Member of the 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 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.

Prioritization Factors

Priority Related to Position

1. City Clerk
Deputy City Clerk – Full Responsibility (certified by clerk)
2. Deputy City Clerk
3. CMCA Member not a clerk

Priority Related to Past Awards

1. No previous awards
2. One previous award
3. Two previous awards
4. Three previous awards

Prioritization Scale

First Priority: City Clerk or Deputy City Clerk (Full Responsibility) WITHOUT previous Awards

Second Priority: City Clerk or Deputy City Clerk (Full Responsibility) WITH previous award

Third Priority: Deputy City Clerk WITHOUT previous awards

Fourth Priority: Deputy City Clerk WITH previous awards OR CMCA Member not a Clerk

CMCA SCHOLARSHIP GUIDELINES FOR IIMC REGION 8 CONFERENCE SCHOLARSHIP

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



COLORADO MUNICIPAL CLERKS ASSOCIATION 2014 SCHOLARSHIP PROGRAM

The CMCA Scholarship Committee is soliciting applications for Scholarships for various CMCA Clerk Educational Opportunities

CML Conference

The 92nd CML Annual Conference offers sessions on emergency preparedness, citizen engagement, water, Department of Local Affairs resources, and so much more! June 17-20, 2014 in Breckenridge, Colorado.

The clerk's sponsored session is on June 19, 2014 from 10:15 - 11:30. Evan Abbott will discuss managing the Rise of Incivility in the Workplace. The Clerk's general business meeting will be from 3:15-4:30 on June 19, 2014.

Summer Institute

The thirty-seventh annual Institute for Municipal Clerks is July 6 – 11, 2014, CU Boulder, CO.

The program begins at 3:00 pm on Sunday, July 6. This will be followed by a reception, dinner, and evening orientation program. The Institute will end around 1:30 pm on Friday, July 11, with our Graduation Luncheon.

Summer Institute – Jean L. Rogers Scholarship

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 clerk's institute. Monies from this fund are used for Institute scholarships for third-year students only.

Fall Conference

The 2014 Annual Conference of the Colorado Government Finance Officers Association and the Colorado Municipal Clerks Association Winter Academy will be held at the Vail Cascade Resort, Vail, CO.

Scholarship applications and letters should be submitted to:

Bruce Roome, CMC
Deputy Town Clerk
Town of Windsor
301 Walnut Street
Windsor, CO 80550
broome@windsorgov.com
Fax: 970-674-2456

CMCA SCHOLARSHIP GUIDELINES

Qualifications of Applicant

- **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 it is likely that no full scholarships will be awarded. This guideline assumes continued numerous applications and limited funding.
- Consecutively awarded scholarships to one individual 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, not travel or lodging.
- Municipal Clerks and those Deputy Clerks fulfilling the functions and bearing the responsibility of the Municipal Clerk (as certified by their Municipal Clerk) shall receive first priority in consideration of scholarship awards, after which applications for Deputy Clerks shall be considered, followed by CMCA members that are not Clerks.

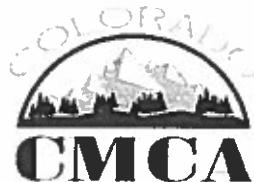
Rules

Applications are due to the Scholarship Chair by 5 pm on the announced due date, postmarked envelopes are not accepted. Applications by fax or e-mail are acceptable. scholarship@cmca.gen.co.us

Scholarships are awarded to an individual Clerk from a Municipality. The scholarship is non-transferrable and cannot be used by another person within that Municipality.

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.
3. If you are a Deputy City/Town 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.



Prioritization Factors

Priority Related to Position

1. City/Town Clerk
Deputy City/Town Clerk – Full Responsibility (certified by clerk)
2. Deputy City/Town Clerk
3. CMCA Member not a clerk

Priority Related to Past Awards

1. No previous awards
2. One previous award
3. Two previous awards
4. Three previous awards

Prioritization Scale

First Priority: City/Town Clerk or Deputy City/Town Clerk (Full Responsibility) WITHOUT previous Awards

Second Priority: City City/Town or Deputy City/Town Clerk (Full Responsibility) WITH previous award

Third Priority: Deputy City/Town Clerk WITHOUT previous awards

Fourth Priority: Deputy City/Town Clerk WITH previous awards OR CMCA Member not a Clerk





COLORADO MUNICIPAL CLERKS ASSOCIATION
2014 SCHOLARSHIP APPLICATION
(please print or type clearly)

Applying for (check one):

- | | |
|---|----------------------|
| <input type="checkbox"/> CML Conference | June 17-20, 2014 |
| <input type="checkbox"/> Colorado Municipal Clerks Institute | July 6-11, 2014 |
| <input type="checkbox"/> Jean L. Rogers Scholarship (Institute) | July 6-11, 2014 |
| <input type="checkbox"/> CMCA Fall Conference | November 18-21, 2014 |

Mail to: Bruce Roome, CMC
Deputy Town Clerk
Town of Windsor
301 Walnut Street
Windsor, CO 80550

PLEASE TYPE OR PRINT INFORMATION REQUESTED

Last Name First Name

Municipality

Mailing Address

City Zip Code

Telephone Number

Fax Number

E-mail Address

- Position: City/Town Clerk
 Deputy City/Town Clerk w/full responsibilities of the Municipal Clerk (see rules for further)
 Deputy City/Town Clerk

Years in your present position: _____

Are you a member of IIMC? YES NO

Are you a member of CMCA? YES NO

Population of your Municipality: _____

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

List CMCA Committees on which you have served and the year: _____

Population of your Municipality: _____

2014 General Fund Budget of your Municipality: _____

Amount budgeted for this event/conference: _____

Amount requested from Scholarship Fund \$ _____

Commuter Non-Commuter

Signature of Applicant

Date

For Official Use

Date Application Received _____

CMCA Dues Current

Personal Letter

Letter from Clerk (For Deputy Clerks)

Letter from Mayor, Manager or Council

Previous Awards (Date/Amount) _____

Award Granted

Award Denied

Amount Awarded: \$ _____

STUDY COMMITTEE

PURPOSE: The 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 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 them to the Executive Board.

REPORTS REQUIRED: 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.

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 fund raising efforts.
2. Work with CGFOA, as necessary, on fund raising efforts for the Winter Academy.
3. Work with Treasurer on a procedure for handling all monies collected through fund raising 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:

- ✓ Grant access and assist members with access to members-only website features;
- ✓ Post CMCA meeting agendas, packets and minutes, as well as events and educational opportunities such as Professional Development Outreach classes, CMCA Institute and Annual Conference, IIMC and Regional Conferences, Athenian Dialogues, Secretary of State Certified Election Official classes and others;
- ✓ Post job and scholarship opportunities;
- ✓ Maintain accurate committee / member information; and
- ✓ Approve payment of website invoices.

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.

On-the-Road Workshops -- Assists in identifying those clerks willing to host On-the-Road Workshops. 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 | Iliff | Paoli | Wray |
| Fleming | Julesburg | Peetz | Yuma |
| Fort Morgan | Log Lane Village | | |

District 2

| | | | |
|------------|--------------|------------|-------------|
| Ault | Fort Collins | Johnstown | Nunn |
| Berthoud | Fort Lupton | Keenesburg | Pierce |
| Dacono | Frederick | 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 | | | |

District 5

Arriba
Bethune
Burlington
Cheyenne Wells

Elizabeth
Flagler
Genoa
Hugo

Kiowa
Kit Carson
Limon
Seibert

Simla
Stratton
Vona

District 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

District 7

Boone

Pueblo

Rye

District 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

District 9

Bayfield
Cortez
Dolores

Dove Creek
Durango
Ignacio

Mancos
Pagosa Springs

Rico
Sliverton

District 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

District 11

Carbondale
Collbran
Craig
De Beque

Dinosaur
Fruita
Glenwood Springs
Grand Junction

Meeker
New Castle
Palisade
Parachute

Rangely
Rifle
Silt

District 12

Aspen
Avon
Basalt
Blue River
Breckenridge
Dillon
Eagle

Fraser
Frisco
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

District 13

Brookside
Buena Vista
Canon City

Coal Creek
Florence
Leadville

Poncha Springs
Rockvale
Salida

Silver Cliff
Westcliffe
Williamsburg

District 14

Aguilar
Branson

Cokedale
Kim

La Veta
Starkville

Trinidad
Walsenburg