



**Colorado Municipal Clerks Association Board Meeting  
Thursday, October 18, 2018 – 1:30 p.m.  
Antlers Hotel – Colorado Springs**

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**Minutes**

- 1. Call to Order** – The meeting was called to order at 1:32pm.
- 2. Pledge of Allegiance** – Bruce Roome led us in the Pledge of Allegiance.
- 3. Introduction of Executive Board and Roll Call** – President, Bruce Roome, Vice President, Lisa DelPiccolo, Past President, Patti Garcia, Director, Lynette White, Director Jackie Kennefick and Secretary, Tiffany O’Connell.
- 4. Appointment of Treasurer**
  - a. April Hessman, Town Clerk, Pagosa Springs, 2018-2019** – Bruce Roome sworn in April Hessman as the new Treasurer.
- 5. Approval of Minutes**
  - a. July 13, 2018 Board Meeting
  - b. September 18, 2018 Special Meeting
  - c. September 21, 2018 Special Meeting

**Motion:**

Patti Garcia made a motion to approve the July 13, 2018 Board Meeting Minutes, the September 18, 2018 Special Meeting Minutes and the September 21, 2018 Special Meeting Minutes. Lynette White seconded the motion and the minutes were unanimously approved.
- 6. Officers’ Report** – No reports from anyone.
  - a. **Secretary, Tiffany O’Connell**
  - b. **Treasurer, April Hessman**
  - c. **Director, Lynette White**
  - d. **Director, Jackie Kennefick**
  - e. **Past President, Patti Garcia**
  - f. **Vice President, Lisa DelPiccolo**
  - g. **President, Bruce Roome**

**7. Institute Director Report** – Kathie Novak said we had 95 attendees at Institute in July this year. 2019 Institute is July 6 – July 12, 2019. Masters Institute will be in Breckenridge on June 21<sup>st</sup> and 22<sup>nd</sup>.

**8. Standing Committee Reports**

- a. **Awards, Taryn Power** – No report
- b. **Education, Cheryl Aragon/Nancy Vincent** – Cheryl Aragon gave a recap of what the education committee did this year. They met in January to set out the PDO's and the core curriculum, they assisted Kathie Novak with the Institute Classes and the Masters Classes at CML. They were busy finding speakers, moderators and preparing classes for the annual conference. April Hessman and Linda Blackston will be the new Education Committee chairs.
- c. **Scholarship, Meghan Martinez** – No report.

**9. Old Business**

- a. **501(c)3 status** – Tiffany O'Connell gave an update on our 501(c)(3) application. She said that the IRS turned down the 501(c)(3) because of our legislative activity and recommend that we apply for a 501(c)(6). Tiffany O'Connell said she submitted the 501(c)(6). April Hessman was going through our financial documents and found documentation that we are already a 501(c)(6). This means that CMCA can accept donations from businesses and they can file these expenses with the IRS as a tax deduction.

**Motion:**

Lisa Delpiccolo made a motion to direct the Sponsorship Benefit Committee to research the benefits of a 501(c)(3) status and make a recommendation to the Executive Board in 2019. April Hessman seconded the motion and it was unanimously passed.

**10. New Business**

- a. **Enhance Inc. (Accounting Consultant) Proposal** – Bruce Roome re-capped the proposal in the packet.

**Motion:**

Tiffany O'Connell made a motion to go with Enhance Inc for our bookkeeping needs and Lynette White seconded the motion. It was unanimously approved.

**11. Election Results - Bylaws**

- a. **CMCA Bylaw and Handbook Membership Structure and Dues** – This ballot item passed with 153 for and 11 against.

**12. Election Results**

- a. Secretary – Chris Harlow, Deputy City Clerk, Durango
- b. Director – Cheryl Aragon, Deputy City Clerk, Greeley
- c. Vice President – Wanda Winklemann, City Clerk, Grand Junction

Congratulations to our new board of directors.

**13. Oaths of Office** – Bruce Roome administered the oaths of office to Chris Harlow, Cheryl Aragon, and Wanda Winklemann.

**14. Oath of Office – Incoming President, Lisa DelPiccolo, City Clerk, Montrose – 2018 - 2019** – Bruce Roome administered the oath of office to Lisa DelPiccolo, incoming president. She was joined by her City Manager, Bill Bell, Assistant City Manager, Ann Morgenthaler and Mayor Pro Tem, Dave Bowman.

**15. Seating of the 2018 – 2019 CMCA Board**

**16. Adjourn**

**Motion:**

Lynette White made a motion to adjourn the meeting and Bruce Roome seconded the motion. The meeting was adjourned at 2:03pm.

  
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Bruce Roome, President

  
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Tiffany O'Connell, Secretary