



**Colorado Municipal Clerks Association General Business Meeting**  
**Thursday, February 2, 2023**  
**4:00 p.m.**

**MINUTES**

**1. Call to Order**

Meeting was called to order at 4:01 pm

**2. Pledge of Allegiance**

**3. Introduction of Members Present**

Members Present: Julie Kamka, Marisa Stoller, and Kristen Teague

Board Members Present: President Carlile, Vice President O'Connell, Treasure Curtis, Director Foster Owens, Director Eaton, and Secretary DiRubbo.

Absent: Past President Duffey

**4. Approval of Minutes of January 19, 2023, Special Meeting**

Motion made by Vice President O'Connell, seconded by Director Foster-Owens and approved unanimously.

**5. Minutes previously approved**

- a) October 21, 2022  
Annual Business Meeting
- b) October 31, 2022  
Special Meeting
- c) December 1, 2022  
Special Meeting

**6. CMCA Member Input**

Julie Kamka – discussed developing Regional Association for the NoCO area and asked the board to consider donating \$500 to IIMC for educational scholarships.

**7. Standing Committee Reports**

Committee Reports included in packet.

**8. Institute Director Report**

No Report.

**9. Officer's Report**

- Treasure Curtis – working on 2022 reconciliation, update the Treasure responsibilities in handbook, and will work with the Audit Committee.
- Vice President O'Connell – expanded on the board goal of Committee Deep Dive – each committee will have a board liaison, board member will assist with providing direction and making connections. This

goal will be spear-headed by Vice President O’Connell.

- President Carlile – working on contracts for future conferences. Thank you to Marisa for helping with Pueblo site visits.
- Director Foster-Owens – is spear-heading the board goal of Handbook completion.
- Director Eaton – would like a form for committees to fill out to receive funds, a missing receipt document, a budget supplement form to move funds from one line item to the other.
- Secretary DiRubbo – thanked Kristen and Marisa for all their work to make the Education Committee meeting successful.

**10. Review and Adoption of 2023 CMCA Budget**

Direct Foster-Owens made a motion to table for a later date. “As the position of CMCA Treasurer was vacant for several months and the Institute Director was unable to attend yesterday’s budget meeting to provide necessary figures, I move to continue the approval of the 2023 Budget to the next meeting of CMCA.” Seconded by Director Eaton. Vice President O’Connell made a motion to amend to the end of February. Seconded by Secretary DiRubbo. The amended motion was approved unanimously.


**13. Adjourn**

No further business the meeting was adjourned at 5:01 pm.

APPROVED:

DocuSigned by:  
  
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 President Stephanie Carlile

ATTEST:

DocuSigned by:  
  
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 Secretary Jenna DiRubbo