



Colorado Municipal Clerks Association Board Planning Meeting
January 24, 2024 – 1:00 P.M.
Lodge at Flying Horse, Colorado Springs

MINUTES

1. Call to Order

President O'Connell called the meeting to order at 1:34 pm.

2. Roll Call of Board Members

Present: President O'Connell, Vice President Nelson, Past President Carlile, Treasurer Curtis, Secretary DiRubbo, Director Teague, and Director Eaton.

3. Business

- a. Remove Past President Stephanie Carlile from Bank Accounts

Director Teague moved to approve the removal of Past President Stephanie Carlile from Bank Accounts. Seconded by Secretary DiRubbo and approved unanimously.

- b. 2024 Budget

(no action taken)

- c. 501(c)(3)

President O'Connell moved to approve the organization of a 501(c)(3) seconded by Director Teague and approved unanimously.

- d. Partnering with Colorado Association of School Boards

Discussion regarding Non-Municipal Membership for Colorado Association of School Boards and for ARMA Members. No action taken on this item.

- e. Digitizing CMCA Records

Discussion regarding digitizing CMCA Records and setting a goal to have all records digitized by the end of 2024.

- f. CML Class

Discussion around having a class to explain the history of the Clerk and CMCA.

- g. Bylaw Change – All membership dues are due by February 15th

Director Teague moved to approve a bylaw change for all membership dues payable upon initial

membership, then by February 15th of each year and are non-refundable. There is no grace period, and all membership benefits cease immediately. Seconded by Director Eaton and approved unanimously.

h. Mary Watt Scholarship

President O'Connell will do more research and will bring item back to the board for a vote to change the amount of \$25 to the cost of PDO.

i. Allowing sponsors to do more:

Discussion held to discuss additional opportunities for Sponsors.

- Add-ons – Commercial at PDO \$200
- Conference Registration
- Teach a class
- 2 minute presentation before

j. Education Co-Chairs – IIMC Registration Early Bird Fee Only, no ad ons

Established during the January 19th, 2023, meeting. IIMC registration ONLY for Education Co-Chairs and Vice Co-Chairs will be paid for by CMCA. All other arrangements must be paid for by the individual.

k. Goals for 2024

- Digitizing and making accessible CMCA Records by CMCA Members
- Succession Planning for the Institute Director
- 501(c)(3)

4. Other Business

5. Adjourn

Being no other business brought before the board the meeting was adjourned at 5:12 p.m.

DocuSigned by:

Tiffany O'Connell

017A57CDC830423...

President O'Connell

DocuSigned by:

Jenna DiRubbo

8084533D0072432...

Secretary DiRubbo