

Colorado Municipal Clerks Association Transition and Budget Meeting  
City of Englewood  
1000 Englewood Parkway  
Thursday, January 29, 2015

Minutes

**Item 1 – Call to Order**

President Margy Greer called the meeting to order at 1:00 PM.

**Item 2 – Pledge of Allegiance**

**Item 3 – Introduction of Executive Board and Roll Call**

Board Members present were:

Mary Greer, President  
Rhonda Coxon, Vice President  
Kerry Bush, Past President  
Suzanne Leclercq, Secretary  
Laura Smith, Treasurer  
Lisa DelPiccolo, Director

Absent Members: Sarah Ball Johnson (Director)

**At this time Secretary Leclercq was sworn in for her term for the 2015 -2016 year.**

Members present: Jessica Memmer, City of Woodland Park, Barbara Setterlind, City of Centennial, Daryl Payne, City of Pueblo, Bruce Roome, City of Castle Pines, Cheryl Campbell, Town of Garden City, Randi Gallivan, Town of Foxfield, Teri Colvin, City of Lakewood, Beth Hedberg, City of Edgewater, Karen Goldman, City of Aurora, Laura Bauer, City of Commerce City, Rozi Horn, City of Denver, Michele Millard, City of Lakewood.

At this time

**Item 4 – Approval of Minutes**

Minutes from the General Meeting, November 20, 2014 and the Executive Board Meeting via Email, December 12, 2014 were approved.

Coxon/Smith - Motion/second

**Item 4 – Officers' Reports**

**a. President, Margy Greer**

President Greer reported that the invitations went out for the Dusty Gavel meeting that will be held on February 22, 2015. The CMCA Board and all Past Presidents have been invited. Greer shared that she would like to form an Alumni Group of retired Clerks.

Greer shared that the CMCA membership continues to grow and that it might be time to think about hiring a part-time person to help with all of the CMCA duties. Discussion and comments were made regarding this. Lauer Bauer advised that perhaps this position could be a Board position that she is hesitant to pay a person that the budget needs to be considered. Karen Goldman would like to see a job description for this position developed and that it is worth exploring. Goldman suggested that maybe it be a retired clerk. Rozi Horn suggested that maybe the roles of the Board need to be redefined. Vice President Coxan suggested that perhaps we speak to the Dusty Gavel group and that maybe some of them would be willing to volunteer to do it. Director DelPiccolo suggested that candidates working toward their MMC may be interested in doing it for leadership points.

President Geer would like for the CMCA to get a PO Box. She noted that this would be helpful and make the CMCA have more of a home based feel.

**b. Vice President, Rhonda Coxan**

Vice President Coxon expressed that she was very happy to be part of the CMCA and looked forward to working with everyone.

**c. Secretary, Suzanne Leclercq**

Secretary Leclercq expressed that she is also happy to be part of the CMCA Board and looks forward to serving another term.

**d. Treasurer, Laura Smith**

Treasurer Smith reported that she would be sharing the proposed budget with the group later on in the meeting.

**e. Director, Lisa DelPiccolo – no report**

**f. Past President, Kerry Bush**

Past President Bush shared with the group that this would be her last CMCA meeting. She had accepted another position with Englewood and would be leaving the Clerk

world. Bush expressed how much she would miss everyone.

## **Item 5 – Standing Committees**

### **a. Annual Conference Committee**

The Conference Committee reported that they have finished their Conference Committee work. The Committee had met with CGFOA. This year the Region 8 meeting will take place at the Fall Conference and that the more people that can attend the better. The Conference will be held in Loveland, from November 17 – November 20. President Greer shared that they are planning a good conference for this year and that they are looking at an Athenian Dialogue prior to the Conference. Greer also mentioned that Beth Hedberg had received her Athenian Fellow. Greer reported that they were hopeful that the Opening Session would be speaker Jim Collins on the topic of “Good to Great”. The Committee also reported that the conference will be “going green” this year and all handouts will be electronic. The Conference is asking that attendees participate in Survey Monkey to pre-select their classes allowing them to plan for the size rooms needed for each class.

### **b. Audit – no report**

### **c. Awards – no report**

**d. Communiqué** – Michele Millard reported that they have asked Bruce Roome to help with articles on new clerks for the Communiqué. Daryl Payne will also try to submit a historical article each month for the Communiqué.

**e. Education** – Laura Bauer reported that the Education Committee is in the final stages of contract negotiations with Regis University. Bauer reported that a few speakers from Regis University attended the Education Committee Meeting. The contract is now with Regis’s attorney. Institute this year will be July 27 – July 31<sup>st</sup>. On the Saturday prior to institute there will be a PDO. The PDO will focus on the Clerk’s role, how the CMCA organization works and also education on obtaining your CMC and MMC. Bauer also reported that Regis will offer a 10% discount to the clerks for any other classes they may like to take. Masters Academy will be in September and will also take place at Regis. Bauer reported that Lisa Hamilton is working on securing a speaker for conference.

### **f. Handbook – no report**

**g. IIMC** – Nancy Vincent is recuperating from shoulder surgery and will be working on the Region VIII details soon.

**h. Legislative Task Force** – Karen Goldman reported that the Legislative Committee deals with elections, liquor and open records. Goldman will get Cheryl Aragon involved for any liquor legislation.

**i. Liquor Liaison** – no report

**j. Sponsorship Benefit Committee** – waiting on 501 c(3) status

**k. Nominating** – Past President Bush noted that this year the the Treasurer, Director and Vice President terms will expire and that we will be accepting nominations.

**l. Quill** – would like to nominate retired Clerk Cindy Morse for this award.

**m. Records Management** – Daryl Payne reported that in 2014 the Committee started a 2 year review of Schedule 55. There is no changes in the retention schedule for the year and they will be focusing on electronic records.

**n. Membership** – no report

**o. Scholarship** – Beth Hedberg reported that the scholarship applications were now on the website and available for use.

**q. Ways and Means** – Cheryl Campbell asked the board if they had any ideas for something special that they should sell for the Region VIII conference. An idea that Ways and Means had was to make a Region VIII pin that they could sell at the conference. \$1,500 was asked to be placed in the 2015 budget for this.

**r. Web Page** - Teri Colvin reported the update and changes to the Web Page for the 2015 year. The new Chairs have been updated on the website, access has been granted to new members, 5 new job postings have been posted, and all training information is up to date. The goals of the Committee are to update all Committee information, post educational opportunities, and analyze results of member surveys and an overall website refresh to be done.

**Item 6. - Unfinished Business** – none

**Item 7. - New Business** - none

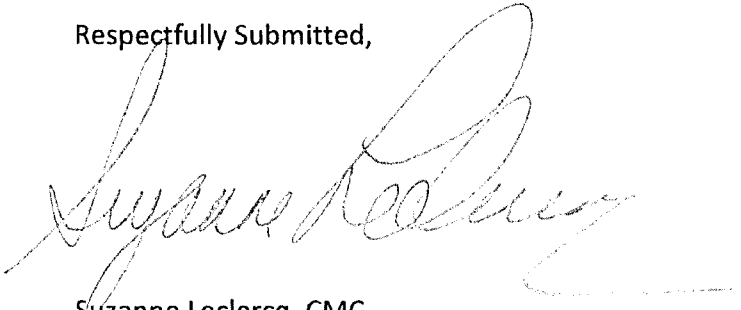
**Item 8 – Review and Adoption of 2015 budget** – Treasurer Smith reviewed line by line the 2015 CMCA Budget. There were changes made to the following line items, Ways and Means, Annual

Conference, Awards, Education, Education travel for Chair, IIMC Liaison, President Expenses and Bank charges. The budget was approved with these amendments. Smith will send out new printouts of the amended budget.

Bush/Hedberg - Motion/second.

**Adjourn** – the CMCA Meeting was adjourned at 4:12 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Suzanne Leclercq', written in black ink.

Suzanne Leclercq, CMC  
CMCA, Secretary