

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
Board of Directors Meeting
May 25, 2016
CenturyLink Convention Center – Omaha, Nebraska
Minutes

CALL TO ORDER

President Vincent Buttiglieri called the IIMC Board of Directors meeting to order at 12:57 p.m. Wednesday, May 25, 2016.

Board Members Present:

President Vincent Buttiglieri, MMC
President Elect Mary Kayser, MMC
Vice President, Stephanie Carouthers Kelly, MMC
Immediate Past President, Monica Martinez Simmons, MMC
Region I Directors: Carol L. Anderson, CMC; Julie A. Coelho, CMC
Region II Directors: Douglass A. Barber, CMC; Andrew J. Pavlica, MMC
Region III Directors: Pamela Smith, MMC; Lisa B. Vierling, MMC
Region IV Directors: Mary Ann Hess, MMC; Diane K. Whitbey, MMC
Region V Directors: Robbie Hume, CMC; Mary J. Johnston, MMC
Region VI Directors: Pam DeMouth, CMC; Anne B. Uecker, MMC
Region VII Directors: Denise Chisum, MMC; Brian L. Ruch, MMC
Region VIII Director: Elizabeth Burke, MMC; RaNae M. Edwards, MMC
Region IX Directors: Tracy L. Davis, MMC; Sheri L. Pierce, MMC
Region XI Director: Bruce Poole, MMC

The following IIMC staff members were present:

Executive Director: Chris Shalby
Director of Professional Development: Dr. Jane Long
Office Manager: Denice Cox

Also present:

Parliamentarian/Recorder: Connie M. Deford, CMC

Director Johnston moved to excuse the absence of Region X Director Wilcox and Region XI Director Paans.

Role of Board Members

President Buttiglieri reviewed IIMC Policy 2.3 dealing with the role of board members.

Budget & Planning Committee Appointment

Vice President Kelly recommended Bernie White, retired clerk from Canada, to serve as Budget & Planning Committee Chairman. The appointment was approved.

President, Executive Committee, and Executive Director Travels

Executive Director Shalby reviewed the travel plans for the President, executive committee members, and Executive Director for the upcoming year. Director Pavlica moved approval of the travel plans as presented. Motion adopted.

Montreal Site Visit

President Buttiglieri and Executive Director Shalby will visit Montreal in July. It was noted that there is no host association. There is a local clerk's association in Quebec, and hopefully their representative will come to the site visit.

Budget & Planning Committee Meeting

The Budget and Planning Committee will meet August 18-20 at IIMC Headquarters. The Executive Committee will meet on August 20th.

Mid-Year Board Meeting

Director Shalby announced that the mid-year meeting will be in Alexandria, Virginia, at the Westin Hotel November 10-13, 2016.

Letter of Resignation

A letter of resignation, effective July 1, 2016, was submitted by Region XI Director Jaap Paans. Director Uecker moved to receive the resignation with regret.

Executive Director Shalby stated that a letter will go out to Region XI members. If there is more than one member interested, an election will be conducted.

Region X Director Neufeld joined the meeting at 1:20 p.m.

Executive Director Remarks

Executive Director Shalby stated that the deadline for proposals for the 2021 Conference is June 6th. Site visits to the various locations will be scheduled during the summer months.

He will continue to send out the weekly Friday letter, and financial reports are sent out quarterly. If incoming Board and Executive Committee members wish to have a press release issued by IIMC, they are to contact Executive Director Shalby.

Members were encouraged to contact staff directly with questions or concerns.

The Executive Director will possibly take a week vacation in July, but the bulk of the vacation time will be taken in December.

Details about arrangements, time, and location for this evening's reception were provided.

Adjournment

With no further business, the meeting adjourned at 1:30 p.m.

Connie Deford
Parliamentarian/Recorder