



CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD MEETING
AT

Conference Call Number 916-658-8212

Agenda
Monday, March 4, 2013
3:30 PM

- 1. CALL TO ORDER**
- 2. ATTENDANCE/EXCUSED ABSENCES**
 - a. Approval of Absences
- 3. NEW BUSINESS/ACTION/DISCUSSION ITEMS**
 - a. Provide Direction to the IIMC Associate Member Task Force Regarding IIMC Associate Members Ability to Obtain CMC or MMC Certifications
- 4. ADJOURNMENT**

Since we won't be having another meeting until April, can you please look at these questions and give my your answers and thoughts to the questions so that I can convey the Association's collective feelings to Nancy for IIMC.

Let me know if you feel we need to convene a phone call meeting to discuss the issue.

Thanks
Jamie

From: Nancy Vincent [<mailto:Nancy.Vincent@cityofthornton.net>]

Sent: Tuesday, February 26, 2013 4:27 PM

To: Anna M. Farrell, CMC; Brenda K. Davis; Brian L. Ruch, MMC; Christine F. Upton; Dan Kasunic; Debra A. Twitchell; Donna B. Young; Jan M. Boyd; Town Clerk; Johni Blankenship, MMC; Kelly S. Koos; Kim M. McLaughlin, CMC; Kimberly Worley; Lisa Garcia; Peggy Lewis; Sandra Thompson, MMC; Sandy Paul-Lyle, MMC; Shanell M. Owen; Susan E. Finstad, CMC; Tracey Wonner

Cc: skwatkins@deerparktx.org; Kelly, Stephanie C. (sckelly@ci.charlotte.nc.us)

Subject: FW: Task Force

Importance: High

Dear State and Provincial Presidents,

I am part of a Subcommittee on the Task Force surveying the State, Provincial and National Associations and **we need your help** with the following two items:

- 1) **As an Association**, please respond to the two questions below concerning IIMC Association membership. We hope that your board will be able to convene a meeting to discuss this important issue. Please feel free to provide us with any comments or rationale that **your Association** may have as you respond, and
- 2) We would ask that you please assist us in getting the word out to your **communities who do not have email addresses**. As you forward the questions on to those members you can either **forward** their responses to me or have them **contact me directly by faxing** their response to 303-538-7224. Or, **calling me** at 303538-7223.

IIMC President Brenda Cirtin has asked the Associate Member Task Force to once again survey the membership regarding whether associate members of IIMC should be allowed to obtain CMC or MMC certifications.

Currently, associate members cannot obtain certification. Associate members would not perform four of the eight core functions required of Full and Additional Full Members as set forth in the [IIMC Constitution](#). Some typical job titles of associate members include administrative assistant, office specialist, city administrator, executive secretary, police secretary, planner, city manager's secretary, finance specialist, records technician, court clerk, etc. Associate members-in-transit include those IIMC members who are in transition between positions working for a legislative governmental body. Please provide your responses to the survey by March 15, 2013.

Question 1: Should associate members (or associate members-in-transit) be allowed to pursue and obtain their CMC and MMC designations?

Yes
No

Question 2: Should an Associate Member who was previously a Full or Additional Full Member and actively pursuing their CMC or MMC designation be allowed to complete their certification with IIMC if a change in their employment status forces their membership classification to change to Associate Member?

Yes
No

Thank you very much for your assistance with this matter! If you have any questions please contact either myself, Nancy Vincent, at 303-538-7223, or Stephanie Kelley at 704-336-4515.

We look forward to hearing from you soon!

Nancy Vincent, MMC
City Clerk
City of Thornton, Colorado 80229
Phone 303.538.7223
Fax 303.538.7224