52nd Annual Business Meeting Agenda

Thursday, March 16, 2022 – Stevenson A/B, Skamania Lodge, Stevenson, WA
9:00 A.M. – 10:00 A.M.

1. **Call to Order**

2. **Acceptance of Agenda**

3. **Resolution of Appreciation** 2

4. **Approve Meeting Minutes** *51st Annual Business Meeting, March 17, 2022* 3

5. **Treasurer's Report** *Treasurer Anderson* 6

6. **Audit Committee Report** *Chair Kody* 31

7. **Ratify Board Action on Annual Due Increase** *President-Elect Neissl*.....*32*

8. **Budget Committee Report** *President-Elect Neissl*.....32

9. **Elections Report** *Elections Officer Gallucci*.....48

10. **Bylaws Amendment** *Co-Chairs Brown/Valiant*.....*51*

11. **Committee Recognition**
    a. Awards ..... No Report
    b. Bylaws 51
    c. Conference Planning.....54
    d. Education 56
    e. Fundraising.....57
    f. Historical 59
    g. Membership.....60
    h. Newsletter.....No Report
    i. Clerk's Resource .....No Report
    j. Scholarship 62
    k. Webmaster .....No Report
    l. Education Coordinator.....63

12. **Skamania County Council on Domestic Violence and Sexual Assault**

13. **Good of the Order**

14. **Adjournment**

DRAFT

"Life is an Adventure, Let's Live it Together"

2023 WMCA Spring Conference

RESOLUTION OF APPRECIATION

WHEREAS, the many dedicated members of the 2022-2023 WMCA Conference Planning Committee, co-chaired by Keri MacDonald and Jodi Wycoff; the Education Committee, co-chaired by Tammy Stanger and Heidi Napolitino; the Fundraising Committee, co-chaired by Deborah Estrada, Debbie Jermann, and Heidi Riojas; and the Membership Committee co-chaired by Melissa McCain and Darla Reese have worked countless hours over the past year to plan a conference that is both educational and enjoyable; and

WHEREAS, the WMCA Conference has been successful in providing quality educational sessions and social events aimed towards networking and sharing knowledge with our peers; and

WHEREAS, Skamania Lodge's Executive Chef Zac Jannsen, Catering Manager Michelle Gallanger, Director of Rooms Ian Pastoor, Director of Conference Kristin Waymire and General Manager Kara Owen, have made major contributions to the success of the *51st Washington Municipal Clerks Association Conference* through their organization and attention to detail; and

WHEREAS, Host City Administrator Leana Kinley of the City of Stevenson, assisted in many ways to provide a welcoming venue for the conference.

NOW THEREFORE, BE IT RESOLVED by the Washington Municipal Cle
its gratitude and appreciation to all those individuals who gave unselfishly of their ti
a wonderful conference; and the WMCA Committees, Skamania Lodge, and the Ho
outstanding arrangements and hospitality during this conference.

ADOPTED by a majority vote of the voting members of the Washington Mu
Clerks Association this 16th day of March, 2023.

_____

Shawn Campbell, WMCA President

ATTEST:

_____

Debra Barham, WMCA Secretary

ANNUAL BOARD MEETING MINUTES

Thursday, March 17, 2022
Pasco Red Lion Hotel, Pasco, WA

1. Call to Order and Roll Call

President Susan Duncan called the meeting to order at 9:00 AM.

WMCA Executive Committee members present included: President Susan Duncan, President-Elect Shawn Campbell, Vice President Lisa Neissl, Treasurer Gina Anderson, Board Members Elizabeth Adkisson Jira, Deb Estrada, Peri Gallucci, Jessica Marshall, Melody Valiant, Terri Wright, Immediate Past President (IPP) Debbie Jermann, and Secretary Debby Barham.

President Duncan announced that WMCA member Pam Brown with the City of Lynden, WA would serve as Parliamentarian; then she introduced the Executive Committee members.

2. Acceptance of Agenda

President Duncan called for any modification to the agenda. No modifications or objections were noted: the agenda was approved as presented.

3. Resolution of Appreciation

President Duncan presented a Resolution of Appreciation for the 2022 WMCA Spring Conference to 2021-2022 WMCA Conference Planning Committee co-chaired by Keri MacDonald and Jodi Wycoff, and the Education Committee, co-chaired by Tammy Stanger and Heidi Napolitino; the Pasco Red Lion Hotel's Executive Chef Steve Adams, Catering Manager Kelly McGrath, Director of Rooms and Conference Services Joseph Lourenco and General Manager Farid Subhani; and the Host Clerk Debra Barham of the City of Pasco, WA.

4. Approval of 50th Annual Business Meeting Minutes Held March 19, 2021

President Duncan called for corrections or discussion of the minutes. No corrections noted; minutes stand approved.

5. Treasury Related Reports

Treasurer Anderson provided an overview and information regarding the financial reports and noting internet fraud that occurred in two of the WMCA accounts.

DRAFT

6. Audit Committee Report

Executive Committee Liaison to the Audit Committee, Treasurer Anderson provided a brief report regarding the two audits conducted, on August 12, 2021, and March 10, 2022, for the WMCA financial accounts.

Motion: Ms. Napolitino moved to adopt the 2021 Audit Report.
Second: Ms. Clough.
Vote: Motion carried unanimously.

7. Budget Committee Report

President-Elect Campbell presented the 2022-2023 WMCA Budget.

Motion: President-Elect Campbell moved to adopt the 2022-2023 Budget as presented.
Second: Past President Jermann.
Vote: Motion carried unanimously.

8. Bylaw Amendments

Executive Committee Liaison Valiant provided a brief report on the proposed WMCA Bylaw amendments.

Motion: Ms. Valiant moved to Amend Article V, Section 5.C, by striking the words in the first sentence, "~~mayor, city manager, city/county administrator, or CEO~~," and replacing with the words "supervisor, as well as the individual with budget authority (unless they are the same person), for example but not limited to – a mayor, agency manager or agency administrator, or CEO stating their support of the candidacy, and the candidate's increased involvement in WMCA," within two weeks following the certification of the election results.
Second: Ms. Gallucci.
Vote: Motion carried unanimously.

8. Elections Report

Elections Officer Napolitino presented the results of the 2022 WMCA Officers Elections, which included:

President Elect – Lisa Neissl, CMC
Vice-President – Elizabeth Adkisson Jira, MMC
Secretary – Debra "Debby" Barham, CMC
Board Members – Stephanie Haug, MMC
Deborah "Deb" Estrada, MMC

Ms. Napolitino expressed thanks to the WMCA members for voting and noted that the voting turn-out increased approximately 25 percent this last election.

10. Committee Recognition

President Duncan acknowledged and expressed appreciation to the WMCA 2021-2022 Committee Chairs and Co-Chairs:

Audit Committee Co-Chairs Kaylee Cody and Michelle Whitney
Awards Committee Chair Debbie Jermann
Budget Committee Chair Shawn Campbell
Bylaws Committee Co-Chairs Jodee Schwinn and Melody Valiant
Conference Planning Co-Chairs Keri MacDonald and Jodi Wycoff
Education Committee Co-Chairs Tammy Stanger and Heidi Napolitino
Education Coordinator Alice Attwood
Fundraising Committee Co-Chairs Deb Estrada and Heidi Riojas
Historical Committee Co-Chairs Terri Wright and Gretchen Sagen
Legislative Committee Chair Kay Kammer
Membership Committee Co-Chairs Elizabeth Adkisson Jira, Darla Reese and Elections Officer Heidi Napolitino
Newsletter Committee Co-Chairs Cheryl Xanthos and Rachel Shaw
Scholarship Committee Co-Chairs Kassi Mackie and Treva Percival
Webmasters Jill Boltz, Terri Wright and Stephanie Haug
Ad Hoc Committee - Clerk Handbook Update Chair Debbie Burke

15. Adjournment

There being no further business, President Duncan adjourned the meeting at 9:26 AM.

_____

Debby Barham
WMCA Secretary

Minutes approved at the WMCA 2023 Annual Meeting on _____, 2023.

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1969

TO: WMCA Membership
FROM: Gina Anderson, Treasurer
DATE: March 2, 2023

Attached are the following reports for the period ending February 28, 2023 and February 28, 2022:

Balance Sheet February 28, 2023 and 2022
Profit & Loss Budget vs. Actual (condensed) for 2023 and 2022
Profit & Loss Budget vs. Actual (expanded) for 2023 and 2022
Checking Register, May 2022 through February 2023
Checking Reconciliation for February 2023
Savings Register, May 2022 through February 2023
Savings Reconciliation for February 2023

Currently, we show a profit of $45,286.96. The conference expenditures will come in March and reduce that profit. Our largest revenue is conference registration. We are $13,000.00 over budget! Our largest expenditure is for the IIMC restricted endowment which will guarantee WMCA members at least two scholarships to the IIMC conference.

Thank you for the privilege of serving as the Treasurer of WMCA! It has truly been an honor.

WMCA
Balance Sheet
February 28, 2023

Assets	
Current Assets	
Checking	65,399.58
Savings	25,981.05
Western Annuity	75,000.00
Total Cash	166,380.63
Total Current Assets	166,380.63
Total Assets	**166,380.63**
Liabilities & Equity	
Liabilites	
Current Liabilities	
Deferred Revenue	319.06
Total Current Liabilites	319.06
EQUITY	
Opening Balance Equity	97,385.88
Retained Earnings	23,389.73
Net Income	45,285.96
Total Equity	166,061.57
Total Liabilities & Equity	**166,380.63**

WMCA
Balance Sheet
As of February 28, 2022

Assets	
Current Assets	
Checking	49,904.55
Savings	62,963.73
Western Annuity	50,000.00
Total Cash	162,868.28
Total Current Assets	162,868.28
Total Assets	**162,868.28**
Liabilities & Equity	
CURRENT LIABILITES	
Deferred Revenue	75.00
Total Current Liabilities	75.00
EQUITY	
Opening Balance Equity	97,385.88
Retained Earnings	19,168.12
Net Income	46,239.28
Total Equity	162,793.28
Total Liabilities & Equity	**162,868.28**

WMCA
Profit & Loss Budget vs. Actual
February 28, 2023

	Actual May '22 - Feb '23	Budget May '22 - Apr '23	$ Under/Over Budget	% of Total
Income				
Advanced Academy	21,313.18	20,875.00	438.18	102.10%
Conference	57,934.00	65,100.00	(7,166.00)	88.99%
Dues	25,970.00	27,450.00	(1,480.00)	94.61%
NCI Director Lodging	0.00	1,500.00	(1,500.00)	0.00%
Region IX Dinner	0.00	1,500.00	(1,500.00)	0.00%
Savings Interest	5.50	0.00	5.50	0.00%
Scholarship Income	3,397.74	11,500.00	(8,102.26)	29.55%
Total Income	**108,620.42**	**127,925.00**	**(19,304.58)**	**84.91%**
Transfer from Savings	12,000.00	48,104.00	(36,104.00)	
Expense				
Academy Sessions	9,193.38	20,000.00	(10,806.62)	45.97%
Annual Conference	8,240.05	93,010.00	(84,769.95)	8.86%
Board Expenses	13,568.77	28,144.00	(14,575.23)	48.21%
Communication Expenses	1,425.60	1,500.00	(74.40)	95.04%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	1,697.50	2,275.00	(577.50)	74.62%
Miscellaneous Expenses	6,167.26	7,000.00	(832.74)	88.10%
Scholarship Expenses	23,041.90	26,500.00	(3,458.10)	86.95%
Total Expense	**75,334.46**	**183,429.00**	**(108,094.54)**	**41.07%**
Net Profit (Loss)	**45,285.96**	**(7,400.00)**	**88,789.96**	**43.84%**

WMCA
Profit & Loss Budget vs. Actual
February 28, 2022

	Actual May 21 - Feb '22	Budget May '21 - Apr '22	$ Under/Over Budget	% of Total
Income				
Advanced Academy	14,400.00	18,125.00	(3,725.00)	79.45%
Conference	30,131.00	68,400.00	(38,269.00)	44.05%
Dues	25,125.00	27,450.00	(2,325.00)	91.53%
Savings Interest	10.33	0.00	10.33	
Scholarship Income	2,534.35	11,500.00	(8,965.65)	22.04%
Uncategorized Income	0.74	0.00	0.74	
Total Income	**72,201.42**	**125,475.00**	**(53,273.58)**	**57.54%**
Transfer to Savings	0.00	0.00	0.00	
Expense				
Academy Sessions	6,527.95	12,600.00	(6,072.05)	51.81%
Annual Conference	600.09	79,450.00	(78,849.91)	0.76%
Board Expenses	7,522.37	28,268.00	(20,745.63)	26.61%
Communication Expenses	1,428.37	1,580.00	(151.63)	90.40%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC	1,655.94	2,275.00	(619.06)	72.79%
Miscellaneous Expenses	3,687.42	6,900.00	(3,212.58)	53.44%
Scholarship Expenses	4,540.00	25,500.00	(20,960.00)	17.80%
Total Expense	**25,962.14**	**161,573.00**	**(135,610.86)**	**16.07%**
Net Profit (Loss)	**46,239.28**	**(36,098.00)**	**82,337.28**	**41.47%**

WMCA
Profit Loss Budget vs. Actual
February 28, 2023

	Actual May '22 - Feb '23	Budget May '22 - Apr '23	$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	5,988.18	4,375.00	1,613.18	136.87%
Fall	8,400.00	7,500.00	900.00	112.00%
Spring	6,925.00	9,000.00	(2,075.00)	76.94%
Total Advanced Avademy	21,313.18	20,875.00	438.18	102.10%
Conference				
Donations	500.00	10,000.00	(9,500.00)	5.00%
Exhibitors	0.00	6,600.00	(6,600.00)	0.00%
Meals	(566.00)	3,500.00	(4,066.00)	-16.17%
Registrations	58,000.00	45,000.00	13,000.00	128.89%
Total Conference	57,934.00	65,100.00	(7,166.00)	88.99%
Dues	25,970.00	27,450.00	(1,480.00)	94.61%
Money Market Savings Interest	5.50	0.00	5.50	
NCI Director Lodging	0.00	1,500.00	(1,500.00)	0.00%
Region IX Dinner	0.00	1,500.00	(1,500.00)	0.00%
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	1,997.74	0.00	1,997.74	0.00%
Product Sales	110.00	1,500.00	(1,390.00)	7.33%
Raffle/Miscellaneous Fundraising	1,290.00	5,000.00	(3,710.00)	25.80%
Total Scholarship Income	3,397.74	11,500.00	(8,102.26)	29.55%
Total Income	**108,620.42**	**127,925.00**	**(19,304.58)**	**84.91%**
Total	**108,620.42**	**127,925.00**	**(19,304.58)**	84.91%
Transfer from Savings	12,000.00	48,104.00	(36,104.00)	24.95%
Expense				
Academy Sessions				
Athenian Dialogue	1,012.69	2,500.00	(1,487.31)	40.51%
Fall	8,180.69	12,500.00	(4,319.31)	65.45%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	9,193.38	20,000.00	(10,806.62)	45.97%
Annual Conference				
Audio Visual	0.00	7,500.00	(7,500.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	115.83	2,000.00	(1,884.17)	5.79%
Donations Refund	0.00	0.00	0.00	
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Exhibitor Refund	0.00	0.00	0.00	

WMCA
Profit Loss Budget vs. Actual
February 28, 2023

	Actual May '22 - Feb '23	Budget May '22 - Apr '23	$ Under/Over Budget	% of Total
Hospitality Expenses (WMCA)	4,275.00	6,960.00	(2,685.00)	61.42%
Meals	0.00	55,000.00	(55,000.00)	0.00%
Meals Refund	(1,100.00)	0.00	(1,100.00)	
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	149.47	750.00	(600.53)	19.93%
Speakers	3,799.75	15,000.00	(11,200.25)	25.33%
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	1,000.00	2,000.00	(1,000.00)	50.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	8,240.05	93,010.00	(84,769.95)	8.86%
Board Expenses				
Board Meetings	549.50	1,200.00	(650.50)	45.79%
Education Coordinator	1,460.24	2,458.00	(997.76)	59.41%
Executive Committee Travel				
AWC Conference	2,808.26	2,600.00	208.26	108.01%
Exec Committee Travel-Other	75.46	200.00	(124.54)	0.00%
Total Executive Committee Travel	2,883.72	2,800.00	83.72	102.99%
NCI Director Travel				
IIMC Conference	627.18	900.00	(272.82)	69.69%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	600.00	(600.00)	0.00%
Total NCI Director Travel	627.18	4,900.00	(4,272.82)	12.80%
Immediate Past President				
IIMC Conference	1,525.84	0.00	1,525.84	
Total Immediate Past President	1,525.84	0.00	1,525.84	
Region IX Director Travel				
IIMC Conference	0.00	2,718.00	(2,718.00)	0.00%
WMCA Conference	0.00	1,108.00	(1,108.00)	0.00%
Total Region IX Director Travel	0.00	3,826.00	(3,826.00)	0.00%
Officer's Board Travel				
President				
Alaska Conference	1,097.90	1,425.00	(327.10)	77.05%
CA Conference	866.81	1,880.00	(1,013.19)	46.11%
IIMC Conference	757.81	2,368.00	(1,610.19)	32.00%
OR Conference	879.39	1,101.00	(221.61)	79.87%
WMCA Conference	0.00	450.00	(450.00)	0.00%
Total President	3,601.91	7,224.00	(3,622.09)	49.86%
President Elect				
IIMC Conference	2,920.38	2,458.00	462.38	118.81%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total President Elect	2,920.38	3,018.00	(97.62)	96.77%
Immediate Past President				

WMCA
Profit Loss Budget vs. Actual
February 28, 2023

	Actual May '22 - Feb '23	Budget May '22 - Apr '23	$ Under/Over Budget	% of Total
IIMC Conference	0.00	2,718.00	0.00	
Total Officer's Board Travel	6,522.29	12,960.00	(6,437.71)	50.33%
Total Board Expenses	13,568.77	28,144.00	(14,575.23)	48.21%
Communication Expenses				
Dropbox	0.00	300.00	(300.00)	0.00%
Voting Software	0.00	0.00	0.00	
Website M&O	1,425.60	1,200.00	225.60	118.80%
Total Communication Expenses	1,425.60	1,500.00	(74.40)	95.04%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC				
MCEF Donation	0.00	75.00	(75.00)	0.00%
Outgoing Region IX Dir Gift	(200.00)	100.00	(300.00)	-200.00%
Region IX Assessment	1,585.00	2,100.00	(515.00)	75.48%
Region IX Dinner	312.50	0.00	312.50	
Total IIMC	1,697.50	**2,275.00**	**(577.50)**	**74.62%**
Miscellaneous Expenses				
501C(3)	970.00	950.00	20.00	102.11%
Bank Charges	0.00	50.00	(50.00)	0.00%
Condolences	0.00	200.00	(200.00)	0.00%
Credit Card Fees (PayPal)	1,908.81	1,500.00	408.81	127.25%
Gambling/Alcohol License	206.00	200.00	6.00	103.00%
Gifts	0.00	200.00	(200.00)	0.00%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	354.95	500.00	(145.05)	70.99%
Other	1,424.50	500.00	924.50	284.90%
Post Cards Vistaprint	0.00	1,000.00	(1,000.00)	0.00%
Postage	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	6,167.26	7,000.00	(832.74)	88.10%
Scholarship Expenses				
Conference Scholarships	1,050.00	5,000.00	(3,950.00)	21.00%
Margery A. Price Scholarship	500.00	2,000.00	(1,500.00)	25.00%
NCI Scholarships	8,890.00	15,000.00	(6,110.00)	59.27%
Raffle & Auction	842.28	2,500.00	(1,657.72)	33.69%
Restricted IIMC Endowment	10,000.00	0.00	10,000.00	
Scholarship Items for Sale	1,759.62	2,000.00	(240.38)	87.98%
Total Scholarship Expenses	23,041.90	26,500.00	(3,458.10)	86.95%
Total Expense	**63,334.46**	**183,429.00**	**(120,094.54)**	**34.53%**

WMCA
Profit Loss Budget vs. Actual
February 28, 2023

	Actual May '22 - Feb '23	Budget May '22 - Apr '23	$ Under/Over Budget	% of Total
Net Profit (Loss)	**45,285.96**	**(7,400.00)**	**100,789.96**	**-611.97%**

WMCA
Profit Loss Budget vs. Actual
February 28, 2022

	Actual May '21 - Feb '22	Budget May '21 - Apr '22	$ Under/Over Budget	% of Total
Income				
Advanced Academy				
Athenian Dialogue	3,850.00	4,375.00	(525.00)	88.00%
Fall	5,350.00	6,250.00	(900.00)	85.60%
Spring	5,200.00	7,500.00	(2,300.00)	69.33%
Total Advanced Avademy	14,400.00	18,125.00	(3,725.00)	79.45%
Conference				
Donations	1,000.00	10,000.00	(9,000.00)	10.00%
Exhibitors	0.00	9,900.00	(9,900.00)	0.00%
Meals	56.00	3,500.00	(3,444.00)	1.60%
Registrations	29,075.00	45,000.00	(15,925.00)	64.61%
Total Conference	30,131.00	68,400.00	(38,269.00)	44.05%
Dues	25,125.00	27,450.00	(2,325.00)	91.53%
Money Market Savings Interest	10.33	0.00	10.33	#DIV/0!
Uncategorized Income	0.74	0.00	0.74	#DIV/0!
Scholarship Income				
Auction	0.00	5,000.00	(5,000.00)	0.00%
Donations	29.35	0.00	29.35	0.00%
Product Sales	1,715.00	1,500.00	215.00	114.33%
Raffle/Miscellaneous Fundraising	790.00	5,000.00	(4,210.00)	15.80%
Total Scholarship Income	2,534.35	11,500.00	(8,965.65)	22.04%
Total Income	**72,201.42**	**125,475.00**	**(53,273.58)**	**57.54%**
Total	**72,201.42**	**125,475.00**	**(53,273.58)**	57.54%
Expense				
Academy Sessions				
Athenian Dialogue	2,248.50	2,500.00	(251.50)	89.94%
Fall	4,279.45	5,100.00	(820.55)	83.91%
Spring	0.00	5,000.00	(5,000.00)	0.00%
Total Academy Sessions	6,527.95	12,600.00	(6,072.05)	51.81%
Annual Conference				
Audio Visual	0.00	7,500.00	(7,500.00)	0.00%
Conference Photographer	0.00	600.00	(600.00)	0.00%
Decorations	0.00	2,000.00	(2,000.00)	0.00%
Drawings/Door Prizes	0.00	200.00	(200.00)	0.00%
Hospitality Expenses (WMCA)	0.00	6,400.00	(6,400.00)	0.00%
Meals	0.00	42,000.00	(42,000.00)	0.00%
Printing/Postage	0.00	1,750.00	(1,750.00)	0.00%
Recognition Awards	0.00	750.00	(750.00)	0.00%
Speakers	0.00	15,000.00	(15,000.00)	0.00%

WMCA
Profit Loss Budget vs. Actual
February 28, 2022

	Actual May '21 - Feb '22	Budget May '21 - Apr '22	$ Under/Over Budget	% of Total
Special Entertainment	0.00	750.00	(750.00)	0.00%
Supplies	600.09	2,000.00	(1,399.91)	30.00%
Supplies - First Time Attendees	0.00	500.00	(500.00)	0.00%
Total Annual Conference	600.09	79,450.00	(78,849.91)	0.76%
Board Expenses				
Board Meetings	0.00	1,000.00	(1,000.00)	0.00%
Education Coordinator	2,294.48	2,850.00	(555.52)	80.51%
Executive Committee Travel				
AWC Conference	0.00	2,600.00	(2,600.00)	0.00%
Exec Committee Travel-Other	141.97	750.00	(608.03)	0.00%
Total Executive Committee Travel	141.97	3,350.00	(3,208.03)	4.24%
NCI Director Travel				
IIMC Conference	0.00	900.00	(900.00)	0.00%
Northwest Clerks Institute	0.00	3,400.00	(3,400.00)	0.00%
WMCA Conference	0.00	575.00	(575.00)	0.00%
Total NCI Director Travel	0.00	4,875.00	(4,875.00)	0.00%
Region IX Director Travel				
IIMC Conference	0.00	2,900.00	(2,900.00)	0.00%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total Region IX Director Travel	0.00	3,460.00	(3,460.00)	0.00%
Officer's Board Travel				
President				
Alaska Conference	1,104.13	1,335.00	(230.87)	82.71%
CA Conference	81.17	1,880.00	(1,798.83)	4.32%
IIMC Conference	1,180.52	2,860.00	(1,679.48)	41.28%
OR Conference	90.60	1,098.00	(1,007.40)	8.25%
WMCA Conference	0.00	450.00	(450.00)	0.00%
Total President	2,456.42	7,623.00	(5,166.58)	32.22%
President Elect				
IIMC Conference	1,394.34	2,900.00	(1,505.66)	48.08%
WMCA Conference	0.00	560.00	(560.00)	0.00%
Total President Elect	1,394.34	3,460.00	(2,065.66)	40.30%
Immediate Past Presidnet				
IIMC Conference	1,235.16	1,650.00		
Total Officer's Board Travel	5,085.92	12,733.00	(7,647.08)	39.94%
Total Board Expenses	7,522.37	28,268.00	(20,745.63)	26.61%
Communication Expenses				
Dropbox	(40.00)	300.00	(340.00)	-13.33%
Voting Software	0.00	80.00	(80.00)	0.00%
Website M&O	1,468.37	1,200.00	268.37	122.36%

WMCA
Profit Loss Budget vs. Actual
February 28, 2022

	Actual May '21 - Feb '22	Budget May '21 - Apr '22	$ Under/Over Budget	% of Total
Total Communication Expenses	1,428.37	1,580.00	(151.63)	90.40%
Future Conference Site Deposit	0.00	5,000.00	(5,000.00)	0.00%
IIMC				
MCEF Donation	42.69	75.00	(32.31)	56.92%
Outgoing Region IX Dir Gift	88.25	100.00	(11.75)	
Region IX Assessment	1,525.00	2,100.00	(575.00)	72.62%
Total IIMC	1,655.94	2,275.00	(619.06)	72.79%
Miscellaneous Expenses				
501C(3)	885.00	950.00	(65.00)	93.16%
Bank Charges	8.93	50.00	(41.07)	17.86%
Condolences	0.00	0.00	0.00	#DIV/0!
Credit Card Fees (PayPal)	1,330.12	1,800.00	(469.88)	73.90%
Gambling/Alcohol License	65.00	200.00	(135.00)	32.50%
Insurance	1,303.00	1,400.00	(97.00)	93.07%
Office Supplies	95.37	500.00	(404.63)	19.07%
Other	0.00	500.00	(500.00)	0.00%
Post Cards Vistaprint	0.00	1,000.00	(1,000.00)	0.00%
Postage	0.00	500.00	(500.00)	0.00%
Total Miscellaneous Expenses	3,687.42	6,900.00	(3,212.58)	53.44%
Scholarship Expenses				
Conference Scholarships	0.00	5,000.00	(5,000.00)	0.00%
Margery A. Price Scholarship	0.00	2,000.00	(2,000.00)	0.00%
NCI Scholarships	4,200.00	15,000.00	(10,800.00)	28.00%
Raffle & Auction	340.00	1,500.00	(1,160.00)	22.67%
Scholarship Items for Sale	0.00	2,000.00	(2,000.00)	0.00%
Total Scholarship Expenses	4,540.00	25,500.00	(20,960.00)	17.80%
Total Expense	**25,962.14**	**161,573.00**	**(135,610.86)**	**16.07%**
Net Profit (Loss)	**46,239.28**	**(36,098.00)**	**82,337.28**	**-128.09%**

Register: Chase Checking
From 05/01/2022 through 02/28/2023
Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2022			-split-	Deposit - DR R...		X	0.00	25,296.68
05/01/2022			-split-	Deposit - DR ...		X	0.00	25,296.68
05/01/2022			-split-	Deposit - DR R...		X	0.00	25,296.68
05/01/2022			-split-	Deposit - DR R...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit - DR R...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/01/2022			-split-	Deposit DR Re...		X	0.00	25,296.68
05/03/2022			-split-	Deposit		X	450.00	25,746.68
05/04/2022		Wa State Gambling ...	Miscellaneous Expense...	1Q2022	97.00	X		25,649.68
05/06/2022			-split-	Deposit		X	1,250.00	26,899.68
05/06/2022			-split-	PayPal		X	1,679.46	28,579.14
05/06/2022		Bank Of America	-split-	Alice Attwood	397.80	X		28,181.34
05/06/2022		Bank Of America	-split-	Shawn Campbell	1,028.61	X		27,152.73
05/06/2022		Bank Of America	Scholarship Expenses:...	Debra Jermann	1,759.62	X		25,393.11
05/06/2022		Bank Of America	-split-	Susan Duncan	1,000.50	X		24,392.61
05/10/2022			Dues 2022	ACH		X	75.00	24,467.61
05/13/2022			-split-	PaPal		X	535.64	25,003.25
05/27/2022			-split-	Deposit		X	300.00	25,303.25
05/27/2022			Scholarship Income:Do...	Deposit		X	15.81	25,319.06
06/01/2022			-split-	PayPal		X	1,071.76	26,390.82
06/07/2022		Bank Of America	-split-	Shawn Campbell	1,535.58	X		24,855.24
06/10/2022			-split-	Deposit		X	800.59	25,655.83
06/10/2022			-split-	PayPal		X	243.56	25,899.39
06/10/2022	1449	Joann Tilton	-split-		1,881.52	X		24,017.87
07/07/2022		Bank Of America	-split-	Shawn Campbell	1,579.63	X		22,438.24
07/07/2022		Bank Of America	-split-	Alice Attwood	3,378.73	X		19,059.51
07/07/2022		Bank Of America	-split-	Lisa R Neissl	1,411.18	X		17,648.33
07/07/2022		Bank Of America	Board Expenses:Execu...	Paula Swisher	904.26	X		16,744.07
07/07/2022		Bank Of America	-split-	Susan Duncan	1,525.84	X		15,218.23
07/14/2022			-split-	Deposit		X	3,442.12	18,660.35
07/14/2022	1450	Shawn Campbell	Board Expenses:Execu...		1,000.00	X		17,660.35
07/14/2022	1451	Debbie Jermann	Board Expenses:Execu...		60.99	X		17,599.36
07/14/2022	1452	City Of Dupont	Scholarship Expenses:...		1,350.00	X		16,249.36

Register: Chase Checking
From 05/01/2022 through 02/28/2023
Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/14/2022	1453	City of Liberty Lake	Scholarship Expenses:...		1,350.00	X		14,899.36
07/14/2022	1454	Paula Swisher	Board Expenses:Execu...		244.53	X		14,654.83
07/14/2022			-split-	PayPal		X	4,963.70	19,618.53
07/22/2022	1455	City of Kodiak	Scholarship Expenses:...		725.00	X		18,893.53
07/22/2022	1456	City of Bethel	Scholarship Expenses:...		725.00	X		18,168.53
07/22/2022	1457	Masters Performance...	ANNUAL CONFERE...		1,000.00	X		17,168.53
07/22/2022			-split-	Deposit		X	927.17	18,095.70
07/22/2022			-split-	PayPal		X	4,106.10	22,201.80
07/28/2022			-split-	PayPal		X	1,320.18	23,521.98
07/29/2022			-split-	Deposit		X	750.00	24,271.98
08/04/2022	1458	City of Entiat	Scholarship Expenses:...		625.00	X		23,646.98
08/04/2022	1459	Pend Oreille County	Scholarship Expenses:...		1,415.00	X		22,231.98
08/04/2022	1460	Departmen of Enterp...	ANNUAL CONFERE...		299.75	X		21,932.23
08/04/2022	1461	Reinvention Nation, ...	ANNUAL CONFERE...		2,500.00	X		19,432.23
08/04/2022		Bank Of America	Board Expenses:Board ...	Shawn Campbel	248.78	X		19,183.45
08/04/2022		Bank Of America	-split-	Paula Swisher	498.48	X		18,684.97
08/11/2022	1462	David T Saathoff	Miscellaneous Expense...		950.00	X		17,734.97
08/11/2022			-split-	Deposit		X	880.12	18,615.09
08/30/2022			-split-	Deposit		X	675.00	19,290.09
09/01/2022		Amazon Smiles	Scholarship Income:Do...	Amazon Smles		X	9.36	19,299.45
09/06/2022		Bank Of America	ANNUAL CONFERE...	Paula Swisher	24.55	X		19,274.90
09/06/2022		Bank Of America	Board Expenses:Office...	Shawn Campbell	336.00	X		18,938.90
09/06/2022		Bank Of America	ACADEMY SESSION...	Elizabeth Adki...	573.16	X		18,365.74
09/07/2022	1463	AWC	Board Expenses:Execu...		100.00	X		18,265.74
09/07/2022	1464	Debbie Jermann	ACADEMY SESSION...		47.19	X		18,218.55
09/07/2022	1465	City of Everson	Scholarship Expenses:...		500.00	X		17,718.55
09/09/2022			-split-	Deposit		X	150.00	17,868.55
09/09/2022	1466	City of Roslyn	Scholarship Expenses:...	Scholarship Re...	1,350.00	X		16,518.55
09/09/2022	1467	City of Stevenson	Scholarship Expenses:...	Scholarship Re...	1,350.00	X		15,168.55
09/13/2022			-split-	PayPal		X	1,265.27	16,433.82
09/28/2022	1468	Mary Lynne Strada	ACADEMY SESSION...	VOID:- Name ...		X		16,433.82
09/28/2022	1469	IIMC Foundation	Scholarship Expenses:...		10,000.00	X		6,433.82
09/28/2022	1470	Mary Lynne Stratta	ACADEMY SESSION...		725.01	X		5,708.81
10/06/2022		Bank Of America	ACADEMY SESSION...	Elizabeth Adki...	573.17	X		5,135.64
10/06/2022		Bank Of America	-split-	Jodi Wycoff	182.55	X		4,953.09
10/06/2022		Bank Of America	Miscellaneous Expense...	Gina Anderson	354.95	X		4,598.14
10/13/2022	1471	Leavitt Group North...	Miscellaneous Expense...		1,053.00	X		3,545.14
10/13/2022	1472	City of Cheney	Scholarship Expenses:...	VOID: KImber...		X		3,545.14
10/13/2022	1474	City Of Tonasket	Scholarship Expenses:...	Joel Pilkinton	300.00	X		3,245.14
10/13/2022	1473	City Of Tonasket	Scholarship Expenses:...			X		3,245.14

Register: Chase Checking
From 05/01/2022 through 02/28/2023
Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/13/2022	1475	City of Rainier	Scholarship Expenses:...	Shelley Roth	150.00	X		3,095.14
10/13/2022	1476	City of Orting	Scholarship Expenses:...	Danielle Charc...	300.00	X		2,795.14
10/13/2022	1477	Synergistic Solutions	ACADEMY SESSION...		3,977.54	X		-1,182.40
10/13/2022	1478	City Clerk's Associati...	IIMC:Reg IX Assessm...		1,585.00	X		-2,767.40
10/13/2022		Transfer from Savings	Transfer to Checking	Deposit		X	7,000.00	4,232.60
10/13/2022		WMCA	-split-	Deposit		X		4,232.60
10/14/2022			-split-	Deposit		X	745.00	4,977.60
10/18/2022	1479	Deb Estrada	Scholarship Expenses:...		197.28	X		4,780.32
11/02/2022			-split-	PayPal		X	395.62	5,175.94
11/02/2022	1480	Liberty Mutual Insur...	Miscellaneous Expense...		250.00	X		4,925.94
11/02/2022	1481	City of Orting	Scholarship Expenses:...		300.00	X		4,625.94
11/02/2022	1482	Secretary Of State	Miscellaneous Expense...		20.00	X		4,605.94
11/02/2022		Wa State Gambling ...	Miscellaneous Expense...		44.00	X		4,561.94
11/06/2022		Bank Of America	-split-	Alice Attwood	3,817.86	X		744.08
11/06/2022		Bank Of America	-split-	Shawn Campbell	540.25	X		203.83
11/06/2022		Bank Of America	Board Expenses:Office...	Paula Swisher	75.46	X		128.37
11/06/2022		Bank Of America	ACADEMY SESSION...	Gina Anderson	100.00	X		28.37
11/21/2022	1483	Terri Wright	Board Expenses:Board ...		48.42	X		-20.05
11/21/2022		Amazon Smiles	Scholarship Income:Do...	Deposit		X	9.45	-10.60
12/06/2022		Transfer from Savings	Transfer to Checking			X	5,000.00	4,989.40
12/06/2022			-split-	Deposit - PayPal		X	219.06	5,208.46
12/07/2022		Bank Of America	Board Expenses:Board ...	Shawn Campbell	206.26	X		5,002.20
12/14/2022	1484	Shawn Campbell	Board Expenses:Office...		297.66	X		4,704.54
12/16/2022		Wa State Gambling ...	Miscellaneous Expense...		65.00	X		4,639.54
12/21/2022			-split-	Deposit - PayPal		X	6,549.51	11,189.05
12/28/2022			-split-	Deposit		X	675.00	11,864.05
01/06/2023		Bank Of America	-split-	Shawn Campbell	709.97	X		11,154.08
01/06/2023		Bank Of America	Communication Expen...	Gina Anderson	1,425.60	X		9,728.48
01/13/2023			-split-	PayPal		X	5,726.58	15,455.06
01/17/2023			-split-	PayPal		X	11,158.40	26,613.46
01/25/2023			-split-	PayPal		X	11,109.39	37,722.85
01/26/2023			-split-	Deposit		X	2,308.00	40,030.85
02/02/2023			-split-	Deposit		X	10,161.64	50,192.49
02/06/2023	1485	Port of Port Townsend	Dues 2022		25.00	X		50,167.49
02/06/2023	1486	City of Entiat	CONFERENCE:Meals		408.00	X		49,759.49
02/06/2023	1487	City Of Auburn	CONFERENCE:Meals		166.00	X		49,593.49
02/06/2023	1488	City Of Port Angeles	CONFERENCE:Meals		204.00			49,389.49
02/06/2023	1489	Shawn Campbell	Board Expenses:Board ...		16.99	X		49,372.50
02/06/2023		Bank Of America	-split-	Elizabeth Adki...	1,542.68	X		47,829.82
02/06/2023		Bank Of America	Board Expenses:Office...	Lisa R Neissl	685.00	X		47,144.82

Register: Chase Checking
From 05/01/2022 through 02/28/2023
Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/07/2023			-split-	Deposit		X	3,268.00	50,412.82
02/10/2023			Scholarship Income:Do...	PayPal		X	13.12	50,425.94
02/10/2023			-split-	PayPal		X	3,141.21	53,567.15
02/13/2023			-split-	PayPal		X	4,748.06	58,315.21
02/14/2023			-split-	Deposit		X	4,630.00	62,945.21
02/21/2023	1490	FreeDoc	CONFERENCE:Meals		72.00			62,873.21
02/21/2023	1491	MRSC	CONFERENCE:Meals		58.00			62,815.21
02/21/2023	1492	CIAW	CONFERENCE:Meals		166.00			62,649.21
02/21/2023	1493	JCG Technologies	CONFERENCE:Meals		80.00			62,569.21
02/21/2023	1494	MCCi	CONFERENCE:Meals		166.00			62,403.21
02/21/2023	1495	Association of Wash...	CONFERENCE:Meals		444.00	X		61,959.21
02/21/2023	1496	Springbrook Express	CONFERENCE:Meals		256.00			61,703.21
02/21/2023			-split-	Deposit - Speci...		X	0.00	61,703.21
02/21/2023	1497	Cities Digital	CONFERENCE:Meals		166.00			61,537.21
02/22/2023			-split-	Deposit		X	1,600.00	63,137.21
02/27/2023			-split-	PayPal		X	1,262.37	64,399.58
02/28/2023			-split-	Deposit		X	1,000.00	65,399.58

CHASE

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

February 01, 2023 through February 28, 2023
Account Number: [redacted]

CUSTOMER SERVICE INFORMATION

Web site:	**Chase.com**
Service Center:	**1-800-242-7338**
Para Espanol:	1-888-622-4273
International Calls:	1-713-262-1679

00100772 DRE 702 210 06023 NNNNNNNNNNN 1 000000000 61 0000
WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-0100

We're changing how we charge fees for ACH Payment Services

On March 1, 2023 we'll remove the $25 ACH Payments Monthly Fee, and you'll only pay when you use the services.

Here's how the fees will change:

Starting March 1:
No monthly fee for ACH Payment Services

For standard ACH Payments - Transaction fees will change to:
First 10 payments each month: $2.50 each
After that, each payment costs $0.15 each

Transaction fees for Real Time Payments and Same Day ACH will not change.

If you have questions, please call the number on this statement. We appreciate your business.

CHECKING SUMMARY

Chase BusinessSelect Checking

	INSTANCES	AMOUNT
Beginning Balance		**$40,080.85**
Deposits and Additions	9	29,824.40
Checks Paid	5	-1,059.99
Electronic Withdrawals	2	-2,227.68
Ending Balance	**16**	**$66,617.58**

Your account ending in 4280 is linked to this account for overdraft protection.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
02/02	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:230202 CO Entry Descr:Transfer Sec:PPD Trace#:021000024065475 Eed:230202 Ind ID:1025053274201 Ind Name:Washington Municipal C 230202Ppz7L4 Trn: 0334065475Tc	$10,161.64
02/09	Deposit	3,268.00
02/10	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:230210 CO Entry Descr:Transfer Sec:PPD Trace#:021000027524827 Eed:230210 Ind ID:1025206028817 Ind Name:Washington Municipal C 230210Ppz7Sn Trn: 0417524827Tc	3,141.21
02/10	Orig CO Name:Amzngfi7Gzsb Orig ID:9215319235 Desc Date:230210 CO Entry Descr:Amazonsmilsec:CCD Trace#:091000012687142 Eed:230210 Ind ID:2S23N87Thgtcala Ind Name:Wmca Payments.Amazon.Com ID#2S23N87Thgtc Ala Gfi7Gzsb Trn: 0402687142Tc	13.12
02/13	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:230213 CO Entry Descr:Transfer Sec:PPD Trace#:021000027606588 Eed:230213 Ind ID:1025266400116 Ind Name:Washington Municipal C 230213Ppz12X Trn: 0447606588Tc	4,748.06
02/22	Deposit	4,630.00
02/22	Deposit	1,600.00
02/27	Orig CO Name:Paypal Orig ID:Paypalsd11 Desc Date:230227 CO Entry Descr:Transfer Sec:PPD Trace#:021000025363974 Eed:230227 Ind ID:1025525752408 Ind Name:Washington Municipal C 230227Ppz0Wr Trn: 0585363974Tc	1,262.37
02/28	Deposit	1,000.00
Total Deposits and Additions		**$29,824.40**

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
1485 ^		02/15	$25.00
1486 ^		02/17	408.00
1487 ^		02/16	166.00
1489 * ^		02/15	16.99
1495 * ^		02/27	444.00
Total Checks Paid			**$1,059.99**

If you see a description in the Checks Paid section, it means that we received only electronic information about the check, not the original or an image of the check. As a result, we're not able to return the check to you or show you an image.

* All of your recent checks may not be on this statement, either because they haven't cleared yet or they were listed on one of your previous statements.

^ An image of this check may be available for you to view on Chase.com.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
02/07	Orig CO Name:Bk of Amer Vl/Mc Orig ID:9500000000 Desc Date:230207 CO Entry Descr:Online Pmtsec:CCD Trace#:064100852895489 Eed:230207 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 0372895489Tc	$1,542.68
02/07	Orig CO Name:Bk of Amer Vl/Mc Orig ID:9500000000 Desc Date:230207 CO Entry Descr:Online Pmtsec:CCD Trace#:064100852895488 Eed:230207 Ind ID:Ckf510751661POS Ind Name:Washington Mun Clerks Trn: 0372895488Tc	685.00
Total Electronic Withdrawals		**$2,227.68**

DAILY ENDING BALANCE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
02/02	$50,242.49	02/13	59,185.20	02/22	64,799.21
02/07	48,014.81	02/15	59,143.21	02/27	65,617.58
02/09	51,282.81	02/16	58,977.21	02/28	66,617.58
02/10	54,437.14	02/17	58,569.21		

SERVICE CHARGE SUMMARY

You were not charged a monthly service fee this month. Your monthly service fee can continue to be waived in five different ways during any statement period:

- Maintain an average daily balance of $7,500.00. Your average daily balance was $56,695.00. OR
- Maintain a relationship balance of $25,000.00 or more during the statement period. Your relationship balance was $81,728.00. OR
- Link a qualifying personal checking account to your Chase BusinessSelect Checking account. Your Premier Plus personal checking account is linked. OR
- Spend at least $1,000.00 on a linked Chase Business Credit Card. You spent $0.00. OR
- Pay at least $50.00 in qualifying checking-related services or fees. You paid $0.00.

See your Account Rules and Regulations or stop in to see a banker today to find out more.

TRANSACTIONS FOR SERVICE FEE CALCULATION	NUMBER OF TRANSACTIONS
Checks Paid / Debits	7
Deposits / Credits	9
Deposited Items	23
Transaction Total	**39**

SERVICE FEE CALCULATION	AMOUNT
Service Fee	$15.00
Service Fee Credit	-$15.00
Net Service Fee	**$0.00**
Excessive Transaction Fees (Above 200)	$0.00
Total Service Fees	**$0.00**

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC

WMCA
Reconciliation Summary
Chase Checking, Period Ending 02/28/2023

	Feb 28, 23	
Beginning Balance		40,080.85
Cleared Transactions		
Checks and Payments - 7 items	-3,287.67	
Deposits and Credits - 10 items	29,824.40	
Total Cleared Transactions	26,536.73	
Cleared Balance		**66,617.58**
Uncleared Transactions		
Checks and Payments - 9 items	-1,218.00	
Total Uncleared Transactions	-1,218.00	
Register Balance as of 02/28/2023		**65,399.58**
Ending Balance		65,399.58

WMCA
Reconciliation Detail
Chase Checking, Period Ending 02/28/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,080.85
Cleared Transactions						
Checks and Payments - 7 items						
Check	02/06/2023		Bank Of America	X	-1,542.68	-1,542.68
Check	02/06/2023		Bank Of America	X	-685.00	-2,227.68
Check	02/06/2023	1486	City of Entiat	X	-408.00	-2,635.68
Check	02/06/2023	1487	City Of Auburn	X	-166.00	-2,801.68
Check	02/06/2023	1485	Port of Port Townsend	X	-25.00	-2,826.68
Check	02/06/2023	1489	Shawn Campbell	X	-16.99	-2,843.67
Check	02/21/2023	1495	Association of Wash...	X	-444.00	-3,287.67
Total Checks and Payments					-3,287.67	-3,287.67
Deposits and Credits - 10 items						
Deposit	02/02/2023			X	10,161.64	10,161.64
Deposit	02/07/2023			X	3,268.00	13,429.64
Deposit	02/10/2023			X	13.12	13,442.76
Deposit	02/10/2023			X	3,141.21	16,583.97
Deposit	02/13/2023			X	4,748.06	21,332.03
Deposit	02/14/2023			X	4,630.00	25,962.03
Deposit	02/21/2023			X	0.00	25,962.03
Deposit	02/22/2023			X	1,600.00	27,562.03
Deposit	02/27/2023			X	1,262.37	28,824.40
Deposit	02/28/2023			X	1,000.00	29,824.40
Total Deposits and Credits					29,824.40	29,824.40
Total Cleared Transactions					26,536.73	26,536.73
Cleared Balance					26,536.73	66,617.58
Uncleared Transactions						
Checks and Payments - 9 items						
Check	03/13/2022	1430	Link Transit		-50.00	-50.00
Check	02/06/2023	1488	City Of Port Angeles		-204.00	-254.00
Check	02/21/2023	1496	Springbrook Express		-256.00	-510.00
Check	02/21/2023	1494	MCCi		-166.00	-676.00
Check	02/21/2023	1497	Cities Digital		-166.00	-842.00
Check	02/21/2023	1492	CIAW		-166.00	-1,008.00
Check	02/21/2023	1493	JCG Technologies		-80.00	-1,088.00
Check	02/21/2023	1490	FreeDoc		-72.00	-1,160.00
Check	02/21/2023	1491	MRSC		-58.00	-1,218.00
Total Checks and Payments					-1,218.00	-1,218.00
Total Uncleared Transactions					-1,218.00	-1,218.00
Register Balance as of 02/28/2023					25,318.73	65,399.58
Ending Balance					**25,318.73**	**65,399.58**

Register: Chase Savings

From 05/01/2022 through 02/28/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2022			Savings Interest	Interest		X	0.66	37,976.21
06/30/2022			Savings Interest	Interest		X	0.62	37,976.83
07/31/2022			Savings Interest	Interest		X	0.59	37,977.42
08/31/2022			Savings Interest	Interest		X	0.68	37,978.10
09/30/2022			Savings Interest	Interest		X	0.62	37,978.72
10/13/2022		Transfer To Checking	Transfer to Checking		7,000.00	X		30,978.72
10/31/2022			Savings Interest	Interest		X	0.56	30,979.28
11/30/2022			Savings Interest	Interest		X	0.50	30,979.78
12/08/2022		Transfer To Checking	Transfer to Checking		5,000.00	X		25,979.78
12/31/2022			Savings Interest	Interest		X	0.43	25,980.21
01/31/2023			Savings Interest	Interest		X	0.45	25,980.66
02/28/2023			Savings Interest	Interest		X	0.39	25,981.05

CHASE

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

February 01, 2023 through February 28, 2023
Account Number: [redacted]

CUSTOMER SERVICE INFORMATION

Web site:	**Chase.com**
Service Center:	**1-800-242-7338**
Para Espanol:	1-888-622-4273
International Calls:	1-713-262-1679

00039624 DRE 702 210 06023 NNNNNNNNNNN 1 000000000 60 0000
WASHINGTON MUNICIPAL CLERKS ASSOCIATION
PO BOX 9
WOODLAND WA 98674-0100

We're changing how we charge fees for ACH Payment Services

On March 1, 2023 we'll remove the $25 ACH Payments Monthly Fee, and you'll only pay when you use the services.

Here's how the fees will change:

Starting March 1:
No monthly fee for ACH Payment Services

For standard ACH Payments - Transaction fees will change to:
First 10 payments each month: $2.50 each
After that, each payment costs $0.15 each

Transaction fees for Real Time Payments and Same Day ACH will not change.

If you have questions, please call the number on this statement. We appreciate your business.

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		**$25,980.66**
Deposits and Additions	1	0.39
Ending Balance	**1**	**$25,981.05**

Annual Percentage Yield Earned This Period	0.02%
Interest Paid This Period	$0.39
Interest Paid Year-to-Date	$0.84

Interest paid in 2022 for account 000003366074280 was $8.48.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		**$25,980.66**
02/28	Interest Payment	**0.39**	25,981.05
	Ending Balance		**$25,981.05**

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase BusinessSelect Checking account.

WMCA
Reconciliation Summary
Chase Savings, Period Ending 02/28/2023

	Feb 28, 23	
Beginning Balance		25,980.66
Cleared Transactions		
Deposits and Credits - 1 item	0.39	
Total Cleared Transactions		0.39
Cleared Balance		**25,981.05**
Register Balance as of 02/28/2023		25,981.05
Ending Balance		25,981.05

WMCA
Reconciliation Detail
Chase Savings, Period Ending 02/28/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,980.66
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2023			X	0.39	0.39
Total Deposits and Credits					0.39	0.39
Total Cleared Transactions					0.39	0.39
Cleared Balance					0.39	25,981.05
Register Balance as of 02/28/2023					0.39	25,981.05
Ending Balance					**0.39**	**25,981.05**

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1970

☐ First Quarter Report (June Mtg)
☐ Second Quarter Report (Oct Mtg)
☐ Third Quarter Report (Jan Mtg)
☒ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Kaylee Cody, Co-Chair

COMMITTEE: Audit Committee

DATE: 3/2/2023

SUMMARY OF ACTIVITIES:
The Committee met on January 19th, 2023 to conduct an audit of the financial records of WMCA. The audit was for the period of May 1, 2022 through December 31, 2022. During the review, we found that both financial and corporate records accurately reflect the activity for each time period. Spending appears to be well within the adopted appropriations for the time period. The audit included a review and balance verification of the WMCA Checking and Savings accounts, support documentation and verification of the appropriateness of payments.

The committee would like to thank our leaders and dedicated volunteers for the work that they perform in such an outstanding manner. The committee cannot commend enough WMCA Treasurer, Gina Anderson, for her attention to detail in keeping the financial records for our Association.

We will present our report at the March business meeting.

ACTION REQUESTED: ☐ **YES** ☒ **NO**

RECOMMENDATION: None

FISCAL IMPACT:

TO: WMCA PRESIDENT AND EXECUTIVE COMMITTEE

FROM: LISA NEISSL, PRESIDENT-ELECT, BUDGET COMMITTEE CHAIR

DATE: MARCH 15, 2023, ANNUAL BUSINESS MEETING

Thank you to the Budget Committee members President Shawn Campbell, Immediate Past President Susan Duncan, Vice President Elizabeth Adkisson, and Treasurer Gina Anderson for helping me prepare this budget. Special recognition goes to Treasurer Gina Anderson for her hard work throughout the year to maintain WMCA's books. I personally appreciate her willingness to assist those of us who are not clerk/treasurers to develop workable budgets.

SUMMARY OF ACTIVITIES:

The Budget Committee met on October 27, 2022. Due to the increasing expenditures for putting on the conference and annual education sessions, we had a thorough discussion on what needs to be done with fees to be able to continue providing quality education opportunities for the membership. Discussions with the full Executive Committee occurred at both the October 28, 2022 and the January 27, 2023 meetings. We proposed to modify the financial policy to include a regular comprehensive review of registration fees.

Notations were made in the margins to provide additional information to the members as well as historical perspective for those preparing future budgets.

ITEMS OF NOTE:

REVENUES:

1) As far back as 2008, the academy registrations were held at $125. While this helped the membership afford the training, it became untenable to organize quality training at those rates. An increase to $150 began in 2018 with the fall sessions then dropped back to $125 until last year when they were set at $150. The Executive Committee recognized the recent extensive increases in costs related to lodging, food, and travel for providing this education and made the difficult decision to move forward with an increase to the Academy and Athenian Dialogue sessions from $150 to $175 beginning with the Fall Education Days in 2023.

2) The membership dues for WMCA have been set at $75 for since 2007. In comparison, the cost of putting on an educational conference was only half the cost of what it is today. The budget for the 2008-2009 annual conference was $51,000 where we expect the cost of the 2024 conference to be around $100,000. With all of this in mind, the Executive Committee voted to increase the membership dues for an Active Member to $100 and an Affiliate Member to $125 beginning in May of 2023. This increase is subject ratification by the membership. It is my hope that you see the need for this minimal increase to sustain our ability to provide resources and quality education to you, our members.

EXPENDITURES:

1) At the June Executive Committee meeting, President Campbell proposed the establishment of an IIMC Restricted Endowment for WMCA Scholarships. WMCA has consistently maintained a healthy savings account and at the time of the June EC meeting, the annuity balance was $75,000. However, interest revenue generated by WMCA savings has historically been less than $25 per year. The IIMC Restricted Endowment provides a greater return on the money due to the expanded buying power, and a perpetual scholarship fund available to WMCA members now and forever. The Executive Committee approved it including an initial contribution of $10,000 and subsequent annual contributions of $2,500 which is included in this proposed budget. Additional information is available in the June 16, 2022 Executive Committee meeting packet online.

2) In addition to discussions during the budget preparation, the cost of audio-visual equipment for this conference was brought to my attention a couple of weeks ago. Costs for AV at this conference are expected to exceed the budget by approximately $6,000. After discussion with the Conference Planning Committee a request was made to the Executive Committee to increase the 2023-2024 budget line item from $7,500 to $15,000 for this expenditure. If the supply and demand issues continue for this type of equipment, we do not anticipate these costs improving. The AV expenditure is not something that can be removed from the budget. The EC voted to approve the increase and it is included in this proposal.

Overall, this budget as proposed, reflects an increase in expected revenues of approximately $22,000, and an increase in expenditures of approximately $18,000 as compared to the 2022-2023 budget.

ACTION REQUESTED: ☒ YES ☐ NO

RECOMMENDATION:

1. **Ratification of the vote by the Executive Committee to increase the annual membership dues to $100 beginning with the May 2023 fiscal year.**

2. **Approval of the proposed 2023-2024 budget as submitted with the increase in dues included.**

ALTERNATIVES:

Not approve the requested increase in annual dues. (Pass the proposed budget without dues increase)

-or-

Suggest alternative amounts for budget items.

FISCAL IMPACT: TBD

ATTACHMENTS: Proposed Budget Document

WMCA BUDGET
P&L Combined

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Proposed May '23 - Apr '24
Income				
Advanced Academy				
Athenian Dialogue	1,900.00	3,850.00	5,988.18	6,125.00
Fall	0.00	5,350.00	8,400.00	8,750.00
Athenian Dialogue	0.00	0.00	combine below	8,750.00
Spring	3,475.00	6,700.00	6,925.00	10,500.00
Total Advanced Academy	5,375.00	15,900.00	21,313.18	34,125.00
Conference				
Donations	57.00	3,000.00	500.00	10,000.00
Exhibitors (15)	0.00	4,600.00	0.00	9,900.00
Meals	31,743.61	721.00	(566.00)	3,500.00
Registrations	0.00	40,875.00	58,000.00	47,500.00
Total Conference	31,800.61	49,196.00	57,934.00	70,900.00
Dues	25,240.00	25,750.00	25,970.00	32,000.00
Savings Interest	14.09	12.15	5.50	0.00
NCI Director Lodging	0.00	0.00	0.00	0.00
NCI Surplus	0.00	0.00	0.00	0.00
Region IX Dinner	0.00	0.00	0.00	1,500.00
Scholarship Income				
Auctions	288.80	7,746.00	0.00	5,000.00
Donations	3,225.00	94.43	1,997.74	0.00
Product Sales	0.00	2,220.00	110.00	1,500.00
Fundraising	0.00	4,096.00	1,290.00	5,000.00
Total Scholarship Income	3,513.80	14,156.43	3,397.74	11,500.00
Total Income	**65,943.50**	**105,014.58**	**108,620.42**	**150,025.00**
Expense				
Academy Sessions				
Athenian Dialogue	0.00	2,248.50	1,012.69	6,000.00
Fall	0.00	4,279.45	8,180.69	9,000.00
Athenian Dialogue	0.00	0.00	0.00	3,000.00
Spring	5,500.00	2,432.11	0.00	6,000.00
Membership Event	0.00	0.00	0.00	500.00
Refunds (2020)	8,725.00	0.00	0.00	0.00
Total Academy Sessions	14,225.00	8,960.06	9,193.38	24,500.00
Annual Conference	Ocean Shores	Pasco	Skamania	Yakima
Audio Visual	0.00	5,326.90	0.00	15,000.00
Conference Photographer	0.00	0.00	0.00	600.00
Decorations	735.22	1,681.85	115.83	2,000.00
Donations (2020)	2,000.00	3,500.00	0.00	0.00
Drawings/Door Prizes	0.00	200.00	0.00	200.00
Exhibitor Refunds (2020)	3,000.00	1,200.00	0.00	0.00
Hospitality Expenses (WMCA)	0.00	4,402.18	4,275.00	6,950.00
Meals	0.00	29,395.59	0.00	55,000.00
Meal Refunds (2020)	1,634.00	106.00	(1,100.00)	0.00
Printing/Postage	0.00	0.00	0.00	1,750.00
Recognition Awards	804.08	232.83	149.47	850.00
Registration Refunds (2020)	51,340.00	0.00	0.00	0.00
Speakers	0.00	6,064.78	3,799.75	15,000.00
Special Entertainment	0.00	100.00	0.00	750.00
Supplies	0.00	2,115.90	1,000.00	2,000.00
Supplies - 1st Time Attendees	381.96	503.09	0.00	500.00
Total Annual Conference	59,895.26	54,829.12	8,240.05	100,600.00
Board Expenses				
Board Meetings	0.00	424.97	549.50	1,200.00
Education Coordinator	(224.40)	3,135.79	1,460.24	2,558.00
Executive Committee Travel				
AWC Conference	300.00	0.00	2,808.26	2,700.00
Other - Site Visits	57.32	141.97	75.46	1,000.00
Total Executive Committee Travel	357.32	141.97	2,883.72	3,700.00
NCI Director Travel				
Northwest Clerks Institute	8,257.74	0.00	0.00	3,400.00
IIMC Conference	0.00	0.00	627.18	900.00
WMCA Conference	0.00	1,167.56	0.00	600.00
Total NCI Director Travel	8,257.74	1,167.56	627.18	4,900.00
Officer's Board Travel				
President				
Alaska Conference	0.00	1,104.13	1,097.90	1,285.00
CA Conference	0.00	408.34	866.81	1,225.00

WMCA BUDGET
P&L Combined

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Proposed May '23 - Apr '24
IIMC Conference	0.00	3,540.05	757.81	2,418.00
OR Conference	0.00	90.60	879.39	1,202.50
WMCA Conference	0.00	1,275.00	0.00	475.00
Total President	0.00	6,418.12	3,601.91	6,605.50
President Elect				
IIMC Conference	600.00	3,558.05	2,920.38	2,558.00
WMCA Conference	0.00	238.26	0.00	560.00
Total President Elect	600.00	3,796.31	2,920.38	3,118.00
Immediate Past President				
IIMC Conference	0.00	1,235.16	1,525.84	0.00
Total Immediate Past President	0.00	0.00	0.00	0.00
Region IX Director Travel	0.00	476.52	0.00	0.00
Total Officer's Board Travel	8,857.74	11,381.99	7,149.47	14,623.50
Total Board Expenses	8,990.66	16,796.40	13,568.77	22,081.50
Communication Expenses				
Voting Software	0.00	0.00	0.00	0.00
DropBox	214.74	174.72	0.00	300.00
Survey	159.90	0.00	0.00	0.00
Website M&O	1,261.40	1,468.37	1,425.60	1,200.00
Total Communication Expenses	1,636.04	1,643.09	1,425.60	1,500.00
Future Conference Site Deposit	(2,000.00)	4,000.00	0.00	5,000.00
Contingency	0.00	0.00	0.00	0.00
IIMC				
MCEF Donation	0.00	42.69	0.00	75.00
Outgoing Reg IX Dir Gift	0.00	588.25	(200.00)	0.00
Reg IX Assessment	0.00	1,525.00	1,585.00	1,850.00
Region IX Dinner	0.00	0.00	312.50	3,700.00
Total IIMC	0.00	2,155.94	1,697.50	5,625.00
Miscellaneous Expenses				
501C(3)	960.00	885.00	970.00	950.00
Bank Charges	4.00	(1.81)	0.00	50.00
Condolences	0.00	0.00	0.00	0.00
Credit Card Fees (PayPal)	624.28	1,675.53	1,908.81	1,500.00
Gambling/Alcohol License	109.00	65.00	206.00	200.00
Gifts	0.00	0.00	0.00	700.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	467.43	260.74	354.95	500.00
Other	525.00	0.00	1,424.50	500.00
Post Cards Vistaprint	0.00	0.00	0.00	0.00
Postage	128.12	22.74	0.00	350.00
Total Miscellaneous Expenses	4,120.83	4,210.20	6,167.26	6,150.00
Scholarship Expenses				
Conference Scholarships	575.00	2,239.78	1,050.00	5,000.00
Margery A. Price Scholarship	0.00	0.00	500.00	2,000.00
NCI Scholarships	0.00	4,200.00	8,890.00	15,000.00
IIMC Endowment Contribution		10,000.00	10,000.00	2,500.00
Raffle - Auction	0.00	1,123.00	842.28	2,500.00
Store Items	0.00	635.38	1,759.62	2,000.00
Total Scholarship Expenses	575.00	18,198.16	23,041.90	29,000.00
Total Expense	**87,442.79**	**110,792.97**	**63,334.46**	**194,456.50**
Net Profit (Loss)	**(21,499.29)**	**(5,778.39)**	**45,285.96**	**(44,431.50)**

WMCA BUDGET
Revenue

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
Income						
Advanced Academy						
Athenian Dialogue	1,900.00	3,850.00	5,988.18	4,375.00	6,125.00	*35 @ $175 Registration*
Fall	0.00	5,350.00	8,400.00	6,250.00	8,750.00	*50 @ $175 Registration*
Spring Athenian			combined below		8,750.00	*50 @ $175 Registration*
Spring	3,475.00	6,700.00	6,925.00	7,500.00	10,500.00	*60 @ $175 Registration*
Total Advanced Academy	5,375.00	15,900.00	21,313.18	18,125.00	34,125.00	
Conference						
Donations	57.00	3,000.00	500.00	10,000.00	10,000.00	*Vendor Sponsorships*
Exhibitors	0.00	4,600.00	0.00	9,900.00	9,900.00	*12 Vendors @ $550*
Meals	31,743.61	721.00	(566.00)	3,500.00	3,500.00	*Guest Meals (Vendors, Spouses)*
Registrations	0.00	40,875.00	58,000.00	45,000.00	47,500.00	*100 @ $475 Registration*
Total Conference	31,800.61	49,196.00	57,934.00	68,400.00	70,900.00	
Dues	25,240.00	25,750.00	25,970.00	27,450.00	32,000.00	*320 @ $100*
Savings Interest	14.09	12.15	5.50	0.00		
NCI Director Lodging	0.00	0.00	0.00	0.00		*2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma*
NCI Surplus	0.00	0.00	0.00	0.00		
Region IX Dinner (Minneapolis)	0.00	0.00	0.00	0.00	1,500.00	*WMCA Hosts in 2023*
Scholarship Income						
Auctions	288.80	7,746.00	0.00	5,000.00	5,000.00	
Donations	3,225.00	94.43	1,997.74	0.00	0.00	*Amazon Smiles & Other*
Product Sales	0.00	2,220.00	110.00	1,500.00	1,500.00	
Fundraising	0.00	4,096.00	1,290.00	5,000.00	5,000.00	
Total Scholarship Income	3,513.80	14,156.43	3,397.74	11,500.00	11,500.00	
Transfer from Savings	0.00	0.00	12,000.00	36,331.00	35,731.50	
Total Income	**65,943.50**	**105,014.58**	**120,620.42**	**161,806.00**	**185,756.50**	

WMCA BUDGET
Expenditures

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22 - Feb'23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
Academy Sessions						
Athenian Dialogue	0.00	2,248.50	1,012.69	2,500.00	6,000.00	*Speaker, lodging, airfare*
Fall	0.00	4,279.45	8,180.69	5,100.00	9,000.00	*Speaker, member meals, room rental*
Athenian Dialogue					3,000.00	*Speaker, lodging, airfare*
Spring	5,500.00	2,432.11	0.00	5,000.00	6,000.00	*Speaker, member meals, room rental*
Membership Event					500.00	*Mini event held by Membership Committee*
Refunds (2020)	0.00	0.00	0.00	0.00		
Total Academy Sessions	5,500.00	8,960.06	9,193.38	12,600.00	24,500.00	
	Ocean Shores	Red Lion - Pasco	Skamania	Skamania	Yakima	
Annual Conference						
Audio Visual	0.00	5,326.90	0.00	7,500.00	15,000.00	*2023 conference saw overage of near $6,000 planning for that and moderate increase.*
Conference Photographer	0.00	0.00	0.00	600.00	600.00	
Decorations	735.22	1,681.85	115.83	2,000.00	2,000.00	
Donation Refunds (2020)	0.00	0.00	0.00	0.00	0.00	
Drawings/Door Prizes	0.00	200.00	0.00	200.00	200.00	*Vendor & Friday Drawings; $100 x 2*
Exhibitor Refunds (2020)	0.00	0.00	0.00	0.00	0.00	
Hospitality Expenses (WMCA)	0.00	4,402.18	4,275.00	6,190.00	6,950.00	*WMCA Expense Policy*
Meals	0.00	29,395.59	0.00	55,000.00	55,000.00	*Includes President's Reception & Executive Committee Dinner*
Meals Refunds (2020)	0.00	0.00	-1,100.00	0.00	0.00	
Printing/Postage	0.00	0.00	0.00	1,750.00	1,750.00	*Meal Tickets, Annual Business Meeting Packets (30), Conference App - The $999 App cost replaces the $1200 previously budgeted for conf. programs*
Recognition Awards	804.08	232.83	149.47	750.00	850.00	*Certificates, plaques, President'sTravel Plaque, Outgoing President Gift, Clerk of the Year Plaque*
Registration Refunds (2020)	0.00	0.00	0.00	0.00	0.00	
Speakers	0.00	6,064.78	3,799.75	15,000.00	15,000.00	*Speaker Fees & Expenses*
Special Entertainment	0.00	100.00	0.00	750.00	750.00	*Honor Guard, Local or Theme, Invocation*
Supplies	0.00	2,115.90	1,000.00	2,000.00	2,000.00	
Supplies for 1st Time Attendees	381.96	503.09	0.00	500.00	500.00	*Event held by Membership Committee*
Total Annual Conference	1,921.26	50,023.12	8,240.05	92,240.00	100,600.00	

WMCA BUDGET
Expenditures

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22 - Feb'23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
Board Expenses						
Board Meetings	0.00	424.97	549.50	1,200.00	1,200.00	*Room Rental, Food (4 Meetings)*
Education Coordinator	-224.40	3,135.79	1,460.24	2,850.00	2,558.00	*Exec Comm Travel Policy*
Executive Committee Travel						
AWC Conference	300.00	0.00	2,808.26	2,600.00	2,700.00	*Vendor registration at AWC Conference (incl travel, supplies, giveaways at conference venue)*
Other	57.32	141.97	75.46	0.00	1,000.00	*Future Conference site visits for 2025 & 2026 meals and mileage (Note, prior years non-comped expenses have been paid by the Venue Liaison. That should not be our practice going forward.)*
Total Executive Committee Travel	357.32	141.97	2,883.72	2,600.00	3,700.00	
NCI Director Travel						
Northwest Clerks Institute	8,257.74	0.00	0.00	3,400.00	3,400.00	*Per Director Agreement - 1/3 Lodging + any overages*
IIMC Conference	0.00	0.00	627.18	900.00	900.00	*1/3 Cost Share*
WMCA Conference	0.00	1,167.56	0.00	575.00	600.00	
Total NCI Director Travel	8,257.74	1,167.56	627.18	4,875.00	4,900.00	
Region IX Director Travel						
IIMC Conference	1,162.00	476.52	0.00	2,900.00	0.00	*NA in 2023*
WMCA Conference	0.00	0.00	0.00	710.00	0.00	
Total Region IX Director	1,162.00	476.52	0.00	3,610.00	0.00	
Officer's Board Travel						
President						
Alaska Conference	0.00	1,104.13	1,097.90	1,357.00	1,285.00	*Anchorage per the usual*
CA Conference	0.00	408.34	866.81	1,880.00	1,225.00	*2023 Palm Springs CA*
IIMC Conference	0.00	3,540.05	757.81	2,844.00	2,418.00	*Airfare, hotel, ground trans, parking Minneapolis, MN*
OR Conference	0.00	90.60	879.39	995.00	1,202.50	*Grand Ronde OR mileage, hotel, parking*
WMCA Conference	0.00	1,275.00	0.00	450.00	475.00	*Registration Only*
Total President	0.00	6,418.12	3,601.91	7,526.00	6,605.50	
President Elect						
IIMC Conference	600.00	3,558.05	2,920.38	2,900.00	2,558.00	
WMCA Conference	0.00	238.26	0.00	560.00	560.00	*Lodging Only - $125/night x 4 plus 11.8% tax*
Total President Elect	600.00	3,796.31	2,920.38	3,460.00	3,118.00	

WMCA BUDGET
Expenditures

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22 - Feb'23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
Immediate Past President						
IIMC Conference	0.00	0.00	1,525.84	0.00	0.00	*2022-2023 due to COVID-19*
Total Immediate Past President	0.00	0.00	1,525.84	0.00	0.00	
Total Officer's Board Travel	10,019.74	11,858.51	7,149.47	10,986.00	9,723.50	
Total Board Expenses	10,152.66	15,561.24	13,568.77	26,121.00	22,081.50	
Communication Expenses						
Voting Software	0.00	0.00	0.00	80.00	0.00	*Changed to website software program*
DropBox	0.00	0.00	0.00	300.00	300.00	
Survey	159.90	0.00	0.00	0.00	0.00	
Website M&O	1,261.40	1,468.37	1,425.60	1,200.00	1,200.00	
Total Communication Expenses	1,421.30	1,468.37	1,425.60	1,580.00	1,500.00	
Future Conference Site Deposit	-2,000.00	4,000.00	0.00	5,000.00	5,000.00	
IIMC						
IIMC Education Foundation	0.00	42.69	0.00	75.00	75.00	Auction Item
Outgoing Reg IX Dir Gift	0.00	588.25	-200.00	0.00	0.00	
Region IX Assessment	0.00	1,525.00	1,585.00	2,492.00	1,850.00	300 Active Members x $7
Region IX Dinner	500.00	0.00	312.50	0.00	3,700.00	WMCA does host in 2023
Total IIMC	500.00	2,155.94	1,697.50	2,567.00	5,625.00	
Miscellaneous Expenses						
501(c)3	960.00	885.00	970.00	950.00	950.00	*Accountant*
Bank Charges	4.00	-1.81	0.00	50.00	50.00	
Condolences	0.00	0.00	0.00	0.00	0.00	
Credit Card Fees (PayPal)	624.28	1,675.53	1,908.81	1,500.00	1,500.00	
Gambling/Alcohol License	109.00	65.00	206.00	200.00	200.00	
Gifts	0.00	0.00	0.00	0.00	700.00	*Lapel pins for IIMC & other conferences*
Insurance	1,303.00	1,303.00	1,303.00	1,400.00	1,400.00	
Office Supplies	467.43	260.74	354.95	500.00	500.00	*McAfee*
Other	525.00	0.00	1,424.50	500.00	500.00	*Small cities scholarships for WMCA dues*
Post Cards Vistaprint	0.00	0.00	0.00	1,000.00	0.00	
Postage	128.12	22.74	0.00	500.00	350.00	*New members and Treasurer mailings*
Total Miscellaneous Expenses	4,120.83	4,210.20	6,167.26	6,600.00	6,150.00	

WMCA BUDGET
Expenditures

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22 - Feb'23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
			Scholarship Expenses			
Conference Scholarships	575.00	2,239.78	1,050.00	5,000.00	5,000.00	
Margery A. Price Scholarship	0.00	0.00	500.00	2,000.00	2,000.00	*Fall/Spring/IIMC/PDIV*
NCI Scholarships	0.00	4,200.00	8,890.00	15,000.00	15,000.00	*2020 actual 0. NCI cancelled*
IIMC Endowment Contribution	0.00	0.00	10,000.00	0.00	2,500.00	*Board approved annual contribution (MCEF)*
Raffle - Auction	0.00	1,123.00	842.28	2,500.00	2,500.00	
Store Items	0.00	635.38	1,759.62	2,000.00	2,000.00	*Buying products to sell*
Total Scholarship Expenses	575.00	8,198.16	23,041.90	26,500.00	29,000.00	
Total Expense	**$ 22,191.05**	**$ 94,577.09**	**$ 63,334.46**	**$ 173,208.00**	**$ 194,456.50**	

WMCA BUDGET
Travel

Conference	Dates	Description	Budget	Proposed	Policy
			May '22 - Apr '22	May '23 - Apr '24	
EDUCATION COORDINATOR TRAVEL					
IIMC Conference - Calgary - 2024	5/19- 5/22/ 2024	Registration/Early	650.00	750.00	*2023 Conference Reg and Air is paid out of 2022 Budget; this budget covers 2024*
Calgary, Alberta, Canada - 2024	5/19- 5/22/ 2024	Airline	700.00	600.00	*Calgary, Alberta, Canada (includes baggage fees)*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Lodging	668.00	768.00	*164.00/night x 4 nights plus 17% tax;*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Ground Transportation	50.00	50.00	
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Parking	140.00	140.00	*Sea Tac*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Meals	250.00	250.00	
		Total Education Coordinator Travel	**2,458.00**	**2,558.00**	
EXECUTIVE COMMITTEE TRAVEL					
AWC Conference	June 20-23 2023	Vendor Registration/Membership	1,300.00	1,400.00	*Includes booth and most meals for 2 days*
Spokane, WA		Lodging	500.00	500.00	
		Mileage	300.00	300.00	
		Supplies	500.00	500.00	*Give aways, presentation supplies, brochures*
		Total Executive Committee Travel	**2,600.00**	**2,700.00**	
NCI DIRECTOR TRAVEL					
IIMC Conference - Minneapolis, MN	5/14- 5/17/ 2023	1/3 Shared Cost w/AK & OR	900.00	900.00	*Director Agreement*
WMCA Conf - Yakima, WA	Mar-24	Transportation/Mileage	600.00	600.00	*Airline (from Manteca/Sac CA to Pasco, WA)*
		Total NCI Director Travel	**1,500.00**	**1,500.00**	
PRESIDENT TRAVEL					
AAMC Conference - Anchorage AK	Nov-23	Airline or Mileage	500.00	500.00	*Walla Walla to Anchorage*
Hotel Captain Cook		Lodging	460.00	460.00	*$115 x 3 incl taxes*
		Ground Transportation	75.00	75.00	*To/Fr Airport*
		Parking	140.00	-	*Walla Walla*
		Meals	100.00	100.00	*1 breakfast, 2 dinner*
		Hospitality Gifts	100.00	100.00	*$50x2 for President/President Elect*
		Auction Item	50.00	50.00	
		Total AAMC Conference	**1,425.00**	**1,285.00**	
CCAC Conf - 2023 - Palm Springs, CA	4/11-4/14/2023	Airline or Mileage	500.00	300.00	
		Lodging	460.00	600.00	
		Ground Transportation	75.00	75.00	*To/Fr Airport*
		Parking	140.00	-	

WMCA BUDGET
Travel

		Meals	100.00	100.00	
		Hospitality Gifts	100.00	100.00	
		Auction Item	50.00	50.00	
		Total CCAC Conference	**1,425.00**	**1,225.00**	
IIMC Conference - Calgary - 2024	5/19- 5/22/ 2024	Registration/Early	650.00	750.00	*2023 Registration and Air is paid out of 2022 budget; this covers 2024 registration cost*
Calgary, Alberta, Canada - 2024	5/19- 5/22/ 2024	Airline	600.00	600.00	*2023 Registration and Air is paid out of 2022 budget; this covers 2024 registration cost*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Lodging	668.00	768.00	*165.00/night x 4 nights plus 17% tax*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Ground Transportation	100.00	50.00	
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Parking	100.00	-	*Walla Walla*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Meals	250.00	250.00	*Not covered by registration*
		Total IIMC Conference	**2,368.00**	**2,418.00**	
OAMR Conference - Spirit Mt. Lodge, Grand Ronde, OR	09/22-24/2022	Airline or Mileage	236.00	377.50	*Round trip Walla Walla to Grand Ronde, OR 604 miles @.625 per mile*
Spirit Mt. Lodge, Grand Ronde, OR		Lodging	640.00	600.00	*$150 (includes tax) x 4 nights max*
OAMR covers registration		Ground Transportation	-	-	*To/Fr Airport*
Academy is extra		Parking	-	-	
		Meals	75.00	75.00	*2 breakfasts/2 dinner; per diem is $61/day*
		Hospitality Gifts	100.00	100.00	*$50x2 for President/President Elect*
		Auction Item	50.00	50.00	
		Total OAMR Conference	**1,101.00**	**1,202.50**	
		Total President Travel	**6,319.00**	**6,130.50**	
IMMEDIATE PAST PRESIDENT TRAVEL					
IIMC Conference -	5/22- 5/25/ 2022	Registration/Early	650.00	-	*2022 was special circumstance, none in 2023*
		Airline	700.00	-	
		Lodging	668.00	-	
		Ground Transportation	50.00	-	
		Parking	140.00	-	
		Meals	250.00	-	
		Total Immdidate Past President Travel	**2,458.00**	**-**	
PRESIDENT-ELECT TRAVEL					
IIMC Conference - Calgary - 2024	5/19- 5/22/ 2024	Registration/Early	650.00	750.00	*2022 Registration and Air is paid out of 2021 budget; this covers 2023 registration cost*

WMCA BUDGET
Travel

Calgary, Alberta, Canada - 2024	5/19- 5/22/ 2024	Airline	700.00	600.00	
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Lodging	668.00	768.00	*165.00/night x 4 nights plus 17% tax*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Ground Transportation	50.00	50.00	
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Parking	140.00	140.00	*Sea Tac Parking*
Minneapolis, Minesota - 2023	5/14- 5/17/ 2023	Meals	250.00	250.00	*Per Diem is $66/day; some meals provided*
		Total President-Elect Travel	**2,458.00**	**2,558.00**	
REGION IX DIRECTOR - WMCA REPRESENTATIVE					
IIMC Conference -	5/22- 5/25/ 2022	Registration/Early	650.00	-	*Not WMCA Rep in 2023-2024*
		Airline	700.00	-	
		Lodging	668.00	-	
		Ground Transportation	50.00	-	
		Parking	140.00	-	
		Meals	250.00	-	
		Total IIMC Conference	**2,458.00**	**-**	
WMCA Conf - Yakima, WA	Mar-24	Airline or Mileage	250.00	-	
New Expense Based on update to Financial Policy to cover costs of IIMC Travel when WMCA Representative, when travel is not covered by IIMC or jurisdiction		Lodging	783.00	-	
		Ground Transportation	-	-	
		Parking	-	-	
		Meals	75.00	-	
		Total WMCA Conference	**1,108.00**	**-**	
		Total WMCA Region IX Director	**3,566.00**	**-**	

WMCA BUDGET
Conference Hospitality

Position in March 2024	Description	Budget	Proposed	Policy
		May '22 - Apr '22	May '23 - Apr '24	
2023 Clerk of the Year	Registration/Early	450.00	475.00	
AAMC President	Registration/Early	450.00	475.00	
TBD	Welcoming Gift	60.00	70.00	
CCAC President	Registration/Early	450.00	475.00	
Jessica Blair	Welcoming Gift	60.00	70.00	
IIMC Executive Director	Registration/Early	450.00	475.00	
Chris Shalby	Welcoming Gift	60.00	70.00	
IIMC President	Registration/Early	450.00	475.00	
Mary Ann Hess, Laurel, MS	Lodging	560.00	560.00	
Mary Ann Hess, Laurel, MS	Transportation/Mileage	800.00	1,000.00	*Fly to Pasco?*
Mary Ann Hess, Laurel, MS	Welcoming Gift	60.00	70.00	
IIMC President-Elect	Registration/Early	450.00	475.00	
TBD	Welcoming Gift	60.00	70.00	
OAMR President	Registration/Early	450.00	475.00	
Nanci Sandoval	Welcoming Gift	60.00	70.00	
NCI Director	Registration/Early	450.00	475.00	
Joann Tilton	Welcoming Gift	60.00	70.00	
Region IX Director	Registration/Early	450.00	475.00	
OR - Ruth Post	Welcoming Gift	60.00	70.00	
Region IX Director	Registration/Early	450.00	475.00	
AK - Jamie Newman	Lodging	560.00	-	*When not WMCA Rep we do not pay lodging*
	Welcoming Gift	60.00	80.00	
	Total Hospitality	**6,960.00**	**6,950.00**	

WMCA BUDGET
P&L Combined

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Proposed May '23 - Apr '24	
Income					
Advanced Academy					
Athenian Dialogue	1,900.00	3,850.00	5,988.18	6,125.00	
Fall	0.00	5,350.00	8,400.00	8,750.00	
Athenian Dialogue	0.00	0.00	combine below	8,750.00	
Spring	3,475.00	6,700.00	6,925.00	10,500.00	
Total Advanced Academy	5,375.00	15,900.00	21,313.18	34,125.00	
Conference					
Donations	57.00	3,000.00	500.00	10,000.00	
Exhibitors (15)	0.00	4,600.00	0.00	9,900.00	
Meals	31,743.61	721.00	(566.00)	3,500.00	
Registrations	0.00	40,875.00	58,000.00	47,500.00	
Total Conference	31,800.61	49,196.00	57,934.00	70,900.00	
Dues	25,240.00	25,750.00	25,970.00	24,000.00	No Increase
Savings Interest	14.09	12.15	5.50	0.00	
NCI Director Lodging	0.00	0.00	0.00	0.00	
NCI Surplus	0.00	0.00	0.00	0.00	
Region IX Dinner	0.00	0.00	0.00	1,500.00	
Scholarship Income					
Auctions	288.80	7,746.00	0.00	5,000.00	
Donations	3,225.00	94.43	1,997.74	0.00	
Product Sales	0.00	2,220.00	110.00	1,500.00	
Fundraising	0.00	4,096.00	1,290.00	5,000.00	
Total Scholarship Income	3,513.80	14,156.43	3,397.74	11,500.00	
Total Income	**65,943.50**	**105,014.58**	**108,620.42**	**142,025.00**	
Expense					
Academy Sessions					
Athenian Dialogue	0.00	2,248.50	1,012.69	6,000.00	
Fall	0.00	4,279.45	8,180.69	9,000.00	
Athenian Dialogue	0.00	0.00	0.00	3,000.00	
Spring	5,500.00	2,432.11	0.00	6,000.00	
Membership Event	0.00	0.00	0.00	500.00	
Refunds (2020)	8,725.00	0.00	0.00	0.00	
Total Academy Sessions	14,225.00	8,960.06	9,193.38	24,500.00	
Annual Conference	Ocean Shores	Pasco	Skamania	Yakima	
Audio Visual	0.00	5,326.90	0.00	15,000.00	
Conference Photographer	0.00	0.00	0.00	600.00	
Decorations	735.22	1,681.85	115.83	2,000.00	
Donations (2020)	2,000.00	3,500.00	0.00	0.00	
Drawings/Door Prizes	0.00	200.00	0.00	200.00	
Exhibitor Refunds (2020)	3,000.00	1,200.00	0.00	0.00	
Hospitality Expenses (WMCA)	0.00	4,402.18	4,275.00	6,950.00	
Meals	0.00	29,395.59	0.00	55,000.00	
Meal Refunds (2020)	1,634.00	106.00	(1,100.00)	0.00	
Printing/Postage	0.00	0.00	0.00	1,750.00	
Recognition Awards	804.08	232.83	149.47	850.00	
Registration Refunds (2020)	51,340.00	0.00	0.00	0.00	
Speakers	0.00	6,064.78	3,799.75	15,000.00	
Special Entertainment	0.00	100.00	0.00	750.00	
Supplies	0.00	2,115.90	1,000.00	2,000.00	
Supplies - 1st Time Attendees	381.96	503.09	0.00	500.00	
Total Annual Conference	59,895.26	54,829.12	8,240.05	100,600.00	
Board Expenses					
Board Meetings	0.00	424.97	549.50	1,200.00	
Education Coordinator	(224.40)	3,135.79	1,460.24	2,558.00	
Executive Committee Travel					
AWC Conference	300.00	0.00	2,808.26	2,700.00	
Other - Site Visits	57.32	141.97	75.46	1,000.00	
Total Executive Committee Travel	357.32	141.97	2,883.72	3,700.00	
NCI Director Travel					
Northwest Clerks Institute	8,257.74	0.00	0.00	3,400.00	
IIMC Conference	0.00	0.00	627.18	900.00	
WMCA Conference	0.00	1,167.56	0.00	600.00	
Total NCI Director Travel	8,257.74	1,167.56	627.18	4,900.00	
Officer's Board Travel					
President					
Alaska Conference	0.00	1,104.13	1,097.90	1,285.00	
CA Conference	0.00	408.34	866.81	1,225.00	

WMCA BUDGET
P&L Combined

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Proposed May '23 - Apr '24
IIMC Conference	0.00	3,540.05	757.81	2,418.00
OR Conference	0.00	90.60	879.39	1,202.50
WMCA Conference	0.00	1,275.00	0.00	475.00
Total President	0.00	6,418.12	3,601.91	6,605.50
President Elect				
IIMC Conference	600.00	3,558.05	2,920.38	2,558.00
WMCA Conference	0.00	238.26	0.00	560.00
Total President Elect	600.00	3,796.31	2,920.38	3,118.00
Immediate Past President				
IIMC Conference	0.00	1,235.16	1,525.84	0.00
Total Immediate Past President	0.00	0.00	0.00	0.00
Region IX Director Travel	0.00	476.52	0.00	0.00
Total Officer's Board Travel	8,857.74	11,381.99	7,149.47	14,623.50
Total Board Expenses	8,990.66	16,796.40	13,568.77	22,081.50
Communication Expenses				
Voting Software	0.00	0.00	0.00	0.00
DropBox	214.74	174.72	0.00	300.00
Survey	159.90	0.00	0.00	0.00
Website M&O	1,261.40	1,468.37	1,425.60	1,200.00
Total Communication Expenses	1,636.04	1,643.09	1,425.60	1,500.00
Future Conference Site Deposit	(2,000.00)	4,000.00	0.00	5,000.00
Contingency	0.00	0.00	0.00	0.00
IIMC				
MCEF Donation	0.00	42.69	0.00	75.00
Outgoing Reg IX Dir Gift	0.00	588.25	(200.00)	0.00
Reg IX Assessment	0.00	1,525.00	1,585.00	1,850.00
Region IX Dinner	0.00	0.00	312.50	3,700.00
Total IIMC	0.00	2,155.94	1,697.50	5,625.00
Miscellaneous Expenses				
501C(3)	960.00	885.00	970.00	950.00
Bank Charges	4.00	(1.81)	0.00	50.00
Condolences	0.00	0.00	0.00	0.00
Credit Card Fees (PayPal)	624.28	1,675.53	1,908.81	1,500.00
Gambling/Alcohol License	109.00	65.00	206.00	200.00
Gifts	0.00	0.00	0.00	700.00
Insurance	1,303.00	1,303.00	1,303.00	1,400.00
Office Supplies	467.43	260.74	354.95	500.00
Other	525.00	0.00	1,424.50	500.00
Post Cards Vistaprint	0.00	0.00	0.00	0.00
Postage	128.12	22.74	0.00	350.00
Total Miscellaneous Expenses	4,120.83	4,210.20	6,167.26	6,150.00
Scholarship Expenses				
Conference Scholarships	575.00	2,239.78	1,050.00	5,000.00
Margery A. Price Scholarship	0.00	0.00	500.00	2,000.00
NCI Scholarships	0.00	4,200.00	8,890.00	15,000.00
IIMC Endowment Contribution		10,000.00	10,000.00	2,500.00
Raffle - Auction	0.00	1,123.00	842.28	2,500.00
Store Items	0.00	635.38	1,759.62	2,000.00
Total Scholarship Expenses	575.00	18,198.16	23,041.90	29,000.00
Total Expense	**87,442.79**	**110,792.97**	**63,334.46**	**194,456.50**
Net Profit (Loss)	**(21,499.29)**	**(5,778.39)**	**45,285.96**	**(52,431.50)**

WMCA BUDGET
Revenue

	Actual May '20 - Apr '21	Actual May '21- Apr '22	YTD May '22-Feb '23	Budget May '22 - Apr '22	Proposed May '23 - Apr '24	Comments
Income						
Advanced Academy						
Athenian Dialogue	1,900.00	3,850.00	5,988.18	4,375.00	6,125.00	*35 @ $175 Registration*
Fall	0.00	5,350.00	8,400.00	6,250.00	8,750.00	*50 @ $175 Registration*
Spring Athenian			combined below		8,750.00	*50 @ $175 Registration*
Spring	3,475.00	6,700.00	6,925.00	7,500.00	10,500.00	*60 @ $175 Registration*
Total Advanced Academy	5,375.00	15,900.00	21,313.18	18,125.00	34,125.00	
Conference						
Donations	57.00	3,000.00	500.00	10,000.00	10,000.00	*Vendor Sponsorships*
Exhibitors	0.00	4,600.00	0.00	9,900.00	9,900.00	*12 Vendors @ $550*
Meals	31,743.61	721.00	(566.00)	3,500.00	3,500.00	*Guest Meals (Vendors, Spouses)*
Registrations	0.00	40,875.00	58,000.00	45,000.00	47,500.00	*100 @ $475 Registration*
Total Conference	31,800.61	49,196.00	57,934.00	68,400.00	70,900.00	
Dues	25,240.00	25,750.00	25,970.00	27,450.00	24,000.00	*320 @ $75 - No Increase*
Savings Interest	14.09	12.15	5.50	0.00		
NCI Director Lodging	0.00	0.00	0.00	0.00		*2/3 from OR/AK + any overages/share cost of Air bnb in Tacoma*
NCI Surplus	0.00	0.00	0.00	0.00		
Region IX Dinner (Minneapolis)	0.00	0.00	0.00	0.00	1,500.00	*WMCA Hosts in 2023*
Scholarship Income						
Auctions	288.80	7,746.00	0.00	5,000.00	5,000.00	
Donations	3,225.00	94.43	1,997.74	0.00	0.00	*Amazon Smiles & Other*
Product Sales	0.00	2,220.00	110.00	1,500.00	1,500.00	
Fundraising	0.00	4,096.00	1,290.00	5,000.00	5,000.00	
Total Scholarship Income	3,513.80	14,156.43	3,397.74	11,500.00	11,500.00	
Transfer from Savings	0.00	0.00	12,000.00	36,331.00	35,731.50	
Total Income	**65,943.50**	**105,014.58**	**120,620.42**	**161,806.00**	**177,756.50**	

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1970

TO: WMCA Members

FROM: Peri Gallucci, Elections Officer
Membership Committee

DATE: February 28, 2023

RE: Special Election and 2023 General Election

Prior to the General Election opening, a Board Member resigned with approximately a year and a half left of their term. The resignation was so close to the start of the general election process the Executive Committee determined it would be best to run the elections simultaneously.

On October 26, 2022, a call for Candidates was sent out via email blast for the Special Election and the 2023 General Election. These were also placed in the WMCA November newsletter. Only one member declared their candidacy and submitted a Candidate Packet for the Special Election. Per Article VI – Officers/Board of Directors/Terms, Section 6. Vacancy, Gretchen Sagan was presented to the Executive Committee and was appointed to the vacant position without going through the election process.

On December 5, 2022, a certification of candidate report was issued for the 2023 WMCA General Election. On January 27, 2023, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 17, 2023, and the results were forwarded to Jennifer Schober, Elections Auditor, by the Elections Officer, Peri Gallucci, on February 21, 2023.

An independent review of the elections results was completed, and the Elections Auditor found the election process and results to be sound. Out of 329 active members, 96 ballots were cast with the following results sorted high to low:

CANDIDATE	TOTAL VOTES	PERCENTAGE
<u>President Elect (1-Year Term)</u>		
Elizabeth Adkisson, MMC Interim City Clerk, City of Seattle	96	100%

Treasurer (2-Year Term) Gina Anderson, MMC Deputy Clerk/Treasurer, City of Woodland	96	100%
Vice President (1-Year Term) Heidi Napolitino, MMC Clerk-Treasurer, Town of Woodway	95	99%
WMCA Board Member (3-Year Term) Kathy Linnemeyer, CMC City Clerk/Executive Assistant, City of Yelm	95	99%

As a final note, there were two Board Member positions open for the General Election and only one candidate. Therefore, a Special Election will need to be held in the next few months to fill the vacancy.

To: **WMCA Executive Committee, Elections Officer, and Membership Committee Chair**
From: **Jennifer Schober, Elections Auditor**
Re: **2023-2024 WMCA Executive Committee Officers**
Date: **February 24, 2023**

On December 5, 2022 I issued a certification of candidate report for the 2023-2024 WMCA Executive Committee Officers. On January 27, 2023, email ballot information, voting instructions, and a link to the electronic voting software was sent to each active WMCA member in good standing asking them to vote. The election closed on Friday, February 17th, and the results were forwarded to me by the Elections Officer, Peri Gallucci on February 21st.

I have completed an independent review of the elections results and find the election process and results to be sound. Out of active members, 96 ballots were cast with the following results sorted high to low:

CANDIDATE	TOTAL VOTES	PERCENTAGE
President Elect (1-Year Term) Elizabeth Adkisson, MMC Interim City Clerk, City of Seattle	96	100%
Vice President (1-Year Term) Heidi Napolitino, MMC Clerk-Treasurer, Town of Woodway	95	99%
Treasurer (2-Year Term) Gina Anderson, MMC Deputy Clerk/Treasurer, City of Woodland	96	100%
WMCA Board Member (3-Year Term) Kathy Linnemeyer, CMC City Clerk/Executive Assistant, City of Yelm	95	99%

Thank you for the opportunity to assist in the election process.

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1970

☐ First Quarter Report (June Mtg)
☐ Second Quarter Report (Oct Mtg)
☐ Third Quarter Report (Jan Mtg)
☒ Year-End Report (Mar Mtg)

TO: WMCA President and Executive Committee

FROM: Melody Valiant, City of Tumwater & Christine Brown, City of Bainbridge Island

COMMITTEE: Bylaws Committee

DATE: February 28, 2023

SUMMARY OF ACTIVITIES: This year the Washington Municipal Clerks Association (WMCA) Bylaws Committee received a request to bring an amendment forward to the Bylaws to update Article IV, Section 1 Officers and Terms to clarify the process of how the President-Elect assumes the office of President and to provide flexibility for exceptions as needed.

This amendment has been finalized and will be presented at the 2023 Annual Business Meeting for a vote by the membership. The amendment is attached to this report and will be included in the 2023 Annual Business Meeting Packet.

The proposed amendment has been presented to and reviewed by the Executive Committee. It was included in the the January 2023 WMCA Newsletter, and notification was emailed out to the entire membership at least 20 days prior to the Annual meeting.

The committee also worked on bylaw changes relating to the new Ethics Program. Timing of the adoption of the new program didn't allow for proper notice to our membership of the associated bylaw changes so work on these changes will continue in 2023 for adoption in March 2024.

ACTION REQUESTED: ☒ **YES** ☐ **NO**

RECOMMENDATION: Present the proposed Amendment to the WMCA Membership for a vote at the 2023 Annual WMCA Conference.

ALTERNATIVES:

FISCAL IMPACT:

Revenues:	Budgeted Amount	Revenues Generated

_____	$ _____	$ _____
_____	$ _____	$ _____

Expenditures:	Budgeted Amount	Amount encumbered & expended
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____

AMENDMENT 1 – Article IV, Section 1. Officers and Terms

Amend Article IV, Section 1, as shown in the strike through and underlined language below:

Section 1. **Officers and Terms**: The officers of WMCA shall be President, Past President, President-Elect, Vice President, Secretary, and Treasurer. The Office of President and Past President shall serve one-year terms and shall not be subject to election. The ~~President, Past President~~ President-Elect~~,~~ and Vice-President shall serve one-year terms and shall be elected annually by a majority vote of the active members voting~~, EXCEPT THAT the office of President and Past President shall not be subject to election~~. The President-Elect shall ~~automatically~~ assume the ~~o~~Office of President after the certification of the general election and the administration of the oath of office ~~at the next annual meeting following the election~~, or immediately following the position becoming vacant ~~if there is a vacancy in the office of President prior to that time~~. ~~Each~~The outgoing President shall assume the ~~o~~Office of Past President for a period of one year. If the Office of Past President is ~~vacant~~vacated, the Executive Committee may appoint a past President who has served on the Executive Committee within the previous five years to fill the position. The Secretary and Treasurer shall each serve a two-year term. The Treasurer shall be elected every odd-numbered calendar year during the regular annual election of that year, by a majority vote of the active members voting. Effective 2008, the Secretary shall be elected every even-numbered calendar year during the regular annual election of that year, by a majority vote of the active members ~~voting~~present.

TO: WMCA President and Executive Committee

FROM: Keri MacDonald, Co-Chair; Jodi Wycoff, Co-Chair, Paula Swisher, Venue Liaison

DATE: March 2, 2023

SUMMARY OF ACTIVITIES:
Thank you to the following Conference Planning Committee members for their assistance in making the 2023 WMCA Conference a success:

Co-chair – Keri MacDonald; Co-chair – Jodi Wycoff; Venue Liaison - Paula Swisher; EC Liaison - Peri Gallucci

Members:
Anja Mullin
Anders Sorestad
April Culwell
Cailey Couch
Debbie Jermann
Gina Ekoes
Heidi Napolitino
Krystle Shanks
Lisa Neissl
Melissa Hart McCain
Nicole Schunke
Stephanie Haug
Stephanie Porter
Terri Wright
Treva Percival

It was an honor to plan this conference for President (and long standing Conference Planning member) Shawn Campbell. The Committee enjoyed bringing President Campbell's "Life is an Adventure, Let's Live it Together" conference theme to life. We sincerely hope that everyone leaves this year's conference with some new tips and tricks, feeling more confident in their jobs, rejuvenated, and more connected with their fellow clerks!

As soon as the conference is over, the committee will hit the ground running to start planning for the 2024 conference in Yakima for President Neissl. We are excited to hear what her theme will be and look forward to working with her and the other committees to make it another amazing conference.

Thank you to everyone who assisted with making this year’s conference a great one!.

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION:
Have an amazing time at conference and remember that Life is an Adventure, Let's Live it Together!!

ALTERNATIVES:

FISCAL IMPACT:

ATTACHMENTS:

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1969

☐ First Quarter Report (June Mtg)
☐ Second Quarter Report (Oct Mtg)
☐ Third Quarter Report (Jan Mtg)
☐ Year-End Report (Mar Mtg)
☒ Annual Business Meeting Report (March)

TO: WMCA President and Executive Committee

FROM: Heidi K. S. Napolitino, Town of Woodway and Tammy Stanger, City of Wenatchee

COMMITTEE: Education Committee

DATE: March 16, 2023

RECOGNITION OF 2022-2023 EDUCATION COMMITTEE MEMBERS:

Thank you, committee members, for your willingness to serve this year. We are ready to facilitate the education sessions in Stevenson, WA and look forward to seeing everyone!

Heidi Napolitino, Co-Chair	**Town of Woodway**
Tammy Stanger, Co-Chair	**City of Wenatchee**
Gretchen Saugen, EC Liaison	**City of Montesano**
Tisha Gieser	City of Issaquah
Teresa Lopez	City of Union Gap
Peggy Nimb	City of Bainbridge Island
Stephanie Porter	City of White Salmon
Donald Ross	City of Westport

SUMMARY OF 2022/2023 ACTIVITIES:

- Compiled a list of interested and suggested Keynote and Closing speakers for the 2023 annual conference and sent to the President and EC to review and provide their choices. Reviewed 2022 conference session evaluations and requested additional topic input from committee members. Began the search for education speakers.
- Executed contracts with all speakers.
- Assigned committee members to act as liaisons to speakers. They will be the contact person for each speaker, introduce the sessions, provide handouts to attendees, and collect evaluation forms after the session.

First Quarter Report (June Mtg)
Second Quarter Report (Oct Mtg)
Third Quarter Report (Jan Mtg)
X **Year-End Report (Mar Mtg)**

TO: WMCA President and Executive Committee

FROM: Deb Estrada, Administrative Coordinator/Deputy City Clerk, MMC

COMMITTEE: Fundraising Committee

DATE: February 28, 2023

SUMMARY OF ACTIVITIES

Recognition of 2022-2023 Fundraising Committee Members:
Thank you, **FUN**draising Committee Members, for your spirit of giving! Your willingness to step up, lean in, and work hard to deliver big dividends for WMCA Scholarships is appreciated!

Deb Estrada, Co-Chair & EC Liaison
Debbie Jermann, Co-Chair & Silent Auction
Andrea Larson, Raffle Team Leader
Gretchen Sagen, Auctioneer
Alice Attwood
Carrie Lnenicka
Crystal Zieske
Gini Ekoes
Heidi Riojas
Jessica Rose
Kelsey Hardy
Marci Miess
Mary Corey
Nicole MacDonald
Sheeri St. Clair
Stephanie Porter
Tammy Stanger
Terri Wright
Zoe Sowa

The **Fall Education Days** Raffles in Leavenworth, Washington, generated **$645** for WMCA Scholarships.

- 50/50 Raffle
- Lavender Spa Basket
- Pumpkin Spice Coffee Basket
- Red Wine and Unwind Basket
- Lighted Porcelain Pumpkin
- Sweater Weather Muc & Starbucks Coffee Card Mug
- Harvest Spice Candles and Metal Tray

51st Annual WMCA Conference Fundraising

WMCA Clothing – Stephanie Haug led the "*When you're a Clerk, EVERY DAY is a new adventure*" clothing fundraiser with 54 pre-orders that at the time of this report raised $838.88 for WMCA Scholarships. Shirts and pullovers will be available to purchase online at the WMCA Store and will be delivered within a few weeks of conference.

***100* Envelope Challenge –** This year we are bringing back the 100 Envelope Challenge! The envelope fundraiser uses 100 fundraising envelopes. Each envelope in the series represents a donation amount. If we get a supporter for all 100 envelopes, WMCA will raise $5,050 for scholarships.

Silent & Live Auction – Newsletter and social media messaging occurred throughout fall 2022 and the first quarter of 2023. The WMCA Store will greet attendees with vibrant tables filled with unique and exciting auction items.

Raffle Items – Andrea Larson's Dream Team will bring a multitude of opportunities to win!

- Apple iPad ($5 Raffle)
- Apple AirPods ($5 Raffle)
- Two Alexa Echo Dots ($5 Raffle)
- Cookies by Lisa Neissl ($1 Raffle)
- 50/50 – Winner takes half! ($1 Raffle)

Live Auction - This is when members dig deep and give big! We have some spectacular auction items lined up for Wednesday night, with more coming in every day. Just a few items include:

- Sunrise Hot Air Balloon Ride – 2 People
- Seattle Sounders vs. Portland Timbers & Parking – 2 People
- Two Nights in Washington Wine Country – 4 People

ACTION REQUESTED: No

RECOMMENDATION: n/a

ALTERNATIVES: n/a

FISCAL IMPACT: n/a

TO: WMCA President and Executive Committee

FROM: Stephanie Haug, Historical Committee Co-Chair

DATE: 27 February 2023

SUMMARY OF ACTIVITIES:

The Historical Committee has had an eventful year, filled with committee member changes. Our webmaster (and guru) Jill Boltz relocated to Arizona in August 2022, transferring primary Webmaster duties to myself and Terri Wright. Also in August 2022, Virginia Clough, the other Historical Committee Chair, took a new position in Spokane Valley, thus leaving the committee in the hands of the webmasters. The year was filled with learning the ins and outs of the website and keeping it up to date.

Our committee is gearing up for the year's annual conference. This year, we have been assigned the task of photographing important events and occasions throughout the week, including the award ceremonies, speeches, and presentations. We will also be capturing headshots of our Executive Committee for the website and creating a display table of historical WMCA photographs and documents.

Thank you to our wonderful committee members for their work this year:

Terri Wright, City of Kennewick, Webmaster
Morgan Stubbe, C-TRAN
Kelly Chelin, City of Lake Stevens

We encourage anyone who has an interest in photography to join us on the Historical Committee!

ACTION REQUESTED: ☐ YES ☒ NO

RECOMMENDATION: N/A

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

TO: WMCA President, Executive Committee, and Membership

FROM: Melissa McCain, Co-Chair
Darla Reese, Co-Chair
Peri Gallucci, Co-Chair/Elections
Elizabeth Adkisson, EC Liaison

DATE: February 28, 2023

RECOGNITION OF 2022-23 MEMBERSHIP COMMITTEE MEMBERS:

Many thanks to the members of the 2022-23 Membership Committee; these WMCA members participated in such important work as welcoming new members, recruitment, first time attendee events at annual conference, membership events at fall education days, facilitation of the Partnership Program, and General and Special Elections!

Darla Reese, Co-Chair	City of Granite Falls
Melissa McCain, Co-Chair	City of Renton
Peri Gallucci, Co-Chair (Elections Officer)	City of Chelan
Elizabeth Adkisson, EC Liaison	City of Seattle
Bernie Bacon	City of Camas
Judy Brown	City of Bridgeport
Shawn Campbell	City of Auburn
Stephanie Haug	City of West Richland
Maria Holman	City of East Wenatchee
Heidi Napolitino	Town of Woodway
Lisa Neissl	City of Walla Walla
Jennifer Roll	Island County
Jessica Rose	City of Enumclaw
Donald Ross	City of Westport
Tammy Stanger	City of Wenatchee
Bonnie Wilkens	City of Des Moines
Terri Wright	City of Kennewick

ELECTIONS SUB-COMMITTEE UPDATE

2023 General Elections

Thanks to the Elections Officer Peri Gallucci, the 2023 General Election was completed successfully. ***Congratulations*** to those elected:

- President-Elect (1-year Term): Elizabeth Adkisson, MMC – Interim City Clerk, City of Seattle
- Vice President (1-year Term): Heidi Napolitino, MMC, Clerk-Treasurer, Town of Woodway
- Treasurer (2-year Term): Gina Anderson, MMC – Deputy City Clerk/Treasurer, City of Woodland
- Board Member (3-Year Term): Kathy Linnemeyer, CMC – City Clerk/Executive Assistant, City of Yelm

The newly elected members were informed of the results by President Campbell and the membership informed via e-blast notice. The results will also be presented at the WMCA Annual Business Meeting and Oaths of Office administered at the Annual Conference Banquet. Due to the remaining board member vacancy, a special election will be held (dates to be determined) to fill that vacancy.

Many thanks Peri (and Jennifer from the Audit Committee) for another successful year of Elections!!

*NOTE: Please see Attachment 1 for the full Elections Repor*t.

ATTACHMENTS: 1. WMCA Election Report to Board 02-24-23

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1970

TO: WMCA Members

FROM: Kassi Mackie, Scholarship Committee Co-Chair
Donald Ross, Scholarship Committee Co-Chair

COMMITTEE: Scholarship Committee

DATE: February 14, 2023

We would like to extend a big THANK YOU to & recognize the 7 scholarship committee members who volunteered to serve on our committee this past year. Their thoughtful input and participation was greatly appreciated!

- **Laura Divis, City of Okanogan**
- **Gretchen Sagen, City of Montesano**
- **Bonnie Wilkins, City of Des Moines**
- **Amber Scott, City of Okanogan**
- **Debra Barham, City of Pasco**
- **Kim Agfalvi, City of Orting**
- **Teresa Lopez, City of Union Gap**

And a big thanks to Lisa Neissl our EC Liaison as well!

Highlights from the year include:

- For the 2022-2023 fiscal year (May 1, 2022 – present), the committee awarded **19 scholarships** to fellow members to support them in their professional development/educational goals. This included 7 Professional Development Scholarships, 12 General Scholarships and 0 Margery Price Scholarships awarded.

Enjoy the conference and don't forget- Professional Development scholarships are due March 31, 2023!

WASHINGTON MUNICIPAL CLERKS ASSOCIATION
Established in 1970

First Quarter Report (June Mtg)
Second Quarter Report (Oct Mtg)
Third Quarter Report (Jan Mtg)
X Year-End Report (Mar Mtg)

TO: WMCA President Shawn Campbell and Executive Committee

FROM: Alice Attwood, Education Coordinator

COMMITTEE:

DATE: 2-28-2023

SUMMARY OF ACTIVITIES:

Currently I am working on Fall Education Days. Mary Lynne Stratta will be facilitating an Athenian Dialogue. At this time a book has not been chosen.

I have a few ideas for the Academy class that I will continue to work on.

Also, I have been working with the Hilton Garden in Wenatchee for Fall Education Days. They have a beautiful facility and are offering a great price for guest rooms. The dates for Fall Education Days are September 21 and 22.

Happy Spring to everyone!

ACTION REQUESTED: YES NO

RECOMMENDATION: None

FISCAL IMPACT: