

**NORTHWEST CLERKS INSTITUTE AGREEMENT  
BETWEEN  
WASHINGTON MUNICIPAL CLERKS ASSOCIATION, THE ALASKA ASSOCIATION OF MUNICIPAL CLERKS,  
OREGON ASSOCIATION OF MUNICIPAL RECORDERS AND INSTITUTE DIRECTOR JOANN TILTON**

This AGREEMENT is dated effective November 29, 2021, and is between the Washington Municipal Clerks Association (hereinafter referred to as "WMCA"), the Alaska Association of Municipal Clerks (hereinafter referred to as "AAMC"), the Oregon Association of Municipal Recorders (hereinafter referred to as "OAMR") and Institute Director Joann Tilton regarding the Northwest Clerks Institute.

WHEREAS, the Northwest Clerks Institute (NCI) has been established to serve the educational needs and requirements of Municipal Clerks in the States of Washington, Oregon and Alaska; and

WHEREAS, WMCA, AAMC, and OAMR, have agreed that WMCA shall serve as the lead agency and shall sign a contract for services with Washington State University Professional Education (hereinafter referred to as "WSU-PE") for conference management of the Northwest Clerks Institute (NCI).

WHEREAS, this agreement between WMCA, AAMC, and OAMR and the Institute Director will depict and define the Institute Director's role and responsibilities in program coordination and administration of the Northwest Clerks Institute (NCI); and,

WHEREAS, WMCA, AAMC, and OAMR have established the NCI Education Committee, which consists of three representatives from each association and the Institute Director, and serves in an advisory capacity to review and make recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by the International Institute of Municipal Clerks (IIMC).

NOW, THEREFORE, it is mutually agreed as follows:

**A. INSTITUTE DIRECTOR**

This Institute Director shall be chosen by the three state associations through a request for qualifications process. The Institute Director shall be responsible for program coordination and administration of the Institute, with administrative support from WSU-PE. The Institute Director shall work closely with the NCI Education Committee for program, course content, budget, and schedule approval of the Institute. The Institute Director is also responsible for coordinating with Education Coordinators of State Associations for Master Academy Programs offered throughout the year.

**1. Responsibilities and Duties**

Responsibilities shall include, but are not limited to:

**a. Pre-Institute**

- **For Professional Development I, Professional Development II, and Professional Development III:** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. Session titles shall clearly describe session content.
- **For Professional Development IV (Master Academy):** Develop course content, materials, and promotional materials in compliance with IIMC Institute Guidelines. PD

IV shall be offered annually upon the recommendation of the NCI Education Committee. A separate budget and accounting will be developed for this program.

- Develop session schedules.
- Recruit instructors.
- Work with hired instructors regarding session content and materials for attendees.
- Develop marketing materials and compile mailing lists.
- Work with state associations (AAMC, OAMR & WMCA) on marketing the Institute.
- Develop attendee assessment (KTAP: Knowledge Transfer Action Plan).
- Develop program evaluation tools.
- In association with the WSU-PE Conference Manager:
  - i. Collect and administer attendee registrations;
  - ii. Forward program related bills for payment; and
  - iii. Coordinate classrooms, housing, meals and parking.
- Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the NCI Education Committee prior to February 15 of each year.
- Send out pre-session information to each registered participant. Information shall include, but not be limited to:
  - i. a description of the Institute
  - ii. date and time of orientation
  - iii. class program and hours
  - iv. housing accommodations
  - v. appropriate attire
  - vi. map of parking areas
  - vii. list of meals included with registration
  - viii. information regarding IIMC certification
- Work directly with WSU-PE Director of Professional Education and WSU-PE Conference Manager on all matters requiring financial decisions.
- Arrive on campus a few days in advance of the start of the Institute for preparation work.

**b. Institute**

- Reside in Tacoma for a few days prior to the start of the Institute and until the Institute concludes.
- On-site facilitation and operation of all four Institute programs
- On-site coordination with University of Puget Sound and WSU-PE Conference Manager for attendee meals and housing
- Teach and/or lead classes (if needed)
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.

**c. Post-Institute**

- Review evaluations from all sessions.
- Receive, read, and review all KTAPs (attendee assessments) and electronically send certificates of completion.
- Provide class evaluations and a financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.

- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval.
- Compile and submit the Institute report for IIMC in accordance with the IIMC Institute Guidelines.

**d. State Association Master Academy Programs**

- Follow the guidelines set forth in Section C to assist each state association (AAMC, OAMR and WMCA) with the approval process for Master Academy programs, in accordance with IIMC Institute Guidelines. Basic duties include:
  - i. Work with state Education Coordinators to recruit instructors and negotiate fees
  - ii. Approve instructors and course content
  - iii. Attend all master academies attached to state conferences
  - iv. Attend mid-year academies, when feasible
  - v. Develop and administer attendee assessments (KTAP)
  - vi. Receive, review and read KTAPs
  - vii. Send certificates to attendees who completed KTAPs
  - viii. Complete IIMC reporting requirements

**e. Conferences**

- Attend four conferences per year:
  - i. March - WMCA annual conference
  - ii. May - IIMC annual conference
  - iii. September - OAMR annual conference
  - iv. November - AAMC annual conference
- The costs of attending conferences paid for or reimbursed as outlined in the Budget and Compensation section.
- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Make presentations and conduct workshops at state association's conferences to promote attendance at the Institute and explain the process to obtain certification and the value of receiving CMC and MMC certifications.
- Attend the Institute Director Colloquium and Institute Director Meeting at the IIMC Conference.

**f. NCI Budget**

- Be the official budget administrator and have the sole authority to commit Northwest Clerks Institute expenditures.
- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year for approval.

**g. NCI Education Committee**

- Coordinate with Committee Chair to schedule meetings (conference calls).
- Work with Committee Chair to prepare agenda and reports for meetings, including follow-up after meeting.
- Provide a copy of the confirmed class schedule (including sessions, instructors, times, locations, etc.) to the NCI Education Committee prior to February 15 of each year.

- Provide class evaluations and financial report to the NCI Education Committee within ninety (90) days from the end of each session, outlining the revenue sources and expenditures for the sessions.
- Prepare and submit copies of the proposed budget for the following year to the NCI Education Committee in October of each year.
- Review recommended changes to the program with the NCI Education Committee.

**h. IIMC Committees**

- Apply for and, if appointed, actively serve on one IIMC Committee each year representing the interests of Institute Directors and the three State Associations (committee appointments begin the first day of the IIMC Annual Conference and are a one-year term).
- Participate in on-going discussions of policy issues with Institute Directors to improve program delivery methods.

**i. Clerk Consultations**

- Encourage and provide guidance for eligible clerks to pursue the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations.
- Review certification documents and respond to emails and telephone inquiries from clerks from all three state associations (AAMC, OAMR & WMCA).

**B. NCI EDUCATION COMMITTEE**

The Northwest Clerks Institute (NCI) Education Committee reviews and makes recommendations concerning issues regarding Institute course content, budget, and schedule, as well as new program materials and guidelines adopted by IIMC.

**1. Membership:**

- a. There shall be 9 members of the NCI Education Committee as follows:
  - WMCA Education Coordinator
  - WMCA Education Committee Chair
  - WMCA member at-large (with WMCA education experience)
  - OAMR Education Committee Chair
  - OAMR Professional Growth and Leadership Development Committee Chair
  - OAMR member at-large
  - AAMC Education Chair
  - AAMC Past President
  - AAMC member at-large
- b. The Institute Director attends Committee meetings as advisor to the Committee and will not be a voting member.
- c. The WSU-PE Conference Manager will attend Committee meetings, when possible, and will not be a voting member.
- d. At-large members will be appointed by their respective state presidents, in accordance with state policies. The candidate should have education experience and be familiar with the Northwest Clerks Institute.
- e. The NCI Education Committee as a whole, will select a Chair amongst themselves each year, rotating states.

## **2. NCI Committee Member Duties:**

- a. Attend meetings as scheduled. Meetings will be held as needed by conference call.
- b. Within ninety (90) days from the end of the Institute:
  - Review the class evaluations
  - Review the financial report, which outlines the revenue sources and expenditures for the sessions
- c. Review the proposed budget for the following year as provided by the Institute Director in October of each year.
- d. Review and make recommendations regarding the terms of the NCI agreement as needed, with the stipulation that the Institute will remain in Washington State.
- e. On an annual basis, review the feasibility of offering the Master Academy (PD IV) session.
- f. Review the confirmed class schedule (including sessions, instructors, times, locations, etc.) as prepared by the Institute Director by February 15 of each year.
- g. Review and make recommendations on new program materials and guidelines based on changes to the IIMC Education and/or Institute Guidelines.
- h. In the event that the Institute Director's travel expenses for the IIMC conference exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating additional funding.
- i. Assist the Institute Director and each state Association in promotion and fundraising efforts to support the Institute and Academy (PD IV) program.
- j. Keep state president and state board informed of the Committee's actions and recommendations.

## **3. NCI Committee Chair Duties:**

- a. Coordinate with the Institute Director to schedule meetings and prepare the agenda and reports for Committee meetings.
- b. Designate a member to take the minutes for Committee meetings.

## **C. STATE ASSOCIATION MASTER ACADEMIES**

To receive the maximum points required by IIMC or attendance at a state association's Master Academy session, the program must be sponsored by the Northwest Clerks Institute. The state association's Education Coordinator and the Institute Director may work together to collaborate on a session topic or presenter.

- 1. Approval.** The state Education Coordinator or designated person responsible for the Academy must submit the following in a timely manner for pre-approval by the Institute Director:
  - a. Submit Academy program topic and instructor information to the Institute Director. Include instructor's address, contact phone numbers, web-link and email address.
  - b. Submit course description and proposed instruction strategy used by speaker.
  - c. Include course objective(s).
  - d. Include course outcomes.
  - e. The modified KTAP will be used to assure compliance with the assessment requirements from IIMC.

## 2. Administration.

- a. **Attendance.** The state Education Coordinator will compile an excel spreadsheet of those who have registered for the Academy session. A sign-in sheet will be passed around to those present to make certain everyone who registered has signed in. The Institute Director and/or state Education Coordinator will assure that all in attendance are aware of the requirements to be in the session.
- b. **Certificates.** Certificates of Attendance will be prepared by the state Education Coordinator. The certificate of completion must state the number of hours completed, specify the title and speaker of the program, location, date and signature of the Institute Director. A certificate template has been developed for use by the three states.
- c. **Evaluations.** Course evaluations will be completed by attendees. The state Education Coordinator will gather and compile the evaluations and send them to the Institute Director. The Institute Director will be responsible for compiling the session report in compliance with the IIMC Education Guidelines and submit the report to IIMC in a timely manner.

3. **KTAP (Knowledge Transfer Action Plan).** The KTAP (the assessment required by IIMC) will be sent electronically to all participants by the Institute Director or the state Education Coordinator after the Academy session. Participants will be given two weeks after completion of the course to submit their KTAP electronically to the Institute Director. Upon successful completion of the KTAP, a Certificate of Completion will be mailed to the participant. Clerks who have their MMC may request their certificate from the Institute Director after the session as they are not required to complete the KTAP.

## D. COMPENSATION AND BUDGET

1. By this agreement, the Institute Director will be a contractor of NCI. Compensation is \$2,700 per month, not to exceed \$32,400, unless agreed upon in writing by NCI Education Committee and the WSU-PE Director. The Institute Director will submit monthly invoices for services rendered in the amount listed above. Invoices must be made out to Washington State University, and will be paid from the NCI budget-project held at WSU. Invoices must be submitted at the completion of the month in which services were rendered (i.e., September's invoice would be submitted at the end of September, etc.).
2. Under the agreement between WSU-PE and WMCA for the Institute:
  - a. WSU-PE will be compensated \$21,000.00 per year to manage the institute and will charge \$12.00 per registered attendee per year per program.
  - b. WSU-PE will also charge an 8% administrative service charge for revenue received by the Northwest Clerks Institute.
  - c. WSU-PE assumes 0% financial responsibility for any surplus or deficits resulting from the program after costs have been met.
  - d. There may be penalties for cancelling the program before the annual start date (June 1).
  - e. Any surplus or deficits resulting from the program after costs have been met will be returned and assumed by WMCA. A surplus may roll over to the next contracted year.
3. Surplus: If, at the end of the fiscal year (January – December), there is a surplus of funds (i.e. the fee collection exceeds expenditures), the excess funds shall be held by WSU-PE for use by the Institute in the following year. If there is a surplus at the end of the three-year agreement, WSU-PE will return the surplus to WMCA (as lead agency). WMCA will distribute the surplus funds proportionally based upon attendance from each state over the three-year agreement

period. Alternatively, the surplus funds could be rolled into the next three-year agreement with WSU-PE.

4. Deficit: If, at the end of the fiscal year (January – December), there is a deficit of funds (i.e. the expenditures exceeds the fee collection), the deficit will be included in the Institute budget for the next year. If there is a deficit at the end of the three-year agreement, the three Associations (WMCA, AAMC & OAMR) shall pay WSU-PE equally to cover the deficit.
5. Travel Costs:
  - a. State Conferences: Each state association shall pay (comp) the lodging costs and registration fee for the Institute Director to attend their conference. Travel expenses (mileage, airfare, parking, meals outside of conference) shall be reimbursed upon receipt of adequate documentation and proof of payment (receipts), to the Treasurer of each state association within 30 days of the event.
  - b. IIMC Conference: Each state association shall pay one-third (1/3) of the total expenses (lodging, mileage, airfare, parking, meals outside of conference), up to \$750.00 per Association, for the Institute Director to attend the IIMC Conference. In the event that expenses exceed a total of \$2,250 (\$750 per state), the NCI Education Committee will make a recommendation to the state associations about allocating of additional funding. IIMC covers the cost of the conference registration for the Institute Director.
  - c. Costs associated with attendance at state or IIMC conferences shall not be paid from the NCI Budget or the account at WSU-PE.
  - d. The cost of incidental travel for the NCI Director related to administration of the Institute shall be reimbursed in accordance with WSU-PE policies and shall be part of the annual budget.

#### **D. TERM**

This Agreement shall be effective as of the date first written above and shall terminate upon written agreement of all four parties.

#### **E. CHANGES**

No change, alteration, or addition to this Agreement will be effective unless it is in writing and properly signed by all four parties hereto.

IN WITNESS THEREOF, the parties hereto have signed this Agreement on the day and year first above written.

**WASHINGTON MUNICIPAL CLERKS  
ASSOCIATION (WMCA)**

**OREGON ASSOCIATION OF MUNICIPAL  
RECORDERS (OAMR)**

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WMCA President

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OAMR President

**ALASKA ASSOCIATION OF MUNICIPAL  
CLERKS (AAMC)**

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AAMC President

**NORTHWEST CLERKS INSTITUTE DIRECTOR**

*Joann Tilton*  

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Joann Tilton