

*The IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.*



## **CALL AND NOTICE**

### **MID-YEAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE IIMC FOUNDATION**

NOTICE IS HEREBY GIVEN that the Mid-Year Meeting of the Board of the Directors of the IIMC Foundation, aka Municipal Clerk Education Foundation, of the IIMC (INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS), an Illinois corporation not for profit, is called and will be held at the Hyatt Place Greenville Downtown, Calvin Room, 128 East Broad Street, Greenville, SC, on Sunday, November 17, 2019, commencing at 8:30 a.m.

The purpose of the meeting will be to consider and to transact such business as may come before the meeting in accordance with the bylaws.

Dated this 28th day of October, 2019.

A handwritten signature in black ink, appearing to read "Mary Lynne Stratta".

Mary Lynne Stratta, MMC

President

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**SUNDAY, NOVEMBER 17, 2019, 8:30 A.M.  
HYATT PLACE GREENVILLE DOWNTOWN  
CALVIN ROOM  
128 EAST BROAD STREET  
GREENVILLE, SC 29601**

### **AGENDA**

1. Call to Order
2. Roll Call

#### **Fundraising**

3. Finance Committee report (Schneider)
  - a. Treasurer's reports (Pages 8-13)
  - b. 2018 Budget status update (Pages 14-16)
  - c. Investments update (Pages 17-18)
  - d. Point and Pay Agreement (Pages 19-25)
4. Marketing Committee report (Henley) (Pages 26-27)
  - a. Society levels review and naming (Pages 28-29)
5. Revenue Growth Committee report (Nicol) (Pages 30-55)
6. Special Events Committee report (Moore) (Pages 56-58)
7. Development Committee report (Buttiglieri) (Pages 59-61)
  - a. Conference videographer
  - b. Policy statement – Board recruitment diversity and inclusion
8. Evolving Into the Future Committee report (Reese)
  - a. Policy statement – Board recruitment diversity and inclusion

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9. Hawaii Raffle promotion update (Nicol)
10. Foundation website walkthrough (Nicol)
11. Roundup app (Shalby) (Pages 62-64)
12. Workshop – Refocusing on Fundraising (Hussey)
13. Strategic Plan update (Hussey) (Pages 65-71)
  - a. Committee meetings – Marketing, Revenue Growth, Special Events
14. 2020 Budget adoption

#### Administration

15. Excusal of absences
  - a. Kristie Smithers
16. Minutes approval
  - a. May 17 and 18, 2019 (Pages 72-77)
  - b. October 3, 2019 (Pages 78-81)
17. Executive Committee report
  - a. Report to IIMC Board (Stratta)
18. IIMC President McPherson report (McPherson)
19. Bylaws Committee report (Wolf)
20. Nominating Committee report (Hammerstrom)
21. Donor Recognition Committee report (Brown)
22. Adjourn



## 2019-2020 IIMC FOUNDATION BOARD OF DIRECTORS AND ASSOCIATES

### **President**

Mary Lynne Stratta  
City of Bryan  
P. O. Box 1000  
Bryan, TX 77805  
979-209-5005 W  
979-777-5021 C  
[mstratta@bryantx.gov](mailto:mstratta@bryantx.gov)  
2020 A

### **Vice President**

Buster Brown  
City of Omaha, Retired  
3518 Poppleton Avenue  
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402-345-3099 H  
402-707-1079 C  
[bbrown2244@aol.com](mailto:bbrown2244@aol.com)  
2021 A

### **Treasurer**

Roxanne Schneider  
City of Dysart  
601 Wilson Street  
Dysart, IA 52224  
319-476-5690 W  
319-640-8134 C  
[dysart@fctc.coop](mailto:dysart@fctc.coop)  
2021 C

### **Secretary**

Colleen J. Nicol  
City of Riverside  
3900 Main Street  
Riverside, CA 92522  
951-826-5818; 951-826-5557 W  
951-538-3233 C  
[cnicol@riversideca.gov](mailto:cnicol@riversideca.gov)  
2021 A

### **IIMC President**

Lana McPherson  
City of De Soto  
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De Soto, KS 66018  
913-586-5250 W  
913-689-8733 C  
[lmcperson@desotoks.us](mailto:lmcperson@desotoks.us)  
2020 D

### **IIMC President Elect**

Mary Johnston  
City of Westerville  
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Westerville, OH 43081  
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614-282-7824  
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2021 D

### **IIMC Vice President**

Sheri Pierce  
City of Valdez  
P. O. Box 307  
Valdez, AK 99686-0307  
907-831-0702 C  
[covsheripierce@gmail.com](mailto:covsheripierce@gmail.com)  
[spierce@valdezak.gov](mailto:spierce@valdezak.gov)  
2022 D

### **Member**

Dale Barstow  
Municipal Code Corporation  
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2020 B



2019-2020 IIMC FOUNDATION  
BOARD OF DIRECTORS AND ASSOCIATES

Page 2

**Member**

Sharon Cassler  
City of Cambridge  
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Cambridge, OH 43725  
740-439-2640 W  
740-584-2137 C  
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2022 A

**Member**

Beverly Hammerstrom  
Retired  
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**Member**

Wayne Hussey  
Wayne Hussey Consulting, LLC  
6460 Mourning Dove Drive, #501  
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2022 B

**Member**

Shari Moore  
City of Saint Paul  
15 Kellogg Boulevard West, #310  
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651-266-8686 W  
952-201-9524 C  
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2022 A

**Member**

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2020 B

**Member**

Melissa Henley  
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562-253-1306 C  
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2021 B

**Member**

Cristina LoVerde  
General Code  
781 Elmgrove Road  
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**Member**

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2021 A



2019-2020 IIMC FOUNDATION  
BOARD OF DIRECTORS AND ASSOCIATES

Page 3

**Member**

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2020 A

**Member**

Stephen G. Wolf  
American Legal Publishing Company  
One W. Fourth Street, 3<sup>rd</sup> Floor  
Cincinnati, OH 45202  
513-421-4248 W  
513-521-7336 C  
[swolf@amlegal.com](mailto:swolf@amlegal.com)  
2022 B

**IIMC Executive Director (Non-Voting)**

Chris Shalby  
IIMC  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730  
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626-755-1045 C  
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**IIMC Education Director (Non-Voting)**

Jane Long  
IIMC  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730  
708-420-0947 C  
[janelong@iimc.com](mailto:janelong@iimc.com)

**Business Partners Council (Non-Voting)**

None

**Development Comm. (Non-Voting)**

Vincent Buttiglieri, Chair  
Township of Ocean  
399 Monmouth Road  
Oakhurst, NJ 07755  
732-531-5000, Ext. 3321 W  
908-875-7522 C  
[vbuttiglieri@oceantwp.org](mailto:vbuttiglieri@oceantwp.org)

**IIMC FOUNDATION COMMITTEES  
2019 - 2020 - As of May 18, 2019**

<b>COMMITTEE</b>	<b>CHAIR</b>	<b>MEMBERS</b>
<b>Nominating</b>	Beverly Hammerstrom	Buster Brown
		John Devine
		Dyanne Reese
		Steve Wolf
<b>Executive Committee</b>	Mary Lynne Stratta	Buster Brown
		Roxanne Schneider
		Colleen Nicol
<b>Finance Committee</b>	Roxanne Schneider	Mary Lynne Stratta
		Dale Barstow
		Wayne Hussey
		Buster Brown
<b>By-Laws/Policy</b>	Steve Wolf	Sharon Cassler
		John Devine
		Beverly Hammerstrom
<b>Special Events</b>	Shari Moore	Kristie Smithers
		Roxanne Schneider
		Lana McPherson
		Terri Jones
		Beverly Hammerstrom
<b>Donor Recognition</b>	Buster Brown	Sharon Cassler
		Mary Johnston
		Jane Long
<b>Marketing</b>	Melissa Henley	Cristina LoVerde
		Shari Moore
		Terri Jones
		Chris Shalby
		Steve Wolf
<b>Revenue Growth</b>	Colleen Nicol	Wayne Hussey
		Dyanne Reese
		Melissa Henley
		Sharon Cassler
		Dale Barstow
		John Devine
<b>Evolving into the Future</b>	Dyanne Reese	Melissa Henley
		Cristina LoVerde
		Kristie Smithers
		Sheri Pierce
<b>Development</b>	Vinny Buttiglieri	Open to all

**REPORT OF THE FINANCE COMMITTEE**  
**October 21, 2019**

At the IIMC Foundation Board Meeting held in Birmingham, the Finance Committee was asked to review the Foundation Investment Policy. We asked our investment advisers at Morgan Stanley for input, and the updated policy was approved during the October 3 teleconference.

We were also asked to review the segregation of duties issue for the Treasurer. Currently, the treasurer receives approval from the President before paying invoices. In addition, the President receives a copy of the bank statement each month, and the bookkeeper performs the bank reconciliation.

As of August, 2019, \$512.67 has been earned through Amazon Smile. We have 150 customers supporting IIMC Foundation.

Of the 50 scholarships that were awarded for the 2018/2019 year, we have 11 that have not submitted for reimbursement.

As an update to the use of Square – it worked great for us! We were able to get most of the silent auction items picked up and paid for in less than an hour. It also worked well for the raffle sales, and we could take a society or memorial donations from someone on the spot. We had a total of \$9,765 in credit card sales/donations, with \$284.19 in paid in fees.

Respectfully submitted,

IIMC Foundation Finance Committee

Roxanne Schneider

Mary Lynne Stratta

Dale Barstow

Buster Brown

Wayne Hussey



Webinar – Oct. 21, 2019  
Point & Pay – Mark Ruis

Colleen and Roxanne had a webinar with Mark to look at an option for receiving credit card payments through our own website, rather than through the IIMC site. They have approximately 4000 clients throughout the country.

We would be able to tailor the “shopping cart” to suit our needs. We could have a dropdown menu that includes all the various things we take payments for, such as:

- Memorials
- Honor a Mentor
- Society Donation
- Restricted Endowment

When someone clicks on the specific item, such as Memorials, the fields we would need would pop up. For example, if someone selects “Restricted Endowment”, another dropdown menu would list all of the current restricted endowments. If they select “Memorials”, fields to show the name of the honoree, etc., will pop up. We can decide what fields we need. And it appears that we can customize the reports to get all the information we need. It takes about three days for funds to arrive in our bank account, and we can either have a net deposit, or they can invoice us monthly for fees.

Another important feature is that when payment is concluded and the donor clicks “FINISH”, they are turned to the Foundation website, rather than IIMC’s.

In talking to Chris Shalby, this change would also clean up the IIMC payment page making it much simpler with all the Foundation options removed. He also believes this will reduce their reporting and workload.

They do not have an option for recurring payments yet, but anticipate having that sometime next year. In the meantime, there is a “workaround” that we may be able to use.

They prefer a three-year agreement, and once the application and agreement are received, it takes about 45 days to go live. The vendor and Chris are both open to negotiating a conference exhibit arrangement to waive the 30/40 points Point & Pay would normally charge so we are paying interchange fees only. The savings to the Foundation would be significant.

IIMC Foundation  
Quarterly Dues Comparison Report

<u>Pd with Membership</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	\$9,860.00	\$9,180.00	\$6,810.00	\$4,705.00	\$7,905.00	\$6,855.00	\$5,040.00	\$6,550.00	\$7,950.00	\$8,575.00	\$6,500.00
February	\$4,810.00	\$3,830.00	\$5,225.00	\$6,860.00	\$2,340.00	\$2,865.00	\$5,610.00	\$2,780.00	\$5,600.00	\$3,125.00	\$7,015.00
March	\$2,370.00	\$1,595.00	\$1,735.00	\$1,775.00	\$1,870.00	\$1,930.00	\$2,025.00	\$1,895.00	\$2,060.00	\$1,950.00	\$2,890.00
<b>Sub-total</b>	<b>\$17,040.00</b>	<b>\$14,605.00</b>	<b>\$13,770.00</b>	<b>\$13,340.00</b>	<b>\$12,115.00</b>	<b>\$11,650.00</b>	<b>\$12,675.00</b>	<b>\$11,225.00</b>	<b>\$15,610.00</b>	<b>\$13,650.00</b>	<b>\$16,405.00</b>
April	\$6,975.00	\$2,685.00	\$2,015.00	\$4,770.00	\$4,480.00	\$3,955.00	\$1,250.00	\$4,570.00	\$2,325.00	\$5,875.00	\$7,075.00
May	\$1,565.00	\$2,775.00	\$4,437.00	\$2,045.00	\$1,600.00	\$2,025.00	\$4,080.00	\$1,660.00	\$4,370.00	\$1,765.00	\$1,650.00
June	\$2,185.00	\$4,275.00	\$931.00	\$1,125.00	\$1,565.00	\$2,207.25	\$1,890.00	\$1,650.00	\$2,450.00	\$900.00	\$1,065.00
<b>Sub-total</b>	<b>\$10,725.00</b>	<b>\$9,735.00</b>	<b>\$7,383.00</b>	<b>\$7,940.00</b>	<b>\$7,645.00</b>	<b>\$8,187.25</b>	<b>\$7,220.00</b>	<b>\$7,880.00</b>	<b>\$9,145.00</b>	<b>\$8,540.00</b>	<b>\$9,790.00</b>
July	\$11,410.00	\$10,755.00	\$4,900.00	\$5,599.00	\$6,370.00	\$5,930.00	\$4,125.00	\$6,800.00	\$3,405.00	\$4,960.00	\$7,715.00
August	\$2,500.00	\$5,835.00	\$4,799.00	\$2,995.00	\$2,980.00	\$2,665.00	\$6,080.00	\$2,905.00	\$7,760.00	\$6,420.00	\$3,805.00
September	\$2,116.72	\$2,435.00	\$1,645.00	\$1,700.00	\$2,180.00	\$1,550.00	\$1,945.00	\$1,925.00	\$2,350.00	\$1,700.00	\$1,830.00
<b>Sub-total</b>	<b>\$16,026.72</b>	<b>\$19,025.00</b>	<b>\$11,344.00</b>	<b>\$10,294.00</b>	<b>\$11,530.00</b>	<b>\$10,145.00</b>	<b>\$12,150.00</b>	<b>\$11,630.00</b>	<b>\$13,515.00</b>	<b>\$13,080.00</b>	<b>\$13,350.00</b>
<b>Jan-Sep Totals</b>	<b>\$43,791.72</b>	<b>\$43,365.00</b>	<b>\$32,497.00</b>	<b>\$31,574.00</b>	<b>\$31,290.00</b>	<b>\$29,982.25</b>	<b>\$32,045.00</b>	<b>\$30,735.00</b>	<b>\$38,270.00</b>	<b>\$35,270.00</b>	<b>\$39,545.00</b>
October	\$4,455.00	\$6,630.00	\$2,680.00	\$7,570.00	\$6,925.00	\$6,140.00	\$6,810.00	\$4,870.00	\$7,300.00	\$975.00	\$0.00
November	\$6,385.00	\$2,550.00	\$6,320.00	\$1,695.00	\$1,715.00	\$2,515.00	\$1,400.00	\$3,750.00	\$3,275.00	\$2,750.00	\$0.00
December	\$1,897.00	\$2,180.00	\$2,320.00	\$1,470.00	\$1,835.00	\$2,165.00	\$2,450.00	\$1,880.00	\$1,850.00	\$6,870.00	\$0.00
<b>Sub-total</b>	<b>\$12,737.00</b>	<b>\$11,360.00</b>	<b>\$11,320.00</b>	<b>\$10,735.00</b>	<b>\$10,475.00</b>	<b>\$10,820.00</b>	<b>\$10,660.00</b>	<b>\$10,500.00</b>	<b>\$12,425.00</b>	<b>\$10,595.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$56,528.72</b>	<b>\$54,725.00</b>	<b>\$43,817.00</b>	<b>\$42,309.00</b>	<b>\$41,765.00</b>	<b>\$40,802.25</b>	<b>\$42,705.00</b>	<b>\$41,235.00</b>	<b>\$50,695.00</b>	<b>\$45,865.00</b>	<b>\$39,545.00</b>

IIMC Foundation  
Quarterly Dues Comparison Report

<u>Pd by Individual</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
January	\$500.00	\$385.00	\$375.00	\$475.00	\$615.00	\$475.00	\$275.00	\$150.00	\$255.00	\$350.00	\$25.00
February	\$185.00	\$340.00	\$150.00	\$150.00	\$50.00	\$100.00	\$100.00	\$125.00	\$150.00	\$25.00	\$75.00
March	\$140.00	\$185.00	\$100.00	\$200.00	\$25.00	\$100.00	\$50.00	\$125.00	\$25.00	\$75.00	\$50.00
<b>Sub-total</b>	<b>\$825.00</b>	<b>\$910.00</b>	<b>\$625.00</b>	<b>\$825.00</b>	<b>\$690.00</b>	<b>\$675.00</b>	<b>\$425.00</b>	<b>\$400.00</b>	<b>\$430.00</b>	<b>\$450.00</b>	<b>\$150.00</b>
April	\$125.00	\$100.00	\$130.00	\$380.00	\$300.00	\$185.00	\$100.00	\$175.00	\$140.00	\$225.00	\$40.00
May	\$50.00	\$25.00	\$150.00	\$215.00	\$50.00	\$75.00	\$125.00	\$125.00	\$150.00	\$25.00	\$0.00
June	\$125.00	\$75.00	\$25.00	\$50.00	\$25.00	\$125.00	\$125.00	\$100.00	\$150.00	\$0.00	\$0.00
<b>Sub-total</b>	<b>\$300.00</b>	<b>\$200.00</b>	<b>\$305.00</b>	<b>\$645.00</b>	<b>\$375.00</b>	<b>\$385.00</b>	<b>\$350.00</b>	<b>\$400.00</b>	<b>\$440.00</b>	<b>\$250.00</b>	<b>\$40.00</b>
July	\$250.00	\$100.00	\$125.00	\$200.00	\$300.00	\$275.00	\$475.00	\$525.00	\$150.00	\$300.00	\$0.00
August	\$75.00	\$100.00	\$50.00	\$225.00	\$100.00	\$250.00	\$225.00	\$100.00	\$375.00	\$200.00	\$125.00
September	\$50.00	\$150.00	\$150.00	\$75.00	\$50.00	\$25.00	\$100.00	\$75.00	\$100.00	\$25.00	\$0.00
<b>Sub-total</b>	<b>\$375.00</b>	<b>\$350.00</b>	<b>\$325.00</b>	<b>\$500.00</b>	<b>\$450.00</b>	<b>\$550.00</b>	<b>\$800.00</b>	<b>\$700.00</b>	<b>\$625.00</b>	<b>\$525.00</b>	<b>\$125.00</b>
<b>Jan-Sep Totals</b>	<b>\$1,500.00</b>	<b>\$1,460.00</b>	<b>\$1,255.00</b>	<b>\$1,970.00</b>	<b>\$1,515.00</b>	<b>\$1,610.00</b>	<b>\$1,575.00</b>	<b>\$1,500.00</b>	<b>\$1,495.00</b>	<b>\$1,225.00</b>	<b>\$315.00</b>
October	\$125.00	\$150.00	\$125.00	\$400.00	\$375.00	\$350.00	\$275.00	\$325.00	\$225.00	\$50.00	\$0.00
November	\$200.00	\$75.00	\$0.00	\$25.00	\$125.00	\$455.00	\$100.00	\$100.00	\$175.00	\$0.00	\$0.00
December	\$75.00	\$125.00	\$0.00	\$25.00	\$175.00	\$60.00	\$225.00	\$125.00	\$125.00	\$75.00	\$0.00
<b>Sub-total</b>	<b>\$400.00</b>	<b>\$350.00</b>	<b>\$125.00</b>	<b>\$450.00</b>	<b>\$675.00</b>	<b>\$865.00</b>	<b>\$600.00</b>	<b>\$550.00</b>	<b>\$525.00</b>	<b>\$125.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$1,900.00</b>	<b>\$1,810.00</b>	<b>\$1,380.00</b>	<b>\$2,420.00</b>	<b>\$2,190.00</b>	<b>\$2,475.00</b>	<b>\$2,175.00</b>	<b>\$2,050.00</b>	<b>\$2,020.00</b>	<b>\$1,350.00</b>	<b>\$315.00</b>

## 2019 Report on MCEF Investments

### Summary of Restricted Funds – As of September 30, 2019

A. Fleming Bell	\$5,807.65
iCompass	\$6,280.57
Barstow Family	\$8,244.39
James B. Tinnin	\$29,453.80
Reynolds Miel	\$7,129.03
Charlie Buttiglieri	\$9,955.05
Monica Simmons	\$6,522.68
Anne Uecker	\$3,620.78
Mary Kayser	\$9,938.83
OMAR	\$10,437.82
Region IV	\$2,753.44
Nebraska	\$3,350.82
C & S Kelly	\$10,179.10
Donna Young	\$20,778.35
Municipal Clerks of NJ	\$9,958.67
American Legal	\$13,178.45
General Code Publishing	\$15,893.65
LaserFiche Institute	\$61,943.01
Coded Systems	\$13,446.81
Municipal Code Corp	\$40,969.65
Robert T. Thorpe	\$42,020.06
Lyall Schwarzkopf	\$42,788.74
Business Records Corp	\$11,586.40
Tak & Helen Kawagoe	\$40,746.06
Chris & Patrick Wilder	\$12,022.59
Microvote, Inc.	\$8,010.77
Norma Rodriguez	\$20,279.22
Elizabeth Kiss	\$23,046.61
Robert W. Pritchard	\$8,978.21
California City Clerks	\$54,288.80
City Clerks' of CA	\$70,170.45

Dyanne Reese	\$7,398.87
Mary Lynne Stratta	\$13,901.04
Marianne Edwards	\$24,984.23
New Mexico	\$21,089.50
<b>Total</b>	<b>\$691,154.10</b>

## IIMC FOUNDATION BUDGET (Calendar Year)

	2018 BUDGET	ITEMIZATION	2018 AS OF 12-31-18	2019 BUDGET	ITEMIZATION	2019 AS OF 09-30-19
<b>INCOME</b>						
Voluntary Donations	56,000.00	-----	47,240.00	55,000.00	-----	39,935.00
CES Dues - City	-----	0.00	45,915.00	-----	51,000.00	39,620.00
CES Dues - Clerk	-----	0.00	1,325.00	-----	4,000.00	315.00
Annual Giving	37,000.00	-----	36,720.60	42,000.00	-----	69,275.58
Endowments	-----	20,000.00	27,385.00	-----	25,000.00	56,671.58
Memorials	-----	1,000.00	1,050.00	-----	1,000.00	3,630.00
Tributes	-----	0.00	25.00	-----	0.00	0.00
Society Donations	-----	16,000.00	8,260.60	-----	16,000.00	8,974.00
Special Events	35,000.00	-----	37,071.84	28,000.00	-----	28,903.13
Conference Trip Raffle-2018 Sales	-----	7,000.00	11,756.00	-----	-----	0.00
Conference Registration Raffle-2018	-----	2,000.00	930.00	-----	-----	0.00
Conference Tshirts - 2018	-----	6,000.00	6,365.00	-----	-----	0.00
Conference Misc Raffles - 2018	-----	2,500.00	1,225.00	-----	-----	0.00
Conference Bracelet - 2018	-----	0.00	4,229.00	-----	-----	0.00
Conference Trip Raffle-2019 Sales	-----	7,000.00	435.00	-----	7,000.00	9,060.00
Conference Registration Raffle-2019	-----	-----	1,680.00	-----	2,000.00	0.00
Conference Tshirts - 2019	-----	0.00	825.00	-----	6,000.00	4,425.00
Conference Misc Raffles - 2019	-----	-----	675.00	-----	2,500.00	2,675.00
Conference Bracelet - 2019	-----	0.00	860.00	-----	0.00	405.00
Silent Auction	-----	10,000.00	7,921.00	-----	10,000.00	8,296.00
Exhibit Hall Royalty	-----	-----	-----	-----	-----	3,700.00
Amazon Smile/iGive Fund	-----	500.00	170.84	-----	500.00	342.13
IIMC Agreement (Sponsorships/Affinity)	10,000.00	-----	8,229.44	20,000.00	-----	12,321.74
1st Qtr Service Contract '18	-----	0.00	3,304.50	-----	-----	-----
2nd Qtr Service Contract '18	-----	0.00	721.24	-----	-----	-----
3rd Qtr Service Contract '18	-----	0.00	4,001.00	-----	-----	-----
4th Qtr Service Contract '18	-----	0.00	202.70	-----	-----	-----
1st Qtr Service Contract '19	-----	-----	-----	-----	3,500.00	700.00
2nd Qtr Service Contract '19	-----	-----	-----	-----	1,000.00	8,119.74
3rd Qtr Service Contract '19	-----	-----	-----	-----	8,000.00	3,502.00
4th Qtr Service Contract '19	-----	-----	-----	-----	7,500.00	0.00
Other Income	5,000.00	-----	5,688.00	5,688.00	-----	0.00
Annual Contribution from IIMC (Policy 8)	-----	0.00	5,688.00	-----	5,688.00	0.00
IIMC Sponsorship Program (Business Council)	-----	5,000.00	0.00	-----	0.00	0.00
Other	-----	0.00	0.00	-----	0.00	0.00
Checking Interest	-----	0.00	0.00	-----	0.00	0.00
<b>GRAND TOTAL OF INCOME</b>	<b>143,000.00</b>	<b>0.00</b>	<b>134,949.88</b>	<b>150,688.00</b>	<b>0.00</b>	<b>150,435.45</b>

## IIMC FOUNDATION BUDGET (Calendar Year)

EXPENSES	2018 BUDGET	ITEMIZATION	2018 AS OF 12-31-18	2019 BUDGET	ITEMIZATION	2019 AS OF 09-30-19
<b>Operational Expenses</b>	<b>17,785.00</b>	<b>-----</b>	<b>19,166.86</b>	<b>20,500.00</b>	<b>-----</b>	<b>15,364.00</b>
Auditor	-----	7,000.00	7,140.00	-----	7,775.00	7,425.00
Attorney Fees	-----	0.00	495.00	-----	500.00	385.00
Name change	-----	-----	-163.14	-----	0.00	0.00
Legacy Plan	-----	0.00	0.00	-----	0.00	0.00
Strategic Plan	-----	0.00	0.00	-----	0.00	0.00
Bookkeeper	-----	10,400.00	9,600.00	-----	9,600.00	7,200.00
Insurance	-----	300.00	1,945.00	-----	2,000.00	269.00
Filing Fees	-----	85.00	150.00	-----	125.00	85.00
IIMC Diversity Taskforce	-----	0.00	0.00	-----	0.00	0.00
Foundation Portfolios	-----	0.00	0.00	-----	500.00	0.00
Other - Facilitator	-----	0.00	0.00	-----	0.00	0.00
<b>Office Expenses</b>	<b>500.00</b>	<b>-----</b>	<b>99.96</b>	<b>500.00</b>	<b>-----</b>	<b>483.05</b>
Misc Office Exp	-----	300.00	99.96	-----	300.00	483.05
Printing (letterhead, etc.)	-----	200.00	0.00	-----	200.00	0.00
<b>Annual Fund Raising Camp.</b>	<b>12,400.00</b>	<b>-----</b>	<b>4,842.41</b>	<b>7,500.00</b>	<b>-----</b>	<b>2,281.24</b>
Printing Develop. Material (Conf Rcpt - May)	-----	6,000.00	92.76	-----	2,000.00	48.49
Pins	-----	1,000.00	0.00	-----	1,000.00	0.00
Conference T-shirts	-----	5,000.00	4,620.00	-----	3,000.00	1,909.87
Conference Bracelets	-----	-----	-----	-----	1,000.00	0.00
Silent Auction Expense	-----	100.00	129.65	-----	500.00	322.88
Annual Report (print,mail)	-----	300.00	0.00	-----	0.00	0.00
Video	-----	-----	-----	-----	-----	-----
<b>Board of Director's Expenses</b>	<b>8,000.00</b>	<b>-----</b>	<b>4,993.92</b>	<b>8,000.00</b>	<b>-----</b>	<b>837.66</b>
Travel (Airfare, & Transport, Lodging, Meals)	-----	8,000.00	4,993.92	-----	8,000.00	837.66
Bd. of Directors Mtg. Expenses	-----	0.00	0.00	-----	0.00	0.00
Expense Savings (In-Kind)	[0.00]	[0.00]	[7469.65]	[0.00]	[0.00]	[5,410.03]
<b>Total Operational Expense</b>	<b>38,685.00</b>	<b>0.00</b>	<b>29,103.15</b>	<b>36,500.00</b>	<b>0.00</b>	<b>18,965.95</b>
<b>Gain/(Loss)</b>	<b>104,315.00</b>	<b>0.00</b>	<b>105,846.73</b>	<b>114,188.00</b>	<b>0.00</b>	<b>131,469.50</b>

## IIMC FOUNDATION BUDGET (Calendar Year)

<b>OTHER EXPENSES (COMMITMENT)</b>	<b>2018 BUDGET</b>	<b>ITEMIZATION</b>	<b>2018 AS OF 12-31-18</b>	<b>2019 BUDGET</b>	<b>ITEMIZATION</b>	<b>2019 AS OF 09-30-19</b>
Educational Funds	0.00	-----	13,512.10	0.00	-----	10,600.00
IIMC Educational Grant	-----	0.00	0.00	-----	0.00	0.00
Unrestricted CMC Scholarships (\$400)	-----	0.00	3,000.00	-----	0.00	1,200.00
Unrestricted MMC Scholarships (\$400)	-----	0.00	400.00	-----	0.00	1,200.00
Restricted CMC Scholarships (\$400)	-----	0.00	5,600.00	-----	0.00	4,400.00
Restricted MMC Scholarships (\$400)	-----	0.00	2,800.00	-----	0.00	3,200.00
Tinnin Restricted Online Learning (\$100)	-----	0.00	0.00	-----	0.00	600.00
LF Institute Director Colloquium	-----	0.00	1,712.10	-----	0.00	0.00
State Ed Grants (\$500)	-----	0.00	0.00	-----	0.00	0.00
Distance Learning (\$100)	-----	0.00	0.00	-----	0.00	0.00
Conference Grants	-----	0.00	0.00	-----	0.00	0.00
Speaker Grants (IIMC Gift)	-----	-----	-----	-----	-----	-----
Total Educational Funds	0.00	0.00	13,512.10	0.00	0.00	10,600.00
Policy 8	0.00	-----	-----	-----	-----	-----
Annual Contribution to IIMC (Policy 8)	0.00	0.00	40,632.00	0.00	0.00	0.00
Total Policy 8	0.00	0.00	40,632.00	0.00	0.00	0.00
<b>TOTAL OPERATIONAL/OTHER EXPENSES</b>	<b>38,685.00</b>	<b>0.00</b>	<b>83,247.25</b>	<b>36,500.00</b>	<b>0.00</b>	<b>29,565.95</b>
<b>Gain/(Loss)</b>	<b>104,315.00</b>	<b>0.00</b>	<b>51,702.63</b>	<b>114,188.00</b>	<b>0.00</b>	<b>120,869.50</b>
<b>INVESTMENTS</b>	<b>2018 BUDGET</b>	<b>ITEMIZATION</b>	<b>2018 AS OF 12-31-18</b>	<b>2019 BUDGET</b>	<b>ITEMIZATION</b>	<b>2019 AS OF 09-30-19</b>
Restricted Endowments (\$\$ to Smith Barney)	-----	0.00	30,350.00	-----	0.00	0.00
Unrestricted Transfers to Smith Barney	-----	0.00	30,000.00	-----	0.00	20,000.00
Policy 8 Investments	-----	0.00	0.00	-----	0.00	0.00
Total Investments	0.00	0.00	60,350.00	0.00	0.00	20,000.00
<b>TOTAL OPERATIONAL/OTHER EXP/INVESTMENTS</b>	<b>-----</b>	<b>0.00</b>	<b>143,597.25</b>	<b>36,500.00</b>	<b>0.00</b>	<b>49,565.95</b>
<b>Gain/(Loss)</b>	<b>-----</b>	<b>0.00</b>	<b>-8,647.37</b>	<b>114,188.00</b>	<b>0.00</b>	<b>100,869.50</b>
<b>TOTAL NET INCOME/LOSS</b>		<b>0.00</b>	<b>-8,647.37</b>	<b>114,188.00</b>	<b>0.00</b>	<b>100,869.50</b>
<b>MCEF Contributions towards Scholarships &amp; IIMC Education Programs (since 1984)</b>						
Previous Year IIMC Website Scholarship/Education Figures			1,084,911.54			1,139,055.64
(Add total education/policy 8 funds - Current Yr)			54,144.10			10,600.00
<b>New Figure - Need to update IIMC website at year-end</b>			<b>1,139,055.64</b>			<b>1,149,655.64</b>



**Year to Date Report on MCEF Investments  
September 30, 2019**

	<u>September 30, 2018</u>	<u>September 30, 2019</u>
Long-Term Unrestricted PM	<u>\$1,952,145.35</u>	<u>\$2,062,384.45</u>
Total Unrestricted	\$1,952,145.35	\$2,062,384.45
Long-Term Restricted	<u>\$ 605,963.27</u>	<u>\$691,154.10</u>
Total Restricted	<u>\$ 605,963.27</u>	<u>\$ 691,154.10</u>
<b>Total Investment</b>	<b>\$2,558,108.62</b>	<b>\$2,753,538.55</b>

## 2019 Report on MCEF Investments

	Sept 30, 2017	Sept 30, 2018	Sept 30, 2018
Long-Term Unrestricted PM	\$1,849,402.81	\$1,952,145.35	\$2,062,384.45
<b>Total Long-Term Unrestricted</b>	<b>\$1,849,402.81</b>	<b>\$1,952,145.35</b>	<b>\$2,062,384.45</b>
Current Restricted	\$561,280.48	\$605,963.27	\$691,154.10
Total of Restricted	\$561,280.48	\$605,963.27	\$691,154.10
<b>Total Investment Value</b>	<b>\$2,410,683.29</b>	<b>\$2,558,108.62</b>	<b>\$2,753,538.55</b>

POINT & PAY, LLC  
E-PAYMENT SERVICES AGREEMENT

**Parties:**

Point & Pay, LLC ("PNP")  
A subsidiary of NAB, doing business in Delaware

|[Client]>("Client")

**Terms**

**SECTION 1 E-PAYMENT SERVICES**

**1.1 Access to Payment Modules**

1.1.1 Pursuant to this E-Payment Services Agreement (this "Agreement"), PNP grants Client a limited, non-exclusive, non-transferable and terminable license for the duration of the Term to use the electronic payment services (the "Services") and payment modules (each, a "Module") chosen in the attached product application ("Product Application") to enable Client's customers ("Customers") to make payments to Client using a Payment Device. "Payment Device" means the payment type(s) chosen by Client on the Product Application. A description of all Modules, Services, training and support offered by PNP is attached as Exhibit A (the "Services Description").

1.1.2 At the time of Client's execution of this Agreement, Client shall also return the completed Client Application to PNP. Subject to the terms and conditions of this Agreement, the Services may be also be used by the affiliated offices, bureaus, agencies or departments of Client ("Affiliates"). Each Affiliate shall complete a Client Application prior to commencement of the Services.

**1.2 Client Representatives**

PNP will provide Client's authorized representatives with a logon and password to access the Counter Module. Client shall be solely responsible for maintaining the confidentiality and security of the logons and passwords provided by PNP. Client will cause each of its representatives to change the initial password, keep the passwords confidential, refrain from sharing passwords and/or logon information with any unauthorized user, and use no other password to access the Counter Module. PNP shall be entitled to rely on any communications it receives under Client's passwords, logon information, and/or account number as having been sent by Client, without conducting any further checks as to the identity of the user of such information. PNP will not be responsible for the operability or functionality of any of Client's computer equipment, system, browser or Internet connectivity.

**1.3 Payment Device Transactions**

All Payment Device transactions using the Services will be processed through a secured link. The parties to each Payment Device transaction will be the Customer cardholder, the Client and PNP.

**1.4 Service Promotion**

Client will use reasonable efforts to promote the Services and build awareness of the Services with its customers through various media including, but not limited to:

- Print: Bill inserts, counter displays, and announcements in Client's newsletter
- Online: Home page announcements with an easily accessible, one-click link to payments page.
- Phone/IVR: Pre-recorded message with the ability to transfer to payments IVR (e.g., "Press 2 to make a payment") or provide the IVR phone number to call.
- Joint Press Releases: The parties shall mutually agree upon press releases announcing the availability of electronic payment services and the partnering of Client and PNP.

**1.5 Trademark License**

PNP grants Client a limited, non-exclusive, non-transferable license to use the PNP trademarks, service marks and logos provided by PNP to Client (the "Trademarks") solely in connection with Client's promotion of the Services to Customers. Client shall not alter the Trademarks nor use the Trademarks in any way which is disparaging, dilutive or otherwise adversely affects the reputation of PNP.

**1.6 Client Logo License**

Client grants PNP a limited, non-exclusive, non-transferable license to use its applicable logos, copyrighted works and trademarks ("Client Marks") solely in connection with the Services provided to Client. Client shall provide the Client Marks to PNP for use with the Services. Client represents that it has all intellectual property rights required for Client's and PNP's use of Client Marks, and shall indemnify PNP against any third party claims that the Client Marks infringe the intellectual property rights of a third party.

## SECTION 2 COMPENSATION

### 2.1 Services Transaction Fee

PNP will charge the transaction fee to use the Services set forth on the Product Application. If Services fees are charged directly to Customers by PNP, Customers will receive a notice each time they use the Services stating that the Services are provided by PNP and that a convenience fee is charged for use of the Services. PNP may change the amount of such fee by notifying Client of such new amount at least thirty (30) days prior to such change.

### 2.2 Activation Fee

If applicable, Client shall pay the one-time Activation Fee set forth on the Product Application. If the Activation Fee or any portion of the Activation Fee is waived by PNP and the Client does not implement the Service under this Agreement within six months after the Effective Date, other than due to a material breach by PNP, the waived portion of the Activation Fee shall become immediately due and payable.

### 2.3 Charge-backs and Returns

Unless otherwise specified in the Product Application, PNP will set off (a) the amount of any charge-backs, refusals to pay and returns from any amounts otherwise owing by PNP to Client and (b) a transaction handling fee for charge-backs and non-sufficient funds (NSF) as specified in the Product Application.

### 2.4 ACH Debit of Fees

Client hereby authorizes PNP, and any subsidiary or successor thereof, solely with respect to amounts due pursuant to this Agreement and any subsequent agreements between Client and PNP, including but not limited to service fees, transaction fees, charge-backs and returns as set forth in Sections 2.1 and 2.3 of this Agreement, to initiate Automated Clearing House ("ACH") Authorizations to credit and debit Client's bank account as set forth on the Banking Authorization Form attached hereto as Exhibit B or otherwise provided by Client. Client acknowledges that it will be subject to a \$25 reject fee if items are returned for insufficient funds.

## SECTION 3 INTELLECTUAL PROPERTY; CONFIDENTIALITY

### 3.1 No Transfer or License

Except for the rights expressly granted to Client in this Agreement, no PNP Intellectual Property Right is transferred or licensed to Client pursuant to this Agreement, by implication or otherwise. PNP reserves and retains all rights, title and interests in and to the PNP Intellectual Property Rights, and all copies, revisions, modifications, updates, and upgrades thereof. Client agrees not to remove, alter or destroy any copyright, patent notice, trademark or other proprietary markings or confidential legends placed on or within any portion of the PNP Intellectual Property Rights. For purposes of this Agreement, "**Intellectual Property Rights**" means all the intellectual property, industrial

PNP E-Payment Services Agreement v2.0 rev  
071008

and other proprietary rights, protected or protectable, under the laws of the United States, any foreign country, or any political subdivision thereof, including (a) all trade names, trade dress, trademarks, service marks, logos, brand names and other identifiers, (b) copyrights, moral rights (including rights of attribution and rights of integrity), (c) all trade secrets, inventions, discoveries, devices, processes, designs, techniques, ideas, know-how and other confidential or proprietary information, whether or not reduced to practice, (d) all domestic and foreign patents and the registrations, applications, renewals, extensions and continuations (in whole or in part) thereof, and (e) all goodwill associated with any of the foregoing and (f) all rights and causes of action for infringement, misappropriation, misuse, dilution or unfair trade practices associated with (a) through (d) above.

### 3.2 Ownership and Use of PNP Materials

Any software developed by or on behalf of PNP for use in connection with the Services remains the exclusive property of PNP. Client will not sell, transfer, barter, trade, license, modify or copy any such software. Web pages accessible through use of the Services are the copyrighted intellectual property of PNP and may not be copied in whole or part by anyone. Any training materials (including, but not limited to, webinars and manuals) provided to Client by PNP shall remain the exclusive property of PNP. PNP grants Client and Client's personnel a limited, non-exclusive, non-transferrable license to use and to make copies of the training materials with its personnel solely in connection with the Services. Training materials may not be modified by Client or its personnel or disclosed to any third party, including Client's end-user customers. Client shall ensure all personnel shall complete and review all training materials prior to using the Services.

### 3.3 Reverse Engineering

Client will not reverse engineer, reverse assemble, decompile or disassemble any of PNP's intellectual property, nor will Client attempt to do so or enable any third party to do so or otherwise attempt to discover any source code, modify the Service in any manner or form, or use unauthorized modified versions of the Service, including (without limitation) for the purpose of building a similar or competitive product or service or for the purpose of obtaining unauthorized access to the Service. Client is expressly prohibited from sublicensing use of the Service to any third parties. If Client becomes aware that any person has engaged or is likely to have engaged in any of the activities described in this Section 3.3, Client will promptly notify PNP.

### 3.4 Confidential Information

3.4.1 Any Confidential Information provided by PNP to Client pursuant to this Agreement will remain the exclusive property of PNP. Client will disclose such Confidential Information only to those of its representatives and employees who need to know such Confidential Information for purposes of performing this Agreement, who are informed of the confidential nature of the Confidential Information and who agree, for the benefit of PNP, to be bound by the terms of confidentiality in this Agreement. Client will, and will cause each of its representatives and employees, to keep confidential and not to disclose in any manner whatsoever any Confidential Information provided by PNP pursuant to this Agreement, and not to use such Confidential Information, in whole or in part, directly or indirectly, for any purpose at any time other than for the purposes contemplated by this Agreement. Notwithstanding the foregoing, if Client is a city, county, township or similar entity, or government agency or department thereof, Client may disclose Confidential Information as necessary to comply with applicable public records laws.

3.4.2 For purposes of this Agreement, “**Confidential Information**” means all nonpublic or proprietary information of PNP, including proprietary, technical, development, marketing, sales, operating, performances, cost, know-how, business and process information, computer programs and programming techniques, security features (including, without limitation, multi-level access and log-in features, audit trail setup, interfaces between the Counter Module and the Internet or IVR Modules), all record bearing media containing or disclosing such information and techniques, and anything marked confidential, that is disclosed by PNP to Client pursuant to this Agreement. Confidential Information also includes the terms and conditions of this Agreement.

### 3.5 Exclusions

The term Confidential Information will not apply to information that: (a) is or becomes generally available to the public other than as a result of a disclosure by Client in breach of this Agreement; (b) was within Client's possession prior to its disclosure by or on behalf of PNP, provided that the discloser of such information was not known by Client to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to, PNP with respect to such information; (c) becomes available to Client on a non-confidential basis from a source other than PNP, provided that such source is not known by Client to be bound by a confidentiality agreement with, or other contractual, legal or fiduciary obligation of confidentiality to, PNP with respect to such information; or (d) is developed independently by Client, as demonstrated by the written records of Client, without use of such information. The confidentiality obligations of Client pursuant to this Agreement will not apply to any Confidential Information of PNP that Client is legally compelled to disclose. In the event Client becomes legally compelled to disclose any Confidential Information provided pursuant to this Agreement, Client will provide PNP with prompt written notice so that PNP may seek a protective order or other

appropriate remedy or waive compliance with the confidentiality provisions of this Agreement.

### 3.6 Failure to Comply

If Client fails to comply with any of its obligations pursuant to this Section 3, PNP will have the right to immediately terminate this Agreement by providing written notice of such termination to Client.

### 3.7 Survival

The rights and obligations of the parties provided for in this Section 3 will survive any expiration or termination of this Agreement or its term.

## SECTION 4 WARRANTIES; DISCLAIMER

### 4.1 Warranties

4.1.1 Each party represents and warrants that it has the full legal right, authority and power to enter into this Agreement and perform its obligations hereunder.

4.1.2 PNP represents and warrants that the Services will be provided in a professional, workman-like manner consistent with industry standards.

### 4.2 Disclaimers

4.2.1 PNP does not represent that Client's or its Customers use of the Services will be uninterrupted or error-free, or that the system that makes the Services available will be free of viruses or other harmful components resulting from the Internet or any third party providers or products outside the control of PNP.

4.2.2 EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS SECTION 4, PNP DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. THE SERVICE IS PROVIDED TO CLIENT ON AN “AS IS” AND “AS AVAILABLE” BASIS, AND IS FOR COMMERCIAL USE ONLY.

## SECTION 5 LIMITATIONS OF LIABILITY AND OBLIGATION

### 5.1 Damages and Liability Limit

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY IN CONNECTION WITH THIS AGREEMENT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY RELEASES THE OTHER PARTY AND ALL OF THE OTHER PARTY'S AFFILIATES, EMPLOYEES, AND AGENTS FROM ANY SUCH DAMAGES. IN NO EVENT WILL PNP HAVE OR INCUR ANY LIABILITY TO CLIENT OR ANY THIRD PARTY IN EXCESS OF THE AGGREGATE COMPENSATION RECEIVED BY PNP FOR THE SIX-MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO A CLAIM FOR SUCH LIABILITY. THE FOREGOING EXCLUSIONS AND LIMITATIONS WILL APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EVEN IF ANY REMEDY FAILS ITS ESSENTIAL PURPOSE.

### 5.2 Refusals of Payment

PNP will not be liable for charge-backs or other refusals of payment initiated by any Customer. All such charge-backs and other refusals of payment will be refunded by PNP to the Customer and Client will mark and otherwise treat the related Customer account as "unpaid."

### 5.3 Errors and Omissions

PNP will not be liable for any errors or omissions in data provided by Client or Customers. Client will be responsible for the accuracy of data provided to PNP for use in providing the Services.

### 5.4 Bank Actions

PNP will not be liable for any errors, omissions or delays attributable to the acts or omissions of any bank or other third party involved in the processing of any Payment Device payment.

## SECTION 6 CARDHOLDER DATA SECURITY

To the extent applicable, each of the parties shall be required to comply at all times with the Payment Card Industry Data Security Standard Program ("PCI-DSS") in effect and as may be amended from time to time during the term of the Agreement. The current PCI-DSS specifications are available on the PCI Security Standards Council website at <https://www.pcisecuritystandards.org>.

## SECTION 7 EXCLUSIVITY

Client agrees that PNP will be the exclusive provider of fee-based electronic payment services and that Client will not procure similar such services from any other party.

## SECTION 8 TERM AND TERMINATION

### 8.1 Term

The initial term of this Agreement will commence on the Effective Date and will end on the third (3<sup>rd</sup>) anniversary of the Effective Date (the "Initial Term"). This Agreement will automatically renew for successive one (1)-year terms (each, a "Renewal Term," and the Initial Term and any Renewal Term may be referred to as a "Term"). The term of this Agreement will terminate at the end of the Initial Term or any subsequent Renewal Term if either party provides written notice of such termination to the other party at least sixty (60) days prior to the expiration of the applicable Term.

### 8.2 In the Event of Breach; Effect on Affiliates

**8.2.1** Subject to the opportunity to cure set forth below, either party may terminate this Agreement upon sixty (60) days written notice to the other party in the event of a material, uncured breach of any provision of this Agreement by the other party. Such notice by the complaining party shall expressly state all of the reasons for the claimed breach in sufficient detail so as to provide the alleged breaching party a meaningful opportunity to cure such alleged breach ("Notice").

**8.2.2** Following receipt of Notice, the alleged breaching party shall have sixty (60) days to cure such alleged breach. Upon termination or expiration of this Agreement, Client shall have no rights to continue use of the Service or the Modules. Expiration or termination of the Agreement by Client or PNP shall also terminate the Affiliates' rights under the Agreement unless otherwise agreed by the parties in writing. PNP may terminate the Agreement solely with respect to an individual Affiliate without affecting the rights and obligations of Client and other Affiliates under the Agreement.

### 8.3 Modification to or Discontinuation of the Service

PNP reserves the right at any time and from time to time to modify, temporarily or permanently, the Service (or any part thereof). In addition, PNP will have the right to discontinue accepting any Payment Device by providing not less than ten (10) days' written notice to Client. In the event that PNP modifies the Service in a manner which removes or disables a feature or functionality on which Client materially relies, PNP, at Client's request, shall use commercially reasonable efforts to substantially restore such functionality to Client. In the event that PNP is unable to substantially restore such functionality within sixty (60) days, Client shall have the right to terminate the Agreement. Client acknowledges that PNP reserves the right to discontinue offering the Service and any support at the conclusion of Client's then-current Term. Client agrees that PNP shall not be liable to Client nor to any third party for any modification of the Service as described in this Section.

**SECTION 9 PAYMENT DEVICE TRANSACTION DEPOSITS**

The exact amount of each approved Payment Device transaction will be electronically deposited into the Client bank account identified on the Client Application. PNP shall initiate such deposits as specified on the attached Client Application. PNP will provide Client's authorized employees with access to PNP's online transaction reports for reconciliation purposes.

**SECTION 10 FORCE MAJEURE**

PNP will not be responsible for its failure to perform under this Agreement due to causes beyond its reasonable control, including acts of God, wars, riots, revolutions, acts of civil or military authorities, terrorism, fires, floods, sabotage, nuclear incidents, earthquakes, storms, or epidemics. If the provision of Services under this Agreement is delayed by such an event or condition, PNP will promptly notify Client thereof. PNP will use commercially reasonable efforts to overcome any such cause for delay as soon as is reasonably practicable.

**SECTION 11 GOVERNING LAW**

This Agreement will be interpreted, construed and enforced in all respects in accordance with the laws of the State of (insert state here) without reference to its conflicts of law principles.

**SECTION 12 NOTICES**

All notices or other communications required or permitted by this Agreement must be in writing and will be deemed to have been duly given when delivered personally to the party for whom such notice was intended, or upon actual receipt if sent by facsimile or delivered by a nationally recognized overnight delivery service, or at the expiration of the third day after the date of deposit if deposited in the United States mail, postage pre-paid, certified or registered, return receipt requested, to the respective parties at:

If to Client: See Merchant Application  
If to PNP: Point & Pay, LLC  
110 State St. E, Suite D  
Oldsmar, FL 34677

**MISCELLANEOUS**

The headings of sections and subsections of this Agreement are for convenience of reference only and will not be construed to alter the meaning of any provision of this Agreement. PNP is an independent contractor and nothing in this Agreement will be deemed to create any agency, employee-employer relationship, partnership, franchise or joint venture between the parties. Except as otherwise specifically provided in this Agreement, neither party will have, or represent that it has the right, power or authority to bind, contract or commit the other party or to create any obligation on behalf of the other party. Each of the parties will have any and all rights and remedies available to them under all applicable laws. The remedies provided for in this Agreement will be deemed to be non-exclusive and in addition to any other available remedy at law or in equity. All rights and remedies are cumulative and may be exercised singularly or concurrently. Client may not assign or transfer any of its rights or delegate any of its obligations under this Agreement to any third party, by operation of law or otherwise, without the prior written consent of PNP. Any attempted assignment or transfer in violation of the foregoing will be void. This Agreement will be binding upon, and inure to the benefit of, the successors and permitted assigns of the parties. Client shall comply with all applicable laws, rules, treaties, and regulations in its performance of this Agreement. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, the remaining provisions of this Agreement will not be affected and the illegal, invalid, or unenforceable provision will be deemed modified such that it the intention of the parties to the fullest extent possible. No amendment or modification of this Agreement will be effective unless it is in writing and executed by both of the parties. Nothing contained in this Agreement establishes, creates, or is intended to or will be construed to establish or create, any right in or obligation to any third party. This Agreement, the Exhibit(s) and the Client Application set forth the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes any and all prior or contemporaneous understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

The parties have duly executed this Agreement as of the date of the last signature below (the "Effective Date").

Point & Pay, LLC

[[Client] |

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A Services Description

The following is a description of all Services and Modules offered by PNP. PNP shall provide the Services to Client and its end-user customers via the specific Modules and Payment Devices chosen by Client in the Client Application. Applicable fees, if any, for Client's elections are set forth on the Client Application. The Services include support and training outlined below at no additional charge to Client.

### Service Modules

- **Counter Module.** The Counter Module allows customers to make payments to Client in a face-to-face environment or over the phone using a Payment Device. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the Counter Module. The Counter Module also enables Client's staff to access reports via the web. The Counter Module is required to access the PNP Services. The Counter Module may be used in conjunction with or independently of point-of-sale (POS) terminals.
- **Web Module.** The Web Module allows customers to make payments to Clients online using a Payment Device via a secure website hosted by PNP. Customers who elect to make payments via the Internet can follow a link from the Client website to the Client-branded, PNP-hosted web pages to submit a payment. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the Web Module. Client may elect bill presentment and account validation functionality for the one-time set-up fee set forth on the Client Application under "Data File Integration."
- **Interactive Voice Response (IVR) Module.** The IVR Module allows Customers to make payments to Clients over the phone using a Payment Device. The Customer calls a toll-free phone number provided and managed by PNP to access the Client branded IVR. The IVR system recognizes Customer instructions through making a payment; the phone keypad is used to enter Payment Device numbers. The IVR system is configured and tested by PNP. PNP will issue unique confirmation numbers to customers who have completed a payment transaction using the IVR Module. Election of the IVR Module includes a Client-branded IVR environment and, if applicable, Client shall pay the one-time IVR set-up fee for the IVR Module set forth on the Client Application. In addition, Client may elect to have bill presentment and account validation functionality enabled through the IVR for the one-time set-up fee on the Client Application under "Data File Integration."

### Customer Payment Devices

Each of the Modules can provide the Customer with the ability to pay by Credit Card, Debit Card and/or Electronic Check.

### Training

PNP shall provide instruction manuals and up to four (4) hours of webinar training to Client and Client personnel in connection with the Modules chosen by Client.

### Support

The following support shall be provided to Client and Client's customers at no additional charge during the term of the Services:

- First Level Support. PNP shall provide first-level support to Customers via PNP's call center. Customer service representatives shall be available 8 a.m. EST to 10 p.m. EST M-F, to handle customer inquiries.
- Second Level Support. PNP shall provide first-level support to Client via telephone. Second level support shall be available Monday through Friday during normal business hours.

Support availability shall be exclusive of downtime due to scheduled maintenance or events out of PNP's control. Support for the Products may be modified, suspended or terminated in PNP's sole discretion upon prior written notice.



Exhibit B

Client Application



TO: President Mary Lynne Stratta and IIMC Foundation Board of Directors  
FROM: Melissa Henley, Chair, Marketing Committee  
DATE: October 28, 2019

The IIMC Foundation Marketing Committee have communicated via email regarding the scope of work assigned to us under the IIMC Foundation Strategic Plan. An update on our progress is included below.

### **Conference T-Shirt**



Thanks to assistance from Cristina LoVerde and General Code, the design for the fundraising t-shirt was completed and we will move to production. For reference, an image of the shirt is included.

Cost for the shirt should be around \$6.50 (about a dollar less than last year's shirt) because we are using a basic t-shirt design and only are screen printing the design on the front vs. the front and the back. This means more revenue for the Foundation - \$18.50 per shirt sold.

### **Conference Bracelets**



Cristina and General Code are also working on bracelet design for the 2020 conference. For reference, an image of the bracelet is included.

The design for 2020 is two-sided, with a design representing the location on one side (matching the t-shirt) and the Foundation logo on the flip side. Pricing has increased on these since we ordered them for Norfolk in 2018, due to recent import tariffs from China.

### **Website Upgrade and Associated Programs**

Thanks to Colleen for continuing to update the website! Please send all news and updates her way.

### **Support for Revenue Growth and Special Events Committees**

The Marketing Committee has been assisting the Revenue Growth and Special Events Committees with projects, including rebranding society levels and marketing materials for the Santa Claws raffle and the Win-Win contest.

### **Upcoming Projects**

In addition to completing projects as needed, we look forward to developing new promotional materials for regional directors, promoting our new online donation form and launching a campaign to promote Amazon Smile. We are also ready to assist with projects to support other committees.

We thank you for the opportunity to serve.

		<b>Annual Donation Level</b>	<b>Benefits</b>
	Friend	\$25-\$99	<ul style="list-style-type: none"> <li>• Tax Deductible as a Charitable Donation</li> <li>• Acknowledgement letter from the IIMC Foundation President</li> <li>• A special badge ribbon at the Annual Conference denoting the Honors Circle</li> </ul>
<b>Shinners Society</b> <i>The Shinners Society honors the vision of IIMC's first President, Arthur J. Shinners, from Brookline, MA, who served as President from 1945-57.</i>	Change-Maker	\$100-\$449	All the benefits above, plus: <ul style="list-style-type: none"> <li>• An invitation to a special reception during the IIMC Annual Conference</li> <li>• Recognition in the IIMC Foundation Annual Report</li> </ul>
	Leader	\$500-\$2,499	All the benefits above, plus: <ul style="list-style-type: none"> <li>• IIMC Foundation lapel pin (10 corporate pins or 1 individual pin)</li> <li>• Recognition on the IIMC Foundation Online Donor Wall (corporate logo or individual name)</li> </ul>
<b>Schwarzkopf Society</b> <i>The Schwarzkopf Society honors the commitment and support of IIMC Foundation's first President, Lyall A. Schwarzkopf, from Minneapolis, MN. Lyall continues to support the Foundation with donations of fine jewelry for auction at the annual conference.</i>	Visionary	\$2,500-\$4,999	All the benefits above, plus: <ul style="list-style-type: none"> <li>• IIMC Foundation email updates</li> <li>• Recognition on the IIMC Foundation Website (corporate logo with link or individual name)</li> </ul>
	Legacy	\$5,000+	All the benefits above, plus: <ul style="list-style-type: none"> <li>• 1 ticket to the IIMC Annual Conference</li> </ul>

			<ul style="list-style-type: none"> <li>• Recognition at the IIMC Annual Conference</li> </ul>
<b>Honors Circle</b>	<p>Membership in the Honors Circle is conferred to individuals whose lifetime giving totals \$10,000 or more; those who have confirmed a signed pledge for the qualifying amount payable over ten years; or who have confirmed a written bequest of \$10,000 or more to the Legacy Program.</p>	\$10,000 (lifetime)	<p>The greatest benefit of membership in the Honors Circle is knowing you are helping improve the education and professionalism of clerks worldwide. As a member of the Honors Circle, you also enjoy:</p> <ul style="list-style-type: none"> <li>• An invitation to a special reception during the IIMC Annual Conference</li> <li>• A special badge ribbon at the Annual Conference denoting the Honors Circle</li> <li>• Recognition as an Honors Circle member on the IIMC Foundation Website and in the Annual Conference Program</li> <li>• Special recognition in the IIMC Foundation annual report</li> <li>• Recognition at the IIMC Annual Conference</li> </ul>

REVENUE GROWTH COMMITTEE (COLLABORATION WITH MARKETING) - WORK PLAN - 2019/2020				
	PROJECT	WHO	STEPS/STATUS	WHEN
	Society Solicitation Strategy			
1	Board Society Visits	Wayne	Develop script for Society visits and provide to Board	Completed 5/2019 (Wayne)
2		Wayne, Colleen	Create Society Solicitation Kit including script, Society level profiles, the "good" gifts enable, pledge form, Legacy brochure, and Expectancy Form	Script written and provided. Marketing Committee rebranding society levels. Pledge form, Legacy brochure, and Expectancy form available. <b>Develop description of the "good" gifts enable. Combine all elements into kit.</b>
3		Roxanne, Colleen	Provide Board with the last 10 years of Society Donors to promote	Colleen sent confirming email to Roxanne 7/22/2019; <b>Roxanne/Kelly provided last ten years donor list. RGC to determine next steps.</b>
4		Colleen, Chris, Melissa	Obtain lists of Quill Award winners, Athenian Fellow members, scholarship recipients, current IIMC Board Members (who's giving?), past IIMC board members, conference host clerks - Verify ability to use these lists w/ IIMC. <b>Forward solicitation (letter and calls) to list entries. See #16.</b>	Chris provided lists and verified use for solicitation is OK as they have already been published. Melissa requested to assist with content 7/22/19. <b>Colleen follow up with Melissa re marketing piece. Board call list members (#7).</b>
5		Wayne	Resend conference prospect visitation list; expand list with additional names from lists above; record Board Member matches to make calls; follow up on results	9/26/19: <b>Wayne will again request conference contact updates week of 9/30/19</b>

REVENUE GROWTH COMMITTEE (COLLABORATION WITH MARKETING) - WORK PLAN - 2019/2020				
	PROJECT	WHO	STEPS/STATUS	WHEN
6		Wayne, Colleen	Develop recruitment tool for fellow visitors; provide orientation, coaching, mentoring	9/26/2019: Vinny confirmed there is no need for this activity. Recruitment going well for Development Committee.
7		All Board Members and fellow visitors	Initiate 250 Society giving calls; periodic waves of active solicitation	<b>Use List provided in #9 below. Board Members initiate calls.</b>
8	Letters to \$50-\$99 level to move to next level	Roxanne, Kelly, Colleen	Letters mailed by Kelly/Roxanne in Oct/Nov annually	Verified this is an ongoing practice , but did not occur last year due to delay in information from HQ. <b>Scheduled to occur Oct/Nov of 2019.</b>
9	Letters to previous year donors that didn't give this year	Roxanne, Kelly, Colleen	This is not being done. Last 10-year list to be provided above by Kelly/Roxanne will include these prior donors.	Verified this is an ongoing practice , but did not occur last year due to delay in information from HQ. <b>Scheduled to occur Oct/Nov of 2019.</b>
10	Non-Visit Solicitation Strategies	Sharon, Dale	Credit card donation payment on dues renewal form, monthly giving via credit card, text donations, automatic payroll deductions	<b>Exploring stand-alone eBriefing, marketing piece, info on various ways to give, info on basics of Foundation, info on where \$ goes and how used, encourage monthly giving via checking/savings or credit card</b>

REVENUE GROWTH COMMITTEE (COLLABORATION WITH MARKETING) - WORK PLAN - 2019/2020				
	PROJECT	WHO	STEPS/STATUS	WHEN
11	Program Improvements/ Recognition Improvements	Melissa	Rebrand, review recognition incentives, revisit levels and names, add new levels, establish Legacy and auction gift recognition (annual report), pin program, etc.	<b>Need update - Marketing Committee</b>
12	Marketing and Promotion Improvements	Melissa, Colleen	Publicize online donation page, Foundation table at conference, E-Blasts of link and Foundation info, E-Briefs, News Digest, editorial calendar of stories/themes; social media and Facebook promotions, etc.	Implemented Conference Foundation table in 2019 (Dyanne). IIMC E-Briefs, News Digest, and social media ongoing. <b>Need update - Marketing Committee</b>
13	Upgrade Century Society members to the next levels - February	Colleen, Roxanne, Kelly	Letters to Century Society members urging upgrade to next level	Verified this is an ongoing practice , but did not occur last year due to delay in information from HQ. <b>Scheduled to occur Oct/Nov of 2019.</b>
14	Investigate vendor/corporate society giving	John, Chris	Steve and Cristina as additional resources	<b>John convening group for report at mid-year.</b>
15	Maintain dues buck slip	Chris	Implemented and ongoing	Verified as ongoing. Chris will notify if/when any further action is needed by Foundation.
16	Regional promotion including Legacy Program Campaign Plan	Colleen, Wayne, Dyanne	Develop script for leaders to promote Foundation at Region meetings and S/P/N conferences (Colleen/Wayne), develop list of potential leader spokespersons using leader lists from #4 above; list Legacy donors on website (Colleen/Dyanne)	Wayne developed Foundation promotion script. <b>Dyanne/Colleen to connect with potential leaders coordinating with Vinny.</b>



REVENUE GROWTH COMMITTEE (COLLABORATION WITH MARKETING) - WORK PLAN - 2019/2020				
	PROJECT	WHO	STEPS/STATUS	WHEN
17	Region XI Initiative (5,000 members)	Wayne, Dale, Chris, Colleen	Develop strategy for promotion/solicitation to Region XI members	Chris/Dale/Wayne held conf call. <b>GINI (Good idea not implemented)</b>
18	Mentoring Month Promotion	Mary Lynne, Colleen, Marketing	Publish in News Digest; social media; website - Content written	<b>Scheduled to publish January 2020. Published October News Digest.</b>
	<b>Hawaii Raffle</b>			
19	Hawaii raffle promotion	Colleen, Vinny, Ray	Engage Development Committee to assist implementation of promotion check list	Development Committee concurs. Website updated, promotion ongoing individually and via Development Committee.
	<b>Website</b>			
20	Upgrade website to accommodate ADA compliant video	Colleen, Dale	Upgrade website to accommodate posting of video. Obtain specs on ADA compliance.	Video posted via YouTube Channel.
21	Add Society Level content to website	Colleen	Add description of levels and donate button for each.	Completed
22	Silent Auction recognition	Colleen	Develop and implement recognition plan for silent auction donors	

TASK COMPLETED

# **SPEAKING NOTES TO PROMOTE IIMC FOUNDATION**

## **How Does the IIMC Foundation Benefit Clerks?**

The Municipal Clerk – oldest public servant role in North America. Clerks are the keepers of democratic municipal government. They ensure due process, playing by the rules, and guarantee proper access of citizens to their local government. They ensure all municipal actions are within regulations and are fair.

The IIMC Foundation is the fund raising arm of the International Institute of Municipal Clerks (IIMC), and enhances professionalism in local government through education. Your gift allows us to fund education, training and research programs for the continued education of Municipal Clerks.

The Foundation was created to do one thing - Raise money to support the educational programs of IIMC. Since 1984 that is exactly what we have done – we have awarded and/or contributed **nearly a million dollars** towards Municipal Clerk’s Scholarships and IIMC Education Programs.

IIMC Foundation funds are supporting hundreds of Clerks each year through scholarships and educational activities at the Annual Conference and more.

It’s difficult to calculate the number of members touched by the Foundation. If you have ever received a scholarship, attended the Education Colloquium, attended educational sessions at an IIMC Conference, reached out to the IIMC Education staff, or attended your local Association or Region education program supported by a grant, you have been touched by the Foundation’s dollars. However, the opportunity remains for the Foundation to touch each and every member, each and every year.

To donate simply go to the IIMC Foundation website and make your tax deductible contribution.

*(except there is not donation function on the website!!)*

## QUILL AWARD WINNERS

PREFIX	FIRST_NAME	MIDDLE_N.	LAST_NAME	DESIGNATION	TITLE	COMPANY	WORK_PHONE	ADDRESS_1	ADDRESS_2	CITY	STATE	PRC	ZIP	COUNTRY	EMAIL
Ms.	Jean	M.	Bailey	MMC	Retired City Clerk	From the City of Rocky Mount		148 Steeple Chase Road		Rocky Mount	NC		27804		jmbailey@suddenlink.net
Ms.	Patricia		Burch	MMC	Retired City Clerk	From the City of Whitesville		P.O. Box 195		Whitesville	KY		42378-0195		pburch1033@bellsouth.net
Ms.	Gail		Busbey	MMC	Retired City Clerk	From the City of Decatur		1304 Stuart Avenue, SW		Decatur	AL		35602		busbey@charter.net
Ms.	D. Brenda		Caldwell		Retired Town Clerk	From the Town of Gorham		8 Ridgefield Drive		Gorham	ME		04038-2387		tclerk@maine.rr.com
Ms.	Sharon	K.	Cassler	MMC	Clerk of Council	City of Carr (740) 439-2640		1131 Steubenville Ave.		Cambridge	OH		43725		clerkofcouncil@cambridgeoh.org
Ms.	Brenda	M.	Cirtin	MMC	Retired City Clerk	From the City of Springfield		3368 E. Bluff Point Drive		Ozark	MO		65721		bcirtinret@gmail.com
Ms.	Connie	M.	Deford	CMC	Retired City Clerk	From the C (989) 893-8136		500 S. Wenona Ave.		Bay City	MI		48706		conmd@concentric.net
Ms.	Elizabeth	West	Fortner	MMC	Retired City Clerk	From the City of Clinton		5221 Union School Road		Clinton	NC		28328		mhfor777@centurylink.net
Mr.	Branson		Gayler	CMC	Retired City Clerk	From the C (706) 234-3304		126 Saddle Mtn. Rd.		Rome	GA		30161-6836		bgaylerno1@aol.com
Mr.	William	J.	Goering	CMC	Retired Clerk/Adm	From the City of McPherson		536 E. Marlin		McPherson	KS		67460-0446		bergermeister460@gmail.com
Ms.	Margaret		Hawker	MMC	City Recorder/Spec	City of New (541) 574-0613		169 SW Coast Hwy		Newport	OR		97365-3806		p.hawker@newportoregon.gov
Ms.	Martha	A.	Hendrix	MMC	Retired City Secret	From the City of Fort Worth		6704 W. Dover Terrace		Fort Worth	TX		76132		martycisec@sbcglobal.net
Ms.	Betty		Henneman	MMC	City Clerk	City of Park (847) 318-5204		505 Butler Place		Park Ridge	IL		60068-4182		bhennema@parkridge.us
Ms.	Marian	K.	Karr	MMC	Retired City Clerk	From the City of Iowa City		813 Bluffwood Dr		Iowa City	IA		52245		hawkeyeg3@gmail.com
Ms.	Elizabeth	H.	Kiss	MMC	Retired Municipal	From the T (732) 432-0855		17 Branton Drive		East Brunswick	NJ		8816		kisbet42@aol.com
Ms.	Kittie	L.	Kopitke	MMC	Village Clerk/Collec	Village of S (630) 736-3806		301 E. Irving Park Road		Streamwood	IL		60107-3096		kkopitke@streamwood.org
Ms.	Terri		Kowal	MMC	Retired City Clerk	From the City of Auburn Hills		8381 Downing		Washington	MI		48094		terri.kowal@me.com
Ms.	Susan	A.	Lamblack	MMC	Retired City Secret	From the City of Newark, DE		2577 N. 143rd Avenue		Goodyear	AZ		85395		slhhs65@gmail.com
Ms.	Ranette		Larsen	MMC	Retired City Secret	From the C (972) 722-3932		305 Butternut Drive		Rockwall	TX		75087		ranettelarsen@aol.com
Mr.	Marc		Lemoine	MMC	City Clerk	City of Win (204) 986-7131		City Clerk's 510 Main Street		Winnipeg	MB	R3B 1B9	CANADA		mlemoine@winnipeg.ca
Ms.	Jerry		Lovett-Sperling	MMC	Retired City Clerk	From the City of Lindsborg		2852 17th Avenue		Lindsborg	KS		67456		jllsperling@gmail.com
Ms.	Patricia	A.	McCoy	MMC	Retired Town Clerk	From the Town of Poultney		1392 High Road		Poultney	VT		5764		pattie.mccoy5@gmail.com
Ms.	Deloris		McKenzie	CMC	Retired City Secret	From the C (281) 467-9944		1109 E. FM517		Alvin	TX		77511		delorismckenzie12@gmail.com
Ms.	Lana	R.	McPherson	MMC	City Clerk/HR Direc	City of De S (913) 586-5250		P.O. Box C		De Soto	KS		66018-0001		lmcpherson@desotoks.us
Mrs.	Pamyla		Means	MMC	Retired City Clerk	From the City of Berkeley, CA		6514 Washington Street #2147		Yountville	CA		94599		pmeans54@gmail.com
Ms.	Vicky		Miel	MMC	Retired City Clerk	From the City of Phoenix, AZ		2305 S. Quail Hollow Drive		Tucson	AZ		85710		vmiel@cox.net
Ms.	Colleen	J.	Nicol	MMC	City Clerk	City of Rive (951) 826-5557		3900 Main Street, 7th Floor		Riverside	CA		92522		city_clerk@riversideca.gov
Ms.	Lynnette		Ogden	MMC	Retired Town Clerk	From the Town of Millport		13616 Hwy 96		Millport	AL		35576		lyogden@gmail.com
Ms.	Dyanne	C.	Reese	MMC	Retired Clerk of Co	From the City of Savannah		1 Topsail Court		Savannah	GA		31411		dyannecreese@yahoo.com
Mr.	Tom	G.	Roberts	CMC	Retired Unified Go	Wyandotte (913) 461-1104		12803 Sloan Avenue		Kansas City	KS		66109		troberts2927@gmail.com
Ms.	Norma	S.	Rodriguez	CMC	Retired City Clerk	From the C (210) 733-3544		2101 W. Summit		San Antonio	TX		78201		normarodrig@sbcglobal.net
Mr.	Lyall	A.	Schwarzkopf	CMC	Retired Clerk of Minneapolis	(612) 824-9293		3701 Bryant Avenue S., Apt 220		Minneapolis	MN		55409-1079		
Ms.	Pamela		Smith	MMC	City Clerk	City of Sani (239) 472-3700		800 Dunlop Road		Sanibel	FL		33957		pamela.smith@mysanibel.com
Ms.	Mary Lynne		Stratta	MMC	City Secretary	City of Bryan (979) 209-5005		P.O. Box 1000		Bryan	TX		77805-1000		mstratta@bryantx.gov
Mrs.	Marilyn	S.	Swing	MMC	Retired Metropolitan	From Nashville-Davidson County		1706 Castleman Drive		Nashville	TN		37215		marilynswing@comcast.net
Ms.	Joann	Lynn	Tilton	MMC	Institute Director	Washington (209) 456-7855		1033 Maggiore Lane		Manteca	CA		95337		nwcidirector@gmail.com
Ms.	Mary Lou		Todd	MMC	Retired Town Man	From the T (919) 601-2620		37 Miry Branch Court		Garner	NC		27529		marytdd1@gmail.com
Mr.	Charles	E.	Tokar	MMC	Mayor/Retired Vill	From the V (708) 425-7700		10455 S. Ridgeland		Chicago Ridge	IL		60415		ctsr2@msn.com
Mrs.	Janet	M.	Vaught	MMC	Retired City Clerk	From the City of Carbondale		620 S. Glenview Drive		Carbondale	IL		62901		twosquiesmom@gmail.com
Ms.	Nancy	A.	Vincent	MMC	Senior Deputy City	City of Tho (303) 538-7223		9500 Civic Center Drive		Thornton	CO		80229-4326		nancy.vincent@cityofthornton.net
Mrs.	Linda	S.	Wanat	MMC	Retired Municipal	From the Township of Montclair, NJ		16 Silicon Drive		Woodland	NJ		7424		ls.wanut@gmail.com
Mr.	Bernie		White	MMC	Retired Municipal	From Cape (902) 304-0700		652 Thompson Street		New Waterford	NS	B1H 4C6	CANADA		berniewhite56@gmail.com
Ms.	Kathryn	M.	Young	CMC	Retired City Clerk	From the C (719) 597-9891		6626 Noble Street		Colorado Springs	CO		80915		kittyyoung@comcast.net

## CONFERENCE GRANT WINNERS

FIRST_NAME	LAST_NAME	DESIGNATION	TITLE	COMPANY	ADDRESS_1	ADDRESS_2	CITY	STATE	PRC ZIP	COUNTRY	WORK_PHONE	EMAIL
Janice	Almy	MMC	City Clerk	City of Sand Springs	P.O. Box 338		Sand Springs	OK	74063-0338		(918) 246-2503	jlalmy@sandspringsok.org
Deborah	Andrea	CMC	City Clerk	City of Lake Worth	7 North Dixie Highway		Lake Worth	FL	33460		(561) 586-1662	dandrea@lakeworth.org
Eric	Arduini	MMC	City Clerk	City of Rock Falls	603 W. 10th Street		Rock Falls	IL	61071		(815) 622-1104	cityclerk@rockfalls61071.com
Jonathan	Ayala	CMC	City Clerk	City of New London	181 State Street		New London	CT	6320		(860) 447-5205	jayala@ci.new-london.ct.us
Kelly	Beem		Fiscal Officer	Village of Somerset	P.O. Box 10		Somerset	OH	43783-0010		(740) 743-2963	somerset.fiscalofficer@yahoo.com
Jackie	Benson	MMC	City Clerk	City of Aberdeen	125 W. Commerce Street		Aberdeen	MS	39730		(662) 369-8588	jbenson@ci.aberdeen.ms.us
Melanie	Berger	CMC	Clerk/Treasurer	Town of Winamac	120 W. Main St.		Winamac	IN	46996		(574) 946-3451	clerk@townofwinamac.com
Christine	Black	MMC	City Clerk	City of Hollister	375 Fifth Street		Hollister	CA	95023		(831) 636-4300 X 17	christine.black@hollister.ca.gov
Jessica	Blair	CMC	Communications Director &	City of Half Moon Bay	501 Main Street		Half Moon Bay	CA	94019		(650) 726-8271	jblair@hmbcity.com
Kelly	Blanchies	CMC	Clerk of Council	City of Harrington	106 Dorman Street		Harrington	DE	19952		(302) 398-4476	kblanchies@cityofharrington.com
Ruth	Bocchino	CMC	City Clerk	City of Gladstone	P.O. Box 10719		Gladstone	MO	64118-0719		(816) 423-4096	ruthb@gladstone.mo.us
Tracy	Borst	CMC	Town Clerk	Town of Thetford	P.O. Box 126		Thetford Center	VT	05075-0126		(802) 785-2922	townclerk@thetfordvermont.us
Tiffany	Brando	CMC	City Clerk	City of Powell	270 N. Clark Street		Powell	WY	82435-1008		(307) 754-6903	tbrando@cityofpowell.com
Lynda	Bushong	CMC	City Clerk	City of Yuma	One City Plaza		Yuma	AZ	85364-1436		(928) 373-5037	lynda.bushong@yumaaz.gov
Leigh	Carney	CMC	Town Clerk	Town of East Greenwich	P.O. Box 111		East Greenwich	RI	02818-0111		(401) 886-8604	lcarney@eastgreenwichri.com
Andrea	Carranza	MMC	Deputy City Clerk	City of Coachella	1515 Sixth Street		Coachella	CA	92236		(760) 398-3502	acarranza@coachella.org
April	Claudio		Borough Clerk	Borough of Belmar	P.O. Box A		Belmar	NJ	7719		(732) 681-3700 X 225	aclaudio@belmar.com
Pamela	Clement	CMC	City Clerk	City of O'Fallon	100 North Main Street		O'Fallon	MO	63366		(636) 379-5555	pclement@ofallon.mo.us
Allison	Dispense	CMC	Town Clerk	Town of Pomfret	9 Day Street		Fredonia	NY	14063		(716) 672-7496	townclerk@townofpomfretny.org
Felicia	Eller		Finance Clerk II/Human Res	Town of Chilhowie	P.O. Box 5012		Chilhowie	VA	24319-5012		(276) 646-3232	chilhowie.eller@chilhowie.org
Krystal	Eucker	CMC	Town Clerk	Town of Windsor	301 Walnut Street		Windsor	CO	80550		(970) 475-1104	keucker@windsorgov.com
Jenine	Floyd	CMC	Deputy City Clerk	City of Port Orchard	216 Prospect St.		Port Orchard	WA	98366		(360) 876-7024	jfloyd@cityofportorchard.us
Servia	Fortenberry	CMC	City Clerk	City of McComb	P.O. Box 667		McComb	MS	39648		(601) 684-4000	sfortenberry@mccomb-ms.gov
Karla	Graham	MMC	Corporate Officer	City of North Vancouver	141 W. 14th Street		North Vancouver	BC	V7M 1H9	CANADA	(604) 990-4234	kgraham@cnv.org
Alexandra	Grant	CMC	City Clerk/Public Informatio	City of West Park	1965 South State Rd. 7		West Park	FL	33023		(954) 989-2688 X 205	agrant@cityofwestpark.org
Monica	Greene	MMC	Town Clerk	Town of Columbus	P.O. Box 146		Columbus	NC	28722-0146		(828) 894-8236	townclerk@columbusnc.com
Lindsey	Grigg	MMC	City Clerk	City of El Reno	P.O. Drawer 700		El Reno	OK	73036		(405) 295-9310	lgrigg@cityofelreno.com
Laura	Hartman	CMC	City Clerk/Human Resource	City of Baldwin City	P.O. Box 86		Baldwin City	KS	66006		(785) 594-6427	lhartman@baldwincity.org
Debbie	Hawkins		Town Clerk	Town of Pawlet	P.O. Box 128		Pawlet	VT	5761		(802) 325-3309	pawletclerk@vermontel.net
Armando	Hegdahl	CMC	Management Analyst	City of Irwindale	5050 North Irwindale		Irwindale	CA	91706		(626) 430-2201	ahegdahl@irwindaleca.gov
Gretchen	Hind	CMC	Town Clerk	Town of Randolph	72 Main Street		Randolph	NY	14772		(716) 358-9701	ghind@randolphny.net
Helen	Ingold	CMC	City Clerk	City of Crestwood	1 Detjen Drive		Crestwood	MO	63126		(314) 729-4711	hingold@cityofcrestwood.org
Scotty Lynn	Kelly	CMC	Support Services Supervisor	City of Sanibel	800 Dunlop Road		Sanibel	FL	33957		(239) 472-4136	scotty.kelly@mysanibel.com
Linda	Kingston	CMC	City Clerk/Chief Financial O	City of Clio	505 W. Vienna Street		Clio	MI	48420		(810) 686-5850 X 205	clerkclio@gmail.com
Debbie	Lake	CMC	City Clerk	City of Ferguson	P.O. Box 222		Ferguson	KY	42533		(606) 679-6800	fergusoncityhall@gmail.com
Marc	Lemoine	MMC	City Clerk	City of Winnipeg	City Clerk's 510 Main S		Winnipeg	MB	R3B 1B9	CANADA	(204) 986-7131	mlemoine@winnipeg.ca
Heather	Lowe		Business Services Profession	City of Loveland	500 E 3rd Street, Suite		Loveland	CO	80537		(970) 962-2000 X2396	heather.lowe@cityofloveland.org
Mary Jo	Lynch	CMC	City Clerk/Treasurer	City of Greendale	500 Ridge Avenue		Greendale	IN	47025		(812) 537-9219	clerktreasurer@cityofgreendale.net
Sadie	Main	CMC	City Recorder	City of Estacada	P.O. Box 958		Estacada	OR	97023-0958		(503) 630-8270 X 200	main@cityofestacada.org
Sandra	McKinley	CMC	Archives and Records Oper	City of Henderson	240 Water Street		Henderson	NV	89009		(702) 267-1400	sandra.mckinley@cityofhenderson.com
Ellie	Monteaux	CMC	City Secretary	City of Livingston	200 W. Church Street		Livingston	TX	77351		(936) 327-4311	citysecretary@livingston.net
Kristi	Morrow	CMC	City Secretary	City of Frisco	6101 Frisco Square Bo		Frisco	TX	75034		(972) 292-5025	kmorrow@friscotexas.gov
Shawneen	Muscoby		Legislative Coordinator	City of Calgary	800 Macleod Tr SE IM		Calgary	AB	T2P2M5	CANADA	(403) 268-8675	shawneen.muscoby@calgary.ca
Pamela	Noffsinger		Village Clerk/Collector	Village of Coal City	515 S. Broadway		Coal City	IL	60416-1503		(815) 634-8608	pnoffsinger@coalcity-il.gov

Teja	Peeples	CMC	City Clerk	City of Margaret	P.O. Box 309	Margaret	AL	35112	(205) 629-5742	cityofmargaret@gmail.com	
Karen	Platt		City Clerk	City of Gustavus	P.O. Box 1	Gustavus	AK	99826-0001	(907) 697-2451	karen.platt@gustavus-ak.gov	
Stephanie	Pocklington		City Clerk	City of Pine Island	P.O. Box 1000	Pine Island	MN	55963	(507) 356-4591	stephaniepocklington@ci.pineisland.mn.us	
Gail	Pomroy	MMC	Town Clerk	Town of Conception Bay South	P.O. Box 1411	Remem	Conception Bay Sc	NL	A1W 3J1 CANADA	(709) 834-6500 X 103	gpomroy@conceptionbaysouth.ca
Kathy	Queen	CMC	Town Clerk	Town of Indian Trail	P.O. Box 2430	Indian Trail	NC	28079		KLQ@indiantrail.org	
Laura	Reams		City Clerk	City of Hyattsville	4310 Galbtin St.	Hyattsville	MD	20781	(301) 985-5009	lreams@hyattsville.org	
Kellie	Reed	CMC	CMFO/City Recorder	Town of Ashland City	P.O. Box 36	Ashland City	TN	37015-0036	(615) 792-4211	kreed@ashlandcitytn.gov	
Marita	Rhude	MMC	Clerk/Treasurer	City of Barrett	P.O. Box 155	Barrett	MN	56311-0155	(320) 528-2440	barrett@runestone.net	
Jane	Rickman	MMC	City Clerk	City of Glen Dale	402 Wheeling Ave.	Glen Dale	WV	26038	(304) 845-5511	janelcris@aol.com	
Jacqueline	Roblin		Manager, Legislative Services	Strathcona County	2001 Sherwood Drive	Sherwood Park	AB	T8A 5V1 CANADA	(780) 464-8157	jacqueline.roblin@strathcona.ca	
Chasity	Schumacher	CMC			675 Longview Drive	Douglas	WY	82633		chaz.schumacher@gmail.com	
Jodee	Schwinn	CMC	Deputy City Clerk	City of Seattle	P.O. Box 34025	Seattle	WA	98124	(206) 684-5707	jodee.schwinn@seattle.gov	
Beverly	Searvogel-Graick	CMC	Deputy City Clerk	City of Appleton	100 North Appleton St	Appleton	WI	54911	(920) 832-6445	beverly.searvogel@appleton.org	
Stephanie	Settles	CMC	City Clerk/Treasurer	City of Paris	525 High Street	Paris	KY	40361	(859) 987-3653	ssettles@paris.ky.gov	
Debra	Sopronyi	CMC	Borough Clerk	Borough of Hightstown	156 Bank Street	Hightstown	NJ	8520	(609) 490-5100 X 620	clerk@hightstownborough.com	
Angela	Storlie	MMC	City Clerk/Treasurer	City of Bigfork	P.O. Box 196	Bigfork	MN	56628-0196	(218) 743-3782	cityclerk@bigfork.net	
Jeanne	Survell	CMC	Town Clerk	Town of Pepperell	1 Main Street	Pepperell	MA	1463	(978) 433-0339	jsurvell@town.pepperell.ma.us	
Tracey	Takahashi	CMC	Deputy Corporate Officer	City of Port Moody	100 Newport Drive	Port Moody	BC	V3H 5C3 CANADA	(604) 469-4539	ttakahashi@portmoody.ca	
Terri	Taylor		City Clerk	City of Strafford	P.O. Box 66	Strafford	MO	65757-0066	(417) 736-2154	clerk@straffordmo.net	
Sonja	Tolbert	CMC	City Clerk	City of Albany	P.O. Box 447	Albany	GA	31702-0447	(229) 438-3969	stolbert@albanyga.gov	
Julie	Torres	CMC	Assistant City Clerk	City of Sparks	431 Prater Way	Sparks	NV	89431	(775) 353-2355	jtorres@cityofsparks.us	
Lana	Unger		Legislative Coordinator	Town of Coaldale	1920 - 17 Street	Coaldale	AB	T1M 1M1 CANADA	(403) 345-1306	admin@coaldale.ca	
Delcy	Wells	MMC	General Manager, Corporate Services	Regional District of Nanaimo	6300 Hammond Bay Rd	Nanaimo	BC	V9T 6N2 CANADA	(250) 616-6457	dwells@rdn.bc.ca	
Diane	Werbrich	CMC	Clerk of Council	City of Moraine	4200 Dryden Road	Moraine	OH	45439	(937) 535-1005	dwerbrich21@moraineoh.org	
Brian	Whitaker		City Clerk	City of New Castle	220 Delaware Street	New Castle	DE	19720	(302) 339-3575	usaironeagle@comcast.net	
Teresa	Whitaker	CMC	City Clerk	City of Pleasanton	1608 Laurel Street	Pleasanton	KS	66075	(913) 352-8257	cityclerk@ckt.net	

## HOST CLERKS

FIRST_NAME	LAST_NAME	MUNICIPALITY	ADDRESS_1	CITY	STATE PROVINCE	ZIP_CODE	COUNTRY	PHONE	EMAIL
Lyall	Schwarzkopf, CMC		3701 Bryant Avenue S., Apt 220	Minneapolis	MN	55409		(612) 824-9293	
Kathryn	Marshall, CMC		6953 Henrilee St.	Lakewood	CA	90713			
Glenda	Morgan, MMC		P.O. Box 326	Thompson Falls	MT	59873		(406) 241-8970	glendamtal@yahoo.com
Pierre	Page, CMC		1464 Belcourt Boulevard	Orleans	ON	K1C 1M2	CANADA	(613) 830-1800	pagepierre@rogers.com
Norma	Rodriguez, CMC		2101 W. Summit	San Antonio	TX	78201		(210) 733-3544	normarodrig@sbcglobal.net
Angie	Blevins	City of Columbus	90 W. Broad St. Rm. 231	Columbus	OH	43215		(614) 645-7431	anblevins@columbus.gov
Shari	Moore, MMC	City of St. Paul	15 West Kellogg Blvd. #310	St. Paul	MN	55102		(651) 266-8686	shari.moore@ci.stpaul.mn.us
Peggy	Lewis, MMC		216 Intrepid Drive	Slidell	LA	70458		(504) 864-9164	15557-14@att.net
Monica	Martinez Simmons, MMC	City of Seattle	P.O. Box 94728	Seattle	WA	98124		(206) 684-8361	monica.simmons@seattle.gov
Marilyn	Swing, MMC		1706 Castleman Drive	Nashville	TN	37215		(615) 269-0101	marilynswing@comcast.net
Christina	Wilder, CMC		38 Topaz Lane	Hamilton	NJ	08690		(609) 585-2055	CSNW5@aol.com
Allen	Susen, MMC	Borough of Haledon	510 Belmont Avenue	Haledon	NJ	07508		(973) 595-7766 X 103	asusen@haledonboronj.com
Anne	Uecker, MMC	City of Saint Francis	3400 East Howard Avenue	St. Francis	WI	53235		(414) 316-4305	anne.uecker@stfranwi.org
Kathryn	Wall, MMC	Town of Berlin	240 Kensington Road	Berlin	CT	06037		(860) 828-7075	kwall@town.berlin.ct.us
Buster	Brown, CMC		3518 Poppleton Avenue	Omaha	NE	68105		(402) 345-3099	bbrown2244@aol.com
Allan	Bull, MMC	City of Norfolk	810 Union Street, 10th Floor	Norfolk	VA	23510		(757) 664-4296	allan.bull@norfolk.gov
Lee	Frazier, MMC	City of Birmingham	710 North 20th St, 3rd Fl.	Birmingham	AL	35203		(205) 254-2290	lee.frazier@birminghamal.gov

## CURRENT BOARD MEMBERS

DESCRIPTIC	FIRST_NAM	MIDDLE_N	LAST_NAME	DESIGNATI	TITLE	COMPANY	ADDRESS_1	ADDRESS_2	CITY	STATE_PRC	ZIP	COUNTRY	WORK_PHONE	EMAIL
IIMC Board Dawn	G.		Abrahamson	MMC	City Clerk	City of Vallejo	P.O. Box 3068		Vallejo	CA	94590-3068		(707) 648-4528	dawn.abrahamson@cityofvallejo.net
IIMC Board Janice			Almy	MMC	City Clerk	City of Sand Springs	P.O. Box 338		Sand Springs	OK	74063-0338		(918) 246-2503	jalmy@sandspringsok.org
IIMC Board Angela			Bains	CMC	Manager, I	District of Saanich	770 Vernon Avenue		Victoria	BC	V8X 2W7	CANADA	(250) 475-5494 X 3504	angila.bains@saanich.ca
IIMC Board Janice	M.		Bates	MMC	Clerk of Co	City of Tipp City	260 S. Garber Drive		Tipp City	OH	45371		(937) 667-8425 X 3112	batesj@tippcity.net
IIMC Board Bobby	G.		Busch	MMC	City Clerk/I	City of Neodesha	P.O. Box 336		Neodesha	KS	66757		(620) 325-4996	bbusch@ci.neodesha.ks.us
IIMC Board Stephanie			Carouthers Kelly	MMC	City Clerk	City of Charlotte	600 East Fourth Street 7th F		Charlotte	NC	28202-2857		(704) 336-4515	sckelly@charlottenc.gov
IIMC Board RaNae	M.		Edwards	MMC	City Clerk	City of Grand Island	P.O. Box 1968		Grand Island	NE	68802-1968		(308) 385-5444 X 111	redwards@grand-island.com
IIMC Board Audra			Etzal	MMC	Deputy Cle	City of Rockford	6031 Main Street		Rockford	MN	55373		(763) 634-8770	audrae@cityofrockford.org
IIMC Board Lisa			Garcia	MMC	Deputy To	Town of Florence	P.O. Box 2670		Florence	AZ	85132-2670		(520) 868-7552	lisa.garcia@florenceaz.gov
IIMC Board Bonnie			Hilford	CMC	City Clerk	City of Lethbridge	City Hall, 910-4 Avenue Sout		Lethbridge	AB	T1J 0P6	CANADA	(403) 320-4083	bonnie.hilford@lethbridge.ca
IIMC Board Teresa	K.		Hudson	MMC	City Clerk	City of Milford	201 South Walnut Street		Milford	DE	19963		(302) 424-8393	thudson@milford-de.gov
IIMC Board Helen			Ingold	CMC	City Clerk	City of Crestwood	1 Detjen Drive		Crestwood	MO	63126		(314) 729-4711	hingold@cityofcrestwood.org
IIMC Board Mary	J.		Johnston	MMC	Clerk of Co	City of Westerville	P.O. Box 6107		Westerville	OH	43081-6107		(614) 901-6410	mary.johnston@westerville.org
IIMC Board Lana	R.		McPherson	MMC	City Clerk/I	City of De Soto	P.O. Box C		De Soto	KS	66018-0001		(913) 586-5250	lmcpherson@desotoks.us
IIMC Board Marie	A.		Moe	MMC	City Clerk	City of Portage	115 W. Pleasant Street		Portage	WI	53901		(608) 742-2176 X 333	marie.moe@portagewi.gov
IIMC Board Scott			Passey	MMC	City Clerk	City of Edmonds	Civic Hall 121 5th Ave. N.		Edmonds	WA	98020-3792		(425) 672-5754	scott.passey@edmondswa.gov
IIMC Board Diane			Pflugfelder	MMC	Municipal C	Township of Liberty	349 Mountain Lake Rd.		Great Meadows	NJ	7838		(908) 637-4579	clerk@libertytownship.org
IIMC Board Sheri	L.		Pierce	MMC	City Clerk	City of Valdez	P.O. Box 307		Valdez	AK	99686-0307		(907) 834-3408	CovSheriPierce@gmail.com
IIMC Board Sandra			Pinsonault	MMC	Town Clerk	Town of Dorset	P.O. Box 24		East Dorset	VT	05253-0024		(802) 362-1178 X 2	dorsetclerk@gmail.com
IIMC Board Camilla	G.		Pitman	MMC	City Clerk	City of Greenville	P.O. Box 2207		Greenville	SC	29602-9601		(864) 467-4431	cpitman@greenvillesc.gov
IIMC Board Ann	M.		Quirk	MMC	Town Clerk	Town of Barnstable	367 Main Street		Barnstable	MA	2601		(508) 862-4049	ann.quirk@town.barnstable.ma.us
IIMC Board Sonja			Tolbert	CMC	City Clerk	City of Albany	P.O. Box 447		Albany	GA	31702-0447		(229) 438-3969	stolbert@albanyga.gov
IIMC Board Leticia	M.		Vacek	MMC	City Clerk	City of San Antonio	P.O. Box 839966		San Antonio	TX	78283-3966		(210) 207-7254	leticia.vacek@sanantonio.gov
IIMC Board Leon			Wright	MMC	Township C	Charter Township of	46425 Tyler Road		Van Buren	MI	48111		(734) 699-8909	lwright@vanburen-mi.org

## ATHENIAN FELLOWS

PREFIX	FIRST_NAM	MIDDLE_N	LAST_NAM	SUFFIX	DESIGNATI	TITLE	COMPANY	INFORMAL	WORK_PHC	ADDRESS_1	ADDRESS_2	CITY	STATE_PRC	ZIP	COUNTRY	EMAIL
Ms.	Amy	Beth	Able		MMC	City Clerk	City of New	Amy	(859) 292-5	998 Monmouth		Newport	KY	41071		aable@newportky.gov
Ms.	Cheryl	L.	Aldis		MMC	Town Clerk	Town of Cc	Cookie	(815) 756-5	P.O. Box 519		Cortland	IL	60112-0519		townclerk@cortlandil.org
Ms.	Kara		Andrepont		CMC	City Secret	City of Lufk	Kara	(936) 633-0	P.O. Box 190		Lufkin	TX	75901-0190		kara@cityoflufkin.com
Mr.	Eric		Arduini		MMC	City Clerk	City of Roc	Eric	(815) 622-1	603 W. 10th Street		Rock Falls	IL	61071		cityclerk@rockfalls61071.com
Ms.	Linda		Asbell		CMC	Town Secr	Town of La	Linda	(972) 294-5	100 Highridge Drive		Lakewood	TX	75068		linda@lakewoodvillagetx.us
Ms.	Christine	M.	Bainbridge		MMC	City Clerk	City of Spo	Chris	(509) 720-5	10210 E. Sprague Aver		Spokane Va	WA	99206		cbainbridge@spokanevalley.org
Ms.	Tori		Barnett		MMC	City Recorc	City of Ont	Tori	(541) 881-5	444 SW 4th Street		Ontario	OR	97914		tori.barnett@ontariooregon.org
Ms.	Sharon		Barrett-Hagen		CMC	City Clerk	City of Wh	Sharon	(630) 260-2	303 W. Wesley Street		Wheaton	IL	60187-5127		sbarrett-hagen@wheaton.il.us
Ms.	Janice	M.	Bates		MMC	Clerk of Co	City of Tipp	Janice	(937) 667-8	260 S. Garber Drive		Tipp City	OH	45371		batesj@tippcity.net
Ms.	Renée		Beck		MMC	City Clerk	City of San	Renée	(925) 973-2	7000 Bollinger Canyon		San Ramon	CA	94583		rbeck@sanramon.ca.gov
Mr.	Bobby	G.	Busch		MMC	City Clerk/f	City of Neo	Bobby	(620) 325-4	P.O. Box 336		Neodesha	KS	66757		bbusch@ci.neodesha.ks.us
Ms.	Kerry		Bush		MMC	HR Analyst	City of Engl	Kerry	(303) 762-2	1000 Englewood Parkv		Englewood	CO	80110		kbush@englewoodco.gov
Mr.	Vincent		Buttiglieri		MMC	Municipal (	Township c	Vinny	(732) 531-5	399 Monmouth Road		Oakhurst	NJ	07755-1589		vbuttiglieri@oceantwp.org
Ms.	Diane	A.	Callahan		CMC	Retired Cit	From the C	Diane	(469) 585-7	135 Donna Circle		Highland V	TX	75077		dacallhvtx@verizon.net
Ms.	Stephanie	G.	Carrara		MMC	Assistant T	Town of St	Stephanie	(781) 232-5	10 Pearl Street		Stoughton	MA	2072		scarrara@stoughton-ma.gov
Ms.	Sharon	K.	Cassler		MMC	Clerk of Co	City of Carr	Sharon	(740) 439-2	1131 Steubenville Ave		Cambridge	OH	43725		clerkofcouncil@cambridgeoh.org
Ms.	D'Lorah	C.	Catizone		MMC	City Clerk	City of Hick	D'Lorah	(708) 598-4	8652 W. 95th Street		Hickory Hil	IL	60457-1799		hhclerk@hickoryhillsil.org
Ms.	Brenda	M.	Cirtin		MMC	Retired Cit	From the C	Brenda		3368 E. Bluff Point Driv		Ozark	MO	65721		bcirtinret@gmail.com
Ms.	Jessica		Contreras		CMC	Deputy Cit	City of Chir	Jessica	(909) 364-2	14000 City Center Driv		Chino Hills	CA	91709		jcontreras@chinohills.org
Ms.	Stacie	E.	Cook		MMC	City Recorc	City of Mill	Stacie	(503) 897-2	P.O. Box 256		Mill City	OR	97360-0256		scook@ci.mill-city.or.us
Ms.	Helen		Cospolich		CMC	Town Clerk	Town of Br	Helen	(970) 547-5	P.O. Box 168		Breckenrid	CO	80424-0168		helenc@townofbreckenridge.com
Ms.	Lou Ann		Crook		MMC	Deputy Cit	City of Laur	Lou Ann	(301) 725-5	8103 Sandy Spring Roa		Laurel	MD	20707		louannc@laurel.md.us
Ms.	Susan	M.	Domen		MMC	Interim Cit	City of Port	Susan	(805) 986-6	250 N. Ventura Road		Port Huene	CA	93041		smdomen@outlook.com
Ms.	Anita	N.	Doucette		MMC	Town Clerk	Town of H	Anita	(508) 430-7	732 Main St.		Harwich	MA	2645		adoucette@town.harwich.ma.us
Ms.	Faith	A.	Elford		CMC	Retired Cit	From the C	Faith		1414 Montclair Place		Fort Atkins	WI	53538		felford@factsllc.org
Ms.	Audra		Etzal		MMC	Deputy Cle	City of Roc	Audra	(763) 634-8	6031 Main Street		Rockford	MN	55373		audrae@cityofrockford.org
Ms.	Kathy		Flamson		MMC	City Clerk	City of Cali	Kathy	(707) 942-2	1232 Washington Stre		Calistoga	CA	94515		kflamson@ci.calistoga.ca.us
Ms.	Patrice	L.	Fogarty		MMC	City Secret	City of La P	Patrice	(281) 470-5	604 West Fairmont Pa		La Porte	TX	77571		fogartyp@laportetx.gov
Ms.	Joyce	E.	Forbes		MMC	Retired Vill	From the V	Joyce	(574) 654-7	7661 E. Lake Park Aver		New Carlisl	IN	46552		joyceforbes@comcast.net
Mr.	Stephen	M.	French		MMC	City Clerk	City of Hills	Stephen	(517) 437-6	97 North Broad Street		Hillsdale	MI	49242		sfrench@cityofhillsdale.org
Ms.	LeAnn		Gallman		MMC	City Manag	City of Mul	LeAnn	(806) 272-4	215 S. First Street		Muleshoe	TX	79347-3602		lgallman@fivearea.com
Ms.	Barbara	K.D.	Goeckner		MMC	Deputy Tre	Village of C	Barb	(608) 423-5	P.O. Box 99		Cambridge	WI	54001		bgoeckner@outlook.com
Ms.	Jannette		Goodall		MMC	City Clerk/f	City of Aus	Jannette	(512) 974-2	P.O. Box 1088		Austin	TX	78767-1088		jannette.goodall@austintexas.gov
Ms.	Janet	E.	Gray		MMC	Deputy Cle	Village of R	Janet	(217) 892-6	333 South Tanner, Mu		Rantoul	IL	61866		jgray@village.rantoul.il.us
Ms.	Margy		Greer		MMC	City Clerk	City of Lak	Margy	(303) 987-7	480 S. Allison Parkway		Lakewood	CO	80226-3123		margre@lakewood.org
Ms.	Tara		Grimm		MMC	Special Ass	City of Rich	Tara	(216) 486-2	26789 Highland Road		Richmond	OH	44143		tgrimm1213@gmail.com
Ms.	Kelly	J.	Groskurth		MMC	City Manag	City of Trey	Kelly	(712) 487-5	P.O. Box 234		Treynor	IA	51575-0234		cityhall@cityoftreynor.com
Ms.	Jacquelyn		Harborth		CMC		P.O. Box 1C	Jacquelyn				Salisbury	NC	28145		jjharborth@gmail.com
Ms.	Sandra	S.	Hart		MMC	Retired Cit	From the C	Sandy		810 Buckhill Drive		McKinney	TX	75072		shart1113@gmail.com
Ms.	Carrie		Hartwell		MMC	Town Clerk	Town of Ju	Carrie	(970) 474-5	100 West 2nd Street		Julesburg	CO	80737		jsbgclerk@gmail.com
Ms.	Kris		Hasse-Linquist		MMC	City Clerk	City of Min	Kris	(952) 241-2	7701 Co. Road 110 W		Minnetrists	MN	55364		klinquist@ci.minnetrista.mn.us
Ms.	Margaret		Hawker		MMC	City Recorc	City of New	Peggy	(541) 574-0	169 SW Coast Hwy		Newport	OR	97365-3806		p.hawker@newportoregon.gov
Ms.	Lana		Hediger		MMC	Deputy Cle	City of High	Lana	(618) 654-5	P.O. Box 218		Highland	IL	62249		lhediger@highlandil.gov
Ms.	Betty		Henneman		MMC	City Clerk	City of Park	Betty	(847) 318-5	505 Butler Place		Park Ridge	IL	60068-4182		bhennema@parkridge.us



Ms.	Monica		Hennesy Mohan	CMC	City Clerk City of Win	Monica	(507) 457-8 P.O. Box 378	Winona MN	55987-0378	mhmohan@ci.winona.mn.us
Ms.	Lori	J.	Hensen	CMC	City Clerk City of Shal	Lori	(952) 233-5 485 Gorman Street	Shakopee MN	55379	lhensen@shakopeemn.gov
Ms.	Debra	L.	Hladky	MMC	Clerk of Co Village of C	Deb	(440) 232-5 24800 Broadway Aven	Oakwood \ OH	44146	dhladky@oakwoodvillageoh.com
Ms.	Barbara		Hogelin	MMC	Retired Cit From the C	Barb	2442 East 12th	Joplin MO	64801	barbhogelin@gmail.com
Ms.	Alice		Holloway	MMC	City Secret City of Pilo	Alice	(940) 686-2 102 E. Main Street	Pilot Point TX	76258	aholloway@cityofpilotpoint.org
Ms.	Elizabeth		Hume	MMC	Town Clerk Town of Ca	Libby	(757) 331-5 2 Plum Street	Cape Charl VA	23310	clerk@capecharles.org
Ms.	Carol	L.	Jacobs	MMC	Retired Cit From the C	Carol	307 Bay Street	Berlin MD	21811	cl.jacobs2017@gmail.com
Mr.	Jose		Jasso	MMC	Assistant C City of Rio	Jose	(707) 374-6 One Main Street	Rio Vista CA	94571	jjasso@ci.rio-vista.ca.us
Ms.	Randi		Johl JD	MMC	Legislative City of Terr	Randi	(951) 694-6 41000 Main Street	Temecula CA	92590	randi.johl@temeculaca.gov
Ms.	Karin		Johnson	MMC	City Recorc City of Ind	Karin	(503) 838-1 P.O. Box 7	Independence OR	97351-0007	kjohnson@ci.independence.or.us
Ms.	Mary	J.	Johnston	MMC	Clerk of Co City of Wes	Mary	(614) 901-6 P.O. Box 6107	Westerville OH	43081-6107	mary.johnston@westerville.org
Ms.	Molly		Kapeluck	MMC	Clerk of Co City of Gre	Molly	(330) 896-6 P.O. Box 278	Green OH	44232-0278	mkapeluck@cityofgreen.org
Ms.	Marilyn	J.	Karr	MMC	Village Cler Village of S	Marilyn	(847) 923-4 101 Schaumburg Cour	Schaumbur IL	60193-1899	mkarr@schaumburg.com
Ms.	Mary		Kayser	MMC	City Secret City of Fort	Mary	(817) 392-6 200 Texas Street	Fort Worth TX	76102	mary.kayser@fortworthtexas.gov
Mrs.	Tami	K.	Kelly	MMC	Clerk of Co City of Gro	Tami	(614) 277-5 4035 Broadway	Grove City OH	43123	tkelly@grovecityohio.gov
Ms.	Natasha	K.	Kennedy	MMC	Clerk to the County of F	Natasha	(520) 866-6 P.O. Box 827	Florence AZ	85132	natasha.kennedy@pinalcountyaz.gov
Ms.	Kathleen	M.	King	MMC	City Clerk City of New	Kathy	(330) 872-6 19 N. Canal Street	Newton Fa OH	44444-1370	cityclerk@ci.newtonfalls.oh.us
Ms.	Kittie	L.	Kopitke	MMC	Village Cler Village of S	Kittie	(630) 736-5 301 E. Irving Park Roac	Streamwoc IL	60107-3096	kkopitke@streamwood.org
Ms.	Tammy		Legacy	MMC	Town Clerk Town of Rc	Tammy	(802) 485-7 P.O. Box 53	Roxbury VT	05669-0053	townrox@tds.net
Ms.	Kelly	A.	Lore	MMC	Clerk of the Orange Co	Kelly	(714) 593-7 10844 Ellis Avenue	Fountain V CA	92708	kllore@ocsd.com
Ms.	Jerry		Lovett-Sperling	MMC	Retired Cit From the C	Jerry	2852 17th Avenue	Lindsborg KS	67456	jllsperling@gmail.com
Ms.	Debra	A.	Mangen	MMC	Retired Cit From the C	Deb	658 Innsbruck Dr.	Chaska MN	55318	Deb.Mangen6459@gmail.com
Ms.	Angela		Marshall	MMC	City Clerk/I City of King	Angie	(423) 229-5 225 W. Center Street	Kingsport TN	37660	angiemarshall@kingsporttn.gov
Ms.	Sherry	L.	Mashburn	MMC	Retired Cit From the C	Sherry	1500 Auburn Drive	Longview TX	75601	sherrymashburn@gmail.com
Ms.	Patricia	A.	McCoy	MMC	Retired To From the T	Pattie	1392 High Road	Poultney VT	5764	pattie.mccoy5@gmail.com
Ms.	Lana	R.	McPherson	MMC	City Clerk/I City of De	Lana	(913) 586-5 P.O. Box C	De Soto KS	66018-0001	lmcpherson@desotoks.us
Ms.	Dawn		Michanowicz	MMC	Retired To From the T	Dawn	(508) 829-2 53 Juniper Lane	Holden MA	1520	sipsofcheer@gmail.com
Mrs.	Helen	M.	Minnis	CMC	Retired Vill From the V	Helen	(708) 798-6 17217 S. Loomis Aven	East Hazel IL	60429-1848	MINNHEL@aol.com
Ms.	Marie	A.	Moe	MMC	City Clerk City of Port	Marie	(608) 742-2 115 W. Pleasant Street	Portage WI	53901	marie.moe@portagewi.gov
Ms.	Ellie		Monteaux	CMC	City Secret City of Livir	Ellie	(936) 327-4 200 W. Church Street	Livingston TX	77351	citysecretary@livingston.net
Ms.	Shari	A.	Moore	MMC	City Clerk City of Sain	Shari	(651) 266-8 15 West Kellogg Blvd. :	Saint Paul MN	55102	shari.moore@ci.stpaul.mn.us
Ms.	Deborah	L.	Muller	CMC	City Clerk City of Cha	Deborah	(217) 345-8 520 Jackson Avenue	Charleston IL	61920	cityclerk@co.coles.il.us
Ms.	Michelle		Nejdl	CMC	Retired Cit From the C	Michelle	(563) 920-5 1545 305th Street	Brandon IA	52210	mmpjn@mail.com
Ms.	Aimee		Nemer	MMC	City Secret City of Rich	Aimee	(972) 744-4 P.O. Box 830309	Richardson TX	75083-0309	Aimee.Nemer@cor.gov
Ms.	Kathleen	A.	Newkirk	MMC	Retired To From the T	Kathy	(518) 767-2 331 Clapper Road	Selkirk NY	12158	KAN331@aol.com
Ms.	Laura	M.	Nieto	MMC	Chief Depu City of Irwi	Laura	(626) 430-2 5050 North Irwindale /	Irwindale CA	91706	lnieto@irwindaleca.gov
Ms.	Lynnette		Ogden	MMC	Retired To From the T	Lynnette	13616 Hwy 96	Millport AL	35576	lyogden@gmail.com
Ms.	Krista		Okerman	MMC	Clerk/Treas City of Jen	Krista	(218) 568-4 33861 Cottage Avenue	Jenkins MN	56474	kokerman@ci.jenkins.mn.us
Ms.	Patrice		Olds	MMC	City Clerk City of San	Patrice	(650) 522-7 330 W. 20th Avenue	San Mateo CA	94403	polds@cityofsanmateo.org
Ms.	Susan	M.	Ortiz	MMC	City Clerk City of Gre	Susan	(303) 486-5 6060 S. Quebec Street	Greenwoor CO	80111-4591	sortiz@greenwoodvillage.com
Ms.	Jennifer		Page	CMC	City Secret City of Hun	Jenny	(281) 964-6 114 W. Higgins	Humble TX	77338	jpage@cityofhumble.net
Mrs.	Kerri	A.	Parker	CMC	Town Clerk Town of M	Kerri	(603) 677-4 41 Main Street	Meredith NH	3253	kparker@meredithnh.org
Ms.	Sandy		Paul-Lyle	MMC	Retired Cit From the C	Sandy	4717 39th Street N.E.	Tacoma WA	98422	wan8tve@comcast.net
Ms.	Liz		Peerboom	CMC	Village Cler Village of N	Liz	(815) 827-5 P.O. Box 220	Maple Park IL	60151	epeerboom@villageofmaplepark.com
Ms.	Sandra		Pinsonault	MMC	Town Clerk Town of Dc	Sandy	(802) 362-1 P.O. Box 24	East Dorset VT	05253-0024	dorsetclerk@gmail.com
Ms.	Camilla	G.	Pitman	MMC	City Clerk City of Gre	Camilla	(864) 467-4 P.O. Box 2207	Greenville SC	29602-9601	cpitman@greenvillesc.gov
Ms.	Kathleen		Porta	MMC	City Clerk City of Ede	Kitty	(952) 949-8 8080 Mitchell Road	Eden Prairi MN	55344-4485	kporta@edenprairie.org

Ms.	Ruth		Post	MMC	City Recorder City of Phil	Ruth	(541) 929-6 P.O. Box 400	Philomath OR	97370-0400	ruth.post@philomathoregon.gov
Ms.	Millie	R.	Powell	MMC	City Clerk City of New	Millie	(573) 985-4 P.O. Box 425	New London MO	63459-0425	newlondoncityclerk@missouricom.com
Ms.	Taryn		Power	CMC	Deputy Town of Br	Taryn	(970) 547-5 P.O. Box 168	Breckenridge CO	80424-0168	
Mr.	Joseph	F.	Powers	MMC	Assistant Town of W	Joe	(508) 349-0 300 Main Street	Wellfleet MA	02667-7471	joseph.powers@wellfleet-ma.gov
Ms.	Ann	M.	Quirk	MMC	Town Clerk Town of Ba	Ann	(508) 862-4 367 Main Street	Barnstable MA	2601	ann.quirk@town.barnstable.ma.us
Ms.	JoAnne	E.	Ragona	CMC	City Clerk City of Dari	JoAnne	(630) 353-8 1702 Plainfield Road	Darien IL	60561	jragona@darienil.gov
Ms.	Linda	M.	Rappe	MMC	City Clerk City of Kass	Linda	(507) 634-6 401 5th St. SE	Kasson MN	55944	cityclerk@cityofkasson.com
Ms.	Linda	D.	Rhodes	MMC	Retired City From the C	Linda	321 W. Broadway Street	Kennedale TX	76060-2234	lrhodes2000@sbcglobal.net
Ms.	Marita		Rhude	MMC	Clerk/Treas City of Barr	Marita	(320) 528-2 P.O. Box 155	Barrett MN	56311-0155	barrett@runestone.net
Mr.	Anthony	C.	Rodgers	MMC	Clerk of Co City of Hub	Tony	(937) 237-5 6131 Taylorsville Road	Huber Heights OH	45424	arodgers@hhoh.org
Ms.	Renee	M.	Romanowski	MMC	Deputy Village of S	Renee	(847) 923-4 101 Schaumburg Court	Schaumburg IL	60193-1899	rromanowski@ci.schaumburg.il.us
Mr.	Bruce		Roome	MMC	Records Manager City of Arv	Bruce	(720) 898-7 8101 Ralston Rd.	Arvada CO	80002	broome@arvada.org
Ms.	Laura		Schaefer	CMC	City Clerk/City of Carr	Laura	(712) 792-1 112 East 5th Street	Carroll IA	51401-2799	lschaefer@cityofcarroll.com
Ms.	Roxanne	L.	Schneider	MMC	City Clerk City of Dys	Roxanne	(319) 476-5 P.O. Box 686	Dysart IA	52224-0686	dysart@fctc.coop
Ms.	Rebecca	J.	Semer	MMC	Retired Clerk From the V	Becky	211 First Street	Montpelier OH	43543	rjsemer@yahoo.com
Ms.	Elaine		Simpson	MMC	City Secretary City of Gra	Lisa	(830) 598-2 2221 North Phillips Rd	Granite Shoals TX	78654	citysecretary@graniteshoals.org
Ms.	Stephanie	D.	Smith	MMC	City Clerk City of Mur	Stephanie	(951) 461-6 1 Town Square	Murrieta CA	92562	ssmith@murrietaca.gov
Ms.	April		Sousa	CMC	City Clerk City of Blue	April	(707) 668-5 P.O. Box 458	Blue Lake CA	95525-0458	cityclerk@bluelake.ca.gov
Ms.	Doris		Speer	MMC	City Secretary City of Torr	Doris	(281) 290-1 401 Market Street	Tomball TX	77375	dspeer@tomballtx.gov
Ms.	Mary Lynne		Stratta	MMC	City Secretary City of Bry	Mary Lynn	(979) 209-5 P.O. Box 1000	Bryan TX	77805-1000	mstratta@bryantx.gov
Ms.	Virginia	L.	Szymiski	CMC	Village Clerk Village of V	Jinny	(630) 222-5 31 West Quincy Street	Westmont IL	60559	vszymiski@westmont.il.gov
Ms.	Julie	L.	Taylor	CMC	Clerk of Co City of Fair	Julie	(937) 754-5 44 W. Hebble Avenue	Fairborn OH	45324	julie.taylor@fairbornoh.gov
Ms.	Melissa		Thurman	CMC	City Clerk City of San	Melissa	(650) 616-7 567 El Camino Real	San Bruno CA	94066	mthurman@sanbruno.ca.gov
Mr.	Charles	E.	Tokar	MMC	Mayor/Ret From the V	Chuck	(708) 425-7 10455 S. Ridgeland	Chicago Ridge IL	60415	ctsr2@msn.com
Mrs.	Denise	W.	Tokar	MMC	Retired City From City c	Denise	11044 Mansfield Avenue	Chicago Ridge IL	60415	nisey.ridley@gmail.com
Ms.	Anne	B.	Uecker	MMC	City Clerk/City of Sain	Anne	(414) 316-4 3400 East Howard Ave	Saint Francis WI	53235	anne.uecker@stfranwi.org
Ms.	Kathy	J.	Walker	CMC	City Clerk City of Nich	Kathy	(859) 885-1 517 North Main Street	Nicholasville KY	40356	kathy.walker@nicholasville.org
Ms.	Tina		Ward	MMC	Town Clerk Town of Cc	Tina	(518) 234-1 P.O. Box 327	Cobleskill NY	12043-0327	townclerk@townofcobleskill.org
Ms.	Sandra		Watkins	CMC	Retired City From the C	Sandra	3609 Regency Drive	Deer Park TX	77536	nanasandi@att.net
Ms.	Sharon	D.	Wells	CMC	Deputy Clerk Village of H	Sherri	(708) 579-6 8990 Lyons Street	Hodgkins IL	60525-7628	swells@villageofhodgkins.org
Ms.	Diane		Werbrich	CMC	Clerk of Co City of Mor	Dee	(937) 535-1 4200 Dryden Road	Moraine OH	45439	dwerbrich21@moraineoh.org
Ms.	Pamela	E.	Whisler	MMC	Retired Village From the V	Pam	(618) 610-0 2517 Airport Road	Godfrey IL	62035	pwdw2517@yahoo.com
Ms.	Christie		Wilson	MMC	Retired City From the C	Christie	5101 Reed	The Colony TX	75056	wilsonneu@sbcglobal.net
Ms.	Lee		Woodward	MMC	City Secretary City of Hun	Lee	(936) 291-5 1212 Avenue M	Huntsville TX	77340	lwoodward@huntsvilletx.gov
Ms.	Donna	B.	Young	MMC	Retired City From the C	Donna	19 Gatewood Pointe	Aiken SC	29801	young_db@bellsouth.net

## IIMC Foundation Board Prospect Visitation List - Conference May 20

Updates October 1/19

<u>Prospect Name</u>		<u>Assigned to</u>	<u>Outcome</u>	Options
Addington	Lea	Dale	DNA	
Andrea	Deborah	Dale	DNA	
Asche	Laurie	Christina		
Autry	Melissa	Sharon		
Barstow	Donnie	John	AAI	
Bates	Janice	Sharon		
Benne	Lanaii	Dale	AAI	
Blanco	Brenda	Dale	AAI	
Boone-Caldwell	Donna	Dale	AAI	
Boylan	Sally	Dale	AAI	
Britt	Patricia	Sharon		
Butler	Elizabeth	Buster		
Bydalek	Sarah	Sharon		
Cadman	Bruce	Christina		
Carl	Casey	Shari	DNA	try this Julu
Clement	Pamela	Christina		
Dispense	Allison	Christina		
Doak	Lea Ann	Buster		
Domeier	Amy	Shari	ANI	
Edwards	RaNae	Buster		
Engdahi	Sandra	Shari	ANI	
Etzel	Audra	Shari	AAI	
Farmer	Mary	Christina		
Fierro	Ida	John	donated	
Gleason	Trish	Roxanne	AAI	
Goering	William	John	AAI	
Haag	Susan	Christina		
Hennessy Mohan	Monica	Shari	AAI	
Hiott	Susan	Dyanne		
Hladky	Debra	Sharon		
Karr	Marion	Bev		
Kowell	Terri	Bev		
Lampton	Sarah	Dyanne		
Landers	Dianne	Dyanne		
Lemoine	Marc	Wayne	AAI	
LeViner	Janet	Dyanne		
Lewis	Janet	Shari	DNA	
Marshall	Angela	Sharon		
Martin	Paul	Dyanne		

McGuire	Betty	Buster	
Mercadante	Sabrina	John	DNA
Noranham	Linda	John	
Queck	Nicole	Roxanne	DNA
Reckemeyer	Deanne	Roxanne	DNA
Rodriquez	Norma	John	DNA
Rosmarin	Valerie	Sharon	
Schreck	Kari	Shari	AAI
Schroeder	Dana	Sharon	
Shonrock	Sarah	Roxanne	DNA
Smith	Joseph	Dyanne	
Stevenson	Amy	Roxanne	AAI
Thorpe	kathy	Bev	
Tisdall	Tammy	Buster	
Tolbert	Sonja	Dyanne	
Volk	Debra	Dyanne	

# 019

DNA	Did Not Approach
AAI	Approached And Interested
ANI	Approached Not Interested

## Draft Visitation Script for Conference Visit Use

Hi \_\_\_\_\_. It's great to see you here at the Conference, how are things (small talk). \_\_\_\_\_, I'd like to talk to you about the IIMC Foundation. I'm a member of the Board and each year we raise funds for important education programs offered by IIMC to its 10,000 members.

Our endowment fund has grown to the point where we transfer more than \$75,000 a year in fund earnings to IIMC who in turn provides scholarships for Clerks to pursue their certification, speakers at the conference, 24 conference subsidies for Clerks who would not otherwise be able to attend, funds for institutes, e-learning courses and more. In spite of this generous transfer of funds from the IIMC Foundation, the need of IIMC's members is far beyond what we currently fund. So, we continue to try and raise more funds every year.

The Foundation is run entirely by volunteers, like me, who passionately believe in the Clerk profession. We are excited to have one of our new Foundation Board members who started her Clerk career based on a scholarship she received many years ago from the Foundation to further her education/certification. We have hundreds of stories of Clerks who have benefited from our funds, never mind the thousands we have touched through our support of the Conference and IIMC's distance learning.

I would love to send you some information on our annual giving levels and recognition. Would that be ok with you?

*Clearly, this is not a prescription that everyone will use exactly as presented – change it, make it yours. Do what is comfortable for you. This is what I am comfortable with – some of the other Script ideas we generated this morning included:*

- *Asking if they could benefit from a scholarship*
- *Asking if they know anyone who could*
- *Asking if they know anyone who has benefited from IIMC Foundation funds*
- *Share some of the powerful facts of the size and growth of our fund*
- *Share that the current and incoming next 2 Presidents of IIMC sit on the Foundation Board*



International Institute of Municipal Clerks Foundation

*IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.*

Name  
Address  
City  
Zip Code/Postal Code

Dear \_\_\_\_\_,

The Municipal Clerk – oldest public servant role in North America. Clerks are the keepers of democratic municipal government. They ensure due process, playing by the rules, and guarantee proper access of citizens to their local government. They ensure all municipal actions are within regulations and are fair.

The Foundation was created to do one thing - Raise money to support the educational programs of IIMC. Since 1984 that is exactly what we have done – we have awarded and/or contributed more than \$1,139,055 towards Municipal Clerk’s Scholarships and IIMC Education Programs.

*“I am so very thankful to have been chosen to receive the scholarship from the IIMC Foundation. The scholarship allowed me to attend the 2019 Arkansas Municipal Clerks Institute where I gained much knowledge not only from the instructors but from the numerous clerks who attended. Becoming a CMC would not only be an honor for myself but it would be an asset for my city as well. Thank you for giving me the tools to accomplish this honor!” Jenny Narens, City of Texarkana, Arkansas*

The Clerks’ role requires specialized knowledge, alertness, exactness and accuracy. The Foundation funds are supporting hundreds of Clerks each year through scholarships and educational activities at the Annual Conference and more.

We truly appreciate your annual donation to the Foundation and hope that you would once again allow us to perform our Mission in support of IIMC and Clerks around North America. As of 8/31/19, we show your level of giving at \$XX.00.

We encourage you to consider stepping up to the next level of giving. If you have any questions about the different giving levels or making your pledge, please feel free to call Roxanne Schneider, IIMC Foundation Treasurer at (319) 476-5690 or e-mail, [dysart@fctc.coop](mailto:dysart@fctc.coop).

Sincerely,  
IIMC Foundation Board of Directors

Mary Lynne Stratta President	Buster Brown Vice-President	Roxanne Schneider Treasurer	Colleen Nicol Secretary





International Institute of Municipal Clerks Foundation

*IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.*

Name  
Address  
City  
Zip Code/Postal Code

Dear \_\_\_\_\_,

The Municipal Clerk – oldest public servant role in North America. Clerks are the keepers of democratic municipal government. They ensure due process, playing by the rules, and guarantee proper access of citizens to their local government. They ensure all municipal actions are within regulations and are fair.

The Foundation was created to do one thing - Raise money to support the educational programs of IIMC. Since 1984 that is exactly what we have done – we have awarded and/or contributed more than \$1,139,055 towards Municipal Clerk’s Scholarships and IIMC Education Programs.

*“I am so very thankful to have been chosen to receive the scholarship from the IIMC Foundation. The scholarship allowed me to attend the 2019 Arkansas Municipal Clerks Institute where I gained much knowledge not only from the instructors but from the numerous clerks who attended. Becoming a CMC would not only be an honor for myself but it would be an asset for my city as well. Thank you for giving me the tools to accomplish this honor! Jenny Narens, City of Texarkana, Arkansas*

The Clerks’ role requires specialized knowledge, alertness, exactness and accuracy. The Foundation funds are supporting hundreds of Clerks each year through scholarships and educational activities at the Annual Conference and more.

As a past donor, it is clear to us that you believe in the great value of the Foundation and the education support needed in the IIMC Community. We’d like to reconnect with you again and ask that you return to supporting us. Your contribution matters in ensuring Clerks are capable of upholding the democratic process.

If you have any questions about the different giving levels or making your pledge, please feel free to call Roxanne Schneider, IIMC Foundation Treasurer at (319) 476-5690 or e-mail, [dysart@fctc.coop](mailto:dysart@fctc.coop).

Sincerely,  
IIMC Foundation Board of Directors

			
Mary Lynne Stratta President	Buster Brown Vice-President	Roxanne Schneider Treasurer	Colleen Nicol Secretary

October 16, 2019

To: Colleen Nicol, Chairperson IIMC Foundation Revenue Growth Committee  
From: John, Chris, Steve and Tina:  
Subcommittee on Vendor Society Levels and Giving

Our subcommittee met on October 15, 2019 via teleconference. Our subcommittee was tasked to review a number of items including:

- The need for separate vendor society levels
- Review the need for changes to the current vendor solicitation process
- Are there different options to solicit vendors that would provide the Foundation with more revenue

Since our subcommittee is made up of Board Members with decades of experience in working with IIMC and the Foundation we were able to quickly review the history of vendor solicitation over the past 30 years. Prior to the current model, vendors were often solicited to be an IIMC sponsor and to donate money to the Foundation. Today, Mr. Shalby coordinates the overall “ask” to our corporate partners. Vendors decide if they want to be corporate sponsors and 10% of the value of their sponsorship is given to the Foundation. Our subcommittee felt this process created less confusion and angst during the solicitation process than the prior process.

It was noted that there are adequate vehicles for vendors to give to the Foundation separate and apart from their annual sponsorship agreement. Many of our corporate partners have established scholarship endowments. Others have went above and beyond of their annual sponsorship to support additional fundraising activities like the “Hawaii Raffle” or the “Walk/Run”.

Vendor recognition was discussed in some detail. While we don’t think separate vendor giving categories need to be created, the creation of higher level categories may allow the corporate sponsors to receive appropriate recognition for their donations. For instance, if corporation X has a \$15,000 annual sponsorship agreement with IIMC, the Foundation would receive \$1,500 as an annual donation. If the corporate partner also contributes \$5,000 to their endowment their total annual contribution would be \$6,500. We recommend being able to list this corporate sponsor at this level of society giver. Please note, we are concerned about causing an issue with creating any negativity between corporate giving and individual giving.

Mr. Shalby also mentioned he is willing to provide verbal recognition of the corporate givers during an IIMC Conference event.

## Invest in education

The IIMC Foundation raises the funds needed to educate Municipal Clerks to make them proficient in the services they provide for their community.

**Since its inception, the IIMC Foundation has awarded over \$1 million dollars toward scholarships and educational programs for IIMC members.**



The IIMC Foundation has accepted the challenge of raising funds to help IIMC continue expanding educational offerings for members worldwide. **With your contribution to the IIMC Foundation, you can help.**

The IIMC Foundation is a 501 (c)(3) nonprofit organization created to **raise funds for the International Institute of Municipal Clerks**. Its diverse team of volunteers are **passionately committed to raising endowed dollars** whose earnings help IIMC pursue its educational objectives.

**If you want to support the IIMC Foundation, simply indicate the amount of your support on your dues renewal.**



## Nicol, Colleen

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**From:** Chris Shalby <chriss@iimc.com>  
**Sent:** Wednesday, October 9, 2019 4:28 PM  
**To:** Nicol, Colleen; 'Wayne Hussey'; 'Dale Barstow'  
**Subject:** [External] Re: Foundation and Region XI

You're welcome.

I meant to write: Any type of direct marketing regarding scholarship, grants, solicitations, etc., in Region XI is illegal. Sorry for the confusion.

Thank you.

Chris

---

**From:** Colleen Nicol <CNicol@riversideca.gov>  
**Date:** Wednesday, October 9, 2019 at 3:32 PM  
**To:** chris shalby User <chriss@iimc.com>, 'Wayne Hussey' <wayne@waynehussey.us>, 'Dale Barstow' <DMB@municode.com>  
**Subject:** RE: Foundation and Region XI

Thank you, Chris, for your time this morning and the recap. Please remind me what you mean by the highlighted language below.

I've included Wayne and Dale who are working with me on this.

Colleen

---

**From:** Chris Shalby <chriss@iimc.com>  
**Sent:** Wednesday, October 9, 2019 10:00 AM  
**To:** Nicol, Colleen <CNicol@riversideca.gov>  
**Subject:** [External] Foundation and Region XI

Colleen,

Recapping this morning's discussion about how the Foundation can contribute to Region XI and its educational endeavors.

SLCC

1. We do not have information regarding the attendance number for their Institutes. Their annual reports do not provide that, and I would not want to guess.
2. SLCC Conference – we spoke to them about donating funds for them to provide their own members scholarships to attend the SLCC conference. They like that idea since it would bring more attendees to their conference.
3. SLCC Institute – It wasn't discussed with them, but the same thought would apply to their Institute as their conference – provide them with funds for Institute Scholarships. However, there would be no quid pro quo, since they have their own Foundation.

## VVG

1. We discussed the opportunity of availing them to “soft skills” webinars. They is a interest in those types of topics in the Netherlands.

## IMASA

1. They've asked to become part of the Region XI bulk membership plan, paying \$250 for all their members (117) to become IIMC members. This will be an IIMC Board discussion and vote this November. I believe it will pass, especially since the other Region XI affiliates are in favor. IMASA is financially not as strong as the other countries in this Region

## MISCELLANEOUS

1. European law precludes any solicitation without approval from those members. Therefore, any type of investing in Region XI scholarships, grants, education, etc., is illegal.
2. 2021 Symposium – It would be great if the Foundation could either fund scholarships for Region XI members to attend or provide funds for education programs.

I think that covers it. I'm happy to reiterate these ideas with you at the Board meeting.

Thanks, Colleen.

*Chris*

## Honor Your Mentor During National Mentoring Month

Every Municipal Clerk has at least one experienced Municipal Clerk who is their mentor. Many of us have more than one Clerk who has guided us, counseled us, encouraged us, taught us, consoled us and inspired us. So, how do we thank them?

January is National Mentoring Month: And, an excellent way to thank your mentor(s) is to make a donation to the IIMC Foundation in their honor.

It's easy! Just visit [iimcfoundation.com](http://iimcfoundation.com) to make an online donation, or if you'd prefer to send a check, just mail your donation and the name and address of your mentor to IIMC Foundation Treasurer Roxanne Schneider, MMC, City Clerk, Dysart, PO Box 686, Dysart, IA 52224. Your mentor(s) will receive a letter from the Foundation informing them of your generous gift in their honor.

Pay it forward. Your contribution to the Foundation will help fund Clerk education programs, scholarships and grants. Plus, there's no better way to honor your mentor(s) than passing along the gifts they gave to you.

Remember – when we all give a little, we all learn a lot!



### 5 Strategies for

## Driving Digital Transformation

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*IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.*

TO: President Mary Lynne Stratta and IIMC Foundation Board of Directors

FROM: Shari Moore, Chair; Special Events Committee; and Roxanne Schneider, Bev Hammerstrom, Lana McPherson, and Kristie Smithers, Members

DATE: October 28, 2019

The IIMC Foundation Specials Events Committee conducted business through emails throughout the summer and early fall. The following work was completed:

- Santa Claws Raffle was kicked off on August 12. The form was posted on the foundation's website and sent out to IIMC members through IIMC's newsletters.
- The St. Louis conference registration and hotel stay raffle kicked off on October 4. The pricing was changed to \$10 each or 3 for \$25 dollars to meet IRS criteria. This pricing also matches the prices for the crab raffle.

The committee will evaluate changes that worked well for the 2019 silent auction and discuss areas that can be approved upon. The committee will also look into other events that can raise funds for the foundation.





**Santa Claws  
Raffle Entry Form**

All proceeds support the IIMC Foundation  
and IIMC educational programs

Name \_\_\_\_\_

Phone \_\_\_\_\_

City \_\_\_\_\_

(Please use \$10 each or 1 for \$5)

I will pay by check - Please send me a bill for \$\_\_\_\_\_

I will pay by credit card - Please send me a bill for \$\_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Expire Date \_\_\_\_\_

(Must be in U.S. or Canada. All IIMC and IIMC Foundation members  
receive priority in drawing for prizes. Please send us your name to be  
eligible for the drawing.)

Send this form with your payment  
to: IIMC Foundation, P.O. Box 1000, St. Louis, MO 63103

IIMC Foundation Treasurer  
Deborah Schneider  
PO Box 1000  
St. Louis, MO 63103

Thank you for your support!





**WIN ST. LOUIS  
CONFERENCE REGISTRATION  
AND 4-NIGHTS HOTEL**

Thanks to the generous donation from IIMC, the IIMC Foundation is offering you an opportunity to win a four (4) nights lodging and one (1) free 2020 Conference Registration Package during the upcoming conference in St. Louis in May of 2020! Enter to win today!

This package is valued at \$1,400.

Name \_\_\_\_\_ \$ \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_

**Tickets are \$10 each or 3 for \$25**

- I will pay by check – Please make check payable to IIMC Foundation.
- I will pay by credit card – Complete information below.

Credit Card No. \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_ Please charge this amount \$ \_\_\_\_\_

**Entries must be received by January 15, 2020! Winner to be drawn on January 16, 2020 in the Dysart, Iowa City Hall.**

**Mail this flyer today along with your payment to:**

IIMC Foundation Treasurer  
Roxanne Schneider  
PO Box 686  
Dysart IA 52224



**Thank you for your support!**

All proceeds support the IIMC Foundation and IIMC education programs.



***TO: IIMC Foundation Board of Directors***

***FROM: Vincent Buttiglieri, Chair - IIMC Foundation Development Committee***

***SUBJECT: Mid-Year Report***

---

*It gives me great pleasure to submit this initial report on behalf of the newly-formed IIMC Foundation Development Committee.*

*The following professionals have enthusiastically agreed to serve on the Development Committee:*

*Region 2 – Douglass Barber and Elizabeth “Libby” Hume*

*Region 3 – Debbie Volk, Jan LeViner, Lynette Ogden, and Lynn Carter*

*Region 4 – Rhonda Cole, Myrna Rios, Mary Ann Hess, Cathy Clark, Angie Marshall, Lydia Lopez, Esmeralda Hudson and Jenny Page*

*Region 6 – Marie Moe and Linda Rappe*

*Region 9 – Mindy Cuppy, Tori Barnett, Tracy Davis, Stacie Cook, Karin Johnson, and Ruth Post*

*Region 11 – Hans Rijs and Jaap Paans*

*The Committee is still looking for representatives from Regions 1, 5, 7, 8 and 10. Two requests were sent out to the Region Directors for assistance and if nothing materializes, a request will be made at the 2019 Mid-year meeting.*

***Mission/Goals for the Development Committee:***

- Create an awareness and understanding of the mission of the IIMC Foundation*
- To assist the IIMC Foundation in their many fundraising activities both at the Annual Conference and throughout the year*
- To serve as a conduit between the Foundation and the membership in the your respective regions*

- *To assist in disseminating information from the Foundation to the membership in your respective regions so that all are aware of the many activities and benefits of the activities*
- *Build a strong support system for all Foundation activities*
- *Develop future Foundation Board Members*

*The Development Committee has held two (2) teleconference calls: August 27, 2019 and October 8, 2019. Both teleconference calls had a significant contingent of members enthusiastically participate.*

*The Committee felt strongly in the Mission of the Foundation and also that we could assist them in promoting their various fundraising activities AND educating IIMC's membership about the Foundation.*

*The Committee discussed the following ACTION ITEMS:*

- ***Assisting the Foundation in promoting the Hawaii and "Santa Claws" fundraising efforts throughout their States and Regions.***

*Committee members have agreed to promote these two fundraising efforts throughout their travels in the States and Regions.*

*With regard to the Hawaii Raffle, members who wish to assist will be sent Hawaii leis and raffles to distribute throughout their travel.*

- ***Creating a "Fact Sheet" which will concisely explain the mission of the Foundation and the various activities undertaken. This fact sheet should include a variety of pertinent information such as fundraising efforts, various scholarships available including purpose, amounts of each and the requirements for receipt and deadline for submission. This fact sheet should be placed on the IIMC Foundation's website and included in IIMC's Membership Renewal packages.***

*Since IIMC and the Foundation have such a strong social media platform, we should take advantage of those to disseminate the information. The Committee felt strongly that the information should be broken down and sent out over a period of time as to not have this discarded.*

- ***Creation of a Video of Past Scholarship/Raffle Recipients to be placed on both the IIMC and the Foundation's website. By placing it on both, the Committee could access it when traveling within their States and Regions promoting the Foundation.***

*The Committee felt this was a VERY important task we could undertake and accomplish fairly quickly. This video would prove to be a great marketing tool to bring awareness of the efforts of the Foundation and benefits of “being part of the movement” by becoming a donor (if not already one) or “stepping up” to the next level of giving. This will enable members to see first-hand how much “giving” means to their colleagues from around the world.*

***If financially feasible, the Committee would like to request a videographer be present at the 2020 IIMC Conference in St. Louis so that those recipients present may do their testimonial on sight. If the Foundation agrees, I can work with IIMC Executive Director Chris Shalby and Host Clerk Karen Goodwin to make this happen.***

*I look forward to discussing these Action Items further with the Foundation Board at the Mid-Year meeting.*

*In closing, the members of this Committee wish to thank the IIMC Foundation for the honor of serving on this very important committee. We welcome new members as they come forward to assist us in our mission.*

## Nicol, Colleen

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**From:** Chris Shalby <chriss@iimc.com>  
**Sent:** Monday, January 28, 2019 2:14 PM  
**To:** Nicol, Colleen; Dale Barstow  
**Subject:** [External] Round Up App  
**Attachments:** RoundUp-App-One-Page-Overview.cleaned.pdf; RoundUp-App-Pricing-Model.cleaned.pdf

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This email's attachments were cleaned of potential threats by The City of Riverside's Security Gateway. Click [here](#) if the original attachments are required (justification needed).

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I've been working with a company called Roundupapp to see if IIMC would be a good fit in terms of receiving auxiliary funds. The more I researched this, the more I realized it would be better suited to the Foundation. See attached information. In a nutshell, members can download the app and anytime they spend money on a purchase, they can round up the amount and the difference goes to the Foundation.

For example: I buy an item for \$19.50. I can round up to \$20.00 and the \$.50 extra goes to the Foundation. If 1,000 members do this monthly, that's \$500 in your coffers for doing nothing.

Anyways, let me know what you think and we can discuss more. It sounds fairly easy in terms of use, etc.

*Chris*

Christian G. Shalby  
IIMC Executive Director  
[Chriss@iimc.com](mailto:Chriss@iimc.com)  
909/944-4162

## ROUNDUP APP

# Unlock a New Stream of Donations

Allow Supporters to Donate their Change

## How it Works

The Round Up App allows individuals to automatically donate the change from their credit/debit card transactions to a nonprofit they support.

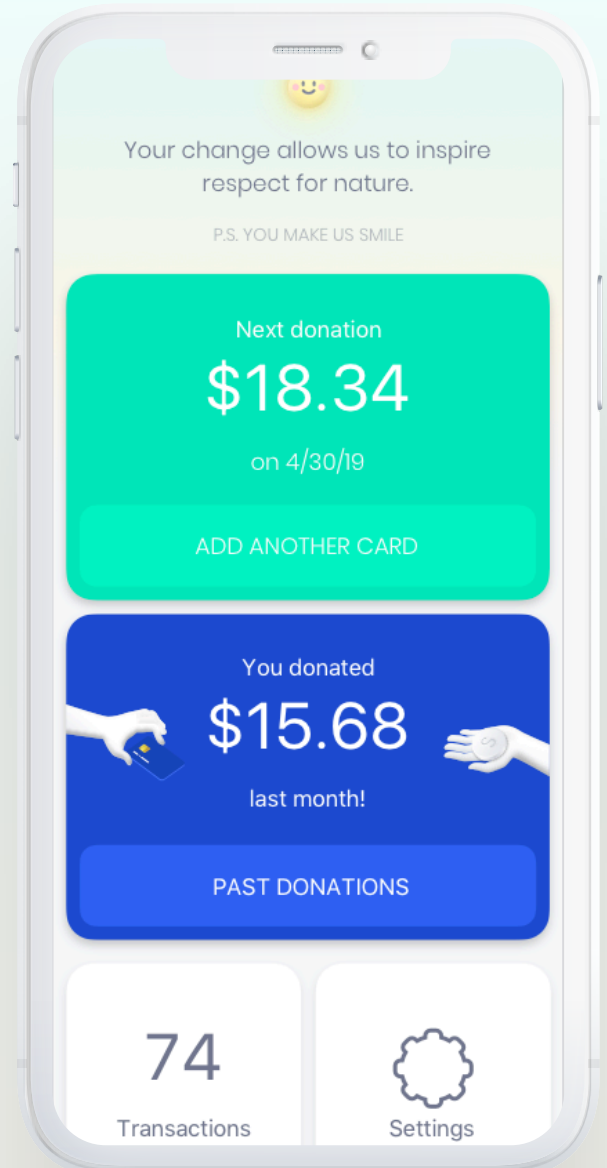
Once a user has created an account, they do not need to use the app while making a purchase.

## Impact

- The average user donates \$15-\$20/month
- Transform one-time donors into monthly donors
- Monthly reporting providing name, email address and amount contributed by each donor
- Free marketing collateral and support

## Zero Risk Pricing

There is no setup cost and no platform fee until organizations are receiving at least \$100+ in monthly donations. After this threshold we have a sliding scale between 10% and 1% of donation volume.



# Pricing Model

## Zero Risk for the Nonprofit

### Our Approach

There are no setup costs and no monthly or annual costs. We also do not charge any fee until an organization is receiving at least \$100/month through the app.

After this free tier, the fee ranges from 10% - 1%, according to the table below. Note that the standard credit card transaction fee (2.9% + \$0.30) will still be deducted by the payment processor.

Credit card processing costs are deducted once per donor each time their accumulated change is donated. The app will not process a donation until accumulated change is at least \$1, to prevent you from ever losing money on credit card processing. After you have surpassed the free tier, the RoundUp Platform Fee is calculated in addition to credit card processing, as shown below.

From	To	Marginal Platform Fee
\$0	\$100	Free Tier. No Fee.
\$100*	\$2,000	10%
\$2,000	\$5,000	8%
\$5,000	\$10,000	7%
\$10,000	\$20,000	6%
\$20,000+		Custom

\*After an organization reaches \$100/month in donations, the fee applies to the total amount donated that month. However, if an organization does not reach \$100 in donations in a month, there is no Platform Fee.



**Wayne Hussey Consulting Inc**

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[www:WayneHussey.com](http://www.WayneHussey.com)



# The IIMC Foundation Strategic Plan 2020

*Wayne Hussey Consulting Inc.*  
*May, 2019*

## **BACKGROUND**

On October 28, 2018, members of the Board of Directors of the IIMC Foundation gathered to participate in a rapid yet practical strategic planning process as designed and facilitated by Wayne Hussey Consulting Inc. The participants of the planning session confirmed their Mission Statement and Vision Statement and identified a preliminary list of Key Strategic Thrusts. This content is included below.

### ***MISSION – WHO WE ARE TODAY***

**The IIMC Foundation is a diverse team of volunteers of who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives**

### ***VISION – OUR DESIRED FUTURE***

**The IIMC Foundation will increase its fund to \$2.65 million by the end of 2019 by adding new fundraising programs and expanding current programs**

## **KEY STRATEGIC PRIORITIES**

### **1. MARKETING**

- To launch and promote a Corporate Awards Program
- To launch Annual Giving Campaigns – ie, Jan = National Mentor Month, Feb = Share the Love, March = Get Lucky, June = Back to School, Nov = Holiday Shopping
- To target non-givers – Coffee for Clerks (\$5 per month)
- Round up AP
- To better market Society Levels
- To continue develop and promoting special promotions (i.e T-shirts)
- To continue the bracelet program

- Explore additional items for sale
- IIMC President sponsor an item
- IIMC and IIMC Foundation working together
- Editorial Calendar
- Recognition of foundation recipients at annual conference including scholarships and grants

## **2. REVENUE GROWTH**

- Implement the Society Giving Strategy
- Provide the Board with the last 10 years of Society Donors to promote
  - To upgrade Century Society members to the next levels - February
  - To investigate a Legacy Program Campaign Plan
- Revue Recognition Incentives
- Revisit levels and names
- Add new levels
- Investigate vendor/corporate society giving
- Establish Legacy and Auction Recognition
- Region XI initiative—5,000 members.
- To initiate 250 Society Giving Calls
- Maintain a dues buck slip to our membership mail out
- Automate monthly giving via credit card
- Text Giving
- Region challenge and incentive
- Letter to \$50-\$99 level to move to next level
- Contact previous year donors that didn't give this year
- Add the Quill Award Winners

- Contact the Fellows Members
- January Mentoring recognition

### **3. SPECIAL EVENTS**

- **To have a succession plan for Committee Members**
- To expand pre-sales of the Hawaii Raffle
- To determine how to expand our special events to all members not just conference attendees
- To engage more Board members in our special event sale
- To use the President's influence to sell T-shirts
- To use mobile devices to bid on the auction
- Continue Santa Claws program
- Conference registration program
- To increase our annual funds raised to \$50,000 per annum

### **4. EVOLVING INTO THE FUTURE**

- To more effectively market IIMC Foundation to more diverse and inclusive cohorts
- Recruit diverse committee members
- To start at the local and state levels
- Development communication methodology

### **5. DEVELOPMENT COMMITTEE**

To better promote the on-line auction and to recruit volunteers

6460 Mourning Dove Dr. #501,  
Bradenton, FL 34210  
Wayne Hussey | 941-545-3327

**TO: Members of the Board of Directors, IIMC Foundation**

**FROM: Wayne Hussey, Director Elect**

**DATE: May 18, 2019**

**RE: SOCIETY SOLICITATION STRATEGY**

---

Here is a suggested Plan to increase Society Giving over the rest of this year. It is an amalgam of the plan I designed back in 2009 and the ideas that were generated by the Board at our working session this morning.

### **1. Board Society Visits**

All Board members should be asked to approach 12 people a year to join one of our giving levels. To accomplish this we need to undertake the following work:

- To create the Society Solicitation Kit – script to conduct a “visit”, profile of our Society levels, the “good” gifts enable, pledge form, Legacy brochure, and Expectancy Form
- To provide all Board members with Solicitation Script
- To keep a centralized prospect contact list Foundation Booth in the expo

All Board members should be asked to recruit 3 fellow visitors. To accomplish this we need to undertake the following work:

- develop a recruitment tool (Job Description and Program Summary)
- complete the recruitment of the additional solicitors
- coordinate a conference call and/or web meeting to provide an orientation for our solicitors
- monitor solicitor progress - offer coaching and mentoring

- create the Prospect List and ensure assignment of the most fruitful prospects to our Board and additional solicitors

## **2. Non-Visit Solicitation Strategies**

- Renewal letters to all donors
- Special mail out to lapsed donors
- Credit card donation payment on dues renewal form
- Text donations
- AP donations

## **3. Program Improvements/Recognition Improvements**

Additional work that we need to undertake to support this work is:

- Rebrand the program
  - Review all levels of gifts and level names
  - Consider adding higher giving levels
  - Consider adding a Corporate Vendor category (included at point of registrations) with annually refreshed recognition icon they can put in their booth during the expo
- Revisit the Pin program and “educational” gifts for giving (Note: IRS does not allow the charitable receipting of gifts if there is “commercial” value in return for the gift)
- Build Units of Service into our Case – a donation of “x” helps us do “y”anks
- Add a Legacy Gift recognition component
- Add a Auction Gift recognition component
- Establish a Regional Challenge component with active role for Regional Presidents and pre-packaged communication materials to help them promote the program

## **4. Marketing and Promotion Improvements**

- Publicize online donation page
- Have an IIMC Foundation table for visibility and to collect donations
- E-blast the donation link
- E-Blast just on Foundation
- E-Briefs, News Digest
- Create editorial calendar of stories and themes to cover the year
- Use our own social media and FaceBook to communicate with clerks to get donations

- Give stage recognition to donors
- Set up text donations and get it mentioned in keynote
- Add pitch for Foundation to first time attendee sessions
- Make sure mentors are mentioning the foundation
- At conference, use a “bingo card” to get people to bundle donors they have collected, completion means they can enter to win a drawing
- Have a Foundation booth in the Expo

### **Next Steps**

1. Fund Growth Committee to have a conference/zoom call in early June to translate this report into a Work Plan
2. Marketing to have a conference/zoom call in early June to translate their part of this report into a Work Plan
3. Work plans to be distributed to the Board for approval in principle by June 30<sup>th</sup>, 2019

Note: while it would be ideal for the Society Program to be rebranded and re-tooled before we develop the solicitation plan but we need funds this fiscal year. I recommend that we relaunch our Society program Jan 1/20 after thorough review of the Rebrand recommendations at our November Mid-Year meeting.

Respectfully Submitted

Wayne Hussey, BA, MA.



*The IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.*

**ANNUAL BOARD OF DIRECTORS MEETING MINUTES  
IIMC FOUNDATION  
SHERATON BIRMINGHAM HOTEL  
FRIDAY, MAY 17, 2019  
BIRMINGHAM BALLROOM 3**

Vice President Mary Lynn Stratta called the meeting to order at 4:05 pm on Friday, May 17, 2019, in the Birmingham Ballroom 3 of the Sheraton Birmingham Hotel.

**PRESENT:** President Colleen Nicol (via teleconference), Vice-President Mary Lynne Stratta, Treasurer Roxanne Schneider, Secretary Faith A. Elford, and Members Dale Barstow, Buster Brown, John R. Devine, Beverly Hammerstrom, Melissa Henley, Cristina LoVerde, Dyanne C. Reese, Stephen G. Wolf, and Jane Long; and IIMC President Stephanie Kelly, IIMC President-Elect Lana McPherson, IIMC Vice President Mary Johnston, and IIMC Executive Director Chris Shalby arrived later during the meeting

**ALSO PRESENT:** Shari Moore and Sharon Cassler

**ABSENT:** Member Kristie Smithers

Administration

**Excusal of absences** – It was moved by Steve Wolf and seconded by Roxanne Schneider to approve the absence of Kristie Smithers. Motion carried unanimously.

**Approval of minutes** – It was moved by Buster Brown and seconded by Dyanne Reese to approve the minutes of April 5, 2019, March 14, 2019, February 6, 2019, and October 28, 2018 with one correction. Motion carried unanimously.

**Executive Committee Report** – President Colleen Nicol reviewed the 2018 Annual Report and reported that Dale Barstow will present the President’s report to the IIMC Board of Directors on May 18, 2019.

**Finance Committee Report** - Treasurer Roxanne Schneider reviewed the 2019 Investment Report showing a \$2,615,004.32 total value as of March 31, 2019, a summary of Restricted Funds, the quarterly dues comparison report, the Morgan Stanley Investment Report through March 31, 2019, the Budget status report, and the Investment Policy.

Vice President Stratta recommended that the Finance Committee address separation of Treasurer duties as mentioned in the Audit. John Devine recommended that the Marketing Committee examine if the increase in membership giving was due to the Foundation insert mailed with renewal notices. There was also discussion about distributing an income data sheet in future conference bags.



Following discussion, it was moved by Dyanne Reese and seconded by Buster Brown to accept the financial reports as presented. The motion carried unanimously.

**Bylaws Committee Report** – Chairman Wolf reported that the Bylaws Committee revised Policy 15 regarding Donor Recognition/Awards as directed at the mid-year meeting. Updated copies of the IIMC Foundation Bylaws and Policies have been provided to the President and Secretary.

**Nominating Committee Report** – Chair Stratta announced the Nominating Committee’s recommended 2019/2020 Officers, to be effective following this meeting:

Mary Lynn Stratta – President  
Buster Brown – Vice President  
Colleen Nicol-Secretary  
Roxanne Schneider – Treasurer

Following discussion, it was moved by John Devine and seconded by Steve Wolf to approve the slate of officers for the 2019-2020 IIMC Foundation as recommended. The motion carried unanimously.

**Creation of Development Committee** – Vice President Mary Lynn Stratta recommended creation of a Development Committee. All current Board applicants and two representatives from each Region will be invited to participate on the committee.

It was moved by Colleen Nicol and seconded by Buster Brown to (1) create a Development Committee as recommended by Vice-President Stratta; (2) refer development of a policy statement regarding recruitment of Board members to address diversity and inclusion to the Development Committee and the Evolving Into the Future Committee; and (3) following adoption of the future policy statement, the Board shall develop implementation action steps for future recruitments. The motion carried unanimously.

**IIMC Foundation Welcome Table** - Dyanne Reese reported that the Welcome Table will be open on Sunday in the conference registration area.

### **Fundraising**

IIMC President-Elect Lana McPherson and IIMC Vice President Mary Johnston arrived at this time.

**Donor Giving Levels** – Beverly Hammerstrom suggested adding top levels to the donor giving levels. Melissa Henley suggested that the Board review the society level names for updating to a more modern meaning. Vice President Stratta referred this matter to the Revenue Growth and Marketing Committees.

IIMC President Stephanie Kelly and IIMC Executive Director Chris Shalby arrived at this time.

**2019/2020 Committee Assignments** – Vice President Stratta reviewed the list of committees for the upcoming year and the schedule for all committees to meet at this meeting.

### **Legacy Program**

Tracking of Legacy Donations – Dyanne Reese and Roxanne Schneider recommended that a list of Legacy Donors be placed on the IIMC Foundation website and that further marketing materials be developed.

Recognition of Legacy Donations – The Board discussed distributing Legacy information in an e-blast. Wayne Hussey recommended continuing communication with Legacy donors.

Donna Young Legacy Donation – Roxanne Schneider reported that Donna Young remembered the IIMC Foundation in her will with a contribution of \$20,851.58.

Dyanne Reese recommended a policy for Legacy donors over a specified level. President Nicol noted that Donna Young's will mentioned scholarships for Colorado clerks so transfer of her funds to a restricted account is appropriate. John Devine suggested more promotion of the Legacy Program in the Annual Report and that unless Legacy donors specify a restricted fund, donations should be deposited in the unrestricted account. Other members concurred.

Following discussion, it was moved by Buster Brown and seconded by Steve Wolf to deposit Donna Young's donation into restricted funds for scholarships. The motion carried unanimously.

**RoundUp App** – Chris Shalby reporting sharing the information on the RoundUp App with President Nicol to consider the app for donations. Melissa Henley agrees that this could reach a different segment of our members and Wayne Hussey concurred. Vice President Stratta asked Chris Shalby to research the app further and report back to the Board.

The IIMC Foundation Board of Directors recessed at 5:04 p.m. on Friday, May 17, 2019.



The IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.

**ANNUAL BOARD OF DIRECTORS MEETING MINUTES  
OF THE IIMC FOUNDATION-continued  
SHERATON BIRMINGHAM HOTEL  
SATURDAY, MAY 18, 2019  
FLOOR 4, CHAMOMILE MEETING ROOM, #407**

Chair Pro Tem Dale Barstow reconvened the IIMC Foundation at 10:08 am on Saturday, May 18, 2019.

**PRESENT:** Roxanne Schneider, Faith A. Elford, Dale Barstow, Buster Brown, John R. Devine, Beverly Hammerstrom, Melissa Henley, Cristina LoVerde, Dyanne C. Reese, and Stephen G. Wolf and Business Partner Terri Jones with Vice-President Mary Lynne Stratta arriving later in the meeting and President Nicol participating in the Revenue Growth Committee only via telephone

**ALSO PRESENT:** Shari Moore and Sharon Cassler

**ABSENT:** Kristie Smithers, IIMC President Stephanie Kelly, IIMC President-Elect Lana McPherson, IIMC Vice President Mary Johnston, IIMC Executive Director Chris Shalby, and Jane Long

**Fundraising Workshop with Wayne Hussey**

Wayne Hussey addressed the pattern of giving for the society levels. The society levels were established in February of 1998. Therefore, 1999 was the first full year of society giving. The history of giving is reflected below:

1999	\$8,000
2005	\$34,000
2008	\$20,000
2016	\$16,000
2017	\$16,000
2018	\$8,260
2019	\$2,757

Wayne Hussey noted that only 30% of the IIMC Board of Directors give at a society level compared to 72% in 2006.

Wayne Hussey divided those present into groups to discuss the following statements:

1. Give us 3 specific actions to increase the dollars – indirect actions or direct actions
2. If you are going to approach people at the conference – how best to script that conversation; key bullet points; and how to end
3. What improvements to the overall program would you recommend?
4. When the groups reconvened, each shared their responses. Wayne Hussey will compile all the

ideas and scripts and share them with the Board. The following is a synopsis of responses:

**1. Give us 3 specific actions to increase the dollars – indirect actions or direct actions.**

**First Group -**

- Need to talk to IIMC Board and Foundation Board members-past and present.
- Recognize Silent Auction givers – “Silent Auction Society”
- Recognize vendors with a plaque at their booths showing they gave to the Foundation.
- Region Competition – Give the Region incentive to raise donations and show the barometers of who is giving to get a competition going with a “Most Giving Region” award each year.

**Second Group -**

- People need to go out and ask. If you don’t ask, you don’t get and we must find more askers than just the Foundation Board members.
- Re-visit recognition levels – giving a pin for different levels-that worked before.
- Talk to new attendees at the Conference.

**Third Group -**

- Send recognition letters to the givers, thank them, and hint about giving again and more.
- Add Credit Card donation capabilities on membership forms.
- Enable text giving.
- Wear a button saying, “Ask Me About the Foundation”

**2. If you are going to approach people at the conference – how best to script that conversation; key bullet points; and how to end**

The suggested conversation was: “How much do you know about the Foundation? Let me tell you about the good works the Foundation does. We give about \$75,000 per year for education and scholarships to help you with your education. We give out \$400 scholarships for CMCs and MMCs; scholarships to attend the conference; and Region Stipends. But that isn’t enough for a 10,000 membership.”

**3. What improvements to the overall program would you recommend?**

- Change or update the societies
- Add the pin program back for recognition
- Gift a free class for a certain level of giving

**Marketing & Revenue Growth & Evolving Into the Future Committees Report**

- Start a January Mentoring Program.
- Implement the Society Giving Strategy to add new levels; add incentives; and confirm what new levels are needed. Provide the Board with the last 10 years of giving.
- Revenue recognition incentive to those moving up levels.
- Revisit the levels and names.
- Establish Legacy and Auction recognition
- Region XI initiative – 5000 members
- Initiate 250 member calls
- Create Text Giving
- Campaign within the Regions – Region Challenge

- Ask members at the \$50-\$99 level to give more and contact those that have not given this year when they gave last year. Also contact Quill Winners and Athenian Society Fellows.

**Special Events Committee Report**-Shari Moore reported discussion of the Silent Auction and staffing of the raffle table, including approaching Past Presidents. Beverly Hammerstrom will stay at the conference longer next year to work the raffle table. The committee will be discussing Santa Claws with Kristie Smithers and Stephanie Kelly to see if they will continue and will communicate with the incoming IIMC President to see if there is something she might want to promote like the bracelets.

**Business Partners Council** – Did not meet.

**Development Committee** –Vice President Stratta reported that this committee will get educated as to what the Foundation does and recruit members and liaisons in the Regions. They will learn what the Foundation is about and the role of board members. This committee will also bring diversity to the Foundation’s activities.

**2019/2020 Strategic Plan Development** – Dale Barstow stated that he will take the information from today’s meeting, update the 2019-2020 Strategic Plan, and email the revised document to the Board tomorrow.

### **Budget Review**

The Foundation Board reviewed the current budget and agreed to expend \$500 from the Silent Auction expense line to purchase portfolios, changed the Pin expense line to read “Pins and Buttons”, and noted that the auditor charges were \$7,245.

The annual meeting of the IIMC Foundation Board of Directors adjourned at 4:51 pm on Saturday, May 18, 2019.

Respectfully submitted,

Faith A. Elford CMC/WCPC  
IIMC Foundation Secretary

IIMC FOUNDATION BOARD OF DIRECTORS  
THURSDAY, OCTOBER 3, 2019, 10 A.M. PACIFIC  
TELECOM

MINUTES

PRESENT: President Stratta, Vice-President Brown, Treasurer Schneider, Secretary Nicol, and Members Johnston, Pierce, Barstow, Cassler, Devine, Hammerstrom, Hussey, LoVerde, Moore, Smithers, and Wolf

ALSO PRESENT: Development Committee Chair Buttiglieri

ABSENT: Members McPherson, Henley, and Reese; and Non-Voting Members Shalby and Long

Chair Stratta convened the meeting at 10:02 a.m. Pacific.

MORGAN STANLEY INVESTMENT UPDATE

Hans Anderson of Morgan Stanley reviewed the Investment Policy Statements and proposed revisions.

Following discussion, it was moved by Vice-President Brown and seconded by Member Cassler to approve the revised Investment Policy Statement as presented and amending the organization's name reference to Municipal Clerk Education Foundation dba IIMC Foundation. Motion carried unanimously.

Mr. Anderson presented an update on the secular and strategic estimates and reviewed the restricted and unrestricted portfolio performances, market commentary, and investment manager analysis. The market had a nice recovery in 2019 over 2018 which is driving returns in the portfolios. Interest rates are expected to stay low and growth expectation challenges are reflected in the short-term projections. The value of unrestricted funds as of June 30, 2019, is \$2,058,138. The value of restricted funds as of June 30, 2019, is \$637,097.

POLICY 8 ANNUAL DISRIBUTION TO IIMC

Chair Stratta called upon Member Barstow who presented three-year averages less inflation of unrestricted fund balances and the options of 3 to 7% for the annual distribution to IIMC per Policy 8. Following discussion, it was moved by Member Barstow and seconded by Member Hammerstrom approving distribution at 5% resulting in a \$51,479 net payment to IIMC for educational programs retaining \$8,380 in reserve for scholarships, if needed, and requesting the IIMC Executive Director to annually provide a report on expenditure of the funds. Motion carried unanimously.

#### NOMINATING COMMITTEE

Chair Hammerstrom reminded the Board that the four seats expiring in May 2020 are Mary Lynne Stratta, Steve Wolf, Dale Barstow, and Kristie Smithers. She reminded those members to advise if they will be requesting reappointment.

#### FINANCE COMMITTEE

Chair Schneider reported the Committee is working on segregation of Treasurer duties and will report further at the mid-year meeting.

#### BY-LAWS/POLICY COMMITTEE

Chair Wolf had nothing to report at this time.

#### SPECIAL EVENTS COMMITTEE

Chair Moore reported the kick-off of the Santa Claws raffle in August and that the conference registration raffle will be launched soon. Previously, the conference raffle tickets were priced at \$5 each or five tickets for \$20. Upon review, the Committee determined that 5 tickets for \$20 does not meet IRS regulations and proposes to align ticket prices with the crab raffle at \$10 each or three for \$25 bringing the raffle in compliance IRS regulations. Following discussion and without formal motion, the Board unanimously concurred with the change in conference raffle pricing to \$10 each and three for \$25.

The Committee is exploring other fundraising opportunities and invites the Board members to bring ideas to the mid-year meeting for discussion.

#### DONOR RECOGNITION COMMITTEE

Chair Brown had nothing to report at this time.

#### MARKETING COMMITTEE

On behalf of Chair Henley, Member LoVerde reported on activities including design of the conference t-shirt and reintroduction of the bracelet sales with the Foundation logo on the reverse and location of the conference on the front. The committee accepted the invitation of Secretary Nicol to explore sales on the Foundation website. The Committee recommended \$25 each for the bracelets. Several members recommended reducing to \$20 for ease of payment and Member LoVerde concurred.

#### REVENUE GROWTH COMMITTEE

Member Hussey provided an update on the conference society visits and requested remaining updates from the members. New assignments will be made at the mid-year meeting for future contacts. Member Hussey completed a script for presentations at regional meetings which will be reviewed by the Committee and shared widely.

Chair Nicol reported on the Committee's work plan including creation of a Society solicitation kit; outreach to past Society donors, Quill winners, Athenian Fellow members, scholarship recipients, current and past IIMC Board members, and conference host clerks; other non-visit solicitation strategies including credit card donation payment on dues renewal forms, monthly giving via credit card, text donations, and automatic payroll deductions; investigation of vendor/corporate society giving; maintenance of dues buck slip; Regional promotions working with Development Committee; exploration of Region XI opportunities; Mentoring Month promotion; Hawaii raffle promotion; and website updates and upgrade to accommodate video.

Member Hussey left the meeting at this time.

#### EVOLVING INTO THE FUTURE COMMITTEE

There was no report at this time.

#### DEVELOPMENT COMMITTEE

Chair Buttiglieri reported on the Committee's first meeting with 23 enthusiastic members, growing weekly. At their next meeting the Committee will be exploring recognition of smaller level donors and production of a scholarship recipient video on what the scholarship meant to them. Secretary Nicol will share the videos taken by Member Reese with the Committee. The Committee is also working on Hawaii raffle sales at Region meetings. Bracelet presales with pick up at the conference registration desk will be explored with the Marketing Committee. The Committee wishes to determine why members don't apply for scholarships and will be developing a fact sheet explaining what the Foundation does, the number of scholarships awarded, and the total amount of funding. Chair Nicol suggested a conference badge ribbon to recognize their service. The Committee members are diverse with representation from most Regions, still seeking members from Regions 1, 5, 7, and 8.

#### MID-YEAR MEETING

President Stratta announced the mid-year meeting scheduled for Sunday, November 17, 2019, in Greenville, SC. Written reports are due to Secretary Nicol on or before October 21, 2019, for agenda publication on or before November 4, 2019.

President Stratta encouraged all members to participate in the White Elephant silent auction planned for the mid-year meeting by bringing a re-gift, requested hotel information updates be forwarded to Denice Cox, invited all to attend her report to the IIMC Board of Directors on Saturday morning, and announced Saturday afternoon meetings for the Finance Committee and Executive



Committee. The Foundation Board meeting will convene at 8 a.m. on Sunday, November 17, 2019, and adjourn no later than 3:30 p.m.

President Stratta thanked Secretary Nicol for the website updates. She announced the resignation of Terri Jones from the Business Partners Council and urged Board Members to recruit new members for the Business Partners Council.

D & O INSURANCE

Treasurer Schneider briefed the Board on the recent notice of expiration of the IIMC Foundation Directors and Officers Insurance and subsequent purchase of a policy for approximately \$1,800. Treasurer Schneider reported that the invoice was not received timely.

The meeting adjourned at 11:20 a.m. Pacific.

Respectfully submitted,

  
\_\_\_\_\_  
COLLEEN J. NICOL  
Secretary

**IIMC FOUNDATION TRAVEL EXPENSES**  
 2019 Mid-year Meeting, Greenville, SC – November, 2019

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

DAY	DATE	MEALS*	LODGING	TRANSPORTATION	TOTALS
1					
2					
3					
4					
5					
6					
7					

**GRAND TOTAL:** \_\_\_\_\_

**Check One:**

In-Kind Contribution \$ \_\_\_\_\_ Reimbursement Requested \$ \_\_\_\_\_

I certify that I am not seeking reimbursement from the Foundation for any item that is also being reimbursed through any other source.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please itemize expenses and remit with copies of receipts (required) to:**

**Roxanne Schneider  
 PO Box 686  
 Dysart, IA 52224**

**\*Current per diem is \$55 maximum per day for meals. No receipts required.**

**POLICY #3 REQUIRES THAT THIS FORM BE SUBMITTED WITHIN 30 DAYS**