



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

ANNUAL BOARD MEETINGS OF THE MEMBERSHIP AND THE BOARD OF DIRECTORS OF THE IIMC FOUNDATION

NOTICE IS HEREBY GIVEN that the Annual Membership Meeting and the Annual Meeting of the Board of Directors of the IIMC Foundation, also known as the Municipal Clerk Education Foundation of the International Institute of Municipal Clerks, an Illinois corporation not for profit, are called and will be held on Saturday, May 16, 2020, commencing at 11 a.m. Pacific Daylight Time. The meeting will be conducted virtually through Zoom. For information on how to participate, contact IIMC Foundation Secretary Colleen Nicol at 951-538-3233 or cnicol@riversideca.gov.

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

DATED this 10th day of May, 2020.

MARY LYNNE STRATTA
IIMC Foundation President



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 MEMBERSHIP MEETING
OF THE IIMC FOUNDATION
VIRTUAL MEETING
SATURDAY, MAY 16, 2020, 11 A.M. PACIFIC

AGENDA

1. Call to order
2. Roll call

Administration

3. Approval of minutes of May 17, 2019 (pg. 5)
4. Nominating Committee Report (pg. 7)
 - a. Reappointment - One Class A position
 - b. Appointments - Two Class B positions
 - c. Appointments - Two Class A positions
5. Adjourn



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ANNUAL BOARD OF DIRECTORS MEETING
OF THE IIMC FOUNDATION
SATURDAY, MAY 16, 2020, 11 A.M. PACIFIC
VIRTUAL MEETING

AGENDA

1. Call to order
2. Roll call
3. Special Presentation (Cassler)

Administration

4. Excusal of absences
5. Approval of minutes
 - a. November 17, 2019 – Midyear (pg. 8)
 - b. November 26, 2019 – E-Vote (pg. 16)
 - c. March 24, 2020 – E-Vote (pg. 18)
 - d. April 6, 2020 – E-Vote (pg. 19)
6. Executive Committee Report (Stratta)
 - a. Annual Report (pg. 20)
 - b. Report to IIMC Board of Directors
 - c. IIMC President Report
7. Finance Committee Report (Schneider)
 - a. Treasurer’s Report (pg. 29)
 - b. 2019/20 Budget Update (pg. 31)
 - c. Point and Pay (pg. 36)
 - d. Financial Advisor Marketing Report (pg. 46)
 - e. Investment Policy (pg. 58)
8. Bylaws Committee Report (Wolf) (pg. 71)



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.

9. Nominating Committee Report (Hammerstrom) (pg. 72)
 - a. 2020/2021 Officers, effective following meeting

Fundraising

10. Fundraising Workshop (Hussey)
11. Special Projects
 - a. Municode - Giving Match (pg. 73)
 - b. American Legal - Hawaii Raffle Extension and Match (pg. 74)
12. Revenue Growth Committee Report (Nicol) (pg. 75)
13. Special Events Committee Report (Moore) (pg. 88)
 - a. 75th Anniversary Celebration
14. Marketing Committee/Business Partners Council Report (Henley) (pg. 91)
 - a. Donor Giving Levels
15. Development/Evolving Into the Future Committee Report (Buttiglieri) (pg. 94)
16. 2019/2020 Strategic Plan Review (Hussey) (pg. 97)
17. 2020/2021 Committee Assignments (Stratta) (pg. 101)
18. Comments to Outgoing Board Members Barstow, Devine, McPherson, and Smithers
19. Adjourn

Attachment: Roster (pg. 102)



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 MEMBERSHIP MEETING MINUTES
OF THE IIMC FOUNDATION
SHERATON BIRMINGHAM HOTEL
BIRMINGHAM BALLROOM 3
FRIDAY, MAY 17, 2019, 3 P.M.**

Vice President Mary Lynn Stratta called the meeting to order at 3:05 pm on Friday, May 17, 2019. President Colleen Nicol could not attend the meeting due to short staffing back in her office in Riverside, CA.

Roll call – members present were Mary Lynne Stratta, Roxanne Schneider, Faith A. Elford, Dale Barstow, Buster Brown, John R. Devine, Melissa Henley, Cristina LoVerde, Dyanne C. Reese, and Stephen G. Wolf.

Members absent were IIMC President Stephanie Kelly, IIMC President-Elect Lana McPherson, IIMC Vice President Mary Johnston, Beverly Hammerstrom, Kristie Smithers, and non-voting members IIMC Executive Director Chris Shalby and Jane Long.

Also present in the room were St. Paul, MN, Clerk Shari Moore and Past IIMC President Sharon Cassler, candidates for board membership.

Administration

Approval of minutes of May 19, 2018 – Dyanne Reese, seconded by Buster Brown moved to approve the minutes of May 19, 2018. The motion carried unanimously.

The Foundation Board took a 15-minute recess to wait for President Colleen Nicol to be able to join us via teleconference. The meeting reconvened at 3:28 pm. Jane Long came into the meeting in person.

Nominating Committee Report – Chair Mary Lynn Stratta reported on the new format of the ads the Nominating Committee created for new members. The committee received seven applications and are recommending the following appointments:

- Reappointments - Two Class B positions – Beverly Hammerstrom and Steve Wolf
- Appointment - One Class B position – Wayne Hussey
- Appointments - Two Class A positions – Shari Moore and Sharon Cassler

Chair Stratta talked about the fact that they discovered that many even long-time members do not realize what the IIMC Foundation board does. The committee is suggesting that the Foundation have a new committee to help train future board members. Three of the people not chosen said they would like to get involved with the new committee and learn more. The other committee members-Steve, Buster and Bev also stated that they liked the seven candidates but agree with needing more education.

Dyanne Reese asked how diverse the pool of candidates were. Chair Stratta stated that one was male and six were females. Chair Stratta also indicated that the Committee was unaware of the race diversity of the applicant pool as none of the members had met three of the candidates. It was noted that diversity is broader than race alone. Diversity, as defined by the US Government, addresses gender, race, ethnicity, sexual orientation, religion, disabilities, etc.

Wayne Hussey stated that he liked the idea of diversity being added to the IIMC Foundation policies. There was discussion on just what diversity is and are we inclusive and it will be put on the November agenda to work on just what the policy should be.

Colleen Nicol made a motion to accept the recommendations of the appointments and re-appointments from the Nominating Committee. Buster Brown seconded the motion. The motion carried with one opposed vote by Dyanne Reese.

The annual membership meeting of the IIMC Foundation adjourned at 3:55 pm.

Respectfully submitted,

Faith A. Elford, Secretary
IIMC Foundation

The Nominating Committee conducted phone interviews on April 21, 2020 with six applicants for the IIMC Foundation Board.....three candidates for Class A and three Candidates for Class B. All candidates were asked the same series of questions.

Upon completion of the interviews, members discussed the qualifications of all candidates and recommended the following unanimously: the appointment of Vincent Buttiglieri, Clerk/Deputy Tax Collector of Ocean Township, NJ, to fill the remaining year of Class A vacancy and the appointment of Tracy Davis, City Recorder of Keizer, OR, to fill the 3-year Class A vacancy. The committee further recommended to the third candidate, Julie Kamka, Deputy Clerk of the village of Buffalo Grove, IL, that she consider becoming a member of the Development Committee and provided her with contact information.

The committee further recommended unanimously the appointment of Kathy Dornan, (Election Systems and Software) to fill one of the Class B slots. The committee also recommended on a 3-1 vote the appointment of James Bonneville (MuniCode) for the second Class B vacancy. The committee recommended the third applicant, Donny Barstow, consider serving on the Business Council.

As the final responsibility of this committee we move that the Board elect all current officers to an additional term.

Respectfully submitted,

Beverly Hammerstrom, Chair

Buster Brown

John Devine

Steve Wolf



IIMC FOUNDATION
BOARD OF DIRECTORS MID-YEAR MEETING
SUNDAY, NOVEMBER 17, 2019, 8:30 A.M.
HYATT PLACE GREENVILLE DOWNTOWN, CALVIN ROOM
128 EAST BROAD STREET
GREENVILLE, SC 29601

MINUTES

PRESENT: President Mary Lynne Stratta, Vice-President Buster Brown, Treasurer Roxanne Schneider, Secretary Colleen Nicol, IIMC President Lana McPherson, IIMC President Elect Mary Johnston, IIMC Vice President Sheri Pierce, and Members Dale Barstow, Sharon Cassler, Beverly Hammerstrom, Melissa Henley, Wayne Hussey, Cristina LoVerde, Shari Moore, Dyanne Reese, and Stephen Wolf, IIMC Executive Director Chris Shalby and Development Committee Chair Vincent Buttiglieri

ABSENT: Members John Devine and Kristi Smithers and IIMC Education Director Jane Long

GUEST: Pamela Smith

President Stratta called the meeting to order at 8:35 a.m.

FINANCE COMMITTEE REPORT – JIM TINNIN SCHOLARSHIPS FUNDED

Finance Committee Chair/Treasurer Schneider reported on the Committee's review of the investment policy subsequently approved by the Board of Directors at a prior telecom. The Foundation's investment advisors briefed the Board earlier this year. Finance Committee reviewed segregation of duties as requested in May. The Treasurer, Bookkeeper, and President remain committed to segregation of duties where possible acknowledging the challenges of geography and limitations with the number of persons able to perform the tasks. One hundred and fifty Amazon Smile customers garnered over \$600 in donations to date. Of the scholarships awarded in 2018/19, eleven recipients have not requested reimbursement. Use of Square worked well at the conference with the silent auction closing out in two hours. Dues contributions are up with an additional \$7,000 reported in October.

The Finance Committee continues investigation to identify an easier system for collection of online payments and to lessen the workload on IIMC headquarters. Treasurer Schneider and Secretary Nicol participated in a webinar with Mark Rice from Point and Pay. The system features seem a good fit for the Foundation. Mr.

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Rice promised pricing by the end of the week, but no response has been received. Member Barstow will assist in getting pricing information through the regional director. An alternate vendor may need to be considered. A fee will be charged per transaction and there may also be a minimum monthly fee. Unanimously and without formal motion, the Finance Committee was requested to continue research and return to the Board when more information is available.

As of September 30, 2019, the Foundation holds \$2,062,384.45 in unrestricted investments and \$691,154.10 in restricted investments for a total portfolio of \$2,753,538.55.

The 2019 Budget status update was reviewed by the Board. President Stratta requested each committee to estimate revenue for 2020 Budget discussions later in the meeting. Member Hussey requested each Committee determine if there is anything between now and year end that we can do to generate revenue and projections for next year.

Secretary Nicol suggested that some or all of the 100 unfunded applicants for the Jim Tinnin scholarship be funded. Member Cassler suggested that five total per region be funded which was supported by Member Barstow.

Member Hussey noted that in light of the overwhelming response, the Board should consider as to how we can satisfy as much of that excitement as possible. Expanding the number of scholarships per region is a longer term solution. Funding of these additional applicants will have significant impact from a donor perspective. IIMC Executive Director Shalby suggested a feature story on Jim Tinnin and his background to generate interest. Other members supported the additional funding and potential positive marketing impact.

It was moved by Vice-President Brown and seconded by Member Wolf to fund all 120 Jim Tinnin scholarship applicants with the Marketing Committee to promote the effort. Motion carried unanimously.

Subsequently, it was moved by Member Hussey and seconded by Member Cassler to investigate expansion of the Jim Tinnin online learning scholarship program to five per region moving forward. Motion carried unanimously.

MARKETING COMMITTEE REPORT

Marketing Committee Chair Henley reported on designs for the T-shirts and bracelets for sale at the 2020 conference. The Foundation will realize a \$20 profit on each T-shirt due to lower production costs. Secretary Nicol continues to update the website including more detail on the Jim Tinnin scholarships. The

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Committee assists the Revenue Growth and Special Events Committees with their marketing materials.

Chair Henley presented the proposed rebranding of the society levels as outlined in the agenda materials. The proposal retains the Schwarzkopf and Shinner levels and offers new levels similar to other foundations. The benefits per level provide incentives to move up a level. An online donor wall will be created on website. The Committee proposes creation of an Honors Circle for \$10,000 or more over the giver's lifetime, those who have pledged the qualifying amount over ten years, and Legacy program members at the \$10,000 level. The Committee sees the rebranding as easier to market and offering more benefits to corporate partners.

The Board discussed appropriateness of the \$10,000 level, the donor ability of individual members, and role of corporate donors. Some felt the \$10,000 as not high enough. Member Hussey sees the proposal as logical, cleaner, and simpler. Member Hussey feels the \$10,000 level for the Honors Circle is right-sized and encourages generosity with recognition.

President Stratta polled the Board who all generally supported the proposal with some remaining questions and suggestions of other program giving options. Chair Henley committed to research a second honors circle level and an alternate name for the legacy level as that term is used in another Foundation program. Treasurer Schneider agreed to provide a report on lifetime giving.

IIMC Vice-President Pierce left the meeting at 9:20 a.m.

IIMC Executive Director Shalby noted that some society level benefits as noted will required IIMC Board approval. Member Hussey recommended review of the IRS regulations relative to granting of a free conference registration.

Following discussion, President Stratta requested the Marketing Committee to move forward with exploration of the new society levels and gathering of information on the number of donors that would qualify for the proposed Honors Circle. A final vote on the program will be conducted via email or conference call with target implementation in May 2020, if the program is fully ready for implementation.

Member Cassler noted that if not prepared for launch in May 2020, the new program could begin at the IIMC 75th Anniversary conference in Grand Rapids.

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REVENUE GROWTH COMMITTEE REPORT

Revenue Growth Committee Chair Nicol summarized the Committee's activities as detailed in the agenda materials including the script developed for Society visits, creation of a society solicitation kit which will be recalibrated when the new society levels are established, compilation of leaders and prior givers for telephone contact, routine letters acknowledging donors and encouragement to move to the next level, exploration of a stand-alone eBriefing for the Foundation, credit card donation payments on dues renewal forms, monthly giving via credit card, continuation of the dues renewal buck slip which has proven successful, solicitation of Region XI members which the Committee determined to not pursue in the immediate future, and enhancement of content on the website.

The Marketing Committee committed to assist with exploration of text donations. Member Cassler stressed the need for the stand-alone eBriefing focusing on the Foundation only to increase awareness and advertise the option of automatic payroll deductions. IIMC President McPherson actively reminds members to use Amazon Smile to support the Foundation.

SPECIAL EVENTS COMMITTEE REPORT

Chair Moore announced the Santa Claws promotion earnings of \$800 and the ongoing St. Louis registration drawing. The pricing for St. Louis tickets was adjusted to meet IRS regulations. The Committee has some new fundraising ideas that will be discussed during their committee meeting for this coming year. Member Smithers and IIMC Past President Stephanie Kelley committed to continuing donation of the crab for next year's promotion.

DEVELOPMENT COMMITTEE REPORT

Development Committee Buttiglieri announced the membership is at twenty-five with all IIMC regions represented excepted 1, 5, 7, and 8. He spoke with the Region Directors who will assist with recruitment. The Development Committee assists with promotion of the Hawaii and Santa Claws drawings, will be creating a fact sheet to explain the mission of the Foundation and its activities, and proposes production of a video of past scholarship/drawing winners for posting on the website and use at State and Region meetings. Member Henley will share information on a videographer resource. The Board supports the video production and will consider funding with adoption of the 2020 Budget later in the meeting.

Chair Stratta requested the Development Committee to draft a policy statement on Board recruitment diversity and inclusion.

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Secretary Nicol committed to prepare an annual schedule of monthly eBriefing topics and identify authors. The Development Committee will assist with content. IIMC Executive Director Shalby welcomed the idea and will assist with publication. The Development Committee will be featured in the first month as well as Mentoring Recognition Month.

FOUNDATION WEB SITE WALK-THROUGH

Secretary Nicol demonstrated the Foundation's website and welcomed ideas for additional content and comments on the website format and organization. Content on Foundation committees will be added and contact information changed to the Foundation Executive Committee. Other minor changes were suggested and will be made to the website.

EVOLVING INTO THE FUTURE COMMITTEE REPORT - RESIGNATION OF MEMBER REESE

Chair Reese reported that the committee did not have the opportunity to meet. Subsequently, she announced her resignation from the Foundation Board of Directors following this meeting.

HAWAII DRAWING UPDATE

Secretary Nicol reported on continuing efforts to promote Hawaii drawing ticket sales in partnership with the Development Committee.

ROUND UP APP

Following discussion and a report from IIMC Executive Director Shalby on the Roundup app and costs after \$100 of 10%, it was moved by Member Hussey and seconded by Vice-President Brown requesting the Treasurer to work with IIMC Executive Director Shalby to implement the Roundup app. Motion carried unanimously.

WORKSHOP - REFOCUSING ON FUNDRAISING

Member Hussey conducted a workshop with the Board to prioritize the Foundation's three primary functions as invest, raise money, and manage ourselves and our funds, in that order. The Board then discussed prioritization of its activities considering that resources devoted to activities must keep the primary functions in mind in their order of priority.

For example, the largest stream of revenue is through voluntary contributions which are grossly underperforming from prior years. This effort is worth investment of resources. Member Hussey feels that outright giving is our future. The Foundation must place its energy on what's most important. Face-to-face contact is an area where the Foundation could see the greatest growth.

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RECESS – COMMITTEE MEETINGS

The Board recessed for thirty minutes while Committees convened and discussed 2020 Strategic Plan actions.

STRATEGIC PLAN UPDATE

Member Hussey facilitated discussion of the Strategic Plan update resulting in the attached Strategic Plan to guide the Board's activities for the coming year.

The Board recessed for lunch at 12 noon and reconvened at approximately 1:30 p.m.

FISCAL YEAR 2020 BUDGET ADOPTION

The Board discussed expense and revenue projections for 2020. The Board set \$35,300 in total expenses including a compensation increase for the bookkeeper and production of a video by the Development Committee with \$138,450 in anticipated revenue, representing net revenue for 2020 of \$103,150.

Following discussion, it was moved by Member Hussey and seconded by Member Hammerstrom to adopt the 2020 Budget as presented. The motion carried unanimously.

Member Reese requested that the Board be mindful of IIMC's 75 Anniversary next year. President Stratta and the Board thanked Dyanne for her years of service. Member Reese left the meeting at 12:53 p.m.

EXCUSAL OF ABSENCES

Following discussion, it was moved by Member Hammerstrom and seconded by Member Wolf to excuse the absences of Members Smithers and Devine from today's meeting. The motion carried unanimously.

APPROVAL OF MINUTES

Following discussion, it was moved by Secretary Nicol and seconded by Vice-President Brown to approve the minutes of May 17 and 18, 2019, and October 3, 2019, as presented with a correction to page 6 of the May 17 and 18, 2019, minutes to read, "2019/2020 Strategic Plan Development - Wayne Hussey 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." Motion carried unanimously.

EXECUTIVE COMMITTEE REPORT

President Stratta summarized her report to the IIMC Board presented Saturday, November 16, 2019. She reminded the Directors of IIMC Regions where

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representation is still needed on the Development Committee and noted that the Foundation's biggest cheerleaders should be the IIMC Board of Directors.

IIMC PRESIDENT REPORT

IIMC President McPherson reported on two days of good discussions by the IIMC Board. The 2020 conference program published last week and the hotel is already 70% booked. The new Education Task Force met in October at headquarters with Dr. Long and Dr. Duncan working on education points for continuing education. The Task Force is a good mix of new and experienced IIMC Members. In September 2021, The Netherlands will host the Study Abroad Program followed by the Symposium in Amsterdam. In 2021 IIMC plans to celebrate its 75th Birthday with special events.

Member Hussey suggested that a representative of the Foundation Board participate in Conference Committee discussions with respect to 75th Birthday conference events. The Executive Director welcomes ideas from the Foundation on conference events. President Stratta will identify a Foundation Board Member to coordinate with IIMC committees in this regard.

IIMC President McPherson announced the return to a five-day conference in 2021. The IIMC Board will discuss continuing the five-day format for other future conferences. 194 online learning opportunities are available on the IIMC website. A successful Strategic Plan/Board Development session was held on Friday.

STRATEGIC PLAN VISION UPDATE

Endowments totaled \$2,558,000 at year end 2018 and are anticipated to be \$2,693,000 at the close of 2019. Following discussion and without formal motion, the Board unanimously updated the Strategic Plan Vision to read, "The IIMC Foundation will increase its fund to \$2,800,000 by the end of 2020 by adding new fundraising programs and expanding current programs."

IIMC President McPherson announced that IIMC will have \$800,000 in reserves by the end of 2019.

BYLAWS/POLICY COMMITTEE REPORT

Chair Wolf noted there was nothing to report at this time.

NOMINATING COMMITTEE REPORT

Members Dale Barstow, Kristie Smithers, and John Devine are not requesting reappointment at the end of their terms in May 2020. President Mary Lynne Stratta requested reappointment for a subsequent term. There is a vacancy due to today's resignation of Dyanne Reese. The Board will fill the vacancy for the

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remainder of her term. All vacancies will be advertised beginning in January with applications accepted through the middle of March.

President Stratta read aloud the bylaws section regarding the filling of Board vacancies. She feels it is a good practice to advertise all vacancies and noted that the interview format went well last year.

DONOR RECOGNITION COMMITTEE REPORT

Chair Brown noted that the Committee's work begins in January. This year the Committee will consider both Corporate and Corporate Step Up recipients. The Following year will include a Corporate Hall of Honor inductee. Chair Brown requested nominations from the Board members for deserving recipients.

Member Hussey noted that the resignation of Member Barstow from the Board after long service creates a unique opportunity as no one has raised more funds for the Foundation than Mr. Barstow. This presents an opportunity to have a special conversation with Dale about a unique role in the future.

Following discussion, President Stratta requested the Bylaws/Policy Committee to discuss removing the one-year waiting period after Board Members leave service to be inducted into the Hall of Honor for a recommendation to the Board for consideration.

MAY BOARD MEETING - ST. LOUIS, MO

President Stratta announced the Board of Directors will convene on Friday afternoon and Saturday at the IIMC Conference in St. Louis, MO, in May 2020. She requested the Board Members think about the 75h Anniversary of IIMC in 2021 and how the Foundation can support the celebration in its activities. President Stratta thanked the Board members for their work.

The meeting adjourned at 1:21 p.m.

Respectfully submitted,



COLLEEN J. NICOL
Secretary

IIMC FOUNDATION
STATEMENT OF ELECTRONIC VOTE BY
BOARD OF DIRECTORS

On Tuesday, November 26, 2019, President Stratta requested an electronic vote on a revision to Policy 31 regarding the Hall of Honor to remove the second sentence in the third paragraph which reads, "However, these individuals may be considered for induction after the lapse of one year following that person's last term on either Board." This change removes the one-year waiting period for sitting IIMC and Foundation Board members to be eligible for induction into the Hall of Honor. Revised Policy 31 is attached hereto.

The following vote of the Board of Directors is hereby recorded:

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

NOES: None

The motion carried.

DATED this 3rd day of December, 2019.



COLLEEN J. NICOL
Secretary

DRAFT

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 31	<u>DATE:</u> Adopted: May 21, 2016
<u>TYPE:</u> Donors	
<u>SUBJECT:</u> Hall of Honor	

POLICY CONTENT:

The Foundation Donor Hall of Honor is hereby established.

In order to be considered for the Foundation Hall of Honor, an individual must have exhibited an outstanding, consistent, long time commitment to the Foundation, through service and/or financial support. The Hall of Honor is reserved for the most dedicated and supportive Foundation contributors. Inductee(s) must have shown exemplary support of the Foundation, through ongoing financial support and/or volunteerism, for 20 years. The 20 years do not have to be consecutive, but rather a "life time" record of strong Foundation support. The recipient(s) does not have to be a municipal clerk. Scoring will be based on years of extraordinary support, through financial donations and/or volunteerism.

Sitting IIMC and Foundation Board members are not eligible for induction into the Hall of Honor. ~~However, these individuals may be considered for induction after the lapse of one year following that person's last term on either Board.~~

The initial class for the Hall of Honor may include up to five inductees; thereafter there shall be no more than two Hall of Honor inductees in any given year. This is meant to not dilute the significance of this prestigious recognition. Any inductees into the Foundation Hall of Honor will be approved by a vote of the Foundation Board of Directors. The recipients will be highlighted in the IIMC News Digest and on the IIMC and Foundation websites, and their names will be listed in the IIMC annual conference program, with the permission of the IIMC Board and/or Executive Director. Recipients should be presented with an appropriate certificate, plaque, or a commemorative item to keep personally.

As the years pass, the Hall of Honor inductee roll will grow, representing the most outstanding, dedicated, and committed of Foundation supporters.

IIMC FOUNDATION
STATEMENT OF ELECTRONIC VOTE BY
BOARD OF DIRECTORS

On Monday, March 23, 2020, President Stratta requested an electronic vote on (1) recommendations of the Donor Recognition Committee for the May 2020 awards; and (2) determination of the Policy 10 funding percentage for the 2020-21 funding year.

The following votes of the Board of Directors are hereby recorded:

1. With all members voting, the Board of Directors unanimously approved the recommendations of the Donor Recognition Committee for the following awards:
 - a. Individual Donor Award – Kathryn Dornan
 - b. Association Award – Wisconsin Clerks and Treasurers and Finance Officers Association
 - c. Corporate Award – Laserfiche Document Imaging
 - d. Individual Step Up Award – Andrew Pavlica
 - e. Association Step Up Award – Municipal Clerks Association of New Jersey
 - f. Corporate Step Up Award – OnBase by Hyland
 - g. Hall of Honor – Dale Barstow

2. With all members voting, the Board of Directors unanimously approved scholarship funding from Unrestricted Funds at 4%, representing \$11,594 total from all Unrestricted Funds for the 2020-21 funding year.

DATED this 24th day of March, 2020.



COLLEEN J. NICOL
Secretary

IIMC FOUNDATION
STATEMENT OF ELECTRONIC VOTE BY
BOARD OF DIRECTORS

On Sunday, April 5, 2020, President Stratta requested an electronic vote on (1) award of 2020/21 scholarships to nine recipients in the amount of \$400 each as listed below; (2) allow carryover of 2020/21 scholarships to next year if the intended event is cancelled; and (3) allow carryover of 2019/20 scholarships for events that are cancelled.

The following votes of the Board of Directors are hereby recorded:

1. With all members voting, the Board of Directors unanimously awarded \$400 scholarships to the following applicants from the restricted funds as identified for each:
 - a. Jean Chrisman, Canandaigua, NY - Region 1 - Robert T. Thorpe Scholarship Fund for CMC or MMC Scholarships
 - b. Jennifer Smith, Gadsden, AL - Region III-Municipal Code Corporation Education Fund
 - c. Kristi Fliss, Everly, Iowa - Region VI - Marianne Edwards Education Fund
 - d. Annette Hanson, Woods Cross City, UT - Region VIII - Lyall Schwartzkopf Education Fund
 - e. Natasha Johnson, Amity, OR - Region IX - Tak & Helen Kawagoe Education Fund
 - f. Lena Legge, Bakersfield, CA - Region IX - City Clerks of California Scholarship - CA Clerks
 - g. Linda Abbott, Lomita, CA - Region IX - City Clerks of California Scholarship - CA Clerks
 - h. Ronnie Smith, King City, OR-Region IX - California City Clerks Education Fund - OR Recorder
 - i. Rachel Tussey, Homer, AK - Region IX - California City Clerks Education Fund - AK Deputy City Clerk
2. With all members voting, the Board of Directors unanimously authorized carryover of 2020/21 scholarships to the next year if the intended event is cancelled.
3. With all members voting, the Board of Directors unanimously authorized carryover of 2019/20 scholarships for events that are cancelled.

DATED this 6th day of April, 2020.



COLLEEN J. NICOL
Secretary

2019

ANNUAL REPORT



Foundation Mission

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.



President

Mary Lynne Stratta, MMC
Bryan, TX



Vice President

Buster Brown, CMC
Omaha, NE



Secretary

Colleen Nicol, MMC
Riverside, CA



Treasurer

Roxanne Schneider, MMC
Dysart, IA



John R. Devine
Ruidoso, NM



Beverly Hammerstrom
Temperance, MI



Melissa Henley
Long Beach, CA



Sheri Pierce, MMC
Valdez, AK



Mary Johnston, MMC
Westerville, OH



Cristina LoVerde
Rochester, NY



Dyanne Reese, MMC
Savannah, GA



Dale Barstow
Tallahassee, FL



Kristie Smithers, MMC
Wasilla, AK



Lana McPherson, MMC
De Soto, KS



Stephen Wolf
Cincinnati, OH



Sharon Cassler, MMC
Cambridge, OH



Wayne Hussey
Bradenton, FL



Shari Moore, MMC
St. Paul, MN



Non-Voting Member
Chris G. Shalby
IIMC Executive Director
Rancho Cucamonga, CA

Let Us Grow Together!



Mary Lynne Stratta, MMC
IIMC Foundation President

Dear IIMC Members and IIMC Foundation Supporters:

On behalf of the IIMC Foundation Board, I am pleased to provide this report about the Foundation’s 2019 activities. It was a stellar year that saw the launch of the Foundation’s first dedicated e-newsletter, continued content and functionality growth of the Foundation website (www.iimcfoundation.com), ongoing fund raising events, scholarship awards, conference grants, donor honors, region educational grants and support for IIMC education programs. The new Foundation Development Committee was created to educate the IIMC membership about the important functions of the Foundation and to serve as a springboard for future IIMC Foundation Board members. New methodologies to make giving easier were also launched.

Purpose of the IIMC Foundation

The IIMC Foundation was created in 1984 as a non-profit organization that would raise endowed dollars whose earnings help IIMC and its members pursue their educational endeavors. That remains our objective as of today. The Foundation’s corpus as of December 31, 2019, was \$2,884,760. Of that amount, \$2,155,985 is in the unrestricted fund, and \$728,775 resides in restricted funds. The interest earned on the corpus is what is used to fund the Foundation’s support of IIMC and its members’ educational needs.

Stewardship – Sources of Revenue

Thanks to the support of IIMC members and Foundation partners, revenue received in 2019 was \$184,209. There are many easy ways to support the Foundation, which were again offered in 2019: Voluntary donations through the annual IIMC dues statement; Amazon Smile; sponsorships; society donations; the annual silent action; endowments; memorial gifts and tributes; fundraisers including the Hawaii trip, the conference registration, jewelry and Santa Claws crab claws; conference t-shirts and bracelets; IIMC Conference app donations; and, now, the Roundup app.

INCOME - 2019

Voluntary Contributions from IIMC Members	\$53,645
Sponsorship from IIMC	12,321
Society Donations	14,251
Silent Auction	10,278
Endowments	65,916
Memorials/Tributes	4,480
Raffles (HI Trip, Conf Reg, Misc)	13,450
Conference T-Shirts	5,300
Conference Bracelets	405
Exhibit Hall Royalty	3,700
Other	463
TOTAL INCOME	\$184,209

The IIMC Foundation Legacy Program offers IIMC retirees and members an avenue to be remembered and continued support of educational programs and Clerk scholarships. Additional information about the Legacy Program can be found on the Foundation’s website at <https://www.iimcfoundation.com/general/page/leave-your-legacy> or contact a Foundation Board member.

New restricted endowments created this year, along with existing endowments, will provide Institute and other education scholarships in the future. The Foundation’s long-standing conservative approach to investment management has resulted in our ability to continue to offer educational dollars and scholarships to IIMC and its members.

Stewardship – Where the Money Goes

In 2019, the Foundation continued to support IIMC and region education programs, CMC/MMC scholarships, online learning scholarships and annual conference grants. The Foundation pays professional fees that include investment, legal and accounting services.

Continued on page 4



OPERATING EXPENSES - 2019

Board Travel	\$ 838
Professional Fees	19,505
Supplies/Printing/Postage (includes SA/Conf)	3,138
TOTAL	\$23,481

CONTRIBUTIONS TO IIMC 2019

2018 Education Funds to IIMC	\$51,479
Restricted CMC & MMC Scholarships	10,000
Unrestricted CMC & MMC Scholarships	2,800
Distance Learning	800
Total Operating/Other Expenses	\$88,560

Restricted endowments created by individuals, state/provincial/region/national associations and corporate sponsors continue to grow and provide CMC and MMC scholarship funds annually. In 2019, the Foundation funded 38 CMC/MMC scholarships of \$400 each to IIMC members pursuing certification. In addition, the Foundation funded 120 online learning scholarships through the 2019 application process. For more information about the creation of a restricted endowment, visit www.iimcfoundation.com/general/page/how-you-can-contribute or visit with any Foundation Board member.

Year End 2018 Unrestricted	\$ 1,812,768
Year End 2018 Restricted	575,481
Year End Total Value 2018	\$2,388,249

Year End 2019 Unrestricted	\$ 2,155,985
Year End 2019 Restricted	728,775
Year End Total Value 2019	\$2,884,760

Partake of the new giving methodologies, such as Roundup. Monthly contributions by bank draft or credit card are easy to set up and allow continued support hassle free.

Donor Recognition

This report contains the names of donors who supported the Foundation at the level of \$50 or more in 2019. Many thanks for your generosity. Please consider stepping up to the next level of giving. Who knows – you may see your name listed below as an award recipient!

The following were honored at the IIMC annual conference in Birmingham with 2019 Foundation awards for their continued support:

Hall of Honor Inductee – **Marian Karr**

Individual Donor Award – **Fleming Bell**

Individual State/Provincial/Region/National Association Award
– **Ohio Municipal Clerks Association**

Individual Step Up Award – **Stella Atoruk**

State/Provincial/Region/National Association Step Up Award
– **Municipal Clerks and Finance Officers Association of Minnesota**

Corporate Donor Award (new category) – **American Legal Publishing**

Thank You

The Foundation Board thanks the IIMC Board for its efforts to encourage member support throughout all regions. We also express our thanks to the IIMC staff for their support and kind assistance.

The Foundation Board expresses deep appreciation and gratitude to all who have supported the Foundation through donations, fundraiser participation, silent auction donations, raffle participation, endowed dollars, etc.

And last, but not least, my personal thanks to the IIMC Foundation Board members who utilize their own time and absorb their own travel expenses in order to have more money available for clerk education. Your hard work, commitment and generosity are second to none! I know I speak for the entire membership when I say thank you for all you do!

Look for more exciting Foundation news in 2020 and remember, when we all give a little, we all learn a lot!

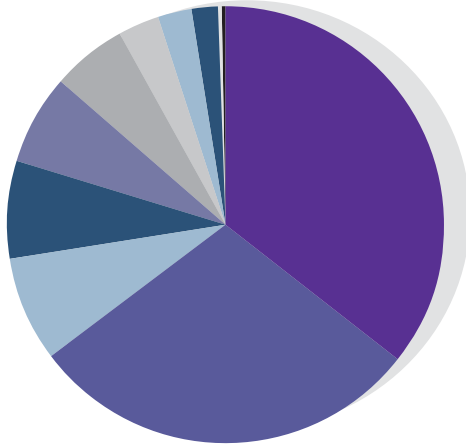
Working for IIMC members,

Mary Lynne Stratta, MMC
IIMC Foundation President

2019 YEAR END CHARTS



Income - 2019 Total Income \$184,209

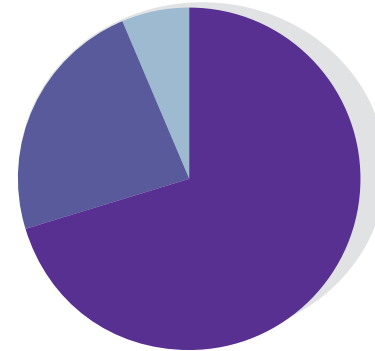


■ Endowments	\$65,916
■ Voluntary Contributions from IIMC members	\$53,645
■ Society Donations.....	\$14,251
■ Misc Raffles (HI Trip, Conf Reg, Misc)	\$13,450
■ Sponsorships from IIMC.....	\$12,321
■ Silent Auction	\$10,278
■ Conference T-shirts.....	\$5,300
■ Memorials & Tributes	\$4,480
■ Exhibit Hall Royalty.....	\$3,700
■ Other.....	\$463
■ Conference Bracelets	\$405

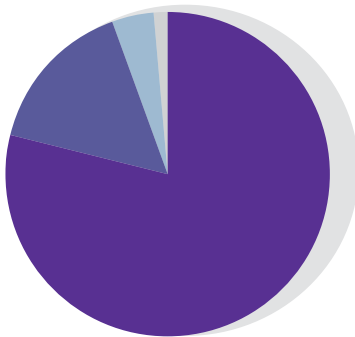
Operating Expenses - 2019

Total Operating/Other Expenses \$88,560

■ Professional Fees	\$19,505
■ Supplies/Printing/Postage	\$3,138
(Includes SA/ Conf)	
■ Board Travel	\$838



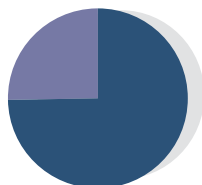
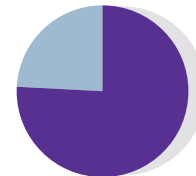
Annual Contributions to IIMC Educational Programs Total \$65,079



■ IIMC Education Funds - 2018	\$51,479
■ Restricted CMC & MMC Scholarships	\$10,000
■ Unrestricted CMC & MMC Scholarships	\$2,800
■ Distance Learning	\$800

Endowment Funds

■ Year End 2018 Unrestricted	\$1,812,768
■ Year End 2018 Restricted	\$575,481
Year End Total Value 2018	\$2,388,249



■ Year End 2019 Unrestricted	\$2,155,985
■ Year End 2019 Restricted	\$728,775
Year End Total Value 2019	\$2,884,760



Endowed Education Funds and Scholarships

- A. Fleming Bell Education Fund
- American Legal Publishing Corporation Education Fund
- Anne Uecker Education Fund
- Barstow Family Education Fund
- Business Records Corporation Education Fund
- California City Clerks Education Fund
- Charles & Stephanie Kelly Endowment Fund
- Charlie Buttiglieri Education Fund
- Chris & Patrick Wilder Education Fund
- City Clerks of California Scholarship Fund
- Coded Systems Education Fund
- Donna Young Scholarship Fund
- Dyanne Reese Education Fund
- Elizabeth Kiss Education Fund
- General Code Education Fund
- Granicus Education Fund
- iCompass Education Fund
- James B. Tinnin Education Fund
- Laserfiche Institute Directors Colloquium
- Lyall Schwarzkopf Education Fund
- Marianne Edwards Education Fund
- Mary Kayser Education Fund
- Mary Lynne Stratta Education Fund
- Microvote, Inc. Education Fund
- The Monica Martinez Simmons Leadership Scholarship Fund
- Municipal Clerks Assn. of New Jersey Endowment
- Municipal Code Corporation Education Fund
- Nebraska Education Fund
- New Mexico Municipal Clerks Education Fund
- Norma Rodriguez Education Fund
- Oregon Association of Municipal Recordors
- IIMC Region IV Education Fund
- Reynolds Miel Education Fund
- Robert T. Thorpe Scholarship Fund
- Robert W. Pritchard Education Fund
- Tak & Helen Kawagoe Education Fund

2019 FOUNDATION DONORS

Shiners

(\$1,000 and above)

American Legal Publishing
 Barstow, Dale
 Bollhauer, Ray
 Bonneville, James
 Brown, Buster
 Buttiglieri, Vincent
 Cassler, Sharon
 De Llamas, Caroline
 Diligent
 Donna Young Estate
 Engel, Colleen
 Frommeyer, Rich
 General Code
 Grant, Eric
 Hammerstrom, Bev

Herdelin, Nils
 Heupel, Ross
 Kayser, Mary
 Kelly, Stephanie
 Laserfiche Document Imaging
 LoVerde, Cristina
 Martinez Simmons, Monica
 McDonough, Joseph
 McPherson, Lana
 Miel, Vicky
 Moore, Shari
 Municipal Clerks Assoc of NJ
 Municipal Code Corporation
 Nicol, Colleen
 Oregon Assoc Municipal Recordors
 Pavlica, Andrew
 Prime Government Solutions

Rodriguez, Norma
 Schneider, Roxanne
 Schwarzkopf, Lyall
 Stratta, Mary Lynne
 Tinnin, James
 Uecker, Anne
 University of Nebraska at Omaha
 Wacker, Chris
 Wayman, Peter
 Wolf, Stephen

Schwarzkopf

(\$500 to \$999)

Alaska Assn of Municipal Clerks
 Bell, A. Fleming
 Davis, Tracy
 Devine, John

continued on page 7



2019 Foundation Donors

Goodall, Jannette
 Granicus
 Henley, Melissa
 Hussey, Wayne
 IIMC
 Jacobs, Carol
 Johnston, Mary
 Kofile
 Kopitke, Kittie
 Mangen, Debra
 MCCi
 New Mexico Municipal League
 OnBase by Hyland
 Romanowski, Renee
 SHURE
 SMARSH
 Susen, Allan
 Texas Municipal Clerks

Turtle
 (\$250 to \$499)

Edwards, RaNae
 Etzel, Audra
 Fletcher, Jan
 Hudson, Teresa
 Iowa MFO Assn
 Minnesota MCFOA
 Mississippi Clerks Assn
 Ohio Municipal Clerks Assn
 Pitman, Camilla
 Powell, Millie
 Shalby, Chris
 Tokar, Charles
 Volk, Debby
 Wilder, Christina
 Wisconsin Clerks/Treas & FOA

New Century
 (\$100 to \$249)

Abrahamson, Dawn
 Atoruk, Stella
 Black, Bobbie
 Chittick, Marilyn
 Cirtin, Brenda
 Daudt, Janis
 Deford, Connie
 Dornan, Kathryn
 Estes, Dawn
 Gabel, Wanda
 Gore, Eileen
 Haynes, Rebecca
 Hess, Mary Ann
 Hiott, Susan
 ibml
 Jones, Terri
 City Clerks and Finance Officers Assn. of Kansas
 Kentucky Municipal Clerks
 Larsen, Linda R
 Lemoine, Marc
 Maryland Municipal Clerks Assn
 O'Connor, Marcella
 Ragona, JoAnne
 Reese, Dyanne
 Rekemeyer, Deanna
 Roberts, Thomas
 Rozman, Kerry L.
 Ruch, Brian
 Smithers, Kristie
 Tripp, Terry
 Whitbey, Diane

Patron
 (\$50 to \$99)

Ahart, Brian
 Almy, Janice
 Anderson, Leisa

Arkansas City Clerks, Rec, Treas
 Barnes, Emma
 Bavin, Megan
 Benson, Kimberly
 Birdyshaw, Sandra
 Blackard, Barbara
 Bobrowski, Michele
 Bocook, Janice
 Borchers, Laura
 Bracamontes, June
 Carig-Bragg, Ellen
 Brooks, Erika
 Brown, Chenay
 Bruckman, Sara
 Bryant, Sandra
 Buck, Karen
 Burroughes, Claire
 Butler, Eliza
 Cain, Tracey
 Campos, Amanda
 Carrara, Stephanie
 Choate, Peggy
 Clark, Cathy
 Cobb, Recarda
 Corder, Alicia
 Corley, Kim
 Cova, JoAnn
 Crook, Melinda
 Crouch, Christine
 Crough, Robin
 Cunningham, Andrea
 Cure, Sherry
 Darany, George
 Devine, Irma
 Dillon, Rebecca
 Elford, Faith
 Enterkin, Janise
 Ewald, Rayla Sue
 Falowski, Amy
 Fink, Mia
 Forgey, Yael
 Fortenberry, Servia

Galloway, Diana
 Garcia, Christina
 Garner, Schenika
 Geffert, Adam
 Geletei, Paula
 Giercyk, Teri
 Goering, William
 Gray, Angelica
 Gutierrez-Robles, Julie
 Hazelwood, Geri
 Hensen, Lori
 Hilford, Bonnie
 Hillegeist, Heather
 Hinrichs, Kimberly
 Hrasky, Ronda
 Huber, Gay
 Ingold, Helen
 Jackson, Suzanne
 Johnson, Carrie
 Johnson, Damita
 Johnston, Denise
 Johnston, Lisa
 Jones, Cynthia
 Jones, Dale
 Jones, Katherine
 Karr, Marilyn
 Kennedy, Natasha
 King, Sharon
 Kinville, Donna
 Koger, Jim
 Krusznis, Annemarie
 Legacy, Tammy
 Leslie, Pam
 LeViner, Janet
 Lewis, Jami
 Lewis, Patti
 Lycette, Twila
 Mabry, Amanda
 Mandley, Danielle
 Martin, Carin
 Martinez-Gomez, Nora
 McElyea, Lisa
 Mericle, Carol



IIMC Foundation Memorials

The following is a list of donations made to IIMC Foundation on behalf of the deceased individuals.

On behalf of Alberta Schrock

*Vincent Buttiglieri
Sharon Cassler
IIMC
Colleen Nicol
Roxanne Schneider*

On behalf of Amy Kesanen

*Bev Hammerstrom
IIMC
Colleen Nicol
Roxanne Schneider*

On behalf of Cathy Wojtkiewicz

Sharon Cassler

On behalf of Charles Kelly

Dale Barstow

On behalf of Curtis Olstad

*IIMC
Roxanne Schneider*

On behalf of Don Conlee, Jr.

Mary Lynne Stratta

On behalf of Frank Adshead, Ph.D.

*Dale Barstow
Sharon Cassler
IIMC
Colleen Nicol
Thomas Roberts
Chris Shalby
Mary Lynne Stratta
Joann Tilton
Charles Tokar*

On behalf of John Hunnewell

*Dale Barstow
Buster Brown
Vincent Buttiglieri
Sharon Cassler
Brenda Cirtin
John Devine
Bev Hammerstrom
Wayne Hussey
IIMC
Mary Johnston
Stephanie Kelly
Linda R. Larsen
Marc Lemoine
Monica Martinez Simmons
Lana McPherson
Vicky Miel
Colleen Nicol
Marcella O'Connor
Robert Pritchard
Muriel Rickard
Thomas Roberts
Norma Rodriguez
Roxanne Schneider
Mary Lynne Stratta
Terry Tripp
Susan Vanderpool*

On behalf of Linda Joyce Story

Colleen Nicol

On behalf of Mike Mallory

Sharon Cassler

On behalf of Miriam Johns

Colleen Nicol

On behalf of Pauline Small

Mary Lynne Stratta

On behalf of R.P. Stevens, Jr.

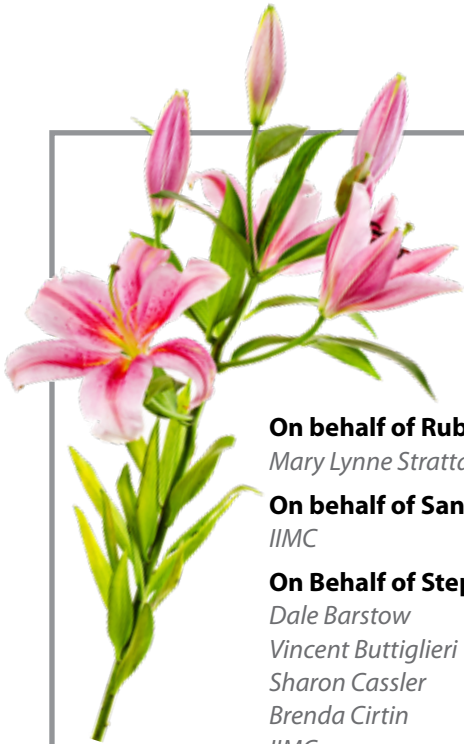
*Dale Barstow
IIMC
Roxanne Schneider
Mary Lynne Stratta*

On behalf of Robert James Gragg

Mary Lynne Stratta

On behalf of Sean Aaron Hudson

Teresa Hudson



IIMC Foundation Memorials

The following is a list of donations made to IIMC Foundation on behalf of the deceased individuals.

On behalf of Ruby White

Mary Lynne Stratta

On behalf of Sandra Hollan Woodall

IIMC

On Behalf of Stephanie Kalasz-Flowers

Dale Barstow

Vincent Buttiglieri

Sharon Cassler

Brenda Cirtin

IIMC

Colleen Nicol

Roxanne Schneider

On behalf of Trecia Bates

Sharon Cassler

IIMC

On behalf of William Bill Hamilton Oglesby, II

IIMC

continued from page 7

Michigan Assn of MC (MAMC)	Rickard, Muriel	Tisdall, Tammy	Snider, D. Danyielle
Miranda, Maria	Rickman, Jane	Town of Youngman	Solomon, Elaine
Moore, Kristi	Ridley, Denise	Utah Municipal Clerks Assn	Spicer-Sidbury, Penelope
Moore, Wesley	Rios, Myrna	Vanderpool, Susan	Stanker, Kim
Morris, Lisa	Romero, Julie	Vann, Tameeka	Strimple, Eric
Muscoreil, A. Diane	Russell, Denise	Vierling, Lisa	Taylor, Wanda
Muttie, Maureen	Sanchez, Sabdi	Visocsky, Shannon	Troyan, Linda
Newkirk, Kathleen	Saxton, Gregory	Walker, Presetta	VanBlargan, Clara
Newsome, Nikima	Schillaci, Gina	Walter, Sonia	Vincent, Nancy
Osborne, Cynthia	Sexton, Sandy	Weber, Allison	Virginia Municipal Clerks Assn.
Paserchia, Francine	Shuravloff	West, Jennifer	Visit Norfolk
Paul-Lyle, Sandy	Sims Hollowell, Belinda	White, Emma	Convention Bureau
Pavolas, Vaida	Sims, Tish	White, Jean	Wainwright, Vicki
Petersen, Lisa	Smart, Nicole	White, Lynette	Walker, Kathy
Pierce, Sheri	Smith, Paula	Williams, Dana	Walton, Angela
Pinsonault, Sandra	Stewart, Victoria	Williams, Kaneilia	White, Bernie
Pocklington, Stephanie	Stickles, Tara	Womack, Ann	White, Lynette
Pomroy, Gail	Summers, Kim	Wright, Leon	Womack, Ann
Pritchard, Robert	Sutter, Kim	Young, Brenda	Wright, Leon
Rappe, Linda	Swanger, Stacy	Rogers, Gloria	Young, Brenda
Reynolds, Sandy	Thompson, Vernice	Saxton, Gregory	
Rhude, Marita	Tillery, Jennifer	Sedlak, Michael	

IIMC Foundation
Quarterly Dues Comparison Report

<u>Pd with Membership</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>	<u>2020</u>
January	\$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	\$8,920.00
February	\$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	\$3,945.00
March	\$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	\$2,225.00
Sub-total	\$14,605.00	\$13,770.00	\$13,340.00	\$12,115.00	\$11,650.00	\$12,675.00	\$11,225.00	\$15,610.00	\$13,650.00	\$16,405.00	\$15,090.00
April	\$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	\$2,065.00
May	\$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	\$0.00
June	\$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	\$0.00
Sub-total	\$9,735.00	\$7,383.00	\$7,940.00	\$7,645.00	\$8,187.25	\$7,220.00	\$7,880.00	\$9,145.00	\$8,540.00	\$9,790.00	\$2,065.00
July	\$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	\$0.00
August	\$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	\$0.00
September	\$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	\$0.00
Sub-total	\$19,025.00	\$11,344.00	\$10,294.00	\$11,530.00	\$10,145.00	\$12,150.00	\$11,630.00	\$13,515.00	\$13,080.00	\$13,350.00	\$0.00
Jan-Sep Totals	\$43,365.00	\$32,497.00	\$31,574.00	\$31,290.00	\$29,982.25	\$32,045.00	\$30,735.00	\$38,270.00	\$35,270.00	\$39,545.00	\$17,155.00
October	\$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	\$7,740.00	\$0.00
November	\$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	\$3,570.00	\$0.00
December	\$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	\$2,300.00	\$0.00
Sub-total	\$11,360.00	\$11,320.00	\$10,735.00	\$10,475.00	\$10,820.00	\$10,660.00	\$10,500.00	\$12,425.00	\$10,595.00	\$13,610.00	\$0.00
Grand Total	\$54,725.00	\$43,817.00	\$42,309.00	\$41,765.00	\$40,802.25	\$42,705.00	\$41,235.00	\$50,695.00	\$45,865.00	\$53,155.00	\$17,155.00

IIMC Foundation
Quarterly Dues Comparison Report

<u>Pd by Individual</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>	<u>2020</u>
January	\$385.00	\$375.00	\$475.00	\$615.00	\$475.00	\$275.00	\$150.00	\$255.00	\$350.00	\$25.00	\$125.00
February	\$340.00	\$150.00	\$150.00	\$50.00	\$100.00	\$100.00	\$125.00	\$150.00	\$25.00	\$75.00	\$50.00
March	\$185.00	\$100.00	\$200.00	\$25.00	\$100.00	\$50.00	\$125.00	\$25.00	\$75.00	\$50.00	\$0.00
Sub-total	\$910.00	\$625.00	\$825.00	\$690.00	\$675.00	\$425.00	\$400.00	\$430.00	\$450.00	\$150.00	\$175.00
April	\$100.00	\$130.00	\$380.00	\$300.00	\$185.00	\$100.00	\$175.00	\$140.00	\$225.00	\$40.00	\$0.00
May	\$25.00	\$150.00	\$215.00	\$50.00	\$75.00	\$125.00	\$125.00	\$150.00	\$25.00	\$0.00	\$0.00
June	\$75.00	\$25.00	\$50.00	\$25.00	\$125.00	\$125.00	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00
Sub-total	\$200.00	\$305.00	\$645.00	\$375.00	\$385.00	\$350.00	\$400.00	\$440.00	\$250.00	\$40.00	\$0.00
July	\$100.00	\$125.00	\$200.00	\$300.00	\$275.00	\$475.00	\$525.00	\$150.00	\$300.00	\$0.00	\$0.00
August	\$100.00	\$50.00	\$225.00	\$100.00	\$250.00	\$225.00	\$100.00	\$375.00	\$200.00	\$125.00	\$0.00
September	\$150.00	\$150.00	\$75.00	\$50.00	\$25.00	\$100.00	\$75.00	\$100.00	\$25.00	\$0.00	\$0.00
Sub-total	\$350.00	\$325.00	\$500.00	\$450.00	\$550.00	\$800.00	\$700.00	\$625.00	\$525.00	\$125.00	\$0.00
Jan-Sep Totals	\$1,460.00	\$1,255.00	\$1,970.00	\$1,515.00	\$1,610.00	\$1,575.00	\$1,500.00	\$1,495.00	\$1,225.00	\$315.00	\$175.00
October	\$150.00	\$125.00	\$400.00	\$375.00	\$350.00	\$275.00	\$325.00	\$225.00	\$50.00	\$50.00	\$0.00
November	\$75.00	\$0.00	\$25.00	\$125.00	\$455.00	\$100.00	\$100.00	\$175.00	\$0.00	\$25.00	\$0.00
December	\$125.00	\$0.00	\$25.00	\$175.00	\$60.00	\$225.00	\$125.00	\$125.00	\$75.00	\$25.00	\$0.00
Sub-total	\$350.00	\$125.00	\$450.00	\$675.00	\$865.00	\$600.00	\$550.00	\$525.00	\$125.00	\$100.00	\$0.00
Grand Total	\$1,810.00	\$1,380.00	\$2,420.00	\$2,190.00	\$2,475.00	\$2,175.00	\$2,050.00	\$2,020.00	\$1,350.00	\$415.00	\$175.00

IIMC FOUNDATION BUDGET (Calendar Year)

	2019 BUDGET	ITEMIZATION	2019 AS OF 12-31-19	2020 BUDGET	ITEMIZATION	2020 AS OF 04-31-20
INCOME						
Voluntary Donations	55,000.00	-----	53,645.00	47,000.00	-----	17,330.00
CES Dues - City	-----	51,000.00	53,230.00	0.00	45,000.00	17,155.00
CES Dues - Clerk	-----	4,000.00	415.00	0.00	2,000.00	175.00
Annual Giving	42,000.00	-----	84,648.25	52,000.00	-----	11,598.00
Endowments	-----	25,000.00	65,916.58	-----	30,000.00	5,940.00
Memorials	-----	1,000.00	4,480.00	-----	2,000.00	1425.00
Tributes	-----	0.00	0.00	-----	0.00	1,350.00
Society Donations	-----	16,000.00	14,251.67	-----	20,000.00	2,883.00
Special Events	45,500.00	-----	33,596.30	35,650.00	-----	4,229.22
Conference Trip Raffle-2019 Sales	-----	7,000.00	8,600.00	-----	0.00	0.00
Conference Registration Raffle-2019	-----	2,000.00	105.00	-----	0.00	0.00
Conference Tshirts - 2019	-----	6,000.00	4,425.00	-----	0.00	0.00
Conference Misc Raffles - 2019	-----	2,500.00	2,915.00	-----	0.00	0.00
Conference Bracelet - 2019	-----	0.00	405.00	-----	0.00	0.00
Conference Trip Raffle-2020 Trip	-----	7,000.00	850.00	-----	10,000.00	840.00
Conference Registration Raffle-2020	-----	2,000.00	980.00	-----	2,000.00	135.00
Conference Tshirts - 2020	-----	6,000.00	875.00	-----	4,500.00	2,225.00
Conference Misc Raffles - 2020	-----	2,500.00	0.00	-----	7,500.00	0.00
Conference Baseball Raffle 2020	-----	0.00	0.00	-----	0.00	900.00
Conference Bracelet - 2020	-----	0.00	-----	-----	850.00	0.00
Silent Auction	-----	10,000.00	10,278.00	-----	8,500.00	0.00
Exhibit Hall Royalty	-----	-----	3,700.00	-----	1,800.00	0.00
Amazon Smile/iGive Fund	-----	500.00	463.30	-----	500.00	129.22
Round Up App	-----	0.00	0.00	-----	0.00	44.00
IIMC Agreement (Sponsorships/Affinity/News Digest Advertising)	20,000.00	-----	12,321.74	12,300.00	-----	3,137.80
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	-----	-----	-----
1st Qtr Service Contract '20	-----	-----	-----	-----	-----	3,137.80
2nd Qtr Service Contract '20	-----	-----	-----	-----	-----	0.00
3rd Qtr Service Contract '20	-----	-----	-----	-----	-----	0.00
4th Qtr Service Contract '20	-----	-----	-----	-----	-----	0.00
Other Income	5,688.00	-----	0.00	0.00	-----	0.00
Annual Contribution from IIMC (Policy 8)	-----	5,688.00	0.00	-----	-----	0.00
IIMC Sponsorship Program (Business Council)	-----	0.00	0.00	-----	-----	0.00
Other	-----	0.00	0.00	-----	-----	0.00
Checking Interest	-----	0.00	0.00	-----	-----	0.00
GRAND TOTAL OF INCOME	168,188.00	0.00	184,211.29	146,950.00	0.00	36,295.02

IIMC FOUNDATION BUDGET (Calendar Year)

EXPENSES	2019 BUDGET	ITEMIZATION	2019 AS OF 12-31-19	2020 BUDGET	ITEMIZATION	2020 AS OF 04-31-20
Operational Expenses	20,500.00	-----	19,505.00	21,200.00	-----	4,540.00
Auditor	-----	7,775.00	7,425.00	-----	7,775.00	30.00
Attorney Fees	-----	500.00	385.00	-----	1,000.00	0.00
Name change	-----	0.00	0.00	-----	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	-----	9,600.00	9,600.00	-----	10,200.00	4,200.00
Insurance	-----	2,000.00	1,985.00	-----	2,100.00	0.00
Filing Fees	-----	125.00	110.00	-----	125.00	310.00
IIMC Diversity Taskforce	-----	0.00	0.00	-----	0.00	0.00
Foundation Portfolios	-----	500.00	0.00	-----	0.00	0.00
Other - Facilitator	-----	0.00	0.00	-----	0.00	0.00
Office Expenses	500.00	-----	857.34	600.00	-----	262.29
Misc Office Exp	-----	300.00	857.34	-----	600.00	262.29
Printing (letterhead, etc.)	-----	200.00	0.00	-----	0.00	0.00
Annual Fund Raising Camp.	7,500.00	-----	2,281.24	9,000.00	-----	0.00
Printing Develop. Material (Conf Rcpt - May)	-----	2,000.00	48.49	-----	500.00	0.00
Pins	-----	1,000.00	0.00	-----	0.00	0.00
Conference T-shirts	-----	3,000.00	1,909.87	-----	3,000.00	0.00
Conference Bracelets	-----	1,000.00	0.00	-----	1,000.00	0.00
Silent Auction Expense	-----	500.00	322.88	-----	0.00	0.00
Annual Report (print,mail)	-----	0.00	0.00	-----	0.00	0.00
Video	-----	-----	-----	-----	4,500.00	-----
Board of Director's Expenses	8,000.00	-----	837.66	4,000.00	-----	0.00
Travel (Airfare, & Transport, Lodging, Meals)	-----	8,000.00	837.66	-----	4,000.00	0.00
Bd. of Directors Mtg. Expenses	-----	0.00	0.00	-----	0.00	0.00
Expense Savings (In-Kind)	[0.00]	[0.00]	[0.00]	[0.00]	[0.00]	[5,410.03]
Total Operational Expense	36,500.00	0.00	23,481.24	34,800.00	0.00	4,802.29
Gain/(Loss)	131,688.00	0.00	160,730.05	112,150.00	0.00	31,492.73

IIMC FOUNDATION BUDGET (Calendar Year)

OTHER EXPENSES (COMMITMENT)	2019 BUDGET	ITEMIZATION	2019 AS OF 12-31-19	2020 BUDGET	ITEMIZATION	2020 AS OF 04-31-20
Educational Funds	0.00	-----	13,600.00	0.00	-----	2,900.00
IIMC Educational Grant	-----	0.00	0.00	-----	-----	0.00
Unrestricted CMC Scholarships (\$400)	-----	0.00	1,600.00	-----	-----	0.00
Unrestricted MMC Scholarships (\$400)	-----	0.00	1,200.00	-----	-----	0.00
Unrestricted Tinnin Online Scholarship (\$100)	-----	0.00	0.00	-----	-----	1,400.00
Restricted CMC Scholarships (\$400)	-----	0.00	6,000.00	-----	-----	0.00
Restricted MMC Scholarships (\$400)	-----	0.00	4,000.00	-----	-----	400.00
Tinnin Restricted Online Learning (\$100)	-----	0.00	800.00	-----	-----	1,100.00
LF Institute Director Colloquium	-----	0.00	0.00	-----	-----	0.00
State Ed Grants (\$500)	-----	0.00	0.00	-----	-----	0.00
Distance Learning (\$100)	-----	0.00	0.00	-----	-----	0.00
Conference Grants	-----	0.00	0.00	-----	-----	0.00
Speaker Grants (IIMC Gift)	-----	-----	-----	-----	-----	-----
Total Educational Funds	0.00	0.00	13,600.00	0.00	0.00	2,900.00
Policy 8	-----	-----	-----	0.00	-----	-----
Annual Contribution to IIMC (Policy 8)	0.00	0.00	51,479.00	0.00	0.00	0.00
Total Policy 8	0.00	0.00	51,479.00	0.00	0.00	0.00
TOTAL OPERATIONAL/OTHER EXPENSES	36,500.00	0.00	88,560.24	34,800.00	0.00	7,702.29
Gain/(Loss)	131,688.00	0.00	95,651.05	112,150.00	0.00	28,592.73
INVESTMENTS	2019 BUDGET	ITEMIZATION	2019 AS OF 12-31-19	2020 BUDGET	ITEMIZATION	2020 AS OF 04-31-20
Restricted Endowments (\$\$ to Smith Barney)	-----	0.00	0.00	-----	0.00	0.00
Unrestricted Transfers to Smith Barney	-----	0.00	20,000.00	-----	0.00	0.00
Policy 8 Investments	-----	0.00	0.00	-----	0.00	0.00
Total Investments	0.00	0.00	20,000.00	0.00	0.00	0.00
TOTAL OPERATIONAL/OTHER EXP/INVESTMENTS	36,500.00	0.00	108,560.24	-----	0.00	7,702.29
Gain/(Loss)	131,688.00	0.00	75,651.05	-----	0.00	28,592.73
TOTAL NET INCOME/LOSS	131,688.00	0.00	75,651.05	-----	0.00	28,592.73
MCEF Contributions towards Scholarships & IIMC Education Programs (since 1984)						
Previous Year IIMC Website Scholarship/Education Figures			1,139,055.64			1,139,055.64
(Add total education/policy 8 funds - Current Yr)			65,079.00			2,900.00
New Figure - Need to update IIMC website at year-end			1,204,134.64			1,141,955.64

**2020 Report on IIMC Foundation Investments
Summary of Restricted Funds – As of March 31, 2020**

A. Fleming Bell Education Fund	\$5,282.21
iCompass Education Fund	\$5,658.07
Barstow Family Education Fund	\$8,272.11
James B. Tinnin Education Fund	\$30,089.28
American Legal Publishing Corp Education Fund	\$11,417.56
General Code Publishing Education Fund	\$16,047.43
Laserfiche Institute Directors Colloquium	\$55,387.41
Coded Systems Education Fund	\$11,998.61
Municipal Code Corp Education Fund	\$35,207.17
Robert T. Thorpe Scholarship Fund	\$36,454.50
Lyall Schwarzkopf Education Fund	\$38,701.96
Business Records Corp Education Fund	\$10,325.51
Tak & Helen Kawagoe Education Fund	\$35,906.35
Chris Wilder Education Fund	\$11,052.53
Microvote, Inc. Education Fund	\$7,160.02
Norma Rodriguez Education Fund	\$19,015.15
Elizabeth Kiss Education Fund	\$20,316.86
Robert W. Pritchard Education Fund	\$8,052.60
California City Clerks Education Fund	\$47,888.51
City Clerks' of CA Scholarship Fund	\$62,945.78
Dyanne Reese Education Fund	\$6,649.57
Mary Lynne Stratta Education Fund	\$12,224.79
Marianne Edwards Education Fund	\$21,661.94
New Mexico Muni Clerks Education Fund	\$19,113.38
Reynolds Miel Education Fund	\$7,879.48
Buttiglieri Education Fund	\$10,289.48
Monica Simmons Leadership Fund	\$5,888.24
Anne Uecker Education Fund	\$3,253.05
Mary Kayser Education Fund	\$9,393.41
OMAR Education Endowment	\$11,212.09
Region IV Education Fund	\$2,485.48
Nebraska Education Fund	\$6,443.81
Charles & Stephanie Kelly Endowment Fund	\$9,304.62
Donna Young Scholarship Fund	\$18,771.21
Municipal Clerks Assoc of New Jersey Endowment	\$8,993.35
Total	\$630,743.52

2020 Report on MCEF Investments

	<u>Dec 31, 2018</u>	<u>Mar 31, 2019</u>	<u>Mar 31, 2020</u>
Long-Term Unrestricted PM	\$1,812,768.13	\$1,995,942.12	\$1,908,318.96
Total Long-Term Unrestricted	\$1,812,768.13	\$1,995,942.12	\$1,908,318.96
Combined Restricted (all 35) Current Combined New Restricted	\$ 575,481.54	\$ 619,062.20	\$ 630,743.52
Total of Combined Restricted	\$ 575,481.54	\$ 619,062.20	\$ 630,743.52
Total Investment Value	\$2,388,249.67	\$2,615,004.32	\$2,539,062.48

POINT & PAY, LLC
E-PAYMENT SERVICES AGREEMENT

Parties:

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

[IIMC Foundation] (“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

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 (3rd) 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

[[IIMC Foundation]]

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

Roxanne Schneider

From: Roxanne Schneider <dysart@fctc.coop>
Sent: Tuesday, February 11, 2020 11:57 AM
To: Mary Lynne Stratta (mstratta@bryantx.gov); Nicol, Colleen; Buster Brown (bbrown2244@aol.com); Hussey, Wayne; 'Dale Barstow'
Subject: point & pay
Attachments: Point&Pay app.pdf; IIMCFoundationEServicesAgreementP&P12.26.19.docx

Good morning Executive & Finance Committees!

After a lot of phone and email tag, I've had some good conversations with Mark Ruis with Point & Pay, and I think I've gotten my questions answered. I've attached the proposed application and services agreement. Here's some of the information we discussed:

There is no setup charge for this – they are absorbing those costs.

Fees – they will only charge us what they are charged. The percentage varies depending on the card. American Express is the highest at 2.8 – 3%. Debit cards are 1.25% plus 15 cents per transaction. Master Card/Visa/Discover fall in between that range. For reference – we're paying about 2.75% on our Square transactions.

Equipment – they will provide us with two card readers at no cost for use at the conference for silent auction, etc. That gives us another option besides Square. We may still need to use square for raffle tickets, etc., - we'll just have to see how this all works for us.

They will bill us monthly for the fees incurred rather than deducting from funds deposited to our account – I think this is a benefit for us bookkeeping-wise.

I/we need to determine all the categories we'll need, such as Restricted Endowments, Society Donations, Memorials, Raffles, etc.

Length of contract – their standard is three years and that's what the agreement says, but we can change that if we wish. If we'd rather have a one or two year commitment, he's fine with that.

Once they receive the signed application & agreement, things will get underway. We're looking at 30-45 days for implementation. If you have any questions, let me know and I'll find the answer. I believe per the November minutes, the Finance Committee was to take this back to the full board for final approval.

On another note, I've been "testing" the Roundup App over the last couple of months, and I think we're ready to really push this. I'm actually able to generate a report each month showing who donated and how much, so we would be able to give society credit to individuals. That might be a good marketing tool! You're able to set a minimum and maximum donation each month. We promoted it at our Region VI meeting a couple of weeks ago, and as I told them, if you buy something through Amazon Smile, using a card registered with RoundUp, you're actually giving twice on the same transaction!

Let me know if you have any questions about any of this!

Roxanne L. Schneider, MMC

City Clerk

City of Dysart (pop. 1379)

601 Wilson Street, PO Box 686

Dysart, IA 52224

Phone: 319-476-5690

Morgan Stanley

CLIENT STATEMENT | For the Period March 1-31, 2020

STATEMENT PACKAGE FOR:

MUNICIPAL CLERKS ED FDN OF IIMC INC
C/O ROXANNE SCHNEIDER &

TOTAL VALUE OF YOUR ACCOUNTS (as of 3/31/20)

Includes Accrued Interest

\$2,539,062.48

Your Financial Advisor

Barry J Martzahl

Managing Director, Wealth Mgmt

Barry.J.Martzahl@msgraystone.com

920 436-5605

Morgan Stanley Smith Barney LLC. Member SIPC.

Your Branch

111 N WASHINGTON ST 4TH FL STE410
GREEN BAY, WI 54301

Telephone: 920-437-3276; Alt. Phone: 800-525-2396; Fax: 920-437-1993

#BWNJGWM



13 000009 10375 E 1 A8US68

MUNICIPAL CLERKS ED FDN OF IIMC INC
C/O ROXANNE SCHNEIDER &

MARY LYNNE STRATTA

P O BOX 686

DYSART IA 52224-0686

Client Service Center (24 Hours a Day; 7 Days a Week): 800-869-3326

Access Your Accounts Online: www.morganstanley.com/online



494 - 117850 - 026 - 1 - 0

Consolidated Summary

OVERVIEW OF YOUR ACCOUNTS (includes accrued interest)

Although only whole dollar amounts are displayed below, both dollars and cents are used to calculate all totals. Manually summing the individual line items may not equal the actual total displayed. Refer to Account Statements for details.

Account Number	Beginning Value (3/1/20)	Funds Credited/(Debitied)	Security/Currency Transfers Recd/(Dvd)	Change in Value	Ending Value (3/31/20)	Income/Dist This Period/YTD	YTD Realized Gain/(Loss) (Total \$/I/L)	Unrealized Gain/(Loss) (Total \$/I/L)	Page
TOTAL FOR ALL ACCOUNTS	\$2,768,771	\$(1,420)	—	\$(228,287)	\$2,539,062	\$10,046	\$(179)	\$(30,921)	
Business Accounts									
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Invest Advisory Nickname: PM UNRESTRICTED	494-117850-026 2,075,129	(1,420)	—	(165,389)	1,908,318	5,170 8,095	(179) (11,383)	(17,075) (19,163)>	11
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: A FLEMING BELL	494-040861-026 5,766	—	—	(883)	5,282	38 39	— —	(15) (768)	25
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: ICOMPASS	494-040862-026 6,220	—	—	(562)	5,658	43 44	— —	(39) (603)	31
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: BARSTOW FAMILY	494-041029-026 9,078	—	—	(806)	8,272	63 63	— —	(377) (824)	37
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: JAMES B. TINWIN EDUCATION	494-042434-026 33,032	—	—	(2,942)	30,089	229 233	— 70	(942)> (2,966)	43
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: REYNOLDS MIEL EDU FUND	494-043820-026 8,593	—	—	(713)	7,879	57 58	— —	(337) (913)	49
MUNICIPAL CLERKS ED FDN OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: CHARLIE BUTTGLIERI ED FD	494-044088-026 11,248	—	—	(959)	10,289	76 77	— —	(453) (1,017)	55

This summary may include assets held in either brokerage and/or advisory accounts. Visit <http://www.morganstanley.com/brochurecommitment> to understand the differences between brokerage and advisory accounts. Refer to individual Account Gain/(Loss) Summary and Expanded Disclosures for additional information. Accounts with no balances, holdings or activity year-to-date are not displayed on this page. >: Wash sale rules apply to some portion of this total.

Morgan Stanley

CLIENT STATEMENT | For the Period March 1-31, 2020

Consolidated Summary

OVERVIEW OF YOUR ACCOUNTS (includes accrued interest)

Although only whole dollar amounts are displayed below, both dollars and cents are used to calculate all totals. Manually summing the individual line items may not equal the actual total displayed. Refer to Account Statements for details.

Account Number	Beginning Value (3/1/20)	Funds Credited/(Debit)	Security/Currency Transfers Recv/(Divd)	Change in Value	Ending Value (3/31/20)	Income/Dist This Period/YTD	YTD Realized Gain/(Loss) (Total ST/LT)	Unrealized Gain/(Loss) (Total ST/LT)	Page
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: MONICA M SIMMONS LEAD SCH	6,463	—	—	(575)	5,888	44	—	(189)	61
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: ANNE UECKER ED FUND	3,583	—	—	(330)	3,253	25	—	(327)	67
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: MARY KAYSER ED FUND	10,300	—	—	(907)	9,393	71	—	(345)	73
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: OMAR EDUCATION ENDOWMENT	12,296	—	—	(1,084)	11,212	84	—	(362)	79
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: REGION IV EDUCATION FD	2,728	—	—	(242)	2,485	18	—	(61)	85
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: NEBRASKA EDUCATION FD	7,057	—	—	(613)	6,443	48	—	(899)	91
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: C & S KELLY ENDOWMENT FD	10,205	—	—	(901)	9,304	70	—	(792)	99
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: Donna L Young Scholarship Fund	20,586	—	—	(1,814)	18,771	142	—	(3,017)	105
MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: Muni Clerks Assoc of NJ Endowment Fund	9,863	—	—	(869)	8,993	68	—	(1,455)	111

CONSOLIDATED SUMMARY

PERSONAL ACCOUNTS RETIREMENT ACCOUNTS EDUCATION ACCOUNTS TRUST ACCOUNTS BUSINESS ACCOUNTS

CONTINUED

Consolidated Summary

OVERVIEW OF YOUR ACCOUNTS (includes accrued interest)

Although only whole dollar amounts are displayed below, both dollars and cents are used to calculate all totals. Monthly summing the individual line items may not equal the actual total displayed. Refer to Account Statements for details.

Account Number	Beginning Value (3/1/20)	Funds Credited/(Debit)	Security/Currency Transfers Recv/(Paid)	Change in Value (1,204)	Ending Value (3/31/20)	Income/Dist This Period/YTD	YTD Realized Gain/(Loss) (Total \$/L)	Unrealized Gain/(Loss) (Total \$/L)	Page
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: AMERICAN LEGAL PUB CORP ED	12,622	—	—	(1,204)	11,417	91	—	(84)	117
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: AMERICAN LEGAL PUB CORP ED	17,629	—	—	(1,582)	16,047	123	—	(522)	123
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: GENERAL CODE PUBLISHING	61,231	—	—	(5,843)	55,387	444	—	(406)	131
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: LASER FICHE INST DIR COLL	13,285	—	—	(1,286)	11,998	97	—	(89)	137
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: CODED SYSTEMS ED FUND	38,922	—	—	(3,714)	35,207	282	86	(263)	143
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: MUNI CODE CORP ED FUND	40,047	—	—	(3,592)	36,454	279	93	(256)	151
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: ROBERT T THORPE SCHOLAR	42,488	—	—	(3,786)	38,701	296	—	(268)	159
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: LYALL SCHWARZKOPF ED FUND	11,443	—	—	(1,117)	10,325	84	—	(77)	167
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: BUSINESS RECORDS CORP ED	39,531	—	—	(3,624)	35,906	279	—	(254)	173
MUNICIPAL CLERKS ED FUND OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: TAK & HELEN KAWAGOE ED FD						283	—	1,773	

CONTINUED

Consolidated Summary

OVERVIEW OF YOUR ACCOUNTS (includes accrued interest)

Although only whole dollar amounts are displayed below, both dollars and cents are used to calculate all totals. Manually summing the individual line items may not equal the actual total displayed. Refer to Account Statements for details.

Account Number	Beginning Value (3/1/20)	Funds Credited/(Debitted)	Security/Currency Transfers Recvd/(Divd)	Change in Value	Ending Value (3/31/20)	Income/Dist This Period/YTD	YTD Realized Gain/(Loss) (Total ST/LT)	Unrealized Gain/(Loss) (Total ST/LT)	Page
494-107316-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: CHRIS & PATRICK WILDER ED	12,104	—	—	(1,052)	11,052	82	—	(120)	181
494-107317-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: MICKOVOTE INC ED FUND	7,917	—	—	(757)	7,160	57	—	(52)	187
494-107318-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: NORMA RODRIGUEZ ED FUND	20,801	—	—	(1,786)	19,015	141	—	(267)	193
494-107408-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: ELIZABETH KISS ED FUND	22,398	—	—	(2,081)	20,316	159	—	(145)	201
494-109283-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: ROBERT PRITCHARD ED FUND	8,881	—	—	(829)	8,052	63	—	(57)	209
494-109425-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: CA CITY CLERKS ED FUND	52,586	—	—	(4,697)	47,888	366	—	(330)	217
494-109974-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: CITY CLERKS OF CA SCHOLAR	69,119	—	—	(6,173)	62,945	481	—	(432)	225
494-109975-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: DYANNE REESE ED FUND	7,323	—	—	(673)	6,649	51	—	(47)	231
494-117252-026 MUNICIPAL CLERKS ED FDM OF IIMC INC C/O ROXANNE SCHNEIDER & Nickname: MARY LYNN STRATTA ED FD	13,403	—	—	(1,178)	12,224	92	—	(248)	237

Consolidated Summary

CONSOLIDATED SUMMARY

PERSONAL ACCOUNTS	RETIREMENT ACCOUNTS	EDUCATION ACCOUNTS	TRUST ACCOUNTS	BUSINESS ACCOUNTS

CONTINUED

Consolidated Summary

OVERVIEW OF YOUR ACCOUNTS (includes accrued interest)

Although only whole dollar amounts are displayed below, both dollars and cents are used to calculate all totals. Manually summing the individual line items may not equal the actual total displayed. Refer to Account Statements for details.

Account Number	Beginning Value (3/1/20)	Funds Credited/(Debit)	Security/Currency Transfers Rcvd/(Dvtd)	Change in Value	Ending Value (3/31/20)	Income/Dist This Period/YTD	YTD Realized Gain/(Loss) (Total \$I/LI)	Unrealized Gain/(Loss) (Total \$I/LI)	Page
MUNICIPAL CLERKS ED FDM OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: MARGANNE EDWARDS ED FUND	23,924	—	—	(2,262)	21,661	172	—	(160)	245
MUNICIPAL CLERKS ED FDM OF IMC INC C/O ROXANNE SCHNEIDER & Nickname: NEW MEXICO	20,955	—	—	(1,841)	19,113	144	—	(206)	253
Total Business Accounts	\$2,768,771	\$(1,420)	—	\$(228,287)	\$2,539,062	\$10,046	\$(179)	\$(30,921)	
						\$13,038	\$10,856	\$(17,429)	

Consolidated Summary

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (3/1/20-3/31/20)	This Year (1/1/20-3/31/20)
TOTAL BEGINNING VALUE	\$2,768,771.38	\$2,884,761.05
Credits	—	11,545.00
Debits	(1,420.91)	(6,560.23)
Security Transfers	—	—
Net Credits/Debits/Transfers	\$(1,420.91)	\$4,984.77
Change in Value	(228,287.99)	(350,683.34)
TOTAL ENDING VALUE	\$2,539,062.48	\$2,539,062.48

Net Credits / Debits include investment advisory fees as applicable. See Activity section for details.

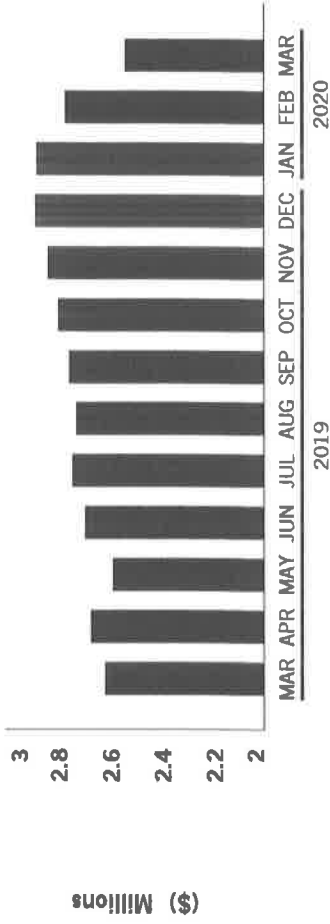
ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$1,420.31	0.06
Equities	1,118,566.77	44.05
Fixed Income & Preferreds	1,160,174.25	45.69
Alternatives	258,901.15	10.20
TOTAL VALUE	\$2,539,062.48	100.00%

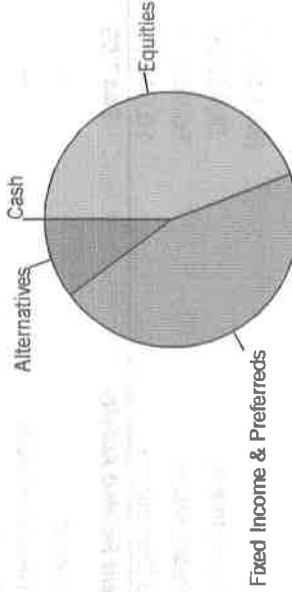
FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.

MARKET VALUE OVER TIME

The below chart displays the most recent thirteen months of Market Value.



This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

CONSOLIDATED SUMMARY	PERSONAL ACCOUNTS	RETIREMENT ACCOUNTS	EDUCATION ACCOUNTS	TRUST ACCOUNTS	BUSINESS ACCOUNTS
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Consolidated Summary

BALANCE SHEET (includes accrued interest)

	Last Period (as of 2/29/20)	This Period (as of 3/31/20)
Cash, BDP, MMFs	\$2,394.13	\$1,420.31
ETFs & CEFs	349,152.22	350,027.21
Mutual Funds	2,417,225.03	2,187,614.96
Total Assets	\$2,768,771.38	\$2,539,062.48
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	\$2,768,771.38	\$2,539,062.48

CASH FLOW

	This Period (3/1/20-3/31/20)	This Year (1/1/20-3/31/20)
OPENING CASH, BDP, MMFs	\$2,394.13	\$9,752.15
Purchases	(58,140.77)	(74,204.90)
Dividend Reinvestments	(8,421.36)	(14,035.90)
Sales and Redemptions	56,963.13	59,263.13
Income and Distributions	10,046.09	15,661.06
Total Investment Related Activity	\$447.09	\$(13,316.61)
Checks Deposited	—	9,245.00
Electronic Transfers-Credits	—	2,300.00
Electronic Transfers-Debits	—	(2,300.00)
Other Debits	(1,420.91)	(4,260.23)
Total Cash Related Activity	\$(1,420.91)	\$4,984.77
Total Card/Check Activity	—	—
CLOSING CASH, BDP, MMFs	\$1,420.31	\$1,420.31

Standard Disclosures

The following Disclosures are applicable to the enclosed statement(s). Expanded Disclosures are attached to your most recent June and December statement (or your first Statement if you have not received a statement for those months). The Expanded Disclosures are also available by selecting Account Documents when you log on to www.morganstanley.com/online or, call 800-869-3326.

Questions?

Questions regarding your account may be directed to us by using the contact information on the statement cover page, or the Client Service Center at (800) 869-3326.

Errors and Inquiries

Be sure to review your statement promptly, and immediately address any concerns regarding entries that you do not understand or believe were made in error by contacting the Branch Manager of the office where you maintain your account. Oral communications regarding any inaccuracy or discrepancy in this statement should be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). Your statement will be deemed correct unless we receive a written inquiry of a suspected error. See your account documentation for special rules regarding your rights and responsibilities with respect to erroneous electronic fund transfers, including a description of the transfers covered. For concerns or complaints, contact our Client Relations Department at (866) 227-2256.

Senior Investor Helpline

In order to provide Morgan Stanley's senior investor clients a convenient way to communicate with us, we offer a Senior Investor Helpline. Senior investors or those acting on their behalf may call (800) 280-4534, Monday-Friday 9am-7pm Eastern Time.

Availability of Free Credit Balances and Financial Statements

Under the customer protection rules of the SEC [17 CFR §240.15c3-3], we may use funds comprising free credit balances carried for customer accounts here, provided that these funds are payable to customers on demand (i.e., are free of a lien or right of set-off in our favor or on behalf of some third party to whom you have given control). A financial statement of this organization is available for your personal inspection at its offices, or a copy will be mailed to you upon your written request.

Listed Options

Information with respect to commissions and other charges related to the execution of options transactions has been included in confirmations of such transactions previously furnished to you and such information will be made available to you promptly at your request. Promptly advise us of any material change in your investment objectives or financial situation.

Important information if you are a Margin Customer (not available for certain retirement accounts)

If you have margin privileges, you may borrow money from us in exchange for pledging assets in your accounts as collateral for any outstanding margin loan. The amount you may borrow is based on the value of the eligible securities in your margin accounts. If a security has eligible shares, the number of shares pledged as collateral will be indicated below the position.

Margin Interest Charges

We calculate interest charges on margin loans as follows: (1) multiply the applicable margin interest rate by the daily close of business net settled debit balance, and (2) divide by 360 (days). Margin interest accrues daily throughout the month and is added to your debit balance at month-end. The month-end interest charge is the sum of the daily accrued interest calculations for the month. We add the accrued interest to your debit balance and start a new calculation each time the applicable interest rate changes and at the close of every statement month. For interest rate information, log into your Morgan Stanley account at morganstanley.com/online. Select your account with a Margin agreement and click Interest Rates for more information.

Information regarding Special Memorandum Account

If you have a Margin Account, this is a combined statement of your Margin Account and Special Memorandum Account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the Special Memorandum Account as required by Regulation T is available for your inspection at your request.

Important information About Auction Rate Securities

For certain Auction Rate Securities there is no or limited liquidity. Therefore, the price(s) for these Auction Rate Securities are indicated by N/A (not available). There can be no assurance that a successful auction will occur or that a secondary market exists or will develop for a particular security.

Structured Investments Risks and Considerations

Structured Investments (Structured Products) are complex products and may be subject to special risks. Investors should consider the concentration risk of owning the related security and their total exposure to any underlying asset. Structured Investments, which may appear in various statement product categories and are identified on the Position Description Details line as "Asset Class: Struct Inv," may not perform in a manner consistent with the statement product category where they appear and therefore may not satisfy portfolio asset allocation needs for that category. For information on the risks and conflicts of interest related to Structured Investments generally, log in to Morgan Stanley Online and go to

www.morganstanley.com/structuredproductsrisksandconflicts.

Security Measures

This statement features several embedded security elements to safeguard its authenticity. One is a unique blue security rectangle, printed in heat-sensitive ink on the back of every page. When exposed to warmth, the color will disappear, and then reappear.

SIPC Protection

We are a member of Securities Investor Protection Corporation (SIPC), which protects securities of its customers up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at www.sipc.org. Losses due to market fluctuation are not protected by SIPC and assets not held with us may not be covered by SIPC protection. To obtain information about SIPC, including an explanatory SIPC brochure, contact SIPC at 1-202-371-8300 or visit www.sipc.org.

Transaction Dates and Conditions

Upon written request, we will furnish the date and time of a transaction and the name of the other party to a transaction. We and/or our affiliates may accept benefits that constitute payment for order flow. Details regarding these benefits and the source and amount of any other remuneration received or to be received by us in connection with any transaction will be furnished upon written request.

Equity Research Ratings Definitions and Global Investment Manager Analysis Status

Some equity securities may have research ratings from Morgan Stanley & Co. LLC or Morningstar, Inc. Research ratings are the research providers' opinions and not representations or guarantees of performance. For more information about each research provider's rating system, see the Research Ratings on your most recent June or December statement (or your first statement if you have not received a statement for those months), go to www.morganstanley.com/online or refer to the research provider's research report. Research reports contain more complete information concerning the analyst's views and you should read the entire research report and not infer its contents from the rating alone. If your account contains an advisory component or is an advisory account, a GIMA status will apply.

Credit Ratings from Moody's Investors Service and Standard & Poor's
The credit rating from Moody's Investors Service and Standard & Poor's may be shown for certain securities. All credit ratings represent the opinions of the provider and are not representations or guarantees of performance. Please contact us if you need further information or assistance in interpreting these credit ratings.

Revised 10/2017

Morgan Stanley

Portfolio Management Active Assets Account
494-117850-026

MUNICIPAL CLERKS ED FDN OF IIMC INC
C/O ROXANNE SCHNEIDER &
Nickname: PM UNRESTRICTED

Account Summary

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (3/1/20-3/31/20)	This Year (1/1/20-3/31/20)
TOTAL BEGINNING VALUE	\$2,075,129.69	\$2,155,985.46
Credits	—	2,300.00
Debits	(1,420.91)	(4,260.23)
Security Transfers	—	—
Net Credits/Debits/Transfers	\$(1,420.91)	\$(1,960.23)
Change in Value	(165,389.82)	(245,706.27)
TOTAL ENDING VALUE	\$1,908,318.96	\$1,908,318.96

Net Credits / Debits include investment advisory fees as applicable. See Activity section for details.

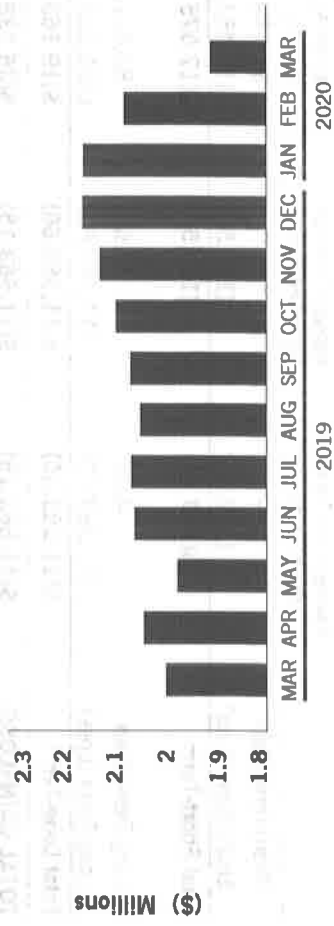
ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$1,333.55	0.07
Equities	719,279.32	37.69
Fixed Income & Preferreds	928,804.94	48.67
Alternatives	258,901.15	13.57
TOTAL VALUE	\$1,908,318.96	100.00%

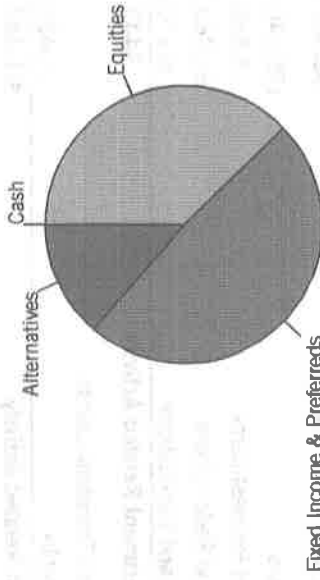
FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.

MARKET VALUE OVER TIME

The below chart displays the most recent thirteen months of Market Value.



This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

Portfolio Management Active Assets Account
 494-117850-026
 MUNICIPAL CLERKS ED FDN OF IIMC INC
 C/O ROXANNE SCHNEIDER &
 Nickname: PM UNRESTRICTED

Account Summary

BALANCE SHEET (includes accrued interest)

	Last Period (as of 2/29/20)	This Period (as of 3/31/20)
Cash, BDP, MMFs	\$2,307.37	\$1,333.55
ETFs & CEFs	349,152.22	350,027.21
Mutual Funds	1,723,670.10	1,556,958.20
Total Assets	\$2,075,129.69	\$1,908,318.96
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	\$2,075,129.69	\$1,908,318.96

INCOME AND DISTRIBUTION SUMMARY

	This Period (3/1/20-3/31/20)	This Year (1/1/20-3/31/20)
Other Dividends	\$5,170.29	\$8,094.93
Interest	0.01	0.40
Income And Distributions	\$5,170.30	\$8,095.33
Tax-Exempt Income	—	—
TOTAL INCOME AND DISTRIBUTIONS	\$5,170.30	\$8,095.33

Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.

CASH FLOW

	This Period (3/1/20-3/31/20)	This Year (1/1/20-3/31/20)
OPENING CASH, BDP, MMFs	\$2,307.37	\$9,690.39
Purchases	(58,140.77)	(64,984.86)
Dividend Reinvestments	(3,545.57)	(8,413.96)
Sales and Redemptions	56,963.13	56,963.13
Income and Distributions	5,170.30	10,039.08
Total Investment Related Activity	\$447.09	\$46,396.61
Electronic Transfers-Credits	—	2,300.00
Other Debits	(1,420.91)	(4,260.23)
Total Cash Related Activity	\$(1,420.91)	\$(1,960.23)
Total Card/Check Activity	—	—
CLOSING CASH, BDP, MMFs	\$1,333.55	\$1,333.55

GAIN/(LOSS) SUMMARY

	Realized This Period (3/1/20-3/31/20)	Realized This Year (1/1/20-3/31/20)	Unrealized Inception to Date (as of 3/31/20)
Short-Term Gain	—	—	\$1,379.38
Short-Term (Loss)	(179.55)	(179.55)	(18,454.56)
Total Short-Term	\$(179.55)	\$(179.55)	\$(17,075.18)
Long-Term Gain	4.00	4.00	82,622.46
Long-Term (Loss)	(11,387.60)	(11,387.60)	(101,785.75)
Total Long-Term	\$(11,383.60)	\$(11,383.60)	\$(19,163.29)
TOTAL GAIN/(LOSS)	\$(11,563.15)	\$(11,563.15)	\$(36,238.47)

The Gain/(Loss) Summary, which may change due to basis adjustments, is provided for informational purposes and should not be used for tax preparation. Refer to Gain/(Loss) in the Expanded Disclosures.

Adopted: November 4, 1998

Amendments: July, 2009; January, 2011; February, 2016;

September 2019

Statement of Investment Policy, Objectives, and Guidelines

MUNICIPAL CLERKS EDUCATION FOUNDATION

d/b/a IIMC Foundation

GENERAL INFORMATION

The Municipal Clerks Education Foundation, d/b/a IIMC Foundation, was established to support the continuing education of Municipal Clerks and educational activities of the International Institute of Municipal Clerks.

SCOPE OF THIS INVESTMENT POLICY

This statement of investment policy reflects the investment policy, objectives, and constraints of the IIMC Foundation Unrestricted Funds. The IIMC Foundation Restricted Funds may use this Statement of Investment, Objectives and Guidelines as a reference, however the various Restricted Fund accounts will not be expected to adhere to the asset allocation and performance objectives referenced within this document.

PURPOSE OF THIS INVESTMENT POLICY STATEMENT

This statement of investment policy is set forth by the Board of Directors of the IIMC Foundation in order to:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives of Foundation assets.
3. Offer guidance and limitations to all Investment Managers regarding the investment of Foundation assets.
4. Establish a basis for evaluating investment results.
5. Manage Foundation assets according to prudent standards as established in common trust law.
6. Establish the relevant investment horizon for which the Foundation assets will be managed.

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

DEFINITIONS

1. "Foundation" shall mean the IIMC Foundation Unrestricted Funds.
2. "Board of Directors" shall refer to the governing board established to administer the Foundation as specified by applicable ordinance.
3. "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition or administration of the Foundation assets.
4. "Investment Manager" shall mean any individual, or group of individuals, employed to manage the investments of all or part of the Foundation assets.
5. "Investment Management Consultant" shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring.
6. "Securities" shall refer to the marketable investment securities which are defined as acceptable in this statement.
7. "Investment Horizon" shall be the time period over which the investment objectives, as set forth in this statement, are expected to be met. The investment horizon for this Foundation is a full market cycle, which is defined as a time period consisting of rising and falling equity markets (typically 5 to 10 years).

CASH FLOW EXPECTATIONS

The Board of Directors expects annual distributions of up to 7% of the Unrestricted Funds trailing three-year average portfolio value, less inflation as measured by the Consumer Price Index (CPI). It is anticipated that Foundation distributions will remain the same over the next several years. Distributions from the Foundation are to be generated from principal and income and are expected to occur on a quarterly basis.

DELEGATION OF AUTHORITY

The Board of Directors of the IIMC Foundation is a fiduciary, and is responsible for directing and monitoring the investment management of Foundation assets. As such, the Board of Directors is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Management Consultant. The consultant may assist the Board of Directors in: establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment Manager. The investment manager has discretion to purchase, sell, or hold the specific securities that will be used to meet the Foundation's investment objectives.
3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Foundation, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Foundation accounts.
4. Additional specialists such as attorneys and auditors may be employed by the Board of Directors to assist in meeting its responsibilities and obligations to administer Foundation assets prudently.

The Board of Directors will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Managers will be held responsible and accountable to achieve the objectives herein stated.

If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the Foundation as deemed appropriate and necessary.

ASSIGNMENT OF RESPONSIBILITY

Responsibility of the Board of Directors of the IIMC Foundation

The Board of Directors is charged by law with the responsibility for the management of the assets of the Foundation. The Board of Directors shall discharge its duties solely in the interest of the Foundation, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent man, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims. The specific responsibilities of the Board of Directors relating to the investment management of Foundation assets include:

1. Projecting the Foundation's financial needs, and communicating such needs to the Investment Managers on a timely basis.
2. Determining the Foundation's risk tolerance and investment horizon, and communicating these to the appropriate parties.
3. Establishing reasonable and consistent investment objectives, policies and guidelines which will direct the investment of the Foundation's assets.
4. Prudently and diligently selecting qualified investment professionals, including Investment Manager(s), Investment Consultant(s), and Custodian(s).
5. Regularly evaluating the performance of the Investment Manager(s) to assure adherence to policy guidelines and monitor investment objective progress.
6. Developing and enacting proper control procedures: For example, replacing Investment Manager(s) due to fundamental change in investment management process, or failure to comply with established guidelines.

Responsibility of the Investment Consultant(s)

The Investment Consultant's role is that of a non-discretionary advisor to the Board of Directors of the IIMC Foundation. Investment advice concerning the investment management of Foundation assets will be offered by the Investment Consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the Investment Consultant include:

1. Assisting in the development and periodic review of investment policy.
2. Conducting investment manager searches when requested by the Board of Directors.
3. Monitoring the performance of the Investment Manager(s) to provide the Board of Directors with the ability to determine the progress toward the investment objectives.
4. Communicating matters of policy, manager research, and manager performance to the Board of Directors.
5. Reviewing Foundation investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed members of the Board of Directors.

Responsibility of the Investment Manager(s)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager(s) include:

1. Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, quarterly investment performance results.
3. Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the Foundation's investment management.
4. Informing the Board of Directors regarding any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.

UNIFORM PRUDENT MANAGEMENT OF INSTITUTIONAL FUNDS ACT (UPMIFA)

The IIMC Foundation Board of Directors intend to adhere to the rules and principles of the UPMIFA (www.upmifa.org). The Act includes the following factors which are to be considered in making investment decisions:

- General economic conditions;
- Possible effect of inflation or deflation;
- Expected tax consequences, if any, of investment decisions or strategies;
- Role that each investment or course of action plays within the overall investment portfolio;
- Expected total return from income and the appreciation of investments;
- Other resources of the institution;
- Needs of the institution and the fund to make distributions and to preserve capital;
- An asset's special relationship or special value, if any, to the charitable purposes of the institution;
- Management and investment decisions about an individual asset must be made not in isolation but rather in the context of the institution's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the institution;
- Except as otherwise provided by law other than UPMIFA, the institution may invest in any kind of property or type of investment consistent with UPMIFA;

- The institution shall diversify the investments unless it reasonably determines that, because of special circumstances, the purpose of the investments are better served without diversification;
- Within a reasonable time after receiving property, the institution shall make and carry out decisions concerning the retention or disposition of the property or to rebalance a portfolio, in order to bring the investments into compliance with the purposes, terms, and distribution requirements of the institution as necessary to meet other circumstances of the institution and the requirements of UPMIFA; and
- A person that has special skills or expertise, or is selected in reliance upon the person's representation that the person has special skills or expertise, has a duty to use those skills or that expertise in managing institutional investments.

GENERAL INVESTMENT PRINCIPLES

1. The Fund shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
2. Investment of the Fund shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
3. The Board of Directors may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.
4. Cash is to be employed productively at all times, by investment in short term cash equivalents to provide safety, liquidity, and return.

INVESTMENT MANAGEMENT POLICY

1. Preservation of Capital - Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, the Board of Directors recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Foundation's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.
3. Adherence to Investment Discipline - Investment managers are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated regularly for adherence to investment discipline.

GOAL OF FOUNDATION

The Board of Directors feels that grants to be made in the future are as important as grants made today. This is consistent with the philosophy that this Foundation is to exist in perpetuity, and therefore, should provide for grant making in perpetuity. To attain this goal, the overriding objective of this Foundation is to maintain purchasing power. That is, net of spending, the objective is to grow the aggregate portfolio value at the rate of inflation as measured by the Consumer Price Index (CPI) over the Foundation's investment horizon. The Foundation's specific investment objectives will be established later in this document.

ATTITUDE TOWARD GIFTS

Future giving (contributions) to this Foundation is expected to be relatively consistent, and therefore, predictable. As a result, the Board of Directors has set an investment strategy with the objective of maintaining purchasing power of Foundation assets inclusive of gifts. Therefore, expectations may be expressed by the following equation:

$$\text{Giving} + \text{Total Return} - (\text{Spending} + \text{Inflation as measured by CPI}) = \text{Real Growth}$$

SPENDING POLICY

The Board of Directors will attempt to balance the Foundation's shorter-term grant making obligations with its goal to provide grants into perpetuity, and therefore design a spending policy which is flexible. Since expected investment returns from "riskier" portfolios are not consistent and predictable, the Board of Directors feels that shorter-term spending in dollar terms must be flexible enough to endure periods of underperformance without excessive deterioration of real principal. Therefore, this Foundation may tend toward a more "moderate" investment strategy seeking higher long-term investment returns than would be the case if grant making from year to year were less flexible. **The Board of Directors will set a spending rate of up to 7.0% of the Unrestricted Funds trailing three-year average portfolio value, less inflation as measured by the Consumer Price Index (CPI).**

Spending - Moving Average Determination

This Foundation will use the moving average method of determining year to year spending in order to smooth distributions from the aggregate portfolio. The "portfolio value" as mentioned under **Spending Policy** section and referenced throughout this statement will be determined based on a 3 year moving average of portfolio market value as of June 30 of each of those years. The spending will be reduced by the three-year average inflation rate as measured by the Consumer Price Index (CPI). This policy serves two purposes. First, it provides for more consistent and predictable spending for the programs supported by this Endowment. Second, it allows the Board of Directors to design an investment strategy which is more "moderate" with a higher expected return than might be the case if spending were determined by annual investment performance. With the annual determination method, there is a tendency to pay out the "excess" earnings during periods of overperformance, while maintaining a certain absolute dollar floor of spending during periods of underperformance. Over the long-term, this may result in an erosion of real principal. Therefore, by smoothing the spending, the Foundation reduces the likelihood of real principal erosion due to portfolio volatility.

INVESTMENT OBJECTIVES

In order to meet its needs, the investment strategy of the IIMC Foundation is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

Specifically, the primary objective in the investment management for Foundation assets shall be:

Liquidity - To ensure the ability to meet all expected or unexpected cash flow needs by investing in securities which can be sold readily and efficiently.

Preservation of Purchasing Power After Spending - To achieve returns in excess of the rate of inflation as measured by the Consumer Price Index (CPI) plus spending over the investment horizon in order to preserve purchasing power of Foundation assets. Risk control is an important element in the investment of Foundation assets.

SPECIFIC INVESTMENT GOALS

Over the investment horizon established in this statement, it is the goal of the aggregate Foundation assets to exceed:

1. The rate of inflation as measured by the Consumer Price Index by 3% (CPI + 3%)
2. The return of a balanced market index defined in Appendix A

The investment goals above are the objectives of the aggregate Foundation, and are not meant to be imposed on each investment account (if more than one account is used). The goal of each investment manager, over the investment horizon, shall be to:

1. Meet or exceed the market index, or blended market index, selected and agreed upon by the Board of Directors that most closely corresponds to the style of investment management.

2. Display an overall level of risk in the portfolio which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of monthly returns.

ASSET ALLOCATION GUIDELINES

Investment management of the assets of the IIMC Foundation shall be in accordance with the following asset allocation guidelines:

1. Aggregate Foundation Asset Allocation Guidelines (at market value)

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Preferred</u>
Equities (U.S.)	20%	60%	35%
Equities (Non U.S.)	0%	30%	10%
Fixed Income	30%	60%	40%
Non Traditional	0%	20%	15%
Cash and Equivalents	0%	40%	0%

2. The Board of Directors may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate Foundation, such disciplines must fit within the overall asset allocation guidelines established in this statement.

DEFINITION OF RISK

The Board of Directors realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the IIMC Foundation assets understands how it defines risk so that the assets are managed in a manner consistent with the Foundation's objectives and investment strategy as designed in this statement of investment policy. The Board of Directors defines risk as:

The probability of not maintaining purchasing power over the Foundation's investment time horizon.

VOLATILITY OF RETURNS

The Board of Directors understands that in order to achieve its objectives for Foundation assets, the Foundation will experience volatility of returns and fluctuations of market value. It states that the Foundation could tolerate a maximum loss of 10% over any one year period, and a maximum loss of 0% over the investment horizon. Therefore, the Board of Directors supports an investment strategy that minimizes the probability of losses greater than stated above. However, it realizes that the Foundation's return objective is its primary concern. There is, of course, no guarantee that the Foundation will not sustain losses greater than those stated herein.

LIQUIDITY

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Board of Directors will periodically provide investment counsel with an estimate of expected net cash flow. The Board of Directors will notify the investment consultant in a timely manner, to allow sufficient time to build up necessary liquid reserves.

MARKETABILITY OF ASSETS

The Board of Directors requires that all of Foundation assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently for the Foundation, with minimal impact on market price.

INVESTMENT GUIDELINES FOR TRADITIONAL INVESTMENTS

Allowable Assets

1. Cash Equivalents – Daily liquidity required
2. Fixed Income Securities
 - Core Fixed Income – Primarily investment grade fixed income securities
 - Non-Core Fixed Income – Can include lower quality bonds and foreign fixed income securities
3. Equity Securities – U.S. and Non U.S.
4. Pooled Investments
 - Mutual Funds
 - Exchange Traded Funds and Notes

Every effort shall be made, to the extent practical, prudent and appropriate, to select mutual funds that have objectives and policies that are consistent with the Investment Policy Statement. However, given the nature of pooled investments such as mutual funds, it is recognized that there may be deviations between the Investment Policy Statement and the objectives of these pooled investments.

INVESTMENT GUIDELINES FOR NON TRADITIONAL INVESTMENTS

Purpose

The purpose of non traditional investments, often referred to as alternative investments, is to diversify the market exposure of the Foundation, to provide lower correlations to the traditional equity and fixed income investment results, and/or to improve performance consistency of the overall portfolio.

Definition

The managers of non traditional investments generally are allowed to operate with greater flexibility than most traditional investment managers. These investments will not generally fall within the guidelines established for the traditional investments that make up the majority of the Foundation's investments.

Transparency and Liquidity

Non traditional investments allowable within this statement of investment policy are limited to liquid registered investments.

Investment Criteria

Since non traditional investments generally seek to provide diversification by investing in strategies that do not correlate directly with traditional equity and/or fixed-income investments, investment strategies may be pursued in any manner through registered mutual funds, pooled investments and exchange traded funds.

SELECTION OF INVESTMENT MANAGERS

The Board of Directors' selection of Investment Manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company.

INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION

Performance reports generated by the Investment Consultant shall be compiled at least quarterly and communicated to the Board of Directors for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this

statement. The Board of Directors intends to evaluate the portfolio(s) over a full market cycle, but reserves the right to terminate a manager for any reason including the following:

1. Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor result.
2. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
3. Significant qualitative changes to the investment management organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

INVESTMENT POLICY REVIEW

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this statement of investment policy, the Board of Directors plans to review investment policy at least annually.

This statement of investment policy is adopted by the IIMC Foundation Board of Directors as represented by the officer's signature that appears below.


Mary Lynne Stratta
President, IIMC Foundation

10-21-19
Date

Appendix A

IIMC Foundation Statement of Investment Policy, Objectives, and Guidelines

Aggregate Foundation Secondary Investment Goal: To exceed the return of a balanced market index

The balanced market index may not necessarily reflect the aggregate Foundation's actual asset allocation structure at any point in time. The underlying indexes are intended to serve as a proxy for capital market performance. The balanced market index composition and allocation may change occasionally to reflect evolving market conditions or changes in the Foundation's portfolio composition.

<u>Asset Class</u>	<u>Market Index</u>	<u>Allocation</u>
U.S. Equities Large Cap	Standard & Poors 500	25%
U.S. Equities Mid Cap	Russell Mid Cap	7%
U.S. Equities Small Cap	Russell 2000	3%
Non U.S. Equities – Developed Markets	MSCI EAFE	7%
Non U.S. Equities – Emerging Markets	MSCI Emerging Markets	3%
Fixed Income	Bloomberg Barclays Aggregate	35%
Fixed Income	Bloomberg Barclays Government/Credit	5%
Non Traditional	HFRX Equity Hedge	5%
Non Traditional	DJ Global Select Real Estate Securiteis	2%
Non Traditional	Bloomberg Barclays Multiverse	3%
Non Traditional	Bloomberg Barclays U.S. Universal	<u>5%</u>
		100%

Balanced market index composition as of September 2019

REPORT OF THE BYLAWS COMMITTEE
April 28, 2020

Madam President and the IIMC Foundation Board:

The Bylaws Committee was assigned the following tasks.

Revise Policy 31 to eliminate the one year waiting period for inclusion in the Hall of Honor. This has been completed, approved by the Board by email vote, and updated copies of the IIMC Foundation Bylaws and Policies have been provided to the President and Secretary.

We believe that that completes our assignment. We will, of course, be glad to answer any questions at the annual meeting.

That concludes the report of the Bylaws Committee.

Respectfully submitted,

Sharon Cassler
Bev Hammerstrom
John Devine
Steve Wolf, Chair

The Nominating Committee conducted phone interviews on April 21, 2020 with six applicants for the IIMC Foundation Board.....three candidates for Class A and three Candidates for Class B. All candidates were asked the same series of questions.

Upon completion of the interviews, members discussed the qualifications of all candidates and recommended the following unanimously: the appointment of Vincent Buttiglieri, Clerk/Deputy Tax Collector of Ocean Township, NJ, to fill the remaining year of Class A vacancy and the appointment of Tracy Davis, City Recorder of Keizer, OR, to fill the 3-year Class A vacancy. The committee further recommended to the third candidate, Julie Kamka, Deputy Clerk of the village of Buffalo Grove, IL, that she consider becoming a member of the Development Committee and provided her with contact information.

The committee further recommended unanimously the appointment of Kathy Dornan, (Election Systems and Software) to fill one of the Class B slots. The committee also recommended on a 3-1 vote the appointment of James Bonneville (MuniCode) for the second Class B vacancy. The committee recommended the third applicant, Donny Barstow, consider serving on the Business Council.

As the final responsibility of this committee we move that the Board elect all current officers to an additional term.

Respectfully submitted,

Beverly Hammerstrom, Chair

Buster Brown

John Devine

Steve Wolf

municode



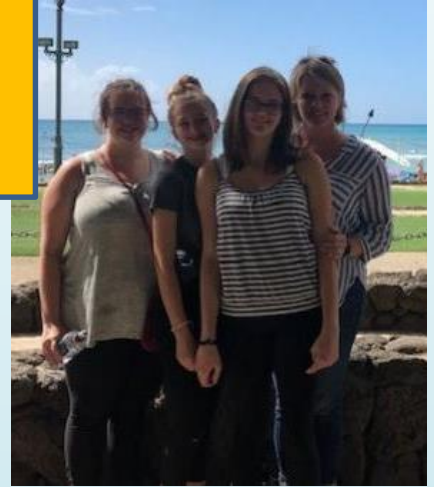
**DONATION
MATCH**

Say "Aloha" to Hawaii

Raffle extended to July 4, 2020!
Make your money work twice as hard –
funds raised up to \$10,000 will be matched
100% by American Legal

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach.

With tickets available at **\$20 each or 3 for \$50**, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.



2019 raffle winner Dani Snider from Fairbanks, Alaska

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Province/Country _____

- I will pay by check** - Return flier and check payable to IIMC Foundation to: IIMC Foundation Treasurer, P.O. Box 686, Dysart, IA 52224
- I will pay by credit card** - Return flier with information completed below to: IIMC Foundation Treasurer, P.O. Box 686, Dysart, IA 52224

Visa/MasterCard/AmEx# _____ Expiration date _____

Signature _____ Please charge this amount \$ _____

Entries must be received by July 4, 2020. Winner will be drawn by American Legal.
For ticket numbers or stubs email rbollhauer@amlegal.com

Proudly sponsored by
American Legal Publishing Corporation

74
All proceeds support the IIMC Foundation
and IIMC education programs





TO: IIMC FOUNDATION BOARD OF DIRECTORS

FROM: COLLEEN NICOL, CHAIR
REVENUE GROWTH COMMITTEE

DATE: MAY 10, 2020

SUBJECT: REVENUE GROWTH COMMITTEE REPORT

Review of Strategic Plan:

- At preconference meeting have all willing Board Members identify twelve donor prospects they will approach prior to December 2020 - these need not be conference-based contacts

Access to the membership data base with contact information is no longer available on the IIMC website. The IIMC Executive Committee will discuss the Foundation's request for access at their February meeting.

- Integrate the new giving levels in our solicitation kit

See Marketing Committee report on giving levels project.

- Investigate deployment of a university mail call center to test applicability and return on investment of an IIMC Foundation mail call program; and subject to Board review in May, modify the 2020 budget to incorporate this investment

This project has been set aside due to the closure of universities and associated mail call centers.

- Pending the outcome of the mail call investigation, develop a Legacy Giving specific program

This project has been set aside due to the closure of universities and associated mail call centers.

- Create a task force for the Legacy Giving Program and present comprehensive plan at May meeting

Sharon is leading this effort to rebrand, determine the target audience, and market the Legacy Giving Program with Melissa assisting. Sharon is coordinating with Vinny to identify a few additional task force members from the Development Committee.

See attached report on this effort.

- Promote monthly giving as part of society level programs

Colleen will promote monthly giving in the Foundation eBlasts working together with the Marketing Committee rebranding effort. IIMC publishes all materials forwarded to them. One full Foundation only dedicated eBlast published in February. Information on the Municode and American Legal Publishing giving match promotions published in May.

- In coordination with Special Events Committee, investigate use of the IIMC conference app for text giving and create an event to motivate donors targeting Opening Ceremonies at conference and include those not in attendance

Colleen will lead exploration of onecause.com. Donors text a keyword and a link is sent to their phone for giving. Annual or temporary goals can be set with buttons for suggested giving amounts, beginning and \$5 and up. The committee supported seeking a sponsorship for the \$500 annual fee and agreed to approach General Code for this first year rather than use Foundation funds.

IIMC and IIMC Foundation Presidents will be requested to promote onecause.com at the opening ceremony and annual business meeting at the 2020 conference.

Once available, Colleen will add to the website. Prior to the conference, Region Directors and State/Provincial/National Presidents will be contacted for a soft launch prior to the conference.

On Monday, February 10, 2020, Cristina confirmed that General Code will sponsor.

Due to municipal response to the COVID-19 pandemic and cancelation of the conference, forward progress on this project did not occur. A renewed effort in the coming months in planning for the 2021 conference.

- Coordinate monthly eBlast publication and develop schedule

Colleen authored and IIMC published the first Foundation eBlast on February 4, 2020. Committee members were requested to forward topic ideas to Colleen. Monthly giving and small/large city givers will be featured in the future.

This project also stalled due to COVID-19 response and efforts will be renewed in the coming months.



To: Mary Lynne Stratta, MMC
IIMC Foundation President

Fr: Sharon K. Cassler, MMC
Legacy Giving Program Subcommittee Chair

The Revenue Growth Committee met via telecon on Monday, February 3rd. Part of the agenda and conversation included the Legacy Giving Program. We were asked to create a task force and present a comprehensive plan at the May meeting.

I was asked to lead this effort to rebrand, determine the target audience and market the Legacy Giving Program with Melissa assisting.

I reached out to Vinny to identify a few additional task force members from the Development Committee to participate in the conversation and the development of the plan. Helen Dunlap and Cherry Lawson volunteered to work with our task force.

The task force met on February 28th to discuss the program and look at ways to be sure the Legacy Program is one that our members know about and to make it as easy as possible to plan the giving. After making contact with Executive Director, Chris Shalby, we learned that there is a one page ad in the conference program that talks about the Planned Giving Legacy Program (attached). It was the feeling of the Committee that we like this ad and we would like to continue this in future conference programs. Also attached to this report is the Legacy Program Application. This is found on the Foundation website.

In reviewing the current policy (attached) we found several things that are not current practice or forms that do not exist. The policy addresses a "Legacy Fund Expectancy Form" but no one has seen that form, nor could we find it. It was not known if that is the same form that is on the website that is tied to the application or if there is another form. The policy also makes reference to the Foundation Treasurer sending a letter of acknowledgement to the donor and a copy of the Legacy Fund Expectancy Form will be sent to the Executive Director of IIMC. In reaching out to the Treasurer as well as Chris Shalby, no one could find a list of those people who had already signed up for the program. (That list has since been found by Kelly, our Foundation bookkeeper and is attached to this report.) Melissa also found 2 documents by individuals who wrote testimonials for the program but we are not sure where those

were used (they too are attached to the report.) We feel there is a lot of work to be done with the policy so that we have all the tools in place to grow the program.

In terms of marketing the program, the 3 things that should remain at this time is the one-page ad in the conference program, the tab on the website and the testimonials. We would like to have those updated and possibly use some folks who have more recent connections with our members. We also want to see a deliberate approach of one on one conversations with former recipients of the Foundation scholarships. One of the members on the task force had no idea that this program even existed. We would like to see the Foundation President talk about the Legacy Program when they gather with the State Presidents to talk about the Foundation. We'd also like to see the Legacy Program as one of our "Foundation exclusive" eblasts. Perhaps that is where we could use some of the updated testimonials. We discussed our target audience and that would be, simply, our members. First, those who have been recipients of our scholarships. Next, IIMC Board members, especially past IIMC Presidents.

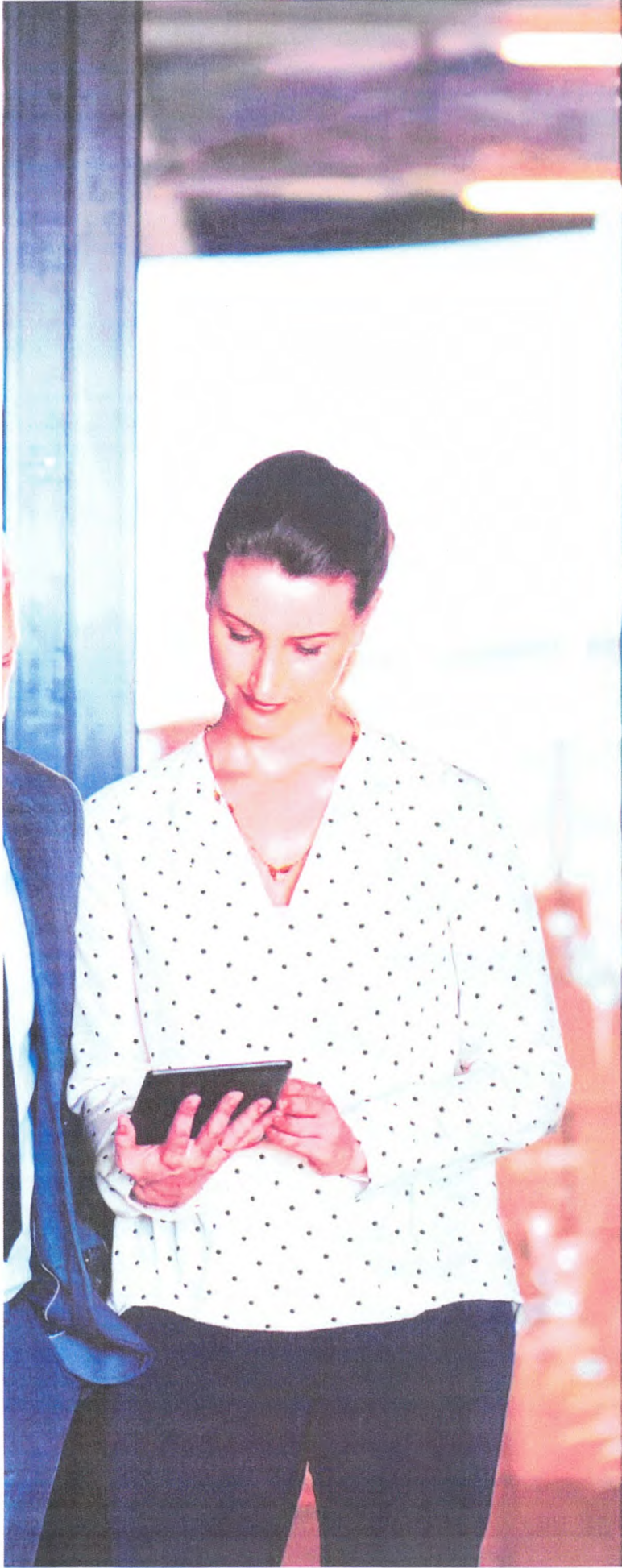
As far as rebranding, we need consistency. One the website we call it "Legacy Program," in the One Page ad in our conference program, we call it "IIMC Planned Giving Legacy Program," and the Policy says "Legacy Donations." Any are fine, all material just needs to be consistent and say the same thing.

We will continue to work on having an updated policy for the board to review if you feel we need to do so.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon K. Cassler". The signature is fluid and extends across the width of the text area.

Sharon K. Cassler, MMC
Revenue Growth Subcommittee/Legacy Program



Leave your legacy

If there was ever a time to invest in clerks' education, it's now. You can do it by investing in the **IIMC Planned Giving Legacy Program.**

The Legacy Program provides IIMC retirees and members an opportunity to be remembered and to continue supporting education programs.

Learn more here in Norfolk—ask any IIMC Foundation board member, or visit us at the Silent Auction or Hawaii Raffle tables.

"Helping deliver quality educational programs to future generations through a personal legacy gift is a unique way to make a difference in years to come."

Monica Martinez Simmons, MMC



Leave your legacy

If there was ever a time to invest in clerks' education, it's now. You can do it by investing in the **IIMC Planned Giving Legacy Program**.

The Legacy Program provides IIMC retirees and members an opportunity to be remembered and to continue supporting education programs. The process is simple—just place the IIMC Foundation in your will.

Please join us in leaving a legacy to the keepers of democracy in local government—our clerks.



IIMC Foundation Unrestricted Endowment Fund Gift Notification

I _____ am pleased to make a provision in my will (or through some other planned gift) to support the IIMC Foundation Unrestricted Endowment Fund whose net annual earnings are in support of the educational priorities of IIMC..

Check all appropriate boxes:

- I have confirmed this gift with my professional advisors and my family, and while this commitment is revocable at any time, my current intent is to contribute to this endowment fund.
- I have also instructed my family to assign memorial donations in my memory to the IIMC Foundation.

The amount of the gift in my will (or other instrument) is \$ _____ or will be revealed at a later date.

Dated: _____ Donor Signature: _____



IIMC Foundation
2331 Utica Ave, Ste. 200
Rancho Cucamonga, CA 91730
Phone 909/944-4162 • FAX 909/944-8545 • Tax ID # 95-3926604
iimcfoundation.com

POLICY

IIMC FOUNDATION

NUMBER: 29

DATE: May 16, 2015

TYPE: Legacy Donations

SUBJECT: IIMC Foundation/IIMC Legacy Donor Recording Protocol

POLICY CONTENT:

The following protocol has been developed to ensure that IIMC and IIMC Foundation are properly recording all Legacy Fund Donors in their respective donor tracking systems and that these two data sources are accurate at all times regarding these critical gifts to the IIMC Foundation in support of IIMC education initiatives:

- 1) Through volunteer solicitation and the instructions on the Legacy Fund Expectancy Form, the IIMC Foundation will receive The Legacy Fund Expectancy Form from the Donor confirming that they are directing a Planned Gift to the IIMC Foundation through their will or some other acceptable financial vehicle. In those instances where the nature of the gift appears complicated in any way, the IIMC Foundation will have the gift evaluated by the Chair of the Development Committee, the Board Chair and the Treasurer using any outside professional counsel required. This group of IIMC Foundation representatives may decline the gift or work with the donor to ensure it is revised into an acceptable format. When this has been achieved the balance of the protocol will be undertaken as stated below.
- 2) Through the IIMC Foundation Treasurer an IIMC Foundation letter of acknowledgment will be sent to the Donor and a copy of The Legacy Fund Expectancy Form will be sent to the Executive Director of IIMC.
- 3) The Executive Director of IIMC will inform the IIMC Accounting Department who will note the Donor's status as a Legacy Fund Donor on their IIMC Foundation profile.
- 4) The IIMC Accounting Department will send a special Legacy Donor Report to the IIMC Foundation Treasurer twice a year (one month before each of the bi-annual IIMC Foundation Board meetings) stating the name of all individuals whose IIMC Foundation profile has been marked as a Legacy Donor.

- 5) The IIMC Foundation Treasurer will reconcile the IIMC Report with the IIMC Foundation files. Any anomalies will be reported to IIMC Accounting Department who will investigate any discrepancies until they achieve a full reconciliation of these two data files- the IIMC IIMC Foundation system and the manual record of the IIMC Foundation Treasurer.
- 6) The IIMC Foundation Annual Report will include a new section featuring all Legacy Fund Donors acknowledging their donation by presenting their name and the date they confirmed through the Expectancy Form and their future contribution.
- 7) A copy of the IIMC Foundation Annual Report will be sent to each Legacy Fund Donor with an annual letter of appreciation for their support of the IIMC Foundation in this manner

Approved by IIMC Executive Director (signature and date)

Signature	Name	Date
-----------	------	------

Approved by IIMC Foundation President (signature and date)

Signature	Name	Date
-----------	------	------

This IIMC Foundation/IIMC Legacy Donor Recording Protocol will come into effect on _____ and the first half year report is due in October.

LEGACY PLAN DONORS

Name	Date of Letter	Amount Specified (Yes)	Amount Specified (No)	Name in Legacy Program (Yes)	Name in Legacy Program (No)
James Tinnin	5/26/2007		X	X	
Helen Kawagoe	2/11/2009	X		X	
Kathy Thorpe-Holder	9/1/2009		X		
Marilyn Swing	7/9/2009		X	X	
Dyanne Reese	5/18/2013	X		X	
Brenda Young	5/18/2013	X		X	
Wayne Hussey	5/30/2014		X	X	
Marian Karr	6/4/2014		X	X	
Colleen Nicol	8/14/2014		X	X	
Monica Martinez Simmons	4/6/2015		X	X	
Vincent Buttiglieri	11/9/2015	X		X	
Faith Elford	11/9/2015		X		
Dale Barstow	11/9/2015		X	X	
Buster Brown	11/9/2015		X	X	
Stephen Wolf	11/9/2015		X	X	



An Invitation to Leave a Legacy from MCEF



“It isn’t a secret that I will not have a huge estate left when I am gone but I feel it is important to set aside something to do my part. I feel so good about making the decision to set aside what I can to the MCEF Legacy Program to assure that our esteemed profession continues with the educational opportunities provided by MCEF/IIMC. I have been a Clerk for more than half of my life and I can’t think of a better place to give back.” Brenda K. Young, MMC



“As a profession, what is it we can do to leave our world a better place? If we really think about it, we are creating a legacy in many ways each and every day. As Municipal Clerks, our allegiance and public service will leave an indelible mark on our communities. Serving in our profession is a privilege, and to be successful, we must consider the needs of others. The MCEF Legacy Program provides us a special opportunity to consider future generations by designating a legacy gift which benefits our revered profession. My family will be pleased I have chosen to give back through a specified legacy gift, and of even greater importance is what it does in helping MCEF and IIMC carry the gift of education forward.” -Monica

If Ever There Was A Time To Invest In The Education Of Clerks, It’s Now And You Can Do It By Investing In MCEF PLAN GIVING - Legacy Program

WHILE ATTENDING THIS CONFERENCE ASK MCEF BOARD MEMBERS ABOUT THE LEGACY PROGRAM

Visit us at the Silent Auction and the Hawaiian Raffle

Mission Statement

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



An Invitation to Leave a Legacy from MCEF



“IIMC was instrumental in my professional growth as a City Clerk and I am happy to have made a provision in my will to donate important resources to the MCEF Endowment Fund. I want to give back long after I am gone and help my fellow clerks for years and years to come. Having served as President of IIMC, many doors were opened for me professionally and I enjoyed many benefits during my term as President. I find it is time to give back to the organization. The idea that my gift will work in perpetuity is very exciting and gratifying. I hope that each of you will join me and do the same.”

Helen Kawagoe, Retired City Clerk, Carson, California, Past President, IIMC



“IIMC has been a part of my life for thirty years. My career started as a staff member at the Michigan Municipal League where I was assigned to the Michigan Municipal Clerk's Association. When I moved to Ohio in 1978 to Kent State University, my first training program was for Ohio Clerks. Our institute began in 1983, where it has been going ever since. I am currently a board member of MCEF and believe strongly in giving back to Clerks through their professional education. IIMC is a professional association that has been wonderful to me for so many years. I hope you also make a planned gift and join me in The Legacy Society.”

Dr. James B. Tinnin, Institute Director Emeritus

If Ever There Was A Time To Invest In The Education Of Clerks, It's Now And You Can Do It By Investing In MCEF PLAN GIVING - Legacy Program

WHILE ATTENDING THIS CONFERENCE ASK MCEF BOARD MEMBERS ABOUT THE LEGACY PROGRAM

Visit us at the Silent Auction and the Hawaiian Raffle

Mission Statement

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



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

DATE: May 8, 2020

The IIMC Foundation Specials Events Committee conducted business through emails throughout 2019 and 2020 as needed. The following work was completed:

- The 2019 Silent Auction was a success with \$10,278 being raised which was a significant increase over 2018's \$7921. The Committee worked on some changes to how the auction used volunteers and modified the check out process which successfully helped auction winners get their items faster and smoother. We were looking forward to implementing these changes in 2020 but will continue them in 2021.
- The Santa Claws Raffle brought in \$815.
- The St. Louis conference registration and hotel stay raffle brought in \$980. This was unfortunately about half of what was sold last year.
- The St. Louis Cardinals Baseball raffle brought in \$1100. We sold twelve raffle tickets, with one person asking to have their money returned.

The Committee will continue to look into other fundraising events that will reach our regular donors and especially others who don't normally donate.



Santa Claws Raffle Entry Form

All proceeds support the IIMC Foundation
and IIMC educational programs

Name _____

Phone _____

City _____

Tickets are \$10 each or \$1 for \$10

I will pay by check - Please note that checks are NOT accepted

I will pay by credit card - Please indicate below

Cardholder's Name _____

Expire _____


Address _____

State _____

Please call or email us at 800-333-3333 or the IIMC website
http://www.iimc.org for more information. Thank you for your support!

Call this office with your payment
number that begins with 1-800-333

IIMC Foundation Treasurer
Deanna Schneider
PO Box 588
Casper, WY 82401



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: President Mary Lynne Stratta and IIMC Foundation Board of Directors
FROM: Melissa Henley, Chair, Marketing Committee
DATE: May 6, 2020

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

Conference Bracelets/T-Shirts

While the conference was cancelled in enough time to avoid ordering t-shirts, 250 conference bracelets had already been ordered due to the shipping time 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 Hawaii raffle, 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.

Thank You for Your Gift

All donations of any amount to the IIMC Foundation are tax deductible as a charitable donation. All donors receive an acknowledgement letter from the IIMC Foundation President and recognition in the IIMC Foundation Annual Report.

	Annual Donation Level	Benefits
Friend	\$25-\$99	<ul style="list-style-type: none"> • A special badge ribbon at the Annual Conference
Change-Maker	\$100-\$499	All the benefits above, plus: <ul style="list-style-type: none"> • An invitation to a special reception during the IIMC Annual Conference
Leader	\$500-\$2,499	All the benefits above, plus: <ul style="list-style-type: none"> • IIMC Foundation lapel pin (10 corporate pins or 1 individual pin) • Recognition on the IIMC Foundation Online Donor Wall (corporate logo or individual name)
Visionary	\$2,500-\$4,999	All the benefits above, plus: <ul style="list-style-type: none"> • IIMC Foundation email updates • Recognition on the IIMC Foundation Website (corporate logo with link or individual name)
Trailblazer	\$5,000+ (full amount -\$650 tax deductible)	All the benefits above, plus: <ul style="list-style-type: none"> • 1 ticket to the IIMC Annual Conference • Recognition at the IIMC Annual Conference

IIMC Foundation Giving Societies

The power of education is only possible through your financial support, which is essential for maintaining the professionalism of the clerk profession. We recognize our generous donors in the following gift societies.

Schwarzkopf Society

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. Membership in the Schwarzkopf Society honors donors who make gifts of any amount in three consecutive fiscal years. As a member, you will receive a special badge ribbon at the Annual Conference, as well as other exclusive acknowledgements.

Leadership Circle

Membership in the Leadership Circle is conferred to individuals whose lifetime giving totals \$25,000 or more, or who have confirmed a signed pledge for the qualifying amount payable over ten years.

The greatest benefit of membership in the Leadership Circle is knowing you are helping to improve the education and professionalism of clerks worldwide. As a member of the Leadership Circle, you will receive:

- An invitation to a special reception during the IIMC Annual Conference
- A special badge ribbon at the Annual Conference denoting your membership in the Leadership Circle
- Recognition as a Leadership Circle member on the IIMC Foundation Website and in the Annual Conference Program
- Special recognition in the IIMC Foundation annual report

To learn more, please contact us at EMAIL or at PHONE.

Honors Circle

Members of the Honors Circle have confirmed a written bequest of \$10,000 or more to the Legacy Program, making a provision in their wills (or through another planned gift) to support the IIMC Foundation.

The Legacy Program provides IIMC retirees and members an opportunity to be remembered and to continue supporting education programs for the keepers of democracy in local government—our clerks. As a member of the Honors Circle, you will receive:

- An invitation to a special reception during the IIMC Annual Conference
- A special badge ribbon at the Annual Conference denoting your membership in the Honors Circle
- Recognition as an Honors Circle member on the IIMC Foundation Website and in the Annual Conference Program
- Recognition at the IIMC Annual Conference
- Recognition in the IIMC e-briefing

To learn more, please contact us at EMAIL or at PHONE.



TO: IIMC Foundation Board of Directors

FROM: Vincent Buttiglieri, Chair - IIMC Foundation Development Committee

SUBJECT: Year-End Report

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

As of this writing, the Development Committee consists of the following members:

Region 2 – Douglass Barber and Elizabeth “Libby” Hume

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

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

Region 5 – Helen Dunlap and Kathy Walker

Region 6 – Marie Moe and Linda Rappe

Region 7 - Julie Kamka

Region 8 – Cherry Lawson

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

Region 11 – Hans Rijs and Jaap Paans

We continue to welcome new members as they come forward to assist us in our mission. Since the Mid-year meeting, this committee has welcomed six (6) new members:

Region 4 – Frances Aguilar and Mayra Ortiz

Region 5 – Helen Dunlap and Kathy Walker

Region 7 - Julie Kamka

Region 8 – Cherry Lawson

Representation is still needed from Regions 1 and 10.

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*

During our initial year in existence, the Development Committee held three (3) teleconference calls: August 27, 2019, October 8, 2019 and February 13, 2020. All 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.

Throughout the past year, the Committee has assisted in the following fundraising efforts:

1. *"Santa Claws" Raffle*
2. *Hawaii Raffle (Ongoing)*
3. *Promoting Membership Donations*

The Committee continues to work on the following ACTION ITEMS:

- ***Creation of an IIMC Foundation "Fact Sheet"*** which will concisely explain the mission of the Foundation and the various activities undertaken.

The Committee continues to streamline the information that is to be included. To date, we have agreed to include the following:

- *Various fundraising activities*
- *Available scholarships and amount of each. We will include the purpose and the requirements for receipt of each as well as the 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 in order to have the biggest impact on the membership, this information should be sent out over a period of time.

Anticipated Completion: Summer 2020

- **Creation of a Video of Past Scholarship/Raffle Recipients** to be placed on both the IIMC and the Foundation's website. This will allow the Board and Committee members to access it when traveling within their States and Regions promoting the Foundation.

Prior to the cancellation of the 2020 IIMC Annual Conference in St. Louis, the Committee was planning to create the video during the conference. We were working with Executive Director Shalby to secure a videographer and the committee was finalizing a short list of questions that each recipient would answer.

We anticipate that we will transfer this item to the 2021 Annual Conference which will be held in Grand Rapids.

BUDGET REQUEST: *Since the Foundation was kind enough to budget the funds to pay for the videographer in 2020, we are respectfully requesting the funds to be used in 2021.*

Anticipated Completion: Spring 2021

- **Assisting the Foundation with all fundraising activities at the Annual Conference.**

Prior to its cancellation, the Committee members who were planning on being present at the Annual Conference in St. Louis had committed to assisting the Foundation Board in all their fundraising efforts or any other tasks needed. We will continue to do so.

As Chair, I'm extremely proud of the enthusiasm and dedicated work of the committee. They continue to come up with innovative ideas in which to get the message of the Foundation out to the membership. We anxiously await additional tasks and look forward to helping the IIMC Foundation reach extraordinary heights as we come out of this trying time.

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

Wayne Hussey Consulting Inc

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The IIMC Foundation Strategic Plan 2021

*Wayne Hussey Consulting, Inc.
November 2019*

BACKGROUND

On November 17, 2019, 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, updated the 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 \$2.8 million by the end of 2020 by adding new fundraising programs and expanding current programs

KEY STRATEGIC PRIORITIES

- **MARKETING**
 - Rebrand and market society levels
 - Support special events committee with retail program
 - Work with Finance Committee to investigate ways to support giving, e.g., text, Venom, and Zelle
 - Launch campaign “20 for 2020” with Regional contest targeting first time givers
 - Jim Tinnin scholarship promotion - List winners in programs and e-briefings; work with Development Committee to obtain photos and releases to run before keynote at conference and scroll on website; and add to Region newsletters

- **REVENUE GROWTH**

- At preconference meeting have all willing Board Members identify twelve donor prospects they will approach prior to December 2020 - these need not be conference-based contacts
- Integrate the new giving levels in our solicitation kit
- Investigate deployment of a university mail call center to test applicability and return on investment of an IIMC Foundation mail call program; and subject to Board review in May, modify the 2020 budget to incorporate this investment
- Pending the outcome of the mail call investigation, develop a Legacy Giving specific program
- Create a task force for the Legacy Giving Program and present comprehensive plan at May meeting
- Promote monthly giving as part of society level programs
- In coordination with Special Events Committee, investigate use of the IIMC conference app for text giving and create an event to motivate donors targeting Opening Ceremonies at conference and include those not in attendance
- Coordinate monthly eBlast publication and develop schedule

- **SPECIAL EVENTS**

- Use leis to market Hawaii raffle at the conference; use volunteers from Development Committee to assist with sales table; and investigate purchasing tickets through app or phones
- Sell Mardi Gras beads for \$1 each for heads/tails coin flip at conference event
- Approach another vendor for a second trip or large ticket item for a drawing
- Raffle four St. Louis baseball tickets at conference, \$100 per chance, selling only 100 chances for event on same evening as Region dinners

- **DEVELOPMENT/EVOLVING INTO THE FUTURE**

- To more effectively market IIMC Foundation to a more diverse and inclusive cohort
- Recruit diverse Committee members and IIMC Foundation Board Members

- Begin work at the local and state levels
- Development communication methodology
- Better promote the online auction and recruit volunteers
- Create an awareness and understanding of the mission of the IIMC Foundation
- Assist the IIMC Foundation in their many fundraising activities both at the annual conference and throughout the year
- Serve as a conduit between the Foundation and the membership in the Regions
- Assist in disseminating information from the Foundation to the membership in Regions so that all are aware of the many activities and benefits of the Foundation
- Build a strong support system for all Foundation activities
- Develop future Foundation Board Members
- Investigate having panel or discussion with younger clerks regarding their concerns, view of the profession, what is driving them to give or not to give so we can better target that group
- Develop succession plan for Board of Directors including diversity

IIMC FOUNDATION COMMITTEES 2020 - 2021 - As of May 16, 2020		
COMMITTEE	CHAIR	MEMBERS
Nominating	Beverly Hammerstrom	Buster Brown
		Steve Wolf
Executive Committee	Mary Lynne Stratta	Buster Brown
		Roxanne Schneider
		Colleen Nicol
Finance Committee	Roxanne Schneider	Buster Brown
		Wayne Hussey
		James Bonneville
		Mary Lynne Stratta
By-Laws/Policy	Steve Wolf	Sharon Cassler
		Beverly Hammerstrom
		Shari Moore
		Pamela Smith
Special Events	Shari Moore	Tracy Davis
		Roxanne Schneider
		Mary Johnston
		Kathy Dornan
		Vinnie Buttiglieri
Donor Recognition	Sharon Cassler	Kathy Dornan
		Sheri Pierce
		Tracy Davis
Marketing	Melissa Henley	Cristina LoVerde
		Shari Moore
		Steve Wolf
		Vinnie Buttiglieri
		Chris Shalby
Revenue Growth	Colleen Nicol	Wayne Hussey
		Melissa Henley
		Sharon Cassler
		James Bonneville
		Buster Brown
		Cristina LoVerde
Development	Vinny Buttiglieri	Open to all

Representative to IIMC 75 Year Anniversary - Shari Moore
 Business Partners Council - Dale Barstow and Donny Barstow



2019-2020 IIMC FOUNDATION BOARD OF DIRECTORS AND ASSOCIATES

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2019-2020 IIMC FOUNDATION
BOARD OF DIRECTORS AND ASSOCIATES

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2019-2020 IIMC FOUNDATION
BOARD OF DIRECTORS AND ASSOCIATES

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