



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

ANNUAL BOARD OF DIRECTORS MEETING  
OF THE IIMC FOUNDATION  
SATURDAY, MAY 13, 2023, 9 A.M. CENTRAL  
HYATT REGENCY MINNEAPOLIS  
1300 NICOLLET MALL  
LAKESHORE C, FIRST FLOOR  
MINNEAPOLIS, MINNESOTA 55403

**AGENDA**

1. Call to order
2. Roll call

Administration

3. Excusal of absences
4. Approval of minutes
  - a. May 21, 2022 (pg. 3)
  - b. July 21, 2022, E-Vote (pg. 10)
  - c. October 18, 2022, E-Vote (pg. 11)
  - d. November 12, 2022 (pg. 12)
  - e. February 13, 2023 (pg. 16)
  - f. February 28, 2023, E-Vote (pg. 21)
5. Executive Committee Report (Stratta)
  - a. Annual Report
  - b. Report to IIMC Board of Directors
  - c. IIMC President Report
6. Finance Committee Report (Buttiglieri)
  - a. Quarterly Dues Comparison Report (pg. 22)
  - b. Summary of Restricted Funds (pg. 24)
  - c. YTD Investments (pg. 25)
  - d. 2022 Year-End Budget - 2023 Budget Update (see attachment)
  - e. Financial Advisor Marketing Report
    - Unrestricted Investment Report (see attachment)



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- Restricted Investment Report (see attachment)

7. Bylaws Committee Report (Dornan) (pg. 27)
8. Nominating Committee Report (Brown) (pg. 29)
  - a. 2023/2024 Officers, effective following meeting

#### Fundraising

9. Donor Recognition Committee Report (Cassler) (pg. 31)
10. Special Events Committee Report (Moore) (pg. 33)
11. Revenue Growth Committee Report (Nicol) (pg. 38)
12. Marketing Committee Report (LoVerde) (pg. 41)
13. Development Committee Report (Davis) (pg. 48)
14. Business Partners Council Report
15. 2022/2023 Strategic Plan Review (pg. 50)
16. 2023/2024 Committee Assignments (Stratta) (pg. 53)
17. Adjourn

Attachments: Roster (pg. 54)  
Travel Expense Form (pg. 57)



IIMC FOUNDATION  
BOARD OF DIRECTORS MEETING  
SATURDAY, MAY 21, 2022, 9 A.M. CENTRAL  
MARRIOTT, LITTLE ROCK, AK

MINUTES

PRESENT: President Mary Lynne Stratta, Vice President Buster Brown, Treasurer Roxanne Schneider, Secretary Colleen Nicol, and Members James Bonneville, Sharon Cassler (via Zoom), Kathryn Dornan (via Zoom), Beverly Hammerstrom (via Zoom), Cristina LoVerde, Shari Moore, Tracy Davis, Vincent Buttiglieri, and Stephen Wolf

ABSENT: IIMC President Sheri Pierce, President Elect Pamela Smith, and Vice President Mary Ann Hess; and Members Melissa Henley, IIMC Executive Director Chris Shalby, and IIMC Education Direction Beatrice Rodriguez

ALSO PRESENT: Business Council Chair Dale Barstow, Tala Baltazar, Ray Bollhauer (via Zoom), Donny Barstow, and Kirk Franklin

President Mary Lynne Stratta called the meeting to order at 9:11 a.m.

EXCUSAL OF ABSENCES

Following discussion, it was moved by Treasurer Schneider and seconded by Member Bonneville to excuse the absences of Melissa Henley, Sheri Pierce, Pamela Smith, and Mary Ann Hess. The motion carried unanimously.

MINUTES

Following discussion, it was moved by Member Wolf and seconded by Member Dornan to approve the minutes of March 31, 2022, and e-vote of April 4, 2022. The motion carried unanimously.

EXECUTIVE COMMITTEE REPORT

President Stratta reported that the information for the annual report is at IIMC Headquarters, will be published after the conference, and a copy will be forwarded to all Board and Business Partner members.

The IIMC Foundation President Report to the IIMC Board earlier in the day was well received. President Stratta genuinely hopes that Regional Directors will get engaged and promote the Foundation. Incoming IIMC President Pamela Smith

wrote an article on the Foundation for the upcoming News Digest and will distribute contribution envelopes to members as she travels throughout the year challenging all to make a \$10 donation. Member Moore will supply President Smith with the donation envelopes.

President Stratta suggested challenging donors to bring in new donors for a prize. Member Bollhauer suggested five Hawaii raffle tickets as the prize.

Business Council Chair Dale Barstow noted that Business Council members are eligible to win Foundation games of chance. Following further discussion it was determined by consensus that IIMC Board members would be best to not participate in any games of chance, even in the name of the "Foundation".

#### IIMC PRESIDENT REPORT

IIMC President Sheri Pierce was not present.

#### FINANCE COMMITTEE REPORT

Treasurer Schneider reviewed the Quarterly Dues Comparison Report showing that first quarter donations are down significantly from 2021, however, overall contributions are historically trending upwards. President Stratta is asking IIMC Region Directors to promote the dues giving and she will promote it at the annual business meeting. Incoming Treasurer Buttiglieri will author an article for the News Digest explaining the giving program.

In response to Donny Barstow's suggested creation of a bundled membership level to include a donation with dues, President Stratta noted the difficulties of the proposal as IIMC is a 501(c)6 and the donation cannot be tied to the dues. Member Moore recommended the ability to pay dues with an agency credit card and the donation with a personal credit card.

Treasurer Schneider presented the summary of restricted accounts as of December 31, 2021, totaling \$961,824.29. Vice-President Brown will share awareness of the ability for State/Provincial/National Associations and Regions to create restricted endowments during his remarks at the S/P/N Presidents' meeting.

President Stratta reported on the mailing of CMC/MMC notification letters and for the incoming IIMC Foundation Board members explained the two levels of certification and the use of restricted funds for scholarships.

Use of testimonials in Marketing, on the website, and to display at conferences was suggested, perhaps including scholarship recipients. Member LoVerde recommended listing of those donating on the website to encourage other

associations to open endowments. Secretary Nicol will explore adding a page to the website for this purpose.

Treasurer Schneider reported that Year-To-Date investments are down but she is focusing on the long term rather than month-to-month. Treasurer Schneider presented the 2021 year-end budget and a 2022 budget update. Expenses and revenues are on target. She will work with incoming Treasurer Buttiglieri to see if adjustments are needed before year-end. Last year's fundraising went well even with lower conference attendance. Incoming Treasurer Buttiglieri is learning the flow of business and working on opening a new bank account. Secretary Nicol will assist with documents on file. Kittie Kopitke is the Foundation's Agent of Record in Illinois.

President Stratta presented a Certificate of Appreciation to Treasurer Schneider for her service as Treasurer. She will remain on the Board as Member Buttiglieri assumes the Treasurer duties.

#### BYLAWS COMMITTEE REPORT

Chair Wolf reported work on five matters this year. Two were discussed at a prior telecon and three recommendations are presented now for Board consideration. Following discussion, it was moved by Vice-President Brown and seconded by Member Bonneville to adopt the revisions to Policy 14 as recommended by the Bylaws and Policy Committee to remove the requirement for Board applicants to submit a photo. The motion carried unanimously.

Following further discussion, it was moved by Secretary Nicol and seconded by Vice-President Brown to adopt the revisions to Policy 15 to reflect the new donation giving levels and names. The motion carried unanimously. IIMC will be requested to order new ribbons for the 2023 conference badges.

Chair Wolf presented draft bylaw provisions that would add the IIMC Immediate Past President of IIMC to the Foundation Board. Member Hammerstrom reported that historically there was a misunderstanding about the two Boards. At the time the positions of IIMC President, President-Elect, and Vice President were added, it was noted that after serving three years, the outgoing IIMC President could always apply to serve on the Foundation. Others shared there was concern at the time that the IIMC Board had too much influence on the Foundation. That concern has subsided, but the potential in the future remains. Treasurer Schneider noted that a three-year term for IIMC officers is consistent with other Foundation Board Member positions as set forth in the bylaws.

Following discussion, it was moved by Secretary Nicol and seconded by Vice-President Brown to take no action on the draft bylaw amendment as presented. The motion carried unanimously.

President Stratta noted the change in timing of scholarship applications, rather than waiting for the December 31<sup>st</sup> financial report. She reviewed Policy 10 (scholarships) and Policy 8 (annual contribution to IIMC for education programs) provisions.

Upon policy revisions being codified, Secretary Nicol will forward the Policy Manual and Bylaws to all seated and incoming Foundation Board members and Business Council members.

Ray Bollhauer left the meeting at this time.

#### NOMINATING COMMITTEE REPORT

Chair Hammerstrom presented the Nominating Committee's recommendation to reappoint three currently seated officers as all wish to continue in their respective roles and appoint Vincent Buttiglieri as Treasurer. Following discussion, it was moved by Member Hammerstrom and seconded by Treasurer Schneider to reappoint Mary Lynne Stratta as President, Buster Brown as Vice-President, Vincent Buttiglieri as Treasurer, and Colleen Nicol as Secretary. Motion carried unanimously.

Chair Hammerstrom stressed the need for succession planning for officers, including term limits. The Committee requests a full discussion of this topic at the mid-year meeting. President Stratta wishes to identify upcoming officers that can have a training period. Members are encouraged to express interest in officer positions and receive mentoring. A formal policy is not needed.

#### REVENUE GROWTH COMMITTEE REPORT

Chair Nicol reported on calls to prospective donors, promotion of the Hawaii raffle, conducting of the Circle of Excellence during the month of May including a display at the conference, support of the Special Events Committee, and promotion of the New Society levels. Attempts to connect with Text To Give representatives were not successful. An alternate vendor will be explored. Member Cassler reported that the Helen Kawagoe Legacy Program is slow growing. She is using News Digest articles and a one-on-one approach to promote the program. This year the Foundation received legacy donations from Helen Kawagoe in the amount of \$100,000 and Muriel Rickard in the amount of \$10,000.

Following discussion, it was moved by Member Cassler and seconded by Vice-President Brown to authorize the Secretary to prepare and the President to sign a Resolution of Appreciation for Muriel Rickard. The motion carried unanimously.

Member Cassler left the meeting at this time.

## MARKETING COMMITTEE

Incoming Marketing Committee Chair Cristina LoVerde thanked Chair Henley for all her hard work and contributions to the Foundation's marketing efforts. This year's work included rebranding and marketing of the new society levels; implementation of an IIMC education session; promotion of scholarship opportunities; launch of the Giving Tuesday program; promotion of Amazon Smile; listing of scholarship winners in programs and e-briefings; organization of the conference t-shirt sales; and coordination with the Development Committee to obtain photos and releases to run before conference keynote speakers, to scroll on the website, and to add to Region newsletters.

## DEVELOPMENT COMMITTEE REPORT

Chair Buttiglieri presented the roster of Development Committee Members. Activities this year included a slide show of scholarship winners to display at the conference and creation of the Foundation informational flyers which will be distributed at the IIMC Annual Business Meeting. President Stratta noted this Committee also serves as a training opportunity for future Foundation Board members and may assist with adding diversity on the Foundation Board.

## 2021/2022 STRATEGIC PLAN – COMMITTEE ASSIGNMENTS

President Stratta reviewed Committee assignments for 2022/2023.

## RECESS

President Stratta recessed the meeting at 11:21 a.m. Central for the purpose of Committee meetings.

Member Dornan left the meeting at this time. The meeting reconvened at 1:16 p.m. Central.

## STRATEGIC PLAN UPDATE

The Revenue Growth, Marketing, and Special Events Committees reported on their strategic goals for the upcoming year. Committee Chairs were requested to forward their goals in writing to Secretary Nicol to update and distribute the revised Strategic Plan as summarized below:

Revenue Growth: Circle of Excellence, prospective donor calls, association/vendor endowments, review of IIMC dues statement regarding voluntary contributions, Hawaii raffle promotion and presales boost, explore additional "staycation" fundraiser, explore Text To Give alternative; identification of a special project to encourage giving

Marketing: Amazon Smile promotion, assist with Revenue Growth Committee efforts, explore Text to Give alternative, continue Giving Tuesday promotion, and assist with President Stratta's article on Mentoring Month.

Special Events: Silent auction, Minneapolis area tour raffle, replace Santa Claws raffle with a raffle, e.g., jewelry, Apple watch, gas cards, etc., and continue gift card raffle.

Secretary Nicol requested the Development Committee to discuss removal of "Evolving Into the Future" from their Committee title. Member Buttiglieri suggested submittal of a tic toc video to be entered into a raffle.

#### GOOD OF THE ORDER

President Stratta presented Member Wolf with a Certificate of Appreciation for his 21 years of service on the IIMC Foundation Board. A Certificate of Appreciation will be mailed to Member Hammerstrom for almost 30 years of service. Incoming Member Donny Barstow suggested consideration of GoFundMe and other revenue generation ideas. Business Partner Council Member Dale Barstow is excited about the new Board Members and new ideas – the Board needs to identify that one cause that will make people want to give. Incoming Board Member Baltazar feels welcomed and sees potential in Foundation marketing with a regular cadence of meetings to accomplish our goals. Secretary Nicol thanked outgoing and incoming Board Members. Member Wolf expressed his pleasure in serving 21 years and offering the Hawaii trip raffle. During his tenure, he saw creation of the Business Council and Development Committee. Member Davis is excited to Chair the Development Committee. President Stratta announced that both Members Buttiglieri and Davis were IIMC Quill Award recipients this year. Treasurer Schneider welcomed the new Board members and thanked outgoing Board members. Member Bonneville noted his constant thinking about how the Foundation can raise funds for clerk education. Vice-President Brown noted the need to get all members to give. President Stratta looks forward to results from IIMC President Smith's giving competition among the States. Member Moore thanked the outgoing members and asked all to share their raffle ideas. Member Buttiglieri is excited with the incoming Board members, new Treasurer duties, and winning the Quill Award the same year as Tracy Davis. Business Council Member Franklin felt welcomed and hopes to surprise everyone with new ideas. Member LoVerde sees a great balance of institutional knowledge and new energy. She looks forward to Marketing efforts and noted the codification leaders serving on the Board. Secretary Nicol noted and welcomed incoming Board members Ray Bollhouer and Eelco Groenenboom who were not participating in the meeting at this time.

President Stratta will notify the Board of the mid-year meeting location when announced.

The meeting adjourned at 2:30 p.m. Central.



Respectfully submitted,  
*/S/COLLEEN J. NICOL, MMC*  
Secretary



IIMC FOUNDATION  
STATEMENT OF ELECTRONIC VOTE BY  
BOARD OF DIRECTORS

Upon the request of President Stratta for an electronic vote on Thursday, July 21, 2022, the IIMC Foundation Board of Directors approved an amendment to Policy 8, paragraph 2, line 3 to read, "3. The amount of unrestricted investments that shall be subject to expenditure by multiplying the average unrestricted investments by up to 7%."

AYES: President Stratta, Vice President Brown, Treasurer Buttiglieri, Secretary Nicol, and Members Smith, Hess, Garcia, Bonneville, Cassler, Dornan, Baltazar, Bollhauer, Barstow, LoVerde, Moore, Davis, Schneider, and Groenenboom

NOES: None

NOT VOTING: None

DATED this 23rd day of July, 2022.

*/s/ Colleen J. Nicol*

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COLLEEN J. NICOL  
Secretary



IIMC FOUNDATION  
STATEMENT OF ELECTRONIC VOTE BY  
BOARD OF DIRECTORS

Upon the request of President Stratta for an electronic vote on Monday, October 18, 2022, the IIMC Foundation Board of Directors waived the provisions of Policy 22 which prohibits Foundation Board members from winning Foundation games of chance for fundraisers between the IIMC Board of Directors, the IIMC Foundation Board of Directors, and IIMC staff only and not open to the full IIMC membership.

AYES: President Stratta, Vice President Brown, Treasurer Buttiglieri, Secretary Nicol, and Members Smith, Hess, Garcia, Bonneville, Schneider, Cassler, Davis, Dornan, LoVerde, Moore, Baltazar, Bollhauer, Barstow, and Groenenboom

NOES: None

NOT VOTING: None

DATED this 19th day of October, 2022.

*/s/Colleen J. Nicol*

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COLLEEN J. NICOL  
Secretary



IIMC FOUNDATION  
BOARD OF DIRECTORS MEETING  
SATURDAY, NOVEMBER 12, 2022, 9 A.M. PACIFIC  
VIA ZOOM

MINUTES

PRESENT: President Mary Lynne Stratta, Treasurer Vincent Buttiglieri, Secretary Colleen Nicol, and Members Mary Ann Hess, Lisa Garcia, James Bonneville, Kathryn Dornan, Tala Baltazar, Ray Bollhauer, Donny Barstow, Cristina LoVerde, Shari Moore, and Roxanne Schneider

ABSENT: Vice-President Buster Brown; Members Pamela Smith, Sharon Cassler, Tracy Davis; and Eelco Groenenboom; IIMC Executive Director Chris Shalby, and IIMC Education Direction Beatrice Rodriguez

ALSO PRESENT: Business Council Chair Dale Barstow

President Mary Lynne Stratta called the meeting to order at 9:03 a.m.

EXCUSAL OF ABSENCES

Following discussion, it was moved by Member Schneider and seconded by Member Dornan to excuse the absences of Members Brown, Smith, Cassler, Davis, and Groenenboom. The motion carried unanimously.

FINANCE COMMITTEE REPORT

Treasurer Buttiglieri announced three new restricted endowments: Washington Municipal Clerks Association in the amount of \$10,000, Tom Spengler in the amount of \$5,000; and Arizona Municipal Clerks Association in the amount of \$5,000.

Last year, 110 Jim Tinnin scholarships were awarded with 21 reimbursed. Forty-six CMC/MMC scholarships were awarded with 22 reimbursed. The outside accountants are still working on completion of the audit. Treasurer Buttiglieri thanked former Treasurer Roxanne Schneider for help during the transition of duties. The investments experienced significant losses over the past year, but the market is slowing turning around.

### Quarterly Dues Comparison Report

The quarterly dues contribution report shows \$42,000 in donations to date this year. Member Donny Barstow is working with IIMC Executive Director Shalby to address the decrease in donations IIMC Members make when paying their IIMC dues. The paper dues renewal form does not have sufficient space to include an option to make a donation to the Foundation using a different credit card. Since 70% of IIMC Members renew online, the focus will be there. IIMC is deploying a new dues software so an effort will be made to accommodate the Foundation. Mr. Shalby requested consideration of changing the renewal notice wording of "continuing education" to a more direct statement. Member Barstow will meet with Chris within the next thirty days to explore this effort further.

Member Barstow noted that setting up a recurring donation with the Foundation is not easy. The Marketing Committee is exploring Give Butter which accommodates that option. Communication with retirees, new clerks, and Honorary Members was discussed. Secretary Nicol will join the conversation with Member Barstow and Executive Director Shalby.

### Policy 8 Distribution to IIMC

Treasurer Buttiglieri noted that the Policy 8 distribution formula for 3-5% levels of giving are either negative numbers or \$1. The Executive Director budgeted \$25,000 from the Foundation. Treasurer Buttiglieri shared distribution at 6.25% would result in a net contribution to IIMC of \$26,402.

The Foundation's financial advisors shared that 7% giving is high and generous. 3-4% is common for foundations. 7% is too heavy over time if routinely given annually. Business Council Chair Dale Barstow noted that the corpus is still secure. The total investments and current value were examined and discussed.

Following discussion, it was moved by Member Nicol and seconded by Member Bonneville to award Policy 8 funding to IIMC at 6.25% representing \$30,700, less 14% withheld for scholarships, and a total cash contribution to IIMC of \$26,402 for education programs. The motion carried unanimously.

### Policy 10 Distribution – Resolution Adoption

Treasurer Buttiglieri recommended adoption of a resolution confirming calculation of Policy 10 formulas for 2023 will be based on the average over the past 33 months, including only 9 months of 2022, due to a change in the scholarship application window and use periods.

Following discussion, it was moved by Member Schneider and seconded by Member Bollhauer to adopt Resolution No. 2022-1 entitled, A Resolution Authorizing the Amendment of the Formula Utilized for Calculating the Available

Funds Under Policy 10 for CMC/MMC Scholarships for 2023. The motion carried unanimously.

Treasurer Buttiglier will remind contacts for restricted endowments annually of the opportunity to continue contributions to their endowment. Member Schneider noted approximately 50% of scholarships awarded request reimbursement.

Following discussion of the formula rates for all scholarship related restricted endowments and the number of scholarships that could be funded, it was moved by Member Nicol and seconded by Member Baltazar to fund Policy 10 scholarships at 7%. The motion carried unanimously.

Treasurer Buttiglieri will have a conversation with Executive Director Shalby regarding use of last year's 14% fund remaining to fund Tinnin scholarships this year.

2022 Year-End Budget – 2023 Budget Adoption

Treasurer Buttiglieri presented a 2022 year-end Budget update and the proposed 2023 Budget. Adjustments were offered to the proposed 2023 Budget including removal of the \$4,500 for a video if not needed by the Development Committee, adjustment of Conference miscellaneous raffles' revenue to \$3,000, lowering of conference T-shirt costs to \$2,200, and removal of bracelet sales as a revenue source.

Following discussion, it was moved by Member Bonneville and seconded by Member Dornan to approve the 2023 Budget as amended. The motion carried unanimously.

NOMINATING COMMITTEE

Members Mary Lynne Stratta, James Bonneville, Kathy Dornan, and Tracy Davis whose terms expire in May 2023 have confirmed interest in continued service on the Foundation Board of Directors.

President Mary Lynne Stratta, Treasurer Vincent Buttiglieri, and Secretary Colleen Nicol confirmed their willingness to continue service in their respective offices. President Stratta will contact Vice-President Brown to determine his interest in continued service as Vice-President. President Stratta will report these findings to the Nominating Committee.

GOOD OF THE ORDER

Treasurer Buttiglieri upon approval by President Stratta will transfer unneeded cash on hand into unrestricted funds.

Due to the recent mid-year meeting cancellation, a mid-year meeting in February is planned where Committees will meet and discuss their obligations under the Strategic Plan. President Stratta encouraged the Committees to continue their work.

At the suggestion of Member Barstow, more information will be added to the website on society giving and recognition of donors.

Member LoVerde forwarded an article on Amazon Smile to IIMC for the upcoming monthly Foundation publication. A schedule for upcoming articles is being developed.

The meeting adjourned at 10:45 a.m. Pacific.

Respectfully submitted,

*/s/Colleen J. Nicol*

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COLLEEN J. NICOL, MMC  
Secretary



**IIMC FOUNDATION BOARD OF DIRECTORS MEETING  
MONDAY, FEBRUARY 13, 2023 – 8:00 A.M. PACIFIC TIME  
VIA ZOOM**

**MINUTES**

**PRESENT:** President Mary Lynne Stratta, Vice-President Buster Brown, Treasurer Vincent Buttiglieri, IIMC President Pamela Smith, IIMC President Elect Mary Ann Hess, IIMC Vice President Lisa Garcia, Members James Bonneville, Sharon Cassler, Kathryn Dornan, Tala Baltazar, Ray Bollhauer, Donny Barstow, Shari Moore, Tracy Davis, Eelco Groenenboom, IIMC Executive Director Chris Shalby, and IIMC Education Director Beatrice Rodriguez

**ABSENT:** Secretary Colleen Nicol, Members Cristina LoVerde, and Roxanne Schneider

**ALSO**

**PRESENT:** IIMC Education and Conference Coordinator Jai Ulrich, Business Council Chair Dale Barstow, Business Council Member Stephen Wolf, and Business Council Member Kirk Franklin

President Mary Lynne Stratta called the meeting to order at 8:03 a.m. (Pacific Time)

**FUNDRAISING**

Donny Barstow, member of the Marketing Committee presented the report for Chair LoVerde. Mr. Barstow noted a 30-minute presentation on the Benefits of the Foundation with talking points and FAQ has been created for use by IIMC Board members, IIMC Foundation members, and Institute Directors. Copies of this video will be distributed soon. The Committee continues to research and test the Give Butter texting application for donations. Mr. Barstow explained a few of the security issues that will need to be resolved before implementation. Concluding his report, Mr. Barstow announced the Amazon Smile donation program will be ending on February 20, 2023.

**REVENUE GROWTH COMMITTEE**

Sharon Cassler, Member of the Revue Growth Committee expressed appreciation to the Washington Municipal Clerks Association and Tom Spengler for their newly established endowments. Donny Barstow reported on the recent meeting with IIMC staff to revise the wording on the donation portion of the IIMC dues statement. He noted 75% of IIMC



members use the online payment for dues rather than the paper form. Currently, two different phrases are being used; continuing professional development and continuing professional support. At the conclusion of the meeting, IIMC staff agreed to make the adjustments to the verbiage and allow for customized donation amounts. These adjustments will occur after the annual conference.

Following further discussion, the Board agreed by consensus to change the verbiage on the paper IIMC dues renewal form and the online renewal form to read “IIMC Foundation Education Contribution”.

Ray Bollhauer informed the Board the Hawaii Raffle sales are exceeding last year pre-sales by at least \$1,000. Board members are encouraged to continue promoting this fundraising effort. Committee member Cassler provided an update on her efforts to increase response to the Legacy program and also applauded the efforts of IIMC President Pamela Smith for her promotion of the Foundation during her travels.

#### **SPECIAL EVENTS COMMITTEE**

Shari Moore, Chair of the Special Events Committee reviewed the report for the Board. She noted the Conference Registration/Lodging Package fundraiser entry deadline is February 14<sup>th</sup>. Treasurer Buttiglieri reported the fundraiser has raised \$1,770 as of this date. The Committee will be coordinating the silent auction again at the annual conference and will continue to use the on-line auction program along with bidding minimums. President Stratta encouraged the continuation of the donation envelopes on the tables during the banquet. Chair Moore announced the Committee is planning to bring forward the gift card fundraiser to the full membership at the upcoming conference. Mary Johnston has donated a designer purse to include with the gift cards.

#### **DEVELOPMENT COMMITTEE**

Chair Tracy Davis reported the Development Committee reviewed their goals in the strategic plan at their last meeting. An updated list has been provided in the report. In addition, Chair Davis noted members of the Development Committee will be available to assist the Foundation Board in all fundraising efforts, including covering the Induction table at the annual conference. Treasurer Buttiglieri requested members of the Development Committee assist at the Hawaii Raffle table during the conference.

President Stratta asked Chair Davis to notify her of any members who are no longer interested in serving on the Committee or are absentee from Committee communications.

#### **STRATEGIC PLAN UPDATE**

President Stratta requested Board input on the desired amount specified in the Strategic Plan Vision which we hope to reach by the end of 2023. Due to the current economic conditions, it may be difficult to project much growth. Treasurer Buttiglieri reported the corpus is approximately \$3.5 million. President Stratta requested the Board make a

recommendation on the amount at the annual meeting in May. She noted Committees will also have an opportunity for breakout sessions at the annual meeting to discuss changes to their priorities listed in the plan.

### **EXCUSAL OF ABSENCES**

President Stratta reported she had received notification from those Board members absent at today's meeting. It was moved by member Cassler and seconded by Vice-President Brown to excuse the absences of Secretary Colleen Nicol and members Cristine LoVerde and Roxanne Schneider. The motion carried unanimously.

### **APPROVAL OF MINUTES**

It was moved by Treasurer Buttiglieri and seconded by member Baltazar to approve the minutes of November 13, 2022. The motion carried unanimously.

### **EXECUTIVE COMMITTEE REPORT**

President Stratta reviewed the report she presented to the IIMC President Pamela Smith and the IIMC Board of Directors at the January 28, 2023 Board meeting. Since the Foundation Board was not in attendance, the report was submitted via email. Comments from President Stratta's report were as follows: We are running behind on CMC/MMC scholarship applications being processed, and this needs to be revisited with IIMC staff. We continue to stay in frequent contact with our financial advisors about the Foundation's investments. As of 12-31-22, unrestricted funds were \$2,375,566 and restricted funds were \$940,034 for a total invested amount of \$3,315,600. Interest rates and inflation are terrible, and the Board voted to give the maximum amount we could for scholarships under Policies 8 and 10 this year, which as you know is 7 percent. She mentioned the new line on the electronic dues renewal notices to allow clerks to use a second (personal) credit card to pay the \$25 voluntary contribution. Deadline to apply for a conference grant is February 12.

### **IIMC PRESIDENT REPORT**

IIMC President Pamela Smith provided details of her continued campaign to bring awareness and promote donations to the IIMC Foundation. She will be traveling to state conferences and region meetings in the next few months and will continue her objective. President Stratta and the Board applauded President Smith's efforts.

### **FINANCE COMMITTEE REPORT**

Treasurer Buttiglieri reviewed the recent audit reports for the year ending December 2021. He highlighted his conversation with the auditors regarding the deficiency of the Foundations internal control processes noted in the report. President Stratta suggested adding an additional review processes to mitigate these issues. Upon further discussion, the Board agreed by consensus to have the Finance Committee review the monthly bank statements. Regarding the second item noted in the Auditor's report, the Board agreed by consensus to distribute the check register to the Board for review twice a year at the

mid-year meeting and the annual meeting. Treasurer Buttiglieri believed these additional actions will improve the overall process.

Following the discussion of the Audit Report, Treasurer Buttiglieri explained the current auditing firm will have a significant cost increase for 2023. The Board discussed the history of the current audit firm and the benefits of having an audit firm in close proximity to the bookkeeper. It was moved by member Cassler and seconded by Vice-President Brown to have the Finance Committee investigate this issue and consider new proposals from other auditing firms. The Committee will report back to the Board at the annual meeting in May.

Regarding the CMC/MMC and Jim Tinnin online scholarship program, Treasurer Buttiglieri reminded the Board of the recent application period change to a calendar year. This being the first year of the transition, the IIMC internal review process was delayed. As of the first of this year, scholarship award information had not been distributed to the applicants. Additionally, the number of scholarship applications were less than expected. President Stratta noted she received several calls from concerned applicants seeking information on their applications. In most cases, Clerks are relying solely on these scholarship dollars to pursue their educational needs. President Stratta encouraged the Board to give positive consideration for the applications submitted or resubmitted on a case by case basis this year. Treasurer Buttiglieri confirmed the scholarships to be granted would not exceed the 7% policy donation previously approved by the Board. Jai Ulrich, IIMC Education and Conference Coordinator appreciated the Board's patience and understanding and will work this coming year to improve and streamline the application review process. President Stratta and Treasurer Buttiglieri will work with the IIMC staff to implement a more streamlined process in the coming year.

#### **BY-LAWS AND POLICY COMMITTEE**

Chair Kathy Dornan reported the Committee is recommending amendments to Foundation Policies 10 and 22. The recommendation for change to policy 10 is adding a sentence under investments and award to clarify the time frame for submittal of applications is September 1 through November 15. President Stratta pointed out the dates listed on page 2 of the policy will need to be revised to state all scholarships awarded shall be used between January 1<sup>st</sup> and December 31<sup>st</sup> of the following year. Upon further discussion, it was moved by member Bonneville and seconded by Treasurer Buttiglieri to adopt the changes noted to IIMC Foundation Policy 10. The motion carried unanimously.

Regarding amendments to Policy 22, Chair Dornan noted this amendment would alleviate the Board from having to vote each time the Foundation Board and IIMC Board of Directors engage in a gift card game of chance. It was moved by Vice-President Brown and seconded by member Bollhauer to include this exception language as noted in IIMC Foundation Policy 22. The motion carried unanimously.

### **NOMINATING COMMITTEE**

Vice Chair Brown announced that members Stratta, Bonneville, Dornan, and Davis, have agreed to remain on the Foundation Board for another term. In addition, the Foundation Board officers have also agreed to continue in their positions.

### **DONOR RECOGNITION REPORT**

Chair Sharon Cassler presented the report to the Board. The member spotlight initiative project gained some momentum over the last few months with the efforts of IIMC Vice President Lisa Garcia. The spotlights will be included in an upcoming edition of the IIMC News Digest. Chair Cassler explained the Committee will be implementing an induction table at the upcoming IIMC conference to educate our members about the Foundation and the importance of their contributions. In the next few weeks, the Committee will be reviewing the 2022 contributions to determine the donor award recipients.

Chair Cassler pointed out a concern with the reporting dates of contributions made near the end of the year. Treasurer Buttiglieri explained the donations made on-line take a few days to post in the Foundation bank account. Therefore, a donation made online prior to the end of the year, may not be deposited into the account until a few days after the first of the year. Chair Cassler expressed concern members might become troubled if their donation was not accounted at the time of submission. Based on the potential for incorrect donator information, she suggested Donor Recognition awards be eliminated this year. Treasurer Buttiglieri noted there were only 5 donations made at the end of 2022 that were deposited in 2023. President Stratta stated the donor awards presented each year are one of the highest marketing tools the Foundation uses. Member Baltazar suggested we provide an allowance of two weeks into the new year to account for those online donations at the year end. Treasurer Buttiglieri will provide this information to the Donor Recognition Committee to use for their award recipient review.

There was no other business to come before the Board.

The meeting adjourned at 9:52 a.m. Pacific Time

Respectfully submitted

*Tracy L. Davis*

Tracy L. Davis, MMC  
(sitting in for Secretary Colleen Nicol)



IIMC FOUNDATION  
STATEMENT OF ELECTRONIC VOTE BY  
BOARD OF DIRECTORS

Upon the request of President Stratta for an electronic vote on Tuesday, February 28, 2023, the IIMC Foundation Board of Directors approved the recommendation of the Donor Recognition Committee for the following awards:

Individual Award - Mary Johnston, Ohio

Individual Step-Up Award - Anne Uecker, Wisconsin

Association Award - Washington Municipal Clerks Association

Association Step-Up Award - Arizona Municipal Clerks Association

Corporate Award - Diligent

Corporate Step-Up Award - Civic Plus

AYES: President Stratta, Vice President Brown, Treasurer Buttiglieri, Secretary Nicol, and Members Baltazar, Bollhauer, Barstow, Bonneville, Cassler, Davis, Dornan, Garcia, Groenenboom, Hess, LoVerde, Moore, Schneider, and Smith

NOES: None

DATED this 1st day of March, 2023.

*/s/Colleen J. Nicol*

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COLLEEN J. NICOL  
Secretary

IIMC Foundation  
 Quarterly Dues Comparison Report

<u>Pd with Membership</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>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	\$7,905.00	\$6,855.00	\$5,040.00	\$6,550.00	\$7,950.00	\$8,575.00	\$6,500.00	\$8,920.00	\$7,655.00	\$2,240.00	\$2,705.00
February	\$2,340.00	\$2,865.00	\$5,610.00	\$2,780.00	\$5,600.00	\$3,125.00	\$7,015.00	\$3,945.00	\$9,700.00	\$8,635.00	\$5,875.00
March	\$1,870.00	\$1,930.00	\$2,025.00	\$1,895.00	\$2,060.00	\$1,950.00	\$2,890.00	\$2,225.00	\$4,540.00	\$5,765.00	\$4,681.00
<b>Sub-total</b>	<b>\$12,115.00</b>	<b>\$11,650.00</b>	<b>\$12,675.00</b>	<b>\$11,225.00</b>	<b>\$15,610.00</b>	<b>\$13,650.00</b>	<b>\$16,405.00</b>	<b>\$15,090.00</b>	<b>\$21,895.00</b>	<b>\$16,640.00</b>	<b>\$13,261.00</b>
April	\$4,480.00	\$3,955.00	\$1,250.00	\$4,570.00	\$2,325.00	\$5,875.00	\$7,075.00	\$2,065.00	\$1,415.00	\$1,155.00	\$0.00
May	\$1,600.00	\$2,025.00	\$4,080.00	\$1,660.00	\$4,370.00	\$1,765.00	\$1,650.00	\$5,635.00	\$6,125.00	\$2,075.00	\$0.00
June	\$1,565.00	\$2,207.25	\$1,890.00	\$1,650.00	\$2,450.00	\$900.00	\$1,065.00	\$3,525.00	\$3,215.00	\$6,765.00	\$0.00
<b>Sub-total</b>	<b>\$7,645.00</b>	<b>\$8,187.25</b>	<b>\$7,220.00</b>	<b>\$7,880.00</b>	<b>\$9,145.00</b>	<b>\$8,540.00</b>	<b>\$9,790.00</b>	<b>\$11,225.00</b>	<b>\$10,755.00</b>	<b>\$9,995.00</b>	<b>\$0.00</b>
July	\$6,370.00	\$5,930.00	\$4,125.00	\$6,800.00	\$3,405.00	\$4,960.00	\$7,715.00	\$4,600.00	\$2,125.00	\$2,400.00	\$0.00
August	\$2,980.00	\$2,665.00	\$6,080.00	\$2,905.00	\$7,760.00	\$6,420.00	\$3,805.00	\$6,600.00	\$7,965.00	\$11,265.00	\$0.00
September	\$2,180.00	\$1,550.00	\$1,945.00	\$1,925.00	\$2,350.00	\$1,700.00	\$1,830.00	\$3,080.00	\$3,175.00	\$1,700.00	\$0.00
<b>Sub-total</b>	<b>\$11,530.00</b>	<b>\$10,145.00</b>	<b>\$12,150.00</b>	<b>\$11,630.00</b>	<b>\$13,515.00</b>	<b>\$13,080.00</b>	<b>\$13,350.00</b>	<b>\$14,280.00</b>	<b>\$13,265.00</b>	<b>\$15,365.00</b>	<b>\$0.00</b>
<b>Jan-Sep Totals</b>	<b>\$31,290.00</b>	<b>\$29,982.25</b>	<b>\$32,045.00</b>	<b>\$30,735.00</b>	<b>\$38,270.00</b>	<b>\$35,270.00</b>	<b>\$39,545.00</b>	<b>\$40,595.00</b>	<b>\$45,915.00</b>	<b>\$42,000.00</b>	<b>\$13,261.00</b>
October	\$6,925.00	\$6,140.00	\$6,810.00	\$4,870.00	\$7,300.00	\$975.00	\$7,740.00	\$1,080.00	\$4,895.00	\$1,300.00	\$0.00
November	\$1,715.00	\$2,515.00	\$1,400.00	\$3,750.00	\$3,275.00	\$2,750.00	\$3,570.00	\$455.00	\$5,560.25	\$7,650.00	\$0.00
December	\$1,835.00	\$2,165.00	\$2,450.00	\$1,880.00	\$1,850.00	\$6,870.00	\$2,300.00	\$5,560.00	\$1,450.00	\$3,666.00	\$0.00
<b>Sub-total</b>	<b>\$10,475.00</b>	<b>\$10,820.00</b>	<b>\$10,660.00</b>	<b>\$10,500.00</b>	<b>\$12,425.00</b>	<b>\$10,595.00</b>	<b>\$13,610.00</b>	<b>\$7,095.00</b>	<b>\$11,905.25</b>	<b>\$12,616.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$41,765.00</b>	<b>\$40,802.25</b>	<b>\$42,705.00</b>	<b>\$41,235.00</b>	<b>\$50,695.00</b>	<b>\$45,865.00</b>	<b>\$53,155.00</b>	<b>\$47,690.00</b>	<b>\$57,820.25</b>	<b>\$54,616.00</b>	<b>\$13,261.00</b>

IIMC Foundation  
Quarterly Dues Comparison Report

<u>Pd by Individual</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>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	\$615.00	\$475.00	\$275.00	\$150.00	\$255.00	\$350.00	\$25.00	\$125.00	\$100.00	\$0.00	\$300.00
February	\$50.00	\$100.00	\$100.00	\$125.00	\$150.00	\$25.00	\$75.00	\$50.00	\$100.00	\$125.00	\$0.00
March	\$25.00	\$100.00	\$50.00	\$125.00	\$25.00	\$75.00	\$50.00	\$0.00	\$0.00	\$0.00	\$25.00
<b>Sub-total</b>	<b>\$690.00</b>	<b>\$675.00</b>	<b>\$425.00</b>	<b>\$400.00</b>	<b>\$430.00</b>	<b>\$450.00</b>	<b>\$150.00</b>	<b>\$175.00</b>	<b>\$200.00</b>	<b>\$125.00</b>	<b>\$325.00</b>
April	\$300.00	\$185.00	\$100.00	\$175.00	\$140.00	\$225.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$50.00	\$75.00	\$125.00	\$125.00	\$150.00	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00
June	\$25.00	\$125.00	\$125.00	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
<b>Sub-total</b>	<b>\$375.00</b>	<b>\$385.00</b>	<b>\$350.00</b>	<b>\$400.00</b>	<b>\$440.00</b>	<b>\$250.00</b>	<b>\$40.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$0.00</b>
July	\$300.00	\$275.00	\$475.00	\$525.00	\$150.00	\$300.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00
August	\$100.00	\$250.00	\$225.00	\$100.00	\$375.00	\$200.00	\$125.00	\$0.00	\$25.00	\$170.00	\$0.00
September	\$50.00	\$25.00	\$100.00	\$75.00	\$100.00	\$25.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
<b>Sub-total</b>	<b>\$450.00</b>	<b>\$550.00</b>	<b>\$800.00</b>	<b>\$700.00</b>	<b>\$625.00</b>	<b>\$525.00</b>	<b>\$125.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$270.00</b>	<b>\$0.00</b>
<b>Jan-Sep Totals</b>	<b>\$1,515.00</b>	<b>\$1,610.00</b>	<b>\$1,575.00</b>	<b>\$1,500.00</b>	<b>\$1,495.00</b>	<b>\$1,225.00</b>	<b>\$315.00</b>	<b>\$225.00</b>	<b>\$225.00</b>	<b>\$520.00</b>	<b>\$325.00</b>
October	\$375.00	\$350.00	\$275.00	\$325.00	\$225.00	\$50.00	\$50.00	\$0.00	\$100.00	\$0.00	\$0.00
November	\$125.00	\$455.00	\$100.00	\$100.00	\$175.00	\$0.00	\$25.00	\$0.00	\$225.00	\$100.00	\$0.00
December	\$175.00	\$60.00	\$225.00	\$125.00	\$125.00	\$75.00	\$25.00	\$100.00	\$0.00	\$0.00	\$0.00
<b>Sub-total</b>	<b>\$675.00</b>	<b>\$865.00</b>	<b>\$600.00</b>	<b>\$550.00</b>	<b>\$525.00</b>	<b>\$125.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$325.00</b>	<b>\$100.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$2,190.00</b>	<b>\$2,475.00</b>	<b>\$2,175.00</b>	<b>\$2,050.00</b>	<b>\$2,020.00</b>	<b>\$1,350.00</b>	<b>\$415.00</b>	<b>\$325.00</b>	<b>\$550.00</b>	<b>\$620.00</b>	<b>\$325.00</b>

**2023 Report on IIMC Foundation Investments  
Summary of Restricted Funds – As of March 31, 2023**

A. Fleming Bell Education Fund	\$6,947.74
iCompass Education Fund	\$7,579.58
Barstow Family Education Fund	\$13,731.86
James B. Tinnin Education Fund	\$50,818.89
American Legal Publishing Corp Education Fund	\$25,678.45
General Code Publishing Education Fund	\$23,214.32
Laserfiche Institute Directors Colloquium	\$75,259.57
Coded Systems Education Fund	\$16,426.45
Municipal Code Corp Education Fund	\$46,055.36
Robert T. Thorpe Scholarship Fund	\$46,517.30
Lyall Schwarzkopf Education Fund	\$51,413.17
Business Records Corp Education Fund	\$14,119.56
Tak & Helen Kawagoe Education Fund	\$48,612.89
Chris & Patrick Wilder Education Fund	\$15,248.88
Microvote, Inc. Education Fund	\$9,909.66
Norma Rodriguez Education Fund	\$27,168.85
Elizabeth Kiss Education Fund	\$26,988.91
Robert W. Pritchard Education Fund	\$10,877.56
California City Clerks Education Fund	\$62,300.72
City Clerks' of CA Scholarship Fund	\$80,078.61
Dyanne Reese Education Fund	\$8,948.48
Mary Lynne Stratta Education Fund	\$19,603.85
Marianne Edwards Education Fund	\$28,142.27
New Mexico Muni Clerks Education Fund	\$29,384.91
Reynolds Miel Education Fund	\$18,583.89
Buttiglieri Education Fund	\$20,398.36
Monica Simmons Leadership Fund	\$9,855.23
Anne Uecker Education Fund	\$5,456.64
Mary Kayser Education Fund	\$17,064.87
OMAR Education Endowment	\$18,899.77
Region IV Education Fund	\$3,971.67
Nebraska Education Fund	\$25,170.65
Charles & Stephanie Kelly Endowment Fund	\$12,588.58
Donna Young Scholarship Fund	\$24,184.24
Municipal Clerks Assoc of New Jersey Endowment	\$12,661.88
Granicus Education Fund	\$1,201.60
Mary Johnston Education Fund	\$8,976.20
Murial Rickard Education Fund	\$9,639.92
Washington Municipal Clerks Education Fund	\$10,548.77
Tom Spengler Endowed Scholarship Fund	\$5,267.51
Arizona Municipal Clerks Education Fund	\$5,025.68
<b>Total</b>	<b>24 \$954,523.30</b>



## 2022 Report on MCEF Investments

	<u>Dec 31, 2021</u>	<u>Mar 31, 2022</u>	<u>Mar 31, 2023</u>
Long-Term Unrestricted PM	\$2,774,911.71	\$2,609,883.96	\$2,479,087.56
<b>Total Long-Term Unrestricted</b>	<b>\$2,774,911.71</b>	<b>\$2,609,883.96</b>	<b>\$2,479,087.56</b>
Combined Restricted (all 41) Current Combined New Restricted	\$ 974,423.08	\$ 961,824.29	\$ 954,523.30
Total of Combined Restricted	\$ 974,423.08	\$ 961,824.29	\$ 954,523.30
<b>Total Investment Value</b>	<b>\$3,749,334.79</b>	<b>\$3,571,708.25</b>	<b>\$3,433,610.86</b>

## 2022 Report on MCEF Investments

<u>DATE</u>	<u>UNRESTRICTED BALANCE</u>	<u>RESTRICTED BALANCE</u>	<u>TOTAL INVESTMENTS</u>
MARCH 2022	\$2,609,883.96	\$961,824.29	\$3,371,708.25
APRIL 2022	\$2,473,726.40	\$929,095.57	\$3,402,821.97
MAY 2022	\$2,475,725.24	\$941,152.94	\$3,416,878.18
JUNE 2022	\$2,343,531.95	\$885,178.03	\$3,228,709.98
JULY 2022	\$2,460,614.33	\$912,312.37	\$3,372,926.70
AUGUST 2022	\$2,391,712.25	\$901,717.77	\$3,293,430.02
SEPTEMBER 2022	\$2,251,035.43	\$843,229.05	\$3,094,264.48
OCTOBER 2022	\$2,326,185.39	\$887,996.67	\$3,214,182.06
NOVEMBER 2022	\$2,428,110.82	\$854,658.88	\$3,382,769.70
DECEMBER 2022	\$2,371,814.15	\$939,802.17	\$3,311,616.32
JANUARY 2023	\$2,498,188.23	\$970,647.56	\$3,468,835.79
FEBRUARY 2023	\$2,442,721.07	\$944,614.93	\$3,387,336.00
MARCH 2023	\$2,479,087.56	\$954,523.30	\$3,433,610.86



TO: Mary Lynne Stratta, President, IIMC Foundation; All Board Members

FROM: Kathy Dornan, Chair – By-Laws/Policy Committee  
Members, Ray Bollhauer, Eelco Groenenboom, Mary Ann Hess

DATE: For Board Consideration – May 13, 2023

SUBJECT: Adding New Policy No. 33 RE: Internal Controls of Funds  
Review of Monthly Bank Statements by Finance Committee  
Distribution and Review of Check Register (semi annually)

In an effort to address deficiencies in the Foundation’s internal controls as noted in the annual audit report, the following two provisions were previously discussed (February 13, 2023 zoom meeting) and are being presented for consideration and approval. The Board feels adoption of these two new review processes will mitigate the deficiencies reported by the auditors. These reviews are as follows:

- 1) The Finance Committee members shall review the monthly bank statements.
- 2) The Foundation Check Register will be distributed to the Board Members for review twice a year; at the annual board meeting and the mid-year board meeting.

Thank you for your consideration.

Kathryn Dornan, Chair

# **POLICY**

## **IIMC FOUNDATION**

**NUMBER:** 33

**DATE:** May 13, 2023

**TYPE:** Board

**SUBJECT:** Internal Controls/IIMC Foundation Funds

### **POLICY CONTENT:**

Treasurer shall send copies of monthly bank statements to all Members of the Finance Committee. The Committee Members shall review the bank statement, ask any questions and report any discrepancies found in the statement.

Treasurer shall provide copies of the Foundation Check Register to all members of the Foundation Board twice a year; at the annual board meeting and the mid-year board meeting. Foundation Board members shall review the register, ask any questions and report any discrepancies found in the register.

Buster Brown  
RE: May Agenda Report  
May 2023

Nominating Committee Report  
IIMC Foundation  
May 2023

There are four members of the IIMC Foundation whose terms end at the May 2023 IIMC Foundation meeting: Kathryn Dornan (B), Tracy Davis (A), Mary Lynne Strata (A), and James Bonneville (B). These four individuals have agreed to continue to serve for an additional three years. The Nominating Committee recommends that these individuals be elected for an additional three year term.

The Nominating Committee wishes to thank them for their service on the Foundation Board and their desire to continue serving the Foundation.

Respectfully Submitted  
IIMC Foundation Nominating Committee  
Buster Brown Chair

Buster Brown  
RE: May Agenda Report  
May 2023

Nominating Committee Report  
IIMC Foundation  
May 2023

All members currently holding office have agreed to serve another year.  
The Nominating Committee recommends the following be reappointed to  
serve a 1 year term

Mary Lynn Stratta – President  
Buster Brown – Vice-President  
Vincent Buttiglieri – Treasurer  
Colleen Nicol – Secretary

The Committee also wants to thank these members for taking a leadership  
role.

Respectfully Submitted  
IIMC Foundation Nominating Committee  
Buster Brown Chair



To: Mary Lynne Stratta, MMC  
IIMC Foundation President

Fr: Sharon K. Cassler, MMC  
Donor Recognition Committee Chair

Dt: April 18, 2023

The Donor Recognition Committee is pleased to submit our Annual Report to the Board for the meeting in St. Paul.

The Committee recommended the following award winners for 2023 and the Board unanimously approved the recommendation. The awards will be presented at the General Session Monday afternoon.

**Individual Award**

Mary Johnston, Retired Clerk, Westerville, OH

**Individual Step-Up Award**

Anne Uecker, City Clerk, St. Francis, WI

**Association Award**

Washington

**Association Step-Up Award**

Arizona

**Corporate Award**

Diligent

**Corporate Step-Up Award**

Civic Plus

**Hall of Honor**

No recommendation

The Donor Recognition Committee has spent a lot of time working on ways to recognize the “smaller” donors to the Foundation. Through extra efforts by VP Lisa Garcia, we have finally been able to spotlight some of our scholarship winners and bring attention to the Foundation. Lisa was able to get several of our members to write a brief statement about what receiving the scholarship did for them. We also

received a photograph of each one. We want to thank IIMC Executive Director Chris Shalby for dedicating the cover of the March 2023 News Digest with the pictures of our members who responded to our questionnaire and the two pages in the magazine with their responses (see attached Exhibit A). We believe this was a huge boost for bringing attention to the Foundation.

We will continue to work on creative ways to spot light members who contribute to the Foundation, particularly those with the smaller gifts that don't get recognized elsewhere.

The Committee will have an "inclusion" table at the conference to allow for members who "give on the spot" to be recognized at one of the General Sessions where the Foundation gives a report. Tracy Davis is working with members of the Foundation Development Committee to man this table. It will be set up during registration hours Saturday and Sunday.

We look forward to a productive meeting in St. Paul.

Respectfully submitted,

Sharon K. Cassler, MMC  
DRC Chair  
Committee Members:  
Tracy Davis  
Lisa Garcia  
Tala Baltazar  
Julie Kamka



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

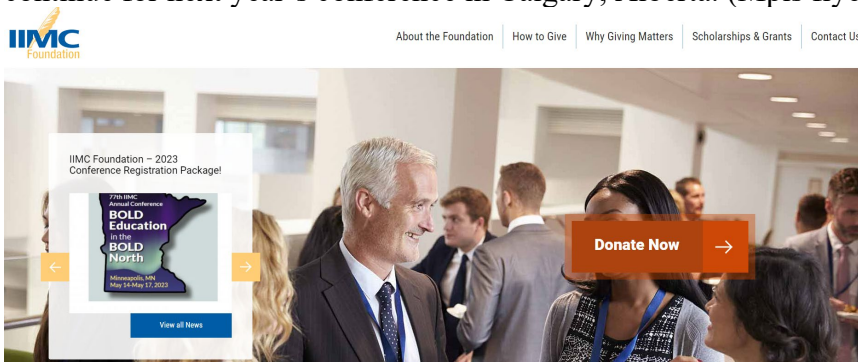
TO: President Mary Lynne Stratta and IIMC Foundation Board of Directors

FROM: Shari Moore, Chair, Special Events Committee

DATE: April 21, 2023

The IIMC Foundation Specials Events Committee completed or discussed the following work:

- The conference raffle winner was Kalyan Auelua of Maple Valley, Washington. Ticket sales raised \$1905 which is over double of the \$785 raised last year and \$980 raised in 2020 and is over the \$1800 in 2019 (a pre-pandemic year). The raffle for the 2024 conference and hotel stay, if approved by IIMC, will continue for next year's conference in Calgary, Alberta. (Mpls flyer is copied below)



- The 2022 Silent Auction in Little Rock was a record breaking auction bringing in \$12,126.01. The 2022 Conference Silent Auction was held live and virtually using the 32auctions tool, which proved to work well for foundation members and bidders. The link to the auction was <https://www.32auctions.com/IIMC2022>. Bidding opened at 1 PM on Sunday May 22 and ended at 1:15 PM on Tuesday May 24. Items were available for pick up in the exhibit hall Tuesday afternoon and all items were picked up by Wednesday late morning.

The 2023 Silent Auction in Minneapolis will open on Sunday, May 14 at 1:00 pm and closes on Tuesday, May 16 at 1:15 pm. The bidding minimums will be as follows:

OPENING/INCREMENT BIDDING POLICY

<b>Value of Item</b>	<b>Opening Bid</b>	<b>Increment Bid</b>
\$1-\$25	\$5	\$5
\$26-\$100	\$10	\$10
\$101-\$200	\$25	\$10
Over \$200	\$50	\$20

- Envelopes were put on the tables at the 2022 banquet encouraging attendees to make contributions to the Foundation. The donations in the envelopes totaled \$1524. The envelopes will be added to the banquet tables in Minneapolis which has a higher attendance so we are hopeful for even more money.



- The IIMC Board and IIMC Foundation Board Gift Card Fundraiser was modified for this year's mid-year meeting due to the cancellation of the November meetings. The IIMC Board did meet in January and held their own fundraiser with gift cards. The fundraiser in Little Rock raised \$3,000, after a successful \$2,500 inaugural event at the 2021 mid-year meeting in Riverside. Thanks to everyone who participated, including past president Mary Johnson who donated a Coach purse in Little Rock (Flyer is below).
- In addition to the Hawaii Raffle, a new fundraising raffle will be held in Minneapolis to replace the revenue previously generated by a jewelry raffle. IIMC and Foundation board members are donating gift cards which will be put into a designer purse donated by Mary Johnson and raffled off during the conference. Tickets will be \$20 each or three for \$50. The drawing will be held at the banquet along with the Hawaii Raffle. The winner will not need to be present to win and Foundation Board members are not eligible to enter.



## WIN MINNEAPOLIS 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 Conference Registration Package during the upcoming conference in Minneapolis in May of 2023! Enter to win today!

This package is valued at \$1,600.

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

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

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

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

Purchase tickets online at [www.iimcfoundation.com](http://www.iimcfoundation.com)

**Pay by check** – Return flier and check payable to IIMC Foundation to IIMC Foundation Treasurer Vincent Buttiglieri  
1532 Waterford Drive, Edison, New Jersey, 08817

**Entries must be  
received by February 14, 2023!**



# Say "Aloha" to Hawaii

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.



**Sponsored by  
American Legal Publishing Corporation**

*All proceeds support the IIMC Foundation  
and IIMC education programs*

*2021 winner Suzanne McNeel from  
Blackfoot, ID*

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

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

**City** \_\_\_\_\_ **State/Province/Country** \_\_\_\_\_

- Pay by check** - Return flier and check payable to IIMC Foundation to:  
Vincent Buttiglieri, IIMC Foundation Treasurer, 1532 Waterford Drive; Edison, NJ 08817
- Pay by credit card – Place order online at:**  
[www.iimcfoundation.com/general/webform/donationorder-form](http://www.iimcfoundation.com/general/webform/donationorder-form) (choose: Drawing/Special Events)

*Winner drawn at IIMC Annual Conference in Minneapolis, MN, at the banquet in May, 2023.*

*Winner need not be present to win.*

*For ticket numbers or stubs email [rbollhauer@amlegal.com](mailto:rbollhauer@amlegal.com)*

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



**IIMC  
Foundation**

**\$20 EACH  
OR  
3 FOR \$50**

**IIMC FOUNDATION RAFFLE  
DESIGNER PURSE WITH  
GIFT CARDS!!!**





TO: IIMC FOUNDATION BOARD OF DIRECTORS  
FROM: REVENUE GROWTH COMMITTEE  
DATE: APRIL 29, 2023  
SUBJECT: ANNUAL REPORT

The Committee met on April 6, 2023, to discuss progress and next steps on the Committee's Strategic Plan initiatives.

**Promote Hawaii Raffle and Boost Pre-Sales**

As of this writing, pre-sales exceed \$7,100 matching the highest pre-sales year in 2012 so we are aiming for a record year!! An additional \$4,000 to \$5,000 is expected in ticket sales at the upcoming conference. Thank you, American Legal Publishing! Individual Foundation Board members promoted the fundraiser at in-person events and through email and social media. The IIMC Executive Committee, Region Directors, and State/Provincial/National Presidents shared the opportunity through their meetings, newsletters, and mailing lists. IIMC staff included the fundraiser in numerous publications. Every person purchasing a ticket prior to the conference, received a personal thank-you email with an encouragement to share the flyer with friends, family, and colleagues.

The Marketing Committee prepared the attached social media drafts for distribution which will be used extensively next year.

Signs promoting the Hawaii Raffle prepared by the Marketing Committee will be distributed to exhibitors for display at the conference.

**Promote Circle of Excellence IIMC Member Recognitions During Municipal Clerk Week and at Annual Conference**

The Circle of Excellence is live on the website for the May 2023 promotion, with honorees to be displayed online and on a monitor in the Minneapolis conference exhibit hall. The Circle of Excellence is proposed to expand recognizing clerks not only during Municipal Clerk Week but throughout the year. The Revenue Growth Committee will be working closely with the Marketing Committee to discuss some inexpensive initiatives.

### **Support Special Events Committee with Live/Online Silent Auction Annually**

Committee members will be available to assist with silent auction activities at the conference and donate silent auction items. Initial discussions to contact conference exhibitors for silent auction donations was abandoned as IIMC staff is the primary contact.

### **Call Prospective Donors**

Although the Committee was unable to make progress on this effort this year, the Committee believes calling prospective donors remains a valuable activity and will keep this project in the workplan.

### **Attract New Association/Vendor Endowments**

The Committee continues to pursue new State and Regional endowments and applauds both the Washington Municipal Clerks Association and Tom Spengler for their new endowments of \$10,000 and \$5,000, respectfully. Conversations with vendors will continue informally on opportunities for restricted endowments.

### **Promote Helen Kawagoe Legacy Program**

Letters (sample attached) were mailed to current Foundation Board members, IIMC Past Presidents, former Foundation Board Members, and the current IIMC Board offering information on the Helen Kawagoe Legacy Program and encouraging consideration of participation. The Committee plans to reach out to former IIMC Board members and large donors as well. Testimonials from the current IIMC President, a recent IIMC Past President, and a vendor are being explored for use in marketing materials and on the website.

### **Review IIMC Dues Statement to Grow Voluntary Contributions**

In February, IIMC updated the online dues renewal form to read "IIMC Foundation Education Contribution". Following the conference, the Committee will continue work with the IIMC Executive Director to include a second credit card option with a customizable amount rather than the predetermined \$25 contribution. Recurring donations are handled through IIMC Headquarters as Point and Pay in the past was unable to accommodate recurring transactions and the Foundation Treasurer accepting the responsibility of holding credit card information is not ideal. This will be explored further to see if Point and Pay subsequently added the capability.

The paper IIMC dues renewal statement does not have room to provide a second credit card payment for a Foundation donation. The Foundation informational flyer is mailed with the paper dues renewals.

### **Explore Text to Give Alternative**

Give Butter has been identified as the most promising alternative to Text To Give which provides desirable campaign features. This remains on the Committee's workplan for future discussion.

### **Identify Special Project to Encourage Giving**

A more thorough presentation to the IIMC Board in May is proposed providing detail on what the Foundation does and how the IIMC Board can help. The Marketing Committee is preparing a hand-out for the Institute Director's Colloquium seeking their assistance in promotion of the Foundation and availability of scholarships.





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

FROM: Cristina LoVerde, Chair, Marketing Committee

COMMITTEE: Donny Barstow, Eelco Groenenboom, Tala Baltazar, Ray Bollhauer, Shari Moore, James Bonneville, Colleen Nichol

DATE: April 28th, 2023

The IIMC Foundation Marketing Committee regarding the scope of work assigned to us under the IIMC Foundation Strategic Plan, including:

- Promoting Circle of Excellence via social media and newsletter content
  - Circle of Excellence Display and at Conference
- Hawaii Signage for IIMC Conference
  - Create tabletop 8.5 X 11 signage for all the IIMC Exhibitors to promote Hawaii
  - Hawaii Raffle Social Media content completed.
- Leveraging E-Briefings -article for Circle of Excellence
- T-Shirts Sales preparation delivery
- Flyer and PowerPoint for the IIMC institute director's colloquium and regional director's colloquium session -Delivered IIMC 2023
  - Explains the benefits of the IIMC Foundation and how contributions support education.

**An update on our progress is included below.**

- Promotion for Amazon Smile Completed
- T-Shirt sale design, order and promotions completed.
- E-Briefing Article completed 1 with another slated for Circle of Excellence

**Projects in development**

**GiveButter:** -Investigate a new Text 2 Give organization that has potential to do more-help support our auction and provide more awareness via a custom website that can be shared with the IIMC membership.

**Additional Vendor Endowments:** - Explore how to encourage new endowment funds from regional and national vendors in 2023

We thank you for the opportunity to serve.

## Circle of Excellence social media

### Suggested Web Page updates.

Do you know an outstanding Municipal Clerk? During May, submit a nomination to the International Institute of Municipal Clerks' "Circle of Excellence."

Municipal Clerks prove their value time and again. Faced with extraordinary and wide-ranging watershed moments, Clerks remain steadfast, continuing to support and buoy our communities.

As Municipal Clerks, we support our legislative bodies, provide guidance to our citizens, and keep local governments running.

When it comes time for elections, Clerks stay focused. Election systems change. It's up to the Clerk to share critical information on voting options and encourage voter turnout.

### SUBHEAD: Circle of Excellence

At the forefront of challenges, Municipal Clerks lift up our communities and show tremendous leadership. Now it's time to honor their service.

The IIMC Foundation ~~accepted~~ will accept nominations ~~through May 31, 2022~~, throughout the month of May to the 2022 Circle of Excellence acknowledging colleagues for all they've accomplished. Nominations received by May 13 will be displayed at the IIMC conference (May 14 – 17, 2023), so be sure to submit your entry early!

~~On this page and at the 2022 IIMC Annual Conference, the Circle of Excellence was displayed with all the names of the Clerks nominated. To view previous year winners, [click here](#) in the archive.~~

Thank you to all the Municipal Clerks for your continuing exceptional service!

### 2022 NOMINATIONS:

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\*\*\* ADDITIONALLY, THE [WEB FORM PAGE](#) USES THE TERM "WALL OF HONOR" – SHOULD BE UPDATED TO SAY "CIRCLE OF EXCELLENCE" FOR CONSISTENCY.

## “Friday Letter”

At the IIMC Foundation, we are gearing up for the 2023 “Circle of Excellence” program that celebrates our outstanding Municipal Clerks. During the month of May, nominations to the Foundation’s Circle of Excellence can be submitted using the [web form](#). Learn more about this special program on the [Foundation website](#) and help spread the word to your colleagues and peers. Nominations received by May 13 will be displayed at the IIMC 2023 Annual Conference in Minneapolis, so submit your nominations early

- Regional newsletter promotion copy:

Help spread the word! The [Circle of Excellence](#), a special recognition program from the IIMC Foundation, offers the opportunity to celebrate the outstanding dedication and efforts of Municipal Clerks around the globe.

The IIMC Foundation introduced the Circle of Excellence in 2021 to acknowledge the varied accomplishments of Clerks. As we all know, Municipal Clerks prove their value time and again. Faced with extraordinary and wide-ranging watershed moments, Clerks remain steadfast, continuing to support and buoy our communities.

Everyone knows a Municipal Clerk who deserves to be recognized for the work they do. Throughout the month of May, nominations to the Circle of Excellence can be submitted using the [online form](#) on the Foundation’s website. Nominations received by May 13 will be displayed at the IIMC 2023 Annual Conference in Minneapolis, so submit your nominations early!

So take a few minutes to give a shout out to a colleague and spread the word of the Circle of Excellence. And thank you to all Municipal Clerks for your continuing exceptional service!

**Suggested copy for social media posts on Twitter, Facebook, LinkedIn:**

**TWITTER:**

It's time to make a nomination to the #CircleofExcellence! Throughout May, nominations can be submitted using the online form: [www.iimcfoundation.com/node/add/clerk-nomination](http://www.iimcfoundation.com/node/add/clerk-nomination). Learn more on the Foundation's website: [www.iimcfoundation.com/general/page/circle-excellence](http://www.iimcfoundation.com/general/page/circle-excellence).

#municipalclerks #IIMCConf23 @ediimc

**FACEBOOK:**

Have you made a nomination to the #CircleofExcellence yet? Nominations can be submitted throughout May using the online form: [www.iimcfoundation.com/node/add/clerk-nomination](http://www.iimcfoundation.com/node/add/clerk-nomination). Nominations received by May13 will be displayed at the IIMC Annual Conference in Minneapolis, so submit yours early!

Learn more on the Foundation's website: [www.iimcfoundation.com/general/page/circle-excellence](http://www.iimcfoundation.com/general/page/circle-excellence).

#municipalclerks #IIMCConf23 @itsmyIIMC

**LINKEDIN:**

Help spread the word that the #CircleofExcellence will be open for nominations soon! Nominations can be submitted throughout May using the online form: [www.iimcfoundation.com/node/add/clerk-nomination](http://www.iimcfoundation.com/node/add/clerk-nomination). Nominations received by May13 will be displayed at the IIMC Annual Conference in Minneapolis, so submit yours early!

Learn more on the Foundation's website: [www.iimcfoundation.com/general/page/circle-excellence](http://www.iimcfoundation.com/general/page/circle-excellence).

- #municipalclerks #IIMCConf23 #IIMCFoundation #IIMC  
#InternationalInstituteofMunicipalClerks

**Foundation T-Shirt.**



Exhibitor Signage



Support one of the IIMC Foundation Programs when you enter for chance to win a trip for two to Hawaii – including airfare and a week’s stay at a hotel on Waikiki Beach.

**Purchase your drawing tickets at the official IIMC Hawaii Drawing Table located in the exhibitor hall during exhibit hours.**

\$20 each or 3 for \$50!

Sponsored by the IIMC Foundation and American Legal Publishing (a member of the International Code Council’s family of solutions)

To learn more about this drawing visit the American Legal Publishing booth or the Hawaii Drawing Table.

*All proceeds support Clerk educational scholarship opportunities from the IIMC Foundation and IIMC education programs.*





**TO: IIMC FOUNDATION BOARD OF DIRECTORS**

**FROM: TRACY L. DAVIS, MMC**  
**IIMC FOUNDATION DEVELOPMENT COMMITTEE CHAIR**

**SUBJECT: 2023 ANNUAL REPORT**

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

- Region I Members: Sandra Pinsonault and Sue Haag
- Region II Members: Libby Hume and Doug Barber,
- Region III Members: Jan LeViner and Lynette Ogden
- Region IV Members: Rhonda Kennedy, Myrna Rios, Mary Ann Hess, Lydia Lopez, Esmeralda Hudson, Jenny Page, Mayra Ortiz, and Frances Aguilar
- Region V Members: Angie Marshall, Kathy Walker, Connie Gaylor, and Mary Johnston
- Region VI Members: Marie Moe, and Linda Rappe
- Region VII Members: None
- Region VIII Members: Cherry Lawson, Julie Kamka, and Lisa Johnston
- Region IX Members: Mindy Cuppy, Tori Barnett, Tracy Davis, Stacie Cook, Karin Johnson, Ruth Post, Shawn Campbell
- Region X Members – None
- Region XI Members – Japp Paans, J.H. Rijs

The Development Committee has not held a meeting since the IIMC Foundation mid-year meeting in February 2023, however we have communicated via email. IIMC Foundation information, including the recently created IIMC Fact, Fiction, and More Facts article created by IIMC Executive Director Chris Shalby were distributed to the members for inclusion in state and regional newsletters. In addition, we provided information on the IIMC Foundation Endowment program in hopes more state associations or regions will participate in this legacy program.

Members of the Development Committee will be assisting the Donor Recognition Committee at an inclusion table in the IIMC conference registration area in Minneapolis. The inclusion table will provide an opportunity for IIMC members to donate on the spot and be recognized at a general session when the Foundation provides a report. A few members will also be assisting the Special Events Committee with the silent auction and raffle ticket sales during the conference. A



sign up sheet has been distributed to the Development Committee members to sign up for shifts. I encourage any other Foundation Committee who needs assistance during the conference or during the year to utilize the Development Committee members.

In the coming year, the Committee will work on the goals set forth in the 2023/2024 strategic plan.

#### **DEVELOPMENT COMMITTEE**

- Market IIMC Foundation to a more diverse and inclusive cohort
- Recruit diverse Committee members and IIMC Foundation Board Members
- Continue work at local and state levels creating awareness and understanding of the mission of the IIMC Foundation
- Assist IIMC Foundation in fundraising activities both at annual conference and throughout the year
- Serve as a conduit between IIMC Foundation members and membership in the regions
- Connect with the IIMC Regional Directors to disseminate information in their regions to increase awareness of IIMC Foundation activities and benefits through any media source available
- Recommend appointment of liaisons to IIMC Foundation Standing Committees to the IIMC Foundation President

It has been a pleasure to work with the Committee members this year. Thank you for the opportunity.



# ***IIMC FOUNDATION STRATEGIC PLAN 2022/2023***

*Updated May 21, 2022*

## **Mission – Who We Are Today**

The IIMC Foundation is a diverse team of volunteers 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 \$3.75 million by the end of 2022 by adding new fundraising programs and expanding current programs.

## **KEY STRATEGIC PRIORITIES**

### **• MARKETING**

- Support Revenue Growth Committee efforts
- Support Special Events Committee with retail programs
- Promote National Mentor Month and Municipal Clerks Week
- Promote Giving Tuesday program annually
- Promote Amazon Smile
- Explore Text to Give alternative

### **• REVENUE GROWTH**

- Promote Hawaii raffle and boost pre-sales
- Promote Circle of Excellence IIMC Member recognitions during Municipal Clerk Week through website and at annual conference
- Support Special Events Committee with live/online auction annually
- Call prospective donors
- Attract new association/vendor endowments
- Promote Helen Kawagoe Legacy Program
- Review IIMC dues statement to grow voluntary contributions
- Explore Text to Give alternative
- Identify special project to encourage giving

### **• SPECIAL EVENTS**

- Continue use of online auction tool before and during annual conference and other opportunities
- Identify and raffle area tours during annual conference
- Replace Santa Claws with alternative raffle
- Conduct joint gift card fundraising opportunity with IIMC Board and IIMC Foundation Board

- **DEVELOPMENT/EVOLVING INTO THE FUTURE**

- Market IIMC Foundation to a more diverse and inclusive cohort
- Recruit diverse Committee members and IIMC Foundation Board Members
- Begin work at local and state levels
- Development communication methodology
- Create an awareness and understanding of the mission of the IIMC Foundation through Friendship Fridays program
- Assist Foundation in fundraising activities both at annual conference and throughout the year
- Serve as conduit between Foundation and membership in the Regions
- Assist in dissemination of information from Foundation to membership in Regions to increase awareness of Foundation activities and benefits including video of past scholarship/raffle recipients
- Recommend appointment of liaisons to IIMC Foundation Standing Committees to President

IIMC FOUNDATION COMMITTEES 2022 - 2023 - As of May 17, 2023		
COMMITTEE	CHAIR	MEMBERS
<b>Nominating Committee</b>	Buster Brown	Ray Bollhauer
		Sharon Cassler
		Kathy Dornan
<b>Executive Committee</b>	Mary Lynne Stratta	Buster Brown
		Vinny Buttiglieri
		Colleen Nicol
<b>Finance Committee</b>	Vinny Buttiglieri	Roxanne Schneider
		Buster Brown
		James Bonneville
		Mary Lynne Stratta
		Donny Barstow
<b>By-Laws/Policy Committee</b>	Kathy Dornan	Ray Bollhauer
		Eelco Groenenboom
		Mary Ann Hess
<b>Special Events Committee</b>	Shari Moore	Tracy Davis
		Kathy Dornan
		Vinny Buttiglieri
		Pamela Smith
		Roxanne Schneider
		Eelco Groenenboom
<b>Donor Recognition Committee</b>	Sharon Cassler	Lisa Garcia
		Tala Baltazar
		Tracy Davis
<b>Marketing Committee</b>	Cristina LoVerde	Eelco Groenenboom
		Tala Baltazar
		Ray Bollhauer
		Donny Barstow
		Shari Moore
		James Bonneville
		Colleen Nicol
<b>Revenue Growth</b>	Colleen Nicol	Buster Brown
		Cristina LoVerde
		Tala Baltazar
		Donny Barstow
		Roxanne Schneider
		James Bonneville
		Sharon Cassler
<b>Development Committee</b>	Tracy Davis	Open to all
<b>Business Partners Council</b>		Dale Barstow/Finance
		Steve Wolf/Revenue Growth
		Kirk Franklin/Special Events
		Bev Hammerstrom/Dev.
<b>Development Committee Assignments</b>		Julie Kamka/DRC
		Myrna Rios/Marketing
		Connie Gaylor/Special Events
		Angie Marshall/Special Events
		Kathy Walker/Marketing
		Marie Moe/Marketing
		Cherry Lawson/DRC
		Jan LeViner/Special Events



## 2022-2023 IIMC FOUNDATION BOARD OF DIRECTORS

### **President**

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### **IIMC President Elect**

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2023 B



**2020-2021 IIMC FOUNDATION  
BOARD OF DIRECTORS**

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5/31/22



**2020-2021 IIMC FOUNDATION  
BOARD OF DIRECTORS**

Page 3

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5/31/22



IIMC FOUNDATION TRAVEL EXPENSES  
2023 IIMC Conference – Minneapolis, Minnesota

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

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

.....

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

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

**Check One:**

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

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

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

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

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

**Vincent Buttiglieri  
1532 Waterford Drive  
Edison, NJ 08817  
buttiglieri1838@comcast.net**

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

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