CMCA Annual Conference Committee Meeting
Monday, July 13, 2026
10:00 am
Virtual
https://windsorgov.zoom.us/j/89001946853

Agenda

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

    a) June 8, 2026 Regular Board Meeting
    b) June 15, 2026 Special Board Meeting

5. Consideration of Approval of Contract with 'The Place Setting Company'
    - *Contract to be distributed separately from the agenda packet to the Executive Board*

6. Discussion of Succession Planning for the Treasurer Position

7. Other Business

8. Adjournment

Colorado Municipal Clerks Association Board Meeting
Monday, June 8, 2026
10:00 AM
Virtual

Minutes

1. **Call to Order**

   President Heidi Leatherwood called the meeting to order at 10:00 a.m.

2. **Roll Call**

   President Leatherwood, Vice President Teague, Past President Nelson, Treasurer Frawley, Director Hill, Director Martinez, and Secretary Vetter were present. A quorum was established.

3. **CMCA Minutes Approval**
   The Board reviewed the April 13, 2026 and May 11, 2026 Board Meeting minutes. Secretary Vetter moved to approve the minutes. Director Martinez seconded the motion. The motion carried unanimously.

4. **Discussion Topics**

   a. **2028 Conference Submissions**

      The Board reviewed proposals from Breckenridge and the Northern Colorado Regional Clerks. Due to potential conflicts of interest, the Board scheduled a Special Meeting for June 15, 2026 to make the selection.

   b. **2026 Board Elections Timeline**

      The Board approved adjustments to the election timeline and discussed enhancing candidate information through biographies, photos, or a candidate forum.

   c. **State Certification**

      Past President Nelson provided an update on the progress of the State Certification initiative following discussions at the IIMC Annual Conference with representatives from other state associations that currently administer state certification programs. She explained that research is continuing to evaluate potential models for Colorado and that several stakeholder meetings remain necessary, including discussions with CML, CIRSA, Institute Director Kathie Novak, and CMCA Past Presidents before formal recommendations can be developed.

The Board discussed the importance of first establishing a clear framework for a Colorado State Certification Program before seeking input from the membership. Members expressed concern that surveying the membership without sufficient background information could lead to confusion or resistance because many details of the program, including eligibility requirements, educational expectations, and implementation options, have not yet been determined.

Discussion also included whether clerks who already hold the Certified Municipal Clerk (CMC) designation should automatically receive state certification or whether some Colorado-specific educational component should be required. The Board acknowledged that additional research is needed to determine how clerks relocating from other states would be accommodated and what Colorado-specific knowledge should be required as part of any certification program.

President Leatherwood emphasized that before requesting member feedback, the Board should provide educational materials explaining the purpose of state certification, the issues it is intended to address, and the various implementation options under consideration. Board members agreed that developing this foundational information is the next appropriate step before broader member engagement.

d. June 15 Work Session

The Board agreed to hold a non-broadcast work session regarding the Institute Director Professional Services Agreement and directed Treasurer Frawley to coordinate scheduling.

5. Other Business

The Board discussed volunteers to assist with counting CML Board election ballots on June 24 and other upcoming meeting logistics.

6. Adjournment

President Leatherwood adjourned the meeting at 10:58 am.

APPROVED:	ATTEST:
______________________________	______________________________
President Heidi Leatherwood	Secretary Samira M. Vetter

Colorado Municipal Clerks Association Special Board Meeting
Monday, June 15, 2026
9:45 AM – 10:30 AM
Virtual

Minutes

1. Call to Order

President Leatherwood called the meeting to order a 9:45 AM.

2. Roll Call

Secretary Vetter called roll. Present were President Leatherwood, Vice President Teague, Past President Nelson, Treasurer Frawley, Director Hill, Director Martinez, and Secretary Vetter. A quorum was established.

3. Approval of Membership Survey

The Board reviewed the proposed Membership Survey. Discussion focused on distributing the survey anonymously to encourage candid responses and identifying the most appropriate platform for distribution. The Board directed Director Martinez, Director Hill, the Marketing & Communications Committee, and the Website Committee to collaborate on survey distribution, branding, and timeline.

Secretary Vetter moved to approve the Membership Survey. Vice-President Teague seconded the motion.

The motion carried unanimously.

4. 2028 Conference Selection

The Board considered proposals submitted by Breckenridge and the Northern Colorado Regional Clerks to host the 2028 CMCA Annual Conference. Members expressed appreciation for the work invested in both proposals and discussed conference logistics, regional diversity, activity opportunities, and overall vision. Board members associated with the Northern Colorado proposal abstained due to potential conflicts of interest.

Secretary Vetter makes a motion to accept the Town of Breckenridge's proposal to host the 2028 CMCA Annual Conference, seconded by Vice-President Teague.

The motion carries unanimously.

5. Closed Session

The agenda listed an Executive Session; however, after discussion, the Board determined to instead enter a Closed Session for discussion regarding the Institute Director Professional Services Agreement. The Board agreed the discussion would be conducted as a Closed Session in which membership would not be permitted to participate.

Motion: Director Martinez moved to enter a Closed Session in which membership was not permitted to participate. Past President Nelson seconded the motion. Motion carried unanimously.

The Board entered Closed Session at approximately 10:07 a.m.
The Board reconvened in Open Session at approximately 10:29 a.m.

No formal action was taken following the Closed Session.

6. Adjournment

President Leatherwood adjourned the Special Board Meeting at 10:30 AM.

APPROVED:

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President Heidi Leatherwood

ATTEST:

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Secretary Samira M. Vetter