



CITY OF WASILLA

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INFORMATION MEMORANDUM

NO. 94-23

FROM: Clerk's Office

DATE: June 16, 1994

SUBJECT: THE 48TH INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
ANNUAL CONFERENCE - MAY 22-26, 1994 - ANCHORAGE,
ALASKA REPORT

The 48th International Institute of Municipal Clerks Annual Conference started for the Clerk's Office long before the published dates of May 22-26, 1994. This conference was being held in Anchorage and at least 1,300 delegates and guests were scheduled to attend from all over the world! There were probably as many unregistered guests as there were registered.

That meant that all of the members in Anchorage, Wasilla, Palmer, Fairbanks and all other close-in towns and boroughs would have to spend many, many hours preparing for and helping to run this conference. Numerous personal hours and some business hours were spent calling and writing businesses, Alaska State representatives and other offices to obtain flag and walrus pins and other items for the delegates bags. We also spent many hours soliciting door prizes. We were successful in helping to obtain over 1,000 each flag and walrus pins and over 200 door prizes.

The Clerk's Office spent most of one Saturday in March helping to plan the programs, speakers, transportation for the delegates from the airport, when and where to pick up door prizes, where to schedule the various events and classes and all the myriad details of planning this large conference. Anchorage authorized the Anchorage Clerk's Office to hire a conference organizer and two assistants. Without this help the Alaska Clerk's Association would have had a difficult time pulling off a successful conference.

In mid May the work really began with meetings in Anchorage to fill delegate bags, collect door prizes and begin manning registration tables, information tables and picking up arriving delegates, speakers and IIMC staff at the Anchorage Airport.

Advanced Academy Sessions were held Saturday, May 21 and Sunday May 22 "Financing Local Government" and "Thinking About Ethics in Local Government". Concurrent Sessions also began on Sunday.

Monday the opening ceremony began at 8:00 am at the Performing Arts Center. Mayor Fink of Anchorage presented the welcoming speech followed by the parade of flags. Several Alaskan Clerk's participated in this parade by carrying flags, I carried the flag for North Carolina. The National Anthems from all the represented countries and states and

the Presentation of Colors officially opened the conference. This was followed by all other welcoming addresses and the special event "Photosymphony, The Crown of Light" presented by LeRoy Zimmerman of Fairbanks.

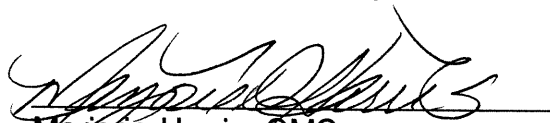
Following the opening ceremony the concurrent session continued. Marilyn and I took separate classes so we could cover a wider range. Following is a list of classes taken:

- "Conflict Resolution"
- "Don't Be Afraid of Public Speaking"
- "Municipal Budgeting: The City's No. 1 Decision"
- "Building and Maintaining a Positive Mental Attitude"
- "Lessons in Cross Cultural Perception and Communication"
- "Dealing With Diversity"
- "Maximizing Your Power: Skills for Effective Teamwork"
- "Humor, Don't Leave City Hall Without It"
- "New Developments in Sexual Harassment Law"
- "Community-Based Strategic Planning: The Clerk's Role"
- "Maximizing Personal Potential"

Wednesday at 3:00 pm we all rode buses to Portage and Alyeska. All of the local delegates were assigned as ticket takers and helping to direct the delegates. We had a great afternoon and arrived back in Anchorage about 11:00 pm.

The annual business meeting and luncheon occurred on Thursday and then finally the annual banquet was held at the Egan Center Thursday evening. The keynote speaker was Henry Cisneros, Secretary of HUD.

Both Marilyn and I learned a lot from the classes and enjoyed meeting all the delegates and guests. I wish to express my appreciation in providing both Marilyn and myself the opportunity of not only assisting with this large event, but also in attending the training sessions offered. My final parting comment is that I sincerely hope Alaska is not selected to host a conference of this magnitude for a number of years, it will take that long to recuperate. Parties may have occurred, what we found was a lot of hard work!


Marjorie Harris, CMC
Deputy Clerk