

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
MEETING MINUTES
Monday, January 23, 2017**

President LaVette Hennigan called the meeting to order at 12:05 p.m. and the following members were present:

LaVette Hennigan, MMC, President, City of Ashtabula
Alisa Novak, Vice President, City of Willoughby
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Tracy Simons, Secretary, City of Eastlake
Joanne Clapp, CMC, Village of Perry

MESSAGE FROM THE PRESIDENT

President Hennigan welcomed everyone to the meeting and recognized January birthdays.

SUSPEND BY ARTICLE IV - QUORUM

President Hennigan entertained a motion to suspend Article IV of the bylaws which sets the quorum at seven (7) in order to transact business, thus allowing the business at hand to be conducted with by the members who were present. Ms. Benedetti moved, Ms. Novak seconded to suspend Article IV of the bylaws; motion CARRIED.

APPROVAL OF THE MINUTES

President Hennigan presented the November 28, 2016, meeting minutes for approval. Ms. Novak moved, Ms. Clapp seconded to approve the minutes from November 28, 2016; motion CARRIED.

President Hennigan presented the October 24, 2016, meeting minutes for approval. Ms. Novak moved, Ms. Clapp seconded to approve the minutes; motion CARRIED.

President Hennigan presented the September 26, 2016, meeting minutes for approval. Ms. Novak moved, Ms. Clapp seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented the November and December 2016 financials, and the 2016 Annual Financial Report. She reported the November beginning balance was \$1,113.76 with one cleared check for an ending balance of \$1,102.68. The December beginning balance was \$1,102.68 with one cleared check for new checks ordered for an ending balance of \$1,086.16. For the annual 2016 report, the beginning balance from 2015 was \$1,050.23. Total deposits were \$806.50. The total from the checks written was \$770.57. The ending balance was \$1,086.16. In April, the Association changed from KeyBank to Dollar Bank, therefore, the check number sequence has changed. One check was used to close the KeyBank account and open the Dollar Bank account, so there was no money expended; it was just a move. The Treasurer's report was placed on file.

UNFINISHED BUSINESS

There was no Unfinished Business. President Hennigan said last year she suggested the "Unfinished Business" section be removed from the agenda due to there never being any such business to consider. At that time a suggestion was made that it remains on the agenda, "just in case". President Hennigan, Ms. Benedetti seconded to removed Unfinished Business" from the agenda because no such business comes before the membership; motion CARRIED.

NEW BUSINESS

Meeting Schedule and Roster of Officials: President Hennigan presented the 2017 Meeting Schedule and the list of 2017 Officials. She announced that the 2017 Membership application was emailed to everyone with the agenda.

Membership Drive: President Hennigan said about two years ago member Mary Betsa, who was Vice President at the time, initiated a membership drive. President Hennigan said she recently asked Mary to send her the list of people that were contacted. President Hennigan said she would like to have another membership drive for the purpose of keeping the Association viable.

Retired Members: President Hennigan said she reached out to the retired members and asked them if they would consider speaking to the Association about their time as a clerk and give us any tips they believe would be helpful to the members still active in their position. She would like to engage and encourage them to participate because their work experience is invaluable.

Municipal Clerk Associations: Ms. Simons asked about other associations. President Hennigan said the Northeast Ohio Municipal Clerks Association (NEOMCA) covers Cuyahoga and parts of Geauga and Medina Counties but said she isn't sure if they meet monthly. She said the association has conducted some education sessions in the past, to which non-member clerks were invited.

Frequency of Meeting: President Hennigan said at the beginning of last year she asked members at a meeting their thoughts about reducing the meeting frequency to every other month or quarterly since it was difficult getting a quorum (7). Everyone liked the monthly meetings. She said the same subject may have to be broached again if meeting attendance remains low, and that we may have to reorganize to meet our current member's needs. She said a few reasons for low attendance is due to the retirement or relocation of some of our very active members, and because some members are just too busy to get away. President Hennigan said she even though members are given a calendar with all the years meetings on it, she needs to be make it a point to send meeting reminder notices a week prior to the meeting and then send the agenda out later in the week.

2017 Meeting Topics: President Hennigan said she feels meeting agendas and minutes are always helpful topics and thought she might do a little something on them both. She encouraged members to submit topics for discussion. She said the submitted topics could possibly encourage others to attend our meetings.

Education Assistance: President Hennigan announced our Association offers monetary education assistance to our members. She encouraged members to take advantage of this benefit and distributed Ohio Municipal Clerks Association (OMCA) training opportunities. She said she applied for a scholarship through the International Institute of Municipal Clerk's (IIMC) to cover the full \$600 registration fee to attend their annual conference in Montreal, Canada, in May. She said if she is not successful she may, again, ask for assistance to cover half of the \$600 registration fee.

ADJORNMENT

Hearing no further business to come before the Association President Hennigan adjourned the meeting at 12:53 p.m.

Date Approved March 27, 2017

LaVette E. Hennigan

LaVette E. Hennigan, MMC, President

Tracy M. Simmons

Tracy Simmons, Secretary