

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
MEETING MINUTES
Thursday, January 30, 2014**

President LaVette Hennigan called the meeting to order with the following members present:

Lisa Benedetti, City of Mayfield Heights
Mary Betsa, Vice President, Village of Mayfield
Jean Buchak, City of Highland Heights
Jennell Dahlhausen, Secretary, Village of Burton
Amy Day, City of Chardon
Tara Diehl, City of Painesville
Shirley Onderisin Fees, Retired, City of Painesville
LaVette Hennigan, President, City of Ashtabula
Tiffany Mekeel, Treasurer, Village of Middlefield
Janet Mulh, Village of Waite Hill
Loretta Radebaugh, City of Willoughby

APPROVAL OF MINUTES

The minutes of November 21, 2013 were presented for approval. Ms. Mekeel moved, Ms. Diehl seconded to approve the minutes as presented. All in favor, motion CARRIED.

The minutes of December 18, 2013 were presented for approval. Ms. Mulh moved, Ms. Radebaugh seconded to approve the minutes as presented. All in favor, motion CARRIED.

President Hennigan said she enjoyed the December dinner and the members that were also present in December agreed.

TREASURER'S REPORT

Treasurer Mekeel presented the Treasurer's Report as of December 31. The account has a balance of \$1,196.79. Ms. Benedetti moved, Ms. Mulh seconded to accept the Treasurer's report as presented. All in favor, motion CARRIED.

Treasurer Mekeel also presented the Annual 2013 Treasurer's Report, with an ending balance of \$1,196.79. Ms. Benedetti moved, Ms. Mulh seconded to accept the Annual Treasurer's report as presented. All in favor, motion CARRIED.

Ms. Betsa thanked Ms. Mekeel for her hard work.

UNFINISHED BUSINESS

None

NEW BUSINESS

Treasurer Mekeel stated that 14 membership applications were received and reminded everyone applications are due February 28.

The 2014 meeting schedule was provided by President Hennigan. President Hennigan brought attention to the scheduled July 28 gathering and said last year's volunteer project was fun. Suggestions for another volunteer project are welcome or we can hold a picnic like the membership has in previous years.

MISCELLANEOUS BUSINESS

Birthday Acknowledgments - No one had a birthday this month.

Ms. Benedetti put together a Roster of the WRMCA Presidents listing back to 1981. The membership is appreciative of her time completing this list.

Ms. Betsa stated that she will be holding the annual House Bill 9 training at the Mayfield Village Hall on Friday, May 23 from 10 a.m. to 1:15 p.m. You will be able to sign up through the Auditors website soon. The HB 9 training will also be provided at the upcoming Local Government Conference in March and the OMCA training in April. Ms. Benedetti informed the group that the Attorney General's Office will be presenting a Sunshine Laws Training in Kirtland on May 12. You can sign up through the Attorney Generals website.


Ms. Betsa said the NEOMCA is planning an extended luncheon on March 27. They will hold a working lunch with OML's Susan Caves, followed by a 2 hour session on best office practices. Ms. Betsa will send more details when they become available.

President Hennigan stated that she will be teaching a class on Agenda and Minute writing to the Association of Public Transit Authority in a couple months.

Adjournment

Ms. Mekeel moved to adjourn the meeting and Ms. Onderisin-Fees seconded. The meeting adjourned at 12:30 p.m.

Approved March 24, 2014


LaVette Hennigan, MMC, President


Jennell Dahlhausen, Secretary

Western Reserve Municipal Clerks Association
Treasurer Report
12/31/2013

Bank Statement Date: 12/01/13 - 12/31/13

Ending Balance from Bank Statement \$1,196.79

Deposits

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
Total Deposits			<u>\$0.00</u>
Subtotal			\$1,196.79

Cleared Checks & Fees

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Total Cleared Checks & Fees			<u>\$0.00</u>

Outstanding Checks

<u>Check Number</u>	<u>Amount</u>	
Total Outstanding Checks		\$0.00

WRMCA Checkbook Balance \$1,196.79

Bank Statement Reconciliation Balance \$1,196.79

Difference \$0.00

Submitted by:
Tiffany Mekeel, Treasurer
Western Reserve Municipal Clerks Association

**Western Reserve Municipal Clerks Association
2013 Annual Report
12/31/2013**

Bank Statement Date: 01/01/13 - 12/31/13

Ending Balance from 2012 \$881.43

Deposits:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
02/18/13	\$600.00		
03/02/13	\$30.00		
03/08/13	\$30.00		
05/04/13	\$30.00		
09/27/13	\$40.00		

Total Deposits \$730.00

Subtotal \$1,611.43

Cleared Checks & Fees:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Mar. 2013 Fee	\$3.00		
1006	\$200.00		
1007	\$200.00		
1008	\$11.64		

Total Cleared Checks & Fees \$414.64

Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>
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Total Outstanding Checks \$0.00

WRMCA Checkbook Balance \$1,196.79

Bank Statement Reconciliation Balance \$1,196.79

Difference \$0.00

Submitted by:
Tiffany Mekeel, Treasurer
Western Reserve Municipal Clerks Association

**Western Reserve Municipal Clerks Association
2014 Membership Application**

Thank you for your interest in becoming a member of the Western Reserve Municipal Clerks Association. We meet monthly for lunch and discussion. Our purpose is to: Schedule and offer educational and networking opportunities to Municipal Clerks; Promote a better understanding of the duties, responsibilities and code of ethics of the Municipal Clerk profession; Enhance the spirit of cooperation among members; Promote the cause of good government in Western Reserve municipalities; Advance the fullest measure of home rule in local government; Cooperate with the Ohio Municipal League and other organizations dedicated to the improvement of municipal affairs; and Support charitable organizations in the form of grants and contributions.

Please submit a copy of this application and payment by February 28. Checks made payable to: Western Reserve Municipal Clerks Association; and mailed to:

Tiffany Mekeel (WRMCA Treasurer)
Village of Middlefield
14860 N. State Avenue, Box 1019
Middlefield, Ohio 44062-1019
(440) 632-3522

Name (Mrs./Ms./Mr.) _____ Years of Service _____

Title _____ MMC _____ CMC _____

Municipality _____

Address _____

Office Phone _____ Office Fax _____

Office EMAIL Address _____

Home Address _____

Home Phone _____ Cell (optional) _____

Home EMAIL Address _____

Birthday _____

Please mark positions of interest:

President _____ Vice President _____ Secretary _____ Treasurer _____

Please list topics of interest: _____

_____ Regular Membership (\$30)

_____ Retired Membership (\$20)

THANK YOU!

Western Reserve Municipal Clerks Association (WRMCA)
2014 MONTHLY MEETING SCHEDULE
(4th Mondays and Thursdays unless otherwise noted)

Panini's @ 12:00 p.m. (Noon)
7580 Fredle Drive, Concord, OH 44077
(440) 639-1000

Monday January 27

Thursday February 27

Monday March 24

Thursday April 17

(This meeting will take place on the 3rd Thursday because OMCA Spring Conf/Inst is the 4th week)

Monday May 19

(This meeting will take place on the 3rd Monday because the 4th Monday is Memorial Day)

Thursday June 26

Monday July 28 (Picnic or Volunteering)

N/A AUGUST - NO MEETING

Thursday September 25

Monday October 27

Thursday November 20

(This meeting will take place on the 3rd Thursday because the 4th Thursday is Thanksgiving)

Holiday Party (Thursday, December 4 or 11)

(Should take place within the first two weeks of December – time and location to be determined)

LaVette E. Hennigan, MMC, President

Clerk of Council

City of Ashtabula

(440) 992-7119 (office)

(440) 998-1910 (home)

(440) 228-3557 (cell)

(wrmca/wrmca 2014 meeting schedule)

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
(WRMCA)
ROSTER OF PRESIDENTS**

First meeting held November 9, 1981

1981	Carolyn Haddock	City of Mentor
1982	Carolyn Haddock	City of Mentor
1983	Marilyn Monzula	City of Willoughby Hills
1984	Shirley Farren	City of Painesville
1985	Loretta Radebaugh	City of Willoughby
1986	Jean Buchak	City of Highland Heights
1987	Sally Ann Harber	City of Kirtland
1988	Donna Heath	Village of Mayfield
1989	Joyce Dlugos	Village of Waite Hill
1990	Georgia Gichenko	Village of Burton
1991	Maureen Russo	City of Mentor
1992	Joanne Belshaw	City of Eastlake
1993	Lisa Benedetti	City of Mayfield Heights
1994	Linda Glanzer	Village of Madison
1995	Fran Wilson	Village of Waite Hill
1996	Shirley Onderisin	City of Painesville
1997	Libby Aten	Village of Kirtland Hills
1998	Nancy Gallagher	Village of South Russell
1999	Janet Mulh	Village of Waite Hill
2000	Regina Cahill	City of Euclid
2001	Rosie Hakola	Village of Grand River
2002	Rosie Hakola	Village of Grand River
2003	Deb Cendroski	City of Eastlake
2004	Donna Roman	Village of Mayfield
2005	Vicki Savage	City of Willoughby Hills
2006	Jennifer Bell	City of Painesville
2007	Joanne Borton	City of Lyndhurst
2008	Mary Beth Betsa	Village of Mayfield
2009	Mary Beth Betsa	Village of Mayfield
2010	Danielle Romanowski	Village of South Russell
2011	Jennell Dahlhausen	Village of Burton
2012	LaVette Hennigan	City of Ashtabula
2013	LaVette Hennigan	City of Ashtabula
2014	LaVette Hennigan	City of Ashtabula