

## WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION

### REGULAR MEETING MINUTES

Monday, January 27, 2020

President Novak called the meeting to order at 12:20 p.m. The following members were present:

Alisa Novak, President, City of Willoughby  
LaVette Hennigan, MMC, Vice President/Secretary, City of Ashtabula - Retired  
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights - Retired  
Regina Cahill, City of Highland Heights  
Amy Day, City of Chardon  
Dr. Khadijah Guy, City of East Cleveland  
Kimberly McKinley, Village of Geneva-on-the-Lake  
Julie Schiavoni, City of Mentor  
Bernice Schreiber, Village of Hunting Valley  
Stacy Senskey, City of Ashtabula  
Valerie Vargo, City of Painesville

#### **MESSAGE FROM THE PRESIDENT**

The President welcomed everyone.

#### **APPROVAL OF THE MINUTES**

The November 18, 2019, Regular Meeting minutes were presented. J. Schiavoni moved, V. Vargo seconded to approve the minutes, as presented; motion CARRIED.

#### **TREASURER'S REPORT**

Treasurer Benedetti presented the November, December and Year-End financials. The balances were presented as follows: November = \$1,185.60; December and Year-End = \$956.61. The reports were placed on file.

#### **NEW BUSINESS**

##### **2020 Executive Committee Election**

Dr. Khadijah Guy, President  
Alisa Novak, Vice President  
Stacy Senskey, Treasurer  
Bernice Schreiber, Secretary

No nominations were presented from the floor. **ACTION: L. Benedetti moved, L. Hennigan seconded to accept the slate of officers, as presented; motion CARRIED.**

Dr. Guy thanked members for giving her the opportunity to serve as President. She said she is looking forward to working with the new officers and working towards her Master Municipal Clerk (MMC) certification status.

##### **Municipal Clerk Certification**

Members also working towards their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) certification are: A. Day – CMC, K. McKinley – CMC, A. Novak – CMC, S. Senskey – CMC and V. Vargo – MMC.

##### **2020 Meeting Schedule & Membership Application**

President Novak reported the Association's 2020 Meeting Schedule was made a part of this meeting's agenda and is attached hereto on page 4. Information on the following 2020 Municipal Clerk educational opportunities was also reviewed:

- IIMC Annual Conference, May 17 – 20, St. Louis, MO
  - Mary Johnston, MMC, Clerk of Council, City of Westerville, Ohio, will be sworn in as IIMC President. Attendance, in support of Mary, was encouraged.
- OMCA Annual Institute, July 12 – 16, Columbus, OH
  - L. Hennigan is teaching a one hour session on Proofreading.
- OMCA Athenian Dialogues & One-Day Academies

### **2020 WRMCA Training**

Vice President/Secretary Hennigan suggested teaming up with Northeast Ohio Municipal Clerk's Association (NEOMCA). It was reported that NEOMCA has an Education Coordinator and that their educational schedule is set for the year. It was suggested that the incoming WRMCA Executive Committee obtain a copy of the schedule to share with the membership.

Training suggestions listed on 2020 WRMCA membership applications are:

- Record Keeping and Preservation
- Legal Issues
- Meeting Preparation, and
- Electronic Packet Procedures.

Incoming President Guy suggested having a U. S. Census Bureau representative at April's meeting. Members were in favor of the suggestion. President Guy will take care of the details.

### **WRMCA Education Assistance Program**

President Novak reminded members of the Association's Education Assistance Program, which is attached hereto on pages 5 and 6. She encouraged members to avail themselves of this monetary benefit for attendance at educational sessions hosted by WRMCA, OMCA and IIMC.

### **Pride Among Daughters & Sisters (PADS)**

PADS was one of the recipients of WRMCA's annual December charitable contribution. Their thank you note was acknowledged and made a part of the agenda.

### **WRMCA Document Scanning Project**

VP/Secretary Hennigan reported she is unable to fulfil her offer to scan and create electronic files of all WRMCA documents dating back over 35 years, using the WRMCA's Retention Schedule as the guide. She regretted there was not enough hours in the day to work on the project during the 2019 search and instruction period for the new City of Ashtabula Clerk of Council. She said now that she is retired the required equipment is unavailable to her; therefore the project would be too costly to complete.

**ACTION: Newly elected WRMCA Secretary B. Schreiber and member R. Cahill, without hesitation, offered to work together to complete the project.**

### **Jean Buchak**

Member Buchak's memorial service was attended by L. Benedetti, L. Radebaugh and R. Cahill. Jean was in her 90s and one of the founding WRMCA members.

**Adjourn**

Hearing no further business, the President adjourned the meeting at 12:57 p.m.

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

\_\_\_\_\_  
Alisa Novak, President

\_\_\_\_\_  
LaVette E. Hennigan, MMC, Vice President/Secretary

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**WESTERN RESERVE MUNICIPAL CLERKS  
ASSOCIATION  
2020 MEETING SCHEDULE**

**12:00 p.m. (Noon)**

**Panini's Concord / 7580 Fredle Drive / Concord, OH 44077 / (440) 639-  
1000**

**Monday, January 27th**

**Wednesday, April 22nd**

**July**

(special event, day and time to be determined)

**Wednesday, September 23rd**

**Wednesday, November 18th**

(Vote to appoint 2021 Executive Committee)

(Vote on annual donation)

**December - Holiday Dinner/Ornament Exchange**

(Date, time, location determined in November via email communications)

(Should take place within the first two weeks of December)

## **Western Reserve Municipal Clerk's Association (WRMCA)**

### **Education Assistance Program**

The Western Reserve Municipal Clerks Association, in an effort to promote the education and professional certification of its members, offers the following:

- a. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) Annual Institute;
- b. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) One Day Education Sessions;
- c. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) Athenian Dialogues;
- d. Full or partial registration fee to attend the International Institute of Municipal Clerks (IIMC) Annual Conference;
- e. Full or partial registration fee to attend the International Institute of Municipal Clerks (IIMC) Region V Meeting;
- f. Full or partial OMCA or IIMC membership dues;
- g. Full or partial travel or hotel expenses.

#### **GENERAL CRITERIA**

Applicant must be a WRMCA member in good standing\*. Consideration will first be given to members whose community is financially unable or unwilling to cover their education expenses. Applications will be voted on at a regular Association meeting at which a quorum of (7) members is present. If a quorum is not present and/or in the interest of time, the vote may be taken electronically, at which time a majority of the members, in good standing\*, as verified by the Association Secretary, will be required.

#### **Applicant must submit:**

- a. A letter of request to the Association for financial assistance;
- b. A copy of the supporting conference/institute/meeting documents for which financial assistance is being sought;
- c. A statement from their Council President or Finance Director verifying the municipality's financial status at the time of the request.

**\*WRMCA BYLAWS - ARTICLE III. SECTION 3. GOOD STANDING MEMBER:** A member in good standing is one whose dues are paid in full.

### **Submission Deadline**

As soon as a need has been identified, an application may be submitted to the President and copied to the remaining Executive Committee members (Vice President, Treasurer, Secretary)

### **Payment / Reimbursement**

- a. **For Registrations:** Checks will be made payable to the organization, if time permits. If not, upon submission of receipt, the member will be reimbursed.
- b. **For Memberships:** Checks will be made payable to the organization, if time permits. If not, upon submission of receipt, the member will be reimbursed.
- c. **Travel:** Upon submission of receipt, the member will be reimbursed.

### **Award Amount Determination**

The Treasurer's report of the Association's checking account balance is required prior to the Association making the determination regarding how much a member will be awarded. The amount of assistance will be determined based on the number of requests presented and the availability of funds.

(WRMCA/education assistance program/ wrmca education assistance program amended 07 30 2018)