

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
Monday, February 25, 2013

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

Lisa Benedetti, Secretary, City of Mayfield Heights
Marybeth Betsa, Vice President, Village of Mayfield
Jean Buchak, City of Highland Heights
Amy Day, City of Chardon
Jennell Dahlhausen, Village of Burton
Billie Geyer, Village of Fairport Harbor
LaVette Hennigan, City of Ashtabula
Tiffany Mekeel, Treasurer, Village of Middlefield
Janet Mulh, Village of Waite Hill
Loretta Radebaugh, City of Willoughby
Lisa Stefaniak, Village of Timberlake

APPROVAL OF MINUTES

The minutes of January 24, 2013 were presented for approval. Ms. Benedetti stated that the word "mandatory" on Page 2 in the first paragraph should be removed. Ms. Mekeel moved, Ms. Day seconded to approve the minutes as amended; motion CARRIED.

TREASURER'S REPORT

Ms. Mekeel reported the Association's account has a balance of \$881.43 with a recent deposit of \$570.00, which would bring the balance to \$1451.43. Ms. Radebaugh moved, Ms. Dahlhausen seconded to accept the report; motion CARRIED.

The current roster was distributed to all members, as well as the membership application for those who had not yet paid their dues.

UNFINISHED BUSINESS

None

NEW BUSINESS

President Hennigan reviewed the proposal for changes to the Education Assistance Program. Extensive discussion followed. Comments:

- Only one request per person per year would be allowed.
- How would we know who would be applying for what through the year in order to award an amount and have enough in the budget for other requests.
- Should all applications be made at the beginning of the year in order to budget.
- Should a set amount be put aside every year for this purpose and then assistance could be provided if the money was available.
- Award only up to \$200 per request.

President Hennigan asked everyone to think about this matter again for further discussion.

President Hennigan asked how everyone felt about alternating the meetings between Mondays and Thursdays. All present were okay with that method.

Ms. Betsa stated that she had some ideas for speakers and would start scheduling them. Possible speakers would be Assure Vault, Judge Mary Kaye Bozza (Lyndhurst Municipal Court), an update from the State Auditor's office and Stan Umpleby from the OML. President Hennigan asked that suggestions be sent to Ms. Betsa.

Ms. Betsa reported that she had spoken with Deb Hladky who is the President of the Northeast Ohio Municipal Clerks Association about the criteria needed to receive IIMC certification points for presentations at luncheons. The lunches would have to be extended to two hours to receive ½ point credit. President Hennigan commented that she did not believe many of the WRMCA members were actively pursuing certification at this time and she took a poll. Only one was in active pursuit so it did not seem logical to pursue this matter. Ms. Betsa mentioned that the NEOMCA meetings were open to the WRMCA members, if anyone would like to attend a particular session.

President Hennigan reviewed the proposed Records Retention Schedule she prepared. Discussion was held on the various types of records and the length of time proposed. President Hennigan said she worked from the NEOMCA's model, made a few changes, and presented it for our Association's review. She did not use her City's retention schedule because it is far more comprehensive than what we need. She took out any wording that referred to the record being audited. Ms. Day asked if the WRMCA is audited and President Hennigan said no. Ms. Geyer pointed out that the bylaws require an annual audit by the Executive Committee. Ms. Benedetti asked that the Rosters/Directories be made permanent for historical purposes and thought the bylaws should also be permanent for the same reason. It was pointed out that the minutes would reflect both the old and the new language for historical purposes. All other proposed retention periods were deemed appropriate. The Records Retention Schedule would be revised as follows:

- Bylaws – take out the word obsolete
- Rosters/Directories – change to Permanent and delete the word Directories

Ms. Muhl moved, Ms. Mekeel seconded to accept the proposed retention schedule with the changes noted above. All in favor, MOTION CARRIED.

Ms. Betsa mentioned that perhaps officers should be designated who would keep the records so they are in one location. Ms. Hennigan stated that the bylaws could be revised to require the secretary and treasurer to maintain the records in a fireproof box. She would prepare this revision for a future meeting.

Ms. Betsa inquired as to the status of why villages do not get notified about the Financial Disclosure Statements like the cities do. Ms. Benedetti replied that at the last meeting Ms. Romanowski had stated she would find out that answer.

Discussion was again held on the new OPERS rule that municipalities must notify independent contractors both from the past and any new ones about their right to appeal their status of eligibility under OPERS.

President Hennigan asked if Panini's should be retained for the monthly meetings and all present said yes.

MISCELLANEOUS BUSINESS

Birthday Acknowledgments - No one had a birthday this month.

Adjournment

President Hennigan adjourned the meeting.

Approved April 22, 2013


LaVette Hennigan, MMC, President


Lisa Benedetti, MMC, Secretary

Western Reserve Municipal Clerks Association
Monthly Bank Reconciliation
1/31/2013

Bank Statement Date: 1/1/13 - 1/31/13

Ending Balance from Bank Statement \$881.43

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
2/12/2013	\$570.00		

Total Deposits in Transit \$570.00

Subtotal **\$1,451.43**

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
	\$0.00		\$0.00

Total Outstanding Checks \$0.00

Computed Book Balance **\$1,451.43**

Balance per Your Books \$0.00

Difference \$1,451.43

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

Records Retention Schedule

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

(UNLAN=Until No Longer Administratively Necessary)

<u>Record Title and Description</u>	<u>Retention Period</u>	<u>Media Type</u>
Awards, Significant articles, photographs	Appraise for historical value	paper
Bank Statements/Reconciliations	2 years	electronic
Bylaws	Until superseded or replaced	paper/electronic
Blank Forms	UNLAN	paper/electronic
Copies – all media	UNLAN	multi
Reading, informational, reference		
Correspondence – General	2 years	paper/electronic
Correspondence-transient i.e. Junk mail, junk email	UNLAN	electronic
Spam email		
Electronic E-mail	Erase e-mail that has no Significant value	electronic
General Administrative Files	UNLAN	paper/electronic
Mail-unsolicited, sales materials, transitory	UNLAN	paper/electronic
Messages, informational brochures		
Mailing Lists	Until updates, superseded or Obsolete	paper/electronic
Meeting Notices	One year	paper/electronic
Minutes of Meetings	PERMANENT	paper/electronic
Planning, scheduling, calendar, training information	continually update, Revised or erased	paper/electronic
Receipts	Two years	paper/electronic
Resolutions/Proclamations	PERMANENT	paper
Rosters-	PERMANENT	paper/electronic
Sign In Sheets	Until minutes approved	paper/electronic
Treasurer's Reports	PERMANENT	paper/electronic

Adopted by a majority vote of the members present at the regularly scheduled meeting of WRMCA on the 25 day of February, 2013 .

LaVette E. Hennigan, MMC, President