

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
MEETING MINUTES
Monday, February 27, 2017

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

LaVette Hennigan, MMC, President, City of Ashtabula
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Amy Day, City of Chardon
Rosie Hakola, Village of Grand River
Lisa Hernandez, Village of Burton
Janet Mulh, Village of Gates Mills
Julie Schiavoni, City of Mentor

MESSAGE FROM THE PRESIDENT

President Hennigan welcomed everyone to the meeting. She extended a special welcome to first time attendants Julie from Mentor and Lisa from Burton. March birthdays were recognized; there were no February birthdays recorded. The President announced Treasurer Benedetti's birthday is March 28.

APPROVAL OF THE MINUTES

President Hennigan announced the January 23 meeting minutes would be presented at the March meeting.

TREASURER'S REPORT

Treasurer Benedetti presented the January 31 Treasurer's Report. We began and ended with a \$1,086.16 balance.

NEW BUSINESS

2017 Membership Update: Treasurer Benedetti announced there are 12 paid membership renewals. She said her hope is for a few more to come in.

2017 Membership Drive: President Hennigan will ask Immediate Past Vice President Betsa to provide information from the membership drive she conducted about a year and a half ago.

2017 Education Assistance Request: On behalf of Vice President Novak, Treasurer Benedetti presented President Hennigan's request to be granted \$300 in education assistance to cover half of the IIMC (International Institute of Municipal Clerk's) Annual Conference registration of \$600.00, should it be required. The Treasurer reported President Hennigan applied for an IIMC conference grant through IIMC Region V and would know the outcome soon. If she is unsuccessful in securing said funds she would like our Association to consider granting her request for \$300. Ms. Day moved, Ms. Mulh seconded to grant the President's request for \$300 in education assistance, should it be required; motion CARRIED.

.017 Meeting Topics: The President said she would be willing to speak on the topics of meeting agendas and minutes should a member need some input. She said if a full session is not required we could have an open discussion about said topics. She expressed the value of proper agendas and minutes and said she and Treasurer Benedetti have taught the topics at OMCA conferences. She reported that through such teachings she learned her minutes were void of one very important piece; the fact that they were “minutes” was nowhere mentioned in the heading of her meeting minutes.

The President said she will reach out to our retired members to see if they would consider speaking at a lunch meeting about their time as a clerk and give any tips they believe would be helpful to the members still active in our profession. The President said she would like to engage and encourage them to participate because their work experience is invaluable.

Ms. Mulh suggested and offered to contact Susan Willeke with the Ohio Ethics Commission about conducting a session on Ethics. Ms. Mulh said, and others agreed, that Ms. Willeke is an excellent presenter on the topic of ethics and makes it come alive. Ms. Mulh will keep us informed of her progress.

President Hennigan reminded members of training opportunities through the Ohio Municipal Clerks Association (OMCA).

IIMC Region V Meeting: President Hennigan reported she and Treasurer Benedetti will travel to the IIMC Region V Meeting, in Grand Rapids, MI, March 2-4. She reported her municipality is unable to cover much of her training costs, so she looks for ways to do so. She said her \$200 registration for this meeting is being covered by an OMCA grant she was awarded through an application submission process. She said Treasurer Benedetti has always opened up her hotel accommodations and permitted her to stay with her at no cost. She said she personally covers her travel expenses and anything the registration does not cover (e.g., meals), which is her commitment to her education. She said she has never expensed WRMCA activities to her city, or any other mileage or meal expenses. President Hennigan said IIMC has 11 regions and we are in Region V. She encouraged members to attend a Region V meeting at some point in their career.

ADJORNMENT

Hearing no further business to come before the Association, President Hennigan adjourned the meeting at 12:15 p.m.

Date Approved March 27 2017

Lavette E. Hennigan
Lavette E. Hennigan, MMC, President

Tracy M. Simons
Tracy Simons, Secretary