

## WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

Monday, March 23, 2015

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

LaVette Hennigan, MMC, President, City of Ashtabula  
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights  
Tara Diehl, Secretary, City of Painesville  
Shirley Ondersin-Fees, CMC, Retired - City of Painesville  
Janet Mulh, MPA, Village of Waite Hill  
Lenore Pikus, Village of Burton  
Loretta Radebaugh, City of Willoughby

### WELCOME

President Hennigan welcomed everyone to the meeting.

### APPROVAL OF MEETING MINUTES

Ms. Benedetti moved, Ms. Mulh seconded to approve the minutes of February 26, 2015, as submitted; motion CARRIED.

### TREASURER'S REPORT

Treasurer Benedetti presented the February 2015 bank balance. She stated she needs to check with Key Bank to have Tiffany Mekeel's name and address removed from our bank statements. Ms. Mulh moved, Ms. Radebaugh seconded to accept the February 2015 Treasurer's Report; motion CARRIED.

Miscellaneous Business has been removed from the Agenda in accordance with information President Hennigan learned at the March 13 Ohio Association of Parliamentarians Annual Session at Cleveland State University.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

- 1. Records Disposal Request:** President Hennigan submitted a written request for 2011 and 2012 Agendas to be disposed of in accordance with WRMCA's retention schedule. Secretary Diehl and Treasurer Benedetti are working together to purchase a fireproof box in which our records will be maintained. AssureVault will be contacted about the possibility of keeping our records which are required to be maintained permanently. Ms. Mulh moved, Ms. Radebaugh seconded to approve the disposal of WRMCA's 2011 and 2012 Agendas; motion CARRIED.

2. **Education Assistant Program Amendment:** President Hennigan requested an additional change to the Education Assistance Program language under "General Criteria". Applicant must be a WRMCA 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 time is a factor, the vote may be taken electronically at which time ~~in both instances~~, a majority of the members, in good standing\* (as verified by the Association Secretary) will be required.  
Ms. Mulh moved, Ms. Benedetti seconded to approve the President's suggested amendments to the WRMCA Education Assistance Program; motion CARRIED.
  
3. **Request for Education Assistance for IIMC Annual Conference Registration:** President Hennigan submitted an Education Assistance request to have the membership consider covering her registration costs to attend the IIMC Annual Conference in Hartford Connecticut. The Education Assistance Program guidelines requires all submission for assistance to be submitted to the President. Therefore, as President she forwarded her request to Vice President Betsa who asked Treasurer Benedetti and Secretary Diehl to preside over the discussion. Treasurer Benedetti reviewed the application and supporting documentation with the members present. Secretary Diehl reported that in an email Vice President Betsa recommended members look favorably upon the President's request and approve it. Ms. Pikus moved, Ms. Radebaugh seconded to approve the President's request for education assistance. Ms. Mulh asked if a there were enough members present to vote, and if President Hennigan was permitted to vote. The members present, including the President responded, yes. The motion CARRIED.
  
4. **Jean Buchak's Last Council Meeting and Retirement Luncheon:** The President announced Ms. Buchak's will attend her last Council meeting as Clerk of Council on Tuesday, March 24, at 8:00 p.m., A retirement luncheon is being held in her honor on Wednesday, March 25, from 11:45 a.m. until 1:00 p.m., and members were welcome to attend both.
  
5. **July Special Activity:** President Hennigan asked members to continue thinking of ideas for our July special gathering.

6. **Congratulations to OMCA Raffle Fundraiser Winners:** Ms. Pikus and President Hennigan were the most recent winners in the daily OMCA fundraiser raffle drawings. Congratulations!

**Open Forum (Questions and Answers):** The floor was opened for discussion.

**ADJOURN:** President Hennigan entertained a motion to adjourn. Ms. Mulh moved, Ms. Pikus seconded; motion CARRIED. The meeting adjourned at 12:59 p.m.

Approved April 30, 2015

LaVette E. Hennigan  
LaVette Hennigan, MMC, President

Tara Diehl  
Tara Diehl, Secretary

