

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
MEETING MINUTES
Monday, March 24, 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
Tara Diehl, City of Painesville
Shirley Onderisin Fees, Retired, City of Painesville
LaVette Hennigan, President, City of Ashtabula
Janet Mulh, Village of Waite Hill
Lisa Stefaniak, Village of Timberlake

APPROVAL OF MINUTES

The minutes of January 30, 2014 were presented for approval. Vice President Betsa noted a change to her announcement under Miscellaneous Business; the minutes list the OMCA as providing the luncheon this Thursday, March 27. It should be the NEOMCA. Vice President Betsa moved, Ms. Benedetti seconded to approve the minutes as amended. All in favor, motion CARRIED.

The February meeting was cancelled due to the weather.

TREASURER'S REPORT

President Hennigan presented the Treasurers Reports for January and February. The account had a balance of \$1,676.79 as of January 31, 2014 and a balance of \$1,796.79 as of February 28, 2014.

Vice President Betsa moved, Ms. Benedetti seconded to accept the January 2014 Treasurer's report as presented. All in favor, motion CARRIED.

Ms. Benedetti moved, Vice President Betsa seconded to accept the February 2014 Treasurer's report as presented. All in favor, motion CARRIED.

UNFINISHED BUSINESS

President Hennigan stated there was recent questions as to a membership being the members or the municipalities. There were a couple situations recently where the member has accepted another job and there is nothing listed in the bylaws. After much discussion, the Association agreed that the membership belongs to the municipality if they pay it; and the members if they pay out of pocket. Ms. Stefaniak moved, Ms. Diehl seconded to add the following to Article 6, Dues, in the Bylaws - "In the event that the municipality pays for the membership, the membership belongs to the municipality but if the member pays for the membership, it belongs to the member." All in favor, motion CARRIED.

NEW BUSINESS

Ms. Tiffany Mekeel has resigned from her position as the WRMCA Treasurer and is no longer a member of the WRMCA due to accepting a new job at the City of Strongsville. Ms. Hennigan stated that this is a bittersweet situation for our organization, as Ms. Mekeel was very thorough with her duties and has been a very active with member. Ms. Mekeel is wished much luck at her new job.

Ms. Benedetti offered to fill the unexpired Treasurers term until December 31, 2014. Vice President Betsa moved, Ms. Stefaniak seconded to appoint Ms. Benedetti as Treasurer. All in favor, motion CARRIED.

President Hennigan provided a copy of the membership roster and stated we are still accepting membership forms.

President Hennigan asked if the membership would like to hold another open forum for the next meeting. Everyone present agreed. President Hennigan would like to determine soon what we would like to do for the July meeting this year and asked for any meeting topic suggestions.

Ms. Onderisin Fees stated that her computer was hacked and she has lost all of her contacts. She asked everyone to send a quick email so she can save your email address.

MISCELLANEOUS BUSINESS

Birthday Acknowledgments – Danielle Romanowski on March 11, Jennell Dahlhausen on March 11 and Lisa Benedetti on March 28

Vice President Betsa stated the HB9 sign up at Mayfield Village is listed on the Attorney General's website.

Vice President Betsa gave a reminder that the NEOMCA is hosting an extended working luncheon on Thursday, March 27, with OML's Susan Caves, followed by a 2 hour hands on session to cover best office practices. Vice President Betsa will email a reminder as well.


Mrs. Buchak asked how the different municipalities handle tabled legislation at the end of the year. President Hennigan stated if legislation is tabled, Roberts Rules state that it needs to be reintroduced as new legislation. Other members agreed with this procedure.

Adjournment

Vice President Betsa moved, Ms. Diehl seconded to adjourn the meeting. The meeting adjourned at 1:30 p.m.

Approved

April 17, 2014


LaVette Hennigan, MMC, President


Jennell Dahlhausen, Secretary *re signed 4/2/14*

Western Reserve Municipal Clerks Association
Treasurer Report
1/31/2014

Bank Statement Date: 01/01/14 - 01/31/14

Ending Balance from Bank Statement \$1,196.79

Deposits

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
01/08/14	\$30.00	1/22/2014	\$60.00
01/13/14	\$60.00	1/29/2014	\$210.00
01/14/14	\$60.00	1/31/2014	\$30.00
1/17/2014	\$30.00		
Total Deposits			<u>\$480.00</u>
Subtotal			\$1,676.79

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 \$1,676.79

Bank Statement Reconciliation Balance \$1,676.79

Difference \$0.00

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



P.O. Box 22114
Albany, NY 12201-2114

Business Banking Statement
January 31, 2014
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31 T 0033 00000 R EM AO
WESTERN RESERVE MUNICIPAL CLERKS ASSN
C/O TIFFANY MEKEEL
15100 TIMBER RIDGE DR
MIDDLEFIELD OH 44062-9031

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KeyNotes

Important Information about Check Image Statements

If you are receiving statements displaying digital images of the front and back of each check, please note the following important information.

Statements will be limited to ten thousand digital check images. Accounts with more than ten thousand checks per statement period will not receive check images with the account statement.

If you should require a copy of a specific check image, all the digital check images or to discuss other delivery channels for check images please feel free to contact us at the phone number provided on this statement. Check images are retained on our secure system for the period specified by law.

Please read and retain this information with all of your KeyBank Account Opening Agreements and Disclosures.

KeyBank Basic Business Checking 350331010099
WESTERNRESERVEMUNICIPAL CLERKS ASSN

Beginning balance 12-31-13	\$1,196.79
10 Additions	+480.00
Ending balance 1-31-14	\$1,676.79

Additions

Deposits	Date	Serial #	Source	
	1-10		Deposit Branch 0940 Ohio	\$30.00
	1-17		Deposit Branch 0940 Ohio	30.00
	1-17		Deposit Branch 0940 Ohio	60.00
	1-17		Deposit Branch 0940 Ohio	60.00

Business Banking Statement
January 31, 2014
page 2 of 3

350331010099

Additions
(con't)

<i>Deposits</i>	<i>Date</i>	<i>Serial #</i>	<i>Source</i>	
	1-22		Deposit Branch 0940 Ohio	30.00
	1-22		Deposit Branch 0940 Ohio	30.00
	1-28		Deposit Branch 0940 Ohio	30.00
	1-28		Deposit Branch 0940 Ohio	60.00
	1-28		Deposit Branch 0940 Ohio	120.00
	1-31		Deposit Branch 0940 Ohio	30.00
			Total additions	\$480.00

Western Reserve Municipal Clerks Association
Treasurer Report
2/28/2014

Bank Statement Date: 02/01/14 - 02/28/14

Ending Balance from Bank Statement \$1,676.79

Deposits

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
02/01/14	\$30.00		
02/07/14	\$30.00		
02/12/14	\$30.00		
2/26/2014	\$30.00		
Total Deposits			<u>\$120.00</u>
Subtotal			\$1,796.79

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 \$1,796.79

Bank Statement Reconciliation Balance \$1,796.79

Difference \$0.00

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



350331010099

KeyNotes (con't)

Customers can now redeem points associated to their enrolled Eligible Products without requiring point transfers. Customers can still transfer points to other customers by calling customer service.

The second sentence below is being updated to reflect this change:

Customers enrolled in Relationship Rewards can transfer all or part of their Rewards Points balance in their Relationship Rewards Account to another Relationship Rewards Account at KeyBank ("Points Transfer"). In order to transfer Rewards Points, a Customer can call customer service at 1-888-333-7780.

Please read and retain this information with your current KeyBank Rewards Program Terms and Conditions and your account opening Agreements and Disclosures.

KeyBank Basic Business Checking 350331010099

WESTERNRESERVEMUNICIPAL CLERKS ASSN

Beginning balance 1-31-14	\$1,676.79
4 Additions	+120.00
Ending balance 2-28-14	\$1,796.79

Additions

Deposits	Date	Serial #	Source	
	2-3		Deposit Branch 0032 Ohio	\$30.00
	2-6		Deposit Branch 0940 Ohio	30.00
	2-12		Deposit Branch 0940 Ohio	30.00
	2-28		Deposit Branch 0940 Ohio	30.00
Total additions				\$120.00

Account messages

Important information regarding changes to your Account.

At KeyBank we are committed to providing our clients with timely information regarding changes to your account. Please note the following changes will be made to your account effective April 1, 2014. These changes will be reflected in your April 2014 statement. Please contact your KeyBank representative with any questions.

The Branch Roll Out service charge will increase to \$0.20 per roll.

The Branch Strap Out service charge will increase to \$0.60 per strap.

Please read and retain this information with all of your Account opening Agreements and Disclosures.