

**WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION
MEETING MINUTES**

Monday, March 27, 2017

President LaVette Hennigan called the meeting to order at 12:09 p.m. The following members were present:

LaVette Hennigan, MMC, President, City of Ashtabula
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Tracy Simons, Secretary, City of Eastlake
Joanne Clapp, CMC, Village of Perry
Mary Betsa, Village of Mayfield
Loretta Radebaugh, Retired-City of Willoughby
Janet Mulh, Village of Gates Mills
Regina Cahill, City of Highland Heights
Bernice Schreiber, Village of Hunting Valley

MESSAGE FROM THE PRESIDENT

President Hennigan welcomed everyone to the meeting and recognized March birthdays.

APPROVAL OF THE MINUTES

President Hennigan presented the January 23, 2017, meeting minutes for approval. L. Benedetti moved. T. Simons second to approve the minutes: motion CARRIED.

President Hennigan presented the February 27, 2017, meeting minutes for approval. J. Mulh moved. L. Benedetti second to approve the minutes: motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented the February 2017 financials. She reported the February beginning balance was \$1,086.16 with a deposit of \$210.00 for an ending balance of \$1,296.16. She reported we have 19 members. L. Radebaugh asked how many members we average. The Treasurer replied 19.

President Hennigan stated when she became president six years ago, she tried to grow the membership to 30 in honor of our 30th Association anniversary that year. She reported membership has declined due to members retiring, securing Municipal Clerk positions in areas that are farther away, securing positions outside our membership criteria, lack of coverage in their one person office, and because they work part-time. The President said she believes 19 members, including three retired members, is good given changes in the workplace. There used to be multiple people responsible for the workload; now it is more common for there to be less people and more work.

R. Cahill announced the City of Euclid, her former employer, is looking for a full-time Clerk. She said the position was returned to full time, is not yet posted, and that interested persons may go to Euclid's website and apply. She will let the successful hire know about our Association and training opportunities.

NEW BUSINESS

Membership and Roster of Officers: President Hennigan presented the updated membership roster. Mrs. Betsa reported A. Novak is not listed as the Vice President. The roster circulated for review by members in attendance.

Membership Drive Update: M. Betsa reported:

- She heard from Valerie, the new City of Painesville Municipal Clerk. She is working three jobs and is unable to attend our monthly meetings but asked that we keep her posted.
- She sent a membership application to former Waite Hill member, B. Schreiber, who said the Village operations might shut down, and that she is now the Deputy Finance Director for the Village of Hunting Valley.
- She has not heard from the Wickliffe Clerk, Sandy Fink. She is going to speak to Ms. Iafelice to see if she can reach out to Sandy.

Education Assistance: Treasurer Benedetti reported that at the last meeting a motion was made approval President Hennigan's Education Assistance request of \$300 to cover half her International Institute of Municipal Clerks (IIMC) Annual Conference registration. The President' IIMC grant application to cover the full registration was not approved because preference was given to first time conference attendants and applicants who are working towards their Municipal Clerk certification. The President has the highest certification a Municipal Clerk may obtain through IIMC. M. Betsa stated that the money was well deserved and that we appreciate all the assistance President Hennigan provides the Association.

2017 Meeting Topics: M. Betsa stated she reached out to Mark Altier at the State Auditor's office and asked if he would give a presentation based upon questions posed by WRMCA and OMCA members in the past few years on Roberts Rules of Order, agendas and how to handle the open portion of meetings. The presentation could be opened up to council members because it will cover minutes, ordinances, resolutions and executive sessions. Possible dates are September 1st or 12th, in the morning or afternoon, for about three to four hours allowing for possible certification points IIMC. It could be hosted by the WRMCA and opened up to anyone from the Northeast Ohio Municipal Clerk's Association (NEOMCA) and the Ohio Municipal Clerks Association (OMCA).

J. Mulh stated she would like to set up a session on Ethics to be presented by the Ohio Ethics Commission and to be held at her Village's (Gates Mill) Community House. It would be open to everyone in the area.

President Hennigan presented the OMCA Training Opportunities. There are many options for members who want specific training or for members who just want to go to training.

President Hennigan and Treasurer Benedetti will attend the IIMC Annual Conference, in Montreal, Quebec, Canada, in May.

Website Update: President Hennigan reported Vice President Novak is updating our website. J. Clapp reported that while she is currently with Perry and Fairport Harbor, soon she would be solely with Fairport Harbor.

Executive Committee: President Hennigan reported the Executive Committee was scheduled to meet today after the regular meeting; however, because Vice President Novak was unable to attend the meeting, so it was postponed

President Hennigan reported retired members L. Radebaugh and D. Cendroski have graciously agreed to panel a question and answer session in April May or October. It is an avenue for them to share their many years of Municipal Clerk experience.

ADJOURNMENT

Hearing no further business to come before the Association, President Hennigan adjourned the meeting at 12:42 p.m.

10-26-2017
Date Approved

LaVette E. Hennigan
LaVette E. Hennigan, MMC, President

Tracy M. Simons
Tracy M. Simons, Secretary