

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION**  
**MEETING MINUTES**  
**Monday, April 22, 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  
Jennell Dahlhausen, Village of Burton  
LaVette Hennigan, City of Ashtabula  
Elizabeth Limestahl, City of Mentor  
Tiffany Mekeel, Treasurer, Village of Middlefield  
Loretta Radebaugh, City of Willoughby  
Lisa Stefaniak, Village of Timberlake

Guests: Carolyn Sheldon (City of Ashtabula), John Boros and Laurie Banasgah (AssureVault)

**APPROVAL OF MINUTES**

The minutes of February 25, 2013 were presented for approval. Ms. Mekeel moved, Ms. Buchak seconded to approve the minutes as mailed; motion CARRIED.

President Hennigan commented that due to a lack of a quorum for the March 28, 2013 meeting, there was no meeting held, but that members who were present enjoyed lunch together.

**TREASURER'S REPORT**

Treasurer Mekeel reported the Association's checking account has a balance of \$1538.43 as of March 31, 2013.

Treasurer Mekeel successfully completed online banking sign up process; therefore much of our banking may be performed online.

Treasurer Mekeel reported she contacted the IRS regarding the filing of Form 990-N. She was told we are not required to file said form because we are an organization without non-profit status.

Treasurer Mekeel awaits the transfer of Association files from former Treasurer Hakola in order to compile 2011 and 2012 yearend reports. She will go online to see if 2012 statements are available in order to compile the 2012 yearend report. The Executive Committee understands that former Treasurer Hakola has several personal family responsibilities on her shoulders, and that she is diligently working to get the files transferred.

Ms. Dahlhausen moved, Ms. Betsa seconded to accept the Treasurer's suggestion to compile a 2012 year end report in the format she uses; motion CARRIED.

Ms. Dahlhausen moved, Ms. Betsa seconded to accept the Treasurer's report; motion CARRIED.

Treasurer Mekeel reported receiving dues payments from Patty Fisher and Billie Geyer. She connected with Cindy Pace and Vicki Thompson of the Village of Orrville at the Ohio Municipal Clerks Association (OMCA) Conference, and both ladies are interested in joining our membership. President Hennigan said she will reach out to Shirley Onderisin Fees, as she has yet to submit her 2013 membership application and dues.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

John Boros and Laurie Banasgah from AssureVault gave a presentation on digitizing public records. AssureVault is the parent of HFGroup, which is a bookbinding and printing company. AssureVault is their technology entity. They can perform complete computer backups and repair computer systems. Documents are scanned and a searchable CD is sent to the Clerk. The original documents are stored in a secure, controlled environment. Another component allows documents to be accessed on the web or on a computer network. They also provide microfilming services. They also are able to personalize records retention needs.

Ms. Limestahl stated she uses the company to scan and store her documents. She highly recommends them, and said their monthly cost is minimal.

**MISCELLANEOUS BUSINESS**

Birthday Acknowledgments: Members Dahlhausen and Limestahl were wished happy March birthdays.

**Adjournment**

President Hennigan adjourned the meeting.

Approved \_\_\_\_\_

*June 24, 2013*



LaVette Hennigan, MMC, President



Lisa Benedetti, MMC, Secretary

**Western Reserve Municipal Clerks Association**  
**Monthly Bank Reconciliation**  
**3/31/2013**

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Bank Statement Date: 3/1/13 - 3/31/13

Ending Balance from Bank Statement \$1,481.43

Add Deposits in Transit:

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
3/2/2013	\$30.00		
3/8/2013	\$30.00		

**Total Deposits in Transit** \$60.00

**Subtotal** **\$1,541.43**

Subtract Outstanding Checks:

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Mar. Fee	\$3.00		\$0.00

**Total Outstanding Checks** \$3.00

**Computed Book Balance** **\$1,538.43**

Balance per Your Books \$0.00

**Difference** \$1,538.43

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

DAILY RECEIPTS 2013  
WRMCA

Date Received From	Dept. & Whom	Check #	Amount
3/1/2013 VILLAGE OF JEFFERSON	REGULAR MEMBERSHIP	264698	\$ 30.00
	BATCH #3	TOTAL	\$ 30.00 ✓
3/7/2013 BILLIE GEYER	REGULAR MEMBERSHIP	3430	\$ 30.00
	BATCH #4	TOTAL	\$ 30.00 ✓





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

**Business Banking Statement**  
**March 31, 2013**  
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**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.*

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### KeyBank Basic Business Checking 350331010099

WESTERNRESERVEMUNICIPAL CLERKS ASSN

Beginning balance 2-28-13	\$1,481.43
2 Additions	+60.00
Net fees and charges	-3.00
<b>Ending balance 3-31-13</b>	<b>\$1,538.43</b>

### Additions

Deposits	Date	Serial #	Source	
	3-4		Deposit Branch 0078 Ohio	\$30.00
	3-8		Deposit Branch 0315 Ohio	30.00
<b>Total additions</b>				<b>\$60.00</b>



Business Banking Statement  
March 31, 2013  
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350331010099

**Fees and  
charges**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
3-29-13	Paper Statement Fee	1	3.00	-\$3.00
<b>Fees and charges assessed this period</b>				<b>-\$3.00</b>