

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION  
MEETING MINUTES**

**Monday, April 24, 2017**

President LaVette Hennigan called the meeting to order at 12:08 p.m. The following members were present:

LaVette Hennigan, MMC, President, City of Ashtabula  
Alisa Novak, Vice President, City of Willoughby  
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights  
Tracy Simons, Secretary, City of Eastlake  
Joanne Clapp, CMC, Village of Fairport Harbor  
Rosemary Hakola, Village of Grand River

**QUORUM**

President Hennigan moved, Treasurer Benedetti seconded to suspend Bylaw Article IV Quorum, in order to conduct business; motion CARRIED.

**MESSAGE FROM THE PRESIDENT**

President Hennigan welcomed everyone to the meeting. She announced there were no birthdays to acknowledge.

**APPROVAL OF THE MINUTES**

President Hennigan announced the March 27, meeting minutes were unavailable for approval and would be considered at an upcoming meeting.

Vice President Novak reported she was absent from the February 27, meeting, but was noted as seconding the motion to suspend Bylaw Article IV Quorum. President Hennigan reported the motion was actually a holdover from the January 23, meeting and did not pertain to February. President Hennigan presented a motion for the correction to the February 27, 2017, meeting minutes for approval. Secretary Simons moved, J. Clapp seconded to approve the correction; motion CARRIED.

**TREASURER'S REPORT**

Treasurer Benedetti presented the March financials. She reported the February beginning balance was \$1,296.16 with a deposit of \$350.00 and with cleared checks and fees of \$300.00, the ending balance was \$1,346.16.

**Membership Roster:** President Hennigan asked Treasurer Benedetti if the membership roster was updated to reflect membership payments received. The Treasurer provided the President with a copy of the membership roster which denoted payments received, to date, from which the President said she would update the roster.

**Website:** Vice President Novak reported the website has been updated with the most recent membership information, which does not include member's personal addresses. The Treasurer reported there are 21 Association members. President Hennigan reported she touched base with S. Onderisin-Fees because it was unusual not to receive her membership renewal.

S. Onderisin-Fees thanked the President for calling, said she did not receive the application, and one would be mailed to her.

President Hennigan announced she removed the Village of Perry from the roster at the request of member J. Clapp who was listed as a member for that village as well as the Village of Fairport Harbor, which will be her sole membership employer. The President reported she received noticed from member M. Kovalchik, City of Lyndhurst, informing her that her assistant and Association member, M. Franco, accepted a full-time position with a different organization.

### **NEW BUSINESS**

**Northeast Ohio Municipal Clerks Association (NEOMCA) Education Luncheon:** The President announced the NEOMCA extended an invitation for our members to attend their April 28 extended lunch/educational sessions.

**September 2017- Auditor of State Presentation Update:** M. Betsa is working on an Auditor of State presentation that will be sponsored by WRMCA and hosted at Mayfield Village. The topics will be: Meetings, Executive Sessions, Agendas, Legislation and Roberts Rules of Order.

**Executive Committee:** The Executive Committee will meet today after the regular meeting. They will discuss the direction of our Association. President Hennigan reached out to a couple presidents from other Municipal Clerk associations to get some ideas to consider. She said one of the things she learned is that because members were not regularly attending their monthly meetings, they elected to reduce the number of meetings and sought to have an educational program or speaker, which was a better sale to their councils. President Hennigan said she believes it is time for WRMCA to ask:

1. Who are we as an Association?
2. What do we want to be?
3. What direction do we want to go in?
4. How to we maintain our viability?

**May Meeting:** President Hennigan suggested cancelling our May meeting since her and Treasurer Benedetti would be at the IIMC Conference; members present agreed. We do meet in June and July is a special activity.

**July Special Activity:** President Hennigan asked members start thinking about our July special activity meeting and email suggestions for consideration by the full membership.

### **ADJOURNMENT**

Hearing no further business to come before the Association, President Hennigan adjourned the meeting at 12:40 p.m.

6-26-2017

Date Approved



LaVette E. Hennigan, MMC, President



Tracy M. Simons, Secretary