

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION**  
**Thursday, April 26, 2012**

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

Lisa Benedetti, City of Mayfield Heights (Vice President)  
Jean Buchak, City of Highland Heights  
Deb Cendroski, City of Eastlake  
Shirley Onderisin Fees, City of Painesville (retired)  
Rosie Hakola, Village of Grand River (Treasurer)  
LaVette Hennigan, City of Ashtabula (President)  
Elizabeth Limestahl, City of Mentor  
Loretta Radebaugh, City of Willoughby  
Lisa Stefaniak, Village of Timberlake

**APPROVAL OF MINUTES**

The March 26, 2012 meeting minutes were presented for approval. Ms. Benedetti moved, Ms. Stefaniak seconded to approve the minutes; motion carried.

**TREASURER'S REPORT**

Treasurer Hakola reported receiving 19 memberships, with 1 additional one today, and 1 retiree. Checks have been ordered, and will have WRMCA at the top. Our account balance is \$1,321.74, which includes \$30.00 for the cost of the checks. Mrs. Fees moved to accept the balance, Ms. Buchak seconded; motion carried.

President Hennigan asked for an update on the sending of the two donations the Association approved last year to go to severe storm damaged communities. Treasurer Hakola reported they recently were sent (\$200 to each community).

President Hennigan gave Treasurer Hakola copies of the latest bylaws so she could file for charitable status for the WRMCA. VP Benedetti asked why the group did not already have a charitable status. Treasurer Hakola said there are now two forms to fill out, one being for this status, for which the bylaws are needed. Mrs. Stefaniak confirmed that it is a two part application process, and is governed by the Ohio Attorney General.

**ACTION: President Hennigan asked Mrs. Stefaniak if she would offer assistance to Treasurer Hakola with completing the process, since she is familiar with it. She was happy to do so.**

**UNFINISHED BUSINESS**

**Nametags:** President Hennigan thanked Mrs. Stefaniak for taking on the task of getting new nametags for Association members; which were distributed to members present. The President will distribute the remaining ones when members are present at a meeting.

**Scholarship Program:** Discussion was held on proposed changes to the Scholarship Program criteria. Questions raised were:

1. Should it be limited to only those trying to attain certification or anyone who would like to continue their education?
2. Should it be given for registration, hotel, and travel?

3. Should it be given only if a municipality is experiencing hardship, or also for if a municipality is unwillingness to sponsor the clerk?
4. Should there be a flat amount offered to be used at the discretion of the member?
5. It was agreed upon that documentation would be required.
6. The Association's ability to fund a request would be the first determination made.
7. Should the scholarship criteria be included in the bylaws, or made a part of a policies and procedures document (which presently does not exist).

**ACTION: President Hennigan asked everyone to send her their thoughts on the proposed changes. She would like to put the changes to a vote at the May meeting.**

Charitable Donation Guidelines: The proposed guidelines were reviewed. It was suggested that "clerks" be changed to "members", under the section titled "Reasons to give" at item number 1.

**ACTION: Mrs. Cendroski moved, Ms. Limestahl, seconded to approve the guidelines, with the suggested change; motion carried.**

## **NEW BUSINESS**

### **Certification:**

Mrs. Cendroski explained she recently found out that once a clerk receives a CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) designation, in order for the International Institute of Municipal Clerks (IIMC) to recognize the designation, IIMC member is required. If membership is not maintained a clerk is no longer entitled to use said designations. She read a resolution she drafted which requests that IIMC repeal this requirement. The steps to be taken are:

1. WRMCA would vote to have the resolution forwarded to the Ohio Municipal Clerks Association (OMCA) president, for the purpose of having the resolution put to a vote of their membership;
2. If OMCA members vote in favor of the resolution, it would then be sent to for other states for discussion and action.

Mrs. Cendroski strongly stated her objection to a clerk meeting ALL the requirements in order to obtain certification, including application fees, and then being told they will not be able to use the certification unless, and only unless that clerk is a member of IIMC. She does not believe something earned should be taken away because membership has ceased; and that it surely should not be the sole criteria to maintain certification.

WRMCA members understood and some concurred with Mrs. Cendroski's stance. Mrs. Fees concurred, and said if there is not recertification requirement, the designation should not be suspended. Ms. Radebaugh moved, Mrs. Fees, seconded that the WRMCA membership consider the resolution at its next meeting; motion carried.

**MISCELLANEOUS BUSINESS**

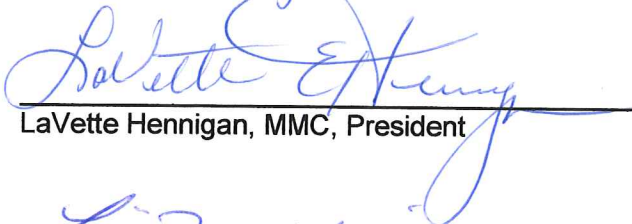
President Hennigan asked members to consider volunteering to share their personal biography (persons story), at a future meeting.

**Adjournment**

President Hennigan adjourned the meeting.

Approved

May 14, 2012

  
LaVette Hennigan, MMC, President

  
Lisa Benedetti, MMC, Vice President