

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
MEETING MINUTES
Monday, April 23, 2018**

President Alisa Novak called the meeting to order at 12:04 p.m. with the following members present:

Alisa Novak, President, City of Willoughby
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Mary Betsa, Village of Mayfield
Rosemary Hakola, Village of Grand River
Kelly Miller, City of Lyndhurst
Bernice Schreiber, Village of Hunting Valley

WELCOME

President Novak welcomed everyone to the meeting.

ABSENCE OF QUORUM

The President entertained a motion to suspend Article IV of the bylaws which sets the quorum at seven (7) in order to transact business, thus allowing the meeting to be held. Ms. Schreiber moved, Ms. Betsa seconded to suspend Article IV of the bylaws; motion CARRIED.

APPROVAL OF MEETING MINUTES

Ms. Miller moved, Ms. Betsa seconded to approve the January 22, 2018 meeting minutes, as submitted; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti reported for January, February and March. \$530 was collected in dues and one check cleared from December for the annual charitable donation. 21 members have sent in their dues with 3 still outstanding. The balance as of March 31, 2018 is \$1,394.08.

CARDS SENT

Ms. Hennigan sent a report of cards sent for 2018 through the first four months. President Novak reviewed it. Three cards were sent.

NEW BUSINESS

• **ByLaw Revisions:**

President Novak stated that Vice-President/Secretary Hennigan was ill and was unable to be present today to review the suggested revisions to the bylaws. President Novak asked if the members present wanted to review the revisions and everyone agreed to do so, but no vote would be taken until there was a quorum. President Novak pointed out that many changes were of a housekeeping nature. The revisions were reviewed with the following suggestions marked in italics and underlined:

Article IV – Quorum – Ms. Miller suggested for the second sentence that it read “A roll call and unanimous vote *by the members present* are required.”

Article XI – Dissolving the Association – Discussion was held that it should be up to the members as to where the money goes. This section would read: “In the event this Association is dissolved, *at the recommendation of the majority of the members*, the remaining funds will be gifted to the Ohio Municipal Clerk Association (OMCA), the International Institute of Municipal Clerks, or rolled over into another 501(C)(3) qualified organization’s account, *in this order*.”

The suggested changes to the revised bylaws would be sent out to the membership prior to a meeting to vote on them. It was proposed to hold a meeting July in order to approve the bylaws.

- **Education Assistance Program Revisions:**

President Novak stated she has not had any requests for assistance. Again, the members present agreed to wait to vote on these revisions.

- **2018 Meeting Schedule and Suggestions for July Event:**

July should be a formal meeting date. Some suggestions for it were the Lake Erie Bluffs as they have a pavilion, Busy Bees in Mentor or Handmade in Independence, volunteering at the Foodbank or a cooking class at Loretta Paganini School of Cooking.

- **Upcoming Training Sessions:**

President Novak reviewed the listing of training sessions available to all clerks. Points for certification are available for those working toward their CMC or MMC certification. Ms. Betsa mentioned Cuyahoga County is having a fraud seminar in June. She also mentioned Pari Swift of the Electronic Records Commission holds a seminar entitled To Scan or Not to Scan and Ms. Betsa wondered if the WRMCA might sponsor one of these. Everyone thought it was a good idea.

ADJOURN: Hearing no further business, President Novak adjourned the meeting.

Approved July 30, 2018
Alisa Novak
Alisa Novak, President

Lisa Benedetti
Lisa Benedetti, Treasurer