

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION  
MEETING MINUTES  
Monday, June 24, 2013**

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

Lisa Benedetti, Secretary, City of Mayfield Heights  
Amy Day, City of Chardon  
Jennell Dahlhausen, Village of Burton  
Rosie Hakola, Village of Grand River  
LaVette Hennigan, City of Ashtabula  
Tiffany Mekeel, Treasurer, Village of Middlefield  
Lisa Stefaniak, Village of Timberlake

**APPROVAL OF MINUTES**

The minutes of April 22, 2013 were presented for approval. Ms. Mekeel moved, Ms. Day seconded to approve the minutes as mailed. All in favor, motion CARRIED.

**TREASURER'S REPORT**

Treasurer Mekeel presented the Treasurer's Reports as of April 30 and of May 31, 2013. The account has a balance of \$1,568.43. Ms. Stefaniak moved, Ms. Dahlhausen seconded to accept the Treasurer's report. All in favor, motion CARRIED.

President Hennigan stated that Ms. Mekeel and Ms. Hakola worked on compiling the 2012 Annual Report, which was sent to all members. She thanked them for completing this report. Ms. Day moved, Ms. Stefaniak seconded to accept the 2012 Annual Report. All in favor, motion CARRIED.

Treasurer Mekeel stated that she received membership dues for Kimberly McKinley of Geneva on the Lake. There are now about 23 members. President Hennigan reported that Jennifer Bell from the City of Painesville has accepted a job as Deputy Clerk for the County Commissioners. The City of Painesville has posted the Clerk of Council's position.

**UNFINISHED BUSINESS**

Discussion was held on the proposed Education Assistance Program, which replaces the Scholarship Program. It seems to be comprehensive and flexible to meet the needs of the members. A copy is attached. Ms. Mekeel moved, Ms. Day seconded to approve the Education Assistance Program. All in favor, motion CARRIED.

**NEW BUSINESS**

President Hennigan stated that the group has signed up to volunteer at the Cleveland Food Bank on July 25. This would be in place of the annual picnic meeting. There are not many members currently signed up. There will be no August meeting.

President Hennigan is working with Deb Hladky, the President of the Northeast Ohio Municipal Clerks Association, on a possible combined meeting that may be eligible for certification points. Everyone agreed that it was worth pursuing.

Secretary Benedetti reported that the International Institute of Municipal Clerks Annual Conference in May went well. There were many good education sessions to attend.

**MISCELLANEOUS BUSINESS**

Birthday Acknowledgments - No one had a birthday this month.

**Adjournment**

President Hennigan adjourned the meeting at 12:55 p.m.

Approved September 23, 2013

  
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LaVette Hennigan, MMC, President

  
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Lisa Benedetti, MMC, Secretary

*Western Reserve Municipal Clerks Association*  
*Financial Overview*  
*4/30/2013*

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Bank Statement Date: 04/01/13 - 04/30/13

**Ending Balance from Bank Statement** \$1,538.43

**Deposits**

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
Total Deposits			<u>\$0.00</u>
Subtotal			\$1,538.43

**Cleared Checks & Fees**

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Total Cleared Checks & Fees			<u>\$0.00</u>

**Outstanding Checks**

<u>Check Number</u>	<u>Amount</u>	
Total Outstanding Checks		\$0.00

**WRMCA Checkbook Balance** \$1,538.43

**Bank Statement Reconciliation Balance** \$1,538.43

**Difference** \$0.00

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

*Western Reserve Municipal Clerks Association*  
*Financial Overview*  
*5/31/2013*

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Bank Statement Date: 05/01/13 - 05/31/13

**Ending Balance from Bank Statement** \$1,538.43

**Deposits**

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
05/04/13	\$30.00		
Total Deposits			<u>\$30.00</u>
Subtotal			\$1,568.43

**Cleared Checks & Fees**

<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Total Cleared Checks & Fees			<u>\$0.00</u>

**Outstanding Checks**

<u>Check Number</u>	<u>Amount</u>	
Total Outstanding Checks		\$0.00

**WRMCA Checkbook Balance** \$1,568.43

**Bank Statement Reconciliation Balance** \$1,568.43

**Difference** \$0.00

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