

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION  
MEETING MINUTES  
Monday, September 23, 2013**

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

Lisa Benedetti, Secretary, City of Mayfield Heights  
Mary Betsa, Vice President, Village of Mayfield  
Jean Buchak, City of Highland Heights  
Regina Cahill, City of Euclid  
Deb Cendroski, City of Eastlake  
Jennell Dahlhausen, Village of Burton  
Tara Diehl, City of Painesville  
Shirley Onderisin Fees, Retired, City of Painesville  
LaVette Hennigan, President, City of Ashtabula  
Tiffany Mekeel, Treasurer, Village of Middlefield  
Janet Mulh, Village of Waite Hill  
Lisa Stefaniak, Village of Timberlake

President Hennigan welcomed new clerk Tara Diehl from the City of Painesville. She thanked retired clerk Shirley Onderisin Fees for contacting Tara and inviting her to attend.

**APPROVAL OF MINUTES**

Meeting notes were provided for the March 28, 2013 meeting. Because a quorum was not present, minutes were not required.

The minutes of June 24, 2013 were presented for approval. Ms. Mekeel moved, Ms. Dahlhausen seconded to approve the minutes as presented. All in favor, motion CARRIED.

**TREASURER'S REPORT**

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Bylaws Revision/Records Retention**

**Article VII, Section 5 – Secretary.** President Hennigan reviewed the proposed changes (copy attached). It was suggested to delete the proposal for the secretary to keep the agendas, as the records retention is only one year. Discussion was held on the proposal to keep the minutes in a fireproof box. Suggestions were to scan, microfilm or pay for storage in a controlled environment. As there are not a lot of records, it was determined the secretary would keep the records. It was also suggested that electronic signatures could be used, but there does not seem to be a need for that. The revised amendments are as follows:

Section 5. . . . The Secretary shall ***obtain the appropriate signatures, and keep . . .***

***The Secretary shall maintain a copy of the Association meeting minutes in accordance with its Records Retention Schedule, and in a fireproof box funded by the Association. . . .***

Ms. Cendroski moved, Ms. Mekeel seconded to approve the revised amendments to Section 5. All in favor, motion CARRIED.

but her council has been supportive. Because of this time away from the office, she has had to miss a lot of the WRMCA meetings.

Ms. Benedetti asked how other municipalities handle cancelling a council meeting due to lack of a quorum. Her council knew a quorum would not be present, but the city's code does not address cancelling a meeting for other than emergency reasons. It was suggested that whoever was authorized would call the meeting to order then explain that due to the lack of a quorum the meeting was cancelled. In this way, the record would reflect that the meeting was convened, but not held.

**Adjournment**

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

Approved \_\_\_\_\_

11/21/13



LaVette Hennigan, MMC, President



Lisa Benedetti, MMC, Secretary

## **WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION**

The Western Reserve Municipal Clerk's Association began in 1982 as the "LakeGeauga Municipal Clerk's Association". As the organization grew, Clerks from eastern Cuyahoga and Ashtabula Counties became members, at which time the name was changed to "Western Reserve Municipal Clerk's Association".

The Association provides members opportunities to network. More experienced Clerks assist new Clerks by exchanging information and ideas to meet the challenges of the profession.

The meetings vary from speakers presenting subjects pertinent to the Clerk's profession, to open discussions regarding the same.

Membership currently consists of 23 persons in the Clerk profession, including those who have retired. The Association meets once a month, at noon, on a day and at a restaurant selected by the President, and agreed upon by the membership. Approximately 12 members regularly attend the meeting.

The Association also provides scholarships to its members to further their Clerk profession education, provides donations to Clerks whose municipality has sustained weather or fire damages, and selects up to two organizations, per year, as recipients of an end of the year charitable contribution.

The Association is governed by bylaws, elects an Executive Committee each year, and celebrates its 30<sup>th</sup> anniversary in 2012.

Bank Statement Date:		06/01/13 - 06/30/13	
<b><u>Ending Balance from Bank Statement</u></b>		\$1,568.43	
<b><u>Deposits</u></b>			
<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
Total Deposits		\$0.00	
Subtotal		\$1,568.43	
<b><u>Cleared Checks &amp; Fees</u></b>			
<u>Check Number</u>	<u>Amount</u>	<u>Check Number</u>	<u>Amount</u>
Total Cleared Checks & Fees		\$0.00	
<b><u>Outstanding Checks</u></b>			
<u>Check Number</u>	<u>Amount</u>		
Total Outstanding Checks		\$0.00	
<b><u>WRMCA Checkbook Balance</u></b>		\$1,568.43	
<b><u>Bank Statement Reconciliation Balance</u></b>		\$1,568.43	
<b><u>Difference</u></b>		\$0.00	

Tiffany Mekeel, Treasurer

Western Reserve Municipal Clerks Association



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<b><u>Ending Balance from Bank Statement</u></b>	<b>\$1,568.43</b>
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<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
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Subtotal	\$1,568.43
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Check Number	Amount	Check Number	Amount
1	100.00	1	100.00
2	200.00	2	200.00
3	300.00	3	300.00
4	400.00	4	400.00
5	500.00	5	500.00
6	600.00	6	600.00
7	700.00	7	700.00
8	800.00	8	800.00
9	900.00	9	900.00
10	1000.00	10	1000.00
11	1100.00	11	1100.00
12	1200.00	12	1200.00
13	1300.00	13	1300.00
14	1400.00	14	1400.00
15	1500.00	15	1500.00
16	1600.00	16	1600.00
17	1700.00	17	1700.00
18	1800.00	18	1800.00
19	1900.00	19	1900.00
20	2000.00	20	2000.00
21	2100.00	21	2100.00
22	2200.00	22	2200.00
23	2300.00	23	2300.00
24	2400.00	24	2400.00
25	2500.00	25	2500.00
26	2600.00	26	2600.00
27	2700.00	27	2700.00
28	2800.00	28	2800.00
29	2900.00	29	2900.00
30	3000.00	30	3000.00
31	3100.00	31	3100.00
32	3200.00	32	3200.00
33	3300.00	33	3300.00
34	3400.00	34	3400.00
35	3500.00	35	3500.00
36	3600.00	36	3600.00
37	3700.00	37	3700.00
38	3800.00	38	3800.00
39	3900.00	39	3900.00
40	4000.00	40	4000.00
41	4100.00	41	4100.00
42	4200.00	42	4200.00
43	4300.00	43	4300.00
44	4400.00	44	4400.00
45	4500.00	45	4500.00
46	4600.00	46	4600.00
47	4700.00	47	4700.00
48	4800.00	48	4800.00
49	4900.00	49	4900.00
50	5000.00	50	5000.00
51	5100.00	51	5100.00
52	5200.00	52	5200.00
53	5300.00	53	5300.00
54	5400.00	54	5400.00
55	5500.00	55	5500.00
56	5600.00	56	5600.00
57	5700.00	57	5700.00
58	5800.00	58	5800.00
59	5900.00	59	5900.00
60	6000.00	60	6000.00
61	6100.00	61	6100.00
62	6200.00	62	6200.00
63	6300.00	63	6300.00
64	6400.00	64	6400.00
65	6500.00	65	6500.00
66	6600.00	66	6600.00
67	6700.00	67	6700.00
68	6800.00	68	6800.00
69	6900.00	69	6900.00
70	7000.00	70	7000.00
71	7100.00	71	7100.00
72	7200.00	72	7200.00
73	7300.00	73	7300.00
74	7400.00	74	7400.00
75	7500.00	75	7500.00
76	7600.00	76	7600.00
77	7700.00	77	7700.00
78	7800.00	78	7800.00
79	7900.00	79	7900.00
80	8000.00	80	8000.00
81	8100.00	81	8100.00
82	8200.00	82	8200.00
83	8300.00	83	8300.00
84			

Check Number	Amount
1	100.00
2	200.00
3	300.00
4	400.00
5	500.00
6	600.00
7	700.00
8	800.00
9	900.00
10	1000.00
11	1100.00
12	1200.00
13	1300.00
14	1400.00
15	1500.00
16	1600.00
17	1700.00
18	1800.00
19	1900.00
20	2000.00
21	2100.00
22	2200.00
23	2300.00
24	2400.00
25	2500.00
26	2600.00
27	2700.00
28	2800.00
29	2900.00
30	3000.00
31	3100.00
32	3200.00
33	3300.00
34	3400.00
35	3500.00
36	3600.00
37	3700.00
38	3800.00
39	3900.00
40	4000.00
41	4100.00
42	4200.00
43	4300.00
44	4400.00
45	4500.00
46	4600.00
47	4700.00
48	4800.00
49	4900.00
50	5000.00
51	5100.00
52	5200.00
53	5300.00
54	5400.00
55	5500.00
56	5600.00
57	5700.00
58	5800.00
59	5900.00
60	6000.00
61	6100.00
62	6200.00
63	6300.00
64	6400.00
65	6500.00
66	6600.00
67	6700.00
68	6800.00
69	6900.00
70	7000.00
71	7100.00
72	7200.00
73	7300.00
74	7400.00
75	7500.00
76	7600.00
77	7700.00
78	7800.00
79	7900.00
80	8000.00
81	8100.00
82	8200.00
83	8300.00
84	8400.00
85	8500.00
86	8600.00
87	8700.00
88	8800.00
89	8900.00
90	9000.00
91	9100.00
92	9200.00
93	9300.00
94	9400.00
95	9500.00
96	9600.00
97	9700.00
98	9800.00
99	9900.00
100	10000.00

Total Outstanding Checks	\$0.00
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<b><u>Difference</u></b>	\$0.00
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Submitted by:  
Tiffany Mekeel, Treasurer  
Western Reserve Municipal Clerks Association

*Western Reserve Municipal Clerks Association*  
*Treasurer Report*  
*8/31/2013*

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Bank Statement Date: 08/01/13 - 08/31/13

**Ending Balance from Bank Statement** \$1,568.43

**Deposits**

<u>Deposit Date</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Amount</u>
Total Deposits			\$0.00
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			\$0.00

**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