

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
Monday, September 24, 2012

CALL TO ORDER

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

LaVette Hennigan, President, City of Ashtabula
Tiffany Mekeel, Secretary, Village of Middlefield
Rosie Hakola, Treasurer, Village of Grand River
Jennell Dahlhausen, Immediate Past President, Village of Burton
Mary Betsa, Village of Mayfield
Deb Cendroski, City of Eastlake
Elizabeth Limestahl, City of Mentor
Janet Mulh, Village of Waite Hill
Lisa Stefaniak, Village of Timberlake
Guest: Diana Cooks, Assistant Clerk, City of Bratenahl

QUORUM

Ms. Cendroski moved, Ms. Betsa seconded to waive Bylaw Article IV titled "Quorum", which reads: "A quorum shall be a majority (one more than half) of the members present, but not less than seven (7)." The motion CARRIED.

WELCOME

President Hennigan welcomed Ms. Diana Cooks, Assistant Clerk with the City of Bratenahl. Ms. Cooks provided a brief biography.

APPROVAL OF MINUTES

The July 23, 2012 meeting minutes were presented. Secretary Mekeel moved, Immediate Past President Dahlhausen seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Finances: Treasurer Hakola reported the checking account has a balance of \$1,678.43. She has been working with Key Bank to convert to online statements, in order to eliminate the \$3.00 monthly paper statement fee.

Signature Card: President Hennigan asked how many signers are on the Association's bank signature card. Treasurer Hakola replied that the Treasurer and President are customarily the signers. The President asked if she is on the card. Treasurer Hakola replied no, that Immediate Past President Dahlhausen is. President Hennigan suggested the policy of automatically placing the Association President on the bank signature card be placed in the bylaws under the duties of the President or in a policy statement. A majority of the members present did not believe a bylaws amendment or policy statement was necessary, because the matter is one that is "understood". While the President was uncomfortable with the outcome, she conceded that majority rules.

WRMCA

Monday, September 24, 2012

Donations: President Hennigan asked for a status update on the Association's July 23 vote to give a \$200.00 donation to the City of Cambridge, Ohio, to be used towards their storm damage rebuilding. Treasurer Hakola reported she did not send the donation because she did not believe the recommendation had been voted on. President Hennigan cited the July 23 meeting minutes where the motion was passed to send the donation to clerk, Sharon Cassler. Treasurer Hakola asked for Clerk Cassler's address. President Hennigan agreed to provide it.

The Association discussed giving a \$200.00 donation to WRMCA's own, Clerk Jennifer Bell, with the City of Painesville, whose offices suffered fire damage in 2011.

Action: Ms. Stefaniak moved, Secretary Mekeel seconded, pending President Hennigan's discussion with Ms. Bell, to gift a \$200.00 to the City of Painesville, to be used to assist with her office restoration; motion CARRIED.

UNFINISHED BUSINESS

Name Tags: President Hennigan continued the distribution of magnetic name tags purchased by the Association. Those remaining will continue to be distributed at the monthly meetings.

Tax Status: The Association has a federal tax identification number. We discussed the Association pursuing a 501(C)(3) nonprofit tax exempt status. Ms. Cooks offered that the Association would need a 501(C)(3) status for tax exempt sales, and to secure grants. Due to the cumbersomeness of the process and the length of time it takes to complete.

Action: Secretary Mekeel moved, Ms. Stefaniak seconded to discontinue the pursuit of the 501(C)(3), nonprofit tax status; motion CARRIED.

Certification Retention: We had a lengthy discussion regarding the OMCA Board's (hereafter Board) decision not to place the certification designation resolution and petition, initiated by Ms. Cendroski, which received our support, before the full OMCA membership. Ms. Cendroski voiced her extreme displeasure with the Board's decision.

ACTION: President Hennigan took responsibility for not making the Association's intent clear – that being for the OMCA Board to place the documents before the full OMCA membership; and offered to resubmit the documents with clarity. Ms. Cendroski moved, Ms. Limestahl seconded the President's offer; motion CARRIED.

NEW BUSINESS

Congratulations: President Hennigan announced that Danielle Romanowski, CMC, Fiscal Officer, Village of South Russell, received her CPFA (Certified Public Finance Administrator) credentials. Ms. Romanowski was unable to be at today's meeting. Her son James broke his leg while playing football, for which she asked for thoughts and prayers.

Action: Ms. Stefaniak recommended a card be sent to the family; President Hennigan offered to do so.

WRMCA

Monday, September 24, 2012

Meetings: October's meeting is scheduled for Thursday, October 25, at noon at Quail Hollow Resort. President Hennigan asked if there were any desired topics or speakers the members want. The consensus was to continue with general conversation; which is deemed most helpful at this time.

Nominating Committee Appointment: President Hennigan announced WRMCA Article VIII, Section 3, requires her to appoint a Nominating Committee in September. No volunteers came forward. The majority of the membership suggested it was okay to address the requirement in October. The President also announced that two members answered the call for officer volunteers (president, vice president, treasurer, secretary), but for the same position. She chose not to offer details at this time.

MISCELLANEOUS BUSINESS

President Hennigan said she would like to acknowledge member birthdays, and the following was provided:

Jennell Dahlhausen – March 11
Elizabeth Limestahl – March 12
Deb. Cendroski – June 30
Lisa Stefaniak – October 7
Tiffany Mekeel – October 24
Mary Beth Betsa – October 29
Rosie Hakola – November 8
Janet Mulh – November 12
LaVette Hennigan – November 21

Adjournment

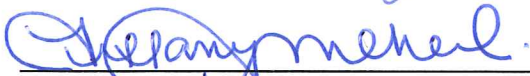
President Hennigan adjourned the meeting.

Approved

October 25, 2012



LaVette Hennigan, MMC, President



Tiffany Mekeel, Secretary