

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

Thursday, September 25, 2014

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

LaVette Hennigan, MMC, President, City of Ashtabula
Marybeth Betsa, CMC, Vice President, Village of Mayfield
Tara Diehl, Secretary, City of Painesville
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Amy Day, City of Chardon
Rosemary Hakola, Village of Grand River
Janet Mulh, MPA, Village of Waite Hill
Lenore Pikus, Village of Burton
Lisa Stefaniak, Village of Timberlake (*arrived at 1:00 p.m.*)

WELCOME

President Hennigan welcomed everyone to the meeting.

APPROVAL OF MEETING MINUTES

Vice President Betsa moved, Treasurer Benedetti seconded to approve the minutes of June 23 and July 25, 2014 as submitted; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti reported the checking account balance on June 30, July 31, and August 31, 2014, was \$1826.79. Ms. Mulh moved, Ms. Day seconded to accept the June, July and August reports; motion CARRIED.

UNFINISHED BUSINESS: None

NEW BUSINESS

1. **Billie Geyer's (Village of Fairport Harbor) New Position/Membership Resignation:**
President Hennigan congratulated Ms. Geyer and wished her well in her new position as the Mentor, OH Finance Clerk. She said Ms. Geyer will work with our very own Mentor Clerk of Council Elizabeth Limestahl, CMC. The President said Ms. Geyer was not sure if she could continue her membership, but it is the President's hope Mentor will permit it to be so. Ms. Mulh questioned whether Fairport Harbor has replaced Ms. Geyer, and if the new Clerk's membership was paid by the Municipality. Ms. Hakola said Fairport Harbor had been interviewing for a new Clerk and was unsure if the Village paid for Ms. Geyer's membership of if she personally did. The President said in speaking with Ms. Geyer she found out the membership belongs to the Village.
2. **One-Day OMCA Education Sessions:** Vice President Betsa announced she will email members about the OMCA 1-day sessions, which are being held to assist OMCA members obtain certification points.
3. **'Draft' Letter to Clerks in WRMCA Counties (Exhibit "A") / WRMCA Minutes on OMCA Website / Creation of WRMCA Website:** Vice President Betsa distributed a two-page packet. The first page was a draft of a letter she would like to send to select persons in the WRMCA counties to garner membership interest. She also expressed interest in having WRMCA

meeting minutes uploaded to the Ohio Municipal Clerks Association (OMCA) website for the purpose of exposing our Association to clerks who visit the website and may not be familiar with us. Secretary Diehl expressed that WRMCA should have its own website to upload minutes and other items to, and then extend an offer to OMCA to post a link to our website. The President thanked the Vice President for her efforts.

President Hennigan entertained a motion to have the Association cover the cost of postage for Vice President Betsa's letter mailing. Ms. Day moved, Ms. Mulh seconded; motion CARRIED.

President Hennigan entertained a motion to have Vice President Betsa investigate the possibility of having our meeting minutes uploaded to the OMCA website. Ms. Mulh moved, Ms. Hakola seconded; motion CARRIED.

President Hennigan entertained a motion to have Secretary Diehl begin creating a WRMCA website. Ms. Benedetti moved, Ms. Day seconded; motion CARRIED. Ms. Mulh volunteered to have Secretary Diehl train her to be our website maintenance backup.

4. **IIMC Region V Conference:** President Hennigan issued a reminder that the International Institute of Municipal Clerks (IIMC) Region V Conference is scheduled for October 2-4, in Uniontown, OH. She announced that on Thursday, October 2, Regions 1, 2, and 3 will meet together for dinner, and that Regions 6 and 7 would do the same. The restaurant locations will be emailed to conference attendants.
5. **'Draft' Survey for Membership Input (Exhibit "B"):** Vice President Betsa explained the second page of her handout is a draft of a survey she would like WRMCA members to consider for distribution with the letter discussed in Item No. 3 above. She would like feedback regarding the survey's content by the next meeting.
6. **Amend Bylaw Article VII OFFICERS, Section 5. Secretary:** President Hennigan presented the following proposed amendment:

(Existing Section 5.) The Secretary shall take a record of attendance at all official Association meetings. The Secretary shall obtain the appropriate signatures, and keep a book of minutes in which shall be recorded the business proceedings of the Association. The Secretary shall forward a copy of the minutes to the President, who will include a copy of the minutes with the next month's meeting notice. 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. The Secretary shall perform other duties as the office may require or as assigned by the Executive Committee.

(Proposed Section 5.) The Secretary shall take a record of attendance at all official Association meetings. The Secretary shall obtain the appropriate signatures, and keep a book of minutes in which shall be recorded the business proceedings of the Association. The Secretary shall forward a copy of the minutes to the President, who will include a copy of the minutes with the next month's meeting notice. The Secretary shall maintain a **signed** copy of the Association meeting minutes in accordance with its Records Retention Schedule, and in a fireproof box funded by the Association. The Secretary shall perform other duties as the office may require or as assigned by the Executive Committee.

President Hennigan entertained a motion to amend Bylaw Article VII: OFFICERS, Section 5. Secretary, to insert 'signed', as noted above. Ms. Mulh moved, Ms. Betsa seconded; motion CARRIED.

7. **Waive Bylaw Article VIII COMMITTEES, Section 3. Nominating Committee:** President Hennigan reported the section reads, "At the September monthly meeting, the President shall appoint a Nominating Committee of not less than three (3) members. The report of the Committee shall be provided to all members two (2) weeks prior to the November monthly meeting. Nominations may be made from the floor. At the November meeting the slate of officers shall be presented for a vote." The President expressed that due to the following outcome, she will entertain a motion to waive the requirement to appoint a Nominating Committee:

- 1 member currently serving on the Executive Committee (EC) will continue to serve;
- 2 members currently serving on the Executive Committee will continue to serve if the opportunity for someone who needs CMC or MMC certification points is not hindered, or if it does not take the opportunity away from someone who has not had the opportunity to serve or hasn't served in a while, from doing so;
- 6 members replied "NO" to serving; and,
- There were no volunteers to serve on the 2014 Nominating Committee.

President Hennigan entertained a motion to waive the requirement of Bylaw Article VIII COMMITTEES, Section 3. Nominating Committee, to allow her to present a proposed slate of in 2015 WRMCA Officers. Ms. Day moved, Ms. Betsa seconded; motion CARRIED.

8. **Records Retention (set date to purge records):** President Hennigan addressed the need to begin the process of purging our records now that a Records Retention Schedule (RRS) has been established. The discussion resulted in the members agreeing that because the Executive Committee has custodianship over the records, they should be the ones to present a list of items to the membership for disposal in accordance with the RRS, and the membership should vote to dispose. The President volunteered to draft a Records Disposal policy to be made a part of the Bylaws, and present it to the membership for review and approval.

President Hennigan entertained a motion to amend the Bylaws to include a section on Records Disposal. Ms. Benedetti moved, Ms. Pikus seconded; motion CARRIED.

The Executive Committee was asked to compile a list of items for disposal, submit it to the President, who will submit it to the membership for vote on.

President Hennigan requested a motion to conduct the disposal of records by the end of this year. Ms. Mulh moved, Ms. Day seconded; motion CARRIED.

9. **WRMCA Roster Update:** President Hennigan asked members to review the current roster provided in today's agenda packet (and attached hereto as Exhibit "C"). Her desire is for all birthdays to be listed in order for members to be recognized on their special day. If changes to personal information are required, please email it to her, and she will ensure Secretary Diehl receives it. She announced that Secretary Diehl offered to reorganize and reformat the roster to make it easier to edit, and again, expressed her appreciation for the Secretary volunteering to bring the Association into the 21st Century.

10. **Creation of WRMCA Logo and Facebook Page:** President Hennigan reported Secretary Diehl suggested the creation of a WRMCA logo and Facebook page. This would be in conjunction with the website creation she suggested in item No. 2 above. Treasurer Benedetti suggested the design used for the WRMCA lapel pin in 2003 would be a good start. Ms. Hakola said she does not believe an electronic version of the design exists. Members were unsure of how practical a Facebook page would be at this time, but will be revisited. The Secretary said she enjoys this type of creative work and volunteered to take on the logo and website creations. **President Hennigan entertained a motion for Secretary Diehl to create a WRMCA logo design for the membership's consideration and input. Ms. Betsa moved, Ms. Pikus seconded; motion CARRIED.**

11. **Use of Certification Designations; IIMC Membership Required:** President Hennigan reminded members that in order to use the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certification designations, IIMC requires certified persons maintain their IIMC membership.
12. **OMCA Scholarship Fundraiser - 2015 Cash Bonanza Raffle:** President Hennigan referred members to the OMCA handout detailing the fundraiser. The fundraising goal is \$10,000 and will be used for OMCA education scholarships. Ticket sales end December 10; the deadline to submit ticket money and stubs is December 15. She encouraged members' participation. It was noted that OMCA's Fundraising Committee also has yoga pants and shirts for sale on the OMCA website.

Open Forum (Questions and Answers): The floor was opened for discussion among the members.

MISCELLANEOUS BUSINESS

1. Birthday acknowledgements: There are no known ones in September. Lisa Stefaniak's (October 7) birthday was acknowledged. Ms. Stefaniak was held up with vehicle business; and was able to join us at 1:00 p.m.
2. Treasurer Benedetti thanked Secretary Diehl for her dedication and time to increasing WRMCA's visibility by volunteering to create a logo and website, and Facebook page.
3. Ms. Mulh thanked everyone who attended her daughter's performance at Rabbit Run on July 25.

ADJOURN: President Hennigan entertained a motion to adjourn. Ms. Hakola moved, Ms. Mulh seconded; motion CARRIED. The meeting adjourned at 1:07 pm

Approved October 27, 2014

LaVette E. Hennigan
LaVette Hennigan, MMC, President

Tara Diehl
Tara Diehl, Secretary