

WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION

REGULAR MEETING MINUTES

Monday, September 23, 2019

President Novak called the meeting to order at 12:15 p.m. The following members were present:

Alisa Novak, President, City of Willoughby
LaVette Hennigan, MMC, Vice President/Secretary, City of Ashtabula
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Regina Cahill, Highland Heights
Rosemary Hakola, Village of Grand River
Mary Betsa, Village of Mayfield
Janet Mulh, Village of Gates Mills
Julie Schiavoni, City of Mentor
Bernice Schreiber, Village of Hunting Valley
Valerie Vargo, City of Painesville

Guests

Mrs. Stacy Senskey, Clerk of Council, City of Ashtabula

MESSAGE FROM THE PRESIDENT

The President called the meeting to order, welcomed everyone, gave a special welcome to Stacy from Ashtabula, and introductions were made.

The President apologized for the exclusion of Vicki Savage's, City of Mayfield Heights, email address from notices about this meeting. She was able to speak with Vicki, who said she totally understood and would not have been able to make today's meeting due to attendance at another meeting.

APPROVAL OF THE MINUTES

The April 22, 2019, Regular Meeting minutes were presented. J. Schiavoni moved, J. Muhl seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented April, May June, July and August financials. Three checks were issued. The ending checking account balance is \$1,403.96, as of August 31.

Hearing no comments, the President announced the reports were placed on record.

NEW BUSINESS

2019 Meeting Schedule and Membership Roster

The President announced she is unable to make the scheduled Monday, October 28, meeting. The members agreed to reschedule the meeting for Monday, November 4, same time and place.

Remaining 2019 OMCA Education Opportunities

- Athenian Dialogues – October 16 – 9:00 a.m. to 4:00 p.m., in Huber Heights, Ohio
- One-Day Academy – November 14 – 9:00 am. To 4:00 p.m., in Norwalk, Ohio

CMC Designation

V. Vargo announced she obtained her CMC. The news was met with hearty congratulations.

Records Retention

1. Disposal of Bank Statements, Bank Reconciliations and Receipts (2015 and prior)

The Treasurer requested permission to dispose of these records in accordance with WRMCA Records Retention Schedule of two (2) years. She has been keeping them for three years. When asked how much prior to 2015, the Treasurer reported 2014 and electronically back to 2007. She does not know what happened to everything else prior to 2007.

J. Schiavoni moved, R. Hakola seconded to approve the request; motion CARRIED.

The Treasurer's home town is having a shred day, which is where the documents will be disposed.

2. Treasurer's Reports

The Treasurer suggested the permanent retention period of monthly Treasurer's Reports be amended to be retained for two (2) years. She confessed she may have been the one who suggested they be retained permanently, but does not now see the need to do so. She has them from 2007 to present. R. Hakola noted these reports are always included in our regular meeting agenda packets; therefore they are being duplicated. J. Mulh asked if the reports have to be submitted to a state entity to be audited. The Treasurer said no; that a 990 form is not required because we are not a tax exempt organization. Our bylaws require an internal audit once a year.

Treasurer's MOTIONS:

- a. To change the Records Retention Schedule for the Treasurer's Reports to be two (2) years. (The annual Treasurer's report will remain a part of the Treasurer's Report; therefore are disposed of with the Treasurer's Report, but again are part of the minutes.)
L. Hennigan moved, J. Schiavoni seconded to approve the request; motion CARRIED.
- b. To dispose of the Treasurer's Reports from 2015 and prior. R. Cahill moved, J. Schiavoni seconded to approve the request; motion CARRIED.

The Vice President/Secretary reported she still has a box of WRMCA documents to scan, but has to first go through the documents.

2020 Executive Committee and WRMCA's Future

- The President asked if anyone present has an interest in serving on the 2020 Executive Committee (EC). The Vice President/Secretary asked if responses were received from the email that asked the same question. The President said a couple explaining why they were unable to do so at this time. When asked if the President asked V. Savage if she has an interest; she responded she did not because it did not cross her mind, especially since she's new to her Mayfield Heights position.
- The President reported that last Friday, she shared with the Vice President/Secretary and Treasurer separately if no one is willing to serve on the EC (which is unknown at this time) what the association would look like. She suggested the group continue, but not be as formal. This means no officers or dues and continues to have lunches and our annual Christmas dinner to maintain the network aspect. Doing so would eliminate being able to obtain International Institute of Municipal Clerks (IIMC) certification points for being an officer.
- **ACTION: The President will check with IIMC to see if certification points are given for being a member of a Clerk's association.**
- The time commitment to be an EC member has been drastically reduced.

- S. Senskey expressed that while September is her first month as a Municipal Clerk she believes it is important to keep the association going. She said she would not mind “getting her feet wet” and would consider being the Treasurer.
- Creating an outline of EC member’s duties/responsibilities would be helpful. The Vice President/Secretary read the duties/responsibilities of EC member’s outlined in the bylaws.
- M. Betsa said the association was established in 1982 “by Clerks who had a dream” and it grew and continued to do so. She was excited after her first meeting when she realized she had a network to turn to.
- The Vice President/Secretary said times have changed in the age of electronics (social media, email, texting, etc.). Things are now instant. Which is why, she said, she believes it is important for this association to remain in some form, even if it were only for the networking and to continue to support each other.
- Dues are spent on education assistance, speaker meals, and our annual donation of up to \$400.
- Ideally keeping the association functioning as it is at present is preferred, but some like the alternative.
- The President asked J. Schiavoni if she would agree to organize the July outing if she (the President) remained in the position. Julie agreed.
- It was confirmed S. Senskey will become a member once L. Hennigan officially retires, which is January 1, 2020, at which time membership renewals begin coming due. It was stated that L. Hennigan would become an Honorary Member once retired. L. Hennigan said the bylaws establishes the years at 30 (ARTICLE III MEMBERSHIP: Section 4 Honorary Member); she will have just short of 28. The only bylaw that may be waived is the quorum to have a meeting. However, there are certain matters that require the presence of a quorum – bylaws and voting for officers is two of them. It was suggested that the 30 year timeframe be amended to 25 years. **J. Mulh moved, M. Betsa seconded to amend the bylaws to change the years of service to become an Honorary Member from 30 years to 25 years. The VP/Secretary read ARTICLE IX BYLAW AMENDMENTS which requires a request be submitted in writing and presented to the membership at least two weeks prior to a regular meeting. At this meeting, J. Mulh submitted to the President, a written request to amend Article III: Section 4. The vote will occur at the next regular meeting.**
- The President said it appears the majority of the members want to keep the association operating, as is. A very preliminary draft of the 2020 EC Roster is:
 - Alisa Novak, President
 - Julie Schiavoni, Vice President
 - Stacy Senskey, Treasurer
 - Secretary: A. Day and K. Miller are unable to commit; J. Mulh is overwhelmed every day at her office
 - **ACTION: The President will reach out to Dr. Guy to see if she would be interested in serving as the association Secretary.**

Education Assistance Program

Revamping this program’s guidelines was discussed. No decisions were made.

Adjourn

Hearing no further business, the President adjourned the meeting at 1:18 p.m.

(Attachments: Bylaws, Records Retention Schedule)

Date Approved: November 18, 2019

Alisa Novak

Alisa Novak, President

Lavette E. Hennigan

Lavette E. Hennigan, MMC, Vice President/Secretary

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