

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION
(WRMCA)**

Thursday, October 25, 2012

CALL TO ORDER

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

LaVette Hennigan, President, City of Ashtabula
Lisa Benedetti, Vice President, City of Mayfield Heights
Tiffany Mekeel, Secretary, Village of Middlefield
Rosie Hakola, Treasurer, Village of Grand River
Mary Betsa, Village of Mayfield
Lisa Stefaniak, Village of Timberlake
Amy Day, City of Chardon
Jean Buchak, City of Highland Heights

QUORUM

Secretary Mekeel moved, Ms. Betsa seconded to waived 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 back member Amy Day, and wished Happy Birthday to Mrs. Stefaniak, October 7th, Secretary Mekeel, October 24th, and Mrs. Betsa, October 29th.

APPROVAL OF MINUTES

The September 24, 2012 meeting minutes were presented. Secretary Mekeel moved, Ms. Stefaniak seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Finances: Treasurer Hakola reported the checking account has a balance of \$1,281.43. She has converted from paper bank statements to online bank statements. Key Bank refunded one \$3.00 monthly paper statement fee.

Signature Card: President Hennigan asked if Treasurer Hakola was able to obtain the signature card. Treasurer Hakola replied that she did have the signature card and would come out to the City of Ashtabula to have President Hennigan sign it.

Bylaw Change: Discussion was held regarding an amendment to the bylaws, stating that after the election of officers, the Treasurer shall present the President with necessary documentation to add said President to the Association's bank signature card. Vice President Benedetti moved, Secretary Mekeel seconded the suggested amendment to Article VII, Section 6 of the bylaws. The President will put the suggested language in a memorandum and submit it to the membership as outlined by the Bylaws, for changes to the Bylaws. The; motion CARRIED.

WRMCA

Thursday, October 25, 2012

UNFINISHED BUSINESS

Definition of "Unfinished Business": President Hennigan gave a brief definition of unfinished business according to the Parliamentary Procedure class she attended during the 2012 Ohio and West Virginia Municipal Clerks' Institute Career Development Program.

NEW 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.

Cities of Painesville & Cambridge Donation Responses: The Association received two thank you notes. The City of Cambridge is known as "Tree City USA" and will use our donation to plant a tree to help replace the damage and dedicate the tree to our Association.

Motion to Waive Bylaw, Article VIII, Section 3

Ms. Betsa moved, Secretary Mekeel seconded to waived Bylaw Article VIII, Section 3 for the purpose of appointing a Nominating Committee at the October meeting; motion CARRIED.

Nominating Committee Appointment: President Hennigan reported that at September's meeting, there were no volunteers for appointment to the Nominating Committee and that the matter would be discussed today. She announced the following persons agreed to serve on the Nominating Committee: Vice President Benedetti, Chair; Ms. Limestahl; and Ms. Betsa. The Committee Chair will send members an e-mail two weeks prior to the November meeting with the proposed slated of officers; the terms for which are one year (January to December). Secretary Mekeel moved, Vice President Benedetti seconded to approve the appointment of members listed above to the Nominating Committee as presented; motion CARRIED.

Suggested Amendment to Bylaws: We had lengthy discussion regarding amendments to the following bylaws sections:

Article VIII, Section 4: "Bylaws Committee",

Article IV: Quorum. And

Article VII: Officers

President Hennigan will draft proposed amendments to the above sections and e-mail them to members in accordance with our bylaws. The amendments will be voted on at the November meeting. Secretary Mekeel moved, President Hennigan seconded to permit the President to proceed as noted above;; motion CARRIED.

Update on Certification Designation Resolution and Petition: We reviewed responses to our request of the Ohio Municipal Clerk's Association (OMCA) Board to present a resolution and petition, initiated by Ms. Cendroski regarding certification designation, which received our membership's support, to the full OMCA membership. The President reported she shared the responses with Ms. Cendroski, and that one of the responses provided Ms. Cendroski with various ways to proceed.

ACTION:

President Hennigan believes that because the OMCA Board's position is firm not to present the resolution and petition to its full membership, there is nothing more our Association is able to do at this time. The members present concurred.

President Hennigan announced she removed Ms. Cendroski's CMC designation from the Association letterhead because Ms. Cendroski believes it is not her right to said designation if in order to do so she must pay her annual IIMC (International Institute of Municipal Clerks) dues – which she is unable to do at this time. Secretary Mekeel asked the President if the designation should also be removed from our membership roster. The President replied yes, in order to honor Ms. Cendroski's wishes.

December Dinner Location: President Hennigan asked members to send her their thoughts on where to have our annual December's gathering.

December Donations: President Hennigan asked members to begin thinking about who we should consider for our annual end of the year donation. President Hennigan suggested Beatitude House – A House of Blessing, in Ashtabula, and provided the following brief history on the organization: The organization is sponsored by the Ursuline Sisters of Youngstown, committed to all disadvantaged women and children by creating homes, providing educational opportunities and fostering healthy families. They provide them with the opportunity to transform their lives. Treasurer Hakola suggested the Forbes House if Ms. Radebaugh is still involved with them. The President will check with Ms. Radebaugh and report back.

Miscellaneous: Ms. Betsa gave a brief presentation on a seminar she attended and suggested that all clerks' join OERC. It is a free organization.

Meeting: November's meeting is scheduled for Monday, November 26, at noon at Quail Hollow Resort.

Adjournment

President Hennigan adjourned the meeting.

Approved November 26, 2012

LaVette E. Hennigan
LaVette Hennigan, MMC, President

Tiffany Mekeel
Tiffany Mekeel, Secretary



**Suggested Bylaws Amendments
11 26 2012**

1. Present Language

ARTICLE IV: QUORUM

A quorum shall be a majority (one more than half) of the members present, but not less than seven (7).

Suggested Amendment

ARTICLE IV: QUORUM

The presence of not less than seven (7) members shall be necessary to constitute a quorum for the transaction of business.

2. Present Language

ARTICLE VII: OFFICERS

Section 6. The Treasurer shall keep the accounts of the Association in a book belonging to it, which shall be open to inspection by the Executive Committee at all times. The Treasurer shall be responsible for keeping an accurate file on the membership, sending out all invoices for dues, and receiving and disbursing the funds of the Association under the direction of the Executive Committee. At the February meeting, the Treasurer shall provide a complete financial report of the Association. All funds shall be on deposit at a bank designated by the Executive Committee.

Suggested Amendment

Section 6. The Treasurer shall keep the accounts of the Association in a book belonging to it, which shall be open to inspection by the Executive Committee at all times. The Treasurer shall be responsible for keeping an accurate file on the membership, sending out all invoices for dues, and receiving and disbursing the funds of the Association under the direction of the Executive Committee. **After the election of officers, the Treasurer shall present the President with necessary documentation to add said President to the Association's bank signature card.** At the February meeting, the Treasurer shall provide a complete financial report of the Association. All funds shall be on deposit at a bank designated by the Executive Committee.

3. Present Language

ARTICLE VIII: COMMITTEES

Section 4. Bylaws Committee: The President shall appoint a Bylaws Committee, consisting of three (3) members, upon the request of the general membership, or at their discretion, to review and make recommendations for amendments thereto. The Committee shall meet as necessary to determine a consensus of proposed changes, which shall be submitted, in writing, to the President, in the form of an official report. The President shall provide copies of said report to all members for their review and comment at least two (2) weeks prior to the next monthly meeting, and shall be placed upon the agenda of that meeting. Amendments to the Bylaws require an affirmative two-thirds (2/3) vote of the membership present at the meeting.

Suggested Amendment

ARTICLE VIII: COMMITTEES

Section 4. Bylaws Committee: The President may appoint a Bylaws Committee, consisting of three (3) members to review and make recommendations for amendments thereto. The Committee shall meet as necessary to determine a consensus of proposed changes, which shall be submitted, in writing, to the President, in the form of an official report. The President shall provide copies of said report to all members for their review and comment at least two (2) weeks prior to the next monthly meeting, and shall be placed upon the agenda of that meeting. Amendments to the Bylaws **requires the vote of a quorum -an affirmative two-thirds (2/3) vote of the membership present at the meeting.**

In addition, a member, at any time and in writing, may submit, to a member of the Executive Committee, a suggested amendment to the Bylaws. The Executive Committee shall consider the suggestion and present their recommendation to the full membership.