

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

Monday, October 27, 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
Jane Anthony, Village of Fairport Harbor
Deb Cendroski, City of Eastlake
Rosemary Hakola, Village of Grand River
Lisa Stefaniak, Village of Timberlake
Jean Buchak, CMC, City of Highland Heights

WELCOME

President Hennigan welcomed everyone to the meeting and introduced Village of Fairport Harbor's new Fiscal Officer, Jane Anthony.

APPROVAL OF MEETING MINUTES

Ms. Stefaniak moved, Vice President Betsa seconded to approve the minutes of September 25, 2014 as submitted; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti reported the checking account balance on September 30, 2014, was \$1826.79.
Ms. Cendroski moved, Ms. Hakola seconded to accept the September Treasurer's Report; motion CARRIED.

UNFINISHED BUSINESS: None

NEW BUSINESS

1. **Bylaw Amendments: (page 12-17 of the Agenda)**
 - a. **Article VII: Officers, Section 5. Secretary:** President Hennigan stated that the only change to this Section is the word "Signed" is being added to the sentence "The Secretary shall maintain a signed copy of the Association meeting minutes..." This was also discussed at the last meeting. Ms. Anthony moved, Ms. Hakola seconded to accept Amended Article VII; motion CARRIED.
 - b. **Article XI: Parliamentary Authority:** President Hennigan stated as she was going through the Bylaws to make the amendments she noticed this section is not in keeping with the format. She would like to remove the words "Section 1" of Article XI and reword the beginning of the paragraph to read "The most current edition of "Robert's Rules..." Ms. Anthony moved, Ms. Benedetti seconded to accept the rewording and Amend Article XI; motion CARRIED.
 - c. **New: Article XII: Records Disposal:** President Hennigan explained this new Article clarifies the procedure for records disposal. It will be the responsibility of the Executive Committee to present requests for disposal to the membership and requires a majority vote of the required meeting quorum. Ms. Stefaniak questioned if

we are governed by any State laws for disposal. President Hennigan and Vice-President Betsa both stated "No", because we are not a public body. Vice President Betsa questioned the status of a fireproof box for safe keeping of the Associations records. Ms. Stefaniak stated Amazon.com is the cheapest she has found for purchasing a fireproof box. Ms. Benedetti is still in possession of 2 paper boxes of archive records that would need protection. Ms. Diehl stated she will look into it. Ms. Stefaniak moved, Ms. Cendroski seconded to accept New Article XII; motion CARRIED.

2. **Letter of Invitation:** President Hennigan reiterated that at our last meeting, members voted to allow the Vice President Betsa to mail out the letters of invitation. This meeting's agenda included a copy of the letter, and member feedback was requested. President Hennigan suggested the following titles be placed in parenthesis after the working, "Municipal Clerk profession", which is in keeping with our bylaws and details what titles are included in the "Municipal Clerk profession: ("elected, appointed, and retired Clerks of Council, Assistant Clerks of Council, Deputy Clerks of Council, Municipal Clerks, Fiscal Officers, Municipal/Township Clerks, and County Clerks"). President Hennigan thanked Vice President Betsa for volunteering to reach out to all non-members. Secretary Diehl offered to email Vice President Betsa a spreadsheet and a copy of the Lake County Directory Ms. Hakola referred to. Ms. Stefaniak suggested looking into obtaining a list from the Lake County Board of Elections. Treasurer Benedetti recommended the word "disaster" be substituted with "crisis" at the end of the second paragraph of the letter.
3. **Survey:** Treasurer Benedetti suggested Question No. 3 read, "Are you working toward your International Institute of Municipal Clerks (IIMC) certification, and that "Length of Service" be added at the bottom of the survey. Ms. Cendroski would like to see all the certification acronyms spelled out. President Hennigan suggested a "Key" for all the acronyms. Vice President Betsa asked who should be listed as the WRMCA contact person in the letter. President Hennigan said it should be Vice President Betsa with her as an alternate. A motion is not needed at this time, and the carried motion from last meeting suffices. Changes to the letter will be presented to the Executive Committee, and then mailed.
4. **Review Logo Options:** Secretary Diehl passed around a colored packet with samples of logos, and said a decision is not necessary today. She suggested one of the simple styles be selected. She said a thumbnail size is the standard size and is legible. President Hennigan will send all logo choices to all members and ask them to make a selection.
5. **Membership Directory New Format:** The new membership directory format was distributed so members could review their entry and notify of changes.
6. **Creation of WRMCA Website and Linked on OMCA Website:** The Ohio Municipal Clerks Association (OMCA) offered to place our website link on their website, once our site is up and running, in lieu of our meeting minutes being placed on their website.

Our website will be very basic. Our meeting minutes back to 1982 could be scanned and uploaded to the site.

7. **Facebook page:** All members voted "No" on the creation of a WRMCA Facebook page.

MISCELLANEOUS BUSINESS

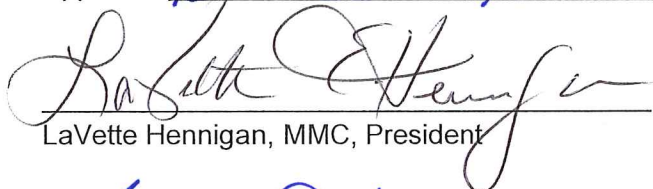
1. **Birthday acknowledgements:** New member, Jane Anthony's birthday was October 21; and birthday wishes were extended.
2. **Correspondence:** Tiffany Mekeel sent a thank you card acknowledging our remembrance of her during her grandfather's passing.
3. **Donation to Donna Tjotjos, Clerk of Council, North Ridgeville, OH:** When asked what our Bylaws say about donating, President Hennigan reported donating is not addressed in our Bylaws, but that the Association has a "Donation policy", which she read aloud. President Hennigan reported receiving 12 "yes" email votes to donate \$400 to Donna to help cover expenses. This will be the Association's only end of the year donation.
4. **Holiday Party and Ornament Exchange:** Several locations were discussed – Rider's, Hellriegel's Inn, Dubrovniks and Trader Jack's Riverside Grille for possible dates of either December 4, 5, 11 or 12. President Hennigan offered to look into availability, get a consensus, and email members of the event particulars.
5. Deb Cendroski announced she is retiring at the end of November.

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

ADJOURN: President Hennigan entertained a motion to adjourn. Ms. Cendroski moved, Ms. Stefaniak seconded; motion CARRIED. The meeting adjourned at 1:00 pm

Approved

December 4, 2014


LaVette Hennigan, MMC, President


Tara Diehl, Secretary