

WESTERN RESERVE MUNICIPAL CLERK'S ASSOCIATION

REGULAR MEETING MINUTES

MONDAY, October 22, 2018

President Novak called the meeting to order at Noon. 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, City of Highland Heights
Julie Schiavoni, City of Mentor
Valerie Vargo, City of Painesville

MESSAGE FROM THE PRESIDENT

President Novak opened the meeting by thanking the members for attending. Novak moved, L. Benedetti seconded to suspend Bylaw Article IV: Quorum (7); motion CARRIED.

APPROVAL OF THE MINUTES

The July 30, 2018, Regular Meeting minutes were presented. J. Schiavoni moved, R. Cahill seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented the July, August and September financials. She reported there was no activity in these months and that each month ended with a balance of \$1,438.09. There being no comment, the reports were placed on file.

NEW BUSINESS

Records Retention

Vice President/Secretary Hennigan reported Treasurer Benedetti turned all Association binders over to her dating back to 1981. She requested permission to dispose of all records in her possession in accordance with the Association's Records Retention Schedule (attached). After discussing whether to retain bylaw amendments, it was determined they, too, should be disposed of in accordance with the schedule. Vice President/Secretary Hennigan will scan the remaining documents, place them on a disk and create a log of the records disposed.

L. Benedetti moved, J. Schiavoni seconded to approve the disposal of records in accordance with the Association's Records Retention Schedule; motion CARRIED.

Annual Donation Gift

R. Cahill suggested this year's Association donation go to Cloth-a-Child (information attached), an organization she strongly believes in and for which she has been a volunteer shopper. Several questions were asked to better understand how the organization works. L. Hennigan moved, J. Schiavoni seconded to donate \$400 to Cloth-a-Child; motion CARRIED.

Holiday Dinner

Last year we were scheduled to have our annual Christmas Dinner/Ornament Exchange at Nouveau Bistro in Concord, Ohio. We had to cancel due to inclement weather. We're going to try again this year. The suggested dates are Wednesday, December 5 or Wednesday, December

12 at 6:00 p.m. President Novak will contact the restaurant to see which date is available and issue notice to the membership.

2019 Proposed Officers

President Novak announced she received no nominations for 2019 officer positions. After much discussion, Vice President/Secretary Hennigan said the elephant in the room is the viability of the Association. She said a few members will not sustain the Association and should not have to agree to serve due others being unable or unwilling to. For the past two years President Novak and J. Schiavoni have been busy taking care of their elderly parent's needs. V. Vargo is due to have her 3rd child (it's a boy☺) in 36 days. She will be off work 11 weeks; therefore will have her hands full. President Novak said she seriously considered not serving in 2019 because her mother's care has taken so much of her time and her needs are increasing. She will reach out to a few members she believes might be persuaded to serve. The current officers have agreed to serve to keep the Association going in 2019, if others are unable to. The 2019 slate of officers will be voted on electronically. It was noted that Vice President/Secretary Hennigan has given her Council her intent to retire September 2, 2019. There is a very good possibility Treasurer Benedetti will retire in 2019, as well. While they plan to remain active in the Association, their life's focus will change upon retirement.

Upcoming Training Sessions

1. OMCA One Day Academy – Improving Public Speaking, Monroe, Ohio, 9:00 a.m. to 4:00 p.m. The cost is \$100 for OMCA members; \$125 for non-members.

2019 Proposed Meeting Dates

The attached meeting scheduled was agreed upon. It will be mailed to the membership for comment.

Hearing no further business to come before the Association, President Novak adjourned the meeting at 1:23p.m.

Date Approved: January 28, 2019

Alisa Novak

Alisa Novak, President

LaVette E. Hennigan

LaVette E. Hennigan, MMC, Vice President/Secretary