

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

Monday, November 26, 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
Jean Buchak, City of Highland Heights
Loretta Radebaugh, City of Willoughby

APPROVAL OF MINUTES

The October 25, 2012 meeting minutes were presented. Secretary Mekeel moved, Ms. Betsa seconded to approve the minutes; motion CARRIED.

TREASURER'S REPORT

Finances: Treasurer Hakola reported the checking account has a balance of \$1,281.43. Ms. Stefaniak moved, Vice President Benedetti seconded to approve the finances; motion CARRIED.

Signature Card: Treasurer Hakola provided the signature card to President Hennigan at the meeting. President Hennigan signed the necessary documentation and provided Treasurer Hakola with copies of her driver's license and another form of identification to place on file at the bank.

NEW BUSINESS

President Hennigan presented the following Bylaws amendments:

Article IV, Quorum: Currently the bylaws state a quorum shall be a majority (one more than half) of the members present, but not less than seven (7). Suggested amendment; **the presence of not less than seven (7) members shall be necessary to constitute a quorum for the transaction of business.**

ACTION: Secretary Mekeel moved, Vice President Benedetti seconded to approve the suggested amendment; motion CARRIED.

Article VII, Section 6, Officers: Suggested amendment: **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.**

ACTION: Secretary Mekeel moved, Ms. Stefaniak seconded to approve the suggested amendment; motion CARRIED.

WRMCA

Monday, November 26, 2012

Article VIII, Section 4, Bylaw Committee: The modifications to require the vote of the quorum and the addition of the following verbiage: 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.

ACTION: Secretary Mekeel moved, Ms. Radebaugh seconded to approve the suggested amendment; motion CARRIED.

December Donations: President Hennigan presented the following suggested donation list: Beatitude House (Ashtabula); Forbes House (Painesville), and Toys for Tot. Treasurer Hakola presented Hope Chest (Painesville) for consideration, and Secretary Mekeel gave a brief over of the organization, noting it's a non-profit organization that collects and distributes used clothing and household articles to clients referred by Lake County Social Service Agencies, doctors, ministers, and school officials. President Hennigan reviewed the donation guidelines with members. Treasurer Hakola reported that past association donations were in the amount of \$200.00 and that two charitable organizations were chosen. After discussion Secretary Mekeel withdrew her request for the Toys for Tot campaign. Ms. Betsa moved, Vice President Benedetti seconded to approve the donation of \$200.00 to Beatitude House, \$100.00 to Hope Chest, and \$100.00 to Forbes House; motion CARRIED.

December Dinner Location: A number of suggestions were discussed. President Hennigan reported members Limestahl and Cendroski declined their homes due to family obligations. Treasurer Hakola suggested Pickle Bills in Grand River, which was well received. The dinner was then scheduled for Friday, December 7, at 6:00 p.m. at Pickle Bills. The annual ornament exchange, with a \$5.00 limit, will take place at the dinner.

Nominating Committee: On behalf of the Committee, President Hennigan presented the following 2013 slate of officers; President, LaVette Hennigan, Vice President, Lisa Benedetti, Secretary/Treasurer, Tiffany Mekeel. It was reported that Member Mary Kovalchik's recommendation of Deputy Clerk Melissa was declined because she is not currently an Association member and has not been able to attend any Association meetings. Vice President Benedetti told Ms. Kovalchik she appreciated her suggestion and hoped Melissa would be able to be an active member in 2013. The President expressed her disappointment in not receiving a volunteer to take the Secretary position, and thanked Secretary Mekeel for agreeing to take on two positions. Vice President Benedetti concurred and said if someone would take the Vice President position she would volunteer to be Secretary. Ms. Betsa agreed to do so.

ACTION: Treasurer Hakola moved, Secretary Mekeel seconded to approve the 2013 slated officers, President LaVette Hennigan, Vice President Marybeth Betsa, Secretary Lisa Benedetti, and Treasurer Tiffany Mekeel; motion CARRIED.

Miscellaneous: President Hennigan wished a happy birthday to Treasurer Hakola, November 8, Ms. Mulh, November 12 and herself, November 21. Ms. Betsa stated that she would look into scheduling speakers (at least 3) in 2013, and seek IIMC approval for education points for each session. OML was a suggested speaker.

WRMCA

Monday, November 26, 2012

President Hennigan asked about a location for the 2013. Members suggested Red Hawk Grille in Concord. President Hennigan stated she would do the leg work.

Adjournment

President Hennigan adjourned the meeting.

Approved

December 7, 2012

LaVette Hennigan

LaVette Hennigan, MMC, President

Tiffany Mekeel

Tiffany Mekeel, Secretary