

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

Monday, January 26, 2015

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

LaVette Hennigan, MMC, President, City of Ashtabula
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Tara Diehl, Secretary, City of Painesville
Deb Cendroski, City of Eastlake
Rosemary Hakola, Village of Grand River
Janet Mulh, MPA, Village of Waite Hill
Loretta Radebaugh, City of Willoughby

WELCOME

President Hennigan welcomed everyone to the meeting.

APPROVAL OF MEETING MINUTES

Ms. Mulh moved, Ms. Radebaugh seconded to approve the minutes of December 4, 2014, as amended, to reflect Ms. Hakola's birthday as November 8th; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti reported the December 30, 2014, checking account balance was \$1826.79. It did not reflect the \$400 donation to Donna Tjotjos, which will be reflected on the January 2015 statement. Ms. Mulh moved, Ms. Cendroski seconded to accept the December Treasurer's Report; motion CARRIED.

UNFINISHED BUSINESS: None

NEW BUSINESS

1. **Results of Letter Campaign:** President Hennigan deferred this item to the next meeting due to Vice-President Betsa's absence for this meeting.
2. **Membership Application:** President Hennigan stated the membership application was included in this meeting's agenda packet. Treasurer Benedetti will begin mailing applications out shortly. Ms. Cendroski asked President Hennigan to email her another copy of today's agenda packet, as she will not be in her office until after February 2nd and is not sure who has had access to her email.
3. **Website Design 1st Preview:** Secretary Diehl showed members a preview of our first, ever website. There was open discussion about the site, a few tweaks have to be made, and we will go "live" once they are finalized. The website domain will be www.wrmca.weebly.com
4. **Records Retention Schedule:** President Hennigan presented questions to members for the purpose of revising our retention schedule. Secretary Diehl, Treasurer Benedetti, and Ms. Cendroski suggested the following changes:
 - a. Adding disposal of Agendas, with a 2 year retention period, and paper/electronic media type.

- b. Adding "paper/" to Electronic E-mail under *Media Type*.
- c. Adding "meeting schedules" to Planning, scheduling, calendar, training information under *Record Title and Description*.

Ms. Cendroski moved, Ms. Radebaugh seconded to accept the revisions to the Records Retention Schedule; motion CARRIED.

- 5. **Revised Meeting Schedule:** President Hennigan reviewed the revised schedule with members. Our May meeting with remain as (TBD) due to the IIMC Conference scheduled for the 3rd week and Memorial Day the 4th week. It was suggested that our August (no meeting) date change to May this year. President Hennigan said many Councils recess in August, therefore Clerks may also. We will continue to look at May. The June 25th meeting will remain as scheduled.
- 6. **July Special Activity:** President Hennigan asked members to begin thinking of ideas for our Special Activity so they can be presented at the next meeting.


MISCELLANEOUS BUSINESS

- 1. President Hennigan added the new logo to the following documents: Rosters of WRMCA Presidents, 2015 Roster of Officers, and our Membership Directory which includes our Association's history. Ms. Diehl sent a congratulations card, on the Association's behalf, to be given to Bay Village Municipal Clerk Joan Kemper during her surprise 50 Year Service Celebration event on Monday, January 26.

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

ADJOURN: President Hennigan entertained a motion to adjourn. Ms. Cendroski moved, Ms. Radebaugh seconded; motion CARRIED. The meeting adjourned at 12:39 p.m.

Approved February 26, 2015



LaVette Hennigan, MMC, President



Tara Diehl, Secretary