

**WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION  
EXECUTIVE COMMITTEE MEETING MINUTES  
Monday, June 27, 2016**

President LaVette Hennigan called the meeting to order at 1:30 p.m., at the Heritage House in Chardon, OH, with the following members present:

LaVette Hennigan, MMC, President, City of Ashtabula  
Mary Betsa, CMC, Vice-President, Village of Mayfield  
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights  
Tara Grimm, CMC, Secretary, City of Painesville

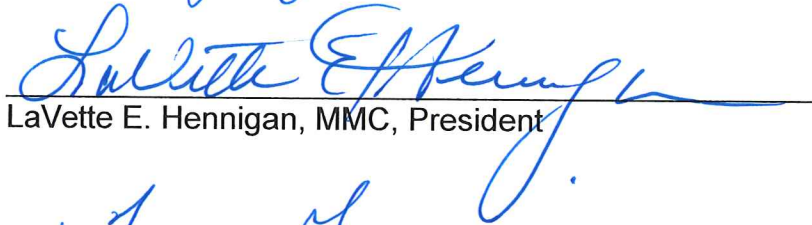
The Executive Committee discussed the following topics:

- **Use of the IIMC Certification Designations on WRMCA Documents (letterhead/directory/website):** The Committee unanimously agreed to use certification designations in accordance with IIMC guidelines. One must be an active member of IIMC to use their CMC or MMC designations.
- **Membership Application Review:** Ms. Grimm will be adjusting the membership application to enlarge the logo, adjust font size, and full-justify all the lines on the application to make it reader and user friendly.
- **Nominating Committee (appointment required in September):** The Committee will focus on finding members interested in serving on the Nominating Committee. The option to allowing "shadowing" of Executive Committee members was discussed in order to promote interest in becoming a WRMCA officer.
- **OMCA Secretary – 3 year term:** President Hennigan announced she was asked to serve as the OMCA Secretary and accepted. She will officially be sworn in during the annual banquet, along with the other Slate of Officers, at the OMCA Annual Institute to be held July 18-21.
- **WRMCA Presidency:** President Hennigan discussed her current position. She reported she is serving her 5<sup>th</sup> year as president and encourage others to consider serving in the position.
- **Audit of the 2014 WRMCA Financials:** President Hennigan and Secretary Grimm performed an Audit of the 2014 Financials. An audit of the 2015 Financials will occur after the next regularly scheduled meeting in September.

**ADJOURNMENT**

Hearing no further business, President Hennigan adjourned the meeting at 3:10 p.m.

Approved July 27, 2016

  
\_\_\_\_\_  
LaVette E. Hennigan, MMC, President

  
\_\_\_\_\_  
Tara Grimm, CMC, Secretary