

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

President LaVette Hennigan called the meeting to order at 12:05 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
Joanne Clapp, CMC, Village of Perry
Amy Day, City of Chardon
Janet Mulh, Village of Gates Mills
Alisa Novak, City of Willoughby
Lenore Pikus, Village of Burton
Cathi Petersen, City of Euclid

WELCOME

President Hennigan welcomed our guest speaker Lois Miller-Martone owner of Occupational Safety Solutions who spoke on Workplace Stress Management.

President Hennigan recognized the following May and June birthdays:

Loretta Radebaugh (7/5), Jean Buchak (7/15), Carol Lorek (7/16), Mary Kovalchik (7/20), Tara Grimm (7/24) and JoAnn Clapp (7/30).

APPROVAL OF MINUTES:

President Hennigan presented the May 16, 2016 meeting minutes for disposal. Ms. Mulh moved, Ms. Petersen seconded to approve the minutes. Mrs. Grimm requested minutes be amended to reflect the Treasurer reports were "placed on record". The MOTION CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented May 2016 financials. They were placed on record.

UNFINISHED BUSINESS

- **Update on Purchase of Fire-proof Boxes:** President Hennigan, Treasurer Benedetti and Secretary Grimm showed the members a picture of the type of fire-proof box that should be purchased for meeting minutes, Treasurer Reports and other items deemed appropriate to maintain in fireproof storage. Each box will cost \$125.00. Ms. Grimm recommended the purchase of 3 boxes to protect the information we currently have on hand and also allow room for future storage. Discussion ensued regarding the need to

purge records, in accordance with the Association's Records Retention policy, prior to placing the records in the firebox. Ms. Day moved, Ms. Petersen seconded to have Ms. Benedetti and Ms. Grimm proceed with the purchase of 3 fire-proof boxes for record storage; MOTION CARRIED.

- **July 27th Meeting:** President Hennigan reminded members our next meeting will be a "Wine and Paint" event on July 27, at 6:30 p.m. (dinner at 5:30 p.m.), at Tony Sacco's Coal Oven Pizza locate at 7850 Mentor Avenue, Great Lakes Mall/Mentor Mall. Guests are welcome. The cost for the painting portion of the evening is \$35.00 per person.
- **Updated Bylaws:** President Hennigan reviewed the bylaw updates as voted on at the last meeting. She emailed a final copy to all the members.

NEW BUSINESS

- **Elizabeth Limestahl's Farewell:** President Hennigan passed around a "Best Wishes" card and picture of the gift of tropical Tupperware tumblers she will be mailing to Ms. Limestahl.
- **Joanne Clapp (OMCA Region 3 Chair Appointment):** President Hennigan and the members congratulated Ms. Clapp on her appointment.
- **WRMCA's Project YES Donation in OMCA Minute Minders:** President Hennigan reported she sent the following statement to OMCA for placement in the Minute Minders newsletter, "The Western Reserve Municipal Clerk's Association answered IIMC's call for donated items on Project YES, as a way of giving back to the community where the annual conference was hosted. Collections were taken by Tara Grimm to Sharon Cassler and Mary Johnston and transported to Omaha by our very our Anthony Rodgers! Thanks to everyone who donated!"
- **Executive Committee Meeting:** President Hennigan announced that the Executive Committee will meet immediately following today's regular meeting.
- **September 22, 2016 OMCA One-Day Academy, Mayfield Heights:** President Hennigan reminded members who plan to attend the One-Day Academy, hosted by Ms. Benedetti in Mayfield Heights, to PLEASE register. Treasurer Benedetti has worked very hard securing an OMCA class in our area. Some members are already registered; others said they plan to register.

- **Membership Roster (update as of 6.27.16):** Secretary Grimm has made all necessary changes to the Roster. A copy has been placed on the Association website.
- **Presentation:** Workplace Stress Management by Lois L. Miller-Martone LICDC, ICADC, SAP, Occupational Safety Solutions, Ashtabula, OH. Ms. Miller-Martone had 3 handouts: A description of “Occupational Safety Solutions” training and service offerings, a flyer on her upcoming “Confident Supervisor Series”, and a packet on “Workplace Stress Management” which included the Holmes-Rahe Life Stress Inventory Social Readjustment Rating Scale and a Stress Symptoms Checklist. Members were asked to write down the top 3 items that stress them out at work. Discussion ensued regarding coping with stress in healthy ways, how to minimize or eliminate unneeded or unwarranted stressors, if possible, and how to address the stress in our lives using tools that leave the least negative impact on ourselves and those around us.

ADJOURNMENT

Hearing no further business, President Hennigan thanked everyone for their attendance and Ms. Day for hosting the meeting. The meeting adjourned at 1:23 p.m.

Approved July 27, 2016

LaVette E. Hennigan
LaVette E. Hennigan, MMC, President

Tara Grimm
Tara Grimm, CMC, Secretary