

WESTERN RESERVE MUNICIPAL CLERKS ASSOCIATION

Thursday, February 26, 2015

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

LaVette Hennigan, MMC, President, City of Ashtabula
Mary Betsa, CMC, Village of Mayfield
Lisa Benedetti, MMC, Treasurer, City of Mayfield Heights
Tara Diehl, Secretary, City of Painesville
Jean Buchak, CMC, City of Highland Heights
Regina Cahill, CMC, City of Euclid
Amy Day, City of Chardon
Rosemary Hakola, Village of Grand River
Janet Mulh, MPA, Village of Waite Hill
Lenore Pikus, Village of Burton

WELCOME

President Hennigan welcomed everyone to the meeting.

APPROVAL OF MEETING MINUTES

Ms. Mulh moved, Ms. Benedetti seconded to approve the minutes of January 26, 2015, as submitted; motion CARRIED.

TREASURER'S REPORT

Treasurer Benedetti presented the January 2015 bank balance and the 2014 Annual Report. She reported 2015 membership checks are coming in. Mrs. Hakola reported she is still receiving WRMCA membership payments, perhaps because her address is still the one finance departments have from when she served as Treasurer. Secretary Diehl suggested members provide their finance departments with the current Treasurer's address. At the request of President Hennigan Treasurer Benedetti will ensure members are told a change of address is needed. Ms. Mulh moved, Ms. Hakola seconded to accept the January 2015 Treasurer's Report and the 2014 Annual Report; motion CARRIED.

UNFINISHED BUSINESS

Vice President Betsa discussed the results of her membership drive letter campaign and survey. She sent out 10, 3 of which responded (Wickliffe, Willoughby and Concord). President Hennigan suggested those who letters and surveys were sent to are added to the WRMCA meeting notice roster – the members approved. Mrs. Pikus will send all her Geauga contacts to Vice President Betsa, or the Vice President will send Mrs. Pikus the information and she will personally mail the packets.

NEW BUSINESS

1. **Jean Buchak's March 2015 Retirement:** President Hennigan congratulated Ms. Buchak on her retirement and presented her with flowers, and lunch on the Association. Ms. Buchak has worked for the City for 50 years, but has been their Clerk since 1982.
2. **Website Launched:** Secretary Diehl announced the launch of the website, which includes a mobile version. The domain is www.wrmca.weebly.com. She requested the website domain be added to the application and membership campaign letter. President Hennigan will add it to the agenda. President Hennigan discussed OMCA's lack of recognition of WRMCA & NEOMCA (North East Ohio Municipal Clerk's Association) which are the active Northeast Ohio Clerk associations. OMCA thought WRMCA was an entity of that Association. Ms. Betsa expressed her displeasure with the way she and President Hennigan were perceived at the October 2014 OMCA Executive Committee meeting when Vice President Betsa asked to have our meeting minutes posted on the OMCA website. She plans on diplomatically address the perception of OMCA and IIMC regarding WRMCA.
3. **July Special Activity:** President Hennigan asked members to continue thinking of ideas for our July special gathering.
4. **Request for IIMC Annual Conference Scholarship and Educational Assistance Program (EAP):** President Hennigan informed the members she will be applying for the cost of the IIMC Annual Conference registration fee of \$575.00 through WRMCA's EAP. Secretary Diehl requested changes be made in the wording of Sections A & B and add Section C to reflect the following:
 - a. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) ~~Spring Conference/~~ Annual Institute;
 - b. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) ~~Fall Conference/Institute~~ One Day Education Sessions;
 - c. Full or partial registration fee to attend the Ohio Municipal Clerks Association (OMCA) Athenian Dialogues;

Ms. Day moved, Ms. Benedetti seconded to approve the changes to the WRMCA Educational Assistance Program language; motion CARRIED.

MISCELLANEOUS BUSINESS

1. **Records Retention Schedule – Updated:** President Hennigan included the updated Retention Schedule in today’s meeting packet. The hope is that items will be presented for disposal at the March meeting.

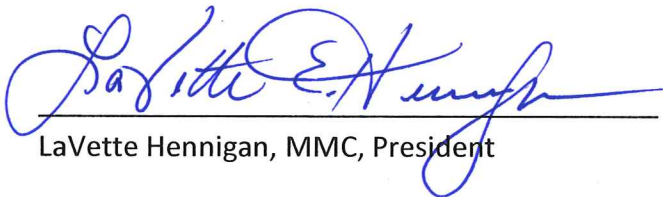
2. **OAP Annual Session:** President Hennigan included the registration form in today’s meeting packet. The Session is scheduled for March 13, 8:30 a.m. to 4:00 p.m., at Cleveland State University. Vice President Betsa worked to have CMC credits approved for this class, as well as additional opportunities for CMC credits from participation in webinars.

3. **Donna Tjotjo’s Thank you:** President Hennigan provided a copy of Donna’s thank you card acknowledging our donation to assist her and her family with expenses associated with her husband’s passing.


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

ADJOURN: President Hennigan entertained a motion to adjourn. Ms. Pikus moved, Ms. Hakola seconded; motion CARRIED. The meeting adjourned at 1:09 p.m.

Approved March 23, 2015



LaVette Hennigan, MMC, President



Tara Diehl, Secretary