



Florida Association of City Clerks

Board of Directors

Via Zoom

February 22, 2024

10:30 a.m. ET

**Presiding: Angie Guy, MMC
City Clerk, City of Dade City**



Florida Association of City Clerks

Board of Directors Meeting | Thursday, February 22, 2024 | 10:30 a.m. ET | Zoom

1. **Call to Order** – Angie Guy, MMC, President
2. **Roll Call**
3. ****Consideration of Minutes**
 - A. January 25, 2024
4. **Old Business**
 - A. Discussion: The Networking Spot – Co-Chair Stephanie Herdocia, CMC, and Co-Chair Ronisha Martin
5. **New Business**
 - A. ****Ratification: Executive Board Action** – Dueling Pianos – President Guy
 - B. Discussion: Site Selection for 2025 and Future Events – President Guy
6. **Other Business**
 - A. Beth Rawlins, Inc. – Beth Rawlins/Dani Dahlberg
 - B. _____
 - C. _____
7. **Announcements**

NEXT BOARD MEETING: Thursday, March 28, 2024, 10:30 am ET, Zoom (if needed)
8. **Adjourn**

**Action Requested.

**FLORIDA ASSOCIATION OF CITY CLERKS
BOARD MEETING – VIA ZOOM
FEBRUARY 22, 2024 – ATTENDANCE**

Board:

President Angie Guy, MMC, City Clerk, Dade City
President-Elect Pat Burke, MPA, MMC, Town Clerk-Manager, Palm Shores
Vice President Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, North Lauderdale
Immediate Past President Cheryl Mooney, MPA, MMC, City Clerk, Temple Terrace
NE Director LeAnne Williams, MMC, FCRM, Deputy City Clerk, Alachua
NW Director Leslie Guyer, CMC, City Clerk, Gulf Breeze
CE Director Gwen Peirce, MPA, CMC, City Clerk, Satellite Beach
CW Director Rosemarie Call, MPA, MMC, City Clerk, Clearwater
South Director Jen Guillen, MMC, City Clerk, Hallandale Beach
SE Director René Basel, MMC, Town Clerk, Gulf Stream
SW Director Scotty Lynn Kelly, MMC, CGSP, City Clerk, Sanibel

Committee Chairs:

Auction/50-50 Drawing – Sherry Henderson, CMC, Town Clerk, Hillsboro Beach
Awards/Scholarship – Vivian Mendez, MMC, Town Clerk, Lake Park
Budget – Angie Guy, MMC, City Clerk, Dade City
By Laws/Manual Revision – Vanessa Joseph, Esq., CMC, City Clerk, North Miami
Discussion Forum – Jen Guillen, MMC, City Clerk, Hallandale Beach
2023 Fall Academy – Letitia LaMagna, CMC, City Clerk, Daytona Beach
2023 Fall Academy – Kathleen Rosado, MMC, FCRM, Assistant City Clerk, Daytona Beach
Florida Certification Task Force – Lori McWilliams, MPA, MMC, Village Clerk, Tequesta
Investment – Angie Guy, MMC, City Clerk, Dade City
Legislative – Savannah Cobb, MMC, Deputy Town Clerk, Longboat Key
Membership – Brittney Sandovalsoto, MMC, Deputy City Clerk, Tampa
Mentoring – Quintella Moorer, MMC, City Clerk, Greenacres
Nominating – Cheryl Mooney, MPA, MMC, City Clerk, Temple Terrace
Professional Education (PEC) – Julie Hennessy, MMC, City Clerk, DeLand
Resolutions – Sandra McCready, MMC, Town Clerk, Surfside
2024 Summer Conference and Academy – Stephanie Herdocia, CMC, City Clerk, Orlando
2024 Summer Conference and Academy – Ronisha Martin, Assistant City Clerk, Winter Garden

Others:

Beth Rawlins, Beth Rawlins, Inc.
Dani Dahlberg, Beth Rawlins, Inc.
Jeff Hendry, Institute of Government
Amy Brewer, Institute of Government

Staff:

Allison Payne, FACC Executive Director
Rachel Embleton, FACC Affiliate Services Coordinator
Caressa Andrews-Moye, FLC Affiliate Services Coordinator
Melanie Howe, FLC Meeting Planner

ITEM NUMBER 3A
MINUTES – JANUARY 25, 2024

DISCUSSION:

The Board met on January 25, 2024 and minutes from that meeting were prepared and are presented for the Board's review and approval.

REQUESTED ACTION:

Approve minutes as prepared and presented.

ATTACHMENTS:

Minutes – January 25, 2024



**Florida Association of City Clerks
Board of Directors Meeting I Thursday, January 25, 2024, I 10:30 am ET
Via Zoom**

1. Call to Order

President Guy called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.m. ET.

2. Roll Call – Those present were:

Angie Guy, MMC, President, City Clerk, Dade City
Pat Burke, President-Elect, MPA, MMC, Town Clerk-Manager, Palm Shores
Elizabeth Garcia-Beckford, MMC, MBA, Vice President, City Clerk, North Lauderdale
Cheryl Mooney, MPA, MMC, Immediate Past President, City Clerk, Temple Terrace
LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
Gwen Peirce, MPA, CMC, Central East Director, City Clerk, Satellite Beach
Rosemarie Call, MPA, MMC, Central West Director, City Clerk, Clearwater
Reneé Basel, CMC, Southeast Director, Town Clerk, Gulf Stream
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Sherry Henderson, CMC, Auction/50-50 Drawing, Town Clerk, Hillsboro Beach
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park
Quintella Moorer, MMC, Mentoring, City Clerk, Greenacres
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside
Ronisha Martin, 2024 Summer Conference/Academy, Assistant City Clerk, Winter Garden
Beth Rawlins, Beth Rawlins, Inc.
Dani Dahlberg, Beth Rawlins, Inc.
Amy Brewer, Institute of Government
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC
Melanie Howe, Meeting Planner, FLC

3. Old Business

A. Consideration: Hotel Site Selection for 2025 IIMC Region III Conference

FACC will host the IIMC Region III Conference in 2025. At a prior Board meeting, the Board selected the event to be held in Orlando in February. Since quoted rates for February were too high, staff was directed by the Board to check alternative dates in January or to look at Tampa properties. Staff provided an update on the current status of hotel proposals. Following discussion,

A motion was offered by President-Elect Burke, seconded by Director Guyer and unanimously passed, to approve the Florida Hotel and Conference Center as the venue for the 2025 IIMC Region III Conference, pending a site visit by Meeting Planner Howe to determine if the location is satisfactory and Ms. Howe will report back to the President on this.

Since this meeting, Ms. Howe has reported back to the President that the venue is satisfactory, and Ms. Howe is moving forward with the hotel contract.

4. Consideration of Minutes – President Guy

- A. President Guy presented minutes from the Board meeting held December 14, 2023. Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to approve the minutes as prepared and presented for December 14, 2023.

5. Quarterly Financial Statements – President Guy

The financial statements for the period ending October 31, 2023, were presented. Accordingly,

A motion was offered by Director Guyer, seconded by Director Call and unanimously passed, to accept the financial statements for the period ending October 31, 2023, as prepared and presented.

6. New Business

- A. Ratify Executive Board Action: 2024 Webinar Dates – President Guy

The Professional Education Committee (PEC) approved the 2024 webinar schedule on December 8, 2023 and submitted to the Executive Board for approval. The Executive Board approved the webinar schedule for 2024. President Elect-Burke provided an update that the February 8 webinar will be taught by Lynn Blais instead of Grayden Schafer. Following discussion,

A motion was offered by President-Elect Burke, seconded by Director Peirce and unanimously passed, to ratify the actions taken by the Executive Board to approve the webinar schedule for 2024.

B. Discussion: 2025 IIMC Region III Host Committee – President Guy

FACC will host the IIMC Region III Conference in 2025; FACC hosts this event every 5 years. For the event held in 2020, FACC formed a host committee. Following discussion, the Board was in agreement that a host committee will be formed for the 2025 IIMC Region III Conference. Volunteer sign up for this committee will open the first week of March and the deadline to sign-up will be the end of March. The Board was also in agreement for staff to obtain the costs for dueling pianos to be held at the 2025 IIMC Region III Conference in place of Clerks' Night Out.

7. **Other Business**

A. Status Update: Conference App – President Guy

At a prior Board meeting, staff was directed to look for a conference app for the 2024 Summer Conference and Academy. Staff provides the costs for the app. Following discussion, the Board was in agreement that a conference app is too expensive. Accordingly,

A motion was offered by President-Elect Burke, seconded by Director Call and unanimously passed, for staff to create a QR code and link it to the website (where the event program can be downloaded), pending staff determines the FACC website is capable of this.

B. Reminder: FACC District Directors Reapply for Board Positions – President Guy

President Guy reminded the FACC District Directors that they must reapply for their Board positions if they wish to be considered for the position in 2024-2025.

C. Conference Buddy Program – Chair Moorer

Chair Moorer discussed the Mentoring Committee's ideas for a conference buddy program. The Board is in agreement for this program to be offered at both the Summer Conference and Academy and the Fall Academy. Following discussion, the Mentoring Committee will plan to offer a conference buddy program at the Summer Conference and Academy and the Fall Academy.

D. "Need To Know" Webinar

The Board was in agreement that a "Need To Know Before You Go" informational webinar will be held a week before the 2024 Summer Conference and Academy.

Announcements

Next Board Meeting: Thursday, February 22, 2024, 10:30 a.m. ET via Zoom if needed.

8. Adjourn

There being no further business or concerns, the meeting was adjourned.

Submitted by:



Allison Payne, FACC Executive Director

Approval:

Angie Guy, MMC
President

Patricia J. Burke, MPA, MMC
President-Elect

ITEM NUMBER 4A
DISCUSSION: THE NETWORKING SPOT

DISCUSSION:

The 2024 Summer Conference and Academy Host Committee and staff would like direction on what the Board envisions for The Networking Spot.

REQUESTED ACTION:

Discuss The Networking Spot.

ATTACHMENTS:

None.

ITEM NUMBER 5A
RATIFICATION: EXECUTIVE BOARD ACTION – DUELING PIANOS

DISCUSSION:

At a prior Board meeting, the Board directed staff to obtain the costs for dueling pianos to be held at the 2025 IIMC Region III Conference in place of Clerks' Night Out. Staff obtained the costs and shared this information with the Executive Board. The Executive Board approved Fun Pianos! for \$4,578.

REQUESTED ACTION:

Ratify the Executive Board's action to approve Fun Pianos! for the 2025 IIMC Region III Conference.

ATTACHMENTS:

None.

ITEM NUMBER 5B
DISCUSSION: SITE SELECTION FOR 2025 AND FUTURE EVENTS

DISCUSSION:

FACC conferences are currently scheduled through 2024 only. It is time to book both summer and fall for 2025 and, if possible, for 2026 as well.

Also, the meeting planning staff has had a chance to look at FACC's events more closely and a few opportunities for change have presented themselves.

REQUESTED ACTION:

Discuss site selection for 2025 and future events.

ATTACHMENTS:

Site Selection For 2025 and Future Events

Site Selection for 2025 and Future Events

FACC conferences are currently scheduled through 2024 only. It is time to book both summer and fall for 2025 and, if possible, for 2026 as well.

As the meeting planning staff has had a chance to look at FACC's events more closely, a few opportunities for change have presented themselves. We would like to propose for consideration the following changes to streamline the hotel contracting process and to benefit members:

Summer Conference & Academy

- A) **Expand location options.** Currently, there is an established preference for the conference to be held in or near the incoming president's municipality. While this preference is understandable, it is not always possible due to hotel availability, size or cost in a given region. It can certainly be taken into consideration, but staff is asking that this no longer be given a priority.

Benefits:

- a. Would help to guarantee that the best overall location is chosen to meet the needs of both the association and the membership.
- b. Would enable staff to consider multi-year contracts with hotels, possibly securing better rates and concession packages.

- B) **Keep the schedule consistent regardless of strategic planning.** Currently, in "even" years the conference starts with Athenian Dialogues on Sunday, with the main conference beginning on Monday. In "odd" years, however, the dialogues are held on Saturday to allow for strategic planning on Sunday. Essentially, this means that anyone who wishes to attend a dialogue, but isn't involved and/or interested in strategic planning, must pay for an extra hotel night and incur travel expenses for a day when no conference events or training are occurring. Staff is requesting that Athenian Dialogues be scheduled on Sunday every year, with strategic planning added on Saturday afternoon when needed.

Benefits:

- a. Would allow more people to attend Athenian Dialogues without incurring additional travel expenses for themselves or their municipalities.
- b. Would allow for more consistent hotel contracts and housing history, which improves the association's position when negotiating contracts.
- c. Would make the event more attractive to hotels by not taking up more rooms than absolutely necessary on Friday and Saturday nights.

Fall Academy

- A) **Start First Year and Second/Third Year sessions on Sunday afternoon.** This would allow the event to end at noon on Thursday. Staff recognizes that this start time would conflict with Sunday's Athenian Dialogue. However, registration for the dialogue is limited to 30 people, of which only half were first, second or third year students in 2023. This change would inconvenience about 15 people, but would significantly benefit 125.

Benefits:

- a. Considering the Fall Academy's traditional Central Florida location, this would allow most participants to return home Thursday afternoon, minimizing anyone's need to travel after dark or to incur an additional hotel night.



Beth Rawlins, Inc. Tenacious Problem Solving

January 26, 2024

FACC
PO Box 1757
Tallahassee, FL
32302

To Allison Payne and the FACC Board of Directors:

After much thought and careful consideration, I've decided to step back from my work responsibilities and take some more time for myself. FACC's 2024 Summer Conference & Academy will be my last as your corporate liaison.

FACC has provided me with professional growth, intellectual stimulation, personal fulfillment, and dear friends. It's hard to describe but being associated with FACC transcends a professional relationship and feels more like a family. I will always be grateful for being included in the "Clerk family."

As you know, Dani Dahlberg and I have been business partners for decades. My name was on the door, but she has handled the interaction between our firm and FACC for years. She is responsible for the high level of client service you receive. Dani's years of institutional knowledge and long-standing personal relationships with your corporate sponsors are unmatched. She has her own company and is exceptionally well-qualified to assume the corporate liaison position and I sincerely hope you'll take advantage of what can be a seamless transition.

This is a bittersweet moment for me but, with anticipation and excitement, I'm thinking ahead to my retirement. I'm not sure exactly what it will look like. Maybe I'll do an interesting project here and there. Maybe a grand adventure awaits. I know I'll travel more. I also know you should never show up late to your own life. I'm ready for my next chapter.

Thank you all...for everything.

Beth Rawlins