

# Florida Association of City Clerks

January 31, 2020

## In This Issue

- **Highlight**
- **FACC Board Meeting - Minutes Approved**
- **Card Fundraiser**
- **Member News**
- **2020 IIMC Region III Conference**
- **Article: Brevard County Sheriff's Office Provides Active Shooter Training During FACC Conference**
- **FACC Scholarships**
- **FACC Webinar**
- **Call for Nominations**
- **Job Openings**
- **Upcoming Events**

## Highlight



*We will be highlighting a different member each week to share "what it means to be a member of FACC" for that person.*

Today, enjoy reading about **Wendy Lavoie, Assistant Town Clerk, Town of St. Leo.**

I was hired as the assistant town clerk for the Town of St. Leo in December 2016. My new career is completely different from my previous positions, which included working in a fast-paced call center with a well-known trucking company. I was a sales agent for four years before being promoted to the quality assurance supervisor; I held that position for six years. I brought many years of customer service experience to the Town of St. Leo, as well as great communication, organizational, problem solving, leadership and creativity skills. [Read More](#)

## FACC Board Meeting - Minutes Approved



These minutes have been approved.

[October 13, 2019 Board Meeting Minutes](#)

[December 19, 2019 Board Conference Call Minutes](#)

## Card Fundraiser

**Pamela Smith, MMC, City Clerk, City of Sanibel, is running for IIMC Vice President!**



Please help support Pamela's campaign. She is selling some amazing greeting cards. Seeing them in pictures doesn't do them justice! Most have glitter or 3D raised decorations, and all come in a beautiful box with dividers. Pamela will receive \$13 from every box and the proceeds will go towards her travel to other state association meetings to discuss her campaign and platform.



**There are 5 card boxes to choose from:**

- All Occasion 1 (30 cards)
- All Occasion 2 (30 cards)
- Holiday Card Box (50 cards) --- Yes, 50 cards in this box!
- Kids' Birthday Box (30 cards)
- Thanks and Blanks (30 cards)

**Each box is \$30 plus tax, which totals \$31.19.**

**There is a \$10/box shipping fee.**

[Click Here to order.](#) Once you fill out the form and hit submit, an invoice will be generated and emailed to you at the email address you include on the form. You can then pay via credit/debit via Square, PayPal or Venmo.

**Thank you for helping support Pamela's campaign!**

## Member News

### CMC Certification



Erica Anderson, CMC - Deputy City Clerk - City of Haines City

Congratulations, Erica!

### Recognition



FACC Central West Director and City Clerk Angie Guy (pictured on the left), MMC, City of Dade City, presented Deputy City Clerk Kristin Garcia (pictured on the right), CMC, City of Temple Terrace, with her CMC pin and plaque on January 17th.

Congratulations, Kristin!



Pictured left to right: Town Clerk Andrea B. Calvert, MMC, Town of St. Leo; City Clerk Angie Guy, MMC, City of Dade City; Deputy City Clerk Kristin Garcia, CMC, City of Temple Terrace; City Clerk Cheryl A. Mooney, MMC, City of Temple Terrace and City Clerk Lori L. Hillman, MMC, City of Zephyrhills.

## 2020 IIMC Region III Conference

### Conference Pictures



The conference was a great success!  
[Click here](#) to view all of the pictures from the conference.

## ITA Packet



Remember, you must complete an Ideas to Action (ITA) form for each educational session you attended.

**The ITA packet must be emailed to Amy Brewer [abrewer@fsu.edu](mailto:abrewer@fsu.edu) no later than Monday, February 3, 2020 at 5:00 p.m.**

You cannot earn IIMC credit for hours attended unless you complete each session's ITA form.

No credit hours will be issued without these forms completed and returned to Amy Brewer. Do not send these forms to the FACC office.

[Click here](#) to download the ITA Packet.

## Article: Brevard County Sheriff's Office Provides Active Shooter Training During FACC Conference

### **Brevard County Sheriff's Office (BCSO) Provides Active Shooter Training During Florida Association of City Clerks Conference**

Source: Space Coast Daily.com

On Friday, I was honored to present along with Commander JJ Woolsey of our agency on "The Four A's Of Survival" during the afternoon session of the Florida Association of City Clerks Conference in Orlando, Florida.

The Brevard County Sheriff's Office "Four A's Of Survival" program is designed to help citizens prepare to be the first line of defense should they ever find themselves in the middle of a violent active shooter scenario.

As part of our partnership with our community, our agency is committed to providing our citizens with the tools and awareness they need to protect themselves, their families and those around them in the movie theater, church, school or any other place a critical incident may occur.

I would like to personally thank Commander Woolsey for his incredible dedication to protecting our citizens, the Florida Association of City Clerks for inviting us to speak and of course everyone who was in attendance for all they do to make our state and communities so great.

[Read More](#)

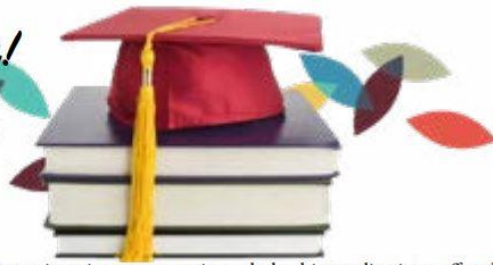
## FACC Scholarships

*Apply for a FACC Scholarship today!*



**ACT NOW!**

The Awards & Scholarship Committee is now accepting scholarship applications offered through the FACC. Please take advantage of this great opportunity to obtain assistance with the cost to attend an IIMC approved Institute or Academy. The FACC offers three (3) annual scholarships for members to use towards education and training as a Municipal Clerk.



**Application Deadline: January 31, 2020**

[Click here](#) to view the criteria and application forms located on the FACC website for the following scholarships:

- **2020 Kay O'Halloran Memorial Scholarship (Fall Academy)**
- **FACC's IIMC Annual Conference Scholarship**
- **2020 FACC Summer Conference & Academy**
- **2020 IIMC Annual Conference - offered through the IIMC not the FACC**

## FACC Webinar



### **Creating & Remediating Excel Documents for ADA Compliance: An In-Depth Guide**

**Thursday, February 27, 2020  
Time: 2:00 p.m. - 4:00 p.m. (EST)**

Join us as Accessibility Subject Matter Expert Stacey Rayos delivers a deep-dive, step-by-step webinar on how to make your Excel spreadsheets accessible for all users and persons with disabilities. Tables (aka Excel!) are among the more complex features to make compliant; during this session students will learn techniques for tagging, creating, exporting and saving ADA friendly Excel files. As an overarching theme, we will discuss how to approach your data with accessibility in mind so that it is easily understandable, navigable, and readable for anyone who might want to enjoy or use your content.

**Important Note: This is the first of four “deep-dive, step-by-step” quarterly webinars offered by FACC in 2020. The other three webinars will be on Adobe Documents (April 23rd), Word Documents (August 13th) and PowerPoint Documents (November 19th).**

*Presenter: Stacey Rayos, CTO/Developer of Accessible Things & Trainer of People CPACC (IAAP Certified Professional in Accessibility Core Competencies)*

*Moderator: Robert E. Lee, DPA, ICMA-CM, Assistant Professor, MPA Program Coordinator, Florida Gulf Coast University and Executive Director, Center for Florida Local Government Excellence, The John Scott Dailey Florida Institute of Government*

*This program has been approved by IIMC for 2 hours (1 point) of CMC/MMC credit. A completed Ideas to Action (ITA) form is required to receive education credit.*

**FACC is using a new software platform for webinars, Go To Training, which enables both video and sound through your computer. Attendees are encouraged to download and test their connection prior to the webinar. [Click here to test your connection.](#)**

[Register Now](#)

## Call for Nominations



### **2020-2021 FACC Board Vacancies: Officers and Directors now being accepted!**

As an FACC member, you have the opportunity to make an impact on your association to shape policies, programs and develop strategic plans to help your colleagues. FACC can benefit from your ideas and perspective. This is an excellent way to convey to 600 plus members that you value the efforts of this organization and to have a voice in its growth and future. If you would like your decisions, direction and vision about FACC's future to directly impact the membership, then it's time to take the initial step forward and put your leadership and knowledge to task by serving on the Florida Association of City Clerks Board of Directors.

Nominations are being accepted for the following positions: Vice-President, Northwest District Director, Northeast District Director, Central West District Director, Central East District Director, South District Director, Southwest District Director and Southeast District Director.

**Applications must be received no later than February 28, 2020, at 5:00 p.m.**

- [Nomination Information](#)
- [Nomination Procedures](#)
- [Candidate Nomination Form](#)

## Job Openings



[Browse current job openings.](#)

## Upcoming Events

[Click here](#) to find out more information about our upcoming events, including:

### **Recognition Presentation, Bartow**

February 3, 2020

6:00 p.m.

FACC Central West Director Angie Guy, MMC, City Clerk, City of Dade City, will present Donna Clark, MMC, Assistant Clerk, City of Bartow, with her MMC pin and plaque.

### **Recognition Presentation, North Lauderdale**

February 11, 2020

6:00 p.m.

FACC South District Director Sandra Novoa, MMC, Town Clerk, Town of Surfside, will present Elizabeth Garcia-Beckford, MMC, Deputy City Clerk, City of North Lauderdale, with her MMC plaque and pin.

### **FACC Webinar**

#### **Creating & Remediating Excel Documents for ADA Compliance: An In-Depth Guide**

February 27, 2020

2:00 p.m. - 4:00 p.m. (EST)

Member: \$75

Non-Member: \$100

[Register Now](#)

### **2020 Summer Conference and Academy, PGA National, Palm Beach Gardens**

June 21-24, 2020

Room Rate: \$159 per night

Member Rate: \$350 approximately

### **2020 Fall Academy, Marriott Lake Mary, Orlando**



October 18-22, 2020  
Room Rate: \$149 per night  
Member Rate: \$400 approximately

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**Florida Association of  
City Clerks**

[www.floridaclerks.org](http://www.floridaclerks.org)

[facc@flcities.com](mailto:facc@flcities.com)

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