

Florida Association of City Clerks

July 17, 2020

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President's Challenge



A challenge from FACC President Debra R. Buff, MMC:

With approximately 558 full members of the FACC, how is it possible for us to really get to know everyone's name or even to recognize them in passing, talking on the phone or by email? I like putting a name with a face. The only resource we have to accomplish this is our Membership Directory. Whenever I receive a call from one of our members, the first thing I do is turn to our directory to see if I can find their picture. I hope I am not the only one who recognizes a face, but has difficulty recalling their name. Yes, that is one of my weaknesses.

In reviewing our 2019-2020 Membership Directory, we have over 200 members who have not submitted a photo for our directory, and some of these members have been with us for a long time (yes, I know who you are! 😊). This represents almost 36% of our membership and wouldn't you say that this is very discouraging. [Read more.](#)

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 **Andrea Calvert, MMC, Town Clerk, Town of St. Leo.**

I am the town clerk for St. Leo. We are a small municipality in Pasco County. My first position at St. Leo (and in local government) was the part time assistant town clerk. I started in December of 2011. Since then, I was promoted to full time deputy clerk and finally to town clerk in February of 2017. I've been fortunate in that I was able to become a member of the FACC and the IIMC almost immediately. I am grateful to the organizations and fellow clerks. We all have the ability to make such a large impact on our communities and each other. It is a relief to know that I have great organizations and members to help and back me up. [Read more.](#)

Honoring Immediate Past President Bea L. Meeks, MMC, CPM, CBTO



Join FACC in the City of Edgewood on **July 21, 2020, at 6:30 p.m. EST** to honor and present resolutions to FACC Immediate Past President Bea L. Meeks, MMC, CPM, CBTO (City of Edgewood's City Clerk) and the City of Edgewood. Everyone is invited to attend.

**July 21, 2020
6:30 p.m. EST
City of Edgewood City Council Meeting
405 Bagshaw Way
Edgewood, FL 32809**

FACC Board Meeting: July 22, 2020



The FACC Board of Directors will meet in Orlando (and via teleconference) on July 22, 2020.

[Agenda Packet](#)

FACC 2020 Fall Academy Survey

We are in the planning stages for our 2020 Fall Academy (October 18-22, 2020). As we consider multiple options, we would love to hear your feedback on a preferred academy experience. **A survey will be emailed to you on Monday, July 20, 2020.** Thank you in advance for your participation.



The survey needs to be completed no later than Wednesday, July 29, 2020.

Updated FACC Clerks Manual



The Florida Association of City Clerks Manual and Resource Guide has been updated and was approved on June 22, 2020.

This manual is not to be shared with anyone; this a member benefit for FACC members only.

The updated manual was emailed to all FACC members on July 14, 2020. Contact facc@flicities.com if you did not receive your downloadable manual.

Member News

MMC Certifications



- Esther B. Coulson, MMC - City Clerk - City of Fruitland Park
- Shaquita Edwards, MMC - Deputy Town Clerk - Town of Lake Park

Congratulations, Esther and Shaquita!

CMC Certification



- Nicole N. Ewan, CMC - Assistant City Clerk - City of Miami

Congratulations, Nicole!

FLC Legislative Policy Committees



FLORIDA LEAGUE OF CITIES

**Message from FACC Legislative Committee Chair
Rosemarie Call, MMC, MPA, City Clerk, City of
Clearwater:**

Ever wondered how you could get more involved?
One of the ways you can represent FACC and your
municipality is by volunteering to serve on one of the

Florida League of Cities' policy committees. The committees include individuals from across the state, elected and appointed, who work together and identify municipal issues for the League's annual legislative agenda. **FLC is accepting applications through August 17, 2020, for individuals who wish to serve on a Florida League of Cities Legislative Policy Committee 2020-2021.** [Click here to sign-up.](#) Committees include: Finance, Taxation & Personnel, Land Use & Economic Development, Municipal Administration, Transportation & Intergovernmental Relations, and Utilities & Natural Resources. For more information: <https://floridaleagueofcities.com/advocacy-pages/resources-tools/policy-committees>

If you served on a policy committee this past year, you still need to sign-up again for 2020-2021.

Please complete the sign-up form before August 17. FLC legislative policy committee appointment letters will be mailed the week of August 17.

If you have any questions regarding policy committee sign-up, please contact Mary Edenfield at medenfield@flcities.com.

[Sign-up Now](#)

FACC Webinar



Creating & Remediating Microsoft Word Documents for ADA Compliance

**Thursday, August 13, 2020
Time: 2:00 p.m. - 4:00 p.m. EST**

Registration ends August 10, 2020 at 5:00 p.m. EST.

Our "Accessibility" Subject Matter Expert Stacey Rayos is back and will deliver a multi-level, step-by-step webinar on how to make your Microsoft Word documents accessible

for all users. Content creators, co-workers, educators, etc. are responsible for the Word Documents they create. Word Document accessibility is crucial for customers, co-workers, or students with disabilities. The good news is that editing Word Documents for accessibility is a relatively non-technical process and can make a big impact. In this live webinar, Stacey will review key topics such as:

- Headings, fonts, color contrast, and appearance
- Tables, charts, graphs
- Image alt text and long descriptions
- Using accessibility checkers
- Exporting to other formats (HTML, PDF)
- Q&A

This will be an interactive discussion about Microsoft Word and document sharing with accessibility in mind so that your documents are understandable, navigable, and readable for anyone who might want to enjoy or use your content.

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

[Register Now](#)

Important Note: This is the third in a series of four quarterly webinars on ADA Compliance offered by FACC in 2020. The next and final webinar will be on PowerPoint Documents (November 19th).

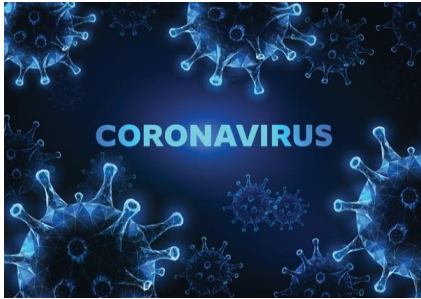
This program has been approved by IIMC for 2 hours (1 point) of CMC/MMC credit. A completed Ideas to Action (ITA) form is required to receive education credit.

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.

[Register Now](#) or [Download the Registration Form to pay by check.](#)

Registrations will not be considered complete until payment has been received. If the check is received after the webinar is full, you can take the recorded version and still receive credit after completing the ITA form.

Coronavirus Resources



Resources

FACC has created a web page dedicated to resources for you regarding the Coronavirus (COVID-19). [View Resources.](#)

Job Openings



[Browse current job openings.](#)

Upcoming Events

Honoring Immediate Past President Bea L. Meeks, MMC, CPM, CBTO, Edgewood

July 21, 2020, 6:30 p.m. EST
City of Edgewood City Council Meeting
405 Bagshaw Way
Edgewood, FL 32809

FACC Board of Directors Meeting, Orlando

July 22, 2020, 10:00 a.m. EST
[Agenda Packet](#)

FACC Webinar: Creating & Remediating Microsoft Word Documents for ADA Compliance

August 13, 2020, 2:00 p.m. - 4:00 p.m. EST
Deadline to register: August 10, 2020 at 5:00 p.m. EST
[Register Now](#) or [Download the Registration Form to pay by check](#)

2020 Fall Academy, Marriott Lake Mary, Orlando

October 18-22, 2020

#FACCFall2020

Room Rate: \$149 per night

Member Rate: \$400 approximately

75th Annual IIMC Conference, Grand Rapids, MI

Embrace the Rapids: Maneuvering in a Changing World

May 9-13, 2021

2021 Summer Conference and Academy, PGA National, Palm Beach Gardens

June 26-30, 2021

#FACCSummer2021

Room Rate: \$169 per night

Member Rate: \$350 approximately

2021 Fall Academy, The Shores Hotel, Daytona Beach Shores

October 17-21, 2021

#FACCFall2021

Room Rate: \$129 per night

Member Rate: \$400 approximately



[Find us on Facebook.](#)



**Florida Association of
City Clerks**

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