

Florida Association of City Clerks

July 24, 2020

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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 **J. Andi Purvis, CMC, City Clerk, City of Leesburg.**

After working for the State of Florida for 20 years, then the last 10 years as a paralegal, I was looking for a change and joined the wonderful City of Leesburg in 2004 in community development (then environmental services in 2005) and finally settled in the city clerk's office in 2012. I started as the deputy clerk, under then City Clerk Betty Richardson, MMC (retired), a great mentor. I joined the FACC in 2012, a great decision, and started my road to education. What a great and fun journey it has been. I was promoted to city clerk in November 2014 and received my CMC in December 2014. [Read more.](#)

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 was emailed to you on Monday, July 20, 2020. If you have any issues accessing the survey, please contact facc@flcities.com. 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@flcities.com if you did not receive your downloadable manual.

2020-2021 FACC Committees

Committee chairs and committee members have been appointed. Thank you for serving!

Click on each committee below to view the chairs and members.

[Auction and 50/50 Committee](#)

[Awards/Scholarship Committee](#)

[Budget Committee](#)

[By-Laws & Manual Revisions Committee](#)

[Discussion Forum Moderator](#)

[Fall Academy Committee](#)

[Florida Certification Task Force Committee](#)

[Legislative Committee](#)

Membership Committee

Mentoring Committee

Nominating Committee

Professional Education Committee

Resolutions Committee

Summer Conference and Academy Committee

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.

IIMC Foundation Fundraiser



Win a trip to Hawaii!

Raffle tickets are sold for \$20 each and 3 for \$50.

Deadline to enter: July 31, 2020

A challenge from IIMC Vice President and FACC Member City Clerk Pamela Smith, MMC, City of Sanibel: I challenge each FACC member to purchase one ticket at \$20 by mailing the completed flyer and

check to the IIMC foundation by July 31, 2020!

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach. With tickets

available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—furthering clerks' education through scholarships and IIMC education programs.

[Enter Now](#)

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

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



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**Florida Association of
City Clerks**

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