



Florida Association of City Clerks

Via Zoom – Thursday, February 23, 2023 – 10:30 a.m. ET

1. Call to Order

2. Roll Call – Those present were:

Cheryl Mooney, MPA, MMC, President, City Clerk, Temple Terrace
Angie Guy, MMC, President-Elect, City Clerk, Dade City
Patricia Burke, MPA, MMC, Vice President, Town Clerk, Palm Shores
Stacey Johnston, MMC, Immediate Past President, City Clerk, Holmes Beach
Caroline Best, CMC, Northeast Director, City Clerk, Fernandina Beach
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
Virginia Smith, MMC, CP, Central East Director, City Clerk, Palm Coast
Dawn Wright, MMC, FCRM, PHRP, Central West Director, City Clerk, Eagle Lake
Elizabeth Garcia-Beckford, MMC, MBA, South Director, City Clerk, North Lauderdale
Reneé Basel, CMC, Southeast Director, Town Clerk, Gulf Stream
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Janice Peters, MMC, Awards/Scholarships, City Clerk, Callaway
Jen Guillen, CMC, Discussion Forum, City Clerk, Hallandale Beach
Lori McWilliams, MPA, MMC, Florida Certification Task Force, Village Clerk, Tequesta
Savannah Cobb, CMC, Legislative, Deputy Town Clerk, Longboat Key
Gwen Peirce, MPA, CMC, Mentoring, City Clerk, Satellite Beach
Julie Hennessy, MMC, Professional Education, City Clerk, DeLand
Rosemarie Call, MPA, MMC, 2023 Summer Conference and Academy, City Clerk,
Clearwater
Beth Rawlins, Beth Rawlins, Inc.
Dani Dahlberg, Beth Rawlins, Inc.
Jeff Hendry, Institute of Government
Amy Brewer, Institute of Government
Linda Bridges, FACC Executive Director
Rachel Embleton, FACC Association Services Coordinator
Merrily Bennett, FLC Association Services Coordinator
Annie Wood, FLC Association Services Coordinator

3. Consideration of Minutes – President Mooney

- A. President Mooney presented minutes from the Board meeting held January 26, 2023. Accordingly,

A motion was offered by Director Guyer, seconded by Vice President Burke and unanimously passed, to approve the minutes as prepared and presented for January 26, 2023.

4. Old Business

- A. Consideration: Refund Guidelines – President Mooney

During a previous meeting, the Board asked the Executive Director to draft event refund guidelines that the Board can utilize when considering requests for refunds to maintain consistency. A draft was prepared and presented for the Board's review. Following discussion,

A motion was offered by Director Wright, seconded by Director Guyer and unanimously passed, to approve the event refund guidelines as prepared and presented.

B. Consideration: 2024 Fall Academy – President Mooney

During a previous meeting, staff was asked to look for a location in the south district for the 2024 Fall Academy. A comparison document of hotels was provided for the Board's review at the last meeting. Staff was asked to seek a Request for Proposal (RFP) from Hutchinson Island Marriott. An updated comparison document was prepared and submitted for the Board's review. Following discussion,

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to select the Marriott Orlando Lake Mary as the 2024 Fall Academy hotel site (contract pending).

5. New Business:

A. Report: Certification Task Force – Chair McWilliams

Written report submitted. The FACC Certification Task Force met earlier this month to review the International Institute of Municipal Clerks' (IIMC) proposed Education Plus Program (EPP). This program has not yet been finalized or approved by IIMC and continues to make its way through their various committees for review and amendments. Following discussion, the FACC Certification Task Force will continue to follow and monitor this program.

B. Consideration: FACC Membership Directory – Executive Director Bridges

The FACC Membership Directory is distributed during the Fall Academy in October each year. Staff requested consideration of mailing the directory each year to all members instead of distributing at Fall Academy in order to allow for additional members to be listed in the directory and to allow for additional production time. Following discussion, the Board directed the Executive Director and Beth Rawlins, Inc. to set a revised deadline for the publication of the directory for 2023 and return the deadline to the Board for consideration at a future Board meeting.

C. IIMC Region III in 2025 – President Mooney/Executive Director Bridges

FACC is scheduled to host the IIMC Region III Conference in 2025. Staff requested the Board consider a city location so that staff can begin researching hotel properties in the area. Following discussion, the Board directed staff to look for a hotel in Orlando to host the IIMC Region III Conference in 2025. Staff will present comparison data to the Board at a future Board meeting.

6. Other Business:

A. Nominating Committee – Chair Johnston

Chair Johnston reminded the Board that the deadline for submitting their application for district Board seats is 5:00 p.m., Friday, February 24. She also advised the directors that if they are not running again for their position to let their district know so that someone in the district can step up to serve. Chair Johnston will email the directors to let them know which districts she has not received any applications from.

B. Potential Sponsors/Exhibitors – Beth Rawlins, Inc.

Beth Rawlins, Inc. asked Board members to send recommendations for potential sponsors/exhibitors to Dani Dahlberg.

7. Next Board Meeting: March 23, 2023; 10:30 a.m. ET, Via Zoom

8. Adjourn

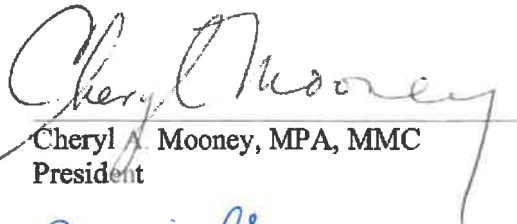
There being no further business or concerns, the meeting was adjourned.

Submitted by:



Linda J. Bridges, FACC Executive Director

Approval:



Cheryl A. Mooney, MPA, MMC
President



Angie Guy, MMC
President-Elect