



## **Florida Association of City Clerks**

Via Zoom – Thursday, January 26, 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  
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel  
Sherry Henderson, CMC, Auction/50-50 Drawing, Town Clerk, Hillsboro Beach  
Janice Peters, MMC, Awards/Scholarships, City Clerk, Callaway  
Renee Shrout, CMC, By-Laws/Manual Revision, City Clerk, Oakland Park  
Lori McWilliams, MPA, MMC, Florida Certification Task Force, Village Clerk, Tequesta  
Sandra Riffle, CMC, Membership, City Clerk, Edgewood  
Gwen Peirce, MPA, CMC, Mentoring, City Clerk, Satellite Beach  
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside  
Rosemarie Call, MPA, MMC, 2023 Summer Conference and Academy, City Clerk,  
Clearwater  
Beth Rawlins, Beth Rawlins, Inc.  
Dani Dahlberg, Beth Rawlins, Inc.  
Amy Brewer, Institute of Government  
Linda Bridges, FACC Executive Director  
Rachel Embleton, FACC Association Services Coordinator  
Merrily Bennett, FLC Association Services Coordinator

### **3. Consideration of Minutes – President Mooney**

- A. President Mooney presented minutes from the Board meeting held December 15, 2022. Accordingly,

A motion was offered by Director Wright, seconded by Vice President Burke and unanimously passed, to approve the minutes as prepared and presented for December 15, 2022.

### **4. Financial Statements – President Mooney**

- A. President Mooney presented the Quarterly Financial Statements for the period ending October 31, 2022. Accordingly,

A motion was offered by Vice President Burke, seconded by Director Wright and unanimously passed, to accept the financial statements as prepared and presented.

**5. Old Business:**

- A. Consideration: By-Laws Change/Policy Changes: Member Owned Businesses/Exhibitor and Sponsor Guidelines – President Mooney

During the December 15, 2022, Board of Directors' Meeting, the Board asked staff to work with Beth Rawlins, Inc. and the FACC President to draft proposed amendments to the By-Laws and/or Policies relating to honorary membership, member owned businesses and Exhibitor/Sponsor guidelines. These proposed amendments were submitted to the Board. Following discussion,

A motion was offered by Director Garcia-Beckford, seconded by Director Wright and unanimously passed, to approve the By-Laws and Policy changes as prepared and presented, with the exception that the definition of retirement will not be included.

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

President Mooney reminded the FACC District Directors that they must reapply for their Board positions if they wish to be considered for the position in 2023-2024.

**6. New Business:**

- A. Professional Education Committee (PEC) Report: Summer Conference and Academy Topics/Speakers – Chair Hennessy/Co-Chair Burke

Report submitted. Chair Hennessy was not in attendance; Vice President Burke (PEC Co-Chair) presented the report. Ms. Brewer is working with the PEC to schedule the speakers and topics for the sessions at the 2023 Summer Conference and Academy. Ms. Brewer mentioned she is having a challenging time locating a speaker on the topic of fraud prevention; Executive Director Bridges will talk with Ms. Brewer about this and possibly someone from the Florida League of Cities (FLC) could instruct on this topic. Following discussion,

A motion was made by Vice President Burke, seconded by President-Elect Guy and unanimously passed, to approve the PEC proposal for the 2023 Summer Conference and Academy session topics, with the understanding that amendments may be necessary if a speaker/topic is unavailable.

- B. 2024 Fall Academy – President Mooney

Staff was asked to look for a location in the south district for the 2024 Fall Academy. A comparison document of hotels was submitted for the Board's review. A recommendation was made to look at the Marriott Hutchinson Island Beach Resort in Stuart, Florida. Staff will contact this venue and bring back information to a future Board meeting.

- C. Consideration: Executive Director Attending IIMC Annual Conference and Proposed Budget Amendment – President Mooney

President Mooney has asked FACC Executive Director Linda Bridges to attend the IIMC Annual Conference in May 2023 and seeks Board approval. The staff travel line item in the budget is \$3,000. Last year, staff only used \$500 for travel. Therefore, a small budget amendment of approximately \$500 may be needed if the Board approves this request. Following discussion,

A motion was made by Director Wright, seconded by Director Guyer and unanimously passed, to approve for the Executive Director to attend the IIMC conference in Minneapolis in May 2023 and the budget amendment of \$500 to the staff travel line item.

**7. Other Business:**

- A. FACC Mentioned in Book – President-Elect Guy

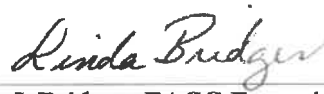
President-Elect Guy discussed that FACC and Education Coordinator Amy Brewer is mentioned in the acknowledgements in the book *The Public Servants' Survival Guide: 10 Keys to Reclaim Your Joy in Work and Life While Doing What You Love* by Brenda J. Viola. President-Elect Guy will provide the book information to the Board. Since this meeting, the book information has been provided to the Board.

- 8. Next Board Meeting:** February 23, 2023; 10:30 a.m. ET, Via Zoom

**9. Adjourn**

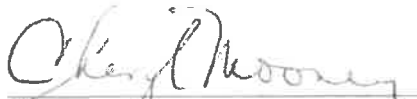
There being no further business or concerns, the meeting was adjourned.

Submitted by:

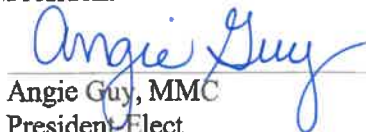


Linda J. Bridges, FACC Executive Director

Approval:



Cheryl A. Mooney, MPA, MMC  
President



Angie Guy, MMC  
President-Elect