



Florida Association of City Clerks

Via Zoom – Thursday, July 27, 2023 – 10:30 a.m. ET

1. Call to Order

2. Roll Call – Those present were:

Angie Guy, MMC, President, City Clerk, Dade City
Pat Burke, President-Elect, MPA, MMC, Town Clerk-Manager, Palm Shores
Elizabeth Garcia-Beckford, MMC, MBA, Vice President, City Clerk, North Lauderdale
Cheryl Mooney, MPA, MMC, Immediate Past President, City Clerk, Temple Terrace
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
Gwen Peirce, MPA, CMC, Central East Director, City Clerk, Satellite Beach
Rosemarie Call, MPA, MMC, Central West Director, City Clerk, Clearwater
Evelyn Herbello, CMC, South Director, Deputy Town Clerk, Surfside
Reneé Basel, CMC, Southeast Director, Town Clerk, Gulf Stream
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Laurie Nossair, CMC, By-Laws/Manual Revision, Deputy City Clerk, Orlando
Letitia LaMagna, 2023 Fall Academy, City Clerk, Daytona Beach
Kathleen Rosado, MMC, FCRM, 2023 Fall Academy, Assistant City Clerk, Daytona Beach
Lori McWilliams, MPA, MMC, Florida Certification Task Force, Village Clerk, Tequesta
Jen Guillen, MMC, Discussion Forum, City Clerk, Hallandale Beach
Kathy Heard, CMC, Membership, Deputy City Clerk, Ocoee
Quintella Moorer, CMC, Mentoring, City Clerk, Greenacres
Savannah Cobb, CMC, Legislative, Deputy Town Clerk, Longboat Key
Sherry Henderson, CMC, Auction/50-50, Town Clerk, Hillsboro Beach
Stephanie Herdocia, CMC, 2024 Summer Conference and Academy, City Clerk, Orlando
Vivian Mendez, MMC, Awards & Scholarships, Town Clerk, Lake Park
Pamela Smith, MMC, Legislative Administrator/Executive Assistant, Lee County (Guest)
Tory Frink, MMC, Clerk to the Board, Alamance County Government and IIMC Region III Director (Guest)
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 Guy

- A. President Guy presented minutes from the Board meetings held June 18, 2023 and June 21, 2023. Accordingly,

A motion was offered by Director Guyer, seconded by Director Basel and unanimously passed, to approve the minutes as prepared and presented for June 18, 2023 and June 21, 2023.

4. Old Business

- A. Ratification: President's Appointment of Central West Director – President Guy
President Guy has asked Rosemarie Call, MPA, MMC, City Clerk, City of Clearwater, to serve as the Central West Director and Rosemarie has agreed to accept the appointment. Accordingly,

A motion was offered by Immediate Past President Mooney, seconded by President-Elect Burke and unanimously passed, to ratify the President's appointment of the Central West Director, Rosemarie Call.

- B. Discussion: Expense Assistance for Florida's Representative as Region III Director – President Guy
Florida will be in line in May 2024 to have a representative as an IIMC Region III Director. The Board had asked staff to prepare correspondence to the FACC membership announcing this position and providing a process for the FACC Nominating Committee to consider applications. President Guy discussed with the Board the possibility of providing some level of financial support for an FACC member who is selected as the IIMC Region III Director from Florida. Regarding the discussion about the process for determining the Florida candidate for the IIMC Region III Director position, the Executive Board will do further research (including a discussion by President Guy with Chris Shalby) to determine the process FACC should follow. Following discussion,

A motion was offered by Director Guyer, seconded by Immediate Past President Mooney and unanimously passed, to approve up to \$2,500 per year (for three years) expense reimbursement to financially assist the Florida representative with travel expenses for those meetings where expenses are not covered by IIMC and/or the Florida representative's municipality. To receive this expense reimbursement assistance, the Florida representative must be an FACC member in good standing and fulfill other requirements of both associations. Staff will update the policy language and present to the Board at their next meeting.

- C. Discussion: Networking Spot/Hospitality Suite at Future Events – President Guy
Previously, the Board directed the Summer Conference and Academy Host Committee to have a “gathering” instead of a “hospitality suite” where no alcoholic beverages, food or activities would be provided by the Association. The 2023 Summer Conference and Academy was the first opportunity for this undertaking. The Networking Spot (formerly known as the Hospitality Suite) was held in a room supplied by the hotel and the Host Committee did provide food and non-alcoholic beverages. Following discussion, there was consensus to hold a Networking Spot at Fall Academy with no alcohol and the Host Committee can determine whether they wish to hold a Networking Spot for one night or two during Fall Academy. There was also consensus to permanently call the event the Networking Spot.

- D. Correction: May Board of Directors Meeting Date – President Guy
The date for the May 2024 Board of Directors meeting was previously reported incorrectly. The correct date should be Thursday, May 23, 2024, not Friday, May 24 as previously reported. If held, this will be a virtual meeting via Zoom.

5. New Business

- A. Consideration: 2023-2025 Strategic Plan – President Guy
The FACC Board, Committee Chairs/Members and the membership met on June 18, 2023, to consider the FACC Strategic Plan for 2023-2025. The revised plan was submitted to the Board. Following discussion,

A motion was offered by President-Elect Burke, seconded by Vice President Garcia-Beckford and unanimously passed, to approve the 2023-2025 FACC Strategic Plan as submitted.

- B. Consideration: Class Three Project Approval – President Guy
Class Three, that will “graduate” during Fall Academy in October 2023, prepared a video on popular topics/questions/situations that new Clerks face in the profession. The Class would like to have this video provided to all new FACC members along with the new member packet that is provided to them. The Board would need to approve including this video. A short introductory video was shown at the Board meeting.

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to approve the Class Three video project, contingent on review of the entire video by a Review Committee (composed of President Guy, Immediate Past President Mooney, President-Elect Burke, Director Guy and Education Coordinator Amy Brewer) for accuracy.

- C. Consideration: Beth Rawlins, Inc. Agreement – President Guy
The agreement with Beth Rawlins, Inc. for fundraising for the association for the 2024 Summer Conference and Academy was submitted for the Board’s consideration and approval. Executive Director Bridges advised this included a change in the fee to be paid.

A motion was offered by President-Elect Burke, seconded by Immediate Past President Mooney and unanimously passed, to approve the agreement with Beth Rawlins, Inc. for 2023-2024.

- D. Consideration: Region for 2025 Summer Conference and Academy – President Guy
It is time to select a location/region for the 2025 Summer Conference and Academy. If the Board wishes to hold with tradition of having the Summer Conference and Academy in a location near the Incoming President’s city, the region will be the South District (Elizabeth Garcia-Beckford, North Lauderdale,

will be President-Elect and sworn in as President in June 2025.) Following discussion,

A motion was offered by Director Herbello, seconded by Director Basel and unanimously passed, to direct staff to research a location for the 2025 Summer Conference and Academy in the South District.

- E. Consideration: Board/Committee Chair Orientation – President Guy
President Guy discussed the Board/Committee Chair orientation luncheon meeting that is held upon adjournment of Summer Conference and Academy. Following discussion, there was consensus that the New Board/Committee Chair Orientation meeting normally held on the last day of Summer Conference and Academy would no longer be held as an in-person meeting; but would be held only as a virtual meeting in the future.

6. Other Business:

There was no other business to come before the Board.

7. Announcements

Next Meetings:

Canceled: August 24, 2023 via Zoom

September 28, 2023 via Zoom at 10:30 a.m. ET

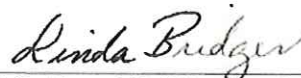
October 22, 2023, Dinner at 5:30 p.m., Meeting at 6:30 p.m., The Shores

Hotel, Daytona Beach Shores (in conjunction with Fall Academy, October 22-26, 2023)

8. Adjourn

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

Submitted by:



Linda J. Bridges, FACC Executive Director

Approval:



Angie Guy, MMC
President



Patricia J. Burke, MPA, MMC
President-Elect