



**Florida Association of City Clerks**

St. Petersburg – The Vinoy Resort and Golf Club, Autograph Collection

Sunday, June 18, 2023 – 11:00 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

Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze (via conf. call)

Gwen Peirce, MPA, CMC, Central East Director and Mentoring, City Clerk, Satellite Beach

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

Sherry Henderson, CMC, Auction/50-50, Town Clerk, Hillsboro Beach

Jen Guillen, CMC, Discussion Forum, City Clerk, Hallandale Beach

Donna Gardner, CMC, 2022 Fall Academy, City Clerk, Hallandale Beach

Savannah Cobb, CMC, Legislative, Deputy Town Clerk, Longboat Key

Sandra Riffle, CMC, Membership, City Clerk, Edgewood

Sandra McCready, MMC, Resolutions, Town Clerk, Surfside

Amber LaRowe, MMC, 2023 Summer Conference and Academy, City Clerk, St. Pete Beach

Pamela Smith, MMC, Legislative Administrator/Executive Asst., Lee County (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

**3. Special Presentation – Pamela Smith, Immediate Past President, IIMC**

IIMC Immediate Past President Pamela Smith thanked the FACC Board for supporting her this past year as IIMC President.

**4. Consideration of Minutes – President Mooney**

- A. President Mooney presented minutes from the Board meeting held April 28, 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 April 28, 2023.

**5. Financial Reports – Executive Director Bridges**

- A. Executive Director Bridges presented the Quarterly Financial Statements for the period ending April 30, 2023. Accordingly,

A motion was offered by Director Guyer, seconded by Director Garcia-Beckford, and unanimously passed, to accept the financial statements as prepared and presented.

**6. Report of Officers:**

- A. President – Cheryl Mooney, MPA, MMC  
Written report submitted.
- B. President-Elect – Angie Guy, MMC  
Written report submitted.
- C. Vice President – Pat Burke, MPA, MMC  
Written report submitted.
- D. Immediate Past President – Stacey Johnston, MMC  
Written report submitted.

**7. Report of Directors**

- A. Northeast Director – Caroline Best, CMC  
No report submitted.
- B. Northwest Director – Leslie Guyer, CMC  
Written report submitted.
- C. Central East Director – Gwen Peirce, MPA, CMC  
Written report submitted.
- D. Central West Director – Dawn Wright, MMC, FCRM, PHRP  
Written report submitted.
- E. South Director – Elizabeth Garcia-Beckford, MMC, MBA  
Written report submitted.
- F. Southeast Director – René Basel, CMC  
Written report submitted.
- G. Southwest Director – Scotty Lynn Kelly, MMC, CGSP  
Written report submitted.

**8. Standing Committee Reports**

- A. Silent Auction/50-50 Committee – Sherry Henderson, CMC, Chair  
Written report submitted. Per FACC policy, the Purses with a Purpose Auction proceeds of 50% (or \$100 whichever is greater) goes to a charity as determined by the FACC Board. Following discussion,

A motion was offered by Director Garcia-Beckford, seconded by Director Wright, and unanimously passed, to donate the proceeds to Women in Distress of Broward County, Inc.

- B. Awards and Scholarships Committee – Janice Peters, MMC, Chair  
No report at this time.
- C. Budget Committee – Cheryl Mooney, MPA, MMC, Chair  
No report at this time.
- D. By-Laws/Manual Revisions Committee – Renee Shrout, CMC  
Written report submitted.
- E. Discussion Forum Committee – Jen Guillen, CMC, Chair  
Written report submitted.
- F. Fall Academy Committee – Donna G. Gardner, CMC, Chair  
No report at this time.
- G. Investment Advisory Committee – Cheryl Mooney, MPA, MMC, Chair  
No report at this time.
- H. Legislative Committee – Savannah Cobb, CMC, Chair  
Written report submitted.
- I. Membership Committee – Sandra Riffle, CMC, Chair  
Written report submitted.
- J. Mentoring Committee – Gwen Peirce, MPA, CMC, Chair  
Written report submitted.
- K. Nominating Committee – Stacey Johnston, MMC, Chair  
Written report submitted.
- L. Professional Education Committee – Julie Hennessy, MMC, Chair  
Written report submitted.
- M. Resolutions Committee – Sandra McCready, MMC, Chair  
Written report submitted.

- N. Summer Conference & Academy Committee – Rosemarie Call, MPA, MMC, Co-Chair and Amber LaRowe, MMC, Co-Chair  
Written report submitted.
- O. Florida Certification Task Force – Lori McWilliams, MPA, MMC, Chair  
Written report submitted. Chair McWilliams was not in attendance; the report was presented by Vice President Burke on behalf of the Chair. Vice President Burke provided an update about the FACC Certification Program. Following discussion,

A motion was offered by Director Peirce, seconded by Immediate Past President Johnston and unanimously passed, to approve the FACC Certification Program as outlined by Institute of Government (IOG) in the submitted proposal dated June 1, 2023; and to direct the Task Force to work with the IOG on the program implementation; and to direct the Task Force to work with FACC staff on marketing.

Further,

A motion was offered by Director Guyer, seconded by Director Garcia-Beckford and unanimously passed, to approve the certification title as Florida Certified Professional Clerk (FCPC).

## **9. Staff Reports**

- A. FACC Executive Director’s Report – Linda Bridges  
Written report submitted.
- B. IOG Executive Director’s Report – Jeff Hendry/Amy Brewer  
Written report submitted.
- C. Consultant’s Report – Beth Rawlins/Dani Dahlberg  
Written report submitted.

## **10. Old Business:**

There was no old business to come before the Board.

## **11. New Business:**

- A. Consideration of Agreements – President Mooney
  - 1. Institute of Government (IOG) Agreement

A motion was offered by Immediate Past President Johnston, seconded by Director Guyer and unanimously passed, to approve the agreement with the Institute of Government (IOG) for the period August 1, 2023 to July 31, 2024, as prepared and presented.

2. Florida League of Cities (FLC) Agreement

A motion was offered by Director Basel, seconded by Director Garcia-Beckford and unanimously passed, to approve the agreement with the Florida League of Cities (FLC) for the period August 1, 2023 to July 31, 2024, as prepared and presented.

- B. Consideration of Refund Requests – President Mooney  
Written report submitted. Several refund requests were received regarding the 2023 Summer Conference and Academy. Following discussion,

A motion was offered by Director Guyer, seconded by Immediate Past President Johnston and unanimously passed, to approve a refund for the City of Kissimmee, less the \$25 administration fee, since Loida Santiago is no longer employed with the city and the city asked for her registration to be refunded.

A motion was offered by Director Guyer, seconded by Director Garcia-Beckford and unanimously passed, to approve a refund for the City of Lake City, less the \$25 administration fee, since Audrey Sikes, City Clerk, City of Lake City, canceled her registration and asked for a refund because a commissioner had asked for a commission agenda item to call for the firing of the city clerk and city attorney to be placed on the agenda for June 20.

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to approve two refunds for the Port of Palm Beach, less the \$25 administration fee per refund, for Beatrice Greffin-Pompey and Jackelin Machado, due to the Port's computer system experiencing a possible cyber-attack and the Port Director had canceled all travel for essential staff as he requested/required the essential staff be in the office to deal with the fallout of attack.

- C. Discussion of Privacy Protection for Municipal Clerks – President Mooney/Director Garcia-Beckford  
Written report submitted. Director Garcia-Beckford addressed the Board regarding privacy protection for municipal clerks. Following discussion, Director Garcia-Beckford will discuss the topic with the Florida League of Cities (FLC) Legislative Department and report back to the Board.

**12. Other Business:**

- A. Refund Request Administrative Fee  
The Board discussed raising the cancellation fee for future events to \$50.00 per refund. Following discussion,

A motion was offered by Director Basel, seconded by Director Garcia-Beckford and unanimously passed, to raise the cancellation fee for future events to \$50.00 per refund and this will begin with the Fall Academy in October 2023.

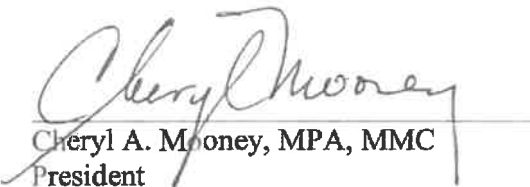
- B. IIMC Region III Director  
Staff was asked to advertise to the membership that Florida is next in line for IIMC Region III Director and applications should be made by October 2023. Staff will start advertising this soon and including necessary criteria and deadlines.
- C. Conference App for Future Events  
Staff was asked to investigate the possibility of a conference app for future events. Staff will report back to the Board with findings.
11. **Announcements**  
Next Meeting: Sunday, June 21, 2023, 12:30 p.m., ET, Board Meeting & New Board Member/Committee Chair Orientation, The Vinoy Resort and Golf Club, Autograph Collection
12. **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