



**Florida Association of City Clerks
Board of Directors Meeting I Sunday, October 22, 2023 I 6:30 p.m. ET
The Shores Hotel, Daytona Beach Shores, Florida**

1. Call to Order

President Guy called the meeting of the Florida Association of City Clerks Board of Directors to order at 6:30 p.m. ET.

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
LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
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
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park
Jen Guillen, MMC, Discussion Forum, City Clerk, Hallandale Beach
Quintella Moorer, CMC, Mentoring, City Clerk, Greenacres
Julie Hennessy, MMC, Professional Education, City Clerk, DeLand
Stephanie Herdocia, CMC, 2024 Summer Conference and Academy, City Clerk,
Orlando
Ronisha Martin, 2024 Summer Conference and Academy, Assistant City Clerk, Winter
Garden
Beth Rawlins, Beth Rawlins, Inc.
Dani Dahlberg, Beth Rawlins, Inc.
Amy Brewer, Institute of Government
Linda Bridges, FACC Executive Director
Allison Payne, FACC Executive Director-Designate
Rachel Embleton, FACC Affiliate Services Coordinator

President Guy introduced FACC Executive Director-Designate Allison Payne at the beginning of the meeting.

3. Consideration of Minutes – President Guy

- A. President Guy presented minutes from the Board meeting held July 27, 2023.
Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to approve the minutes as prepared and presented for July 27, 2023.

4. Quarterly Financial Statements – President Guy

The financial statements for the period ending July 31, 2023, were not available. The Board requested the statements be emailed to the Board when they are available.

5. Report of Officers

- A. President Angie Guy, MMC
Written report submitted.
- B. President-Elect Patricia Burke, MPA, MMC
Written report submitted.
- C. Vice President Elizabeth Garcia-Beckford, MMC, MBA
Written report submitted. Vice President Garcia-Beckford spoke about public exemption for City Clerks. It was decided that Vice President Garcia-Beckford would further discuss this issue with her City Attorney and return to the Board with a report.
- D. Immediate Past President Cheryl Mooney, MPA, MMC
Written report submitted.

6. Report of Directors

- A. Northeast Director LeAnne Williams, MMC, FCRM
Written 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 Rosemarie Call, MPA, MMC
Written report submitted.
- E. South Director Evelyn Herbello, CMC
Written report submitted.
- F. Southeast Director Reneé Basel, MMC
Written report submitted.
- G. Southwest Director Scotty Lynn Kelly, MMC, CGSP
Written report submitted.

7. Standing Committee Reports

A. Silent Auction/50-50 Committee – Sherry Henderson, CMC, Chair
Written report submitted.

B. Awards and Scholarships Committee – Vivian Mendez, MMC, Chair
Written report submitted.

1. Receipt of Applications

In November 2022, there was discussion and action taken regarding how award and scholarship applications are received due to the fact that the Committee Chair, in 2022-2023, was no longer with the city and FACC was not notified and the applications were not easily located. The Board changed the policy for that period for the applications to come only to the staff email (facc@flcities.com) but that for 2023-2024 the applications go to both staff and the Committee Chair. Staff requested direction for the future to avoid duplication and confusion. Following discussion, the Board agreed that after 2023-2024, FACC staff will receive all awards and scholarship applications and prepare a packet/link to be provided to the Committee Chair.

C. Budget Committee – Angie Guy, MMC, Chair

1. Amendment to Summer Conference and Academy Budget

At a prior Board meeting, the Board approved the Beth Rawlins, Inc. agreement, which included an increased fee (one set fee rather than two), but the expense line item in the Summer Conference and Academy budget was not changed to correspond with what the company will be paid. This line item was originally approved at \$8,500 and it is recommended to increase that to \$10,000. Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to approve an amendment to the Summer Conference and Academy budget consultants fee line item to provide for the increased fee previously approved by the Board.

D. By-Laws/Manual Revisions Committee – Vanessa Joseph, Esq., CMC, Chair
No report at this time.

E. Discussion Forum Committee – Jen Guillen, MMC, Chair
Written report submitted.

F. 2023 Fall Academy Host Committee – Letitia LaMagna, Co-Chair; Kathleen Rosado, MMC, FCRM, Co-Chair
Written report submitted.

- G. Florida Certification Task Force – Lori McWilliams, MMC, Chair
Written report submitted. Chair McWilliams was unable to attend the meeting; President-Elect Burke spoke and encouraged registration for the Florida Certified Professional Clerk (FCPC) Certification Program.
- H. Investment Advisory Committee – Angie Guy, MMC, Chair
Written report submitted.
- I. Legislative Committee – Savannah Cobb, CMC, Chair
Written report submitted.
- J. Membership Committee – Brittney Sandovalsoto, CMC, Chair
Written report submitted.
- K. Mentoring Committee – Quintella Moorer, CMC, Chair
Written report submitted.
- L. Nominating Committee – Cheryl Mooney, MPA, MMC, Chair
No report at this time.
- M. Professional Education Committee – Julie Hennessy, MMC, Chair
Written report submitted. Chair Hennessy encouraged attendance at the FACC Webinar on Lessons Learned from Public Service scheduled to be held on November 9, 2023.
- N. Resolutions Committee – Sandra McCreedy, MMC, Chair
Written report submitted.
- O. 2024 Summer Conference & Academy Host Committee – Stephanie Herdocia, CMC, Co-Chair; Ronisha Martin, Co-Chair
Written report submitted.

8. 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. Beth Rawlins, Inc. Report, Beth Rawlins/Dani Dahlberg
Written report submitted.

9. Old Business

- A. Consideration: Florida IIMC Regional III Director Reimbursement Policy – President Guy
During the July 27, 2023 Board Meeting, the Board approved in concept a policy change to provide for reimbursement of expenses up to \$2,500/year for a Florida IIMC (International Institute of Municipal Clerks) Region III Director. Staff presented the policy with suggested amendments. Following discussion,

A motion was offered by Immediate Past President Mooney, seconded by Director Basel and unanimously passed, to approve the Florida Region III Director Reimbursement Policy as prepared and submitted.

10. New Business

- A. Consideration: By-Laws/Manual Revision Committee Policy Amendment – President Guy
During the July Board Meeting, the Board approved the use of the 2023 Class Three Project, which is a video containing popular topics/questions/situations that new Clerks face in the profession, to be sent to new members. This amendment provides for the By-Laws and Manual Revisions Committee to review the 2023 Class Three video annually to make sure it is up-to-date and remains timely (this video will be provided to new members beginning November 2023). Staff presented the policy with suggested revisions. Following discussion,

A motion was offered by President-Elect Burke, seconded by Immediate Past President Mooney and unanimously passed, to approve the recommended annual review of the Class Three video policy amendment as prepared and submitted.

- B. Ratification: Donation in Memory of Lisa Small – President Guy
Long time City Clerk/FACC Past President Lisa Small recently passed away after a courageous battle with cancer. The Executive Board approved a \$250 donation to St. Jude Children’s Research Hospital in her memory. Accordingly,

A motion was offered by Director Basel, seconded by Director Guyer and unanimously passed, to ratify the actions taken by the Executive Board to make a memorial donation for \$250 to St. Jude Children’s Research Hospital in memory of Lisa Small.

11. Announcements

Next Board Meeting: Thursday, November 16, 2023, 10:30 a.m. ET via Zoom. (This meeting was cancelled.)

12. Other Business

- A. Consideration: FACC Executive Director-Designate Attendance At 2024 IIMC Annual Conference – President Guy
President Guy would like for FACC Executive Director-Designate Allison Payne to attend the 2024 IIMC Annual Conference in Canada with her. Following discussion,

A motion was offered by Director Basel, seconded by Director Guyer and unanimously passed, for FACC Executive Director-Designate Allison Payne to attend the 2024 IIMC Annual Conference in Canada.

13. 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