



## **Florida Association of City Clerks**

Orlando – Friday, April 26, 2024 – 11:00 a.m. ET

### **1. Call to Order**

President Angie Guy and Immediate Past President Cheryl Mooney were unable to attend the meeting. President-Elect Pat Burke presided over the meeting.

### **2. Roll Call – Those present were:**

Pat Burke, President-Elect, MPA, MMC, RLO, Town Clerk-Manager, Palm Shores  
Elizabeth Garcia-Beckford, MMC, MBA, Vice President, City Clerk, North Lauderdale  
LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua  
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  
Jen Guillen, MMC, South Director, City Clerk, Hallandale Beach  
Reneé Basel, MMC, Southeast Director, Town Clerk, Gulf Stream  
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel  
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park  
Stephanie Herdocia, CMC, 2024 Summer Conference & Academy Host, City Clerk,  
Orlando  
Dani Dahlberg, Beth Rawlins, Inc.  
Amy Brewer, Institute of Government  
Allison Payne, Executive Director, FACC  
Rachel Embleton, Affiliate Services Coordinator, FACC  
Meredith Montgomery, Meeting Planner, FLC

### **3. Consideration of Minutes – President-Elect Burke**

A. President-Elect Burke presented minutes from the Board Meeting held February 22, 2024. Accordingly,

A motion was offered by Director Guyer, seconded by Director Peirce and unanimously passed, to approve the minutes as prepared and presented for February 22, 2024.

### **4. Financials – President-Elect Burke**

#### **A. Financial Statements**

The financial statements for the period ending January 31, 2024, were prepared and presented. Accordingly,

A motion was offered by Director Guyer, seconded by Director Call and unanimously passed, to accept the financial statements for the period ending January 31, 2024, as prepared and presented.

**B. Financial Annual Audit**

President-Elect Burke presented the Audited Financial Statements for the period ending July 31, 2023. Following discussion,

A motion was offered by Director Peirce, seconded by Director Guyer and unanimously passed, to accept the audited financial statements for the period ending July 31, 2023, as prepared and presented.

**5. Report of Officers:**

- A. President – Angie Guy, MMC  
Written report submitted.
- B. President-Elect – Pat Burke, MPA, MMC, RLO  
Written report submitted.
- C. Vice President – Elizabeth Garcia-Beckford, MMC, MBA  
No report submitted. Vice President Garcia-Beckford advised she has been out of the office.
- 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 – Jen Guillen, MMC  
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. Accordingly,

A motion was offered by Director Peirce, seconded by Director Guillen and unanimously passed, to approve awarding the scholarships as submitted:

2024 IIMC Annual Conference Scholarships

Vaness Castillo

2024 Summer Conference & Academy Scholarships

Sandi DuBose

Judy Meyers

Ma-Anna Harris

2024 Fall Academy Scholarships

Toni Cone

Rebecca Merwin

Patty Polk

Nicole Wisniewski

Dale Barstow Scholarships

Betty Castillo

Kimberly Bruns

Hillary Palmer

- C. Budget Committee – Allison Payne  
Staff had prepared budgets and a budget narrative. The Executive Board reviewed and recommended the adoption of the budgets as prepared and presented with the exception of one change, adding \$3,000 to the Summer Conference & Academy Budget Opening Ceremony (Stipend/Keynote) line item. Vice President Garcia-Beckford asked how other associations market student membership; Executive Director Payne will research this. The Board discussed increasing FACC dues, due to the fact it has been several years since there has been an increase. Following discussion,

A motion was offered by Director Basel, seconded by Director Kelly and unanimously passed, to accept the FY 2024-2025 Operating Budget, and budgets for the Summer Conference & Academy, Fall Academy and 2025 IIMC Region III Conference as prepared and presented, including the addition of \$3,000 to the Summer Conference & Academy Budget Opening Ceremony (Stipend/Keynote) line item.

A motion was offered by Director Peirce, seconded by Director Williams and unanimously passed, to increase FACC dues for FY 25-26 to the following amounts, and for the Board to discuss increasing dues again in 2 years:

<u>Full Membership</u>	
<u>City Population 20,000 &amp; under</u>	<u>\$100.00</u>
<u>City Population 20,001 - 50,000</u>	<u>\$125.00</u>
<u>City Population 50,001 - 100,000</u>	<u>\$150.00</u>
<u>City Population 100,001 &amp; over</u>	<u>\$175.00</u>
<u>Associate Membership</u>	<u>\$100.00</u>
<u>Student Membership</u>	<u>\$25.00</u>

- D. By-Laws/Manual Revisions Committee – Vanessa Joseph, Esq., CMC, Chair  
Written report submitted. The Committee presented suggested revisions for the FACC Manual. Following discussion,

A motion was offered by Director Guyer, seconded by Director Basel, for the Board to review the suggested revisions in detail and submit any additional revisions to FACC staff by July 1, 2024; these revisions will be presented to the By-Laws/Manual Revisions Committee and a revised Manual be submitted to the Board at the October 2024 Board Meeting for approval.

- E. Discussion Forum Committee – Jen Guillen, MMC, Chair  
Written report submitted. Chair Guillen emphasized when a question is asked in the forum, it is not necessary to reply to all; members can go into the forum to see all of the responses.
- F. Fall Academy Host Committee – Leticia LaMagna, CMC, Co-Chair and Kathleen Rosado, MMC, FCRM, Co-Chair  
No report required.
- G. Florida Certification Task Force Committee – Lori McWilliams, MPA, MMC, Chair  
Written report submitted.
- H. Investment Advisory Committee – Angie Guy, MMC, Chair  
Written report submitted.
- I. Legislative Committee – Savannah Cobb, MMC, Chair  
Written report submitted.
- J. Membership Committee – Brittney SandovalSoto, MMC, Chair  
Written report submitted.

- K. Mentoring Committee – Quintella Moorer, MMC, Chair  
Written report submitted.
- L. Nominating Committee – Cheryl Mooney, MPA, MMC, Chair  
Written report submitted. Accordingly,

A motion was offered by Director Peirce, seconded by Director Kelly and unanimously passed, to approve the 2024-2025 fiscal year slate of officers and directors as prepared and presented.

- M. Professional Education Committee – Julie Hennessy, MMC, Chair  
Written report submitted.
- N. Resolutions Committee – Sandra McCready, MMC, Chair  
Written report submitted.
- O. Summer Conference & Academy Host Committee – Stephanie Herdocia, CMC, Co-Chair and Ronisha Martin, Co-Chair  
Written report submitted.
- P. 2025 IIMC Region III Conference Host Committee – Sherry Henderson, CMC, Chair  
No report at this time.

## 8. Staff Reports

- A. FACC Executive Director’s Report – Allison Payne  
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.

## 9. Old Business:

- A. **Update: Networking Spot at the 2024 Summer Conference & Academy – Meredith Montgomery**

At the February Board Meeting, the Board agreed for the Networking Spot at the 2024 Summer Conference and Academy to be held on the hotel terrace. The Board had asked FACC’s Meeting Planning Staff to determine what the \$1,000 budgeted for the Networking Spot could get with the hotel (hors d’oeuvres, etc.). FACC Meeting Planner Meredith Montgomery reported the hotel will provide 150 appetizers and 45 bottled waters/soda for the event.

**10. New Business:**

- A. Ratification: Executive Board Action for Dates of the 2025 IIMC Region III Conference – President-Elect Burke

At the January Board Meeting, the Board approved the 2025 IIMC Region III Conference to be held at the Florida Hotel and Conference Center, pending a site visit by Meeting Planner Melanie Howe to determine if the location is satisfactory and Ms. Howe will report back to the President on this. Ms. Howe reported back to the President that the hotel was satisfactory but the only dates available were January 7-10, 2025. The Executive Board approved the 2025 IIMC Region III Conference to be held January 7-10, 2025, at the Florida Hotel and Conference Center. Accordingly,

A motion was offered by Director Guyer, seconded by Director Kelly and unanimously passed, to ratify the action taken by the Executive Board to approve the 2025 IIMC Region III Conference to be held January 7-10, 2025, at the Florida Hotel and Conference Center.

- B. Ratification: Executive Board Action for Nomination Deadline – President-Elect Burke

The nomination applications deadline was February 23, 2024 at 5pm. On February 26, 2024, the FACC Executive Board discussed the FACC nominating process since there were no applications received from the South District. The Executive Board approved to extend the deadline to receive nomination applications for the South District to March 8, 2024 at 5pm and asked staff to send out the appropriate documentation to the members of the South District. Accordingly,

A motion was offered by Director Peirce, seconded by Director Kelly and unanimously passed, to ratify the action taken by the Executive Board to extend the deadline to receive nomination applications for the South District to March 8, 2024 at 5pm.

- C. Ratification: Executive Board Action for Municipal Clerks Week Toolkit – President-Elect Burke

The 55<sup>th</sup> Anniversary of Municipal Clerks Week is to be celebrated May 5-11, 2024. Staff has revised the annual Municipal Clerks Week Toolkit, and it has been approved by the Executive Board to be shared with the FACC membership. Accordingly,

A motion was offered by Director Guyer, seconded by Director Kelly and unanimously passed, to ratify the action taken by the Executive Board to approve the annual Municipal Clerks Week Toolkit and for the Toolkit to be shared with the FACC membership.

D. Consideration: 2025 IIMC Region III Fundraising Contract – Dani Dahlberg

At the February Board Meeting, as a result of Beth Rawlins' planned retirement, the Board directed Dani Dahlberg to present a contract from her company, Message Matters, Inc., for the 2025 IIMC Region III Conference fundraising. A contract was prepared and presented. Accordingly,

A motion was offered by Director Peirce, seconded by Director Basel and unanimously passed, to approve the fundraising contract for the 2025 IIMC Region II Conference with Message Matters, Inc.

**11. Other Business:**

There was no other business to come before the Board.

**12. Announcements**

Next Board Meeting: Thursday, May 23, 2024, 10:30 a.m. ET via Zoom if needed. (This meeting has been cancelled.)

**13. Adjourn**

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

Submitted by:



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Allison Payne, FACC Executive Director

Approval:



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Pat Burke, MPA, MMC, RLO  
President-Elect

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Elizabeth Garcia-Beckford, MMC, MBA  
Vice President