



**Florida Association of City Clerks  
Board of Directors Meeting I Thursday, January 25, 2024, I 10:30 am ET  
Via Zoom**

**1. Call to Order**

President Guy called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.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  
Gwen Peirce, MPA, CMC, Central East Director, City Clerk, Satellite Beach  
Rosemarie Call, MPA, MMC, Central West Director, City Clerk, Clearwater  
Reneé Basel, CMC, Southeast Director, Town Clerk, Gulf Stream  
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel  
Sherry Henderson, CMC, Auction/50-50 Drawing, Town Clerk, Hillsboro Beach  
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park  
Quintella Moorer, MMC, Mentoring, City Clerk, Greenacres  
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside  
Ronisha Martin, 2024 Summer Conference/Academy, Assistant City Clerk, Winter Garden  
Beth Rawlins, Beth Rawlins, Inc.  
Dani Dahlberg, Beth Rawlins, Inc.  
Amy Brewer, Institute of Government  
Allison Payne, Executive Director, FACC  
Rachel Embleton, Affiliate Services Coordinator, FACC  
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC  
Melanie Howe, Meeting Planner, FLC

**3. Old Business**

**A. Consideration: Hotel Site Selection for 2025 IIMC Region III Conference**

FACC will host the IIMC Region III Conference in 2025. At a prior Board meeting, the Board selected the event to be held in Orlando in February. Since quoted rates for February were too high, staff was directed by the Board to check alternative dates in January or to look at Tampa properties. Staff provided an update on the current status of hotel proposals. Following discussion,

A motion was offered by President-Elect Burke, seconded by Director Guyer and unanimously passed, to approve the Florida Hotel and Conference Center as the venue for the 2025 IIMC Region III Conference, pending a site visit by Meeting Planner Howe to determine if the location is satisfactory and Ms. Howe will report back to the President on this.

Since this meeting, Ms. Howe has reported back to the President that the venue is satisfactory, and Ms. Howe is moving forward with the hotel contract.

#### **4. Consideration of Minutes – President Guy**

- A. President Guy presented minutes from the Board meeting held December 14, 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 December 14, 2023.

#### **5. Quarterly Financial Statements – President Guy**

The financial statements for the period ending October 31, 2023, were 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 October 31, 2023, as prepared and presented.

#### **6. New Business**

- A. Ratify Executive Board Action: 2024 Webinar Dates – President Guy

The Professional Education Committee (PEC) approved the 2024 webinar schedule on December 8, 2023 and submitted to the Executive Board for approval. The Executive Board approved the webinar schedule for 2024. President Elect-Burke provided an update that the February 8 webinar will be taught by Lynn Blais instead of Grayden Schafer. Following discussion,

A motion was offered by President-Elect Burke, seconded by Director Peirce and unanimously passed, to ratify the actions taken by the Executive Board to approve the webinar schedule for 2024.

B. Discussion: 2025 IIMC Region III Host Committee – President Guy

FACC will host the IIMC Region III Conference in 2025; FACC hosts this event every 5 years. For the event held in 2020, FACC formed a host committee. Following discussion, the Board was in agreement that a host committee will be formed for the 2025 IIMC Region III Conference. Volunteer sign up for this committee will open the first week of March and the deadline to sign-up will be the end of March. The Board was also in agreement for staff to obtain the costs for dueling pianos to be held at the 2025 IIMC Region III Conference in place of Clerks' Night Out.

7. **Other Business**

A. Status Update: Conference App – President Guy

At a prior Board meeting, staff was directed to look for a conference app for the 2024 Summer Conference and Academy. Staff provides the costs for the app. Following discussion, the Board was in agreement that a conference app is too expensive. Accordingly,

A motion was offered by President-Elect Burke, seconded by Director Call and unanimously passed, for staff to create a QR code and link it to the website (where the event program can be downloaded), pending staff determines the FACC website is capable of this.

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

President Guy reminded the FACC District Directors that they must reapply for their Board positions if they wish to be considered for the position in 2024-2025.

C. Conference Buddy Program – Chair Moorer

Chair Moorer discussed the Mentoring Committee's ideas for a conference buddy program. The Board is in agreement for this program to be offered at both the Summer Conference and Academy and the Fall Academy. Following discussion, the Mentoring Committee will plan to offer a conference buddy program at the Summer Conference and Academy and the Fall Academy.

D. "Need To Know" Webinar

The Board was in agreement that a "Need To Know Before You Go" informational webinar will be held a week before the 2024 Summer Conference and Academy.

**Announcements**

Next Board Meeting: Thursday, February 22, 2024, 10:30 a.m. ET via Zoom if needed.

**8. 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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Angie Guy, MMC  
President



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Patricia J. Burke, MPA, MMC  
President-Elect