



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

**1. Call to Order – President-Elect Garcia-Beckford**

President-Elect Garcia-Beckford called the meeting to order, due to the fact that President Burke was late to the meeting (due to technical difficulties and personal reasons).

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

Pat Burke, President, MPA, MMC, RLO, Town Clerk-Manager, Palm Shores  
Elizabeth Garcia-Beckford, MMC, MBA, President-Elect, City Clerk, North  
Lauderdale  
Reneé Basel, MMC, Vice President, Town Clerk, Gulf Stream  
Angie Guy, MMC, Immediate Past President, City Clerk, Dade City  
Gwen Peirce, MPA, CMC, Central East Director, City Clerk, Satellite Beach  
Dawn Wright, MMC, FCRM, PHRP, Central West Director, City Clerk, Eagle Lake  
LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua  
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze  
Jen Guillen, MMC, South Director, City Clerk, Hallandale Beach  
Quintella Moorer, MMC, Southeast Director, City Clerk, Greenacres  
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel  
Stephanie Herdocia, CMC, 2024 Summer Conference & Academy, City Clerk,  
Orlando  
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside  
Savannah Cobb, MMC, Legislative, Deputy Town Clerk, Longboat Key  
Sherry Henderson, CMC, Auction/50-50 Drawing, Town Clerk, Hillsboro Beach  
Brittney SandovalSoto, MMC, Membership, Deputy City Clerk, Tampa  
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park  
Cheryl Mooney, MPA, MMC, Past President, City Clerk, Temple Terrace  
Amy Brewer, Institute of Government  
Dani Dahlberg, Beth Rawlins, Inc.  
Allison Payne, Executive Director, FACC  
Rachel Embleton, Affiliate Services Coordinator, FACC  
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC

Guests Included:

Cheryl Mooney, MPA, MMC, Past President, City Clerk, Temple Terrace

### **3. Consideration of Minutes – President-Elect Garcia-Beckford**

- A. President-Elect Garcia-Beckford presented minutes from the Board meeting held June 23, 2024. Accordingly,

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to approve the minutes as prepared and presented for June 23, 2024.

### **4. Old Business**

- A. 2024-2025 Board of Directors Meetings Schedule – President-Elect Garcia-Beckford

The Board Meeting scheduled for February 27, 2025 conflicted with the Florida Certified Professional Clerk (FCPC) Program in person class in Tampa, and the Board Meeting scheduled for May 22, 2025 conflicted with the IIMC Annual Conference in St. Louis May 18-21, 2025. Following discussion,

A motion was offered by Director Guyer, seconded by Director Peirce and unanimously passed, to change the FACC Board Meeting dates for February and May to February 20, 2025 and May 29, 2025.

- B. Ratification: Executive Board Action – 2025 Fall Academy Location – President-Elect Garcia-Beckford

At the June 23 Board Meeting, the Board agreed for staff to research other hotels besides The Shores Resort & Spa in Daytona Beach Shores for the FACC 2025 Fall Academy. The FACC Executive Board met via Zoom on July 23, 2024 to discuss locations for the 2025 Fall Academy. The Executive Board approved the 2025 Fall Academy October 4 -9, 2025 to be held at the Renaissance World Golf in St. Augustine and for staff to move forward with the hotel contract. Following discussion,

A motion was offered by Director Guyer, seconded by Vice President Basel and unanimously passed, to ratify the action taken by the Executive Board to approve the Renaissance World Golf in St. Augustine as the host hotel for the 2025 Fall Academy October 4 -9, 2025 and for staff to move forward with the hotel contract.

## 5. New Business

### A. Consideration: Wi-Fi at Hotels – President Burke

Executive Director Payne provided a verbal report. Staff needs the flexibility to negotiate for Wi-Fi in hotel contracts and proposals in order to obtain the best rates and benefits possible for FACC events. Also, a new badge scanning program will be operating in the near future and Wi-Fi will be required for this program. Following discussion,

A motion was offered by Vice President Basel, seconded by Immediate Past President Guy and unanimously passed, to approve giving staff the flexibility to negotiate for the provision of Wi-Fi in hotel proposals and contracts for conferences and academies.

### B. Strategic Plan – President Burke

The FACC Strategic Plan is currently revised every two years to provide a vision and strategic direction for FACC. The next strategic planning meeting is currently scheduled the Saturday afternoon before the 2025 Summer Conference and Academy. Scheduling this meeting the Saturday before conference is not expected to have significant attendance. Lynn Tipton has facilitated the strategic planning meeting for the last several years, but she is no longer available to facilitate these sessions due to retiring. Many associations have a strategic plan that provides a roadmap for a period of 3-5 years. Following discussion, the Board agreed to cancel the Saturday Strategic Planning meeting and for staff to propose revisions to the Strategic Plan and present these revisions at the 2025 July Board Meeting (held in conjunction with the 2025 Summer Conference & Academy) and the Board will create a timeframe for the Strategic Plan at the July Board Meeting.

## 6. Other Business

### A. FACC Florida League of Cities Contract – Allison Payne

Executive Director Payne provided a verbal report. At the June 23, 2024 FACC Board Meeting, the Board approved the contract with the Florida League of Cities (FLC) for the period August 1, 2024 to July 31, 2025, as prepared and presented, based upon the clarification regarding the records provision statement. Executive Director Payne provided clarification on the FACC Florida League of Cities contract regarding the records provision statement. FACC staff will

maintain the financial, business and membership records of FACC as required by the public record laws in Sec. 119.01(3) F.S.

**Announcements**

Next Board Meeting: Thursday, August 29, 2024, 10:30 a.m. ET via Zoom, if needed.

**7. 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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Patricia J. Burke, MPA, MMC, RLO  
President

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Elizabeth Garcia-Beckford, MMC, MBA  
President-Elect