



## Florida Association of City Clerks

Kissimmee – Sunday, June 23, 2024 – 6:30 p.m. ET

### 1. Call to Order

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

Angie Guy, President, MMC, City Clerk, Dade City  
Pat Burke, President-Elect, MPA, MMC, RLO, Town Clerk-Manager, Palm Shores  
Elizabeth Garcia-Beckford, MMC, MBA, Vice President, City Clerk, North Lauderdale  
Cheryl Mooney, MPA, MMC, 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  
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  
Sherry Henderson, CMC, Auction/50-50 Drawing, Town Clerk, Hillsboro Beach  
Kathleen Rosado, MMC, FCRM, 2023 Fall Academy Host, Assistant City Clerk,  
Daytona Beach  
Lori McWilliams, MPA, MMC, Task Force, Village Clerk, Tequesta  
Savannah Cobb, MMC, Legislative, Deputy Town Clerk, Longboat Key  
Quintella Moorner, MMC, Mentoring, City Clerk, Greenacres  
Julie Hennessy, MMC, PEC, City Clerk, DeLand  
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside  
Stephanie Herdocia, CMC, 2024 Summer Conference & Academy Host, City Clerk,  
Orlando  
Ronisha Martin, 2024 Summer Conference & Academy Host, 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  
Meredith Montgomery, Meeting Planner, FLC

### 3. Consideration of Minutes – President Guy

- A. President Guy presented minutes from the Board Meeting held April 26, 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 April 26, 2024.

**4. Financials – President Guy**

**A. Financial Statements**

The financial statements for the period ending April 30, 2024, were prepared and presented. Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to accept the financial statements for the period ending April 30, 2024, 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  
Written report submitted.
- 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. The Board agreed for Sunni Krantz to help sell 50/50 tickets, since 3 committee members were not present at the Summer Conference and Academy. 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 Immediate Past President Mooney, seconded by President-Elect Burke, and unanimously passed, to donate the proceeds to the charity Wounded Warrior Project.

- B. Awards and Scholarships Committee – Vivian Mendez, MMC, Chair  
No report required.
- C. Budget Committee – Angie Guy, MMC, Chair  
No report required.
- D. By-Laws/Manual Revisions Committee – Vanessa Joseph, Esq., MMC, Chair  
No report at this time. Staff reminded the Board to send any manual revision changes to staff no later than July 1, 2024.
- E. Discussion Forum Committee – Jen Guillen, MMC, Chair  
Written report submitted. FACC Executive Director Payne reminded the Board that comments and questions posted in the forum are subject to public record requests. Chair Guillen is working on a disclaimer about this to add to the forum web pages. Since this meeting, the disclaimer has been posted to the web pages.
- 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. Soon Chair McWilliams and the Institute of Government will be discussing the recertification process for those who complete the Florida Certified Professional Clerk (FCPC) program.
- H. Investment Advisory Committee – Angie Guy, MMC, Chair  
No report required.

- I. Legislative Committee – Savannah Cobb, MMC, Chair  
Written report submitted.
- J. Membership Committee – Brittney SandovalSoto, MMC, Chair  
Written report submitted. Following discussion, FACC staff will send district directors a list of nonmember Clerks in their district, in order for the directors to reach out to nonmembers about FACC.
- K. Mentoring Committee – Quintella Moorer, MMC, Chair  
Written report submitted.
- L. Nominating Committee – Cheryl Mooney, MPA, MMC, Chair  
No report required.
- M. Professional Education Committee – Julie Hennessy, MMC, Chair  
Written report submitted. Chair Hennessy advised if anyone has speaker ideas or topics, please send them to her.
- 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 required.

**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:**

There was no old business to come before the Board.

**10. New Business:**

- A. 2023-2024 Board of Directors Meetings Schedule – President Guy

A list of upcoming Board meetings was provided. The report due date for the January 7, 2025 Board Meeting has been corrected from December 20, 2025 to December 20, 2024.

B. Consideration of Contracts – Executive Director Payne

1. Ratification: Executive Board Action – FACC Institute of Government Contract

The Executive Board approved the FACC and the Florida Institute of Government (IOG) annual contract for the period July 1, 2024 - June 30, 2025. Following discussion,

A motion was offered by Director Peirce, seconded by Director Call and unanimously passed, to ratify the action taken by the Executive Board to approve the FACC and the Florida Institute of Government (IOG) annual contract for the period July 1, 2024 - June 30, 2025.

2. Florida League of Cities Contract

A motion was offered by Director Basel, seconded by Director Kelly and unanimously passed, to approve 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.

3. Message Matters, Inc. Fundraising Contract

A motion was offered by Immediate Past President Mooney, seconded by Director Peirce and unanimously passed, to approve the contract with Message Matters, Inc., for 2025.

C. Consideration: Venue and Dates for FACC 2025 Summer Conference & Academy – Ms. Montgomery

Written report submitted. The Board agreed for staff to look into multi-year contracts for future events, in order to secure cost savings or possibly hotel benefits. Following discussion,

A motion was offered by Vice President Garcia-Beckford, seconded by Director Guillen and unanimously passed, to approve the J.W. Marriott Miami Turnberry Spa and Resort July 11-16, 2025 for the FACC 2025 Summer Conference & Academy and for staff to move forward with the hotel contract.

D. Consideration: Venue and Dates for FACC 2025 Fall Academy – Ms. Montgomery

Written report submitted. Following discussion, staff will research other hotels besides The Shores Resort & Spa in Daytona Beach Shores for the FACC 2025 Fall Academy. Staff will report the findings to the Executive Board.

**11. Other Business:**

There was no other business to come before the Board.

**12. Announcements**

Virtual New Board Member/New Committee Chair Orientation, Via Zoom, Date and Time TBD. Since this meeting, President Burke decided a new orientation was not needed.

**13. Adjourn**

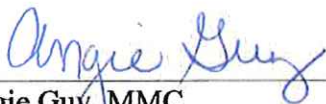
There being no further business or concerns, the meeting was adjourned.

Submitted by:



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Allison Payne, FACC Executive Director

Approval:



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Angie Guy, MMC  
President



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Patricia J. Burke, MPA, MMC, RLO  
President-Elect