



**Florida Association of City Clerks
Board of Directors Meeting | Thursday, November 21, 2024
10:30 am ET | Via Zoom**

1. Call to Order

President Pat Burke 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:

Pat Burke, President, MPA, MMC, RLO, Town Clerk-Manager, Palm Shores
Elizabeth Garcia-Beckford, MMC, MBA, President-Elect, City Clerk, Wilton
Manors
Reneé Basel, MMC, Vice President, Town Clerk, Gulf Stream
Angie Guy, MMC, Immediate Past President, City Clerk, Dade City
Gwen Peirce, MPA, MMC, Central East Director, City Clerk, Satellite Beach
Dawn Wright, MMC, FCRM, PHRP, Central West Director, City Clerk, Eagle Lake
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
Quintella Moorer, MMC, Southeast Director, City Clerk, Greenacres
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Anna Hicks, CMC, CGSP, Auction/50-50 Drawing, Deputy City Clerk, Sanibel
Tammy Stanzione, CMC, 2024 Fall Academy Host, Deputy City Clerk, Boynton
Beach
Sherry Henderson, CMC, 2025 IIMC Region III Conference Host, 2025 Summer
Conference and Academy Host, Town Clerk, Hillsboro Beach
Savannah Cobb, MMC, Legislative, Deputy Town Clerk II, Longboat Key
Tijauna Warner, BAS, MMC, Membership, Deputy City Clerk, LaBelle
Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven
Jennifer Nanek, CMC, Resolutions, City Clerk, Lake Wales
Dani Dahlberg, Message Matters, Inc.
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC

3. Consideration of Minutes – President Pat Burke

A. President Burke presented minutes from the Board Meeting held July 25, 2024. Accordingly,

A motion was offered by Director Wright, seconded by Vice President Basel and unanimously passed, to approve the minutes as prepared and presented for July 25, 2024.

4. Financials – President Pat Burke

A. Financial Statements

The financial statements for the period ending July 31, 2024, were prepared and presented. There were no comments.

5. Report of Officers:

- A. President – Pat Burke, MPA, MMC, RLO
Written report submitted.
- B. President-Elect – Elizabeth Garcia-Beckford, MMC, MBA
Written report submitted. The Board agreed for FACC Staff to send out a survey to the membership regarding a public records exemption for City Clerks and employees who perform municipal elections, in order to help determine whether FACC should take a legislative position on a public records exemption. FACC President-Elect Elizabeth Garcia-Beckford will collect the responses and give the responses to the FACC Legislative Committee, who will determine a plan.
- C. Vice President – Reneé Basel, MMC
Written report submitted.
- D. Immediate Past President – Angie Guy, MMC
Written report submitted.

6. Report of Directors

- A. Central East Director – Gwen Peirce, MPA, MMC
Written report submitted.
- B. Central West Director – Dawn Wright, MMC, FCRM, PHRP
Written report submitted.
- C. Northeast Director – LeAnne Williams, MMC, FCRM
Written report submitted.
- D. Northwest Director – Leslie Guyer, CMC
Written report submitted.
- E. South Director – Jen Guillen, MMC
Written report submitted.
- F. Southeast Director – Quintella Moorer, 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 – Anna Hicks, CMC, CGSP, Chair
Written report submitted.

- B. Awards and Scholarships Committee – Sharon Lauther, MMC, Chair
Nothing to report at this time.
- C. Budget Committee – Pat Burke, MPA, MMC, RLO, Chair
Nothing to report at this time.
- D. By-Laws/Manual Revisions Committee – Kristen Bryant, Chair
Written report submitted.
- E. Discussion Forum Committee – Jen Guillen, MMC, Chair
Written report submitted.
- F. 2024 Fall Academy Host Committee – Tammy Stanzione, CMC, Chair
Written report submitted.
- G. Florida Certification Task Force Committee – Lori McWilliams, MPA, MMC, Chair
Nothing to report at this time.
- H. 2025 IIMC Region III Conference Host Committee – Sherry Henderson, CMC, Chair
Written report submitted. Following discussion, the Board agreed that Wednesday, January 8th of the conference will be Wear Your City Shirt Day. The Board agreed to encourage attendees to dress in ebony and ivory colors at the banquet dinner the evening of Thursday, January 9, since the entertainment will be provided by FunPianos! dueling pianos. The Board agreed to offer a photo selfie spot at the conference (every day of the conference) in order for people to take selfies or group pictures at.
- I. Investment Advisory Committee – Pat Burke, MPA, MMC, RLO, Chair
Written report submitted.
- J. Legislative Committee – Savannah Cobb, MMC, Chair
Written report submitted.
- K. Membership Committee – Tijauna Warner, BAS, MMC, Chair
Written report submitted.
- L. Mentoring Committee – Vanessa Castillo, MMC, Chair
Written report submitted.
- M. Nominating Committee – Angie Guy, MMC, Chair
Written report submitted.
- N. Professional Education Committee – Julie Hennessy, MMC, Chair
Written report submitted. Following discussion, the Board agreed for staff to send out a survey to the membership on feedback regarding the Fall Academy schedule and possibly adding more substantive educational opportunities to the Summer Conference and Academy by offering more core classes.

- O. Resolutions Committee – Jennifer Nanek, CMC Chair
Written report submitted.
- P. Summer Conference & Academy Host Committee – Sherry Henderson, CMC, Chair
Chair Henderson provided a verbal report. The committee will start planning for this conference soon.

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 – Dani Dahlberg
Written report submitted.

9. New Business:

- A. **Discussion: Policy for Invocations/Prayers at Events – President Pat Burke**
The Board discussed guidelines for invocations. The Board agreed that prior to a speaker providing an invocation/prayer, the FACC Executive Director will talk with the person on appropriate guidelines in order to keep the verbiage non-denominational.
- B. **Ratification: Cancelled 2024 Fall Academy – President Pat Burke**
The FACC Executive Board met on October 9, 2024 to discuss the 2024 Fall Academy and Hurricane Milton. The Executive Board agreed to cancel the 2024 Fall Academy scheduled for October 13-17, 2024, at the Orlando Marriott Lake Mary, due to the hurricane. Accordingly,

A motion was offered by Director Peirce, seconded by Director Wright and unanimously passed, to ratify the action taken by the Executive Board to cancel the 2024 Fall Academy due to Hurricane Milton.

- C. **Ratification: FACC Make-Up Mini Fall Academy – President Pat Burke**
Due to the cancellation of the 2024 Fall Academy, the Executive Board agreed by email to offer a Make-Up Mini Fall Academy (MMFA) January 6-7, 2025, in Orlando (in conjunction with the 2025 IIMC Region III Conference January 8-10, 2025) at the same location and for the MMFA cost to be \$175 for FACC members and \$225 for non-members. Accordingly,

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to ratify the action taken by the Executive Board to offer a Make-Up Mini Fall Academy (MMFA) January 6-7, 2025 in Orlando (in conjunction with the 2025 IIMC Region III Conference January 8-10, 2025) at the same hotel and for the MMFA cost to be \$175 for FACC members and \$225 for non-members.

D. Ratification: 2024 Fall Academy Scholarships – President Pat Burke

There were four individuals who won scholarships (\$500 value each) to the 2024 Fall Academy. Since the 2024 Fall Academy was cancelled due to Hurricane Milton, these individuals were unable to apply their scholarships. The Executive Board agreed to allow these four individuals to apply their scholarships to the FACC Make-Up Mini Fall Academy (MMFA) and/or the 2025 IIMC Region III Conference. If the individuals are unable to attend any of these events, they can use the scholarships at the 2025 Summer Conference and Academy. Accordingly,

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to ratify the action taken by the Executive Board to allow the four individuals who won 2024 Fall Academy scholarships to apply their scholarships to the FACC Make-Up Mini Fall Academy (MMFA) and/or the 2025 IIMC Region III Conference, and if they are unable to attend these events they can use the scholarships at the 2025 Summer Conference and Academy.

E. Ratification: Exhibit Hall Game Board Winner – President Pat Burke

At the 2024 Summer Conference and Academy, Kristen Bryant was the winner for the Exhibit Hall Game Board Contest. She won a 2024 Fall Academy registration (\$400 value). Since the 2024 Fall Academy was cancelled due to Hurricane Milton, she was unable to apply this award. The Executive Board agreed to allow Kristen to apply this award (\$400 value) to the FACC Make-Up Mini Fall Academy (MMFA) and/or the 2025 IIMC Region III Conference. Accordingly,

A motion was offered by Director Wright, seconded by Director Guyer and unanimously passed, to ratify the action taken by the Executive Board to allow Kristen Bryant to apply her award (a 2024 Fall Academy registration valued at \$400) to use at the FACC Make-Up Mini Fall Academy (MMFA) and/or the 2025 IIMC Region III Conference.

F. Consideration: Two Athenians at Fall Academy – President Pat Burke

The Board discussed offering two Athenian Dialogues at future Fall Academies, in order for the Meeting Planner to negotiate meeting rooms as needed in the hotel contract. Following discussion,

A motion was offered by Director Guyer, seconded by Director Peirce and unanimously passed, to approve offering two Athenian Dialogues at future Fall Academies.

G. Consideration: Exhibit Hall Board Game for 2025 Summer Conference and Academy – President Pat Burke

For several years, FACC has offered an exhibit hall game to encourage FACC delegates to visit the exhibit hall booths and receive a stamp or initials from the exhibitors on a game board. The completed game board is then returned to the FACC registration desk and entered into a drawing for a complimentary Fall Academy registration. The game has been well received by both FACC delegates and exhibitors. Accordingly,

A motion was offered by Director Wright, seconded by Director Moorer and unanimously passed, to approve the Exhibit Hall Game to be offered at the 2025 Summer Conference and Academy.

10. Other Business:

A. FACC District Directors Reapply for Board Positions – President Pat Burke/Angie Guy, Chair Nominating Committee

The Board was reminded they must reapply for their board positions if they are interested in serving for fiscal year 2025-2026.

12. Announcements

Next Board Meeting: Tuesday, January 7, 2025, Orlando, 6:45 p.m., at the Florida Hotel & Conference Center (In conjunction with the FACC Make-Up Mini Fall Academy and the 2025 IIMC Region III Conference). FACC Board Dinner will take place at 5:45 p.m.

13. Adjourn

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

Submitted by:

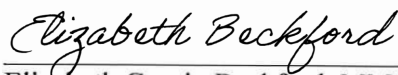


Allison Payne, FACC Executive Director

Approval:



Pat Burke, MPA, MMC, RLO
President



Elizabeth Garcia-Beckford, MMC, MBA
President-Elect