



**Florida Association of City Clerks
Board of Directors Meeting | Friday, April 25, 2025
10:30 a.m. ET | FLC Office | Orlando**

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

Dawn Wright, MMC, FCRM, PHRP, Central West Director, City Clerk, Eagle Lake

LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua

Jen Guillen, MMC, South Director, City Clerk, Hallandale Beach

Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel

Sharon Lauther, MMC, Awards/Scholarships, City Clerk, Haines City

Kristen Bryant, JD, CMC, By-Laws/Manual Revisions, City Clerk, Gainesville

Sherry Henderson, CMC, 2025 IIMC Region III Conference Host/2025 Summer
Conference & Academy Host, Town Clerk, Hillsboro Beach

Judy Meyers, MMC, Legislative, City Clerk/Public Information Specialist, New Port
Richey

Tijauna Warner, BAS, MMC, Membership, Deputy City Clerk, LaBelle

Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven

Julie Hennessy, MMC, Professional Education, City Clerk, DeLand

Jennifer Nanek, CMC, Resolutions, City Clerk, Lake Wales

Dani Dahlberg, Message Matters, 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 Burke

- A. President Burke presented minutes from the Board Meeting held February 20, 2025.
Accordingly,

A motion was offered by Director Guillen, seconded by Director Kelly and unanimously passed, to approve the minutes as prepared and presented for February 20, 2025.

4. Financials – President Burke

A. Financial Statements

The financial statements for the period ending January 31, 2025 were prepared and presented. There were no comments.

B. Financial Annual Audit

The audited financial statements for the period ending July 31, 2024 were presented. Following discussion,

A motion was offered by Director Williams, seconded by Director Guillen and unanimously passed, to accept the audited financial statements for the period ending July 31, 2024, as prepared and presented.

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.

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
Nothing to report.
- B. Awards and Scholarships Committee – Sharon Lauther, MMC, Chair
Written report submitted. Following discussion, the committee will review the scholarship criteria to see if revisions need to be made, in order to encourage people to apply for scholarships. Accordingly,

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

2025 IIMC Annual Conference Scholarships (\$700 each)
Mercedes Barcia

2025 Summer Conference & Academy Scholarships (\$450 each)
Maylee DeJesus
Jennifer Falkner
Stephanie Gjessing
Kathleen Rosado

2025 Fall Academy Scholarships (\$500 each)
Miranda Justice
Katie Rogers
Sabrina Utter

Dale Barstow Scholarships (\$100 each)
Heather Bradman

- C. Budget Committee – Pat Burke, MPA, MMC, RLO, Chair
Staff had prepared budgets and a budget narrative. The Executive Board reviewed and recommended the adoption of the budgets as prepared and presented.
Following discussion,

A motion was offered by Vice President Basel, seconded by President-Elect Garcia Beckford and unanimously passed, to accept the FY 2025-2026 Operating Budget, including the Summer Conference & Academy budget and the Fall Academy budget as prepared and presented.

- D. By-Laws/Manual Revisions Committee – Kristen Bryant, JD, CMC, Chair
Written report submitted. In the report, the Committee proposed revisions for the FACC Policies and the FACC Manual. Following discussion,

A motion was offered by Immediate Past President Guy, seconded by Director Williams, to approve the proposed revisions for the FACC Policies and the FACC Manual as prepared and presented.

- E. Discussion Forum Committee – Jen Guillen, MMC, Chair
Written report submitted. Chair Guillen asked if there is a limit to the number of topics allowed within the forum; staff will find out and let the Chair know the answer.
- F. 2024 Fall Academy Host Committee – Tammy Stanzione, CMC, Chair
Nothing to report.
- 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
Nothing to report.
- I. Investment Advisory Committee – Pat Burke, MPA, MMC, RLO, Chair
Written report submitted. The committee will meet soon to discuss the possibility of a higher paying interest account.
- J. Legislative Committee – Judy Meyers, 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. The 2025-2026 fiscal year slate of officers and directors was presented.
- N. Professional Education Committee – Julie Hennessy, MMC, Chair
Written report submitted. The committee will be planning the class schedule soon for the 2025 Fall Academy; if you have ideas for topics/speakers send to Amy Brewer.
- O. Resolutions Committee – Jennifer Nanek, CMC Chair
Written report submitted.
- P. Summer Conference & Academy Host Committee – Sherry Henderson, CMC, Chair
Written report submitted. Following discussion, Chair Henderson will reach out to other regional associations to see if they would like to make a donation toward Clerks' Night Out.

8. Staff Reports:

- A. FACC Executive Director's Report – Allison Payne
Written report submitted. The Board discussed merging the Silent Auction and the Purses with a Purpose Auction into one auction instead of two auctions. Following discussion,

A motion was offered by Director Guillen, seconded by Director Kelly, to approve no longer offering the Purses with a Purpose auction and for staff to revise the auction verbiage in the policies and present the proposed revisions at a future Board meeting.

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

The 56th Anniversary of Municipal Clerks Week will be celebrated May 4-10, 2025. 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 Guillen, 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.

- B. Ratification: Executive Board Action for Dates/Locations for 2026/2027 Events – President Burke

The Executive Board approved for the 2026 Summer Conference & Academy to be held June 7-11, 2026 in Fort Myers at the Luminary Hotel & Co., the 2026 Fall Academy to be held October 4-8, 2026 in Palmetto at the Palmetto Marriott Resort & Spa and the 2027 Fall Academy to be held October 24-28, 2027 in Palmetto at the Palmetto Marriott Resort & Spa. Following discussion,

A motion was offered by Director Kelly, seconded by Director Guillen and unanimously passed, to ratify the action taken by the Executive Board to approve the dates for the 2026 Summer Conference & Academy June 7-11, 2026 in Fort Myers at the Luminary Hotel & Co., the 2026 Fall Academy October 4-8, 2026 in Palmetto at the Palmetto Marriott Resort & Spa and the 2027 Fall Academy October 24-28, 2027 in Palmetto at the Palmetto Marriott Resort & Spa.

- C. Consideration: Push Pin Map of Florida for Exhibit Booth – President Burke

FACC has a booth every year in the Exhibit Hall at the August FLC Annual Conference. The Board discussed staff purchasing a foam push pin map of Florida and as attendees visit the booth, they place a pin on the map to represent their city. Following discussion,

A motion was offered by Immediate Past President Guy, seconded by Vice President Basel and unanimously passed, to approve staff purchasing a 36x36 inch push pin map of Florida, with the FACC logo on it, to be used

at the FACC booth in the Exhibit Hall at the FLC Annual Conference in August.

D. Discussion: Agreement with FLC – Executive Director Payne

Executive Director Payne introduced the new agreement and fee schedule with FLC. After discussion, it was decided that the agreement will be added to the May 29, 2025 Board Meeting agenda in order to give the Board adequate time to review the documents.

10. Announcements:

Next Board Meeting: Thursday, May 29, 2025, 10:30 a.m. ET, Zoom

11. 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