



**Florida Association of City Clerks
Board of Directors Meeting | Tuesday, January 7, 2025
6:45 p.m. ET | The Florida Hotel and Conference Center | Orlando**

1. Call to Order

President Pat Burke called the meeting of the Florida Association of City Clerks Board of Directors to order at 6:45 p.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

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

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

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

Tammy Stanzione, CMC, 2024 Fall Academy Host, Deputy City Clerk, Boynton
Beach

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

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

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

Dani Dahlberg, Message Matters, Inc.

Amy Brewer, Institute of Government

Jenny Anderson, Institute of Government

Allison Payne, Executive Director, FACC

Rachel Embleton, Affiliate Services Coordinator, FACC

3. Consideration of Minutes – President Pat Burke

- A. President Burke presented minutes from the Board Meeting held November 21, 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 November 21, 2024.

4. 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
Verbal report. Immediate Past President Guy is also the Nominating Committee Chair. She has received two applications so far for the FACC Vice President position. The deadline for applications is February 28, 2025. Following discussion, the FACC By-Laws/Manual Revision Committee will review the by-laws and policies to see if current directors that are interested in serving again on the board could submit a condensed application in the future; this does not apply to fiscal year 2025-2026.

5. 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. Director Williams provided a verbal report that Newberry City Clerk Judy Rice will be celebrating 35 years with the city. She asked the Board to do a resolution for Judy’s retirement and for her 35 years of service. Resolutions Committee Chair Nanek and her committee will create these resolutions.
- D. Northwest Director – Leslie Guyer, CMC
Written report submitted.
- E. South Director – Jen Guillen, MMC
Written report submitted. Director Guillen stated the header at the top of her report should be 2024-2025, not 2023-2024.
- F. Southeast Director – Quintella Moorer, MMC
Written report submitted.

- G. Southwest Director – Scotty Lynn Kelly, MMC, CGSP
Written report submitted.

6. Standing Committee Reports

- A. Silent Auction/50-50 Committee – Anna Hicks, CMC, CGSP, Chair
Nothing to report at this time.
- B. Awards and Scholarships Committee – Sharon Lauther, MMC, Chair
Written report submitted. Chair Lauther asked District Directors to encourage district members to apply for FACC scholarships. The deadline to apply is January 30, 2025.
- 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.
- I. Investment Advisory Committee – Pat Burke, MPA, MMC, RLO, Chair
Written report submitted.
- J. Legislative Committee – Judy Meyers, MMC, Chair
Written report submitted. President Burke introduced Judy Meyers as the new Committee Chair, since former chair Savannah Cobb resigned.
- 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
Nothing to report at this time, as Chair Guy had already provided a verbal update under her Immediate Past President report.
- N. Professional Education Committee – Julie Hennessy, MMC, Chair
Written report submitted. The 2025 webinar dates were proposed for the following dates: February 6, April 10, August 20 and November 3. Accordingly,

A motion was offered by Director Wright, seconded by Director Peirce and unanimously passed, to approve the 2025 webinar dates as presented.

- O. Resolutions Committee – Jennifer Nanek, CMC Chair
Written report submitted. Chair Nanek provide a verbal update that a resolution was recently prepared for Dan Doucet’s retirement.
- P. Summer Conference & Academy Host Committee – Sherry Henderson, CMC, Chair
Nothing to report at this time.

7. 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.

8. New Business:

- A. **Discussion: Lisa Small Education Fund – President Pat Burke**
The Board discussed the Lisa Small Education Fund. Following discussion,

A motion was offered by Director Guillen, seconded by President-Elect Garcia-Beckford and unanimously passed, for FACC to make a \$500 donation to the Lisa Small Education Fund.

- B. **Discussion: Public Records Exemption – President-Elect Elizabeth Garcia-Beckford**
The Board discussed a public records exemption for City Clerks and employees who perform municipal elections. Following discussion, the Board will keep researching and discussing ways to get a bill sponsored.

- C. Discussion: Scholarship Winner Ribbons – Immediate Past President Angie Guy**
The Board discussed ribbons for scholarship winners. Following discussion, the Board agreed to offer Scholarship Winner ribbons at future FACC events, in hopes to encourage more members to apply for FACC scholarships.

9. Announcements

Next Board Meeting: Thursday, February 20, 2025, 10:30 a.m. ET, Zoom

10. 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