



**Florida Association of City Clerks
Board of Directors Meeting | Sunday, July 13, 2025
6:45 p.m. ET | FLC Office JW Marriott Miami Turnberry
Resort & Spa | Aventura, Florida**

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

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

Anna Hicks, CMC, Silent Auction/50-50, Deputy City Clerk, Sanibel

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

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

Jen Guillen, MMC, Discussion Forum, City Clerk, Hallandale Beach

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, MPA, 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

Jenny Anderson, Institute of Government

Allison Payne, Executive Director, FACC

Rachel Embleton, Affiliate Services Coordinator, FACC

3. Consideration of Minutes – President Burke

- A. President Burke presented minutes from the Board Meeting held May 29, 2025. Accordingly,

A motion was offered by Director Guyer, seconded by Director Wright and unanimously passed, to approve the minutes as prepared and presented for May 29, 2025.

4. Financials – President Burke

- A. Financial Statements
The financial statements for the period ending April 30, 2025 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.
- 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
No report submitted. Per FACC Policies, the purpose of the FACC Silent Auction is to raise money for the organization and a charity designated annually by the sitting Board of Directors. Funds raised will be dispersed as follows: 50% of the proceeds or \$100, whichever is greater, will be donated to a charity designated annually by the sitting Board of Directors, 25% of the remaining proceeds are placed into the Florida Education Fund (FEF) account and used as deemed necessary and 25% of the remaining proceeds are placed into the FACC general account and used as deemed necessary. Following discussion,

A motion was offered by Director Guillen, seconded by Director Guyer, and unanimously passed, to donate the auction proceeds to the charity American Society for the Prevention of Cruelty to Animals (ASPCA).

- B. Awards/Scholarships Committee – Sharon Lauther, MMC, FCRM, Chair
Nothing to report.
- C. Budget Committee – Pat Burke, MPA, MMC, RLO, Chair
Nothing to report.
- D. By-Laws/Manual Revisions Committee – Kristen Bryant, JD, CMC, Chair
Nothing to report.
- E. Discussion Forum Committee – Jen Guillen, MMC, Chair
Written report submitted.
- 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.

- 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 convened recently and recommended that the Board consider increasing the investment amount and revising the policy language pertaining to the Committee. Following discussion,
- A motion was offered by Director Peirce, seconded by Immediate Past President Guy, and unanimously passed, to approve the revisions to the FACC Policies regarding the Investment Committee as prepared and presented, and to approve the FACC Investment Policy and the FACC Resolution Vanguard.
- A motion was offered by Vice President Basel, seconded by Director Peirce, to approve moving \$2,500 from the operating account to the investment account.
- J. Legislative Committee – Judy Meyers, MMC, Chair
Written report submitted.
- K. Membership Committee – Tijauna Warner, MPA, 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.
- N. Professional Education Committee – Julie Hennessy, MMC, Chair
Written report submitted.
- O. Resolutions Committee – Jennifer Nanek, CMC Chair
Written report submitted.
- P. Summer Conference & Academy Host Committee – Sherry Henderson, CMC, Chair
Written report submitted.

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. Ms. Dahlberg requested permission to join the FACC Discussion Forum in order to monitor for possible new vendor names. Following deliberation, the Chair of the Discussion Forum Committee will review the FACC Policies and provide an update to the Board at a future meeting.

9. Old Business:

- A. Discussion: Strategic Plan – President Burke

At the July 25, 2024 Board Meeting, the Board decided to cancel the Saturday Strategic Planning session typically held during the Summer Conference & Academy of every odd year. Staff was directed to propose revisions to the Strategic Plan and present them at the July 13, 2025 Board Meeting, at which time the Board will establish a timeline for the plan. Staff presented proposed revisions to the Strategic Plan. Following discussion,

A motion was offered by Director Guillen, seconded by Director Kelly, and unanimously passed, to approve the revisions to the Strategic Plan as prepared and presented; to direct the FACC By-Laws/Manual Revisions Committee to include the Strategic Plan in its annual report; and to require the committee to conduct an in-depth review every three years. Following discussion, Director Guillen amended her motion to extend the review term to five years. The amended motion was seconded by Director Kelly and unanimously approved.

10. New Business:

- A. Discussion: Budget Meeting in Conjunction with Summer Conference & Academy – President Burke

The Board discussed moving the April Budget Meeting to being held in conjunction with the Summer Conference & Academy. Following discussion,

A motion was offered by President-Elect Garcia-Beckford, seconded by Director Guillen, and unanimously passed, to reschedule the April Budget Meeting to early May and for this meeting to be conducted virtually moving forward, until further notice.

B. Discussion: Resolution Opposing Changes to IIMC Membership and Certification Standards – President Burke

The Board discussed creating an FACC resolution opposing changes to the International Institute of Municipal Clerks (IIMC) membership and certification standards. Following discussion,

A motion was offered by Immediate Past President Guy, seconded by Director Wright, and unanimously passed, to approve an FACC resolution opposing changes to the International Institute of Municipal Clerks (IIMC) membership and certification standards.

11.

Announcements:

Next Board Meeting: Thursday, August 21, 2025, 10:30 a.m. ET, Zoom (if meeting is needed)

12.

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