



**Florida Association of City Clerks  
Board of Directors Meeting | Thursday, January 15, 2026  
10:30 am ET | Via Zoom**

**1. Call to Order**

President Garcia-Beckford called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.m. ET.

**2. Announcements**

President Garcia-Beckford announced Northwest District Director Leslie Guyer recently earned the Master Municipal Clerk (MMC) designation. President Garcia-Beckford reminded attendees that only Officers and Directors can vote during the meeting.

**3. Roll Call – Those present were:**

Elizabeth Garcia-Beckford, MMC, MBA, President, City Clerk, Wilton Manors  
Reneé Basel, MMC, President-Elect, Town Clerk, Gulf Stream  
Dawn Wright, MMC, FCRM, PHRP, Vice President, City Clerk, Eagle Lake  
Pat Burke, MPA, MMC, RLO, FCPC, Immediate Past President, Town Clerk-Manager,  
Palm Shores  
Stephanie Herdocia, MMC, Central East Director, City Clerk, Orlando  
Sharon Lauther, MMC, FCRM, Central West Director, City Clerk, Haines City  
Erin West, MMC, MPA, FCPC, Northeast Director, City Clerk, Green Cove Springs  
Leslie Guyer, MMC, Northwest Director, City Clerk, Gulf Breeze  
Sherry Henderson, CMC, South Director, Town Clerk, Hillsboro Beach  
Kelly Avery, CMC, Southeast Director, Town Clerk, Ocean Ridge  
Scotty Lynn Kelly, MMC, CGSP, FCPC, Southwest Director, City Clerk, Sanibel  
Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven  
Genesis Guevara, 2026 Summer Conference & Academy Host, Deputy Town Clerk,  
Surfside  
Jenorgen Guillen, MPA, MMC, Discussion Forum, City Clerk, Hallandale Beach  
Lori McWilliams, MPA, MMC, FCPC, Task Force, Village Clerk, Tequesta  
Jennifer Nanek, CMC, Resolutions, City Clerk, Lake Wales  
Lina Zapata, MPA, CMC, 2025 Fall Academy Host, Deputy City Clerk, Sunrise  
Amy Brewer, Institute of Government  
Leslie Howington, Institute of Government  
Dani Dahlberg, Message Matters, Inc.  
Allison Payne, Executive Director, FACC  
Rachel Embleton, Affiliate Services Coordinator, FACC  
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC

**4. Consideration of Minutes – President Garcia-Beckford**

- A. President Garcia-Beckford presented minutes from the Board Meeting held December 18, 2025. Accordingly,

A motion was offered by Vice President Wright, seconded by Director Kelly and unanimously passed, to approve the minutes as prepared and presented for December 18, 2025.

**5. Quarterly Investment Statement – Executive Director Payne**

The quarterly investment statement as of November 30, 2025 was prepared and presented. Executive Director Payne reported that the portfolio is performing well and generating more income than it would have if the funds had remained in a standard checking account rather than being invested.

**6. Old Business – President Garcia-Beckford**

- A. Ratification: Executive Board Action for Robert N. Clark Memorial Award – President Garcia Beckford

At the December 18, 2025 Board Meeting, the Board approved for the Awards & Scholarships Committee, contingent upon approval by the Executive Board, to revise the Robert N. Clark Memorial Award Nomination Form to include optional criteria under the purpose section highlighting contributions such as the development or integration of innovative practices that enhance efficiency and transparency and the implementation of technology (e.g., agenda management systems, digital public access tools, AI solutions) to streamline processes and strengthen public engagement. The Committee revised the nomination form to include this criteria and the nomination form was approved by the Executive Board. Accordingly,

A motion was offered by Director Kelly, seconded by Director Avery and unanimously passed, to ratify the action taken by the Executive Board to approve the Robert N. Clark Memorial Award nomination form.

- B. Legislative Update on Public Records Exemption – President Garcia-Beckford

President Garcia-Beckford provided a verbal update on the public records exemption. President Garcia-Beckford will enlist the help of the FACC Legislative Committee to contact legislators and encourage their support for passing this legislation.

**7. New Business**

A. Professional Education Committee – Committee Chair Burke

The FACC 2026 webinar schedule was submitted as follows:

Land Use Planning & Annexations

February 12, 2026

2:00 p.m. – 4:00 p.m. ET

Running a Local Election: From Start to Finish

April 16, 2026

2:00 p.m. – 4:00 p.m. ET

Writing Ordinances & Resolutions

August 20, 2026

2:00 p.m. – 4:00 p.m. ET

Cemetery Management

November 19, 2026

2:00 p.m. – 4:00 p.m. ET

Accordingly,

A motion was offered by Vice President Wright, seconded by Director Kelly and unanimously passed, to approve the FACC 2026 webinar schedule as submitted.

B. Discussion: Honorary Membership for Julie Hennessy – President Garcia-Beckford

The Board discussed making Julie Hennessy, MMC, an honorary member.

Following discussion,

A motion was offered by Vice President Wright, seconded by Director Guyer and unanimously passed, to approve making Julie Hennessy, MMC, an honorary member.

**8. Other Business**

A. Reminder: FACC District Directors Reapply for Board Positions by February 28, 2026 – President Garcia-Beckford/Nominating Committee Chair Burke

The Board was reminded to reapply for board positions by February 28, 2026.

**9. Announcements**

Director Guyer announced a CMC Recognition Presentation will be held on January 26<sup>th</sup> at 6:00 p.m. in Crestview for Natasha Peacock.

Immediate Past President Pat Burke reminded the Board that a Retirement Resolution Presentation will be held on February 2<sup>nd</sup> for Julie Hennessy. Since this Board Meeting, the presentation date has been changed to February 16<sup>th</sup>.

Next Board Meeting: Thursday, February 19, 2026, 10:30 a.m. ET, Zoom (if needed)

**10. Adjourn**

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

Submitted by:



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Allison Payne, FACC Executive Director

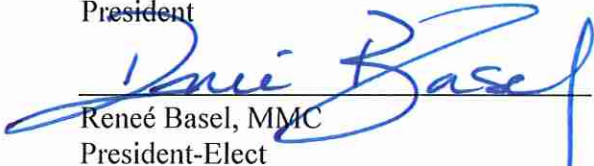
Approval:



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Elizabeth Garcia-Beckford, MMC, MBA  
President

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Renee Basel, MMC  
President-Elect