



Florida Association of City Clerks

Board of Directors

Via Zoom

March 19, 2026

10:30 a.m. ET

Presiding: Elizabeth Garcia-Beckford, MMC, MBA

City Clerk, City of Wilton Manors



Florida Association of City Clerks
Board of Directors Meeting | Thursday, March 19, 2026 | 10:30 a.m. ET |
Zoom

1. **Call to Order** – Elizabeth Garcia-Beckford, MMC, MBA, President
2. **Roll Call**
3. ****Consideration of Minutes** – President Garcia-Beckford
 - A. January 15, 2026
4. **New Business**
 - A. ****Ratification: Executive Board Action** – President Lapel Pin for Stacey Johnston – President Garcia-Beckford
 - B. ****Ratification: Executive Board Action** – Membership for Janai Pomaes – President Garcia-Beckford
 - C. ****Municipal Clerks Week Toolkit for Approval** – President Garcia-Beckford
 - D. ****Scholarships** – Sharon Lauther, Chair, Awards/Scholarships Committee
 - E. Discussion: Third-Year Class Project – President Garcia-Beckford
 - F. Discussion: FACC Districts – President Garcia-Beckford

5. **Other Business**

6. **Closing Remarks**

NEXT BOARD MEETING: Thursday, April 16, 2026, 10:30 a.m. ET, Zoom (if needed)

7. **Adjourn**

**Action Requested.

**FLORIDA ASSOCIATION OF CITY CLERKS
BOARD MEETING – ZOOM
MARCH 19, 2026 – ATTENDANCE**

Board:

President Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
President-Elect René Basel, MMC, Town Clerk, Gulf Stream
Vice President Dawn Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake
Immediate Past President Pat Burke, MPA, MMC, FCPC, Town Clerk-Manager, Palm Shores
Central East Director Stephanie Herdocia, MMC, City Clerk, Orlando
Central West Director Sharon Lauther, MMC, FCRM, City Clerk, Haines City
Northeast Director Erin West, MMC, MPA, FCPC, City Clerk, Green Cove Springs
Northwest Director Leslie Guyer, MMC, City Clerk, Gulf Breeze
South Director Sherry Henderson, CMC, Town Clerk, Hillsboro Beach
Southeast Director Kelly Avery, CMC, Town Clerk, Ocean Ridge
Southwest Director Scotty Lynn Kelly, FCPC, MMC, CGSP, City Clerk, Sanibel

Committee Chairs:

Auction/50-50 Drawing – Heather Montemayor, CMC, City Clerk, Deerfield Beach
Awards/Scholarship – Sharon Lauther, MMC, FCRM, City Clerk, Haines City
By-Laws/Manual Revision – Kristen Bryant, JD, CMC, City Clerk, Gainesville
Discussion Forum – Jen Guillen, MPA, MMC, City Clerk, Hallandale Beach
2025 Fall Academy Host – Lina Zapata, MPA, CMC, Deputy City Clerk, Sunrise
Florida Certification Task Force – Lori McWilliams, MPA, MMC, FCPC, Village Clerk, Tequesta
Investment – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
Legislative – Mario Bataille, MMC, City Clerk, Miami Gardens
Membership – Tijauna L. Warner, MPA, MMC, Deputy City Clerk, LaBelle
Mentoring – Vanessa Castillo, MMC, City Clerk, Winter Haven
Nominating – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
Professional Education (PEC) – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
Resolutions – Jennifer Nanek, CMC, City Clerk, Lake Wales
2026 Summer Conference and Academy Host – Genesis Guevara, Deputy Town Clerk, Surfside

Others:

Jeff Hendry, Institute of Government
Jenny Anderson, Institute of Government
Amy Brewer, Institute of Government
Leslie Howington, Institute of Government
Dani Dahlberg, Message Matters, Inc.

Staff:

Allison Payne, FACC Executive Director
Rachel Embleton, FACC Affiliate Services Coordinator
Caressa Andrews-Moye, FLC Affiliate Services Coordinator
Meredith Montgomery, FLC Meeting Planner

ITEM NUMBER 3A
MINUTES – JANUARY 15, 2026

DISCUSSION:

The Board met on January 15, 2026, via Zoom, and minutes from that meeting were prepared and are presented for the Board's review and approval.

REQUESTED ACTION:

Approve minutes as prepared and presented.

ATTACHMENTS:

Minutes – January 15, 2026



**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 26th 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 2nd for Julie Hennessy. Since this Board Meeting, the presentation date has been changed to February 16th.

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:



Allison Payne, FACC Executive Director

Approval:

Elizabeth Garcia-Beckford, MMC, MBA
President

René Basel, MMC
President-Elect

ITEM NUMBER 4A
RATIFICATION:
EXECUTIVE BOARD ACTION – PRESIDENT LAPEL PIN FOR
STACEY JOHNSTON

DISCUSSION:

It was brought to the Executive Board's attention that FACC Past President Stacey Johnston had lost her gold FACC Past President lapel pin. The Executive Board met virtually on February 10, 2026 and approved replacing the pin, as well as a budget amendment to cover the cost.

REQUESTED ACTION:

Ratify the Executive Board's approval of a replacement lapel pin for FACC Past President Stacey Johnston and the \$807 budget amendment to the Gifts/Awards line item in the Operating Budget.

ATTACHMENTS:

None

ITEM NUMBER 4B
RATIFICATION:
EXECUTIVE BOARD ACTION – MEMBERSHIP FOR JANAI POMALES

DISCUSSION:

Janai Pomales was approved twice by the FACC Membership Committee for associate membership and then submitted a third application for full membership. The Membership Committee Chair brought the matter to the President, who discussed it with the Executive Board. The Executive Board approved Janai Pomales for full membership.

REQUESTED ACTION:

Ratify the Executive Board's approval of Janai Pomales for full membership.

ATTACHMENTS:

None

ITEM NUMBER 4C
MUNICIPAL CLERKS WEEK TOOLKIT FOR APPROVAL

DISCUSSION:

The 57th Anniversary of Municipal Clerks Week will be celebrated May 3-9, 2026. We are excited to celebrate you and your colleagues during this exciting week!

We have revised the annual Municipal Clerks Took Kit and will share that with FACC members.

We encourage you to share with FACC staff your celebrations of Municipal Clerks Week. We'll include this information in the Friday Newsletter.

REQUESTED ACTION:

Approve Municipal Clerks Week Toolkit

ATTACHMENTS:

Municipal Clerks Week Toolkit

FLORIDA ASSOCIATION OF CITY CLERKS

MUNICIPAL CLERKS WEEK

May 3-9, 2026



2026 TOOLKIT



EXECUTIVE SUMMARY

The **Florida Association of City Clerks** (FACC) is a professional association composed of more than 600 Municipal Clerks representing Florida's cities, towns, villages, and special districts. Membership in FACC provides an array of benefits including extensive and superior educational offerings through state academies, localized district mini-academies, webinars, and Athenian dialogues.

On **May 3-9, 2026**, the **International Institute of Municipal Clerks** (IIMC) is sponsoring the **57th Annual Municipal Clerks Week**, a weeklong series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community. During this week, Municipal Clerks throughout the world will host open houses and tours of the Municipal Clerk's Office, visit local schools, and participate in other various events.

Municipal Clerks Week was initiated in 1969 by the IIMC and is endorsed by all of its members throughout the United States, Canada, and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed proclamations officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

Municipal Clerks Week resources, suggested initiatives, and materials can be found on the **FACC website**. These materials include:

- ▶ Content for Social Media Platforms and Websites
- ▶ Top Tips for Communicating Municipal Clerk Services
- ▶ Social Media – A How-to Guide for Citizen Engagement
- ▶ Teacher for A Day – A How-to Guide for Volunteering at Schools and Community Centers
- ▶ Sample Proclamation
- ▶ Sample Press Release

Share or Create Videos: Samples of short videos to help promote Municipal Clerks Week and the office of Municipal Clerks are available on the **IIMC website**. Draw inspiration from these videos and create your own video to share on your social media platforms and your website.

CONTENT FOR SOCIAL MEDIA PLATFORMS AND WEBSITES

Trickle-Out Facts and Photos: The general public usually does not know about the many roles and responsibilities of a Municipal Clerk. Share quick facts about the daily duties of a clerk paired with a photo of a Municipal Clerk in action, serving residents at city hall or out in the community. Short bullet points are available in the [Municipal Clerks Week Fact Sheet](#).

Use the Event Hashtags #MuniClerks or #MuniClerks2026: Adding a hashtag to all your social posts will allow others to organize their newsfeed with all updates associated with Municipal Clerks Week. Hashtags are also a great way to connect with others who are engaged in similar efforts.

Share Key Messages: In addition to videos and statistics, sharing key messages is another great way to make an impact on your audiences. Create your own, or choose from the samples below, and be sure to include the hashtag!

- ▶ Municipal Clerks Week recognizes the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.
- ▶ Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada, and 15 other countries.
- ▶ In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed proclamations officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.
- ▶ Did you know? One of local government's oldest positions is the Municipal Clerk.
- ▶ Municipal and Deputy Clerks' main function is to serve as the council's foundation.
- ▶ Municipal Clerks are dedicated, high-level professionals who often serve on the senior management team.
- ▶ This year, Municipal Clerks Week is celebrating its 57th anniversary.

SAMPLE PROCLAMATION

PROCLAMATION

Municipal Clerks Week
May 3-9, 2026

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, _____, Mayor of _____, do recognize the week of May 3-9, 2026, as Municipal Clerks Week, and I further extend appreciation to our Municipal Clerk, _____, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2026
Mayor _____ Attest: _____

SAMPLE PRESS RELEASE

{Your Municipality's Logo}

{Municipality Name} to Celebrate Municipal Clerks Week

May 3-9, 2026

For Immediate Release: {Month Day, Year}
Contact: {Municipality Official's Name}
{Contact email address} / {Contact phone number}

A proclamation issued by {municipality's name} on {date} resolves that the week of May 3-9, 2026, is designated as "Municipal Clerks Week," a weeklong event aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

Unanimously adopted by {municipality's name}, the proclamation extends appreciation to all Municipal and Deputy Clerks for the services they provide to their communities. Specifically, the proclamation cites that the clerk "serves as the professional link between the citizens, the local governing bodies, and agencies of government at other levels."

The proclamation was presented to {name of clerk} and signed by {name of city/village/town}. It also honors Municipal and Deputy Clerks for "continually striving to improve the administration of their duties through participation in educational programs, seminars, workshops, and annual meetings of their state, province, county, and international professional organizations."

An annual event recognized by local governments and municipal clerks throughout the country, Municipal Clerks Week is sponsored by the International Institute of Municipal Clerks (IIMC), a professional association of city, town, township, village, borough, deputy, and county clerks. IIMC has approximately 15,000 members throughout the United States, Canada, and 15 other countries.

The **Florida Association of City Clerks** (FACC) also participates in the annual event. FACC is the professional association for Florida's Municipal Clerks.

"Although the role of the Municipal Clerk is one of the oldest in local government, many people are still unaware of what we do and the vital role we play in serving our communities and supporting local government operations," said **FACC President and Wilton Manors City Clerk Elizabeth Garcia-Beckford, MMC, MBA**. "This week provides a meaningful opportunity to educate the public, increase awareness of the profession, and celebrate Municipal Clerks everywhere while recognizing their dedicated service to our communities."

This year's event marks the 57th anniversary of Municipal Clerks Week. In addition to {municipality's name}, local governments throughout Florida and across the country are participating in the celebration this week.

{Name of clerk} has served as {municipality's name} {title} since {date}. {Name of clerk} has been a member of IIMC since {date} and an FACC member since {date}. {Name of clerk} is also very active in {list professional affiliations and community activities}.

###

The Florida Association of City Clerks (FACC) is a professional association composed of more than 600 Municipal Clerks and Deputy Clerks representing Florida's cities, towns and villages. Membership in FACC provides an array of benefits including extensive and superior educational offerings through various outlets including state academies, localized district mini-academies, webinars, and Athenian Dialogues. FACC prides itself on providing high-quality education and networking outlets to ensure our members have the proper knowledge and backgrounds necessary to serve their communities. For more information, visit floridaclerks.org.



TOP TIPS FOR COMMUNICATING MUNICIPAL CLERK SERVICES

As you think about how to get more involved in Municipal Clerks Week celebrations, here are some key things to keep in mind:

Use the Human Element

Services provided by the Municipal Clerk should be presented to people in plain language, relating to their daily lives and speaking to their wants and needs. Additionally, Clerks need to fully empathize with the citizens they serve to better facilitate natural two-way conversations.

Utilize Existing and Familiar Communication Channels

In addition to the suggestions provided in the Content for Social Media Platforms and Websites document, use existing newsletters, city-operated television stations, email signatures, and utility stuffers as channels to communicate the importance of Municipal Clerks with residents.

Best Practices for Events

- ▶ Organize a committee of volunteers to help you.
- ▶ Begin messaging well before the date of an event.
- ▶ Prepare and have ready any informational material.
- ▶ Be sure to photograph or video the event(s).
- ▶ Attendance and participation are critical to each event's success. Gather as many supporters and interested parties to participate as possible.
- ▶ Change email signatures and templates to promote events.
- ▶ Make earned media (publicity gained through non-advertising promotional efforts such as press releases, public relations reps calling reporters to place stories with news outlets, etc.) a primary focus to facilitate awareness and encourage dialogue through local newspapers, radio, and cable television stations.
- ▶ Keep a record of everything you do to use for future reference.
- ▶ Review what happened. Were your goals/expectations met? What could be done differently in the future?

As you plan your Municipal Clerks Week activities, please keep the FACC informed! Notify FACC Staff (facc@flcities.com or 850.222.9684) of all developing efforts.

SOCIAL MEDIA

A HOW-TO GUIDE FOR CITIZEN ENGAGEMENT

The internet is no longer just a static advertising resource for companies to push their messaging. Today, people get information online by engaging with trusted and relatable sources that speak to their specific interests. Social media provides excellent opportunities for local governments to build trust with their residents and spark meaningful dialogue.

Social media websites are tools that can allow associations to engage target audiences in a deep and profound way, if applied properly.

For those municipalities just beginning to use social media, this document will provide general information and best practices.



Facebook

Facebook is the number one social media site in the world with more than 2 billion users. It's popular for building effective engagement and awareness campaigns. Citizen engagement is all about word of mouth and building advocates to pass along messages to individual networks. The key is to build trust with those advocates through regular engagement, meaning associations must not only post regularly but also respond to comments and react to other content.

The biggest challenge with Facebook is consistently producing quality messaging that generates continuous interaction with one's audience. A user's Facebook newsfeed is more likely to pick up content from other Facebook accounts where there has been a large amount of shared activity and dialogue. Photos, videos, and links to trusted news sources are popular ways to appeal to diverse audiences. By defining the target audience outright, effective messages can be developed that are tailored to fit that group with the goal of opening meaningful conversations.



Instagram

Visual conversations are now the most popular form of communication on social media, and Instagram provides the perfect platform to share a variety of photo and video content. With more than 2 billion users, Instagram is constantly releasing new ways to connect through stories, reels, polls, and fun filters. The best way to achieve views is to interact with followers and always reply to comments.

SOCIAL MEDIA

A HOW-TO GUIDE FOR CITIZEN ENGAGEMENT (continued)



X, formerly Twitter

People who want up-to-the-minute coverage of events and daily affairs are likely to use X, formerly Twitter. With more than 500 million users, this social media website presents another opportunity to spread messaging, but at a much faster rate. With a standard limit of 280-characters, X messages, or tweets, must be to the point. There are several factors to a tweet that will determine how effective it will be.

Retweeting is the ultimate goal for X advocacy campaigns. It is the mode through which tweets “go viral.” Hashtags and mentions also help. Hashtags (#) are useful for monitoring how specific conversations are circulating, and mentions (@) can be used to spark conversations with other X users and groups. The use of these symbols before the right words and phrases can lead to a very effective tweet and attract the attention of other X users.

Other Social Media Tools

Links are often an important feature of a social media post. When a post is composed that references an article, webpage, or other content, you should add a direct link to that source. The post can be used to attract people to a link, or the link can be used as a reference for a post – the two are always complementary. However, links typically take up too many characters in a post and can be shortened for free using websites such as bitly.com or tinyurl.com. The link makes the post more attractive to users, who are then more likely to share it with their own followers.

Facebook, Instagram, and X, formerly Twitter, are popular social media websites, but they are not the only tools available. LinkedIn is an excellent way to connect to other professionals and develop a strong digital network. YouTube is the largest network of users dedicated solely to video.

There are plenty of other options out there to explore, but it is important to recognize that more is not always better when it comes to social media. These sites require constant attention and maintenance to be effective. Stretching one’s efforts too thin could end up hurting more than helping. Approach citizen engagement through social media with a solid objective in mind. Once defined, that goal will help prescribe the necessary tools for success.

TEACHER FOR A DAY

A HOW-TO GUIDE FOR VOLUNTEERING AT SCHOOLS AND COMMUNITY CENTERS

Dedicated volunteers are always in need. The best way to find out how your organization can help is to reach out to the places and groups that are seeking volunteers. Your local school's open house or Parent Teacher Association meetings are great places to begin if interested in starting a volunteering partnership. When attending these events, you can find out the needs of teachers and students. Speak to teachers and administrators, and let them know of your interest in volunteering. Inquire about background check screenings, forms and application processes, and other information.

If you have something to offer or a particular skill (writing, project development, etc.), tell the principal or program director about your interest in teaching children voluntarily or leading a program.

Things to Keep in Mind

Leave the Camera at Home

Or, always get permission, have paper release forms filled out before taking pictures with children at events, and use good judgment before using those photos elsewhere. A parent might not like their child appearing in a flyer.

Spread Out and Increase Your Reach

Be aware of where you are volunteering in the community, and be sure to provide balance. Make sure your efforts reflect the diversity of the community.

Dress for the Occasion

Plan ahead, and dress for the occasion. Don't show up in a suit for a field day with students. Prepare ahead to have a quick change into business attire if you are entering official meetings before or after events.



ADDITIONAL INFORMATION

Additional information can be found on the International Institute of Municipal Clerks site. [Click here](#) to view their site.

RESOURCES

MUNICIPALITY NEWS
RELEASE TEMPLATE

PROCLAMATION TEMPLATE

EVENT PROMOTION CHECKLIST

INVITATION TO MAYORS AND
CITY MANAGERS

RADIO OR PODCAST
TEMPLATE

EVENT PROMOTION FACT SHEET



Florida Association of City Clerks

Awards & Scholarships Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR

Sharon Lauther, MMC
City Clerk
City of Haines City
620 East Main Street
Haines City, FL 33844
sharon.lauther@hainescity.com

Meeting Date: March 6, 2026

Title of Item: Awards and Scholarship Recommendation

Executive Summary, Explanation or Background Information on Request:

Several scholarship applications were received before the deadline. The Scholarships were for the following: FACC Summer Conference and Academy Scholarship, IIMC Annual Conference Scholarship.

The Awards & Scholarship Committee met on Friday, March 6, 2026, and has the following recommendations for the Board of Directors' consideration.

FACC Summer Conference: (\$450 each)

Tricia Edwards
Tia Payton
Megan Jones

FACC Dale Barstow Annual Scholarships: (\$100)

Jordyn Keen
Tia Payton
Tricia Edwards

IIMC Annual Conference: (\$700 each)

Shanna Donleavy

Fall Academy Kay O'Halloran Memorial Scholarship (\$500 each)

Barbara Jeffries
Jodilynn Byrd
Jordyn Keen

Recommended Action: Approval of scholarship winners as notated above.

/s/ _____
Sharon Lauther, MMC, FCRM

3/11/2026 _____
Date

ITEM NUMBER 4E
THIRD-YEAR CLASS PROJECT

DISCUSSION:

Discuss the third-year class project.

Per the FACC policies:

Executive Board Mentoring

The FACC Board of Directors has determined it is in the best interest of the association and its membership to implement an Executive Board Mentoring Policy to assist, engage, and mentor members pursuing their CMC designation. It is the expectation of this board that this policy will provide new members a better understanding of FACC, provide a direct link to the association, invigorate new members to excel in the association by becoming an active FACC committee member, and develop a relationship with their future FACC president. This policy will also provide assistance to the first-year class in appointing their class president and ensure their understanding, and achievement, of their third-year project.

Henceforth, each Executive Board member shall be assigned to a Fall Academy class and shall serve as that class' mentor through the completion of their three-year CMC program. Implementation of this policy will be as follows:

The current Vice-President is assigned to the 1st year clerks;
The current President-Elect is assigned to the 2nd year clerks; and
The current President is assigned to the 3rd year clerks.

Thereafter, the Vice-President shall be assigned to 1st year clerks with the remaining Executive Board members advancing with their assigned class.

This policy adopted by FACC Board of Directors April 4, 2014.
This policy amended by FACC Board of Directors April 29, 2022.

REQUESTED ACTION:

None

ATTACHMENTS:

None

**ITEM NUMBER 4F
FACC DISTRICTS**

DISCUSSION:

President Elizabeth Garcia-Beckford will lead a discussion on FACC districts.

REQUESTED ACTION:

None

ATTACHMENTS:

Current District Map

FACC Geographic Districts

