



**Florida Association of City Clerks
Board of Directors Meeting | Thursday, April 16, 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. 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, 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
Lina Zapata, MPA, CMC, 2025 Fall Academy Host, Deputy City Clerk, Sunrise
Lori McWilliams, MPA, MMC, FCPC, Florida Certification Task Force, Village Clerk, Tequesta
Mario Bataille, MMC, Legislative, City Clerk, Miami Gardens
Tijauna Warner, MPA, MMC, Membership, Deputy City Clerk, LaBelle
Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven
Jennifer Nanek, CMC, Resolutions, City Clerk, Lake Wales
Genesis Guevara, 2026 Summer Conference & Academy Host, Deputy Town Clerk, Surfside
Jenny Anderson, Institute of Government
Leslie Howington, Institute of Government
Mike Rycko, Institute of Government
Dani Dahlberg, Message Matters, Inc.
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC
Meredith Montgomery, Meeting Planner, FLC

3. Consideration of Minutes – President Garcia-Beckford

A. President Garcia-Beckford presented minutes from the Board Meeting held March 19, 2026. Accordingly,

A motion was offered by Director Guyer, seconded by Director Avery and unanimously passed, to approve the minutes as prepared and presented for March 19, 2026.

4. Financials – President Garcia-Beckford

A. Financial Statements

The financial statements for the periods ending October 31, 2025 and January 31, 2026 were prepared and presented. There were no comments.

B. Financial Annual Audit

The audited financial statements for the period ending July 31, 2025 were presented. Following discussion,

A motion was offered by Director Guyer, seconded by Director Henderson and unanimously passed, to accept the audited financial statements for the period ending July 31, 2025, as prepared and presented.

5. Quarterly Investment Statement – Executive Director Payne

The quarterly investment statement as of February 28, 2026 was prepared and presented. Executive Director Payne reported that the portfolio is performing well.

6. New Business

A. Consideration of Revisions to FACC By-Laws and Policies – President Garcia-Beckford/By-Laws & Manual Revisions Committee Chair Kristen Bryant

Chair Bryant was unable to attend the meeting. In her absence, Director Sherry Henderson, a member of the By-Laws & Manual Revisions Committee, presented the proposed by-laws and policies amendments on her behalf. The proposed by-laws and policies amendments were submitted to the Board for consideration. Following discussion,

A motion was offered by Immediate Past President Burke, seconded by Director Guyer and unanimously passed, to approve the by-laws revisions as prepared and presented, with one exception. Under Article VI – Board of Directors – Nominations and Elections, the language addressing a tie vote was amended by changing “a designated board member shall” to “a FACC staff member will.”

A motion was made by President-Elect Basel, seconded by Director Guyer, and unanimously approved to approve the policies revisions as prepared and

presented, with the following exceptions: removal of the proposed language for the Professional Education Committee, with the understanding that the committee will present proposed language at a future Board meeting; removal of the proposed language for the Florida Certification Task Force Committee; and, under Section 15 – Discussion Forum, removal of the word “Board” in the first sentence describing whom the forum is established for.

B. Consideration of FACC Florida Institute of Government Contract – Executive Director Payne

The contract between FACC and the Florida Institute of Government (IOG) for July 1, 2025 – June 30, 2026 was presented for review and approval. Director Herdocia requested that webinar dates be included on the list of recorded webinars available for purchase on the website, and the Board was in agreement. Following discussion,

A motion was offered by Director Guyer, seconded by Vice President Wright and unanimously passed, to approve the contract with FACC and IOG for July 1, 2026 – June 30, 2027 as prepared and presented.

C. Discussion of Summer Conference & Academy Gift – Executive Director Payne

Executive Director Payne led a discussion on a Summer Conference & Academy gift to be provided annually. Following discussion,

A motion was made by Immediate Past President Burke, seconded by Vice President Wright, and unanimously approved to authorize a conference gift for attendees of the Summer Conference & Academy on an ongoing basis.

D. Discussion on Increasing FACC Dues – President Garcia-Beckford

At the April 2024 Board Meeting, the Board approved an increase in FACC dues effective Fiscal Year 2025–2026, with the adjusted rates continuing thereafter. At that meeting, the Board also agreed to revisit the possibility of an additional dues increase in two years. Following discussion at the current Board meeting, the Board was in agreement for staff to evaluate a Consumer Price Index (CPI)-based dues increase and present a proposal at the May Board meeting.

7. Other Business

A. Discussion on New FACC Logo – Director Sherry Henderson

Director Henderson recommended the FACC logo be redesigned with the words of the association name spelled out around the logo. Following discussion,

A motion was made by Vice President Wright, seconded by President-Elect Basel, and unanimously approved for staff to explore a new logo design and bring recommendations back at a future Board meeting.

B. Discussion on Changing the Fiscal Year – Executive Director Payne

Executive Director Payne led a discussion on changing the fiscal year. The proposed by-laws amendments were submitted to the Board for consideration. Following discussion,

A motion was made by President-Elect Basel, seconded by Director Guyer and unanimously passed, to approve the by-laws revisions as prepared and presented to include language providing that beginning with the 2027 fiscal year, the fiscal year of the Association shall transition to a fiscal year beginning on October 1 and ending on September 30; and, to implement such change, the fiscal year commencing August 1, 2026 shall be extended through September 30, 2027, creating a transition period of fourteen (14) months.

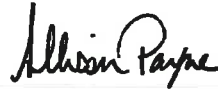
8. Closing Remarks

Next Board Meeting: Thursday, May 7, 2026, 10:30 a.m. ET, Zoom (if needed)

9. Adjourn

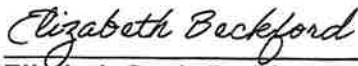
There being no further business or concerns, the meeting was adjourned.

Submitted by:



Allison Payne, FACC Executive Director

Approval:



Elizabeth Garcia-Beckford, MMC, MBA
President



Renee Basel, MMC
President-Elect