



Florida Association of City Clerks
**2026 Summer
Conference & Academy**
June 7-10, 2026

Luminary Hotel & Co.
Fort Myers

#FACCSummer2026

CONFERENCE/ACADEMY AT A GLANCE

SUNDAY, JUNE 7

7:30 a.m. - 8:30 a.m.	Light Continental Breakfast, East Foyer
7:30 a.m. - 4:30 p.m.	Registration Desk Open, East Foyer
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Big Magic: Creative Living Beyond Fear</i> , Caloosa D
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Conquering Crisis: Ten Lessons to Learn Before You Need Them</i> , Caloosa E
10:15 a.m. - 10:30 a.m.	Refreshment Break, East Foyer
12:00 p.m. - 1:30 p.m.	Lunch (On Your Own)
2:45 p.m. - 3:00 p.m.	Refreshment Break, East Foyer
4:30 p.m. - 5:30 p.m.	First-Time Attendees Important Orientation and Education Basics, Caloosa A
5:45 p.m. - 7:00 p.m.	FACC Board of Directors Meeting, Caloosa B
7:00 p.m. - 8:00 p.m.	FACC Board of Directors Dinner (<i>Board members only</i>), Caloosa B

MONDAY, JUNE 8

7:00 a.m. - 8:30 a.m.	Light Continental Breakfast, East Foyer
7:00 a.m. - 5:00 p.m.	Registration Desk Open, East Foyer
7:00 a.m. - 5:00 p.m.	Silent Auction Bidding Open, East Foyer
7:30 a.m. - 8:15 a.m.	District Meetings (see page 5 for room names)
8:30 a.m. - 9:45 a.m.	Opening Ceremonies and Keynote Address – Thriving Through the Chaos, Caloosa AB
9:45 a.m. - 10:00 a.m.	Refreshment Break, East Foyer
10:00 a.m. - 12:00 p.m.	Joint Session – 2026 Legislative Update, Caloosa AB
12:00 p.m. - 1:45 p.m.	FACC Luncheon and Annual Business Meeting, Caloosa DE
2:00 p.m. - 5:00 p.m.	Joint Session – Leading with Purpose, Caloosa AB**
3:30 p.m. - 6:00 p.m.	Exhibit Hall Open, Caloosa C
3:30 p.m. - 4:00 p.m.	Refreshment Break in Exhibit Hall, Caloosa C
5:00 p.m. - 6:00 p.m.	Welcome Reception and President’s Presentation in Exhibit Hall, Caloosa C
6:00 p.m. - 8:00 p.m.	Networking Spot, Sunset Patio, Beacon Social Drinkery (Hotel Rooftop Bar)

TUESDAY, JUNE 9

7:00 a.m. - 8:00 a.m.	Light Continental Breakfast, East Foyer
7:00 a.m. - 5:30 p.m.	Registration Desk Open, East Foyer
7:30 a.m. - 3:30 p.m.	Silent Auction Bidding Open, East Foyer
8:00 a.m. - 10:00 a.m.	Session A – Records Management and Emerging Challenges, Caloosa D
8:00 a.m. - 10:00 a.m.	Session B – Ethics & Public Service, Caloosa E
10:00 a.m. - 3:30 p.m.	Exhibit Hall Open, Caloosa C
10:00 a.m. - 10:30 a.m.	Refreshment Break in Exhibit Hall, Caloosa C
10:30 a.m. - 12:00 p.m.	Session A – The Power of “And”: Reframing Stress, Strength, and Service, Caloosa D
10:30 a.m. - 12:00 p.m.	Session B – The Human Side of Tech Transformation: Helping Staff Adapt to New Tools, New Expectations, and Accountability Cultures, Caloosa E
12:00 p.m. - 1:30 p.m.	Sidewalk Café in Exhibit Hall, Caloosa C
	<i>Each conference attendee receives one \$30 lunch voucher.</i>
1:30 p.m. - 3:00 p.m.	Session A – De-Escalation Techniques, Caloosa D

**This session requires the use of personal technology to actively participate in the learning process. Please be sure to bring your cell phone and/or laptop or tablet to this session.

1:30 p.m. - 3:00 p.m.	Session B - Leading with Clarity: Building Self Awareness, Accountability, and Objectivity in Public Service Leadership, Caloosa E
3:00 p.m. - 3:30 p.m.	Refreshment Break in Exhibit Hall, Caloosa C
3:30 p.m.	Exhibit Hall Game Ends, East Foyer
3:30 p.m.	Silent Auction Bidding Concludes, East Foyer
3:30 p.m. - 5:30 p.m.	Session A - Navigating Difficult Conversations with Municipal Officials, Caloosa D
3:30 p.m. - 5:30 p.m.	Session B - TRIM Compliance, Caloosa E
5:45 p.m. - 8:30 p.m.	Clerks' Night Out (<i>Offsite at Topgolf; pre-registration was required.</i>)

WEDNESDAY, JUNE 10

7:30 a.m. - 8:30 a.m.	Light Continental Breakfast, East Foyer
7:30 a.m. - 11:30 a.m.	Registration Desk Open, East Foyer
8:30 a.m. - 11:30 a.m.	Closing Session - More Than a Clerk: Hopeful, Healthy, and Human, Caloosa AB
10:00 a.m. - 10:15 a.m.	Refreshment Break, East Foyer
11:30 a.m. - 12:00 p.m.	Closing Remarks and Door Prizes, Caloosa AB



Thank you

 to the

Diamond Sponsors of the

 Florida Association of City Clerks

 2026 Summer Conference & Academy!





Welcome

to the

FACC 2026

Summer Conference

& Academy!

Business Meeting

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GENERAL INFORMATION

WELCOME to the 2026 Summer Conference & Academy of the Florida Association of City Clerks.

Please check your program carefully to determine the exact location of your workshops, group sessions, meal functions, and social events. This Conference & Academy will provide outstanding opportunities to meet and interact with other Municipal Clerks.

REGISTRATION DESK HOURS

East Foyer

The registration desk will be open as follows:

Sunday, June 7	7:30 a.m. - 4:30 p.m.
Monday, June 8	7:00 a.m. - 5:00 p.m.
Tuesday, June 9	7:00 a.m. - 5:30 p.m.
Wednesday, June 10	7:30 a.m. - 11:30 a.m.

Conference bags sponsored by OpenGov.

NAME BADGES

Name badges are provided for Conference & Academy participants, sponsors, and exhibitors. Your name badge must be worn at all times to identify you as a Conference & Academy participant, which allows you to be served food and beverages.

Neck wallets sponsored by MCCi.

SUMMER CONFERENCE & ACADEMY PROGRAM

Municipal Clerks attending the FACC 2026 Summer Conference & Academy have the opportunity to earn one Certified Municipal Clerk (CMC) experience point for attending the conference portion of the program and up to 14.5 hours (equivalent to 7.25 CMC or Master Municipal Clerk [MMC] education points) for attending the educational portion of the program. CMC/MMC hours approved by the International Institute of Municipal Clerks (IIMC) are listed after each educational session in the program. (Additional hours are awarded to those successfully completing the Athenian Dialogue.)

IMPORTANT NOTE: As full-time professionals, we understand the occasional need to step outside briefly during an educational session to answer an urgent phone call or attend to a personal matter. However, to uphold the integrity of the IIMC Certification Program and out of respect for our fellow Clerks, any participant who misses more than 15 minutes of any session will not be allowed to earn points for that session. In addition, this policy applies to leaving any session early as well unless you have a true emergency

and receive prior approval from FACC Executive Director Allison Payne (apayne@flcities.com) and/or FACC Education and Training Coordinator Leslie Howington (facc@iog.fsu.edu).

Clerks who are working toward their CMC or MMC designations and wish to receive the maximum points allowable by IIMC will need to 1) have their name badge scanned after every session, and 2) complete and submit an Ideas to Action (ITA) form for each education session. The ITA forms are available electronically on floridaclerks.org.

A Certificate of Completion, with educational hours earned, will be sent electronically to participants approximately 60 days following the Conference & Academy.

The education curriculum for both the CMC and MMC sessions was developed, reviewed, and approved by The John Scott Dailey Florida Institute of Government (IOG) at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and the FACC Board of Directors.



IDEAS TO ACTION (ITA) FORMS

ITA forms are available online at floridaclerks.org and must be submitted electronically to facc@iog.fsu.edu. **To receive credit for your sessions, you will have over two weeks after the Conference & Academy to submit your forms and receive full credit (deadline Monday, June 29, 2026).**

CONFERENCE & ACADEMY HANDOUTS AND WIRELESS ACCESS

In an additional effort to "go green," the FACC will not provide printed handouts for the educational sessions. Workshop materials are posted on floridaclerks.org for viewing, downloading, and printing. Please plan accordingly, as copies of handouts will not be available during the sessions or printed on-site. Our group's dedicated Wi-Fi log-in credentials are posted at the Registration Desk.

TICKETS

Tickets are not necessary for admittance into most Conference & Academy sessions and social functions for registered attendees, but name badges must be worn at all times.

Attendees' guests must provide tickets for admittance to Monday's Business Luncheon and Welcome Reception. Additional registration is required for the Athenian Dialogues.

ELECTRONIC DEVICES

As a courtesy to your colleagues and speakers, please silence cell phones and other electronic devices at the beginning of each session. However, one session requires the use of personal technology to actively participate in the learning process. Please limit technology use to this specific session (**).

EVENT ATTIRE

Attire for the Summer Conference & Academy is business casual. Meeting rooms are often cool, so you may wish to bring a jacket or sweater.

ACCESS FOR INDIVIDUALS WITH DISABILITIES

All conference activities and facilities are accessible to individuals with disabilities. If you have special transportation needs, please inquire at the FACC Registration Desk. If you have special dietary requirements or require assistance during special events or the luncheon, please advise the staff at the FACC Registration Desk.

SPECIAL EVENTS

EXHIBIT HALL

Caloosa C

Monday, June 8 **3:30 p.m. - 6:00 p.m.**
Tuesday, June 9 **10:00 a.m. - 3:30 p.m.**

Please visit the Exhibit Hall and show your appreciation to the exhibitors who help make this Summer Conference & Academy possible. Use this opportunity to ask questions of current vendors or see who else might be out there. There might be good future solutions for your municipality. All refreshment breaks occurring during Exhibit Hall hours, Monday's Welcome Reception and President's Presentation, and Tuesday's Sidewalk Café will be held in the Exhibit Hall.

SIDEWALK CAFÉ IN EXHIBIT HALL

Caloosa C

Tuesday, June 9 **12:00 p.m. - 1:30 p.m.**

Each conference attendee will receive one \$30 lunch voucher to purchase lunch at the Sidewalk Café. If items purchased exceed \$30, credit cards will be accepted on-site to provide payment for the additional amount. Tables and seating will be available in and near the Exhibit Hall. If items purchased exceed \$30, credit cards will be accepted on-site; please note that cash will not be accepted. Tables and seating will be available in and near the Exhibit Hall.

EXHIBIT HALL GAME BOARD

Collect each exhibitor's signature on your game board and return your board to the FACC Registration Desk to be en-

tered into a drawing for a complimentary 2026 Fall Academy registration. To be included in the drawing, submit your completed board to the Registration Desk by 3:30 p.m. on Tuesday, June 9.

SILENT AUCTION

East Foyer

Monday, June 8 **7:00 a.m. - 5:00 p.m.**
Tuesday, June 9 **7:30 a.m. - 3:30 p.m.**

FACC will be hosting the 17th Annual Silent Auction at this year's Conference & Academy. Of course, your participation is voluntary, but we look forward to another great year for the auction. It is a lot of fun bidding against your fellow Clerks! Bidding concludes Tuesday, June 9, at 3:30 p.m.

Payment for auction item(s): Cash and checks are the only accepted forms of payment on-site. Items must be picked up no later than 11:00 a.m. on Wednesday, June 10.

Contact for Silent Auction:

Heather J. Montemayor, CMC, City Clerk, City of Deerfield Beach, hmontemayor@deerfieldbeachfl.gov

WELCOME RECEPTION AND PRESIDENT'S PRESENTATION

Caloosa C

Monday, June 8 **5:00 p.m. - 6:00 p.m.**

Begin the Conference & Academy by renewing acquaintances and meeting new friends. Please use this time to thank our President for her service. Enjoy an early evening of light refreshments. Guests are welcome if they are registered. Additional tickets are available for purchase at \$60 per person. No children, please.

NETWORKING SPOT

Sunset Patio, Beacon Social Drinkery (Hotel Rooftop Bar)

Monday, June 8 **6:00 p.m. - 8:00 p.m.**

Join us at the hotel's rooftop bar, Beacon Social Drinkery, at 6:00 p.m. for a casual opportunity to meet and network with fellow attendees. There is no formal agenda, just a chance to connect! Feel free to stick around and chat, or head out to dinner together (meals are pay-on-your-own). Whether you are looking to make new connections or just get your bearings, this is a great way to start the event! Limited beverages from the bar are included.

CLERKS' NIGHT OUT

Topgolf (Offsite)

Tuesday, June 9 **5:45 p.m. - 8:30 p.m.**
Pre-registration was required.

Join us for a fun-filled night at Topgolf (2021 Top Golf Way, Fort Myers). Meet in the hotel lobby at 5:45 p.m., as bus transportation is provided.

2025-2026 Officers and Directors

President

Elizabeth Garcia-Beckford, MMC, MBA
City Clerk, City of Wilton Manors

President-Elect

Reneé R. Basel, MMC
Town Clerk, Town of Gulf Stream

Vice President

Dawn M. Wright, MMC, FCRM, PHRP
City Clerk, City of Eagle Lake

Immediate Past President

Patricia J. Burke, MPA, MMC, FCPC
Town Clerk-Manager, Town of Palm Shores

Central East Director

Stephanie Herdocia, MMC
City Clerk, City of Orlando

Central West Director

Sharon Lauther, MMC, FCRM
City Clerk, City of Haines City

Northeast Director

Erin West, MMC, MPA, FCPC
City Clerk, City of Green Cove Springs

Northwest Director

Leslie A. Guyer, MMC
City Clerk, City of Gulf Breeze

South Director

Sherry D. Henderson, CMC
Town Clerk, Town of Hillsboro Beach

Southeast Director

Kelly I. Avery, CMC
Town Clerk, Town of Ocean Ridge

Southwest Director

Scotty Lynn Kelly, FCPC, MMC, CGSP
City Clerk, City of Sanibel

2025-2026 Conference Committees

PROFESSIONAL EDUCATION COMMITTEE

Patricia J. Burke, MPA, MMC, FCPC, Town Clerk-Manager,
Town of Palm Shores, Chair
Reneé R. Basel, MMC, Town Clerk, Town of Gulf Stream
Elizabeth Garcia-Beckford, MMC, MBA, City Clerk,
City of Wilton Manors
Donna G. Gardner, CMC, FCPC, City Clerk, City of Casselberry
Scotty Lynn Kelly, FCPC, MMC, CGSP, City Clerk,
City of Sanibel
Kelly S. Koos, MMC, City Clerk, City of Lakeland
Marne McGrath, MMC, Village Clerk, Islamorada,
Village of Islands
Erin West, MMC, MPA, FCPC, City Clerk,
City of Green Cove Springs

SILENT AUCTION/50-50 COMMITTEE

Heather J. Montemayor, CMC, City Clerk,
City of Deerfield Beach, Chair
Jacqueline M. Burgess, Deputy City Clerk,
City of West Palm Beach

Jessica Burnham, CMC, FCRM, City Clerk, City of Umatilla
Kelly Churney, CMC, Town Clerk, Town of Palm Beach
Janet Knapp, Assistant Deputy City Clerk, City of Alachua
Natalie Monfiston, Assistant Town Clerk,
Town of Pembroke Park
LeAnne Williams, MMC, FCRM, Deputy City Clerk,
City of Alachua

2026 SUMMER CONFERENCE & ACADEMY HOST COMMITTEE

Genesis Guevara, Deputy Town Clerk, Town of Surfside, Chair
Lillian Baker, CMC, Deputy City Clerk, City of Fort Myers
Jacqueline M. Burgess, Deputy Clerk,
City of West Palm Beach
Mary Hagemann, CMC, City Clerk, City of Fort Myers
Lezli Merritt, MPA, City Clerk, City of Belleview
Jennifer Myers, CMC, Recording Specialist, City of Fort Myers
Anna Rottermond, MMC, Deputy City Clerk, City of Eustis

Acknowledgments

The FACC expresses sincere appreciation to the Professional Education Committee, the Silent Auction/50-50 Committee, the 2026 Summer Conference & Academy Host Committee, the FACC staff, the John Scott Dailey Florida Institute of Government, Message Matters, Inc., speakers, panelists, moderators, sponsors, exhibitors, contributors, and participants for their excellent cooperation and support of the FACC Summer Conference & Academy.

PROGRAM OF EVENTS



The curriculum for the CMC and MMC sessions was developed, reviewed, and approved by the Florida IOG at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.



SUNDAY, JUNE 7

7:30 a.m. - 8:30 a.m. East Foyer
Light Continental Breakfast

7:30 a.m. - 4:30 p.m. East Foyer
Registration Desk Open

8:30 a.m. - 4:00 p.m. Caloosa D
Athenian Dialogue – *Big Magic: Creative Living Beyond Fear* (Elizabeth Gilbert)
(6 CMC/MMC Hours)

Pre-registration was required.

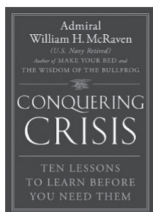


This Athenian Dialogue discusses the book *Big Magic: Creative Living Beyond Fear* by Elizabeth Gilbert. Elizabeth Gilbert discusses embracing creativity by letting go of fear, finding inspiration, and pursuing passions with curiosity rather than pressure. The deluxe edition is a special, limited-run version

that includes unique artwork by Lourdes Sanchez, making it a collector's item. The core message across all editions is that creativity is a joyful, accessible part of life, not a painful struggle, and that everyone has "strange jewels" of potential to uncover.

Presented by: Dawn Michanowicz, MMC, EM-AP, Facilitator, Holden, MA

8:30 a.m. - 4:00 p.m. Caloosa E
Athenian Dialogue – *Conquering Crisis: Ten Lessons to Learn Before You Need Them* (Admiral William H. McRaven)
(6 CMC/MMC Hours)



Pre-registration was required.

This Athenian Dialogue discusses the book *Conquering Crisis: Ten Lessons to Learn Before You Need Them* by Admiral William H. McRaven. Throughout his 40-year career,

Admiral McRaven has experienced every manner of calamity imaginable. From managing failed hostage rescues to responding to student unrest, McRaven has learned how to successfully navigate crises—those moments that push the limits of your experience.

Conquering Crisis provides a new set of tools for facing these stressful moments with poise. It breaks crises down into five phases — assess, report, contain, shape, and manage — and provides concrete steps to come out the other side stronger. With incredible personal stories, thought-provoking parables, and memorable lessons, Admiral McRaven sheds light on the ways we can rise to the occasion in times of crisis and act as leaders, no matter the situation.

Presented by: Camilla G. Pitman, MMC, Certified Professional Legal Secretary, City Clerk, Greenville, SC

10:15 a.m. - 10:30 a.m. East Foyer
Refreshment Break

12:00 p.m. - 1:30 p.m.
Lunch (On Your Own)

2:45 p.m. - 3:00 p.m. East Foyer
Refreshment Break

4:30 p.m. - 5:30 p.m. Caloosa A
First-Time Attendees Important Orientation and Education Basics

This is an informal session for new attendees to meet the FACC Board of Directors, including the current and incoming FACC presidents, the FACC executive director, and FACC staff, as well as staff from the Florida Institute of Government. **Discussion will include IIMC requirements for earning credit at the educational sessions.** Please join us for a brief but informative session to learn how your association can assist you in your professional goals and challenges, while also helping us get to know you.

Presented by: FACC Board Members, Florida IOG Staff, and FACC Staff

PROGRAM OF EVENTS

5:45 p.m. - 7:00 p.m. Caloosa B
FACC Board of Directors Meeting

7:00 p.m. - 8:00 p.m. Caloosa B
FACC Board of Directors Dinner (*Board Members only*)

MONDAY, JUNE 8

7:00 a.m. - 8:30 a.m. East Foyer
Light Continental Breakfast

7:00 a.m. - 5:00 p.m. East Foyer
Registration Desk Open

7:00 a.m. - 5:00 p.m. East Foyer
Silent Auction Bidding Open

7:30 a.m. - 8:15 a.m. Fourth Floor Meeting Rooms
District Meetings
Central East - Heitman **Southeast** - Edison
Central West - Hendry **Southwest** - Firestone
Northeast/Northwest - Langford
South - McGregor

8:30 a.m. - 9:45 a.m. Caloosa AB
Opening Ceremonies and Keynote Address
Welcome and Introductions: FACC President Elizabeth Garcia-Beckford, MMC, MBA
Presentation of Colors: City of Fort Myers Police Department Honor Guard
National Anthem: Alice Rollins, St. Francis Xavier Catholic School (7th Grade)
Pledge of Allegiance: FACC President Elizabeth Garcia-Beckford, MMC, MBA
Invocation: Chaplain Raphael Rosado, City of Fort Myers Police Department
Welcome Address: Mayor Kevin B. Anderson, City of Fort Myers

Keynote Address – Thriving Through the Chaos

City Clerks keep cities moving. When the calendar explodes and the inbox floods, this keynote shows how to turn pressure into performance. We'll reframe chaos with a simple

truth: the position may not be indispensable, but the person who fills it is, unlocking calm, clarity, and confidence in every room. Attendees will leave with a punch list for composure, communication, and culture so they can thrive through the chaos, not just survive it.

Presented by: Jose Flores, Mindset Disruptor, Indispensable Now, Inc.

9:45 a.m. - 10:00 a.m. East Foyer
Refreshment Break

10:00 a.m. - 12:00 p.m. Caloosa AB
Joint Session – 2026 Legislative Update
(1.5 CMC/MMC Hours)

Join us for a summary of what legislation passed and failed during the 2026 Legislative Session, as well as a review of the good and the bad and what it all means for Municipal Clerks in the future.

Presented by: Allison Payne, Executive Director, FACC, Manager, Advocacy Programs and Federal Affairs, Florida League of Cities, Inc., and Sam Wagoner, Legislative Advocate, Florida League of Cities, Inc.

12:00 p.m. - 1:45 p.m. Caloosa DE
FACC Luncheon and Annual Business Meeting

2:00 p.m. - 5:00 p.m. Caloosa AB
Joint Session – Leading with Purpose**
(3 CMC/MMC Hours)

This interactive workshop explores the core behaviors and mindsets that create cohesive, high-performing teams. Drawing from Patrick Lencioni's *Five Dysfunctions of a Team* and Brené Brown's work on courage, vulnerability, and practical tools from behavioral science, participants will learn how to strengthen trust, engage in healthy conflict, foster commitment, build peer-driven accountability, and keep teams focused on collective results. Through scenarios, reflection prompts, partner discussions, and leadership tools, attendees will practice strategies for navigating tough conversations, increasing psychological safety, and modeling the behaviors

PROGRAM OF EVENTS (CONTINUED)

that drive real organizational impact. Leaders will leave with actionable techniques they can immediately use to improve team dynamics, communication, and performance.

Presented by: Mary White, Ph.D., Positive Behavior Supports Corp., Inc., and Ginger Featherstone, Ph.D., Positive Behavior Supports Corp., Inc.

3:30 p.m. - 6:00 p.m. Caloosa C
Exhibit Hall Open

3:30 p.m. - 4:00 p.m. Caloosa C
Refreshment Break in Exhibit Hall

5:00 p.m. - 6:00 p.m. Caloosa C
Welcome Reception and President's Presentation in Exhibit Hall

6:00 p.m. - 8:00 p.m. Sunset Patio
Networking Spot Beacon Social Drinkery (Hotel Rooftop Bar)

TUESDAY, JUNE 9

7:00 a.m. - 8:00 a.m. East Foyer
Light Continental Breakfast

7:00 a.m. - 5:30 p.m. East Foyer
Registration Desk Open

7:30 a.m. - 3:30 p.m. East Foyer
Silent Auction Bidding Open

8:00 a.m. - 10:00 a.m. Caloosa D
Session A – Records Management and Emerging Challenges
(2 CMC/MMC Hours)

As technology advances at a rapid rate, it is often difficult to adapt long-established public records protocols. Join us for an engaging session that will touch on emerging challenges for local governments and their records custodians in an ever-shifting legal landscape.

Presented by: Randy D. Mora, Esq., Partner, Trask Daigneault LLP, Clearwater, FL

8:00 a.m. - 10:00 a.m. Caloosa E
Session B – Ethics & Public Service
(2 CMC/MMC Hours)

City Clerks regularly encounter ethical risk because they serve as custodians of public records, gatekeepers of governmental processes, and neutral administrators. As a Florida city clerk, you are often held to a higher standard when navigating situations that involve both ethical judgment and legal considerations. This two-hour program focuses on practical, everyday scenarios clerks face and offers strategies grounded in professional ethics rather than legal advice. You will leave with usable tools, including neutral, process-based language and five core ethics principles to support sound decision-making and protect public trust.

Presented by: Anne Schroeder, President, Schroeder Consulting Services

10:00 a.m. - 3:30 p.m. Caloosa C
Exhibit Hall Open

10:00 a.m. - 10:30 a.m. Caloosa C
Refreshment Break in Exhibit Hall

10:30 a.m. - 12:00 p.m. Caloosa D
Session A – The Power of “And”: Reframing Stress, Strength, and Service
(1.5 CMC/MMC Hours)

This interactive session explores *The Power of “And”*—a mindset that builds mental resilience by reframing stress without diminishing performance. Through reflection, practical tools, and a light improv-based experience, participants will learn how to hold complexity with confidence and lead with both professionalism and humanity.

Presented by: Tracy Ann Duhaney, MSc, Leadership and Organizational Development Consultant, The Amboseli Group

10:30 a.m. - 12:00 p.m. Caloosa E
Session B – The Human Side of Tech Transformation: Helping Staff Adapt to New Tools, New Expectations, and Accountability Cultures
(1.5 CMC/MMC Hours)

From digital records systems to AI-driven workflows, City Clerks may be at the center of government modernization.

PROGRAM OF EVENTS

This technology adoption often triggers stress, resistance, fear of accountability, and culture shifts within teams. This session explores the *human side* of tech transformation. Explore ways to handle uncertainty, shifting mindsets, and morale. Learn to model emotional steadiness during change. Participants will leave with practical tools to build adaptability, strengthen trust, and help their teams move from compliance to confidence in an evolving public service environment while adapting to tech transformation.

Presented by: Trina Pulliam, President, Trainnovations, Inc.

12:00 p.m. - 1:30 p.m. Caloosa C
Sidewalk Café in Exhibit Hall

Each conference attendee will receive one \$30 lunch coupon for the Sidewalk Café. If items purchased exceed \$30, credit cards will be accepted on-site; please note that cash will not be accepted. Tables and seating will be available in and near the Exhibit Hall.

1:30 p.m. - 3:00 p.m. Caloosa D
Session A – De-Escalation Techniques
(1.5 CMC/MMC Hours)

This session introduces participants to foundational de-escalation strategies rooted in effective communication and interpersonal awareness. Designed for those who regularly navigate tense or emotionally charged situations, the workshop highlights practical approaches for staying grounded, reducing reactivity, and guiding conversations back toward productive outcomes. Participants will explore adaptable tools such as active listening, emotional regulation, and framing techniques that can be applied across a variety of communication contexts.

Presented by: Michelle Dusseau, Ph.D., Associate Lecturer, University of Central Florida, College of Communication

1:30 p.m. - 3:00 p.m. Caloosa E
Session B – Leading with Clarity: Building Self Awareness, Accountability, and Objectivity in Public Service Leadership
(1.5 CMC/MMC Hours)

City Clerks operate at the center of public trust, transparency, and political complexity. In environments where every word, action, and record matters, clarity is essential. This session explores how self-awareness, accountability, and

objectivity strengthen credibility and reinforce the Clerk's role as a neutral, trusted public servant. Participants will examine how emotional triggers, political pressures, and organizational stress can subtly influence decision-making and communication. Designed specifically for Clerk offices, this presentation offers actionable leadership practices that protect neutrality, build staff confidence, and sustain public trust — even in high-visibility, high-pressure environments. Because clarity in leadership is not just procedural, it is personal.

Presented by: Trina Pulliam, President, Trainnovations, Inc.

3:00 p.m. - 3:30 p.m. Caloosa C
Refreshment Break in Exhibit Hall

Company door prizes will be awarded during the break. Must be present to win.

3:30 p.m.
Exhibit Hall Game Ends
(Submit your completed forms to the Registration Desk)

3:30 p.m.
Silent Auction Bidding Concludes

3:30 p.m. - 5:30 p.m. Caloosa D
Session A – Navigating Difficult Conversations with Municipal Officials
(2 CMC/MMC Hours)

Building on core communication principles, this session equips participants with strategies for managing challenging interactions with municipal leaders, elected officials, and other public stakeholders. The workshop emphasizes clarity, professionalism, and relationship-centered communication while acknowledging the unique pressures and dynamics present in government environments. Attendees will learn adaptable techniques for preparing for high-stakes discussions, responding to resistance, and fostering constructive dialogue—even when perspectives diverge.

Presented by: Michelle Dusseau, Ph.D., Associate Lecturer, University of Central Florida, College of Communication

PROGRAM OF EVENTS (CONTINUED)

3:30 p.m. - 5:30 p.m.

Caloosa E

Session B – TRIM Compliance

(2 CMC/MMC Hours)

This session will guide Florida City Clerks through the essential steps of the Truth in Millage (TRIM) process—from certification of taxable values through the final budget hearing. Participants will review key statutory requirements, critical deadlines, notice and advertising obligations, and practical strategies for coordinating with property appraisers, tax collectors, and municipal staff.

The training is designed to equip Clerks with the knowledge and tools needed to confidently manage the TRIM calendar, maintain statutory compliance, and ensure a smooth, transparent process for adopting municipal millage rates and budgets.

Presented by: Dametria Hayward-Williams, Revenue Program Administrator I, Property Tax Oversight Program/TRIM Section, Florida Department of Revenue

5:45 p.m. - 8:30 p.m.

Topgolf (Offsite)

Clerks' Night Out

(Pre-Registration was required.)

WEDNESDAY, JUNE 10

7:30 a.m. - 8:30 a.m.

East Foyer

Light Continental Breakfast

7:30 a.m. - 11:30 a.m.

East Foyer

Registration Desk Open

8:30 a.m. - 11:30 a.m.

Caloosa AB

Closing Session – More Than a Clerk: Hopeful, Healthy, and Human

(3 CMC/MMC Hours)

In this dynamic, highly interactive three-hour closing session, Annie Meehan leads participants through her award-winning *Be the Exception* framework — using the official BTE-PD-Workbook as the foundation — while intentionally weaving in the H3 Culture model: Hope, Health, and Happiness in the Workplace.

This is not simply a keynote; it is a guided leadership experience.

Presented by: Annie Meehan, Certified Speaking Professional, NSA Hall of Fame Inductee, Author, Entrepreneur

10:00 a.m. - 10:15 a.m.

East Foyer

Refreshment Break

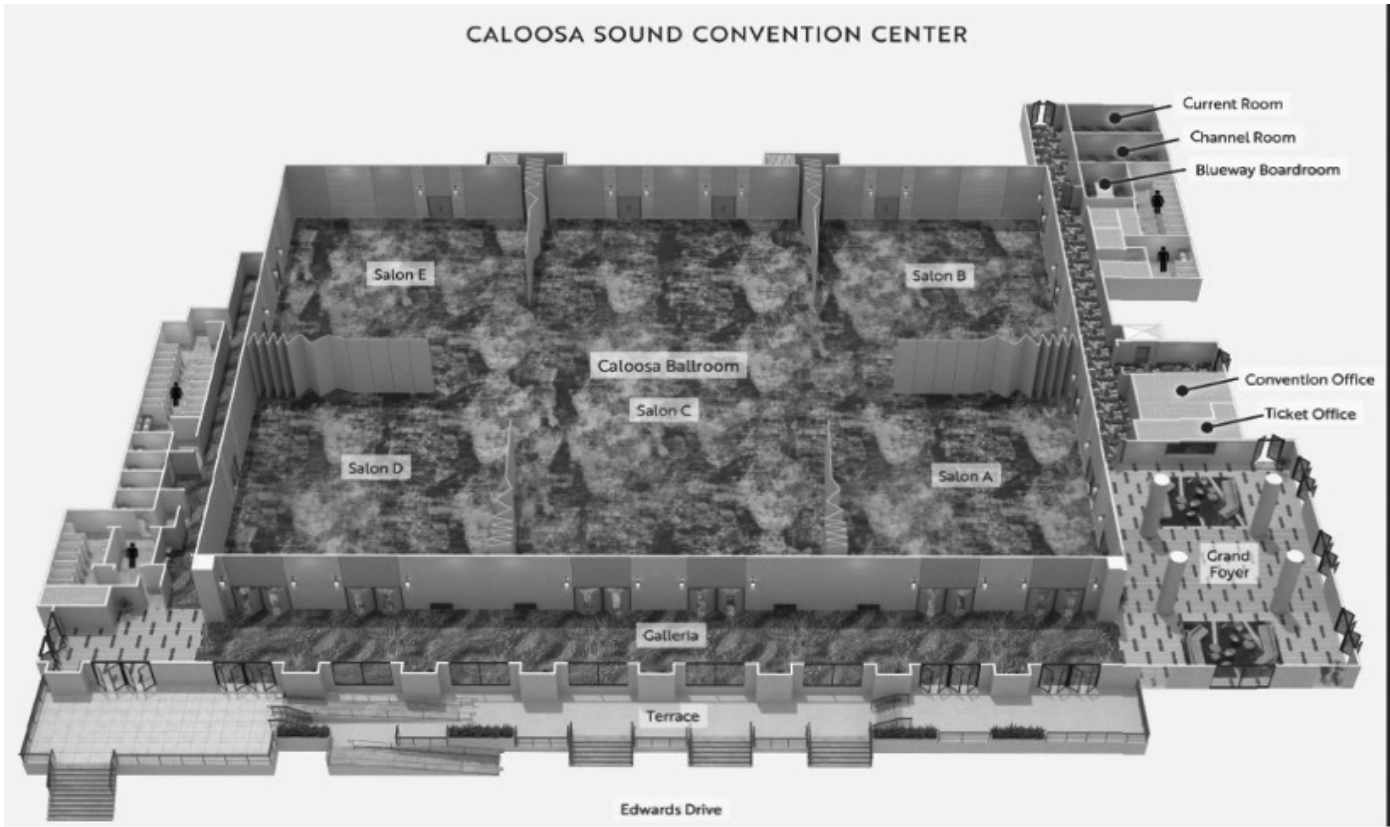
11:30 a.m. - 12:00 p.m.

Caloosa AB

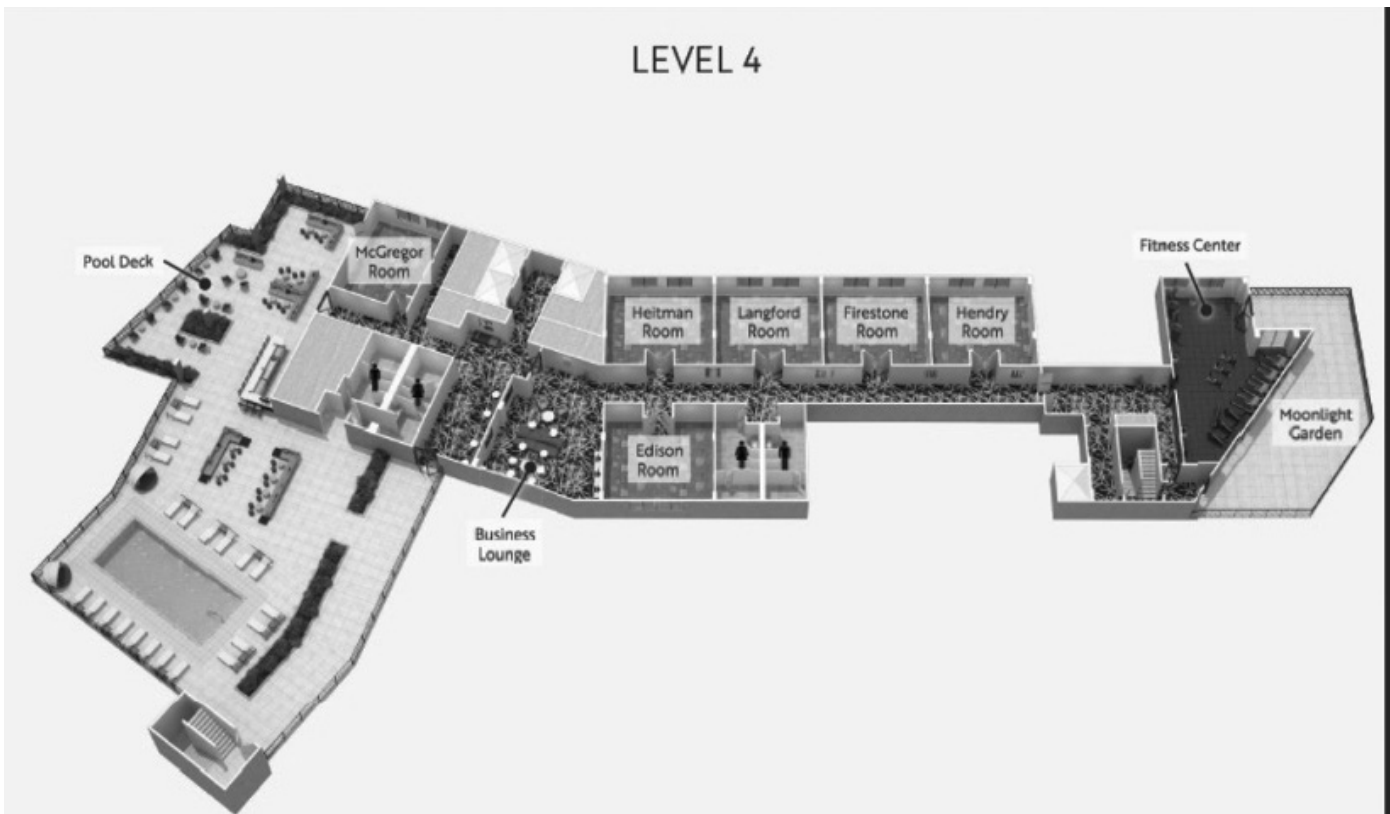
Closing Remarks and Door Prizes

Must be present to win.

HOTEL MEETING SPACE/SITE MAP



Caloosa Sound Convention Center



4th Floor Meeting Rooms

FLORIDA EDUCATION FUND



Florida Association of City Clerks **Thank You For Donating!**

The Florida Education Fund (FEF) was created in 2013 to raise funds for FACC's professional education programs and protect training investments. FEF is used exclusively for the purpose of providing highly sought-after facilitators and other esteemed education professionals and programs that may far exceed our association budget. The FEF is funded through direct donations of Florida's Clerks, supporting agencies, individuals, corporations, or bequests and endowments. The intent of FEF is to "supplement" the current educational budget, not offset the current budgeted funds. You can make an annual contribution, a monthly contribution, or a one-time contribution. **To donate, contact FACC at facc@flicities.com.**

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Elizabeth Garcia-Beckford, MMC, MBA

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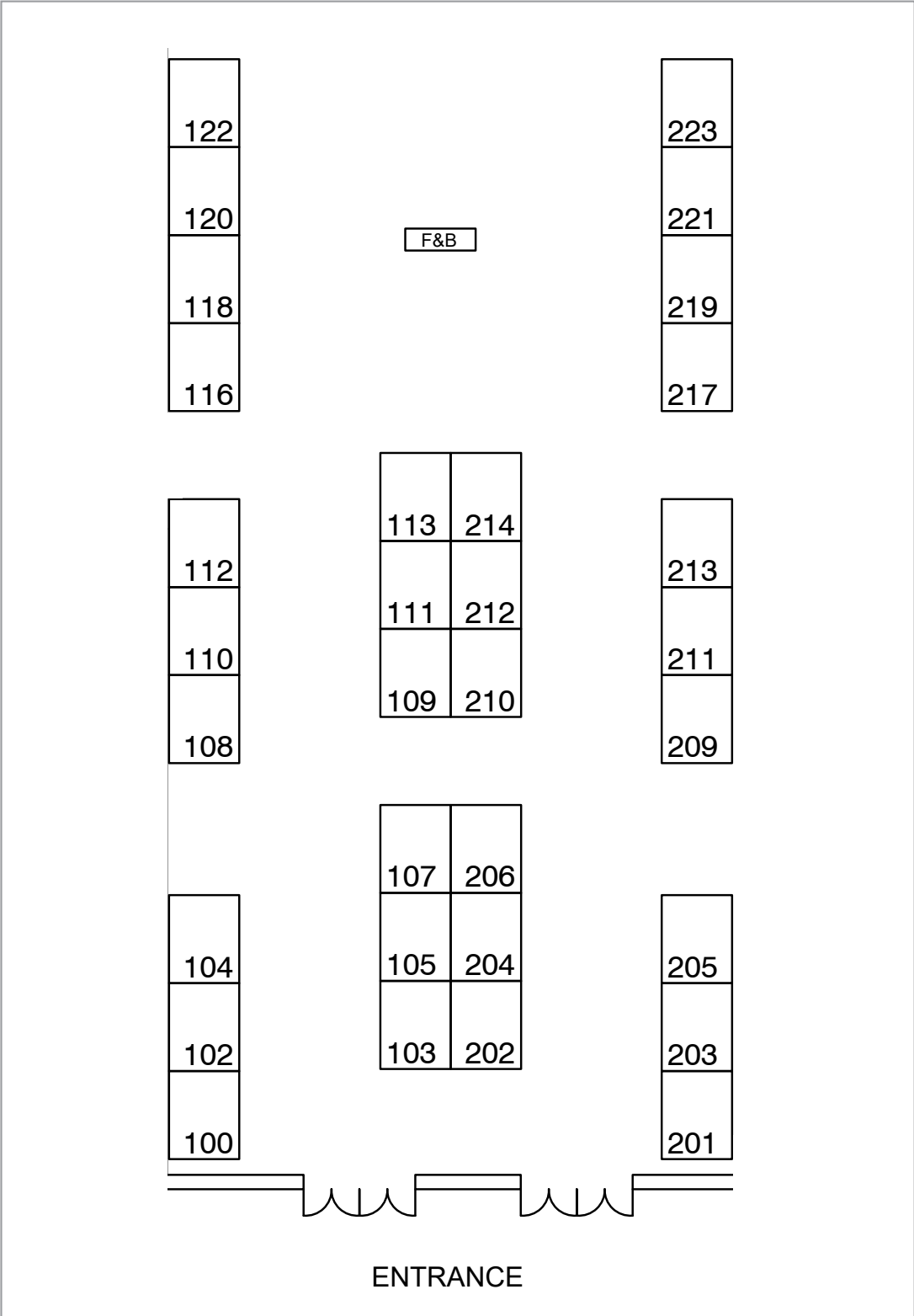
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Jennifer Myers, CMC
Anna Rottermond, MMC

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1972-1974

Robert N. Clark*
Sunrise

1974-1975

Marguerite (Peg) Docen,
CMC*
Fort Lauderdale

1975-1976

Robert C. James*
Fort Pierce

1976-1977

Jack F. Mathews*
Key West

1977-1978

Kathryn H. O'Halloran, MMC*
Highland Beach

1978-1979

Janet L. Cason, CMC*
Naples

1979-1980

Ann Parks Byland, CMC
Belle Isle

1980-1981

Charlotte Lunz Burrie, CMC
Pompano Beach

1981-1982

Darleen Mitchell, CMC*
Oakland Park

1982-1983

Donna Bender Barnett, CMC*
Madeira Beach

1983-1984

June H. Boglioli, CMC
Belle Glade

1984-1985

Muriel W. Rickard, CMC*
Deerfield Beach

1985-1986

George H. Ireland, CMC*
Niceville

1986-1987

Virginia K. Walker, CMC*
South Bay

1987-1988

Sandra L. Woodall, CMC*
Brooksville

1988-1989

Patricia A. McDaniels (Piller),
CMC
Davie

1989-1990

Donna L. Williams, MMC*
Maitland

1990-1991

Eula R. Jorgensen, CMC
Cape Coral

1991-1992

Patricia A. Dutton, CMC
Temple Terrace

1992-1993

Sue E. Blackwell, CMC*
Holly Hill

1993-1994

Linda M. Davidson, CMC*
Belle Isle

1994-1995

Bonnie Haynes, CMC
Safety Harbor

1995-1996

Billy E. Robinson, CMC
Sarasota

1996-1997

Paula G. Cook
Tallahassee

1997-1998

Fay W. Craig, CMC
Orlando

1998-1999

Patrizia L. Arends, CMC
Longboat Key

1999-2000

Johnnie F. Soule, CMC
Jasper

2000-2001

Gwen Azama-Edwards, MMC
Daytona Beach

2001-2002

Daniel J. Doucet, MMC*
Niceville

2002-2003

Lori Stelzer, MMC
Venice

2003-2004

Teresa M. Soroka, CMC
Aventura

2004-2005

Faith G. Miller, MMC, MPA
Deltona

2005-2006

Betty M. Richardson, MMC*
Leesburg

2006-2007

Melissa E. (Burns) Small, MMC*
Temple Terrace

2007-2008

Tammy K. Bursick, MMC
Vero Beach

2008-2009

Cynthia E. Goudeau, MMC
Clearwater

2009-2010

Pamela Smith, MMC
Lee County

2010-2011

Jackie Lawhon, MMC
Sopchoppy

2011-2012

Barbara Estep, MMC
Miami Shores Village

2012- 2013

Kelly Koos, MMC
Lakeland

2013-2014

Lori McWilliams, MPA, MMC, FCPC
Tequesta

2014-2015

Audrey E. Sikes, MMC, FCPC
Lake City

2015-2016

Tracy Ackroyd Howe, MMC
Clermont

2016-2017

Chevelle D. Addie, MMC
Wellington

2017-2018

Gwen Johns, MMC, FCPC
Umatilla

2018-2019

Pamela L. Latimore, MMC

2019-2020

Bea L. Meeks, MMC, CPM, CBTO
Edgewood

2020-2021

Debra R. Buff, MMC
Belle Glade

2021-2022

Stacey Johnston, MMC, CBTO
Holmes Beach

2022-2023

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Temple Terrace

2023-2024

Angie Guy, MMC, FCPC
Dade City

2024-2025

Patricia J. Burke, MPA, MMC, FCPC
Palm Shores



FACC ANNUAL MEMBERSHIP BUSINESS MEETING AGENDA

MONDAY, JUNE 8, 2026 - 12:00 P.M. - 1:45 P.M.

Luminary Hotel & Co. - Fort Myers, Florida

AGENDA

- I. **Call to Order - Elizabeth Garcia-Beckford, MMC, MBA, President, City Clerk, Wilton Manors**
- II. **Introductions and Recognition of Special Guests - Elizabeth Garcia-Beckford, MMC, MBA, President**
- III. **Consideration of Minutes - Membership Meeting of July 14, 2025**
- IV. **Treasurer's Report - Elizabeth Garcia-Beckford, MMC, MBA, President**
- V. **Proposed By-Laws Changes - Elizabeth Garcia-Beckford, MMC, MBA, President**
- VI. **Recognize Officers and Directors - Elizabeth Garcia-Beckford, MMC, MBA, President**
- VII. **Recognize Committee Chairs - Elizabeth Garcia-Beckford, MMC, MBA, President**
- VIII. **Awards and Scholarships Committee Report - Sharon Lauther, MMC, FCRM, Chair, City Clerk, Haines City**
- IX. **Awards and Recognitions - Elizabeth Garcia-Beckford, MMC, MBA, President**
- X. **FCPC Graduates - Elizabeth Garcia-Beckford, MMC, MBA, President**
- XI. **Nominating Committee Report and Slate of Officers - Patricia J. Burke, MPA, MMC, FCPC, Chair, Town Clerk-Manager, Palm Shores**
- XII. **Outgoing President's Remarks - Elizabeth Garcia-Beckford, MMC, MBA, President**
- XIII. **Outgoing President's Recognition - Reneé R. Basel, MMC, President-Elect, Town Clerk, Gulf Stream**
- XIV. **Installation of Officers and Directors - Lori McWilliams, MPA, MMC, FCPC, IIMC Region III Director, Village Clerk, Tequesta**
- XV. **Installation of President - Bea L. Meeks, MMC, CPM, CBTO, FACC Past President, Retired City Clerk, Edgewood**
- XVI. **Presentation of Gavel to Incoming President - Elizabeth Garcia-Beckford, MMC, MBA, Immediate Past President**
- XVII. **Incoming President's Remarks - Reneé R. Basel, MMC, President**
- XVIII. **Announcements - Reneé R. Basel, MMC, President**
- XIX. **Adjourn**



FACC ANNUAL MEMBERSHIP BUSINESS MEETING MINUTES

MONDAY, JULY 14, 2025 – 12:00 P.M.-1:45 P.M. ET
JW MARRIOTT MIAMI TURNBERRY RESORT & SPA
AVENTURA, FLORIDA

I. Call to Order

The membership meeting of the Florida Association of City Clerks was called to order at 12:00 p.m. ET by Patricia J. Burke, MPA, MMC, RLO, President.

II. Introductions and Recognition of Special Guests

President Burke recognized guests in attendance. She welcomed IIMC Region III Director Mark K. Massey, CMC, Clerk of Council, Savannah, Georgia, and IIMC Region III Director Lori McWilliams, MPA, MMC, Village Clerk, Tequesta, Florida.

III. Consideration of Minutes –

A motion was offered, seconded and unanimously passed to approve the minutes of the 2024 Membership Meeting.

IV. Treasurer's Report

President Burke presented the Treasurer's Report.

V. Proposed Budgets for 2025-2026 – Patricia J. Burke, MPA, MMC, RLO, President

President Burke presented the proposed budget.

A motion was offered, seconded and unanimously passed to approve the proposed budgets for 2025-2026. The motion carried on voice vote.

VI. Committee Reports

President Burke noted that most reports will be provided via an upcoming issue of the *Friday Newsletter*; those in bold will be presented. She then recognized the committee members and thanked them for their service on behalf of the FACC.

A. Auction/50-50 Committee – No report presented.

B. **Awards and Scholarships Committee – Sharon Lauther, MMC, FCRM, Chair, City Clerk, Haines City**
Verbal report presented.

C. Budget Committee – Patricia J. Burke, MPA, MMC, RLO, Chair, Town Clerk-Manager, Palm Shores
No report presented.

D. By-Laws/Manual Revisions Committee – Kristen J. Bryant, JD, CMC, Chair, City Clerk, Gainesville
No report presented.

- E. Discussion Forum Committee – Jenorgen M. Guillen, MMC, Chair, City Clerk, Hallandale Beach
No report presented.
- F. 2024 Fall Academy Host Committee – Tammy L. Stanzione, CMC, Chair, Deputy City Clerk, Boynton Beach
No report presented.
- G. Florida Certification Task Force – Lori McWilliams, MPA, MMC, Chair, IIMC Region III Director, Village Clerk, Tequesta
No report presented.
- H. 2025 IIMC Region III Conference Host Committee – Sherry D. Henderson, CMC, Chair, Town Clerk, Hillsboro Beach
No report presented.
- I. Investment Advisory Committee – Patricia J. Burke, MPA, MMC, RLO, Chair, Town Clerk-Manager, Palm Shores
No report presented.
- J. Legislative Committee – Judy Meyers, MMC, Chair, City Clerk/Public Information Specialist, New Port Richey
No report presented.
- K. Membership Committee – Tijauna L. Warner, BAS, MMC, Chair, Deputy City Clerk, LaBelle
No report presented.
- L. Mentoring Committee – Vanessa Castillo, MMC, Chair, City Clerk, Winter Haven
No report presented.
- M. Nominating Committee – Angie Guy, MMC, Chair, City Clerk, Dade City
Verbal report presented.**
A motion was offered, seconded and unanimously passed, to approve the slate of Officers and Directors for 2025-2026.
- N. Professional Education Committee – Julie A. Hennessy, MMC, Chair, City Clerk, DeLand
No report presented.
- O. Resolutions Committee – Jennifer J. Nanek, CMC, Chair, City Clerk, Lake Wales
Verbal report presented.**
- P. 2025 Summer Conference and Academy Host Committee – Sherry D. Henderson, CMC, Chair, Town Clerk, Hillsboro Beach
No report presented.

VII. Directors Introduction

President Burke introduced the 2024-2025 Board members as follows:

- A. Central East Director – Gwen Peirce, MPA, MMC, City Clerk, Satellite Beach
- B. Central West Director – Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake

- C. Northeast Director – LeAnne Williams, MMC, FCRM, Deputy City Clerk, Alachua
- D. Northwest Director – Leslie A. Guyer, CMC, City Clerk, Gulf Breeze
- E. South Director – Jenorgen M. Guillen, MMC, City Clerk, Hallandale Beach
- F. Southeast Director – Quintella L. Moorer, MMC, City Clerk, Greenacres
- G. Southwest Director – Scotty Lynn Kelly, MMC, CGSP, City Clerk, Sanibel

VIII. Awards and Recognitions – Patricia J. Burke, MPA, MMC, RLO, President
President Burke presented the following awards:

- Clerk of the Year Award – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, City of Wilton Manors
- Robert N. Clark Award – Sherry D. Henderson, CMC, Town Clerk, Town of Hillsboro Beach
- President’s Award – Julie A. Hennessy, MMC, Chair, City Clerk, City of DeLand

IX. Slate of Officers – Angie Guy, MMC, Nominating Committee Chair
Chair Guy presented the proposed slate of 2025-2026 Officers and Directors as follows.

- Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors, President
- Renéé R. Basel, MMC, Town Clerk, Gulf Stream, President-Elect
- Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake, Vice President
- Patricia J. Burke, MPA, MMC, RLO, Town Clerk-Manager, Palm Shores, Immediate Past President
- Gwen Peirce, MPA, MMC, City Clerk, Satellite Beach, Central East Director
- Lisa Morris, BA, MMC, CRM, Deputy City Clerk, Brooksville, Central West Director
- Erin West, MMC, MPA, City Clerk, Green Cove Springs, Northeast Director
- Maryanne Girard, MMC, MA, City Clerk, Crestview, Northwest Director
- Sherry D. Henderson, CMC, Town Clerk, Hillsboro Beach, South Director
- Kelly I. Avery, CMC, Town Clerk, Ocean Ridge, Southeast Director
- Scotty Lynn Kelly, MMC, CGSP, City Clerk, Sanibel, Southwest Director

X. Outgoing President’s Remarks – Patricia J. Burke, MPA, MMC, RLO, President
President Burke thanked the Board of Directors, Committees and the membership for their support during her year as President.

XI. Presentation of President’s Plaque and Pin – Elizabeth Garcia-Beckford, MMC, MBA, President-Elect
President-Elect Garcia-Beckford presented the President’s plaque and pin to President Burke.

- XII. Installation of 2025-2026 District Directors** – Mark K. Massey, CMC
Oaths of office were administered to the District Directors.
- XIII. Installation of 2025-2026 President-Elect** – Mark K. Massey, CMC
Oath of office was administered to the President-Elect.
- XIV. Installation of 2025-2026 Vice President** – Lori McWilliams, MPA, MMC
Oath of office was administered to the Vice President.
- XV. Installation of 2025-2026 Immediate Past President** – Lori McWilliams, MPA, MMC
Oath of office was administered to the Immediate Past President.
- XVI. Installation of 2025-2026 President** – Retired City Clerk Patricia Vancheri, MMC
Oath of office was administered to the President Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, City of Wilton Manors.
- XVII. Presentation of Gavel to Incoming President** – Patricia J. Burke, MPA, MMC, RLO
Immediate Past President Burke presented the President’s gavel to President Garcia-Beckford.
- XVIII. Incoming President’s Remarks** – Elizabeth Garcia-Beckford, MMC, MBA, President
President Garcia-Beckford briefly described her goals for the upcoming year and thanked everyone for their continued support.
- XIX. Announcements** – Elizabeth Garcia-Beckford, MMC, MBA, President
- XX. Adjourn**
There being no further business, the membership meeting was adjourned at 1:45 p.m. ET.



Allison Payne
FACC Executive Director

Approved:

Elizabeth Garcia-Beckford, MMC, MBA
President

Reneé R. Basel, MMC
President-Elect

2025-2026 RESOLUTIONS ISSUED

2025-93	Sue Frank, MMC, City Clerk, City of Indian Harbour Beach	Retirement
2025-94	Judy S. Rice, MMC, FCRM, CPM, City Clerk, City of Newberry	Retirement
2025-95	Linda S. Hansell, CMC, City Clerk, City of Kissimmee	Retirement
2026-96	Julie A. Hennessy, MMC, City Clerk, City of DeLand	Retirement
2026-97	Stacey Johnston, MMC, CBTO, City Clerk, City of Holmes Beach	Retirement

FACC Fiscal Year 2026-2027 Slate of Officers and Directors

President

Reneé R. Basel, MMC

President-Elect

Dawn M. Wright, MMC, FCRM, PHRP

Vice President

Jenorgen M. Guillen, MPA, MMC

Immediate Past President

Elizabeth Garcia-Beckford, MMC, MBA

Central East Director

Jessica Burnham, CMC, FCRM

Central West Director

Sharon Lauther, MMC, FCRM

Northeast Director

Erin West, MMC, MPA, FCPC

Northwest Director

Leslie A. Guyer, MMC

South Director

Sherry D. Henderson, CMC

Southeast Director

Kelly I. Avery, CMC

Southwest Director

Scotty Lynn Kelly, FCPC, MMC, CGSP



MARK YOUR CALENDAR FOR FUTURE FACC EVENTS:

FACC 2026 Fall Academy

October 4-8, 2026

Palmetto Marriott Resort & Spa, Palmetto

FACC 2027 Summer Conference & Academy

July 25-28, 2027

The Vinoy Resort & Golf Club, Autograph Collection, St. Petersburg

FACC 2027 Fall Academy

October 24-28, 2027

Palmetto Marriott Resort & Spa, Palmetto

FACC 2028 Summer Conference & Academy

June 25-28, 2028

The Vinoy Resort & Golf Club, Autograph Collection, St. Petersburg

To view all of the upcoming FACC events, visit floridaclerks.org.