



Florida Association of City Clerks

Board of Directors

Via Zoom

May 7, 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, May 7, 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. April 16, 2026
4. **Old Business**
 - A. ****Consideration: Dues Increase** – Executive Director Allison Payne
 - B. ****Consideration: FACC Logo** – President Garcia-Beckford
5. **New Business**
 - A. Discussion: Budget Changes for FY 2026–2027 – Executive Director Payne
 - B. Discussion: FACC Educational Opportunities Survey – Executive Director Payne
 - C. Discussion: Board Gift for President – Executive Director Payne
 - D. Discussion: Florida Education Fund (FEF) – President Garcia-Beckford
6. **Other Business**
7. **Closing Remarks**

NEXT BOARD MEETING: Sunday, June 7, 2026, 5:45 p.m. ET, Fort Myers, followed by Board Dinner at 7:00 p.m. ET. Required report due May 29, 2026.

8. **Adjourn**

****Action Requested.**

**FLORIDA ASSOCIATION OF CITY CLERKS
BOARD MEETING – ZOOM
MAY 7, 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:

	Jenny Anderson, 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
	Meredith Montgomery, FLC Meeting Planner
	Caressa Andrews-Moye, FLC Affiliate Services Coordinator

ITEM NUMBER 3A
MINUTES – APRIL 16, 2026

DISCUSSION:

The Board met on April 16, 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 – April 16, 2026



**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

Reneé Basel, MMC
President-Elect

ITEM NUMBER 4A
CONSIDERATION: DUES INCREASE

DISCUSSION:

At the last Board Meeting, the Board was in agreement for staff to evaluate Consumer Price Index (CPI)-based dues increase and present a proposal at the May Board meeting.

Current FACC Dues:

Full Membership

City Population 20,000 & under \$100.00

City Population 20,001 - 50,000 \$125.00

City Population 50,001 - 100,000 \$150.00

City Population 100,001 & over \$175.00

Associate Membership

\$100.00

Student Membership

\$25.00

REQUESTED ACTION:

Approve dues increase as proposed.

ATTACHMENTS:

None

ITEM NUMBER 4B
CONSIDERATION: FACC LOGO

DISCUSSION:

At the last Board meeting, it was recommended that the FACC logo be redesigned to include the association's full name spelled out around the logo. The new logo is attached for the Board's approval.

REQUESTED ACTION:

Approve new logo.

ATTACHMENTS:

New FACC Logo



ITEM NUMBER 5A
DISCUSSION: BUDGET CHANGES FOR FY 2026-2027

DISCUSSION:

Executive Director Allison Payne will lead a discussion on budget changes for Fiscal Year 2026-2027.

REQUESTED ACTION:

None

ATTACHMENTS:

None

ITEM NUMBER 5B
DISCUSSION: FACC EDUCATIONAL OPPORTUNITES SURVEY

DISCUSSION:

An FACC Educational Opportunities Survey was recently conducted. The feedback provides valuable insight into member needs and will help guide the continued development and refinement of our FACC education programs.

REQUESTED ACTION:

None

ATTACHMENTS:

FACC Educational Opportunities Survey

FACC Educational Opportunities Survey

March 2026

50% Response Rate (336/675)

Key Takeaways:

- 86% of respondents want more online educational opportunities, indicating strong demand for expanded virtual offerings.
- Time away from the office (59%) is the top barrier to attending FACC programs, followed by scheduling conflicts (41%) and travel costs (32%).
- Nearly half of respondents (47%) prefer shorter, single-session trainings, compared to multi-session or multi-day formats.
- Top preferred educational topics include records management & public records (68%), technology & innovation (65%), and elections administration (60%).
- A majority of respondents (56%) prefer the Fall Academy to be structured over three consecutive days.
- Access to regional training is limited or unclear, with only 15% reporting access and 57% unsure of available opportunities.

Q1.

Are you currently a member of the Florida Association of City Clerks (FACC)?		
Response	Frequency	Percentage
Yes	320	96%
No	15	4%
Total	335	100%

Q2.

How long have you served in a city clerk role (in any municipality)?		
Response	Frequency	Percentage
Less than 1 year	24	8%
1-3 years	60	20%
4-7 years	69	22%
8-14 years	71	23%
15+ years	83	27%
Total	307	100%

Q3.

Are you currently a member of the International Institute of Municipal Clerks (IIMC)?		
Response	Frequency	Percentage
Yes	306	91%
No	29	9%
Total	335	100%

Q4.

Do you currently utilize IIMC education classes?		
Response	Frequency	Percentage
Yes, regularly	58	17%
Yes, occasionally	166	50%
No	110	33%
Total	334	100%

Q5.

Which best describes you? Select all that apply.		
Response	Frequency	Percentage
Working toward Certified Municipal Clerk (CMC)	92	27%
Working toward Master Municipal Clerk (MMC)	101	30%
Working toward Florida Certified Professional Clerk (FCPC)	20	6%
Already hold CMC/MMC and maintaining credentials	127	38%
Not pursuing credentials at this time	35	10%

Q6.

What types of educational topics would be most helpful to you? Select all that apply.		
Response	Frequency	Percentage
Core CMC/MMC required courses	152	45%
Advanced governance and ethics	179	53%
Records management & public records	229	68%
Elections administration	201	60%
Legislative process & advocacy	162	48%
Leadership, management, and supervision	177	53%
Technology and innovation in the clerk's office	217	65%
FCPC courses	59	18%
Other:	23	7%

Other: - Text
Response
Actual city clerk requirements and dates required and what those requirements include.
ADA

Advanced records mgmt. Upcoming Tech. Managing Public records
Budgets
Cemetery operations, Campground/Marina Operation, grants, etc.
Contract Management and Administration
Course on specific clerk functions, for instance: how to write an ordinance or resolution. Not just discussion of it but proper wording and formatting and going through exercises on actually writing them. This is just one example but that is the kind of things I think are good for new clerks to be exposed to and learn.
Financial & Budgets
Gift Law & Reporting
handling different work ethics/personalities in an office
I already maintained the FCPC Certification
Implementing AI into minutes and meetings.
Legislative Updates
Lobbyist, Charter, Roberts Rules of Order.
Methods to encourage efficient and civil public meetings in the face of a decline in civility throughout the nation.
Navigating Charter Officer Relationships
Parliamentary Procedures
Planning, zoning, code
Public Speaking (with actual public speaking in the class)
Roberts Rules, PACs, Ethics
Statutory Updates affecting Clerks
What is FCPC? Archival preservation. Technology and program classes not presented by a company. Human Resources. Budgeting and budget technology. Time management. Professional communication, including persuasive communication. Excel. Peer city gatherings.

Q7.

What class length do you prefer for FACC educational offerings? (CMC/MMC points are 2 hours per point)		
Response	Frequency	Percentage
Single-session training (1-2 hours; e.g., webinar)	154	47%
Short multi-session training (approximately 8 total hours over 1-2 days; e.g., split over two half-days)	77	23%
Extended multi-day training (~32 hours; e.g., Fall Academy-style program)	99	30%
Total	330	100%

Q8.

Regarding the FACC Fall Academy, which format do you prefer?		
Response	Frequency	Percentage
Shorter sessions spread over multiple days (2-3 hours per class)	141	43%
Fewer, longer sessions (4 hours per class)	21	6%
A mix of short and long sessions	104	32%
No preference	57	17%
Other:	7	2%
Total	330	100%

Other: - Text
Response
2-3 hours per class but it can be the whole day. I just prefer to not get out at 5:30. It should end around 4:30/5:00 like any other work day.
Actually depends on the material; presenter; interactive and practical versus death by power point
I think the length depends on the quality of the information provided.
It is important that the full 32 hours (or 40 I don't remember how long) is achieved each Fall Academy, however it is done.
Never attended
Virtual option

Q9.

How many consecutive days of training at Fall Academy works best for you?		
Response	Frequency	Percentage
3 days	181	56%
4 days	124	38%
5 days	18	6%
Total	323	100%

Q10.

Would you like to see more online educational opportunities offered by FACC?		
Response	Frequency	Percentage
Yes	280	86%
No	11	3%
Unsure	34	10%
Total	325	100%

Q11.

If yes, what format do you prefer? Select all that apply.		
Response	Frequency	Percentage
Live webinars	179	64%
On-demand/recorded courses	186	66%
Multi-week virtual courses	90	32%
Hybrid (online + in-person)	86	31%

Q12.

Do you have access to regional, in-person training opportunities?		
Response	Frequency	Percentage
Yes	48	15%
No	91	28%
Unsure	182	57%
Total	321	100%

Q13.

If yes, please provide more information about these opportunities:	
Response	
Able to attend, but it's starting to get harder with the cost of fuel and budget restraints.	
Charles Johns Conference center, Starke Womens Club or Downtown Grill Banquet room	
election training only	
Florida Department of State - Records Training	
Funds are available in my budget to attend regional training.	
I am a member of FRMA, and can take courses that arise throughout the state.	
I don't know of any currently being offered, but if there were, I would consider attending.	
I ensure my department's budget includes adequately allowances for me & my staff to attend the FACC summary & fall trainings. When FL hosts the Region IIMC I ensure funds to attend it. Plus a small amount for any State courses on Records for staff. Then encourage staff to apply for all scholarships to offset these costs and provide savings to my budget.	
IIMC Conference	
IIMC Region III	
Local clerks' association offers annual election training class.	
Members of Central West District have provided opportunities in the past.	
Miami-Dade County City Clerk Association	
More time to enjoy host cities	
My municipality is supportive of training opportunities.	
Our office budgets for ongoing educational opportunities for our clerks.	
PBCMCA periodically provides training	
Polk County City Clerks Association	
Provides an opportunity to network with clerks and share experiences/ideas	

Records training
Through FACC
Travel and training budget approval.

Q14.

What barriers make it difficult for you to attend FACC educational programs? Select all that apply.		
Response	Frequency	Percentage
Travel costs	108	32%
Time away from the office	198	59%
Registration costs	63	19%
Scheduling conflicts	138	41%
Limited virtual options	67	20%
None	45	13%
Other:	28	8%

Other: - Text
Response
Budget and multiple employees
budget cuts
child
Currently none but could change with current legislation
Fall Academy falls during the prime time of our election season so it is a challenge to have one person out of the office to attend
Fall Academy usually scheduled during Commission Meetings, Summer is scheduled the same week as qualifying.
For example, the Summer Conference has been scheduled during one of the most important times for a lot of municipal clerks here in Broward County which is the qualifying period for our elections. It's extremely disappointing.
I have an elderly and sick dog and cannot stay away overnight.
I like to cover while sending others for staff development.
I wear many hats and have to attend many trainings in other subjects
Location
Management Approval
Many times the courses are redundant and makes it hard to want to attend
My municipality does not support paying for the academy if it believes the courses do not contain sufficient educational material.
One person office
Outdated virtual options
Packets due on Friday, Council meeting following Thursday. Both my responsibility.
Political Climate in Office
Sometimes the amount of travel to a location that is farther away from the office. It makes the cost of attending higher.
Staffing issues

Support from Administration
The Fall Academy is held during peak hurricane season which makes it especially difficulty to make plans to be away from the office. The potential for Emergency City Council Meetings is too great. Also, the State Div of Elections designates candidate qualifying week for the second week in June. Many cities must align their qualifying schedules to match this qualifying timeline. Therefore, it will be impossible for me, and many other City Clerks, to attend the FACC 2026 Summer Academy.
There are only 3 employee's running the town so it's hard to get away.
There are some recoded webinars that may be of interest, but they are not dated which gives me pause.
There is nothing offered for my region NW
Topics Offered
Travel & Training are always the first budget cuts

Q15.

Is there anything else FACC could do to better support your professional development and continuing education?
Response
A variety of upper-level classes offered to MMC clerks who have earned their certification. Also, would love to see more maybe trips to local clerk's incorporated into the program.
Advocate for better pay for clerks. Advocate for better professional courtesy and value towards the position from elected officials and high level government admin.
Although FACC certification carries weight, the coursework would be strengthened by leaning more heavily into advanced municipal law, Florida Commission on Ethics form requirements, municipal governance procedures, election processes, and what competent leadership looks like in a complex municipal environment. Maintaining a consistently rigorous and skills-based curriculum will elevate the credibility of CMC/MMC accreditation and supports clerks performing at a high professional level.
Be aware of conflicts when scheduling academy
Consider having a virtual Academy over a one or two-day period for those who can't travel due to budget constraints. Many municipalities in FL are considering budget cuts, depending on what happens with the property tax initiatives. Travel and Education budgets are usually the first to go.
Considering the professional development side, I would like to see some classes on how to handle stress, upset residents, relationship building.
Could a class about referendum process be included (maybe part of the election discussion). Could there be more practical examples of public records exemptions be taught (fewer common, straight forward exemptions).
Create a move at your own pace online continuing education program. If FEMA can provide online training that you can do to earn education points, then we should too. ITAs may be useful to award points, but sometimes passing the online quiz should be enough too (just like FEMA)
Current budget cuts will stop educational opportunities so anything that is educational non sales pitch training online or round table one a month similar to FLC

Emphasize the importance of training for City Clerks and share the message across Elected Officials and the City Manager's Office. Administration fails to recognize the value of the City Clerk's Office and the vital role it plays in every municipality.
Ensure that online courses are current, not several years old.
Ensure the rooms aren't cold for these conferences, even with a sweater/jacket/layers.
FACC could keep a track of the points acquired for educational certification, over or combined with IIMC.
FACC does a great job of educating its Clerks and those associated with the FACC.
FACC is great, I am still learning and truly appreciate the assistance of all clerks.
FACC should look at regional in person trainings that are about 6 ish hours in length (3 points for those seeking certification) on varying topics on leadership, governance, more in depth records admin to address topics beyond clerk 101.
Have more in person trainings this works better for me. Important to be in person the webinar does NOT work for me.
Having a system that tracks education credits to make the application process easier. I have a CAM license which comes with a number so each time I take a course I give them my number and it tracks the hours and applies it to the system tracking my educational credits.
I already have my FCPC, you didn't include that under the education inquiry.
I am too new to the job to have a basis for a good answer to this question at this time.
I believe depending on the municipality size and if there is a deputy or additional support staff to assist while the clerk is away that determines the success of completing additional training
I do like the in-person classes during Fall Academy, however, there is a large volume of information presented at some of those classes. Also, in my opinion, there should be a longer break on the last day of academies at 10:00-10:30/11:00 so people can go and check out of their hotel rooms.
I do not feel like the price of the summer academy is comparable to the minimal hours / points provided towards the CMC/MMC certification.
I don't typically run into any conflicts with scheduling time or budgeting to attend a specific conference. I do feel like the fees associated with webinars in order to earn educational credits for the CMC is overkill. It's very difficult to complete those on such a tight budget. This is the most expensive professional certification I have ever worked towards and the longest to achieve.
I enjoy the motivational and leadership style classes, but at the end of the day, I find that sessions focused on job specific skills are where I gain the most value from the conference. It would be beneficial to include courses that cover new material geared toward the MMC level and above, rather than repeating subjects presented at previous conferences. For example, if a class addresses elections, it would be helpful to focus on new information, such as updates to requirements and how to implement those changes. For me, attending sessions that repeat basic information without adding new material can feel like my time could be better spent. At the fall conference, I would like to see classes that cover new laws passed during the legislative session. What are the changes, new requirements, procedures, and when do they go into effect? At the very least, having a representative, such as Sam Wagner or the like, "teach" a class on the legislative changes that will most affect us would be awesome. Thank you for all that you do. I appreciate the opportunities that FACC provides.

I have a permanent MMC and FCMC designation, but continuous education is very important to keep on top of changing legislation, etc.
I recently took a University of Green bay 3 day course through zoom and it was a great opportunity to earn MMC points as well as network with clerks in other areas. It would be great if the FACC could offer similar like a full day two 3 hour classes-
I support Virtual classes.
I think the ITA's need to be re-evaluated.
I would be great if we had more guidance/training from Ethics Commission regarding updating municipality elected officials and staff to complete Form 1
I would enjoy more opportunities to build connections with fellow Clerks.
I would like shorter classes at academies and conferences, never past 5 p.m. and the last day ending at noon to allow time to get home. Also, please know it is difficult to create relevant webinars that are also interactive. I do prefer face-to-face classes.
I would like to do the FCPC program, however living in the Panhandle makes that difficult along with being the only person in the clerks office now.
I would like to have more virtual options when it comes to the FACC academy. I am mostly able to only attend summer conferences because the fall conference falls during school days for kids, so that makes it harder and I wish to be there but even having a couple of sessions virtual would be amazing.
I would like to see classes end no later than 5 p.m. We go to beautiful locations but have limit time to explore the area. Getting out at 5:30 pm makes for a very long days and late nights.
I would like to see MMC classes that are NOT repeat classes---it seems as if every year you offer the same classes in both CMC and MMC --- and for MMC advanced I would like more variety
I would like to see training on professional development pathways (step-by-step processes on obtaining certifications). I would also like more training on Florida Municipal Home Rule Powers Act and Robert's Rules of Order/parliamentary procedure.
I would love to see more online courses that offer more than 1 CEU
I'd like to see more encouragement to complete the 3 year course for the CMC, even if the CMC has been obtained.
If I am spending Village funds to attend a conference, I prefer to make it a full conference so that the time spent away is filled with relevant learning opportunities. I have served on FACC and IIMC Professional Education Development Committees for the past several years - we work hard to brainstorm educational offerings for clerks at all career levels. I believe that FACC does a good job providing professional development opportunities. Technology is changing our playing field quickly and I think that more technology focused training will help keep our profession relevant.
If useful: A. I like when major/well-known keynote speakers and subject matter experts lecture. B. Less fluff and more technical knowledge for advanced members. C. Contradictory to B, I have suggested in the past trying to recruit Ryan Dunlap Conflict Strategist as a keynote speaker to the fall or summer academy. His homebase is in Georgia and his content is incredibly useful to today's culture of public scrutiny and social media, inter-office politics, and overall self awareness and self reflection when interacting with all individuals.

I'm in the panhandle. The classes that are offered seem to always be down south Florida or mid Florida which is still 6-8 hours away for me. Driving is harsh, flights plus uber or rental plus the cost of the class, it makes it very difficult.
It would be great to get together with other clerks in the area
It would be wonderful to have someone from the Division of Elections, Supervisor of Elections, etc. that could address municipal elections only. When they have attended conferences in the past they cover the rules and procedures for state elections, etc. and never specific to municipal elections.
It'd be great to have a course offered at least twice (or quarterly) a year so that if scheduling conflicts arise, we could target 1 of 2 dates available. Live virtual classes would be preferred over recorded content for any current/timely trainings i.e. legislative changes. Has there been any discussion on reducing charges for recorded sessions? Not sure if that is an option but the likelihood of outdated content seems high.
I've seen other organizations successfully implement virtual options for conferences, which increases attendance and participation. Usually, attendees have to have their webcam on in every session to ensure participation and engagement.
Make newer members feel more welcome when attending events. Have more ice breakers to get more attendees to talk w/ 1 another & create more stress-free networking opportunities, even if you have to use prizes or other incentives, or give away FACC Merch.
Make the classes at the academies more relevant to the actual duties of the clerk and not so much about personal growth. I want to know about legislative updates not my personality type.
Make the path to obtain CMC and MMC clearer. It's very difficult to determine what is needed, especially up front.
More central FL conferences
More distance learning or virtual training opportunities with more credits.
More hands on workshops interactive. Like running an election scenario. Classes that meet MMC requirements that are not webinars but are A clear way of obtaining the MMC designation that aligns with our working hours would be incredibly valuable. Many clerks are balancing full time workloads while pursuing advanced education, so guidance that outlines flexible pathways—such as evening, virtual, hybrid, or self-paced options—would help us meet the MMC requirements without disrupting daily operations. In addition, opportunities that allow us to contribute to the community while earning points (for example, service-based projects, mentoring, or local civic engagement activities) would make the process more meaningful and accessible. I look forward to obtaining my MMC and making a difference professionally and in my community.
More live webinars of requirements of clerks, such as election processes, public records, etc. of like 2-4 hour sessions, for \$50 - \$75 .
More online opportunities, but I strongly suggest live where everyone must have their cameras on and be fully engaged in order to get credit for the course/training. If not, its not fair to those that are paying attention and its respectful to the attendees including the administrator/host.
More recorded courses, more options to obtain points without the need to travel, maybe online weekend clases. Thank you so much.
More Scholarships

More virtual webinar and classes would be nice. I don't go often to the academies since I have my cmc, but they are very well organized and informative.
Need to add if you have the FCPC as an achievement.
No; I appreciate what is offered.
Nope. You are all awesome and I appreciate the effort you put into keeping us apprised of laws, policies and regulations.
Not so many fluff classes.
Offer a virtual pre-clerk training to provided office assistants a professional development track that could be transferrable to their CMC upon promotional opportunities to get them started towards their goal career and make them more promotable for in-house opportunities.
Offer affordable meals during conferences.
Offer levels of training where may be applicable. eg.; complex public records issues and exemptions, new ADA regulations, and archive organization.
Offer more information and educational opportunities affecting Municipal Clerks in today's time, such as the impact of Artificial Intelligence on records management compliance.
offer more scholarships with less limitations on how often received
Offering other methods and/or ways in addition to the FACC Conferences will be great
One area that could be improved is communication and clarity among CMC coursework, particularly for those who have already earned the designation but continue participating in educational opportunities for ongoing professional development or MMC credit. As the profession evolves, many newer clerks are accumulating professional development points through a wider range of educational and leadership opportunities than in the past. It would be encouraging to see continued coordination between FACC and IIMC so that these evolving pathways are clearly recognized and aligned. Greater collaboration between the organizations could help ensure that longstanding credentialing processes remain strong and transparent while adapting to the changing backgrounds and experiences of the next generation of clerks. Greater clarity would also help newer clerks better understand how to strategically plan their professional development and credential pathways early in their career.
online opportunities to earn credits - the same as if attending a conference. maybe have some classes at the conferences available live via zoom to attend to obtain hours
Please do not schedule the summer conference the same week as election qualifying period in June.
Provide a list of courses/classes that you can take for free and they give you credit towards your CMC/MMC.
Provide more MMC and FCPC online courses.
Provide some classes on best practices (ethics, elections, etc) and technology innovation such as AI use in the Clerk profession
Provide training relevant to the work of the clerk's office. In my experience, the courses/training have become stagnant. Different speakers and topics are needed to incite clerk's too attend. Address the "heard this presentation before" mentality.
Provide virtual and live conference opportunities, as most associations are starting to do, as the NIGP does for its annual forum.
Support IIMC continuing education.
Support the Florida Certified Professional Clerk Program

Take into consideration travel on last day of conference and only scheduled one longer session ending mid-day. My city doesn't want to pay for the extra night and when class ends at 5 and you have to sit in rush hour traffic for a 4 or more-hour drive, it can be daunting. Last fall conference took 7 hours to drive from St. Augustine to Broward due to traffic and weather.
Thank you for the guidance and leadership as I pursue my CMC. Having responsive staff dedicated to answering questions promptly is always helpful and appreciated.
The district director role should be on an automatic rotation so that all in the district have an opportunity to serve without competing against one-another. This would regularly bring forth fresh leadership and ideas. Please consider amending the by-laws accordingly.
The number of webinars has significantly decreased over the past two years, and the academy classes are overly lengthy. Even the instructors have noted the challenge of stretching their lectures to fill the allotted time. I believe the joint sessions should be more interactive. At the end of each academy, during the joint session, I would introduce a quick survey allowing all members to evaluate each session. This would help FACC determine which sessions are worth revisiting, as some have been a complete waste of four hours, offering little to no meaningful takeaways. Additionally, I'd suggest having the CMC and MMC members sit together during the joint sessions. This would allow the CMC members to learn from the more experienced MMC members. Alternatively, after seating, ask attendees to mix and sit at tables with people they don't know. Currently, groups tend to stick together, limiting opportunities to connect with others. Lastly, I'd propose moving the cocktail event to the second day. The first day can be overwhelming for attendees who are just arriving and may be too tired, causing many to skip it in favor of a break.
The only big hiccup I have run into was to me it was not clear when I registered for a conference while I was in my third year, but working towards my MMC. I ended up registering for the third year track which I later found out won't count towards my MMC. Making it more clear that the third year track is only for those working towards their CMC would be helpful. Also, having the MMC conference the same length as the CMC, so we can split travel expenses.
The survey is a nice idea. Maybe it could be done on a regular basis?
The training for senior clerks needs improvement. Quality of content. Research.
The Webinars offered are always on a Thursday, that is my Commission Meeting day so I often cannot take them.
to update us on exactly what is necessary in completing courses etc to obtain CMC designation,
Transparent and documented processes and requirements. At times, I, along with others, have received information that cannot be located in any manuals or documentation. Attempt to eliminate gray area that leaves things "open to interpretation"- especially with certifications and memberships. The CMC & MMC applications desperately need to be updated and user friendly.
Unsure at that time.

When it comes to the Fall Academy, it would be better if the 4th day/class ends earlier than 5:30pm. It is difficult to attend the class and having to take a far drive, especially if the conference is far from home. Making sure hotels have microwaves for those that pack premade meals. Multiple restaurant options available to have for lunch or dinner when needed.
Will think about it. Thank you!
Yes, invite new presenters and provide courses that would help in our day to day that would actually help with our roles. When you have the same presenter coming back year after year and all they do is change the title of their track and change a few lines of the handout, we aren't learning anything new or progressive.
Yes. Encourage the FLC to open the virtual orientation provided to elected officials, to Municipal Clerks, so that we are aware what trainings are being provided directly.
Yes. FACC could achieve greater success if more professional development courses or classes were offered free of charge. Clerks from smaller municipalities often struggle to cover the cost of webinars and travel. So, waiving some of these fees could open the door for more Clerks to benefit from these learning opportunities. The education department could also consider hiring a grant writer to identify and secure funding that would help offset the cost of courses and webinars.
You guys are doing great! Maybe partner with local schools (ex. FAU) to offer 1-day or 2-day in person trainings.

Reponses for Q15 summarized by ChatGPT:

- **Expand flexible learning options**
 - Strong demand for **more virtual, hybrid, and self-paced training**
 - Preference for **live online sessions** and shorter formats
 - Interest in virtual access to conferences and academies
- **Reduce cost and financial barriers**
 - Concerns about **high costs** for conferences, webinars, and certifications
 - Requests for **lower-cost/free options**, scholarships, and better value for CEUs
- **Clarify certification pathways (CMC/MMC/FCPC)**
 - Need for **clear guidance** on requirements and course eligibility
 - Desire for **simplified tracking systems** and better alignment with IIMC
 - Requests for more transparency and less confusion
- **Increase practical, job-relevant training**
 - Preference for **technical, role-specific content** over general topics
 - Demand for **advanced/MMC-level courses** and less repetition
 - High interest in:
 - Elections (municipal-specific)
 - Public records and exemptions
 - Ethics, governance, and legislative updates
- **Offer more timely and frequent training**
 - Interest in **more frequent offerings** (e.g., multiple sessions per year)

- Need for **up-to-date training** on legislative and regulatory changes
- **Improve conference structure and scheduling**
 - Shorter days and **earlier end times** (especially final day)
 - Fewer scheduling conflicts with work responsibilities
 - Interest in more **regional or centrally located events**
- **Address travel and staffing constraints**
 - Travel distance, cost, and **limited staff coverage** are key barriers
 - Greater need for **regional and remote options**
- **Strengthen networking and peer connections**
 - Continued value placed on **in-person interaction**
 - Interest in more **structured networking opportunities**
- **Expand training on emerging topics**
 - Interest in **AI, technology, and modernization**
 - Desire for leadership and professional growth opportunities
- **Elevate the clerk profession**
 - Need for greater **recognition and support** from leadership
 - Interest in advocacy for the clerk's role and value

ITEM NUMBER 5C
DISCUSSION: BOARD GIFT FOR PRESIDENT

DISCUSSION:

Executive Director Allison Payne will lead a discussion on a board gift for the president.

REQUESTED ACTION:

None

ATTACHMENTS:

None

ITEM NUMBER 5D
DISCUSSION: FLORIDA EDUCATION FUND (FEF)

DISCUSSION:

President Elizabeth Garcia-Beckford will lead a discussion on the Florida Education Fund (FEF). The fund's current balance is \$13,227.47.

REQUESTED ACTION:

None

ATTACHMENTS:

FEF Donation Form



Florida Association of City Clerks Florida Education Fund (FEF) Donation Form

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 clerks, supporting agencies, individuals, corporations, or bequests and endowments similar to the IIMC Education Foundation. The intent of FEF is to "supplement" the current educational budget – not offset the current budgeted funds.

To recognize and thank our donors annually, a list of contributors will appear in the Summer Conference and Academy Program.

To submit your donation, you can pay by check (make payable to FACC) or contact FACC to have an invoice set-up and then you can login to the FACC portal to pay online with a credit card.

Please check one box: ☐ One-Time Contribution ☐ Annual Contribution (Invoice me annually).

Please check one box:

- | | |
|---|--|
| ☐ \$5.00 (Friend) | ☐ \$50.00 (Diamond) |
| ☐ \$10.00 (Silver) | ☐ \$100.00 (Platinum) |
| ☐ \$25.00 (Gold) | ☐ Other _____ |

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

NOTE: Due to FACC's IRS tax status, donations are not tax deductible; however, the benefits of the high-level education and highly sought-after trainers will far outweigh the tax benefits.

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