



**Florida Association of City Clerks
Board of Directors Meeting | Thursday, June 7, 2026
5:45 p.m. ET | Luminary Hotel & Co. | Fort Myers, Florida**

1. Call to Order

President Elizabeth Garcia-Beckford called the meeting of the Florida Association of City Clerks Board of Directors to order at 5:45 p.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
Sherry Henderson, CMC, South Director, Town Clerk, Hillsboro Beach
Kelly Avery, CMC, Southeast Director, Town Clerk, Ocean Ridge
Scotty Lynn Kelly, FCPC, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Heather Montemayor, CMC, Auction/50-50 Drawing, City Clerk, Deerfield Beach
Jenorgen M. Guillen, MPA, MMC, Discussion Forum, City Clerk, Hallandale Beach
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
Leslie Howington, Institute of Government
Dani Dahlberg, Message Matters, Inc.
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC
Sam Wagoner, Legislative Advocate, FLC

3. Consideration of Minutes – President Garcia-Beckford

- A. President Garcia-Beckford presented minutes from the Board Meeting held May 7, 2026. Accordingly,

A motion was offered by Immediate Past President Burke, seconded by Director Avery and unanimously passed, to approve the minutes as prepared and presented for May 7, 2026.

4. Report of Officers:

- A. President – Elizabeth Garcia-Beckford, MMC, MBA
Written report submitted.
- B. President-Elect – Reneé Basel, MMC
Written report submitted.
- C. Vice President – Dawn Wright, MMC, FCRM, PHRP
Written report submitted.
- D. Immediate Past President – Pat Burke, MPA, MMC, FCPC
Written report submitted.

5. Report of Directors:

- A. Central East Director – Stephanie Herdocia, MMC
Written report submitted.
- B. Central West Director – Sharon Lauther, MMC, FCRM
Written report submitted.
- C. Northeast Director – Erin West, MMC, MPA, FCPC
Written report submitted.
- D. Northwest Director – Leslie Guyer, MMC
Written report submitted.
- E. South Director – Sherry Henderson, CMC
Written report submitted.
- F. Southeast Director – Kelly Avery, CMC
Written report submitted.
- G. Southwest Director – Scotty Lynn Kelly, FCPC, MMC, CGSP
Written report submitted.

6. Standing Committee Reports:

- A. Silent Auction/50-50 Committee – Heather Montemayor, CMC, Chair
Written report submitted. Per FACC Policies, the purpose of the FACC Silent Auction is to raise money for the organization and a charity designated annually by the sitting Board of Directors. Funds raised will be dispersed as follows: 50% of the proceeds or \$100, whichever is greater, will be donated to a charity designated annually by the sitting Board of Directors and the remaining proceeds are placed into the Florida Education Fund (FEF) account and used as deemed necessary. Following discussion,

A motion was offered by Director Herdocia, seconded by Immediate Past President Burke, and unanimously passed, to donate the auction proceeds to the charity Wounded Warrior Project.

- B. Awards/Scholarships Committee – Sharon Lauther, MMC, FCRM, Chair
Nothing to report.
- C. By-Laws/Manual Revisions Committee – Kristen Bryant, JD, CMC, Chair
Written report submitted. Revisions were submitted for the FACC Manual, as well as the FACC Policies. Following discussion.

A motion was offered by Director Kelly, seconded by Director Lauther, and unanimously passed, to approve the revisions to the FACC Manual as submitted, with the exception of updating June 1 to July 1 under Chapter XIV (Ethics Laws) and excluding the annual performance evaluation form from the manual.

A motion was offered by President-Elect Basel, seconded by Immediate Past President Burke, and unanimously passed, to approve the revisions to the FACC Policies, with the exception that the provision under Section 4 (Investment Committee) stating “and shall make an annual report to the membership” will remain unchanged and will not be deleted from the policies.

- D. Discussion Forum Committee – Jen Guillen, MPA, MMC, Chair
Written report submitted.
- E. 2025 Fall Academy Host Committee – Lina Zapata, MPA, CMC, Chair
Nothing to report.
- F. Florida Certification Task Force Committee – Lori McWilliams, MPA, MMC, Chair
Written report submitted. Following discussion,

A motion was offered by Immediate Past President Burke, seconded by Directory Kelly, and unanimously passed, to approve the FCPC Advisory Committee Policy as prepared and submitted.

- G. Investment Committee – Elizabeth Garcia-Beckford, MMC, MBA, Chair
Written report submitted.
- H. Legislative Committee – Mario Bataille, MMC, Chair
Written report submitted.
- I. Membership Committee – Tijauna Warner, MPA, MMC, Chair
Written report submitted.
- J. Mentoring Committee – Vanessa Castillo, MMC, Chair
Written report submitted.
- K. Nominating Committee – Pat Burke, MPA, MMC, FCPC, Chair
Nothing to report.
- L. Professional Education Committee – Pat Burke, MPA, MMC, FCPC, Chair
Nothing to report.
- M. Resolutions Committee – Jennifer Nanek, CMC, Chair
Written report submitted.
- N. Summer Conference & Academy Host Committee – Genesis Guevara, Chair
Written report submitted.

7. Staff Reports:

- A. FACC Executive Director’s Report – Allison Payne
Written report submitted.
- B. IOG Executive Director’s Report – Jenny Anderson/Leslie Howington
Written report submitted.
- C. Consultant’s Report – Dani Dahlberg
Written report submitted.

8. New Business:

- A. 2026-2027 Board of Directors Meetings Schedule – President Garcia-Beckford

The 2026-2027 meeting schedule was presented for information only.

9. Other Business:

A. Discussion: Education Training in Orlando – Executive Director Payne

The Board agreed to plan for an FACC Education Program for February 18-19, 2027 in Orlando at the FLC office, with an afternoon training on February 18 and a morning training on February 19.

10. Announcements:

Next Board Meeting: Thursday, July 16, 2026, 10:30 a.m. ET, Zoom (if meeting is needed)

11. Adjourn:

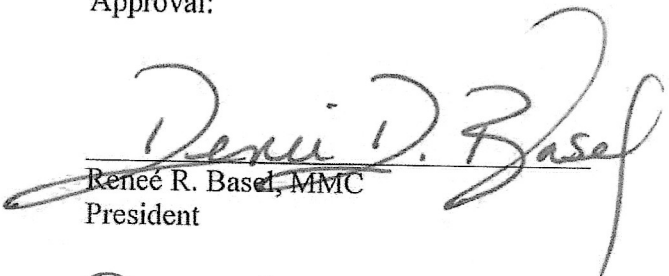
There being no further business or concerns, the meeting was adjourned.

Submitted by:



Allison Payne, FACC Executive Director

Approval:



Renee R. Basel, MMC
President



Dawn M. Wright, MMC, FCRM, PRHP
President-Elect