



Florida Association of City Clerks

Board of Directors

AGENDA AND BACKGROUND INFORMATION

Board of Directors Meeting

October 4, 2026

5:30 p.m. ET

Palmetto Marriott Resort & Spa
600 US Highway 41
Palmetto, FL 34221

Presiding: Renée R. Basel, MMC
Town Clerk, Town of Gulf Stream



Florida Association of City Clerks
Board of Directors Meeting | Sunday, October 4, 2026 | 5:30 p.m. ET

- 1. Call to Order** – President Reneé Basel
- 2. Roll Call**
- 3. **Consideration of Minutes** – President Basel
 - A. July 16, 2026
- 4. Quarterly Investment Statement** – President Basel
- 5. Report of Officers**
 - A. President – Reneé Basel, MMC
 - B. President-Elect – Dawn Wright, MMC, FCRM, PHRP
 - C. Vice President – Jenorgen Guillen, MPA, MMC
 - D. Immediate Past President – Elizabeth Garcia-Beckford, MMC, MBA
- 6. Report of Directors**
 - A. Central East Director – Jessica Burnham, CMC, FCRM
 - B. Central West Director – Sharon Lauther, MMC, FCRM
 - C. Northeast Director – Erin West, MMC, MPA, FCPC
 - D. Northwest Director – Leslie Guyer, MMC
 - E. South Director – Sherry Henderson, CMC
 - F. Southeast Director – Kelly Avery, CMC
 - G. Southwest Director – Scotty Lynn Kelly, FCPC, MMC, CGSP
- 7. Standing Committee Reports**
 - A. Silent Auction/50-50 Committee – Kelly Churney, CMC, Chair
 - B. **Awards and Scholarships Committee – Heather Bradman, MMC, Chair
 - C. **By-Laws/Manual Revisions Committee – Stephanie Thomas, DHSc, MPA, MMC, FCPC, Chair
 - D. Discussion Forum – Jenorgen Guillen, MPA, MMC, Chair
 - E. 2026 Fall Academy Host Committee – Cassi Bailey, CMC, CPPT, Co-Chair, and James Freeman, CMC, MPA, CIA, Co-Chair
 - F. **FCPC Advisory – Lori McWilliams, MPA, MMC, FCPC, Chair
 - G. Investment Committee – Reneé Basel, MMC, Chair
 - H. Legislative Committee – Elizabeth Garcia-Beckford, MMC, MBA, Chair
 - I. Membership Committee – Jane Garcia, MMC, Chair

**Action Requested.

- J. Mentoring Committee – Jennifer Carfagno, MMC, Chair
- K. Nominating Committee – Elizabeth Garcia-Beckford, MMC, MBA, Chair
- L. **Professional Education Committee – Kelly Koos, MMC, Chair
- M. Resolutions Committee – Jennifer Nanek, CMC, Chair
- N. 2027 Summer Conference & Academy Host Committee – Kelly Avery, CMC, Chair

8. Staff Reports

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

9. Old Business

- A. Discussion: Committee Policies – President Basel

10. New Business – President Basel

- A. **Consideration: FACC Fundraising Contract with Message Matters, Inc. – President Basel
- B. **Consideration: Exhibit Hall Game for 2027 Summer Conference & Academy – President Basel
- C. Discussion: Athenian Dialogues at Future FACC Events
- D. Discussion: Clerks Assistance Program – Executive Director Allison Payne
- E. Information: FY 2025-2026 Audit Communication

11. Other Business

12. Announcements

NEXT BOARD MEETING: Thursday, December 17, 2026, 10:30 am ET, Zoom (if needed)

13. Other Business

14. Adjourn

**FLORIDA ASSOCIATION OF CITY CLERKS
BOARD MEETING – PALMETTO, FL
OCTOBER 4, 2026 – ATTENDANCE**

Board:

	President – Reneé Basel, MMC, Town Clerk, Gulf Stream
	President-Elect – Dawn Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake
	Vice President – Jenorgen Guillen, MPA, MMC, City Clerk, Hallandale Beach
	Immediate Past President – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
	Central East Director – Jessica Burnham, CMC, FCRM, City Clerk, Umatilla
	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 – Kelly Churney, CMC, Town Clerk, Palm Beach
	Awards/Scholarships – Heather Bradman, MMC, Deputy City Clerk, Lakeland
	By-Laws/Manual Revisions – Stephanie Thomas, DHSc, MPA, MMC, FCPC, Deputy City Clerk, North Miami
	Discussion Forum – Jenorgen Guillen, MPA, MMC, City Clerk, Hallandale Beach
	2026 Fall Academy Host Co-Chair– Cassi Bailey, CMC, CPPT, Deputy City Clerk, Palmetto
	2026 Fall Academy Host Co-Chair– James Freeman, CMC, MBA, CIA, City Clerk, Palmetto
	FCPC Advisory Chair – Lori McWilliams, MPA, MMC, FCPC, Village Clerk, Tequesta
	FCPC Advisory Vice Chair – Stephanie Thomas, DHSc, MPA, MMC, FCPC, Deputy City Clerk, North Miami
	Investment – Reneé Basel, MMC, Town Clerk, Gulf Stream
	Legislative – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
	Membership – Jane Garcia, MMC, City Clerk, Sebastian
	Mentoring – Jennifer Carfagno, MMC, City Clerk, Pinellas Park
	Nominating – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
	Professional Education (PEC) – Kelly Koos, MMC, City Clerk, Lakeland
	Resolutions – Jennifer Nanek, CMC, City Clerk, Lake Wales
	2027 Summer Conference & Academy Host – Kelly Avery, CMC, Town Clerk, Ocean Ridge

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

ITEM NUMBER 3A
MINUTES – JULY 16, 2026

DISCUSSION:

The Board met on July 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 – July 16, 2026



**Florida Association of City Clerks
Board of Directors Meeting | Thursday, July 16, 2026
10:30 am ET | Via Zoom**

1. Call to Order

President Reneé Basel 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:

Reneé Basel, MMC, President, Town Clerk, Gulf Stream
Dawn Wright, MMC, FCRM, PHRP, President-Elect, City Clerk, Eagle Lake
Jenorgen Guillen, MPA, MMC, Vice President, City Clerk, Hallandale Beach
Elizabeth Garcia-Beckford, MMC, MBA, Immediate Past President, City Clerk, Wilton Manors
Jessica Burnham, CMC, FCRM, Central East Director, City Clerk, Umatilla
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
Heather Bradman, CMC, Awards/Scholarships, Deputy City Clerk, Lakeland
Stephanie Thomas, DHSc, MPA, MMC, FCPC, By-Laws/Manual Revisions, Deputy City Clerk, North Miami
Cassi Bailey, CMC, CPPT, 2026 Fall Academy Host, Deputy City Clerk, Palmetto
James Freeman, CMC, MBA, CIA, 2026 Fall Academy Host, City Clerk, Palmetto
Lori McWilliams, MPA, MMC, FCPC, FCPC Advisory, Village Clerk, Tequesta
Jane Garcia, MMC, Membership, City Clerk, Sebastian
Kelly Koos, MMC, Professional Education, City Clerk, Lakeland
Jenny Anderson, Institute of Government
Leslie Howington, Institute of Government
Dani Dahlberg, Message Matters, Inc.
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC

3. Consideration of Minutes – President Basel

- A. President Basel presented minutes from the Board Meeting held June 7, 2026. Accordingly,

A motion was offered by President-Elect Dawn Wright, seconded by Director Guyer and unanimously passed, to approve the minutes as prepared and presented for June 7, 2026.

4. Financials – President Basel

A. Financial Statement

The financial statement for the period ending April 30, 2026 was prepared and presented. There were no comments.

5. Quarterly Investment Statement – Executive Director Payne

The quarterly investment statement as of May 31, 2026 was prepared and presented. There were no comments.

6. New Business

A. Consideration: FACC Florida League of Cities Contract – Executive Director Payne

The Board reviewed the contract between FACC and the Florida League of Cities (FLC) for association management services. The contract was amended to align with FACC's transition to a fiscal year beginning October 1 and ending September 30, including a fourteen-month transition term from August 1, 2026, through September 30, 2027. The Board requested a copy of the marketplace study that was completed last year. Executive Director Payne distributed the case study to the Board. Following discussion,

A motion was offered by Director Guyer, seconded by Immediate Past President Elizabeth Garcia-Beckford and unanimously passed, to approve the contract with FACC and FLC as prepared and presented.

B. Consideration: FACC Budgets for Fiscal Year 2026-2027 – Executive Director Payne

Staff had prepared the budgets and a budget narrative. Following discussion,

A motion was offered by Director Avery, seconded by Directory Guyer and unanimously passed, to accept the Fiscal Year 2026-2027 Operating Budget, including the Summer Conference & Academy Budget and the Fall Academy Budget as prepared and presented.

C. Discussion: FACC District Lapel Pins – President Basel

The Board revisited the topic of district lapel pins, which had previously been discussed at the March 19, 2026 Board Meeting with the understanding that it would be revisited during the budget discussion. Following discussion, the Board agreed to table the item until the end of the year for further consideration.

7. Other Business – President Basel

A. Committee Policies

The Board discussed reviewing the policies related to FACC committees. The Board agreed to place this item on the agenda for the next Board Meeting, scheduled for October 4, 2026, for further review and discussion.

8. Closing Remarks

Next Board Meeting: Sunday, October 4, 2026, 5:30 p.m. ET, Palmetto, followed by a Board Dinner. Required report due September 25, 2026.

8. Adjourn

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

Submitted by:



Allison Payne, FACC Executive Director

Approval:

Reneé Basel, MMC
President

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

ITEM NUMBER 4
QUARTERLY INVESTMENT STATEMENT

DISCUSSION:

The cash and investment summary as of July 31, 2026 is attached for the Board's information. Also attached the most recent FACT sheet (June 30, 2026) for the Vanguard fund.

REQUESTED ACTION:

None. For information only.

ATTACHMENTS:

Cash and investment summary as of July 31, 2026.
FACT sheet for the Vanguard fund.

FACC Financial Position

Net Postion 7.31.25	727,250
Projected loss FY26	(35,810)
Projected Net Postion 7.31.26	691,440

FACC Cash & Investments (balances as of July 31, 2026)

Capital City Bank (CCB) cash balance in deposit account*	547,072
Vanguard Treasury Money Market Fund (VUSXX) balance	211,482
Total	758,554

*Estimated required CCB balance to offset bank fees, subject to fluctuations

45,000

*Interest rate on excess deposits (after fee offset) in CCB deposit account, subject to fluctuations

1.05%

Projected Excess Reserves - Net of Vanguard Funds and Required Cash to Offset Bank Fees

434,958



Vanguard Treasury Money Market Fund

Money market fund

Fund facts

Total net assets	Expense ratio as of 12/19/25	Ticker symbol	Inception date	Fund number
\$108,764 MM	0.07%	VUSXX	12/14/92	0011

Investment objective

Vanguard Treasury Money Market Fund seeks to provide current income while maintaining liquidity and a stable share price of \$1.

Investment strategy

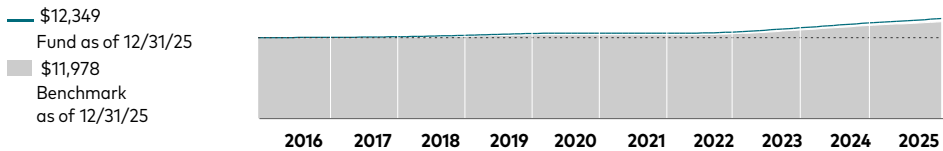
The fund invests solely in high-quality, short-term money market instruments whose interest and principal payments are backed by the full faith and credit of the U.S. government. Under normal circumstances, at least 80% of the fund's assets will be invested in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities; the remainder of the assets will be invested in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities. The only repurchase agreements that the fund will invest in are those with the Federal Reserve Bank of New York that are fully collateralized by U.S. Treasury securities. The fund maintains a dollar-weighted average maturity of 60 days or less and a dollar-weighted average life of 120 days or less.

Government money market funds are required to invest at least 99.5% of their total assets in cash, U.S. government securities, and/or repurchase agreements that are collateralized solely by U.S. government securities or cash (collectively, government securities). The fund generally invests 100% of its assets in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities and therefore will satisfy the 99.5% requirement for designation as a government money market fund.

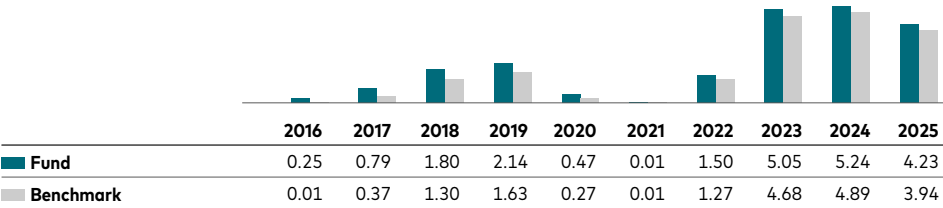
Benchmark

iMoneyNet Money Fund Report's 100% Treasury Funds Average

Growth of a \$10,000 investment : December 31, 2015—December 31, 2025



Annual returns



Total returns

Periods ended June 30, 2026							
	7-Day SEC Yield	Quarter	Year to date	One year	Three years	Five years	Ten years
Fund	3.63%	0.90%	1.81%	3.91%	4.67%	3.56%	2.30%
Benchmark	—	0.83%	1.66%	3.61%	4.35%	3.28%	1.99%

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns will fluctuate. Current performance may be lower or higher than the performance data cited. For performance data current to the most recent month-end, visit our website at vanguard.com/performance. The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.

Figures for periods of less than one year are cumulative returns. All other figures represent average annual returns. Performance figures include the reinvestment of all dividends and any capital gains distributions. All returns are net of expenses.

Seven-day current yield net of expenses. The yield quotation more closely reflects the current earnings of the fund than the total return quotation.

A non-money-market fund's SEC yield is based on a formula mandated by the Securities and Exchange Commission (SEC) that calculates a fund's hypothetical annualized income as a percentage of its assets. A security's income, for the purpose of this calculation, is based on the current market yield to maturity (in the case of bonds) or projected dividend yield (for stocks) of the fund's holdings over a trailing 30-day period. This hypothetical income will differ (at times, significantly) from the fund's actual experience; as a result, income distributions from the fund may be higher or lower than implied by the SEC yield.

The SEC yield for a money market fund is calculated by annualizing its daily income distributions for the previous seven days.

Vanguard Treasury Money Market Fund

Money market fund

Portfolio management

Vanguard Fixed Income Group

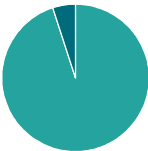
Nafis T. Smith, Principal

- Portfolio manager.
- Advised the fund since 2017.
- Worked in investment management since 2003.
- B.A., Cornell University.
- M.B.A., The Wharton School of the University of Pennsylvania.

Eion D’Anjou

- Portfolio manager.
- Advised the fund since 2026.
- Worked in investment management since 2006.
- B.S., Cornell University.

Distribution by issuer—bonds



■ U.S. Treasury Bills	95.0%
■ U.S. Govt. Obligations	5.0
■ Bankers Acceptances	0.0
■ Certificates of Deposit	0.0

■ Repurchase Agreements	0.0
■ U.S. Commercial Paper	0.0
■ Other	0.0



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

**2026-2027
BOARD OF DIRECTORS**

OFFICERS

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

DIRECTORS

Kelly I. Avery, CMC
Jessica Burnham, CMC, FCRM

Leslie A. Guyer, MMC

Sherry D. Henderson, CMC

Scotty Lynn Kelly, FCPC, MMC, CGSP

Sharon Lauther, MMC, FCRM

Erin West, MMC, MPA, FCPC

Meeting Date: October 4, 2026

Title of Item: President Report

Executive Summary, Explanation or Background Information on Request:

6/7/2026	Attended Board of Directors meeting in Ft. Meyers, FL
6/7-10/2026	Attended the Summer Conference & Academy in Ft. Meyers, FL
6/18/2026	Sent congratulations e-mail to Aaron Maraj on achieving his MMC Designation
6/25/2026	Attended an informational PEC meeting via TEAMS
6/25/2026	Sent congratulations e-mail to Deputy Clerk Sabrinna Utter on achieving her CMC Designation
7/7/2026	Sent congratulations e-mails to District Clerk/Assistant Treasurer Brenda Richard on achieving her MMC Designation, Executive Administrative Assistant Jessica Wilson, Central Records Supervisor Shawn Craddock and Deputy City Clerk Carmen Ferrer on achieving their CMC Designations
7/7/2026	Appointed committee chairs and members
7/14/2026	Sent welcome e-mail to the newest FACC members
7/15/2026	Met with Granicus via Zoom to discuss an FACC app for conferences
7/16/2026	Attended Board of Directors meeting via ZOOM
7/16/2026	Sent thank you e-mail to Committee Chairs
7/21/2026	Sent a congratulations e-mail to Deputy City Clerk Heather Bradman on achieving her MMC Designation
7/22/2026	Received the 2026 Home Rule Hero Award at the Palm Beach County League of Cities Meeting in Palm Beach Gardens
7/29/2026	Attended PEC Committee Meeting in Lakeland, FL



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

7/31/2026	Sent a congratulations email to Deputy City Clerk Jodi Wrigley on achieving her CMC Designation
8/4/2026	Attended Auction and 50/50 Drawing Committee Meeting via Zoom
8/10/2026	Attended Fall Academy Host Committee Meeting via Zoom
8/12-16/2026	Attended FLC Conference in Hollywood, FL
8/17/2026	Attended FACC Legislative Committee Meeting via Zoom
8/18/2026	Sent welcome e-mail to the newest FACC members and congratulatory e-mail to Assistant City Clerk Kaylee Fussell on achieving her CMC Designation
8/25/2026	Attended Fall Conference Host Committee Meeting via Zoom
8/26/2026	Sent congratulations e-mail to Elections Coordinator for the City of Miami on achieving her CMC designation and to Deputy City Clerk Shanna Donleavy on achieving her MMC designation
8/27/2026	Wrote article for the Fall IIMC Region III Newsletter and sent to Region III Director Lori McWilliams
8/27/2026	Attended Fall Conference Host Committee Meeting via Zoom
8/31/2026	Attended Mentoring Committee Meeting via Zoom
9/1/2026	Attended Awards and Scholarship Committee Meeting via Zoom
9/15/2026	Sent congratulations emails to Deputy Clerk Mary Ann Grieser and Village Clerk Jocelyn Koch on achieving their MMC designations and to Town Clerk Mollie Carr on achieving her CMC designation.
9/16/2026	Attended the Know Before You Go Practice Session via Zoom
9/21/2026	Sent welcome e-mail to the newest FACC members
8/24-9/21	Promoted VOTE NO on Amendment 3 on social media by posting videos from the Tool Kit provided by FLC.
9/22/2026	Sent congratulations email to Deputy City Clerk Tia Payton on achieving her CMC designation.



Florida Association of City Clerks

Board of Directors

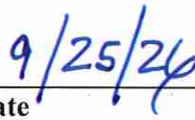
2026-2027

Agenda Item Request

9/23/2026	Attended Summer Conference Host Committee Meeting via Zoom
9/23/2026	Sent congratulations email to Deputy City Clerk Lita O'Neill on achieving her CMC designation.
6/17-9/23	Supplied weekly President's Message for FACC Weekly News

Recommended Action:


Board Member


Date



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

**2026-2027
BOARD OF DIRECTORS**

OFFICERS

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

DIRECTORS

Kelly I. Avery, CMC

Jessica Burnham, CMC, FCRM

Leslie A. Guyer, MMC

Sherry D. Henderson, CMC

Scotty Lynn Kelly, FCPC, MMC, CGSP

Sharon Lauther, MMC, FCRM

Erin West, MMC, MPA, FCPC

Meeting Date: October 5, 2026

Title of Item: President-Elect Board Report

Executive Summary, Explanation or Background Information on Request:

- 6/7/26 Attended FACC Board Meeting
- 6/7/26 to 6/10/26 Attended FACC Summer Academy & Conference
- 7/6-7/10 Reviewed Ideas to Action Forms for PEC
- 7/29 Attended PEC Meeting in Lakeland
- 7/31 Attended Polk County City Clerks Association Meeting
- 8/28 Attended Polk County City Clerks Association Meeting
- 9/2 Completed PowerPoint for Fall Academy Class
- 9/9 Submitted PowerPoint to IOG (PEC) Fall Academy
- 9/9 Meeting with Northwest Director Leslie Guyer to review Materials for Fall Academy class (PEC)
- 9/14 Submitted remaining document to IOG for Fall Academy (PEC)
- 9/16 Reviewed PowerPoint for class at Fall Academy (PEC)
- 9/21 Attended Heather Bradman MMC Presentation - Lakeland

- Sent congratulatory emails to those earning CMC and MMC's
 - 6/22 Aaron Maraj, MMC
 - 6/25 Sabrinna Utter, CMC
 - 7/1 Shawn Craddock, CMC
 - 7/1 Jessica Wilson, CMC
 - 7/1 Brenda Richard, MMC
 - 7/6 Carmen Ferrer, CMC
 - 8/3 Jodi Wrigley, CMC
 - 8/12 Kaylee Fussell, CMC
 - 8/27 Shanna Donleavy, MMC
 - 8/27 Sandra Forges, CMC
 - 9/15 Mollie Carr, CMC
 - 9/15 Jocelyn Koch, MMC
 - 9/16 Mary Ann Grieser, MMC
 - 9/22 Tia Payton, CMC
 - 9/24 Lita O'Neill, CMC

Recommended Action: N/A

Dawn Wright
FACC President-Elect

09/24/2026
Date



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

**2026-2027
BOARD OF DIRECTORS**

OFFICERS

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

DIRECTORS

Kelly I. Avery, CMC

Jessica Burnham, CMC, FCRM

Leslie A. Guyer, MMC

Sherry D. Henderson, CMC

Scotty Lynn Kelly, FCPC, MMC, CGSP

Sharon Lauther, MMC, FCRM

Erin West, MMC, MPA, FCPC

Meeting Date: October 4, 2026

Title of Item: Vice President Report

Executive Summary, Explanation or Background Information on Request:

As Vice President, I coordinated with FACC staff to organize the Association's exhibit booth at the Florida League of Cities Annual Conference, held August 13–14, 2026, at the Signia by Hilton Diplomat Beach Resort in Hollywood, Florida. This included coordinating volunteer participation, communicating logistical information and booth instructions, and organizing materials and activities to encourage interaction with municipal officials and conference attendees.

Booth activities included an interactive Florida map, appreciation postcards for elected officials to write to their city clerks, and a picnic backpack prize drawing. Volunteers were also encouraged to photograph booth activities for potential inclusion in the FACC Friday Newsletter. Post-conference responsibilities included collecting booth materials and completed postcards, coordinating postcard mailing, and arranging prize delivery as needed. These efforts supported FACC's visibility and promoted recognition of the city clerk profession.

Additionally, I reviewed and approved 10 job posting requests across nine municipalities for publication on the FACC website. I communicated with requesting municipalities and FACC staff, provided guidance regarding the 60-day posting period and reposting process, and assisted with posting updates. The requests included the following:

- **City of Clermont:** Deputy City Clerk
- **City of Fort Meade:** Deputy City Clerk
- **Town of Melbourne Beach:** Deputy Town Clerk
- **City of Naples:** Records and Legislative Services Administrator



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

- **City of Okeechobee:** City Clerk
- **Town of Palm Beach Shores:** Town Clerk
- **Town of Ponce Inlet:** Deputy Town Clerk
- **City of South Pasadena:** City Clerk
- **Town of Southwest Ranches:** Deputy Town Clerk
- **Town of Southwest Ranches:** Records and Administrative Coordinator

Related correspondence included requests to remove the Town of Melbourne Beach's filled Town Clerk listing and replace the Town of Southwest Ranches' Deputy Town Clerk listing with the Records and Administrative Coordinator position. These efforts supported municipal recruitment and connected qualified professionals with employment opportunities throughout Florida.

Additionally, I recognized April Manning, Assistant City Clerk for the City of Hallandale Beach, during the September 14, 2026, City Commission meeting for earning her Certified Municipal Clerk (CMC) designation. This recognition highlighted her commitment to professional development and the value of certification in advancing the municipal clerk profession.

Recommended Action:

Jenorgen "Jen" M. Guillen, MPA, MMC
Vice President

September 25, 2026

Date



Florida Association of City Clerks

Board of Directors

2026-2027

Agenda Item Request

2026-2027 BOARD OF DIRECTORS

OFFICERS

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

DIRECTORS

Kelly I. Avery, CMC

Jessica Burnham, CMC, FCRM

Leslie A. Guyer, MMC

Sherry D. Henderson, CMC

Scotty Lynn Kelly, FCPC, MMC, CGSP

Sharon Lauther, MMC, FCRM

Erin West, MMC, MPA, FCPC

Meeting Date: October 4, 2026

Title of Item: Immediate Past President Report

Executive Summary, Explanation or Background Information on Request:

Nothing to report at this time.

Recommended Action: None

/ap _____
Board Member

9/25/2026 _____
Date



Florida Association of City Clerks

Central East District

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Jessica Burnham, CMC, FCRM
City Clerk
City of Umatilla
PO Box 2286
Umatilla, FL 32784
352.669.3125
jburnham@umatillafl.org

Meeting Date: October 4, 2026

Title of Item: Board Report

Executive Summary, Explanation or Background Information on Request:

- **June 12, 2026:** Sent an email to all Central East District Members introducing myself.
- **July 16, 2026:** Attended the virtual FACC Board of Directors Meeting.
- **July 29, 2026:** Sent a congratulatory email to Jodi Wrigley, Deputy City Clerk, City of Apopka, on receiving her CMC certification and offered to attend a meeting to present her certificate and pin.
- **August 4, 2026:** Requested a retirement resolution for Linda Sundvall, Deputy City Clerk, City of Casselberry.
- **August 4, 2026:** Sent a congratulatory email to Linda Sundvall on her retirement and wrote about the FACC program CAP, inquiring if she would be interested. No response was received.
- **August 24, 2026:** Sent an email to all Central East District Members reminding them of the deadline for the FCPC program.
- **September 2, 2026:** Attended the City of Apopka City Commission Meeting to present Jodi Wrigley with her CMC certificate and pin.
- **September 4, 2026:** Sent welcome emails to all new FACC members.
- **September 11, 2026:** Sent a congratulatory email to City Clerk Ivy Llauro, City of St. Cloud, on receiving her FCPC. I will be attending the November 12 Commission Meeting.
- **September 14, 2026:** Attended the City of Casselberry Commission Meeting for the retirement resolution presentation for Deputy City Clerk Linda Sundvall.
- **September 15, 2026:** Sent a congratulatory email to Mollie Carr, Town Clerk, Town of Indialantic, on receiving her CMC certification and offered to attend a meeting to present her certificate and pin. She declined.
- Responded to inquiries and concerns through email.
- Distributed requests for information among the District Members.

Recommended Action: None


Jessica Burnham, CMC, FCRM


Date



Florida Association of City Clerks

Central West District

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Sharon Lauther, MMC, FCRM
City Clerk
City of Haines City
620 E Main St
Haines City, FL 33844
863.421.3600 x5113
sharon.lauther@hainescity.com

Meeting Date: October 4, 2026

Title of Item: Central West District Report

Executive Summary, Explanation or Background Information on Request:

I submit the following report outlining my activities from May 21, 2026 through September 21, 2026

Presentations:

- Presented the Master Municipal Clerk (MMC) designation to Ann Marie Mancuso, City of Seminole on June 23, 2026
- Presented the Certified Municipal Clerk (CMC) designation to Ann Sabrinna Utter, City of Crystal River, on August 10, 2026
- Presented the Master Municipal Clerk (MMC) designation to Heather Bradman, City of Lakeland on September 21, 2026
- Presenting the Certified Municipal Clerk (CMC) designation to Kaylee Fussell Deputy City Clerk, City of Bartow on October 19, 2026
- Presenting the Certified Municipal Clerk (CMC) designation to Shawn Craddock, Central Records Supervisor, City of Pinellas Park on October 20, 2026
- Presenting the Certified Municipal Clerk (CMC) designation to Carmen Ferrer Deputy City Clerk, City of Pinellas Park on October 20, 2026

New Member Outreach:

Sent welcome letter and emails to new Central West District members:

Miscellaneous: Responded to member questions and inquiries through the FACC Google Forum

Sent reminders of pertinent webinars.

Recommended Action: none

Sharon Lauther

09.24.26

Sharon Lauther, MMC, FCRM

Date



Florida Association of City Clerks

Northeast Director

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Erin West, MMC, MPA, FCPC
City Clerk
City of Green Cove Springs
321 Walnut St
Green Cove Springs, FL 32043
904.297.7047
ewest@greencovesprings.com

Meeting Date: October 4, 2026

Title of Item: Northeast District Board Report

Executive Summary, Explanation or Background Information on Request:

- Sent an email reminder about the district meeting at the Summer Conference & Academy
- Held a combined district meeting with the Northwest District at the Summer Conference & Academy
- Sent a reminder about signing up for the Writing Ordinances & Resolution webinar.
- Sent a reminder about the registration deadline for the FCPC
- Sent an email to get a luncheon/meeting scheduled

Erin West

9/21/2026

Erin West, MMC, MPA, FCPC

Date



Florida Association of City Clerks

Northwest District

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Leslie A. Guyer, MMC
City Clerk
City of Gulf Breeze
1070 Shoreline Dr
Gulf Breeze, FL 32561
850.934.5115
lguyer@gulfbreezefl.gov

Meeting Date: October 4, 2026

Title of Item: NW District Report

I submit the following report outlining my Northwest District Director and FACC activities from May 20, 2026, through September 25, 2026.

Northwest District Director Activities

Continued communication and outreach with Northwest District members by distributing FACC updates, training opportunities, Board information, and recognition correspondence.

Activities included:

- Distributed June 7, 2026, FACC Board Meeting Executive Summary to Northwest District members.
- Shared information regarding the August 31 deadline to register for the Florida Certified Professional Clerk (FCPC) Program.
- Distributed information regarding the Cemetery Experience Webinar and speaker opportunity.
- Provided a Northwest District Update highlighting upcoming FACC training opportunities.
- Welcomed Madison Lewis, City of DeFuniak Springs, as a new FACC Northwest District member.
- Recognized Kim Barnes as the 2025–2026 FACC Clerk of the Year.
- Sent congratulatory correspondence recognizing the following CMC and MMC designation recipients:
 - Jocelyn B. Koch, MMC
 - Mary Ann Grieser, MMC
 - Mollie Carr, CMC
 - Sandra Forges, CMC
 - Kaylee Fussell, CMC
 - Heather Bradman, MMC
 - Carmen Ferrer, CMC
 - Sabrina Utter, CMC
 - Brenda Richard, MMC
 - Jessica Wilson, CMC



Florida Association of City Clerks

Northwest District

2026-2027

Agenda Item Request

- Shawn Craddock, CMC
- Aaron Maraj, MMC

Professional Education Committee (PEC) Activities

As a member of the FACC Professional Education Committee, participated in planning and preparation for upcoming educational programs and the Fall Academy.

Activities included:

- Reviewed assigned ITAs from the Summer Academy.
- Attended the June PEC meeting in Lakeland, Florida.
- Prepared class descriptions/snippets for the 2026 Fall Academy.
- Participated in ongoing email correspondence with committee members regarding instructors, speakers, and educational programming.
- Prepared three PowerPoint presentations for Fall Academy classes.
- Participated in a Teams meeting with Lanelda Gaskins and Lynn Tipton to prepare for the "*Been There, Clerked That – Q&A with Experienced Clerks*" Fall Academy panel discussion.
- Coordinated with the FACC Education Coordinator regarding Fall Academy class materials, PowerPoint presentations, presenter information, and other program details.

Additional FACC Activities

- Corresponded with Rachel E. regarding retirement resolutions and related recognition matters.
- Responded to inquiries from municipal clerks seeking assistance, resources, and information on various clerk-related matters.
- Participated in the FACC Google Forum by responding to questions and sharing information and resources with fellow clerks.

Recommended Action

Accept the Northwest District Director Report for May 20, 2026, through September 25, 2026.



Leslie A. Guyer, MMC

September 25, 2026
Date



Florida Association of City Clerks

South Director

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Sherry D. Henderson, CMC
Town Clerk
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
954.427.4011

shenderson@townofhillsborobeach.com

Meeting Date: October 4, 2026

Title of Item: South Director Report

Executive Summary, Explanation or Background Information on Request:

Since the last Board meeting, I have continued my efforts to stay engaged with South District members and support communication between FACC and clerks throughout Broward, Miami-Dade, and Monroe Counties.

Recent activities include attending local clerk association meetings, sharing FACC updates with members, promoting professional development opportunities, and continuing to highlight the important role of Municipal Clerks in local government. I have also continued using the South District Spotlight as a way to recognize member achievements, including professional designations, leadership, and service within the district.

During Professional Municipal Clerks Week, I had the opportunity to visit several municipalities and speak on the importance of the Municipal Clerk profession. These visits were a meaningful way to recognize clerks for their service and bring additional visibility to the essential work performed by our profession.

I have also continued sharing information on timely topics affecting municipal clerks, including public records updates, best practices, and resources related to First Amendment Auditor encounters. I am currently working on developing a regional First Amendment Audit Training for South District members and exploring opportunities to secure CMC/MMC points through IIMC.

I look forward to continuing outreach efforts throughout the South District, including further engagement with Monroe County members, and remaining active in supporting communication, collaboration, and professional development for our members.

Recommended Action: Receive and file the South Director Report.

 9/25/2026
Sherry D. Henderson, CMC Date



Florida Association of City Clerks

Southeast Director

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Kelly I. Avery, CMC
Town Clerk
Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge, FL 33435
561.732.2635
kavery@oceanridge.gov

Meeting Date: October 4, 2026

Title of Item: SE Director Report

Executive Summary, Explanation or Background Information on Request:

- Attended FACC Board Meeting on June 7, 2026, at Fall Conference
- Attended FACC Board Meeting on July 16, 2026
- Sent email to S.E District regarding the FCPC Program and the deadline to apply on August 20, 2026
- Sent email to Shanna Donleavy congratulating her on her MMC on 8/26/26
- Attended PBCMCA meeting and reminded them of the FCPC Program & deadline to apply on August 27, 2026
- Sent email to Mary Ann Grieser congratulating her on her MMC on 9/15/26
- Sent email to Janet Bartow welcoming her to FACC on 9/17/26
- Sent email to Jessica Rickards welcoming her to FACC on 9/17/26

Recommended Action: Informational

A handwritten signature in blue ink that reads 'Kelly Avery'.

Kelly I. Avery, CMC

9/25/26

Date



Florida Association of City Clerks

Southwest District

2026-2027

Agenda Item Request

2026-2027

DIRECTOR

Scotty Lynn Kelly, FCPC, MMC, CGSP
City Clerk
City of Sanibel
800 Dunlop Rd
Sanibel, FL 33957
239.472.3700
scotty.kelly@mysanibel.com

Meeting Date: October 4, 2026

Title of Item: Southwest District Director Report

Executive Summary, Explanation or Background Information on Request:

- Attended FACC Board meetings both in person and via Zoom.
- As a member of the Professional Education Committee, attended in-person meetings to help plan educational programming for the Summer and Fall Academies and quarterly webinars. Also assisted with the review of submitted ITAs.
- Updated the District email list and welcomed 26 new FACC members, including one new member of the Southwest District.
- Shared communications, legislative updates, and requests for information with District members.
- Sent congratulatory messages recognizing eight new Certified Municipal Clerks (CMCs), six new Master Municipal Clerks (MMCs), and two retiring members.
- Encouraged members to participate in the next Florida Certified Professional Clerk (FCPC) cohort and Fall Academy attendees to participate in the Buddy Program.
- Monitored and participated in discussions on the FACC Discussion Forum.
- Researched options for ordering District pins and securing funding.
- Worked with FACC staff to gauge interest in in-person District gatherings and training.
- Inquired about the process for forming a local or regional association to expand training and networking opportunities on Florida's Gulf Coast.

Recommended Action:

Scotty Lynn Kelly

Scotty Lynn Kelly, FCPC, MMC, CGSP

9/23/26

Date



Florida Association of City Clerks

Auction and 50/50 Drawing Committee

2026-2027

Agenda Item Request

2026-2027

CHAIRPERSON

Kelly Churney, CMC
Town Clerk

Town of Palm Beach
360 S County Rd
Palm Beach, FL 33480
561.227.6340

kchurney@townofpalmbeach.com

Meeting Date: October 4, 2026

Title of Item: Committee Report

Executive Summary, Explanation or Background Information on Request:

The Auction and 50/50 Drawing Committee is excited to host the 50/50 drawing at the 2026 FACC Fall Academy. Committee members Kimberly Barselou, Sasha Bartley, and Isamar Viveros will attend the Fall Academy and sell tickets. I will not be able to attend the full conference, but I will be there Monday morning to kick off ticket sales.

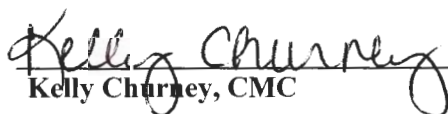
The Committee met virtually in early August to plan for the upcoming year. During this call, we learned that FACC's limit on 50/50 drawing proceeds was increased from \$600 to \$2,000. Member Barselou suggested purchasing colorful vests for committee members to wear while selling tickets. FACC subsequently purchased the vests, and Member Barselou added some bling to make them more festive for the upcoming ticket sales. Committee members will wear the vests during the Fall Academy.

We also discussed beginning early to solicit items for the 2027 Summer Conference. Rachel Embleton provided the Committee with a letter that members can use when soliciting donations from national chains.

Committee Members:

Kelly Churney, CMC, Town of Palm Beach (Chair)
Kimberly Barselou, City of LaBelle
Sasha Bartley, City of Hollywood
Kaylee Fussell, CMC, City of Bartow
Isamar Viveros, MBA, FCRM, City of Margate

Recommended Action: None at this time.


Kelly Churney, CMC

9/25/26
Date



Florida Association of City Clerks

Awards & Scholarships Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Heather Bradman, MMC
Deputy City Clerk
City of Lakeland
228 S Massachusetts Ave
Lakeland, FL 33801
863.834.6294

heather.bradman@lakelandgov.net

Meeting Date: October 4, 2026

Title of Item: Awards & Scholarships Committee Update

Executive Summary, Explanation or Background Information on Request:

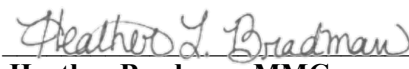
The Awards & Scholarships Committee held its first meeting of the 2026–2027 year on September 1, 2026, to review committee responsibilities, priorities, and the scholarship program for the upcoming year.

Following the meeting, committee members reviewed the current scholarship applications, rating materials, and advertisements and provided recommended revisions. The review focused on improving consistency among the scholarship applications, clarifying eligibility and funding criteria, correcting grammatical and formatting inconsistencies, and ensuring that the information requested from applicants appropriately aligns with the criteria used during the evaluation process.

All recommended changes have been reviewed and incorporated into the revised scholarship materials presented to the Board. These updates are intended to provide applicants with clearer and more consistent instructions while also providing the Committee with standardized materials for evaluating applications during the 2026–2027 scholarship cycle.

Recommended Action:

Approve the revised 2026–2027 scholarship applications as presented by the Awards & Scholarships Committee.


Heather Bradman, MMC

09/24/2026

Date



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

CRITERIA:

- Applicant must be a full-time appointed or elected municipal clerk, deputy clerk, clerk of council, or person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida and have a minimum of one-year service completed prior to January 31.
- Applicant must have requested their municipality to underwrite the expenses of attending the Fall Academy. The scholarship is awarded by reimbursing the expenses after attending. A letter outlining that the municipality understands ~~this~~, this must be attached to the application. If the applicant is underwriting the attendance, then that should be explained as well.
- Applicant must be a member and in good standing of the IIMC and the FACC.
- Applicant must present evidence attached to the application that their municipality or government body supports their attendance at the Fall Academy in the event the scholarship is awarded.
- Applicant must ~~provide written~~ submit a letter of sponsorship from ~~a fellow person in a position performing duties commensurate to the duties performed by an eligible a~~ a municipal clerk in any city in the State of Florida who is either a second- or third-year ~~student~~ Fall Academy participant, or a Fall Academy graduate ~~of the Fall Academy~~.
- Any awarded funds are to be used solely for the purpose of expenses incurred to attend the Fall Academy. The total scholarship shall not exceed \$500.00 per individual. More than one scholarship may be awarded based on the number of qualified applicants and available funds.
- ~~Applicant must be actively pursuing the CMC or MMC designation. CMC's are also encouraged to apply. No MMC's may apply. Applicant must be actively pursuing the CMC or MMC designation. CMCs are encouraged to apply; applicants who have already obtained their MMC are not eligible.~~
- Scholarships may be awarded up to three years maximum per applicant, if the budget allows and other applications are not received or are of a limited number.
- ~~Scholarships for the Fall Academy shall be given preference over the IIMC Conference applications.~~
- Scholarships are only good for the year in which they were awarded and are non-transferable.
- Submit your application by January 31 to the FACC Administrative Office facc@flicities.com.
- Applications are reviewed by the Awards & Scholarships ~~Committee~~ Committee, and a recommendation is given at the February Board Meeting for approval. All Applicants will be notified in writing of award and non-award by the Awards & Scholarship Chair.
- Within 30 days after applicant attends the Fall Academy, they are to submit copies of their receipts to the FACC Executive Director's Office (via email preferred).
- A check, for the appropriate amount, will be mailed to your municipality. The cost of the Fall Academy will be deducted first, and then the balance will be applied toward remaining expenses. If the applicant ~~borebores~~ the expenses on their own, they will need to explain that in writing so that a check is made payable to them.
- Should an applicant find they cannot attend the Fall Academy after being awarded, they must notify the Scholarship Chair immediately so that every effort is made to award the funds to the next appropriate applicant, with the FACC Board's approval.

Commented [BH1]: Should this be consistent with the other applications: "Scholarships shall not be awarded to any one individual more than once every three years."

Commented [BH1R2]: Or change wording to: An applicant may receive this scholarship no more than three times. Previous recipients may only receive an additional awards when funding remains after all eligible first-time applicants have been considered.

Commented [BH2]: This is a funding priority rule rather than an individual applicant's eligibility.



FLORIDA ASSOCIATION OF CITY CLERKS

FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards & Scholarship Committee, are ineligible to be a recipient of any scholarships during their tenure on the Committee.

I, _____, confirm that I am a city clerk or deputy clerk, either appointed or elected, or a person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida, and do hereby make application for scholarship funds from the Florida Association of City Clerks to attend the FACC Fall Academy (maximum award per applicant is \$500.00).

Name: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

Job Title: _____

Municipality: _____

Municipality Address: _____

City/State/Zip: _____ County: _____

Work Phone: _____ Fax: _____

Email: _____

Date Assumed Present Position: _____

Additional or Related Municipal Experience: ____ YES or ____ NO

If you marked YES, enter the following information.

Name of Municipality: _____

Job Title: _____



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Member of FACC for how many years? _____

Which FACC district are you in? _____

Are you currently serving as the CHAIR of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Are you currently serving as a MEMBER of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

How many years have you been a member of IIMC? _____

Are you currently serving as the CHAIR of an IIMC Committee? ____ YES or ____ NO



FLORIDA ASSOCIATION OF CITY CLERKS

FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

If yes, which committee(s)?

Are you currently serving as a MEMBER of an IIMC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Have you attended or completed any of the following:

Summer Conference and Academies within the last 3 years? ____ YES or ____ NO

Fall Academies within the last 3 years? ____ YES or ____ NO

Completed CMC: 1st Year ____ 2nd Year ____ 3rd Year ____ Graduated ____

IIMC Annual Conference or Region Meetings within the last 5 years? ____ YES or ____ NO

If yes to any of the above, did you pay your own expenses? ____ YES or ____ NO

Have you ever been awarded a scholarship by FACC? ____ YES or ____ NO

If yes, when? _____

If yes, type? _____

If yes, amount? _____

Have you obtained a CMC? ____ YES or ____ NO

If yes, what date did you obtain a CMC? _____

Have you obtained an MMC? ____ YES or ____ NO

If yes, what date did you obtain an MMC? _____



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

For the below questions, please feel free to attach a separate sheet (limit responses to 250 words).

Has your municipality budgeted for you to attend other education, conferences, meetings, travel, etc. during the current budget year? ____ YES or ____ NO

If yes, list the name of the class/conference and funds for each:

Please explain any hardship difficulties you may have that may prohibit your municipality from sponsoring your travel, continuing education, attendance at conferences or meetings, etc. as it relates to your position.

If none, check here ____

Explain your goals as city clerk/deputy clerk or other:



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

Explain what it means to you to attend the Fall Academy:

The following information MUST be attached with your application:

- Complete Job Description. If you do not have one, submit either a copy of the charter section or a letter explaining there is no job description and outline basic duties of the clerk/deputy clerk.
- A letter from the mayor, manager/administrator, or governing body providing evidence that, if awarded a scholarship, the applicant has been granted permission and/or time off to attend the Summer Conference and Academy, and confirming that the municipality or governing body understands it is responsible for underwriting the applicant's expenses to attend. Following attendance, the applicant or municipality may submit a reimbursement request to FACC for eligible expenses up to the maximum scholarship amount awarded. If the applicant is personally underwriting all expenses, the reimbursement request may be submitted by the applicant.
- Evidence from the mayor, manager/administrator, council/commission, that in the event a scholarship is awarded to you, your municipal or governing body has given permission or time off to attend the Fall Academy.
- Letter from mayor or manager/administrator that the municipality or governing body understands they are to underwrite all of the expenses to attend the Fall Academy. Once you attend, a reimbursement request will be made to the FACC up to the maximum awarded. Or, if you are personally underwriting all expenses, then the reimbursement request will be from you.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR FACC SCHOLARSHIPS AND THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Fall Academy Kay O'Halloran Memorial Scholarship Application

Signature: _____

Date: _____



Please email this application, by January 31, to the FACC Administrative Office facc@flicities.com.



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

CRITERIA:

- Applicant must be a full-time appointed or elected municipal clerk, deputy clerk, clerk of council, or person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida and have a minimum of one-year service completed prior to January 31.
- The scholarship is awarded by reimbursing the expenses after taking an FACC/IIMC webinar or FACC Athenian Dialogue. *If you are not self-funding your webinar or Dialogue, a letter outlining that the municipality understands this, this must be attached to the application.*
- Applicant must be a member and in good standing of the IIMC and the FACC.
- Any awarded funds are to be used solely for the purpose of expenses incurred for an online FACC/IIMC webinar or attendance at an FACC Athenian Dialogue. Up to five individuals will be awarded this scholarship each year. The total scholarship shall not exceed \$100.00 per individual.
- Scholarship is for one use *up to not to exceed* \$100.00 per individual.
- Applicant must be actively pursuing the CMC or MMC designation. *CMC's and MMC's are encouraged to apply.*
- Scholarships may be awarded up to three years maximum per applicant, if the budget allows and other applications are not received or are of a limited number.
- Scholarships are only good for the year in which they were awarded and are non-transferable.
- Submit your application by January 31 to the FACC Administrative Office facc@flcities.com.
- Applications are reviewed by the Awards & Scholarships Committee, and a recommendation is given at the February Board Meeting for approval. All applicants will be notified in writing of award and non-award by the Awards & Scholarship Chair.
- Within 30 days after applicant takes an FACC/IIMC online webinar or attends an FACC Athenian Dialogue, they are to submit copies of their receipts to the FACC Executive Director's Office (via email preferred).
- Depending on the cost of the webinar, a check, for the appropriate amount, will be mailed to your municipality *(or you, if self-funded)* not to exceed \$100 per individual scholarship.

Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards & Scholarship Committee, are ineligible to be a recipient of any scholarships during their tenure on the Committee.

Commented [BH1]: The rating form only awards points for actively pursuing a designation.

Commented [BH2]: Should this be consistent with the other applications: "Scholarships shall not be awarded to any one individual more than once every three years."

Commented [BH2R2]: Or change wording to: An applicant may receive this scholarship no more than three times. Previous recipients may only receive an additional awards when funding remains after all eligible first-time applicants have been considered.



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

I, _____, confirm that I am a city clerk or deputy clerk, either appointed or elected, or a person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida, and do hereby make application for scholarship funds from the Florida Association of City Clerks.

Name: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

Job Title: _____

Municipality: _____

Municipality Address: _____

City/State/Zip: _____ County: _____

Work Phone: _____ Fax: _____

Email: _____

Date Assumed Present Position: _____

Additional or Related Municipal Experience: ____ YES or ____ NO

If you marked YES, enter the following information.

Name of Municipality: _____

Job Title: _____

Years: _____

Name of Municipality: _____



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Member of FACC for how many years? _____

Which FACC district are you in? _____

Are you currently serving as the CHAIR of an FACC Committee? ☐ YES or ☐ NO

If yes, which committee(s)?

Are you currently serving as a MEMBER of an FACC Committee? ☐ YES or ☐ NO

If yes, which committee(s)?

How many years have you been a member of IIMC? _____

Are you currently serving as the CHAIR of an IIMC Committee? ☐ YES or ☐ NO

If yes, which committee(s)?

Are you currently serving as a MEMBER of an IIMC Committee? ☐ YES or ☐ NO



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application

If yes, which committee(s)?

Have you attended or completed any of the following:

Summer Conference and Academies within the last 3 years? ____ YES or ____ NO

Fall Academies within the last 3 years? ____ YES or ____ NO

Completed CMC: 1st Year ____ 2nd Year ____ 3rd Year ____ Graduated ____

IIMC Annual Conference or Region Meetings within the last 5 years? ____ YES or ____ NO

If yes to any of the above, did you pay your own expenses? ____ YES or ____ NO

Have you ever been awarded a scholarship by FACC? ____ YES or ____ NO

If yes, when? _____

If yes, type? _____

If yes, amount? _____

Have you obtained a CMC? ____ YES or ____ NO

If yes, what date did you obtain a CMC? _____

Have you obtained an MMC? ____ YES or ____ NO

If yes, what date did you obtain an MMC? _____

For the below questions, please feel free to attach a separate sheet (limits responses to 250 words).

Has your municipality budgeted for you to attend other education, conferences, meetings, travel, etc. during the current budget year? ____ YES or ____ NO

If yes, list the name of the class/conference and funds for each:



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

Please explain any hardship difficulties you may have that may prohibit your municipality from sponsoring your travel, continuing education, attendance at conferences or meetings, etc. as it relates to your position.

If none, check here _____

Explain your goals as city clerk/deputy clerk or other:

Explain what it means to you to attend the FACC/IIMC webinar or FACC Athenian Dialogue:



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

The following information MUST be attached with your application:

- Complete Job Description. If you do not have one, submit either a copy of the charter section or a letter explaining there is no job description and outline basic duties of the clerk/deputy clerk.
- A letter from the mayor, manager/administrator, or governing body providing evidence that, if awarded a scholarship, the applicant has been granted permission and/or time off to attend the Summer Conference and Academy, and confirming that the municipality or governing body understands it is responsible for underwriting the applicant's expenses to attend. Following attendance, the applicant or municipality may submit a reimbursement request to FACC for eligible expenses up to the maximum scholarship amount awarded. If the applicant is personally underwriting all expenses, the reimbursement request may be submitted by the applicant.
- Evidence from the mayor, manager/administrator, council/commission, that in the event a scholarship is awarded to you, your municipal or governing body has given permission or time off to attend the FACC/IIMC webinar or FACC Athenian Dialogue.
- Letter from mayor or manager/administrator that the municipality or governing body understands they are to underwrite all of the expenses to attend the FACC/IIMC webinar or FACC Athenian Dialogue. Once you attend, a reimbursement request will be made to the FACC up to the maximum awarded. Or, if you are personally underwriting all expenses, then the reimbursement request will be from you.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR FACC SCHOLARSHIPS AND THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Date: _____



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Dale Barstow Annual Scholarship Application**

Please email this application, by January 31, to the FACC Administrative Office facc@flcities.com.



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Summer Conference and Academy Scholarship Application**

CRITERIA:

- Applicant must be ~~an~~ **full-time** appointed or elected municipal clerk, deputy clerk, clerk of council or person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida and have at least one year of service completed prior to January 31.
- Applicant must have requested their municipality to underwrite the expenses of attending the Summer Conference and Academy. The scholarship is awarded by reimbursing the expenses after attending. A letter outlining that the municipality understands ~~this, this~~ must be attached to the application. If the applicant is underwriting the attendance, then that should be explained as well.
- Applicant must be a member and in good standing of the FACC.
- Applicant must present evidence attached to the application that their municipality or **government governing** body supports their attendance at the Summer Conference and Academy in the event the scholarship is awarded.
- Any ~~awarded funds~~ **funds awarded** are to be used solely for the purpose of expenses incurred to attend the Summer Conference and Academy. The total scholarship shall not exceed \$450.00 per individual. More than one scholarship may be awarded, based on the number of qualified applicants and available funds and preferably one from each ~~region~~ **district**: North, Central and South Florida.
- **Applicant must be actively pursuing the CMC or MMC designation. CMC's and MMC's are encouraged to apply.**
- First-time attendees of the Summer Conference and Academy will receive an additional 5 points toward their scholarship application score.
- Scholarships shall not be awarded to any one individual more than once every three years.
- ~~Scholarships for the Summer Conference and Academy shall be given preference over IIMC Conference applications.~~
- Scholarships are only good for the year in which they were awarded and are non-transferable.
- Submit your application by January 31 to the FACC Administrative Office facc@flicities.com.
- Applications are reviewed by the Awards & Scholarships ~~Committee~~ **Committee**, and a recommendation is given at the February Board Meeting for approval. All applicants will be notified in writing of award and non-award by the Awards & Scholarship Chair.
- Within 30 days after applicant attends the Summer Conference and Academy, they are to submit copies of their receipts to the FACC Executive Director's Office (via email preferred).
- A check, for the appropriate amount, will be mailed to your municipality. The cost of the Summer Conference and Academy will be deducted first, and then the balance will be applied toward remaining expenses. If the applicant ~~borebores~~ the expenses on their own, they will need to explain that in writing so that a check is made payable to them.
- Should an applicant find they cannot attend the Summer Conference and Academy after being awarded, they must notify the Scholarship Chair immediately so that every effort is made to award the funds to the next appropriate applicant, with the FACC Board's approval.

Commented [BH1]: This is a funding priority rule rather than an individual applicant's eligibility.



FLORIDA ASSOCIATION OF CITY CLERKS

FACC Summer Conference and Academy Scholarship Application

Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards & Scholarship Committee, are ineligible to be a recipient of any scholarships during their tenure on the Committee.

I, _____, confirm that I am a city clerk or deputy clerk, either appointed or elected, or a person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida, and do hereby make application for scholarship funds from the Florida Association of City Clerks to attend the FACC Summer Conference and Academy (maximum award per applicant is \$450.00).

Name: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

Job Title: _____

Municipality: _____

Municipality Address: _____

City/State/Zip: _____ County: _____

Work Phone: _____ Fax: _____

Email: _____

Date Assumed Present Position: _____

Additional or Related Municipal Experience: ____ YES or ____ NO

If you marked YES, enter the following information.

Name of Municipality: _____



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Summer Conference and Academy Scholarship Application**

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Member of FACC for how many years? _____

Which FACC district are you in? _____

Are you currently serving as the CHAIR of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Are you currently serving as a MEMBER of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

How many years have you been a member of IIMC? _____

Are you currently serving as the CHAIR of an IIMC Committee? ____ YES or ____ NO



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Summer Conference and Academy Scholarship Application**

If yes, which committee(s)?

Are you currently serving as a MEMBER of an IIMC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Have you attended or completed any of the following:

Summer Conference and Academies within the last 3 years? ____ YES or ____ NO

Fall Academies within the last 3 years? ____ YES or ____ NO

Completed CMC: 1st Year ____ 2nd Year ____ 3rd Year ____ Graduated ____

IIMC Annual Conference or Region Meetings within the last 5 years? ____ YES or ____ NO

If yes to any of the above, did you pay your own expenses? ____ YES or ____ NO

Have you ever been awarded a scholarship by FACC? ____ YES or ____ NO

If yes, when? _____

If yes, type? _____

If yes, amount? _____

Have you obtained a CMC? ____ YES or ____ NO



FLORIDA ASSOCIATION OF CITY CLERKS
FACC Summer Conference and Academy Scholarship Application

If yes, what date did you obtain a CMC? _____

Have you obtained an MMC? ____ YES or ____ NO

If yes, what date did you obtain an MMC? _____

For the below questions, please feel free to attach a separate sheet (limit responses to 250 words).

Has your municipality budgeted for you to attend other education, conferences, meetings, travel, etc. during the current budget year? ____ YES or ____ NO

If yes, list the name of the class/conference and funds for each:

Please explain any hardship difficulties you may have that may prohibit your municipality from sponsoring your travel, continuing education, attendance at conferences or meetings, etc. as it relates to your position.

If none, check here _____

Explain your goals as city clerk/deputy clerk or other:



FLORIDA ASSOCIATION OF CITY CLERKS

FACC Summer Conference and Academy Scholarship Application

Explain what it means to you to attend the Summer Conference and Academy:

The following information MUST be attached with your application:

- Complete Job Description. If you do not have one, submit either a copy of the charter section or a letter explaining there is no job description and outline basic duties of the clerk/deputy clerk.
- A letter from the mayor, manager/administrator, or governing body providing evidence that, if awarded a scholarship, the applicant has been granted permission and/or time off to attend the Summer Conference and Academy, and confirming that the municipality or governing body understands it is responsible for underwriting the applicant's expenses to attend. Following attendance, the applicant or municipality may submit a reimbursement request to FACC for eligible expenses up to the maximum scholarship amount awarded. If the applicant is personally underwriting all expenses, the reimbursement request may be submitted by the applicant.
- Evidence from the mayor, manager/administrator, council/commission, that in the event a scholarship is awarded to you, your municipal or governing body has given permission or time off to attend the Summer Conference and Academy.
- Letter from mayor or manager/administrator that the municipality or governing body understands they are to underwrite all of the expenses to attend the Summer Conference and Academy. Once you attend, a reimbursement request will be made to the FACC up to the maximum awarded. Or, if you are personally underwriting all expenses, then the reimbursement request will be from you.

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR FACC SCHOLARSHIPS AND THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC Summer Conference and Academy Scholarship Application**

Date: _____

Please email this application, by January 31, to the FACC Administrative Office facc@flcities.com.



FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

CRITERIA:

- Applicant must be a full-time appointed or elected municipal clerk, deputy clerk, clerk of council, or person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida and have a minimum ~~or of three years service~~ years' service completed prior to January 31.
- Applicant must have requested their municipality to underwrite the expenses of attending the IIMC Annual Conference. The scholarship is awarded by reimbursing the expenses after attending. A letter outlining that the municipality understands ~~this~~ this must be attached to the application. If the applicant is underwriting the attendance, then that should be explained as well.
- Applicant must be a member and in good standing of the IIMC and the FACC for a period of not less than three years.
- Applicant must present evidence attached to the application that their municipality or ~~government~~ governing body supports their attendance at the IIMC Annual Conference in the event the scholarship is awarded.
- Applicant must provide a written sponsorship from a fellow certified municipal clerk or a master municipal clerk.
- Any ~~awarded funds~~ funds awarded are to be used solely for the purpose of expenses incurred to attend the conference. The total scholarship shall not exceed \$700.00 per individual. More than one scholarship may be awarded based on the number of qualified applicants and available funds.
- ~~Applicant must provide documentation of their participation and/or attendance at FACC webinars, academies, FACC committees, etc. over the past one year period.~~
- Applicant must have already attained their CMC or MMC.
- First-time attendees of the Summer Conference and Academy will receive an additional 3 points toward their scholarship application score.
- Scholarships shall not be awarded to any one individual more than once in a three-year period.
- Scholarships are only good for the year in which they were awarded and are non-transferable.
- Submit your application by January 31 to the FACC Administrative Office facc@flcities.com.
- Applications are reviewed by the Awards & Scholarships ~~Committee~~ Committee, and a recommendation is given at the February Board Meeting for approval. All applicants will be notified in writing of award and non-award by the Awards & Scholarship Chair.
- Within 30 days after applicant attends the IIMC Annual Conference, they are to submit copies of their receipts to the FACC Executive Director's Office (via email preferred).
- A check, for the appropriate amount, will be mailed to your municipality. The cost of the conference will be deducted first, and then the balance will be applied toward remaining expenses. If the applicant bore the expenses on their own, they will need to explain that in writing so that a check is made payable to them.
- Should an applicant find they cannot attend the IIMC Annual Conference after being awarded, they must notify the Scholarship Chair immediately so that every effort is made to award the funds to the next appropriate applicant, with the FACC Board's approval.

Commented [BH1]: This is not required in the application itself.



FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards & Scholarship Committee, are ineligible to be a recipient of any scholarships during their tenure on the Committee.

I, _____, confirm that I am a city clerk or deputy clerk, either appointed or elected, or a person in a position performing the duties commensurate to duties performed by a municipal clerk in any city in the State of Florida, and do hereby make application for scholarship funds from the Florida Association of City Clerks to attend the IIMC Annual Conference (maximum award per applicant is \$700.00).

Name: _____

Home Address: _____

City/State/Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

Job Title: _____

Municipality: _____

Municipality Address: _____

City/State/Zip: _____ County: _____

Work Phone: _____ Fax: _____

Email: _____

Date Assumed Present Position: _____

Additional or Related Municipal Experience: _____ YES or _____ NO

If you marked YES, enter the following information.

Name of Municipality: _____

Job Title: _____



FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Name of Municipality: _____

Job Title: _____

Years: _____

Member of FACC for how many years? _____

Which FACC district are you in? _____

Are you currently serving as the CHAIR of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Are you currently serving as a MEMBER of an FACC Committee? ____ YES or ____ NO

If yes, which committee(s)?

How many years have you been a member of IIMC? _____

Are you currently serving as the CHAIR of an IIMC Committee? ____ YES or ____ NO

If yes, which committee(s)?



FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

Are you currently serving as a MEMBER of an IIMC Committee? ____ YES or ____ NO

If yes, which committee(s)?

Have you attended or completed any of the following:

Summer Conference and Academies within the last 3 years? ____ YES or ____ NO

Fall Academies within the last 3 years? ____ YES or ____ NO

Completed CMC: 1st Year ____ 2nd Year ____ 3rd Year ____ Graduated ____

IIMC Annual Conference or Region Meetings within the last 5 years? ____ YES or ____ NO

If yes to any of the above, did you pay your own expenses? ____ YES or ____ NO

Have you ever been awarded a scholarship by FACC? ____ YES or ____ NO

If yes, when? _____

If yes, type? _____

If yes, amount? _____

Have you obtained a CMC? ____ YES or ____ NO

If yes, what date did you obtain a CMC? _____

Have you obtained an MMC? ____ YES or ____ NO

If yes, what date did you obtain an MMC? _____

For the below questions, please feel free to attach a separate sheet (limit responses to 250 words).



FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application

Has your municipality budgeted for you to attend other education, conferences, meetings, travel, etc. during the current budget year? ____ YES or ____ NO

If yes, list the name of the class/conference and funds for each:

Please explain any hardship difficulties you may have that may prohibit your municipality from sponsoring your travel, continuing education, attendance at conferences or meetings, etc. as it relates to your position.

If none, check here ____

Explain your goals as city clerk/deputy clerk or other:



**FLORIDA ASSOCIATION OF CITY CLERKS
FACC - IIMC Annual Conference Scholarship Application**

Explain what it means to you to attend the IIMC Annual Conference:

Formatted: Border: Bottom: (No border)

The following information MUST be attached withto your application:

- Complete Job Description. If you do not have one, submit either a copy of the charter section or a letter explaining there is no job description and outline basic duties of the clerk/deputy clerk.
- A letter from the mayor, manager/administrator, or governing body providing evidence that, if awarded a scholarship, the applicant has been granted permission and/or time off to attend the Summer Conference and Academy, and confirming that the municipality or governing body understands it is responsible for underwriting the applicant's expenses to attend. Following attendance, the applicant or municipality may submit a reimbursement request to FACC for eligible expenses up to the maximum scholarship amount awarded. If the applicant is personally underwriting all expenses, the reimbursement request may be submitted by the applicant.
- Evidence from the mayor, manager/administrator, council/commission, that in the event a scholarship is awarded to you, your municipal or governing body has given permission or time off to attend the IIMC Annual Conference.
- Letter from mayor or manager/administrator that the municipality or governing body understands they are to underwrite all of the expenses to attend the IIMC Annual Conference. Once you attend, a reimbursement request will be made to the FACC up to the maximum awarded. Or, if you are personally underwriting all expenses, then the reimbursement request will be from you.



FLORIDA ASSOCIATION OF CITY CLERKS

FACC - IIMC Annual Conference Scholarship Application

I DO HEREBY ATTEST THAT I MEET THE CRITERIA AS OUTLINED FOR FACC SCHOLARSHIPS AND THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Date: _____

Please email this application, by January 31, to the FACC Administrative Office facc@flcities.com.



Florida Association of City Clerks

By-Laws/Manual Revisions Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Stephane S. Thomas, DHSc., MMC, FCPC
Deputy City Clerk
City of North Miami
776 NE. 125 Street
North Miami, FL 33161
305-895-9814
sthomas@northmiamifl.gov

Meeting Date: October 4, 2026

Title of Item: FACC By-Laws/Manual Revisions Committee Report

Executive Summary, Explanation or Background Information on Request:

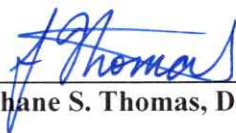
The committee is in the process of reviewing the FACC Policies.

FACC Staff made recommendations for consideration, as attached, on the following:

1. Section 9: Nominating Committee
2. Section 10: Professional Education Committee (PEC)
3. Membership

Recommended Action:

Approve the amendments to the policies as recommended by the committee and staff.



Stephane S. Thomas, DHSc., MMC, FCPC

Date 9/25/2026

Section 7: Membership Committee.

The Membership Committee shall be responsible for supporting membership growth and retention efforts for the association. The committee shall contact members who have not renewed their membership, as well as identify and outreach to cities not currently involved in FACC and promote the benefits of membership to encourage new participation. The Vice-President shall serve as an ex-officio member of the Membership Committee.

This policy amended by FACC Board of Directors June 7, 2026.

Section 8: Mentoring Committee.

The Mentoring Committee shall provide the framework to facilitate the exchange of knowledge, experience, and methods between clerks' offices to provide assistance and support in the performance of their duties. It shall also be the duty of the committee to pair clerks with mentor clerks with the best possible match. The committee maintains a list of participants; develops and prepares all associated forms, application information and procedures; and conducts on-going evaluation and assessment of the mentoring relationship.

Section 9: Nominating Committee.

The Nominating Committee shall be responsible for processing nominations and shall nominate all qualified candidates for each board position except for the position of President and President-Elect, which shall automatically be filled by the President-Elect and Vice-President, respectively. The Chair is responsible for ensuring that nomination forms are published in an edition of the FACC newsletter (Friday email) and provided to each committee member and District Director for distribution to interested members in their respective districts. The Chair shall be responsible for the dissemination, collection and safekeeping of all nomination forms. The Chair will acknowledge receipt of all nomination forms and notify each candidate whether they meet the qualifications for office, as outlined in Article V, Section 2 of the By-Laws. The Chair shall provide names of candidates and voting timelines to FACC staff in a timely manner to be forwarded to the membership at least 45 days prior to the business meeting held during the Summer Conference and Academy.

No member of the Nominating Committee shall solicit applicants to run for election, nor shall they endorse or campaign on behalf of a candidate. The Chair shall contact the District Director and the President-Elect to solicit applicants.

The Nominating Committee shall call for applications for the IIMC Region III Director by January 31 for the Board to select at the winter board meeting.

If a Nominating Committee member becomes a candidate for a board position (whether officer or director) the committee member will recuse themselves from discussion and consideration of their application during the committee deliberations if there is no opposition for the board position that they seek. If there is opposition for the board seat, and an election becomes necessary, the committee member/candidate will resign from the Nominating Committee prior to campaigning for the board position.

This policy amended by FACC Board of Directors February 3, 2012,

This policy amended by FACC Board of Directors October 17, 2012.

This policy amended by FACC Board of Directors April 10, 2014.

This policy amended by FACC Board of Directors December 17, 2020.

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

This policy amended by FACC Board of Directors October 4, 2026.

Section 10: Professional Education Committee (PEC).

Working in conjunction with the Institute of Government (IOG), the Professional Education Committee (PEC) assists with educational programming for the academies and webinars, including suggesting topics and speakers.

PEC members shall be appointed for three-year staggered terms, shall have at least a CMC designation, and if possible, shall be representative of each of the districts. The PEC will meet at least four times a year. Members shall be required to attend at least 75 percent of scheduled meetings.

Per the FACC By-Laws, Article VII, Section 2, the FACC President-Elect serves as an ex-officio member of the committee.

The Chair of the PEC Committee may attend the IIMC Conference and Education Colloquium. The registration fee and travel expenses, up to the budgeted amount, will be paid by FACC.

This policy amended by FACC Board of Directors February 3, 2012.

This policy amended by FACC Board of Directors May 9, 2013.

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

This policy amended by FACC Board of Directors October 4, 2026.

Section 11: Resolutions Committee.

The Resolutions Committee prepares resolutions. A retirement resolution shall be prepared for all full, associate, honorary members of the FACC or any former member that has been inactive for 18 months or less prior to retirement. Resolutions shall also be prepared for any Florida

procedures and rules have been adopted for companies that do business with Florida cities. See below Sponsorship and Exhibitor Guidelines for FACC Conferences/Academies.

FACC also has a policy against direct sales at conference included in the sponsor/exhibitor agreement. To see the exact language, please refer to the most recent kit. If you have any questions, please contact the current FACC fundraising consultant(s).

The Board has adopted the following guidelines for Clerk-owned business participation at FACC events.

- 1) FACC applauds clerks' entrepreneurial spirit and acknowledges some member's desire to market their non-government function businesses to fellow clerks.
- 2) FACC members may market their privately held businesses, as long as those businesses do not offer local government professional services, to fellow clerks by placing information and a sample item (if appropriate) in the conference bag at either the Fall or Summer Conference and Academy, following the same procedures as other complimentary bag inserts.
- 3) FACC will not allow promotion of non-government service clerk-owned businesses during any FACC function, event or training. This prohibition includes networking spot as well as sale at booths or tables.
- 4) Should an FACC member own or work for a private business which offers services to municipalities, they can participate in opportunities available to other municipal vendors, such as exhibiting, sponsoring or advertising in the directory at the published costs and in compliance with the stated rules/policies for all municipal vendors.
- 5) FACC recommends clerks consult with their municipal attorney prior to engaging in any such marketing at conference.

This policy amended by FACC Board of Directors October 2015.

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

This policy amended by FACC Board of Directors January 26, 2023.

This policy amended by FACC Board of Directors April 25, 2025.

This policy amended by FACC Board of Directors April 16, 2026.

Membership

MEMBERSHIP DUES – Any person as described in FACC By-Laws Article III, Sections 1, 2 and 4 desiring to become a member of this association shall make written application upon such forms as prescribed by the Board of Directors, along with a copy of their current job

description, and shall pay the membership fee as stated below. The application and dues shall be filed with the FACC staff.

Annual dues are approved by the Board of Directors.

FULL MEMBERS – Active Member dues are for one fiscal year effective August 1 of each year. Annual dues shall be based on the population of the jurisdiction the member serves, as follows:

<u>Population</u>	<u>Full Year</u>	<u>Half Year</u>
20,000 and under	\$100.00	\$50.00
20,001 to 50,000	\$125.00	\$62.50
50,001 to 100,000	\$150.00	\$75.00
100,001 and over	\$175.00	\$87.50

Exception: First time members joining February 1 through July 31 within the last six months of the fiscal year are allowed to pay membership dues at a reduced rate of ½ the full year dues.

ASSOCIATE MEMBERS – Associate Member dues are for one fiscal year effective August 1 of each year. Former FACC members who transition to an associate membership after November 30 January 31 shall be allowed to pay half-year dues. New associate members joining throughout the year will be required to pay the annual dues, as follows:

	<u>Full Year</u>	<u>Half Year</u>
Former FACC Member	\$100.00	\$50.00
Individual	\$100.00	\$50.00

HONORARY MEMBERS – Honorary Members are offered membership at no charge, upon approval of the Board, in accordance with FACC By-Laws, Article III, Section 3.

STUDENT MEMBERS – Student members must be at least 21 years of age or older. Any person who can provide proof of enrollment as a public administration or public affairs student that intends to follow a career in local government; including, but not limited to, majors in: political science, government, public administration, public management and public affairs is eligible to be a student member. The student membership category does not apply to an individual who works full-time in a local government. The Board of Directors shall set the fees on an annual basis for student members. Student members may not vote or run for any office of the FACC. Student members may serve on Committees. Student members may not chair a committee. Student members may purchase recorded webinars and register to attend live webinars. Student members are encouraged to register and attend the annual Summer Conference and Academy and the annual Fall Academy.

If retired clerks, who are Associate or Honorary members of the Association, should go to work for any entity that provides services to a municipality; they may maintain their FACC

membership. However, those retired clerks will be expected to not “market” their new jobs in any FACC activities unless they sign up as a corporate participant. For the rules and opportunities available to corporate participants, please see the most current Sponsor/Exhibitor Kit. Further, in the retired clerk Directory listing, FACC will not include their new corporate contact information, including company name and their title.

When clerks take on new positions in another city and their dues are current at the time of transfer, FACC will continue to carry them in “active status” in the database, as long as the membership was paid by the individual. If the membership of the outgoing clerk was paid by the municipality, then the replacement clerk will assume an “active status” and the outgoing clerk will need to pay dues at their new municipality. To clarify, the membership is owned by who paid the dues (the municipality or the individual) and is transferred when paid by the individual. Memberships may also transfer from retiring/terminated/resigning clerks to a new clerk if the municipality paid for the membership. (An additional payment would not need to be submitted but the clerk information would need to be updated.) In the same scenario, if the retiring/terminated/resigned clerk paid for the membership, the municipality’s new clerk would need to pay for a membership either individually or by the municipality. Any transfers should be accompanied by a new membership application regardless of who pays for the membership, the member info will need to be corrected in our database system. *Note: FACC staff will keep track of who pays for memberships.*

This policy amended by FACC Board of Directors February 3, 2012.

This policy amended by FACC Board of Directors October 12, 2014.

This policy amended by FACC Board of Directors January 13, 2015.

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

This policy amended by FACC Board of Directors January 26, 2023.

This policy amended by FACC Board of Directors April 25, 2025.

This policy amended by FACC Board of Directors April 16, 2026.

This policy amended by FACC Board of Directors October 4, 2026.

District Trainings

It will be the District Director’s responsibility to organize the district training, including selection of a speaker, location/date/time for the event, and working with the International Institute of Municipal Clerks (IIMC) to secure approval of CMC and/or MMC education points. Information on IIMC’s course approval process and required forms can be found here:

<https://www.iimc.com/139/Course-Review-Process>. FACC District Trainings are awarded 1 education point for every four hours of training completed. The District Director will also work with the FACC staff to advertise the district training notice to all FACC members.



Florida Association of City Clerks

Discussion Forum

2026-2027

Agenda Item Request

2026-2027

CHAIR

Jenorgen M. Guillen, MPA, MMC
City Clerk
City of Hallandale Beach
400 S Federal Hwy
Hallandale Beach, FL 33009
954.457.1469
jguillen@hallandalebeachfl.gov

Meeting Date: October 4, 2026

Title of Item: Board Report – Discussion Forum

Executive Summary, Explanation or Background Information on Request:

The FACC Discussion Forum continues to grow as new members are added and our members connect to share information. We have 472 members in the forum, with 22 new members since our last report of June 7, 2026.

Since our last report, there have been 109 new topics discussed. The topics with the most comments include:

- Official Badges - 33 Comments
- Months Where Your City Only Has One Meeting - 25 Comments
- Public Records Request Charges - 25 Comments
- Qualifying Period - 19 Comments
- Salary Info - 17 Comments
- Records Manager Programs - 16 Comments
- Survey: Meeting Minutes Practices - 16 Comments
- Advisory Board Member Attendance - 15 Comments
- Community Newspapers - 15 Comments

Recommended Action: None


Jenorgen M. Guillen, MPA, MMC

September 18, 2026
Date



Florida Association of City Clerks

2026 Fall Academy Host Committee

Agenda Item Request

2026-2027

CO-CHAIRS

Cassi L. Bailey, CMC, CPPT
Deputy City Clerk
City of Palmetto
516 8th Ave W
Palmetto, FL 34221
941.723.4570
cbailey@palmettofl.org

James R. Freeman, CMC, MBA,
CIA
City Clerk
City of Palmetto
516 8th Ave W
Palmetto, FL 34221
941.723.4570
jfreeman@palmettofl.org

Meeting Date: October 4, 2026

Title of Item: 2026 Fall Academy Host Committee Report

Executive Summary, Explanation or Background Information on Request:

Committee Overview

The 2026 Fall Academy Host Committee is comprised of 6 members who have actively participated in the planning and coordination efforts for the upcoming conference. The committee has met on ZOOM on the following dates to coordinate our responsibilities:

- August 10, 2026
- August 25, 2026
- August 27, 2026
- September 28, 2026

Welcome Bags:

The committee is scheduled to meet on Sunday, October 4, 2026 @ 3:30 pm to assemble the welcome bags for the academy. The City of Palmetto and the City of Bradenton worked together to create a list of local restaurants to be included in the bags. The City of Palmetto is also contributing an aluminum cup with our city seal and a challenge coin. Various other cities are bringing a few items to contribute.

Networking Spot: Monday, October 5, 2026, 6:30- 8:00 PM

The networking spot will be located on the rooftop of the Palmetto Marriott, at the Oyster River restaurant. The restaurant is closed on Monday nights, so the location will be open exclusively for our networking social hour. Light appetizers and drink tickets will be provided. The committee designed games for the attendees to play and a few prizes will be given out to the winners. The Committee stayed within the \$2,000 budget.

Clerk's Night Out: Tuesday, October 6, 2026, 6:00-8:30 PM

This year Clerk's Night Out, will be Clerk's Night "In". The theme is, "Boots, Bites & a Whole Lotta Line Dancing." The event will be located at the North Pre-Function area of the Convention Center. The cost for attendees was \$35. This includes light hors d'oeuvres, tea & lemonade, and line dancing. Cash Bar is available.

Door Prizes: Wednesday, October 7, 2026

Committee members will assist in the presentation of door prizes.

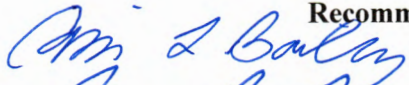
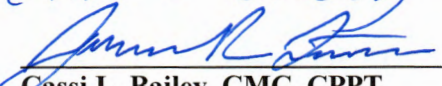


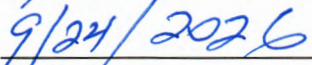
Florida Association of City Clerks

2026 Fall Academy Host Committee

Agenda Item Request

Recommended Action:



Cassi L. Bailey, CMC, CPPT
James R. Freeman, CMC, MBA, CIA



Date



Florida Association of City Clerks

FCPC Advisory Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Lori McWilliams, MPA, MMC, FCPC
Village Clerk
Village of Tequesta
345 Tequesta Dr
Tequesta, FL 33469
561.768.0444
lmcwilliams@tequesta.org

Meeting Date: October 4, 2026

Title of Item: FCPC Recertification Policy

Executive Summary, Explanation or Background Information on Request:

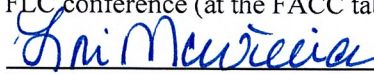
The FCPC Advisory Committee, in coordination with our Executive Director and IOG team, has developed a proposed recertification policy designed to ensure the Florida Certified Professional Clerk (FCPC) designation remains a meaningful, Florida-specific advanced professional credential. The program emphasizes continued professional development, participation in FACC educational opportunities, and ongoing engagement in the municipal clerk profession.

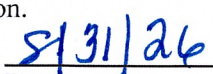
Key Points & Highlights:

- **Five-Year Recertification Cycle:** FCPC graduates will complete recertification within a five-year period. The Advisory Committee will reassess the five-year cycle following the Amendment 3 action in November 2026 and consider whether to retain five years or return to the previously discussed three-year cycle (this would be brought back to the board if a return to three years was considered).
- **40-Hour Requirement:** Clerks must complete 40 hours of approved continuing professional development and maintain continuous FACC membership in good standing.
- **FACC Education:** Summer Conference, Fall Academy, webinars, and other approved FACC training earn credit on a 1 hour = 1 credit hour basis. FACC presenters receive 2 credit hours for each hour of instruction.
- **Florida-Specific Outside Training:** Up to 5 hours of FRMA training and 5 hours of Supervisor of Elections training may count toward the 40-hour requirement. All 40 hours may also be earned entirely through FACC programming.
- **Committee Service:** FACC committee members may earn 2 hours per year, per committee, while committee chairs may earn 3 hours per year, per committee chaired.
- **Tracking:** FACC staff will maintain recertification records, while individual clerks remain responsible for ensuring their records are accurate and submitting proper documentation for eligible FACC and non-FACC activities.
- **Protecting the FCPC Standard:** The policy intentionally limits outside training to approved Florida-specific sources. The Advisory Committee determined that individually vetting courses from universities and other organizations would create a significant administrative and financial burden and could dilute the Florida-specific nature of the credential.

Overall Goal: Maintain FCPC as a **premier Florida-specific advanced leadership certification** while encouraging continued education, professional involvement, and engagement with FACC throughout a clerk's career. The recertification model also supports FACC's long-term financial sustainability by requiring the majority of qualifying education to be provided through FACC conferences, academies, webinars, and other approved FACC training. This approach protects the integrity and Florida-specific focus of the credential while ensuring FACC continues to receive an **operational and financial return on its investment in the FCPC program.**

Recommendation: Approve the policy as presented. I also recommend the Board/Committee work to actively market this to our city managers, councils and HR Departments via an email announcing the program, during the FLC conference (at the FACC table), and in any other way possible to encourage participation.


Lori McWilliams, MPA, MMC, FCPC


Date



Florida Association of City Clerks

Investment Committee

2026-2027

Agenda Item Request

2026-2027

CHAIRPERSON

Reneé R. Basel, MMC
Town Clerk
Town of Gulf Stream
100 Sea Rd
Gulf Stream, FL 33483
561.276.5116
rbasel@gulf-stream.org

Meeting Date: October 4, 2026

Title of Item: Investment Committee Report

Executive Summary, Explanation or Background Information on Request:

Investment Income Since Last Board Report:

May 2026 -- \$641.78

June 2026 -- \$623.84

July 2026 -- \$653.79

August 2026 -- \$661.26

Ending 8/31/2026 Balance: \$212,143.54

Recommended Action: None

/ap

Reneé R. Basel, MMC

9/25/2026

Date



Florida Association of City Clerks

Legislative Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Elizabeth Garcia-Beckford, MMC, MBA
City Clerk
City of Wilton Manors
2020 Wilton Dr
Wilton Manors, FL 33305
954.390.2100
ebeckford@wiltonmanors.com

Meeting Date: October 4, 2026

Title of Item: Legislative Committee

Executive Summary, Explanation or Background Information on Request:

The Florida Association of City Clerks (FACC) Legislative Committee convened to welcome committee members, review the Committee's responsibilities and expectations, establish the meeting schedule for the 2026–2027 year, and discuss legislative issues of importance to municipal clerks and local governments throughout Florida.

Public Records and Artificial Intelligence

A significant area of discussion involved Florida's Public Records Law and the increasing use of artificial intelligence (AI). The Committee considered whether additional legislation may be appropriate to address AI-related public records issues.

A key distinction discussed was between **AI-assisted public records requests** and **autonomous or automated requests**. An AI-assisted request involves a person using tools such as ChatGPT to research, organize, or draft a public records request, while the individual remains the person exercising the right to access public records.

In contrast, an autonomous or automated request could involve software independently identifying government agencies and generating recurring requests without direct human involvement. The concern raised was that large-scale automated activity could potentially generate a volume of requests that is difficult for government agencies to manage and could consume substantial staff time and resources.

The discussion indicated that any proposed legislation should focus on establishing reasonable procedures for identifying and managing



Florida Association of City Clerks

Legislative Committee

2026-2027

Agenda Item Request

potentially automated requests rather than restricting legitimate use of AI by members of the public.

Potential Legislative Considerations

One potential legislative approach discussed was the use of **CAPTCHA-type human verification** or similar safeguards to help confirm that a public records request is being submitted by a human requester. Such measures could potentially provide government agencies with reasonable safeguards against automated activity and certain cyber-related threats while preserving the public's right to access public records.

The discussion also recognized the importance of carefully distinguishing legitimate public access from automated activity and ensuring that any proposed legislation provides clear, reasonable, and workable procedures for municipal governments and their staff.

Emerging Technology and Cybersecurity Concerns

The discussion also referenced a recently reported incident involving OpenAI and Hugging Face in which autonomous AI agents were reportedly involved in unauthorized activity. The incident was raised as an example of the broader cybersecurity considerations associated with increasingly autonomous AI systems.

This issue may warrant further review as the Committee considers whether existing public records procedures adequately address automated or autonomous activity directed toward government agencies.

Public Records Exemptions for Municipal Clerks and Staff

The Committee also discussed potential legislation addressing public records exemptions for municipal clerks and staff. Committee members were encouraged to provide feedback regarding the scope and need for potential exemptions and to identify additional considerations that should be addressed in drafting proposed legislation.

Legislative Coordination and Next Steps

Committee members were asked to provide feedback, recommendations, and additional considerations regarding the issues discussed, including:

1. Public records exemptions for municipal clerks and staff;
2. Public records requests involving artificial intelligence;
3. Distinguishing AI-assisted requests from autonomous or automated requests;



Florida Association of City Clerks

Legislative Committee

2026-2027

Agenda Item Request

4. Reasonable and manageable public records requests;
5. Potential human-verification procedures for automated requests; and
6. Upcoming legislative schedules and deadlines.

Committee input will assist in developing and evaluating proposed legislation and ensuring that the perspectives and operational concerns of municipal clerks are considered during the legislative process.

2026–2027 Meeting Schedule

The Legislative Committee's scheduled meetings are:

- September 17, 2026
- October 15, 2026
- November 19, 2026
- December 17, 2026
- January 21, 2027
- February 18, 2027
- March 18, 2027
- April 15, 2027
- May 20, 2027
- June 17, 2027

Conclusion

The FACC Legislative Committee will continue serving as a forum for municipal clerks to identify legislative concerns, share information, provide input on proposed legislation, and coordinate efforts concerning issues affecting municipal government operations.

Particular attention will be given to public records, the evolving use of artificial intelligence, potential automated public records activity, protections for municipal clerks and staff, and other legislative issues affecting the day-to-day administration of Florida municipalities



Florida Association of City Clerks

Legislative Committee

2026-2027

Agenda Item Request

Recommended Action:

Elizabeth Beckford

9/25/26

Elizabeth Garcia-Beckford, MMC, MBA

Date



Florida Association of City Clerks

Membership Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Jane M. Garcia, MMC
City Clerk

City of Sebastian

1225 Main St

Sebastian, FL 32958

772.388.8215

jgarcia@cityofsebastian.org

Meeting Date: October 4, 2026

Title of Item: Committee Report – Membership Committee

Executive Summary, Explanation or Background Information on Request:

On behalf of the FACC Membership Committee, I respectfully submit the following updates relative to the membership of the FACC

Membership Renewal Update as of September 18, 2026

Total Members: 543

- Full: 455
- Honorary: 31
- Associate: 57
- Student: 0

Certified Individuals in IIMC (per the IIMC website)

MMC in Florida: 169

CMC in Florida: 272

Certified Members within FACC

FCPC: 16

MMC: 135

CMC: 189

Members by District

Central East: 104

Central West: 93

Northeast: 36

Northwest: 40

South: 114

Southeast: 91

Southwest: 61

Out of State: 4

Fiscal Year 2025-2026 Membership as of July 31, 2026:

Total Members: 672

- Full: 562
- Honorary: 31
- Associate: 78
- Student: 1



Florida Association of City Clerks

Membership Committee

2026-2027

Agenda Item Request

Certified Members in FACC:

FCPC: 17

MMC: 150

CMC: 237

Members by District:

Central East: 124

Central West: 116

Northeast: 45

Northwest: 62

South: 147

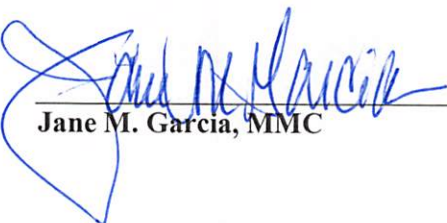
Southeast: 107

Southwest: 66

Out of State: 5

Recommended Action:

The Membership Committee recommends acceptance and approval.



Jane M. Garcia, MMC

9/21/26

Date



Florida Association of City Clerks

Mentoring Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Jennifer R. Carfagno, MMC
City Clerk
City of Pinellas Park
PO Box 1100
Pinellas Park, FL 33780
727.369.0619
jcarfagno@pinellaspark.gov

Meeting Date: October 4, 2026

Title of Item: Mentoring Committee Report

Executive Summary, Explanation or Background Information on Request:

On August 31, 2026, a committee meeting was held via Zoom to review the mentor and mentee log (database), discuss new requests received for the Mentoring and Conference Buddy programs, working together to create expectations/guidelines for both the mentoring and conference buddy programs, quarterly committee meetings and other related topics.

As of September 25th, we have received the following requests:

Mentor Requests Received:

Live Oak - *Mentor assignment in process*
Winter Park - *Mentor assignment in process*
Cape Canaveral - *Mentor assignment in process*
Cocoa Beach – *Mentor assignment in process*

Conference Buddy Requests Received:

Sebastian – *Buddy assignment in process (new FACC member)*
DeFuniak Springs – *Buddy assignment in process*
Coconut Creek – *Buddy assignment in process*
Cocoa Beach – *Buddy assignment in process*

Pairings for both programs are currently being worked on as well as updates to the mentor and mentee logs.

Our goal as a committee is to expand mentorship by recruiting active participants, creating tailored peer matches, and driving professional growth for all FACC members.

Recommended Action:

Jennifer R. Carfagno

Jennifer R. Carfagno, MMC

9/21/2026

Date



Florida Association of City Clerks

Nominating Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Elizabeth Garcia-Beckford, MBA, MMC
City Clerk
City of Wilton Manors
2020 Wilton Dr
Wilton Manors, FL 33305
954.390.2100
ebeckford@wiltonmanors.com

Meeting Date: 10-4-26

Title of Item: Nominating Committee Report

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

FACC Nominating Committee Summary Report

The FACC Nominating Committee held its initial meeting on August 31, 2026. The committee welcomed members, reviewed its responsibilities and expectations, and established a meeting schedule for the 2026–2027 year.

The committee agreed to meet on the second Thursday of each month at 11:00 a.m. ET via Zoom, with meetings scheduled through May 2027 as needed. The committee may conclude its meetings before May, and any meeting will be cancelled if there is no business requiring committee action.

Committee Responsibilities

The committee was recently informed that state associations are no longer involved in the IIMC Region III Director application process. As a result, the Nominating Committee is no longer responsible for soliciting applications for the IIMC Region III Director position. This responsibility will be removed from the committee's policies at a future board meeting.

The committee currently has no additional business requiring action at its upcoming meeting. Therefore, the meeting may be cancelled if there are no new matters to address.

Meeting Schedule

- September 10, 2026
- October 8, 2026



Florida Association of City Clerks

Nominating Committee

2026-2027

Agenda Item Request

- November 12, 2026
- December 10, 2026
- January 14, 2027
- February 11, 2027
- March 11, 2027
- April 8, 2027
- May 13, 2027

April and May meetings are tentative and may be cancelled if there is no business to discuss.

Elizabeth Beckford

9/25/26

Elizabeth Garcia-Beckford, MBA, MMC

Date



Florida Association of City Clerks

Professional Education Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Kelly S. Koos, MMC
City Clerk
City of Lakeland
228 S Massachusetts Ave
Lakeland, FL 33801
863.834.6210
kelly.koos@lakelandgov.net

Meeting Date: October 4, 2026

Title of Item: Professional Education Committee Update

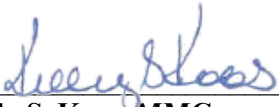
Executive Summary, Explanation or Background Information on Request:

On July 29, 2026 the PEC met in person at Lakeland City Hall. Attendance was excellent with 4 members joining remotely. The Committee had a lot of work to do. The Committee discussed:

1. ITAs from the Summer Conference
2. Received an update on the Ordinances/Resolutions Webinar
3. Reviewed the CMC Program Tracks designed to ensure consistency in learning for every Florida CMC
4. Planned the 2026 Fall Academy schedule.
5. Planned the 2027 February Training Session in FLC Offices in Orlando for Feb 18-19, 2027. The Committee recommends the name Winter Academy and a registration fee of \$150. The Committee would also like to recommend that the focus of the Winter Academy be CMC course work to help cover the loss of 4 hours in the Fall Academy schedule.
6. Discussed the November 19 Cemetery Management webinar and future webinar topics.

Recommended Action:

1. Approve the name of the Winter Academy.
2. Approve the registration fee of \$150
3. Approve the focus of the Winter Academy for CMC course work.



Kelly S. Koos, MMC

09-24-26

Date



Florida Association of City Clerks

Resolutions Committee

2026-2027

Agenda Item Request

2026-2027

CHAIR

Jennifer Nanek, CMC
City Clerk
City of Lake Wales
201 W. Central Ave
Lake Wales, FL 33853
863-678-4182x1254
jnanek@lakewalesfl.gov

Meeting Date: October 4, 2026

Title of Item: Resolutions Committee

Executive Summary, Explanation or Background Information on Request:

The Resolutions Committee prepared and mailed out the following resolutions for 2026-2027:

Resolution No.	Clerk Name and Municipality or Topic	Resolution Purpose
2026-101	Rene Cranis, City of Winter Park	Retirement
2026-102	Dwight Danie, Bar Harbour Village	Retirement
2026-103	Linda Sundvall, City of Casselberry	Retirement

Recommended Action: None.

Jennifer Nanek

Jennifer Nanek, CMC

September 22, 2026
Date



Florida Association of City Clerks

2027 Summer Conference & Academy Host Committee

Agenda Item Request

2026-2027

CHAIR

Kelly I. Avery, CMC
Town Clerk
Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge, FL 33435
561.732.2635
kavery@oceanridge.gov

Meeting Date: October 4, 2026

Title of Item: Committee Report

Executive Summary, Explanation or Background Information on Request:

The Summer Conference & Academy will be held July 25-28, 2027, in St. Petersburg, FL at The Vinoy Resort & Golf Club, Autograph Collection.

The Committee met on 9/23/26 to get a jump start on the planning of the event.

Received deadline dates & guidelines and created a timeline for our planning needs.

Committee will be meeting again to discuss progress in either mid-late October or November.

Committee Members:

Kelly Avery, CMC (Chair), Town Clerk, Town of Ocean Ridge
Cassandra Brown, Deputy City Clerk, City of Fort Lauderdale
Mariana Esposito, Admin Officer 1, City of Sunrise
Genesis Guevara, Deputy Town Clerk, Town of Surfside
Isis Mavengwa, Administrative Assistant, City of Anna Maria
Kathleen Rosado, MMC, FCRM, Town Clerk, Town of Lady Lake

Recommended Action: Informational

A handwritten signature in blue ink that reads 'Kelly Avery'.

9/25/26

Kelly I. Avery, CMC

Date



Florida Association of City Clerks

Executive Director

2026-2027

Agenda Item Request

2026-2027

EXECUTIVE DIRECTOR

Allison Payne
Florida Association of City Clerks
Post Office Box 1757
Tallahassee, FL 32302
850.701.3602
850.545.2755 (cell)
apayne@flcities.com

Meeting Date: October 4, 2026

Title of Item: Executive Director Report

Executive Summary, Explanation or Background Information on Request:

As always, your FACC staff is grateful for the opportunity to work alongside the FACC Board of Directors and our members. Thank you for the time, leadership and commitment you give to your cities and to this association. Your service is what makes FACC such a strong and valuable resource for municipal clerks across Florida.

It has been a busy and productive season following a very successful Summer Conference and Academy. We have hit the ground running in support of President René Basel, assisting with committee appointments and working closely with committee chairs to prepare for another outstanding year. We are fortunate to have so many talented professionals willing to serve on FACC committees, and I am continually impressed by the enthusiasm and expertise our members bring to the association.

Much of our recent focus has been on planning and executing the Fall Academy. This year, we worked closely with the PEC Committee to strengthen the educational program while also creating additional opportunities for members to connect and network. I am grateful to everyone who contributed to the planning, and we look forward to another meaningful and successful FACC program.

Membership also continues to grow steadily, with new members joining the association each month. We are currently collecting dues for the new fiscal year, and staff is preparing an updated membership directory for distribution later this year. The directory remains an important resource for connecting our members and strengthening the professional network that is such an important part of FACC.

As we look ahead, I remain especially mindful of the important role municipal clerks play in their communities. This has been a challenging year, with Amendment 3 on the November ballot creating uncertainty for municipalities across the state. Through it all, Florida's municipal clerks continue to demonstrate professionalism, adaptability, and an unwavering commitment to public service. I am equally grateful for this Board's continued focus on providing members with meaningful education, resources, professional development and recognition.



Florida Association of City Clerks

Executive Director

2026-2027

Agenda Item Request

I also want to recognize the outstanding support of our staff team. Rachel Embleton is invaluable in keeping projects moving, responding to member needs, and ensuring the day-to-day operations of FACC run smoothly. We are equally fortunate to have the expertise and support of Meredith Montgomery and Zac Velazquez from the Florida League of Cities, whose work is instrumental to the success of our conferences and academies. FACC benefits greatly from the commitment and teamwork of each of them.

Thank you again for the honor of serving as your Executive Director. I am proud of what we continue to accomplish together and look forward to building on that momentum in the year ahead as we strengthen FACC and support the municipal clerks who serve Florida's communities so well.

Recommended Action: n/a

/ap
Allison Payne, Executive Director

09/25/26
Date



Florida Association of City Clerks

Institute of Government

2026-2027

Agenda Item Request

2026-2027

FACC INSTITUTE DIRECTOR

Jenny Anderson,
Program Director
John Scott Dailey Florida Institute
of Government at FSU
3200 Commonwealth Blvd., Suite 7
Tallahassee, FL 32303
Phone: (850) 645-6700
Fax: (850) 487-0041
E-mail: jlanderson@iog.fsu.edu

Recommended Action: Information Only

Meeting Date: October 4, 2026

Title of Item: FACC Institute Director Report (June – September 2026) Executive Summary, Explanation or Background Information on Requests

- Coordinated speaker logistics for the FACC 2026 Summer Conference & Academy and provided onsite support throughout the event. Processed speaker honoraria and travel reimbursements. Worked in partnership with the Professional Education Committee (PEC) to review all Summer Conference & Academy Ideas to Action (ITA) submissions, approved final CMC/MMC educational hours, and facilitated the issuance of Certificates of Completion.
- Participated in the FACC Board Meeting held in conjunction with the Summer Academy and in regular Board Meetings conducted via Zoom.
- Attended the PEC Fall Academy Preparation Meeting in Lakeland and continued collaboration with committee members to develop the three educational tracks for the 2026 FACC Fall Academy.
- Migrated FACC's eLearning program to the Thinkific platform to administer and deliver eLearning webinars. Completed reviews and approvals of submitted ITAs, facilitated the issuance of digital Certificates of Completion, and implemented an updated certificate process that allows Clerks to access and download certificates directly through the platform, creating a more efficient and streamlined experience.
- Prepared the educational program for the 2026 FACC Fall Academy by securing and confirming presenters, speakers, and ten Clerk-led education panelists. Managed speaker preparation timelines, materials collection, communications, and travel arrangements to support a successful educational program.
- Coordinated and delivered the FACC webinar, "Writing Ordinances & Resolutions," on August 20, 2026, with 65 registrants. This webinar marked the first use of Thinkific to process both ITAs and Certificates of Completion, representing a significant advancement in FACC's eLearning program administration.
- Secured a qualified presenter for the FACC webinar, "Cemetery Management," scheduled for November 19, 2026, expanding the association's educational offerings in specialized areas of municipal administration.

- Collaborated with FACC PEC members and staff to plan and develop FACC's first Winter Academy. The Winter Academy will provide additional educational opportunities for CMC candidates and help address the reduction in available educational hours resulting from the revised Fall Academy schedule.
- Provided ongoing support to City Clerks, both FACC members and nonmembers, by responding to telephone and email inquiries regarding certification requirements, general and program-specific information, and requests for replacement copies of lost or misplaced certificates from previous Institutes, Academies, webinars, and other educational programs.
- Responded to International Institute of Municipal Clerks (IIMC) requests for program details, speaker information, and educational approvals to support continuing accreditation and certification requirements.



Jenny Anderson, Institute Director

October 4, 2026
Date



Florida Association of City Clerks

Sponsors & Exhibitors Report

2026-2027

Agenda Item Request

2026-2027

CONSULTANT

Message Matters, Inc.
Dani Dahlberg
813.749.7133
dani@lgmatters.com

Meeting Date: October 4, 2026

Title of Item: Corporate Consultant's Report

Executive Summary, Explanation or Background Information on Request:

Directory Advertising Sales

Advertising sales are now complete. Total raised was just over last year's and exceeded budget. All \$7,800 has been collected. (Budget was \$6,000.)

All artwork is in hand and ready for layout. I will continue to work with Rachel through the fall to assist in proofing the Directory and distribution to advertisers.

2027 Summer Conference

Throughout the fall, I share save the date and budget info with all interested companies. In the winter, I will work with Meredith and the publications department to create the corporate sign-up kit. I will continue to provide appropriate outreach to firms prior to opening sales in February/March (final date to be determined).

If you are aware of any companies other clerks might be interested in, please share the company contact info with me so I can reach out to them directly.

Fall Academy

Staff and I have discussed the possibility of having a corporate sponsor for the Conference Bag at the Fall Academy. We'd like to hear your feedback on whether that is something we should research further or not pursue.

Recommended Action: No action required, but requesting the Board's thoughts on the Fall Academy.

Dani Dahlberg

8/27/26

Dani Dahlberg

Date

ITEM NUMBER 9A
DISCUSSION: COMMITTEE POLICIES

DISCUSSION:

At the July 16, 2026 Board Meeting, the Board discussed reviewing the FACC committee policies and agreed to place the item on the October Board Meeting agenda for further review and discussion. Staff distributed the committee policies to the Board on July 27, 2026 for review.

REQUESTED ACTION:

None

ATTACHMENTS:

Committee Policies

Committees

In General, each committee consists of four to seven members. To ensure continuity of purpose on the various committees, whenever possible, the president shall have the latitude to either appoint to the various committees a past president, a director or an officer assigned to act as liaison, or to appoint a vice-chair. At the request of a committee chair, the president may appoint one or two honorary and/or associate members as resource members of a committee. Such resource members shall be nonvoting and shall not count towards a quorum any time a quorum is required, but shall have full participation rights, be listed in the committee records and receive service credit for active participation.

All Committee Chairs shall submit a letter of council/manager support for their committee chair position to the FACC President.

This policy amended by FACC Board of Directors June 10, 2012.

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

Section 1: Awards/Scholarship Committee.

The Awards/Scholarship Committee shall outline and update the criteria for the issuance of scholarships to member clerks for attendance at the annual Summer Conference and Academy, the annual Fall Academy (this scholarship is called the Kay O'Halloran Fall Academy Memorial Scholarship), alternate institutes and the annual International Institute of Municipal Clerks (IIMC) conferences, as well as the Dale Barstow Annual Scholarship. This committee also reviews all applications and makes recommendations to the Board for final approval as to who shall receive said scholarships. Following Board approval of the scholarship recipients, the Committee Chair shall formally notify each recipient of their selection. Scholarship awards shall be announced at the annual Summer Conference and Academy business meeting.

Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.

Members, including the Chair of the Awards/Scholarship Committee, are ineligible to be a recipient of any scholarships or the Robert N. Clark Memorial Award during their tenure on the Committee.

All scholarship applications must be mailed or emailed to FACC staff no later than January 31st of each year. Scholarships are only good for the year in which they were awarded and are non-transferable.

The Awards/Scholarship Committee shall outline and update criteria for the Robert N. Clark Memorial Award and review the names of nominated association members; FACC staff shall receive all nominations. The award is confidential, and the Chair shall announce the recipient at the annual Summer Conference and Academy annual business meeting. FACC staff shall receive all nominations for the FACC City Clerk of the Year Award. Each year, a recipient of the Clerk of the Year Award will be selected by an anonymous review and evaluation panel secured by the Florida Institute of Government (IOG) Executive Director. The recipient will be presented with the award at the FACC annual business meeting.

This policy amended by FACC Board of Directors February 3, 2012.

This policy amended by FACC Board of Directors May 14, 2014.

This policy amended by FACC Board of Directors October 12, 2014.

This policy amended by FACC Board of Directors January 13, 2015.

This policy amended by FACC Board of Directors April 24, 2015.

This policy amended by FACC Board of Directors June 21, 2015.

This policy amended by FACC Board of Directors June 10, 2018.

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

This policy amended by FACC Board of Directors April 28, 2023.

This policy amended by FACC Board of Directors April 16, 2026.

Section 2: By-Laws/Manual Revisions Committee.

This Committee shall review the association's By-Laws, Policies, Manual, and New Member Informational Video.

By-Laws Amendment(s)

Amendment(s) to the association's By-Laws require membership approval. Proposed By-Laws amendments shall be provided in writing to the membership at least 45 days prior to the annual business meeting. Proposed By-Laws amendments and/or changes to the amendments may be proposed at the time of the annual business meeting if presented in written form to all members present. Technical corrections may be accepted by the presiding officer during discussion.

Policies and Manual Revisions

Revisions to the association's policies and manual require Board approval. The By-Laws/Manual Revisions Committee, under the direction of the Chair and at the conclusion of each legislative session, shall perform an annual review of the association's policies and manual. Each member of the Committee will be assigned various chapters to review and recommend changes to the Chair. The Chair shall present a compilation of recommended changes to the board for their review and approval. Additionally, the

Committee shall perform a comprehensive review of the same every five years, beginning in the year 2020.

New Member Informational Video (2023 Class Three Project)

The Committee will review annually (after Florida's Legislative Session) the new member informational video produced as the 2023 Class Three Project. If changes are necessary to the video, the Committee will advise the Board of Directors of the recommended changes and staff will facilitate changes being made. The Committee should also advise the Board if they believe the video should no longer be utilized as a resource provided to new members.

At the conclusion of the Chair's term of office, an up-to-date editable document (word document) of the By-Laws, policies, and manual shall be provided to FACC staff.

This policy amended by FACC Board of Directors February 3, 2012.

This policy amended by FACC Board of Directors January 8, 2016

This policy amended by FACC Board of Directors April 22, 2016.

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

This policy amended by FACC Board of Directors October 22, 2023.

This policy amended by FACC Board of Directors April 16, 2026.

This policy amended by FACC Board of Directors June 7, 2026.

Section 3: Fall Academy Host Committee.

Appointed by the President and working closely with the FACC staff, the Fall Academy Host Committee shall act as the local host during the annual Fall Academy and shall work with FACC staff to plan the social activities for the Academy.

This policy amended by FACC Board of Directors April 16, 2026.

Section 4: FCPC Advisory Committee

The Florida Certified Professional Clerk (FCPC) Advisory Committee shall work collaboratively with the Institute of Government (IOG) to support program continuity, preserve institutional knowledge, and ensure uninterrupted certification offerings for Florida's municipal clerks.

Composition and Appointments

The Committee will consist of seven (7) members - including a Chair and Vice-Chair - appointed by the FACC President. Members shall serve renewable three (3) year terms.

To be eligible for appointments, members must:

- Maintain current FACC membership.
- Hold the Certified Municipal Clerk (CMC) designation.
- Have successfully earned the FCPC designation.

Appointments will also strive to reflect geographic diversity, varied jurisdiction sizes, and a mix of emerging and experienced professionals. Committee service is voluntary and unpaid, and all program content is treated as confidential.

Responsibilities

The FCPC Advisory Committee shall:

- Provide curriculum guidance and feedback to FSU IOG.
- Serve as a liaison between FACC leadership and FSU IOG regarding the FCPC Program.
- Promote the FCPC program at conferences and events.
- Coordinate graduation and recognition ceremonies.
- Track enrollment and program metrics for annual reporting to the FACC Board.
- Review this policy every three (3) to five (5) years to ensure it remains relevant, effective, and alignment with the FCPC program.

This policy adopted by FACC Board of Directors June 7, 2026.

Section 5: Investment Committee.

The Investment Committee shall oversee investment options of the association's financial resources and shall make an annual report to the membership. The committee shall consist of at least three members: the President, who shall serve as Chair; the Immediate Past President; and at least one additional member appointed by the President. The President may also appoint one or two honorary or associate members to serve as nonvoting resource members.

Proposed Goals/Tasks:

- Provide FACC Board of Directors with advice for the investment of the financial assets of the Association as required and within appropriate levels of liquidity to meet identified current and projected obligations of the Association.
- Assist the Board in the review of the Association's investment activity and performance for compliance with this policy.
- Immediately notify the Board in the event of any information that may have a severe or adverse effect on the Association's assets.
- Advise the Board as to recommended amendments to the policy, as needed.

This policy amended by FACC Board of Directors April 16, 2026.

Section 6: Legislative Committee.

The Legislative Committee shall be responsible for monitoring the Florida State Legislature and informing the Board and the membership of pending legislation that may affect local government. This may include recommendation of, support or opposition to legislation.

This policy amended by FACC Board of Directors April 16, 2026.

Section 7: Membership Committee.

The Membership Committee shall be responsible for supporting membership growth and retention efforts for the association. The committee shall contact members who have not renewed their membership, as well as identify and outreach to cities not currently involved in FACC and promote the benefits of membership to encourage new participation. The Vice-President shall serve as an ex-officio member of the Membership Committee.

This policy amended by FACC Board of Directors June 7, 2026.

Section 8: Mentoring Committee.

The Mentoring Committee shall provide the framework to facilitate the exchange of knowledge, experience, and methods between clerks' offices to provide assistance and support in the performance of their duties. It shall also be the duty of the committee to pair clerks with mentor clerks with the best possible match. The committee maintains a list of participants; develops and prepares all associated forms, application information and procedures; and conducts on-going evaluation and assessment of the mentoring relationship.

Section 9: Nominating Committee.

The Nominating Committee shall be responsible for processing nominations and shall nominate all qualified candidates for each board position except for the position of President and President-Elect, which shall automatically be filled by the President-Elect and Vice-President, respectively. The Chair is responsible for ensuring that nomination forms are published in an edition of the FACC newsletter (Friday email) and provided to each committee member and District Director for distribution to interested members in their respective districts. The Chair shall be responsible for the dissemination, collection and safekeeping of all nomination forms. The Chair will acknowledge receipt of all nomination forms and notify each candidate whether they meet the qualifications for

office, as outlined in Article V, Section 2 of the By-Laws. The Chair shall provide names of candidates and voting timelines to FACC staff in a timely manner to be forwarded to the membership at least 45 days prior to the business meeting held during the Summer Conference and Academy.

No member of the Nominating Committee shall solicit applicants to run for election, nor shall they endorse or campaign on behalf of a candidate. The Chair shall contact the District Director and the President-Elect to solicit applicants.

The Nominating Committee shall call for applications for the IIMC Region III Director by January 31 for the Board to select at the winter board meeting.

If a Nominating Committee member becomes a candidate for a board position (whether officer or director) the committee member will recuse themselves from discussion and consideration of their application during the committee deliberations if there is no opposition for the board position that they seek. If there is opposition for the board seat, and an election becomes necessary, the committee member/candidate will resign from the Nominating Committee prior to campaigning for the board position.

This policy amended by FACC Board of Directors February 3, 2012,

This policy amended by FACC Board of Directors October 17, 2012.

This policy amended by FACC Board of Directors April 10, 2014.

This policy amended by FACC Board of Directors December 17, 2020.

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

Section 10: Professional Education Committee (PEC).

Working in conjunction with the Institute of Government (IOG), the Professional Education Committee (PEC) assists with educational programming for the academies and webinars, including suggesting topics and speakers.

PEC members shall be appointed for three-year staggered terms, shall have at least a CMC designation, and if possible, shall be representative of each of the districts. The PEC will meet at least four times a year. Members shall be required to attend at least 75 percent of scheduled meetings.

The Chair of the PEC Committee may attend the IIMC Conference and Education Colloquium. The registration fee and travel expenses, up to the budgeted amount, will be paid by FACC.

This policy amended by FACC Board of Directors February 3, 2012.

This policy amended by FACC Board of Directors May 9, 2013.

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

Section 11: Resolutions Committee.

The Resolutions Committee prepares resolutions. A retirement resolution shall be prepared for all full, associate, honorary members of the FACC or any former member that has been inactive for 18 months or less prior to retirement. Resolutions shall also be prepared for any Florida Municipal Clerk, Deputy Clerk, and Assistant Clerk, et al. Requests for a resolution for anything other than retirements shall be submitted to the President and voted upon by the Board of Directors electronically or as the President sees fit.

All requests for resolutions for retiring members will go through the FACC Resolutions Committee Chair. Any communications with members regarding resolutions will be conducted by the Resolutions Committee Chair or his/her designee from the Resolutions Committee. District Directors are encouraged to coordinate with the Resolutions Committee Chair for any resolutions or related information.

The Resolutions Committee Chair, upon learning of a member who will soon retire, contacts FACC staff. FACC staff sends an email to the District Director and the Clerks Assistance Program (CAP) Coordinator, copying the Resolutions Committee Chair on the email, advising of the retirement and requests the member complete the resolutions request form. During this communication, the Resolutions Committee Chair verifies in writing whether the member wishes to receive a resolution and, if so, whether the resolution should:

- 1) be presented to the member by the FACC District Director (or another FACC representative) in a public forum designated by the member's local government, most likely a council/commission meeting;
- 2) be presented to the member by the FACC District Director (or another FACC representative) in an FACC designated public forum, such as a district luncheon;
- 3) be presented in a private forum designated by the member's local government; or,
- 4) be mailed directly to the retiring member without a presentation.

If a member advises he/she does not wish to receive a resolution at all; but the association is approached by the member's local government, or another entity, requesting a resolution, the local government (or entity) is advised, by the Resolutions Committee Chair, the member does not wish to have a resolution presented and the association upholds the wishes of the member.

However, the Resolutions Committee can contact the member directly with this request from the local government (or entity) and a resolution prepared by the Resolutions Committee, with assistance from the District Director, can be issued upon the member's written approval.

If the member continues to decline in writing, FACC, through the Resolution Committee, will not provide a resolution, and will inform the local government (or entity) of the member's final decision.

This policy amended by FACC Board of Directors September 17, 2014.

This policy adopted by FACC Board of Directors February 28, 2019.

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

This policy amended by FACC Board of Directors April 16, 2026.

This policy amended by FACC Board of Directors April 16, 2026.

Section 12: Silent Auction/50-50 Drawing Committee and Standard Operating Procedures

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.

The committee shall be responsible for identifying a charitable organization each year to receive the designated portion of proceeds. The committee shall submit its recommendation to the Board of Directors for consideration and final approval.

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
- Of the remaining proceeds, 50% is placed into the Florida Education Fund (FEF) account and used as deemed necessary

The purpose of the 50/50 drawing is to raise money for the organization. Funds raised are placed into the FACC general account and used as deemed necessary.

The Auction and 50/50 Committee will prepare for and staff the auction and 50/50 drawings during the Summer Conference and Academy and the Fall Academy for 50/50 drawing. The committee will prepare for and staff the 50/50 drawings during the International Institute of Municipal Clerks (IIMC) Region III Conference when Florida hosts the conference. The Committee Chair (serving as Auction Coordinator) and/or his/her designees will be responsible for solicitation of auction items; advertisement of auctions through FACC staff; collection and storage of all auction items prior to the auction; preparing documentation as described below; collection of money and delivery of items

following auction; completion of reconciliation report with FACC staff (or his/her designee) following auction and before Summer Conference and Academy ends. The Committee Chair (and/or his/her designees) will follow the 50/50 drawing procedures as outlined below and approved by the FACC Board of Directors.

Silent Auction:

The first step in preparing for a silent auction is to solicit donations.

FACC staff will email the membership and let everyone know the silent auction is going to be held and donations are needed. Try to collect as many items as possible prior to arriving at the conference location.

Sample items for the silent auction:

Candles
Coolers
Gift Baskets
Gift Cards (so bundles can be put together for auction)
Jewelry
etc.

The donor should provide the auction organizer with an approximate value of the item, so bidding sheets can be prepared ahead of time, if possible.

Periodically, FACC staff will send out reminders and requests for donations.

The auction is a lot of fun, provides friendly competition between clerks and raises additional funds for the organization.

Prior to the Conference/Auctions:

- 1) Keep a log of anything donated, the municipality from where it was donated, value and description
- 2) Prepare bidding sheets for every item promised/received, bidding sheets are in numerical order
- 3) Prepare a "Special Thanks" list to everyone who makes a donation, also indicate their municipality
- 4) Prepare a Welcome Bag insert

- 5) Prepare Description Sheets for each gift card bundle
- 6) Be sure to plan for displays for the booth (examples include jewelry displays, stand-up displays for thank you sheets and gift card bundle descriptions, easel, etc.)
- 7) Coordinate with FACC staff to find a secure location to keep all auction items, make sure you get a key to the room
- 8) Need to provide ink pens for the auction sheets, bring miscellaneous supplies such as tape, push pins, scissors, and stapler just in case they are needed

Financial Information for Silent Auction:

- 1) Keep all finalized auction sheets. This is how you will know who won which items and how much they owe FACC
- 2) As people pick up their auction items, require they sign next to the item on the bidding sheet to show they have received their item and paid; note how they paid, (check or cash) on the bid sheet
- 3) Meet with the FACC staff to discuss the money once the amount of money collected is reconciled with the bid sheets
- 4) Explain all transactions to the FACC staff and have that person recount the money. If all totals match, collect a receipt that shows the money and paperwork were turned over to FACC staff. FACC staff and auction coordinator will prepare a reconciliation report and both sign report.

50/50 Drawing:

The following will assist in providing an audit trail and accounting for the 50/50 drawing and must be followed each time a 50/50 drawing is utilized.

Procedures:

- Each year, the Auction and 50/50 Committee Chairperson will be responsible for the 50/50 drawing and will work with the FACC staff to maintain the reconciliation reports.
- The tickets to be sold must be numbered sequentially.
- The winner must be in attendance at time of drawing to win.

- A report will be kept for each person selling tickets. The beginning and ending numbers of the tickets given to each person responsible for selling tickets will be documented on a reconciliation report (example: Person #1 might be given tickets 1-20, person #2 tickets 21-41, person #3 tickets 42-62, etc.)
- Each person assigned tickets will be responsible for accounting for the tickets they were given and will be asked to sign the reconciliation report each time they receive tickets.
- As tickets are sold and cash returned to the President's designee and the FACC staff, documentation showing the number of tickets sold and cash collected will be shown on the reconciliation report and the report will be signed by the person selling the tickets and the President's designee, who verified the tickets given to the seller and the cash collected and returned.
- Following the drawing, all tickets used in the drawing, and all tickets not sold, must be given to the FACC staff and made available to the audit team along with the reconciliation report for the drawing.
- Following each drawing, the FACC staff will be responsible for the final reconciliation report that will account for the tickets sold, the cash collected and any disbursement of cash (for expenses; paid out to the winner) and that will agree with the cash to be deposited into the FACC accounts. The final reconciliation report must be signed by two people: the FACC staff and the Auction and 50/50 Committee Chairperson.
- The name and address of the winner must be included in the reconciliation report. Should the amount given to any one winner be \$2,000 or more, a 1099 form issued by the FLC Accounting Department would be necessary. If the amount awarded is \$2,000 or more, the winner's social security number will also be required for reporting purposes.
- It is the recommendation of staff, if more than \$2,000 is collected in total from a drawing, two winners will be selected instead of one.

This policy was amended by the FACC Board of Directors May 29, 2025.

This policy amended by FACC Board of Directors April 16, 2026.

This policy amended by FACC Board of Directors June 7, 2026.

Section 13: Summer Conference and Academy Host Committee.

Appointed by the President and working closely with the FACC staff, the Summer Conference and Academy Host Committee shall act as the local host during the annual Summer Conference and Academy and shall work with FACC staff to plan the social activities for this event.

This policy amended by FACC Board of Directors February 3, 2012.

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

This policy amended by FACC Board of Directors April 16, 2026.

Section 14: IIMC Region III Conference Host Committee.

Appointed by the President and working closely with the FACC staff, the International Institute of Municipal Clerks (IIMC) Region III Conference Host Committee shall act as the local host during the International Institute of Municipal Clerks (IIMC) Region III Conference (this conference is hosted by Florida and occurs every five years). The committee shall work with FACC staff to plan the social activities. This committee forms one year prior to FACC hosting the conference in Florida.

This policy adopted by FACC Board of Directors April 16, 2026.

Section 15: Discussion Forum.

The Florida Association of City Clerks (FACC) Online Discussion Forum is established as a dedicated communication platform for FACC members and consultants. This secure, members-only forum serves as a collaborative space to share knowledge, seek guidance, and exchange best practices among professional city clerks across the state.

The Discussion Forum functions as FACC's virtual bulletin board, where members can post questions, provide responses, and engage in professional dialogue.

The Discussion Forum moderator is appointed by the President.

Purpose of the Forum:

- To provide a centralized platform for discussion among FACC members.
- To facilitate the exchange of information, ideas, and professional support.
- To offer a space for seeking and offering guidance on matters relevant to municipal clerks.

Participation Requirements:

- The forum is hosted on a Google platform and is accessible to FACC members only and the association's consultants.
- Participants must have an active Google account to access and post in the forum.

Code of Conduct:

All users are expected to participate respectfully and professionally. Posts should remain relevant to the duties, responsibilities, and professional development of city clerks. Any inappropriate, offensive, or off-topic content may be removed at the discretion of the FACC staff.

The Florida Association of City Clerks (FACC) Discussion Forum is governed by Chapter 119 of the Florida Statutes regarding public records. All posts submitted to the discussion forum are considered public records and are subject to disclosure under Chapter 119 of the Florida Statutes.

This policy adopted by FACC Board of Directors April 16, 2026.

ITEM NUMBER 10A
CONSIDERATION: FACC FUNDRAISING CONTRACT WITH
MESSAGE MATTERS, INC.

DISCUSSION:

The agreement between FACC and Message Matters, Inc. is attached for the Board's review.

REQUESTED ACTION:

Approve the agreement as prepared and presented.

ATTACHMENTS:

Agreement between FACC and Message Matters, Inc. for 2027.

AGREEMENT FOR FUNDRAISING CONSULTANT SERVICES

This Agreement made this 4th day of October 2026, by and between the Florida Association of City Clerks (FACC), and Message Matters Inc. (Consultant).

WHEREAS, FACC desires to obtain consulting services for the purpose of fundraising for the 2027 FACC Summer Conference & Academy;

WHEREAS, FACC desires to obtain consulting services for the purpose of fundraising for the FACC 2027-28 Membership Directory, and other assignments that may arise;

WHEREAS, FACC selected Consultant to provide fundraising services under the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the parties agree as follows:

1. **SCOPE OF PROJECT.** Consultant agrees to provide fundraising services under the terms and conditions described in Exhibit "A."
2. **TIME OF PERFORMANCE.** All fundraising must be completed by 9/30/2027.
3. **REPORTS.** Consultant agrees to report to Allison Payne on the Project upon request by the FACC. At a minimum, a report will be given to be included in the agenda packets for the Board of Directors' meetings in July and October 2027.
4. **COMPENSATION.** FACC will pay Consultant 20 percent of the funds raised from the date of this contract for corporate participation based on the terms and conditions described in Exhibit "A". Consultant will also be paid \$400 per day for staffing the conference as the on-site person for the sponsors and exhibitors. Expenses will be reimbursed to the Consultant as outlined in Exhibit A. The FACC may, from time to time, require changes in the scope of the project of Consultant to be performed hereunder. Any such changes which are mutually agreed upon by and between FACC and Consultant shall be effective when incorporated in written amendment to this Agreement.
5. **METHOD OF PAYMENT.** FACC agrees to pay the consultant's compensation within 30 days of receipt of invoice submitted by the consultant. Compensation is not payable to the consultant until funds are received and deposited by the FACC.
6. **CONTACTS FOR RESPONSIBILITY.** Dani Dahlberg will be designated as Project Director for this project by Consultant to manage and supervise the

performance of this Agreement on behalf of Consultant. Associated with the Project Director will be staff members whose experience and qualifications are appropriate for this Project. The FACC will be represented by Allison Payne, FACC Executive Director, for all matters relating to this Agreement.

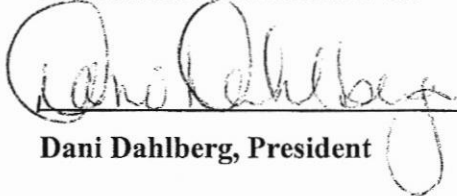
7. **TERMINATION OF CONTRACT.** The FACC at its sole discretion may terminate this contract by giving Consultant 90 day's written notice of its election to do so and by specifying the effective date of such termination. The Consultant shall be paid for their services through the effective date of such termination. Should FACC initiate termination of contract prior to opening of sales (usually in February), FACC will compensate the Consultant \$5,000 for work completed between contract signing and termination. Should FACC initiate termination of contract after corporate sales open, FACC will compensate the Consultant the 20% rate for collected funds or \$5,000, whichever is greater. If Consultant shall fail to fulfill any of its obligations hereunder, this contract shall be in default, the FACC may terminate the contract, and Consultant shall be paid only for work completed.
8. **NON-DISCRIMINATION.** There shall be no discrimination against any employee who is employed in the work covered by Agreement, or against applicants for such employment, because of race, religion, color, sex, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.
9. **INTERESTS OF PARTIES.** Consultant covenants that its officers, employees and shareholders have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Consultant covenants that they have all State of Florida required licenses to perform said work.
10. **INDEMNIFICATION AND INSURANCE.** Consultant agrees to protect, defend, indemnify and hold the FACC and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or due to any negligent act or omission of Consultant or its employees

in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. This provision shall survive the termination of this Agreement.

11. **PROPRIETARY MATERIALS.** Upon termination of this Agreement, Consultant shall transfer, assign and make available to FACC or its representatives all property and materials in Consultant's possession belonging to or paid by the FACC. This shall include the list of company representatives (with all contact information Consultant has for them) who are interested in or have participated in FACC and its corporate offerings.

12. **ATTORNEY'S FEES.** In the event that either party seeks to enforce this Agreement through attorneys at law, then the parties agree that each party shall bear its own attorney fees and costs, and that jurisdiction for such an action shall be in a court of competent jurisdiction in Leon County, Florida.

MESSAGE MATTERS INC.



Dani Dahlberg, President

9/24/2026
Date

FLORIDA ASSOCIATION OF CITY CLERKS

Allison Payne, Executive Director

Date

EXHIBIT A
FLORIDA ASSOCIATION OF CITY CLERKS
FUNDRAISING CONSULTANT
SCOPE OF SERVICES

- All funds raised will be used to support the Florida Association of City Clerks (FACC).
- Consultant will receive 20 percent of corporate funds received by the FACC. Consultant will staff the Conference at a rate of \$400 per day at the Conference Hotel.
- Costs shall be borne by the Consultant except for travel to the Summer Conference. Project director will receive a complimentary room w/parking at the conference hotel, meals (if there is not a scheduled meal function in conjunction with the conference), and airfare or tolls and mileage reimbursement at the current IRS rate. Consultant will determine method of travel based upon cost and time. Postage and printing of all marketing materials will be supplied by the FACC.
- Consultant shall be reimbursed for up to one hotel night w/parking at the discounted rate, mileage and tolls to attend one Board meeting held separate from the Summer Conference. Travel reimbursement based on the current IRS rate.
- Consultant will be paid earned compensation and reimbursed when corporate funds have been deposited and all funds made available.
- The FACC Executive Director must be apprised and approve of fundraising strategy.
- If the conference is cancelled in its entirety, Consultant will receive 20 percent of sponsor/exhibitor funds that have been deposited by FACC.
- If the conference is modified to a virtual format, this agreement will be renegotiated to accommodate structural modifications and revised fundraising options.

ITEM NUMBER 10B
CONSIDERATION: EXHIBIT HALL GAME
FOR FACC 2027 SUMMER CONFERENCE & ACADEMY

DISCUSSION:

For several years, FACC has offered an exhibit hall game to encourage FACC delegates to visit the exhibit hall booths and receive a stamp or initials from the exhibitors on a game board. The completed game board is then returned to the FACC registration desk and entered into a drawing for a complimentary Fall Academy registration. The game has been well received by both FACC delegates and exhibitors.

We encourage the Board to continue the Exhibit Hall game for the FACC 2027 Summer Conference & Academy.

REQUESTED ACTION:

Approve the Exhibit Hall Game for the FACC 2027 Summer Conference & Academy.

ATTACHMENTS:

None.

ITEM NUMBER 10C
DISCUSSION: ATHENIAN DIALOGUES AT FUTURE FACC EVENTS

DISCUSSION:

Executive Director Allison Payne will lead a verbal discussion on Athenian Dialogues at Future FACC Events.

REQUESTED ACTION:

None

ATTACHMENTS:

None

ITEM NUMBER 10D
DISCUSSION: CLERKS ASSISTANCE PROGRAM

DISCUSSION:

The Clerks Assistance Program (CAP) connects retired Municipal Clerks with cities needing interim support during transitions. These Clerks may assist with training and help in hiring a new Clerk.

The program is administered by City Clerk Sherri Philo, MMC, of Vero Beach.

Ms. Philo recently advised FACC staff that participation in the program has declined, noting that she has not received a new sign-up in quite a while. While the current roster includes 42 names, many of those records are outdated. She expressed concern about the program's limited growth and asked how FACC might better promote the program and encourage more retired Clerks to participate.

Staff indicated that the matter would be brought before the Board for discussion and consideration. Currently, the program is featured on the FACC website and is periodically promoted through the FACC Facebook page and the Friday Newsletter.

REQUESTED ACTION:

None

ATTACHMENTS:

None

ITEM NUMBER 10E
INFORMATION: FY 2025-2026 AUDIT COMMUNICATION

DISCUSSION:

The association's auditors have provided their required communication to the Board regarding the FY 2025-2026 financial statement audit, including their responsibilities, the planned scope and timing of the audit, and the audit process.

REQUESTED ACTION:

None. Information only.

ATTACHMENTS:

Auditor Letter

SHORSTEIN & SHORSTEIN, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

8265 BAYBERRY ROAD

JACKSONVILLE, FLORIDA 32256

JACK F. SHORSTEIN, C.P.A., J.D. (1929-2014)

SAMUEL R. SHORSTEIN

MARK J. SHORSTEIN, C.P.A.

BENJAMIN I. SHORSTEIN, C.P.A.

BARBARA J. HOUSTON, C.P.A.

MARGARET R. CONOVER, C.P.A.

JEFFREY C. PHILLIPS, C.P.A.

MICHAEL K. PARRISH, C.P.A.

TELEPHONE (904) 739-1311

FACSIMILE (904) 739-2069

WWW.SHORSTEINCPA.COM

JOAN B. MOELL, C.P.A.

WALTER L. HUNTER, C.P.A.

MELISSA R. STEPHENS, C.P.A.

JEWEL A. MCCANCE, C.P.A.

BEVERLY W. PARKER, C.P.A.

MICHAEL H. BROSS, C.P.A.

MARINA CUNNINGHAM, C.P.A.

JESSICA A. BENSON, C.P.A.

JAKOB A. TRASK, C.P.A.

September 25, 2026

To the Board of Directors of
the Florida Association of City Clerks, Inc.

We are engaged to audit the financial statements of Florida Association of City Clerks, Inc. (the Association) for the year ended July 31, 2026. Professional standards require that we provide you with the following information related to our audit. We will also contact the Board Chair during the audit process and welcome any questions, concerns or information that board members wish to share, as a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS)

As stated in our engagement letter dated August 17, 2026, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Association and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or government regulations that are attributable to the Association or to acts by service company management or employees acting on behalf of the Association. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Florida Association of City Clerks, Inc.
September 25, 2026
Page Two

We expect to begin our audit on approximately October 1, 2026 and issue our report on approximately February 26, 2027. I am the engagement partner and I am responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors of the Florida Association of City Clerks, Inc., and is not intended to be, and should not be, used by anyone other than the members of the Board.

Very truly yours,

SHORSTEIN & SHORSTEIN, P.A.

A handwritten signature in black ink, appearing to read "Mark Shorstein", with a long horizontal flourish extending to the right.

Mark J. Shorstein

MJS:tc