



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

1. Call to Order

President René 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:

René 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.

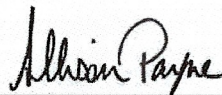
8. Closing Remarks

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

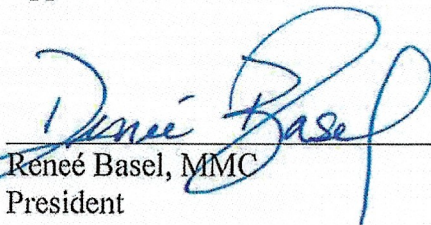
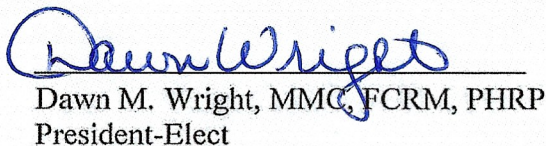
There being no further business or concerns, the meeting was adjourned.

Submitted by:



Allison Payne, FACC Executive Director

Approval:


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