

ARKANSAS CITY CLERKS, RECORDERS & TREASURERS ASSOCIATION

Annual Business Meeting

June 24, 2015

Little Rock, Arkansas

CALL: President Linda Simpson called the meeting to order at 1:40 p.m.

President Simpson asked all present to sign in and introduced the current officers including Sherri Gard, Vice President/Treasurer and Barbara Blackard, Secretary. The following members were present: Diane Whitbey, Sue Ashcraft, Gale Battenfield, Angela Williams, Andrea Williams, Sharla Derry, Jennifer Allen, Peggy Lancaster, Arlando Wilson, Kayla Pitts, Donna Wood, Cindy Greenwood, Sondra Smith, Kathy Collins, Juanita Burton, Rita Fite, Donna Jones, Cheri Stephens, Linda Culp, Kathy Gross, Teresa Walker, Kathy Hogan, Heather Soyars, Kendra Spencer, Sandy Button, Dane Fults, Alicia Hawkins, Bobby Brown, Deborah Thompson, Janice Smith, Keisha Tate, Shirley Craig, Rene Garr, Brenda Poole, Wanda Harris, Benjamin Damron, Megan Damron, Barbie Curtis, Mitri Greenhill, Heather McVay, Teresa Vining, Becky Walker, Dena Malone, Jerry Morris, Kim Wilkins, Leila Skelton, Donna Stewart, Angela Nicholson, Jane Wilms, Don Lyman, Jayne Kooister, Prenita Lewis, Deborah Hembrey, Wayne Jertson, Shirley Richart, Tarina MacNichol, Erma Coburn, Marcia Massey, Linda Usrey, Sandra Cook, Aneda Clark, Carliss Teeter, Derene Cochran, Cathy Huddleston, Susie Parker, Pam Kopp, Regina Kilgore, Lanette Vines, Andrea Chambers and Rick East. There were 73 present.

MINUTES OF THE 2014 ANNUAL BUSINESS MEETING: The minutes were sent to the membership. Motion Jennifer Allen, second Cindy Greenwood to approve the minutes as printed. Motion carried without negative vote.

President's Report: The Constitution and By Laws were distributed. No changes were submitted. President Simpson reported that the Association had lost two officers during the year. Jane Wilms of Bella Vista had left her position as Clerk and Heather McKim, City Clerk of Bryant had been defeated during the election. Sherri Gard was now serving as Vice President and Treasurer to fill the Treasurer position and Barbara Blackard agreed to serve as Secretary.

Our current membership stands at 187 the numbers are down from 2014 by 72. Even though numbers were down the Association had 3 new Master Municipal Clerks, 7 Certified Municipal Clerks and 3 new Certified Arkansas Municipal Clerks. We currently have 45 Certified Arkansas Municipal Clerks, 41 IIMC – Certified Municipal Clerks and 11 IIMC- Master Municipal Clerks.

President Simpson reported that the ACCRTA had received a \$500.00 Grant from MCEF for a speaker at the Municipal Clerks' Institute in September. The Institute Director Kim Jones had received the IIMC Institute Director of the Year award at the May IIMC Conference in Hartford, Connecticut. Diane Whitbey, City Clerk/Treasurer of North Little Rock was sworn in as Region IV Director and will serve a three year term on the IIMC Board of Directors.

A silent auction was held at the Municipal League Fall Conference which resulted in several Scholarships. President Simpson commended the Fundraising Committee for their hard work.

Treasurer's Report: Sherri Gard presented Budget and stated membership was down and the expenditures were reduced to offset the reduction in revenues. The total balance being \$51,656.65. Sharla Derry made a motion to accept the Treasurer's Report which Diane Whitbey seconded. Motion carried without negative vote.

International Institute of Municipal Clerks (IIMC), Region IV Director, Diane Whitbey: Diane reviewed the report submitted and distributed registration forms for the IIMC Region IV meeting held in New Orleans, LA, December 2-4, 2015 at the Maison Dupuy. Diane reviewed the current membership drive for IIMC and stated the Region with the most new members would receive an additional scholarship to the IIMC Conference. The 2016 Conference will be held in Omaha, Nebraska, May 22-26, 2016. The theme will be "Investing in Education".

Committee Reports:

Audit – Donna Jones reported Audits were currently updated and the 2015 Books would be reviewed in August.

Clerk of the Year – 5 Nominees for Clerk of the Year the were Jennifer Lowe from Gillette, Janice Smith from Huntsville, Sondra Smith from Fayetteville, Linda Simpson from Lake City and Kathy Collins from Russellville all very deserving. The winner will be announced at the Awards Banquet on Friday.

Education – Barbara Blackard stated the Education Committee was currently working on the Education for the Municipal Clerks Institute.

Fundraising – Judy Southall reported the committee had sold T-shirts, cups and Jackets and held a silent Auction total Revenues were \$2,118.50 with expenditures of \$712 for a net profit of \$1,406.50.

Legislative – No report.

Handbook –Diane Whitbey reported the Handbook was revised by Attorney David Shoen, Arkansas Municipal League and reviewed and edited by the association in 2014. The Handbook can be viewed or downloaded from the ACCRTA website or Facebook page at no charge.

Mentor – Barbara Blackard reported three people had requested Mentors and thanked all those that had agreed to help Mentor the new clerks.

Newsletter – Heather McVey stated that a Newsletter had not been generated in the last few years and stated with the new Facebook page a newsletter may not be necessary.

Nominations & Elections – Mitri Greenhill submitted the following List of Officers:
President – Sherri Gard, Vice President – Barbara Blackard, Treasurer – Sondra Smith and Secretary – Andrea Williams.

Scholarship – Donna Stewart reported the Recipients for the following Scholarships
First Time Attendee Bill Bonner Scholarship: Jan Ferguson, Texarkana
ACCRTA Scholarships in the amount of \$400.00 were awarded to: Valerie Parker, Palestine
Gloria Brown, Barling, Dane Fults, Redfield, Annette Fallon, Stamps and R & D Computers
sponsored a \$250 scholarship to Dena Malone of Clinton. Donna reminded everyone who
would be submitting an application for a scholarship to include a letter from their Mayor.

Website – Sondra Smith reported the website was currently being revamped and ask for suggestions.

Clerks Directory – Diane Whitbey stated the purpose of the Directory was to put a face with the names of our fellow clerks, recorders and treasurers. Members who provided a photograph and had paid dues (per Treasurer's report) are included in the directory. Also included is information about ACCRTA (purpose and objectives), events/educational opportunities, list of officers, list of committee chairs. Also included is a list of past ACCRTA Presidents, ACCRTA members and IIMC members. IIMC's mission statement is also included. Members who pay their dues for the upcoming year (2015-2016) will need to submit a photo to the committee upon payment of dues to be included in the next directory.

Facebook – Sondra Smith reported 92 clerks were currently members of the Facebook page. The Facebook page has meetings and documents such as the Constitution and By Laws.

District Directors Reports

District 4: Linda Rexroad, Mena

District 3: Dena Malone, Clinton

District 2: Heather McVay, El Dorado

District 3: Becky Walker and Sharla Derry

Presentation of Certificate for Institute Workshop with Highest Attendance

Sherri Gard presented the Certificate to Heather McVay of El Dorado for having 44 attendees.

Election of Officers 2015-2016

Motion by Cindy Greenwood to accept the officers as presented, seconded by Diane Whitbey.
Motion carried without negative vote.

Oaths of Office for New Officers

President – Sherri Gard

Vice President – Barbara Blackard

Treasurer – Sondra Smith

Secretary – Andrea Williams

The Oaths of Office were administered.

Final comments of President, Linda Simpson

President Simpson thanked all who stood by her during her year as President of the ACCRTA and expressed her appreciation for the Association. She asked that she be remember as the President who tried to make a difference and quoted Jeremiah 29:11.

Sherri Gard made a presentation to Linda Simpson for her Service and Dedication to the ACCRTA.

President Simpson presented gifts to her Board and District Directors.

Presentation of New President and Comments

Members were reminded to sign-up for Committee assignments.

Door prizes were given out.

President Gard reported the theme for the Municipal Clerks Institute in September would be the Roaring 20's.

Adjournment: There being no further business the meeting was adjourned at 2:53 p.m.

Barbara A. Blackard, CAMC, CMC, MMC
ACCRTA Secretary