

ACCRTA 2011 - 2012

ARKANSAS CITY CLERKS, RECORDERS AND TREASURERS ASSOCIATION.....ACCRTA.....ARKANSAS CITY CLERKS, RECORDERS AND TREASURERS ASSOCIATION

Welcome from President Diane Whitbey

Dear Arkansas City Clerks, Records and Treasurers Association (ACCRTA):

Some of you may recall that I have served as your president in the past (2006-2007 to be exact). Due to restructuring of our Bylaws and Constitution, which reduced the number of officers in the organization, a past president was asked to volunteer to serve as your state association president for the coming year. I gladly volunteered! Why, you may ask? Because ACCRTA is an organization made up of diverse men and women who all bring something unique and special to their cities and towns. So, let's have a look at the year ahead, by taking a look at the year now behind us.

The elections in 2010 resulted in many city clerks, recorders and treasurers leaving office, either due to retirement or lost elections. This also brought in a lot of new folks for us to get to know, to mentor and to have fellowship with.

Being the (self-appointed) "Cruise Director", I like to have a theme for us to follow. When I served as ACCRTA President 2006-2007, my theme was "Communication." Patti Scott Grey followed with "Education". So what will it be for 2011-2012? After attending the International Institute of Municipal Clerks (IIMC) Conference in May, it became clear to me that our motto for this coming term should be "Team." Why? Because it takes teamwork to accomplish any task. Think about it, your family at home is a "team." Your family at church is a "team." Your city council is a "team"...at least we hope they are! So we will take on "Team" and incorporate the importance of teamwork and cooperation into the upcoming year. Those folks who have been around awhile will be the "team" coaches or mentors. Those who have been around a lesser amount of time will be the junior and senior players. And those of you who are new will be the....NEWBIES!

Let's start building our team...if you are not a member of ACCRTA, please email me at dwhitbey@northlittlerock.ar.gov or call me at 501-340-5317 and I'll be happy to get you the information you need to join. If you are a member and would like to be more active, let me know and we will work with you on a committee appointment. (ACCRTA Committees include: Clerk of the Year, Education Review, Fundraiser, Handbook, Legislative, Membership Development, Mentor, Newsletter, Nomination/Elections, Scholarships, Scrapbook, and Website).

If you're not the committee type, then you should definitely check into and take full advantage of our educational opportunities directed specifically to people in our profession, and attend at least one of the district meetings scheduled during the next year. A list of upcoming district meeting dates and locations is included under the calendar tab at www.accrta.org. These meetings are a great way to make connections and acquire a vast array of valuable knowledge. They are also "budget friendly" in that the registration fees are low and the meetings are scattered around the state so folks have the opportunity to attend a meeting in their neighborhood, without the added expense of lodging.

In conclusion, I look forward to a great year of getting to know all of you or knowing you better! If there is ever anything I can do to assist you, please feel free to contact me. As your teams "head coach" I'm glad to work with you ...and for you! **GO TEAM ACCRTA!!**

ACCRTA District Meetings for 2011

August 25, and 26, 2011 – Hampton AR with host
Judy Southall (Hamptontreasurer@yahoo.com)

October 20 and 21, 2011 – Ozark AR with host
Sonya Eveld (sd_eveld@hotmail.com)

New clerks and old – ok not old – experienced clerks alike will thoroughly enjoy the District meetings!! What better way to experience the true meaning of being a clerk, treasurer or recorder than by sharing the knowledge and expertise with people that do the same jobs we do each day. District meetings are a great source of education and benefit all that attend. It's also a great way for us to reach out to others and learn from their experiences as well as helping those around us with what we have learned through the years. And what better way to get to know our beautiful State of Arkansas than to travel to these meetings!! Travel budgets are tight so find a fellow clerk and share a ride – sightsee and brainstorm along the way!! You'll become friends for life – I can attest to that!! So start planning now to attend one or all of the District meetings this year – you'll be glad you did!!

IIMC Institute-Fayetteville AR Institute Director Kim Jones

Certification Program – Sept. 18-23, 2011
Academy Program – Sept. 21-22, 2011

From Diane: One of the best educational opportunities in the state is the annual Arkansas Municipal Clerks Institute held in September each year at the University of Arkansas in Fayetteville. This is an intense week of 8 a.m. to 5 p.m. For more information, contact me or our institute director, Kim Jones (kimi@uark.edu). (See info Page 2)

instruction taught by professionals and many in our profession

Welcome from the Director – Kim Jones...

For nearly four decades, the Municipal Clerks Institute has provided new ideas and practical skills to Arkansas' municipal clerks, recorders and treasurers. We have matched input from the front lines of the profession with expertise from around the state, creating an environment for exchanging information and sharing solutions to common challenges.

You will have opportunities to meet and learn from others in your profession, gain information to improve the operations of your city, and enjoy personal enrichment activities to help you perform at your best.

Anyone who has attended the Institute will tell you that it is no vacation. You are true community leaders, And, you deserve a high-quality, worthwhile educational experience.

So get ready for intensive classroom sessions and exciting new ideas...and prepare for a week you will not forget!

Certification Program: September 18-23, 2011

The curriculum focuses on three main areas of study: public administration, professional development, and electives. Instructors are drawn from a variety of professional backgrounds, including university faculty members, government officials, and other subject matter experts in public and private sectors.

The program enables candidates to complete the educational requirements for Certified Municipal Clerk status, as set forth by the International Institute of Municipal Clerks, and ACCRTA Certified Arkansas Municipal Clerk status, within a three-year cycle. Participants may enter the program in any year and still complete all necessary subjects.

2011 Curriculum Highlights

- Ethics
- Building Professional Credibility
- Group Dynamics
- Grants
- Emergency Management
- HR Management: Fair Labor Standards Act Update
- Effective Communication
- Leadership in City Government
- Municipal Accounting
- Technology in the Clerk's Office
- The Clerk's Profession
- Legislative Update

Schedule

Classes begin 1 p.m. Sunday, September 18, at the University of Arkansas Global Campus, located on the Northeast corner of the Fayetteville square. Classes continue Monday through Thursday, 8 a.m. - 5:30 p.m., and 8 a.m.-12:30 p.m. on Friday, September 23. Registration fee includes 5 breakfasts, 4 lunches, 2 dinners, refreshments, instruction, materials and certification credit record maintenance. Upon receipt of registration, a complete set of information will be forwarded by e-mail, including a schedule

Advanced Academy: September 21-22, 2011

The Advanced Academy is open to anyone who has completed the three-year Certification Program and/or has earned Certified Municipal Clerk status. This two-day program allows participants to refresh and expand their knowledge, and to earn points toward Master Municipal Clerk (MMC) status.

This year's topics include:

- Change the World—Master Yourself
- Those Tricky Triangles: Overcoming Dysfunctional Communication in the Workplace

Academy participants may also attend certification classes on Sunday through Tuesday by choosing the "Both Programs" option.

Accommodations

A block of rooms has been reserved at the Cosmopolitan Hotel. The rate for participants is \$95 plus tax for single or double occupancy. Call 479.442.5555 by August 18 to make your reservation. This rate will not apply after the cut-off date, so make your call today! If you are interested in finding a roommate or sharing a ride, contact Kim Jones at kimj@uark.edu.

Registration

Name _____ Title _____

Municipality _____

Business Address _____

City _____ State _____ Zip _____

Day Phone _____ E-mail _____

Are you a member of IIMC? yes no ACCRTA? yes no

How many years have you attended the Institute, *including this year*? _____

Please check the appropriate items:

Certification \$420 After August 30 \$460 Early birds save \$40.

Academy \$325 After August 30 365

Both Programs \$420* After August 30 460

\$ _____ Total Amount Enclosed Check (payable to the University of Arkansas)

Purchase Order Number _____

MAIL TO: Municipal Clerks Institute
University of Arkansas
Global Campus
2 East Center Street
Fayetteville, AR 72701
Pay by check or purchase order.

BY PHONE: 800-952-1165 OR 479-575-3458
Call from 8 a.m. to 4:30 p.m. Monday - Friday
Please have credit card information ready.

ONLINE: globalcampus.uark.edu/register
Please have credit card information ready.

2011 Municipal Clerk of the Year Peggy Woody City Clerk/Treasurer/Human Resource Director City of Siloam Springs

Congratulations to Peggy Woody on being selected the 2011 Municipal Clerk of the Year from ACCRTA at the AR Municipal League meeting in Hot Springs!! Peggy also was the recipient of the Distinguished Service Award for 25 years of service in government. Peggy has been a member of ACCRTA and IIMC since 1990 serving in many capacities throughout her years with the ACCRTA from District Director, to committee member and chairperson, right on up to President in 2005-2006 as well as serving on many IIMC committees. She was the first clerk in the State to receive the Master Municipal Clerk Certification in 2000. Peggy is a great source of information and has been more than willing to answer questions and assist other clerks with her knowledge of the position. Peggy grew up in Greenwood AR and has been married to her husband, Timothy, for forty-five years. She is the proud mother of four children and an even prouder grandmother of eight grandchildren!! She and her husband reside in Siloam Springs where she began working for the City in 1986 as the Deputy Court Clerk and Tim has a veterinarian practice. Throughout the years, Peggy has been active in numerous school, church, municipal, community and veterinary organizations. Again, congratulations to a very deserving Clerk and thank you for the wonderful job you have done for your City, our organization and all clerks who you have touched with your help and professionalism!

QUICK REFERENCE for ACCRTA 2011

President	Diane Whitbey, North Little Rock DWhitbey@northlittlerock.ar.gov 501-340-5317
V. President	Johnny Brigham, Dumas dumas@centurytel.net 870-382-2121
Secretary	Sondra Smith, Fayetteville ssmith@ci.fayetteville.ar.us 479-575-8323
Treasurer	Linda Simpson, Lake City lakecitysimpson@yahoo.com 870-237-4431
Institute Director	Kim Jones, U of A, Fayetteville kimj@uark.edu 479-575-6491

District Directors	Name	Title	City	Title	Contact Information
August 25, 26, 2011	Judy Southall		Hampton	Recorder/Treasurer	870-798-2753 Hamptontreasurer@yahoo.com
October 20, 21, 2011	Sonya Eveld		Ozark	Clerk/Treasurer	479-667-2238 sd_eveld@hotmail.com
March 1, 2012	Carol Crump-Westergren		Beebe	Clerk/Treasurer	501-882-5106 cityclerk01@beebeark.org
May 3, 4, 2012	Andrea Williams		Paragould	City Clerk	870-236-7621 andrea.williams@paragouldcity.org

Committees	Name	Title	City	Title	Contact Information
Clerk of the Year - (VP)	Johnny Brigham	Chair	Dumas	City Clerk	870-382-2121 dumas@centurytel.net
	Barbara Blackard		Clarksville	Clerk/Treasurer	479-754-6486 tblackard@centurytel.net
	Barbie Curtis		Van Buren	Clerk/Treasurer	479-474-8936 bcurtis@vanburencity.org
	Sherri Gard		Fort Smith	City Clerk	479-575-8323 sgard@fsark.com
	Patti Scott-Grey		Texarkana	City Clerk	870-779-4991 grey@txkusa.org
Education	Barbara Blackard	Chair	Clarksville	City Clerk	479-754-6486 tblackard@centurytel.net
	Barbie Curtis		Van Buren		479-474-8936 bcurtis@vanburencity.org
	Heather Kizer		Bryant	Clerk/Treasurer	501-607-1351 hkizer@cityofbryant.com
	Patti Scott-Grey		Texarkana	City Clerk	870-779-4991 grey@txkusa.org
	Sondra Smith		Fayetteville	Clerk/Treasurer	479-575-8323 ssmith@ci.fayetteville.ar.us
	Kim Jones		Fayetteville	Institute Director	kimj@uark.edu
Fundraiser	Pat King	Chair	Harrisburg		870-578-5838 PatK111@hotmail.com
	Mary Whitlock		Parkin	Clerk/Treasurer	870-755-5491 Parkin.c@att.net
Handbook	Mitir Greenhill	Chair	Stuttgart	Clerk/Treasurer	870-673-3535 clerk1@cebridge.net
Legislative	Heather Kizer	Chair	Bryant	Clerk/Treasurer	501-607-1351 hkizer@cityofbryant.com
Membership Development	Carol Crump-Westergren	Chair	Beebe	Clerk/Treasurer	501-882-5106 cityclerk01@beebeark.org
	Sherri Gard		Fort Smith	City Clerk	479-784-2208 sgard@fsark.com
	Sondra Smith		Fayetteville	Clerk/Treasurer	479-575-8323 ssmith@ci.fayetteville.ar.us
Mentor	Charlotte Goodwin	Chair	Ash Flat	Recorder/Treasurer	870-994-7324 afclerk@centurytel.net
	Janice Smith		Huntsville		
Newsletter	Jo Ellen Martin	Chair	Gentry	Clerk/Treasurer	479-736-2555 gentrycityhall@cox-internet.com
Nominations/Elections (VP)	Johnny Brigham	Chair	Dumas	Clerk/Treasurer	870-382-2121 dumas@centurytel.net
	Barbara Blackard		Clarksville	Clerk/Treasurer	479-754-6486 tblackard@centurytel.net
	Barbie Curtis		Van Buren	Clerk/Treasurer	479-474-8936 bcurtis@vanburencity.org
	Cindy Greenwood		West Memphis	Sr Dep City Clerk	870-732-7510 cgreenwood@citywm.com
	Patti Scott-Grey		Texarkana	City Clerk	870-779-4991 grey@txkusa.org
	Sondra Smith		Fayetteville	Clerk/Treasurer	479-575-8323 ssmith@ci.fayetteville.ar.us

Scholarships	Barbie Curtis		Van Buren	Clerk/Treasurer	479-474-8936	bcurtis@vanburencity.org
	Barbara Blackard		Clarksville	Clerk/Treasurer	479-621-5921	tblackard@centurytel.net
	Linda Simpson		Lake City	Clerk/Treasurer	870-237-4431	lakecitysimpson@yahoo.com
Scrapbook	Carol Crump-Westergren	Chair	Beebe	Clerk/Treasurer	501-882-5106	cityclerk01@beebeark.org
Website	Patti Scott Grey	Chair	Texarkana	City Clerk	870-779-4991	grey@txkusa.org

<i>Recent Past Presidents</i>	<i>Name</i>		<i>City</i>	<i>Title</i>		<i>Contact Information</i>
2010-2011	Sherri Gard		Fort Smith	City Clerk	479-784-2208	sgard@fsark.com
2009-2010	Marva Verkler	<i>Retired</i>	Cabot	Clerk/Treasurer		
2008-2009	Donna Jones		DeQueen	Clerk/Treasurer	870-584-3445	djones@cityofdequeen.com
2007-2008	Patti Scott Grey		Texarkana	City Clerk	870-779-4991	grey@txkusa.org
2006-2007 and 2011-2012	Diane Whitbey		North Little Rock	City Clerk & Collector	501-340-5320	dwhitbey@northlittlerock.ar.gov
2005-2006	Peggy Woody		Siloam Springs	City Clerk	479-524-5136	pwoody@siloomsprings.com
2004-2005	Barbie Curtis		Van Buren	Clerk/Treasurer	479-474-8936	bcurtis@vanburencity.org
2003-2004	Shirley Sutton	<i>Gone</i>	Ashdown	Clerk/Treasurer		
2002-2003	Barbara Blackard		Clarksville	Clerk/Treasurer	479-754-6486	tblackard@centurytel.net
2001-2002	Debbie Costner	<i>Gone</i>	Harrisburg	City Clerk		
2000-2001	Marla Wallace	<i>Retired</i>	Gillett	Recorder/Treasurer		
1999-2000	Paula Caudle	<i>Retired</i>	West Fork	City Clerk		
1998-1999	Cindy Greenwood		West Memphis	Asst City Clerk	870-732-7510	cgreenwood@citywm.com
1997-1998 and 1996-1997	Carolyn Willett		Smackover	Recorder/Treasurer	870-725-3572	smkcity@yahoo.com
<i>Other</i>	John Strickland			Laser Fiche	870-941-8131 (cell)	jstrickland@edfcogroupinc.com
	Dale Barstow			Municipal Code		
	Don Zimmerman			Arkansas Municipal League	501-374-3484	www.arml.org
				ACCRTA website		www.accrta.org

Would you like to have your City highlighted?? Each newsletter I would like to highlight one or two cities with what they have to offer! Tell us about special attractions, activities, annual events, natural resources, etc. that make your City special and a place we would all like to come visit. If you would like to see you City...



next newsletter, then email me all the wonderful things you town or city has to offer and we'll share with all the clerks! My email is gentrycityhall@cox-internet.com. Also send any other pertinent news that you would like to share.