

# ACCRTA NEWS

Arkansas City Clerks, Records and Treasurers Association



August 2007

## *President's Message – Patti Scott Grey, CMC Texarkana AR*

Since this is my first message as president of the Arkansas City Clerks, Records, and Treasurers Association (ACCRTA), I would like to take this opportunity to convey the theme chosen for the Association this year. I would like us as an Association to focus on **EDUCATION**. "Education" not only compliments former President Diana Whitbey's theme of "Communication", but in light of the recent International Institute of Municipal Clerks (IIMC) changes and updates it will help us, as an association, meet our primary goal, which "is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, annual conferences and research."--

<http://www.iimc.com/index/index.shtml>

With that said I would like to encourage each and every one of you to attend as many of the educational meetings and venues as possible (*see page 5*).

In closing, I would like to share a quote from Alvin Toffler, an American writer and futurist, known for his works discussing education and communication . . . he said, "The illiterate of the 21<sup>st</sup> century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn." We all know and understand in our positions how important it is to learn, be able to unlearn and relearn very quickly . . . in our constantly changing environments--cities and towns. So, come join us this year to learn!

Patti Scott Grey, CMC  
ACCRTA President 2007-2008



*CONGRATULATIONS TO  
BARBIE CURTIS  
2007 MUNICIPAL CLERK*

## *35<sup>TH</sup> Annual Municipal Clerks Institute*

### *“Opening Doors for Arkansas Clerks”*

*Certification Program  
September 16-21, 2007*

*Advance Academy  
September 19-20, 2007*

### *Welcome from the Director...*

I am pleased to extend an invitation to you to participate in the University of Arkansas Municipal Clerks Institute.

For over three decades, the Institute has provided new ideas and practical skills to Arkansas municipal clerks, recorders, and treasurers. We have matched up input from the front lines of the profession with expertise from around the state and created an environment where you may exchange information and solutions to shared 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's no vacation. City clerks, recorders and treasurers are true community leaders, and you deserve a high-quality worthwhile educational experience.

So get ready for long hours in the classroom,

## OF THE YEAR

Barbie Curtis, Van Buren was selected as the Clerk of the Year for 2007 at the June Arkansas Municipal League Convention. The 2007 Arkansas Municipal Clerk of the Year Award is to recognize a member of the Arkansas City Clerks, Recorders and Treasurers Association who has made significant contributions to our profession, and to the improvement of municipal government in Arkansas and the clerk's own community.

Qualifications include length of service, relationship with other clerks, an interest in education, furthering the association, attendance at national and regional conferences, and community service.

Barbie has been a member of ACCRTA for eight years. She served as an officer and was the ACCRTA president from 2004-2005. She has served as a moderator and instructor. In addition, she serves on the Arkansas Municipal Health Benefit Board, and has served on the Executive Committee, and the Advisory Council.

Barbie was nominated by her peers who said, "she is committed to her job, her church, and most of all, her family. She is very active in her community and volunteers her time in many ways including Van Buren's Babe Ruth Tournaments, Cancer Walk, Crawford County Arts and much, much more."

*Congratulations  
Barbie!!*

evening assignments, and new ideas. And get ready for a week you won't regret!

*Kim Jones*

Institute Director

Contact Kim at 1-800-952-1165 or 479-575-3605, Monday thru Friday 8:00 a.m. to 4:00 p.m. if you have questions in regards to the Institute.

## 2007 - 2008 District Directors And Meeting Dates

**DISTRICT 1** **April**  
**10-11, 2008**

Cindy Greenwood  
PO Box 1728  
West Memphis, AR 72303  
Email:

[cgreenwood@citywm.com](mailto:cgreenwood@citywm.com)

Telephone: 870-732-7510  
Fax: 870-732-7650

**DISTRICT 2** **March**  
**20-21, 2008**

Johnny Brigham  
PO Box 157  
Dumas, AR 71639  
Email:

[dumas@centurytel.net](mailto:dumas@centurytel.net)

Telephone: 870-382-2121  
Fax: 870-382-6846

**DISTRICT 3** **October**  
**25-26, 2007**

"MJ" Mary Jean Sell  
44 S. Main St.  
Eureka Springs, AR  
Email:

[cityclerk@cityofeurekasprings.org](mailto:cityclerk@cityofeurekasprings.org)

Telephone: 479-253-9703  
Fax: 479-253-6967

**DISTRICT 4** **February**  
**28-29, 2008**

Sarah Robert (Caddo Valley)  
Rendi Currey (Arkadelphia)  
137 Malvern Rd. & 700 Clay  
Street  
Arkadelphia, AR 71923  
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8283/870-246-9864  
Fax: 870-246-  
5729/870/246/1813

***Vicki Burt, CMC  
Deputy City Clerk  
City of Cabot***

Congratulations to Vicki Burt, CMC, Deputy City Clerk, City of Cabot for obtaining her Certified Municipal Clerk designations from the International Institute of Municipal Clerks (IIMC). Vicki has lived in Cabot, Arkansas since 1989. Previously, she lived in Panama City, Florida for 14 years. Vicki is married to husband Rick for almost 8 years and she has a son, Jason 32, and a stepdaughter, Casey 24. She has one granddaughter, Alaina 5. She has a pug named Koko. She enjoys riding motorcycles, gardening, camping, fishing and spending time with my family.

She has been employed with the City of Cabot since January 1997 and has been Deputy City Clerk since December 1997. Prior to being employed with the city, she worked at Little Rock AFB, in Jacksonville, Arkansas for six and half years as an accounting technician.

***Amber Wood, CMC  
Deputy City Clerk  
City of Fayetteville***

Fayetteville clerks have been learning and growing together – congratulations to Amber Wood, CMC, Deputy City Clerk, City of Fayetteville, for also receiving her CMC!! Amber has been employed with the City of Fayetteville for seven years starting as a Senior

***Sondra E. Smith  
City Clerk/Treasurer  
City of Fayetteville***

Sondra E. Smith CMC, City Clerk/Treasurer, City of Fayetteville has also received her CMC from IIMC. A native of northwest Arkansas, she and her husband Neil have been married for 35 years and have two daughters Angie Kichline and Schara Skelton as well as four grandsons, Ezra, Ethan, Avery and Evan.

Sondra began her career with the City of Fayetteville in November of 2002 as a Senior Secretary in the City Clerk's office. In January of 2003, she was appointed to the position of City Clerk/Treasurer by the City Council. She is now serving her first full term as an elected official,

Sondra has set many goals as City Clerk, including but not limited to maintaining a portion of the city's website, installing a document imaging system for electronic archiving of records, maintaining the city records and her biggest priority – customer service and team work.

She is a member of International Institute of Municipal Clerks (IIMC), The Arkansas City Clerks, Recorders & Treasurers Association (ACCRTA), Association of Records Managers & Administrators (ARMA). She is currently serving as Vice President of the Boston Mountain Gideon's Auxiliary and has served as president and secretary of the Auxiliary.

She has also worked in the past delivering meals for the Meals on Wheels program and gathering donations for the Women's Shelter. She is very involved in her church and currently teaches in the Children's Church program. Her hobbies include flower arranging and gardening, and most of all, being a grandmother and spending time with her grandsons!

Congratulations Sondra!!

Clerk Typist in the Engineering Division then working in Human Resources and the Transportation Division prior to working in the City Clerk's office where she is currently the Deputy City Clerk. She stated, "I am grateful for the opportunity to have worked in each department. I have learned so much since I started working for the City and I continue to learn everyday."

Amber grew up in Winslow, Arkansas where she currently resides with her husband Jonathan of five years. She loves spending time with her family and friends and enjoys camping, playing basketball, scrapbooking, singing and playing the mandolin. She also attends Winfrey Valley Tabernacle Church where she sings and helps lead the Praise and Worship services.

Amber had the following to say about her achievement: I am very happy to receive the designation of Certified Municipal Clerk. The three-year program was well worth the time and effort. I am so proud to have completed the course and for reaching this goal of achievement.

**Congratulations  
To You All  
on a Job  
Well-Done!!**

## ***TO ALL DEPARTMENT PERSONNEL:***

### **PROPOSED POLICY**

In the past, personnel were permitted to make trips to the **RESTROOM** under informal guidelines. Effective October 1, 1996, a **RESTROOM TRIP POLICY (RTP)** will be established to provide a consistent method of accounting for each employee's **RESTROOM** time and ensuring equal treatment of all employees.

Under this policy, a "**RESTROOM TRIP BANK**" will be established for each employee. The first day of each month, employees will be given a **RESTROOM** Trip Credit of 20. **RESTROOM** Trip Credits can be accumulated from month to month.

Within two weeks, the entrances to all **RESTROOMS** are being equipped with personnel identification stations and computer-linked voice print recognition devices. Before the end of August, each employee must provide two copies of voice-prints (one normal, one under stress) to Data Automation. The voice print recognition stations will be operational, but not restrictive, for the September; employees should acquaint them selves with the stations during that period.

If an employee's **RESTROOM TRIP BANK** balance reaches zero, the doors to the **RESTROOM** will not unlock for that employee's voice until the first of the next month. In addition, all **RESTROOM** stalls are being equipped with paper roll retractors. If the stall is occupied for more than three minutes, an alarm will sound. Thirty seconds after the alarm sounds, the roll of paper in the stall will retract, the toilet will flush, and stall door will open. If the stall remains occupied, your picture will be taken.

The pictures will then be posted on the bulletin board. This is being done to eliminate **DILLY-DALLYING** in the **RESTROOMS**. Anyone's picture showing up three times will, immediately, be terminated.

If you have any questions about the new policy, please ask your supervisor.

**SPECIAL THANKS TO PAULA CAUDLE, CITY OF WEST FORK, FOR THE TOUCH OF HUMOR FOR THIS NEWSLETTER!!**



**FYI – Newsletters:**

*Just a note to everyone about the newsletters – I will not be putting pictures in the newsletters any longer as I have found that when I send them out, many are being returned to me because the file is too large for computers to download. I even tried changing the format but that didn't seem to help either. I was seeing that a lot last year and being the computer genius I am, it took me a while to figure out why they kept coming back.*

*Again, just a reminder for those of you receiving the newsletter by mail, if you have an email address that you can receive the newsletters at, please share that with me. Due to the cost of postage, I do not mail out every newsletter so you may be missing something great!! Also, those of you with deputy clerks, please print, copy and share the newsletter – we want all the information to get to those that can use it! Or have them email me with their address & I'll send them one too.*

*Please feel free to email me items that you feel would be newsworthy for all the other clerks – I'm always looking for new things!! Thanks for all your help.*

*Jo Ellen Martin, Newsletter Chairman – [gentrycityhall@cox-internet.com](mailto:gentrycityhall@cox-internet.com)*

**Arkansas City Clerks, Recorders  
& Treasurers Association  
2007 – 2008 OFFICERS**

**President**

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**Secretary**

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**Immediate Past President**

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**Institute Director**

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**ACCRTA WEBSITE** – Patti Scott Grey [www.accrta.org](http://www.accrta.org)

**ACCRTA NEWSLETTER** – Jo Ellen Martin  
[gentrycityhall@cox-internet.com](mailto:gentrycityhall@cox-internet.com)

**Arkansas City Clerks, Recorders and  
Treasurers Association  
CALENDAR OF EVENTS  
2007 - 2008**

**September 16 – 21, 2007**, Annual IIMC Municipal Clerks Institute meeting in Fayetteville.

For more information, contact Kim Jones at [kimj@uark.edu](mailto:kimj@uark.edu)

**October 25 – 26, 2007**, District 3 ACCRTA Meeting in Eureka

**March 8 – 12, 2008**, National League of Cities Conference, Washington, DC

For more information, contact National League of Cities at [www.NLC.org](http://www.NLC.org)

**Springs**

For more information, contact M J Sell at [cityclerk@cityofeurekasprings.org](mailto:cityclerk@cityofeurekasprings.org)

**November 13 – 17, 2007, National League of Cities Conference, New Orleans, Louisiana**

For more information, contact National League of Cities at [www.NLC.org](http://www.NLC.org)

**November 29 – December 1, 2007, IIMC Region IV Meeting in Little Rock**

For more information, contact Nancy Wood at [nwood@littlerock.state.ar](mailto:nwood@littlerock.state.ar)

**January 9 – 11, 2008 – Arkansas Municipal League Winter Conference in Little Rock**

For more information, contact the AR Municipal League at [www.arml.org](http://www.arml.org)

**February 28 – 29, 2008, District 4 ACCRTA Meeting in Caddo Valley / Arkadelphia**

For more information, contact Sarah Roberts at [sarah445@suddenlinkmail.com](mailto:sarah445@suddenlinkmail.com) or Rendi Currey at [rendi@cityofarkadelphia.com](mailto:rendi@cityofarkadelphia.com)

CONTINUED – NEXT COLUMN

**March 20 – 21, 2008, District 2 ACCRTA Meeting in Dumas**

For more information, contact Johnny Brigham at [dumas@centurytel.net](mailto:dumas@centurytel.net)

**April 10 – 11, 2008, District 1 ACCRTA Meeting in West Memphis**

For more information, contact Cindy Greenwood at [cgreenwood@citywm.com](mailto:cgreenwood@citywm.com)

**May 18 – 22, 2008, IIMC Annual Conference in Atlanta, Georgia**

For more information, contact IIMC at [www.iimc.com](http://www.iimc.com)

**June 18 – 20, 2008, Arkansas Municipal League Summer Conference in Hot Springs**

For more information, contact the AR Municipal League at [www.arml.org](http://www.arml.org)

**November 11 – 15, 2008, National League of Cities in Orlando, Florida**

For more information, contact National League of Cities at [www.NLC.org](http://www.NLC.org)

**JUST A THOUGHT...**

It's not that optimism solves all of life's problems; it is just that it can sometimes make the difference between coping and collapsing.

LUCY MACDONALD, Learn to Be an Optimist