

Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA)
Annual Business Meeting
Marriott Hotel – Arkansas Ballroom – Little Rock
June 12, 2024 - 12:30 pm

Executive Board Members

The following executive board members were present:

President Tina Timmons - Maumelle – City Clerk
Vice President Heather McVay - El Dorado - City Clerk
Secretary Stacey Bennett – Cherry Valley - Recorder Treasurer
Appointed Treasurer/ Past President Diane Whitbey - North Little Rock City Clerk/Treasurer
Immediate Past President Andrea Williams
Past President Dena Malone - Clinton Recorder/Treasurer
Past President Barbara Blackard - Clarksville City Clerk/Treasurer
Past President Denise Johnston – City of Batesville
Past President Sherri Gard – Fort Smith City Clerk – International Institute Municipal Clerk (IIMC) Region IV Director

Other Attendees Present

Donna Smith – City of Batesville
Kara Paxton – City of Fayetteville
Denise Juniel - City of Mineral Springs
Lysa Trammell – City of Cave Springs
Kimberly Hutcheson – City of Cave Springs
Harmony Morrissey – City of Fort Smith
Alicia Hawkins – City of Star City
Christina Russell – City of Maumelle
Penny Lamb – City of Murfreesboro
Sharla Derry – City of Greenwood
Marla Ward – City of Ozark
April Leggett – City of Jonesboro
Arie Leach – City of Corning
J'Anna Couch – City of Corning
Carla Brewer – City of Manila
Florene Brown – City of Barling
Becky Walker – City of Mansfield
Jennifer Corter – City of Batesville
Kimberly Williams – City of Batesville
Jessica Davis – City of Batesville
Clark Terrell – City of Crossett
Ashlynn Heintre – City of Crossett
Melissa Carpenter – City of Hamburg

Christine Rea – City of Fayetteville
Courtney Ruble – City of Ward
Chasity Abshire – City of Ward
Elizabeth Parks – City of Lamar
Christina Walker – City of Dover
Renee Nelson – City of Dover
Ida Meyer – City of Eureka Springs
Tanzania Terrell – City of Gould

Call to Order

President Tina Timmons called the meeting to order at 12:30 p.m.

June 14, 2023, ANNUAL BUSINESS MEETING MINUTES

President Timmons presented the minutes from the June 14, 2023, annual business meeting, and asked if there were any amendments. Diane Whitbey made a motion to approve the minutes as submitted. Andrea Williams seconded the motion. Motion was carried unanimously.

Treasurer Report:

Appointed Treasurer Diane Whitbey presented the treasurer's report from July 2023 – June 30, 2024. On a motion made by Heather McVay and seconded by Sharla Derry to accept the Treasures report as presented. On a voice vote the motion passed unanimously.

District Workshop Reports:

Fort Smith - City Clerk Sherri Gard gave the district 3 workshop report held on August 2-4, 2023. Topics included: How to get Certified, Importance of Planning & Zoning, Completing statement of Financial Interest, restricted activities for public servants, situational awareness & de-escalation, and active shooter training.

Hot Springs - City Clerk Harmony Morrissey gave the district 4 workshop held on October 12-13, 2023, with 35 in attendance. Topics included: Municipal Law Update, Leadership and Emotional Intelligence, Municipal Budget Building Basics, and 2024 Eclipse Municipal Preparation and Planning.

Conway – Diane Whitbey gave the district 3 workshop report held on April 18-19, 2024. ACCRTA was the host for this meeting. Topics included: Clerks packing your clerk survival kit, city council rules and procedures, minutes, and agendas. Conway had the most in attendance with 44.

International Institute of Municipal Clerks (IIMC) Region 4 Meeting:

City Clerk Kara Paxton and her team hosted the meeting on December 13-15, 2023. Kara's team was able to get enough sponsors to cover the cost of the meeting, with 50 in attendance.

International Institute of Municipal Clerks (IIMC) Conference:

IIMC Region IV Director Sherri Gard gave an overview of the IIMC conference held in Calgary, Canada on May 19-22, 2024. A constitutional amendment was proposed and will be coming back

around for review after it goes through the IIMC committees. There were 10 in attendance from Arkansas. Region IV has a Facebook page that is a good reference for information.

Committee Reports:

Audit Committee

Murfreesboro Recorder/Treasurer Penny Lamb gave the audit report. Lamb met with Diane Whitbey and reviewed each bank statement from July 2023 – present. Whitbey was having difficulty

with the credit card payments due to how they came in on the statement. Lamb noted Whitbey figured it out and everything looked good.

Clerk of the Year Committee

Eldorado City Clerk Heather McVay gave the clerk of the year report. McVay noted as the Vice President of ACCRTA she chaired the committee. Eldorado explained there is a point system

that they tally the nominations forms, and the winner will be announced at the awards luncheon on Friday. The nominees are City Clerk Kimberly Hutcheson, Cave Springs, and City Clerk

April Leggett, Jonesboro.

Education Review Committee:

Clarksville City Clerk Barbara Blackard stated the institute was held in North Little Rock in September. ACCRTA will be recognizing 5 clerks with their Certified Arkansas Municipal Clerk

Certification (CAMC) at Friday's award luncheon.

Fundraising Committee:

Batesville Deputy City Clerk Donna Smith gave an update on fundraising. All the fundraising goes towards clerk education. Fundraisers included a 50/50, silent auction, you matter T-shirts,

lazy-boy recliner, pop up flowers shop, earrings, and a metal snowman.

Legislative Committee:

Cherry Valley Recorder Treasurer Stacey Bennett gave the legislative committee report. Bennett went over the resolutions that will be going to the legislature this session.

Mentor Committee:

Cave Springs City Clerk Kimberly Hutcheson gave the mentor committee report. Hutcheson stated it is particularly important to know your city's class as each city may not have the same

responsibilities. Hutcheson has sat down with fellow clerks to train them in the day-to-day operations.

Nominations & Elections Committee:

North Little Rock City Clerk Diane Whitbey gave the nomination committee report. Whitbey reviewed the requirements for consideration to serve as an Officer for ACCRTA. Whitbey announced that she has volunteered to be the appointed treasurer for the upcoming year. On behalf of the committee Whitbey submitted the following recommendation for the slate of officers for 2024-2025:

President – Eldorado City Clerk Heather McVay
Vice President – Cherry Valley Recorder Treasurer Stacey Bennett
Treasurer (appointed) – North Little Rock City Clerk Diane Whitbey
Secretary – Cave Springs City Clerk Kimberly Hutcheson
Immediate Past President – Maumelle City Clerk Tina Timmons

No nominations were made from the floor. Murfreesboro Recorder Treasurer Penny Lamb made a motion to accept the 2024-2025 slate of officers listed above. Paragould City Clerk Andrea Williams seconded the motion. On a voice voter motion passed unanimously

Scholarship Committee:

Mineral Springs Recorder Treasurer Denise Juniel gave the scholarship committee report. Juniel thanked Murfreesboro Penny Lamb for being her mentor this past year. ACCRTA was able to award \$7,225.00 in scholarships.

Website Committee:

Fayetteville City Clerk Kara Paxton gave the website committee report. The website can be found at www.accrta.org. More information is being added. Paxton encouraged if anyone had pictures, or any other information they feel should be on the website to please send to the website committee.

Facebook Committee:

Greenwood City Clerk Sharla Derry gave the ACCRTA Facebook report. The Facebook page has posted about training opportunities, memorials, celebrations, Municipal Clerks week, Retiring Clerks, questions, scholarships, etc.

OATHS OF OFFICE

President Timmons administered the Oath of Office, swearing in Cave Springs City Clerk Kimberly Hutcheson as the 2024-2025 ACCRTA Secretary.

President Timmons administered the Oath of Office, swearing in North Little Rock City Clerk Diane Whitbey as the 2024-2025 ACCRTA appointed Treasurer.

President Timmons administered the Oath of Office, swearing in Cherry Valley Recorder Treasurer Stacey Bennett as the 2023-2024 ACCRTA Vice-President.

President Timmons administered the Oath of Office, swearing in Eldorado City Clerk Heather McVay as the 2023-2024 ACCRTA President.

OTHER BUSINESS

Vice President Heather McVay recognized President Tina Timmons for her time of service and presented her with a plaque.

Members were encouraged to sign up for ACCRTA committees and to host a district workshop.

Adjournment:

On a motion made by Murfreesboro Recorder Treasurer Penny Lamb made a motion to adjourn. Maumelle City Clerk Tina Timmons seconded the motion. On a voice voter motion passed unanimously

