
ACCRTA

October 2008

District II Meeting Held in Stuttgart October 23 & 24

Clerk-of-the-Year Mitri Greenhill Does It Again

Clerk-of-the-Year Mitri Greenhill again came through for her city and ACCRTA when she volunteered to host the District 2 Meeting earlier this year. Most of us need several months to prepare for one of these meetings. Mitri pulled it off in record time. She is truly an inspiration to all of us.

The meeting was held at the Art Center of the Grand Prairie, which is a lovely place just a block off Stuttgart's quaint Main Street. The art work on display was phenomenal, and the atmosphere was quite cozy.

Members of the Municipal League Staff provided the Friday morning educational program, with Stuttgart Finance Officer Jane Jackson rounding out the day with some timely tips about city clerks' financial duties.

Stuttgart Mayor Marianne Maynard welcomed us to her fair city, after first serving us dinner Thursday night and breakfast Friday morning. The people of Stuttgart are truly fortunate to have

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District III Meeting Slated for November 13 & 14

Bella Vista and Rogers Clerks Plan Meeting in Bentonville

Peggy David of Rogers and Jane Wilms of Bella Vista will co-host the ACCRTA District 3 meeting at the DoubleTree Hotel in Bentonville. The deadline for booking rooms at the discounted rate is October 30. The number to call for a reservation is 479-845-7770.

Thursday night is devoted to shopping.

The Friday program consists of workshops on Family Medical Leave and Workers Compensation, as well as a presentation by the Rogers Crime Suppression Unit on gangs. Reservations will be accepted until Monday, November 10, for the Friday meeting.

IIMC REGION IV MEETING

December 4-6, 2008

OKLAHOMA CITY, OKLAHOMA

Hosted by
Oklahoma Municipal Clerks, Treasurer's and
Finance Officials Association

The training will be focused on customer service from a very entertaining and motivational speaker, Dr. Scout Cloud Lee.

For entertainment
Experience "Downtown in December"

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such a gracious person representing them across the state.

AML Assistant Director Ken Wasson began his part of the program with an update on the renovations at League Headquarters. There will be a driving simulator which may be used for drivers' education for police officers, as well as a fitness center. The areas for workers' comp and the legal department will be expanded. There will also be an improvement in the access from the original building to the 2003 expansion. Those of you who have ended up on the third floor when trying to attend a meeting in the addition can appreciate this.

He also told us about some of the plans for celebration of the 75th anniversary of the Arkansas Municipal League. The 2009 calendar will display four photographs of League Headquarters depicting the building as it was in the beginning and as it has evolved through the years. The logo has been altered to show the years 1939-2009.

Ken informed us that the New Clerks' Orientation will be held in the Arkansas Room from 8:30 A.M. until 2:30 P.M. This is the same time and location that was allotted to us two years ago. We greatly appreciate The League's generosity and assistance to ACCRTA.

Ken informed us that Ed Piker is the new Loss Control Specialist for The League.

Cathy Moran explained codification of city records and what The League offers in this area. The Ordinances are copied and sorted according to topic, and placed in a binder. Each city in the program receives a copy for each alderman in addition to the one for city hall. These volumes are updated according to the city's preference; annually, monthly, or whenever an ordinance is passed. The cost of this service depends on the size of the job.

After codification, the documents can be sent to Laser fiche, for further processing. John Strickland of EDCO was on hand to tell us a little about this. John has become a fixture at most of our functions, and we greatly appreciate his contributions to our meetings.

Whitnee Bullerwell walked us through the website, with the aid of a 17 inch monitor provided by John Strickland. She gave us some information about the legislative action center, which we will all use during the upcoming legislative session. Whitnee told us about the loss control video library, which is accessible for ordering training videos on line. She also asked us to encourage others in city government to subscribe to the

list serve, which has been a "life saver" for many of us.

Whitnee has asked that we send our directory information to her as soon as possible for inclusion on the website.

After a short break, our education continued with Mark Hayes, Lead Counsel for the League, telling us that FACTA also applies to fire departments when they make a run outside the city and send a bill. He also noted that the deadline for FACTA has been moved from November 1, 2008, to May 1, 2009, unless a consumer reporting agency is involved.

Mark high-lighted the proposed legislation for the 2009 General Assembly, with advice to all of us to check the fine caps in all of our ordinances that contain penalties, since there is a bill before the senate to increase the maximum allowable fine or penalty from five hundred dollars to one thousand dollars.

He also pointed out that he had brought copies of the newly updated Arkansas Freedom of Information Handbook for us to take to our cities. Mark advised us that 25¢ per page is no longer acceptable for FOI copies, since the cost is so much less in this day and age. He answered questions from several of us, and it was nice to have the opportunity to "pick his brain" in this casual, relaxed setting.

Paul Young, Finance Director for the League, rounded out the morning with advice on cash management. He informed us that, while cities of the first class must abide by 14-58-303 when purchasing certificates of deposit, second class cities are only affected if it is adopted by ordinance. He also advised us that we should have a security trust agreement in addition to collateral pledges for deposits with any bank in excess of \$250,000. Without this agreement, we are not protected in the event of the bank's failure.

Our lunch was prepared by Mayor Maynard and consisted of a wonderful pasta salad and curried fruit, followed by peanut butter pie that was out of this world. Look for the recipe in the next newsletter.

Our education resumed with Jane Jackson advising us of our duties as treasurers and pointing out some of the dos and don'ts of this position. There was a brief discussion of this information, followed by distribution of certificates and reminders of the District 3 meeting in Bentonville, and the IIMC Regional meeting in Oklahoma City.

After final remarks and a brief wrap up, we were dismissed to return to our respective cities.

Future Meetings
District I -April 23 & 24
Maumelle – Joshua Clausen
District IV????????????????????

More information in the next
newsletter

AML Winter Conference
January 14-16, 2009
Peabody Hotel/Statehouse
Convention Center

New Clerk Orientation
January 14, 2009
8:30 AM-2:30 PM
Arkansas Room

Smackover's Willett Honored

Carolyn Willett, Recorder/Treasurer of Smackover, was recently named Office Manager of the Year at Arkansas Rural Water Association's 31st Annual Technical Conference held in Hot Springs recently.

Carolyn is a Past President of ACCRTA and has been with the city of Smackover 30 years and an elected official since 1981.

Congratulations Carolyn!

HAPPY HALLOWEEN



List Serv Etiquette and Participation Policy for AMLists

- Questions and responses should be brief and to the point. Only “reply” to the entire list when it contains information that everyone can benefit from. Don't wander off-topic, don't ramble and don't post messages solely to point out other people's errors in typing or spelling.
- **IMPORTANT:** If you should find yourself wanting to reply or respond to the sender (or one person only), DO NOT use the reply feature of your e-mail program (the nature of the listserv is that it will reply to the entire list). Send messages such as “thanks for the information” or “me, too” to individuals—not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Always fill-in the subject line. The subject line is the only label you have to identify each of the messages in your mailbox. Be sure to keep it brief as most e-mail clients only show the first 20-30 characters of the subject line anyway.
- Consider the size of a file before attaching it to a response. Large files (over 500K as a rule) should be avoided and made available on request.
- If you are attempting to take attendance for a meeting directly related to the list serv, send your RSVP messages to the individual taking attendance, DO NOT reply to the entire list serv.
- Listservs should NOT be used for personal e-mail “forwards,” jokes or other information not directly related to the topic of the listserv.

This list serv is for informational purposes only and, in no way, is to be construed as a public meeting of any singular governmental entity. List serv members are encouraged to become familiar with the Arkansas Freedom of Information Act and be on notice that postings herein may be construed as public in nature. Further, no user or groups of users, whether from the same municipality or not, should in any way post messages that request votes or could be construed as polling for votes.

2008-2009 ACCRTA COMMITTEES

CLERK OF THE YEAR	VP Marva Verkler - Chair Barbie Curtis Sarah Roberts Barbara Blackard Johnny Brigham	marvaverkler@cebridge.net
EDUCATION	Barbara Blackard - Chair Mary Wiles Sandy Nash Nancy Wood MJ Sell Patti Scott-Grey	clrksvil@cswnet.com
FUNDRAISER	Cheryl Guthrie - Chair Jane Wilms Kathy Hogan Janette Lasater	dcch@southshore.com
HANDBOOK	Mitri Greenhill - Chair Valerie Davenport Jane Wilms IIMC - Kim Jones	clerk1@cebridge.net
LEGISLATIVE	Regina Walker - Chair Carol Crump-Westergren Carolyn Willett Jean Lee	cityclerk3141@sbcglobal.net
MEMBERSHIP DEVELOPMENT	Diane Whitbey - Chair Jo Ellen Martin Mary Ruth Morgan Crissie Linville Tammy Gowan	dwhitbey@northlittlerock.ar.gov
MENTOR	Charlotte Goodwin - Chair Sheila Rose Janice Smith Kathy Hogan	afclerk@centurytel.net
NEWSLETTER	Sarah Roberts - Chair	sarah445@suddenlinkmail.com

NOMINATIONS/ELECTIONS

Sondra Smith - Chair
Barbie Curtis
Mitri Greenhill
Rendi Currey
Joshua Clausen

ssmith@ci.fayetteville.ar.us

SCHOLARSHIPS

Judy Reddick - Chair
Barbara Blackard
Charlotte Goodwin
Clarice Buffalohead Pearman

cityclerk@paragould.org

SCRAPBOOK

Carol Crump-Westergren - Chair

cityclerk01@beebeark.org

WEBSITE

Patti Scott-Grey - Chair

grey@txkusa.org

If you would like to serve on one of our committees, contact 2008-2009 ACCRTA President Donna Jones
By phone (870) 584-3445, FAX (870) 642-3117, or email djones@dequeen-ar.us.

If you would like to submit items for the newsletter mail to
Sarah Roberts or FAX (870) 246-5729, or email sarah445@suddenlinkmail.com
137 Malvern Road
Caddo Valley, AR 71923 ALL CONTRIBUTIONS APPRECIATED!!!

HAPPY THANKSGIVING



Caddo Valley City Hall
137 Malvern Road
Caddo Valley, AR 71923