

Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA)
Annual Business Meeting
Marriott Hotel – Arkansas Ballroom – Little Rock
June 14, 2023 - 12:00 pm

Executive Board Members

The following executive board members were present:

Vice President Tina Timmons

Treasurer Heather McVay - El Dorado City Clerk

Secretary Stacey Bennett – Cherry Valley Recorder Treasurer

Immediate Past President Dena Malone - Clinton Recorder/Treasurer

Past President/Appointed Treasurer Diane Whitbey - North Little Rock City Clerk/Treasurer

Past President Barbara Blackard - Clarksville City Clerk/Treasurer

Past President Denise Johnston - Batesville City Clerk

Past President Sherri Gard – Fort Smith City Clerk – International Institute Municipal Clerk (IIMC) Region IV Director

President Andrea Williams – Paragould City Clerk was absent.

Other Attendees Present

Donna Smith – City of Batesville

Kara Paxton – City of Fayetteville

Denise Juniel - City of Mineral Springs

Elisha Duncan – City of Clinton

Kimberly Hutcheson – City of Cave Springs

Vickie Adams – City of Tuckerman

Harmony Morrissey – City of Sherwood

Charlotte Watson – City of Sherwood

Julie Thomas – City of Brookland

Alicia Hawkins – City of Star City

Carla Brewer – City of Manila

Allison Hinson – City of Gosnell

Melissa Carpenter – City of Harrisburg

Debra Jones – City of Endura

LaNeesha Crockett – City of Turrell

Janice Roberts – City of Pine Bluff

Augusta Dawn Thompson – City of Mountain Pine

Malinda Henson – City of Mountain Pine

Hunter Vick – City of Trumann

Jim Scott – City of North Little Rock

Katelyn Thomas – City of North Little Rock

Jennifer Hill – City of Haskell

Paula Martin – City of Bay
Wanda Krug – City of Bella Vista
Christina Russell – City of Maumelle
Penny Lamb – City of Murfreesboro
Clark Terrell – City of Crossett
Ashlyn Hintore – City of Crossett
Sharla Derry – City of Greenwood
Marla Ward – City of Ozark
Susan Stevens – City of Ozark
Norma Eldridge – City of Dumas
April Leggett – City of Jonesboro
Kathy Bartlett – City of Coal Hill
Suzan Inskeep – City of Flippin
Sarah Rollins – City of Brinkley
Samantha Roybul – City of Arkadelphia
Prenita White – City of Parkin
Ida Meyer – City of Eureka Springs
J'anna Couch – City of Corning
Arie Leach – City of Corning
Florene Brown – City of Barling
Johnessa Boze – City of Lamar
Patricia Lane – City of West Memphis

Call to Order

Past President Dena Malone called the meeting to order at 12:00 p.m. Past President Malone asked each member present to introduce themselves.

June 15, 2022, ANNUAL BUSINESS MEETING MINUTES

Past President Maline presented the minutes from the previous annual business meeting held on June 15, 2022, and asked if there were any amendments. Haskell City Clerk Jennifer Hill made a motion to approve the June 15, 2022, minutes as submitted. Maumelle City Clerk Tina Timmons seconded the motion. On voice vote the motion was carried unanimously.

Treasurer Report:

Appointed treasurer Diane Whitbey explained why ACCRTA had an appointed treasurer instead of an elected position. Whitbey presented the treasurer's report from July 2022 – June 30, 2023. The ending balance in Centennial Bank is \$34,480.49 and First Community Bank is \$50,717.91. 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:

Mineral Springs City Clerk Denise Juniel gave her report on the district 3 workshop that was hosted in Nashville on October 13-14, 2023, with 25 in attendance.

Past President Malone noted West Memphis Chief Deputy Patricia Lane was not present and gave her report on the district 2 workshop that was hosted in West Memphis on March 9-10, 2023, with 32 in attendance. Patricia had the most in attendance.

Fort Smith City Clerk Sherri Gard gave a report on the upcoming meeting on August 3-4, 2023, in Fort Smith.

International Institute of Municipal Clerks (IIMC) Region 4 Meeting: IIMC Region IV Director Sherri Gard gave an overview of the IIMC annual conference for 2024 in Calgary, Canada, which will be held May 19-22, 2024. Kara Paxton gave an update on the Region IV Meeting that will be held in Fayetteville on December 13-15, 2023. An Athenian Dialogue will be offered on Friday December 15, 2023. T-Shirts will be available for purchase later.

Committee Reports:

Audit Committee

Cherry Valley Recorder/Treasurer Stacey Bennett gave the audit report. Bennett noted the committee met that morning and reviewed each bank statement from July 2022 – present and that everything looked good.

Clerk of the Year Committee

Maumelle City Clerk Tina Timmons gave the clerk of the year report. Timmons noted as the Vice President of ACCRTA she chaired the committee. Timmons explained there is a point system that they tally the nominations forms, and the winner will be announced at the awards luncheon on Friday.

Education Review Committee:

Clarksville City Clerk Barbara Blackard noted we had 51 in attendance at the mini institute held in North Little Rock in 2022. The Institute will be September 17-21, 2023, in North Little Rock.

Facebook Committee:

Greenwood City Clerk Sharla Derry gave the ACCRTA Facebook report. The ACCRTA Facebook page has been up and running for 9 years. A thorough audit was performed to remove any inactive members from the page. The Facebook page has posted about training opportunities, memorials, celebrations, Municipal Clerks week, Retiring Clerks, questions, scholarships, etc.

Fundraising Committee:

Batesville Deputy City Clerk Donna Smith gave an update on fundraising. Committee members include Smith, Dena Malone, and Elisha Duncan both of Clinton. Fundraisers included a gun raffle, 50/50, silent auction, lunch with Mark Hayes, and big foot T-shirts. The fundraising committee exceeded their goal this year.

Legislative Committee:

North Little Rock City Clerk Diane Whitbey gave the legislative committee report. Many trips to the capital for the publication bill. If this bill had passed cities would no longer have to publish bids, ordinances, etc. and could be published on the city's website if they had one. Whitbey encouraged all clerks to show up at the capitol when asked by ACCRTA or Arkansas Municipal League. Numbers at the capitol help with bills when showing support.

Mentor Committee:

Cave Springs City Clerk Kimberly Hutcheson gave the mentor committee report. Hutcheson stated it is particularly important to know your city's classes. This has been an extremely rewarding position to be able to help a fellow clerk who is newly elected or appointed.

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 2023-2022:

President – Maumelle City Clerk Tina Timmons

Vice President – Eldorado City Clerk Heather McVay

Treasurer (appointed) – North Little Rock City Clerk Diane Whitbey

Secretary – Cherry Valley Recorder Treasurer Stacey Bennett

Immediate Past President – Paragould Andrea Williams

No nominations were made by the floor. Greenwood City Clerk Sharla Derry made a motion to accept the 2023-2024 slate of officers listed above. Clarksville City Clerk Barbara Blackard seconded the motion. On a voice voter motion passed unanimously

Scholarship Committee:

Murfreesboro Recorder Treasurer Penny Lamb gave the scholarship committee report. Lamb noted that she had a lot of applications submitted for approval. Lamb praised Batesville Deputy City Clerk Donna Smith on her fundraising efforts for the scholarships.

Website Committee:

North Little Rock Deputy City Clerk Katelyn Thomas and Fayetteville City Clerk Kara Paxton gave the website committee report. The website can be found at www.accrta.org Thomas and Paxton are hoping to create a more friendly user website for the members. They are going to provide links to IIMC, ACCRTA Facebook page, Arkansas Municipal League, and other sites that will be useful to the clerks.

OATHS OF OFFICE

Past President Malone administered the Oath of Office, swearing in North Little Rock City Clerk Diane Whitbey as the 2023-2024 ACCRTA appointed Treasurer.

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

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

Past President Malone administered the Oath of Office, swearing in Maumelle City Clerk Tina Timmons as the 2023-2024 ACCRTA President.

OTHER BUSINESS

At this time Past President Dena Malone recognized President Andrea Williams for her time of service and presented her with a plaque. Due to Williams being unable to attend the conference her plaque will be delivered to her.

Past President Malone encouraged members to sign up for committees and to host a district workshop.

North Little Rock City Clerk Diane Whitbey encouraged new members to stay after for a Q & A after the meeting adjourned.

Adjournment:

On a motion made by Past President Dena Malone made a motion to adjourn. Greenwood Sharla Derry seconded the motion. The meeting was adjourned at 2:05 pm.

