

Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA)
Executive Board Meeting
Fayetteville City Hall Room 111
March 30, 2023 - 1:00 pm

Executive Board Members

The following executive board members were present:

President Andrea Williams – Paragould City Clerk
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

Vice President Tina Timmons was absent.

Other Attendees Present

Kim Jones – Institute Director
Donna Smith - Batesville Deputy City Clerk
Kara Paxton – Fayetteville City Clerk

Call to Order

President Andrea Williams called the meeting to order at 1:05 p.m.

Treasurer Report: Appointed treasurer Diane Whitbey presented the treasurer's report from July 2022 – March 14, 2023. The ending balance in Centennial Bank is \$35,301.31 and First Community Bank is \$50,124.67. On a motion made by Barbara Blackard and seconded by Andrea Williams to accept the Treasures report as presented. Motion passed unanimously.

Approval of Minutes: Secretary Bennett presented minutes for July 28 -29, 2022 & January 12, 2023, for approval. On a motion made by Heather McVay, seconded by Barbara Blackard to accept the minutes as presented. Motion passed unanimously.

ACCRTA Lanyards and Ribbons: Suggestions were made to purchase lanyards with ACCRTA on them, and ACCRTA Officer, ACCRTA member, and Certified Arkansas Municipal Clerk ribbons. These would be worn by members and officers at Municipal League conferences, IIMC conferences for better representation of the clerks. Secretary Bennett will check with AML to see what color ribbons they use, so we do not buy the same ones. An email will be sent with pricing to the board for email vote.

IIMC Conference Emergency Contact: To ensure the safety of ACCRTA members attending the annual IIMC conference, it was suggested to have emergency contact information for everyone in attendance. The board agreed and Secretary Bennett will create the list and email list out to those who have registered.

ACCRTA Website: Past President Whitbey said the current format of the website is very hard to maneuver. North Little Rock Chief Deputy City Clerk Katelyn Thomas has been entering information. However, when the site is updated by the provider, it breaks any links to information which requires reentering (and linking) information. Paxton offered to assist in getting the website up and running. Paxton will also look for a more friendly format or provider. The board agreed.

Gard joined the meeting at 1:36 pm.

10-Year Institute Hog Necklace: Dena Malone and Becky Walker earned the 10-year gold hog necklace in 2022. Diane Whitbey has one (1) necklace on hand. Dena Malone will receive the gold necklace Whitbey has and one will be ordered for Becky Walker. Due to the rising cost of gold, the board will look at other options. President Williams suggested changing to an outline of the State of Arkansas vs. the Hog. Paxton is going to check the prices of gold and silver and bring prices back to the board.

IIMC Region 4 Meeting: Paxton and her team have volunteered to host the regional meeting in Fayetteville, which will be held December 13-15, 2023. The host hotel will be the Graduate. Paxton has reached out to the Fayetteville Public Library for meeting space in the Willard room. For a non-profit they can provide breakfast for \$8.00 - \$10.00 a person and lunch from \$12.00 - \$18.00 a person (low end will be a box lunch and high end will be a chef (plated) lunch). Paxton will be getting more information on if sponsors are allowed, how much room space is available for sponsors, and how much room is available for class. An Athenian Dialogue will be offered on Wednesday for an additional fee. The Facilitator and book are still to be determined. The tentative schedule: Tuesday/Wednesday check in at hotel, Wednesday Athenian Dialogue – box lunch provided, Wednesday evening reception and registration, Thursday classes throughout the day, with breakfast, lunch and dinner provided. Thursday evening social event could include a tour of Christmas lights, and horse drawn carriage rides. Friday will conclude the meeting with breakfast provided and class. ACCRTA has budgeted \$5,000.00, which will be offset by registration fees, and the City of Fayetteville has budgeted \$10,000.00. Experience Fayetteville will be working with Paxton on event. Guests in attendance will be offered a reduced rate for attendance.

Donna Smith and Denise Johnston arrived at 3:00 p.m.

IIMC Education Plus Program: IIMC offers Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). Once a clerk reaches their MMC, city officials felt the clerks did not need to further or continue their education. IIMC Board will launch a new program in June 2023 called the Education Plus Program. The program guidelines include a \$200.00 fee, applicants must be a MMC in good standing, active Full Member, addition Full Member, or a retired Member, it will take 3 years to complete, 10 hours per year can be earned, once you get the 10

hours you cannot move ahead, IIMC will email us when we can start getting the 2nd & 3rd set of hours, you cannot use previous education, no Scholarships are available for the EPP, all hours can be completed online/virtual/in person.

Adjournment:

On a motion made by Blackard, seconded by McVay to recess for the day and will reconvene on March 31, 2023, at 9am. Motion passed unanimously.

Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA)
Executive Board Meeting
Fayetteville City Hall Room 111
March 31, 2023 - 9:00 am

Executive Board Members

The following executive board members were present:

President Andrea Williams – Paragould City Clerk
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 – Region IV International Institute Municipal Clerk Director

Other Attendees Present

Kim Jones – Institute Director
Donna Smith - Batesville Deputy City Clerk

Call to Order

President Andrea Williams called the meeting to order at 9:00 a.m.

District Workshops: Kim Jones wanted to review the application for the district workshops to see if any changes were needed. The following changes were suggested:

- Must have attended a district workshop.
- Submit a picture of the room diagram.
- Plan on 50 in attendance
- Room set up by 7 AM
- Food is to be set up outside of the room.
- Noise in the room kept to a minimum.
- Send a sample of the completed application for review.
- Bold words need receipts for reimbursement.
- Sign application at 8 months and tell us what's needed.
- Information is not completed 4 months out (as on timeline) then it's a NO GO on meeting.
- Give speakers a gift – at least a thank you card.
- Donna Smith will be the district workshop mentor helping where needed.
- Vice President confirm August, October, March & April workshop locations to the Executive Committee in January.

Future of Municipal Clerks Institute: Kim Jones will retire from the University of Arkansas in the next few years. Some states use their municipal leagues for clerk education. Universities have resources for government studies, and the International Institute of Municipal Clerks prefers a university over a municipal league for that reason. Kim Jones has spoken with Mark Hayes (Executive Director Arkansas Municipal League – AML) and AML is open to taking over the clerk’s education. AML would be responsible for registration payments, keeping records, working with a university for institute director or assign one from AML. Mark understands traveling, district workshops, fundraising, scholarships, keeping up with credits for the clerks’ certifications and ACCRTA will still have the association and officers. This change will require completed paperwork and fees. The process could be completed and start 2024 fiscal year under AML. There will be some administrative tasks to be completed; creating and sending out certificates and ensuring IIMC learning assessments are completed and maintained.

On a motion made by Blackard, seconded by Williams to proceed with the executive contract review with Mark Hayes at AML. Motion passed unanimously.

Adjournment:

There being no further business to come before the board, motion made by McVay, second by Whitbey to adjourn. The meeting was adjourned at 11:01 a.m. Motion passed unanimously.