

Arkansas City Clerks, Recorders, and Treasurers Association (ACCRTA)
Executive Board Meeting
VIA Zoom
July 20, 2023 - 2:00 pm

Executive Board Members

The following executive board members were present:

President Tina Timmons – Maumelle City Clerk/Treasurer
Vice President Heather McVay - El Dorado City Clerk
Secretary Stacey Bennett – Cherry Valley Recorder Treasurer
Immediate Past President Andrea Williams – Paragould City Clerk
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

Other Attendees Present

Donna Smith - Batesville Deputy City Clerk
Kimberly Hutcheson – Cave Springs City Clerk
Penny Lamb – Murfreesboro City Clerk
Denise Juniel – Mineral Springs Recorder Treasurer

Call to Order

President Tina Timmons called the meeting to order at 2:05 p.m.

Treasures Report

Diane Whitbey presented the expense report for 2022-2023. Whitbey stated 2022-2023 budget there was \$15,756.47 in expenses and \$40,514.65 (\$18,404.44 from the IIMC conference account) in revenue, leaving a difference of \$24,758.18.

On a motion made by Barbara Blackard, seconded by Penny Lamb to accept the Treasurers report as submitted. Motion passed unanimously.

Approval of Minutes

President Timmons presented minutes from meetings held June 15, 2023, business meeting. Motion made by Whitbey and seconded by Blackard motion passed unanimously.

ACCRTA 501 (3)c

Whitbey took the IRS forms to the accountant that helped her with her campaign. The CPA agreed to look over the documents at no charge. Kara Paxton was able to provide the paperwork

where Sondra filed for the non-profit status. The CPA will charge \$200.00 an hour and will only charge when they are talking to ACCRTA. The board agreed before we hired an accountant to complete the filing that an agreement needed to be reached on price. Secretary Bennett suggested setting a limit of \$500.00 and for a Professional Fee line item to be added to the budget.

Motion was made by Vice President McVay, seconded by Barbara Blackard to add \$500.00 to the 2023-2024 budget for a CPA. Motion passed unanimously.

2023-2024 Budget Discussion

Appointed Treasurer Whitbey presented the proposed 2023-2024 Budget.

Whitbey noted the CPA suggested the following changes under Expenditures:

~ Plaques & Awards move the following items under this section.

- Clerk of the Year Gift
- Distinguished Clerk Award
- Hog Necklaces (10-year Institute)
- Presidents Gift
- Retired Clerk

~ Office Supplies

- Change to Office Supplies/Miscellaneous
- Move Miscellaneous to Office Supplies/Miscellaneous

ACCRTA memberships dues are currently due. Invoices will go out next week with a due date of September 1, 2023

President Williams noted that the changes would bring the budget to a total of \$27,820.00. Motion made by Whitbey, seconded by Timmons to approve the 2023-2024 Budget. Motion passed unanimously.

Committee Appointments

President Timmons presented the following for the 2023-2024 ACCRTA Committees:

2023-2024 ACCRTA COMMITTEES

Audit Committee – Penny Lamb, Murfreesboro
Clerk of the Year – Heather McVay, Eldorado
Education Review – Barbara Blackard, Clarksville
Fundraising – Donna Smith, Batesville
Legislative – Hunter Vick, Trumann (Stacey Bennett, Cherry Valley -Liaison)
Mentor – Kimberly Hutchison, Cave Springs
Nomination/Elections – Diane Whitbey, North Little Rock

Scholarships – Denise Juniel, Mineral Springs with Penny Lamb, Murfreesboro - Mentor
Website- Kara Paxton, Fayetteville
Facebook- Sharla Derry, Greenwood

Diane Whitbey suggested that the chairs reach out to members to ask for people to serve on their committees.

On a motion made by Blackard, seconded by Whitbey to accept the ACCRTA committees with the add on. Motion passed unanimously.

Upcoming Meetings:

Municipal Clerk’s Institute

September 17-21, 2023, in North Little Rock, the host hotel will be the Wyndham Hotel.

District Meetings

August 3 & 4, 2023 – Fort Smith
October 12-13, 2022 –Hot Springs

IIMC Region IV Meeting:

The Region IV meeting will be held in Fayetteville December 13 – 15, 2023. More information to follow later.

ACCRTA Lanyards & Ribbons:

Bennett reminded the executive board no vote was taken on purchasing the ACCRTA Lanyards and ribbons. The follow was suggested for purchase:

- ACCRTA Lanyards
- Certified Arkansas Municipal Clerk
- Certified Municipal Clerk
- Master Municipal Clerk
- ACCRTA Officer

Ribbons purchased will be different colors than the colors Arkansas Municipal League uses. Lanyards will be worn at each meeting. Bennett will get the order together and send it to Whitbey for purchasing.

On a motion made by Lamb, seconded by Whitbey to purchase the ACCRTA lanyards and ribbons. Motion passed unanimously.

Adjournment

There being no further business to come before the board, motion made by Timmons, second by Juniel to adjourn. The meeting was adjourned at 4:15 p.m. Motion passed unanimously.