

Arkansas City Clerks, Recorders, and Treasurer Association (ACCRTA)  
2022 Annual Business Meeting  
June 15, 2022 at 1:00 p.m.  
Little Rock Marriott – Arkansas Ballroom

**MEMBERS PRESENT**

President Dena Malone, Clinton Recorder/Treasurer  
Vice-President Andrea Williams, Paragould City Clerk  
Treasurer Tina Timmons, Maumelle City Clerk/Treasurer  
Secretary Heather McVay – El Dorado City Clerk  
Appointed Treasurer/Past President Diane Whitbey - North Little Rock City Clerk/Treasurer  
Past President Denise Johnston, Batesville City Clerk/Treasurer  
Donna Smith - Batesville Deputy Clerk  
Jennifer Corter – Batesville Deputy Clerk  
Becky Walker – Mansfield Recorder/Treasurer  
Sharla Derry – Greenwood City Clerk/Treasurer  
Stacey Bennett – Cherry Valley Recorder/Treasurer  
Penny Lamb – Murfreesboro City Clerk  
Angie Baker – Clarendon City Clerk/Treasurer  
April Leggett – Jonesboro City Clerk  
Elishia Duncan – Clinton Deputy Clerk  
Alicia Hawkins – Star City Recorder/Treasurer  
Denise Juniell – Mineral Springs Recorder/Treasurer  
Doris Hudson-Gaddy – Altheimer Recorder/Treasurer  
Samantha Roybal – Arkadelphia City Clerk  
Ariel Smith – Maumelle Deputy Clerk  
Allison Hinson – Gosnell City Clerk/Treasurer  
Brad Dick – Waldron City Clerk/Treasurer  
Zola Hudson – Altheimer Mayor  
Kimberly Hutcheson - Cave Springs City Clerk/Treasurer  
Jim Scott – North Little Rock Deputy Clerk/Enforcement  
Carol Westergren – Beebe Clerk/Treasurer  
Kathy Bartlett – Coal Hill Recorder/Treasurer  
Dominique Toney – Lake Village City Clerk  
Jennifer Hill – Haskell Recorder/Treasurer  
Sharon Henson – Walnut Ridge City Clerk/Treasurer  
Johnessa Boze – Lamar Deputy Clerk  
Elizabeth Parks – Lamar Recorder/Treasurer  
Mark Smith – Bryant City Clerk

\* Prior to the meeting, Stacey Bennett shared a video of the 2022 IIMC Conference that ACCRTA hosted in Little Rock. \*

### **WELCOME**

ACCRTA President Dena Malone called the meeting to order at 1:12 p.m. President Malone asked each member present to introduce themselves.

### **JULY 29, 2021 ANNUAL BUSINESS MEETING MINUTES**

President Malone presented the minutes from the previous annual business meeting held on July 29, 2021 and asked if there were any amendments. Maumelle City Clerk/Treasurer Tina Timmons made a motion to approve the July 29, 2021 minutes as submitted. The motion was seconded by Cherry Valley Recorder/Treasurer Stacey Bennett. On voice vote the motion carried unanimously.

### **TREASURER'S REPORT**

ACCRTA Treasurer Tina Timmons gave the Treasurer's Report. Treasurer Timmons noted that for July of 2021 our beginning balance was \$18,415.43. Timmons added that the 2021 total expenses were \$5238.45, total deposits were \$11,909.38 and that we earned \$8.63 in interest. Timmons noted that we still have outstanding checks in the amount of \$6640.96 that were reflected in the ending balance. Timmons added that the ending balance that would be passed on to the next Treasurer is \$24,405.82. Greenwood City Clerk/Treasurer Sharla Derry made a motion to approve the Treasurer's Report. North Little Rock City Clerk/Treasurer Diane Whitbey seconded the motion. On voice vote the motion carried unanimously.

### **DISTRICT WORKSHOP REPORTS**

Cave Springs City Clerk/Treasurer Kimberly Hutcheson gave her report on the District 3 Hybrid Workshop that was hosted in Cave Springs on August 5-6, 2021.

Batesville Deputy City Clerk Donna Smith gave her report on the District 1 Hybrid Workshop that was hosted in Batesville on October 28-29, 2021.

President Malone announced that Batesville had the most in attendance with 42 participants.

## **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) CONFERENCE REPORT**

North Little Rock City Clerk/Treasurer Diane Whitbey gave a report on the recent IIMC Conference that ACCRTA hosted in Little Rock on May 22-25, 2022. Whitbey stated that this was only the second time the conference has been hosted in Arkansas. Whitbey noted that we had approximately 750 attendees and 42 were from Arkansas. Whitbey stated that the Host Committee raised \$60,000 to help enhance the conference. Whitbey announced that the next IIMC Conference will be in Minneapolis/St. Paul, MN and encouraged all to attend.

## **2021 REGION IV MEETING REPORT, NATCHITOCHEs, LA.**

North Little Rock City Clerk/Treasurer Diane Whitbey gave a report on the 2021 Region IV Meeting that was hosted in Natchitoches, LA. on December 8-10, 2021. Whitbey noted that they had approximately 120 participants in attendance. Whitbey announced that Arkansas will be hosting the 2023 Region IV Meeting in Fayetteville, AR.

## **COMMITTEE REPORTS**

### **Audit Committee**

Mansfield Recorder/Treasurer Becky Walker gave the Audit Committee Report. Walker noted that Becky Walker, Stacey Bennett and Elishia Duncan are on the committee. Walker noted that the committee met that morning and reviewed each of the bank statements from July 2021 to present and that everything looked good.

### **Clerk of the Year Committee**

Paragould City Clerk Andrea Williams gave the Clerk of the Year Committee Report. Williams noted that as Vice President of ACCRTA she chaired the committee. She added that the committee consisted of her and President Malone. Williams stated that the 2022 Clerk of the Year nomination form was published in City & Town Magazine for 3 months. The committee received two nominations for Cherry Valley Recorder/Treasurer Stacey Bennett and Beebe City Clerk Carol Westergren. Williams explained that there is a point system that they use to tally the nominations forms and that the winner would be announced at the awards luncheon on Friday.

### **Education Review Committee**

President Malone noted that Clarksville City Clerk Barbara Blackard was not present and she would give the report in her place. Malone announced that Bull Shoals Recorder/Treasurer Tina Bailey, Star City Recorder/Treasurer Alicia Hawkins, Walnut Ridge City Clerk/Treasurer Sharon

Henson, Murfreesboro Recorder/Treasurer Penny Lamb and Fayetteville City Clerk/Treasurer Kara Paxton received their Certified Municipal Clerk designations.

### **Facebook Committee**

Greenwood City Clerk/Treasurer Sharla Derry gave the Facebook Committee Report. Derry noted that the page administrators of the page are Sharla Derry, Heather McVay, Kim Jones and Katelyn Thomas. Derry noted that the ACCRTA Facebook page is a closed group for current clerks and deputy clerks only. The page currently has 153 members. Derry encouraged new members to join the page for pertinent information.

### **Fundraising Committee**

Clinton Deputy Clerk Elishia Duncan gave the Fundraising Committee Report. Duncan noted that for the 2021-2022 year they raised a total of \$6615. Fundraising consisted of a conference registration fundraiser, a sheet fundraiser, a gun fundraiser, 50/50 drawings, silent auction, IIMC Conference Diamond auction and tiara sales. Duncan added that all of the money went towards funding the IIMC Conference.

### **Legislative Committee**

President Malone referred members to a constitution and bylaws amendment that was passed out. President Malone reviewed and explained the proposed changes. Article II, Section 1. - Added verbiage "within the". Article IV, Section 2. - Striking out the verbiage "and" and "who shall automatically succeed to the Office of President, Secretary and Treasurer" and adding the verbiage "The Treasurer shall be appointed by the Executive Committee and shall fulfill all of the duties contained within the by-laws." Article IV, Section 4. - Striking out "and District Directors". Article I, Section 1.G. - Changing "four" to "three" positions. Article I, Section 1.H. - Striking out "Newsletter Committee". Article I, Section 3. - Changing the verbiage "incoming" to "appointed" treasurer. Article I, Section 6. - Striking out "\$500.00" and changing verbiage to "the amount budgeted". North Little Rock City Clerk/Treasurer Diane Whitbey came forward to explain the changes and answer questions. A brief discussion followed. Batesville City Clerk/Treasurer Denise Johnston made a motion to approve the proposed amendments as presented. Maumelle City Clerk/Treasurer Tina Timmons seconded the motion. On voice vote the motion carried unanimously.

### **Mentor Committee**

President Malone noted that Clarksville City Clerk Barbara Blackard was not present and she would give the report in her place. President Malone stated that Blackard told her that they had assigned a couple of mentors this year and that if anyone needs a mentor to please reach out to her and she will assign one.

### **Scholarship Committee**

Paragould City Clerk/Treasurer Andrea Williams gave the Scholarship Committee Report. Williams stated that she and President Malone were on the committee. A scholarship for the Batesville District Workshop was awarded to Brinkley City Clerk/Treasurer Stacey Roach. Scholarships for the IIMC Conference were awarded to Barling City Clerk Florene Brown and Clarendon City Clerk/Treasurer Angie Baker. Williams encouraged members to apply for all scholarships.

### **Website Committee**

North Little Rock Deputy Katelyn Thomas was not present to give the report. North Little Rock City Clerk/Treasurer Diane Whitbey noted that they have not had a lot of time to work on the website but had plans to revamp.

### **Nominations & Election Committee**

North Little Rock City Clerk/Treasurer Diane Whitbey gave the Nominations & Election Committee Report. Whitbey noted that the committee consisted of Diane Whitbey, Barbara Blackard, Andrea Williams and Dena Malone. Whitbey reviewed the requirements for consideration to serve as an Officer in 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 2022-2023:

President – Paragould City Clerk/Treasurer Andrea Williams  
Vice-President – Maumelle City Clerk/Treasurer Tina Timmons  
Treasurer (By Title) – El Dorado City Clerk Heather McVay  
Secretary – Cherry Valley Recorder/Treasurer Stacey Bennett  
Immediate Past President – Clinton Recorder/Treasurer Dena Malone

No nominations were made by the floor. Greenwood City Clerk/Treasurer Sharla Derry made a motion to accept the 2022-2023 slate of officers listed above. The motion was seconded by Mansfield Recorder/Treasurer Becky Walker. On voice vote the motion passed unanimously.

### **OATHS OF OFFICE**

President Malone administered the Oath of Office, swearing in Cherry Valley Recorder/Treasurer Stacey Bennett as the 2022-2023 ACCRTA Secretary.

President Malone administered the Oath of Office, swearing in El Dorado City Clerk Heather McVay as the 2022-2023 ACCRTA Treasurer.

President Malone administered the Oath of Office, swearing in Maumelle City Clerk/Treasurer Tina Timmons as the 2022-2023 ACCRTA Vice-President.

President Malone administered the Oath of Office, swearing in Paragould City Clerk/Treasurer Andrea Williams as the 2022-2023 ACCRTA President.

### **OTHER BUSINESS**

At this time, President Andrea Williams thanked outgoing President Dena Malone for her time of service and presented her with a plaque.

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

North Little Rock City Clerk/Treasurer Diane Whitbey and President Andrea Williams encourage new members to stay for a Q&A session after the meeting adjourned.

### **ADJOURNMENT**

Greenwood City Clerk/Treasurer Sharla Derry made a motion to adjourn. The motion was seconded by Cherry Valley Recorder/Treasurer Stacey Bennett. The meeting was adjourned at 2:21 p.m.