

**Arkansas City Clerks, Recorders & Treasurers Association
Annual Business Meeting
June 13, 2018, 1:30 p.m.
Little Rock Marriott – Conway Room
3 Statehouse Plaza
Little Rock, Arkansas**

Members of the Arkansas City Clerks, Recorders and Treasurers Association met in regular on Wednesday, June 13, 2018, at the Little Rock Marriott – Conway Room, 3 Statehouse Plaza, Little Rock, Arkansas with President Barbara Blackard, City Clerk/Treasurer, Clarksville, presiding.

President Barbara Blackard called the meeting to order and welcomed everyone. Diane Whitbey, City Clerk/Treasurer, North Little Rock, made the motion to approve the minutes from the Annual Business Meeting on June 14, 2017 as written. Dena Malone, Recorder/Treasurer, Clinton, seconded the motion. The voice vote was all in favor. Motion carried.

President Blackard said that included in everyone's packet were the proposed amendments to the ACCRTA Constitution & By Laws. She said changes were highlighted and asked if there were any question regarding the amendments. There being none, Diane Whitbey moved to adopt the amendments to the ACCRTA Constitution & By Laws. Jennifer Hill, Recorder/Treasurer, Haskell, seconded the motion and the voice vote was all in favor. Motion carried.

ITEM #1

TREASURER'S REPORT

Andrea Williams, City Clerk, Paragould, gave the Treasurer's Report. Ms. Williams stated the beginning balance was \$8,052.63, revenues were \$22,188.07 and expenses were \$18,400.44 leaving an available balance in the checking account of \$11,840.26. With a total of \$51,244.11 in CD's, the total fund equal \$63,084.37.

ITEM #2

DISTRICT DIRECTORS REPORTS

District 1 Director Tina Timmons, City Clerk/Treasurer, Maumelle. Clerk Timmons held the District 1 meeting on April 26 – 27, 2018 in her City of Maumelle. She gave a brief overview of her meeting and said she had 34 clerks and recorders present.

District 2 Director Erma Colburn, City Clerk, Dumas. The District 2 meeting was held on April 27 – 28, 2017 and was reported at last year's meeting.

District 3 Director Phyllis Thomas, City Clerk/Treasurer, Van Buren. Clerk Thomas held her District 3 meeting on October 5 – 6, 2017 in Van Buren. Clerk Thomas gave an overview of her meeting and said she had in the upper 20's in attendance.

District 4 Directors Donna Smith, City Clerk, Camden and Rick East, Recorder/Treasurer, Smackover. Clerk Donna Smith reported that she and Recorder/Treasurer Rick East joined together to host a District 4 meeting on August 24 – 25, 2017. She gave an overview of the meeting and said they had 22 in attendance.

District 4 Director Heather Soyars, City Clerk, Texarkana. Clerk Soyars hosted a District 4 meeting on March 15 – 16, 2018 in Texarkana. Clerk Soyars also reported a great meeting with 22 attendants.

President Blackard stated the award for having the most in attendance at the district workshops goes to Clerk/Treasurer Tina Timmons, City of Maumelle.

ITEM #3

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) DISTRICT DIRECTOR REPORT

International Institute of Municipal Clerks (IIMC) Regional 4 Director, Diane Whitbey addressed the committee and ACCRTA members with encouragement to join IIMC if they were not already members. She said there are currently 14,772 members from across the world, 84 of them being from Arkansas. Ms. Whitbey explained just a few of the benefits of being a member of IIMC and said next years annual meeting is May 19-22, 2019 in Birmingham, Alabama which is “drivable”. Ms. Whitbey said the best news is the City of Little Rock will be hosting the 2022 IIMC Annual Meeting. The last time Arkansas hosted an IIMC annual meeting was in 1990. She said she expects approximately 1,000 attendees from across the world and in order for this event to be a success, she will need help from all of our ACCRTA members. Committee are already being formed and she will have more information in the upcoming months.

ITEM #4

COMMITTEE REPORTS

- A) **Audit Committee Report** – Diane Whitbey, Chair. Clerk Whitbey said the finance committee met and reviewed the treasurer's reports and documents. She stated everything was in order and very well organized.
- B) **Clerk of the Year** – Andrea Williams, Chair. Clerk Williams said last years Clerk of the Year was presented to Kathy Collins, City Clerk, Russellville. Ms. Williams said this year's award will be announced at the awards luncheon on Friday.
- C) **Education Review Committee** – Diane Whitbey, Chair. Clerk Whitbey informed the committee of the upcoming education opportunities for our association members. She encouraged everyone to attend as many meetings as they can.

She briefly explained the procedures to apply for the ACCRTA certification of Certified Arkansas Municipal Clerk (CAMC) and for IIMC's certifications of Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC).

- D) **Fundraising Committee** – Clerk Dena Malone, Chair. Recorder Malone said they have raised \$2,985.00 in their fundraising efforts. The breakdown is \$568.00 in the 50/50 tickets, \$1,060.00 with the gun raffle, \$132.00 with the quilt raffle and \$1,225.00 at the annual silent auction.
- E) **Legislative Committee** – Denise Johnston, Chair. Clerk Johnston updated the group regarding a pending resolution to amend ACA 14-45-108 regarding the elections of recorder/treasurers. Ms. Johnston said she and several other clerks met with Mayor Dennis Behling, author of the resolution and Municipal League Attorney Mark Hays to try to find a solution that will satisfy both the clerk's association and the issue some small towns have with finding qualified electors in their towns. After a lengthy discussion, a group proposed the best solution was to change ACA 14-45-108 to allow the city council to split the position of recorder/treasurer in the same manner that first and second class cities can split the clerk/treasurer positions. This recommendation protects the position of clerk and recorder to remain elected positions. Ms. Johnston said the proposed resolution does not affect cities with the City Administrator form of government. Mr. Hays said he would have a new resolution ready for tomorrow's Resolution Committee to consider.
- F) **Mentor Committee** – Linda Simpson, Chair. Clerk Simpson reminded the group of the mentor program and encouraged anyone needing assistance to contact her and she will match them with a mentor.
- G) **Nominations & Elections** – Diane Whitbey, Chair. Clerk Whitbey stated that the committee recommends the following for office: Andrea Williams, Paragould, president; Denise Johnston, Batesville, vice-president; Becky Walker, Mansfield, treasurer; and Dena Malone, Clinton, secretary. Motion made by Mitri Greenhill, City Clerk/Treasurer, Stuttgart to accept the nominations as presented; seconded by Sharla Derry, City Clerk/Treasurer, Greenwood. The voice vote was all in favor. Motion carries.
- H) **Scholarships** – Mitri Greenhill, Chair. Clerk Greenhill a list of the 2017 / 2018 scholarship awarded. The recipients were: For the Van Buren District Meeting – Pamela Cawthorne, Tuckerman, Jo Anna Giusti, Lockesburg, Marla Ward, Ozark; the Texarkana District Meeting – Peggy Lancaster, Mountain View and Pat Taylor, Russellville; and the Maumelle District Meeting – Tina Bailey, Bull Shoals, Greg Bess, Hardy and Lynda Wells Tobar, Gilmore.
- I) **Website** – Sondra Smith, Chair. Clerk Smith was not present to give a report.
- J) **Membership Development** – Angela Nicholson, Chair. Clerk Nicholson was not present to give a report.
- K) **Facebook** – Charla Derry, Chair. Clerk Derry said the Facebook site is doing well and she encouraged everyone to participate with the site.

City Clerk/Treasurer Linda Simpson, Lake City asked to address the committee. Clerk Simpson stressed the importance of getting a yearly mammogram after the age of 40,

especially if there is a family history of breast cancer. She also thanked everyone for all of the prayers, cards and words of encouragement for her continued recovery.

ITEM #5

OATHS OF OFFICE FOR NEWLY ELECTED OFFICERS

President Barbara Blackard administrated the oath of office to newly elected president Andrea Williams. President Williams thanked now Past-President Blackard for her dedicated service to ACCRTA and presented her with a plaque for our appreciation. President Williams then administered the oath of office to the remaining new officers.

ADJOURN

There being no further business to come before the committee, Dena Malone moved that the meeting be adjourned. Diane Whitbey seconded and the voice vote was all in favor. The meeting was adjourned at 2:53 p.m.

Andera Williams, President

ATTEST:

Denise Johnston, Secretary