**Georgia Municipal Clerks Association**

**2023 Planning Retreat**

**March 17, 2023**

**9:00 AM**

**Call To Order and Welcome**

President Regina Russell called the meeting to order and thanked everyone for returning for the 2023 planning retreat.

**Attendees:**

Regina Russell, President Sandra Haggard, District 5

Deborah Walker-Reed, Vice President Telina Allred, District 6

Vernice C. Thompson, Treasurer Kim Reddick, District 7 (absent)

Sharon Nelson, Secretary Margaret Shelley – District 8

Melissa Chosewood, District 1 Angie Conner, District 9 (absent)

Marilyn Chastain, District 2 Melinda Crook, District 10 (absent)

Shandrella Jewett, District 3 Christina Evans, District 11

Richard McCoy, District 4 Naomi Atkinson, District 12

**Others**

Vicki Wainwright, Immediate Past President

Pam Helton, Georgia Municipal Association (GMA)

1. **Review of Past Planning Work Plans**

Pam Helton gave a review of the 2022 work plan to determine which items had been accomplished, items that are no longer relevant, and items that the board would like to continue to work on. Based on feedback, the following items were listed as needing to remain on the Association’s workplan:

* 1. Send template that was prepared to track Continuing Education credits for the membership to keep track of courses they have taken for consideration.
  2. Consider GMCA Athenian Dialogues – look at IIMC website to confirm guidelines for Athenian Dialogue
  3. Assist in finding AD Facilitators
  4. Evaluate other state’s requirements for training.
  5. Suggest a policy for how many online courses can be taken in the certification program.
  6. Find and evaluate short videos for website.
  7. Review course evaluations following each session.
  8. Work on developing a new level of certification – this has not been worked on; the Executive Board decided to offer online training during the pandemic.
  9. See what other Associations are doing to recruit new members.

1. **Other Items of Discussion**
   1. Include a link for certification spreadsheet on the GMCA website and in the newsletter.
   2. Include a link to the calendar and schedule for Georgia Certified Clerk Certificate classes to the website.
   3. Include videos to the website that would be beneficial to new clerks.
   4. Review course evaluations as they come in after training.
   5. Involve seasoned clerks in teaching a class for new clerks.
   6. Possible trainings for navigating politics, Georgia Records Association training, and legal updates from Rusi Patel.
2. **Group Exercise**

Pam Helton divided attendees in groups of four and asked each group to write their top three priorities for the Association in 2023-2024 that were action items that could be completed within a year. The following list was produced from the exercise:

**Group 4**

* 1. Resources to be more efficient, effective and expedient.
  2. Virtual tools needed to enhance training during quarterly district meetings
  3. Create a Tips & Tricks Tuesday providing clerk trends to support new clerks

**Group 3**

1. More participation locally.
2. Increase professionalism through networking.
3. DOR license plate for Cit Clerks.
4. Increase clerk participation at training events.
5. Add additional training.

**Group 2**

1. Membership recruiting.
2. Better articulation of enticing clerks to become a member of the association.
3. Auto enroll new City Clerks into GMCA with a free one year membership and welcome message during mandate each year.
4. Recruit current clerks that aren’t members.

**Group 1**

1. More specific, streamlined courses.
2. Offer more webinars and virtual training.
3. Co-train with other organizations.
4. Have more personal contact with new clerks.

**Other Ideas**

1. Offer ride sharing for conferences.
2. Recruit companies to become members.
3. **Governor Kemp Proclamation Signing**

Prior to concluding the retreat Pam Helton reminded everyone that the proclamation signing would be held on March 29th at 10:00 AM.

**Adjourn**

There was no further discussion and the meeting adjourned at 12:00 PM.