**Georgia Municipal Clerks Association**

**Virtual Board Meeting**

**April 18, 2023**

**1:00 PM**

**Call To Order and Welcome**

President Russell called the meeting to order and welcomed everyone in attendance.

**Invocation**

Treasurer Thompson gave the invocation.

**Roll Call:**

The roll call was given by Vice President Walker-Reed with the following members in attendance:

Regina Russell, President Sandra Haggard, District 5

Deborah Walker-Reed, Vice President Telina Allred, District 6 (absent)

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

Sharon Nelson, Secretary Margaret Shelley – District 8 (absent)

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

Marilyn Chastain, District 2 Melinda Crook, District 10

Shandrella Jewett, District 3 Christina Evans, District 11

Richard McCoy, District 4 (absent) Naomi Atkinson, District 12 (absent)

No items were voted on during the meeting due to lack of a quorum.

**Others**

Wynetta Bolder, Past President

Susan Hiott, Past President

Denise Jordan, Past President

Karen Jordan, Past President

Pam Helton, Georgia Municipal Association (GMA)

Janice Eidson, Conference Coordinator

Sharon Collins, Director of Conference and Management Services

Jennifer Sykes, Mount Vernon

Janelle Gordon, Flemington

Mark Massey, Savannah

**Approval of Minutes**

The February 6, 2023, minutes will be considered during the May, 2023 meeting.

**Financial Report**

Pam Helton reviewed the Financial Report for the month ending February 28, 2023. This item will be considered during the May, 2023 meeting.

**IIMC Region III Report**

Janice Eidson gave an update on planning for the 2024 IIMC Region III Conference, to be held in Columbus, Georgia February 27 – March 1, 2024. Denise Jordon received her MMC designation and will be mentored by Camilla Pittman. She should be approved and be ready to lead an Athenian dialogue at the conference. LGRMS will conduct a health and wellness session at the Wednesday morning session. Friday’s session will be presented by Isaiah Hughley, Manager of Columbus, and has been titled *Creative Solutions for Todays Problems: The Role of the Clerk.* We have received confirmations from Georgia and South Carolina Presidents that they will attend the conference. Board members will be emailed descriptions for a Strategic Planning course and a Records course to vote on the replacement for the Succession Planning course. We have received a few confirmations for fund raising. A lot of cities are currently in the budgeting process and we expect to hear from those cities later. Emails pertaining to gift bag items will be sent out in a couple of weeks. Jennifer Sykes will keep an updated spreadsheet of vendors that have been solicited and for planned gift bag items. This list will be distributed to the Board on a monthly basis. Janice also asked the two members attending the IIMC Conference next month to pick up a vendors list, or obtain business cards while at the meeting, as some of the emails she has are incorrect.

**GMA Update**

Sharon Collins will provide space near the rotunda area of the convention center for the silent auction and storage of auction items. Cash and credit cards will be accepted. Space will be provided at the registration area for storing cash and taking credit card payments. A sign will also be provided for the silent auction and push notifications pertaining to the auction and the 50/50 raffle will be programmed through the app. Sharon will need dates and times for the push notifications. Sneak peeks and other content for the countdowns can be added as well. Information will also be provided in the program and on the website. Registration for the GMA Convention went well with 1,200 registered in the first 20 minutes. Savannah Housing will be sending an audit to the additional hotels that had to be used due to the original sell out of hotel rooms, in an effort to get the group rate for all attendees. This should happen automatically when everything shifts to the hotels on May 23rd. The Courtyard was added into the hotel contract, which provides 18 hotels for the convention. Any cancellations booked through registration can be made through Visit Savannah through May 23rd, as well. After May 23rd hotels will need to be contacted directly for all changes. Pam Helton stated that 124 clerks have registered for the convention. She also plans to reach out to court clerks who would like to register for the Municipal Court Clerk course and to county election offices pertaining to the election training being offered. Pam also announced the different courses and webinars being offered by GMA. Courses and dates are available on the GMA website. A series of short webinar tutorials are also planned for elections.

**President Report**

President Russell updated the Board on recent meetings she had attended, as well as the proclamation signing with the Governor for Municipal Clerks Week. Clerks present at the signing were also given a tour of Atlanta’s City Hall afterword. President Russell reminded all members to “reply all” when replying to emails in order to keep everyone in the loop. Theme night for the 2024 IIMC Region III Conference will be *The Roaring Twenties*. All members were encouraged to use the solicitation forms that were sent out to try and secure at least one vendor for the Conference.

**Oath of Office for Sandra Haggard**

President Russell administered the Oath of Office to District 5 Director Sandra Haggard.

**Officer Reports**

Vice President Walker-Reed reviewed recent changes with alcohol stating that Security and Integrity training is now required annually. GAPS will become Fieldprint. Training is taking place now and rollover will be May 1st. Everyone was asked to check their GOMI reporting to ensure they are up-to-date in order to preserve their ability to receive future federal grants. The LASO officer training conference has been cancelled for this year. Treasurer Thompson reported that she had completed a letter that will be sent to local businesses to solicit items for the 2024 IIMC Region III Conference.

**District Officer Reports**

District 3 Director Jewett is currently working with the membership mentoring committee. Her city is focusing on stress relief and trying to do things such as walking meetings, yoga and meditation. President Russell stated that District 4 Director McCoy stated the deadline for submissions for Clerk of the Year is May 15th. District 5 Director Haggard reported that she has been sending recommendations for Georgia Cities Week to her district. District 9 Director Conner will send her contacts for sponsorships. District 10 Director Crook stated that her district hosted the GMA Spring meeting for District 10 and has held one Lunch and Learn. Three more are scheduled for this year. Wynetta Bolder stated that District 11 had held their first Lunch and Learn as well.

**Committee Chair Reports**

**Education Committee:** Pam Helton reported that GMA and Carl Vinson both have Education committees. Four clerks are included on their boards and that GMA still has four old clerks on the Board that need to be updated. Denise Jordon stated that in the past the President made the appointments. Janice Eidson stated that we need to make sure the chairman of the GMCA Committee is one of the four people on the Board.

**Election Committee:** Vice President Walker-Reed stated that the committee is reviewing the rules and by laws pertaining to elections.

**Executive Committee:** President Russell stated that the March 29th proclamation signing with the governor for Municipal Clerks Week has been shared on the website.

**Hospitality Committee:** The committee is currently working on auction items and the 50/50 raffle for Convention in Savannah. Proceeds for the raffle will go to the scholarship fund and proceeds from the silent auction will be used for the 2024 IIMC Region III Conference. Pam Helton will set up an eraser board to reveal contents of the money bag and get with Sharon Collins on dates and times for push notifications.

**Records:** The committee chairs are working on a time and date for a planning meeting.

**Social Media & Marketing:** Facebook and Instagram postings have included January and February Clerk of the Month, Clerk of the Year nominations, GMA District meetings have been reshared and reposted, the GMA Capitol visit has been shared and the GMA Savannah Conference has been posted. Upcoming postings will include Georgia Cities Week, April 23-29, and Municipal Clerks Week, April 30-May 6. Wynetta Bolder has given ideas to share with clerks on marketing Municipal Clerks week. The proclamation with Governor Kemp will be posted at the beginning of Georgia Cities Week. The Committee is also working on March and April Clerks of the Month and a GMCA member signature banner for emails to be shared with the Board and placed in the newsletter. Social media and marketing meetings have been scheduled for the first Thursday of each month.

**Other Business**

Pam Helton gave an update on the website stating that it has been a slow process but progress is being made.

**Adjourn**

There was no further discussion and the meeting adjourned at 11:27 AM.

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Regina Russell, President

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Sharon Nelson, Secretary