Minutes of the Northeast Ohio Municipal Clerks Association
August 18, 2016

Hosted by: NEOMCA
Subject: Networking
Location: The Melt, Independence

Attendance:

Joan Kemper - Bay Village	Denise Rosenbaum - Westlake
Kathy Patton - Medina	Michelle Blazak - Brook Park
Debra Hladky - Oakwood Village	Barbara Molin - Garfield Hts.
Debi Beal - Independence	Liz Westbrooks - Fairview Park
Linda Cross - Parma	Teresa Knox - Medina
Barb Brooks - Avon	Danielle Romanowski - South Russell Village

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President Romanowski called the meeting to order at 12:00 p.m.

Treasurers Report

The Treasurers Report was read into the record and the total on hand as of August 17, 2016 is $2,308.50.

The Minutes:

Motion by Deb Hladky, supported by Linda Cross, to approve the May 19, 2016 minutes as printed; all members in attendance voted AYE.

Announcements:

1. Overall clean-up and proofreading of the NEOMCA Standing Rules - following amendments were suggested:

- **Communications** - remove 'send by mail'
- **Officers** - change to December elections for term to start in January
- **Duties of the President** - Remove points four (4) and five (5).
- **Duties of the Treasurer** - Point number two (2) - delete the word **mail** and replace with **email.** Remove point numbers six (6) and seven (7).
- **Duties of the Sunshine Chair** - Point number one (1) remove the sentence 'Telephone Committee to advise NEOMCA members that do not have email' and replace with 'notify members in the event of death, hospitalization, birth or illness of a Clerk or family member'. Insert a point number four (4) to read **'Forward article to OMCA Vice President welcoming new members, announcing election of officers, or regarding any speaker of interest, etc. for inclusion in the OMCA Minute Minder'**. Under point #3 in bold remove word **'eventuality´** and replace with **'event'**.

- Remove the entire section of the **'Newsletter Coordinator'** and replace with '**Web Manager'** to include point number one (1) **'Update of the NEOMCA webpage'**.

DISCUSSION POINTS - CONSIDER ADDING TO RULES:

Retired Clerks

- Should they pay dues
- If not paying dues, how are extended luncheon meetings handled? Pay for lunch only? **Recommendation:** $30.00 for both lunch and training.

Luncheon Costs

- Extended lunches are paid for by the association - what about networking lunches? **Recommendation:** Members think about this matter to be addressed at a later date.

Membership

- Follow Clerk or Municipality - **Recommendation:** If municipality pays for membership stays with municipality. If clerk pays for membership stays with the clerk.

Extended Training

- Invitation to non-members clerks? If so, at what cost - cost of lunch only or lunch and training fee? **Recommendation:** $30.00 for both lunch and training
- Members of municipality of clerk - charge for cost of lunch only or lunch and training fee. **Recommendation:** $10.00 for Clerk's municipal colleague.

There being no further business to come before this meeting President Romanowski declared this meeting adjourned at 12:25 p.m.

Minutes submitted by
Michelle Blazak
Clerk of Council
City of Brook Park

UPCOMING EXTENDED LUNCHEON MEETING(S)

Thursday, September 15, 2016 - How to Prepare and Advertise Bids - Cuyahoga County Public Library - Parma-Snow Branch - 2121 Snow Road.