

Minute Minders



Communication Committee, Editor

www.omca.us

Fall 2023



From the President's Desk

It is with much gratitude that I submit my final OMCA President's message. My two-year term as President ends December 31, 2023.

I want to thank the OMCA Board Members and Committee Chairs, who have served the last two years. Their support and hard work has led to an increased OMCA membership and increased attendance at OMCA educational opportunities. OMCA Board Members and I, with the support of the membership, put into action the interests of the membership, acknowledged the importance of building relationships, and established the belief that we can, and always will, do more together than we do alone or in small groups.

This year, OMCA has been able to congratulate nine CMC recipients, one retiring clerk, and our Clerk of the Year Janice Bates. Many congratulations to these clerks for all of their outstanding work and accomplishments.

The Board's main focus in 2023 was to connect with our members and recruit members. The past

several years, several previous Boards have worked to build a strong financial foundation and improve educational opportunities. We focused on being more member-oriented and reached out to municipalities to "strut our stuff."

OMCA's volunteer Board and Committee members continually demonstrate compassion and resiliency, whether recovering from the effects of the pandemic or difficult Councils and Administrators. I found an even larger extended family that courageously stood together and acted deliberately to improve our Association.

Stepping up during good times and being steadfast during difficult times is important to our commitment to our OMCA Mission.

I am personally committed to OMCA and will continue to give, advocate, and volunteer for the improvement of this organization. With you, as a member, I know I am in good company.



The following wisdom from Maya Angelou has guided me: "Do the best you can. But when you know better, do better." I hope I did. I hope I have.

Thank you again for your many supportive actions, compassion, partnerships, and friendships over the past two years. I remain grateful, humbled, and inspired by each of you.

I want to wish the Board, Committee Members, and the entire membership a happy, healthy, and fun remaining 2023. Don't forget about the last Musings with Mollie at noon on November 29th. I hope to see you then.

Happy Thanksgiving and Season's Greetings!



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OUR MISSION

The Ohio Municipal Clerks Association advances the municipal clerks profession through education, networking and mentoring, which establishes clerks as experts in their field and leaders in the communities they serve.

OUR VISION

The Ohio Municipal Clerks Association is committed to improving efficiency, productivity, communication and a zeal for knowledge and information to build a network between clerks and maintain a distinctive professional organization combining our history and building toward a vibrant future.

ADMINISTRATIVE COMMITTEE

The Committee has no new or pending items for review in 2023. We have the following business tentatively planned for January 2024:

Orientation for new Executive Board Members Virtual meeting to discuss logistics and information for a potential strategic planning session; will seek input from incoming President Helen Dunlap
Review of records for disposal as per the approved retention Schedule.

COMMUNICATIONS COMMITTEE

After the 2023 OMCA Institute, there were many Facebook posts from Institute and the summer Minute Minders had plenty of photos as well. I hope that everyone enjoyed reading the Minute Minders. I have enjoyed putting these together. I have continued to learn from doing this task as Clerks continue to do every day.



I was honored to present Tracy Simons with her CMC at her Council meeting in August. She has a very supportive group that she works with. Congratulations again!

The Communications Committee has been supportive this past year. Some of these ladies will continue on this committee next year and some will be serving on other committees. They are all very hard working and I would like to say "thank you."

I encourage any Clerk that wants to become more involved with OMCA to contact Mollie Prasher, Helen Dunlap or Tracy Simons. We will help you get involved and be comfortable doing so.

STAR CHAPTER

At the end of this month OMCA will have been utilizing the StarChapter software as an all-in-one membership management, meeting management and communications platform. As with any platform there have been bumps along the road and a learning curve as to the ins and outs of how the program works, but despite some minor setbacks, things seem to be moving in the right direction.

We now have the ability to:

- Maintain a complete, yet separate database of active members and non-member communities
- Post questions and responses to the forum while maintaining a historical archive of those interactions
- Email members and non-members about upcoming education opportunities
- Have new members join directly from the website

- Post job openings
- Update contact information and renew memberships quickly online
- Register for education opportunities online
- Have a repository for board meeting packets and newsletters
- Create specific pages for the website on the fly
- Send surveys to the membership based upon membership type
- Ability to search database by community name in addition to member name

Some of the issues we are working to correct:

- Getting ability for members to directly send posts from the forum to groups without the intervention of the webmaster
- Getting ability to add attachments to forum posts
- Getting the ability to search the forum archives by keyword
- Using credit cards as a method of payment
- Creating custom reports without having to combine multiple Excel spreadsheets

To ensure that OMCA is getting the most it can from the StarChapter platform, contact information for 926 Ohio communities is now available in the database. Every quarter an audit of the database is completed to ensure that the integrity of information is maintained.

MEMBERSHIP COMMITTEE

COMMUNICATIONS CONTINUED

Here is a quick snapshot of the website activities between October 2022 and October 3, 2023:

- 310 Forum posts have been created and emailed to the membership since the program went live. This feature continues to grow in popularity; more than 100 forum posts have been added since the June 2023 report.
- 83 General emails have been sent to the membership ranging from issuing OMCA cards, to scholarship details, to job opening announcements, to membership and education opportunity reminders.
- I continue to monitor email bounce-back history to ensure the membership is receiving timely information.
- For the month of September an average of 96 members open each forum message sent. This is an increase of 18 members per message.
- A total of 505 orders for membership, training, etc. have been processed since going live.
- As of October 3, 2023, we have 340 (+16 from June report) members listed in the StarChapter database.
 - o 294 Full members (+15 from June report)

- o 20 Associate members (+1 from June report)
- o 18 Honorary Past President members
- o 4 Retired members
- o 4 Pending members

o 29% (266 or +12 from the last report) Ohio communities have at least one OMCA member. 659 (71%) of Ohio communities could become members of the OMCA.

- A total of 30 support tickets have been submitted.

The next undertaking will be to enter 2024 training sessions into StarChapter with full registration tracking done using the software platform.

LEGISLATIVE COMMITTEE

The Legislative Committee held a Zoom Meeting on Thursday, August 24, 2023, where we discussed the addition of the Affiliate Membership, with the whole committee in agreement to add the new membership to the Bylaws and the Policies and Procedures. The Committee noticed that in the Policies and Procedures Chapter 3, "Conferences & Meetings," Section A should be OMCA Annual Institute and Business Meeting should be put back in with the only change to #4 Locations, with the rest of the Chapter re-lettered and remaining the same. The Committee continued the discussion of virtual or hybrid meetings and brought up to send out an email blast to all of the members to get their thoughts on virtual or hybrid meetings.

As Chair of the Membership Committee, I would like to thank Jamie, Laurie, Alisa, Jessica, Pam and LaShauna for their support and commitment to the OMCA Membership Committee. I want to thank President Mollie Prasher, Vice President Helen Dunlap, Communication Committee Chair Kari Egbert and Past President Janice Bates for their support in answering my hundreds of questions and listening to me when I just needed a sounding board. I am looking forward to 2024 with gratitude.

As of 10-06-2023 there are three Hundred forty one (341) OMCA Memberships and of that number, Seventy-six (76) are new Memberships.

Laurie Beran sent a sympathy card to Sharon Cassler on the passing of her Mother and congratulations cards to Leilani Napier, Tammy Tabor and Karen Powell for earning their CMC designation.

The Membership Committee Continues to ask Clerks to submit Their birthdays and number of Years of service as a clerk to Julie.ogg@whitehall-oh.us for Inclusion in the Minute Minders. Share your life events such as Marriage, births, adoptions, trips, Vacations or any fun news you Would like to share with OMCA.

Happy Birthday to the members celebrating birthdays in the months of September, October, November and December.

GET INVOLVED!



TREASURER AND WAYS AND MEANS COMMITTEE

The purpose of the Ways and Means Committee is to work in co-operation with the Treasurer to create an annual budget for the association, be responsible for the sale of the OMCA

Merchandise, conduct an annual audit and oversee all fundraising efforts.

A number of notable things have taken place since the last OMCA Executive Committee Special Meeting:

- The OMCA Treasurer has updated and reconciled all bank transactions to date utilizing Quickbooks Software. Based on that information I provide the following fiscal report:

2023 Annual Institute, Academies, and Athenian Dialogues Profitability Results.

o Income:

☐ Annual Institute: \$31,014.00

☐ OMCA Raffle Income: \$1,015.00

☐ Sponsorship and Vendor; \$6,281.70

☐ **Total: \$38,310**

o Expense

☐ Annual Institute: \$29,105.85 (Includes all charges not found below, venue costs, travel costs for speakers, etc.)

☐ Meals and reimbursements: \$4662.76

☐ Promotional Item/Marketing: \$1151.70

☐ Shipping and postage: \$195.30

☐ Donations/gifts: \$329.24

☐ Refunds: \$1065.00

☐ Returned Checks: \$70.00

☐ **Total: \$36,629.85**

o **Summary:**

☐ **Total Revenue: \$38,310.70**

☐ **Total Expense: \$36,629.85**

☐ **Profit Margin: \$1,680.85**

☐ **Approved Budget:**

• **\$33,000**

o **\$10,000 for Speakers**

o **\$23,000 for Institute**

• **- 3,629.85 Overbudget**

o Numbers for the Academies and institute to date are as follows

☐ Academies

• Revenue - \$6,110.00

• Expenses - \$1,125.00

• **Profit: \$4,985.0**

☐ **Athenian Dialogues Income**

• Revenue - \$3,300

• Expenses - \$2,258.62

• **Profit: \$1,041.38**

• The statement of financial position report as of September 29, 2023 shows that in total the bank accounts amount to \$101,574.04

o Certificate of Deposition - \$15,307.06

o Checking Account - \$81,999.02

Melinda McNabb regarding the associations interest in increasing our bond insurance.

She has confirmed that in case an incident should occur, our bond only covers us for employee theft for up to \$50,000. If theft should happen over this threshold there would be no coverage. My suggestion is that we increase our budget to ensure we have adequate protections in place.

- The OMCA Treasurer has prepared a 2023 and 2024 budget based on information from

previous budgets and trends that we have seen taking place in recent years. The board

should vote to approve the budgets as submitted or with amendments if there are any

revisions.

- Based on the Statement of Comparison report, overall net revenues for 2023 as of

September 29, 2023 are at \$10,026.43. A one-year projection reflects the following:

o Initial budget: \$91,494.56 (January 2023)

o Final budget: \$101,521.68 (September 29, 2023)

o **Total Growth: 10.96% (10% -25% considered healthy growth for a business)**

In wrapping up, I commend every-

2023 Educational Opportunities



ONE DAY ACADEMY

(\$100 for Members/\$125 for Non-Members)

November 17, 2023

9:00 AM - 4:00 PM

To be held in the City of Westerville

Public Records-Digital Formats; Public Records-Retention Schedules

Make check payable to OMCA and send to: City of Cambridge c/o Sharon Cassler 814 Wheeling Avenue Cambridge, OH 43725. Cancellations received less than 14 days prior to the registered class will not be refunded.



Shannan Parrish has been the Town Clerk for the Town of Smithfield since June of 2011 and has been employed with the Town of Smithfield since 2005. Shannan has earned her CMC, MMC and NCCMC and Athenian Fellow. She is the first Clerk in North Carolina to be an approved Athenian Dialogue Facilitator. Shannan has served on various NCAMC committees including: the Program and Education Committee, the Membership Committee, and the We Share Our Services Mentoring Committee.

First 2024 Educational Opportunity

Save the Date January 24, 2024

ATHENIAN DIALOGUES

Virtual Athenian

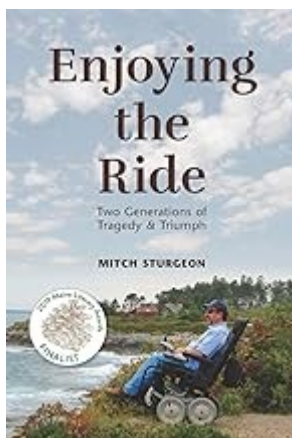
9:00—4:00

(\$50 for Members/\$60 for Non-Members)

Make check payable to OMCA and send to:
City of Tipp City c/o Janice Bates, 260 S.
Garber Drive, Tipp City, OH 45371.

The networking and education you receive at an Athenian Dialogue is very beneficial. Discussing what a book is about and then discussing the comparisons to our positions and learning how one might adapt a comparison is truly enlightening.

Cancellations received less than 14 days prior to the registered class will not be refunded.



Mitch was five when he learned his mother would be in a wheelchair for the rest of her life. If he hadn't grown up with such an inspirational mother, however, he wouldn't have been prepared for what would come. At 35, the same age as his mother when she had her accident, Mitch began experiencing symptoms of primary progressive multiple sclerosis, a particularly disabling form of MS, and his physical challenges grew to resemble his mother's. In the ensuing years, he muddled through the ethical swampland of clinical trials, navigated the minefield of experimental treatments, and became a popular blogger and disability advocate. Equal parts entertaining and inspiring, *Enjoying the Ride* tells an extraordinary mother and son story, provides a behind-the-scenes view of the lives of disabled people, and reveals the previously untold story about the night Mitch's mother was injured.

2024 Educational Opportunities

ATHENIANS

(\$100/\$125)

9:00 a.m. to 4:00 p.m.

Date: April 17, 2024

Host: Misty Clark, City of Loveland

Location: 120 West Loveland Ave., Loveland, OH 45140

Facilitator: Dr. Jane Long

Book: *This is Me: Loving the Person You Are Today* by
Chrissy Metz

Date: July 14, 2024

Host: At Institute, Dayton

Facilitator: Janice Bates, MMC, City of Tipp City

Book: *Gifted Hands: The Benn Carson Story* by Ben
Carson, M.D.

Date: October 16, 2024

Host: Tracy Simons, City of Bedford

Location: 165 Center Road, Bedford, OH 44146

Facilitator: Deb Hladky, MMC, Retired Clerk

Book: *Mrs. Lincoln's Dressmaker; A Novel* by Jennifer
Chiavernini

ONE-DAY ACADEMIES

(\$100/\$125)

9:00 a.m. to 4:00 p.m.

Date: March 14, 2024

Host: Laura Bigelow, City of Sylvania

Location: 6730 Monroe St, Sylvania, OH 43560

Session Topic: TBD

Date: September 18, 2024

Host: Krystal Gonchar, City of Upper Arlington

Location: 3600 Tremont Rd., Upper Arlington, OH 43221

Session Topic: TBD

Date: November 20, 2024

Host: Amy Brown, City of Moraine

Location: 4200 Dryden Rd., Moraine, OH 45439

Session Topic: TBD

OMCA INSTITUTE 2024

Date: July 15-18 in Dayton



Make check payable to OMCA and send to:

City of Tipp City
c/o Janice Bates,
260 S. Garber Drive
Tipp City, OH 45371.

Cancellations received less than 14 days prior to
the registered class will not be refunded.



**To all Clerks celebrating a
birthday in
October, November and
December**

**In Collaboration with NEMCI
through
Visioneer Learning**



And beginning in January 2024

**OMCA Members will have the opportunity
to have access to OnDemand webinars**

**And LIVE webinars at the rate of \$60 per
program**

**You must be a member of OMCA to access
this opportunity**

**Keep your eyes open for more information
On the OMCA website**

**This was approved by the Executive Board
at the meeting in October, 2023.**



We have another clerk to congratulate on earning her CMC. Give a shout out to Tammy Tabor of the City of Brecksville, our newest CMC recipient.

Tammy has been with Brecksville since 2017. Covid caused her to put earning her CMC on the back burner.

Prior to coming to Brecksville, Tammy worked for Olmstead Township as the Building, Zoning & Planning clerk where she also earned her Permit Tech certification. However, Tammy felt that OMCA and IIMC held her accountable for learning during her sessions versus just attending a seminar. She really feels she has achieved an accomplishment she can be proud of. Great job Tammy!

Tammy indicated that she respects the clerk's position because of the importance of the preservation and maintenance of City records.

Great work and **congratulations** again to Tammy Tabor on earning her CMC.



Congratulations to Karen Powell from the City of Huber Heights for earning her CMC.

Karen has worked for the City of Huber Heights for nine years. She has been Deputy Clerk for five years.

Karen likes the structure of the Clerk's position best. The variety of tasks and the procedural-driven process.

Her least favorite thing is discord, be it between staff or Councilmembers.

Huber Heights is a suburb outside of Dayton. Karen shared that the best part of Huber Heights is the outstanding highly trained police and fire/EMS departments. Not kidding at all, it was one of the top three reasons she moved back to Huber Heights. What an outstanding acknowledgement of the City's public servants.

Huber Heights is also home to The Rose Music Center that attracts top rated entertainment to the area.

Karen indicated that Covid slowed her attaining her CMC, but she is well underway to earning her MMC.

Wishing Karen the best and best wishes on earning the prestigious CMC certification.



Let's give a big job well done to Leilani Napier of the City of Grandview Heights for earning her CMC!

Leilani has been the part-time clerk for Grandview Heights since 2019 and was still able to earn her CMC. She was previously Deputy Clerk/Planning & Zoning Clerk for the City of Powell.

Leilani retired after a 31 years career with the state of Ohio.

Grandview Heights is a near west side suburb of Columbus. It was originally part of Marble Cliff, the first suburb of Columbus, before becoming its own municipality in 1906.

Leilani enjoys the being a clerk for the constant opportunities for learning. She appreciates the wealth of knowledge provided by her City Attorney and Council President.

Give Leilani a shout out for her great accomplishment in earning her CMC!



Calamity Jane Athenian



Strength Analysis Workshop

