

Minute Minders



Communication Committee, Editor

www.omca.us

Spring 2023



From the President's Desk

The spring issue of Minute Minders is finally here! I know the anticipation has been difficult to bare. Thank you to the Communications Committee for all of your efforts in putting together another fantastic Minute Minder.

OMCA is off to a great start with our educational sessions. On March 23rd, Matt Hoying explained the five languages of workplace appreciation, which was a fascinating session. Many thanks to Dana Addis of Lima for hosting this fun session. The concept is very similar to the five love languages, if you are familiar. We were all able to determine what our language of appreciation was and even the language that was our least favorite. The clerks that attended really enjoyed the session. Sometimes appreciation can best be expressed with a simple "Thank you."

In April, I attended the first Athenian Dialogue Upstairs at the White House: My Life with the First Ladies by J. B. West and facilitated by Tami Kelly of Grove City. The group of clerks that attended this session were wonderful and sometimes led Tami in the discussion. We learned a lot about the personalities of the first ladies from Eleanor Roosevelt to Pat Nixon and a lot about servant leadership. For the clerks that came in the night before, we had a great dinner and a tour of downtown Springfield by our host Jill Pierce. If you have time, this book is an interesting read.

Next month, I am off to Minneapolis to attend the 77th annual IIMC Conference. I get the awesome privilege of carrying our Ohio state flag as part of the Opening Ceremony. If you are attending the conference and have not received a bag of pins from me, be sure to see me and I will give you our state pins to trade with other clerks. Pin trading is crazy at conference. Of course, everyone wants the coolest pin from Ohio! I will report back on the experience in the next issue.

Even better than going to Minneapolis, is our own OMCA Institute coming up in July 17th – 20th at Nationwide Hotel and Training Center in Lewis Center (just north of Columbus near IKEA). The Professional Development Committee has a skills-oriented and educational packed four days with great food, a fabulous facility, and COFFEE MAKERS IN EVERY ROOM. Registration numbers are currently just trickling in. If you are coming, please go to the website and register (www.omca.us). You can send in your paper work and check later. If the cost of the Institute is a factor, please consider applying for an OMCA scholarship. It covers the cost of the Institute and accommodations. The registration form is attached to this Minute Minder. If four days is too long to be out of the office, consider registering for one or two days. This year's theme is Portrait of Success, looking at how we measure success in ourselves. Watch for some cute ads on our OMCA Facebook page over the next two months.



Memberships are still coming in!!! As of this writing, OMCA has 315 members with over 40 new members. A big shout out to Dana Schroeder (North Royalton), VP Helen Dunlap (Broadview Heights), Fiji Gallam (North Ridgeville), and Tracy Simons (Bedford). They sent out applications and registration information to over 700 remaining municipalities who are not members. Kudos to them for making this extra effort.

Do not forget to join me every other month for Musings with Mollie. My next musings is May 24th at noon. I will send out a Zoom invite the week prior. I answer questions, take comments, and give everyone the low down on OMCA.

The experience of being OMCA President has been an amazing experience so far. I have met many, many clerks and enjoyed hearing all of your comments about OMCA. Keep them coming. Wishing everyone warmer weather and lots of sunshine!



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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 Administrative Committee is pleased to announce receipt of its first application for OMCA Vice President. City Board Member Tracy Simons of Bedford has filed her intent to run for Vice President. The application period runs through mid-June if there are others interested in running.

The Committee will work with board members whose terms expire this year for reappointment. The Board will have openings as of January for new members, so recruitment efforts are continuous to keep seats filled. An email blast to the membership regarding potential board seats will be sent out soon.

COMMUNICATIONS COMMITTEE

As of October 31, 2022, OMCA has been utilizing StarChapter software as an all-in-one membership management, website, 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 heartburn, 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

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
- Ability to search database by community name in addition to member name
- 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 929 Ohio communities is now available in the database.

Here is a quick snapshot of the website activities between October 2022 and March 22, 2023:

- 118 Forum posts have been created since the program went live.
- 40 General emails have been sent to the membership ranging from issuing OMCA cards, to scholarship details, to membership reminders and education opportunity reminders.
- We went from having 100 member email bounces in November 2022 to 1 in March 2023.
- To date in March, an average of 70 members open each forum message sent.
- To date in March, 90 forum responses have been posted to the 16 initial posts.
- A total of 363 orders for membership, training, etc. have been processed since going live.
- As of March 22, 2023, we have 334 members listed in the StarChapter database.
 - o 287 Full members
 - o 17 Associate members
 - o 5 Honorary Past President members
 - o 4 Retired members
- As of March 22, 2023, we have 678 non-member communities listed in StarChapter that are possible future members.
- 16 members have registered for one or more education opportunities online.
- A total of 22 support tickets have been submitted.

COMMUNICATIONS CONTINUED

A big thank you to Julie Ogg, Membership Chair for jumping in to get the processes for the membership side of the software down to a science!

Our next undertaking will be training the Professional Development Committee on using the software to track and process education registrations.

In other Communication news,

The Committee has started working on posts for highlighting our committee members along with posts for our Athenians. The post for the Confidence Code went out the end of March. This is a group that is more than willing to help and I appreciate that.

LEGISLATIVE COMMITTEE

The Legislative Committee discussed the Consequences of the Code of Conduct for Board Members and made a couple of suggested changes along with some changes to the Policies and Procedures. The committee has agreed to the changes to the Policies and Procedures, and we will continue to discuss the rough draft of the Consequences for the Code of Conduct for Board Members. The Committee continued the discussion of virtual or hybrid meetings. It is being held in the Committee for discussion at the June Meeting and presented to the Executive Committee for the July Meeting.

The Legislative Committee also felt that "Social Media and Administrative Usage" should remain under the Communications Committee in the Policies and Procedures. The Committee also felt that the Consequences of the Code of Conduct should be under Chapter 7, "Ohio Municipal Clerks Association Executive Committee." The Committee felt that the new Clerk of the Year Form significantly improved over the previous form.

MEMBERSHIP COMMITTEE

The Membership Committee sent multiple emails and posted on Facebook during the months of February and March recruiting membership. A special thank you goes out to Kari Egbert, Helen Dunlap, and President Prasher for their diligent work in keeping the posts flowing.

As of 05/22/23, there are 315 OMCA memberships and of that number, forty (40) are new memberships.

All Membership Committee members have been calling 2022 members, who have not renewed their memberships in 2023. When we began calling, there were seventy-four (74) members who had not renewed. As of 03/31/23, twenty-four (24) of those have renewed their memberships. OMCA will not be collecting late fees for new members that join for the remainder of 2023.

WAYS AND MEANS COMMITTEE

The purpose of the Ways and Means Committee is to work, in cooperation 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.
- The Treasurer has worked with OMCA accountant to complete the 990 – EZ tax form for the tax year ending 12/31/2022 and there is no balance to be paid by the Association. I would like to note that while the audit for the bank books was clean, the tax form does reflect that the association operated at a deficit for the 2022 tax year of \$6,161. The total revenue for the year being \$52,431 and the overall expenses coming in at \$58,592. However, overall OMCA is in a positive financial situation. A copy of the 990 E-Z tax form is on file with the treasurer and can be provided upon request.
- The OMCA Treasurer has continued to issue tax exemption forms, process reimbursements, refunds, payments and reconcile all expenditures ensuring that proper documentation is received as needed.

2023 Educational Opportunities

ATHENIAN DIALOGUES

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

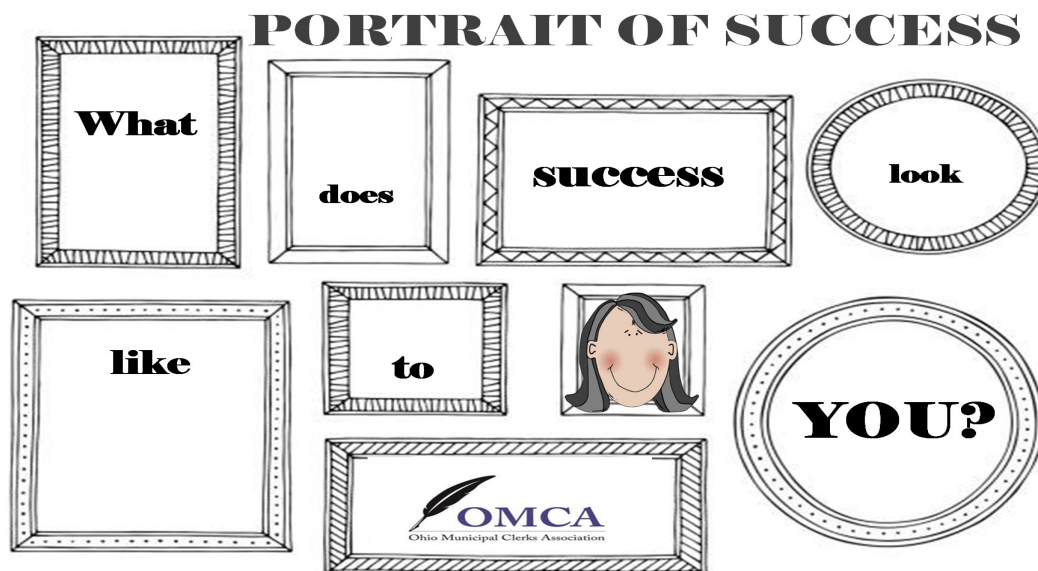
ONE DAY ACADEMY

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

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.

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.



Save the Date 2023 Annual Institute

Save the date! July 17 to July 20 for the 2023 Annual Institute to be held at Nationwide Training Center, 100 Green Meadows Drive South in Lewis Center, Ohio. We'll be covering: Council orientations, minutes, agendas, communication and writing skills. In addition, we'll be talking about public records and retention schedules, ethics, parliamentary procedures and the fundamentals of municipal budgeting. You don't want to miss this one!

ANNUAL INSTITUTE *Portrait of Success* – (\$450/\$500/\$150/\$400 New)

July 16th to July 20th at 11.75 points CMC/MMC with the speaker at the banquet.

SUNDAY, JULY 16th

9:00am-4:00pm Athenian Dialogue (optional)

4:30pm-5:30pm Executive Board Meeting

5:30pm-6:00pm Check-in - Meet & Greet at The Pub – All are welcome!

Dinner on your own

MONDAY, JULY 17th

Institute Check-in – 7:00 am

8:00 am Welcome!

8:30 am-10:00 am Keynote Speaker – Tyler Enslin*

10:00 am-10:15 am Break

10:15 am-12:15 pm Clerking 101 (Tips for new clerks) – Mary Johnston

Clerking 202 -

12:15 pm-1:15 pm Lunch

1:15 pm-4:00 pm Communication/Writing Skills - Sherry Paprocki

4:00 pm-5:00 pm OML Legislative Update – Kent Scarett

4:00 pm MMC's on the Move - Tour of German Village with dinner at Schmidts

Dinner on your own

TUESDAY, JULY 18th

8:00 am-10:00 am Elections/Ballot Language – Karla Herron, Director of the Board of Elections in Delaware County

10:00 am-10:15 am Break

10:15 am-12:15 pm Annexation & Development – Craig Moncrief - Plank Law

12:15 pm-1:15 pm Lunch

1:15 pm-3:15 pm Power of Perception – Dr. Ethan Busby

**All-Inclusive Outing with dinner* - The Columbus Zoo with dinner*

WEDNESDAY, JULY 19th

8:30 am-9:30 am Wildlife Management – Geoff Westerfield, ODNR

9:30 am-10:30 am Resources Public Safety - Mustafa Wardak, EMA Watch Office Chief, and Sandy Mackey, Public Affairs Chief

10:30am-10:45am Break

10:45 am-12:00 pm Council Orientation – Mollie Prasher and Kari Egbert

12:00 pm-1:00 pm Lunch

1:00 pm-3:00 pm Ethics – Susan Wilke

3:00 pm-3:15 pm Break

3:15 pm-4:45 pm Fundamentals of Treasury Management – Joe Farris

6:30 pm Social Hour

7:00 pm Banquet Dinner with Governor DeWine's Chief of Staff Stephanie McCloud and a Caricaturist

THURSDAY, JULY 20th

8:00 am-11:00 am Parliamentary Procedures – Jackie Compton Bunch

2023 Educational Opportunities

ATHENIANS

(\$100/\$125)

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

Date: July 16, 2023

Location: Nationwide Training Center, 100 Green Meadows Dr. S, Lewis Center, OH 43035

Facilitator: Janice Bates, MMC, City of Tipp City, OH

Book: *The Confidence Code: The Science and Art of Self-Assurance - What Women Should*

Know by Katty Kay and Claire Shipman ISBN-10: 006223062X

Date: October 18, 2023

Host: Helen Dunlap, City of Broadview Heights

Location: City of Broadview Heights, 9543 Broadview Road, Broadview Heights, OH 44147

Facilitator: Deb Hladky, MMC, Retired Clerk

Book: *Calamity Jane - The Life and Legend of Martha Jane Cannary* by D. J. Herda ISBN-10: 1493031945

ONE-DAY ACADEMIES

(\$100/\$125)

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

Date: September 28, 2023

Host: Connie Gaylor, CMC, City of Montgomery

Location: Montgomery City Hall, 10101 Montgomery Rd. Montgomery, OH 45242

Session Topic: Strength Analysis workshop

Date: November 17, 2023

Host: Mary Johnston, MMC, City of Westerville

Location: Westerville City Hall, 21 S. State St. Westerville, Ohio 43081

Session Topic: Ballots/ Annexation and development tools (TIFs, JEDDS, CRAs)



**To all Clerks celebrating a
birthday in
April, May and June**



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.



Annual Institute Registration Form

2023 OMCA ANNUAL INSTITUTE PORTRAIT OF SUCCESS JULY 16-20

Nationwide Hotel and Conference Center
100 Green Meadows Drive, Lewis Center, OH 43035
614-880-4300

Special Rate: \$

Group Name: **Group Code:**
Reservations can be made starting until

	Early Bird On or before 6/13	Regular Price After 6/13	Early Bird Non-Member	Regular Price Non-Member
(Please circle your selection)				
Full Registration	\$400	\$450	\$450	\$500
Retired Clerk	\$250	\$250	\$250	\$250
Guest Meals	\$165	\$165	\$165	\$165
One Day (Classes Only)	\$175	\$175	\$200	\$200

NAME _____ **DESIGNATION:** None / CMC / MMC

MUNICIPALITY _____ **TITLE:** _____

ADDRESS _____ **YEAR(S) IN POSITION:** _____

CITY/STATE/ZIP _____

PHONE _____ **EMAIL** _____

First Time Attendee: Yes No

Attending the Banquet: Yes No

TOTAL ENCLOSED _____

CHECK PAYABLE TO: Ohio Municipal Clerks Association

SEND TO: City of Cambridge
 c/o Sharon Cassler
 814 Wheeling Avenue
 Cambridge, OH 43725

"For questions contact: Sharon Cassler / Phone: (740) 439-2640 / clerkofcouncil@cambridgeoh.org"
Cancellations must be received in writing no later than 14 days prior to the start of the Institute
in order to ensure you receive a refund



Ruthanne Ross of Groveport (suburb outside of Columbus) is retiring as Clerk of Council. We wish Ruthanne all the best on her next great adventure.

Ruthanne has been a member of OMCA for over 10 years. She earned her CMC in 2018. Ruthanne has always been an active OMCA member and made every training she attended a more interesting and fun event.

Good luck Ruthanne. You will be missed, but we wish you the very best.



Let's give a big congratulatory shout out to Amber Joyner of Warrensville Heights. She earned her CMC.

Amber has served as clerk for Warrensville Heights since December 2018 and quickly earned her CMC. She had previous government experience. Amber has also recently earned her Public Manager Certification.

Amber enjoys the public record keeping portion of her position. Last year, she finished a project to digitize all of the City's legislative content back to 1926 as part of her records preservation program.

Warrensville Heights is an African American community of 13,000 people. The City is dedicated to serving the local senior community. Warrensville Heights is also on an economic development rise making the City an exciting place to work.

Great job Amber on earning your CMC!



I am very excited to announce that another OMCA clerk has earned her prestigious CMC (Certified Municipal Clerk) - Donna Fiori from the City of Centerville.

Donna has served as the Assistant Clerk of Center for the past three years. She worked hard to stay on track during COVID to continue to work on her CMC.

Donna likes the diversity of her position as clerk, the ability to meet new people, and working with a great staff.

Donna's challenge is to maintain a positive attitude. In knowing Donna for a couple years, I think she does a great job.

Centerville is a small city of only 10+ square miles of 25,000+/- residents. Centerville has the largest collection of early stone houses and was the birthplace of Erma Bombeck, Phil Donahue, OSU player Mike Nugent, and many, many more NFL football players.

Please reach out and give Donna a well deserved congratulations on earning her CMC.

Celebrating the 54th Annual Professional Municipal Clerks Week.

April 30 through May 6, 2023 was the 54th Annual Professional Municipal Clerks Week. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada and fifteen other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.



My Mayor surprised me on his weekly Joe Show broadcast by recognizing me during Clerks' Week. What a lovely and truly appreciated act. Again, congratulations to all clerks for all of the hard work that you do. OMCA supports, encourages, and recognizes clerks throughout the year!



Recognition of Clerks' Week

I hope all clerks were recognized this week in celebration of Clerks' Week. Here is the City of Westerville recognizing retired Clerk Mary Johnston and current Clerk and OMCA Board Member Jessica Hilts.

Congratulations to all clerks! Let's celebrate our profession with a high five for ourselves.



Here is Board Member and Membership Chair Julie Ogg of Whitehall being recognized by her President of Council with a proclamation from the Mayor for Clerks' Week.

Congratulations Julie and the City of Whitehall for appreciating their clerk!

