

Minute Minders



From the President's Desk

Welcome 2024. It has started with a bang and I hope the year continues well for all. This is a little of an explanation as to why this newsletter is a bit delayed. My 2023 ended with my mother having a terrible car accident and then my father passed. In January when we went to the bank they processed both of my parents as deceased. It's not easy to bring someone back to life. So as we go through the year let's be thankful for each day. I am thankful for each of you.

I will begin by reminding everyone to make sure that they have their OMCA Memberships in. There are so many benefits to being a member. The email blasts and the education and networking is so very important to each of our members. When you attend these sessions, the discounts that you receive, pays for the membership itself and then you get all the added benefits.

OMCA Professional Development Committee has been busy as we prepare for our Education Sessions, Athenians and Institute for this year. The theme is "Resilience" and that is something each and every one of us possess. We will take a look at how to be positive in "Thriving and Not Just Surviving" and the "Power of Positive Leadership" along with a "Strategic Plan for the Clerk's Office" and much more. Hear from one of my own, Anthony Rogers,

of Huber Heights along with the Chief Technology Officer from the City of Xenia regarding "Cybersecurity". These attacks are real and we have to know how to prevent them. Many of our speakers have presented at IIMC Conferences and we are bringing them to Ohio, so if you are unable to make it to IIMC Conference, the OMCA Institute is the place to be. This will also be an IIMC Region V Meeting. Let's show Region V that Ohio has hutzpah!

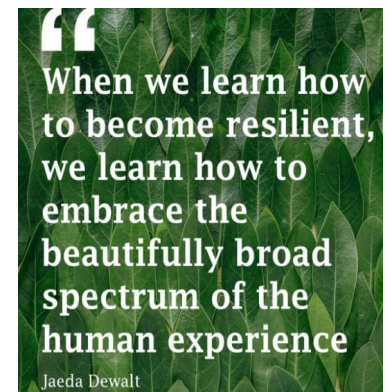
We just completed our first virtual Athenian Dialogue in January and we had clerks from several states attend. A big shout out and thank you to North Carolina Clerk Shannan Parrish for facilitating the dialogue for us. She was awesome.

Our next Education Session will be held in Sylvania, Ohio and it looks like a great session that the Professional Development Committee has planned.



Check out the webpage to see what is planned in the upcoming months and for our Institute.

Get those registrations in. I look forward to seeing so many of you at these sessions.



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.

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ADMINISTRATIVE COMMITTEE

Due to the vacancy of a City Board Member seat (term expiring December 31, 2026), there was a call for candidates, with an initial deadline of January 5, 2024, that was extended until January 10, 2024, to allow enough time after the holidays to submit required information. Two submissions were received: Jennifer Delgado, Clerk of Council, City of Dublin; and Jeremy VanMeter, Clerk of Council, City of Gahanna. We can confirm that both candidates have met the minimum membership requirement of having two consecutive years, are members in good standing, and have submitted all required materials.

The Administrative Committee is scheduled to meet virtually on Friday, January 19, 2024, to discuss the retention schedule and strategic planning session.

COMMUNICATIONS COMMITTEE

Once the Professional Development Committee completes the agendas for the One-Days and the Annual Institute, the registration forms will be posted on the Website, and then they will begin advertising it on Facebook. After the Executive Board Meeting Tracy Simons will begin to work will begin on the Spring Minutes Minders.

StarChapter

OMCA has officially been using the StarChapter software as an all-in-one membership management, meeting management and communications platform for over one full year. On the back-end, we are still working with StarChapter to make enhancements the software including:

- Getting the ability for members to directly send posts from the forum to groups without the intervention of the website administrator
- Getting the ability to add attachments to forum post
- 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

Our current pricing plan with StarChapter should serve OMCA will for the coming years. The package includes:

- A limit of 600 members
- A limit of 4,000 non-members
- A limit of 250,000 emails per month
- 10 GB of online storage

Kari Egbert is continuing to monitor email bounce-back history to ensure the membership is receiving timely information. In addition, she is also updating each membership profile to include the county where the municipality it is located so that when StarChapter has completed the work on the forum, members will have another sort option available.

For 2024, the plan is to fully use the StarChapter platform for education registration and tracking.

MEMBERSHIP COMMITTEE

The Membership Committee has sent Congratulation notes out to members that have received their CMC and MMC Certifications. Congratulations!!

Pam Ripley—CMC— City of Gahanna
Julie Ogg—MMC— City of Whitehall

The Membership Chair sent an email welcoming all the member on the 2024 Membership Committee.

The Membership Committee has been receiving membership application but has received no payments as of this date.

The Membership Committee will be doing multiple email blasts during the months of January, February, and March in an effort to increase OMCA membership. The blasts will also go out on our Facebook Page. We would like to thank Kari Egbert and Tracy Simons for their help in accomplishing these tasks.

The Membership Committee will be submitting guideline, criteria and deadlines in the Spring Minute Minder and through out OMCA email tool. This will be included on our OMCA Facebook Page as well.

Happy birthday to the members celebrating birthdays in the months of January, February, and March.

The Membership Committee is looking for Clerks to submit their birthdays and years of service to Julie.ogg@whitehall-oh.us.

For inclusion in the Minute Minder. We would also like to include other events in your life such as marriages, births, adoptions, trips, and fun news.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee has been working hard in preparing the 2024 Educational Program. We have so many great sessions lined up and we hope to see you at all of them! In addition to our Annual Institute, we have made the decision to also incorporate a Region V meeting as well. We are thrilled to once again host our colleagues from Indiana, Kentucky, Michigan, and Tennessee.

• Athenian Dialogues

- Dialogue #1—Virtual Athenian Dialogue
 - ◆ Facilitator—Shannon Parrish, MMC
 - ◆ Book—"Enjoying the Ride"
 - ◆ Date—Wednesday, January 24, 2024
- Dialogue #2
 - ◆ Host—Missy Clark, MMC, City of Loveland
 - ◆ Facilitator—Dr. Jane Long
 - ◆ Book—"This is Me"
 - ◆ Date—Wednesday, April 17, 2024
- Dialogue #4
 - Host-Tracy Simons, City of Bedford
 - Facilitator-Deb Hlady, MMC Retired
 - Book - "Ms. Lincoln's Dressmaker"
 - Date-Wednesday, October 16, 2024

• One-Day Academies

One-Day #1

- Host - Laura Bigelow, City of Sylvania
- Session/Topic - Becoming a Person of Influence: How to Positively Impact the Lives of Others
- Speaker - Sheila Eason
- Date -Thursday, March 14, 2024

ONE-DAY #2

- HOST-KRYSTAL GONCHAR, CITY OF UPPER MERIDEN
- SESSION/TOPIC-PARLIAMENTARY PROCEDURE & TBD
- SPEAKER -JACKIE COMPTON-BUNCH & TBD
- DATE-WEDNESDAY, SEPTEMBER 18, 2024

ONE-DAY #3

- HOST-AMY BROWN, CITY OF MORRIS
- SESSION/TOPIC-RESILIENCE IN TIMES OF UNCERTAINTY
- SPEAKER -NANCY PERCY, SINCLAIR COMMUNITY COLLEGE-DEPARTMENT OF WORKFORCE DEVELOPMENT
- DATE-WEDNESDAY, NOVEMBER 20, 2024
- ANNUAL INSTITUTE/REGION V MEETING
 - THEME: RESILIENCE
 - CELEBRATING 70 YEARS OF OMCA

The 2024 Annual Institute will be held at the Hilton Garden Inn Dayton/Beavercreek; just on the outskirts of Dayton, near shopping, restaurants and the United States Air Force Museum. We have several great sessions planned to include:

- "Thriving-Not Just Surviving" - Lee Frazier
- "Forward Focus-The Power of Positive Leadership" - Anne Uecker
- "Strategic Plan for the City Clerks' Office" - Dr. Jane Long
- "Resilience" - Dr. Marie Cosgrove
- "Digital Government" - Chris Astrella
- "Prevention and Resilience" - LeAnn Throlson
- "Diversity Equity and Inclusion" - Dr. Chad Jackson
- "Strategies to Build and Maintain Resilience Amid Cumulative Stress" - Erica Berkley, PhD
- "Building Community Relationships" - Dean DePiero
- "OML Update" - Kent Scarrett
- "Cyber Security" - Keith Padgett

On top of our great sessions and speakers, we will be starting off the week with an Athenian Dialogue on Sunday, July 14th followed by a meet and greet Sunday evening. This year we are doing the All-Conference event a bit differently. Since we will be in Dayton; the birthplace of aviation, we will be attending an afternoon session on Tuesday, July 16th at the United States Air Force Museum. Following that education session, attendees will be permitted to tour the museum at their leisure. If you've never been, you won't want to miss it! It is truly a gem for the State!

The MMC's on the Move will be heading for some bonding at the Wild Axe! Again, this will be different than in previous years.

The committee will be inviting the First-Timers to attend and participate in this outing in order to help welcome them into OMCA.

Mark your calendars! You won't want to miss a minute of it!

Registration and Fees:

- Member Rate - Virtual Athenian Dialogue - \$50
- Non-Member Rate-Virtual Athenian Dialogue-\$60
- Member Rate-One-Day Academies & In-Person Athenian Dialogues - \$100
- Member Rate—Annual Institute (Early Bird-postmarked prior to June 14th, 2024) \$450
- Member Rate (After Early Bird date-Regular Rate)-\$500
- Non-Member (Early Bird Rate) - \$500
- Non-Member (Regular Rate)-\$550

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 Meeting:

- The OMCA Treasurer has updated and reconciled all bank transactions to date.
- Discussed omissions and revisions to the 2024 budget with Immediate Past President and OMCA President.

A copy of a revised budget is attached for the board's review. Some notable changes include the following:

- ◊ Include proposed travel budget for the OMCA President
- ◊ Increased education expenditures for Athenian Dialogues, One-Day Academy, and Annual Institute.
- 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.
- The association's financial position as of January 16, 2024, shows that, in total, the bank accounts amount to \$104,722.53
- ◊ Certification of Deposition—\$15,514.11 (\$514.14 increase since April 2023)
- ◊ Checking Account - \$84,939.95
- ◊ Marilyn McLaughlin - \$4,268.47

**To all Clerks
celebrating a
birthday in
January, February,
and March**



Make check payable to OMCA and send to: City of Tipp City c/o Janice Bates, 260 S. Gaber Drive, Tipp City, OH 45371. Cancellations received less than 14 days prior to the registered class will not be refunded.



**Congratulations to
YOU!**



COGRATULATIONS TO:

Chelsea Gregor for earning her CMC!
Chelsea is the Clerk for the City of Ravenna



Clerk of the Year Nomination Form

Ohio Municipal Clerks Association Clerk of the Year Nomination

Nominee's Name _____ (CMC/MMC) Title _____
(please print) (circle one)

Municipality (City/Village) _____ Number of Years as Clerk _____

Municipality Address _____

Phone (daytime) _____ (cell) _____

Email _____

Nominated by _____ (CMC/MMC) Title _____
(please print) (circle one)

Municipality (City/Village) _____ Email _____

Phone (daytime) _____ (cell) _____

Provide a brief statement indicating the reason for this nomination. Attach additional pages, if needed.

Nominee must meet the following criteria:

Be a Full OMCA member, as described in the OMCA Bylaws, for at least 10 years.
Is not a previous award recipient.

Signature (Nominator) _____

Date _____

Please submit nomination by April 5, 2024 to:

Julie Ogg, MMC
OMCA Membership Committee Chair
City of Whitehall
360 S. Yearling Road
Whitehall, OH 43213
(614)237-8614
Julie.ogg@whitehall-oh.us