

Minute Minders



From the President's Desk

In October, we held the last OMCA Board meeting for 2022. I am both grateful and relieved to have ten months as OMCA President under my belt. This year has been an exciting, educational, and an extreme learning experience. I want to thank outgoing Vice President Kari Egbert for stepping in to serve as Vice President and for being an invaluable co-pilot. Kari is not going far. She will be the new website administrator for our new website. I also want to give an immense thank you to outgoing Treasurer Tony Rodgers. Tony has served as Treasurer for at least six years and brought OMCA's financials into the digital age. Thank you, Kari and Tony, so much for all of your hard work on behalf of OMCA.

This year has offered some wonderful educational opportunities including the Association's first regular scheduled virtual dialogue coming in November. We live streamed our General Business meeting at

the Institute. The Board has already achieved many of the goals set by the 2021 Strategic Plan. Our membership grew this year AND for the first time in five years, the Executive Board has a complete roster.

This year, OMCA has been able to congratulate two new Athenian Fellows, seven CMC recipients and three MMC recipients. Mary Johnston finished her term as Past IIMC President and Janice Bates finished her term as IIMC Region V Director. Many congratulations to these clerks for all of their outstanding work and efforts.

The new StarChapter OMCA website will be debuted on October 31st. Clerks will be emailed new log in credentials. Please log in and review your profile information to make sure it is accurate, add a photo, and then check out the website. If you have questions, find issues with the website, or have comments, please contact Kari Egbert or Mollie Prasher.



The Board main focus in 2023 will be in connecting with our members and recruiting members. The past several years, Boards have worked to build a strong financial foundation and improve educational opportunities. We now want to focus on being more member oriented and reaching out to municipalities to "strut our stuff."

I want to wish the Board, Committee Chairs and members and the entire membership a happy, healthy, and fun holiday season. My next Musings with Mollie will be at noon on November 30th. I hope to see you then.

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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 submitted the following names on October 20, 2022, for appointment to the Executive Committee:

- Dana Addis, Village Board Member
- Krystal Gonchar, Village Board Member
- Tracey Wonner, Village Board Member

The Executive Committee accepted the applications and the three members were sworn in during the meeting.

The Administrative Committee also submitted proposed changes to Appendix A of the Policies and Procedures.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee met on August 30, 2022 to review the 2022 Annual Institute as well as plan for the 2023 education sessions.

The theme for the 2023 educational year is "Portrait of Success". Additional information on the 2023 education sessions can be found in this newsletter.

COMMUNICATIONS COMMITTEE

The Communications Committee evaluated three membership software packages and selected Star Chapter for its membership/website platform moving forward.

A "Did You Know" Facebook campaign has been scheduled through December to educate OMCA followers on various aspects of the organization including, the mentoring program, board and committee recruitment, membership and a host of other topics.

The Committee has also suggested revisions to Appendix B in the current Policies & Procedures that govern the actions of the committee.

WAYS AND MEANS COMMITTEE

- OMCA checking account balance as of September 28, 2022=\$91,206.90.
- OMCA Marilyn McLaughlin Fund account balance as of September 28, 2022=\$2,702.20.

MEMBERSHIP COMMITTEE

The Membership Committee sent a note of congratulation to Kara Landis of the City of Trotwood and Jessica Apple of the Village of Montpelier for earning their CMC certification.

A note of congratulations was sent to Barbara Brooks of the City of Avon on the birth of her new grandson.

Sympathy cards were sent to Stacy Senskey, formerly of Ashtabula, Mary Johnston of the City of Westerville and Past-President Tanyce Lang, formerly of the City of Sidney.

Please submit life events such as, marriages, births, adoptions, trips and fun news to the Membership Committee for inclusion in the next newsletter.



Ohio Municipal Clerks Association

Statement of Activity

January 1 - September 28, 2022

	TOTAL
Revenue	
Academies Income	5,625.00
Annual Institute Income	20,365.00
Athenian Dialogues Income	3,275.00
Late Fees - Membership Dues	330.00
Membership Dues	14,110.00
OMCA Raffle Income	668.00
Refund - Expenses - Annual Institute	164.94
Sponsorships/Vendors - Annual Institute	6,485.00
Total Revenue	\$51,022.94
GROSS PROFIT	\$51,022.94
Expenditures	
Academies Expenses	401.75
Accounting Expenses	1,674.50
Annual Institute Expenses	27,702.43
Athenian Dialogues Expenses	1,058.17
Board Meeting Expenses	175.00
Insurance - Liability	796.00
Kent State University	10,765.30
Membership Expenses	2,398.33
Promotional Items/Marketing	1,392.00
Travel - OMCA Officers	1,433.20
Website	771.84
Total Expenditures	\$48,568.52
NET OPERATING REVENUE	\$2,454.42
Other Revenue	
Donations - Scholarships	25.00
Interest Earned	3.44
Refund - Travel Expenses	51.02
Total Other Revenue	\$79.46
Other Expenditures	
Donations and Gifts	404.96
Miscellaneous	88.48
Refund - Annual Institute	400.00
Refund - Athenian Dialogues	425.00
Stipend - IIMC Vice President Candidacy	5,000.00
Total Other Expenditures	\$6,318.44
NET OTHER REVENUE	\$ -6,238.98
NET REVENUE	\$ -3,784.56

Who was Marilyn McLaughlin?



Ever wonder where the OMCA Scholarship got its name?

Meet Marilyn McLaughlin. Marilyn worked for the City of Centerville. She passed away in 2009 at the age of 74, but was a pioneer in the municipal clerk professional who wholeheartedly believed in educating and credentialing municipal clerks.

Marilyn was not only a member of OMCA; she was a Past President, an IIMC Region Director and a past IIMC Quill Award Winner. She served as Education Chair for a number of years.

It's a fitting honor for the OMCA Scholarship to bear her name. Enjoy the article below published in *The Dayton Daily News* in 1980 about our scholarship namesake.



'Madame Paperwork'

She's keeper of the records for Centerville government

By EILEEN HAWLK
Daily News Special Writer

In the 16 years that Marilyn McLaughlin has worked for the city of Centerville, she has seen the city's population grow from about 5,000 people to the current estimate of 20,000.

"And my work load has increased in proportion," the City Council clerk she said the other day.

Mrs. McLaughlin, a Kettering native, is "Madame Paperwork" of the city.

"I record the happenings of (city) council ... am custodian of the records ... provide legal notices ... index ordinances and resolutions ... keep the Municipal Code up to date ... handle official correspondence for Mayor J.V. Stone ...," she said over lunch, about the only break she gets in her busy day.

"I came to the city government as part-time secretary to the mayor, then Bill Gimbel, in 1964 — I got the job through a friend who had it and was quitting. At that time, we worked out of a room which seemed to be about four feet by four feet — but I guess was actually about 10 by 10 — on the second floor of the Washington Twp. Building.

"IN 1965, we moved to the west wing of what is now the Centerville Government Center at 100 W. Spring Valley Rd. The entire building opened in the mid-1970s," she explained.

She became clerk of council, first for the village of Centerville, and then in 1968 when Centerville became a city, she kept the job, except now she was clerk of city — rather than village — council.

Mrs. McLaughlin has worked for four mayors, several city managers and many, many council members.

"I enjoy my job because of the relationships with the people, not just those I work with every day but with the citizens of Centerville. I never know when I go into work in the morning what the day is going to bring," she said.

Mrs. McLaughlin, her husband, Phillip, and their 8-year-old son, Scott, live at 7660 Rolling Oak Dr.,

Centerville. McLaughlin works in the Dayton office of Inland Manufacturing Co.

"I AM ON THE board for Ohio Municipal Clerks Association and chairman of the Southwestern Regional Municipal Clerks Association," she explained.

Mrs. McLaughlin graduated from Julianne High School and attended the University of Dayton, majoring in interior design. She was married in 1956, spent two years with her husband while he was on an Army tour in Aberdeen (Md.) Proving Grounds, and then returned to Dayton.

As if her job (which includes meetings every Monday night — either regular council meetings or working meetings) didn't keep her busy enough, Mrs. McLaughlin is a nationally accredited flower show judge, and a student judge for the American Daffodil Association.

"I guess you might say my hobby is flower arranging. When I judge shows, I always take the artistic section," she explained.

"And, as for daffodils, I don't know why I like them so much, but I do. I guess maybe it's because they are the first flower to really come out in the spring."

FLOWERS SURROUND the McLaughlin house. But Mrs. McLaughlin also enjoys gourmet cooking and she and her husband belong to a gourmet cooking club.

"I guess we're pretty much a steak and potatoes family at night, but when it's my turn for the gourmet cooking club, I spend the whole day in the kitchen," she said with a laugh.

Mrs. McLaughlin also likes sports — golf in spring and summer and skiing in winter. The family has skied in both Michigan and New York. And Scott, who goes to Incarnation School, is also involved in sports.

And finally, the whole family likes to travel. Mrs. McLaughlin recalled a 9,000-mile, 28-day van trip the family took with several other families throughout the West several years ago.

Dayton Daily News Fri., June 27, 1980

Remaining 2022 Educational Opportunities

VIRTUAL ATHENIAN DIALOGUE

(\$50)

Date: November 3, 2022 – 9:00 a.m. to 4:00 p.m.

Location: Virtual

Facilitator: Stephanie D. Smith

Book: *First In, Last Out* by John Salka



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.

ONE DAY ACADEMY

(\$100/\$125)

Date: November 17, 2022 – 9:00 a.m. to 4:00 p.m.

Host: Tony Rodgers, MMC, City of Huber Heights

Location: Huber Heights City Hall, 6131 Taylorsville Road, Huber Heights, OH

Session Title: *Desktalk Boxing*

Session Topic: Mental Health/Dealing with Stress

Speaker: Carin Burr

Hotel: Holiday Inn Express—937.235.2000



Save the Date

BOLD EDUCATION IN THE BOLD NORTH

2023 IIMC Annual Conference

77th IIMC Annual Conference: Minneapolis, Minnesota
MAY 14 - MAY 17, 2023



To all Clerks celebrating a
birthday in
October, November & December

2023 Educational Opportunities

ATHENIANS

(\$100/\$125)

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

Date: April 19, 2023

Host: Jill Pierce, Springfield, Ohio

Location: City of Springfield, 76 E High St, Springfield, OH 45502

Facilitator: Tami Kelly, MMC, City of Grove City, OH

Book: *Upstairs at the White House: My Life with the First Ladies* by J. B. West ISBN-10: 1504038673

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: March 23, 2023

Host: Dana Addis, CMC, City of Lima

Location: City of Lima, 50 Town Square, Lima, OH

Session Title: The Five Languages of Appreciation in the Workplace and the Working Genius

Session Topic: Employee Retention/Management/Mindset Training

Date: August or September 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)

2023 Annual Institute

Save the date! July 16 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!

Congratulations to YOU!



Let's hear it for Jessica Apple of Montpelier for earning her Certified Municipal Clerk (CMC) !!!

Jessica has only been the Clerk of Council for Montpelier since 2019. She earned her CMC in record time.

Jessica says she enjoys the variety of work she does including finance and dealing with her citizens. Those are also the things that can be challenging at times.

The Village of Montpelier is in northwest Ohio with a population of 3,900. It was named after Montpelier, Vermont. In its day, Montpelier was a railroad hub across northern Ohio. Most recently, Montpelier has won the Berkeley Springs International Water Tasting Competition.



Congratulations to Kara Landis from the City of Trotwood on earning her CMC!!!!

Kara only became a Clerk of Council in May 2020 for Trotwood. Previously, she was the Executive Assistant to the Prosecutor for Montgomery County and the Executive Assistant to the Provost for Sinclair College.

Trotwood is a city of 24,000 residents. It was the first in the area to have a shopping mall, which closed a number of years ago, but Trotwood is having an economic resurgence with new building happening on Main Street as well as updated facades. Trotwood is also successfully bringing new industry to town.

Kara enjoys being a clerk and is having fun being part of Trotwood's renaissance.



Have a personal or professional "Shout Out" you'd like to share in this newsletter? Send it to a Communications Committee member:

[Donna Fiori](#)—[Krystal Gonchar](#)—[Tara Grimm](#)—[Tiffany Justice](#)—[Tarina Rose](#)—[Kari Egbert](#)

The Executive Board held a Strategic Planning Session in November 2021 and Board members have been working on various action items. The following highlights are some of the activities currently underway:

1. *Frequency of Board meetings.* President Prasher is holding virtual Board meeting in between each regular Board meeting.
2. *Longer terms for Committee.* Evaluating the possibility of an update to the Policies & Procedures to reflect there would be no term limits. Also suggested was that Committee Chairs provide an end of year report that includes documentation about committee member participation to ensure that those members seeking certification are actively engaged to earn certification points.
3. *Region Engagement.* Region

chairs have been re-engaged and encouraged to meet on a quarterly basis with members and have been challenged to reach out to communities in the region who are non-members and lobby for OMCA membership.

4. *Agenda Software.* Once the selected membership software has been fully implemented, OMCA will use the included functionality for agenda/meeting management.
5. *Orientation of New Board Members.* Considering an update to the Policies & Procedures to clarify the process.
6. *Loss of Civility & Agreement.* President Prasher presented a Code of Conduct to the Board for consideration in October.
7. *Training Schedules.* Policies & Procedures are being reviewed to provide

additional flexibility including the addition of virtual training. First virtual Athenian Dialogue will be offered in November.

8. *Clerk of the Year.* An Ad Hoc Committee is looking at the Clerk of the Year award, its relevance, and if there are any changes needed to the selection process.
9. *Relevant Education.* The Professional Development Committee has developed a 2023 education program with additional member input.
10. *Membership.* As part of the transition to the new membership software package, all memberships have been re-verified and the mailing list updated. Beginning in 2023, the committee will follow up with attendees from education sessions.



REGION CHAIRS/ CO-CHAIRS

1	Dana Addis	Lima	419-221-5218	dana.addis@cityhall.lima.oh.us
1	Jessica Apple	Montpelier	419-485-5543	japple@montpelieroh.org
2	Laurie Beran	South Amherst	440-986-1061	recordsclerk@southamherst.org
2	DiAnn Jamerson	Plymouth	419-687-4331	djamerson@plymouthoh.org
3	Dana Schroeder	North Royalton	440-237-4260	dschroeder@northroyalton.org
4	Sharon Cassler	Cambridge	740-439-2640	clerkofcouncil@cambridgeoh.org
5	Dee Werbrich	Hilliard	614-334-2365	dwerbrich@hilliardohio.gov
5	Mary Johnston	Westerville	614-901-6400	mary.johnston@westerville.org
6	Janice Bates	Tipp City	937-667-8425	batesj@tippcity.net
7	Amy Brown	Moraine	937-535-1005	abrown@moraineoh.org
7	Misty Brents	Loveland	513-707-1437	mbrents@lovelandoh.gov
8	Vacant			



RESOLUTION OF SUPPORT
JANICE BATES, MMC
CANDIDATE FOR IIMC VICE PRESIDENT

WHEREAS, Janice Bates, MMC has announced her candidacy for Vice President of the International Institute of Municipal Clerks in 2023; and

WHEREAS, Janice has served the City of Tipp City as their Clerk of Council for twelve years; and

WHEREAS, Janice is a member of the Ohio Municipal Clerks Association and The International Institute of Municipal Clerks and has served in many leadership positions in these organizations including as Ohio Municipal Clerks Association President; and

WHEREAS, Janice recently served as an IIMC Region V Director and was inducted into the Athenian Leadership Society as a Fellow; and

WHEREAS, it is Janice's desire to fully engage all members of IIMC to stay abreast of the needs of members by working together with integrity to support the mission and goals of promoting continuing education and professional development.

NOW, THEREFORE, BE IT RESOLVED, that the Ohio Municipal Clerk's Association does hereby endorse Janice Bates, MMC, for the position of IIMC Vice President at the 2023 Annual IIMC Conference in Minneapolis, Minnesota; and

BE IT FURTHER RESOLVED that a copy of this Resolution of Support be forwarded to Janice Bates, MMC, in recognition of the Ohio Municipal Clerk's Association support and that a copy of the Resolution is made a permanent part of this meeting.

DULY ADOPTED BY THE OHIO MUNICIPAL CLERKS ASSOCIATION on OCTOBER 20, 2022.

Mollie Prasher, MMC, OMCA President