

Minute Minders



From the President's Desk

Mid-summer and many clerks are in recovery mode from all of the learning and celebrating opportunities at the 68th Annual OMCA Institute. I, personally, am still coming down from last week's Institute at the Nationwide Hotel and Conference Center. What an awesome experience! I met so many clerks, welcomed sixteen first time clerks to the Institute, and especially enjoyed welcoming back so many returning clerks. We also had the honor to host IIMC President Mary Ann Hess at our Institute. She raved about how much fun she had at our Institute. We all loved meeting her. Evaluations are being reviewed and final financial numbers are being crunched. The Professional Development Committee is to be congratulated on putting together an awesome Institute.

CONGRATULATIONS to Janice Bates, Tipp City, for being selected as Clerk of the Year for 2023. Janice is a Past OMCA President, Past IIMC Region V Director, Athenian Fellow and Facilitator, and chair of multiple OMCA Committees. Janice's daughter Jenna was in attendance and daughter Lauren live streamed into the presentation. Several Tipp City Councilmembers and the Mayor also attended. Best wishes Janice on this distinguished award.

CONGRATULATIONS!!! The following individuals were selected to serve on the OMCA Board effective January 1, 2024.

President — Helen Dunlap, Broadview Heights

Vice President – Tracy Simons, Bedford

City Board Member — Amy Brown, Moraine

City Board Member – Dana Schroeder, North Royalton

New Village Board Member — Monica Yihad, Woodlawn

Village Board Member – Dana Addis, Lima

Past President – Mollie Prasher, Reynoldsburg

The Board recognized Past President Dee Werbrich, Hilliard, as her term ends effective December 31, 2023. Dee has served the OMCA Executive Committee beginning as Vice President since August 2018.

Several clerks received Certificates of Achievement for service above and beyond to OMCA. These included Jill Pierce, Administrative Committee Chair, for achieving the first full board in over five years; Julie Ogg, Membership Committee Chair, for increasing OMCA membership by more than a twenty-five percent increase in membership; Helen Dunlap, Tracy Simons, Fiji Gallam, and Dana Schroeder for taking time to mail out over 1,000 membership applications to municipalities within in Ohio. Congratulations to these ladies for their efforts as our members are what makes OMCA a successful organization.

As for other news:

- Members will be voting on a ByLaw issue in the next couple of months to allow the Annual General Business meeting, normally held during the Institute, to be held anytime during the year and also be a virtual meeting, which would allow for a much greater participation by the membership. (Article VII, Section 1) More information will be provided once the Board officially votes on this issue.
- I will also be hosting a virtual opportunity in August for any clerks interested in earning their CMC, a session about how to complete the application, what things



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.



can count toward your CMC, and how to submit this information to IIMC. I will send an email with a link and post it on Facebook.

There are still three educational opportunities to take advantage of this year.

September 28th One-Day Academy Strength Analysis Workshop (registrations due by 9/15)

October 18th Athenian Dialogue Calamity Jane

November 17th One-Day Academy Public Record Retention Schedule & Digital Formats

I know there is more information to share, but if you have read this far I know you need a break. I cannot thank the Board and general membership enough for all of your support and kind words during the past several months. Your support is truly appreciated.

I hope everyone enjoys the remaining days of summer.

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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

An email blast was sent to the membership seeking candidates for the Vice President seat starting January 1, 2024. We are more than pleased that City Board Member Tracy Simons (Bedford) applied to be Vice President for the coming year, and we gladly recommend her appointment at the next Board meeting.

Dana Addis (Lima), Amy Brow (Moraine), and Dana Schroeder (North Royalton) requested reappointment to their existing Board Member seats when their terms expire on December 31, 2023. We are happy they wish to continue their service on the Board.

Recruitment of new board members has generated one new applicant: Monica Yihad from the Village of Woodlawn. We are pleased to recommend her appointment as soon as a seat is available.

Membership for all applicants was confirmed with the Membership Committee Chair, and documentation from all applicants was reviewed and forwarded to President Prasher.

COMMUNICATIONS COMMITTEE

The Communications Committee has been posting on the OMCA Facebook Page with all the classes and Athenians that will be offered at the Institute in July. Over the month of June the posts have reached 353 people and there has been 233 engagements with the posts. We even had a "like" from one of the presenters.

We put together the Minutes Minders for Spring 2023. I hope everyone had a chance to read it. This committee is always willing to help when asked.

We thank Kari Egbert for her continued work on the website.

STAR CHAPTER

As of October 31, 2022, OMCA has been utilizing 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
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- 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 926 Ohio communities is now available in the database.

Here is a quick snapshot of the website activities between October 2022 and June 20, 2023:

- 207 Forum posts have been created and emailed to the membership since the program went live. At the last report the total was 118 so we have seen a pretty dramatic increase in forum use since March 2023.
- 70 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 June (up to June 20), an average of 78 members open each forum message sent. This is an increase of 8 members.
- A total of 472 orders for membership, training (79), etc. have been processed since going live.

STAR CHAPTER CONTINUED
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STAR CHAPTER CONTINUED

As of June 20, 2023, we have 324 members listed in the StarChapter database.

- * 279 Full members
- * 19 Associate members
- * 18 Honorary Past President members
- * 4 Retired members
- * 4 Pending members
- * 27% (246) Ohio communities have at least one OMCA member.
- * 672 (73%) of Ohio communities could become members of the OMCA.

A total of 26 support tickets have been submitted.

The next undertaking is to have the 2024 Professional Development sessions entered with full registration tracking done using StarChapter.

LEGISLATIVE COMMITTEE

The Legislative Committee discussed the By-Law amendment that was presented at the General Business Meeting of the Association. It is to take the reference of July out of when the General Business Meeting will be held. There are several reasons for this such as if the Institute was not held in July or if the General Business meeting was held by electronic means at another time.

MEMBERSHIP COMMITTEE

As of June 30, 2023, there are three hundred thirty one (331) OMCA memberships, and of that number, sixty-five (65) are new memberships. We continue to send invites to those six hundred eighty four (684) village/cities/townships that are not members of OMCA.

Laurie Beran sent a card to Ruth-Anne Ross on her retirement from Groveport.

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 Minder. Share your life events such as marriage, births, adoptions, trips or any fun news you would like to share with OMCA.

I want to thank President Prasher with her help in securing the vase for this year's Clerk of the Year.

Not long now until we know whom the 2023 OMCA Clerk of the Year will be!

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.

My report is respectfully submitted as follows:

- Renewed the software contract for QuickBooks which is used to maintain financial records for the association and generate reports
- Renewed Bond Insurance policy. I am in the process of researching whether we need to consider increasing our coverage. A future recommendation will come forth at a later date if that is the case.
- 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 July 3, 2023 shows that in total the bank accounts amount to \$126,324.75.

- o Certificate of Deposit Balance - \$15,152.75
- o Checking Account Balance - \$108,469.51
- o Marilyn McLaughlin Balance - \$2702.49

The Committee had a video conference on June 6, 2023, to finalize the Annual Institute. In April, our registration numbers were at about 35 attendees and five vendors. As of June 28th, the registration count for the OMCA Annual Institute - *Portrait of Success* – is 63 attendees with 11 vendors. The Board approved the 2023 budget at \$13,000 (\$3,000 Athenians/One Day; \$10,000 Institute) for speakers and \$20,000 for Food/Beverage/AV/Miscellaneous - Institute. The approved budget for the year 2022 was \$13,000 (\$3,000 Athenians/One Day; \$10,000 Institute) for Speakers and \$22,000 for Food/Beverage/AV/Miscellaneous - Institute. A 24% Service Charge (\$3,822.48) for the Institute was not calculated in the estimated budget. The committee went over budget due to the service charges and inflation but was able to provide an amazing institute for attendees to be able to do the following:

- Network and interact with presenters and attendees.
- Invest in their professional development.
- Change of atmosphere from the hustle and bustle.
- Having an experience that inspires.
- Gaining new ideas.

In reference to the budget

Our Committee thanks the Board and members for allowing these educational opportunities possible. A final budget report for the 2023 OMCA Annual Institute will be provided to the board in October.

Final 2023 Educational Opportunities

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)

ATHENIANS

(\$100/\$125)

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

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

Make check payable to OMCA and send to:

City of Cambridge
Sharon Cassler
814 Wheeling Avenue
Cambridge, OH 43725.

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

OMCA would like to congratulate Janice Bates, Clerk of Council for Tipp City, Ohio on being named the 2023 Clerk of the Year at the OMCA Annual Institute that was held in Lewis Center, Ohio July 17 through July 20.

Janice earned her CMC January 6, 2015 and her MMC on August 25, 2016. She became an Athenian Fellow on April 19, 2016 and became an Athenian Facilitator on November 2, 2017 and has facilitated thirty-two Athenians to date.

She was Membership Services Chair in 2015 through 2017 and Communications Chair in 2017 and 2018. She was an Education Committee member 2014 and 2015 and a Fundraising Committee member 2014 and 2015. She served as a City Board member from April 2014 until July 2017.

Janice held the office of OMCA Vice President 2017 through 2018 and became OMCA President in 2018. She was Immediate Past President for an extended term 2019 through 2021 due to Covid.

Janice has held the position of OMCA Region 6 Chair since September 3, 2015 and the IIMC Region V Director for Ohio, Michigan, Kentucky, Tennessee and Indiana from 2019 through 2022. She has worked on OMCA Special Projects such as Strategic Planning/Goal Setting Sessions in 2014, 2017 and 2021. She is an OMCA Instructor for the One Day Academy and at the Annual Institute.

Janice was a Vice Presidential candidate for IIMC in 2022 and 2023.

Janice has been actively engaged in the profession, OMCA and IIMC since shortly after her hire. She has mentored and assisted many clerks in the profession. She is actively engaged in the Tipp City community and she has initiated a number of special projects along with her other job duties.

Congratulations Janice on being bestowed with this prestigious honor!





Let's give a big congratulatory shout out to Tracy Simons of Bedford. She earned her CMC.

Tracy is the Clerk of Council for the City of Bedford. She was appointed on September 3, 2019 and was Clerk of Council for the City of Eastlake prior to becoming the Clerk of Council for the City of Bedford. She worked hard to stay on track during COVID to earn her CMC.

Tracy became a City Board Member for OMCA in January of 2021 and will be our next OMCA Vice President beginning in January 2024.

She is pictured here with IIMC President Mary Ann Hess after being sworn in as OMCA VP.

Congratulations to Helen Dunlap, our next OMCA President for 2024.

Helen was sworn in at the 2023 OMCA Institute in Lewis Center by IIMC President Mary Ann Hess.

Helen is the Clerk of Council for the City of Broadview Heights. Helen served as a Council woman for Broadview Heights for 10 years followed by serving as their Clerk of Council for over 12 years.

Please support helen and OMCA as we move forward into 2024.

OMCA would like to thank Mollie Prasher for serving as President of OMCA for the last two years. She forged ahead following Angela Wasson stepping down as President for personal reasons.

Mollie was able to increase our membership over the past several years and put together a wonderful and informative Institute.

Thank you Mollie for all the hard work that you have given to the OMCA Association.

Mollie moves into the roll of Past President for 2024.

2023 Institute Fun and Learning



More fun at the 2023 OMCA Institute



To all Clerks celebrating a
birthday in June, July and August

