



## From the President's Desk

As my term as your OMCA President comes to a close, I would like to extend my sincere gratitude to everyone for their support and encouragement throughout the year. I look forward to continuing as Immediate Past President next year, as well as serving on the Membership Committee. I am very humble and proud to be a part of such a wonderful association.

It has been an honor to serve as your OMCA President this year, and I extend my support to your incoming President, Stacey Task, as well as all the Officers, Board Members, and

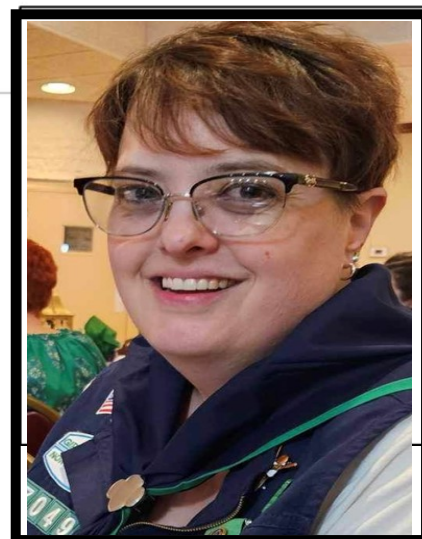
Committee Members, to continue their hard work for this wonderful association.

I encourage you to become a Committee Member, Board Member, or Officer for this wonderful association.

Don't forget to visit [omca.us](http://omca.us) for resources, job postings, proclamation samples, the clerk forum covering hundreds of topics, and a region director list to stay connected with clerks in your area.

My wish is that the remainder of 2025 is happy and healthy for everyone.

Continue to be "Courageous and Strong" as we move forward to being "Clerks: The Superheroes of Good Governance!"



Tracy Simons, CMC  
City of Bedford



### 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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### 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.

## ADMINISTRATIVE COMMITTEE

The Administrative Committee received biographies from all candidates for Vice President and City/Village Board seats. Two candidates submitted materials for the Vice President position, and six candidates submitted for the four open City/Village Board seats. Additionally, one application was submitted for the Treasurer position.

The applicant for Treasurer, Heather Moore (City Clerk, Pickerington), does not meet the minimum qualification of having served three full years on the Board, but has earned her CMC, served as a Board member since October 2024, served as Assistant Treasurer under Anthony Rodgers, and has been an active member of the Ways and Means Committee for several years. No other applications were received for this position.

If a candidate is not selected for the Treasurer position, the organization will be without a treasurer at the expiration of current Treasurer Belinda Anderson's term (December 31, 2025). A vacant treasurer position leaves the organization vulnerable to financial oversight gaps, compliance issues, and weakened internal controls,

## ADMINISTRATIVE COMMITTEE

which can undermine accountability, decision-making, and member confidence. Therefore, the Administrative Committee supports the appointment of Heather Moore for the Treasurer position, for a three-year term commencing January 2026. The Board will need to discuss and vote on this matter at the October 2025 meeting.

On August 14, 2025, candidate bios and materials for the Vice President and City/Village Board seats were submitted for electronic balloting through the OMCA website. Voting remained open for 30 days.

Committee Co-chairs received the results on October 7, 2025, listed below:

- Vice President: 66 members voted, with Fiji Julien-Gallam receiving the majority of votes.
- City/Village Board Seats: 65 members voted with the top four vote recipients being Chelsea Gregor, Valerie Rosmarin, Kara Landis, and Krystal Gonchar.

The elected members will be sworn in at the October 2025 meeting.

Additionally, the Administrative Committee has updated the records disposal list, effective January 2026.

## ADMINISTRATIVE COMMITTEE

During a review of information on the website, it was noted that Chapter 4 of the Policies and Procedures Manual did not include the same record titles as those maintained by the committee. The Chairs of the Administrative and Legislative Committees held a phone discussion regarding these discrepancies, which will also be addressed at the upcoming October Board meeting. The Committee recommends updates to the Chapter 4 policies and procedures and requests that they are voted on at the October 2025 Board meeting.

**Administrative Committee Members:** Katie Lewallen, Krystal Gonchar, Joan Kemper, McKenzie Proudfoot, Jeremy VanMeter, and Roberta Rubin.

## COMMUNICATIONS COMMITTEE

The Communications Committee is continuing to promote the final education sessions of the year and announcements to the membership via email and social media. The open item of charging a fee for non-members to post a job on the website needs further discussion with the board. The discussion at the April meeting was about taking electronic payments through the website to facilitate a faster turnaround in

## COMMUNICATIONS COMMITTEE

posting jobs and for membership/class registration. There would be a credit card fee passed on to the clerks/municipalities. The payment feature would have to be reinstalled. OMCA would have a monthly fee of \$19.95 for using the payment feature.

The last Minute Minders will be going out this month.

It has been a pleasure serving on the Communications Committee with such fine clerks!

Thank you Kari Egbert , Donna Fiori , & Tiffany Justice!

## LEGISLATIVE COMMITTEE

The Legislative Committee met on August 5, 2025 to review the following issues. Based on feedback received during the Board meeting, recommended revisions will be brought before the Board at its January 2026 meeting.

### **SUCCESSIVE FULL TERM AS USED IN BY-LAWS AND POLICIES AND PROCEDURES**

Discussion. It is unclear if a partial term is considered an initial term when determining “one successive full term.”

Reference. By-Laws, Article VI, Section 4; Policies and Procedures, Chapter 1, B.2.; Definitions and Quick Reference

## LEGISLATIVE COMMITTEE

### **ACTIVE SERVICE AS USED IN BY-LAWS AND POLICES AND PROCE- DURES**

Discussion. It is unclear if the required two years of experience in active service must be consecutive years. It is unclear if the required two years of OMCA membership must be consecutive years.

Reference. By-Laws, Article VI, Section 3; Policies and Procedures, Chapter 1, A.3., B.1; Definitions and Quick Reference

### **CONSECUTIVE AS USED IN APPENDIX TO POLICES AND PROCEDURES**

Discussion. The term “consecutive” is not used to define this qualification within the main text of the Policies and Procedures.

The term “consecutive” is NOT used in the By-laws.

The term “consecutive” is NOT defined on the Definitions and Quick Reference.

Reference. Policies and Procedures, Appendix “A” Slate of Officers

## ELECTIONS

Discussion Points. Effective January 1, 2022, terms of office commence on January 1 to December 31. However, elections for Officers and Directors are held 30 days prior to the Annual Institute (July).

## LEGISLATIVE COMMITTEE

Clarify language for when an election is required for Directors as it relates to the number of qualified candidates to represent Villages and Cities.

Reference. By-Laws, Article VII, Section 4; Policies and Procedures, Chapter 1, C.; Appendix “A” Elections

### **UPDATE DEFINITIONS AND QUICK REFERENCE DOCUMENT**

Context. The Board needs to review the DEFINITIONS AND QUICK REFERENCE document to align the information with the By-laws and Policies and Procedures. *This is a working draft.*

## MEMBERSHIP COMMITTEE

**Meeting Attendance:** Laurie Beran, Whitney Crook, Jessica Hilts, Julie Ogg, Matthew Pollack, Monica Yihad, President Tracy Simons, Vice President Stacey Task

### **Clerk of the Year**

The revised scoring system for the Clerk of the Year award, approved on October 14, 2024, was implemented for the 2025 cycle. The committee recommends its continued use, citing its effectiveness in providing an impartial and merit-based selection process, rather than relying on popularity.



# OMCA Committee News

## MEMBERSHIP COMMITTEE

### Region Directors

A discussion was held on how regional directors might support the committee by engaging with members in their respective areas. The committee chair will reach out to the directors to gauge their interest in serving as the initial “welcoming committee” for their region. This role would involve contacting new members—once their information is shared—via phone or email to introduce themselves, provide details about the mentor program, and share any additional relevant information, such as Lunch & Learns. Additionally, directors will be asked to generously contribute their time to support the Membership Drive. This includes sharing regional contact information, distributing registration packets over a 6–8 week period, and assisting with the mentorship program as outlined below.

### Membership Drive

The committee reviewed two revised versions of the membership application. Minor adjustments will be made, and the finalized version will be presented at the October board meeting. Special thanks to Jessica Hilts for her excellent reformatting work. A new OMCA brochure has been designed for distribution at the upcoming OML Conference and to

## MEMBERSHIP COMMITTEE

accompany the mass mailing of the membership application.

Stacey Task will reach out to OML to explore the possibility of including the brochure and educational materials in the mailing.

Several committee members have volunteered to assist with folding brochures at the OML office in Columbus. If inclusion in the mass mailing is not feasible, the brochure will be distributed as part of a mass email campaign scheduled for November and December.

Once again, sincere thanks to Jessica Hilts for transforming a rough draft into a polished, professional advertisement. The final version will also be presented at the October board meeting.

In alignment with the committee’s motto, “Plan & Execute,” preparations are underway for a mass email membership campaign targeting all 926 municipalities in Ohio. Appreciation goes to Matt Pollack for organizing the contact list by county and region. Members are encouraged to share valid email addresses for any nearby communities not currently involved in OMCA. The committee welcomes assistance from Region Directors and any others willing to support this outreach effort. The region list will be emailed following the October

## MEMBERSHIP COMMITTEE

Board meeting.

### Mentorship

The Mentorship Coordinators propose involving the Region Directors as the initial point of contact for new members. Given their familiarity with their respective areas, Region Directors are well-positioned to recommend suitable mentors who can provide meaningful support. An achievable expectation for mentors is to connect with their mentees at least once a month during the first three months, and thereafter as needed. The mentor's role includes introducing themselves and reassuring the mentee that OMCA is committed to supporting them in any way possible.

A compelling example of mentorship in action occurred during our annual Institute, where our current president was paired with a neighboring municipal clerk facing the potential loss of their position. The mentor took proactive steps, including visiting the mentee’s office multiple times, helping them navigate their challenges. As a result, the clerk is now thriving in a much more positive work environment. If anyone would like information please contact Whitney Crook or Monica Yihad regarding the Mentorship Program.

## MEMBERSHIP COMMITTEE

Submitted by:

Laurie Beran, Chair; Members:  
Whitney Crook, Jessica Hilts,  
Matthew Pollock, Julie Ogg,  
Monica Yihad

## PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee has nearly completed its work on the 2025 Educational Program.

### Athenian Dialogues

#### **Dialogue #3 – Virtual**

Book: “*Juliette Gordon Low: The Remarkable Founder of the Girl Scouts*”

Date: October 8, 2025

8 attendees

Revenue: \$700

Expenses: \$0 (no facilitator fee)

Profit: \$700

#### **Dialogue #4 – Virtual**

Book: “*Tough Cookies*”

Date: October 15, 2025

10 attendees

Revenue: \$825

Expenses: \$0 (no facilitator fee)

Profit: \$825

### One-Day Academies

#### **One-Day #2**

Topic – The Law & Ethics in the Age of AI

Date : September 18, 2025

20 Registered; 2 Comped

Revenue: \$1,600.00

Expenses: Sinclair \$1,400, lunch \$264.00

Profit: -\$64.00 (Pending \$100 payment from one attendee).

# OMCA Committee News

## PROFESSIONAL DEVELOPMENT COMMITTEE

### **One-Day #3**

Host: Jeremy Van Meter, City of Gahanna

Topic : Records Management & AI

Speaker: Pari Swift &

Nate Owens

Date: November 20, 2025

### **Rates for One-Day Academies:**

Member: \$100

Non-member: \$125

**Visit [omca.us](http://omca.us) for registration forms**

### **2025 Annual Institute**

#### **Theme: Courageous & Strong**

The 2025 Annual Institute was held at the Kent State University Hotel & Conference Center in Kent, Ohio July 14 – 17, 2025. The final spreadsheet showed a profit of \$6,609.38.

Committee Members include:

Helen Dunlap, Jamie Morley ,  
Valerie Rosmarin, Chelsea  
Gregor, Shannon Collins,  
Diana Patel, KSU Liaison, and  
Ex Officio Member, President  
Tracy Simons

## 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 OMCA merchandise, conduct an annual audit and oversee all fund-raising efforts.

## WAYS AND MEANS COMMITTEE

Here are some of the notable things that have taken place during the time period since the last OMCA Executive Committee Meeting:

- The OMCA Treasurer has continued to maintain financial records for the Association.
- The OMCA Treasurer has continued to issue tax exemption forms, arrange travel expenditures, and make payments for OMCA as needed on an ongoing and timely basis.
- The current balance in the OMCA checking account as of October 10, 2025 is \$53,291.46
  - The current balance in the OMCA Marilyn McLaughlin Fund account as of October 10, 2025 is \$3,521.79.
  - The current balance in the OMCA Certificate of Deposit Account – Ending in 6091 as of October 10, 2025 is \$51,956.08.
  - The current balance in the OMCA Certificate of Deposit Account – Ending in 8247-2 as of October 10, 2025 is \$15,197.82.
  - Total Balance for Bank Accounts as of October 10, 2025 is \$123,967.15.
  - Budget vs. Actuals Report reflect positive balance but we have not received the last check from Kent State University. Net Income over budget is \$16,181.21. We expected to be in the black by \$1,200.00.



## MARK YOUR CALENDARS!

### 2026 Education Sessions:

#### ATHENIAN DIALOGUES: All Virtual

**MARCH 12, 2026** - Facilitated by Camilla Pittman

LEAD IT LIKE LASSO—A LEADERSHIP BOOK FOR LIFE. YOUR LIFE.  
By Marnie Stockman & Nick Coniglio

**JUNE 18, 2026** - Facilitated by Beth McEwen

FINDING ME: A MEMOIR  
By Viola Davis

DETAILS &  
REGISTRATION FORMS  
ON THE WEBSITE  
SOON!

**OCTOBER 14, 2026** - Facilitated by Deb Hladkey

THE CURE FOR STUPIDITY: USING BRAIN SCIENCE TO EXPLAIN  
IRRATIONAL BEHAVIOR AT WORK  
By Eric M. Bailey

#### ONE-DAY ACADEMIES

**APRIL 15, 2026** - PARLEMENTARIAN PROCEDURES

HILLIARD, OHIO

**SEPTEMBER 17, 2026** - SUNSHINE LAW & RECORDS RETENTION

LOCATION TBD

**NOVEMBER 12, 2026** - OPERS

CHILLICOTHE, OHIO

### CONGRATULATIONS to the following clerks for earning their Certifications!

**Michelle Johnson, CMC**  
City of Xenia

**Sarah Dinovo, CMC**  
City of Delaware

**Krystal Gonchar, MMC**  
City of Upper Arlington

CONGRATULATIONS  
to Mollie Prasher, MMC,  
clerk for Reynoldsburg  
and Dee Werbrich,  
MMC, clerk for Hilliard  
for earning their EPP  
Bronze Level Certificates  
of Achievement! They are  
the first two Ohio clerks  
to receive this award!



HAPPY BIRTHDAY WISHES  
TO OUR CLERKS  
CELEBRATING IN  
OCTOBER, NOVEMBER, &  
DECEMBER!

