

Minute Minders



From the President's Desk

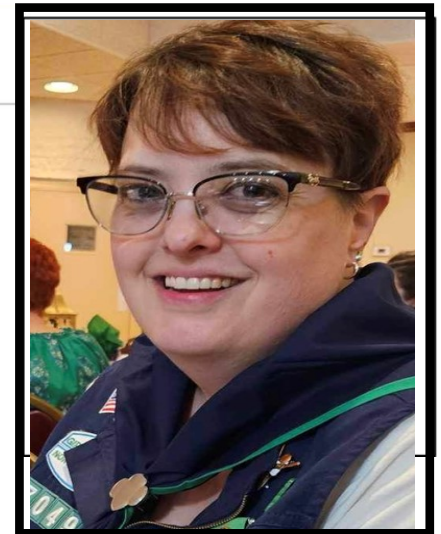
I hope everyone had a lovely summer. Now that fall is right around the corner, the next One Day Academy is on Thursday, September 18th, in Tipp City. Don't forget to register for our third Virtual Athenian Dialogue, which will be held on Wednesday, October 8th. The book is *Juliette Gordon Low: The Remarkable Founder of the Girl Scouts*, facilitated by Deb Hladky. Juliette Gordon Low, nicknamed "Daisy," was born during the Civil War in Savannah, Georgia. She was deaf in one ear from a procedure to remove a grain of rice, which punctured her eardrum, leading to permanent deafness. In 1886, she married William Mackay Low. They had homes in both Georgia and England, where she met Robert Baden-Powell, the founder of the Boy Scouts. Through meeting Robert and her adventurous spirit, she recreated the Boy Scout Program for girls. OMCA held its Annual Institute at Kent State University from Monday, July 13th, to Thursday, July 17th. This year's

speakers discussed the four pillars of Girl Scouts: Goal Setting, Decision-Making, People Skills, and Business Ethics. This year at the Annual Institute, we had twenty-six (26) first-time clerks, two of whom were from Region 8! The All-Conference Event this year was at Top Golf. The MMCs on the move toured the Kent State University Museum. During the banquet, we recognized our Clerk of the Year: Diane (Dee) Werbrich from the City of Hilliard, along with the swearing in of the 2026 President: Stacey Task, and the entertainment for the evening was Danny Adams.

Thank you to the Professional Development Committee for all of your hard work this year in putting together the Athenian Dialogues, One Day Academies, and this year's Annual Institute at Kent State University.

Thank you to the Communications Committee and Stacey Task for putting together our Minute Minders.

I wish everyone a safe and enjoyable fall!



President Simons enjoying the All-Inclusive outing at the Annual OMCA Institute!

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.

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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

The Administrative Committee met via Zoom on June 16 to discuss filling upcoming 2026 vacancies. An advertisement was sent to members seeking applications for the following positions:

- Vice President (ascending three-year term)
- Two City Board Member seats (three-year terms)
- Two Village Board Member seats (three-year terms)

The application deadline was June 27. Submissions were received from Valerie Rosmarin, Kara Landis, Chelsea Gregor, Krystal Gonchar, Addie Balester, and Dana Schroeder, all from cities. Fiji Gallam also applied but later withdrew.

As no village applicants applied, the Board may consider filling those seats with city applicants.

No applications for Vice President were received by the deadline, but Ms. Gallam submitted her materials for the officer position after withdrawing from consideration of board member.

The Committee reviewed all submissions and confirmed by email that:

- All candidates meet the requirements and should be placed on the ballot
- The Vice President application period should be extended
- A call for Treasurer applications should also be issued
- Due to the number of candidates and timing constraints,

ADMINISTRATIVE COMMITTEE

the Committee Co-Chairs, in consultation with the OMCA President and Vice President, recommend holding elections after the Annual Institute to allow members a full 30 days to review candidates.

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

COMMUNICATIONS COMMITTEE

The Communications Committee is continuing to promote upcoming education sessions and announcements to the membership via email and social media. The recommendation for a policy regarding non-members making job posting requests on the OMCA website at the April board meeting led to a conversation about taking electronic payments through the website to facilitate a faster turnaround in posting jobs and for membership/class registration. There would be a credit card fee passed on to the clerks/municipalities. There will need to be further discussion as the board would have to move to reinstall the payment feature since that feature was terminated after approval at the April 18, 2024 board meeting. OMCA would have a monthly fee of \$19.95 for using the payment feature.

We are looking forward to a

COMMUNICATIONS COMMITTEE

great Institute at Kent State University! Please send any pictures you would like to share from the week to Stacey Task at stask@reminderville.com

Thank you,

Stacey Task ; Kari Egbert ;Donna Fiori; Tracey Garrett ;Tiffany Justice

LEGISLATIVE COMMITTEE

The following items were finalized after the April Board Meeting:

CLERK OF THE YEAR

Action. The Board voted to revise APPENDIX "D" Membership Services Committee of the Policies and Procedures by removing duplicative language from Chapter 2. The Policies and Procedures were revised and the updated document was posted on the website.

SPEAKER CONTRACT

Action. The Board approved the SPEAKER AGREEMENT and agreed that the template is to be used in the absence of a written agreement presented by a contractor. In addition, the Professional Development Committee Chair agreed to "test" the agreement with any newly secured contractors and provide feedback to the Legislative Committee Chair. To date, no feedback has been received.

LEGISLATIVE COMMITTEE

TRAVEL POLICY

Action. The Board voted to revise Chapter 3.D. OMCA TRAVEL AND CREDIT CARD USAGE POLICY of the Policies and Procedures by adding language stating that an officer attending an event in place of another officer may be reimbursed for travel expenses in an amount not to exceed the total amount preapproved. The Policies and Procedures were revised and the updated document was posted on the website.

EXECUTIVE COMMITTEE

Action. A vote by the Board did not support presenting to the membership an amendment to ARTICLE VI, SECTION 3. of the By-Laws stating applicants for the Board from other jurisdictions and non-relatives will have first consideration. The Board agreed they would rather have some discretion as to who they appoint. No further action to be taken.

NEW BUSINESS

At the upcoming October Board Meeting, the following discussion items will be presented:

REVIEW SUCCESSIVE TERMS, FULL TERMS, PARTIAL TERMS, AND RELATED LANGUAGE.

Context. The Board needs to discuss and determine their position going forward on the meaning of these terms and how they are

LEGISLATIVE COMMITTEE

used in sections of the By-laws and Policies and Procedures.

REVIEW ACTIVE SERVICE, CONSECUTIVE YEARS, AND RELATED LAN- GUAGE.

Context. The Board needs to discuss and determine their position going forward on the meaning of these terms and how they are used in sections of the By-laws and Policies and Procedures.

UPDATES TO DEFINITIONS AND QUICK REFER- ENCE 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.

REVIEW ELECTIONS.

Context. Current language as to when an election is required for the Board of Directors is confusing. Further, elections for Officers and the Board of Directors are to be completed 30 days prior to the Institute, which is currently held in July. Because terms of office no longer run from August to July (now a calendar year), the Board may want to reconsider the timing of elections.

“I’m not afraid
of **storms**,
for I’m **learning**
to **sail my ship.**”

MEMBERSHIP COMMITTEE

OMCA Institute

The committee will be actively connecting with OMCA Institute attendees to gather updated membership information. Key focus areas include:

- Years of service as a clerk
- Length of OMCA membership
- Participation or interest in the mentorship program
- Interest in joining OMCA committees

Continuing education goals
Suggestions for improvement under the theme: “*What can OMCA do for me?*”

Attendees who complete the suggestion section of the card will be entered into a prize drawing, generously sponsored by committee member Julie Ogg. Additionally, each committee member will contribute an Ohio-made item to be raffled off in support of the OMCA Scholarship Fund.

Clerk of the Year

Committee member Julie Ogg led the Clerk of the Year award process, which included coordinating nomination emails (eight received), verifying eligibility per By-laws, notifying qualified nominees, managing the Selection Committee, contacting the winner’s family and municipality, securing the engraved award, and preparing press releases.

Membership Drive

As of June 3rd, OMCA membership stands at 265. The committee

MEMBERSHIP COMMITTEE

has expressed concerns regarding delays in the application process, specifically the time lapse between OML receiving payment and OMCA being notified. To address this issue, the committee recommends utilizing the downloadable application form rather than the fillable form currently available on the website.

The fillable form has led to several complications, including:

- Delayed submission of payments by clerks
- Payments being sent to incorrect addresses
- Checks arriving without accompanying applicant identification

Incomplete information when compared to the downloadable version

To streamline the process and avoid lost paperwork or payments, the committee strongly recommends that all applications and checks be directed to a single designated location. Additionally, updates to the application form are being considered to further improve clarity and efficiency.

In June, an email campaign was sent to non-members encouraging registration with OMCA. To further increase participation, a membership drive is planned for November, targeting registration for the 2026 calendar year. It was suggested that Regional Directors be involved in this effort to add a personal outreach component. Committee member Matt

OMCA Committee News

MEMBERSHIP COMMITTEE

Pollack has contributed significantly to this initiative by compiling a list of all 926 municipalities in the state, organized by region and county.

Additional promotional strategies include:

- Creating an updated pamphlet for distribution at the OML Conference
- Incorporating member testimonials

Producing a short promotional video to be featured on the website and Facebook page

Member Recognition

Members years of service to be recognized at the annual OMCA Institute, along with special recognition for 5, 10, 15, etc. years of service. The committee will strive to update member information as stated above in the OMCA Institute section.

Next Meeting

The September meeting will be verified by August 15th.

Submitted by:

Laurie Beran,

Chair Members:

Whitney Crook, Jessica Hilt,

Matthew Pollock, Julie Ogg,

Monica Yihad

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee continues its work for the 2025 Educational Program.

PROFESSIONAL DEVELOPMENT COMMITTEE

To correspond with President Simon's theme, we are planning sessions reminding us that we are "Courageous & Strong". We hope to see you throughout 2025 at all of our various education sessions!

Athenian Dialogues:

Dialogue #1: Virtual

Book: *I Am Malala*

Date: February 26

Revenue: \$800

Expenses: \$600

Profit: \$200

Dialogue #2: Virtual

Book: *Becoming*

Date: April 16

Revenue: \$1,625

Expenses: \$400

Profit: \$1,225

Dialogue #3: Virtual

Facilitator: Deb Hladky, MMC, Retired

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

Date: October 8 (rescheduled)

Dialogue #4 – Virtual

Facilitator: Janice Bates, MMC

Book: *Tough Cookies*

Date: October 15

DID YOU KNOW...

100% of American women who have flown in space are Girl Scout alumnae!

PROFESSIONAL DEVELOPMENT COMMITTEE

One-Day Academies:

One-Day #1:

Topic: Preserving Your Records
& Looking into the Future; AI
Technology

Date: March 13

Revenue: \$2,675.00

Expenses: \$420

Profit: \$2,255

One-Day #2:

Host: Janice Bates, City of Tipp
City

Topic: The Law & Ethics in the
Age of AI

Speakers – Christopher Conard
and Daniel Gentry; Coolidge Wall
Co., LPA, Grant Neeley, Ph.D.;
Dir, Center for Cybersecurity &
Data Intelligence – University of
Dayton and Lindsay Tate, Sinclair
Community College

Date: September 18

One-Day #3:

Host: Jeremy Van Meter, City of
Gahanna

Topic: Records Management &
AI

Speaker: Pari Swift & Nate Ow-
ens

Date: November 20

Rates for Athenian Dialogues:

Member: virtual \$75

Non-member: virtual \$100

Rates for One-Day Academies:

Member: \$100

Non-member: \$125

Visit omca.us for registration forms

OMCA Committee News

PROFESSIONAL DEVELOPMENT COMMITTEE

The Annual Institute:

Courageous & Strong

July 14-17

The 2025 Annual Institute will
be held at the Kent State Univer-
sity Hotel & Conference Center
in Kent, Ohio. We have several
great sessions planned to in-
clude:

- *Courageous & Strong* – Dr.
Katrina Hutchins
- *Courageous Leadership* – Dr.
Jai Ulrich
- *Certification Q & A with Dr.
Jai* – Dr. Jai Ulrich
- *Three Million Dollar Ribbon* –
Daniel Porter
- *Interview Techniques & De-
tecting Deception* – Daniel Por-
ter
- *Dispute Resolution & Conflict
Negotiation Skills* – Ohio Su-
preme Court
- *Fraud Red Flags, Schemes &
Prevention* – Auditor of State;
Special Investigative Unit
- *Ohio Ethics Commission Up-
date* – Susan Willike
- *Understanding the value of
your OPERS Retirement* –
OPERS
- *OML Update* – Kent Scarrett
- *Emergency Preparedness &
Municipalities* – Ohio Emergen-
cy Management Agency
- *Stress Management* – Diana
Patel
- *Survival Guide* – Brenda Viola

PROFESSIONAL DEVELOPMENT COMMITTEE

Since President Simons is very
active in scouting with her
daughter, she has chosen the
2025 theme of “Courageous &
Strong” as tribute to both the
mantra for the Girl Scouts and
as Municipal Clerks. The Pro-
fessional Development Commit-
tee incorporated education ses-
sions that relate to the five pil-
lars learned by scouts during the
cookie program. To include;
goal setting, decision making,
money management, people
skills and business ethics.

Following the Board Meeting,
we will be kicking off the week
with a meet and greet mixer at
Ray’s Place beginning at 6:00
pm. Light appetizers will be
available. Adult beverages and
full meals will be on your own.
On Monday, July 14th, we will
be hitting the “links” as we gath-
er and network at Top Golf Ak-
ron! Please RSVP to me if you
plan to attend. Again, we need
to provide proper headcounts to
the venue for space and food
allotments.

On Tuesday, July 15th, the
MMC’s on the Move will be
visiting the Kent State Universi-
ty Fashion Museum. The Muse-
um contains important collec-
tions of fashion and decorative
arts. Its eight galleries of chang-
ing exhibitions feature the work
of many of the world’s greatest
artists and designers. This exten-
sive collection of American
glass, fine furniture, textiles,

PROFESSIONAL DEVELOPMENT

paintings and other decorative arts combine to provide students and visitors alike first-hand experience with historic and contemporary fashion as well as costumes representing many of the world's cultures.

Huge Thank you to the 2025 Professional Development Committee for making this year a success!

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 collaborate with the Treasurer in developing an annual budget for the association, manage the sale of OMCA merchandise, conduct an annual audit, and oversee all fundraising efforts.

I respectfully submit the following report:

- The OMCA Treasurer continues to issue tax exemption forms, process reimbursements, handle refunds and payments, and reconcile expenditures with proper documentation.

As of **July 3, 2025**, the Association's financial position is as follows:

WAYS AND MEANS COMMITTEE

Certificate of Deposit (6091):
\$51,445.28

Certificate of Deposit (8247-2):
\$15,048.40

Checking Account (8635): \$66,574.08

Marilyn McLaughlin Fund (8483): 3,521.37

Total Bank Accounts and Assets: \$136,589.13

- An *Expenditure by Vendor Summary and Statement of Activity Comparison Report*, including supporting graphs and charts, are attached. The documents attest to OMCA's strong financial position.
- OMCA's accountants have prepared the 2024 tax returns and filed on May 9, 2025. No balance or issues were reported. A copy of the filing can be made available upon request.

CMC/MMC Scholarship Program – 
Applications open Sept 1-Nov 15 for 2026 classes!

The IIMC Foundation is proud to support Clerks on their professional development journey through our CMC/MMC Scholarship Program. Established in 1986, this program has awarded over 1,500 scholarships to help cover the costs of attending an IIMC-approved in-person or virtual Institute or Academy. Award: Up to \$400 reimbursement for a CMC or MMC program after completion.

CONGRATULATIONS to the following clerks for earning their CMC Certifications!

Sarah Yinger, CMC
City of Westerville

Dana Addis, CMC
City of Lima

CONGRATULATIONS

**to the 2025
Clerk of the Year
Diane "Dee" Werbrich!**
Dee has been a clerk for more than 15 years, is MMC certified, and has been a part of OMCA serving on multiple committees and as president in 2020 and 2021.



**HAPPY BIRTHDAY WISHES
TO OUR SUMMER-BORN
CLERKS IN JULY, AUGUST
& SEPTEMBER!**

OMCA 2025 ANNUAL INSTITUTE COURAGEOUS & STRONG

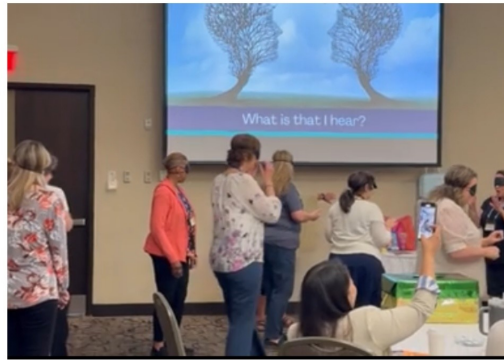


The Meet & Greet at Ray's Place was a perfect spot to kick-off the Institute!



Beautiful opening ceremony!

Great speakers with lots of good information to take back to our communities!



The MMC's on the Move took a tour through the Kent State Fashion Museum!



The All-Inclusive Outing at Top Golf was a blast!



“I’m that CLERK they told you about” ... aren’t we all?
It was a very successful OMCA Auction with fabulous items!
Thank you to everyone who donated!





**2025
ANNUAL
INSTITUTE**

July 14 - 17

**Kent State University
Hotel & Conference Center
215 S. Depeyster Street
Kent, Ohio**





Thank you to everyone who was able to attend the Institute—
 we hope you learned a lot and had a great time with your fellow clerks!
 We hope to see you again in 2026!
 For those who couldn't attend this year, we can't wait to see you next year!!