

Minute Minders



From the President's Desk

As we welcome 2026, I am honored to serve alongside each of you under this year's theme: **"Clerks: The Superheroes of Good Governance."** Every day, clerks quietly keep our communities running - ensuring transparency, preserving the public record, supporting elected officials, and serving residents with professionalism and care. You may not wear a cape, but your impact is powerful and lasting. Unlike Superman or Supergirl, our superpowers don't come from flying or X-ray vision but we all are **SUPER-BUSY**, occasionally **SUPER-IRRITATED**, and always **SUPER-IS IT ALMOST TIME TO LEAVE?!** - all the while showing up, getting the job done, and keeping local government moving forward. Superheroes, indeed.

My own journey is a reminder that there is no single path to becoming a clerk. I have proudly served as the Clerk for the City of Reminderville for 11 years. I began my career at the front desk as a part-time receptionist and when the opportunity arose to step into the clerk's role, I did - learning on the job, asking questions, and growing every day. Like many of you, I didn't start out knowing everything, but I was committed to doing the job well.

The Ohio Municipal Clerks Association played a critical role in that growth. Through education, mentorship, and shared experiences, OMCA helped me learn not just how to do the work, but why it matters. The networking and support this organization provide truly are a blessing, reminding us that none of us do this work alone.

Thank you to Immediate Past President Tracy Simons for her service as OMCA President in 2025! You embody the core values of the Girl Scouts, which is evident in the way you step up for your fellow clerks and in your dedicated leadership of your daughter's troop.

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Thank you to the OMCA Board and Committee Members who volunteer their time and talents to support our organization and its members!

As we move through 2026, I encourage you to embrace your role as a superhero of good governance - support one another, continue learning, and take pride in the essential work you do for your communities. Together, we strengthen local government and uphold the trust placed in us every day.

Thank you for all that you do!

President Stacey Task

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.

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 met on December 1, 2025, to announce McKenzie Proudfoot as the new chair, and to introduce Valerie Rosmarin and Roberta Rubin to the Committee. Discussion was held regarding the various activities that the Administrative Committee is responsible for. Additionally, there was discussion regarding the Strategic Plan which was completed on November 19, 2021. Strategic Planning Sessions occur every 10 years. The next Strategic Planning Session will need to occur in 2031; with the location and facilitator needing to be secured by August of 2031.

COMMUNICATIONS COMMITTEE

Happy New Year! The Communications Committee will collaborate throughout the year to use social media for promoting upcoming education sessions and sharing updates on Facebook. This helps Ohio clerks stay informed, boost participation, and integrate discussions on payment methods for memberships and events, while considering affordable external options. Additionally, we plan to continue monthly spotlight features on outstanding clerks, share best practices, and encourage networking among members by expanding to other social media platforms. The first Minute Minders newsletter is scheduled for release at the end of January 2026.

LEGISLATIVE COMMITTEE

Based on feedback from the Board during their October 2025 meeting, the Legislative Committee worked on revisions to language related to the following topics:

1. SUCCESSIVE FULL TERMS

Context. Current language in the Policies and Procedures is unclear if a partial term is considered an initial term when determining “one successive full term.” The Board agrees that a member appointed to the Board to fill an unexpired vacancy is providing a service as an accommodation to the organization. Such service should not be construed to limit or diminish the member’s eligibility to serve successive full terms of three (3) years each.

Recommendation. Revise Chapter 1., B.2. of the Policies and Procedures to clarify that partial terms are not to be considered when calculating successive terms. This language serves only to clarify how the policy is to be applied; therefore, an amendment to the By-Laws is not required.

Action. Should the Board approve the recommendation of the Legislative Committee as written in Exhibit “A”, Chapter 1., B.2., the Policies and Procedures will be revised and the updated document will be forwarded to the Communications Committee to be posted on the website.

2. CITY BOARD MEMBER AND VILLAGE BOARD MEMBER REPRESENTATIVES

Context. Should there be no village representative

LEGISLATIVE COMMITTEE

candidates to fill a village member seat on the Board, with Board approval, a city clerk may fill said village member seat, and the converse likewise applies. However, current language does not clarify that the office is one in the same when considering successive full terms.

Recommendation. Revise Chapter 1., A.3. of the Policies and Procedures to clarify that the position of director constitutes a single office, regardless if the director is serving as a representative of a city or a village, or a combination of the two. This language serves only to clarify how the policy is to be applied; therefore, an amendment to the By-Laws is not required.

Action. Should the Board approve the recommendation of the Legislative Committee as written in Exhibit “B”, Chapter 1., A.3. of the Policies and Procedures will be revised and the updated Policies and Procedures will be forwarded to the Communications Committee to be posted on the website.

3. ACTIVE SERVICE AND OMCA MEMBERSHIP

Context. Current language in the Policies and Procedures is unclear if the required two years of experience in active service and OMCA membership must be consecutive years. The Board agrees that two years of active service should be consecutive years, with the understanding that a break in service of one year or less is not considered an interruption. A lapse of service for longer than one year may result in significant changes within the profession, the applicable standards, and training requirements; therefore,

LEGISLATIVE COMMITTEE

separation for longer than one year is not considered to be consecutive.

The Board also agrees two years of OMCA membership should be consecutive years, with the understanding that a full payment of annual dues constitutes one year, regardless if the member separates from active service during that paid membership year. Further, a lapse of one membership year is not considered an interruption so to align with the requirements of active service.

Recommendation. Revise Chapter 1., A.3., Chapter 1., B.1., and Appendix “A” of the Policies and Procedures to explain that the required two years of active service shall be consecutive years; however, a break in service of one year or less shall not constitute a lapse. Further, to clarify that the required two years of OMCA membership shall be consecutive years, and a lapse of one membership year does not constitute an interruption; full payment of annual dues constitutes one year, regardless if the member separates from active service during that paid membership year. In addition, to remove redundancy. This language serves only to clarify how the policy is to be applied; therefore, amendments to the By-Laws are not required.

Action. Should the Board approve the recommendation of the Legislative Committee as written in Exhibit “C”, Chapter 1., A.3., Chapter 1., B.1., and Appendix “A” of the Policies and Procedures will be revised and the updated Policies and Procedures will be forwarded to the Communications Committee to be posted on the website.

LEGISLATIVE COMMITTEE

4. ELECTIONS

Context. The Board agrees with current language that states elections for officers and directors are to be completed 30 days prior to the Annual Institute. The Board believes that even though terms of office now begin in January of each calendar year, it is still appropriate to hold elections prior to the Annual Institute (currently held in July) so that newly elected officers and directors can be introduced and acknowledged at a formal event. The Board then asked for direction on when the slate of candidates for elections should be distributed, when voting should open and for how long. After discussion, the Board suggested a process that mirrors the requirements for proposed By-Law amendments, with the timeframes for each step reduced by one-half.

Recommendation. SHOULD THIS REQUIRE AN AMENDMENT TO THE BY-LAWS?

Although elections are not as significant as By-Law amendments, the steps will be similar. Because one is documented in the By - Laws (Article VII, Section 4.), would it be prudent to amend the By-Laws regarding elections? Language in Chapter 1, C. of the Policies and Procedures is repetitive of the current language in the By-Laws about elections.

5. UPDATE DEFINITIONS AND QUICK REFERENCE DOCUMENT

This document supplements the By-Laws and Policies and Procedures. Therefore, this is a working draft that may include information from the above recommendations should the Board vote to approve new language.

LEGISLATIVE COMMITTEE

NEW BUSINESS

There is no new business to present to the Board.

MEMBERSHIP COMMITTEE

The Membership Committee has not convened formally so far this year; however, members have remained in communication via email. At this time, the committee would like to place special emphasis on the Clerk of the Year Award, as there appears to be a sense of unworthiness among some clerks, despite the fact that every clerk is deserving of recognition. Below is a statement from the committee, which we hope you will keep in mind and use to encourage your fellow clerks to accept nominations.

Clerk of the Year

Municipal clerks are the foundation of transparent, lawful, and responsive local government, regardless of the size of the municipality they serve or the scope of their official duties. Every clerk—whether serving a small rural community or a large urban jurisdiction, working solely at the local level or contributing service at the state level—plays an essential role in ensuring the effective day-to-day operation of government. Clerks are entrusted with responsibilities that directly impact the public’s trust, including the maintenance of official records, adherence to legal and procedural requirements, and the provision of accurate information and guidance to elected officials, staff, and residents. These duties require exceptional accuracy, impartiality, institutional knowledge, and professionalism. The complexity of the role does not depend on municipal size;

MEMBERSHIP COMMITTEE

in many cases, clerks in smaller jurisdictions manage a broad range of responsibilities with limited resources, while clerks in larger municipalities oversee high-volume operations and complex administrative demands. In every setting, excellence requires dedication, adaptability, and a strong commitment to public service. Service on a state board or professional association adds meaningful value to the profession, but it is not the sole measure of merit or impact. Many clerks demonstrate exceptional leadership through daily excellence—mentoring colleagues, preserving historical records, ensuring procedural integrity, and serving as a steady point of continuity during times of transition or challenge. Their contributions may not always be highly visible, yet they are consistently vital to the stability and effectiveness of local government.

The annual OMCA Clerk of the Year Award honors this collective excellence. It recognizes that all municipal clerks, by virtue of their integrity, perseverance, and dedication to their communities, are worthy of acknowledgment. Regardless of municipality size or additional titles held, every clerk contributes meaningfully to good governance and the public good and deserves recognition for their invaluable service. The current coordinator for Clerk of the Year committee member Julie Ogg will start advertising for nominations in February. Download the 2026 Nomination Form [here](#).

Membership Drive

OML mailed hard copies of the membership application at the end of November.

MEMBERSHIP COMMITTEE

The committee will be starting an email drive at the end of this month through February.

Next Meeting TBD - March

One of the best examples of clerks supporting clerks is our OMCA Mentorship Program. This program connects clerks who are willing to share their knowledge with those who may need guidance, encouragement, or help navigating the many responsibilities of the job. Whether you are an experienced clerk ready to serve as a mentor or a clerk seeking support as a mentee, we encourage you to participate. Together, we ensure that no clerk ever has to face challenges alone.

Contact Membership Committee members:

Monica Dianko at
myihad@beautifulwoodlawn.us

or
Whitney Crook at
whiney.crook@beachwoodohio.com



PROFESSIONAL DEVELOPMENT COMMITTEE

The Committee met in September and October to plan for the 2026 educational year. The Board approved the 2026 education budget on October. The budget has been extremely helpful in obtaining quality speakers for our members. As the Chairs of the Professional Development Committee, Dee and I want our members to know that the Committee has worked hard to bring relevant and exciting educational offerings. The Committee takes pride in the growth, development and networking that our members can experience by participating in any OMCA session. Registration forms for all of the education sessions are on the website as well as the application for the Marilyn McLaughlin scholarship(s) for the Annual Institute with a deadline of April 1, 2026. [REGISTER NOW HERE!](#)

ANNUAL INSTITUTE

MISCELLANEOUS:

The Committee opted to do goodie bags again, each committee member will bring a snack or item for the bag with a sharing box for items people do not want.

We will provide presentation handouts.

The Committee agreed to hold the OMCA Auction with all proceeds going back to the Marilyn McLaughlin scholarship fund. Our members seem to enjoy this, and it is a great way to raise money for our Scholarship Fund. We encourage each committee to donate an item.

Names of the attendees and City will be listed on the back of the program to thank them for attending.



Ohio Municipal Clerks Association Clerk of the Year Nomination 2026

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

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

Municipality Address _____

Phone (daytime) _____ (cell) _____

Email _____

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

Municipality (City/Village) _____ Email _____

Phone (daytime) _____ (cell) _____

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

The nominee must meet the following criteria:

1. Be a Full OMCA member, as described in the OMCA Bylaws, for at least 7 years.
2. Is not a previous award recipient.

Signature (Nominator) _____ Date _____

Please submit a nomination by March 31, 2026 to:

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



Ohio Municipal Clerks Association

2026 Athenian Dialogues – all virtual

Registration Form

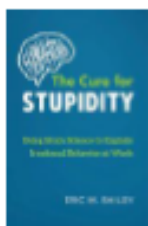
Each Athenian Dialogue qualifies for 3 points towards your CMC or MMC



March 12, 2026 9:00am-4:00pm
Finding Me – A Memoir by Viola Davis
Facilitator: Camilla Pittman, MMC
Via Zoom (Information will be sent to participants)



June 18, 2026 9:00am – 4:00pm
Lead It Like Lasso: A Leadership Book for Life. Your Life. By Marnie Stockman and Nick Coniglio
Facilitator: Beth McEwen, MMC
Via Zoom (Information will be sent to participants)



October 14, 2026 9:00am to 4:00pm
The Cure for Stupidity: Using Brain Science to Explain Irrational Behavior at Work by Eric M. Bailey
Facilitator: Deb Hladky, MMC
Via Zoom (Information will be sent to participants)
Register for this Athenian by 6/1/26 and be entered into a drawing to win the book The Cure for Stupidity! Two books will be given away courtesy of Eric M. Bailey!

Participants must purchase and read book prior to the Athenian Dialogue

Cost per virtual dialogue - \$75 for OMCA Members / \$100 for Non-members

Class size is limited to 25 persons

Name _____

Municipality _____

Address _____

City / State / Zip _____

Phone _____ Email _____

Total Due \$ _____ (Check One) _____ OMCA Member _____ Non-Member

Checks Payable to: Ohio Municipal Clerks Association

Send to: Mollie Prasher
Clerk of Council
7232 East Main Street
Reynoldsburg, OH 43068



Cancellations received less than 14 days prior the registered dialogue will not be refunded



Ohio Municipal Clerks Association

2026 One-Day Academies Registration Form

Each Academy qualifies for 3 points towards your CMC or MMC

☐

April 15, 2026 9:00am-4:00pm
Parliamentarian Procedures
Speaker: Stephen Smith
Host: Dee Werbrich, MMC, City of Hilliard
Location: Hilliard City Hall 3800 Municipal Way, Hilliard, OH 43026
Hotel information: Coming Soon

☐

September 17, 2026 9:00am-4:00pm
Sunshine Law/Records Retention
Speakers: Amy Blankenship, Bricker Graydon, LLP & Pari Swift, Ohio State Univ.
Host:
Location: Columbus area – TBD
Hotel information: Coming Soon

☐

November 12, 2026 9:00am-4:00pm
OPERS
Speaker: OPERS
Host: Kennedy Moss, City of Chillicothe
Location: Deeply Rooted Café 2 Springfield Street, Frankfort, OH 45628
Hotel information: Coming Soon

Cost per One-Day Academy - \$100 for OMCA Members / \$125 for Non-members

Name _____

Municipality _____

Address _____

City / State / Zip _____

Phone _____ Email _____

Total Due \$ _____ (Check One) ____ OMCA Member ____ Non-Member

Checks Payable to: Ohio Municipal Clerks Association

Send to: Mollie Prasher
Clerk of Council
7232 East Main Street
Reynoldsburg, OH 43068



Cancellations received less than 14 days prior the registered dialogue will not be refunded

OMCA Annual Institute

July 13-16

The Ohioan
100 Green Meadows Drive S
Lewis Center, OH 43035



CLERKS: THE SUPERHEROES OF GOOD GOVERNANCE

Clerks 101 and 201

Media Psychology

Ethics

People Skills

Life Organization

First Amendment

Smart Phone & Social

Audits

Media:

Addiction vs Habit

Office Organization

2026 OMCA ANNUAL INSTITUTE

CLERKS: THE SUPERHEROES OF GOOD GOVERNANCE

TENTATIVE SCHEDULE:

Sunday, July 12th

4:00 to 5:00 OMCA Executive Board Meeting
5:00 to 6:00 Everyone is welcome for a Meet and Greet Happy Hour at The Pub on site
Dinner on your own

Monday, July 13th

8:00 to 8:15 Breakfast in the dining room - Free to hotel guests
8:15 to 8:30 Opening Ceremony
8:30 to 9:30 Welcome and General Business meeting
9:30 to 9:45 The UP Guys: TED Talks meets America's Got Talent
9:45 to 11:45 Break; vendor visit
11:45 to 12:45 Concurrent Classes: Clerking 101 and Clerking 201
12:45 to 2:45 Group lunch provided
2:45 to 3:00 Ethics
3:00 to 4:30 Break; vendor visit
Smart Phone & Social Media: Addiction vs Habit
All-Inclusive event TBD

Tuesday, July 14th

8:30 to 10:30 Breakfast in the dining room - Free to hotel guests
10:30 to 10:45 Media Psychology
10:45 to 12:00 Break; vendor visit
12:00 to 1:00 Cybersecurity TBD
1:00 to 3:00 Group lunch provided
3:00 People Skills TBD
3:00 to 3:15 MMC's on the Move: Tour of the Capital
3:15 to 5:00 Break
Office Optimization
Dinner on your own

Wednesday, July 15th

8:30 to 10:00 Breakfast in the dining room - Free to hotel guests
10:00 to 10:15 OML Update
10:15 to 10:30 Break
10:30 to 12:15 Board of Zoning Appeals, Planning & Zoning; Board of Elections
12:15 to 1:15 Group lunch provided
1:15 to 3:15 Positive Mindset Workshop
3:15 to 3:30 Break
3:30 to 4:30 Chatgpt - An Overview of Uses
6:00 to 7:00 Social Hour
7:00 Banquet Dinner

Thursday, July 16th

9:00 to 9:30 Breakfast in the dining room - Free to hotel guests
9:30 to 9:45 Morning Yoga with Diana
9:45 to 11:00 Break
First Amendment Auditors

72nd OMCA ANNUAL INSTITUTE

JULY 13 – 16, 2026

CLERKS: THE SUPERHEROES OF GOOD GOVERNANCE

The Ohioan Hotel & Event Center

100 Green Meadows Drive, Lewis Center, OH 43035

Room reservation: [Ohio Municipal Clerks Association - BOOK NOW](#)

or 614-880-4300 with code: 2607OMCA

Special Rate: \$155/per night with breakfast included and free parking

	Early Bird On or before 6/13	Regular Price After 6/13	Early Bird Non-Member	Regular Price Non-Member
(Please circle your selection)				
Full Registration	\$500	\$550	\$550	\$600
First-Time Attendee	\$450	\$500		
Retired Clerk	\$250	\$250	\$250	\$250
Guest Meals	\$175	\$175	\$175	\$175
One Day (Classes Only)	\$150	\$150	\$200	\$200

NAME _____ DESIGNATION: None / CMC / MMC

MUNICIPALITY _____ TITLE: _____

ADDRESS _____ YEARS IN POSITION: _____

CITY/STATE/ZIP _____

PHONE _____ EMAIL _____

First-Time Attendee: Yes No

Attending the Banquet: Yes No

TOTAL ENCLOSED \$ _____

CHECK PAYABLE TO: OHIO MUNICIPAL CLERKS ASSOCIATION

SEND TO: CITY OF REYNOLDSBURG

MOLLIE PRASHER, CLERK OF COUNCIL

7232 EAST MAIN STREET

REYNOLDSBURG, OH 43068

For questions contact Mollie Prasher: 614-322-6386 or mprasher@reynoldsburg.gov

*Cancellations must be received in writing no later than 14 days prior to the start of the Institute
in order to ensure you receive a refund*



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. A number of notable things have taken place since the last OMCA Executive Committee Meeting:

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

As of January 6, 2026, the Associations financial position is as follows:

- ♦ Certificate of Deposit (2213): \$25,067.89 (Maturity Date: April 17, 2026)
- ♦ Certificate of Deposit (6091): \$52,416.64 (Maturity Date: February 22, 2026)
- ♦ Certificate of Deposit (8247-2): \$0.00 Closed funds moved to 2213
- ♦ Checking Account (8635): \$35,437.56
- ♦ Marilyn McLaughlin Fund (8483): 3,522.21
- ♦ Total Bank Accounts and Assets to date: \$116,444.30

This report also includes, for your reference, the vendor report and business snapshot from the last quarter, and the 2025 Statement of Activity. Overall, we ended the year with an operating surplus of \$9,055.34 and a total net income of \$9,777.53.

WAYS AND MEANS COMMITTEE

These positive results were largely due to the significant cost savings we achieved through Kent State University and the continued support of our members.

A motion was requested to authorize the Treasurer to renew both certificate of deposits (CDs) that will mature prior to the next Board meeting.

MORE MEETING NEWS

The State Certification Ad Hoc Committee met on Friday, November 21, 2025, via Zoom to discuss whether certification should be handled by the association or enacted through state legislation, the impact such a state mandate might have on smaller municipalities, how clerks who prefer not to pursue certification might respond if it became mandatory, the decision to develop and distribute a member survey for input, and prior discussions from 2018–2019 including materials Mrs. Simons provided on two states that have enacted similar laws.

Region V News:

OMCA is now accepting applications for Ohio's candidate for the IIMC Region V Director position for the 2027–2030 term, and applicants may submit their letter of interest, résumé, and photograph for consideration.

OMCA Committee News

Region V News: OMCA is now accepting applications for Ohio's candidate for the IIMC Region V Director position for the 2027–2030 term, and applicants may submit their letter of interest, résumé, and photograph for consideration. All materials must be received by 02/01/2026, and more information can be found here: [INFO](#)

IIMC

There are 5 candidates running for IIMC Vice President. Voting is March 2-9. Ballots will be sent out by IIMC to their members.

The 2026 IIMC Annual Conference is being held in Reno, Nevada May 17-21 with One-Day Academies and Athenians on May 16 and 17. Registration and Information can be found at iimc.com.

President Task's 2026 OMCA pin:



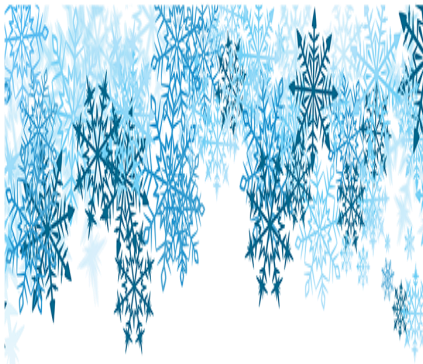
Superman was created by writer Jerry Siegel and artist Joe Shuster, two teenagers from Cleveland, Ohio in the early 1930's. After years of rejection from newspaper syndicates, the duo eventually sold the rights to their character to Detective Comics, Inc (later DC Comics) for just \$130. Superman made his debut in a comics publication in 1938 and is credited with launching the superhero genre. There is a Superman statue in downtown Cleveland honoring the



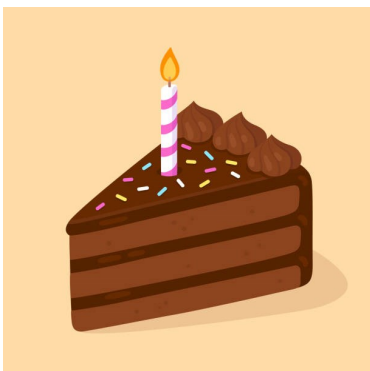
CONGRATULATIONS
to the following clerks for
earning their CMC and
MMC Certifications!

Ramona Boggins, CMC
City of Avon Lake

Tisha Edwards, CMC



**HAPPY BRRRTHDAY
WISHES TO OUR
WINTER-BORN CLERKS IN
JANUARY, FEBRUARY,**



**Want to attend the 2025
OMCA Annual Institute, but
not sure your budget can
support it?**

**Check out the OMCA
Marilyn McLaughlin
Scholarship.**

The OMCA Marilyn McLaughlin Scholarship was created to promote, train and educate Municipal Clerks to make them proficient in the services they provide for the citizens of their community. OMCA scholarships aid Clerks who are unable, through their home municipality, to finance their attendance to the OMCA Annual Institute. Scholarship funds may also be used for the OMCA and IIMC educational opportunities at the discretion of the Professional Development Committee and the Executive Board.

The applicant must demonstrate financial need to be eligible for the scholarship. The scholarship cannot be used to reimburse the municipality for payments already made.

The application deadline is
April 1, 2026.

**Visit omca.us
for application**

The calm in the
chaos when every-
one else is **looking**
for the **binder**.

Do you know a clerk who is engaged in the association and exemplifies OMCA's mission to advance the municipal clerks profession through education, networking, and mentoring which establishes him/her as an expert in their field and a leader in the community they serve?

**TIME TO NOMINATE YOUR
CLERK OF THE YEAR FOR
2026!**

Nomination deadline is
March 31, 2026



**Winter Warmer Poll: How Does
Your Council Handle Lobby
Session Speaking Time?**

It is cold outside, but we are warming up a debate!
Every city, town, and village does things a little differently — some keep speakers brief, others let residents talk until the snow melts. Tell us how your municipality runs its Lobby Session.

**❑ Winter Civic Etiquette Poll –
Fill out form**

OHIO MUNICIPAL CLERKS ASSOCIATION
MARILYN J. MCLAUGHLIN SCHOLARSHIP



APPLICANT INFORMATION					
Last Name	First		M.I.	Date	
Municipality			Title		
Office Hours	Population	☐ City		☐ Village	
Business Address					
City			State		Zip
Phone Number:		E-mail Address:			
Are you a member of the Ohio Municipal Clerks Association (OMCA)?	Yes ☐	No ☐	OMCA Member since	Mo.	Yr.
Are you a member of the International Institute of Municipal Clerks (IIMC)?	Yes ☐	No ☐	IIMC Member since	Mo.	Yr.
Are you a Certified Municipal Clerk (CMC)?	Yes ☐	No ☐	Approximate number of CMC Educational Sessions attended?		
Are you a Master Municipal Clerk (MMC)?	Yes ☐	No ☐	Approximate number of MMC Educational Sessions attended?		
Years of Municipal Service			Number of years in your profession		
Have you ever received a scholarship from OMCA?	Yes ☐	No ☐	If yes when		

SCHOLARSHIP SELECTION	
<i>Scholarship applications based on financial need will receive first consideration.</i> <i>Attendance Required: Cancellation notification to the OMCA Professional Development Committee must be made within 14 days of the scheduled training or your municipality will be billed for the amount of the registration.</i>	
☐ OMCA Institute Working towards: CMC or MMC First Time Attendee: Yes or No	Available to all Clerks, including those actively seeking their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation and/or qualify as a first-time attendee.

POINT STRUCTURE

Applicants fill in the point(s) section. Please be prepared to provide proof if requested.

Scholarship recipients are required to attend all education sessions, for which the scholarship was awarded. This includes the OMCA General Business Meeting, when applicable. Failure to do so may result in scholarship reimbursement to the OMCA and becoming ineligible for future scholarship consideration.

Position:

Financial need – no funding from the Municipality (35 points) _____

New to position (0 – 12 months) (20 points) _____

OMCA One-Day Academies attended. Select one.

Five or more sessions (30 points) _____

Less than five sessions (20 points) _____

None (0 points) _____

Professional Organizations

Years as OMCA member (1 point per year, maximum 15 points) _____

Years as IIMC member (1 point per year, maximum 15 points) _____

State Association Activity

OMCA Board Member (1 point per year, maximum 5 points) Term(s) served _____

OMCA Committee Chair (1 point per year, maximum 5 points) Term(s) served _____

OMCA Committee Member (1 point per year, maximum 5 points) Terms(s) served _____

OMCA Officer (1 point per year, maximum 5 points) Years _____

Conference Attendance

OMCA Annual Institute (1 point per year, maximum 10 points) _____

IIMC Region V Meeting (1 point per year, maximum 5 points) _____

IIMC Annual Conference (1 point per year, maximum 5 points) _____

Total Points _____

DISCLAIMER AND SIGNATURE

I understand that the Scholarship Committee will evaluate my application based on the OMCA Scholarship Guidelines, and that by signing this application I attest to the information provided.

Signature

Date

FOR SCHOLARSHIP COMMITTEE USE ONLY

Date Received

Total Points Earned

Granted Yes ☐ No ☐

Explanation of denial:

CANCELLATION POLICY:

Cancellations must be received a minimum of 14 days prior to the day of the educational session, or your municipality will be billed for the registration. If there is a valid reason why the request could not be made prior to the 14-day cancellation deadline, the Executive Committee may review the request and approve or deny the request by majority vote.

OHIO MUNICIPAL CLERKS ASSOCIATION (OMCA) SCHOLARSHIP GUIDELINES

The criteria for awarding scholarships are as follows:

1. Applicant must have attained a minimum of 20 points in the Point Structure section of the application. In the event of a tie, tie breaker factors will include length of OMCA membership, seniority in current position, and length of municipal service.
2. Total points attained will determine the order in which scholarships are awarded.
3. A limit of one scholarship per person.
4. Scholarships will be awarded for the registration fee for the OMCA Annual Institute.
5. Deadlines for submitting applications are:

Educational Opportunity	Date of Event	Deadline for Application
OMCA Annual Institute	July 13-16, 2026	April 1, 2026

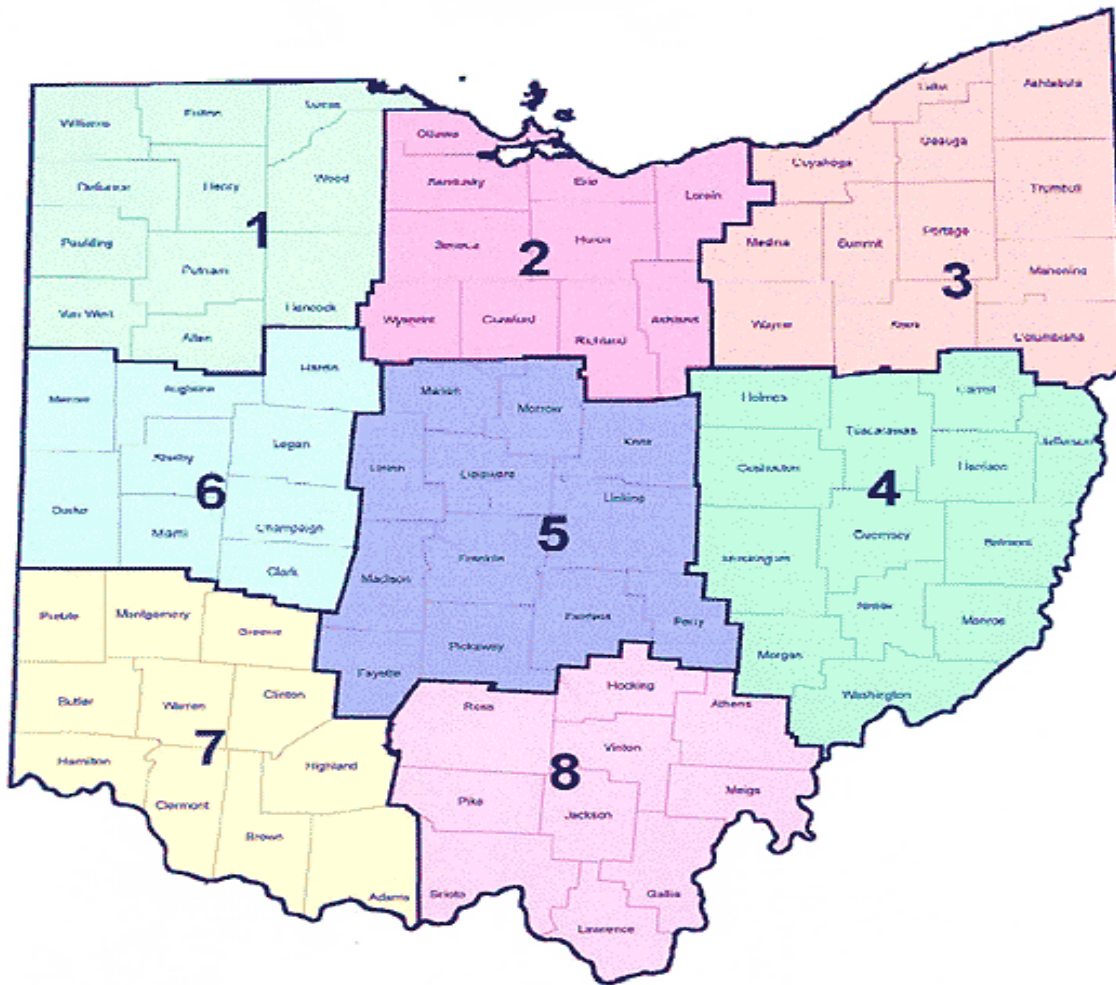
6. The Scholarship Committee will verify scholarship recipient's session attendance. If a scholarship recipient fails to attend any available educational session(s) and OMCA General Business Meeting, they may be required to reimburse OMCA for the amount of the scholarship and may be ineligible for future scholarships.

Reminder: Submit participation approval letter and financial statement with application

Scholarship	Criteria required to be submitted at time of application
OMCA Institute	Available to all clerks. Preference given to members with financial needs, first-time attendees, and members obtaining CMC and MMC designations. The application must be completed and be accompanied by a letter from your municipality approving your program participation or a copy of the minutes showing the approval; a statement from your fiscal officer stating the financial need, and a one-page essay explaining how this scholarship and training will benefit you in your profession.

SUBMIT APPLICATIONS TO:
CITY OF HILLIARD
DIANE WERBRICH, CLERK OF COUNCIL
3800 MUNICIPAL WAY
HILLIARD, OHIO 43026

OMCA REGION MAP AND DIRECTORS



1	Dana Addis	Lima	(419)221-5218	dana.addis@cityhall.lima.oh.us
2	Laurie Beran	South Amherst	(440)986-1061	recordsclerk@southamherst.org
3	Whitney Crook Tracy Simons	Beachwood Bedford	(216)595-5493 (440)735-6510	whitney.crook@beachwoodohio.com
4	Sharon Cassler	Cambridge	(740)439-2640	clerkofcouncil@cambridgeoh.org
5	Dee Werbrich	Hillard	(614)334-2365	dwerbrich@hillardohio.gov
6	Janice Bates	Tipp City	(937)667-8425	batesj@tippcity.net
7	Misty Clark	Loveland	(513)707-1437	mclark@lovelandoh.gov
8	Vacant			

<u>Region 1</u>	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Allen Defiance Fulton Hancock Henery Lucas Paulding Putman Van Wert Williams Wood	Ashland Crawford Erie Huron Lorain Ottawa Richland Sandusky Seneca Wyandot	Ashtabula Columbia Cuyahoga Geauga Lake Mahoning Medina Portage Stark Summit Trumbull Wayne	Belmont Carroll Coshocton Guernsey Harrison Holmes Jefferson Monroe Morgan Muskingum Noble Tuscarawas Washington	Delaware Fairfield Fayette Franklin Knox Licking Madison Marion Morrow Perry Pickaway Union	Auglaize Champaign Clark Darke Hardin Logan Mercer Miami Shelby	Adams Brown Butler Clermont Clinton Greene Hamilton Highland Montgomery Preble Warren	Athens Gallia Hocking Jackson Lawrence Meigs Pike Ross Scioto Vinton