AGENDA

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION BUSINESS MEETING JACKSON, MS

December 20, 2013

WELCOME AND CALL TO ORDER-President Michael Jinks

Introduction of:

Head table: 1st.VP, Kimberly Vaughan, 2nd VP Celia Boren, Sec. Marsha Fairman, Treasure, Andrea Richburg N. Trustee, Andrea Freeze, C. Trustee, Jan Wilcher, S. Trustee, Debbie Bernardo

Our new IIMC Region I Director, May Ann Hess

INVOCATION - Mary Ann Hess

Recognize the following:

- 1. Guest
- 2. New City Clerks
- 3. New IIMC CMC
- 4. New IIMC MMC

APPROVAL OF THE MINUTES

ACCEPTANCE OF FINANCIAL REPORT

DISCUSSION OF THE \$5.00 DONATIONS IN-LIEU OF CHRISTMAS DOOR PRIZES

It has been suggested that this year we present the gift to Janet Baird in honor of all she does for the Clerk's Association.

COMMITTEE REPORTS

LEGISLATIVE KATHY JOHNSON EDUCATION/MENTORING PATRICIA LOCKET IIMC MARY ANN HESS SILENT AUCTION JO ANN ROBBINS CERTIFICATION **BETTYE MASSEY** PUBLICITY/WEBSITE JACKIE BENSON HOSPITALITY ANDREA FREEZE **SCHOLARSHIP** LISA RUSSELL CLERK HANDBOOK **DEBBIE BERNARDO**

OLD BUSINESS

NEW BUSINESS:

Present Life Time Membership, Eddie Myers

ADJOURN

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION STATEMENT OF REVENUE AND EXPENSE TRANSACTIONS JULY 01, 2013 THROUGH DECEMBER 20, 2013

BALANCE June 30, 201	FORWARD 13	×	\$ 77,036.91
REVENUE	S:		
Dues			4,755.00
Certification			0.00
50/50			328.00
Silent Auctio	on		30.00
Donations			0.00
Portfolios			175.00
TOTAL			5,288.00
			0,200,00
TOTAL RE	EVENUES		82,324.91
EXPENDIT	TURES:		
1131	Office Depot	Copies	9.63
1132	Franks Trophy World	Plaques	90.00
1133	Gone To Pot	President's Gift	60.00
1134	Pamela Wilbert	Silent Auction Reimbursement	30.00
1135	Marilyn Faust	50/50 Winner	164.00
1136	MML	½ Silent Auction	1,836.00
1137	Void		0.00
1138	City of Byram	2013 Dues notice mailings	120.49
1139	Patricia Lockett	Sympathy Cards	50.00
1140	Andrea Freeze	Hospitality Room	136.95
1141	City of Byram	Deposit Stamp	20.75
1142	C.M.P.D.D.	Web page 7/13-9/13	135.00
1143	City of Farmington	Deposit Stamp	25.00
1144	Jackson Data Office & Supply	Minute Book	181.29

2013-2014 Committee List

Officers:			
Michael Jinks, Brookhaven	President	601-833-2362	jx53@bbimail.net
Kimberly Vaughn, Crystal Springs	1st Vice President	601-892-1210	kvaughn@telepak.net
Celia Boren, Tunica	2nd Vice President	662-363-2432	cboren@townoftunica.com
Angela Richburg, Byram	Treasurer	601-372-7746	arichburg@byram-ms.us
Marsha Fairman, Brookhaven	Secretary	601-833-2362	marshaf@bbimall.net
Andrea Freeze, Horn Lake	Northern Trustee	662-342-3488	afreeze@hornlake.org
Jan Wilcher, Carthage	Central Trustee	601-267-8322	<u> wilcher@bbimail.net</u>
Debble Bernardo, Hattlesburg	Southern Trustee	601-545-4502	dbemad@hattiesburgms.com
Sheila Heath, Southaven	Past President	901-825-5021	sheath@southaven.org
COMMITTEE'S:	==		
SCHOLARSHIP COMMITTEE:	<i>2</i>		
Lisa Russell, Fulton	Chairman	662-862-4929	cityhall@intop.net
Angela Bean, Brandon		601-825-5021	brandoncityclerk@att.net
Belinda McDonald, Holly Springs		662-252-4652	bmcdonaldchs@yahoo.com
JoAnn Robbins, Sumralf		601-758-3591	townofsumrall@gmail.com
Brenda Pree, Jackson		601-960-1036	bpree@city.jackson.ms.us
Mary Parker, Saltillo		662-869-5431	mparker@saltilloms.org
MEMBERSHIP/MENTORING COMMITTEE:	_		
Patricia Locket, Inverness	Chairman	662-265-5741	lucky76186@yahoo.com
Cinderella Morris, Greenwood		662-453-2246	cmorris@cityofgreenwood.org
Nita Westbrook, Verona		662-566-1507	nwestbrro@ciyofverona.org
Alma Harris, Tutwiler		662-345-8321	cityoftutwiler@gmail.com
Dot Hughes, Hernando		662-429-9092	dhughes@cityofhernando.org
Lakeshla Jones, Morehead		662-246-5461	160
Russell Wall, Clinton		601-924-5474	rwall@clinton.org
Deborah Lea, Monticello		601-587-0045	deblea@bellsouth.net
Debra Ross, Flora		601-879-8686	floratown@tatcable.com
Celia Boren, Tunica		662-363-2432	cboren@townoftunica.com
Brenda Pree, Jackson		601-960-1036	bpree@city.jackson.ms.us
Cathy Clark, Clarksdale		662-621-8136	cclerk@cityofclarksdale.org
Dennise Putnam, Wainut Grove		601-253-2321	clerk@walnutgrove-ms.com

CERTIFIC ATTION CONTACTOR			
CERTIFICATION COMMITTEE:			
Bettye Massey, Pelahatchie	Chairman	601-854-5224	pelahat@bellsouth.net
Linda Wigley, Florence		601-845-8856	cityhali2@allatel.net
Deloris Harris, Belzoni		662-247-1343	clerk@belzoni.com
Kathy Brewer, Ellisville		601-477-3323	kbrewer@bbimail.net
Katle Subia, Hernando		662-429-9092	ksubia@cltyofhernando.org
EDUCATION COMMITTEE:			
			*
Mary Ann Hess, Laurel		601-428-6430	maryannhess@laurelms.com
Kathy Johnson, Lucedale		601-947-2082	kjohnson@cityoflucedale.com
Thomas Mastin, Southaven		662-996-2001	tmastin@southaven.org
Linda Dykes, Wesson		601-643-5221	lsdykes@yahoo.com
Becky Dyson, Tylertown		601-876-4011	becky@tylertown.ms.us
Shelly McKee, Guntown		662-348-5353	shellym@guntown.org
Lisa Harris, Quitman		601-776-3728	llsaharris@cl.qultman.ms.us
Dana Crowell Walnut		662-223-4405	gowaltnut@dlxie-net.com
Joyce Johnson, Hickory		601-646-2211	hickorycityha6@bellsouth.net
Lisa Harden, Starkville		662-323-1356	i.hardin@cityofstarkville.org
Samantha Melancon, Brookhaven		601-836-7766	samanthamelancon@bbimail.net
LEGISLATIVE COMMITTEE:			8
Kathy Johnson, Lucedale	Chalrman	CO1 D47 2002	Mahara O M O LL
Michael Jinks, Brookhaven	Chairman	601-947-2082	klohnson@cityoflucedale.com
Angela Richburg, Byram		601-833-2362	ix53@bblmail.net
Linda Dykes, Wesson		601-372-7746	arlchburg@byram-ms.us
Mary Ann Hess, Laurel		601-643-5221	lsdykes@yahoo.com
Brenda Pree, Jackson		601-428-6430	maryannhess@laurelms.com
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Thomas Mastin, Southaven		662-996-2001	tmastin@southaven.org
Andrea Freeze, Horn Lake		662-342-3488	afreeze@hornlake.org
Arlanne (A.J.) Linville, Horn Lake		662-342-3482	alinville@hornlake.org
IIMC COMMITTEE:			
Mary Ann Hess, Laurel	Chairman	601-428-6430	maryannhess@laurelms.com
Kim Vaughn, Crystal Springs		601-892-1210	kvaughn@telepak.net
Kathy Johnson, Lucedale		601-947-2082	kjohnson@cityoflucedale.com
Jackle Benson, Aberdeen		662-369-8588	
Andrea Freeze, Horn Lake			ibenson@cl.aberdeen.ms.us
Debbie Bernardo, Hattlesburg		662-342-3488	afreeze@hornlake.org
Agonic pelilordo, listricandi R		601-545-4502	dbernad@hattlesburgms.com

HOSPITALITY COMMITTEE:			
Andrea Freeze, Horn Lake	Chairman	662-342-3488	afreeze@hornlake.org
Marsha Fairman, Brookhaven		601-833-2362	marshaf@bbimail.net
Nita Westbrook, Verona		662-566-1507	nwestbrook@cityofverona.org
Donna McKenzie, Columbia		601-736-8201	dmckenzie@bbimail.net
Suzetta Davis, Collins		601-765-4492	sdavis@cityofcollins.com
Lavaile Shields, Booneville		662-728-6810	Ishields@booneville-ms.gov
Lisa Harris, Quitman		601-776-3728	llsaharris@ci.quitman.ms.us
Arlanne (A.J.) Linville, Horn Lake		662-342-3482	alinville@hornlake.org
Jamle Young, Blue Mountian		662-685-4721	jamleyoung662@yahoo.com
PUBLICITY / WEBSITE COMMITTEE:			
Jackle Benson, Aberdeen	Chairman	662-369-8588	ibenson@ci.aberdeen.ms.us
Kathy Johnson, Lucedale		601-947-2082	klohnson@cityoflucedale.com
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June Williams, Winona		662-283-1232	cityclerk@winonams.org
Angela Bean, Brandon		601-825-5021	brandoncityclerk@att.net
Helen Fasier, Gulfport		228-214-2245	hfasler@cl.gulfport-ms.gov
Kimberly Vaughn, Crystal Springs		601-892-1210	kvaughn@telepak.net
Jamie Young, Blue Mountian		662-685-4721	Jamlevoung662@yahoo.com
CIT TIME ATTEMPORE			85
SILENT AUCTION:			IV.
Jo Ann Robbins, Sumrall	Chairman	601-758-3591	townofsumrall@gmail.com
Mary Ann Hess, Laurel		601-428-6430	maryannhess@laurelms.com
Donna McKenzie, Columbia		601-736-8201	dmckenzie@bbimail.net
Suzette Davis, Coilins		601-765-4491	sdavis@cityofcollins.com
Amber Hinton, Picayune		601-799-5543	ahinton@picayune.ms.us
Lisa Planchard, Waveland		228-467-4134	lplanchard@waveland-ms.gov
Tammy Fayard, Waveland		228-467-4134	tfayard@waveland-ms.gov
Beverly Shelton, Macon		662-726-5847	bshelton@cltvofmacon.org

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601-694-2115

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riplev@dixle-net.com

Missy Jones, Prentiss

Robin Vernon Ripley

Kathl Watson, Ripley

Lisa Mauney, Ripley

Terah Riley, New Hebron

MINUTES OF THE

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION

BUSINESS MEETING

DECEMBER 20, 2013

BE IT REMEMBERED that the Mississippi Municipal Clerks and Collectors Association held their regular business meeting on Friday, December 20, 2013.

The following members of the Executive Board were present: Michael Jinks; President, Celia Boren, 2nd Vice President; Angela Richburg, Treasurer; Marsha Fairman, Secretary; and Trustees from the Northern District, Andrea Freeze and Southern Districts, Debbie Bernardo. Absent were Kimberly Vaughn, 1st Vice President and Jan Wilcher, C. Trustee.

President Michael called the meeting to order and the following business was had and done to wit:

Michael Jinks gave the welcome and thanked the sponsors. He also introduced the head table.

Past President Mary Ann Hess, Laurel, is the newly elected IIMC director for Region IV. Mary Ann gave the invocation and read the Christmas story.

Mississippi Municipal Service Company representatives Steve Smith and Marion Alford gave updates concerning Workers Compensation and the 2012 new state laws. Jennifer Carter updated concerns with volunteer fire departments.

Quincy Mukoro with the MS Municipal League gave the legislative agenda. He also requested at the January 7, 2014 board meeting, for cities to pass a resolution for CEDA.

Michael Jinks, President recognized six new clerks.

Kathy Johnson, Lucedale moved to approve the minutes from the July 16, 2013 Business Meeting. The motion was seconded by Jackie Benson, Aberdeen and, with unanimous approval, the motion carried.

Cinderella Morris, Greenwood moved to approve the finance report for July 1, 2013 through December 20, 2013. The motion was seconded by Brenda Pree, Jackson and, with unanimous approval, the motion carried.

Michael Jinks, President, suggested the \$5.00 donations in-lieu of Christmas door prizes be presented to Janet Baird, MS Extension Service, in honor of appreciation from the Clerk's Association. Approved by consent.

LEGISLATIVE: KATHY JOHNSON, CHAIRPERSON

Kathy Johnson, Lucedale reported on a domestic violence bill.

Michael stated he has worked very closely with the MS Municipal League concerning several bills and questions concerning them. He acknowledged a very active session for the clerk's association.

EDUCATION/MENTORING COMMTTEE: PATRICIA LOCKETT, CHAIRPERSON

Patricia Lockett, Inverness mentioned for any questions, please call.

IIMC: MARY ANN HESS, CHAIRPERSON

Mary Ann Hess, Laurel gave an update from the Region IV meeting in Oklahoma City, OK which was held December 10-12, 2013. The next Region IV meeting will be hosted tentatively by Frisco, TX in August or September 2014. The Athenian Dialogue has been changed as far as points are concerned, from 2 points to 3 points. There may be a class held during the Region IV 2014 meeting in Texas. The IIMC 2014 National Conference will be held in Milwaukee, WI.

Mary Ann Hess, Laurel moved to approve the Region IV pin cost be divided among each state in Region IV in the amount of \$200. The motion was seconded by Russell Wall, Clinton and, with unanimous approval, the motion carried.

SILENT AUCTION COMMITTEE: JO ANN ROBBINS, CHAIRPERSON

CERTIFICATION COMMITTEE: BETTYE MASSEY, CHAIRPERSON

No report

PUBLICITY/WEBSITE: JACKIE BENSON, CHAIRPERSON

Jackie Benson, Aberdeen, suggested to all clerks to continue to send in questions and information.

HOSPITALITY COMMITTEE: ANDREA FREEZE, CHAIRPERSON

Andrea Freeze, Horn Lake thanked all those who attended the clerk's breakfast during the MML Conference.

SCHOLARSHIP COMMITTEE: LISA RUSSELL, CHAIRPERSON

Lisa Russell, Fulton, reminded all applying for the scholarship to be awarded at the 2014 MML Conference to have their application in by required deadline.

MEMBERSHIP/MENTORING COMMITTEE: PATRICIA LOCKET, CHAIRPERSON

No report

CLERK HANDBOOK: DEBBIE BERNARDO, CHAIRPERSON

Debbie Bernardo, Hattiesburg, stated she is entertai handbook.	ning any content or other suggestions for the clerk's
OLD BUSINESS:	
No report	
NEW BUSINES:	
Michael Jinks, President, presented Eddie Myers, Pasthe Clerk's Association.	st President, a Lifetime Membership Certificate in
There being no further business, the meeting was ad	ljourned the 20 th day of December, 2013.
	Michael Jinks, City Clerk , Brookhaven
	President, MMCCA
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ATTEST:	
Marsha Fairman, Deputy Clerk, Brookhaven	
Secretary, MMCCA	
	-

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION STATEMENT OF REVENUE AND EXPENSE TRANSACTIONS JULY 01, 2013 THROUGH DECEMBER 20, 2013

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Name	Municipality	Title
Shelly McKee Linda Brown	Guntown	City Clerk Down Clerk
Luida Brown	Cleveland	Deputy City Clerk
Elain Mathis	Riemi	Jone Clark
DebraHerdrig	Corinth	Denity Clerk
Vidan toach	Cocinth	City Clack
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Name	Municipality	Title
Panylyner	Decatur	Depoty Cleek
LOR; Hawn	Tylertown	Deputy Clark
Kathy Brien	Mendenhal!	City Clerk
Jeannette P. Butler	City of Melomb	City Clerk
Sherry Spears	Cety of Metople	DOB. Clerk
Denoh Riley	New Alebran	Dun Clark
Samantha Melancon	Brookhaven	Dep Clerk
		01

Name	Municipality	Title
Tina Griffith	Olive Branch	Deputy City Clerk
Fage Ellis	Noxapater	Town cleak
Nancy Walker	Olive Branch	Deputy Clerk
Y Orkisha Thompson	Hollysprings	Depity Clerk
Jenny Natcher	Eupoka	Departy city Clerk Town Creek
ToniPClARK	Sumner	Town Creek
Cathy Clark	Clarystale	City Clerk
Donna Henry	Clarystale Waveland	PrivLie
Beverly PShelton	MACON	City Clerk
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Name	Municipality	Title
Downa MKeneje	Columbia	City Clerk
To amoralais	Sumrall	City Clerk
Tasha Jordan	Vicksburg	Deputy City Clerk
Rolen Vernor	Ripley	Coty Clerk
Lard Groen	Ripley	Deputy Clark,
	Vascagaila	Chief Dep: ty Clerk
Show Caroll d	VICKSBURG	DEPOTY CLERK
Dinda Wigley	Flotence	City Clerk
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Name -		
Name	Municipality	Title
Rita Talford	Bruce	City Clark
Delinda Mel) anald	Holy Spinal	CHW Clerk
Kim Collins	Okolona	Cote Clerk
Reference	Okolona	Deputy Cterk
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Name	Municipality	Title
Terrye Tindle	Town of Stonwall	Clerk
Ananne Linville	CHUOF Horn Lake	Deputi Clerk
Bot Hughes	Hernando	Deputy Clark
Diane Brown	Youn of Stubuta	-Clerke
Jam Pyle	Hornlake	Deputy Clerk
- Dels Dhusn	Town of Hickory	Cler1(
Julie Harris	City of Horando	Deputy clar
Carla Scallum	City of Hernando	Deputy Clerk
Kate Harbin	City of Hernando	city Clar
Marian Grost	Pass Christian	City Clerk
Charateau Wilson	City of Starkville	Deputy Gerk.
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Name	Municipality	Title
THOMAS MASTIN	SOUTHAVEN	DOURT CLERK
Lavaille Shields	Boonewille	Cila Clerk
Amanda Bland	Boonwille	City Cherk Tax Collector
Man Manney TATLOR ADAMS	Baldwyn	CityClerk
TAYLOR ADAMS	STARKVILLE	att asks
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	Name	Municipality	Title
	Lisa Morris	Town of hotica	Town Clerk
C	KAHLY JOHNSON	City of Lacodate	City Clerk
	diste Acerous	City of Quilman	Coler Clark
	Jacka Bonas	City of Alander	City clark
	Correcte Marie	Jown of anda	Down Clark
	YERNAY MEMIUN		Town classic
	Jane gitzphose	town of stores	DEPUTY CLERK
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Name	Municipality	Title
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Ursula Perry	City of Durant	City Clerk
Patricia Clay	Town of Scorba	
Mary Collins	City of Gulfport	
Jusa Russell	City of Fultar	City Clark
non Hark	City of Satillo	City Clerk
Mhrica Chardler	Town of Brooksville	City Clerk
avil marks	City of Rubeville	Cety Clerk
hizzy Johnson	Town of Shannon	Town Clerk
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Municipality	Title
Clinton	City Clerk
Вугам	Deputy City Clark Dep. Clark
Starkville	Dep. Clerk
	A/R CKRX
Farmington	City Clerk
Cinton	DARLTY COTY CLOREX
Ÿ.	
	Uinton Byram Starkville

Name	Municipality	Title
Joanna James	Derma	Town Clerk
Sytchin Mosely	Ecru	Town Clerk
Lui Holconlo	Cenu	Gaputy Clark
Dana Burcham	Netfleton	city clerk
Topling Fors	Flora	Town Clerk
Xpg Luen	gazer	City aux
Raenel moore	Carrown Cit	City clerk
Barbara & Teddn	Vardama	City/Court Club
Kinda Defas	Wesson	City Clark
Kaun Bell	Senatobia	Deputy Clerk
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Name	Municipality	Title
almo Harris	Saturlar	Town Clerk
Jahin S. Lockett	Inverses	Som Clerk
Genoferella M mones	Luxenwood	Deputy Clerk Caencil
James Just	Shelly	Coly Clark
Ophilia, Nothan	Greenwood.	Deputy Clark
1 tta Westburk	Verous	City Clerk
Jelon Mo	Delogni	Edy Clerk
Bundu Pres	Jackson Monhead	Cetz Clerk
Lakeshia Jones	Monhead	City Clerk
U		/
-		

Name	Municipality	Title
Donna Butler	Pontotoc	Deputy Clerk
DEXTER WARREN	PONTOTOE	Deputy Clerk City CLERK Coty Clerk DIR of Admin
LEE BARNETT	Among	Coly Clerk
DEBOKAH LEA	Moutilello	DIK of AdmiN
Josh Cartisles	Florood	City Clerk
Josh Cartistes Mary Romith	Flowerd Terry, Ms 39170	Themicipal Oak
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Name	Municipality	Title
Cathy McCenter	Woodville	Clerk
Linda Belleanded	Woodville	Deputy Clerk
Juri Kyn	Richton	City Cler
Felesia Edwards	Pickens	Clerk
Sandra Tucholo	Rolling FORK	Deputy Clark
Katre Mexonder	- Rolling Fork	Deputy Olerk
	0	' 0
		4
N.		

Name	Municipality	Title
Mouto Spring	Luin	City Clark
Slaven Loeder	Liberty	Tour clare
Merlene Wall	Lumberton	City Clerk
Marie White	Myrtle	Town Clark
Charlotte Kilsen	Andianela	Deputy Clerk Deputy Clerk
Syfany Werett	Winma	Deputy Clerke
tauline Hall	Kilmichael	City Clerk
	2 33 33	J

Name	Municipality	Title
Felixias Elmore	COAHOMA	TOWN CLERK
flarle potion	Gorston.	Tom Clark
Luhila Savis	Friars Point	TOWN MANK
Barbara Adams	Kichland	Deputy Clark
Mindy Thurman	Richland	Deputy Clerk
racyrickett	Pope	Town Clerk
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Municipality	Title
	Clark of Cancil City Clark
Byram	City Clerk
	,
	Hatticsburg Byram

Name	Municipality	Title
McCael Jul Marsha Farman Andrea Frenze	Brooklyven Brookhaven HMNLAKE	C. Ty Clark Deputy City Clark
Wille Mae Gerret	Lesington	City Cles
	4.	

Name	Municipality	Title
John Boren	Ties	Oluh
Many ann Hos	Laurel	City Clerk
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NOTES OF THE MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION MASTER MUNICIPAL ACADEMY AND COMMITTEE WORK SESSIONS SEPTEMBER 23-27, 2013 IN STARKVILLE, MS

The Mississippi Municipal Clerks and Collectors Association held a Master Municipal Academy in Starkville, September 23-25, 2013. There were over twenty clerks in attendance. Ms Ann Sansing taught the class on "Public Conflict Resolution".

At the conclusion of the Master Municipal Academy, Renee Moore-Cain and Cindy Heuser met with the clerks to discuss the Ole Miss meeting held in March. The dates determined for 2014 will be March 20-21, 2014 on the MS Gulf Coast, (TBD). The group discussed several topics for educational sessions.

Next, Janet Baird with MS State, Clerk's Certification program discussed the following:

- December Certification session at the Hilton in Jackson, MS
 - o Dates: December 18-20, 2013
 - New Clerk orientation
 - o Welcome reception
- Issues with certification
 - Need to develop an Application for Admission to the Certification program
 - O How to deal with *legitimate* absents in the program.

The clerks held the committee work sessions Wednesday afternoon and Thursday with the following reports (if any):

- Hospitality: Chairman, Andrea Freeze; There will be hospitality at the December meeting.
- Scholarship: Chairman, Lisa Russell reported the scholarship winner was Jan Wilcher's grandson and requested that the scholarship funds be held until needed. All current expenses are covered at this time.
- Publicity: Chairman, Jackie Benson, report by Arianne Linville (A. J.) that she will set up a Facebook page for the Clerk's association.
- Membership/Mentoring: Chairman, Patricia Locket reported that they will work with the Certification committee to address the issues presented by Janet.
- Legislative: Chairman, Kathy Johnson, report by Michael Jinks stating that a sub-committee will be formed to address some election issues and the budget advertisements.
- Silent Auction: Chairman, Jo Ann Robbins reported that they will try and have the "Art Alley" at the next silent auction.

Angela Richburg, Treasurer reported on the portfolios breaking and presented a couple samples for the replacements. Angela also passed out a financial report.

On Friday, President Michael Jinks gave a summary of the committee workshop:

- Ole Miss Conference to be held March 20-21. 2014 on the Mississippi coast.
- December Clerk's Update, December 18-20, 2013 at the Jackson Hilton (Registration will be online only)
 - o Wednesday, 18th.
 - Committee meetings if necessary
 - New Clerk Orientation
 - Welcome Reception
 - o Thursday, 19th.
 - Educational Sessions
 - o Friday, 20th.
 - Breakfast (sponsored by MS Service Company)
 - M.S.C. update
 - M.M.L. update
 - Business meeting
- Reported that the Executive committee will also work with the Education and Certification committees to address the issues presented by Janet.
- Michael encouraged everyone to help keep the "new" clerks informed and encouraged by calling them, meeting with them, forming regional clerk groups.

With no other business to discuss the meetings were adjourned.

Marsha Fairman,

Secretary

MINUTES OF THE

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION

BUSINESS MEETING

JULY 16, 2013

BE IT REMEMBERED that the Mississippi Municipal Clerks and Collectors Association held their regular business meeting on Tuesday, July 16, 2013.

The following members of the Executive Board were present: Shelia Heath, President, Michael Jinks, 1st Vice President, Kimberly Vaughn 2ND Vice President, Angela Richburg, Treasurer, Marsha Fairman, Secretary, and Trustees from the Central, Northern and Southern Districts: Celia Boren, Debbie Bernardo, Jan Wilcher, Eddie Myers, and respectively.

President Shelia Heath called the meeting to order and the following business was had and done to wit: Michael Jinks gave the invocation.

President Shelia Heath gave thank for being the 2012-2013 President of the Mississippi Municipal Clerks and Collectors Association.

President Shelia Heath presented the 2013-2014 Mississippi Municipal Clerks and Collectors Association officers as by the Nominating Committee. Jackie Benson, Aberdeen moved to approve the 2013-14 Mississippi Municipal Clerks and Collectors Association officers. The motion was seconded by Cinderella Morris, Greenwood. The motion passed unanimously.

The 2013-2014 officers were sworn in and they are as follows: Michael Jinks, President, Kimberly Vaughn, 1st Vice President, Celia Boren, 2nd Vice President, Angela Richburg, Treasurer, Marsha Fairman, Secretary, Andrea Freeze, Trustee Northern District, Jan Wilcher, Trustee Central District and Debbie Bernardo, Southern District.

The gavel was passed on to President Michael Jinks. Michael gave thanks to the 2013-2014 officers and presented Shelia with a plaque and gift for serving as the 2012-2013 President of the Mississippi Municipal Clerks and Collectors Association.

Michael Jinks, President recognized graduating clerks and new clerks. There were 19 City Clerks and 25 Deputy City Clerks complete the 3 year program and 4 Clerks/Deputies receive d their IIMC CMC and 5 received their MMC. He also encouraged all clerks to actively take participation in the clerk's association and to check the website and roster for the correct name and picture. If your picture and information is incorrect please contact Jackie Benson, Aberdeen for corrections.

Michael suggested for any clerk interested in serving on a committee or change to another committee to contact him. Also, the Planning committee meeting will be held in September, 2013 and his main objective is participation.

Kimberly Vaughn, Crystal Springs moved to approve the minutes from March 23, 2013 Business Meeting. The motion was seconded by Russell Wall, Clinton and with unanimous approval, the motion carried. A correction to the amount approved sponsoring the retirement reception for Charlene Bean should read \$750. This correction has been made.

Kimberly Vaughn, Crystal Springs moved to approve the finance report dated July 1, 2012 through June 30, 2013. The motion was seconded by Russell Wall, Clinton. The motion passed unanimously and is attached to the minutes.

Cinderella Morris, Greenwood moved to approve to adopt the FY 2013-2014 proposed budget. The motion was seconded by Russell Wall, Clinton. The motion passed unanimously and is attached to the minutes.

LEGISLATIVE COMMITTEE: MICHAEL JINKS, CHAIRPERSON

Michael Jinks, Brookhaven, stated he has worked very closely with the MS Municipal League concerning several bills and questions concerning them. He acknowledged very active session for the clerk's association.

EDUCATION COMMTTEE: EDDIE MYERS, CHAIRPERSON

Janet Baird, MS Extension Service stood in for Eddie Myers, Hattiesburg. Janet gave the dates for the October certification classes and the December educational workshop. The Master Municipal Clerk Academy will be held in Starkville, MS, September 23-25, 2013. She also recognized Kimberly Vaughn, Crystal Springs, and Jackie Benson, Aberdeen attending the 2013 IIM conference in Atlantic City, NJ. A cd of the MS Municipality Book was passed out and it has been updated on a new website. Sumner Davis, Head of the Extension Service commented on the program. He gave recognition to Janet Baird working in the program. He stated that the MS Extension Service is the first and oldest program. It was developed by the Extension Service in conjunction with IIMC in 1973 and was the first certification program of its kind in MS. The name has been changed to Center for Government and Community Development.

IIMC: EDDIE MYERS, CHAIRPERSON

No report

SILENT AUCTION COMMITTEE:

Jo Ann Robbins, Sumrall, gave thanks for all who volunteered with the Silent Auction.

CERTIFICATION COMMITTEE: BETTYE MASSEY, CHAIRPERSON

No report

PUBLICITY/WEBSITE: JACKIE BENSON, CHAIRPERSON

Jackie Benson, Aberdeen, suggested to all clerks to visit the clerk's website and check for information and e-mail addresses and please contact her for corrections.

HOSPITALITY COMMITTEE: ANDREA FREEZE, CHAIRPERSON

Andrea Freeze, Horn Lake welcomed all new clerks. A hospitality event will be held during the September 2013 committee meeting.

SCHOLARSHIP COMMITTEE: LISA RUSSELL, CHAIRPERSON

Lisa Russell, Fulton, recognized David Norton as the 2013 scholarship recipient. David is the grandson of Jan Wilcher, City Clerk of Carthage.

MEMBERSHIP/BENEVOLENT COMMITTEE: PATRICIA LOCKET, CHAIRPERSON

No report

MENTORING COMMITTEE: CINDERELLA MORRIS, CHAIRPERSON

No report

CLERK HANDBOOK: DEBBIE BERNARDO, CHAIRPERSON

Debbie Bernardo, Hattiesburg, stated the committee will hopefully have something for this meeting. They are aiming for August, 2013.

OLD BUSINESS:

The election process and the Silent Auction is in need of volunteers.

NEW BUSINES:

Janet Baird, MS Extension Service mentioned the election cycle. She is getting a committee to speak with Delbert Hosseman, Secretary of State. If you have any issues with elections, contact Michael Jinks, President and he will take them to the Secretary of State's office.

There being no further business, the meeting was adjourned the 16th day of July, 2013.

Michael Jinks, City Clerk, Brookhaven

President, MMCCA

ATTEST:

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION PROPOSED BUDGET FOR FY2013/2014

Revenues:	Proposed
Membership Dues	\$7,000
Fall Planning Session	\$7,000 3,500
Certification Fees	5,500
MML Silent Auction (*)	5,000
Donations	1,000
	1,000
Total Revenues	\$22,000
Expenses:	
IIMC Expenses:	
IIMC Travel	#2.500
IIMC Silent Auction	\$2,500
IIMC President's Expenses	0.00
Subtotal IIMC Expenses	3,000
F	\$5,500
M.M.L. Convention Expenses:	
Certification Pins, etc.	\$2,000
Plaques	1,000
Gifts	300
President's Plaque	150
Subtotal M.M.L. Convention Expenses	\$3,450
Other Expenses	
Surety Bond Insurance	0.1 5.0
Fall Planning Session	\$150
Postage	3,000
Memorials/Flowers	200
Advanced Education	200 1,000
Miscellaneous	260
Hospitality	1,000
Web Site Maintenance	540
Silent Auction Expenses	2,500
Subtotal Other Expenses	\$8,850
Scholarghing	,
Scholarships: Clerk's LETS Scholarship	
M.M.L. Scholarship Fund (*)	\$1,500
M.M.L. Youth Summit Scholarship	2,500
Subtotal Scholarships:	200
our out out out out of the	\$4,200
Total Expenses	\$22,000

Notes:

• ½ of the net proceeds of the Silent auction are donated to M.M.L. for their scholarship fund.

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION PROPOSED BUDGET FOR FY2013/2014

Revenues:	Proposed
Membership Dues Fall Planning Session Certification Fees MML Silent Auction (*) Donations	\$7,000 3,500 5,500 5,000 1,000
Total Revenues	\$22,000
Expenses:	
IIMC Expenses: IIMC Travel IIMC Silent Auction IIMC President's Expenses Subtotal IIMC Expenses	\$2,500 0.00 3,000 \$5,500
M.M.L. Convention Expenses: Certification Pins, etc. Plaques Gifts President's Plaque Subtotal M.M.L. Convention Expenses	\$2,000 -1,000 -300 -150 \$3,450
Other Expenses Surety Bond Insurance Fall Planning Session Postage Memorials/Flowers Advanced Education Miscellaneous Hospitality Web Site Maintenance Silent Auction Expenses Subtotal Other Expenses	\$150 3,000 200 200 1,000 260 1,000 540 2,500 \$8,850
Scholarships: Clerk's LETS Scholarship M.M.L. Scholarship Fund (*) M.M.L. Youth Summit Scholarship Subtotal Scholarships: Total Expenses	\$1,500 2,500 200 \$4,200 \$22,000

Notes:

• ½ of the net proceeds of the Silent auction are donated to M.M.L. for their scholarship fund.

2013 Schedule of Educational Opportunities for City Clerks

SEPTEMBER

23 – 25 Master Municipal Clerk Academy

Program: Turning Lemons into Lemonade

(Conflict Resolution)

25 - 26 MCCA Committee Workshop

MSU Campus, Starkville

MSU Campus, Starkville

OCTOBER

9 – 11 Fall Certification Program

Hattiesburg

23 – 25 Fall Certification Program

Oxford

30 – Nov 1 Fall Certification Program

Pearl

Program: Computer Technology

Ethics in Government

PERS

Principles of Public Administration

Parliamentary Procedures

NOVEMBER

21 - 22 MML Small Town Conference

Tunica

DECEMBER

18 - 20 Winter Educ

Winter Educational Workshop

Jackson

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION STATEMENT OF REVENUE AND EXPENSE TRANSACTIONS JULY 01, 2012 THROUGH JUNE 30, 2013

BALANCE I June 30, 201	FORWARD 2		\$ 77,041.60
REVENUES Dues	S:		1,360.00
Certification			5,700.00
Sept. Plannir			1,150.00
Silent Auctio			4,091.00
Donations	711		494.00
Portfolios			1,295.00
TOTAL			14,030.00
IUIAL			1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
TOTAL RE	VENUES		91,071.60
EXPENDIT	TURES:		
1105	C.M.P.D.D.	Web page 7/12-9/12	135.00
1106	City of Hollandale	Minute book	88.33
1107	CGT/MSU-ES	State Line Class Registration	75.00
1108	CGT/MSU-ES	Graduation Certificates/Plaques	836.00
1109	CGT/MSU-ES	Pass Christian Class Registration	75.00
1110	Cathy Davis	50/50 winner	241.50
1111	Franks Trophy World	Plaques	85.00
1112	Void		0.00
1113	City of Brookhaven	Fall Workshop Refund	50.00
1114	City of Byram	Dues Notices and Postage Refund	174.80
1115	Patricia Lockett	Sympathy Cards	30.00
1116	Hilton Garden Inn	Fall Planning Session	1,160.54
1117	C.M.P.D.D.	Web page 10/12-12/12	135.00
1118	MML	1/2 Silent Auction Proceeds	2,045.50
1119	Sheila Heath	Fall Planning Session Supplies	153.20
1120	Void		0.00
1121	Hilton Jackson	President's Room for Dec. Update	218.00
1122	CGT/MSU-ES	C. Beene Reception	750.00
1123	C.M.P.D.D.	Web page 1/13-3/13	135.00
1124	Jackson Data	Minute Book	181.29

1125	C.M.P.D.D.	Web page 4/13-6/13	135.00
1126	Fulton Insurance	Bond Renewal	142.00
1127	Graduate Services	Pins	1,828.63
1128	City of Crystal Springs	2 nd VP IIMC Conference Reimb	1,075.00
1129	Logo Store USA	Portfolios	4,103.15
1130	C.M.P.D.D.	Web page 7/13-9/13	135.00
	Trustmark Draft	Deposit Slips	46.75

Cash on Hand June 30, 2013

77,036.91

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION STATEMENT OF REVENUE AND EXPENSE TRANSACTIONS JULY 01, 2012 THROUGH JUNE 30, 2013

BALANCE			\$ 77,041.60
June 30, 201	2		
REVENUES	S:		1,360.00
Dues			5,700.00
Certification			1,150.00
Sept. Plannii	•		4,091.00
Silent Auctio	on		494.00
Donations			1,295.00
Portfolios			•
TOTAL			14,030.00
TOTAL RE	EVENUES		91,071.60
EXPENDIT	TURES:		
1105	C.M.P.D.D.	Web page 7/12-9/12	135.00
1105	City of Hollandale	Minute book	88.33
1107	CGT/MSU-ES	State Line Class Registration	75.00
1107	CGT/MSU-ES	Graduation Certificates/Plaques	836.00
1100	CGT/MSU-ES	Pass Christian Class Registration	75.00
1110	Cathy Davis	50/50 winner	241.50
1111	Franks Trophy World	Plaques	85.00
1112	Void	-	0.00
1113	City of Brookhaven	Fall Workshop Refund	50.00
1114	City of Byram	Dues Notices and Postage Refund	174.80
1115	Patricia Lockett	Sympathy Cards	30.00
1116	Hilton Garden Inn	Fall Planning Session	1,160.54
1117	C.M.P.D.D.	Web page 10/12-12/12	135.00
1118	MML	1/2 Silent Auction Proceeds	2,045.50
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1121	Hilton Jackson	President's Room for Dec. Update	218.00
1122	CGT/MSU-ES	C. Beene Reception	750.00
1123	C.M.P.D.D.	Web page 1/13-3/13	135.00
1124	Jackson Data	Minute Book	181.29

1125 1126 1127 1128 1129 1130	C.M.P.D.D. Fulton Insurance Graduate Services City of Crystal Springs Logo Store USA C.M.P.D.D. Trustmark Draft	Web page 4/13-6/13 Bond Renewal Pins 2 nd VP IIMC Conference Reimb Portfolios Web page 7/13-9/13 Deposit Slips	135.00 142.00 1,828.63 1,075.00 4,103.15 135.00 46.75
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Cash on Hand June 30, 2013

77,036.91

2013 Schedule of Educational Opportunities for City Clerks

SEPTEMBER

23 – 25 Master Municipal Clerk Academy

Program: Turning Lemons into Lemonade

(Conflict Resolution)

25 - 26 MCCA Committee Workshop

MSU Campus, Starkville

MSU Campus, Starkville

OCTOBER

9 – 11 Fall Certification Program Hattiesburg

23 – 25 Fall Certification Program Oxford

30 – Nov 1 Fall Certification Program Pearl

Program: Computer Technology

Ethics in Government

PERS

Principles of Public Administration

Parliamentary Procedures

NOVEMBER

21 - 22 MML Small Town Conference Tunica

DECEMBER

18 - 20 Winter Educational Workshop Jackson

AGENDA

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION BUSINESS MEETING BILOXI, MS

JULY 16, 2013

WELCOME AND CALL TO ORDER-President Sheila Heath

INVOCATION-1st Vice President Mike Jinks

NOMINATING COMMITTEE RECOMMENDATION-President Sheila Heath

ELECTION OF 2013-2014 OFFICERS-President Sheila Heath

SWEARING IN CEREMONY-President Sheila Heath

INTRODUCTIONS- Newly Elected President- Michael Jinks

- 1. Guest
- 2. New Certified Clerks
- 3. New City Clerks
- 4. New IIMC CMC
- 5. New IIMC MMC

APPROVAL OF THE MINUTES

ACCEPTANCE OF FINANCIAL REPORT

ADOPTION OF 2013-2014 BUDGET

COMMITTEE REPORTS:

LEGISLATIVE
EDUCATION
IIMC
SILENT AUCTION
CERTIFICATION
PUBLICITY/ WEBSITE
HOSPITALITY
SCHOLARSHIP
MEMBERSHIP/BENEVOLENT
MENTORING

CLERK HANDBOOK

LISA RUSSELL
PATRICIA LOCKET
CINDERELLA MORRIS
DEBBIE BERNARDO

MIKE JINKS

EDDIE MYERS
EDDIE MYERS

JO ANN ROBBINS
BETTYE MASSEY

JACKIE BENSON

ANDREA FREEZE

OLD BUSINESS

NEW BUSINESS

UPDATE ON TRAINING - Janet Baird

ADJOURN

Name	Municipality	Title
Debra Brow	Canton	Deputy Clerk
Valerie Smith	Canton	City CLERK
Desma King	Cantun	Depty Clerk
Lelda B. BANIN	YAZW City	Deprop Clark
Jany West	Klinona	Deputy Clerk
Mulliam	Winon	City Cherls
Marian CTEST	Pass Christian	City Clerk
Marquita Payne Minica Chandler	Sunnison	City Clerk
Juliu ca Chanaller	Brooksville	City Clerk
		XI

Name	Municipality	Title
Brenda Pree Helon M Johnson Delores Harris	Jackson Hollandgle Belzoni	City Clerk
Dorothy Pearson Lakeshia Jones	Rowing FORK Moorhead	City Clerk City Clerk

Name	Municipality	Title
Robin Vernor	Pripley	City Clerk
Lisa Maunen	Ripley	City Clerk Deputy Clerk
Rathi Watson	Ripley	Deputy Clerk
Rebecca Moore	Okotona	Deputy Clerk
Krystal Kolmson	Okolona	Deputy Clerk
Karen Jarek	OKOlona	City Clerk
Noven garek	Okolona	Depenty Clark
× ×		

Name	Municipality	Title
Brenda Harper	Decatur	Town Clerk
Cathy Class	Clarysdale	Ciny (Year
Cartay McCurley	Woodville	Town Clerk
a va malland	Purvis	Deputy Werk
Brula Spijak	Puri	lite Clark
Orlenda danib	Purvis	deputy Clock
Spal Caffey	Greenwood	Deputy Clerk
MICK JOSEPH, JR	GREENWOOD	CITY CLERK
		· ·

Name	Municipality	
	Municipality	Title
Nan Nanney	Baldwyn	Cata Clock
Shellie Anderson Lavaile Shields	FRANCI COMO	0.1 911
1 allie Shields	French Camp Booneville	City Clerk
Cavair Calle KIS	Pooneville	CityCjerK
)
		4

Name	Municipality	Title
Terrye Tindle Tiffany G. Smith Lawen Stewart Waller Orbonor Donnie Holloway Mary Ann Sess	Stone wall Wiggins Laurel Vicks breq NA-lens Raurel	Title Clerk Deputy Clerk Deputy Cleek City Cleek City Clork Gty Cook
DONNIE Holloway	Vicks breg NA-læns Raurel	C. T. Cleek

	Name /	Municipality /	· Title
	Sue W toste	V Dramondhed	City Clark
	Milli yn taws	Sude	Town Clerk
	Marcha Bean	Brenden	Clor Clerk
	Ananya Livenia	DING MOUNTAIN	City Clell
	Andrea Freeze	Hunjak	City Clark
	Jan Musque	Pshu Springs	Town. Clark
	0	0	7 20 70 000 07
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-			
H			
-			

Name	Municipality	Title
Brendasteleson	Coffeevelle	
Julie Harris	Hernand	Sown Clark
Matie Harbin	Hernando	Executive ASA CEPUT
Serah Rikey	New Hebron	City Clerk
missy Jones	()	Town Clerk
(1)	Trentiss	Dep. Clerk
T . 79.715	New Auguster	Town ("brk,
	New Hugusta	Deputy Clark
Dorothy Redeemer	NORTON	City Clerk
GINK TROPS	Heutex	City Clark
	/ (my cure
		,
	k1	

Name	Municipality	Title
Ursula Holley	City of Nurant	City Clerk
Jours My Charge	City of Columbia	
Buxtinuis	Well of Colonia	Cuty donk
Shelly Miles	Town of Sumol	gran Clark
1 0 . 2.	City of Ganton	City Clerk
Sumper David	Marilla	Jegrity Cleff
Myte: End	Taylorsville	Deputy Clink
701.12110001	1 ay 101 2 ville	10WK Clenk

Name	Municipality	Title
9 cmbes alley	Cryst prins	Cuty Clark,
Delutisand	Quica	Oderk
Warsh Farra	Brookhavan	Deputy Clark
Angela Richburg	Byram	City Clerk
Michaelina	Brookcusen	City Clink
Debrak Dernardo	Haltiesburg	Clerk of Council
Shula Heart	Southaver	Ceta Clerk
		,

Name	Municipalitu	Tille
Name Tracey M. Welch, Famela S. W. Ibert Vickie Roach Elain Palo Alice Randle Teresa Turner Willette Y. Thomas	Municipality Crystal Springs Hazlehurst Corinth Ruenyc Cruger Byhalia Vaiden	Title Dyputy Clerk Deputy Clerk City Clerk John Clerk Town Clerk City Clerk City Clerk

	Name	Municipality	Title
<	Solce Shum	A 1	Clerk
	Josh Carlisle	Flowood	Clerk Comptrolle
1	hold Tiera	MIGGERANDI	Clerk
ŀ	Moore off	C1949DE	Deputy Clerk
ŀ			. /
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Name	Municipality	Title
Betti Man Filsa Russell Lynn Fain Kitan Jeanna	Fulton Tupelo	City Clerk City Clerk Dep Cherk Offen M City Clerk

Name	Municipality	Title
James m. Johnson	Philadelphia Bruu	City Clerk
Kita Talford Sauce Gollichay	Bruce	City Claric
Joanna James	Derma	Deputy Clark
Breach moore	Calhour City	City Clerk
Dietchin Mordy	ECRU	Town Clerk
Beverly Shelton	MACON	City Clerk
		,

MINUTES OF THE MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION BUSINESS MEETING MARCH 22, 2013

BE ITREMEBERED that the Mississippi Municipal Clerks and Collectors Association met Thursday, March 22, 2013. This meeting was held during the Ole MS Annual Spring Conference in Natchez, MS at The Vue Hotel.

The following members of the Executive Board were present: Shelia Heath, President, Michael Jinks, 1st Vice President, Kimberly Vaughn, 2nd Vice President, Angela Richburg, Treasurer, Marsha Fairman, Secretary, and Trustees from the Central, Northern and Southern Districts: Eddie Myers, Debbie Bernardo, Jan Wilcher, Celia Boren, Angela Bean, immediate past president and respectively.

President Shelia Heath called the meeting to order and the following business was had and done to wit:

Shelia stated the IIMC District 2013 Region IV meeting will be held in Oklahoma. The MS Clerks Association was asked to consider supporting travel expenses for the region director of other states to the annual IIMC meeting. The Executive Committee will have to propose who will be the region director from Mississippi. Five states are included in the region.

A letter of nomination for second Vice President from the Northern District is to be submitted to the Clerks Association from Celia Boren. Also, a letter of nomination for Northern District Trustee from the Northern District is to be submitted to the Clerks Association from Andrea Freeze. These nominations will take place during the annual 2013 MML Conference and was unanimous among the Executive Committee.

Shelia Heath, City Clerk, Southaven

President, MMCA

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA

MINUTES OF THE

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION

BUSINESS MEETING

MARCH 22, 2013

BE IT REMEMBERED that the Mississippi Municipal Clerks and Collectors Association held their regular business meeting on Friday, March 22, 2013.

The following members of the Executive Board were present: Shelia Heath, President, Michael Jinks, 1st Vice President, Kimberly Vaughn 2ND Vice President, Angela Richburg, Treasurer, Marsha Fairman, Secretary, and Trustees from the Central, Northern and Southern Districts: Celia Boren, Debbie Bernardo, Jan Wilcher, Eddie Myers, and respectively.

President Shelia Heath called the meeting to order and the following business was had and done to wit:

Mary Ann Hess, Laurel, past President gave the invocation.

Shelia Heath, President recognized new clerks, there were none.

Cinderella Morris, Greenwood moved to approve the minutes from December 14, 2012 Business Meeting. The motion was seconded by Celia Boren, Tunica and, with unanimous approval, the motion carried. A correction to the date of the business meeting during the 2013 MML conference should read July 16, 2013. Also a correction to the amount approved sponsoring the retirement reception for Charlene Bean should read \$150. Those corrections have been made.

Kathy Johnson, Lucedale inquired about the decision the Executive Committee made concerning the portfolios for graduating clerks. Shelia explained the Executive Committee had decided on a portfolio and it will also be available to anyone during the Silent Auction at the 2013 MML Conference. Michael Jinks, Brookhaven also explained graduating clerks will no longer receive a pin and the portfolio will be presented to new clerks graduating and the portfolio will be offered to anyone interested in purchasing one. It will be of little profit to the Clerk's Association and will be listed separately on the finance report.

A request from Kara Killebrew, Como concerning scholarship funds has not been received.

Cinderella Morris, Greenwood moved to approve the finance report dated July 1, 2012 through March 30, 2013. The motion was seconded by Kathy Johnson, Lucedale. The motion passed unanimously and is attached to the minutes.

LEGISLATIVE COMMITTEE: MICHAEL JINKS, CHAIRPERSON

Michael Jinks, Brookhaven, stated several bills were introduced to reduce sales tax, but were defeated. He also requested the need for about 20 clerks to assist in reviewing bills every year.

EDUCATION COMMTTEE: EDDIE MYERS, CHAIRPERSON

Eddie Myers, Hattiesburg, gave appreciation to Michael Jinks concerning the work he has done on the legislative committee. He also asked all clerks to look at the bill status website, due to bills expiring and having to renew.

IIMC: EDDIE MYERS, CHAIRPERSON

Eddie Myers, Hattiesburg, discussed having to re-group on certification classes concerning the difficulty obtaining topics for a four hour class. Eddie also discussed a special session for the Master Clerk Academy in September 2013. He also reminded all clerks of the annual 2013 IIMC conference being held in Atlantic City, NJ. Eddie encouraged clerks to join IIMC after completing the clerk's certifications classes immediately, due to a two year waiting period for filing the admission application.

SILENT AUCTION COMMITTEE:

Shelia Heath, President, stated no changes for the Silent Auction and will get information out after elections. Also, a canvas will be provided for the Art Alley.

CERTIFICATION COMMITTEE: BETTYE MASSEY, CHAIRPERSON

Bettye Massey, Pelahatchie, requested clerks graduating from the certification program, to please have your application in by April 2013. There are an estimated 50 graduating clerks this year.

PUBLICITY/WEBSITE: JACKIE BENSON, CHAIRPERSON

No report

HOSPITALITY COMMITTEE: ANDREA FREEZE, CHAIRPERSON

No report

SCHOLARSHIP COMMITTEE: LISA RUSSELL, CHAIRPERSON

No report

MEMBERSHIP/BENEVOLENT COMMITTEE: PATRICIA LOCKET, CHAIRPERSON

No report

MENTORING COMMITTEE: CINDERELLA MORRIS, CHAIRPERSON

Cinderella Morris, Greenwood, requested person or persons to please contact her for the mentoring program.

Shelia Heath, President gave an update on the Clerk's Handbook. A new committee for the handbooks is being formed. The current handbook is four years old and is a useful tool with six chapters at the present. Suggestions for good writers will be passed on to the MML website.

She also reminded clerks of the following:

- The breakfast Business Meeting held during MML has moved from Thursday morning to a luncheon on Tuesday, July 16, 2013 at 10:30 a.m. at the Coliseum, due to clerks required to attend the business meeting for certification.
- Travel expenses for the Treasurer and Secretary will be presented at the July 2013 business meeting.
- A recommendation for increase in annual membership dues will be voted on at the July 2013 business meeting.

There being no further business, the meeting was adjourned the 22nd day of March, 2013.

Shelia Heath, City Clerk, Southaven

President, MMCCA

ATTEST:

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA

MISSISSIPPI CLERKS & COLLECTORS ASSOCIATION

ACKNOWLEDGES YOUR ATTENDANCE AND PARTICIPATION AT THE 2013 ANNUAL SPRING CONFERENCE & MMCCA BUSINESS MEETING

MARCH 20-22, 2013

THE VUE, NATCHEZ, MS

AGENDA

MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION BUSINESS MEETING NATCHEZ, MS

MARCH 22, 2013

1.	Cal	l to	Or	der

- 2. Invocation
- 3. Welcome and Introductions
- 4. Introduction of New Clerks
- 5. Approval of the Minutes
- 6. Acceptance of Financial Report

7. COMMITTEE REPORTS:

LEGISLATIVE
EDUCATION
IIMC
SILENT AUCTION
CERTIFICATION
PUBLICITY/ WEBSITE
HOSPITALITY
SCHOLARSHIP
MEMBERSHIP/BENEVOLENT
MENTORING

Mike Jinks
Eddy Myers
Eddy Myers
Jo Ann Robbins
Bettye Massey
Jackie Benson
Andrea Freeze
Lisa Russell
Patricia Locket
Cinderella Morris
Debbie Bernardo

8. OLD BUSINESS:

Clerk Hand Book

UPDATE ON MML-BUSINESS MEETING JULY 16, 2013

9. ADJOURN

Name	Municipality	Title
Mitzi Ford	Taylorsville	Town Clark
Suzette Davis	Collins	City LIGHT
JOHNA RODINSON	Sumrall	Town Clerk
Amy Bacon	Montiello	Deputy City Clock
Fobbil Epps	Cruger	Depun Clark
alice M. Randle	Cruger	TownClerK
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Name	Municipality	Title
Julia Harris	Hexnando	Dearty Clark
hatie Harbin (Subja) Dot Hughes	Hernando	City Clerk
	Hernando	Deputy City Clerk
Joanna Ragmes	Derma	Deputy City Clerk Town Clerk City clerk
Raenell Moore	Calhour City	City clerk
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Name ,	Municipality	Title
Kimberly a Vanda-	Crepte lours	City Clark
Kimbay a Vanh Marsha Darmond	Crydd Johns Brookhaven	Opidy Clark
Contini Sate	c ₍	AP Clark
Jean White	Edwards	Joren Clerk
Tissany Coins	Edwards	Departy Ckrk
Coure Walter	Downey Sunflower	Municipal Clerk City Clerk
Coure Walter Lisa Carwyle	Dxford	City Clerk
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Name	Municipality	Title
Sinda White	Byram	Deputy City Clark
Kaus Sackson	Pickens	Deputy City Clark
Michael inho	Brookeroven	C.Ty Claub
John Johnson	Queedale	City Clerks
angela Bear	Brandon	City clerk
End Ridy	Byram	City Clerk
	/	187
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Name	Municipality	Title
0 0011111110	Blue Mountain	City Clerk
June grand	Winona	Deputy Ofenk
1 Della Collect	11 linona	Chilcola
Anelia DWicks	Greenville	a. fa Clock
Maneria D Wick	Sunflower	Joseph Cherk
Tillany Com	Edwards	Deputy Clerk
Com White	Eduard.	Jan Club
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Name	Municipality	Title
Norma Ballard Lakeshia Jones Kim Hanna	Plantersville	Town Clerk
Lakeshia Jones	Moorhead	Town Clerk City Gerk
Kim Hanna	Tupelo	City Clerk
Bizzy Johnson	Shannon	Town Clerk
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Name	Municipality	Title
Luis Briknegh	Clarksdale	70
Latry Clark	Clarysdale	City Clerk
Melonie Lester	clarksdale	Deputy City Clerk
Opal Capper	Areenwood	Deputy Cots Clerk Deputy clerk
Detly Van	Pele hetche	Cher (
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Name	Municipality	Title
SheilaHeath	Southwar	Ctu Clerk
Manc. Nanney Shelly Mckee	SOUTHWEN	COURT CLERK
Nanc. Namey	Baldwyn Guntown	City Clerk.
Shelly Mckee	Guntown	City Clerk
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Name	Municipality	Title
Marily Schwardt	Nathesburg	Don City Clerk
Marily & Schwandt Debbie Bernardo	Hattiechure	Dep City Clerk Clerk of Council
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Name	Municipality	Title
Deloves Paris	Belzoni	City Clerk
Chris Buren	Tunica	Town Clark
San Wilcher	Carthage	City Clerk
May ann Fess	Laurol	City Clark
Cody McCurly	Woodville	cety club
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Name	Municipality	Title
- X X X X X X	Municipality e Diamondhead	City Clerk
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MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION
MACCA BUSINESS MEETING – March 22, 2013

MMCCA BUSINESS MEETING – March 22, 2013

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9ljiT	Municipality	Mame	

Name	Municipality	Title
Alma Harris	Tutwiler	Town Clerk
Patricia Skodet	- Invener	Jonn Clark
Patricia Skodet Ginderella M Morris	Greenwood	Clerk of Council
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Name	Municipality	Title
Julie Harro	Hernando	Deputy Clark
Katie Harbin(Su		City Clark
	Hernando	Deputy Clerk
Joanna Tames	Derms	Town Clerk
Raeull model	Calloun City	CHY CIERK
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MINUTES OF THE MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION BUSINESS MEETING FEBRUARY 15, 2013

BE ITREMEBERED that the Mississippi Municipal Clerks and Collectors Association held a special call meeting on Friday, February 15, 2013.

The following members of the Executive Board were present: Shelia Heath, President, Michael Jinks, 1st Vice President, Kimberly Vaughn, 2nd Vice President, Angela Richburg, Treasurer, Marsha Fairman, Secretary, and Trustees from the Central, Northern and Southern Districts: Eddie Myers, Debbie Bernardo, Jan Wilcher, Celia Boren and respectively.

President Shelia Heath called the meeting to order and the following business was had and done to wit:

Shelia stated a committee should be formed to work on a clerk's handbook. Debbie Bernardo, Hattiesburg, will chair the committee.

Graduating clerks will now receive gold plated pins and a portfolio along with their certificates. Extra portfolios will be sold at the MML 2013 conference during the Silent Auction.

The clerks' business meeting during MML 2013 has been changed to Tuesday, July 16, 2013.

Scholarship funds will be issued to Kara Killebrew Clerk of Como, upon receiving a letter from her or the Town of Como. Janet Baird will contact her.

The Executive Committee all voted yea.

Treasurer should be present during the counting of funds at the close of the Silent Auction during the MML Conferences. The Silent Auction Chairperson and the Treasurer will sign off on final count of funds received for the Silent Auction. A check will be issued to the winner of the 50/50 raffle giveaway.

Michael Jinks moved to approve the Treasurer be present during the counting of funds at the close of the Silent Auction during the MML Conferences, and the Silent Auction Chairperson and the Treasurer will sign off on the final count of funds received for the Silent Auction. A check will be issued to the winner of the 50/50 raffle giveaway. The motion was seconded by Shelia Heath and, with unanimous approval, the motion carried.

Shelia Heath, City Clerk, Southaven	

President, MMCA

ATTEST:

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA