

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 FORWARD **\$ 77,036.91**
June 30, 2013

REVENUES:

Dues	4,755.00
Certification	0.00
50/50	328.00
Silent Auction	30.00
Donations	0.00
Portfolios	175.00
TOTAL	5,288.00

TOTAL REVENUES **82,324.91**

EXPENDITURES:

1131	Office Depot	Copies	9.63
1132	Franks Trophy World	Plaques	90.00
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1136	MML	½ Silent Auction	1,836.00
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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

Cash on Hand December 20, 2013

79,465.80

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@bbimail.net
Andrea Freeze, Horn Lake	Northern Trustee	662-342-3488	afreeze@hornlake.org
Jan Wilcher, Carthage	Central Trustee	601-267-8322	jwilcher@bbimail.net
Debble Bernardo, Hattiesburg	Southern Trustee	601-545-4502	dbemad@hattiesburgms.com
Sheila Heath, Southaven	Past President	901-825-5021	sheath@southaven.org

COMMITTEE'S:

SCHOLARSHIP COMMITTEE:

Lisa Russell, Fulton	Chairman	662-862-4929	cityhall@intop.net
Angela Bean, Brandon		601-825-5021	brandoncityclerk@att.net
Bellinda McDonald, Holly Springs		662-252-4652	bmcdonaldchs@yahoo.com
JoAnn Robbins, Sumrall		601-758-3591	townofsumrall@gmail.com
Brenda Pree, Jackson		601-960-1036	bpree@city.jackson.ms.us
Mary Parker, Saffillo		662-869-5431	mparker@saffilloms.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	nwestbro@cityofverona.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	
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@tattable.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, Walnut Grove		601-253-2321	clerk@walnutgrove-ms.com

CERTIFICATION COMMITTEE:

Bettye Massey, Pelahatchie	Chairman	601-854-5224	peleahat@bellsouth.net
Linda Wigley, Florence		601-845-8856	cityhall2@alltel.net
Deloris Harris, Belzoni		662-247-1343	clerk@belzoni.com
Kathy Brewer, Ellisville		601-477-3323	kbrewer@bbimail.net
Katie Subia, Hernando		662-429-9092	ksubia@cityofhernando.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	lsaharris@ci.quitman.ms.us
Dana Crowell Walnut		662-223-4405	gowaltnut@dixie-net.com
Joyce Johnson, Hickory		601-646-2211	hickorycityha6@bellsouth.net
Lisa Harden, Starkville		662-323-1356	l.hardin@cityofstarkville.org
Samantha Melancon, Brookhaven		601-836-7766	samanthamelancon@bbimail.net

LEGISLATIVE COMMITTEE:

Kathy Johnson, Lucedale	Chairman	601-947-2082	kjohnson@cityoflucedale.com
Michael Jinks, Brookhaven		601-833-2362	jx53@bbimail.net
Angela Richburg, Byram		601-372-7746	arichburg@byram-ms.us
Linda Dykes, Wesson		601-643-5221	lsdykes@yahoo.com
Mary Ann Hess, Laurel		601-428-6430	maryannhess@laurelms.com
Brenda Pree, Jackson		601-960-1036	bpree@city.jackson.ms.us
Belinda McDonald, Holly Springs		662-252-4652	bmcdonaldchs@yahoo.com
Lee Barnett, Amory		662-256-5721	leebarnett@cityofamoryms.com
Lisa Harris, Quitman		601-776-3728	lsaharris@ci.quitman.ms.us
Missy Shelton, Tupelo		662-841-6513	missy.shelton@tupeloms.gov
Thomas Mastin, Southaven		662-996-2001	tmastin@southaven.org
Andrea Freeze, Horn Lake		662-342-3488	afreeze@hornlake.org
Arianne (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
Jackie Benson, Aberdeen		662-369-8588	jbenson@ci.aberdeen.ms.us
Andrea Freeze, Horn Lake		662-342-3488	afreeze@hornlake.org
Debbie Bernardo, Hattiesburg		601-545-4502	dbernad@hattiesburgms.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
Lavalle Shields, Booneville		662-728-6810	lshields@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
Jamie Young, Blue Mountain		662-685-4721	jamieyoung662@yahoo.com

PUBLICITY / WEBSITE COMMITTEE:

Jackie Benson, Aberdeen	Chairman	662-369-8588	jbenson@ci.aberdeen.ms.us
Kathy Johnson, Lucedale		601-947-2082	kjohnson@cityoflucedale.com
Debble Bernardo, Hattiesburg		601-545-4502	dbemad@hattiesburgms.com
June Williams, Winona		662-283-1232	cityclerk@winonams.org
Angela Bean, Brandon		601-825-5021	brandoncityclerk@att.net
Helen Fasler, Gulfport		228-214-2245	hfasler@ci.gulfport-ms.gov
Kimberly Vaughn, Crystal Springs		601-892-1210	kvaughn@telepak.net
Jamie Young, Blue Mountain		662-685-4721	jamieyoung662@yahoo.com

SILENT AUCTION:

Jo Ann Robbins, Sumrall	Chairman	601-758-3591	townofsumrall@gmail.com
Mary Ann Hess, Laurel		601-428-6430	maryannahess@laurelms.com
Donna McKenzie, Columbia		601-736-8201	dmckenzie@bbimail.net
Suzette Davis, Collins		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@cityofmacon.org
Missy Jones, Prentiss		601-792-5196	msy2ume@yahoo.com
Robin Vernon Ripley		662-837-8578	riplev@dlxle-net.com
Kathl Watson, Ripley		662-837-8578	riplev@dlxle-net.com
Lisa Mauney, Ripley		662-837-8578	riplev@dlxle-net.com
Terah Riley, New Hebron		601-694-2115	

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 COMMITTEE: 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 entertaining any content or other suggestions for the clerk's handbook.

OLD BUSINESS:

No report

NEW BUSINESS:

Michael Jinks, President, presented Eddie Myers, Past President, a Lifetime Membership Certificate in the Clerk's Association.

There being no further business, the meeting was adjourned the 20th day of December, 2013.

Michael Jinks, City Clerk , Brookhaven
President, MMCCA

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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Cash on Hand December 20, 2013

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MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION
December 20, 2013
MMCCA BUSINESS MEETING
Jackson, Mississippi

Name	Municipality	Title
Terrye Tindle	Town of Stonewall	Clerk
Annette Inville	City of Horn Lake	Deputy Clerk
Bert Hughes	Hernando	Deputy Clerk
Diane Brown	Town of St Hubert	Clerk
Pam Kyle	Horn Lake	Deputy Clerk
Julie Harris	Town of Hickory	Clerk
Julie Harris	City of Hernando	Deputy clerk
Carla Scallorn	City of Hernando	Deputy clerk
Kate Harbin	City of Hernando	city clerk
Marian GOST	Pass Christian	City Clerk
Chanteau Wilson	City of Starkville	Deputy Clerk

MISSISSIPPI MUNICIPAL CLERKS & COLLECTORS ASSOCIATION
December 20, 2013
MMCCA BUSINESS MEETING
Jackson, Mississippi

Name	Municipality	Title
Russell L. Wall	Clinton	City Clerk
Linda White	Byram	Deputy City Clerk
Lisa Hardin	Starkville	Dep. Clerk
Kameshia Pondrip	Starkville	A/R Clerk
Debra Jackson	Farmington	City Clerk
Guy Salas	Clinton	Deputy City Clerk

**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
 - Dates: December 18-20, 2013
 - New Clerk orientation
 - Welcome reception

- Issues with certification
 - Need to develop an Application for Admission to the Certification program
 - 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)
 - Wednesday, 18th.
 - Committee meetings if necessary
 - New Clerk Orientation
 - Welcome Reception
 - Thursday, 19th.
 - Educational Sessions
 - 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 COMMITTEE: 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.

A handwritten signature in blue ink that reads "Michael Jinks". The signature is written in a cursive style and is positioned above a horizontal line.

Michael Jinks, City Clerk, Brookhaven

President, MMCCA

ATTEST:

A handwritten signature in black ink that reads "Marsha Fairman". The signature is written in a cursive style and is positioned above a horizontal line.

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA

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

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

Notes:

- 1/2 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**

<u>Revenues:</u>	Proposed
Membership Dues	\$7,000
Fall Planning Session	3,500
Certification Fees	5,500
MML Silent Auction (*)	5,000
Donations	1,000
Total Revenues	\$22,000

Expenses:

IIMC Expenses:	
IIMC Travel	\$2,500
IIMC Silent Auction	0.00
IIMC President's Expenses	3,000
Subtotal IIMC Expenses	\$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	\$150
Fall Planning Session	3,000
Postage	200
Memorials/Flowers	200
Advanced Education	1,000
Miscellaneous	260
Hospitality	1,000
Web Site Maintenance	540
Silent Auction Expenses	2,500
Subtotal Other Expenses	\$8,850

Scholarships:

Clerk's LETS Scholarship	\$1,500
M.M.L. Scholarship Fund (*)	2,500
M.M.L. Youth Summit Scholarship	200
Subtotal Scholarships:	\$4,200

Total Expenses	\$22,000
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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)	MSU Campus, Starkville
25 - 26	MCCA Committee Workshop	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
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DECEMBER

18 - 20	Winter Educational Workshop	Jackson
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**MISSISSIPPI MUNICIPAL CLERKS
& COLLECTORS ASSOCIATION
STATEMENT OF REVENUE AND EXPENSE TRANSACTIONS
JULY 01, 2012 THROUGH JUNE 30, 2013**

BALANCE FORWARD **\$ 77,041.60**
June 30, 2012

REVENUES:

Dues	1,360.00
Certification	5,700.00
Sept. Planning Session	1,150.00
Silent Auction	4,091.00
Donations	494.00
Portfolios	1,295.00
TOTAL	14,030.00

TOTAL REVENUES **91,071.60**

EXPENDITURES:

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	½ 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**

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	Trustmark Draft	Deposit Slips	46.75

Cash on Hand June 30, 2013

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2013 Schedule of Educational Opportunities for City Clerks

SEPTEMBER

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25 - 26	MCCA Committee Workshop	MSU Campus, Starkville

OCTOBER

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	Program: Computer Technology Ethics in Government PERS Principles of Public Administration Parliamentary Procedures	

NOVEMBER

21 - 22	MML Small Town Conference	Tunica
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DECEMBER

18 - 20	Winter Educational Workshop	Jackson
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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**

**MIKE JINKS
EDDIE MYERS
EDDIE MYERS
JO ANN ROBBINS
BETTYE MASSEY
JACKIE BENSON
ANDREA FREEZE
LISA RUSSELL
PATRICIA LOCKET
CINDERELLA MORRIS
DEBBIE BERNARDO**

OLD BUSINESS

NEW BUSINESS

UPDATE ON TRAINING – Janet Baird

ADJOURN

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 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

ATTEST:



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.

750

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 COMMITTEE: 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. Call to Order**
- 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
Clerk Hand Book**

**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:**

UPDATE ON MML-BUSINESS MEETING JULY 16, 2013

- 9. ADJOURN**

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

Marsha Fairman, Deputy Clerk, Brookhaven

Secretary, MMCCA