

MINUTES
MISSISSIPPI MUNICIPAL CLERKS AND COLLECTORS ASSOCIATION
BUSINESS MEETING
JACKSON, MS
DECEMBER 18, 2015

The Mississippi Municipal Clerks and Collectors Association held their Regular Business Meeting on Friday, December 18, 2015.

The following members of the Executive Board were present:

President: Celia Boren, Tunica
1st Vice President: Debbie Bernardo, Hattiesburg
2nd Vice President; Angela Richburg, Byram
Treasurer: Patricia Lockett, Inverness
Secretary: Shelly McKee, Guntown
Northern Trustee: Cathy Clark, Clarksdale
Central Trustee: Amelia Wicks, Greenville
Southern Trustee: Jo Ann Robbins, Sumrall-absent
Past President: Kimberly Vaughn, Crystal Springs
IIMC Region Director: Mary Ann Hess, Laurel-absent

All others in attendance are listed in Appendix "A"

Welcome and Call to Order

President Celia Boren called the meeting to order, and Shelly McKee gave the invocation. President Boren welcomed the clerks to the meeting, and recognized the Mississippi Municipal Service Company for sponsoring the breakfast.

Sheri Veazey, Mississippi Municipal League Executive Director greeted the clerks and gave updates about the League's activities and strategic planning. She encouraged the Clerks to bring to the League's attention anything that they feel will negatively affect cities and towns.

Marion Alford of Mississippi Municipal Service Company spoke briefly to the clerks, and encouraged obtaining certificates of insurance for vendors, and those having amusement rides when your City has a festival or other event. Jennifer Carter spoke about the Volunteer Fire Departments, and the appropriate insurance coverage that a city should make sure is in place. She informed the clerks of the New Payroll Collection Form for Worker's Comp that has been reduced to one page, and is available on their website. She also reminded the clerks that when completing the online forms, to use Internet Explorer because Google Chrome does not work as well when trying to submit forms.

Patrick Miller spoke briefly and thanked the Clerks for their attendance at the conference.

INTRODUCTION OF NEW CLERKS

New clerks were introduced and welcomed by Celia Boren.

APPROVAL OF MINUTES – BILOXI MEETING

Before voting on approval of the minutes, Angela Richburg asked that a correction be made to the Silent Auction amount, although there were bids of \$3027, the actual collected amount was \$2812, and she requested that the minutes reflect what was actually collected. Russell Wall, Clinton, made the motion to approve the minutes with the correction noted, seconded by Linda White, Byrum; motion carried unanimously by all those present.

ACCEPTANCE OF FINANCIAL REPORT

Deloris Harris, Belzoni made the motion to accept the Financial Report as presented, seconded by Belinda Holloway, Holly Springs; motion carried unanimously by all those present.

COMMITTEE REPORTS and CONFIRMATION OF COMMITTEES AND CHAIRMEN

- **CERTIFICATION – BETTYE MASSEY;** Information for Certification will be needed by April.
- **EDUCATION – RUSSELL WALL** —the Committee is trying to come up with more ideas for training, and also had an idea about possibly forming a library of videos, and training for clerks to use to try to obtain points for IIMC.
- **HOSPITALITY – MISSY JONES-** Missy thanked everyone for the help in getting the hospitality Room together, and reminded the Clerks that there were left over cookies and brownies, and asked that the Clerks take some home with them.
- **IIMC –** In Mary Ann Hess’s absence, Celia Boren read a report from May Ann Hess on the Region IV meeting, and new CMC recipients were recognized.
- **LEGISLATIVE – KATHY JOHNSON**—Due to Kathy being ill, there was no report.
- **MENTORING/MEMBERSHIP – PATRICIA LOCKETT** — Reported that 41 new clerks were registered, however only 20 attended the New Clerk Orientation, she encouraged all new clerks to attend.
- **PUBLICITY – JACKIE BENSON**—please e-mail Jackie Benson in Aberdeen to get on the e-mail list.
- **SOCIAL MEDIA – A J LINVILLE**—Due to AJ being absent, there was no report.
- **SCHOLARSHIP – MARY PARKER**—Mary Parker reminded the Clerks that there are scholarships available for attendance at Certification class; The Committee is working on documenting what the requirements are for both of the scholarships. The Committee is also recommending that two scholarships be offered for graduating seniors, one for \$1,000 and one for \$500. Russell Wall, Clinton, made the motion to offer two scholarships (\$1,000 and \$500), seconded by Lesa Hardin, Starkville; motion carried unanimously by all those present. Mary Parker also reported

that there was a change in the deadline to the first of April, so that the local schools could recognize the winners at their Senior Day.

- SILENT AUCTION – AMBER HINTON— In Amber’s absence, Katie Harbin encouraged the Clerks to bring items for the auction. If a clerk is unable to attend in June, the committee will be accepting auction items at the Spring Meeting in March, or it could be sent with a neighboring city.
- WEBSITE – DEBBIE BERNARDO—the committee has been working hard, and is very excited about the progress to improve the website as well as saving about \$120/year. The Committee is working with MSU, and the Association will be owners of its own domain name, and operating it. She reported that Sara Pittman at MSU is an excellent resource if your county pays for a website, then any municipality can tag in with them, and get a website very inexpensively.
- IIMC REGIONAL AD-HOC COMMITTEE: Debbie Bernardo, Hattiesburg, made the motion to appoint Linda White, Chairman; Missy Jones, Co-Chairman; Katie Harbin, Amber Hinton, Lauren Stewart, and the Executive Committee; seconded by Mary Parker, Saltillo; motion carried unanimously by all those present.

OLD BUSINESS:

NEW BUSINESS:

Celia Boren reported that there would be a recommendation forthcoming from the Executive Committee for a Sheila Heath Memorial Fund, which will be an ongoing fund to be taken up at every business meeting. Details as to distribution are still to be worked out; however, the recommendation is for this year’s distribution be made to Janet Baird, and Jo Ann Robbins. Kathy Bryan, Mendenhall made the motion for the distribution to be made as recommended, seconded by Stephanie Armstead, Crowder; motion carried unanimously by all those present.

There was discussion about electronically sending minutes, agendas, etc. Without objections, it was asked that Clerks make sure to put their e-mail addresses on the attendance sheets, and we will begin sending the minutes and agendas, etc.

ADJOURN:

There being no further business, Celia Boren adjourned the meeting in prayer at 9:40 am.



Celia Boren, Town Clerk, Tunica, MS
President, MMCCA

ATTEST:



Shelly McKee, City Clerk, Guntown, MS
Secretary, MMCCA