

## KMCA Membership Meeting

Thursday, August 26, 2021

8:00 a.m. Eastern



### AGENDA

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1. Call to Order
2. Minutes *(attached)*
  - a. April 22, 2021 Membership Meeting
3. Treasurer's Report *(attached)*
4. Unfinished Business
  - a. None
5. New Business
  - a. None
6. President's Report
  - a. Certification Celebrations
    - i. CMC
      1. Gina Gabbard, City of Independence - June 29, 2021
      2. Julia Atkins, City of Lawrenceburg - June 29, 2021
      3. Dianna Layne, City of Winchester - July 1, 2021
    - ii. KMMC
      1. Beth Davis, City of Owensboro - August, 2021
  - b. Membership Update
  - c. Institute Update
6. Committee Reports *(attached)*
  - a. Education Committee, Chair Ashley Jackson
7. Region Reports *(attached)*
8. Other Comments and/or Member Comments
9. Adjourn

#### Upcoming Trainings:

April 20 - 22, 2022 Spring Conference (Elizabethtown, Ky)

May 23 - 25, 2022 IIMC Annual Conference (Little Rock, AR)



## KENTUCKY MUNICIPAL CLERKS ASSOCIATION

### Membership Meeting

Thursday April 22, 2021

4:00p.m. CST/5:00 p.m. EST

#### **Executive Board Members Present:**

President – Kathy Walker – Nicholasville (Bluegrass)  
Vice President – Ashley Jackson – Bowling Green (Barren River)  
Treasurer – Katie Hehman – Lakeside Park (NKMCA)  
Secretary – Toni Burton – Hodgenville (Lincoln Trail)

#### **Governing Board Members Present:**

Lori Burnett – Brownsville (Barren River)                      Cassandra Cooper – Lawrenceburg (Bluegrass ALT)  
Debbie Batliner – West Buechel (KIPDA)                      Bethany Cooper – Benton (Purchase)  
Debbie Lake – Ferguson (Lake Cumberland)

#### **Governing Board Members Absent:**

Lisa Dunbar – Maysville (Buffalo Trace)                      Beth Davis – Owensboro (Green River)  
Kim Blue – Madisonville (Pennyrile)

#### **KMCA Members Present:**

Julia Atkins, Lawrenceburg    Belinda Nitschke, Edgewood  
Mona Drane, Irvington    Ariel O'Reel, Versailles  
Angela Dunaway, Milton    Laurie Raisor, Georgetown  
Crissy Fletcher, Hopkinsville    Elizabeth Reynolds, Versailles  
Jennifer Freeman, Cave City    April Robinson, Crescent Springs  
Melinda Frisch, Edgewood    Elly Saye, Lewisburg  
Gina Gabbard, Independence    Stephanie Settles, Paris  
Amy Haynes, Brandenburg    Hope Spiller, Bowling Green  
Bonita Hendren, Bonnieville    Kristie Taul, Irvington  
Shavonna Huffman, Harrodsburg    Raven Warren, Nicholasville  
Jan Johannemann, Alexandria    Roberta Webb, Corbin  
Dianna Layne, Winchester    Nikki Wheatley, Lebanon  
Kimberly McGrath, Harrodsburg    Meagan Whitacre, Shelbyville  
Claudia Meeks, Paducah    Romona Williams, Falmouth  
Tori Mouser, Corbin    Melinda Wright-Moore, Carrollton  
Tiffany Myers, Dayton

#### **1. Call to Order:**

President Kathy Walker called the meeting to order at 4:02 p.m. CST/ 5:02 p.m. EST. President Walker introduced and thanked IIMC President Mary Johnston, Westerville, Ohio for joining us at the Conference this week.

**2. Approval of Minutes:**

Crissy Fletcher made the motion to approve July 29, 2020 KMCA Membership Meeting Minutes. Second by April Robinson. By unanimous vote, motion carried.

**3. Treasurers Report:**

Treasurer Katie Hehman reported on the following topics:

- a. General Fund balance – \$29,872.71
- b. Education Fund balance – \$81,086.17
- c. Education Savings Account – \$19,486.67
- d. Education CD balance – \$45,424.09
- e. 323 members have full paid dues and 3 associate members.

Laurie Raisor made the motion to approve the Treasurers Report. Second by Lori Burnett. By unanimous vote, motion carried.

**4. Unfinished Business:**

There was no unfinished business to discuss.

**5. New Business:**

- a. President Walker shared she is proposing increasing the President's reimbursement by \$500.00 on the 2020-2021 general fund budget. She is asking for the increase due to IIMC conference being five (5) days opposed to the usual 3 days event.
- b. President Walker also proposed an increase from \$200.00 dollars to \$300.00 dollars for the Education Fund donation to IIMC. Kristie Taul made the motion to approve both budget increases. Second by Debbie Lake. By unanimous vote, motion carried.

**6. President's Report:**

- a. President Walker shared the education budget as passed by the Education Committee.
- b. President Walker recognized individuals receiving certifications.
  - 1.

**7. Committee Reports:**

President Walker announced the names of individuals receiving 2021 scholarships.

**8. Region Reports:**

Toni Burton announced LTADD will be hosting the 2022 Spring Conference in Elizabethtown.

**9. Other Comments and or Member Comments:**

President Walker shared up-coming training dates.

**10. Adjourn:**

Angela Dunaway made the motion to adjourn. Second by Ramona Williams. By unanimous vote, motion carried.

Respectfully submitted,

Toni Burton  
City of Hodgenville  
KMCA Secretary

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Approval Date

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President's Signature

# Kentucky Municipal Clerks Association

## BUDGET - FYE 2021

May 1, 2021 - April 30, 2022

<b>Revenues</b>		<b>Budget</b>	<b>Actual</b>	<b>Remaining (\$)</b>
Balance Carried Forward from Prior Year General Fund		\$22,000.00	\$29,072.09	\$13,000.00
Membership Dues		\$13,500.00	\$755.00	\$12,745.00
Associate Dues		\$100.00	\$0.00	\$100.00
Other		\$0.00	\$0.00	\$0.00
<b>Total Current Revenues</b>		<b>\$13,600.00</b>	<b>\$755.00</b>	<b>\$12,845.00</b>
<b>Total Funds Available</b>		<b>\$35,600.00</b>	<b>\$29,827.09</b>	<b>\$25,845.00</b>
<b>Expenses</b>		<b>Budget</b>	<b>Actual</b>	<b>Remaining (\$)</b>
	G/L			
Regional Dues Reimb	100	\$1,500.00	\$0.00	\$1,500.00
KLC Membership	102	\$275.00	\$0.00	\$275.00
Spring Conference	300	\$3,500.00	\$0.00	\$3,500.00
Conference Donation Region V	302	\$0.00	\$0.00	\$0.00
Region V Donation for Hosting IIMC Conf	303	\$1,000.00	\$1,000.00	\$0.00
Public Relations / Marketing	310	\$750.00	\$0.00	\$750.00
Board / Committee Expenses	320	\$350.00	\$0.00	\$350.00
IIMC MCEF Donation	400	\$300.00	\$300.00	\$0.00
Website	500	\$500.00	\$0.00	\$500.00
President Travel - IIMC	600	\$3,500.00	\$1,441.96	\$2,058.04
President Travel - General	601	\$350.00	\$67.76	\$282.24
President Travel - Region V	602	\$1,200.00	\$412.66	\$787.34
Region V Rep IIMC	701	\$0.00	\$0.00	\$0.00
Region V Rep Travel - Region V	702	\$0.00	\$0.00	\$0.00
Presentations (Plaques, COY Gift)	800	\$400.00	\$0.00	\$400.00
Postage / Printing	900	\$350.00	\$0.00	\$350.00
Clerks Handbooks	901	\$0.00	\$0.00	\$0.00
Bond Insurance	902	\$0.00	\$0.00	\$0.00
Misc. Expenses	999	\$1,500.00	\$64.29	\$1,435.71
<b>Total Expenses</b>		<b>\$15,475.00</b>	<b>\$3,286.67</b>	<b>\$12,188.33</b>
Balance			\$26,540.42	

Report Updated: August 19, 2021



Kentucky Municipal Clerks Association  
**EDUCATION BUDGET**

**FY 2021 - 2022**

Revenues	KMCI	KMCI Actual	Difference (\$)	MMCA	MMCA Actual	Difference (\$)	Total Budget	Actual	Difference
Balance Forward	\$35,000.00	\$41,362.34	-\$6,362.34	\$35,000.00	\$41,362.33	-\$6,362.33	\$70,000.00	\$82,724.67	-\$12,724.67
Education Contributions/Kitty Johnson*	\$1,900.00	\$125.00	\$1,775.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$125.00	\$1,775.00
Fundraising	\$2,000.00	\$1,085.00	\$915.00	\$150.00	\$0.00	\$150.00	\$2,150.00	\$1,085.00	\$1,065.00
Registration Fees	\$42,000.00	\$0.00	\$42,000.00	\$16,500.00	\$0.00	\$16,500.00	\$58,500.00	\$0.00	\$58,500.00
Hospitality Suite Donations	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
Interest	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Unexpected Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenues</b>	<b>\$81,500.00</b>	<b>\$43,072.34</b>	<b>\$38,427.66</b>	<b>\$51,650.00</b>	<b>\$41,362.33</b>	<b>\$10,287.67</b>	<b>\$133,150.00</b>	<b>\$84,434.67</b>	<b>\$48,715.33</b>
<b>Expenses</b>									
Institute Director	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	\$15,000.00
AV Equipment	\$10,000.00	\$0.00	\$10,000.00	\$150.00	\$0.00	\$150.00	\$10,150.00	\$0.00	\$10,150.00
Meeting Facility	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00
Speaker and Graduate Gifts	\$350.00	\$0.00	\$350.00	\$100.00	\$0.00	\$100.00	\$450.00	\$0.00	\$450.00
Meals	\$17,000.00	\$0.00	\$17,000.00	\$7,400.00	\$0.00	\$7,400.00	\$24,400.00	\$0.00	\$24,400.00
Institute Director-Travel	\$100.00	\$0.00	\$100.00	\$800.00	\$0.00	\$800.00	\$900.00	\$0.00	\$900.00
Education Committee Chair-KMCI Trav	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Spring Conference Scholarship	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
Spring Conference KLC Scan	\$500.00	\$371.07	\$128.93	\$0.00	\$0.00	\$0.00	\$500.00	\$371.07	\$128.93
Educational Instructors	\$5,000.00	\$0.00	\$5,000.00	\$3,500.00	\$0.00	\$3,500.00	\$8,500.00	\$0.00	\$8,500.00
Educational Instructors Expenses	\$600.00	\$0.00	\$600.00	\$250.00	\$0.00	\$250.00	\$850.00	\$0.00	\$850.00
Educational Materials	\$200.00	\$0.00	\$200.00	\$300.00	\$0.00	\$300.00	\$500.00	\$0.00	\$500.00
Postage	\$250.00	\$0.00	\$250.00	\$200.00	\$0.00	\$200.00	\$450.00	\$0.00	\$450.00
Postcards/Brochures	\$150.00	\$0.00	\$150.00	\$225.00	\$0.00	\$225.00	\$375.00	\$0.00	\$375.00
Hospitality Suite	\$500.00	\$170.94	\$329.06	\$0.00	\$0.00	\$0.00	\$500.00	\$170.94	\$329.06
Plaques	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
Kitty Johnson Scholarship	\$3,500.00	\$2,550.00	\$950.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$2,550.00	\$950.00
Event Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
General Supplies	\$100.00	\$0.00	\$100.00	\$75.00	\$0.00	\$75.00	\$175.00	\$0.00	\$175.00
Unexpected Expenses	\$1,500.00	\$0.00	\$1,500.00	\$723.00	\$0.00	\$723.00	\$2,223.00	\$0.00	\$2,223.00
<b>Total Expenses</b>	<b>\$50,050.00</b>	<b>\$3,092.01</b>	<b>\$46,957.99</b>	<b>\$23,773.00</b>	<b>\$0.00</b>	<b>\$23,773.00</b>	<b>\$73,823.00</b>	<b>\$3,092.01</b>	<b>\$70,730.99</b>
<b>Ending Fund Balance</b>	<b>\$31,450.00</b>	<b>\$39,980.33</b>	<b>-\$8,530.33</b>	<b>\$27,877.00</b>	<b>\$41,362.33</b>	<b>-\$13,485.33</b>	<b>\$59,327.00</b>	<b>\$81,342.66</b>	<b>-\$22,015.66</b>

\*KMCI budgeted rev. = total of Ed. Cont. and fundraising

**Education Fund Balance: \$81,342.66**

Report Updated: Thursday, August 19, 2021











## **COMMITTEE REPORTS**

### **BYLAWS COMMITTEE REPORT**

Committee Members: Kim Blue, Toni Burton, Becca Cox, Tracie Hoffman and Stephanie Settles.

No new business to report.

### **CERTIFICATION MENTORSHIP COMMITTEE**

Committee Members: Becca Cox, Ashley Jackson and Kathy Walker.

No new business to report.

### **CLERK OF THE YEAR AWARD COMMITTEE**

Committee Members: Stephanie Settles and Bethany Cooper

No new business to report.

### **COMMUNICATIONS COMMITTEE REPORT**

Committee Members: Becca Cox, Kim Blue, Lori Burnett, Joe Christofield, Angela Dunaway, Melissa Sies, Raven Warren and Ramona Williams.

The KMCA Communications Committee remains active in all areas of communications.

The kyclerks.com website currently has 162 members.

The KMCA Facebook group currently has 248 members.

Several were removed in March for various reasons; no current dues, retirement, termination, etc. This is a closed (private) group where only current dues-paying members of the KMCA are approved access. If you have an outstanding membership request on the Facebook page please check your dues payment status. Only those names showing on the most current KMCA member list are approved access to the Facebook page. If you replaced a former clerk/member after the 2021 dues were paid in their name, please inform Becca Cox, KMCA President Kathy Walker and KMCA Treasurer Katie Hehman of that change. The Facebook page sees daily activity and interaction, proving itself a great source of information and opportunity!

The email information dissemination (EID) is utilized for providing training and meeting information to the entire membership. The EID is kept up-to-date as changes in membership are reported to the committee. If you are not receiving the emails with training and meeting information, please be sure to inform Lori Burnett.

The committee invites and encourages all KMCA members to utilize the association website and social media platforms. Networking is knowledge!

Be sure your KMCA member dues are current and paid by February 1<sup>st</sup> each year to maintain active status and utilization of Facebook, email and website services.

Submitted by: Becka Cox, Chair

## **EDUCATION COMMITTEE REPORT**

Committee Members: Lori Burnett, Beth Cecil, Bethany Cooper, Kim Blue, Susan Ellis, Ashley Jackson Stephanie Settles and Melissa Sies. Ex-Officio: Kathy Walker, KMCA President, and Cassie Cooper, Institute Director.

The Education Committee met recently on August 2, 2021 via Zoom. The Committee recommended amendments to the KMCA Education and Certification Policy to add language in Section III (A) (5): to be eligible for the CKMC designation, one must have been a paid full member as defined in Article III of the KMCA Bylaws for a minimum of two (2) consecutive years; and, Section B (1) (a, 1): adding if Clerks needing less than four (4) hours to complete their Academy requirement and cannot attend Academy in the current year, may attend sessions at Institute that have been approved for dual credit at Institute and Academy for that same year. Clerks must have at least fifty-six (56) of the sixty (60) required hours to be eligible to attend the dual credit sessions at Institute.

The Committee will continue to meet as needed and if there are any questions or concerns related to Education, please contact me or someone on the Committee.

Submitted by: Ashley Jackson, Chair

## **ELECTION COMMITTEE REPORT**

Committee Members: Bethany Cooper, Lisa Dunbar, Ashley Jackson and Sarah Moore.

No new business to report.

Submitted by: Bethany Cooper, Chair

## **LEGISLATIVE COMMITTEE REPORT**

Committee Members: Cassaundra Cooper, Kim Blue, Lisa Cassity, Angela Dunaway, Amy Guenther, Ashley Jackson, Stephanie Settles and Kathy Walker.

The Legislative Committee Met via Zoom on April 15 and May 19

We discussed how we can continue to get our elected officials especially those at the state level to better understand how the city functions and how some of the new legislation is putting an undue burden on cities. It is so important to build those relationships.

Other topics we discussed:

- ❖ Road funding equity
- ❖ Revenue diversification
- ❖ Constitutional amendment

Submitted by: Cassandra Cooper, Chair

## **PUBLIC RELATIONS COMMITTEE REPORT**

Committee Members: Lisa Cassity, Beth Cecil, Lori Burnett, Joe Christofield, Cassandra Cooper, Angela Dunaway, Sarah Moore, Melissa Sies, Raven Warren and Ramona Williams.

The Public Relations Committee met via Zoom on July 22<sup>nd</sup>. Planning is underway for the KLC Conference and emails were sent out asking for region donations and workers for the booth.

Submitted by: Beth Davis, Chair

## **SCHOLARSHIP COMMITTEE**

Committee Members: Julia Atkins, Lora Basham, Kim Blue, Angela Dunaway, Amy Guenther, Tracie Hoffman, Ashley Jackson, Sarah Moore, Stephanie Settles and Raven Warren.

<b>Date</b>	<b>Location</b>	<b>Amount Raised</b>
July 2021	In-Person & Virtual Institute Split the Pot Earnings	\$861.00

**Total Raised - \$861.00**

The Scholarship Committee members were in contact through email regarding Split the Pot for Institute. Several members volunteered to assist with the daily log, totals, and social media to help raise the total mentioned above. We plan to have Split the Pot available at the Master Academy class being held in Paintsville. Once again, we will be using our Venmo account allowing anyone interested to participate. This will help our committee raise the money needed for scholarships.

I would like to thank all of those who have assisted with, or have given to the scholarship fund, helping raise the money to assist those clerks that may not otherwise be able to attend our Institute/Academy classes.

Submitted by: Julia Atkins, Chair



## **REGIONAL REPORTS**

### **BARREN RIVER**

BRMCA is beginning to meet on our normal (bi-monthly) schedule again following the COVID pandemic.

BRMCA was thrilled to host the 2021 KMCA spring conference in Bowling Green with 49 in-person and 68 virtual attendees. We hope you all enjoyed yourselves and were able to add to your knowledge of the City Clerk and municipal government.

Submitted by: Lori Burnett, Region Rep and Becka Cox, President

### **BLUEGRASS / BUFFALO TRACE / GATEWAY**

The regional association returned to in-person meetings June 9, 2021 in Paris. Stephanie Settles hosted the meeting which also offered educational hours for Open Records training conducted by KLC. The association awarded 3 regional scholarships to the following: Dianna Layne - Winchester (Academy), Lezley Dotson - Clay City (Institute) and Robin Adams - Berea (Institute). Region presented 2021 Regional Clerk of the Year Plaque to Stephanie Settles and 2020 Regional Clerk of the Year Plaque to Kathy Walker.

2021 Meeting Dates: 2<sup>nd</sup> Wednesday of the Month, 11:00 a.m. EST

August 11<sup>th</sup> – Versailles

October 13<sup>th</sup> – Clay City

December 8<sup>th</sup> – Nicholasville

Submitted by: Lisa Cassity, Bluegrass Region President

### **GREEN RIVER**

Green River Municipal Clerks Association (GRMCA) held a meeting on June 30<sup>th</sup> at the Green River Area Development District (GRADD). The group discussed our GRADD Revolving Loan Fund, COVID Small Business Loan Program and American Rescue Plan Act (ARPA). GRMCA welcomed Corydon City Clerk Tabatha Vincent.

Submitted by: Beth Davis, Green River Region President

## **KIPDA**

The KIPDA Clerks continue meeting monthly; however, we did take a summer break during June and July since it's usually vacation time and the end of the fiscal plus beginning of a new fiscal year.

We resumed our meetings in August but continued to meet via zoom because of the Covid -19 Delta Variant that is surging across our state. Going forward decisions to hold our meetings in person or via zoom will be evaluated on a month-to-month basis. We are so looking forward to meeting in person, but safety is the priority.

We will resume our educational sessions in September. We are beginning to plan our December Holiday Luncheon if Covid cooperates by December.

We are all happy and looking forward to seeing everyone at the Academy! We also want to wish for good health for everyone during this pandemic!

Submitted by: Debbie Batliner, KIPDA President

**LAKE CUMBERLAND** -No report.

## **LINCOLN TRAIL**

Continuing to plan for the 2022 Spring Conference.

Submitted by: Toni Burton, Lincoln Trail President

## **NORTHERN KENTUCKY**

Director:	Melissa Sies (Lakeside Park-Crestview Hills Police Department)
Vice Director:	Gina Gabbard (Independence)
Secretary:	Jennifer Lipson (Villa Hills)
Treasurer:	April Robinson (Crescent Springs)
Regional Rep:	Laurie Sparks (Ludlow)

NKMCA currently has 59 members and holds regular meetings on the third Thursday of each month at noon. In July, the City of Alexandria hosted the first in-person NKMCA meeting since February 2020.

The meeting schedule for the remainder of 2021 is as follows:

- August 19<sup>th</sup> — Independence
- September 16<sup>th</sup> – Crestview Hills
- October 21<sup>st</sup> — Edgewood
- November 18<sup>th</sup>— Highland Heights
- December 16<sup>th</sup> – Holiday Luncheon at the Edgewood Senior Center

In June, Susan Ellis (formerly Ft. Wright City Treasurer) accepted the position of City Clerk in Covington.

Submitted by: Laurie Sparks, NKMCA Regional Representative

## **PENNYRILE**

The Pennyrile Municipal Clerks Association had a total of 28 members in 2021. President was Brian Ahart who resigned as City Clerk of Cadiz in May of 2021. The PMCA met on May 17, 2021 by Zoom to appoint new officers:

- Kim Blue as President
- Casey Pearson as Treasurer
- Brittany Byrum as Secretary
- Crissy Fletcher was appointed as Alternative Regional Representative.

The Pennyrile Municipal Clerk's Association met virtually by Zoom in 2020 but have met once in person in July of 2021 and has another meeting scheduled in October of 2021.

Submitted by: Kim Blue, PMCA President

**PURCHASE** - No report.