

## KMCA Membership Meeting

Thursday, April 21, 2022

2:30 p.m. EST/1:30 p.m. CST

Elizabethtown, Ky



### AGENDA

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1. Call to Order
2. Minutes (*attached*)
  - a. August 20, 2021 Membership Meeting
3. Treasurer's Report (*attached*)
4. Unfinished Business
5. New Business
  - a. Budget – Approve 2022-2023 Budget
  - b. Region V request
6. President's Report
  - a. Certification Celebrations
  - b. IIMC Conference Request
7. Committee Reports (*attached*)
8. Region Reports (*attached*)
9. Swear-In KMCA Officers 2022-2024
10. Other Comments and/or Member Comments
11. Adjourn

### Upcoming Trainings:

|                         |  |
|-------------------------|--|
| May 23 - 25, 2022       | IIMC Annual Conference (Little Rock, AR)     |
| July 18 - 23, 2022      | Institute (Lexington, Ky)                    |
| August 24 - 26, 2022    | Masters Academy (Paintsville, Ky)            |
| September 20 - 23, 2022 | KLC Annual Conference & Expo (Owensboro, Ky) |



## KENTUCKY MUNICIPAL CLERKS ASSOCIATION

### Membership Meeting

Virtual Meeting held on ZOOM Platform

Thursday, August 26, 2021

8:00 a.m. EST/7:00 a.m. CST

#### **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:**

Lisa Cassity – Richmond (Bluegrass)

Lisa Dunbar – Maysville (Buffalo Trace)

Beth Davis – Owensboro (Green River)

Susan Clark – St. Matthews (KIPDA ALT)

Laurie Sparks – Ludlow (NKMCA)

Kim Blue – Madisonville (Pennyrile)

Bethany Cooper – Benton (Purchase)

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

Lori Burnett – Brownsville (Barren River)

Debbie Lake – Ferguson (Lake Cumberland)

Debbie Batliner – West Buechel (KIPDA)

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

Angela Dunaway, Milton

Jone Allen, Stanford

Susan Clark, St. Matthews

Hope Spiller, Bowling Green

Karen Biderman, Bloomfield

Bonita Hendren, Cave City

Stephanie Settles, Paris

Crystal Douglas, Calvert City

Cassandra Cooper, Lawrenceburg

Amy Williams, West Liberty

Katrina Sansom, Inez

Jennifer Lipson, Villa Hills

Kriste Taul, Irvington

Marla Fields, McKee

Garrett Graves, Tompkinsville

Susan Ellis, Covington

Nancy Collins, Highland Heights

Mona Simmons, Glasgow

Amy Guenther, Ft. Mitchell

Katie Adamson, Flemingsburg

Karen Schlipf, Wilder

Dianna Layne, Winchester

Robin Morency, Cold Spring

Bethany Cain, Wickliffe

Sherri Osbourne, West Buechel

Jennifer Freeman, Cave City

Belinda Nitschke, Edgewood

Melissa Sies, Crestview Hills

Jen Megerle, Wilder

Nancy Baker, Crab Orchard

Lora Basham, Hawesville

Marcia Finley, Cloverport

Sherry Hoffman, Erlanger

Raven Warren-Trainor, Nicholasville

Laurie Sparks, Ludlow

Suzie Gibeaut, Raceland

April Robinson, Crescent Springs

Sarah Moore, Auburn

Sarah Gregory, Manchester

Casey Pearson, Hanson

Clay Porter, Douglass Hills

1. **Call to Order:**  
President Kathy Walker called the meeting to order at 7:00 a.m. CST/ 8:00 a.m. EST.
2. **Approval of Minutes:**  
Lisa Cassidy made the motion to approve April 22, 2021 KMCA membership meeting minutes. Second by Bethany Cooper. By unanimous vote, motion carried.
3. **Treasurers Report:**  
Treasurer Katie Hehman reported we had a spike of new memberships after Institute. There were no questions concerning the financial reports that were in the packets. Dianna Layne made the motion to approve the treasurers report. Second by Bethany Cooper. By unanimous vote, motion carried.
4. **Unfinished Business:**  
There was no unfinished business.
5. **New Business:**  
President Walker shared the passing of Joetta Marshall; the city clerk for Flemingsburg.
6. **President's Report:**  
President Walker reported on the following topics:
  - a. Certification Celebrations – 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
    4. Jeanne Petit, City of Highland Heights - August 24, 2021
  - b. Certification Celebrations – KMMC
    1. Beth Davis, City of Owensboro – August, 2021
  - c. KMCA has 330 members and 3 associate members.
  - d. The 2021 Institute was a success. There were a lot of new clerks, 27 clerks graduated.
7. **Committee Reports:**  
Education Chair Ashley Jackson shared amendments to the KMCA Education and Certification policy.
8. **Region Reports:**  
Toni Burton announced LTADD Clerk's are working on the 2022 Spring conference. They are looking into hosting a hybrid option.  
  
Kathy Walker shared that Lake Cumberland Region has a lot of new clerks and have not been as active as years past.
9. **Other Comments and or Member Comments:**  
Ashley Jackson thanked all the clerks for their hard work.

President Walker shared that the 2021 KLC Conference has been cancelled.  
President Walker shared there are 647 CMC certified clerks in Kentucky.

**10. Adjourn:**

Lisa Dunbar made the motion to adjourn. Second by Beth Davis. 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

| Revenues   |     | Budget      | Actual      | Remaining (\$) |
|--|-----|-------------|-------------|----------------|
| Balance Carried Forward from Prior Year General Fund |     | \$22,000.00 | \$29,072.08 | \$13,000.00    |
| Membership Dues                                      |     | \$13,500.00 | \$13,575.00 | -\$75.00       |
| Associate Dues                                       |     | \$100.00    | \$20.00     | \$80.00        |
| Other  |     | \$0.00      | \$0.00      | \$0.00         |
| Total Current Revenues                               |     | \$13,600.00 | \$13,595.00 | \$5.00         |
| Total Funds Available                                |     | \$35,600.00 | \$42,667.08 | \$13,005.00    |
| Expenses   |     | Budget      | Actual      | Remaining (\$) |
| Regional Dues Reimb                                  | 100 | \$1,500.00  | \$1,115.00  | \$385.00       |
| KLC Membership                                       | 102 | \$275.00    | \$275.00    | \$0.00         |
| 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    | \$440.61    | \$309.39       |
| Board / Committee Expenses                           | 320 | \$350.00    | \$0.00      | \$350.00       |
| IIMC MCEF Donation                                   | 400 | \$300.00    | \$300.00    | \$0.00         |
| Website  | 500 | \$500.00    | \$264.00    | \$236.00       |
| President Travel - IIMC                              | 600 | \$3,500.00  | \$2,066.96  | \$1,433.04     |
| 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    | \$146.28    | \$253.72       |
| Postage / Printing                                   | 900 | \$350.00    | \$0.00      | \$350.00       |
| Clerks Handbooks                                     | 901 | \$0.00      | \$0.00      | \$0.00         |
| Bond Insurance                                       | 902 | \$0.00      | \$928.42    | -\$928.42      |
| Misc. Expenses                                       | 999 | \$1,500.00  | \$137.39    | \$1,362.61     |
| Total Expenses                                       |     | \$15,475.00 | \$7,154.08  | \$8,320.92     |
| Balance  |     |             | \$35,513.00 |                |

Report Updated: April 14, 2022



# Kentucky Municipal Clerks Association

## GENERAL FUND ACCOUNT

May 1, 2021 - April, 2022

| Ck # | Date       | Payee                         | Description                            | G/L | ✓ | Debit (-)  | Credit (+) | Balance      |
|------|------------|-------------------------------|--|-----|---|------------|------------|--------------|
|      | 5/1/2021   | Opening Balance               | New Budget Year                        |     |   |            |            | \$29,072.08  |
|      | 5/4/2021   | Transfer Funds                | Transfer to Education from Dues        |     | x | \$30.00    |            | \$ 29,042.08 |
| 1022 | 5/7/2021   | MAMC                          | Confernece Donation                    | 303 | x | \$1,000.00 |            | \$ 28,042.08 |
| 1023 | 5/7/2021   | IIMC MCEF                     | Ed. Foundation Donation                | 400 | x | \$300.00   |            | \$ 27,742.08 |
| 1024 | 5/7/2021   | Kathy Walker                  | Check Reissued                         | 999 | x | \$64.29    |            | \$ 27,677.79 |
|      | 5/28/2021  | Deposit                       | Member Dues                            |     | x |            | \$135.00   | \$ 27,812.79 |
|      | 5/28/2021  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$15.00    |            | \$ 27,797.79 |
| 1025 | 6/11/2021  | City of Nicholasville         | IIMC Pres. Travel Epenses              | 600 | x | \$1,441.96 |            | \$ 26,355.83 |
|      | 6/29/2021  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$10.00    |            | \$ 26,345.83 |
| 1026 | 7/29/2021  | City of Versailles            | Refund Ineligible Membership Dues      |     | x | \$45.00    |            | \$ 26,300.83 |
| 1027 | 7/29/2021  | VOID Check 1027               | VOID Check- Error                      |     | x |            |            | \$ 26,300.83 |
|      | 7/29/2021  | Deposit                       | Member Dues                            |     | x |            | \$180.00   | \$ 26,480.83 |
| 1028 | 7/29/2021  | Kathy Walker                  | Region V Travel Expenses               | 602 | x | \$412.66   |            | \$ 26,068.17 |
| 1029 | 8/13/2021  | Kathy Walker                  | Pres. Milage KMCI                      | 601 | x | \$67.76    |            | \$ 26,000.41 |
|      | 8/13/2021  | Deposit                       | Member Dues                            |     | x |            | \$225.00   | \$ 26,225.41 |
|      | 8/13/2021  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$45.00    |            | \$ 26,180.41 |
|      | 8/17/2021  | Transfer Funds from Education | Deposit Made to Wrong Acct 5/4 & 6/29  |     | x |            | \$360.00   | \$ 26,540.41 |
|      | 8/31/2021  | Deposit                       | Member Dues                            |     | x |            | \$40.00    | \$ 26,580.41 |
| 1030 | 9/21/2021  | Katie Hehman                  | Reimbure- Funeral Tree for J. Marshall | 999 | x | \$49.60    |            | \$ 26,530.81 |
| 1031 | 9/21/2021  | CNA                           | Bond                                   | 902 | x | \$928.42   |            | \$ 25,602.39 |
|      | 9/30/2021  | Deposit                       | Member Dues                            |     | x |            | \$90.00    | \$ 25,692.39 |
|      | 9/30/2021  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$10.00    |            | \$ 25,682.39 |
| 1032 | 10/20/2021 | Foster Technology Group       | Annual Web Hosting- KY Clerks Website  | 500 | x | \$264.00   |            | \$ 25,418.39 |
|      | 1/4/2022   | Deposit                       | Member Dues                            |     | x |            | \$3,700.00 | \$ 29,118.39 |
|      | 1/4/2022   | Transfer Funds                | Transfer to Education from Dues        |     | x | \$410.00   |            | \$ 28,708.39 |
| 1033 | 1/4/2022   | City of Arlington             | Refund Overpayment of Dues             | 999 | x | \$10.00    |            | \$ 28,698.39 |
|      | 1/14/2022  | Deposit                       | Member Dues                            |     | x |            | \$2,745.00 | \$ 31,443.39 |
|      | 1/14/2022  | Deposit                       | Member Dues                            |     | x |            | \$1,660.00 | \$ 33,103.39 |
|      | 1/14/2022  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$485.00   |            | \$ 32,618.39 |
|      | 1/21/2022  | Deposit                       | Member Dues                            |     | x |            | \$1,715.00 | \$ 34,333.39 |
|      | 1/27/2022  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$185.00   |            | \$ 34,148.39 |
| 1034 | 1/27/2022  | City of La Center             | Refund Overpayment of Dues             |     | x | \$10.00    |            | \$ 34,138.39 |
|      | 1/31/2022  | Service Charge                | Once Yearly Service Fee                |     | x | \$3.50     |            | \$ 34,134.89 |
|      | 2/8/2022   | Deposit                       | Member Dues                            |     | x |            | \$1,860.00 | \$ 35,994.89 |
|      | 2/8/2022   | Transfer Funds                | Transfer to Education from Dues        |     | x | \$210.00   |            | \$ 35,784.89 |
|      | 2/25/2022  | Deposit                       | Member Dues                            |     | x |            | \$360.00   | \$ 36,144.89 |
|      | 2/25/2022  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$40.00    |            | \$ 36,104.89 |
| 1035 | 2/25/2022  | KLC                           | 2022 Affiliate Dues                    | 102 | x | \$275.00   |            | \$ 35,829.89 |
| 1036 | 2/25/2025  | Pennyrile Municipal Clerks    | 2022 Region Dues Reimbursement         | 100 | x | \$125.00   |            | \$ 35,704.89 |
| 1037 | 2/25/20022 | BRMCA                         | 2022 Region Dues Reimbursement         | 100 | x | \$115.00   |            | \$ 35,589.89 |
|      | 2/28/2022  | Deposit                       | Member Dues                            |     | x |            | \$135.00   | \$ 35,724.89 |
|      | 2/28/2022  | Transfer Funds                | Transfer to Education from Dues        |     | x | \$15.00    |            | \$ 35,709.89 |
| 1038 | 3/1/2022   | NKMCA                         | 2022 Region Dues Reimbursement         | 100 | x | \$280.00   |            | \$ 35,429.89 |
|      | 3/4/2022   | Deposit                       | Member Dues                            |     | x |            | \$270.00   | \$ 35,699.89 |
|      | 3/4/2022   | Transfer Funds                | Member Dues                            |     | x | \$30.00    |            | \$ 35,669.89 |
| 1039 | 3/10/2022  | Bluegrass Clerks Association  | 2022 Region Dues Reimbursement (Blue   | 100 | x | \$185.00   |            | \$ 35,484.89 |
| 1040 | 3/10/2022  | Lincoln Trail Clerks          | 2022 Region Dues Reimbursement         | 100 | x | \$95.00    |            | \$ 35,389.89 |
|      | 3/11/2022  | Deposit                       | Member Dues                            |     | x |            | \$775.00   | \$ 36,164.89 |

|      |           |                       |                                     |     |   |          |          |              |
|------|-----------|-----------------------|-------------------------------------|-----|---|----------|----------|--------------|
|      | 3/11/2022 | Transfer Funds        | Transfer to Education from Dues     |     | x | \$85.00  |          | \$ 36,079.89 |
| 1041 | 3/14/2022 | Bethany Cooper        | COY Gift                            |     | x | \$146.28 |          | \$ 35,933.61 |
| 1042 | 3/14/2022 | City of Nicholasville | Registration IIMC Conf. - K. Walker | 600 | x | \$625.00 |          | \$ 35,308.61 |
| 1043 | 3/15/2022 | GRMCA                 | 2022 Dues Reimbursement             | 100 |   | \$100.00 |          | \$ 35,208.61 |
| 1044 | 3/15/2022 | Purchase Area Clerks  | 2022 Dues Reimbursement             | 100 | x | \$75.00  |          | \$ 35,133.61 |
| 1045 | 3/18/2022 | Lake Cumberland Clerk | 2022 Dues Reimbursement             | 100 |   | \$60.00  |          | \$ 35,073.61 |
|      | 3/22/2022 | Deposit               | Member Dues                         |     | x |          | \$630.00 | \$ 35,703.61 |
|      | 3/22/2022 | Transfer Funds        | Transfer to Education from Dues     |     | x | \$70.00  |          | \$ 35,633.61 |
|      | 3/30/2022 | Deposit               | Member Dues                         |     | x |          | \$135.00 | \$ 35,768.61 |
|      | 3/30/2022 | Transfer Funds        | Transfer to Education from Dues     |     | x | \$15.00  |          | \$ 35,753.61 |
| 1046 | 3/31/2022 | KIPDA                 | 2022 Region Dues Reimbursement      | 100 |   | \$80.00  |          | \$ 35,673.61 |
| 1047 | 4/14/2022 | Beth Davis            | Public Relations Reimbursement      | 310 |   | \$440.61 |          | \$ 35,233.00 |
|      | 4/18/2022 | Deposit               | Member Dues                         |     |   |          | \$315.00 | \$ 35,548.00 |
|      | 4/18/2022 | Transfer Funds        | Transfer to Education from Dues     |     |   | \$35.00  |          | \$ 35,513.00 |
|      |           |                       |                                     |     |   |          |          |              |
|      |           |                       |                                     |     |   |          |          |              |



# 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         | \$1,715.00         | \$185.00            | \$0.00             | \$0.00             | \$0.00              | \$1,900.00          | \$1,715.00          | \$185.00            |
| Fundraising                                | \$2,000.00         | \$1,085.00         | \$915.00            | \$150.00           | \$282.50           | -\$132.50           | \$2,150.00          | \$1,367.50          | \$782.50            |
| Registration Fees                          | \$42,000.00        | \$41,265.00        | \$735.00            | \$16,500.00        | \$14,750.00        | \$1,750.00          | \$58,500.00         | \$56,015.00         | \$2,485.00          |
| 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 (ex. KMMC Applications) | \$0.00             | \$0.00             | \$0.00              | \$0.00             | \$100.00           | -\$100.00           | \$0.00              | \$100.00            | -\$100.00           |
| <b>Total Revenues</b>                      | <b>\$81,500.00</b> | <b>\$85,927.34</b> | <b>-\$4,427.34</b>  | <b>\$51,650.00</b> | <b>\$56,494.83</b> | <b>-\$4,844.83</b>  | <b>\$133,150.00</b> | <b>\$142,422.17</b> | <b>-\$9,272.17</b>  |
| Expenses                                   |                    |                    |                     |                    |                    |                     |                     |                     |                     |
| Institute Director                         | \$7,500.00         | \$7,500.00         | \$0.00              | \$7,500.00         | \$7,500.00         | \$0.00              | \$15,000.00         | \$15,000.00         | \$0.00              |
| AV Equipment                               | \$10,000.00        | \$3,273.41         | \$6,726.59          | \$150.00           | \$0.00             | \$150.00            | \$10,150.00         | \$3,273.41          | \$6,876.59          |
| 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           | \$1,923.34         | -\$1,573.34         | \$100.00           | \$75.00            | \$25.00             | \$450.00            | \$1,998.34          | -\$1,548.34         |
| Meals                                      | \$17,000.00        | \$11,072.43        | \$5,927.57          | \$7,400.00         | \$0.00             | \$7,400.00          | \$24,400.00         | \$11,072.43         | \$13,327.57         |
| Institute Director-Travel (Including IIMC) | \$100.00           | \$0.00             | \$100.00            | \$800.00           | \$0.00             | \$800.00            | \$900.00            | \$0.00              | \$900.00            |
| Education Committee Chair-KMCI Travel      | \$500.00           | \$0.00             | \$500.00            | \$0.00             | \$0.00             | \$0.00              | \$500.00            | \$0.00              | \$500.00            |
| 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         | \$2,250.00         | \$2,750.00          | \$3,500.00         | \$1,500.00         | \$2,000.00          | \$8,500.00          | \$3,750.00          | \$4,750.00          |
| Educational Instructors Expenses           | \$600.00           | \$1,239.08         | -\$639.08           | \$250.00           | \$0.00             | \$250.00            | \$850.00            | \$1,239.08          | -\$389.08           |
| Educational Materials                      | \$200.00           | \$200.00           | \$0.00              | \$300.00           | \$0.00             | \$300.00            | \$500.00            | \$200.00            | \$300.00            |
| Postage                                    | \$250.00           | \$219.39           | \$30.61             | \$200.00           | \$219.39           | -\$19.39            | \$450.00            | \$438.78            | \$11.22             |
| Postcards/Brochures                        | \$150.00           | \$108.87           | \$41.13             | \$225.00           | \$108.87           | \$116.13            | \$375.00            | \$217.74            | \$157.26            |
| Hospitality Suite                          | \$500.00           | \$170.94           | \$329.06            | \$0.00             | \$0.00             | \$0.00              | \$500.00            | \$170.94            | \$329.06            |
| Plaques                                    | \$400.00           | \$466.40           | -\$66.40            | \$0.00             | \$0.00             | \$0.00              | \$400.00            | \$466.40            | -\$66.40            |
| 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           | \$29.63            | \$70.37             | \$75.00            | \$0.00             | \$75.00             | \$175.00            | \$29.63             | \$145.37            |
| 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>\$49,650.00</b> | <b>\$31,374.56</b> | <b>\$18,275.44</b>  | <b>\$23,773.00</b> | <b>\$9,403.26</b>  | <b>\$14,369.74</b>  | <b>\$73,423.00</b>  | <b>\$40,777.82</b>  | <b>\$32,645.18</b>  |
| <b>Ending Fund Balance</b>                 | <b>\$31,850.00</b> | <b>\$54,552.78</b> | <b>-\$22,702.78</b> | <b>\$27,877.00</b> | <b>\$47,091.57</b> | <b>-\$19,214.57</b> | <b>\$59,727.00</b>  | <b>\$101,644.35</b> | <b>-\$41,917.35</b> |

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

**Education Fund Balance: \$101,644.35**

Report Updated: Tuesday, April 12, 2022



# Kentucky Municipal Clerks Association

## EDUCATION FUND ACCOUNT

May 1, 2021 - April, 2022

| Ck # | Date       | Payee                    | Description                               | ✓ | Debit (-) | Credit (+) | #NAME?     |
|------|------------|--------------------------|---|---|-----------|------------|------------|
|      | 5/1/2021   | Opening Balance          | New Budget Year                           |   |           |            | 82,724.67  |
|      | 5/4/2021   | Deposit                  | Member Dues                               | x |           | 270.00     | 82,994.67  |
|      | 5/4/2021   | Deposit                  | Member Dues                               | x |           | 30.00      | 83,024.67  |
|      | 5/5/2021   | Deposit Cash Bank        | Spring Conference Baskets - Cash & Checks | x |           | 249.00     | 83,273.67  |
| 2007 | 5/11/2021  | KLC                      | Lynda Scwendeman Travel & Lodging Conf    | x | 371.07    |            | 82,902.60  |
|      | 5/28/2021  | Deposit                  | Member Dues                               | x |           | 15.00      | 82,917.60  |
|      | 6/29/2021  | Deposit                  | Member Dues                               | x |           | 10.00      | 82,927.60  |
|      | 6/29/2021  | Deposit                  | Member Dues                               | x |           | 90.00      | 83,017.60  |
|      | 7/19/2021  | Deposit                  | Direct Donation                           | x |           | 10.00      | 83,027.60  |
|      | 7/20/2021  | Deposit                  | VENMO - Split the Pot KMCI                | x |           | 299.00     | 83,326.60  |
|      | 7/20/2021  | VENMO                    | Split the Pot PayOut--K.Zavitz            | x | 149.50    |            | 83,177.10  |
|      | 7/21/2021  | Deposit                  | VENMO - Split the Pot KMCI                | x |           | 316.00     | 83,493.10  |
|      | 7/21/2021  | VENMO                    | Split the Pot PayOut--N. Johnson          | x | 158.00    |            | 83,335.10  |
|      | 7/22/2021  | Deposit                  | VENMO - Split the Pot KMCI                | x |           | 255.50     | 83,590.60  |
|      | 7/22/2021  | VENMO                    | Split the Pot PayOut - H. Harrison        | x | 255.50    |            | 83,335.10  |
|      | 7/23/2021  | Deposit                  | VENMO - Split the Pot KMCI                | x |           | 255.50     | 83,590.60  |
|      | 7/23/2021  | Deposit                  | VENMO - Split the Pot KMCI                | x |           | 546.00     | 84,136.60  |
|      | 7/23/2021  | VENMO                    | Split the Pot PayOut - M. Russell         | x | 273.00    |            | 83,863.60  |
|      | 7/26/2021  | Deposit                  | Direct Donation                           | x |           | 15.00      | 83,878.60  |
|      | 8/13/2021  | Deposit                  | Donation for Hospitality Suite- KMCI      | x |           | 500.00     | 84,378.60  |
| 2008 | 8/13/2021  | Kathy Walker             | Hospitality Suite KMCI                    | x | 170.94    |            | 84,207.66  |
|      | 8/13/2021  | Deposit                  | Member Dues                               | x |           | 45.00      | 84,252.66  |
|      | 8/17/2021  | Transfer to Gen. Fund    | Deposit Made to Wrong Acct                | x | 360.00    |            | 83,892.66  |
| 2009 | 8/19/2021  | City of Manchester       | Kitty Johnson Scholarship - Virtual       | x | 350.00    |            | 83,542.66  |
| 2010 | 8/19/2021  | City of Flemingsburg     | Kitty Johnson Scholarship - Virtual       | x | 350.00    |            | 83,192.66  |
| 2011 | 8/19/2021  | City of Cloverport       | Kitty Johnson Scholarship - Virtual       | x | 350.00    |            | 82,842.66  |
| 2012 | 8/19/2021  | City of Glasgow          | Kitty Johnson Scholarship - In-Person     | x | 500.00    |            | 82,342.66  |
| 2013 | 8/19/2021  | City of Fort Mitchell    | Kitty Johnson Scholarship - In-Person     | x | 500.00    |            | 81,842.66  |
| 2014 | 8/19/2021  | City of Crescent Springs | Kitty Johnson Scholarship - In-Person     | x | 500.00    |            | 81,342.66  |
|      | 8/25/2021  | Deposit                  | VENMO - Split the Pot MMA                 | x |           | 159.62     | 81,502.28  |
|      | 8/25/2021  | VENMO                    | Split the Pot PayOut-Mona Simmins         | x | 79.62     |            | 81,422.66  |
|      | 8/26/2021  | Deposit                  | VENMO - Split the Pot MMA                 | x |           | 405.00     | 81,827.66  |
|      | 8/26/2021  | VENMO                    | Split the Pot PayOut-Melissa Sies         | x | 202.50    |            | 81,625.16  |
|      | 9/30/2021  | Deposit                  | Member Dues                               | x |           | 10.00      | 81,635.16  |
|      | 9/30/2021  | Deposit                  | KMMC Certification Application            | x |           | 100.00     | 81,735.16  |
|      | 12/31/2021 | Deposit                  | KLC- MMCA & KMCI                          | x |           | 18,329.19  | 100,064.35 |
|      | 1/4/2022   | Deposit                  | Member Dues                               | x |           | 410.00     | 100,474.35 |
|      | 1/14/2022  | Deposit                  | Member Dues                               | x |           | 485.00     | 100,959.35 |
|      | 1/27/2022  | Deposit                  | Member Dues                               | x |           | 185.00     | 101,144.35 |
|      | 2/8/2022   | Deposit                  | Member Dues                               | x |           | 210.00     | 101,354.35 |
|      | 2/25/2022  | Deposit                  | Member Dues                               | x |           | 40.00      | 101,394.35 |
|      | 2/28/2022  | Deposit                  | Member Dues                               | x |           | 15.00      | 101,409.35 |
|      | 3/4/2022   | Deposit                  | Member Dues                               | x |           | 30.00      | 101,439.35 |
|      | 3/11/2022  | Deposit                  | Member Dues                               | x |           | 85.00      | 101,524.35 |
|      | 3/22/2022  | Deposit                  | Member Dues                               | x |           | 70.00      | 101,594.35 |
|      | 3/30/2022  | Deposit                  | Member Dues                               | x |           | 15.00      | 101,609.35 |
|      | 4/18/2022  | Deposit                  | Member Dues                               |   |           | 35.00      | 101,644.35 |
|      |            |                          |   |   |           |            |            |
|      |            |                          |   |   |           |            |            |
|      |            |                          |   |   |           |            |            |

# Kentucky Municipal Clerks Association

## EDUCATION SAVINGS FUND

May 1, 2021 - April, 2022

| Date       | Payee           | Description     | G/L | Debit (-) | Credit (+) | Balance     |
|------------|-----------------|-----------------|-----|-----------|------------|-------------|
| 5/1/2020   | Opening Balance | FY 2021-2022    |     |           |            | \$19,847.49 |
| 5/31/2021  | Deposit         | Interest Income |     |           | \$0.84     | \$19,848.33 |
| 6/30/2021  | Deposit         | Interest Income |     |           | \$0.82     | \$19,849.15 |
| 7/31/2021  | Deposit         | Interest Income |     |           | \$0.84     | \$19,849.99 |
| 8/31/2021  | Deposit         | Interest Income |     |           | \$0.84     | \$19,850.83 |
| 9/30/2021  | Deposit         | Interest Income |     |           | \$0.82     | \$19,851.65 |
| 10/31/2021 | Deposit         | Interest Income |     |           | \$0.84     | \$19,852.49 |
| 11/30/2021 | Deposit         | Interest Income |     |           | \$0.82     | \$19,853.31 |
| 12/31/2021 | Deposit         | Interest Income |     |           | \$0.84     | \$19,854.15 |
| 1/31/2022  | Deposit         | Interest Income |     |           | \$0.84     | \$19,854.99 |
| 2/28/2022  | Deposit         | Interest Income |     |           | \$0.76     | \$19,855.75 |



## Kentucky Municipal Clerks Association

**CERTIFICATE OF DEPOSIT***Matures: January 3, 2023*

| Date       | Payee         | Description       | G/L | Debit (-) | Credit (+) | Balance     |
|------------|---------------|-------------------|-----|-----------|------------|-------------|
| 5/1/2021   | 2021 -2022 FY | beginning balance |     |           |            | \$45,507.72 |
| 5/28/2021  | Deposit       | Interest Income   |     |           | \$86.58    | \$45,594.30 |
| 6/30/2021  | Deposit       | Interest Income   |     |           | \$83.94    | \$45,678.24 |
| 7/30/2021  | Deposit       | Interest Income   |     |           | \$86.90    | \$45,765.14 |
| 8/31/2021  | Deposit       | Interest Income   |     |           | \$87.07    | \$45,852.21 |
| 9/30/2021  | Deposit       | Interest Income   |     |           | \$84.42    | \$45,936.63 |
| 10/29/2021 | Deposit       | Interest Income   |     |           | \$87.39    | \$46,024.02 |
| 11/30/2021 | Deposit       | Interest Income   |     |           | \$84.73    | \$46,108.75 |
| 12/31/2021 | Deposit       | Interest Income   |     |           | \$87.72    | \$46,196.47 |
| 1/31/2022  | Deposit       | Interest Income   |     |           | \$87.89    | \$46,284.36 |
| 2/28/2022  | Deposit       | Interest Income   |     |           | \$79.53    | \$46,363.89 |



# Kentucky Municipal Clerks Association

## PROPOSED BUDGET - FYE 2023

May 1, 2022 - April 30, 2023

| Revenues   |     | 2022 Budget | 2022 Actual | 2023 Proposal | Difference  |
|--|-----|-------------|-------------|---------------|-------------|
| Balance Carried Forward from Prior Year General Fund |     | \$22,000.00 | \$29,072.08 | \$29,000.00   | \$7,000.00  |
| Membership Dues                                      |     | \$13,500.00 | \$12,615.00 | \$13,500.00   | \$0.00      |
| Associate Dues                                       |     | \$100.00    | \$20.00     | \$50.00       | -\$50.00    |
| Other  |     | \$0.00      | \$0.00      | \$0.00        | \$0.00      |
| Total Current Revenues                               |     | \$13,600.00 | \$12,635.00 | \$13,550.00   | -\$50.00    |
| Total Funds Available                                |     | \$35,600.00 | \$41,707.08 | \$42,550.00   | \$6,950.00  |
| Expenses   |     | 2022 Budget | 2022 Actual | 2023 Proposal | Difference  |
| Regional Dues Reimbursement                          | 100 | \$1,500.00  | \$800.00    | \$1,500.00    | \$0.00      |
| KLC Membership                                       | 101 | \$275.00    | \$275.00    | \$275.00      | \$0.00      |
| Spring Conference Donation                           | 300 | \$3,500.00  | \$0.00      | \$3,500.00    | \$0.00      |
| Region V Conference Donation                         | 302 | \$0.00      | \$0.00      | \$0.00        | \$0.00      |
| Region V Donation for Hosting IIMC Conference        | 303 | \$1,000.00  | \$1,000.00  | \$0.00        | -\$1,000.00 |
| Public Relations / Marketing                         | 310 | \$750.00    | \$0.00      | \$1,500.00    | \$750.00    |
| Board / Committee Expenses                           | 320 | \$350.00    | \$0.00      | \$1,000.00    | \$650.00    |
| IIMC - Education Foundation Donation                 | 400 | \$300.00    | \$300.00    | \$300.00      | \$0.00      |
| Website  | 500 | \$500.00    | \$264.00    | \$500.00      | \$0.00      |
| President Travel - IIMC                              | 600 | \$3,500.00  | \$1,441.96  | \$2,500.00    | -\$1,000.00 |
| President Travel - General                           | 601 | \$350.00    | \$67.76     | \$350.00      | \$0.00      |
| President Travel - Region V                          | 602 | \$1,200.00  | \$412.66    | \$1,200.00    | \$0.00      |
| Region V Rep Travel - IIMC                           | 701 | \$0.00      | \$0.00      | \$0.00        | \$0.00      |
| Region V Rep Travel - Region V                       | 702 | \$0.00      | \$0.00      | \$0.00        | \$0.00      |
| Presentations  | 800 | \$400.00    | \$0.00      | \$500.00      | \$100.00    |
| Postage / Printing                                   | 900 | \$350.00    | \$0.00      | \$350.00      | \$0.00      |
| Clerks Handbooks                                     | 901 | \$0.00      | \$0.00      | \$0.00        | \$0.00      |
| Bond Insurance                                       | 902 | \$0.00      | \$928.42    | \$0.00        | \$0.00      |
| Misc. Expenses                                       | 999 | \$1,500.00  | \$137.39    | \$1,250.00    | -\$250.00   |
| Total Expenses                                       |     | \$15,475.00 | \$5,627.19  | \$14,725.00   | -\$750.00   |
|  |     |             | \$36,079.89 |               |             |

Report Updated: Wednesday, March 16, 2022

## Request for Donation

Marshall, Angie <AngieMarshall@KingsportTN.gov>

Thu 4/7/2022 9:02 AM

To: Kathy Walker <kathy.walker@nicholasville.org>; valerie.hale@crossvilletn.gov  
<valerie.hale@crossvilletn.gov>; mprasher@ci.reynoldsburg.oh.us  
<mprasher@ci.reynoldsburg.oh.us>; burnsharborclerk@comcast.net <burnsharborclerk@comcast.net>; mclark@deltami.gov  
<mclark@deltami.gov>

Cc: 'cmugford@nmanchester.org' <cmugford@nmanchester.org>

Good Morning Region V Presidents,

I apologize in advance as I am extremely late in the game in getting this out to you guys. Not to make excuses, but the past few months have been a bit of a whirlwind for me as I've had multiple medical issues within my family since December, with the most recent hitting pretty close to home this week. Lots of ER visits and ICU stays. I'm not sure if I'm coming or going and we still haven't even had Christmas yet! I will be selfish right now and ask for some positive thoughts and prayers. But enough about me, lol.

In May, Janice Bates will be finishing her term on the IIMC Board. It has been customary for the remaining Director to request a monetary donation of \$50 from each of the states in the Region to provide a gift. If your state is interested in participating, please let me know by April 21, 2022. I hope this still gives you enough time to have the opportunity to request this from your respective state boards. Please send donations to my attention here at Kingsport City Hall at the address listed below. I will then get a gift to present to her at the Region V Meeting during the IIMC Conference in Little Rock next month. I hope to see you all there! (And please keep this a secret from Janice!)

I do understand that budgets may still be tight as we are still getting back to our new normal, whatever that is supposed to look like. So please don't feel obligated, just let me know either way so I can make plans to find an appropriate gift with what I do receive. Thank you for everything all of you have done and for your service to your State Associations. If you need anything from me please don't hesitate to reach out.

Respectfully,

**Angie Marshall, MMC**

Municipal Clerk/Deputy City Recorder  
City of Kingsport, Tennessee  
IIMC Region V Director 2021 - 2024  
[angiemarshall@kingsporttn.gov](mailto:angiemarshall@kingsporttn.gov)



415 Broad Street  
Kingsport, TN 37660  
P: 423-229-9384  
F: 423-224-2832  
[www.kingsporttn.gov](http://www.kingsporttn.gov)



## **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, Amy Beth Able and Bethany Cooper

The Clerk of the Year Committee met via zoom on March 3, 2022. After review of applications the COY was selected.

The committee submitted several bylaw change requests to improve and clarify the selection process moving forward. The committee also requested to provide well deserved public recognition to all nominees moving forward.

A video recognizing the nominees was released via KMCA Facebook page on March 25, 2022. The video and a brief memo recognizing each clerk was emailed to each cities Mayor in hopes they will recognize their clerk's above and beyond efforts.

The COY committee will present this year at the spring conference banquet.

Submitted by: Stephanie Settles, Chair



## **COMMUNICATIONS COMMITTEE REPORT**

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

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

The kyclerks.com website currently has 130 members (down 32 from last year). Paid KMCA members can register for the website at [www.kyclerks.com](http://www.kyclerks.com) for issues with the website please contact Joe Christofield at [jchristofield@fortmitchell.com](mailto:jchristofield@fortmitchell.com).

The KMCA Facebook group currently has 225 members as of 3/28/2022. This number is 23 less than last year; several were deleted due to non-payment of 2022 dues. Those who pay after 3/28/2022 will need to request to be added back to the Facebook page.

This is a closed (private) group where only current dues-paying members of the KMCA are approved access. 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 2022 dues were paid in their name, please inform Becka Cox [cityclerk@auburnky.us](mailto:cityclerk@auburnky.us), KMCA President Kathy Walker [kathy.walker@nicholasville.org](mailto:kathy.walker@nicholasville.org) and KMCA Treasurer Katie Hehman [khehman@cityoflakesidepark.com](mailto:khehman@cityoflakesidepark.com) 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 [cityclerk@brownsvillecityhall.com](mailto:cityclerk@brownsvillecityhall.com).

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 Davis, 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 via video teleconference on February 8<sup>th</sup> and February 23<sup>rd</sup> to review and approve the Spring Conference course review forms, discuss 2022 Institute and Academy curriculum. After working with our Institute and Academy Director Cassie Cooper of KLC, on March 7<sup>th</sup> I requested the Committee electronically review and approve of the proposed Education Budget for Fiscal Year 2022-2023. It was approved as presented and later the KMCA Board reviewed and

approved. 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.

KMCA officer candidates submitted letters of intent to run for office for 2022-2024 term. The office of Vice-President had two interested candidates and election ballots have been collected all during the month of March.

The Election Committee will tally ballots on April 1 and notify KMCA President of the results. All incoming officers will be announced at the KMCA business meeting during Spring Conference.

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 Committee is preparing to meet and discuss a future Legislative field trip to the Capital. More details will be available at a later date.

Submitted by: Cassaundra Cooper, Chair

## **PUBLIC RELATIONS COMMITTEE REPORT**

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

Our new KMCA flag made its debut at the 2022 Spring Conference. Be on the lookout for the “*P.R. Pop Up*” at future conferences where we’ll have giveaways and door prizes, as well as educational and informational material (and probably some sweet treats)!

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.

The Scholarship Committee accepted applications for the Kitty Johnson and David B. Smith scholarships that were due February 28, 2022. The Committee members reviewed all submitted applications and by a unanimous vote the Scholarship Committee made its recommendations to the KMCA Board. Below is a list of those that were recommended:

Kitty Johnson Scholarship:

Gwen Brown – City of West Buechel  
Martha Jane Hamby – City of Earlington  
Kristi Taul – City of Irvington  
Stacy Corwin – City of Crestview Hills  
Adam Vergason – City of Cloverport  
Laura Centers – City of Sadieville  
Alternate 1: Stephanie Tarter – City of Alexandria  
Alternate 2: Robin Adams – City of Berea  
Alternate 3: Sherri Osbourne – City of West Buechel

David B. Smith Scholarship:

Sherri Osbourne – City of West Buechel  
Dianna Layne – City of Winchester  
Marcia Finley – City of Cloverport  
Mona Simmons – City of Glasgow  
Kathryn Adamson – City of Flemingsburg  
Robin Adams – City of Berea  
Alternate 1: Susan Ellis – City of Covington

Additionally, the Committee encourages your participation in the Spring Conference Silent Auction and split-the-pot, both of which help fund the Kitty Johnson Scholarship. For all the associations or individuals that have notified us of a donation for the silent auction, and to those that help contribute to the auction and split-the-pot, we are appreciative.

Submitted by: Julia Atkins, Chair



Kentucky Municipal Clerks Association  
**PROPOSED EDUCATION BUDGET**

**FY 2022 - 2023**

|   | <b>INSTITUTE</b>   |                    |                    |                    | <b>ACADEMY (PAINTSVILLE)</b> |                    |                    |                   | <b>TOTAL</b>        |
|---|--------------------|--------------------|--------------------|--------------------|------------------------------|--------------------|--------------------|-------------------|---------------------|
| <b>Revenues</b>                         | <b>'22 Budget</b>  | <b>'22 Actual</b>  | <b>Proposed</b>    | <b>Difference</b>  | <b>'22 Budget</b>            | <b>'22 Actual</b>  | <b>Proposed</b>    | <b>Difference</b> | <b>Proposed</b>     |
| Balance Forward                         | \$35,000.00        | \$41,362.34        | \$41,000.00        | \$6,000.00         | \$35,000.00                  | \$41,362.33        | \$41,000.00        | \$6,000.00        | \$82,000.00         |
| Membership Education Contributions      | \$1,900.00         | \$1,595.00         | \$1,900.00         | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$1,900.00          |
| Fundraising                             | \$2,000.00         | \$1,085.00         | \$2,000.00         | \$0.00             | \$150.00                     | \$282.50           | \$150.00           | \$0.00            | \$2,150.00          |
| Registration Fees (including guests)    | \$42,000.00        | \$41,265.00        | \$42,000.00        | \$0.00             | \$16,500.00                  | \$14,750.00        | \$16,500.00        | \$0.00            | \$58,500.00         |
| Hospitality Suite Donations             | \$100.00           | \$500.00           | \$500.00           | \$400.00           | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$500.00            |
| Interest                                | \$100.00           | \$0.00             | \$100.00           | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$100.00            |
| Unexpected Revenue                      | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00                       | \$100.00           | \$0.00             | \$0.00            | \$0.00              |
| <b>Total Revenues</b>                   | <b>\$81,100.00</b> | <b>\$85,807.34</b> | <b>\$87,500.00</b> | <b>\$6,400.00</b>  | <b>\$51,650.00</b>           | <b>\$56,494.83</b> | <b>\$57,650.00</b> | <b>\$6,000.00</b> | <b>\$145,150.00</b> |
| <b>Expenses</b>                         |                    |                    |                    |                    |                              |                    |                    |                   |                     |
| Institute Director                      | \$7,500.00         | \$7,500.00         | \$7,500.00         | \$0.00             | \$7,500.00                   | \$7,500.00         | \$7,500.00         | \$0.00            | \$15,000.00         |
| AV Equipment                            | \$10,000.00        | \$3,273.41         | \$1,000.00         | -\$9,000.00        | \$150.00                     | \$0.00             | \$150.00           | \$0.00            | \$1,150.00          |
| Meeting Facility                        | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$1,050.00                   | \$0.00             | \$1,050.00         | \$0.00            | \$1,050.00          |
| Speaker and Graduate Gifts              | \$350.00           | \$1,923.34         | \$350.00           | \$0.00             | \$100.00                     | \$75.00            | \$175.00           | \$75.00           | \$525.00            |
| Meals                                   | \$17,000.00        | \$11,072.43        | \$24,000.00        | \$7,000.00         | \$7,400.00                   | \$0.00             | \$7,400.00         | \$0.00            | \$31,400.00         |
| Institute Director Travel               | \$100.00           | \$0.00             | \$800.00           | \$700.00           | \$800.00                     | \$0.00             | \$1,200.00         | \$400.00          | \$2,000.00          |
| Education Committee Chair - KMCI Travel | \$500.00           | \$0.00             | \$500.00           | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$500.00            |
| Spring Conference - KLC Scan Reimburse  | \$500.00           | \$371.07           | \$500.00           | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$500.00            |
| Educational Instructors                 | \$5,000.00         | \$2,250.00         | \$5,000.00         | \$0.00             | \$3,500.00                   | \$1,500.00         | \$3,000.00         | -\$500.00         | \$8,000.00          |
| Educational Instructors Expenses        | \$600.00           | \$1,239.08         | \$600.00           | \$0.00             | \$250.00                     | \$0.00             | \$1,000.00         | \$750.00          | \$1,600.00          |
| Educational Materials                   | \$200.00           | \$200.00           | \$200.00           | \$0.00             | \$300.00                     | \$0.00             | \$300.00           | \$0.00            | \$500.00            |
| Postage                                 | \$250.00           | \$219.39           | \$250.00           | \$0.00             | \$200.00                     | \$219.39           | \$250.00           | \$50.00           | \$500.00            |
| Postcards                               | \$150.00           | \$108.87           | \$150.00           | \$0.00             | \$225.00                     | \$108.87           | \$150.00           | -\$75.00          | \$300.00            |
| Hospitality Suite                       | \$500.00           | \$170.94           | \$500.00           | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$500.00            |
| Plaques                                 | \$500.00           | \$466.40           | \$600.00           | \$100.00           | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$600.00            |
| Kitty Johnson Scholarship               | \$3,500.00         | \$2,550.00         | \$3,500.00         | \$0.00             | \$0.00                       | \$0.00             | \$0.00             | \$0.00            | \$3,500.00          |
| 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         | \$0.00             | \$1,500.00                   | \$0.00             | \$1,500.00         | \$0.00            | \$3,000.00          |
| General Supplies                        | \$100.00           | \$29.63            | \$100.00           | \$0.00             | \$75.00                      | \$0.00             | \$75.00            | \$0.00            | \$175.00            |
| Unexpected Expenses                     | \$1,500.00         | \$0.00             | \$1,500.00         | \$0.00             | \$723.00                     | \$0.00             | \$723.00           | \$0.00            | \$2,223.00          |
| <b>Total Expenses</b>                   | <b>\$49,750.00</b> | <b>\$31,374.56</b> | <b>\$48,550.00</b> | <b>-\$1,200.00</b> | <b>\$23,773.00</b>           | <b>\$9,403.26</b>  | <b>\$24,473.00</b> | <b>\$700.00</b>   | <b>\$73,023.00</b>  |
| <b>Ending Fund Balance</b>              | <b>\$31,350.00</b> | <b>\$54,432.78</b> | <b>\$38,950.00</b> | <b>\$5,200.00</b>  | <b>\$27,877.00</b>           | <b>\$47,091.57</b> | <b>\$33,177.00</b> | <b>\$5,300.00</b> |                     |

March 4, 2022

Dear KMCA Membership:

The Scholarship Committee recommended six (6) recipients and three (3) alternates for the Kitty Johnson scholarship and six (6) recipients and one (1) alternate for the David B. Smith scholarship. The Committee reviewed and discussed the scholarship applications and it was unanimously approved by zoom meeting on March 3, 2022. The recommendations are as follows:

**Kitty Johnson Scholarship:**

Gwen Brown – City of West Buechel  
Martha Jane Hamby – City of Earlington  
Kristi Taul – City of Irvington  
Stacy Corwin – City of Crestview Hills  
Adam Vergason – City of Cloverport  
Laura Centers – City of Sadieville

Alternate 1: Stephanie Tarter – City of Alexandria  
Alternate 2: Robin Adams – City of Berea  
Alternate 3: Sherri Osbourne – City of West Buechel

**David B. Smith Scholarship:**

Sherri Osbourne – City of West Buechel  
Dianna Layne – City of Winchester  
Marcia Finley – City of Cloverport  
Mona Simmons – City of Glasgow  
Kathryn Adamson – City of Flemingsburg  
Robin Adams – City of Berea

Alternate 1: Susan Ellis – City of Covington

A spreadsheet with detailed information is enclosed for your review.

Please let us know if you have any questions or concerns. Thank you.

Scholarship Committee:

Julia Atkins, Chair  
Ashley Jackson  
Angela Dunaway  
Tracie Hoffman

Lora Basham  
Sarah Moore  
Raven Warren-Trainor

Kim Blue  
Stephanie Settles  
Amy Guenther

## Purpose of the Award

The purpose of the Clerk of the Year Award is to recognize a member of the Kentucky Municipal Clerks Association (KMCA) whose accomplishments have made the most significant contribution to raising the professional status and image of the Municipal Clerk profession, improving municipal government in Kentucky and/or educating Kentucky's municipal clerks.

## Eligibility

To be considered for selection as Municipal Clerk of the Year, the nominee must be:

1. A duly appointed City Clerk of a municipality in the State of Kentucky who holds a Certified Kentucky Municipal Clerk certification or greater; and [A duly appointed Certified Kentucky Municipal Clerk of a municipality in the State of Kentucky.]
2. An active member in good standing of KMCA, with dues paid for the preceding five consecutive years.

## Nominations

Each Regional Chapter may nominate one (1) individual from their region or another KMCA Region. The nomination shall be made by the Regional Chapter President and may include additional letters of support. The nominee should be chosen by the majority of the region's members. In the event, that a Regional President is selected for nomination, the Region's Vice President should submit the nomination.

Nominations will be accepted from Mayors and City Administrators/Managers.

Peer-to-peer nominations will not be accepted.

Members of the Clerk of the Year Award Committee are not eligible for nomination.

Previous winners of the KMCA Clerk of the Year award are not eligible to receive the award again until five (5) years have passed since their initial award.

[The] Nominations shall open in January with final nominations due by the last day of February each year.

Completed Nomination Forms with any supplemental or additional pages shall be forwarded no later than the last day of February to the Clerk of the Year Award Committee Chair, which will be listed on the KMCA website.

## Committee

Unlike other KMCA Committees, both the Clerk of the Year Committee Members and Chair will change annually.

The committee makeup will be the previous three (3) recipients. If any of the immediate past three (3) recipients are unable to fulfill the obligation, the President will ask past Clerk of the

## KMCA CLERK OF THE YEAR AWARD POLICY | 2

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Amended: 03/12/12

Amended: 01/08/13

Amended: 01/12/18

Year recipients if they wish to serve for that year. In the event, that the Committee cannot be filled by past recipients, the duly elected KMCA Vice President and/or the Immediate Past President will be asked to serve on the Committee.

The Chair of the Committee will be the veteran ~~[most recent]~~ recipient and if that person is unable to serve, the President will select a chair from among the other committee members.

In addition to listing the Nomination Form on the KMCA website, each mayor will be notified in order to generate a greater pool of candidates. The committee will utilize KLC ~~[as a means]~~ to distribute the Nomination Form.

The Clerk of the Year Award Committee shall confirm the nominees' eligibility and may notify the nominees to ask for additional information for the application such as activities and participation outside the clerk profession or within the clerk profession which the nominator may not have prior knowledge. While KMCA promotes and supports participation in IIMC, the main focus of this award is active participation within KMCA.

The Clerk of the Year Award Committee shall screen all applications and rank each applicant in order to determine the recipient of the award. There may be no award presented during years in which it is determined to be no outstanding nominee.

It will be the responsibility of the Committee ~~[President]~~ to purchase, at KMCA's expense, an appropriate plaque and engraved award or keepsake (not to exceed \$200.00) for the Clerk of the Year and notify via phone and email (if available) the selected Clerk of the Year's municipality and guests to provide the necessary information if they wish to attend the Annual Banquet.

~~The Committee Chair will forward all Clerk of the Year Nomination Forms to the current KMCA President to be destroyed 30 days after the Clerk of the Year has been chosen. If the Committee has concluded that no Clerk of the Year will be named for that year, the Committee Chair will forward the Nomination Forms to the current KMCA President to be destroyed 30 days after the Annual Spring Conference.~~

The Committee may announce the nominees on the KMCA Facebook page prior to the Spring Conference, however, the winner ~~[and nominees]~~ will NOT be announced until the annual KMCA Spring Conference Banquet.

### **Judging**

The nominees will be judged in the following manner based on the criteria listed below:

1. Service to the Kentucky Municipal Clerks Association. This would include, but would not be limited to, offices held, committee assignments, and participation on both the state and regional levels throughout his or her tenure of good standing membership in KMCA.
2. Service to their city for duties performed.
3. Contributions to the community or other professional organizations. This would include, but would not be limited to, service to charitable or civic-organizations and mentorship.



Approved: 09/11/09

Amended: 03/12/12

Amended: 01/08/13

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4. Offices held and awards or accomplishments in the community.
5. Service to the International Institute of Municipal Clerks. This would include, but would not be limited to, offices held, awards received including certification levels, committee assignments, and participation.

Other consideration shall be given, but are not required for nomination, to the following:

1. Support letters from a Mayor or City Manager or other elected or appointed city officials.
2. Support letters will also be considered from previous or retired city officials.

### **Award**

The recipient of the Clerk of the Year Award will be announced at the Spring Conference and will be honored by KMCA at this event.

It will [~~also~~] be the responsibility of the President to prepare announcements or articles and submit them for publication to the Kentucky League of Cities, the International Institute of Municipal Clerks, and to the local newspaper of the award winner.

The Association will utilize every avenue available, including KMCA officers and regional directors, to recognize the Clerk of the Year and nominees in their own municipalities.

A list of recipients will be maintained in the President's Handbook and on the KMCA website.

# KMCA CLERK OF THE YEAR AWARD POLICY | 4

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Amended: 03/12/12  
Amended: 01/08/13  
Amended: 01/12/18

## NOMINATION FORM KMCA CLERK OF THE YEAR AWARD

1. Name of Nominee: \_\_\_\_\_
2. Municipality: \_\_\_\_\_
3. Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_
4. Nominee Contact Information: \_\_\_\_\_

5. Areas of Accomplishment:

Attach additional sheets to this Nomination Form to describe in detail specific instances identified within each area where the Clerk has performed outstanding service. ~~[Describe in detail on additional sheets and attach to this nomination form.]~~ Eligibility will be confirmed as listed on the information sheet. Please reference the Clerk of the Year Award Policy ~~[information sheet]~~ for additional information to be included for the nomination (scoring of applicants).

1. Service to the Kentucky Municipal Clerks Association. ~~[This would include, but would not be limited to, offices held, committee assignments, and participation on both the state and regional levels throughout his or her tenure of good standing membership in KMCA.]~~
2. Service to their city for duties performed.
3. Contributions to the community or other professional organizations. ~~[This would include, but would not be limited to, service to charitable or civic organizations and mentorship.]~~
4. Offices held and awards or accomplishments in the community.
5. Service to the International Institute of Municipal Clerks. ~~[This would include, but would not be limited to, offices held, awards received including certification levels, committee assignments, and participation.]~~

The nomination must be received by the Award Committee Chair no later than the **LAST DAY OF FEBRUARY OF EACH YEAR.**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Press Release Information:

List the names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. Attach additional pages if necessary.

| Name | Affiliation | Contact Information (email or phone) |
|------|-------------|--------------------------------------|
|------|-------------|--------------------------------------|

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Approved: 09/11/09  
Amended: 03/12/12  
Amended: 01/08/13  
Amended: 01/12/18

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## **REGIONAL REPORTS**

### **BARREN RIVER**

BRMCA hold regular meetings (bi-monthly) at various locations throughout the BRADD area. At our February meeting officer elections were held and the new officers will take over after the KMCA Spring Conference. The new officers include: Ashley Jackson (Bowling Green) – President, Sarah Moore (Auburn) – Vice President, Garrett Graves (Tompkinsville) – Secretary and Hope Spiller (Bowling Green) – Treasurer. At the April 13, 2022 special meeting, the association we will award two (2) scholarships that may be used toward KMCA institute or academy.

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

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

The Bluegrass Clerks Association meets with the Gateway and Buffalo Trace Clerk's Associations every other month.

At the February 9, 2022 Zoom meeting, the clerks held elections for the 2022-2024 term. Those elected were:

Joy Curtis – President (1<sup>st</sup>)  
Cassandra Cooper – Vice President (2<sup>nd</sup>)  
Treasurer – Raven Trainor (1<sup>st</sup>)  
Secretary – Dianna Layne (2<sup>nd</sup>)  
Gateway President – vacancy  
Buffalo Trace President – Katie Adamson (1<sup>st</sup>)

As of March 2022, our associations have a total of 45 clerks and one retired clerk that have paid regional dues.

Two Bluegrass clerks were recommended for the KMCA Clerk of the Year Award – Julia Atkins, Lawrenceburg and Kathy Walker, Nicholasville. Both are fantastic and energetic clerks.

The Bluegrass/Gateway/Buffalo Trace Clerks will be eligible for our regional scholarship which will be due back by May 31<sup>st</sup> for Institute.



In March 2022, Raven Trainor from the City of Nicholasville received her CMC from IIMC.

Several clerks in our three regions attended the March 16-17, 2022 Women in City Government Summit.

Submitted by: Joy Curtis, Bluegrass Region President

## **GREEN RIVER**

GRMCA met on March 3<sup>rd</sup> and at the request of KMCA, the association has agreed to host the 2023 Spring Conference in Owensboro. The planning has already started. Look for your "Save the Date" at the 2022 Spring Conference!

### 2022-2024 Officers

President, Beth Davis - Owensboro  
Vice President, Lora Basham – Hawesville  
Secretary/Treasurer – Maree Collins, Henderson

Submitted by: Beth Davis, Green River Region President

## **KIPDA**

No report.

## **LAKE CUMBERLAND**

Lake Cumberland held the meeting on March 15 in Columbia. There were 10 people in attendance. We elected new officers and the officers were as follows:

President - Tyler McGowan  
Secretary - April Thrasher  
Treasurer - Woody Sharpe

We hope to meet more in the future and planning to host the 2024 spring conference.

Submitted by: April Thrasher, Lake Cumberland Secretary

## **LINCOLN TRAIL**

The region has worked hard to plan the 2022 Spring Conference and hope all attendees enjoy the conference.

Submitted by: Toni Burton, Lincoln Trail President

## **NORTHERN KENTUCKY**

Director: Gina Gabbard (Independence)  
Vice Director: Jeanne Pettit (Highland Heights)  
Secretary: Maura Russell (Fort Wright)  
Treasurer: Amy Guenther (Fort Mitchell)  
Regional Rep: Laurie Sparks (Ludlow)

NKMCA currently has 58 members. NKMCA has been meeting in person or via Zoom on the third Thursday of each month at noon, with an average of 22 members in attendance.

The meeting schedule for the remainder of 2022 is as follows:

- May 19<sup>th</sup> – Erlanger
- June 16<sup>th</sup> – Falmouth
- July 21<sup>st</sup> – Independence
- August 18<sup>th</sup> — Crescent Springs
- September 15<sup>th</sup> – Lakeside Park
- October 20<sup>th</sup> — Edgewood
- November 17<sup>th</sup>— Crestview Hills
- December 15<sup>th</sup> – Holiday Luncheon

Jenifer Megerle, Assistant City Clerk of Erlanger, was named the 2021 NKMCA Outstanding Municipal Clerk. In December, Amy Beth Able accepted the position of Assistant City Clerk in Crescent Springs.

Belinda Nitschke, City Clerk of Edgewood, will serve as the NKMCA Regional Representative for the 2022-2024 term.

Submitted by: Laurie Sparks, NKMCA Regional Representative

## **PENNYRILE**

The Pennyrile Municipal Clerks Association (PMCA) had a total of 27 members in 2022. The PMCA met on March 9, 2022 at the City of Nortonville and elected new officers:

- Kim Blue, City of Madisonville as President
- Casey Pearson, City of Hanson as Treasurer
- Brittany Byrum, City of Hopkinsville as Secretary
- Julie Sellers, City of Nortonville as Alternative Regional Representative.

The Pennyrile Municipal Clerk's Association meets once every quarter.

Submitted by: Kim Blue, PMCA President

## **PURCHASE**

The Purchase Area Clerks were able to finally meet for the first time since fall of 2019. We met via Zoom on March 4, 2022 and held officer elections. The following are the new officers for Purchase Area Clerks:

Bethany Cooper (Benton) – President and Region Rep  
Bethany Cain (Wickliffe) – Vice President and Alternate Region Rep  
Karen Wilson (Mayfield) – Treasurer  
Crystal Douglas (Calvert City) – Secretary

We hope to be able to start meeting again and possibly hold joint meetings with Pennyrile Area Clerks.

Submitted by: Bethany Cooper, PMCA President