

KMCA Membership Meeting

Wednesday, April 26, 2023

11:00 a.m. CST

Owensboro, Ky



AGENDA

1. Call to Order
2. Minutes (*attached*)
 - a. August 25, 2022 Membership Meeting
3. Treasurer's Report (*attached*)
4. Unfinished Business
5. New Business
 - a. 2023-2024 Budget
 - b. Bereavement Policy
6. President's Report
 - a. Certification Celebrations
 - b. Region V Update
 - c. Spring Conference
7. Committee Reports (*attached*)
 - a. Education Budget
 - b. Election Committee Policy
 - c. Legislative Committee Policy
 - d. Scholarship Committee Selections
8. Region Reports (*attached*)
9. Other Comments and/or Member Comments
10. Adjourn

Upcoming Trainings:

May 14 – 17, 2023	IIMC Annual Conference (Minneapolis, MN)
July 17 – 21, 2023	Institute (Lexington, Ky)
August 22 – 25, 2023	Academy / Region V Meeting (Florence, Ky)
September 19 – 22, 2022	KLC Annual Conference & Expo (Lexington, Ky)
March 6 – 7, 2024	KLC Women in Government (Lexington, Ky)



KENTUCKY MUNICIPAL CLERKS ASSOCIATION

Membership Meeting Ramada Inn in Paintsville, Kentucky

Thursday, August 25, 2022
1:00 p.m. EST/ 12:00 p.m. CST

Executive Board Members Present:

President – Kathy Walker – Nicholasville (Bluegrass)
Vice President – Kim Blue – Madisonville (Pennyrile)
Treasurer – Melissa Sies – Lakeside Park (Northern KY)
Secretary – Ashley Jackson – Bowling Green (Barren River)

Governing Board Members Present:

Joy Curtis – Winchester (Bluegrass)
Debbie Batliner – West Buechel (KIPDA)
Belinda Nitschke – Edgewood (Northern KY)

Governing Board Members Absent:

Katie Adamson – Flemingsburg (Buffalo Trace)
Tyler McGowan – Jamestown (Lake Cumberland)
Amy Haynes – Brandenburg (Lincoln Trail)
Beth Davis – Owensboro (Green River)
Bethany Cooper – Benton (Purchase)

Others Present:

Suzie Gibeaut – Raceland (FIVCO)
Helen Smith – Morehead
Casey Pearson – Hanson (Pennyrile)
Lora Basham – Hawesville (Green River)
Marcia Finley – Cloverport (Lincoln Trail)
Kristie Taul – Irvington (Lincoln Trail)
April Robinson – Crescent Springs (KIPDA)
Raven Warren-Trainor – Nicholasville (Bluegrass)
Stephanie Settles – Paris (Bluegrass)
Mona Simmons – Glasgow (Barren River)
Angela Dunaway – Milton (KIPDA)
Susan Clark – St. Matthews (KIPDA)
Amy Guenther – Ft. Mitchell (Northern KY)
Robbi Bentley – Pikeville (Big Sandy)
Sherry Hoffman – Erlanger (Northern KY)
Jenifer Megrle – Erlanger (Northern KY)
Laurie Sparks – Ludlow (Northern KY)
Robin Perry – Paintsville (Big Sandy)
Maura Russell – Fort Wright (Northern KY)

Kristy Webb – Taylor Mill (Northern KY)
Sarah Gregory Woliver – Manchester (Cumberland Valley)
Joy Curtis – Winchester (Bluegrass)
Dianna Layne – Winchester (Bluegrass)
Misty Ezell – Elsmere (Northern KY)
Melinda Lee – Clay City (Bluegrass)
Stacey Patton – Clay City (Bluegrass)
Sharon Setser – Prestonsburg (Big Sandy)
Robin Adams – Berea (Bluegrass)
Garrett Graves – Tompkinsville (Barren River)
Amy Cox – West Liberty (Gateway)
Susan Ellis – Covington (Northern KY)
Candy Cum – Inez (Big Sandy)
Lisa Mollett – Inez (Big Sandy)
Lauren Cherry – Scottsville (Barren River)
Crystal Douglas – Calvert City (Purchase)
Hope Spiller – Bowling Green (Barren River)
Becka Cox – Auburn (Barren River)
Sarah Moore – Auburn (Barren River)

1. Call to Order:

President Kathy Walker called the meeting to order at 2:00 p.m. EST/ 1:00 p.m. CST.

2. Approval of Minutes:

President Walker requested approval of the April 21, 2022 KMCA membership meeting minutes. Walker explained the minutes were incomplete as the names of the attendees were missing, however Secretary Ashley Jackson would be obtaining the list and completing the minutes. Motion was made by Joy Curtis and second by Casey Pearson to approve the minutes as amended. All members present voted aye. Motion carried.

3. Treasurers Report:

A copy of the treasurer's report was submitted in the packet prior to the meeting. Treasurer Melissa Sies reported the following balances for the KMCA accounts:

- General Fund has \$28,871.45
- Education Fund has \$103,569.36
- Education Savings Account \$19,859.07
- CD's \$46,712

Motion was made by Kristy Webb and seconded by April Robinson to approve the Treasurer's Report. All members present voted aye. Motion carried.

4. Unfinished Business:

There was no unfinished business.

5. **New Business:**
There was no new business.

6. **President's Report:**
President Walker recognized three (3) certification recipients and those were Sherri Osbourne for achieving her CMC and it was reported she recently retired, also Tiffany Myers as she achieved her CMC and Lisa Dunbar for receiving her MMC. Walker also reported she received a letter from the International Institute of Municipal Clerks (IIMC) regarding the candidates running for an IIMC office and appropriate rules and regulations of the candidates.

7. **Committee Reports:**
Committee Reports were provided in advance with the agenda packet. President Walker reviewed the Public Relations Committee report as it was received following the release of the agenda packet.

8. **Region Reports:**
Region reports were provided in advance with the agenda packet. President Walker reviewed the KIPDA region report as it was received following the release of the agenda packet.

9. **Other Comments and/or Member Comments:**
President Walker commented about the five (5) regions with no established or regular set meeting for a clerks association and those regions were Big Sandy, FIVCO, Gateway, Cumberland Valley and Kentucky River. She encouraged participation from those regions and coordination of a clerks association. Walker further said there was a virtual afternoon tea with the Region V IIMC clerks on September 12th via Zoom. Also, retired Kentucky clerks were recognized and those included: Tamie Johnson (Mayfield), Mary Scott (Bellevue), Donna Leger (Dayton) and Jan Johannemann (Alexandria).

10. **Adjourn:**
The meeting adjourned at 2:20 p.m. EST/1:20 p.m. CST.

Respectfully submitted,

Ashley Jackson
City of Bowling Green
KMCA Secretary

Approval Date

President's Signature

Kentucky Municipal Clerks Association

GENERAL FUND ACCOUNT -- 61167314

May 1, 2022 - April, 2023

Ck #	Date	Payee	Description	G/L	✓	Debit (-)	Credit (+)	Balance
	5/1/2022	Opening Balance	New Budget Year		✓			\$30,216.62
1057	5/17/2022	IIMC MCEF	Education Fund Donation	400	✓	\$ 300.00		\$ 29,916.62
	6/27/2022	Deposit	Membership Dues		✓		\$ 180.00	\$ 30,096.62
1058	6/22/2022	City of Nicholasville (K. Walker)	Reimbursement for IIMC conference	600	✓	\$ 1,116.76		\$ 28,979.86
1059	6/30/2022	KLC (Cassie Cooper)	Reimbursement for IIMC conference		✓	\$ 1,108.45		\$ 27,871.41
1060	7/1/2022	VOID	Error - reissued; see check # 1061			\$ -	\$ -	\$ 27,871.41
	7/13/2022	Deposit	Membership Dues		✓		\$ 45.00	\$ 27,916.41
1061	7/12/2022	Beth Davis	Reimbursement for institute expense	310	✓	\$ 206.53		\$ 27,709.88
	8/11/2022	Refund from Nicholasville	Overpayment for gas		✓		\$ 58.12	\$ 27,768.00
1063	8/25/2022	Georgia Huff	Clerk Flood Victim	1000	✓	\$ 2,443.00		\$ 25,325.00
1062	8/25/2022	Mona Simmons	Split the Pot winner	1000	✓	\$ 153.50		\$ 25,171.50
	9/8/2022	Deposit	Donation - \$5 each x 1		✓		\$ 5.00	\$ 25,176.50
	9/8/2022	Deposit	Donation - \$5 each x 1		✓		\$ 5.00	\$ 25,181.50
	8/22/2022	Refund from KMCA Education Fund	Reimbursed KLC from wrong acct.		✓		\$ 1,108.45	\$ 26,289.95
	9/8/2022	Donation	Donation for flood victim (D. Batliner)		✓		\$ 423.00	\$ 26,712.95
	8/26/2022	Deposit	Academy STP/SA proceeds for flood victim		✓		\$ 2,275.00	\$ 28,987.95
1064	9/19/2022	Kathy Walker	Mileage for Institute 2022	601	✓	\$ 85.50		\$ 28,902.45
1066	9/30/2022	Melissa Sies	Reimbursement for roll of stamps	900	✓	\$ 60.00		\$ 28,842.45
1065	9/28/2022	Beth Davis	KLC Conference PR supplies	310	✓	\$ 673.36		\$ 28,169.09
	10/24/2022	Deposit	2023 Membership Dues (Reg/Assoc)		✓		\$ 55.00	\$ 28,224.09
	10/24/2022	Transferred to Education Fund	Donation - \$5 each x 1		✓	\$ 5.00		\$ 28,219.09
1068	1/20/2023	City of Pikeville	Robbi Bentley overpayment of dues		✓	\$ 10.00		\$ 28,209.09
	1/30/2023	Deposit	2023 Membership Dues		✓		\$ 10,900.00	\$ 39,109.09
	1/20/2023	Transferred to Education Fund	Donation - \$5 each x 243		✓	\$ 1,215.00		\$ 37,894.09
	1/31/2023	Service Charge			✓	\$ 8.05		\$ 37,886.04
1070	1/20/2023	GRMCA	Spring Conference	300	✓	\$ 3,500.00		\$ 34,386.04
1071	1/20/2023	VOID	Error - paid out of Education Fund			\$ -	\$ -	\$ 34,386.04
1072	1/20/2023	VOID	Error - paid out of Education Fund			\$ -	\$ -	\$ 34,386.04
1073	1/30/2023	VOID	Error - paid out of Education Fund			\$ -	\$ -	\$ 34,386.04
	1/31/2023	Deposit	2023 Membership Dues		✓		\$ 415.00	\$ 34,801.04
1069	1/20/2023	City of Ghent	Overpayment of Dues - Belinda Willis		✓	\$ 10.00		\$ 34,791.04
	1/31/2023	Transferred to Education Fund	Donation - \$5 each x 9		✓	\$ 45.00		\$ 34,746.04
1067	1/20/2023	City of Park Hills	Overpayment of Dues - Julie Alig		✓	\$ 10.00		\$ 34,736.04
1075	2/3/2023	Melissa Sies	Reimbursement for supplies needed	999	✓	\$ 176.01		\$ 34,560.03
	2/7/2023	Transferred to Education Fund	Donation - \$5 each x 9		✓	\$ 45.00		\$ 34,515.03
1074	1/30/2023	Living Arts & Science Center	Memoriam for Joseph Coleman	999	✓	\$ 50.00		\$ 34,465.03
1076	2/7/2023	Melissa Sies	Reimbursement for storage bin	999	✓	\$ 14.83		\$ 34,450.20
	2/9/2023	Deposit	2023 Membership Dues		✓		\$ 270.00	\$ 34,720.20
	2/7/2023	Deposit	2023 Membership Dues		✓		\$ 405.00	\$ 35,125.20
	2/7/2023	Deposit	Sponsors for GRMCA - Spring Conf		✓		\$ 4,500.00	\$ 39,625.20
	2/9/2023	Transferred to Education Fund	Donation - \$5 each x 6		✓	\$ 30.00		\$ 39,595.20
1077	2/7/2023	GRMCA	Check to transfer funds collected		✓	\$ 4,500.00		\$ 35,095.20
	2/14/2023	Deluxe Checks	Purchased new checks	999	✓	\$ 23.00		\$ 35,072.20
	2/17/2023	Deposit	2023 Membership Dues		✓		\$ 640.00	\$ 35,712.20
	3/1/2023	Deposit	2023 Membership Dues		✓		\$ 910.00	\$ 36,622.20
	3/1/2023	Transferred From Education Fund	Correction of checks 2101 & 2102		✓		\$ 285.00	\$ 36,907.20
	3/1/2023	Transferred to Education Fund	Donation - \$5 each x 14		✓	\$ 70.00		\$ 36,837.20
	3/1/2023	Transferred to Education Fund	Donation - \$5 each x 21		✓	\$ 105.00		\$ 36,732.20

Kentucky Municipal Clerks Association

BUDGET - FYE 2023

May 1, 2022 - April 30, 2023

Revenues		Budget	Actual	Remaining (\$)
Balance Carried Forward from Prior Year General Fund		\$29,000.00	\$30,216.62	\$13,000.00
Membership Dues		\$13,500.00	\$12,755.00	\$745.00
Associate Dues		\$50.00	\$0.00	\$50.00
Other		\$0.00	\$2,993.00	-\$2,993.00
Total Current Revenues		\$13,550.00	\$15,748.00	-\$2,198.00
Total Funds Available		\$42,550.00	\$45,964.62	\$10,802.00
Expenses		Budget	Actual	Remaining (\$)
Regional Dues Reimb	100	\$1,500.00	\$455.00	\$1,045.00
KLC Membership	102	\$275.00	\$0.00	\$275.00
Spring Conference	300	\$3,500.00	\$3,500.00	\$0.00
Region V Conference Donation	302	\$0.00	\$0.00	\$0.00
Region V Donation for Hosting IIMC Conf	303	\$0.00	\$0.00	\$0.00
Public Relations / Marketing	310	\$1,500.00	\$879.89	\$620.11
Board / Committee Expenses	320	\$1,000.00	\$0.00	\$1,000.00
IIMC MCEF Donation	400	\$300.00	\$300.00	\$0.00
Website	500	\$500.00	\$0.00	\$500.00
President Travel - IIMC	600	\$2,500.00	\$2,191.44	\$308.56
President Travel - General	601	\$350.00	\$85.50	\$264.50
President Travel - Region V	602	\$1,200.00	\$0.00	\$1,200.00
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	\$500.00	\$243.86	\$256.14
Postage / Printing	900	\$350.00	\$60.00	\$290.00
Clerks Handbooks	901	\$0.00	\$0.00	\$0.00
Bond Insurance	902	\$0.00	\$0.00	\$0.00
Misc. Expenses	999	\$1,250.00	\$271.89	\$978.11
Special Fundraiser Payout	1000	\$0.00	\$2,596.50	-\$2,596.50
Total Expenses		\$14,725.00	\$10,584.08	\$4,140.92
Balance			\$35,380.54	

Report Updated: March 20, 2023

Kentucky Municipal Clerks Association
EDUCATION FUND ACCOUNT -- 61167779

May 1, 2022 - April 30, 2023

Ck #	Date	Payee	Description	√	Debit (-)	Credit (+)	Balance
	5/1/2022	Opening Balance	New Budget Year	√			\$ 103,906.45
	7/19/2022	VENMO	Split the Pot Payment - Insitute		\$ 173.00		\$ 103,733.45
	7/20/2022	VENMO	Split the Pot Cashout - Institute			\$ 173.81	\$ 103,907.26
	7/20/2022	VENMO	Split the Pot Payment - Insitute		\$ 171.50		\$ 103,735.76
	7/21/2022	VENMO	Split the Pot Cashout - Institute			\$ 168.81	\$ 103,904.57
	7/21/2022	VENMO	Split the Pot Cashout - Institute			\$ 175.71	\$ 104,080.28
	7/21/2022	VENMO	Split the Pot Cashout - Institute			\$ 347.68	\$ 104,427.96
	7/21/2022	VENMO	Split the Pot Payment - Insitute		\$ 175.00		\$ 104,252.96
	7/22/2022	VENMO	Split the Pot Cashout - Institute			\$ 163.85	\$ 104,416.81
	7/22/2022	VENMO	Split the Pot Cashout - Institute			\$ 175.00	\$ 104,591.81
	7/22/2022	VENMO	Split the Pot Payment - Insitute		\$ 163.00		\$ 104,428.81
	7/25/2022	VENMO	Split the Pot Cashout - Institute			\$ 163.00	\$ 104,591.81
	7/25/2022	VENMO	Split the Pot Payment - Insitute		\$ 86.00		\$ 104,505.81
	7/26/2022	VENMO	Split the Pot Cashout - Institute			\$ 172.00	\$ 104,677.81
	8/25/2022	VENMO	Split the Pot Cashout - Academy			\$ 101.50	\$ 104,779.31
	8/25/2022	VENMO	Split the Pot Payment - Academy (S. Moore)		\$ 101.50		\$ 104,677.81
	8/26/2022	VENMO	Split the Pot Cashout - Academy			\$ 101.50	\$ 104,779.31
	8/26/2022	VENMO	Split the Pot Cashout - Academy			\$ 507.00	\$ 105,286.31
	8/26/2022	VENMO	Silent Auction Cashout - Academy			\$ 1,565.00	\$ 106,851.31
2017	8/25/2022	City of Irvington	Kristi Taul -- scholarship K. Johnson	√	\$ 500.00		\$ 106,351.31
2020	8/25/2022	City of West Buechel	Gwen Brown -- scholarship K. Johnson	√	\$ 500.00		\$ 105,851.31
	9/8/2022	Transferred to General Fund			\$ 10.00		\$ 105,841.31
	8/22/2022	Transferred to General Fund	Reimburse KLC for Cassie Cooper IIMC Conf.	√	\$1,108.45		\$ 104,732.86
2021	8/25/2022	City of Alexandria	Stephanie Tarter - scholarship K. Johnson	√	\$ 500.00		\$ 104,232.86
	9/9/2022	Deposit from Membership	Donations \$5 each x 10 applications	√		\$ 55.00	\$ 104,287.86
	9/9/2022	Transferred to General Fund	Donations for Flood Victims	√	\$2,275.00		\$ 102,012.86
2016	8/25/2022	City of Earlington	Martha Hamby - scholarship K. Johnson	√	\$ 500.00		\$ 101,512.86
2018	8/25/2022	City of Crestview Hills	Stacy Corwin - scholarship K. Johnson	√	\$ 500.00		\$ 101,012.86
2019	8/25/2022	City of Sadieville	Laura Centers - scholarship K. Johnson	√	\$ 500.00		\$ 100,512.86
2022	9/19/2022	Kathy Walker	Supplies for Academy 2022	√	\$ 28.61		\$ 100,484.25
	10/21/2022	Deposit	KMMC application fee - Melissa Sies	√		\$ 100.00	\$ 100,584.25
	10/21/2022	Deposit	\$5 education membership fee	√		\$ 5.00	\$ 100,589.25
2023	11/1/2022	Kathy Walker	Reimbursement for Institute hospitality suite	√	\$ 119.81		\$ 100,469.44
	11/21/2022	Deposit	KMMC application fee - Ashley Jackson	√		\$ 100.00	\$ 100,569.44
	1/20/2023	Deposit	Spring Conf donations	√		\$ 3,500.00	\$ 104,069.44
	1/20/2023	Deposit - Transferred from GF	Donations \$5 each x 243 applications	√		\$ 1,215.00	\$ 105,284.44
2024	1/20/2023	GRMCA	reimbursement of spring conf donations	√	\$3,500.00		\$ 101,784.44
	1/31/2023	Deposit - Transferred from GF	Donations \$5 each x 9 applications	√		\$ 45.00	\$ 101,829.44
	2/7/2023	Deposit - Transferred from GF	Donations \$5 each x 9 applications	√		\$ 45.00	\$ 101,874.44
	2/9/2023	Deposit - Transferred from GF	Donations \$5 each x 6 applications	√		\$ 30.00	\$ 101,904.44
	2/14/2023	Deluxe Checks	Purchased new checks	√	\$ 23.00		\$ 101,881.44
2101	2/17/2023	City of Greenup	Overpayment of Dues		\$ 10.00		\$ 101,871.44
2102	2/17/2023	KLC	2023 Affiliate Member Dues		\$ 275.00		\$ 101,596.44
2103	2/17/2023	VOID	Pennyrile Reimbursement - wrong account		\$ -	\$ -	\$ 101,596.44
	3/1/2023	Deposit	Payments for Athenian Dialogue	√		\$ 120.00	\$ 101,716.44
	2/17/2023	Deposit - Transferred from GF	Donations \$5 each x 14 applications	√		\$ 70.00	\$ 101,786.44
	3/1/2023	Deposit - Transferred from GF	Donations \$5 each x 21 applications	√		\$ 105.00	\$ 101,891.44
	3/1/2023	Deposit - Transferred from GF	Paid from Incorrect Account - Checks #2101 & 2102		\$ 285.00		\$ 101,606.44
	3/6/2023	Deposit	KLC- MMCA & KMCI			\$ 8,329.39	\$ 109,935.83
	3/6/2023	Deposit - Transferred from GF	Donations \$5 each x 5 applications	√		\$ 25.00	\$ 109,960.83
2104	2/17/2023	Pennyrile Municipal Clerks Assoc	Region Reimbursement \$5 x 22 members	√	\$ 110.00		\$ 109,850.83
2105	3/2/2023	NKMCA	Region Reimbursement \$5 x 57 members	√	\$ 285.00		\$ 109,565.83
	3/8/2023	Deposit - Transferred from GF	Donations \$5 each x 1 application			\$ 5.00	\$ 109,570.83
	3/13/2023	Deposit - Transferred from GF	Donations \$5 each x 1 application			\$ 5.00	\$ 109,575.83
	3/14/2023	Deposit - Transferred from GF	Donations \$5 each x 1 application			\$ 5.00	\$ 109,580.83
	3/15/2023	Deposit	Athenian Dialogue			\$ 30.00	\$ 109,610.83

2106	3/16/2023	VOID	Green River Reimbursement - wrong account				\$ 109,610.83
2107	3/16/2023	VOID	Purchase Reimbursement - wrong account				\$ 109,610.83
2108	3/16/2023	VOID	Bluegrass Reimbursement - wrong account				\$ 109,610.83
	3/22/2023	Deposit - Transferred from GF	Donations \$5 each x 4 applications			\$ 20.00	\$ 109,630.83
		Deposit - need to transfer to GF	Paid from Incorrect Account - Checks #2104 & 2105			\$ 395.00	\$ 110,025.83
		Deposit - need to transfer to GF	Corection for checks 2101 & 2012			\$ 570.00	\$ 110,595.83
		Deposit - need to transfer to GF	Reverse deposit from 9/8/2022			\$ 10.00	\$ 110,605.83

Kentucky Municipal Clerks Association
EDUCATION BUDGET

FY 2022 - 2023

Revenues	KMCI	KMCI Actual	Difference (\$)	MMCA	MMCA Actual	Difference (\$)	Total Budget	Actual	Difference
Balance Forward	\$41,000.00	\$51,953.23	-\$10,953.23	\$41,000.00	\$51,953.22	-\$10,953.22	\$82,000.00	\$103,906.45	-\$21,906.45
Education Contributions/Kitty Johnson*	\$1,900.00	\$1,630.00	\$270.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$1,630.00	\$270.00
Fundraising	\$2,000.00	\$771.36	\$1,228.64	\$150.00	\$0.00	\$150.00	\$2,150.00	\$771.36	\$1,378.64
Registration Fees	\$42,000.00	\$36,890.00	\$5,110.00	\$16,500.00	\$17,520.00	-\$1,020.00	\$58,500.00	\$54,410.00	\$4,090.00
Hospitality Suite Donations	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Interest	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Athenian Dialogue Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	-\$150.00	\$0.00	\$150.00	-\$150.00
Unexpected Revenue (ex. KMMC Applications)	\$0.00	\$0.00	\$0.00	\$100.00	\$200.00	-\$100.00	\$100.00	\$200.00	-\$100.00
Total Revenues	\$87,500.00	\$91,244.59	-\$3,744.59	\$57,750.00	\$69,823.22	-\$12,073.22	\$145,250.00	\$161,067.81	-\$15,817.81
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	\$1,000.00	\$0.00	\$1,000.00	\$150.00	\$0.00	\$150.00	\$1,150.00	\$0.00	\$1,150.00
Meeting Facility	\$0.00	\$0.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00
Speaker and Graduate Gifts	\$350.00	\$200.00	\$150.00	\$175.00	\$100.00	\$75.00	\$525.00	\$300.00	\$225.00
Meals	\$24,000.00	\$17,499.21	\$6,500.79	\$7,400.00	\$6,637.00	\$763.00	\$31,400.00	\$24,136.21	\$7,263.79
Institute Director-Travel (Including IIMC)	\$800.00	\$554.23	\$245.77	\$1,200.00	\$1,032.65	\$167.35	\$2,000.00	\$1,586.88	\$413.12
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	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Educational Instructors	\$5,000.00	\$2,531.25	\$2,468.75	\$3,000.00	\$1,218.73	\$1,781.27	\$8,000.00	\$3,749.98	\$4,250.02
Educational Instructors Expenses	\$600.00	\$0.00	\$600.00	\$1,000.00	\$0.00	\$1,000.00	\$1,600.00	\$0.00	\$1,600.00
Educational Materials	\$200.00	\$0.00	\$200.00	\$300.00	\$0.00	\$300.00	\$500.00	\$0.00	\$500.00
Postage	\$250.00	\$170.06	\$79.94	\$250.00	\$170.05	\$79.95	\$500.00	\$340.11	\$159.89
Postcards/Brochures	\$150.00	\$97.50	\$52.50	\$150.00	\$97.50	\$52.50	\$300.00	\$195.00	\$105.00
Hospitality Suite	\$500.00	\$119.81	\$380.19	\$0.00	\$0.00	\$0.00	\$500.00	\$119.81	\$380.19
Plaques	\$600.00	\$445.20	\$154.80	\$0.00	\$0.00	\$0.00	\$600.00	\$445.20	\$154.80
Kitty Johnson Scholarship	\$3,500.00	\$3,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,000.00	\$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	\$1,500.00	\$0.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
General Supplies	\$100.00	\$28.61	\$71.39	\$75.00	\$0.00	\$75.00	\$175.00	\$28.61	\$146.39
Unexpected Expenses	\$1,500.00	\$23.00	\$1,477.00	\$723.00	\$487.18	\$235.82	\$2,223.00	\$510.18	\$1,712.82
Total Expenses	\$48,550.00	\$32,168.87	\$16,381.13	\$24,473.00	\$18,293.11	\$6,179.89	\$73,023.00	\$50,461.98	\$22,561.02
Ending Fund Balance	\$38,950.00	\$59,075.72	-\$20,125.72	\$33,277.00	\$51,530.11	-\$18,253.11	\$72,227.00	\$110,605.83	-\$38,378.83

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

Education Fund Balance: \$110,605.83

Report Updated: Monday, March 20, 2023

EDUCATION SAVINGS FUND -- MONEY MARKET 61167293

May 1, 2022 - April, 2023

Date	Payee	Description	G/L	Debit (-)	Credit (+)	Balance
5/1/2022	Opening Balance	FY 2022-2023				\$19,857.41
5/31/2022	Deposit	Interest Income			\$0.84	\$19,858.25
6/30/2022	Deposit	Interest Income - Balanced 7/29/2022			\$0.82	\$19,859.07
7/31/2022	Deposit	Interest Income			\$0.84	\$19,859.91
8/31/2022	Deposit	Interest Income (Reconciled 9/8)			\$0.84	\$19,860.75
9/30/2022	Deposit	Interest Income			\$0.82	\$19,861.57
10/31/2022	Deposit	Interest Income			\$0.84	\$19,862.41
11/30/2022	Deposit	Interest Income			\$0.82	\$19,863.23
12/31/2022	Deposit	Interest Income			\$0.84	\$19,864.07
1/31/2023	Deposit	Interest Income			\$1.82	\$19,865.89
2/28/2023	Deposit	Interest Income			\$2.29	\$19,868.18

Kentucky Municipal Clerks Association

PROPOSED BUDGET - FYE 2024

May 1, 2023 - April 30, 2024

Revenues		2023 Budget	2023 Actual	2024 Proposal	Difference
Balance Carried Forward from Prior Year		\$29,000.00	\$30,216.62	\$35,495.54	\$6,495.54
Membership Dues		\$13,500.00	\$12,755.00	\$13,000.00	-\$500.00
Associate Dues		\$50.00	\$0.00	\$0.00	-\$50.00
Other		\$0.00	\$2,993.00	\$0.00	\$0.00
Total Current Revenues		\$13,550.00	\$15,748.00	\$13,000.00	-\$550.00
Total Funds Available		\$42,550.00	\$45,964.62	\$48,495.54	\$5,945.54
Expenses		2023 Budget	2023 Actual	2024 Proposal	Difference
Regional Dues Reimb	100	\$1,500.00	\$340.00	\$1,500.00	\$0.00
KLC Membership	101	\$275.00	\$275.00	\$275.00	\$0.00
Spring Conference Donation	300	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00
Region V Conference Donation	302	\$0.00	\$0.00	\$0.00	\$0.00
Region V Donation for Hosting IIMC Conf.	303	\$0.00	\$0.00	\$0.00	\$0.00
Public Relations / Marketing	310	\$1,500.00	\$879.89	\$1,500.00	\$0.00
Board / Committee Expenses	320	\$1,000.00	\$0.00	\$1,000.00	\$0.00
IIMC MCEF Donation	400	\$300.00	\$300.00	\$300.00	\$0.00
Website	500	\$500.00	\$0.00	\$500.00	\$0.00
President Travel - IIMC	600	\$2,500.00	\$2,191.44	\$2,500.00	\$0.00
President Travel - General	601	\$350.00	\$85.50	\$350.00	\$0.00
President Travel - Region V	602	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Region V Rep 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	\$500.00	\$243.86	\$500.00	\$0.00
Postage / Printing	900	\$350.00	\$60.00	\$350.00	\$0.00
Clerks Handbooks	901	\$0.00	\$0.00	\$0.00	\$0.00
Bond Insurance	902	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Expenses	999	\$1,250.00	\$2,868.39	\$1,348.00	\$98.00
Total Expenses		\$14,725.00	\$10,744.08	\$14,823.00	\$98.00
			\$35,220.54		

KENTUCKY MUNICIPAL CLERKS ASSOCIATION BEREAVEMENT POLICY

www.kyclerks.com



[SUGGESTED] GUIDELINES FOR BEREAVEMENT POLICY:

Should any active member of the Kentucky Municipal Clerks Association experience the death of a family member (i.e. spouse, child, or stepchild) condolences will be given as follows:

1. \$150.00 [~~\$50~~] donation -- If a fund is established for a specific reason to aid the family of the city clerk, a donation would be made to that fund. A donation can be made to the scholarship fund in memory of a city clerk as designated by the KMCA officers or to the charity requested by the family.
2. Or, if not -- \$150.00 [~~\$50~~] flower arrangement or keepsake item plus associated fees.

It will be the responsibility of the Regional Representatives [~~Directors~~] to inform a KMCA officer of the loss.

The KMCA President and/or other officers will select the form of acknowledgement.

Some city clerks have assistants or deputies that can exercise the buddy system in order to inform the Regional Representatives about the loss. The city clerks who don't have assistants or deputies need to let another city clerk and/or friend know about a loss so they can contact their Regional Representative [~~Director~~] or a KMCA officer.

Some people will choose not to exercise this policy because of a private nature and that should be taken into consideration.

Annual Spring Conference Host and Sites

Year	Host	Site
1996	Lincoln Trail	Bardstown
1997	Green River	Owensboro
1998	Lake Cumberland	Jamestown
1999	Central (now Bluegrass)	Jenny Wiley State Park
2000	Northern Kentucky	Covington
2001	Pennyrile	Kentucky Dam Village
2002	KIPDA	Louisville
2003	Green River	Owensboro
2004	Lincoln Trail	Bardstown
2005	Bluegrass/Gateway	Lexington
2006	Barren River	Bowling Green
2007	Lake Cumberland	Lake Cumberland State Park
2008	KIPDA	Louisville
2009	Purchase/Pennyrile	Kentucky Dam Village
2010	Northern Kentucky	Covington
2011	Bluegrass/Gateway	Lexington
2012	Lincoln Trail	Elizabethtown
2013	Barren River	Bowling Green
2014	Lake Cumberland	Lake Cumberland
2015	Green River	Owensboro
2016	KIPDA	Louisville
2017	Purchase/Pennyrile	KY Dam Village
2018	Northern Kentucky	Covington
2019	Bluegrass/Gateway	Maysville
2020	Lincoln Trail	Elizabethtown - Canceled due to COVID-19 pandemic
2021	Barren River	Bowling Green
2022	Lincoln Trail	Elizabethtown (rescheduled from 2020)
2023	Lake Cumberland	Green River
2024	Green River	Lake Cumberland
2025	KIPDA	
2026	Purchase/Pennyrile	
2027	Northern Kentucky	
2028	Bluegrass/Gateway	
2029	Barren River	
2030	Lincoln Trail	
2031		
2032		
2033		
2034		
2035		



Committee Reports
Spring Membership Meeting
April 27, 2023

BYLAWS

The Kentucky Municipal Clerks Association Bylaws Committee consist of the following members:

- Kim Blue, City of Madisonville Chair
- Julia Atkins – City of Lawrenceburg
- Nancy Baker, City of Crab Orchard
- Debbie Batliner, City of West Buechel
- Jenifer Megerle, City of Erlanger
- Belinda Nitschke, City of Edgewood
- Stephanie Settles, City of Paris

The Bylaws Committee has met and reviewed the current policy and it does not have any changes at this time.

CERTIFICATION MENTORSHIP

The Committee continues to work with clerks seeking either KMCA or IIMC certifications.

Committee: Debbie Batliner
 Ashley Jackson
 Kathy Walker

CLERK OF THE YEAR

COY committee met via Zoom on March 9, 2023. We reviewed all 6 applications that were received and, after much discussion, decided on our 2023 Clerk of the Year. We can't wait to celebrate these clerks at Spring Conference!

Committee: Bethany Cooper (Chair)
 Stephanie Settles
 Ashley Jackson

COMMUNICATIONS

No report submitted at this time.

Committee: Lori Burnett – Chair
Joe Christofield
Bethany Cooper
Amy Cox
Mona Simmons
Raven Warren-Trainor
Julia Atkins

EDUCATION

The Education Committee has met on several occasions approving the following:

- Approved the 2023-24 Budget
- Approved the location of 2023 Education Trainings (*see attached*)
- Approved KMMC Applications
- Working on final drafts for KMCI Institute and KMMCA Academy agendas.
- Due to a busy legislative session, and with the need to create and develop the teaching documents KLC requested to move the city clerk legislative day to a date in the fall.

The committee has a fun evening planned for the Academy in August that includes Go carts, Axe Throwing, Rage Room, and Virtual Reality. <https://gofullthrottle.com/locations/florence>

Committee: Stephanie Settles – Chair
Belinda Nitschke – Vice Chair
Debbie Batliner
Bethany Cooper – Secretary
Amy Cox
Ashley Jackson
Dianna Layne
Melissa Sies
Kathy Walker – Ex Officio

ELECTION

No report submitted at this time.

Committee: Bethany Cooper – Chair
Kim Blue
Becka Cox
Ashley Jackson
Kathy Walker

LEGISLATIVE

See attached report.

Committee: Sherry Hoffman – Chair
Kim Blue
Nyoka Johnson
Stephanie Settles
Kathy Walker

MENTOR/MENTEE COMMITTEE

It is with much excitement; I am able to report on the newest KMCA Committee known as the Mentoring Program Committee! It was a vision of your KMCA President Kathy Walker to create a committee and program to assist in developing partnerships between clerks and establishing mentor and mentee relationships. The Committee is aimed at connecting City Clerks with a city of similar size and organizational structure, as they tackle ever changing responsibilities and challenges.

The Mentoring Program Committee's goal is to provide a process in which a City Clerk has the resources needed to be successful in their position. Mentoring is a special kind of relationship in which an experienced City Clerk can share their knowledge, insight, perspective and wisdom with a fellow City Clerk. The mentor is a valuable resource who can have a powerful effect by fostering the career development and professional growth of the mentee.

Clerks are encouraged to develop relationships with KMCA members, including those within the municipalities' regional clerk association. It is often difficult to know where to begin when you are searching for support and answers, however this program provides endless opportunities for peer support and guidance for a mentee.

The Committee has met virtually several times and will continue to meet as we receive Mentor and Mentee applications. Some of you have already been paired up with someone and we hope you are working together to gain knowledge and build relationships. Copies of the program material, along with Mentee and Mentor Applications are available for you at the conference.

If you have any questions or comments, please contact me or a Committee member.

Committee: Ashley Jackson - Chair
Bethany Cooper - Vice Chair
Susan Clark - Secretary
Elizabeth Reynolds - Social Media Manager
Kathy Walker - KMCA President

PIN

No report submitted at this time.

Committee: Melissa Sies – Chair
Nancy Baker
Crystal Douglas
Claudia Fernandez
Robin Morency
Mona Simmons

PUBLIC RELATIONS

No report submitted at this time.

Committee: Beth Davis – Chair
Lori Burnett
Joe Christofield
Claudia Fernandez
Marcia Finley
Dianna Layne
Robin Morency
Raven Warren-Trainor

SCHOLARSHIP

The Scholarship Committee approved and recommended six (6) recipients and three (3) alternates for the Kitty Johnson Scholarship and six (6) recipients and two (2) alternates for the David B. Smith Scholarship.

The following recommendations were approved by the KMCA Board:

Kitty Johnson Scholarship:

Martha Hamby – City of Earlington
David Bollinger – City of Hardinsburg
Gwen Brown – City of West Buechel
Ingrid Walker – City of Perryville
Gevana Hicks – City of Walton
Barbara Baldwin – City of Southgate

Alternate 1: Nicole Hagan – City of Eddyville
Alternate 2: Stacy Corwin – City of Crestview Hills
Alternate 3: Teresa Bruck – City of Lakeside Park

David B. Smith Scholarship:

Marcia Finley – City of Cloverport
Lee Ginter – City of Middletown

Melissa Sies – City of Lakeside Park/Crestview Hills
Debbie Batliner – City of West Buechel
Mona Simmons – City of Glasgow
Stacy Corwin – City of Crestview Hills

Alternate 1: Robin Adams – City of Berea
Alternate 2: Teresa Bruck – City of Lakeside Park

I would also like to take a moment to thank all regions for participating in the silent auction to help raise funds for scholarships. Furthermore, your participation in split-the-pot is just as important and always fun! You are the reason it is possible for us to award scholarships.

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

Committee: Ashley Jackson – Chair
Nancy Baker
Lora Basham
Crystal Douglas
Marcia Finley
Amy Guenther
Tracie Hoffman
Tristian Klein

KENTUCKY MUNICIPAL CLERKS ASSOCIATION

2023 EVENT CALENDAR

April
26-28

KMCA | SPRING CONFERENCE
FIDDLIN' AROUND OWENSBORO
OWENSBORO CONVENTION CENTER
OWENSBORO, KY

May
14-17

IIMC | ANNUAL CONFERENCE
"GET YOUR SHIFT TOGHETER"
MINNEAPOLIS, MINNESOTA

July
17-21

KMCI | INSTITUTE
ORIGIN HOTEL LEXINGTON
THE SUMMITT AT FRITZ FARM
LEXINGTON, KY

August
22

KMCA | ATHENIAN DIALOGUE
I LOVE IT HERE; CLINT PULVER
HILTON GARDEN INN
FLORENCE, KY

August
23-25

KMMCA | ACADEMY
HILTON GARDEN INN
FLORENCE, KY

Kentucky Municipal Clerks Association
PROPOSED EDUCATION BUDGET - FYE 2024

FY 2023 - 2024

Revenues	INSTITUTE				ACADEMY				TOTAL
	'23 Budget	Actual	Proposed	Difference	'23 Budget	Actual	Proposed	Difference	Proposed
Balance Forward	\$41,000.00	\$51,953.23	\$55,302.92	\$14,302.92	\$41,000.00	\$51,953.22	\$55,302.91	\$14,302.91	\$110,605.83
Membership Education Contributions	\$1,900.00	\$1,630.00	\$1,600.00	-\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.00
Fundraising	\$2,000.00	\$771.36	\$1,500.00	-\$500.00	\$150.00	\$0.00	\$150.00	\$0.00	\$1,650.00
Registration Fees (including guests)	\$42,000.00	\$36,890.00	\$37,000.00	-\$5,000.00	\$16,500.00	\$17,520.00	\$18,000.00	\$1,500.00	\$55,000.00
Hospitality Suite	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Athenian Dialogues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unexpected Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$200.00	\$10.00	-\$90.00	\$10.00
Total Revenues	\$87,400.00	\$91,244.59	\$95,902.92	\$8,502.92	\$57,750.00	\$69,673.22	\$73,462.91	\$15,712.91	\$169,365.83
Expenses									
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	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	\$150.00	\$0.00	\$0.00	-\$150.00	\$0.00
Meeting Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	-\$1,050.00	\$0.00
Speaker and Graduate Gifts	\$350.00	\$200.00	\$350.00	\$0.00	\$175.00	\$100.00	\$150.00	-\$25.00	\$500.00
Meals	\$24,000.00	\$17,499.21	\$22,000.00	-\$2,000.00	\$7,400.00	\$6,637.00	\$7,200.00	-\$200.00	\$29,200.00
Institute Director IIMC Travel	\$800.00	\$554.23	\$700.00	-\$100.00	\$1,200.00	\$1,032.65	\$700.00	-\$500.00	\$1,400.00
Education Committee Chair - KMCI Travel	\$500.00	\$0.00	\$0.00	-\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - KLC Scan	\$500.00	\$0.00	\$700.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
Educational Instructors	\$5,000.00	\$2,531.25	\$6,000.00	\$1,000.00	\$3,000.00	\$1,218.73	\$2,500.00	-\$500.00	\$8,500.00
Educational Instructors Expenses	\$600.00	\$0.00	\$500.00	-\$100.00	\$1,000.00	\$0.00	\$500.00	-\$500.00	\$1,000.00
Educational Materials	\$200.00	\$0.00	\$0.00	-\$200.00	\$300.00	\$0.00	\$0.00	-\$300.00	\$0.00
Postage	\$250.00	\$170.06	\$250.00	\$0.00	\$250.00	\$170.05	\$250.00	\$0.00	\$500.00
Postcards/Brochures	\$150.00	\$97.50	\$150.00	\$0.00	\$150.00	\$97.50	\$150.00	\$0.00	\$300.00
Hospitality Suite	\$500.00	\$119.81	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Plaques	\$600.00	\$445.20	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Kitty Johnson Scholarship	\$3,500.00	\$3,000.00	\$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	\$28.61	\$100.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$175.00
Unexpected Expenses	\$1,500.00	\$23.00	\$3,217.00	\$1,717.00	\$723.00	\$487.18	\$2,053.00	\$1,330.00	\$5,270.00
Total Expenses	\$48,550.00	\$32,168.87	\$47,567.00	-\$983.00	\$24,473.00	\$18,293.11	\$22,578.00	-\$1,895.00	\$70,145.00
Ending Fund Balance	\$38,850.00		\$48,335.92	\$9,485.92	\$33,277.00		\$50,884.91	\$17,607.91	

Education Fund Balance:

Report Updated: Monday, March 27, 2023

Legislative Committee Report
April 20, 2023

Committee Members: Sherry Hoffman, Stephanie Settles, Kim Blue, Amy Guenther, Nyoka Johnson, Sarah Bishop Moore, Kathy Walker

The Legislative Committee is compiling a list of legislative issues. This list will be submitted to KLC for consideration while they prepare for the 2024 legislative session. If you have anything that you would like to see addressed by KLC, please contact a committee member by May 12, 2023. The more information or examples you can provide will be helpful in sharing with KLC. It is the committee's goal to have all requests to KLC by May 19, 2023.

Below is a list of legislative issues that were submitted to KLC for consideration in 2023.

Legislative Requests
Amend KRS 424.145 and change the publication requirements for counties under the population of 80,000 to match the requirements of those with a larger population
Amend KRS 61.168 to include pictures in the body cam video KRS and flow chart
Amend KRS 82.083(4)(h) by removing "as determined by an independent appraisal"; also amend KRS 82.083(3) by removing the requirement to "make a written determination" to dispose an item as garbage
Correct the 2022 lien fee legislation so that cities and state pay the same amount to file and release liens
Take authority away from the State regarding City expanded jurisdictions and HVAC; make it local control; the State can be a part of the process and regulate it but the control should remain with the cities
Loosen the education and training requirements to become a certified building inspector due to the current shortage
Correct the unfair fund allocations from the State; certain funds for cities of specific sizes are distributed to the county government and the city must rely on the county to give them their share; Ex. LGEA funds
Address alleyways that are abandoned, not maintained, and/or neglected by the current owner and allow cities to close the alley without owner consent
Institute mandatory officials training for elected officials such as Mayors, Council, Commissioners, etc.; similar to Board of Adjustment members
Amend KRS 424.260 to add a provision to allow cities and counties to not go through the standard procurement process for specialty and very specific items that only one vendor may manufacture or produce
Include that the Department of Housing, Building, and Construction, when corresponding with a city employee, also send a copy of the letter to the Mayor like other State departments do
Amend KRS 132.220(1)(b)3 to require mailing tax bills to the current property owner instead of the January 1 owner

HB71 addressed KMCA's request to amend KRS 424.145 to remove the population restriction and make the alternative publication procedure available to all local governments. It was introduced in House to Committee on Committees January 4, 2023. From there it went to Local Government on February 14, 2023. There were no further actions for this Bill. This and the other items that were not able to be addressed will be added to our 2024 list to keep the conversation going

The committee was advised by KLC that the request to revisit record retention schedules (due to lack of record space) should not be handled through the legislative process, but through directly contacting and working with the Department of Libraries and Archives. This item was removed from the list.

The request to amend KRS 61.878 and clarify the definition of preliminary documents in open records was removed at the request of the City Clerk who submitted it.

Unfortunately, we could not get the Legislative Day scheduled for this year. We are looking at other options and will be working with the Education Committee regarding education content development.

Below is the contact information for our committee members. We look forward to hearing from you.

Submitted by Sherry Hoffman
Committee Chair

Sherry Hoffman sherry.hoffman@cityoferlanger.com

Stephanie Settles ssettles@paris.ky.gov

Kathy Walker kathy.walker@nicholasville.org

Nyoka Johnson nyoka.johnson@cityoferlanger.com

Amy Guenther aguenther@fortmitchell.com

Kim Blue kblue@madisonvillegov.com

Sarah Bishop Moore taxes@auburnky.us

KMCA ELECTION COMMITTEE POLICY

Approved: 09/11/2009

Mission Statement:

The Election Committee is responsible for providing the KMCA membership with a slate of officers and for confirmation of the candidate's eligibility for the [said] Kentucky Municipal Clerks Association office being sought.

Committee Membership/Duties:

I. Members:

- A. The Election Committee shall be composed of not less than four (4) members appointed by the President.
- B. The committee shall consist of former KMCA Officers and/or Board Members. [~~as appointed by the President.~~]
- C. The Election Committee, appointed by the President, shall serve for a term of two years starting at the conclusion of the Spring Conference in even years.
- D. The committee shall have a chair as appointed by the KMCA President and the remainder of the members shall serve as committee members.
- E. Chair Duties:
 - 1. Determine the time and location to best accommodate the members of the committee should a physical meeting be required.
 - 2. Set the agenda for meetings.
 - 3. Request agenda items from the members prior to the meeting.
 - 4. Preside over the meeting.
 - 5. Appoint a committee member to take minutes as appropriate and see that minutes are forwarded to all members and KMCA Secretary.
- F. Committee Member Duties:
 - 1. Be an active member of the committee by participating in any called meetings, phone calls or e-mails.
 - 2. Provide suggestions and input.
 - 3. Be available to assist as needed with ballot preparation and mailing.

II. Steps to accomplish the objectives of the committee are as follows:

- A. Remind membership of the filing requirements to hold an office at least 30 days prior to the filing deadline as follows:

KMCA ELECTION COMMITTEE POLICY

Approved: 09/11/2009

1. Candidates must present a letter of intent.
 2. Candidates must present a letter of endorsement from their Mayor and/or City Manager or Administrator.
 3. Said letters must be submitted to ~~[in the hand of]~~ the Election Committee Chair by February 28th of the election year. Letters shall be accepted by mail, fax, or e-mail. It is the responsibility of the candidate to confirm receipt from the Election Committee Chair.
 4. No more than two officers may be elected from the same organized regional chapter, with the exception of the immediate past President.
- B. The Election Committee shall confirm with the Treasurer that the member seeking office has been an active member of the Association for at least two consecutive years prior to the election and shall determine that they are also a Kentucky Certified Municipal Clerk in order to qualify for office.
- C. The Election Committee shall also confirm that the member seeking the office of President is an IIMC member and has served one previous term of two years as an officer (Secretary, Treasurer or Vice-President) or as a Regional Representative.
- D. Should letters of intent be received from more than one qualified person per office, the Election Committee Chair with assistance of the committee, shall mail ballots to the active membership within two weeks (by March 15th) with the ballots due back no later than March 31st so the ballots can be counted.
- E. The Election Committee shall develop the ballot form and shall require ~~[that]~~ the ballots be signed.
- F. The Election Committee shall be responsible for counting the ballots prior to Spring Conference to determine the slate of officers ~~[All efforts shall be made for the committee to meet prior to Spring Conference in order to count the ballots]~~ and make notification to the current President. ~~[of the slate of officers in order to assist with conference planning by the President.]~~
- G. The ballots shall be held in confidence by the Election Committee and the Chair shall destroy all ballots immediately following the swearing in of officers ~~[at election]~~ at Spring Conference.
- H. The Election Committee report and slate of officers shall be presented to all members present at the annual meeting.

These policies are written to coincide with the KMCA Bylaws and nothing in these policies shall supersede the requirements as written or changed from time to time within said bylaws.

MISSION STATEMENT:

The Legislative Committee shall work with the Legislators of this Commonwealth to promote legislative issues that will support municipal governments and attempt to defeat proposed legislation that would be detrimental to our communities.

POLICIES:

I. MEMBERS AND OFFICERS:

- A. The Legislative Committee shall be composed of at least five (5) KMCA members and the KMCA President.
- B. Legislative Committee members, appointed by the KMCA President, serve for a term of two (2) years starting at the conclusion of the Spring Conference in even years.
- C. There shall be a chair person ~~or co-chair persons~~ and a co-chair or vice chair person appointed by the KMCA President. The co chair or vice chair will serve in the following term to carry through legislative items that have been put into motion.
- D. Chairperson Duties:
 1. Determine time and location to hold committee meetings; meetings can be held in person or virtually.
 2. Set the agenda for each committee meeting.
 3. Preside over the committee meetings.
 4. Communicate with committee members on legislative matters.
 5. Communicate with Legislators on issues that are supportive of the committee mission.
 6. ~~After receiving approval from the President, submit call to action request to all KMCA membership.~~ In January of each year, solicit legislative requests from the KMCA membership through KMCA's Facebook page and regional chapter meetings. Further discussion should take place at the Spring Conference KMCA membership meeting.

7. Continue to post Post legislative information on the KMCA website Facebook page. Submit the information to the Communications Committee for placement on KMCA's website.
8. The co chair or vice chair from the previous term will serve on and update the new committee on the legislative requests received from the previous committee and members.
9. Provide KLC with the legislative requests by the end of every May. This will allow KLC time to prepare for their board meeting in June.
10. Communicate with other legislative liaisons in partner associations.
11. Provide committee updates to the KMCA Board.
12. Participate in ~~regional chapter meetings~~ and KMCA membership meetings.

E. Committee Members Duties:

1. Attend committee meetings and/or ~~correspond by email~~ communicate with the committee on committee matters.
2. Communicate with committee members on legislative matters.
3. Communicate legislative information within their respective regional chapters.
4. Participate in regional chapter meetings and KMCA membership meetings.

II. LEGISLATIVE COMMITTEE MEETINGS:

- A. Meetings will be scheduled and held as needed and necessitated by the Commonwealth's legislative schedule.
- B. In order to assure efficiency, as most legislative issues are time sensitive, the committee shall use email as the primary method for discussion and correspondence.



**KMCA Regional Reports
Spring Membership Meeting
April 27, 2023**

BARREN RIVER – submitted by Lori Burnett & Ashley Jackson

BRMCA holds regular meetings (bi-monthly) at various locations throughout the BRADD area. Our region has bid adieu to a few members while welcoming new ones. We held our regional meeting Tuesday before the KMCA Spring conference started. We are making plans for future training for our association.

BLUEGRASS / BUFFALO TRACE / GATEWAY – submitted by Joy Curtis

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

The Bluegrass, Gateway, and Buffalo Trace Clerks have 44 members in the KMCA.

At the December 2022 Christmas meeting held in Millersburg, the clerks present through Half & Half and matching funds raised \$400 for Hindman City Clerk Georgey Huff, whose home was affected by the Eastern Kentucky Flood Event.

The City of Irvine hired a new City Clerk, Ms. Felicia Campbell. She attended the February 8th B/G/BT Clerks meeting in Richmond, and we look forward to her attending Institute soon.

The bylaws for the three region Clerks were amended regarding the election of officers to allow for ballots if more than one candidate is received for any prospective office.

Scholarships for the three region Clerks will be sent out in April and expected back in May with the announced recipients at the June 2023 meeting. These scholarships will be for the July 2023 Institute.

The Bluegrass/Gateway/Buffalo Trace Clerks nominated a clerk for Clerk of the Year Award. The Clerk of the Year is awarded during the Spring Conference.

GREEN RIVER

No report submitted at this time.

KIPDA – submitted by Angela Dunaway

Meetings were held each month of this quarter at KIPDA headquarters in Louisville. Elections for new officers were held in March. The only change to our leadership is that John Carter of Prospect is now our Treasurer.

We have also updated our by-laws and reinstated awarding scholarships. Our attendance for each month's meeting averages about 10 clerks.

This quarter our monthly guest speakers have included: Janette Marson, CEO/President of the ShelbyKY Tourism Commission & Visitors Bureau; Beth Williams, North Central KY Regional Administrator of the Local Records Branch of the Archives & Records Management Division of the Kentucky Department for Libraries and Archives; and Tammy Davis Vernon, Branch Manager, Keeaira Lail, Local Government Advisor, and Brandon Gibson, Staff Attorney, all with the Department for Local Government.

LAKE CUMBERLAND

No report submitted at this time.

LINCOLN TRAIL

No report submitted at this time.

NKMCA – submitted by Belinda Nitschke, Regional Representative

Here is the NKMCA Region Report:

Director:	Susan Ellis (Covington)
Vice Director:	Maura Russell (Fort Wright)
Secretary:	Stacy Corwin (Crestview Hills)
Treasurer:	Amy Guenther (Fort Mitchell)
Regional Rep:	Belinda Nitschke (Edgewood)

NKMCA currently has 63 members and holds regular meetings on the third Thursday of each month, we average 20-25 members per meeting. Gina Rawe (Independence) was named NKMCA 2022 Outstanding Municipal Clerk of the Year.

PENNYRILE – submitted by Kim Blue, PMCA President

The Pennyrile Municipal Clerks Association had a total of 24 members in 2023. The officers are:

- 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 Dawson Springs as Alternative Regional Representative.

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

PURCHASE – submitted by Bethany Cooper

The Purchase Area Clerks met on February 8, 2023 at 3100 Broadway Restaurant in Paducah. Since it had been a year since we were able to get together, we had a very informal meeting to catch up with each other and share what's been going on in our cities.

Purchase Area Clerks present were Bethany Cooper (President); Bethany Cain (VP); Crystal Douglas (Secretary); Glenda Adair; Claudia Meeks and Connie Dalton.

INACTIVE REGIONS: BIG SANDY, CUMBERLAND VALLEY, FIVCO, KY RIVER
NO REGIONAL REP: GATEWAY