

# IIMC REGION V Newsletter

Fall 2007. Volume 1, Issue 2



*News from the great states of*  
INDIANA \* KENTUCKY \* OHIO \* MICHIGAN \* TENNESSEE

This quarterly newsletter was created to keep Region V informed of the news of IIMC and throughout our region. We want your input, news, pictures and your ideas!

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*Greetings from Kathy Dornan of Michigan and  
Brenda Young of Indiana your Region V Directors*

## *Inside this issue:*

- *News from State Association Presidents*
- *Region V Meeting in Franklin, TN Registration, Agenda and Highlights*
- *Planning is underway for the IIMC 2011 Conference in Nashville, TN*
- *Notes from your IIMC Region V Co-Director*

## A Note from the President of the Indiana League of Municipal Clerks and Treasurers



### Retha Hicks, IAMC, MMC, President ILMCT

Howdy, ya'll! (I am practicing my diction for Tennessee!) I hope to see you in Franklin, Tennessee at the end of November.

The Indiana league has been very busy. We are in the process of developing a foundation for the league. This initiative would allow our league members to make a tax free donation for educational scholarships for our members. It will also assist in raising the status of our league to a higher professional level. There are two Indiana firms that are assisting us with this endeavor, London Witte Group (finance) and Barnes and Thornburg (legal). We are very appreciative of their assistance.

Shortly after I took office as ILMCT President, league leaders met at McCormick's Creek State Park in Spencer, Indiana for a leadership retreat. It was facilitated by Mitch Ripley and Gary Whorlow of HR Unlimited Resources. We were challenged, each and every one of us, to be a fully committed team for our community, county, state and our organization. I have witnessed my colleagues stepping up to the plate to give their best for their league; that has been exciting to see. Even though this is an election year and some of them are out campaigning for their jobs, they are giving their all to their league responsibilities also. What an amazing group!

Our next challenge will be to reach all the newly elected clerks and clerk-treasurers that take office in January to assist them with educational opportunities and the transition into their new position. Our mentor chairs, Jennifer Shell, IAMC and Jan Unger, IAMC, CMC, are working hard to develop materials and a plan to address this issue. Kay Brown, IAMC, MMC, CPFA, and Janet Jaros, IAMC, CMC, Educational & Professional Committee Co-Chairs and their committee have been planning the ILMCT Institute and Academy special courses for the newly elected colleagues; as well as the academy classes. The institute will be in March, 2008.

I applaud Brenda Young and Kathy Dornan for giving that same level of commitment to IIMC Region V. Ladies, we appreciate your dedication to us to keep the line of communication active with the newsletter and your active role in representing Region V with IIMC. ILMCT has attempted to give our members a higher level of visibility and professional image through our league's quarterly publication; "Quest". Thank you to our team of Kathy Parsons, IAMC, CMC, CPFA and Karen Grieser, IAMC, CMC for their leadership as editors and the Indiana reporters.

Thank you Kathy and Brenda for giving us this opportunity to share.

## Notes from the President of the Kentucky of Municipal Clerks Association

Sandra A. Doane, CMC, President KMCA



The Kentucky Municipal Clerks Association held its fall membership meeting on October 10 in conjunction with the Kentucky League of Cities

Conference with approximately 35 members in attendance.

Kentucky is currently dealing with some major concerns within our state and hopefully with the assistance of the Kentucky League of Cities and our legislators we will be able to get some of them solved. One very important topic for the clerks is getting a statute of limitations on the number of years that insurance companies can ask for a refund on insurance premium tax and also a requirement that all the companies use the same GIS system so that cities will receive their appropriate payment.

Our recent Master Municipal Clerks' academy was well attended with 59 in attendance. Thanks to the efforts of our education committee and our education director, Barbara Combs, we had a successful, rigorous session which started on Wednesday morning, September 19, 2007 and ended on Friday, September 21, 2007 at noon. Many pertinent topics were covered such as legal issues for supervisors; governmental employer checklist; Kentucky's ABC legislative summary; and generational differences at City Hall, to name a few.

Some of the projects being worked on within our organization are a major facelift

with ongoing updates to our website to make it more timely and informational to users. We are also sending our Kentucky newsletter out electronically now which seems to be working well. We are also updating an old photo directory of Kentucky clerks.

Kentucky recognized seventeen clerks as 2007 certified Kentucky Municipal Clerks at the Kentucky Municipal Clerks Academy in July. We also had thirteen clerks who were recognized by our Kentucky League of Cities for obtaining ongoing levels of education under KLC's Public Officials Essential Skills Institute. Several clerks have also advanced to different levels through the International Institute of Municipal Clerks with two recently being awarded the prestigious Master Municipal Clerk designation.

The Kentucky Municipal Clerks Association awarded six scholarships this year for attendance at the Clerks Institute in July and will continue to award yearly scholarships based upon fund raising efforts of the association. Several regional clerk chapters across the state also awarded scholarships for the institute. One of our main goals is to promote educational opportunities for the clerks of Kentucky.

The Kentucky Clerks appreciate all the hard work of Kathy Dornan and Brenda Young on our behalf as they serve as our Region V Directors to IIMC. The Kentucky Clerks look forward to seeing our friends and neighbors from Indiana, Michigan, Ohio, and Tennessee at the Region V Conference. See you in Tennessee!



## **A Note from the President of the Michigan League of Municipal Clerks and Treasurers**

**Dana Muscott, CMC, President MAMC**

### **Picture ID in the Polls**

The Michigan Supreme Court ruled on July 18, 2007, that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have a picture identification with them is constitutional and enforceable. The State Legislature originally adopted this in 1996 and it was never implemented. So, this means for the 1<sup>st</sup> time, voters all over the State of Michigan will be producing their Picture ID before they vote. Since most Clerks have a November 6<sup>th</sup> election, training of election workers needed to be done again! Hopefully all goes well, and our voters will be trained for the upcoming Presidential Primary scheduled in Michigan on January 15<sup>th</sup>.....



Speaking of the Presidential Primary, Public Act 52 of 2007 was signed into law in September, 2007, moving Michigan's 2008 presidential primary to January 15, 2008. It was formerly scheduled for February 26, 2008. The legislation provides for the cancellation of the 2008 presidential primary if the chairpersons of BOTH of the political parties file affidavits by November 14, 2007, ultimately canceling the election.



## A Note from the President of the Ohio League of Municipal Clerks and Treasurers

### Betsy Parr, CMC, President, OMCA



Ohio clerks' celebrated the 25th Anniversary of OMCA's collaboration with Kent State University and Drs.

M. Melinda Holmes and James Tinnin as Institute Directors at the career development programs held during the week of October 15 - 19th, 2007. IIMC President Chuck Tokar and IIMC Region V Director Kathy Dornan were in attendance.

Certificates of recognition were presented as well as a certificate from Ohio Governor Ted Strickland. Betsy Parr, CMC President OMCA

OMCA Executive Board presented Sharon Cassler, MMC of Cambridge, Ohio a resolution in support of her candidacy for IIMC Vice President in 2008. Ohio is asking all states in

Region V to support Sharon in her quest for IIMC VP. We know Sharon's directives include bringing leadership back to International Association with education being a primary objective. Many concerns have been raised by Ohio Clerks and our Institute Directors regarding the changes in our education credits toward certification as CMC and MMC.

OMCA added the IIMC Region V Newsletter to our web-site. The newsletter is very informative and we appreciate Directors' Kathy Dornan and Brenda Young for their efforts to keep us informed.



We look forward to seeing many of our friends at the Region V meeting in Tennessee.



## **Brenda Young, Region V Director from Indiana**

### ***Greetings from the hills of beautiful southern Indiana!***

Wow, what an autumn it has been from the earlier drought to these beautiful fall colors. I believe this is just what we needed to make us stop and take a minute from our hectic schedules to enjoy the beauty all around us. This is the time of the year when I begin reflecting on all that I am thankful for and all the joy in my life. I truly am thankful for all of you and this opportunity to represent you on the IIMC Board. Last month I had the pleasure of traveling to my first Mid-Year Board meeting and I must say that I was honored to be at the table with our colleagues from around the world and be able to speak out about what we felt was important for our Region and the association as a whole. Kathy and I were seated together and were able to discuss the agenda items and how they would affect our membership. The trust that you have placed upon me is not taken lightly and I will do my very best these next 2 ½ years to represent you with professionalism and dedication.

### ***Our own Kathy Dornan was appointed by President Tokar as Co-Chair of the new Education Task Force!!***

Congratulations to Kathy who was appointed to serve as Co-Chair of this new task force. Kathy brings experience, knowledge and passion to this committee and we are so fortunate to have her represent us in this manner. Kathy and I are taking turns contributing to this newsletter. You will be hearing some important updates from Kathy at the beginning of the New Year!

### ***Exciting News!!***

I am so excited about the new grant program that will be available for our Region. The Municipal Clerks Education Foundation (MCEF) approved a new Grant Program that offers up to **two IIMC eligible members complimentary registration to attend an IIMC Annual Conference**. The deadline for a submitted application is **January 31, 2008**. We want to make sure that our Region uses these two grants. Please go to the IIMC website to access the application and remember the deadline date is approaching.

### ***Region V meeting in Franklin, Tennessee***

I can't wait until next week to travel to the great state of Tennessee! TAMCAR has planned a wonderful get together with educational opportunities, networking and of course great food and fun. I want to thank TAMCAR for all of their southern hospitality.

### ***My Wish***

My friends when the calendar changes and a new year is upon us some of us will experience changes in our lives such as retirement, relocation or changing professions. My wish for all of you is that you know that you will always be in our hearts and we will cherish the times that we have spent together. Please keep in touch!

### ***Have a safe and happy holiday season,***

Brenda K. Young, IAMC, MMC  
Region V Director



# 2007 Region V Meeting



November 30 – December 1, 2007

Cool Springs Embassy Suites, Franklin, TN, 37067

820 Crescent Centre Drive, 615-515-5151

The Tennessee Association of Municipal Clerks and Recorders (TAMCAR) want to invite you to the 2007, **IIMC Region V Conference**. The conference will be held November 30- December 1, in historic Franklin, Tennessee! The room rate is \$129.00. Each suite is beautifully decorated with a private bedroom and spacious living room. All of the suites are fully equipped with complimentary wireless high speed internet access, two televisions, a refrigerator, microwave oven, coffee maker, two telephones with data ports and a well lit dining/work table. Guests of the Embassy Suites Cool

Springs hotel stay in spacious two-room suites and receive a complimentary cooked to order breakfast, and a nightly manager's reception. Don't delay; the hotel's reservation deadline is October 30. State and local taxes apply unless you prove exception. Call 615-515-5151 or 1-800-Embassy or visit [www.embassysuitesnashvillesouth.com](http://www.embassysuitesnashvillesouth.com)

Dress for the conference is business casual. If you have any questions please contact:

Ms. Connie Kittrell (TAMCAR President) at (615) 452-5400 or [connie.kittrell@gallatin-tn.gov](mailto:connie.kittrell@gallatin-tn.gov)

No registrations refunded after November 15, 2007.

The tentative agenda, subject to change is as follows:

<b><u>Thursday, November 29</u></b>	Travel Day – Early registrations	4:00pm – 7:00pm
<b><u>Friday, November 30</u></b>	Registration	8:00am – 9:00am
	Educational session	9:00am – 12:00pm
	Lunch	12:00pm – 1:30pm
	Educational session	1:30pm – 4:30pm
	Barn Dinner Theater	5:00pm – ?
<b><u>Saturday, December 1</u></b>	Breakfast	8:00am – 9:00am
	Annual Meeting	9:00am – 11:00am

**Registration ends Monday,  
November 26th!**

For details [www.dinnertheatre.com](http://www.dinnertheatre.com)

Cost of full registration for one person is \$150.00

Add a guest for: Chaffin's Barn Dinner Theater (\$41)

Please make registration checks payable to:

TAMCAR c/o Ms. Melissa Henderson 723 Ohio Avenue, Etowah, TN 37331-1345

Name; \_\_\_\_\_ Title \_\_\_\_\_

City Served \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*E-mail \_\_\_\_\_

Check all that apply:     Current IIMC member     Current CMC     Current MMC

Please note any special dietary or accommodation requirements \_\_\_\_\_

\*Please make sure to complete your email on this application to ensure registration confirmation.



## Region V Conference Agenda

### Thursday, November 29, 2007

- 4:00 - 7:00 PM Early Registration in Main Lobby
- 4:00 - 5:30 PM Hospitality Suite Open For Everyone
- 5:30 - 7:30 PM Open Bar and Snacks in Main Lobby Restaurant

### Friday, November 30, 2007

- 7:30 - 8:30 AM Registration in Main Lobby  
Breakfast Buffet in Main Lobby Restaurant
- 8:30 AM Welcome from Franklin's Mayor, Mr. John Schroer  
Opening remarks and introductions
- 8:45 AM "What Are You Worth?"  
Chester Darden, Loss Control Consultant, Tennessee Municipal  
League Risk Management
- 11:00 AM Continuing Your Professional Education  
Mohammad Eftekhari, Director of Education for IIMC
- 12:00 PM Lunch in Main Lobby Restaurant
- 1:00 PM Sharon Cassler, Candidate for IIMC Vice-President  
Marilyn Swing and Terry Harrison, Door Prizes and Auction
- 1:30 - 4:30 PM "It's Your Ship: Management Techniques from the Best Ship in  
The Navy" by: Michael Abrashoff
- 4:45 PM Buses Leave for Chaffin's Barn Dinner Theater
- 9:00 PM Buses Return from Chaffin's Barn Dinner Theater

# Annual Meeting of IIMC's Region V

Saturday, December 1, 2007  
Franklin, Tennessee

- 8:30 - 9:30 AM      Breakfast Buffet
- 9:30 - 10:00 AM    Remarks from IIMC President, Charles Tokar, MMC
- 10:00 AM            Report from IIMC Region V Directors Kathy Dornan, CMC and  
Brenda Young, IAMC, MMC
- Report from Marilyn Swing, 2011 IIMC Conference and Silent Auction
- Report from any IIMC Committee Chairs present
- Report from KMCA President Sandra Doane, CMC
- Report from ILMCT President Retha Hicks, IAMC, MMC
- Report from MAMC President Dana Muscott, MMC
- Report from OMCA President Betsy Parr, CMC
- Report from TAMCAR President Connie Kittrell, CMC
- Report from Tami Kelly - Tour of England
- Comments and Announcements from the membership
- Adjournment



**TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS  
REGION V ANNUAL MEETING  
Embassy Suites, Cool Springs**

**FRANKLIN, TENNESSEE  
NOVEMBER 30 - DECEMBER 1, 2007**

**Name of Course:** "What Are You Worth?"

**Brief Description:** What is the most important aspect of your job? What legacy would you like to leave when you retire? Can your job be discouraging at times? A motivational discussion which should assist you in evaluating your net worth to the organization.

**Date and Time:** Friday, November 30, 2007 8:45am - 10:00am

**Instructor:** Chester Darden, Loss Control Consultant, Tennessee Municipal League Risk Management Brentwood, TN (615) 371-0049

**Bio:** A native of Hohenwald, Tennessee, Mr. Darden is a graduate of Bethel College. He began working as a Loss Control Consultant for the Tennessee Municipal League Risk Management Pool in November 2006.

Mr. Darden has a diverse public service background in the state of Tennessee, with twenty years of public sector experience.

Before assuming his duties with the Tennessee Municipal League Risk Management Pool, Mr. Darden was employed with the Tennessee Department of Transportation, and later served as City Recorder for the city of Hohenwald, Tennessee. While at the city of Hohenwald, Mr. Darden was very active with the Tennessee Association of Municipal Clerks and Recorders (TAMCAR). During his participation with TAMCAR, Darden served on the Education Committee and was elected Treasurer shortly before coming to work for the TML Risk Management Pool.



**Course Objective:** To determine the value of each employee in your organization.

**Course Outcome:** Each participant will develop a better understanding and appreciation for his or her job and co-workers.

**Outcomes and Assessment**

**Instruments:** Level 1 Assessment

**Methods of Instruction:** Lecture and small group process.

**TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS  
REGION V ANNUAL MEETING  
Embassy Suites, Cool Springs**

**FRANKLIN, TENNESSEE  
NOVEMBER 30 - DECEMBER 1, 2007**

**Name of Course:** Continuing your professional education.

**Brief Description:** This session will cover the IIMC educational requirements

**Date and Time:** Friday, November 30, 2007 11:00am - 12:00pm (No credit for this course)

**Instructor:** Mohammad Eftekhari, Director of Education, Rancho Cucamonga, CA (909) 944-4162

**Course Objective:** To inform the participants on educational requirements of the Internal Institute of Municipal Clerks.

**Course Outcome:** Participants will increase their knowledge on what the educational requirements of the IIMC are and how they can be accomplished.



**Outcomes Assessment Instruments:** Level 1 assessment given at the end of the meeting

**Methods of Instruction:** Lecture, and small group process.



**TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS  
REGION V ANNUAL MEETING  
Embassy Suites, Cool Springs**

**FRANKLIN, TENNESSEE  
NOVEMBER 30 - DECEMBER 1, 2007**

**Name of Course:** “It’s Your Ship: Management Techniques from the Best Ship in The Navy” by: Michael Abrashoff

**Brief Description:** Review the ten leadership tips from Captain Abrashoff’s book. Compare his leadership tips from the Navy to what happens in the attendees' city halls. Compare some of the attendees' success stories with each other.

**Date and Time:** Friday, November 30, 2007 1:30pm - 4:30pm (3 hours)

**Instructor:** Bob Schwartz, Executive Director University of Tennessee Municipal Technical Advisory Service. Knoxville, TN (865) 974-0411

**Bio:** Bob Schwartz is the Executive Director of The University of Tennessee’s Municipal Technical Advisory Service and has served as Executive Director since 1989. Prior to this he served as Chief administrative Officer of Americus, Georgia, City Administrator and City Clerk of Garden City Georgia, Executive Director of Santee Wateree Regional Transportation Authority in Sumter South Carolina, Community Development Coordinator and Assistant to the City Manager in Sumter South Carolina, and Budget Officer and Assistant County Manager for Administration in Lexington County South Carolina.



He received his Bachelor of Arts degree and his Masters of Public Administration from the University of South Carolina

**Course Objective:** To improve managerial techniques, relationships, and communications between supervisors and employees.

**Course Outcome:** Participants will return to work with a greater understanding of how to communicate and manage more effectively with co-workers and supervisors.

**Outcomes Assessment Instruments:** Level 1 assessment given at the end of the meeting

# Future Conferences

**2008 Atlanta, GA**  
**Sunday, May 18 - Thursday, May 22**

**2009 Chicago IL**  
**Tuesday, May 19 - Saturday, May 23**

**2010**  
**TBD**

**2011 Nashville TN**  
**Sunday, May 8 – Thursday, May 12**



## WELCOME NEW MEMBERS & EDUCATION HONORS (through Oct. 2007)

### New Members

#### Indiana

Judith Suter	Deputy Clerk-Treasurer	Frankfort
Vicki Haney	Clerk-Treasurer	Winchester

#### Kentucky

Joy Curtis	Deputy City Clerk	Winchester
Sharon Layton	City Clerk	Providence
Beverly Lovan	City Clerk	Owensboro
Sonya Roy	Asst. City Clerk	Columbia

#### Michigan

Sarah Bydalek	City Clerk	Walker
Mary Feight	Deputy Clerk	Tecumseh
Tracy Hovarter	City Clerk/Treas.	Marshall
Angelic Howay	Clerk's Assistant	Saginaw
Monica Looman	City Clerk	Saugatuck
Joseph Rozell	Director of Elections	Pontiac

#### Ohio

Jennifer Delgado	Deputy City Clerk	Upper Arlington
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#### Tennessee

Leslie McKee	Administrative Asst.	Athens
Gina Singletary	Recorder	Maynardville
Edith McMasters	Admin. Asst.	Pulaski
Kristi Schaefer	Admin Asst.	Pulaski



### IIMC REGION V MEMBERSHIP UPDATE

11/1/2007

<b>Indiana</b>	<b>186</b>
<b>Kentucky</b>	<b>162</b>
<b>Michigan</b>	<b>543</b>
<b>Ohio</b>	<b>211</b>
<b>Tennessee</b>	<b>177</b>
<b>Total</b>	<b>1276</b>

## WELCOME NEW MEMBERS & EDUCATION HONORS (through Oct. 2007)



### Members Earning Certification

#### **Indiana**

Patricia Golden, CMC	Deputy Clerk-Treasurer	Monticello
Amber R. Ragle, CMC	Deputy Clerk-Treasurer	Ellettsville
Donna M. Pappas, CMC	Clerk-Treasurer	Portage
Marcia Wilsak, CMC	City Clerk	Munster

#### **Kentucky**

#### **Michigan**

Deborah Bownman, CMC	Deputy Clerk	New Boston
Amy Burton, CMC	City Clerk	Bloomfield Hills
Myra K. Chism, CMC	Clerk Asst. III	Pontiac
Eileen Dehart, CMC	City Clerk	Westland
Anna Goodsell	Township Clerk	Comstock
Shannon Greaves, CMC	City Clerk	Gladwin
Joan Horvath, CMC	Deputy Clerk	Okemos
Daniel L. Luick, CMC	Village Clerk	Vernon
Barbara McVea, CMC	City Clerk	Saugatuck
Rae Oldaugh, CMC	City Clerk	Roseville
Sheri Panozzo, CMC	Deputy Clerk	Berkley
Richard P. Sulaka, CMC	City Clerk	Warren
Amy Whipple, CMC	Deputy Clerk	Brownstown

#### **Ohio**

Joanne C. Borton, CMC	Asst. Clerk of Council	Lyndhurst
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#### **Tennessee**

Stacey Phillips, CMC	City Recorder	Ridgetop
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### Members Earning Recertification #1 Status

#### **Michigan**

Charles Pierce, CMC	Records Supervisor	Macomb Township
Linda Potter, CMC	Deputy City Clerk	Muskegon
Jane Wright	Township Clerk	Saugatuck

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**IIMC REGION V  
SILENT AND LIVE AUCTION  
FUNDRAISER FOR 2011 CONFERENCE**

**There will be a silent *and* live auction at the upcoming Region V meeting in Tennessee to benefit the 2011 IIMC Conference fund.**

**You are invited to bring an item for the event that will generate some friendly competition among your Region V peers and help our fundraising efforts!!**

**TAMCAR's own Terry Harrison, MMC, will use his certified auctioneer skills to make this a *FUN* event, an easy way to raise some money for 2011, and a great place to do some **early holiday shopping!!****

**Please bring your item(s) to the conference registration desk when you arrive at the Embassy Suites and come prepared for some exciting bidding!**

**If you have questions or need more information, you may contact Marilyn Swing at 615/862-6770 or [marilyn.swing@nashville.gov](mailto:marilyn.swing@nashville.gov).**

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# 2011 IIMC Conference



## *2011 Conference Plans*

TAMCAR members are busy brainstorming and fundraising for the 2011 Conference that will be in Nashville. Toward that effort we have planned both merchandise sales and a fun silent auction fundraiser for the upcoming Region V meeting. We would like to have about six (6) items donated from each Region V state for the silent auction, to add to the items that TAMCAR members will donate. If the members attending from each Region V state could put their heads and dollars together to bring a half dozen items that will generate some great silent auction competition, it'll be a fun way to raise a few more dollars toward the 2011 conference fund.

The next edition of the Region V newsletter will be published in February.

To be included in the newsletter, please e-mail Brenda Young at [byoung@townofnashville.org](mailto:byoung@townofnashville.org) or Kathy Dornan at [KDornan@fhgov.com](mailto:KDornan@fhgov.com) by January 25, 2008.