

**International Institute of Municipal Clerks
2007 Annual Business Meeting
Saturday, May 26, 2007
Minutes**

- Call to Order The Business Meeting of the 61st Annual Conference of the International Institute of Municipal Clerks was called to order by President Marcella H. O'Connor, MMC, 12:00 Noon at the New Orleans Marriott, New Orleans, Louisiana
- Welcome to Delegates President O'Connor welcomed all delegates attending the conference.
- Invocation Offered by Reverend Harold Roussell, Pastor of Greater New Salem Baptist Church, Houma, Louisiana, and the husband of Azalea Roussell, Clerk of the City of Gretna, Louisiana
- Introductions President O'Connor introduced members of the Executive Committee. In attendance at the head table were President-Elect Charles Tokar, MMC; Vice President Dyanne C. Reese, CMC; Executive Director Chris Shalby and Parliamentarian/Recorder Christina N. Wilder
- Also introduced and acknowledged were members of the IIMC staff.
- Approval of Agenda **Moved and Seconded**
Motion that the agenda as presented be approved.
Motion Carried.
- Approval of Minutes **Moved and Seconded**
Motion to approve minutes of the Annual Business Meeting of May 18, 2006
Motion Carried.
- Constitutional Review Task Force Report A report of the findings and recommendations of the Constitution Review Task Force was given by Jean Bailey, CMC, IIMC Past President and Chair of the Task Force.
- Moved and Seconded**
To delete the word 'mail' from Article XI – Annual Business Meeting and Elections, Section B. Elections., Part 1) Procedures
Motion carried.
- Moved and Seconded**
Motion to adopt, subject to ratification of the full membership, the recommended amendments to the Constitution.
Motion carried.
- Conference Resolutions **Moved and Seconded**
Resolution of the International Institute of Municipal Clerks

expressing its appreciation and gratitude to the City of New Orleans for its dedication and cooperation in planning and producing an outstanding 2007 IIMC conference

Motion Carried

Moved and Seconded

Resolution of the International Institute of Municipal Clerks recognizing Peggy Lewis, CMC, Host Clerk for the 61st Annual Conference of the International Institute of Municipal Clerks

Motion Carried

Moved and Seconded

Resolution of the International Institute of Municipal Clerks recognizing the Louisiana Municipal Clerks Association for its outstanding support of the 2007 IIMC conference.

Motion Carried.

Certificates of Appreciation

President O'Connor awarded Certificates of Appreciation to outgoing members of the Board of Directors and to the Chairs of Task Forces and 2006/2007 Committees.

Outgoing Board Members

- Tina Ward Shuart, MMC Region I
- Phillip J. Campbell, MMC Region II
- Cheryle R. Ratliff, MMC Region III
- Sally Oglesby, MMC Region V
- Buster Brown, CMC Region VIII
- Sheri L. Pierce, CMC Region IX

Task Force and Committee Chairs

- Accreditation Task Force Allan R. Susen, MMC
- Budget and Planning Mell E. Smigielski, MMC
- Code of Ethics Task Force Robert W. Pritchard, CMC
- Conference Policy Shari A. Moore, CMC
- Constitution Review Task Force Jean M. Bailey, CMC
- Education and Personal Growth Felicia M. Bravo, CMC
- Election Credentials Beverly Raddatz, MMC
- International Relations Ronny Frederickx
- Membership Thomas P. O'Connor, CMC
- Mentoring Joann Warren, CMC
- Policy Review Task Force Christina N. Wilder, CMC
- Program Review and Certification Tracy L. Davis, MMC
- Property Assessment Task Force Kathy Thorpe-Holder, MMC
- Public Relations and Marketing Mary L. Haynes, MMC
- Records Management Elizabeth H. Kiss, MMC
- Research Nancy A. Vincent, MMC
- Resource and Information Elisa D. Olson, MMC

President's Comments

President O'Connor provided a report of the May 21, 2007 Board meeting. Highlights included the announcement that a three-year contract was offered to, and accepted by, Chris Shalby for the position of Executive Director and the rescinding of the award to the

City of Sydney Australia for the 2010 conference. President O'Connor reaffirmed, however, the commitment to hold a conference outside North America that same year. Also it was announced that participants in the Athenian Dialogues will earn education points toward certification.

President O'Connor read a letter from Prof. Bojana Nedeltcheva, Director of CIMCCEE Certification Institute of Municipal Clerks for Central and Eastern Europe (CIMCCEE) Sofia, Bulgaria. In it Prof. Nedeltcheva announced that the first certified education course on Local Administration was held with the support of the Maritza Regional Municipalities Association in Bulgaria. Fifteen Bulgarian clerks attended.

Oaths of Office

President O'Connor administered Oaths of Office to the incoming members of the Board of Directors

Region I	Bernice K. Dixon
Region II	Carol L. Jacobs, MMC
Region III	Stephanie C. Kelly, CMC
Region V	Brenda K. Young, MMC
Region VIII	Monica Martinez Simmons, CMC
Region IX	Pam Kolacy, CMC

Oaths of Office 2007/2008 Executive Committee

Oaths of Office were administered as follows to the 2007/2008 Executive Committee:

Vice President Mary Lynne Stratta and President Elect Dyanne Reese administered by Past President Norma Rodriguez.

President Charles E. Tokar administered by Denise W. Ridley, MMC, City Clerk/Treasurer, City of Dawson Springs, Kentucky

Address by 2007/2008 President

In a brief speech President Tokar honored outgoing President O'Connor for her efforts during the year and thanked his friends and peers for their support.

Comments for the Good of the Order

No comments were made.

Invitation to the 2008 IIMC Conference

Rhonda Dauphin Johnson, Municipal Clerk of the City of Atlanta, extended an invitation to the membership to attend the 62nd Annual Conference in Atlanta, Georgia in 2008.

Adjournment

There being no further business, the Annual Business Meeting was adjourned at 1:36 PM.

Respectfully submitted,

Christina N. Wilder, Parliamentarian/Recorder