

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

Call to Order	The Business Meeting of the 61 <sup>st</sup> 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	<b>Moved and Seconded</b> Motion that the agenda as presented be approved. <b>Motion Carried.</b>
Approval of Minutes	<b>Moved and Seconded</b> Motion to approve minutes of the Annual Business Meeting of May 18, 2006 <b>Motion Carried.</b>
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.  <b>Moved and Seconded</b> To delete the word 'mail' from Article XI – Annual Business Meeting and Elections, Section B. Elections., Part 1) Procedures <b>Motion carried.</b>
	<b>Moved and Seconded</b> Motion to adopt, subject to ratification of the full membership, the recommended amendments to the Constitution. <b>Motion carried.</b>
Conference Resolutions	<b>Moved and Seconded</b> 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 61<sup>st</sup> 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. Suse, MMC
Budget and Planning	Mell E. Smigelski, 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 Maritsa 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 62 <sup>nd</sup> 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,

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## Christina N. Wilder, Parliamentarian/Recorder