



Annual Meeting 2020

Wednesday, October 14th

5:00pm

Peoria, Illinois

*We Are In
This Together.*

The COVID-19 Pandemic





2019-2020 CIMCO OFFICERS

PRESIDENT:

Margaret Hurd
City of Chillicothe
309-294-5518

VICE PRESIDENT:

Angie Huonker
Town of Normal
309-454-9580

SECRETARY:

Stefanie Tarr
City of Peoria
309-494-8565

TREASURER:

Wendy Hundley
City of Urbana
217-384-2364

***IMMEDIATE PAST
PRESIDENT:***

Morgan Cadwalader
East Peoria
309-698-4715



2019-2020 MEETING SCHEDULE

- October 9, 2019** Peoria, IL
Time: 5:30 pm
Location: Jim's Steakhouse
Program: Annual Meeting Election of Officers
Hostess: Beth Ball and Stefanie Tarr
- December 11, 2019** Chillicothe, IL
Time: 5:00 pm
Location: Grecian Gardens
Program: Holiday Gift Exchange
Freedom Paws Service Dogs
Hostesses: Margaret Hurd
- February 12, 2020** Galesburg, IL
Cancelled - weather
- April 8, 2020** Urbana, IL
Cancelled – COVID-19
- April 15, 2020** Happy Hour Virtual Round Table
Time: 5:00 pm
- June 11, 2020** VIA ZOOM
Time: 12:00 pm
- August 12, 2020** VIA ZOOM
Time: 5:30 pm
- October 14, 2020** Peoria, IL
Time: 5:00 pm
Location: The Lariat Steakhouse
Program: Annual Meeting Election of Officers
Hostess: Beth Ball and Stefanie Tarr



**Central Illinois Municipal Clerks Organization
Wednesday, October 14, 2020
5:00 PM
The Lariat Steakhouse, 2233 West Glen Ave. Peoria, Illinois**

1. Call to Order by President Margaret Hurd
2. Pledge of Allegiance
3. Roll Call of Officers
4. Distribution of Annual Report
5. Approval of Minutes of the Meeting held August 12, 2020
6. Approval of the Treasurer's Reports
7. Approval of Report of Officers and Committees as Presented in the Annual Report.
8. Unfinished Business
9. New Business
 - A. Scholarship Amendment Standing Rule NO.6
 - B. By-Law Amendment Article X, Section 1
 - C. Honorary Membership Resolution presented to Past Treasurer Pat Brown
10. Other Business
11. Recognition of Officers and Members by President
 - A. Recognition of 2019-2020 Officers
 - B. Recognition of 2019-2020 Committee Chairs
 - C. Recognition of 2019-2020 Hostesses
 - D. 2019-2020 - President's Award Presentation

12. Election of Officers for 2020-2021

- A. Report of Nominating Committee
- B. Open Nominations from the Floor
- C. Motion to close nominations
- D. Motion to accept slate of officers for 2020-2021 as presented

13. Oath of Office Administered to New Officers

14. Election of Nominating Committee (1st person is chairman)

- A. Motion to close nominations
- B. Motion to accept Nominating Committee as presented

15. General Announcements

16. Adjourn

CIMCO

June 11, 2020, Minutes

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conferences along with using another regional group's guidelines. She remarked on an important change made to the definition of "Active Member" as "those who attend at least two CIMCO meetings in the last twelve (12) months beginning from the application due date and participate in the committee and/or officer opportunities of the organization."

Margie Barnes commented on the length of time for reimbursement by the organizations stating it took until early January to receive confirmation of completion of Institute and Academy, especially for those Clerks attending Institute who did not turn in their final project until November.

Janet Gray said due to the delay in the confirmation of completion from Institute and Academy, she recommended a deadline date to turn verification to CIMCO of January 30. She reviewed completion of confirmation dates for proof to be sent to the Treasurer as follows:

Institute and Academy	January 30 the following year
International IIMC	September 1 of the same year
Becoming A Clerk	August 1 of the same year

Janet Gray reported Institute and Academy was canceled for 2020. She said, by agreement of the Executive Committee, no scholarships would be given for 2020, but would continue for 2021.

At the close of the Committee Chair's remarks, President Hurd said the proposed changes would be brought before the membership at the Annual Meeting in October for approval.

Margie Barnes expressed her appreciation for being awarded the scholarship for the 2019 Institute and Academy, noting it was a worthwhile conference to attend.

Membership Committee

Committee Chair Kim Leese said she had nothing new to report. She inquired about the distribution of bylaws to new members. Kelli Bennewitz recommended distributing membership information with the bylaws when new members were added.

President Hurd said the bylaws and the membership directory would be sent to the entire membership and sent to new members upon receipt.

Dates to Remember

President Hurd reviewed the upcoming dates:

Locations for the 2019-2020 CIMCO meetings

- August 12, 2020 – Normal, IL
- October 21, 2020 – Annual Meeting, Peoria, IL

September 24-26, 2020 - IML, Chicago, IL - CANCELLED

October 11-16, 2020 – MCI Institute & Academy - CANCELLED

Jenny Hayden said there would be a formal announcement made in the next few days regarding the cancellation of Institute and Academy.

Online Training Opportunities

Janet Gray said an email was distributed by IIMC offering online training opportunities. She said dialogues would also be made available online, stating it would be a valuable tool to receive more training at less cost and without having to miss work.

Bylaws Committee

Committee Chair Morgan Cadwalader previously distributed proposed changes to the bylaws for Officer duties and reviewed those proposed changes. She said at the Roundtable meeting in May there was some discussion about staggering Officer terms and to increase the terms from one year to two years serving no more than two terms for a total of four years.

Discussions were held regarding a two-year term for Officers with a recommendation not to exceed two two-year terms. It was discussed since changing the Treasurer created extra work with setting up bank accounts and establishing signatures, that office would be a four-year term serving no more than two terms for a total of eight years.

Discussions were held regarding the succession of Offices, and Janet Gray commented that traditionally the Vice President succeeded the President. It was determined that the President, Vice President and Secretary would continue to be elected at the same time at the annual meeting every two years with those offices not exceeding a total of a four-year limit.

At the close of the Committee Chair's remarks, President Hurd said the proposed changes would be brought before the membership along with the proposed scholarship changes at the Annual Meeting in October for approval.

OLD BUSINESS

CIMCO Website

Angie Huonker said the membership previously discussed creating a CIMCO website, and she inquired whether there was still interest. It was the consensus of the membership to pursue a CIMCO website, and Angie Huonker said she would provide information at the August CIMCO meeting.

NEW BUSINESS

October CIMCO Meeting

Discussions were held regarding the October CIMCO Meeting, and Jenny Hayden recommended changing the date back to its regular date of October 14 since Institute and Academy had been canceled. It was the consensus of the membership to reschedule the October meeting back to its original date of October 14, 2020.



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, AUGUST 12, 2020
VIA ZOOM
5:30 P.M.**

CALL TO ORDER

President Margaret Hurd called the meeting to order at 5:30 P.M.

ROLL CALL OF OFFICERS

The following officers were present for roll call:

President Margaret Hurd, Past President Morgan Cadwalader, Vice President Angie Huonker, Treasurer Pat Brown and Secretary Stefanie Tarr.

OTHER MEMBERS OF CIMCO PRESENT:

Margie Barnes (West Peoria), Kelli Bennewitz (Galesburg), Wendy Hundley (Urbana), Kim Leese (Savoy), Sue McMillan (Pekin), Nicole Stewart (Pekin).

APPROVAL OF THE JUNE 11, 2020, MINUTES

Motion was made by Pat Brown, seconded by Margie Barnes, to approve the June 11, 2020, minutes. Motion carried by viva voce vote.

APPOINTMENT OF WENDY HUNDLEY AS TREASURER

In light of the recent retirement of Pat Brown as City Clerk from the City of Washington, President Hurd said a new Treasurer for CIMCO would need to be approved. She said she was in receipt of a letter of resignation from Wendy Hundley from the Nominating Committee in order to fill the position of Treasurer.

Motion was made by Angie Huonker, seconded by Kelli Bennewitz, to accept the letter of resignation from Wendy Hundley from the Nominating Committee. Motion carried by viva voce vote.

Motion was made by Angie Huonker, seconded by Kelli Bennewitz, to appoint Wendy Hundley as Treasurer to fulfill the term of Pat Brown. Motion carried by viva voce vote.

It was discussed that there would be a smooth transition, noting the same bank would be used. Pat Brown requested a copy of the minutes as soon as possible for use with the transition. All information will be transferred to Wendy Hundley to fulfill the office of Treasurer for CIMCO.

REPORT OF OFFICERS AND COMMITTEES

It was determined that there were no reports to come before the membership at this time.

APPOINTMENT OF BETH BALL TO THE NOMINATING COMMITTEE

President Hurd said she had received letters of resignation from Stefanie Tarr and Wendy Hundley from the Nominating Committee. Due to these resignations, she said another member would need to be appointed to said committee.

Motion was made by Kelli Bennewitz, seconded by Angie Huonker, to accept the resignation of Stefanie Tarr from the Nominating Committee. Motion carried by viva voce vote.

Motion was made by Kelli Bennewitz, seconded by Angie Huonker, to appoint Beth Ball to the Nominating Committee to fulfill the seat of Wendy Hundley and to appoint Kim Leese as Chair of said Committee. Motion carried by viva voce vote.

OLD BUSINESS

It was determined that there was no Old Business to come before the Membership at this time.

NEW BUSINESS

A. Locations for the 2019-2020 CIMCO meetings

a. October 21, 2020 – Annual Meeting, Peoria, IL

**** The Annual Meeting has been rescheduled from October 21, 2020 to October 14, 2020****

B. September 24-26, 2020 - IML, Chicago, IL - CANCELLED

C. October 11-16, 2020 – MCI Institute & Academy – CANCELLED

D. Presentation on Website development by Vice President Huonker

Discussions were held regarding the annual CIMCO meeting, and it was noted that, due to the cancellation of MCI Institute and Academy, the annual meeting would be moved back to its original date of Wednesday, October 14, 2020. A Notice will go out to the Membership of the date change.

Presentation on Website Development by Vice President Huonker

Vice President Huonker provided a presentation on the website development through Go Daddy for CIMCO. She reviewed the various tabs available on the site, the organization's mission, the membership, officer and committee listing along with a recruitment section. She said events could be set up as a calendar or article-type of event. She said the site could include information on "Back to Basics" and scholarships as well as regular meeting information. She asked members for photos that could be used on the website. She said annual reports, bylaws, directories and the charter membership could all be included on the site. She reviewed the various tabs available and the options they would provide. She requested a copy of CIMCO's mission statement to include on the website.

Sue McMillan said the mission statement was read at the last anniversary of CIMCO, and she said she would email a copy.

Vice President Huonker reviewed pricing, noting it would be cheaper for the organization to manage its own website. She said she had experience managing personal and professional websites. She reviewed different purchase options as follows:

- Monthly rate of \$24.99 (Not recommended)
- Annual rate of \$250.00
- Two years for \$340.00
- Three Years for \$475.00

She said the costs provided were approximates, noting the organization could be eligible for some discounts.

Discussions were held regarding the cost of the website, and Pat Brown said the fund balance was in a good situation to accommodate such a purchase. She recommended purchasing one year to see if it would be utilized and would engage the members. She said if it was useful, then a two or three year option could be reviewed.

Vice President Huonker said, if the membership approved, then she would work with Pat Brown and Wendy Hundley to purchase a 12-month plan.

Kim Leese said MCI was holding discussions about its webpage and how that page could host other sites. She said CIMCO may be able to link to MCI's system. She recommended pursuing the one-year contract to see what would transpire with MCI.

Motion was made by Margie Barnes, seconded by Kim Leese, to approve the purchase of a one-year contract for a CIMCO website through Go Daddy with Angie Huonker being the host of the site. Motion carried by viva voce vote.

Vice President Huonker said she would compile information and send out for review. She said she would provide updates on her efforts with the goal of having the website go live by October 2020.

OTHER BUSINESS

Bylaws – Proposed Amendments

Morgan Cadwalader, Chair of the Bylaws Committee, reviewed the proposed changes that were discussed from the June CIMCO meeting as follows:

- Election of Officers: 1-year terms would be changed to 2-year terms for all Officers with the exception Treasurer, and that would be a 4-year term.
- Duties of the President: President would arrange for location of meetings. President would notify the Committees upon their appointment.
- Duties of the Immediate Past President: Immediate Past President would notify the community regarding the appointment of the current CIMCO President.
- Membership Committee: Membership Committee will distribute bylaws to members as needed. It was discussed that with the current CIMCO website, a distribution of bylaws may not be necessary.
- Scholarship Guidelines: Changes at the June CIMCO meeting were incorporated.

President Hurd said those changes would be presented at the annual meeting in October for approval. It was noted that the agenda for the October meeting would reflect the new terms would begin as of the 2020 election.

ADJOURNMENT

Motion was made by Angie Huonker, seconded by Kelli Bennewitz to adjourn the meeting at 6:07 P.M. Motion carried by viva voce vote.

Stefanie Tarr
Chief Deputy City Clerk, Peoria, Illinois
CIMCO Secretary



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, JUNE 11, 2020
VIA ZOOM
12:00 P.M. NOON**

CALL TO ORDER

President Margaret Hurd called the meeting to order at 12:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were present for roll call:

President Margaret Hurd, Past President Morgan Cadwalader, Vice President Angie Huonker, Treasurer Pat Brown and Secretary Stefanie Tarr.

OTHER MEMBERS OF CIMCO PRESENT:

Margie Barnes (West Peoria), Kelli Bennewitz (Galesburg), Janet Gray (Rantoul), Jenny Hayden (Quincy), Wendy Hundley (Urbana), Kim Leese (Savoy), Sue McMillan (Pekin), Nicole Stewart (Pekin), Ericka Welch (Galesburg).

APPROVAL OF THE DECEMBER 11, 2019, MINUTES

Motion was made by Kelli Bennewitz, seconded by Jenny Hayden to approve the December 11, 2019, minutes. Motion carried by viva voce vote.

APPROVAL OF THE TREASURER'S REPORT

Copies of the October – December 2019, January – March 2020, quarter reports were previously distributed to the membership.

A motion was made by Jenny Hayden, seconded by Angie Huonker, to accept the Treasurer's quarterly report dated October – December 2019, and place on file. The motion carried.

A motion was made by Jenny Hayden, seconded by Angie Huonker, to accept the Treasurer's quarterly report dated January – March 2020, and place on file. The motion carried.

REPORT OF OFFICERS AND COMMITTEES

Scholarship Committee

Committee Chair Janet Gray reviewed the scholarship guidelines noting there was not a clear set of rules to follow when awarding scholarships. She said there were no specific scholarship guidelines for the following conferences: Institute and Academy, Becoming the Clerk, and the Annual IIMC Conference. She reviewed the process of drafting the proposed changes stating what was outlined for Institute and Academy was applied towards scholarships for the other two

OTHER BUSINESS

Penny Bright Retirement

It was announced that Penny Bright of Delevan retired on May 29, 2020. President Hurd received a letter with a request to be moved to the Honorary Membership list. It was noted that her Deputy Clerk Tammy Hintz would fill her position until a new Clerk was appointed in the Spring.

Sue McMillan moved to approve the Honorary Membership of Penny Bright due to her retirement on May 29, 2020; seconded by Angie Huonker. Motion carried by viva voce vote.

Kelli Bennewitz said recognition would be provided for Penny at the next CIMCO meeting.

Retirement of Charlie Smyth

Wendy Hundley announced that Charlie Smyth retired as Clerk from the City of Urbana. She said Phyllis Clark would be fulfilling his term until the next election in the Spring.

ADJOURNMENT

Motion was made by Pat Brown, seconded by Jenny Hayden to adjourn the meeting at 1:00 P.M. Motion carried by viva voce vote.

Stefanie Tarr
Chief Deputy City Clerk, Peoria, Illinois
CIMCO Secretary



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, DECEMBER 11, 2019
Grecian Gardens, 304 S. Plaza Park Drive, Chillicothe, Illinois 61523
5:00 P.M.

CALL TO ORDER

Following a presentation provided by Freedom Paw Service Dogs, President Margaret Hurd called the meeting to order at 6:25 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were present for roll call:

President Margaret Hurd, Vice President Angie Huonker, Treasurer Pat Brown and Secretary Stefanie Tarr.

Absent: Past President Morgan Cadwalader.

OTHER MEMBERS OF CIMCO PRESENT:

Janet Gray (Rantoul), Brandy Dalton (Tolono), Susan Trevor (Monmouth), Ericka Welch (Galesburg), Nicole Stewart (Pekin), Carla Zerfowski (Long Creek), Beth Ball (Peoria), Kelli Bennewitz (Galesburg), Jane Berg (Monmouth), Jan Helms (Monmouth), Wendy Hundley (Urbana), Kim Leese (Savoy), Sue McMillan (Pekin), Jenny Hayden (Quincy).

APPROVAL OF THE OCTOBER 9, 2019, MINUTES

With the recommended correction made by Jenny Hayden, motion was made by Jenny Hayden, seconded by Susan Trevor to approve the October 9, 2019, minutes. Motion carried.

REPORT OF OFFICERS AND COMMITTEES

President Hurd reviewed the list of 2019-2020 Committees that was previously distributed to the membership.

Membership/Publicity

Kim Leese said she had sent approximately 120 membership letters, which included the CIMCO membership brochure and an invitation to the December CIMCO meeting. She provided an update on her outreach efforts to Clerks within the CIMCO district to educate them of the CIMCO and MCI organizations and to provide membership forms.

President Hurd reviewed the new CIMCO brochure, noting it had already been used for application to the CIMCO membership. She said everyone was provided with a copy of the brochure and she encouraged making copies and distributing where appropriate.



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President Hurd said she combined the Membership Committee and the Publicity Committee in order to combine outreach efforts. She encouraged the membership to email herself at cityclerk@mediacombb.net or Stefanie Tarr at starr@peoriagov.org with information needing distributed to the membership such as invitations, promotions or job openings.

Discussions were held regarding CIMCO pins and it was noted that the Secretary had possession of those pins.

Scholarship for the 2020 IIMC Annual Conference

Janet Gray provided an update on the 2020 IIMC Annual Conference scholarship being offered by CIMCO, reporting there were six applicants. She said CIMCO currently did not have guidelines for scholarships and she said she asked Morgan Cadwalader and Stefanie Tarr to review the applications. She said it was determined to offer Heidi Mugler, Village Clerk of Minier, the scholarship. Discussions were held on how to disseminate the scholarship and Treasurer Pat Brown said she would need confirmation of attendance. Janet Gray said a list of expenses and registration would also be needed.

Scholarship Guidelines

Janet Gray asked Wendy Hundley to assist in drafting scholarship guidelines for future scholarships.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS/ANNOUNCEMENTS

President Margaret Hurd reviewed the meeting schedule for 2020 as follows:

- February 12, 2020 – Galesburg, Illinois at noon
- April 8, 2020 – Urbana, Illinois
- June 10, 2020 – Normal, Illinois
- August 12, 2020 – Quincy, Illinois at noon
- October 21, 2020 (*Rescheduled from October 14, 2020*) – Peoria, Illinois

Discussions were held regarding the October 14, 2020 meeting. Jenny Hayden commented that there was a conflict with the dates for Institute and Academy. By agreement the October 14, 2020 meeting was rescheduled to October 21, 2020.

OTHER BUSINESS

2020 IIMC Annual Conference

Jenny Hayden commented that those interested in attending the 2020 IIMC Annual Conference should reserve a hotel room as soon as possible, noting that hotel rooms at the conference rate were going quickly.



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MCI Scholarships for the 2020 IIMC Annual Conference

Jenny Hayden encouraged those interested in attending the IIMC Annual Conference in St. Louis and needing a scholarship to help with expenses should apply through MCI at <https://mci.iml.org/page.cfm?key=22903> .

2020 Regional VII Meeting

Jenny Hayden said she had received an email regarding the 2020 Regional VII Meeting scheduled for March 13, 2020, in Manhattan, Kansas from 12:30 P.M. to 5:00 P.M. She said the cost would be \$125.00 per person. Additional information and registration can be found on the Municipal Clerks of Illinois' website at <https://mci.iml.org/page.cfm?key=23220>.

ADJOURNMENT

Motion was made by Jenny Hayden, seconded by Wendy Hundley to adjourn the meeting at 6:38 P.M. and to hold the holiday gift exchange. The motion carried.

Stefanie Tarr
Chief Deputy City Clerk, Peoria, Illinois



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, OCTOBER 9, 2019
Jim's Steakhouse, 110 SW Jefferson Avenue, Peoria, Illinois
5:30 P.M.**

CALL TO ORDER

President Margaret Hurd called the meeting to order at 4:40 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were present for roll call:

President Margaret Hurd, Vice President Angie Huonker, Treasurer Pat Brown, Past President Morgan Cadwalader, and Secretary Stefanie Tarr.

Absent: None.

OTHER MEMBERS OF CIMCO PRESENT:

Margie Barnes (West Peoria), Jenny Hayden (Quincy), Nicole Stewart (Pekin), Beth Ball (Peoria), Janet Gray (Rantoul), Wendy Hundley (Urbana), Kim Leese (Savoy), Carla Zerfowski (Long Creek).

DISTRIBUTION OF ANNUAL REPORT

A motion was made by Janet Gray, seconded by Margie Barnes, to accept the Annual Report. The motion carried.

APPROVAL OF THE AUGUST 14, 2019 MINUTES

With the recommendation correction made by Jenny Hayden, a motion was made by Beth Ball, seconded by Jenny Hayden, to approve the August 14, 2019, minutes. The motion carried.

APPROVAL OF THE TREASURER'S REPORT

Treasurer Brown gave an update of the checking and savings accounts for the time period October 1, 2019, through September 30, 2020. She reported total revenues, in the amount of \$12,299.98 and total expenditures, in the amount of \$6,328.03. She reported a checking account balance of \$19,485.06 and a savings account balance of \$10,452.74.

Treasurer Brown said she was still receiving new memberships and a complete membership list would be provided once all membership forms had been received.

A motion was made by Janet Gray, seconded by Angie Huonker, to accept the Treasurer's report and place on file. The motion carried.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.



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NEW BUSINESS/OTHER BUSINESS

Janet Gray said recommended that the organization provide a scholarship to a CIMCO member to attending the Annual IIMC Conference in St. Louis in May 2020. She inquired as to the deadline date, noting the hotel would be open for reservations beginning in January 2020. She said she would draft a scholarship application and send to the Board for approval and then send to the Secretary to be sent to the membership. She recommended a deadline date for the application of December 2, 2019. She said all scholarship applications should be reviewed prior to the December CIMCO meeting. It was determined that the Scholarship Committee would review the application with an additional non-committee member, Morgan Cadwalader.

RECOGNITION OF 2018-2019 OFFICERS

President Hurd recognized Immediate Past President Morgan Cadwalader, Vice-President Jenny Hayden, Secretary Stefanie Tarr, and Treasurer Pat Brown, providing each with a token of appreciation and words of thanks for their efforts.

RECOGNITION OF 2018-2019 COMMITTEE CHAIRS

President Hurd recognized the 2018-2019 Committee Chairs, providing each with a token of appreciation and words of thanks for their efforts.

RECOGNITION OF 2018-2019 HOSTESSES

President Hurd recognized the 2018-2019 Hostesses, providing each with a token of appreciation and words of thanks for their efforts.

2018-2019 PRESIDENT'S AWARD PRESENTATION

President Hurd awarded the 2018-2019 President's Award to Beth Ball for her efforts in the Back to Basics Seminar held in June 2019.

ELECTION OF OFFICERS FOR 2018-2019

President Hurd reviewed the report from the Nominating Committee and named the slate of officers selected for the 2019-2020 term as President Margaret Hurd (Chillicothe), Vice President Angie Huonker (Quincy), Treasurer Pat Brown (Washington) and Secretary Stefanie Tarr (Peoria).

President Hurd opened the floor for nominations. Following a third call for nominations, President Hurd asked that the floor for nominations be closed.

Janet Gray made a motion to close the floor for nomination, Beth Ball seconded the motion. The motion carried, Margie Barnes made a motion to accept the slate of officers for 2019-2020 as presented. Jenny Hayden seconded the motion. Motion carried.

Immediate Past President Morgan Cadwalader administered the Oath of Office and turned the meeting over to President Hurd.

President Hurd called for nominations for the Nominating Committee.



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ELECTION OF NOMINATING COMMITTEE 2019-2020

Beth Ball made a motion to nominate Stefanie Tarr as Chair of the Nominating Committee. Margie Barnes seconded the motion. Motion carried. Beth Ball made a motion to nominate Kim Leese and Wendy Hundley to the Nominating Committee. Margie Barnes seconded the motion. Motion carried.

Jenny Hayden made a motion to close nominations. Margie Barnes seconded the motion. Motion carried. Margie Barnes made a motion to accept the nominating committee as presented. Pat Brown seconded the motion. Motion carried.

GENERAL ANNOUNCEMENTS

President Hurd read the proposed meeting schedule, noting these were the second Wednesday of the month. She said the December 11, 2019, meeting would be held in Chillicothe. The meeting schedule for 2020 is as follows:

December 11, 2019	Chillicothe, IL
February 12, 2020	
April 8, 2020	
June 10, 2020	
August 12, 2020	
October 14, 2020	

Janet Gray said Kim Leese was on the Committee for the Talk of the Town for MCI. She recommended that Board draft an article providing an update on CIMCO's efforts and send to Kim Leese for the December publication.

Janet Gray recognized Wendy Hundley for her efforts as part of MCI's fundraising group

Jenny Hayden recognized President Margaret Hurd for her leadership efforts in CIMCO for 2018-2019 and she provided her with a token of appreciation.

ADJOURNMENT

A motion to adjourn was made by Janet Gray, seconded by Angie Huonker to adjourn the meeting at 6:07 P.M. The motion carried.

Stefanie Tarr
Chief Deputy City Clerk, Peoria, IL

CIMCO Treasurer's Report
(July 1, 2020 – September 30, 2020)



CHECKING ACCOUNT Champaign Community Bank

BALANCE ON July 1, 2020 **\$ 19,428.50**

INCOME

09/03/2020	Membership Dues	\$ 105.00	
09/11/2020	Membership Dues	\$ 180.00	
09/22/2020	Membership Dues	\$ 315.00	
09/25/2020	Membership Dues	\$ 30.00	
	TOTAL INCOME	\$ 630.00	\$ 630.00

EXPENSES

08/20/2020	City of Washington - Postage for mailing renewal	\$ 33.00	
09/25/2020	Bremer Jewelry - Gavel Charms	\$ 160.23	
	TOTAL EXPENSES	\$ 193.23	\$ 193.23

BALANCE ON 6/30/2020 **\$ 19,865.27**

SAVINGS ACCOUNT Champaign Community Bank

BALANCE ON July 1, 2020 **\$ 10,236.68**

INCOME

07/31/2020	Interest	\$ 0.43	
08/31/2020	Interest	\$ 0.43	
09/03/2020	Membership Dues	\$ 105.00	
09/11/2020	Membership Dues	\$ 180.00	
09/22/2020	Membership Dues	\$ 315.00	
09/25/2020	Membership Dues	\$ 30.00	
09/30/2020	Interest	\$ 0.43	
	TOTAL INCOME	\$ 631.29	\$ 631.29

EXPENSES

TOTAL EXPENSES \$ -

BALANCE ON 6/30/2020 **\$ 10,867.97**

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley

Date: October 14, 2020

CIMCO Treasurer's Report
 (April 1, 2020 – June 30, 2020)



CHECKING ACCOUNT Champaign Community Bank

BALANCE ON APRIL 1, 2020 **\$ 19,663.65**

INCOME

06/02/2020	Membership Dues	\$ 15.00	
	TOTAL INCOME	\$ 15.00	\$ 15.00

EXPENSES

3/19/2020	Margaret Hurd (Flowers for Berta Dinkins Funeral)	\$ 59.25	
3/19/2020	PF Pettibone (Binder for Minute Book)	\$ 190.90	
	TOTAL EXPENSES	\$ 250.15	\$ 250.15

BALANCE ON 6/30/2020 **\$ 19,428.50**

SAVINGS ACCOUNT Champaign Community Bank

BALANCE ON April 1, 2020 **\$ 10,220.40**

INCOME

04/30/2020	Interest	\$ 0.42	
05/29/2020	Interest	\$ 0.41	
06/02/2020	Membership Dues	\$ 15.00	
06/30/2020	Interest	\$ 0.45	
	TOTAL INCOME	\$ 16.28	\$ 16.28

EXPENSES

TOTAL EXPENSES	\$ -	\$ -
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BALANCE ON 6/30/2020 **\$ 10,236.68**

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley

Date: October 14, 2020

2019-2020 CIMCO COMMITTEES

- AUDITING:** Beth Ball – Peoria, **Chair**
Margie Barnes – West Peoria
- BY-LAWS:** Morgan Cadwalader – East Peoria, **Chair**
Jenny Hayden – Quincy
- HISTORIAN:** Susan Trevor – Monmouth, **Chair**
- MEMBERSHIP:** Kim Leese – Savoy, **Chair**
- PUBLICITY:** Stephanie Tarr - Peoria
Sue McMillan - Pekin
- MENTORING:** Sue McMillan – Pekin, **Chair**
Beth Ball – Peoria
- NOMINATING:** Kim Leese – Savoy, **Chair**
Beth Ball - Peoria
Wendy Hundley - Urbana
(resigned August 11, 2020)
Stefanie Tarr – Peoria
(resigned August 7, 2020)
- PROGRAM:** Angie Huonker – Normal, **Chair**
- SCHOLARSHIP:** Janet Gray – Rantoul, **Chair**
Wendy Hundley – Urbana
- TELEPHONE
DIRECTORY:** Kelli Bennewitz – Galesburg, **Chair,**
- LEGISLATIVE
LIAISON** Janet Gray – Rantoul, **Chair**
- YEAR BOOK** Sue McMillan – Pekin, **Chair**



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION

Margaret E. Hurd, Chillicothe City Clerk

908 N SECOND ST., PO BOX 145, CHILLICOTHE, IL 61523 (309)274-5518

September 22, 2020

Dear Fellow Clerks:

My time as your CIMCO President has come to an end and it is hard for me to believe it will be over. Who could have envisioned the year we have had? We have had to adapt to ZOOM meetings, conference calls, and a lot of cancelations. I hope we can get back to normal, but also keep some of the best of the necessary changes we have had to make.

Although we were challenged with meeting via ZOOM, we did accomplish a few things this past year. We have proposed revisions to our bylaws regarding scholarship guidelines and terms of Officers which will be presented for passage at the annual meeting.

I would like to thank all the officers, committee chairs that served this past year. And a special thanks goes out to Wendy Hundley for volunteering to take over for Pat Brown as Treasurer.

Speaking of Pat Brown, I would like to wish her along with Penny Bright, Charlie Smyth a **Happy Retirement!**

Being President of such a professional and dedicated organization has truly been an honor and I want to thank all of you for allowing me to have served as your president.

Sincerely,

Margaret E. Hurd
CIMCO President



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION

Margaret E. Hurd, Chillicothe City Clerk

908 N SECOND ST., PO BOX 145, CHILLICOTHE, IL 61523 (309)274-5518

November 12, 2019

Dear Fellow Clerks:

I would like to thank everyone for putting their trust in me to serve another term as your President

We just had a very well attended Annual Meeting in Peoria (hosted by Beth Ball and Stefanie Tarr). At the meeting Beth Ball was presented the President's Award in recognition of her work and leadership in the Back to Basics Seminar. I cannot stress how valuable that seminar is to new clerks. Thank you to all the Back to Basics Committee members for your help!

I want to thank everyone in our organization for allowing me to serve another term as President and I would like to thank those who have accepted to serve as officers and committee chairs. Attached is the list of committee assignments. This year I would like to make a strong effort on our membership. I have combined Membership with Publicity. I think membership and publicity could go hand-in-hand. CIMCO has a lot to offer all Clerks.

I would like to congratulate CIMCO member and Past Vice President, Jenny Hayden for being elected President of Municipal Clerks of Illinois at the annual meeting in October. Let's all do our best to attend the upcoming events MCI has planned. We are very proud of you Jenny!

If you ever have any questions or suggestions, please don't hesitate to contact me. I welcome any ideas that would benefit CIMCO. Vice President Angie Huonker will Chair the Program Committee this year. If anyone has a specific topic they would like to learn more about, please let her know.

Sincerely,

Margaret E. Hurd

President



OFFICE OF THE CITY CLERK
BETH BALL, MMC
City Clerk / Town Clerk

TO: CIMCO Membership

FROM: Stefanie Tarr, Secretary

DATE: September 18, 2020

RE: Secretary's Annual Report

I would first like to take this opportunity to thank the members of CIMCO for granting me the privilege to serve the organization as Secretary for 2019 - 2020. 2020 has been an unprecedented year with the pandemic of COVID-19, which has caused organizations to revamp meetings in accordance with the rules of social distancing as handed down by the President of the United States, the Governor of Illinois, and the Public Health Department. As such, I enjoyed working alongside my fellow Officers to keep our organization alive and to continue to run business "as usual" to the best of our abilities, considering the restrictions that had been imposed. Following is a summary of the CIMCO meetings held for the past year:

- In December, President Margaret Hurd hosted the meeting in Chillicothe at Grecian Gardens. A presentation was provided by Freedom Paw Service Dogs and the services they offered to our Veterans. After the presentation, a regular meeting was held followed by a gift exchange.
- In February, a meeting was scheduled to be held in Galesburg at the Galesburg Community Gardens. Unfortunately, due to inclement weather, the meeting was canceled with the anticipation of rescheduling either later February or early March.
- In early March, the Executive Committee discussed trying to reschedule February's meeting; however, COVID-19 had hit our country and communities, and a "Stay-at-Home" Order was implemented by mid-March. At that time, it was thought we would be back to business by April.
- In April, the country was in full-fledged pandemic mode. Our April meeting was officially canceled as municipal offices were either closed, or working at minimal capacity, in order to prevent the spread of COVID-19. The "Stay-at-Home" order continued. President Hurd scheduled a virtual roundtable to stay in touch with the Clerks of CIMCO and to hold an informal discussion about how Clerks were handling meetings and trying to conduct business for their communities.
- In June, the pandemic continued. Everyone was encouraged to social distance, which required at least a 6-foot space between individuals, people were required to wear face coverings to prevent the spread of COVID-19, and the gathering of groups was limited. Despite these restrictions, CIMCO was still able to conduct a virtual meeting through the

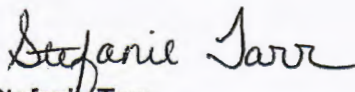
Peoria City Hall
419 Fulton Street, Suite 401, Peoria, IL 61602-1232
Phone 309.494.8565 Fax 309.494.8574

ZOOM platform. It was announced Institute and Academy would be canceled for 2020; however, online training was offered to continue the important training of our Clerks. Even though the pandemic prevented the organization from meeting in person, a lot of work was still being done with bylaw updates as presented by the Bylaws Committee Chair Janet Gray, and Vice President Angie Huonker beginning the research for a CIMCO website. It was announced Penny Bright of Delevan had retired and an Honorary Membership was approved. Charlie Smyth of Urbana had also retired with retired City Clerk Phyllis Clark fulfilling his term.

- In August, a virtual meeting was held via ZOOM. In light of the recent retirement of Pat Brown, City Clerk of Washington and Treasurer of CIMCO, Wendy Hundley was appointed to fulfill her term as Treasurer for CIMCO. Vice President Huonker provided a presentation on the development of CIMCO's website, and a purchase was approved. Chair of the Bylaws Committee Morgan Cadwalader provided an update on proposed Officer and Election changes along with scholarship changes. Clearly, the pandemic had not prevented the organization from conducting business.
- CIMCO's Annual Meeting in October is currently scheduled to be held in Peoria, with the observance of social distancing. This is an important meeting for our organization with the election of Officers and recognition of the efforts of so many of our members.

These had truly been unprecedented times the organization had faced, overcoming many obstacles as it related to the Open Meetings Act and keeping socially distant, as mandated. Not only had it impacted us professionally, but personally as well. CIMCO had definitely been challenged to conduct business during unusual times; however, the organization continued to prevail.

Respectfully submitted,



Stefanie Tarr
CIMCO Secretary, 2019-2020



October 5, 2020

I hope everyone is doing well considering our epic 2020 (Pandemic and Elections). First, let me start by saying thank you and how honored I am to have been given the opportunity to serve as your treasurer. I am enclosing two quarterly reports and an annual report for your review.

2019-2020 we had 64 members (58 regular and 8 honorary)

2020-2021 so far this year we have received 39 membership forms (4 new members, 4 honorary)

Wendy M. Hundley
CIMCO Treasurer

CIMCO Annual Treasurer's Report
(October 1, 2019 – September 30, 2020)



REVENUE SUMMARY

Membership Dues FY 19-20	\$ 630.00
Back to Basic Registration Fee	\$ 75.00
Membership FY 20-21	\$ 1,260.00
Interest paid from 10-2019 through 09-2020	\$ 4.80
TOTAL REVENUES	\$ 1,969.80

EXPENDITURE SUMMARY

Flowers for Annual Meeting	\$ 50.15
President's Award Plaque	\$ 80.61
Flowers for MCI President	\$ 54.15
MCI Institute Scholarship	\$ 550.00
Membership renewal postage fee	\$ 26.50
Flowers for Berta Dinkins Funeral	\$ 59.25
Binder for Minute Book	\$ 190.90
Membership renewal postage fee	\$ 33.00
Bremer Jewelry - Gavel Charms	\$ 160.23
TOTAL EXPENDITURE	\$ 1,204.79

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley, Treasurer

Date: October 14, 2020



To: Margaret Hurd, President

From: Angie Huonker, Vice President, Program Committee Chair

Date: September 17, 2020

Subject: Annual Report of the Program Committee

2020 brought us many new phrases. We have heard "in these unprecedented times" to many times to count. We have talked about the "new normal" so much that it is now just the way things are.

COVID-19 brought many changes to the way we do business in 2020. Meetings were held virtually, Municipal offices and Schools were closed, and people worked from home for weeks or even months.

Conference and Seminar Coordinators scrambled to cancel in-person learning events all across the country.

Fortunately, 2020 was an off year for CIMCO educational programming. We did not have to face the tough decisions that came with cancelling an event or creating virtual learning programming. We were also fortunate that CIMCO did not face any financial loss due to these types of cancellations. For that we are thankful.

With that, I report the CIMCO Program Committee did not hold any classes, workshops, or seminars this past year.

Thank you for the opportunity to serve.



Village of Rantoul

333 S. Tanner Street
P.O. Box 38
Rantoul, IL 61866

Phone 217.893.1661
Fax 217.892.5501

To: Margaret Hurd, President
CIMCO Members

From: CIMCO Scholarship Committee
Janet Gray, Chairman, Rantoul
Wendy Hundley, Urbana

Date: October 16, 2020

RE: 2020 Annual Scholarship Committee Report

In December the Committee received six applications for a \$1,000.00 scholarship to attend IIMC Annual Conference in St. Louis. The Committee awarded the scholarship to Heidi Mugler from Minier.

The Scholarship Committee received three applications this year for the Illion Wait Crabel Memorial Scholarship to attend the 2020 Institute and Academy. They were:

Brandy Dalton, Tolono
Nancy Widlacki, Fairbury
Vickie Slavik, Westville

I apologize that I can't find my records but I believe we awarded a full scholarship to Vickie Slavik to attend the 2020 IIMC Institute and Academy. Unfortunately, the Institute/Academy was cancelled so we informed her that we would not be issuing a Scholarship this year.

The Scholarship Committee has reviewed and would like to propose the following changes to the bylaws regarding scholarship guidelines. The current guidelines only mention scholarship for the Institute and Academy. To align the bylaws with recent past practices the Committee is proposing add guidelines for scholarships to the annual IIMC Conference and the CIMCO's biannual Back to Basic Seminar.

The items in red are changes/additions to the bylaws. The Committee suggests the removal of the underlined phrases.

6. SCHOLARSHIP GUIDELINES FOR CIMCO SCHOLARSHIPS

A. MCI Institute and Academy

The Central Illinois Municipal Clerks Organization (CIMCO) will award scholarships for tuition only for attendance at the Municipal Clerks of Illinois Institute and Academy with the first preference going to the Institute. The intent of a scholarship is to provide an additional, higher level of education for Municipal Clerks. This scholarship is also intended to provide such Clerk an opportunity to develop and maintain the high level of administrative experience needed for the successful operation of his/her office.

All applicants must be active, current paid CIMCO members, as well as current paid members of the Municipal Clerks of Illinois. Active members are defined as those who attend **at least two CIMCO meetings in the last twelve (12) months beginning from the application due date** and participate in the committee and/or officer opportunities of the organization. **Participation is defined as being on a committee or actively working on committee projects.**

The number of scholarships awarded will be determined based on the money available in the scholarship fund and the number of applications. The amount awarded to each recipient will be reimbursed to the recipient **or their municipality** upon receipt of a copy of a certificate of attendance from the Institute/Academy provider. If possible, only the interest and monies raised during the year should be used for scholarships

To raise money throughout the year for scholarships, the Membership will conduct a \$5, 50/50 (amount may be raised as agreed by the participants) at each meeting, with one-half going to the winner and one-half going to the Scholarship fund.

Preference will be given to applicants needing full scholarships. Those needing partial assistance may apply, and if money is available, will be considered. **All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given.**

Applicants should apply to their municipality first. Additionally, we encourage applicants to apply to **the** Municipal Clerks of Illinois and the International Institute of Municipal Clerks. Receipt of other scholarships will be taken into consideration. Additional expenses (i.e., housing, additional meals, travel, etc.) will be the responsibility of the recipient and/or their municipality.

CIMCO will require any present Clerk desiring to be considered for this scholarship to submit an application to the Scholarship Committee. The application shall be made on a form provided by CIMCO. The clerk applying for this scholarship shall be an active, paid member of CIMCO, shall demonstrate need, and shall be a member of the Municipal Clerks of Illinois. (Underlined already stated above but can remain in this paragraph to restate criteria.) Applications for a scholarship shall be received no later than **a date set by the Scholarship Committee July 20** of each year. Scholarships must be used in the year of the award. **Reimbursement requests must be submitted to Treasurer no later than January 15 the following year.**

(Rev. 10/11/00, 4/20/05, 10/19/11)

B. International Institute of Municipal Clerks Annual Conference

If approved by the Membership a scholarship may be awarded for attendance at the International Institute of Municipal Clerk's annual conference with first preference going to first attendees or those working towards CMC or MMC Certification.

Applicants must meet the same requirements as outlined for the Institute/Academy Scholarship. All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given.

The amount awarded to each recipient will be reimbursed to the recipient or their municipality upon receipt of a copy of a certificate of attendance from IIMC and/or other receipts. Funds may be used for any expense for the IIMC Annual Conference.

The application shall be made on a form provided by CIMCO. The clerk applying for this scholarship shall be an active, paid member of CIMCO demonstrate need, and shall be a member of the Municipal Clerks of Illinois. (Underlined already stated above.)

Applications for a scholarship shall be received no later than Dec. 1 of each year. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to Treasurer no later than September 1, of the same year.

C. Becoming the Clerk They Won't Want to Replace Seminar for New Clerks – Biannual Back to Basics Course

If approved by the Membership a scholarship may be awarded for tuition only to the above seminar preference going to new clerks or clerks with less than two years' experience.

Applicants must meet the same requirements as outlined for the Institute/Academy Scholarship. All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given.

The amount awarded to each recipient will be reimbursed to the recipient or their municipality upon receipt of a copy of a certificate of attendance from the Seminar provider.

The application shall be made on a form provided by CIMCO. Applications for a scholarship shall be received no later than April 1. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to Treasurer no later than August 1 of that same year.

*ILION WAIT CRABEL
MEMORIAL SCHOLARSHIP
AWARD 2020*

*To attend IIMC Institute and Academy
cancelled*

*\$1,000 Scholarship
to attend
IIMC Annual Conference
in St. Louis*

*Award
Heidi Mungler
Minier*





401 W. Washington Street. East Peoria, Illinois 61611. Phone (309) 698-4715 FAX (309) 698-4747
OFFICE OF THE CITY CLERK
CITY OF EAST PEORIA, ILLINOIS
MORGAN R. CADWALADER

TO: Margaret Hurd, CIMCO President
CIMCO Members

FROM: CIMCO By-Laws Committee
Morgan Cadwalader, Chair – East Peoria
Jenny Hayden – Quincy

DATE: October 6, 2020

RE: 2020 Annual By-Laws Committee Report

The Committee has made several recommendations for approval at the Annual CIMCO meeting to be held in October 2020. Those changes include changes to CIMCO Officers' term of service, among other more minor changes. The length of each term of service of the President, Vice President, Secretary and Immediate Past President are proposed to be two years instead of one year. The Treasurer's term of service is proposed to change to four years for each term. Other more minor housekeeping changes include listing duties in the By-Laws which reflect in writing those duties that are all ready completed by certain officers and committees.

In addition to these changes, the Scholarship Committee has made several recommendations which have also been incorporated into the By-Laws for recommended changes at the Annual CIMCO meeting.



**NOTICE OF INTENT
TO AMEND
CIMCO STANDING RULE 6
SCHOLARSHIP GUIDELINES FOR MUNICIPAL CLERKS OF ILLINOIS
INSTITUTE ACADEMY**

NOTICE IS HEREBY GIVEN THAT THE MEMBERSHIP WILL CONSIDER AMENDMENTS TO STANDING RULE NO. 6 SCHOLARSHIP GUIDELINES FOR MUNICIPAL CLERKS OF ILLINOIS INSTITUTE AND ACADEMY AS ATTACHED. GENERALLY, STANDING RULES ARE CHANGED BY VOTE OF THE EXECUTIVE BOARD; HOWEVER, SINCE SCHOLARSHIPS AFFECT AND IMPACT THE MEMBERS, WE SHALL OFFER THE AMENDMENTS TO THE MEMBERSHIP AT THE

**REGULAR MEETING OF CIMCO
TO BE HELD AT LARIAT STEAKHOUSE
2232 WEST GLEN AVENUE
PEORIA, ILLINOIS 61614
TO BEGIN AT 5:00 P.M.**

/S/ Stefanie Tarr
Secretary, CIMCO



NOTICE OF PROPOSED BYLAW AMENDMENT

NOTICE OF CIMCO BYLAW CHANGE

PURSUANT TO ARTICLE X, SECTION 1, YOU ARE HEREBY NOTIFIED THAT THE ATTACHED PROPOSED BY-LAW AMENDMENTS, EMAILED TO ALL MEMBERS, WILL BE CONSIDERED AT A REGULAR MEETING OF THE CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION ON

OCTOBER 14, 2020,

AT LARIAT'S STEAKHOUSE

2232 WEST GLEN AVENUE

PEORIA, ILLINOIS

BEGINNING AT 5:00 P.M.

/s/ Stefanie Tarr
Secretary, CIMCO



2019-2020 ANNUAL MEMBERSHIP REPORT

It has been my pleasure to serve as the 2019-2020 Membership Committee Chair. We had 58 paid members and 8 honorary members, which is 64 total members. Numerous email blasts and other communications have been sent to potential CIMCO members. I am encouraged by our numbers; particularly during these unprecedented pandemic times. Membership with CIMCO provides yet another resource for Clerks in the Central Illinois region.

I would like to thank President, Margaret Hurd; Vice President, Angie Huonker; Treasurer, Pat Brown; and Secretary, Stephanie Tarr for their leadership this year. They were always there to answer an email or take a phone call. Their dedication to this organization and all of the hours they have put in to make this year successful is commendable.

Thank you for the opportunity to serve as the Membership Chairperson. I am grateful to be a part of this honorable organization.

HONORARY MEMBERS

<i>Ilion Crabel</i>	<i>Chillicothe - Charter Member (deceased)</i>
<i>Robert Arnold</i>	<i>East Peoria - Charter Member</i>
<i>Vicki Crum</i>	<i>Marquette Heights - Charter Member</i>
<i>Marianne Edwards</i>	<i>Normal - Charter Member (deceased)</i>
<i>Earlene Nelson</i>	<i>Bloomington - Charter Member</i>
<i>Joan Steffen</i>	<i>Goodfield - Charter Member</i>
<i>Cheryl Lehman</i>	<i>Forsyth (2002)</i>
<i>Sharon Gibson</i>	<i>Bloomington (2002) (deceased)</i>
<i>Norma Graves</i>	<i>Springfield (2003)</i>
<i>Juanita Josserand</i>	<i>Lincoln (2003)</i>
<i>Cindy Cody</i>	<i>Springfield (2003)</i>
<i>Joyce Hopping</i>	<i>Galesburg - Charter Member (2003)</i>
<i>Patricia Ehrhart</i>	<i>Neoga (2003)</i>
<i>Sandra Murphy</i>	<i>Kewanee (2005)</i>
<i>Anita Carlton</i>	<i>Galesburg (2009)</i>
<i>Carol Moss</i>	<i>Washington (2009)</i>
<i>Berta Veona Dinkins</i>	<i>East Peoria (2010)</i>
<i>Nancy Whites</i>	<i>Canton (2010)</i>
<i>Ann Frels</i>	<i>Normal (2011)</i>
<i>Mary Haynes</i>	<i>Peoria (2012)</i>
<i>Janet Myers</i>	<i>Danville (2013)</i>
<i>Paula Smart</i>	<i>East Peoria (2013)</i>
<i>Kathy Mizer</i>	<i>Forsyth (2014)</i>
<i>Sharon Crabel</i>	<i>Chillicothe (2014)</i>
<i>Linda Swartz</i>	<i>Decatur (2015)</i>

HONORARY MEMBERS

Tracey Covert

Bloomington (2015)

Carole Stephens

West Peoria (2015)

Wendy Briggs

Normal (2017)

Phyllis Clark

Urbana (2017)

Karla Daubs

Mason City (2017)



TO: Margaret Hurd
CIMCO President

FROM: CIMCO Nominating Committee

DATE: **August 21, 2020**

The Nominating Committee, consisting of Kim Leese and Beth Ball served for the year of 2020-2021. We thank you for the opportunity to serve on this committee. ***Please note that Stefanie Tarr officially resigned from the Committee on August 7, 2020, and Wendy Hundley officially resigned from the Committee on August 11, 2020.***

We submit the following slate for your consideration and ask that the Secretary prepare election notices in accordance with the Election Policy for the Central Illinois Municipal Clerks Organization (CIMCO). The election will be held at the Annual Meeting on **October 14, 2020**. The Committee will hear other nominations from the floor in addition to the slate being presented.

President:	Angie Hounker
Vice President:	Stefanie Tarr
Secretary:	Nicole Stewart
Treasurer:	Wendy Hundley

Margaret Hurd will occupy the Immediate Past President post without election.

Respectfully submitted,
Kim Leese, Chair



NOTICE OF ELECTION OF OFFICERS

Notice is hereby given that the Central Illinois Municipal Clerks Organization (CIMCO) will conduct an Election of Officers at its Annual Meeting, to be held on Wednesday, October 14, 2020, 5:00 P.M. in Peoria, Illinois. The Annual Meeting will be at 5:00 P.M. with dinner to follow.

Nominations from the floor will be in order for the offices of President, Vice President, Secretary and Treasurer for 2020-21.

Nominators and Candidates must be duly paid members of CIMCO for fiscal year 2020-21, and be a Municipal Clerk, Deputy Clerk or Assistant Clerk.

In the event two or more candidates for an office are nominated, each nominator may give a one to two-minute speech on behalf of their candidate. Candidates may address the assembly no more than two minutes.

The office of President will be voted first, then Vice President, Secretary and lastly, Treasurer.

If there is but one candidate for an office, votes will be voice. If there is more than one candidate for a particular office, votes will be by ballot. The President shall appoint judges to help conduct the election.

Those having questions are encouraged to contact the President at 309-274-2020.

Sincerely,

Margaret Hurd
City Clerk, City of Chillicothe
CIMCO President

Dated September 15, 2020

PRESIDENTIAL AWARD

<i>1989</i>	Carol Moss Robert Arnold East Peoria Berta Dinkins East Peoria	Washington
<i>1990</i>	Mary Haynes	Peoria
<i>1991</i>	Penny Bright	Delavan
<i>1992</i>	Anita Carlton	Galesburg
<i>1993</i>	Theresa Kehl	Assumption
<i>1994</i>	Sharon Grabel	Chillicothe
<i>1995</i>	Melodee Rudolph	Lewistown
<i>1996</i>	Guydeen Roos	Peoria
<i>1997</i>	Melanie Riggs	Lincoln
<i>1998</i>	Melanie Riggs	Lincoln
<i>1999</i>	Sue McMillan	Pekin
<i>2000</i>	Beth Ball Joyce Hopping	Peoria Galesburg
<i>2001</i>	Melanie Riggs	Lincoln
<i>2002</i>	Mary Haynes	Peoria
<i>2003</i>	Berta Dinkins Carol Moss	East Peoria Washington
Honorable Mention.....	Paula Smart	East Peoria
<i>2004</i>	Janet Myers	Danville
<i>2005</i>	Phyllis Clark	Urbana
<i>2006</i>	Paula Smart	East Peoria
<i>2007</i>	Kathy Mizer	Forsyth
<i>2008</i>	Janet Myers	Danville
<i>2009</i>	Kelli Bennewitz	Galesburg
<i>2010</i>	Mary Haynes	Peoria
<i>2011</i>	Janet Myers	Danville
<i>2012</i>	Beth Ball	Peoria

<i>2013</i>	Kelli Bennewitz Janet Myers	Galesburg Danville
<i>2014</i>	Sue McMillan	Pekin
<i>2015</i>	Janet Gray	Rantoul
<i>2016</i>	Morgan Cadwalader	East Peoria
<i>2017</i>	Janet Gray	Rantoul
<i>2018</i>	Ericka Gillenwater (Welch)	Galesburg
<i>2019</i>	Beth Ball	Peoria

PAST PRESIDENTS

<i>1988-1989</i>	Mary Haynes	Peoria
<i>1989-1990</i>	Anita Carlton	Galesburg
<i>1990-1991</i>	Carol Moss	Washington
<i>1991-1992</i>	Theresa Kehl	Assumption
<i>1992-1993</i>	Sharon Crabel	Chillicothe
<i>1993-1994</i>	Penny Bright	Delavan
<i>1994-1995</i>	Janet Winship	Cuba
<i>1995-1996</i>	Sandra Murphy	Kewanee
<i>1996-1997</i>	Cheryl Lehman	Forsyth
<i>1997-1998</i>	David Fever	El Paso
<i>1998-2000</i>	Phyllis Clark	Urbana
<i>2000-2001</i>	Sue McMillan	Pekin
<i>2001-2002</i>	Janet Myers	Danville
<i>2002-2003</i>	Janet Myers	Danville
<i>2003-2005</i>	Susan Bachman	Roanoke
<i>2005-2006</i>	Beth Ball	Peoria
<i>2006-2007</i>	Paula Smart	East Peoria
<i>2007-2008</i>	Paula Smart	East Peoria
<i>2008-2009</i>	Kathy Mizer	Forsyth
<i>2009-2010</i>	Karla Daubs	Mason City
<i>2010-2011</i>	Kelli Bennewitz	Galesburg
<i>2011-2012</i>	Kelli Bennewitz	Galesburg
<i>2012-2014</i>	Janet Gray	Rantoul

<i>2014-2015</i>	Ericka Gillenwater	Galesburg
<i>2015-2016</i>	Ericka Gillenwater	Galesburg
<i>2016-2017</i>	Morgan Cadwalader	East Peoria
<i>2017-2018</i>	Morgan Cadwalader	East Peoria
<i>2018-2019</i>	Margaret Hurd	Chillicothe
<i>2019-2020</i>	Margaret Hurd	Chillicothe

McMillan, Sue

From: Stefanie Tarr <starr@peoriagov.org>
Sent: Tuesday, February 11, 2020 2:31 PM
To: Stefanie Tarr
Subject: CIMCO Meeting Cancellation

Importance: High



Good afternoon, Clerks!

In light of the weather report for tomorrow, the CIMCO meeting has been canceled. I will let you know at a later date if the meeting will be rescheduled.

Thank you and stay safe!

Stefanie

Stefanie S. Tarr, CMC, RMC
Chief Deputy City Clerk/Deputy Town Clerk
City of Peoria
City Hall
119 Fulton Street, Suite 401
Peoria, Illinois 61602-1232

Office: 309-494-8568
Fax: 309-494-8574



From: Margaret Hurd
To: CIMCO
Subject: April 8th Meeting

NOTICE OF CANCELLATION

Due to recent developments in the COVID-19 pandemic it is the consensus of the Board to cancel the April 8th CIMCO meeting.

I know many of you are under travel restrictions by your municipality through the end of April. We will closely monitor the recommendations from the State and hope to reschedule the meeting in May.

Please everyone, practice self-care and stay "sane and safe".

My thoughts and prayers are with everyone,

Margaret E. Hurd, President



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION

Margaret E. Hurd, Chillicothe City Clerk

908 N SECOND ST., PO BOX 145, CHILLICOTHE, IL 61523 (309)274-5518

April 9, 2020

Dear Clerks:

During these uncertain times, I wanted to reach out to share that you, your family, your municipalities are in my thoughts.

I'm sure most of you have experienced a different challenge each day. It is impossible to predict how events will unfold in the coming weeks and months but know we are all in this together! I have noticed the MCI TRUNKLINE has been very active and that is a GREAT THING! Thank you for sharing your experiences to help each other grow.

It seems like it has been forever since we have all met so, your officers and I have decided to hold a "Happy Hour Virtual Round Table" Wednesday, April 15th at 5:00pm. We will be holding the discussion through ZOOM. You can access the meeting by connecting online:

<https://us04web.zoom.us/j/167392971?pwd=dXVJUzdITUNqKzRocHlqR01LU042UT09>

Meeting ID: 167-392-971

Password: 2vzeF6

It would be helpful to have any questions or concerns emailed to myself at cityclerk@mediacombb.net or Stefanie at starr@peoriagov.org ahead of time.

So, Clerks, grab your favorite drink, your computer (or phone) and join us. If you're not able to make the meeting time, please drop us an email and just "check-in".

Until Wednesday,

Margaret E. Hurd, CMC
Chillicothe City Clerk
CIMCO President



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION

Margaret E. Hurd, Chillicothe City Clerk

908 N SECOND ST., PO BOX 145, CHILLICOTHE, IL 61523 (309)274-5518

October 8, 2020

Dear Clerks:

In addition to our annual meeting to be held in Peoria we will *ALSO* have it available to attend by *ZOOM*.

You can access the meeting by connecting online:

<https://us04web.zoom.us/j/76469475481?pwd=YXQwVUF3>

Meeting ID: 764 6947 5481

Password: 2JpXst

It would be helpful to have any questions or concerns emailed to myself or Stefanie ahead of time.

Until Wednesday,

Margaret E. Hurd, *CMC*

Chillicothe City Clerk

CIMCO President

CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION CHARTER MEMBERS

Chartered September 8, 1998 and November 9, 1988

1. Penny L. Bright – City of Delavan *
2. Mary L. Haynes – City of Peoria *
3. Harriett Anderson – Village of Morton *
4. Chris Pitts – Village of Bayview Gardens *
5. Robert L. (Lindy) Arnold – City of East Peoria *
6. Veona (Berta) Dinkins – City of East Peoria **
7. Wendelilyn Briggs – City of Normal *
8. Marianne Edwards – City of Normal **
9. Margaret Quinley – City of Lexington *
10. Camilla Winterland – City of Chenoa *
11. Nancy Whites – City of Canton *
12. Anita Carlton – City of Galesburg **
13. Susan Cramer – City of Peoria (not with city)
14. Vicki Crum – Village of Marquette Heights *
15. Patricia Ehrhart – Neoga *
16. Marion Swendsen – Village of Peoria Heights *
17. Lucille Gibson – City of Macomb **
18. Adela M. Foster – Village of Maquon **
19. Margaret J. Anderson – City of Gibson **
20. Phyllis Sands – City of Decatur **
21. Linda Granger – City of Carthage *
22. Francis Welch – City of Colchester *
23. Joyce A. Hopping – City of Galesburg *
24. Ruth Gaskell – City of Marquette Heights *
25. Joan Steffen – City of Goodfield *
26. Sandy Lancaster – City of Minier *
27. Mary Howerter – City of Havana *
28. Carol Moss – City of Washington *
29. Ilion Crabel – City of Chillicothe **
30. Sharon Crabel – City of Chillicothe *
31. Earlene Nelson – City of Bloomington *
32. Elmo C. Ferrenburg – City of Monmouth *
33. Lydia West – City of Monmouth *

* retired

** deceased



Est. 1988

CIMCO

***FRIENDSHIP
SUPPORT
GROWTH***

***PROFESSIONALISM
ALLEGIANCE
KNOWLEDGE***

“WE FORM THIS ORGANIZATION FOR THE SAKE OF FRIENDSHIP AND SUPPORT, AND TO PROMOTE PERSONAL GROWTH AND PROFESSIONALISM; WE OFFER OUR ALLEGIANCE TO OUR COUNTRY, OUR MUNICIPALITIES AND TO CIMCO AND PLEDGE TO SEEK KNOWLEDGE—OF THE WORLD AROUND US; OF OUR OFFICES, AS WELL AS OR OURSELVES—FOR THE GREATER GOOD FOR ALL.”

REVIEW ATLAS

Revered public servant Anita Carlton dies

By Jay Redfern

The Register-Mail

Posted Aug 20, 2020 at 10:47 AM

GALESBURG — A long-standing public servant of Galesburg city government and politics has died at the age of 83. Anita Carlton most notably served as Galesburg city clerk for 26 years, but her impact on municipal government stretched worldwide. She died Wednesday at Seminary Manor Nursing Home.

"Anita was a well-known leader in Galesburg, but her reach extended around the world," said Dane Bragg, Galesburg city manager from 2007 to 2010 and now village manager in Buffalo Grove. "She was instrumental in developing today's municipal clerk institute and mentoring clerks to be leaders in their field.

"She will be greatly missed by her peers in local government."

Carlton served as Galesburg city clerk from Aug. 1, 1983, to 2009. Before that time, she was executive director in the Galesburg Election Commission office, having served as deputy and an employee in that office from 1976 to 1983. As city clerk, she received the Certified Municipal Clerk designation and the Master Municipal Clerk designation. She coordinated the activities for the city of Galesburg Sesquicentennial Commission in 1987 and was chairman of the Lincoln/Douglas C-Span re-enactment.

She handed over the reigns of city clerk to then Deputy Clerk Kelli Bennewitz in 2009. Bennewitz went on to win election to the office and remains as Galesburg city clerk.

"I always felt very honored and blessed when she asked me to be her deputy back in 2003," Bennewitz said. "I know it's a cliché, but she really did teach me everything I know about being a municipal clerk. She knew that one day she would retire and her hope was that she would leave the office in capable hands — which is why she always made continuing education a priority. She truly was my mentor and a friend. I think I can safely say that I owe the love of my job to her.

"Anita loved her career as the Galesburg city clerk and all the people she worked with over the years," Bennewitz said. "She built great friendships and relationships with our colleagues across the state and was also a mentor to many clerks she came in contact with. She will be greatly missed by all of us."

Carlton was active in the community and was a longtime volunteer in Galesburg. According to her obituary, she had served as a member and various officer positions for a variety of organizations, including Hitchcock P.T.A., Churchill Parents Club, Galesburg Junior Woman's Club, state president of Illinois Junior Woman's Club, Altrusa Club of Galesburg, League of Women Voters, Central Illinois Municipal Clerks Organization, Municipal Clerks of Illinois, International Institute of Municipal Clerks, the Cameo Club, Chapter MG, PEO, and the Galesburg Women's Club. Anita served on the board of directors of Leadership Greater Galesburg.

Carlton was the recipient of the Thomas B. Herring Community Service Award in 1992 for outstanding volunteer service in Galesburg.

Rollie Paulsgrove, former Galesburg alderman in Wards 1 and 7 for 16 years, said Carlton was a valuable asset for the city as a whole, and for employees and elected officials of city government.

"What a tremendous loss," Paulsgrove said. "Anita really cared for the city, and for the office of city clerk. I just have so many good things to say about her.

"At meetings, she knew Robert's Rules of Order inside-out, upside-down. She was that good. She just kept everyone straight."

Asked to describe Carlton's personality, Paulsgrove paused, chuckled, and said, "She was a real spitfire. She would work with anyone, as long as you didn't lie to her. Honesty was very important to her ... what a nice lady."

Like Paulsgrove, former Fourth Ward alderman Lomac Payton has fond memories of Carlton.

10/14/2020

Revered public servant Anita Carlton dies - News - Daily Review Atlas - Monmouth, IL

"Anita was very special to me," Payton said. "I had known Anita before I was elected to the council in 2005, but when I got on the council, she was so helpful. She was a very important and respected person for the city.

"She was just a wonderful person."

Funeral services are scheduled for 3 p.m. Saturday, Aug. 22, at Hinchliff-Pearson-West Funeral Directors and Cremation Services Galesburg Chapel, with Rev. Tom Ek officiating. Visitation will be from 2 to 3 p.m. Saturday at the chapel.



In Loving Memory



Anita Carlton
CIMCO charter member and
retired Town Clerk of Galesburg

Veona "Berta" Dinkins
CIMCO Treasurer
retired City Clerk of East Peoria