



**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

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.

**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**