

SPOTLIGHT



CIMCO
ANNUAL
MEETING

Wednesday,
October 18, 2023
5:30pm
Peoria, Illinois



NOTICE OF RESCHEDULED MEETING

Notice is hereby given that the Central Illinois Municipal Clerks Organization (CIMCO) has rescheduled its Annual Meeting to Wednesday, October 18, 2023, at 5:30 P.M. in light of Institute and Academy being held the week of our regularly scheduled meeting. Meeting Notice and Agenda will be provided at a later date.

Stefanie Tarr

Stefanie Tarr, RMC, MMC
City Clerk, City of Peoria
CIMCO President

Dated October 3, 2023



Central Illinois Municipal Clerks Organization

**Wednesday, October 18, 2023
5:30 PM**

**Saffron Social, 187 SW Washington Street
Peoria, Illinois 61602**

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers
4. Distribution of Annual Report
5. Approval of Minutes of the Meeting held August 9, 2023
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. Discussion Regarding Illion Crabel Award
 - B. Membership Dues -- New Members since July
 - C. Review of Committees
 - D. Proposed Change to Bylaws Standing Rule 6(a), (b) and (c)
 - E. Hosts for 2024 -- Sign-up sheet

10. Other Business

11. Recognition of Members by President (Due to the new terms, Officer recognition will occur in 2024)

A. Recognition of 2022-2023 Committee Chairs

- i. Angie Huonker, Program Committee
- ii. Nicole Stewart, Publicity Committee
- iii. Janet Gray, Scholarship Committee
- iv. Morgan Cadwalader, Bylaws Committee
- v. Tana Ward, Auditing Committee
- vi. Kelli Bennewitz and Erika Gugliotta, Telephone Directory
- vii. Sue McMillan, Yearbook Committee
- viii. Janet Gray, Membership Committee
- ix. Wendy Hundley, Mentoring Committee
- x. Tana Ward, Website Committee

B. Recognition of 2022-2023 Hostesses

- i. Amanda Stutsman, Bloomington
- ii. Margie Barnes, West Peoria
- iii. Kelli Bennewitz and Ericka Gugliotta, Galesburg
- iv. Trina Bonds and Courtney Coe, Peoria
- v. Janet Gray and Tana Ward, Rantoul

C. Recognition of Back to Basics Presenters

- i. Q&A FOIA Questions – Tierra Shickel, Nicole Stewart, Courtney Coe
- ii. Forms of Government and Municipal Calendar – Wendy Hundley and Tana Ward
- iii. Open and Closed Meetings, Notices & Agendas – Kelli Bennewitz
- iv. Open and Closed Minutes, Archiving and Releasing Closed Minutes – Tana Ward
- v. Ordinances and Resolutions; Posting, Publication and Filing Requirements – Nicole Stewart
- vi. Best Practices: Licenses, Notary Public and Duties of the Deputy Clerk – Ericka Gugliotta, Angie Huonker and Tana Ward

D. 2022-2023 - President's Award Presentation

12. General Announcements

A. Nominating Committee On Call

- i. Notice – August 2024
- ii. Nominators and Candidates must be duly paid members of CIMCO for the fiscal year 2023-2024 and be a Municipal Clerk, Deputy Clerk, or Assistant Clerk
- iii. Those interested in an Office contact the President or the Nominating Committee

B. Proposed Meeting Schedule

December 13, 2023 - Normal

February 14, 2024

April 10, 2024

June 12, 2024

August 14, 2023

October 16, 2024

13. Adjourn

Upcoming Events

MCI Winter Seminar – TBD

IIMC 2024 Conference - Calgary, Alberta, Canada – May 19-22

Please Note: Due to changes in the bylaws in 2020, the next election year will be 2024 for the position of President, Vice President, Secretary and Treasurer.



AGENDA

**Central Illinois Municipal Clerks Organization
Wednesday, August 9, 2023
12:00 P.M. (Noon)
Rantoul, Illinois**

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers
4. Approval of Minutes
 - a. April 20, 2023
 - b. June 15, 2023
5. Approval of the Treasurer's Report
6. Report of Officers and Committees
 - a. Comprehensive Review of Bylaws and Committees
7. Old Business
8. New Business
 - a. Approve Ilion Wait Crabel Memorial Scholarship Award
 - b. Investment Discussion with Request to Receive and File or other Action Deemed by the Board.
9. Announcements
 - a. IML Annual Conference – September 21-23, 2023 – Chicago, IL
 - b. MCI Institute & Academy – October 8 – 13, 2023 – Normal, IL
 - c. CIMCO Annual Meeting – October 18, 2023 – Peoria, IL – 5:30 p.m.
 - d. December CIMCO Meeting – December 13, 2023 - Normal, Illinois - Noon
10. Other Business
11. Adjourn



RESCHEDULED NOTICE
AND AGENDA

Central Illinois Municipal Clerks Organization
Thursday, April 20, 2023, 2:00 P.M.
Galesburg City Hall, Erickson Conference Room
55 W. Tompkins St., Galesburg, Illinois

1. Program - Tour of the Galesburg Public Library
2. Call to Order by President Stefanie Tarr
3. Pledge of Allegiance
4. Roll Call of Officers – President Stefanie Tarr; Immediate Past President Angie Huonker;
Vice President Nicole Stewart; Treasurer Wendy Hundley;
Secretary Tana Ward
5. Approval of Minutes of the Meeting held December 14, 2022
6. Approval of the Quarterly Treasurer's Report (April 2023)
7. Committee Updates
 - a. Back to Basics Committee Update/Review
8. Unfinished Business
 - a. Approval of the Quarterly Treasurer's Report (July – September 2022)
 - b. Approval of the Quarterly Treasurer's Report (October – December 2022)
 - c. Review of Potential Changes to Committees
 - d. Comprehensive Bylaws Review

9. New Business

- a. Locations for the 2022 – 2023 CIMCO Meetings
 - i. June 15, 2023 - Peoria (During Back to Basics)
 - ii. August 9, 2023 – Rantoul (Noon Meeting)
 - iii. October 18, 2023 – Peoria at 5:30 p.m.
 - iv. December 13, 2023 – Savoy at 5:30 p.m.
- b. Athenian Dialogue – April 26, 2023, in Elkgrove, "I Love It Here" by Clint Pulver
- c. MCI Spring Seminar – April 27 and 28, 2023, in Elkgrove
- d. 2023 IIMC Annual Conference – May 14 to May 17, 2023, in Minneapolis, MN
- e. Back to Basics – June 15-16, 2023, Holiday Inn and Suites, Peoria, IL

10. Other Business

11. Adjourn



RESCHEDULED NOTICE
AND AGENDA

Central Illinois Municipal Clerks Organization
Thursday, February 9, 2023
West Peoria, Illinois

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers – President Stefanie Tarr; Immediate Past President Angie Huonker;
Vice President Nicole Stewart; Treasurer Wendy Hundley;
Secretary Tana Ward
4. Approval of Minutes of the Meeting held December 14, 2022
5. Approval of the Quarterly Treasurer’s Report (October – December 2022)
6. Committee Updates
 - a. Review of bylaws of each Committee
 - b. Scholarship Committee – Back to Basics
 - i. Request to approve a scholarship for Back to Basics registration and one night hotel up to \$200.00.
 - c. Back to Basics Committee Update/Review
7. Unfinished Business
 - a. Approval of the Quarterly Treasurer’s Report (July – September 2022)
 - b. Review of Potential Changes to Committees (Program, Publicity, Scholarship, Bylaws, Auditing, Telephone, Yearbook, Membership, Mentoring, Nominating, Website)
 - i. Amendments
 - ii. Removals
 - iii. Additions
 - iv. Name Changes
 - v. Reorganization

- c. Comprehensive Bylaws Review
 - i. Bylaw Committee
 - ii. Potential Changes to Committees
 - iii. Credit Card Procedures

8. New Business

- a. Locations for the 2022 – 2023 CIMCO Meetings
 - i. February 9, 2023 - West Peoria (Noon Meeting)
 - ii. April 12, 2023 - Galesburg at 5:30 p.m.
 - iii. June 15, 2023 - Peoria (During Back to Basics)
 - iv. August 9, 2023 – Rantoul (Noon Meeting)
 - v. October 18, 2023 – Peoria at 5:30 p.m.
 - vi. December 13, 2023 – Savoy at 5:30 p.m.
- b. MCI Spring Seminar – April 27 and 28, 2023, in Elkgrove
- c. 2023 IIMC Annual Conference – May 14 to May 17, 2023, in Minneapolis, MN
- d. University of Wisconsin-Green Bay - Master Academy for Civic & Public Affairs
February 22-24, 2023, Virtual – Earn 16 hours (8 points) towards CMC or MMC

9. Other Business

10. Adjourn



AGENDA

Central Illinois Municipal Clerks Organization Wednesday, December 14, 2022 Bloomington, Illinois

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers
4. Approval of Minutes of the Meeting held October 19, 2022
5. Unfinished Business
 - a. Approval of CIMCO Credit Card Procedures and Purchases
 - b. Review of Potential Changes to Committees
 - i. Amendments
 - ii. Removals
 - iii. Additions
 - c. Comprehensive Bylaws Review
 - i. Bylaw Committee
 - ii. Potential Changes to Committees
 - iii. Credit Card Procedures
6. New Business
 - A. Locations for the 2022 – 2023 CIMCO Meetings
 - a. February 9, 2023 - West Peoria (Noon Meeting)
 - b. April 12, 2023 - Galesburg at 5:30 p.m.
 - c. June 15, 2023 - Peoria (During Back to Basics)
 - d. August 9, 2023 – Rantoul (Noon Meeting)
 - e. October 18, 2023 – Peoria at 5:30 p.m.
 - f. December 13, 2023 – Savoy at 5:30 p.m.
 - B. MCI Winter Seminar – January 26 & 27, 2023, Charleston, Illinois

6. *New Business Continued*

C. Athenian Leadership Society Dialogue – *I Love It Here*,
Wednesday, January 25, 2023, 1:30 p.m. to 7:30 p.m.
Unique Suites, 920 W. Lincoln Ave., Charleston, Illinois 61920

D. MCI Spring Seminar – TBD

E. IIMC Annual Conference – May 14 – 17, 2023, Minneapolis, Minnesota

7. Other Business

8. Program – FOIA – First Amendment Audit / FOIA Compliance

9. Holiday Gift Exchange

10. Adjourn



2022 – 2023 CIMCO MEETING SCHEDULE

December 14, 2022	Bloomington Time: Lunch - Noon (Holiday Party) Location: Destihl Restaurant & Brew Works 318 S. Towanda Ave, Normal Program: First Amendment Audits Holiday Gift Exchange - \$20 limit Hostess(es): Amanda Stutsman
February 9, 2023	West Peoria Time: Lunch - Noon Location: TBD Program: TBD Hostess(es): Margie Barnes
April 12, 2023	Galesburg Time: 5:30 P.M. Location: TBD Program: TBD Hostess(es): Kelli Bennewitz, Ericka Gugliotta
June 15, 2023	Peoria (During Back to Basics) Time: TBD Location: Holiday Inn & Suites Peoria at Grand Prairie 7601 North Orange Prairie Road, Peoria Program: Brief check-in / Recap of Back to Basics Hostess(es): Stefanie Tarr, Trina Bonds, Courtney Coe
August 9, 2023	Rantoul Time: Lunch - Noon Location: Rantoul Family Sports Complex 744 S. Murray Rd, Rantoul Program: TBD Hostess(es): Janet Gray, Tana Ward
October 18, 2023	Peoria Time: 5:30 P.M. Location: TBD Program: Annual Meeting Hostess(es): Stefanie Tarr, Trina Bonds, Courtney Coe
December 13, 2023	Savoy Time: TBD Location: TBD Program: TBD Hostess(es): Wendy Hundley



From: Stefanie Tarr
To: CIMCO
Subject: October Annual Meeting
Attachments: Agenda for October 18, 2023

Hello everyone,

Our next regular meeting will be Wednesday, October 18, 2023, at Saffron Social, 187 SW Washington Street, Peoria, Illinois 61602. Trina Bonds and Courtney Coe will be hosting.

The menu looks great, and we have a FULL agenda. Hope to see you there!!

Meeting Details

Date: Wednesday, October 18, 2023
Time: 5:30 P.M.
RSVP: by **Friday, October 13, 2023**, by 12:00 p.m. noon to Courtney Coe at cco@peoriagov.org



From: Stefanie Tarr
To: CIMCO
Subject: August Meeting Notice
Attachment: Agenda for August 9, 2023
Meeting Minutes from April and June
Treasurer's Quarterly Report (April – June 2023)

Our next regular meeting will be **Wednesday, August 9, 2023, at 12:00 P.M. (Noon) in Rantoul at the Rantoul Family Sports Complex, 744 South Murray Road, Rantoul, Illinois.** The meeting will begin with a tour of the Sports Complex followed by a presentation from Rantoul's Administrator Scott Eisenhauer and a Ballpark Style Lunch on behalf of the Village of Rantoul.

I look forward to seeing you all next week!

Meeting Details

Date: **Wednesday, August 9, 2023**
Place: Rantoul Family Sports Complex
Address: 744 South Murray Road
Rantoul, Illinois 61866
Time: 12:00 P.M. (Noon)
RSVP: by Monday, August 7, 2023, by Noon to Tana Ward @ tward@village.rantoul.il.us



From: Stefanie Tarr
To: CIMCO
Subject: April Meeting Notice
Attachments: Agenda for April 20, 2023
Meeting Minutes from December, 2022
Treasurer's Quarterly Report (July – September 2022)
Treasurer's Quarterly Report (October-December 2022)
Treasurer's Quarterly Report (January – March 2023)

Our next regular meeting will be **THURSDAY, APRIL 20, 2023, at 2:00 P.M. at Galesburg City Hall, Erickson Conference Room, 55 W. Tompkins St., Galesburg, Illinois.** The meeting will begin with a tour of the Galesburg Public Library followed by light refreshments and the CIMCO Meeting at the Erickson Conference Room. Meet us at the Erickson Conference Room at 2:00 P.M. and from there we will walk over to the Library for a tour.

I look forward to seeing you all next week!

Meeting Details

Date: **Thursday, April 20, 2023** (Please note the date and day change)
Place: Galesburg City Hall, Erickson Conference Room
Address: 55 W. Tompkins St.
Galesburg, Illinois 61401
Time: 2:00 P.M.
RSVP: by Wednesday, April 19, 2023, by Noon to Stefanie Tarr at starr@peoriagov.org.



From: Stefanie Tarr
To: CIMCO
Subject: February Meeting Notice
Attachments: Agenda for February 9, 2023
Meeting Minutes from December, 2022
Treasurer's Quarterly Report (July – September 2022)
Treasurer's Quarterly Report (October-December 2022)
Raber's Menu

Our next regular meeting will be **THURSDAY, February 9, 2023, at 12:00pm (Noon) at Raber's Packing Company, 3000 Farmington Road, West Peoria, Illinois 61604.** City Clerk Margie Barnes will be our host. We will be able to order at Raber's prior to the meeting. They will bring our orders to us during the meeting.

I look forward to seeing you all next week!

Meeting Details

Date: **Thursday**, February 13, 2023 (Please note the change from Wednesday)
Place: Raber's Packing Company
Address: 3000 Farmington Road
West Peoria, 61604
Time: 12:00pm (Noon)
RSVP: by Tuesday, February 7th, 2023, to Nicole Stewart at nlstewart@ci.pekin.il.us



From: Stefanie Tarr, President
To: CIMCO Members
Subject: December Meeting Notice
Attachments: December 14, 2022, Agenda
October 19, 2022 Minutes
Proposed Bylaws Amendments
Notice of Intent of Bylaw Amendments
2023 Meeting Dates
2023 Committees

Hello everyone,

Our next regular meeting will be **Wednesday, December 14, 2022, at 12:00 P.M. at Destihl Restaurant & Brew Works**, 318 S. Towanda Ave., Normal, Illinois. Amanda Stutsman will be our host.

Don't forget the Holiday Gift Exchange (\$20).

Meeting Details:

Date: Wednesday, December 14, 2022
Place: Destihl Restaurant & Brew Works
Address: 318 S. Towanda Ave., Normal, Illinois
Time: 12:00 P.M.
RSVP: Monday, December 12th, 2022, Tana Ward (clerk@thomasboro.us)



2022 – 2023 CIMCO COMMITTEES

Program Committee:	Angie Huonker (Chair), Normal Tierra Shickel, Normal (vacant)
Publicity Committee:	Nicole Stewart (Chair), Pekin Darcy Sanderfur, Urbana Erika Gugliotta, Galesburg
Scholarship Committee:	Janet Gray (Chair), Rantoul Brandy Dalton, Tolono (vacant)
Bylaws Committee:	Morgan Cadwalader (Chair), East Peoria Courtney Coe, Peoria (vacant)
Auditing Committee:	Tana Ward (Chair), Rantoul Trina Bonds, Peoria (vacant)
Telephone Directory:	Erika Gugliotta and Kelli Bennewitz, Galesburg (Co-Chairs) Wendy Hundley, Urbana (vacant)
Yearbook Committee:	Sue McMillan (Chair), Pekin Nicole Stewart, Pekin
Membership Committee:	Janet Gray (Chair), Rantoul Stefanie Tarr, Peoria (vacant)
Mentoring Committee:	Each Committee Chair Wendy Hundley (Chair), Savoy (vacant)
Nominating Committee:	Amanda Stutsman (Chair), Bloomington Tierra Shickel, Normal Margie Barnes, West Peoria
Website Committee:	Tana Ward (Webmaster), Rantoul Courtney Coe, Peoria

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
JOB DESCRIPTIONS**

**PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
COMMITTEE CHAIRS**

We recommend that as soon as one considers running or allowing their name to be placed in nomination, they familiarize themselves with the By-Laws and Standing Rules. Most of the obligations of each office and committee are listed in the By-Laws.

PRESIDENT

ORGANIZING YOUR TEAM

We recommend that as soon as one considers running or allowing their name to be placed in nomination, they consider who shall man each committee. Choosing a strong chair for each is essential. These can be announced at the Annual Meeting when the President takes office.

The President shall communicate with each chair outlining their duties and deadline dates.

SETTING THE YEAR'S CALENDAR AND PROGRAM

The Treasurer should have received the membership forms by then (a month or so before the Annual Meeting). These forms indicate who is willing to serve and who is willing to host. These people should receive priority.

Determine the meeting schedule...dates and times are set by the By-Laws.

Locations can be chosen by joint conversations between Candidate/President and prospective host.

The host should inform the President ASAP of their specific restaurant.

GETTING STARTED

The President shall work with the Treasurer to ensure there are sufficient amounts of speaker gifts (the paperweights) and gavel charms are available for the year.

WELCOMING NEW MEMBERS

The President and Secretary should work together to develop a system to welcome new members. Upon notification, a letter should be sent welcoming and outlining the president's program, a telephone directory and a By-Laws book.

WRAPPING THINGS UP...THE ANNUAL MEETING

The By-Laws require that an announcement of election and the annual meeting shall be given to the membership. Work with the Secretary and with the By-Laws Chair to determine what notices are needed.

The President shall request an annual report from all Officers and Committee Chairs and send it to the Year-Book Chair who will then prepare a booklet for the Annual Meeting

Note: The President should work with the Secretary to develop the Agenda for the Annual Meeting. The agenda takes a different form for this meeting.

The President shall choose a recipient for the Presidential Award according to the guidelines and announce this at the Annual Meeting. He/She should obtain a plaque (at CIMCO's expense) to honor the recipient.

The President often gives a gift to the officers for their service.

VICE PRESIDENT

The Vice President's role is largely a learning and advisory role. The President and Vice President can work together regarding the selection of committees and meeting locations. The Vice President can be Program Chairman, if desired. In that role, the Vice President would then outline the year's study course and arrange the speakers.

The Vice President should obtain a plaque at CIMCO's expense to honor the President's service and should present this along with a gavel charm at the Annual Meeting.

The Vice President shall prepare an annual report for inclusion into the Annual Meeting Booklet.

SECRETARY

The Secretary shall work with the President and the host to determine the location and program topic of each meeting.

The Secretary shall send out notices of each meeting to the membership at least three weeks in advance.

The Secretary shall include the details of the meeting...location, time, date, restaurant, topic, speaker, if available. A location map should also be included and a copy of the minutes of the previous meeting.

The Secretary shall keep a record of each meeting. Minutes should be sent to the membership with each meeting notice. The Secretary shall prepare a final copy for inclusion into the bound book and obtain the signature of the President after the minutes are approved.

The Secretary shall prepare and end all official notices of election of officers, special meetings and shall coordinate with the By-Laws Chair how official notices for By-Law amendment shall be prepared and sent to the membership. If either person filling these positions is busy, arrangements should be made to notify the membership of proposed By-Law amendments and notices of possible adoption.

The Secretary shall prepare an annual report for inclusion in the Annual Meeting Booklet.

Note: The President should work with the Secretary to develop the Agenda for the Annual Meeting. The Agenda takes a different form for this meeting.

TREASURER

The Treasurer shall receive all membership fees and other revenues for the organization and deposit them promptly.

The Treasurer shall write checks for all expenditures of the Organization.

The Treasurer shall prepare a membership list as soon after the Annual Meeting as practical and inform the President, Secretary and Year Book Chair. Copies of the membership forms should be sent so that everyone knows whom will serve and who will host. The Year Book Chair needs to have addresses, phone numbers and fax numbers.

Note: The President shall work with the Treasurer to ensure there are sufficient amounts of speaker gifts (the paperweights) and gavel charms are available for the year.

The Treasurer needs to write checks for the Scholarship Awards.

The Treasurer needs to meet with the Auditing Committee before the Annual Meeting to allow them to present a report to the Membership at the Annual Meeting.

The Treasurer needs to issue the new notices of dues to the membership for the next year.

The Treasurer shall prepare an annual report for inclusion into the Annual Meeting Booklet.

PROGRAM COMMITTEE CHAIR – USUALLY ASAP

The Program Committee Chair shall immediately work with the committee to set a program. Topics should be outlined and possible speakers should be contacted. Communication is essential between the President, Secretary and Program Committee Chair regarding topics and possible speakers. Determination of specific topics is more important than the speakers. Topics should be given to the membership in the Presidential Letter sent after the Annual Meeting, if possible. Speakers can be announced later, unless they are the draw, rather than the topic.

The Program Committee Chair shall prepare an annual report for inclusion into the Annual Meeting Booklet.

PUBLICITY CHAIR – USUALLY ASAP

The Publicity Chair shall immediately send notices of election and appointment and the announcement of the Presidential Award Winner to the area newspapers, the Mayor of each officer and Presidential Award Winner, and MCI's *TALK OF THE TOWN*. (See example letters and notices.)

The Publicity Chair shall prepare an annual report for inclusion in the Annual Meeting Booklet.

SCHOLARSHIP CHAIR

The Scholarship Chair needs to determine which date the notice to apply needs to go to the membership and work with the President and Secretary to ensure this date is met. The Committee then needs to accept and analyze the applicants and make recommendations to the

membership at the appropriate meeting. This needs to be on the agenda. The Membership then needs to approve. The Treasurer then needs to issue the check(s).

The Scholarship Committee Chair shall prepare an annual report for inclusion in the Annual Meeting Booklet.

BY-LAWS CHAIR

The Committee needs to discuss with the President whether any By-Law amendments are needed. The Chair then needs to call meetings, make recommendations and prepare the proper notices according to the current By-Laws. The By-Laws Chair would present the proposed amendments at a duly called meeting, with proper notice to the membership and make a recommendation. The By-laws Chair would then make new books and distribute if changes are adopted. New Books need not be printed if there are no changes; however, every new member should receive a copy of the By-Laws.

AUDITING COMMITTEE

The Auditing Committee is required to meet with the Treasurer before the end of the fiscal year to audit the books. They should prepare report for the Annual Meeting to be included, if possible, in the Annual Meeting Booklet.

TELEPHONE DIRECTORY

The Chair (compiler) of the Telephone Book needs to receive copies of the submitted membership forms ASAP and update the current list.

In addition, the Chair (compiler) needs to work with the President and Program Chair to ascertain the current officers, list of committee Chairs and members and the dates and locations of the meetings.

The book should be updated, printed and disseminated. These can be taken to the first meeting and ask the Secretary to mail to the membership.

YEAR-BOOK CHAIR

The Yearbook is compiled at the end of the year for the Annual Meeting. The President should request that original copies of the Annual Reports from all the Officers and Chairs be sent to the Year-Book Chair and the Chair should prepare the book for the Annual Meeting. The Secretary should provide originals of agendas, notices of election, proposed By-Laws amendments to also be included. The agenda for the annual meeting is a bit different, see examples.

WEBSITE COMMITTEE

Consists of a Webmaster that will handle the website, including (1) serving as the primary contact for the organization website, (2) maintain the website and content, and (3) ensuring the website aligns with CIMCO's goals and objectives.



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATIONS

Stefanie S. Tarr, Peoria City Clerk

419 Fulton Street, Room 401, Peoria, Illinois 61602 (309) 494-8568

November 28, 2022

Dear Membership:

This is the first official month of my term as CIMCO President. We had our Annual Meeting in Peoria hosted by myself and my team – Trina Bonds, Courtney Coe, and Michelle DeSutter. Thank you to Angie Huonker and the Board for a great couple of years, especially getting us through the COVID-19 pandemic!! At the meeting, now Past President Angie Huonker presented Nicole Stewart with the President's Award in recognition of her work and dedication to CIMCO. I would also like to congratulate CIMCO member and current Secretary Tana Ward for receiving the MCI Rookie of the Year Award at the MCI Annual Meeting in Bloomington this past October. Congratulations Nicole and Tana!! We are very fortunate to have you both in the organization! This shows that CIMCO has SO MUCH TO OFFER!!

The first order of business was to set meeting dates, times and locations. Thank you to those who were able to host for 2022 – 2023. A list is attached for your convenience and will become more refined as the year progresses. These meetings will not only have educational programs, but I encourage our hosting Clerks to showcase their community whether it's hosting at their City Hall, local restaurant, local exhibit or landmark, etc. Every City, Town and Village is unique and deserves to be showcased!

2023 is the year to organize the **Back to Basics** seminar scheduled June 15 – 16 in Peoria. This is a tremendous educational opportunity for new Clerks and a refresher course for others. It's also an opportunity to build relationships and mentor our fellow Clerks. Reach out to Clerks in your surrounding communities and invite them to this seminar. CIMCO is an incredible organization full of experience and dedication willing to help one another. Virtual meetings will begin in January. Those interested in participating or would like to see what it's all about, please feel free to join us. Mentor and be mentored!

Thank you all for this honor to serve as your President. It is an honor to represent an organization that continues to promote professional development and leadership.

Sincerely,

Stefanie Tarr

Stefanie S. Tarr
CIMCO President



Hello, my Fellow Clerks!

I hope this email finds you all well. I am Stefanie Tarr, the Peoria City Clerk and President of the Central Illinois Municipal Clerk's Organization (CIMCO). On behalf of CIMCO, I would like to extend a warm welcome to the Back to Basics Seminar, which will be held on Thursday, June 15, 2023, through Friday, June 16, 2023. We are thrilled to be hosting this event and provide a platform for Clerks like yourself to enhance your knowledge and skills in municipal administration!

The Back to Basics Seminar is conducted every two years for newly appointed or elected Clerks as well as a refresher course for experienced Clerks. Our goal is to ensure you have a solid foundation and continue to build upon that foundation and provide valuable insights, updates, and educational points toward the Certified Municipal Clerk designation. We have put together an agenda packed with informative sessions led by experienced professionals in the field. Here's what you can anticipate from the seminar:

Thursday, June 15, 2023

- | | |
|--------------|--|
| 12:00 pm | Registration |
| 1:00-4:00 pm | FOIA presentation by Ancel Glink |
| 4:00 pm | Question and Answers – Clerk Panel |
| 5:30-6:30 pm | Meet and greet reception (Don't forget your business cards!) |
| 6:30 pm | Dinner on your own |

During the reception, you will have an opportunity to network with fellow Clerks and share experiences and best practices. We believe this collaboration among professionals is invaluable and fosters a strong sense of community within our organization.

Dinner on Thursday evening is on your own. This is a great time to continue your networking efforts and get to know your fellow Clerks even more. Attached is a map with a listing of restaurants in the area.

Friday, June 16, 2023

- | | |
|----------------|--|
| 7:00 am | Breakfast provided |
| 8:00-8:30 am | Forms of Government/Municipal Calendar |
| 8:30-9:30 am | Open/Closed Meetings, Notices and Agendas |
| 9:30 am | Break |
| 9:45-10:45 am | Open/Closed Minutes, Archiving, and Releasing Closed Minutes |
| 10:45-11:30 am | Ordinances/Resolutions |

11:30 am	Lunch provided
12:30-1:30 pm	Local Records Act
1:30-2:30 pm	Parliamentary Procedures
2:30 pm	Break
2:45-3:30 pm	Best Practices: Licenses, Notary Public and Duties of the Deputy Clerk
3:30-4:30 pm	Health and Wellness

We believe this seminar will provide you with valuable knowledge, skills, and resources to enhance your role as a Municipal Clerk. The education points earned during the seminar will also contribute towards your Certified Municipal Clerk designation.

CIMCO is truly excited to host this seminar, and we eagerly await your arrival! We look forward to insightful sessions, networking opportunities, and productive discussions. If you have any questions or need additional information, please do not hesitate to contact me either by email at starr@peoriagov.org or by phone at (309) 494-8568.

See you all soon!!

Warm regards,

Stefanie Tarr
President, Central Illinois Municipal Clerk's Organization



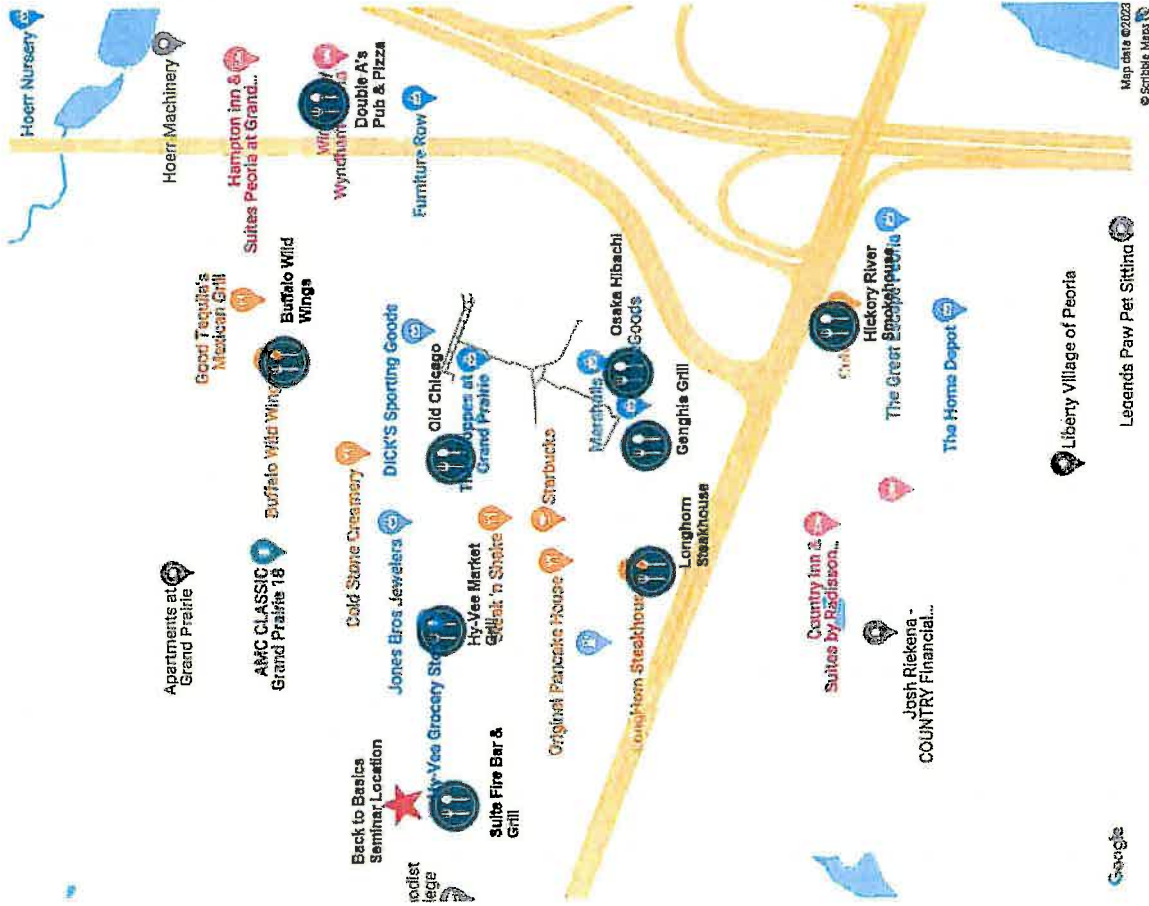
Stefanie S. Tarr, RMC, CMC

City Clerk/ Town Clerk
City of Peoria
City Hall
419 Fulton Street, Suite 401
Peoria, Illinois 61602-1232
Office: 309-494-8568
Fax: 309-494-8574

★ **Back To Basics Seminar - Holiday Inn & Suites**
7601 N Orange Prairie Rd, Peoria, IL 61615

Restaurants:

- **Suite Fire Bar & Grill; 7601 N Orange Prairie Rd, Peoria, IL 61615**
- **Hy-Vee Market Grill; 7610 N Orange Prairie Rd, Peoria, IL 61615**
- **Buffalo Wild Wings; 5121 W American Prairie Dr, Peoria, IL 61615**
- **Genghis Grill; 5201 W War Memorial Dr, Peoria, IL 61615**
- **Osaka Hibachi; 5201 W War Memorial Dr, Peoria, IL 61615**
- **Longhorn Steakhouse; 7401 N Grand Prairie Dr, Peoria, IL 61615**
- **Double A's Pizza & Pub; 7716 IL Route 91; Peoria, IL 61615**
- **Hickory River Smokehouse; 5101 W Holiday Dr, Peoria, IL 61615**
- **Old Chicago; 7610 N Grand Prairie, Peoria, IL 61615**





CIMCO President's Annual Report - Year 2023

Dear CIMCO Members,

I want to take a moment to express my appreciation to each and every one of you for your dedication and commitment to the Central Illinois Municipal Clerk's Organization (CIMCO). Your support has been instrumental in the success of our organization, and it has been an absolute honor to serve as your President over the past year.

It's incredible to see how far the organization has come since 1986. With just two Clerks at the outset, they charted our course and officially established CIMCO in 1988 with a group of thirty-three Clerks. Today, I am pleased to announce that our membership stands at 60. This growth is a testament to the strength of our community and the value we bring to the Clerk profession.

However, as we celebrate our achievements, remember that our journey is far from over. I want to extend a heartfelt invitation to all Clerks who have not yet joined CIMCO. Your involvement is essential to the continued success of our organization. I challenge each of us to become mentors and advocates, inspiring new members to join our ranks and embrace the CIMCO spirit.

One of the highlights of this past year was the resounding success of our Back to Basics Seminar, held during the summer. This event exceeded all expectations, and it wouldn't have been possible without the dedication and tireless efforts of each and every one of you. Your time and talent contributed significantly to making this biennial event a success.

I'd also like to extend a special thank you to our members, officers, committee chairs, and hostesses who have worked tirelessly throughout the year. Despite your busy schedules, you've always been there when needed and have actively participated in our meetings. Your commitment is the lifeblood of our organization, and your contributions have not gone unnoticed.

As we look ahead to the coming year, I am excited about the opportunities and challenges that lie before us. We must continue our collective efforts to maintain CIMCO as an organization of true professionals, fostering an environment where our knowledge and friendships can continue to flourish for years to come.

In closing, I want to express my appreciation for the privilege of serving as your President this past year. Together, we have achieved remarkable milestones, and I do not doubt that the future holds even greater promise for CIMCO. Let us move forward with enthusiasm and dedication as we work together to shape the destiny of our beloved organization.

Thank you, once again, for your outstanding contributions and unwavering support. I look forward to another year of growth, camaraderie, and success.

Sincerely,

Stefanie Tarr

Stefanie Tarr, RMC, MMC
President, CIMCO

MEMBERSHIP APPLICATION
CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
FISCAL YEAR (October – September)
(Please submit one form for each individual)

NAME _____

TITLE _____

MUNICIPALITY _____

NEW MEMBERSHIP

BUSINESS ADDRESS _____

RENEWAL MEMBERSHIP

POPULATION _____

EMAIL _____

TELEPHONE _____

HOME ADDRESS _____

FAX NUMBER _____

HOME PHONE _____

MCI MEMBER – YES NO

FULL TIME CLERK PART TIME CLERK

IIMC MEMBER – YES NO

ELECTED _____ APPOINTED _____

Year

Year

INTEREST IN SERVING AS AN OFFICER:

HONORARY MEMBER (No Fee)

President

Vice President

Secretary

Treasurer

INTEREST IN SERVING ON A COMMITTEE:

Auditing

By-Laws

Historian

Membership

Mentor

Nominating

Program

Publicity

Scholarship

Telephone Directory

Yearbook

I am willing to host a meeting in (month): _____

I am interested in the following topics for meetings: _____

I wish to apply for membership to the Central Illinois Municipal Clerks Organization. I am a duly elected or appointed Municipal Clerk, Deputy Clerk, or Assistant Clerk.

Enclosed is my check for \$30.00

Signature

Annual Dues \$ 30.00 – DUE BY OCTOBER 1 of each year

Make check payable to: CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION (CIMCO)

Return form and payment to: Wendy Hundley, CIMCO Treasurer
Village of Savoy
611 N. Dunlap Avenue
Savoy, IL 61874



CIMCO Vice President's Annual Report - Year 2023

Dear Members of CIMCO,

I want to express my sincere appreciation and heartfelt gratitude for the privilege of serving as the Vice President of CIMCO for 2023 and for the opportunity to continue in this role for 2024. It has been an honor to be a part of this esteemed organization, and I want to take a moment to acknowledge the significance of each and every member.

As clerks, we play a vital role in our respective cities and villages, ensuring the smooth functioning of local government and contributing to the well-being of our communities. CIMCO magnifies the impact of our work. Every member, no matter how small your contributions may seem, has a profound effect not only within your municipality but also as a valuable part of CIMCO.

I was particularly honored to attend the Back to Basics seminar this year, and to be asked to lead a session was a highlight of my experience. This event epitomizes the commitment of CIMCO to professional development and the sharing of knowledge among its members. It is through such initiatives that we continue to grow and thrive as a community of dedicated clerks. I thank each and every one of you who stepped up and showed up to make this happen once again.

I want to thank all the officers, committee chairs, members and hostesses. I enjoyed traveling to each of your municipalities over the last year for you to share your love for your community. Thank you for sharing your insights, work dynamic, and for being you.

I want to emphasize how proud I am to be a part of CIMCO and to work alongside such dedicated and passionate individuals. Each one of you no matter how busy our schedules can be are here to extend a hand. Together, we can achieve great things and

make a lasting impact on our cities, villages and this organization. Thank you for this opportunity, and I look forward to a successful year ahead.

With warm regards,

A handwritten signature in black ink that reads "Nicole J. Stewart". The signature is written in a cursive style with a large, stylized initial "N".

Nicole Stewart, RMC, CMC

Vice President, CIMCO



To: CIMCO
Date: February 8, 2023
From: Wendy M. Hundley, Treasurer
Re: Quarterly report

Welcome to our new members,

Below is a summary of our finances and memberships.

Financial Status

- Checking beginning balance 2022-2023 \$18,773.27
- Checking current balance 2022-2023 \$18,490.69
- Savings beginning balance from 2022-2023 \$12,030.94.
- Savings current balance 2022-2023 \$12,407.46

Please keep in mind that our total in savings does not reflect the \$903.20 in scholarships that was awarded in 2021-2022 or any deposits for January 2023.

Membership Updates

- 2021-2022 We had a total of 49 members (11 new members)
- 2022-2023 So far this year we have received 47 membership forms 10 are new members and one retired.

Thank you,

Wendy M. Hundley

Treasurer

CIMCO Treasurer's Report
(October 1, 2022 – December 31, 2022)



CHECKING ACCOUNT Champaign Community Bank

BALANCE ON October 1, 2022 **\$ 18,773.27**

INCOME

10/04/2022	Membership	\$30.00
10/07/2022	Membership	\$30.00
10/17/2022	Membership	\$15.00
10/20/2022	Membership	\$30.00
10/21/2022	Membership	\$90.00
10/31/2022	Membership	\$45.00
11/21/2022	Membership	\$15.00
11/29/2022	Membership	\$30.00
12/09/2022	Membership	\$15.00
12/13/2022	Membership	\$30.00
12/19/2022	Membership	\$45.00

TOTAL INCOME **\$375.00**

EXPENSES

10/28/2022	Ck 1081 - Stefanie Tarr - Annual Meeting Award	\$ 144.36
11/07/2022	Ck 1082 Scholarship Reimbursement - Nicole	\$ 403.20
11/16/2022	Ck 1083 - President Credit Card Payment	\$ 110.02

TOTAL EXPENSES **\$ 657.58**

BALANCE ON DECEMBER 31, 2022 **\$ 18,490.69**

BALANCE ON October 1, 2022 **\$ 12,030.94**

INCOME

10/04/2022	Membership	\$30.00
10/07/2022	Membership	\$30.00
10/17/2022	Membership	\$15.00
10/20/2022	Membership	\$90.00
10/21/2022	Membership	\$30.00
10/31/2022	Membership	\$45.00
10/31/2022	Interest	\$0.51
11/21/2022	Membership	\$15.00
11/29/2022	Membership	\$30.00
11/30/2022	Interest	\$0.50
12/09/2022	Membership	\$15.00
12/13/2022	Membership	\$30.00
12/19/2022	Membership	\$45.00
12/30/2022	Interest	\$0.51

EXPENSES

TOTAL INCOME \$376.52

TOTAL EXPENSES

\$ - \$ -

BALANCE ON 12/31/2022

\$ 12,407.46

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley

Date: February 8, 2023

CIMCO Treasurer's Report
(July 1, 2022 – September 30, 2022)



CHECKING ACCOUNT Champaign - Hometown Community B

BALANCE ON July 1, 2022 **\$ 20,473.27**

INCOME

07/12/2022	Membership Dues	\$ 15.00	
07/18/2022	Membership Dues	\$ 15.00	
09/22/2022	Membership Dues	\$ 60.00	
09/30/2022	Membership Dues	\$ 210.00	
	TOTAL INCOME	\$ 300.00	\$ 300.00

EXPENSES

08/18/2022	Credit Card Payment - B2B deposit	\$ 2,000.00	
	TOTAL EXPENSES	\$ 2,000.00	\$ 2,000.00

BALANCE ON September 30, 2022 **\$ 18,773.27**

SAVINGS ACCOUNT Champaign - Hometown Community Banks

BALANCE ON July 1, 2022 **\$ 11,729.80**

INCOME

07/12/2022	Membership Dues	\$ 15.00	
07/18/2022	Membership Dues	\$ 15.00	
07/29/2022	Interest	\$ 0.28	
08/31/2022	Interest	\$ 0.38	
09/22/2022	Membership Dues	\$ 60.00	
09/30/2022	Membership Dues	\$ 210.00	
09/30/2022	Interest	\$ 0.48	
	TOTAL INCOME	\$ 301.14	\$ 301.14

EXPENSES

		\$ -	
	TOTAL EXPENSES	\$ -	\$ -

BALANCE ON September 30, 2022 **\$ 12,030.94**

Respectfully submitted,

Wendy M. Hundley
Wendy M. Hundley

Date: October 19, 2022

CIMCO Annual Treasurer's Report
(October 1, 2021 – September 30, 2022)



REVENUE SUMMARY

Membership Dues FY 21-22	\$	420.00
Membership FY 22-23	\$	360.00
Interest paid from 10-2021 through 09-2022	\$	3.76
TOTAL REVENUES	\$	783.76

EXPENDITURE SUMMARY

President's award	\$	80.59
Annual Website fee	\$	221.92
Credit card payment - B2B Holiday Inn deposit	\$	2,000.00
TOTAL EXPENDITURE	\$	2,302.51

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley, Treasurer

Date: October 19, 2022

Central Illinois Municipal Clerks Organization

Washington Community Bank Savings Account - 2227932

October 1, 2021 - September 30, 2022



Date	Description	Amount of Deposit	Withdrawal	Balance
	Balance Forward			\$ 11,157.18
10/5/2021	Membership Dues	\$ 135.00		\$ 11,292.18
10/8/2021	Membership Dues	\$ 120.00		\$ 11,412.18
10/19/2021	Membership Dues	\$ 75.00		\$ 11,487.18
10/22/2021	Membership Dues	\$ 30.00		\$ 11,517.18
10/29/2021	Membership Dues	\$ 15.00		\$ 11,532.18
10/29/2021	Interest	\$ 0.27		\$ 11,532.45
11/8/2021	Membership Dues	\$ 60.00		\$ 11,592.45
11/17/2021	Membership Dues	\$ 15.00		\$ 11,607.45
11/30/2021	Interest	\$ 0.30		\$ 11,607.75
12/1/2021	Membership Dues	\$ 15.00		\$ 11,622.75
12/8/2021	Membership Dues	\$ 30.00		\$ 11,652.75
12/29/2021	Membership Dues	\$ 15.00		\$ 11,667.75
12/31/2021	Interest	\$ 0.30		\$ 11,668.05
1/31/2022	Interest	\$ 0.30		\$ 11,668.35
2/23/2022	Membership Dues	\$ 30.00		\$ 11,698.35
2/25/2022	Membership Dues	\$ 30.00		\$ 11,728.35
2/28/2022	Interest	\$ 0.27		\$ 11,728.62
3/31/2022	Interest	\$ 0.30		\$ 11,728.92
04/29/2022	Interest	\$ 0.28		\$ 11,729.20
05/31/2022	Interest	\$ 0.31		\$ 11,729.51
06/30/2022	Interest	\$ 0.29		\$ 11,729.80
07/12/2022	Membership Dues	\$ 15.00		\$ 11,744.80
07/18/2022	Membership Dues	\$ 15.00		\$ 11,759.80
07/29/2022	Interest	\$ 0.28		\$ 11,760.08
08/31/2022	Interest	\$ 0.38		\$ 11,760.46
09/22/2022	Membership Dues	\$ 60.00		\$ 11,820.46
09/30/2022	Membership Dues	\$ 210.00		\$ 12,030.46
09/30/2022	Interest	\$ 0.48		\$ 12,030.94

is reconciled with bank statement
 is outstanding

Central Illinois Municipal Clerks Organization

Washington Community Bank Checking Account - 199214

October 1, 2021 - September 30, 2022



Date	Description	Check Number	Check Amount	Deposit Amount	Balance
	Balance Forward				\$ 20,205.78
10/05/2021	Membership Dues			\$ 135.00	\$ 20,340.78
10/08/2021	Membership Dues			\$ 120.00	\$ 20,460.78
10/19/2021	Membership Dues			\$ 75.00	\$ 20,535.78
10/21/2022	Town of Normal - President's award	1078	\$ 80.59		\$ 20,455.19
10/22/2021	Membership Dues			\$ 30.00	\$ 20,485.19
10/29/2021	Membership Dues			\$ 15.00	\$ 20,500.19
11/08/2021	Membership Dues			\$ 60.00	\$ 20,560.19
11/17/2021	Membership Dues			\$ 15.00	\$ 20,575.19
12/01/2021	Membership Dues			\$ 15.00	\$ 20,590.19
12/08/2021	Membership Dues			\$ 30.00	\$ 20,620.19
12/29/2021	Membership Dues			\$ 15.00	\$ 20,635.19
02/23/2022	Membership Dues			\$ 30.00	\$ 20,665.19
02/25/2022	Membership Dues			\$ 30.00	\$ 20,695.19
	Town of Normal - Annual				
05/03/2022	Website fee	1079	\$ 221.92		\$ 20,473.27
07/12/2022	Membership Dues			\$ 15.00	\$ 20,488.27
07/18/2022	Membership Dues			\$ 15.00	\$ 20,503.27
	Morton Community Bank -				
08/18/2022	Credit Card Payment	1080	\$ 2,000.00		\$ 18,503.27
09/22/2022	Membership Dues			\$ 60.00	\$ 18,563.27
09/30/2022	Membership Dues			\$ 210.00	\$ 18,773.27

*Check 1080 Deposit payment to the Holiday Inn for B2B 2023

is reconciled with bank statement
 is outstanding



To: CIMCO
Date: April 20, 2023
From: Wendy M. Hundley, Treasurer
Re: Quarterly report

Welcome to our new members,

Rhonda Bezely – Ladd – Village Clerk
Michelle Boyer – Edwardsville – City Clerk
Jill Byrnes – Chillicothe – City Clerk/Collector
Lori Kimmel – Forrest – Village Clerk/Treasurer
Renee Lotz – Macomb – City Clerk
Amy Malmstrom – Silvis – City Clerk
Shannon Myers – Champaign – City Clerk
Amanda Nunley – Mackinaw – Deputy
Alexandria Reis – Fairbury – City Clerk
Lisa Spencer – Mackinaw – Village Clerk/Collector
Angie Wanserski – City Clerk

Membership Updates

- 2022-2023 We had a total of 51 members (11 new members) and one retired which is a decrease of 5 members compared to the 56 from 2021-2022

Financial Status

- Checking beginning balance January 1, 2023 \$18,490.69
- Checking current balance March 31, 2023 \$18,785.69
- Savings beginning balance January 1, 2023 \$12,407.46
- Savings current balance March 31, 2023 \$12,529.01

Please keep in mind that our total savings do not reflect a needed journal entry for \$903.20 obligation for two awarded scholarships. The checking account total does not include an outstanding check for 403.20 for a scholarship award.

Thank you,

Wendy M. Hundley
Treasurer

CIMCO Treasurer's Report
(January 1, 2023 – March 31, 2023)



CHECKING ACCOUNT Hometown Community Bank

BALANCE ON January 1, 2023 **\$18,490.69**

INCOME

01/04/2023	Membership	\$15.00	
01/30/2023	Membership	\$30.00	
02/13/2023	Membership	\$45.00	
02/16/2023	Membership	\$15.00	
03/06/2023	Membership	\$15.00	
03/14/2023	B2B	\$150.00	
03/15/2023	B2B	\$75.00	
03/17/2023	B2B	\$150.00	
03/21/2023	B2B	\$150.00	
03/23/2023	B2B	\$75.00	
03/28/2023	B2B	\$75.00	
	TOTAL INCOME	\$795.00	\$19,285.69

EXPENSES

02/28/2023	Ck 1084 - Scholarship reimbursement	\$ 500.00	
	TOTAL EXPENSE	\$ 500.00	

BALANCE ON MARCH 31, 2023 **\$18,785.69**

CHECKING ACCOUNT Hometown Community Bank

BALANCE ON January 1, 2023 **\$12,407.46**

INCOME

01/04/2023	Membership	\$15.00	
01/30/2023	Membership	\$30.00	
01/31/2023	Interest	\$0.54	
02/13/2023	Membership	\$45.00	
02/16/2023	Membership	\$15.00	
02/28/2023	Interest	\$0.48	
03/06/2023	Membership	\$15.00	
03/31/2023	Interest	\$0.53	
	TOTAL INCOME	\$121.55	\$12,529.01

EXPENSES

TOTAL EXPENSES **\$0.00**

BALANCE ON MARCH 31, 2023 **\$12,529.01**

Respectfully submitted,

Wendy M. Hundley
Wendy M. Hundley

Date: _____



To: CIMCO
Date: August 9, 2023
From: Wendy M. Hundley, Treasurer
Re: Quarterly report

Welcome to our new members,

Lori Bagby – Secor – Village Clerk
Rhonda Bezely – Ladd – Village Clerk
Michelle Boyer – Edwardsville – City Clerk
Jill Byrnes – Chillicothe – City Clerk/Collector
Jennifer Cerven – Macomb – Deputy City Clerk
Rachael Gallivan – Savoy - Deputy Clerk
Lori Kimmel – Forrest – Village Clerk/Treasurer
Heather Kraus – Bunker – City Clerk
Renee Lotz – Macomb – City Clerk
Amy Malmstrom – Silvis – City Clerk
Diana Merritt – Mapleton - Village Clerk
Shannon Myers – Champaign – City Clerk
Amanda Nunley – Mackinaw – Deputy
Alexandria Reis – Fairbury – City Clerk
Lisa Spencer – Mackinaw – Village Clerk/Collector
Angie Wanserski – City Clerk
Britni Williams – Normal – Deputy Clerk
Lula Zimmerman – Towanda – Village Clerk

Membership Updates

- 2022-2023 We have a total of 60 members (18 new members) and one retired which is an increase of 11 members compared to the 49 from 2021-2022

Financial Status

- Checking beginning balance April 1, 2023 \$18,785.69
- Checking current balance June 30, 2023 \$25,818.33
- Savings beginning balance April 1, 2023 \$12,529.01
- Savings current balance June 30, 2023 \$11,687.33

I am still working on the final numbers from our Back to Basics, a report will be coming soon!

Thank you,

Wendy M. Hundley

Treasurer

CIMCO Treasurer's Report
(April 1, 2023 – June 30, 2023)



CHECKING ACCOUNT

Champaign - Hometown Community Banks

BALANCE ON APRIL 1, 2023 **\$ 18,785.69**

INCOME

04/03/2023	B2B	\$ 270.00	\$ 19,055.69
04/12/2023	B2B	\$ 300.00	\$ 19,355.69
04/13/2023	B2B	\$ 75.00	\$ 19,430.69
04/17/2023	B2B	\$ 525.00	\$ 19,955.69
04/19/2023	B2B	\$ 75.00	\$ 20,030.69
04/20/2023	B2B	\$ 150.00	\$ 20,180.69
04/25/2023	B2B	\$ 300.00	\$ 20,480.69
05/01/2023	Membership	\$ 15.00	\$ 20,495.69
05/01/2023	B2B	\$ 150.00	\$ 20,645.69
05/03/2023	B2B	\$ 300.00	\$ 20,945.69
05/09/2023	B2B and sponsorship	\$ 465.00	\$ 21,410.69
05/10/2023	B2B	\$ 75.00	\$ 21,485.69
05/18/2023	B2B ACH Deposit City Galesburg	\$ 150.00	\$ 21,635.69
05/22/2023	B2B and membership	\$ 1,155.00	\$ 22,790.69
05/25/2023	B2B	\$ 75.00	\$ 22,865.69
05/25/2023	Transfer from savings to cover scholarship	\$ 903.20	\$ 23,768.89
06/01/2023	B2B	\$ 225.00	\$ 23,993.89
06/01/2023	B2B	\$ 375.00	\$ 24,368.89
06/05/2023	B2B	\$ 570.00	\$ 24,938.89
06/05/2023	B2B - Paypal transfer	\$ 114.44	\$ 25,053.33
06/08/2023	B2B	\$ 225.00	\$ 25,278.33
06/20/2023	B2B	\$ 450.00	\$ 25,728.33
06/21/2023	B2B	\$ 75.00	\$ 25,803.33
06/28/2023	Membership	\$ 15.00	\$ 25,818.33

TOTAL INCOME **\$ 25,818.33**

EXPENSES

05/22/2023	Check # 1085Go Daddy - Annual Membership fees	\$ 221.92
05/30/2023	Town of Normal - B2B Binders	\$ 289.20
06/22/2023	Rock Island - B2B Refund	\$ 50.00
06/22/2023	City of Plano - B2B Refund	\$ 50.00

TOTAL EXPENSES **\$ 611.12**

BALANCE ON 6/30/2023

\$ 25,207.21

SAVINGS ACCOUNT

Champaign - Hometown Community Banks

BALANCE ON April 1, 2023 **\$12,529.01**

INCOME

04/28/2023	Interest	\$ 0.48	\$12,529.49
05/01/2023	Membership	\$ 15.00	\$12,544.49
05/22/2023	Membership	\$ 30.00	\$12,574.49
05/31/2023	Interest	\$ 0.56	\$12,575.05
06/28/2023	Membership	\$ 15.00	\$12,590.05
06/30/2023	Interest	\$ 0.48	\$12,590.53

TOTAL EXPENSES

05/25/2023	Scholarship transfer	\$ 903.20	\$11,687.33
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BALANCE ON 6/30/2023

\$11,687.33

Respectfully submitted,

Wendy M. Hundley
Wendy M. Hundley

Date: August 9, 2023



Village of Rantoul

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

Phone 217.893.1661
Fax 217.892.5501

To: Stefanie Tar, President
CIMCO Members

From: CIMCO Scholarship Committee
Janet Gray, Chairman, Rantoul
Trina Bonds, Peoria
Brandy Dalton of Tolono

Date: August 2, 2023

RE: 2023 Annual Scholarship Committee Report

The Committee received five scholarship applications for the annual scholarship for registration at the MCI Institute and Committee; three for the Institute and two for the Academy. As per the bylaws, preference is given first to those attending the Institute and then to those attending the Academy.

In reviewing the applications two candidates for Institute were disqualified.

- Rhonda Bezely of Ladd did not indicate she had asked for assistance from her municipality
- Rachael Gallivan of Savoy is not a member of MCI

Based on this the committee recommends that Tierra Shickel of Normal be awarded the scholarship to attend Year 2 of the Institute.

Last year CIMCO not only provided scholarships for registration but also provided up to \$500.00 for hotel costs. Applicants could apply for registration cost, hotel costs, or both. I would like to see this become part of the annual award for the Institute and Academy.

The Scholarship Committee is reviewing the qualifications of eligibility of the scholarships because as written it excludes many of the newest clerks from applying. I believe that one of CIMCO's goals should be to encourage all Clerks and especially our newest Clerks to attend training. Our scholarship is one way to help reach that goal.



**CENTRAL ILLIONIOS MUNICIPAL CLERKS ORGANIZATION
ILION WAIT CRABEL MEMORIAL SCHOLARSHIP**

AWARD POLICY

1. The Central Illinois Municipal Clerks Organization (CIMCO) will award one scholarship for registration towards the 2023 Municipal Clerks of Illinois (MCI) Institute/Academy being held October 8-13, 2023 in Bloomington, IL.
2. Scholarships will be awarded on both a need and merit basis, with preference given to those attending Year I of Institute.
3. Scholarships must be used for 2023 Institute/Academy. If the Institute is not held, the scholarships will not be issued.
4. The Scholarship Committee will administer the program, with the selection process completed and announced via email and during the August CIMCO meeting.
5. Only those applications submitted on the scholarship form, received within the set deadline, will be considered.
6. Completed applications must be received by 5:00 pm July 28, 2023.
7. Applications can be sent via email to the Scholarship Committee Chair, Janet Gray, at jgray@myrantoul.com, or mailed to the address noted below.

Application Deadline – July 28, 2023 5:00pm

Questions?

Contact Janet Gray, MMC
Phone: 217-892-6805
Email: jgray@myrantoul.com

Mail to:

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	
Janet Gray, Village Clerk Village of Rantoul 333 S. Tanner Street Rantoul, IL 61866	

**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
ILION WAIT CRABEL MEMORIAL SCHOLARSHIP**

APPLICATION

I, _____, do hereby request scholarship assistance from the CIMCO Ilion Wait Crabel Memorial Scholarship Fund to be used for registration for the 2023 MCI Institute/Academy in Bloomington, Illinois.

1. Name: _____
2. Title: _____ Full-time Part-time
3. Municipality: _____
4. Municipal Address: _____
City: _____ State: Illinois Zip: _____
5. Email Address: _____
6. Home/Cell: _____ Office: _____
7. 2023 Memberships: CIMCO | MCI | IIMC
8. Certification Achieved: RMC | CMC | MMC
9. 2023 Participation: Institute Year 1 Year 2 Year 3 | Academy
10. Total annual municipal budget for your education, conferences, training, meetings, travel, etc.? \$ _____
11. Total budgeted for 2023 MCI Institute/Academy? \$ _____
12. Have you been approved to attend the 2023 MCI Institute/Academy from your municipality? Yes No Has the funding been approved? Yes No
13. What action was taken on your request, and by whom? _____

14. Have you received any other scholarship for this conference? Yes No
If so, what is the source and amount awarded. _____
15. What municipal economic and/or financial factors should the Committee consider in assessing your need for this scholarship? _____

Information submitted with this application is true and correct to the best of my knowledge.

Signature

Date

Application Deadline – July 28, 2023 5:00pm
Village Clerk Janet Gray, MMC
Village of Rantoul, 333 S. Tanner Street, Rantoul, IL 61866
jgray@myrantoul.com | 217-892-6805



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: Angie Huonker, CIMCO President
CIMCO Members

FROM: CIMCO By-Laws Committee
Morgan Cadwalader, East Peoria
Courtney Coe, Peoria

DATE: October 4, 2023

RE: 2023 Annual By-Laws Committee Report

The By-Laws Committee recommended proposed changes to the By-Laws that are recommended for approval at the October 18, 2023 CIMCO Annual meeting. The proposed changes dealt with scholarship guideline changes to the Bylaws as recommended by the Scholarship Committee. The changes included (1) clarification of the scholarship award process; (2) clarification of those eligible for scholarships; and (3) adding the option for awarding a scholarship for up to \$500.00 reimbursement for hotel costs for the Municipal Clerks of Illinois Institute and Academy and \$250.00 reimbursement for hotel costs for the Back to Basics seminar.




NOTICE OF PROPOSED CIMCO BYLAW AMENDMENT

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 DECEMBER 14, 2022.

DECEMBER 14, 2022 | NOON

BLOOMINGTON, ILLINOIS

/s/



CIMCO Secretary




NOTICE OF PROPOSED CIMCO BYLAW AMENDMENT

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 18, 2023.

OCTOBER 18, 2023 | 5:30PM

PEORIA, ILLINOIS

Is/ 

CIMCO Secretary

Central Illinois Municipal Clerks Organization

Established in 1988



1954

1955

1956

1957

1958

1959

1960

1961

1962

1963

1964

Section 4 - To acquaint the public of the true nature and importance of the services performed by the Municipal Clerk; to initiate and perform such other activities as may best serve the interests of the public.

ARTICLE III – MEMBERSHIP

Section 1 - Each Clerk, Deputy Clerk or Assistant Clerk, duly elected or appointed to said office in any municipality in Central Illinois is eligible for membership

Section 2 - Payment of dues shall constitute membership, with each member being entitled to only one (1) vote.

Section 3 - Membership shall be distinguished as follows:

- A. Active Membership – Active members of CIMCO shall include any Municipal Clerk, Deputy Clerk or Assistant Clerk currently serving in that capacity and are in good standing in the organization.
- B. Honorary Membership – Active members who retire from being a Municipal Clerk, Deputy Clerk or Assistant Clerk shall be granted, by Resolution, Honorary Membership. Honorary Members are welcome to attend all meetings of the

shall be forwarded to the International Institute of Municipal Clerks to be earmarked specifically for their educational fund. (Rev. 3/10/93)

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1 - The officers of this organization shall be:
President, Vice President, Secretary, Treasurer and Immediate Past President. (Rev. 5/8/91)

Section 2 - All officers shall be active paid-up Municipal Clerks, Deputy or Assistant Clerks. The term of officer for all officers, except the office of Treasurer, shall be two (2) years or until their successors have been elected. The office of Treasurer shall be four (4) years or until a successor has been elected. If vacancies occur in any office, the President shall send notice to the Membership at least two weeks before the next regular meeting of his/her intention to appoint someone to fill any vacant office, and that appointment shall be with the concurrence of the members present at the regular meeting. In only drastic cases where several vacancies might occur in proximity, then filling offices may take place at a special meeting, called in accordance with the by-laws. In all cases, filling vacancies of officers shall be with the concurrence of the members present. (Rev. 4/11/12, 10/14/2020)

be from the floor. The first person elected shall be declared the chair. (Rev. 10/11/00, 4/27/10)

ARTICLE VI – DUTIES OF OFFICERS

Section 1 - **President** – shall preside at all meetings of the Association; shall arrange for location of regular meetings; shall be a member ex-officio of all Committees, shall appoint all Committees not specifically provided for within the by-laws, except the Nominating Committee, which shall be elected by the membership at the annual meeting shall immediately upon the election of the new Executive Committees at the Annual Meeting send out notices to the appropriate communities of respective towns, and shall perform all other duties usually pertaining to the office. (Rev. 10/11/00, 10/14/2020)

Section 2 - **Vice President** – shall serve as assistant to the President, and in the absence or inability of the President, shall perform the duties of that office. The Vice President shall serve as Chair of the Program Committee. (Rev. 04/27/10)

Section 3 - **Secretary** – shall keep an accurate record of the proceedings of all meetings of the Association; shall notify all appointees of their duties; shall carry on all official correspondence of the Association, under the direction of the President;

August, October, and December (Rev. 5/8/91,
10/14/98)

Section 2 - Special meetings may be called by the President or by written request of three (3) members of the Association, provided notice shall be given to the membership three (3) days prior to the date of the special meeting and notice shall state the purpose of the special meeting.

Section 4 - **Meeting Expenses** – Any member hosting a meeting shall be responsible for expenses incurred in the preparation for meetings; provided, however, that expenses for flowers and plaques for the Annual Meeting shall be reimbursed if prior authorization is given by the President and Treasurer and if funds are available. Nothing in these rules shall be construed as to prevent any member from securing funding from outside sources to defray the costs of flowers, decorations, and any other such items that may be purchased in preparation for meetings of the organization. (04/27/10)

Section 5 - A quorum shall consist of representative attendance from fifteen percent (15%) of the member municipalities and at least two (2) association officers. (Rev. 5/8/91, 04/27/10)

whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies to each case. Otherwise, a vote must be taken to allow each remote participation.

A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of the members present shall be necessary to decide the issue. For the meeting to continue, there shall always need to be a quorum physically present.

The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present,

Section 1 - These by-laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote, providing the amendment shall have been mailed to membership 30 days prior to the next regular meeting. (Amendment passed October 23, 1996, Springfield, Illinois)

STANDING RULES

1. The regular meetings shall be held on a bimonthly basis on the second Wednesday of February, April, June, August, October and December. If a date needs to be changed, the Members attending can vote at a meeting or the Executive Committee shall have the right to change a meeting date with 10 days' notice to the membership. (Rev. 3/10/93, 10/14/98, 10/4/06)
2. The President will be responsible for the business agenda.
3. The discussion of partisan politics is prohibited.
4. Endorsements (resolutions) of support for a candidate for office in Municipal Clerks of Illinois shall be given by CIMCO if there is only one candidate for any particular office and that candidate is a member of CIMCO. If there are two candidates (both members of CIMCO) for the same office, CIMCO as an organization shall not support either candidate. Candidates for office of IIMC will also be supported by Resolution. (Rev. 3/10/93, 10/9/02)

recommendation regarding the recipients no later than the October annual meeting.

- e. **Executive Committee** shall consist of the officers of the Association: President, Vice President, Secretary, Treasurer and Immediate Past President.
- f. **Program Committee** shall consist of three (3) members, one of which shall be the Vice President who shall be chair and shall be responsible for arranging informative and pertinent programs for the regular meetings. The program shall be set for the year in a timely manner in order to be included in the telephone directory and issued to members (Rev. 4/27/10)
- g. **Mentor Committee** shall consist of three (3) members and shall be responsible for providing a mechanism/procedure by which new clerks can network with experienced clerks to develop professionally and learn about the duties of this vital office.
- h. **Nominating Committee** shall be elected at the Annual Meeting by the membership and shall consist of three (3) members. Nominations for the committee shall be from the floor. The first person elected shall be declared the chair. (Rev 10/11/00)

given to applications in ~~the~~ following order: (1) Year One of the Institute, (2) Year Two of the Institute, (3) Year Three of the Institute, and (4) the Academy. 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~~ Clerks an opportunity to develop and maintain the high level of administrative experience needed for the successful operation of ~~his/her~~ their 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 project.~~ A new active member of CIMCO, within the first twelve (12) months as a municipal clerk, would be required to attend one (1) CIMCO meeting to be eligible to receive a scholarship.

~~other specific scholarship award criteria are given.~~ Applicants ~~should~~must apply to their municipality first for funds. ~~Additionally, we~~Applicants are encouraged ~~applicants~~ to apply to the Municipal Clerks of Illinois and the International Institute of Municipal Clerks for scholarships. Receipt of other scholarships will be taken into consideration. Additional expenses not covered by the scholarship (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 a~~Applications shall be submitted 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 Clerk of Illinois. Applications for a scholarship shall be received no later than a date set by the Scholarship Committee. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to the Treasurer no later than January 30 the following year.

Illinois. Applicants must apply to their municipality first for funds. Applications for a scholarship shall be received no later than December 1 of each year. Scholarships must be used in the year ~~of~~ immediately following the award. Reimbursement requests must be submitted to the 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~~ registration to the above seminar Back to Basics seminar with 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.~~

In addition to a scholarship for Registration, a scholarship for up to \$250.00 reimbursement for hotel costs may be awarded, if approved by the membership. The criteria for eligibility for



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, OCTOBER 19, 2022
5:30 PM**

**Alexander's Steakhouse
100 Alexander Avenue
Peoria, Illinois 61603**

CALL TO ORDER

President Angie Huonker called the meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were physically present for roll call:

President Angie Huonker, Vice President Stefanie Tarr, and Secretary Nicole Stewart. President Angie Huonker declared a quorum was present.

Absent: Treasurer Wendy Hundley.

OTHER MEMBERS OF CIMCO PRESENT:

Beth Ball (Peoria – Retired), Margie Barnes (West Peoria), Trina Bonds (Peoria), Jill Byres (Chillicothe), Courtney Coe (Peoria), Michelle De Sutter (Peoria), Janet Gray (Rantoul), Sue McMillan (Pekin), Tierra Shickel (Normal), Amanda Stutsman (Bloomington), and Tana Ward (Rantoul/Thomasboro).

DISTRIBUTION OF ANNUAL REPORT

President Angie Huonker confirmed that all members received the Annual Report from Sue McMillan.

APPROVAL OF THE AUGUST 10, 2022 MINUTES

A motion was made by Tana Ward seconded by Janet Gray to approve the August 10, 2022 Minutes as presented. Motion carried by viva voce vote.

APPROVAL OF THE TREASURER'S REPORT

President Angie Huonker deferred the approval of the Treasurer's Report to the December Meeting due to the absence of Treasurer Wendy Hundley. A motion was made by Vice President Stefanie Tarr,

seconded by Margie Barnes to defer the Treasurer's Report to the December Meeting. Motion carried by viva voce vote.

APPROVAL OF REPORT OF OFFICERS AND COMMITTEES AS PRESENTED IN THE ANNUAL REPORT

A motion was made by Michelle De Sutter, seconded by Tana Ward to approve the Report of Officers and Committees as presented in the Annual Report. Motion carried viva voce vote.

NEW BUSINESS

OTHER BUSINESS

Affirm Recipients of the 2022 Institute and Academy Hotel Scholarship Allowance of \$500 are Tana Ward, Rantoul/Thomasboro and Nicole Stewart, Pekin

A motion was made by Janet Gray, seconded by Amanda Stutsman to approve the recipients of the 2022 Institute and Academy Hotel Scholarship allowance of \$500 to Tana Ward and Nicole Stewart. Motion carried viva voce.

Approval of Purchase and Approval Procedures with Use of CIMCO Credit Card

President Angie Huonker deferred the approval of the CIMCO Credit Card procedures to the December Meeting due to the absence of Treasurer Wendy Hundley. A motion was made by Margie Barnes, seconded by Amanda Stutsman. Motion carried viva voce.

Discussion of Committee Structure and Review of Potential Changes or Additions to Committees

President Angie Huonker led the discussion on the relevancy, deletion, and addition of Committees. The goal was to review the structure of the committees and Bylaws as they stand, and decide if it was something that needed amended, approved upon, or if it should go by the wayside.

Beth Ball reminded members that the initiative of the Membership Committee was actively sought out membership by dissecting the region and sending invitations. It was also suggested that CIMCO should let the community know about other Clerks in the region, providing letters of recommendation and CIMCO announcements.

Amanda Stutsman added that the Publicity Committee mimicked duties of the President and Vice president.

President Angie Huonker assigned the members the task of reviewing the Committee listings, and to submit thoughts and suggestions to the newly elected officers to bring back for a formal vote.

Discuss Comprehensive Review of Bylaws

President Angie Huonker stated that inconsistencies were discovered from different working formats of the Bylaws. A comprehensive review was assigned to bring any changes to the Bylaws Committee and Nicole Stewart.

RECOGNITION OF OFFICERS AND MEMBERS BY PRESIDENT

President Angie Huonker recognized the following officers: Past President Margaret Hurd, Vice President Stefanie Tarr, Secretary Nicole Stewart, and Treasurer Wendy Hundley.

President Angie Huonker recognized the following Members: Auditing Committee Chair Tana Ward (Rantoul/Thomasboro), Bylaws Committee Chair Morgan Cadwalader (East Peoria), Historian Susan Trever (Monmouth), Legislative Liaison Janet Gray (Rantoul), Membership and Publicity Committee Chair Stefanie Tarr (Peoria), Mentoring Committee Chair Sue McMillan (Pekin), Nominating Committee Margie Barnes (West Peoria), Program Committee Chair Tana Ward (Rantoul/Thomasboro), Scholarship Committee Chair Janet Gray (Rantoul), Telephone Directory Kelli Bennewitz (Galesburg), Website Committee Chair/Webmaster Tana Ward (Rantoul/Thomasboro), and Yearbook Chair Sue McMillan (Pekin). President Huonker provided each with a token of appreciation and words of thanks for their efforts.

RECOGNITION OF 2021-2022 HOSTESSES

President Huonker recognized the 2021-2022 Hostesses, providing each with a token of appreciation and words of thanks for their efforts. The hostesses consisted of Kelli Bennewitz (Galesburg), Ericka Gugliotta (Galesburg), Wendy Hundley (Savoy), President Angie Huonker (Normal), Margaret Hurd (Chillicothe), and Vice President Stefanie Tarr (Peoria).

2021-2022 PRESIDENTIAL AWARD

President Angie Huonker announced that the 2021-2022 Presidential Award was awarded to Nicole Stewart, recognizing her active involvement, providing guidance, and being an integral part of the success of the organization.

ELECTION OF OFFICERS FOR 2022-2024

Margie Barnes of the Nominating Committee provided an overview of the nomination process and named the slate of officers selected for the 2021-2022 term as President Stefanie Tarr (Peoria), Vice President Nicole Stewart (Pekin), and Secretary Tana Ward (Rantoul/Thomasboro). President Huonker requested nominations from the floor. No nominations from the floor were received. Margie Barnes made a motion to close nominations from the floor, seconded by Janet Gray. Motion carried viva voce.

Margie Barnes made a motion to accept the slate of officers for 2021-2022 as presented. Michelle De Sutter seconded the motion. The motion carried viva voce.

OATH OF OFFICE ADMINISTERED TO NEW OFFICERS

President Angie Huonker administered the oath of office for the newly elected officers.

ELECTION OF NOMINATING COMMITTEE 2022-2023

President Angie Huonker requested nominations from the floor for the Nominating Committee. Trina Bonds made a motion to nominate Amanda Stutsman, Chair (Bloomington), Tierra Shickel (Normal), and Margie Barnes (West Peoria) for the Nominating Committee. Michelle De Sutter seconded the motion. Motion carried viva voce vote.

GENERAL ANNOUNCEMENTS

President Angie Huonker shared the proposed 2023 CIMCO Meeting Schedule.

December 14, 2022	City of Bloomington
February 9, 2023	City of West Peoria
April 12, 2023	City of Galesburg
June 15, 2023	City of Peoria
August 9, 2023	Village of Rantoul
October 18, 2023	City of Peoria
December 13, 2023	Village of Savoy

President Huonker stated that the biennial Back to Basics Seminar will be held June 15-16, 2023. Janet Gray added that the Municipal Clerks of Illinois Winter Seminar will be held in Charleston.

Janet Gray stated that during the International Institute of Municipal Clerks Mid-Year Board Meeting it would be presented to change the name of the Athenian Leadership Society to the Paul Craig Society. She will be amending the motion to change it to the Paul Craig Athenian Society.

ADJOURNMENT

Janet Gray made a motion to adjourn the meeting, seconded by Courtney Coe. The motion carried, and the meeting was adjourned at 6:37pm.

Nicole Stewart
CIMCO Secretary
Deputy City Clerk, Pekin, IL

Tana Ward
CIMCO Secretary
MCI District Six Director
Village Clerk, Thomasboro, IL
Deputy Village Clerk, Rantoul, IL

CIMCO "BACK TO BASICS" SEMINAR

Back to Basics Seminar Empowers Municipal Clerks with Vital Insights and Connections

The Central Illinois Municipal Clerks Organization (CIMCO) recently hosted a successful "Back to the Basics Seminar" in Peoria, Illinois, drawing around 70 passionate Municipal Clerks from across the State. The seminar aimed to empower Clerks with vital insights and connections.

The event focused on providing Clerks with critical information and updates relevant to their roles and responsibilities. Esteemed Municipal Clerk speakers from various communities within Illinois shared practical solutions to common challenges, offering a local perspective that recognized the unique dynamics of each municipality.

A significant portion of the seminar centered on legal updates, with experts from Ancel & Glink addressing key changes in the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) to ensure transparency and compliance. The seminar also covered new notary requirements that took effect on July 1, 2023, enabling Clerks to implement these changes in their administrative duties.

Insights and best practices on records retention were provided by Andrew Spiros from the Illinois State Archives, empowering attendees to manage records more effectively and preserve vital information and historical documents. Parliamentary Procedures were explored by Patrick Hayes, Corporation Counsel for the City of Peoria, offering guidance on meeting protocols and decision-making processes for more efficient and professional meetings.

Recognizing the importance of health and wellness in a Clerk's life, Kay Blankenship from the Hult Center for Healthy Living concluded the seminar with valuable guidance on maintaining well-being while balancing the demands of their positions, emphasizing self-care for optimal performance.

The success of the seminar can be credited to the dedicated Back to the Basics Planning Committee of CIMCO, which meticulously prepared a notable lineup of speakers and engaging presentations.

Beyond equipping Clerks with essential knowledge, the seminar facilitated networking opportunities, allowing professionals from different municipalities to exchange ideas and experiences, enriching the learning and experience for all.



REGIONAL CLERK'S NEWS



The Central Illinois Municipal Clerk's Organization (CIMCO) held its April meeting in the City of Galesburg, offering members the chance to learn and network. The meeting was highlighted by a tour of the new Galesburg Public Library, which is currently under construction. The library is expected to feature state-of-the-art technology, including interactive screens and self-checkout stations. It will also have dedicated spaces for children, teens, and adults, as well as meeting and study rooms.

Members of CIMCO were given a tour of the library and were able to explore its various areas. They saw the library's large children's section with dedicated spaces for different age groups, as well as a teen zone with study spaces and gaming areas. The library also offers meeting rooms for community events and a café. The tour was an opportunity for the members to learn about the new library's features and to see firsthand how it would benefit the community.

CIMCO is a regional organization that offers members a range of learning experiences, networking opportunities, and chances for professional and personal growth. Members of CIMCO come from a variety of backgrounds and bring a wealth of experience and knowledge to the organization. By getting involved in a regional organization such as CIMCO, members can learn from one another, share best practices, and stay up-to-date on the latest trends and developments in the field.

The importance of getting involved in regional organizations like CIMCO cannot be overstated. In addition to the benefits of learning and networks, these organizations offer members a chance to make a positive impact on their communities. By working together, members can develop new programs and initiatives that benefit their towns and cities. These organizations also provide a platform for members to advocate for the importance of their profession and the critical role Municipal Clerks play in local government.

The April meeting of CIMCO provided members with a valuable opportunity to see firsthand the new features of the Galesburg Public Library and to learn from one another. By getting involved in regional organizations like CIMCO, Municipal Clerks can continue to grow and develop both professionally and personally, while also making a positive impact on their communities.



CIMCO held its April meeting in Galesburg and the highlight of the meeting was a tour of the new Galesburg Public Library, which is currently under construction.

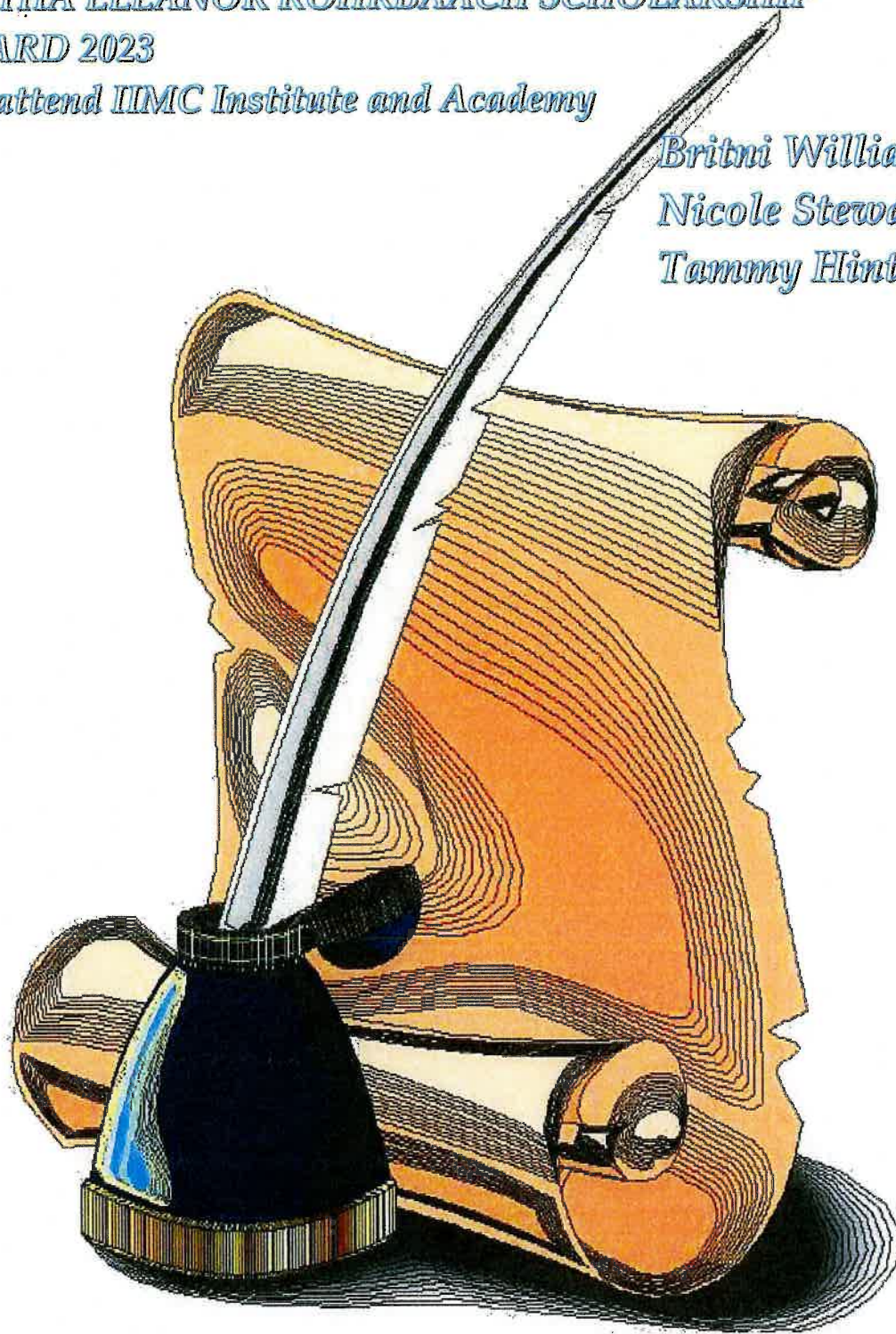
*BERTHA ELEANOR ROHRBAACH SCHOLARSHIP
AWARD 2023*

To attend IIMC Institute and Academy

Britni Williams - Normal

Nicole Stewart - Pekin

Tammy Hintz - Delavan



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>	Erica Gillenwater	Galesburg
<i>2015-2016</i>	Erica 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
<i>2020-2021</i>	Angie Huonker	Normal
<i>2021-2022</i>	Angie Huonker	Normal
<i>2022-2023</i>	<i>Stefanie Tarr</i>	Peoria

PRESIDENTIAL AWARD

1989.....	Carol Moss Robert Arnold East Peoria Berta Dinkins, East Peoria	Washington
1990.....	Mary Haynes	Peoria
1991.....	Penny Bright	Delavan
1992.....	Anita Carlton	Galesburg
1993.....	Theresa Kehl	Assumption
1994.....	Sharon Grabel	Chillicothe
1995.....	Melodee Rudolph	Lewistown
1996.....	Guydeen Roos	Peoria
1997.....	Melanie Riggs	Lincoln
1998.....	Melanie Riggs	Lincoln
1999.....	Sue McMillan	Pekin
2000.....	Beth Ball Joyce Hopping	Peoria Galesburg
2001.....	Melanie Riggs	Lincoln
2002.....	Mary Haynes	Peoria
2003.....	Berta Dinkins Carol Moss	East Peoria Washington
Honorable Mention.....	Paula Smart	East Peoria
2004.....	Janet Myers	Danville
2005.....	Phyllis Clark	Urbana
2006.....	Paula Smart	East Peoria
2007.....	Kathy Mizer	Forsyth
2008.....	Janet Myers	Danville
2009.....	Kelli Bennewitz	Galesburg
2010.....	Mary Haynes	Peoria
2011.....	Janet Myers	Danville
2012.....	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
<i>2020</i>	Stefanie Tarr	Peoria
<i>2021</i>	Kelli Bennewitz	Galesburg
<i>2022</i>	Nicole Stewart	Pekin