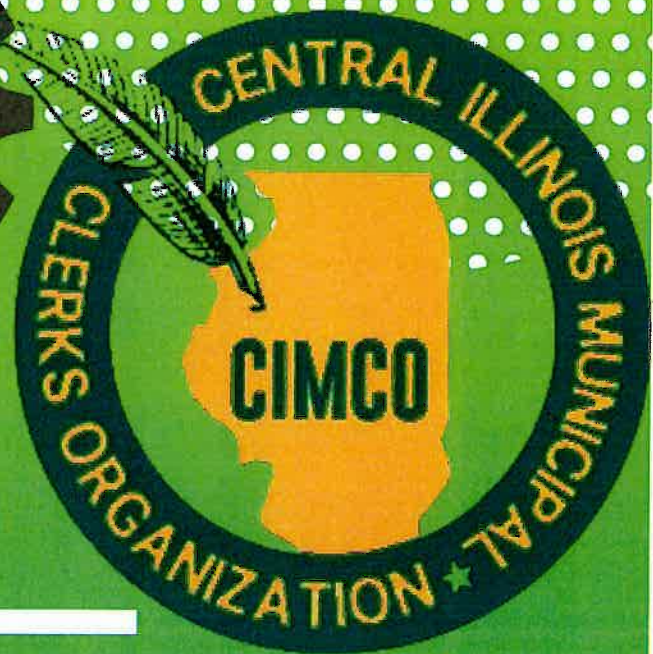


CIMCO



GEARS IN MOTION
EMPOWER PROGRESS
INNOVATE TOGETHER

Annual Meeting
October 3, 2024
5:30PM
Peoria, Illinois

2022-2024 CIMCO Officers



PRESIDENT:

Stefanie Tarr, City of Peoria
starr@peoriagov.org

VICE PRESIDENT:

Nicole Stewart, City of Pekin
nlstewart@ci.pekin.il.us

SECRETARY:

Tana Ward, Rantoul, Thomasboro
clerk@thomasboro.us

TREASURER:

Wendy Hundley, Village of Savoy
wendy.hundley@savoy.illinois.gov

IMMEDIATE PAST PRESIDENT

Angie Huonker, Town of Normal
ahuonker@normalil.gov



2023 – 2024 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:	Trina Bonds (Co-Chair), Peoria Brandy Dalton (Co-Chair), Tolono Janet Gray, Rantoul
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



2023 – 2024 CIMCO MEETING SCHEDULE

December 6, 2023	Normal Time: Lunch - Noon (Holiday Party) Location: Hacienda Leon Program: Recognition of Honorary Members Christmas Exchange Hostess(es): Angie Huonker and Tierra Shickel
February 14, 2024	Pekin Time: 12:00 Lunch Location: City Hall 111 S. Capitol Street Program: Elections: County Clerk John Ackerman Hostess(es): Sue McMillan and Nicole Stewart
April 10, 2024	Bloomington Time: 6:00 p.m. Location: Reality Bites 414 North Main Street Program: Streamlining Notary Management Hostess(es): Leslie Yocum and Amanda Stutsman
June 12, 2024	Savoy Time: 12:00 Noon Location: Triptych Brewing 1703 Woodfield Drive Program: Council Orientation: IML CEO Brad Cole Hostess(es): Wendy Hundley
August 14, 2024	Normal Time: Noon Location: City Hall Uptown Circle Program: Budgets and Levies: Kyle Cratty Hostess(es): Angie Huonker and Tierra Shickel
October 2, 2024	Peoria Time: 5:30 P.M. Location: Obed & Isaacs 321 NE Madison Program: Annual Meeting Hostess(es): Stefanie Tarr, Trina Bonds, Courtney Coe
December 11, 2024	Galesburg Time: TBD Location: TBD Program: TBD Hostess(es): Kelli Bennowitz and Erica Gugliotta



**Central Illinois Municipal Clerks Organization
Thursday, October 3, 2024
5:30 PM
Obed & Isaacs
Obed & Isaacs, 321 NE Madison Ave, Peoria, IL 61603**

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 14, 2024
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. Purchase Proposal: Avada Software License, in the Amount of \$69.00 plus taxes and handling fees, with a request to approve
10. Other Business
11. Recognition of Officers and Members by President
 - A. Recognition of 2023-2024 Officers
 - B. Recognition of 2023-2024 Committee Chairs
 - C. Recognition of 2023-2024 Hostesses
 - D. 2023-2024 President's Award Presentation

12. Election of Officers for 2024-2026
 - A. Report of Nominating Committee
 - B. Open Nominations from the Floor
 - C. Motion to close nominations
 - D. Motion to accept slate of officers for 2024-2026, as presented
13. Oath of Office Administered to New Officers
14. Election of Nominating Committee (First person is chairman)
 - A. Motion to close nominations
 - B. Motion to accept Nominating Committee as presented
15. General Announcements
16. Adjourn



From: Stefanie Tarr
To: CIMCO Membership
Subject: October Annual Meeting
Attachments: Agenda for October 3, 2024

Hello everyone,

Our next regular meeting will be Thursday, October 3, 2024, at 5:30 P.M. at Obed & Isaacs, 321 NE Madison Ave, Peoria, Illinois 61603. A buffet dinner and cash bar will be offered at \$15/person. Dinner will include an appetizer of Parmesan Artichoke Dip followed by a buffet of Rosemary & Garlic Roasted Pork Loin, Pecan Encrusted Chicken, Au Gratin Potatoes, and Mixed Green Salad finished with a Goopy Butter Cake.

The menu looks great, and we have a full agenda including the election of officers. Hope to see you there!!

Meeting Details

Date: Thursday, October 3, 2024
Time: 5:30 P.M.
Location: Obed & Isaacs, 321 NE Madison Ave, Peoria, Illinois 61603
RSVP: Prior to Monday, September 30, 2024, by 5:00 p.m. to Tana Ward at clerk@thomasboro.us



NOTICE OF RESCHEDULED MEETING

Notice is hereby given that the Central Illinois Municipal Clerks Organization (CIMCO) has rescheduled its October Meeting to Thursday, October 3, 2024, at 5:30 P.M.

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 September 16, 2024



To: CIMCO
Date: October 3, 2024
From: Wendy M. Hundley, Treasurer
Re: Quarterly report - 4

Welcome our new members,

Summer Dehn – Town of Chatsworth – Town Clerk – New in 2024-2025
Melissa Teel – City of Monmouth – Deputy Clerk – New in 2024-2025

Membership Updates

- 2023-2024 We had a total of 59 members (4 new members) and one retired which is an increased from 2022-2023 of 8 members compared to the 51 from 2022-2023.

Financial Status

- Checking beginning balance July 1, 2024 \$10,784.77
- Checking current balance September 30, 2024 \$6,300.82
- Savings beginning balance July 1, 2024 \$7,637.19
- Savings current balance September 30, 2024 \$8,313.19
- Beginning balance for CD # 3967 \$10,214.47
- Ending balance for CD # 3967 \$10,324.02
- Beginning balance for CD # 3969 \$5,114.3.8
- Ending balance for CD # 3969 \$1,172.87

Please keep in mind that our saving's total does not reflect a needed journal entry for an ACH membership credit of \$30.00 and \$2,500.00 debit for a board approved sponsorship to St. Louis, MO IIMC Annual conference 2025.

Thank you,

Wendy M. Hundley
Treasurer

CIMCO Treasurer's Report
(July 1, 2024 – September 30, 2024)



CHECKING ACCOUNT Hometown Community Bank

BALANCE ON July 1, 2024 **\$ 10,784.77**

INCOME

08/16/2024	Membership	\$	15.00
09/03/2024	Membership	\$	45.00
09/19/2024	Membership	\$	165.00
09/19/2024	Membership	\$	210.00
09/19/2024	ACH - Membership	\$	60.00
09/23/2024	Membership	\$	210.00
09/26/2024	Membership	\$	30.00

TOTAL INCOME \$ 735.00

EXPENSES

07/05/2024	Check #1094 - Scholarship	\$	272.50
07/05/2024	Check #1095 - Scholarship	\$	337.50
08/12/2024	Check #1096 - President's Award	\$	108.95
08/12/2024	Check #1097 - CC pymt. - B2B	\$	2,000.00
08/23/2024	Check #1098 - IIMC - Sponsorship	\$	2,500.00

TOTAL EXPENSES \$ 5,218.95

BALANCE ON September 30, 2024 **\$ 6,300.82**

SAVINGS ACCOUNT Hometown Community Bank

BALANCE ON July 1, 2024 **\$ 7,637.19**

INCOME

07/31/2024	Interest	\$	0.35
08/16/2024	Membership	\$	15.00
08/30/2024	Interest	\$	0.31
09/03/2024	Membership	\$	45.00
09/19/2024	Membership	\$	165.00
09/19/2024	Membership	\$	210.00
09/23/2024	Membership	\$	210.00
09/26/2024	Membership	\$	30.00
09/30/2024	Interest	\$	0.34

TOTAL INCOME \$ 676.00

EXPENSES

\$ -

TOTAL EXPENSES

\$ -

BALANCE ON September 30, 2023

\$ 8,313.19

CD	Acc# 583967 at 4.24%		BEGINNING BALANCE	\$ 10,214.47
07/21/2024	Interest	\$ 35.60		
08/21/2024	Interest	\$ 36.91		
09/21/2024	Interest	\$ 37.04		
		\$ 109.55		
			ENDING BALANCE	\$ 10,324.02

CD	Acc#583969 at 4.52%		BEGINNING BALANCE	\$ 5,114.38
07/21/2024	Interest	\$ 19.00		
08/21/2024	Interest	\$ 19.71		
09/21/2024	Interest	\$ 19.78		
		\$ 58.49		
			ENDING BALANCE	\$ 5,172.87

Wendy M. Hundley
Wendy M. Hundley

Date: 10/03/2024



TO: CIMCO Membership

FROM: Stefanie Tarr, President

DATE: September 20, 2024

RE: President's Annual Report

As I conclude my term as President of CIMCO, I want to take a moment to express my deepest gratitude for allowing me the privilege to serve in this role for the past two years. It has been both an honor and a challenge, especially as we navigated the unique circumstances of emerging from the pandemic and reinstating our Committees to their intended purpose.

Your dedication and unwavering commitment to CIMCO have been nothing short of inspiring. Every member's contribution plays an essential role in the success of individual Clerks and the growth of our organization as a whole. Through your hard work and support, CIMCO continues to thrive, and I am immensely proud of the progress we have made together.

I would also like to thank our membership, officers, committee chairs, and hostesses for their outstanding efforts this past year. Despite your busy schedules, your willingness to step up has been invaluable, and your presence at meetings has made a lasting impact. CIMCO could not function without the efforts of each and every one of you.

As I transition into the role of Immediate Past President, I want to encourage more Clerks to join us and challenge each of us to continue mentoring new members, sharing our knowledge, and fostering the next generation of leaders. Together, we will ensure that CIMCO remains strong, that our collective knowledge continues to grow, and that the friendships we have built endure for years to come.

Thank you again for your support and encouragement during my term as President. I look forward to continuing to serve this incredible organization in the future.

With sincere appreciation,

Stefanie Tarr

Stefanie Tarr
President, Central Illinois Municipal Clerk's Organization



CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION

Nicole L. Stewart, Pekin Deputy City Clerk
111 S. Capitol Street, Pekin, Illinois 61554

September 24, 2024

CIMCO Vice President's Annual Report - Year 2024

Dear CIMCO Members,

As Vice President of CIMCO for the 2022-2024 term, I am honored to reflect on the remarkable progress our organization has made over the past year. This period has been defined by a collective effort to strengthen our mission, create meaningful opportunities for growth, and foster a community that truly embodies the passion and dedication of its members.

One of our most significant achievements this year was the thorough review and update of CIMCO's Bylaws. This important step has ensured that our organization remains resilient, forward-thinking, and ready to tackle future challenges, making CIMCO even better equipped to serve its members.

In addition to these improvements, we made the impactful decision to significantly increase our scholarship awards, which has allowed clerks across the region to receive the essential training needed to thrive in their roles. This commitment strengthens not only individual clerks but also the wider network of municipalities we support. Our membership has also grown substantially, and we've seen a notable rise in meeting attendance, reflecting the immense value our members place on being part of this incredible network.

Looking ahead, there is already great anticipation for our upcoming "Back to Basics" seminar in June, which promises to be an invaluable resource for new clerks. This is just one example of how CIMCO has prioritized professional development and continuous learning. Over the past year, many of our fellow clerks and members have generously shared their time and expertise during our meetings, offering training on everything from streamlining notary management and maximizing available funds to planning unique speaker events and supporting educational initiatives. We've also refreshed our website, transforming it into a more dynamic and useful resource for members and soon to be members. Additionally, as an organization, CIMCO has taken on the important role of sponsoring other clerk organizations, expanding our influence and fostering deeper collaboration within the broader community.

Beyond these professional accomplishments, what truly stands out to me is the genuine camaraderie and sense of belonging that defines CIMCO. Our meetings are not just about business, they are about connection, shared learning, and fun. No matter the distance, members have enthusiastically traveled to different municipalities, making every meeting worthwhile through the friendships we've formed and the collective passion we all share for this profession. The love and enthusiasm CIMCO members have for this group of clerks makes CIMCO such a wonderful organization to be a part of.

As my term as Vice President comes to an end, I can say with full confidence that it has been an honor and a privilege to serve alongside such an extraordinary group of individuals. I am filled with excitement and optimism for CIMCO's future. I look forward to seeing what the next chapter holds for all of us and know that CIMCO will continue to thrive and grow.

With heartfelt gratitude,



Nicole Stewart, RMC, CMC

Vice President, Central Illinois Clerks Organization

2022-2024



ANNUAL SECRETARY REPORT FISCAL YEAR 2023-2024

As life slowed to snail's pace through the Pandemic, life ramped up to the fast lane for my crazy world. This last few years have been quite a tornado ride. I jumped into the Clerk world with both feet running, and haven't stayed grounded for too long of a stretch since. I achieved my IIMC Athenian Fellowship May 2022, received the 2022 MCI Rookie Clerk of the Year, attained my CMC in June 2023, graduated from Institute in October 2023, received my RMC in June 2024, and during this time have served as your CIMCO Secretary ... Whew! It has also been a true honor to represent you.

ANNUAL PROGRAM RECAP

December 6, 2023 - Location: Hacienda Leon, One Uptown Circle, Normal, IL
Host: Angie Huonker, Town of Normal Town Clerk, CIMCO Past President
Discussion Items: Recognition of Honorary Members, upcoming training events and speakers, and future meeting locations.
Special Element: Holiday Gift Exchange

February 15, 2024 - Location: Pekin City Hall, 111 South Capitol Street, Pekin, IL
Host: Sue McMillan, City of Pekin City Clerk
Discussion Items: Review of proposed Bylaws changes, and discussion of public facing versus members only segments of the CIMCO website.
Speaker: John Ackerman, Tazewell County Clerk – Unique election challenges, election integrity, recent electoral changes, and anticipated future developments.

April 10, 2024 - Location: Reality Bites, 414 North Main Street, Bloomington, IL
Host: Leslie Yocum, City of Bloomington City Clerk
Discussion Items: Review of proposed Bylaws changes.
Speaker: Leslie Yocum, City of Bloomington City Clerk – Streamlining Notary management.

June 13, 2024 - Location: Triptych Brewing, 1703 Woodfield Drive, Savoy, IL
Host: Wendy Hundley, Village of Savoy Village Clerk, CIMCO Treasurer
Discussion Items: Nomination Committee election notice, Back to Basics training conference being held in Peoria in June 2025, and potential sponsorship of the IIMC Conference being held in St. Louis in May 2025.
Speaker: Brad Cole, IML CEO – Council orientation best practices

August 14, 2024 - Location: Normal City Hall, Eleven Uptown Circle, Normal, IL
Host: Angie Huonker, Town of Normal Town Clerk, CIMCO Past President
Discussion Items: Back to Basics training conference update, and potential sponsorship of the IIMC Conference being held in St. Louis in May 2025.
Speaker: Kyle Cratty, City of Peoria Treasurer\Comptroller – Budgets and Levies

October 3, 2024 - Location: Obed & Isaacs, 321 NE Madison Ave, Peoria, IL
Host: Stefanie Tarr, City of Peoria City Clerk
Discussion Items: Annual Meeting with Officers, Committee Chairpersons, and Hostesses recognition, Website software license request, and Election of 2024-2025 Officers.

BACK TO BASICS

As the CIMCO Executive Secretary, I would like to personally invite you to join us June 12-13 for my Birthday... well, that and the Back to Basics Conference. This conference will be held in Peoria, and it is a wonderful opportunity to walk away with the knowledge to become the Clerk they won't want to replace. Ok, so I did not make that line up, the conference was previously known by that tagline. When you think about the basic functions of our profession, those are often the most demanding and time-intensive tasks. This day and a half conference will focus on those items and more, with a ton of networking opportunities.

I would strongly encourage you take advantage of opportunities to get to know your fellow Clerks. They will not only become cohorts, but many of yall will find lasting friendships. The Municipal Clerk wears such a diverse set of shoes (you don't see many hats in our offices) that having an ear to bounce things off is priceless. Each municipality has their own unique, albeit complex, set of demands, and the knowledge and support from fellow peer Clerks is second-to-none. Personally, I look forward to the many, many connections and bonds that are yet to be discovered as we navigate this journey together. As we venture into a new season with CIMCO, let us all take advantage of the wonderful opportunities that we have within our Clerk world. I truly look forward to seeing all yall soon!



Tana Ward, RMC, CMC
CIMCO Secretary
MCI District IV Director
Village of Thomasboro Village Clerk
Village of Rantoul, Mayoral Assistant



To: CIMCO
Date: October 3, 2024
From: Wendy M. Hundley, Treasurer
Re: Annual report

2023-2024 was a busy year for the treasurer. CIMCO awarded three scholarships to CIMCO members for a total of \$1,210 and sponsor an event at the upcoming 2025 IIMC conference in Sait Louis Missouri for \$2,500.00. A deposit has been paid for B2B in 2025. Two certificates of deposit were opened one for the general fund (checking account) and one for the Ilion Crable Scholarship (saving account) with current total earnings of \$496.89 thus far.

A Warm Welcome to our new members,

Kaylee Barr - City of Champaign – Deputy City Clerk – New in 2023-2024
Seok Hyun Cho – City of Urbana – Deputy City Clerk – New in 2023-2024
Rachael Gallivan – Village of Savoy – Deputy Clerk – New in 2023-2024
Desiree Gerber – City of Edwardsville – Deputy Clerk – New in 2023-2024
Kasey Mitchell – City of Kewanee – City Clerk – New in 2023-2024
Summer Dehn – Town of Chatsworth – Town Clerk – New in 2024-2025
Melissa Teel – City of Monmouth – Deputy Clerk – New in 2024-2025

Membership Updates

- 2023-2024 We had a total of 59 members (4 new members) and one retired which is an increased from 2022-2023 of 8 members compared to the 51 from 2022-2023

Financial Status

- Checking beginning balance October 1, 2023 \$21,741.77
- Checking current balance September 30, 2024 \$6,300.82
- Savings beginning balance October 1, 2024 \$12,030.91
- Savings current balance September 30, 2024 \$8,313.19
- Beginning balance for CD # 3967 \$10,214.47
- Ending balance for CD # 3967 \$10,324.02
- Beginning balance for CD # 3969 \$5,114.3.8
- Ending balance for CD # 3969 \$1,172.87

Thank you,

Wendy M. Hundley
Treasurer

CIMCO Treasurer's Annual Report
(October 1, 2023 – September 30, 2024)



REVENUE SUMMARY

Membership Dues Received in FY 23-24	\$ 1,111.00
Interest received from October - September 2024	\$ 4.39
Interest received - CD 3967	\$ 172.87
Interest received - CD 3970	\$ 324.02

TOTAL REVENUES \$ 1,612.28

EXPENDITURES SUMMARY

11/14/2023	Check #1091- CC pymt	\$ 183.83
12/27/2023	Check #1092 - Scholarship	\$ 600.00
05/13/2024	Check #1093 - Annual Website Fee	\$ 286.92
07/05/2024	Check #1094 - Scholarship	\$ 272.50
07/05/2024	Check #1095 - Scholarship	\$ 337.50
08/12/2024	Check #1096 - President's Award	\$ 108.95
08/12/2024	Check #1097 - CC pymt. - B2B	\$ 2,000.00
08/23/2024	Check #1098 - IIMC - Sponsorship	\$ 2,500.00

TOTAL EXPENDITURE \$ 6,289.70

CHECKING ACCOUNT BALANCE ON October 1, 2023 \$ 21,741.77

Clock Tower - Hometown Community Bank

CHECKING ACCOUNT ENDING BALANCE ON September 30, 2024 \$ 6,300.82

Clock Tower - Hometown Community Bank

SAVING ACCOUNT BEGINNING BALANCE ON October 1, 2023 \$ 12,030.91

Clock Tower - Hometown Community Bank

SAVING ACCOUNT BALANCE ON September 30, 2024 \$ 8,313.19

Clock Tower - Hometown Community Bank

CD - Acc# 583967 at 4.24% BEGINNING BALANCE \$ 10,214.47

Clock Tower - Hometown Community Bank

ENDING BALANCE \$ 12,030.91

CD - Acc#583969 at 4.52% BEGINNING BALANCE \$ 5,114.38

Clock Tower - Hometown Community Bank

ENDING BALANCE

\$ 5,172.87

Respectfully submitted,

Wendy M. Hundley

Wendy M. Hundley

Date:

October 3, 2024

Central Illinois Municipal Clerks Organization

Hometown Community Banks

Certificate of Deposit for Scholarship Fund (Saving Account)

October 1, 2023 - September 30, 2023

Account #	Post Date	Check	Description	Debit	Credit	Status	Balance
583967	09/21/2024		Interest At 4.24 %		\$ 37.04	Posted	\$ 10,324.02
583967	08/21/2024		Interest At 4.24 %		\$ 36.91	Posted	\$ 10,286.98
583967	07/21/2024		Interest At 4.24 %		\$ 35.60	Posted	\$ 10,250.07
583967	06/21/2024		Interest		\$ 36.65	Posted	\$ 10,214.47
583967	05/21/2024		Interest		\$ 35.35	Posted	\$ 10,177.82
583967	04/21/2024		Interest		\$ 36.39	Posted	\$ 10,142.47
583967	03/21/2024		Interest		\$ 33.93	Posted	\$ 10,106.08
583967	02/21/2024		Interest		\$ 36.14	Posted	\$ 10,072.15
583967	01/21/2024		Interest		\$ 36.01	Posted	\$ 10,036.01
583967	12/22/2023		Deposit		\$ 10,000.00	Posted	\$ 10,000.00

Account #	Post Date	Check	Description	Debit	Credit	Status	Balance
583969	09/21/2024		Interest At 4.52 %		\$ 19.78	Posted	\$ 5,172.87
583969	08/21/2024		Interest At 4.52 %		\$ 19.71	Posted	\$ 5,153.09
583969	07/21/2024		Interest At 4.52 %		\$ 19.00	Posted	\$ 5,133.38
583969	06/21/2024		Interest		\$ 19.56	Posted	\$ 5,114.38
583969	05/21/2024		Interest		\$ 18.86	Posted	\$ 5,094.82
583969	04/21/2024		Interest		\$ 19.41	Posted	\$ 5,075.96
583969	03/21/2024		Interest		\$ 18.09	Posted	\$ 5,056.55
583969	02/21/2024		Interest		\$ 19.27	Posted	\$ 5,038.46
583969	01/21/2024		Interest		\$ 19.19	Posted	\$ 5,019.19
583969	12/22/2023		Deposit		\$ 5,000.00	Posted	\$ 5,000.00



Central Illinois Municipal Clerks Organization

Hometown Community Banks

October 1, 2023 - September 30, 2024

Reconciled with bank statement

Still Outstanding

Beg/ending balances

Date	Description	Check #	Check Amount	Deposit Amount	Balance
	Balance Forward				\$ 21,741.77
10/02/2023	Membership	*		\$ 75.00	\$ 21,816.77
10/03/2023	Membership	*		\$ 45.00	\$ 21,861.77
10/05/2023	Membership - ACH Galesburg	*		\$ 60.00	\$ 21,921.77
10/10/2023	Membership	*		\$ 45.00	\$ 21,966.77
10/17/2023	Membership	*		\$ 15.00	\$ 21,981.77
	Membership - ACH Galesburg				
10/18/2023	Transfer		\$ 30.00		\$ 21,951.77
10/18/2023	Membership	*		\$ 15.00	\$ 21,966.77
10/23/2023	Membership	*		\$ 30.00	\$ 21,996.77
11/07/2023	Membership	*		\$ 45.00	\$ 22,041.77
11/09/2023	Membership	*		\$ 15.00	\$ 22,056.77
11/13/2023	Membership	*		\$ 15.00	\$ 22,071.77
	Check #1091 Credit Card				
11/14/2023	Payment		\$ 183.83	*	\$ 21,887.94
1/28/2023	Membership	*		\$ 30.00	\$ 21,917.94
	Check # 1092 - Scholarship -				
12/27/2023	Tierra		\$ 600.00	*	\$ 21,317.94
12/19/2023	Membership	*		\$ 15.00	\$ 21,332.94
	Transfer to CD Account per				
12/22/2023	Board Approval		\$ 10,000.00		\$ 11,332.94
12/28/2023	ACH Credit Card Payment		\$ 291.25		\$ 11,041.69
02/14/2024	Membership			\$ 15.00	\$ 11,056.69
03/25/2024	Membership			\$ 15.00	\$ 11,071.69
05/13/2024	Check #1093 - Website fee		\$ 286.92		\$ 10,784.77
	Check #1094 - Scholarship				
07/05/2024	Reimbursement - Tana Ward		\$ 272.50		\$ 10,512.27
	Check #1095 - Scholarship				
07/05/2024	Reimbursement - Wendy Hundley		\$ 337.50		\$ 10,174.77
	Check #1096Joan's Trophy -				
08/12/2024	President's Award		\$ 108.95		\$ 10,065.82
	Check #1097Credit Card Payment		\$ 2,000.00		\$ 8,065.82
	B2B Hotel Reservation				\$ 8,065.82
08/16/2024	Membership			\$ 15.00	\$ 8,080.82
	Check #1098 - IIMC Sponsorship		\$ 2,500.00		\$ 5,580.82
09/03/2024	Membership			\$ 45.00	\$ 5,625.82

09/19/2024	Membership	\$	165.00	\$	5,790.82
09/19/2024	Membership	\$	210.00	\$	6,000.82
09/19/2024	ACH -Membership Deposit	\$	60.00	\$	6,060.82
09/23/2024	Membership	\$	210.00	\$	6,270.82
09/26/2024	Membershp	\$	30.00	\$	6,300.82



Central Illinois Municipal Clerks Organization



Hometown Community Banks

October 1, 2023 - September 30, 2024

is reconciled with bank statement
 is outstanding
 Beg/ending balances

Date	Description	Amount of Deposit	Withdrawal	Balance
	Balance Forward			\$ 12,228.80
10/02/2023	Membership	\$ 75.00		\$ 12,303.80
10/03/2023	Membership	\$ 45.00		\$ 12,348.80
10/10/2023	Membership	\$ 45.00		\$ 12,393.80
10/17/2023	Membership	\$ 15.00		\$ 12,408.80
10/18/2023	Membership	\$ 15.00		\$ 12,423.80
10/18/2023	Membership - ACH Deposit	\$ 30.00		\$ 12,453.80
10/23/2023	Membership	\$ 30.00		\$ 12,483.80
10/31/2023	Interest	\$ 0.54		\$ 12,484.34
11/07/2023	Membership	\$ 45.00		\$ 12,529.34
11/09/2023	Membership	\$ 15.00		\$ 12,544.34
11/13/2023	Membership	\$ 15.00		\$ 12,559.34
11/28/2023	Membership	\$ 30.00		\$ 12,589.34
11/30/2023	Membership	\$ 0.52		\$ 12,589.86
2/19/2023	Membership	\$ 15.00		\$ 12,604.86
12/22/2023	Transfer to AC Account per Board Approval		\$ 5,000.00	\$ 7,604.86
12/29/2023	Interest	\$ 0.45		\$ 7,605.31
01/31/2024	Interest	\$ 0.34		\$ 7,605.65
02/14/2024	Membershp	\$ 15.00		\$ 7,620.65
02/29/2024	Interest	\$ 0.30		\$ 7,620.95
03/25/2024	Deposit	\$ 15.00		\$ 7,635.95
03/29/2024	Interest	\$ 0.30		\$ 7,636.25
04/30/2024	Interest	\$ 0.33		\$ 7,636.58
05/31/2024	Interest	\$ 0.32		\$ 7,636.90
06/28/2024	Interest	\$ 0.29		\$ 7,637.19
07/31/2024	Interest	\$ 0.35		\$ 7,637.54
08/16/2024	Membership	\$ 15.00		\$ 7,652.54
08/30/2024	Interest	\$ 0.31		\$ 7,652.85
09/03/2024	Membership	\$ 45.00		\$ 7,697.85
09/19/2024	Membership	\$ 165.00		\$ 7,862.85
09/19/2024	Membership	\$ 210.00		\$ 8,072.85
09/23/2024	Membership	\$ 210.00		\$ 8,282.85
09/26/2024	Membership	\$ 30.00		\$ 8,312.85
09/30/2024	Interest	\$ 0.34		\$ 8,313.19



VILLAGE OF THOMASBORO

101 W. Main • PO Box 488 • Thomasboro, IL 61878
217-643-2675 | www.thomasboro.us

ANNUAL AUDIT REPORT FISCAL YEAR 2022-2023

Standing Rule 5(c)

In accordance with the Standing Rules adopted by the Central Illinois Municipal Clerk's Organization (CIMCO), the Auditing Committee has conducted an audit of the accounts of the Treasurer for the Fiscal Year that ended September 30, 2023.

Checking Account – Washington Community Bank (199214)

Beginning Balance – October 1, 2022	\$18,773.27
Membership Deposits	1,095.00
Back to Basics Deposits	8,147.64
Disbursements	5,370.94
Scholarship Reimbursements	903.20
Ending Balance – September 30, 2023	\$21,741.77

Savings Account – Washington Community Bank (2227932)

Beginning Balance – October 1, 2022	\$12,030.94
Membership Deposits	1,095.00
Interest	6.06
Scholarship Transfers	903.20
Ending Balance – September 30, 2023	\$12,228.80

Committee Findings

Upon a complete review of the financial information provided, the Committee unanimously finds an account balances to be correct and in good order. The Committee wishes to thank Wendy Hundley for her cooperation and assistance during this auditing process.

In consideration of the aforementioned findings, the Auditing Committee hereby submits this report to the membership of CIMCO for review and approval.

2023-2024 Auditing Committee

Tana Ward, RMC, CMC
CIMCO Auditing Committee Chairperson
CIMCO Secretary
MCI District Six Director
Village of Thomasboro Village Clerk
Village of Rantoul Mayoral Assistant

Trina Bonds, RMC, CMC
CIMCO Auditing Committee
City of Peoria Chief Deputy City Clerk



VILLAGE OF THOMASBORO

101 W. Main • PO Box 488 • Thomasboro, IL 61878
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ANNUAL WEBSITE COMMITTEE REPORT FISCAL YEAR 2023-2024

During the June 15, 2022 Central Illinois Municipal Clerks Organization (CIMCO) meeting, the Webmaster position and Website Committee were established. The website was previously being maintained by Past CIMCO President and the Town of Normal Town Clerk, Angie Huonker, along with her husband.

Committee Recap

The Committee worked to not only update the Board, Committee, and Membership portions of the website, but to enhance it in addition. The Committee investigated both the International Institute of Municipal Clerks (IIMC) and the Municipal Clerks of Illinois (MCI) website platforms for relevant upgrades. MCI has proposed implementing a "Members Only" section of the website to include additional resources to its membership. This has not been implemented to date, but is still under consideration. The concept of mimicking this "Members Only" section of the CIMCO website was presented during the February 15, 2024 meeting, which had mixed reviews from those present. Many want the website to continue to be a resource for all Clerks, not only those who were paid members. Others saw it as a beneficial added resource to provide to the membership.

Future Considerations

The Committee investigated the platform currently being utilized to maintain the website, and they are suggesting that CIMCO purchase the Avada Software License for the Website Committee Members to utilize moving forward for more efficient collaboration.

In consideration of the aforementioned, the Website Committee hereby submits this report to the membership of CIMCO for review and approval.

2023-2024 Website Committee

Tana Ward, RMC, CMC

CIMCO Website Committee Chairperson/Webmaster

CIMCO Secretary

MCI District Six Director

Village of Thomasboro Village Clerk

Village of Rantoul Mayoral Assistant

Cortney Coe

CIMCO Website Committee

City of Peoria Deputy City Clerk II



OFFICE OF THE CITY CLERK
STEFANIE TARR, CMC/RMC
City Clerk / Town Clerk

TO: Stefanie Tarr, CIMCO President
CIMCO Members

FROM: CIMCO Scholarship Committee
Trina Bonds, Co-Chair – Chief Deputy City Clerk -Peoria
Brandy Dalton, Co-Chair – Village Clerk/Treasurer -Tolono

DATE: September 24, 2024

RE: 2024 Annual Scholarship Committee Report

This year, CIMCO members authorized one scholarship for the IIMC Annual Conference for early registration to be split between Deputy Village Clerk (Rantoul)/Village Clerk (Thomasboro) Tana Ward and Savoy Village Clerk Wendy Hundley. Initially, a full scholarship for early registration was awarded to Delavan Deputy Clerk Tammy Hintz, but after consideration she decided to decline the scholarship. At that time, the Scholarship Committee decided to split the scholarship for early registration between the two comparable remaining applicants.

The Ilion Wait Crabel Memorial Scholarship for the MCI Institute/Academy was awarded as two partial scholarships and one full scholarship (hotel and tuition) for the following three recipients: Pekin Deputy City Clerk Nicole Stewart (hotel reimbursement), Bloomington Deputy City Clerk Amanda Stutsman (tuition reimbursement), and Bunker Hill City Clerk Heather Kraus (both tuition and hotel reimbursement).

Thank you for allowing us to serve you this year.



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: Stefanie Tarr, CIMCO President
CIMCO Members

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

DATE: September 20, 2024

RE: 2024 Annual By-Laws Committee Report

The By-Laws Committee recommended proposed changes to the By-Laws that were approved at the April 10, 2024 CIMCO Meeting. All changes will be effective as of October 2, 2024 to coincide with the new fiscal year, except for Standing Rule 6, 6(a), 6(b), and 6(c), relating to scholarships, that became effective on April 10th. The largest changes involved amendments to Standing Rule 6 regarding scholarships, including (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, among other minor changes. The changes to the Bylaws outside of Standing Rule 6 clarified duties for Officers and the Program and Communications Committees. The changes to the committees included explaining when the Program Committee will provide the program schedule and changing the name of the Publicity Committee to the Communications Committee while better defining the duties of the Communications Committee.



NOTICE OF ELECTION OF OFFICERS

Notice is hereby given that Central Illinois Municipal Clerks Organization (CIMCO) will conduct an Election of Officers at its Annual Meeting, to be held on Wednesday, October 2, 2024, in Peoria, Illinois. The Annual Meeting will follow the dinner.

Nominations from the floor will be in order for the officers of President, Vice President, Secretary and Treasurer for 2024-2026.

Nominators and Candidates must be duly paid members of CIMCO for fiscal year 2024-2025, 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 are 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 309-494-8568.

Signed,

Stefanie Tarr

Stefanie Tarr
President
CIMCO

Dated: August 2, 2024.



TO: Stephanie Tarr
CIMCO President

FROM: CIMCO Nominating Committee

DATE: **September 20, 2024**

The Nominating Committee, consisting of Amanda Stutsman, Tierra Shickel, and Mary (Margie) Barnes, served for the year of 2022-2024. We thank you for the opportunity to serve on this committee.

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 3, 2024**. The Committee will hear other nominations from the floor in addition to the slate being presented.

President:	Nicole Stewart
Vice President:	Cortney Coe
Secretary:	Tammy Hintz
Treasurer:	Darcy Sandefur

Stephanie Tarr will occupy the Immediate Past President post without election.

/s/ Amanda Stutsman, Chair



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
THURSDAY, JUNE 13, 2024
5:00pm**

**Triptych Brewing
1703 Woodfield Drive
Savoy, Illinois 61874**

CALL TO ORDER

President Tarr called the meeting to order at 5:08pm.

PRESENTATION

IML Present Brad Cole shared resources that are available on the IML.com website, along with physical copies that were shared with those in attendance. Mr. Cole encouraged members to attend the annual IML Conference coming up in September.

Mr. Cole shared a recap of the legislative updates from the recent session. He then encouraged use of the LocalPublicNotices.org website. The platform is owned and operated by the IML, and the desire is for this to change the requirement of print media for municipal legal notices. Legislation is currently being drafted for next year to attempt to get this item passed. Additional municipalities posting on the site will aid in this process.

Mr. Cole shared about the Grocery Tax that was approved for elimination effective January 1, 2026. He encouraged both Home Rule and Non-Home Rule municipalities alike to consider adopting an Ordinance for the municipality to collect the Grocery Tax. This Ordinance would need to be passed by the municipality prior to October 2025 to start collecting in January 2026.

Mr. Cole reported on the Election date changes. The petition circulation dates will be moved up to July 27 likely. He added that it is unlikely that any other election dates and filing times will change. The IML will send out a notice with resources when the legislation is signed with the finalized dates.

Mr. Cole conducted a question and answer session with the members present.

as well, and she encouraged the active CIMCO membership to consider presenting during the next conference.

President Tarr put the current committees on blast to encourage them to get items in place for the incoming CIMCO President to smooth the transition.

President Tarr stated that with the IIMC Annual Conference being hosted in our IIMC District in St. Louis, CIMCO should consider donating funds towards a sponsorship. Discussion ensued. Janet Gray suggested a \$1,000.00 donation to the IIMC Annual Conference, along with an extra full conference scholarship. The item will be moved forward to the August 14 Meeting for approval.

UPCOMING EVENTS

President Tarr shared the upcoming schedule dates of note.

- CIMCO Meeting August 14, 2024 Normal – Noon
- IML Annual Conference September 19-21, 2024 Chicago, IL
- CIMCO Annual Meeting / Officer Election October 3, 2024 Peoria, IL – 5:30 pm
- MCI Institute & Academy October 6–11, 2024 Bloomington, IL
- CIMCO Meeting / Christmas Party December 11, 2024 Galesburg, IL – Noon
- MCI Winter Seminar January Holiday Inn & Suites, Peoria, IL
- IIMC Annual Conference May 18-21, 2025 St. Louis, MO
- CIMCO Back to Basics June 12-13, 2025 Holiday Inn & Suites, Peoria, IL

ADJOURNMENT

Brandy Dalton made a motion to adjourn the meeting, seconded by Nicole Stewart. The motion carried, and the meeting was adjourned at 6:37pm.

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



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
THURSDAY, APRIL 10, 2024
6:00pm**

**Reality Bites
414 North Main Street
Bloomington, Illinois 61701**

CALL TO ORDER

President Stefanie Tarr called the meeting to order at 6:07 P.M.

ROLL CALL

CIMCO Officers Present:

Stefanie Tarr, President; Angie Huonker, Past President; Nicole Stewart, Vice President.

President Tarr declared a quorum was present. Tana Ward, Secretary and Wendy Hundley, Treasurer were absent.

CIMCO Members Present:

Trina Bonds (Peoria), Valeri Brod (Washington), Courtney Coe (Peoria), Brandy Dalton (Tolono), Janet Gray (Rantoul), Sue McMillan (Pekin), Tierra Schickel (Normal), Britni Williams (Normal), Amanda Stutsman (Bloomington), and Leslie Yocum (Bloomington)

MEETING MINUTES

A motion was made by Janet Gray, seconded by Nicole Stewart to defer the approval of the February 15, 2024 meeting minutes to the June 13, 2024, rescheduled regular meeting. Motion carried by viva voce vote.

TREASURER'S REPORT

A motion was made by Angie Huonker, seconded by Nicole Stewart, to defer the approval of the Quarterly Treasurer's Report (January-March 2024), to the June 13, 2024, rescheduled regular meeting. The motion carried by viva voce vote.

COMMITTEE UPDATES

Bylaw Amendments

Courtney Coe said the proposed amendments to the bylaws were distributed to members on March 11, 2024, noting some changes would become effective immediately upon approval and others would become effective on October 2, 2024, to coincide with the new fiscal year. She requested one additional change on page 24 of the draft proposed changes to strike the sentence "Funds may be used for any expense for the IIMC Annual Conference" from Standing Rule 6(b) in order to be congruent and remain consistent with the other proposed changes.

A motion was made by Leslie Yocum, seconded by Angie Huonker, to strike the sentence "Funds may be used for any expense for the IIMC Annual Conference" from Standing Rule 6(b) of the bylaws. The motion carried by viva voce vote.

Standing Rule 6, 6(a), 6(b) and 6(c) - Rev. 4/10/2024

A motion was made by Angie Huonker, seconded by Leslie Yocum, to approve the amendments to the bylaws as outlined for Standing Rule 6, 6(a), 6(b), and 6(c), effective upon approval. The motion carried by viva voce vote.

Article VI Sections 1, 4, and 5; Standing Rule 5, 5(f), and 5(i) - Rev. 10/2/2024

A motion was made by Tierra Schickel, seconded by Janet Gray, to approve the amendments to the bylaws as outlined for Article VI Sections 1, 4, and 5; Standing Rule 5, 5(f), and 5(i), effective October 2, 2024. The motion carried by viva voce vote.

Scholarship

Trina Bonds said due to unforeseen circumstances, the recipient of the scholarship for the 2024 International Institute of Municipal Clerks (IIMC) declined the award. She said the Scholarship Committee concluded it was appropriate to split the award between the remaining two candidates, Tana Ward and Wendy Hundley, noting the applications were comparable.

President Tarr said the Ilion Wait Crabel Memorial Scholarship application for the Municipal Clerks of Illinois (MCI) annual Institute and Academy seminar would become available in June, and she encouraged members to apply. She thanked the members of the Scholarship Committee for their efforts and diligence.

UNFINISHED BUSINESS

It was determined there was no Unfinished Business to address at that time.

CIMCO

April 10, 2024

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NEW BUSINESS

Locations for the 2023-2024 CIMCO Meetings.

Thursday, June 13, 2024 – Savoy at 5:00 PM (Rescheduled Regular)

August 14, 2024 – Normal at 12:00 PM (Noon Meeting)

Thursday, October 3, 2024 – Peoria at 5:30 PM – Officer Elections (Rescheduled Regular)

December 11, 2024 – Galesburg at 12:00 PM (Noon Meeting)

President Tarr reviewed the upcoming meeting dates, times, and locations. She said traditionally the annual meeting in October was hosted in Peoria but if another municipality wished to host it that was also an option. She said the December meeting in Galesburg might change to Princeton due to the current Clerk retiring there, noting more information would be sent soon.

MCI Spring Seminar

President Tarr said the MCI Spring Seminar on April 4-5 was well attended, and she challenged CIMCO members to reach out to one clerk from a neighboring municipality to invite them to a future event.

IIMC Annual Conference

President Tarr asked the members attending the IIMC Annual Conference in Calgary in May to report back on the event.

OTHER BUSINESS

Back to Basics Planning

President Tarr said at the June CIMCO Meeting, discussions would begin regarding the planning for the 2025 Back to Basics Seminar. She said details such as location would be considered, noting the incoming President elected at the October Annual Meeting would take over the process but all members would contribute to the project. She suggested changing the name of Back to Basics to something similar to the previous name "Being the Clerk they don't want to replace" in order to make attendance to the training eligible for Master Municipal Clerk (MMC) points in addition to the Certified Municipal Clerk (CMC) points. It was the consensus of members present to change the title, with more information to come at a future meeting. President Tarr encouraged members to brainstorm ideas before the June 13th CIMCO Meeting.

ADJOURN

After it was determined there was no more business to discuss, a motion was made by Angie Huonker, seconded by Nicole Stewart, to adjourn the April 10, 2024, CIMCO Meeting. The motion carried, and the meeting adjourned at 6:23 PM.

Courtney Coe

Deputy Clerk II, Peoria, IL



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
THURSDAY, FEBRUARY 15, 2024
Noon**

**Pekin City Hall
111 South Capitol Street
Pekin, Illinois 61554**

CALL TO ORDER

President Tarr called the meeting to order at 12:07pm.

PRESENTATION

Tazwell County Clerk, John Ackerman shared election challenges that are faced with the Consolidated elections. He expanded on the frivolous Freedom of Information Act requestors that resulted in increased scrutiny at polling locations.

Mr. Ackerman reported that the Vote by Mail process resulted in a higher voter turn out than Illinois had ever seen. With this process, a Task Force was initiated to review the votes to determine if double voting had occurred. This was found within Illinois, and the individuals were prosecuted. All of the individuals who were discovered as having done this were current college students.

Mr. Ackerman shared that many municipalities around the state are looking at Rank Choice Voting, and a few have a referendum to be included during the next election to make allowance for it. He stated that this would be an auditing nightmare.

Mr. Ackerman hosted a question and answer session with the members present.

ROLL CALL

CIMCO Officers Present:

Stefanie Tarr, President; Angie Huonker, Past President; Nicole Stewart, Vice President;
Tana Ward, Secretary; and Wendy Hundley, Treasurer

CIMCO Members Present:

Mary Barnes (West Peoria), Kelli Bennewitz (Galesburg), Trina Bonds (Peoria), Valeri Brod (Washington), Morgan Cadwalader (East Peoria), Courtney Coe (Peoria), Brandy Dalton (Tolono),

CIMCO

February 15, 2024

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Ericka Gugliotta (Galesburg), Tammy Hintz (Delavan), Sue McMillan (Pekin), Alexandria Reis (Fairbury), and Tierra Schickel (Normal)

MEETING MINUTES

A motion was made by Angie Huonker to approve the December 6, 2023 Meeting Minutes as presented, seconded by Mary Barnes. Motion carried by viva voce vote.

TREASURER'S REPORT

Treasurer Hundley presented the Treasurer's Report. A motion was made by Kelli Bennewitz to approve the report as presented, seconded by Angie Huonker. Motion carried by viva voce vote.

Treasurer Hundley also presented CD options to the members. A consensus was to move forward with two options, both a 6-month option and a 12-month option.

UNFINISHED BUSINESS

Treasurer Hundley presented the Annual Audit Report that had been approved by the Auditing Committee. A motion was made by Brandy Dalton to approve the report as presented, seconded by Angie Huonker. Motion carried by viva voce vote.

The ByLaws Committee had met to discuss Amendments to Standing Rule 6 (a, b, c) that should be considered by the membership. Morgan Cadwalader and Courtney Coe presented these amendments. This item will be brought forward to the April meeting for consideration after the 30-day notice to the membership.

NEW BUSINESS

The Website Committee discussed possible changes to the Municipal Clerks of IL website, and questioned if CIMCO should mimic these changes. This item is only a recommendation with MCI, and is currently under consideration with the Communications Committee. Courtney Coe shared details of a Public versus Private section to the CIMCO site, and which items could be included within each section. She expanded further on the possibility of additional resources that could be made available.

Webmaster Tana Ward shared updates that had been incorporated to the current website regarding the CIMCO Board, Committees, and Membership Rosters, as recommended with the elimination of the Telephone Committee.

UPCOMING EVENTS

President Tarr shared the upcoming schedule dates of note.

- | | | |
|-------------------------------------------|-----------------------|--------------------------|
| ○ MCI Spring Seminar | April 4-5, 2024 | Champaign |
| ○ CIMCO Meeting | April 10, 2024 | Bloomington – 6:00pm |
| ○ IIMC Annual Conference | May 19-22, 2024 | Calgary, Alberta, Canada |
| ○ CIMCO Meeting | June 13, 2024 | Savoy – 6:00pm |
| ○ CIMCO Meeting | August 14, 2024 | Normal – Noon |
| ○ IML Annual Conference | September 19-21, 2024 | Chicago, IL |
| ○ CIMCO Annual Meeting / Officer Election | October 3, 2024 | Peoria, IL – 5:30 pm |
| ○ MCI Institute & Academy | October 6–11, 2024 | Bloomington, IL |
| ○ CIMCO Meeting / Christmas Party | December 11, 2024 | Galesburg, IL – Noon |

ADJOURNMENT

Angie Huonker made a motion to adjourn the meeting, seconded by Nicole Stewart. The motion carried, and the meeting was adjourned at 1:52pm.

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



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, DECEMBER 6, 2023
NOON**

**Hacienda Leon
One Uptown Circle
Normal, Illinois 61761**

CALL TO ORDER

President Tarr called the meeting to order at 12:21pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

CIMCO Officers Present:

Stefanie Tarr, President; Angie Huonker, Past President; Nicole Stewart, Vice President;
Wendy Hundley, Treasurer; and Tana Ward, Secretary.

CIMCO Members Present:

Valeri Brod (Washington), Sue McMillan (Pekin), Alex Reis (Fairbury), Tierra Shickel (Normal),
Amanda Stutsman (Bloomington)

President Tarr declared a quorum was present.

PLEDGE OF ALLEGIANCE

President Tarr lead the recitation of the Pledge of Allegiance.

MEETING MINUTES

A motion was made by Angie Huonker to approve the October 18, 2023 Meeting Minutes as presented, seconded by Tierra Shickel. Motion carried by viva voce vote.

TREASURER'S REPORT

Treasurer Hundley presented the Treasurer's Report. A motion was made by Angie Huonker to approve the report as presented, seconded by Nicole Stewart. Motion carried by viva voce vote.

CIMCO

December 6, 2023

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UNFINISHED BUSINESS

Treasurer Hundley also reported on CD rates available to the organization after being asked to investigate optional investments. With no major expenses for 2024, a motion was made by Angie Huonker to approve investing \$10,000.00 from the CIMCO checking account for a 12-month CD, and an additional \$10,000.00 from the CIMCO savings account for a 6-month CD at a minimum rate of 4%, seconded by Sue McMillan. Motion carried by viva voce vote.

President Tarr shared that she had conferred with her Finance Director with Lauterbach & Amen, LLP regarding the CIMCO bank account balances. She was advised that the funding present was earmarked for education currently, which would keep the organization from being penalized.

AUDIT REPORT

A motion was made by Tierra Shickel to defer the Fiscal Year 2024 Audit Report to the February Board Meeting, seconded by Nicole Stewart. Motion carried by viva voce vote.

NEW BUSINESS

Honorary members Beth Ball (Peoria), Margaret Hurd (Chillicothe), and Phyllis Clark (Urbana) were recognized. A Proclamation was presented by President Tarr for retired member Phyllis Clark, which will be delivered by Wendy Hundley. A Proclamation will be presented at a later date for Margaret Hurd and Beth Ball.

President Tarr opened the floor for discussion regarding additional training, speakers, and events in 2024. Sue McMillan shared that the training would benefit the area CIMCO members, and Angie Huonker added that training events and speakers should take place outside of restaurants due to excessive noise. Discussion ensued. Suggestions included: Mini Seminar Training such as the Back to Basics online event held in 2021 (Tana Ward), Corporation Council (Tierra Shickel), and Freedom of Information Act (Wendy Hundley).

A motion was made by Angie Huonker to extend the deadline for the 2024 IIMC Annual Conference scholarship till February 1, 2024, seconded by Tana Ward. Motion carried by viva voce vote.

2024 CIMCO MEETINGS

- 02/14/24 Pekin at Noon (Elections)
- 04/10/24 Bloomington
- 06/12/24 Savoy at Noon
- 08/09/24 Normal at Noon (Budget/Levies)
- 10/18/24 Peoria at 5:30pm (Annual Meeting)
- 12/13/24 Galesburg

CIMCO

December 6, 2023

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UPCOMING EVENTS

President Tarr shared the upcoming schedule dates of note.

MCI Winter Seminar	January 25-26, 2024 - Elgin
CIMCO Meeting	February 14, 2024 at Noon – Pekin
Annual Professional Municipal Clerks Week	May 5-11, 2024
IIMC 2024 Conference	May 19-22, 2024 at Calgary, Alberta, Canada

Secretary Ward added that she, Kelli Bennewitz, and Cookie Aldis were working on final details for the MCI Spring Seminar, which would be held in Champaign on April 4th and 5th.

ADJOURNMENT

Angie Huonker made a motion to adjourn the meeting, seconded by Nicole Stewart. The motion carried, and the meeting was adjourned at 12:54pm.

Tana Ward

CIMCO Secretary

MCI District Six Director

Village Clerk, Thomasboro, IL

Deputy Village Clerk, Rantoul, IL



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, OCTOBER 18, 2023
NOON**

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

CALL TO ORDER

President Tarr called the meeting to order at 5:40pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

CIMCO Officers Present:

Stefanie Tarr, President; Angie Huonker, Past President; and Tana Ward, Secretary. President Tarr declared a quorum was present.

Nicole Stewart, Vice President; and Wendy Hundley, Treasurer were absent.

CIMCO Members Present:

Kelli Bennewitz (Galesburg), Trina Bonds (Peoria), Valeri Brod (Washington), Jill Byrnes (Chillicothe), Courtney Coe (Peoria), Ericka Gugliotta (Galesburg), Sue McMillan (Pekin), Darcy Sandefur (Urbana), Tierra Shickel (Normal), Amanda Stutsman (Bloomington), and Leslie Yocum (Bloomington)

PLEDGE OF ALLEGIANCE

Courtney Coe lead the recitation of the Pledge of Allegiance.

ANNUAL REPORT

A motion was made by Ericka Gugliotta to approve the Annual Report as presented by Sue McMillan, seconded by Angie Huonker. Motion carried by viva voce vote.

MEETING MINUTES

A motion was made by Angie Huonker to approve the August 9, 2023 Meeting Minutes as presented, seconded by Kelli Bennewitz. Motion carried by viva voce vote.

TREASURER'S REPORT

The Treasurer's Report will be deferred to the December 6, 2023 Meeting due to the absence of Treasurer Hundley.

COMMITTEE ASSIGNMENTS

A motion was made by Angie Huonker to approve the 2024 Committees as presented by President Tarr, seconded by Kelli Bennewitz. Motion carried by viva voce vote.

NEW BUSINESS

The Ilion Wait Crabel Memorial Scholarship was discussed, with the recommendations presented by the Scholarship Committee. Angie Huonker suggested that the full name to be included in the Bylaws, along with Tana Ward suggesting to include the history of the scholarship. The recommendations will be reviewed and added to the current slate of changes to the Bylaws to be presented during the February 2024 meeting.

A motion was made by Kelli Bennewitz to allow new members joining after July of the current year to extend their membership through the next membership cycle with no additional cost, seconded by Tierra Shickel. Motion carried by viva voce vote.

President Tarr requested that the membership review the standing committees and the description changes needed in the Bylaws. The following Bylaws recommendations were discussed:

- A) Ericka Gugliotta – moving the directory to the website, eliminating the Telephone Committee
- B) Angie Huonker – eliminating the Program Committee, assigning this task to the Officers
- C) Ericka Gugliotta – eliminate the Publicity Committee, assigning these tasks to the Officers (Trunkline announcements, Talk of Town articles, designation notices, etc.)
- D) Angie Huonker – add an Education Committee to spearhead the Back to Basics event with the President to oversee the committee delegates

OTHER BUSINESS

Sue McMillan asked who the current Honorary CIMCO Members were. President Tarr suggested that Beth Ball and Phyllis Clark be added to this list, with a Proclamation to be presented during the December meeting.

PRESIDENT RECOGNITIONS

President Tarr recognized the 2022-2023 Committee Chairpersons.

- A) Angie Huonker, Program Committee
- B) Nicole Stewart, Publicity Committee
- C) Janet Gray, Scholarship Committee
- D) Morgan Cadwalader, Bylaws Committee
- E) Tana Ward, Auditing Committee
- F) Kelli Bennewitz and Erika Gugliotta, Telephone Directory

- G) Sue McMillan, Yearbook Committee
- H) Janet Gray, Membership Committee
- I) Wendy Hundley, Mentoring Committee
- J) Tana Ward, Webmaster / Website Committee

President Tarr recognized the 2022-2023 Hostesses.

- A) Amanda Stutsman, Bloomington
- B) Margie Barnes, West Peoria
- C) Kelli Bennewitz and Ericka Gugliotta, Galesburg
- D) Trina Bonds and Courtney Coe, Peoria
- E) Janet Gray and Tana Ward, Rantoul

President Tarr recognized the Back to Basics Presenters.

- A) FOIA Questions/Answers – Tierra Shickel, Nicole Stewart, Courtney Coe
- B) Forms of Government and Municipal Calendar – Wendy Hundley and Tana Ward
- C) Open and Closed Meetings, Notices & Agendas – Kelli Bennewitz
- D) Open and Closed Minutes, Archiving, and Releasing Closed Minutes – Tana Ward
- E) Ordinances and Resolutions; Posting, Publication, and Filing Requirements – Nicole Stewart
- F) Best Practices: Licenses, Notary Public, and Duties of the Deputy Clerk – Trina Bonds, Ericka Gugliotta, Angie Huonker, and Tana Ward

President Tarr recognized Courtney Coe for the Annual President's Award.

UPCOMING EVENTS

President Tarr shared the upcoming schedule dates of note.

CIMCO Meeting	December 6, 2023 at Noon (Normal)
MCI Winter Seminar	January 2024 - TBD
IIMC 2024 Conference	May 19-22, 2024 at Calgary, Alberta, Canada

ADJOURNMENT

Angie Huonker made a motion to adjourn the meeting, seconded by Sue McMillan. The motion carried, and the meeting was adjourned at 6:42pm.

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



August 27, 2024

Dear CIMCO Member:

Enclosed is your renewal membership application form for Central Illinois Municipal Clerks Organization (CIMCO). We are excited for another wonderful year of opportunities to increase our job-related knowledge, network with each other, and spend time getting to know one another. As the pressures of our jobs continues it is very important to stay connected, share information, and ideas with one another.

We look forward to your membership renewal and feel free to note any interest you may have in serving as an officer and/or committee member. If you are interested in hosting a meeting or interested in certain topics for this coming year, be sure to note those as well!

Membership applications and dues are due October 1st of every year!

Thank you for your part in making this organization a viable link in providing job related knowledge at an affordable cost.

The CIMCO Executive Committee

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

EMAIL _____

POPULATION _____

HOME ADDRESS _____

TELEPHONE _____

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

Website

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

2023-2024 CIMCO MEMBERSHIP LIST

LAST NAME	FIRST NAME	ADDRESS	CITY	TITLE
Bagby	Lori	113 E. Gilman	Secor, IL 61771	Clerk
Barbee	Amanda	110 W. Central Ave	Atwood, IL 61913	Village Clerk
Barnes	Mary (Margie)	2506 W Rohmann Ave	West Peoria IL 61604	City Clerk
Barr	Kaylee	102 N. Neil St.	Champaign, IL 61820	Deputy
Bennewitz	Kelli	55 W Tompkins St, P O Box 1387	Galesburg IL 61402	City Clerk
Bezely	Rhonda	121 N Main Ave., P.O. Box 305	Ladd, IL 61329	Village Clerk
Bonds	Trina	419 Fulton St., Suite 401	Peoria IL 61602	Chief Deputy City Clerk
Boyer	Michelle	118 Hillsboro Avenue	Edwardsville, IL 62025	City Clerk
Briney	Stacey	111 E Washington	Rushville IL 62681	City Clerk
Brod	Valeri	301 Walnut	Washington, IL 61571	City Clerk
Byrnes	Jill	908 N Second St., P. O. Box 145	Chillicothe IL 61523	City Clerk/Collector
Cadwalader	Morgan	401 W Washington St	East Peoria IL 61611	City Clerk
Carfer	Erica	120 E Progress	Arthur IL 61911	Deputy Village Clerk
Cerven	Jennifer	232 E. Jackson St.	Macomb IL 61455	Deputy City Clerk
Cho	Seok Hyun	400 S. Vine St.	Urbana IL 61801	Deputy City Clerk
Coe	Courtney	420 Fulton St, Rm 401	Peoria IL 61603	Deputy Clerk II
Covert	Tracey	8388 Surrey Circle	Bloomington, IL 61705	Retired Clerk
Dalton	Brandy	507 W Strong St, P O Box 667	Tolono IL 61880	Village Clerk
Delp	Shrhonda	107 W Main St, P O Box 614	Atkinson IL 61235	Village Clerk
Gallivan	Rachael	611 N. Dunlap Avenue	Savoy, IL 61874	Deputy Clerk

2023-2024 CIMCO MEMBERSHIP LIST

Gerber	Desiree	118 Hillsboro Avenue	Edwardsville, IL 62025	Deputy Clerk
Gray	Janet	333 S Tanner St	Rantoul IL 61866	Village Clerk
Gugliotta "Weich"	Erica	55 W Tompkins St, P O Box 1387	Galesburg IL 61402	Deputy City Clerk
Haun	Rachael	17 W. Main St.	Danville, IL 61832	Deputy City Clerk
Hintz	Tammy J	219 Locust, P O Box 590	Delavan IL 61734	Deputy City Clerk
Hundley	Wendy	611 N. Dunlap Avenue	Savoy, IL 61874	Village Clerk
Huonker	Angie	11 Uptown Circle	Normal IL 61761	City Clerk
Kimmel	Lori	P. O. Box 326	Forrest, IL 61741	Village Clerk/Treasurer
Klein	Sherry	514 Front Street	Henry, IL 61537	City Clerk
Kraus	Heather	801 S. Franklin St.	Bunker Hill, IL 62014	City Clerk
Lewis	Lori	P O Box 38	Deer Creek IL 61733	Village Clerk
Lotz	Renee	232 E. Jackson St.	Macomb IL 61455	City Clerk
Malmstrom	Amy	121 11th St.	Silvis, IL 61282	City Clerk
McDonald	Maggie	108 N. Van Buren	Newton, IL	City Clerk
McMillan	Sue	111 S Capitol St	Pekin IL 61554	City Clerk
Merritt	Diana	8524 W. Main St	Mapleton, IL 61547	Village Clerk
Meyer	Mindy Sue	16 N 4th St, P O Box 667	Chatsworth IL 60921	Town Clerk
Monson	Lisa	17 W Main St	Danville IL 61832	City Clerk
Myers	Shannon	102 N. Neil St.	Champaign, IL 61820	City Clerk
Mitchell	Kasey	401 E. Third St.	Kewanee, IL 61443	City Clerk
Nunley	Amanda	100 E. East Avenue	Mackinaw, IL 61755	Deputy Clerk

2023-2024 CIMCO MEMBERSHIP LIST

Oakman	Laura	730 Maine St.	Quincy IL 62301	City Clerk
Reis	Alexandria	201 W. Locust St., P.O. Box 228	Fairbury IL 61739	City Clerk
Ruch	Brian "Petie"	105 W 3rd St., P. O.Box	Beardstown IL 62618	City Clerk
Sanderfur	Darcy	400 S Vine Street	Urbana IL 61801	Interim City Clerk
Shelley	Patricia	309 S. 2nd t. P. O. Box 257	San Jose, 62682-6168	Clerk
Shickel	Tierra	11 Uptown Circle	Normal IL 61761	Chief Deputy Clerk
*Smith-Yocum	Leslie	115 E. WashingtonSt., Ste 103	Bloomington, IL 61701	City Clerk
Spencer	Lisa	100 E. East Avenue	Mackinaw, IL 61755	Village Clerk-Collector
Stewart	Nicole	111 S Capitol St	Pekin IL 61554	Deputy City Clerk
Stutsman	Amanda	115 E. WashingtonSt., Ste 103	Bloomington, IL 61701	Deputy City Clerk
Swanger	Stacy	514 Main St, P O Box 234	Augusta IL 62311	Village Clerk/Treasurer
Tarr	Stefanie	419 Fulton St, Rm 401	Peoria IL 61602	City Clerk
Trevor	Susan	100 E Broadway	Monmouth IL 61462	City Clerk
Waller	Janet	229 N. Chestnut, P.O. Box 106	Assumption, IL 62510	City Clerk
Ward	Tana	333 S. Tanner Street	Rantoul IL 61866	Deputy Clerk
White	Chris	120 E Attica St	Rossville IL 60963	Village Clerk-Collector
Williams	Britni	11 Uptown Circle	Normal IL 61761	Deputy Clerk
Wilson	Jacqueline	208 S. Walnut St.	City of Georgetown	City Clerk
Zimmerman	Lula	103 S. Jefferson, P.O.Box213	Towanda, IL 61776	Village Clerk

2023-2024 CIMCO MEMBERSHIP LIST

New-paid
Renew Paid
Retired - no charge
Not renew

4

53

1

2

* Application said renewed but cannot find records of previous registration



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

1. CIMCO will award scholarships for early registration for attendance and if necessary, up to \$500 hotel reimbursement at the 2024 Municipal Clerks of Illinois Institute and Academy.
2. Scholarships will be awarded with priority given to applications in the following order: First year of Institute, Second year of Institute, Third year of Institute, then Academy.
3. Scholarship must be used for the 2024 Institute and Academy. If the Institute is not held, no scholarships will be awarded.
4. The Scholarship Committee will administer the program with the selection process completed and announced by email and at the August CIMCO meeting.
5. Only those applications submitted on the scholarship form within the set deadline will be considered.
6. Completed applications **must be received by 5:00 pm July 26, 2024.**
7. Applications can be emailed to Trina Bonds or Brandy Dalton, Scholarship Committee Co-Chairs at tbonds@peoriagov.org or Brandy.Dalton@Tolonoil.us or mailed to:

Phone: 309-494-8566
217-485-5212
E-mail: tbonds@peoriagov.org
Brandy.Dalton@Tolonoil.us

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX



Trina D. Bonds, RMC, CMC
Chief Deputy City Clerk
419 Fulton, Suite 401
Peoria, IL 61602

XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

Brandy Dalton, RMC, MMC
Village Clerk/Treasurer
PO Box 667
Tolono, IL 61880

CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
ILION WAIT CRABEL MEMORIAL SCHOLARSHIP APPLICATION

I, _____ do Hereby make application for scholarship assistance from CIMCO to be used for early registration at the 2024 MCI Institute and Academy in Bloomington, Illinois.

1. Name _____

2. Title _____ Full-time _____ Part-time _____

3. Municipality _____

4. Municipal Address _____

City _____ State _____ Zip _____

5. Email Address: _____ Phone No: _____

6. Member of CIMCO? Yes _____ No _____ Member of IIMC? Yes _____ No _____

7. Member of MCI? Yes _____ No _____ Certification? RMC _____, CMC _____, MMC _____

8. Are you applying for the Institute - 1 yr. _____ 2 yr. _____ 3 yr. _____ Academy _____

9. Are you applying for Hotel Reimbursement? Yes _____ No _____

10. How much does your municipality budget annually for your education conferences, meetings, travel, etc.? _____

11. Amount your municipality has agreed to provide for the Institute and Academy?

12. Have you applied to your municipality for funds to attend the Institute and Academy?
Yes _____ No _____ Please explain the action taken on your request and by whom?

13. Have you received any other scholarships for this conference? Yes _____ No _____. If so, what is the source and amount awarded? _____

14. What municipal economic/financial factors should the Committee consider in assessing your need for this scholarship? _____

15. I hereby attest that the information submitted with this application is true and correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Application Deadline – July 26, 2024

Trina D. Bonds	or	Brandy Dalton
City of Peoria		Village of Tolono
419 Fulton, Ste 401		PO Box 667
Peoria, IL 61602		Tolono, IL 61880



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 APRIL 10, 2024.

APRIL 10, 2024 | 6:00 PM

BLOOMINGTON, ILLINOIS

CIMCO Secretary

Central Illinois Municipal Clerks Organization

Established in 1988



REVISIONS

By-Laws Revised and Adopted February 2005

Standing Rules – Scholarship Rev. 4/20/05

By-Laws Updated – Art. IV, Sec. 1 Ratified 10/26/05

Standing Rule 1 and 5(e) Rev. 10/4/06

By-Laws Revised – Article IV, Sec. 1 Rev. 6/11/08

By-Laws Revised – Article V, Sec. 5, Art. VI, Sec. 2, Art. VI Sec 4, Art VII Sec 4, 5, & 6 Rev. 04/27/10

Standing Rule 5 c, f, i, j and 8 Rev. 04/27/10

Standing Rule 6, Scholarship Guidelines Rev. 10/19/11

By-Laws revised Article V Sec. 2 Rev. 4/11/12

By-Laws revised Article V, Sec. 2 and Sec. 3; Article VI, Sec. 1 and Sec. 5; Article X, Sec. 1; Standing Rule 5(b); and Standing Rule 6(a)-(c) – Rev. 10/14/2020

By-Laws revised Article VII adding Section 7 Remote Participation - Rev. 10/13/2021

Standing Rule 5(j) revised adding new Standing Rule 5(j) Website Committee – Rev. 6/15/22

By-laws revised Article VI, Sec. 3 and Standing Rule 6(a) – Rev. 12/14/2022

By-laws revised Standing Rule 6, 6(a), 6(b), and 6(c) – Rev. 4/10/2024

By-laws revised Article VI Sections 1, 4, and 5; and Standing Rule 5(a), 5(bf), and 5(ei). – Rev. 10/2/2024revised

CIMCO

BYLAWS

ARTICLE I – NAME

Section 1 - The name of this organization shall be the Central Illinois Municipal Clerks Organization.

ARTICLE II – OBJECT

Section 1 - To promote improvement and efficiency in the operation and administration of the Municipal Clerk's Office in the Central Illinois municipalities.

Section 2 - To promote cooperation between the Clerks by the interchange of experience and methods of conducting their offices, to the end that they may profit from the experience of others.

Section 3 - To promote a better understanding of the official duties and obligations of its members; to develop, insofar as possible, uniform methods of procedures in the municipalities in the area; and, to cooperate with municipal and higher authorities on administering the provisions of law.

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 membership; they may serve on any committee as an ex-officio member, they do not pay dues and do not have a vote. (Rev. 12/10/03)

B. _____

ARTICLE IV – FUNDS

- Section 1** - **Dues:** Annual dues for active membership shall be Thirty Dollars, of which Fifteen Dollars shall be placed in the General Fund and Fifteen Dollars in the Ilion Wait Crabel Memorial Scholarship Fund. (Rev. 10/23/96, 2/9/05, 10/26/05, 6/11/08)
- Section 2** - **Other Funds:** Other Funds as received shall be disbursed between the General Fund and the Ilion Wait Crabel Scholarship Fund as deemed appropriate by the Executive Committee. (Rev. 3/10/93)
- Section 3** - **Dissolution of Money:** In the event Central Illinois Municipal Clerks Organization dissolves, all funds on hand, in both the General Fund and the Ilion Wait Crabel Scholarship Fund, after all bills are paid, will be disbursed to Municipal Clerks of Illinois to be specifically placed in the Bertha Eleanor Rohrbach Scholarship Fund. In the

event MCI no longer exists, all CIMCO fund, in both the General Fund and the Ilion Wait Crabel Scholarship Fund, after all bills are paid, 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)

Section 3 - An officer may hold the same office for two (2) successive terms. If the Nominating Committee determines there are no candidates for that particular office, the officer may be presented to serve an additional term; however, every effort shall be made to allow all members the opportunity to be slated for offices. If no new candidate is elected for a particular office at the Annual Meeting, the President may appoint someone to fill any vacant office, with the concurrence of the members present. (Rev. 3/10/93, 10/11/00)

Section 4 - At the annual meeting, nominations for offices shall be presented by the Nominating Committee, which shall have met and determined a slate to be presented.

Nominations may be accepted from the floor as well. Voting shall be by ballot if more than one (1) person is nominated for the same office. A majority vote of those present and voting shall elect. (Rev. 10/11/00)

Section 5 - The Nominating Committee shall be elected at the Annual Meeting by the Membership after the new Board is sworn in and shall consist of three members. Nominations for this committee shall 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 arrange and manage the execution of the biennial Back-to-Basics seminar or delegate the duties appropriately; 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 ~~town~~ municipal leaderships (except for CIMCO President); and shall perform all other duties usually pertaining to the office. (Rev. 10/11/00, 10/14/2020, 10/2/2024)

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; and shall perform such other duties as usually pertain to the office. In the absence or inability of the Treasurer to perform the duties of that office, the Secretary shall be authorized to sign checks.

Section 4 - **Treasurer** – shall receive all monies of the Association and shall be custodian of all funds. These funds shall be deposited in a financial institution approved by the

membership. The Treasurer shall pay out only such funds as are authorized by the Executive Committee and shall give a quarterly report to the membership at the regular meetings and shall make a full report at the annual meeting. The books of the Treasurer shall always be open for inspection and shall be audited by an Auditing Committee. The Treasurer shall provide regular membership updates to the Board and Website Committee. (Rev. 04/27/10, 10/2/2024)

Section 5 - **Immediate Past President** – shall act in an advisory capacity to the President and to the Executive Board and shall send a letter notice to municipal leadership ~~the appropriate community reg~~ regarding the election of the CIMCO President. (Rev. 5/8/91, 10/14/2020, 10/2/2024)

ARTICLE VII – MEETINGS

Section 1 - Regular meetings of this Association shall be held bimonthly in the months of February, April, June, 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)

Section 6 - The fiscal year shall be October 1 through September 30. (Rev. 10/14/98, 04/27/10)

Section 7 - **Remote Participation** - Remote Participation may be allowed in any meeting via telephone, video or internet connection provided the following must be met:

(a). The member must notify the Secretary at least 24 hours before the meeting unless advance notice is impractical.

(b). The member must assert one of three reasons described herein why he or she is unable to physically attend the meeting, including either (1) that the member cannot attend because of personal illness or disability; (2) the member cannot attend because of employment purposes or the business of CIMCO; or (3) the member cannot attend because of a family or other emergency; and

(c). A quorum of CIMCO must be physically present.

After roll call, a vote shall be taken, considering the prerequisites set forth in this Section 7, on whether to allow an off-site member to participate remotely. All of

the members physically present are permitted to vote on 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, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning. (Rev. 10/13/2021)

ARTICLE VIII – COMMITTEES

Section 1 - There shall be such committees created as deemed necessary to carry on the objects and interests of this Association

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1 - The rules contained in Roberts Rules of Order, Revised, Current Edition, shall

govern this Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this Association.

ARTICLE X – AMENDMENTS

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)

5. The following shall be standing committees of this Association and the duties thereof, the purpose of which is to provide Clerks and Staff the opportunity to earn points for certifications. The committees shall be appointed by the President unless otherwise provided and shall begin their activities immediately after the annual meeting. (Rev. 3/10/93, 10/2/2024)
 - a. **By-Laws Committee** shall review the by-laws and report its recommendation to the membership at a regular meeting.
 - b. **Membership Committee** shall have for its primary function the maintenance and increase in the membership of the Association. The Membership Committee shall distribute the By-laws to the members of CIMCO as needed.
 - c. **Auditing Committee** shall audit the Treasurer's records within thirty (30) days after the close of the fiscal year, and at such

other times as requested by the membership and shall report results of the audit to the membership at the next available meeting. (Rev. 10/10/01, corrected 04/27/10)

- d. **Scholarship Committee** shall consist of three (3) members and shall be responsible for developing criteria for the awards in conjunction with the Treasurer and President, issuing a notice to the membership, compiling and disseminating appropriate forms, and making a 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 schedule shall be set for April through February each year in time to be included on the February Meeting Agenda distributed to all members, and shall ~~the year in a timely manner in~~

~~order to be uploaded to included in the~~
~~CIMCO website telephone directory and~~
~~issued to members~~ (Rev. 4/27/10,
10/2/2024)

- 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)
- i. **CommunicationsPublicity Committee** may consist of the incoming Vice President as Chair and as many as two other persons, appointed by the President, whose duty it shall be to ~~immediately upon the election of the new Executive Board and the appointment of committees at the Annual Meeting send notices to the appropriate news media and Mayors in their respective town~~develop a draft schedule of communications for the year; shall prepare quarterly articles for the Talk of the Town

publication; shall notify members of grants and scholarship opportunities; and shall send updates to members as directed by the Board. (Rev. 04/27/10, 10/2/2024)

j. **Website Committee** shall consist of a Webmaster who shall serve as the primary contact for all aspects of the organizations website(s), handling a range of responsibilities that may include routine site and content maintenance, and various updates to ensure site aligns with the goals and objectives of the organization. (Rev. 6/15/22)

k. Only those active members in attendance at a meeting shall have a vote. (Rev. 4/27/10)

6. Illion Wait Crabel Memorial Scholarship ~~g~~Guidelines for Municipal Clerks of Illinois Institute Academy (Rev. 4/10/24)

a. MCI Institute and Academy

The Central Illinois Municipal Clerks Organization (CIMCO) will award scholarships for ~~only tuition~~ Early Registration for attendance at the Municipal Clerks of Illinois Institute and Academy, with the ~~first preference~~ going to the Institute ~~priority 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.

~~The number of~~ At least one scholarship will be awarded with the possibility of additional -scholarships awarded ~~will be determined~~ based on the money available in the scholarship fund, not to exceed three (3) total registrations or three (3) total hotel reimbursements, ~~and the number of applicants.~~ 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 provider~~ MCI. ~~If possible, only the interest and monies raised during the year should be used for scholarships.~~

In addition to a scholarship for Early Registration, a scholarship for up to \$500.00 reimbursement for hotel costs may be awarded, if approved by the membership. The criteria for eligibility for this scholarship is the same as the scholarship for Early Registration. If a scholarship for housing is awarded, reimbursement will be made with the proper housing receipt.

Preference will be given to applicants needing full scholarship. ~~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~~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. (Rev. 4/10/24)

b. International Institute of Municipal Clerks Annual Conference

If approved by the Membership, an Early Registration 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 toward 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. 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. (Rev. 4/10/24)

- c. ~~Becoming the Clerk They Won't Want to Replace Seminar for New Clerks~~—Biannual Back to Basics Course

If approved by the Membership, at least one (1) scholarship may be awarded for ~~tuition only registration~~ to the ~~above seminar~~ Back to Basics seminar, not to exceed three (3) total registrations, 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 this scholarship would be the same as the scholarship for Registration.

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~~ CIMCO and any other receipts required.

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.

(Rev. 10/11/00, 4/20/05, 10/19/11, 10/14/20, 12/14/22, 4/10/24~~10/—/23~~)

7. Members of CIMCO shall receive flowers from the organization:
 - a. When they are ill in the hospital.
 - b. When there is a death in their immediate family (Rev. 10/9/02)



AGENDA

**Central Illinois Municipal Clerks Organization
Wednesday, August 14, 2024
12:00pm (Noon)
Normal, Illinois**

1. Presentation: Budgets and Levies – Kyle Cratty, City of Peoria Treasurer/Comptroller
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 June 13, 2024
6. Approval of the Quarterly Treasurer's Report April – June, 2024
7. Report of Officers and Committees
8. Unfinished Business
 - a. Approval of the Minutes of the Meetings held on February 15, 2024 and April 10, 2024
 - b. Approval of the Quarterly Treasurer's Report January – March, 2024
 - c. Approve CIMCO Sponsorship and Support for Education Initiatives **OR** Additional Attendance Scholarships at the IIMC Conference 2025
 - d. Back to Basics Update
 - i. Contract Signed for June 12 – 13, 2025 – Holiday Inn and Suites, Peoria
 - ii. Distribution of past agenda
9. New Business
 - a. Approve Ilion Wait Crabel Memorial Scholarship Award
10. Announcements
 - a. IML Annual Conference – September 19-21, 2024 – Chicago, IL
 - b. CIMCO Annual Meeting / Officer Election – October 3, 2024 – Peoria, IL – 5:30 pm
 - c. MCI Institute & Academy – October 6–11, 2024 – Bloomington, IL
 - d. CIMCO Meeting / Christmas Party – December 11, 2024 - Galesburg, IL – Noon
 - e. MCI Winter Seminar – January – Holiday Inn & Suites, Peoria, IL
 - f. IIMC Annual Conference – May 18-21, 2025 – St. Louis, MO
 - g. CIMCO Back to Basics – June 12-13, 2025, Holiday Inn & Suites, Peoria, IL
11. Other Business
12. Adjourn



From: Stefanie Tarr
To: CIMCO
Subject: August Meeting Notice
Attachment: Agenda for August 14, 2024

Our next regular meeting will be **Wednesday, August 14, 2024, at 12:00pm (Noon) at the Town of Normal City Hall (above the Amtrack Train Station), Ron Hill Conference Room, Floor 3, Room 334, 11 Uptown Circle, Normal, Illinois 61761.**

Parking passes will be provided for anyone who is attending the meeting and in the parking deck, which is the best option. There are a few steps that can make that process easier, such as already downloading the Parking App.

I look forward to seeing you all next week!

Meeting Details

Date: **Wednesday, August 14, 2024**
Town of Normal City Hall (above the Amtrack Train Station)
Ron Hill Conference Room, Floor 3, Room 334
Address: 11 Uptown Circle
Normal, Illinois 61761
Time: 12:00 P.M. (Noon)
RSVP: by Monday, August 12, 2024, by Noon to Tana Ward (clerk@thomasboro.us)



AGENDA

**Central Illinois Municipal Clerks Organization
Thursday, June 13, 2024, at 5:00 P.M.
Triptych Brewing
1703 Woodfield Dr., Savoy, Illinois**

1. Program – Brad Cole, Illinois Municipal League – Council Orientation
2. Call to Order by President Stefanie Tarr
3. Pledge of Allegiance
4. Roll Call of Officers
5. Approval of Minutes of the Meeting held April 10, 2024
6. Report of Officers and Committees
7. Unfinished Business
 - A. Approval of Minutes of the Meeting held February 15, 2024
 - B. Approval of the Quarterly Treasurer's Report (January – March 2024)
8. New Business
 - A. Institute and Academy Scholarship Open
 - B. Nominating Committee – Memo for August Meeting
 - C. Back to Basics Training 2025
 - a. Rename
 - b. Dates – Proposed June 19-20, 2025
 - c. Hotel Contract
 - d. Preliminary Agenda Review
 - e. Publicity Committee
 - D. Discussion on Potential CIMCO Sponsorship and Support for Education Initiatives at the IIMC Conference 2025
9. Other Business
10. Announcements
 - A. Locations for the 2023-2024 CIMCO meetings
 - a. August 14, 2024 – Normal, IL – Budgets and Levies
 - b. October 3, 2024 – Peoria, IL – Annual Meeting – Officer Election
 - c. December 11, 2024 – Galesburg – Christmas Party
 - B. Athenian Leadership Society Dialogue "*The Girls of Atomic City*" – July 12, 2024 – Collinsville
 - C. IIMC Region VII Meeting / MCI Summer Seminar – July 10 – 11, 2024 – Collinsville
 - D. IML Annual Conference – September 19-21, 2024 – Chicago
 - E. MCI Institute & Academy – October 6-11, 2024 – Bloomington
11. Adjourn



From: Stefanie Tarr, President
To: CIMCO Membership
Subject: June Meeting Notice
Attachments: Agenda for June 13, 2024

Our next regular meeting will be **Thursday, June 13, 2024, at 5:00 P.M. in Savoy at Triptych Brewing, 1703 Woodfield Drive, Savoy, Illinois.** Our program features IML Chief Executive Officer Brad Cole, who will review Council Orientation. Be prepared for your new incoming Council Members and Mayors for 2025! Don't miss this opportunity to learn, network, and elevate your orientations!! Please bring a copy of your orientation manual so we can collaborate and combine best practices.

I look forward to seeing you all on June 13!

Meeting Details

Date: **Thursday, June 13, 2024**
Place: Triptych Brewing
Address: 1703 Woodfield Drive
Savoy, Illinois
Time: 5:00 P.M.
RSVP: Monday, June 10, 2024, by 5:00 p.m. to Tana Ward at tward@village.rantoul.il.us



**NOTICE
AND AGENDA**

**Central Illinois Municipal Clerks Organization
Wednesday, April 10, 2024, 6:00 P.M.
Reality Bites
414 North Main Street, Bloomington, 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 February 15, 2024
5. Approval of the Quarterly Treasurer's Report (January – March 2024)
6. Committee Updates
 - a. Bylaw Amendments
 - i. Standing Rule 6, 6(a), 6(b) and 6(c) – Rev. 4/10/2024
 - ii. Article VI Sections 1, 4, and 5; Standing Rule 5, 5(f), and 5(i) – Rev. 10/2/2024
 - b. Scholarship
7. Unfinished Business
8. New Business
 - a. Locations for the 2023 – 2024 CIMCO Meetings
 - i. Thursday, June 13, 2024 – Savoy at 5:00 p.m. (Rescheduled Regular)
 - ii. August 14, 2024 – Normal at 12:00 p.m. (Noon Meeting)
 - iii. Thursday, October 3, 2024 - Peoria at 5:30 p.m. – Officer Elections (Rescheduled Regular)
 - iv. December 11, 2024 – Galesburg at 12:00 p.m. (Noon Meeting)
 - b. MCI Spring Seminar – April 4-5, 2024, Champaign, Illinois
 - c. 2023 IIMC Annual Conference – May 19 to May 22, 2024, in Calgary, Alberta, Canada
9. Other Business
10. Adjourn
11. Program – Streamlining Notary Management



From: Stefanie Tarr, President
To: CIMCO Membership
Subject: April Meeting Notice
Attachments: Agenda for April 10, 2024
Reality Bites Menu

Our next regular meeting will be **Wednesday, April 10, 2024, at 6:00 P.M. in Bloomington at Reality Bites, 414 North Main Street, Bloomington, Illinois.** Our program features Bloomington's City Clerk Leslie Yocum on Streamlining Notary Management. Learn how her office established a Notary Program designed to efficiently manage notaries Citywide while ensuring they are up-to-date with the latest legislative changes. Don't miss this opportunity to learn, network, and elevate your notary program to new heights!!

I look forward to seeing you all on April 10!

Meeting Details

Date: **Wednesday, April 10, 2024**
Place: Reality Bites
Address: 414 North Main Street
Bloomington, Illinois
Time: 6:00 P.M.
RSVP: Friday, April 5, by 5:00 pm to Tana Ward at clerk@thomasboro.us
Please **provide your dinner order** at the same time you RSVP.



AGENDA

**Central Illinois Municipal Clerks Organization
Thursday, June 13, 2024, at 5:00 P.M.
Triptych Brewing
1703 Woodfield Dr., Savoy, Illinois**

1. Program – Brad Cole, Illinois Municipal League – Council Orientation
2. Call to Order by President Stefanie Tarr
3. Pledge of Allegiance
4. Roll Call of Officers
5. Approval of Minutes of the Meeting held April 10, 2024
6. Report of Officers and Committees
7. Unfinished Business
 - A. Approval of Minutes of the Meeting held February 15, 2024
 - B. Approval of the Quarterly Treasurer's Report (January – March 2024)
8. New Business
 - A. Institute and Academy Scholarship Open
 - B. Nominating Committee – Memo for August Meeting
 - C. Back to Basics Training 2025
 - a. Rename
 - b. Dates – Proposed June 19-20, 2025
 - c. Hotel Contract
 - d. Preliminary Agenda Review
 - e. Publicity Committee
 - D. Discussion on Potential CIMCO Sponsorship and Support for Education Initiatives at the IIMC Conference 2025
9. Other Business
10. Announcements
 - A. Locations for the 2023-2024 CIMCO meetings
 - a. August 14, 2024 – Normal, IL – Budgets and Levies
 - b. October 3, 2024 – Peoria, IL – Annual Meeting – Officer Election
 - c. December 11, 2024 – Galesburg – Christmas Party
 - B. Athenian Leadership Society Dialogue "*The Girls of Atomic City*" – July 12, 2024– Collinsville
 - C. IIMC Region VII Meeting / MCI Summer Seminar – July 10 – 11, 2024 – Collinsville
 - D. IML Annual Conference – September 19-21, 2024 – Chicago
 - E. MCI Institute & Academy – October 6-11, 2024 – Bloomington
11. Adjourn



RESCHEDULED NOTICE
AND AGENDA

Central Illinois Municipal Clerks Organization
Thursday, February 15, 2024
Pekin City Hall
111 S. Capitol Street, Pekin, Illinois

1. Call to Order
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 11, 2023
5. Approval of the Quarterly Treasurer’s Report (October – December 2023)
6. Scholarship Committee – IIMC Annual Conference 2024
7. Unfinished Business
 - a. Approval of the Quarterly Treasurer’s Report (July – September 2023)
 - b. Auditing Committee - Approval of the Annual Audit Report
 - c. Continued Review of Proposed Bylaw Amendments to Standing Rule 6(a), (b) and (c)
8. New Business
 - a. Review of Additional Proposed Changes to the Bylaws
 - b. CIMCO Website
 - i. Public Facing
 - ii. Members Only
 - c. Locations for the 2023 – 2024 CIMCO Meetings
 - i. April 10, 2024 – Bloomington at 6:00 p.m.
 - ii. June 12, 2024 – Savoy at 12:00 p.m. (Noon Meeting)
 - iii. August 14, 2024 – Normal at 6:00 p.m.
 - iv. October 2, 2024 – Peoria at 5:30 p.m.- Officer Elections
 - v. December 11, 2024 – Galesburg at 5:30 p.m.
 - d. 2024 IIMC Annual Conference – May 19 to May 22, 2024, in Calgary, Alberta, Canada
9. Other Business
10. Adjourn
11. Presentation by Tazewell County Clerk John Ackerman



NOTICE OF RESCHEDULED MEETING

Notice is hereby given that the Central Illinois Municipal Clerks Organization (CIMCO) has rescheduled its February Meeting to Thursday, February 15, 2024, at 12:00 P.M. (Noon).

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



From: Stefanie Tarr, President
To: CIMCO Membership
Subject: February Rescheduled Meeting Notice
Attachments: Agenda for February 15, 2024
Treasurer's Quarterly Report (October – December 2023)

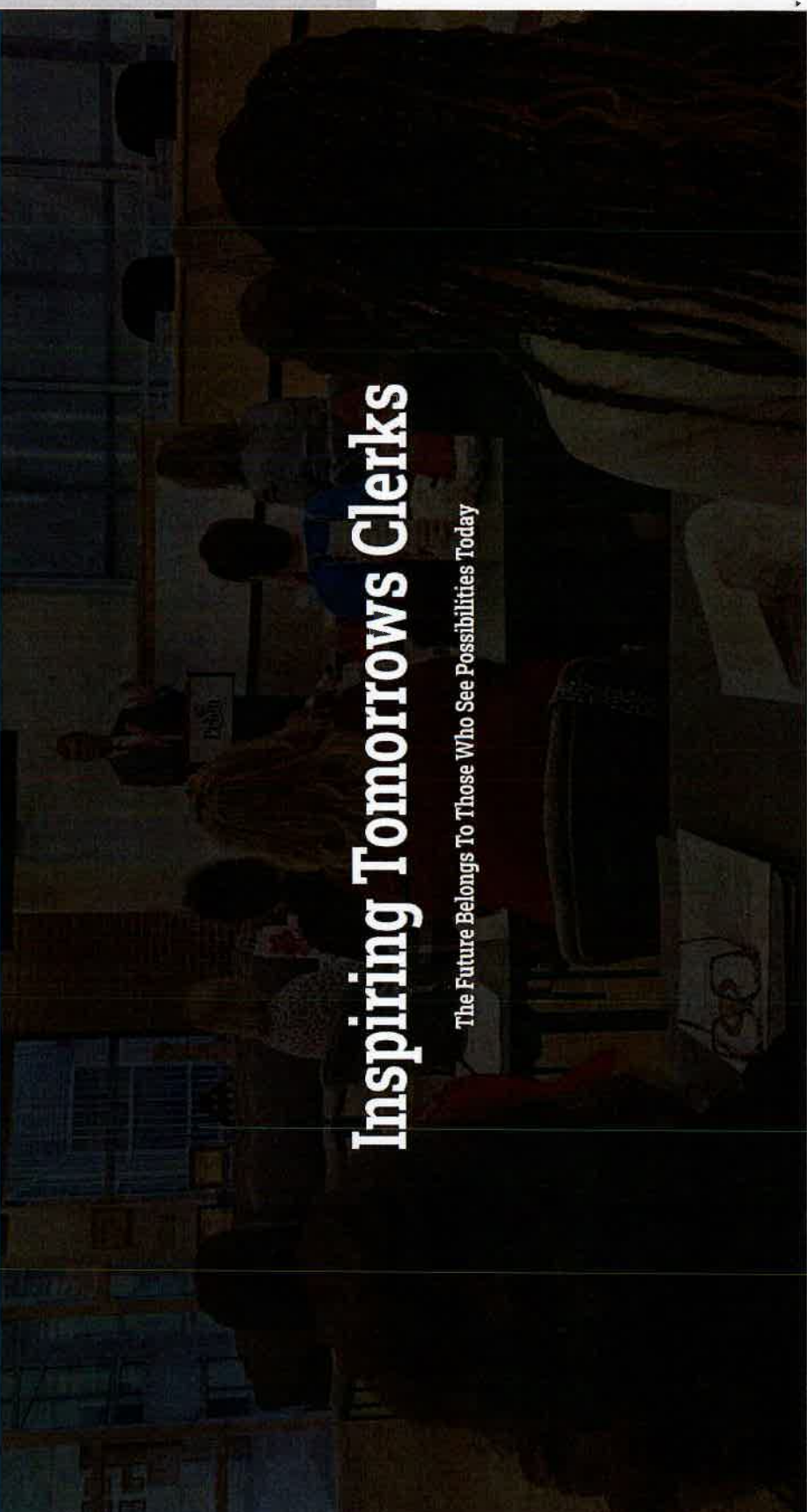
Our next regular meeting will be **Thursday, February 15, 2024, at 12:00 P.M. (Noon) in Pekin at Pekin City Hall, 111 South Capitol Street, Pekin, Illinois.** Our guest speaker will be Tazewell County Clerk John Ackerman, who will discuss elections and the unique challenges posed by Consolidated Election years in contrast to Presidential and Gubernatorial Election years. Additionally, we'll explore recent changes in the election process, anticipated future developments, and delve into election integrity, including the policies and procedures in place.

I look forward to seeing you all next week!

Meeting Details

Date: **Thursday, February 15, 2024**
Place: Pekin City Hall
Address: 111 South Capitol Street
Pekin, Illinois
Time: 12:00 P.M. (Noon)
RSVP: Monday, February 12, 2024, by Noon to Tana Ward @ tward@village.rantoul.il.us

Lunch will be provided by the City of Pekin catered by Maquet's Rail House.



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>	Erica 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
<i>2023</i>	Courtney Coe	Peoria

EDUCATION

**"THE CLERK THEY
WILL NOT WANT TO
REPLACE"**

"BACK TO BASICS"



2024 Institute Training Committee
Front row: Angie Huonker and Kittie Kopitke
Back row: Nicole Stewart, Carrie Creek,
and Rita Jurgensmeyer

MCI Institute & Academy Attendees



Year 1 MCI Institute

Britni Williams
Alexandria Reis
Kasey Mitchell
Renee Lotz
Rachel Gallivan



Year 2 MCI Institute

Shannon Meyers
Jill Byrnes
Rachel Haun
Tierra Shickel
Rhonda Bezely



Year 3 MCI Institute

Mary Barnes
Amanda Sutzman
Heather Kraus
Trina Bonds
Tana Ward



MCI Academy

Angie Huonker
Nicole Stewart
Stefanie Tarr
Lori Kimmel
Janet Gray
Wendy Hundley

WELL DONE!

Congratulations

CERTIFIED MUNICIPAL CLERKS (CMC)
Teri Sathoff, City Clerk, City of Sterling
Amanda Stutsman, Deputy Clerk, City of Bloomington

MASTER MUNICIPAL CLERKS (MMC)
Stephanie Tarr, City Clerk, City of Peoria

CONGRATULATIONS

CERTIFIED MUNICIPAL CLERKS (CMC)
Abbey Nosbisch, City Clerk, City of Effingham

MASTER MUNICIPAL CLERKS (MMC)
Barbara Harrison, Village Clerk, Village of Chicago Ridge

ATHENIAN FELLOWS
Wendy Hundley, Village Clerk, Village of Savoy
Denise Li, City Clerk, City of Sandwich
Sandie Maahs, Village Clerk, Village of Davis Junction

Congratulations

CERTIFIED MUNICIPAL CLERKS (CMC)
Melissa "Misty" McDonald, Deputy Clerk, City of O'Fallon
Kaitlyn Siewierski, Deputy Clerk, Town of Cortland
Connie Thompkins, Deputy Clerk, Village of Maywood
Dave Kroll, Village Clerk, Village of Justice
Trina D. Bonds, Deputy Clerk, City of Peoria

MASTER MUNICIPAL CLERKS (MMC)
Angie Huonker, Town Clerk, Town of Normal

Congratulations!

Tana Ward
Deputy Clerk
Deputy Clerk Village of Rantoul
Master Municipal Clerk

Trina D. Bonds
Chief Deputy Clerk City of Peoria
Registered Municipal Clerk

Amanda Stutsman
Deputy Clerk City of Bloomington
Registered Municipal Clerk

MCI Committees

Tierra Shickel- Normal
Advertiser / Exhibitors Committee
Bylaws / Policy Committee
Election Committee
Tana Ward – Rantoul
Election Committee
Amanda Stutsman – Bloomington
Fundraising Committee

Angie Huonker - Normal
Program / Education
Institute Training Committee
Nicole Stewart - Pekin
Institute Training Committee
Stefanie Tarr - Peoria
Scholarship Committee

DISTRICT 5 REPORT
Kelli R Bennewitz,
RMC, CMC
Galesburg
(309) 345-3670
kbennewi@ci.galesburg.il.us



DISTRICT 6 REPORT
Tana Ward
Rantoul, Thomasboro
(217) 643-2675
clerk@thomasboro.us



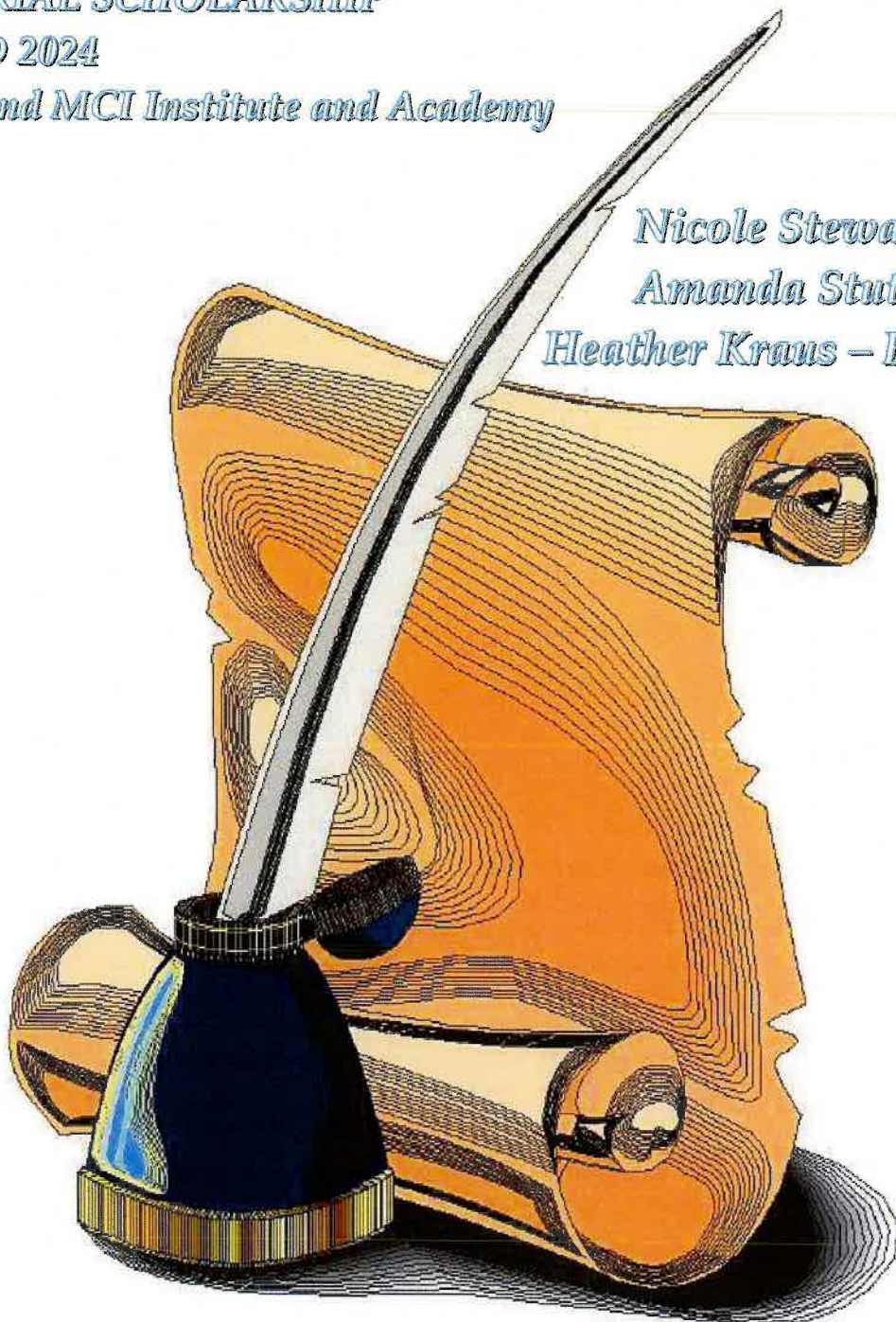
Happy Holidays!

I'm honored to have been recently elected to serve another term as the District 5 Director. It's been a pleasure working with the Board over the last year

*ILION WAIT CRABEL
MEMORIAL SCHOLARSHIP
AWARD 2024*

To attend MCI Institute and Academy

*Nicole Stewart - Pekin
Amanda Stutsman-Blm
Heather Kraus - Bunker Hill*



IIMC Annual Conference

Tana Ward - Deputy Village Clerk Rantoul

Village Clerk Thomasboro

Wendy Hundley - Village Clerk Savoy

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
<i>2020-2021</i>	Angie Huonker	Normal
<i>2021-2022</i>	Angie Huonker	Normal
<i>2022-2024</i>	Stefanie Tarr	Peoria

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

<i>Benda DeFries</i>	<i>Fairbury</i>
<i>Susan Buchman</i>	<i>Roanoke</i>
<i>Tracey Covert</i>	<i>Bloomington (2015)</i>
<i>Carole Stephens</i>	<i>West Peoria (2015)</i>
<i>Wendy Briggs</i>	<i>Normal (2017)</i>
<i>Phyllis Clark</i>	<i>Urbana (2017)</i>
<i>Karla Daubs</i>	<i>Mason City (2017)</i>
<i>Beth Ball</i>	<i>Peoria (2023)</i>
<i>Margaret Hurd</i>	<i>Chillicothe (2023)</i>
<i>Phyllis Clark</i>	<i>Urbana (2023)</i>

Best Wishes City Clerk Announces Retirement

AGAIN!



Urbana City Clerk Phyllis Clark has announced her retirement effective November 6, 2023. Phyllis Clark served six terms as City Clerk from 1993 to 2017. She subsequently was appointed to fill the unexpired term of City Clerk Charles Smyth in May 2020 and was elected City Clerk in April 2021.

During her career, Phyllis Clark served as a District Director for the Central Illinois Municipal Clerk's Organization and earned designations as a Registered, Certified, and Master Municipal Clerk from the International Institute of Municipal Clerks. She served as the first and, to date, only African American President of the Municipal Clerks of Illinois and was appointed by the Governor to the Institute Training Committee where she served in leadership positions to develop training materials for elected and appointed clerks in the State of Illinois.



In Loving Memory

Stella "Jane" Mason

*Mother of
Kelli Bennewitz
City Clerk, Galesburg*