

**ASSOCIATION OF MAYOR’S COURT CLERKS OF OHIO**

(A.M.C.C.O.)

[www.ohiomayorscourtclerks.org](http://www.ohiomayorscourtclerks.org)

***BOARD MEETING – VIRTUAL ZOOM MEETING – NOVEMBER 5, 2021***

Karen Goaziou called the meeting to order at 10:36 a.m. in the absence of Amanda Parker who would be logging on a few minutes later.

**ATTENDEES:**

Amanda Parker, President, Gahanna Sonja Morrow, Vice President, North Ridgeville

Rebecca Rosenbalm, Secretary, Monroe Kathi Kidd-Varga, NE rep., North Olmsted

Karen Goaziou, NW rep, Put in Bay Ja’net Crawford, Treasurer, Montgomery

Pam Parrill, SE rep, Frazeysburg Molly Schwartz, CE rep, Pickerington

Absent : Robin Kemp, SW rep, Amberley Village

A motion to approve the meeting minutes from our virtual meeting on October 22, 2021

was requested by Molly Schwartz with a second by Pam Parrill. A correction to the minutes

was requested by Kathi Kidd-Varga. It was noted in the minutes that Marisa, Becky and

Amanda would be stepping down from the Education Committee. It should be noted that Robin

Kemp is also stepping down from the Education Committee. The minutes were corrected and

an amended copy was emailed to board members. A motion to approve the corrected minutes

was requested by Molly Schwartz with a second by Pam Parrill.

**NEW BUSINESS:**

Kathi stated that Amanda traveled to North Ridgeville on Tuesday, November 2, 2021 to swear in Sonja Morrow and Karen Goaziou as the incoming President and Vice President of the Association for the 2022-2023 term. It was discovered that the board members that have served the 2020-2021 year, were not sworn in during the Fall 2019 Conference. It was noted that Ja’net and Becky were not sworn in for 2022-2023 term. This will have to be done at the 2022 Spring Conference by the President. Angie Zeleznik recreated a template for the Oath of Office and Kathi sent it out to the Board so everyone has a copy moving forward.

Ja’net suggested using the online application, Dropbox, to share files between the Association members. A lot of members are unfamiliar with the application and wished to do some research on their own and we can revisit this at a later time. It was also determined that files could possibly added to the website based on the changes we make to that.

**OLD BUSINESS:**

Sonja spoke to her contact about the name badges for clerks and said that it can be done at a

cost of around $5.00/badge. She will bring an example of one to the Education Committee

meeting on November 19, 2021.

Ja’net spoke about starting to take web payments via the Association website. Ja’net and

Becky had a conference call with the website developer and he said this could definitely be

done and Ja’net looked into different payment processors.

“Stripe will be the cheapest at 2.9% plus $0.30 fee per transaction making it $4.65 fee for the $150 conference fee. Bridge Payment is 3.5% or $5.25 fee for $150. Huntington is comparable to Bridge Payment at 3.5%. PayPal it is 3.49% plus a $0.49 charge per transaction. The license for the application itself has an initial cost of $179 (the Basic plan here: [https://memberpress.com/plans/pricing/](https://es.sonicurlprotection-mia.com/click?PV=2&MSGID=202110081302006029906&URLID=23&ESV=10.0.10.6443&IV=3DA99DCDA371733130D108500B79ACFA&TT=1633698129089&ESN=%2Bb4HPXye9Es1xUFSKIB7wblZImVnxypqXkCLeo%2BoxC0%3D&KV=1536961729280&B64_ENCODED_URL=aHR0cHM6Ly9tZW1iZXJwcmVzcy5jb20vcGxhbnMvcHJpY2luZy8&HK=89269E6DBB08B68DEE85F18B26E449739FEFD02CBBB9951C30F388BD527EFE3A)), and can optionally be renewed each year for $150. The yearly renewal covers updates and support directly from the company if necessary, but if not renewed the application continues to work of course, there’s just no longer direct/free access to their support.”

Karen asked about the service fee and if it could be added to the annual dues forms and conference registration forms so the City/Village is aware of the fee. Karen also asked about the security of City/Village credit cards. Becky stated that Brian White of Web Hosting Solutions assured us that they are PCI Compliant with the storage of card information and that he has worked with many companies with regard to online payments.

Karen Goaziou requested a motion to start accepting online payments via the Association website with a second by Sonja Morrow. Becky and Ja’net will be in touch with Brian White to get this moving forward in time for 2022 dues. This service is to be reviewed on an annual basis by the executive board.

There was more discussion on the “encouragement to join” letter that we want to send to all Mayors Courts in Ohio. It was determined that this will be sent out with the 2022 annual dues notice so we save time/postage. It was decided that this would just be sent out sooner than in years past. Sonja will prepare the letter and send to Ja’net for mailing.

**BYLAWS:**

Karen made the discussed changes to the bylaws and sent to everyone for approval. Article IV was amended to say that all elected positions will be eligible for consecutive terms and the President and Vice President shall have a two term limit.

Article XIV was added as Record Retention. It was decided that the following would be kept:

Directory Permanent

Board/Business Meeting Minutes Ten Years

Membership Dues Form Three years

Bank Statements/Treasurer Report Five years

All other documents deemed to have historical value to the Association are to be kept permanently.

Article XV was added to state that any member of the Executive Board or Education Committee shall have voting privileges when in attendance of the meeting in person or virtually.

Karen will type the final draft of the changes to the bylaws and send to everyone for another approval.

**MISC:**

Karen will research cost saving measures for the Association with regard to postage and the mailing of mass documents.

Our next virtual board meeting will be held on December 9, 2021 via Zoom at 10:00 a.m.

With nothing further, a motion to adjourn the meeting was requested by Kathi with a second by Sonja. Meeting adjourned.

Respectfully submitted,

Rebecca Rosenbalm, Secretary