

Oklahoma Municipal Court Clerks Association
Planning Session/Board of Directors Meeting
July 24-July 26, 2019
The Artesian Hotel, 1001 West First, Sulphur, Oklahoma

1. **Call to order:** President Laura Miller called the planning session to order at 9:14 a.m. on July 25, 2019.
2. **Roll Call:** President Laura Miller, Vice President Nikki Brown, Secretary Tracey Aaron, Treasurer Valorie Cumming, District 1 Rep Melissa Seal, District 2A Rep Sharee Musgrave, District 2B Rep Kim Johnson, District 3 Rep Cindy Robins, District 4 Rep Gayla Early, OML Reps Cathy Pulver and Aspen Roberts.
Absent: Past President LouAnn Moore, OSU Rep Lindsey Ray
3. **Prayer:** District 2B Rep, Kim Johnson led us in prayer.
4. Moved to item **#18. Selection of Representative on the Highway Traffic Records Council.** Tracey made a motion to appoint Marcie Behrens, Gayla Seconded the motion. Motion carried
5. Moved to item **#19. Appointment for representative from OML to be a liaison on the OMCCA Board.** Kim made a motion to appoint Aspen Roberts. Cindy seconded the motion. Motion carried
6. Moved to item **#17. Appointment for representative on the OML Legislative Committee.** Laura made a motion to appoint Tracey Aaron, Nikki seconded the motion. Motion carried.
7. Moved to item **#20. Participation in the 2019 OML Conference.** Laura made a motion to have a booth at the 2019 OML Conference. Valorie seconded the motion. Motion carried.
8. Moved to item **#7. Requests for approval of outside credits.** No action
9. Moved to item **#4. Approve or reject minutes from previous meeting.** Kim made a motion to approve minutes from last meeting as presented, Nikki seconded the motion. Motion carried
10. Moved to item **#5. Treasure's report.** Bancfirst has been charging admin fees on accounts. Valorie is contacting bank to see if these charges can be removed. Expenses, aging invoices and removing Kelly Danner and adding Aspen Roberts as signers on checks were all discussed. Nikki made a motion to approve treasure's report, Cindy seconded the motion. Motion carried.
11. Moved to item **#16. OMCCA bank account in Piedmont.** Cindy made a motion keep the CD at F&M but close other account there and transfer monies to Bancfirst account and add Laura Miller To the account, Melissa seconded the motion. Motion carried.
12. Moved to item **#8. Review 2019 Conference evaluations from attendees.** Evals were reviewed

Recess—Nikki made a motion to recess for lunch, Gayla seconded the motion. Motion carried
Time out: 11:20 pm

Reconvene—Tracey made a motion to reconvene, Kim seconded the motion. Motion carried
Time in: 2:22 pm

12. Continued review of evals. Discussion of speaker hand outs being available for all sessions, new techniques for signing in for sessions, possible scanners, making it more convenient to get parking passes without have to return to your car and adding a vendor bingo card game to the packets
13. Moved to item **#9. Venue for 2020 Annual Conference at Wes Watkins Center.**
Date: June 3, June 4 and June 5 2020, discussion on board seating and handicap seating
14. Moved to item **#24. Dates and locations of future board meetings.** Melissa made a motion to approve future board meetings and locations, Cindy seconded the motion. Motion carried
15. Moved to item **#14. Online Training/Webinars.** Cindy made a motion to offer online training, Gayla seconded the motion. Motion carried
16. Moved to item **#15. OMCCA web-site.** Discussion to make sure we give everyone the same link (OML), post agendas, minutes, and update pictures.
17. Moved to item **#11. Awards and gifts at district workshops and annual conference.** Discussion

Recess—Cindy made the motion to recess until Thursday, July 25, 2019, Melissa seconded the motion. Time out: 4:37 pm

Reconvene—Melissa made the motion to reconvene, Gayla seconded the motion. Motion carried
Time in: 8:38 am

18. Moved to item **#12. Scheduling district workshops.** Discussion on workshop dates and locations. Send out save the dates as soon as we get confirmations
19. Moved to item **#13. Orientation classes.** Discussion on Orientation and cash handling dates and locations.

Recess—Gayla made a motion to recess for lunch, Nikki seconded the motion. Motion carried
Time out: 11:45 am

Reconvene—Kim made a motion to reconvene, Cindy seconded the motion. Motion carried
Time in: 12:15 pm

20. Moved to item **#11.** More discussion on give a ways

Recess—Sharee made a motion to recess for break, Melissa seconded the motion. Motion carried
Time out: 1:27 pm

Reconvene—Kim made a motion to reconvene, Melissa seconded the motion. Motion carried
Time In: 1:43 pm

21. Moved to item #10. **Theme, schedule, speakers.** Discussion on schedule, speakers, and theme of OMCCA 20/20 Season 35.....Stay tuned for more

Recess—Kim made a motion to recess and to reconvene on Friday, July 26, 2019, Cindy seconded the motion. Motion carried
Time out: 3:48 pm

Reconvene—Cindy made a motion to reconvene, Gayla seconded the motion. Motion carried
Time 9:04 am

Laura told board members to be sure and look over their list of responsibilities and continue to copy all board members on emails so we can keep up with what's going on.

22. Moved to item #23. **OMCCA certification course requirements.** Valorie made a motion to change the title of "Financial Management" to "Record/Financial Management", Sharee seconded the motion. Motion carried

23. Moved to item #10. **Discuss theme, schedule, speakers.** Continued discussing conference scheduling and speaker confirmations

Recess—Cindy made a motion to recess for break, Gayla seconded the motion. Motion carried
Time out: 10:35 am

Reconvene—Melissa made a motion to reconvene, Cindy seconded the motion. Motion carried
Time in: 11:02 am

Resume discussion on conference

Made a list for OSU regarding the conference

24. Moved to item #13. **Orientation classes** Cindy made a motion to increase workshop cost to \$100 for non-members, Nikki seconded the motion. Motion carried

25. Moved to item #6. **Expenditures, mileage/tolls, misc.** Gayla made a motion to approve all expenses as presented, Nikki seconded the motion. Motion carried

26. Moved to item #21. **OMCCA Constitution and By-laws** No action taken

27. Moved to item #22. **Rules for continuing education and outside credit** No action taken

28. Moved to item #25. **Adjourn** Nikki made a motion to adjourn, Cindy seconded the motion. Motion carries.

Time: 12:04 pm