



2022-2023 PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION OFFICERS AND COMMITTEES ROSTER

OFFICERS

Reneé Basel, CMC, President	Town of Gulf Stream	(561)455-3193	rbasel@gulf-stream.org
Kelly Avery, Vice President	Town of Ocean Ridge	(561)732-2635	kavery@oceanridgeflorida.com
Melissa Coyne, CMC, Secretary	Town of Lake Worth Beach	(561)586-1663	mcoyne@lakeworthbeachfl.gov
Laura Cahill, CMC, Treasurer	Town of Jupiter	(561)741-2352	laurac@jupiter.fl.us
Lakisha Burch, MMC, Immediate Past-President	Town of Loxahatchee Groves	(561)793-2418	lburch@loxahatcheegrovesfl.gov

BY-LAWS/RULES COMMITTEE

- Duties
- Review Association by-laws and make recommendation for changes at the August meeting.
 - Maintain the Policies and Procedures Manual.

CHAIR- Jane Worth	Village of Palm Springs	(561)584-8200	jworth@vpsfl.org

EDUCATION COMMITTEE

- Duties
- Promulgate and coordinate continuing education opportunities for the membership.
 - Provide an ongoing list of educational courses, seminars, and training approved by IIMC.
 - Obtain speakers to present educational programs during bi-monthly meetings.

CHAIR – Quintella Moorer, CMC	City of Greenacres	(561)642-2006	qmoorer@greenacresfl.gov

ELECTION COMMITTEE

- Duties
- Work with PBC Supervisor of Elections and FL Division of Elections to foster open communication and ensure availability of current information to membership prior to each municipal election.
 - Conduct an annual elections workshop for the Association in October.

CHAIR- Lanelda Gaskins, MPA, MMC, FCRM	Town of Highland Beach	(561)278-4548	lgaskins@highlandbeach.us

HISTORIAN

- Duties
- Collect and organize Association historical documents and photographs.
 - Take photographs at memorable meetings, conferences, and seminars.

CHAIR – Tammy Stanzione, CMC	City of Boynton Beach	(561)742-6061	tstanzione@bbfl.us
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LEGISLATIVE COMMITTEE

- Duties
- Monitor FL Legislature and PBC Commission to inform membership regarding pertinent legislation.
 - Make recommendations to support or oppose pending legislation.

CHAIR- Kristen Puhalainen, CMC	City of Atlantis	(561)965-1744	kpuhalainen@atlantisfl.gov

MEMBERSHIP COMMITTEE

- Duties
- Solicit new members to the Association; compile and distribute new member orientation packets.
 - Provide a membership report at the annual meeting.
 - Maintain and distribute member contact list (USPS & email address, telephone and fax numbers).
 - Develop membership application and renewal/invoice forms.
 - Distribute invoices for annual dues to each municipality by September 30th of each year.

CHAIR – Kelly Avery	Town of Ocean Ridge	(561)732-2635	kavery@oceanridgeflorida.com
Reneé Basel, CMC	Town of Gulf Stream	(561)455-3193	rbasel@gulf-stream.org

NOMINATING COMMITTEE

- Duties
- Prepare and distribute nomination ballots to the membership by July 1st of each year.
 - Tally nominations and present a slate of officers to the membership annually at the August meeting.
 - Prepare and mail election ballots and candidate bios to the membership by September 1st of each year, as needed in the event of multiple nominees for a position.
 - Announce election results at October meeting, as needed.

CHAIR – Lakisha Burch, MMC, Immediate Past-President	Town of Loxahatchee Groves	(561)793-2418	lburch@loxahatcheegrovesfl.gov

SCHOLARSHIP COMMITTEE

- Duties
- Develop and maintain scholarship application forms and criteria.
 - Publicize scholarship availability to the FACC Summer and Fall Academies.
 - Receive and review applications; rank and recommend applicants for scholarship awards.
 - Notify applicants of scholarship award.
 - Receive proof of attendance and forward to Treasurer to process reimbursement payments.

CHAIR – Kelly Avery	Town of Ocean Ridge	(561)732-2635	kavery@oceanridgeflorida.com

SUNSHINE COMMITTEE

- Duties
- Responsible for sending flowers to active/retiree members who become ill or tragedy in their life.
 - Responsible for coordinating and scheduling social events for the membership.

CHAIR – Lakisha Burch, MMC, Immediate Past- President	Town of Loxahatchee Groves	(561)793-2418	lburch@loxahatcheegrovesfl.gov

WEBSITE MASTER

- Duties
- Work with PBC League of Cities to host PBCMCA website; develop/maintain PBCMCA webpages.

CHAIR- Erika Petersen	Town of Manalapan	(561)585-9477	epetersen@manalapan.org
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