



# THE MACA Reporter

A Publication of the Missouri Association for Court Administration

VOLUME XII

WINTER 90-91

## NEWSLETTER

This is the MACA Reporter that contains all your conference information:

It includes your membership application for the 1991 dues, along with information of what the \$ 50.00 Conference Registration fee covers, amendment to the by-laws, and other conference information.

Make sure you check the PINK check list form and return it with your membership dues and conference fee. This is needed to get a count for the trips and the meals.

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### MACA items FOR SALE

MUGS \$ 3.00

JACKETS (special order  
White) \$ 30.00

BINDERS \* \$ 5.00

\*Several years ago, MACA presented binders to each Conference attendee. We have binders available as clerks have requested them.

LAPEL PINS \$ 10.00

Will be available at the Conference site.

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### **In this issue ...**

- PROPOSED AGENDA ..... 2
- MEMBERSHIP APPLICATION....
- CHECK LIST FORM.....
- LODGE RESERVATION FORM ...
- ETC.....

You should read this NEWSLETTER completely and then send in your room reservation immediately. The entire Lodge is open to the Court Clerks and Judges this year. The cost is \$ 61.00 per room per night. **DEADLINE is APRIL 5th.**



Next ... Send in your check to cover your membership \$ 35.00 and registration \$ 50.00, along with the pink check list form.

Checks are to be made payable to M.A.C.A. and sent to RITA C. BOVINETT, Treasurer, 1415 Chambers Road, Dellwood, Mo. 63135.

**REMEMBER, there are NO REFUNDS.**



**"Make up your mind! You say 'no parking' and the sign says 'fine for parking'!"**

NATIONAL ENQUIRER

PROPOSED AGENDA (Subject to changes, if necessary)

TUESDAY, May 21st.

- Registration in the Lobby
- \* "Get Together" Dinner Buffet

WEDNESDAY, MAY 22nd

- Bus trip to Jefferson City for tours thru the Department of Revenue, State Capitol/Supreme Court and the Missouri Highway Patrol. Coffee and breakfast rolls will be provided.
- \* Lunch in Jefferson City.
- DINNER ON YOUR OWN, after returning to the Lodge.
- Mainstreet Opry Bus Trip (SEE BELOW)
- Fifth Season Lounge reserved from 11 P.M. til closing.

THURSDAY, May 23rd

- \* Continental Breakfast
- Business Meeting
- Election of Officers
- Prosecutor/Clerk Panel
- \* Lunch, sponsored by Department of Highway Safety
- Break-out Sessions
- Volley-Ball Tournament
- \* Buffet Dinner
- Hospitality Room (Mexican theme)
- Movie (free)
- Bowling at Midnight

FRIDAY, May 24th

BREAKFAST ON YOUR OWN or you can contact Mike Frank of the Judges Association and sign up for their Breakfast at \$ 7.50 each. Joint Session with the Judges, Open Forum, at which time the new officers will be sworn in and Awards given.

As you can see, we have a full program planned for this year's conference. If you want to help in any way, put a note in with your registration when you return it.

- \* This denotes the meals covered by the \$ 50.00 Conference Registration fee.



WHAT A DELIGHT to feel a down-home welcome in a friendly family atmosphere.

GRIN GRIN the only thing brighter than the Ozark sun is a MAIN STREET OPRY smile... shining all evening long!

RAZZLE DAZZLE besides the best in country entertainment, you will enjoy a state-of-the-art light show in one of the most elaborate theatres in the Midwest.

GIGGLE GIGGLE at the rib-tickling antics of Gabby Gumm's comedy to delight young and old.

JOIN OUR WRANGLER ROUND-UP... bring all of your little Buckeroos and Buckerettes and we'll put 'em on stage and let 'em perform. KIDS DO THE DARNDDEST THINGS!

A NIGHT TO REMEMBER one of the nicest things about the MAIN STREET OPRY is that you'll be smiling long after you leave.

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION  
SIXTH ANNUAL CONFERENCE  
May 22nd thru 24th 1991

MEMBERSHIP FORM: (Each clerk to fill out a separate form)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

NAME OF COURT \_\_\_\_\_ YRS. AS CLK. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY & ZIP \_\_\_\_\_

COURT: MUNI \_\_\_\_\_ ASSOC \_\_\_\_\_ COUNTY \_\_\_\_\_ POP. \_\_\_\_\_

PHONE # (\_\_\_\_) \_\_\_\_\_ BIRTHDAY \_\_\_\_\_ MONTH \_\_\_\_\_ REGION \_\_\_\_\_

MEMBERSHIP: NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

I WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ be attending the 1991 Conference.

I WILL ARRIVE TUESDAY (May 21st) \_\_\_\_\_ WEDNESDAY (May 22nd) \_\_\_\_\_

MEMBERSHIP DUES ARE \$ 35.00 each member \$ \_\_\_\_\_

CONFERENCE REGISTRATION FEE \$ 50.00 each \$ \_\_\_\_\_

NON-MEMBERS REGISTRATION FEE \$ 100.00 each \$ \_\_\_\_\_

MAINSTREET OPRY BUS TRIP \$ 12.00 each \$ \_\_\_\_\_

TUESDAY GUEST DINNER \$ 15.00 each \$ \_\_\_\_\_

WEDNESDAY GUEST LUNCH (Jefferson City) \$ 15.00 ea. \$ \_\_\_\_\_

THURSDAY GUEST LUNCH \$ 15.00 each \$ \_\_\_\_\_

THURSDAY GUEST DINNER \$ \$ 15.00 each \$ \_\_\_\_\_

LAPEL PIN \$ 10.00 \$ \_\_\_\_\_

LATE FEE (if registration is received after  
May 1st \$ 25.00) \$ \_\_\_\_\_

NO REFUNDS

=====

TOTAL REMITTED \$ \_\_\_\_\_

MAKE CHECKS PAYABLE TO M.A.C.A. and send along with this form.

SEND TO: Rita C. Bovinett  
MACA Treasurer  
1415 Chambers Rd.  
Dellwood, Mo. 63135  
1-314-521-4352

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AMOUNT RECEIVED \$ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

JEFFERSON CITY TRIP

WEDNESDAY MAY 22nd

On Wednesday, Tour buses will leave the Lodge at 7:30 A.M. SHARP from the front lobby for the trip to Jefferson City.

BREAKFAST ROLLS will be provided on the bus ONLY, with COFFEE & ICE WATER available prior to boarding the bus.

All clerks must remain with their group on the bus, as it will be necessary to have separate groups for each tour. The trip will include a tour of the DEPARTMENT OF REVENUE, the STATE CAPITOL/SUPREME COURT and the MISSOURI STATE HIGHWAY PATROL.

LUNCH will be served at the Highway Patrol at no cost to members, however, guests should have paid \$ 15.00 in advance of the trip.

After the tours, all will return in the buses to the Jefferson City Hall for a question and answer session, closing remarks and announcements, if any.

The buses will be arriving back at the lodge around 5:30 P.M.

DINNER will be on your own on Wednesday.

We need to know if you plan to take this trip, **SO PLEASE MARK YOUR PINK CHECK LIST FORM.**

CERTIFICATION POINTS will be given for this trip.

**REMEMBER....** wear walking shoes and take a sweater if needed.

CONFERENCE CHECK LIST

NAME \_\_\_\_\_

Please fill out this form and return it with your Membership application.

I WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ be taking the bus trip to Jefferson City.

The \$ 50.00 REGISTRATION FEE covers the conference fee, the Tuesday Buffet dinner, Wednesday breakfast, Wednesday lunch in Jefferson City, Thursday's Continental Breakfast, Thursday's lunch, sponsored by the Department of Highway Safety, and Thursday's Dinner buffet. To have a count of how many persons will attend each, we ask that you check the meals below that you and/or guest will attend.

EVENT	Member Will attend	Member Will not Attend	# of Guest Attending
TUESDAY BUFFET DINNER	_____	_____	_____
WEDNESDAY BREAKFAST	_____	_____	_____
WEDNESDAY LUNCH in Jeff City	_____	_____	_____
THURSDAY CONTINENTAL BREAK.	_____	_____	N/A
THURSDAY LUNCH	_____	_____	_____
THURSDAY BUFFET DINNER	_____	_____	_____
MAINSTREET OPRY BUS TRIP	_____	_____	_____

**BREAKOUT SESSIONS:** Check below one session that you prefer to attend.

- LAY/JUDGE COURT..... \_\_\_\_\_
- MULTI JOB (Police/Court/other) \_\_\_\_\_
- LARGE COURT (Pop. over 12,000) \_\_\_\_\_
- SMALL COURT (Pop. under 12,000) \_\_\_\_\_

\* \* \* \* \*

HOTEL REGISTRATION

Your room reservation is to forwarded directly to the Lodge of the Four Seasons at \$ 61.00 per room per night. **DEADLINE FOR ROOM RESERVATIONS IS APRIL 5th, 1991.** Send your City's tax letter with your reservation to avoid paying room tax, along with your deposit. Make your deposit payable to the LODGE OF THE FOUR SEASONS. To find out about rates for two-bedroom condos or for further information call the Lodge 1-800-THE-LAKE. **MAKE YOUR RESERVATIONS IMMEDIATELY.**



BREAK-OUT SESSION - QUESTIONNAIRE

A break-out session has been scheduled on the agenda for our meeting at the lake. We need your input to some of the problem and trouble spots you are having. We feel that this will not only benefit you but maybe other clerks that are new to the courts and also clerks that have not had these problems as of yet. To help us make these break-out session more successful we need your questions and comments for the discussion groups. Please take the time to fill out this form.

Question/Topic: \_\_\_\_\_  
\_\_\_\_\_  
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Question/Topic: \_\_\_\_\_  
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Question/Topic: \_\_\_\_\_  
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## MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Dear Members and Guests:

It is a pleasure to invite you to the 1991 Annual Court Conference, Lodge of Four Seasons, Lake Ozark, Mo. The conference will be held May 21, 1991 (Registration Tuesday evening through Friday May 24, 1991).

Your conference information is enclosed with this letter. You will need to carefully read all the information enclosed and act before the imposed deadlines.

This year is the first year for our MACA AWARD OF MERIT to be presented at the 1991 conference. I ask that each of you read the criteria for this award and submit your nominations by APRIL 15, 1991 to Leslie Tray, MACA Director.

This year is an Election year so you will find enclosed with this letter a DECLARATION FOR CANDIDACY form. If you are interested in running for office, please complete the form and mail it to the Nominations Committee Chairperson, Doris Parcel, by the DEADLINE OF April 1, 1991. I encourage all of you to give some thought to running for an office. We need your ideas and ambition to forge the future of MACA together.

Your Directors have been hard at work this past year preparing to bring you an outstanding program and an equally exciting social and recreational program.


Your Court Conference Registration/Membership Form deadline is MAY 1, 1991. They are enclosed with this packet. To avoid paying a late charge, please have your registration/dues check to Rita Bovinett before the deadline.

The reservation form for The Lodge of Four Seasons is bright pink, so I know you can't miss it. Please forward it to the Lodge by the deadline of APRIL 5, 1991. You will need to enclose a Tax Exempt letter from your City or organization in order to avoid state tax. Please mail your lodging reservations along with your check to: ATTN: RESERVATIONS, POB 215, Lake Ozark, MO. 65049.

The Board's main objective is to serve its members during the year. We hope our Conference and Newsletters will keep you informed of important legislation and reporting procedures within the state.

As stated in the newsletter, a proposed By-Law amendment will be voted on at the conference. Our certification program is off to a good start and we will have application forms available at the conference.

Amicably,

  
Donna M. Johnson  
President

Dear MACA Member,

Below are amendments to two By-Laws to be voted on at the annual conference. The first amendment is as follows;

ARTICLE IV - OFFICERS

1. President
2. President Elect
3. Vice President
4. Secretary
5. Treasurer
6. Directors (at least one from each region)

- B. President Elect - It shall be the duty of the President Elect to assist the President in the discharge of his or her duties and, in the President's absence, to assume the full responsibilities of that office.
- C. Vice-President - It shall be the duty of the Vice-President to assist the President Elect in the discharge of his or her duties and, in the absence of the President Elect, to assume his or her full responsibilities and duties, as well as those pertaining to the office of President should the necessity arise. The Vice President shall work with the chairman of the membership committee on the annual membership drive and shall be annual meeting chairman. The Vice President shall be designated Parliamentarian and shall govern all meetings of the Association consistent with these By-Laws.
- D. (Secretary duties shall be the same as in current By-Laws - changed from sub-section C)
- E. (Treasurer duties shall be the same as in current By-Laws - changed from sub-section D)

ARTICLE X - EFFECTIVE DATE

The By-Laws hereinbefore set forth shall become effective immediately upon approval of two-thirds of the members present and voting on the question on May 23rd, 1991



Lisa M. Thomson  
Vice-President  
Chairman, By-Laws Committee

*Award  
2-11-91*

Dear MACA Member,

Enclosed find an application for nomination for an AWARD OF MERIT to be presented at the 1991 annual conference. In accordance with the bylaws the individual given this award must meet the following criteria:

"The individual, either outside or inside the field of court administration, must demonstrate leadership and excellence in the advancement of the ideals and principles of modern judicial management and professional court administration embodied in the purposes of MACA."

If you wish to nominate someone or nominate yourself, please do so by completing the enclosed application and submitting it to:

Leslie L. Tray  
Award of Merit Application  
Municipal Court  
600 East Broadway  
Columbia, Missouri 65201  
(314) 874-7232

Applications must be received by April 15, 1991.

Committee Members:

Leslie L. Tray, Court Clerk, Columbia Municipal Court  
Audrey Garrett, Court Clerk, Fulton Municipal Court  
Judge Stan Clay, Associate Circuit Judge, Boone County

APPLICATION FOR NOMINATION  
AWARD OF MERIT  
MISSOURI ASSOCIATION FOR COURT ADMINISTRATION



MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

DECLARATION OF CANDIDACY FOR  
BOARD OF DIRECTORS

*sent  
2-11*

Name Rita C. Bovinett Phone No. 814 521-4352  
Address 1415 Chambers Road  
Dellwood, Mo. 63135  
Court Dellwood Municipal Court County St. Louis  
Job Title Court Administrator

I am a member in good standing of MACA Yes  
I have been a regular member of MACA since 1986  
I have been an active member of NACM Yes

I am declaring my candidacy for the following position(s):

<u>          </u> President	<u>          </u> Vice-President
<u>          </u> President Elect	<u>          </u> Secretary
<u>          </u> Treasurer	<u>          </u> Director, I
<u>          </u> Director, II	<u>          </u> Director, III
<u>          </u> Director, IV	<u>          </u> Director, V
<u>          </u> XXX	<u>          </u> Director at Large

The Nominations Committee will interview all candidates on Tuesday, May 21st, 1991 from 2:00 p.m. to 3:00 p.m. at The Lodge of Four Seasons in Lake Ozark, which is preceding the Annual Court Conference.

NAME OF GROUP: MISSOURI COURTS CONFERENCE/ADMINISTRATORS

D. OF CONFERENCE: Tuesday, May 21 - Friday, May 24, 1991 CONV. CODE NO. AAC2EP

FULL NAME: Last First

COMPANY:

STREET: PHONE:

CITY, STATE & ZIP CODE: MY ARRIVAL DATE MY DEPARTURE DATE:

SHAREWITH NAME (OTHER THAN SPOUSE) DATE OF ARRIVAL: DATE OF DEPARTURE:

RATES: per room, per day 61.00 Sgl/\$61.00 Db1 CONDO: 2BR @ \$160.00 per day EUROPEAN PLAN: Room only. Exempt from Missouri State Tax with Exempt Documentation provided. Optional Check Out - Saturday, May 25, 1991 Tipping to bellmen and maids on an individual basis. (Over ->)



GUARANTEED RESERVATIONS

Indicate one of the following:

- FIRST NIGHT DEPOSIT ENCLOSED ASSURED RESERVATION

CREDIT CARD NAME

CREDIT CARD NUMBER

EXPIRATION DATE

NO. OF ADULTS NO. OF CHILDREN (18 or Under)

SIGNATURE

Reservation requests must be received no later than April 5, 1991

to guarantee accommodations; however, reservations will be accepted and confirmed up to the opening day of the conference providing accommodations are still available. Reservations run from 4:00 p.m. on day of arrival until 12:00 noon on day of departure.

Wednesday...7PM.....Main Street Opry (arrangements through Assn.)  
Wednesday..11PM.....Fifth Seasons Lounge/Reserved for MO Courts  
Thursday...11:30AM.....Spouse Shopping Spree (arrangements through Assn.)  
Thursday...5:30PM-6:30PM...Volleyball Tournament (complimentary)  
Thursday...9:15PM-11:15PM..Private showing in Cinema (complimentary)  
Thursday...12:00AM-2:00AM..Bowling Tournament (complimentary)  
Friday.....1PM.....Golf Tournament 9 Hole Executive  
(complimentary) (carts not included)

**COMPLIMENTARY:**

(Based on space availability)

At Leisure

- Use of outdoor Lodge Tennis Courts
- Use of Health & Conditioning Center