

# MACA REPORTER

A PUBLICATION OF THE MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

VOLUME XXV

SPRING 1995

## REMINDERS . . . . .

**LODGE RESERVATIONS PAYMENT:** Make sure you send in your City's Letter of Intent or Purchase Order **TWO WEEKS BEFORE** the Conference, along with a copy of tax letter. If you **PAY YOUR OWN** lodging, you will be charged **ALL TAXES**.

Wear **LOOSE COMFORTABLE CLOTHING** for the **SELF DEFENSE SESSION**.

**CHANGE IN PROGRAM:** Thursday 3:15 P.M. **VENDOR DISPLAY.** This session has been deleted from the program. Those needing a certain number of credit hours for certification are to allow for these (2) Credits being eliminated.





The first Regional Meeting of the Southeast Missouri Chapter of the Missouri Association for Court Administration was held Friday, March 24th, in Cape Girardeau City Hall Building.

SEMOMACA has a membership of 23 Court Clerks out of the five (5) Judicial Circuits in our area.

By-Laws were voted on and accepted by membership. The Executive Board is very excited about this new challenge and looking forward to our next meeting planned for August 18th, 1995 in Ste. Genevieve.

We encourage all Court Clerks in our area to join us!

We would like to thank MACA President Lisa Thomson for being in attendance and installing our new Officers, who are:

**PRESIDENT**, Shea (Jenea) Stafford  
Cape Girardeau  
**VICE-PRESIDENT**, Jo Ann Hayden  
Perryville  
**SECRETARY**, Debra Swafford  
Bernie  
**TREASURER**, Wendy Wessell  
Jackson  
**HISTORIAN**, Mary Ann Otto  
Ste. Genevieve  
**DIRECTOR I**, Glenda Overbey  
Hayti  
**DIRECTOR AT LARGE**, Glenda Wasson  
Minor

Submitted by:  
Shea J. Stafford  
MACA Region 4  
Director

## NEW AND AMENDED PROPOSED BY-LAW AMENDMENTS!!!

Please disregard the prior By-Law Amendments that you received in the recent MACA Reporter. The following incorporates those along with a few others. Sorry for the confusion!!

### Amendment No. 1

To change the wording throughout the document to read "Executive Board" consistently instead of "Board of Directors". Currently it reads both ways in various places.

### Amendment No. 2

Under Article IV: Officers, Section 7 - Treasurer  
Add the following sentences at the end of the section:

"The Treasurer shall provide to the membership final monetary figures, from January through December of the prior year. This may be included in the first MACA Reporter of the new year.

It shall be the responsibility of the Treasurer to pay the renewal fee to the Department of Revenue for the Articles of Incorporation and Tax Exempt status for the Association by July 31st of each year."

### Amendment No. 3

Under Article V: Executive Board, Section 1, Sub-Section A - Management  
To eliminate the following phrase:

"also known as the Board of Directors"

### Amendment No. 4

Under Article V: Executive Board, Section 2 - Number  
It currently reads as follows:

"The Executive Board shall consist of six Officers, at least six Directors and all Past-Presidents, excluding the current Past-President. The Board will be constituted as follows:"

Replace with the following:

"The Executive Board shall consist of six Officers, including the Immediate Past-President, and at least six Directors, excluding all other Past-Presidents. The Board will be constituted as follows:"

Amendment No. 5

Under Article V: Executive Board, Section 2, Sub-Section C - Number  
Add the following to the section:

"Senior Advisors who wish to attend Executive Board Meetings will not be reimbursed for expenses unless he/she was specifically requested to attend the meeting and upon approval of a majority of the Executive Board."

Amendment No. 6

Under Article V: Executive Board, Section 3, Sub-Section A - Terms  
Add the following sentence to the end of the section:

"Odd number Region Directors will run for office in odd number years, even number Region Directors will run for office in even number years".

Amendment No. 7

Under Article V: Executive Board, Section 3, Sub-Section C - Terms  
It currently reads as follows:

"No member of the Executive Board may serve consecutive terms of office in the same position except when he/she has been appointed to complete the unexpired term of a vacated position."

Replace with the following:

"No member of the Executive Board may serve consecutive terms of office in the same position or serve as Director in the same Region except when he/she has been appointed to complete the unexpired term of a vacated position. Directors may serve consecutive terms in a different Region".

DECLARATION OF CANDIDACY FOR  
BOARD OF DIRECTORS

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Court \_\_\_\_\_ County \_\_\_\_\_

Job Title \_\_\_\_\_

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

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

- \_\_\_\_\_ DIRECTOR, REGION VII      \_\_\_\_\_ DIRECTOR, REGION VIII (1 YEAR)
- \_\_\_\_\_ DIRECTOR, REGION IX      \_\_\_\_\_ DIRECTOR, REGION X (1 YEAR)

The Nominations Committee will interview all candidates on Monday, May 22, 1995, at 3:30 p.m. at the Lodge of the Four Seasons in Lake Ozark, which is preceding the Annual Court Conference.

(Please complete the information on the reverse side)

Briefly state your court-affiliated duties, experiences, and qualifications for serving on the Board of Directors. (Attach separate sheet if necessary.)

State why you would like to serve on the MACA Board of Directors (attach separate sheet if necessary.)

Yes    No

- I will attend the Annual Court Conference May 22-26, 1995.
- I will be available for an interview on Monday, May 22, at 3:30 p.m.
- I will be able to attend all MACA Board Meetings (5) or any special meetings that may be called.
- I am willing to serve on or chair committees when asked.
- Have you previously served on any committees? If so, which committee(s) and what was your function on each? (Attach separate sheet if necessary.)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and mail to:

MACA Nominations Committee Chairperson  
Mary Ann McGrail  
Municipal Court  
320 East McCarty  
Jefferson City, MO 65101

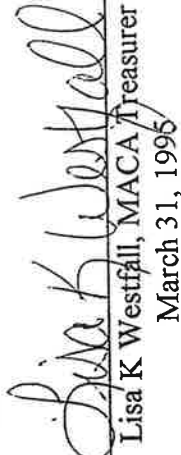
# MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

## Checkbook Register Disbursements 05-20-94 to 12-31-94

AS REQUIRED BY THE MACA BYLAWS, THE FOLLOWING IS AN ITEMIZED DETAILED LISTING OF DISBURSEMENTS MADE FOR MACA FROM  
MAY 20, 1994-MARCH 31, 1995, SUBMITTED BY LISA WESTFALL, MACA TREASURER.

Date	Check#	Payee	Balance	Debits	Credits	Balance	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	757	758		
		(Treasurer's note: where Bd Mtg expenses are stated, this is for the Officers' Board Meetings-lodging and travel expenses. Also note NC= New Clerk's Seminar)																																			
05-20-94		BEGINNING BALANCE	9754.10			9754.10																															
05-23-94	730	Lake Shuttle Bus/conf.	1400.00			1400.00																															
05-24-94	731	Nick's Homestead/conf.	1348.50			1348.50																															
05-27-94	732	R. Lay/conf. social sup.	8.04			8.04																															
05-27-94	733	D. Mintner/conf. social sup.	39.26			39.26																															
05-27-94	734	NACM Regis/Pres Thomson/ NACM grant McGrail	550.00			550.00																															
05-27-94	735	R. Bovinett/conf supplies	116.34			116.34																															
05-27-94	736	S. Stafford/conf. tips	10.00			10.00																															
05-27-94	737	Roseberry's/conf bd meal	113.63			113.63																															
05-27-94	738	L. Thomson/conf misc exp	30.50			30.50																															
05-37-94	739	M. McGrail/NC postage/ misc. exp.	136.56			136.56																															
05-27-94	740	L. Westfall/conf. misc exp	15.35			15.35																															
06-01-94		Deposit '94 Dues	210.00			210.00																															
06-01-94		Deposit Conf. Guests	130.00			130.00																															
06-01-94	741	Concord Prr/Bus cards/ members orders	370.80			370.80																															
06-15-94		May Interest	9.63			9.63																															
06-16-94	742	Deposit '94 Dues	35.00			35.00																															
06-17-94	743	Branson Paper/Social Conf social gifts thank you	27.50			27.50																															
06-17-94	744	Chey Monet/conf cookies	37.50			37.50																															
06-17-94	745	VOID																																			
06-18-94	746	A. Davis/June Bd Mtg	45.50			45.50																															
06-18-94	747	L. Renz/June Bd Mtg	45.50			45.50																															
06-18-94	748	H. Eidson/June Bd Mtg	45.50			45.50																															
06-18-94	749	L. Thomson/June Bd Mtg	45.50			45.50																															
06-18-94	750	S. Meyer/June Bd Mtg	45.50			45.50																															
06-18-94	751	J. Brandes/June Bd Mtg	45.50			45.50																															
06-18-94	752	S. Stafford/June Bd Mtg	45.50			45.50																															
06-18-94	753	N. Morr/June Bd Mtg	45.50			45.50																															
06-18-94	754	M. McGrail/Bd Mtg/ NC postage	43.80			43.80																															
06-18-94	755	R. Bovinett/June Bd Mtg	45.50			45.50																															
06-18-94	756	Park Inn/Bd Mtg Meal	273.06			273.06																															
07-01-94		L. Westfall/June Bd Mtg	45.50			45.50																															
07-01-94		Deposit /1994 conf fees	14197.82			14197.82																															
06-23-94	757	Ldg 4 Seasons / 1994 conf	8552.42			8552.42																															
06-27-94	758	D. Mintner, Sr Adv./wed gift	75.00			75.00																															

RESPECTFULLY SUBMITTED:

  
Lisa K Westfall, MACA Treasurer  
March 31, 1995

# MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

## Checkbook Register Disbursements 01-01-95 to 03-31-95

(Treasurer's note: The following is the checkbook disbursements starting January 1, 1995-March 31, 1995. It's listed in a different format from 1994 because in 1995 MACA started working from a budget. The following indicates the checkbook disbursements and accounts relative to the budget.)

<u>Date</u>	<u>Check #</u>	<u>Acct. #</u>	<u>Payee</u>	<u>Credits</u>	<u>Debits</u>	<u>Balance</u>
			BEGINNING BALANCE			8097.80
12/20/94		0010	DEPOSIT - 1995 DUES	2975.00		11072.80
12/27/94		0010	DEPOSIT - 1995 DUES	980.00		12052.80
01/13/95	800	0100-01	HELEN EIDSON- Jan Bd Mtg-lodging		19.00	12033.80
		0100-02	" " -travel		25.00	12008.08
01/13/95	801	0100-01	ANNA DAVIS- Jan Bd Mtg-lodging		19.00	11989.80
		0100-02	" " -travel		25.00	11964.80
01/13/95	802	0100-01	SHEA STAFFORD- Jan Bd Mtg-lodging		19.00	11945.80
		0100-02	" " -travel		25.00	11920.80
01/13/95	803	0100-01	SHARA MEYER- Jan Bd Mtg-lodging		19.00	11901.80
		0100-02	" " -travel		25.00	11876.80
01/13/95	804	0100-01	LINDA RENZ- Jan Bd Mtg-lodging		19.00	11857.80
		0100-02	" " -travel		25.00	11832.80
01/14/95	805	0100-01	PAT SIEKERMANN- Jan Bd Mtg-lodging		19.00	11813.80
		0100-02	" " -travel		25.00	11788.80
01/14/95	806	0100-01	NANCY MORR- Jan Bd Mtg-lodging		19.00	11769.80
		0100-02	" " -travel		25.00	11744.80
01/14/95	807	0100-01	MARY ANN MCCGRALL- Jan Bd Mtg-lodging		19.00	11725.80
		0100-03	" " -meals		8.00	11717.80
		0500-05	" " -Newsletter-postage		20.00	11697.80
		0500-14	" " -Newsletter-typesetting		35.00	11662.80
		0100-05	" " -Postage-misc.		6.40	11656.40
01/14/95	808	0100-01	RITA BOVNETT- Jan Bd Mtg-lodging		19.00	11637.40
		0100-02	" " -travel		25.00	11612.40
		0500-05	" " -Newsletter envelopes		3.17	11609.23
01/14/95	809	0100-03	PARK INN- Jan Bd Mtg-meal		92.00	11517.23
01/20/95		0010	DEPOSIT - 1995 DUES	1645.00		13162.23

Date	Account	Amount	Description	Account	Amount	Balance
01/23/95	810		BALANCE FORWARD			13162.23
			LISA WESTFALL- Jan Bd Mtg-lodging	0100-01	19.00	13143.23
			" -travel	0100-02	25.00	13118.23
			" - Treasurer supplies	0100-05	1.99	13116.24
01/23/95	811		PROMOTIONAL CONSULT.- '95 conf. pins	0200-07	473.90	12642.34
01/23/95	812		NACM- Video educational tapes	0100-05	32.50	12609.84
01/23/95	813		SHARP BUS. FORMS- Membership cert.	0100-05	76.60	12533.24
01/23/95		58.50	CHECK #792 voided	0100-05		12591.74
01/23/95	814		CITY OF DELLWOOD- '95 certificate labels (paid by the City of Dellwood in error)	0100-05	58.50	
02/03/95		525.00	DEPOSIT - 1995 DUES	0010		12533.24
		13.54	JANUARY INTEREST	0060		13058.24
02/15/95		175.00	DEPOSIT - 1995 DUES	0010		13071.78
		14.79	FEBRUARY INTEREST	0060		13246.78
02/27/95	815	80.00	MARY ANN MCGRAIL- Newsletter postage	0500-05		13261.57
02/27/95	816	1752.56	VISA CREDIT- Conference gifts	0200-08		13181.57
02/28/95		525.00	DEPOSIT - 1995 DUES	0010		11429.01
03/09/95		280.00	DEPOSIT - 1995 DUES	0010		11954.01
03/10/95	817		ANNA DAVIS-March Bd Mtg-lodging	0100-01	25.00	12234.01
			" -travel	0100-02	25.00	12209.01
03/10/95	818		LINDA RENZ-March Bd Mtg-lodging	0100-01	25.00	12184.01
			" -travel	0100-02	25.00	12159.01
03/10/95	819		SHEA STAFFORD-March Bd Mtg-lodging	0100-01	25.00	12134.01
			" -travel	0100-02	25.00	12109.01
03/10/95	820		SHARA MEYER-March Bd Mtg-lodging	0100-01	25.00	12084.01
			" -travel	0100-02	25.00	12059.01
03/10/95	821	26.83	SHEA STAFFORD-Regional supplies	0300-13		12034.01
03/10/95	822	25.00	JAMMEY BRANDES-March Bd Mtg-lodging	0100-01		12007.18
			" -travel	0100-02	25.00	11982.18
03/10/95	823	25.00	PAT SIEKERMAN-March Bd Mtg-lodging	0100-01		11957.18
			" -travel	0100-02	25.00	11932.18
03/10/95	824	25.00	LISA THOMSON-March Bd Mtg-lodging	0100-01		11907.18
			" -travel	0100-02	25.00	11882.18
03/10/95	825	25.00	HELEN EIDSON-March Bd Mtg-travel	0100-02		11857.18
					25.00	11832.18

03/10/95	826	0100-01	BALANCE FORWARD					11832.18
		0100-02	RITA BOVINETT-March Bd Mtg-lodging			25.00		11807.18
		0100-03	" " -travel			25.00		11782.18
		0200-05	-Bovinnett & Thomson House Bill testimony-meals			36.37		11745.81
		0500-05	" -conf. supplies			3.80		11742.01
03/10/95	827	0500-05	MARY ANN MCCGRAIL-Newsletter postage			5.00		11737.01
03/10/95	828	0500-05	MAIL BOXES ETC-newsletter postage			280.69		11456.32
03/10/95	829	0500-14	BONNIE SCHROEDER-newsletter typesetting			25.00		11431.32
03/10/95	830	0800-05	CREATIVE PROMO PLUS-award prototype plaque			30.80		11400.52
03/10/95	831	0800-05	WOLTMAN TROPHY CO.-merit award plaque			56.00		11344.52
		0200-05	" -conf. ribbons			61.00		11283.52
03/10/95	832	0100-05	CITY OF DELLWOOD-postage, membership certificates			15.51		11268.01
03/10/95	833	0100-01	NANCY MORR-March Bd Mtg-lodging			25.00		11243.01
		0100-02	" " -travel			25.00		11218.01
03/10/95	834	0100-01	MARY ANN MCCGRAIL-March Bd Mtg-lodging			25.00		11193.01
		0100-02	" " -travel			25.00		11168.01
		0800-05	-misc supplies/postage			6.40		11161.61
03/10/95	835	0100-01	LISA WESTFALL-March Bd Mtg-lodging			25.00		11136.61
		0100-02	" " -travel			25.00		11111.61
		0500-05	US POST OFFICE-newsletter postage			80.00		11031.61
03/23/95	837	0010	AUXVASSE POLICE COURT-D. Parcel, refund dues			35.00		10996.61
03/23/95	838	0100-05	AMERICAN JUDICATURE SOCIETY, video cass/library			11.02		10985.59
03/23/95	839	0100-05	AMERICAN JUDICATURE SOCIETY, video cass/library			13.82		10971.77
03/24/95	840	0100-01	VISA CREDIT-House Bill 488 testimony			150.97		10820.80
		0200-08	lodging-Thomson & Bovinnett			28.00		10792.80
		0010	-conference gifts			840.00		10792.80
03/24/95	841	0060	DEPOSIT - 1995 DUES			18.49		11632.80
03/24/95		0300-11	MARCH INTEREST					11651.29
			UNIV. OF MO-New Clerks grant-conf. regist., J. Weimar			125.00		11526.29

RESPECTFULLY SUBMITTED:

  
 Lisa K Westfall, MACA Treasurer  
 March 31, 1995

**MACA BOARD MEETING MINUTES:**

**MARCH 10 & 11, 1995**

**Board Members Present:** LISA THOMSON, MARY ANN MC GRAIL, NANCY MORR, RITA BOVINETT, JAMMEY BRANDES, JENEA STAFFORD, ANNA DAVIS, SHARA MEYER, LISA WESTFALL, LINDA RENZ, PAT SIEKERMAN AND HELEN EIDSON.

MINUTES ACCEPTED AS READ.

TREASURER'S REPORT ACCEPTED AS READ.

**COMMITTEE REPORTS**

**MEMBERSHIP:** 209 Members currently

**LEGISLATION:** Legislature is now in session working on numerous Bills such as: SB #'s 441,273 and HB #'s 488, 508,668,118, 459

**PUBLICITY:** Look for cards in conference packets for members to fill out and return so that City Fathers, Presiding Judges and Clerks' Judge will be notified by letter re: Clerks Certification.

**BY-LAWS:** Nancy Morr and the By-Law Committee have been very busy. They have several By-Law amendments that will be presented to the membership for vote at the conference in May 1995.

Motion by Rita Bovinett to order Video Package A - FACES OF JUSTICE - for the MACA Library, 2nd by Jenea Stafford. Motion carried.

Motion by Rita Bovinett to order Video Tape of CURRICULUM ON ETHICS AND PROFESSIONAL FOR NONJUDICIAL COURT PERSONNEL" for the MACA Library, 2nd by Jenea Stafford. Motion carried.

Motion by Lisa Thomson to get 250 colored copies of re-districting Maps of Regions for distribution to the MACA members, 2nd by Anna Davis. Motion carried.

Nancy Morr made a motion to accept the Region Redistricting as presented by Anna Davis, Shara Meyer and Jenea Stafford into 10 Regions, 2nd by Janney Brandes. Motion carried.

**OTHER BUSINESS:** Bids on Certification Plaques were presented, with Mary Ann McGrail making a motion to accept bid item # 7 from Woltman Company at \$ 42.00 Each, 2nd by Pat Siekerman. Motion carried.

The LASALITA WORK SCHEDULE was divided up for the Board Members to work.

Lisa Thomson made a motion to make Doris Parcel and Berniece Young RETIRED Membership STATUS, 2nd by JammeY Brandes. Motion carried.

Anna Davis made a motion to buy a gavel for SEMOMACA to be presented to them by the President Lisa Thomson, 2nd by Lisa Thomson. Motion carried.

Meeting Adjourned.

# Congratulations

## CERTIFIED COURT ADMINISTRATORS

AS OF MARCH 13TH, 1995

Glenda Atkinson  
Ruth Atkins  
Rita Bovinett  
Jammey Brandes  
Cheryl Behrmann  
Deborah Brodt  
JoAnn Bates  
Sheryl Beard  
Kathy Cooper  
Kathy Davidson  
Gerald Durfee  
Anna Davis  
Helen Eidson  
Cindy Elliott  
Rosalie Fallert  
Andrea Holland  
Joann Hayden  
Mary Hoover  
Donna Johnson  
Deborah Kerivan  
Mary Ann McGrail  
Nancy Morr  
Shara Meyer  
Doris Parcel  
Coralee Patrick  
Audrey Putthoff  
Dorothea Reavis  
Sheila Swaffar  
Shea J. Stafford  
Barbara Schaffer  
Patricia Siekerman  
Lisa Thomson  
Florence Tucker  
Janice Taylor  
Donna Tharp  
Myrna Van Duesen  
Greg White  
Lisa Westfall  
Berniece Young  
Ginny Young

# CONFERENCE SOCIAL

This year as in the past years, MACA will be sponsoring several social activities for the Members to enjoy at the 1995 Conference.

On Tuesday May 23, there will be BINGO at 9:00 pm, following the last session. This was a new activity last year, and we decided to bring it back this year since it was well received.

On Wednesday May 24, will be the challenging VOLLEYBALL GAME, from 6:30 pm to 7:30 pm. We will need all of you athletes (and those not so athletic) to help win the trophy from the Judges. Come and have a good time!!

THEN on Thursday May 25, from 7:00 pm to 11:00 pm will be the HOSPITALITY AND VENDOR SOCIAL. We hope to make this a very enjoyable evening for all. A change has been made in the schedule. The vendor display which was to be Thursday afternoon has been moved in with the hospitality room in the evening. You will not be able to get credit for the display as previously planned, but we hope that the vendors will get involved with the evening's events.

Other changes for the Hospitality Room include a LARGER ROOM!!! Finally we will have more room to mingle, with tables to sit at and socialize. We hope to still have games and drawings throughout the evening. The Hospitality Room has been moved into the Granada room. This is the same room that we will use for our meetings this year. The beverages and food will still be served at the Lasalita room as in the past. You will have to go there and bring your beverage and food into the Hospitality Room. This allows us to be able to offer free beverages and food. The Lodge will not allow us to serve our food and drinks in the Granada room. We would have to buy it from the Lodge, and the expense of this is very prohibitive. We sincerely hope that the increase in room will give the Members and Guests the chance to mingle.

The Board would like to invite and encourage each and everyone to participate in this year's activities. If you would like to help with any of the activities please contact Lisa Westfall (Branson) at 417-335-4578. Any ideas for events for the Hospitality evening are welcome, and any help during that evening, even a half hour would be greatly appreciated!!!

Come and enjoy the festivities with us!!!



From the Editor's Desk

This is your newsletter!

Send your comments, ideas or articles to:

Rita Bovinett, Editor  
MACA Reporter  
1415 Chambers Road  
Dellwood, MO 63135  
(314) 521-4352

\*\*\*\*\*

### Important Addresses and Phone Numbers

State Court Administrator  
P. O. Box 104480  
Jefferson City, MO 65110  
Phone: 314-526-5809

\*\* MACA Editor's Fax  
Number (Rita Bovinett):  
314-521-4699

## Contents

CONFERENCE REMINDERS ....

SEMOMACA

NEW & AMENDED PROPOSED  
BY-LAWS

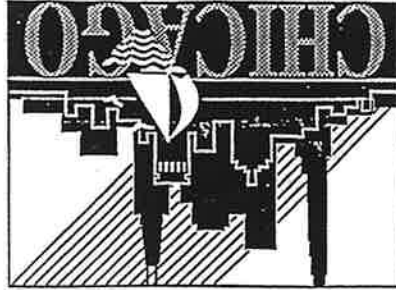
DECLARATION OF CANDIDACY  
FOR NEW REGION DIRECTORS  
7 thru 10

MACA DISBURSEMENTS 94/95

REDISTRICTING REGIONS  
AND MAP

Fairmont Hotel, Chicago, Illinois  
July 9-14, 1995

*Mark your calendars now for the  
1995 Annual Conference!*



"A Decade of Excellence, A Future of Promise"

Celebrating its 10th Anniversary

*National Association for Court Management*



**MISSOURI ASSOCIATION FOR COURT ADMINISTRATION**  
1415 Chambers Road, Dellwood, Missouri 63135