



# MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME XXVIII

WINTER, 95-96

## 1995-1997 MACA OFFICERS

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**REGION VIII**  
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**REGION IX**  
Kim Traynor, Branson

**REGION X**  
Rita Bovinett, Dellwood

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## CONTENTS

APPLICATIONS:  
AWARD OF MERIT

REMINDERS: MEMBERSHIP APPLICATIONS

SEMINARS

BIRTHDAYS CELEBRATED/SURVEY

MACA LIBRARY LISTING

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## EDITOR'S NOTE

Your MACA Board of Directors has been busily preparing for the 1995 conference! We hope a majority of you will be able to join us in May.

As you will notice, we have had a number of new members join MACA. If I failed to mention anyone who recently joined, please contact me. This is quite a hectic time with renewal of memberships and I would hate to overlook anyone.

Please send news articles to the address below.

Shara Meyer  
Columbia Municipal Court  
600 East Broadway  
Columbia, MO 65201

Or fax: 573-874-7533



*WELCOME!*

New members who have joined MACA since the previous newsletter are:

Rebecca Anderson, Belton, Reg. 2  
Lois J. Baker, Mount Vernon, Reg. 5  
Linda Barber, Springfield, Reg. 9  
Debbie Brown, Malden, Reg. 4  
Betty Dean, Mansfield, Reg. 9  
Janet Granger, De Soto, Reg. 1  
Phyllis Green, Clay County, Reg. 2  
Jeanie Jackson, Raymore, Reg. 2  
Maureen LaZear, Village of Riverview, Reg. 1  
Jo Lehman, Grandview, Reg. 2  
Julie Lingard, Foristell, Reg. 1  
Sharon Lovell, Springfield, Reg. 9  
Claudia Meyer, Creve Coeur, Reg. 1  
Gary Millard, Auxvasse, Reg. 7  
Chris Northcutt, Wildwood, Reg. 1  
Julie O'Guinn, Chesterfield, Reg. 1  
Norma Perkins, Smithton Municipal, Reg. 7  
Barbara Price, Bonne Terre, Reg. 4  
Mary Schowengerdt, Sweet Springs, Reg. 7  
JoAnn Shirley, Lake Lotawana, Reg. 2  
Bonnie Smith, Desloge, Reg. 4  
Denise Stonum, Lawson, Reg. 6  
JoAnn Tinsley, Edmundson, Reg. 1

## MACA CERTIFICATION

Just a reminder that the deadline for submitting applications for certification is March 1st. If you have any questions concerning certification, call Aimee Klimczak at the University of Missouri-Columbia at 573-882-4803.

## CLERKS RECENTLY CERTIFIED

The following clerks were certified at the October Board meeting:

Susan Barnes  
Robin Britt  
Edith Burkhart  
Ina Clark  
Rosemary Dearmond  
Denzil Divine  
Julia Dooley  
Phyllis Filley  
Rita Fuller  
Toni Jacobs  
Nancy Kinsey  
Sherry Lance  
Deborah Medley  
Linda Morgan

Carol Moses  
Judy Noser  
Glenda Overby  
Marcella Porter  
Linda Renz  
Kathleen Rose  
Ruth Smith  
Alberta Talken  
Bonnie Thomas  
Marilyn Troutman  
Irene Webb  
Glenna Williams  
Kathleen Wilson

This brings the number of certified court administrators in our organization to 67!

## MACA LIBRARY

Enclosed with this copy of the MACA Reporter is a check out list for items in the MACA Library. If you would like to check out any of the items listed, please fill out the form and return to Kim Traynor, MACA Librarian, P.O. Box 1309, Branson, MO 65615.

## AWARD OF MERIT

The deadline for submitting the application for Award of Merit is March 1, 1996. Submit the application to:

Shea J. Stafford  
Award of Merit Application  
Municipal Court  
401 Independence  
Cape Girardeau, MO 63703

## MEMBERSHIP APPLICATION

If you have not turned in your membership application, please do so. Dues are payable by January 31, 1996. A copy of the membership application is found elsewhere in the newsletter.

If you have renewed your membership prior to January 29, 1996, you should have received your 1996 MACA sticker for membership certificate either with your Christmas letter or in this mailing of the Reporter. All others will be mailed separately.

## ANNUAL CONFERENCE

The Annual Conference is scheduled for May 20-24 at the Lodge of Four Seasons. If you have not made your reservations, now is the time to do so. You must either guarantee your room with a P.O. number or a credit card. Enclosed is a reservation slip to send to the Lodge.

Conference brochures will be mailed by the University toward the end of February, first of March. If you have any problems with the receipt of this brochure, please contact your Regional Director or Aimee.

## HAPPY BIRTHDAY, MACA!!!

In 1986, MACA began with 86 dedicated court clerks. Today, our membership has grown to approximately 280 (final figure not available because new memberships keep coming in every day!). Of those 86 original members, 33 are still involved in MACA. They are:

Glenda Atkinson  
JoAnn Bates  
Sheryl Beard  
Beverly Biegel  
Maureen Brown  
Rita Bovinett  
Deborah Brodt  
Ina Lou Clark  
Marilyn Dunn  
Helen Eidson  
Rosalie Fallert  
Susie Freece  
Jo Ann Hayden  
Marcia Hoekel  
Donna Johnson  
Deborah Kerivan  
Lynn Lysaght

Mary Ann McGrail  
Pat Markham  
Nancy Morr  
Jacquelyn Pierce  
Betty Pulliam  
Dorotha Reavis  
Barb Schaffer  
Betty Scheller  
Helen Schollmeyer  
Sheila Swaffar  
Janice Taylor  
Lisa Thomson  
Joan Updike  
Greg White  
Berniece Young  
Virginia Young

## HAPPY BIRTHDAY!!!

### JANUARY

4-Mary Ann Otto, St. Genevieve  
6-Wendy Wessel, Jackson  
26-Sheila Swaffar, Joplin

### FEBRUARY

10-Robin Britt, Macon  
12-Kathy Kearse, Rolla

### MARCH

25-Jammy Brandes, Boonville

You can still submit your name for inclusion in the HAPPY BIRTHDAY section of the newsletter. Simply mail or fax me your birthdate.

## MACA SCHOLARSHIP NACM SCHOLARSHIP

At the January Board Meeting, a random drawing was held for the recipients of the MACA Scholarship as well as the NACM Scholarship. We thank all who turned in their applications.

\$250.00 MACA Scholarship Recipient: Julie Dooley

\$500.00 NACM Scholarship Recipient: Debra Swafford

## ATTENTION NEW MEMBERS

There have been a number of new members submit applications in the last few days. If your name does not appear in this issue of the MACA Reporter, be sure to check out the next issue.

## SOMETHING TO THINK ABOUT...

"If no one ever took risks, Michelangelo would have painted the Sistine floor." Neil Simon, playwright

"Do not resent growing older - many are denied the privilege." Unknown

"Home is where people go when they're tired of being nice." Unknown



**MISSOURI ASSOCIATION FOR  
COURT ADMINISTRATION**

**AWARD OF MERIT**

**APPLICATION FOR NOMINATION**

NAME OF NOMINEE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

JOB TITLE & BRIEF DESCRIPTION (Attach separate sheet if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF YEARS OF SERVICE IN COURT ADMINISTRATION \_\_\_\_\_

PREVIOUS AWARDS/RECOGNITION \_\_\_\_\_

\_\_\_\_\_

BRIEFLY DESCRIBE WHY THIS PERSON DEMONSTRATES LEADERSHIP AND EXCELLENCE IN MODERN  
JUDICIAL MANAGEMENT AND COURT ADMINISTRATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIFIC ACCOMPLISHMENTS AND/OR PROJECTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOMINATED BY \_\_\_\_\_

JOB TITLE \_\_\_\_\_

Applications must be received no later than March 1, 1996

# MACA LIBRARY

**Please check your selection:**

**Videos:**

- FACES OF JUSTICE-An introduction to the Court
- THOMAS JEFFERSON-July 19, 1994
- FAIRY TALE TRILOGY-Lake Ozarks in 1992

**Cassettes:**

- INCREASING COLLECTIONS/REVENUES
- COMMUNICATING WITH EMPLOYEES-1993 NACM Annual Conf.
- LEGALESE: CAN YOU SPEAK THE LANGUAGE OF THE COURTS?-1993 NACM Annual Conf.
- ESCAPE FROM SUCCESS-Part 1 & 2
- SUCCESS SELF-PROGRAMMING
- IMAGE & SELF-PROJECTION-4 Part Audio Cassette Program
- "HOW TO REACH ANY GOAL"/"SOLVING CUSTOMERS"

**Books:**

- FACES OF JUSTICE-Trainer's Manual
- FACES OF JUSTICE-Court Employee Study Guide
- JUSTICE AT FIRST HAND-Instructor's Manual
- JUSTICE AT FIRST HAND-Self-Study Guide
- SUCCESSFUL NEGOTIATION
- PREVENTING JOB BURNOUT
- THE COURT ADMINISTRATOR-A Manual
- MEDIA GUIDE-NACM
- COURT SECURITY GUIDE-NACM
- TECHNOLOGY INFORMATION SERVICE-Vendor List

Check-out time limit will be a period of 30 days or less. Items must be returned within the 30 day time limit unless the Librarian is notified of other arrangements. Person checking out items will be responsible for paying postage on the return to Librarian. Person checking out items will also be responsible for paying the cost of any lost, stolen, or damaged items. Failure to return items or pay the cost of the same will result in necessary membership actions upon approval of the board.

.....  
.....  
Name: \_\_\_\_\_

Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Signature: \_\_\_\_\_



**MISSOURI ASSOCIATION FOR  
COURT ADMINISTRATION**

**1996 MEMBERSHIP APPLICATION FORM**

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF COURT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY & ZIP \_\_\_\_\_

YEARS OF SERVICE \_\_\_\_\_

COURT: MUNICIPAL \_\_\_\_\_

ASSOCIATE \_\_\_\_\_

COUNTY \_\_\_\_\_ POPULATION \_\_\_\_\_

PHONE# ( ) \_\_\_\_\_ FAX# ( ) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

If newly appointed to replace previous clerk, name of clerk you are replacing:

\_\_\_\_\_  
\_\_\_\_\_

DUES OF \$35.00 ARE DUE JANUARY OF EACH YEAR.

MAKE CHECK PAYABLE TO MACA

MAIL TO: SHARA MEYER, MACA TREASURER  
COLUMBIA MUNICIPAL COURT  
600 EAST BROADWAY  
COLUMBIA, MO 65201

MACA USE ONLY

Date payment received \_\_\_\_\_

Check # \_\_\_\_\_

COOL VALLEY MUNICIPAL COURT  
100 SIGNAL HILL DR.  
COOL VALLEY, MO 63121  
521-3502

JANUARY 22, 1996

SHARA MEYER  
COLUMBIA MUNICIPAL COURT  
600 EAST BROADWAY  
COLUMBIA, MO 65201

DEAR SHARA:


AS STATED IN YOUR ARTICLE IN THE LAST EDITION OF THE MACA REPORTER:  
"IF YOU HAVE AN ARTICLE YOU WOULD LIKE TO SUBMIT, PLEASE FEEL FREE TO DO  
SO. THIS IS YOUR NEWSLETTER AND YOUR INPUT IS IMPORTANT."

WELL, I DO HAVE SOMETHING TO SAY!

THE MACA REPORTER IS AN EXCELLENT NEWSLETTER; CHUCK FULL OF INFORMATION  
PERTAINING TO OUR POSITION AND TID-BITS PERTAINING TO THE CLERKS. NO ONE  
CAN SAY THEY DON'T KNOW WHAT IS GOING ON AS YOU CERTAINLY KEEP US INFORMED.  
LOVE YOUR SENSE OF HUMOR, TOO: EXPECTING A WOMAN TO ACKNOWLEDGE ANOTHER  
BIRTHDAY!!!!

YOU AND YOUR STAFF ARE TO BE CONGRATULATED ON A JOB "VERY WELL DONE".

RESPECTFULLY,

  
PAT MARKHAM  
COURT CLERK  
CITY OF COOL VALLEY

P.S. AND THANKS TO YOU FOR YOUR PROMPT  
RESPONSE WHEN I CALLED YOU ABOUT  
MY MACA MEMBERSHIP.

According to the International Educator, these are reported to be signs in English collected by Air France employees:

**Tokyo hotel:** It is forbidden to steal hotel towels. If you are not a person to do such a thing, please not read this notice.

**Leipzig, Germany, elevator:** Do not enter the lift backwards, and only when lit up.

**Paris hotel elevator:** Please leave your values at the front desk. If you lose them in your room, we are not responsible.

**Athens hotel:** Vistors are expected to complain at the office between the hours of 9 and 11 a.m. daily.

**Yugoslavian hotel:** Flattening of underwear with pleasure is the job of the chambermaid.

**Japanese hotel:** You are invited to take advantage of the women who are employed to clean the rooms.

**Moscow hotel:** You are welcome to visit the cemetery where famous Russian and Soviet composers, artists and writers are buried except Thursday.

**Hong Kong tailor shop:** Ladies may have a fit upstairs.

**Bangkok dry cleaners:** Drop your trousers here for best results.

**Paris dress shop:** Elegant dresses designed for street walking.

**Rhodes, Greece, tailor shop:** Order your summer suit. Because of the big rush, we will execute customers in strict rotation.

**Japanese hotel:** Cold and heat: If you want to condition the warm in your room, please control yourself.

**German camping site:** It is strictly forbidden in our Black Forest camping site that people of different sex, for instance, men and women, live together in one tent unless they are married with each other for that purpose.

**Rome laundry:** Ladies, please leave your clothes here and spend the afternoon having a good time.

**Swiss mountain inn:** Special today - no ice cream.

**Copenhagen airline:** We take your bags and send them in all directions.

**Moscow hotel:** If this is your first visit to the USSR, you are welcome to it.

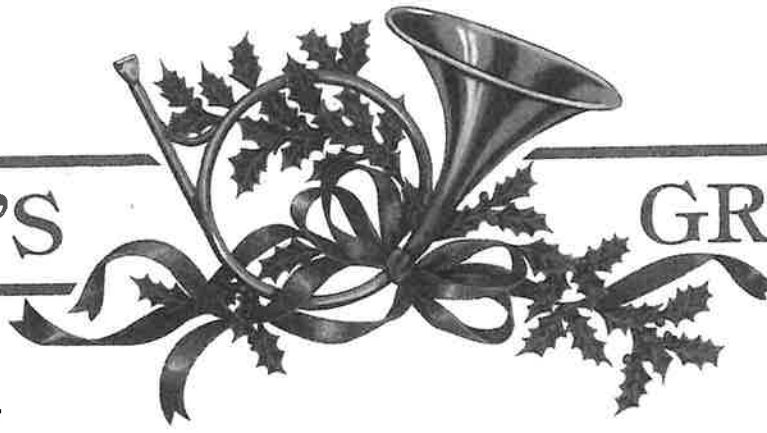
**Norwegian lounge:** Ladies are requested not to have children in the bar.

**Acapulco hotel:** We are pleased to announce that the manager has personally passed all the water served here.

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION  
c/o Columbia Municipal Court  
600 East Broadway  
Columbia, MO 65201

# SEASON'S

# GREETINGS



*December, 1995*

*Dear MACA Member:*

*Yes, it's that time of year again and the Holidays are upon us and 1996 is just around the corner. We wish to send out our CONGRATULATIONS to all the court administrators who have reached and received their certification during this past calendar year. We send our best wishes to those who will achieve this goal in 1996!*

*Your Board of Directors have worked long and hard this past year to meet our needs as an association and to set specific goals for our coming years. We have obtained one goal of having equal representation from across the State with the formation of ten regions and the election of ten directors to those regions.*

*We have set a very diversified conference schedule for 1996 which, by the way, will be held from May 20th through May 24th, with various topics to interest all members. We are very excited about the program that we have put together and look forward to the May Conference. We would like to thank all of the members who have signed up for the different committees and we are very grateful for the input that they have given to the association.*

*Please make sure you get your reservations in the Lodge EARLY this year! Rooms will be at a premium as usual. Enclosed is a "hot pink" reservation form so that you may send to the Lodge ASAP! You do not have to send money in advance, just get your reservations in. You can always cancel later, if the need should arise. Remember, the judges will be making reservations also, so you want to be sure to get a room.*

*We would like to wish you and yours a very HAPPY HOLIDAY SEASON AND BEST WISHES FOR A HAPPY NEW YEAR!!!*

*Nancy Morr  
Lisa Westfall  
Helen Eidson  
Shara Meyer  
Jammey Brandes  
Pat Siekerman*

*Linda Renz  
Shea Stafford  
Sheila Swaffar  
Glenda Atkinson  
Andrea Holland*

*Rita Bovinett  
Cindy Spaulding  
Kim Traynor  
Lisa Thomson  
Mary Ann McGrail  
Donna Johnson*