



MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME ³⁰ XXVIII

SUMMER, 1996

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EDITOR'S NOTE

Just a quick note to tell everyone how pleased the Officers and Directors were with the attendance at the Annual Conference. The Conference continues to grow each year and we are all excited with the willingness of the members to participate in the various committees set up to improve the overall effectiveness of the Conference as well as the organization.

Thank you for all your comments and suggestions. I am sure with your input, the 1997 Annual Conference will be even better.

Please address correspondence for MACA Reporter to:

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

or fax: 573-874-7533



WELCOME!

New members who joined MACA since the previous newsletter. If your name does not appear in this issue of the Reporter, check the next issue.

Deborah A. Cox, Ash Grove, Region 9
Shawna L. Chisam, Liberty, Region 2
Rhonda Cristoffer, St. Robert, Region 8
Pamela S. DeVault, Lee's Summit, Region 2
Jennifer Frost, Clinton, Region 2
Joyce Heddy, West Plains, Region 10
Pamela Sue Jackson, Moberly, Region 7
Brenda K. Jones, Knob Noster, Region 2
Betty J. Kennedy, Ava, Region 9
Cathy McDaniel, Hanley Hills, Region 1
Lawrence Myers, Joplin, Region 5
Robert Nixon, New Bloomfield, Region 7
Patricia S. Ruiz, Thayer, Region 10
Sharon Warren, Ferguson, Region 1
Wilhelmina Watkins, University City, Region 1
Terry Wolfe, Boonville, Region 7

CERTIFICATION QUESTIONS??

Aimee Klimczak, our University liaison, is now working with the Missouri Institute for Executive Development Monday through Thursday from 8:00 AM to 4:00 PM. You may call her between those hours at (573) 882-4803 with certification questions.

Happy Birthday!!

Happy Birthday to the following members whose birthdays are celebrated in July, August, or September.

JULY

1-Shea Stafford, Cape Girardeau
10-Katherine King, Warsaw
13-Carmen Angell, Gerald
17-Peggy Poeschel, Berkeley
20-Jan Taylor, Eldorado Springs
25-JoAnn Pressy, Vinita Park

AUGUST

6-Carla Hoerrmann, Brookfield
12-Judy A. Noser, Lake Ozark
18-JoAnn Bates, Pevely
23-Diane Downey, Berkeley
30-JoAnn Hayden, Perryville

SEPTEMBER

None Celebrated (or recognized!)

OOPS!

In the previous MACA Reporter, I incorrectly identified a new clerk! The Spring issue listed the clerk from Charlack as Erica Thomas. It should be Victoria Thomas. I apologize for the error.

"Can a bruised ego be considered a work-related injury?"
--Ashleigh Brilliant

REMINDER: ALL ITEMS FOR THE NEXT MACA REPORTER NEED
TO BE SUBMITTED BY OCTOBER 1.

BUSINESS CARD ORDER

Clerks who may be interested in ordering new business cards are asked to contact Andrea Holland in writing by September 1, 1996. You can either write or fax Andrea. Keep in mind those whose area code changed recently, may want to re-order. If enough clerks are interested, order forms will appear in a future issue of the Reporter and the cards will be available at the 1997 conference. Price is dependant on the number of clerks interested in ordering.

Contact Andrea at: 210 W. Washington
Sullivan, MO 63080
or fax: 573-468-8207

1997 BUDGET

Attached to this copy of the MACA Reporter is the *preliminary* 1997 Budget. If you have any questions or comments, please contact your Regional Director or any officer.

INTRODUCTIONS

In this edition of the MACA Reporter, I have included letters of introduction from the new Regional Directors. I know everyone appreciates their willingness to become involved with MACA. If you have any questions or concerns (court or MACA related), be sure to give them a call.

NEW CLERKS SEMINAR

The New Clerks Seminar has been scheduled for October 4th. This will coincide with the October Board Meeting. This should allow more Directors to attend the seminar and meet with the new clerks. The location has yet to be determined. This information will be sent to all members and non-members in a separate mailing.

CONFERENCE SITE SURVEY RESULTS

Below is a brief synopsis of the site survey distributed at the 1996 Conference. Thank you for you input, as well as comments and suggestions.

Where would you like the conference held?

Tan-Tar-A - 186; Lodge - 15; Jeff City - 2;
No Opinion - 2; Others: Kansas City, St.
Louis, Branson, Columbia; Springfield.

Do you like when the conference is being held?

Yes-168; No-17; No Comment-15

Would you like to see the conference shorter?

Yes-21; No-161; No Comment-18

Would you like the conference to start on a weekend if it would shorten the conference during the week, yet allow enough hours for certification?

Yes-19; No-162; No Comments-19

Do you like to have the conference in conjunction with the Judges' Conference?

Yes-155; No-10; No Comment-35

Would you be in favor of having the conference during the same time of the Judges' Conference, but at different facilities?

Yes-79; No-74; No Comment-47

Would you like to have joint education sessions with the Judges?

Yes-117; No-27; No Comment-55

Would you like child care offered during the conference?

Yes-79; No-39; No Comment-91

Overall view of the conference?

Very Satisfied-37; Satisfied-143
Not Satisfied-7; No Comment-12

Do you like having concurrent sessions?

Yes-152; No-31; No Comment-16

EDUCATION COMMITTEE MEETS

The Education Committee met in Jefferson City on June 28. The meeting was well attended with 14 committee members present.

The main goal of this committee was to set a preliminary schedule of sessions for the 1997 Conference. This goal was accomplished and far exceeded. The committee was able to set tentative time frames for topics and assigned possible speakers for each topic.

After review of the conference evaluations for several years, the committee worked towards the requests of the membership. The overall feeling was the members wanted more "nuts and bolts" issues pertaining to their job. The Education Committee kept this in mind while working on the 1997 sessions.

It was a very productive meeting, and the committee had enough input for ideas and speakers from the membership that they probably could have set the sessions for the next four years. It was very encouraging to have so much input from the membership and such a wonderful attendance from the Education Committee.

Keep up the good work!! If anyone is interested in helping on the committee, participating in panels or hosting a session next year, please contact Lisa Westfall at 417-335-4578.

FACT FAILURE TO APPEAR IN COURT FOR TRAFFIC VIOLATIONS

The Department of Revenue recently mailed forms to the Municipal Courts for the implementation of *FACT*. If you have not received your supply of forms, please contact the Department of Revenue.

HELPFUL TIPS

This tip may be helpful for courts who use court appointed attorney on occasion. Our court (Columbia) used to have a list of individuals who were willing to serve as court appointed attorneys. This meant that the clerk would have to call each attorney until she/he got a "hit". Now we have a local attorney under contract on a yearly basis. He is paid a flat rate for each case. He also has the option of renewing each year. This has saved us a tremendous amount of time.

If you have a tip you would like to share, please send it to my attention. The address, as always, is on the inside front cover.

FINAL THOUGHTS

I guess you thought you would get by without having to endure my warped sense of humor.
NO SUCH LUCK!!

I hope you enjoy the following:

Why isn't phonetics spelled how it sounds?

If a cow laughs, does milk shoot out it's nose?

Why do they put Braille dots on the keypad of a drive-up ATM?

If con is the opposite of pro, is congress the opposite of progress?

Have you ever imagined a world without hypothetical questions?

How does the guy who drives the snowplow get to work?

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

BUDGET FOR 1997

--DRAFT--

CREDITS:

10 DUES	\$ 9,200	
20 CONFERENCE REGISTRATION FEES	18,750	
30 CONFERENCE GUEST'S FEES	0	
40 MACA PROMOTIONAL SALES	500	
50 NEW CLERK'S SEMINAR FEES	1,400	
60 INTEREST	175	
70 VENDORS FEES	2,000	
80 PLAQUE REIMBURSEMENT (CCA)	1,600	
90 CONTINGENCY	975	
100 MISC. CREDIT	0	
TOTAL CREDITS		\$34,600

DEBITS:

10-0100 ASSOCIATION EXPENSES		\$ 6,850
01-Lodging	\$ 1,300	
02-Travel	1,300	
03-Meals	750	
04-Photo Allotment	250	
05-Supplies	850	
06-Subscriptions/Books	200	
16-Presidential Expense	200	
17-Conference Gift Items	1,500	
18-Postage-Misc.	500	
19-Dues Reimbursement	0	
20-0200 ANNUAL MEETING		\$17,500
08-Conference Expenes	\$15,750	
14-Typesetting/Printing	1,100	
20-Awards	650	

10-0300 GRANTS/FINANCIAL ASSISTANCE		\$ 1,800
09-President/NACM	\$ 800	
10-Membership/NACM	500	
11-New Clerks/MACA	250	
12-Membership/MACA	250	
50-0400 NEW CLERKS SEMINAR		\$ 1,200
01-Lodging	\$ 150	
02-Travel	150	
03-Meals	500	
05-Supplies	200	
18-Postage	200	
10-0500 NEWSLETTER/PUBLICATIONS		\$ 1,800
14-Typesetting	\$ 800	
15-Promotional/Calendars	400	
18-Postage	600	
40-0600 PROMOTIONAL ITEMS		\$ 0
07-Promotional Items (Sale)	0	
10-0700 REGIONAL TRAINING/DEVELOPMENT		\$ 1,000
03-Meals	\$ 300	
05-Supplies	700	
10-0800 COMMITTEES		\$ 1,400
01-Lodging	\$ 150	
02-Travel	150	
03-Meals	200	
23-Social	650	
24-Library	250	
80-0900 PLAQUES		\$ 2,000
21-Plaques	\$ 2,000	
70-1000 VENDORS		\$ 0
22-Vendors Fees	\$ 0	
90-0000 CONTINGENCY		\$ 1,050
TOTAL DEBITS		\$34,600



June 5, 1996

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

Re: Article for MACA Newsletter

Dear Shara:

We would appreciate the following letter be included in one of the upcoming MACA Newsletters. Thank you.

To All MACA Officers and Board Members:

We wanted to take this opportunity to express our gratitude and appreciation for another successful conference this year. Having received our Certification, this was a special year for Bert and myself (Paula). We know all of you work very hard all year long to ensure that the classes are educational and interesting, the hospitality is wonderful, and that it is a great experience for the seasoned as well as new clerks alike.

We would like to specifically thank our Region II Director, Linda Renz, for all of her hard work and for her expertise in helping us form the new chapter of MACA - Western Association for Court Administration (the WACA MACA DO'S!!!) We would like to encourage all clerks to get involved with their Regions. It is a wonderful opportunity to network with the clerks in your area and have help available.

Thanks again to all of you for your hard work. We're looking forward to next year already!

Paula M. Robinson, C.C.A.
City of Lake Winnebago

Alberta ("Bert") Talken, C.C.A.
City of Raymore

Jeanne Jackson, Deputy Clerk
City of Raymore

JASPER COUNTY CIRCUIT COURT

Municipal Division at Village of Duquesne

1501 S. Duquesne Joplin, Missouri 64801

Telephone: 417-781-5085 Fax: 417-781-4570

May 31, 1996

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

Dear Shara:

I hope the following is okay for the REPORTER.

My husband, Walter and I will be married 23 yrs. this September 23. We have two boys, Matthew, 22 and Andrew, 18. We are family oriented in our hobbies and like to go camping and boating. Table Rock Lake at Viola gets to see us, but not as often as we would like.

I became the Court Clerk for the Village of Duquesne about a year and a half ago. Our Police Department will be 2 years old this coming October, so we are all learning together.

I find this work very challenging, but at times frustrating. I think I will always like being a stay-at-home wife and Mom the best of all.

Janet Stemma

MEMO

To: SHARA MEYER
From: SUSAN BARNES
Subject: ARTICLE FOR MACA REPORTER
Date: May 31, 1996

A warm *welcome* to all the Region II members !!!!!

I want to thank Linda Renz (outgoing Director) who worked so diligently at getting us together during her term.

With the forming of our new chapter **WACA MACA DO**, I foresee a great link of communication between all the local municipalities and Assoc. Court clerks in our Region.

We hope to reach those clerks who have yet to become members of MACA and encourage them to join so they may become more familiar with the workings of the court system and share in the problem solving with fellow clerks that is prevalent when we all get together.

As your new Region II Director, I would love to hear from you.....

Mail - Fax - or call

SUSAN BARNES
Clay County Circuit Court
11 South Water
Liberty, Missouri 64068

FAX - (816) 792-7778

Phone - (816) 792-7710

REGION III DIRECTORS

Due to our dedication toward our profession, our support of MACA, and the desire to have Region III represented, (not to mention the great persuasive tactics of our President, Nancy Moore), Toni Jacobs and I, Robin Britt, have accepted the appointment as Co-Directors of Region III.

Toni, who lives in Marceline, has been serving the Marceline Municipal Court and has been a member of MACA since 1988. I live in Macon and have been serving the Macon Municipal Court since 1989 and have been a member of MACA since 1990.

So, although we are "rookies" as directors, we are encouraged that our combined years of experience, plus the support of other MACA members, will afford us the insight needed in representing our region.

We welcome any questions, comments or issues that may be of concern to you and will do our best in helping to resolve them.

Looking forward to a great year.

**Toni Jacobs
Robin Britt
Region III Directors**

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. Please send orders to: Kim Traynor, Branson Municipal Court, P.O. Box 1309, Branson, MO 65615

.....
.....

Name: _____

Court: _____

Address: _____

City, State, Zip: _____

Work Phone: _____

Signature: _____

SEMINARS AVAILABLE

The following seminars are offered by Fred Pryor Seminars. For more information, contact them at 1-800-938-6330.

HOW TO MANAGE MULTIPLE PROJECTS

Cost: \$99 per person
9:00 A.M. - 4:00 P.M.

Bridgeton-August 27
Cape Girardeau-October 3
Columbia-August 30
Jefferson City-August 29
Joplin-August 27
Kansas City-August 28
Springfield-August 28
St. Joseph-August 26
St. Louis-August 26

HOW TO SUPERVISE PEOPLE

Cost \$99 per person
9:00 A.M. - 4:00 P.M.

Bridgeton-October 29
Cape Girardeau-August 12
Columbia-October 24
Jefferson City-October 23
Joplin-October 21
Kansas City-November 1
Springfield-October 22
St. Joseph-October 30
St. Louis-October 30

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