

# MACA REPORTER

A Publication of the Missouri Association for Court Administration

VOLUME 33

SPRING, 1997

## 1996-1997 MACA OFFICERS

### PRESIDENT

Nancy Morr, Chesterfield

### PRESIDENT-ELECT

Lisa Westfall, Branson

### VICE-PRESIDENT

Helen Eidson, Osage Beach

### SECRETARY

Jammy Brandes, Boonville

### TREASURER

Shara Meyer, Columbia

### PAST PRESIDENT

Lisa Thomson, Jennings

### SENIOR ADVISORS

Mary Ann McGrail, Jefferson City  
Donna Johnson, Overland

### REGION I

Pat Siekerman, Fenton

### REGION II

Susan Barnes, Clay County

### REGION III

Robin Britt, Macon  
Toni Jacobs, Marceline

### REGION IV

Bonnie Smith, Desloge

### REGION V

Janet Stemm, Duquesne

### REGION VI

Collene Paden, St. Joseph

### REGION VII

### REGION VIII

Andrea Holland, Sullivan

### REGION IX

Kim Traynor, Branson

### REGION X

Rita Bovinett, Dellwood

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## EDITOR'S NOTE

This is quite an extensive newsletter this time! A lot of information to disseminate before conference time plus information which **MUST** be included in accordance with by-laws.

If you have any questions concerning any article or questions in general, please call me at 573-874-7232.

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 have joined MACA since the previous newsletter (as of April 9, 1997). If your name does not appear in this issue of the Reporter, check the next issue.

Terre Boyer, Wright County Associate, Region 9  
Kimberly Brumley, Seneca Municipal, Region 5  
Rachel Cary, Lee's Summit Municipal, Region 2  
Debora S. Cornell, Oronogo Municipal, Region 5  
Shannon Cox, Crane Municipal, Region 5  
Jane A. Dugger, Wright Co. Associate, Region 9  
Gail Foley, Edmundson Municipal, Region 7  
Rachel Forrest, Joplin Municipal, Region 5  
Dana Gage, Pleasant Valley Municipal, Region 2  
William S. Gronhoff, Stover Municipal, Region 8  
Cheryl Harrell, Diamond Municipal, Region 5  
Carol Henderson, Hamilton Municipal, Region 6  
Aline Hollinger, Fredericktown Municipal, Region 4  
Michael L. Holmes, Moline Acres, Region 1  
Nancy Holsten, Concordia Municipal, Region 7  
Nancy Laursen, Springfield Municipal, Region 9  
Bill Laws, Curryville Municipal, Region 3  
Angela D. Leist, Merriam Woods Municipal, Region 9  
D. Katrina Matney, Springfield Municipal, Region 9  
Teresa McKee, Fayette Municipal, Region 7  
Kimberly Nichols, Lee's Summit Municipal, Region 2  
Brenda K. Pollard, Black Jack Municipal, Region 1  
Susan Rathbone, Lee's Summit Municipal, Region 2  
Joy L. Rea, Springfield Municipal, Region 9  
Melissa M. Sellers, Ava Municipal, Region 9  
Heather Smith, Vinita Park Municipal, Region 1  
Kathleen M. Starek, Town & Country Muni., Region 1  
Constance M. Struckhoff, St. Charles Muni., Region 1  
Sheila Swinney, Pagedale Municipal, Region 1  
Teresa Tate, Holts Summit Municipal, Region 7  
Mavis Thompson, 22nd Judicial Circuit, Region 1  
Donna Torretta, Richmond Hgts. Municipal, Region 1  
Jeni Watson, Branson West Municipal, Region 5  
Mona L. Winfrey, New Bloomfield Municipal, Region 7  
Sherry Woitowitz, Noel Municipal, Region 5

## 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.

## CERTIFIED COURT ADMINISTRATORS

As you are aware, we passed a by-law last year that requires all certified court administrators to obtain ten hours of education per year to maintain their certification. At this point, if you were certified in 1996 or before, you should have received a form from the University earlier this year that needs to be filled out after you have obtained your ten hours and sent back to the University in order to stay certified. At the conference, you will receive a form in your packet concerning which courses you attended at the conference. This form is given to all conference attendees and DOES NOT exempt you from sending in your maintenance form from the University! You MUST send in the maintenance form in order to maintain your certification. You only need to send it in once per year after you have obtained your ten hours. You may also send in the one from the conference if you wish. If you were certified in 1997 (all applications that were reviewed in March), you do not have to send in the maintenance form until 1998 and you should receive one in the mail after January 1, 1998. If you are certified and did not receive the maintenance form, please contact either the University (Aimee) or one of the officers or directors for a copy.

## LABELS FOR CERTIFICATES

Labels for certificates have been mailed. If you did not receive one, please contact me at 573-874-7232.

If you have recently changed your name, misplaced your certificate, whatever, contact Rita Bovinett at 314-521-4352 or fax 314-521-4699 to receive a replacement certificate.

## TAN-TAR-A IN 1998! A MESSAGE FROM OUR PRESIDENT

We are pleased and excited to announce that your board followed your request from the survey that was given out last year and have discussed, voted and signed a contract with Tan-Tar-A for 1998 with an option for 1999! Due to the survey from 1996, an overwhelming percentage of MACA members were dissatisfied with the Lodge and voted to move to Tan-Tar-A. Your officers have worked very hard with Tan-Tar-A to come up with the best contract available and a vote was held at our board meeting on March 8, 1997 with a unanimous decision to move and to sign the contract. At that time, we informed the judge's association of our decision, for their board meeting was being held at the same time. We have later learned that they voted to remain at the Lodge for 1998 with an option for 1999.

We held our board meeting in October at Tan-Tar-A and we were very pleased with their facilities and function space. As you know, we have had problems with meeting rooms and sleeping rooms over the past couple of years since we have grown so large (way to go MACA!). Tan-Tar-a has over 900 sleeping rooms and numerous meeting rooms for us to use and they have worked hard to have our conference move to their facilities. We feel that the 1998 conference will be a new beginning for MACA and we will be growing by leaps and bounds from there. We have held over 300 members now for the last two years and are adding many more again for this year. It is always sad to have a new clerk call who is excited about coming to the conference for the first time and is told that they have no room for him/her and that he/she will need to stay at another facility. With this move, that will never happen again unless we grow to over 900!

We are confident that all members will enjoy the change of venue and experience an exciting and professional (and clean!) conference in 1998 and we look forward to a long and productive association with Tan-Tar-A in the future.

Nancy Morr, MACA President

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### 1997 ANNUAL CONFERENCE

**ADOPT-A-CLERK:** We are asking for volunteers for the adopt-a-clerk program. Adopt-a-Clerk volunteers assist clerks that are attending conference for the first time. Since we received a positive response last year, we are hoping to get volunteers again this year. If you are interested in volunteering, please contact your regional director.

**TUESDAY'S PROGRAM:** On Tuesday, a nuts & bolts panel will be held beginning at 9:15 am. We are asking for any questions you might have. This will assist us in getting the program started. Please end your questions to Jenea Stafford (fax 573-335-7946) or Cheryl Behrmann (fax 816-665-0940).

**LODGING:** Unfortunately, this is an issue this year and it really shouldn't be. However, we have found alternate lodging for those of you who were unsuccessful in obtaining a room at the Lodge or who were forced to take a higher priced condo. If you are in a condo and would prefer the cheaper rate, give Marina Bay a call.

Marina Bay has reserved a block of rooms at \$69.00 a night. If this block is filled, they will provide a shuttle service to and from the Lodge. When registering, mention Mo. Assoc. for Court Admin. or Andrea Holland.

Marina Bay's number is 1-800-377-6274.

## MINUTES FROM MARCH BOARD MEETING

In accordance with the by-laws of our association, the following is a synopsis of our March Board Meeting held at Lodge of Four Seasons, March 7 & 8, submitted by Jammey Brandes:

**Friday, March 7, 1997:** Call to order 7:36 p.m. Roll call: Pat Siekerman, Janet Stemm, Kim Traynor, Andrea Holland, Jammey Brandes, Robin Britt, Susan Barnes, Lisa Westfall, Rita Bovinett, Helen Eidson, Collene Paden. Lisa Thompson arrived later. Not present: Toni Jacobs, Bonnie Smith, Shara Meyer.

### Committee Reports:

Librarian: Kim Traynor reported a lot of response for library materials.

Historian: Kim Traynor reported history books are updated and current.

Awards: Robin Britt received several applications for MACA Scholarship & NACM scholarship. Random drawing to be held on Saturday. Award of Merit will be given at the MACA Annual Conference in May.

At this time, committee reports discontinued to be resumed Saturday.

A contingency group from the Lodge presented a proposal for contract for 1998 and 1999. The Board addressed several concerns. Vote to be held on Saturday morning re: contract.

Nancy Morr reported that she and Lisa Westfall met with Tan-Tar-a management on March 1st to negotiate contract.

Board members were instructed to review both contracts from Lodge & Tan-Tar-A as well as the revised policy & procedures manual for final decisions on Saturday. Adjourned 9:20 p.m..

**Saturday, March 8, 1997:** Meeting reconvened at 9:20 a.m. with same members present with the addition of Shara Meyer.

A contingency of judges - Joe Lott, Harl Hanson, Jess Ullom - discussed their views on the pros & cons of the contracts from the Lodge & Tan-Tar-A. Nancy told them of our concerns and informed them that we would vote later in the a.m..

Treasurer's Report: Beginning balance \$10,819.16, credits \$7,517.75, debits of \$2,773.64, ending balance of \$15,563.64. CD balance \$5,637.59, CMECU savings balance \$177.53, MO State Credit Union savings \$100.00. Total assets: \$21,478.76. Motion made, seconded, & passed as submitted.

### COMMITTEE REPORTS CONTINUED:

Vendors: Six vendors to date have responded. The \$600.00 fee collected will be used for food for Monday night's session. If additional money received, will be used for breaks & social committee. Motion made, seconded and passed to have soda break on Monday's session.

Annual Conference: Coffee & tea breaks will be each morning of conference, beginning half hour before first session, soda breaks in the afternoon. Rita Bovinett will order plaques for outgoing officers & directors.

Motion made, seconded & passed to authorize copying done for educational hand-outs at a cost of 3 1/2 cents per copy. Lisa Westfall will assume this duty.

Motion made, seconded & passed to purchase 500 folders not to exceed a cost of 50 cents each. Lisa Westfall will purchase.

Motion made, seconded & passed to purchase 18 x 24 inch posters at a cost \$3.95 each. Posters will be located at entrance to each session. Lisa Westfall will purchase.

Motion made, seconded & passed to purchase

region signs at a cost of \$7.50 each. The signs will be used at regional breakout session to identify groups. Collene Paden will purchase.

Social: Susan Barnes reported that "Casino Night" preparations are progressing. Motion made, seconded & passed to give \$650.00 (as budgeted) to use to set up the social. It was noted that receipts must be presented for all monies spent.

By-laws: Janet Stemm reported that two by-law amendments have been proposed: 1) regional directors can only be voted on by individuals in that particular region; and 2) authorization of charter association chapters.

Financial: Shara Meyer reported that William Schneider, (Manager-Rates & Fiscal Planning - City of Columbia) conducted the audit on the treasurer's books. Everything found to be in order.

Membership: Shara Meyer reported as of March 5, 1997 there were 308 paid members. Notices mailed to 41 members who have not paid. Membership directory will be updated & distributed at conference.

Publications: The MACA Reporter mailed mid-January to 495 municipal courts. Next Reporter to be mailed April 15.

Nominations: Lisa Thompson reported that she had received several declarations of candidacy. She has not received from regions 5, 7, 9.

New Clerk Seminar: New Clerk Seminar to be held on Friday, September 12, 1997 in Jefferson City. Committee is comprised of directors from even numbered regions. Collene Paden elected chair. Motion made, seconded & passed to reimburse committee members \$25.00 towards lodging & \$25.00 for travel expense.

Policy & Procedures: Lisa Westfall presented amended policies & procedures. Final revisions made. Motion made, seconded & passed to accept revised P&P as presented. Nancy Morr will

copy them for distribution at conference.

Legislative: Jammey Brandes presented a summary update of bills that had been filed that directly impact the courts.

#### OLD BUSINESS:

A discussion of the contract proposals from the Lodge & Tan-Tar-A was held. Motion made, seconded & passed to accept contract from Tan-Tar-A in 1998 and move the annual conference. Judges were notified of this decision.

A "General Call to Conference" was received from the Supreme Court. To be included in newsletter.

Lunch on Thursday will be sponsored by Dept. of Public Safety. Nancy Morr reported that they will continue to sponsor a meal for the clerks when the conference is moved to Tan-Tar-A.

A Resolution presented by Robin Britt on the formation of Northeast Missouri Chapter of MACA (NEMO/MACA). Motion made, seconded and passed to accept this chapter.

#### NEW BUSINESS:

Board discussed letter from Aimee Klimczak regarding attendance at conference. Motion made, seconded & passed to have Aimee come on Monday and Tuesday for registration, then return again on Friday for presentation of plaques to newly certified court administrators.

Following board meeting dates scheduled: May 21, 1997 at 4:30 p.m.; July 25 & 26 at Branson; and October 10 & 11 at Tan-Tar-A.

Drawing for scholarships held prior to morning meeting: MACA \$250 scholarship to William Gronhoff of Stover. NACM \$500 scholarship to Shara Meyer of Columbia.

Meeting adjourned at 12:45 p.m..

## SEMO MACA NEWS

The Southeast Missouri chapter of MACA (SEMO/MACA) recently held elections for officers. They are:

President      Glenda Overbey, Hayti  
Vice-Pres.    JoAnn Hayden, Perryville  
Secretary     Debora Swafford, Bernie  
Treasurer    Wendy Wessell, Jackson  
Historian     Mary Ann Otto, Ste. Genevieve  
Reg. Director Glenda Wasson, Miner  
Dir. @ Large Carolyn Tinsley, Scott City  
Past Pres.    Jenea Stafford, Cape Girardeau

CONGRATULATIONS TO ALL!!

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## BY-LAW AMENDMENTS

The following by-law amendments are to be voted on at the Annual Conference:

- 1). Add the following to Article V: Executive Board -  
  
D.      The Executive Board has the authority to accept and recognize charter associations formed on behalf of MACA and presented by resolution.

- 2). Add the following to Article VI: Meetings (addition shown in italics):

Except when otherwise provided for in the By-Laws, all voting of the Association, except for the elections of Officers and Directors, shall be via voice. Voting for Officers and Directors shall be by ballot voting. *Voting for directors shall be done within each region. No one may vote for a director in a region other than their own.* A majority of votes cast shall be necessary for a decision.

## BUSINESS CARD ORDER

Enclosed in this issue of the MACA Reporter is the business card order form. It is still not too late to order business cards. Please get your order form into the mail TODAY.

## CORRECTION

In the last issue of the Reporter, I indicated that Donna Daniel celebrated her fifth year anniversary with MACA in 1997. Donna has been a member for 10 years. I deeply regret this error.

## FINANCIAL REPORT

In accordance with by-laws, you will find enclosed in this issue of the Reporter the Association's copy of the checkbook register for the year ending December 31, 1996. If you have any questions, please let me know. My number is 573-874-7232.

## GROWING PAINS!!!

Actually, this is not painful at all. MACA has continued to grow year after year. As of April 4, 1997, our membership stood at 324! Not bad for an association that is only 10 years old and that began with 86 members. If you know anyone that may be interested in joining MACA, contact your regional director. Below is a year by year break down of our membership.

|            |            |
|------------|------------|
| 1986 - 86  | 1992 - 208 |
| 1987 - 129 | 1993 - 218 |
| 1988 - 143 | 1994 - 257 |
| 1989 - 146 | 1995 - 267 |
| 1990 - 184 | 1996 - 313 |
| 1991 - 189 | 1997 - 324 |



Supreme Court of Missouri  
P. O. Box 150  
Jefferson City, Mo. 65102

CHAMBERS OF  
JOHN C. HOLSTEIN, CHIEF JUSTICE

(573) 751-1004

January 29, 1997

### GENERAL CALL TO CONFERENCE

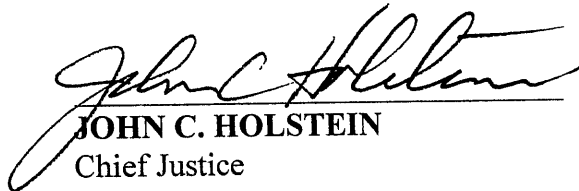
**WHEREAS**, this Court deems it important to the administration of justice for judges of courts having original jurisdiction of ordinance violations and statutory and ordinance traffic violations to meet to consider Supreme Court rules and case decisions to improve procedures in the courts, and to exchange ideas with respect to the administration of justice and of the courts, and

**WHEREAS**, this Court has adopted Rule 18, making it mandatory for lawyer judges and nonlawyer judges to complete certain hours of judicial education on an annual basis, and

**WHEREAS**, the Missouri Municipal and Associate Circuit Judges' Association, in cooperation with the Missouri Division of Highway Safety, will conduct a Missouri Courts Conference at the Lodge of the Four Seasons, Lake Ozark, Missouri, on May 21, 22, and 23, 1997, and

**WHEREAS**, the Missouri Association for Court Administration will conduct its annual conference at the Lodge of the Four Seasons between May 19 and May 23, 1997;

**NOW THEREFORE**, I do support the work of said organizations and encourage the attendance of **all** judges and court administrators of those courts having original jurisdiction of ordinance violations and statutory and ordinance traffic violations to attend such conference.

  
JOHN C. HOLSTEIN  
Chief Justice

## MACA BUSINESS CARD ORDER

Business cards will be on white stock with blue printing. The MACA logo will also be on the card. The price will be \$9.35 per 500.

Please make your check payable to Betz Printing and include your City's tax exempt letter. Cards will be delivered at the May 1997 Conference. **DEADLINE IS MAY 1, 1997.**

Mail this form, along with your check & tax exempt letter to:

Andrea Holland  
Court Administrator  
210 W. Washington  
Sullivan, MO 63080

Business card to appear as follows:

Clerk's Name: \_\_\_\_\_

Clerk's Title: \_\_\_\_\_

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

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

Ph #: (     )                      Fax #: (     )

If you are a Certified Court Administrator and would like the CCA designation to follow your name, please be sure to include this information after your name. For example: Ima Clerk, CCA

## MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Checkbook Register  
Disbursements  
01/01/96 to 12/31/96

| Date                           | Check # | Accl. #     | Payee  | Credits | Debits  | Balance         |
|--------------------------------|---------|-------------|--|---------|---------|-----------------|
| <b>BALANCE CARRIED FORWARD</b> |         |             |  |         |         | <b>16534.05</b> |
| 01/02/96                       | 931     |             | REMARK, INC.   |         |         |                 |
|                                |         | 10-0100-17  | Conf. Gifts/Desk Folders   |         | 841.83  | 15741.67        |
| 01/11/96                       | 932     |             | MAIL BOXES, ETC.   |         |         |                 |
|                                |         | 10-0100-18b | Postage - Calendars  |         | 72.50   | 15669.17        |
| 01/11/96                       | 933     |             | REMARK, INC.   |         |         |                 |
|                                |         | 10-0100-17  | Conf. Gifts/Stadium Cups   |         | 340.03  | 15329.14        |
| 01/13/96                       | 934     |             | SHARA MEYER  |         |         |                 |
|                                |         | 10-0100-05  | Reimburse for tapes  |         | 4.96    | 15324.18        |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   | 15304.68        |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15279.68        |
| 01/13/96                       | 935     |             | NANCY MORR   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   | 15260.18        |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15235.18        |
| 01/13/96                       | 936     |             | RITA BOVINETT  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 23.00   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15187.18        |
| 01/13/96                       | 937     |             | CINDY SPAULDING  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15142.68        |
| 01/3/96                        | 938     |             | LISA THOMSON   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15098.18        |
| 01/13/96                       | 939     |             | HELEN EIDSON   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15053.68        |
| 01/13/96                       | 940     |             | LINDA RENZ   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 23.00   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 15005.68        |
| 01/13/96                       | 941     |             | PAT SIEKERMAN  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 23.00   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 14957.68        |
| 01/13/96                       | 942     |             | KIM TRAYNOR  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   | 14938.18        |
| 01/13/96                       | 943     |             | ANDREA HOLLAND   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 14893.68        |
| 01/13/96                       | 944     |             | GLEND A ATKINSON   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   | 14849.18        |
| 01/13/96                       | 945     |             | LISA WESTFALL  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 20-0200-08  | Conference Expense/Bingo   |         | 12.00   | 14817.68        |
| 01/13/96                       | 946     |             | SHEA STAFFORD  |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 19.50   |                 |
|                                |         | 10-0100-02  | Travel-January Meeting   |         | 25.00   |                 |
|                                |         | 20-0200-08  | Conference Expense/Tape  |         | 8.84    |                 |
|                                |         | 10-0100-18B | Postage  |         | 32.00   | 14732.34        |
| 01/13/96                       | 947     |             | MARY ANN MCGRAIL   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-January Meeting  |         | 23.45   |                 |
|                                |         | 10-0100-18B | Postage  |         | 6.40    |                 |
|                                |         | 10-0100-03  | Meal-Toast for Lisa Thomson  |         | 25.00   | 14677.49        |
|                                |         |             | (This will be re-imbursed by Mary Ann as this was on the house at Hotel Deville - after check was written) |         |         |                 |
| 01/13/96                       | 948     |             | HOTEL DEVILLE  |         |         |                 |
|                                |         | 10-0100-03  | Meals-January Meeting  |         | 216.64  | 14460.85        |
| 01/25/96                       |         |             | <b>DEPOSIT</b>   |         |         |                 |
|                                |         | 10          | Membership Dues  | 1260.00 |         | 15720.85        |
| 01/25/96                       | 949     |             | MISSOURI DEPT. OF REVENUE  |         |         |                 |
|                                |         | 10-0100-05  | Incorporation Filing Fee   |         | 25.00   | 15695.85        |
| 01/29/96                       | 950     |             | PROMOTIONAL CONSULTANTS  |         |         |                 |
|                                |         | 20-0200-08  | Conference Pins  |         | 493.80  | 15202.05        |
| 02/14/96                       |         |             | <b>DEPOSIT</b>   |         |         |                 |
|                                |         | 10          | Membership Dues  | 1225.00 |         |                 |
|                                |         | 80          | Plaque Reimbursement   | 1080.00 |         |                 |
|                                |         | 30          | Reimburse Meal-Lisa Thomson  | 15.00   |         | 17522.05        |
| 02/15/96                       | 951     |             | CITY OF COLUMBIA   |         |         |                 |
|                                |         | 10-0500-14  | Printing-Newsletter  |         | 197.76  | 17324.29        |
| 02/15/96                       | 952     |             | CITY OF BRANSON  |         |         |                 |
|                                |         | 10-0100-05  | Supplies-Historian   |         | 19.69   | 17304.60        |
| 01/20/96                       |         |             | <b>INTEREST EARNED</b>   |         |         |                 |
|                                |         | 60          | January  | 21.33   |         | 17325.93        |
| 02/20/96                       |         |             | <b>INTEREST EARNED</b>   |         |         |                 |
|                                |         | 60          | February   | 18.59   |         | 17344.52        |
| 03/05/96                       |         |             | <b>DEPOSIT</b>   |         |         |                 |
|                                |         | 10          | Membership Dues  | 560.00  |         | 17904.52        |
| 03/05/96                       | 953     |             | MAIL BOXES, ETC.   |         |         |                 |
|                                |         | 10-0100-18A | Postage-Newsletters  |         | 118.75  |                 |
|                                |         | 10-0100-18B | Postage-Membership Drive   |         | 47.50   | 17738.27        |
| 03/05/96                       | 954     |             | KIM TRAYNOR  |         |         |                 |
|                                |         | 10-0100-05  | Conference Registration Decoration   |         | 4.20    | 17734.07        |
| 03/05/96                       | 955     |             | REMARK, INC.   |         |         |                 |
|                                |         | 40-0600-07  | Conference Promo. Sales  |         |         |                 |
| 03/08/96                       | 956     |             | SHARA MEYER  |         | 1200.02 | 16534.05        |
|                                |         | 10-0100-01  | Lodging-March Meeting  |         | 25.00   |                 |
|                                |         | 10-0100-02  | Travel-March Meeting   |         | 25.00   | 16484.05        |
| 03/08/96                       | 957     |             | GLEND A ATKINSON   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-March Meeting  |         | 25.00   |                 |
|                                |         | 10-0100-02  | Travel-March Meeting   |         | 25.00   | 16434.05        |
| 03/08/96                       | 958     |             | HELEN EIDSON   |         |         |                 |
|                                |         | 10-0100-02  | Travel-March Meeting   |         | 25.00   | 16409.05        |
| 03/08/96                       | 959     |             | LINDA RENZ   |         |         |                 |
|                                |         | 10-0100-01  | Lodging-March Meeting  |         | 25.00   |                 |
|                                |         | 10-0100-02  | Travel-March Meeting   |         | 25.00   |                 |
|                                |         | 10-0100-18B | Postage  |         | 22.40   | 16336.65        |

|   |     |             |  |         |          |
|---|-----|-------------|--|---------|----------|
| 03/08/96  | 960 | 10-0100-01  | PAT SIEKERMAN<br>Lodging-March Meeting                           | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 16286.65 |
| 03/08/96  | 961 | 10-0100-01  | LISA WESTFALL<br>Lodging-March Meeting                           | 25.00   | 16261.65 |
| 03/08/96  | 962 | 10-0100-01  | ANDREA HOLLAND<br>Lodging-March Meeting                          | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 16211.65 |
| 03/08/96  |     |             | ****VOID****VOID****VOID****                                     |         |          |
| 03/08/96  | 964 | 10-0100-01  | RITA BOVINETT<br>Lodging-March Meeting                           | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 16161.65 |
| 03/08/96  | 965 | 20-0200-08  | RITA BOVINETT<br>Ribbons for Regional Meetings                   | 12.37   | 16149.28 |
| 03/08/96  | 966 | 10-0100-18B | CITY OF DELLWOOD<br>Postage (Mailing Certificates)               | 10.56   | 16138.72 |
| 03/08/96  | 967 | 40-0600-07  | REMARK, INC.<br>Promotional Sale Items (Cool-cups)               | 412.17  | 15726.55 |
| 03/08/96  | 968 | 10-0100-02  | SHEILA SWAFFAR<br>Travel-Education Meeting - Columbia            | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   |          |
|   |     | 10-0100-01  | Lodging-March Meeting  | 25.00   | 15651.55 |
| 03/08/96  | 969 | 10-0100-01  | SHEA J. STAFFORD<br>Lodging-March Meeting                        | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 15601.55 |
| 03/08/96  | 970 | 10-0100-01  | NANCY MORR<br>Lodging-March Meeting                              | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 15551.55 |
| 03/08/96  | 971 | 10-0100-01  | JAMMEY BRANDES<br>Lodging-March Meeting                          | 25.00   |          |
|   |     | 10-0100-02  | Travel-March Meeting   | 25.00   | 15501.55 |
| 03/08/96  | 971 | 10-0100-01  | JAMMEY BRANDES<br>March Mtg. Lodging                             | 25.00   |          |
|   |     | 10-0100-02  | March Mtg. Travel  | 25.00   | 15501.55 |
| 03/19/96  |     |             | INTEREST EARNED  |         |          |
|   | 60  |             | March  | 19.26   |          |
| 03/22/96  |     |             | DEPOSIT  |         | 15220.81 |
|   | 10  |             | Membership Dues  | 2450.00 |          |
| 03/22/96  | 972 | 10-0100-19  | WARSON WOODS MUNI. COURT<br>Duplicate Payment of Dues (Shaw)     | 35.00   | 17935.81 |
| 03/22/96  | 973 | 10-0100-19  | SENECA MUNICIPAL COURT<br>Duplicate Payment of Dues (Spittler)   | 35.00   | 17900.81 |
| 03/22/96  | 974 | 10-0100-19  | CITY OF ST. ANN<br>Duplicate Payment of Dues (Corcoran/Scheller) | 70.00   | 17830.81 |
| 03/28/96  | 975 | 10-0300-12  | VILLAGE OF MARLBOROUGH<br>MACA Scholarship (Dooley)              | 250.00  | 17580.81 |
| 03/28/96  | 976 | 10-0100-05  | AUDIO TRANSCRIPTS, LTD.<br>Library-NACM Tapes                    | 61.00   | 17519.81 |
| 03/28/96  | 977 | 10-0100-03  | LODGE OF FOUR SEASONS<br>Meal for March Meeting                  | 192.12  | 17327.69 |
| 03/28/96  | 978 | 10-0100-05  | CITY OF BRANSON<br>Bubble Wrap for Library                       | 26.97   | 17300.72 |
| 03/28/96  | 979 | 20-0200-08  | AMERICAN VINYL TECH.<br>Neck Band for Conf. (300)                | 50.00   | 17250.72 |
| 04/16/96  |     |             | DEPOSIT  |         |          |
|   | 10  |             | Membership Dues  | 1015.00 |          |
|   | 90  |             | Contingency  | 25.00   |          |
|   | 80  |             | Plaque Reimbursement   | 520.00  |          |
| 04/16/96  | 980 | 10-0300-12  | JULIE DOOLEY<br>MACA Scholarship                                 | 250.00  | 18810.72 |
| Void check # 975 to Village of Marlborough (MACA Scholarship) |     |             |  | 250.00  | 18810.72 |
| 04/16/96  | 981 | 10-0100-05  | SHARA MEYER<br>Labels & Paper                                    | 21.72   | 18784.00 |
| 04/16/96  | 982 | 10-0100-18a | MAILBOXES, ETC.<br>Postage - Reporter                            | 80.25   |          |
|   |     | 10-0100-18b | Postage - Past Due Notice (Dues)                                 | 20.37   | 18683.38 |
| 04/16/96  | 983 | 10-0500-14  | CITY OF COLUMBIA<br>Printing Newsletter                          | 252.35  | 18431.03 |
| 04/26/96  | 984 | 20-0200-08  | MUSIC CITY SIGNS<br>MACA Banners                                 | 116.00  | 18315.03 |
| 04/26/96  | 985 | 40-0600-07  | REMARK<br>CCA Pins (330)   | 1007.00 | 17308.03 |
| 04/18/96  |     |             | INTERESTED EARNED  |         |          |
|   | 60  |             | April  | 19.88   |          |
| 05/02/96  |     |             | DEPOSIT  |         | 17327.91 |
|   | 10  |             | Membership Dues  | 245.00  |          |
| 05/17/96  |     |             | DEPOSIT  |         | 17572.91 |
|   | 10  |             | Membership Dues  | 175.00  |          |
| 05/24/96  | 986 | 20-0200-08  | SHARA MEYER<br>Conf. Exp.-regional maps/ribbons                  | 7.60    |          |
|   |     | 10-0100-05  | Paper for brochures  | 7.37    | 17732.94 |
| 05/24/96  | 987 | 10-0100-18b | MAIL BOXES, ETC.<br>Postage - Final Notice (Dues)                | 52.75   | 17680.19 |
| 05/24/96  | 988 | 20-0200-20  | WOLTMAN CO.<br>Award of Merit Plaque                             | 60.61   | 17619.58 |
| 05/24/96  | 989 | 10-0100-05  | JAMMEY BRANDES<br>Tape Recorder                                  | 187.80  | 17431.78 |
| 05/24/96  | 990 | 20-0200-08  | LODGE OF FOUR SEASONS<br>Lodging-NACM Representative             | 300.08  | 17131.70 |
| 05/24/96  | 991 | 20-0200-08  | RITA BOVINETT<br>Tips  | 7.00    | 17124.70 |
| 05/24/96  | 992 | 10-0100-18b | CITY OF DELLWOOD<br>Postage - Certificates                       | 7.73    | 17116.97 |
| 05/24/96  | 993 | 80-0900-21  | WOLTMAN CO.<br>Plaques (CCA)                                     | 1900.88 |          |
|   |     | 20-0200-08  | Ribbons (CCA, Officer, etc.)                                     | 64.00   | 15152.09 |
| 05/24/96  | 994 | 10-0800-23  | LISA THOMSON<br>Social Committee Exp.                            | 6.96    |          |
|   |     | 10-0800-02  | Tips   | 25.00   | 15120.13 |
| 05/24/96  | 995 | 20-0200-08  | ROBIN BRITT<br>Region Decorations                                | 11.39   | 15108.74 |

|          |      |             |                                   |          |          |          |
|----------|------|-------------|-----------------------------------|----------|----------|----------|
| 05/24/96 | 996  |             | LISA WESTFALL                     |          |          |          |
|          |      | 10-0300-09  | NACM Conf. - airfare              |          | 256.00   | 14852.74 |
| 05/24/96 | 997  |             | SIR SPEEDY PRINTING               |          |          |          |
|          |      | 20-0200-08  | Printing P&P                      |          | 225.00   | 14627.74 |
| 05/24/96 | 998  |             | CINDY SPAULDING                   |          |          |          |
|          |      | 20-0200-08  | Region Decorations (2 regions)    |          | 13.50    | 14614.24 |
| 05/24/96 | 999  |             | NANCY MORR                        |          |          |          |
|          |      | 20-0200-08  | Tips - Conference                 |          | 45.00    |          |
|          |      | 10-0100-16  | Meal - NACM Representative        |          | 38.57    | 14630.67 |
| 05/30/96 |      |             | DEPOSIT                           |          |          |          |
|          |      | 10          | Membership Dues                   | 105.00   |          |          |
|          |      | 30          | Meals Reimbursement - Conference  | 30.00    |          |          |
|          |      | 40          | Sale Items                        | 550.50   |          |          |
| 05/30/96 |      |             | INTEREST EARNED                   |          |          | 15216.17 |
|          |      | 60          | May                               | 21.72    |          | 15237.89 |
| 05/31/96 | 1000 |             | ORIENTAL TRADING                  |          |          |          |
|          |      | 10-0800-23  | Social Committee Prizes           |          | 570.73   | 14667.16 |
| 05/31/96 | 1001 |             | PAT SIEKERMAN                     |          |          |          |
|          |      | 10-0800-23  | Social Committee - soda & popcorn |          | 61.95    | 14605.21 |
| 05/31/96 | 1002 |             | ACCENT PRESS                      |          |          |          |
|          |      | 20-0200-08  | Printing Directory                |          | 749.51   | 13855.70 |
| 06/14/96 | 1003 |             | TODD THORNHILL                    |          |          |          |
|          |      | 20-0200-08  | Lodging-Conference Speaker        |          | 71.07    | 13784.63 |
| 06/14/96 | 1004 |             | NACM                              |          |          |          |
|          |      | 10-0300-09  | Registration Fee - Lisa Westfall  |          | 375.00   | 13409.63 |
| 06/24/96 |      |             | DEPOSIT                           |          |          |          |
|          |      | 20          | UMC-Conference Fees               | 16216.10 |          | 29625.73 |
| 06/19/96 |      |             | INTEREST EARNED                   |          |          |          |
|          |      | 60          | June                              | 18.66    |          | 29644.39 |
| 07/15/96 | 1005 |             | ROBIN BRITT                       |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29594.39 |
| 07/15/96 | 1006 |             | TONI JACOBS                       |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29544.39 |
| 07/15/96 | 1007 |             | LISA THOMSON                      |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29494.39 |
| 07/15/96 | 1008 |             | MARY ANN MCGRAIL                  |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    | 29469.39 |
| 07/15/96 | 1009 |             | RITA BOVINETT                     |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29419.39 |
| 07/15/96 | 1010 |             | COLLENE PADEN                     |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29369.39 |
| 07/15/96 | 1011 |             | PAT SIEKERMAN                     |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29319.39 |
| 07/15/96 | 1012 |             | HELEN EIDSON                      |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29269.39 |
| 07/15/96 | 1013 |             | JAMMEY BRANDES                    |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29219.39 |
| 07/15/96 | 1014 |             | SUSAN BARNES                      |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29169.39 |
| 07/15/96 | 1015 |             | NANCY MORR                        |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29119.39 |
| 07/15/96 | 1016 |             | SHEA STAFFORD                     |          |          |          |
|          |      | 10-0100-01  | Lodging - New Clerks Presentation |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - New Clerks Presentation  |          | 25.00    | 29069.39 |
| 07/15/96 | 1017 |             | JANET STEMM                       |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 29019.39 |
| 07/15/96 | 1018 |             | LISA WESTFALL                     |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 28969.39 |
| 07/15/96 | 1019 |             | KIM TRAYNOR                       |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    | 28944.39 |
| 07/15/96 | 1020 |             | ANDREA HOLLAND                    |          |          |          |
|          |      | 10-0100-01  | Lodging - June                    |          | 25.00    |          |
|          |      | 10-0100-02  | Travel - June                     |          | 25.00    | 28894.39 |
| 07/15/96 | 1021 |             | WOLTMAN CO.                       |          |          |          |
|          |      | 80-0900-21  | Replacement Plaque Plate          |          | 36.00    | 28858.39 |
| 07/15/96 | 1022 |             | LODGE OF FOUR SEASONS             |          |          |          |
|          |      | 20-0200-08  | Conference Expenses               |          | 18171.60 | 10686.79 |
| 08/14/96 | 1023 |             | MAIL BOXES ETC.                   |          |          |          |
|          |      | 10-0100-18a | Postage - Reporter                |          | 76.80    |          |
|          |      | 10-0100-18b | Postage - Directories             |          | 136.05   | 10473.94 |
| 08/14/96 | 1024 |             | AMSTERDAM PRINTING                |          |          |          |
|          |      | 10-0500-15  | Calendars                         |          | 428.69   | 10045.25 |
| 08/14/96 | 1025 |             | CITY OF COLUMBIA                  |          |          |          |
|          |      | 10-0500-14  | Printing Reporter                 |          | 194.67   | 9850.58  |
| 08/14/96 | 1026 |             | NOWELLS                           |          |          |          |
|          |      | 10-0100-16  | Flowers - Aimee                   |          | 34.77    | 9815.81  |
| 08/14/96 | 1027 |             | SHARA MEYER                       |          |          |          |
|          |      | 10-0100-05  | Paper (Brochures), manila env.    |          | 19.13    | 9686.68  |
| 08/14/96 | 1028 |             | LISA WESTFALL                     |          |          |          |
|          |      | 10-0300-09  | NACM Expenses                     |          | 49.65    | 9747.03  |
| 08/14/96 | 1029 |             | MO STATE CREDIT UNION             |          |          |          |
|          |      | 10-0100-03  | June Meeting - Meals              |          | 75.60    | 9671.43  |
| 08/21/96 | 1030 |             | MINUTEMAN PRESS                   |          |          |          |
|          |      | 50-0400-05  | Printing - New Clerks Info.       |          | 86.24    | 9685.19  |
| 08/21/96 | 1031 |             | CITY OF DELLWOOD                  |          |          |          |
|          |      | 50-0400-18  | Postage - Mail New Clerks         |          | 135.04   | 9450.15  |

|          |      |             |   |         |         |          |
|----------|------|-------------|---|---------|---------|----------|
| 09/13/96 |      |             | DEPOSIT   |         |         |          |
|          |      | 50          | New Clerks Fees                                   | 975.00  |         |          |
|          |      | 10          | Membership Dues                                   | 35.00   |         | 10460.15 |
| 09/13/96 | ***  |             | COST OF PRINTING CHECKS                           |         | 9.95    | 10450.20 |
|          |      | 10-0100-05  |   |         |         |          |
| 07/19/96 |      |             | INTEREST EARNED                                   |         |         |          |
|          |      | 60          | July  | 31.69   |         | 10481.89 |
| 08/19/96 |      | 60          | August  | 31.19   |         | 10513.08 |
| 09/19/96 |      |             | SERVICE CHARGE                                    |         | 15.57   | 10497.51 |
|          |      | 10-0100-05  |   |         |         |          |
| 09/19/96 |      |             | INTEREST EARNED                                   |         |         |          |
|          |      | 60          | September   | 15.97   |         | 10513.48 |
| 09/26/96 |      |             | DEPOSIT   |         |         |          |
|          |      | 10          | Membership Dues                                   | 35.00   |         | 10548.48 |
|          |      | 60          | New Clerks  | 575.00  |         | 11123.48 |
| 10/04/96 | 1032 |             | NANCY MORR  |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 11073.48 |
| 10/04/96 | 1033 |             | KIM TRAYNOR                                       |         |         |          |
|          |      | 10-0100-01  | Oct./New Clerks Meeting - Lodging                 |         | 50.00   | 11023.48 |
| 10/04/96 | 1034 |             | PAT SIEKERMAN                                     |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10973.48 |
| 10/04/96 | 1035 |             | LISA WESTFALL                                     |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10923.48 |
| 10/04/96 | 1036 |             | CINDY SPAULDING                                   |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10873.48 |
| 10/04/96 | 1037 |             | SHARA MEYER                                       |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10823.48 |
| 10/04/96 | 1038 |             | PAT SIEKERMAN                                     |         |         |          |
|          |      | 10-0100-01  | New Clerks Lodging                                |         | 25.00   | 10798.48 |
| 10/04/96 | 1039 |             | JANET STEMM                                       |         |         |          |
|          |      | 10-0100-01  | Oct./New Clerks Meeting - Lodging                 |         | 50.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10723.48 |
| 10/04/96 | 1040 |             | BONNIE SMITH                                      |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   | 10698.48 |
| 10/04/96 | 1041 |             | RITA BOVINETT                                     |         |         |          |
|          |      | 50-0400-05  | New Clerks Supplies - Folders                     |         | 20.75   |          |
|          |      | 10-0100-01  | Oct./New Clerks - Lodging                         |         | 50.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10602.73 |
| 10/04/96 | 1042 |             | ANDREA HOLLAND                                    |         |         |          |
|          |      | 50-0400-05  | New Clerk Supplies - Certificates                 |         | 19.98   |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10532.75 |
| 10/04/96 | 1043 |             | LISA M. THOMSON                                   |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10482.75 |
| 10/04/96 | 1044 |             | SUSAN BARNES                                      |         |         |          |
|          |      | 10-0100-01  | Oct./New Clerks Meeting - Lodging                 |         | 50.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   |          |
|          |      | 50-0400-05  | New Clerks Supplies - Soda                        |         | 50.00   | 10357.75 |
| 10/04/96 | 1045 |             | JAMMEY BRANDES                                    |         |         |          |
|          |      | 10-0100-01  | October Meeting - Lodging                         |         | 25.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10307.75 |
| 10/04/96 | 1046 |             | ROBIN BRITT                                       |         |         |          |
|          |      | 10-0100-01  | Oct./New Clerks Meeting - Lodging                 |         | 50.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10232.75 |
| 10/04/96 | 1047 |             | LINDA RENZ  |         |         |          |
|          |      | 10-0100-05  | Regional Supplies - Recorder                      |         | 69.59   | 10163.16 |
| 10/04/96 | 1048 |             | TONI JACOBS                                       |         |         |          |
|          |      | 10-0100-01  | Oct./New Clerks Meeting - Lodging                 |         | 50.00   |          |
|          |      | 10-0100-02  | October Meeting - Travel                          |         | 25.00   | 10088.16 |
| 10/04/96 | 1049 |             | HELEN EIDSON                                      |         |         |          |
|          |      | 10-0100-01  | October Meeting - Travel                          |         | 25.00   | 10063.16 |
| 10/04/96 | 1050 |             | VOID *** VOID *** VOID ***                        |         |         |          |
| 11/04/96 | 1051 |             | MO STATE CREDIT UNION                             |         |         |          |
|          |      | 50-0400-03  | New Clerk Meal                                    |         | 1146.68 |          |
|          |      | 50-0400-05  | New Clerk Lodging - Ullom                         |         | 60.76   |          |
|          |      | 10-0100-05  | ????  |         | 74.86   | 8780.86  |
| 11/04/96 |      |             | DEPOSIT   |         |         |          |
|          |      | 10          | Membership Dues                                   | 175.00  |         |          |
|          |      | 50          | New Clerks Training Fee                           | 100.00  |         |          |
|          |      | 90          | Donation  | 50.00   |         | 9105.86  |
| 11/04/96 | 1052 |             | MARRIOTT'S TAN-TAR-A                              |         |         |          |
|          |      | 10-0100-03  | October Meeting - Meals                           |         | 190.52  | 8915.34  |
| 11/04/96 | 1053 |             | RD'S INSTANT PRINTING                             |         |         |          |
|          |      | 50-0400-05  | New Clerks Supplies - Handouts                    |         | 73.50   | 8841.84  |
| 11/04/96 | 1054 |             | NANCY MORR  |         |         |          |
|          |      | 10-0100-16  | Flowers - Paden                                   |         | 37.09   | 8804.75  |
| 11/21/96 | 1055 |             | SHARA MEYER                                       |         |         |          |
|          |      | 10-0100-05  | Supplies - Paper (X-mas Letter/Membership)        |         | 29.91   | 8774.84  |
| 10/20/96 | 60   |             | INTEREST EARNED                                   | 12.15   |         | 8786.99  |
| 11/19/96 | 60   |             | INTEREST EARNED                                   | 21.76   |         | 8808.75  |
| 11/19/96 | 10   |             | VOID CHECK #949                                   | 25.00   |         | 8833.75  |
| 11/19/96 |      | 10-0100-05  | BANK CHARGES (.45 credit chg.+ .50 dep. Item chg) |         | .95     | 8732.80  |
| 11/21/96 | 1056 |             | ACCENT PRESS                                      |         |         |          |
|          |      | 10-0100-05  | Supplies - Envelopes                              |         | 68.24   | 8764.56  |
| 11/21/96 | 1057 |             | CTI CONFERENCE TAPING                             |         |         |          |
|          |      | 10-0100-05  | Library Supplies                                  |         | 16.50   | 8748.06  |
| 11/21/96 | 1058 |             | CITY OF COLUMBIA                                  |         |         |          |
|          |      | 10-0500-14  | Printing - Newsletter                             |         | 135.96  |          |
|          |      | 10-0100-05  | Folding - Member Apps./X-mas Letter               |         | 11.85   | 8600.25  |
| 12/17/96 | 1059 |             | KEEPSAKE PRODUCTIONS                              |         |         |          |
|          |      | 10-0100-04  | Group Photo                                       |         | 75.58   | 8524.67  |
| 12/17/96 | 1060 |             | AMSTERDAM PRINTING                                |         |         |          |
|          |      | 10-0100-05  | Membership Labels                                 |         | 49.94   | 8474.73  |
| 12/17/96 | 1061 |             | MAIL BOXES, ETC.                                  |         |         |          |
|          |      | 10-0100-18b | Postage - Newsletter, Calendars, Mem. App.        |         | 296.22  | 8178.51  |
| 12/17/96 |      |             | DEPOSIT   |         |         |          |
|          |      | 10          | Membership Dues (75)                              | 2625.00 |         | 10803.51 |
| 12/18/96 | 60   |             | INTEREST EARNED                                   | 15.65   |         | 10819.16 |

# 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"
- \_\_\_\_\_ "JUSTICE AT FIRST HAND, ETHICS AND PROFESSIONALISM"-Part 1 & 2
- \_\_\_\_\_ "IMPLEMENTING YOUR CASEFLOW MANAGEMENT KNOWLEDGE"-Part 1 & 2
- \_\_\_\_\_ "WHAT DO JUDGES REALLY WANT?-Issues in Court Governance"-Part 1 & 2
- \_\_\_\_\_ THINKING IN THE FUTURE TENSE
- \_\_\_\_\_ THE JUDGE/ADMINISTRATOR TEAM: FACING THE CHALLENGES OF THE FUTURE

## 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 (2)
- \_\_\_\_\_ THE COURT ADMINISTRATOR-A Manual
- \_\_\_\_\_ MEDIA GUIDE-NACM
- \_\_\_\_\_ COURT SECURITY GUIDE-NACM
- \_\_\_\_\_ TECHNOLOGY INFORMATION SERVICE-Vendor List
- \_\_\_\_\_ A PRIMER FOR THE TECHNOLOGICALLY CHALLENGED JUDGE
- \_\_\_\_\_ SUCCESSFUL SELF-MANAGEMENT
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- \_\_\_\_\_ DEVELOPING COMPREHENSIVE PUBLIC INFORMATION PROGRAMS FOR COURTS

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

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

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

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

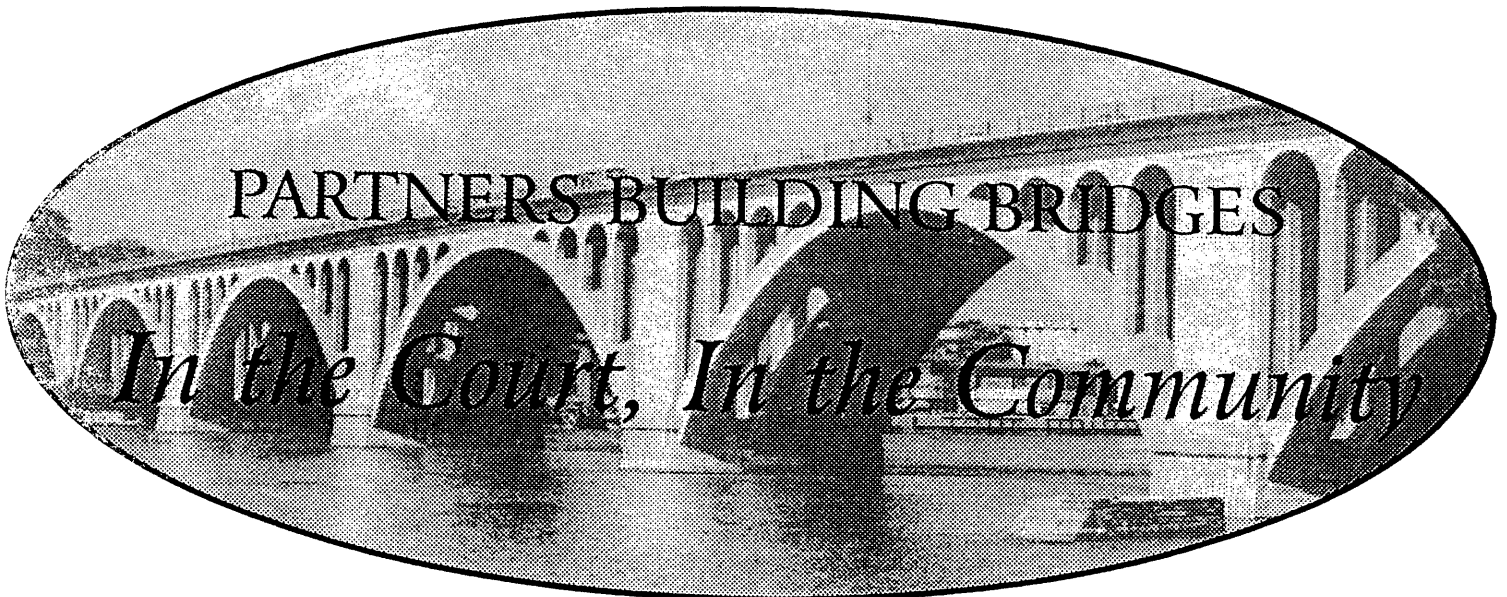
**COURT ADMINISTRATOR -- Court of Common Pleas, Bucks County, PA.**

The position will become vacant as of December 31, 1997. Applications from those interested in applying are now being solicited. The Court of Common Pleas of Bucks County is a court of general trial jurisdiction consisting of 11 common pleas judges and 19 district justices of the peace, (courts of limited jurisdiction). The County of Bucks has a population of roughly 600,000 and is situated on the northern border of Philadelphia. Qualifications: Law degree or a master's degree in judicial administration or related field or ten years of experience in court management in a top level supervisory capacity. Applicants should have broad experience in the following aspects of court management: personnel and labor relations; budgets and fiscal management; caseload and calendar management; facilities management; jury administration, the use of the latest technology in enhancing court operations, planning, research and development; and inter-governmental relations. Included within the scope of the management responsibility of the Court are the departments of Juvenile Probation (including a juvenile detention center), Adult Probation, Domestic Relations (responsible for the establishment and enforcement of the obligation of support of families), and the Law Library. Management services are provided to these departments by the Office of Court Administrator. Salary in the mid-sixty thousand dollar range and includes an attractive benefits program. Closing date: July 1, 1997. Interested applicants should send their resume to: Hon. Isaac S. Garb, Courthouse, Doylestown, PA 18901. EOE. (3/13/97)

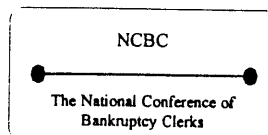
# 1997 JOINT ANNUAL CONFERENCE



WASHINGTON, D.C.  
July 12-18, 1997  
Marriott Crystal Gateway Hotel



NATIONAL ASSOCIATION  
FOR COURT MANAGEMENT



## CERTIFIED COURT ADMINISTRATORS

The following members were certified at the March Board Meeting:

|                        |                     |
|------------------------|---------------------|
| Penny Berry            | Julianne Price      |
| Beverly Biegel         | Donna Rhodus        |
| Brenda Christian       | Nancy Rimmer        |
| Gail Foley             | Tina Simons         |
| Diann Heister          | Barbara Smith       |
| Denise Laird           | Monica Van Stratten |
| Janice Ledbetter-Piper | Elizabeth Vreeland  |
| Evelle Lyall           | Mary Woodruff       |

This brings the total number of certified court administrators to 106! Congratulations to everyone!

## INTERNET INFORMATION

If you have an e-mail address on the Internet and would like to have it published in the Reporter, please mail or fax this information to me. You can send information to me at (get out your pencils - its a long address!):

smeyer02@pop.coin.missouri.edu

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## MEMBERSHIP RENEWAL

REMINDER: MEMBERSHIP DUES MUST BE PAID BY MAY 1, 1997 IN ORDER TO VOTE AT THE ANNUAL CONFERENCE.

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**"Don't take life too seriously. You'll never get out of it alive" - - Elbert Hubbard**

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**"We're here on earth to do good for others. What the others are here for, I don't know." - - W.H. Auden**

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION  
C/O COLUMBIA MUNICIPAL COURT  
600 EAST BROADWAY  
COLUMBIA, MISSOURI 65201