



MACA REPORTER

A Publication of the Missouri Association For Court Administration

VOLUME 48

SPRING 2001

2000-2001 MACA OFFICERS

PRESIDENT

Jamney Brandes, Cooper County

VICE PRESIDENT-ELECT

Shara Meyer, Columbia

SECRETARY

Andrea Holland, Sullivan

TREASURER

Kathy Kearse, Rolla

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Lisa Westfall, Branson

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Lisa Thompson, St. Charles

Mary Ann McGrail, Retired

Donna Johnson, Overland

REGION I

Greg White, St. Peters

REGION II

Janet Gustin, Liberty

REGION III

Robin Ausmus, Macon

REGION IV

Aline Hollinger, Fredericktown

REGION V

Larry Myers, Joplin

REGION VI

Glenda Atkinson, Cameron

REGION VII

Pam Jackson, Moberly

REGION VIII

Cindy Stranghoener, Owensville

REGION IX

Vaunda Logan, Springfield

PRESIDENT'S MESSAGE

May is fast approaching. The March board meeting was spent hashing-out the details for the upcoming annual conference. The annual conference is always in some stage of planning. At times planning appears intense and frantic, while at other times it seems almost dormant or non-existent, but those involved are always aware that with each day, the time grows shorter for decisions to be made and enacted. Until you have actually worked on a committee planning a conference, you do not realize how much time and effort it takes. Since planning never seems to stop, MACA's annual conference is always exciting. Programs, ideas, and thoughts are already being kicked around for 2002. It is gratifying to me that the membership is active in the planning and participating in this educational endeavor. In May, while we are at Tan-Tar-A, take a minute to thank the members of the committees and the board for all the work they do (in addition to their jobs and families) to make the annual conference an enjoyable event.

The theme for this year's conference is "*A Court Odyssey — MACA Spring Educational Program*". The education committee has put together a very impressive agenda. Nationally known speakers from around the country are scheduled each day. I had the privilege of hearing Dr. Arthur Lange in Kansas City last year at the NACM midyear conference. He is a very dynamic speaker to open this year's conference. I know you will benefit from his message. The rest of the agenda will enhance your education both professionally as well as personally. I believe you will go home with a renewed sense of self.

A major part of any conference is the interaction with other participants that almost guarantees you'll return to your court with a renewed sense that you are not alone in your challenges. This is a great time to make new acquaintances and renew the old ones. What better time to voice any concerns or problems you may be having at work. More than likely we too have had the same ones. Maybe one of your fellow clerks can offer a suggestion or some advice on how to solve the issue. You never know unless you ask.

Did I mention fun? No conference can be all educational. The social committee has planned activity-packed events for each day concluding with Thursday night's "Planet of the Apes". There will be a DJ, games, karaoke and "crowd entertainment" (whatever that is??). I believe we might be in for some real entertainment from some of the board of directors. Hints of singing, dancing, and costuming were being whispered at the board meeting. You may want to bring your cameras. Your candid shots could be worth some money to you later on. Some clerks will pay substantially to suppress photos. Don't forget the prizes. There will be prizes given away each day at the sessions and at the social events. So come to conference prepared to learn something new, to wind down and relieve some of the stress from work, and to have some fun.

Since this is the last time I will be writing as your president, I want to take this opportunity to thank the membership for allowing me to serve them for the last fourteen years. I have especially enjoyed my two years as president,

Submit articles to:

Lisa Westfall

Court Administrator

110 W. Maddux, Suite 205

Branson, MO 65616

fax: 417-335-4354

continued on page 2

continued from page 1

but the preceding twelve years that I was learning the job were also fun. I have seen great changes since 1987 when I first went on the Board. Our association has grown in membership from 100 in 1987 to over 400 in 2000. Educational programming has continued to change as the needs of the association have changed. We have instituted programs like the new clerk's seminar for our rookie clerks and professional advanced education for those of us that have been around for a while. The certified court administrator program was begun in 1995. We now have over 150 certified court administrators with another twenty-two to receive their plaques this May. We have seen the working relationship with the Office of State Courts Administrator grow and improve so that now municipal courts have their own court specialist and an education sub-committee to offer suggestions for educational programming in the fall. I will spend my last two years on the Board as immediate past president. This position is an advisory one and as most of you know I am never short on advice or suggestions.

Take care, until May,
Jammey

MARK YOUR CALENDARS - 2001

- | | |
|----------------------------|---|
| May 1: | MACA Dues Must Be Paid to Vote at Conference |
| May 2, 3, 4: | Court Clerk College sponsored by OSCA, Jefferson City |
| May 21-25: | MACA Annual Conference, Tan-Tar-A |
| July 15-20: | NACM Annual Conference, New Orleans |
| September 28: | OSCA Regional Training, Cape Girardeau |
| October 5: | OSCA Regional Training, Springfield |
| October 12: | OSCA Regional Training, Columbia |
| October 17, 18, 19: | Court Clerk College sponsored by OSCA, Jefferson City |
| October 19: | OSCA Regional Training, Kansas City |
| November 2: | OSCA Regional Training, St. Louis |
| March 2002: | NACM Midyear (Gulf Coast Area) |
| July 19-26, 2002: | NACM Annual Conference, Portland, Oregon |
| March 2003: | NACM Midyear (Canadian Border Area) |
| March 2003: | NACM Annual Conference, Washington, D.C. |

MACA BUSINESS MEETING MINUTES

Tuesday, May 23, 2000

Jammey Brandes, President, called the Missouri Association for Court Administration Business Meeting to order at 8:30 a.m., Tuesday, May 23, 2000. The Business Meeting was held in Salon B at Tan-Tar-A located in the Lake of the Ozarks, Missouri.

Shara Meyer, Conference Chairperson, introduced Brent Parker from Marriott's Tan-Tar-A who welcomed MACA back to the Lake. Mr. Parker stated that it was Tan-Tar-A's goal to make the 2000 Conference a success. He stated that if anyone needed him or a member of his staff at any time during the week all anyone had to do was call and they would do their best to solve the problem or answer any questions.

Shara then introduced Sharon Reed from the Missouri Training Institute. Mrs. Reed stated that she would be representing the University of Missouri-Columbia at the Conference. She stated that she would be happy to answer any questions pertaining to registration and/or the Certification Program to the best of her abilities. Shara and Andrea Holland, Conference Co-Chairperson, then welcomed all MACA members to the Conference. Both Shara and Andrea stated that it was their goal to serve the membership the best way they could. If anyone had any questions or problems during the Conference, all they needed to do was contact either Shara or Andrea.

Jammey then gave her Presidential Address to the membership. Jammey formally welcomed everyone to the 2000 MACA Conference. She stated that she hoped everyone learned something of value to take back to their city and that she hoped they had fun during the week.

Jammey then introduced the 1999 - 2000 Board Members to the membership.

Jammey introduced Larry Myers from the City of Joplin as the NACM representative for this year's Conference. Larry was elected to the NACM Board as the Rural Court's Director.

Janet Gustin, Region 2 Director, then came forward and presented the By Law Amendments that would be voted on at the Wednesday Board Meeting.

Due to a death in the family, Lisa Westfall, Immediate Past President, was unable to attend Tuesday's Business Meeting. In her absence, Jammey read the Slate of Officers for the Wednesday election. They were: Region 2 Director, Janet Gustin, Liberty. Region 4 Director: Aline Hollinger, Fredricktown. Region 6 Director: No candidate. Region 8 Director: Cindy Stranghoener, Owensville. Jammey also presented a letter of Resignation from Region 7 Director, Gary Millard.

There being no further business and no announcements, Jammey adjourned the business meeting at 9:05 a.m.

MACA BUSINESS MEETING MINUTES

Tuesday, May 24, 2000

Jammy Brandes, MACA President, called the Missouri Association for Court Administration Business Meeting to order at 9:00 a.m. The Business Meeting was held in Salon B at Tan-Tar-A located in the Lake of the Ozarks, Missouri.

Andrea Holland, MACA Secretary, determined that there was a quorum of the membership present. **Andrea then presented the minutes of the May, 1999 Business Meeting for membership approval.** The minutes had been printed in the MACA Reporter. Andrea asked if anyone had questions regarding the minutes. There being no questions, Jammy asked for a motion to accept the minutes as printed. Mary Ann Otto, Ste. Genevieve made the motion to accept the minutes. Motion was seconded by Rita Bovinett, Dellwood and was passed by the membership.

Kathy Kearse, MACA Treasurer, then came forward and presented the **Treasurer's Report.** Kathy stated that the year to date totals were: \$53,742.03 (checkbook), \$15,200.01 (certificate of deposit) and \$194.84 (savings accounts) for a grand total of \$69,136.93. Kathy stated that all the Treasurer records were available, should any member want to view them. Jammy called for questions, there being none, then asked for a motion to accept the Treasurer's Report. The motion was made by Sharon Toland, Ferguson and seconded by Carol Bean, Union. Motion passed.

Lisa Westfall, Immediate Past-President, then came forward and presented the **Slate of Officers.** Lisa explained that since there were no contested races that all that would be needed was a vote from the membership to accept the Slate of Officers. The Slate read as: Region 2 Director: Janet Gustin, Liberty. Region 4 Director: Aline Hollinger, Fredericktown. Region 8: Cindy Strangoener, Owensville. Beverly Biegel, Gladstone made a motion to accept the Slate of Officers as read. Pam DeVault, Lees Summit seconded the motion. Motion passed.

Jammy then stated that since there was no candidate for Region 6 Director and with the resignation of Gary Millard in Region 7, she would now make appointments from the membership to fill the vacancies. Jammy then appointed Glenda Atkison, Cameron as the Region 6 Director and Pam Jackson, Moberly as the Region 7 Director.

Jammy then called for the **Committee Reports.**

Due to illness, Shara Meyer, Conference Chairperson, was unable to attend the meeting. Andrea Holland, Conference Co-Chairperson, came forward and gave a brief **Conference Committee Report.** Andrea stated that both she and Shara had worked hard to make things flow smoothly between the Association and Tan-Tar-A. Andrea stated that she hoped the membership was enjoying the conference. Andrea ended her report saying that at the end of the week, they would be starting work on the 2001 Conference.

Janet Gustin presented the **Awards and Scholarship Report.** Janet stated that MACA had awarded four scholarships this year to members. Three of the scholarship winners were present at the Conference. Janet then introduced Pamela Parr,

Laurie; Shirley Bohlken, Smithton and Kathleen Roettering, Crestwood. The fourth scholarship winner had to cancel her reservations at the last moment and was unable to attend.

Robin Ausmus then gave her **Automation Committee Report.** Robin stated that she and Shara had been working on creating the MACA web page. She stated that as soon as the web page was functional an announcement would be made in the MACA Reporter. Robin then stated that the 3rd Judicial Circuit has recently went live with the BANNER program. She reported that 38 counties were now using the Jefferson City Collection Center for centralized fine collections.

Janet and Lisa then came forward and presented the **By-Law Amendments** for voting. Each amendment was read and a vote was then called for. Amendment #1. Motion to accept by Diane Krosnicki, Bel-Nor. Seconded by Sharon Toland, Ferguson. Motion passed with a voice vote from the membership. Amendment #2. Motion to accept by Chris Northcutt, Wildwood. Seconded by Wanda Lowe, Rogersville. Motion passed.

Pam Jackson and Gary Millard came forward to give the **Education Committee Report.** Pam recognized all the members of the Education Committee and thanked them for all their hard work. Pam also thanked those MACA members who had served as host/hostess, door people and floor people during the Conference. She then made a couple of program announcements regarding the order of the Friday sessions. Pam also stated that she felt it was beneficial to have the Judges present for some of the educational sessions this year.

Andrea then came forward as chairperson of the **Finance Committee** and gave a brief report. The purpose of the Finance Committee is to prepare the budget each year. Andrea explained that the committee meets, comes up with a draft budget which is presented at the first Board Meeting after conference, then the draft is printed in the MACA Reporter for questions. The draft budget is then voted on at the October Board Meeting and goes into effect in January of each year.

Greg White was unable to attend the meeting and there was no **Historian Report.**

Rick Thompson presented a **Legislative Report.** Rick stated that there had not been a lot of legislation this year which would effect the Municipal Courts. He touched briefly on the changes in the Mandatory Insurance Law and the Graduated Driver's License Law.

Kathy and Rick then presented the **Membership Report.** Kathy stated that the membership now stood at 420 members with 62 new/replacement members. After a round of applause, Rick stated that the Annual Membership Drive was held in November.

Robin reported on the **New Clerk's Seminar** and the formation of an **Advance Clerk's Seminar** to be held the following day. New Clerk's Seminar (for clerks with 2 years or less job experience) was scheduled for Thursday, September 14, 2000 with the Advanced Clerk's Seminar (clerks with three or more years job experience) on Friday, September 15, 2000. Both sessions would be held at the Best Western in Columbia.

continued on page 4

continued from page 3

Linda Simino came forward and gave a brief **Policy and Procedures Report**. Linda explained that Policy and Procedures are the rules that the MACA Board follows to conduct Association business. Linda stated that necessary changes are made to this document during Board Meetings.

Jammy then advised the membership, that due to the increase in membership and the increase in printing costs, the By-Laws as well as the Policy and Procedures would be distributed on a request only basis. Any member wishing a copy of either document, need only to contact a Board Member and one would be mailed to them.

Lisa then gave the **Publications Report**. Lisa stated that this year there had been three MACA Reporters. Her goal was to have four published next year. Lisa invited members to submit articles for the Reporter at any time and they would be used as space allowed.

Larry Myers, Social Chairman, came forward and gave his **Social Committee Report**. Larry recognized Region 5 members for all their hard work. And Janet Stemm, Duquesne as the President of Region 5 in particular. Larry then outlined all the activities for the week. The two Early Bird Walks, the Princess Cruise, as well as the Judge's Social on Wednesday night and the MACA Carnival on Thursday.

Jammy then announced that the **Vendor Display** would be on Thursday and asked that everyone drop in.

Finishing with the Committee Reports, Jammy then moved on to **Old Business**. Jammy announced that last year MACA had been awarded a Grant from SJI. The Grant was for \$5,000.00. Larry Myers was the administrator of the Grant and in conjunction with Frank Broccolini, NACM had been sending out survey regarding Case Flow Management. The purpose of the Grant was to develop a curriculum regarding Case Flow Management that would be taught to court administrators throughout the state. The Grant would come to a conclusion the end of June, 2000.

Andrea then came forward to discuss the Tax Exempt Status of the Association. Andrea stated that the Board had been working on this problem for approximately two years without success. At the March Board Meeting it was decided that for the present time, MACA would stop trying to obtain Tax Exempt Status. Andrea did report that MACA had received a status that provided that MACA did not have to file yearly taxes.

Jammy then called for **New Business**.

Jammy introduced Joe Silsby and Mary Brunnell from the Office of the State Courts Administrators Office in Jefferson City. Joe and Mary serve as Education Specialists dealing with Education for Court personnel. Mary had replaced Debra Thompson at OSCA and would be dealing with the Education Sub-Committee. Joe stated that their main goal at the Conference would be to speak with court administrators and gather new ideas for upcoming training sessions sponsored by OSCA.

Jammy announced that there had been 292 court administrators sign in for the Conference to date. She stated that MACA was expecting several additional clerks to sign

in for Thursday's session.

There being no further business to discuss, Jammy entertained a motion for adjournment. Robin Ausmus, Macon made a motion to adjourn. The motion was seconded by Jan Wesche, Overland. The meeting was adjourned at 9:50 a.m.

REGION IX COMMITTEE REPORT

by Vaunda Logan, Director

Region IX Semi-Annual Meeting was held at Springfield Municipal Court March 9, 2001, 3-5 p.m. The social theme was "Victorian" and the educational presentation by Jody Austin, Probation Officer of Springfield Municipal Court, was on Moral Reconciliation Therapy (MRT).

The educational presentation drew interest from individuals outside our MACA Regional members. There were four Judges in attendance, one State Probation Officer, one Prosecuting Attorney and two representatives of Sigma House who were interested in the MRT program. In all, there were over thirty people attending the presentation.

BUDGET CONSIDERATIONS

Conference Registration Fees

At the close of this year's conference, the Board of Directors will be considering raising conference registration fees. After reviewing the cost of the 2001 conference and whether or not the conference is paying for itself, the Board may consider raising the registration fee from \$125.00 per person to \$150.00 per person. The Board wanted to notify members so that amendments can be made in your City's budget.

We have not raised the conference registration fee for over ten years. MACA is providing more meals, coffee breaks and soda breaks to better serve the membership. The costs of these extras as well as more quality speakers throughout the past years have increased the cost incurred by MACA. If you have any questions or concerns, please contact your Regional Director or any officer.



MACA 2001 ANNUAL CONFERENCE BY-LAW PROPOSALS FOR MAY 23, 2001 BUSINESS MEETING

P/C Means Proposed Change - Contact Person: Vaunda Logan 417-864-1363

ARTICLE IV: OFFICERS

1. **Treasurer:** *Article IV - Officers*
Paragraph #2 Under Treasurer
Article IV - Officers

He/she shall submit his/her records for an audit as required by the President or by whomsoever the President has designated for the auditing. The outgoing Treasurer shall, at the close of the Annual Meeting, (...) **(P/C: a financial review....the financial review...)**

PROPOSAL: ADD ITEMS AND #8 & #9 BELOW:

8. **Professional Development Director:**
Article IV - Officers

The Director of Professional Development shall be an elected position. The Director must be a regular member of the Association. The term of office shall be two years, commencing at the close of the Annual Meeting at which they are elected and ending after two years at the close of the Annual Meeting. ** (Upon the passage of this amendment at the close of the Annual Conference, the President shall appoint an individual from the active membership to fill this position.)

The Director of Professional Development will serve as Chair for the Education Committee/Professional Development Committee. The Director shall appoint an assistant co-chair for the Annual Education Conference held in the spring and an assistant co-chair for the Professional Development Education Training held in the fall. It shall be the responsibility of the Director of Professional Development to oversee the establishment of the agenda for the Annual Conference and the Professional Development seminar within budgetary guidelines. The Director will serve as the Association liaison when working with OSCA, NACM, SJI and other court related associations when developing educational opportunities.

9. **Membership Director:** - *Article IV - Officers*

The Membership Director shall be an elected position. The Director must be a regular member of the Association. The term of office shall be two (2) years, commencing at the close of the Annual Meeting at which they are elected and ending after two years at the close of the Annual Meeting. ** (Upon the passage of this amendment at the close of the Annual Conference, the President shall appoint an individual from the active membership to fill this position.)

The membership Director will serve as Chair for the Membership Committee/Membership Drive Committee. It shall be the responsibility of the Membership Director to send membership statements to current members, final notices and membership certificates when appli-

cable. The Membership Director will, with the assistance of the Membership Committee, conduct the annual membership drive in November. All documents, labels, rosters, membership phone directories, etc., will be maintained by the Director.

ARTICLE V: EXECUTIVE BOARD

2. **Number:** *Article V - Executive Board*

The Executive Board shall consist of ~~five (5) Officers, including Immediate Past President, and at least six (6) Directors, excluding all other Past Presidents. The Board will be constituted as follows:~~ *(P/C: — entire paragraph:)* The Executive Board shall consist of seven (7) Officers, consisting of President, Vice-President Elect, Secretary, Treasurer, Immediate Past-President, Professional Development Director and Membership Director, and *at least six (6) Region Directors. The Executive Board will be constituted as follows:*

- A. The ~~five (5)~~ Officers as defined in Article IV of these By-Laws.
- B. At least six (6) **Directors** and no more than ten (10) **Directors** (as defined as one from each Region, which are established by the Executive Board). In order to be eligible. . . . *(P/C: seven (7) . . . Region Directors . . . x2)*
- C. ~~Each Director may appoint no more than two (2) members to assist in MACA Regional Training Meetings. These assistants shall be members in good standing of MACA. Registration to said Regional Training Meetings and one meal shall be paid for by MACA. This position shall be non-voting.~~
(PROPOSAL: Delete entire paragraph. . . we feel that it is mute since we have budgeted \$150 per Region per year funding for meetings, etc.)

3. **Terms:** *Article V - Executive Board*

After the first term of office after adoption of this section, **Directors** shall serve two (2) year terms. *(P/C: Region Directors)*

- A. One half of the **Directors** shall be elected at each Annual Meeting. Odd numbered **Directors** will run for office in odd numbered years, even numbers **Directors** will run for office in even numbered years. **Directors** shall take office immediately after the conclusion of the Annual Meeting at which they are elected. *(P/C: Region Directors)*
- B. No member of the Executive Board may serve consecutive terms of office in the same position unless he/she has been appointed to fulfill the un-expired

continued on page 6

continued from page 5

term of a vacated position. The exception shall be in the position of **Director**. **Directors** may serve consecutive terms of office should they wish to run for a second term. (P/C: **Region Director(s)**)

ARTICLE VII: COMMITTEES

2. ~~Awards: Committees~~

P/C: **Awards & Scholarships:**

Article VII - Committees

It shall be the responsibility of this committee, with the Executive Board's approval, for award presentations at the Annual Meeting.

3. ~~By-Laws: - Committees~~

P/C: **By-Laws / Policy & Procedures:**

Article VII - Committees

The duty of this committee shall be to review the **Bylaws** of this Association as to their practicality and application. ~~The committee shall also review the needs of the Association for amending or adding to the By-Laws.~~ It shall make a report of its findings to the Executive Board. (P/C: . . . By-Laws and Policy & Procedures . . .) (P/C: **Cut this sentence as it is redundant — same as previous sentence.**)

4. ~~Education: Committees~~ (P/C: **Professional Development: Article VII - Committees Alpha Order if amended**)

~~The education committee shall~~ be responsible for the planning and the development of the educational programs at the meetings of the Association as approved by the Executive Board. This committee . . . (Proposed: **The Professional Development Committee, under the direction of the Director of Professional Development shall . . .**)

> ~~Subcommittee A:~~ Certification Committee: (P/C: **Professional Development Subcommittee A:**)

This committee shall consist of the President, Vice President-Elect and one member of the University of Missouri. It is their duty . . .

> ~~Subcommittee B:~~ Continuing Certification Committee: (P/C: **Professional Development Subcommittee B:**)

This committee shall consist of the President and ~~one other member of the Executive Board~~ and one member of the University of Missouri. It is their duty to . . .

(Proposed: **the Director of Professional Development**)

1. Be a member in good standing with MACA.
2. Complete the ten (10) contact hours of continuing education.

a. Through e. _____.

3. Fill out the form provided by the Missouri Training Institute, University of Missouri and submit along with your documentation of the ten (10) **hours**.

(P/C: **contact hours.**)

In the case of extenuating circumstances (military duty, lengthy illness, etc.) that prohibits a Certified Court Administrator from completing their ~~ten hours~~ of sustaining education, the Certification Committee . . . (P/C: **ten contact hours**)

6. **Finance Committee:** - *Article VII - Committees*

It shall be the responsibility of the Finance Committee to oversee and review the financial obligations of the Association. (....) The Finance Committee shall make the arrangements, with the appointment from the President, for the annual **audit**, which is to be done by a party outside the Association. Once the **audit** is complete, the financial committee will make a written report of the ~~auditor's findings~~ for presentation to the Association. (....) (P/C: **financial review . . . results of the financial review. . .**)

9. **Membership:** - *Article VII - Committees*

~~The Membership Committee~~ shall be responsible for the recruiting of members, the circulation of information about our Association (....) (P/C: **the Membership Committee, under the direction of the Membership Director, shall . . .**)

10. **Nominations:** - *Article VII - Committees*

As defined by Article IV of these By-Laws, the Immediate Past-President shall be the designated chairperson. (....) They shall prepare the ballots for Officers and **Directors** to include all the declarations of candidacy that were submitted in the order that they were received. (....) (P/C: **Region Directors**)

*** (P/C): **Professional Development: - Committees . . . if Amendment Passes, place Professional Development here.)**

ARTICLE VIII: FINANCES

2. **Dues:** - *Article VIII - Finances*

The dues of this Association shall be as follows:

- a. Active membership: **The annual dues shall be set by the Executive Board before each Annual Meeting.** (See Below: #3 Pmt)

3. **Payment:** - *Article VIII - Finances*
 Dues shall be paid on a calendar year basis which shall be on January 1st. ~~Yearly dues are set by the membership at \$35.00.~~ In order to be eligible to vote at the Annual Business Meeting, dues must be paid by May 1st of that year. (....) There shall be no refunds. (Proposed: **Membership dues shall be set by the Executive Board.**)

ARTICLE X: EFFECTIVE DATE

The By-Laws herein before set forth shall become effective immediately upon approval of a majority of the members present and voting on the question on May 23, 2001. (**Change to Appropriate Date.**)

If Above Proposals are passed May 23, 2001, Reflected below are the Changes to the By Law Table of Contents:

ARTICLE IV: OFFICERS Page 6

- > **Officers**
- > **Vacancies**
- > **President**
- > **Vice-President Elect**
- > **Secretary**
- > **Treasurer**
- > **Immediate Past-President**
- > **Professional Development Director**
- > **Membership Director**

ARTICLE VII: COMMITTEES Page 11

- > **Annual Conference**
- > **Automation**
- > **Awards & Scholarships**
- > **By-Laws / Policy & Procedures**
- > **Finance**
- > **Historian**
- > **Legislative**
- > **Membership**
- > **Nominations**
- > **Professional Development**
- > **Publicity & Publications**
- > **Social**
- > **Vendors**



2001 DECLARATION OF CANDIDACIES

The following people have submitted their names for candidacies for the Board of Directors of MACA. The election of officers will be held in May at the Annual Conference.

**VICE-PRESIDENT ELECT
 ANDREA HOLLAND**

My name is Andrea Holland and I am seeking the position of Vice-President Elect. I am the Municipal Court Administrator for the City of Sullivan. I have held this position since April, 1988. The City of Sullivan is a town of approximately 6500 people. We hold court three times a month.

I have been an active member of MACA since 1988. During these years, I have seen the Association grow from a membership of less than 100 to our now 400 plus members. We have undergone many changes in the past 12 years. MACA is a very diverse organization, one in which large courts are represented, as well as small courts. Administrators who have several employees under their supervision, as well as the single person office, not forgetting the multitasked clerk have all found a place in the Association.

I have served on the MACA Board since 1994. It has been my honor to serve the membership as the Region 8 Director, the Treasurer and in my current position as the Secretary.

I received the title of Certified Court Administrator by MACA and the Missouri Training Institute in 1995.

The highlight of my years with MACA had to have occurred at last year's conference. When I, along with former President Lisa Westfall were presented with the 2000 Award of Merit. Simply to be nominated for this award was a great honor for me. But to actually win, was more than I could fathom. And to have won the award with my friend, Lisa, made the award even more special.

I can only say that if I am elected as the Vice-President Elect my goal would be to try and continue on with the goals set by the MACA Board (both past and present) for the Association members. The number one goal being to continue to provide quality education for the membership and helping each qualified member to achieve their goal of being a Certified Court Administrator.

Thank you for considering me for this position and I look forward to seeing each of you in May at Tan-Tar-A.

continued on page 8

VICE-PRESIDENT ELECT RICK THOMPSON

Rick has worked for the Springfield Municipal Court since October 1994. Prior to that, he served as a Legal Officer in the United States Marine Corps for approximately 21 years. He has a Bachelor of Science degree from Southern Illinois University at Carbondale, Illinois. He is presently attending Webster University and will graduate in December 2001 with a Masters in Business Administration (MBA). During his tenure in the legal field, he has conducted numerous courses and seminars. Rick has taught classes on Conflict Resolution at the New Clerks Seminar, Legal Advice vs. Court Information at the Advance Clerks course, and a Probation Collections course at MACA's Annual Conference. He has been a member of MACA for six years, and has served on MACA's Executive Board for three years. While on the Executive Board, he chaired the education, awards, membership, legislation, and new clerks committees. Further, he has served as the Region Director of both Regions IX and X.

Rick's visionary leadership style, and vast legal experience make him an ideal candidate to lead the future growth of this dynamic organization. He is always looking forward, through the windows of the past — **VOTE THOMPSON!!**

SECRETARY - JANET GUSTIN

I would appreciate your vote and support for the elected position of Secretary with MACA. I am currently the Region II Director and the Education Chairperson for this year's 2001 Court Conference. I will also be ending a 2 year term as President of WACA this April. I am the Court Administrator for the City of Liberty and have been employed with the City for the past 18 years. I have learned so much by being a part of the MACA Board the past 3 years. I look forward to serving the members for the next term as Secretary. On a personal note, I have been married to Alan for 8 years, I have two daughters, Audra 14 and Alexandra 8. They both keep me really busy and we enjoy doing things together as a family. Thank you!

TREASURER - PAM JACKSON

My name is Pam Jackson and I am seeking the position of Treasurer for MACA. My husband and I live in Randolph County and have been married for 32 years. We have two grown daughters who live in the Moberly area with their husbands and our five grandchildren. I am an active member at the Logan Street Church of Christ and I have been a Bible School teacher for about 27 years.

I have worked for the City of Moberly for 23 years. I was the meter maid for the Police Department for 18 1/2 years. I was asked to take the position of the City of Moberly Court Clerk in September of 1996 when the previous Court Clerk left the position. I had helped with the processing of tickets and was the substitute for two years for the Court Clerk in her absence. I was able to attend my first MACA Conference in May of 1996; I was very impressed with the information that was available to the Court Clerks at the Conference. From the knowledge that I gained at the Conference I learned many things that needed to be changed to make the Moberly Court more effective. I requested for OSCA to do an on-site evaluation, an audit by the State Auditors and a trip to a Court that was suggested as the most effectively ran court by the auditors. After these things were done I went about putting their suggestions to work in this office. I have been updating and changing with the times ever since. In the year 2000 I handled over \$139,000.00 for this court in fines and bonds.

I have served as the Director for Region 7 & 8 from 1997 to 2001. During this time I have served on several committees and as Co-Chair on the Social Committee, MACA Historian/Librarian, Education Committee Chairperson, and Membership Committee Chairperson. I also have been serving on the Municipal Clerk Education Subcommittee for the Commission for Judicial Department Education for the State of Missouri since 1999. In May of 2000 I received the honor of becoming a Certified Court Administrator. I have attended all but one of the Board Meetings since my election as a Director and have attended each of the May Conferences and many of the other Seminars offered by MACA & OSCA.

I feel I have a good understanding of the operation of this organization and of the Treasurers obligation to the membership for the accurate recording and disbursement of funds associated with this organization. I assure you that if I am elected I will put the same dedication and ethical standards into this position that I have in my private and professional life. I would consider it an honor to serve MACA as the Treasurer for the next two years.

DIRECTOR, REGION I - JULIE HOHE

I have worked for the Village of Riverview for a total of eight years. My past experience has been: in 1990, I started working for the City of Bellefontaine Neighbors as an Office Clerk. In 1991, I started working for the Village of Riverview as an Administrative Assistant. In 1993, I was promoted to Court Clerk and unfortunately had to resign in 1995. However, in 1998, I once again became the Court Clerk for the Village of Riverview.

I have been a member of MACA for seven years. I just recently became a Certified Court Administrator and was presented with my plaque at the 2000 MACA Conference. I served on the MACA Education Committee for the 1999 MACA Conference.

I am also a member of MSLACA (Missouri St. Louis Association for Court Administrators). I served as secretary in 1995, treasurer in 1999 and 2000 and was just recently nominated to serve as Vice President for 2001 and 2002.

I attended the NACM Regional Conference in 1994. I also attended the Court Clerk Seminars that were offered by MACA in 1993, 1994, 1995 and 1998, 1999 and the Professional Development Seminar in 2000.

I have an Associate of Arts Degree in Business Administration, and Associate of Arts Degree in General Studies and a Certificate of Specialization in Business Administration.

I would appreciate your support in my declaration for candidacy for Director, Region I.

DIRECTOR, REGION III NO CANDIDATE FILED

DIRECTOR, REGION V JULIE JOHNSON

My name is Julie Johnson, I have been City Clerk for Pierce City for 9 years and assisted with the Court for the first 4 years and then 5 years ago I took over as full time Court Clerk at Pierce City along with my City Clerk duties. Being a small town you have to do a lot of different things. Then 3 years ago I also became the Court Clerk in Sarcoxie. I enjoy my work with the City and the Courts, it definitely is an education.

I graduated from Pierce City High School in 1981 and currently am helping plan our class's 20th reunion. Over the years I have worked as a purchasing clerk, payroll clerk, disc jockey and an advertising sales representative for a radio station before becoming a City Clerk and Court Clerk.

I am the secretary to the Pierce City Cemetery Association and past treasurer for the Pierce City Chamber of Commerce. I still am a helper with the Chamber.

I received my CCA certification in May of 2000.

DIRECTOR, REGION VII - NANCY KINSEY

My name is Nancy Kinsey. I have lived my whole life in Missouri and the last 13 years in Columbia. I am the mother of two adults (three if you count my husband) and step-mother to one. I have worked as Deputy Clerk of Columbia Municipal Court for 9 years and began attending MACA in May of 1992. I have attended all or part of every May conference since that time. I became a Certified Court Administrator in 1996.

I am declaring candidacy for the office of Director of Region VII because I would like to have a hand in the direction MACA is moving.

DIRECTOR, REGION IX EMILY BUCKMASTER

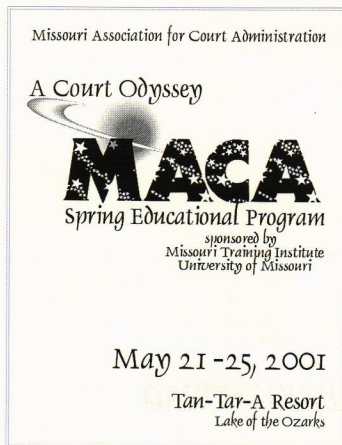
I have worked at the Springfield Municipal Court since February of 1997. I am also pursuing an English degree at Drury University. I should receive my C.C.A. this year at the annual conference. I look forward to meeting fellow members and taking an active role in the organization. I will do my best to think of new ideas to continue our improvement.

Congratulations!

These members were certified in March and will be receiving their C.C.A. plaques at the Annual Educational Conference in May.

Ann K. Roach	Linda Martin
Barbara L. Smith	Lori F. Marshall
Bobbie Yvonne Morgan	Nancy A. Laursen
Bridget Lee Epps	Nancy Lee Burnett
Chanda M. Weber	Phyllis Ann Jacobs
Cindi A. Bowman	Rebecca Sue Schomburg
Colleen M. Massey	Stephanie Lynn Davenport
Debora Suzette Cornell	Susan Ann Rathbone
Deborah J. Klein	Theresa Ann Basnett
Deborah Jean Scobee	
Elizabeth "Betty" Louise Woods	
Emily Marie Buckmaster	
Frances M. Vincent	
Jacquelyn Susan St. Clair	
Jane Porter	
Jennifer Michelle Gibson	
Julie M. Boydston	

"2001: A COURT ODYSSEY"



Plans are now set for this year's conference, May 21-25th at Tan-Tar-A Resort. If you still need to make reservations call **TODAY**. The number is 1-800-826-8272. This is the first year we will be having a conference theme. Don't be surprised to see flying stars, galactic snacks and a hypnotist that will "take us to another dimension". Don't miss the Intergalactic Information exchange presented by the Municipal Judges. Each court will be given a floppy disk with a two-year collection of court forms and orders.

Wednesday's luncheon will be a special Awards Banquet to honor the C.C.A. recipients, and don't miss the video presentation of the "History of MACA".

If you have any questions or would like to volunteer to be a door or floor person, please contact Janet Gustin, Education Chair, at (816) 792-6004 Ext 3004 or E-mail jgustin@ci.liberty.mo.us.

NEWS FROM THE SOCIAL COMMITTEE



We know that the most important part of our annual conference is the education we receive. The education committee has been working very hard to give you valuable information this year. But, let's face it. All work and no play . . . and that's where we come in!

So, here we go:

Monday:

- 6-7 PM:** New Clerk's Reception. This is an opportunity for new clerks to meet the Board of Directors and other new clerks.
- 7-8 PM:** Region Meetings.
- 8-9 PM:** Association Reception

Tuesday:

- 6:30 AM:** Early Bird Walk. Come on, you know you feel better after a brisk walk early in the morning before sitting through classes all day. You can bring your coffee with you.
- TBA:** Galactic Bowling Tournament; Sign up sheets will be given at the conference. A "glowing" experience. Prizes awarded for various categories. Even if you can't bowl very well, it's okay. Won't it be fun to see other people trying to bowl in the dark? We'll see just how good they are.

Wednesday:

- 5:30 - 6:30 PM:** Lake Cruise at the Resort Marina. Tickets may be purchased at the activities desk in the Main Lobby. Cost is \$11.50 if purchased by Tuesday. After Tuesday, cost is \$13.50. It's a pleasant way to see the area surrounding the resort.
- 5:30 - 7:30 PM:** Judges Social

Thursday:

- 6:30 AM:** Early Bird Walk. Just in case your alarm didn't go off Tuesday morning.
- 7:30 - 11:30 PM:** Musical Entertainment; Sound System, Karaoke, Games. The theme is "Welcome to the Jungle". Prizes for best dressed, best karaoke singer and best dancer, among others, will be awarded. For all you singers out there, I'll warn you. The ladies from Springfield are already practicing to win.

We will be hosting a "Social Butterfly" competition throughout the conference. At the beginning of the conference you will be given a packet with instructions for this competition. We want you to meet as many clerks as possible while at the conference, and that means being social. The prize will be worth your effort.

The Social Committee hopes you all enjoy the entire conference and if you need additional information before the conference on the above events, let us know. See you in May!

Cindy Stranghoener; Region 8 & Glenda Atkinson; Region 6

MACA APPAREL ORDER FORM

Long Sleeve Henley	Size:	M	L	XL	Quantity _____	@\$23.19= _____	
Long Sleeve Henley	Size:	2X			Quantity _____	@\$25.32= _____	
Short Sleeve Henley	Size:	M	L	XL	Quantity _____	@\$19.99= _____	
Short Sleeve Henley	Size:	2X			Quantity _____	@\$22.12= _____	
Short Sleeve Henley	Size:	3X			Quantity _____	@\$23.19= _____	
Long Sleeve T-Shirt	Size:	M	L	XL	Quantity _____	@\$14.39= _____	
Long Sleeve T-Shirt	Size:	2X			Quantity _____	@\$16.52= _____	
Short Sleeve T-Shirt	Size:	S	M	L	XL	Quantity _____	@\$10.66= _____
Short Sleeve T-Shirt	Size:	2X			Quantity _____	@\$12.79= _____	
Short Sleeve T-Shirt	Size:	3X			Quantity _____	@\$13.86= _____	

ALL SHIRT STYLES AND SIZES WILL BE NAVY WITH MACA LOGO IN KHAKI THREAD

Ball Cap Khaki w/ Navy Bill - MACA in Navy Thread	Quantity _____	@\$8.00= _____
Sun Visor Khaki - MACA in Navy Thread	Quantity _____	@\$8.00= _____

Total Order: _____
(Prices Include Tax)

NO SHIPMENTS WILL BE MADE - ORDERS MUST BE PICKED UP AT CONFERENCE ...

Name: _____ (Please Print Clearly) Region: 1 2 3 4 5 6 7 8 9
 Court: _____ Telephone No.: _____

**Make Checks Payable To: Long Branch Embroidery
 Mail Order Form and Payment To:
 Robin Ausmus, C.C.A.
 Macon Municipal Court
 PO Box 569
 Macon, MO 63552**

MAY 01, 2001 DEADLINE FOR DELIVERY AT MACA 2001 ANNUAL CONFERENCE

NAME TAG ORDERS

IF YOU ARE ATTENDING THE 2001 MACA ANNUAL CONFERENCE AND DO NOT HAVE A MAGNETIC/PERMANENT NAME TAG AND WOULD LIKE TO PURCHASE ONE, PLEASE FILL OUT THE INFORMATION BELOW AND REMIT \$7.00 MADE PAYABLE TO MACA. DEADLINE FOR ORDERS IS **APRIL 20, 2001**.

PLEASE INDICATE THE INFORMATION YOU WOULD LIKE INCLUDED ON YOUR NAME TAG:

NAME: _____

CITY **OR** COURT: _____

EXAMPLE: CITY OF SULLIVAN *OR* SULLIVAN MUNICIPAL COURT

Mail to: Kathy Kearse, PO Box 979, Rolla, MO 65402

MACA STANDING COMMITTEES

BY-LAWS: This committee is responsible for reviews and up-dates to MACA by-laws as needed.

MEMBERSHIP: This committee is responsible for the collection of membership applications and dues payable to the organization. A subcommittee of this committee is responsible for the yearly membership drive.

EDUCATION: This committee develops the education program for the conference, and also works with the maintenance of the certification program. There are two subcommittees that work under the guidance of the Education Committee: Certification Committee and Continuing Certification Committee.

LEGISLATIVE: The committee keeps track of current and pending legislation relative to the court system.

PUBLICATIONS: This committee prepares the MACA Reporter and handles any other publicity functions.

HISTORIAN: This committee will update the history books and also maintain the MACA Library.

SOCIAL: The committee is assigned by Regions, 2001 will belong to Region IX.

AWARDS: This committee accepts nominations for awards and applications for scholarships.

POLICY AND PROCEDURES: This committee reviews and updates MACA's P&P manual.

FINANCIAL: This committee will help prepare the annual budget and prepares for the annual audit, along with maintaining the financial records with the Treasurer.

TECHNOLOGY: This committee will monitor the development of the statewide computer system and other automation available to the courts.

IF YOU ARE INTERESTED IN JOINING ONE OF THESE COMMITTEES, PLEASE FILL OUT THE FORM BELOW AND PLACE IT IN THE COLLECTION BOX AT THE BACK OF THE MEETING ROOM AT CONFERENCE, OR YOU CAN MAIL OR FAX IT TO THE ADDRESS/FAX NUMBER BELOW.

NAME OF COMMITTEE(S): 1. _____ 2. _____ 3. _____

NAME _____

ADDRESS _____

CITY & ZIP _____

PHONE _____ FAX _____

MAIL TO: Shara Meyer, Vice-President Elect
Columbia Municipal Court
600 East Broadway
Columbia, MO 65201

Phone: 573-874-7232
Fax: 573-874-7533



OFFICER/DIRECTORS ROSTER 2000/2001**PRESIDENT**

Jammy Brandes
Cooper Co. Circuit Court
200 Main St., Room 26
Boonville, MO 65233
PH: 660-882-2232
FAX: 660-882-2043
JAMMEY_BRANDES@OSCA.
STATE.MO.US

VICE-PRESIDENT ELECT

Shara Meyer
Columbia Municipal Court
600 E. Broadway
Columbia, MO 65201
PH: 573-874-7232
FAX: 573-874-7533
SLM@CI.COLUMBIA.MO.US

SECRETARY

Andrea Holland
Sullivan Municipal Court
210 W. Washington
Sullivan, MO 63080
PH: 573-468-4612
FAX: 573-468-8207
AGGIE1@FIDNET.COM (home)

TREASURER

Kathy Kearse
Rolla Municipal Court
P.O. Box 979
Rolla, MO 65402
PH: 573-364-8590
FAX: 573-364-7829
KathyK@Rollacity.org

REGION 1

Greg White
St. Peters Municipal Court
P.O. Box 9
St. Peters, MO 63379
PH: 636-278-2244
FAX: 636-928-4482
GWHITE@CI.ST-PETERS.MO.US

REGION 2

Janet Gustin
Liberty Municipal Court
101 E. Kansas Street
Liberty, MO 64068
PH: 816-792-6004
FAX: 816-792-6046
JGUSTIN@CI.LIBERTY.MO.US

REGION 3

Robin Ausmus
Macon Municipal Court
106 W. Bourke Street
Macon, MO 63552
PH: 660-385-4931
FAX: 660-385-6554
OZAUSMUS@HOTMAIL.COM

REGION 4

Aline Hollinger
Fredericktown Municipal Court
P.O. Box 549
Fredericktown, MO 63645
PH: 573-783-3683
FAX: 573-783-5152
ALINE@CITYOFFREDMO.NET

REGION 5

Lawrence G. Myers
Joplin Municipal Court
P.O. Box 1355
Joplin, MO 64802-1355
PH: 417-624-0820 X 236
Fax: 417-625-4734
LMyers@joplinmo.org

REGION 6

Glenda Atkinson
Cameron Municipal Court
205 N. Main
Cameron, MO 64429
PH: 816-632-2177
Fax: 816-632-1067

REGION 7

Pam Jackson
Moberly Municipal Court
300 N. Clark St.
Moberly, MO 65270
PH: 660-263-3914
Fax: 660-263-8540
PJACKSON@MOBERLYPD.COM

REGION 8

Cindy Stranghoener
Owensville Municipal Court
107 W. Sears Ave.
Owensville, MO 65066
PH: 573-437-4558
Fax: 573-437-5156
CSTRANGHOENER@HOTMAIL.COM

REGION 9

Vaunda Logan
Springfield Municipal Court
625 N. Benton
Springfield, MO 65806
PH: 417-864-1363
Fax: 417-864-1883
veejaysan@aol.com

IMMEDIATE PAST PRESIDENT

Lisa Westfall
Branson Municipal Court
110 W. Maddux, Suite 205
Branson, MO 65616
PH: 417-335-4578
Fax: 417-335-4354
lwestfall@cityofbranson.org

✓ CONFERENCE CHECKLIST

- ✓ Tan-Tar-A is large and rambling so don't forget to bring comfortable walking shoes.
- ✓ April Showers bring May flowers (but it always rains during conference) so an umbrella is a good idea.
- ✓ Magnetic name tag (Don't have one? See order form in this Reporter).
- ✓ MACA annual conference pins.
- ✓ MACA shirts (Don't have one? See order form in this Reporter).
- ✓ MACA accessories - bag, cups and coolies
- ✓ Tax Exempt Form from your City.
- ✓ A willingness to learn, have fun and meet new people in our career field!

VENDORS FOR CONFERENCE 2001

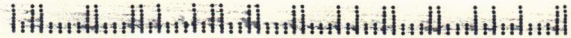
A variety of vendors have signed up to display their wares for the MACA 2001 Conference. We currently have fifteen vendors registered who will be displaying everything from one-write systems to candles. The vendors will be set up in the Parasol Room. This is a much larger room than last year, so the congestion should be at a minimum. The vendor displays will be open from 2:00 to 6:00 p.m. on Thursday, May 24th. You will receive one-hour credit for visiting with the vendors. There will be prizes given away, so be sure to stop by the vendor booths and register. The vendor committee has worked hard to bring in new vendors with different products to sell, but still keep the "old reliable" vendors who have patronized us each year.

MISSOURI ASSOCIATION FOR
COURT ADMINISTRATION
C/O Branson Municipal Court
110 W. Maddux, Suite 205
Branson, MO 65616



*Greg M. White
St. Peters Municipal Court
PO Box 9
St. Peters, MO 63376

6337670090



CHECK YOUR LABEL
2001 DUES ARE DUE

Remember in order to vote at conference your 2001 dues must be paid by May 1, 2001. The easiest way to see if your dues have been paid is to check the label on this MACA Reporter. If there is an asterisk* before your name on the label, then your dues are paid. If there is not an asterisk before your name, then you may have paid after March 25, 2001, or you need to pay your dues. Have a question or need an application, contact Pam Jackson at 660-263-3914.

CONFERENCE ROOM RATES

A small error was made when printing the conference brochure. The correct room rate for the May Educational Conference and Tan-Tar-A is \$82.00. If you present a Tax Exempt Form from your city the total room rate will be \$84.46 for a single room.

DOOR PRIZES NEEDED

If you would like to donate a door prize for conference, please contact Glenda Atkinson, Region 6 or Cindy Stranghoener, Region 8. You are also welcome to just bring it to conference! Any donation would be greatly appreciated!

