

**GEORGIA MUNICIPAL CLERKS ASSOCIATION  
BOARD MEETING  
DECEMBER 17, 2025**

**Call to Order and Welcome**

President Vernice Thompson called the meeting to order and thanked everyone for their attendance.

President Thompson asked Sharon Nelson, Vice Present to do the roll call. Attendance is as follows:

**Roll Call**

Vernice Thompson, President	Jennifer Harrison, District 5
Sharon Nelson, Vice President	Telina Allred, District 6 (absent)
Marilyn Chastain, Treasurer	Kim Reddick, District 7 (absent)
Jan LeViner, Secretary	Margaret Shelley, District 8
Deborah Walker-Reed, Immediate Past President	Angie Conner, District 9 (absent)
Melissa Chosewood, District 1	Melinda Crook, District 10 (absent)
Jackie Yearwood, District 2 (absent)	Cristina Evans, District 11 (absent)
Vanessa Holiday, District 3	Naomi Atkinson, District 12
Susan Bartholomew, District 4	

**Other GMCA Committee Members Present**

Pam Helton, Georgia Municipal Association	Margaret Shelley, Clerk of the Year Committee
Hayley Beaver, Hospitality Committee	Jennifer Sikes, Hospitality
Wynetta Bolder, Past President	Brian Henderson, Marketing/Social Media
Mark Massey, Membership	Reginia Russell, Advisory

**Approval of Minutes.** Jan LeViner, Secretary, presented the minutes from November 15, 2025 Board Meeting. Naomi Atkinson made a motion to approve the minutes. Deborah Walker-Reed seconded. Vote was unanimous to approve.

**Financial Report**

Marilyn Chastain, Treasurer, gave an update on the financials ending October 31, 2025. She stated Ms. Helton previously sent them to everyone for review. Sharon Nelson made a motion to approve the financials. Vanessa Holiday seconded. Vote was unanimous to approve.

**President's Report**

Vernice Thompson, President thanked everyone for the job that they do. Ms. Thompson stated the Board had a great Advisory Retreat and were able to come together with the County Clerks on a lot of things and learned a few things as well. Ms. Nelson asked if there is a date when CVOIG would get the notes back to us. Ms. Thompson stated within 30 to 60 days. She then reminded everyone of the Cities United Summit in Atlanta as well as the February Clerk's meeting in February at Jekyll. There was a brief discussion regarding the facilitator from CVIOG. Ms. LeViner asked if we are locked in to having Ms. Arnold as facilitator in the future. Ms. Helton responded that Ms. Arnold is our liaison from CVIOG. Ms. Chosewood stated she was curious as to the definition of professionals as she feels Clerk's should be considered Professionals and would like guidance as to how the Clerks can get recognized for their Georgia certification as it is only recognized on the international level. Ms. Helton recommended that it be included on the agenda for the next retreat.

### **Officer's Reports**

**Sharon Nelson** stated she has nothing to report.

**Jan LeViner** stated she still has District Director shirts and will take them to Jekyll.

**Marilyn Chastain** stated she had a wonderful time at the District 2 meeting. District Director Yearwood gave a great presentation and there was a good turnout.

### **District Directors Reports**

**Melissa Chosewood, District 1**, stated they will have a luncheon tomorrow in Rome. She said they are expecting the largest attendance since she has been the District Director. They also invited the County Clerk's to bridge the gap between the Municipal Clerks and County Clerks. At the first of the year, she is going to have a newly elected official's luncheon.

**Vanessa Holiday, District 3**, thanked the entire Board for everything they do.

**Jennifer Harrison, District 5**, stated they will have a Clerk Luncheon on January 14, 2026, and she is looking forward to learning from that luncheon as it will be her first. She continued that the City of Arcade is hosting the luncheon.

**Naomi Atkinson, District 12**, reported they had a wonderful time Saturday at the City of Brunswick's Christmas Parade as they had a float and people came up and asked questions about being a Clerk. She encouraged all districts to try and get involved in that manner as it is a way to reach out and tell people what we do.

### **Committee Reports**

**Deborah Walker-Reed, Education Committee**, stated they have been working very hard on training opportunities and setting up more such as onboarding new council members. They are also trying to set up classes much like the Robert Knox training.

**Hayley Beaver, Hospitality Committee**, stated they are getting ready for the Conference at Jekyll in February. Currently they are meeting and will have a table for Sunday during the Mandated Training and also on Monday and Tuesday mornings. They had a conversation on doing a meet and greet for the entire conference recommended the "pin exchange" be a part of the Athens Conference moving forward.

**Mark Massey, Membership/Mentor Committee** stated they are in the mode of setting up a fireside chat for Sunday evening at the Jekyll conference. This will give the clerks an opportunity to network and talk about difficult issues they might be facing. The Committee selected the Courtyard by Marriott for the event.

**Pam Helton, GMA**, reminded everyone to update their city profile with the newly elected officials. New staff also need to be included in the update. GMA does have a new Customer Service Certificate Program that they will be embarking on next year there will be an Ethics Reporting Webinar scheduled for December 29, 2025, at 3:00PM as the State is doing the webinar due to filing changes. GMA has our talk it up Thursday webinar and it's going to be on December the 18<sup>th</sup>. There will be a discussion on the film industry and what it means for your city. She encouraged everyone to take advantage of that free webinar and register on GMA's website so that you too can learn about the film industry and what that means for your city. Ms. Helton reminded everyone of the next Board meeting, January 21, 2026.

Being no further business Naomi Atkinson made a motion to adjourn. Vanessa Holiday seconded the motion. Vote was unanimous. Meeting adjourned at 11:25AM.

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Vernice Thompson, President

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Jan LeViner, Secretary