

**Georgia Municipal Clerks Association  
Planning Retreat  
Columbus, Georgia  
March 12, 2026  
9:00 AM**

**\*\*Notes Only\*\***

**Call To Order and Welcome**

President Sharon Nelson called the meeting to order and welcomed everyone to the Georgia Municipal Clerks Association Spring Board Meeting in Columbus, Georgia.

All members signed in, gave email address and phone number for the record.

Sharon Nelson, President	Jennifer Kidd-Harrison, District 5-absent
Marilyn Chastain, Vice President	Annie Warren, District 6
Jan LeViner, Treasurer	Kim Reddick, District 7 (absent)
Mary King, Secretary	Margaret Shelley – District 8
Vernice Thompson, Past-President	Angie Conner, District 9
Melissa Chosewood, District 1 -Absent	Dana Barfield, District 10
Sheila Cooper, District 2	Cristina Evans, District 11
Shavala Ames, District 3	Shana Moss, District 12
Hayley Beaver, District 4	

**Others**

Debra Walker-Reed, Past President  
Sonja Tolbert, Past President  
Naomi D Atkinson, Committee Co-Chr  
Yalonde Tanner, Deputy Director, Conferences and Management Services, GMA  
Freddie Broome, Director, GMA Member Services Consultants  
Pam Helton, Senior GMA Members Services Manager  
Lindsey Mcemore, Columbus Clerk of Council  
Deputy Clerk of Council  
Jennifer Sykes, Hospitality Chr

**Host City Welcome**

Mayor Skip Henderson of Columbus gave a gracious welcome to clerks. Ashley Wotenia, President & CEO of VisitColumbusGA gave an overview of what Columbus has to offer visitors and tourists.

**Icebreaker**

All the clerks introduce themselves. The clerks also told something about themselves that the others probably don't know. Such as some authors, singers, met celebrities and their adventurous side.

**Review of GMA Duties & CVIOG Duties**

Pam Helton gave a review of the duties of the Georgia Municipal Association and the Carl Vinson Institution of Government. Other items discussed during the review were the GMCA By-Laws, Clerk of the Year, and scholarships.

**Leadership Development Program for GMCA**

Freddie Broome, Director of Members Services Consultants of Members. Mr. Broome gave an overview of what GMA offers to the clerks in leadership.

**Break-outs to create committee Policies and Procedures**

Committees went into breakout sessions to discuss new committee policies or updates.

## **Reports from committee groups**

Committee members will email Pam Helton all policy updates.

***Georgia Municipal Clerks Association  
Spring Board Meeting Minutes  
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March 13, 2026  
9:00 AM***

## **Call To Order and Welcome**

President Sharon Nelson called the meeting to order and welcomed everyone to the Georgia Municipal Clerks Association Spring Board Meeting in Columbus, Georgia.

President Nelson asked Jan LeViner, Treasurer to do the roll call.

## **Roll Call:**

Sharon Nelson, President	Jennifer Kidd-Harrison, District 5-absent
Marilyn Chastain, Vice President(absent)	Annie Warren, District 6
Jan LeViner, Treasurer	Kim Reddick, District 7 (absent)
Mary King, Secretary	Margaret Shelley – District 8
Melissa Chosewood, District 1(absent)	Angie Conner, District 9
Sheila Cooper, District 2	Dana Barfield, District 10
Shavala Ames, District 3	Cristina Evans, District 11
Haylvey Deaver, District 4	Shana Moss, District 12

## **Others**

Freddie Brooke, Director, GMA Member Services Consultants  
Pam Helton, Senior GMA Members Services Manager  
Yalonde Tanner, Deputy Director, Conferences and Management Services  
Debra Reed-Walker, Past President  
Naomi D Atkinson, Past President  
Jennifer Sikes, Hospitality Committee  
Brain Henderson, Social Media Committee

## **Approval of Minutes**

Mary King, Secretary presented February 3, 2026, minutes. Shavala Ames made a motion to approve the minutes with one necessary correction of her being present at the February meeting. Dana Barfield gave a second with all voting ayes. Motion approved.

## **Financial Report**

Jan LeViner submitted the 2025 Year-End Financial Report. Deborah Walker-Reed made a motion to approve the report as submitted. Shana Moss gave a second with all voting ayes. Motion approved.

## **President Report**

-Municipal Clerks Week – May 3-9  
-IIMC Annual Conference – May 17-21 Reno, Nevada  
-GMCA Training At GMA Convention

## **Officer Reports**

No Officer Report was made.

### **District Officer Reports**

Shavala Ames, District 3, reported District meeting in Sandy Springs April 17<sup>th</sup>

Angela Conner, District 9, reported District meeting held in February

Shana Moss, District 12, reported that Saint Patrick Day Parade will be held and District 12 Lunch and Learn in Walthorville April 29<sup>th</sup>.

### **Committee Chair Reports**

Sharon Nelson, President requested all Committee members email Pam Helton all policy updates.

### **GMA Report**

Pam Helton reported the auditors are working on the audit.

### **Adjourn for Pictures**

There were no further discussion and the meeting adjourned at 9:45 AM for pictures of board members and district directors.