

MACA ENews

Winter 2021/2022

A MESSAGE FROM THE PRESIDENT

Happy New Year! I hope each and every one of you had a happy and healthy holiday season. It is hard to believe that we are already in the year 2022! Where has the time gone?

As I look back on 2021, while we were still dealing with the pandemic, we started to return to some sense of normalcy. Getting together in person during the Annual Conference in May was a big step towards feeling “normal” again. While having the ability to offer educational sessions virtually was a great alternative in 2020, it isn’t the same as getting together in person and having the ability to share information with one another and socialize, in addition to attending the great sessions that our Education Committee puts together each year.

Speaking of our Education Committee, congratulations once again on a job well done with the Fall Conference in Cape Girardeau! The feedback from those who attended the Conference has been amazing, with some saying it was the best Conference they have ever attended. The sessions were very informative and well received, and the conference venue was one of the best we have stayed at.

We are very fortunate as an organization to have such a dedicated group of individuals serving on our board, as well as our committees. These individuals donate their time because they care so much about our profession, and they deserve to be recognized for their dedication and hard work. When you cross paths with a board member or committee member, please let them know how much you appreciate them. I know I do!

We have another great year of educational opportunities planned. The finishing touches are being put on the agenda for the Annual Conference in May, and more information about the Fall Conference will be put out to the membership soon. If you have any suggestions for future session topics, please reach out to our Professional Development Director, Heather Smith or one of her committee members.

For the new year, my wish for all of you is that your sorrows lead to better tomorrows, that you never lose sight of how important you are to all that know you, and that you live each day like there is no tomorrow. Stay safe and I look forward to seeing you at the Annual Conference.

Colleen Massey-Skaggs

2021 Fall Certifications

CCA

Christine L. Allison - City of Springfield

Melissa C. Brown - City of Cuba

Vanessa Rochelle Edmond - City of Scott City

Elena D. Penson - City of Pagedale

CPC

Alicia Rena Robertson - City of Clever

MACCA

Peggy Doss - City of Sugar Creek

Stacey L. Fields - City of Crestwood

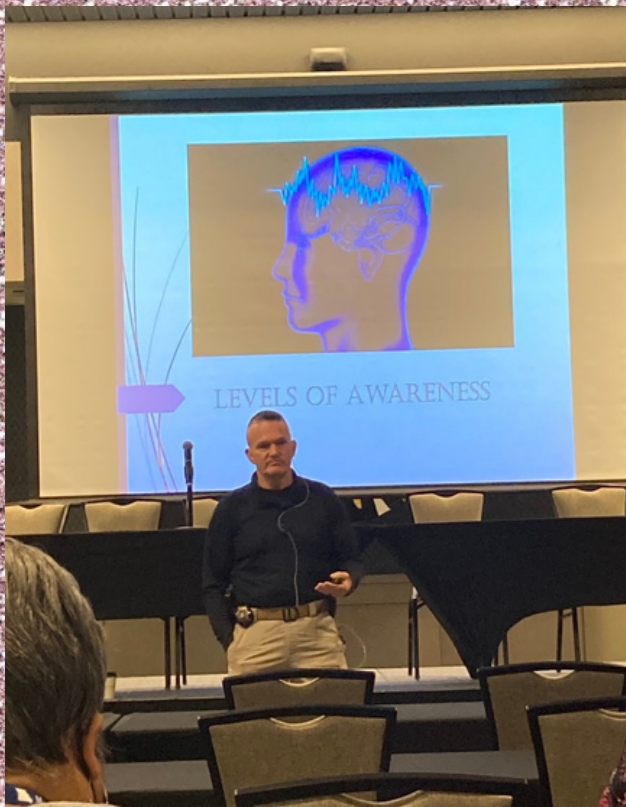
Kimberly Ann Castillo - City of Springfield

MACA 35th Anniversary Fall Conference

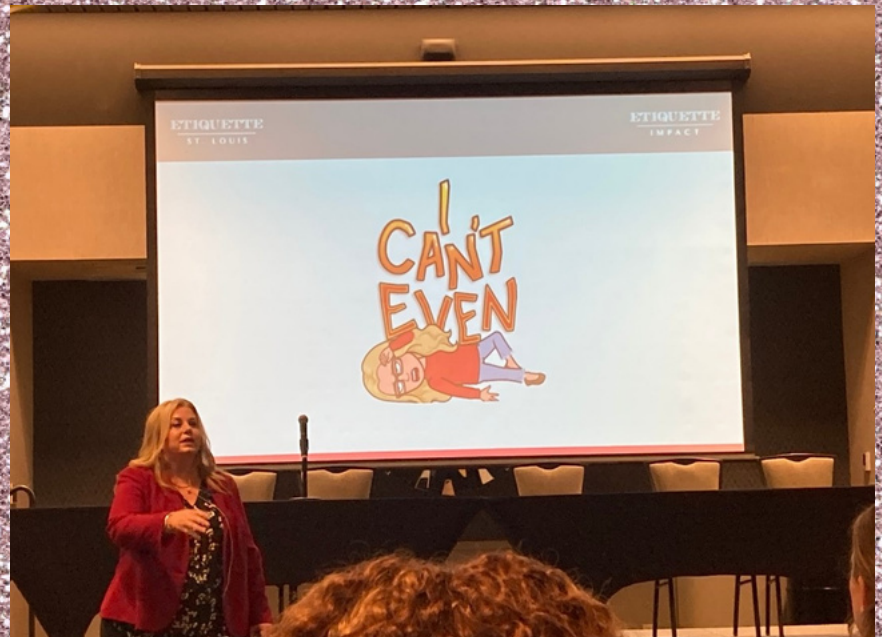
Wow, our Education Committee did it again! Our Fall Conference in Cape Girardeau was one for the books! We started off with a welcome speech from the Mayor Pro Tem of Cape Girardeau, Robbie Guard. He thanked us for picking his town for our conference and told us of the different things to do and sights to see in Cape. We had yet again present on some very engaging topics.



Reggie Harris opened us up on Wednesday morning with a presentation on "Working Across Multi-Generational & Multi-Cultural Differences". For the first time in our country, we have 5 generations of people in the workplace (Traditionalist, Baby Boomers, Generation X, Millennials, & Gen Z). This can create challenges in communication and values, but understanding how each group of people work and what are their strengths and weaknesses are can help us bridge this gap. Different generations do work differently. We all start and end and the same place, but the paths we take to get there aren't always going to be the same, and that is okay. We as a whole need to accept these differences and work together with each others strengths to be successful.



Sergeant Rich Wagner of the Maryland Heights Police Department returned to present on "The Will to Survive/Responses to Life Threatening Situations". In order to respond to an emergency you have to be prepared mentally. He discussed how the brain works and how we respond, and what we can do to equip ourselves with the skills to increase your chances of survival.

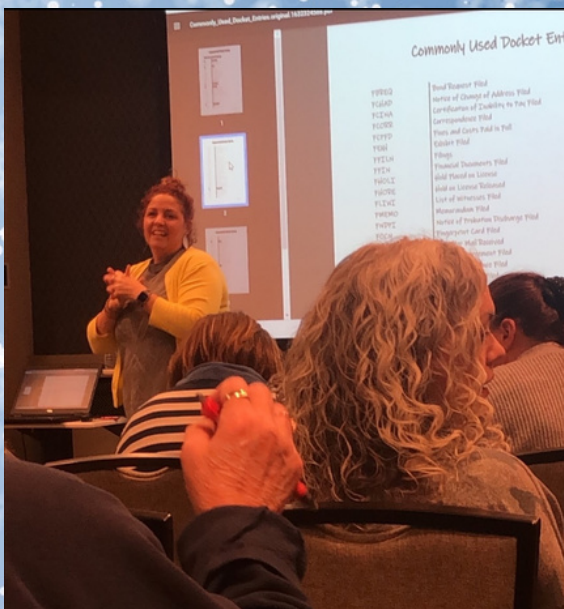


Melanie Broyles was back from Etiquette St. Louis and she presented to us on "Being a Game Changer and Making Experience and Perspective your Personal Touchdown". She discussed how we look at things, and how that changes the "game" we are playing. In her presentation she referenced the book, "The Energy Bus", and depending on how you look and interpret a situation can change the overall outcome. There are 10 secrets for approaching life with positive, forward thinking that leads to true accomplishments. Everyone faces challenges, and everyone will have to overcome negativity and adversity to create success. What kind of energy you put out will determine your outcome.

Who/what are you going to allow on your bus?



There were several great sessions led by members of our organization. Sometimes you get the best information from the people who do the work day in and out. We are all still struggling through SMC, but it was made easier with the sessions put on by Courtney Whiteside - Docket Code Logic and Dawn Hendricks and Tracy Fisher - SMC How to. We had a panel of Clerks (PA & Court) of different sizes, fielding questions on procedures, policies, and experiences within their respective courts and Stacey Fields did a tremendous presentation on COGNOS and OSCA Reports. If you need help finding something or running a report, she's your gal! PA Clerks had a Roundtable Discussion, a class on Prosecutor Record Retentions, and a Presentation on the REJIS PAMS case management system.





State Representative, Barry Hovis took time out to present on "Understanding the Legislative Process". He discussed how a Bill becomes a Law and all the steps in-between.

Overall it was another fantastic conference. The venue was superb. Between the rooms, conference center, and the "Kickback" program, Drury knocked it out of the park! The educational opportunities were great and everyone was able to enjoy themselves and blow off steam! I know I can't wait to see how great our next conference will be!

Lisa Thompson presented with a Gift from MACA



At the Fall Professional Development Seminar in Cape Girardeau, Lisa Thompson of one of MACA's founding members, received an appreciation gift from MACA. Lisa was a clerk at Jennings when MACA was created in 1986.

Lisa, along with 6 others: Lynn Askew (Lee's Summit), Rita Bovinett (Dellwood), Lewis Collins (Retired), Donna Johnson (Overland), Sarah Neal (Lee's Summit), and Jay Wood (OSCA), met to create an organization to define, educate, and achieve the Art of Science of Court Administration. That meeting started the organization we know today as MACA. Since that first meeting, MACA has grown across the State and to approximately 500 members . As the laws have changed throughout the years, so has the organization. What started as a group for Court Clerks, has evolved to include Prosecutor Clerks as well.



Lisa reminisced about all the fun times she and all the others have had over the years, all the educational opportunities that have come, and what the organization has grown to today. One of the goals the Board had from their first meeting was to have fun. They created MACA for training, education, and networking opportunities, but none of that would matter if the members were not enjoying themselves at the same time. Lisa thought that their goal had been met and wanted to remind everyone that it should still be a goal for all of us today. Never did that group of professionals anticipate that the organization would grow to what it would be today, but we are glad they took the initiative to create the organization and the opportunities that have come from it.



MACA CERTIFICATIONS

***Applications for MACA Certifications are due by
March 1st.***

The association currently offers its members three levels of certification for court clerks; Certified Court Administrator (CCA), which is offered through Missouri State University Management Development Institute (MDI), MACA Advanced Certified Court Administrator (MACCA) and Advanced Certified Court Administrator (ACCA), which is offered through a separate certifying university. The association offers one level of certification for prosecutor clerks; Certified Prosecutor Clerk (CPC), which is offered through Missouri State University Management Development Institute (MDI).

Applications can be found on the MACA Website under Certification
Process & Maintenance:

macaonline.net/membership-2/certification-applications

All applications must be completed in full.

Mail your application, along with: documentation/certifications, letter
of recommendation, & the \$65 application fee to:

Dawn Hendricks

118 North Allen

Bonne Terre, MO 63628

AWARD OF MERIT NOMINATIONS

DO YOU KNOW A CLERK WHO DEMONSTRATES LEADERSHIP AND EXCELLENCE IN THEIR JUDICIAL WORK?

THEN NOMINATE THEM FOR THE AWARD OF MERIT. NOMINEES MUST BE AN ACTIVE MEMBER OF MACA AND MUST BE NOMINATED BY A MEMBER IN GOOD STANDING OF MACA OR THE JUDGE'S ASSOCIATION. SELECTION OF THE AWARD WINNER IS MADE BY A SUB-COMMITTEE FORMED BY THE AWARDS COMMITTEE CHAIR, SYLVIA DEERING AND ALL PAST RECIPIENTS OF THE AWARD OF MERIT, WHO ARE STILL ACTIVE MEMBERS OF THE ASSOCIATION. THE DEADLINE TO SUBMIT YOUR AWARD OF MERIT APPLICATION IS MARCH 15, 2022 AT 4:00 PM, PLEASE SUBMIT THEM SOON. FOR ADDITIONAL INFORMATION, PLEASE CONTACT SYLVIA DEERING AT S.DEERING@PINEVILLEMO.US.



MISSOURI ASSOCIATION FOR COURT
ADMINISTRATION
2022
ESTABLISHED 1986

**AWARD OF MERIT
APPLICATION FOR NOMINATION**

Name of Nominee: _____

Nominee Job Title: _____

Mailing Address: _____

Phone Number: (_____) _____

Number of Years in Court Administration: _____

Previous Awards/Recognition: _____

Brief Description for Nomination: _____

Briefly describe how this person demonstrates leadership and excellence in Judicial Management and Court Administration: _____

Please list and specify accomplishments and/or projects your nominee has/is involved in: _____

Nominated By: _____ Date: _____

APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON MARCH 15, 2022

MAIL TO: **Sylvia Deering**
PO Box 592
Pineville, MO. 64856-0592

Ph: 417-223-4368
Fax: 417-223-4366
s.deering@pinevillemo.us

MACA Scholarships

DID YOU KNOW THAT MACA OFFERS SCHOLARSHIP OPPORTUNITIES FOR 3 COURT CLERKS AND 1 PROSECUTOR CLERK TO ATTEND THE ANNUAL CONFERENCE IN THE SPRING, AND 1 COURT CLERK AND 1 PROSECUTOR CLERK TO ATTEND THE FALL PROFESSIONAL DEVELOPMENT SEMINAR? MACA ALLOCATES FUNDING TO INCLUDE LODGING AND CONFERENCE REGISTRATION FOR THE RECIPIENTS. THE GUIDELINES FOR THE FOR THE SCHOLARSHIPS ARE AS FOLLOWS:

1. APPLICANT MUST BE A COURT ADMINISTRATOR, COURT CLERK, OR PROSECUTOR CLERK
2. APPLICANT MUST BE AN ACTIVE MEMBER OF MACA
3. APPLICANT MUST BE CERTIFIED OR WORKING TOWARD CERTIFICATION
4. APPLICANT MUST AGREE TO THE RECIPIENT'S REQUIREMENTS:
 - A. RECIPIENT MUST FILE AN APPLICATION PRIOR TO THE MARCH 15TH DEADLINE TO RECEIVE THE ANNUAL CONFERENCE SCHOLARSHIP
 - B. RECIPIENT'S APPLICATION MUST BE FULLY COMPLETED
 - C. RECIPIENT MUST SUBMIT A WRITTEN EXPENSE REPORT, WITH RECEIPTS, UPON RETURN FROM THE CONFERENCE
 - D. RECIPIENT MUST SIGN AN AGREEMENT TO VOLUNTEER A MINIMUM OF THREE HOURS TO BE AS SCHEDULED BY THE MACA BOARD DURING THE MACA CONFERENCE.

REMEMBER TO SUBMIT YOUR APPLICATIONS TO SYLVIA DEERING NO LATER THAN 4:00 PM ON MARCH 15, 2022 AT [S.DEERING@PINEVILLEMO.US](mailto:s.deering@pinevillemo.us).

2 OF THE 6 SCHOLARSHIPS OFFERED BY MACA ARE NAMED AFTER SOME VERY COURAGEOUS WOMEN WHO WERE INVOLVED IN A TRAUMATIC EVENT. IN OCTOBER OF 2018, SARAH EVERHART AND HEATHER BUSCHER (WEIDENHAMMER) WERE IN A TERRIBLE CAR ACCIDENT DRIVING HOME FROM AN EDUCATION COMMITTEE MEETING. THE CAR THEY WERE DRIVING WAS HIT HEAD ON WHEN THE OTHER DRIVER CROSSED THE CENTER LINE. HEATHER SUSTAINED A BROKEN ELBOW AND AN INJURY TO HER KNEE THAT REQUIRED SURGERY. SARAH SUSTAINED A BROKEN BACK AND INTERNAL INJURIES. SHE HAD MULTIPLE SURGERIES ON HER ABDOMEN TO CORRECT ORGAN TRAUMA AND SPINAL FUSION SURGERY DUE TO THE SEVERITY OF THE DAMAGE TO HER BACK. DESPITE THESE ADVERSITIES, BOTH OF THESE LADIES HAVE PUSHED THROUGH AND PERSEVERED. NOT ONLY HAVE THEY SURPASSED WHAT THE DOCTORS HAD PREDICTED, THEY STILL ARE HARDWORKING ACTIVE MEMBERS OF MACA AND STILL DEDICATE THEIR TIME AND SKILLS TO THE MACA BOARD AND EDUCATION COMMITTEE. TO HONOR THESE EXTREMELY STRONG AND BRAVE WOMEN, MACA DECIDED TO NAME SCHOLARSHIPS AFTER THEM. ONE OF THE SPRING COURT CLERK SCHOLARSHIPS IS NAMED "THE SARAH EVERHART SCHOLARSHIP" AND THE FALL PROFESSIONAL DEVELOPMENT COURT CLERK SCHOLARSHIP IS NAMED "THE HEATHER WEIDENHAMMER SCHOLARSHIP". SO REMEMBER IF YOU SEE HEATHER OR SARAH, MAKE SURE YOU THANK THEM FOR THEIR CONTINUED HARD WORK AND DEDICATION TO MACA!



MACA CONFERENCE SCHOLARSHIP APPLICATION SPRING 2022

**MANDATORY
3 HOURS OF
VOLUNTEER
SERVICE DURING
THE MACA
CONFERENCE**

Name: _____

Court Name: _____

Mailing Address: _____

City & Zip: _____

Business Phone: (_____) _____

E-mail Address: _____

Please check one: Court Administrator/Clerk _____ Prosecutor Clerk _____

Court Administrator/Clerk for _____ months/years (circle one)

Prosecutor Clerk for _____ months/years (circle one)

MACA Member Since: _____

MUNICIPALITY INFORMATION

City Population: 10,000 or UNDER OVER 10,000

Number of Full-Time Court/Prosecutor Clerk (circle one) Employees: _____

Number of Part-Time Court/Prosecutor Clerk (circle one) Employees: _____

_____ Work Hours per week/month (circle one)

Does your court collect \$1.00 from court costs for the Judicial Education Fund (JEF)? [\\$479.260](#)

*Yes No (Court Clerks Only)

If YES, please document the amount collected in last fiscal year: \$ _____

Amount budgeted for Travel/Education for Municipal Court/Prosecutor Clerk employees:
\$ _____

Are any travel expenses assumed by Administrator/Clerk?

*Yes No

If YES, explain: _____

*****A copy of your budget for the last fiscal year MUST be included with this application*****

MACA USE ONLY—

Date Application Received: _____

APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON MARCH 15, 2022

MAIL TO: **Sylvia Deering**
PO Box 592
Pineville, MO. 64856-0592

Ph: 417-223-4368

Fax: 417-223-4366

s.deering@pinevillemo.us

2022 MACA MEMBERSHIP APPLICATION FORM

ANNUAL MEMBERSHIP FEE OF \$60.00 IS DUE BY JANUARY 31st OF EACH YEAR

Checks are to be made payable to: **MACA** and mailed along with your application to:
Heather Buscher, 511 E 11th Street, Kansas City, MO 64106

Date: _____

Individual's Membership Information:

Member ID, if known: _____

First Time Member Previous Member Years of Service: _____

Muni Court Clerk Prosecutor Clerk Circuit Clerk Other: _____

CCA/MACCA/ACCA CPC

Date certification was received: _____

Full Name: _____

Email Address: _____

Alternate name(s) that you may be listed under: _____

If new, name of clerk you are replacing: _____

They: Retired Transferred Other: _____

Name of Division: _____

Mailing Address _____

Phone # _____ ext. _____ Fax # _____

Division Type:

Municipal Associate / Circuit Prosecutor

Other: _____

County: _____ Circuit # _____ MACA Region # _____ (1-9)

Judge: _____

Prosecutor: _____

Effective 5/26/2009: Where the dues are paid by the Clerk's city, the membership shall stay with the City and not the Clerk, as long as the City notifies the Board w/ 30 days of the new hire. Effective 8/3/2002: Membership Dues received after October 31 will not be accepted for the current year

MACA USE ONLY

Pmt. Rec'd On: _____ Amount Received: _____ CK #: _____

2022 Elections

2022 is an election year for the following MACA Officers and EVEN numbered Regional Directors:

Secretary

Professional Development Director

Prosecutor Clerk Representative

Membership Director

Region 2 Director

Region 4 Director

Region 6 Director

Region 8 Director

Elections are open to all active members of the Missouri Association for Court Administration. Only "Active" members may run for or hold a position on the Board of Directors.

Eligible members must have 2022 dues paid on or before March 15, 2022 in order to be eligible to vote.

DECLARATION OF CANDIDACY

This is an election year for Even Numbered Regional Directors. Elections are open to all active members of the Missouri Association of Court Administration, Inc. An active member must have 2022 annual dues paid on or before March 15, 2022, in order to be eligible to vote. **THIS DECLARATION MUST BE RECEIVED BY THE NOMINATIONS COMMITTEE CHAIRPERSON ON OR BEFORE MARCH 15, 2022.** No other membership class may run for or hold a position on the Board of Directors.

**THIS DECLARATION MUST BE RECEIVED
BY MARCH 15, 2022
BY THE NOMINATIONS COMMITTEE CHAIRPERSON**

Please send the Declaration of Candidacy to:

Tamara Trulove
7447 Dale Ave
Richmond Heights, MO 63117
ttrulove@richmondheights.org
(314) 655-6545 phone
(314) 655-6546 fax

Secretary	Region 2
Membership Director	Region 4
Professional Development Director	Region 6
Prosecutor Clerk Representative	Region 8

I hereby declare my candidacy for the above position on the Board of Directors of MACA. I am an active member of MACA and will uphold the integrity of the office of which I am seeking. I am committed to improving the growth of MACA and will be attending the Annual Court Conference in May of 2022.

NAME: _____ Date: _____
COURT NAME: _____
ADDRESS: _____
Phone: _____

Save the Date

May 23-27, 2022



MARGARITAVILLE®

Lake Resort

LAKE OF THE OZARKS

Conference Registration to follow.



**2022 is
Region 2's
turn to host
the MACA
SOCIAL!**

This is a **BIG DEAL**
and it will be a fun
night for all ages!

Big Papa G will be bringing the beats

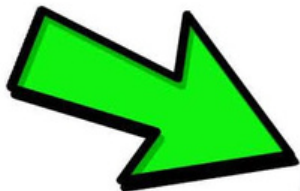
Photo wall with props

Games for all ages

LOTS OF PRIZES



**80's or glow attire is
encouraged.**



**Families and kids are
welcome!**

**If you would like to be a part of the Social Committee,
please contact Taran Svoboda at
816.547.0950 or court@excelsiorsprings.gov**

Be sure to join our Facebook event page:

<https://fb.me/e/2xI27FRes>

**THE MACA BOARD IS WANTING
YOUR INPUT ON THE FALL
PROFESSIONAL DEVELOPMENT
CONFERENCE LOCATIONS. DO
YOU LIKE HAVING THE
CONFERENCE IN A DIFFERENT
REGION EACH YEAR, OR WOULD
YOU PREFER TO KEEP IT TO A
CENTRAL LOCATION? PLEASE LET
YOUR REGION DIRECTORS KNOW
YOUR PREFERENCES!**

MACA IS LOOKING FOR VOLUNTEERS TO FILL SEVERAL COMMITTEES. IF YOU ARE INTERESTED IN GETTING INVOLVED, THIS IS A GOOD WAY TO START. PLEASE REACH OUT TO THE MACA PRESIDENT, COLLEEN MASSEY-SKAGGS OR ANY COMMITTEE CHAIR FOR THE COMMITTEE YOU WISH TO BECOME INVOLVED WITH.

CONFERENCE: WHAT TO WEAR?

Dress comfortably, but remember this is a work function so business casual is the appropriate dress. Bring a jacket or sweater as the rooms tend to be a bit chilly, and good shoes for the conference site are a must as you will do some walking. We also suggest throwing in an umbrella...just in case!

Please note that the Vendor Fair for the Annual Conference has been moved from Wednesday to Thursday this year.

If you know of any vendors interested in having a booth, please have them contact the Vendor Committee Chair, Andrea Hartgrove at Columbia Municipal Division.

**MARK YOUR CALENDARS FOR THE
FALL PROFESSIONAL
DEVELOPMENT SEMINAR ON
OCTOBER 12-14, 2022!
MORE INFORMATION TO FOLLOW.**