



**Executive Committee Meeting  
April 24, 2009  
7:30 A.M.**

**Springhill Suites Marriott Hotel  
1446 Crossways Boulevard  
Chesapeake, Virginia**

Minutes of the Virginia Municipal Clerks Association Executive Committee meeting held on Friday, April 24, 2009, at 8:00 a.m., in the Springhill Suites Marriott Hotel, 1446 Crossways Boulevard, Chesapeake, Virginia, with President Stephanie M. Moon, CMC, presiding.

Members Present: Stephanie M. Moon, CMC, President; Kathleen C. Buschow, CMC, First Vice President; Tammy W. Newcomb, CMC, Second Vice President and Region IX Director; Pamela Foshee, Treasurer and Budget Committee Chair; Sheila N. Hartmann, CMC, Secretary; Mabel Washington Jenkins, CMC, Immediate Past President; Elizabeth Elder Young, CMC, Web Development Chair and Region X Director; Donna Boone-Caldwell, Education and Professional Development Committee Chair; Roxanne W. Paulette, CMC, Region V Director; Wendy Chewning, Region VI Director; and Pamela Cornell, Institute Director, ODU.

Members Absent: Beverly Pender, CMC, Historian; Dolores A. Moore, MMC, Parliamentarian; Marlene Henderson, CMC, Audit Committee Chair; Melanie R. Burrell, CMC, Bylaws Committee Chair; Valeria P. Chambers, CMC, Clerk of the Year Committee Chair; Mina D. Barberis, CMC, Newsletter Chair; Deborah Lane, CMC, Nominating Committee Chair; Debra Y. White, CMC, Scholarship Committee Chair; Robin M. Bryant, CMC, Region I Director; Susan H. Clark, CMC, Region II Director; Amy Keller, Region III Director; Krystal S. Coleman, Region IV Director; Renee P. Andersen, CMC, Region VII Director; and Karen M. Barrow, CMC, Region VIII Director.

The President called the meeting to order, extended a welcome and declared that there was a quorum.

## **MINUTES:**

On motion by Mabel Washington Jenkins, seconded by Kathleen C. Buschow, the reading of the minutes of the Executive Committee meeting held on January 20, 2009, were dispensed with and approved as submitted. (See copy of minutes on file with the Secretary.)

## **OLD BUSINESS:**

### IIMC Academy and Institute Courses

There was discussion regarding the process for selection of a facility to hold the 2009 IIMC Academy and Institute. It was suggested that consideration be given to the Holiday Inn SunSpree or the Sheraton, both facilities would charge the government per diem room rate; and that a conference call be placed to the SunSpree during the week of April 27 – May 1. During the discussion, it was shared that some attendees would bring their families with them, and holding the Institute/Academy at the beach could be advantageous. Pam was asked to confirm with the Sheraton, and told it was not necessary to contact the Holiday Inn.

It was suggested that a class on Parliamentary Procedures be taught by a registered Parliamentarian; that a class be taught on the evolution of the Clerk and understanding agendas; and that every effort be made to encourage retired clerks to stay involved. Pam Cornell suggested that she may be able to develop a formula to cover some of the costs for the retired clerks who volunteered to teach a class, and commented that those individuals would need to be able to teach and engage the students.

There was an in-depth and candid discussion of issues and concerns expressed by previous attendees regarding the Institute and Academy programs, facilities and the contract with Old Dominion University. A motion was made by Donna Boone-Caldwell, MMC, that the issues and concerns raised about the program and its development process be referred to the Education and Professional Development Committee for discussion and recommendation to the Executive Committee. The motion was seconded by Kathleen C. Buschow, CMC, and approved. In addition, the President was to discuss some of the issues with Old Dominion University.

## **NEW BUSINESS:**

### Amendments to Bylaws and Policies and Procedures; Education and Professional Development Committee - Proposed Amendments:

The President advised that during the VMCA Annual Business Meeting, the membership adopted the following: amendments to Section 2. Standing Committees, and Section 3. Eligibility, Terms, Vacancies, of Article VI –

Committees, of the Constitution and Bylaws; and amendments to the Policies and Procedures regarding Standing Committees, and Education and Professional Development.

**OTHER BUSINESS:**

Dates for Executive Committee Meetings:

The President advised that she planned to hold Executive Committee meetings sometime in June, October and December 2009, and February 2010. She stated that she would contact everyone to schedule the date and time, and suggested that Friday was usually a good day for most to meet.

VML Booth, October 18-20, 2009:

The President commented that the Virginia Municipal League Conference would be held October 18-20, 2009, at The Hotel Roanoke and Conference Center. Following discussion regarding the possibility of having a booth and related costs, it was suggested that the Committee wait to see if VML representatives asked the VMCA to do a panel discussion at the conference, which would negate the need to pay for a booth. It was suggested that a gift basket be created to give away at a raffle, and that the raffle money be used for scholarships to the Institute/Academy. In addition, it was suggested that the Clerk's Handbook be offered for sale to the new Clerks at the table.

The President commented that Karen Barrow suggested that a manual be created for First Year Clerks containing information regarding State statutes, special meeting notice requirements and deadlines, etc. Elizabeth Elder Young, CMC, Web Development Chair, commented that she planned to develop a "blog" for the VMCA website, which could contain such information.

IIMC Annual Conference:

The President reminded everyone about the IIMC 63<sup>rd</sup> Annual Conference to be held in Chicago, Illinois, May 19 – 23, and inquired about the number of members that planned to attend. She suggested that a dinner be planned for Region II attendees so that they could discuss matters of mutual interest. Donna Boone-Caldwell, MMC, commented that she planned to meet with Dr. Mohammad Eftekhari, Ph.D., Director of Education/Research, during the conference.

**OTHER BUSINESS:**

Pamela Foshee, Treasurer, stated that the former Treasurer, Pat Kost, MMC, had suggested that an amendment to the Bylaws be proposed that any surplus funds in the Pre-Conference Education Program/Net Profit account be

automatically rolled over as a cushion for the pre-conference education program the following year.

Kathleen C. Buschow, CMC, First Vice President, advised that she had collected a total of \$587.00 for the auctioned items.

There being no further business, the meeting was adjourned at 9:08 a. m.

Respectfully,

  
Sheila N. Hartman, CMC, Secretary

  
Stephanie M. Moon, CMC, President