

Summer Newsletter 2008



West Virginia
Delaware
District of Columbia
Maryland
New Jersey
Pennsylvania
Virginia



Special points of interest:

- **Region II News**
- **News From Around the Region**
- **Update on the Region II Conference**
- **Congratulations to New CMC's, & MMC's**

IIMC REGION II International Institute of Municipal Clerks

IIMC REGION II NEWS

E-mail briefings from IIMC Headquarters, dated July 3rd, included news about the International Exchange Programme. Municipal Clerks will have an opportunity to gain knowledge and improve skills by interacting with their counterparts in other countries.

Two IIMC Members from different countries each year are to be matched. IIMC will fund a \$1,500 maximum contribution towards flight/travel costs to and from the host destination to successful applicants.

Deadline to submit your application is August 29, 2008. For more information and an application form, visit www.iimc.com and click on Exchange Program under Latest News.

The 2008 IIMC Salary Survey is now available

online. To view, click on the "Member's Only" section. You must be a registered IIMC user to access this section. Registration is easy; just follow the instructions after clicking on "Login".

During a Board of Directors teleconference held Tuesday, July 8, IIMC President Reese described her recent visit to Durban, South Africa and the great progress made with IMASA. She mentioned that she was warmly received and the visit was very worthwhile. President Reese also attended the Association of Municipal Managers, Clerks and Treasurers in Canada and the Florida Association of City Clerks in Naples Florida.

President Reese has challenged Regional Directors to a Membership Drive. Two free registrations to the 2009 Annual Conference in Chicago will be awarded. Look for more news in the future on this.

Other teleconference news:

President Elect Stratta reported on a teleconference with all IIMC Committee Chairs to discuss progress on goals and objectives.

The Mid-year Board Meeting will be held November 6 – 9 at Riverside, California.

Immediate Past President Tokar reported on progress of IIMC's 63rd Annual Conference – Chicago, Illinois, Tuesday, May 19 – Saturday May 23, 2009. Navy Pier has been selected for the All Conference Event and other events will be held at the Auditorium Theater.

The MOU with the University of Illinois and IIMC regarding collaboration on the Athenian Leadership Society has been dissolved. IIMC's Education Department will now handle future dialogues.

IIMC REGION II NEWS, CONTINUED PAGE 1

Executive Director Shalby, announced that resumes can soon be posted on line at no cost to members as part of a one year pilot program with Boxwood on Line Career Center. Municipalities may currently pay a fee to post job openings on IIMC's web site.

Director Shalby reported on staff changes. Sandy Lieng, Verification Specialist is no longer with IIMC and On-Line Specialist; Leianna Matthews will be leaving in the fall. Both positions will be replaced.

Members are encouraged to support MCEF. Over the past ten years, MCEF gave back \$570,000 to IIMC for member benefit. When you send in your membership renewal, please consider a personal donation at the "Friend Level" of \$25 to \$49.

MCEF provides scholarships and educational programs; augment IIMC's educational programs; develop educational materials such as Technical Bulletins, promotional videos, and other publications to improve Municipal

Clerk's administrative and technical skills; fund special educational seminars; fund research such as the Education Summit and the Education Joint Task Force Meeting; and fund speakers and training workshops at IIMC Annual Conferences.

Applications for MCEF State, Provincial Association Grants (\$500) can be found on the web site. The deadline for State Presidents to apply is **October 15, 2008**. Application requirements include:

- Statement in 200 words or less what the Grant will be used for and why you feel it should be granted;
- Grant must be used within one year of the award; and
- Applications must be postmarked prior to the deadline.

MCEF applications for scholarships for IIMC Distance Learning can also be found on the web site. The deadline to apply is October 15, 2008.

Watch for news of the next Recruit a New Member Campaign. Encourage a clerk colleague to join IIMC...and you could WIN a \$250.00 gift card!

Why should you recruit? YOU are the greatest testimony to the value of an IIMC membership and by sharing that value with your colleagues, you will...

Enhance the power of your profession

Strengthen The International Institute of Municipal Clerks

Expand your network of clerk professionals

Earn recognition in the News Digest



Navy Pier and Auditorium Theater, Chicago, Illinois



Delaware Municipal Clerks Association

DELAWARE'S 2008 - 2009 OFFICERS

President: Starr Conaway (Delmar) 302-846-2664 sconaway.delmar@verizon.net

Vice President: Charlotte Klauder (Camden) 302-697-2299 cklauder@townofcamden.com

Secretary: Donna Schultz (Fenwick) 302-539-3011 dschwartz@fenwickisland.org

Treasurer: Stephanie Coulburn ((Milton) 302-684-4110 scoulbourne@comcast.net



The office of Municipal Clerk, sometimes referred to by the title of City Secretary or Town Administrator, is at the very hub of local governance. Municipal clerks are the historians of their communities, responsible for the recorded history of each local political entity and its people. They serve the mayor, council, and city manager (if there is one) and on a daily basis provide the citizens with a direct link to their government. The development and enhancement of municipal clerks' professional skills is therefore critically important to the effective and efficient functioning of local governmental processes.

Topics for Fall 2008 Program will include:

- Comparative Government**
- Emergency Management**
- Ethical Decision-Making**
- GIS Technology for Municipalities**
- Land-Use Law Compliance**
- The Municipal Clerk's Profession**
- Parliamentary Procedure**
- Personnel Management**
- Records Management**
- Strategic Planning**

The dates (all Fridays) for the 2008 Municipal Clerks Certificate Training Program are Sept. 12, 19, & 26, and Oct. 3, 10, & 17.

Registration cost is \$395. Deadline: Sept. 5.

For more information, contact Doug Tuttle at 302-831-0718 or doug@udel.edu.

Details and a link to on-line registration and payment can be found at <http://www.ipa.udel.edu/localgovt/training/muni-clerks.html>

News From Virginia Municipal Clerks Association

Virginia's 2008 Clerk of the Year Kathleen Clarcken Buschow



Kathleen Clarcken Buschow
Holding Plaque is Catherine H. Moore,
Committee Chair, Clerk of the Year

Kathleen Clarcken Buschow

Kathleen Clarcken Buschow, CMC, City Clerk for the City of Falls Church, is a Certified Municipal Clerk through the International Institute of Municipal Clerks (IIMC), and is actively pursuing her Master Municipal Clerk designation. Buschow was appointed as City Clerk in January 2000 and received her CMC designation in 2003. Buschow also serves as the FOIA coordinator and records manager for the city. Prior to working in local government, Buschow served on two U.S. Senate staffs, worked for a national small business lobbying association, and a large D.C. law firm as a legal secretary and paralegal. Buschow is an active member of VMCA, serving as Region VII Director for three years and is in her third year as a member of the Educational and Professional Development Committee. She also served as Region VII Historian, was on the 2003 Conference Committee, and a member of the Region VII Clerk of the Year Committee. Buschow has been a member of VMCA since 2000 and was honored as VMCA Clerk of the Year for 2008. Buschow is now serving as VMCA 2nd Vice President. She has also been a member of IIMC since 2001, is a member of the Virginia Association of Government Archives and Records Administrators (VAGARA), Chair of the City of Falls Church Employee Environmental Task Force, a member of Falls Church Arts and Northern Virginia Quilters Unlimited. Buschow received a B.A. Degree in Government from George Mason University in 1973 and a private pilot's license in 1973. Buschow is also an avid photographer, quilter, and painter. Buschow's husband is employed with Northrop Grumman and her son works for Loudoun County. Her dog, Snoopy, works at sleeping on the sofa all day.



31st Annual Municipal Clerk Institute & Master Municipal Clerk Academy

Sunday, October 5th thru Friday, October 10th

Location is Holiday Inn Sunspree

3900 Atlantic Avenue

Virginia Beach, VA 23451

Registration: www.execed-odu.com

Phone (757) 683-4603

E-mail: pcornell@odu.edu



**Photos
courtesy
VMCA
Special
thanks to
Larry
Johnson**



Virginia's President, Mabel V. Washington & Region II Director, Carol L. Jacobs. Virginia Municipal Clerks Association Annual Meeting, Staunton, VA, April, 2008

2008—2009 Officers

Virginia Municipal Clerks Association

Left to right,

Mabel V. Washington, CMC, President

Stephanie Moon, CMC, First Vice President

Kathleen Clarcken Buschow, CMC, Second Vice President

Patricia W. Kost, MMC, Treasurer



The Municipal Clerks Education Foundation was created in 1984 to raise funds for IIMC. These funds are used to promote, train and educate Municipal Clerks to make them proficient in the services they provide for the citizens of their community. One of the ways MCEF helps IIMC members is through education scholarships. The scholarship program was established in 1986 for Clerks attending IIMC Institutes. Since the program's inception, more than 1000 scholarships have been awarded. Check the IIMC Web Page for a list of scholarships available, criteria and application deadlines.



July 8, 2008

The West Virginia Clerks and Records Association will hold its annual conference in Morgantown, West Virginia, at the Waterfront Place Hotel, August 14–16, 2008, during the West Virginia Municipal League 39th Annual Conference “Cities Mean Business”. In addition to the annual business meeting on August 14, training workshops and roundtable discussions are planned for the Clerks on topics dealing with elections, employee benefits, and current issues. These functions are a valuable tool not only for training and education, but also to provide the opportunity for Clerks to gather from across the state and enjoy being together!!

Submitted by Barbara Cunningham, City Clerk/Treasurer for the City of St. Albans, West Virginia, and President of the West Virginia Municipal Clerks and Records Association.

West Virginia Clerk & Records Association

Officers 2007-09

President - Barbara Cunningham, St. Albans
 Vice-President - Sondra Hewitt, Moundsville
 Secretary - Kandy Miller, Barboursville
 Treasurer - Janet Keller, Fairmont
 Chaplin - Connie Shaffer, Parkersburg
 Parliamentarian - Connie Sansom, Winfield
 Past President - Bonnie Shannon, New Martinsville

Morgantown, West Virginia



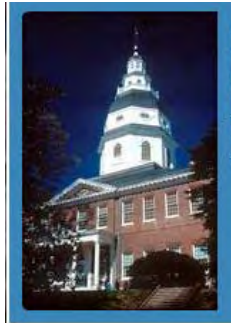


Region II Conference Update

Hosted By: Maryland Municipal Clerks Association

Please remember to mark your calendar and save the date for the Region II Annual Conference, January 15-17, 2009 in Annapolis, Maryland. Further details and information about registration will follow in the fall. As soon as it's available, registration information will be posted on MMCA's web site: <http://www.mdmunicipal.org/departmentsweb/mmca/home/index.cfm>.

Annapolis, Maryland



Maryland State House

The Maryland State House is the oldest state house in continuous legislative use in the country. It is also the only State House in the country that also served as the nation's Capitol building. It was here that General George Washington resigned his commission as Commander-in-Chief of the Continental Army and the Continental Congress ratified the Treaty of Paris that officially ended the Revolutionary War.



The Most Beautiful Doorway in America

Designed by English architect William Buckland, the Hammond-Harwood House boasts The Most Beautiful Doorway In America. The Anglo-Palladian house is one of the Great Georgian Mansions of Annapolis. It houses some of the finest decorative and fine arts in Maryland, including one of the area's largest collections of paintings by Charles Wilson Peale and furniture by John Shaw.

Photos courtesy Annapolis and Anne Arundel County Conference and Visitors Bureau.
www.VisitAnnapolis.org

News From Maryland

Maryland's 2008 Clerk of the Year Douglas Barber



On March 20, 2008, the Maryland Municipal Clerks Association (MMCA) announced that it had selected Hyattsville City Clerk Doug Barber as the 2008 Municipal Clerk of the Year. The award was presented to him in June at the Maryland Municipal League's Annual Convention.

The Clerk of the Year Award recognizes outstanding achievements by Maryland's Municipal Clerks in the following criteria: extraordinary individual job performance, member of the MMCA for at least two years, brings innovative ideas to the Association, demonstrated commitment to professional development, and demonstrated commitment to community involvement and positive on-the-job attitude.

The City of Hyattsville submitted Doug for this honor because of his outstanding examples of service that is directly and consistently delivered to the residents in the City. Hyattsville Mayor Bill Gardiner stated, "I am so pleased that Doug's commitment to his profession and his accomplishments are recognized. Doug has high standards of performance and an eagerness to further develop his skills and contribute to the City. The City Council and his colleagues on staff highly regard his work."

Doug, who has been active with the MMCA since 2002, said of his selection, "It feels good to be recognized by my peers." Doug was recently elected as Vice-President of the organization and will assume those responsibilities in July. He is also the co-chair of the committee that is hosting the association's Region II Conference in 2009 and recently completed the three-tier program to become a Certified Municipal Clerk through the Virginia Municipal Clerk Institute Certification Program, a program recognized by the MMCA.

Doug has served as the Hyattsville City Clerk since January 2, 2002. Doug lives in Bowie, Maryland, with his wife Vonda and their daughter Chloe.

CONGRATULATIONS TO OUR NEW CMC's, MMC'S AND RECERTIFICATION #1'S NOVEMBER, 2007 — JUNE, 2008

Designation	Name	Title	Town	Address	City	State	Month	Year
MMC	James R. Doherty, MMC	Administrator Clerk	Township of Wantage	888 State Route 23	Wantage	NJ	November	2007
CMC	Jennifer Preli, CMC	Town Clerk	Town of Haymarket	15000 Washington St	Haymarket	VA	December	2007
MMC	Joan R. Palmore, MMC	Town Clerk	Town of Blackstone	100 W Elm St	Blackstone	VA	December	2007
Recertification #1	Katherine J. Falone, CMC	Borough Clerk	Borough of Wanaque	579 Ringwood Ave	Wanaque	NJ	January	2008
CMC	Robin S. Gates, CMC	Administrative Assistant/Borough Secretary	Windber Borough	149 Somerset Ave	Windber	PA	January	2008
CMC	Linda Meade, CMC	Assistant Clerk/Treasurer	Town of Pound	P.O. Box 880	Pound	VA	January	2008
Recertification #1	Roxanne W. Paulette, CMC	Town Clerk	Town of Appomattox	P.O. Box 705	Appomattox	VA	January	2008
CMC	Donna D. Curry, CMC	Chief Deputy Clerk	Orange County	P.O. Box 111	Orange	VA	February	2008
CMC	Katherine K. Glass, CMC	Clerk of Council	City of Hampton	22 Lincoln Street	Hampton	VA	March	2008
CMC	Mina D. Barberis, CMC	Deputy City Clerk II	City of Virginia Beach	2401 Courthouse Drive Rm 281	Virginia Beach	VA	March	2008
Recertification #1	Patricia M. Fogg, CMC	City Secretary	City of Newark	P.O. Box 390	Newark	DE	April	2008
Recertification #1	Dolores M. Connors, CMC	Borough Clerk	Borough of Swedesboro	P.O. Box 56	Swedesboro	NJ	April	2008
Recertification #1	Donna L. Gingras, CMC	Deputy Municipal Clerk	Stafford Township	260 E Bay Ave	Manahawkin	NJ	April	2008
Recertification #1	Lydia Magnotti, CMC	Township Clerk	Jefferson Township	1033 Weldon Road	Lake Hopatcong	NJ	April	2008
Recertification #1	Maureen Massey, CMC	Borough Clerk	Borough of Mendham	2 West Main St	Mendham	NJ	April	2008
Recertification #1	Patricia D. Ryan, CMC	City Clerk-Muni Fin Officer	City of Bordentown	324 Farnsworth Ave	Bordentown	NJ	April	2008
Recertification #1	Stephen Berry, Jr., CMC	Deputy Clerk	Borough of Glen Ridge	P.O. Box 66	Glen Ridge	NJ	April	2008
CMC	Karen M. Barrow, CMC	Town Clerk	Town of West Point	P.O. Box 152	West Point	VA	April	2008
CMC	Sarah Deal Jenkins, CMC	Deputy City Clerk II	City of Virginia Beach	2401 Courthouse Drive, Rm 281	Virginia Beach	VA	April	2008
CMC	Zina F. Middleton, CMC	Administrative Assistant/Deputy Clerk	County of Lancaster	8311 Mary Ball Road	Lancaster	VA	April	2008
CMC	Kimberly J. Rollinson, CMC	City Clerk	City of Colonial Heights	P.O. Box 3401	Colonial Heights	VA	May	2008
MMC	Catherine H. Moore, MMC	County Clerk	County of Campbell	P.O. Box 100	Rustburg	VA	June	2008
MMC	Nancy Vehrs, MMC	Clerk to Board of Suprvs	County of Fairfax	1200 Gov't Ctr. Pkwy Ste 533	Fairfax	VA	June	2008

NEWS FROM NEW JERSEY'S MUNICIPAL CLERKS ASSOCIATION



Heather Mailander, President

Editors Note: The following is an excerpt from President Mailander's message. For the full text, go to: <http://www.njclerks.org>

PRESIDENT'S MESSAGE by Heather Mailander.

Summer is a time to take vacations, and enjoy the longer days. Most of our governing bodies meet less often, which allows us some extra time to finish a project or catch up on some work that we've been meaning to accomplish. Summer is also a good time to re-evaluate our personal and professional goals and create strategies to achieve them.

I was proud to represent the State of New Jersey at the annual International Institute of Municipal Clerks' conference which was held in Atlanta, in May.

Carrying the New Jersey flag in the Opening Ceremony was a highlight. In addition, I was able to meet with other State Presidents to share mutual items of interest and concern.

New Jersey has submitted its bid to host the IIMC Conference in 2013 in Atlantic City at the Trump Taj Mahal Hotel Casino. We will find out if we have won the bid in November. As a reminder, if we win the bid, the IIMC Conference in 2013 will also be the MCANJ's Annual Education Conference.

Have a summer filled with special times, enjoyed with the important people in your lives, which will create memories of a lifetime!

Pennsylvania Local Governmental Secretaries Association Affiliate Member of the International Institute of Municipal Clerks

Mary Weller, Executive Director
2941 North Front Street Harrisburg, PA 17110
Phone: 717-236-9526 Ext. 26 Fax: 717-236-8164

2008 Annual Conference
Radisson Green Tree (Near Pittsburgh)
August 13-16 2008

For Registration Information Go To:

<http://plgsa.org/index.htm>

IIMC REGION II STATE ASSOCIATION PRESIDENTS

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Delaware Clerks Enjoying the Atlanta Conference with Belgium Delegates at Atlanta Conference
 Photo courtesy Terri Hudson, City of Milford, Delaware



Founded in 1947, the International Institute of Municipal Clerks is the leading professional association serving the needs of Municipal Clerks, Secretaries, Treasurers and Records and other allied associations from cities and towns worldwide.

IIMC's primary goal is to actively promote the continuing education and professional development of Municipal Clerks through extensive education programs, certification, publications, networking, annual conferences and research. As an educational catalyst, IIMC inspires Clerks to expand and advance beyond their present levels of development.

IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among Municipal Clerks around the globe. Its 10,000 plus members represent municipalities of 250 to more than 10 million people in North America and 15 other countries.

IIMC is governed by a 26-member board of Directors with 22 Directors from IIMC's 11 regions.

**IIMC Distance
Learning Center**

Visit the website at: www.iimc.com

Region II Directors



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