

### **Executive Committee Meeting**

October 9, 2009

10:00 a.m.

Sheraton Oceanfront Hotel

3501 Atlantic Avenue

Virginia Beach, VA 23451

Minutes of the Virginia Municipal Clerks Association Executive Committee Meeting held on Friday, October 9, 2009 at 10:00 a.m. in the Sheraton Hotel located at 3501 Atlantic Avenue, Virginia Beach, Virginia with President Stephanie M. Moon, CMC, presiding.

Members Present: Stephanie M. Moon, CMC, President; Kathleen C. Bushchow, CMC, First Vice President; Tammy W. Newcomb, CMC, Second Vice President; Region IX Director; Pamela Foshee, Treasurer and Budget Committee Chair; Mabel Washington Jenkins, CMC, Immediate Past President; Donna Boone-Caldwell, Education and Professional Development Committee Chair; Elizabeth Elder Young, CMC, Web Development Chair and Region X Director; and Victoria H. Diggs, CMC, Secretary.

Members Absent: Beverly Pender, CMC, Historian; Marlene Henderson, CMC, Audit Committee Chair; Melanie R. Burrell, CMC, Bylaws Committee Chair; Valeria P. Chambers, CMC, Clerk of the Year Committee 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. Anderson, CMC, Region VII Director; Karen M. Barrow, CMC, Region VIII Director; Roxanne W. Paulette, CMC, Region V Director; and Wendy Chewning, Region VI Director.

The President called the meeting to order. She then welcomed and administered the Oath of Office to the newly appointed VMCA Secretary, Victoria Diggs.

## **MINUTES:**

Tammy W. Newcomb moved, seconded by Kathleen Buschow, that the reading of the minutes of the Executive Committee meeting held on June 19, 2009 be dispensed with and approved as amended. (See copy of minutes on file with the Secretary.) The motion received unanimous support.

## **REPORTS OF OFFICERS:** (Written reports become part of the minutes.)

President: Stephanie M. Moon, CMC, reported that the Newsletter Chair position was currently vacant; however, the Virginia Beach Clerk's office had indicated its willingness to continue this function. President Moon asked Secretary Diggs to contact Ruth Smith, the Virginia Beach City Clerk, to formally inquire if her office will assume responsibility for the VMCA Newsletter and, if so, who will be the specific contact person. The Committee was also informed that VMCA Treasurer Records dating from 1998 through 2005 had been approved for destruction.

President Moon explained that the Virginia Municipal League (VML) had offered the VMCA a free exhibit table at its upcoming annual conference. She inquired if funds were available with which to purchase appropriate items for a gift basket to be given away at the conference. Following a brief discussion, it was agreed that a gift basket was an excellent idea and would bring attention to the Clerks' organization. It was recommended that a VMCA t-shirt, informational brochures and other possible donated items should be placed in the basket.

Tammy W. Newcomb moved, seconded by Mabel Washington Jenkins, that the Board approve a "not to exceed" \$100 appropriation from the General Fund to purchase additional items for the VML gift basket. The motion received unanimous support.

First Vice President: Kathleen C. Buschow, CMC, reported that she had recently attended a Region II meeting. She stated that the group was very enthusiastic with many innovative ideas, e.g. they pay dues to their specific region and annually select a "Clerk of the Year" from their membership.

Second Vice President: Tammy W. Newcomb, CMC, stated that she had sent a Press Release publicizing the upcoming 2010 VMCA Annual Conference to various organizations, including VACo, IIMC, and Virginia Review for their respective publications. She also reported that she was working closely with Jackie Henderson, Alexandria City Clerk, on the upcoming 2010 VMCA Annual Conference and that more information would be forthcoming on the website as it becomes available.

Treasurer: Pamela Foshee submitted a written report. She gave a brief overview of her report and specifically pointed out that revenues are down approximately \$700 due to a lag in membership renewals. She noted, however, that 10 new clerks had recently joined the organization and that she would send out a third reminder regarding membership renewal. She explained that \$500 had been expended to secure the 2010 Annual Conference hotel, but that a \$525 reimbursement was forthcoming since a scholarship recipient had been unable to attend the MMC Academy. In

conclusion, she sought guidance regarding the VMCA's CD that would mature on 12/03/09. During the subsequent discussion, it appeared that the Committee members supported using more of these funds for educational purposes, i.e. provide additional scholarships.

Kathleen Buschow moved, seconded by Tammy Newcomb, that the CD should be reduced to \$10,000 with the balance of the funds being placed in the General Fund and authorizing Treasurer Foshee to negotiate with the lending institution to obtain the best CD interest rate. The motion received unanimous support.

Treasurer Foshee stated that the VMCA binders had been reduced to \$10.00; that 35 handbooks had been distributed during the Institute/Academy (with a disclaimer that all information was not current) and that VMCA decals had been handed out to everyone in attendance.

Donna Boone-Caldwell, Education and Professional Development Chair, expressed concern over unused scholarship funds and the need for a mechanism whereby returned scholarships could be given to other eligible candidates on the waiting list.

Tammy W. Newcomb moved, seconded by Kathleen Buschow, that this matter be referred to the Bylaws Committee and that its findings/recommendations be reported back to the Executive Committee. The motion received unanimous support.

#### **REPORTS OF STANDING COMMITTEES:**

Education and Professional Development – Donna Boone-Caldwell, MMC stated that the new assessment tool for the Institute/Academy had been well received by the clerks.

Web Development – Elizabeth Elder Young, CMC stated that she continues to update the website as needed. She reported that a new webpage for each VMCA Region had been created; however, only minimal information had been received thus far for posting. She stated that she would send out another E-blast requesting information from all of the regions for their respective webpages and reminding them to utilize the Association's blog and facebook.

#### **OLD BUSINESS:**

Contract with Old Dominion University – President Moon explained that the Memorandum of Understanding (MOU) with Old Dominion University expires in 2010. During the discussion, concern was expressed over the increasing cost of the Institute/Academy.

Mabel Washington Jenkins moved, seconded by Kathleen Buschow, to refer the MOU with Old Dominion University to the Education and Professional Development Committee to research and explore other educational institution possibilities and report its findings/recommendation to the Executive Committee. The motion received unanimous support.

Liz Elder Young moved, seconded by Tammy W. Newcomb, to direct the Education and Professional Development Committee to use the VMCA blog or submit information to the Web

Development Chair in order to gather comments relative to the evaluation of the ODU contract. The motion received unanimous support.

Consideration to allow funds designated for the VMCA President's Institute/Academy registration fee be used towards the President's hotel accommodations if the President has completed the Institute and Academy –

Following a brief discussion, Mabel Washington Jenkins moved, seconded by Pamela Foshee, to refer this specific matter to the Bylaws Committee for their consideration and recommendation. The motion received unanimous support.

Gift Basket as a giveaway at VML – This matter was discussed and resolved earlier in the meeting.

Status of a Blog – This matter also was discussed during the earlier report by the Web Development Chair, Elizabeth Elder Young.

### **NEW BUSINESS;**

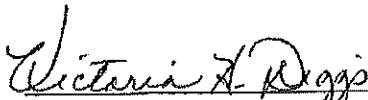
Region II Conference in January 2010 – It was reiterated that preparations for the upcoming Annual Conference are being made and that additional information will be forthcoming on the VMCA website.

Region II IIMC Director – Nominations – President Moon stated that she had withdrawn her name from the list of candidates interested in filling the IIMC Region II Director's position. She explained that a Pennsylvania Clerk had expressed an interest in this position and that she will be supporting her candidacy.

In conclusion, the Executive Board agreed that they would like to see a breakout of all costs associated with the Institute/Academy from ODU.

There being no further business, the meeting was adjourned at 11:15 a.m.

Respectfully,

  
Victoria H. Diggs, CMC, Secretary

  
Stephanie M. Moon, CMC, President