

**Executive Committee Meeting
June 19, 2009
2:00 P.M.**

**Roanoke City Council Conference Room
Noel C. Taylor Municipal Building
215 Church Avenue, S. W.
Roanoke, Virginia 24011**

Minutes of the Virginia Municipal Clerks Association Executive Committee meeting held on Friday, June 19, 2009, at 2:00 p.m., in the Roanoke City Council Conference Room, Noel C. Taylor Municipal Building, Roanoke, Virginia, with President Stephanie M. Moon, CMC, presiding.

Members Present: Stephanie M. Moon, CMC, President; Kathleen C. Buschow, CMC, First Vice President (via conference call); Tammy W. Newcomb, CMC, Second Vice President and Region IX Director; Pamela Foshee, Treasurer and Budget Committee Chair (via conference call); Mabel Washington Jenkins, CMC, Immediate Past President (via conference call); Donna Boone-Caldwell, Education and Professional Development Committee Chair (via conference call); and Sheila N. Hartman, 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; 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; Karen M. Barrow, CMC, Region VIII Director; Elizabeth Elder Young, CMC, Web Development Chair and Region X Director; Roxanne W. Paulette, CMC, Region V Director; and Wendy Chewing, Region VI Director.

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

MINUTES:

On motion by Tammy W. Newcomb, seconded by Sheila N. Hartman, the reading of the minutes of the Executive Committee meeting held on April 24, 2009, were dispensed with and approved as presented. (See copy of minutes on file with the Secretary.)

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

President: Stephanie M. Moon, CMC, gave an oral report. She reported that she had met with Donna Boone-Caldwell, MMC, Chair, Education and Professional Development Committee. She has been working closely with Pam Cornell, Institute/Academy Director, and reported that IIMC's 2009 Institute classes will be held in Virginia Beach on October 4-9, and the Academy classes will be held on October 6-9.

At this point, the President placed a conference call to the First Vice President, the Treasurer, the Immediate Past President and Education & Professional Development Chair.

First Vice President: Kathleen C. Buschow, CMC,. No report was submitted.

Second Vice President: Tammy W. Newcomb, CMC, submitted a written report. No changes noted.

Treasurer: Pamela Foshee. She submitted a written report. By conference call she reviewed the following information contained in the report:

- Inventory of items were received from Pat Kost, as required by Article V, Section 6 of the VMCA Constitution and Bylaws
- Balance Sheet and Bank/Checkbook Reconciliation for May 1-31, 2009
- Balance Sheet and Bank/Checkbook Reconciliation for June 1-18, 2009
- Final report of 2009 Annual Conference
- Final report of 2009 Pre-Conference Education Sessions
- Final 2009 Scholarship auction/donation total deposited
- Year to Date Budget total breakdowns (She requested authorization to reimburse the 2008-2009 President, Mabel Washington Jenkins, for costs of framing the resolution for Chesapeake's City Clerk (\$106.00), certificate folders for outgoing officers and region directors (\$28.58), and plaque for outgoing Treasurer (\$64.05).

Without objection from the Board members, the Treasurer was directed to proceed as recommended to reimburse Mabel Washington Jenkins for the noted expenditures.

After discussion, the Treasurer was directed as follows: to order new checks with updated information; to send the VMCA logo to the current President electronically for her use rather than ordering new stationery; and it was determined that there were enough leftover VMCA membership pens to negate any need to order more.

The Treasurer was authorized to send Jackie M. Henderson, CMC, the \$500.00 deposit check for the 2010 Annual Conference which will be hosted by the City of Alexandria.

There was discussion concerning how the determination was made as to who received membership letters; the determination that there would be no increase in membership dues; and it was later determined that enough membership pins could be pulled together from several officers to keep from having to place an order this year. It was suggested that the Association stay with the same vender because they were the least expensive.

Secretary: Sheila N. Hartman, CMC, was present. No report.

On motion by Kathy C. Buschow, seconded by Mabel Washington Jenkins, the Board accepted the resignation of Sheila N. Hartman as Secretary of VMCA, effective June 30, 2009. (See copy of resignation letter on file with the Secretary.)

Pursuant to the Bylaws, the Executive Committee may appoint someone to replace the Secretary. It was suggested that the Executive Board members give some thought to a replacement, and to submit their list of possible members' names by e-mail.

Immediate Past President: Mabel Washington Jenkins, CMC, was absent but submitted a written report. No changes noted.

Historian: Beverly L. Pender, CMC, was absent. No report.

Without objection from the Board members, all reports of Officers were received and filed.

At this point, the President included Pamela Cornell, Institute Director, ODU, and Donna Boone-Caldwell in the conference call for discussion regarding the upcoming Institute and Academy.

Pam reported the following:

- The Sheraton in Virginia Beach would be the location for the upcoming Institute/Academy;
- All classes are filled with instructors and approved, with the exception of Dr. Charles Sapp who was recommended by Mina Barberis and Kathy Glass, and he has vocally agreed to teach two classes;
- Ruth Hodges Smith, MMC, of Virginia Beach, will teach the History of the Municipal Clerk;
- There will be a mentoring class taught by a Municipal Clerk for First Year students only;
- IIMC has been advised that either the IPDP or the Professional Memo to Management (a summary or overview of what was learned in the class) would be used as the assessment tool. She will contact IIMC to make sure this change is acceptable officially so that the membership may be informed by the end of June; and
- There will be a slight increase in the fee this year due to the increase in the cost for instructors, but the facilities and instructors are first rate.

It was suggested that once the proposed changes are finalized Tammy Newcomb send out an e-blast to the membership and Elizabeth Elder Young post the information on VMCA's website.

Following discussion regarding the contract with Old Dominion University which will expire in 2010, it was the consensus of the Executive Board Members that the Board would evaluate this year's Institute/Academy and make a decision as to whether or not to seek another contract provider through the RFP process. The Second Vice President stated she would send out an e-mail reminder to all Region Directors regarding the updated Scholarship applications and notifying them of the deadline.

REPORTS OF STANDING COMMITTEES:

Education and Professional Development – Donna Boone-Caldwell, MMC. No report.

Web Development – Elizabeth Elder Young, CMC, was absent, but submitted a report.

REPORTS OF REGION DIRECTORS:

Region IX - Tammy W. Newcomb, CMC, submitted a report. No changes.

Region X – Elizabeth Elder Young, CMC, Elizabeth Elder Young, CMC, was absent, but submitted a report. No changes.

There being no objection all reports were received and filed.

OLD BUSINESS:

VML Annual Conference to be held in Roanoke, October 18-23, 2009 – Following discussion about the possibility of sponsoring an Information booth at the VML Conference, it was suggested that a booth be set up at the registration area and be manned by members of the VMCA. The President and Education and Professional Development Chair will meet to discuss the possibilities and report back to the Executive Board by e-mail in September.

Handbooks – The Treasurer advised that she had 49 VMCA Handbooks, and suggested that all but one be given away to First Year students at the Institute/Academy. Without objection, it was agreed that 49 Handbooks would be given out to First Year students at the 2009 Institute, and that consideration would be given to updating the Handbook and posting it online for easy accessibility and cost savings.

NEW BUSINESS: NONE.


OTHER BUSINESS:

Next Executive Committee meeting will be held on October 9, 2009 in Virginia Beach.

It was suggested that consideration be given to preparing an amendment to the Bylaws to allow the funds designated for the VMCA President's registration fee to be used towards the President's hotel accommodations if the President has completed the Institute and Academy.

There being no further business, the meeting was adjourned at 3:17 p.m.

Respectfully,


Victoria H. Diggs, CMC for
Sheila M. Hartman, CMC, Secretary


Stephanie M. Moon, CMC, President