



## **Executive Committee Meeting**

February 11, 2010

12:00 Noon

Virginia Municipal League Office  
13 E. Franklin Street  
Richmond, VA

Minutes of the Virginia Municipal Clerks Association Executive Committee Meeting held on Thursday, February 11, 2010 at 12:00 p.m. in the Virginia Municipal League office building located at 13 East Franklin Street, Richmond, Virginia with President Stephanie M. Moon, CMC, presiding.

Members Present: Stephanie M. Moon, CMC, President; Pamela Foshee, Treasurer and Budget Committee Chair; Mabel Washington Jenkins, CMC, Immediate Past President; Donna Boone-Caldwell, MMC, Education and Professional Development Committee Chair; Elizabeth Elder Young, CMC, Web Development Chair and Region X Director; Roxanne W. Paulette, CMC, Region V Director; Valeria P. Chambers, CMC, Clerk of the Year Committee Chair; and Victoria H. Diggs, CMC, Secretary.

Members Absent: Kathleen C. Bushchow, CMC, First Vice President; Tammy W. Newcomb, CMC, Region IX Director, Second Vice President; Beverly Pender, CMC, Historian; Marlene Henderson, CMC, Audit Committee Chair; Melanie R. Burrell, CMC, Bylaws Committee Chair; Deborah Lane, MMC, 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; and Wendy Chewning, CMC, Region VI Director.

The President called the meeting to order and extended a welcome to Mr. Mike Dugan, Old Dominion University (ODU) Interim Director of the VMCA Institute/Academy.

### **MINUTES:**

Pamela Foshee moved, seconded by Mabel Jenkins, that the reading of the minutes of the Executive Committee meeting held on October 9, 2009 be dispensed with and approved as

submitted. (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, prior to the meeting, Mr. Mike Dugan, ODU Interim Director of Institute/Academy, had provided and discussed with her a detailed financial breakdown on the 2009 Institute/Academy. She explained that Mr. Dugan would be addressing the Committee on this and other related issues later in the meeting.

First Vice President: Kathleen C. Buschow, CMC, was absent; however, President Moon offered the following comments on her behalf. She encouraged everyone to prepare gift baskets for the silent auction which will be held again this year at the Annual VMCA meeting to raise scholarship money. First Vice President Buschow also requested the Executive Committee to consider her request to use the registration money, provided by the VMCA for its President to attend the IIMC Annual Conference, towards her lodging fees instead. During the Clerks' discussion, it appeared that this request was fully supported by the Committee. Pam Foshee moved, seconded by Mabel Jenkins, that the in-coming VMCA President, Kathleen Buschow, be given the option to apply the VMCA sponsored 2010 IIMC Annual Conference registration fee towards her lodging; that this option be afforded to all future VMCA Presidents as well; and that this matter be referred to the Bylaws Committee for formal consideration. The motion received unanimous support.

Second Vice President: Tammy W. Newcomb, CMC, was absent; however, she submitted a written report.

Treasurer: Pamela Foshee submitted a written report. She gave a brief overview of her report specifically pointing out that VMCA membership fees and subsequent revenues were down. She attributed the downturn to another difficult budget year and because VMCA membership is not a pre-requisite to attaining the CMC/MMC designation. During the Committee's discussion, it was recommended that this matter be brought before the entire VMCA membership at the Annual Meeting and that perhaps incentives to join the VMCA should be considered. Furthermore, it was decided that this concern should be shared with the IIMC, Region II Director. Treasurer Foshee noted that office expenses had been reduced and that a \$500 check had been mailed to Jackie Henderson, Alexandria City Clerk, to assist with preparations for the 2010 VMCA Annual Conference. Lastly, due to unforeseen problems encountered when renewing the VMCA's tax exempt status, the full amount of the Association's CD had to be rolled over prohibiting any of the interest money to be used for scholarships, as previously planned.

Immediate Past President: Mabel W. Jenkins submitted a written report.

**REPORTS OF STANDING COMMITTEES:**

Audit Committee – Marlene Henderson was absent, but submitted a written report.

Bylaws Committee – Melanie Burrell was absent, but submitted a written report.

Budget Committee – Pamela Foshee submitted a written report and provided a brief overview of the current budget status and proposed VMCA FY2011 budget.

Clerk of the Year Committee – Valeria Chambers was present and submitted a written report. She stated that only one nomination had been received by the Committee thus far.

Education and Professional Development – Donna Boone-Caldwell was present. She stated that since Mike Dugan from ODU was present she would defer her comments until later in the meeting when he spoke.

Nominations Committee – Victoria Diggs, on behalf of Nominations Committee Chair Deborah Lane, verbally announced the Committee’s nominations for the 2010/2011 VMCA Executive Board.

Scholarship Committee – Debra White was absent, but submitted a written report.

Web Development – Elizabeth Young was present, but had no additional information on which to report.

**OTHER BUSINESS:**

Mike Dugan, ODU Interim Institute Director, stated that the Institute/Academy lost money in 2009. However, both he and Donna Boone-Caldwell, Chairman of the Education & Professional Development Committee, explained that the change in hotel accommodations and the new assessment tool had been well received and endorsed by the participating Clerks. During the discussion on how to reduce expenses for the 2010 Institute/Academy, the following suggestions were offered to Mr. Dugan: omit the daily luncheons and provide Clerks with directions to nearby eateries or sell box lunches; provide lighter, less costly snacks and evening receptions; eliminate the 3-ring binders and provide a 1-sheet synopsis for each session; use cheaper name badges; and seek donations for needed supplies, e.g. carry bags, from vendors. Moreover, it was agreed that instead of paying accommodations/meals for a retired Clerk(s) to assist ODU representatives with registration, etc. that members of the Executive Committee will fulfill this task in the future.

Donna Boone-Caldwell stated that the feedback from the 2009 Institute/Academy had been extremely positive and that the Education & Professional Development Committee was recommending that the VMCA continue to contract with ODU for these educational sessions. In response to a Clerk query, Mike Dugan clarified that he was now the Director of the Institute. Donna Boone-Caldwell stated that she would apprise the IIMC of his Directorship. In conclusion, Mr. Dugan stated that, in an effort to increase revenues, ODU will be marketing the Institute/Academy more aggressively by pursuing non-participating VMCA Clerks, out-of-state Clerks and individuals in related career fields.

There being no further business, the meeting was adjourned at 2:15 p.m.

Respectfully,

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Victoria H. Diggs, CMC, Secretary

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Stephanie M. Moon, CMC, President