

# FOR THE RECORD



ISSUE 2  
November 2010

## PRESIDENT'S MESSAGE

Dear Fellow Clerks:

We finally made it through a horribly hot summer and, for many of you, newly elected officials. Even if the weather didn't bother you, the heat of your local election may have been difficult to bear. If that weren't enough, many localities are still feeling the burden of shrinking budgets, layoffs, and more work with no pay increase.

In spite of all that gloom, Municipal Clerks continue to keep the wheels of government moving. Clerks are often the face of local government; the person who is always available to speak with an unhappy citizen; listen sympathetically to the woes of a member of the community or fellow staff; or the one who can find that minute, but critical, piece of information from the archives.

At the Institute/Academy luncheon in Virginia Beach, it was a great pleasure to see so many familiar faces. More surprising was the large number of CMCs attending classes towards MMC designation. No raises, no budgets, more work and stress; yet Virginia Clerks have taken it upon themselves to continue their education. To be commended further are those Clerks with their MMC who were taking classes as well.

Ruth Hodges Fraser eloquently spoke of the importance of education for all of us; and she practices what she preaches. Her Clerks have the support necessary to attend the Institute and Academy as they develop in their jobs.

Clearly, in times like these, it is not about getting a raise; it is about what we can do to improve ourselves. It is about our own personal growth, having new experiences, and taking pride in achieving a goal – be it a CMC or MMC designation. Virginia has one of the highest percentages of CMCs in the United States. You can all be proud of that achievement.

As we move into the holiday season, many of us will also be directed to cut budgets further, with the risk of education programs being the first to go. I commend you all for fighting to keep education a priority. Remember that VMCA offers scholarships to our Clerks for just this reason – either partial or full; to keep you moving forward. This is funded, in part, by the Silent Auction at our annual meeting so keep that in mind when you are out shopping. April will soon be upon us!

In another section of the newsletter you will see that Clerks are retiring, so don't forget to say goodbye and cheer them on into the next phase of their life. Reach out to new Clerks or those with little support in their organization. In your regions, *make time* to get to that quarterly meeting. You all need the support of each other more than ever before and it will serve you well, now and into your life.

Also, don't forget to think about who you would nominate for Clerk of the Year. More details follow later in the newsletter.

Have a happy holiday season everyone. Reach out to others, maintain your friends, and have some FUN while doing so.

All the best,

KathyB

Kathleen Clarcken Buschow, MMC  
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# FOR THE RECORD

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*\*Deadline for the next newsletter is  
January 1, 2010*

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www.vanca.com

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# CONGRATULATIONS!!!

## MASTER MUNICIPAL CLERK ACHIEVEMENTS

**Valerie P. Chambers, MMC**  
Interim City Clerk  
City of Lynchburg

**Connie C. Nalls, MMC**  
Deputy Clerk of the Board  
New Kent County

## CERTIFIED MUNICIPAL CLERK ACHIEVEMENTS

**Jennifer Berry, CMC**  
Clerk of Council  
Town of Front Royal

**Pamela Foshee, CMC**  
Deputy City Clerk  
City of Newport News

**Diane Garber, CMC**  
Deputy Clerk to the  
Board of Supervisors  
King and Queen County





By Veronica K. Ratliff, CMC



Dear Fellow Clerk:

The Clerk of the Year Committee of the Virginia Municipal Clerks Association is accepting nominations for the Clerk of the Year award, an annual award presented to an outstanding Virginia Clerk or Deputy Clerk at the VMCA Annual Meeting in April.

To be eligible for the award, someone must meet certain criteria as follows:

- Member of the VMCA for at least two years
- Brings innovative ideas to the Association
- Demonstrates commitment to professional development
- Demonstrates commitment to community involvement
- Extraordinary individual job performance
- Positive on-the-job attitude

If you would like to make a nomination for this prestigious award, please complete the application on the following page and mail or e-mail by March 1, 2011 to:

Veronica K. Ratliff, CMC  
Deputy City Clerk  
City of Falls Church  
300 Park Avenue  
Falls Church, VA 22046  
[vratliff@fallschurchva.gov](mailto:vratliff@fallschurchva.gov)  
Phone: (703) 248-5147  
Fax: (703) 248-5146

Nominees who received the award during the last five years are not eligible. Those Clerks of the Year were:

- Mabel Washington Jenkins, MMC, 2010
- Stephanie M. Moon, CMC, 2009
- Kathleen C. Buschow, CMC, 2008
- Shelia Crist, MMC, 2007
- Ella Washington-Carey, CMC, 2006







## **33<sup>rd</sup> Annual Municipal Clerk Institute and Master Municipal Clerk Academy**

Submitted by: Tammy W. Newcomb, CMC, VMCA First Vice-President

The 33<sup>rd</sup> Annual Certified Municipal Clerk Institute and Master Municipal Clerk Academy was held October 24-29, 2010 and October 26-29, 2010, respectively, at the Sheraton Oceanfront Hotel in Virginia Beach, Virginia. There were 81 clerks in attendance from across the Commonwealth as well as several surrounding states.

I heard positive comments from Clerks about several of the Municipal Clerk Institute/ Academy sessions. I understand that among the favorites of the Institute attendees were “Navigating Gender Issues in Today’s Workplace and Community” and “Building and Maintaining Strong Interpersonal Relationships.” The Municipal Clerk Academy sessions included “Peak Performances through Effective Stress Management” and “Web 2.0.” The “Web 2.0” was very different from our usual core subjects. This class was about social media and how we utilize it in the workplace.

During Thursday’s luncheon, Clerks enjoyed a presentation from Ruth Hodges Fraser, MMC, City Clerk, City of Virginia Beach. She shared her insightful wisdom with the group and spoke about the importance of striving to obtain CMC or MMC status. We are always honored and delighted when Ruth can spend time with us!

On Friday the program ended with a joint session entitled, “A small town Clerk, a large city Clerk, a county Clerk; who says a Clerk is a Clerk is a Clerk?” This session was a nice way to tie all of the classes together at the end of the week. I believe that during this session Clerks discussed everything from dealing with difficult people, to mixed generations/ genders, to technology.

I commend the Education and Professional Development Committee and Old Dominion University for working diligently to develop a program that was beneficial, motivating and sometimes entertaining. Overall, I heard that the programs for both the Institute and Academy were very enjoyable.

I hope that each of you had a truly worthwhile experience and took something back to your locality to aid you in your job performance or even your personal life. After all, it is all about growth-- personal and professional. As we work together (because we cannot do it without your feedback) we hope that the Institute and Academy will continue to be a successful and rewarding journey!



### News from Region IV

Krystal S. Coleman  
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### Save the Date” – Virginia Municipal Clerks Association 34<sup>th</sup> Annual Conference, April 27-29, 2011, at The Inn @ Vir- ginia Tech, Blacksburg

The Town of Vinton is scheduled to go live with a brand new website the evening of November 12<sup>th</sup>. The website will offer users a new look, optimized search tools, streamlined navigation, new and updated content, and more interactive features. It will utilize the CivicPlus content management system (CMS). Two content managers, Julie S. Tucei, Planning and

Zoning Coordinator, and Consuella Caudill, Assistant Town Manager/Director of Economic Development, managed the overall project and the details of the redesign which began in March 2010. Both will oversee the website and the department content contributors, including Town Clerk Darleen Bailey who will manage the Administration/Town Manager’s content once the site goes live. The website address will remain: [www.vinton.gov](http://www.vinton.gov).

Pat Keatts, MMC, attended the VML Conference held October 4-5 in Hampton, Virginia.

Stacie Sink, Geri Hazelwood, CeCe Webb, and Krystal Coleman attended the Certified Municipal Clerk Institute.

### News from Region VII

Renee P. Andersen, CMC  
Deputy Clerk  
County of Fauquier  
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Warrenton, Virginia 20186  
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e-mail: [BOS@fauquiercounty.gov](mailto:BOS@fauquiercounty.gov)

The **quarterly meeting** of Region VII was hosted by the City of Falls Church, at 11:00 AM on Friday, September 17, 2010. The meeting convened at ArtSpace Falls Church, a permanent art gallery and a 95-seat performance space for dance, theatre and music. ArtSpace Falls Church provides an artistic home for two non-profit organizations, Creative Cauldron and Falls Church Arts.

Municipal Clerks in **attendance** were:

Renée Andersen, Fauquier County  
Tonya Lacey, City of Fredericksburg  
Marcia Hollenberger, Stafford County  
Melanie Burrell, City of Fairfax  
Dorothy Steele, City of Fairfax  
Nancy Vehrs, Fairfax County  
Ekua Brew-Ewool, Fairfax County  
Dianne Tomasek, Fairfax County  
Veronica Ratliff, City of Falls Church  
Kathleen Buschow, City of Falls Church  
Catherine Koslick, Town of Dumfries  
Lee Ann Green, Town of Leesburg

(Region VII Continued)

The group was **greeted** by Kathleen Buschow, VMCA President, and Clerk to the City of Falls Church. Ms Buschow introduced The Honorable David Snyder, Vice Mayor, who warmly welcomed members of Region VII to the City of Falls Church.

The **keynote speaker** was Gina Caceci, former Executive Director for Falls Church Arts and current member of the Creative Cauldron Board. Ms. Caceci spoke on the topic of “Creating a Community for the Arts in The Little City”, and described how the vision of the organization is to bring the community together through a variety of performing and stationary arts and to provide citizens with affordable access to the arts. The organization hosts performances, camps, exhibits, workshops, using a mixture of local and regional professionals and non professionals. More information can be found on their website at [www.creativecauldron.org](http://www.creativecauldron.org).

Following a tour of the gallery, attendees gathered for lunch. Many thanks are extended to Ms. Buschow for graciously opening her home and providing the Clerks with a wonderful meal, and a warm, inviting and hospitable atmosphere.

During lunch the **business meeting** was opened by Renée Andersen, Region VII Director. Ms. Andersen welcomed the newest member of Region VII, Ms. Catherine Koslicki, Clerk of Council for the Town of Dumfries, who recently relocated with her husband from the Richmond area. Ms. Andersen encouraged everyone’s attendance at the annual VMCA IIMC Institute & Academy, which will be held in Virginia Beach during the week of October 25, 2010. She favorably commented on the latest issue of the “For the Record” newsletter, which highlights educational requirements and certification tips for the highly esteemed *Master Municipal Clerk* and *Certified Municipal Clerk* professional designations.

Ms. Andersen announced that the following jurisdictions have agreed to host future Region VII quarterly meetings:

- December 2010: Nancy Vehrs, Fairfax County
- March 2011: Melanie Clark, Town of Vienna
- June 2011: Melanie Burrell, City of Fairfax

The floor was then opened for roundtable comments, questions, suggestions and announcements.

- Renée Andersen, Fauquier County, announced the annual Fall Farm Tour will be held October 9<sup>th</sup> in Fauquier County. She also discussed the issue of records retention schedules and is seeking input on a functional and reliable system for records management and functional records indexing.
- Veronica Ratliff, Falls Church, announced the Falls Church Farmers Market is open year round and was recently rated the #1 Farmers Market in the area. She added that the annual Fall Festival will be held on October 9<sup>th</sup>.
- Nancy Vehrs, Fairfax County, announced that Fairfax County will hold its Fall Festival the first weekend in October.
- Tonya Lacey, Fredericksburg, announced that the City of Fredericksburg will hold its annual Oktoberfest this weekend.
- Marcia Hollenberger, Stafford County, announced that Stafford County is getting ready to implement a paperless agenda package. She also announced that Aquia Landing will hold an exhibition this weekend, and there will also be an historic reenactment in Falmouth.
- Catherine Koslicki, Dumfries, said she is getting acclimated and enjoying the responsibilities of her new position. She added that she has registered to attend the annual Institute & Academy in Virginia Beach.

## Region VII Continued

- Catherine Koslicki, Dumfries, said she is getting acclimated and enjoying the responsibilities of her new position. She added that she has registered to attend the annual Institute & Academy in Virginia Beach.
- Ekuia Brew-Ewool, Fairfax County, said that she and her family are recovering from a home kitchen fire, and she extended her gratitude to Nancy Vehrs for her assistance during that time. She reminded everyone to review their homeowner's insurance policy to make sure fire damage is covered, and also recommended that everyone have a fire extinguisher conveniently located in their kitchens.
- Diane Tomasek, Fairfax County, said Fairfax County is in the process of updating the Board of Supervisors audio equipment and computer equipment in its meeting room, which is resulting in compatibility issues between the FTR recording equipment and the new MS Word 2010 software program. She added that next year in Mason District will be the commemoration of President Lincoln's review of the troops as part of the Fairfax County Sesquicentennial celebration.
- Lee Ann Green, Leesburg, stated that the Leesburg Town Council has just gone to a paperless agenda package. She also discussed the challenges created by elected officials using the "Reply All" feature on e-mail communications which may be considered under FOIA to create an illegal meeting. She added that anyone needing clarification regarding the rules of e-mail correspondence should contact Marie Everett, FOIA Counsel.
- Melanie Burrell, Fairfax, announced that the City of Fairfax is preparing various commemorative events to include the 50<sup>th</sup> anniversary of the incorporation of the City, the 75<sup>th</sup> anniversary of the high school, and the County's Sesquicentennial celebration. She said there will also be a wine tasting and an interpretive Civil War exhibit at the Historic Blenheim site.
- Dottie Steele, Fairfax, announced the City Fairfax will also hold its Fall Festival on October 9<sup>th</sup>.
- Kathy Buschow, Falls Church, encouraged attendance for the Institute & Academy in Virginia Beach in October, for education and networking opportunities. She also reminded everyone that the next annual meeting will be held in April 2011 at the new Virginia Tech building in Blacksburg.

### News from Region VIII

Karen M. Barrow  
Town Clerk  
Town of West Point  
P.O. Box 152  
West Point, Virginia 23181  
Phone (804) 843-3330 \* Fax (804) 843-4364



Region VIII Clerks held their last meeting on August 20th, 2010 at Lowery's restaurant in Tappahannock. The focus of our lunch meeting was to discuss the VMCA Academy/Institute in October. Region VIII would like to congratulate Connie Nalls of New Kent County for obtaining her MMC designation and Diane Garber of King and Queen County for obtaining her CMC designation. In attendance at the Institute was Cindy Balderson of the Town of Kilmarnock, Nancy Offersen of the Town of Ashland and first time attendee Gina L. Patterson, Charles City County. In attendance at the Academy were Karen Barrow of the Town of West Point, Diane Gaber of King and Queen County and Zenna Middleton of Lancaster County.

Region VIII is currently trying to schedule a meeting prior to Christmas but it looks like it might be in 2011.



**News from  
Region IX**

*Janice Blakely, CMC  
Clerk to the Board of Supervisors  
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blakelyj@chesterfield.gov*



Region IX continues to conduct meetings on a quarterly basis. On November 3, 2010, Region IX Clerks met for lunch at The Brickhouse Run in historic Old Town, Petersburg. Eight members were present for a lively discussion of the programs of the previous week's Institute and Academy. This was very beneficial for those who were not fortunate enough to attend.


Congratulations to DeAnna Atkins, former Deputy Clerk for Chesterfield County, who was appointed as the Clerk of Council for the City of Colonial Heights in June.

Region IX welcomes Tessie Wilkins, who was appointed Clerk of Council for the City of Emporia in June, and Sara Hall, who took over the reins as Deputy Clerk for Chesterfield County in August.

Hats off to Heather Hunnicutt, Town Clerk for the Town of Claremont, who has also been appointed Town Clerk for the Town of Dendron. Heather, good luck keeping two town councils straight!




**Find us on Facebook**




**Virginia Municipal Clerks Association (VMCA)**  
 You like this. Unlike

**Virginia Municipal Clerks Association (VMCA)** Don't forget about the VMCA Flickr site! If you have pics from the latest Institute/Academy, let me know and I'll upload them to Flickr!



**Flickr: VMCApics' Photostream**  
[www.flickr.com](http://www.flickr.com)  
 Flickr is almost certainly the best online photo management and sharing

37 people like Virginia Municipal Clerks Association (VMCA)



Facebook social plugin

**VMCApics' photostream**  
 Sets Galleries Tags People Archives Favorites Profile

**30 Years of Clerks**



All rights reserved  
 Uploaded on May 5, 2009  
 0 comments

**30 Years of Clerks**



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Don't forget about VMCA online!

VMCA has a web presence with various online tools to help clerks network and learn from each other. You can check us out on Facebook and Flickr to catch up with the clerks you haven't seen in a while. You can also get feedback on all your burning clerk questions with the Google Group Discussion Page. Also, don't forget to check out the Region Pages to see what's new in your region and throughout the state! Log onto [www.vanca.com](http://www.vanca.com) and look for the links in the left-hand navigation.

**News from Region IX**  
 Region IX members at a recent quarterly meeting at The Brickhouse Run in Petersburg.



**Google groups**

**VMCA**

**Discussions**

View: [Topic list](#), [Topic summary](#)

★ [Candidate Finance Reporting - Question for Towns with a pc](#)  
 My question pertains to "Towns" with a population of LESS THAN 3,500 than 3,500 participate in the State Board of Elections Candidate Finance  
 By [Roxanne Paulette](#) - Jun 11 - [1 new of 1 message](#) - [Report as spa](#)

★ [Clerk Evaluations](#)  
 Clerks I need your help, my Council has asked me to find an evaluation evaluate you would you please forward it to me. PLEASE RESPOND TC  
 By [Tonya Lacey](#) - Jun 9 - [3 new of 3 messages](#) - [Report as spam](#)

# NEWS AND ANNOUNCEMENTS

## EMPORIA NAMES NEW CLERK

Emporia City Council has named Tessie Wilkins as City Clerk. Wilkins has been employed by the City since 2005. Congratulations Tessie!

Also welcome to Catherine Koslicki the new Clerk of the Town of Dumfries.

## Congratulations Retirees!

**Donna Johnson** as retired as the Clerk of Dumfries on **June 30, 2010** after serving for eight years.

**Bonnie Ryan** will be retiring as City Clerk of Harrisonburg on **December 30, 2010**.

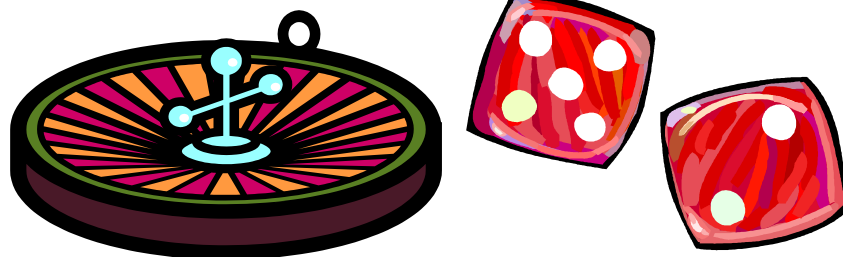
**Congratulations ladies! You will be missed.**



## IIMC REGION II MEETING!

The IIMC Region II meeting will be held on Wednesday, January 19 through Friday, January 21 at the Taj Mahal in Atlantic City, NJ. Registration fee is \$225. See the IIMC website for more details.

Several Clerk's from Virginia plan to attend. Come join them for a great time and learning experience



A festive holiday card with a green floral border. The border is composed of various green leaves, vines, and small red berries. Several large, colorful Christmas ornaments are scattered throughout the border, featuring yellow star patterns on red, pink, and orange backgrounds. The central text is written in a red, serif font.

WISHING YOU A MOST  
JOYOUS

HOLIDAY SEASON

AND A VERY HAPPY  
AND PROSPEROUS  
NEW YEAR!!



## WAYS TO EARN POINTS TOWARD Certified Municipal Clerk (CMC) AND Master Municipal Clerks (MMC) Certifications



[www.iimc.com](http://www.iimc.com)

Attend the yearly Old Dominion University College of Business and Public Administration Center for Global and Business Executive Education training for Certified Municipal Clerks and Master Municipal Clerks in Virginia Beach.

Offers self-paced distance education courses:  
Introduction to Law  
Change and Conflict  
Communication Part 1 & 2



**American Management Association  
(AMA)**

<http://www.amanet.org/selfstudy/>

Offers self-paced distance learning courses  
Administrative Skills  
Managerial Skills  
Leadership  
Time Management

Check with Jennifer Ward at: [jward@iimc.com](mailto:jward@iimc.com) before enrolling and verify how many points the course earns.



Virginia Association of Government  
Archives Record Administrators

<http://www.gmu.edu/library/vagara/>

Have you attended a VAGARA conference?

Completed Records Management Workshop?

Check out this Website:

<http://www.lva.lib.va.us/whatwedo/records/retrain/index.htm>

## Do You???

Attend College?

Offer unique on the job performance or achievements?

Serve as an Officer in related professional association?

Make Presentations at an IIMC/State or Regional Meetings?

THESE ARE POINTS  
TOWARD CERTIFICATION



Office of the City Clerk  
City of Virginia Beach  
Building 1, Room 281  
Municipal Center  
Virginia Beach, VA 23456-9005

**VMCA MISSION STATEMENT** [www.vmca.com](http://www.vmca.com)

The mission of the Virginia Municipal Clerks Association is to promote professional development through continuing education and networking opportunities. The VMCA challenges its members to use their abilities, talents and strengths in the proficient and effective delivery of local government services.

**JOIN THE VIRGINIA MUNICIPAL CLERKS ASSOCIATION**  
[www.vmca.com](http://www.vmca.com)

Attend your Regional Conferences.  
Volunteer for Regional Director, Secretary, Treasurer or ByLaws, Clerk of the Year, Education & Professional Development, Audit Committees, etc.

**GET INVOLVED!!!**

Membership offers:

- Education*
- Meetings and Conference*
- Networking with peers*

With participation, earn points towards CMC & MMC Certifications.

Some of us are more effective than others of us,  
...But none of us are more effective than ALL of us.