

President's Message

Dear Fellow Clerks:

I can't believe that it is mid-year already. Where did the time go? Oh that's right; time flies when you are busy dealing with extreme situations, emergencies and natural disasters. At any rate, we survived, counted our blessings, and welcomed 2012. Bring it on...

Membership

I am pleased to report that since April, the Virginia Municipal Clerks Association has welcomed ten (10) new members. They are:

Ashley Jacobs, Chief Deputy Clerk, County of Orange
Jenny Warren, Deputy Clerk, Mecklenburg County
Deborah Kendall, Town Planner/Clerk, Town of Gordonsville
Anita Catron, Deputy Clerk/Director of Finance, Town of Marion
Lisa Rose, FOIA Officer/Assistant Deputy Clerk, County of Loudoun
Melissa Lowe, Senior Executive Assistant to the County Administrator, County of Powhatan
Rhonda Guill, Deputy Clerk, Town of Appomattox
Susan Johnson, Executive Assistant/Town Clerk, Town of Vinton
Jennifer S. Daniel, Town Clerk, Town of Blackstone
Rebecca Layman, Municipal Clerk, Town of Middletown

Welcome Clerks! A wonderful and exciting adventure filled with unlimited networking opportunities, a wealth of education, resources and knowledge, and lifelong friendships awaits each of you. I encourage you to take advantage of it all. The possibilities are endless!

Certified/Master Municipal Clerks

Also since April, the following individuals have attained their CMC or MMC designations:

Antionette M. Elgart, CMC, Deputy City Clerk, City of Manassas
Richard Allan Bull, CMC, Deputy Clerk, City of Norfolk
Dawn Hobgood, CMC, Deputy Clerk, County of Gloucester
Sandy M. Madison, CMC, Deputy City Clerk, City of Chesapeake
Krystal M. Coleman, CMC, Deputy Clerk of Council, City of Salem
Amanda Finley-Barnes, CMC, Deputy City Clerk, City of Virginia Beach
Nykesha Jackson, CMC, Clerk of Council, City of Petersburg
Ekua Brew-Ewool, CMC, Administrative Assistant, County of Fairfax
Tonya B. Lacey, CMC, Clerk, City of Fredericksburg
Jennifer A. Patterson, CMC, City of Newport News
Beverly Pender, MMC, Chief Deputy City Clerk, City of Chesapeake
Lisa Hricko, MMC, Clerk, Town of Farmville
Sandra Thompson, MMC, Deputy City Clerk, City of Virginia Beach

Congratulations to each of you! We all know what it takes to become a Certified or Master Municipal Clerk...hard work, dedication and steadfast commitment. We look forward to honoring these Clerks in Portsmouth in April 2012.

Happy 20th Anniversary Region III

On Tuesday, June 7, 2011, I traveled to Staunton City Hall. I had the honor of celebrating the 20th anniversary of VMCA Region III. What an accomplishment! I had a wonderful time and appreciate the opportunity to share in this momentous occasion.

Virginia Municipal League and Virginia Association of Counties

The VMCA had an opportunity to participate in the Virginia Municipal League Annual Conference held in Henrico County on October 2-4, 2011. Thank you to Valeria Chambers, CMC, City of Lynchburg, and Roxanne Paulette, CMC, Town of Appomattox, for representing the VMCA at the event. Additionally, thank you to Judy Sheffield, Mecklenburg County, for volunteering to promote the VMCA at the Virginia Association of Counties Annual Conference in Bath County on November 13-15, 2011. It is crucial to showcase municipal clerks as local government leaders and to communicate the invaluable educational and networking opportunities offered through the Virginia Municipal Clerks Association.

Municipal Clerks Institute/Academy

The 34th Annual Municipal Clerks Institute was held October 16-21, 2011, and the Municipal Clerks Academy was held October 19-21, 2011, at the Sheraton Oceanfront Hotel in Virginia Beach. The program was well-planned and beneficial to clerks in their every day duties. Thank you to Mike Dugan, Institute Director, and Dalaina Williams, Program Manager, for administering a great program.

Silent Auction for 2012 VMCA Annual Meeting

I would like to thank the Region III Clerks for volunteering to run the VMCA Silent Auction at the 2012 VMCA Annual Meeting. As you all know, the proceeds from this event benefit the VMCA Scholarship fund.

Save the Date: April 18-20, 2012 VMCA Annual Meeting

Plans are well underway for the 2012 VMCA Annual Meeting hosted by the City of Portsmouth. Please mark your calendars and plan to attend. Registration forms and hotel information is available on the website.

Thank you to all clerks who have participated in the Policies and Procedures and Standards of Operation merging project. This has been an arduous task. A very special thank you to Melanie Burrell and the Bylaws Committee for spearheading this project. The proposed by-law changes and revised document will be presented to the membership for consideration at the April 2012 Annual Business meeting.

Sincerely,
Tammy W. Newcomb, CMC
VMCA President

FOR THE RECORD

Fall / Winter 2011-2012

**Deadline for the next newsletter
is May 2012*

Submit items to:

Sarah Deal Jenkins, CMC

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Published 3 times each year

*FOR THE RECORD is a publica-
tion of*

*The Virginia Municipal Clerks
Association*

Linking Vir-



www.vmca.com

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2011-2012

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CLERK OF THE YEAR

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2011-2012

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CONGRATULATIONS!!!

Amanda Finley-Barnes, CMC

Deputy City Clerk

City of Virginia Beach

Krystal Coleman, CMC

Deputy Clerk of Council

City of Salem

Dawn M. Hobgood, CMC

Deputy Clerk

County of Gloucester

Nykesha D. Jackson, CMC

Clerk of Council

City of Petersburg

Tonya B. Lacey, CMC

Clerk of Council

City of Fredericksburg

Sandy M. Ussery-Madison, CMC

Deputy City Clerk

City of Chesapeake

Jennifer A. Patterson, CMC

Deputy City Clerk

City of Newport News

Ekuu Brew-Ewool, CMC

Administrative Assistant

County of Fairfax



A decorative border of colorful butterflies (purple, orange, and black) surrounds the text. The butterflies are arranged in a continuous line along the top, bottom, and sides of the page.

REMINDER

Please donate items to the
Annual Scholarship
Silent Auction
to be auctioned off at our
Annual Conference
at the
Renaissance Hotel
Portsmouth, Virginia
April 18 - 20, 2012

All proceeds from the auction are used to fund scholarships for Clerks to attend various training classes offered throughout the year.

NEWS and NOTES FROM:

Fall/Winter 2011-12

REGION III:

(Flyer on previous page— a reminder of the Silent Auction to be held during the Annual Conference)

Region III has volunteered to coordinate the auction, but will need everybody to help. Please, participate so lots of money can be raised for scholarships. Hope you all have a wonderful holiday season.

Amy Keller, CMC

Director, Region III

REGION IV:

Stacey Sink, Town of Rocky Mount; Stephanie Moon, City of Roanoke; and Donna Boone-Caldwell, Town of Blacksburg; attended the annual VML Conference October 2-4, 2011, in Richmond, VA. Stacey Sink, Town of Rocky Mount; Jonathan Craft, City of Roanoke; Geri Hazelwood, Patrick County; and Krystal Coleman, City of Salem attended the 34th Annual Municipal Clerks Institute and Academy.

Congratulations to Krystal Coleman on receiving her CMC.

Region IV continues to meet quarterly, with its next meeting scheduled for November 8, 2011, to be hosted by the Town of Rocky Mount and Franklin County.

REGION IX:

New email address. Please disregard old email address (nykesha.jackson@earthlink.net) and add new address: njackson@petersburg-va.org

Thank you

Nykesha

Nykesha Jackson
Clerk of Council
City of Petersburg
135 North Union Street
Petersburg, VA 23803
Office: 804-733-2323
Fax: 804-863-2171

Region IX (Continued)

Region IX clerks met in the City of Colonial Heights on August 10th. A discussion was held and input was provided regarding the incorporation of the VMCA Policies and Procedures document and the Standards of Operations Manual.

Several clerks from Region IX attended the Institute/Academy in Virginia Beach, including two first-time clerks: Sara Hall, Deputy Clerk for Chesterfield County, and Lisa Braxton, Assistant City Clerk for the City of Richmond. Both Sara and Lisa reported that they really enjoyed the Institute and felt it was very worthwhile. Other more “seasoned” clerks reported that the sessions were extremely beneficial, both personally and professionally.

Heather Hunnicutt, Town Clerk for both the Town of Dendron and the Town of Claremont, wishes to thank everyone for their prayers and cards after her recent surgeries and radiation. She will have to endure a long journey of testing every 3 months to ensure that she is cancer-free, and was excited to report that her most recent test results in mid-October were negative.

Region IX Clerks are looking forward to an early holiday luncheon meeting at the historic Half Way House in Chesterfield County on December 1st and would love to have clerks from surrounding regions join us at this wonderful venue if they are available.

Janice B. Blakley, CMC
Clerk to the Board of Supervisors
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9901 Lori Road, Room 504
P.O. Box 40
Chesterfield, Virginia 23832
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Email: blakleyj@chesterfield.gov

REGION X :

KEEP OUR VMCA LISTINGS CURRENT

Keeping a current list of Clerks and Deputies for Virginia towns, cities and counties is very important and you can help. If you hear that someone is retiring or moving to another jurisdiction or just is plain “not going to be there anymore” please take a moment to find out who the replacement will be and let our Webmaster Liz Elder know. If this happens to be you, please do the same. This list helps us when we send out e-blasts and VMCA membership information. It’s important to get it to the right “eyes”. When those outdated emails get bounced back to us, it takes time to find out the information and resend. Thanks to everyone!

Sandi Thompson, MMC
Deputy City Clerk II
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Virginia Municipal Clerks Association

January 2012

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 other side of this announcement and mail or e-mail by February 24, 2012:

Debbie Hanbury, CMC

Deputy City Clerk

City of Chesapeake

306 Cedar Road

Chesapeake, VA 23322

dhanbury@cityofchesapeake.net

(757)382-6151 (Phone)

(757)382-6678 (Fax)

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

- Sandi Thompson, MMC, 2011
- Mabel Washington Jenkins, MMC, 2010
- Stephanie M. Moon, MMC, 2009
- Kathleen C. Buschow, MMC, 2008
- Shelia Crist, MMC, 2007

2012 IIMC REGION II CONFERENCE

By Sandi Thompson, MMC

The 2012 IIMC Region II Conference was held January 12th and 13th in Manassas. The conference was hosted by Phil Campbell and Jackie Henderson at the Four Points Sheraton. Forty-one Clerks from the across the Region were present for an educational and fun-filled time.

On January 11th there was a pre-conference education opportunity which netted clerks four points toward their CMC and MMC designations. At the first session, "Flashpoint: My Values, Your Values, The Organization's Values – When Value's Collide" was presented by Captain James E. Paul, Prince William County Fire and Rescue and Sarah E. Ray Pickard, Training and Development Manager. After lunch the afternoon session took on a lively tone as "Communication Styles – It's All a Puzzle to Me!" involved participants in finding out how to identify their personality through colors. Evidently, there were a lot of "yellows" in the class.

The Conference educational session on Thursday focused on ethics awareness, again, presented by Ms. Pickard and Captain Paul. The discussion culminated in the showing of the movie "The Blindside" where myriad ethical dilemmas were showcased. The buzz was positive as participants marveled at a new way to look at a movie previously viewed as pure entertainment.

The delicious Thursday night Banquet was followed by an evening with Psychic Medium, Barb Mallon, who dazzled all with her readings from spirits of the departed.

The Friday morning business meeting was held by Region II Directors Vincent Buttiglieri, MMC, and Diane Fitzhenry. Following adjournment everyone departed for home.

Virginians know how to produce a great Conference. A job well done by Phil and Jackie!

Mark your calendars for next January 16, 17 and 18, 2013 in Virginia Beach and attend the 2013 IIMC Region II Conference at the beautiful Hilton 31st Street on the Oceanfront.



WAYS TO EARN POINTS TOWARD

Certified Municipal Clerk (CMC) AND

Master Municipal Clerks (MMC) Certifications

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.



Virginia Association of Government
Archives Record Administrators



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 before enrolling and verify how many points the course earns.

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.vmca.com and look for the links in the left-hand navigation.





FOR THE RECORD

Fall/Winter 2011-2012

Office of the City Clerk

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VMCA MISSION STATEMENT 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

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.