



VMCA Annual Business Meeting
Held April 28, 2011 at
The Inn at Virginia Tech
Blacksburg VA

CALL TO ORDER

Kathleen Buschow, MMC, City of Falls Church, President, called the Annual Business Meeting to order at 9:10 a.m.

Donna Boone-Caldwell, MMC, Town of Blacksburg, moved, seconded by Pamela Foshee, CMC, City of Newport News, to conduct the swearing in of the incoming Executive Board during the Annual Business Meeting rather than at the banquet. The motion passed by unanimous voice vote.

Tammy Newcomb, CMC, Brunswick County, moved, seconded by Valeria Chambers, MMC, City of Lynchburg, to pass the resolution thanking Donna Boone-Caldwell for hosting the 34th Annual VMCA Conference. The following resolution was adopted by unanimous voice vote.

**RESOLUTION OF APPRECIATION TO HOST CLERK
DONNA BOONE-CALDWELL AND REGION IV**

WHEREAS, the Virginia Municipal Clerks Association (VMCA) was organized on September 24, 1977; and

WHEREAS, the mission of VMCA is to promote professional development through continuing education and networking opportunities of its members to use their abilities, talents, and strengths in the proficient and effective delivery of local government services; and

WHEREAS, members of the VMCA annually meet in April at various locations throughout the Commonwealth to conduct the business of the Association, attend educational programs, and network among members; and

WHEREAS, the VMCA membership is grateful for the opportunity to be in beautiful Blacksburg, Virginia for its 34th Annual Conference; and

WHEREAS, Host Clerk Donna Boone-Caldwell, MMC has provided excellent educational programs and outstanding social activities for this conference on the beautiful campus of Virginia Tech, and in the charming and picturesque Town of Blacksburg, Virginia; and

WHEREAS, VMCA also commends Host Clerk Donna Boone-Caldwell, MMC for giving Virginia Clerks their first opportunity to participate in an IIMC Athenian Dialogue in our home state, as the pre-conference education program.

NOW, THEREFORE, BE IT RESOLVED, that the Virginia Municipal Clerks Association hereby recognizes and thanks Town Clerk Donna Boone-Caldwell, MMC and the Town of Blacksburg, along with the Municipal Clerks of Region IV, for organizing and hosting this enjoyable and memorable 34th Annual VMCA Conference; held April 27 through April 29, 2011 in Blacksburg, Virginia.

Nancy Vehrs, MMC, Fairfax County, moved, seconded by Tammy Newcomb, CMC, to pass the resolution of appreciation to Dolores Moore for serving as the Parliamentarian since 2006. The following resolution was adopted by unanimous voice vote.

**RESOLUTION OF APPRECIATION TO
DOLORES MOORE, MMC
CITY CLERK
CITY OF CHESAPEAKE, VIRGINIA**

WHEREAS, Dolores Moore, MMC, City Clerk for the City of Chesapeake, Virginia has served the Virginia Municipal Clerks Association (VMCA) as its Parliamentarian since 2006, upon the retirement of Clerk Bea Berry, who had served in that capacity; and

WHEREAS, Dolores Moore is always ready, willing, and able to answer questions of VMCA's Executive Board about procedure and association history; and

WHEREAS, there is no *glory* in being the VMCA Parliamentarian and in attending as many as five meetings each year around the Commonwealth of Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Virginia Municipal Clerks Association hereby expresses its appreciation and thanks to Parliamentarian Dolores Moore, MMC, for taking on a task that few Virginia Clerks are qualified to do, and for having attended countless Executive Board meetings around our great state over the past six years.

Sandi Thompson, CMC, City of Virginia Beach, moved, seconded by Nancy Verhs, MMC, to pass the resolution of appreciation recognizing Ella Jordan for her assistance to VMCA over the years. The motion carried and the following resolution was adopted by unanimous voice vote.

**RESOLUTION OF APPRECIATION TO ELLA JORDAN, MMC
CLERK TO THE BOARD OF SUPERVISORS
ALBEMARLE COUNTY, VIRGINIA**

WHEREAS, the Virginia Municipal Clerks Association (VMCA) Executive Board meets two to four times each year, in different locations around the state, to conduct the business of the Association; and

WHEREAS, because of its central location, the Executive Board meets at least once a year in the City of Charlottesville, Virginia; and

WHEREAS, Ella Jordan has hosted and arranged for luncheon meetings of the VMCA Executive Board for so many years that the beginning year is unknown (or forgotten); and

WHEREAS, past VMCA presidents and board members alike, have all appreciated Ella Jordan's graciousness in accommodating the needs of VMCA in this manner.

NOW, THEREFORE, BE IT RESOLVED, that the Virginia Municipal Clerks Association hereby recognizes and thanks Ella Jordan, MMC, Clerk to the Board of Supervisors for Albemarle County, for the unending graciousness, helpfulness, and positive attitude she has always shown other Virginia Clerks, and VMCA, when in need of her assistance.

Ms. Buschow recognized and thanked Tammy Newcomb, 1st Vice President; Sandi Thompson, 2nd Vice President; Pam Foshee, Treasurer, Budget Committee; Dawn Hobgood, Secretary; Dolores Moore, Parliamentarian; and Kari VanDiest, Historian, for their support and service over the past year.

APPROVAL OF MINUTES

Valeria Chambers, MMC, moved, seconded by Roxanne Paulette, CMC, Town of Appomattox, to waive the reading of and adopt the April 22, 2010 minutes as presented. The minutes were adopted by unanimous voice vote.

Ms. Buschow read the following comments.

Let me tell you a little about who I am. I graduated from high school in 1969 during the Vietnam War, granny dresses, and the Beatles. I wore jeans, fringed moccasins, and carried a woven satchel for a purse to my college classes. I started taking flying lessons. I worked in a grocery store 20 hours a week when I was not in class making more than \$4/hour when minimum wage was \$1.60. I wore a Ms. Necklace. In 1973, I graduated with a degree in Government and Bra Burning. *Things change!*

And I got my pilot's license. Then I moved away from home to start my career and could not afford to fly anymore. *Things change!*

I worked on the staff of a U.S. Senator from Virginia during Watergate. He was later named the "dumbest Senator on the Hill." I was the Senator's Special Assistant – so what did that make me? I worked for a lobbying organization and then went back to the Hill to work for

another Republican Senator, this time from Oklahoma. *Now I consider myself a Democrat. Things change!*

I got married, had a son, and continued working. Now my son got married, had a son, and I am looking at retirement. *Things change!*

I went to work at a law firm, saw the Challenger Space Shuttle explode, watched Anita Hill and Clarence Thomas duke it out during confirmation hearings, and saw OJ being chased in his white bronco. *Things change!*

I like to tell people: Yes, I am old – *but I have been around.*

Everyone serving in this organization is a volunteer and the pay is terrible. People do the best they can within their own circumstances. Those of us more “seasoned” Clerks may be slower to embrace new technologies or new attitudes among our younger Clerks. Their vision may not be our vision. *Things change!*

There is no doubt in my mind that everyone here has the best intentions for VMCA. Just as it has always been, the younger Clerks will eventually become the “seasoned” ones. *Things change!*

But there is one thing that does not change ~ and that is that without clerks volunteering there is no VMCA. The dictionary defines the word “association,” in part, as an organization of people with a common purpose.

Just as I have seen many changes throughout my life, so has VMCA, and it will continue to do so.

We can retain our “common purpose” while trying out new ideas, new approaches and new technologies.

We want serving VMCA to be joyful work – and fun.

It is a great opportunity to get to know other clerks from around the state and to visit other localities.

I have learned a lot this year, and I thank you for that.

Please, please, please lend your support and positive thoughts to the Executive Board, Committee Chairs, and Region Directors as they move VMCA forward and perhaps change.

REPORTS OF OFFICERS

President:

Kathleen Buschow, MMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

First Vice President:

Tammy Newcomb, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Second Vice President:

Sandi Thompson, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Treasurer:

Pamela Foshee, CMC, stated that VMCA was 50 people short of reaching the membership goal. Valeria Chambers, MMC, asked how many memberships there were for 2011. Ms. Foshee advised that for 2011 there were 202. She noted that there were 217 for 2010 and the highest membership was in 2005 with 264.

Ms. Foshee noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Historian:

Kari VanDiest, City of Winchester, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

REPORTS OF STANDING COMMITTEES

Audit:

Marlene L. Henderson, MMC, was not present. There were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Budget:

Pamela Foshee noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Dawn Hobgood, Gloucester County, moved, seconded by Janice Blakely, CMC, Chesterfield County, to adopt the proposed FY2012 Budget as submitted. The motion passed by a unanimous voice vote.

Clerk of the Year:

Veronica Ratliff, CMC, City of Falls Church, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as

written. She said the announcement for Clerk of the Year would be made at the annual banquet.

Secretary:

Dawn Hobgood submitted minutes for the year that included meetings held on April 23, 2010, July 16, 2010, October 29, 2010, and February 18, 2011, provided in the Annual Report for 2010/2011 and submitted it as written.

Constitution and Bylaws Committee:

Melanie Burrell, CMC, was not present. Kathleen Buschow, on behalf of Ms. Burrell noted there were no changes to her report provided in the Annual Report for 2010/2011 and it was submitted as written.

Education/Professional Development:

Stephanie Moon, MMC, was not present. Jonathon Crafton, on behalf of Ms. Moon, noted there were no changes to the report provided in the Annual Report for 2010/2011 and it was submitted as written.

Newsletter:

Amanda Finley-Barnes noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Nominating Committee:

Ella Jordan, MMC, was not present. Kathleen Buschow, on behalf of Ms. Jordan noted there were no changes to her report provided in the Annual Report for 2010/2011 and it was submitted as written.

The following slate of officers was presented for 2012

President

Tammy Newcomb, CMC, County of Brunswick

First Vice President

Sandra Thompson, CMC, City of Virginia Beach

Second Vice President

Karen Barrow, CMC, Town of West Point

Treasurer

Pamela Foshee, CMC, City of Newport News

Secretary

DeAnna Atkins, City of Colonial Heights

Parliamentarian
Dolores Moore, MMC, City of Chesapeake

Historian
Kari VanDiest, City of Winchester

Scholarship Committee:

Connie Nalls, MMC, was not present. Kathleen Buschow, on behalf of Ms. Nalls noted there were no changes to her report provided in the Annual Report for 2010/2011 and it was submitted as written.

Web Development/Web Master:

Elizabeth Young, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

REPORTS OF REGION DIRECTORS

Region I:

Judy Hall, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region II:

Susan Clark, CMC, was not present. Kathleen Buschow, on behalf of Ms. Clark noted there were no changes to her report provided in the Annual Report for 2010/2011 and it was submitted as written.

Region III:

Amy Keller, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region IV:

Krystal Coleman noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region V:

Roxanne Paulette, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region VI:

Wendy Chewning, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region VII:

Renee Andersen, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region VIII:

Karen Barrow, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region IX:

Janice Blakley, CMC, noted there were no changes to her report provided in the Annual Report for 2010/2011 and submitted it as written.

Region X:

Sandy Madison was not present. Kathleen Buschow, on behalf of Ms. Madison noted there were no changes to her report provided in the Annual Report for 2010/2011 and it was submitted as written.

OLD BUSINESS

A discussion was held regarding the expense of producing the documents needed for the Annual Business Meeting. Seventy-five copies of the Business Report cost \$500 and that money could be saved by posting the Annual Report to the VMCA website. It was mentioned that \$275 was spent on printing the registration forms and packets. It was suggested that anyone wanting a hard copy of the report could request it prior to the meeting; and that the report be posted at least one week in advance. The only problem noted was that sometimes it was difficult to get the required reports submitted. It was questioned whether the VMCA constitution or bylaws would allow changing the process. The Parliamentarian said that amendments could be made to the appropriate VMCA documents governing the Annual Business Meeting.

Karen Barrows, CMC, Town of West Point, made a motion to provide 25 hard copies at the meeting for a two-year trial period.

Tammy Newcomb made a friendly amendment that the annual report be made available on the VMCA website no less than 10 days prior to the Annual Business Meeting in lieu of providing any hard copies.

Donna Boone-Caldwell made an additional friendly amendment that copies will be provided upon request.

Ms. Barrow agreed with incorporating the amendments and Connie Nalls seconded the motion. The motion to post the Annual Report for the VMCA Annual Business Meeting, no less than 10 days prior to the meeting, and to

make the report available in hard copy upon request for a two-year trial period passed by unanimous vote of the membership.

Donna Boone-Caldwell moved, seconded by Dawn Hobgood, that the Annual Meeting registration be posted on the VMCA website with the host clerk notifying the membership by e-mail, with hard copies available upon request.

NEW BUSINESS

ELECTION OF 2011/2012 VMCA OFFICERS

Ms. Buschow announced the following nominations for the 2011/2012.

President	Tammy Newcomb, CMC, Deputy Clerk, Brunswick County
First Vice President	Sandra Thompson, CMC, Deputy City Clerk, City of Virginia Beach
Second Vice President	Karen Barrow, CMC, Town Clerk, Town of West Point
Treasurer	Pamela Foshee, Deputy City Clerk, City of Newport News
Secretary	DeAnna Atkins, Clerk of Council, City of Colonial Heights
Historian	Kari Van Diest, Deputy Clerk of Council, City of Winchester

Ms. Buschow opened the floor for additional nominations for the Office of President. There being none, nominations were closed.

Ms. Buschow opened the floor for additional nominations for the Office of the First Vice President. There being none, nominations were closed.

Ms. Buschow opened the floor for additional nominations for the Office of the Second Vice President. There being none, nominations were closed.

Ms. Buschow opened the floor for additional nominations for the Office of Treasurer. There being none, nominations were closed.

Ms. Buschow opened the floor for additional nominations for the Office of the Secretary. There being none, nominations were closed.

Ms. Buschow opened the floor for additional nominations for the Office of Historian. There being none, nominations were closed.

Donna Boone-Caldwell moved, seconded by Debra Davis, Sussex County, to accept the slate of officers as presented. The slate of officers was approved by unanimous vote of the membership.

FUTURE VMCA CONFERENCES

2012 Portsmouth – 35th VMCA Annual Conference – Region X

2013 Winchester – 36th VMCA Annual Conference – Region III

2014 - ?

2011 INSTITUTE/ACADEMY

Michael Dugan, Director of the Executive Development Center, Old Dominion University, announced the Institute/Academy would be held at the Sheraton Oceanfront Hotel, which is the same hotel as last year's conference. The room rate will be \$83.00 a night. He negotiated the Wifi connection fee down from the \$10 charged last year to \$4. He noted the Institute would cost \$600.00 and the Academy would cost \$450.00. Mr. Dugan said lunches would not be provided except for the Recognition Luncheon. The program was still under development but once completed it would be placed on the VMCA website.

A discussion was held about ways to save money on the institute/Academy. Some clerks said it was nice to be able to take the time to walk the boardwalk and network with fellow clerks during lunch. It was suggested that one could room with another clerk to keep the cost of the conference down.

GENERAL DISCUSSION

It was mentioned that items of interest, events, and news should to be sent to Amanda Finley-Barnes and Liz Young for the newsletter and for posting to the VMCA website.

There was a brief discussion about VMCA having a presence at the various conferences held by the Virginia Association of Counties, National Association of Counties, and the Virginia Municipal League to boost awareness of the Virginia Municipal Clerks Association.

SWEARING IN OFFICERS

Nancy Vehrs swore in the President, Tammy Newcomb.

Donna Boone-Caldwell swore in the First Vice President Sandra Thompson, Second Vice President Karen Barrow, Treasurer Pamela Foshee, Secretary DeAnna Atkins, and Historian Kari Van Diest.

A congratulatory letter from Mabel Washington, MMC, Newport News, was read to Tammy Newcomb by Kathleen Buschow.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:25 p.m.

Dawn M. Hobgood, Secretary

Kathleen Buschow, MMC, President

Draft Minutes Submitted 7-21-11