



VMCA Annual Business Meeting
Held April 22, 2010 at
Four Points Sheraton
10800 Vandor Lane, Manassas, VA

CALL TO ORDER

Stephanie Moon, CMC, President, called the Annual Business Meeting to order at 3:45 p.m.

APPROVAL OF MINUTES

Dawn Hobgood, Gloucester County Deputy Clerk, moved, seconded by Ms. Valeria Chambers, Lynchburg Deputy Clerk, to adopt the April 23, 2009 minutes as presented. The minutes were adopted by unanimous voice vote.

REPORTS OF OFFICERS

President:

Stephanie M. Moon, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes. Ms. Moon was excited to report that 11 Clerks received their Master Municipal Clerk designation and seven Clerks received their Certified Municipal Clerk designation.

First Vice President:

Kathleen Clarcken Buschow, MMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Second Vice President:

Tammy W. Newcomb, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Secretary:

Victoria H. Diggs, CMC, was not present. Minutes were submitted for the year that included meetings held on April 24, 2009, June 19, 2009, October 9, 2009, and February 11, 2010, included in the Annual Report for 2009/2010 and becomes a part of the minutes.

Historian:

Beverly L. Pender, CMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Treasurer:

Pamela Foshee, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Immediate Past President:

Mabel Washington Jenkins, MMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Deborah Lane, MMC, Clerk of City Council for Staunton, moved, seconded by Kathleen Clarcken Buschow, MMC, Clerk for City of Falls Church, to receive and file all the reports of officers as submitted. The motion passed by a unanimous vote of the membership.

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 2009/2010 and becomes a part of the minutes.

Budget:

Pamela Foshee noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Sandra Thompson, CMC, Deputy City Clerk II for Virginia Beach, made the motion, seconded by Tammy W. Newcomb, CMC, Assistant to the County Administrator for Brunswick County, to adopt the proposed FY2011 Budget as submitted by a unanimous vote of the membership.

Clerk of the Year:

Valeria P. Chambers, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes. She advised the announcement for Clerk of the Year would be announced at the banquet.

Education/Professional Development:

Donna Boone-Caldwell, MMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Newsletter:

Sandra Thompson, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Web Development/Web Master:

Elizabeth E. Young, CMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Ms. Moon noted that the Standing Committee reports would be received and filed as submitted.

REPORTS OF REGION DIRECTORS

Region I:

Robin M. Bryant, CMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region II:

Susan H. Clark, CMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region III:

Amy A. Keller, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region IV:

Krystal M. Coleman was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region V:

Roxanne W. Paulette, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region VI:

Wendy J. Chewning, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region VII:

Renee Andersen, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region VIII:

Karen M. Barrow was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region IX:

Tammy Newcomb, CMC, noted there were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Region X:

Elizabeth E. Young, CMC, was not present. There were no changes to her report provided in the Annual Report for 2009/2010 and becomes a part of the minutes.

Kathy Buschow, MMC, Clerk for City of Falls Church, moved, seconded by Wendy Chewning, MMC, Clerk for Town of Orange, to receive and file all the reports of the Region Directors, as submitted. The motion passed by a unanimous vote of the membership.

MEMORANDUM OF UNDERSTANDING

Ms. Moon stated the Memorandum of Understanding between VMCA and Old Dominion University will be received and filed as submitted in the Annual Report for 2009/2010 and will become part of the minutes.

2010 INSTITUTE/ACADEMY

Michael Dugan, Director of the Executive Development Center, Old Dominion University, announced the academy will be held at the Sheraton Oceanfront Hotel, which is the same hotel as last year's conference. The room rate appears to be at the government rate of \$89.00 a night, but negotiations are not complete yet. He noted that last year the Institute was \$700.00 and the Academy was \$550.00. The registration fee this year will be reduced by \$100.00 for the Institute and \$75.00 for the Academy. In order for the

reduction, they have to cut some costs. He advised that lunches would not be provided for the first three days of classes and there would be no gift totes. He indicated that there would be continental breakfast in the morning, lunch provided on the last day, and the two receptions. The program is under development at this time but once it is completed, he will let Ms. Moon know so that it can be placed on the VMCA website.

PROPOSED AMENDMENTS TO CONSTITUTION AND BYLAWS/POLICIES AND PROCEDURES

Ms. Moon went over the proposed changes to the Policies and Procedures submitted by Melanie R. Burrell, CMC, Chair of the Constitution and Bylaws Committee.

Request 1. That in lieu of paying the registration fee for the President to attend the Institute or Academy, those funds be available to use to offset hotel accommodations.

Phillip J. Campbell, MMC, Assistant to the County Executive for Prince William County, moved, seconded by Jackie M. Henderson, MMC, City Clerk and Clerk of Council for Alexandria, to postpone the item indefinitely.

Donna Boone-Caldwell, MMC, Clerk for the Town of Blacksburg, noted that times have changed and it is very expensive for the President to meet with region groups. She noted that in the past the President did not receive any financial benefits. However, she supported the President having a budget for expenses. She also expressed concern about VMCA paying for the President to attend the Institute/Academy, since that is an education program. Ms. Boone-Caldwell suggested setting aside a specific amount of money to be used toward travel expenses and removing any reference to a specific conference to allow the President to use the funds to visit a region, as long as he/she is representing VMCA while traveling. The President could turn in receipts to the Audit Committee to confirm that the expenses met the requirements for fund use.

Mr. Campbell said his issue was paying for hotel accommodations for anyone who does not attend the education portion of a conference, whether that is the IIMC or the ODU Institute/Academy.

Ms. Moon agreed with Mr. Campbell.

Jackie M. Henderson, MMC, City Clerk and Clerk of Council for Alexandria, asked if the current budget has enough funds for the President to attend both the IIMC and the ODU Institute/Academy and, if so, when that change was made.

Pamela L. Foshee, Deputy Clerk for the City of Newport News, said it was part of the Policies and Procedures.

Dolores A. Moore, MMC, Clerk for the City of Chesapeake, said the change was adopted in 2003.

Ms. Boone-Caldwell asked what amount was budgeted for the President to use.

Ms. Foshee pointed out the footnote on the proposed budget stating that the funds can be used for the IIMC registration fee, Academy registration fee, mileage reimbursement for in-state travel, and \$500.00 for printing expenses for the annual report.

Ms. Boone-Caldwell believed that leaving the amount open-ended for the President's use was not appropriate.

Kathleen Clarcken Buschow, MMC, Clerk for the City of Falls Church, suggested keeping the funds there for the President to attend the IIMC conference and eliminating all the other expenses.

A brief discussion was held and clarification was made on the motion on the floor.

Ms. Henderson called for the question, which was seconded by Patricia H. Keatts, CMC, Clerk for the Town of Rocky Mount. The motion to postpone a decision on allowing the President to use the amount of the registration fee for attending the ODU Academy/Institute for hotel accommodations passed by unanimous vote of the membership.

Ms. Boone-Caldwell moved, seconded by Debra White, CMC, Clerk for the City of Portsmouth, to remove the provision for funds on behalf of the President related to but not limited to the registration or hotel accommodations for the ODU Academy/Institute under Policies and Procedures. The motion carried by unanimous vote of the membership, with one nay vote by Tammy Newcomb, CMC, Assistant to the County Administrator for Brunswick County.

Ms. Newcomb said that she had told her County Administrator that certain expenses would be paid for her by VMCA as incoming President next year. For that reason, her County Board had approved her participation on the VMCA Board. That was why she voted against the motion.

Request 2. Incoming President Kathy Buschow asked that the amount of the registration fee for the IIMC Conference, paid for by

VMCA, be provided to use toward her hotel accommodations because her locality was paying the registration fee on her behalf.

Ms. White, CMC, asked if VMCA reimbursed the locality for the registration fee, could they use the funds for the hotel accommodations.

Ms. Buschow indicated that would work.

Ms. Henderson asked what the Policies and Procedures states.

Ms. Foshee said only the registration fee for the IIMC Annual Conference shall be paid for the Association member holding the office of President at the time the conference is held. The Treasurer will pay the registration fee for the President to attend the Annual IIMC Conference; or the First Vice President; or Second Vice President, in that order.

Ms. White moved, seconded by Ms. Keatts, CMC, that the request of the First Vice President be denied and the Bylaws be kept as written.

After a brief discussion Ms. Buschow withdrew her request.

Scholarships

Ms. White, CMC, Scholarship Committee Chair, recommended that once a scholarship has been issued and the Institute/Academy has been held, any scholarship funds not used be made available as another scholarship for a member to attend the VMCA Annual Conference. This would allow the member to attend the pre-conference educational sessions.

Ms. White noted that the Bylaws Committee recommended funds that are awarded and not used be made available for another Clerk or Deputy Clerk, or that someone else in the locality can use those funds.

Mr. Campbell verified that the funds would be used strictly for tuition.

Ms. White clarified that the funds would be handled exactly the same as they are for the Institute/Academy.

Ms. Henderson moved, seconded by Ms. Chambers, CMC, that the recommendation of the Scholarship Committee to use any returned/unused scholarship funds from the Institute and Academy be made available for payment of pre-conference pre-education classes for the Annual VMCA Conference.

A friendly amendment was offered asking that the sentence, “The scholarship is nontransferable.” be stricken from the Policies and Procedures.

Ms. White advised that the sentence would still apply.

There was a question as to whether a new section was being added to the Policies and Procedures.

Discussion continued on how to handle the change to the Policies and Procedures. The Bylaws Committee Chair, Melanie Burrell, CMC, clarified the recommendation made. She said the reason for leaving the money in the same jurisdiction was because that was where the funds were awarded.

Ms. Henderson amended her motion to include the words “in place of the recommendations made by the Bylaw Committee”. Ms. Chambers agreed. The motion carried by unanimous vote of the membership.

ELECTION OF 2010/2011 VMCA OFFICERS

Ms. Deborah Lane, MMC, Chair, Nominating Committee, thanked the Committee Members; Nancy Vehrs, MMC, Clerk to the Board of Supervisors for the County of Fairfax; Victoria Diggs, CMC, Deputy Clerk for the City of Poquoson; Mary Ellen Wines, Secretary to the Manager for the City of Salem.

Ms. Lane went over the following list of nominations.

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| President | Kathleen Buschow, MMC, City Clerk, City of Falls Church |
| First Vice President | Tammy Newcomb, CMC, Deputy Clerk, Brunswick County |
| Second Vice President | Sandra Thompson, CMC, Deputy City Clerk, City of Virginia Beach |
| Treasurer | Pamela Foshee, Deputy City Clerk, City of Newport News |
| Secretary | Dawn Hobgood, Deputy Clerk, Gloucester County |

Historian

Kari Van Diest, Deputy Clerk of Council, City of Winchester

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

Ms. Vehrs, MMC, moved, seconded by Ms. Henderson, MMC, to nominate Ms. Buschow as President. Ms. Buschow was appointed by unanimous vote of the membership.

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

Ms. Buschow, MMC, moved, seconded by Ms. Vehrs, MMC, to nominate Ms. Newcomb as the First Vice President. Ms. Newcomb was appointed by unanimous vote of the membership.

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

Ms. Newcomb, CMC, moved, seconded by Mabel Washington Jenkins, CMC, City Clerk, City of Newport News, to nominate Ms. Thompson as the Second Vice President. Ms. Thompson was appointed by unanimous vote of the membership.

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

Ms. Jenkins, MMC, moved, seconded by Ms. Henderson, MMC, to nominate Ms. Foshee as Treasurer. Ms. Foshee was reappointed by unanimous vote of the membership.

Ms. Moon thanked the two secretaries that served last year -- Sheila Hartman, CMC, Deputy Clerk for the City of Roanoke, who retired and Ms. Vicki Diggs, CMC, who finished Ms. Hartman's unexpired term.

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

Ms. Buschow, MMC, moved, seconded by Lora Walburn, Clerk to the Board of Supervisors, County of Clarke, to nominate Ms. Dawn Hobgood as the Secretary. Ms. Hobgood was appointed by unanimous vote of the membership.

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

Amy Keller, Town Clerk, Town of Strasburg, moved, seconded by Ms. Walburn, to nominate Ms. Kari Van Diest as Historian. Ms. Van Diest was appointed by unanimous vote of the membership.

FUTURE VMCA CONFERENCES

2011 Blacksburg – 34th VMCA Annual Conference – Region IV

Ms. Boone-Caldwell, MMC, Clerk for the Town of Blacksburg, announced that the 2011 Annual Conference would be held at the Inn at Virginia Tech, which is a beautiful facility. The dates to save are April 27 through the 29.

2012 Portsmouth – 35th VMCA Annual Conference – Region X

Ms. White announced that the Renaissance Hotel and Conference Center would be the location for the 2012 Annual Conference. The dates to save are April 18 through the 20.

2013 – 36th VMCA Annual Conference

Ms. Moon indicated the 2013 conference was open to a region or locality who wished to host the conference. She asked them to submit their name to the incoming President Ms. Buschow.

ACTS OF ACKNOWLEDGEMENT

Ms. Moon presented to Mr. Campbell and Ms. Henderson a Resolution of Gratitude for hosting the Association's 33rd Annual Conference.

Ms. Moon presented certificates of appreciation to the Executive Board.

Kathleen Clarcken Buschow
Tammy Newcomb
Pamela Foshee
Mabel Washington Jenkins

Ms. Moon presented certificates of appreciation to the Standing Committee Chairs.

Marlene Henderson – Audit Committee
Pam Foshee – Budget Committee

Valeria Chambers – Clerk of the Year
Donna Boone Caldwell – Educational/Professional Development
Sandra Thompson – Newsletter

Ms. Moon acknowledged the Regions Directors.

Robin Bryant
Susan Clark
Amy Keller
Krystal Coleman
Roxanne Paulette
Wendy Chewning
Renee Anderson
Karen Barrow
Tammy Newcomb
Elizabeth Elder Young

Ms. Carol Jacobs, MMC, IIMC Region II Director, Town of Ocean City, Maryland, thanked Mr. Campbell and Ms. Henderson for the kind invitation to attend the VMCA Conference. She said that IIMC President, Mary Lynne Stratta, sent her regrets since she was unable to attend the conference. Ms. Jacobs then discussed the IIMC Quill Award and its criteria, as follows:

- ❖ At least ten years of service as a Municipal Clerk
- ❖ At least ten years of IIMC membership
- ❖ Strong and extensive participation in IIMC
- ❖ Service in teaching fellow Municipal Clerks
- ❖ Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members
- ❖ Leadership in State/Provincial/National Municipal Clerk professional organizations
- ❖ Significant and exemplary contribution to their community
- ❖ Significant and exemplary contribution to their State/ Province/ Country
- ❖ Significant and exemplary contribution to IIMC; and
- ❖ Significant and exemplary contribution to peers
- ❖ Attainment of the CMC Designation

Ms. Jacobs then announced that the 2010 Quill Award recipient was Phillip J. Campbell. She noted that this was the second time that the award has been issued to a member of the Virginia Municipal Clerks Association. The award was created in 1987 and the other Virginia recipient was Ruth Hodges Fraser, MMC, Virginia Beach, VA, in 1991. She then updated the membership on what IIMC has been doing with the following information.

- ✓ The April issue of the News Digest is on the website and is no longer being mailed. Includes IIMC news and Society of Local Council Clerks affiliate launch of the first Institute in the United Kingdom.
- ✓ May 2 through May 8 is Municipal Clerks Week.
- ✓ IIMC Education Department starting March 5 will be accepting Webinars toward CMC or MMC designation provided they meet the current education guidelines.
- ✓ Early registration has been extended for the IIMC Annual Conference in Reno. First time attendees get \$50.00 off the registration fee. The scanning policy will go in effect at this conference.
- ✓ The very first scholarship was offered for the 2010 IIMC Annual Conference, which was awarded to Nancy Saffros, Township of Cherry Hill, New Jersey.
- ✓ The scholarship will be offered again in 2011.
- ✓ As of March 17, Delaware has a new President, Charlotte Klauder.
- ✓ Mary Weller, Executive Director, who heads the Pennsylvania Local Governmental Secretaries Association, announced they would be unable to host the 2011 Region II Conference. Delaware would be next in line but with the short notice, there is a question as to whether that can be done.
- ✓ Congratulations were offered to Sharon Tudor, Clerk, Franklin County, Ms. Wendy Chewning, and Ms. Patricia Keatts for receiving their MMC designation.
- ✓ Congratulations were offered to Judy Hall, Town Clerk/Treasurer, Town of Big Stone Gap, Veronica Ratliff, Deputy Clerk, City of Falls Church, and Ms. Amy Keller for receiving their CMC designation.
- ✓ She reminded the membership that there were raffle tickets available for purchase to win a trip to Hawaii.
- ✓ IIMC Constitutional Amendments have been posted on the website.

Ms. Boone-Caldwell reported that VML has on-line education programs that IIMC might be willing to consider for educational points. The learning outcome assessment tool used for the Institute/Academy conference will be used for the VMCA Annual Conference being held now. This consists of a 500-word memo, addressed to your immediate supervisor. The memo needs to be emailed to vmcaclerk@pwcgov.org.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:00 p.m.

Dawn Hobgood, Acting Secretary

Stephanie Moon, CMC, President

Draft Minutes Presented 10-5-10