



VMCA Executive Board Meeting
October 21, 2011

Virginia Beach, Virginia
11:55 a.m.

EXECUTIVE BOARD PRESENT:

Tammy W. Newcomb, President
Sandi Thompson, 1st Vice President
DeAnna Atkins, Secretary
Kari VanDiest, Historian
Kathleen Buschow, Immediate Past President
(via phone)

EXECUTIVE BOARD ABSENT:

Karen Barrow, 2nd Vice President
Pam Foshee, Treasurer, Budget Committee
Kathleen Buschow, Immediate Past President
Dolores A. Moore, Parliamentarian

COMMITTEE CHAIRS PRESENT:

Erica Kann, Nominating Committee
Cecile Rosenbaum, Audit Committee
Melanie Burrell, Bylaws Committee
(via phone)

REGION DIRECTORS PRESENT:

Lori C. Guynn, Region II
Amy Keller, Region III
Krystal Coleman, Region IV
Roxanne Paulette, Region V
Wendy Chewing, Region VI
Renée Anderson, Region VII

CALL TO ORDER AND ROLL CALL

Ms. Newcomb, President, called the meeting to order and welcomed the group.

We have a quorum.

APPROVAL OF MINUTES

Ms. Thompson, moved, seconded by Ms. Atkins, to adopt the April 29, 2011 minutes, as presented. The minutes were adopted by unanimous voice vote.

REPORTS

Mr. Michael Dugan, Director, Executive Development Center, Old Dominion University, provided an update to the Board regarding the dates available for the 2012 VMCA Institute and Academy. He stated the room rate would be \$89 per night with an in-room wi-fi rate of \$2 per night.

There was a brief discussion regarding the timing of the VMCA Institute and Academy and the VML Conference.

Ms. Thompson moved, seconded by Ms. Atkins, to schedule the 2012 VMCA Institute and Academy for September 30, 2012, through October 5, 2012.

OLD BUSINESS

Ms. Newcomb requested to bypass Old Business for the time being.

NEW BUSINESS

- Clerk of the Year Announcement on VMCA Website

Ms. Newcomb stated she had received a request to include contact information and picture for the Clerk who was selected for Clerk of the Year to allow those who were unable to attend the Annual Conference to send congratulatory messages.

Ms. Atkins moved, seconded by Ms. Newcomb to include the picture and contact information for the Clerk of the Year on the VMCA website.

- IIMC Region II Meeting Profits – Donation to New Jersey Clerks Association

Ms. Newcomb stated an email request has been received from Jackie Henderson for any proceeds from the IIMC Region II Meeting, being hosted by Prince William County, to be donated to the New Jersey Clerks Association to assist with the annual meeting.

Ms. Thompson moved, seconded by Ms. Atkins, to donate the proceeds from the IIMCA Region II Meeting to the New Jersey Clerks Association to assist with costs of the IIMC Annual Meeting.

- Letter from VMCA Region III – IIMC Dues/Benefits

Ms. Van Diest stated there has been a lot of discussion in Region III as to why the VMCA membership is down and it seems to be a combination of the economy and the Clerks are unable to attend the meeting because of workload. She further stated during the discussions, several of the Clerks mentioned that points used to be awarded for attending regional meetings and since those are no longer awarded; many do not see the benefit of attending the regional meetings.

Ms. Guynn stated Region II has not had a regional meeting in two years due to not being awarded points for attending the meetings.

Ms. Newcomb stated she had never received points for attending regional meetings.

Ms. Guynn stated education always had to be incorporated into the regional meetings to receive points.

Ms. Kann stated many of the newer clerks are not aware what items or activities they are receiving points for participating in.

There was a brief discussion regarding when the point structure changed and the benefits of the regional meetings other than receiving points.

Ms. Newcomb stated points will not be awarded for going to lunch, that there needs to be an organized education program which needs to be sent to IIMC for their approval before the regional meeting.

Ms. Thompson stated IIMC does look at other duties for awarding points.

Ms. Newcomb stated if you think something you have been assigned to do may qualify for points, it is best to send it to the IIMC.

Ms. Guynn stated everyone in her region has questioned about receiving points for attending regional meetings due to the amount of time they are out of the office to attend.

OLD BUSINESS

- Merging of Standards of Operating Procedures & Policies Procedures – Recommendation from Bylaws Committee

Ms. Burrell presented the suggested revisions to the Standards of Operating Procedures and Policies Procedures to the Board. She stated by combining the documents, the Board will not be able to change the Standards of Operating Procedures without presenting those changes to the membership in the future.

Ms. Newcomb stated she is requesting approval of the suggested changes to send them to the membership in the Spring to be voted on at the Annual Meeting.

In response to a suggestion from Ms. Thompson, Ms. Newcomb stated under April responsibilities for the Incoming President should state “make sure the resource guide updated and is available on the website.

There was a brief discussion regarding the responsibilities of the webmaster and whether the technical skills would eliminate people that were capable of doing the webmaster roll.

Ms. Newcomb stated “must have good English oral and written communication skills and ability to work effectively with others” will be removed from the responsibilities of the webmaster and will say “perform regular maintenance”.

In response to a question from Ms. Thompson, Ms. Buschow stated the language “knowledge and experience in the creation of web-based applications” should be general enough to have in the responsibilities of the webmaster to be able to remove the references to HTML.

There was a brief discussion regarding the Scholarship Committee Responsibilities and how unused funds in the scholarship fund shall be utilized. The unused scholarship funds could rollover to the following year to be utilized in the fund for Institute/Academy scholarships or utilized towards any programs at the Annual Conference.

Ms. Burrell stated the information will read as follows: “Any additional Institute or Academy Scholarships are awarded from funds remaining in the VMCA Scholarship Fund, returned or unused funds may be used to reduce the rate of the education pre-conference workshop at the Annual Conference”.

There was a brief discussion regarding mailing out of notices for the meetings, amendments to the Constitution and Bylaws as necessary. It was stated the notices can be sent by the Secretary either electronic or by US mail.

Ms. Newcomb expressed appreciation to Ms. Burrell and the Bylaws Committee for their work on merging the documents.

- Proposed Amendments to Constitution & Bylaws – Recommendation from Bylaws Committee

There was a brief discussion regarding the proposed amendments to the Constitution and Bylaws.

In response to a question from Ms. Thompson, Ms. Buschow stated we do not have as much funding due to a decrease in the number of members.

Ms. Anderson stated in an attempt to compile a list of members in Region VII, she discovered there are a lot of people in our directory who are no longer in the positions.

There was a brief discussion regarding ways to keep the directory up-to-date.

Ms. Buschow stated the Region Directors could update everyone in their region and send it to the webmaster to help keep the director up-to-date.

Ms. Burrell stated she will add that information to the Region Directors responsibilities in the Constitution.

Ms. Thompson suggested studying the amount of the dues for VMCA membership and consider increasing it.

Ms. Hann stated she would support an increase of the VMCA membership dues, but has an issue with the increase of the IIMC dues.

After a brief discussion, it was decided to do a study of the VMCA membership dues.

Ms. Burrell stated she would add to Section 10 in the Bylaws, directors shall solicit changes to locality personnel to be forwarded to the webmaster and secure membership for the association.

NEW BUSINESS

- Host Clerk Handbook – Proposed Revisions

There was a brief discussion regarding the Host Clerk Handbook and the procedure for making revisions to it. It was stated the handbook was not adopted by the Board, just reviewed.

Ms. Newcomb stated there have not been revisions made since the handbook was created.

Ms. Buschow stated the handbook was a part of the Standards of Procedures under the Board's purview and volunteered to make the revisions and have it ready for the next meeting.

- Letter from VMCA Region III – IIMC Dues/Benefits (continued)

Ms. Van Diest stated Region III would like support from the VMCA Board to approach IIMC to see if there is anything which can be done to achieve points for attending the regional meetings.

There was a lengthy discussion regarding the cost of the IIMC dues and benefits versus VMCA dues and benefits and how to approach IIMC about obtaining points for the regional meetings.

Ms. Van Diest stated Region II will prepare a proposal to present to IIMC and bring it back to the Board.

- Destruction of VMCA Records

Ms. Newcomb stated Ms. Foshee has prepared a list of records to be destroyed in accordance with Records Retention schedule.

Ms. Atkins moved, seconded by Ms. Thompspon, to destroy VMCA records in accordance with the Records Retention schedule.

ADJOURNMENT

At 1:10 p.m. the meeting adjourned.

Tammy W. Newcomb, CMC, President

DeAnna Atkins, Secretary