

VMCA Executive Board Meeting  
Held April 23, 2010 at  
Four Points  
Sheraton Manassas Battlefield  
10800 Vandor Lane, Manassas, VA

**EXECUTIVE BOARD PRESENT:** Kathy Buschow, President  
Tammy Newcomb, 1st Vice President  
Sandi Thompson, 2nd Vice President  
Pam Foshee, Treasurer, Budget Committee  
Dawn Hobgood, Secretary  
Dolores Moore, Parliamentarian  
Kari VanDiest, Historian

**COMMITTEE CHAIRS PRESENT:** Melanie Burrell, Bylaws Committee – late  
Veronica Ratliff, Clerk of the Year  
Connie Nalls, Scholarship Committee

**REGION DIRECTORS PRESENT:** Amy Keller, Region III  
Roxanne Paulette, Region V  
Wendy Chewning, Region VI  
Renee Anderson, Region VII

**CALL TO ORDER AND ROLL CALL**

Ms. Buschow, President, called the meeting to order and Ms. Dawn Hobgood, Secretary, took roll call.

**WELCOME AND INTRODUCTIONS**

Bios for Members of Executive Board

- All members of the Executive Board need to send their bio to Ms. Thompson by April 30th, along with info on local newspaper and public information officer contact information. Ms. Buschow in an effort to save time did not read the bios provided; however, had each individual introduce themselves.

Minutes

- Ms. Buschow requested that the 1st Vice President take down any motions made as a double check for minutes. Ms. Newcomb agreed.

## **GOALS AND OBJECTIVES**

### Work Together – Cross Over Jobs if Necessary

- Ms. Buschow advised that the 2nd Vice President has a long list of responsibilities that may need to be spread out among the Board to balance out the workload. The other Board members agreed to assist whenever the need arises. She encouraged everyone's input and reminded everyone to be nice and polite but most importantly to have fun.

### Newsletter – retool to make it easier for everyone to drop in their reports

- Ms. Buschow advised she would talk with Ms. Young about making it easier to submit region reports to the website.

### Reach out to non-participating Clerks. Can we find a “hook” to get Clerks together for Regional meetings? (Advice from Region III)

- The group discussed the issue of getting more Clerks involved in VMCA, particularly at the division level. Ms. Chewing indicated she was having difficulties getting Clerks to participate and asked if a list of names could be provided so that a letter could be sent out. Ms. Buschow said that Region III was very successful with participation. Ms. Keller mentioned that when she took over the Region Director position, the prior Director was very organized. She was taken by the hand and encouraged to get involved and take a leadership role. She noted that attendance at regional meetings was no longer considered for “experience points” Clerks were not as willing to step up and volunteer within the organization. Ms. Buschow asked other Region Directors about their attendance problems. There was discussion about extending regional meeting invitations to the Board as well.
- The notion of sending a letter, brochure, or a survey could be sent to Clerks encouraging their participation from the President was discussed.
- Ms. Buschow noted that the Executive Board, Region Directors and Committee Chairs would all be invited to the Executive Board meetings because she felt that everyone has things to say and questions to ask.

### Annual Meetings

- Ms. Buschow discussed having all reports available on the web a week in advance of the Annual Meeting since people were not prepared to discuss them at the Annual VMCA Conference. She also indicated that Ms. Moore has some great ideas as the Parliamentarian.

## **GENERAL DISCUSSION**

### Payment of Expenses for VMCA President

- There was a brief discussion on what occurred at the Annual Conference regarding the use of travel money. There was concern that if VMCA did not cover some of the travel costs for the President, then Clerks from the smaller jurisdictions would not step forward to serve on the Executive Board. Ms. Moore said that the decision made at the Annual Conference to eliminate payment of the annual fee and expenses at the Institute and Academy took the matter out of the policy and procedures. Ms. Buschow noted that travel expenses for the VMCA president are included in the annual budget and can be used for hotel expenses, etc. Ms. Buschow felt that \$1,500.00 was a lot of money and encouraged spending only what was needed by the President.

### Teamwork

- Ms. Buschow reiterated that the Board, Region Directors and Committee Chairs are a team. She indicated that she would send out reminders about responsibilities to keep things flowing.

### Region II Conference in January 2011

- Ms. Buschow reported that the Pennsylvania Clerks of Region II would be unable to hold their meeting in 2011. Debbie Lane, Clerk, City of Staunton, reported that the Stonewall Jackson Hotel will be used for the next conference in January and hosted by Virginia. Discussion followed about collaborating with Ms. Lane about the possibility of snow and needing to talk with the President of the New Jersey Municipal Clerks' Association regarding speakers since attendance from them would depend on whether their state would accept the speakers for credit.

### Executive Board Meetings

- Ms. Newcomb asked how often the Executive Board would meet and where. Ms. Buschow indicated the Board would meet four times a year and could meet more often if needed. The discussion continued about where and it was determined that no one would have to drive more than two hours. It was noted that Charlottesville and New Kent had facilities that could be used.

#### By-Laws, Rules and Procedures

- There was discussion about the confusion at the Annual Meeting with regard to amendments to the Bylaws. Discussion followed with regard to the different VMCA documents; combining the Policies and Procedures with the Standards of Operations, but leaving the Guidelines for Hosting the Annual Conference as a separate document. Ms. Moore noted that the combined document also needed to be compared with the Constitution and Bylaws because in some cases there were conflicts.
- There was discussion about where to place the documents on the website so that everyone would have easy access to them in a location that made sense. It was noted that although the changes to the Bylaws were footnoted at the end of the document, there was no way of knowing what the changes were. Ms. Moore volunteered to research those changes so they could be added to the document.
- Ms. Buschow suggested tasking the Bylaw Committee with reviewing the Policies and Procedures and the Standards of Operations. She also thought that merging all the documents together would be useful.
- Ms. Foshee expressed concern with having documentation on the web in a word format. Ms. VanDiest indicated that controls can be placed on word documents. Ms. Buschow advised that she would talk with Ms. Young about internal controls.

#### 2010 Institute and Academy

- Ms. Buschow suggested inviting the long serving Virginia Beach Clerk, Ruth Hodges Fraser to the awards luncheon in Virginia Beach and ask her to speak about her years as Clerk, if she would like. The group agreed that Ms. Fraser should be invited and if funds were needed to cover her lunch expenses, Ms. Buschow would cover that.

#### **REPORTS**

No reports were given.

**OLD BUSINESS**

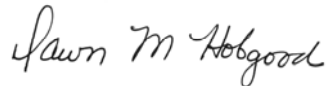
No old business was discussed.

**GENERAL QUESTIONS AND IDEAS**

All questions were asked during the meeting and no new ideas were presented.

**ADJOURNMENT**

Ms. Buschow adjourned the meeting at 12:50 p.m.



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Dawn M. Hobgood, Secretary



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Kathleen Buschow, MMC, President

Adopted July 16, 2010