

DRAFT



VMCA Executive Board Meeting
Held on February 18, 2011 at
Albemarle County Administrative Building,
401 McIntire Road,
Charlottesville, VA 22902
10:57 a.m.

EXECUTIVE BOARD PRESENT: Kathy Buschow, President
Tammy Newcomb, 1st Vice President
Sandi Thompson, 2nd Vice President
Pam Foshee, Treasurer, Budget Committee
Kari VanDiest, Historian
Dolores Moore, Parliamentarian
Stephanie Moon, Immediate Past President,
Education and Professional Development
Committee

EXECUTIVE BOARD ABSENT: Dawn Hobgood, Secretary

COMMITTEE CHAIRS PRESENT: Ella W. Jordan, Nominating Committee
Liz E. Young, Web Development

REGION DIRECTORS PRESENT: Susan Clark, Region II
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 welcomed the group. She noted that this would be her last Board meeting. She thanked everyone for their service during her tenure.

Ms. Jordan, Nominating Committee, noted that nominations were still open for a second vice president and to please send her suggestions.

Ms. Buschow asked about the requirements for nomination.

Ms. Van Diest read the requirements and noted that the person must have served on a committee or as a regional director for three years.

Ms. Buschow and Ms. Jordan surveyed those in attendance for ideas for nominations.

Reports – submitted by President in Memo

- Any issues from Board, Committees or Region Directors?
- Approval of the date of 2011 Annual Meeting

Ms. Newcomb made a motion to approve the dates of the 2011 Annual Meeting. Ms. Foshee seconded the motion. The motion passed unanimously

By-Laws Committee

Ms. Buschow discussed the process of combining the Policies and Procedures and Standards of Operations documents. She noted that the Constitution and Bylaws and Policies and Procedures must be voted on by the membership, but the Standards of Operations could be changed by a vote of the Executive Board. Combining these documents would allow for membership input. She stated that in speaking with region directors and other leadership about this, there seemed to be interest in revising the documents. She stated that the Handbook for the Annual Meeting would remain a standalone document.

Ms. Moore stated the guidelines for the Annual Conference could be amended if it was a separate document.

Ms. Buschow stated that the other part of the Standards of Operations would be part of the Policies of Procedures document, separate from the Constitution and Bylaws. She stated we had missed some deadlines to get the changes out to the membership for a vote and recommended that this process roll over to next year and she would join the Bylaws Committee. Ms. Buschow suggested a possible timeline for getting documents out to the members for feedback in order to push it out to the membership by next March 1 before the next Annual Meeting. She noted that a pre-conference education program was nowhere in the organizing documents. She suggested that this be incorporated into the documents for the Education Committee to work on, rather than leaving that to the Host Clerk at the Annual Meeting. Setting this down in the organizing documents could also set the parameters for the program

She noted that this year that the pre-conference education program would be an Athenian Dialogue. Those CMC candidates who attended the Institute/Academy in October received 17.5 points, and if they attended the pre-conference education and the conference they would end up with 21 points for the year.

Discussion followed on other changes to submit to the Bylaws Committee such as sending documents via email rather than by mail (as now required), to save on costs, and who would be responsible for handling the pre-conference education program. Ms. Jordan asked if the host clerk was currently responsible. Ms. Buschow stated she did not believe there were guidelines in that regard. Ms. Buschow suggested that the education committee could work with the host clerk to coordinate and take that burden off the host clerk. She stated she would like to ensure that smaller localities in the state had the opportunity to host.

Ms. Moore stated that the incoming president and bylaws committee could be charged with continuing the process into the next year.

Ms. Moon asked if the information regarding the duties and responsibilities of officers would be merged with the Policies and Procedures. Discussion was held about a shift in the duties between the 2nd VP and 1st VP if the documents were not changed this year. Ms. Buschow suggested that Ms. Newcomb delegate responsibilities for the 1st and 2nd Vice Presidents next year to help share the work load, as necessary.

Ms. Moore noted that the last time these documents were comprehensively revised was 2000, adopted in 2001.

Scholarships

Background: At the April 2010 Annual Meeting, the VMCA Policies and Procedures were amended at the request 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.

Request 1: for the Board to discuss the distribution of \$1,025 for the 2011 Annual Conference pre-education session.

Ms. Buschow explained that some people were unable to attend the Institute and Academy, and there were leftover funds for scholarships. She stated last year there was a motion adopted to allow unused scholarship funds to be used for the pre-conference education session at the Annual Meeting.

Ms. Foshee commented on the Treasurer's Report that was distributed. She noted that membership has steadily declined since 2005, with current 190 members. She stated that membership was down from a peak of 260 due to budget constraints. She stated that there was no requirement for membership for certification, so VMCA membership was being foregone. She stated that this could be an issue that the Region II directors could address to require VMCA membership for certification. She stated the membership dues were coming in \$525 below the budget. She stated that expenses were minimal and meeting the budget would not be a problem, but she was concerned about the number of scholarships to be distributed next year.

Ms. Buschow asked if these funds could be held for next year's Institute and Academy. She stated she didn't anticipate that there would be a cash surplus from this Annual Conference for next year's scholarship funds. She stated the conference costs were held very low this year, resulting in less leftover money.

Ms. Foshee noted that there was \$3,000 that was held in case a pre-conference education session did not cover its costs, and the CD was not yielding a great deal of interest for education costs.

Ms. Moore stated that the Policies and Procedures would not allow for the funds to be held over; it was required to be made available for pre-conference education this year.

Ms. Foshee asked if there was a rule against applying for more than one scholarship.

Ms. Moore stated that there was one scholarship awarded per locality per year. She stated that partial scholarships could be provided, generally for the Institute and Academy; but, she stated there was no specification that it must be applied to the pre-conference.

Ms. Jordan commented that it was clear that a jurisdiction could receive one scholarship per year. Ms. Buschow stated that someone who did not get a scholarship for the Institute or Academy could receive a scholarship for pre-conference education. Ms. Moore commented that if someone received a scholarship to the Institute and Academy but could not go, the person could not apply again. Ms. Foshee asked if the "year" was a calendar year or a fiscal year. Ms. Moore stated that it would follow the Association's year. Ms. Buschow asked if there was a provision for a hardship that prevented someone from going to the Institute and Academy after being awarded a scholarship. Ms. Moore stated there was no provision for hardships; there was no language addressing exceptions.

Ms. Moore stated that in reading the amendment adopted by the membership during the April 2010 conference, there was no mention of the funds being distributed as, or used for, "scholarships" for the pre-conference sessions. It was her interpretation to the Executive Committee that because of the wording of the amendment, the funds could actually be paid directly to the host locality to cover the expenses of the pre-conference session; this would be the easiest and most straight-forward method to handle the direction from the membership. She stated that if it does not cost the full amount, the unused funds could be returned to the organization.

Ms. Buschow stated she felt that was a good process. She stated these matters should be further addressed in the governing documents.

MOTION: Ms. Foshee made a motion to distribute remaining scholarship funds of \$1,025 to the host clerk of the 2011 Annual Conference to apply towards payment for the Pre-Conference Education Program. Ms. Thompson seconded the motion. The motion passed unanimously.

Request 2: IIMC is asking each state to provide a scholarship amount to assist a clerk/s from each state to be able to attend the Study Abroad program, which will be in Africa in 2011. Do we want to give a scholarship; and/or CAN we give a scholarship?

Ms. Buschow requested input on this item.

Due to uncertainties about interest, there was no action on this item.

Website

Ms. Young received the notice to renew the vmca.com domain name. In the past she had renewed for one year at a time @ \$34.99. If multiple years were purchased there would be a percentage discount. She noted the costs below:

1 year - \$34.99
2 years - \$65.98
3 years - \$86.97
5 years - \$114.95
9 years - \$161.91

Ms. Young suggested choosing the 2, 3, or 5 year option to realize some savings because it was unlikely that VMCA would change its website name for any reason.

Discussion was held on the option of locking in the five year option. Ms. Buschow suggested that perhaps costs could be covered from the President's expenses.

Ms. Young explained that there was a possibility that the website host may need to be changed since the City of Portsmouth was possibly outsourcing its website.

Direction was given to the webmaster to look into possible commercial web hosting and domain name providers and costs before the Annual Meeting.

This item was deferred until the Annual Meeting.

Old Business

VMCA 2013 Annual Conference. The City of Falls Church will not be able to host but Region III has volunteered. Ms. Buschow stated she had planned to host the 2013 Annual Conference, but she was unsure about her retirement plans, so she could not commit.

Ms. Chewning reported on her very successful method and efforts to increase attendance at her Region meetings and to recruit new VMCA members.

IIMC 2013 Region II Meeting. Virginia Beach volunteered to Host the IIMC Region II Annual Meeting in January 2013. Ms. Buschow thanked Ms. Thompson for her participation.

Ms. Paulette asked about Prince William County's request to host the IIMC Region II Conference in 2012. Ms. Buschow stated that request was approved by Region II.

Approval of Executive Board Meeting Minutes

- Minutes of 10-29-10 Board Meeting; 7-16-10 Board Meeting

MOTION: Ms. Foshee made a motion to approve the two sets of minutes. Ms. Newcomb seconded the motion. The motion passed unanimously.

Comments on Institute and Academy Report

Ms. Buschow commented on the positive feedback on the Institute and Academy. She stated that Mike Dugan was going to Nashville to meet with other Institute Directors.

Ms. Buschow noted that Veronica Ratliff, Chair of the Clerk of the Year Committee, had received many nominations. Ms. Buschow highlighted the Region and Committee reports.

Ms. Moon commented that her Deputy Clerk received her degree from Radford University.

Discussion was held about requesting clerks to complete the updated Salary Survey.

Discussion was held about the 2013 Annual Conference in Winchester, hosted by Region III.

Adjournment

At 12:04 p.m. the meeting adjourned.

The next VMCA Board Meeting will be held in April 2011 with Tammy Newcomb as President.

Elizabeth Young, Acting Secretary

Kathleen Buschow, MMC, President

Adopted _____

REPORTS FROM REGIONS AND COMMITTEES 2-18-11

JANICE BLAKLEY - Region IX

I am pleased to announce that Prince George County will be hosting Region IX's quarterly lunch meeting on February 28th. Steve Micas, retired Chesterfield County Attorney and current County Attorney for Prince George, has agreed to provide some motivational words of wisdom to the clerks. Below is a link to a recent article from the Richmond Times-Dispatch that was written by Mr. Micas:

<http://www2.timesdispatch.com/news/columnists-blogs/2011/jan/29/TDMET01-living-a-life-at-work-while-reflecting-chr-ar-806895/>

I hope everyone will try to make time out of their busy schedules to attend this meeting. You don't want to miss what Mr. Micas has to say to the clerks.

Also attached is an invitation to the meeting, as well as a lunch menu. Please RSVP and let me know your choice of lunch no later than February 23rd. I will let you know you're the cost of your lunch, and checks should be made payable to Prince George County.

Enjoy your weekend!

Janice Blakley

KRYSTAL COLEMAN - Region IV

Region IV has continued to have great attendance at our meetings. We continue to plan for the 2011 VMCA Annual Conference to be held April 27-29, 2011, at The Inn at Virginia Tech in Blacksburg under guidance from Donna Boone-Caldwell, MMC, Town of Blacksburg. Congratulations to Stephanie Moon, Roanoke City Clerk, on earning her MMC designation.

If you have any questions, please let me know.

Thanks,

Krystal

Krystal Coleman, CAP
Deputy Clerk of Council
(540) 375-3016

VERONICA RATLIFF - CLERK OF THE YEAR COMMITTEE

The Clerk of the Year Committee is right on track. Hard copies of Clerk of the Year nomination forms have gone out to locality managers/governing bodies and emails have gone to clerks. I have already received several nominations and look forward to getting more. After we reach the deadline to submit forms, I will arrange a time to meet with Committee members Valeria Chambers and Debbie Hanbury to review nominations and select a winner. We are looking forward to naming the VMCA Clerk of the Year at the upcoming conference!

Veronica

Veronica K. Ratliff, CMC
Deputy City Clerk
City of Falls Church

AMY KELLER -- REGION III

Region III continues to meet bi-monthly with good attendance at the meetings. We have welcomed Erica Kann as a member to our Region. Erica was recently appointed as Clerk for the City of Harrisonburg, replacing our good friend and member, Yvonne "Bonnie" Ryan who retired in December. At the February meeting, held at the Mimslyn Inn in Luray with Juanita

Roudabush, Town of Shenandoah, and Tammy Gray, County of Page, hosting, early planning were started for the VMCA State Conference to be held in 2013 in Winchester.

Officers were elected at the December 2010 meeting, held in Staunton with Deborah Lane as hostess. Officers for 2011 are:

President	Kari Van Diest, City of Winchester
Vice President	Erica Kann, City of Harrisonburg
Secretary	Amy Keller, Town of Strasburg
Treasurer	Lora Walburn, County of Clarke