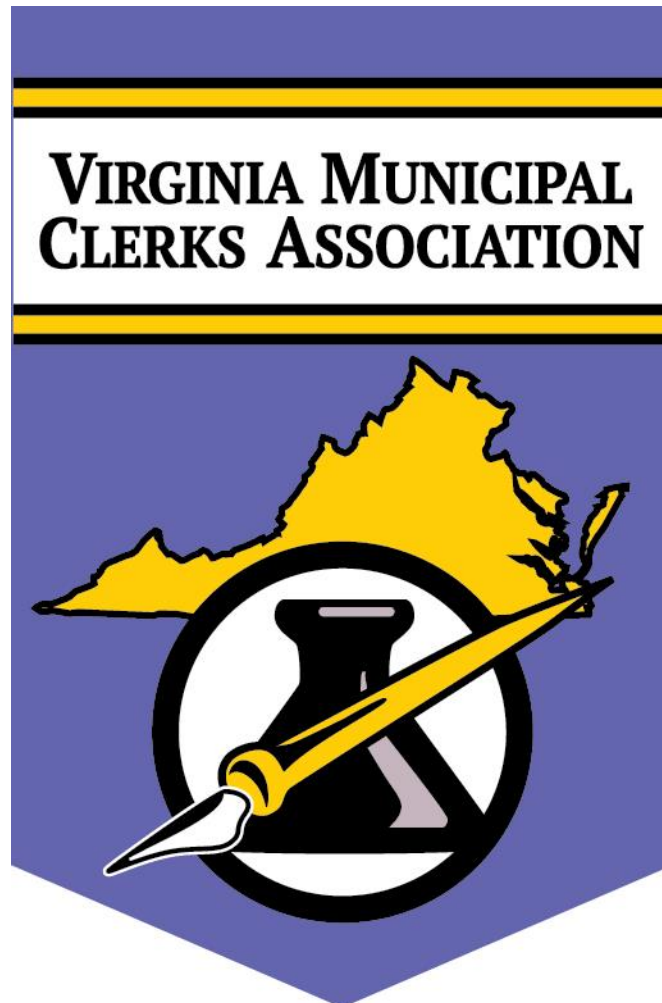
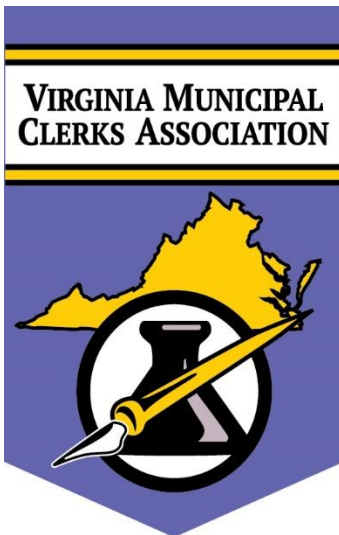


# 2020 Annual Business Meeting

Virginia Municipal Clerks Association



Travis O. Morris, CMC, President  
Senior Deputy Clerk, County of Albemarle



# Virginia Municipal Clerk's Association

## 43<sup>rd</sup> Annual Business Meeting Agenda

Virtual

Thursday, April 23, 2020

12:30 p.m.

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes:
  - a. April 19, 2019
  - b. February 28, 2020
  - c. February 28, 2020 (Special)
  - d. March 6, 2020
  - e. March 16, 2020
  - f. April 15, 2020
4. 2019-2020 Board and Committee Reports
  - a. Executive Committee Reports
    1. President
    2. First Vice President
    3. Second Vice President
    4. Treasurer
    5. Secretary
    6. Historian
  - b. Audit Committee
  - c. Budget
  - d. Bylaws
  - e. Clerk of the Year
  - f. Education/Professional Development
  - g. Newsletter
  - h. Nominating Committee
  - i. Scholarship
  - j. Website

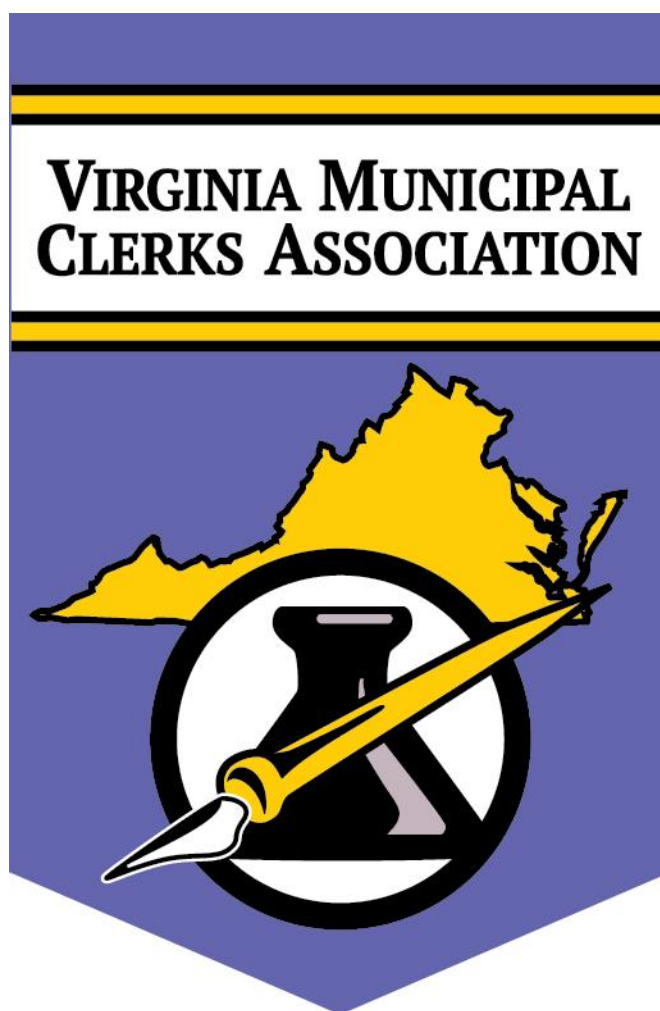
k. 2019-2020 Region Directors Reports

1. Region I
2. Region II
3. Region III
4. Region IV
5. Region V
6. Region VI
7. Region VII
8. Region VIII
9. Region IX
10. Region X

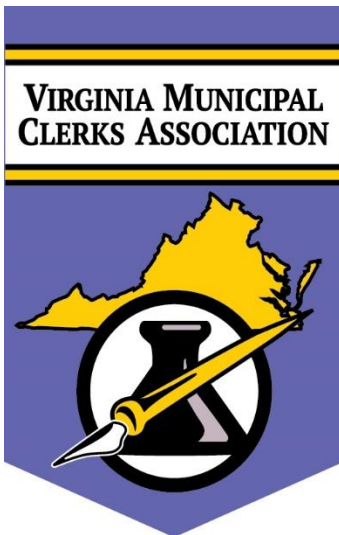
l. 2019 Annual Institute and Academy Report – Jennifer Sisane, Institute Director

5. Unfinished Business
6. New Business
7. Election of Executive Committee for 2020-2021 – Proposed Slate of Officers
8. Adoption of the Proposed 2020-2021 Organization Budget
9. Recognition of 2019-2020 CMC's and MMC's
10. Clerk of the Year Award
11. Future Annual Conferences
12. Installation of Officers
13. Adjourn

# VMCA



## 2020 Annual Business Meeting Agenda



# Virginia Municipal Clerk's Association

## 43<sup>rd</sup> Annual Business Meeting Agenda

Virtual

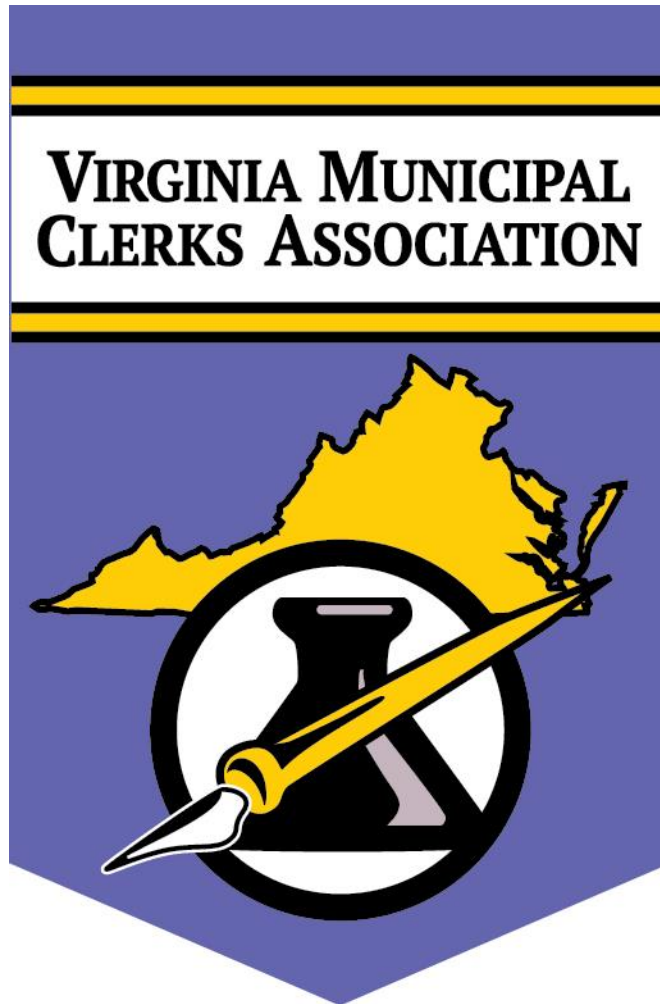
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  - a. Executive Committee Reports
    - President – Travis O. Morris, CMC
    - First Vice President – Kyna Thomas, CMC
    - Second Vice President – Pamela Wallace, CMC
    - Treasurer – Libby Hume, MMC
    - Secretary – Teresa Fellows, CMC
    - Historian – Keia Waters, CMC
    - Parliamentarian – Sandy Madison, MMC
    - Immediate Past President – R. Allan Bull, MMC
  - b. Audit Committee
  - c. Budget
  - d. Bylaws
  - e. Clerk of the Year
  - f. Education/Professional Development
  - g. Newsletter
  - h. Nominating Committee
  - i. Scholarship
  - j. Website

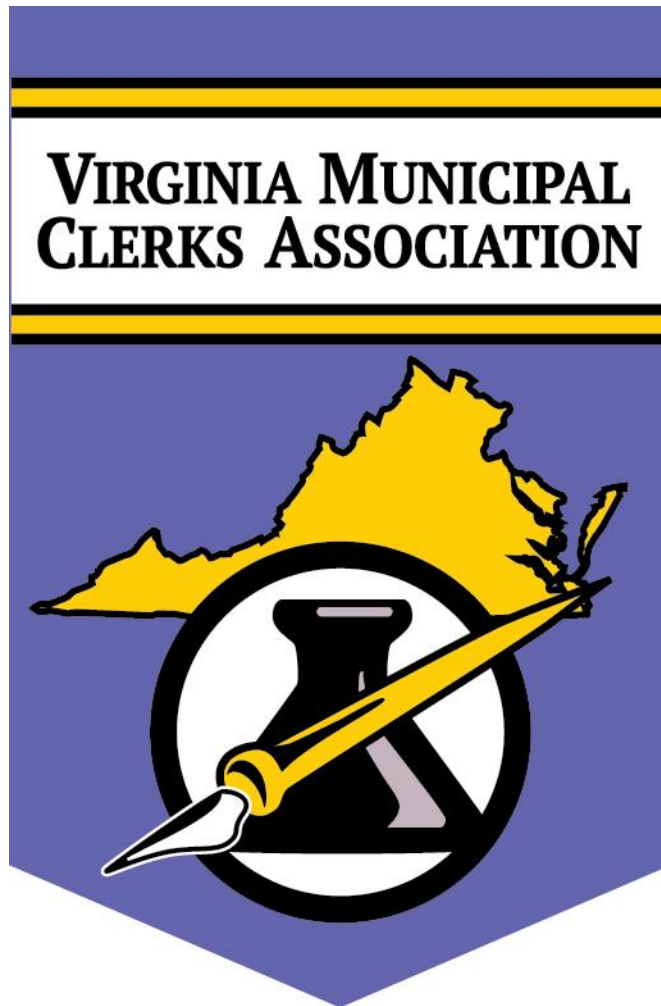
- k. 2019-2020 Region Directors Reports
  - Region I – Karen Maggard
  - Region II – Kim Kingsley, CMC
  - Region III – Amy A. Keller, MMC
  - Region IV – Cecelia “Susie” McCoy, CMC
  - Region V – Susan DeMasi, CMC
  - Region VI – Claudette Borgersen
  - Region VII – Kimberly Ellis, CMC
  - Region VIII – Wanda F. Watkins, CMC
  - Region IX – Pam Wallace, CMC
  - Region X – Heather Schott, CMC
- l. 2019 Annual Institute and Academy Report – Jennifer Sisane, Institute Director
5. Unfinished Business
6. New Business
  - Resolution of Appreciation
7. Election of Executive Committee for 2020-2021 – Proposed Slate of Officers
  - President – Kyna Thomas, CMC
  - First Vice President – Pamela Wallace, CMC
  - Second Vice President – Libby Hume, MMC
  - Treasurer – Patricia “Trish” Cronin, CMC
  - Secretary – Teresa Fellows, CMC
  - Historian – Keia Waters, CMC
  - Parliamentarian – Sandy Madison, MMC
  - Immediate Past President – Travis O. Morris, CMC
8. Adoption of the Proposed 2020-2021 Organization Budget
9. Recognition of 2019-2020 CMC’s and MMC’s
10. Clerk of the Year Award
11. Future Conferences
  - IIMC Region II Conference, January 2021 – City of Williamsburg, Region X
  - 2021 – City of Harrisonburg, Region III
  - 2022 – Town of Abingdon, Region II
12. Installation of Officers
13. Adjourn

# VMCA



## APPROVAL OF MINUTES

# VMCA



April 19, 2019

Executive Committee

Meeting Minutes

# Virginia Municipal Clerk's Association

## Executive Board Meeting

### MINUTES

Friday, April 19, 2019

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Portsmouth

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

#### Call to Order and Welcome

Travis Morris, President, called the meeting to order at 7:30 a.m. and a roll call was taken. Ms. Madison and Mr. Bull were not in attendance. Mr. Morris noted that he asked the Committee Chairs and Regional Directors to join and participate in the meeting.

#### Adoption of the Agenda

Pamela Wallace, 2<sup>nd</sup> Vice President, moved, seconded by Teresa Fellows, Secretary, to adopt the agenda. The agenda was adopted by a unanimous voice vote.

#### Update on Annual Conference

Kimberly Ellis, Region VII Director, gave an update on the 2020 Annual Conference in Culpepper. The hotel has been booked, and there is a possibility of having an Athenian Dialogue for the Pre-Conference workshop. She is working with the Culpepper Sheriff's Office on the possibility of role playing an active shooter incident, if it is approved. General discussion revolved around possible activities and classes that have not been previously done, and ways to keep more people engaged.

#### Old Business

- Discussion revolved around the potential location for the 2021 Annual Conference. Potential locations include Region II and Region X.
- Brief discussion ensued regarding the location of the next Region 2 IIMC Conference in January 2021. A conference committee needs to be pursued for the conference. It is too much to put on one clerk or one region.

#### New Business

- Travis Morris, President, discussed the potential of adding another VMCA region in the Hampton Roads area. Heather Schott, Region X Director, has proposed the following under the proposed restructuring:

*Region X* – Hampton, Newport News, York, Poquoson, Williamsburg, James City County, Gloucester, and Matthews

*Region XI (new)* – Norfolk, Suffolk, Chesapeake, Portsmouth, Isle of Wight, Virginia Beach, and Cape Charles

General discussion ensued about the proposal. It was stated that perhaps Region X needs to work better about having meetings on either side of the water. It was recommended that Region X work together to address the issue, and to report back at the next meeting.

The recommendation was made that the region directors should get together at least once a year to discuss issues with membership and activity within their regions.

- The nominating criteria for Clerk of the Year was discussed and asked for recommendations on changes. Teresa Fellows, Secretary, stated that the Clerk of the Year committee quickly developed a rating scale for the nominations received this year. Teresa stated that there is an inherent problem with the application process. The application to nominate is sent to the City/County Managers and to the elected Boards. Some write really eloquent and descriptive nominations, some do not. Which makes it difficult to judge one against the other.

Cindy Stanley, Region II Director, made a motion, which was seconded by Patricia Cronin, Co-Chair of Education Committee, to send the feedback and recommendations to the Nominating Committee for them to revise the nominating application. The motion was approved unanimously.

- Kyna Thomas, 1<sup>st</sup> Vice President, stated that she would like to see a better presentation done for the Clerk of the Year Award. It would be nice to hear all of the accolades that were shared about the clerk and went into the decision to present that clerk with the award.
- Travis Morris, President, noted that there was confusion on who was responsible for the Region Basket that is raffled off and supports the scholarship committee. Cindy Stanley, Region II Director, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to have the scholarship committee be in charge of the Region Basket since the funds received go to benefit the scholarship committee. The motion was approved unanimously.

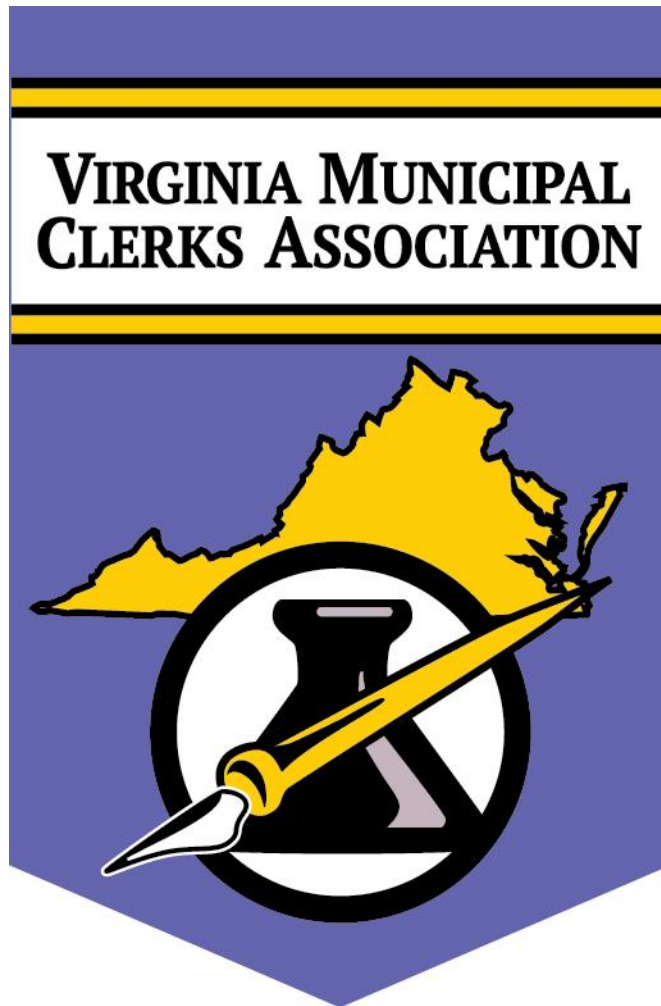
#### **Other Notes:**

- Brief discussion ensued regarding the upcoming IIMC Annual Conference.
- Committee Chairs to reach out to new members about becoming involved with committees.
- An update was given on the website update and overhaul. Should be live in 30 to 60 days, but no later than July 1<sup>st</sup>.

#### **Adjournment**

Travis Morris, President, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:19 a.m.

# VMCA



February 28, 2020  
Executive Committee  
Meeting Minutes

# Virginia Municipal Clerk's Association

## Executive Board Meeting

### MINUTES

Friday, February 28, 2020

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Alexandria

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

### Call to Order and Welcome

Travis Morris, President, called the meeting to order at 12:35 p.m. and a roll call was taken. Ms. Madison and Mr. Bull were not in attendance. Mr. Morris thanked Ms. Wallace for hosting the meeting at the City offices in Colonial Heights. He also noted that he had asked Kimberly Ellis, Region VII Director and host of the Annual Conference, to participate in the meeting.

### Adoption of the Agenda

Kyna Thomas, 1<sup>st</sup> Vice President, moved, seconded by Libby Hume, Treasurer, to adopt the agenda. The agenda was adopted by a unanimous voice vote.

### Approval of Minutes

Pamela Wallace, 2<sup>nd</sup> Vice President, moved, seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adopt the minutes from the Executive Committee meeting held on April 19, 2019 at the Hotel Roanoke. The minutes were adopted by a unanimous voice vote.

### Old Business

- Update on 2020 Annual Conference – Culpeper, VA

Kimberly Ellis, Region VII Director and Host Clerk for the 2020 Annual Conference, addressed the Committee giving an update on the Annual Conference planning. She noted that she had received seven sponsors, 63 registrations for the conference so far, and 26 registrations for the Athenian Dialogue. She also noted that she spoke with a local print shop to have VMCA t-shirts available for purchase at the conference. The proceeds would go back to the Association. She stated that the vendor was willing to host an online shop as well.

Discussion ensued regarding the potential of having a fundraiser at the Conference. General consensus was that the basket raffle and the silent auction are already in place to support the scholarship fund.

The question was raised about the proceeds from the sale of t-shirts, about what line item that would fall under. The suggestion was to either use the funds to cover the costs of the credit card processing fees or use the funds to expand the scholarship fund.

Ms. Thomas asked if the vendor making the t-shirts would require a contract.

Ms. Ellis stated no that she would not require a contract.

General consensus was that the t-shirts and other potential promotional items was a great idea. The Committee agreed to see how the sales went at the conference and then potentially secure a contract with the vendor for future sales.

- 2021 IIMC Region II Conference Location

Mr. Morris stated that there is not a location set for the 2021 IIMC Conference in January 2021. He stated that the Historic Triangle (Williamsburg, James City County, and York County) and Virginia Beach were two potential options.

The question was raised about the potential hotel options in Virginia Beach.

Mr. Morris noted that the Institute and Academy Conference would be held at the Sheraton in Virginia Beach. He noted that the Wyndham in Virginia Beach was a potential location for the IIMC Conference in January 2021. There was concern voiced about the location of the hotel in relation to restaurants and things to do.

Mr. Morris noted that the Historic Triangle was also floated out as a possible location. He stated that VCU would manage the contract with the hotel, but that the host clerk would be responsible for the education.

Ms. Fellows noted that the College of William and Mary is in the area, and that could be a potential pool of speakers to draw from. She also noted that the weather is pretty mild in January, and all of the historic sites are open and available as entertainment options.

Ms. Fellows noted that she would be willing to host the conference in Williamsburg/James City County the week of January 11, 2021. She stated that there are several large hotels and conference centers in the area. She clarified that it is the host clerk's responsibility to get the education component approved through IIMC.

Mr. Morris stated correct.

The general consensus, with the agreement of Ms. Fellows, was that the IIMC Region II conference in January 2021 would be held in Williamsburg/James City County.

### **New Business**

- 2021 VMCA Annual Conference – Harrisonburg, VA

Mr. Morris stated that Region III has formally requested, in writing, to hold the 2021 VMCA Annual Conference in Harrisonburg, VA.

Pamela Wallace, 2<sup>nd</sup> Vice President, moved, which was seconded by Teresa Fellows, Secretary, to approve Harrisonburg, VA as the location of the 2021 VMCA Annual Conference.

Mr. Morris stated that Pam Ulmer, Clerk for the City of Harrisonburg, has sent a request to shift the date of the Annual Conference due to hotel scheduling conflicts. She noted that April 20-23, 2021 are the only dates available.

Ms. Hume stated that the by-laws only state that the conference has to be held in April.

Ms. Hume, Treasurer, moved, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to approve the dates proposed of April 20-23, 2021. The motion was approved unanimously.

- 2022 VMCA Annual Conference – Abingdon, VA

Mr. Morris stated that Region II has formally requested, in writing, to hold the 2022 VMCA Annual Conference in Abingdon, VA.

Teresa Fellows, Secretary, moved, which was seconded by Pamela Wallace, 2<sup>nd</sup> Vice President, to approve Abingdon, VA as the location of the 2022 VMCA Annual Conference. The motion was approved unanimously.

- VCU Agreement

Mr. Morris noted that the amended contract before the Committee was just to extend the date of the VCU agreement. This would allow VCU to sign the contract for the hotel for the Institute and Academy Conference.

Teresa Fellows, Secretary, moved, which was seconded by Libby Hume, Treasurer, to approve the extension of the VCU agreement. The motion passed by a unanimous voice vote.

- Executive Committee Transition

Ms. Thomas stated that she wanted to discuss how the transition would take place at the Annual Meeting.

Ms. Wallace stated that before the conference, the Committee needs to work out the particulars.

Mr. Morris stated that he prefers the certificates for CMC/MMC, the swearing in of the new Executive Committee, and the Clerk of the Year presentation to be done at the banquet. He stated that the Region Directors and the new Committee Chairs could be recognized at the Business Meeting Luncheon.

Mr. Morris stated that Diane Pflugfelder, IIMC Region II Director, would be in attendance at the banquet to administer the oath to the new officers of the Association.

The general consensus was that Mr. Morris, as President, would hand out the certificates for CMC/MMC at the banquet.

The Chair of the Clerk of the Year committee will do the presentation of the Clerk of the Year.

Ms. Thomas requested that the Host Clerk provide the Committee a copy of the program for the banquet ahead of time.

- Credit Card Processing Fees

Discussion ensued about the Credit Card Processing Fees. Currently the Association is absorbing the cost of the processing fees, but that is not something that can continue long-term. Discussion circled back to the selling of promotional items at the Annual Conference and using those proceeds to cover the credit card processing fees.

### **Good of the Order**

- Jennifer Sisane, Institute Director from VCU, joined the meeting. She clarified the role that VCU would play in the IIMC Region II Conference. She stated that they would do the hotel contract, the food, and the A/V needs. She stated that potentially VCU could help with the Pre-Conference content.

Ms. Hume stated that starting the conference off on Tuesday with an Athenian Dialogue would be good, then a VCU Pre-Conference on Wednesday would just leave Thursday and Friday morning to develop the content for.

- Ms. Thomas asked when reports are due for the Annual Report.

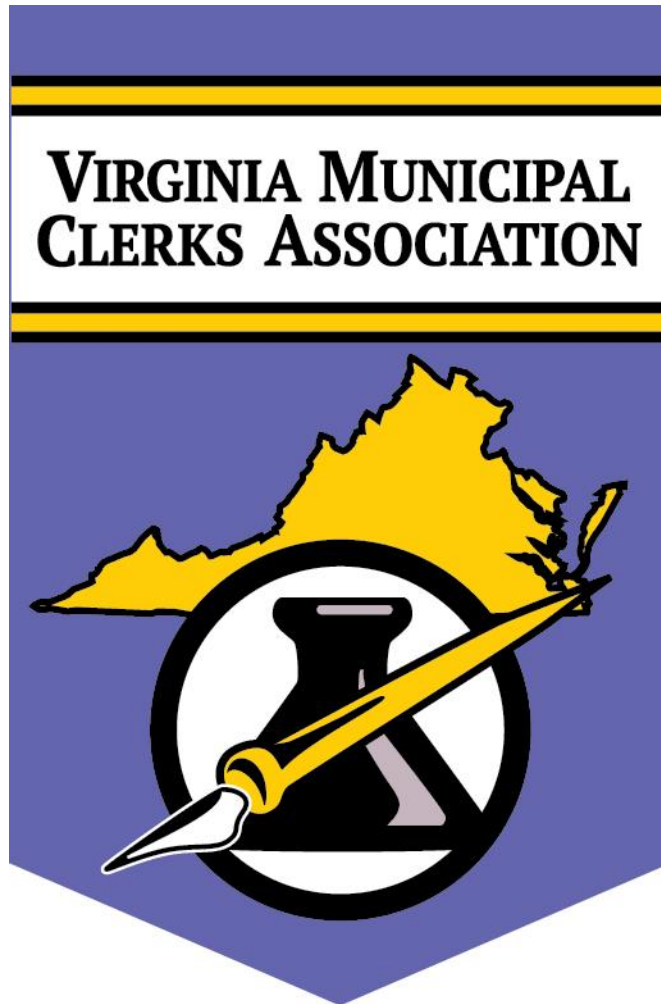
Mr. Morris stated the he needed the reports by March 20<sup>th</sup>.

- Mr. Morris expressed his appreciation for the Executive Committee and for all of their support over the last year.

### **Adjournment**

Travis Morris, President, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:34 p.m.

# VMCA



February 28, 2020 (Special)  
Executive Committee  
Meeting Minutes

# Virginia Municipal Clerk's Association

## Executive Board Meeting

### SPECIAL MEETING

#### MINUTES

Friday, February 28, 2020

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Alexandria

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

### **Call to Order and Roll Call**

Travis Morris, President, called the Special Meeting to order at 2:55 p.m. and a roll call was taken. Ms. Madison and Mr. Bull were not in attendance.

### **Old Business**

- Mr. Morris stated that after speaking with Jennifer Sisane, Institute Director from VCU, that the Executive Committee needed to discuss the contract with VCU again. Ms. Sisane had stated that the extension that the Committee voted on was not going to allow VCU to help with securing the venue for the IIMC Region II Conference or with securing the hotel contract for the Institute and Academy Conference. Therefore, the Committee needed to vote on the new 5 year contract with VCU.

Mr. Morris stated that the new 5 year contract had not been reviewed by the Education Committee yet, and would need to go to them for a recommendation.

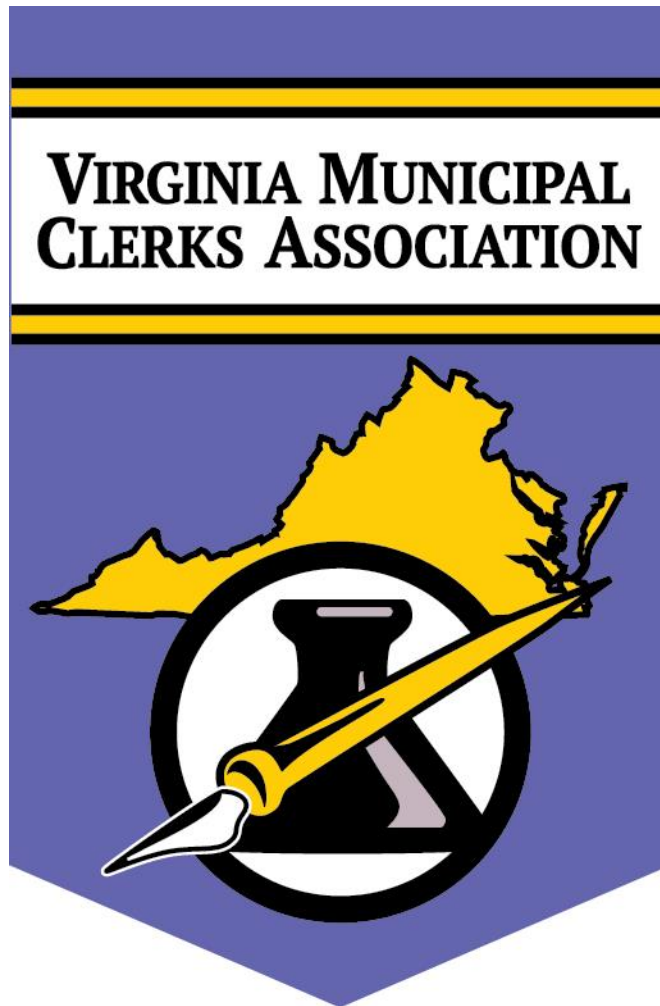
Pamela Wallace, 2<sup>nd</sup> Vice President moved, seconded by Libby Hume, Treasurer, to vacate the VCU contract extension that was voted on earlier today. The motion passed with the following votes: Ayes – Pamela Wallace, Libby Hume, Kyna Thomas, Teresa Fellows; Nays – Travis Morris

It was agreed that the five year contract with VCU would be sent to the Education Committee immediately, and the Executive Committee would meet by conference call next week to discuss their recommendation.

### **Adjournment**

Travis Morris, President, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:57 p.m.

# VMCA



March 6, 2020  
Executive Committee  
Meeting Minutes

# Virginia Municipal Clerk's Association

## Executive Board Meeting

### Conference Call

#### MINUTES

Friday, March 6, 2020

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Alexandria

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

### Call to Order and Roll Call

Travis Morris, President, called the meeting to order at 3:03 p.m. and a roll call was taken. Ms. Madison, Ms. Waters, and Mr. Bull were not in attendance.

### Old Business

- 5 year Memorandum of Understanding (MOU) with VCU

Mr. Morris stated that the new 5 year MOU with VCU had been reviewed by the Education Committee. Patricia Cronin, Co-Chair of the Education Committee provided the following information electronically:

“We recommended that VCU participate in an after action with the education committee to evaluate the institutes/academy and areas of improvement going forward; specified that the leadership team participating in site selection visits would include the president, vice president and education committee chair; certificates of completion be provided no later than 30 days after the annual Institutes/Academy; annual report to be submitted to executive committee and education committee chairs; and clarification of registration that VCU would handle for regional events.

All the recommended changes were made with the exception of the 30 days for the certificates. VCU provided a compromise of 60 days from the end of the event if the assessments were submitted within 1-2 weeks of the end of the event, which I feel is fairly reasonable.

We also asked for clarification of the term “budgetary approval” and received this response: *Regarding your question about budget approval, for regional events and/or VMCA pre-conference workshops, VCU will need to ensure that we at least break-even to cover all of our costs. For example, for the Roanoke meeting, we had a minimum enrollment requirement (which was met) for us to offer that workshop.”*

The revised 5 year MOU, with the changes noted by the Education Committee, was sent to the Executive Committee for their review and comment.

Mr. Morris noted that there was a question about regional events and who would be handling the registrations. The following sentence was added to address this question:

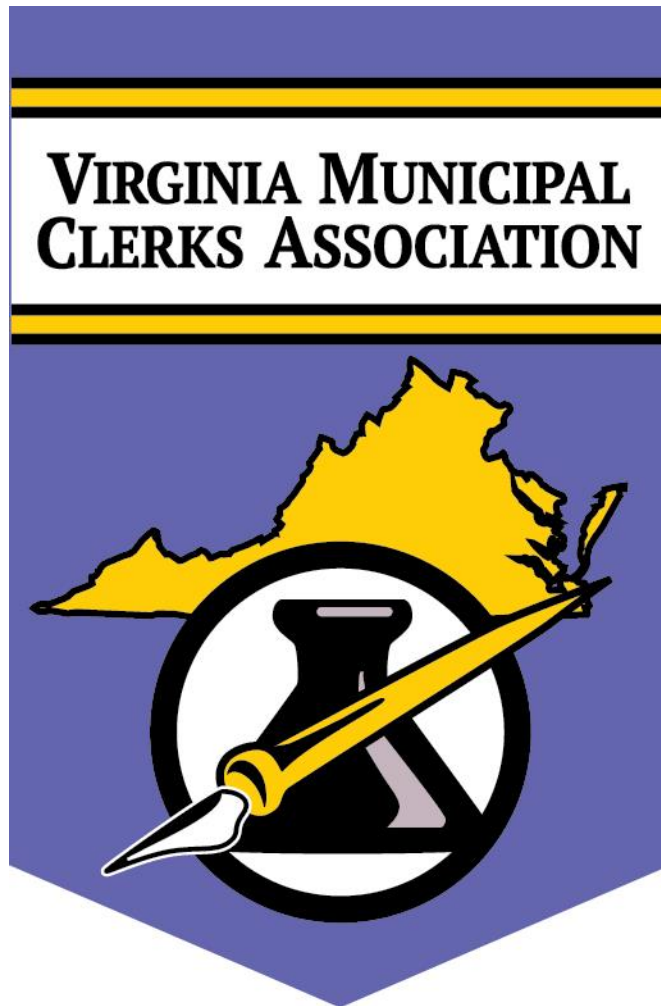
*With advanced notice of approximately one year and budgetary approval by VCU OCPE, VCU OCPE can provide registration, venue selection, and logistics services for regional meetings. VCU OCPE would be responsible for registration and coordination for educational activities arranged by VCU OCPE. All additional educational programming, coordination, speaker travel and speaker payment will be the responsibility of the VMCA.*

Pamela Wallace, 2<sup>nd</sup> Vice President moved, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to approve the revised 5 year MOU that was sent to the Executive Committee and incorporated the recommendations stated above. The motion passed by a unanimous voice vote.

## **Adjournment**

Travis Morris, President, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 3:16 p.m.

# VMCA



March 16, 2020  
Executive Committee  
Meeting Minutes

# Virginia Municipal Clerk's Association

## Executive Board Meeting

### SPECIAL MEETING

#### Conference Call

#### MINUTES

Monday, March 16, 2020

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Alexandria

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

### Call to Order and Roll Call

Travis Morris, President, called the meeting to order at 2:03 p.m. and a roll call was taken. Ms. Madison and Mr. Bull were not in attendance. Ms. Kimberly Ellis, Host Clerk for the Annual Conference also joined the conference call.

### New Business

- COVID-19 and the VMCA Annual Conference

Mr. Morris asked Ms. Ellis for an update on the current expenditures for the Annual Conference.

Ms. Ellis stated that no funds had been dispersed to the hotel and no funds had been dispersed to pay speakers. The only funds that had been used so far were to purchase the items for the gift bags.

The question was raised about the fees associated with issuing credit card refunds.

Ms. Hume stated that as it stands now, issuing refunds would cause the Association to absorb the cost of the fees associated with issuing credit card refunds.

The question was raised about the Annual Meeting. The by-laws state that the VMCA Annual Meeting must be held in April each year.

The Committee generally discussed the rescheduling of the Conference, but the consensus was that it would be hard to reschedule when no one knows what is going to happen with COVID-19 in the coming weeks and months. As it stands now, the Center for Disease Control is recommending to halt all travel for 8 weeks. The COVID-19 situation is rapidly evolving and new guidance on social distancing and staying home is being issued every day.

Teresa Fellows, Secretary, moved, which was seconded by Pamela Wallace, 2<sup>nd</sup> Vice President, to cancel the Annual Conference out of an abundance of caution for the safety and well-being of all the conference participants. The motion passed by a unanimous voice vote.

Discussion ensued about how to conduct the Annual Meeting to remain in compliance with the Association by-laws.

Pamela Wallace, 2<sup>nd</sup> Vice President, moved, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to hold the Annual Meeting electronically via conference call on April 16, 2020 at 12:30 pm. The conference call invitation would only be sent to those members that had registered for the Annual Conference and would have been in attendance during the Annual Meeting. The motion passed by a unanimous voice vote.

Discussion then circled back to charging a fee when processing refunds. A flat administrative fee or a percentage fee were discussed to help defray the costs associated with the conference and the processing of credit cards refunds.

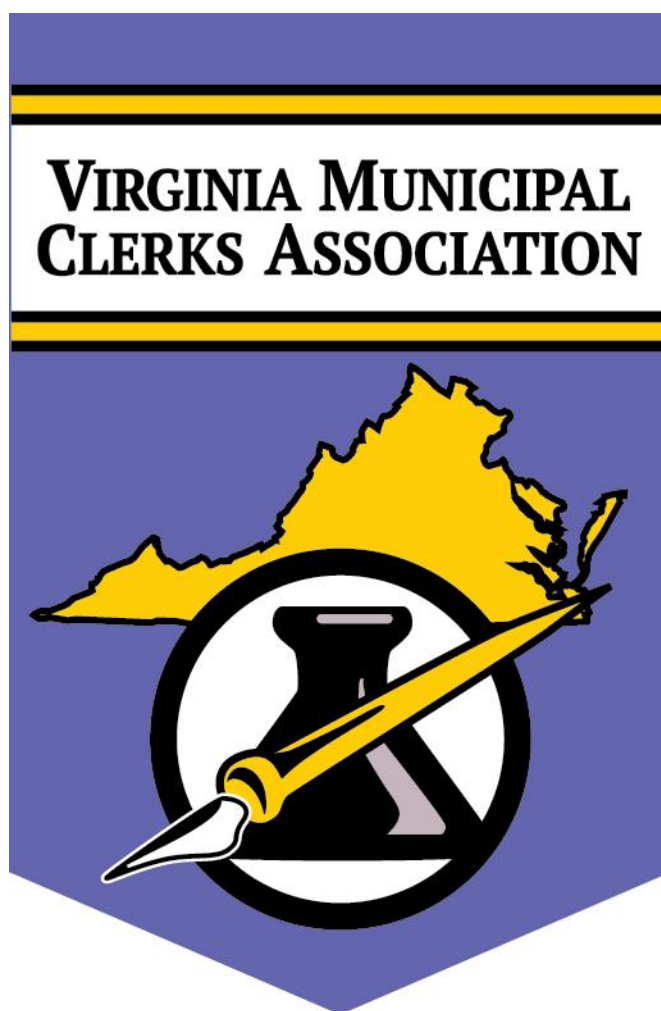
Libby Hume, Treasurer, moved, which was seconded by Teresa Fellows, Secretary, to charge a 5% administrative fee to defray the costs associated with the conference and the processing of credit card refunds. The motion passed by a unanimous voice vote.

The question was raised about the honoring of CMC/MMC recipients and the Clerk of the Year at the Institute and Academy Conference. It was generally agreed that this would be the most appropriate time for those recognitions.

### **Adjournment**

Travis Morris, President, made a motion, which was seconded by Kyna Thomas, 1<sup>st</sup> Vice President, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:46 p.m.

# VMCA



April 15, 2020

Executive Committee

Meeting Minutes

**Virginia Municipal Clerk's Association**

**Executive Board Meeting**

**SPECIAL MEETING**

**Electronically via Email**

**MINUTES**

**Wednesday, April 15, 2020**

Travis Morris, President, County of Albemarle

Kyna Thomas, 1<sup>st</sup> Vice President, City of Charlottesville

Pamela Wallace, 2<sup>nd</sup> Vice President, City of Colonial Heights

Libby Hume, Treasurer, Town of Cape Charles

Teresa Fellows, Secretary, County of James City

Keia Waters, Historian, City of Alexandria

Sandy Madison, Parliamentarian, City of Chesapeake

R. Allan Bull, Immediate Past President, City of Norfolk

**Call to Order and Roll Call**

Kyna Thomas, 1<sup>st</sup> Vice President, called the meeting to order at 2:12 p.m. Mr. Morris, Ms. Wallace, Ms. Waters, Ms. Madison and Mr. Bull were not in attendance.

**New Business**

- Rescheduling of Annual Meeting via Conference Call

Mr. Morris had notified the Executive Committee of the need to reschedule the Annual Meeting via Conference Call. Due to the unprecedented challenges that clerks were facing in response to the COVID-19 pandemic, it was necessary to move the Conference Call to April 23, 2020 at 12:30 p.m. Mr. Morris and Ms. Wallace indicated their support via email for this change prior to the Special Meeting being called due to scheduling conflicts that prevented them from participating in the Special Meeting.

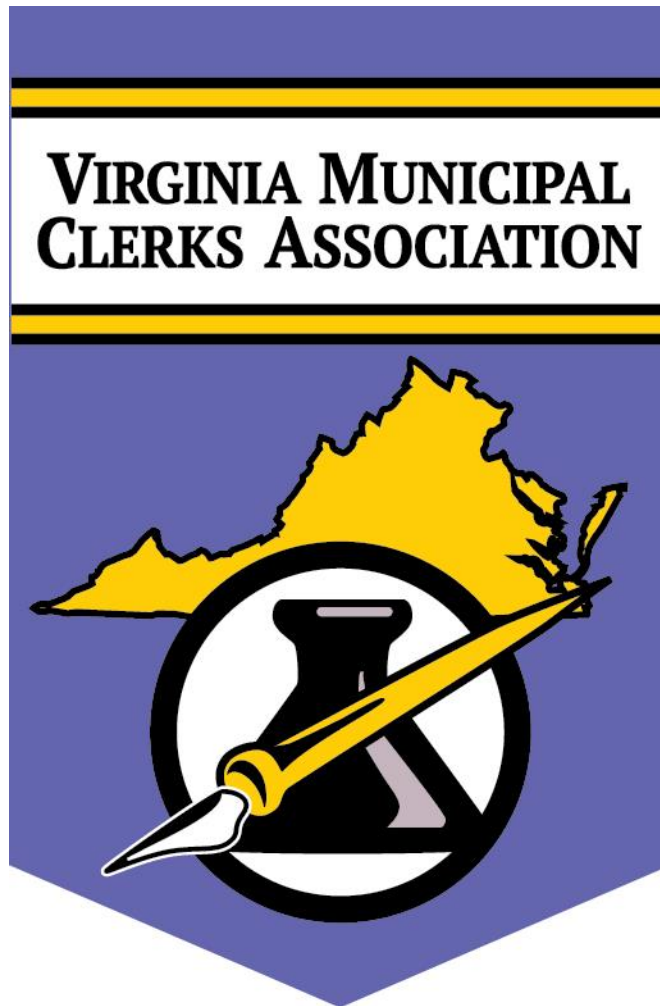
Teresa Fellows, Secretary, moved, which was seconded by Libby Hume, Treasurer, to reschedule the Annual Meeting via Conference Call to April 23, 2020 at 12:30 p.m. The motion passed by unanimous vote.

It was noted that Mr. Morris would issue a statement to the Association about the new date for the Annual Meeting.

**Adjournment**

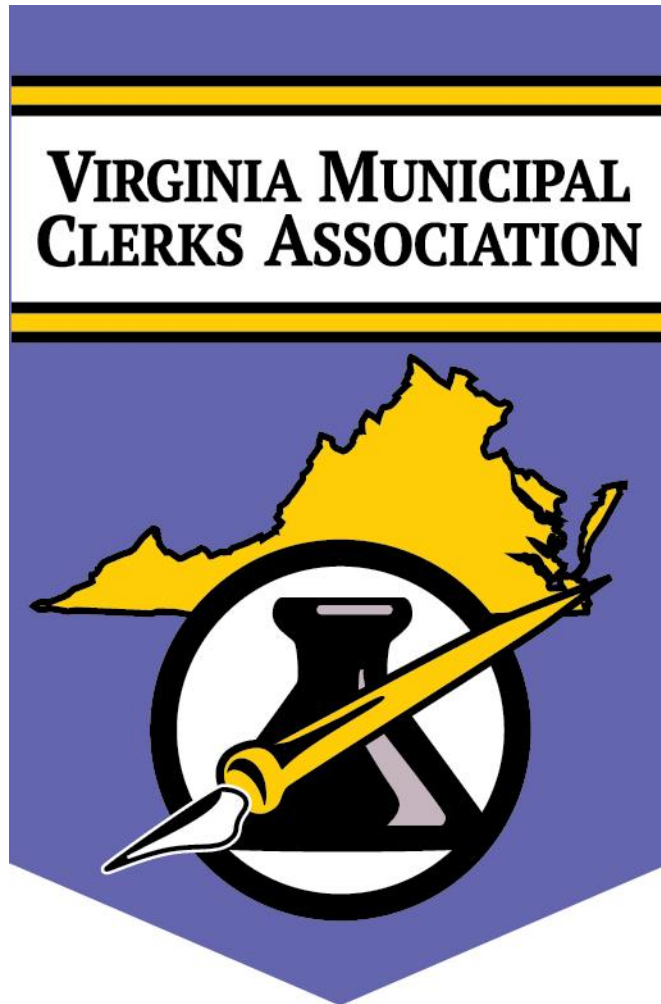
Libby Hume, Treasurer, made a motion, which was seconded by Teresa Fellows, Secretary, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 2:25 p.m.

# VMCA



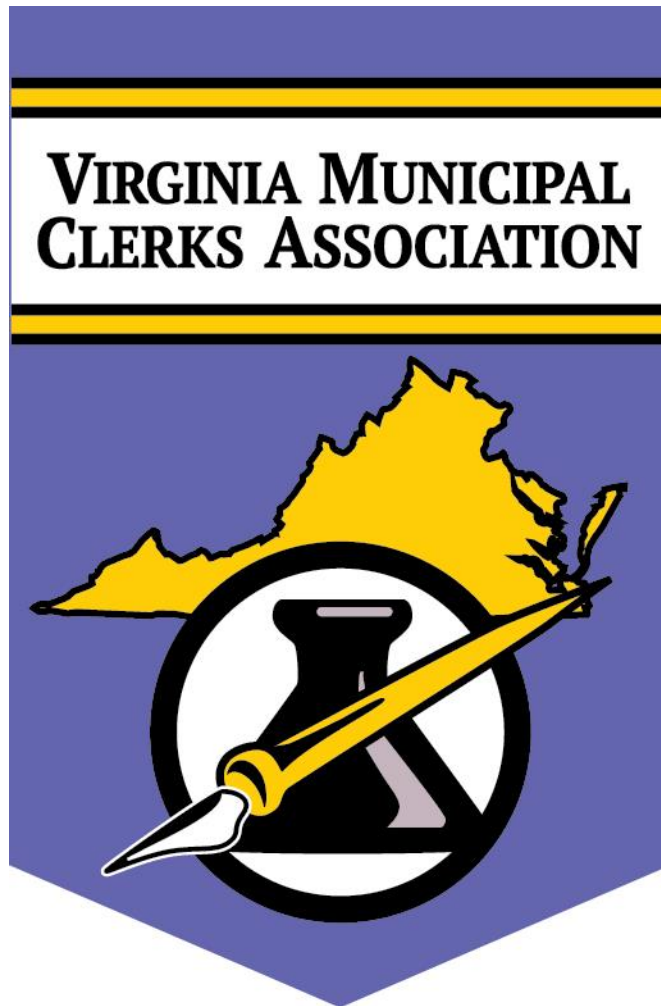
## Executive Committee and Committee Chair Reports

# VMCA

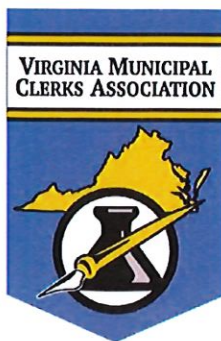


## Executive Committee

# VMCA



## President's Report



# Virginia Municipal Clerks Association

## 2020 VMCA PRESIDENT'S ANNUAL REPORT

Thank you for allowing me the opportunity to serve as your 2019-2020 Virginia Municipal Clerks Association President. The experience is one that I will never forget.

I'll start by promising not to list every achievement, or list every event or meeting that I attended. However, I will report that we successfully launched the new VMCA website, initiated online payments, executed a new 5-year agreement with Virginia Commonwealth University's Office of Continuing and Professional Development, secured lodging for the 2020 VMCA Institute and Academy. I would also like to report my attendance at the 2019 IIMC Annual Conference, 2019 IIMC Study Abroad, VMCA Institute and Academy, and IIMC Region II Conference. Lastly, I attended the retirement celebration of Stephanie Moon-Reynolds, City of Roanoke.

I must first give the biggest of thank you's to Kim Ellis, Region VII, and the County of Culpeper. Kim and her team put together a fantastic 43<sup>rd</sup> Annual Conference and were dotting their "I's" and crossing their "T's" when COVID-19 happened, and we had to cancel. Kim, I truly appreciate your hard work and the countless hours that you put into the conference and its planning, and I apologize for canceling.

I also want to thank the Executive Committee: 1<sup>st</sup> Vice President – Kyna Thomas, CMC; 2<sup>nd</sup> Vice President – Pam Wallace, CMC; Treasurer – Libby Hume, MMC; Secretary – Teresa Fellows, CMC; Historian – Keia Waters, CMC; and Parliamentarian – Sandy Madison, MMC. They are indeed the heart of the Association and are always ready to make the tough decisions.

It brings me pleasure thanking the VMCA Committee Chairs. They are the individuals who run the Association. Everything good this is because of them. Trish Cronin, Pam Wallace, Wendy Chewning, Tanya Harding, Claudette Borgersen, Teresa Fellows, Mitzie Wright, Libby Hume, Stephanie Wray, Julia Bortle, Aurelia Trusty, Heather Schott, Tracey Outten, Wanda Watkins, and Julie Kaylor, you guys rock! Thank you for all you've done this year.

Of course, there would be no progress without the eyes and ears of our vociferous hard-working Region Directors. Thank you for keeping me on my toes and being the voice of the membership.

I want to sincerely thank 1<sup>st</sup> Vice President, Kyna Thomas, for her support and for always having my back this year, it meant the world.

I will conclude by wishing President Thomas and her team the best of luck as they continue to move VMCA forward. I know without a doubt that the Virginia Municipal Clerks Association is in good hands for years to come.

Relieved and Humbly Submitted,

Travis O. Morris, CMC  
2019-2020 VMCA President



**VCU**

804-828-1322 • Fax: 804-828-6444

TDD: 1-800-828-1120

ocpe.vcu.edu • ocpe@vcu.edu

An equal opportunity/affirmative action university

For OCPE Use Only:

\_\_\_\_\_  
Manager/Index/Program

**MEMORANDUM OF AGREEMENT**  
**between**  
**Virginia Commonwealth University**  
**Office of Continuing and Professional Education**  
**and the**  
**Virginia Municipal Clerks Association**

This memorandum of agreement between *Virginia Commonwealth University Office of Continuing and Professional Education (OCPE)* and the *Virginia Municipal Clerks Association (VMCA)* sets forth the terms of the agreement, which have been made between the parties with respect to services to be provided by the OCPE and the responsibilities of the VMCA for the Annual Institutes and Academy and other education opportunities as deemed necessary.

**Introduction:**

The Virginia Municipal Clerks Association (VMCA), through its affiliation with the International Institute of Municipal Clerks (IIMC), provides an annual education opportunity for the purpose of IIMC certification and advanced career development for members and its affiliate organization.

**Needs:**

It is the intention of VMCA and its Education and Professional Development Committee to use the services of the VCU OCPE, for the purpose of coordinating the Annual Institutes and Academy and other education opportunities as deemed necessary. VCU OCPE represents itself to be qualified for such services in accord with all applicable laws and regulations governing its operation.

In their desire to make available the finest quality education programs, VMCA has established a professional relationship with VCU OCPE.

**Scope of Services:**

VCU OCPE will provide the following services:

***IIMC Certification Maintenance***

- Collaborate with and assist the VMCA to maintain certification by IIMC to conduct the VMCA Institutes and Academy and other education programming
- Follow the IIMC education guidelines to ensure quality and compliance
- Participate in IIMC annual conference and Institute Director Colloquium as required



# VCU

### ***Educational Programming and Logistics***

- Recommend, select, and arrange for speakers for the Institutes and Academy sessions in partnership with the VMCA Education and Professional Development Committee members and Executive Board Members
- Provide programming for First Year Institutes, Second and Third Year Institutes, and Academy in accord with IIMC guidelines
- Participate in up to three planning meetings for the Institutes and Academy sessions by Institute Director or designee
- Participate in an After-Action Report with Education Committee to evaluate the event and potential areas of improvement moving forward
- Coordinate and provide for the reproduction of materials needed for the Institutes and Academy including supplies and materials necessary to prepare registration and education packets for attendees
  - Supplies may include notepaper, nametags, poster board, attendance, electronic certificates, flip chart pads, information packets, and training handouts
- Coordinate and provide for the payment of speakers and instructor fees, and travel costs, if applicable
- Design, administer, and summarize the Institute and Academy evaluations

### ***VMCA Annual Institutes and Academy Venue Site Selection***

- Coordinate with regional tourism bureau(s) to identify, tour, and select appropriate off-site venues
  - VMCA leadership team member(s) to include President, Vice President and Education Chair to serve on search committee(s), as feasible
- Contract with hotel venue for accommodation room block, meeting spaces, audio visual, and food and beverage, as appropriate
- Coordinate and provide payment for all meeting and catering arrangements with hotel/facility

### ***Programming Promotion***

- Create preliminary flyer on the upcoming Institutes and Academy for distribution at the VMCA Annual Conference
- Coordinate and implement the distribution of e-communication regarding the Institutes and Academy
  - VMCA to provide contact information for members

### ***Registration, Set Up, and Processing***

- Create and maintain a custom VMCA Annual Institute and Academy website with program and registration information
  - [go.vcu.edu/vmca](http://go.vcu.edu/vmca)
- Set up VMCA Annual Institutes and Academy registration in ACEweb
- Process participant registration and transfers through ACEweb
- Generate automatic confirmation e-mail for participants upon registration in ACEweb



# VCU

- Collect registration fees through ACEweb and process refunds per policy on website
  - Forms of payment include all major credit cards and checks
- Coordinate and lead participant registration
- Create noncredit record for participants with access available via self-service by attendees
- Provide an electronic certificate certifying the number of hours completed for Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) programs
  - Offer printed certificates for five dollars paid to VCU OCPE by participants
  - Send certificates to participants via email no later than 60 days after an educational activity
    - To receive the certificate within 60 days, the participant must complete and/or submit a satisfactory assessment within 1-2 weeks of the educational activity
    - Late submissions will be processed on a case-by-case basis

### ***Financial Management***

- Collect, verify, and document participant-paid fees
  - Access TouchNet Merchant Portal (link between ACEWare and VCU Banner financial system)
  - Provide financial reconciliation in VCU Banner financial system

### ***Scholarship Issuance***

- Provide one VMCA Annual Institute and Academy registration fee scholarship to a recipient of VMCA's choosing

### ***Educational Activities***

In accord with IIMC education requirements, VCU OCPE shall supply the following for all educational activities:

- Attendance policy stipulating that all participants must attend each scheduled session to receive total credit
- Method to track and verify attendance
- Permanent transcript of all course work completed by student
- IIMC-compliant assessment tool created, administered and implemented to evaluate clerk participation/knowledge in order to issue certificate hours
- Quantify and evaluate each participant's learning via formal assessment tool(s)

### ***Annual Reporting***

VCU OCPE shall provide an annual report to the IIMC and VMCA Executive Committee Members and Education Committee Chairs no later than December 31 of each year including the following information:

- Institute Director name, name of Institute, address of Institutes and Academy
- Summary of programming for the year
  - Dates and brief description
  - Evaluation of program and areas for improvement
  - Description of online education if any was provided



# VCU

- A brief statement about future plans for the Institutes and Academy
- Program details that include session titles, descriptions, assessments, and the number of hours for the CMC and MMC courses offered

### ***Regional Events***

With advanced notice of approximately one year and budgetary approval by VCU OCPE, VCU OCPE can provide registration, venue selection, and logistics services for regional meetings. VCU OCPE would be responsible for registration and coordination for educational activities arranged by VCU OCPE. All additional educational programming, coordination, speaker travel and speaker payment will be the responsibility of the VMCA.

### ***Educational Activities for VMCA Annual Conference***

With advanced notice of approximately one year and budgetary approval by VCU OCPE, VCU OCPE can provide education activities such as a pre-conference workshop or Athenian Dialogue in association with the annual VMCA conference. VCU OCPE would be responsible for registration, coordination, and logistics for educational activities arranged by VCU OCPE. All other registration, hotel logistics, coordination, educational programming, implementation, and related payment is the responsibility of the VMCA.

### **Term of This Agreement:**

The term of this agreement shall be from May 2, 2020 to March 1, 2025 with review upon request of either party.

The VMCA and VCU OCPE reserve the right to terminate the agreement 18 months prior to a scheduled Institutes and Academy. The termination notice shall be delivered in writing to the VMCA President or the Institute Director at the VCU OCPE.

VCU OCPE has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with performance of its services hereunder. There shall be no additional liability for costs or expenses to either party without prior written approval of the President, or designee, of VMCA and the Institute Director.

### **Terms of Payment:**

All fees, costs and expenses related to the Institutes and Academy, with the exception of individual lodging, meals "on your own," and travel for participants and VMCA representatives, shall be the responsibility of VCU OCPE and paid through the collection of participant registration fees. Services outlined above for regional events and/or the annual VMCA conferences that VCU OCPE provides are paid by the registration fees VCU OCPE collects and retains from participants.



**VCU**

**Required Approvals:**

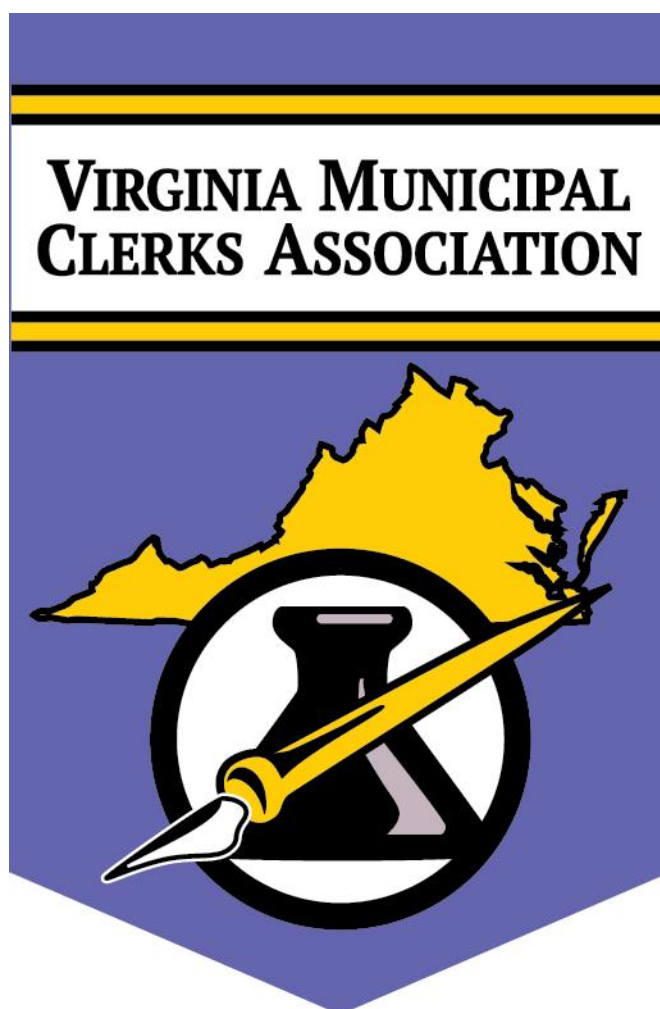
This agreement shall not be binding upon the parties until approved by an authorized representative of VCU OCPE and the VMCA. This agreement is hereby accepted on this 28th day of February 2020.

Dr. Michael Huffman, Director  
VCU Office of Continuing and Professional Education

Travis Morris, President  
Virginia Municipal Clerks Association

Kyna Thomas, President-Elect  
Virginia Municipal Clerks Association

# VMCA



## First Vice President's Report

# CITY OF CHARLOTTESVILLE

## *Clerk of City Council*

City Hall | P. O. Box 911  
Charlottesville, Virginia 22902  
(434) 970-3113  
clerk@charlottesville.org



April 13, 2020

Travis O. Morris, CMC  
Senior Deputy Clerk  
County of Albemarle  
410 McIntire Road  
Charlottesville, VA 22902

Dear President Morris:

It has been my honor to serve as First Vice President of the Virginia Municipal Clerks Association for the 2019-2020 term, and I am pleased to submit this Annual Report.

As First Vice President I was pleased to participate in the following:

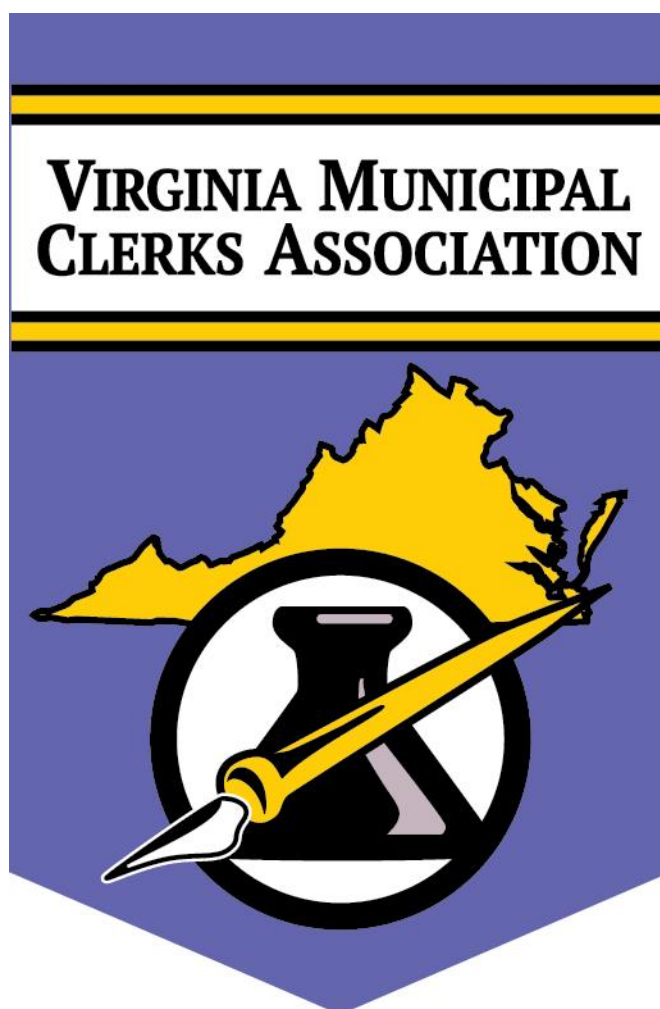
- Speaker at the October 2019 Virginia Municipal League Mayors Institute, sharing information about the role of clerks in local government and about the benefits of VMCA for clerks and their localities
- 42<sup>nd</sup> VMCA Annual Institute & Academy and Athenian Dialogue in October 2019, in Virginia Beach. I am proud to report record attendance.
- IIMC Region II Annual Conference and Meeting in Atlantic City, NJ, in January 2020
- VMCA Executive Committee meetings
- Worked with the Website Committee to roll out the new and improved VMCA website
- Worked with the Education Committee and VCU Institute Director in preparation for the 2019 VMCA Institute and Academy
- Worked with conference host Kimberly Ellis of Culpeper, and VMCA President Travis Morris in preparation for the 2020 VMCA Annual Meeting & Conference. This was the first opportunity for VMCA to try the electronic payment option for conference registration, and the process seemed to work well. My heartfelt thanks goes to the host committee for the effort put into planning the conference and Athenian Dialogue, only to have plans uprooted by the COVID-19 pandemic. I would also like to thank all clerks for their understanding.
- Helped to execute the five year contract with VCU as our Institute Director
- Served on Clerk of the Year Committee
- Began planning with the Education Committee and Institute Director for the Fall 2020 VMCA Institutes & Academy and January 2021 IIMC Region II Conference

I appreciate the privilege of being entrusted to serve the VMCA. As we navigate through unprecedented times, it will be our relationships and our wise use of resources and training that will sustain us. I encourage clerks to reach out to one another. We are all in this together, and together we will not only face the future, but we will make a significant impact moving our communities forward.

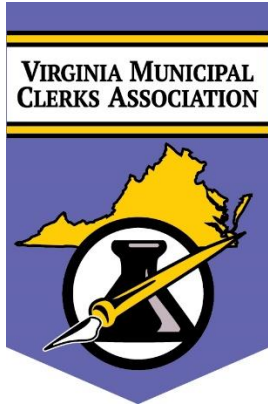
Sincerely,

***Kyna Thomas, CMC***  
VMCA First Vice President  
Chief of Staff/Clerk of Council  
City of Charlottesville

# VMCA



## Second Vice President's Report

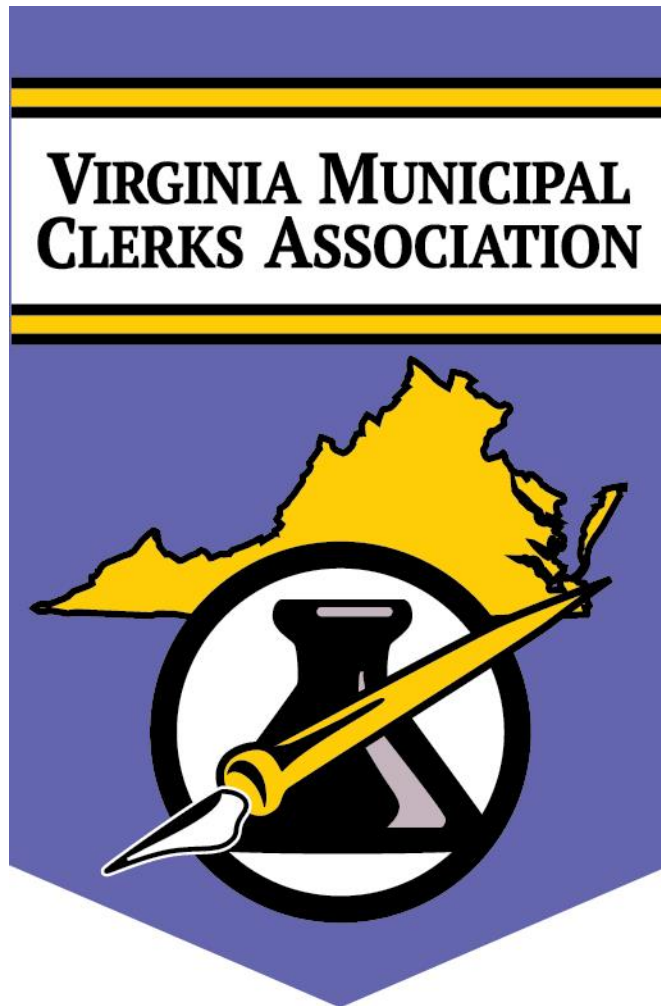


# Virginia Municipal Clerks Association

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No report submitted by time of publication.

# VMCA



## Treasurer's Report

**VIRGINIA MUNICIPAL CLERKS ASSOCIATION  
REPORT OF TREASURER  
JULY 1, 2019 – FEBRUARY 29, 2020**

Balance in checking – July 1, 2017 \$ 24,061.25

**RECEIPTS**

➤	Membership Dues FY2020 <sup>1</sup>	5,489.62
➤	2020 VMCA Conference Registrations & Donations	14,754.02
➤	Miscellaneous Deposits	1,259.19

**TOTAL RECEIPTS** **\$ 21,502.63**  
**\$ 45,563.88**

**EXPENSES**

➤	Website <sup>2</sup>	24.95
➤	2019 Scholarship reimbursements <sup>3</sup>	1,179.00
➤	2019 VMCA Conference expenses <sup>4</sup>	225.00
➤	Awards <sup>5</sup>	0.00
➤	Misc. expenses	0.00

**TOTAL EXPENSES** **\$ 1,428.95**  
Balance in Checking – February 29, 2020 **\$ 44,134.93**

**FY2020 ENCUMBRANCES**

➤	Scholarship Funds (unexpended – carryover to FY2021)	8,413.00
➤	2020 VMCA Annual Conference	17,399.51
➤	Awards (CMC Cups, MMC Clocks, Clerk of Year & President Plaques)	1,000.00
➤	Website Expenses	1,576.03
➤	2021 IIMC Region II Conference	<u>3,522.83</u>
		<b>\$ 31,911.37</b>

**\$ 12,223.56**

**VMCA INVESTMENTS**

Bank of America -- CD (Maturity Date: 9/03/19)	<b><u>\$12,252.87</u></b>	
		<b><u>\$12,252.87</u></b>

<sup>1</sup>Net amount – credit card fees deducted

<sup>2</sup>Majority of fees paid in June 2019. Will be billed for annual fee in June 2020.

<sup>3</sup>\$2,063 left for reimbursement from 2019 Institute

<sup>4</sup>No invoices received yet. Refunded for double-payment of registration.

<sup>5</sup>Not ordered yet. Will order 6 CMC cups engraved & 2 MMC clocks.

<b>2019-20 MEMBERSHIP AS OF FEBRUARY 29, 2020</b>
<b>101 Municipalities</b>
<b>169 Full Members</b>
<b>3 Associate/Affiliate Members</b>
<b>1 Retired Members</b>
<b>0 Corporate Members</b>

**MEMBERSHIP HISTORY**

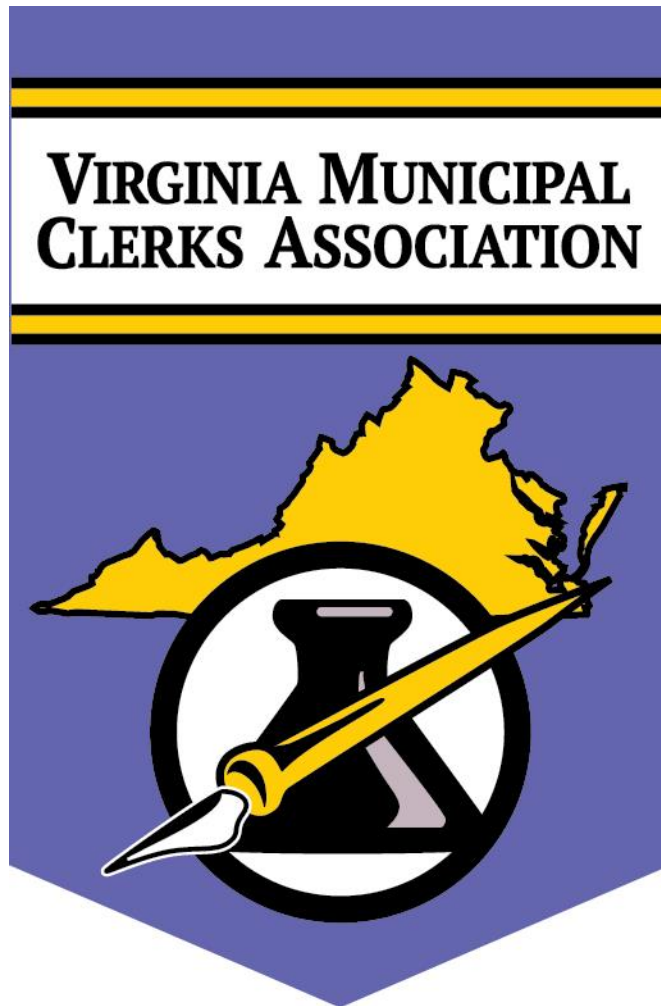
2018-19	190 and 21 Honorary	1998-99	179 and 13 Honorary
2017-18	192 and 18 Honorary	1997-98	209 and 13 Honorary
2016-17	Information not readily available	1996-97	191 and 12 Honorary
2015-16	Information not readily available	1995-96	190 and 10 Honorary
2014-15	Information not readily available	1994-95	189 and 10 Honorary
2013-14	Information not readily available	1993-94	185 and 10 Honorary
2012-13	Information not readily available	1992-93	188 and 10 Honorary
2011-12	180 and 12 Honorary	1991-92	176 and 8 Honorary
2010-11	196 and 12 Honorary	1990-91	171
2009-10	217 and 12 Honorary	1989-90	148
2008-09	241 and 12 Honorary	1988-89	152
2007-08	260 and 12 Honorary	1987-88	139
2006-07	260 and 12 Honorary	1986-87	111
2005-06	264 and 12 Honorary	1985-86	114
2004-05	246 and 13 Honorary	1984-85	115
2003-04	238 and 12 Honorary	1983-84	112
2002-03	173 and 12 Honorary	1982-83	82
2001-02	215 and 12 Honorary	1981-82	64
2000-01	210 and 12 Honorary	1980-81	59
1999-00	179 and 13 Honorary		

**VMCA INVENTORY**

- Virginia State Flag with Staff (gift from Town of Elkton, Norma Leap, 1984)
- United States of America Flag, 3x5 with Staff, cover, base and eagle top (gift from Ruth Hodges Smith, VMCA President, 1982-1983)
- VMCA Banner with rod and cover
- VMCA Hand Seal (Secretary)
- Photograph Scrapbooks (Historian)
- President's gavel and block (gift from Patricia Copeland, Chief Deputy Clerk, York County, 1981-1982, and VMCA President 1988-1989)
- Seal Plaque (gift from Mary Parker, City Clerk, Roanoke, VMCA President 1990-1991)
- Past President's Lapel Pins
- VMCA Lapel Pins

Elizabeth A. Hume, MMC  
 VMCA Treasurer  
 March 9, 2020

# VMCA



## Secretary's Report



**Board of Supervisors**  
101-D Mounts Bay Road  
P.O. Box 8784  
Williamsburg, VA 23187-8784  
P: 757-253-6609  
F: 757-253-6833  
board@jamescitycountyva.gov  
[jamescitycountyva.gov](http://jamescitycountyva.gov)

Ruth M. Larson  
Berkeley District

James O. Icenhour, Jr.  
Jamestown District

Michael J. Hipple  
Powhatan District

John J. McGlennon  
Roberts District

P. Sue Sadler  
Stonehouse District

April 22, 2020

Travis O. Morris, CMC  
President, VMCA  
Senior Deputy Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902

Dear President Morris:

It has truly been an honor to serve as Secretary of the Virginia Municipal Clerks Association for 2019-2020. During the past year, I attended and submitted minutes for the following Executive Committee Meetings:

- April 19, 2020 in Roanoke, VA
- February 28, 2020 in Colonial Heights, VA
- March 6 2020 via teleconference
- March 16, 2020 via teleconference
- April 15, 2020 via email

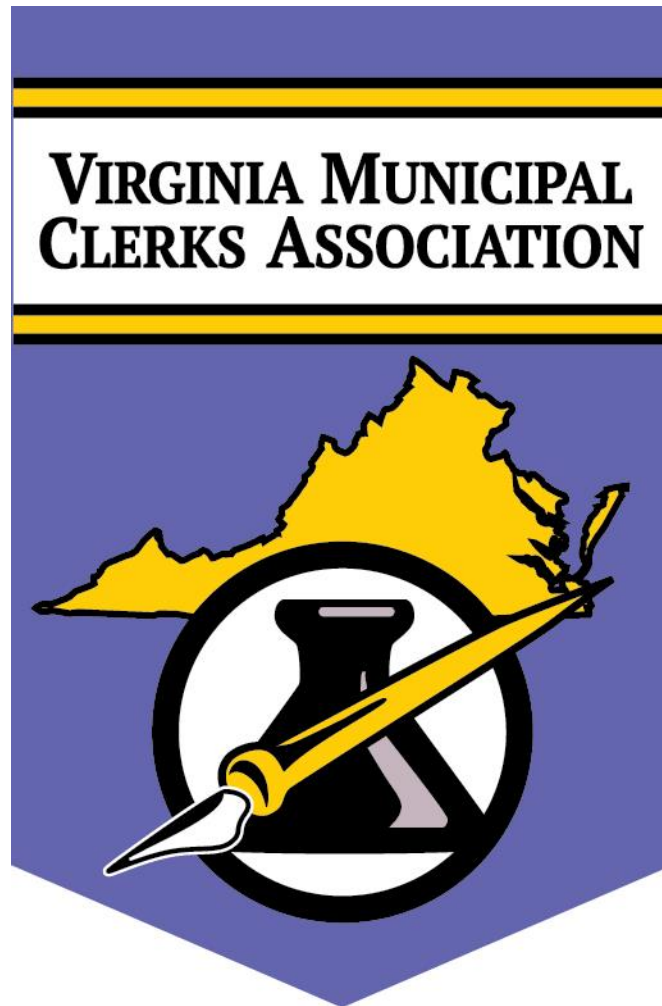
It has been a pleasure being a part of the Virginia Municipal Clerks Association Executive Committee. I am proud of all we have accomplished over the last year through your leadership and guidance.

I look forward to continue serving the Association again next year.

Sincerely,

Teresa J. Fellows, CMC  
VMCA Secretary  
Deputy Clerk

# VMCA



## Historian's Report



*City of Alexandria, Virginia*



Keia D. Waters, CMC

Deputy City Clerk & Clerk of Council  
[keia.waters@alexandriava.gov](mailto:keia.waters@alexandriava.gov)

703.746.3975  
Fax: 703.838.6433

April 1, 2020

Mr. Travis O. Morris, CMC, President  
Virginia Municipal Clerks Association  
County of Albemarle, Virginia

Dear Mr. President:

It has been a pleasure to serve as the Historian for the Virginia Municipal Clerks Association, and I greatly appreciate all of your leadership and hard work for the betterment of Virginia Clerks.

The Virginia Municipal Clerks Association Annual Conference was held in Roanoke Virginia on April 17 through 19, 2019. At the Annual Meeting, the 2019-2020 Executive Committee received their oath and the appointments were as followed: President, Travis O. Morris, CMC of the County of Albemarle; First Vice President, Kyna Thomas, CMC of the City of Charlottesville; Second Vice President, Pamela Wallace, CMC of the City of Colonial Heights; Treasurer, Elizabeth "Libby" Hume, MMC of the Town of Cape Charles; Secretary, Teresa Fellows, CMC of the County of James City; Historian, Keia Waters, CMC of the City of Alexandria; and Parliamentarian, Sandy Madison, MMC of the City of Chesapeake.

This year we celebrated the 50<sup>th</sup> Anniversary of Municipal Clerks Week, celebrating the many accomplishments and contributions we have made in local government. We also celebrated several of our members achieving their designation as a Certified Municipal Clerk (CMC) and a Master Municipal Clerk (MMC). Congratulations to each of you!

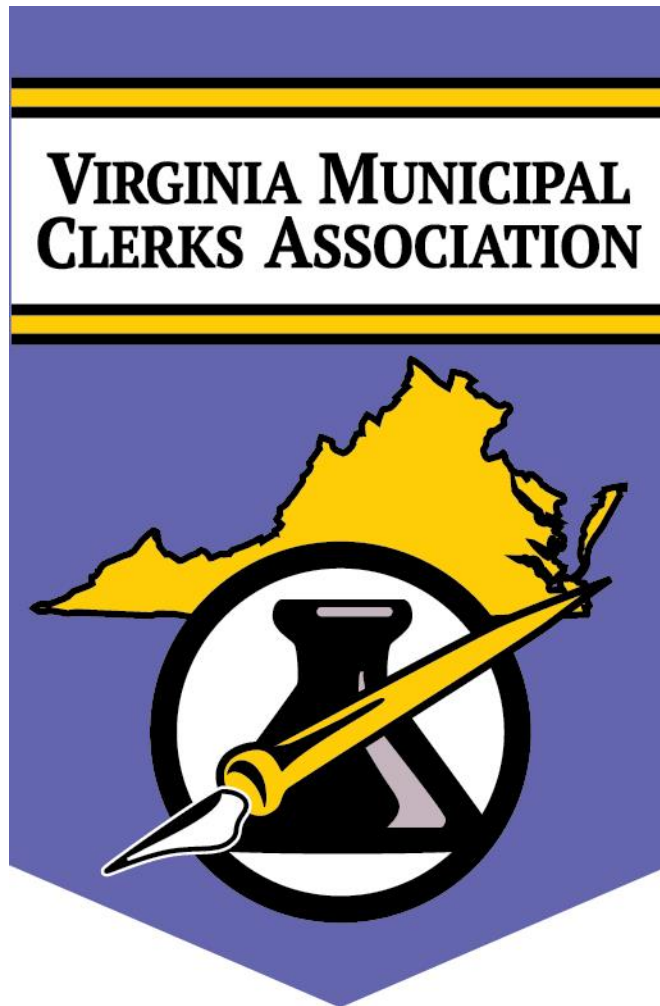
Throughout the year Virginia Clerks had the opportunity to attend the 42<sup>nd</sup> Annual VMCA Conference in Roanoke, Virginia; the IIMC 73<sup>rd</sup> Annual Conference in Birmingham, Alabama; the VMCA Institute and Academy in Virginia Beach, Virginia; and several online webinars. As we began preparations for our 43<sup>rd</sup> Annual VMCA Conference in Culpeper, Virginia, the deadly coronavirus "COVID-19" made its way to our nation. On March 11, 2020, Virginia Governor Ralph Northam declared a State of Emergency, which limited large gatherings and later issued a statewide "stay-at-home" order. This forced the Executive Committee to hold an emergency meeting on March 16, 2020, which led to the necessary cancellation of this conference.

This year the Virginia Municipal Clerks Association said farewell to a few seasoned clerks and welcomed several new clerks. In this ever-changing world, we hope to continue to grow and shape the future of all Virginia Clerks as we celebrate past accomplishments and embrace the future. Let us continue to write history!

Be Well,

Keia D. Waters, CMC, Historian

# VMCA



## Committee Chair Report

## AUDIT

April 17, 2020

Travis O. Morris, CMC  
Senior Deputy Clerk  
Albemarle County Board of Supervisors  
401 McIntire Road  
Charlottesville, VA 22902

Re: 2019-20 Virginia Municipal Clerk's Association Audit Report

Dear President Morris:

The Audit Committee has conducted its review of the financial records of the Virginia Municipal Clerk's Association (VMCA) as prepared by VMCA Treasurer Elizabeth "Libby" Hume. Deposits, expenditures, receipts, and encumbrances were reviewed for the time period April 2019 - March 2020.

I am pleased to report the financial records appear to be true and accurate based on the statements and information reviewed. Proper documentation of all transactions for the review period were provided by Treasurer Hume and were shown as reconciled monthly.

Treasurer Hume is to be commended for all her hard work and efforts during this past year. VMCA is fortunate to have Ms. Hume serving in the capacity as Treasurer, and we thank her for her service.

It has been a pleasure to serve as the Audit Committee Chair for the past year, and I thank you for the opportunity to serve the Virginia Municipal Clerk's Association.

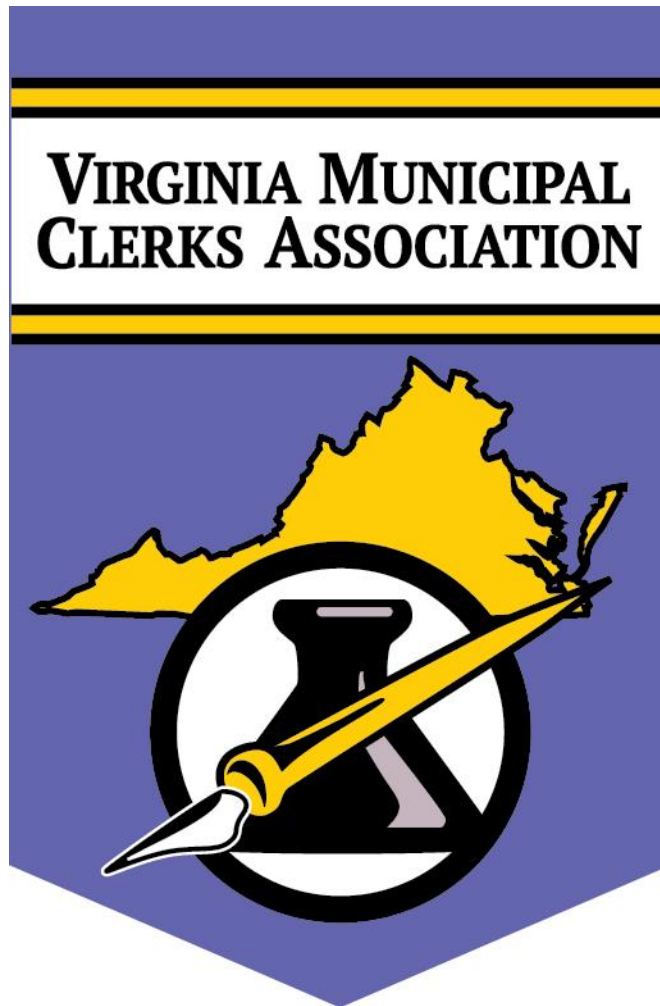
Sincerely,



Mitzie B. Wright, CMC  
Chief Deputy City Clerk

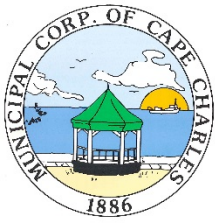
cc: Libby Hume, MMC  
VMCA Treasurer

# VMCA



## Committee Chair Report

## BUDGET



*Municipal Corp. of  
Cape Charles*

March 12, 2020

Travis O. Morris, CMC  
Senior Deputy Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

Dear President Morris,

The Budget Committee would like to submit to the membership of the Virginia Municipal Clerks Association (VMCA) a proposed FY 2021 Budget. Members of the Budget Committee are presenting a balanced budget to the membership for approval.

The Committee is recommending the continuation of funding for two Academy scholarships, in addition to the complimentary Institute scholarship provided by Virginia Commonwealth University. A total of \$11,655.00 was available to the Scholarship Committee to provide Institute and Academy scholarships in October of 2019. The Scholarship Committee awarded scholarships in the amount of \$3,242.00. \$8,413.00 remains for carryover for the 2020 Scholarship Funding. Any remaining funding from the 2020 annual conference will also be added to the Scholarship Fund.

We launched our new website this fiscal year and now have the ability to accept online payments via credit card. Stripe is our credit card processing service provider and charges 3.1% fee for credit card charges. From inception through February 29, 2020, the total amount of fees charged was \$526.56 (\$65.58 for memberships and \$460.98 for conference registrations).

The members of the Budget Committee will be prepared to answer any questions regarding the Proposed FY2021 Budget at the VMCA Annual Meeting.

Sincerely,

Elizabeth A. Hume, MMC  
Chair, Budget Committee

Attachment

# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## PROPOSED FY2021 BUDGET JULY 1, 2020 – JUNE 30, 2021

### REVENUE

➤ FY2021 Membership Dues \$ 6,000.00

### EXPENSES

➤ Office Supplies	\$ 50.00
➤ Postage <sup>1</sup>	50.00
➤ Credit Card Processing Fees <sup>2</sup>	225.00
➤ Awards/Recognitions <sup>3</sup>	1,200.00
➤ President's expenses <sup>4</sup>	1,000.00
➤ Scholarships <sup>5</sup>	1,180.00
➤ 2021 Annual Conference <sup>6</sup>	1,000.00
➤ Web Site expenses <sup>7</sup>	1,250.00
➤ Undesignated expenses <sup>8</sup>	<u>45.00</u>

TOTAL EXPENSES \$ 6,000.00

<sup>1</sup> Postage for general VMCA correspondence and mailing designation awards

<sup>2</sup> Stripe credit card processing fees for memberships paid online.

<sup>3</sup> Awards for CMC/MMC achievements, Clerk of Year Plaque, President's Plaque, etc.

<sup>4</sup> IIMC and/or VMCA annual conference registration fees

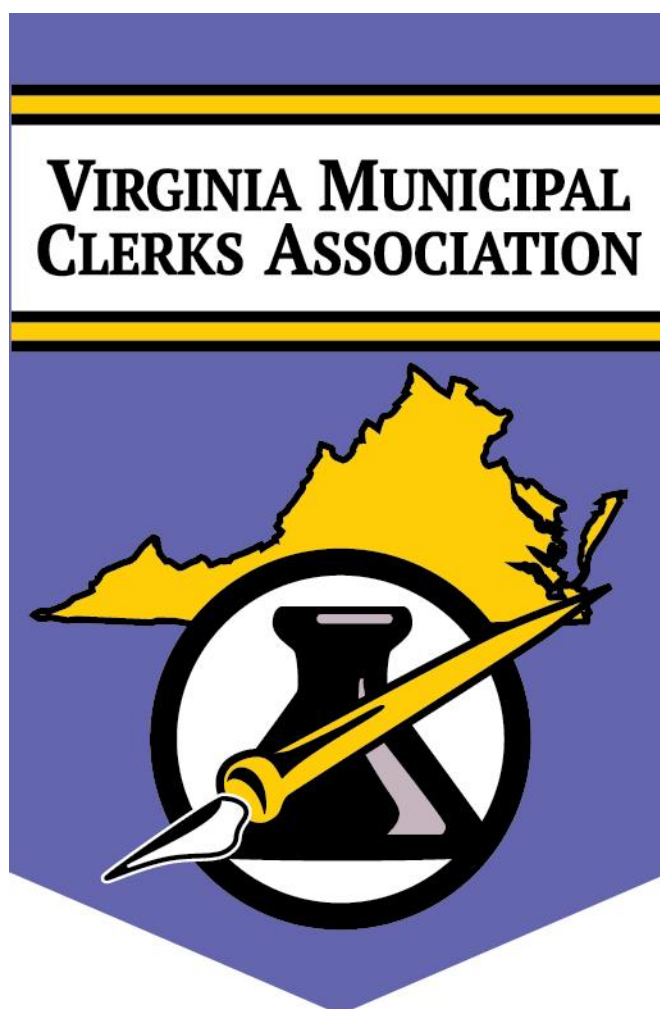
<sup>5</sup> Two Institute/Academy scholarships; VCU provides one complimentary Institute scholarship

<sup>6</sup> Available to support annual conference upon request of host clerk (2021 – Harrisonburg)

<sup>7</sup> Web expenses – Star Chapter Annual Subscription

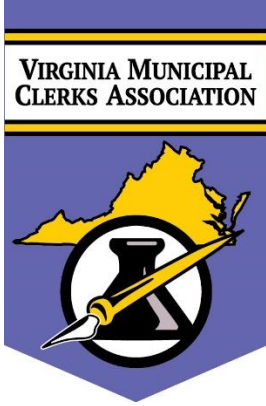
<sup>8</sup> Misc. undesignated expenses.

# VMCA



## Committee Chair Report

## BYLAWS

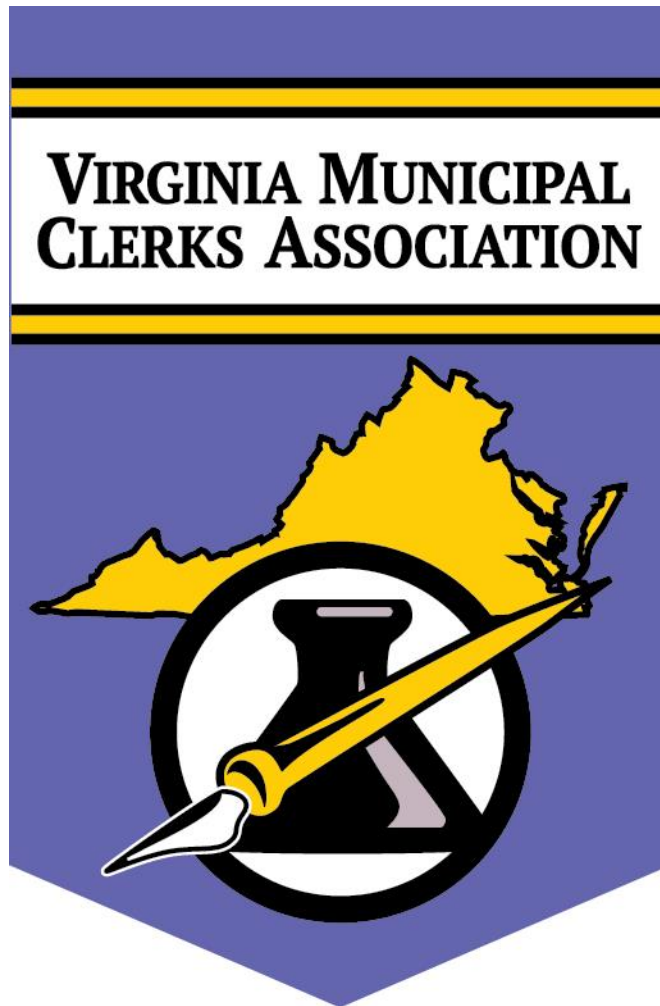


# Virginia Municipal Clerks Association

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There are no proposed changes to the VMCA Bylaws for 2019-2020.

# VMCA



## Committee Chair Report

## CLERK OF THE YEAR

## **Clerk of the Year Committee**

### Committee Members:

Stephanie Wray, Chair, Dinwiddie

Julia Bortle, Waynesboro

Wanda Watkins, New Kent

Alvin Gurley, Dinwiddie

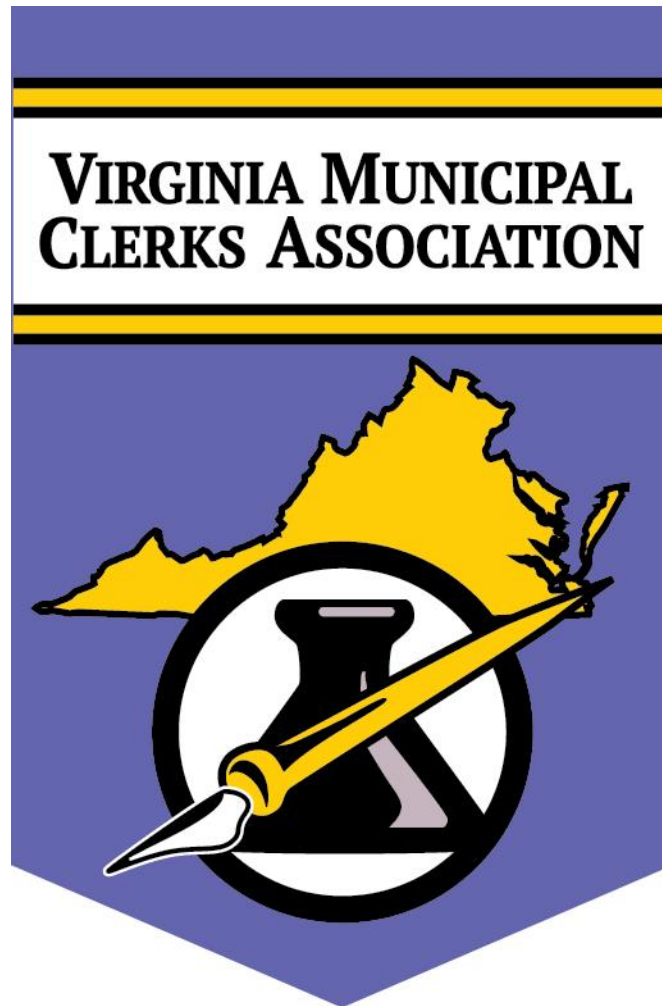
Kyna Thomas, Charlottesville

Christina Smith, Middletown

Through a Google Form sent to elected officials, Chief Executive Officers, and Chief Administrative Officers, nominations were solicited for Clerk of the Year. This form was also sent out through VACo and VLGMA. There were a total of 29 nominations received for 9 nominees. A selection has been made, and once restrictions have been lifted, the committee plans to attend the winner's Council/Board meeting to surprise her/him with the award. A key staff person has been identified as the contact person to arrange the presentation.

Each of the nominees who were not selected have been provided a copy of their nominations.

# VMCA



## Committee Chair Report

### EDUCATION/PROFESSIONAL DEVELOPMENT



**Gloucester County  
Administrator's Office**

Telephone 804-693-4042

6489 Main Street, Gloucester, Virginia 23061

Fax 804-693-6004

March 19, 2019

Travis Morris, CMC  
VMCA President  
Albemarle County

Dear Travis,

The Education and Professional Development Committee had a successful year thanks to an energetic eleven member committee. The committee members worked with our Institute Director, Jennifer Sisane, via conference calls and emails to pull together a great Institute and Academy.

The Institute and Academy Program was again held in Virginia Beach from October 9-11 with a pre-Institute and Academy workshop on October 8. In addition, this year an Athenian Dialogue was held on Saturday, October 12, led by IIMC's Director of Professional Development and our own VMCA Treasurer, Libby Hume. We had a record number of 79 registrants for participation at some point during the week, exceeding last year's high of 70. Our registrants came not only from Virginia, but from the surrounding states of West Virginia, Maryland and Pennsylvania.

Thirty-two clerks attended the pre-Institute/Academy session. A new online assessment through VCU's Blackboard program was piloted for the attendees of this workshop, featuring 10 multiple choice questions. Informal feedback for this pilot was very positive.

The Institutes/Academy sessions for the remainder of the week provided a robust offering of sessions, with fundamentals for each level of the Institute, more in depth offerings for the Academy level and great general sessions.

An additional day was added to the end of the Institutes/Academy this year to hold an Athenian Dialogue. The dialogue was facilitated by IIMC's Dr. Jane Long and our own VMCA Treasurer, Libby Hume. Twenty-one participants discussed leadership principles found in "Creating Magic" by Lee Cockerell.

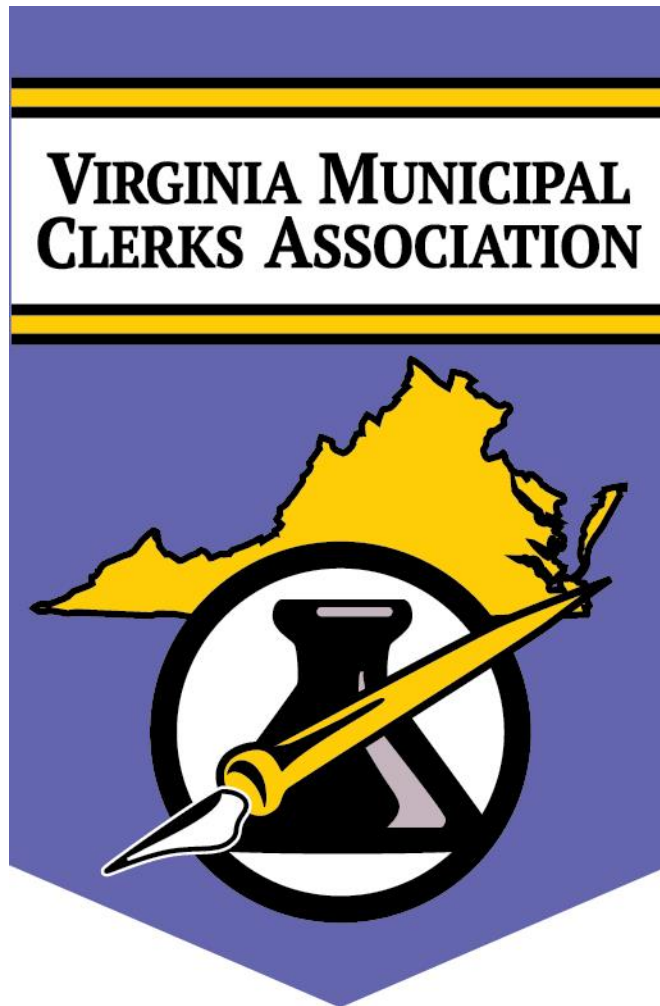
On behalf of the Education and Professional Development Committee, I am pleased to report on a successful year. My Co-chair and I will be rotating off of the committee this year. We appreciate the opportunity we have had to serve the members of VMCA in this capacity and we look forward to the great things to come in the future.

Respectfully,

*Trish Cronin, CMC*

Trish Cronin, CMC  
Co-Chair VMCA Education & Professional Development Committee

# VMCA



## Committee Chair Report

## NEWSLETTER

COUNTY OF ALBEMARLE

Claudette K. Borgersen  
Clerk



Travis O. Morris  
Senior Deputy Clerk

*Office of the Clerk to the Board of Supervisors*

April 21, 2020

Travis Morris, CMC  
Senior Deputy Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

Dear Mr. President:

Thank you for the opportunity to serve as the Newsletter Co-Chair with Teresa Fellows. I have enjoyed serving and it has been rewarding to learn how to publish the Newsletter in StarChapter. It has been an honor to serve the Association.

During this past year, the newsletter was published twice; June and October. The third publication for the year was within a day or two of publication when word went out that the conference in Culpepper was cancelled. The publication is on hold until we are able to regroup due to the pandemic.

I learned that Teresa Fellow will not Co-chair next year and Eileen Boeing from Leesburg will be the new Co-Chair. I have agreed to stay on as Co-Chair for the coming year and asked that one more individual be assigned to assist since publishing the newsletter can be time consuming and it is important to have an extra hand to assist. Grace Tamblyn, from Albemarle County, has graciously agreed to assist.

Thank you for your service as President of the Association this year. You reflected well on the organization and stood firmly in your beliefs.

Best Regards,

A handwritten signature in blue ink that reads 'Claudette K. Borgersen'. The signature is fluid and cursive.

Claudette Borgersen  
VMCA Newsletter Co-Chair

## Newsletter

- [Archives](#)

## Quick Links

- [About Us](#)
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## Follow us

## June 2019

### President's Message

Dear Fellow Clerks:

First, I would like to send my deepest sympathies to the City of Virginia Beach, as they mourn the 12 public servants who lost their lives during the tragic and horrific incident that took place on Friday, May 31. Amanda, you, your staff, and the families of those affected have been in my prayers and at the top of my mind. As I know you are resilient, please remember that if you need anything, we are all here for you, always and especially during times like this. *“And*

*I will pray the Father, and he shall give you another Comforter, that he may abide with you for ever ~ John 14:16.”*

On a less somber and lighter note, I would like to thank the City of Roanoke, Stephanie Moon-Reynolds, and her staff for their hard in work putting together and hosting a delightful and memorable 42nd Annual Virginia Municipal Clerk’s Association Conference in the Star City, with 25 new or first time attendees and 77 total registrants.

I, along with 32 Virginia Clerks, including our Institute Director, Jennifer Sisane, attended the 73rd Annual International Institute of Municipal Clerks Conference in Birmingham, Alabama. During the Conference, Region II had the opportunity to meet and have a lively and informative discussion on a proposed Region II Directors Rotation Schedule Agreement, which will be sent to each of you via your VMCA Region Director and hopefully it will be discussed at your next Region meeting.

Thirty-five other Clerks and I from the US participated in the IIMC Study Abroad and Symposium, where we visited the U.K., trekking through London, Windsor, Bath, and Stratford-Upon-Avon. If you have not had the chance to participate in the IIMC Study Abroad program, I highly recommend it. Planning is underway for 2021. It’s an experience you will not forget.

The 42nd Annual Institute and Academy will be held in Virginia Beach at the Holiday Inn & Suites Oceanfront North, October 8-11, with an Athenian Dialogue on Saturday, October 12. The preliminary agenda for the Institute and Academy will be forthcoming.

Included in this newsletter will be information on the Institute and Academy Scholarship Application, 2019-2020 Membership Renewal forms, and Conference. Also, please be on the lookout for our new VMCA website. I would be remiss if I didn’t give the most significant praise and thank you to all the 2019-2020 VMCA Officers, Region Directors, and Committee Chairs for agreeing to volunteer and serve the members of the association.

In closing, things have been hectic, but I would like to thank you all for allowing me the privilege to serve as your 2019 -2020 VMCA President. I vow to represent VMCA with honor, provide steadfast leadership, and, with the help of the Executive Committee, ensure things are little more efficient for future Presidents, Officers, Region Directors, Committee Chairs, and Members. If you need anything of me or have any question, please don’t hesitate to reach out and ask.

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### Message from the 1st Vice President

Standing in solidarity with our municipal clerks around the Commonwealth of Virginia and beyond, I want to express heartfelt sympathy and unwavering support to Virginia Beach City Clerk Amanda Barnes, MMC, and fellow staff in the wake of the unthinkable tragedy that occurred on May 31st. It is times like these when we most depend on each other to help us stand strong and see a way forward. Please do not hesitate to reach out.

Virginia Beach has been a special place to clerks not only from Virginia, but to those joining us at the Fall Institutes and Academies from West Virginia, Maryland and Delaware. I hope to see many of you there at 42nd Annual Institute and Academy, October 8-11, and for the Athenian Dialogue on Saturday, October 12. Institute Director, Jennifer Sisane, along with members of the VMCA Education Committee are working hard to put together a fantastic training program.

The VMCA Executive Committee along with Committee Chairs and Region Directors are ready to get this 2019- 2020 year underway with efforts to improve efficiency, to provide top-notch education and networking opportunities, and to grow VMCA. As often as possible, I ask that you take time to connect and build relationships with clerks in your VMCA region, and reach out to localities in your region whose clerk may not be active in VMCA. Believe it or not, some just don't know about us.

Just FYI, I have spent the last four months commuting from Lynchburg to Charlottesville, and I am pleased to say that my family is now getting settled in Albemarle County. What a difference a few hours of not being on the road makes each day!

Thank you for the honor of serving as your 1st Vice President this year. I look forward to working with and for you.  
See you soon!

~Kyna Thomas, CMC

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## Message from the 2nd Vice President

What a fast few months this has been as we look back at the wonderful Annual Conference held in Roanoke, thanks to Stephany Reynolds and her team from Region IV. It was evident from the activities, as well as the sessions, the wonderful meals and gift bags, much thought time and effort went into the planning of the 42nd Annual Conference.  
Thank you Region IV Clerks!

It was so encouraging to see old faces and many new faces at the Annual Conference. Out of the 64 Clerks in attendance, 18 were first-time attendees. It is my hope that everyone continue to stay involved and take advantage of the many opportunities offered through the VMCA and the IIMC. As co-chair of the Education Committee, we are now working with VCU for the upcoming Institute and Academy. It is our goal to formulate sessions that meet the needs of news and seasoned clerks.

I look forward to seeing everyone at the upcoming Institute and Academy in Virginia Beach October 9-11 and encourage everyone to try to make it to the Pre-Conference Workshop and the Athenian Dialogue. Let's hope for beautiful and sunny weather!

It is a privilege to serve you as 2nd Vice President this year and I look forward to meeting those of you who are new to the VMCA. Welcome!

*"If I cannot do great things, I can do small things in a great way." Martin Luther King Jr.*

~Pam Wallace, CMC

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## 42nd Virginia Municipal Clerks Association Annual Conference in Roanoke, Virginia



VMCA Region IV Clerks were honored to host the 42nd Virginia Municipal Clerks Association Annual Conference on April 17 – 19, 2019, at the Hotel Roanoke and Conference Center in Roanoke, Virginia. Our theme was “Clerks on the Move: Destination - Connect à Empower à Inspire”. There were 68 Municipal Clerks in attendance, which consisted of 20 first time attendees.

An outdoor evening reception was at the Roanoke City of Roanoke Main Library – “On the Porch Balcony that offered a spectacular a view overlooking the Elmwood Park Amphitheater, with heavy hors-d'oeuvres and wine, and Jazz music under the stars, which opened the 2019 VMCA Annual Conference with a bang!

Concurrent sessions were offered consisting of Cybersecurity, Navigating the Social Media Waters, Workplace Violence, The Importance of the Municipal Clerk's Role in Budget Development, Understanding Roles/ Responsibilities in Community Disaster Response, FAQs for Cleks, Just the FAQs, Know Ya FOIA & COIA, Creating Your Best Life: Freeing Up Your Energy for What Really Matters, Embracing Pressure When the Pressure is On! and seven exhibitors were on-site to share their products with 68 municipal clerks. Network/Welcome Reception, which was at the Main Library on “The Porch”, overlooking the Elmwood Park Amphitheater

23 Municipal Clerks participated in an all-day, preconference workshop on Diversity, Customer Service and Communication sponsored by Jennifer Sisane, VMCA Institute Director.

The Roanoke City Clerk's Office wishes to express its sincerest appreciation to the following VMCA Region IV localities, vendors and sponsors for their support of the 2019 VMCA Annual Conference:

Town of Bedford  
Debbie B. Anderson  
Town Clerk

Town of Blacksburg  
Donna Boone-Caldwell  
Town Clerk

Botetourt County  
Susan Fain  
County Clerk

City of Salem  
Judy Hough  
Deputy City Clerk

Franklin County  
Madeline Sefcik  
County Clerk

Roanoke County  
Deborah Jacks  
County Deputy Clerk

Montgomery County  
Vickie Swinney  
Secretary to the County Administrator

Town of Vinton  
Susan Johnson, Town Clerk  
Julie Tulcei, Planning Coordinator

Municode  
Garland Properties  
The Law Offices of Daniel L. Crandall  
Lee Hartman & Sons, Inc.  
Virginia Tech Outreach & Affairs  
SPLEA & Associates, LLC  
Hist:Re Partners, LLC  
Finks Jewelers  
General Code  
GovDeals  
BIS  
CivicClerk

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## Save the Date

This year we are offering our first Athenian Leadership Society Dialogue after the Institutes and Academy. Dr. Jane Long from the International Institute of Municipal Clerks (IIMC) and our very own Libby Hume will lead the dialogue. We're reading "Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney" by Lee Cockerell. Registration is limited to 30 participants. We anticipate that this Saturday session will sell out, so if you are interested, please register soon.

We're also offering a fun Pre-Institutes and Academy workshop on Tuesday, October 8. This workshop is titled, "The Power of 'Yes, And' - Improving Communication through Improv Comedy" and is lead by Emmy Award-winning comedian, actor, and director, David Webster.

Virginia Commonwealth University is working closely with your leadership at the VMCA and with the VMCA education committee to develop an informative and engaging education program. We'll have updated agendas on the OCPE website in the weeks ahead. The full event will be held at the Holiday Inn & Suites North Beach in Virginia Beach.

Registration is NOW OPEN for the 2019 Institute and Academy! This year we are pleased to add an Athenian Dialogue on Saturday. Please go to <https://ocpe.vcu.edu/vmca/> for complete information on all sessions for the Institute and Academy. Hope to see you there!

Please note the hotel location: Holiday Inn & Suites North Beach, Virginia Beach

### **VMCA Pre-Institutes and Academy Workshop (Optional)**

Tuesday, October 8, 2019

Early Bird Registration: \$175 (through August 15, 2019)

Regular Registration: \$225

### **VMCA Annual Institute and Academy**

Wednesday-Friday, October 9-11, 2019

Early Bird Registration: \$589 (through August 15, 2019)

Regular Registration: \$639

### **Athenian Leadership Society Dialogue (Optional)**

Saturday, October 12, 2019

Early Bird Registration: \$175 (through August 15, 2019)

Regular Registration: \$225

If you have any questions, please reach out to Jennifer Sisane, IIMC Institute Director - Virginia at [jsisane@vcu.edu](mailto:jsisane@vcu.edu). The VMCA Annual Institutes and Academy website is [ocpe.vcu.edu/vmca](http://ocpe.vcu.edu/vmca).

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## **Region News**

### **Region IV News**

Donna Boone-Caldwell recognized for almost 39 years as a member of VMCA and dedicated service as the Blacksburg Town Clerk, a former IIMC Region II Director and former VMCA President. Congratulations again, Donna!

On other high note, Region IV extends congratulations to Susie McCoy, Roanoke City Deputy City Clerk, on the arrival of twin grandsons born on Friday, May 31. We welcome Susie to the "Grandma Club", the best club ever!! The boys' names are Myles Carter (five pounds) and Micah Julian (two and a half pounds). Keep the boys in your prayers, they are still in the hospital, growing every day; unfortunately, mom had to leave the hospital without them. We anticipate all to be together real soon. Grandma is out of the office for about 30 days taking advantage of her new role.

### **Region V News**

Region V would like to welcome the new City Clerk to Lynchburg, Robin Craig. Robin was formerly a Planning Technician for Lynchburg and is now Clerk for the Council. Robin has joined IIMC and is already working on her CMC.

### **Region VI News**

Region VI met on March 29 in Scottsville at the Tavern on the James. We did a team building exercise where we talked about our first jobs and/or worst jobs and what we learned from them. We held a round table discussion on Boards and Commissions. It was interesting to note that each locality truly has a distinct process. Some localities debate appointments in open meeting, whereas others prefer to hold the debate in closed session and make appointments after certifying the closed session. Some localities interview their applicants and others ask applicants to come to a meeting to introduce themselves to the Board.

Congratulations to Kelly Belanger Harris!! She is being promoted to the position of Fluvanna Assistant County Administrator and Caitlyn Solis will be the new Executive Assistant to the County Administrator & Clerk to the Board of Supervisors. Welcome Caitlyn! For those of you who knew Sharon Taylor, Albemarle County Planning Commission Clerk, she has retired after 42 years of service to the County. Post retirement, she attended the VMCA conference in Roanoke and said she had the most wonderful time!



And last but not least, a warm welcome to Carolyn Shaffer, the new Albemarle County Clerk to the Planning Commission. She comes to the County from Linkhorne Middle School, Lynchburg, where she was an Office Manager/ Bookkeeper. She moved to Charlottesville in 2018 and is enjoying working closer to home. She has 2 grown children and two grandsons. In her spare time, she enjoys working in her yard and walking her 4 dogs. She has been quick to adapt to her new role and has already joined the IIMC and VMCA.

Congratulations to Thomas Unsworth, Town Clerk of Scottsville, and his wife on the birth of their beautiful baby girl, Harriet Unsworth (aka Thomas's new boss).

### **Region VII News**

Region VII reports that they are in full conference planning mode for the 2020 VMCA Annual Conference. They cannot wait for everyone to come visit their region!

## Region IX News



Pam & Joe Wallace (City of Colonial Heights) are proud to announce the acceptance of their daughter Laurel, into Virginia Military Institute. Laurel will be pursuing a B.S. degree in History and will commission in the United States Marine Corps.

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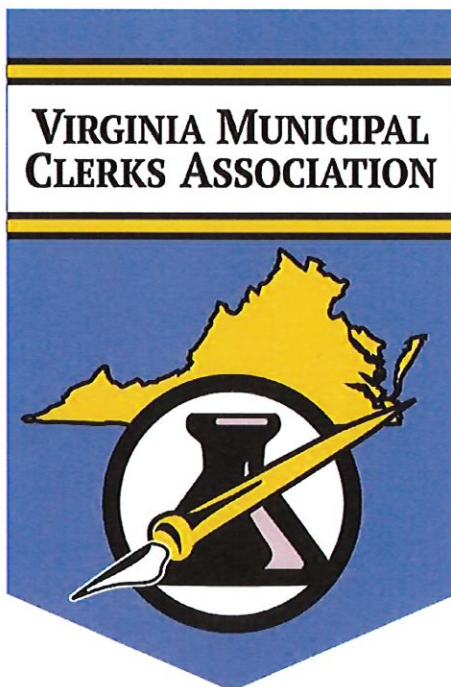
## Quick Links

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- [Calendar of Events](#)

## Follow us

## Fall 2019

## VMCA Mission Statement



### VMCA MISSION STATEMENT

The mission of the Virginia Municipal Clerks Association is to promote professional development through continuing education and networking opportunities. The VMCA challenges its members to use their abilities, talents and strengths in the proficient and effective delivery of local government services.

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## President's Message



Dear Fellow Clerk's

I must start by thanking the Scholarship Committee, Education Committee, Region Directors, Newsletter, Website Committee, Treasurer, and the First Vice-President for your dedication to VMCA.

Over the past four months VMCA has launched a new website, obtained the capabilities to accept electronic payments, participated in a VML panel voicing the Clerk's perspective to elected officials, and have put together a fabulous Institute and Academy that garnered record-breaking attendance. I am grateful and thank you for everything you have done.

I want to also thank you all for your patience during the initial stages of the website launch, and your understanding as our team navigates through this new way of doing things. Overall, much has been accomplished and there is much more to do and, with our dedicated members, we will continue to shine.

I hope to see you at the IIMC Region II Conference in Atlantic City, NJ, January 28 – January 31, 2020. If you cannot make it, I expect to see everyone at the 43<sup>rd</sup> Annual VMCA Conference in Culpeper. Kim Ellis and Region VII are preparing to host a conference that we all enjoy and talk about for years to come; details will be published soon.

Lastly, I want to thank Stephanie Moon Reynolds for being a representing VMCA at the VML's Mayors Institute. You have always been a visible, vocal advocate for the Association and its Clerks. Thank you for your service to VMCA and for the charms of wisdom that you drop casually here and there. Congratulations on your retirement!

Thank you all for allowing me to serve as your President.

Be safe, and enjoy the holiday season!

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## Message from the 1st Vice President

Wow! What a year 2019 has been. On the heels of a fantastic VMCA Institute and Academy, I want to say congratulations for setting record attendance this year. Your commitment to continuing education strengthens not only your knowledge and skill set, but also your value to your community, and it strengthens the Virginia Municipal Clerks Association. Thank you! Let's do it again in April for the 43rd Annual VMCA Conference and Meeting, which will be hosted by Region VII clerks in Culpeper, Virginia. I look forward to celebrating all of our latest CMC and MMC recipients, as well as our next Clerk of the Year.

As 1st Vice President, I have had the opportunity to work with the Website Committee, and I hope that you are enjoying the new and improved VMCA website. Besides our people, the website is one of the greatest resources for our association, and we will continuously work to make it the best tool possible. I have also worked with the Education Committee in preparation for the VMCA Institute and Academy. This year's workshops were outstanding, so kudos to the committee and to our partners at Virginia Commonwealth University.

Part of the 1st Vice President role is to act in place of the President when needed, so when our VMCA President Travis Morris called, I answered. The Virginia Municipal League Mayors Institute wanted to add to its curriculum a session about the clerk role, so I along with Stephanie Moon Reynolds, Roanoke City Clerk, spoke with Virginia mayors on your behalf, and we felt like the session was well-received. We were even able to answer one-on-one questions after the session, so the attendees were very engaged.

As we enter the season especially focused on giving thanks, I want to share a few words of appreciation.

Thank You for striving for everyday excellence in what you do.

Thank You for setting great examples of professionalism in the workplace.

Thank You for sharing your experiences to help each other grow.

Thank You for stepping up for VMCA.

Thank You for fostering a safe place for leaders to grow in our organization.

And Thank You for allowing me to be of service to you.

Enjoy time with your families this season and I look forward to seeing you soon.

~Kyna Thomas, CMC  
VMCA 1st Vice President  
City of Charlottesville

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## Message from the 2nd Vice President

Happy Fall Ya'll!

I trust everyone is back to work and putting to use all the things learned at the Institute and Academy. It was so good to everyone and if you noticed, we had several new members. This was a record year with 79 attendees and 17 of that number were first-time clerks.

Our membership continues to grow each year thanks to everyone's efforts and becoming a member and renewing your membership has become even easier with the online application and renewal process. A special thanks to those who have been instrumental in updating the VMCA website. I know they are still focusing on working out some of the "kinks"; however, I feel it is much more user friendly and informative.

I'm looking forward to seeing some of you at the IIMC Region II Conference in Atlantic City in January 28-31, 2020. You still have time to register if you have not done so. It looks like a great conference beginning with an Athenian Dialogue and several useful sessions during the week.

Lastly, don't forget your Institute and Academy Assessments which are due on November 12.

Make it a great day!

Pam Wallace, CMC  
City of Colonial Heights

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## Executive Committee

### President

Travis O. Morris, CMC  
Senior Deputy Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902  
Phone (434) 296-5843 ext. 3406 Fax (757) 664-4290  
Email: [tmorris2@albemarle.org](mailto:tmorris2@albemarle.org)

### First Vice President

Kyna Thomas, CMC  
Chief of Staff/Clerk of Council  
City of Charlottesville  
605 East Main Street  
Charlottesville, VA 22902  
Phone (434) 970-3113 Fax (434)970-3890  
Email: [thomaskn@charlottesville.org](mailto:thomaskn@charlottesville.org)

### Second Vice President

Pamela Wallace, CMC  
City Clerk  
City of Colonial Heights  
201 James Avenue  
Colonial Heights, VA 23834  
Phone (804)520-9360 Fax (804)524-8734  
Email: [wallacep@colonialheightsva.gov](mailto:wallacep@colonialheightsva.gov)

### Treasurer

Elizabeth "Libby" Hume, MMC  
Town Clerk  
Town of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310  
Phone (757)331-3259 Fax (757)331-4820  
Email: [clerk@capecharles.org](mailto:clerk@capecharles.org)

### Secretary

Teresa Fellows, CMC  
Deputy Clerk  
County of James City  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23185  
Phone (757) 253-6609 Fax (757) 253-6833  
Email: [teresa.fellows@jamescitycountyva.gov](mailto:teresa.fellows@jamescitycountyva.gov)

### Historian

Keia Waters, CMC  
Chief Deputy Clerk  
City of Alexandria  
301 King Street  
Alexandria, VA 22314  
Phone (703) 746-3975 Fax (757) 703.838.6433  
Email: [keia.waters@alexandriava.gov](mailto:keia.waters@alexandriava.gov)

### Parliamentarian

Sandy Madison, MMC  
City Clerk  
City of Chesapeake

306 Cedar Road, 6th Floor  
Chesapeake, VA 23322  
Phone (757)382-6151 Fax (757)382-6678  
Email: [smadison@cityofchesapeake.net](mailto:smadison@cityofchesapeake.net)

**Immediate Past President**

Allan Bull, MMC  
City Clerk  
City of Norfolk  
810 Union Street, Room 1006  
Norfolk, VA 23510  
Phone (757)664-4253 Fax (757)664-4290  
Email: [allan.bull@norfolk.gov](mailto:allan.bull@norfolk.gov)

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## Committee Chairs

### 2019-2020 Committee Chairs

**Audit Committee**

Mitzi Wright, CMC  
Chief Deputy Clerk  
City of Chesapeake  
306 Cedar Road, 6th Floor  
Chesapeake, VA 23322  
Phone (757)382-6151 Fax (757)382-6678  
Email: [mwright@cityofchesapeake.net](mailto:mwright@cityofchesapeake.net)

**Budget Committee**

Elizabeth "Libby" Hume, MMC  
Town Clerk  
Town of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310  
Phone (757)331-3259 Fax (757)331-4820  
Email: [clerk@capecharles.org](mailto:clerk@capecharles.org)

**Bylaws Committee**

Wanda F. Watkins, CMC  
Deputy Clerk  
County of New Kent  
12007 Courthouse Circle  
PO Box 150  
New Kent, VA 23124  
Phone (804)966-9687 Fax (804)966-9370  
Email: [wfwatkins@newkent-va.us](mailto:wfwatkins@newkent-va.us)

**Clerk of the Year Committee, Co-Chair**

Julia Bortle, MMC  
Clerk of Council  
City of Waynesboro  
503 W Main Street, Suite 208  
Waynesboro, VA 22980  
Phone (540)942-6669  
Email: [bortleje@ci.waynesboro.va.us](mailto:bortleje@ci.waynesboro.va.us)

**Clerk of the Year Committee, Co-Chair**

Stephanie Wray, CMC  
Clerk to the Board  
County of Dinwiddie  
14010 Boydton Plank Road  
PO Drawer 70  
Dinwiddie, VA 23841  
Phone (804)469-4500 ext. 2103 Fax (804)469-4503  
Email: [swray@dinwiddieva.us](mailto:swray@dinwiddieva.us)

**Education & Professional Development Committee, Co-Chair**

Patricia Cronin, CMC  
Deputy Clerk  
County of Gloucester  
201 James Avenue

P.O. Box 329  
Gloucester, VA 23061  
Phone (804)693-4042 Fax (804)693-6004  
Email: [pcronin@gloucesterva.info](mailto:pcronin@gloucesterva.info)

**Education & Professional Development Committee, Co-Chair**

Pamela Wallace, CMC  
City Clerk  
City of Colonial Heights  
201 James Avenue  
P.O. Box 3401  
Colonial Heights, VA 23834  
Phone (804)520-9360 Fax (804)524-8734  
Email: [wallacep@colonialheightsva.gov](mailto:wallacep@colonialheightsva.gov)

**Newsletter, Co-Chair**

Claudette Borgersen  
Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902  
Phone (434)296-5843 ext. 3405  
Email: [cborgersen@albemarle.org](mailto:cborgersen@albemarle.org)

**Newsletter, Co-Chair**

Teresa Fellows, CMC  
Deputy Clerk  
County of James City  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23185  
Phone (757)253-6609  
Email: [teresa.fellows@jamescitycountyva.gov](mailto:teresa.fellows@jamescitycountyva.gov)

**Nominating Committee**

Heather Schott, CMC  
Deputy Clerk  
County of York  
224 Ballard Street  
P.O. Box 532  
Yorktown, VA 23690  
Phone (757) 890-3325 Fax (757) 890-4002  
Email: [heather.schott@yorkcounty.gov](mailto:heather.schott@yorkcounty.gov)

**Scholarship Committee, Co-Chair**

Wendy J. Chewning, MMC  
Town Clerk  
Town of Orange  
119 Belleview Avenue  
Orange, VA 22960  
Phone (540)672-5005 Fax (540)672-4435  
Email: [townclerk@townoforangeva.org](mailto:townclerk@townoforangeva.org)

**Scholarship Committee, Co-Chair**

Tanya Harding, CMC  
Deputy Clerk  
County of Henrico  
PO Box 90775  
Henrico, VA 23273  
Phone (804)501-4208 Fax (804)501-5361  
Email: [har66@henrico.us](mailto:har66@henrico.us)

**Website Development, Co-Webmaster**

Aurelia P. Trusty, CMC  
Deputy City Clerk  
City of Norfolk  
810 Union Street, Room 1006  
Norfolk, VA 23510  
Phone (757)664-4253 Fax (757)664-4290  
Email: [aurelai.trusty@norfolk.gov](mailto:aurelai.trusty@norfolk.gov)

**Website Development, Co-Webmaster**

Travis O. Morris, CMC  
Senior Deputy Clerk

County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902  
Phone (434)296-5843 ext. 3406  
Email: [tmorris2@albemarle.org](mailto:tmorris2@albemarle.org)

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## Region Directors

### 2019-2020 Region Directors

#### Region I

Karen Maggard  
Clerk and Office Manager  
Town of Pennington Gap  
528 Industrial Drive  
Pennington Gap, VA 24277  
Phone (276)546-1171  
Email: [karen.maggard@townofpenningtonva.gov](mailto:karen.maggard@townofpenningtonva.gov)

#### Region II

Kimberly S. Kingsley  
Clerk, Deputy Treasurer, and Paralegal  
Town of Abingdon  
133 W Main Street  
Abingdon, VA 24212  
Phone (276)492-2149  
Email: [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

#### Region III

Amy Keller, MMC  
Town Clerk/Administrative Assistant  
Town of Strasburg  
P.O. Box 351  
Strasburg, VA 22657  
Phone (540)465-9197 Fax (540)465-3252  
Email: [akeller@strasburgva.gov](mailto:akeller@strasburgva.gov)

#### Region IV

Cecelia "Susie" McCoy  
Deputy City Clerk  
City of Roanoke  
215 Church Avenue SW, Suite 456  
Roanoke, VA 24011  
Phone (540)853-2541 Fax (434)799-5041  
Email: [susie.mccoy@roanokeva.gov](mailto:susie.mccoy@roanokeva.gov)

#### Region V

Susan DeMasi, CMC  
City Clerk  
City of Danville  
427 Patton Street, Room 428  
Danville, VA 24541  
Phone (434)797-8928 Fax (434)799-5041  
Email: [sdemasi@ci.danville.va.us](mailto:sdemasi@ci.danville.va.us)

#### Region VI

Claudette Borgersen  
Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902  
Phone (434)296-5843 Fax (434)296-5800  
Email: [cborgersen@albemarle.org](mailto:cborgersen@albemarle.org)

#### Region VII

Kimberly Ellis  
Deputy Clerk  
County of Culpeper  
302 N. Main Street  
Culpeper, VA 22701

Phone (540)727-3427  
Email: [kellis@culpepercounty.gov](mailto:kellis@culpepercounty.gov)

#### Region VIII

Wanda Watkins, CMC  
Deputy Clerk  
County of New Kent  
12007 Courthouse Circle  
PO Box 150  
New Kent, VA 23124  
Phone (804)966-9687  
Email: [wfwatkins@newkent-va.us](mailto:wfwatkins@newkent-va.us)

#### Region IX

Pamela Wallace, CMC  
City Clerk  
City of Colonial Heights  
201 James Avenue  
Colonial Heights, VA 23834  
Phone (804)520-9360  
Email: [wallacep@coloniaheightsva.gov](mailto:wallacep@coloniaheightsva.gov)

#### Region X

Heather Schott, CMC  
Deputy Clerk  
County of York  
224 Ballard Street  
PO Box 532  
Yorktown, VA 23690  
Phone (757)890-3325 Fax (757)890-4002  
Email: [heather.schott@yorkcounty.gov](mailto:heather.schott@yorkcounty.gov)

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## CMC and MMC



*The following Clerks have worked extremely hard to earn their honored designations from IIMC:*

*Eileen Boeing - CMC - Clerk of Council - Town of Leesburg*

*Melanie Clark - MMC - Town Clerk - Town of Vienna*

*Aimee Mann - CMC - Deputy Clerk - Spotsylvania County*

*Monica Mayfield - CMC - Deputy City Clerk - City of Portsmouth*

*Cecelia "Susie" McCoy - CMC - Deputy City Clerk - City of Roanoke*

*Beatrice Webber - CMC - Executive Secretary - Augusta County*

*Tonya Lacey - CMC - Clerk of Council - City of Fredericksburg*

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## Welcome New Members



A heartfelt *WELCOME* to all the Virginia Municipal Clerks Association new members. Please welcome the following:

### Region III:

- Christa Hall, Deputy Clerk/Administrative Assistant – Town of Dayton
- Debbie Stover, Town Clerk – Town of Mount Jackson

### Region IV:

- Brandy Whitten – Administrative Assistant – County of Rockbridge

### Region V:

- Tonya M. Duffer, Clerk of Council – Town of Chase City

### Region VI:

- Caitlyn Solis, Clerk to the Board – County of Fluvanna
- Carolyn Shaffer, Clerk to Planning Commission & Boards – County of Albemarle
- Jacqueline Frye, Deputy Clerk of the Board – County of Madison
- Grace Mawyer, Administrative Asst/Deputy Clerk – County of Nelson

### Region VII:

- Melissa Shinaberry, Deputy City Clerk – City of Fairfax
- Amy Larrick, Assistant Deputy Clerk – County of Loudoun
- Emily Hayes, Assistant Deputy Clerk – County of Loudoun
- Margaret Duker, Executive Asst/Board Clerk – Northern Virginia Transportation Authority
- Julia Holmes, Asst Deputy Clerk to BOS – County of Stafford
- Erika Orellana, Clerk to the Board of Zoning Appeals – Town of Herndon
- Kim Henry, Town Clerk, Treasurer – Town of Remington
- Jill Cooper, Clerk for the Board of Supervisors – County of Fairfax
- Angela Schauweker – Management Analyst III – County of Fairfax
- Keisha Strand – Deputy Clerk – County of Fairfax
- Teresa Wang – Senior Deputy Clerk – County of Fairfax

### Region VIII:

- April Rounds, Deputy Clerk – County of Essex

### Region IX

- Jamie Isley, Assistant City Clerk – City of Richmond
- Richard Warren, Jr., Deputy City Clerk – City of Richmond
- Laura Greaves-Smith - Administrative Support Specialist II – County of Prince George

### Region X:

- Lora Graham, Deputy City Clerk II – City of Newport News
- Jean Hopkins, Deputy City Clerk/Secretary – City of Norfolk
- Tiffany Moore-Buffaloe, Clerk of the Board, School Board – Newport News Public Schools
- Sandi Filicko – Executive Assistant, City Manager's Office – City of Williamsburg

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**Save the Date**



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**IIMC Region II Conference:**

*January 28, 2020 through January 31, 2020  
Resorts Casino Hotel, Atlantic City, New Jersey*

[Click here for more information](#)



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**43rd Virginia Municipal Clerks Association Annual Conference:**

*"Let the Distance Bring Us Together" ~ Engaging minds ~ Empowering Success*

*Pre-Conference: April 15 (Athenian Dialogue & Network Reception at Mountain Run Winery)*

*Regular sessions: April 16, 2020 to April 17, 2020*

*Best Western, Culpepper, Virginia*



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## **Educational Opportunities**

If you are working on your CMC or MMC designations, here are some upcoming educational opportunities:

IIMC's Online Learning Opportunities page has quite a few offerings with varying costs. Some of the offerings are listed below, but you can check their website at the following link to read more: <https://www.iimc.com/131/Online-Learning-Opportunities>

FEMA Courses – IIMC has approved non-interactive webinar programs through FEMA. These webinars are available at no cost. Be sure to use the list of approved courses and the guidelines on whether they would be eligible for CMC or MMC points.

IIMC's Online Learning Webinar Program – These non-interactive webinars are self-paced with no specific dates or times. You have 30 days to complete the program once you register. The cost per webinar varies depending on length from \$52-\$105 per session.

Ed2Go – Courses through this network are provided through an accredited college in your area. Average course prices is \$149; however, the price does vary by the college or university

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## The 42nd annual Institutes/Academy - Virginia Beach - October 8 – October 12



The 42<sup>nd</sup> annual Institutes/Academy was held at the Holiday Inn & Suites North Beach from October 8 – October 12. We had a record number of 79 registrants for participation at some point during the week. Our registrants came not only from Virginia, but from the surrounding states of West Virginia, Maryland and Pennsylvania! Participants included 17 First-year clerks, 27 second & third-year clerks, and 35 Academy clerks.

The pre-Institutes/Academy Workshop was: The Power of “Yes, And” – Improving Communication Through Improv Comedy. This informative and engaging workshop got everyone out of their seats and kept us energized throughout the day. There were 32 who attended. In addition, a new online assessment through VCU’s Blackboard program was piloted for the attendees of this workshop.

There was a robust offering of sessions for 72 clerks who attended each level of the Institutes and Academy throughout the remainder of the week to include fundamentals such as Clerks 101, Records Management, FOIA Essentials, COIA training, and parliamentary procedure. With the addition of in depth general sessions on the Enneagram relationship framework, mindful leadership, conflict de-escalation and crucial conversations, it was truly an outstanding week!

Last, but not least, for the first time, an Athenian Dialogue was offered on Saturday, October 12<sup>th</sup>, presented by IIMC’s Dr. Jane Long and our own VMCA Treasurer, Libby Hume. There were 21 who attended.

**Those who attended the Institutes/Academy have until November 12<sup>th</sup> to submit their learning logs and assessment memo to Jennifer Sisane at VCU.**



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## Volunteer Opportunities



Have ideas on ways to improve the VMCA? Want to make a difference? Want to give back to the organization? If you answered yes to any of these questions, consider volunteering. New appointments to committees are made in the spring, but it's never too early to get your name in for consideration.

If you are interested in serving (or continuing to serve) on a committee in the upcoming year, please contact Heather Schott, Nominating Committee, at 757-890-3326 or [heather.schott@yorkcounty.gov](mailto:heather.schott@yorkcounty.gov).

### Top 10 Awesome Benefits of Volunteering:

1. Reassess your strengths and weaknesses
2. Develop new skills
3. Learn something new
4. Broaden your horizons by interacting with new people & places

5. Improve or develop new interpersonal skills
6. Gain a natural sense of accomplishment through helping others and the organization
7. Achieve a new or strengthened sense of purpose
8. Increase your self-esteem and self-confidence
9. Develop a new support system through those you meet volunteering
10. Advance your career through new connections, work experience and skills

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## Clerk of the Year



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## Region II News



Clerks in Region II met on September 11th in Wytheville, Va. They discussed hosting the VMCA Conference in 2022. A letter requesting consideration was sent to President Morris on October 15th. Discussion also included a membership drive for VMCA and IIMC.

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## Region V News

The Administrative Assistant/Clerk of Council for the Town of Chase City, Cynthia G. Gordon, retired as of August 31st with 45 years of the service to the Town. Her replacement is Tonya D. Duffer.

Several members attended the Institute and Academy Conference in Va. Beach and are planning to attend the Region II IIMC Conference in New Jersey in January.

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## Region VII News



Region VII met in Leesburg at the ION Center, and hosted by Eileen Boing, on September 27th. They discussed the upcoming 2020 VMCA Annual Conference. It was a productive meeting and the 2020 Conference planning is coming together nicely.

Region VII welcomes its newest member, Kimberly Bandy from the Town of Purcellville.

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## Region X News



Region X has been on the move! Clerks have met twice since the last newsletter. The lunches have provided active networking with fellow Clerks within the region. One of the lunches was hosted by the Clerks in Portsmouth and the second lunch was held at the conclusion of the Academy.

Exciting Baby News: Jennifer Green, City of Hampton, had a baby boy on August 15th. Baby Hardison Randolph weighed 7 pounds, 7 ounces, and was 19 inches long!

Certification News: Region Clerks celebrated as Monika Mayfield achieved her CMC certification. Congratulations Monika!

As always, Region X looks to foster relationships while promoting lifelong friendships!

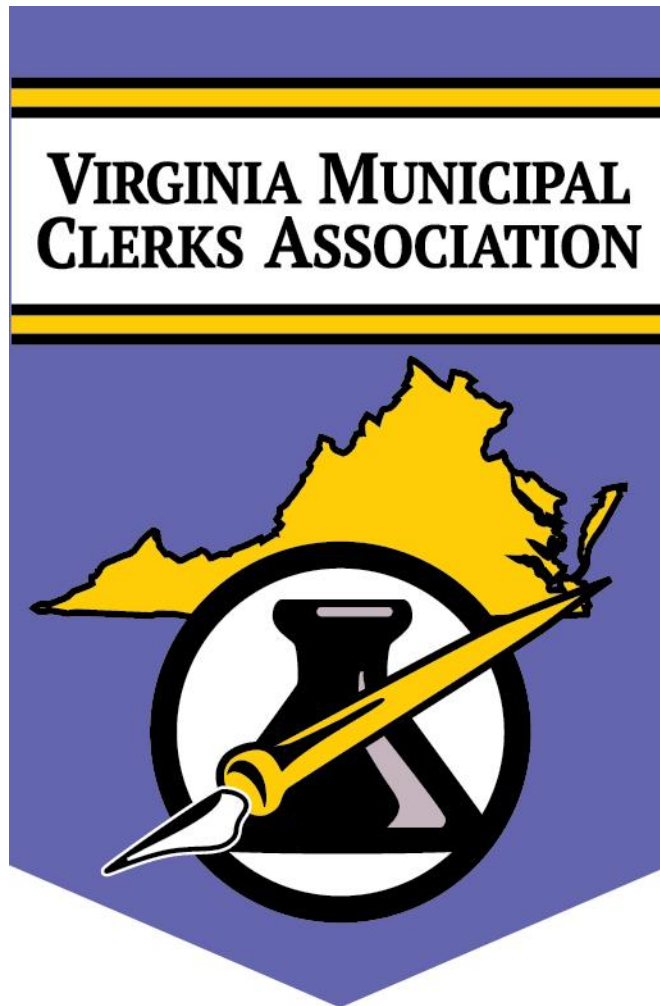
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## Helpful Links

- [International Institute for Municipal Clerks](#)
- [Library of Virginia](#)
- [Virginia Association of Counties](#)
- [Virginia Association Government Archives & Records Administrators](#)
- [Virginia Municipal League](#)

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# VMCA



## Committee Chair Report

### NOMINATING COMMITTEE



**VMCA Executive Board  
2020-2021**

**President**

Kyna Thomas, CMC  
Clerk  
City of Charlottesville

**Treasurer**

Trish Cronin, CMC  
Deputy Clerk  
County of Gloucester

**First Vice President**

Pam Wallace, CMC  
Clerk  
City of Colonial Heights

**Historian**

Keia D. Waters, CMC  
Senior Deputy Clerk  
City of Alexandria

**Second Vice President**

Elizabeth "Libby" Hume, MMC  
Town Clerk  
Town of Cape Charles

**Parliamentarian**

Sandy Madison, MMC  
City Clerk  
City of Chesapeake

**Secretary**

Teresa J. Fellows, CMC  
Deputy Clerk  
James City County

**Immediate Past President**

Travis O. Morris, CMC  
Senior Deputy Clerk  
County of Albemarle



## VMCA Committees and Chairs 2020-2021

### ***Audit Committee***

Mitzi Wright, CMC  
Chief Deputy Clerk  
City of Chesapeake

Madeline Sefcik  
Clerk  
Franklin County

### ***Budget Committee***

Trish Cronin, CMC  
Clerk  
County of Gloucester

### ***Clerk of the Year***

Stephanie Wray, CMC  
Clerk  
County of Dinwiddie

### ***Website Development***

Aurelia P. Trusty, CMC, Co-Webmaster  
Deputy City Clerk  
City of Norfolk

Travis O. Morris, CMC, Co-Webmaster  
Senior Deputy Clerk  
County of Albemarle

### ***Newsletter***

Claudette Borgersen  
Clerk  
Albermarle County

Grace C. Tamblyn  
Assistant to the Clerk  
Albermarle County

Eileen Boeing  
Clerk  
City of Leesburg

### ***Scholarship Committee***

Wendy J. Chewning, MMC  
Town Clerk  
Town of Orange

### ***Education & Professional Development***

Theresa Fellows, CMC  
Deputy Clerk  
James City County

Tracy Outten, CMC  
Deputy Clerk  
Town of Cape Charles

### ***Nominating Committee***

Heather Schott, CMC  
Deputy Clerk  
County of York



## VMCA Region Directors 2020-2021

### Region I

Karen Maggard  
Clerk and Office Manager  
Town of Pennington Gap  
528 Industrial Drive  
Pennington Gap, VA 24277  
Phone: (276) 546-1171

### Region II

Kimberly S. Kingsley  
Clerk, Deputy Treasurer and Paralegal  
Town of Abingdon, Virginia  
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Abingdon VA 24212-0789  
Phone: (276) 492-2149  
Email: [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

### Region III

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Clerk of Council  
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### Region IV

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Deputy City Clerk  
City of Roanoke  
215 Church Avenue SW, Suite 456  
Roanoke, VA 24011  
Tel: (540) 853-2541 Fax: (540) 853-1145  
E-mail: [Susie.mccoy@roanokeva.gov](mailto:Susie.mccoy@roanokeva.gov)

### Region V

Susan DeMasi, CMC  
City Clerk  
City of Danville  
427 Patton Street, Room 428  
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Phone: (434) 797-8928\Fax: (434) 799-5041  
E-Mail: [sdemasi@ci.danville.va.us](mailto:sdemasi@ci.danville.va.us)

### Region VI

Claudette K. Borgersen  
Clerk to the Board of Supervisors  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902  
Phone: (434) 296-5843/ Fax: (434) 296-5800 E-Mail:  
[cborgersen@albemarle.org](mailto:cborgersen@albemarle.org)

### Region VII

Kimberly R. Ellis  
Deputy Clerk  
County of Culpeper  
302 N. Main Street  
Culpeper, Virginia 22701  
Phone: 540-727-3427  
E-mail: [kellis@culpepercounty.gov](mailto:kellis@culpepercounty.gov)

### Region VIII

Wanda F. Watkins, CMC  
Deputy Clerk of the Board  
New Kent County  
12007 Courthouse Circle  
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New Kent VA 23124  
Phone: 804-966-9687  
Email: [wfwatkins@newkent-va.us](mailto:wfwatkins@newkent-va.us)

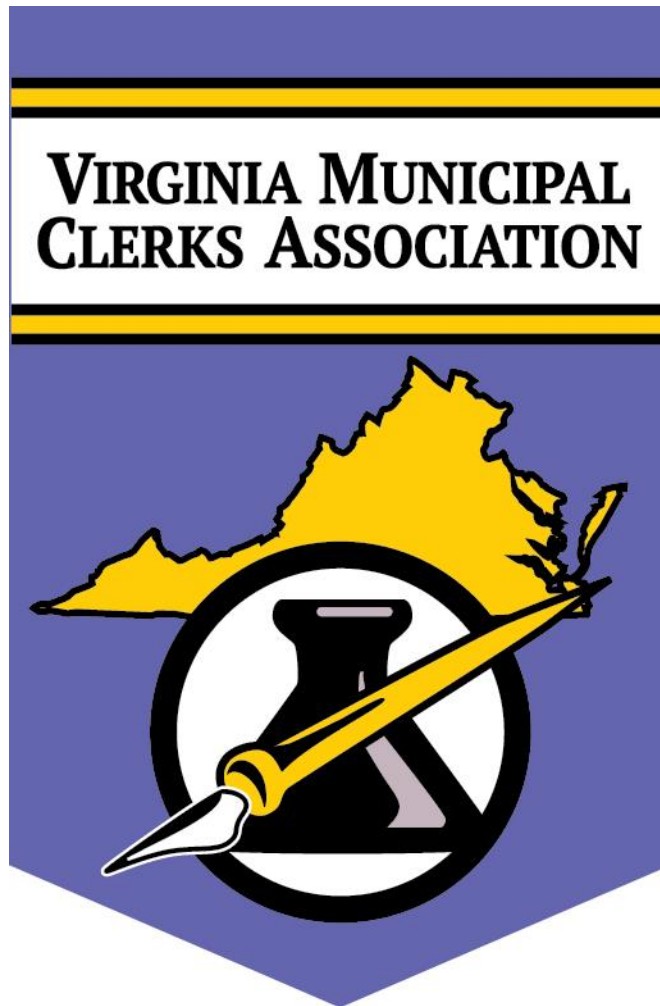
### Region IX

Vacant

### Region X

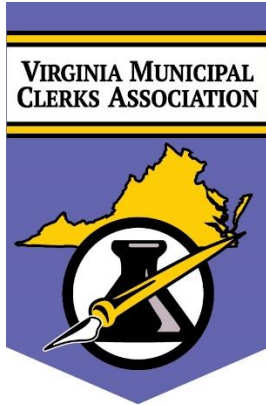
Julie A. Kaylor, CPM, CMC  
Deputy County Administrator/Clerk  
County of Mathews  
P.O. Box 839  
Mathews, Virginia 23109  
(804) 725-7172 (Main)  
Email: [jkaylor@MathewsCountyVA.gov](mailto:jkaylor@MathewsCountyVA.gov)

# VMCA



## Committee Chair Report

## SCHOLARSHIP

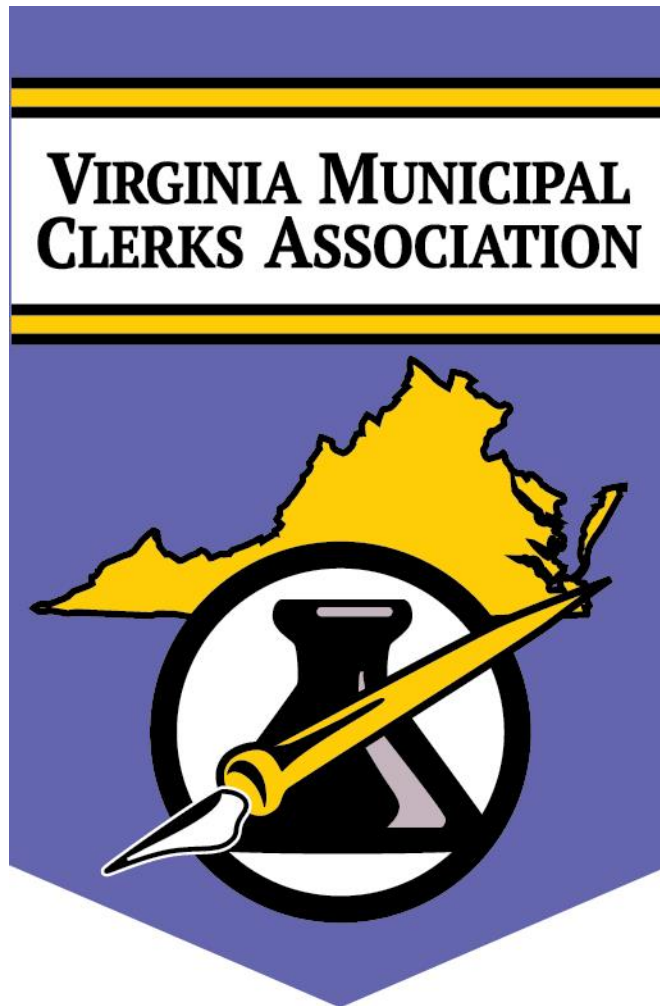


# Virginia Municipal Clerks Association

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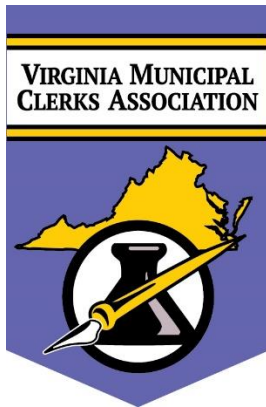
Due to COVID-19 restrictions the Scholarship Committee was unable to submit their report by the time of publication.

# VMCA



## Committee Chair Report

## WEBSITE



# Virginia Municipal Clerks Association

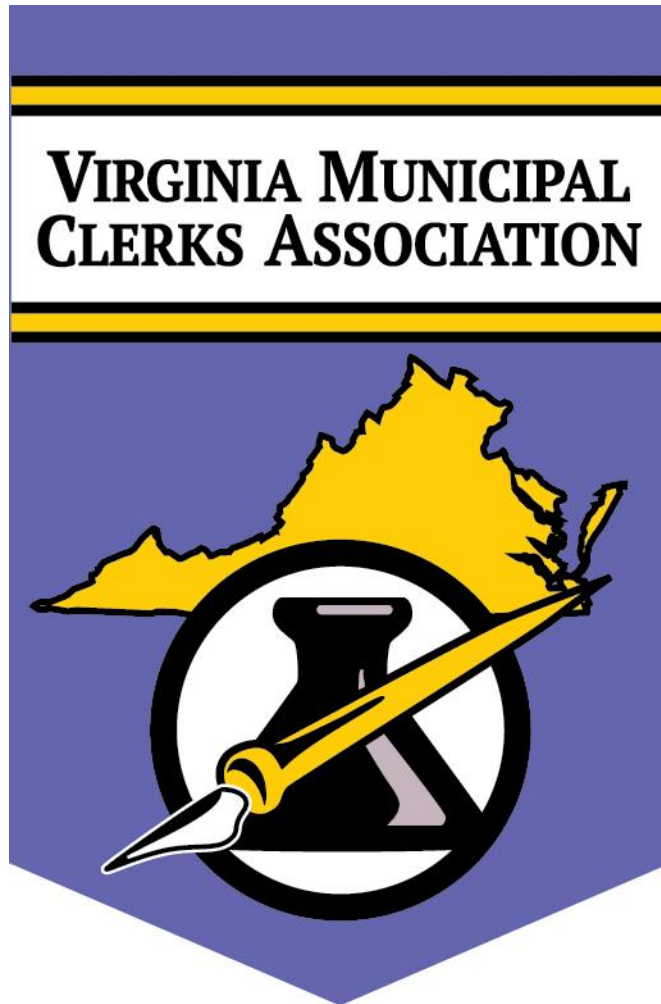
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The Website Committee launched the new website and is looking forward to working with the membership on utilizing all of its features.

Respectfully,

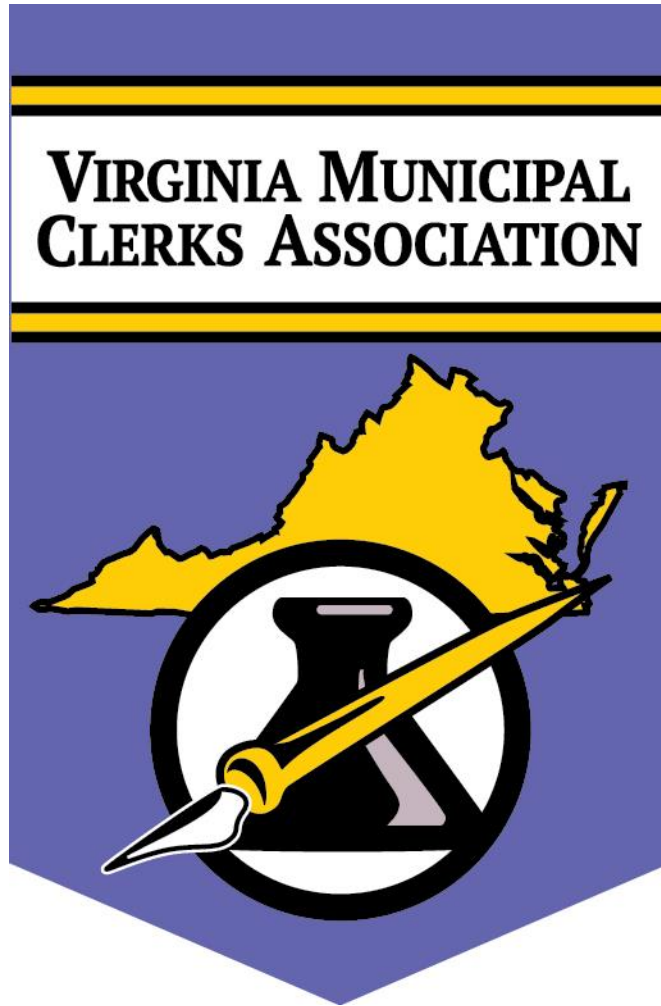
Aurelia Trusty, Co-Chair, and Travis Morris, Co-Chair

# VMCA



2019-2020 Region  
Directors' Reports

# VMCA



## Region I

## Report

**REGION I CLERK/TREASURER'S ASSOCIATION  
ANNUAL REPORT**

Region I Clerk/Treasurer's Association met June 2019 to include a surprise retirement luncheon for Judy Hall, Clerk/Treasurer of the Town of Big Stone Gap. Judy has been a long time active member of the association and has held office of Region I Clerk for many years. She will be missed both at the town and association.

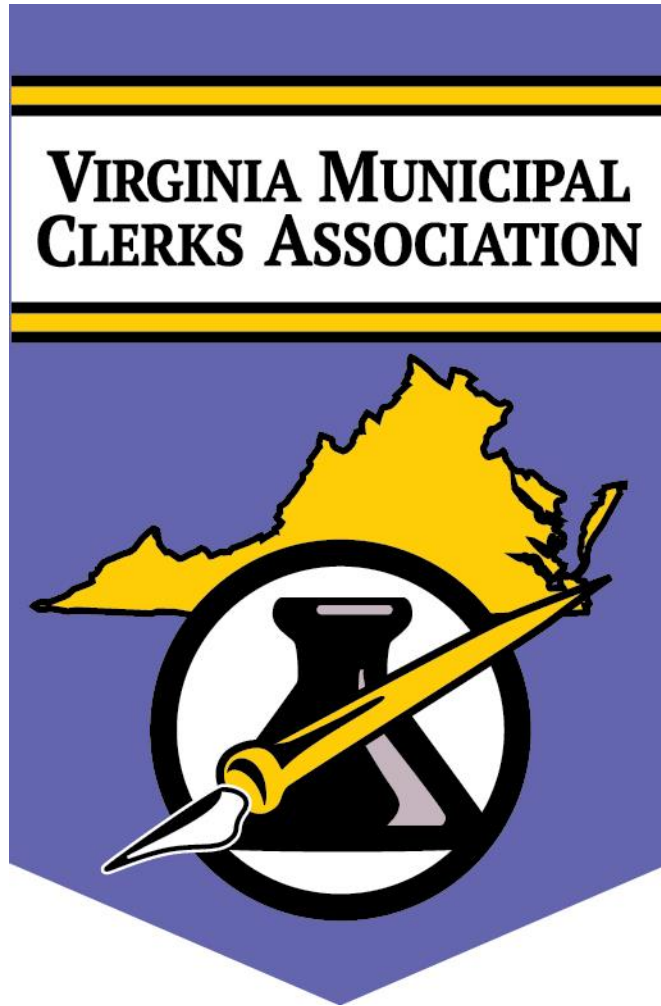
The following officers were elected:

President/Vice-President – Delores Smith

Secretary/Treasurer –Tina Rowe

VMCA Region 1 Clerk –Karen Maggard

# VMCA



## Region II

## Report



## TOWN OF ABINGDON

133 WEST MAIN STREET

P. O. BOX 789

ABINGDON, VIRGINIA 24212-0789

[www.abingdon-va.gov](http://www.abingdon-va.gov)

TELEPHONE:  
(276) 628-3167

FAX:  
(276) 698-3328

April 15, 2020

Mr. Travis Morris, President  
Virginia Municipal Clerks Association

[tmorris2@albemarle.org](mailto:tmorris2@albemarle.org)

Dear President Morris:

It has been my pleasure to serve as the Region II Director during the past year and I look forward to hopefully continuing my tenure next year.

Region II Clerks were hosted by Sherry Corvin in Wytheville, Virginia on September 11, 2019 with thirteen Clerks attending. It was so nice to meet everyone in person and discuss issues that Clerks in Southwest Virginia experience.

One of topics led to traveling and expenses incurred in attending the Annual Conference and the Institute and Academy in Virginia Beach. As a result of this conversation, it was agreed that Region II should considering hosting the 2022 Annual Conference in the Town of Abingdon, Washington County, Virginia. A letter requesting this consideration was sent on October, 15, 2019. Region II is excited that the Committee accepted our request at the Executive Committee meeting on February 28, 2020 and look forward to welcoming you to beautiful Southwest Virginia soon.

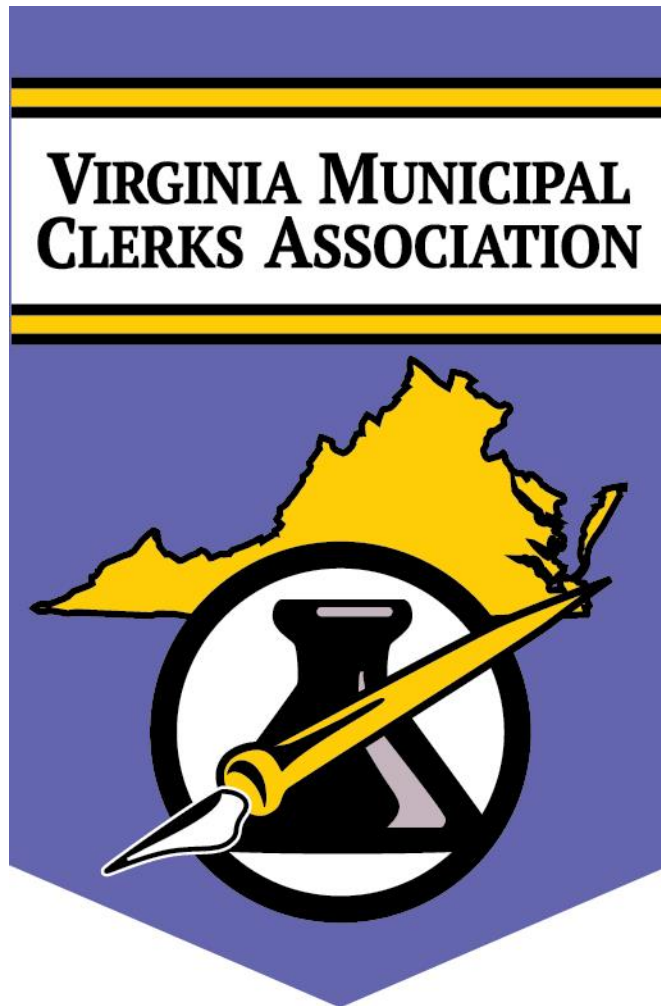
We exchanged information and agreed that we would contact each other often to offer support and initiate a membership drive for VMCA and IIMC. Region II agreed to meet again in March, 2020, however with the onset of COVID-19, we supported each other by exchanging information on handling remote meetings, closures, personnel, budget, etc. As a result of the pandemic, the importance of the Clerk is front and center as a valuable source of coordination and continuity for the community in the mist of rapid change.

Region II Clerks thank you for your leadership and service during the past year. It is a privilege to be a part of and serve as Director of Region II for the Virginia Municipal Clerks Association.

Sincerely,

Kimberly Kingsley,  
Region II Director, Clerk,  
Deputy Treasurer and Paralegal

# VMCA



## Region III

## Report



## Town of Strasburg

---

174 E. King Street, P.O. Box 351  
Strasburg, Virginia 22657  
(540) 465-9197  
Fax (540) 465-3252

April 2, 2020

Travis Morris, CMC, President  
Virginia Municipal Clerks Association  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

Dear Travis:

It has been my pleasure to serve as the Region III Director for you during the past year and I look forward to hopefully continuing my tenure next year.

Since last year's Annual Meeting, our world has changed drastically. Clerks in local governments are working from home and all of us are trying to navigate virtual meetings. Region III is no exception, and even if we aren't working from home, we are working in environments that promote social distancing. This is not the world we want to live in, but I'm hoping all are staying safe and well.

During the past year, Region III Clerks have gathered bi-monthly throughout our region. June found the group in Harrisonburg at the Montpelier Restaurant and Hotel Madison, with Pam Ulmer, City of Harrisonburg, hosting. In August, we traveled in the opposite direction and met at the Frederick County Government Building and had lunch at Piccadilly Public House and Restaurant; this meeting was hosted by Ann Phillips, County of Frederick, and Kerri Mellott, City of Winchester. October found me, Clerk of Council for the Town of Strasburg, hosting the meeting at the Strasburg Town Hall with lunch following at Old Dominion Hot Doggery and Burger Shoppe. The Lone Oak Restaurant was the site of the December meeting with Brianna Taylor and Lora Walburn, County of Clarke, hosting. February found us back in Strasburg at Castiglia's Italian Restaurant. Due to the pandemic, our April meeting was canceled, but all were looking forward to meeting with Christa Hall, Town of Dayton.

During the past year, Region III has welcomed several new Clerks to our membership. Paul Culp, Town of Berryville; Debbie Stover, Town of Mount Jackson; and Christa Hall, Town of Dayton, have all joined us as members. On a very happy note, Brianna Taylor, President of Region III and Clerk for the County of Clarke, gave birth to a baby girl on January 31. Adalee Renaye Taylor weighed 8 pounds, 12 ounces. All are healthy and we congratulate all.

Region III hosted two in-person trainings for Conflict of Interest. Both the County of Clarke and the County of Shenandoah hosted these and Clerks, Mayors, Council

Members/Supervisors, and other elected officials from around the area attended. Rebekah Stefanski, attorney with the Conflict of Interest and Ethics Advisory Council, led both trainings. Plans are being made for in-person Freedom of Information Act trainings later in the year.

Members of Region III were very disappointed with the cancellation of the VMCA Annual meeting this year. We know a lot of hard work went into the planning of this event. Region III has been approved to host the 2021 Annual Meeting and this will be held at the Madison Hotel and Conference Center in Harrisonburg. We are already starting to brainstorm ideas for classes and welcome any suggestions for courses that members might like to have. We look forward to seeing all next April when, hopefully, our world is recognizable.

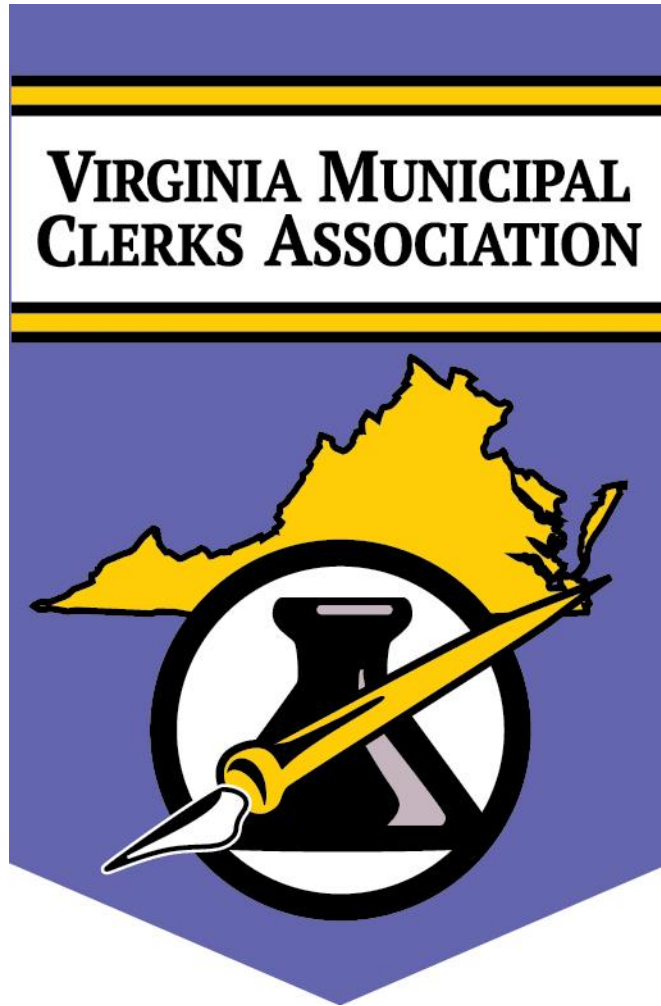
In closing, thank you for your leadership during this past year and your willingness to serve the Virginia Municipal Clerks Association. Thank you, too, for allowing me to serve as Director of Region III for the VMCA. I consider it a privilege to be a part of this organization.

Sincerely,



Amy A. Keller, MMC  
Region III Director

# VMCA



## Region IV

## Report



CECELIA F. MCCOY, CMC  
City Clerk

**CITY OF ROANOKE  
OFFICE OF THE CITY CLERK**

215 Church Avenue, S. W., Room 456

Roanoke, Virginia 24011-1536

Telephone: (540) 853-2541

Fax: (540) 853-1145

E-mail: [clerk@roanokeva.gov](mailto:clerk@roanokeva.gov)

CECELIA T. WEBB, CMC  
Assistant Deputy City Clerk

April 16, 2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
County of Albemarle  
401 McIntire Road  
Charlottesville, VA 22902

Subject: Virginia Municipal Clerks Association Region IV Annual Report

Dear Travis:

Thank you for the honor of serving as the Region IV Director for the Virginia Municipal Clerks Association for 2019-2020.

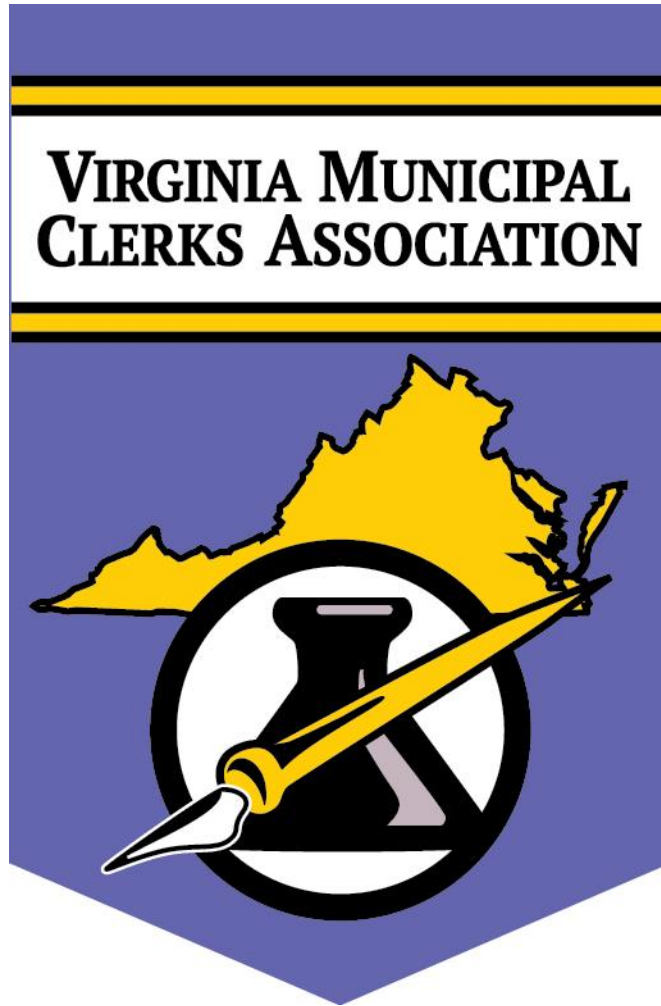
- Stephanie M. Moon Reynolds, MMC, City Clerk, City of Roanoke, retired December 31, 2019. She was a wealth of knowledge and her expertise is sorely missed.
- Region IV celebrated its annual holiday luncheon in December at the Inn at Virginia Tech in Blacksburg. This celebration has been a tradition of Region IV for many years. We always look forward to celebrating the holidays with our fellow clerks.
- Susie McCoy was appointed as City Clerk for the City of Roanoke on February 11, 2020.

There is no additional information to report at this time.

Sincerely,

Cecelia F. "Susie" McCoy  
City Clerk  
VMCA Region IV Director

# VMCA



## Region V

## Report



April 16, 2020

Travis Morris, CMC,  
Senior Deputy Clerk  
Albemarle County  
401 McIntire Road  
Charlottesville, Va. 22902

Dear Mr. President:

It has been an honor serving as your Region V Director for the Virginia Municipal Clerks Association during the 2019 year, as well as serving on the Education Committee.

Region V Clerks met throughout the year, and welcomed Lynchburg's new City Clerk, Robin Craig. We also saw the retirement of long time Clerk of Chase City, Cynthia Gordon and her replacement, Tonya Duffer. Several members attended the Annual Meeting in Roanoke last April, as well as the Institute and Academy in October at Virginia Beach. We were all disappointed that this year's annual meeting had to be canceled due to COVID-19, but hopefully we will be able to have an Institute and Academy in October in Virginia Beach and have a chance to network with all our friends and colleagues.

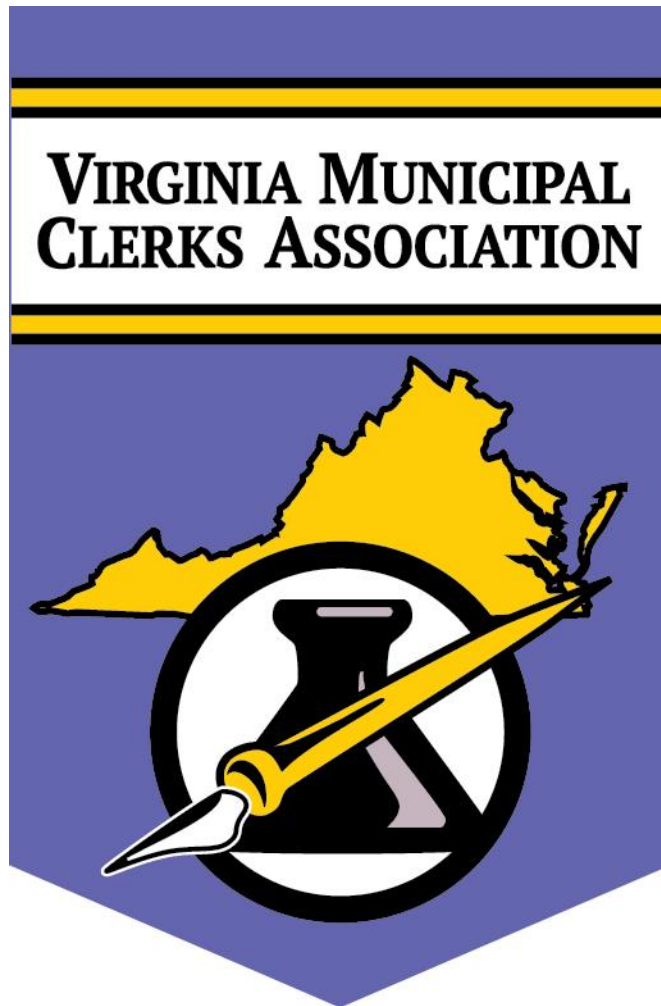
Unfortunately, the pandemic has made it impossible to have any Region V meetings, not only with restrictions on travel and meeting, but dealing with the new challenges for Clerks and localities on how best to handle our Council Meetings. As soon as the bans are lifted, we will start meeting again, reaching out to long time members who we have not seen in a while, as well as encouraging our newest members to come out, meet our Virginia Clerks and make some new friends and colleagues.

On behalf of the Region V clerks, we appreciate the work you have done for VMCA, your dedication and friendship. Thank you again for your service.

Very truly yours,

Susan M. DeMasi, CMC  
Region V Director  
City Clerk  
City of Danville, Virginia

# VMCA



## Region VI

## Report

COUNTY OF ALBEMARLE

Claudette K. Borgersen  
Clerk



Travis O. Morris  
Senior Deputy Clerk

*Office of the Clerk to the Board of Supervisors*

April 21, 2020

Travis Morris, CMC  
Senior Deputy Clerk  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

Dear Mr. President:

Thank you for the opportunity to serve as the Region VI Director. This has been a challenging year marked with personal challenges and the country facing trying times. Through it all, it has been an honor to serve the Association.

During this past year, we had only one opportunity to meet. One other meeting had been scheduled but it was cancelled due to the fact that I sustained an injury and was unable to travel. Others in the region were particularly busy and agreed that we could delay the meeting. I had initiated plans for an April meeting when the pandemic prompted stay at home orders from the governor. The one meeting that did take place was held at the Dogwood Restaurant in Palmyra, VA on December 6, 2020. Several new members attended and we discussed the current event of the 2<sup>nd</sup> Amendment protesters at our meetings and how each locality was handling the situation.

If the pandemic continues for much longer, I plan to hold a Teams or Zoom meeting for Region VI so we can all reconnect and see how each locality is handling the pandemic and holding meetings.

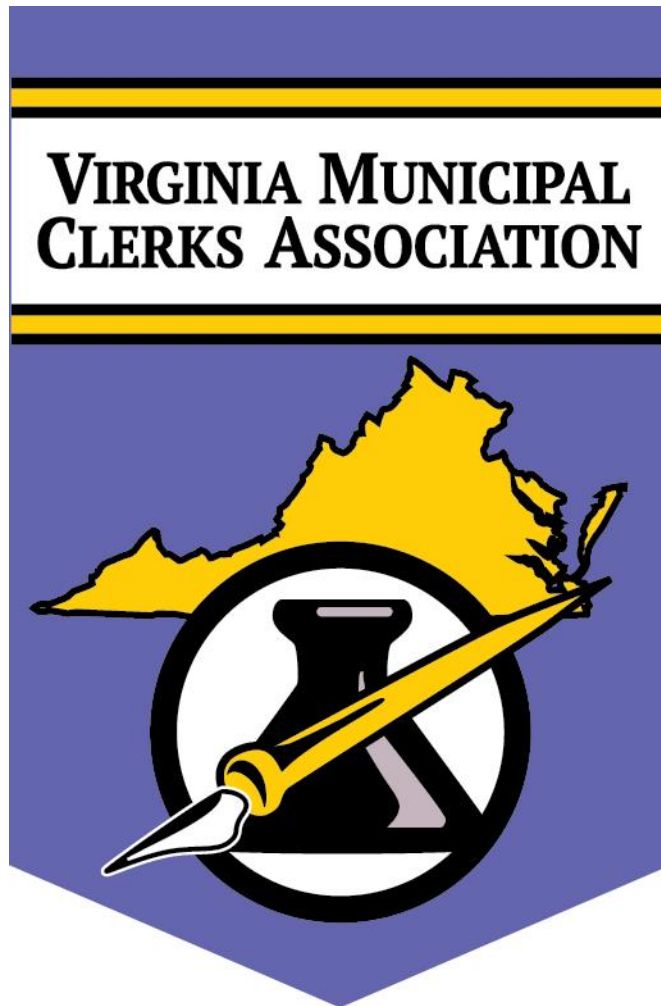
We were all disappointed that the annual conference was cancelled. Being so close to our region, I had hoped for high attendance and a chance to meet. There is nothing to report on fund raising for scholarships since that opportunity left when the conference was cancelled.

Thank you on behalf of VMCA Region VI for your service as President of the Association this year. We appreciate your hard work and dedication!

Best Regards,

  
Claudette Borgersen  
Region Director, Region VI

# VMCA



## Region VII

## Report



**County of Culpeper  
302 N. Main Street  
Culpeper, VA 22701  
Phone: 540-727-3427**

April 13, 2020

Travis O. Morris, CMC  
Senior Deputy Clerk, Albemarle County Board of Supervisors  
County of Albemarle  
401 McIntire Road  
Charlottesville, Virginia 22902

RE: Region VII Report

Dear Travis,

First, I would like to say that it has been an honor and a privilege to serve as the Region VII Director and thank you for your continued support.

It has been quite an eventful year in Region VII and quite disappointing. As you know, Culpeper County was to host the 43<sup>rd</sup> Annual VMCA Conference and the cancellation of the conference was a devastating blow to those of us that had spent many hours preparing for it.

Eileen Boeing hosted a meeting for us at the ION Training Center in Leesburg and it was a grand success. We had 10 clerks attend that day with Leesburg's Economic Development Director leading the way.

We also met at Piedmont Steakhouse in Culpeper to discuss ideas for classes and entertainment for the 43<sup>rd</sup> Annual Conference.

During the first few months of planning, the County and the Town of Culpeper met several times collaborating ideas to make this conference memorable. The Culpeper Town Clerk and Deputy Clerk helped to obtain the speakers for the cybersecurity class and were instrumental in acquiring treats for our breaks. Dianna, Hays, from the Town of Purcellville offered to provide swag bags and Debra Anderson, from Town of Bedford, donated hand sanitizer.

Diane Pflugfelder, IIMC Region II Director made a surprise visit to my office to assist with the conference planning. Morgan Green joined us in this meeting and Diane provided many great ideas and shared a flash drive loaded with information to share with the upcoming clerks hosting conferences. (I will provide a copy of this to Pam Ulmer, Clerk for the City of Harrisonburg and she can pass along to the 2022 host and so forth.)

On January 14<sup>th</sup>, Travis Morris and Kyna Thomas spent the day in Culpeper along with Morgan Green, and we collaborated on setting up the announcements, registration forms for the conference and Athenian Dialogue on the VMCA website and discussed other conference details.

And I would like to add that Libby Hume was to be the facilitator for the Athenian Dialogue and we had the author of *The Glass Castle* attending to speak to us and autograph books. Libby put many hours into making her first Athenian Dialogue spectacular and I hated for her hard work to go to waste. So, I spoke with Libby and she has agreed to facilitate this dialogue at a later date. So, stay tuned.

February 13<sup>th</sup>, Travis and Kyna and Diane returned to Culpeper for another successful meeting. We visited a local company Kash Imprints to discuss VMCA items to be sold at the conference. We decided on a shirt and thermos. We also discussed having a direct link on the VMCA website to purchase the items.

On February 28<sup>th</sup> I attended a Board of Directors meeting hosted by Pam Wallace, in Colonial Heights, to share the progress of the VMCA conference.

I am happy to report that Region VII has 15 new members:

- Melissa Shinaberry – City of Fairfax
- Amy Larrick – County of Loudoun
- Emily Hayes – County of Loudoun
- Margaret Duker – Northern Virginia Transportation Authority
- Julia Holmes – County of Stafford
- Erika Orellana, Town of Herndon
- Kim Henry – Town of Haymarket
- Jill Cooper – County of Fairfax
- Angela Schauweker – County of Fairfax
- Keisha Strand – County of Fairfax
- Teresa Wang – County of Fairfax
- Jessica Sizemore – Town of Herndon
- Choi Keok “CK” Chan – Fauquier County Water & Sanitation Authority
- Katy Nicholson – Town of Occoquan
- Rachel Brinson – Town of Remington

We had 2 VMCA members who received their CMC ~ Cheryl Santos from the City of Manassas and Eileen Boeing from the Town of Leesburg.

I want to thank the clerks that were instrumental in helping Culpeper County plan for the conference, and I especially thank you our President, for your endless hours of help (and laughter) you provided to me. I feel you have been cheated out of a well-deserved recognition for all you have accomplished this year as our President. I know you worked hard on getting the new website up and running and showing our upcoming President, Kyna Thomas, the ropes. I congratulate you Travis Morris, and I am grateful for all you have done and thankful to have you as a friend.

Be well,

-Kim

**Kimberly R. Ellis, CMC**

Deputy Clerk

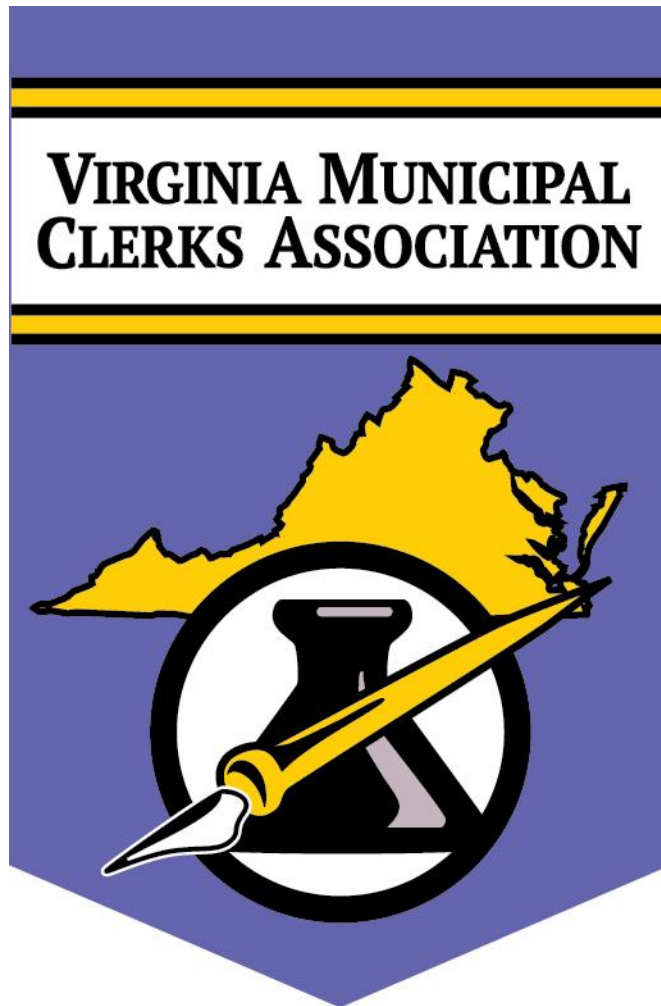
Culpeper County Board of Supervisors

302 North Main Street

Culpeper, VA 22701

540/727-3427 ext. 108

# VMCA



## Region VIII

## Report

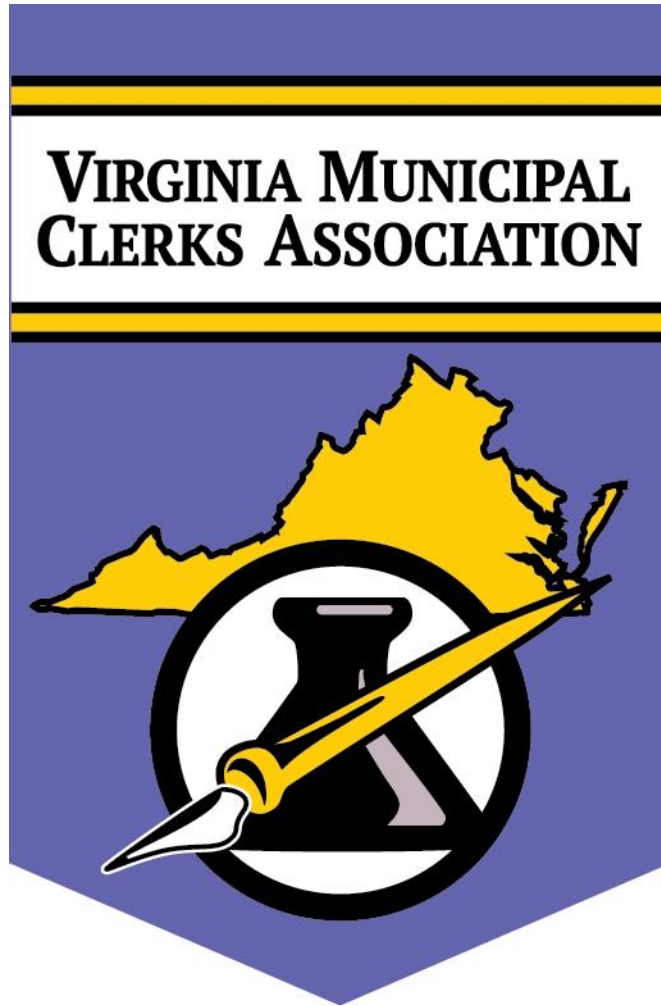
## VMCA – Region VIII Annual Report – 2019-2020

Understanding that Region VIII had been somewhat inactive for many years, my focus since becoming Director has been to make contacts with the Clerks in an effort to first identify them and then grow the membership. Of the 23 localities, only eight have members in the VMCA and one of those has since retired. Ten of the 23 are small towns. I searched locality websites to find contacts and have sent an email sharing information on VMCA and asking for assistance in contacting their Clerk. As is true in most rural counties and small towns, the Clerk is the County Administrator or Town Manager so the search has been expanded to include Deputy Clerks. Responses were received from a few and some forwarded the email to the correct person so some progress has been made. A number of the emails were returned as undeliverable. I had hoped to be able to have our first Region VIII meeting in many years at the Spring meeting but will continue to work on pulling something together by the Fall Institute/Academy. I ask current Region VIII members to please reach out to your neighboring localities and invite the Clerk or Deputy Clerk to consider joining VMCA.

Respectfully submitted,

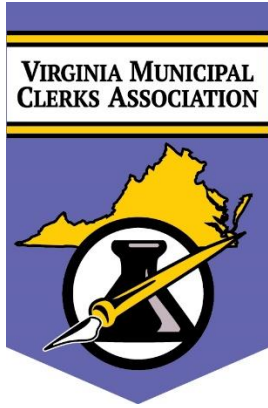
Wanda F. Watkins  
Region VIII Director  
[wfwatkins@newkent-va.us](mailto:wfwatkins@newkent-va.us)  
(804) 966-9687

# VMCA



## Region IX

## Report

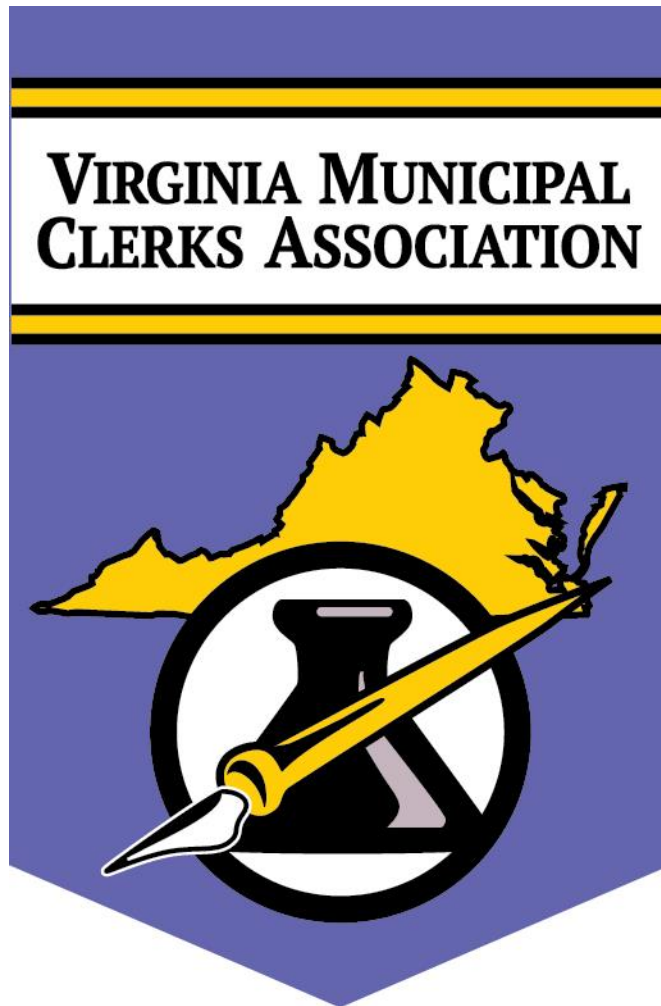


# Virginia Municipal Clerks Association

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No report submitted by time of publication.

# VMCA



## Region X

## Report



April 17, 2020

Travis O. Morris, CMC  
Senior Deputy Clerk  
Albermarle County  
401 McIntire Road  
2nd Floor  
Charlottesville, VA 22902

Dear Travis:

It has been a privilege to serve as the Region X Director.

During the past year, Region X has met three separate times for lunch. We met in Virginia Beach after the Academy had concluded, in Portsmouth, and in Hampton. It is always encouraging to meet with other Clerks in the Region to both network, learn, and begin new friendships with other individuals. With everyone's schedules being so busy, I personally appreciate this time with other Clerks. All of the lunches had good turnout of members.

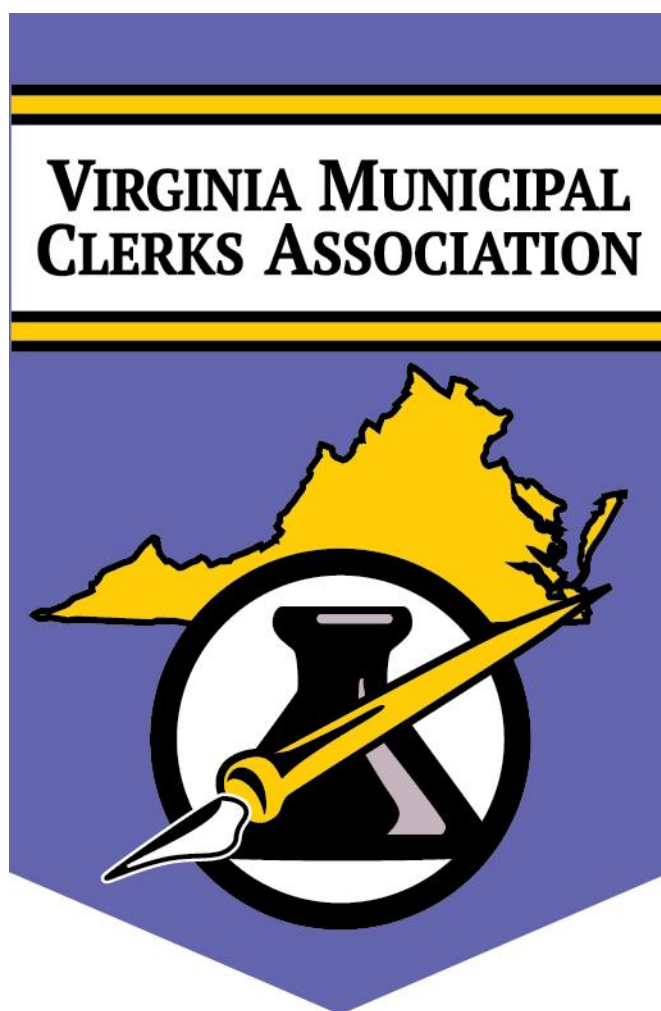
I also appreciate the opportunity to serve as Region Director the last two years. When I began in the role of Region Director, I wanted to begin networking within the region. In conducting a survey when I initially began, members were open to this idea. While we only met quarterly, it was a step in the right direction. The Region has begun to disseminate information to members or direct them to the person who may have a more extensive background or knowledge in the particular area. I am hopeful that Region X will continue to prosper under the leadership of a new Director.

Best of luck in your future endeavors.

Sincerely,

Heather L. Schott, CMC  
Region X Director  
Legislative Assistant/Deputy Clerk

# VMCA



2019 Annual  
Institute/Academy  
Director's Report



**VCU**

**Virginia Municipal Clerks Association Annual Institutes & Academy  
Annual Report  
2019**

Prepared by:

Jennifer Sisane, MIS, PMP, CPP  
Institute Director

Virginia Commonwealth University  
Office of Continuing and Professional Education  
9 W Cary Street  
PO Box 842505  
Richmond, VA 23284

804-827-1923 Direct  
804-828-1322 Office  
jsisane@vcu.edu

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*Submitted December 19, 2019*

## **Summary of Programming**

The 2019 Virginia Municipal Clerks Association Annual Institute and Academy were held at the Holiday Inn & Suites North Beach in Virginia Beach from October 8-12, 2019. The clerks also had the opportunity to participate in a Pre-Institute and Academy Workshop held on Tuesday, October 8 that focused on effective communication. The First Year Institute, Second and Third Year Institute, and Academy educational programs provided clerks the opportunity to continue to build their knowledge and expertise in the field. In addition, the program built in opportunities to share their experiences and network with others from around the state and beyond. This year, we offered our first Athenian Dialogue as an optional activity.

## **Attendance**

This year we had a record of 79 clerks register for the Annual Institutes and Academy. Representatives from Virginia, Maryland, West Virginia and Pennsylvania participated.

The number of participants by state are as follows:

- Virginia - 69;
- Maryland - 6;
- West Virginia - 3; and
- Pennsylvania -1.

The number of registrants in each educational opportunity are as follows:

- Pre-Institutes & Academy Workshop - 32;
- Athenian Dialogue - 21; and
- Three-day Institutes & Academy - 72.

Representatives by experience level included the following:

- First Year Institute - 17;
- Second & Third Year Institute - 27; and
- Academy - 35.

Each clerk was required to sign in at the beginning of each session and to sign out at the end of each session to ensure attendance and participation. VCU tallied, proofed, documented, and permanently stored the attendance records in the VCU student record system.

## **Learning Assessments**

Each clerk is required to submit learning logs and a memorandum summarizing their learning from the VMCA Institutes and Academy and how it can be applied to their daily job activities.

This year, we offered a pilot assessment for clerks who participated in the Pre-Institute and Academy workshop. Participants completed an online assessment with ten multiple-choice questions. Participants were given two opportunities to earn an 80% or higher in order to

receive credit for their participation. This pilot went very well, and we anticipate offering online assessment for participants in next year's Pre-Institutes and Academy workshop. The learning logs and memoranda will continue for VMCA Institutes & Academy next year.

For the Athenian Dialogue, the lead facilitator, Dr. Jane Long, provided an in-session assessment for participants.

### **Evaluations**

VCU offered the opportunity to participants to provide feedback on the Annual Institutes and Academy and give an evaluation of the program and experience. Of the 52 respondents to the survey, 78% rated the program "Above Average" to "Excellent" with 20% rating the program "OK" and 2% indicated the program "Needed Improvement".

Illustrative positive comments included the following:

- "A diverse selection of topics. Great networking. Several amazing procedures and ideas to bring home."
- "The classes were informative and I enjoyed networking with other clerks. We all do different tasks to get to the same result. Every year I look forward to seeing everyone and taking away tidbits of how to make me more productive and confident."
- "Again, you all have knocked it out of the box. The classes were on point and the instructors were very impressive."

Illustrative negative comments included the following:

- "The hotel locations should be revisited. This hotel was not a good venue and the rooms were not good. The round table discussion should be extended to ½ day."
- "1. Change the way the sign-in/out process is handled. Too many could not make it to lunch on Wednesday because the session ran over and there were long lines to sign out. 2. Change the location but make sure there are sufficient restaurants nearby for quick "lunches on your own". Or make sure the hotel can accommodate all lunches. 3. More online assessments! It was awesome!"

### **Future Plans**

Based upon the feedback from the participants, VCU will work closely with the VMCA to explore different hotel venues. We will also work diligently to streamline the sign-in/out process and better communicate with participants why it is important to have this verification system in place. We will continue to offer online assessments for the Pre-Institute & Academy workshop and offer another Athenian Dialogue.

The VMCA and VCU are negotiating a new implementation agreement as our current agreement expires this spring.

## VMCA Annual Conference

VCU offered a pre-conference diversity, customer service and communication workshops at annual Virginia Municipal Clerks Association (VMCA) conference in April 2019.

### **Pre-Conference Workshop: Diversity, Customer Service and Communication - VMCA Annual Conference (6 hours)**

The Hotel Roanoke & Conference Center - Roanoke, Virginia

<b>Date</b>	<b>Time</b>	<b>Workshop</b>
Wednesday, April 17, 2019	9 am - 10:30 am	Diversity and Communication Activities
	10:30 am - 12:00 pm	Customer Service and Problem Solving Activities
	12:00 pm - 1:00 pm	Lunch Provided
	1:00 pm - 2:00 pm	Communication and Teamwork Activity
	2:00 pm - 3:00 pm	Reviewing National Outdoor Leadership School (NOLS) 4:7:1 Model/Introduction into the Communication Model/Mindfulness Essentials

### **Description**

Come play and learn a variety of valuable leadership skills with the VCU RecSports Outdoor Adventure Program (OAP). This 6-hour workshop, will utilize a variety of games and initiatives to teach you and your colleagues about diversity, customer service, and communication. The skills that you will learn from these sessions will help you as a municipal clerk to better work with community and board members while maintaining the multiple roles that you step into within your day-to-day routine. Clerks of all physical abilities are able and welcome to attend this teambuilding session.

### **Lead Facilitator**

Sam Albert is the Teambuilding and Leadership Coordinator for VCU RecSports Outdoor Adventure Program (OAP). Sam has over 10 years of professional experience working in the adventure, leadership, and business fields while upholding a vision of wanting to help people reach their fullest potential. Sam has a degree in Adventure Education with a focus in Business Leadership from Messiah College along with a Masters in Sport & Recreation Leadership from JMU. Sam began his professional career by managing a 50-acre island in Washington DC while also starting a job-training program for rehabilitating adults. He has experience working for the National Outdoor Leadership School (NOLS) in Wyoming along with owning several of his own personal businesses. Over the years Sam has conducted teambuilding programs for groups such as CSX, University of Richmond Department of Cost and Control, BRCC Chamber of Commerce, and over 3,000 VCU and University of Richmond students.

## **VMCA Annual Institutes and Academy**

The 2019 VMCA Institutes and Academy included several educational opportunities. Please note the corresponding hours on the list below. The complete agendas and session descriptions follow.

- Pre-Institutes & Academy Workshop (6 hours)
- First Year Institute (18 hours)
- Second and Third Year Institute (18 hours)
- Academy (18 hours)
- Athenian Dialogue (6 hours)

# Virginia Municipal Clerks Association Annual Institutes and Academy

## Pre-Institutes & Academy Workshop The Power of “Yes, And” - Improving Communication Through Improv Comedy

**TUESDAY, OCTOBER 8, 2019**

8:00 – 9:00 AM	Registration & Full Breakfast Buffet	Atrium
9:00 – 9:30 AM	Emotional Regulation and Your Reputation	False Cape
9:30 – 11:30 AM	Mastering Business Communication Techniques <ul style="list-style-type: none"><li>▪ P.E.T.E.R. Principle</li><li>▪ “Yes, and...”</li></ul>	False Cape
11:30 AM – 12:00 PM	Improv Activities: The Art of Persuasion	False Cape
12:00 – 1:00 PM	Chilled Deli Lunch Buffet	Atrium
1:00 – 1:30 PM	Role-Play Scenarios: Problem Solving for Municipal Clerks	False Cape
1:30 – 3:30 PM	Improv Activities: Agility, Communication, and Conflict-Resolution	False Cape
3:30 – 4:00 PM	Teamwork Communication Exercises: Advertising Campaign	False Cape

### SESSION DESCRIPTION

Join us for a fun day of professional growth through improvisational (improv) comedy. In this 6-hour workshop, you will explore how the principles of improv can help you enhance your communication so that you can handle whatever comes your way. Emmy Award winning comedian, actor and director, David Webster will help you to embrace the “Yes, and...” to inspire collaboration, active listening, and better communication. Through highly interactive activities and applying the P.E.T.E.R principle, you will enhance your interpersonal, persuasion, and physical communication skills.

### ABOUT THE FACILITATOR

David Webster is the founder of The Institute of Business Conversation Tactics, author of “How to Change Someone’s Mind,” and an Emmy Award winner. His thirty-year study of person-to-person communication patterns has allowed him to recognize what we must do in order to positively guide another person’s energy and thoughts in conversation. Webster has lead business communication workshops for dozens of organizations such as Deloitte Touche, Ritz-Carlton, and Expedia Worldwide.



**VCU**

Office of Continuing and  
Professional Education



# Virginia Municipal Clerks Association Annual Institutes and Academy

## First Year Institute Schedule-at-a-Glance

### WEDNESDAY, OCTOBER 9, 2019

7:00 – 8:00 AM	Full Breakfast Buffet Available	Atrium
7:15 – 8:00 AM	Registration	Atrium
8:00 – 8:30 AM	Welcome & Overview of the VMCA Institutes and Academy	Cape Henry
8:30 – 9:30 AM	Clerks 101	Croatan
9:30 – 10:30 AM	Records Management	False Cape
10:30 – 11:00 AM	Sponsored Refreshment Break by Municode	Atrium
11:00 – 12:30 PM	Public Meetings and Freedom of Information Act (FOIA) Essentials	Cape Henry
12:30 – 1:30 PM	Conflict of Interest Act (COIA) Training	Cape Henry
1:30 – 2:30 PM	Lunch on your own	
2:30 – 5:30 PM	Enneagram Relationship Framework	Cape Henry

### THURSDAY, OCTOBER 10, 2019

7:30 – 9:00 AM	Full Breakfast Buffet Available	Atrium
9:00 – 10:00 AM	Parliamentary Procedures	False Cape
10:00 – 10:30 AM	Refreshment Break	Atrium
10:30 – 12:00 PM	Good Governance, Etiquette, and Board Management	Cape Henry
12:00 – 1:00 PM	Networking Luncheon	Vista Del Mare
1:00 – 3:00 PM	Knowledge Transfer Roundtables	Cape Henry
3:00 – 5:00 PM	The Art and Science of Mindful Leadership	Cape Henry

### FRIDAY, OCTOBER 11, 2019

7:00 – 8:00 AM	Full Breakfast Buffet Available	Atrium
8:00 – 9:30 AM	A Mindful Approach to Conflict De-Escalation	Cape Henry
9:30 – 11:00 AM	Reducing our Biases Through Mindful Self-Leadership	Cape Henry
11:00 AM – 12:00 PM	Crucial Conversations - High Stakes Communication	Cape Henry
12:00 – 12:15 PM	Closing and Adjournment	Cape Henry



**VCU**

Office of Continuing and  
Professional Education



**Virginia Municipal Clerks Association  
Annual Institutes and Academy  
Session Descriptions**

**First Year Institute**

**Wednesday, October 9, 2019**

**Clerks 101**

*Libby Hume, MMC - Town of Cape Charles  
Katherine Glass, CMC - City of Hampton*

This session will review the history of the municipal clerk, and the roles and responsibilities of the clerk. There will be discussion regarding the similarities and differences in clerks' offices in various municipalities – whether the clerk is from a county, city or town.

**Records Management for Municipal Clerks**

*Owen Chadwick, Library of Virginia*

This session will discuss what records management is, why it is important, and how to navigate and interpret Virginia's public records schedules. We will cover how records management is handled in the Commonwealth, including how to categorize, retain, destroy, and report destruction of records as mandated by the Virginia Public Records Act.

**Public Meetings and Freedom of Information Act (FOIA) Essentials**

*Alan Gernhardt, Virginia Freedom of Information Council*

This session will address access to public records and public meetings under the Virginia Freedom of Information Act (FOIA). It will focus on the practical application of the law, including procedural items such as how to make and respond to a public records request, how to provide public notice of meetings, as well as addressing relevant exemptions and changes to the law made by the 2019 Session of the General Assembly.

**Conflict of Interest (COIA) Training**

*Roderick R. Ingram, City Hall, City of Virginia Beach*

This session will include a discussion of how local governments are affected by COIA as well as guidelines on how to keep the elected officials compliant. Often the perception is worse than the activity, and we will discuss how to ensure that the perception is addressed. There will also be a discussion about the many COIA scenarios that elected officials encounter and tips on how to manage them.

## **Enneagram Relationship Framework**

*Rose Estes, MSW*

Explore the ancient Enneagram personality inventory to gain new insights into motivation and behavior of yourself and others. The Enneagram provides tools for navigating interpersonal and professional relationships in healthier ways, making it an invaluable tool for anyone who works closely with other people. This is especially important in professions focused on public service with a strong relational component. In learning about all the types, you can develop compassion for how others see the world and learn how to better respect difference, rather than be offended by it.

## **Thursday, October 10, 2019**

### **Parliamentary Procedures**

*Hefty Wiley & Gore, P.C., Attorneys at Law*

This session will discuss basic rules for making motions, rescinding motions, and what to do when there is a challenge to procedure. Robert's rules of order will be discussed along with what sections are relevant to your specific municipality board/council.

### **Good Governance, Etiquette, and Board Management**

*Hefty Wiley & Gore, P.C., Attorneys at Law*

We will discuss how to put a structure in place that will allow your board/council to "behave" well despite their disagreements. Clerks will share their stories about real-life behavior and offer their insight into improving relations amongst council members.

### **Knowledge Transfer Roundtables**

*Municipal Clerks from throughout Virginia*

Connect with emerging and seasoned clerks and explore new ways to deepen your expertise in municipal government management. Every 15 minutes you will have the opportunity to join a new roundtable discussion or continue your themed conversation.

### **The Art and Science of Mindful Leadership**

*Christopher Reina, PhD, Virginia Commonwealth University*

In this session, you will learn what mindfulness is, why it matters and how it can lead to increased levels of performance at work and personal well-being. We will discuss the science behind mindful leadership and explore how to recognize habitual responses, regulate your emotions, and respond more intentionally for better outcomes. In addition, you will develop personalized action steps to become more mindful in your daily activities.

**Friday, October 11, 2019**

**A Mindful Approach to Conflict De-Escalation**

*Christopher Reina, PhD, Virginia Commonwealth University*

Unpopular municipality policies, new ordinances or fees, or other controversial issues present unique challenges for municipal clerks. This session will explore conflict de-escalation and listening techniques that you can employ with the public, council members, and colleagues. You will learn to recognize triggers, examine why/what leads to frustration, and identify signs of conflict escalation. We also will discuss and practice strategies to control your emotions so that when difficult situations arise you can respond more mindfully instead of simply reacting.

**Reducing our Biases Through Mindful Self-Leadership**

*Christopher Reina, PhD, Virginia Commonwealth University*

Implicit bias refers to the attitudes or stereotypes that affect our understanding, action, and decisions in an unconscious manner. These implicit associations often do not align with our declared beliefs. In this session, you will learn practical tips on how mindfulness can help you become more aware of your particular implicit bias and mitigate its influence. You will learn strategies to become more aware of diverse perspectives and to listen and learn from these perspectives with less apprehension and stress.

**Crucial Conversations - High Stakes Communication**

*Jane Long, Ed.D, International Institute for Municipal Clerks (IIMC)*

This interactive session will provide participants with strategies for having difficult, high-stakes conversations. Participants will learn how to go from emotion-filled discussion to productive, honest dialogue. This session will facilitate participants in learning and understanding their “communication style under stress” and then going forward how to effectively plan for and have difficult conversations—in both their professional and personal lives.

# Virginia Municipal Clerks Association Annual Institutes and Academy

## Second and Third Year Institute Schedule-at-a-Glance

### WEDNESDAY, OCTOBER 9, 2019

7:00 – 8:00 AM	Full Breakfast Buffet Available	Atrium
7:15 – 8:00 AM	Registration	Atrium
8:00 – 8:30 AM	Welcome and Overview of the VMCA Institutes and Academy	Cape Henry
8:30 – 9:30 AM	Board and Council Governance	False Cape
9:30 – 10:30 AM	Records Management	False Cape
10:30 – 11:00 AM	Sponsored Refreshment Break by Municode	Atrium
11:00 – 12:30 PM	Public Meetings and Freedom of Information Act (FOIA) Essentials	Cape Henry
12:30 – 1:30 PM	Conflict of Interest Act (COIA) Training	Cape Henry
1:30 – 2:30 PM	Lunch on your own	
2:30 – 5:30 PM	Enneagram Relationship Framework	Cape Henry

### THURSDAY, OCTOBER 10, 2019

7:30 – 9:00 AM	Full Breakfast Buffet Available	Atrium
9:00 – 10:00 AM	Parliamentary Procedures	False Cape
10:00 – 10:30 AM	Refreshment Break	Atrium
10:30 – 12:00 PM	Good Governance, Etiquette, and Board Management	Cape Henry
12:00 – 1:00 PM	Networking Luncheon	Vista Del Mare
1:00 – 3:00 PM	Knowledge Transfer Roundtables	Cape Henry
3:00 – 5:00 PM	The Art and Science of Mindful Leadership	Cape Henry

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**VCU**

Office of Continuing and  
Professional Education



**Virginia Municipal Clerks Association  
Annual Institutes and Academy  
Session Descriptions**

**Second and Third Year Institute**

**Wednesday, October 9, 2019**

**Board and Council Governance**

*Stephanie Moon Reynolds, MMC - City of Roanoke*

This session will explore the criteria for various authorities, boards, commissions and committees appointed by local governing bodies. In addition, we will discuss where to find the appropriate statutes and requirements so your municipality remains in compliance.

**Records Management for Municipal Clerks**

*Owen Chadwick, Library of Virginia*

This session will discuss what records management is, why it is important, and how to navigate and interpret Virginia's public records schedules. We will cover how records management is handled in the Commonwealth, including how to categorize, retain, destroy, and report destruction of records as mandated by the Virginia Public Records Act.

**Public Meetings and Freedom of Information Act (FOIA) Essentials**

*Alan Gernhardt, Virginia Freedom of Information Council*

This session will address access to public records and public meetings under the Virginia Freedom of Information Act (FOIA). It will focus on the practical application of the law, including procedural items such as how to make and respond to a public records request, how to provide public notice of meetings, as well as addressing relevant exemptions and changes to the law made by the 2019 Session of the General Assembly.

**Conflict of Interest (COIA) Training**

*Roderick R. Ingram, City Hall, City of Virginia Beach*

This session will include a discussion of how local governments are affected by COIA as well as guidelines on how to keep the elected officials compliant. Often the perception is worse than the activity, and we will discuss how to ensure that the perception is addressed. There will also be a discussion about the many COIA scenarios that elected officials encounter and tips on how to manage them.

## **Enneagram Relationship Framework**

*Rose Estes, MSW*

Explore the ancient Enneagram personality inventory to gain new insights into motivation and behavior of yourself and others. The Enneagram provides tools for navigating interpersonal and professional relationships in healthier ways, making it an invaluable tool for anyone who works closely with other people. This is especially important in professions focused on public service with a strong relational component. In learning about all the types, you can develop compassion for how others see the world and learn how to better respect difference, rather than be offended by it.

## **Thursday, October 10, 2019**

### **Parliamentary Procedures**

*Hefty Wiley & Gore, P.C., Attorneys at Law*

This session will discuss basic rules for making motions, rescinding motions, and what to do when there is a challenge to procedure. Robert's rules of order will be discussed along with what sections are relevant to your specific municipality board/council.

### **Good Governance, Etiquette, and Board Management**

*Hefty Wiley & Gore, P.C., Attorneys at Law*

We will discuss how to put a structure in place that will allow your board/council to "behave" well despite their disagreements. Clerks will share their stories about real-life behavior and offer their insight into improving relations amongst council members.

### **Knowledge Transfer Roundtables**

*Municipal Clerks from throughout Virginia*

Connect with emerging and seasoned clerks and explore new ways to deepen your expertise in municipal government management. Every 15 minutes you will have the opportunity to join a new roundtable discussion or continue your themed conversation.

### **The Art and Science of Mindful Leadership**

*Christopher Reina, PhD, Virginia Commonwealth University*

In this session, you will learn what mindfulness is, why it matters and how it can lead to increased levels of performance at work and personal well-being. We will discuss the science behind mindful leadership and explore how to recognize habitual responses, regulate your emotions, and respond more intentionally for better outcomes. In addition, you will develop personalized action steps to become more mindful in your daily activities.

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*Jane Long, Ed.D, International Institute for Municipal Clerks (IIMC)*

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**VCU**

Office of Continuing and Professional Education



**Virginia Municipal Clerks Association  
Annual Institutes and Academy  
Session Descriptions**

**Academy**

**Wednesday, October 9, 2019**

**Media Relations**

*Robin McCormick, City of Hampton*

Dealing with reporters can be more than a little intimidating at times. Learn the types of information they want, and where that intersects with your job as a municipal clerk. Getting TV and press attention can benefit a community, but it can also shine a negative light. Explore some ideas for communicating with the media – at whatever level works for you and your locality.

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*Alan Gernhardt, Virginia Freedom of Information Council*

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**Reducing our Biases Through Mindful Self-Leadership**

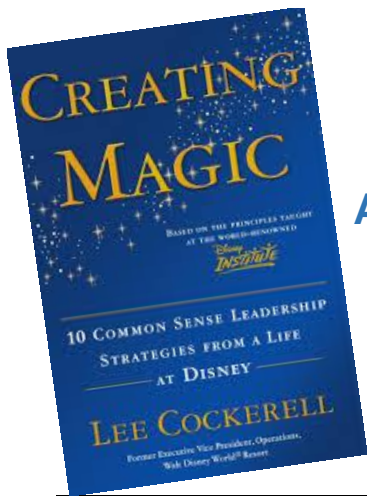
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**Athenian Dialogue Agenda for “Creating Magic**  
**October 12, 2019**  
**Virginia Beach, VA**

Time	Topic
8a – 8:20a	Introductions – Let’s Play Catch!
8:20a – 8:30a	Introduction to Athenian Leadership Society
8:30a – 9:15a	<ul style="list-style-type: none"> <li>• Discussion: The effects of upbringing and experience on leadership style.</li> <li>• Values Exercise</li> <li>• Video</li> </ul>
9:15a – 9:30a	<b>BREAK</b>
9:30a – 10:15a	Overview of Strategies 1-5
10:15a – 11:15a	Group Work (5 groups)
11:15a – 11:35a	Assessment work
11:35a – 11:50a	<b>BREAK</b>
11:50a – 12:35p	<b>(Working Lunch)</b> Overview of Strategies 6-10/Application to Other Leadership Styles
12:35p – 1:05p	Lightening Round – with Partners
1:05p – 1:35p	Leading into the Future/The 4 C’s and “Inside the Magic Kingdom”
1:35p – 2:00p	Wrap up of Dialogue – Certificates of Attendance Distributed Assessment completion

# Certificate of COMPLETION

This certificate is presented to

*Name Here*

for successful completion of the  
Virginia Municipal Clerks Association Annual Institutes & Academy  
offered through the Virginia Commonwealth University  
Office of Continuing and Professional Education

**Eighteen Certified Municipal Clerk/Master Municipal Clerk Hours (note program completed)**

October 9-11, 2019



**Jennifer Sisane**  
Institute Director - Virginia  
International Institute of  
Municipal Clerks



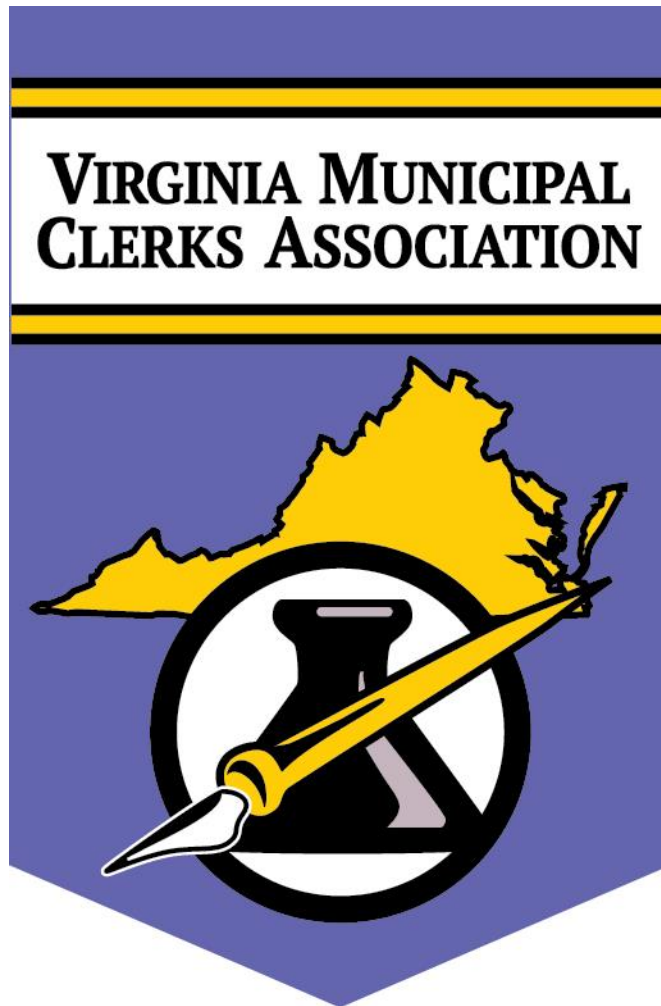
**VCU**

Office of Continuing and  
Professional Education

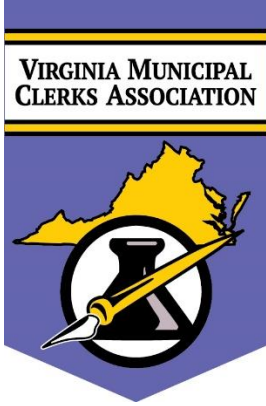


**Travis O. Morris, CMC**  
President, Virginia Municipal  
Clerks Association

# VMCA



# UNFINISHED BUSINESS

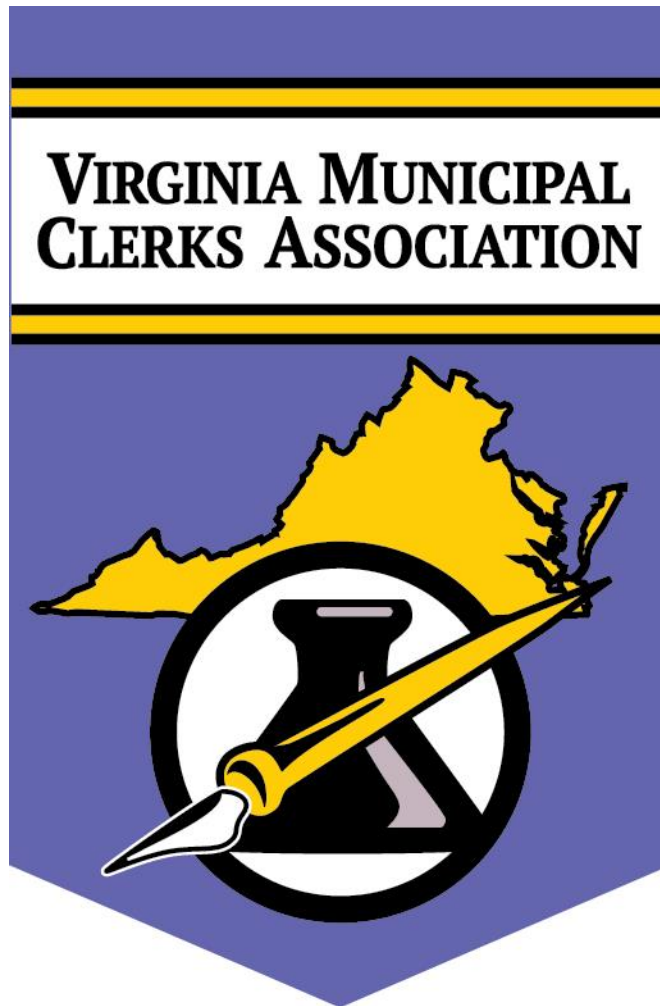


# Virginia Municipal Clerks Association

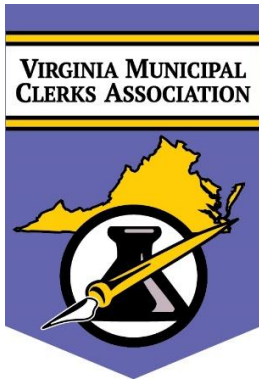
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No unfinished business.

# VMCA



## NEW BUSINESS



**RESOLUTION OF APPRECIATION IN RECOGNITION OF REGION VII,  
CULPEPER COUNTY'S PLANNING OF THE 43<sup>RD</sup> ANNUAL CONFERENCE OF THE  
VIRGINIA MUNICIPAL CLERK'S ASSOCIATION**

**WHEREAS**, the Virginia Municipal Clerk's Association (VMCA) was organized on September 4, 1977; and

**WHEREAS**, the purpose of the VMCA is to promote greater efficiency of Municipal Clerks throughout the Commonwealth of Virginia by providing professional development through continuing education and encouraging certification of Municipal Clerks through programs of the International Institute of Municipal Clerks (IIMC); and

**WHEREAS**, VMCA has grown in stature, recognition and membership, and has fully supported the educational institute and academy of IIMC through Virginia Commonwealth University's Office of Continuing and Professional Education; and

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

**WHEREAS**, the membership is grateful for the offered and planned opportunity to meet in the historic and beautiful Culpeper County for the 43<sup>rd</sup> Annual Conference; and

**WHEREAS**, the Planning Committee of Region VII Clerks had planned an excellent educational program and outstanding social activities in a welcoming and picturesque community.

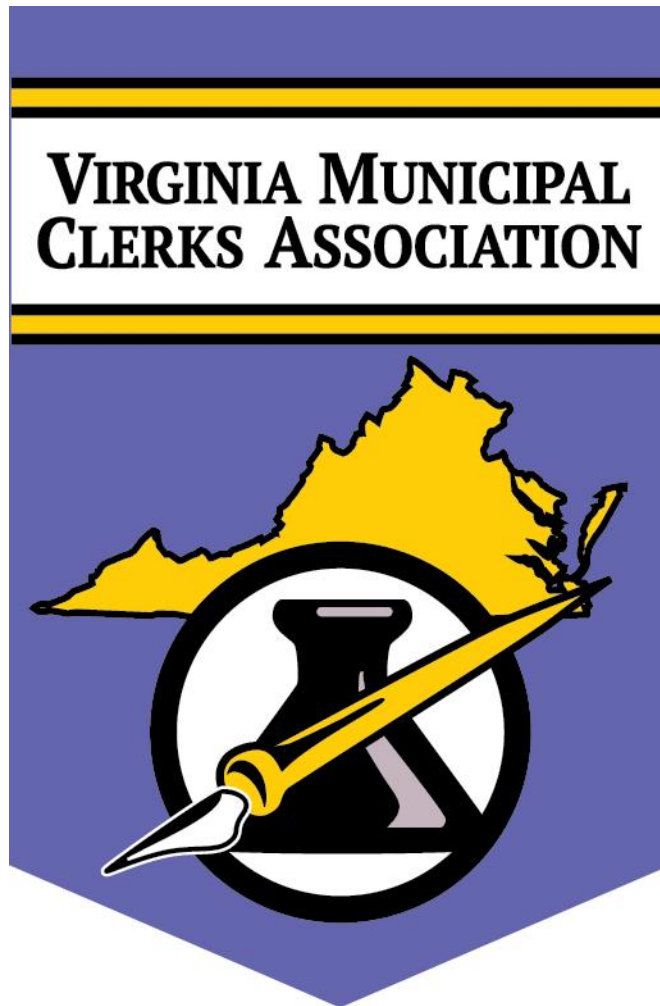
**NOW, THEREFORE, BE IT RESOLVED** that the Virginia Municipal Clerk's Association does hereby recognize and thank the County of Culpeper, its Board of Supervisors, Clerk, Kimberly Ellis and the Planning Committee of VMCA Region VII Municipal Clerks for their time, energy and effort in planning what would have been the 43<sup>rd</sup> Annual Conference of the Virginia Municipal Clerks Association, previously scheduled for April 15<sup>th</sup> through 17<sup>th</sup>, 2020 in Culpeper, Virginia.

Presented on behalf of the Virginia Municipal Clerks Association this 23<sup>rd</sup> day of April 2020.

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**Travis O. Morris, President  
2019/2020 VMCA**

# VMCA



## ELECTION OF 2020-2021

## EXECUTIVE COMMITTEE



**VMCA Executive Board  
2020-2021**

**President**

Kyna Thomas, CMC  
Clerk  
City of Charlottesville

**Treasurer**

Trish Cronin, CMC  
Deputy Clerk  
County of Gloucester

**First Vice President**

Pam Wallace, CMC  
Clerk  
City of Colonial Heights

**Historian**

Keia D. Waters, CMC  
Senior Deputy Clerk  
City of Alexandria

**Second Vice President**

Elizabeth "Libby" Hume, MMC  
Town Clerk  
Town of Cape Charles

**Parliamentarian**

Sandy Madison, MMC  
City Clerk  
City of Chesapeake

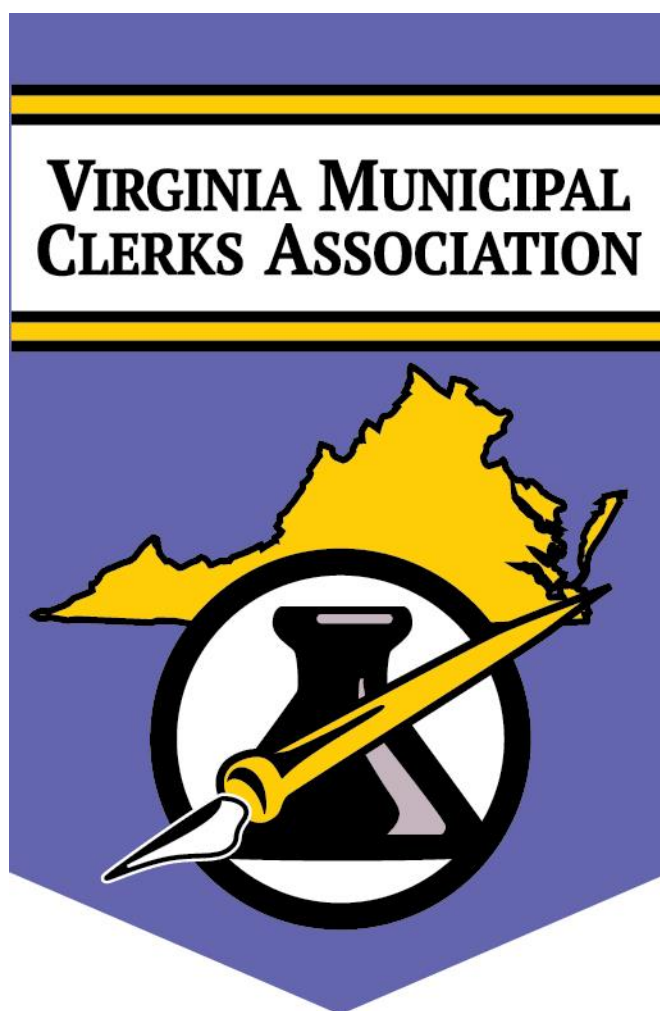
**Secretary**

Teresa J. Fellows, CMC  
Deputy Clerk  
James City County

**Immediate Past President**

Travis O. Morris, CMC  
Senior Deputy Clerk  
County of Albemarle

# VMCA



Adoption of Proposed

2020-2021

**ORGANIZATION BUDGET**

# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## PROPOSED FY2021 BUDGET JULY 1, 2020 – JUNE 30, 2021

### REVENUE

➤ FY2021 Membership Dues \$ 6,000.00

### EXPENSES

➤ Office Supplies	\$ 50.00
➤ Postage <sup>1</sup>	50.00
➤ Credit Card Processing Fees <sup>2</sup>	225.00
➤ Awards/Recognitions <sup>3</sup>	1,200.00
➤ President's expenses <sup>4</sup>	1,000.00
➤ Scholarships <sup>5</sup>	1,180.00
➤ 2021 Annual Conference <sup>6</sup>	1,000.00
➤ Web Site expenses <sup>7</sup>	1,250.00
➤ Undesignated expenses <sup>8</sup>	<u>45.00</u>

TOTAL EXPENSES \$ 6,000.00

<sup>1</sup> Postage for general VMCA correspondence and mailing designation awards

<sup>2</sup> Stripe credit card processing fees for memberships paid online.

<sup>3</sup> Awards for CMC/MMC achievements, Clerk of Year Plaque, President's Plaque, etc.

<sup>4</sup> IIMC and/or VMCA annual conference registration fees

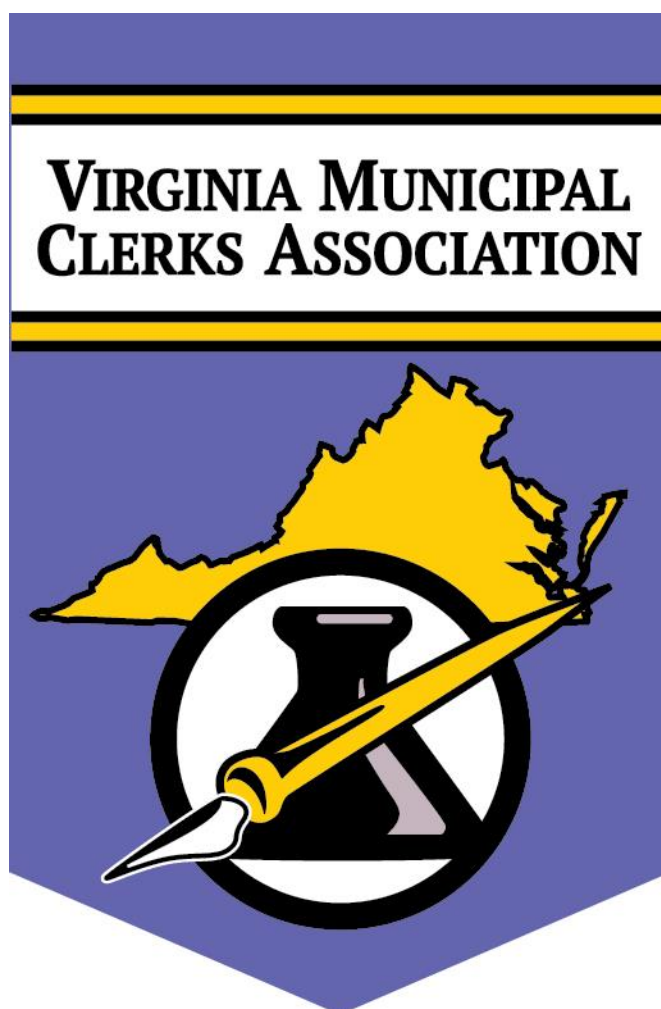
<sup>5</sup> Two Institute/Academy scholarships; VCU provides one complimentary Institute scholarship

<sup>6</sup> Available to support annual conference upon request of host clerk (2021 – Harrisonburg)

<sup>7</sup> Web expenses – Star Chapter Annual Subscription

<sup>8</sup> Misc. undesignated expenses.

# VMCA



Recognition of

2019-2020

CMC and MMC Designations

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Tuesday, July 9, 2019 7:47 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Melanie J. Clark, MMC



07/09/2019

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC): **Melanie J. Clark, MMC, Town of Vienna, VA.**

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to [mclark@viennava.gov](mailto:mclark@viennava.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

---

**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Wednesday, July 10, 2019 3:12 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Tonya B. Lacey, MMC



07/10/2019

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC): **Tonya B. Lacey, MMC, City of Fredericksburg, VA.**

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to [tlacey@fredericksburgva.gov](mailto:tlacey@fredericksburgva.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Thursday, July 18, 2019 7:42 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Cecelia McCoy, CMC



07/18/2019

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Cecelia McCoy, CMC, City of Roanoke, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [susie.mccoy@roanokeva.gov](mailto:susie.mccoy@roanokeva.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Thursday, July 18, 2019 7:49 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Eileen Boeing, CMC



07/18/2019

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Eileen Boeing, CMC, Town of Leesburg, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [eboeing@leesburgva.gov](mailto:eboeing@leesburgva.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Wednesday, September 18, 2019 6:51 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Monika Mayfield, CMC

**CAUTION:** This message originated outside the County of Albemarle e-mail system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



09/18/2019

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Monika Mayfield, CMC, City of Portsmouth, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [mayfieldm@portsmouthva.gov](mailto:mayfieldm@portsmouthva.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Wednesday, February 19, 2020 5:19 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Diana Hays, CMC

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



02/19/2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Diana Hays, CMC, Town of Purcellville, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [dhays@purcellvilleva.gov](mailto:dhays@purcellvilleva.gov).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Friday, February 21, 2020 4:51 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Ann W. Phillips, CMC

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



02/21/2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: [tmorris2@albemarle.org](mailto:tmorris2@albemarle.org)

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Ann W. Phillips, CMC, County of Frederick, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [ann.phillips@fcva.us](mailto:ann.phillips@fcva.us).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Friday, February 21, 2020 6:34 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Cheryl Santos, CMC

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



02/21/2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Cheryl Santos, CMC, City of Manassas, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [csantos@ci.manassas.va.us](mailto:csantos@ci.manassas.va.us).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Wednesday, March 18, 2020 12:37 PM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Alicia Roland, CMC

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



03/18/2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Alicia Roland, CMC, County of Washington, VA.**

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [aroland@washcova.com](mailto:aroland@washcova.com).

Sincerely,

Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

## Travis Morris

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**From:** Ashley DiBlasi <ashley@iimc.com>  
**Sent:** Monday, April 6, 2020 10:39 AM  
**To:** Travis Morris  
**Subject:** IIMC Congratulates Jennifer S. Daniel, CMC

**CAUTION:** This message originated outside the County of Albemarle email system. DO NOT CLICK on links or open attachments unless you are sure the content is safe.



04/06/2020

Travis O. Morris, CMC  
President  
Virginia Municipal Clerks Association  
Sent to email: tmorris2@albemarle.org

Dear Travis,

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC): **Jennifer S. Daniel, CMC, Town of Blackstone, VA.**

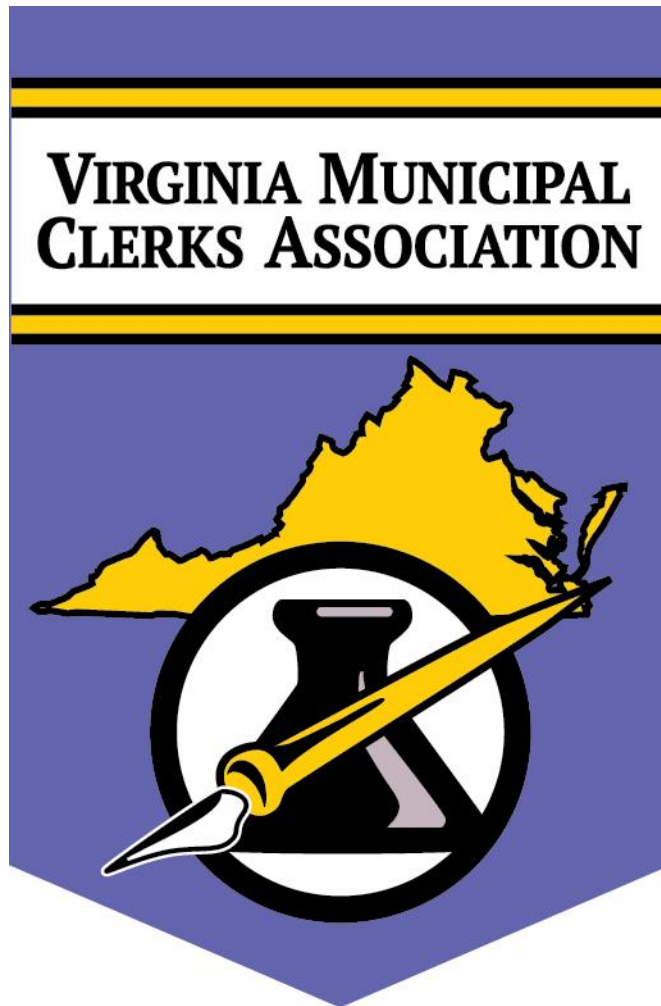
Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to [jenniferdaniel@townofblackstoneva.com](mailto:jenniferdaniel@townofblackstoneva.com).

Sincerely,

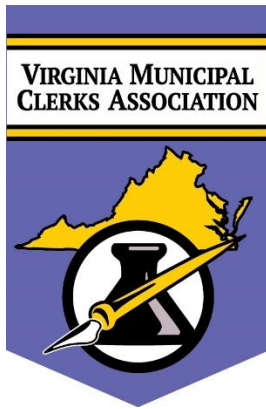
Chris Shalby  
Executive Director

Sent by: Ashley DiBlasi  
Assistant Director of Professional Development  
IIMC Education Department

# VMCA



## 2020 CLERK OF THE YEAR

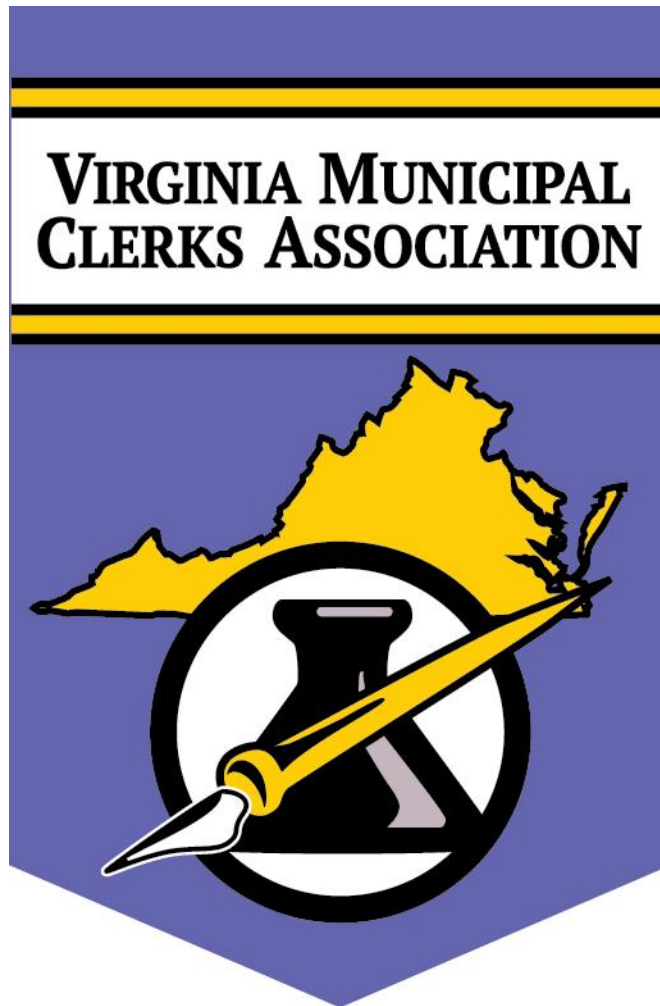


# Virginia Municipal Clerks Association

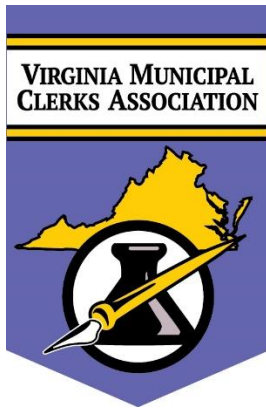
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The winner of the “Clerk of the Year” Award for 2019-20 will be announced once restrictions have been lifted. The committee plans to surprise the 2020 Clerk of the Year recipient with a presentation at their respective Council/Board meeting.

# VMCA



**UPCOMING  
ANNUAL CONFERENCES**



# Virginia Municipal Clerks Association

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Upcoming VMCA Annual Conferences:

2021 – City of Harrisonburg

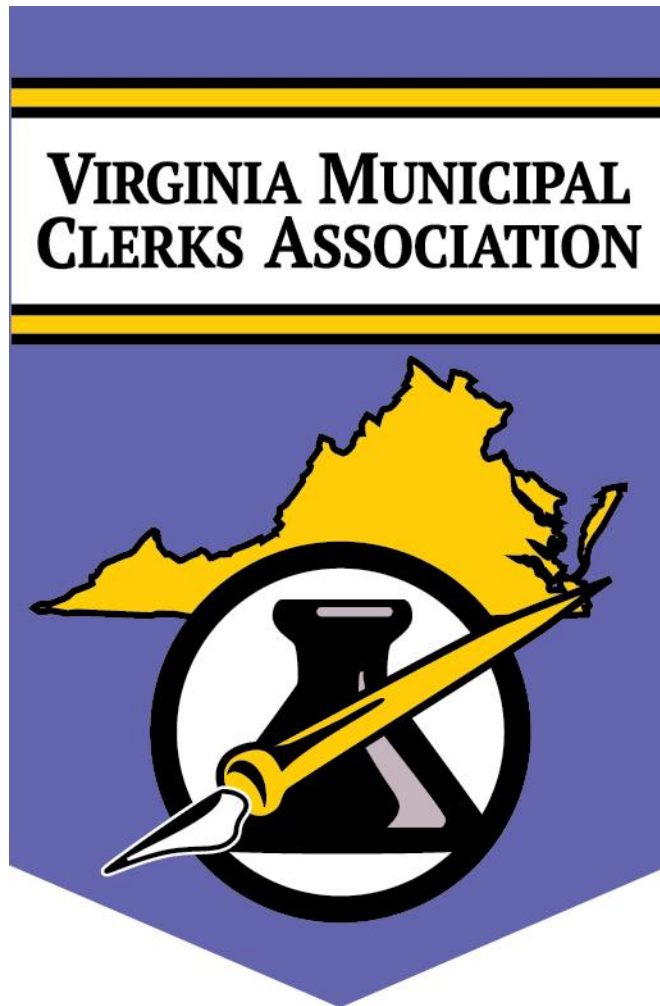
2022 – Town of Abingdon

2023 – \_\_\_\_\_

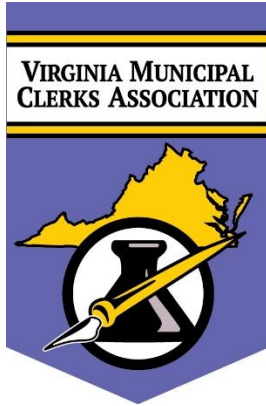
Upcoming IIMC Region II Conference:

2021 – Williamsburg, VA

# VMCA



# INSTALLATION OF OFFICERS



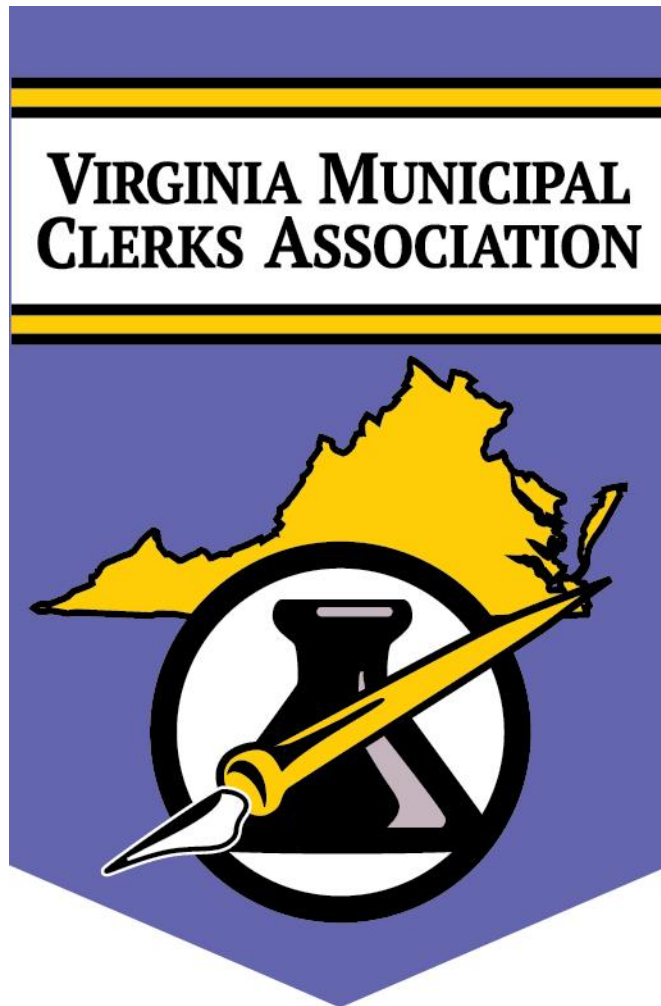
# Virginia Municipal Clerks Association

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IIMC Region II Director, Diane Pflugfelder, will administer the oath of office to the 2020-2021 VMCA President and Executive Committee.

I, **(NAME)**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the Commonwealth of Virginia; that I will perform the duties of **(NAME OF OFFICE)** to the best of my ability; and will uphold the Mission of the Virginia Municipal Clerks Association, to abide by the ethics of IIMC, and to always remember my obligation and duties to my local government and its citizens.

# VMCA



# ADJOURNMENT