

# **2024 Annual Business Meeting**

Virginia Municipal Clerks Association

April 18, 2024

Charlottesville, VA

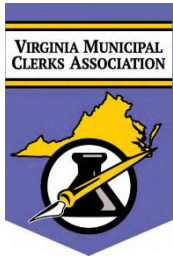


Teresa Saeed, MMC, President

Deputy Clerk to the Board

County of James City





# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## 47<sup>TH</sup> Annual Business Meeting Agenda

Thursday, April 18, 2024

12:00 P.M.

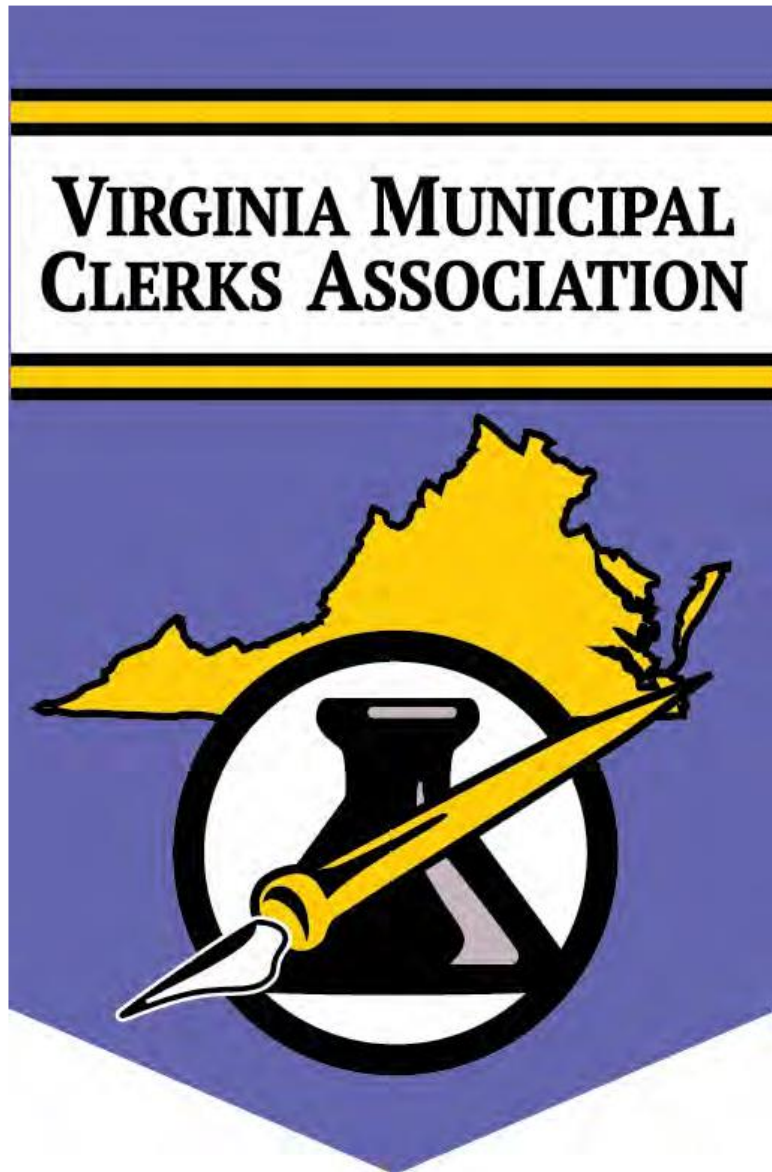
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1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes
4. 2023 – 2024 Board and Committee Reports
  - a. Executive Committee Reports
    - President – Teresa Saeed, MMC
    - First Vice President – Katherine Glass, MMC
    - Second Vice President – Kim Ellis, MMC
    - Treasurer – Jennifer Green
    - Secretary – Kaylyn McCluster, CMC
    - Historian – Keia Waters, CMC
    - Parliamentarian – Travis Morris, MMC
    - Immediate Past President – Tanya Brackett, CMC
  - b. Region Director Reports
    - Region I – Vacant
    - Region II – Kimberly Kingsley, CMC
    - Region III – Amy Keller, MMC
    - Region IV – Lorraine Spalding, CMC
    - Region V – Kaylyn McCluster, CMC
    - Region VI – Grace Redden-Tamblyn
    - Region VII – Vacant
    - Region VIII – Wanda Watkins, MMC
    - Region IX – Camisha Brown, CMC
    - Region X – Patricia “Trish” Cronin, CMC
  - c. Committee Chair Reports
    - Audit Committee
    - Budget Committee
    - Bylaws Committee
    - Clerk of the Year Committee
    - Education/Professional Development Committee
    - Newsletter Committee
    - Nominating Committee
    - Scholarship Committee
    - Website Committee

- d. 2023 Annual Institute and Academy Report – Christina Draper, Institute Director
5. New Business
  - a. Professional Municipal Clerks Week Proclamation
  - b. By-laws Amendment
6. Recognition of 2023-2024 CMCs, MMCs, and Athenian Leadership Society Fellows
7. Election of Executive Committee for 2024-2025
  - a. Proposed Slate of Officers:
    - President – Katherine Glass, MMC
    - First Vice President – Kimberly Ellis, MMC
    - Second Vice President – Camisha Brown, CMC
    - Treasurer – Jennifer Green
    - Secretary – Kaylyn McCluster, CMC
    - Historian – Mina Barberis, MMC
    - Parliamentarian – Travis Morris, MMC
    - Immediate Past President – Teresa Saeed, MMC
8. Adoption of Proposed 2024-2025 Organization Budget
9. Upcoming and Future Conferences
  - 2024 IIMC Annual Conference – Calgary, Alberta, Canada, May 19-22, 2024
  - 2024 Institute and Academy Conference – Richmond, VA, October 14-16, 2024
  - 2025 IIMC Region II Conference – Henrico, VA, January 21-24, 2025
  - 2025 VMCA Annual Business Meeting – Virtual, April 2025
  - 2025 IIMC Annual Conference – St. Louis, MO, May 18-21, 2025
10. Adjournment

# **2024 Annual Business Meeting**

## Agenda Item 3 – Approval of Minutes



**Virginia Municipal Clerk's Association**  
**Annual Business Meeting**  
**2023 VMCA Annual Conference**  
**Hotel Madison and Shenandoah Conference Center**  
**710 S. Main Street, Harrisonburg, VA 22801**

**MINUTES**

**Thursday, April 20, 2023**

Tanya Brackett, President, Henrico County

Katherine Glass, 1st Vice President, City of Hampton

Teresa Saeed, 2nd Vice President, James City County

Patricia Cronin, Treasurer, Gloucester County

Kaylyn McCluster, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

**1. Call to Order & Roll Call**

Tanya Brackett, President, called the Meeting to order at 5:11 PM. Libby Hume, Immediate Past President, and Travis Morris, Parliamentarian, were not in attendance. There were approximately 65 members of the Association at the Annual Conference and in attendance at the Business Meeting.

**2. Adoption of Agenda**

Martha Rodenburg, Member, made a motion, which was seconded by Laura Passos, Member, to adopt the agenda. The motion passed unanimously.

**3. Approval of Minutes**

- April 28, 2022 Annual Business Meeting
- April 29, 2022 Executive Committee Meeting
- May 13, 2022 Executive Committee Meeting
- July 15, 2022 Executive Committee Meeting
- October 21, 2022 Executive Committee Meeting
- December 9, 2022 Executive Committee Meeting
- February 22, 2023 Executive Committee Meeting (held virtually)
- March 1, 2023 Executive Committee Meeting (held virtually)

Michelle Watkins, Member, made a motion, which was seconded by Pam Wallace, Member, to adopt the minutes as presented. The motion passed unanimously.

**4. 2022-2023 Board and Committee Reports**

- Executive Committee Reports
- Region Director Reports
- Committee Chair Reports - \*Dianne Ingram, Nominating Committee Chair, was absent so Teresa made changes for her. The Education and Professional Committee has a Member who has chosen to step down, so the new Chair will be Martha Rodenburg, with Members being Eileen Boeing, Kaylyn McCluster, Pam Wallace, Alicia Finney, Ashley Clatterbuck, and Laura Passos. Also, the Clerk of the Year Report was submitted late but it will be added in and be made part of the permanent record.
- 2022 Annual Institute and Academy Report

Katherine Glass, 1<sup>st</sup> Vice President, made a motion, which was seconded by Camisha Brown, Member, to adopt the reports as submitted, with the amendment and addition as Teresa stated. The motion passed unanimously.

## 5. **Unfinished Business**

None.

## 6. **New Business**

- Professional Municipal Clerk's Week Proclamation

Tanya Brackett, President, presented the Proclamation in recognition of all Clerks, and thanked the Clerks in attendance for their continued dedication to our localities and to our profession.

## 7. **Recognition of 2022-2023 CMC's, MMC's, and Athenian Leadership Society Fellows**

Tanya Brackett, President, recognized Members who achieved their CMC, MMC, or Athenian Leadership Society Fellows during 2022-2023.

## 8. **Election of Executive Committee for 2023-2024**

- President – Teresa Saeed, CMC
- First Vice President – Katherine Glass, CMC
- Second Vice President – Kimberly Ellis, MMC
- Treasurer – Jennifer Green
- Secretary – Kaylyn McCluster, CMC
- Historian – Keia Waters, CMC
- Parliamentarian – Travis Morris, CMC
- Immediate Past President – Tanya Brackett, CMC

Pam Wallace, Member, made a motion, which was seconded by Shelley Kozlowski, Member, to adopt the slate of Officers as presented. The motion passed unanimously.

## **9. Adoption of Proposed 2023-2024 Organization Budget**

Patricia Cronin, Treasurer, stated she received an email from the credit card processing company yesterday that they are raising their fees, thus needing an increase from the amount that was listed in the packet. This increases the credit card processing fees by \$25 to \$250 and reducing the undesignated expenses from \$275 to \$250.

Laura Passos, Member, made a motion, which was seconded by Grace Tamblyn, Member, to adopt the Budget as presented with the amendments. The motion passed unanimously.

## **10. Upcoming and Future Conferences**

- 2023 IIMC Annual Conference – Minneapolis, MN, May 14-17, 2023
- 2023 Institute and Academy Conference – Virginia Beach, VA, October 9-12, 2023
- 2024 IIMC Region II Conference – Dewey Beach, DE, January 9-12, 2024
- 2024 VMCA Annual Conference – Culpeper, VA, April 2024
- 2024 IIMC Annual Conference – Calgary, Alberta, Canada, May 19-22, 2024
- 2025 IIMC Region II Conference – Virginia Host

## **11. Adjournment**

Patricia Cronin, Treasurer, made a motion, which was seconded by Aimee Mann, to adjourn. The motion passed unanimously, and the meeting was adjourned at 5:24 PM.

**Virginia Municipal Clerk's Association**  
**Executive Committee Meeting**  
**2023 VMCA Annual Conference**  
**Hotel Madison and Shenandoah Conference Center**  
**710 S. Main Street, Harrisonburg, VA 22801**

**MINUTES**

**Friday, April 21, 2023**

Teresa Saeed, President, James City County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Jennifer Green, Treasurer, City of Hampton

Kaylyn McCluster, Secretary, Pittsylvania County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle

Tanya Brackett, Immediate Past President, Henrico County

**1. Call to Order & Roll Call**

Teresa Saeed, President, called the Meeting to order at 7:32 AM. Kaylyn McCluster, Secretary, took the roll with all Members being present.

**2. New Business**

Teresa Saeed, President, mentioned how she liked the Meetings being once a quarter and plan to continue that into this year. She also stated an RFP needs to be put together for the Institute and Academy Director contract because the contract ends May 2025. Any ideas for items to be included in the RFP are welcomed, and there was mention that the education for the Annual Conference be included in the contract. This will allow the points to be maximized if they sign off on those sessions, and also assists Clerks with their point attainment. Katherine Glass, 1<sup>st</sup> Vice President, recommended reaching out to the BZA and PC Academies and see if they will share those RFP's to allow comparison. Travis Morris, Parliamentarian, suggested asking Christina with VCU to modify our current agreement to prevent us from having to start new with IIMC. Kaylyn McCluster, Secretary, mentioned the courses used to be separated between new/first year clerks, and more experienced clerks. It would be nice to reintroduce this concept to see if it increases attendance. Travis Morris, Parliamentarian, requested having a Meeting with the Education Committee Chair, President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President for him to share what he has outlined for Pennsylvania for feedback.

General discussion ensued about the January 2025 Region II Meeting that will be hosted in Virginia. Katherine Glass, 1<sup>st</sup> Vice President, pointed out that this creates a challenge with clerks being able to attend both the Region II Conference and the VMCA Annual Conference since they will be so

close together. She recommended combining those conferences in the year that Virginia hosts, to allow clerks to attend both. Travis Morris, Parliamentarian, suggested moving the education portion of the conference to January and keep the VMCA Meeting in April. Katherine Glass, 1<sup>st</sup> Vice President, agreed with Travis and suggested the Annual Meeting still be held in April, with the possibility of doing a one-day education session and the Annual Meeting.

It was also mentioned that the Committee start the Bylaws Project. This could take several years, and we could work on it in small portions.

### **3. Adjournment**

Teresa Saeed, President, adjourned the Meeting at 7:52 AM.

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**Virginia Municipal Clerk's Association**  
**Executive Committee Meeting**  
**James City County Administration Building**  
**101 D Mounts Bay Road, Williamsburg, VA 23185**

**MINUTES**

**Friday, June 23, 2023**

Teresa Saeed, President, James City County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Jennifer Green, Treasurer, City of Hampton

Kaylyn McCluster, Secretary, Pittsylvania County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle

Tanya Brackett, Immediate Past President, Henrico County

**1. Call to Order & Roll Call**

Teresa Saeed, President, called the Meeting to order at 11:06 AM. Keia Waters, Historian, was not in attendance. Kimberly Ellis, 2<sup>nd</sup> Vice President, and Travis Morris, Parliamentarian, participated virtually.

**2. New Business**

a. IIMC Region 2 Conference Planning for 2025

The Committee discussed the IIMC Region 2 Conference being in Virginia in 2025 and how it could affect the Annual Conference. One suggestion was to only have a 1 ½ day Annual Conference and Business Meeting. Hold an Athenian Dialogue the first day, have the Business Meeting that night, and then ½ day of class on Friday.

b. Update on upcoming Institute and Academy Conference

General discussion ensued about the upcoming Institute and Academy to be held in VA Beach. The Committee also discussed the previous Conference and the small number of points that were able to be attained, as well as the full day classes. Suggestions were made for future conferences to explore the idea of holding a Pre-Conference, two days of classes, then an Athenian the day after to allow Clerks to obtain more points while being there if they choose to participate in all four days.

c. Update on 2024 Annual Conference in Culpeper County

Kimberly Ellis, 2<sup>nd</sup> Vice President, presented an update about the 2024 Conference and stated there had been some issues with the hotel in her area, and the possibility of needing to hold the

Conference in a different location.

d. Kick start the amendment of the bylaws process

Teresa Saeed, President, spoke on the need to kick-start the amendment of the Bylaws. Katherine Glass, 1<sup>st</sup> Vice President, agreed to divide the Bylaws and the Standards of Operation into sections and send to all Executive Committee Members for everyone to review and submit their recommended revisions to Jennifer Green, Treasurer, to compile.

**3. Old Business**

a. Brief discussion and next steps for Education Contract (Institute Director)

Travis Morris, Parliamentarian, stated he would contact Dr. Bea with IIMC and invite her to have a conversation with Teresa and Katherine to discuss new requirements for contract revisions.

**4. Good of the Order**

Jennifer Green, Treasurer, stated that all dues were set up in the system. It had also been brought to her attention that there may be the need for a potential change of the classification of a “Deputy Member,” to an “Additional Full Member.”

There was consensus to hold the next Executive Committee Meeting on August 31, 2024, at 12:00 PM, in Culpeper.

**5. Adjournment**

Teresa Saeed, President, adjourned the Meeting at 1:27 PM.

**Virginia Municipal Clerk's Association**  
**Executive Committee Meeting**  
**Culpeper County Administration Building**  
**302 North Main Street, Culpeper, VA 22701**

**MINUTES**

**Thursday, August 31, 2023**

Teresa Saeed, President, James City County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Jennifer Green, Treasurer, City of Hampton

Kaylyn McCluster, Secretary, Pittsylvania County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle

Tanya Brackett, Immediate Past President, Henrico County

**1. Call to Order & Roll Call**

Teresa Saeed, President, called the Meeting to order at 12:00 PM. Keia Waters, Historian, Kaylyn McCluster, Secretary, and Travis Morris, Parliamentarian were not in attendance.

**2. New Business**

a. Update on upcoming Institute and Academy Conference

The Committee discussed the upcoming Institute and Academy Conference and stated there are a lot of scholarships to be awarded. Jenn Green agreed to facilitate a roundtable discussion on Council and Board Orientation. It was also brought to attention that the current Chair of the Education Committee, Martha Rodenburg, has resigned and Ashley Clatterbuck has agreed to step in and fill that position.

b. Update on 2024 Annual Conference in Culpeper County

Kim Ellis stated the Conference is planned for April 17 – 19, 2024. There was consensus to reach out to Mina and see if she would assist with the education write ups for the Conference, and Teresa plans to ask VCU if they are willing to assist with the pre-conference. It was also suggested that “*Gloss vs Wheeler*” be a topic for the legislative update.

**3. Old Business**

a. IIMC Region 2 Conference Planning for 2025

The Committee discussed the Region 2 Conference being in January/February 2025 and

potentially holding it in Henrico. This will need to be facilitated by the conference planning committee and there will be an open invitation for volunteers sent out the first week of February. It was suggested to merge the 2025 VMCA Annual Conference with the 2025 Region 2 Conference since we currently haven't assigned that to a locality, and it would allow better attendance. The VMCA Annual Meeting and Banquet could still be held in April, possibly in Williamsburg.

b. Brief discussion and next steps for Education Contract (Institute Director)

Discussion ensued about next steps for the education contract and the potential of including assistance with the Annual Conferences as well. It would be ideal if VCU were willing to work with VMCA and revise the current contract to meet our current and future needs.

c. Amendment of the Bylaws

All members are currently still reviewing the Bylaws and Procedures and Standards and will return to Jenn and Katherine by midweek next week, so they are able to compile all of the information.

#### **4. Good of the Order**

Jenn Green noted that there had been a drop in membership but questioned why. There was a suggestion to align the association with a cause and create a video to market the organization better and outline the benefits of Clerks joining the association. Currently IIMC has 200 members from VA, but VMCA only has 162 members. Next steps included gathering a list of IIMC Members and comparing with VMCA, and figuring out if it could potentially be due to email failure or other simple explanations as oversight. It was recommended to make a phone call to the locality's Clerk (call them directly) and/or to send a letter to the Managers/Administrators of the unrepresented localities. VMCA offering a State Certification could prove very beneficial, as well as partnering with VML, VACo, and/or Sorenson. The Region Directors could also reach out to those localities within their Regions who aren't represented and offer the invitation of joining and the positive impacts it could have for them.

#### **5. Adjournment**

Teresa Saeed, President, adjourned the Meeting at 2:31 PM.

**Virginia Municipal Clerk's Association**  
**Executive Committee Meeting**  
**Sheraton Virginia Beach Oceanfront Hotel**  
**3501 Atlantic Avenue, Virginia Beach, VA 23451**

**MINUTES**

**Thursday, October 12, 2023**

Teresa Saeed, President, James City County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Jennifer Green, Treasurer, City of Hampton

Kaylyn McCluster, Secretary, Pittsylvania County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle

Tanya Brackett, Immediate Past President, Henrico County

**1. Call to Order & Roll Call**

Teresa Saeed, President, called the Meeting to order at 9:19 AM. Keia Waters, Historian, and Travis Morris, Parliamentarian, were not in attendance.

**2. New Business**

No New Business to discuss.

**3. Old Business**

**a. IIMC Region 2 Conference Planning for 2025**

Christina Draper, VCU Program Manager and School Liaison, agreed to assist VMCA with Region 2 Conference Planning. There were questions raised about the education and food costs, but agreed we could discuss more in detail at future meetings.

**b. Update on 2024 Annual Conference in Culpeper County**

Due to issues surrounding hotel availability in Culpeper County, the Conference will be held in Charlottesville at the Double Tree on April 17 - 19, 2024. No deposit was required, and Kim and Ashley will continue to work on those conference items.

**c. Amendment of the By-laws**

Each member of the Executive Committee has a copy of the By-laws and the VMCA Procedures and Standards of Operation to review and make any changes. All revisions must be submitted by November 16, 2023, to Teresa Saeed in Word format and she will compile all information and send to everyone. There was consensus of the Committee to hold the next Meeting on January 26,

2024, in Hampton.

**4. Good of the Order**

Kaylyn McCluster, Secretary, mentioned to spread the word about anyone attending the IIMC Conference in Canada will need a book passport if flying to and from the Conference.

**5. Adjournment**

Teresa Saeed, President, adjourned the Meeting at 10:43 AM.

DRAFT

**Virginia Municipal Clerk's Association**

**Executive Committee Meeting**

**City of Hampton; Lawson Conference Room; 8th Floor; Hampton City Hall**

**22 Lincoln Street; Hampton, VA 23669**

**MINUTES**

**Friday, February 16, 2024**

Teresa Saeed, President, James City County

Kaylyn McCluster, Secretary, Pittsylvania County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Keia Waters, Historian, City of Alexandria

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Travis Morris, Parliamentarian, Albemarle

Jennifer Green, Treasurer, City of Hampton

Tanya Brackett, Immediate Past President, Henrico County

**1. Call to Order & Roll Call**

Teresa Saeed, President, called the Meeting to order at 11:33 AM. Keia Waters, Historian, was not present at Roll Call, but joined the Meeting via zoom at 11:49 AM. Kimberly Ellis, 2<sup>nd</sup> Vice President; Travis Morris, Parliamentarian; Kaylyn McCluster, Secretary; and Keia Waters, Historian; participated virtually.

**2. New Business**

**a. Mina Barberis – Concern over IIMC Points**

Mina Barberis was present via zoom and discussed her concerns over the amount of IIMC points being earned at conferences. There is concern of the points being earned for the in-person experience are equivalent to a lot of the online experiences now. The big difference is that when classes are offered through an Institute or an Institute Director, they allow one point per two hours, whereas it is one point per four hours through a traditional conference. It was suggested to entertain the idea of asking VCU to handle the education component at the State conferences. It was also suggested to change the conference structure to include pre-conference sessions and Athenians, potentially increasing points. To help Clerks earn credits without having to attend a conference or Institute, it was recommended to reach out to the Education Committee and see if they could come up with classes each month that could be held virtually, or for the Region Directors to hold sessions quarterly. This will be discussed in the renegotiation process with VCU. Mina Barberis left the meeting.

**b. Update from VCU about Institute and Academy Conferences**

Christina Draper reached out to Teresa and stated that the Institute and Academy is going back to Richmond this year and they are looking at the Westin on West Broad Street. She said in the coming weeks, they'll be reaching out to the Education Committee, sharing the results from last

year's session topics, and making their plans for Institute and Academy sessions for this year, and they will continue the collaboration with the Wilder School of Government and Public Affairs. The contract with VCU expires March 1, 2025 and there was discussion about appointing a subcommittee for the MOA process. It was also recommended that our Institute Director attend the IIMC Colloquium to give them the opportunity to meet the other Institute Directors and be sure we are on the right path. We could entertain adding a sentence that pertains to this in the new MOA.

#### c. Scholarship Issues

Teresa Saeed stated a Clerk reached out to her stating that she had received a scholarship for the Institute and Academy, and she attended every session, she just failed the assessment for one of those classes. Much discussion ensued regarding the failed assessment, and how many other clerks could have potentially failed this assessment and are missing their points. Teresa stated she would reach out to VCU and see if there could be an assessment done so the points are able to be awarded to this Clerk.

### **3. Old Business**

#### a. 2024 Annual Conference Update

The 2024 Annual Conference is being hosted by Kim Ellis from Culpeper and is being held in Charlottesville this year from April 17 – 19. There was discussion regarding the possibility of rotating the annual conferences among regions to reduce the workload and give localities a chance to host. There was also a recommendation to get a long-term, multi-year agreement with a hotel to potentially alleviate the issues with finding a hotel. It was recommended to develop a Conference Committee that will assist with the location host and not have to reinvent the wheel each year for the Annual Conference.

#### b. 2025 IIMC Region 2 Conference

There was discussion about not having an Annual Conference in 2025 because of the IIMC Region 2 Conference, and the possibility of holding the Business Meeting electronically. This will require a change to the current By-laws.

#### c. Amendment of the By-laws

Revisions to the By-laws were discussed and developing a By-law Committee was recommended. Travis recommended finding a Past-President who would chair this Committee and then compose the committee of Past Presidency, so it is comprised with members who have experience. If there are specific requests at the present time, Teresa directed everyone to send them to her by the end of the week to be voted on at the upcoming Business Meeting in April. It was also recommended that there be a yearly calendar set in the Procedures and Standards of Operation where the dates are set out by month with expectations for Executive Committee Members, Region Directors, Committee Chairs, etc.

**4. Good of the Order**

Travis Morris, Parliamentarian, stated he was going to send out the email for Conference registration next Friday.

**5. Adjournment**

Teresa Saeed, President, adjourned the Meeting at 1:57 PM.

DRAFT

**Virginia Municipal Clerk's Association**  
**By-laws Revision voted on by Executive Committee**  
**Thursday, February 29, 2024**

Teresa Saeed, President, James City County

Katherine Glass, 1<sup>st</sup> Vice President, City of Hampton

Kimberly Ellis, 2<sup>nd</sup> Vice President, Culpeper County

Jennifer Green, Treasurer, City of Hampton

Kaylyn McCluster, Secretary, Pittsylvania County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle

Tanya Brackett, Immediate Past President, Henrico County

On Thursday, February 29, 2024, at 1:09 PM, Teresa Saeed, President, sent the following email to the voting Members of the Executive Committee.

**From:** Teresa Saeed

**Sent:** Thursday, February 29, 2024 1:09 PM

**To:** Katherine Glass <[kkglass@hampton.gov](mailto:kkglass@hampton.gov)>; Kim Ellis <[kellis@culpepercounty.gov](mailto:kellis@culpepercounty.gov)>; Kaylyn McCluster <[kaylyn.mccluster@pittgov.org](mailto:kaylyn.mccluster@pittgov.org)>; Keia Waters <[keia.waters@alexandriava.gov](mailto:keia.waters@alexandriava.gov)>; [greenjc@nnva.gov](mailto:greenjc@nnva.gov); Travis Morris <[tmorris2@albemarle.org](mailto:tmorris2@albemarle.org)>

**Subject:** Please respond ASAP

**Importance:** High

Hello Everyone,

Travis has brought it to my attention that we need to make a by-law revision at the Annual Meeting in April 2024. Since we have discussed not having an Annual Conference in 2025 because of the IIMC Region 2 Conference, then we need to change the by-laws to allow the Annual Meeting to be held electronically. As of now, that is not possible.

Below is the text of the change. Please respond back ASAP with your vote of Yay or Nay. Then I will send it to the By-laws chair and get their approval before we post it online to the membership.

Thanks!

**Article VIII – Meetings**

**SECTION 4. Electronic Meetings**

**Current:** The executive committee, standing committees, and special committees are authorized to meet by telephone conference or through other electronic media so long as all members can participate in the meeting. Minutes and a written record shall be made of all actions taken.

**Proposed:** The annual assembly of members, the Executive Committee, standing committees, and special committees are authorized to meet ~~by telephone conference or through other~~ electronic means ~~media~~ so long as all ~~members can participate~~ participants may simultaneously hear each other and participate in the meeting. Minutes and a written record shall be made of all actions taken.

**If Adopted:** The annual assembly of members, the Executive Committee, standing committees, and special committees are authorized to meet through electronic means so long as all participants may

simultaneously hear each other and participate in the meeting. Minutes and a written record shall be made of all actions taken.

**Teresa J. Saeed, MMC**

Deputy Clerk to the Board of Supervisors  
23/24 President, Virginia Municipal Clerks Association



Board of Supervisors  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23187  
P: (757) 253-6609  
[jamescitycountyvva.gov](http://jamescitycountyvva.gov)

The voting members of the Executive Committee approved the changes as outlined and the votes are below:

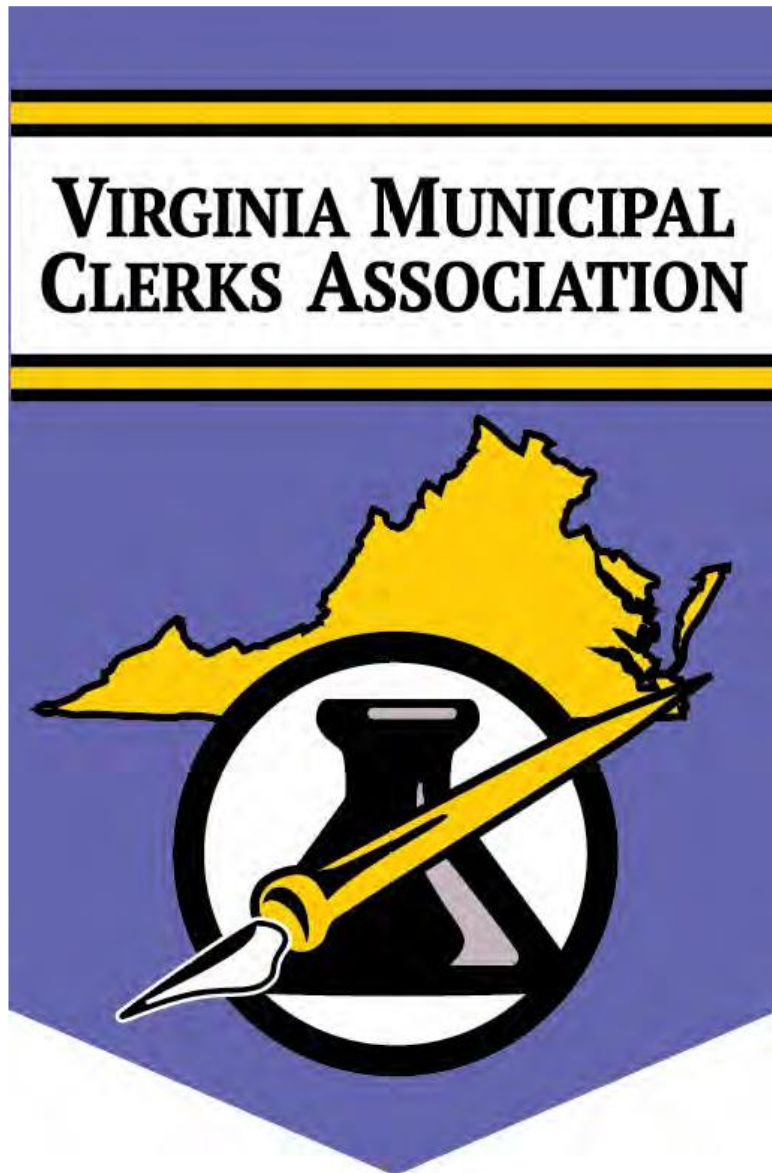
- 1:09 pm – Teresa Saeed, President, voted Yay
- 1:12 pm – Jennifer Green, Treasurer, voted Yay
- 1:14 pm – Kaylyn McCluster, Secretary, voted Yay
- 1:16 pm – Katherine Glass, 1<sup>st</sup> Vice President, voted Yay
- 1:20 pm – Kim Ellis, 2<sup>nd</sup> Vice President, voted Yay

The Executive Committee gives their approval.



# **2024 Annual Business Meeting**

## **Agenda Item 4a – Executive Committee Reports**





Teresa J. Saeed, MMC, Deputy Clerk  
James City County Board of Supervisors  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23187  
P: (757) 253-6609  
[teresa.saeed@jamescitycountyva.gov](mailto:teresa.saeed@jamescitycountyva.gov)

## **Report from the VMCA President**

Dear Members,

I am honored to serve as your Association President and to highlight the incredible work and dedication of our Virginia Municipal Clerks. As an organization, we are deeply committed to upholding the highest standards of professionalism and continuing education for our members.

### **Core Values**

A key pillar of our Association is the pursuit of professional status and certification for all municipal clerks. We firmly believe that attaining the Certified Municipal Clerk (CMC) credential and progressing to the prestigious Master Municipal Clerk (MMC) certification is essential for elevating the role of the municipal clerk and ensuring the efficient and effective operation of local government. Our objectives are clear:

1. Promote education and certification of municipal clerks.
2. Advocate for better municipal government.
3. Increase the efficiency of municipal clerks' operations.
4. Monitor and respond to relevant federal, state, and local legislation.
5. Educate the public and our colleagues on the vital role of the municipal clerk.

### **Accomplishments**

I am proud to report that our Association has made significant strides in achieving these objectives. This year, we have:

- Welcomed 5 new Athenian Fellows into our ranks, recognizing their exceptional leadership and contributions to the profession.
- Celebrated the accomplishments of 15 new Certified Municipal Clerks and 7 new Master Municipal Clerks, who have demonstrated their commitment to continuous learning and professional development.
- In the IIMC Region 2, VMCA has the highest number of CMCs, MMCs, and Athenian Fellows.

These achievements are a testament to the hard work and dedication of our members, and I am confident that we will continue to build upon this momentum in the years to come.

### **Looking Forward**

As we look to the future, I encourage all of our members to embrace the core values of our Association and to strive for the highest levels of professional excellence. Education and professional development are essential in navigating the ever-changing landscape of the Municipal Clerk profession. Together, we can

elevate the role of the municipal clerk, enhance the efficiency of local government, and better serve the communities we represent.

### **Active Engagement**

I continue to encourage you to be active members of your region and the Association. Our Association is a strong and vibrant community, thanks to the tireless efforts of the Executive Committee, the Committee Chairpersons, and the Regional Directors. Your participation and involvement are crucial to the continued success and growth of our organization.

Thank you for your continued support and dedication to our Association. It is through your collective efforts that we are able to uphold the highest standards of professionalism and make a meaningful impact on local government and the communities we serve. I look forward to working alongside each of you as we embark on another year and strive to achieve even greater heights in the years to come.

Sincerely,

*Teresa J. Saeed*

Teresa J. Saeed, MMC  
VMCA President, 2023-2024



COUNCIL OFFICE:  
757-727-6315

**KATHERINE K. GLASS**  
CLERK OF COUNCIL

OFFICE FAX:  
757-728-3037

April, 2024

Teresa J. Saeed, MMC  
VMCA President  
Deputy Clerk  
James City County  
101D Mounts Bay Road  
Williamsburg, VA 23185

Dear Teresa:

I must begin with a personal and sincere thank you to you for stepping in as President of our association a year earlier than anticipated. The fact that I was able to step back a bit from VMCA service during my mother's illness and passing demonstrates the love, commitment, and understanding we have for each other in our work as Clerks.

I believe our association continues our post-Covid rebuilding and you have been instrumental in leading us concerning improved conference planning, in tackling our organization's bylaws, and in our excellent relationship with Virginia Commonwealth University, our Institute and Academy partner.

I am also very grateful that you will continue serving Virginia Clerks as we plan to host the IIMC Region 2 Conference next January. It is an exciting time for our association and I encourage our fellow clerks to raise their hands and volunteer to serve with this effort and/or on a VMCA committee.

It has been my pleasure to support you over the past year and to serve with you and an amazing group of individuals on the Executive Board. I look forward to continuing the work we began this past year under your leadership and continuing to work together in the 2024-2025 membership year.

Sincerely,

Katherine K. Glass, CMC

"OLDEST CONTINUOUS ENGLISH-SPEAKING SETTLEMENT IN AMERICA - 1610"

22 LINCOLN STREET, HAMPTON, VA 23669-3591  
KKGLASS@HAMPTON.GOV

Greetings From Culpeper,

This year has gone by so quickly and I have learned so much while serving as the 2<sup>nd</sup> VP. The better part of this year I have spent planning for the Annual VMCA Conference and, honestly, without the help of Ashley Clatterbuck and Travis Morris I'm just not sure where I would be with it all, so a big shout out to them for all their support.

Although my main role as 2<sup>nd</sup> VP is to encourage new memberships - I'm happy to report that we have 12 new members, just since January 2024. It is outstanding to have the networking and support that everyone in the Association shares, as we all aspire to be the best that we can be.

I thought it was interesting to share with you that only 9.7% of clerks from around the world have obtained their MMC. This percentage denotes what a prestigious accomplishment this truly is. Additionally, I wanted to share with you that Virginia has a total of 40 Clerks that hold the MMC certification out of its 195 members. So, CHEERS to those of you that have persevered and obtained your MMC and CHEERS to those of you that continue to persevere towards this achievement.

In the words of Marie Curie...

"We must have perseverance and above all confidence in ourselves. We must believe that we are gifted for something, and that this thing must be obtained."

With that being said, I hope that you achieve your own version of success and happiness and focus your time and energy on what truly matters to you.

It's been a pleasure serving as your 2<sup>nd</sup> VP and I'm looking forward to seeing what the future holds.

With Gratitude,



Kimberly Ellis, MMC  
VMCA 2<sup>nd</sup> VP



# CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC  
CITY CLERK

(757) 926-8634 OFFICE  
(757) 926-8599 FAX

March 25, 2024

Teresa J. Saeed, MMC  
President, Virginia Municipal Clerks Association  
Deputy Clerk to the Board of Supervisors  
County of James City  
101 Mounts Bay Road  
Williamsburg, Virginia 23185

Dear President Saeed:

I would like to submit to the membership of the Virginia Municipal Clerks Association the following Treasurer's Report for the period of July 1, 2023 to February 29, 2024.

After performing a check with previous conference hosts, the President's Gavel/Block and Seal Plaque, both gifts from previous VMCA Presidents, are no longer in our inventory. We will continue to make inquiries as to their current location and bring them back into the inventory when possible.

I want to thank the membership for their patience and understanding this year. Learning the duties of Treasurer is no easy feat, especially when changing both job roles and municipalities in the middle of my term. I look forward to providing better service in this role this coming year, should the membership choose to honor me with it again.

I will be available at the annual meeting in April to answer any questions regarding the report.

Sincerely,

Jennifer Green  
Treasurer

Attachment

**VIRGINIA MUNICIPAL CLERKS ASSOCIATION  
REPORT OF THE TREASURER  
JULY 1, 2023 - FEBRUARY 29, 2024**

Balance in Checking – July 1, 2023 **\$42,649.96**

**RECEIPTS**

➤	Membership Dues <sup>1</sup>	\$4,543.40	
➤	2024 VMCA Conference Registrations	6870.92	
➤	2024 VMCA Conference Sponsorships	3,550.00	
TOTAL RECEIPTS			<u>\$15,016.09</u>
			<b>\$57,666.05</b>

**EXPENSES**

➤	Website <sup>2</sup>	\$1,100.00	
➤	2023 Scholarship Reimbursements <sup>3</sup>	4,433.50	
➤	2024 VMCA Conference Expenses	1,000.00	
➤	Monthly Credit Card Processing Fee	89.60	
➤	Postage	68.30	
➤	Miscellaneous Expenses	7.95	
TOTAL EXPENSES			<u>\$6,699.35</u>
Balance in Checking – February 29, 2024			<b>\$50,996.70</b>

**FY2024 REMAINING ENCUMBRANCES**

➤	Next IIMC Region II Conference in Virginia <sup>4</sup>	\$3522.83	
➤	Office Supplies & Postage	81.70	
➤	President's Expenses	1,000.00	
➤	Scholarship Funds (unused carryover to FY25)	8,781.22	
➤	Awards (CMC, MMC, Clerk of the Year, President's Plaque) <sup>5</sup>	1,450.00	
➤	Website Expenses <sup>6</sup>	104.75	
➤	FY24 Conference <sup>7</sup>	10,420.92	
➤	Undesignated Expenses	<u>267.05</u>	
			<b>25,628.47</b>
			<b><u>\$25,368.23</u></b>

**VMCA INVESTMENTS**

➤	Bank of America – CD (Maturity Date: 12/2024)	<u>\$12,257.37</u>	
			<b><u>\$12,257.37</u></b>

<sup>1</sup> Net Amount – credit card fees and refunds deducted. \$1,273.85 FY24 dues paid in June 2023 not included.

<sup>2</sup> Annual Hosting Fee.

<sup>3</sup> Scholarship Committee Awarded \$6,195. All funds not yet claimed.

<sup>4</sup> Rolled over from FY23.

<sup>5</sup> Awards on order in March for April Conference.

<sup>6</sup> Includes remaining monthly credit card processing fee and domain registration fee.

<sup>7</sup> Conference costs expected in April.

**2023-2024 MEMBERSHIP AS OF FEBRUARY 29, 2024**

131	Municipalities
186	Full Members
5	Associate/Affiliate Members
1	Retired Members
0	Corporate Members

**MEMBERSHIP HISTORY**

2022-23	229 <sup>1</sup> and 16 Honorary	2000-01	210 and 12 Honorary
2021-22	235 <sup>1</sup> and 16 Honorary	1999-00	179 and 13 Honorary
2020-21	220 <sup>1</sup> and 23 Honorary	1998-99	179 and 13 Honorary
2019-20	173 and 23 Honorary	1997-98	209 and 13 Honorary
2018-19	190 and 21 Honorary	1996-97	191 and 12 Honorary
2017-18	192 and 18 Honorary	1995-96	190 and 10 Honorary
2016-17	Information not available	1994-95	189 and 10 Honorary
2015-16	Information not available	1993-94	185 and 10 Honorary
2014-15	Information not available	1992-93	188 and 10 Honorary
2013-14	Information not available	1991-92	176 and 8 Honorary
2012-13	Information not available	1990-91	
2011-12	180 and 12 Honorary	1989-90	
2010-11	196 and 12 Honorary	1988-89	
2009-10	217 and 12 Honorary	1987-88	
2008-09	241 and 12 Honorary	1986-87	
2007-08	260 and 12 Honorary	1985-86	
2006-07	260 and 12 Honorary	1984-85	
2005-06	264 and 12 Honorary	1983-84	
2004-05	246 and 13 Honorary	1982-83	
2003-04	238 and 12 Honorary	1981-82	
2002-03	173 and 12 Honorary	1980-81	
2001-02	215 and 12 Honorary		


<sup>1</sup> Total membership includes full, associate, and retired members.

**VMCA INVENTORY**

- Virginia State Flag with Staff (gift from Town of Elkton, Norma Leap, 1984) (Conference Host)
- 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 (Conference Host)
- VMCA Hand Seal (Secretary)
- Photograph Scrapbooks (Historian)
- Past President Lapel Pins
- VMCA Lapel Pins

**Items Unaccounted For:**

- 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)

  
 Jennifer Green  
 VMCA Treasurer  
 March 25, 2024

March 18, 2024

Teresa J. Saeed, MMC  
President, VMCA  
Deputy Clerk to the Board of Supervisors  
James City County

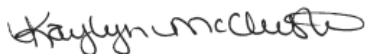
Dear President Saeed,

It has been a pleasure to serve as Secretary of the Virginia Municipal Clerks Association for 2023-2024. During the past year, I attended and submitted minutes for the following Executive Committee Meetings:

- April 20, 2023 Annual Business Meeting in Harrisonburg, VA
- April 21, 2023 Executive Committee Meeting in Harrisonburg, VA
- June 23, 2023 Executive Committee Meeting in Williamsburg, VA
- October 12, 2023 Executive Committee Meeting in Virginia Beach, VA
- February 16, 2024 Executive Committee Meeting in Hampton, VA

As always, thank you for your leadership, guidance, friendship, and continued support; and I thank you for giving me the opportunity to serve as Secretary of the Virginia Municipal Clerks Association. I thoroughly enjoy working with each member of the Executive Committee and I look forward to continuing to serve the Association in the coming year.

Sincerely,



Kaylyn McCluster, CMC  
VMCA Secretary



# City of Alexandria, Virginia

301 King Street, Suite 2300  
Alexandria, Virginia 22314



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

March 20, 2024

Ms. Teresa J. Saeed, CMC, President  
Virginia Municipal Clerks Association  
James City County, Virginia

Dear Madam President:

It has been a pleasure to serve as the Historian for the Virginia Municipal Clerks Association over the past few years and will truly miss serving on the Executive Committee. During this time a lot has changed, but the highlight for me was completing the digitization of the old records... Hello 21<sup>st</sup> century! I hope this is helpful for Mina as she takes on as the next Historian.

The Virginia Municipal Clerks Association Annual Conference was held in Harrisonburg, Virginia on April 19 through 21, 2023. At the Annual Meeting, the 2023-2024 Executive Committee received their oath and the appointments were as follows: President, Teresa Saeed, CMC of the County of James City; First Vice President, Katherine Glass, CMC of the City of Hampton; Second Vice President, Kimberly Ellis, MMC, of Culpepper County; Treasurer, Jennifer Green, of the City of Newport News; Secretary, Kaylyn McCluster, CMC, of Pittsylvania County; Historian, Keia Waters, CMC, of the City of Alexandria; and Parliamentarian, Travis Morris, MMC, of the County of Albemarle.

Throughout 2023, Virginia Clerks had the opportunity to attend the Annual VMCA Conference in Harrisonburg, Virginia; the IIMC Annual Conference in Minneapolis Minnesota; the VMCA Institute and Academy in Virginia Beach, Virginia; the IIMC Region II Conference in Dewey, Delaware, and several online webinars. **Congratulations to everyone** who received their designation as a Certified Municipal Clerk (CMC) and a Master Municipal Clerk (MMC)!

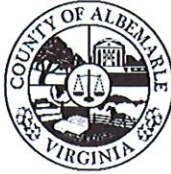
It is my hope that VMCA continues to grow and positively shape the future of all Virginia Clerks. Wish you all much success!

Best,

Keia D. Waters, CMC, Historian

**COUNTY OF ALBEMARLE  
OFFICE OF THE CLERK TO THE BOARD OF SUPERVISORS**

Travis O. Morris  
Senior Deputy Clerk



Grace Tamblin  
Assistant to the Clerk

Claudette Borgersen  
Clerk

March 19, 2024

Dear VMCA Membership:

It has been a great honor to serve as the Parliamentarian for the Virginia Municipal Clerks Association this past year under the leadership of President Saeed.

In the past year, I offered procedural guidance, and from my observation, President Saeed and the Executive Committee followed meeting protocols and procedures.

Lastly, I would like to recognize VMCA's Executive Committee, Region Directors, and Committee Chairs for their commitment to upholding the Virginia Municipal Clerks Association's mission to promote professional development through continuing education and networking opportunities.

President Saeed, Executive Committee members, Region Directors, and Committee Chairs, you are all outstanding leaders. Thank you for all that you do.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Travis O. Morris', is written over the word 'Respectfully,'.

Travis O. Morris, MMC  
VMCA Parliamentarian



COMMONWEALTH OF VIRGINIA  
**COUNTY OF HENRICO**  
P.O. BOX 90775  
HENRICO, VIRGINIA 23273-0775

**BOARD OF SUPERVISORS**

TYRONE E. NELSON, CHAIRMAN  
DANIEL J. SCHMITT, VICE CHAIRMAN  
ROSCOE D. COOPER, III  
JODY K. ROGISH  
MISTY D. WHITEHEAD

March 26, 2024

Teresa J. Saeed, MMC  
President, VMCA  
Deputy Clerk to the Board  
James City County

Dear Madam President:

It has been a pleasure to serve as Past President of the Virginia Municipal Clerks Association under your tenure and to continue to the great work we started when I was president in 2022/2023.

Your leadership as President this year continued to focus on the needs of our clerks throughout the association focusing on the points gaps and working with IIMC and Virginia Commonwealth University to continue to get the Education up to ensure every dollar spent was worth the travel time and effort for all who attended.

As I conclude my role on the Executive Committee, please know I will continue to support the Association in any capacity as needed and look forward to hosting the 2025 Region II Conference in January. Thank you for your continued support.

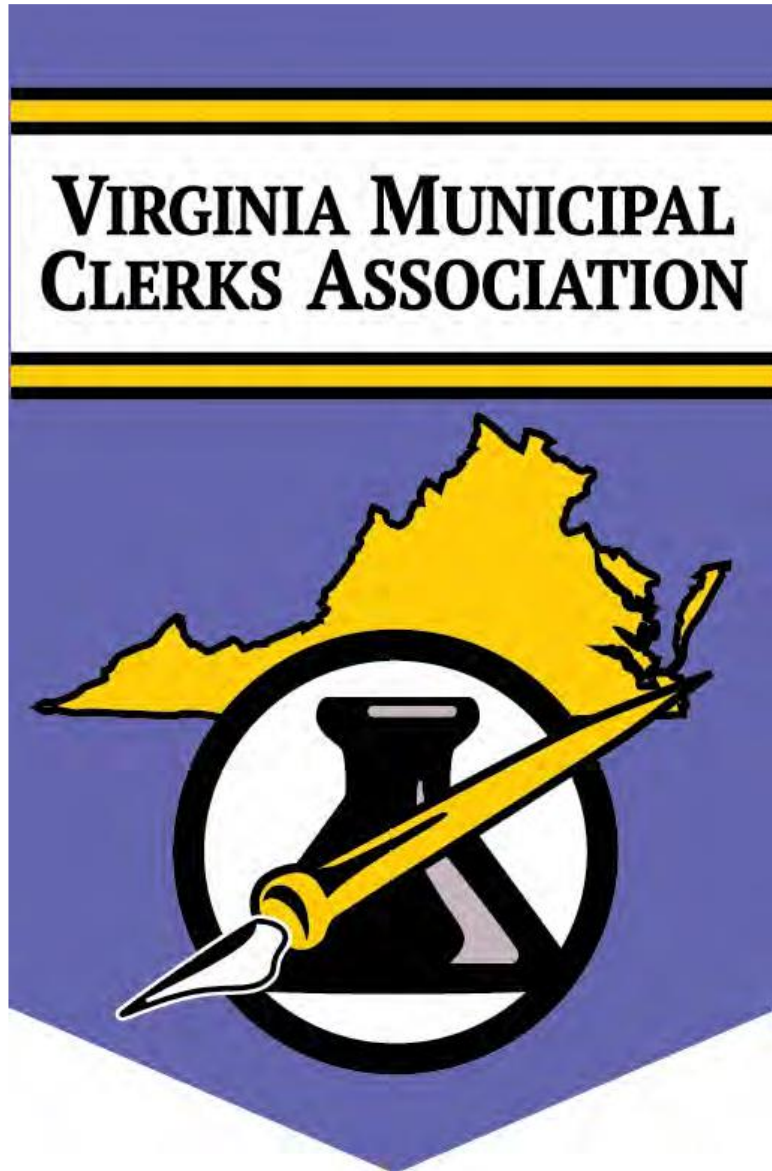
Sincerely,

A handwritten signature in black ink that reads "Tanya N. Brackett".

Tanya N. Brackett, CMC  
Past President, VMCA  
Clerk  
Henrico County Board of Supervisors

# 2024 Annual Business Meeting

Agenda Item 4b – Region Director Reports





## 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

March 19, 2024

Teresa J. Saeed, MMC  
President, Virginia Municipal Clerks Association  
101 Mounts Bay Road, Building D  
Williamsburg, Virginia 23187

Dear President Saeed:

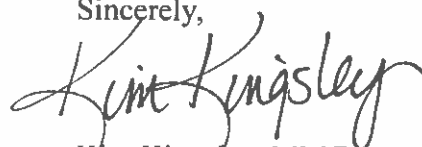
It has truly been a joy to serve as Region II Director over the past year and to collaborate with fellow Directors and meeting Clerks across Virginia. I am eager to continue this journey in the upcoming year, if given the opportunity.

Throughout the past year, our Regions have united to host quarterly luncheons in various localities, nurturing an environment of share knowledge and camaraderie. These gatherings in Abingdon, Blacksburg, Vinton, and our upcoming meeting in Roanoke on March 22nd, with plans for Bristol in the summer, have been invaluable in building strong friendships. We've shared laughter, stories, and experiences, forming bonds that extend beyond professional connections. Our meetings have become more than just business; they've become cherished moments where we can support each other, both personally and professionally. We often refer to ourselves as "running buddies," a testament to the encouragement and motivation we provide as we pursue certifications, attend conferences, and engage in online training.

I am particularly thrilled by the determination displayed by members of our Region who are on the cusp of earning CMC/MMC certifications. Their dedication and commitment are a true reflection of the passion and drive within our communities. I applaud all of you!

I want to express my heartfelt gratitude for your leadership and continued support. It is through guidance that our Association continues to thrive. I eagerly anticipate reconnecting with everyone at the upcoming conference in Charlottesville, Virginia.

Sincerely,



Kim Kingsley, MMC



April 8, 2024

Teresa J. Saeed, MMC  
President, Virginia Municipal Clerks Association  
Deputy Clerk to the Board of Supervisors  
James City County

Dear Teresa,

It has been my pleasure to serve as the Region III Director during the past year. I have held this position since 2010 and will be stepping down this year as I prepare for my retirement later this year. It has been a wonderful experience to work with the other Directors throughout the Commonwealth of Virginia and to see how things have changed since first starting as the Clerk of Council for Strasburg in 2004. Region III will be in good hands with Pam Ulmer, City of Harrisonburg, being the regional director.

During the past year, Region III has met both virtually and in-person for bi-monthly meetings. Clerks who are unable to attend in-person have the option of still attending using this hybrid platform and being part of the group; this has been very advantageous for us.

Region III has welcomed several new members this past year: Kimberly Donohoe, County of Page; Allie Fauber and Heather Williams, County of Shenandoah; Zachery Henderson, County of Warren; Amber Smoot, Town of New Market; and Christine Wade, Town of Dayton. Welcome to all!

Congratulations to Kerri Mellott, City of Winchester, and Christina Smith, Town of Middletown, on obtaining their Certified Municipal Clerk designation. Also, Kerri Mellott became a Paul Craig Athenian Fellow. I believe this is our first Athenian Fellow for Region III. A lot of time and hard work goes into both the CMC and the Athenian Fellow designation. We are proud of both.

Serving as officers this year are Brianna Taylor, President; Pam Ulmer, Vice President; Ann Phillips, Secretary; and Kerri Mellott, Treasurer. Named as the 2023 Clerk of the Year for Region III was me, Amy Keller, Town of Strasburg. I was most honored to receive this award from the Clerks I have worked most closely with.

Region III members have recuperated from hosting the VMCA Annual Meeting in Harrisonburg last April. This was a big undertaking for our Region, and special thanks are extended to Pam Ulmer, City of Harrisonburg, for spearheading this.

Again, thank you 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,

A handwritten signature in blue ink that reads "Amy A. Keller". The signature is fluid and cursive, with the first name "Amy" being particularly prominent.

Amy A. Keller, MMC  
Region III Director

Town of Strasburg  
174 East King Street | P.O. Box 351 | Strasburg, VA 22657  
Ph 540.465.9197 | Fax 540.465.3252

March 8, 2024

Teresa J. Saeed, MMC  
Deputy Clerk to the Board of Supervisors  
23/24 President, Virginia Municipal Clerks Association  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23187

Dear President Saeed:

It has been my pleasure to serve as the Region IV Director this year, and I hope to continue to serve.

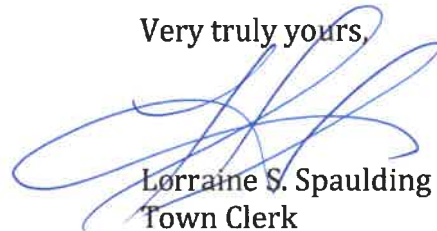
This past year, the Clerks of our region have met for quarterly luncheons throughout our region (and adjoining regions!). It has been a great way to network, put a face to a name and see the beauty of our state! We've met in Abingdon, Vinton, and Blacksburg and will be going to Roanoke later in the month. It is fantastic to be able to connect and know that we are not alone in our jobs, and we have an encouraging support system close by.

Since I am fairly new to my role as a Clerk and am still working toward my CMC, I have found it helpful to connect with "seasoned" Clerks who have already obtained their CMC or MMC. They have been the backbone of this region and I would like to thank them for their support to myself and our fellow Clerks.

Again, I thank you for allowing me to serve as Director for Region IV. I truly consider this a privilege and look forward to many more years of service. I am excited to connect more throughout the year and see you all at the Annual Conference.

With kind regards I am

Very truly yours,



Lorraine S. Spaulding  
Town Clerk

March 18, 2024

Teresa J. Saeed, MMC  
President, VMCA  
Deputy Clerk to the Board of Supervisors  
James City County

Dear President Saeed,

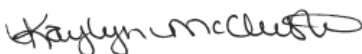
It has been a pleasure to serve as the Region V Director under your administration and I look forward to continuing to serve in this capacity in the upcoming year. We were able to meet in Farmville for lunch at the "The Fishin' Pig" and it was delicious. My goal for this year is at least three meetings and I feel confident we can accomplish that. I am also going to host regular meetings virtually to allow everyone the opportunity to chat, catch up, and ask questions they may have. It is so hard for so many of us to get away from the office, but it is so nice to get together to not only catch up on local government happenings in the different localities, but to also create and maintain those relationships with each other on a more personal level.

Region V has several Clerks from our Region who will be attending VMCA's Annual Conference and Business Meeting in Charlottesville in April, as well as the IIMC Conference in May. We are looking forward to being able to network with each other while attending these events.

We have several members who are extremely close to earning their CMC/MMC, and I am so excited about the continued determination my Region has shown in achieving these accomplishments. I also encourage everyone to read the email updates from IIMC and take full advantage of the FREE courses that IIMC has recently published for CMC/MMC points.

As always, thank you for your leadership, friendship, and continued support; and I thank you for giving me the opportunity to serve as the Region V Director. I thoroughly enjoy working with each one of you and look forward to seeing everyone at the Annual Conference and Business Meeting!

Sincerely,



Kaylyn McCluster, CMC  
Region V Director

**BUSINESS SAVVY. PEOPLE FRIENDLY.**

Kaylyn McCluster, Deputy Clerk  
kaylyn.mccluster@pittgov.org



## Board of Supervisors

Thomas W. Evelyn	District 1
John P. Moyer	District 2
Amy M. Pearson	District 3
Ron Stiers	District 4
Jordan T. Stewart	District 5

Rodney A. Hathaway  
County Administrator

[www.co.new-kent.va.us](http://www.co.new-kent.va.us)

Teresa J. Saeed, MMC  
VMCA President  
Deputy Clerk to the Board of Supervisors  
James City County

Dear Teresa,

It has been my distinct pleasure to serve as Region VIII Director for the Virginia Municipal Clerks Association. Region VIII is comprised of 23 localities most of which are rural and ten being small towns. Our membership has dropped over the past year and I have been encouraging those with lapsed memberships to consider rejoining. Our current membership includes representatives from eight localities. I have also reached out and invited clerks from other unrepresented localities to consider membership.

I am very happy to report Region VIII clerks were able to meet at The Prince Street Café at Hobbs Hole in Tappahannock on Thursday, December 7<sup>th</sup>. This was our second meeting and we hope to be able to meet more frequently. I am also looking forward to touching base with members at the April conference.

I have been encouraging another Region VIII member to consider serving as Director in the 24/25 year and am happy to report Heather Oliver with the Town of Colonial Beach has been nominated. While it has been a pleasure to serve, I feel it is also important to make this wonderful opportunity open and available to others and Heather will be a great addition.

I would also like to express my appreciation to you for your leadership as VMCA President as well as your years of service in various other positions. Your efforts have been central to the success of the VMCA and you are to be applauded for your contributions.

I'm looking forward to seeing everyone at the conference and thank you for the opportunity to serve.

Respectfully submitted,

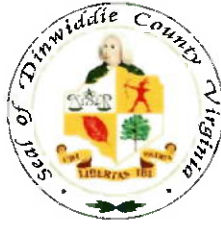
A handwritten signature in cursive script that reads "Wanda F. Watkins".

Wanda F. Watkins, MMC  
VMCA Region VIII Director  
Deputy Clerk to the Board for  
New Kent County

# County of Dinwiddie

## BOARD OF SUPERVISORS

WILLIAM D. CHAVIS  
DANIEL D. LEE  
BRENDA EBRON-BONNER  
CASEY M. DOOLEY  
DR. MARK E. MOORE



FOUNDED 1752

## COUNTY ADMINISTRATOR

W. KEVIN MASSENGILL

March 5, 2024

Teresa Saeed  
Deputy Clerk  
James City County  
101 Mounts Bay Road  
Williamsburg, Virginia 23187

Dear President Teresa Saeed,

It has been an honor and a privilege to serve as the Region Director for the wonderful Clerks of Region IX for the last three years. As I transition into a new role within VMCA, I know our Region will remain under great leadership. Susan Wilson, Chesterfield County will take the crown as Region IX Director.

My main goal for 2023 was to get the Clerks in my region together and more connected. Being able to have a contact in another locality that you can reach out to and they offer to assist you without hesitation is a blessing in disguise. We were very fortunate to have had two lunch meetings in 2023. Our first lunch meeting was in August in the City of Petersburg. We were honored to have had the City Manager from Petersburg, Mr. March Altman and the County Administrator from Dinwiddie County, Mr. Kevin Massengill join us for our lunch. Our second lunch meeting was in November in Chesterfield County. I thoroughly enjoyed meeting Clerks from around our region and having great discussions. In 2023, we welcomed two new Clerks to Region IX! Brittani Williams and Bridetta Williams from the City of Hopewell.

Three Region IX Clerks obtained the CMC designation in 2023!! Teresa Knott, County of Prince George, Lisa Braxton, City of Richmond and Candice Reid, City of Richmond. On behalf of Region IX, I want to once again congratulate these ladies on their accomplishment.

As always, thank you President Saeed and the entire Executive Committee for your leadership! Looking forward to seeing everyone at the Annual Conference!

Sincerely,

Camisha Brown, CMC  
Region IX Director 2021-2024



**GLOUCESTER COUNTY**  
**County Administration**  
6489 Main Street  
Gloucester, VA 23061  
(804) 693-4042  
[www.gloucesterva.gov](http://www.gloucesterva.gov)



March 19, 2024

Teresa Saeed, MMC  
President, VMCA  
Deputy Clerk  
James City County

Dear Teresa,

It has been an honor to serve as the Region X Director over the past year. This year the clerks were able to gather only once in December. We met at the County Grill in Yorktown and although we were not a large group compared to our Region size, we enjoyed the time to connect.

It has been a great year for certifications in Region X! During this year several clerks have received their CMC designations: Sandi Filicko, City of Williamsburg; Ashley Hill, City of Portsmouth; Anita Sherrod, City of Portsmouth. In addition, you and I received our MMC designations this year as well.

I am hopeful to continue as the Director in the upcoming year. In partnership with other Region X members I am developing a survey to determine preferred meeting types and we hope to provide opportunities for camaraderie and education to our region and beyond!

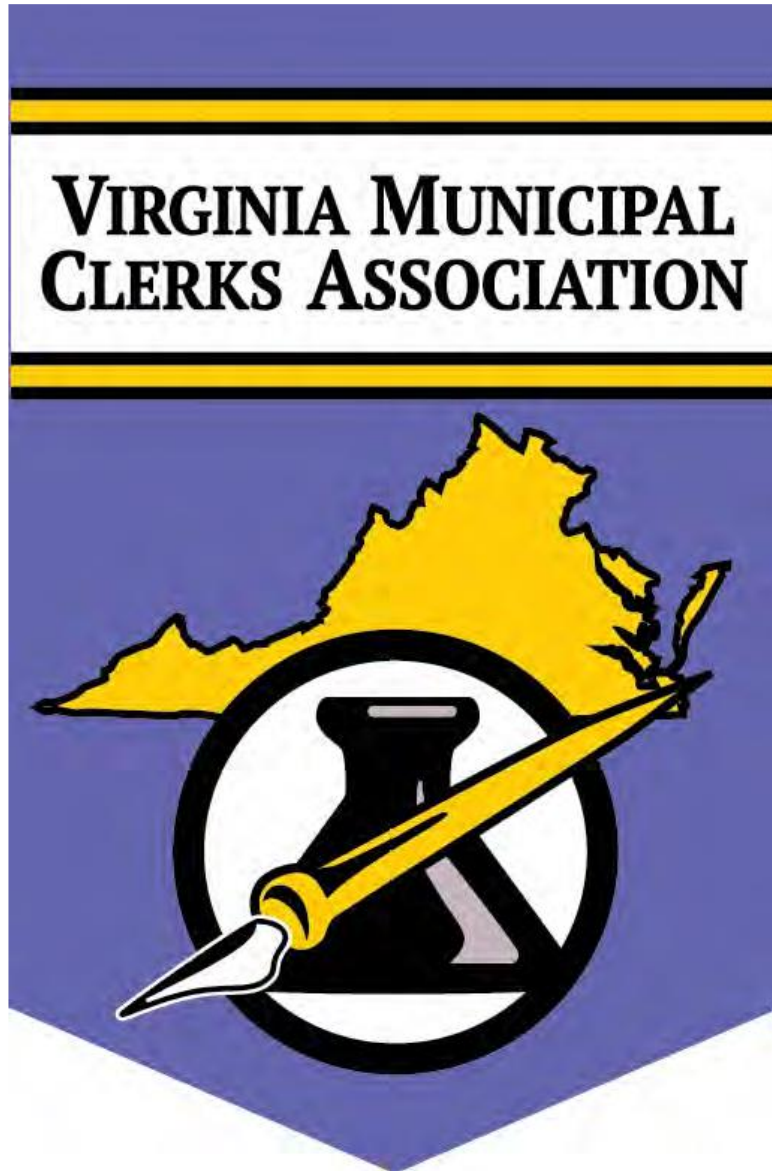
Thank you for the opportunity to serve and I look forward to a productive and exciting year.

Sincerely,

Trish Cronin, MMC  
Region X Director  
Deputy Clerk  
Gloucester County

# **2024 Annual Business Meeting**

## **Agenda Item 4c – Committee Chair Reports**



**VMCA**  
2023 – 2024  
Audit Report

The audit results will be presented at the Annual Business Meeting on April 18, 2024.



# CITY OF NEWPORT NEWS

VIRGINIA

OFFICE OF THE CITY CLERK

MABEL WASHINGTON JENKINS, MMC  
CITY CLERK

(757) 926-8634 OFFICE  
(757) 926-8599 FAX

March 25, 2024

Teresa J. Saeed, MMC  
President, Virginia Municipal Clerks Association  
Deputy Clerk to the Board of Supervisors  
County of James City  
101 Mounts Bay Road  
Williamsburg, Virginia 23185

Dear President Saeed:

The Budget Committee would like to submit to the membership of the Virginia Municipal Clerks Association (VMCA) the proposed FY2025 Budget. Members of the Budget Committee are presenting a balanced budget to the membership for approval.

Our association membership dropped significantly this year, maintaining a membership level of approximately 175 for most of the year, until reaching 197 within the last few days (a difference of 32 from this time last year). The proposed budget revenues and expenditures conservatively reflect this reduced membership level, made through reductions in several line items.

The Committee is recommending reducing the funding of Institute/Academy scholarships from two to one, in addition to the complimentary scholarship provided by the Virginia Commonwealth University. A total of \$13,214.72 was available to the Scholarship Committee to provide Institute and Academy scholarships in October 2023. The Scholarship Committee awarded scholarships totaling \$6,195 this year, leaving \$7,019.72 to carry forward for the 2024 Scholarship Fund, meaning that in the short-term, the Committee will still be able to provide ample scholarships to our members. Once membership levels return to normal, it is suggested that a second scholarship be reintroduced to the budget.

This year we continued to accept online payments via credit card through our website. Our credit card processing company, StarPay, significantly raised the pricing on their fee structure for this benefit – 3.75% (previously 2.95%) plus \$0.40 (previously \$0.25) for each transaction, in addition to a monthly service fee of \$19.95 (previously \$4.95). StarChapter, our website host, also increased their annual webhosting fee to \$1,320 (previously \$1,100), plus a domain fee of \$24.95 (unchanged). This has necessitated significant increases in those line items.

The Budget Committee is also proposing a cut to the Awards & Recognitions line item. This year, the Executive Committee agreed to change the gift for those achieving their Certified Municipal Clerk designation from an engraved Virginia Cup to an alternate gift, which has allowed the Committee to reduce this line item without compromising the quality of the recognition.

The two remaining reductions are in the 2025 Annual Conference and Undesignated Expenses line items. The Budget Committee believes that any additional needs for either of those line items can be covered by the available budget surplus that has been maintained over the years, in

addition to a previous encumbrance specifically set aside for the IIMC Region II Conference in 2025. When membership levels return to the previous average, it is recommended that those line items be restored as necessary.

I am prepared to answer any questions regarding the proposed FY2025 Budget at the VMCA Annual Meeting.

Sincerely,



Jennifer Green  
Chair, Budget Committee

Attachment

**VMCA  
2023-2024 BUDGET COMMITTEE**

**CHAIR  
TREASURER**  
Jennifer Green  
Deputy City Clerk  
City of Newport News

**SECOND VICE-PRESIDENT**  
Kimberly Ellis, MMC  
Deputy Clerk to the Board of Supervisors  
County of Culpepper

**IMMEDIATE PAST PRESIDENT**  
Tanya Brackett, CMC  
Assistant to the County Manager for Board Affairs  
County of Henrico

**SECRETARY**  
Kaylyn McCluster, CMC  
Deputy Clerk  
County of Pittsylvania

**ASSOCIATION MEMBER**  
Joy Mautz, CMC  
Deputy Clerk of Council  
City of Hampton

# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## PROPOSED FY2025 BUDGET JULY 1, 2024 – JUNE 30, 2025

### REVENUE

- FY2025 Membership Dues<sup>1</sup> \$ 6,000.00

### EXPENSES

- Office Supplies \$ 50.00
- Postage<sup>2</sup> 100.00
- Credit Card Processing Fees<sup>3</sup> 450.00
- Awards/Recognitions<sup>4</sup> 1,100.00
- President's Expenses<sup>5</sup> 1,000.00
- Scholarships<sup>6</sup> 700.00
- 2025 Annual Conference<sup>7</sup> 1,100.00
- Web Site Expenses<sup>8</sup> 1,400.00
- Undesignated Expenses<sup>9</sup> 100.00

**TOTAL EXPENSES** \$ 6,000.00

<sup>1</sup> Reduced from FY24 estimate based on current memberships.  
<sup>2</sup> Postage for general VMCA correspondence and mailing designation awards.  
<sup>3</sup> StarPay credit card processing fees for memberships registrations paid online; increased from FY24.  
<sup>4</sup> Awards for CMC/MMC achievements, Clerk of Year Plaque, President's Plaque, etc.  
<sup>5</sup> IIMC and/or VMCA annual conference registration fees.  
<sup>6</sup> One Institute/Academy scholarship; VCU provides one complimentary Institute scholarship. Based on 2023 Institute/Academy fee.  
<sup>7</sup> Available to support annual conference upon request of host clerk.  
<sup>8</sup> Web expenses – StarChapter annual cost, annual domain registration; increased from FY24.  
<sup>9</sup> Misc. undesignated expenses.



Board of Supervisors

Thomas W. Evelyn District 1
John P. Moyer District 2
Amy M. Pearson District 3
Ron Stiers District 4
Jordan T. Stewart District 5

Rodney A. Hathaway
County Administrator

www.co.new-kent.va.us

Teresa J. Saeed, MMC
VMCA President
Deputy Clerk to the Board of Supervisors
James City County

Dear Teresa,

It has been my pleasure to serve as Chair of the Bylaws Committee for the Virginia Municipal Clerks Association this past year. I am pleased to report the committee received a proposed bylaws amendment regarding Article VIII – Meetings; Section 4. Electronic Meetings on February 29, 2024. All committee members reviewed the proposed amendment and forwarded a recommendation for approval to the Executive Committee. VMCA Parliamentarian Travis O. Morris also reviewed the proposed language and concurred with the Bylaws Committee’s recommendation. Recommended amendments are as follows:

ARTICLE VIII – MEETINGS; SECTION 4. Electronic Meetings

The annual assembly of members, exeecutive Executive committee Committee, standing committees, and special committees are authorized to meet by telephone conference-or through other electronic means media so long as all the members can participate participants may simultaneously hear each other and participate in the meeting. Minutes and a written record shall be made of all actions taken.

I would like to extend special thanks to Bylaws Committee members including Chris Branch from King William County, Cindy Balderson from the Town of Kilmarnock and Trish Cronin with Gloucester County.

Please let me know if there are any questions. I’m looking forward to seeing everyone at the conference and thank you for the opportunity to serve.

Respectfully submitted,

Handwritten signature of Wanda F. Watkins

Wanda F. Watkins, MMC
VMCA Bylaws Committee Chair
Deputy Clerk to the Board for
New Kent County

*County of Spotsylvania*  
*Founded 1721*

*Board of Supervisors*  
GERALD CHILDRESS  
DEBORAH H. FRAZIER  
LORI HAYES  
JACOB LANE  
KEVIN W. MARSHALL  
DREW MULLINS  
CHRIS YAKABOUSKI



*County Administrator*  
ED PETROVITCH  
*Deputy County Administrator*  
MARK L. COLE  
P. O BOX 99, SPOTSYLVANIA, VA 22553  
Voice: (540) 507-7010  
Fax: (540) 507-7019

*Service, Integrity, Pride*

March 5, 2024

The Clerk of the Year Committee is currently soliciting nominations for Clerk of the Year. The deadline for submission will be on March 22, 2024. Once the deadline closes, a recipient will be chosen and the treasurer will be notified to order the plaque. The locality will be contacted to invite them and the recipient's family to be in attendance when announced at the annual conference scheduled for April 17-19, 2024.

A handwritten signature in blue ink, appearing to be 'AM', is positioned above the typed name of the signatory.

Aimee Mann, MMC  
Chair, Clerk of the Year Committee



# TOWN OF CULPEPER

400 S. Main St., Suite 105 • Culpeper, VA 22701  
(540) 829-8240 • FAX (540) 829-8249  
Email: [ClerksOffice@culpeperva.gov](mailto:ClerksOffice@culpeperva.gov)  
[www.culpeperva.gov](http://www.culpeperva.gov)

Town Clerk  
Ashley R. Clatterbuck

March 7, 2024

Ms. Teresa J. Saeed, MMC  
VMCA President  
Deputy Clerk to the Board of Supervisors  
James City County  
101 Mounts Bay Road, Building D  
Williamsburg, VA 23187

Dear Teresa:

Thank you for the opportunity to report on the activities of the 2023-2024 VMCA Education Committee. This year was non-traditional and ended up being quite busy and unsettled for our members.

I would like to thank Martha Rodenburg, Town of Urbanna, for chairing our committee until August 2023 when her Town Clerk duties pulled her away.

Since my time of taking over, the Committee met once in December 2023 to check in with each other and discuss where things currently stood. Our discussion included: improving the input of the Committee regarding the Institute/Academy workshops and improving communication with the Executive Board in regards to our duties and expectations.

The committee consists of engaged members who have a clear desire to support their fellow Virginia Clerks. Members include: Eileen Boeing, Town of Leesburg; Alicia Finney, City of Lynchburg; Kaylyn McCluster, Pittsylvania County; and, Pam Wallace, City of Colonial Heights.

Please let me know if there are any questions. I'm looking forward to seeing everyone at the conference and thank you for the opportunity to serve.

Regards,

*Ashley R. Clatterbuck*

Ashley R. Clatterbuck, MMC  
2023-2024 VMCA Education Committee Chair  
Town Clerk

# Newsletter Committee Annual Report 2023/2024

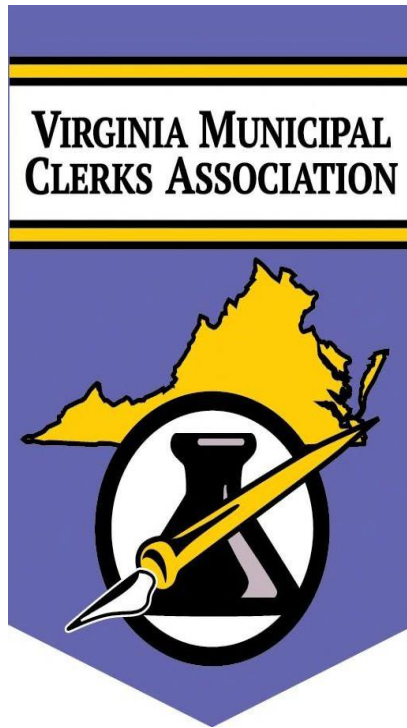
The 2023/2024 VMCA newsletters were the collaboration between Co-Chairs Monika Mayfield, Ashley R. Clatterbuck, Grace Redden-Tamblyn, and Julia Bortle as the Committee Liaison.

Reaching across the beautiful State of Virginia, we especially want to thank all Clerks and Region Directors who contributed news- and noteworthy information from their respective regions to be included in our VMCA newsletters. We aim to bring the Clerk community together by sharing employment and training opportunities, clerk achievements, uplifting stories, and celebrations to provide a glimmer of sunshine into our mostly hectic days.

We are in continuous 'collection mode' in preparation for the next edition of our VMCA Newsletter.

Best regards,

Monika Mayfield, City of Portsmouth, Co-Chair  
Ashley R. Clatterbuck, Town of Culpeper, Co-Chair  
Grace Redden-Tamblyn, Albemarle County, Co-Chair  
Julia Bortle, City of Waynesboro, Committee Liaison



# Committee Chair Report

## NOMINATING COMMITTEE

### **2023-2024 Nominating Committee**

Kirstyn Barr Jovanovich, Town of Herndon, Chair

Mina Barberis, MMC, City of Norfolk

Kyna Thomas, MMC, City of Charlottesville

March 20, 2024

Teresa J. Saeed, CMC  
VMCA President  
Deputy Clerk  
James City County  
101D Mounts Bay Road  
Williamsburg, VA 23185

Dear Teresa:

Thank you for your service to the Virginia Municipal Clerks Association (VMCA). We have appreciated your leadership to the Association over the last year.

The Nominating Committee respectfully submits its 2024-2025 report, which includes new members to the Executive Board in the Second Vice President and Historian positions. Many of the current members of the Executive Board have remained on the Board with some advancing to other leadership roles on the Board.

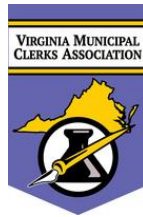
I have appreciated the opportunity to serve as the Nominating Committee Chair this past year. I especially appreciate the support and guidance of committee members Mina and Kyna in helping me navigate the responsibilities in my first year in this role.

Respectfully,



Kirstyn Barr Jovanovich  
Town Clerk, Town of Herndon  
VMCA Nominating Committee Chair

Enclosure



**VMCA Executive Board**  
2024-2025

**President**

Katherine K. Glass, MMC  
Clerk of Council  
City of Hampton

**Secretary**

Kaylyn McCluster, CMC  
Deputy Clerk  
Pittsylvania County

**First Vice President**

Kimberly Ellis, MMC  
Deputy Clerk  
Culpeper County

**Historian**

Mina D. Barberis, MMC  
Deputy City Clerk  
City of Norfolk

**Second Vice President**

Camisha Brown, CMC  
Executive Assistant to County Administrator  
Dinwiddie County

**Parliamentarian**

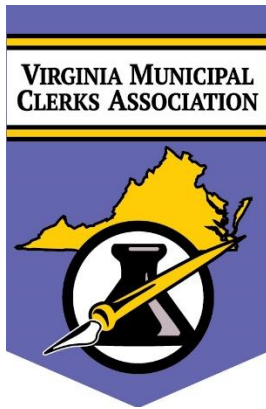
Travis O. Morris, MMC  
Senior Deputy Clerk  
County of Albemarle

**Treasurer**

Jennifer Green  
Deputy City Clerk  
City of Newport News

**Immediate Past President**

Teresa J. Saeed, MMC  
Deputy Clerk  
James City County



# Virginia Municipal Clerks Association

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The Website Committee is pleased to report that visitation has been fantastic for 2023-2024. Website traffic continues to increase, which is excellent.

This year, the committee focused on maintaining content on the front and back ends. For the ensuing year, we will focus on updating and overhauling webpages.

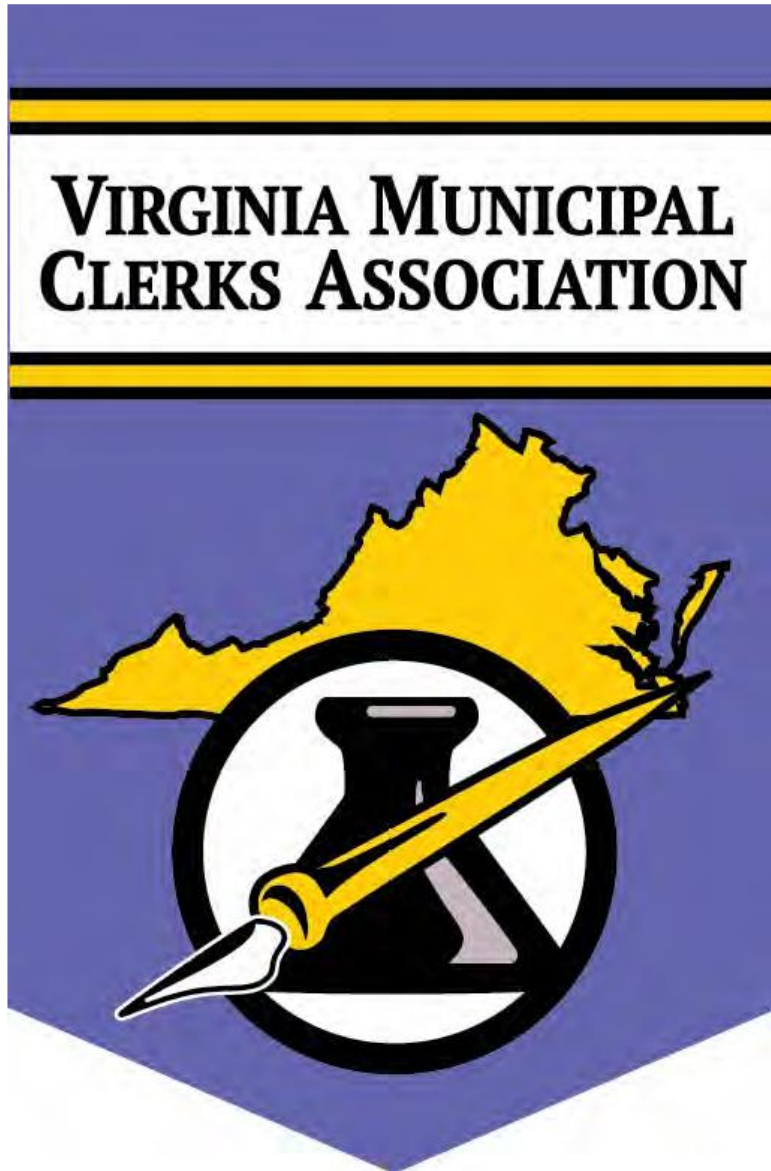
Period	Visits	Unique Visitors	Pages	Hits	Bandwidth
4/1/2023	1635	1078	11120	31974	100476536
5/1/2023	808	576	6000	14334	49835951
6/1/2023	1176	787	11587	35360	86573580
7/1/2023	1247	815	7586	21413	54204751
8/1/2023	1531	905	11803	31283	77868969
9/1/2023	870	570	6484	17679	43148448
10/1/2023	1046	775	8491	22636	60190670
11/1/2023	959	677	4142	14760	34220872
12/1/2023	698	492	2729	11093	33109746
1/1/2024	1472	924	8929	23555	67435972
2/1/2024	1947	1087	20043	53573	128610606
3/1/2024	1258	905	9483	27151	69430114

Respectfully,

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

# **2024 Annual Business Meeting**

## Agenda Item 4d – Institute and Academy Report





**VCU**

**Virginia Municipal Clerks Association Annual Institutes & Academy  
Annual Report  
2023**

Prepared by:

Christina S. Draper  
Institute Director - Virginia

Virginia Commonwealth University  
VCU Online and Continuing and Professional Education  
PO Box 842505  
Richmond, VA 23284

804-828-1322 Office  
[cdraper2@vcu.edu](mailto:cdraper2@vcu.edu)

[go.vcu.edu/vmca](http://go.vcu.edu/vmca)  
[go.vcu.edu/athenian](http://go.vcu.edu/athenian)

Submitted December 15, 2023



# VCU

December 15, 2023

Beatrice Nevarez Rodriguez, Ed.D.  
Director of Professional Development  
International Institute of Municipal Clerks  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730

Dear Dr. Rodriguez:

Please find the VCU Continuing and Professional Education's (VCU CPE) 2023 Annual Report for the Virginia Municipal Association (VMCA) Institutes and Academy.

The in-person Institute and Academy, hosted in Virginia Beach from October 9-12, 2023, had a total of 65 registrations with 7 cancellations. Attendees by program track were:

- Municipal Clerk Fundamentals Institute (18)
- Municipal Clerk Emerging Leader Institute (25)
- Municipal Clerk Master Academy (15)

The Virginia Institute featured in-person sessions totaling 16.5 hours (October 10-12) and a 6 hour Pre-Institute (Athenian Dialogue) October 9th. This year, the majority of sessions were conducted by faculty and facilitators from the VCU Wilder School of Government and Public Affairs.

VCU CPE continued to host its' virtual Athenian Dialogue series, consisting of 10 sessions with 147 clerks.. Additionally, a Pre-Institute Athenian Dialogue was conducted during the 2023 Institutes and Academy, with 22 participants.

Looking ahead to 2024, plans include continuing the in-person program with potential online sessions, maintaining the VCU Wilder School partnership for specialized education, persisting with virtual Athenian Dialogues, and initiating program offerings for the EPP program. Collaborating with the VMCA Education and Professional Development Committee, we aim to develop programs meeting the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations' core requirements.

Finalization of plans is anticipated in the second quarter of 2024, and we eagerly anticipate the opportunities ahead.

Sincerely,  
Christina S. Draper, Institute Director - Virginia  
Virginia Commonwealth University

Continuing and Professional  
Education  
**Office of the Provost and Vice  
President for Academic Affairs**

9 W. Cary Street  
Box 842505  
Richmond, Virginia 23284-2505

804-828-1322 • Fax: 804-828-6444  
TDD: 1-800-828-1120  
ocpe@vcu.edu  
ocpe.vcu.edu

## Summary of Programming

The Virginia Institute is delighted to share the success of the 2023 Virginia Municipal Clerks Association (VMCA) Annual Institute and Academy held October 9-12, 2023.

Training Excellence: Within the Virginia Institute, Virginia Commonwealth University Continuing and Professional Education (VCU CPE) offered specialized training for 65 clerks. Again, this year we continued our commitment to excellence through the cohort model.

Diverse Learning Paths: Participants experienced tailored learning through our three distinct cohort tracks:

- Municipal Clerk Fundamentals Institute (18 attendees)
- Municipal Clerk Emerging Leader Institute (25 attendees)
- Municipal Clerk Master Academy (15 attendees)

Comprehensive Content: Our Institutes and Academy encompassed a broad spectrum of sessions covering both fundamental and advanced clerk duties. A highlight of this year's program was the in- person pre institute Athenian Dialogue.

Academic Collaboration: In a strategic move to enhance the learning experience, VCU CPE collaborated with faculty and consultants from the VCU L. Douglas Wilder School of Government and Public Affairs. This collaboration allowed us to leverage their academic expertise, ensuring a robust and valuable training environment, with current and former practitioners in the field.

## VMCA Institutes and Academy

### Registration

This year we had 65 registrations for the Annual Institutes and Academy, this includes 7 cancellations. Registrations from states include the following:

- Maryland - 2 registrations
- Florida- 1 registrations

Registrations from regions of Virginia ([VMCA identifies ten state regions](#)):

**Region 1**-0 registrations

**Region 2**-5 registrations

**Region 3**-4 registrations

**Region 4**-6 registrations

**Region 5**-8 registrations

**Region 6**-3 registrations

**Region 7**- 10 registrations

**Region 8**- 5 registrations

**Region 9**-6 registrations

**Region 10**-8 registrations

### *VCU CPE Complimentary Registrations*

The VMCA Scholarship Committee selected Desiree Ellis, Deputy Clerk, Town of Remington, Virginia, to receive a full complimentary registration. Per agreement, VCU CPE covered the costs of the \$675 value.

### *Learning Assessments*

VCU CPE utilizes the FlexiQuiz assessment tool to calculate earned educational hours. Clerks earn credits by completing a multiple-choice assessment for each session, certifying full attendance. Assessment links are shared with participants after verifying attendance through sign-in sheets. While encouraged to attend the full program, clerks can earn continuing education credits for individual sessions if unable to attend entirely due to job related duties or personal reasons. Three attempts are allowed to achieve 80% or higher on the FlexiQuiz assessment for each session. Clerks failing an assessment receive additional support and mentoring.

### *Evaluations*

VCU CPE offers participants the opportunity to provide feedback on the Institutes and Academy and give an evaluation of the program and experience shortly after their completion. Below are a few comments of note:

- *“The information provided by the instructors was great. We are at a point with my position (relatively new - just over 12 months in this role) that we are evaluating a lot of the tasks and seeing how they can be refined, improved, or eliminated. Through the combination of these sessions, and networking with others, I think I learned how to better structure my position.”*
- *“Excellent! Out of four VMCA Institutes and Academies that I have attended, this was the best one yet.”*
- *“I will apply some of the techniques I learned, specifically the time management and technical writing advice, to my workload.”*

Feedback for improvements was also provided:

- *“I enjoyed most of the classes, but I believe there should be at least one break between classes in the morning or afternoon to go to the restrooms. I wouldn't say I like having to get up in the middle of someone's class to go to the restroom. I believe it was distracting and I may have missed very important information that I may need for my quiz or to use in my workplace. I would also have liked to get my itinerary a little earlier so I could have reviewed it beforehand. But I enjoyed most of the instructor's presentation.”*

- *“I could really benefit from more in-depth information, more specific guidance on Records Management. If not just instructional, perhaps a structured environment with specific questions asked and time for others to share, for example, how they stay on top of organizing and purging the high volume of records. (Some good detailed information would be good in an online format, but group participation is better in person.)Here's a topic suggestion: Ways to motivate people to "not do things the way they were always done". (Often government employee's mantra)-(Either modality)*
- *“I believe that there was some great Academy speaker that I learned a lot from, and I could engage with them on their topics. But I also felt there were a few instructors who sped through their topic and by the time the class was over I didn't really learn anything. I felt like some of the instructors wanted to make sure that you understood what they were teaching and that you would be able to pass your assessment and others were like here is the information and best of luck. This is just my personal view on the subject.”*

### **Credential Designations**

This calendar year, the following Virginia clerks earned credential designations from the IIMC:

<b>First Name</b>	<b>Last Name</b>	<b>Designation</b>	<b>Municipality</b>
Kimberly	Ellis	CMC	Culpeper, Virginia
Nikki	Woodard	CMC	Spotsylvania County, Virginia
Amy	Walker	CMC	County of Patrick, Virginia
Amy	Mann	MMC	County of Spotsylvania, Virginia
Teresa	Saeed	MMC	James City County, Virginia
Claudette	Borgersen	CMC	County of Albemarle, Virginia
Christina	Smith	CMC	Town of Middletown, Virginia
Patricia	Cronin	MMC	County of Gloucester, Virginia
Margie	Tacci	CMC	Town of Herdon, Virginia
Travis	Morris	MMC	County of Albemarle, Virginia
Lisa	Braxton	CMC	City of Richmond, Virginia
Stephen	Clough	CMC	Town of Warrenton, Virginia
Kerri	Mellott	CMC	City of Winchester, Virginia
Ashley	Hill	CMC	City of Portsmouth, Virginia
Brooke	Wright	CMC	County of Campbell, Virginia
Candice	Reid	CMC	City of Richmond, Virginia
Anita	Sherrod	CMC	City of Portsmouth, Virginia

## Virtual Athenian Dialogues

### *Attendance*

<b>States Represented - 2023 Athenian Dialogues</b>			
<b>The total number of participants per state abbreviation is 147</b>			
AK (Alaska): 3	KS (Kansas): 2	NC (North Carolina): 5	TN (Tennessee): 3
AL (Alabama): 1	KY (Kentucky): 2	NJ (New Jersey): 2	TX (Texas): 2
AR (Arkansas): 1	MA (Massachusetts): 1	NM (New Mexico): 1	VA (Virginia): 28
AZ (Arizona): 3	MD (Maryland): 1	NV (Nevada): 3	WA (Washington): 1
CA (California): 33	MI (Michigan): 1	NY (New York): 1	WI (Wisconsin): 1
CO (Colorado): 12	MN (Minnesota): 1	OH (Ohio): 6	
FL (Florida): 13	MO (Missouri): 4	OK (Oklahoma): 1	
IL (Illinois): 5	MS (Mississippi): 3	OR (Oregon): 7	

### *Book Selections*

This year 10 virtual (live online via zoom) Athenian Dialogues with a total enrollment of 147 we conducted. These sessions were facilitated by Dr. Jane Long\*, Janice Bates\*\*, or Libby Hume\*\*\* as indicated below. Additionally, we provided a Pre-Institute, in person, Athenian Dialogue for the 2023 Annual Virginia Municipal Clerks Association (VMCA) Institutes and Academy.

	<b>Athenian Dialogue</b>	<b>Facilitator</b>	<b>Dates</b>	<b>Final Enrollment</b>
1	"The Gifts of Imperfection: Let Go of Who You Think You're Supposed to Be and Embrace Who You Are" by Brené Brown, Ph.D, LMSW	Dr. Jane Long*	2/23-2/24/23	17
2	"The Heart of Leadership: Becoming a Leader People Want to Follow" by Mark Miller	Dr. Jane Long*	3/24-3/31/23	4
3	"Dare to Lead: Brave Work. Tough Conversations. Whole Hearts." by Brené Brown	Dr. Jane Long*	4/27-4/28/23	13
4	"Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience" by Brené Brown	Dr. Jane Long*	5/18-5/19/23	7

5	"Start with Why: How Great Leaders Inspire Everyone to Take Action" by Simon Sinek	Dr. Jane Long*	6/15-6/16/23	14
6	"I Love It Here" by Clint Pulver	Janice Bates**	7/26/23	14
7	"The Confidence Code" by Katty Kay and Claire Shipman	Janice Bates**	8/10-8/17/23	16
8	"Shoot Like A Girl" by Mary Jennings Hegar	Janice Bates**	9/20/23	20
9	"The Glass Castle: A Memoir" by Jeanette Walls	Libby Hume***	10/24-10/25/23	24
10	"The Everything Store: Jeff Bezos and the Age of Amazon" by Brad Stone	Libby Hume***	11/14-11/15/23	18
				<b>147</b>
11	Pre-Conference Workshop - Athenian Dialogue "Finding Me by Viola Davis"	Libby Hume***	10/9/2023	22
			<b>2023 Enrollment Total</b>	<b>169</b>

*Facilitators*

**Jane Long, Ed. D.\***

Dr. Jane Long, currently the Manager of Learning, Staff Development and Talent at the American Dental Association, has over 17 years of experience creating online learning opportunities. She previously worked with the International Institute of Municipal Clerks (IIMC) and served as the Director of Professional Development for five years. With 18 years in higher education, she has presented over 100 interactive education sessions at various conferences and taught online and on campus for several colleges and universities nationwide. Dr. Long is an experienced Athenian Dialogue facilitator, deriving joy from interacting with clerks through the book discussions.

**Janice M. Bates, MMC\*\***

Janice, an accomplished municipal clerk and Athenian Dialogue facilitator, has been the Clerk of Council for Tipp City, Ohio since 2011. She is actively involved in the Ohio Municipal Clerks Association (OMCA) and the International Institute of Municipal Clerks (IIMC). Janice holds a Bachelor of Fine Arts degree in art and art history with a concentration in photography from Wright State University. Additionally, she is an Athenian Leadership Society Fellow and holds Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) credentials from the IIMC.

### **Libby Hume, MMC\*\*\***

Libby Hume, Town Clerk of Cape Charles, Virginia since 2008, brings over 25 years' of administration experience, with fifteen years with the Town of Cape Charles, and ten in the private sector. She joined IIMC and the VMCA in 2009, achieving her CMC in November 2013 and her MMC in September 2016. Inducted as an Athenian Leadership Society Fellow in May 2018, Libby is the first clerk in Virginia to receive this designation. She is the sole IIMC-certified facilitator of Athenian Leadership Dialogues in the state.

### *Learning Assessments*

Clerks were required to complete an IIMC-approved learning assessment in order to earn IIMC points. For the attendance-only certificate, clerks were required to fully participate in the session. After the facilitator verified attendance, and in the case for IIMC points clerks successfully completed the assessment, VCU CPE sent participants special FlexiQuiz links to certify participation and obtain their IIMC-approved certificates.

### *Comments on Dialogues*

Clerks consistently express positivity and appreciation for the opportunity to engage in virtual Athenian Dialogues. many clerks attended multiple sessions and provide comments highlighting the richness of the discussion, as noted below:

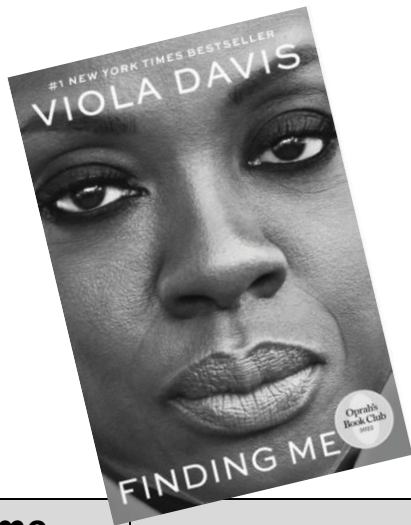
- *"I enjoy the group discussion and different perspectives. I'm grateful we can continue to do dialogues via Zoom and connect with Clerk's across the country."*
- *" I personally find the small group discussion beneficial. There is so much information that is shared regarding leadership in each Clerk's position."*
- *"What I found to be most beneficial was listening to other clerk's experiences in their work environment."*

### **Future Plans**

In 2024, the Virginia Institute will prioritize the topics of leadership and professional development through virtual Athenian Dialogues, sessions in the Institutes and Academy, and courses for the Education Plus Program (EPP). Continuing our collaboration, we will partner and leverage the expertise of faculty and consultants from the VCU L. Douglas Wilder School of Public Affairs for session presentations.

### **VMCA Institutes and Academy – Agendas, Descriptions and Bios**

Below are the VMCA Institutes and Academy materials, featuring agendas, session descriptions, and presenters bios. Note that William H, "Bill" Leighty was absent due to illness on the day of his presentation, and Dr. Jess Smith led the Budget session. Attendees received her bio before the session started.



## Athenian Leadership Dialogue Agenda for “Finding Me” by Viola Davis

October 9, 2023

Virginia Beach, VA

Time	Topic
12:00p – 12:45p	Housekeeping Items, Introduction of participants: <ul style="list-style-type: none"> <li>Who are you, where are you from, how long have you been a municipal clerk, what did you think of the book, and number of Athenian Leadership Dialogues?</li> <li>Let’s Get to Know Each Other!</li> </ul>
12:45p – 1:00p	Video – People Magazine Interview
1:00p – 1:45p	<ul style="list-style-type: none"> <li>Character Traits/Adjectives describing Viola Davis, Mae Alice (mom), Dan (dad), siblings: John Henry, Dianne, Anita, Deloris, &amp; Danielle. What incidents or stories in the book can you point to that relate to their positive qualities or shortcomings?</li> <li>Video – Owning Your Past</li> </ul>
1:45p – 2:00	<b>BREAK</b>
2:00p – 2:30p	Group Work – Quotes from the book (4-5 groups)
2:30p– 3:00p	Discussion: Review and sharing of group work
3:00p – 4:45p	Timeline & Discussion of Viola Davis’ Life & Achievements
4:15p – 4:30p	<b>BREAK</b>
5:00p – 5:30p	<ul style="list-style-type: none"> <li>Discussion – sharing of thoughts about the book, etc.</li> <li>Video – Life Lessons – Style, Beauty, Career &amp; Confidence</li> </ul>
5:30p – 6:00p	Wrap up of Dialogue – Review of Assessment Assignment, Assessment work

# Virginia Municipal Clerks Association Annual Institutes and Academy

## Fundamentals Institute Schedule-at-a-Glance

### TUESDAY, OCTOBER 10, 2023

7:00 AM – 8:00 AM	Breakfast Buffet	Ocean Grand Foyer
7:50 AM – 8:00 AM	Opening Remarks	Cape Charles
8:00 AM – 9:30 AM	Difficult Conversations	Cape Charles
9:30 AM – 11:30 AM	Public Meetings and Freedom of Information Act (FOIA) Essentials	Cape Hatteras
11:30 AM – 12:30 PM	Time Management	Cape Charles
12:30 PM – 1:30 PM	Lunch Buffet	Ocean Grand Foyer
1:30 PM – 3:00 PM	Relationship Building	Cape Hatteras
3:00 PM – 3:30 PM	Snack Break	
3:30 PM – 5:00 PM	Knowledge Transfer Roundtables	Cape Henry I

### WEDNESDAY, OCTOBER 11, 2023

7:00 AM – 8:00 AM	Continental Breakfast	Ocean Grand Foyer
8:00 AM – 10:00 AM	Budgets	Cape Charles
10:00 AM – 12:00 PM	Records Management Fundamentals	Cape Henry II
12:15 PM – 1:30 PM	Networking Luncheon	Ocean Grand Foyer
1:30 PM – 3:30 PM	Engaging Communications	Cape Hatteras
3:30	Snack Break	
3:30 PM – 5:00 PM	Virginia General Assembly Legislative Updates	Cape Charles

### THURSDAY, OCTOBER 12, 2023

7:00 AM – 8:30 AM	Continental Breakfast	Ocean Grand Foyer
8:30 AM – 9:30 AM	Technical Writing	Cape Charles
9:30 AM – 10:30 AM	Conflict Resolution via Verbal De-escalation	Cape Henry II
10:30 AM – 11:30 AM	Principles of Ethics	Cape Hatteras
11:30 AM – 12:00 PM	Closing and Adjournment	Cape Charles



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# Virginia Municipal Clerks Association Annual Institutes and Academy

## Municipal Clerk Fundamentals Institute Session Descriptions

**Tuesday, October 10, 2023**

### **Difficult Conversations**

*Sherida Haughton, M.B.A, Senior Consultant and Facilitator, PMG Professional Development and Performance Solutions, VCU L. Douglas Wilder School of Government and Public Affairs*

This workshop is tailored for professionals who want to master the art of dialogue. The workshop offers robust strategies to traverse challenging interactions effectively. Participants will hone their ability to steer conversations toward constructive outcomes through real-world scenarios and interactive role-play exercises. Join us to refine your communication skills and foster a culture of open dialogue in your environment.

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

*Alan Gernhardt, Esq.,  
Virginia Freedom of Information Advisory Council*

Whether you are an elected or appointed clerk, this session for local elected officials in Virginia provides a solid overview of statutory requirements all officials must understand. This session covers the general FOIA requirements for local elected officials, public records, public meetings, and remedies and penalties. We will focus on the practical application of the law, including procedural items. We will provide law references and additional resources for you to conduct a deeper investigation as situations arise to help your municipality stay in compliance. This session serves as the required biannual FOIA training in the state of Virginia. Upon successful completion, you will earn certificates from the Virginia Freedom of Information Advisory Council and VCU/VMCA.

### **Time Management**

*Amy K. Cook, Ph.D, Associate Professor  
VCU L. Douglas Wilder School of Government and Public Affairs*

We start the day with high hopes of meeting deadlines but then realize we have way too many things on our plate. In a fast-paced and demanding work environment, this may be especially true. Time management and taking control of your calendar will help. This interactive session will teach you how to rethink daily tasks in order to improve efficiency and productivity. You'll learn several techniques to help assess and prioritize tasks in the most efficient manner. By incorporating time management strategies you'll begin to see the benefits in your professional and personal lives.

### **Relationship Building**

*Eric Campbell, M.P.A., Senior Practitioner in Residence  
VCU L. Douglas Wilder School of Government and Public Affairs*

New complex challenges have developed in the local government profession. Municipal clerks are not immune to navigating those difficult encounters. This workshop will assist participants in utilizing both internal and external relationships to mitigate those challenges and improve effectiveness.

## **Knowledge Transfer Tables**

*Municipal Clerks from throughout Virginia*

Connect with emerging and seasoned clerks from across the Commonwealth and explore new ways to deepen your expertise in municipal government management. Every 30 minutes you will have the opportunity to join a new roundtable discussion or continue your themed conversation.

- **Succession Planning** - Share and discuss planning for turn-over in the clerk's office.  
*Facilitator: Kaylyn McCluster, VMCA Secretary, CMC, Deputy Clerk, Pittsylvania County*
- **Board and Council Orientation** - Share and discuss best practices on how your municipality provides orientation to new Council and Board members.  
*Facilitator: Jennifer Green, VMCA Treasurer, Assistant to the City Manager, City of Hampton*

## **Wednesday, October 11, 2023**

### **Budgets**

*William H. "Bill" Leighty, M.B.A, Senior Strategic Advisor  
VCU L. Douglas Wilder School of Government and Public Affairs*

The "budget basics" session will cover the conceptual components of budgeting. The language of finance, the budget cycle and types of budgets will be covered. The legal framework and requirements for budgeting in the public sector will be emphasized. Tips and techniques for creating and managing a budget will be discussed. The session is targeted at conveying the importance of, and legal necessity, of public entities creating, and adhering to, a budget.

### **Records for Fundamentals**

*Chadwick Owen, Coordinator, Records Management, Library of Virginia*

In this session we 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. We will give an overview of what each municipality is required to do for records management and provide some helpful tools to accomplish that mandate.

### **Engaging Communications**

*Pam Cox, M.A., Senior Special Projects & Communications Manager  
VCU L. Douglas Wilder School of Government and Public Affairs*

Engaging communication in local government is a cornerstone of a thriving and responsive community. It facilitates open dialogue, builds trust, and strengthens the brand reputation of a government entity. Whether it's addressing pressing concerns, championing innovative initiatives, providing public information, or crisis response, leaders will learn to elevate their communication with constituents. This interactive session will explore the art of effective messaging, leveraging various communication channels, and embracing timely and transparent practice.

## **Virginia General Assembly Legislative Update**

*Michelle Gowdy, Esq., Virginia Municipal League*

The Virginia Municipal League will provide an update on the 2023 Virginia General Assembly regular and special sessions. The presentation will include information on new legislation and studies important for municipal clerks and municipalities to understand.

## **Thursday, October 12, 2023**

### **Technical Writing**

#### ***Don't Fall in the Pit: Common Pitfalls of Technical Writing***

*DaNika Neblett Robinson, Ph.D, Associate Dean for Finance and Administration  
VCU School of Pharmacy*

In this interactive session, we will discuss the common pitfalls of technical writing as it relates to agendas, minutes, and presentations. Participants will have opportunities to share their best practices while also highlighting dos and don'ts. In addition, participants will learn about software that will assist them on their writing journeys.

### **Conflict Resolution via Verbal De-escalation**

*Jennifer Johannesen, Police Sergeant, Virginia Beach Police Department*

In this session we will discuss conflict resolution and how to use verbal de-escalation tactics to help you gain a rapport and calm an individual down that may be in a crisis. We will discuss the dos and don'ts of communication techniques to help you successfully handle a conflict or a person in crisis. We will also discuss body language from the individual in conflict or crisis and most important your body language while trying to determine a solution to the problem.

### **Principles of Ethics**

*Samuel Duncan Ph.D., Associate Professor of Philosophy, Tidewater Community College*

In this session we will discuss ethical issues that arise for public officials and how to handle them. We will do so by examining and discussing a touchstone case in legal ethics, "The Buried Bodies Case." The session will cover different approaches to ethical reasoning and we will discuss which ones are most appropriate for public officials, especially those who have roles in the legal system.

**Virginia Municipal Clerks Association  
Institutes and Academy**

**Municipal Clerk Fundamental Institute Speaker Biographies**

**Monday, October 9, 2023**

**Athenian Dialogue: Finding Me by Viola Davis**

*Libby Hume, MMC, Town Clerk, Town of Cape Charles*

**Libby Hume** is the Town Clerk of the Town of Cape Charles on the Eastern Shore of Virginia and has been in the position since August 2008. Libby has over 25 years' experience in administration – fifteen years with the town of Cape Charles, and ten in the private sector. She joined IIMC and the VMCA in 2009 and obtained her CMC in November 2013 and her MMC in September 2016. She was inducted into the IIMC Athenian Leadership Society as a Fellow in May 2018 and is the first clerk in the Commonwealth of Virginia to receive this designation.

In 2019, she received her certification as a facilitator for the IIMC Athenian Leadership Dialogues. Libby has been involved with the VMCA Executive Board as treasurer, 1<sup>st</sup> and 2<sup>nd</sup> vice presidents, president, and immediate past president. She also served on the IIMC Diversity-Inclusivity Task Force and is currently involved with IIMC Foundation Development Committee. Libby began teaching the Clerks 101 class (now known as Municipal Clerk Fundamentals) at the VMCA Institute in 2018 and enjoys the opportunity to meet and interact with the new clerks coming into the profession.

**Tuesday, October 10, 2023**

**Welcome and VMCA Institutes and Academy Overview**

*Christina S. Draper, Institute Director – Virginia, Approved Institute  
International Institute of Municipal Clerks*

**Christina S. Draper** serves as one of 47 International Institute of Municipal Clerks (IIMC) Directors. In addition, she serves as Program Manager- School Liaison in the Virginia Commonwealth University (VCU) Continuing and Professional Education, as well as, VCU Dual Enrollment Coordinator. Christina has extensive experience in developing, managing and coordinating adult and youth education programs. Before joining VCU, she served as Senior Program Manager at the University of Richmond in the School of Professional and Continuing Studies; directed the Virginia African American Heritage Program at the Virginia Humanities- University of Virginia; and served as Director of Education at The Valentine Museum, Richmond Virginia. She holds degrees from William and Mary, Virginia State University, and Hampton University.

*Teresa J. Saeed, CMC*

*Virginia Municipal Clerks Association (VMCA) President, 2023-2024, Deputy Clerk, County of James City*

**Teresa J. Saeed** is the Deputy Clerk for James City County, where she has served for the past 11 years. In April of this year, Teresa was elected to serve as President of the Virginia Municipal Clerks Association. She earned her CMC designation in 2017, became a Paul Craig Athenian Fellow in May of this year, and just recently earned her MMC designation. Teresa earned her Master's Degree in Business Administration in 2019, and will complete her Master's Degree in Communication and Public Affairs in the spring of 2024.

In October 2021, Teresa married her long-time partner, Mohammed. They have three children, Jocelyn who is attending ECPI for a degree in computer programming, Sabrina who is attending Virginia Peninsula Community College before transferring to Virginia Tech, and Gabriel who is a freshman in high school. They also have 2 dogs, 10 chickens, and 3 rabbits. In her free time, you can find Teresa curled up on the patio with a book in her hands.

## **Difficult Conversations**

*Sherida Haughton, M.B.A, Senior Consultant and Facilitator, PMG Professional Development and Performance Solutions, VCU L. Douglas Wilder School of Government and Public Affairs*

**Sherida Haughton** is an engaging and passionate trainer, facilitator, and coach. She seeks to involve participants to create a respectful but lively and motivating environment. She believes that everyone has a voice that needs to be heard to create the best learning opportunity for all involved. Sherida delivers training on a range of topics including communication, coaching staff, personal development, managing and leading, development and growth for women, diversity, generations, and skill building for trainers.

Having held positions at various levels from administrative staff to manager, Sherida meets people where they are and finds the common thread to help them join the fun. She brings more than a decade of experience working with executives in business, academic medicine, and state government to every session. She is an active member of the Junior League of Richmond. Sherida is the Scholarship and Awards Chair of the MBA Alumni Council at the University of Richmond. She is also a member of the Association for Talent Development. She serves in various capacities in her faith community. Sherida received her B.A. in Creative Writing from New York University and her MBA from the University of Richmond.

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

*Alan Gernhardt, Esq., Virginia Freedom of Information Advisory Council*

**Alan Gernhardt** is the executive director of the Virginia Freedom of Information Advisory Council. He began working with the Council as a staff attorney in 2004, was promoted to senior attorney in 2008, and became executive director of the Council in 2017. He earned a B.S. degree from Indiana University and a J.D. from the University of Richmond, T.C. Williams School of Law. The Council issues formal and informal advisory opinions, publishes educational materials, provides training presentations, and serves as a legislative forum regarding access to public records and meetings under the Virginia Freedom of Information Act.

## **Time Management**

*Amy K. Cook, Ph.D, Associate Professor, VCU L. Douglas Wilder School of Government and Public Affairs*

**Amy K. Cook** is an Associate Professor of criminal justice at the L. Douglas Wilder School of Government and Public Affairs. Her current research examines correlates of substance abuse, including overdose and crime, particularly as it relates to opioid use. Amy works closely with local police departments and jails to address substance abuse and related issues. Prior to academia, Amy spent over 14 years as a probation officer with the Virginia Department of Juvenile Justice where she worked with delinquent youth, families, and victims of intimate partner violence. Amy was also a member of the Fatality Review Team, which reviewed intimate partner and family related homicide.

## **Relationship Building**

*Eric Campbell, M.P.A., Senior Practitioner in Residence*

*VCU L. Douglas Wilder School of Government and Public Affairs*

**Eric Campbell** joined the L. Douglas Wilder School of Government and Public Affairs faculty in January 2022 as a Senior Practitioner in Residence, Public Administration. Most recently he served as City Manager of Harrisonburg, Virginia where he oversaw a municipal operation of 800 employees and a total budget of approximately \$300 million. He holds the distinction of being the first African American to serve as Harrisonburg City Manager. Prior to Harrisonburg, he served as an Assistant City Manager in Dallas, Texas, and Charlotte, North Carolina, respectively. He has spent the first 20 years of his career in various positions in Virginia local government, ultimately serving as Deputy City Manager in Portsmouth, Virginia, and Assistant City Manager in Petersburg, Virginia.

A graduate of Hampton University with a B.A. in Psychology, he received a Master of Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University. He attended the Senior Executive Institute at the Weldon Cooper Center for Public Service (UVA) and completed the Senior Executives in State and Local Government Program at the Harvard Kennedy School of Government. He currently holds the International City/County Management Association (ICMA) Credentialed Manager designation.

He is an active member of the International City/County Management Association (ICMA), Virginia Local Government Management Association (VLGMA). He has served on the Supervisory Board of the Virginia Risk Sharing Association and Executive Board of the Virginia First Cities Coalition. He has served on numerous regional and state boards.

**Wednesday, October 11, 2023**

## **Budgets**

*William H. "Bill" Leighty, M.B.A, Senior Strategic Advisor*

*VCU L. Douglas Wilder School of Government and Public Affairs*

**William H. "Bill" Leighty** serves as the Senior Strategic Advisor to the Dean of the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University. In addition to his teaching duties, Leighty assists the dean on special projects of significance to the school.

From January 2002 until September 2007, Leighty served as chief of staff to Governors Mark Warner and Tim Kaine of Virginia. As chief of staff, Leighty essentially served as the chief operating officer of the commonwealth. In 2005 and again in 2007, *Governing Magazine* named Virginia the "Best Managed State in the Nation" and in 2007, *Governing Magazine* named Leighty one of the nine "Public Officials of the Year" nationally. For seven years, he was the director of the Virginia Retirement System, where he led the agency to three consecutive U.S. Senate Productivity Awards.

Upon retirement Leighty joined DecideSmart LLC consulting. In April 2008, he served as senior advisor to the Scottish Executive advising the government on how to design and implement Scotland Performs, a national performance management system. In July 2008 Leighty conducted a performance review of the United Nations Joint Staff Pension Fund, a \$52 billion pension system. In 2011, at the request of the National Governors Association, Leighty led a five-person delegation to Nigeria to conduct a "new governors" seminar for the newly elected governors of Nigeria.

In 2014 Leighty completed a manual for the National Governors Association on how to transition into power. In 2016 he was asked to co-chair the transition committee for the newly elected mayor of the city of Richmond. In 2021, Leighty was awarded the National Public Service Award by the American Society of Public Administration and the National Academy of Public Administration for achieving a profound difference in improving public service.

Leighty joined state government after serving in the United States Marine Corps. He graduated from Mary Washington College in 1978 and holds an M.B.A. from Virginia Commonwealth University.

## **Records Management Fundamentals for Municipal Clerks**

*Chadwick Owen, Coordinator, Records Management, Library of Virginia*

**Chad Owen** joined the Library of Virginia as Records Management Coordinator in 2016. He has previously worked at the State Historical Society of Iowa and comes to Virginia after 14 years as Records Manager for the University of Louisville. He is a native of Southside Virginia, has degrees in history from the University of Virginia and Virginia Commonwealth University.

## **Engaging Communications**

*Pam Cox, M.A., Senior Special Projects & Communications Manager  
VCU L. Douglas Wilder School of Government and Public Affairs*

**Pam Cox** is a communications professional with experience in public relations, crisis communications, social and digital communications, brand marketing, and broadcast television news. She is skilled in executive communications and media training for executives, and is a certified Black Belt in Six Sigma. Cox has more than 20 years of experience in television news serving as a producer, executive producer, and managing editor. She has 15 years of experience in public relations in both higher education and in the healthcare industry. Before joining the Wilder School, Cox was the Chief of Staff to the President and Associate Vice President of University Relations at Virginia Union University. In 2021, she led the University Relations team to win two Silver Telly Awards for video production and special events.

Ms. Cox earned a bachelor's degree in Mass Media Arts from Hampton University (VA) and a master's degree in journalism and public affairs from American University (DC).

## **Virginia General Assembly Legislative Update**

*Michelle Gowdy, Esq., Virginia Municipal League*

**Michelle Gowdy** serves as the executive director with the Virginia Municipal League. She began her local government career in 2009, working as an Assistant County Attorney in New Kent County. She later became the New Kent County Attorney in 2010 and spent a brief amount of time as the James City County Attorney in 2015 prior to joining VML. Michelle worked as a prosecutor and for the Virginia Department of Forensic Science until 2008. Originally from northern Wisconsin, she received a bachelor of arts degree in International Business from Carthage College in 1993 and a Juris Doctorate from Oklahoma City University in 1996.

**Thursday, October 12, 2023**

## **Technical Writing**

*DaNika Neblett Robinson, Ph.D., Associate Dean for Finance and Administration  
VCU School of Pharmacy*

**DaNika Neblett Robinson** is a higher education administrator who uses her academic acumen, coupled with her expertise in transformational leadership, to empower people to embrace their purpose. In addition, she speaks widely about the benefits of diversity, equity, inclusion, belonging, and justice in the workplace. Because of her accomplishments and contributions to the community, DaNika has been named a Virginia Commonwealth University Alumni Star, a Central Virginia Remarkable Woman finalist, and a Richmond Free Press Person of the Week.

DaNika holds a Doctor of Education with a concentration in leadership, Master of Public Administration with a concentration in nonprofit management, Bachelor in Religious Studies, Bachelor in Business Administration, and Associate in Business Administration. Early in her career, DaNika was successful in becoming a Certified Professional Secretary (later known as a Certified Administrative Professional) designated by the International Association of Administrative Professionals. She honed in on her technical writing expertise in her formative years as a medical transcriptionist as well as an executive assistant to senior leaders throughout the organizations she has served. More recently, she has published articles in professional journals. DaNika also enjoys creative writing, recently publishing a novella and anthology which required her to use her editing experience to create a quality end product.

## **Principles of Ethics**

Samuel L. Duncan, Ph.D., Associate Professor of Philosophy, Tidewater Community College

**Samuel (Sam) Duncan** is an Associate Professor of Philosophy at Tidewater Community College. Before coming to TCC he taught at the University of Virginia, James Madison University, and the University of Tennessee. He works on ethics, political philosophy, and the history of philosophy. His work has appeared in journals such as the Journal of the American Philosophical Association, the European Journal of Philosophy, the Journal of Applied Philosophy, and the British Journal for the History of Philosophy.

## **Conflict Resolution via Verbal De-escalation**

*Jennifer Johannesen, Police Sergeant, Virginia Beach Police Department*

**Sergeant Johannesen** started her Law Enforcement Career in 2007 with the Virginia Beach Police Department. Sergeant Johannesen has moved through various assignments throughout the department to include Uniform Patrol, Oceanfront Summer Bike Patrol, Community Policing Squad, and Academy Instructor. She was a lead instructor for the Virginia Beach Police Department Academy from 2014-2018, leading eight Academy classes to Graduation. In May of 2018, she was promoted to Sergeant and was assigned to the Second Precinct Uniform Patrol midnight shift, evening shift, and selected as the Oceanfront Community Oriented Policing Sergeant. In December of 2020, she competed and was selected for the Traffic Safety Unit Sergeant in Special Operations. While assigned to Special Operations Sergeant Johannesen was the team leader for the Crisis Negotiations and Hostage barricade Team. In August 2022, to better herself for the next Lieutenant promotional process Sergeant Johannesen competed and was selected for an investigative position in Internal Affairs where she is currently assigned.

In addition to her primary responsibilities on the Police Department, Sergeant Johannesen serves as a member of the Virginia Beach Police Honor Guard since 2009. Sergeant Johannesen has served on many Color Details for parades, promotions, retirement ceremonies, and led many funerals. Sergeant Johannesen was also approached and asked by Lieutenant Meister to become the Departments second LGBTQ Liaison in March of 2019. This position is in addition to her other supervisory responsibilities, and since her appointment, she has been involved with numerous community events, recruiting programs, and helped create the departmental Cultural Diversity training. Focusing on law enforcement response to transgender issues and same-sex domestic violence investigations. She works closely with the City of Virginia Beach, the Virginia Beach Human Rights Commission, Hampton Roads Pride, and Stand Up for Kids; to build bridges between the LGBTQ and Law Enforcement community. Sgt. Johannesen is heavily involved with the youth in the LGBTQ community attending the "YOU" meeting held twice a month by standup for kids.

Sergeant Johannesen believes in Leading from the Front, and sharing her knowledge, skills and abilities to make people around her better. Sergeant Johannesen is also an active member in the Peer Support Program since 2009. She is also a tactical mountain bike instructor and one of the formal leaders to develop and create the civil disturbance response bike team. Sergeant Johannesen is a Department of Criminal Justice (DCJS) Certified General Instructor, Defensive Tactics Instructor, Gracie Survival Tactics Instructor level II, and FBI certified Crisis Negotiator and Hostage Barricade and a member of the crisis intervention team. She is also certified to hold critical incident debriefs for individuals or group settings. Sergeant Johannesen is very passionate about teaching others. She holds certificates in Leadership in Police Organizations as a student and became an instructor in 2022.

In addition to her professional experience, Sergeant Johannesen has a bachelor's degree in criminal justice with a minor in sociology from Appalachian State University. She serves as the Treasurer of Law Enforcement United Maryland Division Ruff Ride Board, currently on her third two-year term. She enjoys mentoring the youth in the community. In her spare time, she enjoys running, hiking, fishing on her kayak, swimming in the ocean, and most importantly spending time with her family and friends.

# Virginia Municipal Clerks Association Annual Institutes and Academy

## Emerging Leader Institute Schedule-at-a-Glance

### TUESDAY, OCTOBER 10, 2023

7:00 AM – 8:00 AM	Breakfast Buffet	Ocean Grand Foyer
7:50 AM – 8:00 AM	Opening Remarks	Cape Charles
8:00 AM – 9:30 AM	Difficult Conversations	Cape Charles
9:30 AM – 11:30 AM	Public Meetings and Freedom of Information Act (FOIA) Essentials	Cape Hatteras
11:30 AM – 12:30 PM	Time Management	Cape Charles
12:30 PM – 1:30 PM	Lunch Buffet	Ocean Grand Foyer
1:30 PM – 3:00 PM	Relationship Building	Cape Hatteras
3:00 PM – 3:30 PM	Snack Break	
3:30 PM – 5:00 PM	Knowledge Transfer Roundtables	Cape Henry I

### WEDNESDAY, OCTOBER 11, 2023

7:00 AM – 8:00 AM	Continental Breakfast	Ocean Grand Foyer
8:00 AM – 10:00 AM	Budgets	Cape Charles
10:00 AM – 12:00 PM	Engaging Communications	Cape Hatteras
12:15 PM – 1:30 PM	Networking Luncheon	Ocean Grand Foyer
1:30 PM – 3:30 PM	Records Management Seasoned	Cape Henry II
3:30 PM	Snack Break	
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### THURSDAY, OCTOBER 12, 2023

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# Virginia Municipal Clerks Association Annual Institutes and Academy

## Municipal Clerk Emerging Leader Institute Session Descriptions

**Tuesday, October 10, 2023**

### **Difficult Conversations**

*Sherida Haughton, M.B.A., Senior Consultant and Facilitator, PMG Professional Development and Performance Solutions, VCU L. Douglas Wilder School of Government and Public Affairs*

This workshop is tailored for professionals who want to master the art of dialogue. The workshop offers robust strategies to traverse challenging interactions effectively. Participants will hone their ability to steer conversations toward constructive outcomes through real-world scenarios and interactive role-play exercises. Join us to refine your communication skills and foster a culture of open dialogue in your environment.

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

*Alan Gernhardt, Esq., Virginia Freedom of Information Advisory Council*

Whether you are an elected or appointed clerk, this session for local elected officials in Virginia provides a solid overview of statutory requirements all officials must understand. This session covers the general FOIA requirements for local elected officials, public records, public meetings, and remedies and penalties. We will focus on the practical application of the law, including procedural items. We will provide law references and additional resources for you to conduct a deeper investigation as situations arise to help your municipality stay in compliance. This session serves as the required biannual FOIA training in the state of Virginia. Upon successful completion, you will earn certificates from the Virginia Freedom of Information Advisory Council and VCU/VMCA.

### **Time Management**

*Amy K. Cook, Ph.D., Associate Professor  
VCU L. Douglas Wilder School of Government and Public Affairs*

We start the day with high hopes of meeting deadlines but then realize we have way too many things on our plate. In a fast-paced and demanding work environment, this may be especially true. Time management and taking control of your calendar will help. This interactive session will teach you how to rethink daily tasks in order to improve efficiency and productivity. You'll learn several techniques to help assess and prioritize tasks in the most efficient manner. By incorporating time management strategies you'll begin to see the benefits in your professional and personal lives.

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*Municipal Clerks from throughout Virginia*

Connect with emerging and seasoned clerks from across the Commonwealth and explore new ways to deepen your expertise in municipal government management. Every 30 minutes you will have the opportunity to join a new roundtable discussion or continue your themed conversation.

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*Facilitator: Kaylyn McCluster, VMCA Secretary, CMC, Deputy Clerk, Pittsylvania County*
- **Board and Council Orientation** - Share and discuss best practices on how your municipality provides orientation to new Council and Board members.  
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### **Records Management Seasoned**

*Chadwick Owen, Coordinator, Records Management, Library of Virginia*

In this session, we 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. We will give an overview of what each municipality is required to do for records management and provide some helpful tools to accomplish that mandate.

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*Michelle Gowdy, Esq., Virginia Municipal League*

The Virginia Municipal League will provide an update on the 2023 Virginia General Assembly regular and special sessions. The presentation will include information on new legislation and studies important for municipal clerks and municipalities to understand.

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In this session we will discuss ethical issues that arise for public officials and how to handle them. We will do so by examining and discussing a touchstone case in legal ethics, "The Buried Bodies Case." The session will cover different approaches to ethical reasoning and we will discuss which ones are most appropriate for public officials, especially those who have roles in the legal system.

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*DaNika Neblett Robinson, Ph.D.*

*Associate Dean for Finance and Administration, VCU School of Pharmacy*

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**Virginia Municipal Clerks Association  
Institutes and Academy**

**Municipal Clerk Emerging Leader Institute Speaker Biographies**

**Monday, October 9, 2023**

**Athenian Dialogue: Finding Me by Viola Davis**

*Libby Hume, MMC, Town Clerk, Town of Cape Charles*

**Libby Hume** is the Town Clerk of the Town of Cape Charles on the Eastern Shore of Virginia and has been in the position since August 2008. Libby has over 25 years' experience in administration – fifteen years with the town of Cape Charles, and ten in the private sector. She joined IIMC and the VMCA in 2009 and obtained her CMC in November 2013 and her MMC in September 2016. She was inducted into the IIMC Athenian Leadership Society as a Fellow in May 2018 and is the first clerk in the Commonwealth of Virginia to receive this designation.

In 2019, she received her certification as a facilitator for the IIMC Athenian Leadership Dialogues. Libby has been involved with the VMCA Executive Board as treasurer, 1<sup>st</sup> and 2<sup>nd</sup> vice presidents, president, and immediate past president. She also served on the IIMC Diversity-Inclusivity Task Force and is currently involved with IIMC Foundation Development Committee. Libby began teaching the Clerks 101 class (now known as Municipal Clerk Fundamentals) at the VMCA Institute in 2018 and enjoys the opportunity to meet and interact with the new clerks coming into the profession.

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International Institute of Municipal Clerks

**Christina S. Draper** serves as one of 47 International Institute of Municipal Clerks (IIMC) Directors. In addition, she serves as Program Manager- School Liaison in the Virginia Commonwealth University (VCU) Continuing and Professional Education, as well as, VCU Dual Enrollment Coordinator. Christina has extensive experience in developing, managing and coordinating adult and youth education programs. Before joining VCU, she served as Senior Program Manager at the University of Richmond in the School of Professional and Continuing Studies; directed the Virginia African American Heritage Program at the Virginia Humanities- University of Virginia; and served as Director of Education at The Valentine Museum, Richmond Virginia. She holds degrees from William and Mary, Virginia State University, and Hampton University.

*Teresa J. Saeed, CMC*

*Virginia Municipal Clerks Association (VMCA) President, 2023-2024, Deputy Clerk, County of James City*

**Teresa J. Saeed** is the Deputy Clerk for James City County, where she has served for the past 11 years. In April of this year, Teresa was elected to serve as President of the Virginia Municipal Clerks Association. She earned her CMC designation in 2017, became a Paul Craig Athenian Fellow in May of this year, and just recently earned her MMC designation. Teresa earned her Master's Degree in Business Administration in 2019, and will complete her Master's Degree in Communication and Public Affairs in the spring of 2024.

In October 2021, Teresa married her long-time partner, Mohammed. They have three children, Jocelyn who is attending ECPI for a degree in computer programming, Sabrina who is attending Virginia Peninsula Community College before transferring to Virginia Tech, and Gabriel who is a freshman in high school. They also have 2 dogs, 10 chickens, and 3 rabbits. In her free time, you can find Teresa curled up on the patio with a book in her hands.

## **Difficult Conversations**

*Sherida Haughton, M.B.A, Senior Consultant and Facilitator, PMG Professional Development and Performance Solutions, VCU L. Douglas Wilder School of Government and Public Affairs*

**Sherida Haughton** is an engaging and passionate trainer, facilitator, and coach. She seeks to involve participants to create a respectful but lively and motivating environment. She believes that everyone has a voice that needs to be heard to create the best learning opportunity for all involved. Sherida delivers training on a range of topics including communication, coaching staff, personal development, managing and leading, development and growth for women, diversity, generations, and skill building for trainers.

Having held positions at various levels from administrative staff to manager, Sherida meets people where they are and finds the common thread to help them join the fun. She brings more than a decade of experience working with executives in business, academic medicine, and state government to every session. She is an active member of the Junior League of Richmond. Sherida is the Scholarship and Awards Chair of the MBA Alumni Council at the University of Richmond. She is also a member of the Association for Talent Development. She serves in various capacities in her faith community. Sherida received her B.A. in Creative Writing from New York University and her MBA from the University of Richmond.

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

*Alan Gernhardt, Esq., Virginia Freedom of Information Advisory Council*

**Alan Gernhardt** is the executive director of the Virginia Freedom of Information Advisory Council. He began working with the Council as a staff attorney in 2004, was promoted to senior attorney in 2008, and became executive director of the Council in 2017. He earned a B.S. degree from Indiana University and a J.D. from the University of Richmond, T.C. Williams School of Law. The Council issues formal and informal advisory opinions, publishes educational materials, provides training presentations, and serves as a legislative forum regarding access to public records and meetings under the Virginia Freedom of Information Act.

## **Time Management**

*Amy K. Cook, Ph.D., Associate Professor, VCU L. Douglas Wilder School of Government and Public Affairs*

**Amy K. Cook** is an Associate Professor of criminal justice at the L. Douglas Wilder School of Government and Public Affairs. Her current research examines correlates of substance abuse, including overdose and crime, particularly as it relates to opioid use. Amy works closely with local police departments and jails to address substance abuse and related issues. Prior to academia, Amy spent over 14 years as a probation officer with the Virginia Department of Juvenile Justice where she worked with delinquent youth, families, and victims of intimate partner violence. Amy was also a member of the Fatality Review Team, which reviewed intimate partner and family related homicide

## **Relationship Building**

*Eric Campbell, M.P.A., Senior Practitioner in Residence*

*VCU L. Douglas Wilder School of Government and Public Affairs*

**Eric Campbell** Eric D. Campbell joined the L. Douglas Wilder School of Government and Public Affairs faculty in January 2022 as a Senior Practitioner in Residence, Public Administration. Most recently he served as City Manager of Harrisonburg, Virginia where he oversaw a municipal operation of 800 employees and a total budget of approximately \$300 million. He holds the distinction of being the first African American to serve as Harrisonburg City Manager. Prior to Harrisonburg, he served as an Assistant City Manager in Dallas, Texas, and Charlotte, North Carolina, respectively. He has spent the first 20 years of his career in various positions in Virginia local government, ultimately serving as Deputy City Manager in Portsmouth, Virginia, and Assistant City Manager in Petersburg, Virginia.

A graduate of Hampton University with a B.A. in Psychology, he received a Master of Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University. He attended the Senior Executive Institute at the Weldon Cooper Center for Public Service (UVA) and completed the Senior Executives in State and Local Government Program at the Harvard Kennedy School of Government. He currently holds the International City/County Management Association (ICMA) Credentialed Manager designation.

He is an active member of the International City/County Management Association (ICMA), Virginia Local Government Management Association (VLGMA). He has served on the Supervisory Board of the Virginia Risk Sharing Association and Executive Board of the Virginia First Cities Coalition. He has served on numerous regional and state boards.

**Wednesday, October 11, 2023**

## **Budgets**

*William H. "Bill" Leighty, M.B.A., Senior Strategic Advisor*

*VCU L. Douglas Wilder School of Government and Public Affairs*

**William H. "Bill" Leighty** serves as the Senior Strategic Advisor to the Dean of the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University. In addition to his teaching duties, Leighty assists the dean on special projects of significance to the school.

From January 2002 until September 2007, Leighty served as chief of staff to Governors Mark Warner and Tim Kaine of Virginia. As chief of staff, Leighty essentially served as the chief operating officer of the commonwealth. In 2005 and again in 2007, Governing Magazine named Virginia the "Best Managed State in the Nation" and in 2007, Governing Magazine named Leighty one of the nine "Public Officials of the Year" nationally. For seven years, he was the director of the Virginia Retirement System, where he led the agency to three consecutive U.S. Senate Productivity Awards.

Upon retirement Leighty joined DecideSmart LLC consulting. In April 2008, he served as senior advisor to the Scottish Executive advising the government on how to design and implement Scotland Performs, a national performance management system. In July 2008 Leighty conducted a performance review of the United Nations Joint Staff Pension Fund, a \$52 billion pension system. In 2011, at the request of the National Governors Association, Leighty led a five-person delegation to Nigeria to conduct a "new governors" seminar for the newly elected governors of Nigeria.

In 2014 Leighty completed a manual for the National Governors Association on how to transition into power. In 2016 he was asked to co-chair the transition committee for the newly elected mayor of the city of Richmond. In 2021, Leighty was awarded the National Public Service Award by the American Society of Public Administration and the National Academy of Public Administration for achieving a profound difference in improving public service.

Leighty joined state government after serving in the United States Marine Corps. He graduated from Mary Washington College in 1978 and holds an M.B.A. from Virginia Commonwealth University.

## **Engaging Communications**

*Pam Cox, M.A., Senior Special Projects & Communications Manager*

*VCU L. Douglas Wilder School of Government and Public Affairs*

**Pam Cox** is a communications professional with experience in public relations, crisis communications, social and digital communications, brand marketing, and broadcast television news. She is skilled in executive communications and media training for executives, and is a certified Black Belt in Six Sigma. Cox has more than 20 years of experience in television news serving as a producer, executive producer, and managing editor. She has 15 years of experience in public relations in both higher education and in the healthcare industry. Before joining the Wilder School, Cox was the Chief of Staff to the President and

Associate Vice President of University Relations at Virginia Union University. In 2021, she led the University Relations team to win two Silver Telly Awards for video production and special events.

Ms. Cox earned a bachelor's degree in Mass Media Arts from Hampton University (VA) and a master's degree in journalism and public affairs from American University (DC).

### **Records Management Seasoned**

*Chadwick Owen, Coordinator, Records Management, Library of Virginia*

**Chad Owen** joined the Library of Virginia as Records Management Coordinator in 2016. He has previously worked at the State Historical Society of Iowa and comes to Virginia after 14 years as Records Manager for the University of Louisville. He is a native of Southside Virginia, has degrees in history from the University of Virginia and Virginia Commonwealth University.

### **Virginia General Assembly Legislative Update**

*Michelle Gowdy, Esq., Virginia Municipal League*

**Michelle Gowdy** serves as the executive director with the Virginia Municipal League. She began her local government career in 2009, working as an Assistant County Attorney in New Kent County. She later became the New Kent County Attorney in 2010 and spent a brief amount of time as the James City County Attorney in 2015 prior to joining VML. Michelle worked as a prosecutor and for the Virginia Department of Forensic Science until 2008. Originally from northern Wisconsin, she received a bachelor of arts degree in International Business from Carthage College in 1993 and a Juris Doctorate from Oklahoma City University in 1996.

**Thursday, October 12, 2023**

### **Technical Writing**

*DaNika Neblett Robinson, Ph.D., Associate Dean for Finance and Administration,  
VCU School of Pharmacy*

**DaNika Neblett Robinson** is a higher education administrator who uses her academic acumen, coupled with her expertise in transformational leadership, to empower people to embrace their purpose. In addition, she speaks widely about the benefits of diversity, equity, inclusion, belonging, and justice in the workplace. Because of her accomplishments and contributions to the community, DaNika has been named a Virginia Commonwealth University Alumni Star, a Central Virginia Remarkable Woman finalist, and a Richmond Free Press Person of the Week.

DaNika holds a Doctor of Education with a concentration in leadership, Master of Public Administration with a concentration in nonprofit management, Bachelor in Religious Studies, Bachelor in Business Administration, and Associate in Business Administration. Early in her career, DaNika was successful in becoming a Certified Professional Secretary (later known as a Certified Administrative Professional) designated by the International Association of Administrative Professionals. She honed in on her technical writing expertise in her formative years as a medical transcriptionist as well as an executive assistant to senior leaders throughout the organizations she has served. More recently, she has published articles in professional journals. DaNika also enjoys creative writing, recently publishing a novella and anthology which required her to use her editing experience to create a quality end product.

### **Principles of Ethics**

*Samuel L. Duncan, Ph.D., Associate Professor of Philosophy, Tidewater Community College*

**Samuel (Sam) Duncan** is an Associate Professor of Philosophy at Tidewater Community College. Before coming to TCC he taught at the University of Virginia, James Madison University, and the University of Tennessee. He works on ethics, political philosophy, and the history of philosophy. His work has appeared in journals such as the Journal of the American Philosophical Association, the European

## **Conflict Resolution via Verbal De-escalation**

Jennifer Johannesen, Police Sergeant, Virginia Beach Police Department

**Sergeant Johannesen** started her Law Enforcement Career in 2007 with the Virginia Beach Police Department. Sergeant Johannesen has moved through various assignments throughout the department to include Uniform Patrol, Oceanfront Summer Bike Patrol, Community Policing Squad, and Academy Instructor. She was a lead instructor for the Virginia Beach Police Department Academy from 2014-2018, leading eight Academy classes to Graduation. In May of 2018, she was promoted to Sergeant and was assigned to the Second Precinct Uniform Patrol midnight shift, evening shift, and selected as the Oceanfront Community Oriented Policing Sergeant. In December of 2020, she competed and was selected for the Traffic Safety Unit Sergeant in Special Operations. While assigned to Special Operations Sergeant Johannesen was the team leader for the Crisis Negotiations and Hostage barricade Team. In August 2022, to better herself for the next Lieutenant promotional process Sergeant Johannesen competed and was selected for an investigative position in Internal Affairs where she is currently assigned.

In addition to her primary responsibilities on the Police Department, Sergeant Johannesen serves as a member of the Virginia Beach Police Honor Guard since 2009. Sergeant Johannesen has served on many Color Details for parades, promotions, retirement ceremonies, and led many funerals. Sergeant Johannesen was also approached and asked by Lieutenant Meister to become the Departments second LGBTQ Liaison in March of 2019. This position is in addition to her other supervisory responsibilities, and since her appointment, she has been involved with numerous community events, recruiting programs, and helped create the departmental Cultural Diversity training. Focusing on law enforcement response to transgender issues and same-sex domestic violence investigations. She works closely with the City of Virginia Beach, the Virginia Beach Human Rights Commission, Hampton Roads Pride, and Stand Up for Kids; to build bridges between the LGBTQ and Law Enforcement community. Sgt. Johannesen is heavily involved with the youth in the LGBTQ community attending the "YOU" meeting held twice a month by standup for kids.

Sergeant Johannesen believes in Leading from the Front, and sharing her knowledge, skills and abilities to make people around her better. Sergeant Johannesen is also an active member in the Peer Support Program since 2009. She is also a tactical mountain bike instructor and one of the formal leaders to develop and create the civil disturbance response bike team. Sergeant Johannesen is a Department of Criminal Justice (DCJS) Certified General Instructor, Defensive Tactics Instructor, Gracie Survival Tactics Instructor level II, and FBI certified Crisis Negotiator and Hostage Barricade and a member of the crisis intervention team. She is also certified to hold critical incident debriefs for individuals or group settings. Sergeant Johannesen is very passionate about teaching others. She holds certificates in Leadership in Police Organizations as a student and became an instructor in 2022.

In addition to her professional experience, Sergeant Johannesen has a bachelor's degree in criminal justice with a minor in sociology from Appalachian State University. She serves as the Treasurer of Law Enforcement United Maryland Division Ruff Ride Board, currently on her third two-year term. She enjoys mentoring the youth in the community. In her spare time, she enjoys running, hiking, fishing on her kayak, swimming in the ocean, and most importantly spending time with her family and friends.

# Virginia Municipal Clerks Association Annual Institutes and Academy

## Master Academy Schedule-at-a-Glance

### TUESDAY, OCTOBER 10, 2023

7:00 AM – 8:00 AM	Breakfast Buffet	Ocean Grand Foyer
7:50 AM – 8:00 AM	Opening Remarks	Cape Charles
8:00 AM – 9:30 AM	Difficult Conversations	Cape Charles
9:30 AM – 11:30 AM	Public Meetings and Freedom of Information Act (FOIA) Essentials	Cape Hatteras
11:30 AM – 12:30 PM	Time Management	Cape Charles
12:30 PM – 1:30 PM	Lunch Buffet	Ocean Grand Foyer
1:30 PM – 3:00 PM	Relationship Building	Cape Hatteras
3:00 PM – 3:30 PM	Snack Break	
3:30 PM – 5:00 PM	Knowledge Transfer Roundtables	Cape Henry I

### WEDNESDAY, OCTOBER 11, 2023

7:00 AM – 8:00 AM	Continental Breakfast	Ocean Grand Foyer
8:00 AM – 10:00 AM	Budgets	Cape Charles
10:00 AM – 12:00 PM	Engaging Communications	Cape Hatteras
12:15 PM – 1:30 PM	Networking Luncheon	Ocean Grand Foyer
1:30 PM – 3:30 PM	High Stakes Communication	Cape Henry I
3:30 PM	Snack Break	
3:30 PM – 5:00 PM	Virginia General Assembly Legislative Updates	Cape Charles

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9:30 AM – 10:30 AM	Principles of Ethics	Cape Hatteras
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11:30 AM – 12:00 PM	Closing and Adjournment	Cape Charles



**VCU**

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Professional Education



**VCU**

L. Douglas Wilder School of  
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# Virginia Municipal Clerks Association Annual Institutes and Academy

## Municipal Clerk Master Academy Session Descriptions

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### **High Stakes Communication**

*Adisa Muse, Director of Government Affairs, Hunton Andrew Kurth LLC*

Every city, county or town faces the very real risk of permanent damage to their reputation from a sudden, unanticipated crisis. In a virtual and social media driven environment, even a minor controversy can quickly escalate into a major crisis. That is why it's critical to be prepared. How you react to a crisis can shape your local government's reputation - and future - for years to come.

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*Teresa J. Saeed, CMC*

*Virginia Municipal Clerks Association (VMCA) President, 2023-2024, Deputy Clerk, County of James City*

**Teresa J. Saeed** is the Deputy Clerk for James City County, where she has served for the past 11 years. In April of this year, Teresa was elected to serve as President of the Virginia Municipal Clerks Association. She earned her CMC designation in 2017, became a Paul Craig Athenian Fellow in May of this year, and just recently earned her MMC designation. Teresa earned her Master's Degree in Business Administration in 2019, and will complete her Master's Degree in Communication and Public Affairs in the spring of 2024.

In October 2021, Teresa married her long-time partner, Mohammed. They have three children, Jocelyn who is attending ECPI for a degree in computer programming, Sabrina who is attending Virginia Peninsula Community College before transferring to Virginia Tech, and Gabriel who is a freshman in high school. They also have 2 dogs, 10 chickens, and 3 rabbits. In her free time, you can find Teresa curled up on the patio with a book in her hands.

## **Difficult Conversations**

*Sherida Haughton, M.B.A, Senior Consultant and Facilitator, PMG Professional Development and Performance Solutions, VCU L. Douglas Wilder School of Government and Public Affairs*

Sherida Haughton is an engaging and passionate trainer, facilitator, and coach. She seeks to involve participants to create a respectful but lively and motivating environment. She believes that everyone has a voice that needs to be heard to create the best learning opportunity for all involved. Sherida delivers training on a range of topics including communication, coaching staff, personal development, managing and leading, development and growth for women, diversity, generations, and skill building for trainers.

Having held positions at various levels from administrative staff to manager, Sherida meets people where they are and finds the common thread to help them join the fun. She brings more than a decade of experience working with executives in business, academic medicine, and state government to every session. She is an active member of the Junior League of Richmond. Sherida is the Scholarship and Awards Chair of the MBA Alumni Council at the University of Richmond. She is also a member of the Association for Talent Development. She serves in various capacities in her faith community. Sherida received her B.A. in Creative Writing from New York University and her MBA from the University of Richmond.

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

*Alan Gernhardt, Esq., Virginia Freedom of Information Advisory Council*

Alan Gernhardt is the executive director of the Virginia Freedom of Information Advisory Council. He began working with the Council as a staff attorney in 2004, was promoted to senior attorney in 2008, and became executive director of the Council in 2017. He earned a B.S. degree from Indiana University and a J.D. from the University of Richmond, T.C. Williams School of Law. The Council issues formal and informal advisory opinions, publishes educational materials, provides training presentations, and serves as a legislative forum regarding access to public records and meetings under the Virginia Freedom of Information Act.

## **Time Management**

*Amy K. Cook, Ph.D, Associate Professor, VCU L. Douglas Wilder School of Government and Public Affairs*

Amy K. Cook is an Associate Professor of criminal justice at the L. Douglas Wilder School of Government and Public Affairs. Her current research examines correlates of substance abuse, including overdose and crime, particularly as it relates to opioid use. Amy works closely with local police departments and jails to address substance abuse and related issues. Prior to academia, Amy spent over 14 years as a probation officer with the Virginia Department of Juvenile Justice where she worked with delinquent youth, families, and victims of intimate partner violence. Amy was also a member of the Fatality Review Team, which reviewed intimate partner and family related homicide.

## **Relationship Building**

*Eric Campbell, M.P.A., Senior Practitioner in Residence  
VCU L. Douglas Wilder School of Government and Public Affairs*

**Eric Campbell** joined the L. Douglas Wilder School of Government and Public Affairs faculty in January 2022 as a Senior Practitioner in Residence, Public Administration. Most recently he served as City Manager of Harrisonburg, Virginia where he oversaw a municipal operation of 800 employees and a total budget of approximately \$300 million. He holds the distinction of being the first African American to serve as Harrisonburg City Manager. Prior to Harrisonburg, he served as an Assistant City Manager in Dallas, Texas, and Charlotte, North Carolina, respectively. He has spent the first 20 years of his career in various positions in Virginia local government, ultimately serving as Deputy City Manager in Portsmouth, Virginia, and Assistant City Manager in Petersburg, Virginia.

A graduate of Hampton University with a B.A. in Psychology, he received a Master of Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University. He attended the Senior Executive Institute at the Weldon Cooper Center for Public Service (UVA) and completed the Senior Executives in State and Local Government Program at the Harvard Kennedy School of Government. He currently holds the International City/County Management Association (ICMA) Credentialed Manager designation.

He is an active member of the International City/County Management Association (ICMA), Virginia Local Government Management Association (VLGMA). He has served on the Supervisory Board of the Virginia Risk Sharing Association and Executive Board of the Virginia First Cities Coalition. He has served on numerous regional and state boards.

**Wednesday, October 11, 2023**

### **Budgets**

*Jess C. Smith, Ph.D, Project Director for the Evaluation of the Virginia Violent Crime  
L. Douglas Wilder School of Government and Public Affairs*

**Jess C. Smith** currently serves as Project Director for the Evaluation of the Virginia Violent Crime Initiative, also known as Ceasefire Virginia, at the Wilder School's Center for Public Policy. Jess is no stranger to VCU, as she taught as an adjunct professor in the Social Work and Criminal Justice programs for several years and completed her PhD and Master's degrees here at the Wilder school. Prior to joining VCU, Dr. Smith served the citizens of the Commonwealth of Virginia, first as the Public Safety Initiatives Coordinator at the Attorney General's Office until 2012, and most recently as the School, Campus, and Public Safety Resource Specialist at the Virginia Center for School and Campus Safety within the Department of Criminal Justice Services until 2017

### **Engaging Communications**

*Pam Cox, M.A., Senior Special Projects & Communications Manager  
VCU L. Douglas Wilder School of Government and Public Affairs*

**Pam Cox** is a communications professional with experience in public relations, crisis communications, social and digital communications, brand marketing, and broadcast television news. She is skilled in executive communications and media training for executives, and is a certified Black Belt in Six Sigma. Cox has more than 20 years of experience in television news serving as a producer, executive producer, and managing editor. She has 15 years of experience in public relations in both higher education and in the healthcare industry. Before joining the Wilder School, Cox was the Chief of Staff to the President and Associate Vice President of University Relations at Virginia Union University. In 2021, she led the University Relations team to win two Silver Telly Awards for video production and special events.

Ms. Cox earned a bachelor's degree in Mass Media Arts from Hampton University (VA) and a master's degree in journalism and public affairs from American University (DC).

### **High Stakes Communication**

*Adisa Muse, Director of Government Affairs, Hunton Andrew Kurth LLP*

**Adisa Muse** is a veteran of state and local government, political campaigns, and successful grassroots initiatives. He recently served as Norfolk's chief deputy city clerk and chief mayoral aide. Adisa has also served as a senior aide to members of both the Virginia General Assembly and the US House of Representatives, and as a legislative liaison for the Washington State Department of Retirement Systems.

Throughout his career, Adisa has worked closely with local and state legislators and leaders to build consensus on contentious and complex issues. He has monitored and drafted legislation and provided testimony in several state legislatures. Adisa has also led statewide grassroots initiatives including the

Virginia Voter Restoration Project. These experiences have provided him with fluency in legislative process and a keen ability to formulate successful legislative, grassroots, and grassroots strategies for clients.

### **Virginia General Assembly Legislative Update**

*Michelle Gowdy, Esq., Virginia Municipal League*

**Michelle Gowdy** serves as the executive director with the Virginia Municipal League. She began her local government career in 2009, working as an Assistant County Attorney in New Kent County. She later became the New Kent County Attorney in 2010 and spent a brief amount of time as the James City County Attorney in 2015 prior to joining VML. Michelle worked as a prosecutor and for the Virginia Department of Forensic Science until 2008. Originally from northern Wisconsin, she received a bachelor of arts degree in International Business from Carthage College in 1993 and a Juris Doctorate from Oklahoma City University in 1996.

**Thursday, October 12, 2023**

### **Technical Writing**

*DaNika Neblett Robinson, Ph.D., Associate Dean for Finance and Administration  
VCU School of Pharmacy*

**DaNika Neblett Robinson** is a higher education administrator who uses her academic acumen, coupled with her expertise in transformational leadership, to empower people to embrace their purpose. In addition, she speaks widely about the benefits of diversity, equity, inclusion, belonging, and justice in the workplace. Because of her accomplishments and contributions to the community, DaNika has been named a Virginia Commonwealth University Alumni Star, a Central Virginia Remarkable Woman finalist, and a Richmond Free Press Person of the Week.

DaNika holds a Doctor of Education with a concentration in leadership, Master of Public Administration with a concentration in nonprofit management, Bachelor in Religious Studies, Bachelor in Business Administration, and Associate in Business Administration. Early in her career, DaNika was successful in becoming a Certified Professional Secretary (later known as a Certified Administrative Professional) designated by the International Association of Administrative Professionals. She honed in on her technical writing expertise in her formative years as a medical transcriptionist as well as an executive assistant to senior leaders throughout the organizations she has served. More recently, she has published articles in professional journals. DaNika also enjoys creative writing, recently publishing a novella and anthology which required her to use her editing experience to create a quality end product.

### **Principles of Ethics for Clerks**

*Samuel L. Duncan, Ph.D., Associate Professor of Philosophy, Tidewater Community College*

**Samuel (Sam) Duncan** is an Associate Professor of Philosophy at Tidewater Community College. Before coming to TCC he taught at the University of Virginia, James Madison University, and the University of Tennessee. He works on ethics, political philosophy, and the history of philosophy. His work has appeared in journals such as the Journal of the American Philosophical Association, the European Journal of Philosophy, the Journal of Applied Philosophy, and the British Journal for the History of Philosophy.

### **Conflict Resolution via Verbal De-escalation**

*Jennifer Johannesen, Police Sergeant, Virginia Beach Police Department*

**Sergeant Johannesen** started her Law Enforcement Career in 2007 with the Virginia Beach Police Department. Sergeant Johannesen has moved through various assignments throughout the department

to include Uniform Patrol, Oceanfront Summer Bike Patrol, Community Policing Squad, and Academy Instructor. She was a lead instructor for the Virginia Beach Police Department Academy from 2014-2018, leading eight Academy classes to Graduation. In May of 2018, she was promoted to Sergeant and was assigned to the Second Precinct Uniform Patrol midnight shift, evening shift, and selected as the Oceanfront Community Oriented Policing Sergeant. In December of 2020, she competed and was selected for the Traffic Safety Unit Sergeant in Special Operations. While assigned to Special Operations Sergeant Johannesen was the team leader for the Crisis Negotiations and Hostage barricade Team. In August 2022, to better herself for the next Lieutenant promotional process Sergeant Johannesen competed and was selected for an investigative position in Internal Affairs where she is currently assigned.

In addition to her primary responsibilities on the Police Department, Sergeant Johannesen serves as a member of the Virginia Beach Police Honor Guard since 2009. Sergeant Johannesen has served on many Color Details for parades, promotions, retirement ceremonies, and led many funerals. Sergeant Johannesen was also approached and asked by Lieutenant Meister to become the Departments second LGBTQ Liaison in March of 2019. This position is in addition to her other supervisory responsibilities, and since her appointment, she has been involved with numerous community events, recruiting programs, and helped create the departmental Cultural Diversity training. Focusing on law enforcement response to transgender issues and same-sex domestic violence investigations. She works closely with the City of Virginia Beach, the Virginia Beach Human Rights Commission, Hampton Roads Pride, and Stand Up for Kids; to build bridges between the LGBTQ and Law Enforcement community. Sgt. Johannesen is heavily involved with the youth in the LGBTQ community attending the "YOU" meeting held twice a month by standup for kids.

Sergeant Johannesen believes in Leading from the Front, and sharing her knowledge, skills and abilities to make people around her better. Sergeant Johannesen is also an active member in the Peer Support Program since 2009. She is also a tactical mountain bike instructor and one of the formal leaders to develop and create the civil disturbance response bike team. Sergeant Johannesen is a Department of Criminal Justice (DCJS) Certified General Instructor, Defensive Tactics Instructor, Gracie Survival Tactics Instructor level II, and FBI certified Crisis Negotiator and Hostage Barricade and a member of the crisis intervention team. She is also certified to hold critical incident debriefs for individuals or group settings. Sergeant Johannesen is very passionate about teaching others. She holds certificates in Leadership in Police Organizations as a student and became an instructor in 2022.

In addition to her professional experience, Sergeant Johannesen has a bachelor's degree in criminal justice with a minor in sociology from Appalachian State University. She serves as the Treasurer of Law Enforcement United Maryland Division Ruff Ride Board, currently on her third two-year term. She enjoys mentoring the youth in the community. In her spare time, she enjoys running, hiking, fishing on her kayak, swimming in the ocean, and most importantly spending time with her family and friends.

Virginia Municipal Clerks Association  
Institutes and Academy

Municipal Clerk Speaker Biographies

Wednesday, October 11, 2023

**Budgets**

*Jess C. Smith, Ph.D., Project Director for Evaluation of Virginia Violent Crime Initiative  
VCU L. Douglas Wilder School of Government and Public Affairs*

Dr. Jess C. Smith currently serves as Project Director for the Evaluation of the Virginia Violent Crime Initiative, also known as Ceasefire Virginia, at the Wilder School's Center for Public Policy. Jess is no stranger to VCU, as she taught as an adjunct professor in the Social Work and Criminal Justice programs for several years and completed her PhD and Master's degrees here at the Wilder school. Prior to joining VCU, Dr. Smith served the citizens of the Commonwealth of Virginia, first as the Public Safety Initiatives Coordinator at the Attorney General's Office until 2012, and most recently as the School, Campus, and Public Safety Resource Specialist at the Virginia Center for School and Campus Safety within the Department of Criminal Justice Services until 2017.



Christina Draper &lt;cdraper2@vcu.edu&gt;

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**Institute Compliance**

3 messages

**Iris Hill** <iris@iimc.com>

Thu, Jan 18, 2024 at 4:01 PM

To: "cdraper2@vcu.edu" &lt;cdraper2@vcu.edu&gt;

Cc: "tmorris2@albemarle.org" &lt;tmorris2@albemarle.org&gt;, "ahernandez@cityofbowie.org" &lt;ahernandez@cityofbowie.org&gt;, Bea Rodriguez &lt;bea@iimc.com&gt;

Dear Christina,

Thank you for continuing to provide excellent educational opportunities for the Virginia Institute. I am pleased to inform you that your report has been accepted for 2023 and is deemed complete, and your institute complies with the IIMC Institute and Education Guidelines.

We have copied the IIMC Region II Directors on this email to inform them of the Institute's status.

Please review your Institute page, at your earliest convenience [here](#), and let us know if any updates or changes need to be made.

As always, please let us know if you need anything. We thank you for being a valuable part of IIMC and clerk education and look forward to working with you this year!

Best,

Dr. Beatrice Nevarez Rodriguez

Director of Professional Development

International Institute of Municipal Clerks

[8331 Utica Avenue, Ste 200](#)[Rancho Cucamonga, CA 91730](#)DIRECT (909) 760-2487 [Bea@iimc.com](mailto:Bea@iimc.com)**ATTENTION CMC and MMC applicants:****Effective June 1, 2023, we no longer accept CMC/MMC Designation applications via email, mail, or fax.****All certification designation applications must be submitted via the IIMC Education Certification portal.**

The portal may be accessed via the following links:

- o CMC: <https://bit.ly/CMCDesApp> Find the "step-by-step" guide here: [CMC Step-by-Step Guide](#)
- o MMC: <https://bit.ly/MMCDesApp> Find the MMC "step-by-step" guide here: [MMC Step-by-Step Guide](#)

Best regards,

Iris Hill

Education Coordinator

International Institute of Municipal Clerks

8331 Utica Ave.

[Suite 200](#)

[Rancho Cucamonga, CA 91730](#)

Ph: (909) 944-4162

Direct: (909)760-2492

[www.iimc.com](http://www.iimc.com)

#### OUT-OF-OFFICE ALERTS

[2/19/24 – IIMC recognized holiday](#)

[5/16/24 – 5/24/24 – IIMC Annual Conference Calgary](#)

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**Christina Draper** <cdraper2@vcu.edu>

Thu, Jan 18, 2024 at 4:05 PM

To: Edward A Howard <eahoward@vcu.edu>, Shelly Schuetz <sss schuetz@vcu.edu>, Katherine Coates <coateske@vcu.edu>

Sharing the good news-- now back to the 2024 VMCA programming:-)

Christina S. Draper

Program Manager, School Liaison|  
VCU Online and Continuing and Professional Education

Institute Director - Virginia  
Approved Institute, International Institute of Municipal Clerks

Virginia Commonwealth University  
Box 842505  
Richmond, VA 23284-2505  
[804 828-8831](tel:8048288831) • Fax: [804 828-6444](tel:8048286444)

Explore upcoming continuing and professional education courses and events at: <https://ocpe.vcu.edu/courses/>  
or search for an online courses, degree or certificate at: <https://online.vcu.edu/> .

[Quoted text hidden]

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**Edward Howard** <eahoward@vcu.edu>

Thu, Jan 18, 2024 at 4:12 PM

To: Christina Draper <cdraper2@vcu.edu>

Cc: Shelly Schuetz <sss schuetz@vcu.edu>, Katherine Coates <coateske@vcu.edu>

Great news. Congratulations on a job well done, and thank you!

[Quoted text hidden]

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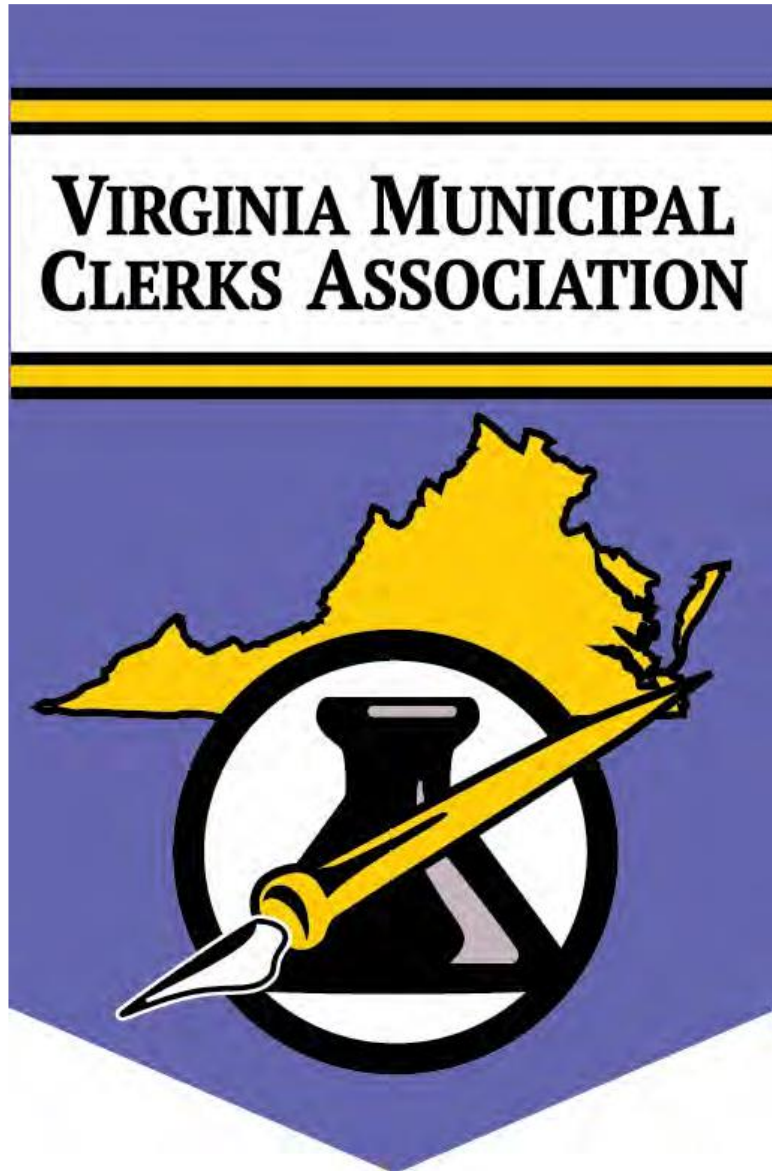
**Edward A. Howard, M.Ed**

Director of Operations  
VCU Online and Continuing and Professional Education  
Virginia Commonwealth University  
Box 842505  
(804) 615-3726

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# **2024 Annual Business Meeting**

## **Agenda Item 5a – Proclamation**



# Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2024

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

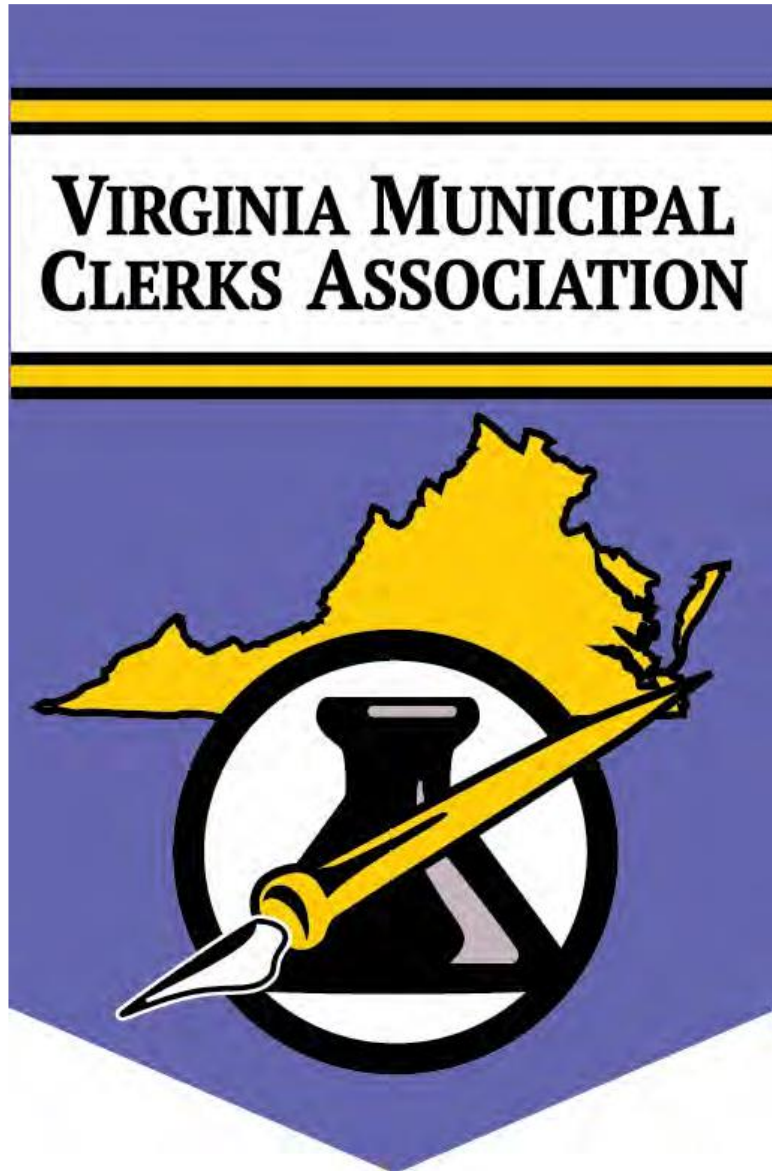
*Now, Therefore, I, Teresa Saeed, President of the Virginia Municipal Clerks Association, do hereby recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to all of our Professional Municipal Clerks throughout Virginia for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 18<sup>th</sup> day of April, 2024.*

  
Teresa Saeed, President

# **2024 Annual Business Meeting**

Agenda Item 5b – By-laws Amendment



**CONSTITUTION AND BYLAWS  
VIRGINIA MUNICIPAL CLERKS ASSOCIATION**

*Adopted April 18, 2019*

**PREAMBLE**

The membership of the Virginia Municipal Clerks Association shall subscribe to and be governed by the Code of Ethics of the International Institute of Municipal Clerks.

Virginia Municipal Clerks shall strive for professional status and participate in continuing education to attain certification as a Certified Municipal Clerk and to participate and complete the Master Municipal Clerks Certification on a sustaining basis.

The objectives for which this Association is formed shall be to: (1) promote education and certification of municipal clerks; (2) promote better municipal government; (3) increase efficiency of municipal clerks' operations; (4) be alert and respond to federal, state, and local legislation which impacts the clerks' offices; and (5) educate the public and colleagues regarding the role of the municipal clerk.

The term "municipal" includes but is not limited to the following local government units: city, town, county, region, metropolis and district.

**ARTICLE I – NAME**

The name of this organization shall be the Virginia Municipal Clerks Association, hereinafter referred to as the "Association."

**ARTICLE II - MISSION AND OBJECTIVES**

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

**ARTICLE III – MEMBERSHIP**

**There shall be six (6) classes of membership:**

**MEMBERSHIP CLASSES**

- 1) Full Member**
- 2) Additional Full Member**
- 3) Associate Member**
- 4) Retired Member**
- 5) Honorary Member; and**
- 6) Corporate Member**

**1. Full Membership**

Every city, town or county in the Commonwealth of Virginia shall be eligible for membership. Full members are Municipal or Town Clerks, City Secretaries, Records, and Legislative Administrators and/or an individual who serves a Legislative Government Body in an administrative capacity with management responsibilities and whose duties include four of the following: General Management,

Records Management, Meeting Administration, Management of ordinances or other legal instruments, Human Resources Management, Financial Management, Custody of the official seal and execution of official documents; or Administration of elections. They shall be entitled to vote and hold office upon payment of the annual dues.

Any person desiring to become a member of this Association shall make written application upon such form as the Treasurer may prescribe, accompanied by the membership fee hereinafter prescribed. Said application shall be filed with the Treasurer of the Association.

## **2. Additional Full Membership**

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy or Assistant Clerks, assistants and secretaries within the same municipality or town, but could be other individuals provided they would qualify under the definition of Full Member.

## **3. Associate Membership**

Associate membership shall be open to local government professionals other than those listed above. Associate members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or to hold office.

## **4. Retired Membership**

Any former member who, upon retirement, wishes to continue affiliation with the Association is automatically eligible for retired membership. Retired members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or to hold office.

## **5. Honorary Membership**

Retired past presidents of the organization shall automatically become honorary members upon their retirement from governmental services and shall be so recognized at the Annual Meeting after such retirement. Honorary members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or to hold office.

## **6. Corporate Membership**

Corporate Members shall be open to companies indirectly associated with or interested in the furtherance of the Association's objectives. Written application shall be forwarded to the Association's Treasurer accompanied with the membership fees prescribed below. Corporate members shall have the right to attend meetings and participate in discussion; however, they are not eligible to make motions, vote or to hold office.

# **ARTICLE IV – DUES**

## **1. Full Members**

Annual dues per member shall be:

Municipalities less than 5,000 population - \$25

Municipalities less than 10,000 population - \$30

Municipalities between 10,000 and 50,000 population - \$40

Municipalities over 50,000 population - \$50

Deputies, assistants and secretaries - \$25 if a membership has been paid by the Clerk of Council, Clerk or Recorder of the Municipality; otherwise as set forth above.

Payment of initial dues shall be submitted with membership application. Thereafter, annual dues shall be payable in July. Dues will not be prorated.

A request for transfer of paid annual dues by a former member to a new member of a locality may be submitted in writing to the Treasurer. Approval by the Treasurer of such request will be acknowledged in writing.

## **2. Additional Full Membership**

\$25 if a Full Membership has been paid by the municipality; otherwise as set forth above.

## **3. Associate Members**

Associate members shall pay annual dues based on the same as those prescribed for full members.

## **4. Retired Members**

Retired members shall pay annual dues in the amount of \$20.

## **5. Honorary Members**

Honorary members shall be exempt from payment of dues.

## **6. Affiliate Members**

Corporate members shall pay annual dues in the amount of \$60.

# **ARTICLE V - ASSOCIATION OFFICERS, PRESIDENTIAL APPOINTMENTS AND TERMS**

## **SECTION 1. Right to Hold Office and Vote**

a. Payment of the annual dues shall be a requisite to good standing in the Association. Members must be in good standing to vote on Association business or to serve as an officer of the Association. The right to hold office is reserved for the full and additional full members only. Candidates for the office of First and Second Vice President shall also have served on Association Committees and/or as Regional Director for a period of at least two years or on the Executive Committee as Treasurer, Secretary or Historian for a period of at least one year.

b. In the absence of willing and qualified candidates for the position of First or Second Vice President, the Nominating Committee may forward to the Executive Committee a recommendation for candidate(s) who have not yet completed two years of service as an Association Committee member or Regional Director. These nominees must be members in good standing. Upon receiving such recommendation the Executive Committee may choose to accept the nomination.

## **SECTION 2. Elected Officers**

The officers of the Association shall be President, First Vice President, Second Vice President, Treasurer, Secretary and Historian. The President, First Vice President, Second Vice President, Treasurer, and Secretary shall be elected and qualified by proper oath at the annual meeting to hold office one year commencing with their installation. The Historian shall be elected and qualified by proper oath, but is not subject to term limitations as delineated in Section 3, below.

## **SECTION 3. Terms of Officers**

The President, First Vice President, Second Vice President, and Secretary shall be eligible to serve no more than two consecutive one-year terms in the same office.-The Treasurer shall be eligible to serve no more than four one-year terms. The Historian shall serve at the pleasure of the membership and shall not be subject to term limitation. The Treasurer and Secretary may be allowed to remain in office past the term limits upon recommendation of the Nominating Committee and with the approval of the Executive Committee.

## **SECTION 4. Powers and Duties of President**

The President shall be the Chief Executive Officer of the Association and shall preside over all meetings. The President shall have the power to call special meetings, appoint special committees and the chairs of special committees, shall be an ex officio member of all committees, except the Nominating Committee, and shall have other such powers and duties as may be delegated by the Executive Committee consistent with the provisions of this Constitution.

## **SECTION 5. Powers and Duties of First and Second Vice Presidents**

The First and Second Vice Presidents shall have served on Association committees and/or as a region director for at least two years, unless nominated as in Section 1(b) above.

The First Vice President shall assist the President in performing the duties of the office and assume responsibility of the office in the absence of the President. The First Vice President shall automatically ascend to the office of President should that office become vacant between elections. The First Vice President shall assist the President with Virginia Municipal League and Virginia Association of Counties activities, as well as interact with other professional organizations.

The Second Vice President, in addition to other duties assigned by the President, shall be responsible for public relations and shall serve as the liaison with the Regional Directors to maintain membership and encourage new enrollments. Should the President and First Vice President be unable to serve, the Second Vice President shall succeed to the Presidency.

## **SECTION 6. Treasurer**

The Treasurer shall establish and require compliance with procedures for the receipt, disbursement and keeping of the Association's funds and records, receive all monies due the Association, be custodian of all funds, maintain a record of membership, send annual notices of dues, make disbursements as authorized by the President, or by the Association and/or Executive Committee, submit monthly

financial reports to the President and Budget Committee with an annual report to the membership and present financial records for an annual audit prior to the Annual Meeting. The Treasurer, with approval of the Executive Committee, shall pay expenses incurred for the Association's Annual Conference when conference costs exceed revenues generated by the registration fees of the conference. The Treasurer shall serve as Chair of the Budget Committee. The Treasurer shall convey all financial records to the succeeding Treasurer within sixty (60) days following the annual meeting.

#### **SECTION 7. Secretary**

The Secretary shall be responsible for ensuring that mailing of notices for all regular and special meetings, amendments to the Constitution and Bylaws, and any other correspondence or special notices occur as necessary (The mailing can be electronic or by US mail as applicable). The Secretary shall be the keeper of the seal of the Association.

The Secretary shall keep minutes and record the proceedings of all regular and special meetings of the Association and of the Executive Committee, and shall preserve in a permanent file all records and letters of value to the Association and its officers. She/He shall provide the President and Executive Committee with a copy of minutes of any meeting within sixty days (60) days of such meeting.

The Secretary shall convey all Association minutes and correspondence to the succeeding Secretary within sixty (60) days following the annual meeting.

#### **SECTION 8. Historian**

The Historian shall compile the historical records of the Association, write a yearly history to be forwarded to the Executive Committee for presentation at the Annual Meeting, and shall maintain the Association's scrapbook.

#### **SECTION 9. Parliamentarian**

The Parliamentarian shall be appointed by the President and shall interpret the Constitution and Bylaws of the Association upon request and keep members informed of changes, review all proposed amendments to the Constitution and Bylaws, and maintain a current file on the Constitution and Bylaws of the IIMC. The Parliamentarian shall rule on procedures to assure all actions of the Association are in accordance with Robert's Rules of Order, Newly Revised. There shall be no term limitation for the position of Parliamentarian. The Parliamentarian need not be a member of the Association.

#### **SECTION 10. Regional Directors**

Regional Directors shall be appointed by the President, one to represent each of the ten regions. Directors shall solicit personnel changes in member localities and secure membership for the Association to be forwarded to the webmaster; conduct the regional business of the Association; communicate with each municipality; form an association of Municipal Clerks within the Region and support regular meetings of that association; and shall promote certification and continuing education for the Institute and Academy. Regional Directors shall report to the Second Vice President.

## **ARTICLE VI – COMMITTEES**

### **SECTION 1. Executive Committee**

The Executive Committee of the Association shall consist of the President, First Vice President, Second Vice President, Treasurer, Secretary, Historian, and the immediate Past President. The Historian may attend meetings of the Executive Committee, but shall not vote.

### **SECTION 2. Standing Committees**

Standing Committees, with the exception of the Executive Committee, and notwithstanding any special committees appointed by the President, are as follows: Audit; Budget; Constitution and Bylaws; Clerk of the Year; Historical; Newsletter; Nominating; Education and Professional Development; Scholarship; and Web Development.

Each Committee shall retain one past member for consistency, continuity and past history (whenever possible). The Education and Professional Development Committee chair shall serve as the carry over member (whenever possible).

Duties and responsibilities of all standing committees are delineated in the Association's Procedures and Standards of Operation, adopted April 19, 2012.

### **SECTION 3. Eligibility, Terms, Vacancies**

All members of the Association, in good standing, shall be eligible to serve on any committee with the exception of the Executive Committee. The Executive Committee shall be elected as required in Article V, Sections 1 and 2 of this Constitution and Bylaws. Committee chairs and members shall be appointed for one-year terms, which may be consecutive, with the exception of the Education & Professional Development Committee who would require a commitment by the appointed Chair to serve one additional year as a committee member after his or her term. If a vacancy occurs on a committee, with the exception of the Executive Committee, the committee chair shall appoint a member to fill the vacancy for the unexpired term, and shall inform the President immediately upon the filling of said vacancy.

## **ARTICLE VII – ELECTIONS**

Officers of the Association shall be elected at the annual meeting.

A report of the Nominating Committee shall be made to the general membership as part of the order of business transacted during the annual meeting. The candidates declared elected shall be installed at the annual conference. The installed officers shall assume their duties immediately and shall continue to serve until the installation of new officers at the next annual meeting.

## **ARTICLE VIII – MEETINGS**

### **SECTION 1. Annual Meetings**

The Annual Meeting shall be held during the month of April, the date to be approved by the Executive Committee with input from the host clerk.

The dates and times of the Annual Meeting may be changed by a two-thirds vote of the membership present at the previous annual meeting.

### **SECTION 2. Executive Committee Meetings**

The Executive Committee shall meet at least twice per year, at the Annual Meeting and once during the year, upon call of the President. Three members of the Executive committee shall constitute a quorum.

### **SECTION 3. Special Meetings**

Special Meetings of the Association, as deemed appropriate, may be called by the President or at least three members of the Executive Committee.

Each member must be notified in writing (email is acceptable for efficiency) not less than fifteen (15) days before date of said meeting. Notice shall contain the date, time and place of the special meeting and shall also contain a statement of the reason(s) for such special meeting. Only such business as specified in the call can be transacted.

### **SECTION 4. Electronic Meetings**

The ~~annual assembly of members, executive-Executive committeeCommittee~~, standing committees, and special committees are authorized to meet ~~by telephone conference or through other~~ electronic ~~means media~~ so long as all ~~the members can participate~~ participants may simultaneously hear each other and participate in the meeting. Minutes and a written record shall be made of all actions taken.

## **ARTICLE IX – VACANCIES**

In the event of a vacancy in the office of President, the First Vice President shall advance to the office of President. In the event of a vacancy in the office of First Vice President, the Second Vice President shall advance to the office of First Vice President. The Executive Committee shall fill, by appointment, the unexpired term of any vacancy occurring for Second Vice President, Treasurer, Secretary or Historian. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

## **ARTICLE X - PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Newly Revised shall govern the procedure of the Association in all cases where they are applicable.

## **ARTICLE XI – AMENDMENTS**

### **SECTION 1. Amendment Process**

Amendments to the Association's Constitution and Bylaws may be proposed by the Executive Committee, by a petition signed by at least ten (10) members in good standing, or by the Constitution and Bylaws Committee and shall be submitted in writing to the President of the Association.

A copy of the proposed amendments shall be posted on the VMCA website and emailed to every

member not less than thirty (30) days before the date of the Annual Meeting.

**SECTION 2. Approval Process**

Proposed amendments shall be presented by the President or the Chair of the Constitution and Bylaws Committee at the Annual Meeting.

The Constitution and Bylaws may be amended at any Annual Meeting by a two-thirds vote of the members voting. Results shall be reported before the close of the Annual Meeting, and shall become effective immediately thereafter.

The Secretary of the Association shall post on the VMCA website and email a copy of the amended **Constitution and Bylaws to all members of the Association within a reasonable period of time, but no later than six (6) months after the close of the Annual Meeting.**

\*\*\*\*\*

Adopted April 2001 at the Annual Meeting of the Virginia Municipal Clerks Association.

Amended April 24, 2003 at the Annual Meeting of the Virginia Municipal Clerks Association, Fairfax County, VA.

**PREAMBLE** : [added] first two paragraphs;

**ARTICLE II – MISSION AND OBJECTIVES** : amended language;

**ARTICLE III – MEMBERSHIP, SECTION 1. Full Membership**: amended language;

**ARTICLE V – ASSOCIATION OFFICERS, PRESIDENTIAL APPOINTMENTS AND TERMS**, amended language to all sections and added Sections 9. Parliamentarian, and Section 10. Regional Directors; **ARTICLE VI – COMMITTEES**: amended language to all sections and removed Section 4. Regional Directors, and Section 5. Public Relations;

**ARTICLE VII – ELECTIONS**: amended language

**ARTICLE VIII – MEETINGS**: amended language in Section 1. Annual Meetings;

**ARTICLE X – PARLIAMENTARY PROCEDURE** : amended language;

**ARTICLE XI – AMENDMENTS** ; amended language to Section 1. Amendment Process, and Section 2. Approval Process.

Amended April 22, 2004 at the Annual Meeting of the Virginia Municipal Clerks Association, Williamsburg, VA.

**ARTICLE V – ASSOCIATION OFFICERS, PRESIDENTIAL APPOINTMENTS AND TERMS, Section 6. Treasurer**: amended language.

Amended April 20, 2006 at the Annual Meeting of the Virginia Municipal Clerks Association, Charlottesville, VA.

**ARTICLE III – MEMBERSHIP**: amended language to all sections and added **MEMBERSHIP CLASSES**;

**ARTICLE IV – DUES:** amended language in all sections;

**ARTICLE V – ASSOCIATION OFFICERS, PRESIDENTIAL APPOINTMENTS AND TERMS:** amended language in Section 1-Right to Hold Office and Vote, Section 3 – Terms of Officers, Section 6 - Treasurer, Section 7 - Secretary, and Section 9 - Parliamentarian;

**ARTICLE VI – COMMITTEES:** amended language in Section 2 – Standing Committees, noted detailed responsibilities for Officers and Committees located in new **STANDARDS OF OPERATIONS GUIDE** for organization;

**ARTICLE VIII – MEETINGS:** added Section 4. Electronic Meetings.

Amended April, 24, 2008 at the Annual Meeting of the Virginia Municipal Clerks Association, Staunton, VA.

**ARTICLE VI – COMMITTEES:** amended Section 1. Executive Committee;

**ARTICLE VIII – MEETINGS:** amended Section 2. Executive Committee Meetings.

Amended April 24, 2009 at the Annual Meeting of the Virginia Municipal Clerks Association, Chesapeake, VA.

**ARTICLE VI – COMMITTEES: amended** Section 2. Standing Committees and Section 3. Eligibility, Terms, Vacancies;

Amended April 19, 2012 at the Annual Meeting of the Virginia Municipal Clerks Association, Portsmouth, VA.

**ARTICLE V – ASSOCIATION OFFICERS, PRESIDENTIAL APPOINTMENTS AND TERMS : amended** Section 1. Right to Hold Office and Vote, added language; Section 9. Parliamentarian, amended; Section 10. Regional Directors, amended;

**ARTICLE VI – COMMITTEES :** amended Section 2. Standing Committee, amended.

**ARTICLE VII – ELECTIONS:** amended

**ARTICLE VII – MEETINGS:** amended; Section 3, Special Meetings; Section 4, Electronic Meetings.

**ARTICLE XI - AMENDMENTS:** amended; Section 1. Amendment Process; Section 2. Approval Process

Amended April 18, 2013 at the Annual Meeting of the Virginia Municipal Clerks Association, Winchester, VA.

**ARTICLE IV – DUES:** amended Section 1.-Full Committee; Section 2. Additional Full Membership; Section 4. Retired Members; Section 6. Affiliate Members (all dues increased by \$5.00).

Amended April 17, 2014 at the Annual Meeting of the Virginia Municipal Clerks Association, Norfolk, VA.

**ARTICLE V – Association Officers, Presidential Appointments and Terms:** amended Section 1. Right to Hold Office and Vote; Section 5. Powers and Duties of First and Second Vice Presidents;

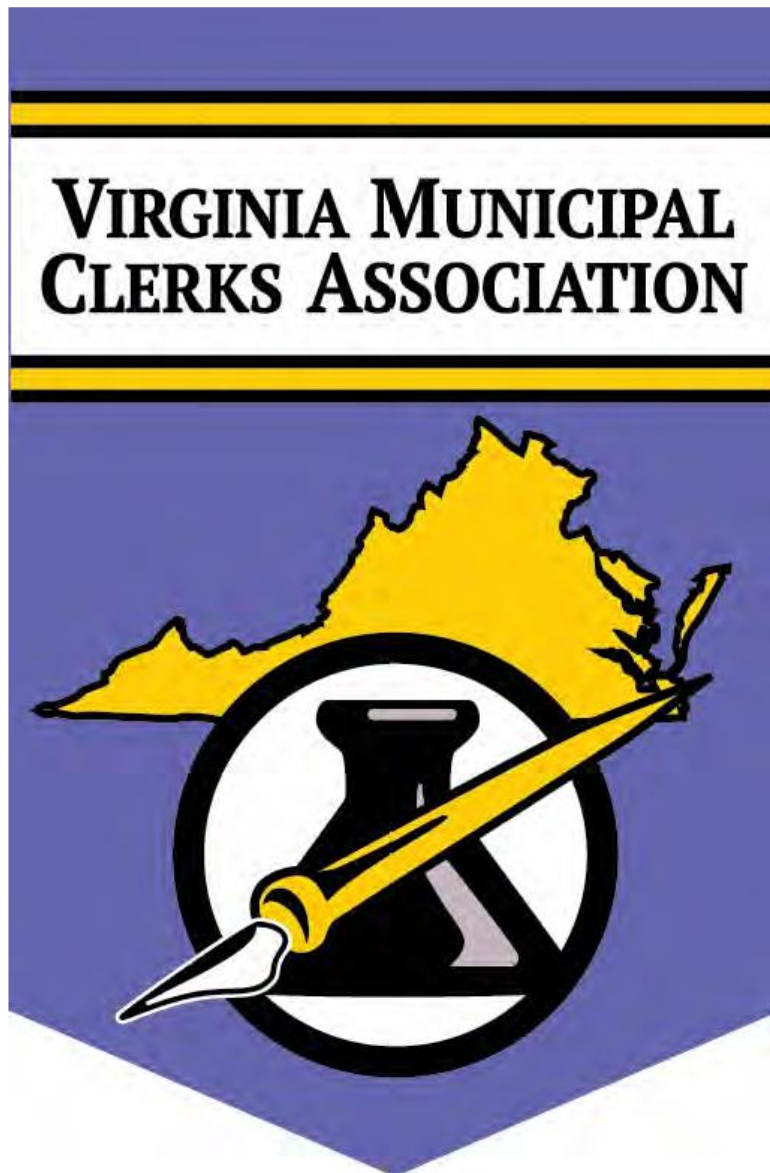
**ARTICLE VI – COMMITTEES:** AMENDED Section 2. Standing Committees; Section 3. Eligibility, Terms, Vacancies.

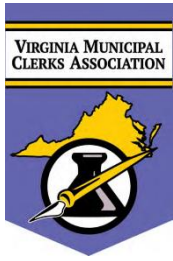
Amended April 18, 2019 at the Annual Meeting of the Virginia Municipal Clerks Association, Roanoke, VA.

**ARTICLE IV – DUES:** amended Section 1.-Full Committee; Section 2. Additional Full Membership; Section 4. Retired Members; Section 6. Affiliate Members (all dues increased by \$5.00)

# **2024 Annual Business Meeting**

Agenda Item 6 – Recognition of 2023-2024  
CMCs, MMCs, & Athenian Leadership  
Society Fellows





# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## 47<sup>TH</sup> Annual Business Meeting

Thursday, April 18, 2024

12:00 P.M.

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Item 6. Recognition of 2023 – 2024 CMCs, MMCs, & Athenian Leadership Society Fellows

### **Athenian Fellows**

- Teresa Saeed – May 25, 2023
- Stephen Clough – November 1, 2023
- Travis Morris – November 17, 2023
- Kerri Mellott – February 16, 2024
- Laura Passos – March 15, 2024

### **Certified Municipal Clerk Designation**

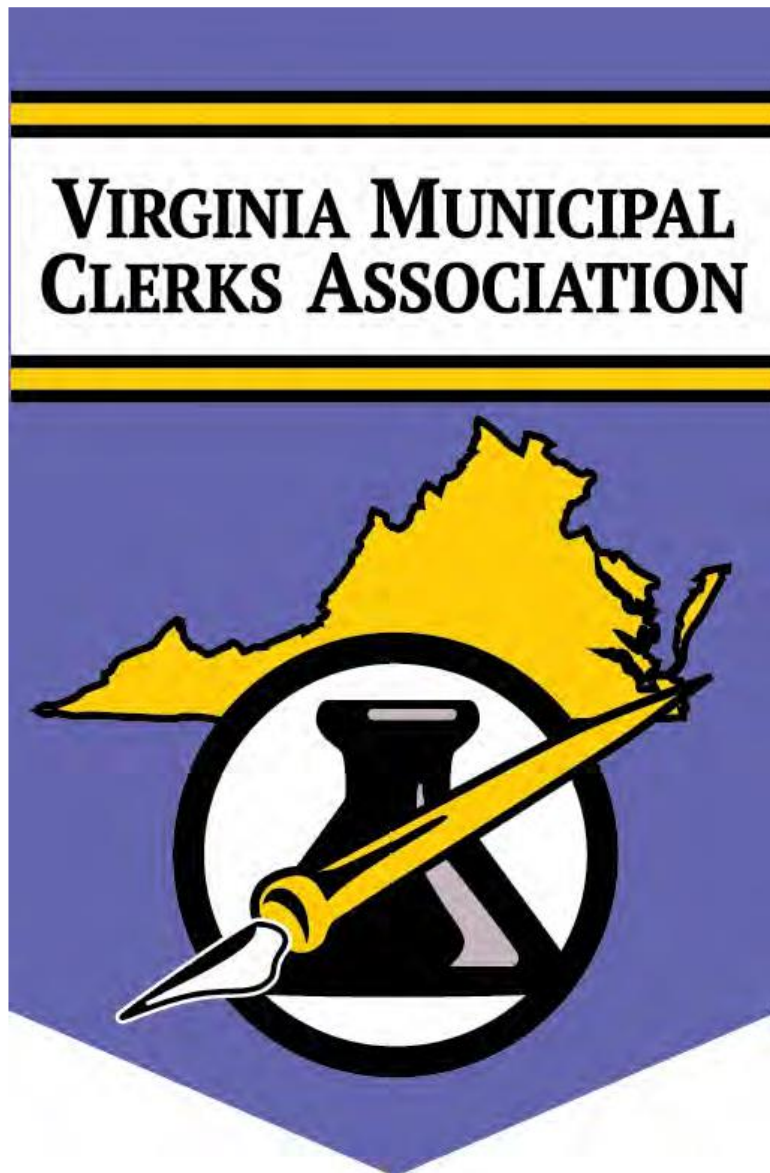
- Amy Walker – May 25, 2023
- Claudette Borgersen – July 26, 2023
- Christina Smith – August 21, 2023
- Margie Tacci – October 3, 2023
- Lisa Braxton – October 24, 2023
- Stephen Clough – October 24, 2023
- Kerri Mellott – October 25, 2023
- Ashley Hill – November 1, 2023
- Brooke Wright – November 2, 2023
- Candice Reid – November 21, 2023
- Anita Sherrod – December 11, 2023
- Camisha Brown – January 8, 2024
- Sandi Filicko – January 10, 2024
- Eric Smith – January 31, 2024
- Lorraine Spaulding – March 11, 2024

### **Master Municipal Clerk Designation**

- Aimee Mann – June 21, 2023
- Teresa Saeed – July 6, 2023
- Patricia Cronin – August 29, 2023
- Travis Morris – October 24, 2023
- Ashley Clatterbuck – December 22, 2023
- Kimberly Kingsley – February 16, 2024
- Katherine Glass – March 13, 2024

# **2024 Annual Business Meeting**

Agenda Item 7 – Election of 2024-2025  
Executive Committee Proposed Slate of  
Officers





**VMCA Executive Board**  
2024-2025

**President**

Katherine K. Glass, MMC  
Clerk of Council  
City of Hampton

**Secretary**

Kaylyn McCluster, CMC  
Deputy Clerk  
Pittsylvania County

**First Vice President**

Kimberly Ellis, MMC  
Deputy Clerk  
Culpeper County

**Historian**

Mina D. Barberis, MMC  
Deputy City Clerk  
City of Norfolk

**Second Vice President**

Camisha Brown, CMC  
Executive Assistant to County Administrator  
Dinwiddie County

**Parliamentarian**

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

**Treasurer**

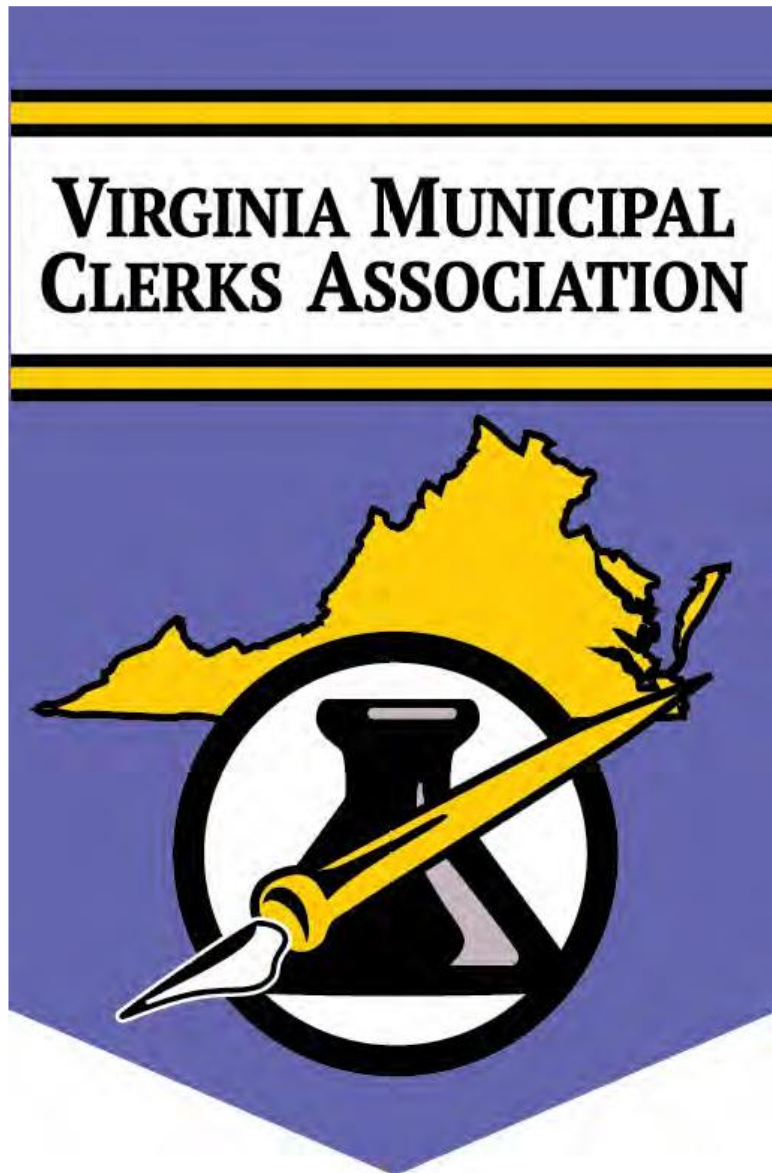
Jennifer Green  
Deputy City Clerk  
City of Newport News

**Immediate Past President**

Teresa J. Saeed, MMC  
Deputy Clerk  
James City County

# **2024 Annual Business Meeting**

Agenda Item 8 – Adoption of Proposed  
2024-2025 Organization Budget



# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

## PROPOSED FY2025 BUDGET JULY 1, 2024 – JUNE 30, 2025

### REVENUE

- FY2025 Membership Dues<sup>1</sup> \$ 6,000.00

### EXPENSES

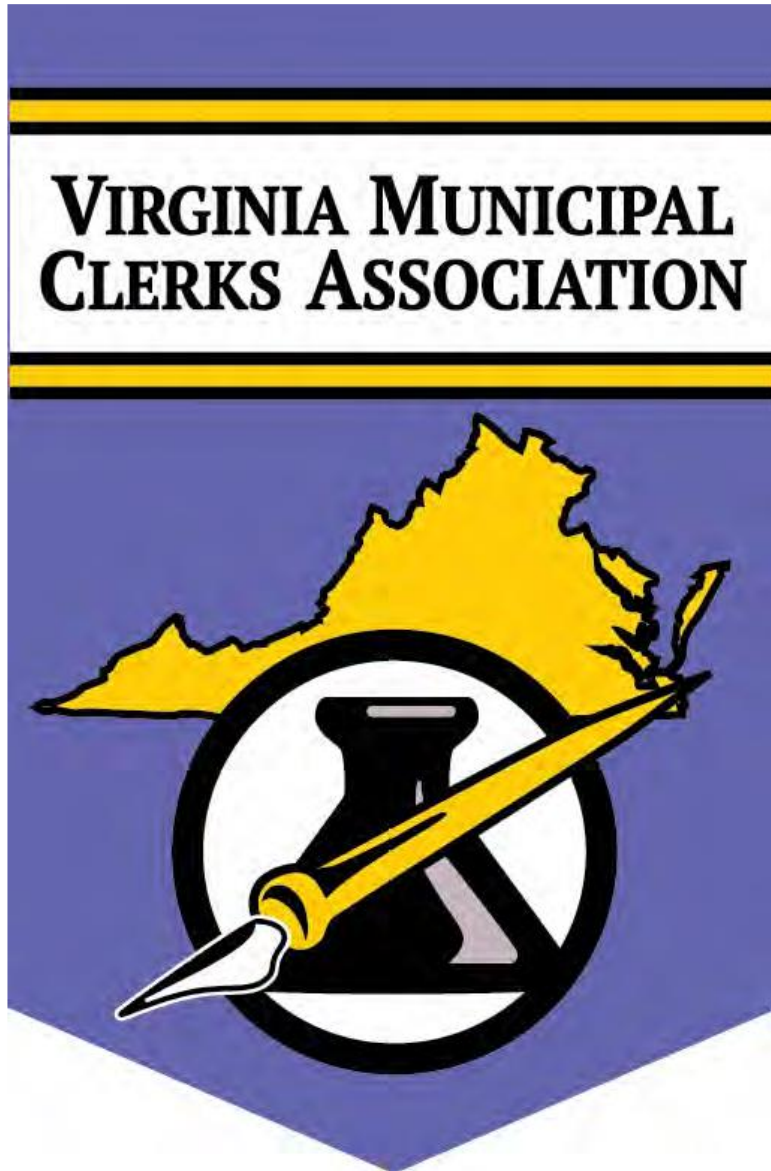
- Office Supplies \$ 50.00
- Postage<sup>2</sup> 100.00
- Credit Card Processing Fees<sup>3</sup> 450.00
- Awards/Recognitions<sup>4</sup> 1,100.00
- President's Expenses<sup>5</sup> 1,000.00
- Scholarships<sup>6</sup> 700.00
- 2025 Annual Conference<sup>7</sup> 1,100.00
- Web Site Expenses<sup>8</sup> 1,400.00
- Undesignated Expenses<sup>9</sup> 100.00

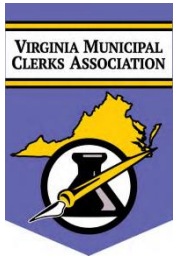
**TOTAL EXPENSES** \$ 6,000.00

<sup>1</sup> Reduced from FY24 estimate based on current memberships.  
<sup>2</sup> Postage for general VMCA correspondence and mailing designation awards.  
<sup>3</sup> StarPay credit card processing fees for memberships registrations paid online; increased from FY24.  
<sup>4</sup> Awards for CMC/MMC achievements, Clerk of Year Plaque, President's Plaque, etc.  
<sup>5</sup> IIMC and/or VMCA annual conference registration fees.  
<sup>6</sup> One Institute/Academy scholarship; VCU provides one complimentary Institute scholarship. Based on 2023 Institute/Academy fee.  
<sup>7</sup> Available to support annual conference upon request of host clerk.  
<sup>8</sup> Web expenses – StarChapter annual cost, annual domain registration; increased from FY24.  
<sup>9</sup> Misc. undesignated expenses.

# **2024 Annual Business Meeting**

## **Agenda Item 9 – Upcoming Conferences**





# VIRGINIA MUNICIPAL CLERKS ASSOCIATION

47<sup>TH</sup> Annual Business Meeting

Thursday, April 18, 2024

12:00 P.M.

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Item 10. Upcoming and Future Conferences

- 2024 IIMC Annual Conference – Calgary, Alberta, Canada, May 19-22, 2024
- 2024 Institute and Academy Conference – Richmond, VA, October 14-16, 2024
- 2025 IIMC Region II Conference – Henrico, VA, January 21-24, 2025
- 2025 VMCA Annual Business Meeting – Virtual, April 2025
- 2025 IIMC Annual Conference – St. Louis, MO, May 18-21, 2025
- 2026 IIMC Annual Conference – Reno, NV, May 17-21, 2026
- 2027 IIMC Annual Conference – Fort Worth, TX, May 9-12, 2027

# **2024 Annual Business Meeting**

Agenda Item 10 – Adjournment

