



VIRGINIA MUNICIPAL CLERKS ASSOCIATION

48TH Annual Business Meeting Agenda

Thursday, April 17, 2025

11:00 A.M.

1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes
4. 2024 – 2025 Board and Committee Reports
 - a. Executive Committee Reports
 - President – Katherine Glass, MMC
 - First Vice President – Kim 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
 - b. Region Director Reports
 - Region I – Vacant
 - Region II – Kimberly Kingsley, MMC
 - Region III – Pam Ulmer
 - Region IV – Lorraine Spalding, CMC
 - Region V – Kaylyn McCluster, MMC
 - Region VI – Maxicelia Robinson
 - Region VII – Stephen Clough, CMC
 - Region VIII – Heather Oliver
 - Region IX – Susan Wilson
 - Region X – Patricia Cronin, MMC
 - c. Committee Chair Reports
 - Audit Committee – Libby Hume, MMC
 - Budget Committee – Jennifer Green
 - Bylaws Committee – Wanda Watkins, MMC
 - Clerk of the Year Committee – Aimee Mann, MMC
 - Education/Professional Development Committee – Mina Barberis, MMC
 - Newsletter Committee – Ashley Clatterbuck, MMC and Monika Mayfield, CMC
 - Nominating Committee – Kirstyn Jovanovich, CMC
 - Scholarship Committee – Wendy Chewing, MMC
 - Website Committee – Travis Morris, MMC and Kyna Thomas, MMC

- d. 2024 Annual Institute and Academy Report – Shelley Schuetz, Institute Director
5. New Business
 - a. Professional Municipal Clerks Week Proclamation
6. Recognition of 2024-2025 CMCs, MMCs, and Athenian Leadership Society Fellows
7. Election of Executive Committee for 2025-2026
 - a. Proposed Slate of Officers:
 - President – Kimberly Ellis, MMC
 - First Vice President – Camisha Brown, CMC
 - Second Vice President – Kaylyn McCluster, MMC
 - Treasurer – Teresa Saeed, MMC
 - Secretary – Alicia Finney
 - Historian – Eileen Boeing, CMC
 - Parliamentarian – Travis Morris, MMC
 - Immediate Past President – Katherine Glass, MMC
8. Adoption of Proposed 2025-2026 Organization Budget
9. Upcoming and Future Conferences
 - 2025 VMCA Annual Business Meeting – Virtual, April 17, 2025
 - 2025 IIMC Annual Conference – St. Louis, MO, May 18-21, 2025
 - 2025 Institute and Academy Conference, tentatively Richmond, VA, October, 2025
 - 2026 VMCA Annual Conference - TBD
10. Adjournment