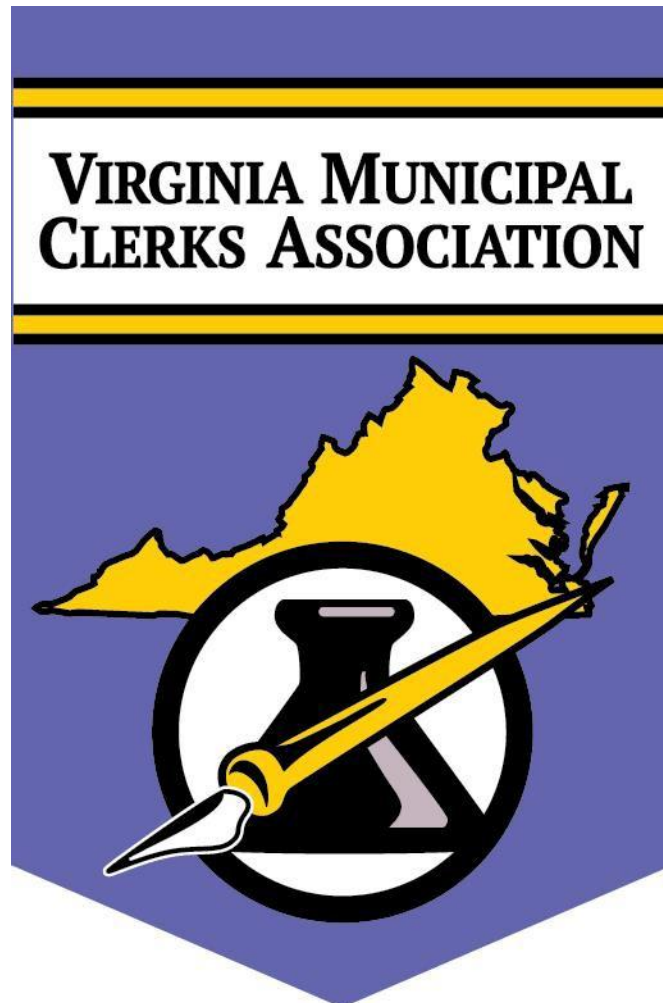
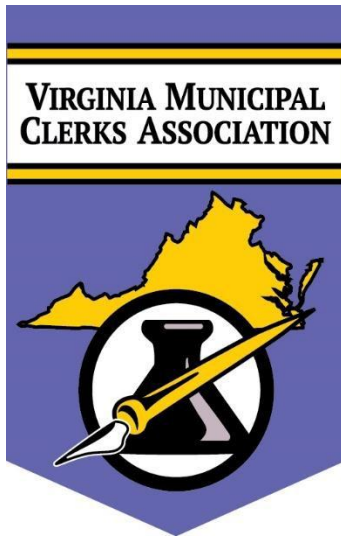


2026 Annual Business Meeting

Virginia Municipal Clerks Association



Kimberly Ellis, MMC, President
Deputy Clerk, County of Culpeper



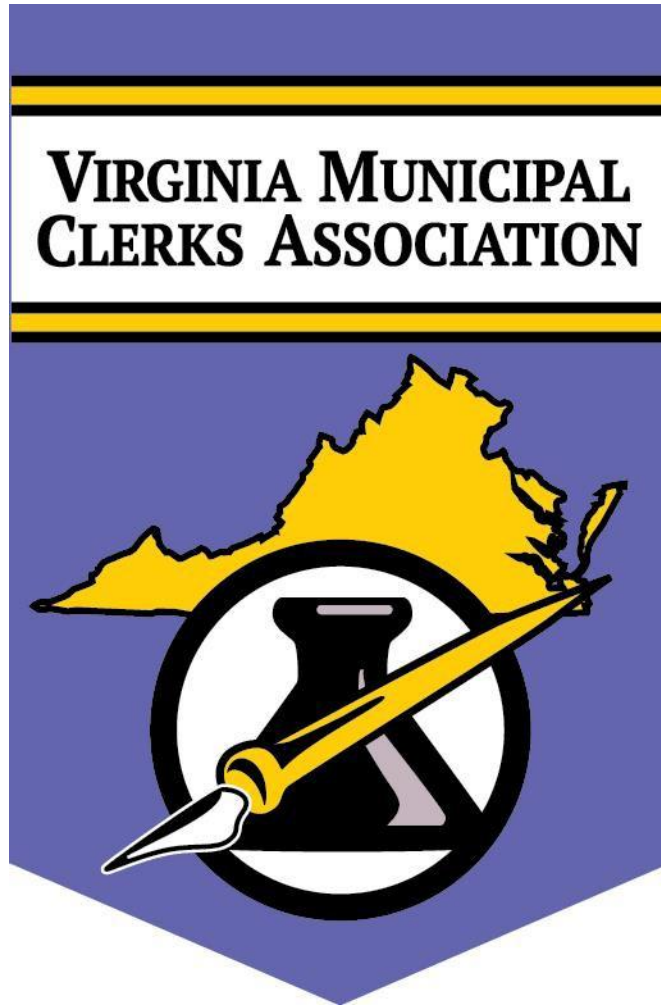
Virginia Municipal Clerk's Association
49th Annual Business Meeting Agenda
The Inn at Virginia Tech, Blacksburg, VA
Thursday, April 16, 2026
12:30 p.m.

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes:
 - a. April 17, 2025
 - b. April 23, 2025
 - c. July 10, 2025
 - d. September 18, 2025
 - e. December 3, 2025
 - f. January 15, 2026
4. 2025-2026 Board and Committee Reports
 - a. Executive Committee Reports
 1. President
 2. First Vice President
 3. Second Vice President
 4. Treasurer
 5. Secretary
 6. Historian
 - b. Audit Committee
 - c. Budget
 - d. Bylaws
 - e. Clerk of the Year
 - f. Education/Professional Development
 - g. Newsletter
 - h. Nominating Committee
 - i. Scholarship
 - j. Website

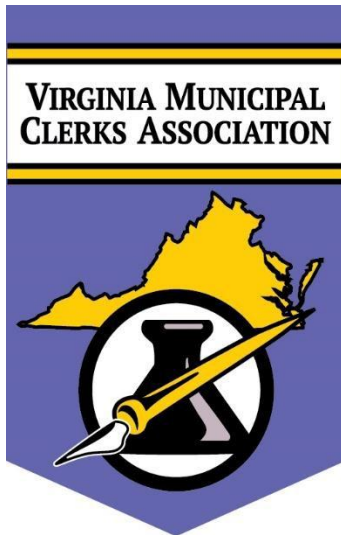
- k. 2025-2026 Region Directors Reports
 1. Region I
 2. Region II
 3. Region III
 4. Region IV
 5. Region V
 6. Region VI
 7. Region VII
 8. Region VIII
 9. Region IX
 10. Region X
- l. 2025 Annual Institute and Academy Report – Shelley Schuetz, Institute Director
5. Unfinished Business
6. New Business
 - a. Resolution of Appreciation

 - b. Summary of Institute Director Selection Process. (Education and Professional Development Committee)
7. Adoption of the Proposed 2026-2027 Organizational Budget
8. Election of Executive Committee for 2026-2027 – Proposed Slate of Officers
9. Recognition of 2025-2026 CMC's and MMC's & Athenian Leadership Society Fellows
10. Future Annual Conferences
11. Adjourn

VMCA



2026 Annual Business Meeting Agenda

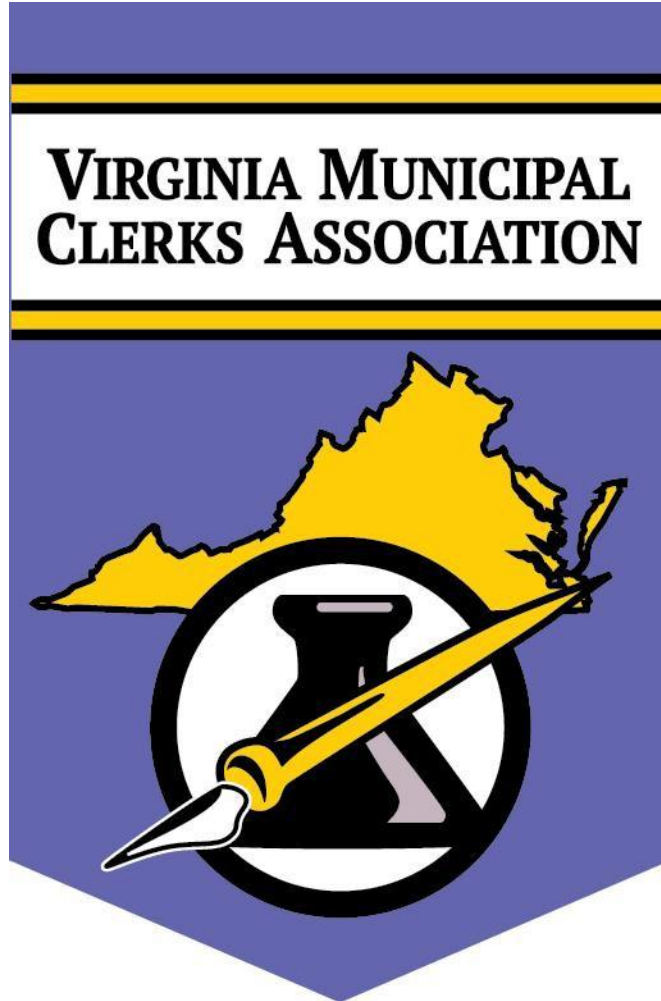


**Virginia Municipal Clerk's Association
49th Annual Business Meeting Agenda
The Inn at Virginia Tech - Blacksburg, VA
Thursday, April 16, 2026
12:30 p.m.**

1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes:
 - (Virtual) April 17, 2025
 - April 23, 2025
 - July 10, 2025
 - September 18, 2025
 - December 3, 2025
 - January 15, 2026
4. 2025-2026 Board and Committee Reports
 - a. Executive Committee Reports
 - President – Kimberly Ellis, MMC
 - First Vice President – Camisha Brown, MMC
 - Second Vice President – Kaylyn McCluster, MMC
 - Treasurer – Teresa Saaed, MMC
 - Secretary – Alicia Finney, CMC
 - Historian – Eileen Boeing, MMC
 - Parliamentarian – Travis O. Morris, MMC
 - Immediate Past President – Katherine Glass, MMC
 - b. Audit Committee
 - c. Budget
 - d. Bylaws
 - e. Clerk of the Year
 - f. Education/Professional Development
 - g. Newsletter
 - h. Nominating Committee
 - i. Scholarship
 - j. Website

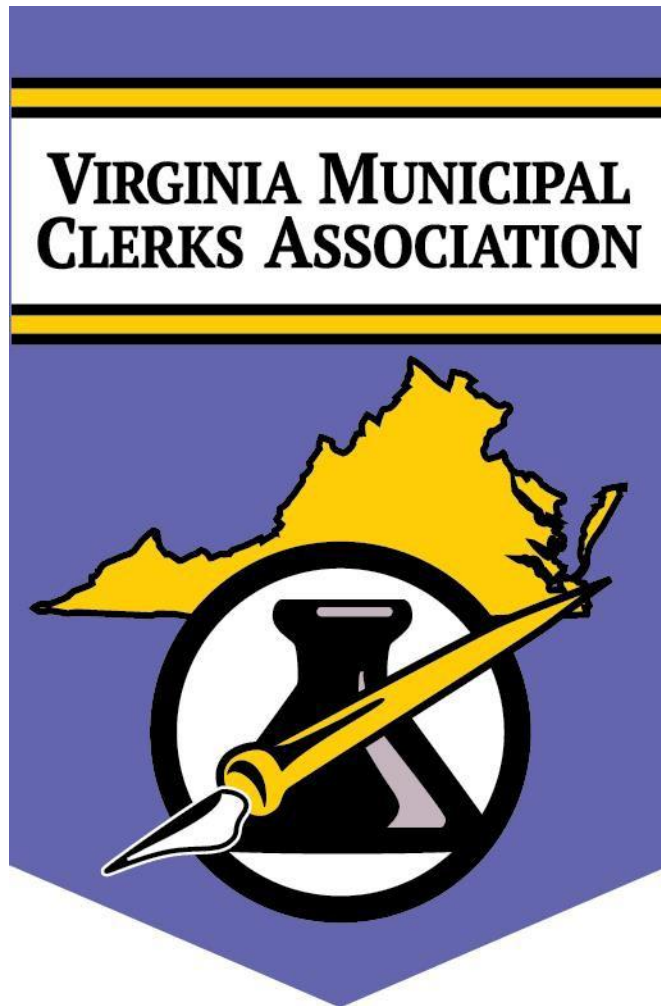
- k. 2025-2026 Region Directors Reports
 - Region I – Vacant
 - Region II – Vacant
 - Region III – Pam Ulmer
 - Region IV – Lorraine Spalding, CMC
 - Region V – Susan DeMasi
 - Region VI – Maxicelia (Max) Robinson
 - Region VII – Stephen Clough, MMC
 - Region VIII – Heather Oliver
 - Region IX – Susan Wilson
 - Region X – Vacant
- l. 2025 Annual Institute and Academy Report – Shelley Schultz, Institute Director
5. Unfinished Business
6. New Business
 - Resolution of Appreciation
 - Summary of Institute Director Selection Process. (Education and Professional Development Committee)
7. Adoption of the Proposed 2026-2027 Organizational Budget
8. Election of Executive Committee for 2026-2027 – Proposed Slate of Officers
 - President – Camisha Brown, MMC
 - First Vice President – Kaylyn McCluster, MMC
 - Second Vice President – Eileen Boeing, CMC
 - Treasurer – Teresa Saaed, MMC
 - Secretary – Alicia Finney-Andrews
 - Historian – Lorraine Spaulding, CMC
 - Parliamentarian – Travis O. Morris, MMC
 - Immediate Past President – Kimberly Ellis, MMC
9. Recognition of 2025-2026 CMC's and MMC's
10. Future Conferences
 - IIMC Annual Conference – Reno, NV May 17-21, 2026
 - Institute and Academy Conference – Virginia Beach, VA – October 2026
 - IIMC Region II Conference, Pennsylvania – 2027 Date TBD
 - VMCA Annual Conference – Hampton/Virginia Beach Hosting – April 2027
 - IIMC Annual Conference – Fort Worth, TX - May 9-12, 2027
11. Adjourn

VMCA



APPROVAL OF MINUTES

VMCA



April 17, 2025
Annual Business
Meeting Minutes

Virginia Municipal Clerk's Association

2025 Annual Business Meeting

Virtual

MINUTES

Thursday, April 17, 2025

Katherine Glass, President, City of Hampton
Kimberly Ellis, 1st Vice President, Culpeper County
Camisha Brown, 2nd Vice President, Dinwiddie County
Jennifer Green, Treasurer, Newport News

Kaylyn McCluster, Secretary, Pittsylvania County
Mina Barberis, Historian, Norfolk
Travis Morris, Parliamentarian, Albemarle
Teresa Saeed, Immediate Past President, James City County

1. Call to Order & Roll Call

Katherine Glass, President, called the Meeting to order at 12:00 PM. All Executive Committee Members met in-person at Kimberly Ellis's office, located at 302 N. Main Street, Culpeper, VA 22701; except for Mina Barberis, Historian, who joined via Teams. Alicia Finney and Eileen Boeing were also in attendance. A quorum was established for the Business Meeting.

2. Adoption of Agenda

Teresa Saeed, Member, made a motion, which was seconded by Camisha Brown, Member, to adopt the agenda. The motion passed unanimously.

3. Approval of Minutes

Eileen Boeing, Member, made a motion, which was seconded by Alicia Finney, Member, to adopt the minutes as presented, with the amendment as Kyna Thomas stated. The motion passed unanimously.

4. 2024-2025 Board and Committee Reports

a) Executive Committee Reports

Teresa Saeed, Member, made a motion, which was seconded by Patricia Cronin, Member, to adopt the reports as submitted. The motion passed unanimously.

b) Region Director Reports

Kaylyn McCluster, Member, made a motion, which was seconded by Steven Clough, Member, to adopt the reports as submitted. The motion passed unanimously.

c) Committee Chair Reports

Steven Clough, Member, made a motion, which was seconded by Teresa Saeed, Member, to adopt the reports as submitted. The motion passed unanimously.

d) 2024 Annual Institute and Academy Report

Camisha Brown, Member, shared that she met with Shelley Schuetz and visited four (4) locations in Richmond, and they were able to narrow it down to two (2). Camisha will share with the Education Committee and bring it back to the Executive Committee at the appropriate time.

5. New Business

a) Professional Municipal Clerk's Week Proclamation

Camisha Brown, Member, made a motion, which was seconded by Kimberly Ellis, Member, to adopt the Proclamation as presented. The motion passed unanimously.

6. Recognition of 2024-2025 CMC's, MMC's, and Athenian Leadership Society Fellows

Katherine Glass, President, recognized Members who achieved their CMC, MMC, or Athenian Leadership Society Fellows during 2024-2025.

Teresa Saeed, Member, made a motion, which was seconded by Laura Passos, Member, to handle items 7 and 8 out of order due to the installation of Officers needing to be at the end of the Meeting. The motion passed unanimously.

7. Adoption of Proposed 2025-2026 Organization Budget

Patricia Cronin, Member, made a motion, which was seconded by Kimberly Ellis, Member, to adopt the Budget as presented. The motion passed unanimously.

8. Upcoming and Future Conferences

- 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
- 2026 IIMC Region II Conference – Atlantic City, New Jersey, Dates to be determined
- 2026 IIMC Annual Conference – Reno, Nevada, May 17-21, 2026
- 2027 IIMC Region II Conference – West Virginia, Dates to be determined
- 2027 IIMC Annual Conference – Fort Worth, Texas, May 9-12, 2027
- 2028 IIMC Region II Conference – Maryland, Dates to be determined
- 2028 IIMC Annual Conference – Bellevue, Washington, May 21-24, 2028

- 2029 IIMC Region II Conference – Delaware, Dates to be determined
- 2030 IIMC Region II Conference – Virginia, Dates to be determined (interested in hosting?)
- 2031 IIMC Region II Conference – Pennsylvania, Dates to be determined

9. Election of Executive Committee for 2025-2026

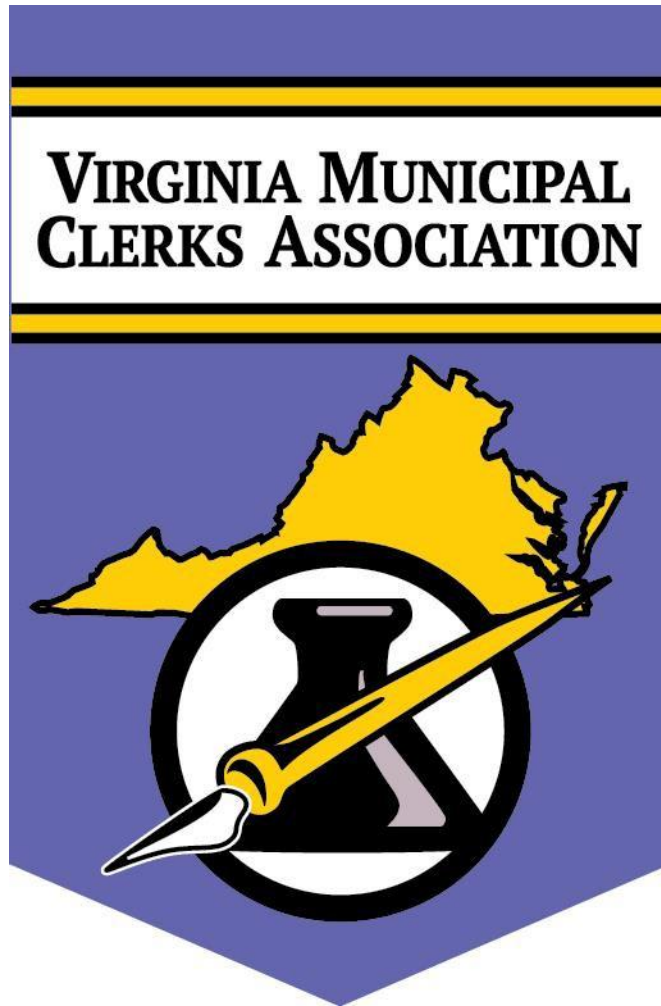
- President – Kimberly Ellis, MMC
- First Vice President – Camisha Brown, CMC
- Second Vice President – Kaylyn McCluster, MMC
- Treasurer – Teresa Saeed, MMC
- Secretary – Alicia Finney
- Historian – Eileen Boeing, CMC
- Parliamentarian – Travis Morris, MMC
- Immediate Past President – Katherine K. Glass, MMC

Alicia Finney, Member, made a motion, which was seconded by Steven Clough, Member, to adopt the slate of Officers as presented. The motion passed unanimously, and the Officers were sworn in accordingly.

10. Adjournment

Eileen Boeing, Member, made a motion, which was seconded by Camisha Brown, Member, to adjourn. The motion passed unanimously, and the meeting was adjourned at 12:39 PM.

VMCA



April 23, 2025
Executive Committee
Meeting Minutes

Virginia Municipal Clerk's Association

Executive Committee Meeting

VIRTUAL

MINUTES

Wednesday, April 23, 2025

Kimberly Ellis, President, Culpeper County
Camisha Brown, 1st Vice President, Dinwiddie County
Kaylyn McCluster, 2nd Vice President, Pittsylvania County
Teresa Saeed, Treasurer, James City County

Alicia L. Finney, Secretary, City of Lynchburg
Eileen Boeing, Historian, Town of Leesburg
Travis Morris, Parliamentarian, Albermarle
Katherine Glass, Immediate Past President, City of Hampton

1. Call to Order & Roll Call

Kimberly Ellis, President, called the Meeting to order at 9:00 AM. Alicia L. Finney, Secretary, took the roll with all Members being present. A quorum was established.

2. New Business

a) 2026 VMCA Annual Conference

The Committee discussed the 2026 VMCA Annual Conference and reviewed a proposal from Lorraine Spaulding, Blacksburg, to host the conference at the Virginia Tech Conference Center on April 15–17, 2026.

The Committee discussed the conference location and noted support for holding the conference in a part of the state that is often underserved in terms of conference hosting opportunities. Members also discussed the need for a planning checklist and cost package to assist with conference preparation and implementation.

The Committee expressed support for moving forward with the proposal

b) 2027 VMCA Annual Conference

The Committee noted that Region X would host the 2027 VMCA Annual Conference. It was further noted that Katherine would have hotel pricing and related options prepared for review by the next Executive Committee meeting.

c) 2025 Institute & Academy

The Committee discussed location options for the 2025 Institute & Academy Conference in the Richmond area.

Minutes of the April 23, 2025, Executive Meeting

Members discussed pricing, accessibility, and overall value, and noted the importance of identifying a location that would be both cost effective and practical for attendees.

The Committee also discussed the need to ensure that any future educational Request for Proposal (RFP) process includes clear expectations regarding pricing and the ability to demonstrate cost savings where possible.

Teresa moved to approve the selected hotel and conference dates, and Alicia seconded. The motion carried unanimously.

The Committee selected the following dates for the 2025 Institute & Academy Conference:

October 8–10, 2025 (Wednesday–Friday) with secondary dates of October 20–22, 2025 if needed.

d) Clerk of the Year Award

The Committee discussed the Clerk of the Year Award and the need to establish a more formal and consistent process for evaluating nominations.

Members discussed:

- creating a dedicated review committee;
- the possibility of involving past recipients or additional representatives in the review process;
- whether the Executive Committee should make a recommendation; and
- the value of developing a scoring system / criteria for evaluating nominations.

It was also noted that the Treasurer works with the Membership Committee in related award and membership coordination matters.

Kim made a motion to appoint committee members for the Clerk of the Year process as the Chair sees fit. Teresa Saeed seconded the motion. The motion carried.

e) Meeting Schedule

The Committee confirmed that Executive Committee meetings would generally continue on the second Thursday at 10:00 a.m.

It was also noted that future agenda items should be sent to Alicia and copied to Kim.

3. Adjournment

1st Vice President Brown adjourned the meeting at 10:00 AM.

f) Committee Chair / Region Director Discussion

Camisha Brown provided a brief update regarding the recent Committee Chair meeting. She reported that the discussion focused on increasing member awareness and participation in VMCA committees, particularly for members working toward CMC and MMC designations.

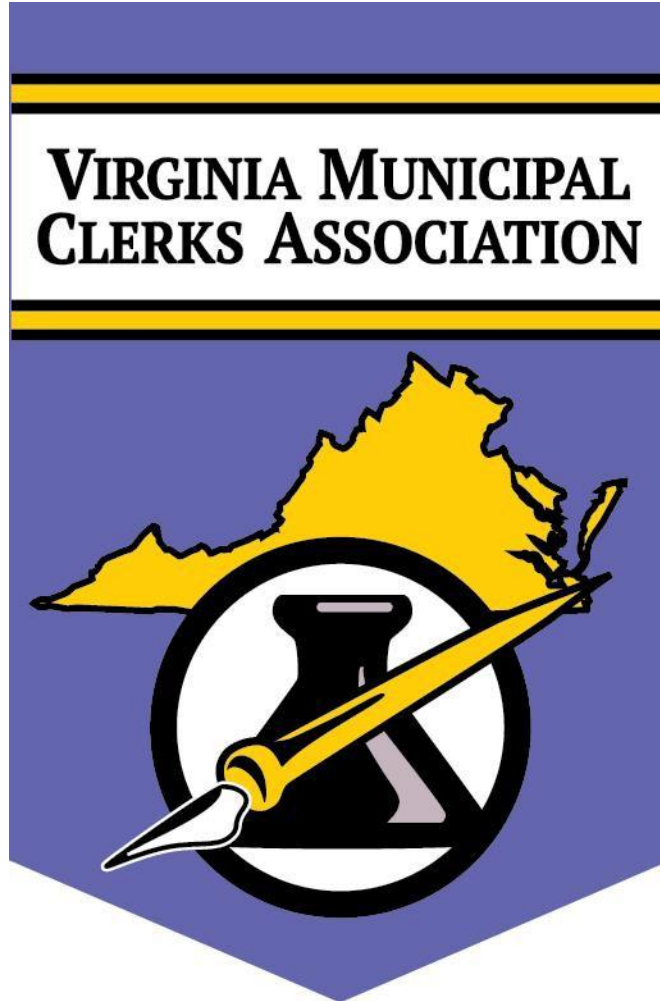
The need for additional outreach and support to Region Directors was also discussed.

4. Adjournment

President Ellis adjourned the meeting at 11:00 AM.

DRAFT

VMCA



July 10, 2025

Executive Committee
Meeting Minutes

Virginia Municipal Clerk's Association

Executive Committee Meeting

VIRTUAL

MINUTES

Thursday, July 10, 2025

Kimberly Ellis, President, Culpeper County
Camisha Brown, 1st Vice President, Dinwiddie County
Kaylyn McCluster, 2nd Vice President, Pittsylvania County
Teresa Saeed, Treasurer, James City County

Alicia L. Finney, Secretary, City of Lynchburg
Eileen Boeing, Historian, Town of Leesburg
Travis Morris, Parliamentarian, Albermarle
Katherine Glass, Immediate Past President, City of Hampton

1. Call to Order & Roll Call

Kimberly Ellis, President, called the Meeting to order at 10:00 AM. Alicia L. Finney, Secretary, took the roll with all Members being present. A quorum was established.

2. Old Business

a) Ratification of Motions Made via Email

The Executive Committee ratified the following actions previously approved via email:

i. Scholarship Application Deadline Extension

The Committee ratified the July 2, 2025, action to extend the scholarship application deadline to July 31, 2025.

Kaylyn moved to ratify the action, and Teresa seconded. The motion carried.

ii. 2026 Annual Conference – Blacksburg

The Committee ratified the prior action approving the Letter of Interest from Region IV to host the 2026 VMCA Annual Conference in Blacksburg, Virginia, April 15–17, 2026.

Teresa moved to ratify the action, and Kaylyn seconded. The motion carried.

iii. 2025 Institute & Academy Hotel Approval

The Committee ratified the prior action approving the Drury Plaza Hotel in Richmond, Virginia as the location for the 2025 Institute & Academy Conference, to be held October 8–10, 2025.

Camisha moved to ratify the action, and Teresa seconded. The motion carried.

3. New Business

a) Clerk Handbook

Eileen provided an update on the Clerk Handbook project and reported that the handbook has been completed. It was noted that VML printed hard copies of the handbook and assisted with the cover design, and Weldon Cooper supported the legal review process.

The Committee discussed distribution of the handbook and agreed that:

- An electronic PDF version will be made available on the members-only section of the VMCA website;
- One hard copy per member municipality will be offered;
- Additional copies will be retained for future member municipalities and membership recruitment purposes.

The Committee also discussed future updates to the handbook. It was noted that the Education/Professional Development Committee should discuss and recommend an update schedule.

President Ellis will send thank-you notes to VML and Weldon Cooper for their support and partnership on the project.

b) Education RFP

Teresa provided an update from the July 9, 2025 Education RFP Subcommittee meeting.

She reported that a draft Request for Proposal (RFP) had been prepared using previous discussions and the current contract as a starting point. The subcommittee reviewed and revised the draft and plans to present the finalized version to the Education Committee on July 18, 2025.

If approved by the Education Committee, the RFP will be released with a response deadline of September 15, 2025.

Members were encouraged to share the RFP with potential education partners once it is distributed.

c) Discussion Regarding the 2027 VMCA Conference Hosted by Region X

The Committee discussed planning for the 2027 VMCA Annual Conference, which is expected to be hosted by Region X.

It was noted that a formal Letter of Intent should be requested in order to document the proposed host region and conference dates.

d) Committee Chair / Region Director Discussion

Camisha Brown provided a brief update regarding the recent Committee Chair meeting. She reported that the discussion focused on increasing member awareness and participation in VMCA committees, particularly for members working toward CMC and MMC designations.

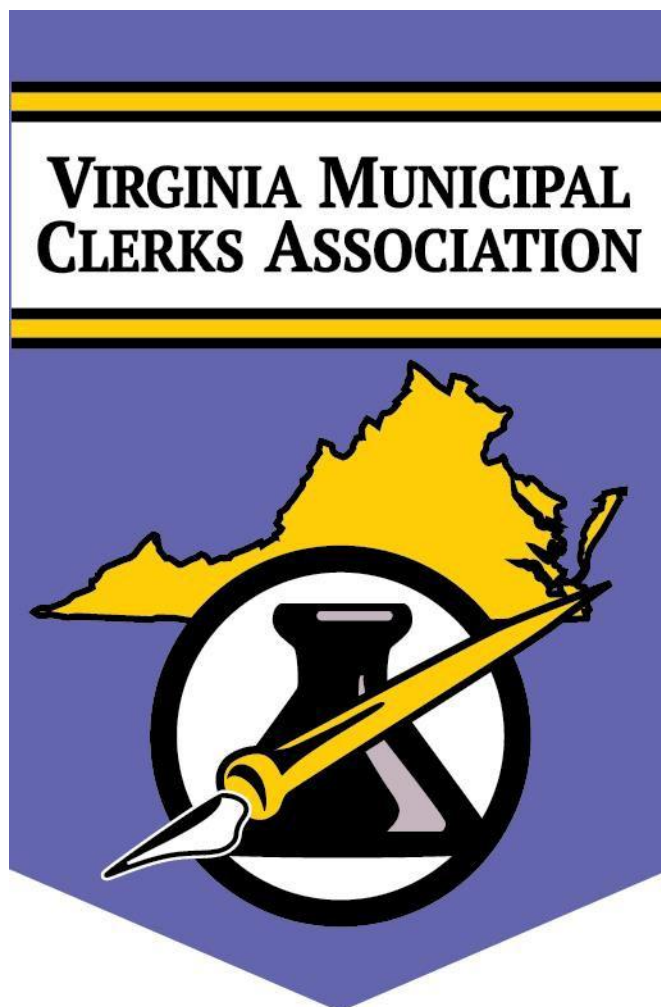
The need for additional outreach and support to Region Directors was also discussed.

4. Adjournment

President Ellis adjourned the meeting at 11:00 AM.

DRAFT

VMCA



September 18, 2025
Executive Committee
Meeting Minutes

Virginia Municipal Clerk's Association

Executive Committee Meeting

VIRTUAL

MINUTES

Thursday, September 18, 2025

Kimberly Ellis, President, Culpeper County
Camisha Brown, 1st Vice President, Dinwiddie County
Kaylyn McCluster, 2nd Vice President, Pittsylvania County
Teresa Saeed, Treasurer, James City County

Alicia L. Finney, Secretary, City of Lynchburg
Eileen Boeing, Historian, Town of Leesburg
Travis Morris, Parliamentarian, Albermarle
Katherine Glass, Immediate Past President, City of Hampton

1. Call to Order & Roll Call

Kimberly Ellis, President, called the Meeting to order at 10:00 AM. Alicia L. Finney, Secretary, took the roll with all Members being present except Travis Morris, Parliamentarian, Kaylyn McCluster, 2nd Vice President, and Teresa Saeed, Treasurer. Lorraine Spaulding and Mina Barberis were also in attendance.

2. New Business

a) Conference Update

Lorraine Spaulding provided an update regarding planning for the 2026 VMCA Annual Conference in Blacksburg.

She reviewed preliminary budget estimates, including registration pricing, projected attendance, sponsorships, speaker costs, and conference logistics. Lorraine reported that the estimated conference expenses were approximately \$29,000 to \$30,000, depending on final food and beverage selections and related costs.

The Committee discussed registration pricing for both the Athenian Dialogue and the Annual Conference. Lorraine shared that she was considering an Athenian registration fee of \$150 and a conference registration fee of \$350, based on anticipated attendance and budget needs. Members generally agreed those amounts were reasonable and in line with similar offerings.

Lorraine also reported that sponsorship and vendor participation has been slower than anticipated. The Committee discussed outreach strategies and suggested contacting vendors through other upcoming conferences and professional events, including VACo and VAGARA, to help increase participation.

Minutes of the September 18, 2025, Executive Committee Meeting

She further advised that most speakers identified to date are local or low-cost, which should help reduce overall expenses. Lorraine noted that she continues to work through conference logistics, including room assignments, exhibitor placement, and planning for entertainment during the awards dinner.

The Committee discussed possible entertainment options, including trivia or similar interactive activities.

b) Bylaws Update

Kim reported that Wanda Watkins was unable to attend the meeting.

It was noted that a number of committee chairs had not yet responded with updates related to the bylaws review. The Committee acknowledged that the bylaws and related governing documents need updating and discussed the importance of continuing that work in advance of the 2026 Annual Business Meeting, where any proposed amendments would ultimately be presented.

c) RFP Update

Mina provided an update on the Education RFP process.

She reported that the Association received two proposals, one from Virginia Commonwealth University (VCU) and one from Virginia Wesleyan University.

The Committee discussed both proposals at length, including:

- pricing and affordability;
- responsiveness to the needs of Virginia clerks;
- opportunities for modernization of the Institute and Academy model;
- flexibility in course delivery;
- the value of in-person learning and peer networking; and
- the possibility of additional educational offerings outside of the annual Institute and Academy.

Particular interest was expressed in Virginia Wesleyan's proposal, including its discussion of:

- micro-credentialing,
- credit-bearing coursework, and
- the possibility of developing an associate degree pathway for clerks completing the Institute and Academy program.

Members also discussed the value of offering asynchronous learning opportunities for newly appointed clerks who may not be able to wait until the next annual Institute to begin formal training.

The Committee acknowledged concerns regarding the current relationship with VCU, including rising costs and a desire for a more collaborative and responsive educational partnership moving forward.

It was agreed that additional review and discussion would be needed before a recommendation is finalized. The Committee also discussed the importance of consulting with IIMC/Dr. Jai to ensure any future education partner and program structure remains aligned with IIMC expectations and standards.

d) Scholarship Funds and Process

The Committee began discussion regarding the scholarship process and scholarship funding, including how scholarship opportunities are communicated and administered.

Further discussion on this topic will continue at a future meeting.

e) Other Updates

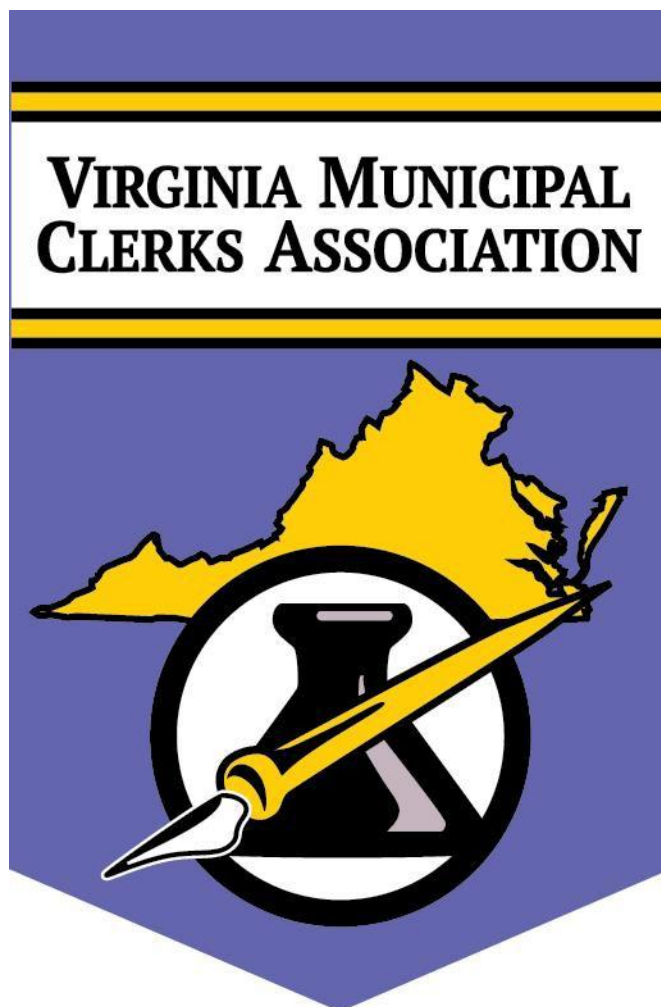
The Committee briefly discussed recognition for retiring clerks and noted that IIMC will provide a retirement recognition certificate upon request for long-serving members.

3. Adjournment

President Ellis adjourned the meeting at 11:20 AM.

DRAFT

VMCA



December 3, 2025
Executive Committee
Meeting Minutes

Virginia Municipal Clerk's Association

Executive Committee Meeting

VIRTUAL

MINUTES

Wednesday, December 3, 2025

Kimberly Ellis, President, Culpeper County

Camisha Brown, 1st Vice President, Dinwiddie County

Kaylyn McCluster, 2nd Vice President, Pittsylvania County

Teresa Saeed, Treasurer, James City County

Alicia L. Finney, Secretary, City of Lynchburg

Eileen Boeing, Historian, Town of Leesburg

Travis Morris, Parliamentarian, Albermarle

Katherine Glass, Immediate Past President, City of Hampton

1. Call to Order & Roll Call

Kimberly Ellis, President, called the Meeting to order at 3:44 PM. President Ellis took the roll with all Members being present except Alicia L. Finney, Secretary, Travis Morris, Parliamentarian, Eileen Boeing, Historian, and Katherine Glass, Immediate Past President. A quorum was established. Mina Barberis was also in attendance.

2. New Business

a) Memorandum of Understanding – Virginia Wesleyan University

The Committee reviewed the draft MOU with Virginia Wesleyan University and discussed several provisions related to educational programming, online offerings, and future collaboration.

Discussion included:

- clarification of language related to asynchronous / online programming;
- the benefit of Virginia Wesleyan providing support for VMCA Annual Conference educational certification and points;
- a needed correction in the draft MOU to ensure the language referred to the VMCA Annual Conference, rather than the Institute & Academy, in one section;
- the importance of moving forward promptly in order to meet the IIMC application timeline for the new education partner.

The Committee also discussed the fact that VCU had already scheduled Athenian Dialogues into the coming year and acknowledged that any necessary follow-up regarding those offerings would need to be addressed separately as VMCA transitions to a new education partner.

Following discussion, the Committee expressed support for moving forward with the MOU, subject to the agreed-upon revision.

Minutes of the December 3, 2025, Executive Committee Meeting

Teresa moved to authorize Kimberly Ellis, President, and Camisha Brown, 1st Vice President, to sign the MOU with Virginia Wesleyan University, subject to the discussed amendment. Kaylyn seconded. The motion carried unanimously.

3. Next Meeting Date

The next Executive Committee meeting was scheduled for Thursday, January 15, 2026, at 11:30 a.m.

4. Adjournment

President Ellis adjourned the meeting at 4:00 PM.

VIRGINIA WESLEYAN UNIVERSITY
(Becoming BATTEN UNIVERSITY on July 1, 2026)
5817 WESLEYAN DRIVE
VIRGINIA BEACH, VA 23455

MEMORANDUM OF UNDERSTANDING

- I. **PARTIES TO THE MEMORANDUM OF UNDERSTANDING:** This Memorandum of Understanding, hereinafter referred to as "MOU," is entered into this 19th day of December, 2025, by Virginia Wesleyan University (VWU) and Virginia Municipal Clerks Association.
- II. **PERIOD OF MOU:** From December 19th, 2025 through December 31, 2030.
- III. **PURPOSE:** This Memorandum of Understanding (MOU) establishes the collaboration between Virginia Wesleyan University (VWU) and the Virginia Municipal Clerks Association (VMCA) to jointly deliver educational programming that fulfills the requirements of the International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) programs.

Through this partnership, VWU will serve as the Educational Partner and Institute Director for the VMCA, coordinating annual Institute and Academy events, supporting the long-term professional development of municipal clerks across the Commonwealth of Virginia, and developing asynchronous online delivery of VMCA/IIMA programming for broader marketing. Both VWU and the VMCA will act in good faith, focusing on optimizing benefits to each entity, while working jointly to keep costs low and operations efficient.

IV. SCOPE OF SERVICES

- a. In partnership with the VMCA Education Chair and Education Committee, Virginia Wesleyan University (VWU) will:
- i. Provide Educational Programming:
 1. Develop, manage, and deliver Institute (CMC) and Academy (MMC) courses in compliance with IIMC educational guidelines.
 2. Structure programming in a five-year rotational model, as approved by the VMCA Education Committee.
 3. Ensure that all courses meet the standards of quality and rigor consistent with workforce development and VWU education standards.
 - ii. Appoint an Institute Director:

1. The Director of Continuing Education, or other appropriately selected VWU staff member will serve as the Institute Director. Dr. Drian Glyde, Dean of VWU Global Campus, will be available for consultation.
 2. The Institute Director will be supported by other administrative staff managing VWU Global programs and reporting functions, as well as other departments as needed to fulfill the obligations of this partnership.
 3. VWU will coordinate all leadership transitions in consultation with the VMCA Education Committee to ensure program continuity.
- iii. Select Instructional Faculty and Maintain Program Quality:
1. Collaborate with the VMCA to identify and utilize VMCA volunteer instructors and staff, as considered appropriate by both parties, to enhance program delivery and participant engagement.
 2. Ensure instructors are approved by the IIMC, when required, and maintain expertise in their respective subject areas.
 3. Ensure the program meets IIMC guidelines.
 4. If volunteer supplementation is needed, hire qualified faculty and facilitators in alignment with VMCA and IIMA credentialing standards, and coordinate for payment, if applicable.
- iv. Program Delivery and Logistics:
1. Collaborate with VMCA to select appropriate venues for in-person Institute and Academy events (typically in the Virginia Beach Oceanfront area).
 2. Manage scheduling, registration, materials, and onsite logistics in partnership with VMCA.
 3. Offer optional pre- and post-sessions each year to expand educational offerings.
 4. Coordinate and provide for the production of materials for the annual Institute and Academy attendees that may include: name tags, note paper, poster board, flip charts, information packets, training handouts, and electronic certificates.
 5. Coordinate and provide payment for all meeting and catering arrangements, which may include meeting spaces, audiovisual, and food and beverage as appropriate.
- v. Marketing and Communications:
1. Coordinate with the VMCA Education Committee to promote the Institute and Academy via both organizations' communication channels, VMCA to provide member contact information.
 2. Co-brand promotional event materials with VMCA.

3. Maximize the use of e-flyers, QR Codes, and e-delivery of materials.
 4. Provide a VMCA landing page for marketing and registration purposes.
- vi. Online and Continuing Education Expansion
1. Support development of asynchronous and hybrid delivery options for the VCMA Institute and Academy as approved by IIMA and supported by volunteer instructors and staff.
 2. Manage online registration, payment, materials access, and digital learning platforms through VWU's Global Campus systems.
 3. Pricing of asynchronous online VMCA programming will be collaboratively determined during program development.
 4. If at least four VWU asynchronous classes register over 60 attendees each, VWU will sign off on and certify the VMCA Annual Conference education sessions, doubling the point value to VMCA members.
- vii. Microcredentials and Academic Pathways
1. Create microcredentials recognizing completion of defined VMCA learning milestones.
 2. Evaluate the Institute and Academy curricula for Prior Learning Credit (PLC) toward VWU degree programs.
 - a. Offer eligible participants discounted tuition (\$250 per credit hour) toward applicable online or evening/weekend degree programs.
- viii. Financial and Administrative Responsibilities:
1. Administer program budgets, registration fees, and contracts with venues and facilitators as agreed upon with VMCA.
 2. Provide transparent financial reporting to the VMCA Education Committee.
 3. Ensure all participant data is handled in compliance with institutional data-security standards.
 4. Provide annual reporting by December 31, of each year.
 - a. Summary of programming offered – dates, description, annual conference, online, as applicable.
 - b. Number of CMC and MMC hours resulting from courses offered.
 - c. Evaluation of the program and areas for improvement
 - d. Brief statement about future plans for the Institute and Academy
 5. Provide a means to track and verify attendance of the conference and courses.

6. Maintain a record of all coursework completed by attendees/members that members can access.
7. Create an IIMC-compliant assessment tool, administered and implemented to evaluate clerk participation/knowledge to issue certificate hours.
8. Provide an electronic certificate certifying the number of hours completed for Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).
 - a. Send certificates to participants via email after they complete the required assessment (s)
 - b. Offer printed certificates for ten dollars paid to VWU by participants.

ix. Pricing:

1. Initial educational pricing structure, to be collected at the time of registration - Pre-session \$85; Institute/Academy \$700; Post-session \$85.
2. In addition to the educational fees, an event venue fee, to be collected at the time of registration, is estimated at \$200-\$250 per attendee and is subject to change based on the availability of Virginia Beach Oceanfront locations.
3. Fees above are subject to change based on Municipal Clerk (MMC) volunteers and presenters.

b. In partnership with VWU, the Virginia Municipal Clerks Association (VMCA) will:

i. Collaborate in Program Design:

1. Work with VWU's Institute Director and Continuing Education staff to ensure programming meets VMCA and IIMC standards.
2. Approve the annual curriculum and schedule of sessions.
3. Collaborate with VWU to identify and utilize VMCA volunteer instructors and staff, as considered appropriate by both parties, to enhance program delivery and participant engagement.

ii. Promotion and Outreach:

1. Promote the Institute and Academy through VMCA and IIMC networks.
2. Disseminate information to municipal clerks across Virginia to encourage participation.
3. Provide membership lists to VWU as needed.
4. Promote online and continuing education opportunities as they are developed.

iii. Registration and Participant Support

1. Coordinate with VWU regarding registration lists, attendance verification, and completion tracking.

2. Provide VMCA representation at the Institute and Academy to support participants and ensure quality standards.
- iv. Continuous Improvement:
 1. Participate in post-event evaluations and long-term program reviews.
 2. Advise VWU on emerging training needs and professional trends within the municipal clerk profession.
 3. Consider and promote additional workforce development opportunities with VWU as they become available, or permit VWU to promote membership.
- v. Financial Coordination
 1. Evaluate participant fees in consultation with VWU.
 2. Collaborate on venue and catering decisions to ensure fiscal responsibility.

V. TERMS AND CONDITIONS

- a. Availability of Funds: Both parties acknowledge that all activities under this MOU are contingent upon the availability of funds and budget approvals from the respective organizations. No party shall be liable to the other for obligations beyond available resources.
- b. Terms of Payment: All fees, costs, and expenses related to the Institute and Academy, with the exception of individual lodging, meals "on your own," and travel for participants and VMCA representatives, shall be the responsibility of VWU and paid through the collection of participant registration fees.
- c. Modification:

This MOU may be amended in writing by mutual consent of both parties.
- d. Termination:

Either party may cancel this MOU, in part or in whole, 18 months prior to a scheduled Institute and Academy. The termination notice shall be delivered in writing to the VMCA President or the Institute Director at VWU.
- e. Confidentiality:

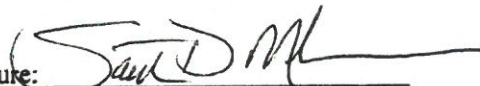
Both VWU and VMCA agree to protect all personally identifiable and educational information in accordance with FERPA and applicable state and federal laws.
- f. Non-Discrimination
Both parties affirm their commitment to equal opportunity and non-discrimination in all program activities.

g. Points of Contact:
For VWU – Institute Director as appointed in this MOU or
Dr. Drian Glyde, Dean of VWU Global Campus
Virginia Wesleyan University
5817 Wesleyan Drive, Virginia Beach, VA 23455
Email: dglyde@vwu.edu

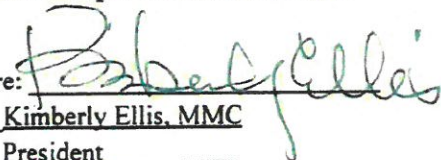
For VMCA:
Kimberly Ellis, President, VMCA
302 N. Main Street, Culpeper, VA 22701
Email: kellis@culpepercounty.gov

AGREED TO BY

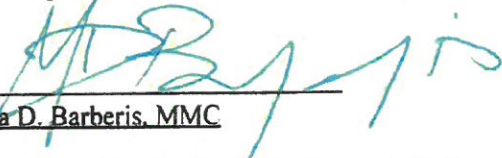
Virginia Wesleyan University

Signature: 
Name: Dr. Scott Miller
Title: President
Date: 12-19-25

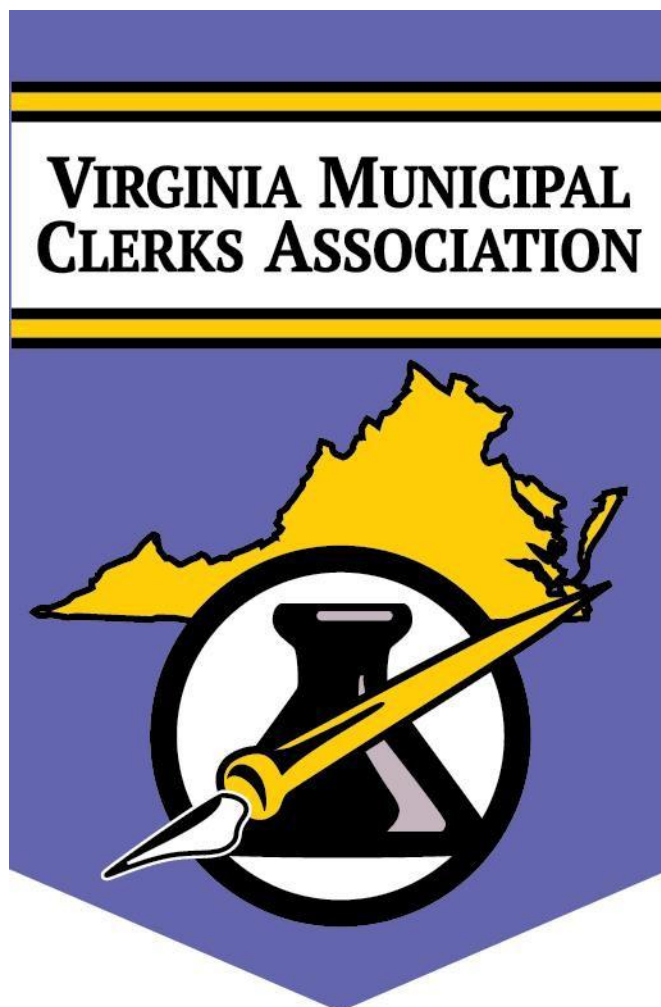
Virginia Municipal Clerks Association

Signature: 
Name: Kimberly Ellis, MMC
Title: President
Date: 12/15/2025

Virginia Municipal Clerks Association

Signature: 
Name: Mina D. Barberis, MMC
Title: Education and Professional Development Chair
Date: 12/17/2025

VMCA



January 15, 2026
Executive Committee
Meeting Minutes

Virginia Municipal Clerk's Association

Executive Committee Meeting

VIRTUAL

MINUTES

Thursday, January 15, 2026

Kimberly Ellis, President, Culpeper County

Camisha Brown, 1st Vice President, Dinwiddie County

Kaylyn McCluster, 2nd Vice President, Pittsylvania County

Teresa Saeed, Treasurer, James City County

Alicia L. Finney, Secretary, City of Lynchburg

Eileen Boeing, Historian, Town of Leesburg

Travis Morris, Parliamentarian, Albermarle

Katherine Glass, Immediate Past President, City of Hampton

1. Call to Order & Roll Call

Kimberly Ellis, President, called the Meeting to order at 11:30 AM. Alicia L. Finney, Secretary, took the roll with all Members being present. Lorraine Spaulding was in attendance. A quorum was established.

2. Old Business

a) Ratification of December 2025 Motion (MOU – Virginia Wesleyan)

The Committee considered ratification of the motion made via email on December 4, 2025, amending the motion originally made on December 3, 2025, regarding the Memorandum of Understanding (MOU) with Virginia Wesleyan University.

Teresa moved to ratify the motion, and Camisha seconded. The motion carried.

b) 2026 Annual Conference Update – Blacksburg

Lorraine Spaulding provided an update regarding planning for the April 2026 VMCA Annual Conference in Blacksburg.

She reported that:

- Registration materials, including the registration form, agenda, and conference packet, are in development, with a goal to release registration by the end of January;
- The preliminary budget is in progress, with current estimates including sponsorships, registration projections, and conference expenses;
- A paint night activity is planned, with registration to be managed through the conference system to streamline payment and attendance limits;
- Sponsorships and exhibitors are being finalized, with additional outreach ongoing;
- Speaker recruitment is nearly complete, with only limited information still pending;

Minutes of the January 15, 2026, Executive Committee Meeting

- Plans are underway for awards dinner entertainment, including live music and other engagement options;
- Additional conference elements under consideration include a 50/50 raffle, raffle baskets, and attendee gift bags.

The Committee provided feedback on registration logistics, recommending centralized payment collection for optional activities to reduce confusion for attendees.

3. New Business

a) **Bylaws and Procedures / Standards of Operations**

The Committee discussed proposed updates to the VMCA Bylaws and Procedures and Standards of Operations.

Discussion included:

- Clarification of dues adjustments, particularly in response to increases from IIMC;
- Confirmation of honorary membership status for retired past presidents and associated dues handling;
- Discussion regarding officer terms and succession practices, including the option for officers to serve up to two consecutive one-year terms, as already permitted in the bylaws;
- The importance of ensuring the Nominating Committee is aware of and applies existing bylaws when making recommendations;
- Consideration of modernizing practices such as maintaining a historical record or “scrapbook”, including potential digital options.

No formal action was taken, and further review and refinement will continue.

b) **Other Discussion**

The Committee discussed questions that had arisen regarding regional dues and membership communication, particularly as it relates to the distinction between VMCA membership and regional participation.

Members discussed the importance of ensuring that communications are clear and consistent so that localities and individual members understand that VMCA membership dues are established at the Association level, and that regional participation should not involve the separate collection of dues in a manner that could create confusion regarding official VMCA membership status.

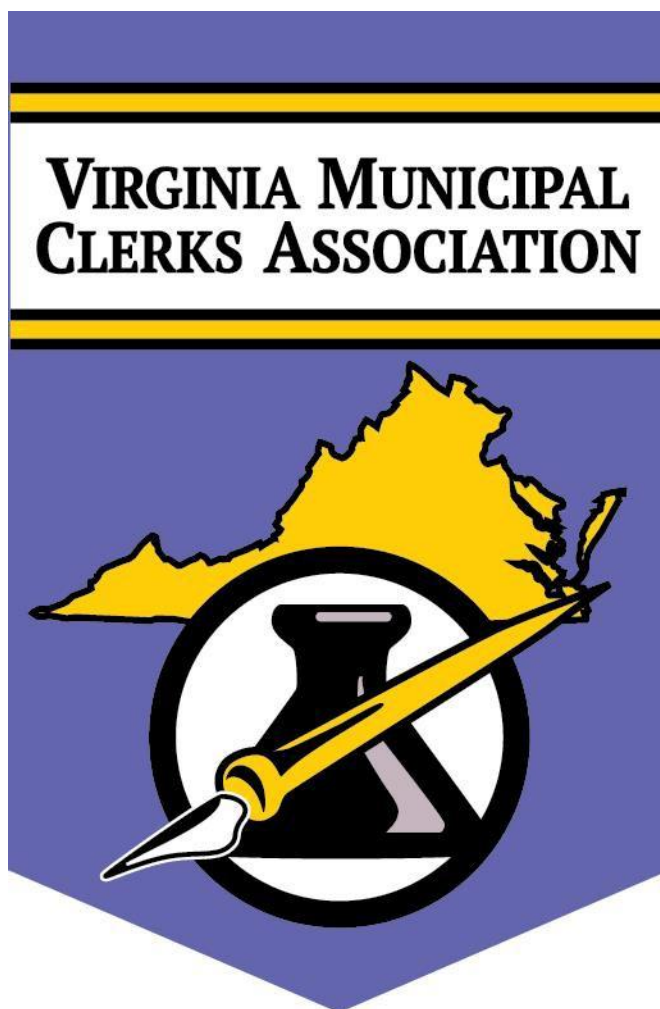
The Committee also discussed the value of reviewing current practices related to the use of the VMCA name, branding, and membership materials in order to promote consistency and avoid confusion.

Further discussion and review will continue at a future meeting.

4. Adjournment

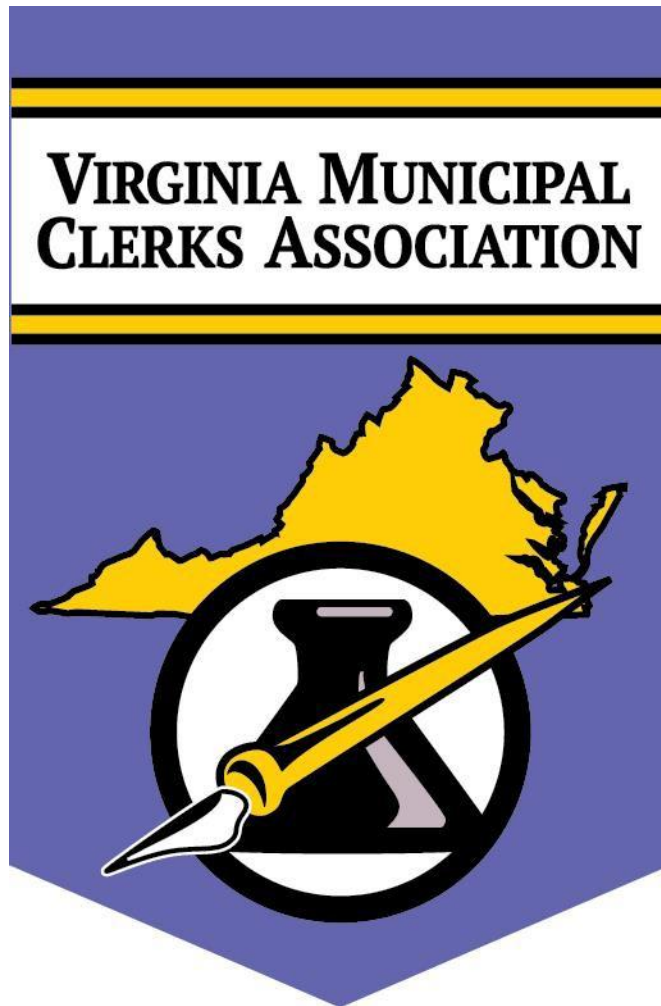
President Ellis adjourned the meeting at 12:45 PM.

VMCA

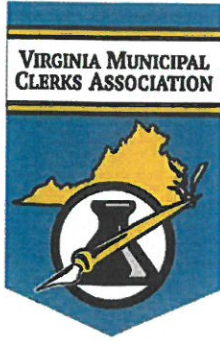


Executive Committee Reports

VMCA



President's Report



Virginia Municipal Clerks Association

2025 VMCA PRESIDENT'S ANNUAL REPORT

Hello VMCA Clerks,

As I reflect on the past year, I want to extend my sincere appreciation to each of you for your dedication, teamwork, and spirit of collaboration. It has been an honor to serve as your President this past year, and I am truly grateful for the collective effort that made this year such a success.

I would like to report that I attended the 2025 International Institute of Municipal Clerks (IIMC) Conference in St. Louis, MO, the Institute and Academy in Richmond in October, as well as the IIMC Region II Conference in Atlantic City, NJ. Each conference was exceptional, highly educational and equally filled with memorable experiences.

Together, we have strengthened our organization through a new partnership with Virginia Wesleyan University, supported one another in our professional growth, and continued to elevate the important role of municipal clerks. The commitment and engagement demonstrated by our members have been inspiring and have made a meaningful impact on our Association.

I want to thank and express my gratitude to the Executive Committee for their guidance, partnership and collaboration throughout the year.

I'd like to thank the Region Directors for the time and commitment you gave to your Region as well as the tireless commitment of our Committee Chairs. WOW, where would we be without any of you? You keep the Association thriving, and because of *all* of you, and the positive influence of our Association, the membership has reached beyond our borders, inspiring a member from West Virginia to become part of our group.

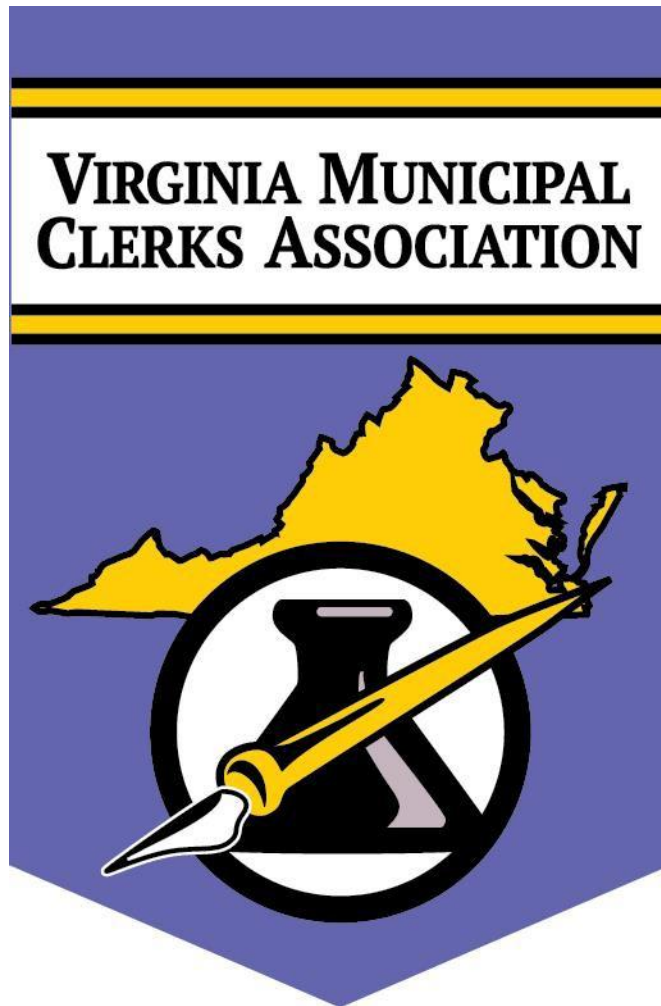
Looking ahead, I am excited about the opportunities before us and confident in the leadership our new Executive Committee will bring.

I want to wish the incoming President and her team the best in the coming year. Thank you again for an exceptional year. I am sincerely grateful for the experience and look forward, with excitement, to all the bright things the coming year will bring.

With gratitude,

Kimberly Ellis, MMC, President
Virginia Municipal Clerks Association

VMCA



First Vice President's Report

BOARD OF SUPERVISORS

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



COUNTY ADMINISTRATOR

W. KEVIN MASSENGILL

April 16, 2026

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

Dear Madame President Ellis,

I want to express my sincere gratitude for the opportunity to serve as 1st Vice President under your leadership. It has truly been an honor to work alongside you over the past few years, and I am deeply appreciative of the guidance, professionalism, and commitment you have consistently demonstrated.

During our time together on the Executive Committee, we have accomplished so much, and I am incredibly proud of the progress we have made. It is my hope that this momentum continues as the torch is passed, and I step into the role of President. Your leadership has set a strong foundation that I will strive to build upon.

I would also like to extend my heartfelt thanks to the entire Executive Committee for their dedication, hard work, and unwavering support. Each member has played a vital role in our success. Additionally, I want to recognize our Region Directors and Committee Chairs for their continued efforts and commitment to advancing our organization.

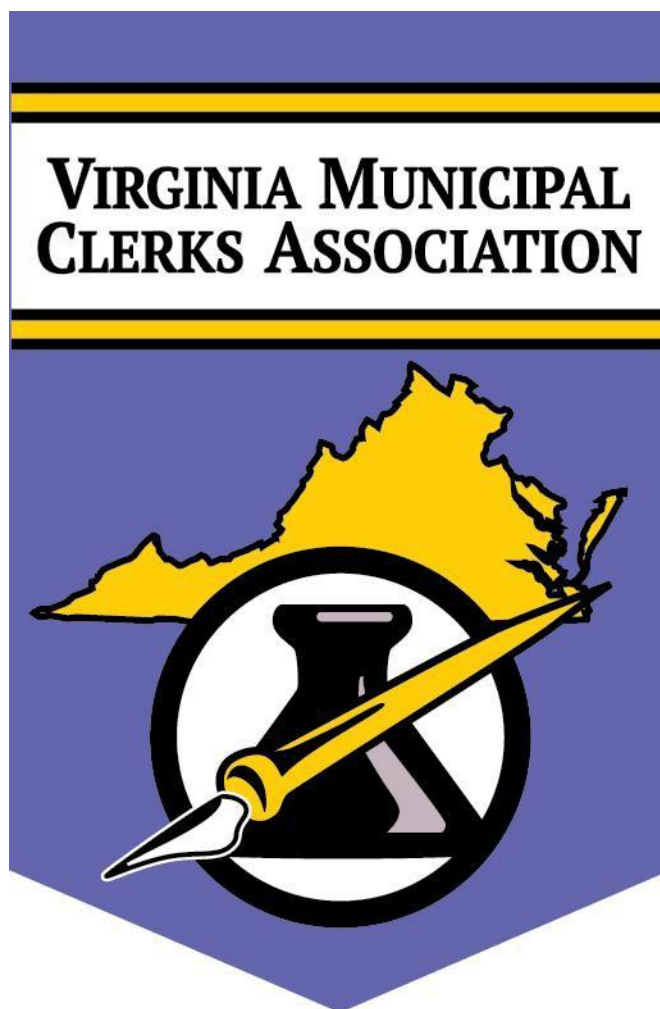
Finally, I offer my sincere appreciation to the entire membership of VMCA. Your engagement and dedication are what make this organization strong and impactful.

As I prepare to assume the presidency, I look forward to continuing the success we have achieved together and working collaboratively to further our mission.

With gratitude and respect,

Camisha M. Brown, MMC
1st Vice President 2025-2026
Virginia Municipal Clerks Association

VMCA



Second Vice President's Report

March 30, 2026

Kimberly Ellis, MMC
President, VMCA
Deputy Clerk
Culpeper County Board of Supervisors

Madam President, members of the Executive Committee, and fellow Clerks,

It has been an absolute honor to serve as your 2nd Vice President over the past year. I am truly grateful for the opportunity to work alongside such a dedicated and talented group of professionals on the Executive Committee, as well as our outstanding Region Directors. Your commitment to this organization and to the Clerk profession is both inspiring and appreciated.

VMCA continues to grow stronger through the involvement of its members, and it has been exciting to see both new and familiar faces getting involved, attending trainings, and taking advantage of the many opportunities our Association provides.

One of the highlights of this year was attending the IIMC Annual Conference in St. Louis. It was an incredible experience filled with meaningful education, networking, and connection. I was especially honored to receive an IIMC scholarship to attend, and I encourage all members to stay engaged with IIMC communications and apply for similar opportunities.

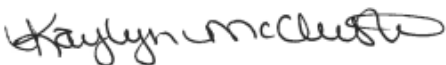
As we look ahead, I remain committed to encouraging Clerks across Virginia to join VMCA and become active participants in this organization. If you know of new Clerks in your locality or neighboring areas, or Clerks who are not yet members, I encourage you to connect them with me. I would be more than happy to personally reach out, welcome them, and help them get plugged in.

To our newer members: if you ever feel unsure of where to start or have questions, please know that you are not alone. VMCA is a supportive and welcoming network, and we are here to help you every step of the way.

As my time as 2nd Vice President comes to an end, I'm excited for what's ahead and remain committed to supporting VMCA and each of you.

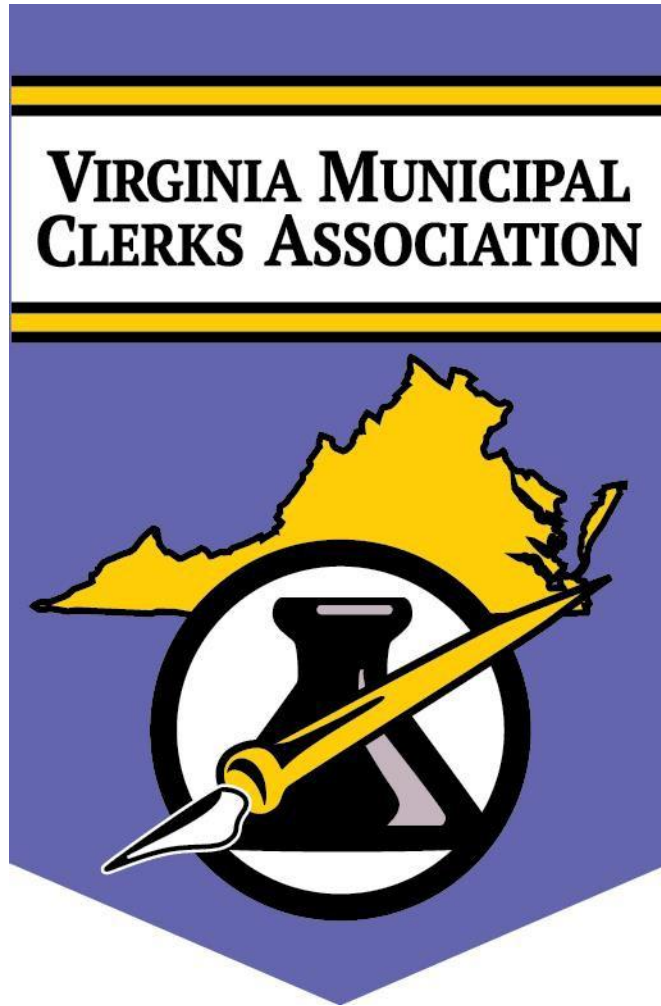
Thank you again for your trust, your support, and the opportunity to serve.

Sincerely,



Kaylyn McCluster, MMC
2nd Vice President

VMCA



Treasurer's Report



Teresa Saeed, VMCA Treasurer
James City County
PO Box 8784
Williamsburg, VA 23187
teresa.saeed@jamescitycountyva.gov

Virginia Municipal Clerks Association
Treasurer's Report
For the Period July 1, 2025 through March 31, 2026

Madam President and Members of the Association:

I am pleased to present the Treasurer's Report for the Virginia Municipal Clerks Association for the period ending March 31, 2026.

The Association began the fiscal year with a checking balance of \$34,798.38 and recorded total revenues of \$32,077.33, resulting in total income of \$66,875.71.

Revenues

Membership Dues: \$4,495.82
Sponsorship/Vendor Fees: \$5,483.35
Annual Conference Registrations (to date): \$22,098.16
Total Revenues: \$32,077.33

Expenses

Total expenditures for the reporting period were \$6,221.78. These expenses included administrative costs, website expenses, awards and recognitions, presidential expenses, scholarships, and annual conference-related costs.

Current Financial Position

As of March 27, 2026, the Association's checking account balance was \$60,653.93. After accounting for remaining encumbrances totaling \$32,275.73, the General Fund balance is \$28,378.20.

Investments

VMCA also holds an investment in a Bank of America certificate of deposit, maturing May 9, 2026, with a value of \$12,589.17.

Overall, the Association remains in a strong and stable financial position.

Respectfully Submitted,

Teresa J. Saeed

Teresa J. Saeed, MMC
VMCA Treasurer

Virginia Municipal Clerks Association

Report of the Treasurer

July 1, 2025 - March 27, 2026

Balance in Checking on July 1, 2025	34,798.38
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Revenues

Membership Dues ¹	4,495.82
Sponsorship/Vendor Fees ²	5,483.35
Annual Conference Registrations (to date) ³	22,098.16

Total Revenues	32,077.33
Total Income	66,875.71

Expenses

Administrative Expenses	
Office Supplies	26.82
Postage	-
Credit Card Processing Fees	179.55
Web Site Expenses	1,386.00
Awards/Recognitions	875.53
President's Expenses	700.00
Scholarships	2,140.00
2026 Annual Conference (to date)	913.88
Undesignated Expenses	-

Total Expenditures	6,221.78
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Balance in Checking Account (as of March 27, 2026)	60,653.93
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FY 26 Remaining Encumbrances (to date - conference registrations are still being received)

Scholarship Funds (unused carryover to FY27)	4,628.22
Website Expenses	66.00
Annual Conference Registrations and Sponsor/Vendor Fees	27,581.51

Total FY26 Remaining Encumbrances	32,275.73
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General Fund	28,378.20
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VMCA Investments

Bank of America CD (Maturity Date: 05/09/2026)	12,589.17
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	12,589.17
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¹ Net total, minus transaction fees and outstanding invoices

² Net total, minus transaction fees

³ Net total, minus transaction fees

2025-2026 MEMBERSHIP AS OF MARCH 27, 2026	
202	Full / Additional Members
1	Retired Members

MEMBERSHIP HISTORY			
2024-25	192 ¹ and 15 Honorary	2008-09	241 and 12 Honorary
2023-24	192 ¹ and 15 Honorary	2007-08	260 and 12 Honorary
2022-23	229 ¹ and 16 Honorary	2006-07	260 and 12 Honorary
2021-22	235 ¹ and 16 Honorary	2005-06	264 and 12 Honorary
2020-21	220 ¹ and 23 Honorary	2004-05	246 and 13 Honorary
2019-20	173 and 23 Honorary	2003-04	238 and 12 Honorary
2018-19	190 and 21 Honorary	2002-03	173 and 12 Honorary
2017-18	192 and 18 Honorary	2000-01	210 and 12 Honorary
2016-17	Information not available	1999-00	179 and 13 Honorary
2015-16	Information not available	1998-99	179 and 13 Honorary
2014-15	Information not available	1997-98	209 and 13 Honorary
2013-14	Information not available	1996-97	191 and 12 Honorary
2012-13	Information not available	1995-96	190 and 10 Honorary
2011-12	180 and 12 Honorary	1994-95	189 and 10 Honorary
2010-11	196 and 12 Honorary	1993-94	185 and 10 Honorary
2009-10	217 and 12 Honorary		

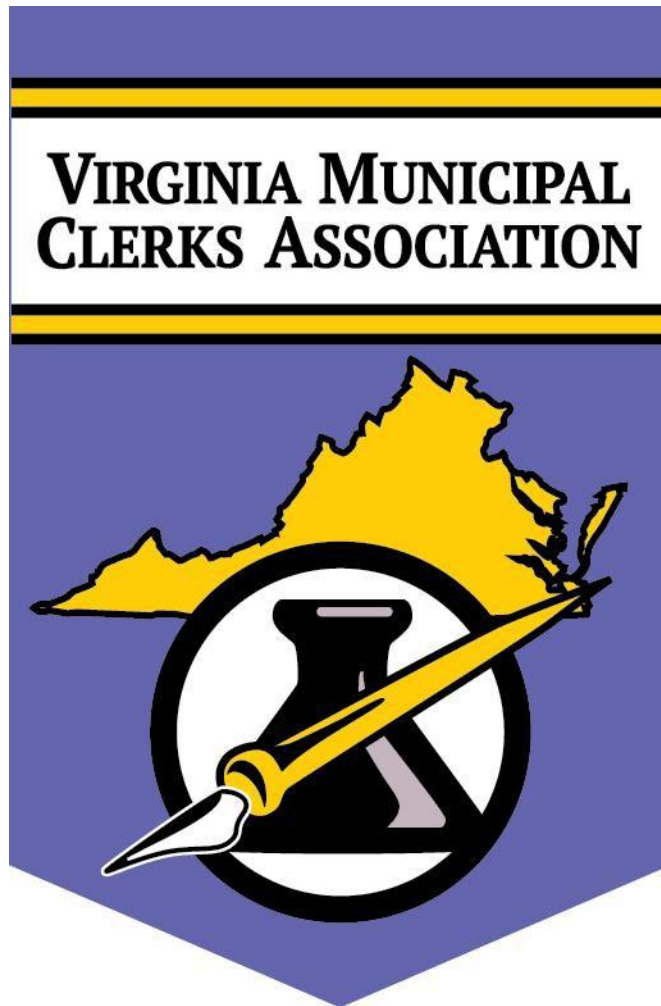
¹ Total membership includes full, additional, retired, and corporate members.

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
- 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)

VMCA



Secretary's Report

THE CITY OF LYNCHBURG
CLERK OF COUNCIL

900 Church Street
Lynchburg, VA 24504

April 2, 2026

Kimberly Ellis, MMC
President, VMCA
Deputy Clerk
Culpeper County

Dear President Ellis,

It has been a pleasure to serve as Secretary of the Virginia Municipal Clerks Association for 2025–2026.

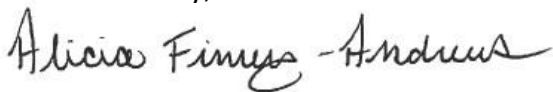
During the past year, the following meetings were held during the reporting period:

- April 17, 2025 – Annual Business Meeting, Culpeper County (*minutes prepared by outgoing Secretary Kaylyn McCluster, MMC*)
- April 23, 2025 – Executive Committee Meeting, Virtual
- July 10, 2025 – Executive Committee Meeting, Virtual
- September 18, 2025 – Executive Committee Meeting, Virtual
- December 3, 2025 – Executive Committee Meeting, Virtual
- January 15, 2026 – Executive Committee Meeting, Virtual

As always, thank you for your leadership, guidance, friendship, and continued support. It has been a pleasure to serve as your Secretary during your presidency.

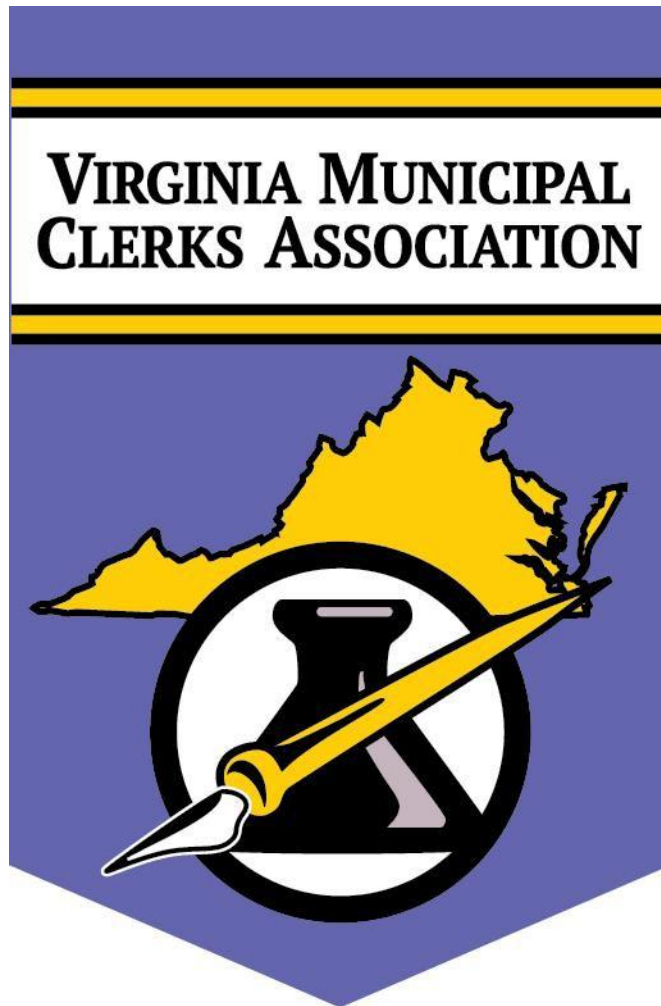
I have enjoyed working with the members of the Executive Committee and appreciate the opportunity to support VMCA through the preparation and maintenance of its official records.

Sincerely,



Alicia Finney-Andrews
Clerk of Council
VMCA Secretary

VMCA



Historian's Report



25 West Market Street • Leesburg, Virginia 20176 • phone: 703-771-2733 • www.leesburgva.gov

March 30, 2026

Ms. Kimberly Ellis, MMC
President, VMCA
Deputy Clerk, Culpeper County Board of Supervisors
302 N. Main Street
Culpeper, VA 22701

Dear President Ellis,

It has been an honor to serve as Historian for the Virginia Municipal Clerks Association (VMCA) for the 2025–2026 term.

In this role, I maintained custody of the Association’s historical materials, including three banker boxes of archival documents and artifacts, as well as a terabyte external drive added by my predecessor, Mina Barberis, Deputy City Clerk for the City of Norfolk. The banker boxes contain historical documents, photographs, mementos, and scrapbooks spanning many years, while the external drive houses more recent records preserved in digital format.

Over the course of the year, additional materials were incorporated into both the physical and digital archives, including a hard copy of the 3rd Edition of *For the Record: A Handbook for Clerks for Virginia Local Governing Bodies, Boards and Authorities*. Prior to transferring these records to the newly elected Historian, the external drive will be updated to include the approved minutes from the 2026 Business Meeting and the 2025–2026 Annual Report.

Throughout the year, I attended Executive Committee meetings and supported the Association by providing archived photographs of recently retired and VMCA Past President Mabel Washington, former Clerk of the City of Newport News. I also assisted in organizational research efforts, including compiling historical information to help establish a timeline for the Association’s tax-exempt status.

This role provided a valuable opportunity to explore the rich history of the VMCA and to observe its growth and evolution over time. I also appreciated the opportunity to serve on the Executive Committee and to collaborate with such a dedicated group of professionals.

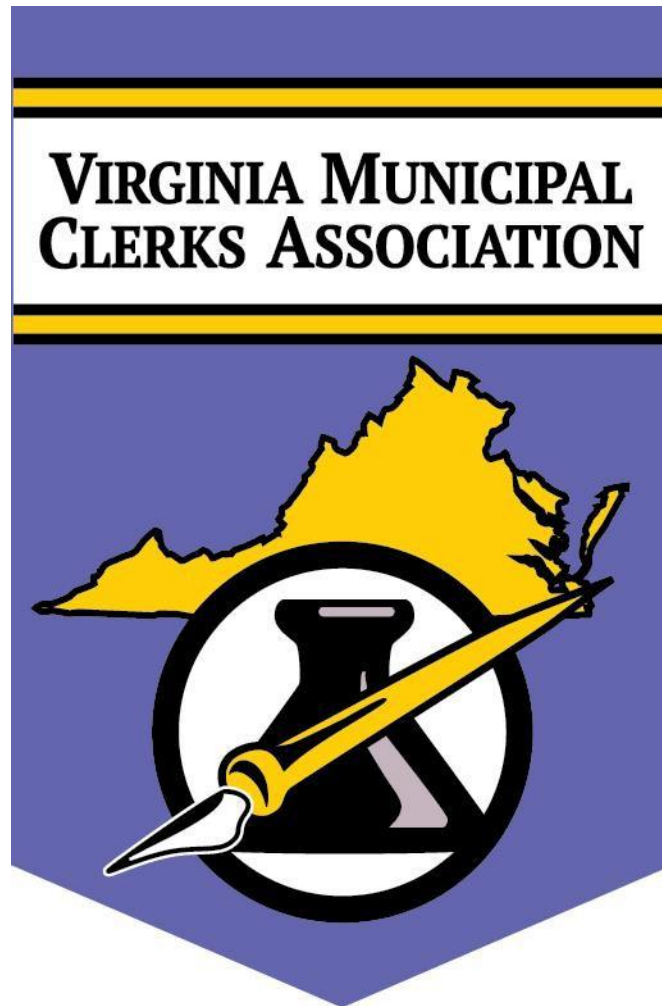
Thank you for the opportunity to serve as VMCA Historian.

Regards,

A handwritten signature in blue ink that reads "Eileen Boeing". The signature is fluid and cursive, with the first name "Eileen" being larger and more prominent than the last name "Boeing".

Eileen M. Boeing, CMC
Clerk of Council

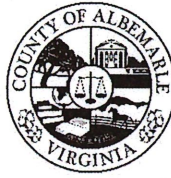
VMCA



Parliamentarian's Report

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

Travis O. Morris
Senior Deputy Clerk



Grace Redden-Tamblyn
Assistant to the Clerk

Claudette Borgersen
Clerk

April 2, 2026

Dear VMCA Membership:

It has been a true honor to serve as Parliamentarian for the Virginia Municipal Clerks Association under the assiduous leadership of President Ellis.

Over the past year, I have had the privilege of providing procedural guidance and support to the Executive Committee during their thoughtful and comprehensive deliberations. President Ellis and the dynamic, diligent, and articulate members of the Executive Committee demonstrated a strong command of meeting protocol. They maintained professionalism, grace, and camaraderie during challenging and exhaustive discussions.

I would also like to commend the Executive Committee, Region Directors, and Committee Chairs for their unwavering commitment to upholding and advancing the mission of the Virginia Municipal Clerks Association: to promote professional development through continuing education and networking opportunities.

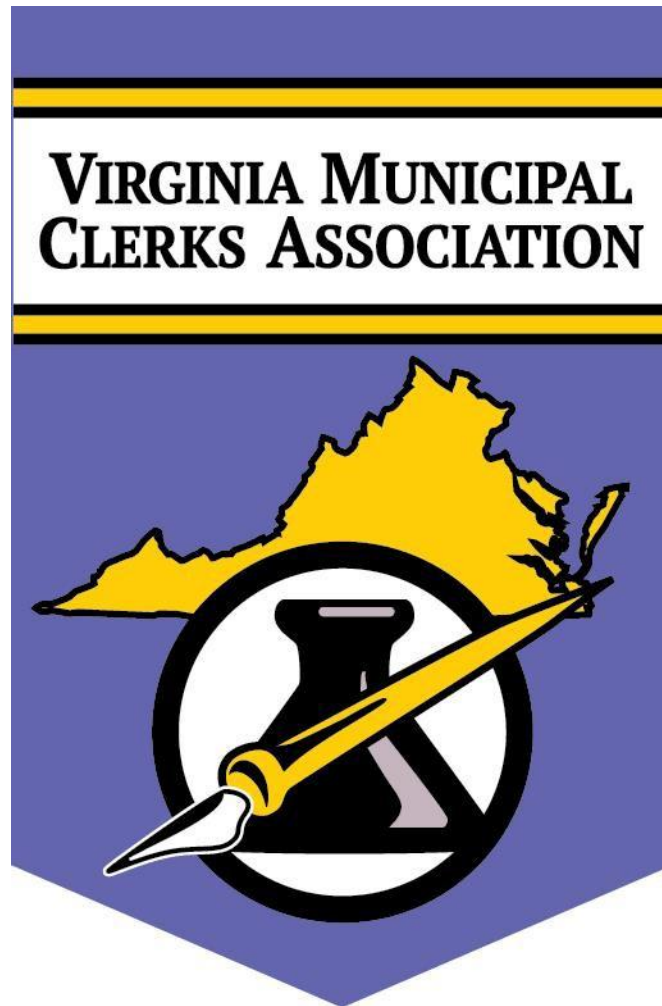
President Ellis, Executive Committee members, Region Directors, and Committee Chairs, you are all brilliant and phenomenal leaders. Thank you for your tireless efforts to ensure that VMCA remains forward-thinking and that our clerks continue to uphold our reputation of excellence and maintain our second-to-none status.

Respectfully,

A handwritten signature in blue ink, appearing to read "T.O.M.", is written over the word "Respectfully,".

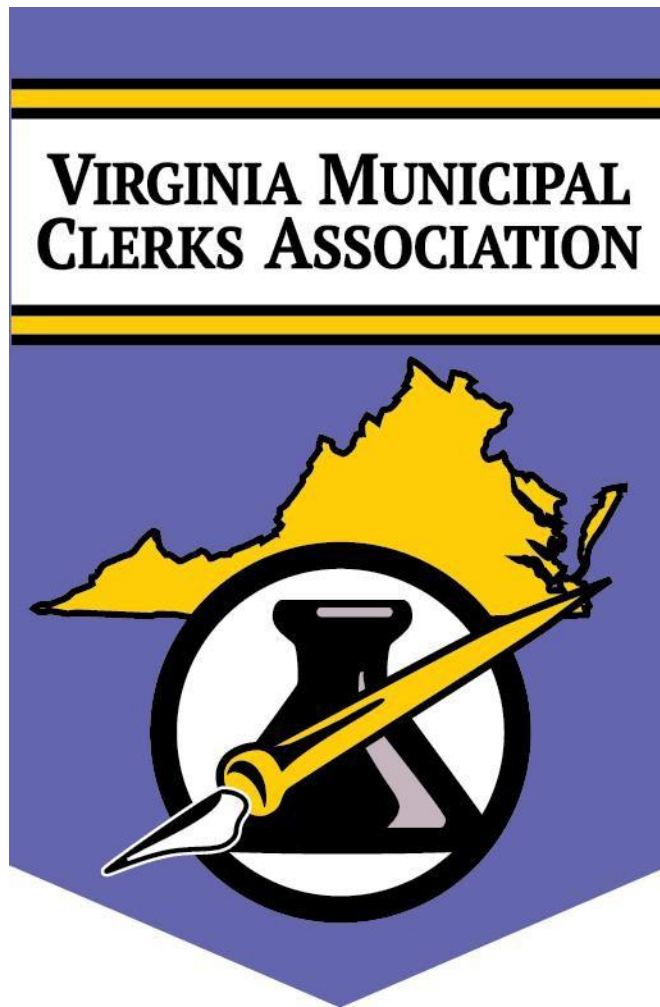
Travis O. Morris, MMC
VMCA Parliamentarian

VMCA



Committee Chair Reports

VMCA



Committee Chair Report

AUDIT

County of Mathews Administration Office
mathewscountyva.gov



Kimberly Ellis, MMC
VMCA President
302 N. Main Street
Culpeper, VA 22701

Re: FY 2025-2026 Virginia Municipal Clerks Association
Treasurer: Teresa J. Saeed, MA, MBA, MMC
James City County Deputy Clerk

Dear Madam President,

A review of the financial records of the Virginia Municipal Clerks Association (VMCA), as prepared and maintained by Treasurer Teresa Saeed, has been completed. The review encompassed all deposits, expenditures, receipts, and encumbrances for the period of May 1, 2025 through March 27th, 2026.

Based on the bank statements and supporting documentation provided, I am pleased to report that the financial records appear to be accurate, complete, and in good order. Treasurer Saeed supplied all materials requested, and the documentation for each transaction during the review period was properly maintained.

Treasurer Saeed is to be commended for her diligence and professionalism throughout the past year. The role of Treasurer is demanding and often time-sensitive, and VMCA is fortunate to have someone of her dedication and integrity serving in this capacity. I extend my sincere appreciation to her for her outstanding service.

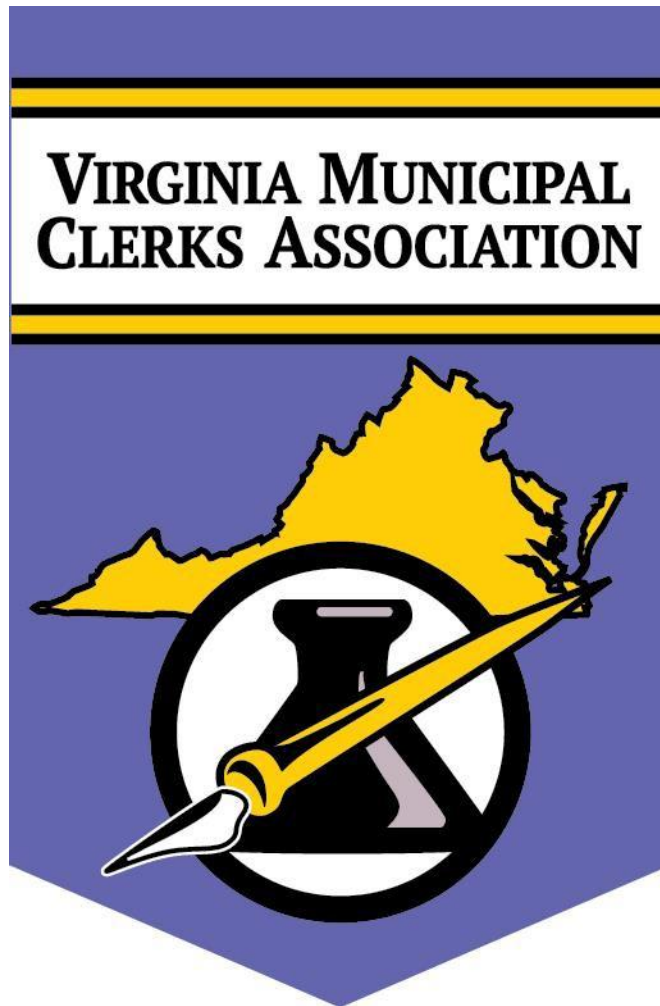
Please let me know if you would like any additional information or clarification.

Respectfully,

A handwritten signature in blue ink, which appears to read "Judi Green", is written over a horizontal line.

Judi Green, Mathews County
Asst. County Administrator & Deputy Clerk

VMCA



Committee Chair Report

BUDGET

Virginia Municipal Clerks Association - Budget (Proposed)

July 1, 2026 - June 30, 2027

Account Balance as March 25, 2026 **60,425.35**

Revenues

Membership Dues

FY 2027 Membership Dues¹ 6,250.00

Total Projected Revenues **6,250.00**

Total Revenue **66,675.35**

Expenses

Administrative Expenses

Office Supplies 50.00
 Postage² 100.00
 Credit Card Processing Fees³ 450.00
 Web Site Expenses³ 1,650.00

Awards/Recognitions⁴ 1,100.00

President's Expenses⁵ 1,000.00

Scholarships⁶ 700.00

2027 Annual Conference⁷ 1,100.00

Undesignated Expenses⁸ 100.00

Total Projected Expenditures **6,250.00**

Encumbrances from FY 25-26

2026 Annual Conference⁹ (28,681.12)
 Remaining Credit Card Processing Fees through June 30th (100.00)
 Two Additional Awards On Order (175.00)
 Scholarship Funds (unused carryover to FY 26/27)⁶ (4,628.22)

Total Encumbrances **(33,584.34)**

Anticipated General Funds for FY 2026-2027, Beginning 7/1/2026 **26,841.01**

Notes:

¹ Increased Membership Revenue due to slight increase in memberships in FY 26

² Maintained Postage for general VMCA correspondence

³ Star Chapter Website/Domain Costs have increased for the coming year; however they have removed the monthly card fee...individual transaction fees will still apply and are accounting for under Credit Card Processing Fees

⁴ Awards for CMC/MMC achievements, Clerk of the Year Plaque, President's Plaque, etc.

⁵ *President's Expenses include IIMC Annual Conference Registration*

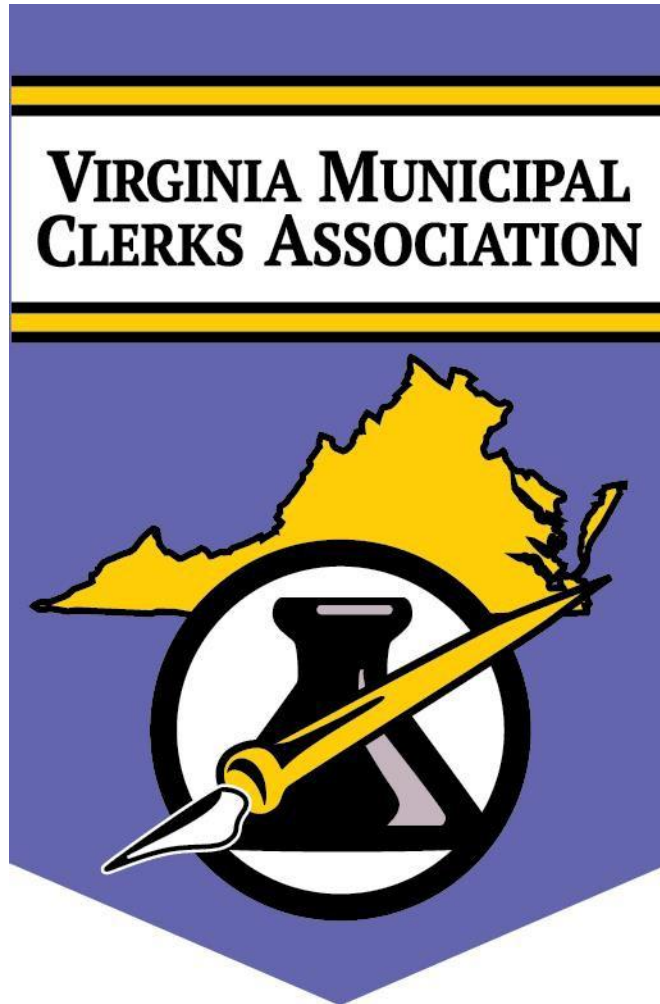
⁶ *One Institute/Academy Scholarship is budgeted for, additional full and partial scholarships may be awarded utilizing available funds in the Scholarship Fund...Scholarship Fund Balance from FY 25/26 is carried over to FY 26/27...carryover fund balance total is \$4628.22*

⁷ *Available to support the annual conference upon request of the host clerk*

⁸ *Miscellaneous expenses*

⁹ *As of the date of this proposed budget submission, the 2026 Annual Conference has not yet been closed; accordingly, the estimated registration revenue will remain encumbered until the Treasurer and Host Clerk finalize all accounts with the hotel at the conclusion of the conference.*

VMCA



Committee Chair Report

BYLAWS



Board of Supervisors

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

Rodney A. Hathaway
County Administrator

www.newkent-va-us

March 23, 2026

Kimberly Ellis, MMC
VMCA President
Deputy Clerk
Culpepper County Board of Supervisors

Dear Kim,

It has been my pleasure to serve as Chair of the Bylaws Committee for the Virginia Municipal Clerks Association. The committee undertook a complete review of the VMCA Bylaws and Procedures and Standards of Operation this past year. We reached out to VMCA committee chairs in August 2025 requesting recommended updates. Input received was compiled with recommendations from Bylaws Committee members and submitted to the Executive Committee in September 2025. Additional input received in January 2026 was also forwarded to the Executive Committee. Recommendations from the Executive Committee will be presented for adoption at the 2026 VMCA Conference.

Special thanks to committee members Chris Branch from the Town of Urbanna, Cindy Balderson from the Town of Kilmarnock and Trish Cronin from Gloucester County for their willingness to serve. Also many thanks to the clerks who took the time to submit recommendations.

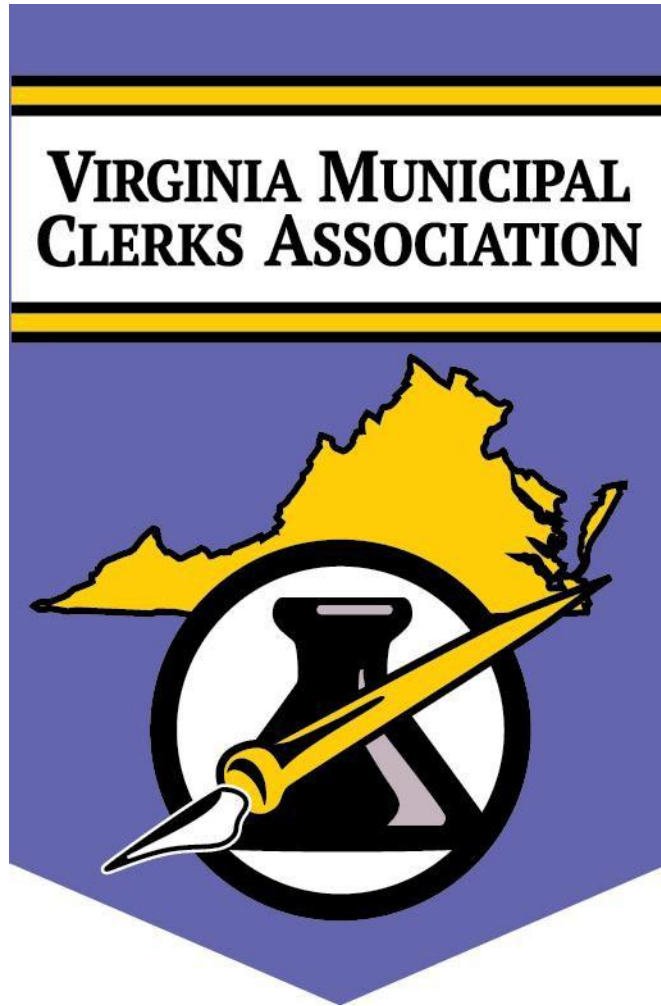
Please let me know if there are any questions. Thank you for the opportunity to serve.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wanda F. Watkins".

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

VMCA



Committee Chair Report

CLERK OF THE YEAR



CITY OF COLONIAL HEIGHTS

OFFICE OF CITY COUNCIL

201 James Avenue · P.O. Box 3401
Colonial Heights, VA 23834

T. Gregory Kochuba, Mayor
John E. Piotrowski, Vice Mayor
Elizabeth G. Luck
Tricia L. Palmer
Craig R. Skalak
Brad E. Slaybaugh
John T. Wood

March 20, 2026

Ms. Kimberly Ellis
President
Virginia Municipal Clerks Association

Madam President:

The Clerk of the Year Committee solicited nominations for the VMCA 2026 Clerk of the Year through the end of February. Once submissions were received, reviewed, and scores were tallied, the committee made its selection of who, from the information received, is best deserving of the 2026 Clerk of the Year Award.

The local administrator and members of the recipient's Board/Council, as well as family members, have been notified and invited to attend the award presentation at the VMCA Annual Conference on April 15-17, 2026, in Blacksburg, VA.

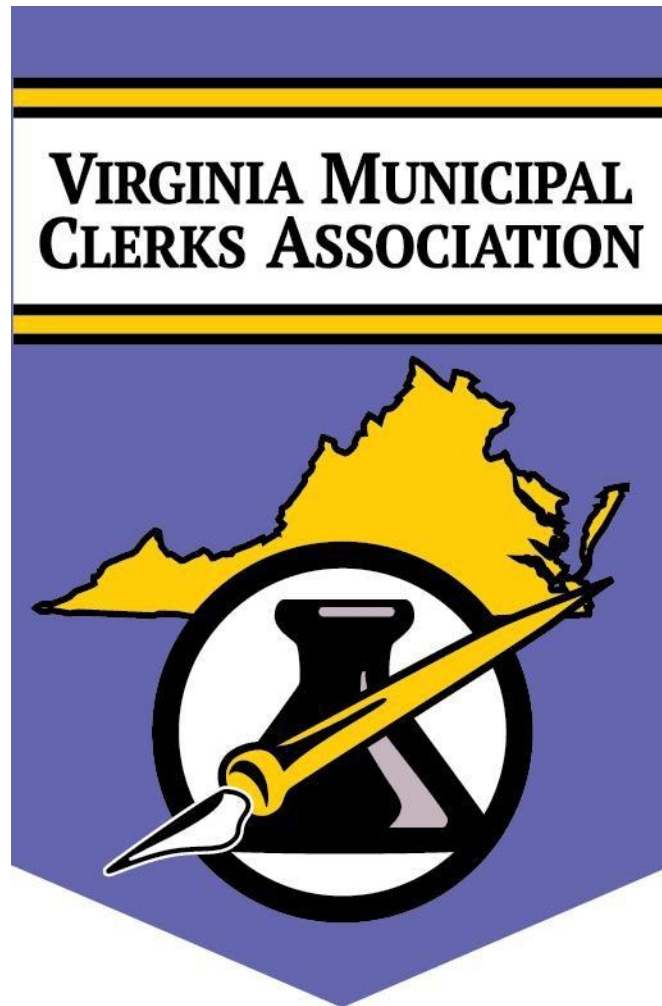
Thank you for allowing me to serve the association in this capacity – I look forward to serving again next year.

Sincerely,

Pamela B. Wallace

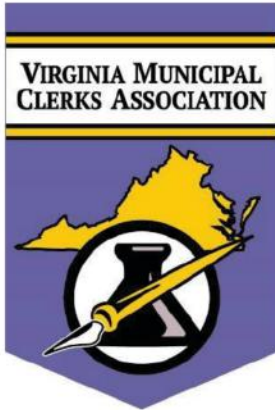
Pamela B. Wallace, CMC
Cler of City Council.

VMCA



Committee Chair Report

EDUCATION/PROFESSIONAL
DEVELOPMENT



Virginia Municipal Clerks Association

March 28, 2026

Ms. Kimberly Ellis, MMC
VMCA President
Deputy Clerk
Culpeper County Board of Supervisors
302 N. Main Street
Culpeper, VA 22701

RE: 2025-26 VMCA Education and Professional Development Report

Dear Ms. President:

It has been my honor to serve this year as the Chair of the VMCA Education and Professional Development Committee.

Membership

Mina D. Barberis, MMC, Chair (City of Norfolk); Kim Kingsley (Town of Abington); Eileen Boeing, CMC (Town of Leesburg); Alicia Finney-Andrews (City of Lynchburg); Pamela Wallace, MMC (Colonial Heights); Kaylyn McCluster, MMC (Pittsylvania County); Ashley R. Clatterbuck, MMC (Town of Culpeper); Felicia Eller (Town of Chilhowie); Alvin Gurley (Dinwiddie County)

Planning is underway for the upcoming Institute and Academy at the beach! The Education and Professional Development Committee has been working hard this year on developing the 2026 Institute/Academy with Virginia Wesleyan University (VWU). It is attached hereto for your reference.

The selected venue is the Holiday Inn – North Beach, formerly known as the SunSpree. The property has undergone complete renovation, having been taken down to its structural elements and fully rebuilt. Attendees can expect a refreshed, modern, and engaging learning environment for our 2026 program.

We are also excited to share that the venue has agreed to extend the group discount for the room rate beyond the official event dates! The discounted rate will be available for the weekend prior through the Sunday after the Institute and Academy. This provides an excellent opportunity for attendees to extend their stay, bring family members, and enjoy everything the oceanfront has to offer during a beautiful time of year.

The Institute and Academy will take place during the third week of October 2026, and we look forward to welcoming VMCA members from across the Commonwealth for another productive and enriching professional development experience.

The Education Committee would also like to recognize Dr. Drian Glyde of Virginia Wesleyan University. Dr. Glyde serves as the Dean of the VWU Global Campus and is an Assistant Professor of Management, Business, and Economics. His continued support, academic leadership, and partnership with VMCA play an instrumental role in enhancing the quality and credibility of our educational programs. We deeply appreciate his commitment to advancing municipal clerk education and professional growth as our new Institute Director.

Thank you so much for the honor to serve as the Chair of the 2025-26 VMCA Education and Professional Development Committee, and for the opportunity to continue serving in this capacity with Kim Kinglsey of the Town of Abington as co-chair in 2026-27. I am looking forward to the upcoming term!

Warmest regards,

A handwritten signature in black ink, appearing to read 'Mina D. Barberis'. The signature is stylized and cursive, with the first letters of the first and last names being capitalized and prominent.

Mina D. Barberis, MMC
Chair, VMCA Education and Professional
Development Committee
Deputy City Clerk, City of Norfolk

VIRGINIA WESLEYAN UNIVERSITY
(Becoming BATTEN UNIVERSITY on July 1, 2026)
5817 WESLEYAN DRIVE
VIRGINIA BEACH, VA 23455

MEMORANDUM OF UNDERSTANDING

- I. **PARTIES TO THE MEMORANDUM OF UNDERSTANDING:** This Memorandum of Understanding, hereinafter referred to as "MOU," is entered into this 19th day of December, 2025, by Virginia Wesleyan University (VWU) and Virginia Municipal Clerks Association.
- II. **PERIOD OF MOU:** From December 19th, 2025 through December 31, 2030.
- III. **PURPOSE:** This Memorandum of Understanding (MOU) establishes the collaboration between Virginia Wesleyan University (VWU) and the Virginia Municipal Clerks Association (VMCA) to jointly deliver educational programming that fulfills the requirements of the International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) programs.

Through this partnership, VWU will serve as the Educational Partner and Institute Director for the VMCA, coordinating annual Institute and Academy events, supporting the long-term professional development of municipal clerks across the Commonwealth of Virginia, and developing asynchronous online delivery of VMCA/IIMA programming for broader marketing. Both VWU and the VMCA will act in good faith, focusing on optimizing benefits to each entity, while working jointly to keep costs low and operations efficient.

IV. SCOPE OF SERVICES

- a. In partnership with the VMCA Education Chair and Education Committee, Virginia Wesleyan University (VWU) will:
- i. Provide Educational Programming:
 1. Develop, manage, and deliver Institute (CMC) and Academy (MMC) courses in compliance with IIMC educational guidelines.
 2. Structure programming in a five-year rotational model, as approved by the VMCA Education Committee.
 3. Ensure that all courses meet the standards of quality and rigor consistent with workforce development and VWU education standards.
 - ii. Appoint an Institute Director:

1. The Director of Continuing Education, or other appropriately selected VWU staff member will serve as the Institute Director. Dr. Drian Glyde, Dean of VWU Global Campus, will be available for consultation.
 2. The Institute Director will be supported by other administrative staff managing VWU Global programs and reporting functions, as well as other departments as needed to fulfill the obligations of this partnership.
 3. VWU will coordinate all leadership transitions in consultation with the VMCA Education Committee to ensure program continuity.
- iii. Select Instructional Faculty and Maintain Program Quality:
1. Collaborate with the VMCA to identify and utilize VMCA volunteer instructors and staff, as considered appropriate by both parties, to enhance program delivery and participant engagement.
 2. Ensure instructors are approved by the IIMC, when required, and maintain expertise in their respective subject areas.
 3. Ensure the program meets IIMC guidelines.
 4. If volunteer supplementation is needed, hire qualified faculty and facilitators in alignment with VMCA and IIMA credentialing standards, and coordinate for payment, if applicable.
- iv. Program Delivery and Logistics:
1. Collaborate with VMCA to select appropriate venues for in-person Institute and Academy events (typically in the Virginia Beach Oceanfront area).
 2. Manage scheduling, registration, materials, and onsite logistics in partnership with VMCA.
 3. Offer optional pre- and post-sessions each year to expand educational offerings.
 4. Coordinate and provide for the production of materials for the annual Institute and Academy attendees that may include: name tags, note paper, poster board, flip charts, information packets, training handouts, and electronic certificates.
 5. Coordinate and provide payment for all meeting and catering arrangements, which may include meeting spaces, audiovisual, and food and beverage as appropriate.
- v. Marketing and Communications:
1. Coordinate with the VMCA Education Committee to promote the Institute and Academy via both organizations' communication channels, VMCA to provide member contact information.
 2. Co-brand promotional event materials with VMCA.

3. Maximize the use of e-flyers, QR Codes, and e-delivery of materials.
 4. Provide a VMCA landing page for marketing and registration purposes.
- vi. Online and Continuing Education Expansion
1. Support development of asynchronous and hybrid delivery options for the VCMA Institute and Academy as approved by IIMA and supported by volunteer instructors and staff.
 2. Manage online registration, payment, materials access, and digital learning platforms through VWU's Global Campus systems.
 3. Pricing of asynchronous online VMCA programming will be collaboratively determined during program development.
 4. If at least four VWU asynchronous classes register over 60 attendees each, VWU will sign off on and certify the VMCA Annual Conference education sessions, doubling the point value to VMCA members.
- vii. Microcredentials and Academic Pathways
1. Create microcredentials recognizing completion of defined VMCA learning milestones.
 2. Evaluate the Institute and Academy curricula for Prior Learning Credit (PLC) toward VWU degree programs.
 - a. Offer eligible participants discounted tuition (\$250 per credit hour) toward applicable online or evening/weekend degree programs.
- viii. Financial and Administrative Responsibilities:
1. Administer program budgets, registration fees, and contracts with venues and facilitators as agreed upon with VMCA.
 2. Provide transparent financial reporting to the VMCA Education Committee.
 3. Ensure all participant data is handled in compliance with institutional data-security standards.
 4. Provide annual reporting by December 31, of each year.
 - a. Summary of programming offered – dates, description, annual conference, online, as applicable.
 - b. Number of CMC and MMC hours resulting from courses offered.
 - c. Evaluation of the program and areas for improvement
 - d. Brief statement about future plans for the Institute and Academy
 5. Provide a means to track and verify attendance of the conference and courses.

6. Maintain a record of all coursework completed by attendees/members that members can access.
7. Create an IIMC-compliant assessment tool, administered and implemented to evaluate clerk participation/knowledge to issue certificate hours.
8. Provide an electronic certificate certifying the number of hours completed for Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).
 - a. Send certificates to participants via email after they complete the required assessment (s)
 - b. Offer printed certificates for ten dollars paid to VWU by participants.

ix. Pricing:

1. Initial educational pricing structure, to be collected at the time of registration - Pre-session \$85; Institute/Academy \$700; Post-session \$85.
2. In addition to the educational fees, an event venue fee, to be collected at the time of registration, is estimated at \$200-\$250 per attendee and is subject to change based on the availability of Virginia Beach Oceanfront locations.
3. Fees above are subject to change based on Municipal Clerk (MMC) volunteers and presenters.

b. In partnership with VWU, the Virginia Municipal Clerks Association (VMCA) will:

i. Collaborate in Program Design:

1. Work with VWU's Institute Director and Continuing Education staff to ensure programming meets VMCA and IIMC standards.
2. Approve the annual curriculum and schedule of sessions.
3. Collaborate with VWU to identify and utilize VMCA volunteer instructors and staff, as considered appropriate by both parties, to enhance program delivery and participant engagement.

ii. Promotion and Outreach:

1. Promote the Institute and Academy through VMCA and IIMC networks.
2. Disseminate information to municipal clerks across Virginia to encourage participation.
3. Provide membership lists to VWU as needed.
4. Promote online and continuing education opportunities as they are developed.

iii. Registration and Participant Support

1. Coordinate with VWU regarding registration lists, attendance verification, and completion tracking.

2. Provide VMCA representation at the Institute and Academy to support participants and ensure quality standards.
- iv. Continuous Improvement:
 1. Participate in post-event evaluations and long-term program reviews.
 2. Advise VWU on emerging training needs and professional trends within the municipal clerk profession.
 3. Consider and promote additional workforce development opportunities with VWU as they become available, or permit VWU to promote membership.
- v. Financial Coordination
 1. Evaluate participant fees in consultation with VWU.
 2. Collaborate on venue and catering decisions to ensure fiscal responsibility.

V. TERMS AND CONDITIONS

- a. Availability of Funds: Both parties acknowledge that all activities under this MOU are contingent upon the availability of funds and budget approvals from the respective organizations. No party shall be liable to the other for obligations beyond available resources.
- b. Terms of Payment: All fees, costs, and expenses related to the Institute and Academy, with the exception of individual lodging, meals "on your own," and travel for participants and VMCA representatives, shall be the responsibility of VWU and paid through the collection of participant registration fees.
- c. Modification:

This MOU may be amended in writing by mutual consent of both parties.
- d. Termination:

Either party may cancel this MOU, in part or in whole, 18 months prior to a scheduled Institute and Academy. The termination notice shall be delivered in writing to the VMCA President or the Institute Director at VWU.
- e. Confidentiality:

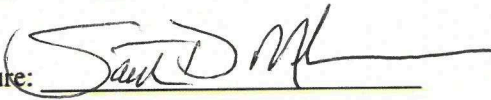
Both VWU and VMCA agree to protect all personally identifiable and educational information in accordance with FERPA and applicable state and federal laws.
- f. Non-Discrimination
Both parties affirm their commitment to equal opportunity and non-discrimination in all program activities.

g. Points of Contact:
For VWU – Institute Director as appointed in this MOU or
Dr. Drian Glyde, Dean of VWU Global Campus
Virginia Wesleyan University
5817 Wesleyan Drive, Virginia Beach, VA 23455
Email: dglyde@vwu.edu

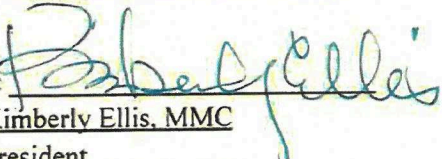
For VMCA:
Kimberly Ellis, President, VMCA
302 N. Main Street, Culpeper, VA 22701
Email: kellis@culpepercounty.gov

AGREED TO BY


Virginia Wesleyan University

Signature: 
Name: Dr. Scott Miller
Title: President
Date: 12-19-25

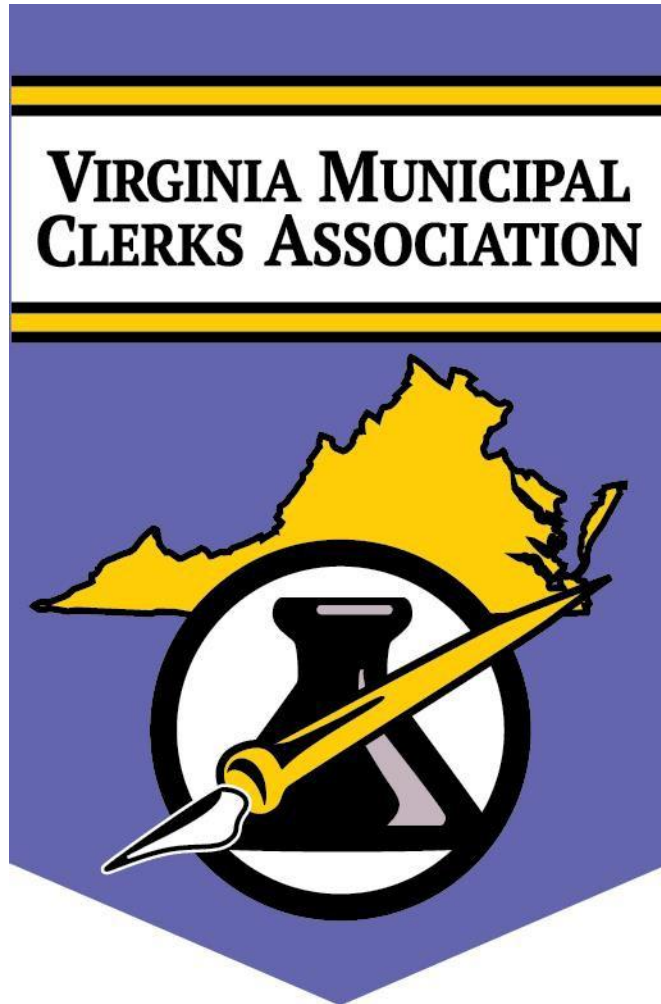
Virginia Municipal Clerks Association

Signature: 
Name: Kimberly Ellis, MMC
Title: President
Date: 12/15/2025

Virginia Municipal Clerks Association

Signature: 
Name: Mina D. Barberis, MMC
Title: Education and Professional Development Chair
Date: 12/17/2025

VMCA



Committee Chair Report

NEWSLETTER



TOWN OF CULPEPER

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

[Town Clerk](#)
Ashley R. Clatterbuck

[Deputy Town Clerk](#)
Katherine Maines

March 30, 2026

Kimberly Ellis, MMC
VMCA President
Deputy Clerk to the Board of Supervisors, Culpeper County

RE: 2025-26 VMCA Newsletter Committee Report

Dear Madam President:

It has been my honor to serve as Chair of the Newsletter Committee.

The Committee would like to thank the Executive Committee, Region Directors and Clerks who answered the call for updates within their region and contributed to the content of our newsletters. It is a joint effort between the Clerk community and this committee to share our stories about friends, family, and positive news we can bring to brighten our days.

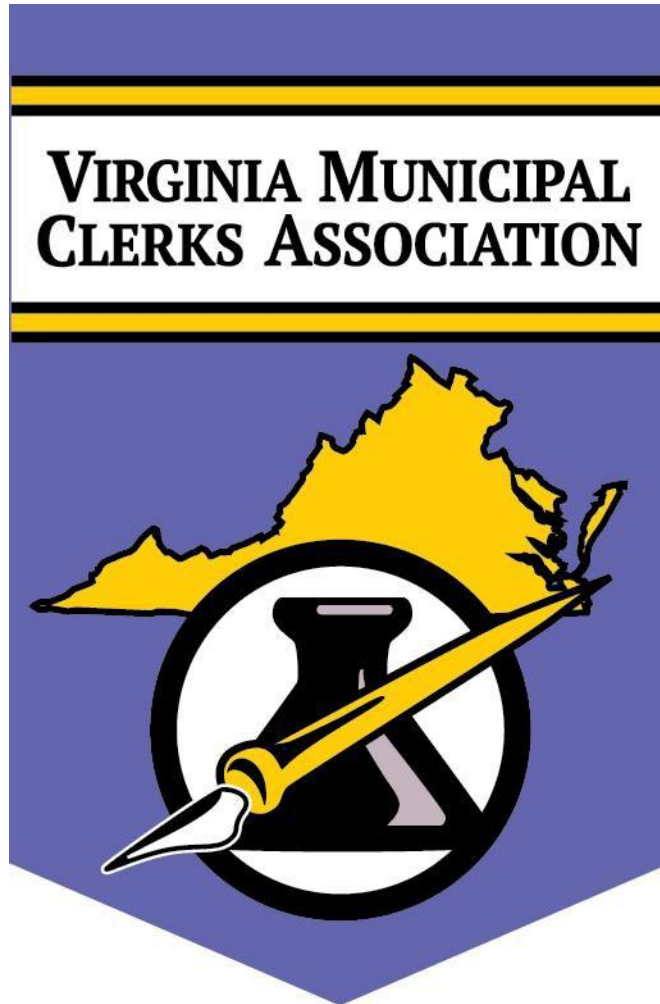
The newsletter will continue to include Clerk Spotlights, educational opportunities, member recognition, and correspondence. If anyone has new ideas, please bring them forward!

Thank you for the opportunity to continue as Chair in 2026-27. I am looking forward to the upcoming term!

Best regards,

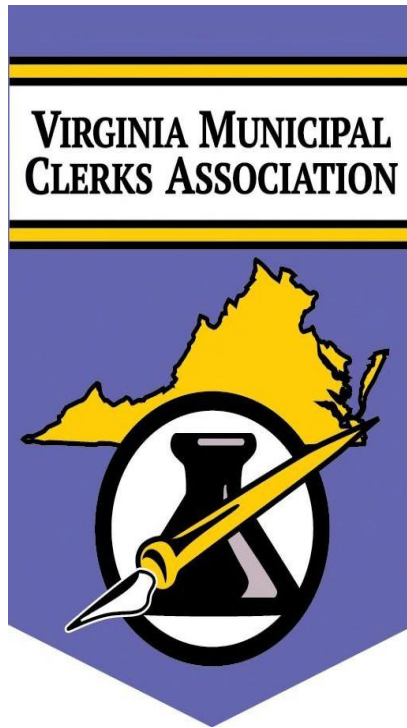
Ashley R. Clatterbuck, MMC
Town Clerk

VMCA



Committee Chair Report

NOMINATING COMMITTEE



Committee Chair Report

NOMINATING COMMITTEE

2025-2026 Nominating Committee

Rachael Brinson, MMC, Town of Remington, Chair

Mina Barberis, MMC, City of Norfolk

Kyna Thomas, MMC, City of Charlottesville



March 6, 2026

Kimberly Ellis, MMC
Deputy Clerk
Culpeper County

Dear Kimberly,

On behalf of the Nominating Committee, please accept the committee's report for the VMCA 2026–2027 term.

I would like to take a moment to recognize and thank you for your continued commitment and leadership to the Virginia Municipal Clerks Association. Your service to the organization and its members is greatly valued.

Serving as Chair of the Nominating Committee this past year has been an honor. I am grateful for the time and collaboration provided by the committee members Mina and Kyna throughout this process.

Sincerely,

Rachael Brinson, MMC
Town Administrator / Clerk, Town of Remington
VMCA Nominating Committee Chair



VMCA Executive Board
2026-2027

President

Camisha Brown, MMC
Executive Assistant to County Administrator
Clerk to the Board of Supervisors
Dinwiddie County

Secretary

Alicia Finney
Clerk of Council
City of Lynchburg

First Vice President

Kaylyn McCluster, MMC
Clerk to the Board of Supervisors
Pittsylvania County

Historian

Lorraine Spaulding, CMC
Clerk of Council
Town of Blacksburg

Second Vice President

Eileen Boeing, MMC
Clerk to the Board of Supervisors
Town of Leesburg

Parliamentarian

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

Treasurer

Teresa J. Saeed, MMC
Deputy Clerk
James City County

Immediate Past President

Kimberly Ellis, MMC
Deputy Clerk
Culpeper County



VMCA Committees and Chairs*
2026-2027

Audit Committee

Judi Green, Chair
Senior Executive, Deputy Clerk
Mathews County

Newsletter

Ashley Clatterbuck, MMC, Chair
Town Clerk
Town of Culpeper

Budget Committee

Teresa J. Saeed, MMC, Chair
Deputy Clerk
James City County

Scholarship Committee

Katherine Maines, CMC Chair
Deputy Clerk
Town of Culpeper

Education & Professional Development

Kimberley Kingsley, CMC, Co- Chair
Clerk, Deputy Treasurer and Paralegal
Town of Abingdon

Nominating Committee

Rachael Brinson, MMC, Chair
Town Administrator
Town Clerk
Town of Remington

Mina Barberis, MMC, Co-Chair
Deputy City Clerk
City of Norfolk

Clerk of the Year

Pam Wallace, CMC, Chair
Clerk of Council
Colonial Heights



VMCA Regional Directors* 2026-2027

Region I

VACANT

Region VI

Maxicelia Robinson
Deputy Clerk of Council
City of Charlottesville
Tel: (434) 296-5843 X3036
Email: robinsonma@charlottesville.gov

Region II

VACANT

Region VII

Stephen Clough, CMC
Town Clerk
Town of Warrenton
Tel: (540) 714-9270
Email: sclough@warrentonva.gov

Region III

Pamela Ulmer
City Clerk
City of Harrisonburg
Tel: (540) 432-7701
Email: Pamela.Ulmer@harrisonburgva.gov

Region VIII

Heather Oliver
Town Clerk
Town of Colonial Beach
Phone: (804) 224-7103
Email: HOliver@colonialbeachva.gov

Region IV

Lorraine Spaulding, CMC
Town Clerk
Town of Blacksburg
Phone: (540) 443-1026
Email: lspaulding@blacksburg.gov

Region IX

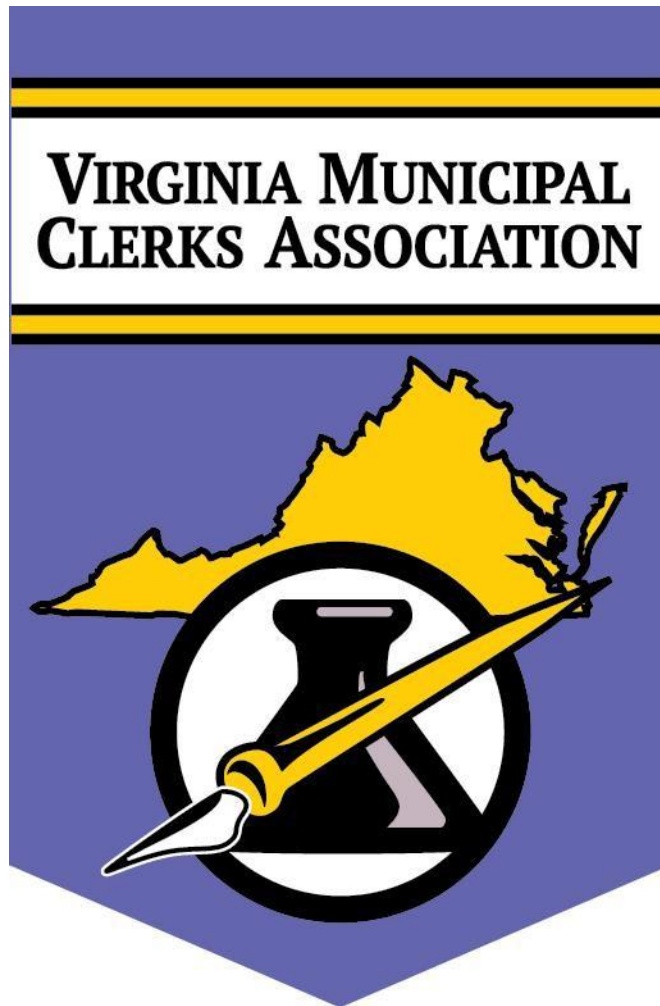
Susan Wilson
Clerk to the Board
Chesterfield County
Phone: (804) 748-1200
Email: WilsonSu@chesterfield.gov

Region V

Region X

**Subject to Appointment by the Association President*

VMCA



Committee Chair Report

SCHOLARSHIP

March 30, 2026

Kimberly Ellis, MMC
VMCA President
Deputy Clerk to the
Culpeper County Board of Supervisors

Re: 2025-2026 Scholarship Committee Report

Dear Madam President:

A total of seven applicants applied for scholarships to attend the VMCA Institute and Academy in 2025. After review, three applicants were awarded full scholarships while four were awarded partial scholarships in the amount of \$150.00 each.

Of the scholarships awarded, two full scholarships and three partial scholarships were utilized totaling \$1,840.00 in reimbursements.

I'd like to thank Wendy Chewning for dedicating so much of her time over the years serving as Chair for the Scholarship Committee and allowing me the opportunity to fill her shoes.

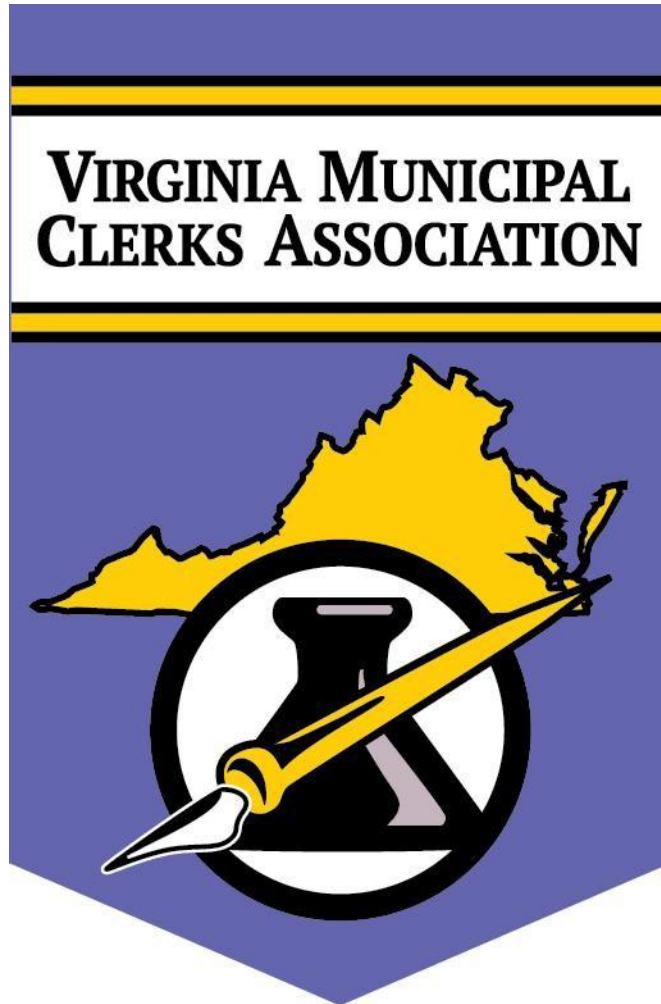
Scholarship information will be sent out in early June.

Best regards,

A handwritten signature in cursive script that reads "Katherine Maines".

Katherine Maines, CMC
Deputy Town Clerk, Town of Culpeper

VMCA



Website Committee Report

Virginia Municipal Clerks Association



Organized 1977

April 6, 2026

Kimberly Ellis, MMC
VMCA President
Deputy Clerk, Culpeper County Board of Supervisors
302 N Main Street
Culpeper, VA 22701

Madame President:

The Website Committee is pleased to report that website visitation for the 2025-2026 year has continued to rise, marking the sixth consecutive year of increased activity. This sustained growth demonstrates the continued engagement of our members and the ongoing value of our online presence.

Period	Visits	Unique Visitors	Pages	Hits
5/1/2025	1781	1240	7747	19200
6/1/2025	2000	1181	11647	36958
7/1/2025	2341	1233	15213	37894
8/1/2025	2190	1368	12843	33059
9/1/2025	1685	1249	8078	22032
10/1/2025	2989	2164	14294	41188
11/1/2025	1817	1318	6313	18038
12/1/2025	2110	1784	7603	19491
1/1/2026	2730	2136	12391	32898
2/1/2026	3814	2637	24652	62915
3/1/2026	4352	3085	26483	67172

Throughout the past year, the committee has diligently maintained and refined content across both the front and back ends of the site to ensure a seamless, reliable, and informative user experience. While meaningful progress was made on several initiatives, a number of goals outlined in last year's report, most notably the implementation of member grouping functionality, remain a slow work in progress. These enhancements remain a priority, as they will ultimately provide Committee Chairs, Region Directors, and the Executive Committee with more efficient communication tools and streamlined access to their membership groups.

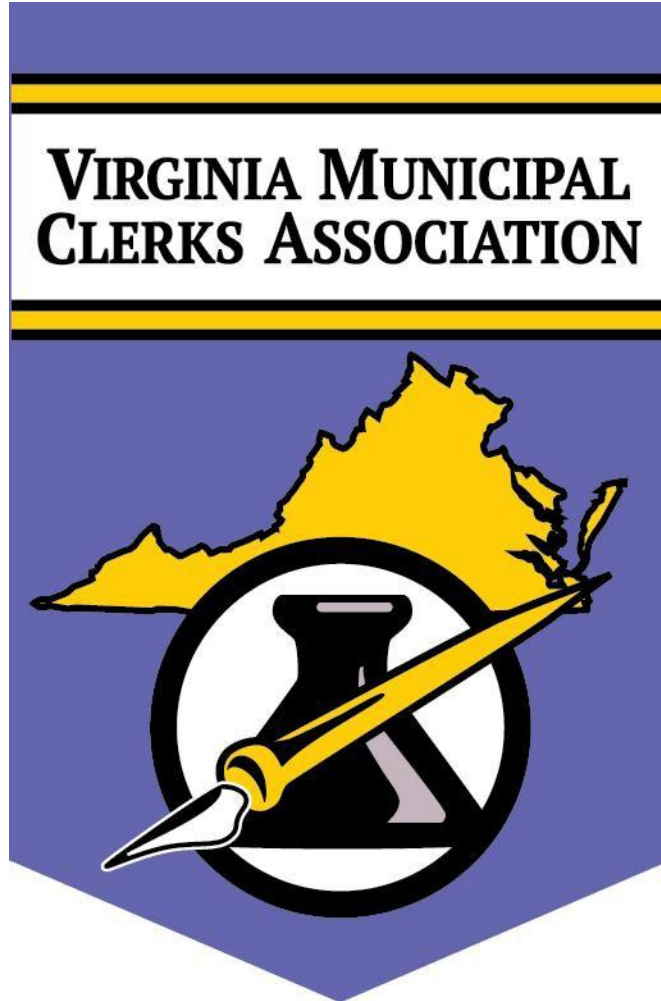
In the coming year, the committee will focus on completing these outstanding projects, strengthening site performance, and further enhancing accessibility and ease of use for all members.

It remains an honor to oversee and maintain the Association's website under your guidance and steadfast leadership. Your vision continues to shape a more connected and accessible organization for all who rely on our online resources.

Respectfully,

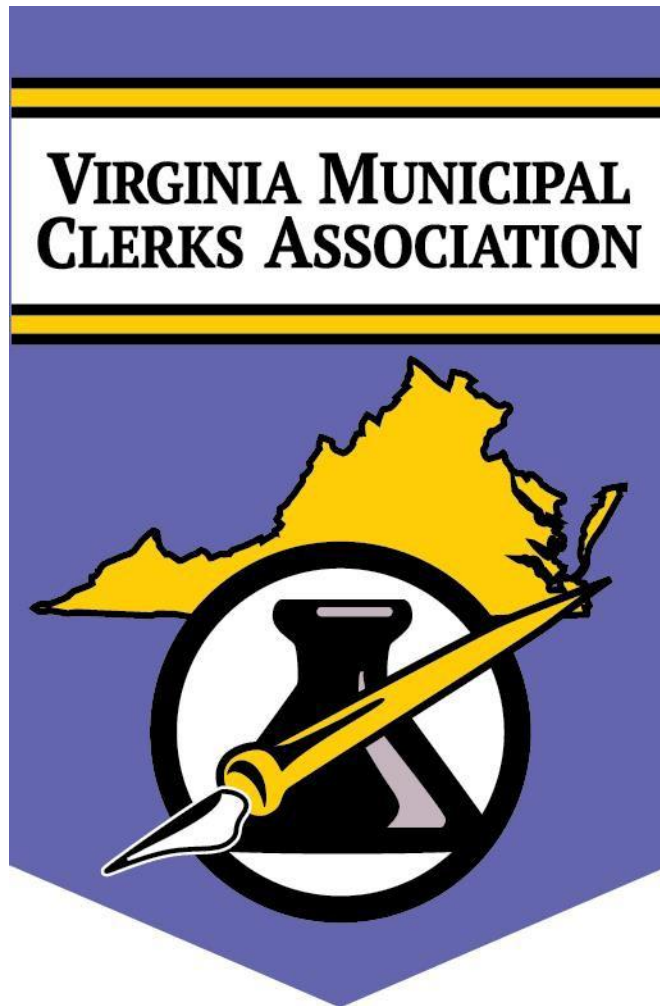
Travis O. Morris, Co-Chair and Kyna N. Thomas, Co-Chair

VMCA



2025-2026 Region Directors' Reports

VMCA

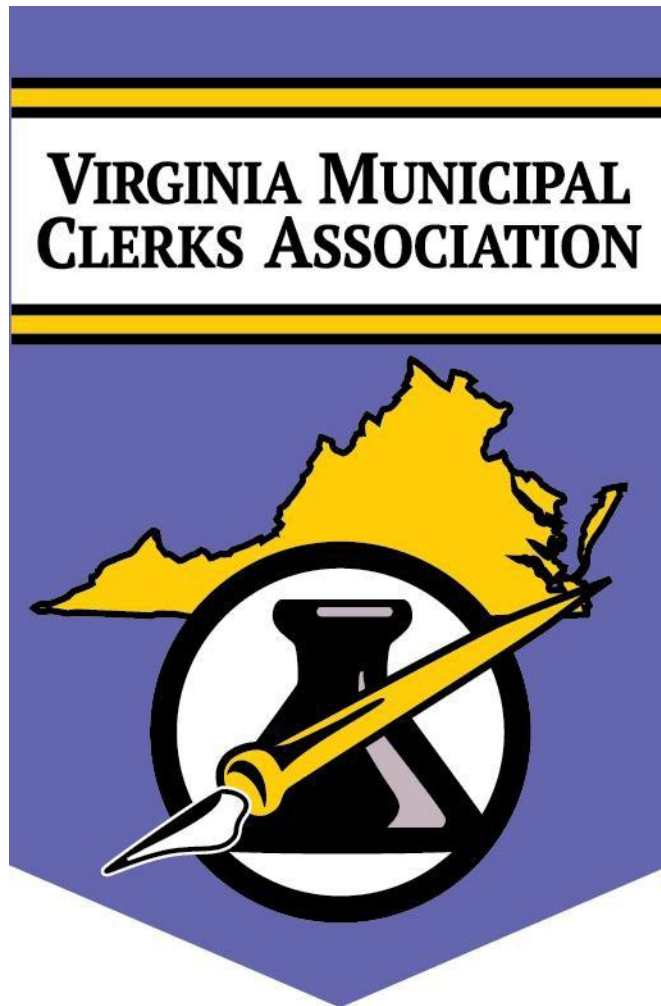


Region I

Report

VACANT

VMCA

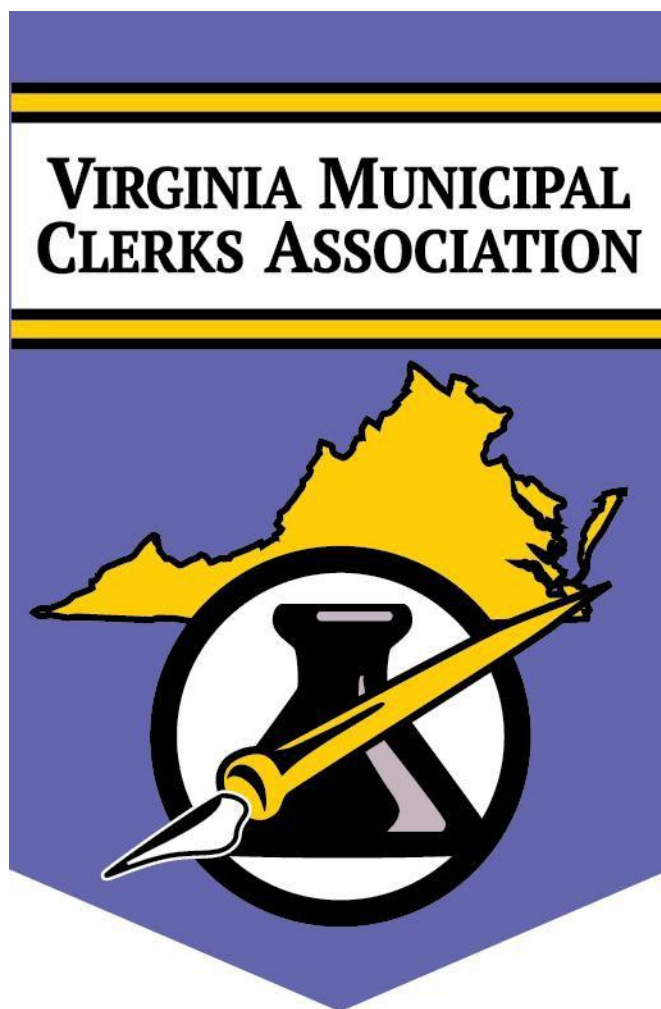


Region II

Report

VACANT

VMCA



Region III

Report



CITY OF HARRISONBURG
OFFICE OF THE
CITY CLERK

PAMELA ULMER, CITY CLERK
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7701 • FAX (540) 432-7778

March 24, 2026

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

Dear President Ellis,

I am grateful for the opportunity to serve as the Region III Director over the past year and look forward to continuing in this role for years to come.

In 2025, our region, which includes 26 localities spanning over 136 miles, hosted Clerk meetings and luncheons every quarter. These meetings were held in various locations throughout the region to encourage participation, with remote access also offered to enhance accessibility. While membership remains steady, meeting attendance has been averaging around nine attendees per session. We have experienced significant turnover among clerks this year, and we are actively encouraging engagement and participation from newly appointed clerks.

During our meetings, we discuss upcoming conferences, new state and local regulations, important deadlines, trainings that would be of interest, and provide Clerks with an opportunity to share updates and challenges from their localities. Due to weather conditions in December, we were not able to meet.

- Meetings were held in the Town of New Market, City of Winchester, and Town of Woodstock.
- 2026 meetings will be held in City of Waynesboro, the City of Harrisonburg, Town of Mt. Crawford and Shenandoah County offices located in Woodstock.



CITY OF HARRISONBURG OFFICE OF THE CITY CLERK

PAMELA ULMER, CITY CLERK
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7701 • FAX (540) 432-7778

Our continued goal for 2026 is to actively engage with all City and Town Managers to emphasize the value of membership in both VMCA and Region III. We hope to gain their support in encouraging Clerks to participate more actively in our meetings and initiatives.

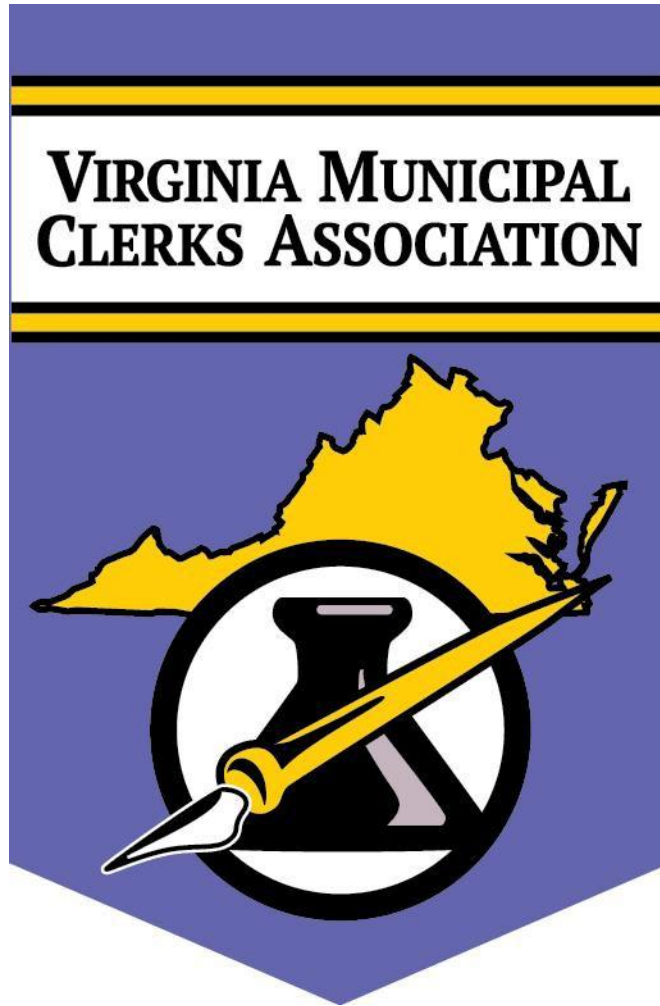
Additionally, we plan to update the Region III Executive Committee membership for 2026. This will provide other clerks the opportunity to earn valuable CMC/MMC credits through service as President and Vice President, while also bringing fresh perspective to Clerk engagement and related initiatives as well as training opportunities.

Thank you and the VMCA Executive Committee for your leadership!

Sincerely,

Pamela Ulmer
VMCA Region III Director
City Clerk

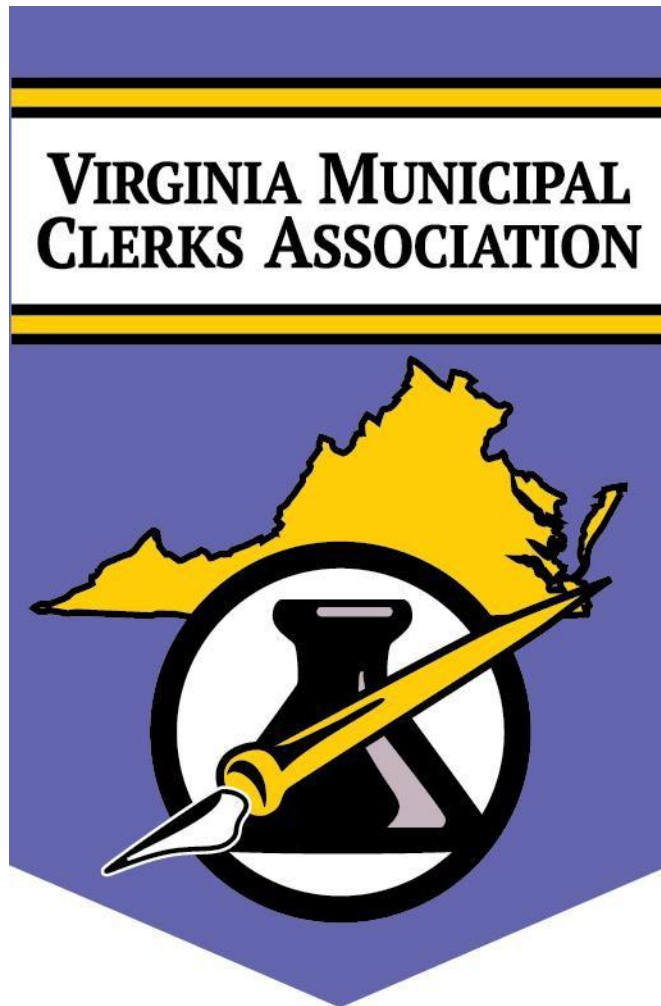
VMCA



Region IV

Report

VMCA



Region V

Report



CITY OF DANVILLE

City Clerk

March 31, 2026

Kimberly Ellis, MMC
President, VMCA
Deputy Clerk – Culpepper County

Dear Madam President:

It has been a pleasure to once again serve as Director of Region V of the VMCA. I have been reaching out to our membership to see how we can help them with attending regional meetings, as well as encouraging newer members to attend Annual Meetings and Institutes and Academies to earn points towards their certification. I will continue to follow up to offer any assistance we can to our clerks; we currently have four clerks in the region working toward their CMC certification.

Our Region is also proud to have two members serving on the VMCA Board, Kaylyn McCluster and Alicia Finney.

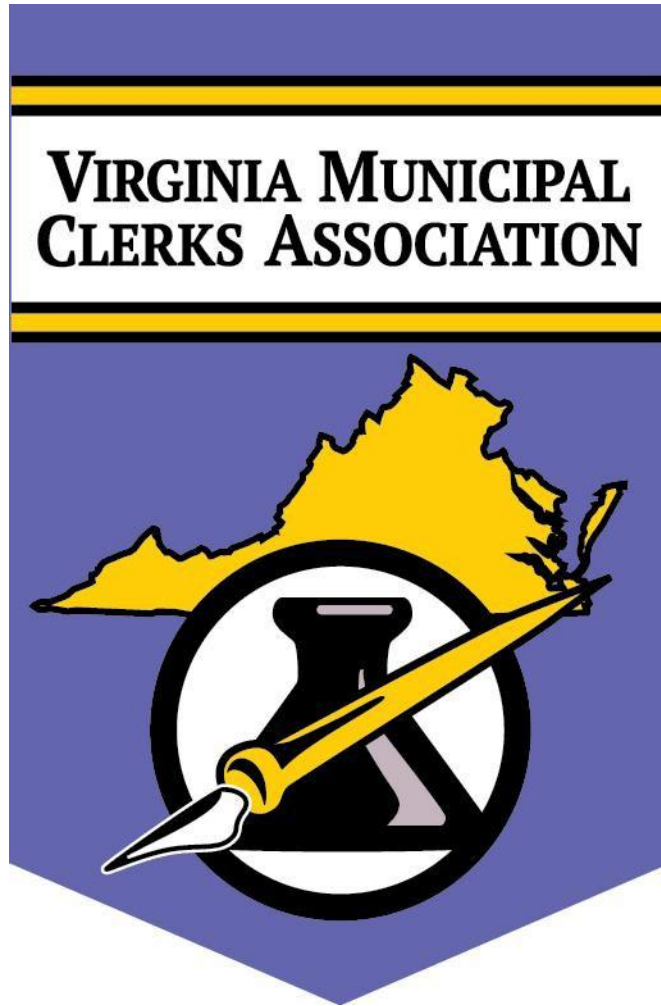
This year we will focus on meeting our clerks where they are, either in person or electronically to provide networking and guidance.

Thank you again for this opportunity to serve the VMCA.

Respectfully,

*s/Susan DeMasi, CMC
City Clerk
City of Danville*

VMCA



Region VI

Report

April 6, 2026

VIA ELECTRONIC MAIL

Kimberly Ellis, MMC
Deputy Clerk to the Board of Supervisors
25/26 President, Virginia Municipal Clerks Association
302 N. Main Street
Culpeper, VA 22701

Re: Virginia Municipal Clerks Association Annual Report – Region IV

Dear Kim,

It has truly been a pleasure serving as your Region IV Director this year—and I would be thrilled to continue in this role!

Over the past year, I've had the opportunity to work closely with Kim Kingsley, MMC (Abingdon) as we co-chair and host the 2026 VMCA Annual Conference right here in Blacksburg. With the conference just around the corner, I'm so excited to see all of our plans come together. We're hoping (and yes—fingers crossed!) that this will be the best conference yet!

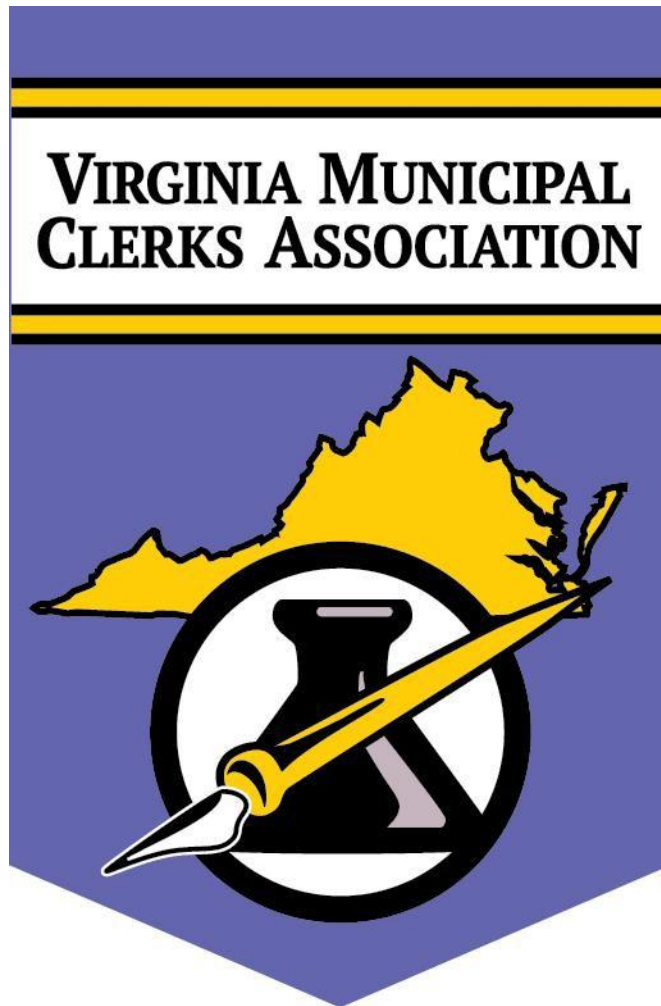
Looking ahead to 2026, I'm excited to continue building connections with Clerks across our region and to collaborate with neighboring regions to host events for Southwest and West Central Virginia. I'm hopeful that the conference—and these continued efforts—will spark even more networking, involvement, and mentorship opportunities for everyone.

Thank you again for the opportunity to serve as Region IV Director. It truly is a privilege, and I look forward to continuing to connect throughout the year—and especially to seeing you all at the Annual Conference!

Very truly yours,

Lorraine S. Spaulding, CMC
Town Clerk

VMCA



Region VII

Report



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

April 8th, 2026

Ms. Kimberly Ellis MMC
President, VMCA
Deputy Clerk to the Board of Supervisors
Culper County Board of Supervisors

Dear President Ellis,

Serving as the VMCA Region VII Director for the past year has been a profound privilege. I am incredibly grateful for the chance to collaborate, reflect, and grow alongside my fellow clerks. I look forward to the next Region Director's tenure in this role as I would be grateful to pass the opportunity on to my replacement.

There is no denying that this past year has presented significant challenges for many, if not most, of us. Yet, I am immensely proud of what we have overcome and the vital work we have accomplished in spite of the hurdles we unexpectedly faced. The clerks of Region VII have demonstrated remarkable resilience, adaptability, and an unwavering commitment to excellence. We have seen members step up into demanding new leadership roles—including taking on the mantle of Interim Town Management—while others have transitioned into new environments where they can truly thrive. We have also had the distinct joy of welcoming new clerks into the fold, providing guidance as they begin their careers, all while honoring the legacies of retiring members who have left an indelible mark on our profession. The titles of Certified Municipal Clerk and Master Municipal Clerk has been earned and proven invaluable from the largest municipality in the region, to some of the smallest.

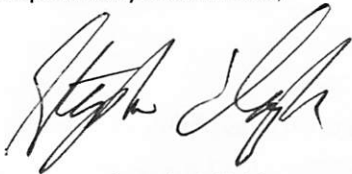
On a personal level, VMCA has been a cornerstone of my own development. This network of dedicated professionals has provided me with vital mentorship, knowledge, and a true sense of belonging. I'm proud of the work my friends have done and thankful for the opportunity to call them friends. The municipal clerk profession is a unique one; for many of us, it is a calling that found us, rather than the reverse. Stepping into this role shapes and challenges us, forging bonds with others who share a deep commitment to public service. My goal moving forward is to pay that support forward, inspiring my colleagues to expand their expertise and embrace their own professional journeys.

This shared drive for connection and continuous learning was on full display this year. We successfully came together for a Regional Quarterly Meeting to exchange valuable insights, and kept our momentum going virtually through our region's Coffee with the Clerks series. I am also incredibly proud to highlight the several members who earned their CMC and MMC designations, as well as those recognized as Athenian Fellows. Furthermore, Region VII was excellently

represented at Conferences all over the Country, taking full advantage of the networking and development opportunities they offered.

Looking toward the future, I am energized by the prospect of deepening our ties, broadening our shared knowledge, and lifting each other up in this constantly evolving field. VMCA is far more than just a professional organization; it is a true community. Together, we will continue cultivating an environment where clerks can excel, lead, and advance our profession for years to come.

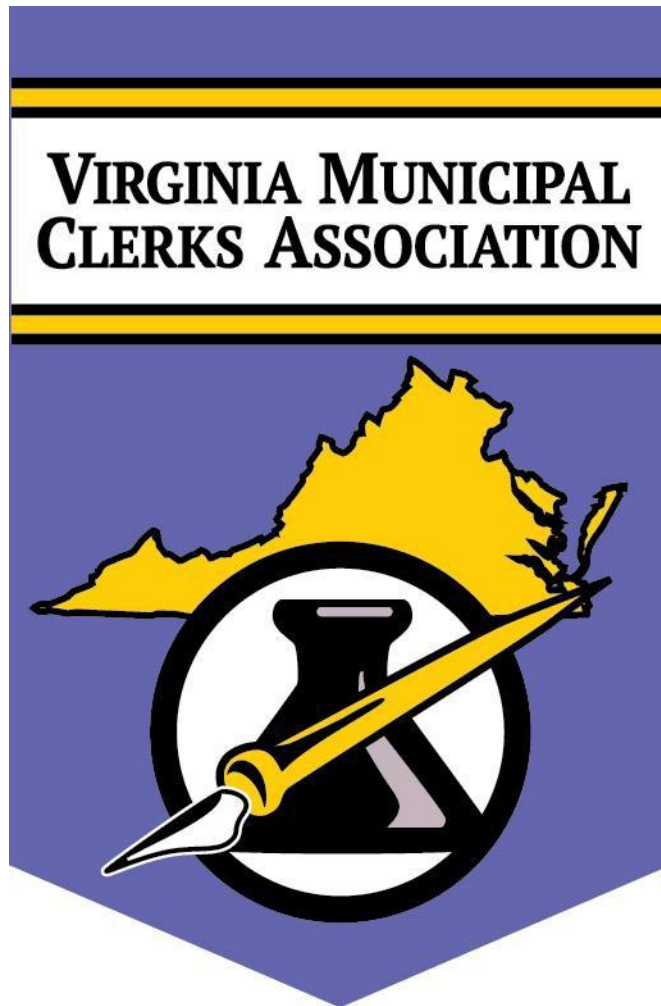
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen Clough". The signature is fluid and cursive, with the first name "Stephen" being larger and more prominent than the last name "Clough".

Stephen Clough, MMC
Town Clerk / FOIA Officer
Town of Warrenton, Virginia.

E X P E R I E N C E

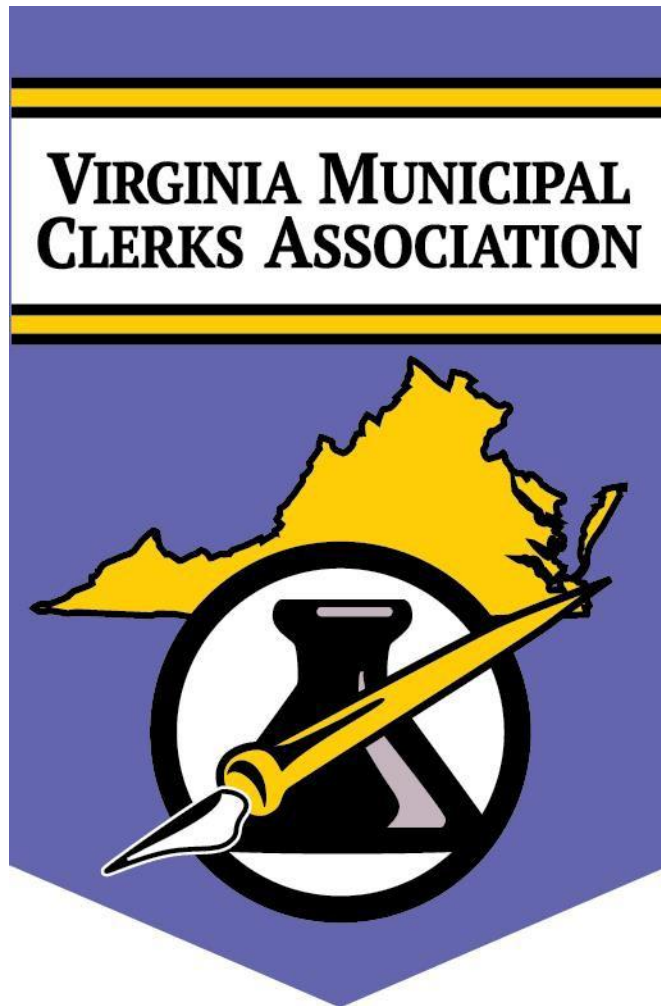
VMCA



Region VIII

Report

VMCA



Region IX

Report



Chesterfield County, Virginia

Board of Supervisors

9901 Lori Road – P.O. Box 40 – Chesterfield, VA 23832-0040

Phone: (804) 748-1211 – Fax: (804) 717-6297 – chesterfield.gov

BOARD OF SUPERVISORS

JIM A. INGLE, CHAIR
Bermuda District

MARK S. MILLER, Ph.D., VICE CHAIR
Midlothian District

JESSICA L. SCHNEIDER
Clover Hill District

JAMES M. "Jim" HOLLAND
Dale District

KEVIN P. CARROLL
Matoaca District

March 26, 2026

By Email KEllis@culpepercounty.gov

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

Dear President Ellis,

It has been an honor and a privilege to serve for a second year as the region director for the wonderful clerks of Region IX. I appreciate the executive committee's trust in me to serve in this role for another year.

In 2025, Region IX welcomed Kristina Carroll, the Clerk of Council for Waverly, and Bishelya Howard, the City Clerk for Hopewell. We also recently welcomed Sharon Mason, Clerk to the Planning Commission for Chesterfield.

Please help me congratulate Camisha Brown, Dinwiddie County Clerk to the Board of Supervisors, for not only obtaining her MMC designation, but also becoming an Athenian Dialogue facilitator. I am confident the Region IX clerks continue to work on their designations; in fact, I hope to earn my CMC designation this year following completion of an upcoming Athenian Dialogue.

My main goal for 2025 was to continue connecting with the Region IX clerks and providing support when called upon. Regretfully, 2025 turned out to be busy for us all, and we mostly connected via emails throughout the year. I am happy to report that we were able to get together for lunch this past February, and we have plans for our next lunch in Dinwiddie in the early summer. PlanRVA (Richmond Regional Planning District Commission) has offered to host us in the early fall in Richmond. I look forward to more opportunities for building relationships throughout this year.

As always, thank you, President Ellis, and the entire executive committee, for your leadership! I will miss everyone at the conference and annual meeting, but I wish everyone a great time of learning and networking.

Sincerely,

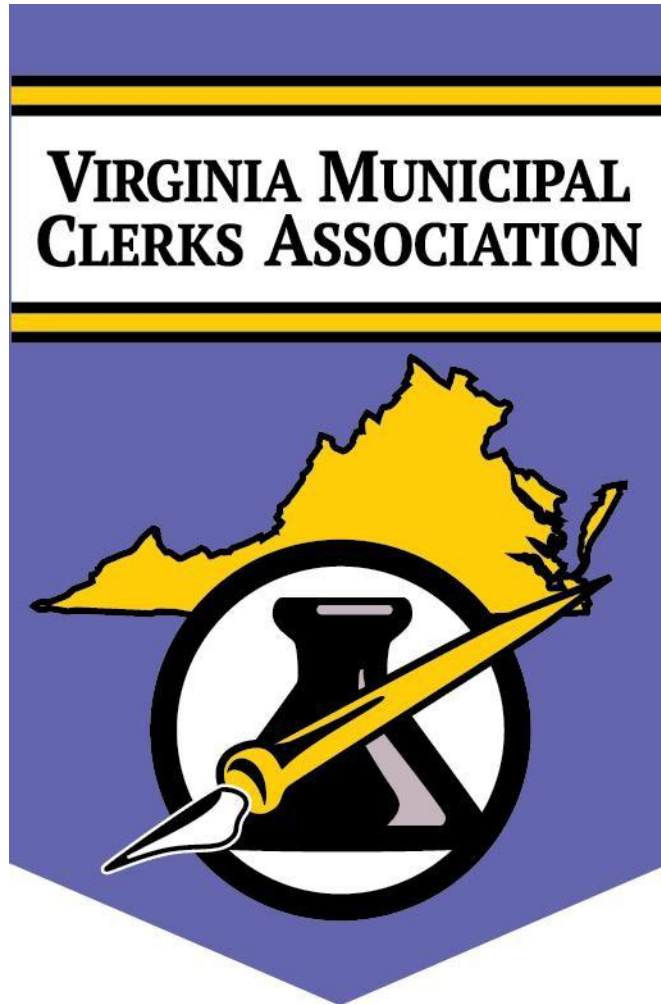
A handwritten signature in cursive script that reads "Susan M. Wilson".

Susan M. Wilson
Clerk to the Board



Providing a FIRST CHOICE community through excellence in public service

VMCA

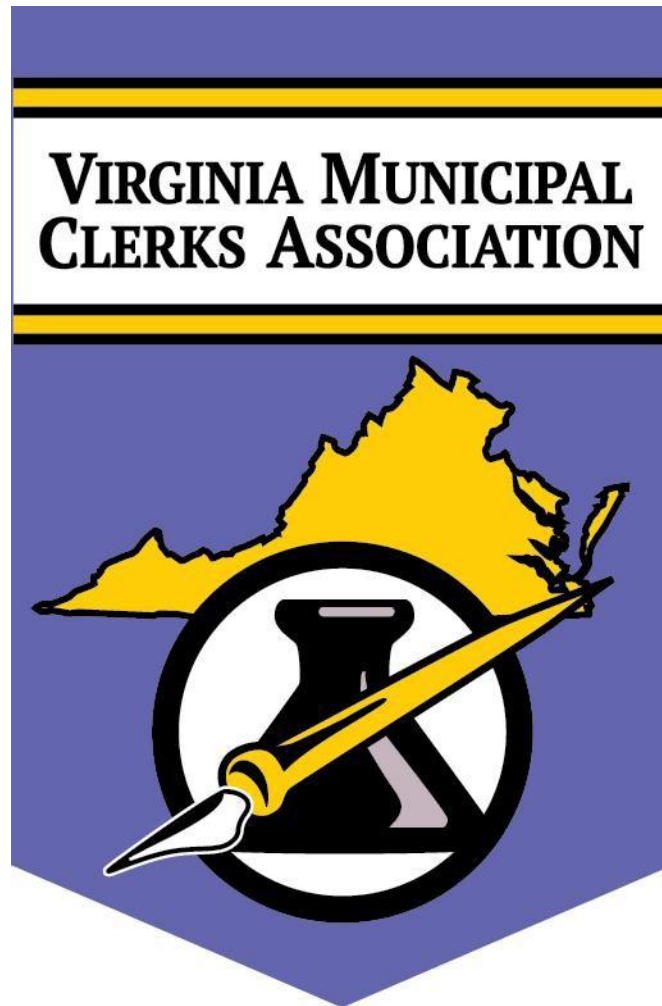


Region X

Report

VACANT

VMCA



2025 Annual
Institute/Academy
Director's Report

International Institute of Municipal Clerks
Attn: Dr. Bea Rodriguez, Associate Director of Professional Development
8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
December 4, 2025

Dr. Rodriguez,

On behalf of the Virginia Municipal Clerks Association (VMCA) and Virginia Commonwealth University Continuing and Professional Education (VCU CPE), I am pleased to submit the 2025 Annual Institute Report for your review. The 2025 VMCA Institutes & Academy, held October 7–10 in Richmond, demonstrated strong practitioner-led instruction, sustained participation, and continued alignment with the IIMC Education Guidelines.

The curriculum emphasized leadership, workflow modernization, communication, records and meeting management, and emerging technologies relevant to CMC and MMC learners. The full 2025 Institutes & Academy Program Agenda, including detailed course titles, descriptions, instructional levels, and schedules, is attached for IIMC's review.

Program Evaluation

Participant feedback reflected high satisfaction with both content and instructional quality. Eighty-three percent of survey respondents rated the program Excellent or Above Average and emphasized the value of clerk-led sessions, technology-focused training, and practical application to municipal operations.

Areas for Improvement

Based on evaluation results, VCU CPE will strengthen the program by:

- Extending session times for deeper discussion;
- Providing materials in advance to support preparation;
- Expanding technology and workflow content;
- Improving logistical communication;
- Adding structured networking opportunities;
- Exploring IIMC-compliant attendance verification options to streamline transitions.

Future Educational Offerings

VCU CPE stands ready to continue supporting VMCA with a four-day Institutes & Academy in 2026, pending VMCA's selection of a training partner. Additionally, a full calendar of virtual Athenian Dialogues is planned for 2026, facilitated by Libby Hume, MMC, and Janice Bates, MMC. VMCA member and clerk leader Camisha Brown, MMC, will begin mentorship under Janice Bates in preparation to serve as an additional Virginia-based Athenian Dialogue facilitator in a future cycle.

In accordance with IIMC recommendations, this report will also be shared with the VMCA Education Committee Chair and the IIMC Region II Director. Thank you for your continued support of IIMC-approved educational programming. We look forward to continued collaboration and service to the municipal clerk profession.

Sincerely,

Shelly Schuetz, Institute Director, VMCA Institutes & Academy
Program Manager and School Liaison
VCU Continuing and Professional Education

2025 IIMC Annual Report

Virginia Municipal Clerks Association (VMCA)

In partnership with Virginia Commonwealth University Continuing and Professional Education (VCU CPE)

Institute Director: Shelly Schuetz

Annual Report Summary & Evaluation

The Virginia Municipal Clerks Association (VMCA), in partnership with Virginia Commonwealth University (VCU) Continuing and Professional Education (CPE), is pleased to submit the 2025 Annual Institute Report to the International Institute of Municipal Clerks (IIMC). The 2025 program year demonstrated strong engagement, robust curriculum delivery, and consistent alignment with IIMC Education Guidelines across both the VMCA Institutes & Academy and the Athenian Dialogue Series.

Program Evaluation

- Strong participation across all three tracks (CMC, Advanced CMC, MMC)
- High satisfaction ratings from the Institutes & Academy survey (83% rating event Excellent or Above Average)
- National reach achieved through the virtual Athenian Dialogue Series (107 unique participants across 30 jurisdictions)
- Clerk-led instruction strengthened professional learning

Areas for Improvement

Based on 2025 evaluation feedback, VCU CPE will explore the following improvements for 2026:

- Extended session time for deeper discussion
- Advance distribution of slides/materials
- Additional technology and workflow-focused sessions
- Improved communication on meals and logistics
- Explore IIMC-compliant digital attendance options
- Increase structured networking time

Future Educational Offerings (2026 Preview)

The 2026 Institutes & Academy will continue the four-day format. VMCA will also offer:

- Two virtual Athenian Dialogues facilitated by Libby Hume, MMC
- Eleven virtual Athenian Dialogues facilitated by Janice Bates, MMC
- Expansion of facilitator capacity through mentorship of Camisha Brown, MMC

Institutes & Academy Program Summary

The 2025 VMCA Institutes & Academy was held October 7–10, 2025 in Richmond, Virginia. The program served 53 clerks:

- 21 Municipal Clerk Fundamentals Institute (CMC)
- 19 Emerging Leaders Institute (Advanced CMC)
- 13 Master Municipal Clerk Academy (MMC)
- Participants were eligible to earn up to 22 continuing education hours, and more than 720 cumulative instructional hours were awarded.

Curriculum Overview & Instructional Highlights

A complete listing of all course titles, descriptions, instructional levels (CMC/MMC), facilitators, and daily schedules is provided in the attached 2025 Institutes & Academy Program Agenda, submitted in accordance with IIMC annual reporting requirements.

All instructional content was developed in alignment with the IIMC Education Guidelines, including requirements related to CMC and MMC-level rigor, competencies, and instructional outcomes.

The curriculum emphasized leadership, ethics, communication, workflow modernization, records management, and emerging technologies. Highlighted sessions included:

1. Smart Tools, Smarter Clerks: Using ChatGPT & Otter.AI
2. Microsoft 365 Tips for Clerks
3. Digital Government & the Digital Divide
4. Leading From Where You Are: Power of Followership
5. FOIA Compliance & Public Meeting Best Practices
6. Stop the Minutes Madness
7. Difficult Situations, Respectful Solutions
8. Records Management Strategies for Clerk Leaders
9. Ethics and Integrity in Local Government

Continuing Education Hours Earned

Registrants earned continuing education hours as follows:

- 5 participants earned 0 hours
- 2 earned 1–10 hours
- 36 earned 11–16 hours
- 4 earned 17–21 hours
- 6 earned the full 22 hours

VMCA Region Participation Summary

Participants in the 2025 Institutes & Academy represented more than 40 Virginia localities across VMCA Regions II–X, along with six out-of-state jurisdictions from Maryland and North Carolina. Representation by region included:

Region I – Southwest Coalfield: 0
Region II – Southwest Virginia: 5
Region III – Shenandoah Valley: 2
Region IV – Roanoke / New River / Alleghany Highlands: 5
Region V – Southside Virginia: 4
Region VI – Central Virginia: 4
Region VII – Northern Virginia: 7
Region VIII – Middle Peninsula / Northern Neck: 1
Region IX – Richmond / Tri-Cities: 3
Region X – Tidewater / Hampton Roads: 3
Out-of-State: 6

Region VII (Northern Virginia) had the strongest representation, followed by Regions II, IV, VI, and IX.

Participant Evaluation Summary

Out of 53 total program registrants, 25 individuals completed the evaluation survey.

Evaluation results (25 responses):

- Excellent: 50%
- Above Average: 33.33%
- Average: 12.5%
- Needs Improvement: 4.17%

Speaker ratings:

- 91.67% rated Excellent or Above Average

2025 Athenian Dialogue Program Summary

The Athenian Dialogue Series continued to be an important component of VMCA’s educational programming. All dialogues delivered in 2025 followed IIMC requirements of 6 instructional hours, awarded as 3 IIMC education points.

In 2025, VMCA delivered 12 virtual Athenian Dialogues. Facilitators included Libby Hume, MMC, and Janice Bates, MMC. Camisha Brown, MMC will join them in 2026 after completing facilitator mentorship.

Key metrics:

- 175 total registrations
- 107 unique participants
- 39 participants attended 2+ dialogues
- Participants represented 29 U.S. states + British Columbia

Athenian Dialogue Demographics & Completion

Gender:

- Female: 100
- Male: 2
- Not specified: 5

Age ranges:

- Under 30: 4
- 30–39: 31
- 40–49: 28
- 50–59: 34
- 60+: 9

IIMC Point Eligibility:

- 99 earned full points
- 16 completed attendance only
- 14 non-completions
- 47 assessments pending


2025 Athenian Dialogue Offerings

Dialogue Title	Dates	Schedule	Enrollment
Gifted Hands	Feb 4–5	T/W 11–2	5
Girl, Wash Your Face	Mar 20 & 27	Th 12:30–3:30	21
Highest Duty	Mar 4–5	T/W 11–2	6
I Love It Here	May 8	Th 9–4	11

Shoot Like a Girl	May 14	W 9–4	18
Finding Me	Jun 17–18	T/W 12:30–3:30	15
The Glass Castle	Jul 23–24	W/Th 12:30–3:30	20
The Beekeeper	Aug 7	Th 9–4	8
My Fight, Your Fight	Sept 16–17	T/W 12:30–3:30	14
The Leadership Challenge	Sept 24–25	W/Th 12:30–3:30	10
The Let Them Theory	Nov 5–6	W/Th 12:30–3:30	27
What If You Are the Answer?	Dec 4	Th 9–4	20

Conclusion

The 2025 VMCA Institutes & Academy and Athenian Dialogue programs demonstrated strong alignment with IIMC education standards. Through collaborative planning, clerk-led instruction, and a forward-looking curriculum, VMCA continues to strengthen the clerk profession across Virginia and the United States.



2025 VMCA Institutes and Academy



PROGRAM

October 7–10, 2025
Drury Plaza Hotel
Richmond, VA

 **VCU** Continuing and Professional Education

In Partnership With



Welcome!

Dear Attendees,

Welcome to the 2025 VMCA Institutes and Academy!

This year we are excited to offer four full days of learning, including a new Post-Institute Workshop led by W. Kevin Massengill, County Administrator of Dinwiddie County, to help you dive even deeper into your professional development.

We are especially thrilled to feature outstanding session speakers who will share timely insights and practical tools. Please join me in thanking them for their dedication to supporting the work of municipal clerks.

We are also deeply grateful for the collaboration and leadership of VMCA President Kimberly Ellis, VMCA Education Committee Chair Mina Barberis, and the VMCA Education Committee, whose efforts have been instrumental in shaping this year's program.

Your role is essential to the effective functioning of local government, and your presence here demonstrates your commitment to excellence in service. I encourage you to engage fully, ask questions, share your experiences, and connect with your peers from across Virginia and neighboring states.

Thank you for prioritizing your growth and for joining us for this expanded and inspiring program. We look forward to an engaging and memorable four days together!

With appreciation,

Shelly S. Schuetz

Institute Director, IIMC Approved Institute Programs
Program Manager and School Liaison, VCU Continuing and Professional Education

TRACK DESCRIPTIONS



Municipal Clerk Fundamentals Institute: Our Municipal Clerk Fundamentals Institute is designed for clerks who are new to the field or who have not previously attended an IIMC-approved institute. In this Institute, you will receive a solid overview of the fundamental knowledge and foundational skills needed to be an effective municipal clerk.

Municipal Clerk Emerging Leaders Institute: This Institute builds on the foundation of the Municipal Clerk Fundamentals Institute. You will explore public administration, leadership, and management themes that strengthen your ability to perform the core duties of a municipal clerk.

Municipal Clerk Master Academy: The Municipal Clerk Master Academy is intended for seasoned municipal clerks who have earned the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks. The Academy is an advanced educational program that includes a wide range of public administration, leadership, and management sessions designed to prepare clerks to perform more complex municipal duties.

SCHEDULE

DAY 1

OCT. 7 AND OCT. 14

TIME	SESSION TITLE	TRACK
1:30 PM - 4:30 PM	Pre-Institute Workshop: Athenian Dialogue Educated by Tara Westover (Hybrid Session: (3 hours in-person 10/7/25 + 3 hours virtual 10/14/25) Led by Libby Hume Location: Rappahannock	All Tracks

DAY 2

WEDNESDAY, OCTOBER 8

TIME	SESSION TITLE	TRACK
8:30 AM - 9 AM	Welcome - Opening Session VMCA Education Committee Chair, VMCA President, and Institute Director Location: Chickahominy	All Tracks
9 AM - 10:30 AM	Foundations of Excellence: Essentials for Municipal Clerks Led by Libby Hume Location: Rappahannock	Fundamentals Only
	Creating Clerk Offices That CARE: Leadership at Every Level Led by Yedda Stancil Location: Chickahominy	Emerging Leaders + Master Academy
10:30 AM - 11:30 AM	Leading from Where You Are: The Power of Followership Led by Jonathan Fuller Location: Rappahannock	Emerging Leaders Only
	Ethics and Integrity in Local Government Led by Jamie Fritz Location: Chickahominy	Fundamentals + Master Academy

SCHEDULE

DAY 2

WEDNESDAY, OCTOBER 8

TIME	SESSION TITLE	TRACK
11:30 AM – 12:30 PM	Building a Strong Foundation: Setting Up a Records Management Program for Virginia Municipal Clerks Led by Eileen Boeing Location: Rappahannock	Fundamentals Only
	Smart Tools, Smarter Clerks: How ChatGPT and Otter.AI Support Your Daily Work Led by Camisha Brown & Kaylyn McCluster Location: Chickahominy	Emerging Leaders + Master Academy
12:30 PM – 1:30 PM	Lunch Location: Lobby	All Tracks
1:30 PM – 3 PM	Stop the Minutes Madness: Leveraging AI and Technology Led by Chris Astrella Location: Rappahannock	Master Academy Only
	Difficult Situations, Respectful Solutions: Navigating Unhappy Citizens with Confidence Led by Camisha Brown & Kevin Massengill Location: Chickahominy	Fundamentals + Emerging Leaders
3 PM – 4:30 PM	FOIA Compliance and Public Meeting Best Practices Led by Alan Gernhardt Location: Chickahominy	All Tracks

SCHEDULE

DAY 3

THURSDAY, OCTOBER 9

TIME	SESSION TITLE	TRACK
8:30 AM – 9:30 AM	Parliamentary Procedure in Action: Tools for Effective and Orderly Meetings Led by Cheryl Wilson Location: Rappahannock	Fundamentals Only
	The Power of Listening: A Municipal Leader's Secret Weapon Led by Gabriel Driver Location: Chickahominy	Emerging Leaders + Master Academy
9:30 AM – 11:00 AM	Microsoft 365 Tips for Clerks – Productivity Tools and Time-Saving Hacks Led by Rosemary McCracken Location: Rappahannock	Emerging Leaders Only
	Virginia Lawmakers in Action Led by Mark Flynn Location: Chickahominy	Fundamentals + Master Academy
11 AM – 12:30 PM	Surviving the Digital Wave Without Crashing: Digital Government – Bringing Your Municipality into the 21st Century Led by Chris Astrella Location: Chickahominy	All Tracks
12:30 PM – 1:30 PM	Lunch Location: Lobby	All Tracks
1:30 PM – 2:30 PM	e-Government and the Digital Divide Led by Mina Barberis Location: Rappahannock	Emerging Leaders Only
	Planning for That Day: Disaster Preparedness for the Clerk's Office Led by Chad Owen Location: Chickahominy	Fundamentals + Master Academy

SCHEDULE

DAY 3

THURSDAY, OCTOBER 9

TIME	SESSION TITLE	TRACK
2:30 PM – 4 PM	The Everyday Leader: Tools for Municipal Professionals to Lead from Where They Are Led by Yedda Stancil Location: Rappahannock	Master Academy Only
	Records Management Strategies for Clerk Leaders Led by Chad Owen Location: Chickahominy	Fundamentals + Emerging Leaders
4 PM – 4:30 PM	Closing Reflection Location: Chickahominy	All Tracks

DAY 4

FRIDAY, OCTOBER 10

TIME	SESSION TITLE	TRACK
8:30 AM – 11:30 AM	Post-Institute Workshop: Leadership in Local Government: Managing People, Policy, and Politics Session Speaker: W. Kevin Massengill, County Administrator for Dinwiddie County Kevin brings decades of leadership experience in county government and state-level public service. This 3-hour workshop is designed to help municipal clerks strengthen their leadership skills while maintaining neutrality in political environments. Location: Rappahannock	All Tracks

*Agenda is subject to change.

PROGRAM SESSIONS

Pre-Institute Workshop: Athenian Dialogue – Educated by Tara Westover

Discover how the power of storytelling can deepen your leadership impact. In this IIMC-Approved Athenian Dialogue, you will explore key leadership themes through discussion of *Educated*, guided by Libby Hume. This highly interactive learning experience blends literature, personal reflection, and peer dialogue to create meaningful insight and practical leadership growth. Participants will connect book themes to their own challenges in leadership roles.

Foundations of Excellence: Essentials for Municipal Clerks

Join Libby Hume, MMC, Town Clerk of Cape Charles, for an insightful session on the foundational elements essential for municipal clerks. This session will explore the history of the municipal clerk profession and delve into the diverse roles and responsibilities that clerks hold. Participants will engage in discussions about the similarities and differences in clerks' offices across various municipalities, whether from a county, city, or town. This session aims to equip clerks with a deeper understanding of their profession's heritage and the unique aspects of their roles, fostering excellence in their daily operations.

Creating Clerk Offices That CARE: Leadership at Every Level

Whether you're a new clerk learning the ropes or a seasoned professional mentoring other, strong leadership begins with how we carry out our daily responsibilities. This session uses the CARE framework—Clarity, Alignment, Resilience, and Engagement—to help clerks at all levels reflect on their impact and grow their leadership presence. Participants will explore how routine duties like records management, meeting preparation, and constituent communication can be elevated into strategic contributions to local government. Through practical examples and discussion, this session empowers clerks to lead from where they are—by creating workplaces that are clear, aligned, resilient, and engaged.

Leading from Where You Are: The Power of Followership

Not every leadership role comes with a title—but that doesn't mean you're not leading. In this empowering session designed for clerks in the Emerging Leaders track, Jonathan Fuller explores how followership—the often-overlooked counterpart to leadership—is a vital foundation for growing influence, building trust, and making meaningful contributions at every level. Through interactive discussion and practical exercises, participants will gain insights into how strong followership skills support effective leadership, foster team collaboration, and drive results. Whether you're aspiring to take on more responsibility or simply want to elevate how you show up in your current role, this session will help you lead confidently—from wherever you are.

PROGRAM SESSIONS

Ethics and Integrity in Local Government

In many cases, government ethics seems simple: the ethical thing for a government official to do is simply to follow legal and institutional rules. In fact, serious ethical worries often arise when a government official makes high-stakes decisions on the basis of personal judgment rather than pre-existing public rules. This sort of "government by private conscience" can seem unpredictable at best and downright anti-democratic at worst. So, is there any room for individual ethical judgment to influence official government actions? Well, perhaps; in some cases, after all, official rules run out. Sometimes, rules are vague and require interpretation; sometimes, rules permit officials to use their discretion to decide individual cases in a variety of ways. Some philosophers have thought that, in cases of this sort, the only appropriate way forward involves appeals to personal ethical judgments. This session will invite participants to analyze case studies and evaluate candidate principles for their own future action. Participants will leave the session with some ideas about how to act ethically even in cases where official rules seem to run out.

Building a Strong Foundation: Setting Up a Records Management Program

As the designated stewards of official municipal records, clerks play a critical role in ensuring that local government operates with transparency, accountability, and efficiency. In Virginia, this responsibility is governed by the Virginia Public Records Act and shaped by guidance from the Library of Virginia, the state's central authority on records management. This session is designed specifically for municipal clerks who are setting up or improving a records management program within their locality. We'll cover foundational elements such as developing records policies, training staff, conducting inventories, applying retention schedules, and managing digital and paper records. A strong records management program is not only essential for legal compliance—it also plays a crucial role in supporting timely and accurate responses to Virginia Freedom of Information Act (FOIA) requests. By maintaining well-organized, accessible records, clerks can reduce the stress and risk of FOIA-related challenges and ensure consistent service to the public.

Smart Tools, Smarter Clerks: How ChatGPT and Otter.AI Support Your Daily Work

This session explores how AI tools like ChatGPT and Otter.ai can help municipal clerks streamline daily tasks, improve communication, and enhance productivity. Attendees will learn how to use these tools to draft correspondence, transcribe meetings, and manage information more efficiently. Designed for both new and experienced clerks, this practical session highlights real-world applications and tips for integrating these technologies into everyday workflows.

PROGRAM SESSIONS

Stop the Minutes Madness: Leveraging AI and Technology

In this interactive session, Chris will educate students on the requirements for minutes, share real-world examples of ways to simplify minute taking through outsourcing and technology, and facilitate discussion among the class to learn what colleagues are doing in their offices. Do you know a Clerk or Recorder who ranks minutes among their favorite things to do??? If so, you are in rare company! Now is the time to change how you feel about minutes by hearing from your peers and others about what they do to take the pain out of this process. The session will investigate best practices for organizing and ensuring your minutes are accurate and professional reflections of the business conducted by your legislative body. Further, Professor Chris will cover technology options your community can use for streamlining and making production of minutes more efficient, less time consuming and getting them out to the public. Finally, we'll go over some hardware suggestions to facilitate recording of meetings so that AI can take minutes for you and get your minutes done in...well minutes!

Difficult Situations, Respectful Solutions

Handling concerns and complaints from frustrated or upset citizens is a common challenge for municipal clerks—but with the right tools, these interactions can be turned into opportunities for constructive dialogue and trust-building. In this 90-minute session, Kevin Massengill, County Administrator for Dinwiddie County, and Camisha Brown, Executive Assistant and Clerk to the Board of Supervisors, will lead a practical discussion on how to manage difficult situations with professionalism, empathy, and confidence. Through real-life examples and proven communication strategies, participants will learn how to de-escalate tense interactions, set clear boundaries, and respond effectively to emotionally charged concerns—all while reinforcing transparency and respect in public service. This session is ideal for clerks at all levels looking to strengthen their communication skills and navigate challenging public interactions with greater ease and clarity.

FOIA Compliance and Public Meeting Best Practices

This session led by Alan offers a comprehensive overview of the statutory requirements for FOIA compliance. Covering general FOIA requirements for public records and meetings, remedies, and penalties for non-compliance, this session provides practical insights into the application of FOIA, focusing on procedural items and best practices for conducting transparent and lawful public meetings. Additionally, it includes references to relevant laws and resources to support clerks in their roles. As part of Virginia's mandated biannual FOIA training, successful completion of this session ensures clerks stay up-to-date with current regulations and earn certificates from the Virginia Freedom of Information Advisory Council and VCU/VMCA, demonstrating their commitment to compliance and transparency in municipal operations.

PROGRAM SESSIONS

Parliamentary Procedure in Action

Well-run meetings are the backbone of transparent and effective local government. In this informative session, Cheryl Wilson, former Deputy Clerk for Committee Operations in the Virginia House of Delegates, will share foundational and advanced knowledge of parliamentary procedure tailored specifically for municipal clerks. Participants will learn how to apply rules of order to ensure clarity, fairness, and efficiency during public meetings. Topics will include motion management, debate and decorum, handling amendments, and tips for supporting chairs and council members in high-pressure or fast-moving environments. Clerks will walk away with practical tools and confidence to help maintain structure and integrity in every meeting they support.

The Power of Listening: A Municipal Leader's Secret Weapon

Effective leadership isn't just about speaking—it's about listening with intention, clarity, and purpose. In this engaging session, Gabriel Driver explores how active listening serves as a powerful leadership and conflict resolution tool in the municipal workplace. Clerks and municipal staff are often at the center of challenging conversations and high-stakes decisions, making strong listening skills essential for building trust, de-escalating tension, and fostering collaborative environments. Through discussion, reflection, and practical takeaways, participants will learn proven strategies to enhance communication, strengthen relationships, and lead more effectively—regardless of their title or position. This session is ideal for those ready to elevate their leadership by mastering the most underrated skill in their toolkit: listening.

Microsoft 365 Tips for Clerks – Productivity Tools and Time-Saving Hacks

Designed specifically for municipal clerks, this hands-on session offers a practical overview of three Microsoft tools that can help streamline your daily responsibilities. Over 90 minutes, you'll spend approximately 30 minutes exploring each tool—Bookings, Planner, and OneNote—and how they can support your work in scheduling, task coordination, and documentation. Whether you're managing community appointments, organizing board packets, or tracking projects, you'll walk away with useful knowledge to increase efficiency and stay organized in your role.

Virginia Lawmakers in Action

Join us for a comprehensive update on the 2025 Virginia General Assembly's regular and special sessions. This presentation will cover critical legislative changes and studies that are essential for municipal clerks and municipalities to understand. Attendees will gain valuable insights into new laws, their implications for local governance, and the ongoing studies that may shape future legislation. This session is a must-attend for those seeking to stay informed and prepared for the evolving legislative landscape in Virginia.

PROGRAM SESSIONS

Surviving the Digital Wave Without Crashing

Digital tools are transforming how municipal governments serve their communities—and clerks are at the center of this shift. In this interactive session, Chris will share how digital government practices, accelerated by the COVID-19 pandemic, can make day-to-day work more efficient, accessible, and impactful. Participants will explore practical ways to move toward a paperless environment, improve internal workflows, and engage the public through online forms, e-signatures, and more. Whether you're new to the profession or a seasoned leader, this session will offer real-world strategies to help you modernize your operations and better serve your municipality.

e-Government and the Digital Divide

As government offices increasingly adopt eGovernment platforms and automated systems to streamline workflows, it's essential to consider not just efficiency—but equity. This session explores key factors clerks and municipal staff should weigh when transitioning to digital processes, including how to implement technology that enhances service delivery without leaving behind residents who may lack access to digital tools or internet connectivity. Participants will gain a clearer understanding of the digital divide, how it impacts community engagement, and practical strategies for ensuring that digital transformation efforts remain inclusive, accessible, and effective for all. This session encourages thoughtful planning and solutions that balance innovation with equal access in the public sector.

Planning for That Day: Disaster Preparedness for the Clerk's Office

Disasters don't wait for the perfect time—and municipal offices are not immune. Whether it's a hurricane, cyberattack, or other disruptive event, clerks play a vital role in maintaining continuity, safeguarding records, and supporting recovery efforts. In this insightful session, Chad Owen, Records Management Section Manager at the Library of Virginia, will guide participants through proactive planning strategies designed to help clerks prepare for both everyday disruptions and "That Day." Drawing on real-world events and his experience in records and emergency planning, Chad will share practical tools and frameworks to strengthen your office's resilience before, during, and after a disaster. From simple readiness steps to long-term recovery planning, this session will help clerks at every level shift their perspective from reactive to strategic preparedness—ensuring they're ready when it matters most.

PROGRAM SESSIONS

The Everyday Leader: Tools for Municipal Professionals to Lead from Where They Are

Leadership isn't about a title—it's about influence, communication, and presence. In this practical, interactive session, participants will gain insight into what leadership means in the world of municipal service, and how they can lead effectively from any role. We'll explore foundational tools to help build confidence, develop a clear leadership voice, and address common workplace challenges through a local government lens. Expect real-world examples, a touch of humor, and immediately applicable strategies.

Records Management Strategies for Clerk Leaders

Effective records management is a critical function of clerk leadership—impacting transparency, legal compliance, and operational efficiency. In this session, Chad Owen, Records Management Section Manager at the Library of Virginia, will explore strategic approaches to managing records in today's evolving municipal landscape. Designed for clerks in the Emerging Leaders and Master Academy tracks, this session goes beyond the basics to examine how clerks can lead the development of sustainable records programs, apply retention schedules with confidence, and embrace digital tools that improve access and accountability. Participants will leave with practical strategies to strengthen records practices in their offices and a deeper understanding of their leadership role in safeguarding public records.

Post-Institute Workshop: Leadership in Local Government: Managing People, Policy, and Politics

Municipal clerks operate in leadership-adjacent roles where they engage daily with elected officials, department heads, and the public—often navigating sensitive political and policy situations. In this session, Dinwiddie County Administrator W. Kevin Massengill will share essential leadership skills tailored to the clerk's role. Drawing on his extensive experience in county governance and public administration, Kevin will provide practical strategies for building trust, fostering collaboration, and maintaining neutrality while working in high-stakes environments. Participants will leave equipped with tools to operate confidently and effectively, even in challenging political climates.

SPEAKERS



**CHRIS
ASTRELLA**

Chris Astrella, MPA, B.S., WCPC, is an adjunct professor of public administration at the University of Wisconsin Oshkosh and Rochester University (MI). A former municipal Clerk/Treasurer, he has nearly two decades of experience serving Wisconsin communities and more than 27 years in local government overall. Chris is a Past President of the Wisconsin Municipal Clerks Association (2016–2017) and a recognized expert in digital government, cybersecurity, and AI-driven minute-taking. Known for his practical and engaging presentations, he now shares his expertise as a professor, international speaker, and consultant. Chris lives in Las Vegas with his wife, where he enjoys mild winters while continuing his mission to support clerks and local governments nationwide through training and facilitation.



**MINA
BARBERIS**

Mina Barberis has served as Deputy City Clerk for the City of Norfolk since 2019, following her unanimous appointment by Mayor Kenneth Cooper Alexander. A municipal clerk since 2005, she was previously appointed Deputy City Clerk by the Virginia Beach City Council. Mina earned her Master Municipal Clerk designation in 2021 and holds degrees in Communication in Public Service from Saint Leo University and Old Dominion University. An active leader in the Virginia Municipal Clerks Association and the International Institute of Municipal Clerks, she is also engaged in research on e-government and equal access. Fluent in English and Modern Greek, Mina balances her civic work with entrepreneurial pursuits, managing an olive orchard in Greece and importing boutique-quality olive oil to Hampton Roads. She lives in Norfolk, where she continues to serve her community with passion and innovation.



**EILEEN
BOEING**

Eileen Boeing, CMC, is the Clerk of Council for the Town of Leesburg, bringing more than 30 years of experience in public service, private industry, and customer-focused operations. For the past eight years, she has overseen FOIA compliance and served as Records Officer, leading the development of the town's records management program in alignment with Library of Virginia standards and state law. Known for her professionalism and commitment to transparent governance, Eileen manages official records, coordinates legislative processes, and ensures compliance with Virginia's Freedom of Information Act. An active member of the Virginia Municipal Clerks Association (VMCA), she is dedicated to professional growth and peer collaboration. Eileen lives in Leesburg, where she values opportunities to serve her community and mentor colleagues in the clerk profession.

SPEAKERS



**CAMISHA
BROWN**

Camisha Brown serves as the Executive Assistant and Clerk to the Board of Supervisors for Dinwiddie County, Virginia. In this role, she supports the Board's legislative responsibilities and administrative functions with professionalism, attention to detail, and a commitment to transparent governance. Camisha brings strong organizational and communication skills to her work with both elected officials and the public, drawing on extensive experience in local government operations and board administration. She is passionate about fostering inclusive and respectful workplace environments, as well as advancing professional development opportunities for clerks at every level. Camisha values collaboration, mentorship, and continuous growth in her field. She resides in Dinwiddie County, where she enjoys serving her community and connecting with colleagues across the Commonwealth.



**GABRIEL
DRIVER**

Gabriel Driver is a higher education practitioner with expertise in leadership development, strategic planning, and student empowerment. He holds a Master of Education in College Student Personnel Administration from James Madison University and has advanced initiatives in racial equity, leadership training, and professional development. At Virginia Commonwealth University, he serves as Coordinator for the Emerging Leaders Program, where he fosters inclusive communities and student growth through peer mentorship and collaborative learning. Gabriel is also a Ph.D. candidate in educational leadership, policy, and justice at VCU, reflecting his commitment to advancing equity in education. Known for his thoughtful and engaging approach, he empowers students to embrace leadership as both a personal and collective responsibility. Gabriel lives in Richmond, where he enjoys community engagement and mentoring the next generation of leaders.



**MARK
FLYNN**

Mark Flynn has over 45 years of public service in local government, including roles as county attorney, city attorney, counsel for Virginia airports and regional agencies, and 17 years as general counsel to the Virginia Municipal League. He is a past president of the Virginia Local Government Attorneys Association and received its Edward Finnegan Award for Distinguished Service in 2013. Mark earned his bachelor's degree in forestry from Virginia Tech and his juris doctorate from Washington & Lee University School of Law in 1980. Dedicated to both law and service, he has built a career focused on supporting local governments and their communities. Mark lives in Virginia with his wife, Sue Rowland, and their daughter, Kathryn.

SPEAKERS



**DR. JAMES
"JAMIE" FRITZ**

Dr. James Fritz is an Associate Professor of Philosophy at Virginia Commonwealth University, where his award-winning scholarship explores ethics, epistemology, emotion, and the philosophy of artificial intelligence. His work has been published widely and recognized for advancing important conversations in philosophy and applied ethics. In addition to teaching and research, Dr. Fritz is the founder and lead instructor of the VCU Summer Camp in Philosophy, a weeklong program for high school students that has welcomed more than 70 participants from central Virginia and beyond since 2022. Dedicated to making philosophy accessible and engaging, he inspires both students and the wider community to critically reflect on life's most pressing questions. Dr. Fritz lives in Richmond, where he enjoys teaching, mentoring, and developing new outreach opportunities.



**JONATHAN
FULLER**

Jonathan Fuller is the Director for First and Second Year Experiences at Virginia Commonwealth University, a role he began in 2024 after several years in student leadership development at VCU. He brings a passion for building inclusive communities, fostering innovative leadership, and creating transformative learning experiences that support student success. Jonathan is also a Ph.D. student in VCU's School of Education, where his research focuses on equitable and transformative supervision of student leaders and employees. Known for his collaborative and student-centered approach, he is committed to shaping environments where all students feel empowered to learn, lead, and thrive. Jonathan lives in Richmond, where he enjoys engaging with the VCU community and contributing to programs that elevate the student experience.



**ALAN
GERNHARDT**

Alan Gernhardt is the Executive Director of the Virginia Freedom of Information Advisory Council. He joined the Council in 2004 as a staff attorney, was promoted to senior attorney in 2008, and became executive director in 2017. Alan earned his B.S. from Indiana University and his J.D. from the University of Richmond School of Law. Under his leadership, the Council issues advisory opinions, publishes educational materials, provides training, and serves as a legislative forum on access to public records and meetings under Virginia's Freedom of Information Act. He is widely recognized for his expertise in FOIA and his commitment to transparency in government. Alan lives in Richmond, where he enjoys serving the Commonwealth and supporting local governments and citizens in understanding their rights of access.

SPEAKERS



**LIBBY
HUME**

Libby Hume has served as Town Clerk for Cape Charles on Virginia's Eastern Shore since 2008, bringing more than 27 years of administrative experience, including 17 in local government and 10 in the private sector. An active member of the International Institute of Municipal Clerks (IIMC) and the Virginia Municipal Clerks Association (VMCA) since 2009, she earned her Certified Municipal Clerk designation in 2013 and Master Municipal Clerk designation in 2016. In 2018, she became the first clerk in Virginia inducted as a Fellow of the IIMC Athenian Leadership Society and remains the only clerk in the state certified to facilitate Athenian Leadership Dialogues. A Past President and Treasurer of VMCA, she has also served on multiple IIMC committees. Libby lives on the Eastern Shore, where she enjoys connecting with clerks across the Commonwealth and advancing the profession.



**KEVIN
MASSENGILL**

Kevin Massengill has served as County Administrator for Dinwiddie County since 2006, overseeing all county operations and advising the Board of Supervisors on policies to enhance the quality of life for residents. A lifelong Dinwiddie resident, he graduated from Dinwiddie County High School and earned degrees from Richard Bland College and Virginia Commonwealth University, focusing on public policy and geography. Kevin began his public service career as a Special Assistant to Governor Jim Gilmore, later promoted to Deputy Director of Constituent Services, before returning to Dinwiddie as Assistant County Administrator and ultimately County Administrator. He serves on numerous boards and commissions, including the Meherrin River Regional Jail Authority, Petersburg Area Regional Tourism Board, and the Appomattox River Water Authority. Kevin and his wife, Courtney, reside in Sutherland with their two sons, and he is an active member of Ocran United Methodist Church.



**KAYLYN
MCCLUSTER**

Kaylyn McCluster, MMC, is Clerk to the Board of Supervisors for Pittsylvania County, Virginia. She holds the Master Municipal Clerk designation from the International Institute of Municipal Clerks (IIMC) and is recognized for advancing clerk operations through technology, process improvement, and professional development. Kaylyn currently serves as 2nd Vice President of the Virginia Municipal Clerks Association, following service as Region V Director and Secretary. She was named the 2024 VMCA Clerk of the Year and received the Young Professionals PACE Award from the Danville Pittsylvania Chamber of Commerce. Passionate about leadership and mentoring, she is dedicated to empowering other clerks and strengthening the profession.

SPEAKERS



**ROSEMARY
MCCRACKEN**

Rosemary McCracken is a seasoned software and soft skills trainer with more than 30 years of experience helping individuals and organizations build practical technology skills. Based in Richmond, Virginia, she has trained professionals in Microsoft Office, QuickBooks, InDesign, WordPress, and more, delivering both in-person and virtual sessions tailored to client needs. As a consultant, she specializes in designing customized training solutions that increase efficiency and boost confidence in workplace software. A graduate of James Madison University with a B.S. in Education, Rosemary is known for her adaptable teaching style, real-time problem-solving, and focus on improving everyday workplace performance. Outside of her professional work, she enjoys engaging with her community and helping others achieve success through technology.



**CHAD
OWEN**

Kevin Massengill has served as County Administrator for Dinwiddie County since 2006, overseeing county operations and advising the Board of Supervisors on policies to enhance residents' quality of life. A lifelong Dinwiddie resident, he graduated from Dinwiddie County High School and earned degrees from Richard Bland College and Virginia Commonwealth University, focusing on public policy and geography. Kevin began his public service career as a Special Assistant to Governor Jim Gilmore, later becoming Deputy Director of Constituent Services, before returning to Dinwiddie as Assistant County Administrator and ultimately County Administrator. He serves on numerous regional boards and commissions, including the Meherrin River Regional Jail Authority, the Petersburg Area Regional Tourism Board, and the Appomattox River Water Authority. Kevin and his wife, Courtney, live in Sutherland with their two sons, and he is an active member of Ocran United Methodist Church.



**YEDDA
STANCIL**

Yedda Stancil is a Professional Certified Coach (PCC), executive facilitator, and Executive Director of the Innerwork Center, where she leads transformational programs in emotional intelligence, mindful leadership, and organizational well-being. With more than two decades of experience, Yedda has coached and trained leaders across sectors in how to lead with clarity, curiosity, and compassion. Her approach blends neuroscience, somatic awareness, and mindfulness-based practices, and she is a certified trainer in multiple coaching and emotional intelligence frameworks. Yedda is a published author, speaker, and guide who is committed to helping people unlock their purpose and potential.

SPEAKERS



Cheryl Wilson is the Executive Director of the Virginia American Revolution 250 Commission, leading the state's efforts to commemorate the 250th anniversary of Virginia's role in American independence. She brings more than 30 years of experience with the Virginia General Assembly, including serving as Deputy Clerk for Committee Operations in the House of Delegates and as a senior manager with the Division of Legislative Services. Cheryl has led several statewide commemorations, including the Virginia Sesquicentennial of the American Civil War Commission and the World War I and World War II Commemoration Commission. She is a summa cum laude graduate of VCU with a B.A. in Political Science and an M.P.A., and has been recognized with numerous awards for her leadership and contributions to public service.

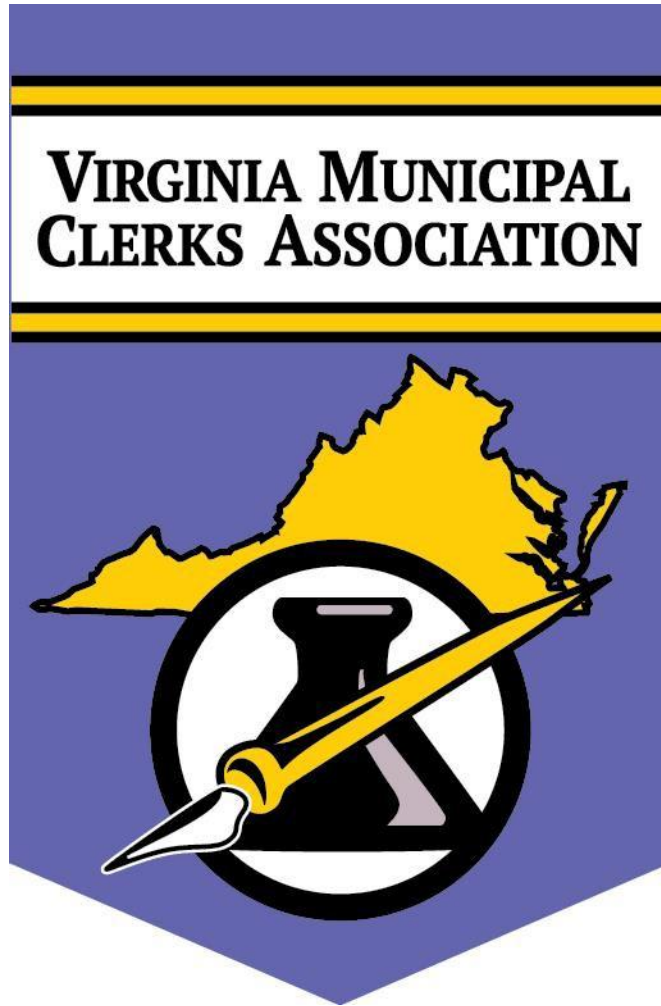
Thank You for attending!

Scan the QR code below to tell us
about your experience.

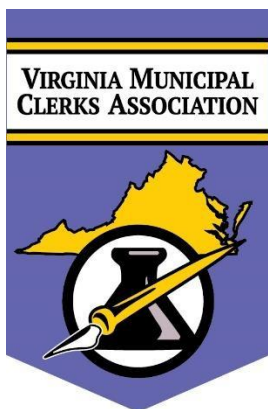


<https://vcuportal.questionpro.com/2025VMCASURVEY>

VMCA



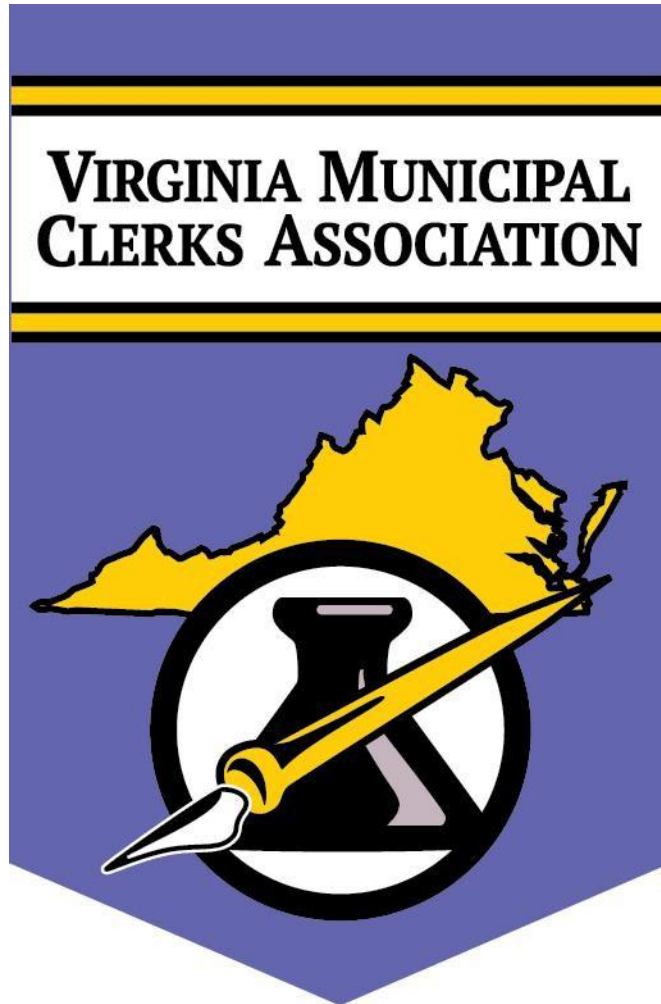
UNFINISHED BUSINESS



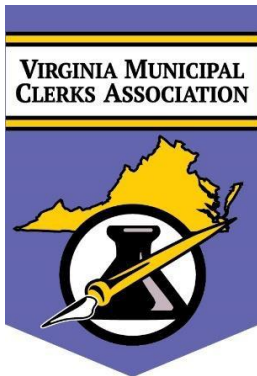
Virginia Municipal Clerks Association

No unfinished business.

VMCA



NEW BUSINESS



RESOLUTION OF APPRECIATION IN RECOGNITION OF REGION IV, CULPEPER COUNTY'S PLANNING OF THE 49th ANNUAL CONFERENCE OF THE VIRGINIA MUNICIPAL CLERK'S ASSOCIATION

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

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

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

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

WHEREAS, the membership is grateful for the offered and planned opportunity to meet in the historic and beautiful Town of Blacksburg for the 49th Annual Conference; and

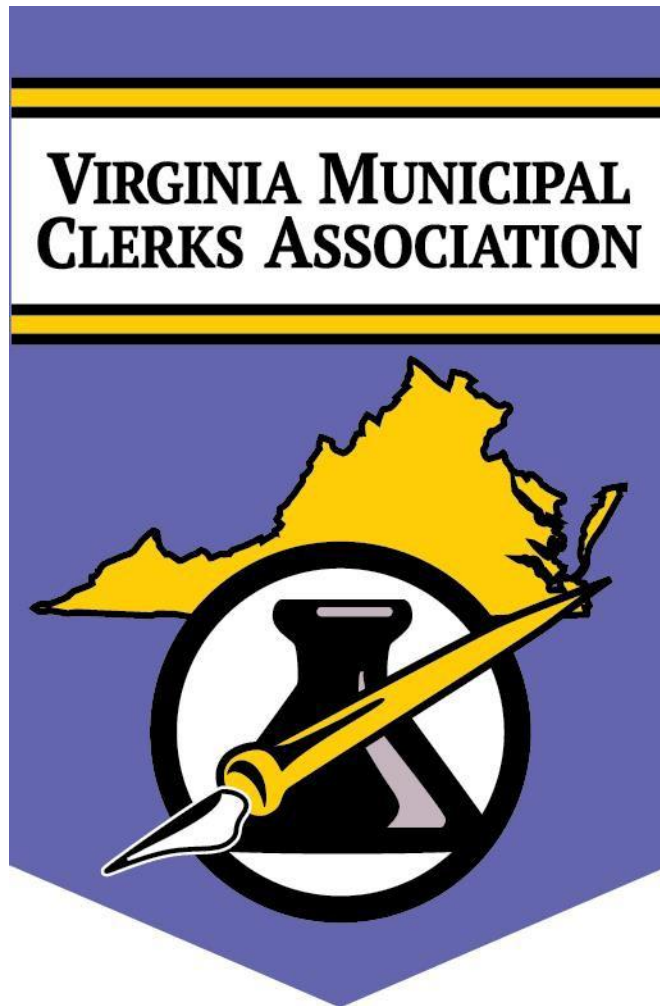
WHEREAS, the Planning Committee of Region IV Clerks planned an excellent educational program and outstanding social activities in a welcoming and picturesque community.

NOW, THEREFORE, BE IT RESOLVED that the Virginia Municipal Clerk's Association does hereby recognize and thank the Town of Blacksburg, its Town Council, Town Clerk, Lorraine Spaulding, and the Planning Committee of VMCA Region IV Municipal Clerks for their time, energy and effort in planning a memorable 49th Annual Conference of the Virginia Municipal Clerks Association.

Presented on behalf of the Virginia Municipal Clerks Association this 16th day of April 2026.

Kimberly Ellis MMC, President
2025/2026 VMCA

VMCA



Adoption of Proposed

2026-2027

ORGANIZATION BUDGET

Virginia Municipal Clerks Association - Budget (Proposed)

July 1, 2026 - June 30, 2027

Account Balance as March 25, 2026	60,425.35
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Revenues

Membership Dues

FY 2027 Membership Dues ¹	6,250.00
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Total Projected Revenues	6,250.00
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Total Revenue	66,675.35
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Expenses

Administrative Expenses

Office Supplies	50.00
Postage ²	100.00
Credit Card Processing Fees ³	450.00
Web Site Expenses ³	1,650.00

Awards/Recognitions ⁴	1,100.00
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President's Expenses ⁵	1,000.00
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Scholarships ⁶	700.00
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2027 Annual Conference ⁷	1,100.00
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Undesignated Expenses ⁸	100.00
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Total Projected Expenditures	6,250.00
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Encumbrances from FY 25-26

2026 Annual Conference ⁹	(28,681.12)
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Remaining Credit Card Processing Fees through June 30th	(100.00)
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Two Additional Awards On Order	(175.00)
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Scholarship Funds (unused carryover to FY 26/27) ⁶	(4,628.22)
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Total Encumbrances	(33,584.34)
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Anticipated General Funds for FY 2026-2027, Beginning 7/1/2026	26,841.01
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Notes:

¹ Increased Membership Revenue due to slight increase in memberships in FY 26

² Maintained Postage for general VMCA correspondence

³ Star Chapter Website/Domain Costs have increased for the coming year; however they have removed the monthly card fee...individual transaction fees will still apply and are accounting for under Credit Card Processing Fees

⁴ Awards for CMC/MMC achievements, Clerk of the Year Plaque, President's Plaque, etc.

⁵ *President's Expenses include IIMC Annual Conference Registration*

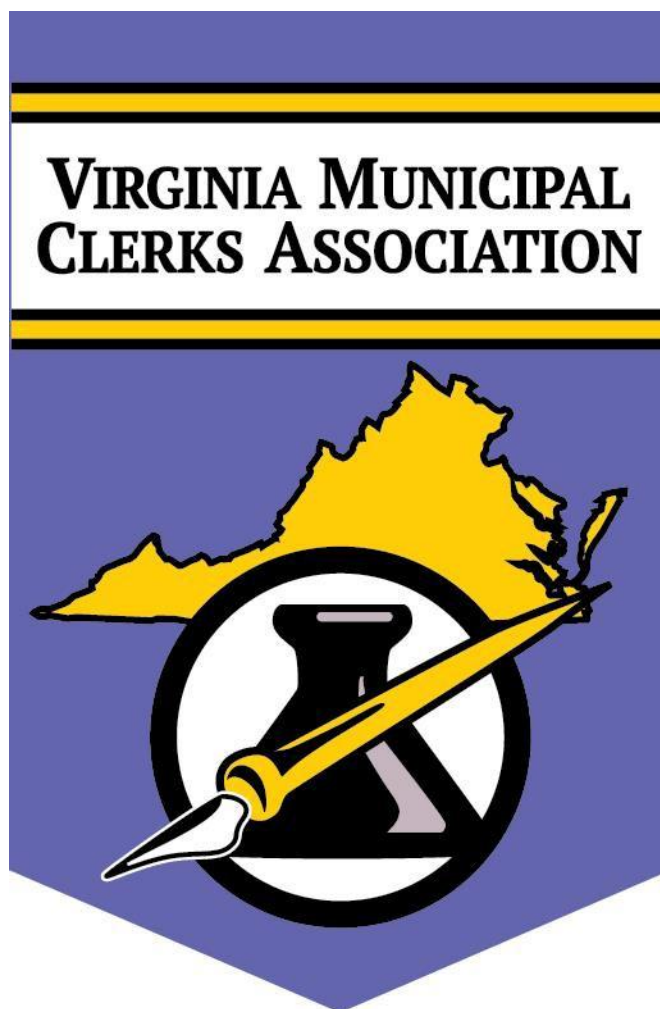
⁶ *One Institute/Academy Scholarship is budgeted for, additional full and partial scholarships may be awarded utilizing available funds in the Scholarship Fund...Scholarship Fund Balance from FY 25/26 is carried over to FY 26/27...carryover fund balance total is \$4628.22*

⁷ *Available to support the annual conference upon request of the host clerk*

⁸ *Miscellaneous expenses*

⁹ *As of the date of this proposed budget submission, the 2026 Annual Conference has not yet been closed; accordingly, the estimated registration revenue will remain encumbered until the Treasurer and Host Clerk finalize all accounts with the hotel at the conclusion of the conference.*

VMCA



ELECTION OF 2026-2027

EXECUTIVE COMMITTEE



VMCA Executive Board
2026-2027

President

Camisha Brown, MMC
Executive Assistant to County Administrator
Clerk to the Board of Supervisors
Dinwiddie County

Secretary

Alicia Finney
Clerk of Council
City of Lynchburg

First Vice President

Kaylyn McCluster, MMC
Clerk to the Board of Supervisors
Pittsylvania County

Historian

Lorraine Spaulding, CMC
Clerk of Council
Town of Blacksburg

Second Vice President

Eileen Boeing, MMC
Clerk to the Board of Supervisors
Town of Leesburg

Parliamentarian

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

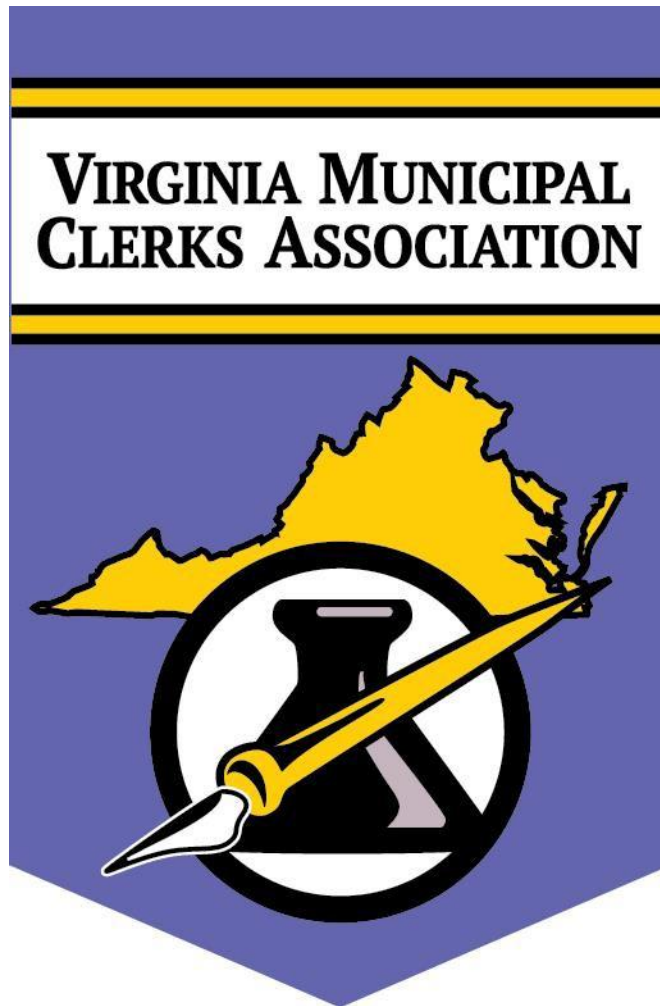
Treasurer

Teresa J. Saeed, MMC
Deputy Clerk
James City County

Immediate Past President

Kimberly Ellis, MMC
Deputy Clerk
Culpeper County

VMCA



Recognition of

2025-2026

CMC and MMC Designations

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Monday, September 29, 2025 7:22 PM
To: KIMBERLY ELLIS
Subject: IIMC Congratulates Shelley Kozlowski, CMC

You don't often get email from iris@iimc.com. [Learn why this is important](#)



09/29/2025

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to shelley.kozlowski@viennava.gov.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Tuesday, November 25, 2025 5:05 PM
To: KIMBERLY ELLIS
Subject: IIMC Congratulates Bernadette Cornelius, CMC

You don't often get email from iris@iimc.com. [Learn why this is important](#)



11/25/2025

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to bcornelius@ashlandva.gov.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Monday, February 23, 2026 1:04 PM
To: kellis@culpepercounty.gov
Subject: IIMC Congratulates Whitney Tyler, CMC



02/23/2026

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to wtyler@gloucesterva.info.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

You don't often get email from iris@iimc.com. [Learn why this is important](#)



04/04/2025

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest CMC! Congratulations can be sent directly to ruth.visueteperetz@roanokeva.gov.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Tuesday, June 24, 2025 2:43 PM
To: kellis@culpepercounty.gov
Subject: IIMC Congratulates Stephen Clough, CMC



06/24/2025

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to sclough@warrentonva.gov.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Tuesday, November 18, 2025 1:56 PM
To: KIMBERLY ELLIS
Subject: IIMC Congratulates Camisha Brown, MMC

You don't often get email from iris@iimc.com. [Learn why this is important](#)



11/18/2025

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

I am pleased to inform you that as of today, the following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC): **Camisha Brown, MMC, County of Dinwiddie, VA.**

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to cbrown@dinwiddieva.us.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Monday, March 23, 2026 2:06 PM
To: KIMBERLY ELLIS
Subject: IIMC Congratulates Rachael Brinson, MMC



03/23/2026

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

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

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to Rbrinson@remington-va.gov.

Sincerely,

Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

KIMBERLY ELLIS

From: Iris Hill <iris@iimc.com>
Sent: Monday, March 23, 2026 2:11 PM
To: KIMBERLY ELLIS
Subject: IIMC Congratulates Cindy Balderson, MMC



03/23/2026

Kimberly Ellis, MMC
President
Virginia Municipal Clerks Association
Sent to email: kellis@culpepercounty.gov

Dear Kimberly,

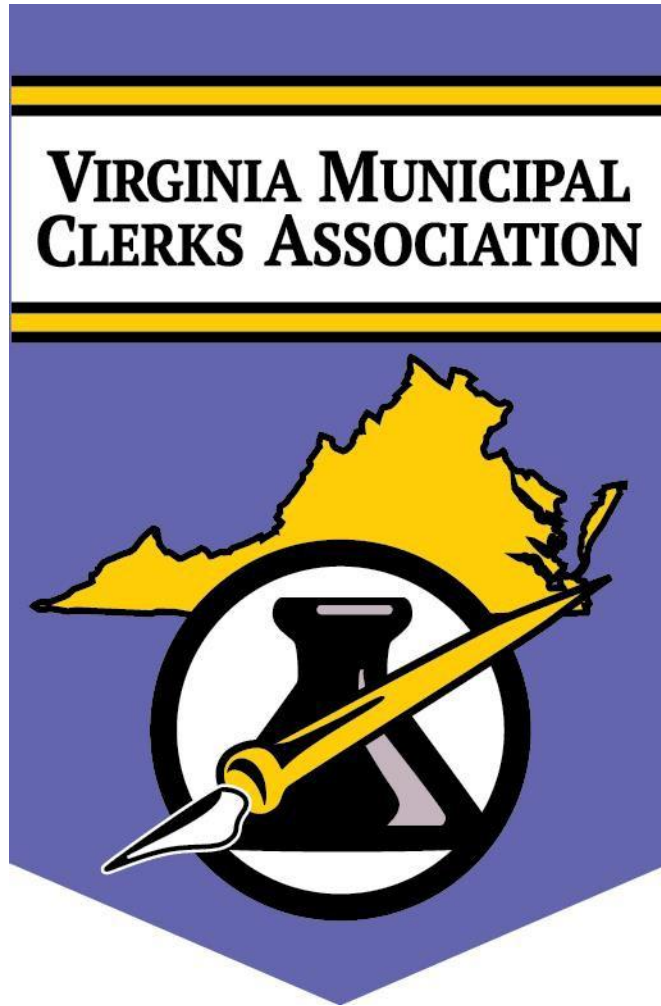
I am pleased to inform you that as of today, the following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC): **Cindy Balderson, MMC, Town of Kilmarnock, VA.**

Please join IIMC in congratulating our newest MMC! Congratulations can be sent directly to cbalderson@kilmarnockva.com.

Sincerely,

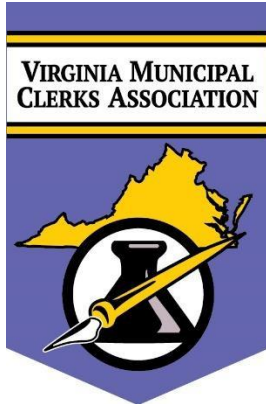
Dr. Beatrice Nevarez Rodriguez
Director of Professional Development
IIMC Education Department

VMCA



UPCOMING

ANNUAL CONFERENCES



Virginia Municipal Clerks Association

Upcoming VMCA Annual Conferences:

2026 – VMCA Institute and Academy Conference – Virginia Beach

2027 – VMCA Annual Conference – Virginia Beach/Hampton TBD

Upcoming IIMC Region II Conference:

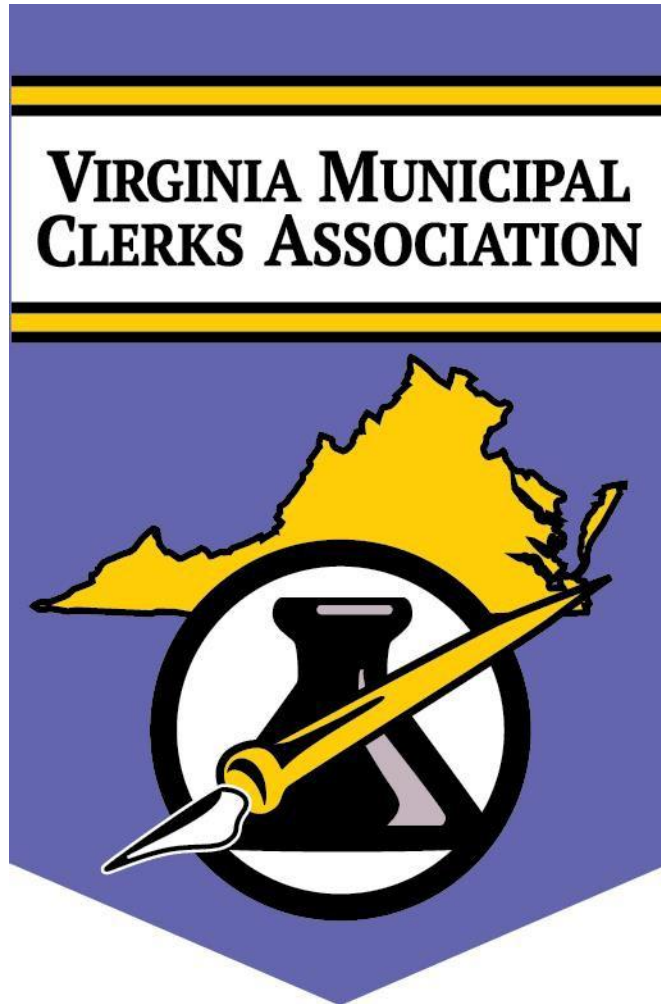
2027 – Pennsylvania

Upcoming IIMC Conferences:

2026 – Annual Conference – Reno, NV

2027 – Annual Conference – Ft. Worth, TX

VMCA



ADJOURNMENT