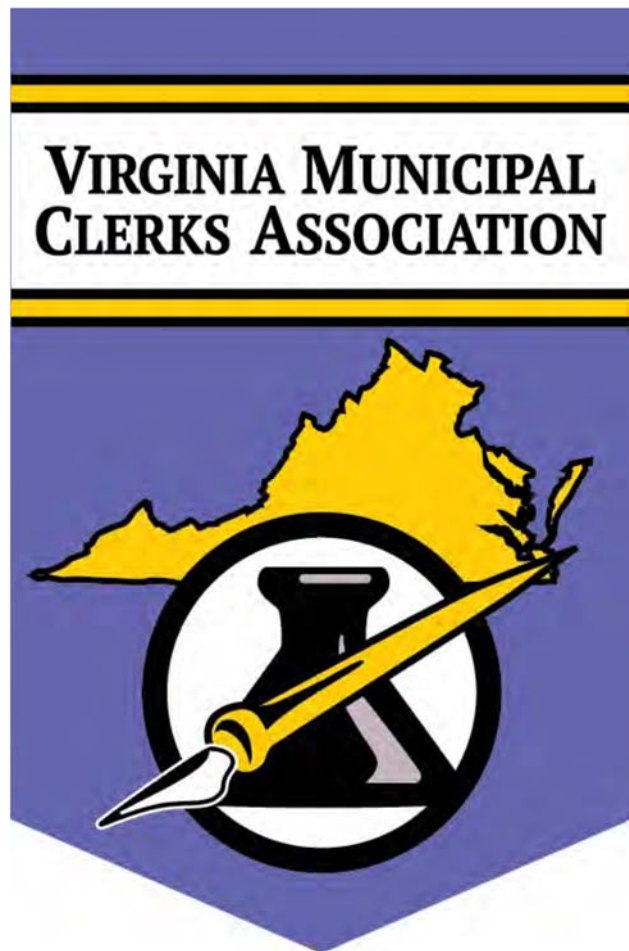


2023 Annual Business Meeting

Virginia Municipal Clerks Association

April 20, 2023

Harrisonburg, VA



Tanya Brackett, CMC, President

Clerk to the Board, County of Henrico



VIRGINIA MUNICIPAL CLERKS ASSOCIATION

46TH Annual Business Meeting Agenda

Thursday, April 20, 2023

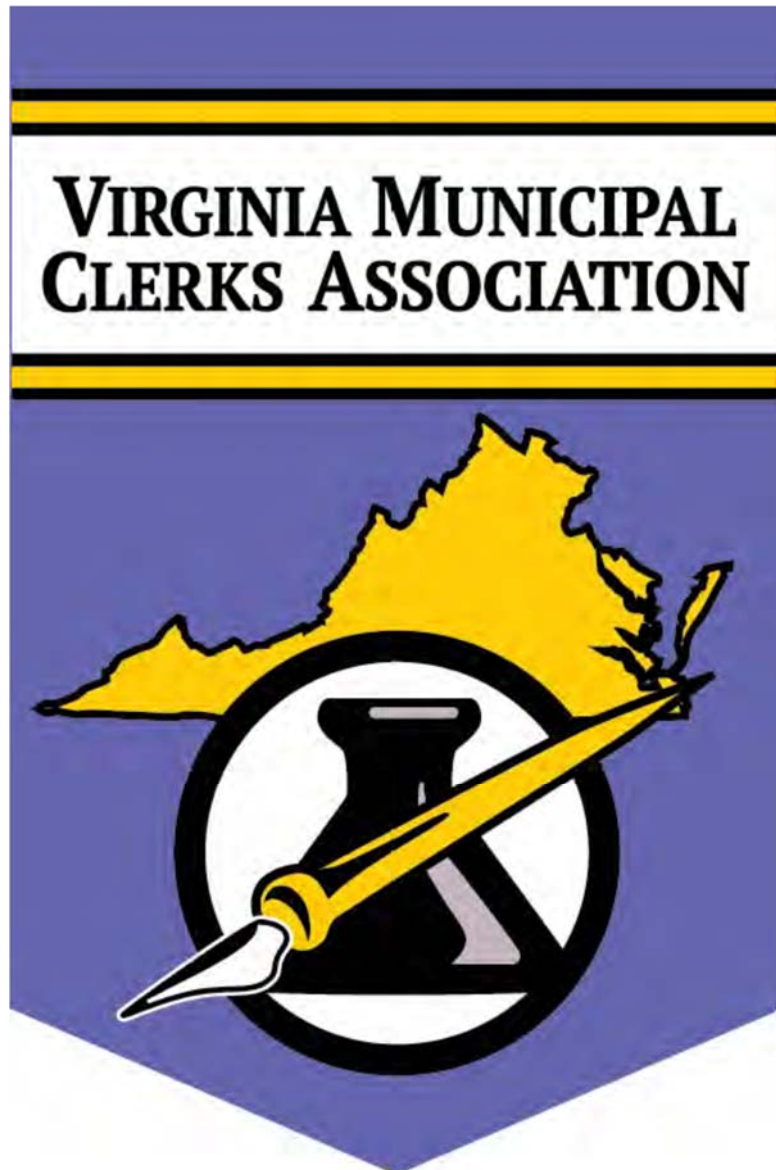
5:00 P.M.

1. Call to Order
2. Adoption of the Agenda
3. Approval of Minutes
4. 2022-2023 Board and Committee Reports
 - a. Executive Committee Reports
 - President – Tanya Brackett, CMC
 - First Vice President – Heather Schott, CMC/Katherine Glass, CMC
 - Second Vice President – Katherine Glass, CMC/Teresa Seed, CMC
 - Treasurer – Trish Cronin, CMC
 - Secretary – Teresa Saeed, CMC/Kaylyn McCluster, CMC
 - Historian – Keia Waters, CMC
 - Parliamentarian – Travis Morris, CMC
 - Immediate Past President – Libby Hume, MMC
 - b. Region Director Reports
 - Region I – Vacant
 - Region II – Kimberly Kingsley, CMC
 - Region III – Amy Keller, MMC
 - Region IV – Lorraine Spalding
 - Region V – Kaylyn McCluster, CMC
 - Region VI – Grace Redden-Tamblyn
 - Region VII – Kimberly Ellis, MMC
 - Region VIII – Wanda Watkins, MMC
 - Region IX – Camisha Brown, CMC
 - Region X – Teresa Saeed, CMC
 - c. Committee Chair Reports
 - Audit Committee
 - Budget Committee
 - Bylaws Committee
 - Clerk of the Year Committee
 - Education/Professional Development Committee
 - Newsletter Committee
 - Nominating Committee
 - Scholarship Committee
 - Website Committee

- d. 2022 Annual Institute and Academy Report – Christina Draper, Institute Director
5. Unfinished Business
6. New Business
 - a. Professional Municipal Clerks Week Proclamation
7. Recognition of 2022-2023 CMCs, MMCs, and Athenian Leadership Society Fellows
8. Election of Executive Committee for 2023-2024
 - a. Proposed Slate of Officers:
 - President – Teresa Saeed, CMC
 - First Vice President – Katherine Glass, CMC
 - Second Vice President – Kimberly Ellis, MMC
 - Treasurer – Jennifer Green
 - Secretary – Kaylyn McCluster, CMC
 - Historian – Keia Waters, CMC
 - Parliamentarian – Travis Morris, CMC
 - Immediate Past President – Tanya Brackett, CMC
9. Adoption of Proposed 2023-2024 Organization Budget
10. Upcoming and Future Conferences
 - 2023 IIMC Annual Conference – Minneapolis, MN, May 14-17, 2023
 - 2023 Institute and Academy Conference – Virginia Beach, VA, October 9-12, 2023
 - 2024 IIMC Region II Conference – Dewey Beach, DE, January 9-12, 2024
 - 2024 VMCA Annual Conference – Culpeper, VA, April 2024
 - 2024 IIMC Annual Conference – Calgary, Alberta, Canada, May 19-22, 2024
 - 2025 IIMC Region II Conference – Virginia Host
11. Adjournment

2023 Annual Business Meeting

Agenda Item 3 – Approval of Minutes



Virginia Municipal Clerk's Association
Annual Business Meeting
2022 VMCA Annual Conference
The Landing Hotel at Hampton Marina
700 Settlers Landing Road, Hampton, VA 23669
Thursday, April 28, 2022
MINUTES

Libby Hume, President, Town of Cape Charles

Teresa Saeed, Secretary, James City County

Tanya Brackett, 1st Vice President, Henrico County

Keia Waters, Historian, City of Alexandria

Heather Schott, 2nd Vice President, York County

Travis Morris, Parliamentarian, Albemarle County

Patricia Cronin, Treasurer, Gloucester County

Kyna Thomas, Immediate Past President, City of Charlottesville

1. Call to Order & Roll Call

Libby Hume, President, called the meeting to order at 12:27 p.m. Keia Waters, Historian, was not in attendance. There were approximately 55 members of the Association at the Annual Conference and in attendance at the Business Meeting.

2. Adoption of Agenda

Heather Schott, 2nd Vice President, made a motion, which was seconded by Tanya Brackett, 1st Vice President, to adopt the agenda. The motion passed unanimously.

3. Approval of Minutes

- April 20, 2021 Annual Meeting (held virtually)
- February 17, 2022 Executive Committee Meeting (held virtually)
- March 10, 2022 Executive Committee Meeting (held virtually)

Kyna Thomas, Immediate Past President, made a motion, which was seconded by Kimberly Ellis, Member, to adopt the minutes as presented. The motion passed unanimously.

4. 2021-2022 Board and Committee Reports

- Executive Committee Reports
- Region Director Reports
- Committee Chair Reports
- 2021 Annual Institute and Academy Report

Travis Morris, Parliamentarian, made a motion, which was seconded by Patricia Cronin, Treasurer, to adopt the reports, including the amended Nominating Committee Report which included the Co-Chairs of the Bylaws Committee (*see attachment*) that had been omitted accidentally in the Annual Report Packet. The motion passed unanimously.

5. Unfinished Business

None

6. New Business

- Professional Municipal Clerks Week Proclamation

Libby Hume, President, presented the Proclamation in recognition of all clerks, and thanked the clerks in attendance for their continued dedication to our localities and to our profession.

Libby Hume, President, made a motion, which was seconded by Travis Morris, Parliamentarian, to adopt the Proclamation as presented. The motion passed unanimously.

7. Recognition of 2021-2022 CMCs, MMCs, and Athenian Leadership Society Fellows

Libby Hume, President, stated that the recognition would take place this evening during the Banquet.

8. Election of Executive Committee for 2022-2023

- President – Tanya Brackett, CMC
- First Vice President – Heather Schott, CMC
- Second Vice President – Katherine Glass, CMC
- Treasurer – Patricia “Trish” Cronin, CMC
- Secretary – Teresa Saeed, CMC
- Historian – Keia Waters, CMC
- Parliamentarian – Travis O. Morris, CMC
- Immediate Past President – Libby Hume, MMC

Pam Ulmer, Member, made a motion, which was seconded by Camisha Brown, Member, to adopt the slate of officers as presented. The motion passed unanimously.

8. Adoption of the Proposed 2022-2023 Organization Budget

Teresa Saeed, Secretary, made a motion, which was seconded by Heather Schott, 2nd Vice President, to adopt the Budget as presented. The motion passed unanimously.

9. Future Conferences

- 2022 IIMC Annual Conference, Little Rock, AR, May 22-25, 2022
- 2023 IIMC Region II Conference, Maryland Municipal Clerks Association, in Frederick, MD (Dates to be determined)
- 2023 VMCA Annual Conference – City of Harrisonburg, Region III
- 2023 IIMC Annual Conference – Minneapolis, MN, May 14-17, 2023
- 2024 VMCA Annual Conference – To be determined

10. Adjourn

Cheryl Giles, Member, made a motion, which was seconded by Travis Morris, Parliamentarian, to adjourn. The motion passed unanimously, and the meeting was adjourned at 12:48 pm.

Teresa J. Saeed
Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association

Executive Committee Meeting

2022 VMCA Annual Conference

The Landing Hotel at Hampton Marina

700 Settlers Landing Road, Hampton, VA 23669

Friday, April 29, 2022

MINUTES

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President called the meeting to order at 7:00 am. Teresa Saeed, Secretary, took the roll, with Travis Morris and Keia Waters being absent.

Travis Morris, Parliamentarian, joined the meeting at 7:10 am.

2. New Business

Tanya Brackett, President, welcomed the members of the Executive Committee for 2022-2023, and stated that she hopes to go back to in-person Executive Committee meetings and to rotate which Executive Committee member hosts the meetings. She stated it would give us a chance to get out of our offices and to visit other localities. Of course, Zoom would be an option for anyone that could not afford to travel. She stated that she would like to host the first one in Henrico.

The next topic of discussion Ms. Brackett brought up was the upcoming Institute and Academy conference. She stated that she had started the discussion with VCU about holding the Institute and Academy conference in-person. She said that she has heard from numerous clerks that want to get back to in-person conferences. She discussed the conversation that she had with VCU and with Jennifer Sisane, the Institute Director. Ms. Sisane was pretty adamant about continuing utilizing a virtual Institute and Academy, but Ms. Brackett wanted to hear the opinions of the Executive Committee.

Katherine Glass, 2nd Vice President, stated that as the former Co-Chair of the Education Committee, she can confirm that VCU has not discussed any of the education sessions or having it be virtual, with the Education Committee.

General discussion ensued about moving the Institute and Academy Conference to in-person, potential locations, and involving the Education Committee with the programming.

A motion was made by Heather Schott, 1st Vice President, and seconded by Katherine Glass, 2nd Vice President, to say that the Executive Committee requests that the Institute and Academy Conference be

held in person, and that we agree that the increased costs are acceptable. Motion carried by a unanimous voice vote.

Ms. Brackett stated that she would craft and email to Ms. Sisane expressing the Executive Committee's desire for the Institute and Academy Conference to be held in person and expressing our willingness to help in whatever way necessary.

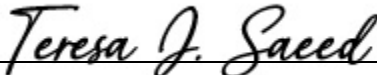
The next topic of discussion Ms. Brackett brought up was that she has heard from some committee co-chairs and members that they are not sure what they are supposed to be doing. So, she believes it would be beneficial for members of the Executive Committee to be assigned to specific committees to act as liaisons. She stated that if there was a particular committee that one of us wanted to liaise with, to let her know.

3. Good of the Order

General discussion ensued about the Executive Committee member's locality meeting schedules as it would help narrow down times that are convenient for the Executive Committee to get together.

4. Adjournment

Patricia Cronin, Treasurer made a motion to adjourn which was seconded by Katherine Glass, 2nd Vice President. The motion carried by a unanimous voice vote. The meeting adjourned at 7:45 am.



Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association
Executive Committee Meeting
Henrico County Administration Building
4301 E. Parham Road, 3rd Floor, Henrico, VA 23294

Friday, May 13, 2022

MINUTES

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 11:06 am. Travis Morris, Parliamentarian, was not in attendance.

Travis Morris, Parliamentarian joined the meeting virtually at 11:56 am.

2. Adoption of Agenda

Patricia Cronin, Treasurer, moved the adoption of the agenda, which was seconded by Libby Hume, Immediate Past President. The motion passed unanimously.

3. Old Business

a. Institute and Academy Update

Ms. Brackett stated that she had been in touch with VCU and Jennifer Sisane, and they are optimistic that it will work out to have the Institute and Academy be in person this year. Ms. Sisane anticipates having a final answer sometime this week. The contract for the hotel and with speakers are with VCU Procurement Office right now.

Katherine Glass, 2nd Vice President voiced her concern about VCU working with the Education Committee to develop a program for the Institute and Academy. She stated with the new Chairs of the Education Committee having just been appointed, that they are trying to pull in volunteers for the committee. There may not be much time for them to work with VCU.

Teresa Saeed, Secretary, stated that it says very clearly in the bylaws that the chair of the Education Committee when they rotate off, that they are supposed to stay on the next year as a member to provide continuity. Ms. Saeed also stated that she received interest cards from several clerks at the Annual Meeting that are willing to serve on committees.

Ms. Glass stated that it might be a good idea to extend the terms of the Education Committee Chairs in order to provide continuity when working on the education for the Institute and Academy.

Ms. Saeed stated that would probably be beneficial, but it would probably require a change to the by-laws.

General discussion ensued about the format for the Institute and Academy, about running concurrent sessions for new clerks and seasoned clerks, ones for CMC and ones for MMC.

4. New Business

a. Committee Liaisons to Executive Committee

Ms. Brackett stated that she thought it would be a good idea to have members of the Executive Committee act as Liaisons with the other standing committees, that way there is a good flow of information.

Ms. Saeed stated that the committee responsibilities are in the by-laws and operating procedures, so maybe the liaisons should be reviewing those with the Committee Chairs.

Heather Schott, 1st Vice President, stated that she would be happy to liaise with the Nominating Committee since the Committee Chair works in her office.

Ms. Saeed stated that she would be happy to liaise with the By-Laws Committee.

Ms. Glass stated that she is still a member of the Education Committee, so she would act as the liaison with them.

Libby Hume, Immediate Past President, stated that she would be happy to liaise with the Scholarship Committee.

Travis Morris, Parliamentarian is one of Website Committee Co-Chairs, so he can let us know if anything is going on with the website.

Trish Cronin, Treasurer, stated that she is the Chair of the Budget Committee, so she can keep the Executive Committee apprised of any budgetary concerns.

b. Public Affairs Discussion

Ms. Saeed stated that she spoke with Mr. Morris about why VMCA does not have a presence on LinkedIn. Mr. Morris stated that we could start one since we already have a Facebook page. Kyna Thomas, VMCA Member, currently runs the Facebook page so she will start a LinkedIn page for us.

Ms. Glass discussed her ideas for a press release announcing the new Executive Committee members and the new Committee Chairs.

Ms. Glass also discussed outreach ideas for clerks that are not currently members of the Association.

Ms. Saeed stated that, as the Region X Director, she would be sending out letters to all of the localities in Region X that are not currently members.

Ms. Cronin stated that she always makes sure that the Region Directors are notified if a new clerk joins the Association from their specific Region.

c. Region Director Vacancies

Ms. Brackett noted that several regions have Director vacancies. Southwest Virginia, past Roanoke, is a difficult region to get a director for because it is so spread out.

Ms. Brackett stated that she would ask the Keia Waters, Historian, to look into the history of the region boundary lines.

General discussion ensued about the feasibility of adjusting region boundaries.

d. Annual Conference Follow Up

Ms. Cronin stated that one item to be discussed is what to do with the excess funds from the Annual Conference. This year, because of sponsorships received, there was excess funds that were not used. Unfortunately, the sponsorships came in after the registration was closed, otherwise we could have discounted the registration fee.

Ms. Glass stated that obviously, it would have been better to be able to discount the registration fee, but in this case, what should we do with the excess? Should it go to the scholarship committee to fund more scholarships for clerks?

General discussion ensued about the issue.

Ms. Brackett stated that the general consensus seems to be that any excess conference funds be split between scholarships and education, specifically having funds available to pay speakers at upcoming conferences. She stated that Ms. Cronin and Ms. Saeed would look at the budget line items and by-laws and come back with a formal motion at the next Executive Committee meeting.

5. Good of the Order

No member had any other items to bring to the table.

6. Adjournment

Ms. Seed made a motion to adjourn, which was seconded by Ms. Schott. The motion passed by a unanimous vote.

Ms. Brackett adjourned the meeting at 1:04 pm.



Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association

Executive Committee Meeting

York County Administration Building

224 Ballard Street

Yorktown, VA 23690

Wednesday, July 15, 2022

MINUTES

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 11:07 am. Katherine Glass, 2nd Vice President, and Travis Morris, Parliamentarian, were not in attendance.

Katherine Glass, 2nd Vice President, arrived at 11:14 am.

Travis Morris, Parliamentarian, arrived at 1:10 pm.

2. Adoption of Agenda

Patricia Cronin, Treasurer, moved the adoption of the agenda, which was seconded by Libby Hume, Immediate Past President. The motion passed unanimously.

Tanya Brackett, President, stated that prior to moving into the agenda items, she did want to share with the Committee that she received an email notifying the Association that Dawn Leander (Hobgood), the Town Clerk of the Town of Dumfries, passed away on July 5, 2022. She stated that she is awaiting contact information for the family, but she and Heather Schott, 1st Vice President, are recommending that a Proclamation be drafted on behalf of the Association and sent to the family. The Committee unanimously agreed.

3. Old Business

a. Press Release

Teresa Saeed, Secretary, asked about the status of the press release regarding the new Executive Committee.

Katherine Glass, 2nd Vice President, stated that it has not been released yet. With the start of the new membership year, she is hoping to get the press release sent out soon to the local papers, VACo, and VML. She asked the committee members to send her a headshot and the name of your local paper. She would like to receive all the headshots and information by Wednesday, July 21.

b. Proceeds from the Annual Conference

Teresa Saeed, Secretary, stated that a final decision needs to be made regarding the proceeds from the Annual Conference. At the May meeting, the question was brought up, and tabled, while members did some research in the by-laws to see if this issue was addressed.

Katherine Glass, 2nd Vice President, stated at the May meeting, the suggestion was to divide the proceeds 50/50 between the Annual Conference Fund and the Scholarship Fund.

Teresa Saeed, Secretary, stated that there is no reference to this issue in the by-laws, nor the Standard Operating Procedures; however, the Conference Planning Guide states “Any additional monies raised would help to offset conference expenses and keep registration fees low.” She stated that her concern with this statement is that the Conference Planning Committee did not know how much Sponsorship money was being donated by vendors until about 2 weeks prior to the conference. At that point, it is too late to reduce the registration fees.

Patricia Cronin, Treasurer, agreed stating that the issue is circular. One cannot reduce the fees unless there are excess monies, but you do not know if there are excess monies until you have completed registration.

Tanya Brackett, President, clarified that there is nothing in the by-laws that addresses this issue.

Teresa Saeed, Secretary, stated correct. She asked Patricia Cronin, Treasurer to clarify the line items.

Patricia Cronin, Treasurer, stated that there is an Annual Conference line item that is seeded from the budget and that is to be used to place the deposit on the hotel that will be hosting the conference. Then there is a Scholarship line item that grants scholarships to the Institute and Academy Conference. Un-used scholarship funds get rolled over year to year, and the gift basket raffle monies, from the Annual Conference, were specifically earmarked for the Scholarship fund.

Teresa Saeed, Secretary, questioned if the Annual Conference Fund gets zeroed out each fiscal year, or could that fund carry over year to year. She stated that she would want to see the fund carried over so that these excess monies would be available to help offset the cost of speaker fees. The 2022 Annual Conference Committee did not know if there was going to be available monies to pay speaker fees until closer to the beginning of the conference, which made it very difficult to line up speakers.

Libby Hume, Immediate Past President, stated that it would need to be addressed as a policy change to the by-laws and Standard Operating Procedures that the Annual Conference Fund be carried over from year to year.

Teresa Saeed, Secretary, stated that the by-laws and Standard Operating Procedures require a full membership vote at the next Annual Meeting. Our recommendation needs to be given to the by-laws committee, the by-laws committee will research and draft recommendations, and then a vote would be taken at the next Annual Meeting.

Katherine Glass, 2nd Vice President, stated that she believes that the use of the excess monies in the funds should be specifically stipulated to be used for education related expenses that would normally be outside the reach of the conference planning committee.

Agreement was reached that this is a change that needs to be made to the Standard Operating Procedures and by-laws.

Specifically, to this year’s Annual Conference, a vote needs to be made about what is to be done with the excess monies.

Patricia Cronin, Treasurer, made a motion that was seconded by Heather Schott, 1st Vice President, that the final proceeds from this year's Annual Conference be divided 50% to an education line item for the upcoming 2023 Annual Conference and 50% to the Scholarship Fund. The motion passed unanimously.

c. Region Director Vacancies

Heather Schott, 1st Vice President, brought up the issue of vacancies in Region Director Vacancies, specifically in Southwest Virginia. It has been discussed before about the potential of redistricting the regions as a way to possibly alleviate some of this issue. Ms. Schott asked for a full membership listing that is broken down by region, and then to count them to see where it is heavy and where membership is light. And then, lines could be readjusted, similar to voting redistricting.

Patricia Cronin, Treasurer, said she was happy to provide that list.

Keia Waters, Historian, stated that there was a discussion along these lines several years ago, and Mr. Morris was going to look into whether or not there was any involvement by IIMC in the way that our state is districted.

Libby Hume, Immediate Past President, stated that she did not see why IIMC would be involved in our districting.

Katherine Glass, 2nd Vice President, stated that she would reach out to IIMC and just ask if they have any issue or concern with our organization considering redistricting our regions.

General discussion ensued regarding the challenges of attending meetings and conferences for clerks in Southwest Virginia who have such a far way to travel. The question was raised about how we as an organization can make things easier for clerks from smaller localities and those that have such a long way to travel.

General discussion ensued regarding the funding available in the organization's accounts and what more we as an organization can do to support the clerks.

Tanya Brackett, President, stated that she wanted to reach out to all of the Region Directors and let them know that one of her goals is to visit every region this year. Even the regions that are geographically spread out, they can utilize zoom to hold region meetings.

General discussion ensued about the requirements for Region Directors and Ms. Brackett stated that she will host a Zoom meeting with them to discuss their role and obligations per the by-laws and Standard Operating Procedures.

4. New Business

a. VMCA Definition for Membership

Patricia Cronin, Treasurer, raised the issue of the VMCA Membership definition and how it is not as encompassing as the IIMC Membership definition.

IIMC Membership Definition:

Full Members are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a legislative government body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: Custody of the official seal and execution of official documents, Elections, Financial Management, General

Management, Human Resources Management, Management of bylaws, Articles of Incorporation, ordinances or other legal instruments, Meeting Administration, and Records Management.

VMCA Membership Definition:

Every city, town or county in the Commonwealth of Virginia shall be eligible for membership. Full members are Municipal or Town Clerks, City Secretaries, Recorders, and Legislative Administrators and/or an individual who serves a Legislative Government Body in an administrative capacity with management responsibilities and whose duties include four of the following: General Management, Records Management, Meeting Administration, Management of ordinances or other legal instruments, Human Resources Management, Financial Management, Custody of the official seal and execution of official documents; or Administration of elections. They shall be entitled to vote and hold office upon payment of the annual dues.

Tanya Brackett, President, stated that the difference is that IIMC allows clerks of regional bodies to be full members, but because our VMCA definition specifically says “city, town, or county”, then clerks of regional bodies cannot be full members of VMCA. On the plus side, they are able to work towards CMC/MMC certification through IIMC, but they would not be allowed to make a motion or vote on anything with VMCA.

Patricia Cronin, Treasurer, stated that she became aware of the issue when a VMCA member took a new position as Clerk to a regional jail authority, and it changed her membership from a full membership to an associate membership. Which means she cannot serve as an officer or vote with VMCA. She stated that IIMC told this member that she could remain a full member because she was serving a legislative body and performs at least four of the duties listed in the definition.

The question was raised then, should we amend our definition to include reference to four of the eight duties, and to mirror the IIMC language, and do we want to extend full member benefits to Planning Commission Clerks, and Authority Clerks.

Tanya Brackett, President, stated that if those clerks have full member benefits under IIMC, then they should have full member benefits under VMCA.

In order to change the definition in the VMCA by-laws, it would need to go through the change process discussed earlier.

Libby Hume, Immediate Past President, stated that the language could be changed to say:

Every city, town or county in the Commonwealth of Virginia shall be eligible for membership. Full members are Municipal or Town Clerks, City Secretaries, Recorders, and Legislative Administrators and/or an individual who serves a Legislative Government Body or a local or regional Governmental Authority, in an administrative capacity with management responsibilities and whose duties include four of the following: General Management, Records Management, Meeting Administration, Management of ordinances or other legal instruments, Human Resources Management, Financial Management, Custody of the official seal and execution of official documents; or Administration of elections. They shall be entitled to vote and hold office upon payment of the annual dues.

5. Good of the Order

General discussion ensued about how committee members are recruited to serve on the different committees. There are several committees that are just a committee of 1 or 2 members. In an association of 200 plus members, that just does not seem right that there are not more people serving on committees.

It was noted that the SOPs list month-by-month duties for the executive committee members, but there is not a list of duties for regional directors and committee chairs. Perhaps that is something that should be added as well.

Tanya Brackett, President, noted that during the first day of the Institute, there is an option for the Executive Committee to do a “Meet and Greet” luncheon. She asked who would be attending the Institute and Academy and could join her for the luncheon.

6. Adjournment

Heather Schott, 1st Vice President, made a motion to adjourn, which was seconded by Patricia Cronin, Treasurer. The motion passed unanimously.

The meeting was adjourned at 1:17 p.m.



Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association

Executive Committee Meeting

555 Settlers Landing Road

Hampton, VA 23669

Friday, October 21, 2022

MINUTES

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 11:30 am. Heather Schott, 1st Vice President, Kei Waters, Historian, Travis Morris, Parliamentarian, and Libby Hume, Immediate Past President, were not in attendance.

Travis Morris, Parliamentarian, joined the meeting at 11:35 am.

2. Adoption of Agenda

Patricia Cronin, Treasurer, made a motion to adopt the agenda, which was seconded by Katherine Glass, 2nd Vice President.

The motion carried by a unanimous vote.

3. Old Business

a. Bylaws

Katherine Glass, 2nd Vice President, asked if the Committee had come up with a list of potential things that should be looked at in the by-laws.

Teresa Saeed, Secretary, stated that she had some notes but forgot to bring them with her. She stated that any potential changes have to go through the By-laws Committee and then be presented to the Association for a vote at the Annual Meeting. She stated that she could pull the list together for discussion at the December meeting.

4. New Business

a. Appointment of Lorraine Spaulding, Town of Blacksburg as Region IV Director

Ms. Saeed noted that she spoke to Lorraine Spaulding at the Institute and Academy Conference in Richmond, and Ms. Spaulding expressed interest in serving as the Region IV Director.

Ms. Brackett, as President, appointed Ms. Lorraine Spaulding as the Region IV Director for 2022-2023.

Ms. Brackett noted that now there is only a vacancy for the Region 1 Director.

Discussion ensued about the possibility of combining Region 1 with Region 2. It was noted that Region 1 is so spread out with so many little townships, that it is hard to get them involved. In the meantime, it was decided to reach out to the Region 2 Director to see if she would be willing to just include the Region 1 folks in their events.

b. Institute/Academy Feedback

Ms. Saeed stated that she received great reviews on the hotel for the Institute and Academy; however, many people were upset by the length of the classes. A full day class is too much. Previously, classes would be in 2-to-4-hour blocks, this year, it was not like that. Many clerks were also upset about the content because it did not relate to their roles as clerks.

Ms. Saeed also noted that because of the all-day sessions, some clerks lost out on points. We all know that sometimes we have to step away from a session to answer emails from a board member or put out an agenda packet. And if that situation happens, and I have to miss a 2-hour session, then I just won't get the points for that class. However, when the class is a full-day session, if you miss any part of it, then you will not get points at all. Many clerks were upset by this.

Ms. Brackett stated that she would like to invite the new Institute Director, Christina Draper, to the December Executive Committee meeting to open up the dialogue about what we are looking for and what we have seen that works and what hasn't worked.

General discussion ensued about the pros and cons of having the Institute and Academy in Virginia Beach or in Richmond.

Ms. Glass stated that it could be beneficial to just run a quick survey with the membership about which location that they preferred.

c. Budget

Ms. Cronin stated that as of right now, we are about \$400 short of our anticipated revenues based on membership fees. She stated that memberships would probably continue to trickle in.

Ms. Glass stated that she would send letters out to all of the Virginia localities that are currently not a member of the Association. She also stated that she would send out emails to those previous members that have currently not renewed their membership.

Ms. Cronin stated that she would send all of that information to Ms. Glass.

Ms. Cronin stated that the Association still has a healthy fund balance, and she is not concerned but falling short of the anticipated revenue, but she wanted to keep the Executive Committee up to date.

d. Upcoming Year

Ms. Brackett stated that there is a possibility that a member of the Executive Committee will need to step down. If that happens, then the line of succession would shift upwards. She just wanted to let everyone know that this might be coming so that it was not a shock.

Ms. Saeed noted the term limits that are listed in the Constitution and By-laws.

Ms. Cronin asked if any members had expressed interest in serving on the Executive Committee.

Ms. Glass stated she had not heard anything from other members about serving.

Mr. Morris stated that an email blast could be sent out to the Association about opportunities to serve next year.

e. CMC – concern for clerk who attended Annual Conference

Ms. Brackett stated that there is a clerk that attended the Annual Conference but did not get her education points because she did not submit her assessment. The reason she did not submit her assessment is because she contracted COVID, along with most of the staff in her office. This clerk received attendance points for attending the conference, but by not getting the education points, she is just shy of completing her CMC. She also stated that her locality is upset because they paid for the educational training, and she did not get her education points.

Ms. Brackett stated that everyone was given the assessment due date, so everyone was given the same standard, but contracting COVID was an unforeseen circumstance. So how should we handle this situation?

Ms. Saeed questioned why the clerk did not reach out to Ms. Hume, who was checking assessments for the conference, and ask for an extension due to having COVID.

Ms. Brackett stated that she cannot answer that, though she agrees that is what the clerk should have done.

Ms. Glass stated to give the clerk the benefit of the doubt, have her submit the assessments to Ms. Hume, and Ms. Hume can check her assessments against the sign-in sheets to ensure attendance.

General discussion ensued regarding the requirements for points mandated by IIMC, and about the potential precedent being made by allowing this clerk to submit late.

General consensus of the Executive Committee was that this situation falls under the purview of the host clerk of the Annual Conference because the host clerk is the one that submitted the education component to IIMC for evaluation and approval of a specific point value.

5. Good of the Order

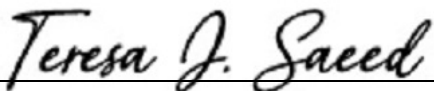
No member had any other items to bring to the table.

6. Adjournment

Ms. Saeed made a motion to adjourn, which was seconded by Mr. Morris.

The motion passed by a unanimous vote.

Ms. Brackett adjourned the meeting at 1:43 pm.



Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association
Executive Committee Meeting
Henrico County Administration Building
4301 E. Parham Road, 3rd Floor, Henrico, VA 23294

Friday, December 9, 2022

MINUTES

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 11:02 am. Teresa Saeed, Secretary, called the roll, with Libby Hume, Travis Morris, and Keia Waters being absent.

Keia Waters, Historian, joined the meeting via Zoom at 11:32 am.

2. Adoption of Agenda

Teresa Saeed, Secretary, made a motion to adopt the agenda, which was seconded by Patricia Cronin, Treasurer. The motion passed by unanimous voice vote.

3. Old Business

a. 2023 Annual Conference Update

Pam Ulmer, City Clerk for the City of Harrisonburg, gave an update on the 2023 Annual Conference that will be held in Harrisonburg, VA. She stated that the education sessions are coming along, and they have been able to get speakers lined up. She stated that sponsorships are starting to trickle in from vendors, so that will help keep the registration fees lower. She stated that the dates are April 19-21, 2023.

Ms. Ulmer stated that she would send a copy of the hotel contract to Ms. Brackett and Ms. Saeed for their review.

b. Institute and Academy Update

Ms. Brackett introduced Kristina Draper, the new Institute Director for VCU. Ms. Draper stated that she was happy to be onboard and was looking forward to working with the Executive Committee. To that end, she asked to discuss what VMCA, and the Executive Committee is looking for.

Ms. Brackett stated that the biggest issue is that our clerks want to be in-person. Ms. Brackett discussed the issues of getting this year's Institute and Academy to be held in person. She noted that several clerks gave feedback stating that having both in-person sessions and some virtual sessions was very helpful. Not all clerks can get out of the office for several days, so having some virtual options would be beneficial.

Ms. Saeed stated that one of the biggest complaints she heard about this year's Institute and Academy was that the all-day sessions were too much. In previous years, we had classes in 2- or 4-hour blocks. Spending all day in one class was just too much.

Ms. Draper asked if this change in format was something that we agreed to or was it just presented to us.

Ms. Brackett stated that we were not included in the discussion about the education component or the format for this year's Institute and Academy.

Ms. Saeed stated that regardless of our certification level, all of us need the FOIA class every year, so having it as a virtual option was great for those that already have the CMC/MMC certifications and do not need to come to the whole Institute and Academy. Perhaps even offering those classes a-la carte would be even more advantageous, if that is something that VCU could do.

Ms. Draper asked about the location of the Institute and Academy.

Ms. Brackett stated that VCU preferred having the conference in Richmond, closer to their resources, but clerks have resoundingly stated that they prefer the conference to be in Virginia Beach. There is more to do at the Beach, in the evenings, and so many things are within walking distance.

Ms. Draper said she would see what she could do about getting the conference back to the Beach. Since a contract has not been signed yet for 2023, hopefully we can find a hotel to work with us for next year.

Katherine Glass, 2nd Vice President, stated that her biggest request is the VCU be flexible about working with VMCA. We have an Education Committee that is supposed to work hand-in-hand with VCU to develop relevant content, and that was not always done in the past.

Ms. Draper thanked the Executive Committee for their time, and their candor, and stated that she looks forward to working with VMCA.

4. New Business

a. Conference Cancellation Provision

Patricia Cronin, Treasurer, asked if the Executive Committee wanted to draft some form of a conference cancellation provision. She stated that she looked at the Cancellation Policy for VACo and their conferences, which is two weeks prior to the event, you can receive a refund minus a \$50 processing fee. Any closer to the event and you do not receive a refund at all. Ms. Cronin stated that in the past, VMCA has issued refunds minus the 5% credit card processing fee. The concern is that the hotel contracts are based on room nights and head counts for food and beverage. If a bunch of people cancel at the last minute, then VMCA would be responsible for those room nights and food/beverage charges.

Ms. Saeed stated that VACo's policy seems fair, and normally the head counts are due to the hotels one to two weeks out from the event.

General discussion ensued, and consensus was to develop a policy similar to the cancellation policy used by VACo.

b. Statement from 1st Vice President

Heather Schott, 1st Vice President read the following statement to be included in the official record.

As you all are aware, I will be stepping down after this year from VMCA due to several reasons, such as additional job responsibilities and promotion, upcoming elections in which potentially may have an entirely new board and not being able to devote the role to the clerk's Association as will be necessary in the President's role. I was going to speak about this in Hampton but didn't have the opportunity to do so. One thing that has really burdened me and when I say burden, I mean burden me over the last several months is the lack of information, such as what has arisen with two of the regions having their own executive committees. As a former Region Director of Region X now being held by Teresa, I was not aware that regions could adopt and establish their own bylaws and executive board. Several other regional directors have reached out to me I know, Tonya has shared that with me as well, they have reached out to her alarmed by that piece of information. My thanks to Kia she had researched this as the historian, it would be hope it was helpful at that time to know the background from the early 90s that the regions can indeed have their own executive board. But what was really, really troubling is the fact that all of the other regions didn't know this probably because members have come gone and retire. Furthermore, during these regions, annual reports that are submitted to the executive board, complete detail of information was not provided to the other members of the association. There has not been an audit of one specific regions treasurer represented by them on not per se, but that Harrisonburg is part of the region that I am addressing. They've never had an audit. You have one treasure having total carte blanche to say to that. I'm going forward. I'm really unsure about how to proceed with this with our other regions. I mean, it's not fair to the other regions. And I IMC has been awarding points, double points per se, if you're on the executive board of these two regions, and you're on the executive board of the state region, you're getting double points. And so, I don't know how we would ever split the regions, if you split the regions now. And these regions are split in half. And they're used to having their own executive board. I don't know how you would do that. As clerks, we subscribe ourselves to have the goods of our citizens and organization in our best interest. Our membership as associate is essentially our citizenry. Going forward a succession plan, open dialogue, and active communication, which I'm grateful Tanya has already started doing is needed to make DMCA viable and an effective organization. Thank you. I appreciate your time. And that's really all I have to say.

Discussion ensued about this issue, specifically regarding what it means for the Association as whole, liabilities, IRS implications, and checks and balances.

Ms. Brackett stated that she asked Keia Waters, Historian, to look into the historical records and see what she could find. Ms. Waters provided Ms. Brackett with the following information via email:

The "regional directors" role was added to VMCA bylaws in 1984. The definition is very brief and does not mention regional executive committees or bylaws.

From 1982-1994, Regions I, III, and IV were the most active (especially Region III, the region director was at everything). The VMCA Executive Committee struggled with participation from other regions.

There are no copies of bylaws or names for the executive committees for the regions.

It appears the bylaws and EC conversation died around 1993-94 when the regions were split into a version of what we have now. There is no mention from 1994 to present in the records I have.

VMCA Guidelines 1982 – Page 3 - details region directors' role prior to them being added to the official by-laws

April 1984 President's Report – Page 4 – proposed change to add region directors to the bylaws

Jan. 1992 Newsletter – Page 2 - acknowledgement of adopting bylaws to region 4

Mar. 1992 Letter to President – Page 1 - acknowledgement of adopting bylaws to region 1

Aug. 1992 Newsletter – Page 1 - acknowledgement of adopting bylaws to region 3

1991-1992 Annual Report is where the Mar. 1992 letter was submitted to the president.

Bylaws adopted and EC created:

Region IV – January 1992

Region I – March 1992

Region III – August 1992

Ms. Waters, stated that based on this information, I believe that these regional executive committees are grandfathered in. I do not have a problem with region 3 (or any regions) having an EC, it's the lack of transparency and checks and balances is where I have trouble. In the VMCA Guidelines of 1982, it states region directors report to the Third Vice President. That may be where the checks and balances came in and over time as the focus of each president changed, as did the level oversight for regions. Regions 1 and 3 were very active and well-organized dating back to 1984. Based on the history, I can see why and how they have carried the practice forward to today. I feel regional executive committees are subcommittees to the official VMCA Executive Committee. They should be reporting finances, having audits by the VMCA Audit Committee, and including this as part of their annual report. They should not be receiving points from IIMC unless they have a certificate from the VMCA President identifying their participation as a subcommittee member.

Ms. Brackett stated that these two regions having their own executive committees just needs to be made known to the whole association and if they have their own treasurer, then they need to be completing an audit. At the end of the day, they are operating under the umbrella of the VMCA, and so they should be answerable to the Association about what they are doing, and this needs to be an on-going conversation.

5. Good of the Order

No member had any other items to bring to the table.

6. Adjournment

Ms. Saeed made a motion to adjourn, which was seconded by Ms. Cronin.

The motion passed by a unanimous vote.

Ms. Brackett adjourned the meeting at 12:50 pm.



Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association

Executive Committee Meeting

Virtually via Zoom

MINUTES

Wednesday, February 22, 2023

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 3:01 pm. Teresa Saeed, Secretary, called the roll, with Libby Hume, Travis Morris, Katherine Glass, Patricia Cronin, and Keia Waters being absent.

Katherine Glass, 2nd Vice President, joined the meeting at 3:10 pm.

Patricia Cronin, Treasurer, joined the meeting at 3:35 pm.

2. New Business

a. Executive Committee

Ms. Brackett stated that Heather Schott, 1st Vice President, would be resigning her position on the Executive Committee and stepping down.

Ms. Brackett stated that Ms. Cronin has notified her that she will not be able to serve as Treasurer next year.

General discussion ensued about potential candidates to fill these roles and the process of nominating someone to fill the vacancy.

General discussion ensued regarding the responsibilities of each of these positions and the time commitment required.

Travis Morris, Parliamentarian stated that any members appointed to fill the vacancies need to be vetted by the nominating committee.

3. Good of the Order

No member had any other items to bring to the table.

4. Adjournment

Ms. Saeed made a motion to adjourn, which was seconded by Ms. Cronin.

The motion passed by a unanimous vote.

Ms. Brackett adjourned the meeting at 3:40 pm.

Teresa J. Saeed

Teresa J. Saeed, Secretary

Tanya Brackett, President

Virginia Municipal Clerk's Association

Executive Committee Special Meeting

Virtually via Zoom

MINUTES

Wednesday, March 1, 2023

Tanya Brackett, President, Henrico County

Heather Schott, 1st Vice President, York County

Katherine Glass, 2nd Vice President, City of Hampton

Patricia Cronin, Treasurer, Gloucester County

Teresa Saeed, Secretary, James City County

Keia Waters, Historian, City of Alexandria

Travis Morris, Parliamentarian, Albemarle County

Libby Hume, Immediate Past President, Town of Cape Charles

1. Call to Order & Roll Call

Tanya Brackett, President, called the meeting to order at 10:01 am. Teresa Saeed, Secretary, called the roll, with Katherine Glass, Heather Schott, and Keia Waters being absent.

2. New Business

a. Executive Committee

Ms. Brackett stated that Heather Schott, 1st Vice President, has formerly resigned her position as 1st Vice President.

Per the By-laws, Katherine Glass, as 2nd Vice President, automatically moves up and becomes the 1st Vice President.

Ms. Brackett made a motion to appoint Teresa Saeed as 2nd Vice President, which was seconded by Libby Hume, Immediate Past President.

The motion passed by a unanimous vote.

Ms. Brackett stated that with Ms. Saeed moving into the 2nd Vice President role, that leaves the position as Secretary vacant.

Ms. Brackett made a motion to appoint Kaylyn McCluster as Secretary, which was seconded by Ms. Hume

The motion passed by a unanimous vote.

3. Good of the Order

No member had any other items to bring to the table.

4. Adjournment

Ms. Saeed made a motion to adjourn, which was seconded by Ms. Cronin.

The motion passed by a unanimous vote.

Ms. Brackett adjourned the meeting at 10:07 am.

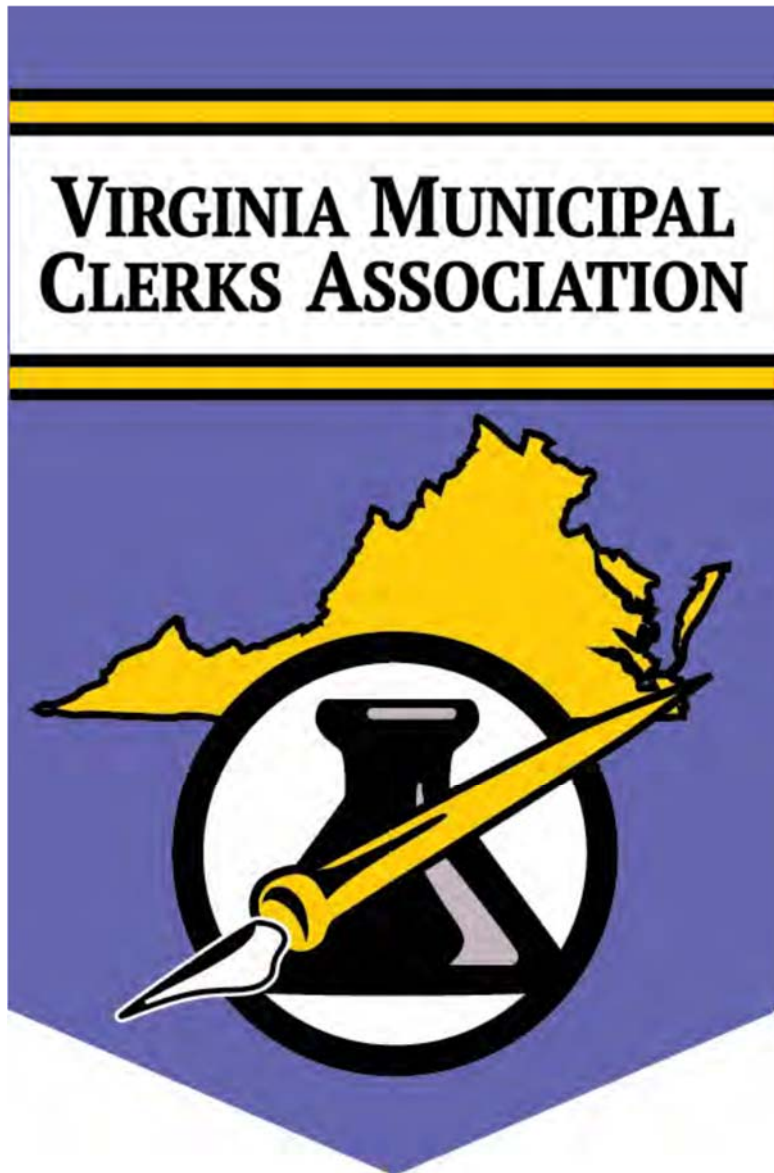
Teresa J. Saeed

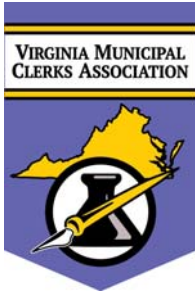
Teresa J. Saeed, Secretary

Tanya Brackett, President

2023 Annual Business Meeting

Agenda Item 4a – Executive Committee Reports





VIRGINIA MUNICIPAL CLERKS ASSOCIATION

VMCA EXECUTIVE COMMITTEE

Tanya Brackett, CMC, President, Henrico County
Heather Schott, CMC, 1st Vice President, York County
Katherine Glass, CMC, 2nd Vice President, Hampton
Trish Cronin, CMC, Treasurer, Gloucester County
Teresa Saeed, CMC, Secretary, James City County
Keia Waters, CMC, Historian, Alexandria
Travis Morris, CMC, Parliamentarian, Albemarle County
Libby Hume, MMC, Immediate Past President, Cape Charles

2022-2023 President's Annual Report

I would like to begin by thanking the members of the Virginia Municipal Clerks Association [VMCA] for the opportunity to serve as your President for the 2022-2023 year. This has been a humbling opportunity.

The first big item on my agenda after taking office and hearing from the many clerks at the Annual Conference was focusing on getting the 2022 Institute and Academy in-person, our clerks were eager for the in-person contact after being virtual for the past year. I worked closely with the Directors of Professional Development at Virginia Commonwealth University which consisted of Jenifer Sisane with the Office of Professional Education regarding the education sessions, facilitators/presenters and working with the hotel to change the dates in order to accommodate the in-person dates. I am happy to report this year the Institute and Academy had 82 registrants, the in-person Institute was held October 4 – 7, 2022, with 67 enrollments, and the three on-line sessions were held from October 11 – 20, had 21 registrants that participated in three-online sessions.

I am excited for what's to come this year with the new Institute Director Christina Draper, who has been working closely with our Education Committee Sandy Madison, MMC; and Eileen Boeing, CMC for the upcoming Institute and Academy. Ms. Draper has also worked closely with the Executive Committee on ways to improve the working relationship with VMCA and supporting our Annual Conference.

I was fortunate enough to represent our Region at the 76th IIMC Annual Conference in Little Rock, Arkansas and carry our State Flag as President of the Association. It was such an honor to represent not only the organization but to carry the flag and to meet so many clerks from across the Region and from across the state. I encourage you all to take the opportunity to attend the conference if you have not, please know there are scholarships available if you are interested in attending, please visit the IIMC website.

I want to personally take this time to thank Heather Schott, who served as 1st Vice President and recently stepped down due work commitments; Heather's work on the Executive Committee was valuable and her commitment and dedication to the organization was shown on a daily basis and I wish her all the best. The remainder of the Executive Committee Katherine Glass, CMC; Teresa Saeed, CMC; Keia Waters, CMC; Travis Morris, CMC; Trish Cronin, CMC; and Libby Hume, MMC, your work this past year on behalf of the organization has been tireless and effortless. It was my honor to serve with each of you as we begin to look at how our by-laws, education points and our Regions. I am looking forward to continuing serving on the Executive Committee as Past President as we continue the good work we started.

I also want to thank the Region Directors who are leading their Regions by supporting their clerks and encouraging them all while trying to stay encouraged themselves: Region II -Kimberly Kingsley, Region III- Amy Keller, Region IV – Lorraine Spaulding, Region V- Kaylyn McCluster, Region VI – Grace Redden-Tamblyn, Region VII – Kimberly Ellis, Region VIII- Wanda F. Watkins, Region IX – Camisha Brown, and Region X – Trish Cronin.

Thank you to all the Committee Chairs and Co-Chairs, it takes a lot to step-up and become a chair of a committee and to assist all while still trying to maintain the day-to-day responsibilities of your current job, I applaud you and thank you.

In conclusion, I want to thank President Teresa Saeed for stepping up and taking the helm I know it wasn't an easy decision, as Secretary you were amazing and served the Executive Committee well. When the time came to find someone to serve as President you didn't hesitate to step-up for the organization, I look forward to working with you and I know you will do an amazing job!

Again, it has been a tremendous honor to serve as your President I look forward to what's to come!

Sincerely,

Tanya N. Brackett

Tanya N. Brackett, CMC
Clerk, County of Henrico, Virginia
VMCA President 2022-2023

County Administrator
Neil A. Morgan



Deputy County Administrator
Mark L. Bellamy, Jr.

Assistant County Administrator
Brian P. Fuller

March 14, 2022

Tanya Brackett, CMC
VMCA President
Henrico County
P.O. Box 90775
Henrico, VA 23273-0775

Dear Tanya:

Thank you for your wonderful leadership this year as the President of the Virginia Municipal Clerks Association. In my opinion, our organization has benefited from your guidance, evidenced by continually placing the needs of the Clerks within Virginia at the forefront of your actions.

Additionally, thank you for your communication and leadership of the Executive Committee. The routine meetings, emails, and Zoom meetings allowed the Committee to have meaningful conversations about areas that affected the Association. You continued to empower Clerks in their educational walk when it was determined that the annual Institute and Academy be held in person versus only through Zoom. It provided a much-needed networking opportunity, especially after the pandemic. Your passion and focus were always at the forefront of your decisions and benefitted the Association.

As I conclude my role in the Executive Committee due to other work and personal commitments, I am grateful for the opportunity to serve with you and the other members. VMCA is indeed lucky to have excellent leaders at the forefront and will continue to grow due to their hard work and dedication. Job well done, my friend. Thank you for your support over the last year!

Sincerely,

Heather L. Schott, MMC
First Vice President
Assistant to the County Administrator/Deputy Clerk



COUNCIL OFFICE:
757-727-6315

KATHERINE K. GLASS
CLERK OF COUNCIL

OFFICE FAX:
757-728-3037

April 5, 2023

Tanya N. Brackett, CMC
President, Virginia Municipal Clerks Association
P O Bo 90775
Henrico, VA 23273-0775

RE: Report of First Vice President (formerly Second Vice President)

Dear Tanya:

Please accept this letter as my report concerning activities during the 2022-23 VMCA membership year. The majority of the past year, I served as Second Vice President and, as such, this report will focus on those activities.

I was pleased to host last year's conference and, later, the Executive Committee here in Hampton for one of our meetings. I'm not certain which I enjoy more: visiting other localities or sharing my beautiful city with my fellow Clerks!

As Second Vice President, my primary role is to promote our organization and to encourage and sustain membership. Our organization is just now beginning to recover from what I'll call the 'COVID pause.' We now have had a successful return to both an in-person conference and Institute/Academy. I believe the path leading forward will combine in person and electronic participation models which address our members' comfort and also the geographic boundaries which sometimes adversely impact Clerks' ability to attend educational opportunities. Having said that, our membership numbers are down but I'm optimistic that we will be able to bounce back as we embrace our new normal in terms of Clerks' engagement with our association. The previous membership year we had a total of 235 members and we are now down to 229 but, we have added 41 new members this year. If any of our members have a relationship with a Clerk who has decided to discontinue their membership, please help me by reaching out to them and inviting them back!

I also intended to increase our social media presence and communications but I have had a very challenging year in terms of medical issues with my family and was not able to dedicate enough time and effort to that task.

I am most proud of being the board liaison to the Education and Professional Development Committee. The committee this year has done outstanding work! The committee will become more involved in all educational activities of our organization by continuing an active role with our new Institute and Academy Director and also having increased input into the educational components of our annual

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

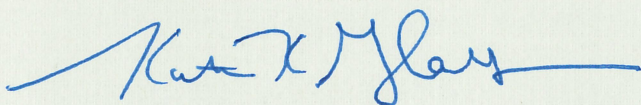
22 LINCOLN STREET, HAMPTON, VA 23669-3591
KKGLASS@HAMPTON.GOV

Tanya N. Brackett, CMC
Page Two
April 5, 2023

meeting and conference. We are also discussing the possibility of providing a "Virginia Clerk" certification program which could be done in conjunction with or instead of the certification programs provided through IIMC. This model is being successfully implemented in other states. Additionally, this committee will assist with our organizational goal of revised and modernized bylaws and in the RFP process for an educational institution to work with us on certification programs and continuing education.

It has been my pleasure to serve this year and I look forward to continuing to work with our incredible fellow clerks both individually and in their roles as committee members and/or officers. Let's pledge to work together to grow our organization and provide increased value to our members.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katherine K. Glass", with a long horizontal flourish extending to the right.

Katherine K. Glass, CMC
First Vice President, VMCA



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

Ruth M. Larson
Berkeley District

James O. Icenhour, Jr.
Jamestown District

Michael J. Hipple
Powhatan District

John J. McGlennon
Roberts District

P. Sue Sadler
Stonehouse District

March 31, 2023

Tanya Brackett, CMC
President, VMCA
Clerk to the Board
County of Henrico

Dear President Brackett:

I was deeply honored to be voted, by the Executive Committee, to fill the vacancy in the role of 2nd Vice President. I joined the Association in 2013, received my CMC in 2017, and have served on the following Virginia Municipal Clerks Association Committees:

- 2017 Clerk of the Year Committee
- 2018 Education Committee
- 2019 Education Committee
- 2019 Newsletter Committee Co-Chair
- 2019 Executive Committee Secretary
- 2020 Education Committee Co-Chair
- 2020 Executive Committee Secretary
- 2021 Executive Committee Secretary
- 2022 Region X Director
- 2022 Annual Conference Planning Committee
- 2022 Executive Committee Secretary

It has been a pleasure being a part of the Virginia Municipal Clerks Association and now serving as the 2nd Vice President. I look forward to continuing to serve the Association in the coming year and being an advocate for clerks throughout the Commonwealth.

Sincerely,

Teresa J. Saeed

Teresa J. Saeed, CMC
VMCA Secretary
Deputy Clerk
James City County



**Gloucester County
Administrator's Office**

Telephone 804-693-4042

6489 Main Street, Gloucester, Virginia 23061

Fax 804-693-6004

March 31, 2023

Tanya Brackett, CMC
President, Virginia Municipal Clerks Association
Assistant to the County Manager for Board Affairs/
Clerk to the Board
County of Henrico
P.O. Box 90775
Henrico, VA 23273-0775

Dear President Brackett,

I would like to submit the following Treasurer's Report for the period of July 1, 2022 – February 28, 2023, to the membership of the Virginia Municipal Clerks Association. I will be available at the annual meeting in April to answer any questions regarding the report.

Sincerely,

Trish Cronin, CMC
Treasurer

Attachment

**VIRGINIA MUNICIPAL CLERKS ASSOCIATION
REPORT OF TREASURER
JULY 1, 2022 – FEBRUARY 28, 2023**

Balance in checking – July 1, 2022 \$ 41,458.15

RECEIPTS

➤	Membership Dues FY2023 ¹	5,261.19	
➤	2023 VMCA Conference Registrations & Donations	14,228.72	
➤	Miscellaneous Deposits	177.26	
	TOTAL RECEIPTS		<u>\$ 19,667.17</u>
			<u>\$ 61,125.32</u>

EXPENSES

➤	Website ²	1,100.00	
➤	2022 Scholarship reimbursements	3,075.00	
➤	2023 VMCA Conference expenses ³	0.00	
➤	Monthly Credit Card processing fee	39.60	
➤	IIMC conf registration for VMCA President	250.00	
➤	Misc. expenses ⁴	585.07	
	TOTAL EXPENSES		<u>\$5,034.67</u>
	Balance in Checking – February 28, 2022		<u>\$56,090.65</u>

FY2023 REMAINING ENCUMBRANCES

➤	Next IIMC Region II Conference in VA	3,522.83	
➤	Office Supplies & Postage ⁵	213.69	
➤	President’s Expenses	1000.00	
➤	Scholarship Funds (unused carryover to FY24)	10,750.72	
➤	Awards (CMC Cups, MMC Clocks, Clerk of Year & President Plaques) ⁷	2410.64	
➤	Website Expenses	150.00	
➤	FY23 Conference ⁸	17,072.44	
➤	Credit Card Processing Fees	78.01	
➤	Undesignated Expenses	<u>445.00</u>	
			<u>\$ 35,643.33</u>
			<u>\$ 20,447.32</u>

VMCA INVESTMENTS

Bank of America -- CD (Maturity Date: 6/2023)	<u>\$12,256.41</u>	
		<u>\$12,256.41</u>

¹Net amount – credit card fees deducted. \$1,848.86 FY23 dues paid in June 2022 not included.

²Annual fee for website.

³Hotel deposit carried forward from FY21 to FY23 after cancellation due to COVID.

⁴Final FY22 conference expenses, overpayment refunds and other charges

⁶ Certificates expense expected in March for April Conference

⁷CMC and MMC awards on order in March for April Conference

⁸Conference costs expected in March and April

2022-23 MEMBERSHIP AS OF FEBRUARY 28, 2023
150 Municipalities
220 Full Members
6 Associate/Affiliate Members
3 Retired Members
0 Corporate Members

MEMBERSHIP HISTORY

2021-22	235 ¹ and 16 Honorary	2000-01	210 and 12 Honorary
2020-21	220 ¹ and 23 Honorary	1999-00	179 and 13 Honorary
2019-20	173 and 23 Honorary	1998-99	179 and 13 Honorary
2018-19	190 and 21 Honorary	1997-98	209 and 13 Honorary
2017-18	192 and 18 Honorary	1996-97	191 and 12 Honorary
2016-17	Information not readily available	1995-96	190 and 10 Honorary
2015-16	Information not readily available	1994-95	189 and 10 Honorary
2014-15	Information not readily available	1993-94	185 and 10 Honorary
2013-14	Information not readily available	1992-93	188 and 10 Honorary
2012-13	Information not readily available	1991-92	176 and 8 Honorary
2011-12	180 and 12 Honorary	1990-91	171
2010-11	196 and 12 Honorary	1989-90	148
2009-10	217 and 12 Honorary	1988-89	152
2008-09	241 and 12 Honorary	1987-88	139
2007-08	260 and 12 Honorary	1986-87	111
2006-07	260 and 12 Honorary	1985-86	114
2005-06	264 and 12 Honorary	1984-85	115
2004-05	246 and 13 Honorary	1983-84	112
2003-04	238 and 12 Honorary	1982-83	82
2002-03	173 and 12 Honorary	1981-82	64
2001-02	215 and 12 Honorary	1980-81	59

¹Total membership includes full, associate, and retired members

VMCA INVENTORY

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

Trish Cronin, CMC
 VMCA Treasurer
 March 31, 2023



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

Ruth M. Larson
Berkeley District

James O. Icenhour, Jr.
Jamestown District

Michael J. Hipple
Powhatan District

John J. McGlennon
Roberts District

P. Sue Sadler
Stonehouse District

March 31, 2023

Tanya Brackett, CMC
President, VMCA
Clerk to the Board
County of Henrico

Dear President Brackett:

It has truly been an honor to serve another year as Secretary of the Virginia Municipal Clerks Association for 2022-2023. During the past year, I attended and submitted minutes for the following Executive Committee Meetings:

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

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

I look forward to continuing to serve the Association in the coming year.

Sincerely,

Teresa J. Saeed, CMC
VMCA Secretary
Deputy Clerk
James City County



City of Alexandria, Virginia

301 King Street, Suite 2300
Alexandria, Virginia 22314



Keia D. Waters, CMC

Deputy City Clerk & Clerk of Council
keia.waters@alexandriava.gov

703.746.3975
Fax: 703.838.6433

April 5, 2023

Ms. Tanya Brackett, CMC, President
Virginia Municipal Clerks Association
Henrico County, Virginia

Dear Madam President:

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

The Virginia Municipal Clerks Association Annual Conference was held in Hampton, Virginia on April 27 through 29, 2022. At the Annual Meeting, the 2022-2023 Executive Committee received their oath and the appointments were as followed: President, Tanya Brackett, CMC of Henrico County; First Vice President, Heather Schott, MMC of the County of York; Second Vice President, Katherine Glass, CMC of the City of Hampton; Treasurer, Patricia "Trish" Cronin, CMC of Gloucester County; Secretary, Teresa Saeed, CMC of the County of James City; Historian, Keia Waters, CMC of the City of Alexandria; and Parliamentarian, Travis Morris, CMC, of the County of Albemarle. In March of 2023, the voting members of the Executive Committee accepted the resignation of First Vice President, Heather Schott, elected Teresa Saeed as Second Vice President, and Kaylyn McCluster, CMC, of Pittsylvania County as Secretary. Thanks for your service and wish you all the best Heather, and congratulations to Teresa and Kaylyn.

Throughout the year Virginia Clerks had the opportunity to attend the Annual VMCA Conference in Hampton Virginia; the IIMC Annual Conference in Little Rock, Arkansas; the VMCA Institute and Academy in Virginia Beach, Virginia; the IIMC Region II Conference in Frederick, Maryland, and several online webinars. We also celebrated several of our members achieving their designation as a Certified Municipal Clerk (CMC) and a Master Municipal Clerk (MMC). Congratulations to each of you!

In this ever-changing world, it is my hope we continue to grow and shape the future of all Virginia Clerks as we celebrate past accomplishments and embrace the future. Lets continue to write history!

Be Well,

Keia D. Waters, CMC, Historian

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

Travis O. Morris
Senior Deputy Clerk



Grace Tamblyn
Assistant to the Clerk

Claudette Borgersen
Clerk

April 10, 2023

Dear VMCA Membership:

It has been a great honor to serve as the Parliamentarian for VMCA this past year under the leadership of President Brackett.

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

Lastly, it brings me joy to say that I am a Virginia Municipal Clerks Association member because VMCA's leaders are all dedicated to the progression of the Association. Most importantly, the Virginia Municipal Clerks Association members are all exceptional and make great leaders.

President Brackett, Executive Committee members, Region Directors, and Committee Chairs, you all are amazing. Keep up the fantastic work.

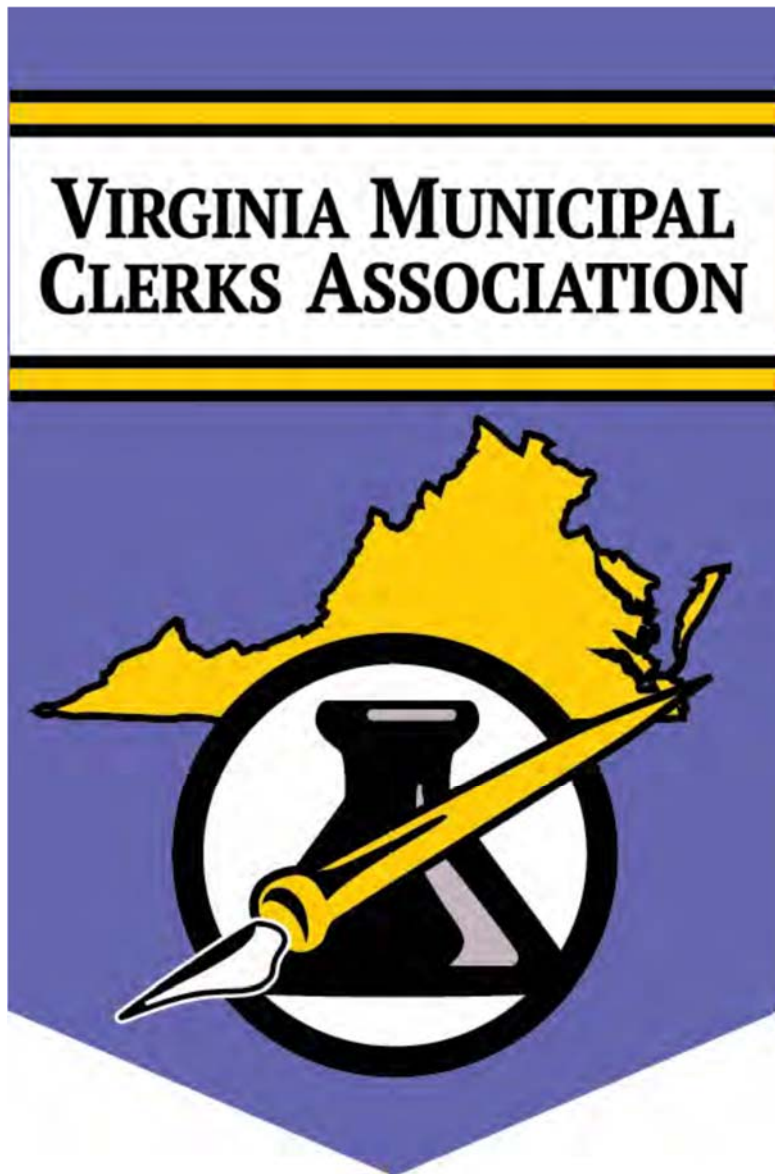
Respectfully,

A handwritten signature in blue ink, appearing to read 'T. Morris', is written over the word 'Respectfully,'.

Travis O. Morris
VMCA Parliamentarian

2023 Annual Business Meeting

Agenda Item 4b – Region Director Reports



March 30, 2023

Tanya N. Brackett, CMC
President, Virginia Municipal Clerks Association
Bra151@henrico.us

RE: Region II Update

Dear President Brackett:

The Region II Clerks would like to thank the VMCA leadership during 2022. The fall meeting in Glen Allen was well attended, and it was delightful to see so many Clerks in one place again.

A holiday luncheon was hosted by Clerk for the Town of Blacksburg Lorraine Spaulding, Region 4, in December with fellowship and a gift exchange. We also viewed the Festival of Trees on display in the Preston's at the Inn at Virginia Tech.

Region II will host a spring luncheon in Abingdon on April 12 and participate in a backstage tour of The Barter Theatre, also known as The State Theatre of Virginia. Region II has added several new members and congratulated Marlene Henderson, Town of Chilhowie, on her retirement after serving as the Clerk/Treasurer for 42 years. Region II thanks Marlene for her committed service and continues to work part-time.

We look forward to seeing everyone in Harrisonburg. Region II thanks Tanya for her leadership of the Virginia Municipal Clerks Association.

Sincerely,

Kimberly S. Kingsley

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



March 31, 2023

Tanya N. Brackett, CMC
President, Virginia Municipal Clerks Association
Henrico County Board of Supervisors
PO Box 90775
Henrico, VA 23273-0775

Dear Tanya,

It has been my pleasure to serve as the Region III Director during the past year. I have held this position since 2010 and will be stepping down this year as I prepare for my retirement in late 2024. It has been a wonderful experience to work with the other Directors throughout the Commonwealth of Virginia and to see how things have changed since first starting as the Clerk of Council for Strasburg in 2004.

During the past year, Region III has met both virtually and in-person for bi-monthly meetings. Clerks who are unable to attend in-person have the option of still attending using this hybrid platform and being part of the group. As our Region covers the area from Waynesboro and Staunton to the south, Berryville and Winchester to the north, and as far west as Highland County, this has been very advantageous for us.

Region III has welcomed several new members this past year: Barbie Riggelman, Town of Mount Jackson; Julienne Atkins, Town of Stanley; Eva Selwyn, Town of Toms Brook; Heather Williams, County of Shenandoah; and Jerri Botkin, County of Highland. Welcome to all!

Congratulations to both Christa Hall, Town of Dayton, and Brianna Taylor, RSW Regional Jail, on obtaining their Certified Municipal Clerk designation.

Serving as officers this year are Brianna Taylor, President; Pam Ulmer, Vice President; Christa Hall, Secretary; and Kerri Mellott, Treasurer. Named as the 2022 Clerk of the Year for Region III was Christina Smith, Town of Middletown.

Region III has spent much of 2022 and 2023 planning for the 2023 VMCA Annual Conference. A great conference has been planned and we are hoping to see many of you in attendance. This exciting conference will be held at the Hotel Madison and Shenandoah Valley Conference Center in downtown Harrisonburg. A big THANK YOU goes out to Pam Ulmer, City of Harrisonburg, who has done a fantastic job of planning this conference.

Again, thank you, for allowing me to serve as Director of Region III for the VMCA. I consider it a privilege to be a part of this organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy A. Keller".

Amy A. Keller, MMC
Region III Director

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

March 27, 2023

Tanya Brackett, CMC
Assistant to the County Manager for Board Affairs/Clerk to the Board
Henrico County Board of Supervisors
4301 East Parham Road
Henrico, VA 23228

Dear President Tanya Brackett,

It has been a pleasure to serve as the Region V Director under your administration and I look forward to hopefully continuing my tenure in the upcoming year.

We had a goal to have four lunch meetings in 2022 and ended up only meeting twice; once in Danville and once in Lynchburg. My goal for this year is three meetings and I feel confident we can accomplish that. It is so nice to get together to not only catch up on local government happenings in the different localities, but to also create and maintain those relationships with each other on a more personal level.

I am thrilled to say that we have welcomed six new Clerks to Region V!

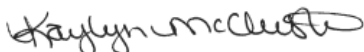
- Rhita Burton, Town of Boydton
- Michelle Kole, Town of Charlotte Courthouse
- Danyell Crosby, Town of South Boston
- Crystal Grubbs, Town of Gretna
- Michelle Watkins, Town of Farmville
- Stacey Pafford, Town of Chase City

Region V was thrilled when one of our own, Kelsie Anderson (Town of Hurt), received the VMCA Scholarship for the Institutes and Academy that was held in Richmond last year. We are even more thrilled, as she was just made aware, that IIMC awarded her with a scholarship to attend their Annual Conference in May that will be hosted in Minneapolis! Region V has several Clerk's from our Region who will be attending VMCA's Annual Conference and Business Meeting in Harrisonburg at the end of April, as well as the IIMC Conference in May. We are looking forward to being able to network with each other while attending these events.

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

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

Sincerely,



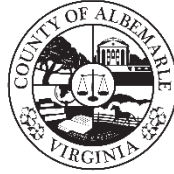
Kaylyn McCluster
Region V Director

BUSINESS SAVVY. PEOPLE FRIENDLY.

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

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

Travis O. Morris
Senior Deputy Clerk



Grace C. Redden-Tamblyn
Assistant to the Clerk

Claudette Borgersen
Clerk

Tanya N. Brackett, CMC
Assistant to the County Manager for Board Affairs/Clerk to the Board
Henrico County Board of Supervisors
P. O. Box 90775
Henrico, VA 23273-0775

It has been my pleasure to serve as the Director for Region VI this past year. I am amazed at how quickly the year has flown by!

This past year, the Clerks of Region VI met once in person for lunch on June 3, 2022. This was our first meeting since COVID and I was thrilled to see some new faces and to get to know our new neighboring Clerks. Those who had attended the 2022 Annual Meeting and Conference in Hampton shared what they had learned with the others who were not able to be there. We also had a couple of Clerks at our meeting who had recently attended the 2022 IIMC Annual Conference and they shared their experiences with us as well.

I am happy to say that Region VI's Clerks are doing well to represent VMCA on a state, national, and international level. In addition to our members who went to this past year's IIMC Annual Conference, Travis O. Morris, Senior Deputy Clerk of Albemarle County and Parliamentarian of VMCA, also serves as one of the Region II Directors for IIMC.

I am excited to connect our region more over this next year and am excited to see some of them at this year's Annual Conference.

Sincerely,

Grace C. Redden-Tamblyn
Assistant to the Clerk for the Board of Supervisors
Albemarle County
401 McIntire Road, Suite 229
Charlottesville, VA 2902



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

March 24, 2023

Tanya Brackett
Assistant to the County Manager for Board Affairs/Clerk to the Board
Henrico County Board of Supervisors

RE: Region VII Report

Dear Tanya,

First, I would like to say that it has been an honor and a privilege to serve as the Region VII Director for the past 5 years. Region VII has the best Clerks and I have made many longtime friendships in this Region and in the VMCA organization.

December 2023, I earned my MMC Designation, and after some consideration I decided to resign as Region Director, in order to give the opportunity to acquire the points to a clerk still seeking their designation. So, with that being said I would like to announce that Tangi Hill, the Dumfries Town Clerk, was voted in as our new Region VII Director for the upcoming year.

Thank you, Region VII, for your continued support these past several years.

At our March meeting in Dumfries we had our VMCA President, who was kind enough to rearrange her schedule in order to attend and talk to us about the upcoming Harrisonburg Conference and acquiring CMC and MMC points. We collaborated on ideas for receiving as many points as possible for the 2024 VMCA conference in Culpeper. It was the consensus of those in attendance that an Athenian Dialogue be offered either the day before the conference or on Saturday, the day after. Additionally, the date for the conference was decided upon as April 17-19, 2024.

Tanya, thank you for your continued support and for encouraging and applauding our successes. Thank you for allowing me to serve as your Region VII Director and, more importantly, your friendship.

Be well,

Kimberly R. Ellis, MMC

A handwritten signature in black ink, appearing to read "Kimberly R. Ellis".

Deputy Clerk,
Culpeper County Board of Supervisors



Board of Supervisors

Thomas W. Evelyn	District 1
C. Thomas Tiller, Jr.	District 2
Patricia A. Paige	District 3
Ron Stiers	District 4
John N. Lockwood	District 5

Rodney A. Hathaway
County Administrator

www.co.new-kent.va.us

Tanya N. Brackett, CMC
VMCA President
Assistant to the County Manager for Board Affairs
Clerk to the Board
Henrico County Board of Supervisors

Dear Tanya,

It has been my distinct pleasure to serve as Region VIII Director for the Virginia Municipal Clerks Association. As you may know, Region VIII is comprised of 23 localities most of which are rural and ten being small towns. Our membership totaling 17 represents 14 of our localities and our goal is to have all 23 represented. The Town of Ashland, Charles City County and the Town of West Point are fortunate to have two members each.

I am very happy to report five Region VIII members were able to meet at Vinny's Italian Grill and Pizzeria in Aylett on November 7th. This was our first meeting in many years and we hope to be able to meet more frequently. I am also looking forward to touching base with members at the April conference and possibly having a short breakfast or lunch meeting.

I plan to continue encouraging individuals in unrepresented localities to consider joining the VMCA and urge current members to join me in extending an invitation in the coming year. I would also like to encourage another Region VIII member to consider serving as Director in the 24/25 year. While it has been a pleasure to serve, I feel it is also important to make this wonderful opportunity open and available to others.

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

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

Respectfully submitted,

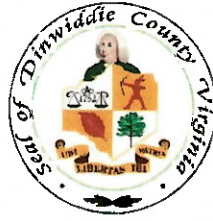
A handwritten signature in black ink that reads "Wanda F. Watkins".

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

County of Dinwiddie

BOARD OF SUPERVISORS

DR. MARK E. MOORE, CHAIR
WILLIAM D. CHAVIS, VICE CHAIR
DANIEL D. LEE
BRENDA EBRON-BONNER
HARRISON A. MOODY



COUNTY ADMINISTRATOR

W. KEVIN MASSENGILL

FOUNDED 1752

March 31, 2023

Tanya Brackett, CMC
President, Virginia Municipal Clerks Association
Henrico County
4301 East Parham Road
Richmond, Virginia 23228

Dear Tanya:

We are starting to see the some light at the end of the tunnel!! COVID-19 has overstayed its welcome. Although the pandemic is still present, I'm thankful it has eased up a little.

I'm pleased to share that Region IX has welcomed new members! Janice Firestone, Plan RVA/Richmond Regional Transportation Planning/Central Virginia Transportation Authority and Raven Simms, Town of Waverly. I look forward to meeting our new members!

Teresa Knott, County of Prince George obtained her Certified Municipal Clerk designation!! On behalf of Region IX, I would like to congratulate Teresa on her achievement!!

I would like to share my thanks and appreciation to the Executive Committee of the Virginia Municipal Clerks Association. We appreciate all that you do and admire your willingness to continue to serve in these capacities. I have thoroughly enjoyed working with the committee and I look forward to continuing in my role as the Region IX Director for the upcoming year.

Sincerely,

Camisha Brown
VMCA Region IX Director



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

Ruth M. Larson
Berkeley District

James O. Icenhour, Jr.
Jamestown District

Michael J. Hipple
Powhatan District

John J. McGlennon
Roberts District

P. Sue Sadler
Stonehouse District

March 31, 2023

Tanya Brackett, CMC
President, VMCA
Clerk to the Board
County of Henrico

Dear President Brackett:

It has truly been an honor to serve as the Region X Director for the past year. At the beginning of the year, I reached out to every locality in Region X that did not have a current member in VMCA. I am happy to report that we have had five new members join VMCA from Region X.

Cristine Gray, City of Hampton
Debbie Caton, Town of Onancock
Lauren Hopkins, City of Virginia Beach
Laurie Thomas, Town of Tangier (former member)
Tammy-Lynn Gilbert, County of Middlesex

I hosted two region dinners as an opportunity for the clerks of Region X to get together and network. The first one took place at Dog Street Pub, in Williamsburg, VA, on August 24, 2022. The second one took place during the Institute and Academy Conference in Richmond, VA, on Wednesday, October 5, 2023.

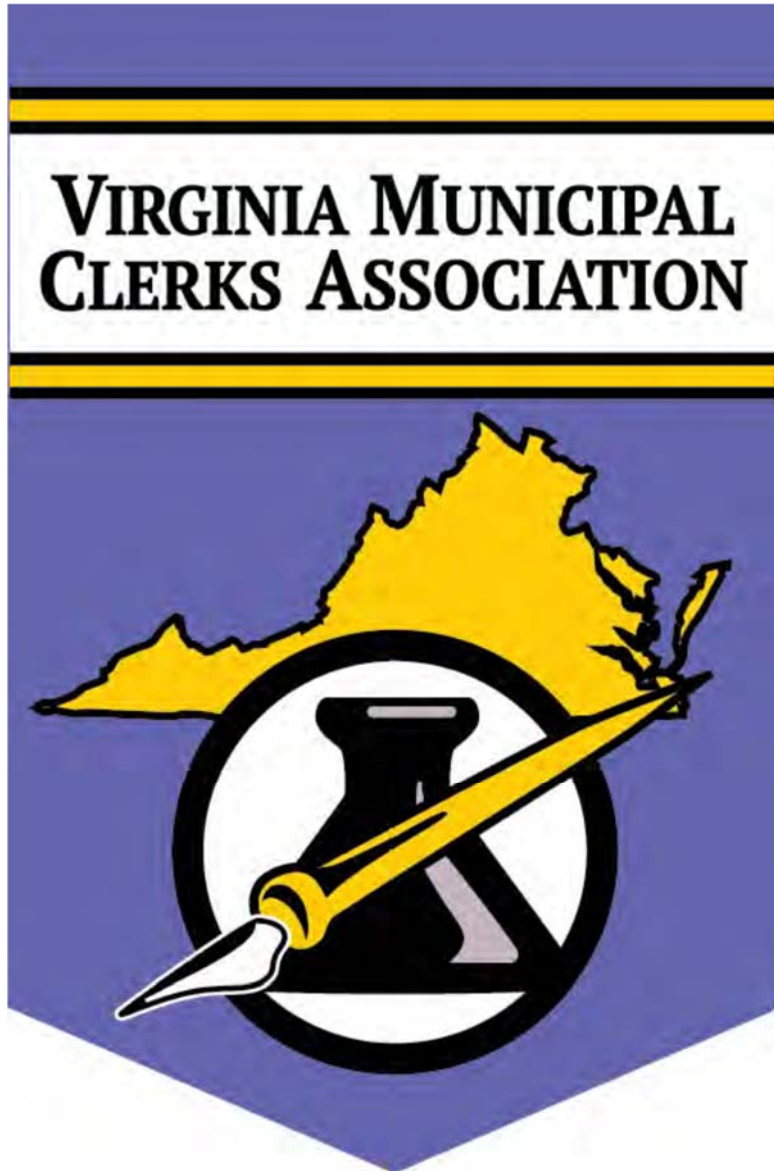
It has been a pleasure being a part of the Virginia Municipal Clerks Association and serving as the Region X Director. I look forward to continuing to serve the Association in the coming year.

Sincerely,

Teresa J. Saeed, CMC
VMCA Secretary
Deputy Clerk
James City County

2023 Annual Business Meeting

Agenda Item 4c – Committee Chair Reports





*Municipal Corp. of
Cape Charles*

March 16, 2023

Tanya N. Brackett, CMC
VMCA President
County of Henrico
4301 East Parham Road
Henrico, VA 23228

Re: 2022-2023 Virginia Municipal Clerks Association Audit Report

Dear Madam President:

A review of the financial records of the Virginia Municipal Clerks Association (VMCA) as prepared by Treasurer Trish Cronin, CMC, has been conducted. The review included all deposits, expenditures, receipts, and encumbrances for the period beginning March 2022 through February 2023.

I am pleased to report that the financial records appear to be true and accurate based on the bank statements and reports that were reviewed. Proper documentation of all transactions for the review period were provided by Treasurer Cronin and were shown to be reconciled regularly.

Treasurer Cronin is to be commended for all her hard work and efforts during this past year. VMCA is very fortunate to have Ms. Cronin serving in this capacity and I would like to thank her for her dedicated service!

Sincerely,

Libby Hume, MMC
Town Clerk



**Gloucester County
Administrator's Office**

Telephone 804-693-4042

6489 Main Street, Gloucester, Virginia 23061

Fax 804-693-6004

March 31, 2023

Tanya Brackett, CMC
President, Virginia Municipal Clerks Association
Assistant to the County Manager for Board Affairs/
Clerk to the Board
County of Henrico
P.O. Box 90775
Henrico, VA 23273-0775

Dear President Brackett,

The Budget Committee would like to submit to the membership of the Virginia Municipal Clerks Association (VMCA) the proposed FY2024 Budget. Members of the Budget Committee are presenting a balanced budget to the membership for approval.

After two years of growth, our association membership stabilized this year with a total of 229 active members in our organization. The proposed budget revenue and expenditures conservatively reflect this membership level.

The Committee is recommending the continuation of funding for two Institute/Academy scholarships in addition to the complimentary Institute scholarship provided by Virginia Commonwealth University. A total of \$13,825.72 was available to the Scholarship Committee to provide Institute and Academy scholarships in October of 2022. The Scholarship Committee awarded scholarships in the amount of \$3,075, leaving \$10,750.72 to carry forward for the 2023 Scholarship fund.

This year we continued to accept online payments via credit card through our website. Our credit card processing company, changed to StarChapter pay and the fee structure for this benefit is 2.95% plus \$0.25 for each transaction plus a monthly \$4.95 service fee.

The members of the Budget Committee will be prepared to answer any questions regarding the proposed FY2024 Budget at the VMCA Annual Meeting.

Sincerely,

Trish Cronin, CMC
Chair, Budget Committee

Attachment

**VMCA
2022-2023 BUDGET COMMITTEE**

**CHAIR
TREASURER**

Trish Cronin, CMC
Deputy Clerk
County of Gloucester

SECOND VICE-PRESIDENT

Teresa Saeed, CMC
Deputy Clerk to the Board of Supervisors
County of James City

IMMEDIATE PAST PRESIDENT

Libby Hume, MMC
Town Clerk
Town of Cape Charles

SECRETARY

Kaylyn McCluster, CMC
Deputy Clerk
County of Pittsylvania

ASSOCIATION MEMBER

Jennifer Green
Asst. to the City Manager
City of Hampton

VIRGINIA MUNICIPAL CLERKS ASSOCIATION

PROPOSED FY2024 BUDGET JULY 1, 2023 – JUNE 30, 2024

REVENUE

➤ FY2024 Membership Dues \$ 7,000.00¹

EXPENSES

➤ Office Supplies	\$ 50.00
➤ Postage ²	100.00
➤ Credit Card Processing Fees ³	225.00
➤ Awards/Recognitions ⁴	1,450.00
➤ President's expenses ⁵	1,000.00
➤ Scholarships ⁶	1,350.00
➤ 2024 Annual Conference ⁷	1,300.00
➤ Web Site expenses ⁸	1,250.00
➤ Undesignated expenses ⁹	<u>275.00</u>

TOTAL EXPENSES \$ 7,000.00

¹ Maintain level of dues for FY24 based on expected membership level

² Postage for general VMCA correspondence and mailing designation awards

³ StarChapter credit card processing fees for memberships paid online

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

⁵ IIMC and/or VMCA annual conference registration fees

⁶ Two Institute/Academy scholarships; VCU provides one complimentary Institute scholarship. Based on 2022 Institute/Academy fee.

⁷ Available to support annual conference upon request of host clerk.

⁸ Web expenses – Star Chapter Annual Subscription, StarChapter Pay monthly cost, annual domain registration

⁹ Misc. undesignated expenses



Board of Supervisors

Thomas W. Evelyn	District 1
C. Thomas Tiller, Jr.	District 2
Patricia A. Paige	District 3
Ron Stiers	District 4
John N. Lockwood	District 5

Rodney A. Hathaway
County Administrator

www.co.new-kent.va.us

Tanya N. Brackett, CMC
VMCA President
Assistant to the County Manager for Board Affairs
Clerk to the Board
Henrico County Board of Supervisors

Dear Tanya,

It has been my pleasure to serve on the Bylaws Committee for the Virginia Municipal Clerks Association this past year. I am pleased to report the committee has received no requests for review or consideration of amendment to any portion of the bylaws. Given this, no meetings were convened and there are no recommendations for proposed amendments.

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

Respectfully submitted,

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



Eileen M. Boeing, CMC
Clerk of Council

25 West Market Street • Leesburg, Virginia 20176 • phone: 703-771-2733 • fax: 703-771-2727 • www.leesburgva.gov

March 24, 2023

Ms. Tanya N. Brackett, CMC
VMCA President
Assistant to the County Manager for Board Affairs/Clerk to the Board
Henrico County Board of Supervisors
P. O. Box 90775
Henrico, VA 23273-0775

Dear Tanya:

Thank you for the opportunity to report on the activities of the 2022-2023 VMCA Education and Professional Development Committee. On behalf of my co-chair Sandy Madison, MMC, City of Chesapeake, and myself, please see the highlights below from our five meetings during this reporting period.

- Improving the input of the Committee regarding the annual conference workshops and Institute/Academy workshop offerings
- Better identifying the methods in which members can earn points towards their CMC/MMC outside of the traditional workshop setting – updates to the VMCA Web site
- Potential development of a Virginia Clerk certification program
- Surveying the membership on professional development criteria – survey distribution pending
- Potential revisions to the 2000 publication of “For the Record: A Handbook for Virginia Local Governing Bodies, Boards and Authorities” published by VMCA with support from VML and Weldon Cooper
- Evaluating the needs of the members based on tenure in the position, size of municipality and desired professional development opportunities for all members
- Future input to the Executive Board regarding the rewrite of the Committee’s bylaws
- Future assistance with the Executive Board regarding the RFP process for the next contract for professional development support – VCU contract ending at the end of 2024

The committee consists of engaged members who have a clear desire to support their fellow Virginia Clerks. Members include: Sandy Madison, City of Chesapeake (co-chair); Martha Rodenburg, Town of Urbanna; Alicia Finney, City of Lynchburg; Ashley Clatterbuck, Town of Culpeper; Pam Wallace, City of Colonial Heights; Katherine Glass, City of Hampton (member and liaison to Executive Committee); and, Kaylyn McCluster, Pittsylvania County.

Regards,

A handwritten signature in blue ink that reads "Eileen Boeing".

Eileen M. Boeing, CMC
2022-2023 VMCA Education and Professional Development Co-chair
Clerk of Council

Newsletter Committee Annual Report 2022/2023

The 2022/2023 VMCA newsletters were the collaboration between Co-Chairs Monika Mayfield, Grace Redden-Tamblyn, Ashley R. Clatterbuck, and Julia Bortle as the Committee Liaison.

We would like to thank all Region Directors and Clerks who answered the call for updates within their region and contributed to the content of our VMCA newsletters. It is a joint effort between the Clerk community and this committee to share our stories about friends, family, and any other positive news we can bring to brighten our days. Of course, our newsletters will also include any training opportunities, employment openings, and clerk advancements.

Please feel free to start collecting your feel-good information because it won't be long before we reach out to you to help us create the summer edition of the VMCA newsletter.

Best regards,

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

County Administrator
Neil A. Morgan



Deputy County Administrator
Mark L. Bellamy, Jr.

Assistant County Administrator
Brian P. Fuller

March 24, 2023

Tanya N. Brackett, CMC
Assistant to the County Manager for
Board Affairs/Clerk to the Board
P.O. Box 90775
Henrico, VA 23273

Dear Tanya:

Thank you for your service to VMCA. Your leadership through this past year has endured challenges, but with you at the helm leading the Executive Board, many strides were taken.

As there has been a resignation from the Executive Board and transitions occurred, we would like to congratulate the newly appointed and vetted members. Being that Katherine Glass would like to complete her entire term as 1st Vice-President and per the by-laws as 2nd Vice-President; the next in line, four-year Executive Committee member, Teresa Saeed, is qualified and will serve in the role as the President.

The Nominating Committee respectfully submits its report for 2023-2024. Many of the Clerks currently in their positions wished to continue to serve which provides stability for the organization as we proceed forward in the upcoming year. At this time only the Region Director for Region I is still available.

I have enjoyed serving as the Nominating Committee Chair this past year and look forward to continuing to strive toward my CMC. If I can be of any further assistance, please do not hesitate to contact me.

Respectfully,

Diane C. Ingram
Nominating Committee Chair
Senior Administrative Coordinator

Attachments



**VMCA Executive Board
2023-2024**

President

Teresa J. Saeed, CMC
Deputy Clerk
James City County

First Vice President

Katherine Glass, CMC
Clerk
City of Hampton

Second Vice President

Kimberly Ellis, MMC
Deputy Clerk
Culpeper County

Secretary

Kaylyn McCluster
Deputy Clerk
Pittsylvania County

Treasurer

Jennifer Green
Assistant to the City Manager
City of Hampton

Historian

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

Parliamentarian

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

Immediate Past President

Tanya N. Brackett, CMC
Assistant to the County Manager for
Board Affairs/Clerk to the Board
Henrico County



VMCA Committees and Chairs 2023-2024

Audit Committee

Jonathan Davis
Board Secretary
The Northern VA Transportation Authority
Fairfax

Budget Committee

Jennifer Green
Assistant to the City Manager
City of Hampton

Clerk of the Year

Aimee Mann, CMC
Deputy Clerk/Records Officer
Spotsylvania County

Rachael Brinson, Co-Chair
Town Clerk
Town of Remington

Website Development

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

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

Newsletter

Monika Mayfield, CMC, Co-Chair
Deputy City Clerk
City of Portsmouth

Scholarship Committee

Wendy J. Chewning, MMC
Town Clerk
Town of Orange

Education & Professional Development

Kaylyn McCluster
Deputy Clerk
Pittsylvania County

Eileen Boeing, CMC
Clerk of Council
Town of Leesburg

Sandy Madison, MMC
Clerk
City of Chesapeake

Nominating Committee

Kirstyn Jovanovich, Chair
Town Clerk
Herndon

Tangi Hill, Co-Chair
Town Clerk/Directory of Civic Engagement
Dumfries

Mina Barberis, MMC, Committee Member
Deputy City Clerk
Norfolk

Kyna Thomas, MMC, Committee Member
Chief of Staff/Clerk of Council
Charlottesville

Bylaws Committee

Wanda F. Watkins, MMC, Chair
Deputy Clerk of the Board
County of New Kent

Julie A. Kaylor, CMC, Co-Chair
Deputy County Administrator/Clerk
County of Mathews



VMCA Region Directors 2023-2024

Region I

Vacant

Region II

Kimberly S. Kingsley
Clerk, Deputy Treasurer and Paralegal
Town of Abingdon, Virginia
133 W Main Street
P O Box 789
Abingdon VA 24212-0789
Phone: (276) 492-2149
Email: kkingsley@abingdon-va.gov

Region III

Amy A. Keller, MMC
Clerk of Council
Town of Strasburg
174 East King Street / P. O. Box 351
Strasburg, Virginia 22657
Tel: (540) 465-9197 Fax: (540) 465-3252
E-mail: akeller@strasburgva.com

Region IV

Lorraine Spaulding
Town Clerk
Town of Blacksburg
P. O. Box 90003
Blacksburg, Virginia 24062-9003
Tel: (540) 443-1026 Fax: (540) 961-1822
E-mail: LSpaulding@blacksburg.gov

Region V

Kaylyn McCluster
Deputy Clerk
Pittsylvania County
P.O. Box 426
Chatham, VA 24531
(434) 432-1987
Email: kaylyn.mccluster@pittgov.org

Region VI

Grace Redden-Tamblyn
Assistant to the Clerk
County of Albemarle
401 McIntire Road, Suite 229
Charlottesville, VA 22902
Phone (434) 296-5843
Email: gtamblyn@albemarle.org

Region VII

Tangi R. Hill, CMC
Town Clerk/Director of Civic Engagement
County of Dumfries
17739 Main Street, Suite 200
Dumfries, VA 22026
Phone: (703) 221-3400, ext. 114
E-mail: thill@dumfriesva.gov

Region VIII

Wanda F. Watkins, CMC
Deputy Clerk of the Board
New Kent County
12007 Courthouse Circle
P O Box 150
New Kent VA 23124
Phone: 804-966-9687
Email: wfwatkins@newkent-va.us

Region IX

Camisha Brown
Clerk
Dinwiddie County
P.O. Drawer 70
Dinwiddie, Virginia 23841
(804) 469-4500
Email: cbrown@dinwiddieva.us

Region X

Patricia "Trish" Cronin, CMC
Deputy Clerk
County of Gloucester
6489 Main Street
Gloucester, VA 23061
(804)693-4042
Email: pcronin@gloucesterva.info



**Town of Orange
Town Manager's Office**

119 Belleview Avenue, Orange, Virginia 22960
Phone: (540) 672-5005 Fax: (540) 672-4435
Email: townmanager@townoforangeva.org

March 30, 2023

Scholarship Committee Annual Report – 2022-2023

Madame President:

I would like to submit the following report from the Scholarship Committee:

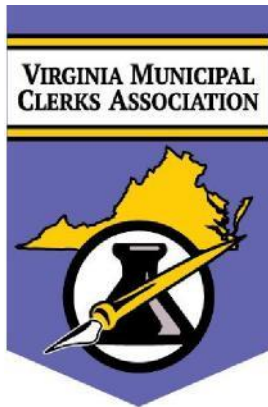
We had a total of seven scholarship applicants for 2022-23. All were awarded either a full or partial scholarship. Once the Institute and Academy training was completed the VMCA Treasurer reimbursed a total of three full scholarships at \$675 each, and three partial scholarships at \$350 each for a total of \$3,075. VCU also awarded a full scholarship in the amount of \$675.

I would like to thank VMCA Treasurer, Trish Cronin, for all of her assistance this year. I would also like to thank Roxanne Casto and Kim Strawser for serving with me on the Scholarship Committee.

This is a reminder to all, please be looking out for scholarship information sometime early June to be due the first part of July 2023.

Yours very truly,

Wendy J. Chewning, MMC
VMCA Scholarship Chair



Virginia Municipal Clerks Association

April 10, 2023

The Website Committee is pleased to report that visitation has been awesome for 2023. The website traffic this year, has been fantastic, even though for the month of March we have experienced a slowdown. We are only 3 months into the reporting season, which we feel the activity will increase again.

Due to the pandemic most municipalities are experiencing accelerated returns of activity in their respective departments, which sometimes training is hard to achieve.

This year the committee will be focused on learning, maneuvering, and familiarizing ourselves with the site's backend. For the ensuing year, our focus will be on the user experience and encouraging visitation to the website for their educational needs and information.

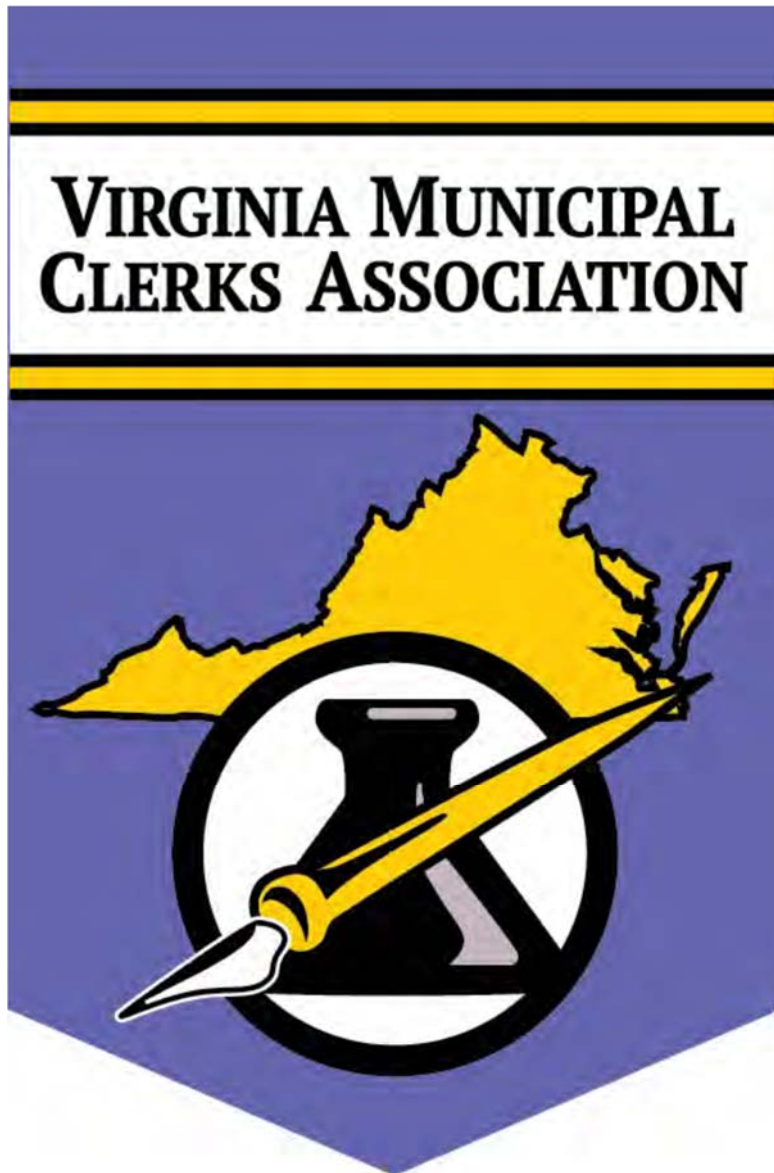
Period	Visits	Unique Visitors	Pages	Hits	Bandwidth
JAN 2023	1,643	2,011	7,309	16,672	41.11MB
FEB 2023	1,013	1,875	19,054	53,458	112.2MB
MAR 2023	448	643	4,612	12,783	27.52MB
TOTALS:	3,104	4,529	30,975	82,913	180.82MB

Respectfully,

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

2023 Annual Business Meeting

Agenda Item 4d – Institute and Academy Report





VCU

December 21, 2022

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

Dear Dr. Rodriguez:

Virginia Commonwealth University, Continuing and Professional Education (VCU CPE), is pleased to submit the 2022 Annual Report for the Virginia Municipal Clerks Association (VMCA) Institutes and Academy.

This year, the Institute and Academy had a total of eighty-two registrations. Twenty-one registrations were participants in the three-online sessions held from October 11-20. The in-person Institute held October 4-7, 2022 in Richmond, Virginia had sixty-one enrollments.

The Virginia Institute included:

- In person program sessions (October 4-6) – 21 hours - 10.5 IIMC points
- Post Institute Workshop (October 7)- 6 hours- 3 IIMC points
- Virtual Only Program (October 11-20)- 6 hours- 3 IIMC points.

Clerks were able to register for the in-person Institute with bonus virtual session included in the registration fee, or the virtual only program.

In addition, the Virginia Institute offered a separate virtual Athenian Dialogue series throughout the year with 11 offerings and 154 clerks participating from across the IIMC membership.

In 2023, our plans include an in-person Institute and a continuation of the virtual Athenian Dialogues. Our continued work with the VMCA Education and Professional Development Committee to develop engaging programs will ensure that core requirements of the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations are met.

We expect to finalize plans in the first quarter of 2023 and look forward to working with you in the year ahead.

Sincerely,

Christina S. Draper, Institute Director - Virginia
Virginia Commonwealth University, Continuing and Professional Education

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

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

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



VCU

**Virginia Municipal Clerks Association Annual Institutes & Academy
Annual Report
2022**

Prepared by:

Christina S. Draper
Institute Director - Virginia

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

804-828-1322 Office
cdraper2@vcu.edu

go.vcu.edu/vmca
go.vcu.edu/athenian

Submitted December 21, 2022

Change in Directorship

In November of 2022, Jennifer Sisane, resigned from VCU CPE. Christina S. Draper, VCU CPE Program Manager|School Liaison| and the VCU Dual Enrollment Coordinator was appointed as the new incoming Institute Director for Virginia shortly thereafter. Beginning in 2023, Christina will serve as Virginia's Institute Director and Shelly Schuetz, VCU CPE Program Manager and School Liaison, will work in a supporting role, serving as the main contact for Virginia's Athenian Dialogue series.

Summary of Programming

The Virginia Institute held the 2022 Virginia Municipal Clerks Association Annual Institute and Academy on October 4-7, 2022 with virtual sessions held from October 11-20.

Within the Virginia Institute, VCU CPE offered training for 82 clerks. The name of each cohort was refreshed last year, to better communicate its purpose. This year we continued with that cohort model. The three cohort tracks are listed below:

- Municipal Clerk Fundamentals Institute
- Municipal Clerk Emerging Leader Institute
- Municipal Clerk Master Academy

The themes covered in the Institutes and Academy included foundational and advanced topics related to clerk duties. In addition, a post institute workshop was added to the in-person Virginia Institute entitled Mindfulness and Compassion in the Workplace. Clerks had the option to register for the in-person Institute with bonus virtual sessions included in the registration fee, or the virtual only program.

Virtual VMCA Institutes and Academy

Registration

This year we had 61 clerks register for the in-person Annual Institutes and Academy and 21 clerks register for the virtual sessions.

Registrations from seven states include the following:

- Maryland - 6
- Virginia – 75
- Illinois- 1

Representatives by experience level included the following:

- Municipal Clerk Fundamentals Institute (21)
- Municipal Clerk Emerging Leader Institute (25)
- Municipal Clerk Master Academy (15)

For the virtual sessions, clerks were required to keep cameras on and be seen for the entire program and certify their full participation.

VCU CPE Complimentary Registrations

The VMCA Scholarship Committee selected Christa Hall, Clerk of Council |Community Development Coordinator, Town of Dayton, Virginia, to receive a full complimentary registration. Per agreement, VCU CPE covered the costs of the \$675 value.

Learning Assessments

This year, VCU CPE continued to use the FlexiQuiz assessment tool with much success. To earn educational hours, clerks were required to complete a multiple-choice assessment for each session and certify they fully attended. VCU CPE sent assessment links after their attendance in the entire session was verified by Zoom records or the in-person attendance sign-in sheets. Clerks were encouraged to attend the full program. If that were not possible due to clerk-related duties or personal situations, continuing education hours could be earned for each session completed successfully. Three opportunities to earn an 80% or higher on the FlexiQuiz assessment to earn credit for each session was given. Clerks who did not pass an assessment were given additional support and mentoring.

Evaluations

VCU CPE, typically, offers participants the opportunity to provide feedback on the in-person and virtual VMCA Institutes and Academy and give an evaluation of the program and experience shortly after their completion. However this year, due to the transition in Institute Director and administrative changes within the VCU CPE unit the evaluations will not be administered until January of 2023.

Credential Designations

This year, the following Virginia clerks earned credential designations from the IIMC. (Please note the list below represents notification received by Christina Draper, since November 15, 2022).

First Name	Last Name	Designation	Municipality
Rebecca	Dillon	CMC	Town of Rocky Mount, VA
Christa	Hall	CMC	Town of Dayton, VA
Laura	Passos	CMC	Prince William County, VA
Brianna	Taylor	CMC	RSW Regional Jail Authority, VA

Virtual Athenian Dialogues

Attendance

This year the Virginia Institute had the opportunity to welcome from four countries and 28 states. The countries and states represented included the following:

United States	Connecticut	Minnesota	Ohio
	Delaware	Mississippi	Oregon
Arkansas	Florida	Montana	Tennessee
Alabama	Illinois	North Carolina	Texas
Alaska	Indiana	New Jersey	Utah
Arizona	Kansas	New Mexico	Virginia
California	Kentucky	Nevada	West Virginia
Colorado	Maryland	New York	

Book Selections

This year we offered 11 virtual (live online via zoom) Athenian Dialogues with 154 enrollment facilitated by either Dr. Jane Long* or Janice Bates** as noted below.

Athenian Dialogue – <i>This is Me*</i>	This is Me: Loving the Person You are Today by Chrissy Metz	1/13-1/14/22
Athenian Dialogue - <i>Daring Greatly*</i>	Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead by Brené Brown	1/27-1/28/22
Athenian Dialogue – <i>Lean In*</i>	Lean In: Women, Work, and the Will to Lead by Sheryl Sandberg	2/17-2/18/22
Athenian Dialogue – <i>The Heart of Leadership*</i>	"The Heart of Leadership: Becoming a Leader People Want to Follow" by Mark Miller	3/17-3/18/22
Athenian Dialogue – <i>Girl, Wash Your Face**</i>	"Girl, Wash Your Face: Stop Believing the Lies about Who You Are So You Can Become Who You Were Meant to Be" by Rachel Hollis	4/13/22
Athenian Dialogue - <i>Learning Leadership*</i>	"Learning Leadership: The Five Fundamentals of Becoming an Exemplary Leader" by James M. Kouzes and Barry Z. Posner	4/21-4/22/22
Athenian Dialogue – <i>The Heart of Leadership*</i>	"The Heart of Leadership: Becoming a Leader People Want to Follow" by Mark Miller	5/12-5/13/22
Athenian Dialogue - <i>Leading with Emotional Courage*</i>	"Leading with Emotional Courage: How to Have Hard Conversations, Create Accountability and Inspire Actions on Your Most Important Work" by Peter Bregman	6/23-6/24/22
Athenian Dialogue – <i>Greenlights**</i>	"Greenlights" by Matthew McConaughey	7/14/22
Athenian Dialogue - <i>Encouraging the Heart*</i>	"Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others" by James M. Kouzes and Barry Z. Posner	7/21-7/22/22

Athenian Dialogue - <i>Creating Magic*</i>	"Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney" by Lee Cockerell	8/18-8/19/22
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Learning Assessments

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

Comments on Dialogues

Clerks continue to be extremely positive and appreciative of the opportunity to participate in virtual Athenian Dialogues. We have many clerks attending multiple Athenian Dialogues and comment on the richness of the sessions with clerks joining from out- of- state and county.

Future Plans

Our 2023 plans include a continuation of virtual Athenian Dialogues. We expect to include additional approved facilitators from Virginia to guide Athenian Dialogue discussions. VCU CPE plans to offer new approved books, as well as, previously approved books. 2023 Athenian Dialogue offerings from February-June have been submitted for approval. Once confirmed, virtual dialogues will be open for registration.

We continue to explore the educational needs of the VMCA. VCU CPE will continue to offer a series of virtual Institutes and Academy via Zoom meetings and an in-person Institute with a networking Pre-Institute leadership training in Virginia Beach. In-person sessions will continue to meet all required VCU CPE, VMCA and the location COVID protocols. We will finalize plans in the first quarter of 2023.

VMCA Institutes and Academy – Agendas, Descriptions and Bios

The VMCA Institutes and Academy agendas, descriptions, and bios follow.

**Municipal Clerk Fundamentals Institute
Schedule-at-a-Glance
Drury Plaza Hotel – Richmond
11049 West Broad Street
Glen Allen, VA 23060**

Tuesday, October 4, 2022

6:00 – 9:00 AM	Full Breakfast Buffet
7:15 – 8:45 AM	Registration
9:00 – 9:30 AM	Municipal Clerk Fundamentals Welcome
9:30 – 11:30 AM	Municipal Clerk Fundamentals Libby Hume, MMC Clerk, Town of Cape Charles
11:30 AM – 12:30 PM*	Mentor Networking Lunch
1:00 – 2:00 PM	Welcome and VMCA Institutes & Academy Overview
2:00 – 5:30 PM*	Team-Building for Municipal Clerks Sasha Griffith, MS
5:30 – 7:00 PM	Kickoff Kickback Networking Gathering

Wednesday, October 5, 2022

6:00 – 9:30 AM	Full Breakfast Buffet
9:30 AM – 5:00 PM*	Navigating Crucial Conversations to Achieve Success Dr. Jane Long, MetaLogic

Time	Topic
9:00a	Introductions and opening activity
9:20a	Your Crucial Conversations
9:40a	Getting “Un-Stuck”
10:10a	Start with the Heart
10:45a	Quick Break
11:00a	Master My Stories
11:30a	State My Path
Noon – 1p	Lunch
1p – 1:45p	State My Path (Cont.)
1:45p – 2:15p	Make it Safe
2:15p – 2:45p	Refreshment Break
2:45p – 3:45p	Explore Others Paths and Move to Action
3:45p – 4:30p	Deliberate Practice
4:30p – 5:00p	Your Crucial Conversation – moving it forward

5:30 – 7:00 PM	Kickback Networking Gathering
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Thursday, October 6, 2022

6:00 – 9:30 AM	Full Breakfast Buffet
9:30 AM – 5:00 PM*	Active Your Voice Erica Mann, LCSW, UMFS
5:00 – 5:15 PM	Closing and Adjournment
5:30 – 7:00 PM	Kickback Networking Gathering

Friday, October 7, 2022

6:00 – 9:30 AM

Full Breakfast Buffet

9:30 AM – 5:00 PM*

Post-Institute Workshop:
Mindfulness and Compassion in the Workplace
Dr. Susan Brock Wilkes, The InnerWork Center

Time	Topic
9:00- 10:30a	Introductions to Mindfulness *About mindfulness *Science of mindfulness and work-related benefits *Mindfulness exercises
10:30-11a	BREAK
11a-12:30pm	Foundations of Mindfulness *Mindfulness and the Body *Mindful of Thoughts *Mindful of Emotions
12:30-1:30 p	LUNCH
1:30-3p	Using Mindfulness for Work Stress *Physiology of Stress *Understanding your stress cycle *Tools for wellbeing and stress reduction
3-3:15p	BREAK
3:15-4:45p	Micro Mindfulness Retreat
4:45-5p	Conclusion and Wrap- up

5:00 – 5:15 PM

Closing and Adjournalment

*Please note:

- Refreshment breaks and lunch provided daily
- Virtual only program included in registration- to be held varied days, October 11-20, 2022

Municipal Clerk Fundamentals Institute Session Descriptions

Tuesday, October 4, 2022

Municipal Clerk Fundamentals

Libby Hume, MMC, Town of Cape Charles

VMCA President (2021-2022) and Athenian Leadership Society Fellow

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

Team-Building for Municipal Clerks

Sasha Griffith, MS, Facilitator of Teams, Fun, Learning, Networking & Leadership

Join this interactive team session to enhance leadership and communication skills through activities and discussions. Clerks who participate in this session will leave with skills to think outside the box on how they handle situations when working with others, whether it be a colleague, a supervisor, or a co-worker.

Wednesday, October 5, 2022

Navigating Crucial Conversations to Achieve Success

Jane Long, Ed.D, MetaLogic

Have you ever been in a conversation that all of the sudden makes you feel uncomfortable

and confrontational? How do you handle it? Do you become defensive or completely shut down? This interactive session will teach you how to handle difficult conversations by utilizing some common-sense tools that take you from disaster to dialogue. You will learn what steps to take to change your behaviors, modify your “stories” and make it safe for the other person to share their perspectives. The result will be a stronger, more honest relationship that creates a roadmap for resolving future conflicts by successfully engaging in Crucial Conversations.

Thursday, October 6, 2022

Activate Your Voice

Erica Mann, LCSW, UMFS

In order to keep your communities running smoothly, it often requires you to collaborate with a number of different stakeholders every day. But what happens when you are having challenges with someone who has a higher authority? Or stakeholders don't see eye to eye? Or you just can't seem to move folks along? This workshop will focus on how you can manage the complexities of working in a larger system and find a way to strengthen your voice in the process.

It will highlight several change management concepts to include Adaptive Leadership which was developed by Ron Heifetz and Marty Linsky to address complex, long-term problems or challenges. Adaptive leadership seeks to resolve recurring organizational and community problems through a systematic change, and is based on the idea that difficult problems are best solved with input from the whole organization and community. It will also draw upon models of resilience and tools that will inspire and renew audience members who have experienced burnout and fatigue related to the adaptive challenges.

Friday, October 7, 2022 - Post-Institute Workshop

Separate registration and fee required – bring a yoga mat or blanket and wear comfortable clothes

Mindfulness and Compassion in the Workplace

Susan Wilkes, PhD, The Innerwork Center

When we focus our attention through mindfulness practices, we enhance our ability to gain clarity, act with intention, reduce stress, effectively communicate with others and embrace life more fully. Mindfulness is the practice of purposefully paying attention to the present moment. It can be practiced formally through different forms of meditation, and informally through specific techniques we can use as we go about our days.

Mindfulness and Compassion programs are being used in organizational settings around the world from large corporations like Google, Nike and Apple to small businesses and startups right here in RVA. There are decades of research available on the efficacy of mindfulness and compassion practice:

- Improve overall health and well-being: decrease anxiety, depression and somatic stress; improve emotional regulation*
- Reduce overwhelm and burnout: improve focus and working memory, increase patience and gratitude*
- Impact the bottom line: reduce health care costs through reduced stress, improve productivity**
-

What You'll Take Away

This workshop will combine experiential and didactic techniques for learning:

- Tools to manage your relationship with stress
- Improved well-being at work and at home
- Enhanced ability to focus on what matters most

*Excerpts from studies referenced in "What are the benefits of Mindfulness," The American Psychological Association, 2012.

**From Mindful Work reporting on internal Aetna findings, post mindfulness programming for employees

**Municipal Clerk Fundamentals Institute
Speaker Biographies**

Tuesday, October 4, 2022

Welcome and VMCA Institutes and Academy Overview

Jennifer Sisane, Institute Director – Virginia, Approved Institute, International Institute of Municipal Clerks

Jennifer Sisane, serves as the Institute Director of Virginia, one of 47 International Institute of Municipal Clerks (IIMC) approved institutes worldwide. In addition, she serves as the director of continuing education with Virginia Commonwealth University's Department of Nurse Anesthesia. Jennifer has served as a dot connector among international development, partnerships, and exchange for more than 20 years. Her experience ranges from developing public-private partnerships, continuing education and international exchange programs, and competitive research grant applications to teaching at the adult education, community college, and university levels in the U.S. and in Mexico. She holds a Master of Interdisciplinary Studies degree from VCU and certifications in portfolio, program, and project management from PMI.

Municipal Clerk Fundamentals

Libby Hume, MMC, Town of Cape Charles, Virginia

VMCA President (2021-2022) and Athenian Leadership Society Fellow

Libby Hume is the Town Clerk of the town of Cape Charles on the Eastern Shore of Virginia and has been in the position since August 2008. Libby has over 24 years' experience in administration – 14 years with the town of Cape Charles, and 10 in the private sector. She joined IIMC and the VMCA in 2009 and obtained her CMC in November 2013 and her MMC in September 2016. She was inducted into the IIMC Athenian Leadership Society as a Fellow in May 2018 and was the first clerk in the Commonwealth of Virginia to receive this designation. In 2019, she received her certification as a facilitator for the IIMC Athenian Leadership Dialogues. Libby has been involved with the VMCA Executive Board as treasurer, 1st and 2nd vice presidents, president, and is currently serving as the immediate past president. She also served on the IIMC Diversity-Inclusivity Task Force and is currently involved with IIMC Foundation Development Committee. Libby began teaching the Clerks 101 class (now known as Municipal Clerk Fundamentals) at the VMCA Institute in 2018 and enjoys the opportunity to meet and interact with the new clerks coming into the profession.

Team-Building for Municipal Clerks

Sasha Griffith, MS, Facilitator of Teams, Fun, Learning, Networking, and Leadership

Sasha Griffith currently oversees the Adventure Program at James Madison University. She graduated from University of Central Florida with a BS having studied business, music, and recreation. She received her MS in Training and Development from Texas A&M University-Commerce. Some of her involvement includes Sigma Alpha Iota (SAI), a music fraternity, the Association of Challenge Course Technology (ACCT), and she currently is serving as the Chair of the Board of Directors for the Association of Outdoor Recreation Education (AORE).

Wednesday, October 5, 2022

Navigating Crucial Conversations to Achieve Success

Jane Long, Ed.D, MetaLogic

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Thursday, October 6, 2022

Activate Your Voice

Erica Mann, LCSW, UMFS

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Friday, October 7, 2022 - Post-Institute Workshop

Separate registration and fee required

Mindfulness and Compassion in the Workplace

Susan Brock Wilkes, PhD, The Innerwork Center

Susan Brock Wilkes is a psychologist, award-winning instructor, and Certified Teacher in Mindfulness Based Stress Reduction, Mindful Self Compassion and Compassion Cultivation Training. An adjunct professor at University of Richmond, she owns her own consulting firm and is a frequent facilitator with nonprofit and faith-based organizations. Her community engagement is extensive, including her current service on the Board of Health Brigade, on the founding leadership team for Impact 100, and as past-President of the Chrysalis Institute. Currently on the faculty and board for The Innerwork Center, Dr. Wilkes was a recipient of the Spirit Award. She is also a certified spiritual director.

**Municipal Clerk Emerging Leader
Schedule-at-a-Glance
Drury Plaza Hotel – Richmond
11049 West Broad Street
Glen Allen, VA 23060**

Tuesday, October 4, 2022

6:00 – 9:00 AM	Full Breakfast Buffet
7:15 AM – 12:30 PM	Registration
1:00 – 2:00 PM	Welcome and VMCA Institutes & Academy Overview
2:00 – 5:30 PM*	Team-Building for Municipal Clerks Sasha Griffith, MS
5:30 – 7:00 PM	Kickoff Kickback Networking Gathering

Wednesday, October 5, 2022

6:00 – 9:30 AM	Full Breakfast Buffet
9:30 AM – 5:00 PM*	Navigating Crucial Conversations to Achieve Success Dr. Jane Long, MetaLogic

Time	Topic
9:00a	Introductions and opening activity
9:20a	Your Crucial Conversations
9:40a	Getting “Un-Stuck”
10:10a	Start with the Heart
10:45a	Quick Break
11:00a	Master My Stories
11:30a	State My Path
Noon – 1p	Lunch
1p – 1:45p	State My Path (Cont.)
1:45p – 2:15p	Make it Safe
2:15p – 2:45p	Refreshment Break
2:45p – 3:45p	Explore Others Paths and Move to Action
3:45p – 4:30p	Deliberate Practice
4:30p – 5:00p	Your Crucial Conversation – moving it forward

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9:30 AM – 5:00 PM*	Active Your Voice Erica Mann, LCSW, UMFS
5:00 – 5:15 PM	Closing and Adjournment
5:30 – 7:00 PM	Kickback Networking Gathering

Friday, October 7, 2022

6:00 – 9:30 AM

Full Breakfast Buffet

9:30 AM – 5:00 PM*

Post-Institute Workshop:
Mindfulness and Compassion in the Workplace
Dr. Susan Brock Wilkes, The InnerWork Center

Time	Topic
9:00- 10:30a	Introductions to Mindfulness *About mindfulness *Science of mindfulness and work-related benefits *Mindfulness exercises
10:30-11a	BREAK
11a-12:30pm	Foundations of Mindfulness *Mindfulness and the Body *Mindful of Thoughts *Mindful of Emotions
12:30-1:30 p	LUNCH
1:30-3p	Using Mindfulness for Work Stress *Physiology of Stress *Understanding your stress cycle *Tools for wellbeing and stress reduction
3-3:15p	BREAK
3:15-4:45p	Micro Mindfulness Retreat
4:45-5p	Conclusion and Wrap- up

5:00 – 5:15 PM

Closing and Adjournment

*Please note:

- Refreshment breaks and lunch provided daily
- Virtual only program included in registration- to be held varied days, October 11-20, 2022

Municipal Clerk Emerging Leader Institute Session Descriptions

Tuesday, October 4, 2022

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In order to keep your communities running smoothly, it often requires you to collaborate with a number of different stakeholders every day. But what happens when you are having challenges with someone who has a higher authority? Or stakeholders don't see eye to eye? Or you just can't seem to move folks along? This workshop will focus on how you can manage the complexities of working in a larger system and find a way to strengthen your voice in the process.

It will highlight several change management concepts to include Adaptive Leadership which was developed by Ron Heifetz and Marty Linsky to address complex, long-term problems or challenges. Adaptive leadership seeks to resolve recurring organizational and community problems through a systematic change, and is based on the idea that difficult problems are best solved with input from the whole organization and community. It will also draw upon models of resilience and tools that will inspire and renew audience members who have experienced burnout and fatigue related to the adaptive challenges.

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Separate registration and fee required – bring a yoga mat or blanket and wear comfortable clothes

Mindfulness and Compassion in the Workplace

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When we focus our attention through mindfulness practices, we enhance our ability to gain clarity, act with intention, reduce stress, effectively communicate with others and embrace life more fully. Mindfulness is the

practice of purposefully paying attention to the present moment. It can be practiced formally through different forms of meditation, and informally through specific techniques we can use as we go about our days.

Mindfulness and Compassion programs are being used in organizational settings around the world from large corporations like Google, Nike and Apple to small businesses and startups right here in RVA. There are decades of research available on the efficacy of mindfulness and compassion practice:

- Improve overall health and well-being: decrease anxiety, depression and somatic stress; improve emotional regulation*
- Reduce overwhelm and burnout: improve focus and working memory, increase patience and gratitude*
- Impact the bottom line: reduce health care costs through reduced stress, improve productivity**

What You'll Take Away

This workshop will combine experiential and didactic techniques for learning:

- Tools to manage your relationship with stress
- Improved well-being at work and at home
- Enhanced ability to focus on what matters most

*Excerpts from studies referenced in "What are the benefits of Mindfulness," The American Psychological Association, 2012.

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**11049 West Broad Street
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Virtual Program included in your registration

Municipal Clerk Virtual Program

Session Name	Description, Date and Time	Zoom link
<p>All Cohorts</p> <p>Virginia General Assembly Legislative Update</p> <p><i>Michelle Gowdy,</i></p> <p><i>Virginia Municipal League</i></p>	<p>The Virginia Municipal League will provide an update on the 2022 Virginia General Assembly regular and special sessions. The presentation will include information on new legislation and studies important for municipal clerks and municipalities to understand.</p> <p>Tuesday, October 11, 2022</p> <p>11:00 am – 1:00 pm</p>	<p>Zoom link: https://vcu.zoom.us/j/86766827520</p> <p>Meeting ID: 867 6682 7520</p>
<p>Fundamentals Institute Only</p> <p>Records Management Fundamentals for Municipal Clerks</p> <p><i>Chadwick Owen,</i></p> <p><i>Library of Virginia</i></p>	<p>In this session, we will discuss what records management is, why it is important, and how to navigate and interpret Virginia's public records schedules. We will cover how records management is handled in the Commonwealth, including how to categorize, retain, destroy, and report destruction of records as mandated by the Virginia Public Records Act.</p> <p>Thursday, October 13, 2022</p> <p>9:00 am – 11:00 am</p>	<p>Zoom link: https://vcu.zoom.us/j/83159571203</p> <p>Meeting ID: 831 5957 1203</p>
<p>Emerging Leader & Academy Only</p> <p>Records Management Essentials for the Seasoned Clerk</p> <p><i>Chadwick Owen,</i></p> <p><i>Library of Virginia</i></p>	<p>In this session, we will discuss what records management is, why it is important, and how to navigate and interpret Virginia's public records schedules. We will cover how records management is handled in the Commonwealth, including how to categorize, retain, destroy, and report destruction of records as mandated by the Virginia Public Records Act. We will give an overview of what each municipality is required to do for records management and provide some helpful tools to accomplish that mandate.</p> <p>Tuesday, October 18, 2022</p> <p>11:00 am-1:00 pm</p>	<p>Zoom link: https://vcu.zoom.us/j/87040634632</p> <p>Meeting ID: 870 4063 4632</p>

<p>All Cohorts</p> <p>Virginia Freedom of Information Act (FOIA) & Electronic Record Compliance</p> <p><i>Alan Gernhardt,</i></p> <p><i>Virginia Freedom of Information Advisory Council</i></p>	<p>Whether you are an elected or appointed clerk, this session for local elected officials in Virginia provides a solid overview of statutory requirements all officials must understand. This session covers the general FOIA requirements for local elected officials, public records, public meetings, and remedies and penalties. We will focus on the practical application of the law, including procedural items. We will provide law references and additional resources for you to conduct a deeper investigation as situations arise to help your municipality stay in compliance. This session serves as the required biannual FOIA training in the state of Virginia. Upon successful completion, you will earn certificates from the Virginia Freedom of Information Advisory Council and VCU/VMCA.</p> <p>Thursday, October 20, 2022</p> <p>9:00 am-11:00 am</p>	<p>Zoom link: https://vcu.zoom.us/j/84725616689</p> <p>Meeting ID: 847 2561 6689</p>
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Municipal Clerk Virtual Program Speaker Biographies

Virtual - Virginia General Assembly Legislative Update

Michelle Gowdy, Esq., Virginia Municipal League

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

Virtual - Records Management Fundamentals for Municipal Clerks

Chadwick Owen, Library of Virginia

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

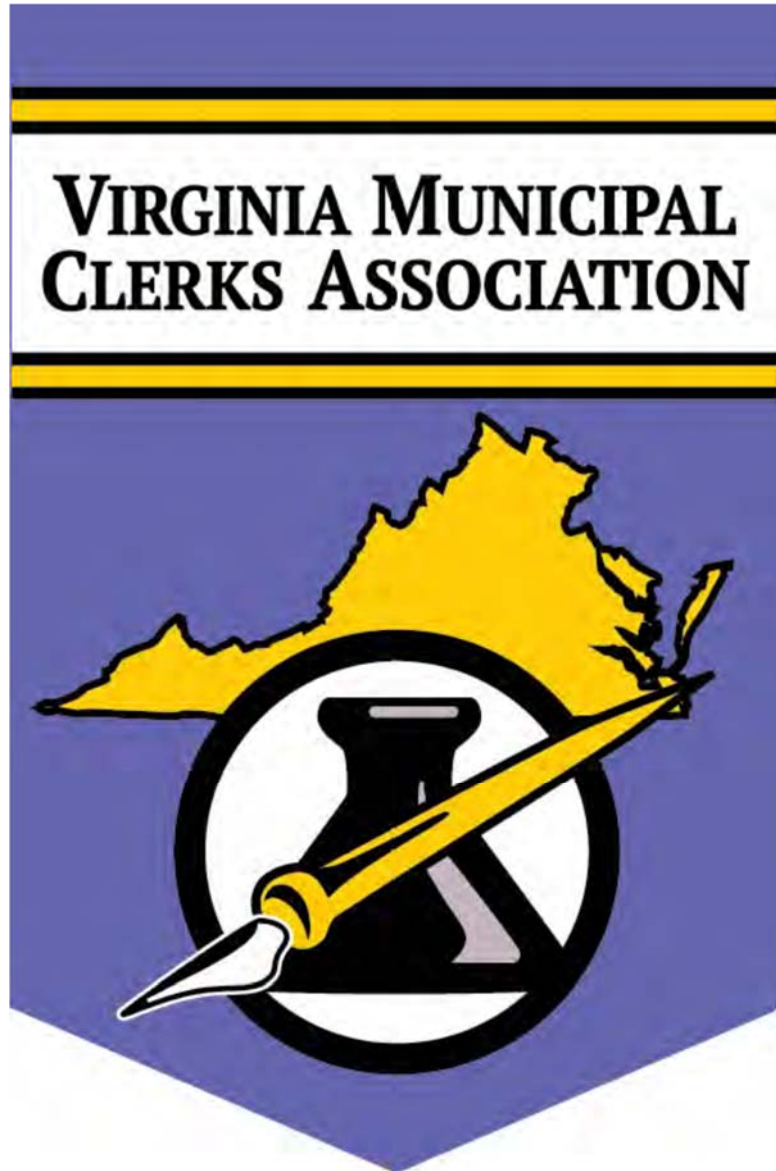
Virtual - Virginia Freedom of Information Act (FOIA) & Electronic Record Compliance

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

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

2023 Annual Business Meeting

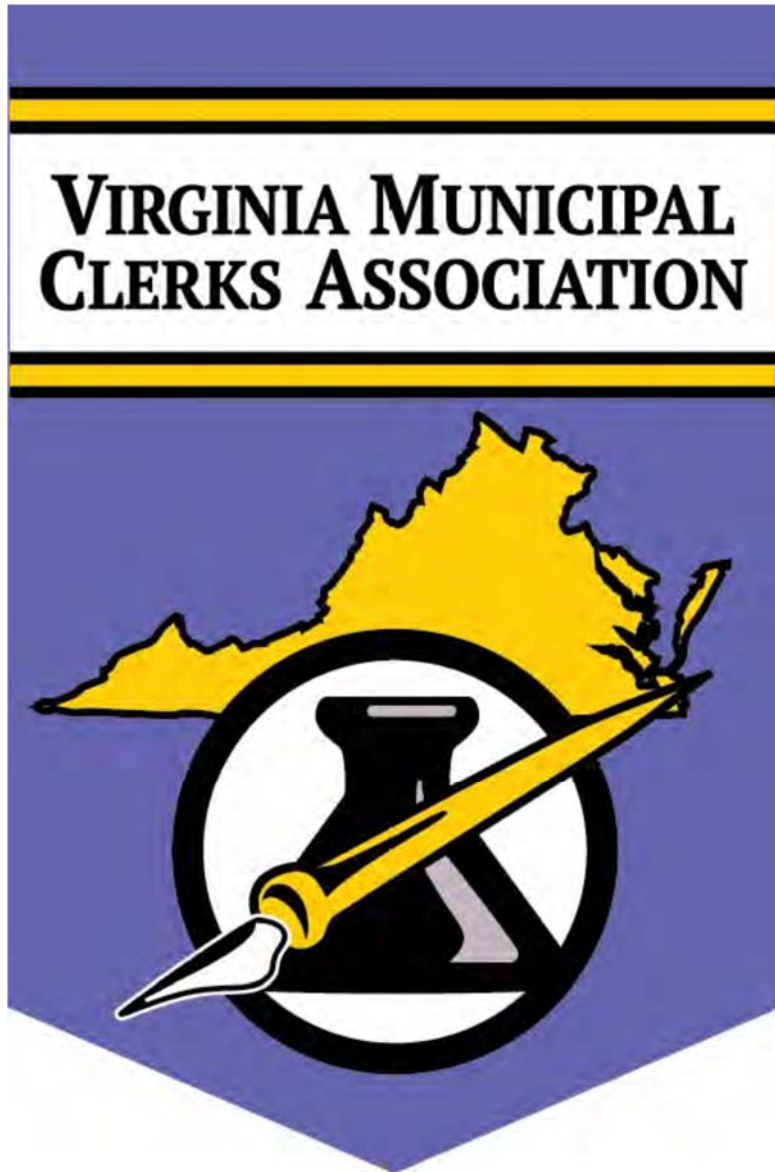
Agenda Item 5 – Unfinished Business



There is no unfinished business.

2023 Annual Business Meeting

Agenda Item 6a – Proclamation



Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
April 30 - May 6, 2023

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

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

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

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

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

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

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

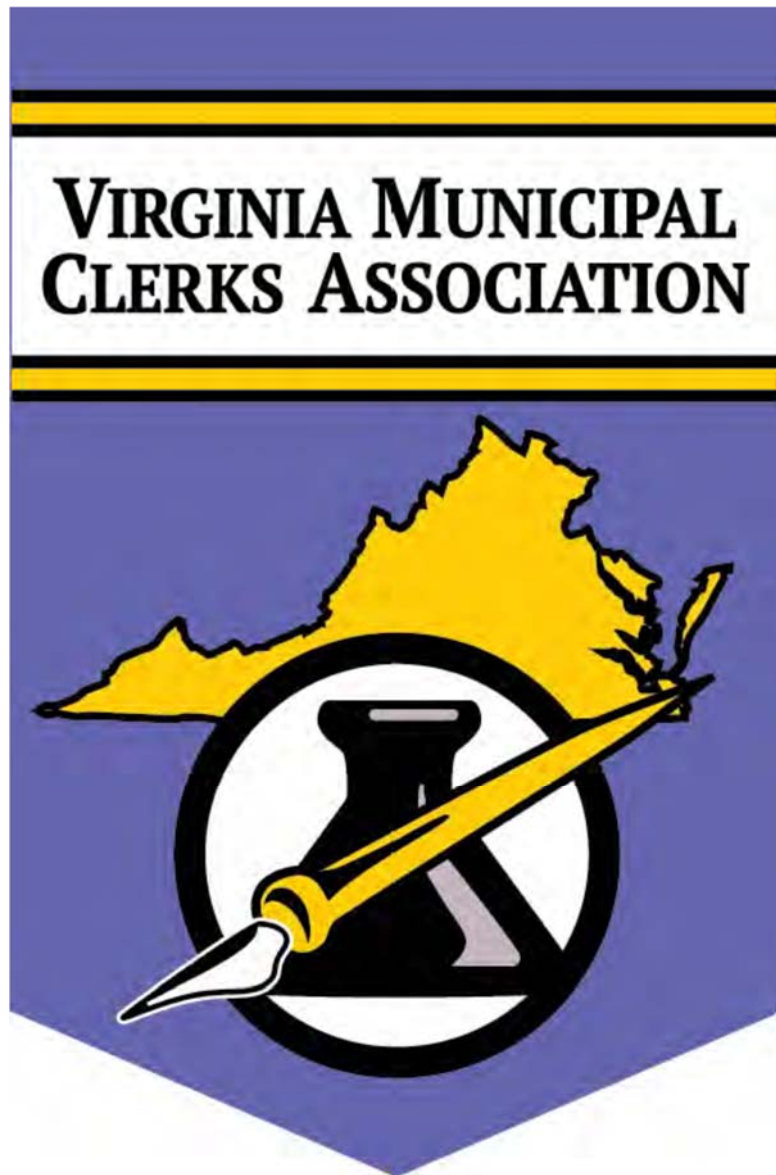
Now, Therefore, I, Tanya Brackett, President of the Virginia Municipal Clerks Association, do hereby recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to all of our Professional Municipal Clerks throughout Virginia for the vital services they perform and their exemplary dedication to the communities they represent.

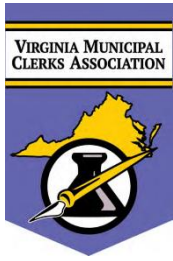
Dated this 20th day of April, 2023.

Tanya Brackett, President

2023 Annual Business Meeting

Agenda Item 7 – Recognition of 2022-2023
CMCs, MMCs, & Athenian Leadership
Society Fellows





VIRGINIA MUNICIPAL CLERKS ASSOCIATION

46TH Annual Business Meeting

Thursday, April 20, 2023

5:00 P.M.

Item 7. Recognition of 2022 – 2023 CMCs, MMCs, & Athenian Leadership Society Fellows

Master Municipal Clerk Designation

- Heather Schott – 05/12/2022
- Mitzie Wright – 09/23/2022
- Kimberly Ellis – 12/31/2022

Certified Municipal Clerk Designation

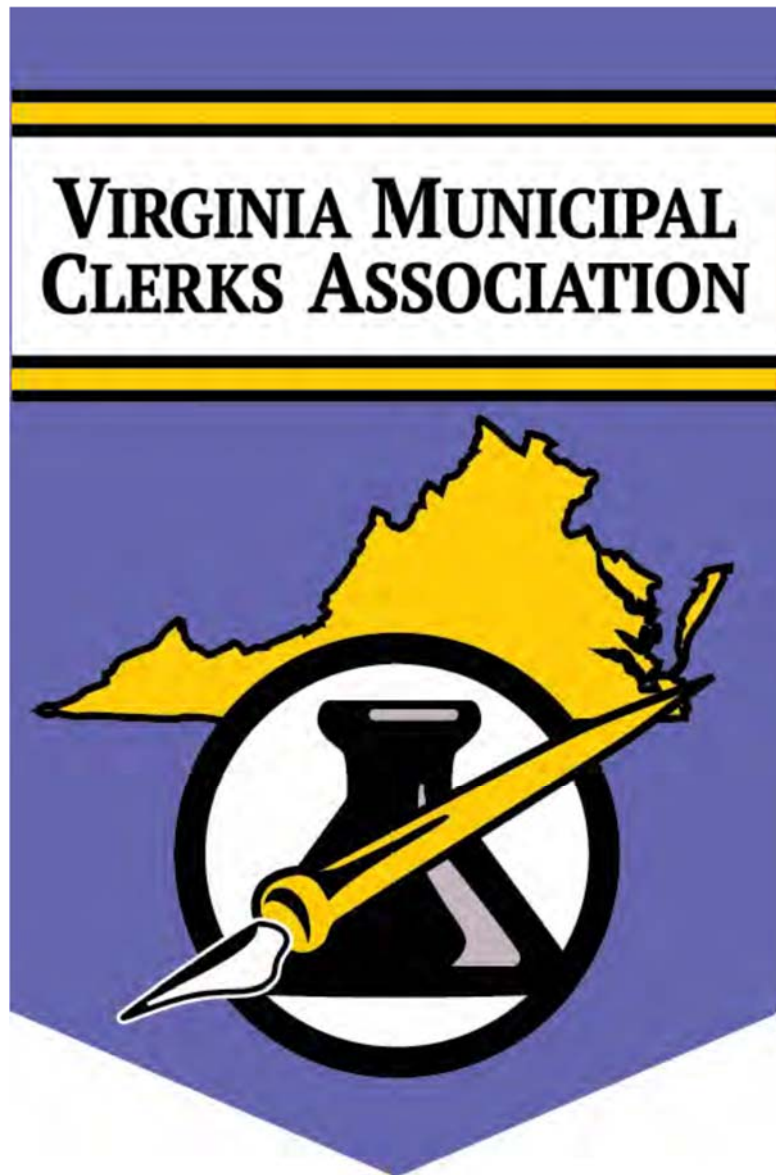
- Kaylyn McCluster – 08/01/2022
- Racheal Brinson – 08/08/2022
- Jani Hostetter – 08/17/2022
- Laura Passos – 11/15/2022
- Brianna Taylor – 11/29/2022
- Christa Hall – 12/2/2022
- Teresa Knott – 01/10/2023

Athenian Leadership Society Fellows

- Wanda Watkins
- Patricia (Trish) Cronin

2023 Annual Business Meeting

Agenda Item 8a – Election of 2023-2024
Executive Committee Proposed Slate of
Officers





**VMCA Executive Board
2023-2024**

President

Teresa J. Saeed, CMC
Deputy Clerk
James City County

Treasurer

Jennifer Green
Assistant to the City Manager
City of Hampton

First Vice President

Katherine Glass, CMC
Clerk
City of Hampton

Historian

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

Second Vice President

Kimberly Ellis, MMC
Deputy Clerk
Culpeper County

Parliamentarian

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

Secretary

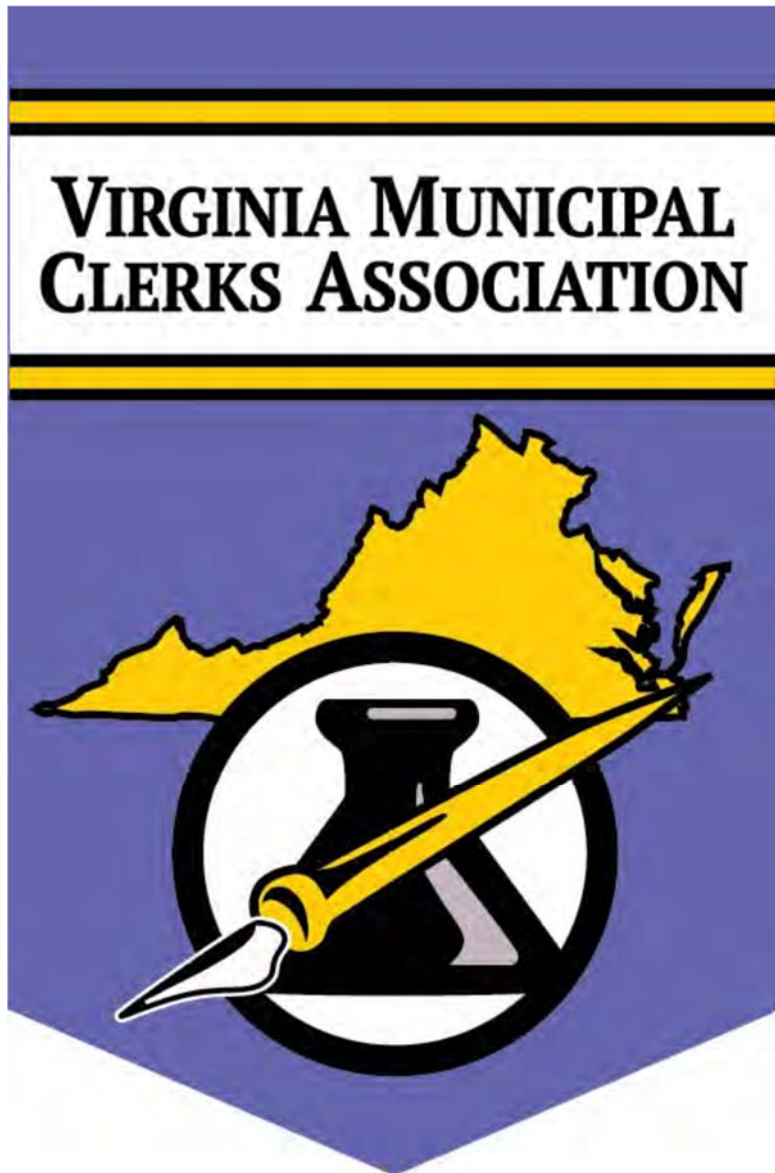
Kaylyn McCluster
Deputy Clerk
Pittsylvania County

Immediate Past President

Tanya N. Brackett, CMC
Assistant to the County Manager for
Board Affairs/Clerk to the Board
Henrico County

2023 Annual Business Meeting

Agenda Item 9 – Adoption of Proposed
2023-2024 Organization Budget



VIRGINIA MUNICIPAL CLERKS ASSOCIATION

PROPOSED FY2024 BUDGET JULY 1, 2023 – JUNE 30, 2024

REVENUE

- FY2024 Membership Dues \$ 7,000.00¹

EXPENSES

- Office Supplies \$ 50.00
- Postage² 100.00
- Credit Card Processing Fees³ 225.00
- Awards/Recognitions⁴ 1,450.00
- President's expenses⁵ 1,000.00
- Scholarships⁶ 1,350.00
- 2024 Annual Conference⁷ 1,300.00
- Web Site expenses⁸ 1,250.00
- Undesignated expenses⁹ 275.00

TOTAL EXPENSES \$ 7,000.00

¹ Maintain level of dues for FY24 based on expected membership level

² Postage for general VMCA correspondence and mailing designation awards

³ StarChapter credit card processing fees for memberships paid online

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

⁵ IIMC and/or VMCA annual conference registration fees

⁶ Two Institute/Academy scholarships; VCU provides one complimentary Institute scholarship. Based on 2022 Institute/Academy fee.

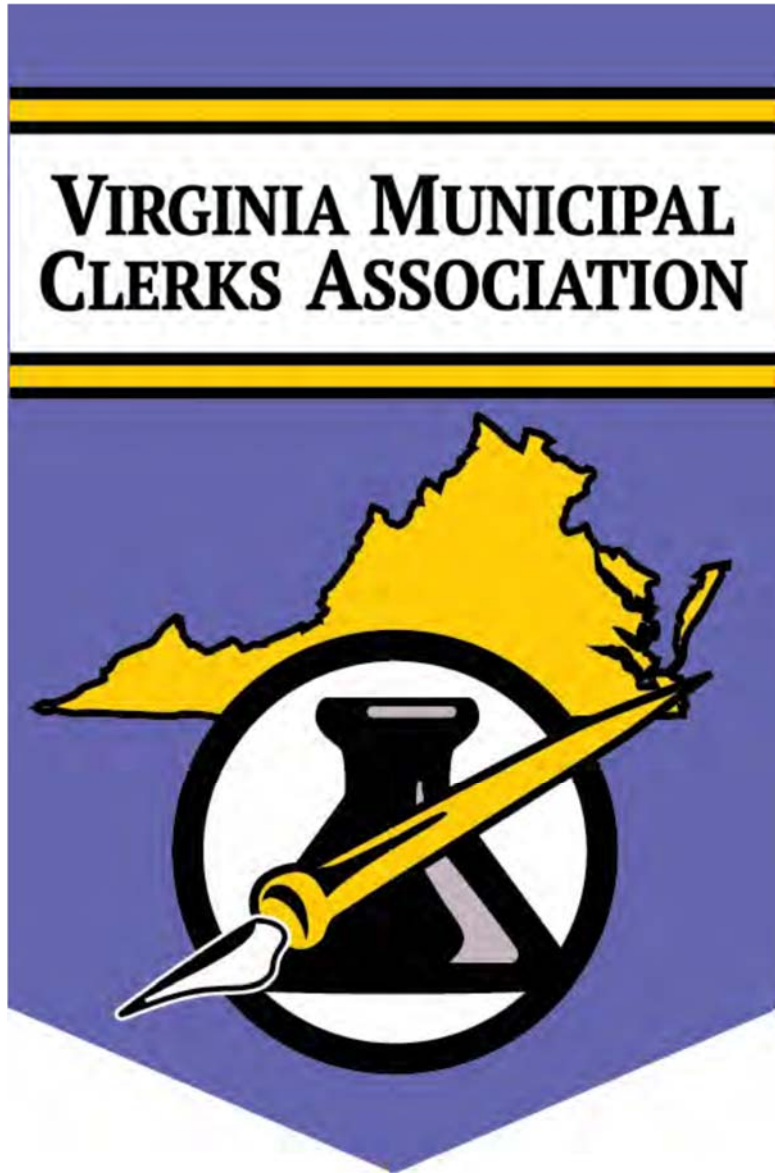
⁷ Available to support annual conference upon request of host clerk.

⁸ Web expenses – Star Chapter Annual Subscription, StarChapter Pay monthly cost, annual domain registration

⁹ Misc. undesignated expenses

2023 Annual Business Meeting

Agenda Item 10 – Upcoming Conferences





VIRGINIA MUNICIPAL CLERKS ASSOCIATION

46TH Annual Business Meeting

Thursday, April 20, 2023

5:00 P.M.

Item 10. Upcoming and Future Conferences

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

**If you are interested in hosting the 2025 IIMC Region II Conference, please let the Executive Committee know so we can help begin the planning.

2023 Annual Business Meeting

Agenda Item 11 – Adjournment

