

MESSAGE FROM THE PRESIDENT, DOUGLASS A. BARBER, CMC



MMCA Members:

As I am putting together this last President's message, I cannot believe it has been four years, serving as your president. I want to personally thank all of you for your continued support during these years. I have enjoyed this time

and look forward to working with incoming president, Awilda Hernandez and the association.

Maryland Municipal Clerks Association – Booth at MML

If you are attending the upcoming Maryland Municipal League Conference, please do not forget to stop by our booth # 742 located in Exhibit Hall C of the Convention Center. We will once again be selling raffle tickets for a Wine Basket, to

support our scholarship fund.

Maryland Municipal Clerks Association Dinner

During the MML Conference, the Clerks will again get together for dinner to be held at Fresco's, 8203 Coastal Highway, on Monday June 24th. We have reservations for 7:00 p.m. If you would like to attend please contact Cindy Murray, City Clerk City of Greenbelt, at (301) 474-3870.

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2013 MMCA Meeting Schedule

- *September 19, 2013 -
To be decided.*
- *December 12, 2013 -
Town of Chesapeake City*



MESSAGE FROM THE PRESIDENT, CONTINUED FROM PAGE 1

We have done this for a few years now and clerks that attend have enjoyed this get together.

67th Annual IIMC Conference – 2013

I was once again able to attend the 67th Annual IIMC Conference held in Atlantic City, New Jersey, last month along with 12 other Maryland clerks. The theme for this year was "Lighting the Way Through Education." This was my fifth conference, and as every year, I look forward to all that the conference has to offer: educational sessions, speakers, and above all, networking with so many clerks from not only the United States, but from around the globe.

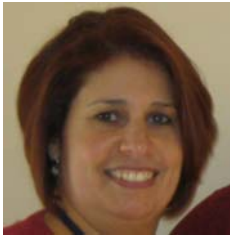
I know it may be difficult for some members to attend an IIMC Conference, but if your municipality gives you the opportunity, please consider taking advantage of this great conference. You will not be disappointed.

As I close, I want to again thank all of you for your support while serving as your president. I am so proud to be a member of this great organization.

I want to personally thank Kim Rau, City Clerk of Laurel, for her mentorship and above all, her friendship. She is one of many who encouraged me to get involved in the association.

Douglass Barber, CMC

MESSAGE FROM INCOMING PRESIDENT, AWILDA HERNANDEZ, CMC, CITY OF BOWIE



First of all, I want to thank you for the honor of being chosen to serve as President of the Maryland Municipal Clerks

Association. This association is made up of great, caring clerks and I am proud to be a member.

For those that might not know, I was hired as the Administrative Assistant for the Town Manager in the Town of Indian Head in April of 2005. Shortly thereafter, they asked if I would be willing to be the Town Clerk as well. Not knowing exactly what I was getting myself into, I agreed. In 2008, I received a call from a very nice lady, Ms. Carol Jacobs (Retired City Clerk – Ocean City), with a wealth of information on MMCA and IIMC and the benefits of being a member of these organizations. At the Council's next work session, I presented the information to Council and asked if I could join... they said yes and encouraged me to obtain my CMC.

My first Region II Conference was in January 2009 in Annapolis and as I met more clerks at the conference, I knew the "clerk career" was what I wanted to follow. I began attending the quarterly meetings, the institute in Virginia Beach, and helping out at the MML booth or wherever they needed me. In 2010, I attended my first IIMC conference. What a great experience that was. I got to meet some wonderful clerks from all over the world and it is always nice to catch-up with them at the next conferences. In 2012, after seven great years with the Town of Indian Head, I decided to expand my "clerk" experience to a larger municipality and began working for the City of Bowie.

I look forward to working with all of you to make MMCA an even greater and stronger organization.



Take me to the beach!

MMCA'S 2013 CLERK OF THE YEAR M. DAVID WILLIAMS, TOWN CLERK, TOWN OF UPPER MARLBORO



M. David Williams, has been Upper Marlboro's Town Clerk since 2007.

In his nomination letter of M. David Williams, Upper Marlboro Commission President Steve Sonnett said in part, "As the MMCA already knows, each of our municipalities is unique, with the role of the Clerk varying greatly. Mr. Williams is a key member of our small team, not only fulfilling the standard duties as Town Clerk, but serves as the executive assistant to the president as well.

Mr. Williams was appointed Town Clerk for The Town of Upper Marlboro in 2007 and joined the MMCA the same year. Mr. Williams filled the vacant position with no previous experience as a municipal clerk and without the benefit of advice from his predecessor.

1. After attending an IIMC Region II Conference workshop in 2009, he implemented what he learned about professional minute taking, which greatly improved the quality of our Board's Town Meeting and Work Session minutes.

2. Acting in the capacity as Police Clerk, he was responsible for the processing and collection of Town citations. Upon inheriting a tremendous backlog of unpaid citations, he developed an effective ACCESS database that tracked all payments, correspondence and MVA flagging schedules. For this, and other support he renders for our police department,

earned him nomination plaques for the Police Chief's Association's 'Citizen of the Year Award' in both 2008 and 2010.

3. He has creatively utilized various Microsoft Office programs such as OneNote and Outlook Calendar to help keep on top of important deadlines for contract renewals and intergovernmental agency reports.

4. Mr. Williams assisted with the development of a Town Employee Handbook, a Town Elections Manual, and was instrumental in ensuring our new Records Retention Schedule was approved by the State and implemented within the office shortly thereafter. His organizational skills are exemplary, and he has arranged the office filing system to work in tandem with the electronic file structure he created. At present, he assists the president with the development of a Sustainable Community application. He has also greatly assisted the Town's newly formed Historical Committee by providing document templates to help them get started.

5. Lending his graphic production talents, he created an informational booklet for Town residents and businesses entitled '*A Citizen's Guide to Living in the Historic Town of Upper Marlboro*.' He also sees through the layout, printing, folding and distribution of the Town's monthly newsletter. In addition, he maintains the Town's website.

6. Mr. Williams volunteers extensively. For the past 5 years he has served on Senator Paul Pinsky's Scholarship Advisory Committee and Council Member Eric Olson's Grant Advisory Committee.

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**2013 CLERK OF THE YEAR - M. DAVID WILLIAMS,
TOWN CLERK, TOWN OF UPPER MARLBORO
CONTINUED FROM PAGE 3**

In his hometown of Berwyn Heights, he heads the Town Historical Committee and holds a seat on the Governing Board of Directors for the Anacostia Trails Heritage Area (ATHA). With his involvement in ATHA's War of 1812 Anniversary activities, coupled with the fact that the Town of Upper Marlboro has an important, related (but neglected) historical site, he has steadily worked with the National Park Service and the Prince George's County government to ensure the site of William Beanes' gravesite was included on the Star Spangled Banner National Historic Trail in time for the anniversary observations. He was also appointed by the County Executive's Office to serve on the newly formed Prince George's County Commission on the War of 1812, and made sure that a resident of the Town of Upper Marlboro also be on the Board.

7. He very much enjoys participating in the Clerks' quarterly meetings and utilizing the MMCA query email forums. He says he hopes to serve on more MMCA committees once current commitments subside in 2015.

Our small administrative team consists of me, our accountant and Mr. Williams. I work closely with him daily and could not ask for a better working partner. He is a competent, pleasant, personable person and goes out of his way to help citizens with their questions, complaints and requests."

CONGRATULATIONS DAVID!

MMCA CLERK OF THE YEAR

Since 2000, members of the Maryland Municipal Clerks Association have elected a Clerk of the Year based on the following criteria:

Criteria for the Clerk of the Year Award:

1. Extraordinary individual job performance.
2. Member of the MMCA for at least two years and at least five years' experience as a Clerk.
3. Brings innovative ideas to the Association.
4. Demonstrates commitment to professional development.
5. Demonstrates commitment to community involvement and positive on-the-job attitude.
6. Participation in local, regional and/or national meetings.

"You build on failure. You use it as a stepping stone. Close the door on the past. You don't try to forget the mistakes, but you don't dwell on it. You don't let it have any of your energy, or any of your time, or any of your space." Johnny Cash

MMCA OFFICERS JUNE 2013 - 2015



Left to right -

Treasurer – Cindy Murray, City of Greenbelt, 25 Crescent Road, Greenbelt, MD 20770, phone - 301-474-3870 or e-mail - cmurray@greenbeltmd.gov.

Secretary - Stacy Wilkerson, Town of North Beach, 9036 Bay Avenue, North Beach, MD 20714, phone - 410-257-9618 or e-mail - northbeach@northbeachmd.org.

President – Awilda Hernandez, City of Bowie, 15901 Excalibur Road, Bowie, MD 20716, phone - 301-809-3029 or e-mail - ahernandez@cityofbowie.org.

Vice President – Lou Ann Crook, City of Laurel, 8103 Sandy Spring Road, Laurel, MD 20707, phone - 301-725-5300, ext. 2124, or e-mail - lcrook@laurel.md.us.



Members, we will again be selling tickets for a wine basket at MMCA's Booth 742, Exhibit Hall C, during the MML Convention in Ocean City, June 24 - 25, to support MMCA's Scholarship Fund. Tickets will be 1 for \$1.00 or 6 for \$5.

CONDOLENCES

North Brentwood Mayor and former Clerk Petrella Robinson on the loss of her husband, Mr. Leon D. Robinson, who passed away on March 8, 2013.

2014 REGION II CONFERENCE JANUARY 15-17, 2014 – SAVE THE DATE

The Maryland Clerks Association will once again host the IIMC Region II Conference on January 15-17, 2014, at the Comfort Inn & Conference Center in Bowie, Maryland. The hotel is located near shopping and restaurants, and has major access to the interstate for easy traveling. The committee secured a room rate of \$100.80 for the conference. The theme for the Conference is "As The Generations Turn."

The Region II Conference for 2014 is fast approaching. The conference planning committee will be working over the next six months to put together a wonderful conference. A major focus will be geared towards the education sessions and that they are pre-approved by IIMC. We look for your input and feedback as we discuss and provide the updates to the association during our upcoming quarterly meetings.

2014 Region II Committee Members:

Doug Barber, City of Rockville
Awilda Hernandez, City of Bowie
Stacy Wilkerson, Town of North Beach
Kim Rau, City of Laurel
Lou Ann Crook, City of Laurel
Doris Stokes, City of Gaithersburg
Cindy Murray, City of Greenbelt
Jessica Barnes, Town of Riverdale Park
Pam Fleming (Retired), City of Bowie
Janeen Miller, City of College Park
Carolyn Brinkley, Town of Centreville
Brenda Colegrove (Retired), City of Salisbury
Kim Nichol, City of Salisbury



Save the Date pin was designed by Stacy Wilkerson, Town of North Beach.

Danielle Mandley, CMC, Clerk for the Town of La Plata, uses an app on her smart phone from the following link: <https://itunes.apple.com/us/app/ers-emergency-response-salvage/id513081280?mt=8>, which provides useful emergency response and records salvage information.

MEMBERSHIP REPORT CINDY MURRAY, TREASURER

Membership stands at 74 members, eight more than reported at this time last year. Please help in keeping our mailing list current. You can call Cindy Murray at 301-474-3870 or e-mail: cmurray@greenbeltmd.gov to make any necessary changes. Remember that the *Messenger* is sent to you via e-mail and if you don't let Cindy know that your address has changed, you will not receive the *Messenger*. Also, when paying your annual dues, be sure to include an application form, which will include a blank space for your e-mail address.

**QUARTERLY MEETING
MARYLAND MUNICIPAL CLERKS ASSOCIATION
CITY OF GREENBELT
MARCH 14, 2013
BY JESSIE CARPENTER, SECRETARY**

The following members were in attendance:

Monica Correll, City of Aberdeen
Awilda Hernandez, City of Bowie
Melora Anderson, Town of Brentwood
Valerie Walls, Town of Chesapeake City
Yvette Allen, City of College Park
Janeen Miller, City of College Park
Jo Ann Tucker, Town of Fairmount Heights
Doris Stokes, City of Gaithersburg
Cindy Murray, City of Greenbelt
Susan Engles, Town of Kensington
Lou Ann Crook, City of Laurel
Kimberley Rau, City of Laurel
Regina Robinson, City of New Carrollton
Stacy Wilkerson, Town of North Beach

Kelly Allmond, Town of Ocean City
Jessica Barnes, Town of Riverdale Park
Douglass Barber, City of Rockville
Diane Nelson, City of Salisbury
Kim Nichols, City of Salisbury
Irma Andia, City of Takoma Park
Jessie Carpenter, City of Takoma Park
Tracey Toscano, Town of University Park
M. David Williams, Town of Upper Marlboro
Pamela A. Fleming (ret.), City of Bowie
Carol Jacobs (ret.), Town of Ocean City
Claire Funkhouser (ret), City of Rockville
Brenda Colegrove (ret.), City of Salisbury

CONVENE/INTRODUCTIONS

President Barber called the meeting to order at 10:08 a.m.

Greenbelt Mayor and MML President J. Davis made welcoming remarks.

APPROVAL OF MINUTES

Cindy Murray moved to approve the minutes of December 13, 2012. Diane Nelson seconded the motion. The motion carried.

ACCEPTANCE OF TREASURER'S REPORT

Treasurer Murray presented the Treasurer's Report.

Dave Williams moved to accept the Treasurer's Report, dated February 19, 2013. Kim Rau seconded the motion. The motion carried.

CLERK OF THE YEAR

Awilda Hernandez announced that M. David Williams had been selected as 2013 Clerk of the Year.

NOMINATING COMMITTEE REPORT

Kim Rau presented the report of the Nominating Committee.

President – Awilda Hernandez

Vice President – Lou Ann Crook

Treasurer – Cindy Murray

Secretary – Stacy Wilkerson

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**QUARTERLY MEETING
MARYLAND MUNICIPAL CLERKS ASSOCIATION,
CONTINUED FROM PAGE 7**

Kim Rau moved to accept the report and elect the nominees by acclamation. Kelly Allmond seconded the motion. The motion carried.

The new officers take office at the June meeting.

IIMC

Region II Director Report. IIMC Region II Director Kim Rau reported:

- The IIMC member recruitment drive continues.
- The IIMC Legislative Committee will be publishing a periodic digest of state and federal legislation that is of interest to clerks.

Region II Conference. President Barber reported:

- Region II is looking for ways to boost attendance. One idea would be to hold a Region II Conference every two years instead of annually.
- There are problems with the Virginia Institute and Academy.
- The Maryland Region II Conference in 2014 will focus on more Maryland-oriented topics.

MML

MML Update. Paula Chase Hyman reported on the MML Convention, the website member lounge, the new convention registration system, and volunteer opportunities with MML. She encouraged MMCA to use the member lounge on the website.

Board of Directors. President Barber reported that the next MML Board of Directors meeting will be held on May 4.

Legislative Committee. There was no Legislative Committee report.

Conference Committee. Cindy Murray reported for the Conference Committee. She noted the new miniature golf tournament for 2013. The MMCA luncheon/meeting will be held at noon on Tuesday, June 25. An informal dinner will again be held at Fresco's on Monday, June 24.

Communications Committee. Awilda Hernandez reported for the Communications Committee. The Committee is focusing on the "If I Were Mayor" contest and Banner City.

MML Convention. President Barber provided an update on the Convention. The RSVP deadline for the June 25 MMCA luncheon will be May 31. The cost of the lunch for those not attending the Convention or purchasing a Commerce Day pass will be \$24.

Pam Fleming and Brenda Colegrove will staff the MMCA booth.

There was consensus to support Doug's mother preparing the table cloth for the booth.

MMCA COMMITTEE UPDATES

Website Committee. Awilda Hernandez is looking for volunteers for the Committee.

Handbook Committee. Members interested in working on this should contact Doug Barber.

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**QUARTERLY MEETING
MARYLAND MUNICIPAL CLERKS ASSOCIATION,
CONTINUED FROM PAGE 8**

Education Committee. Janeen reported that she and Kelly Allmond were thinking about how best to deliver the records training requested by members. She noted the information on the Maryland Archives website and the new white papers on records available from the IIMC website. The Committee will be thinking about ideas for the Region II Conference.

There was a suggestion to have a session on doing legal research at a future meeting.

Region II Conference Committee. Doug Barber and Awilda Hernandez reported. They are interested in hearing from those interested in serving on the Committee. A question was posed as to whether to host a banquet for the conference. There will be an effort to keep costs down.

Dave Williams will be looking at War of 1812 event tie-ins for entertainment at the conference.

Irma Andia suggested holding a fun event at the conference, such as a dance contest, line dancing, or a casino night.

Membership Committee. Cindy Murray said that the Committee had reached out by email to all non-member cities and is updating a spreadsheet with the outcome of the outreach.

NEW BUSINESS

Kim Rau moved to authorize a donation of \$100 to MCEF. Janeen Miller seconded the motion. The motion carried.

Jessie Carpenter moved to nominate Carol Jacobs for the Quill Award. Doug Barber seconded the motion. The motion carried.

EDUCATION SESSION

At 11:20 a.m. the meeting was recessed for lunch and an education session on Municipal Budgeting with Ms. Jeanne E. Bilanin, Ph.D., P.E.

The meeting ended at 1:15 p.m.

**LUNCH INFORMATION
JUNE 25TH MEETING -**

Please note the following information about the luncheon:

If you are attending the MML Convention, your lunch ticket for "Tuesday" will pay for your lunch at the MMCA meeting. If you are not attending the MML Convention, but would like access to the exhibit hall, you may purchase a Commerce Day pass for \$35(cash). The pass includes admission to the Exhibit Area on Tuesday, June 25, from 10:00 a.m. – 2:30 p.m., morning refreshments in the Exhibit Area, and a Tuesday lunch ticket. Clerks who want to attend MML's convention as Commerce Day registrants should pick up a Commerce Day pass and pay at the registration desk. If you only wish to attend the MMCA meeting and luncheon, you may purchase a lunch ticket for \$24 (cash only on the day of the lunch). The deadline to respond has passed so contact Doug Barber at 240-314-8282 or e-mail - DBarber@rockvillemd.gov for assistance.

MMCA TREASURER'S REPORT, MAY 16, 2013

CINDY MURRAY, TREASURER

GENERAL FUND

Beginning Balance February 19, 2013 \$8,933.79

Receipts:

FY13 Dues (12)		\$600.00
March Meeting		<u>\$545.00</u>
	Total	\$1,145.00

Expenditures:

Transfer to Region II Conference		\$60.00
Transfer to Scholarship Fund		\$120.00
Quarterly Meeting		\$360.00
MML Booth Registration		\$225.00
Reimbursement (Hernandez) - Office Exp.		<u>\$108.78</u>
	Total	\$873.78

Balance as of May 16, 2013 \$9,205.01

SCHOLARSHIP FUND

Beginning Balance February 19, 2013 \$5,491.54

Receipts:	Transfer from Dues (12)	\$120.00
	50/50	\$36.50
	Interest - March	\$0.09
	Interest - April	\$0.10
	Interest - May	<u>\$0.10</u>
	Total	\$156.79

Expenditures:		<u>\$0.00</u>
	Total	\$0.00

Balance as of May 16, 2013 \$5,648.33

REGION II CONFERENCE

Beginning Balance February 19, 2013 \$9,626.15

Receipts:	Transfer from Dues (12)	\$60.00
	Interest - February	\$0.19
	Interest - March	\$0.15
	Interest - April	<u>\$0.17</u>
	Total	\$60.51

Expenditures:	Deposit - Comfort Inn	<u>\$0.00</u>
	Total	\$0.00

Balance as of May 16, 2013 \$9,686.66



**MARYLAND MUNICIPAL CLERKS ASSOCIATION
QUARTERLY MEETING AGENDA**

Tuesday, June 25, 2013

Maryland Municipal League Convention - Ocean City Convention Center

12:00 Noon to 1:30 p.m.

1. **Welcome**
2. **Convene/Introductions**
3. **Approval of Minutes from March 14, 2013, Meeting**
4. **Acceptance of the Treasurer's Report**
5. **Presentation of Clerk of the Year Award**
6. **Presentation MMCA Committee Appreciation and Recognition**
7. **Introduction of Officers for 2013-2015 – (Swearing-In)**
8. **IIMC**
 - **Region II Report**
 - **Region II Conference 2014 – January 15-17, 2014 (Bowie, Maryland)**
 - **IIMC Conference 2014 – May 18 – 22, 2014 (Milwaukee, Wisconsin)**
9. **MML**
 - **MML Update – Paula Chase Hyman**
 - **Board of Directors Report – Doug Barber, President**
 - **MML Committees**
 - I. **Communications Committee**
 - II. **Conference Planning**
 - III. **Legislative Committee**
10. **MMCA Committee Updates**
 - **2014 Region II Conference Committee**
 - **Website Committee**
 - **Handbook Committee**
 - **Education Committee**
 - **Membership Committee**
11. **Unfinished Business**
12. **New Business**
 - **Approval of the FY14 MMCA Budget**
 - **Congratulations**
13. **Next Meeting – Thursday, September 19, 2013, (Location TBD)**
14. **Good of the Order and Adjournment**

MMCA MEMBER PHOTO COLLAGE MARCH MEETING & IIMC ANNUAL CONFERENCE, ATLANTIC CITY, NEW JERSEY



Photos include, MML's Paula Chase-Hyman, M. David Williams, IIMC's newly elected Vice President, Monica Simmons, Doug Barber, Awilda Hernandez, Kim Nichols, IIMC's Emily Maggard, Monica Correll, Brenda Colegrove, Lou Ann Crook and Kim Rau. Additional IIMC Conference photos on next page. Photos this page and following pages are courtesy Doug Barber and Drew Pavlica (Garfield City, New Jersey). Visit the Municipal Clerk Association of New Jersey's Facebook page for more conference photos.

MMCA MEMBER PHOTO COLLAGE IIMC ANNUAL CONFERENCE



Photos include Irma Andia, Cindy Murray, Doug Barber, Yvette Allen, Monica Simmons, Monica Correll, Carol Jacobs, Awilda Hernandez, Kim Nichols, Lou Ann Crook, Danielle Mandley and Brenda Colegrove.



IIMC'S 67TH ANNUAL CONFERENCE ATLANTIC CITY, NEW JERSEY



Above - IIMC 's 2013 - 2014 President Marc Lemoine (on right), Winnipeg, Manitoba, Canada, is sworn into office by Bernie White. Photo upper right - Kim Rau, IIMC Region II Director during the Region II Business Meeting. Photo lower left - President Elect Brenda Kay Young (on right), Nashville, Indiana, is sworn into office by Tammy Kelly. Photo lower right - Vice President Monica Martinez Simmons (on left), City of Seattle, Washington, is sworn into office by Norma Rodriguez.



FUTURE IIMC CONFERENCE LOCATIONS

2014 - May 18 - May 22 - Milwaukee, WI

2015 - May 17 - May 20 - Hartford, CT

2016 - May 22 - May 25 - Omaha, NE

2017 - May 21 - May 24 - Montreal, Canada

IIMC REGION II DIRECTORS

Vincent Buttiglieri, MMC

Telephone: 732-531-4968

vbuttiglieri@oceantwp.org

Kimberley Rau, MMC

Telephone: 301-725-5300

krau@laurel.md.us

Please feel free to contact either Region II Director if you have any questions about IIMC. www.iimc.com.



The Messenger is a quarterly newsletter and the official record of the Maryland Municipal Clerks Association. Please direct any comments or suggestions to the Editor, Carol L. Jacobs, MMC,

Retired, 307 Bay St., Berlin, MD 21811. Phone (410) 641 4290, E-mail: cl.jacobs@verizon.net. Special thanks go to Thomas Carter, Copy Editor.

Sharing Professional Knowledge and Ideas.

We're on the web! Click on <http://www.mdmunicipal.org> and then go to Departments

Maryland Municipal Clerks Association

Application for Membership July 1, 2013 - June 30, 2014

Name: _____ Title: _____

Municipality: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Fax: _____ Renew : _____ New: _____

Mayor or Chief Elected Official Contact Information: _____

Basic Membership - \$50.00 (Includes \$35.00 for dues, \$10.00 towards MMCA Scholarship Fund, and \$5.00 toward the Region II Conference Fund.)

Make checks payable to: Maryland Municipal Clerks Association

Attention: Cindy Murray, City Clerk

City of Greenbelt

25 Crescent Road

Greenbelt, MD 20770