

MESSAGE FROM THE PRESIDENT, DOUGLASS A. BARBER, CMC



MMCA Members:

2013 has already become very busy for me. As with many other members, I have begun the 2013 municipal election process which is a duty on-top of an already busy schedule.

I would like to share with you some thoughts

that I have come to use in my job and of-fice.

I am only one person, and can only do so much in a day. The feeling of pressure to try to do more comes from me and not from my manager or mayor and council. I have begun to realize that it's OK to take my time, do the best job I can, and be happy with the outcome. I now know that every day is not going to be great but there is always tomorrow. I've been a clerk

for over twelve years and know what many of you may have discovered; you are never "done," there is always something else that needs to be done. We spend more time at work than with our families and the work is not going anywhere, so it's important to find a good work-life balance. We must take the time to refresh and rejuvenate. Thank you for allowing me to share my perspective and I hope these thoughts help some of you. *Continued page 2*

MARCH 2013

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HISTORY OF GREENBELT, MARYLAND "A National Historic Landmark"

The City of Greenbelt has gone into the history books as the first community in the United States built as a federal venture in housing. From the beginning it was designed as a complete

city, with businesses, schools, roads and facilities for recreation and town government. Greenbelt was a planned community, noted for its interior walkways, underpasses, its system

of inner courtyards and one of the first mall-type shopping centers in the United States. Modeled after English garden cities of the 19th century, Greenbelt took its name from the belt

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MESSAGE FROM THE PRESIDENT, CONTINUED FROM PAGE 1

IIMC Region II Conference – 2013

The City of Virginia Beach welcomed everyone to the IIMC Region II Conference – January 16-18, 2013, “Set Sail for a Leadership Adventure.” This was the 30th Anniversary of Region II meetings and this one was back where it all began thirty years ago – Virginia Beach. The host committee provided a great conference. The educational sessions were some of the best I’ve attended in recent years. I was glad to see Annie Brady, Town Clerk, for the Town of Indian Head and Bonita Anderson, Town Clerk of Forest Heights attend as this was their first IIMC Region II conference. We had 8 MMCA members present at the conference and as always, I’m proud to have our association represented. IIMC President Brenda Cirtin was in attendance and offered words of encouragement and thanked those attending. She acknowledging that hard economic times and reduced funds for training and travel have hindered attendance at the conferences. I will provide a brief overview of the conference during our March meeting.

IIMC 2013 Conference – Atlantic City, New Jersey (Sunday, May 19th through Thursday, May 23rd)

The IIMC 2013 Conference information was mailed to previous attendees and available on the IIMC website (www.iimc.com). If you plan on attending, please let me know. Maryland has had a large number of attendees for

the last few years and I hope we can continue with the trend. We are very fortunate that it is being held in Region II this year. If you have never attended a conference, please talk to someone that has; it is an experience you will never forget. This will be my fifth conference and I look forward to them every year. I have met clerks from around the globe, and have been able to learn from them and with them. Attending the conference is a great way to earn educational points towards your certification. Early registration deadline is April 6, 2013.

MML 2013 Annual Conference – Ocean City, Maryland (Sunday, June 23rd through Wednesday, June 26th)

The Maryland Municipal League Conference will be here before you know it. If you are the municipal official that assists in making arrangements for the elective/administrative staff to attend you have already started working on this project. I hope that each of you will be able to attend the entire conference this year. The theme is **Cherish the Past, Plan the Future.**

The Maryland Municipal Clerks Association will again have a booth. We have asked retired Clerks Brenda Colegrove (City of Salisbury) and Pam Fleming (City of Bowie) to oversee the booth during the convention.

We will also be doing our annual fundraiser at the booth. We have had large success with our Maryland Wine Basket and are again taking donations or basket items.

Maryland Municipal Clerks 3rd Annual Dinner – Ocean City, Maryland (Monday, June 25, 2013) – SAVE THE DATE

Maryland Municipal Clerks 3rd Annual Dinner will be held on Monday, June 25, 2013, during the MML Convention. Even if you are not able to attend the conference please plan to join us for dinner. We have a reservation set for 7:00 p.m. at Fresco’s (8203 Coastal Highway, Ocean City, Maryland). Additional details will be provided closer to the dinner.

IIMC Region II Conference – 2014

Maryland Municipal Clerks Association (MMCA) will host the January, 2014, IIMC Region II Conference. At our last meeting, members approved the City of Bowie as the host location. We already have some initial thoughts/ideas for the conference. **IF YOU ARE INTERESTED, WE WILL BE HOLDING A 2014 REGION II CONFERENCE COMMITTEE MEETING FOLLOWING OUR MARCH MEETING.** This is a really important meeting as we need to start making decisions regarding the conference. Please bring your thoughts and ideas. All are welcome.

There is a lot of information included in this issue of *The Messenger*, but I want to close by thanking all of you for your continued support during my tenure as president. I look forward to seeing you in Greenbelt on March 14th. Thanks to Cindy Murray for hosting.

Doug Barber, CMC,
MMCA President

HISTORY OF GREENBELT, MARYLAND

CONTINUED FROM PAGE 1

of green forestland with which it was surrounded and from the belts of green between neighborhoods that offered easy contact with nature.

In 1997, Greenbelt celebrated its 60th anniversary. To coincide with this historic event, the United States Department of Interior saw fit to recognize Historic Greenbelt as a National Historic Landmark.

Greenbelt is one of three greenbelt towns envisioned by Rexford Guy Tugwell, friend and advisor to President Franklin D. Roosevelt, and created under the Resettlement Administration in 1935 under authority of the Emergency Relief Appropriation Act. (Greendale, Wisconsin, near Milwaukee, and Greenhills, Ohio, near Cincinnati, are the other two towns. A fourth town, to be located in New Jersey, was never built.)

Greenbelt was an experiment in both the physical and social planning that preceded its construction. Homes were grouped in superblocks, with a system of interior walkways permitting residents to go from home to town center without crossing a major street. Pedestrian and vehicular traffic were carefully separated. The architecture was streamlined in the Art Deco style popular at that time—with curving lines, glass brick inserts in the facades of apartment buildings, and buttresses along the front wall of the elementary school. Many of the original buildings of the city provide some of the finest examples of Art Deco to be found in the Washington area.

Indeed, the Greenbelt Community Center is considered one of the ten best structures in Art Deco style within the United States. A sculpture by Thomas, a mother and child statue, graces the town center.

Greenbelt was also a social experiment. Designed to provide low-income housing, it drew 5,700 applicants for the original 885 residences. The first families were chosen not only to meet income criteria, but also to demonstrate willingness to participate in community organizations. (In 1941, another 1,000 homes were added to provide housing for families coming to Washington in connection with defense programs of World War II.)

The first families, who arrived on October 1, 1937, found no established patterns or institutions of community life. Almost all were under 30 years of age. All considered themselves pioneers in a new way of life. A mix of blue and white collar workers, they reflected the religious composition of Baltimore and Washington, D.C.—Protestant, Catholic, and Jewish; but because of the racial bias controlling public policy at that time, all were white.

Almost immediately, the new residents formed a town government - the first city manager form of government in the State of Maryland.

In 1952, when Congress voted to sell off the greenbelt towns,

citizens formed a housing cooperative (Greenbelt Veterans Housing Corporation, later Greenbelt Homes, Inc.) which purchased the homes. Citizens also formed cooperatives for a baby sitting pool, a nursery school and a savings and loan association. In fact, when Greenbelters confronted any kind of new problem, their typical first approach was to form a new cooperative.

Today, much of the original features of this planned community still exist. With the construction of the Baltimore-Washington Parkway, the Capital Beltway, and Kenilworth Avenue - which meet in Greenbelt, the city has become a center of major residential and commercial development within the Prince George's County.

For more on Greenbelt's unique place in the history of American culture, visit [Virtual Greenbelt](#), a project sponsored by the University of Maryland. Other information can be found at the [Greenbelt Museum](#) and the [Tugwell Room](#).



Sculpture by Thomas, a mother and child statue graces the town center.

MMCA'S 2013 CLERK OF THE YEAR

AWILDA HERNANDEZ, VICE PRESIDENT

Nomination notices were mailed to all voting members and ballots must be returned, postmarked by March 1, 2013. Announcement of the 2013 Clerk of the Year will be made at the March Meeting.

2013 MMCA Meeting Schedule

June 25, 2013 - Town of Ocean City

September 19, 2013 - City of Cumberland

December 12, 2013 - Town of Chesapeake City

MMCA LENDING LIBRARY

DOUGLASS BARBER, PRESIDENT

We all pick up books from conferences and even the Athenian dialogues. Please consider sharing them with other members of MMCA. I have read a few books that have really been a help not only in my role as a City Clerk but for personal enrichment. If you have a book that you have enjoyed, please consider sharing it or just provide the title and author. I have found that books collected at conferences are read but then end up on a shelf. Books should be shared and read by others.

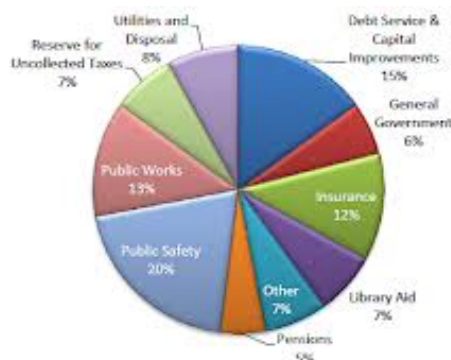
I have the following books to share:

Why Settle for the Balcony – How to Get a Front-row Seat in Life! by Marilyn Sherman

Coloring Outside the Lines – Business Thoughts on Creativity, Marketing and Sales by Jeff Tobe

MARCH 14TH EDUCATION SESSION

JANEEN S. MILLER



UNIVERSITY OF
MARYLAND

Jeanne E. Bilanin, from the University of Maryland Institute of Governmental Service and Research, will present a one hour seminar on "Municipal Budgeting."



HISTORY OF GODDARD SPACE FLIGHT CENTER GREENBELT, MD

Goddard is NASA's first, and oldest, space center. Its original charter was to perform five major functions on behalf of NASA: technology development and fabrication, planning, scientific research, technical operations, and project management. The center is organized into several directorates, each charged with one of these key functions.

Until May 1, 1959, NASA's presence in Greenbelt, Maryland, was known as the Beltsville Space Center. It was then renamed the Goddard Space Flight Center (GSFC), after Dr. Robert H. Goddard. Its first 157 employees transferred from the United States Navy's Project Vanguard missile program, but continued their work at the Naval Research Laboratory in Washington, D.C., while the center was under construction.

Goddard Space Flight Center contributed to Project Mercury, America's first manned space flight program. The Center assumed a lead role for the project in its early days and managed the first 250 employees involved in the effort, who were stationed at Langley Research Center in Hampton, Virginia. However, the size and scope of Project Mercury soon prompted NASA to build a new Manned Spacecraft Center, now the Johnson Space Center, in Houston, Texas. Project Mercury's personnel and activities were transferred there in 1961.

Goddard Space Flight Center remained involved in the manned space flight program, providing computer support and radar tracking of flights through a worldwide network of ground stations called the Spacecraft Tracking and Data Acquisition Network (STDN). However, the Center focused primarily on designing unmanned satellites and spacecraft for scientific research missions. Goddard pioneered several fields of spacecraft development, including modular spacecraft design, which reduced costs and made it possible to repair satellites in orbit. Goddard's Solar Max satellite, launched in 1980, was repaired by astronauts on the Space Shuttle Challenger in 1984. The Hubble Space Telescope, launched in 1990, remains in service and continues to grow in capability thanks to its modular design and multiple servicing missions by the Space Shuttle.

Today, the center remains involved in each of NASA's key programs. Goddard has developed more instruments for planetary exploration than any other organization, among them scientific instruments sent to every planet in the Solar System. For the manned space flight program, Goddard develops tools for use by astronauts during extra-vehicular activity, and operates the Lunar Reconnaissance Orbiter, a spacecraft designed to study the Moon in preparation for future manned exploration. Goddard Space Flight Center is located at 8800 Greenbelt Rd, Greenbelt, MD 20771.



Members, there will be a 50/50 Raffle during the March 14th meeting to support MMCA's Scholarship Fund

CONDOLENCES

Brenda Colegrove, Retired, on the loss of her mother, Thelma H. Quillen, age 95, of Berlin, who died Wednesday, December 26, 2012.

Thomas Carter, Retired, on the loss of his father-in-law, Samuel C. Genovese, age 85, of Westfield, Connecticut, who died January 23, 2013.

NOMINATING COMMITTEE REPORT KIMBERLEY A. RAU, MMC

The MMCA Nominating Committee will submit nominees for the Association officers at the Annual Meeting, to be held on March 14th, hosted by the City of Greenbelt. If you are interested in serving as an officer please contact a committee member by Friday, March 1, 2013. If you have already submitted your name for consideration there is no need to do so again unless you've changed your mind. Nominating Committee Members are: Kimberley Rau at krau@laurel.md.us, Yvette Allen at yallen@collegeparkmd.gov, and Irma Andia at irmaa@takomagov.org. The following MMCA members have submitted their names for consideration.

Awilda Hernandez, President

Cindy Murray, Treasurer

LouAnn Crook, Vice President

Stacy Wilkerson, Secretary

Nominations will also be taken from the floor during the March meeting. You must be present to vote. Newly elected officers will assume their duties during the June, 2013 meeting.

MMCA OFFICER DUTIES TERM OF OFFICE IS TWO YEARS

The President shall be the chief executive officer of the Association and shall:

- a. preside at all meetings of the Association;
- b. issue the call for regular or special meetings of the Association;
- c. appoint all committees and may act as an ex officio member of all committees; and
- d. represent the Association on the Board of Directors of the Maryland Municipal League, or if not a municipal official, appoint such a representative.

The Vice President shall occupy the position and perform the duties of the President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall:

- a. succeed to the office of President in the event of a vacancy in the office; and
- b. oversee the functioning of the various committees.

The Secretary shall:

- a. keep all records and proceedings of the Association in a book maintained for that purpose.

The Treasurer shall:

- a. keep an accurate record of all monies received by the Association; and
- b. report the status of all financial accounts to the association at each meeting.



**QUARTERLY MEETING
MARYLAND MUNICIPAL CLERKS ASSOCIATION
TOWN OF CENTREVILLE
DECEMBER 13, 2012
BY JESSIE CARPENTER, SECRETARY**

The following members were in attendance:

Monica Correll, City of Aberdeen
Awilda Hernandez, City of Bowie
Carolyn Brinkley, Town of Centreville
Janine Antoshak, Town of Charlestown
Sharlá Crutchfield, City of District Heights
Cindy Murray, City of Greenbelt
Andrea Brady, Town of Indian Head
Danielle Mandley, Town of LaPlata
Lou Ann Crook, City of Laurel
Kimberley Rau, City of Laurel

Kelly Allmond, Town of Ocean City
Terrance Murray, Town of Ocean City
Douglass Barber, City of Rockville
Diane Nelson, City of Salisbury
Jessie Carpenter, City of Takoma Park
M. David Williams, Town of Upper Marlboro
Pamela A. Fleming (ret.), City of Bowie
Tom Carter (ret.), Town of Somerset
Carol Jacobs (ret.), Town of Ocean City
Brenda Colegrove (ret.), City of Salisbury

CONVENE/INTRODUCTIONS

President Barber convened the meeting at 10:16 a.m.

Centreville Council President Frank C. Ogens and Council Vice President George Sigler made welcoming remarks.

APPROVAL OF MINUTES

Kim Rau moved to approve the minutes of September 20, 2012. Lou Ann Crook seconded the motion. The motion carried.

ACCEPTANCE OF THE TREASURER'S REPORT

Treasurer Murray presented the Treasurer's Report.

Monica Correll moved to accept the report dated November 19, 2012. Diane Nelson seconded the motion. The motion carried.

IIMC

Region II Director Kim Rau reported:

- The Board of Directors voted to operate without a Director of Education through the end of 2013.
- A Presidential Blue Ribbon Commission on Education has been created to address education issues.
- IIMC is operating in the black for the third year in a row.
- The IIMC new member drive has resulted in 196 new members to date.
- The 2017 IIMC Conference will be held in Montreal.

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

Director Rau reported that MMCA had received an anonymous donation of \$200 toward its contribution for the IIMC Conference in Atlantic City. She requested that MMCA contribute \$800 to make a total contribution of \$1000 for the Atlantic City Conference.

Cindy Murray moved to donate \$800 from the General Fund for the Conference in Atlantic City. Kelly Allmond seconded the motion. The motion carried.

Director Rau reported that the IIMC Legislative Committee was developing regional legislative information packets and would be working on a newsletter.

MML

Paula Hyman provided an MML briefing:

- The MML Opening Day Legislative Reception is scheduled for Wednesday, January 9.
- To remain in contention for Banner City status, Mayors or other representatives of a town or city must conduct at least one school visit before the end of March.
- The second phase of the Geocache Trail will kick off with three launch events on January 5.

MML Board of Directors. President Barber noted that the Board had met at the MML Fall Conference. He offered to share materials he received in his Board information packet.

Legislative Committee Report. No report was presented.

MML Conference Committee. Cindy Murray reported that the Committee met in September and November.

MML Communications Committee. Vice President Hernandez reported for the Committee. She urged towns to continue to work on the requirements for the 2013 Banner City status.

MML 2013 Convention. President Barber reported that he was looking for retired clerks to staff the MMCA booth again this year. He welcomed members' ideas for the booth. Members indicated interest in continuing to conduct a wine basket raffle to benefit the scholarship fund.

MMCA COMMITTEE UPDATES

Website Committee. Vice President Hernandez reported that she was working on organizing the Committee.

Handbook Committee. President Barber reported that an online handbook is to be developed. He said he will reach out to interested members.

Education Committee. Janeen Miller was unable to attend the meeting but provided a handout on 2013 educational opportunities for city clerks.

Region II Conference Committee. President Barber and Vice President Hernandez provided an update.

- The Conference will be January 15-17, 2014. Education sessions will be held on January 15 and 16. The Conference will end with the Region II business meeting the morning of Friday, January 17.
- Conference Committee meetings will begin in January.
- They recommended that the location for the Conference be the Comfort Inn Conference Center, Bowie. The basic room rate would be \$100.80 per night.

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

Kim Rau moved to support holding the conference at the Comfort Inn Conference Center, Bowie and authorize that a contract be signed. The motion was seconded by Monica Correll. The motion carried.

Help will be needed from everyone to make the Conference a success.

Membership Committee. President Barber indicated that he wanted to arrange a meet-and-greet lunch for new clerks in the Prince George's/Montgomery area.

Treasurer Murray reported that the membership stands at 62 members.

Monica Correll offered to compile information on Cecil/Harford County clerks to recruit for membership in MMCA.

DISCUSSION OF PROPOSED/EXISTING LEGISLATION OF INTEREST TO CLERKS

There was a discussion regarding a 2011 change to the Open Meetings Act that permits live and archived streaming of meetings in conjunction with posting of individual votes to be kept in place of written meeting minutes. No clerks indicated that their practice had changed as a result of this. A number of clerks did report that they were moving more toward action minutes and away from longer narrative minutes.

The members also discussed the MML legislative priority that would permit use of a website posting instead of publication in a newspaper of general circulation for certain required notices.

Kelly Allmond moved that MMCA send a letter supporting this legislation to the Chair of the Committee who will hear the bill. Seconded by Lou Ann Crook. The motion carried.

NEXT MEETING

The next meeting will be hosted by the City of Greenbelt on March 14.

GOOD OF THE ORDER

Kim Rau, Chair of the Nominating Committee, announced that the Committee will present nominations for officers at the March meeting.

Vice President Hernandez announced that letters would be sent to managers and mayors requesting nominations for Clerk of the Year. Ballots will be mailed in early March.

ADJOURNMENT

The meeting was adjourned at 12:04 p.m.

*Daylight Savings Time begins on
Sunday, March 10, 2013, at 2 a.m.
Turn clocks forward one hour.*



MMCA TREASURER'S REPORT, FEBRUARY 19, 2013

CINDY MURRAY, TREASURER

GENERAL FUND

Beginning Balance November 19, 2012 \$9,718.82

Receipts:

FY13 Dues (2)	\$100.00
December Meeting (Lunch)	\$420.00
Anonymous Donation (for IIMC Conf.)	<u>\$200.00</u>
Total	\$720.00

Expenditures:

Transfer to Region II Conference	\$10.00
Transfer to Scholarship Fund	\$20.00
New Jersey Municipal Clerks (IIMC Conf.)	\$1,000.00
Quarterly Meeting	\$376.91
Retirement Dinner - Correction	\$83.82
Reimbursement (Barber) - Office Exp.	<u>\$14.30</u>
Total	\$1,505.03

Balance as of February 19, 2013 \$8,933.79

SCHOLARSHIP FUND

Beginning Balance November 19, 2012 \$5,401.29

Receipts:

Transfer from Dues (2)	\$20.00
50/50	\$70.00
Interest - December	\$0.08
Interest - January	\$0.08
Interest - February	<u>\$0.09</u>
Total	\$90.25

Expenditures:

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

Balance as of February 19, 2013 \$5,491.54

REGION II CONFERENCE

Beginning Balance November 19, 2012 \$10,115.65

Receipts:

Transfer from Dues (2)	\$10.00
Interest - November	\$0.18
Interest - December	\$0.16
Interest - January	<u>\$0.16</u>
Total	\$10.50

Expenditures:

Deposit - Comfort Inn	<u>\$500.00</u>
Total	\$500.00

Balance as of February 19, 2013 \$9,626.15



**MARYLAND MUNICIPAL CLERKS ASSOCIATION
QUARTERLY MEETING AGENDA
March 14, 2013
City of Greenbelt
10:00 a.m. to 2:00 p.m.**

1. **Welcome**
2. **Convene/Introductions**
3. **Approval of Minutes from December 13, 2012 Meeting**
4. **Acceptance of Treasurer's Report**
5. **Announcement of Clerk of the Year – 2013 – Awilda Hernandez, Vice President**
6. **Nominating Committee Report – Kim Rau, Yvette Allen, Irma Andia**
7. **IIMC**
 Region II Report – Region II Directors
 Region II Conference Schedule
 IIMC Conference 2013 – May 19-23, 2013 (Atlantic City, New Jersey)
 IIMC Legislative Committee Report – Kim Rau
8. **MML**
 MML Update – Paula Chase Hyman
 Board of Directors Report – Doug Barber
 Legislative Committee Report – Dashaun Lanham
 Conference Committee Report – Cindy Murray
 Communications Committee Report – Awilda Hernandez
 MML 2013 Convention – Doug Barber
 MML 2013 Clerk Dinner – Monday, June 24, 2013 (Ocean City, Maryland) – Doug Barber
9. **MMCA Committee Updates**
 Website Committee
 Handbook Committee
 Education Committee
 Region II Conference 2014 Committee
 Membership Committee (Member Recruitment and Retention)
10. **Unfinished Business**
11. **New Business**
 Motion to Authorize a Donation to MCEF - \$100.00
12. **Next Meeting** – Tuesday, June 25, 2013, held during the MML Annual Convention
13. **Congratulations** - CMC/MMC Recipients; First Time Attendees; and New Members
14. **Education Session** – Municipal Budgeting - Ms. Jeanne E. Bilanin, Ph.D., P.E.
15. ***Lunch*** - See *Messenger* for details.
16. **Good of the Order and Adjournment**

MMCA MEMBER PHOTO COLLAGE DECEMBER MEETING & IIMC'S REGION II MEETING



Above and to the right - MMCA members attending the December meeting hosted by Carolyn Brinkley, Town of Centreville.



Above and to the right - IIMC's Region II Conference hosted by the Virginia Municipal Clerks Association. MMCA members attending: Yvette Allen, Awilda Hernandez, Douglass Barber, Cindy Murray, Annie Brady, Danielle Mandley and Stacy Wilkerson. IIMC President Brenda Curtin is featured in the above photo. Also included are Sandi Thompson, Virginia Association, Alice Van Veen and Terry Hudson, Delaware Association. More IIMC Region II pictures on page 13.



MMCA MEMBER PHOTO COLLAGE IIMC REGION II CONFERENCE, VIRGINIA BEACH, VA



LUNCH INFORMATION MARCH 14TH MEETING - HOSTED BY CINDY MURRAY, CITY OF GREENBELT

The March meeting will be held on Thursday, March 14, in Greenbelt.

Lunch will be provided by New York Deli. The menu will consist of assorted deli sandwiches (including vegetarian options), macaroni salad, fruit salad, chips and a dessert tray. Coffee, juice and pastries will be available in the morning. Please RSVP to Cindy Murray (cmurray@greenbeltmd.gov) by March 8.

The cost is \$20.00 per person, payable at the door or in advance to MMCA, C/O Cindy Murray, Treasurer. Make checks payable to Maryland Municipal Clerks Association. If you fail to attend or cancel after responding by the RSVP deadline, lunch fees are still payable to MMCA regardless of your circumstances.

The Greenbelt Municipal Building is located at 25 Crescent Road, Greenbelt, Maryland. The meeting will be held in the 2nd floor Council Chambers.

NEW WELCOME SIGNS FOR THE TOWN OF COTTAGE CITY



The Town of Cottage City Commission voted to adopt the slogan “*United in Diversity*” as the Town slogan, and it will be displayed on the Town’s three **Welcome to Cottage City** signs. The color scheme may be slightly altered, but this gives you an idea of what to look for. There are three potential sites for the signs to be erected:

1. 38th Avenue and Cottage Terrace
2. Bladensburg Road and Eastern Avenue
3. Bladensburg Road coming over bridge into Town

Editor’s Note: Thanks to Assistant Town Clerk, Sarah Simmons for sharing this news.

MEMBERSHIP REPORT CINDY MURRAY, TREASURER

Membership stands at 62 members, one 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.



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. Hope all of you plan to attend the 67th IIMC Annual Conference, May 19 – 23, 2013, Atlantic City, New Jersey. If you have not received your program for the conference, go to: www.iimc.com.



TO ENGAGE OR NOT TO ENGAGE? BY ELI MINA, M.SC., P.R.P.

“To Engage or Not to Engage?”

Scenario 1: A municipal council addresses a contentious issue, and many citizens are there to observe. As the debate gets heated, Council members say things that are unpopular with some observers. One of them responds with an aggressive and abusive outburst. Another waves a threatening finger and non-verbally signals a Council member to “Step outside and we’ll settle this matter.” The Council member treats this gesture as a personal challenge. He responds “heroically,” with an identical gesture, indicating that he would gladly tackle this person and settle the matter outside.

Scenario 2: At a school board meeting, a citizen group in support of a certain cause packs the public gallery. During the public comment period, a member of this group speaks to the Board. He makes a strong pitch for his group’s position, and concludes by saying: “Let me take a show of hands here, so you’ll know how many citizens support my position.” Everyone present “votes” yes. The Board Chair responds by heartily thanking the group and indicating her strong personal support for its cause.

Is it appropriate for elected officials to engage with citizens as in the above two scenarios? Absolutely not.

In the first scenario, Council members should never descend to a level where issues are settled by physical force rather than by the merits of arguments. Such responses diminish public confidence that elected officials can act in a mature and trust worthy manner. What should be done instead? The Mayor should establish rules of order and decorum and communicate them to the public at the start of the meeting. She or he should emphasize that the meeting environment must be kept safe and that outbursts and disruptive conduct will not be tolerated. If, despite such warnings, breaches of decorum occur, the Mayor should enforce the stated rules. If threats of violence are assessed to be serious, it may be necessary to call the police to intervene.

What is wrong with the second scenario? The Board Chair should not show favoritism for a certain position before the discussion among the trustees occurs. Doing so can create the impression that her mind is made up and that no valid input will sway her. In addition, she may come across as an advocate for narrow interests, possibly placing them ahead of the interests of the much larger community (which is not represented at the meeting). What should be done instead? The Board Chair should advise that, with all due respect, the citizens in attendance are not an elected voting body, and that it is not appropriate to take such “votes.” The Board Chair should also clarify that public input is not the only factor that the Board must consider when it makes its decisions, and that it must also consider its own policies plus the professional expertise of its staff and advisors.

Good luck.

Eli Mina, M.Sc., P.R.P.

Board Effectiveness Consultant & Registered Parliamentarian

IIMC’s 44th Annual Municipal Clerks Week, to take place May 5 - May 11, 2013, will feature a weeklong series of activities aimed at increasing the public’s awareness of Municipal Clerks and the vital services they provide for local government and the community.



MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.



67th Annual IIMC Conference

Atlantic City, New Jersey

May 19-23, 2013

IIMC and the Municipal Clerks Association of New Jersey have been working diligently to provide a great educational and networking experience at the 2013 IIMC Conference. We encourage you to attend and be enlightened like never before. Among the many highlights of this Conference are:

MCEF Walk/Run – Sunday, May 19th

Please join MCEF in their Annual Walk/Run along the beautiful and historic Atlantic City Boardwalk. Even if you are not the athletic type, you can certainly do the same stroll as the many Miss America's have done in the past.

P.S. Beginning in 2014 – Miss America will be coming home to Atlantic City and the famed Boardwalk!

Opening Reception – Sunday, May 19th

This will be a dessert reception for two hours. In addition to the many scrumptious desserts, you will be entertained by the famous Mummies. This world-renowned string band is best known for their performance in New Year's Day Parade in Philadelphia.

Opening Ceremony – Monday, May 20th

This choreographed event is a once in a lifetime event. In addition to the Parade of Flags, President Cirtin will honor those individuals who have been awarded the prestigious Quill Award, Institute Directors Award and the Excellence in Governance Award.

Finally, you will be entertained by The Unexpected Boys who will wow you with their tribute to Frankie Valli and the Four Seasons. You will not want to miss this show!

All Conference Event – Wednesday, May 22nd

The theme of this year's All Conference Event is an Indoor Beach Party! Don't be afraid to wear your best beach party attire - sandals and shorts will be a welcomed site!

You will enjoy an amazing menu of all the traditional boardwalk foods such as Philly Cheese Steaks, Sausage, Pepper and Onion hoagies, and Frozen Custard, in addition to many other items.

You will also be entertained by none other than the world famous B-Street Band (a Bruce Springsteen Tribute Band). Trust me – you will not want to leave early and miss these phenomenal entertainers. Please rest up because you're going to want to dance the night away.

We look forward to seeing you in Atlantic City in May!!!!!!

HAWAII, ANYONE?

BY COLLEEN J. NICOL, MMC

IIMC PAST PRESIDENT & MCEF BOARD MEMBER

Once again American Legal Publishing has donated a trip for two including airfare and a week's hotel on Waikiki Beach in beautiful Hawaii! All proceeds benefit IIMC Education Programs.

IIMC President Cirtin and I have joined forces this year to once again offer these tickets through the Municipal Clerk Education Foundation. **Print out and return the flyer on this page today for your chance to win!** You could be the lucky winner! Get in on the fun!

Using MCEF to plan for scholarships and education programs in our States in perpetuity is a gift to future municipal clerks. California has two endowments through MCEF and scholarships are awarded periodically. I urge other associations to consider creating an endowment. Setting up a "Restricted Endowment" ensures that earnings provide scholarships and educational opportunities for the association where the revenue was generated. MCEF does the investing for you.

So, print out the Hawaii raffle flyer for your chance to win a week-long vacation for two! Do it today!

I love talking about MCEF and would be happy to provide information on its structure and benefits for IIMC members. Contact me at cnicol@riversideca.gov or (951) 826-5557. Aloha!



Trip for Two, Airfare, &
Week's Hotel on Waikiki Beach
Proceeds benefit IIMC Education Programs

Hawaii Raffle

A special project of
IIMC President Brenda Cirtin
&
Immediate Past President
Colleen Nicol



2011 Winner Amanda Charles, Wasilla, AK

\$5 EACH OR 5 FOR \$20

Name _____ \$ _____

Phone _____ Email _____

City _____ State/Province/Country _____

Return flier and check payable to MCEF to:
MCEF Treasurer, 410 Washington Street, Iowa City, IA 52240

Winner drawn at IIMC Annual Conference in Atlantic City, NJ

May 23, 2013

Winner need not be present to win

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For ticket numbers or stubs email rbollhauer@amlegal.com



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, 2012 - June 30, 2013

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