

THE MESSENGER

THE MARYLAND MUNICIPAL CLERKS ASSOCIATION

MESSAGE FROM THE PRESIDENT, AWILDA HERNANDEZ, CMC



MMCA Members:

I hope you are all enjoying your summer! I can't believe it's almost over; and for a lot of us, it means we are in election mode already.

First of all, I want to take the opportunity to thank MMCA outgoing President Doug Barber for the wonderful leadership he provided to the associa-

tion for four years. He was, and still is, a great role model, and I hope I can be as great a leader as he was.

Second, thank you to everyone who attended our meeting in Ocean City. I believe it was one of our largest attendances in quite awhile. Having our meeting on Commerce Day seems to help, so we will continue that tradition as long as MML keeps providing Commerce Day. MMCA had another great booth this year, and our famous "Wine Basket Raffle" brought in \$400 for the association's scholarship fund. Again,

thank you to everyone who helped with the booth and the basket. Without your continued support, MMCA would not be as great an association as it is.

I attended my first Board of Directors meeting on June 26, at the Convention Center in Ocean City. MML President Carl Anderton, Jr., introduced and welcomed all the new board members and briefed us on the upcoming meetings that the Board will have throughout the year. The first one will be the Board of Directors Retreat, which will be held September 6 - 7 in Salisbury.

INSIDE THIS ISSUE:

<i>President's Message</i>	1 & 2
<i>The Town of North Beach</i>	2
<i>MMCA Member News</i>	3
<i>MMCA Officers 2013 - 2015</i>	4
<i>MMCA Education Report</i>	4
<i>Lunch Information</i>	4
<i>MMCA - IIMC Region II Update</i>	5
<i>June 24, 2013 Minutes</i>	6 & 7
<i>Dr. Alan Zimmerman's Tips</i>	8
<i>Meeting Agenda</i>	9
<i>Treasurer's Report</i>	10
<i>Upcoming IIMC Institutes</i>	11 & 12
<i>Photo Collage</i>	13 & 14
<i>IIMC News</i>	15

2013 - 14

MMCA Meeting Schedule

- *December 12, 2013 - Town of Chesapeake City*
- *January 15 - 17, 2014 - IIMC/MMCA Region II Conference - Bowie*



North Beach, "The Jewel of the Chesapeake Bay," at dusk. See page 2 for more information.

MESSAGE FROM THE PRESIDENT, CONTINUED FROM PAGE 1

I am looking forward to working with the Board and providing helpful information for the Clerks Association.

Our 2014 Region II Conference Committee has been working diligently on the conference, which will be held January 15-17, 2014, at the Comfort Inn and Conference Center in Bowie. The conference theme is "As the Generations Turn." The committee chairs will present a report at our September meeting.

I look forward to seeing everyone at our September 19 meeting in the Town of North Beach and thank Town Clerk and MMCA Secretary Stacy Wilkerson for hosting the meeting.

Enjoy what's left of summer!

Awilda



North Beach's Wetlands Overlook Park, City Hall and Bayside History Museum.

THE TOWN OF NORTH BEACH STACY WILKERSON, CITY CLERK

The Town of North Beach, located on the western shore of the Chesapeake Bay, offers an exhilarating bay view and is easily accessible from nearby metropolitan areas. This quaint, small town has much to offer residents and visitors alike. The half-mile boardwalk with accompanying bike path is lined with blossoming flower beds and dotted with park benches. Beachcombers enjoy the warm sun and sand, the coolness of the Chesapeake Bay and delight in the search for fossil sharks' teeth. The Welcome Center is staffed with Town Attendants who are happy to assist with umbrella, chair and recreation rentals. The beach and boardwalk are becoming the most sought-out venues for weddings by the beautiful Chesapeake Bay.

Whether you are an antique or fine arts' collector, or are searching for a novelty or perfect gift, shopping is a breeze at the beach. Satisfy everyone in the family with dining accommodations that range from casual to fine dining. Satisfy your sweet tooth at one of our in-town bakeries, ice cream stores or candy shop.

Wetlands Overlook Park is open year-round from dawn to dusk. The park is an attraction for those interested in observing wildlife inhabitants of the wetlands and migratory fowl, which rest there during flights up and down the Atlantic Seaboard. The park includes a pier and gazebos for visitors to sit and relax while viewing and photographing the wildlife and wetlands.

Special events that cater to families and adults are a major attraction. The chilling fun starts with the Polar Bear Plunge, which is always held on New Years' Day. Every Friday from May to October, the Farmers' Market, Classic Car Cruise-In and Art Fair are the places to be! This weekly market offers seasonal delights from local farms, wineries and bakeries. Classic car enthusiasts enjoy viewing the coolest vehicles in the area. Local artists

display and sell their creative goods at the North Beach Art Fair. Visitors flock to town the first Sunday in June for the Annual House and Garden Tour, which includes eight houses, public buildings and refreshment stops. During the summer season, the town offers free movies and campfires on the beach, and concerts on the pavilion. Each June, North Beach becomes a culinary and wine connoisseur's paradise at Eat, Drink, Go Local, sponsored by the Maryland Wineries Association. Bay Harvestfest, the first Saturday every October, is a fall street festival with craft and food vendors and local farmers lining the streets to sell their fare. In addition to live music and mouth-watering seafood, you can enjoy children's activities and watch the ever-popular pig and duck races.

The rich history of the bayside town is on display at the Bayside History Museum located at 4025 4th Street. The museum opened in its new location in May 2013. The new location has played a significant role in the history of North Beach, serving as the first site for a volunteer fire department in Calvert County, starting in 1926. The museum displays all aspects of living, working and playing by the Chesapeake Bay. New features include Scouting in Calvert County, Chesapeake Beach Amusement Park and the War of 1812. The Museum is open Wednesdays through Sundays from 1 pm to 4 pm.

All of North Beach's attractions are clustered within easy walking distance, making it the perfect place to spend the day. If you haven't been to North Beach, what are you waiting for? We are excited to show you "The Jewel of the Chesapeake Bay"!

MMCA MEMBER NEWS



THE TOWN OF NEW WINDSOR

DONNA ALBAN, TOWN CLERK/TREASURER

On August 6 the Town of New Windsor hosted its 7th annual National Night Out event. Sponsored by Target, and with the joint cooperation of the Carroll County Sheriff's Department and the Town, approximately 150 people attended the event this year. There were also 25 agencies represented, the most ever. The Town of New Windsor is proud to host and support this National Night Out event.



National Night Out celebrates its 30th Anniversary



The introduction of National Night Out, "America's Night Out Against Crime," began an effort to promote involvement in crime-prevention activities, police-community partnerships and neighborhood camaraderie, and to send a message to criminals, letting them know that neighborhoods are organized and fighting back. The first National Night Out took place on Tuesday, August 7, 1984. That first year, 2.5 million Americans took part across 400 communities in 23 states.



CONDOLENCES

To Kimberley Rau on the loss of her mother, Barbara A. Jeffers, who passed away on June 13, 2013.

CITY OF TANEYTOWN JOB OPENING

The **City of Taneytown** is accepting resumes for the position of CITY TREASURER. Taneytown is a rapidly growing community of 6,700 people. Requirements for the position include a bachelor of science degree in the finance discipline. A minimum of an associate's degree in a related finance field. Five (5) years of progressively responsible positions within a municipal finance administration may be substituted.

The Treasurer manages the financial activities of the daily operations of the City under general administrative direction of the City Manager. Functions that report to the Treasurer are: Clerk, Personnel Administrator, Payroll and Purchasing.

Salary range for this position is \$49,000 to \$77,000 per annum, 40 hours per week, with excellent benefits including vacation/sick leave package, health, dental, vision insurance and Maryland State Retirement. The position is classified as exempt with compensation time. Resumes and completed City applications may be mailed to Henry C. Heine Jr., PMP, City Manager, City of Taneytown, 17 East Baltimore Street, Taneytown, Maryland, 21787. Applications will be accepted until **September 3, 2013**. The City is an equal opportunity employer.

MMCA OFFICERS JUNE 2013 - 2015

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.

Secretary - Stacy Wilkerson, Town of North Beach, 8916 Chesapeake Avenue, North Beach, MD 20714, phone - 410-257-9618 or e-mail - northbeach@northbeachmd.org.

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

IMPORTANT NOTICE TO MMCA MEMBERS JANEEN S. MILLER, CMC - MMCA EDUCATION CHAIR

Open Meetings Act training requirement: Effective October 1, 2013, each public entity subject to the Open Meetings Act must designate a member, officer, or employee to receive training on the requirements of the Act. The designated person must receive the training within 90 days of the designation. Because the legislation also specifies that the training must be completed “within 6 months after the effective date,” training received before October 1 will not satisfy the requirement.

The legislation requires each public body to send a list of its designees to the Open Meetings Compliance Board. That can be done by an e-mail to OpenGov@oag.state.md.us, with a subject line specifying “Open Meetings training designee(s) of [name of public body].”

The designee can receive the training in several ways:

(1) The online class offered by the Office of the Attorney General and the University of Maryland’s Institute for Governmental Service and Research, posted at http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php. The designee can print out a certificate of completion and forward it to the Open Meetings Compliance Board.

(2) A class on the requirements of the Open Meetings law offered by the Maryland Association of Counties or the Maryland Municipal League through the Academy for Excellence in Local Governance.

(3) A qualifying Open Meetings Academy class will be offered at MML’s Fall Conference in Solomon’s, October 17-19, 2013.

The full text of the legislation is posted at: http://mgaleg.maryland.gov/2013RS/chapters_noln/Ch_351_hb0139E.pdf.

LUNCH INFORMATION FOR SEPTEMBER 19, 2013, MEETING AT NORTH BEACH

Lunch will be provided by Blondie’s Baking Company. The menu will consist of assorted deli sandwiches, gourmet personal pizzas, various salads, fresh fruits, chips, and various mini cupcakes and tarts. Coffee, juice and pastries will be available in the morning. Please RSVP to Stacy Wilkerson (northbeach@northbeachmd.org) by Wednesday, September 11, 2013. The cost is \$20 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.



2014 IIMC REGION II CONFERENCE COMMITTEE UPDATE

The Region II Conference Planning Committee is working very hard to create an excellent conference that is not only informative with educational offerings but also fun with the planned social events during the conference. Just a reminder: The conference is scheduled to start on Wednesday, January 15, 2014, in Bowie, MD. We are working to ensure it will be an educational and enjoyable experience for all attendees.

The committee will provide an update on all the key points of the conference during the Maryland Municipal Clerks Association September meeting. The planning committee wants to ensure that all Maryland Clerks who want to be a part of this event are encouraged to participate.

The committee is putting together welcome bags for the conference. If you wish to donate something for the conference bags, please let one of the committee chairs know. We are going to provide our Maryland Municipal Clerks Associations pens and pads for the bags.

The committee is also seeking vendors to participate as exhibitors and sponsors at the Region II Conference. Please forward any suggestions to Jessica Barnes at jbarnes@riverdaleparkmd.gov.

If you have any questions regarding the upcoming conference, please contact 2014 IIMC Region II Conference Committee Co-Chairs:

Stacy Wilkerson (North Beach, MD) at 301-855-6681 northbeach@northbeachmd.org

Jessica Barnes (Riverdale Park, MD) at 301-927-6381 jbarnes@riverdaleparkmd.gov

Doug Barber (Rockville, MD) at 240-314-8282 dbarber@rockvillemd.gov

Other Region II Committee Members are:

Awilda Hernandez, City of Bowie	Pam Fleming (Ret.) City of Bowie	Janeen Miller, City of College Park
Kim Rau, City of Laurel	Carolyn Brinkley, Town of Centreville	Lou Ann Crook, City of Laurel
Brenda Colegrove (Ret.) City of Salisbury	Doris Stokes, City of Gaithersburg	Cindy Murray, City of Greenbelt
Kim Nichols, City of Salisbury	Diane Nelson, City of Salisbury	Yvette Allen, City of College Park



CONFERENCE COMMITTEE AT WORK

MONDAY, AUGUST 21, 2013

Photo courtesy of Pam Fleming. Left to right, Kim Rau, Lou Ann Crook, Jessica Barnes, Pam Fleming, Doug Barber, Chloe Barber and Awilda Hernandez. Not pictured, Janeen Miller.

MEMBERSHIP REPORT CINDY MURRAY, TREASURER

Membership stands at 17 members, 31 less 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. **Members, please see notice on page 16.**

**QUARTERLY MEETING
MARYLAND MUNICIPAL CLERKS ASSOCIATION
TOWN OF OCEAN CITY
JUNE 25, 2013
BY STACY WILKERSON, SECRETARY**

The following members were in attendance:

Awilda Hernandez, City of Bowie	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
Melora Anderson, Town of Brentwood	Valerie Walls, Town of Chesapeake City
Cindy Murray, City of Greenbelt	Lou Ann Crook, City of Laurel
Kimberly Rau, City of Laurel	Stacy Wilkerson, Town of North Beach
Toni Taylor, City of Glenarden	Donna Alban, Town of New Windsor
Yvonne Pritchett, Town of Secretary	Terrance Murray, Town of Ocean City
Carolyn Brinkley, Town of Centerville	Michael Krantz, Town of Bel Air
Eleanor Traynham, Town of North Brentwood	Danielle Mandley, Town of LaPlata
M. David Williams, Town of Upper Marlboro	Carol Jacobs (ret.), Town of Ocean City
Michelle Marshall, Town of Sudlersville & Millington	Alice Shannon (ret.) City of Cottage City
Elizabeth Jo Manning, Town of Sudlersville & Millington	Pamela A. Fleming (ret.), City of Bowie
Annette Green, Town of Betterton	Brenda Colegrove (ret.), City of Salisbury
Raye Ellen Taylor, Town of Cottage City	Tom Carter (ret.), Town of Somerset
Annie Brady, Town of Indian Head	Laura Reams, City of Hyattsville
Sara Simmons, Town of Cottage City	Tracey Toscano, Town of University Park

CONVENE/INTRODUCTIONS

President Barber called the meeting to order at 12:09 p.m. President Barber gave welcoming remarks and welcomed David Sloan from the Governor's Office.

CLERK OF THE YEAR

Vice President Hernandez presented the Maryland Municipal Clerks Associations Clerk of the Year award to M. David Williams from the Town of Upper Marlboro. Mr. David Sloan from the Governor's Office presented David with a Governor's Citation. David was very appreciative of the award and gave a thank you statement.

APPROVAL OF MINUTES

Kelly Allmond moved to approve the minutes of March 14, 2013. Diane Nelson seconded the motion. The motion carried.

ACCEPTANCE OF TREASURER'S REPORT

Treasurer Murray presented the Treasurer's Report. Jessie Carpenter moved to accept the Treasurer's Report dated June 25, 2013. Kim Rau seconded the motion. The motion carried.

Continued page 7

QUARTERLY MEETING MARYLAND MUNICIPAL CLERKS ASSOCIATION, CONTINUED FROM PAGE 7

PRESENTATION OF MMCA COMMITTEE APPRECIATION AND RECOGNITION

President Barber presented certificates to individuals who served on the following committees; Membership, Education, and serving on various MML committees.

INTRODUCTION OF OFFICERS FOR 2013 – 2015 (SWEARING IN)

City of Bowie Mayor G. Fredrick Robinson swore in the following as Maryland Municipal Clerks Association Officers for 2013-2015: Awilda Hernandez, President; Lou Ann Crook, Vice President; Cindy Murray, Treasurer; and Stacy Wilkerson, Secretary.

IIMC

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

- The Annual Conference in Atlantic City was a success. There were 13 Maryland Clerks in attendance.
- Currently there are 29 on-line education courses on the IIMC website clerks can take.
- Maryland is the host state for the Region II conference in January. The conference will be held in Bowie, MD. There has been a low turnout at the Region II conference of late. One possibility is to make the conference an every- two- year conference. Mark your calendars for the upcoming conference.

2014 Region II Conference. President Barber reported:

- The 2014 Region II Conference will be held in Bowie, MD, at the Comfort Inn and Conference Center from January 15 – 17, 2014. The theme is “As the Generations Turn.” Education will be the key component to the conference.
- If anyone is interested in assisting with the conference, please let Doug Barber know.

MML

MML Update: Candace Donoho from the MML staff was in attendance and gave an update on the legislation that was passed in the last session. At least half of the highway user money is being returned to the municipalities. The legal notices publication on the websites has failed. The Open Meeting bills have passed. One person in each jurisdiction has to be the contact person who has taken the course.

MML COMMITTEES: If any interested clerk would like to serve on the various MML Committees please fill out the form and return it to MML or to incoming MMCA President Hernandez.

MMCA COMMITTEE UPDATES

There are several committees that can always use assistance. They are: Website Committee, Handbook Committee, Education Committee and Membership Committee. If you are interested, please let one of the officers know.

NEW BUSINESS

- Approval of the FY 14 MMCA Budget: Motion made by Lou Ann Crook to approve the FY 14 MMCA Budget as amended. Seconded by Danielle Mandley.

The meeting closed at 1:16 p.m.





Dr. Alan Zimmerman's TUESDAY TIP

Delivering attitude, motivation, and leadership programs that pay off

You can't do the wrong thing and expect the right result.

Work like an ant.

There's an old passage that says, "Go to the ant; consider its ways and be wise." As author Bob Gass writes, "These tiny giants of industry teach us valuable principles for living." And I would add, they teach us valuable guidelines that ensure our success.

The ant is self-motivated. Nobody has to get it out of bed in the morning or coax it to get moving. Nobody supervises the ant's work or makes sure he produces a quality product. Nobody needs to micromanage the ant's time on the job or makes sure it starts punctually, puts in a full day's work, pulls its weight and doesn't quit early. The ant is driven by its own high standards, not by rules, regulations, or the fear of being fired.

The ant is organized. There is no haphazard drifting or wandering around aimlessly, looking for something to do. He knows exactly what he has to do. He is goal-directed, focused, and determined.

The ant keeps on working, in good times and bad. While everybody else is complaining about the weather, the economy, the government, or whatever, the ant just keeps preparing for the future.

As therapist Jeff Herring writes in the New Orleans Times-Picayune, "Success and excellence are not that difficult to achieve if you consistently do the necessary things to achieve them." Just like the ants. The problem is ... as Herring continues, "It's just that most folks are not willing to do the necessary things and are very willing to blame others."

Basically, you can't keep a good ant down. If you possess these three ant-like behaviors, more often than not, you will see some significant payoffs in your life and career.

Alan@DrZimmerman.com



MMCA'S WINE BASKET WAS ANOTHER SUCCESS

DOUGLASS BARBER, CITY OF ROCKVILLE

MMCA's Wine Basket Raffle at the Annual MML Conventions eared \$401.00 dollars. Those funds go directly towards MMCA's scholarship fund. Thanks to all who donated items to the Wine Basket and who purchased raffle tickets.



MEMBERS, THERE WILL BE A 50/50 RAFFLE DURING THE SEPTEMBER 19TH MEETING TO SUPPORT MMCA'S SCHOLARSHIP FUND



MARYLAND MUNICIPAL CLERKS ASSOCIATION
QUARTERLY MEETING AGENDA
Thursday, September 19, 2013
Town of North Beach
10:00 a.m. - 2:00 p.m.

1. Welcome
2. Convene/Introductions
3. Approval of Minutes from June 25, 2013, Meeting
4. Acceptance of the Treasurer's Report
5. IIMC
 - Region II Report – Kim Rau, Region II Director
 - 2014 Region II Conference – January 15-17, 2014 (Bowie, Maryland)
 - 2014 IIMC Conference – May 18 – 22, 2014 (Milwaukee, Wisconsin)
6. MML
 - MML Update – Paula Chase Hyman
 - Board of Directors Report – Awilda Hernandez, President
 - MML Committees
 - I. Communications Committee
 - II. Conference Planning
 - III. Legislative Committee
 - IV. Emergency Preparedness Committee
7. MMCA Committee Updates
 - 2014 Region II Conference Committee
 - Website Committee
 - Handbook Committee
 - Education Committee
 - Membership Committee
8. Unfinished Business
9. New Business
 - Approval of resolution supporting Vincent Buttiglieri's candidacy for 2014 IIMC Vice President
 - Future MMCA meeting locations
 - Congratulations
10. Next Meeting – Thursday, December 12, 2013, Town of Chesapeake City
11. Good of the Order and Adjournment

**MMCA TREASURER'S REPORT
AUGUST 23, 2013
CINDY MURRAY, TREASURER**

GENERAL FUND

Beginning Balance May 16, 2013 \$9,205.01

Receipts:

FY13 Dues (17)		<u>\$850.00</u>
	Total	\$850.00

Expenditures:

Transfer to Region II Conference		\$85.00
Transfer to Scholarship Fund		\$170.00
MML Convention		
Booth		\$258.70
Farewell Gifts		\$349.48
Lunch Expenses		\$90.00
Reimbursement (Barber) - Office Exp.		<u>\$35.40</u>
	Total	\$988.58

Balance as of August 23, 2013 \$9,066.43

SCHOLARSHIP FUND

Beginning Balance May 16, 2013 \$5,648.33

Receipts:

Transfer from Dues (17)		\$170.00
Wine Basket Raffle at MML		\$401.00
Interest - June		\$0.10
Interest - July		\$0.09
Interest - August		<u>\$0.09</u>
	Total	\$571.28

Expenditures:

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

Balance as of August 23, 2013 \$6,219.61

REGION II CONFERENCE

Beginning Balance May 16, 2013 \$9,686.66

Receipts:

Transfer from Dues (17)		\$60.00
Interest - May		\$0.17
Interest - June		\$0.18
Interest - July		<u>\$0.16</u>
	Total	\$60.51

Expenditures:

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

Balance as of August 23, 2013 \$9,747.17

IIMC APPROVED INSTITUTES FOR CMC AND MMC DESIGNATION, CONTINUED PAGE 12



2013 Municipal Clerks Certificate Training

A 40-hour Program

Presented by the University of Delaware's Institute for Public Administration

Six Friday Sessions: September 13 - October 18, 2013

Time: 9:00 a.m. to 5:00 p.m.

**U of D's Paradee Center
69 Transportation Circle
Dover, Delaware**

This program is recognized
for CMC certification by the
International Institute of
Municipal Clerks.

Register by September 9th

Training Topics Include:

**Community Broadband Resources
Comparative Clerkship
Dispute Resolution
Effective Leadership
Freedom of Information Act Compliance
Financial Management - Procurement
Media Relations
Personnel Management
Workplace Safety**

Registration fee: \$475.00
(includes all materials & two luncheons)

Register on line at: www.ipa.udel.edu/events.html

For more information, contact Doug Tuttle at 302-831-0718 or dougt@udel.edu



REGISTRATION OPENS FOR 36TH ANNUAL MUNICIPAL CLERKS INSTITUTE AND ACADEMY

VIRGINIA BEACH, VA – The date has been set for the 36th Annual Virginia Certified Municipal Clerk Institute and Master Municipal Clerk Academy. The three-day event is the main education and professional development opportunity for municipal clerks throughout the region. This annual training draws participants from across the Commonwealth of Virginia and neighboring states.

The broad curriculum and overall program meets stringent standards of professional excellence established by the International Institute of Municipal Clerks (IIMC). In addition to learning specialized skill sets required to be effective in municipal government, participants in the Municipal Clerks Institute and Academy earn credit toward the esteemed designations of Certified Municipal Clerk and advanced Master Municipal Clerk.

The annual program is organized through the collaborative efforts of IIMC, the Virginia Municipal Clerks Association (VMCA) Education and Professional Development Committee, and Old Dominion University. The 36th VMCA Municipal Clerk Institute and Academy will be held in Virginia Beach on October 9-11, 2013 at the Sheraton Virginia Beach Oceanfront Hotel. A separate pre-conference session is also available on October 8th for those municipal clerks seeking to earn extra points toward their IIMC certifications. Both programs are offered through ODU's Executive Development Center, College of Business and Public Administration.

Registration information and program specifics are available by contacting Institute Director Charlotte Anders at anders@odu.edu or (757) 683-5825. Hotel reservation information is available online at: <http://www.edc-odu.com/content/municipal-clerk/>.

The Virginia Municipal Clerks Association promotes ongoing professional development for municipal clerks and is open to every city, town and county in the Commonwealth of Virginia. To learn more about the VMCA and its training opportunities, visit their website: <http://www.vmca.com>.

MMCA members please note the following: For those planning to attend Old Dominion Institute & Academy classes in Virginia Beach this year; the dates and format have changed. This year, sessions will be Wednesday thru Friday for both institute (CMC) and academy (MMC) attendees. They will still be held at the Sheraton Ocean Front.



CERTIFIED MUNICIPAL CLERK INSTITUTE

MASTER MUNICIPAL CLERK ACADEMY

SEPTEMBER 2013



RUTGERS
Continuing Studies

Athenian Dialogue: September 26, 2013 *It Worked for Me: In Life and Leadership*

Colin Powell's autobiography offers his vivid experiences and lessons learned that have shaped his legendary public service career. Powell illustrates how his "Thirteen Rules" are a guide to the world of work, leadership, and above all, respect for others. "It Worked for Me" is a primer for both those beginning their public service career and seasoned leaders. Explore Powell's tried and true strategies to enhance personal growth, build the capacity of those around us, and get the most from ourselves and others.

This Athenian dialogue will ask you to reflect on your day-to-day engagements with the public, policy makers and colleagues. Our discussions will be lively and challenge each of us to delve into our understanding of what makes an effective leader. This session will give you the time to truly reflect on your internal dialogue related to authority, control, power and leadership. Purchase and read this book before we meet.

Instructor: Yvette Murry with special guest Brigadier General Preston M. Taylor, Jr. US Air Force (Ret.)

Management & Supervision: October 24, 2013 *Developing Quality Team Performance*

A practical, hands-on approach to effectively delegate, train, motivate and coach others. Topics include team building and philosophy; empowerment and accountability. Utilize group dynamics and team norms, and conflict management techniques to design and implement a winning plan for your team. Discover, develop and unleash your management style and your team's potential.

This workshop will utilize both discussions, highly interactive methodology and breakout groups to gain a solid understanding of key theory, and then apply the practical concepts to prepare your team to win in your office and municipality.

Instructor: Brian Katheres, Progressive Business Concepts, LLC

Fee: \$150 per Workshop.
Location: Rutgers Center for Government Services, 303 Georgia Street, 6th floor, New Brunswick, NJ 08901. Discount parking is available in the lot behind the building.
Time: 9:30am-4:00pm. BYO lunch.

For registration information contact maria@iimc.rutgers.edu.
To contact the NJ IIMC Institute Director please e-mail pmorley@rutgers.edu.
To join the IIMC or to learn more, please contact the IIMC directly.
Call 800-251-1639 or go to www.iimc.com and get started today!

Region II Members:

The new brochure for two IIMC sessions being offered at the Center for Government Services at Rutgers University, this fall is shown on the left.

They are offering an **Athenian Dialogue** and a workshop on **Developing Teams**. You may earn either CMC or MMC credits.

To learn more and to register or click on the link below to the Rutgers' website :

Future locations are being considered. Whether you are in state or elsewhere in the region, please send your ideas for locations. http://cgs.rutgers.edu/sites/cgs.rutgers.edu/files/documents/municipal_clerks/IIMC%20Fall%2013%20Flyer%20-%20pam%20-%20080713.pdf

MMCA MEMBER PHOTO COLLAGE JUNE MML CONFERENCE, OCEAN CITY



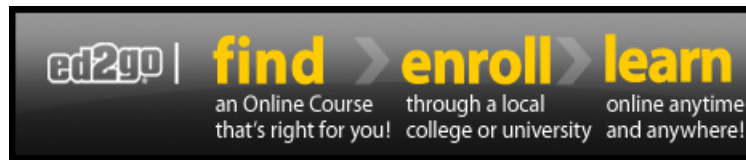
MMCA MEMBER PHOTO COLLAGE, CONTINUED PAGE 13



Photos page 13 and 14 courtesy of Doug Barber and M. David Williams. They feature the following: Awilda Hernandez, M. David Williams, Bowie Mayor G. Fredrick Robinson, Stacy Wilkerson, Lou Ann Crook, Cindy Murray, Danielle Mandley, Doug Barber, North Brentwood Mayor Petralla Robinson, Kelly Allmond, Terrance Murray, Kim Nichols, Diane Nelson, Andrea Brady, Jesse Carpenter, Candance Donoho - MML Staff, Jessica Barnes, Michelle Thompson, Jo Manning, Yvonne Pritchett, Toni Taylor, Donna Alban, and Janelle Mumme - Baltimore Mayor's Office. The following retirees are featured: Brenda Colegrove, Tom Carter, Pam Fleming and Carol Jacobs.



IIMC NEWS



ed2go- IIMC has approved online courses through ed2go. Courses completed through ed2go will earn 1 CMC Experience-Continuing Education point per 6 hours or 1 MMC Advanced Education point per 6 hours. Each course is approximately 24 hours long, and most courses (depending on your area) are priced around \$100! Please see list of approved courses on the [IIMC website](#).

The Adult Degree Program at the University of Wisconsin-Green Bay is designed to meet the needs of working adults who wish to earn their college degree, but find it difficult to attend traditional classes during the week. UW-Green Bay now offers associate and bachelor's degrees through this program-each featuring the Area of Emphasis in Leadership in Public Service. This emphasis was created in partnership with IIMC and is designed to meet the needs of municipal and public service professionals - like you! Earn a degree *completely online*!

2013 Salary Survey

The [2013 IIMC Salary Survey](#) results are available on the IIMC website under the "Members only" section of the Membership tab. Please note the document is a PDF, and opens in a landscape format.

Have you lost your IIMC "Members Only" log-in and/or password? Can't open the document? Contact [Janis Daudt](#) or [Tammy Schultz](#) for assistance.

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

Members, if you have not sent in your MMCA membership dues for the July 1, 2013 - June 30, 2014 term, please submit them to Cindy Murray, Treasurer. For your convenience, you may use the form on this page of this *Messenger*.

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