



THE MESSENGER

The official newsletter of the Maryland Municipal Clerks Association

JUNE 2019

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Fall in Love with Ocean City's

Second Season

by Deputy City Clerk, Pamela Peters

As the days grow colder and the nights longer, Ocean City's "Second Season" begins and is one of Ocean City locals' best kept secrets.



The weather is beautiful, beaches are quiet, the boardwalk is less crowded and traffic slows down, BUT, there is still so much to do on this charming 10 mile stretch of beautiful beach, 3-mile award-winning Boardwalk and hundreds of fabulous restaurants for any taste bud. Start each day with an incredible sunrise over the Atlantic Ocean and end with a magnificent sunset over the bay.

Ocean City offers a variety of events from September through December. One of the biggest and best festivals, Sunfest, takes place at the Inlet Parking Lot and offers four days of arts

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Town of Ocean City

— JUNE QUARTERLY MEETING VENUE —

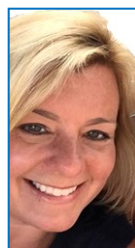
June 25, 2019



There will be a **50/50 Raffle** at the June 25 meeting to help support MMCA's Scholarship Fund

Message From Our President

Stacy Milor CMC, Town of North Beach



Hello fellow Clerks! How time flies in a blink of an eye. My two-years as your President has come to an end. It has been a very rewarding experience and another check off my accomplishment list.

I just returned from a great IIMC Conference in Birmingham, Alabama. I had the honor of sharing this experience with Danielle Mandley, Awilda Hernandez, Doug Barber, Kim Rau, Sara Green, Ana Navarro and Shaniya

Lashley-Mullen. Maryland represented well and our 2019 MMCA Clerk Pins were desired by all. If you still need a 2019 MMCA Clerk Pin please send me an email. The Conference gave us an opportunity to network with Clerks from all parts of the United States and even as far off as the United Kingdom. It is always interesting to listen and learn from other Clerks their ideas and programs that work and do no work in their cities. You can always bring those ideas back to your City or Town. One of the

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Message From Our President

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most interesting class I have attended in quite some time was called..."Put a Little Disney Magic in your Organization". As we all know, Disney World is the happiest place on earth (or so they say). This class was taught by a former employee of Disney, Pete Blank. He gave some tricks and trades to brand your Town and City Hall as a place all residents, guests and tourist will want to return to time after time. There are five key elements everyone should remember about your Town; smell, touch, taste, sight and sound. We know not all Towns are tourist destinations, but you can make your Town Hall entry/foyer inviting with artwork, live plants, music playing, and even a popcorn machine in the lobby for snacks. Mr. Blank explained every resident and guest should have a "magical experience in your Town." I have discussed this course with my Mayor and some ideas I have for our Town. I am putting together these ideas to hopefully implement in our Town. I will share with the Association. If you have never attended an IIMC Annual Conference this is a conference to not miss. The education and networking are amazing. The 2020 IIMC Conference will be held in St. Louis, Missouri – May 17th – 20th. Start making your plans now to attend.

At the Region II Meeting held in Birmingham, Alabama on Tuesday, May 21, 2019, Terri Hudson from Milford, Delaware was introduced as our newest IIMC Region II Director. She will fill the term expiration of Doug Barber. Terri will be an amazing Region II Director who will keep us up to date in all IIMC news. Also, during this meeting was the discussion of the State Rotation Schedule for Region II Directors. You will find further in the newsletter information on this proposed schedule. Additional discussion will be on the June 2019 Agenda.

Lastly, it has been an honor and privilege to serve as your President for the past two years. It is an experience I am so grateful, you as an association trusted in me to accomplish. Every one of you play a significant role in this association and I am proud to know you all. Please remember to continue applying for the scholarship monies to attend all conferences. Education is important.

See you in the beautiful Town of Ocean City...

Please Welcome Danielle Mandley 2019-2021 MMCA President



Hello fellow members!

I was honored to have the opportunity to attend the 73rd Annual IIMC Conference in Birmingham, Alabama. The diverse education sessions, which included topics on Leadership, Communication, Technology and Records Management, and the networking opportunities with other clerks from all over the world, always proves to be a tremendous asset to me in my role as Town Clerk. If you have not attended a conference, I would encourage you to start planning for next year. "Meet me in St. Louis...*your gateway to education*" for the 74th Annual IIMC Conference May 17-May 20, 2020.

As we move forward into new leadership, I would like to extend my sincere appreciation for the support of each and every one of you. Stacy Milor, Doris Stokes and Laura Reams have served us well and have certainly demonstrated their dedication, professionalism and a strong commitment to challenging us to better ourselves and the association. I look forward to working with all of you and our incoming officers to continue this tradition.

Last year I served several months as Interim Town Manager for La Plata. This was a challenging time serving in a dual capacity, but I ended my term having a greater awareness of the importance of our roles as Municipal Clerks. Our Elected Officials, our community members and the various departments, rely on us for our knowledge and expertise to help guide them through the decision-making process. It is imperative that we continue to foster our leadership through continuing education and professional development. I encourage you to make use of the available resources, such as MMCA and IIMC grants, the many training opportunities, and to consider volunteering to serve on a Board or Committee.

I am looking forward to seeing everyone on June 25, 2019 in Ocean City.

"Alone We Can Do So Little, Together We Can Do So Much" Helen Keller



LIKE US ON FACEBOOK! — FIND OUT WHAT YOUR FELLOW CLERKS ARE UP TO...

SECOND SEASON . . . continued from page 1

and crafts, music, food, and just plain fun. For the wine enthusiast, Wine on the Beach celebrates some of the finest spirits in our region spotlighting wines from a variety of vineyards and microbrews. Grab your commemorative wine glass, listen to live music, and let the tasting begin. Otoberfest starts with a Howl-O-Ween Pet parade. Costumed pets will be cheered as they prance down the boards. Experience the thrill of a giant Halloween Beach Maze, and build your own pumpkin race car to compete in a wacky side-by-side race.

Create new family traditions by visiting during the Holiday Season and make Ocean City your home away from home. Tantalize your taste buds October 13th through the 27th during Fall Restaurant Week. Be adventurous and take advantage of the many participating restaurants from fine dining to good old fashion burgers and fries. Take a break from holiday cooking and visit one of many Ocean City restaurants serving traditional Thanksgiving feasts with a touch of eastern shore goodness. And please don't forget the local seafood, including oyster stuffing! Help us welcome Santa at the Ocean City Christmas Parade. This 36 year fun tradition is attended by thousands of spectators each year. Visit Northside Park when it is transformed into a winter wonderland. The Winterfest of Lights opening ceremony takes place November 21st with more than a million sparkling holiday lights and hundreds of animated light displays. The one-mile journey takes you through 58 acres of lights and features a 50-foot Christmas tree. The heated Winterfest Village pavilion offers hot chocolate,



gift shops and photos with Santa Claus himself. And finally, say goodbye to 2019 and ring in 2020 with free bayside fireworks and live entertainment at Northside Park.

The Performing Arts Center located at the Roland E. Powell Convention Center offers an intimate setting for concerts and events. Groups scheduled this fall include The Doo Wop Project, Sinatra-That's Life, We Will Rock You-The Queen Musical, The Ten Tenors-Home for the Holidays, The Nutcracker and The Oak Ridge Boy's Christmas Celebration Tour. Tickets can be purchased through Ticketmaster.

Ocean City Calendars will be handed out during the summer conference. Take advantage of off season rates at many "chain to quaint" hotels during our "Second Season". You'll see why we love to work and play at our little slice of heaven by the Atlantic Ocean. Of course, as you know, I prefer the playing part much more! Can't wait to see everyone in June.



Luncheon Details—June 2019 Quarterly Meeting

Our June Quarterly Meeting will begin with lunch served at 12:00 noon at the Roland E. Powell Convention Center in Ocean City, MD

Please RSVP to Stacy Milor no later than **Thursday, June 13th**

e-mail: northbeach@northbeachmd.org • phone: (240) 805-1084

Please indicate whether you will have lunch and if you have any dietary restrictions. The cost is included in your convention registration (including the Commerce Day Only Pass). *Consult Conference program to confirm room number.*



Maryland Municipal Clerks Association
QUARTERLY MEETING AGENDA
Tuesday, June 25, 2019
Town of Ocean City, MD
12:00 noon • Roland E. Powell Convention Center

1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF MINUTES FROM THE MARCH 21, 2019 MEETING
4. PRESENTATION OF THE TREASURER'S REPORT
5. MMCA COMMITTEE REPORTS/UPDATES
 - a. Education Committee
6. MML Update
 - a. Paula Chase-Hyman, MML
7. IIMC UPDATE – Doug Barber
8. PRESENTATION OF CERTIFICATES OF APPRECIATION
9. PRESIDENT MILOR – Farewell Remarks
10. SWEARING IN OF 2019-2021 OFFICERS– Mayor Jeannine James, La Plata
11. PRESIDENT MANDLEY– Inaugural Remarks
12. NEW BUSINESS
 - a. FY2020 MMCA Budget
 - b. Region II Director Rotation Schedule
 - c. Host Town for September 2019 Meeting
13. ADJOURNMENT

UPCOMING MEETINGS

September 19, 2019 — NEED HOST TOWN
December 12, 2019 — Town of Forest Heights

2019 Clerk of the Year

Congratulations to Dashaun Lanham, MMCA's 2019 Clerk of the Year!

Several members of the Association (Awilda Hernandez, Yvette Allen, Sharl'a Crutchfield, and Doris Stokes), travelled to the City of Seat Pleasant to make a formal presentation to Dashaun Lanham during the Seat Pleasant Mayor and City Council meeting on Monday, May 13, 2019. It was a great honor to recognize her in the presence of the City Council, colleagues, family and residents.

Dashaun has over 11 years of experience as a member of the MMCA, worked in the capacity of City Clerk since 2008 for Seat Pleasant, and received her designation in 2014 as a Certified Municipal Clerk from the International Institute of Municipal Clerks. She has served on the Legislative, Outreach and Engagement, Convention Planning, Scholarship and Nominating Committees for the Maryland Municipal League and the Maryland Municipal Clerks Association.

In a nominating letter, a peer



stated "she has been a great, consistent mentor. She is dedicated to her work and a positive clerk." The Chief Operating Officer Jeanne Wallace for the City of Seat Pleasant expressed, "with extensive knowledge spanning more

than a decade, Ms. Lanham has worked for, and been affiliated with numerous City and Prince George's County elected officials. As such, she brings a wealth of experience to both entities including the MMCA. This knowledge includes but is not limited to parliamentary procedures, the Open Meetings Act and updates, legislative priorities of the County and local municipalities, and Maryland Municipal League committee leadership. Ms. Lanham's commitment to community involvement is evidenced by her participation and leadership in City community events that support the vision to engage, educate and empower the citizenry."

Dashaun is committed to professional development and very passionate about seeing the Association's mentorship program become a viable part of the organization. She stated that she wants to ensure that the clerks are always recognized as the heartbeat of the government. Most recently, she was nominated by her peers as Vice President of the MMCA.

MMCA OFFICERS • JUNE 2019 - 2021

President — Danielle Mandley / Town of La Plata: 305 Queen Anne Street, La Plata, MD 20646
phone (301) 934-8421, or, e-mail: DMandley@townoflaplata.org

Vice President — Dashaun Lanham / City of Seat Pleasant: 6301 Addison Road, Seat Pleasant, MD 20743
phone (301) 336-2600, or, e-mail: dashaun.lanham@seatpleasantmd.gov

Treasurer — Awilda Hernandez / City of Bowie: 15901 Excalibur Road, Bowie, MD 20716
phone (301) 262-6200, or, e-mail: ahernandez@cityofbowie.org

Secretary — Yvette Allen / City of College Park: 4500 Knox Rd, College Park, MD 20740
phone (240) 487-3501, or, e-mail: yallen@collegeparkmd.gov

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, M. David Williams at: clerk@uppermarlbomd.gov

MMCA Treasurer's Report • Laura Reams, Treasurer as of May 17, 2019

GENERAL FUND

Beginning Balance February 15, 2019 \$13,703.32

Receipts:

FY19 Dues (8)	\$ 400.00
Decenber Lunch	\$ 25.00
March Lunch	\$ 1,050.00
Transfer from Scholarship (K. Jensen)	\$ 400.00
Total	\$ 1,875.00

Expenditures:

Transfer to Region II Conference (Dues)	\$ 40.00
Transfer to Scholarship Fund (Dues)	\$ 80.00
March Lunch (#1165)	\$ 847.33
DMCA (K. Jensen Scholarship) #1159	\$ 400.00
Region II Director DCMA Hotel #1160	\$ 429.80
Region II Director IIMC Registration #1161	\$ 600.00
MMCA President IIMC Registration #1162	\$ 600.00
Reimbursement for MMCA Prizes (D. Carter) #1163	\$ 37.10
Reimbursement for COY Flowers (J. Miller) #1164	\$ 46.11
The Pin Center #1166	\$ 1,102.00
Total	\$ 4,182.34

Balance as of May 17, 2019 \$11,395.98

SCHOLARSHIP FUND

Beginning Balance February 15, 2019 \$10,200.83

Receipts:

Transfer from Dues	\$ 80.00
March Raffle	\$ 62.00
Interest - Mar	\$ 0.15
Interest - Apr	\$ 0.19
Interest - May	\$ 0.16
Total	\$ 142.50

Expenditures:

Transfer to General Fund (K. Jensen)	\$ 400.00
Total	\$ 400.00

Balance as of May 17, 2019 \$9,943.33

REGION II CONFERENCE

Beginning Balance February 15, 2019 \$ 13,186.42

Receipts:

Transfer from Dues	\$ 40.00
Interest - Feb	\$ 0.24
Interest - Mar	\$ 0.20
Interest - Apr	\$ 0.22
Total	\$ 40.66

Expenditures:

Total \$ -

Balance as of May 17, 2019 \$ 13,227.08

Beginning Balance - ALL FUNDS \$37,090.57

Ending Balance - ALL FUNDS \$34,566.39

Quarterly Meeting Minutes of the Maryland Municipal Clerks Association

City of New Carrollton — March 21, 2019

MEMBERS AND GUEST IN ATTENDANCE:

Bonita Anderson, City of Greenbelt	Yvette Allen, City of College Park
Doug Barber, City of New Carrollton	Kenya Barno, City of Laurel
Jessie Carpenter, City of Takoma Park	Diane Carter, City of Salisbury
Tom Carter, Retired	Jessica Barnes, Town of Riverdale Park
Barbara Bibbs, Town of Cheverly	Sarah Campbell, Town of Boonsboro
Kerry Chaney, Town of Sykesville	Paula Chase-Hyman, MML
Diana Chavis, Town of Ocean City	Brenda Colegrove, Retired
Lou Ann Crook, City of Laurel	Sharl'a Crutchfield, Town of District Heights
Susan Engels, Town of Kensington	Pamela Fleming, Ret., City of Bowie
Sara Green, City of Laurel	Araceli Guzman, City of New Carrollton
Sherletta Hawkins, Town of Forest Heights	John Hoatson, Town of Mt. Rainier
Awilda Hernandez, City of Bowie	Carol Jacobs, Retired
Kelsey Jensen, Town of Berlin	Shaniya Lashley-Mullen, City of Greenbelt
Dashaun Lanham, City of Seat Pleasant	Lillie Littleford, City of Hyattsville
Nicola Konigkramer, City of Hyattsville	Andrea Marcavitch, Town of University Park
Janeen Miller, City of College Park	Irma Nalvarte, City of Takoma Park
Ana Navarro, City of Laurel	Kimberly Nichols, City of Salisbury
Pam Peters, Town of Ocean City	Kimberley Rau, City of Laurel
Laura Reams, City of Hyattsville	Kyle Snyder, Town of Upper Marlboro
Doris Stokes, City of Gaithersburg	Toni Taylor, Town of Glenarden
Raye Ellen Thomas, City of Fruitland	JoAnn Tucker, Town of Fairmount Hts.
Stacy Milor, Town of North Beach	M. David Williams, Town of Upper Marlboro

CONVENE/INTRODUCTIONS

Mayor Duane Rosenberg welcomed everyone to the City of New Carrollton.

President Milor called the meeting to order at 10:15 a.m. President Milor gave welcoming remarks and thanked everyone for attending the meeting.

APPROVAL OF MINUTES OF DECEMBER 13, 2018 MEETING

A motion was made by Dashaun Lanham and seconded by Kelsey Jensen to approve the December 13, 2108 minutes. The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Laura Reams presented the February 18, 2019 Treasurer's Report.

PRESIDENT'S REPORT

President Milor reported: Was unable to attend the MML Board Retreat that was rescheduled due to bad weather. Registration is now open for the MML Summer Conference, Maryland Municipal Main Street booths are almost sold

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Quarterly Meeting Minutes of the Maryland Municipal Clerks Association

City of New Carrollton — March 21, 2019

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-out, and volunteers are needed for the reading of the Mayor's Essay contest entries.

MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported:

- Vincent Lyew from the City of New Carrollton will be conducting an Active Shooter training session after the meeting today. The session has been approved for 0.5 CMC Education or 0.5 MMC Advance Education points, with a completed learning assessment.
- MMCA will host an Athenian Dialogue at the MML Summer Conference on June 26th on *John F. Kennedy on Leadership* by John A. Barnes. Kathy Newkirk has agreed to facilitate. Additional information will be posted in the June *Messenger*.
- Working on holding a MPIA training session at a future meeting.
- Continuing to find an instructor to facilitate a Notary Public Best Practice course.
- Working on a full day media/coaching training course.

Scholarship Committee: No applications were received by the March 1, 2019 deadline.

Outreach Committee: Doug Barber reported that the committee is continuing to reach out to all members. If there are any changes to your email address or staff, please let someone from the Board know so we can update that information on the email distribution list and on the website. Also like us on Facebook: Maryland Clerks Association. If you would like to join the Outreach Committee, please let Doug know.

Booth Committee: Giveaways for the MML Summer Conference booth have been ordered. Handouts will include scholarship information and informational fliers. The basket raffle will also take place during the conference. If you are attending MML or the IIMC Conferences, please indicate that on the sign-in sheet so let the Board know you are attending. The retired clerks volunteered to man the booth during the conference.

MARYLAND MUNICIPAL LEAGUE UPDATES:

MML Update: Paula Chase-Hyman reported registration is now open for the Young Municipal Leaders Summit which will take place on Saturday, May 4, 2019 at the Glenview Mansion in Rockville, Maryland. Gabriella Bosch, Millennial Strategist and Founder of the Millennial Solutions and author of *5 Millennial Myths* will be the Keynote Speaker.

Legislative Committee – President Milor reported that the hearing on Small Cell bill was cancelled and will be discussed over the summer. If your city/town has passed or will be passing an ordinance/resolution, please send them to her so she can share with the association.

Convention Planning – Raye Ellen Thomas reported that the Summer Conference will be held June 23 – 26. All sessions are set, and the guest speakers vary. If you would like to volunteer a few hours during the conference to help with registration or monitoring a general session or workshop, sign up on the MML website.

Outreach and Engagement – Awilda Hernandez reported that the committee is working on the Banner City/Town applications. Noted that your appointed official can visit any school during the year to educate students

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Quarterly Meeting Minutes of the Maryland Municipal Clerks Association

City of New Carrollton — March 21, 2019

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about municipal government; the official is not required to visit a 4th grade class. Asked for volunteers to read the If I Were Mayor essays at the MML office on April 9. If you would like to volunteer your time, please contact Awilda or Paula Chase-Hyman.

Hometown Emergency Preparedness Ad Hoc Committee (HEPAC) – Kyle Snyder reported that the Committee is working on four classes that will be held at the summer conference: Opioid Overdoses Response Training (limited to 30 people, advance registration required); Snap Learning, Community Emergency Response Teams; Active Shooter/Situation Awareness; and Planning, Protocols and Preparedness for Town Events. The committee is also focusing on the article that will be printed in the July/August issue of the MML Magazine focusing on Emergency Management.

IIMC UPDATE

Doug Barber, IIMC Region II Director reported:

- Education Task Force: IIMC is going to create an Education Task Force to evaluate the certifications of Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). There is also discussion regarding establishing a Beyond program. Additional information will be available soon.
- Possible Additional Certification Points: Doug is speaking with Ashley DiBlasi to review several programs and/or courses that several Maryland Clerks have attended to determine if the course is applicable to certification points.
- Annual Conference: The IIMC Annual Conference will take place Sunday, May 19 through Wednesday, May 22, 2019 in Birmingham, AL. Fifty-five people from Region II have registered to attend the conference. Region II will host a dinner at the Texas de Brazil. The cost is \$50 per person and you must RSVP to Diane.
- Future conferences: **2020 - St. Louis, Missouri**, **2021 - Grand Rapids, Michigan**, **2022 - Little Rock, AK**
- Ithaca, New York Institute: The Institute will close immediately.
- Region II Newsletter: Apologized for the lack of and incorrect information in the latest Region II Newsletter. Doug was in the middle of a Special Election and was not able to provide information he felt was necessary to go out to the members prior to Ms. Pflugfelder distributing the Region II Newsletter. President Milor sent an email to Ms. Pflugfelder to express our concerns regarding the lack of information provided in the newsletter and to let her know that the President of the Maryland Clerk's Association will always be available to provide accurate information.
- Scholarships: Nobody from Maryland applied for scholarship to assist with the cost of attending an IIMC approved program. Encouraged everyone to apply for a scholarship if attending an IIMC approved Institute or Academy program.
- Municipal Clerks Week: Encouraged everyone to promote the 50th anniversary of Municipal Clerks Week which will be held May 5 – 11, 2019.
- Online Learning Opportunities: IIMC has 178 online courses available on their website which are approved for certification points. You can also apply for a scholarship for online courses.

Quarterly Meeting Minutes of the Maryland Municipal Clerks Association

City of New Carrollton — March 21, 2019

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NEW BUSINESS

A motion was made by Kimberley Rau and seconded by Diane Carter to make a \$100.00 donation to the IIMC Municipal Clerks Education Foundation. Motion approved.

Draft Budget: The following items will be removed from the proposed FY'20 Budget: 40th Anniversary Celebration, IIMC Bag Giveaway, Region II Director Campaign Contribution, MACO Conference Donation, Messenger Mailing and Donation to the IIMC Conference. The proposed budget will be up for adoption at the June meeting.

MMCA OFFICERS 2019—2020

Diane Carter announced the candidates:

- President: Danielle Mandley, Town of LaPlata
- Vice President: Dashaun Lanham, City of Seat Pleasant
- Treasurer: Awilda Hernandez, City of Bowie
- Secretary: Yvette Allen, City of College Park

There were no nominations from the floor. **A motion was made by Janeen Miller and seconded by Stacy Milor to approve the candidates as listed above. The motion passed.** The Officers will be sworn-in at the June meeting in Ocean City.

ANNOUNCEMENT OF CLERK OF THE YEAR AWARD

Doris Stokes reported that we had three nominees for the Clerk of the Year award, and the forty-one members voted. The winner of the 2019 Clerk of the Year is Dashaun Lanham from the City of Seat Pleasant. Congratulations Dashaun! The award will be presented to Dashaun at a future Seat Pleasant Council meeting.

Future MMCA Quarterly Meetings:

- June 2019 – Ocean City
- September 2019 – Boonsboro
- December 2019 – Forest Heights

LUNCH AND ADJURNMENT

The meeting adjourned at 11:50 a.m.

EDUCATION SESSION

Active Shooter Training



2019 Clerk of the year, Dashaun Lanham, poses with the Clerk of the Year Committee.

More photos from the March 2019 MMCA Quarterly Meeting can be found on page 16

IIMC Region II Update

Douglass A. Barber, CMC • IIMC Region II Director



I would like to start by thanking all the Maryland Municipal Clerks who have encouraged me in my journey as a municipal clerk. I have enjoyed serving not only the Maryland Clerks Association, but the entire

IIMC Region II (Delaware, Pennsylvania, New Jersey, Virginia, and West Virginia) as your IIMC Region II Director these last three years. I would encourage any clerk who is considering becoming a Region Director to go for it, you will not be disappointed. I have grown so much not only as a municipal clerk but as a person from my time on the IIMC Board of Directors. I would like to congratulate Terri Hudson, MMC, from the Town of Milford, Delaware as the newest Region II Director. If you have not met Terri Hudson personally, she is an advocate for all municipal clerks. I am proud to call her not only a colleague but a wonderful friend. Again thank you for allowing me to serve as your Region II Director.

Doug

How Does the IIMC Foundation Benefit Clerks?

The Municipal Clerk – oldest public servant role in North America. Clerks are the keepers of democratic municipal government. They ensure due process, playing by the rules, and guarantee proper access of citizens to their local government. They ensure all municipal actions are within regulations and are fair.

The IIMC Foundation is the fund raising arm of the International Institute of Municipal Clerks (IIMC), and enhances professionalism in local government through education. Your gift allows us to fund education, training and research programs for the continued education of Municipal Clerks.

The Foundation was created to do one thing - Raise money to support the educational programs of IIMC. Since 1984 that is exactly what we have done – we have awarded and/or contributed **nearly a million dollars** towards Municipal Clerk's Scholarships and IIMC Education Programs.

IIMC Foundation funds are supporting hundreds of Clerks each year through scholarships and educational activities at the Annual Conference and more. If you have ever received a scholarship, attended the Education Colloquium, attended educational sessions at an IIMC Conference, reached out to the IIMC Education staff, or attended your local Association or Region education program supported by a grant, you have been touched by the Foundation's dollars. However, the opportunity remains for the Foundation to touch each and every member, each and every year.

Thank You to Our Donors

Thanks to your donations and support, the IIMC Foundation's growth is attributed to you - the IIMC members. Since 1984, it has awarded or contributed more than **\$1,139,055.64** towards Municipal Clerk scholarships and IIMC education programs. Donors are listed under the IIMC Foundation Annual Reports.

How You Can Contribute Using a Pledge Card

Please make a tax-deductible contribution today by completing the pledge card (file below). You can also contribute by credit card. Pledges can be paid monthly or at the end of the calendar year. All pledges must be paid in U.S. Dollars. The IIMC Foundation's tax ID number is 95-3926604.

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About the IIMC Foundation



Our Mission

The IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars whose earnings help IIMC pursue its educational objectives.

What is The IIMC Foundation?

Established in 1984, the IIMC Foundation is a tax-exempt, nonprofit foundation under Section 501 (C)(3) created to raise funds for its partner, the International Institute of Municipal Clerks. IIMC uses these funds to promote, train and educate Municipal Clerks, making them proficient in the services they provide for the citizens of their community.

International Institute of Municipal Clerks Region II Director Agreement

PURPOSE:

To affirm the policy that the IIMC Region II Director position rotate among the state of **Delaware, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia**; to establish a schedule for that rotation; and to agree to process for submitting the candidate's name to IIMC.

POLICY:

The term of office for IIMC Region Directors is three years. Region II is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.

1. From the time of this agreement, Region II Directors will rotate according to the following schedule:
 - a. New Jersey
 - b. Virginia
 - c. West Virginia
 - d. Maryland
 - e. Pennsylvania
 - f. Delaware
2. Rotation repeats beginning with a) above:
 - a. New Jersey
 - b. Virginia
 - c. West Virginia
 - d. Maryland
 - e. Pennsylvania
 - f. Delaware
3. The candidate for Region II Director must meet the qualifications of office as outlined by IIMC:
 - a. Be an IIMC member for at least three (3) years;
 - b. Have served at least three (3) years as a Municipal Clerk or other office as defined by IIMC membership guidelines;
 - c. Have attended at least two annual IIMC conferences. Attendance may include the conference at which the candidate's term would begin;
 - d. Be a full member or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
 - e. Provide written support of candidacy from the candidate's legislative governmental body.
 - f. Provide written support of candidacy from their state association.
4. Each Region II State Association will select a single nominee through its own selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee for confirmation to each of the other Region II states. Confirmation shall be by vote of each state association with an endorsement letter being sent to the nominee at least (90) days prior to the deadline for it being submitted to IIMC. The IIMC filing deadline is mid-January.
5. In the event that a state association has no eligible candidate for the Region II Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
6. If the vacancy occurs 120 days or less prior to the Annual Conference, the office remains vacant for the remainder of the term.
7. If the vacancy occurs more than 120 days prior to the Annual Conference:
 - a. The IIMC President notifies the Board of Directors and the Presidents of the Municipal Clerks Associations within the Region in which there is a vacancy.
 - b. The Municipal Clerks Associations may recommend one or more qualified candidates for consideration.
 - c. Nominations are also accepted from any member in the Region.
 - d. A new Region Director is elected to serve the remainder of the term and is eligible to be a candidate for a consecutive full three-year term.

This agreement is adopted the _____ day of _____, 2019, by agreement of the Presidents of the Delaware Municipal Clerks Association, the Virginia Municipal Clerks Association, the West Virginia Municipal Clerks and Records Association, the Pennsylvania Association of Municipal Administrators, the Maryland Municipal Clerks Association, and the Municipal Clerks Association of New Jersey,

Christine Crouch, CMC
DMCA President

Travis O. Morris, CMC
VMCA President

Tom Armstead
WVMCRA President

Pennsylvania Clerk
Representative

Stacy Milor, CMC
MMCA President

Kevin Galland, MMC
MCANJ President



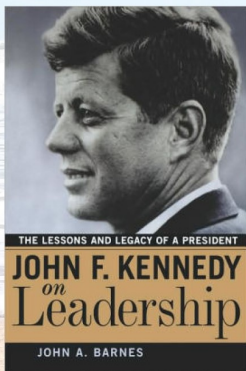
**73rd ANNUAL
IIMC CONFERENCE**
Birmingham, Alabama
May 21, 2019

PHOTOS BY DOUGLASS BARBER

Athenian Dialogue Day at the Beach

Join us at the
Roland E. Powell Convention Center, Room 217
Wednesday, June 26, 2019
8:30 a.m. – 3:30 p.m.

John F. Kennedy on Leadership by John A. Barnes



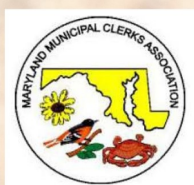
Through a military and political career that culminated in one of the most revered Precedencies in American history, John F. Kennedy displayed leadership abilities that brought commitment from supporters, commanded respect from adversaries, and paved the way for revolutionary progress at a time when change was as risky as it was inevitable. JFK's accomplishments are all the more remarkable given indisputable personal failings, serious health concerns, and other factors that would have proven lethal to the aspirations of lesser individuals. *John F. Kennedy on Leadership* enumerates the core principles that defined Kennedy throughout his life and career, and provides revealing insights that will serve today's leaders well as they strive to create their own legacies of progress.

Facilitated by: Retired Clerk Kathy Newkirk

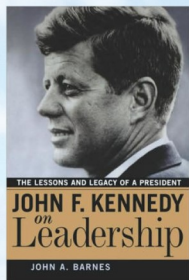
Cost: \$100 (includes breakfast and hot buffet lunch)

To lock in your seat, mail registration form and payment to
MMCA Treasurer Laura Reams
City of Hyattsville, 4310 Gallatin Street, Hyattsville, MD 20781
by registration deadline Friday, June 21, 2019.

3 CMC/MMC Certification Points with completion of assessment tool.



Athenian Dialogue Registration Form



Sponsored by Maryland Municipal Clerks Association (MMCA)

Date: Wednesday, June 26, 2019 8:30 a.m. – 3:30 p.m.

Location: Roland E. Powell Convention Center, Room 217

Book: *John F. Kennedy on Leadership* by John A. Barnes

Facilitator: Retired Clerk Kathy Newkirk

Cost: \$100 (Includes breakfast and hot buffet lunch)

Name: _____

Title: _____

Municipality: _____

Address: _____

City, State, Zip: _____

Email: _____

Work Phone: _____



Enclosed is my check made payable to: MMCA

Mail payment and registration form by **Friday, June 21, 2019** to :

Laura Reams

City of Hyattsville

4310 Gallatin Street

Hyattsville, MD 20781

To benefit fully, participants must read the book *prior* to the dialogue.



MMCA
Quarterly Meeting
**City of
New Carrollton
Maryland**
March 21, 2019

Sharing Professional Knowledge . . . and Ideas!

Maryland Municipal Clerks Association

Application for Membership • July 1, 2019—June 30, 2020

Name: _____ Title: _____

Municipality: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Fax: _____ Renewal : _____ New Membership: _____

Mayor or Chief Elected Official Contact Information: _____

Basic Membership - \$50.00

(\$35.00 to MMCA dues, \$10.00 to the MMCA Scholarship Fund, and \$5.00 to the Region II Conference Fund)



Make checks payable to:

Maryland Municipal Clerks Association

Mail to:

**City of Bowie
attn: Awilda Hernandez, City Clerk
15901 Excalibur Road
Bowie, MD 20716**

We're on the web! <http://www.mdmunicipal.org> – go to Departments • **Like Us On Facebook!**