



THE

Messenger

45th YEARS
ANNIVERSARY



The official newsletter of the Maryland Municipal Clerks Association

Greetings,

I hope that each of you had a safe and enjoyable summer! As we continue to navigate these challenges times, I would like to encourage each of you to continue to be vigilant. Fall will be upon us soon and with every new season we experience change. Let's look forward to the cool nights that will allow us to cozy up with our love-ones around the fireplace drinking pumpkin spice or what your palate desires.

I would like to welcome our new officers and reflect on our past leaders and all that they have contributed, and continue to contribute, to the quality of this Association. As many of you maybe know the Maryland Municipal Clerks Association is celebrating our 45th Anniversary! Congratulations to each of you! Let's continue to strive and make our association a success.

As Municipal Clerks, we regularly participate in training to be applied toward our certifications. These trainings are rewarding both professionally and personally. We must maintain the work, life balance and continue with your educational goals and personal life goals alike.

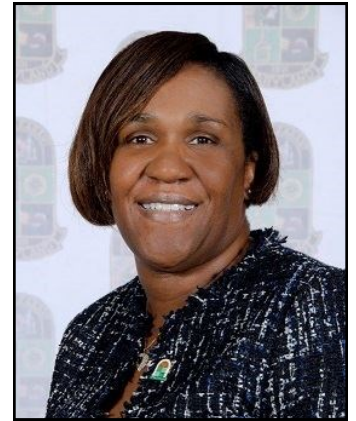
Welcome to our new members, Tracey Bodo, Town Clerk of Barnesville
Melanie Friesen, Town Clerk of Berwyn Heights, Jeannette DeLude, Town Manger/Clerk-Treasurer of Goldsboro, Tammy Kelledes, Town Clerk/Treasurer of Greensboro, Michell Mitchell, Town Clerk of New Market and Julie English, Assistant Town Clerk of Salisbury. We each are mentors, and I encourage you to contact them and welcome them to our great Association.

I would like to leave you with this quote to encourage each of us to continue to press.

“The purpose of life is to live it, taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience”

— Eleanor Roosevelt

I wish each of you a very happy and safe Fall! I look forward to seeing each of you on Thursday, September 16, 2021.



From The Desk of
Dashaun N. Lanham,
President
City of Seat Pleasant



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45th
ANNIVERSARY



MMCA
Maryland Municipal Clerks Association

MMCA Officers June 2021—2023

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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, John Hoatson at: Clerk@uppermarlboromd.gov



Maryland Municipal Clerks Association
Quarterly Meeting Agenda
Thursday, September 16, 2021, at 10:00 a.m.
Virtually Via Zoom

<https://us06web.zoom.us/j/87175117857?pwd=Ly91dFppWlItRmhQU25oWlBnY29SQ09>

1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF THE June 2021 MINUTES.
4. PRESENTATION OF THE TREASURER'S REPORT
5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT
6. MMCA COMMITTEE REPORTS/UPDATES

Education Committee – Diana Chavis
Outreach Committee – Doug Barber
Scholarship Committee – Stacy Milor
Booth Committee – Doug Barber
Clerk of the Year Committee – Vice President Hoatson

7. MML Updates

MML Report – Paula Chase-Hyman, MML
MML Committee Reports
Legislative Committee – Sara Green
Conference Planning Committee – Raye Ellen Thomas
Engagement and Outreach Committee – Awilda Hernandez
Hometown Emergency Preparedness Ad Hoc Committee – Stacy Milor

8. IIMC UPDATES – Representatives from IIMC have been invited to attend and participate.

9. NEW BUSINESS

MMCA Bylaws Update Ad-hoc Committee-President Lanham
IIMC Region II 2023 Conference Planning Committee-Doug Barber

10. MEETING DATES – *Locations pending in-person meetings. Virtual meetings may include a highlight of the "Host" Town in the Messenger.*

December 9, 2021 – Virtual
March 17, 2022-New Carrollton
June 23, 2022 – Maryland Municipal League Summer Conference

11. ADJOURNMENT



MMCA Treasurer's Report, Awilda Hernandez, Treasurer

GENERAL FUND

Beginning Balance as of May 31, 2021	\$	14,814.02
Receipts: FY22 Dues - 80 Members	\$	4,000.00
Total :	\$	4,000.00
Expenditures: Transfer To Scholarship Fund	\$	800.00
Transfer to Region II Fund	\$	400.00
New Website Development Fee	\$	1,614.00
Registration of Domain Name	\$	24.95
Total	\$	2,838.95
Balance as of August 31, 2021	\$	15,975.07



Awilda Hernandez, Treasurer

SCHOLARSHIP FUND

Beginning Balance as of May 31, 2021	\$	11,926.37
Receipts: Transfer from Dues - 80 Members	\$	80.00
Interest - May	\$	0.10
Interest - Jun	\$	0.09
Interest - Jul	\$	0.11
Total	\$	80.30
Expenditures: Total	\$	-
Balance as of August 31, 2021	\$	12,006.67



REGION II CONFERENCE REGION II CONFERENCE

Beginning Balance as of May 31, 2021	\$	14,167.12
Receipts: Transfer from Dues - 80 Members	\$	400.00
Interest - May	\$	0.11
Interest - Jun	\$	0.12
Interest - Jul	\$	0.12
Total	\$	400.35
Expenditures: Total	\$	-
Balance as of August 31, 2021	\$	14,567.47



Maryland Municipal Clerks Association

Quarterly Meeting

June 29, 2021

Virtually Via Zoom

MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park
Michelle Betancourt, City of Gaithersburg
Diane C. Carter, City of Salisbury
LouAnn Crook, City of Laurel
Julie English, City of Salisbury
Sara Green, City of Laurel
John Hoatson, City of Mt. Rainier
Dashaun Lanham, City of Seat Pleasant
Ana Navarro, City of Laurel
Pam Peters, Town of Ocean City
Kimberley Rau, City of Laurel
M. David Williams, Town of Upper Marlboro

Doug Barber, City of New Carrollton
Elizabeth Boa, Town of Glenecho
Diana Chavis, Town of Ocean City
Susan Engels, Town of Kensington
Carolyn Fifer, City of Bowie
Awilda Hernandez, City of Bowie
Kelsey Jensen, Town of Berlin
Janeen Miller, City of College Park
Kimberly R. Nichols, City of Salisbury
Diamon Plater, City of Seat Pleasant
Doris Stokes, City of Gaithersburg
Lucy Wade, Town of Upper Marlboro

SPECIAL GUEST IN ATTENDANCE

Mayor Eugene Grant
Beverly Barber
Gloria Sistrunk
Jeannelle Wallace

CONVENE/INTRODUCTIONS

Vice President Lanham called the meeting to order at 10:05 a.m.

APPROVAL OF MINUTES

A motion was made by Michelle Betancourt and seconded by Doug Barber to approve the March 18, 2021, minutes. The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the June 2021 Treasurer Report. Membership is at 103.

PRESENTATION MMCA COMMITTEE APPRECIATION AND RECOGNITION

Vice President Lanham thanked all committee volunteers. Certificates will be mailed directly to each committee member and chair.

PRESIDENT MANDLEY-FAREWELL REMARKS

None, President Mandley absent (family emergency).

SWEARING-IN OF MMCA OFFICERS FOR 2021-2023

Mayor Eugene W. Grant, Seat Pleasant swore in the Officers
Dashaun Lanham, City of Seat Pleasant – President
John Hoatson, City of Mt. Rainier – Vice President
Awilda Hernandez, City of Bowie – Treasurer
Yvette Allen, City of College Park – Secretary

IIMC UPDATES

Doug Barber reported: Join IIMC for to obtain your Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC) certification. Take advantage of the may online educational free sessions being offered.. The 2021 IIMC 75th Annual Conference will be held in Grand Rapids, Michigan from May 9 to May 13, 2021

MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported that she has been in contact with Kathryn Baringer, Director, Appraisal & Description with the Maryland State Archives to conduct a class on records retention.

Outreach Committee: Doug Barber reported: The committee is working on a welcome packet for new members.

Booth Committee: Doug reported: The Committee is looking at a new set-up design and giveaway items.

Scholarship Committee: The updated application, guidelines and deadline dates are on the website. If you are interested in applying for a scholarship, all information can be found on the MMCA website.

MARYLAND MUNICIPAL LEAGUE UPDATES:

MML Update – Paula Chase Hyman – None

Board of Directors Report – Danielle Mandley, President – None

MML Committees

Legislative Committee – Kim Rau- None

Conference Planning Committee – Raye Ellen Thomas – None

Engagement and Outreach Committee – Awilda Hernandez – Over 1,000 essays were submitted for the Were Mayor Contest. The winners will be announced at the MML Summer Conference.

Hometown Emergency Preparedness Ad Hoc Committee-Stacy Milor – None

NEW BUSINESS

Approval of Fiscal Year 2022 Budget

Treasurer Hernandez presented the FY22 Budget. A motion was made by Kelsey Jensen and seconded by Doris Stokes to increase the proposed budget by \$700.00. A motion was made by Doug Barber and seconded by Sara Green to approve the amended FY2022 Budget. The motion passed.

Approval of Website Vendor

Treasurer Hernandez updated the association on obtaining our own website. A motion was made by Diana Chavis and seconded by John Hoatson to approve StarChapter as our website vendor. The motion passed.

Retiring Members:

President Lanham reported that Diane C. Carter, City of Salisbury and M. David Williams, Town of Upper Marlboro will both be retiring. President Lanham thanked both for their dedication to MMCA. A motion was made by Awilda Hernandez and seconded by Doug Barber to approve Diane and David as Honorary MMCA members. The motion was approved.

MEETING DATES –

September 16, 2021 - Virtual

December 9, 2021 - Virtual

March 17, 2022 - City of New Carrollton (Depending on COVID-19)

June 23, 2022

ADJOURNMENT

A motion was made by Doug Barber and seconded by Awilda Hernandez to adjourn the meeting. President Lanham adjourned the meeting at 11:26 a.m.

IIMC News

Constitutional Amendment Encourages Involvement in IIMC Board of Directors Elections

At the IIMC Annual Business Meeting that took place on May 13, 2021 in Grand Rapids, Michigan, the proposal to amend Article VIII—for the purpose of creating a more level field for members to run for a seat on the IIMC Board—passed with a majority vote of 86%.

As proposed: Shall the IIMC Constitution, Article VIII, Qualifications, Nominations, and Election, Section 2, Qualifications of Candidates for Region Director, be amended by striking out subsection F, which reads “Provide written support of candidacy from their state, provincial, or national association within the Region in which they are running”?

This amendment is in effect as of July 14, 2021.

NEW! FREE Webinar Hosted by IIMC and CivicClerk

Date: Wednesday, September 15, 2021

Time: 11:00 AM-12:00 PM PT (12:00 PM MT, 1:00 PM CT, 2:00 PM ET)



Change is Good: How to Live It, Love It, and Lead It

The past 18 or so months have been anything but normal for essential clerks in local government. Shifts and changes needed to adjust to an unprecedented global pandemic – many of which were changes to processes, workflows, and were technology-oriented – have no doubt not been easy for most who are known for their consistency and reliability. If you're exploring how these changes impact you and your role as a clerk or hoping to be a positive change agent among your peers, this webinar can help you identify strategies that you can use every day to lead your organization through change.

Fee: \$0--FREE!

Points: 0.5 CMC Education or 0.5 MMC Advanced Education point with completed learning assessment

Register [HERE](#)

Contact: Jill Jensen at jill.jensen@civicplus.com

2022 IIMC Annual Conference

76th IIMC Annual Conference: Little Rock, Arkansas

SUNDAY, MAY 22 - WEDNESDAY, MAY 25, 2022



IIMC News

NEWInternational Buddy Page – IIMC’s Website Is LIVE

The International Buddy Page, which will serve as a resource for Clerks seeking to connect with other Clerks on specific topics is live. To register for the program: (<https://forms.gle/4Skdcx1thURrUPc6A>). The form continues to be promoted in the E-Briefings and includes the link on the International Buddy page (<https://www.iimc.com/457/International-Buddy-Program>). To date, 69 people have registered through this system: UK: 18; Netherlands: 1; Canada: 3; and US: 47. Communications has populated the page with information that was collected through this system. We are also soliciting suggestions/ideas for improving global connections and opportunities through an online form

NEWCalendars – IIMC’s Website

The Communications Department has created an Athenian Dialogue calendar. An Athenian Dialogue will be listed in this calendar as well as its respective region calendar. The Communications Department will work in coordination with the Education Department to shift to the new Athenian Dialogue calendar and phase out the upcoming dialogues page. Further, members will be encouraged to sign up for updates so that they may receive alerts when new items are added to the calendars they select—this should be helpful for the member who wants to keep an eye out for regional events and Athenian Dialogues as they are announced.

NEWSocial Media – Facebook

Resulting from the promotion of Facebook Region Groups in this week’s E-Briefing, we experienced an increase in requests to join. Communications is planning a campaign to increase numbers in the Facebook Region Groups and to promote engagement in these groups.

NEW2023 Conference – Minneapolis

IIMC has met with the Host Committee for the 2023 Conference in Minneapolis to discuss the overall conference and safety concerns regarding the downtown area. We also created a few logo designs for them to go along with their theme of Bold Education in the Bold North.





Clerk Spotlight

John Hoatson

Town of Upper Marlboro



UPPER MARLBORO, MD (July 26, 2021) – John Hoatson, a result-driven professional with more than 20 years’ experience in a wide range of diverse positions, has been appointed Town Clerk for the Town of Upper Marlboro in Prince George’s County. Hoatson was formally sworn in by Town Mayor Linda Pennoyer during the regular July 13 meeting of the Town’s Board of Commissioners, following unanimous approval by the three-member policy-making body.

Hoatson succeeds David Williams, who retired on June 30 following 14 years of dedicated service as Town Clerk. Hoatson was most recently City Clerk in the City of Mount Rainier, a position he held for approximately two-and-a-half years.

“We are very lucky to have John as our new Town Clerk,” Mayor Pennoyer said in making the announcement. “When I talked with people whose opinions I respect about who we were considering hiring, I heard nothing but positive feedback. Besides his experience with handling administrative matters, John is also a history buff, which also makes him a perfect fit in our town.”

Hoatson graduated Virginia Wesleyan College with a Bachelor of Arts in History in 1996. He said he is eager to roll up his sleeves and get started in his new role.

“I am excited and honored,” Hoatson said following his swearing-in. “When I first heard about the position being open, I felt it provided tremendous opportunity for advancement and growth. I love the fact that Upper Marlboro is a small town with lots of green space.

“I have always felt the Town of Upper Marlboro sets itself apart from the other municipalities in Prince George’s County and is a true hidden gem,” he added.

Hoatson said he began working for the City of Mount Rainier in January 2019 as a temporary administrative assistant, but within a month was promoted to City Clerk when that position unexpectedly became available.

Prior to working for Mount Rainier, Hoatson served as Alumni Director and Associate Director of Student Services for Keiser University in Fort Lauderdale, Florida between 2014 and 2018. Among his other varied professional career experiences was his position as Curator and Supervisor for “Diana, the People’s Princess Exhibit” in 2010 and 2011. For him, the position was literally a dream come true.

“I had been fascinated with Princess Diana since I was eight years old,” Hoatson said. “When I served as Curator of the Diana exhibit, it contained artifacts from my private collection on Diana and the British Royal Family, totaling more than 13,000 individual pieces.

“When she died in 1997,” he added, “I was devastated. It was just like losing a family member.”

A Towson, Maryland native, Hoatson said he sometimes thinks people don’t always understand how complex the role of a Town Clerk can be in a municipal government.

“It’s very time-consuming work,” Hoatson said, “that requires strong organizational and writing skills, along with the ability to manage multiple tasks simultaneously and be a team player. That’s exactly what I enjoy doing more than anything.”

In addition to his new role as Upper Marlboro’s Town Clerk, Hoatson is also vice president of the Maryland Municipal Clerks Association.



Sharing Professional Knowledge

...and Ideas!

**Maryland Municipal Clerks Association
Application for membership * July 1, 2021—June 30, 2022**

Name: _____ Title: _____

Municipality: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Fax: _____ Renewal: _____ New Membership: _____

Mayor of 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, Maryland 20716**

We're on the web! <http://www.mdmunicipal.org> - go to departments  Like Us On Facebook



Happy



ANNIVERSARY





MMCA

Maryland Municipal Clerks Association



MMCA Word Scramble

1. ICTY NARGMEA _____
2. TNSUIME _____
3. SOLOTSEIUNR _____
4. CORICMENSMEULB _____
5. OYRMA _____
6. SOCLDE ESSIONS _____
7. CETR _____
8. IETSNCLOE _____
9. MLM _____
10. NWOT RNIAROMSAIDTT _____
11. CIPBUL OWKRS _____
12. TWON _____
13. TWON RKLCE _____
14. ERKCL _____
15. FICHE OF LOEICP _____
16. ODITRCRE FO FENCIAN _____
17. TCMEMTEIO _____
18. PNE _____
19. IIMC _____
20. MSRCOSNMSIIOE _____
21. HOTEPEL _____
22. PTYILAMINIUC _____
23. EDCO MOETFEECNR _____
24. ENETRWTSE _____
25. MGINEEST _____
26. REATHCR _____
27. MAMC _____
28. AOINCDERSN _____

