

THE

Messenger



The Official Magazine of the Maryland Municipal Clerks Association

June 2022



Destination Ocean City



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MMCA Officers

June 2021—2023

President

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Fun Fact About Ocean City, Maryland

The carousel at Trimper's is the oldest continually operational carousel in the USA: Speaking of history, there's an incredible legacy behind the carousel at Trimper's! If you're on the Boardwalk, you've probably seen this gorgeous ride that has been entertaining Ocean City visitors for over 100 years. It features more than just horses -- think everything from dragons to ostriches to pigs and frogs, all carved by German artisans. You might even detect the spirit of Joanne Trimper, a member of the Trimper family who loved the white horse with red ribbons and blue sashes. Visitors report smelling her perfume near that particular spot!

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



Greetings, Happy Summer Season!

I hope that each of you are enjoying the warmer weather with your families. It has been a while since we had an opportunity to see one another in-person. I think we have adjusted to virtual meetings, but I personally long to engage outside of the cyber world. We had an exciting education opportunity with the 76th Annual IIMC Conference entitled '*Like A Diamond-Multifaceted Leadership*', as well as the upcoming Summer Conference for the Maryland Municipal League though earlier this year from June 12-15, 2022, at the Ronald E. Powell Convention Center. The conferences will allow each of us to enhance our knowledge and network with other Municipal, State and County officials. Please visit the MML website at <https://www.mdmunicipal.org> to review the preliminary agenda. Let us Turn the Tides with Oceans of Opportunity by growing personally and professionally as we continue with our education journey.

If you would like to attend one of the conferences and need assistance, please seek one of the scholarships offered by the International Institute of Municipal Clerks or your very own association, MMCA. Scholarship applications can be found on the Maryland Clerk's website at www.mdclerks.org.

I would like to welcome our new clerks and congratulate those of you that have received your designation of either Certified Municipal Clerk or Master Municipal Clerk. .

I look forward to seeing each of you on Tuesday, June 14, 2022. Please continue to be safe!



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





**Maryland Municipal Clerks Association
Quarterly Meeting Agenda
Tuesday, June 14, 2022, at 12:30 p.m.
Roland E. Powell Convention Center**



1. **CALL TO ORDER**
2. **WELCOME AND INTRODUCTIONS**
3. **PRESENTATIONS:**
 - a. **MML President Elect, Denise Mitchell**
 - b. **2022 CLERK OF THE YEAR, Vice President Hoatson**
 - c. **Fort Orange Press Track, Daniela VanVeghten, Director of Election Strategy**
4. **APPROVAL OF THE MARCH 2022 MINUTES**
5. **PRESENTATION OF THE TREASURER'S REPORT- Awilda Hernandez, Treasurer**
6. **PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT:**
7. **MMCA COMMITTEE REPORTS/UPDATES**
 - a. **Education Committee – Diana Chavis**
 - b. **Outreach Committee – Doug Barber**
 - c. **Scholarship Committee – Stacy Milor**
 - d. **Booth Committee – Doug Barber**
8. **MML Updates**
 - a. **MML Report**
 - b. **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**
9. **IIMC UPDATES**
10. **NEW BUSINESS**
 - * **Approval of Fiscal Year 2023 Budget**
 - * **Region II Conference Update**
 - * **MML Committee Interest for 2022-2023**
11. **MEETING DATES – Locations pending in-person meetings. Virtual meetings may include a highlight of the “Host” Town in the Messenger.**
 - * **September 15, 2022, Westminster**
 - * **December 8, 2022**
 - * **March 16, 2023**
12. **ADJOURN**





**Awilda Hernandez,
Treasurer**

Treasurer's Report

June, 2022

GENERAL FUND

Beginning Balance as of February 28, 2022		\$ 16,887.84
Receipts:		
	FY22 Dues (2)	\$ 100.00
	Athenian Dialogue (5)	\$ 250.00
	Total	\$ 350.00
Expenditures:		
	Transfer to Scholarship Fund	\$ 20.00
	Transfer to Region II Fund	\$ 10.00
	COY Electronic Voting	\$ 36.00
	Town of Ocean City (Educators Gifts)	\$ 91.48
	Transfer to Scholarship Fund (Athenian Proceeds)	\$ 175.00
	Dawn Michanowicz - Athenian Facilitator	\$ 625.00
	MML (Conference Booth Rental)	\$ 295.00
	Carolyn Fifer (Mail giveaways for ICMA bags)	\$ 10.68
	City of Seat Pleasant (Reimburse IIMC Conf Reg. for President)	\$ 435.00
	Total	\$ 1,698.16
Balance as of May 31, 2022		\$ 15,539.68

SCHOLARSHIP FUND

Beginning Balance as of February 28, 2022		\$ 11,639.22
Receipts:		
	Transfer from Dues (2)	\$ 20.00
	Proceeds from Greenlights Athenian	\$ 175.00
	Interest - Feb	\$ 0.10
	Interest - Mar	\$ 0.10
	Interest - Apr	\$ 0.10
	Total	\$ 195.30
Expenditures:		
	Total	\$ -
Balance as of May 31, 2022		\$ 11,834.52

REGION II CONFERENCE

Beginning Balance as of February 28, 2022		\$ 14,648.21
Receipts:		
	Transfer from Dues (2)	\$ 10.00
	Interest - Feb	\$ 0.12
	Interest - Mar	\$ 0.11
	Interest - Apr	\$ 0.13
	Total	\$ 10.36
Expenditures:		
	Total	\$ -
Balance as of May 31, 2022		\$ 14,658.57



Proposed FY 2023 Budget

May 31, 2022

GENERAL FUND

	FY 21 Completed	FY 22 Budget	FY 22 YTD	FY 23 Proposed Budget
REVENUE				
Membership Dues	4,500	5,000	4,900	5,000
Lunch/Workshop Reimbursements	0	2,000	0	2,000
Miscellaneous	280	0	800	0
Transfer from Fund Balance	<u>0</u>	<u>0</u>	<u>539</u>	<u>0</u>
Total Revenue	4,780	7,000	6,239	7,000
EXPENSES				
Administrative/Supplies/Postage	0	150	41	150
Clerk of Year Award/Flowers/Misc	371	400	0	400
Gifts/Flowers	0	200	140	200
Lunch/Workshop Expenses	0	2,000	0	2,000
MMCA Standard Lapel Pins	0	0	0	0
MMCA Annual Lapel Pins	831	0	0	0
MCEF Donation (IIMC Scholarship	0	100	0	100
MML Booth Registration	280	280	295	300
Booth Expenses and Giveaways	0	1,000	0	1,000
Scholarships	0	2,000	539	2,000
IIMC Annual Conference Registration for MMCA President and IIMC Region II Director (@ \$600 ea.)	0	600	435	600
IIMC Region II Conference - Donation to Host State	0	500	0	500
IIMC Region II Director Travel Expe	0	0	0	0
Educational Speaker Fees	500	1,000	625	1,000
Zoom Account	163	200	163	200
MMCA Website		1,000	1,639	1,000
Election Runner	15	15	36	50
Miscellaneous	<u>0</u>	<u>100</u>	<u>0</u>	<u>100</u>
Total Expenses	2,160	9,545	3,913	9,600
Transfer to Region II (\$5 per memb	450	500	490	500
Transfer from Region II	0	0	0	10,000
Transfer to Scholarship (\$10 per m	900	1,000	1,155	1,000
Transfer from Scholarship	0	2,000	539	2,000
Fund Balance				
Beginning of Year		14,814		12,769
End of Year	14,814	12,769		20,669



**Maryland Municipal Clerks Association
Quarterly Meeting
Thursday, March 17, 2022, at 10:00 a.m. Virtually Via
Zoom**

MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park
Kenya Barno, City of Laurel
Michelle Betancourt, City of Gaithersburg
Jessica Cropper, Town of Ocean City
Julie A. English City of Salisbury
Averi Gray, Town of Edmonston
Sherletta Hawkins, Town of Forest Heights
John Hoatson, Town of Upper Marlboro
Dashaun Lanham, City of Seat Pleasant
Stacy Milor, Town of North Beach
Pam Peters, Town of Ocean City
Laura Reams, City of Hyattsville
Doris R. Stokes, City of Gaithersburg

Doug Barber, City of Westminster
Monica Correll, City of Aberdeen
Diana Chavis, Town of Ocean City
Susan Engels, Town of Kensington
Carolyn Fifer, City of Bowie
Phyllis Hane, City of Frederick
Awilda Hernandez, City of Bowie
Kelsey Jensen, Town of Berlin
Lillie Littleford, City of Hyattsville
Kimberly R. Nichols, City of Salisbury
Kimberley Rau, City of Laurel
Melinda Stafford, Town of Hebron
Lucy Wade, Town of Upper Marlboro

SPECIAL GUEST IN ATTENDANCE

Diane Pflugfelder, IIMC Region II Director
Paula Chase-Hyman, MML Engagement Director

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 10:04 a.m.

MINUTES

A motion as made by Kelsey Jensen and seconded by Doris Stokes to approve the September and December 2021 minutes as amended. The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the February 28, 2022 Treasurer Report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

President Lanham reported: Attended the MML Board Meeting on January 29, 2022. The Board reviewed and discussed the draft Strategic Plan. The next Board meeting will be held in April. The MML Fall 2024 Conference will be held in Solomons Island.



MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported: A virtual Athenian Dialogue was held on Wednesday, February 23, 2022. Dawn Michanowicz facilitated the dialogue – the book was *Greenlights* by Matthew McConaughey. A Public Information Act Training virtual class will be held on Wednesday, April 6, 2022, from 1:00 p.m. to 3:30 p.m. Working on having an Athenian Dialogue at the MML Summer Conference.

Outreach Committee: Doug Barber reported: Welcomed all new members. The committee is reevaluating how to get information to the new members. The best source of information can be obtained from the MMCA Facebook page and from the Messenger. If you have items you want to see in the Messenger, please send them to John Hoatson. The committee would like to see all members engaged with the Association. If you have any questions about MMCA, please reach out to the Board or any member.

Scholarship Committee: Stacy Milor reported that there were no applications received this quarter. The next application deadline is June 1, 2022. For more information, you can visit the MMCA website at MDclerks.org.

Booth Committee: Doug Barber reported: MMCA will have a booth at the MML Summer Conference in June 2022. The committee will be meeting soon to discuss the plans for the booth. If you would like to join the committee, please let Doug know.

Clerk of the Year: Vice President Hoatson announced Diana Chavis from the Town of Ocean City as the 2022 Clerk of the Year. Congratulations Diana!

MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman reported: Volunteers are needed to read the “If I Were Mayor” essays. MML has not received many essays and is asking everyone to reach out to your schools to increase participation. The ceremony will take place on May 4th. Encouraged all towns and cities to participate in Spotlight Maryland. The video will premiere at the Summer Conference on Tuesday, June 14th.

MML Committees:

Legislative Committee – Sara Green: None

Conference Planning Committee – Raye Ellen Thomas: None

Engagement and Outreach Committee – Awilda Hernandez reported: Please volunteer to read the “If I Were Mayor” essays. The committee will meet next week.

Hometown Emergency Preparedness Ad Hoc Committee -Stacy Milor reported: Tom Reynolds emailed each municipality (Clerks and Managers) a link to a survey regarding the impact of Covid 19 Policy and Practices. The survey should take 5 to 6 minutes to complete.



IIMC UPDATES

Diane Pflugfelder, IIMC Director, reported: Congratulated Diana on being awarded the 2022 Clerk of the Year. As of October 21, there are 4,662 CMCs, thirty-three from Maryland and 1,411 MMCs, twelve from Maryland. If you need guidance completing your Application for Designation, please reach out. Dr. Beatrice Rodriguez, Director of Education, will be at the Conference in Little Rock, Arkansas. On March 10th, Ashley DiBlasi, Director of Certifications and Conference Programs resigned to pursue other endeavors. Jaimis Ulrich will replace Ashley on March 21. There were eleven proposals for the 2026 Annual Conference. The 2026 Annual Conference will be held in Reno, Nevada at the Peppermill Hotel which will be a five-day conference celebrating IIMC 80th Anniversary. Please take a look at the website as there are several proposed Constitutional Amendments that will go to vote at the business meeting at the Annual Conference in Little Rock. The 2021 IIMC budget has a projected \$4,600 profit and the FY22 budget has a projected profit of \$ 8,000. IIMC membership cards were emailed to each member. If you didn't receive your membership card, let Diane know and she will reach out to Karen Lee. If you are attending the Annual Conference, please download the IIMC app to get all current conference information. The Regional meeting will be held on the morning of May 23. Travis Morris from Charlottesville, VA will be the new Region II Director when Terry Hudson's term expires. Diane's term will expire in 2023 and should be filled by a West Virginia candidate. The 2023 Region II Conference will be held in Maryland. Albre College in PA is officering a program for CMC and MMC and should be made available soon.

NEW BUSINESS

Review and Approval of Amendments to MMCA Bylaws

President Lanham reported: The draft Bylaws were sent to each member in draft form. There were only minor cosmetic changes and a change to Committee terms from one-year to two-years to coincide with the officer terms. **A motion was made by Michelle Betancourt and seconded by Averi Gray to approve the Bylaws as submitted. The motion passed.** The Bylaws will become effective in 2023.



REGION II 2023 CONFERENCE UPDATE

Doug Barber reported: The Region II Conference will be held in Maryland. The Conference Committee recommends the Hampton by Hilton in Frederick. The rooms will be \$89.00 per night. The rooms are very nice, and the conference room has a good setup. The dates of the Conference: January 10th - Athenian Dialogue – January 11th and 12th are educational days and ending the conference at noon on June 13th. The committee is looking for entertainment and location for dinner outside of the hotel. If you would like to be part of the planning committee, please reach out to Doug. Save the date information will be going out to all platforms soon. Awilda Hernandez reported: the cost of the hotel will allow us to focus more on an exceptional educational program. Diana Chavis reported: She would like to have a speaker on Metal Health and Diversity Equity and Inclusion. The committee will be looking for engaging/educational topics and speakers. If you have any other topics, please let Diana know.

A motion was made by Carolyn Fifer and seconded by Averi Gray to sign an agreement with the Hampton by Hilton for the Region II Conference from January 9 – January 13, 2023. The motion passed.

MMCA JUNE LUNCH MEETING DATE AND PRESENTATION

The MMCA lunch and meeting will be held on Tuesday, June 14. Fort Orange Press would like to come to our meeting to give us a presentation on Election Management.

Awilda Hernandez reminded everyone that if your contact information changes to please complete a member form to keep your information up to date in our database.

A motion was made by Doug Barber and seconded by Stacy Milor to make Lou Ann Crook an Honorary Member of MMCA. The motion passed.

There was discussion on holding hybrid meetings in the future especially if you are not comfortable with in person meetings.

MEETING DATES – *Locations pending in-person meetings.*

June 14, 2022 – Maryland Municipal League Summer Conference

September 15, 2022 – Westminster

December 8, 2020

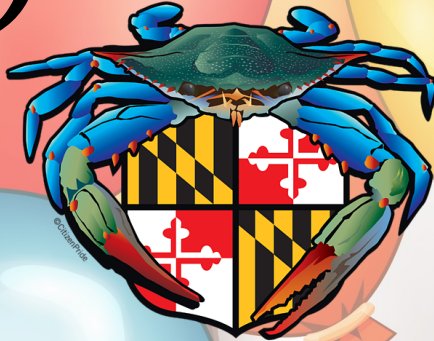
March 16, 2023

ADJOURNMENT

A motion was made by Michelle Betancourt and seconded by Doug Barber to adjourn the meeting. President Lanham adjourned the meeting at 11:45 a.m.



Congratulations



Maryland Municipal Clerks Association



Diana Chavis

2022 Clerk of the Year



Access to New MMCA Website

We are thrilled to have the new MMCA website up and running. While the website and information were first announced during the September 2021 meeting, we wanted to include the information in this newsletter as well to make sure everyone knows how to access the website and login. The website is a great resource for accessing MMCA documents such as the bylaws and current and past newsletters, getting in contact with fellow members through the directory, reading announcements, and staying up to date on upcoming events. You can also submit and read through job postings.

The new website URL is www.mdclerks.org. While most of the website can be accessed without logging in, logging in will allow you to register for events, pay your dues, access your membership record, and update your information as needed (new phone number, email address, address, or certification for example). We have been updating records as we receive new information and notice of changes and are happy to continue to do so.

To login to the member section of the MMCA website at <https://mdclerks.org/members.php>, please use the following information:

Username: Please use your email address. You may also use your member number (which can be found in your account once logging in.)

Password: If you have previously logged in, please use the password you created.

If you have not yet logged in, please use this link <https://mdclerks.org/forgot.php> to reset your password and gain access to your account. The email will come from webmaster@mdclerks.org. If it does not appear in your inbox within a minute or two, please check your spam folder.

If you have questions, please contact Carolyn Fifer via email at webmaster@mdclerks.org. Thank you!

WELCOME TO THE MARYLAND MUNICIPAL CLERKS ASSOCIATION!

ANNOUNCEMENTS

CONGRATULATIONS TO STACY MILOR, MMC!

The Maryland Municipal Clerks Association (MMCA) would l...
[Read More](#)

CONGRATULATIONS TO DIANA CHAVIS, 2022 MMCA CLERK OF THE YEAR!

BERLIN, MD

7 MILES FROM OCEAN CITY & ASSATEAGUE



VOTED BEST SMALL TOWN IN AMERICA FOR SHOPPING BY USA TODAY

Congratulations

Town of Berlin, Maryland





Windfall - IIMC Affinity Program Equals Member Savings



IIMC Members in Regions 1-9 Savings Program

Regions 1-9 Members of IIMC can access exclusive discounts on products and services you use most. The best part, it's completely FREE. No fees, no obligations – just great business and personal saving benefits!

- Office Depot: Save up to 75% off office essentials
- Home Depot ProXtra: Save time. Save money. Get rewarded.
- Home Depot ProInstitutional: Save 10% off maintenance, repair & operation supplies
- Ace Hardware: Save 12% off your hardware needs
- Adobe: Save on creative, marketing & document solutions
- Avis/Budget: Save up to 30% off rental vehicles
- Constant Contact: Save 30% off 3 months of email marketing
- Batteries Plus: Save up to 71% off batteries, bulbs, more
- ADP: Save up to 20% off new payroll services
- USPay: Save on credit card processing services
- Ticket Deals: up to 60% off movies, theme parks, shows, more
- Simple Texting: Save up to 25% off SMS marketing services
- Sterling NOW: Save 10% off background check services
- 4imprint: Save 10% off promotional products
- Prescription Drug Card: Save up to 75% off prescriptions

<https://iimc.savingcenter.net/>

