



THE

# Messenger

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The official newsletter of the Maryland Municipal Clerks Association  
June, 2023



**MML Summer Conference**  
**Ocean City, Maryland**  
**June 25-June 28, 2023**



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IIMC pays homage to rock legend “Prince” during the 77<sup>th</sup> Annual IIMC Conference in Minneapolis, Minnesota.

**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](mailto:Clerk@uppermarlboromd.gov)**

**Greetings, Happy Summer Season!**

**I hope that each of you are enjoying the warmer weather with your families. We had an exciting education experience at the 77<sup>th</sup> Annual IIMC Conference entitled Bold Education in the Bold North”. We had Clerks from Maryland attend the conference, and Awilda Hernandez was sworn in as the Region II Director replacing Diane Pflugfelder, and will be serving with Travis Morris, from Charlottesville, VA. I am certain that Awilda will do an amazing job representing Region II. If you have not congratulated her, please do so. During the conference we attended the All-Conference Event honoring Prince wearing purple. It was extremely exciting to see fellow clerks around the world dressed as Prince, singing, dancing, and enjoying the company of clerks near and far. The most rewarding aspect of the conference is networking with fellow clerks, and the educational courses allow you the opportunity to bring great ideas and implement them in your towns. As the State President you have the pleasure of carrying the flag during the opening ceremony. It is customary practice to trade pins, and we will be distributing the Maryland Pins during our conference.**

**This is the end of my term as President, and it has been a rewarding experience to serve as your president. I could not have done this without your support! So, I thank you for granting me the opportunity to represent this phenomenal association. Please join me in welcoming the incoming board:**

**John Hoatson, President**

**Sara Green, Vice President**

**Awilda Hernandez, Treasurer**

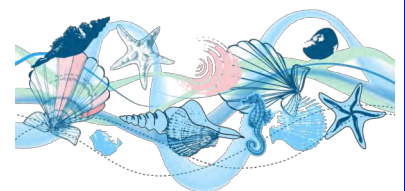
**Yvette Allen, Secretary**

**This conference 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 continue to grow personally and professionally!**

**I look forward to seeing each of you on Tuesday, June 27, 2023. Please continue to be safe!**



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





**John Hoatson  
President-Elect**



John Hoatson, a result-driven professional with more than 30 years’ experience in a wide range of diverse positions, has been elected President for the Maryland Municipal Clerks Association. Hoatson will be formally sworn in on Tuesday, June 27, 2023 by Mayor Sarah Franklin (TUM) during the MML Summer Conference.

Hoatson currently serves as Town Clerk in the Town of Upper Marlboro. He succeeded David Williams who retired in June, 2021 following 14 years of dedicated service as Town Clerk. Hoatson was City Clerk in the City of Mount Rainier, a position he held for approximately two-and-a-half years.

Hoatson graduated Virginia Wesleyan College (University) in Norfolk, Virginia 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 as President.

Hoatson 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 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.”

Hoatson is a graduate of the Academy for Excellence in Local Governance and currently working on his CMC. He has served as the current Vice President of MMCA for the past two years and been an active member of the Conference Planning Committee with MML since 2019. In October, 2022 Hoatson coordinated the centennial celebration of the Crain Highway Monument (Town of Upper Marlboro) the link between five Southern Maryland Counties to Baltimore City.



**Thank You Dashaun Lanham for  
your dedication & leadership as  
President of MMCA. We are truly  
grateful to you!**



**Maryland Municipal Clerks Association  
 Quarterly Meeting Agenda  
 Tuesday, June 27, 2023, at 12:30 p.m.  
 Roland E. Powell Convention Center**



**1. CALL TO ORDER**

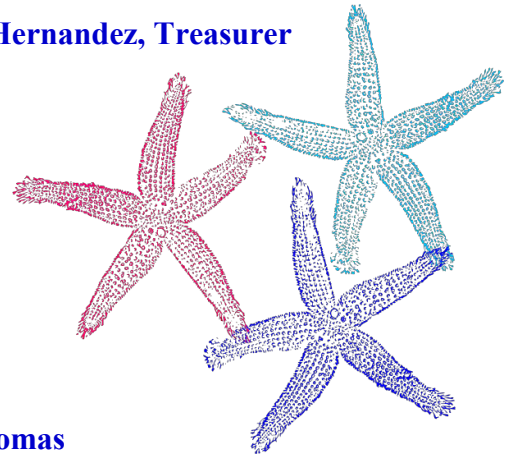
**2. WELCOME AND INTRODUCTIONS**

**3. APPROVAL OF THE MARCH 2023 MINUTES**

**4. PRESENTATIONS OF TREASURER’S REPORT-Awilda Hernandez, Treasurer**

**5. MMCA COMMITTEE REPORTS/UPDATES**

- Education Committee – Diana Chavis
- Outreach Committee – Doug Barber
- Scholarship Committee – Stacy Milor
- Booth Committee – Doug Barber



**6. MML Updates**

**MML Report**

**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

**7. PRESENTATION MMCA COMMITTEE APPRECIATION AND RECOGNITION-  
 Dashaun Lanham, President**

**8. PRESIDENT’S REPORT / MML BOARD OF DIRECTOR’S REPORT**

**9. PRESIDENT LANHAM FAREWELL REMARKS**

**10. SWEARING-IN OF MMCA Officers for 2023-2025-Mayor Sarah Franklin, Upper Marlboro**

**11. SPECIAL PRESENTATION**

**12. PRESIDENT HOATSON INAUGURAL MESSAGE**

**13. IIMC UPDATES-Awilda Hernandez, Region II Director**

**14. NEW BUSINESS**

- Approval of Fiscal Year 2024 Budget
- MMCA Committee Interest for 2023-2025
- Approval of Honorary Membership for Doris Stokes

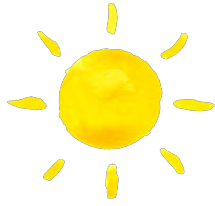


**15. MEETING DATES – *Locations pending in-person meetings. Virtual meetings may include a highlight of the “Host” Town in the Messenger.***

- September 21, 2023
- December 14, 2023
- March 21, 2024

**16. ADJOURNMENT**





**MMCA TREASURER'S REPORT  
JUNE 2023**



**GENERAL FUND**

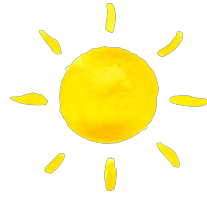
Beginning Balance as of February 28, 2023		\$ 5,429.94
Receipts:		
	FY23 Dues	\$ 100.00
	Region II Conference Registrations	\$ 1,600.00
	March Quarterly Lunch Meeting	\$ 375.00
	NSF Fee Paid	\$ 20.00
	IIMC Education Grant for Region II Conf.	\$ 1,000.00
	<b>Total</b>	<b>\$ 3,095.00</b>
Expenditures:		
	Transfer to Scholarship Fund	\$ 10.00
	Transfer to Region II Fund	\$ 20.00
	StarChapter Credit Card Fee	\$ 14.85
	<b>Total</b>	<b>\$ 44.85</b>
Balance as of May 31, 2023		\$ 8,480.09

**SCHOLARSHIP FUND**

Beginning Balance as of February 28, 2023		\$ 12,385.50
Receipts:		
	Transfer from Dues	\$ 10.00
	Interest - February	\$ 0.11
	Interest - March	\$ 0.10
	Interest - April	\$ 0.11
	Interest - May	\$ 0.11
	<b>Total</b>	<b>\$ 10.43</b>
Expenditures:		<b>Total \$ -</b>
Balance as of May 31, 2023		\$ 12,395.93

**REGION II CONFERENCE**

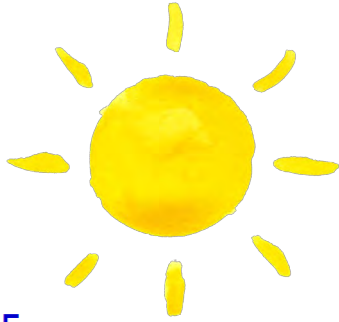
Beginning Balance as of February 28, 2023		\$ 15,759.72
Receipts:		
	Transfer from Dues	\$ 20.00
	Interest - February	\$ 0.14
	Interest - March	\$ 0.12
	Interest - April	\$ 0.13
	<b>Total</b>	<b>\$ 20.39</b>
Expenditures:		<b>Total \$ -</b>
Balance as of May 31, 2023		\$ 15,780.11



GENERAL FUND

	FY 22	FY 23	FY 23	FY 24
	Completed	Budget	YTD	Proposed Budget
<b>REVENUE</b>				
Membership Dues	4,900	5,000	4,900	4,500
Lunch/Workshop Reimbursements	0	2,000	0	2,000
Miscellaneous	800	0	300	0
Transfer from Scholarship Fund Balance	<u>539</u>	<u>0</u>	<u>516</u>	<u>2,100</u>
<b>Total Revenue</b>	<b>6,239</b>	<b>7,000</b>	<b>5,716</b>	<b>8,600</b>
<b>EXPENSES</b>				
Administrative/Supplies/Postage	41	150	0	150
Clerk of Year Award/Flowers/Misc	349	400	332	400
Gifts/Flowers	164	200	0	200
Lunch/Workshop Expenses	0	2,000	0	2,000
MMCA Standard Lapel Pins	0	0	0	0
MMCA Annual Lapel Pins	0	1,000	1,100	0
MCEF Donation (IIMC Scholarship Fund)	0	100	0	100
MML Booth Registration	295	300	310	325
Booth Expenses and Giveaways	986	1,000	0	1,000
Scholarships	539	2,000	516	2,000
President and IIMC Region II Director (@ \$600 ea.)	435	600	600	1,200
State	0	0	0	0
IIMC Region II Director Travel Expenses	0	0	0	1,000
Educational Speaker Fees	625	1,000	0	1,000
Zoom Account	163	200	163	200
MMCA Website	1,639	1,000	1,016	1,100
Election Runner	36	50	108	50
Miscellaneous	0	100	89	100
IIMC Region II Conference	<u>0</u>	<u>10,000</u>	<u>32,695</u>	<u>0</u>
<b>Total Expenses</b>	<b>5,272</b>	<b>20,100</b>	<b>36,929</b>	<b>10,825</b>
Transfer to Region II (\$5 per membership)	490	1,000	850	450
Transfer from Region II	0	10,000	35,370	0
Transfer to Scholarship (\$10 per membership)	1,155	500	425	900
Transfer from Scholarship	539	2,000	516	2,100
<b>Fund Balance</b>				
Beginning of Year		14,814		12,214
End of Year	14,814	12,214		10,739

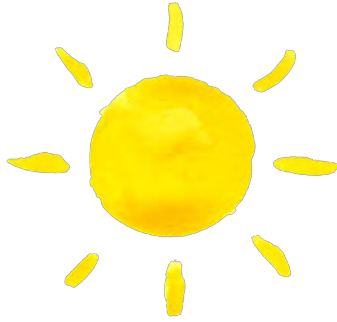




**REGION II FUND**

	<b>FY 22</b>	<b>FY 23</b>	<b>FY 23</b>	<b>FY 24</b>
	<b>Completed</b>	<b>Budget</b>	<b>YTD</b>	<b>Proposed Budget</b>
<b>REVENUE</b>				
Region II Revenue	-	-	35,370	-
Region II Sponsorships				
Membership Dues (\$5 per membership)	490	1,000	850	450
Interest	2	3	2	3
Misc.	-	-	300	-
<b>Total Revenue</b>	<b>492</b>	<b>1,003</b>	<b>36,522</b>	<b>453</b>
<b>EXPENSES</b>				
2023 Conference Expenses		10,000	32,695	-
<b>Total Expenses</b>	<b>-</b>	<b>10,000</b>	<b>32,695</b>	<b>-</b>
Transfer to General Fund		-	2,974	-
Transfer from General Fund	490	1,000	850	450
Transfer to Scholarship Fund		-	-	-
Transfer from Scholarship Fund		-	-	-
<b>Fund Balance</b>				
Beginning of Year		13,623	13,623	14,476
End of Year		4,626	14,476	14,929





**SCHOLARSHIP FUND**

	<b>FY 22 Completed</b>	<b>FY 23 Budget</b>	<b>FY 23 YTD</b>	<b>FY 24 Proposed Budget</b>
<b>REVENUE</b>				
Membership Dues (\$10 per membership)	1,155	500	425	900
Raffle	-	200	-	-
Donations	-	-	-	-
Interest	1	2	1	2
<b>Total Revenue</b>	<b>1,156</b>	<b>702</b>	<b>426</b>	<b>902</b>
<b>EXPENSES</b>				
Scholarships	539	2,000	516	2,000
MCEF Donation	-	100	-	100
<b>Total Expenses</b>	<b>539</b>	<b>2,100</b>	<b>516</b>	<b>2,100</b>
<b>Transfer to General Fund</b>	<b>539</b>	<b>2,100</b>	<b>516</b>	<b>2,100</b>
<b>Transfer from General Fund</b>	<b>1,155</b>	<b>700</b>	<b>425</b>	<b>900</b>
<b>Transfer to Region II Fund</b>		-	-	-
<b>Transfer from Region II Fund</b>	-	-	-	-
<b>Fund Balance</b>				
<b>Beginning of Year</b>		12,482	12,482	12,392
<b>End of Year</b>		11,084	12,392	11,194



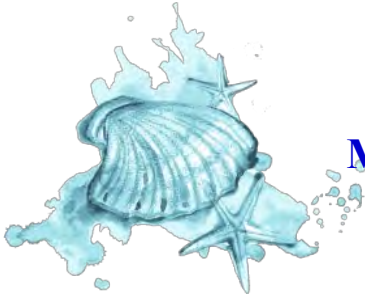
**Congratulations! IIMC Region II Director Awilda Hernandez, MMC – Bowie, Maryland**

**Our very own Bowie, Maryland City Clerk Awilda Hernandez was sworn in at the 77<sup>th</sup> Annual IIMC Conference in Minneapolis, Minnesota as IIMC Region II Director. Awilda term as Region II Director is for three years (2023-2026). We are so proud to have Awilda represent not only the Maryland Municipal Clerks Association (MMCA) but the entire Region II membership. The IIMC Region II encompasses the following States: (Delaware, New Jersey, Virginia, West Virginia, and Pennsylvania, as well as the District of Columbia).**

**MMCA thanks her for her dedication and the many contributions to the Municipal Clerks Profession.**



***Awilda Hernandez (IIMC Region II Director); Sara Green (MMCA Vice President-Elect); Ana Navarro (MMCA Member) & Dashaun Lanham (MMCA President) represent Maryland at the 77<sup>th</sup> Annual IIMC Conference in Minneapolis, Minnesota.***



**Maryland Municipal Clerks Association  
Quarterly Meeting  
March 16, 2023  
Hybrid / Town of North Beach**



MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park  
Doug Barber, City of Westminster  
Jessie Carpenter, City of Takoma Park  
Monica Correll, City of Aberdeen  
Kate Daub, Town of Berlin  
Joanne Hunt, Town of North Beach  
Averi Gray, Town of Edmonston  
Nate Groenedyk, City of Hyattsville  
Sherletta Hawkins, Town of Forest Heights  
Awilda Hernandez, City of Bowie  
Kelsey Jensen, Town of Berlin  
LaShaya Johnson, City of Seat Pleasant  
Dashaun Lanham, City of Seat Pleasant  
Lillie Littleford, City of Hyattsville  
Janeen Miller, City of College Park  
Ana Navarro, City of Laurel  
Giselle Richards, Town of Cheverly  
Melissa Sam, City of Mount Rainier  
Elizabeth Stickler, Town of Glen Echo  
Lucy Wade, Town of Upper Marlboro

Bonita Anderson, City of Greenbelt  
Michelle Betancourt, City of Gaithersburg  
Diana Chavis, City of Ocean City  
Jessica Cropper, Town of Ocean City  
Susan Engels, Town of Kensington  
Cynthia Gaines, City of Annapolis  
Sara Green, City of Laurel  
Araceli Guzman-Benitez, City of New Carrollton  
TC Hegeman, Town of University Park  
John Hoatson, Town of Upper Marlboro  
Star Jefferson, Town of District Heights  
Evie Kidd, Town of Capitol Heights  
Shaniya Lashley-Miller, City of Greenbelt  
Stacy Milor, Town of North Beach  
Michelle Mitchell, Town of New Market  
Kimberly R. Nichols, City of Salisbury  
Laura Reams, City of Hyattsville  
Melinda Stafford, Town of Hebron  
Doris R. Stokes, City of Gaithersburg  
Paula Chase-Hyman, MML, Member Engagement

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 10:06 a.m.

MINUTES

**A motion was made by John Hoatson and seconded by Doug Barber to approve the December 2022 minutes. The motion passed.**

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the February 2023 Treasurer Report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

President Lanham reported: The next Board meeting will be held on April 29, 2023, in College Park. MML is implementing a new program to engage newly elected officials – postcard to the newly elected official by the MML President, a quarterly virtual orientation with senior MML staff, and monthly communications. MML will hold a Summer Symposium yearly. The inaugural Symposium topic is on Cannabis. MML has increased their social media presence; if not already, please follow MML on all platforms.

President Lanham and Diana Chavis, Chair of the Education Committee, will be meeting with the College of Southern Maryland to discuss the possibility of an IIMC Approved Institute Program.

MMCA COMMITTEE REPORTS/UPDATES

Education Committee: Diana Chavis reported: 1<sup>st</sup> Amendment Training will be held after the meeting. Submitted the book *Diamond and Deadline: A Tale of Greed, Deceit, and A Female Tycoon in new York City's Gilded Age* for approval to hold an Athenian Dialogue. No educational session scheduled for June.

Outreach Committee: Doug Barber reported: Welcomed all new members. If you haven't received a welcome bag, see Doug. Asked everyone to reach out to the new clerks to welcome them to the Association.

Booth Committee: Doug Barber reported: If you are interested in serving on the Booth Committee, please reach out to Doug. We have several items leftover from last year and will only be purchasing items needed for this year's MML Summer Conference. The committee will be meeting soon to discuss this year's theme for the booth.

Scholarship Committee: Stacy Milor reported: No applications were received this quarter. If you need information regarding scholarships, please reach out to Stacy.

Clerk of the Year: John Hoatson reported: The committee has met several times the past few weeks. This year's Clerk of Year nominees: Kelsey Jensen, Town of Berlin, Stacy Milor, Town of North Beach, Laura Reams, City of Hyattsville, and Doris Stokes, City of Gaithersburg.

Congratulations Doris Stokes from the City of Gaithersburg!

#### MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman reported: The first Town Hall Series will begin today. MML staff will be visiting Eagle Harbor and Fairmount Heights and end the evening at the PGCMA meeting in Edmonston. Next month the Town Hall Series will be held in Frederick. Registration is now open for the Summer Conference. If you have any issues with the new registration process, please contact MML staff. If I Were Mayor essay contest: Not many essays have been received. Please encourage your elected officials to visit your local schools.

#### MML Committees

Legislative Committee – Sara Green: MML will be planning an online seminar this summer to help municipalities navigate several larger bills that were passed this legislative session. MML opposed or supported the following bills:

HB 723 – Natural Resources – Forest Preservation and Retention – opposed.

SB 879 – Voting Rights Act of 2023 – Counties and Municipalities – opposed.

SB 114 – Property Tax – Constant Yield Tax Rate – Notice Requirements – support.

HB 979 – Municipal Elections – Candidates – Reports of donations and Disbursements – opposed.

Sara will prepare a legislative summary for the next meeting.

Conference Planning Committee – John Hoatson reported: The committee has met several times the past few months. The MML Summer Conference will be held June 25, - 28, 2023. The theme this year is: Leadership to Legacy.

Engagement and Outreach Committee – Awilda Hernandez reported: If you are a Banner/City Town, don't forget to fulfill your requirements. If you have a few hours to read some of the "If I Were Mayor" essays, please reach out to Sharon Easton.

Hometown Emergency Preparedness Ad Hoc Committee -Stacy Milor reported: The HEPAC Committee met virtually on February 4<sup>th</sup>. The committee was able to tour the Annapolis City Emergency Operation Center.

**IIMC Updates:** Doug Barber reported: Consider joining IIMC. IIMC has several online courses available on their website which are approved for certification points. You can also apply for a scholarship for online courses. Sign up to receive the IIMC eBriefing to obtain valuable information. The 2023 Annual Conference will be held in Minneapolis, Minnesota from May 14<sup>th</sup> - May 17<sup>th</sup>. The West Virginia clerks were not able to bring forward a Director; therefore, in May Awilda Hernandez will be sworn in as the new Region II Director. Congratulations Awilda!

## NEW BUSINESS

Region II Conference Planning Committee: Doug thanked everyone for their work and dedication for a successful conference. The 2024 Conference will be held in Delaware.

Draft FY '24 Budget: Awilda reviewed the draft budget. The Budget will be on the June Agenda for adoption.

**A motion was made by Doug Barber and seconded by Doris Stokes to place \$5.00 of the member dues in the Region II fund and \$10.00 towards the scholarship. The motion passed.** There will be additional discussion at the September meeting regarding increasing of dues in 2025.

Scholarship guidelines will be published in the next newsletter.

## Nominating Committee

Stacy Milor reported: The Nominating committee presented the following nominees who submitted Announcement of Candidacy forms:

President: Dashaun Lanham and John Hoatson

Vice President: Sara Green

Secretary: Yvette Allen

Treasurer: Awilda Hernandez

Ballots will be cast in person to everyone in attendance and a link will be sent to all online members to post their vote.

There was a tie vote. A link will be sent out to all members to vote for the 2023 – 2025 President.

## MMCA Honorary Membership

**A motion was made by Doug Barber and seconded by John Hoatson to appoint Kimberley Rau as an Honorary Member of MMCA. The motion passed.**

Mike Benton, Mayor of North Beach welcomed everyone.

## MEETING DATES

June 27, 2023 – Ocean City

September 21, 2023

December 14, 2023 – City of Greenbelt

March 21, 2024

There was a discussion on holding the meetings in person or hybrid. Consensus was to hold hybrid.

ADJOURN - President Lanham adjourned the meeting at 11:06 a.m.





# IIMC News & Updates



## IIMC Education Department Update: Certification

**Effective June 1, 2023, all certification designation applications must be submitted via the IIMC Education Certification portal.**

The IIMC Education Department continues to improve the certification designation process. Important changes are coming your way!

Be mindful of the following:

All certification designation applications must be submitted via the IIMC Education Certification portal via the following links:

CMC: <https://bit.ly/CMCDesApp>

MMC: <https://bit.ly/MMCDesApp>

Email, post, fax applications will no longer be accepted after June 1.

The Education Department will only process complete applications.

Visit the Certification home page, CMC Certification page, and MMC Certification page for complete details.

## Future Conferences/Call for Presentations

2024 - Calgary, Alberta, Canada  
May 19 - May 22  
Deadline July 1, 2023  
Now accepting applications!

[Call for Presentations Form 2024](#)



2025 - St. Louis, Missouri  
May 18 - May 21  
Deadline July 1, 2024

[Call for Presentations Form 2025](#)

2026 - Reno, Nevada  
May 17- May 21  
Deadline July 1, 2025

[Call for Presentations Form 2026](#)



## Sign Up for IIMC Calendar and News Alerts

Did you know you could sign up for email and/or text alerts for upcoming events and calendar items?

**PRO TIP:** For all announcements and updates on IIMC's new Online Professional Development program, subscribe to the IIMC Online Professional Development Calendar and receive an email or text when new courses are added or updated. Scroll down and click on the green "Notify Me" button.

Scroll down on the home page to "Upcoming Events," and click on Notify me for Upcoming Events and Calendar items or simply click on the button below. Select from a list of calendars.

After you add your email address, click on the envelope icon for which item you'd like



**Attending the Maryland Municipal Leagues Annual Conference Sunday, June 25, 2023 – Wednesday, June 28, 2023, in Ocean City Maryland. MMCA will once again have a booth in the exhibit hall (Booth # 609). Please stop by and check it out. Take pictures and network with your fellow clerks. Safe Travels we will see you in Ocean City.**



# *Congratulations Doris*

CLERK OF THE YEAR 2023

Doris Stokes from the City of Gaithersburg was awarded "Clerk of the Year" at the March MMCA Meeting. She was presented her trophy on May 1, 2023 in the City of Gaithersburg. Way To Go Doris!!