

The background of the cover is a photograph of a white steeple with a dark roof and a flag on top, set against a clear blue sky. In the foreground, there are trees with vibrant autumn foliage in shades of orange, yellow, and red. The title 'the messenger' is overlaid on the right side of the image.

the
messenger

SEPTEMBER 2023

**THE OFFICIAL NEWSLETTER OF THE
MARYLAND MUNICIPAL CLERKS ASSOCIATION**



President's Message

Greetings, Happy Fall MMCA!

I hope that all of you had an enjoyable Summer with friends and family. As kids return to school and grow in learning, we as MMCA will continue our efforts to, "Grow Together". Many Clerks had an exciting time in Ocean City at the MML Summer Conference. This is where we had a successful June meeting and passed the baton to a new set of officers for our prestigious association. We also paid tribute to Dashaun Lanham for her service and dedication to MMCA as our former President.

Now with two successful President's Roundtable Topics behind us, I am excited about the other opportunities ahead. I would encourage anyone who has yet to attend a session to join. The next one will be held on Wednesday, September 27, 2023, at 1:30 p.m. Bring your topics and issues to discuss. This is one of the best ways we can, "Grow Together".

I am also eager for the quarterly meeting scheduled for Thursday, September 21, 2023, at 10 a.m. We are holding this meeting virtually in hopes of connecting more Clerks across the State of Maryland.

As fall approaches, now is the time for MMCA Committees to meet. I want to thank everyone who stepped up and wanted to join a committee. This is a great way to network and meet new people. There have been some lasting friendships that have developed through membership with MMCA.

I am excited about the next two years. The sky is the limit, and anything is possible on what we can accomplish as a group. We as leaders must leave a lasting legacy behind for the future. Together we are already doing this.

If you ever have any questions or need anything, my door is always open.

Yours in service,

John



MMCA OFFICERS

JUNE 2023 - 2025

.....

PRESIDENT

JOHN HOATSON

Town Clerk, Upper Marlboro
jhoatson@uppermarlboromd.gov
(301) 627-5905 ext. 1102

VICE PRESIDENT

SARA GREEN

City Clerk, Laurel
sgreen@laurel.md.us
(301) 725-5300 ext. 2124

SECRETARY

YVETTE ALLEN

Assistant City Clerk, College Park
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TREASURER

AWILDA HERNANDEZ

City Clerk, Bowie
ahernandez@cityofbowie.org
(301) 809-3029

TABLE OF CONTENTS

.....

2

PRESIDENT'S MESSAGE

4

QUARTERLY MEETING AGENDA

5

JUNE 2023 MINUTES

8

TREASURER'S REPORT

9

EDUCATIONAL SESSION - LOCAL
GOVERNMENT CONFLICT
MANAGEMENT STRATEGY
COURSE

10

PRESIDENT'S ROUND TABLE -
SEPTEMBER 27, 2023

11

OCTOBER 24 MMCA ANTHENIAN
DIALOGUE

13

2023 VMCA INSTITUTES AND
ACADEMY

14

2024 IIMC REGION II
CONFERENCE - SAVE THE DATE

15

IIMC FOUNDATION
SCHOLARSHIPS AND GRANTS
APPLICATION INFORMATION

16

2023 MML SUMMER
CONFERENCE PHOTO REVIEW

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 21, 2023, 10 a.m., Virtual

[Click Here to Attend](#)

Meeting ID: 856 2904 2407 • Passcode: 783405



1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF THE JUNE 2023 MINUTES
4. PRESENTATION OF THE TREASURER'S REPORT
5. PRESIDENT'S REPORT / MML BOARD OF DIRECTOR'S REPORT
6. MMCA COMMITTEE REPORTS/UPDATES
 - A. Education Committee – Diana Chavis
 - B. Outreach Committee – Jessica Cropper & Julie English
 - C. Scholarship Committee – Stacy Milor & Yvette Allen
 - D. Booth Committee – Jessica Cropper
 - E. Clerk of the Year Committee – Vice President Sara Green
7. MML Updates
 - A. MML Report – Paula Chase-Hyman, MML
 - B. MML Committee Reports
 - a. Legislative Committee – Dashaun Lanham
 - b. Conference Planning Committee
 - c. Engagement and Outreach Committee – Shaniya Lashley-Mullen
 - d. Hometown Emergency Preparedness Ad Hoc Committee – Stacy Milor
8. IIMC UPDATES – Awilda Hernandez, Region II Director
9. NEW BUSINESS
 - A. President's Roundtable Topics Discussion
 - B. Bylaws Ad-Hoc Committee
 - C. MMCA Dues Increase
10. UPCOMING MEETING DATES
 - December 7, 2023 – In-Person (Holiday Celebration) TBD
 - March 21, 2024 – Virtual
 - June, 2024 – MML Summer Conference
11. ADJOURNMENT

Educational Session, 11:30 a.m.: Local Government Conflict Management Strategy Course

Presented by: Frank M. Johnson, Deputy City Attorney, City of Gaithersburg

Focus is on preventing and managing conflict in providing local government services; guidelines emphasize the power of the words we choose, discusses the importance of heuristics (basic assumptions we make), speaking with a goal in mind, and then outlines a 5-part plan.

**Maryland Municipal Clerks Association Quarterly Meeting
Tuesday, June 27, 2023 • Ocean City, Maryland**



MEMBERS IN ATTENDANCE:

Yvette Allen, City of College Park
Doug Barber, City of Westminster
Robin Bailey-Walls, Town of Capital Heights
Michelle Betancourt, City of Gaithersburg
Debby Burgoyne, Town of Burkittsville
Carolyn Brinkley, Town of Centreville
Diana Chavis, Town of Ocean City
Jessica Cropper, Town of Ocean City
Elyse Daniels, City of College Park
Tyree Davis, City of Rockville
Julie A. English, City of Salisbury
Melanie Friesen, Town of Berwyn Heights
Sara Green, City of Laurel
Araceli Guzman-Benitez, City of New Carrollton
Sherletta Hawkins, Town of Forest Heights
TC Hegeman, Town of University Park
Awilda Hernandez, City of Bowie
Robin Hill, Town of Hebron
John Hoatson, Town of Upper Marlboro
Starr Jefferson, City of District Heights
Taysia Johnson, City of Cambridge

Allison Layton, Town of Cumberland
Kerry Kavaloski, Town of Sykesville
Irma Nalvarte, City of Takoma Park
Kelsey Jensen, Town of Berlin
Dashaun Lanham, City of Seat Pleasant
Holly McCleary, Town of Mt. Airy
Stacy Milor, Town of North Beach
Larry Moran, Town of Brentwood
Ana Navarro, City of Laurel
Kelly Phipps, Town of LaPlata
Giselle Richards, Cheverly & Brentwood
Karen Rooker, Town of Morningside
Melissa Sam, Town of Mount Rainier
Melinda Stafford, Town of Hebron
Dawn Starkey, Town of Queen Ann
Jill Starkey, Town of Milligton
Beth Stickles, Town of Glen Echo
Doris R. Stokes, City of Gaithersburg
Sara Taylor-Ferrell, City of Rockville
Raye Ellen Thomas, Town of Fruitland

SPECIAL GUEST IN ATTENDANCE:

Charles Colbert, Town of Upper Marlboro
Sara Franklin, Town of Upper Marlboro
Kyle Snyder, Town of Upper Marlboro

Karen Lott, Town of Upper Marlboro
Paula Chase-Hyman, Director, Member Engagement

CONVENE/INTRODUCTIONS

President Lanham called the meeting to order at 1:05 p.m.

MINUTES

A motion was made by Stacy Milor and seconded by Awilda Hernandez to approve the March 2023 minutes. The motion passed.

PRESENTATION OF THE TREASURER'S REPORT

Treasurer Hernandez presented the June 2023 Treasurer Report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

MMCA COMMITTEE REPORTS/UPDATES

- **Education Committee:** Diana Chavis reported: Athenian Dialogue - *Diamonds and Deadlines: A Tale of Greed, Deceit, and a Female Tycoon in the Gilded Age* by Betsy Prioleau. Will also have to learning sessions: Introduction course on Minutes Best Practices. Frank Johnson will give a presentation on A Local Government Conflict Management Strategy. Continuing talk with College of Southern Maryland for a Clerk Academy.
- **Outreach Committee:** Doug Barber reported: Welcomed all new members. If you are a new member and have not received a welcome bag, please see Doug to get your bag.
- **Scholarship Committee:** Stacy Milor reported: All information regarding scholarships can be found on our website at MDClarks.org.
- **Booth Committee:** Doug Barber reported: Thanked everyone who helped set up and staffed the booth for the conference. Our booth is located at #609, stop by and say hello.

MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman: Municipal Staff Day is taking place in the Expo today. There are several workshops going on throughout the day. MDCommUnity, a members-only portal, should be a municipal official's first stop for MML news, announcements, resources, and access to a network of colleagues and MML leadership. Please log in and start using the portal.

MML Committees

- **Legislative Committee** – Sara Green: Reviewed the 2023 Final Legislative Report. A copy will be emailed to all members.
- **Conference Planning Committee** – Raye Ellen Thomas: None
- **Engagement and Outreach Committee** – Awilda Hernandez reported: Only received approximately 1,200 “If Were Mayor” essay entries. Encourage your elected offices to attend the schools. Banner City new year begins on July 1, 2023.
- **Hometown Emergency Preparedness Ad Hoc Committee** -Stacy Milor reported: The HEPAC Ad Hoc Committee will become a new standing committee.

PRESENTATION MMCA COMMITTEE APPRECIATION AND RECOGNITION

President Lanham issued the President Award to Doug Barber for his above and beyond dedication to MMCA. Certificates of Appreciation were issued to all committee members.

PRESIDENT REPORT/MML BOARD OF DIRECTORS

President Lanham attended the Board of Directors meeting on April 29. The Board approved the Caucus Committee Policy, several new committees, Strategic Plan, and budget. MML will hold an Inaugural Summer Symposium on Cannabis this summer.

President Lanham gave her farewell speech.

SWEARNG IN OF MMCA OFFICERS FOR 2023-2025

Mayor Sarah Franklin of Upper Marlboro swore in the 2023-2025 MMCA Officers:

President: John Hoatson

Vice President: Sara Green

Treasurer: Awilda Hernandez

Secretary: Yvette Allen

President Hoatson gave his inaugural message.

IIMC UPDATES

Awilda Hernandez, Region II Director: The Board will meet in mid-November. IIMC will be updating their by-laws. If you are not a member of IIMC, please contact Awilda and she will help you through the process.

NEW BUSINESS

- Approval of Fiscal Year 2024 Budget
Treasurer Hernandez presented the 2024 Budget. **A motion was made by Dashaun Lanham and seconded by Doris Stokes to approve the budget as presented.**
- MMCA Committee Interest for 2023-2025
If you are interested in serving on a committee, please let John know as soon as possible.
- Approval of Honorary Membership for Doris Stokes
A motion was made by Dashaun Lanham and seconded by Yvette Allen to approve an Honorary membership to Doris Stokes.

MEETING DATES

- September 21, 2023 – Virtual
- December 14, 2023 – In-Person
- March 21, 2024 – Virtual

ADJOURN

President Hoatson adjourned the meeting at 2:00 p.m.

Maryland Municipal Clerks Association Treasurer's Report



GENERAL FUND

Beginning Balance as of May 31, 2023			\$8,480.09
Receipts:	FY24 Dues (33 Members)		<u>\$1,650.00</u>
		Total	\$1,650.00
Expenditures:	Transfer to Scholarship Fund		\$330.00
	Transfer to Region II Fund		\$165.00
	Patriotic Brands (Flag Pole Crossbar Holder)		\$44.13
	Starchapter Website Fee		\$990.00
	Starchapter Domain Fee		\$24.95
	StarChapter Credit Card Fee		<u>\$24.85</u>
		Total	\$1,578.93
Balance as of August 31, 2023			\$8,551.16

SCHOLARSHIP FUND

Beginning Balance as of May 31, 203			\$12,395.93
Receipts:	Transfer from Dues		\$330.00
	Interest - June		\$0.11
	Interest - July		\$0.11
	Interest - August		<u>\$0.12</u>
		Total	\$330.34
Expenditures:		Total	\$0.00
Balance as of August 31, 2023			\$12,726.27

REGION II CONFERENCE

Beginning Balance as of May 31, 2023			\$15,780.11
Receipts:	Transfer from Dues		\$165.00
	Interest - May		\$0.12
	Interest - June		\$0.14
	Interest - July		<u>\$0.13</u>
		Total	\$165.39
Expenditures:		Total	\$0.00
Balance as of August 31, 2023			\$15,945.50



SEPTEMBER 21ST LOCAL GOVERNMENT CONFLICT MANAGEMENT STRATEGY COURSE

Presented by: Frank M. Johnson, Deputy City Attorney

Session Description: Focus is on preventing and managing conflict in providing local government services; guidelines emphasize the power of the words we choose, discusses the importance of heuristics (basic assumptions we make), speaking with a goal in mind, and then outlines a 5-part plan.

*Zoom link will be forwarded to all registrants as the date nears.

To Register Email: jcopper@oceancitymd.gov

LUNCH AND LEARN

11:30 AM TO 1:30 PM

IIMC CERTIFIED
COURSE

.5 CMC/MMC POINT

VIRTUAL CLASS



MARYLAND
MUNICIPAL CLERKS
ASSOCIATION



Save the Date

PRESIDENT'S VIRTUAL ROUNDTABLE

Wednesday
September 27, 2023
1:30 PM



MMCA Athenian Dialogue

Virtual Course

Diamonds and Deadlines

By: Betsy Prioleau

Tuesday, October 24, 2023

9:00 AM to 4:00 PM

Facilitated by: Anne Uecker

Cost: \$50.00

(Covers facilitator and contributes to MMCA Scholarship Fund)

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

25 Person Maximum

Participants must obtain and read the book before class.

Participants must maintain video and audio connection the entire Dialogue duration.

To assist during the virtual course, please:

1. Check your Wi-Fi, test your video and audio and familiarize yourself with Zoom.
2. Please keep your microphone muted so it does not interfere with everyone's audio.
3. Turn on your video.
4. Use the "raise hand" feature to talk or ask a question.
5. Stay engaged.

Athenian Dialogue Registration Form
Sponsored by Maryland Municipal Clerks
Association (MMCA)

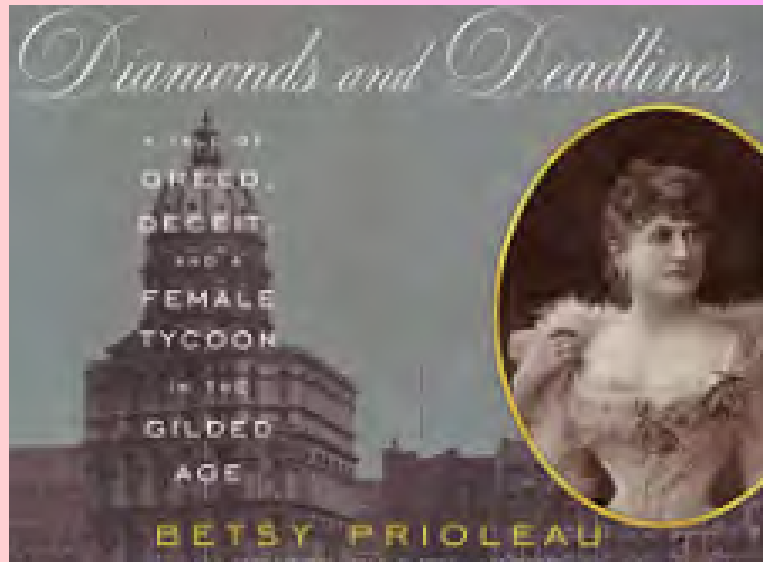
Date: Tuesday, October 24, 2023

Virtual Meeting Via Zoom

Book: Diamonds and Deadlines

By: Betsy Prioleau

Facilitator: Anne Uecker



What is an Athenian Dialogue? Athenian Dialogues explore leadership principles and practice, drawing on the insights contained in a book that all participants have read. Dialogues are conversations in which clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership.

About our book: *Diamonds and Deadlines* reveals the unknown, sensational life of the brilliant and brazen "empress of journalism", who dropped a bombshell at her death. She left her entire multimillion-dollar estate to women's suffrage—a never-equalled amount that guaranteed passage of the Nineteenth Amendment. In this dazzling biography, cultural historian Betsy Prioleau draws from diaries, correspondence, genealogies, and published works to provide an intimate look at the life of one of the Gilded Age's most complex, powerful women and unexpected feminist icons. Ultimately, *Diamonds and Deadlines* restores Mrs. Frank Leslie to her rightful place in history, as a monumental businesswoman who presaged the feminist future and reflected, in bold relief, the Gilded Age, one of the most momentous seismic, and vivid epochs in American History. *[excerpt from Audible Amazon.com]*

Facilitator Bio: Anne Uecker: She is on a mission to make the world a better place, one person at a time. She has over 30 years of experience in the municipal government world - starting as a part-time Deputy Clerk and is currently serving as a City Clerk-Treasurer for a suburban community. Anne's passion for powerful message of positive leadership has been shared to audiences across the US and Canada. It has been said that "Anne's presentations are done while maintaining a witty, yet professional demeanor supplemented with outrageous humor and unforgettable snorting laughter." Anne received her Master Municipal Clerks designation in 2005; was accepted into the Athenian Leadership Society in 2011; received the Wisconsin Municipal Clerk's Lifetime Achievement Award in 2016; and was awarded the 2019 Community Partner Unsung Hero Award in by the FBI Citizens Academy. She is also a Certified Trainer for the Jon Gordon Company's Power of Positive Leadership. In 2020, Anne attended the FBI Citizen Academy and has become a member of their Alumni Association. *[excerpt from anneuspeaks.com]*

Enclosed is my check made payable to MMCA

Please register with payment by Wednesday, October 18, 2023 to:

Name: _____

Mail to: Title: _____

Awilda Hernandez

City of Bowie Municipality: _____

15901 Fred Robinson Way Address: _____

Bowie, MD 20716

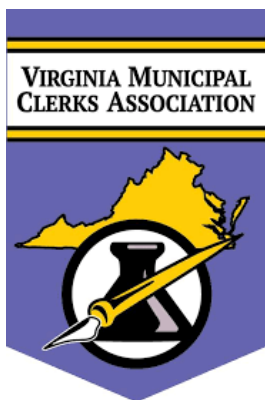
City, State, Zip: _____

Email: _____

Work Phone: _____



ANNUAL VIRGINIA MUNICIPAL CLERKS ASSOCIATION (VMCA) INSTITUTES AND ACADEMY



Pre-Institute Workshop
(Athenian Dialogue:
Finding Me by Viola Davis)
Monday, October 9, 2023
Registration Fee: \$115,
with lunch provided by VCU

In-Person Program
Tuesday-Thursday,
October 10-12, 2023
Early Bird Registration through
September 15, 2023: \$685;
Regular Registration Fee: \$750

**The conference will be held at
the Sheraton Virginia Beach
Oceanfront Hotel; \$129/ night.**

Visit the [VCU](#) website for more information.





Save the Date

Enrichment by the Bay

2024 IIMC Region II Conference

January 9 - 12, 2024

DEWEY BEACH, DELEWARE



International Institute
of Municipal Clerks

Foundation Scholarship & Grant Information



**CMC, MMC, and Tinnin
Scholarship
Application Period**



September 1, 2023 – November 15, 2023



**2024 IIMC Annual
Conference Grant
Application Period**

October 1, 2023 – February 12, 2024



Continuous:

Region Meeting Stipends are available for use during 12 months following award. Members must visit the IIMC Foundation page to complete all the applications and supporting documents. Once awarded, scholarships can be used from January 2024 – December 2024.



Visit the [IIMC Foundation website](#) for more information

2023 MML Summer Conference

