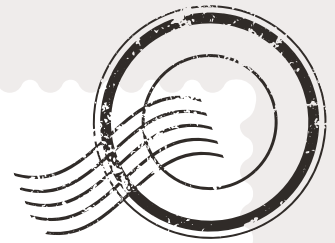


the messenger

JUNE 2024

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

**rio Lakefront
Gaithersburg, Maryland**



Hello M/MCA Members,

First, I would like to begin by thanking Michelle Betancourt, City of Gaithersburg, and Averi Gray, Town of Edmonston, for doing such a phenomenal job serving as the editors for The Messenger newsletter! Michelle always goes above and beyond with the layout to ensure we all look forward to reading each edition.

On the heels of Municipal Clerks Week (May 5 - 11), I want to take the month of June to recognize your commitment to our profession and association. During the Maryland Municipal League (MML) Summer Conference (June 23 - 26), we will hold our quarterly meeting (Tuesday, June 25, 12 - 1:30 p.m.). It is time for us to come together and celebrate the past year as an association. I am really looking forward to seeing everyone attending the conference.

This summer, I also encourage members to look into training opportunities offered through the International Institute of Municipal Clerks' (IIMC) Online Professional Development Program:

- Thursday, June 6 - There is no "I" in Team
- Thursday, June 27 - Governance Groove Mastering Records Management
- Thursday, July 18 - Effective Communication
- Thursday, August 8 - Career Development for Municipal Clerks
- Thursday, September 5 - Diversity In The Workplace

Please don't forget that our association also has scholarship opportunities available to you for conferences and training.

I do hope each of you has an enjoyable summer. Be sure to go outdoors and savor the sunshine!

Yours in Service,

John Hoatson
M/MCA President



MMCA OFFICERS

North Beach, Maryland

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. 2121

SECRETARY

YVETTE ALLEN

Assistant City Clerk, College Park
yallen@collegeparkmd.gov
(240) 487-3501

TREASURER

AWILDA HERNANDEZ

City Clerk, Bowie
ahernandez@cityofbowie.org
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IIMC ANNUAL CONFERENCE
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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 Michelle Betancourt at michelle.betancourt@gaitthersburgmd.gov

Maryland Municipal Clerks Association

Quarterly Meeting Agenda

Tuesday, June 25, 2024, 12 – 1:30 p.m.
MML Summer Conference
Roland E. Powell Convention Center



1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF MARCH 2024 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
 - C. Scholarship Committee – Stacy Milor & Yvette Allen
 - D. Booth Committee – no Booth Committee this year
 - E. Clerk of the Year Committee – Sara Green
7. MML Updates
 - A. MML Report – Paula Chase-Hyman, MML
 - B. MML Committee Reports
 - a. Legislative Committee – Dashaun Ball
 - b. Conference Planning Committee – John Hoatson
 - c. Engagement and Outreach Committee – Shaniya Lashley-Mullen
 - d. Hometown Emergency Preparedness Committee – Stacy Milor
8. IIMC UPDATES – Awilda Hernandez, Region II Director
9. NEW BUSINESS
 - A. FY25 Budget Adoption
 - B. Outreach Survey Results
 - C. President's Roundtable Topics Discussion – John Hoatson
 - D. Retiring Clerks / Honorary Membership
 - E. Committee Applications Input
 - F. Special Presentations
10. UPCOMING MEETING DATES
 - A. Thursday, September 19, 2024 – Virtual
 - B. Thursday, December 12, 2024 – Location: TBD
11. ADJOURNMENT

**Maryland Municipal Clerks Association
Quarterly Meeting Minutes
Thursday, March 21, 2024**



CALL TO ORDER

WELCOME AND INTRODUCTIONS

MEMBERS IN ATTENDANCE:

Gaye Adams, Town of Centreville
Yvette Allen, City of College Park
Doug Barber, City of Westminster
Michelle Betancourt, City of Gaithersburg
Jessie Carpenter, City of Takoma Park
Diana Chavis, Town of Ocean City
Kate Daub, Town of Berlin
Elyse Daniels, City of College Park
Jessica Cropper, Town of Ocean City
Susan Engels, Town of Kensington
Julie English, City of Salisbury
Sara Taylor-Ferrell, City of Rockville
Melanie Friesen, Town of Berwyn Heights
Sara Green, City of Laurel
Linda Grisgsby, Town of LaPlata
Nate Groenendyk, City of Hyattsville

Wanda Guard, Town of Friendsville
Mary Kate Hartig, City of Bowie
Awilda Hernandez, City of Bowie
John Hoatson, Town of Upper Marlboro
Starr Jefferson, City of District Heights
Clara Kalman, City of Taneytown
Allison Layton, City of Cumberland
Lillie Littleford, City of Hyattsville
Anna Navarro, City of Laurel
Janeen Miller, City of College Park
Kimberly Nichols, City of Salisbury
Kelly Phipps, Town of LaPlata
Laura Reams, City of Hyattsville
Chad Rooney, Town of Williamsport
Melissa Sam, City of Mt. Rainier

MINUTES

A motion was made by Michelle Betancourt and seconded by Sara Green to approve the September and December 2023 minutes. The motion passed unanimously.

PRESENTATION OF THE TREASURER'S REPORT

As of March 29th, the Association has 88 paid members. Treasurer Hernandez presented the February 29, 2024, treasurer's report.

PRESIDENTS REPORT / MML BOARD OF DIRECTOR'S REPORT

President Hoatson thanked everyone for attending the President Roundtable meetings. Also thanked everyone who participated in the 14 Days of Valentines. Congratulated Melissa Sam who won the gift card. MML is working on setting their Legislative Priorities for this session. MML Summer Conference: Municipal Tuesday will be held on the 25th. Discount registration begins on May 1 for a cost of \$150.00. Municipal Main Street will include 30 municipalities only at a cost of \$500.00. Exhibit Hall booths are \$1,000 which only includes one free registration.

MMCA COMMITTEE REPORTS/UPDATES

- **Education Committee** – Diana Chavis
 - IIMC tentatively approved .5 point for a “How to Say it in Minutes” educational class. This will be a virtual class at a date and time to be determined.
- **Outreach Committee** – Jessica Cropper and Julie English
 - No report.
- **Scholarship Committee** – Stacy Milor and Yvette Allen
 - No applications submitted this quarter.
- **Booth Committee** – Jessica Cropper
 - Due to the cost increase, the membership discussed having a booth at the MML Summer Conference.
A motion was made by Sara Green and seconded by Awilda Hernandez not to have a booth at the MML Summer Conference due to the significant increase in cost. The motion passed unanimously.
- **Clerk of the Year** – Sara Green
 - The committee has met several times in the past few weeks. This year’s Clerk of Year nominees: Sara Green, City of Laurel, Stacy Milor, Town of North Beach and Laura Reams, City of Hyattsville
 - Congratulations Laura Reams from the City of Hyattsville!

MARYLAND MUNICIPAL LEAGUE UPDATES:

Paula Chase-Hyman – No report.

MML Committees

- **Legislative Committee** – Sara Green reported:
 - Land Use – Affordable Housing – Zoning Density and Permitting Housing Expansion and Affordability Act 2024 - HB 538, will move forward with some of the amendments that MML suggested.
 - Admission and amusement Tax Food and Beverage: Withdrawn by sponsor following the hearing.
 - Maryland Voting Rights Act of 2024 – Counties and Municipalities: Failed, did not move forward after the hearings.
 - HURS – work in progress
 - Cannabis – Licensee Locations – Restrictions – HB 805/SB537: Passed with amendments.
 - Local Government Annual Audit Report - SB747/HB165- passed with amendments.
- **Conference Planning Committee** – President Hoatson reported:
 - MML staff have planned the conference with no input from the committee.
- **Engagement and Outreach Committee** – Shaniya Lashley-Mullen reported:
 - No report.
- **Hometown Emergency Preparedness Ad Hoc Committee** – Stacy Milor reported:
 - No report.

IIMC UPDATES

Awilda Hernandez

- IIMC International Conference, Calgary: If you haven't registered yet for the conference, the rate now is \$725 to attend. Eight members from Maryland have registered and thirty-four members from Region II have registered to attend.
- There will be two names on the IIMC Vice President Ballot. Voting begins on March 25th and ends on April 5th at 5 p.m. If you do not receive your ballot, please email janis@iimc.com
- Congratulations Julie English. City of Salisbury and Jessica Cropper, Town of Ocean City for obtaining your MMC designation.
- All CMC and MMC education material must be submitted through the education certification portals: <https://bit.ly/CMCDesApp> and <https://bit.ly/MMCDesApp>

NEW BUSINESS

- FY 2025 Budget – Awilda Hernandez
 - Treasure Hernandez reviewed the draft budget that was posted in the March Messenger. The adoption of the budget will take place during the June meeting.
- Bylaws MMCA Bylaws Update Review / Discussion – Dashaun Ball
 - Michelle Betancourt, City of Gaithersburg, reviewed the changes in the bylaws. Most changes were just clean up. Other changes included:
 - Article IV – Officers: In order to serve as President, a member must have served as Vice President for one full term. In order to serve as Vice President, a member must have served as Secretary for one full term.
 - Article V, Section 3 - Secretary Duties: added duties.
 - Article V Section 4 – Treasurer Duties: added a new duty.
 - Article VII – Committee – Added a cap to how many members can serve on each committee and added the description of each committee.
 - Article VII – Committees – Added a Historian Committee and their duties.
 - Also added verbiage that in order to receive a certificate of participation, you must be actively involved with the committee and all applications must be received on-line if you want to join a committee.

Yvette Allen asked if the Bylaws could be approved at the June meeting to allow members to review the changes. Michelle Betancourt stated that they need to be approved today in order to get to the MML Board of Directors for approval. The bylaws were sent to the members in the March messenger which was enough time to review.

A motion was made by Diana Chavis and seconded by Doug Barber to approve the bylaws as written/amended. The motion passed.
- Ad-Hoc Committee
 - Sara Green suggested establishing an Ad-Hoc Committee to review and update the MMCA Handbook.
 - A motion was made by Sara Green and seconded by Michelle Betancourt to establish an Ad-Hoc Committee to update the MMCA Handbook. The motion passed unanimously.**
 - Please let John know if you are interested in serving on the committee.

- President's Roundtable Topics Discussion – John Hoatson
 - The next roundtable will be held March 27 at 1:30 p.m. If you have any topics for discussion, please let John know.

MEETING DATES

- June 24, 2024 – MML Summer Conference

ADJOURN

A motion was made by Sara Green and seconded by Melanie Friesen to adjourn the meeting at 11:13 a.m. The motion passed unanimously.

DRAFT

Maryland Municipal Clerks Association Treasurer's Report



GENERAL FUND

Beginning Balance as of February 29, 2024 \$ 10,428.72

| | | | |
|-----------|--|----|-------------|
| Receipts: | FY25 Dues (1 Members) | \$ | 52.00 |
| | Adjustment from StarChapter - overcharge | \$ | <u>5.81</u> |
| | Total | \$ | 57.81 |

| | | | |
|---------------|-----------------------------------|----|--------------|
| Expenditures: | Transfer to Scholarship Fund | \$ | - |
| | Transfer to Region II Fund | \$ | - |
| | StarChapter Credit Card Fees | \$ | 67.75 |
| | ElectionRunner - COY 2024 | \$ | 19.00 |
| | Refund - Town of Centreville Dues | \$ | <u>52.00</u> |
| | Total | \$ | 138.75 |

Balance as of May 31, 2024 \$ 10,347.78

SCHOLARSHIP FUND

Beginning Balance as of February 29, 2024 \$ 13,276.94

| | | | |
|-----------|--------------------|----|-------------|
| Receipts: | Transfer from Dues | \$ | - |
| | Interest - March | \$ | 0.11 |
| | Interest - April | \$ | 0.12 |
| | Interest - May | \$ | <u>0.12</u> |
| | Total | \$ | 0.35 |

| | | | |
|---------------|--|-------|------|
| Expenditures: | | Total | \$ - |
|---------------|--|-------|------|

Balance as of May 31, 2024 \$ 13,277.29

REGION II CONFERENCE

Beginning Balance as of February 29, 2024 \$ 16,221.29

| | | | |
|-----------|---------------------|----|-------------|
| Receipts: | Transfer from Dues | \$ | - |
| | Interest - February | \$ | 0.14 |
| | Interest - March | \$ | 0.13 |
| | Interest - April | \$ | <u>0.13</u> |
| | Total | \$ | 0.40 |

| | | | |
|---------------|--|-------|------|
| Expenditures: | | Total | \$ - |
|---------------|--|-------|------|

Balance as of May 31, 2024 \$ 16,221.69

Maryland Municipal Clerks Association
FY25 Proposed Budget
General Fund



| | FY 23 Completed | FY 24 Budget | FY 24 YTD | FY 25 Proposed Budget |
|---|--------------------|--------------------|-------------------|-----------------------------|
| REVENUE | | | | |
| Membership Dues | \$4,250.00 | \$4,500.00 | \$4,400.00 | \$5,400.00 |
| <i>Note: Budgeted for 90 Members at \$60 ea, ended FY24 at 88 members</i> | | | | |
| Lunch/Workshop Reimbursements | \$0.00 | \$2,000.00 | \$0.00 | \$1,000.00 |
| <i>Note: Lowered per discussion at March 2024 meeting</i> | | | | |
| Miscellaneous | \$300.00 | \$0.00 | \$0.00 | \$0.00 |
| Transfer from Fund Balance | \$33,211.00 | \$0.00 | \$0.00 | \$2,000.00 |
| Total Revenue | \$37,761.00 | \$6,500.00 | \$4,400.00 | \$8,400.00 |
| EXPENSES | | | | |
| Administrative/Supplies/Postage | \$41.00 | \$150.00 | \$0.00 | \$150.00 |
| Clerk of Year Award/Flowers/Misc | \$332.00 | \$400.00 | \$0.00 | \$400.00 |
| Gifts/Flowers | \$164.00 | \$200.00 | \$0.00 | \$200.00 |
| Lunch/Workshop Expenses | \$0.00 | \$2,000.00 | \$0.00 | \$1,000.00 |
| MMCA Standard Lapel Pins | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| MMCA Annual Lapel Pins | \$1,100.00 | \$1,000.00 | \$0.00 | \$0.00 |
| MCEF Donation (IIMC Scholarship Fund) | \$0.00 | \$100.00 | \$0.00 | \$100.00 |
| MML Booth Registration | \$410.00 | \$300.00 | \$0.00 | \$350.00 |
| Booth Expenses and Giveaways | \$986.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| Scholarships | \$516.00 | \$2,000.00 | \$0.00 | \$2,000.00 |
| IIMC Annual Conference Registration for MMCA President and IIMC Region II Director (@ \$600 ea.) | \$600.00 | \$1,200.00 | \$600.00 | \$1,350.00 |
| <i>Note: MD has a Region II Director for FY24 - FY26. Increased per discussion at March 2024 meeting.</i> | | | | |
| IIMC Region II Conference - Donation to Host State | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| IIMC Region II Director Travel Expenses | \$0.00 | \$0.00 | \$577.00 | \$1,000.00 |
| <i>Note: MD has Region II Director for FY24 - FY26</i> | | | | |
| Educational Speaker Fees | \$625.00 | \$1,000.00 | \$0.00 | \$2,000.00 |
| <i>Note: Increased per discussion at March 2024 meeting</i> | | | | |
| Zoom Account | \$163.00 | \$200.00 | \$163.00 | \$200.00 |
| MMCA Website | \$1,016.00 | \$1,000.00 | \$1,015.00 | \$1,200.00 |
| MMCA Website CC Fees | \$0.00 | \$0.00 | \$95.00 | \$240.00 |
| <i>Note: Fee charged to receive payments via credit card \$9.95/mo increased to \$19.95/mo as of 1/1/24</i> | | | | |
| Election Runner | \$108.00 | \$50.00 | \$19.00 | \$50.00 |
| Miscellaneous | \$89.00 | \$100.00 | \$0.00 | \$100.00 |
| IIMC Region II Conference | \$32,695.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Expenses | \$38,845.00 | \$10,700.00 | \$2,469.00 | \$11,840.00 |

as of May 31, 2024

Maryland Municipal Clerks Association
FY25 Proposed Budget
General Fund *continued*



| | FY 23 | FY 24 | FY 24 | FY 25 |
|---|------------------|---------------|--------------|------------------------|
| | Completed | Budget | YTD | Proposed Budget |
| Transfer to Region II (\$10 per membership) | \$425.00 | \$900.00 | \$880.00 | \$0.00 |
| Transfer from Region II | \$32,695.00 | \$0.00 | \$0.00 | \$0.00 |
| Transfer to Scholarship (\$5 per membership) | \$850.00 | \$450.00 | \$440.00 | \$0.00 |
| Transfer from Scholarship | \$516.00 | \$2,000.00 | \$0.00 | \$2,000.00 |
| Fund Balance | | | | |
| Beginning of Year | | \$14,814.00 | \$11,264.00 | \$11,875.00 |
| End of Year | \$14,814.00 | \$11,264.00 | \$11,875.00 | \$10,435.00 |

DRAFT

**Maryland Municipal Clerks Association
FY25 Proposed Budget
Region II Fund**



| | FY 23 Completed | FY 24 Budget | FY 24 YTD | FY 25 Proposed Budget |
|-----------------------------------|----------------------------|-------------------------|----------------------|--------------------------------------|
| REVENUE | | | | |
| Region II Revenue | \$35,270.00 | \$0.00 | \$0.00 | \$0.00 |
| Region II Sponsorships | | | | |
| Membership Dues | \$425.00 | \$900.00 | \$880.00 | \$0.00 |
| Interest | \$2.00 | \$3.00 | \$2.00 | \$3.00 |
| Misc. | \$300.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Revenue | \$35,997.00 | \$903.00 | \$882.00 | \$3.00 |
| EXPENSES | | | | |
| 2023 Conference Expenses | \$32,695.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Expenses | \$32,695.00 | \$0.00 | \$0.00 | \$0.00 |
| Transfer to General Fund | | \$0.00 | \$0.00 | \$0.00 |
| Transfer from General Fund | \$425.00 | \$900.00 | \$880.00 | \$0.00 |
| Fund Balance | | | | |
| Beginning of Year | | \$13,623.00 | \$13,623.00 | \$14,505.00 |
| End of Year | | \$14,526.00 | \$14,505.00 | \$14,508.00 |

**Maryland Municipal Clerks Association
 FY25 Proposed Budget
 Scholarship Fund**



| | FY 23 Completed | FY 24 Budget | FY 24 YTD | FY 25 Proposed Budget |
|-----------------------------------|----------------------------|-------------------------|----------------------|--------------------------------------|
| REVENUE | | | | |
| Membership Dues | \$425.00 | \$450.00 | \$440.00 | \$0.00 |
| Raffle | \$0.00 | \$200.00 | \$0.00 | \$0.00 |
| Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Interest | \$1.00 | \$2.00 | \$1.45 | \$2.00 |
| Total Revenue | \$426.00 | \$652.00 | \$441.45 | \$2.00 |
| EXPENSES | | | | |
| Scholarships | \$516.00 | \$2,000.00 | \$0.00 | \$2,000.00 |
| MCEF Donation | \$0.00 | \$100.00 | \$100.00 | \$100.00 |
| Total Expenses | \$516.00 | \$2,100.00 | \$100.00 | \$2,100.00 |
| Transfer to General Fund | \$516.00 | \$2,100.00 | \$0.00 | \$2,100.00 |
| Transfer from General Fund | \$425.00 | \$700.00 | \$440.00 | \$0.00 |
| Fund Balance | | | | |
| Beginning of Year | | \$12,482.00 | \$12,482.00 | \$12,823.45 |
| End of Year | | \$11,034.00 | \$12,823.45 | \$10,725.45 |

Save the Dates!

PRESIDENT'S VIRTUAL ROUNDTABLE

Wednesdays at 1:30 p.m.

June 26, 2024

July 31, 2024

August 28, 2024





MARYLAND GENERAL ASSEMBLY

**The 2024 Legislative Session of the
Maryland General Assembly ran
January 10 to April 8, 2024.**

**Want to see what bills were introduced, passed
or vetoed, and when? [Visit their website!](#)**

**Want to download a full list of bills
and laws that have been enacted?
Scroll down to the bottom right corner of
the General Assembly webpage and look for
"Download Legislative Data".**

Dates of Interest

**June 1 – Other than emergency bills and as otherwise provided, earliest date for
2024 enacted bills to take effect**

July 1 – Effective date for budgetary, tax, and revenue bills

**July 28-31 – Council of State Governments, Eastern Regional Conference
(Baltimore, Maryland)**

August 5-7 – National Conference of State Legislatures (Louisville, Kentucky)

**August 30 – Deadline for executive agency submission of FY 2026 budgets and for
executive agency submission of departmental legislation to Governor**

Our Journey To

