Message From Our President

Stacy Wilkerson CMC, Town of North Beach

Happy holidays fellow clerks! It’s that time of year again when the spirit of giving and sharing seem to permeate our homes and communities. Wouldn’t it be wonderful if such spirit could be present all year long? Maybe even in the workplace? 

Well, I know plenty of clerks who try to maintain such spirit where they work. Although they can’t necessarily control the attitudes of citizens they deal with, they can control the things they say and do. And since a positive attitude is infectious, we can make it work in our favor by infecting others!

Our Region II Conference Planning Committee has been working hard putting together a fabulous conference for us in January 2018. The Conference will kick off on Wednesday with an Athenian Dialogue about Elon Musk. An interesting fact about Elon Musk... The Md. State Dept. of Transportation has issued The Boring Co. conditional utility permits to construct Elon Musk’s Hyperloop Project between Baltimore and Hanover, MD. For more information on this project, you can take a look at the following link: [http://www.baltimoresun.com/news/maryland/politics/bs-md-hyperloop-in-baltimore-20171019-story.html](http://www.baltimoresun.com/news/maryland/politics/bs-md-hyperloop-in-baltimore-20171019-story.html).

You will not want to miss all the exciting evening activities the committee has planned for the conference. There may even be a few surprises!

Our educational sessions close out with “Me Time”. This is a session to which I am really looking forward. We are all trying to find the perfect balance between work, continued on page 2...
family, friends and just a smidge of “Me Time”.

With the Holidays fast approaching, I hope everyone takes a little bit of time to slow down and enjoy the season. Take a drive, visit some light displays in other municipalities or maybe visit some friends and enjoy some holiday cheer.

Stop and think for a minute…” It came without ribbons. It came without tags. It came without packages, boxes, or bags. Then the Grinch thought of something he hadn’t before. Maybe Christmas doesn’t come from a store, Maybe Christmas…He thought . . . means a little bit more…”

Merry Christmas and Happy New Year from my family to all of you. I look forward to a great 2018 year. See you at the December 14th meeting in Chesapeake City.

There will be a 50/50 Raffle at the December meeting to help support MMCA’s Scholarship Fund

Clerk of the Year Award

In early January 2018, the 2018 Clerk of the Year Award nomination information will be sent out to all MMCA Members, Administrators, Managers and Mayors. The award will be announced at the MMCA meeting in March and then officially presented to the recipient at their municipalities’ next available Council meeting in their hometown.

If you have any questions, please feel free to contact Stacy Wilkerson at (410) 257-9618, or email to: northbeach@northbeachmd.org.

Criteria for the Clerk of the Year Award

1) At least five years’ experience as City Clerk, Town Clerk or any other qualified MMCA Membership job title
2) Extraordinary individual job performance.
3) Demonstrated commitment to professional development.
4) Demonstrated commitment to community involvement and a positive attitude.
5) Participation in local, regional and/or national Clerk related meetings.
6) Must have attended at least half of the MMCA Meetings in the year preceding the nomination.

LIKE US ON FACEBOOK!
FIND OUT WHAT YOUR FELLOW CLERKS ARE UP TO...
The 14-mile, hand-dug Chesapeake & Delaware Canal was opened to traffic on October 17, 1829. At that time there were three buildings on the south bank at the western end of the canal. As the ship traffic through the canal increased, the little cluster of buildings grew into a busy commercial community providing goods and services to passengers and shippers. In 1839, the place was named Chesapeake City. By 1849 the town, now extending over to the north bank, was well established and at its population peak. For the next 75 years, Chesapeake City prospered. In 1927, the C&D Canal was dredged to a sea-level waterway, eliminating the need for ships to stop for the locks at Chesapeake City. The town’s economic base quickly declined. Commerce was further complicated in 1942 when a ship destroyed the bridge that connected the two sides of the town, leaving residents and travelers for seven years with only a ferry as a means to cross the canal. The opening of a new high-level bridge in 1949 did nothing to restore the town’s economy—travelers swept by high above the town. Another blow struck the town in the 1960s when an entire street of 39 homes was razed to make way for a widening of the canal, which by then was the third busiest in the world.

Today, Chesapeake City is the only town in Maryland that is situated on a working commercial canal. Most of its interesting 19th-century architecture remains intact, and the area that encompasses it on the south bank has been placed on the National Register of Historic Places. At the city dock, pleasure boaters find a tranquil harbor off the busy Inter-Coastal Waterway, of which the canal is a major element. From the basin, visitors can walk easily into town or tour the Canal Museum, where the story of the canal is told and the massive waterwheel and steam engines that filled the locks stand in mute testimony. Outside is a

Bohemia Avenue “streetscape”

continued on page 4...
replica of the lighthouses that lined the canal in days gone by.

Chesapeake City now is a destination widely known for its unique inland view of ocean-going vessels, for the proudly preserved and displayed reminders of its history, and for its friendly hospitality. Travelers discover fine dining, picturesque stores, outdoor concerts, seasonal events, and outstanding bed & breakfasts. From its origin as a rough and rowdy boom town, through an era of dispiriting depression, Chesapeake City has emerged as a charming and interesting place with a warm welcome for its visitors.

An example of the boats that travel down the canal.

Let’s Get Stuffing!

Help Needed to Load-up the Swag-Bags for the Region II Conference

P lease bring items you would like to place in the IIMC Region II Conference Bags to the MMCA Meeting in Chesapeake City on December 14th. If you have items but are unable to attend the MMCA Meeting, please contact Doug Barber or any other of the Region II Conference Committee Members.

Luncheon Details—December MMCA Quarterly Meeting

The meeting will take place at the Chesapeake City Town Hall at 108 Bohemia Avenue Chesapeake City, MD 21915 * 410-885-5298. Off-Street Parking is available. Assorted bagels, danish, fruit salad, coffee, tea, juices will be available at 9:30 a.m. Lunch will be an assortment of wraps, salads and Christmas Cookies!! If you are planning to attend, please RSVP to Valerie Walls no later than Monday, December 11 by email: v.walls@chesapeakecity-md.gov; or phone: 410.885.5298. Please indicate whether you want lunch, and if you have any dietary restrictions.

The cost is $25.00 per person, payable at the door (or in advance) to our Treasurer Laura Reams. Please make checks payable to: Maryland Municipal Clerks Association.

NOTE: reservations can be canceled up until the RSVP deadline—after that, the $25 lunch fee is still payable to the MMCA regardless of your circumstances.
Maryland Municipal Clerks Association

QUARTERLY MEETING AGENDA

Thursday, December 14, 2017
Chesapeake City Town Hall
108 Bohemia Avenue • Chesapeake City, MD 21915

1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. APPROVAL OF MINUTES OF SEPTEMBER 21, 2017
4. PRESENTATION OF THE TREASURER’S REPORT
5. PRESIDENT’S REPORT/MML BOARD OF DIRECTOR’S REPORT
6. MMCA COMMITTEE REPORTS/UPDATES
   a. 2018 IIMC Region II Annual Conference Planning Committee
      – Doug Barber/Doris Stokes
   b. MMCA Committee
      • Education Committee
      • Outreach Committee
      • Scholarship Committee
         a. Recommendation for Scholarship Award
         • Booth Committee
7. MML UPDATE
   a. Paula Chase-Hyman, MML
   b. MML Committees —Laura Reams/City of Hyattsville
      • Convention Planning – Kelsey Jensen, Town of Berlin
      • Outreach and Engagement – Kathleen Conway, City of Rockville
      • Hometown Emergency Preparedness Ad Hoc Committee (HEPAC)
         —Kyle Snyder/Town of Upper Marlboro
8. IIMC UPDATE – Doug Barber, IIMC Region II Director
9. NEW BUSINESS
   a. MMCA 2018 Pin Ideas
   b. “Clerk of the Year” selection process coming soon (in January)
10. ADJOURNMENT AND LUNCH
11. Secret Santa Exchange
12. Stuffing of the bags for the 2018 Region II Conference

UPCOMING 2018 MEETING DATES

March 15 • Town of Upper Marlboro
June 12 • Town of Ocean City
September 20 • ?
December 13 • Town of Berlin
CONVENE/INTRODUCTIONS:

President Wilkerson called the meeting to order at 10:00 a.m. Mayor Howard Long, assistant Mayor Cindy Kauffman and Councilmember Bridgette Schmidt welcomed the members to Boonsboro. MML President Jake Romanell welcomed members. This year’s main goal is to increase the League’s voice in Annapolis.

APPROVAL OF MEETING MINUTES

A motion was made by Awilda Hernandez and seconded by Diane Carter to approve the June 27, 2017 minutes. The motion passed.

PRESENTATION OF THE TREASURER’S REPORT

Treasurer Laura Reams presented the August 22, 2017 Treasurer’s Report.

PRESIDENT’S REPORT

President Wilkerson will be focusing on the scholarship fund by streamlining the application process in order to encourage members to apply for scholarships for training. If you have any goals, changes or improvements that you would like to see in the association, please contact Stacy or any board member.

MMCA COMMITTEE REPORTS/UPDATES

2018 IIMC Region II Annual Conference Committee—Knowledge is Key

Doris Stokes reported: The conference will be held January 10 – 12, 2018 at the Gaithersburg Marriott Washingtonian Center. The discounted room rate is $129 per night. Make your hotel registration prior to December 20 to receive the discounted rate. The last day to register for the conference at a discounted rate is December 14. The educational sessions will be held on January 11 and 12 and an Athenian Dialogue on the 10. If you attend the Athenian dialogue and all education sessions and complete each written assessment tool, you will obtain six (6) total CMC/MMC IIMC Education points.

Social events will take place on Wednesday evening with bowling and a Murder Mystery Dinner Thursday evening. Complete conference information will be sent out early next week.  

continued on page 7...
If you have any giveaways promoting your city/town, please get them to the committee soon or bring them to the December meeting. The committee will also be raffling off baskets during the conference. If you would like to donate a basket to be raffled or contribute to a basket, please bring it to the December meeting.

Education Committee: Diana Chavis volunteered to Chair the committee and Bonita Anderson, Doris Stokes and Stacy Wilkinson agreed to serve on the committee. Suggested educational topics: Records Retention, MPIA, Campaign Finance, Elections and Open Meeting Act.

Outreach Committee: M. David Williams, Chair, Doug Barber, Lou Ann Crook and Ana Navarro will serve as members. David stated that he is interested in hosting a MMCA meeting and teaching a Publishers “Tricks and Pointers” class when the new Upper Marlboro Town Hall is completed. David also suggested that The Messenger could contain a section with all responses from the questions that were asked over the Listserv.

Scholarship Committee: Lou Ann Crook, Chair; Bonita Anderson, Laura Reams and Awilda Hernandez will serve as members.

Booth Committee: Doug Barber, Kim Nichols, Doris Stokes and Awilda Hernandez will serve on the committee.

If anyone would like to serve on a committee, please let President Wilkerson know.

MARYLAND MUNICIPAL LEAGUE UPDATES:

MML Update - Paula Chase-Hyman reported: MML’s Fall Conference will be held in Rockville, Maryland on October 11 – 14. Online registration is encouraged at a $50 discount rate. There will be three Academy core classes: Public Information Act, Structure of Municipal Government and Consensus and Team Building. If you would like to spotlight your town, you can place an ad in the MML Digital Directory at a cost of $225 per year. Please contact Sharon Easton for additional information.

Legislative Committee – Laura Reams reported: MML Legislative Committee approved three legislative priorities and one strategic initiative. The legislative agenda will be presented at the MML Fall Conference on Friday, October 13. Legislative Priorities: Restoration of Municipal Highway User Revenues, Public Information Act – Request Denials and Cellular Towers Sitting Approval. Strategic Initiative: To look at a five-year rule where a county has the legal right to deny a municipal zoning change on land annexed into a municipality for a period of five years.

Convention Planning – Kelsey Jensen reported: The Summer Conference will be held June 10 – 13, 2018. In order to introduce new classes for those who have graduated the Academy, they will be offering Graduate Core classes. The city/town flags will remain downstairs for safety reasons. The Dinner theme will be a Luau with a band. The next convention planning meeting will be held on November 4.

Outreach and Engagement – Awilda Hernandez reported that the committee discussed the “If I Were Mayor” theme. Designated Banner City/Town may be contact by phone to support maintaining their status. The next meeting will be held on Wednesday.

Hometown Emergency Preparedness Ad Hoc Committee (HEPAC) – Kyle Snyder reported: The committee goals are to address the opioid epidemic and to update the 72 hour emergency kit list. The annual emergency preparedness survey will be emailed to all municipalities soon. The committee will be meeting with the Governor in October regarding the opioid crisis.
IIMC UPDATE

Doug Barber reported: The News Digest was emailed to all members yesterday. If you did not receive it, you can find it on the IIMC website. This issue announced the 2018/2019 scholarship application period. In 2017, nobody from Region II applied for a scholarship. Encouraged everyone to apply for a scholarship for training. If you need help completing the application, please call Doug. Additional on-line training classes will be available soon.

The IIMC Conference will be held in Norfolk, Sunday, May 20 – Wednesday, May 23, 2018. If you are going to the conference, please consider volunteering some time.

LIGIT will be hosting an Open Meeting Act class on October 26. Doug will place additional information on social media.

The IIMC Education Department, Ashley DiBlasi and Kellie Seggson, will be using Facebook live streaming on October 2nd to discuss all things Certified Municipal Clerk. Please visit the IIMC Facebook page for times and additional information.

NEW BUSINESS

Future meeting locations:
December 14, 2017 – Town of Chesapeake City; March, 2018 – Town of Upper Marlboro

ADJOURN

Meeting adjourned 11:20 a.m.
**MMCA Treasurer’s Report  •  Laura Reams, Treasurer**  
**as of November 13, 2017**

### GENERAL FUND

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### REGION II CONFERENCE

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Norfolk, Virginia

Sunday, May 20, 2017 through Wednesday May 23, 2018

With 144 miles of shoreline, there’s so much to do while visiting Norfolk. Take a tour of the Elizabeth River harbor with lots of things-to-do on-the-water like kayaking, fishing, crabbing, swimming, harbor cruising or sail on a majestic tall ship. There are plenty of Arts & Entertainment, some of the best wines around at Mermaid Winery, Virginia’s very first urban winery, or watch world-renowned artists blow glass at the Chrysler Museum Glass Studio.

If history is your thing, sign up for a boat or land tour of the world’s largest Naval Base, stop by the MacArthur Memorial, or walk the Hampton Roads’ Cannonball Trail and the Underground Railroad. There are antique shops, and coffee houses galore in the hip, historic Ghent district just a few minutes from downtown.

There is truly something for everyone here!

So Make Plans to be On Deck in Norfolk!

Norfolk was named one of the top travel destinations in 2017 by Travel+Leisure

About the IIMC Annual Conference

Each year, through its Annual Conference, IIMC continues its tradition of offering an abundance of educational, information programs, and networking opportunities to help you manage your municipality in today’s complex environment.

The Conference will feature premier education programs, outstanding speakers and events. Our conference theme is "All Hands On Deck...Global Networking For Shared Success"

2018 Annual Conference Registration is now open!

Register now for the four day conference. Our Preliminary Program, Registration and housing are available online. Early bird discount ends on March 30th.

Reminder: Region II Conference Registration Fee is $295.00 until Thursday, December 14, 2017

Conference Registration

Conference Registration (download, complete and print form)
Online Registration (credit cards only)
Online Registration Additions (credit cards only) If you have already registered and need to add a guest, event or item please use this form.

2018 Conference Discounts

Housing Registration

2018 Conference AVIS Car Rental

Conference References

Conference Grant Information
Scanning Policy & Points
Exhibitor Information
Future Conferences/Call for Presentations

Education Corner Videos

Be sure to check out the "Education Corner" in the Media Section on the IIMC website. These are quick video clips that answer questions regarding the certification process including the following hot topics:

♦ Facebook Live
All Things CMC
October 2, 2017

♦ CMC Program Overview

♦ Two Year Membership Requirement Explained!

2018 Conference Preliminary Program Now Available:
The IIMC Foundation was created in 1984 to raise funds for IIMC. These funds are used to promote, train and educate Municipal Clerks to make them proficient in the services they provide for the citizens of their community. One of the many ways the IIMC Foundation helps IIMC members is through education scholarships and grant programs.

What Kind of Assistance is Available?
The IIMC Foundation offers 3 types of financial assistance:

- CMC/MMC Scholarships
- IIMC Annual Conference Grants
- IIMC Region Stipends

If you have been a recipient of an IIMC Foundation Scholarship or Grant, please consider giving back by making a small tax-deductible donation ensuring that current and future generations of Municipal Clerks receive the education that they need to provide for the communities in which they live and serve. Contact IIMC headquarters to learn about the many ways to give back.

CMC/MMC Scholarships
This scholarship program has been designed to assist with the costs of attending an IIMC approved Institute or Academy program for those working toward IIMC’s professional designations. Find your local Institute or Academy program information here.

Since the scholarship program’s inception in 1986, more than 1,500 scholarships have been awarded. For the 2018-2019 recipients will receive a $400 CMC or $400 MMC scholarship reimbursement after completion of the program. The 2018-2019 Scholarship Application Period is now open! Applications must be submitted to IIMC headquarters no later than February 12, 2018.

2018-2019 Scholarship Criteria
2018-2019 CMC Scholarship Application
2018-2019 MMC Scholarship Application

IIMC Annual Conference Grants
The Conference Grant Program is designed to allow 2 IIMC members from each of IIMC’s 11 regions to attend the IIMC Annual Conference each year. If awarded a grant, MCEF will cover the cost of your IIMC Annual Conference Registration.

For more information on the IIMC Annual Conference Grant, please visit the this page.

The 2018 Conference Grant Application Period is now open! Applications must be received at IIMC Headquarters by February 12, 2018 to be eligible.

2018 IIMC Annual Conference Grant Application
Committee Volunteers Needed

Involvement is the key to growth and development. The core and essence of any member organization like IIMC rests with its volunteers. Volunteers are needed to help an organization in many ways: fundraising, conference planning, coordinating special projects and developing new ideas. Each project depends on the effort put forth by the volunteers. As a volunteer, working on an IIMC Committee conveys a pledge that the members are committed to helping their Organization's development and looking out for its present and future interests.

"IIMC provides a setting for its members where they can enhance their skills and proficiency toward becoming effective leaders," said IIMC Executive Director Chris Shalby. "Volunteering for a Committee is an excellent way for members to use their creative abilities and talents to help the system."

IIMC needs Committee members who are prepared to work. Committees meet during the Annual Conference to review the previous year's accomplishments, and discuss strategies and objectives for the upcoming year. You do not have to attend the Conference to serve on a Committee. Most Committee work is done throughout the year through teleconferences, E-mail or mail. IIMC's growth is attributable to you -- the members.

Put your input and insight to good use by volunteering for Committee work.

TO JOIN A COMMITTEE, COMPLETE THIS VOLUNTEER APPLICATION AND RETURN IT TO IIMC HEADQUARTERS. FOR MORE INFORMATION, CONTACT IIMC AT 909/944-4162.

IIMC COMMITTEE VOLUNTEER APPLICATION 2018

The IIMC Board of Directors adopted a policy on appointment to IIMC Committees to encourage members to take an active interest in IIMC affairs and to allow the President Elect to have the Committee organization in place at the time he or she takes office. The policy will permit rotation and replacement of Committee membership and chairmanship to allow for a flow of new ideas and programs.

Careful consideration will be made to place you on one of the Committees which you have selected. Certain Committees will be limited in size and regional distribution. A description of the IIMC Committees and the application are on the following pages.

To be considered for the 2018-2019 Committee assignments, your application must be received by IIMC Headquarters no later than JANUARY 14, 2018.
IIMC STANDING COMMITTEES

Budget and Planning
The Committee serves as the financial advisory committee to the Board of Directors. The Committee, along with the Executive Director, presents the annual budget to the Board, reviews quarterly reports, reviews the audited financial statements and reports to the Board any areas of concern. The Committee consists of seven members to include one board liaison (IIMC VP). The Budget and Planning Committee consists of: IIMC’s Executive Committee, Budget Chair, Vice Chair and Member. Only former IIMC Board members can apply for this committee. The Incoming Vice President and the Executive Director will review the applications and consult regarding the appointment to this Committee. The Vice President will present the nominee to the Board at the incoming Board meeting at the Annual Conference for the Board’s approval. Appointee shall be a former IIMC Board Member preferably with a financial background. This Committee member shall serve a three-year term, automatically progressing through the positions of the Budget and Planning Committee - Member, Vice Chair and Chair.

Conference
To ensure that the IIMC Annual Conference is the premier local government educational experience for all potential conference Delegates. The Committee recommends conference education topics, speakers, sessions, and general speakers. It also works with staff in viewing the overall conference process and how to improve upon existing formats.

Education and Professional Development
To ensure IIMC provides excellence in professional education and development programs by serving as the sounding board for the Education Department and working in conjunction with IIMC staff in suggesting programs and outreach areas of education for Clerks; being the advocate in IIMC members professional growth and continually visioning IIMC’s overall educational philosophy from a global perspective.

Elections
To conduct and supervise all elections and other necessary voting by IIMC members.

International Relations
The Committee shall work to promote IIMC as a partner with national and provincial associations in providing local government professionals with premier educational opportunities, and second, as the international organization of choice for certification of local government professionals. This Committee shall also work to facilitate and promote interaction and networking between IIMC members in various parts of the world.

Legislative
The Committee monitors and reviews national and international legislation and trends pertinent to the Municipal Clerk profession and provides reports when needed regarding new legislation and trends.

Membership/Mentoring
The Membership/Mentoring Committee works with the Public Relations and Marketing Committee, the International Relations Committee and staff to increase the number of IIMC members in all Regions. Promote IIMC at Annual Conferences and other meetings. Serve as IIMC contact on membership changes, new Municipal Clerk appointments and state, provincial and regional elections. The committee also builds relationships between experienced local government professionals and those new to their careers, utilizing valuable knowledge resource that is our retired membership.

Policy Review
To monitor and provide policy guidance to ensure purpose, consistency, accuracy and fair application. To review policies, positions and perspectives regularly and recommend appropriate revisions to the IIMC Board of Directors. Provide policy articles of interest for inclusion in the News Digest.

Public Relations/Marketing
The Committee shall work closely with the Membership Committee and the International Relations Committee to market, publicize and promote IIMC with the dual aims of attracting new members and raising the professional status and image of local government professionals.

Records Management
The Committee shall study and make recommendations to the Board of Directors on matters pertaining to records management and shall develop informational materials that will assist IIMC members with their records management responsibilities.

Research & Resource
The Committee shall work in concert with the IIMC Education Department to gather information and data on an as-needed basis and provide said information to the IIMC Board of Directors and/or Committees to assist in the decision-making process. This Committee shall also respond to requests for information from IIMC members and suggest new methods for improving the availability and delivery of current and accurate information.

NOTE: Appointments to committees shall be for a period of one year commencing on the first day of the annual conference. AD HOC or TASK FORCE Committees will be formed as needed.

DEADLINE TO SUBMIT A COMMITTEE APPLICATION TO IIMC HEADQUARTERS IS JANUARY 14, 2018
IIMC COMMITTEE APPLICATION FORM —2018

Name_________________________ Title________________________

Municipality_________________________ Phone_________________________ FAX_________ E-mail________________________

Address_________________________ State/Province/_________________________ Postal/________________________

City_________________________ Country_________________________ Zip Code________________________

Years as a Municipal Clerk_______ Years as a Deputy Clerk_______ Years as an IIMC Member_______

Are you fluent in a foreign language?_______ If so, which one(s)?________________________

Are you a registered parliamentarian?_______ Are you the chief financial officer of your municipality?_______

What is the population of your municipality?________________________

Have you served on an IIMC Committee in the Past? Yes____ No____

Which Committee(s)?________________________________________________________

State/Province Activities (Officer, Committee Member, etc.)________________________________________________________

Activities in other Professional Association(s) (relative to Committee activities)________________________________________________________

Area of expertise and/or education (that would benefit membership on committee)________________________________________________________

I am interested in serving on the following Committee(s) ** (in order of preference)

1.________________________________________ 2.________________________________________

3.________________________________________ 4.________________________________________

I feel that I am qualified to serve on this Committee(s) because:________________________________________________________

**Specific Committees may be combined or modified depending upon volunteers recruited and/or changes in IIMC goals and programs. Applications are required for each year; reappointments are not automatic.

Signature________________________

Deadline: January 14, 2018

Return to: IIMC Headquarters, 8331 Utica Ave., Suite 200, Rancho Cucamonga, CA 91730
PHONE: 909/944-4162 • FAX: 909/944-8545 • Message Center 800/251-1639
E-mail: hq@iimc.com
2018 IIMC Region II Conference
“Knowledge is Key”
January 10 – 12, 2018
Hotel Information

Gaithersburg Marriott Washingtonian Center
9751 Washingtonian Boulevard
Gaithersburg, Maryland 20878

The Conference Planning Committee has chosen the Gaithersburg Marriott Washingtonian Center for our conference headquarters. From the Capital Beltway (I-495), just off I-270, this lakeside hotel offers award-winning service, modern rooms, convenient location, complimentary on and off-site parking, pedestrian–friendly shopping and entertainment, restaurants, boardwalk, movie theater, and much more nearby, ideal for our conference!


- Marriott Reservations at 800-393-3450 or via the reservation link
- Reference IIMC Region II Conference
- Discounted rate of $129 per night plus tax and fees
- Deadline to register at discounted rate is Thursday, December 14, 2017
- Check-in at 4 pm (call for earlier time)
- Check-out at 12:00 pm
- Free on and off-site parking
International Institute of Municipal Clerks
Maryland Municipal Clerks Association

2018 Annual Region II Conference
“Knowledge is Key”
January 10 – 12, 2018
Gaithersburg Marriott Washingtonian Center
9751 Washingtonian Boulevard
Gaithersburg, Maryland 20878

Preliminary Schedule

WEDNESDAY, JANUARY 10

7:30 am – 8:30 am  Conference Check-In

8:30 am - 12:00 pm  Athenian Leadership Society Dialogue  Salon C

12:00 pm - 1:00 pm  Lunch  Salon B

1:00 pm - 3:30 pm  Athenian Leadership Society Dialogue  Salon C

6:00 pm – 8:30 pm  Welcome Reception and Bowling
Bowlmor Lanes, 15720 Shady Grove Road, Gaithersburg, MD 20877

THURSDAY, JANUARY 11

7:00 am – 8:00 am  Breakfast / Conference Check-In  Salon D

8:00 am - 10:00 am  Session 1  Continuity of Operations Planning - COOP / Succession Planning  Salon A-C

10:00 am - 12:00 pm  Session 2  Public Information in a Digital World  Salon A-C

12:00 pm - 1:00 pm  Lunch and Business Meeting  Salon D

1:00 pm - 3:00 pm  Session 3  Effective Meetings and Parliamentary Procedure  Salon A-C

3:00 pm - 5:00 pm  Session 4  How to Say It in Minutes  Salon A-C

6:30 pm - until  Interactive Dinner Event  Salon A-C

FRIDAY, JANUARY 12

7:00 am – 8:00 am  Breakfast  Foyer (take into Salon A-C)

8:00 am - 10:00 am  Session 1  First Amendment Rights (includes Open Meetings)  Salon A-C

10:00 am – 12:00 pm  Session 2  “Me Time”  Salon A-C
2018 IIMC Region II Conference
“Knowledge is Key”
January 10 – 12, 2018
Registration Form

Name: _______________________________ Title: _______________________________

CMC: ☐ MMC: ☐

Municipality / Organization: ___________________________________________________

Address, City, State, Zip: ______________________________________________________

____________________________________________________________________________

Telephone: __________________________ Email: ________________________________

Guest Name: ______________________

WEDNESDAY, JANUARY 10
Athenian Dialogue Fee $110: $ __________________________
(lunch included, pre-registration required, space limited to 30 attendees, register by December 14)

THURSDAY - FRIDAY, JANUARY 11 - 12
Conference Fees
(includes Breakfast, Lunch, Education Sessions, Welcome Reception, Bowling, and Interactive Dinner)
Dinner Selection (select one): ☐ roasted chicken ☐ roasted pork loin ☐ grilled rockfish

• $295 Registration (on or before December 14): $ __________
• $345 Late/On-Site Registration (after December 14): $ __________
• $150 Guest
(includes Welcome Reception, Bowling, and Interactive Dinner)
Dinner Selection (select one): ☐ roasted chicken ☐ roasted pork loin ☐ grilled rockfish

Total Amount Due: $ __________

Make Checks Payable to: Maryland Municipal Clerks Association

Mail Registration Form and Payment to: Laura Reams, MMCA Treasurer
City of Hyattsville, City Clerk
4310 Gallatin Street
Hyattsville, Maryland 20781
lreams@hyattsville.org

Any dietary restrictions, questions?
Contact Carolyn Brinkley at 410-758-1180 or CBrinkley@townofcentreville.org

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Dear Colleague,

The Maryland Municipal Clerks Association is excited about welcoming you to Gaithersburg, Maryland for the 2018 IIMC Annual Region II Conference, January 10 - 12. Don’t wait, but complete and mail in your registration before the deadline of December 14th. Also, rooms are booking up, so make your hotel reservation at the Gaithersburg Marriott Washingtonian Center before December 20th to receive the discounted rate. We are all about receiving knowledge and having fun. I said it before and will say it again, this is the conference you don’t want to miss!!!

Doris R. Stokes, Municipal Clerk
Mayor and Council Services | City Manager's Office
City of Gaithersburg
31 South Summit Avenue | Gaithersburg, MD 20877
P: 301-258-6310 | D: 240-805-1084
doris.stokes@gaithersburgmd.gov

The IIMC Education Department has launched a new IIMC Online Learning Webinar created by Dr. Jane Long, IIMC Director of Professional Development. This program is ready for the taking! Please watch this short tutorial video to help you navigate through the IIMC website and access the registration options for this new program.

Title: “Making the Most of Workplace Conflict”
Total hours = 1 hour
Total points = 0.5 CMC Education or 0.5 MMC Advanced Education point
Session price = $52.00

Everyone experiences conflicts in the workplace, even in the most friendly and productive environments. However, it is our initial reactions and long-term handling of conflicts that can promote successful outcomes and resolutions.

This session will introduce participants to the types of conflict that occurs in the workplace and provide tools and techniques for managing conflict toward positive outcomes. We will study and discuss several video case-study scenarios and then debrief them by applying what we have learned from this class.

Participants will leave this class no longer fearful or intimidated by conflict, but confident in how best to successfully manage conflict to the benefit of their municipalities.

For more information, follow this link.

As always, please contact the IIMC Education Department with any questions!
Rockville Town Center came alive with bands, beer and a German-themed bash on October 7th. “Rocktobierfest” celebrated 60 years of Rockville’s sister city relationship with Pinneberg, Germany. A delegation of 60 guests from Pinneberg joined the Rockville community to celebrate. Rockville Sister City Corporation Vice President Brigitta Mullican poses with a fan commemorating the anniversary. Learn more about their visit at and see coverage of the festival at www.youtube.com/cityofrockville. Search “Pinneberg” and “Rocktobierfest Recap.” Mouse-over the graphics at top, and left and right bottom, to connect with the latest news articles, reports & local happenings on the Rockville website: http://www.rockvillemd.gov

NEW YEAR’S EVE
Party on the Pier

SUNDAY, DECEMBER 31, 2017 7 PM TO 1 AM
The North Beach Pier, 9023 Bay Avenue, North Beach

Full dinner, dessert and late night snack. Bring your own alcohol.

Champagne Toast at midnight!

Tickets are $95 per person and must be purchased in advance at Town Hall. Call or come by M-F: 8:30 am to 4:30 pm.
8916 Chesapeake Avenue / 301.855.6681 / www.northbeachmd.org / northbeach@northbeachmd.org
Maryland Municipal Clerks Association
Application for Membership • July 1, 2017—June 30, 2018

Name: ___________________________________________ Title: ________________________________
Municipality: ____________________________________________________________________________
Mailing Address: __________________________________________________________________________
____________________________________________________________________________________________
E-mail: __________________________________________ Phone______________________________________
Fax: ____________________________________________________ Renewal : ______ New Membership:______

Mayor or 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 Hyattsville
        attn: Laura Reams, City Clerk
        4310 Gallatin Street
        Hyattsville, MD 20781

We’re on the web! http://www.mdmunicipal.org – go to Departments • Like Us On Facebook!