

Clerk's Chatter



Message from the President

Welcome to the Clerk's Chatter! Many of you may have never received a Clerk's Chatter. I am not certain when the last one was sent out, but the last one I could find was in November 2011. I am looking forward to bringing this newsletter back and highlighting our Association, events and, of course, our awesome Clerk's throughout the year! If you are at any events, trainings, and/or conferences, please take pictures of the City Clerk's attending and send them to me to put into the Clerk's Chatter. I would love to showcase them! Also, if there is anything that you would like to see in the Clerk's Chatter, please let me know. I will try and get it added to the next issue.

I encourage each district to get together for one meeting before May. As you meet, think of someone that could be nominated for City Clerk of the Year. We have so many excellent Clerk's throughout this State and I would love to have someone nominated from each district this year.

I am looking forward to working with all of you this year as President of our Association and I am humbled to serve in this capacity.

Sincerely,
Wendy Dickerson

INSIDE THIS ISSUE

Scholarships	2
IIMC Conference Information	2
AAMCA Summer Conference	3
Newest CMC's	4
Newest CMC's—cont.	5
Region 3 Conference 2023	6
Women Leading Gov't	7
Upcoming Events	8
Officers	9
Summer Conf. Registration Form ..	10

SPECIAL POINTS OF INTEREST

- Summer Conference Registration is open!
- Applications for Scholarships for IIMC 2023 Conference Due February 28, 2023
- The Alabama League of Municipalities will have a Clerk's Day at the Convention in May!

Scholarships—IIMC Conference 2023

Region 3 is allowed to have 2 scholarships granted for the IIMC Conference in Minneapolis, MN! Scholarship applications will need to be turned in by February 28, 2023. This covers the cost of the Conference Registration only.



Grant applications are prioritized to those working toward their CMC And MMC through IIMC and an application must be on file with the IIMC. The applicant must have a letter from their City stating that they are authorized to attend the conference. The IIMC website has all of the criteria listed for receiving a grant and to apply for the scholarship.



IIMC Conference Information—from IIMC Website

In Minneapolis, Delegates will hear keynote speakers who will speak to you about “*Strategic Communication: 'LIFE' Skills for Leaders*”; and “*GET YOUR SHIFT TOGETHER How to Think, Laugh & Enjoy Your Way to Success in Business & in Life.*” Other Education highlights include four Athenian Dialogues, six Academy Sessions and a bevy of concurrent sessions that include: *4 Unspoken Communication Secrets Every Municipal*

Clerk Needs To Know; Digital Government; How To Master The Whiners And Make Them Winners; Civility CPR; Federal Resources For Elected Officials; Election Security In Time Of Disturbance; Right Sizing The Clerk’s Office; Digital Government: Bringing Your Municipality Into The 21st Century; Understanding Modern Discrimination And Diversity In Municipal Affairs to name a few.



RECIPIENT

Congratulations!

Last year, Melissa Chambers, obtained one of the grant opportunities for Region 3 for the 2022 IIMC Annual Conference in Little Rock , Arkansas.

AAMCA SUMMER CONFERENCE

“Be Inspired To Be Grand Leader”

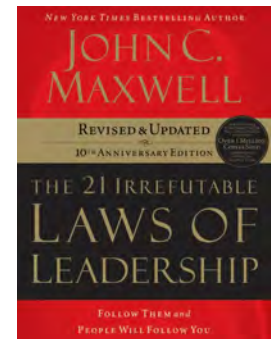
Conference registration opens today! The registration form is attached to this newsletter.



Our summer conference will be held at the Grand Hotel in Point Clear, Alabama this year.

Our last conference at the Grand Hotel was in 2021 and it was outstanding. We had so many compliments on the conference and the location, I knew it is where I wanted to hold the conference this year, so I started working diligently last year to make this happen. The conference will be from June 28th—30th. This year we will also have an Athenian Dialogue offered on June 27th—28th.

The Athenian Dialogue will be on the book 21 Irrefutable Laws of Leadership by John Maxwell. This book has just been approved for the Athenian Dialogue and I am excited to have Former Region 3 Director, Camilla Pitman, present this to us. This will be her 1st class for this new Dialogue and she is looking forward to presenting it. Most presentations for this conference will be based from our theme “Be Inspired To Be A Grand Leader”.



“This is still the best book on leadership people can buy, whether they want to learn leadership on their own, develop as leaders in a group, or teach leadership to others as a mentor.” - IIMC Website— 21 Irrefutable Laws of Leadership by John Maxwell



The Banquet will be held in the Grand Ballroom and the theme is the Roaring 20’s /Jazz Age.

The Executive Committee is looking forward to seeing you all there and we hope you have a Grand time!

NEWEST CERTIFIED MUNICIPAL CLERKS

Congratulations, Jonathon Seale , on earning the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)!

Jonathan Seale, CMC - City of Clanton



City Clerk

Jonathan Seale serves as the City Clerk/Treasurer for Clanton, Alabama. He earned a Bachelor of Arts degree with a concentration in Political Science from the University of Alabama in May 2018. He previously worked for the City of Pelham, Alabama and the Town of Harpersville, Alabama where he gained extensive knowledge of municipal government. He was unanimously appointed by the City Council as City Clerk/Treasurer for the City of Clanton, Alabama on November 9, 2020. He earned the Certified Municipal Revenue Officer (CMRO) designation in October 2021 through the University of Alabama and the Alabama Municipal Revenue Officers Association (AMROA). In January 2023, he completed a three-year program and earned the Certified Municipal Clerk (CMC) designation through the International Institute of Municipal Clerks (IIMC). Driven by a passion for leadership, he takes pride in managing the administrative responsibilities of the City of Clanton's day-to-day operations by creating and maintaining efficient procedures.

A summary of the responsibilities assigned to the City Clerk/Treasurer for the City of Clanton, Alabama are detailed as follows:

Oversees the procurement and retention of all municipal records and funds; prepares, maintains, and attests to official action taken by the Mayor, City Council, and the Clanton Water Works and Sewer Board in regular and special called meetings; researches and authors all legislative materials (resolutions and ordinances) for consideration; prepares the agenda for all meetings of the City Council and Clanton Water Works and Sewer Board; attends all meetings; takes and prepares meeting minutes; publishes all legal notices as required by law.

Oversees the administrative functions of the Human Resources Department which is responsible for 150 employees. Duties include recruitment and retention of employees; onboard and offboard employees; disciplinary action and employee investigations; annual employee performance reviews; managing the City's pay scale, coordinates compliance and training sessions; coordinates all workers' compensation claims, pending litigation, and administers the City's liability insurance policy; administers employee benefits and serves as liaison to the City's brokerage firm.

In coordination with the Operations Manager: processes bi-weekly payroll, supervises all employees within the administration department, including administrative functions of collecting revenues, handling cash, developing reports, and financial transactions of the City; directing and evaluating assigned staff; addressing citizen/customer concerns and problems; directing work; oversees the drafting and implementation of the City's annual budget; administers the City's debt service; serves as liaison to the City's information technology provider and consultant.

Serves as Chief Election Official for the quadrennial municipal election and for all special municipal elections.

NEWEST CERTIFIED MUNICIPAL CLERKS—CONT.

Congratulations, Courtney Vickers , on earning the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)!

Courtney Vickers, CMC - City of Dothan



Assistant City Clerk

Upon graduating high school in 2004, I enrolled at Wallace Community College to obtain 4 Associates in Applied Science Degrees in the following areas: Accounting Technology, Business Computer Applications, Office Administration, and Supervisory Management. In May 2008, I graduated Summa Cum Laude with all 4 Associates Degrees from Wallace Community College. I achieved this while working full-time in the Safety and Risk Management Department at a local transportation company. In 2012, I decided to further my education in Business while continuing to work full-time at the same transportation company, and I enrolled at Troy University. In December 2015, I graduated Summa Cum Laude with my Bachelors Degree in Business Administration from Troy University through their online degree program, eTroy.

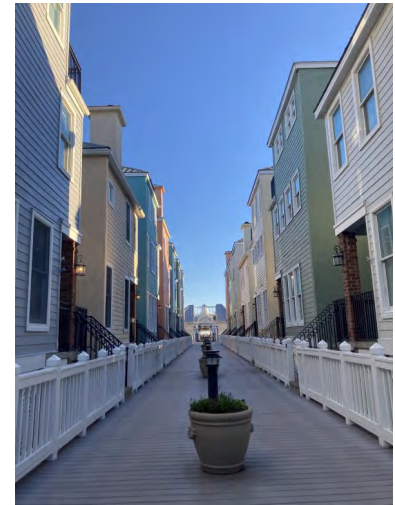
In June 2015, I began my career with the City of Dothan as a Secretary in the Records Division of the Police Department. At the time of my employment, the Police Department was transitioning to a new Records Management System, and I assisted them with this successful transition. In May 2016, I was promoted within the City to become an Administrative Secretary in the City Clerk's Office. After working only a few short months in the City Clerk's Office, I knew that this profession was my true calling. Over the next 5 years, I learned all the information I could about our office and the City Clerk profession through the current City Clerk and Assistant City Clerk. In December 2020, our City Clerk retired and our Assistant City Clerk was promoted. In January 2021, I was promoted to Assistant City Clerk. I immediately enrolled in IIMC and AAMCA to begin the CMC Designation process. In July 2022, I had completed the IIMC CMC Designation point requirements. Once my two-year membership in IIMC was reached in February 2023, I was awarded my CMC Designation. During my tenure in the City Clerk's Office, I have assisted with two elections, implementing a new GIS-enabled election management system, transitioning to a new Document Management System, converting historical paper records to an electronic format, training two vacant positions within our office, and reapportioning commission districts as a result of the 2020 census.

IIMC— Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC)Designations

If you would like to work toward these prestigious titles, please visit the IIMC website or ask any current CMC or MMC if you have any questions. These certifications help to prepare us for all the complex issues our roles entail. The program encompasses several components including educational, professional, and social contributions.



Back Row: Melissa Chambers, Wendy Dickerson, Tameeka Vann, Beth Lee, and Linda Ferguson
Front Row: Lee Frazier



Boardwalk to the ocean at Wild Dunes, Isle of Palms, South Carolina.

REGION 3 CONFERENCE—SOUTH CAROLINA

South Carolina provided a beautiful backdrop for the Region 3 Conference. The Wild Dunes on the Isle of Palms was a mixed use development with two hotels, restaurants, retail, homes, meeting spaces, fitness courts, pools, the beach and the ocean. This was my first time visiting South Carolina and I want to go back for a vacation!

South Carolina Clerks packed the Region 3 Conference with great sessions. The sessions covered Redistricting, Virtual Meetings, Elevating Excellence and Preventing Municipal Fraud. One of the sessions involved watching a video on *All the Queen's Horses*. It is about

how the City of Dixon, Illinois, City Comptroller was able to steal \$53 million of public funds. This invoked a great presentation on what we can do for our City to prevent this from happening and multiple discussions at this end.

The Executive Committee hopes you are able to attend next year's Region 3 Conference in Georgia!



WOMEN LEADING GOVERNMENT CONFERENCE

The Women Leading Government Conference was held in Pelham, Alabama, at the Pelham Civic Center.

The conference provided insightful sessions provided ways for us to engage with other women leaders around the State.

The Keynote speaker sessions included “Creating a Life We Love, Both Personally & Professionally” and “The Power of Your Passion”.

The breakout sessions included “Lead Like a Woman”, ParCA/SSUT Panel”, “How to Write a Strategic Plan”, “Recruitment vs. Retention”, “Women in Finance: Breaking Down Bonds” and “What Young Professionals Want”. There was a team building activity and time to network with colleagues.

Hope you will be able to attend this conference next year!



Women Leading Government Conference



City Clerk's at the Women Leading Government Conference: Wendy Dickerson, Heather Richards, Kayecea Sasser, Christie Eason, JoAnna Medlen, and Rebecca Leavings

UPCOMING TRAINING/CONFERENCES

2023 Dates to remember:

May 3 – 5, 2023 | Municipal Clerks Spring Training Institute | Bryant Conference Center | Tuscaloosa, AL

May 10 – 13 | Alabama League of Municipalities Annual Convention and EXPO | Birmingham | Registration and/or Room Block is open.

May 14 – May 17 | 2023 IIMC Annual Conference, Minneapolis, Minnesota | Registration is not open at this time. It appears that the Room Block is open.

The official conference hotel is Hyatt Regency Minneapolis. Please reserve hotel rooms in good faith. **NEW for 2023:** The Hyatt Regency Hotel will charge a one-night (including tax) non-refundable cancellation penalty for any hotel reservations that are booked and canceled regardless of when the cancellation occurs.

- Call-in option: 877-803-7534, Group code: G-IIMP

Web link option: <https://www.hyatt.com/en-US/group-booking/MSPRM/G-IIMP>

June 27 – June 28 | AAMCA Athenian Dialogue | The Grand Hotel | Point Clear, Alabama | Registration and Room Block Announcement is open.

June 28 – June 30 | AAMCA Annual Summer Conference | The Grand Hotel | Point Clear, Alabama | Registration and Room Block Announcement is open.

September 6 – 8, 2023 | Municipal Clerks Fall Training Institute | Bryant Conference Center | Tuscaloosa, AL

2024 Dates to remember:



2024 IIMC Annual Conference

2024 - Calgary, Alberta, Canada
May 19 - May 22

2023 Region III Directors



Lee Frazier, MMC
City of Birmingham, Alabama



Tory, Frink MMC
Alamance County , North Carolina

2023 AAMCA Officers

Wendy Dickerson, CMC — Hoover — President

Melissa Chambers, CMC — Southside — Vice-President

Linda Ferguson, MMC — Millport — Secretary

Beth Lee, MMC— Rainbow City — Treasurer

AAMCA presents
"Be Inspired To Be A Grand Leader"



Summer Conference
Point Clear, Alabama
June 28-30

Clerk Name: _____
Municipality: _____
Address: _____
Phone: _____
Email: _____

The conference will start:

After lunch on Wednesday, June 28th

Athenian Dialogue will be on:

Tuesday afternoon and Wednesday morning, June 27th and June 28th

Athenian Dialogue: **\$100** _____

Clerk Registration: **\$285** _____

Guest Registration: **\$100** (Number of Guests ____ x \$100 = _____)

AAMCA T-Shirt: **\$15** _____

(May 1st is deadline for T-shirt order)

Circle Shirt Size : S M L XL 2XL 3XL 4XL

TOTAL: \$ _____

No Refunds will be issued.

Conference is In-Person Only.

Guest Names: _____

Please make check to AAMCA and mail with completed form to

Beth Lee

3700 Rainbow Drive

Rainbow City, AL 35906

Last day to register is Friday, May 26th

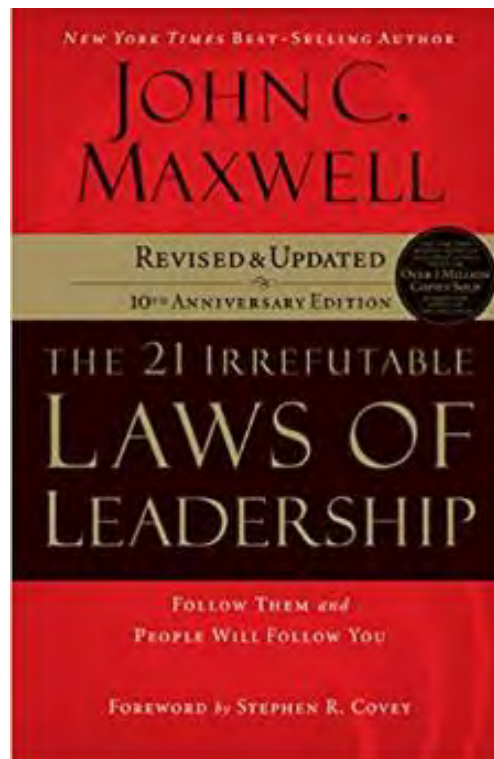
Athenian Dialogue

Tuesday Afternoon, June 27th

Wednesday Morning, June 28th

Camilla Pitman – Facilitator
City Clerk, Greenville, SC
IIMC Region III Director

Book must be purchased on your own and read beforehand.



Maxwell has gone through every word of this book and updated it for the next generation of leaders. He has added new insights to these timeless laws and included lessons learned since he originally wrote the book. He removed dated stories and replaced them with fresh ones that apply to today's world of business. What Maxwell didn't change are the powerful leadership truths that have been helping people become better leaders for the last quarter century. This is still the best book on leadership people can buy, whether they want to learn leadership on their own, develop as leaders in a group, or teach leadership to others as a mentor. Readers new to Maxwell, as well as lifelong fans will want to get this new edition of the leadership book that has sold millions of copies in the United States and around the world.

Lodging Information

The conference is being held at The Grand in Point Clear, Alabama.

The room block is open on Tuesday night, June 27th, for everyone attending the conference.

For those attending the Athenian Dialogue, the room block will be open on Monday night.



This is the famous Grand Hotel Golf Resort & Spa, Autograph Collection. Set on 550 acres of stunning natural beauty, the Grand returns, its stunning transformation complete, debuting as a modern sanctuary of golf, tennis, beach, pools, and spa – an enchanting destination filled with gracious Southern charm.

The following link will take you to the room block reservation page:

[Reservation Link](#)

- Nine dining and bar options, including three uniquely conceived on-site restaurants
- Two 18-hole championship golf courses, part of the famed Robert Trent Jones Trail – Dogwood and Azalea both reopened with TifEagle greens
- 20,000 square foot spa with 12 treatment rooms, plus four styling, manicure, and pedicure stations in the salon
- Ten tennis courts with LED lighting
- Two championship croquet courts
- 10 pickleball courts (spring of 2023)
- 36-slip marina
- 550 acres overlooking Mobile Bay