

VIRGINIA MUNICIPAL
CLERKS ASSOCIATION



2024 VMCA



2024 VMCA Institutes and Academy Agenda

The Westin Richmond
6631 West Broad Street
Richmond, VA 23230



2024 VMCA Pre-Institutes and Academy Agenda

Pre-Institutes Workshops

Workshop Title	Mon. Oct. 14	Pre-Institute Workshops	Facilitators
Athenian Dialogue: "My Fight, Your Fight" by Ronda Rousey	8:00 am - 2:00 pm <i>Lunch Included</i>	6-hr Workshop	Libby Hume, MMC Town Clerk Town of Cape Charles IIMC Athenian Leadership Society Fellow
	Break		
Resolving Conflict with Confidence: De-Escalation Training for City Leaders!	2:30 pm - 6:30 pm	4-hr Workshop	Sergeant Jennifer Van Note Virginia Beach Police Department
Welcome Reception <i>Light Refreshments Served</i>	6:30 pm - 7:30 pm <i>Light Refreshments Served</i>	We are excited to invite all attendees to a Welcome Reception. This is a wonderful opportunity to greet fellow clerks as they arrive at the venue and to network in a relaxed and welcoming atmosphere. We look forward to seeing you there and kicking off a great event together!	Katherine Glass, MMC Clerk of Council Hampton City Council 2024-2025 VMCA President Shelly Schuetz Program Manager & School Liaison VCU Online and Continuing and Professional Education Virginia Institute Director IIMC Approved Institute Programs

*Please note that this is a tentative schedule and is subject to change.



Workshop 1:

Athenian Dialogue - My Fight/Your Fight by Ronda Rousey

Workshop Overview: Join us for an engaging and transformative pre-institute workshop as we explore the inspiring journey of Ronda Rousey, Olympic medalist, former UFC women’s bantamweight champion, and Hollywood star, as depicted in My Fight / Your Fight. This workshop goes beyond traditional knowledge recall and application, fostering in-depth dialogues on leadership principles and practices. The dialogue will be led by Libby Hume, MMC, Town Clerk of Cape Charles, and IIMC Athenian Leadership Society Fellow. Please note that the book is not included in the registration fee, and reading it prior to the workshop is required. Lunch is provided with the registration.

Workshop 2:

Resolving Conflict with Confidence: De-Escalation Training for City Leaders!

Special Session Highlight: Sergeant Van Note led an engaging and well-received session at last year’s Institutes and Academy. Due to the outstanding feedback, we have invited her back for a deeper discussion and learning experience as part of this year’s pre-institute workshops.

Workshop Overview: Join us for a comprehensive 4-hour session designed specifically for city leaders. Led by Sergeant Van Note, this training will delve into effective conflict resolution strategies and equip you with essential verbal de-escalation tactics. Learn to build rapport and calm individuals in crisis, mastering the dos and don’ts of communication techniques to handle conflicts or crises successfully.



2024 VMCA Institutes and Academy Agenda

Session Title	Tues, Oct. 15	Session Leaders	Track
Join us for breakfast at the hotel and take advantage of this opportunity to network with fellow clerks. This informal gathering is a great chance to connect, share experiences, and build valuable professional relationships in a relaxed setting. We look forward to seeing you there!	7:00 am - 7:50 am	Breakfast	ALL
Welcome to the 2024 VMCA Institutes and Academy	7:50 am - 8:00 am	<p>Katherine K. Glass, MMC Clerk of Council Hampton City Council 2024-2025 VMCA President</p> <p>Shelly Schuetz Program Manager & School Liaison, VCU Online and Continuing and Professional Education, Virginia Institute Director, IIMC Approved Institute Programs</p>	ALL
Foundations of Excellence: Essentials for Municipal Clerks	8:00 am - 9:00 am	<p>Libby Hume, MMC Town Clerk, Town of Cape Charles IIMC Athenian Leadership Society Fellow</p>	Fundamentals
Principles of Ethics in Local Governments	9:00 am - 10:00 am	<p>Dr. Samuel (Sam) Duncan Associate Professor of Philosophy, Tidewater Community College</p>	Fundamentals
Mastering Workplace Communication: Strategies for Municipal Clerks	8:00 am - 10:00 am	<p>Cory Stufflebeem Director of Workplace Conflict Services, Office of Employment Dispute Resolution, VA-DHRM</p>	Emerging Leaders Master Academy

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Session Title	Tues, Oct. 15	Session Leaders	Track
	10:00 am – 10:15 am	Refreshment Break	
Core Principles of Records Management	10:15 am - 12:15 pm	Chad Owen Records Management Section Manager Library of Virginia	Fundamentals
Challenges in Local Government Ethics	10:15 am - 11:15 pm	Dr. Samuel (Sam) Duncan Associate Professor of Philosophy, Tidewater Community College	Emerging Leaders
Leadership Skills for Municipal Clerks	10:15 am - 11:15 am	Jonathan D. Fuller Director, First and Second Year Experiences, Division of Strategic Enrollment Management and Student Success	Master Academy
Mastering the CAO-Clerk Dynamic	11:15 am - 12:15 pm	Camisha Brown, MMC Executive Assistant Clerk to the Board Dinwiddie, VA Kevin Massengill County Administrator Dinwiddie County	Emerging Leaders
Create a Culture of Integrity that Enhances the Trust and Confidence of the Community	11:15 am - 12:15 pm	Dr. Samuel (Sam) Duncan Associate Professor of Philosophy, Tidewater Community College	Master Academy
	12:15 pm - 1:30 pm	Lunch Provided	ALL

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Session Title	Tues, Oct. 15	Session Leaders	Track
FOIA Compliance and Public Meeting Best Practices	1:30 pm - 3:00 pm	Alan Gernhardt, Esq. Executive Director, Virginia Freedom of Information Advisory Council	ALL
	3:00 pm - 3:15 pm	Break	
Virginia Lawmakers in Action: Key Updates and Analysis	3:15 pm - 4:45 pm	Michelle Gowdy, Esq. Executive Director Virginia Municipal League	ALL
	4:45 pm - 5:00 pm	Refreshment Break	
Behind Closed Doors: Strategies for Managing Confidential Meetings	5:00 pm - 6:30 pm	Katherine K. Glass, MMC Clerk of Council Hampton City Council 2024-2025 VMCA President	ALL

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2024 VMCA Institutes and Academy Agenda

Session Title	Wed. Oct. 16	Session Leaders	Track
	7:00 am - 8:00 am	Breakfast	ALL
Leadership Keys to a Successful Career in the Public Sector	8:00 am - 10:00 am	William H. "Bill" Leighty Senior Strategic Advisor, L. Douglas Wilder School of Government and Public Affairs	ALL
	10:00 am - 10:15 am	Break	
Fundamentals of Contract Law: Essential Knowledge for Municipal Clerks	10:15 am - 12:15 pm	M. Christine Maggard, J.D. Senior Associate Attorney, Bankruptcy Division of Brock & Scott, PLLC	Fundamentals
Elevating Records Management Skills	10:15 am - 12:15 pm	Chad Owen Records Management Section Manager Library of Virginia	Emerging Leaders Master Academy
Lunch	12:15 pm - 1:30 pm	Networking Lunch	ALL
Budget: Insights from a City Official	1:30 pm - 3:30 pm	Chris Snead Hampton City Treasurer Katherine K. Glass, MMC Clerk of Council Hampton City Council 2024-2025 VMCA President	ALL

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Session Title	Wed. Oct. 16	Session Leaders	Track
	3:30 pm - 3:45 pm	Refreshment Break	
Smart Cities: AI Tools and Techniques for Municipal Clerks	3:45 pm - 5:45 pm	Dr. D. (Shanaka) Wijesinghe Associate Professor VCU School of Pharmacy Department of Pharmacotherapy and Outcomes Sciences	ALL
Closing	5:45 pm - 6:00 pm	Katherine K. Glass, MMC Clerk of Council Hampton City Council 2024-2025 VMCA President Shelly Schuetz Program Manager & Schol Liaison VCU Online and Continuing and Professional Education Virginia Institute Director IIMC Approved Institute Programs	ALL

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Municipal Clerk Fundamentals Institute: Our Municipal Clerk Fundamentals Institute is designed for clerks who are new to the field or who have not previously attended an IIMC-approved institute. In this Institute, you will receive a solid overview of the fundamental knowledge and foundational skills needed to be an effective municipal clerk.

Municipal Clerk Emerging Leaders Institute: This Institute builds on the foundation of the Municipal Clerk Fundamentals Institute. You will explore public administration, leadership, and management themes that strengthen your ability to perform the core duties of a municipal clerk.

Municipal Clerk Master Academy: The Municipal Clerk Master Academy is intended for seasoned municipal clerks who have earned the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks. The Academy is an advanced educational program that includes a wide range of public administration, leadership, and management sessions designed to prepare clerks to perform more complex municipal duties.