

International Institute of Municipal Clerks

2025/2026 Conference Committee Roster

Term: May 22, 2025 through May 20, 2026

PURPOSE:

To review and recommend conference education topics, speakers, sessions, and general session speakers; and work with staff in reviewing the overall conference design and how to improve upon existing formats.

2025/2026 Goals & Objectives

1. Evaluate and review the proposed educational sessions of the Annual Conference collaborating with IIMC's Education Department to ensure that the varying levels of education, experience, and job responsibilities of all IIMC members are being met. Forward any recommendations to the Education Department as needed.
2. Recommend Annual Conference education topics and presenters to the Education Department by July 1, 2025.
3. Work with the Executive Director to review future conference submissions and provide information to the Board of Directors.
4. Working with staff, review and revise the current Conference Planning Manual, ensuring it coincides with today's conference planning, fundraising and logistics.

Deadlines:

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|---------------------------|--|
| July 15, 2025 | Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee. |
| September 17, 2025 | File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting. |
| March 26, 2026 | File the final report with Headquarters for inclusion with the Annual Report. |

Shari A. Moore, MMC

Chair

City Clerk
City of Saint Paul
15 West Kellogg Blvd. #310
Saint Paul, MN 55102

Phone: (651) 266-8686

Fax: (651) 266-8574

Email: shari.moore@ci.stpaul.mn.us

Alicia Hidalgo, MMC

Vice Chair

City Clerk
City of Liberal
P.O. Box 2199
Liberal, KS 67901-2199

Phone: (620) 626-2204

Fax: (620) 626-0511

Email: alicia.hidalgo@cityofliberal.org

Elizabeth M. Adkisson, MMC

Member

Administrative Services Manager
City of Kirkland
123 5th Ave
Kirkland, WA 98033

Phone: (425) 587-3133

Fax:

Email: eadkisson@kirklandwa.gov

Katherine Cenicola, CMC

Member

Assistant City Secretary
City of Fort Worth
200 Texas St
Fort Worth, TX 76102-6314

Phone: (817) 392-6091

Fax:

Email: katherine.cenicola@fortworthtexas.gov

Cindy Foster Owens, MMC

Member

City Clerk
City of Cañon City
P.O. Box 1460
Cañon City, CO 81212

Phone: (719) 276-5242

Fax: (719) 269-9017

Email: clfoster@canoncity.org

Megan Hamilton, CMC

Member

Assistant City Clerk
City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337

Phone: (952) 895-4468

Fax: (952) 895-4444

Email: megan.hamilton@burnsvillemn.gov

2025/2026 Conference Committee Roster

Toya Harrell, CMC**Member**

Village Clerk
Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

Phone: (414) 847-2608

Fax: (414) 487-2606

Email: tharrell@shorewoodwi.gov

Mary J. Johnston, MMC**Member**

Retired Clerk of Council
From the City of Westerville
606 Daffodil Ct.
Summerville, SC 29486

Phone: (614) 282-7824

Fax:

Email: mjohnston1921@gmail.com

Kristal A. Jones, MMC**Member**

City Clerk / Finance Director
City of Laurel
P.O. Box 647
Laurel, MS 39441

Phone: (601) 428-6434

Fax: (601) 428-6415

Email: kristaljones@laurelms.com

Josie Morris**Member**

Town Clerk/Treasurer
Town of Broadus
P.O. Box 659
Broadus, MT 59317-0659

Phone: (406) 436-2409

Fax: (406) 436-2558

Email: townofbroadus@rangeweb.net

Catherine Nelson, MMC**Member**

Deputy City Recorder
City of Harrisburg
P.O. Box 378
Harrisburg, OR 97446-0378

Phone: (541) 995-6655

Fax: (541) 995-9244

Email: cnelson@ci.harrisburg.or.us

Tiffany O'Connell, MMC**Member**

Town Clerk
Town of Mt. Crested Butte
P.O. Box 5800
Mt. Crested Butte, CO 81225-5800

Phone: (970) 349-6632

Fax: (970) 349-6326

Email: toconnell@mtcb.colorado.gov

Paola Roland, CMC**Member**

Deputy Clerk
City of Durham
101 City Hall Plaza
Durham, NC 27701

Phone: (919) 560-4166 X 12264

Fax:

Email: paola.roland@durhamnc.gov

Penny Spears, MMC**Member**

City Clerk
City of Carthage
212 West Main Street
Carthage, MS 39051

Phone: (601) 267-8322

Fax: (601) 267-5955

Email: pspears@cityofcarthage.org

Lauren Stewart, MMC**Member**

City Accountant/Deputy City Clerk
City of Laurel
P.O. Box 647
Laurel, MS 39441-0647

Phone: (601) 428-6432

Fax: (601) 428-6415

Email: lstewart@laurelms.com

Dale Stiles, CMC**Member**

County Clerk
County of Catawba
25 Government Drive
Newton, NC 28658

Phone: (828) 465-8990

Fax:

Email: dstiles@catawbacountync.gov

2025/2026 Conference Committee Roster

Kellie R. Crowell, CMC**Board Liaison**

City Clerk/Treasurer

City of Ravenna

416 Grand Avenue

Ravenna, NE 68869-1324

Phone: (308) 452-3273**Fax:** (308) 452-3274**Email:** kcrowell@ravennanebraska.net**Mark Massey, CMC****Board Liaison**

Clerk of Council

City of Savannah

P.O. Box 1027

Savannah, GA 31402

Phone: (912) 651-6441**Fax:** (912) 651-4260**Email:** mmassey@savannahga.gov**Kathy J. Walker, MMC****Board Liaison**

City Clerk

City of Nicholasville

517 North Main Street

Nicholasville, KY 40356

Phone: (859) 885-1121**Fax:** (859) 881-0750**Email:** kathy.walker@nicholasville.org**Iris Hill****Staff Liaison**

Education Coordinator

IIMC

8331 Utica Avenue #200

Rancho Cucamonga, CA 91730

Phone: (909) 944-4162**Fax:** (909) 909-8545**Email:** iris@iimc.com**Karen Li Lee****Staff Liaison**

Communications Officer

IIMC

8331 Utica Avenue, #200

Rancho Cucamonga, CA 91730

Phone:**Fax:****Email:** Karen@iimc.com**Dr. Beatrice Rodriguez****Staff Liaison**

Director of Professional Development

IIMC

8331 Utica Avenue, #200

Rancho Cucamonga, CA 91730

Phone: (909) 944-4162**Fax:** (909) 944-8545**Email:** bea@iimc.com**Chris Shalby****Staff Liaison**

Executive Director

IIMC

8331 Utica Avenue, Ste. 200

Rancho Cucamonga, CA 91730

Phone: (909) 944-4162**Fax:** (909) 944-8545**Email:** chriss@iimc.com**Dr. Jaimis R. Ulrich, Ed.D.****Staff Liaison**

Associate Director of Professional Development

IIMC

8331 Utica Avenue #200

Rancho Cucamonga, CA 91730

Phone: (909) 944-4162**Fax:** (909) 944-8545**Email:** jaimis@iimc.com