



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING MINUTES
Thursday, December 21, 2017
Wyoming, DE

IN ATTENDANCE:

MEMBERS

Kelly Blanchies, City of Harrington*
Laura Connor, Town of Wyoming
Christine Crouch, City of Milford*
Alice Erickson, City of Lewes
Pam Haddick, Town of Wyoming
Valerie Heritage, Town of Smyrna
Kathy Phinney, Kent County

Diana Reed, Town of Elsmere*
Tara Schiano, City of Newark
Tracy Torbert, City of Seaford*
Ashley Walls, Town of Bridgeville

*Officers

CALL TO ORDER

President Torbert called the meeting to order at 11:41 a.m.

APPROVAL OF MEETING MINUTES FROM SEPTEMBER 21, 2017

Treasurer Reed moved to approve the meeting minutes of September 21, 2017, seconded by Pam Haddick and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Vice President Crouch moved to approve the Treasurer's Report dated December 19, 2017, seconded by Pam Haddick and unanimously carried.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Discussion of Website/Logo

President Torbert stated that Renee Bensley is working on the new logo and website.

Appointment of Committees

Committees were appointed as follows:

Education Committee

Kelly Blanchies, Chairman
Renee Bensley
Diana Reed

Clerk of the Year Committee

Valerie Heritage, Chairman
Kelly Blanchies
Kathy Phinney

Facebook Committee

Kelly Blanchies
Vikki Prettyman
Ann Womack

2017 Audit Committee

Renee Bensley, Chairman
Laura Connor
Valerie Heritage

Nomination Committee

Tara Schiano, Chairman
Laura Connor
Kathy Phinney

Website Committee

Renee Bensley, Chairman
Christine Crouch
Ann Womack

CMC Scholarship Committee

Diana Reed, Chairman
Alice Erickson
Tracy Torbert

2019 Region II Conference Committee

Christine Crouch, Chairman
Renee Bensley
Lara Connor
Pam Haddick
Valerie Heritage
Terri Hudson
Kathy Phinney
Diana Reed
Tracy Torbert

MMC Scholarship Committee

Kathy Phinney, Chairman
Alice Erickson
Tracy Torbert

President Torbert stated that Pam Haddick will be retiring from the Town of Wyoming in April.

President Torbert stated that Vice President Crouch is working on a new scholarship application.

Vice President Crouch recommended sending out the nomination information for Clerk of the Year near Clerks' Week. Secretary Blanchies suggested sending it out before Clerks' Week so that municipalities know about Clerks' Week as well.

Accept Nominations for Vice President and Secretary

President Torbert moved to nominate Renee Bensley for DMCA Vice President, seconded by Tara Schiano and unanimously carried.

Vice President Crouch moved to nominate Kelly Blanchies for DMCA Secretary, seconded by Kathy Phinney and unanimously carried.

Scheduling of next meeting & Location

The next meeting will be held March 15, 2018 in Smyrna.

COMMITTEE REPORTS

Conference Committee

Vice President Crouch stated that the DMCA would be hosting the IIMC Region II Conference in January of 2019. Hotel DuPont has been chosen as the location. Save-the-dates will be distributed at the 2018 Region II Conference. The theme will be emailed out to everyone. President Torbert stated that the deposit has been paid.

President Torbert stated that an email update from Doug Barber has been sent out by Vice President Crouch.

Treasurer Reed stated that the MMC classes are worth eleven points this year according to Fran Fletcher and registration opens in January.

ADJOURNMENT

Kathy Phinney moved for adjournment, seconded by Treasurer Reed and unanimously carried.

The meeting adjourned at 12:14 p.m.

Transcribed by:
Kelly Blanchies
Secretary, DMCA