



# Delaware Municipal Clerks Association

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DELAWARE MUNICIPAL CLERKS ASSOCIATION  
QUARTERLY BUSINESS MEETING MINUTES  
Thursday, March 15, 2018  
Smyrna, DE

IN ATTENDANCE:

MEMBERS

Matt Amerling, Town of Millville  
Kelly Blanchies, City of Harrington\*  
Laura Connor, Town of Wyoming  
Christine Crouch, City of Milford\*  
Joanne Dorey, Town of Millsboro  
Valerie Heritage, Town of Smyrna  
Terri Hudson, City of Milford  
Christine Letterman, Town of Clayton

Kathy Phinney, Kent County  
Diana Reed, City of Elsmere\*  
Tara Schiano, City of Newark  
Tracy Torbert, City of Seaford\*  
Ashley Walls, Town of Bridgeville  
Brian Whitaker, City of New Castle

\*Officers

CALL TO ORDER

President Torbert called the meeting to order at 1:49 p.m.

APPROVAL OF MEETING MINUTES OF DECEMBER 21, 2017

**Treasurer Reed moved for approval of the Quarterly Business Meeting minutes of December 21, 2017, seconded by Valerie Heritage and carried by majority.**

APPROVAL OF TREASURER'S REPORT

**Terri Hudson moved for approval of the Treasurer's Report dated March 8, 2018. The motion was seconded by Christine Letterman and carried by majority.**

COMMITTEE REPORTS

Education Committee Report

Parliamentary procedures was suggested as an education session topic.

UNFINISHED BUSINESS

New Logo

President Torbert stated that a new logo needs to be approved so it can be used for conference advertising.

[Logo options attached.]

**Treasurer Reed moved to approve option #3 with Delaware being straightened. The motion was seconded by Ashley Walls and unanimously carried.**

Website discussion

Discussion occurred regarding the package options from WordPress.com and the needs of the DMCA.

**Kathy Phinney moved to approve the Personal option for \$4 a month and upgrade as needed. The motion was seconded by Brian Whitaker and unanimously carried.**

NEW BUSINESS

Announce Scholarship Winners

President Torbert stated that Tara Schiano from the City of Newark was awarded the CMC scholarship and Kelly Blanchies from the City of Harrington was awarded the MMC scholarship.

Election of new officers

President Torbert stated that Renee Bensley has expressed interest in the Vice President position and Secretary Blanchies in serving a second term as Secretary.

**Valerie Heritage moved to approve Renee Bensley as Vice President and Kelly Blanchies as Secretary. The motion was seconded by Treasurer Reed and unanimously carried.**

IIMC Update

Vice President Crouch read an update from Region II Director Doug Barber.

Announcement of next meeting date and location

Vice President Crouch stated that the next meeting will be held June 21, 2018 and hosted by Kathy Phinney from Kent County.

ADJOURNMENT

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

The meeting adjourned.

Transcribed by:  
Kelly Blanchies  
Secretary, DMCA

Attachment: Logo options



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