



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, September 20, 2018

Milford, DE

IN ATTENDANCE:

MEMBERS:

Renee Bensley, City of Newark*
Kelly Blanchies, City of Harrington*
Christine Crouch, City of Milford*
Alice Erickson, City of Lewes
Valerie Heritage, Town of Smyrna
Ashleigh Hudson, Town of Dewey Beach

Terri Hudson, City of Milford
Christine Letterman, Town of Clayton
Diana Reed, Town of Elsmere
Tracy Torbert, City of Seaford
Virginia Weller, Town of Ellendale

*Officers

CALL TO ORDER

President Crouch called the meeting to order at 12:18 p.m.

APPROVAL OF MEETING MINUTES

Treasurer Reed moved to approve the Quarterly Business Meeting minutes of June 21, 2018. The motion was seconded by Valerie Heritage and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Vice President Bensley moved to approve the Treasurer's Report dated September 4, 2018. The motion was seconded by Tracy Torbert and unanimously carried.

COMMITTEE REPORTS

Clerk of the Year

Secretary Blanchies thanked the committee members and stated that eight great nominations were received. A mailing to mayors and an email was sent through the Delaware League of Local Governments and City Managers Association regarding nominations for clerk of the year and Municipal Clerks Week. Renee Bensley from the City of Newark was selected as the 2018 Clerk of the Year.

Education

Secretary Blanchies stated that the June education session was successful and certificates for points have been emailed to all those that returned an assessment. There are only fifteen registrants for the upcoming Athenian dialogue but that is enough to cover the cost of it. The October session

that was being scheduled with Robert Johnson is cancelled, but he may be instructing classes at the Region II Conference. Today's education session is by Barrett Edwards on ordinance writing.

Website

Treasurer Reed stated that the new website, demuniclerk.com, is up and running.

President Crouch asked about getting an email address. Treasurer Reed stated that she will check on a demuniclerk email address. Terri Hudson stated that DMCA had a Comcast email address previously.

President Crouch suggested more colors be added to the website.

2019 Region II Conference Update

President Crouch stated that good food is planned for the conference and that it will be held January 15-18, 2019 at the Hotel DuPont in Wilmington.

UNFINISHED BUSINESS

Approval of 2019 Budget

Vice President Bensley stated that the budget is mostly the same as last year and does not include education income.

Discussion occurred and the following changes were made to the budget:

- Delete the 50/50 raffle
- Add education income of one thousand five hundred dollars (\$1,500)
- Add education expenses of one thousand three hundred dollars (\$1,300)

Treasurer Reed moved to approve the 2019 budget as amended. The motion was seconded by Terri Hudson and unanimously carried.

Approval of 2017 Audit

Vice President Bensley stated that she has the materials and the committee is scheduled to meet on October 6, 2018.

NEW BUSINESS

Membership Status Approval/Pam Haddick

President Crouch stated that Pam Haddick has retired but would like to remain a member. The by-laws require a 2/3 vote for an honorary member.

Vice President Bensley moved to approve Pam Haddick as an honorary member. The motion was seconded by Valerie Heritage and unanimously carried.

Terri Hudson stated that a retired clerk from New Jersey would like to join the DMCA.

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- December 20, 2018 at Town of Elsmere
- March 21, 2019 at City of Lewes
- September 19, 2019 at City of Milford
- December 19, 2019 location to be determined

The Nomination Committee was selected as Tara Schiano, Tracy Torbert, and Terri Hudson.

ADJOURNMENT

Treasurer Reed moved to adjourn the meeting. The motion was seconded by Vice President Bensley and unanimously carried.

The meeting adjourned at 12:54 p.m.

Transcribed by:
Kelly Blanchies
Secretary, DMCA