



# Delaware Municipal Clerks Association

## DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, March 21, 2019

Dewey Beach, DE

### IN ATTENDANCE:

#### MEMBERS:

Matt Amerling, Town of Millville  
Kelly Blanchies, City of Harrington\*  
Starr Conaway, Town of Delmar  
Christine Crouch, City of Milford\*  
Joanne Dorey, Town of Millsboro  
Martha Hawkins, Town of Bethel  
Ashleigh Hudson, Town of Dewey Beach

Terri Hudson, City of Milford  
Diana Reed, Town of Elsmere  
Amanda Taylor, Town of Delmar  
Tracy Torbert, City of Seaford  
Ashley Walls, Town of Bridgeville

\*Officers

### CALL TO ORDER

President Crouch called the meeting to order at 12:40 p.m.

### APPROVAL OF MEETING MINUTES

**Tracy Torbert moved to approve the Quarterly Business Meeting minutes of December 20, 2018. The motion was seconded by Treasurer Reed and unanimously carried.**

### APPROVAL OF TREASURER'S REPORT

Treasurer Reed stated that DMCA is up to about forty (40) members and reviewed the income and expenses from the 2019 Region II Conference.

**Terri Hudson moved to approve the Treasurer's Report dated March 6, 2019. The motion was seconded by Tracy Torbert and unanimously carried.**

### COMMITTEE REPORTS

#### Audit

Treasurer Reed stated that the expenses are high because of the Hotel DuPont reservation for the conference.

**Terri Hudson moved to approve the 2017 audit. The motion was seconded by Tracy Torbert and unanimously carried.**

### Clerk of the Year

No update.

### Education

Treasurer Reed stated that archiving and records storage were popular topics that members selected on their applications.

President Crouch stated that Institute Director Fran Fletcher is retiring. Shawn O'Neill is taking over the institute and has a background in planning. Pass along any ideas for yearly classes.

Discussion occurred regarding a gift for Ms. Fletcher.

Discussion occurred regarding Board of Adjustment minutes.

### Nomination

Tracy Torbert stated that one nomination was received for the treasurer position, Diana Reed.

### Scholarship (CMC)

Treasurer Reed stated that no scholarship applications were received.

### Scholarship (MMC)

Secretary Blanchies stated that the MMC scholarship was awarded to Diana Reed. Only one scholarship application was received.

### Website/Social Media

Ashley Walls stated that she will be added to the Facebook account.

## UNFINISHED BUSINESS

### 2017 Audit Approval

Approved under Audit Committee Report above.

## NEW BUSINESS

### Annual Election

Discussion occurred regarding DMCA by-laws related to elections. No election was held since Diana Reed was the only candidate for treasurer.

### House Bills 38 and 39 (Early Voting and Election Day Registration)

President Crouch stated that there is concern as to if these bills would apply to municipal elections. Terri Hudson stated that she believes that it only applies to the State of Delaware and City of Wilmington; it would have to reference Chapter 75 to apply to towns.

### 2018 Audit

Treasurer Reed presented the materials to be audited to the committee.

### Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- June 20, 2019 at City of Lewes
- September 19, 2019 at City of Milford
- December 19, 2019 at Town of Bridgeville
- March 19, 2020 – Martha Hawkins offered to host at the Town of Bethel
- June 18, 2020 location to be determined

### ADJOURNMENT

The meeting adjourned at 1:48 p.m.

Transcribed by:  
Kelly Blanchies  
Secretary, DMCA