



# The Clerk Connection

Delaware Municipal Clerks Association

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MAY 2019

## President's Message

*Christine Crouch, CMC*

**Happy Municipal Clerks Week!** May 5-11 is the 50<sup>th</sup> Anniversary of Municipal Clerks Week and I truly hope everyone is receiving a Proclamation from their Mayor and Council. Heaven knows you all deserve so much more than that!

May marks **Fran Fletcher's** retirement from the University of Delaware, Institute for Public Administration. Those of you who have had the pleasure of working with Fran know the loss DMCA will feel with her exit. We have not yet heard who her replacement will be, but I will keep everyone posted as I learn more.

Congratulations goes out **Kathy Phinney** (Kent County Levy Court) on earning her CMC!! Kathy has been laser focused on getting those points and it's finally paid off!

Special thanks to **Ashleigh Hudson** (Dewey Beach) for hosting the March quarterly meeting. Not only did we discuss topics such as Board of Adjustment findings and pending legislation, we left with a gift! Check out the DMCA Facebook page for the details!

Mark your calendar for our **Annual Organizational Meeting** to be held June 20 in Lewes. More details to follow!

Nominations for **Clerk of the Year** will be sent to Mayors, Councils, and City Managers in the coming weeks. Submissions are due August 15 and the recipient will be announced at the September Delaware League of Local Government (DLLG) meeting in Dover as well as via a press release.

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# Looking Ahead

## IIMC International Conference

*Birmingham, Alabama*

Athenian Dialogues and Academy Sessions (extra points!) will be held on Saturday, May 18 and Sunday, May 19.

The Welcome Party is scheduled for Sunday, May 19 and then its classes, classes, classes!

Plan on attending the All Conference Event on Monday, May 20 too!

The Region II Dinner is Tuesday, May 21 at Texas de Brazil. Director Diane Pflugfelder needs your RSVP back by May 3. Check your email for more information on this event.

We will end the conference with the Annual Reception and Banquet on Wednesday, May 22.

See everyone in Alabama!

Be sure to review the [preliminary program](#) for more information.



*Know something you want to see in a future newsletter? Speak up!*

*Have a tip that might help others? Speak up!*

*All suggestions, questions, tips, ideas welcome. Send to [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov)*

## Where do your IIMC membership dues go?

Part of them goes to the [IIMC Foundation](#), which was created to raise funds for IIMC. IIMC uses these funds to promote, train and educate Municipal Clerks. The 2018 Annual Report has been issued and in just the first four pages you will get a good sense of where portions of your dues are spent. Please be sure to check out the Report.

Scholarships funded include assisting with Delaware's [annual Institute \(UD/IPA\)](#) and for attending the annual [International Conference](#). Be sure to apply for these scholarships!!



## On Point

### Work / Life Balance

We've all heard the term, but do we understand it? It's defined as the balance that an individual **needs** between time allocated for work and other aspects of life.

Examples of "other aspects of life" include personal interests, family, and social or leisure activities.

Anyone else been working more hours than usual lately? Seems as though we continue to be asked to do more with less – a Clerk specialty! It's important to strive for balance to keep our minds and bodies healthy.

Take a minute and read [this article](#) on the health risks involved in working late. And maybe print the next page to keep as a reminder as well.

*Namaste, my friends.*

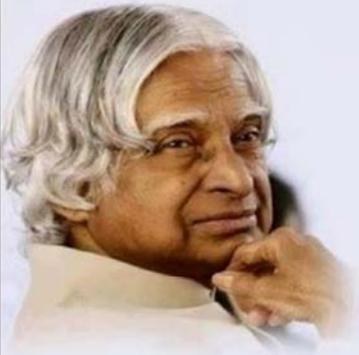


### Mentor Program

If you have 15+ years of experience in your current position and are willing to mentor a DMCA member with less than 5 years of experience, please reach out to an officer and let them know.

We currently have members whom have expressed an interest in a mentorship.

# News to Know



**Love your job but don't love your company, because you may not know when your company stops loving you.**

Dr. APJ Abdul Kalam

## ALWAYS LEAVE OFFICE ON TIME

1. Work is a **never-ending process**. It can never be completed.
2. Interest of a client is important, **so is your family**.
3. If you fall in your life, neither your boss nor client will offer you a helping hand; **your family and friends will**.
4. Life is not only about work, office and client. **There is more to life**. You need time to socialize, entertain, relax and exercise. **Don't let life be meaningless**.
5. A person who stays late at the office **is not a hardworking person**. instead he/she is a fool who does not know how to manage work within the stipulated time. He/She is inefficient and incompetent in his work.
6. You did not study hard and struggle in life to become a **machine**.
7. If your boss forces you to work late, **he/she may be ineffective and have a meaningless life too**; so forward this to him/her.

### Leaving Office on Time =

- Efficient
- Good Social Life
- Quality Family Life

### Leaving Office Late =

- Inefficient & Incompetent
- No Social Life
- Less Family Life

Published for Clerks by Clerks!

If you have any great news to share, pictures to add or ideas for articles for the next edition, be sure to email them to Christine Crouch, City of Milford, [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov).

See a correction in the newsletter? Please contact Christine Crouch, City of Milford, [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov).

## SAVE THE DATE

05/19/19-05/22/19 IIMC International Conference @ Birmingham, AL

06/20/19 DMCA Annual Organizational Meeting @ Lewes, 12:00 noon

09/19/19 DMCA Quarterly Meeting @ Milford, Time TBD

12/19/19 DMCA Quarterly Meeting @ Bridgeville, Time TBD

03/19/20 DMCA Quarterly Meeting @ Bethel, Time TBD

06/18/20 DMCA Annual Organizational Meeting @ **LOCATION**, Time TBD

09/17/20 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

12/17/20 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

**Interested in hosting a quarterly meeting?**

Contact Christine Crouch at [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov) and let her know!

# Officers and Committees

## Executive Committee:

- President** [Christine Crouch](#), CMC  
Deputy City Clerk, Milford
- Vice President** [Renee Bensley](#), CMC  
City Clerk, Newark
- Treasurer** [Diana Reed](#), CMC  
Administrative Assistant to the Town Manager, Elsmere
- Secretary** [Kelly Blanchies](#), CMC  
Clerk of Council, Harrington
- Past President** [Tracy Torbert](#), CMC  
Executive Secretary, Seaford

## DMCA Committees:

- Audit Committee
- Clerk of the Year Committee
- Education Committee
- Nomination Committee
- Scholarship (CMC) Committee
- Scholarship (MMC) Committee
- Website/Facebook Committee

## Mission and Purpose

The purpose of this organization shall be to promote professional development through continuing education and networking opportunities of its members to use their abilities, talents and strengths in the proficient and effective delivery of local government services; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks (IIMC), and by:

- Promoting cooperation among Municipals through the DMCA, through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others; and
- Cultivating and promoting a better understanding of the functions and responsibilities of the clerk;
- Gathering and disseminating information to improve the procedures and professional image of the clerk;
- Offering professional development opportunities for clerks;
- Promoting periodic conferences or meetings of Municipal Clerks through the DMCA and IIMC for discussion of problems, and by research to find solutions for same.