



# The Clerk Connection

Delaware Municipal Clerks Association

[demuniclerks.com](http://demuniclerks.com)

[@delawaremunicipalclerks](https://twitter.com/delawaremunicipalclerks)

NOVEMBER 2019

## President's Message

*Christine Crouch, MMC*

In case you were unable to attend the September Delaware League of Local Governments annual dinner, here is a photo of *Ashleigh Hudson of Dewey Beach* receiving her **Clerk of the Year** award! *Congrats Ashleigh!*



For those in attendance, it was definitely noted this year's **Manager of the Year**, **Kristy Rogers of Milton**, is their former Clerk and received Clerk of the Year years ago.

It's inspiring to see Clerks being recognized for the important work we do day in and day out. It's easy to overlook significant work we do because we make it look effortless. And it's also exciting to see Clerks being promoted within their organizations as well.

## Inside This Issue

President's Message	1
2020 Clerks Institute	2
12/19/19 DMCA Meeting	3
Scholarship Info	3
2020 Reg II Conference	4
2020 IIMC Conference	4
Reg II Directors	4
Save the Date	4
Officers & Committees	5
Mission and Purpose	5



# Looking Ahead

## 2020 Delaware Municipal Clerks Institute

The 2020 program will take place in March and April. Please save the following dates:

- Friday, March 6
- Friday, March 13
- Thursday, March 26
- Friday, April 3
- Thursday, April 9
- Friday, April 24
- Friday, May 1 (*this is the make-up date in case of inclement weather*)

In January, registration will launch and a tentative agenda will be announced.

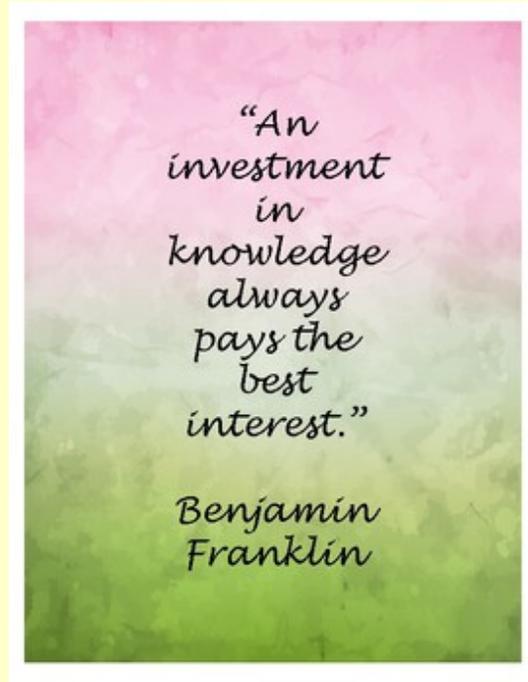
**Beginning in 2021, the Institute will take place in the September and October.**

*IIMC Guidelines: An Institute program is a program that is solely provided by the Institute Director and encompasses both the CMC and MMC programs. This means that after the Institute Director has collaborated with the State/Provincial/ National Education Committee regarding possible topics and speakers, he/she is responsible for all aspects of the Institute program (selection of topics and speakers, contracts, fees, etc.). Course review is not required for Institute programs.*

*IIMC Approved Institute will offer two educational programs:*

1. *The Certified Municipal Clerk (CMC) Designation Program*
2. *The Master Municipal Clerk (MMC) Designation Program*

*The Education Guidelines envision an educational program consisting of 120 contact hours (60 points) for the fulfillment of the educational requirements for the CMC designation, and an educational program consisting of 60 points for the fulfillment of the educational requirements of the MMC designation. All IIMC educational programs are taught at the university level.*



**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)**

# On Point

## December 19 Quarterly Meeting

December's Quarterly Meeting is one you won't want to miss!

Prior to the business meeting, the **Department of Elections** will be speaking with us and demonstrating the new Election Machines. Representatives from each County will be in attendance.



DMCA members will also receive **certificates** for the 2019 committee work they volunteered for. Be sure to hang onto these because you will need them when submitting for CMC/MMC certification.

In addition, members will volunteer for **2020 committees**. Serving on a committee, or better yet- *Chairing* a committee, earns you easy points toward your CMC or MMC certification. Most committees conduct business via email or phone calls, so it couldn't be easier!



Lastly, it's the **Christmas Party!** Those interested in participating in the white elephant gift exchange should bring a wrapped gift in the \$25 price range.

**RULES:** Each participant supplies one wrapped gift. The gifts are placed in a central location, and participants draw numbers from a "hat" to determine in which order they will take turns selecting the gifts. The first person opens a wrapped gift, and the turn ends. On subsequent turns, each person has the choice to either unwrap a new present or to "steal" another's. When a person's gift is stolen, that person can either choose another wrapped gift to open or can steal from another player. To avoid never-ending circles, each gift can only be stolen **THREE TIMES TOTAL**. The game is over when everyone has a present.

## SCHOLARSHIP APPLICATION PERIOD IS OPEN!

IIMC is accepting scholarship applications until 03/01/20 for the 2021 Municipal Clerks Institute (CMC/MMC Scholarship)!

### More Info And To Apply:

<https://www.iimcfoundation.com/general/page/cmcmmc-scholarships>

IIMC is accepting scholarship applications until 02/12/20 for the 2020 IIMC International Conference!

### More Info And To Apply:

<https://www.iimcfoundation.com/general/page/iimc-annual-conference-grants>

# News to Know

## 2020 IIMC Region II Conference

Today's Vision, Tomorrow's Reality

January 28-31, 2020

Resorts Casino Hotel, Atlantic City, NJ - A room block of rooms has been reserved at the discounted rate of \$49.00 per night plus tax and fees.

The schedule will begin on Tuesday, January 28 with an Athenian Dialogue and continue with education sessions on Wednesday through Friday.

Registration documents to be published in November!

Mark your calendars now for the **2020 IIMC International Conference** to be held in St. Louis Missouri from May 17 through 20! More info to follow.

Have you been staying up to date with our **Region II Directors**? With the changes made to the IIMC website, you may need the new link: <https://www.iimc.com/95/Region-II>

Be sure to join "IIMC Region 2" on Facebook too!



### 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

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 @ Newark, Time TBD

09/17/20 DMCA Quarterly Meeting @ Smyrna, 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](#), MMC

Deputy City Clerk, Milford

**Vice President** [Renee Bensley](#), CMC

City Clerk, Newark

**Treasurer** [Diana Reed](#), MMC

Town Clerk, 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

Nominating Committee

Scholarship Committee

Web Development 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:

- a. 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
- b. Cultivating and promoting a better understanding of the functions and responsibilities of the clerk;
- c. Gathering and disseminating information to improve the procedures and professional image of the clerk;
- d. Offering professional development opportunities for clerks;
- e. 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.