



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, September 19, 2019
Milford, DE

IN ATTENDANCE:

MEMBERS:

Matt Amerling, Town of Millville
Renee Bensley, City of Newark*
Kelly Blanchies, City of Harrington*
Laura Connor, Town of Wyoming
Christine Crouch, City of Milford*
Alice Erickson, City of Lewes
Valerie Heritage, Town of Smyrna
Terri Hudson, City of Milford
Leann Moore, University of Delaware
Jill Oliver, Town of Ocean View

Kathy Phinney, Kent County Levy Court
Diana Reed, Town of Elsmere*
Donna Schwartz, Town of Ocean View
Linda Sommerman, Town of Elsmere
Lorraine Tanaka, Kent County Levy Court
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 12:05 p.m.

APPROVAL OF MEETING MINUTES

Valerie Heritage moved to approve the Quarterly Business Meeting minutes of June 20, 2019. The motion was seconded by Terri Hudson and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Tracey Torbert moved to approve the Treasurer's Report dated September 12, 2019. The motion was seconded by Terri Hudson and unanimously carried.

COMMITTEE REPORTS

Audit

There was no report.

Clerk of the Year

Terri Hudson stated that the Clerk of the Year has been selected and will be announced at the Delaware League of Local Governments' meeting.

Education

Secretary Blanchies stated that an Athenian dialogue is scheduled for November 16, 2019.

President Crouch stated that the Department of Elections will bring the new voting machine to the December meeting.

Nomination

Vice President Bensley nominated Secretary Blanchies for Vice President.

Treasurer Reed nominated Ashley Walls for Secretary.

Scholarship (CMC) and (MMC)

Secretary Blanchies stated that Treasurer Reed was the only applicant for the MMC scholarship.

Discussion occurred regarding offering a scholarship to attend an international or Region II conference.

Terri Hudson moved to combine the CMC and MMC scholarship and allot one thousand dollars (\$1,000) for a conference scholarship annually. The motion was seconded by Valerie Heritage and unanimously carried.

Secretary Blanchies suggested evaluating the criteria at the next meeting.

The meeting recessed at 12:30 p.m.

President Crouch called the meeting back to order at 12:58 p.m.

Website

Ashley Walls stated that posting is being done as needed.

UNFINISHED BUSINESS

Bylaws Amendments

President Crouch stated that an amendment to the membership section is needed for retired clerks moving to Delaware and asked if an indemnification clause should be added.

Tracy Torbert moved to approve the bylaws amendments as presented. The motion was seconded by Treasurer Reed. The motion was withdrawn.

Kathy Phinney asked about the terms for officers.

Kathy Phinney moved to amend Article V, Section 2 to limit terms to two consecutive terms as discussed. The motion was seconded by Treasurer Reed and was unanimously carried.

Discussion occurred regarding the fees for different membership types.

Vice President Bensley moved to set membership fees as thirty-five dollars (\$35) for Full Members (\$30 to the general fund and \$5 to the education fund), twenty-five dollars (\$25) for Associate Members (to the general fund), and no fee for Honorary Members. The motion was seconded by Amanda Taylor and carried unanimously.

Treasurer Reed moved to approve the bylaw amendments as amended. The motion was seconded by Valerie Heritage and carried unanimously.

NEW BUSINESS

Region II Director's Agreement

President Crouch stated that there is no update on the agreement.

DE Pins

President Crouch stated that she will email out the choices for new pins.

UD/IPA Institute Director

President Crouch introduced Leann Moore as the new Institute Director.

Leann Moore stated that this coming year the institute will be six Fridays in the Spring and that it will be in the Fall in 2021. She stated that she is looking for feedback on days and locations and suggestions for topics and speakers.

Membership Renewal

President Crouch stated that membership renewals will be sent out in November.

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- December 19, 2019 at Town of Bridgeville
- March 19, 2020 at Town of Bethel
- June 18, 2020 at City of Newark
- September 17, 2019 at Town of Smyrna

ADJOURNMENT

Treasurer Reed moved to adjourn the meeting. The motion was seconded by Valerie Heritage and unanimously carried.

The meeting adjourned at 1:23 p.m.

Transcribed by:
Kelly Blanchies
Secretary, DMCA