



# Delaware Municipal Clerks Association

## DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, June 20, 2019

Lewes, DE

### IN ATTENDANCE:

#### MEMBERS:

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

Jill Oliver, Town of Ocean View  
Donna Schwartz, Town of Ocean View  
Linda Sommerman, 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 12:29 p.m.

### APPROVAL OF MEETING MINUTES

**Tracy Torbert moved to approve the Quarterly Business Meeting minutes of March 21, 2019. The motion was seconded by Terri Hudson and unanimously carried.**

### APPROVAL OF TREASURER'S REPORT

**Valerie Heritage moved to approve the Treasurer's Report dated June 13, 2019. The motion was seconded by Martha Hawkins and unanimously carried.**

### COMMITTEE REPORTS

#### Audit

The 2018 audit was presented later in the meeting.

#### Clerk of the Year

Terri Hudson stated that a letter was sent out for nominations. The award is from the Delaware League of Local Governments (DLLG), not DMCA.

### Education

President Crouch stated that Treasurer Reed has asked to be removed as chairman of the Education Committee due to a busy schedule. Secretary Blanchies volunteered to serve as chairman. Ashley Walls volunteered to serve on the committee.

### Nomination

No update.

### Scholarship (CMC)

No update.

### Scholarship (MMC)

President Crouch stated that scholarship winner, Treasurer Reed, has been reimbursed.

### Website/Social Media

Ashley Walls stated that she has been added to the website and has been updating it.

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

#### Presentation/Approval of 2018 Audit

Valerie Heritage stated that the Audit Committee met and compared the bank statements, check book register, and treasurer's report.

**Ashley Walls moved to approve the 2018 audit. The motion was seconded by Tracy Torbert and unanimously carried.**

#### Presentation/Approval of FY20 Budget

Vice President Bensley reviewed the proposed budget. Discussion occurred regarding taking money for scholarships from the Region II Conference Fund since it has a large balance.

**Tracy Torbert moved to approve the Fiscal Year 2020 Budget as amended. The motion was seconded by Ashley Walls and unanimously carried.**

#### Bylaws Amendments

President Crouch stated that the bylaws need to be reviewed regarding elections and honorary members.

Discussion occurred regarding allowing retired clerks from out of state to join the DMCA as honorary members.

Secretary Blanchies suggested sending the bylaws to the whole membership for comment.

President's Updates from International Conference

President Crouch stated that there are not many DMCA pins remaining and that she will send out an email requesting design ideas.

Terri Hudson stated that Region II is going to do what other regions do and rotate directors by state. Discussion occurred regarding the proposed Region II Director Agreement.

President Crouch stated that the next Region II Conference will be in Atlantic City, New Jersey on January 27, 2020.

President International Conference Attendance Reimbursement

President Crouch stated that she spent three thousand one hundred forty-one dollars and fifty-seven cents (\$3,141.57) on the conference and has submitted for a reimbursement of one thousand two hundred dollars (\$1,200) from DMCA.

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

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

ADJOURNMENT

**Tracy Torbert moved to adjourn the meeting. The motion was seconded by Terri Hudson and unanimously carried.**

The meeting adjourned at 1:42 p.m.

Transcribed by:  
Kelly Blanchies  
Secretary, DMCA