



## Delaware Municipal Clerks Association

### DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, December 19, 2019  
Bridgeville, 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\*  
Martha Hawkins, Town of Bethel  
Valerie Heritage, Town of Smyrna  
Terri Hudson, City of Milford

Kathy Phinney, Kent County Levy Court  
Tara Schiano, City of Newark  
Amanda Taylor, Town of Delmar  
Tracy Torbert, City of Seaford\*  
Ashley Walls, Town of Bridgeville  
Brian Whitaker, City of New Castle

\*Officers

#### CALL TO ORDER

President Crouch called the meeting to order at 12:22 p.m.

#### APPROVAL OF MEETING MINUTES

**Past President Torbert moved to approve the Quarterly Business Meeting minutes of September 19, 2019. The motion was seconded by Valerie Heritage and unanimously carried.**

#### APPROVAL OF TREASURER'S REPORT

**Vice President Bensley moved to approve the Treasurer's Report dated December 17, 2019. The motion was seconded by Valerie Heritage and unanimously carried.**

#### COMMITTEE REPORTS

##### Audit

There was no update.

##### Education

Secretary Blanchies stated that an Athenian dialogue was held in November and that attendance was low.

Discussion occurred regarding offering educational opportunities.

### Nominating

Past President Torbert stated that one nomination was received for Ashley Walls for the position of Secretary, and the support letter from her town was received. One nomination was received for Kelly Blanchies for the position of Vice President, and the support letter from her town was received.

### Website

Ashley Walls stated that updates are being made as needed.

### UNFINISHED BUSINESS

#### Delaware Pins

President Crouch displayed the pin design that was selected via email by the members.

Discussion occurred regarding how many pins to order.

**Past President Torbert moved to order 1,000 pins. The motion was seconded by Martha Hawkins and unanimously carried.**

### NEW BUSINESS

#### Joint Scholarship and Clerk of the Year Committees Report

Past President Torbert stated that a phone conference was held and the 2018 and 2019 applications for scholarships and clerk of the year were compared. For scholarships, it was determined that the applications should go to the committee chair and that there should not be an essay required. For clerk of the year, the applications should be sent to the committee chair, DMCA membership and conference attendance should not be required, and the nomination should be open ended rather than specific questions.

#### Bylaws Amendment

President Crouch recommended combining various scholarship standing committees to one scholarship committee.

**Past President Torbert moved to amend the bylaws as presented. The motion was seconded by Valerie Heritage and unanimously carried.**

#### Amended 2020 Budget

**Vice President Bensley moved to amend the budget to distribute dues as \$30 to the General Fund and \$5 to the Education Fund and to pay scholarships from the Region II Conference Fund. The motion was seconded by Past President Torbert and unanimously carried.**

#### Presentation of Certificates for Committee Membership

Secretary Blanchies stated that she will email the committee certificates.

Annual Committee Assignments

Audit

Valerie Heritage, Chairman  
Kelly Blanchies  
Laura Connor

Nomination

Tracy Torbert, Chairman  
Valerie Heritage  
Amanda Taylor

Clerk of the Year

Ashley Walls, Chairman  
Terri Hudson  
Kathy Phinney

Scholarship

Tara Schiano, Chairman  
Ashley Walls  
Brian Whitaker

Education

Molly Daisey, Chairman  
Ashley Walls  
Brian Whitaker

Website/Social Media

Ashley Walls, Chairman  
Laura Connor  
Brian Whitaker

Nomination for Officers

**Terri Hudson moved to close nominations. The motion was seconded by Past President Torbert and unanimously carried.**

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

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

ADJOURNMENT

**Past President Torbert moved to adjourn the meeting. The motion was seconded by Kathy Phinney and unanimously carried.**

The meeting adjourned at 1:06 p.m.

Transcribed by:

Kelly Blanchies  
Secretary, DMCA