



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, September 17, 2020
Electronic-Go to Meet

IN ATTENDANCE:

MEMBERS:

Renee Bensley, City of Newark*
Kelly Blanchies, City of Harrington*
Ashley Walls, Town of Bridgeville*
Diana Reed, Town of Elsmere*
Christine Crouch, City of Milford*
Valerie Heritage, Town of Smyrna
Terri Hudson, City of Milford

Tara Schiano, City of Newark
Tracy Torbert, City of Seaford
Stephanie Coulbourne, Town of Milton
Joanne Dorey, Town of Millsboro
Roseann Lamar, Town of Wyoming
*Officers

CALL TO ORDER

President Bensley called the meeting to order at 12:19 p.m.

APPROVAL OF MEETING MINUTES

Treasurer Reed moved to approve the Quarterly Business Meeting minutes of June 18, 2020 with additions. 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 September 14, 2020. The motion was seconded by Tracy Torbert and unanimously carried.

COMMITTEE REPORTS

Audit

No Update

Clerk of the Year

Ashley stated that Tracy Torbert is Clerk of the Year. President Bensley stated that the award will be presented in November.

Education

No Update. President Bensley stated that the Spring 2020 Institute that was postponed has restarted virtually.

Nominating

President Bensley stated that Nominations will be opened up in December for March's Meeting for Treasurer. President Bensley stated that they will be looking at the bylaws to see if Diana can hold the position again.

Scholarship

Tara Schiano stated that they had issued an issue getting the Committee together, Covid happened and then they realized that one of the applications was for a Committee member. Tara asked for volunteers to review the applications. Christine Crouch & Tracy Torbert volunteered to be on the Committee.

Website

Ashley Walls stated that she is keeping the website & Facebook up to date.

UNFINISHED BUSINESS

2019 Audit Results

President Bensley stated that they do not have the results yet.

Scholarship Recipients

President Bensley stated that they do not have these yet.

NEW BUSINESS

Membership Renewal

President Bensley recommended that they do not change anything with dues this year due to Covid. Diana requested that they be mailed to her house because she will be on Maternity leave.

Municipal Clerk Education Opportunities

President Bensley stated that there are a lot of virtual education going on through IIMC. She also stated that there is a \$100 Scholarship through IIMC for Virtual Education.

Region II Update

Terri Hudson stated that there are several virtual education opportunities and asked everyone to make sure they are signed up for the E-Briefing through IIMC. Terri stated that they are working with the Pennsylvania Clerks to work with IIMC to recreate their Pennsylvania institute. President Bensley stated that she saw the Delaware Institute listed on the IIMC's Calendar that they send out in their newsletter but that they haven't been featured as an individual group. Terri stated that the IIMC Board Meeting is on hold due to Covid. Terri discussed education and institute opportunities. Terri stated that a survey was sent out regarding Grand Rapids in 2021 and based on the results is whether it will be a virtual conference or not.

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- December 17, 2020 - Rehoboth Beach
- March 18, 2021 - TBD
- June 17, 2021 - TBD
- September 16, 2021 – TBD

Diana stated that in the bylaws it says that the Treasurer is elected every odd number year for two years but there is no term limit for the Treasurer or Secretary positions. Diana stated that she is interested in the position for another term but she just has to check with her work.

ADJOURNMENT

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

The meeting adjourned at 12:43 p.m.

Transcribed by:
Ashley Walls
Secretary, DMCA