



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, December 17, 2020
Electronic-Go to Meet

IN ATTENDANCE:

MEMBERS:

Renee Bensley, City of Newark*

Diana Reed, Town of Elsmere*

Ashley Walls, Town of Bridgeville*

Valerie Heritage, Town of Smyrna

Tracy Torbert- City of Seaford

Tara Schiano, City of Newark

Kathy Phinney-Kent County

Roseann Lamar, Town of Wyoming

*Officers

CALL TO ORDER

President Bensley called the meeting to order at 12:03 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 Valarie Heritage and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Ashley Walls moved to approve the Treasurer's Report. The motion was seconded by Valarie Heritage and unanimously carried.

COMMITTEE REPORTS

Audit

President Bensley stated that this Committee is on hold until Diana comes back from maternity leave.

Clerk of the Year

No update.

Education

No Update.

Nominating

Tracy stated that they received a letter of support from Valarie on December 11 for the position of Treasurer. Tracy stated that the positions of Vice President & Treasurer will be up for vote in March. Tracy stated that the Nominating committee accepts Valarie's letter of support. President Bensley stated that they will open up the floor for notations under New Business.

Scholarship

Tara Schiano stated that she needs to send out the email regarding the winner of the scholarship and that her and Tracy are fine doing it, just the two of them.

Website

Ashley Walls stated that she did start a DMCA group on Facebook for members to ask questions and/or conversate.

UNFINISHED BUSINESS

2019 Audit Results

President Bensley stated that they have talked about this item already.

Scholarship Recipients

President Bensley stated that they have talked about this item already.

Membership Renewal

President Bensley recommended that the cover letter was originally printed with the five officers at the time and needs to be reprinted.

NEW BUSINESS

Officer Vacancies – Past President and Vice President

President Bensley stated that there are two officer vacancies currently, Past President and Vice President. President Bensley stated that the current officers would like to ask Tracy to be Past President for the remainder of the year as she is the Past President prior to Christine and that Tracy has agreed. President Bensley stated that in regards to the Vice President position, since it is election season, it is being opened up to the membership for nominations.

Nominations

President Bensley stated that there is one nomination submitted for Treasurer and opened up the floor for members to volunteer to be nominated. There were none and nominations were closed. President Bensley opened up the floor for members to volunteer to be nominated for Vice President. Diana stated that she will be submitting a letter in January for the position of Vice President. Nominations were closed.

2021 Committee Appointments – Audit, Clerk of the Year, Education, Nominating, Scholarship, Web Development

President Bensley suggested that these Committee appointments be tabled until the March meeting. The members agreed with this idea.

2021 Membership Drive

President Bensley stated that there has been a decline of members and membership participation. President Bensley stated that in addition to the normal membership renewal to do a membership

drive in 2021. Tracy volunteered to organize the membership drive and be the point person for questions.

Municipal Clerk Education and Scholarship Opportunities

President Bensley stated that she will be sending out information for New Jersey's Athenian Dialogs and that they are opening it up first to Region II members. President Bensley stated that members going for their CMC or MMC can earn points from Athenian Dialogs. President Bensley stated that IIMC has been doing a series of webinars with information about getting your CMC or MMC. President Bensley stated that they are still taking applications for the Conference scholarship and the Institute scholarship through the IIMC.

Region II Update

President Bensley stated that Terri couldn't make the meeting, but she did want everyone to know that the January Region II Conference in Virginia has been cancelled. President Bensley stated that they tried to make it virtual but were unsuccessful. President Bensley stated that the National Conference in Grand Rapids is still planned at this point.

Region II Conference Update

President Bensley stated that the Region II Conference has been cancelled.

Scheduling of Upcoming Meetings

President Bensley discussed meetings after March and after Covid, possibly alternating virtual meetings and in person meetings.

Upcoming meetings are scheduled as follows:

- March 18, 2021 –Virtual
- June 17, 2021 - TBD
- September 16, 2021 –Virtual
- December 16, 2021- TBD

ADJOURNMENT

The meeting adjourned at 12:30 p.m.

Transcribed by:
Ashley Walls
Secretary, DMCA