



# Delaware Municipal Clerks Association

## DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

Thursday, June 24, 2021

George C. Wright Jr. Municipal Park  
502 N. Main Street., Smyrna, DE 19977

### IN ATTENDANCE:

#### MEMBERS:

Renee Bensley, City of Newark\*

Diana Reed, Town of Elsmere\*

Valerie Heritage, Town of Smyrna\*

Ashley Walls, Town of Bridgeville\*

Terri Hudson, City of Milford

Kathy Phinney, Kent County Levy Court

Christine Letterman, Town of Clayton

Tara Schiano, City of Newark

Katrina White, City of Milford

Kim Layton, Town of Delmar

\*Officer

### CALL TO ORDER

President Bensley called the meeting to order at 12:55 p.m.

### APPROVAL OF MEETING MINUTES

**Diana Reed moved to approve the Quarterly Business Meeting minutes of March 18, 2021. The motion was seconded by Valerie Heritage and unanimously carried.**

### APPROVAL OF TREASURER'S REPORT

**Christine Letterman moved to approve the Treasurer's Report. The motion was seconded by Kathy Phinney and unanimously carried.**

### COMMITTEE REPORTS

#### Audit

No new update.

#### Clerk of the Year

No new update.

#### Education

No new update.

#### Nominating

No new update.

#### Scholarship

President Bensley stated that the deadline is August 15<sup>th</sup>.

### Web Development

No new update.

### UNFINISHED BUSINESS

#### 2019-2020 Audit Review & Approval

**Terri Hudson moved to approve the 2019-2020 Audit. The motion was seconded by Kathy Phinney and unanimously carried.**

#### Membership Renewal Update

There are 31 Full Members and 3 Associate Members. There are 13 CMC's and 3 MMC's

#### 2021 Membership Drive

President Bensley discussed ideas such as sending out post cards to potential members and Kim stated that she would help.

#### HB 146 Status Update

Terri Hudson discussed that she wrote a letter to Representative Shupe regarding the HB 146-State Voter Registration but did not get a response. Terri also stated that this had been removed from the House reading agenda.

#### Potential DMCA Hosted Athenian Dialogue

President Bensley discussed the DMCA hosting a virtual Athenian Dialogue and the new guidelines with the members.

### NEW BUSINESS

#### 2021 Municipal Clerks Institute Update and DMCA Scholarship

President Bensley stated that the Fall 2021 Municipal Clerks Institute will be held September 10-October 29, virtually. President Bensley and the members discussed offering two (2) scholarships this year. **Vice President Reed made a motion to offer two Scholarships this year. The motion was seconded by Terri Hudson unanimously carried.**

#### Potential IIMC Credits for Local Government Leadership Courses

President Bensley discussed trying to increase the credits for the Local Government Leadership Courses from 1 point for every 6 hours to 1 point for every 4 hours. President Bensley discussed the DMCA filing the paperwork. Ashley Walls stated that she would help out along with the Education Committee.

#### Bylaws Updates to permit Virtual Quarterly Meetings

President Bensley discussed updating the bylaws to reflect quarterly meetings. Terri Hudson stated that a rough draft should be submitted in September.

### Region II Update

Terri Hudson stated that the Region II Conference will be in West Virginia in January/February 2022. Terri also discussed Pennsylvania Municipal Clerks Association and their Institute getting revamped.

### IIMC National Conference Update

Terri Hudson stated that the IIMC was notified three (3) months before the Conference that all events at the Conference Center had to be moved do to them using it as a Covid Center. Terri stated that the four (4) venues worked out wonderfully and that the 2022 Conference will be in Little Rock.

### IIMC Education Colloquium Report

President Bensley stated that the IIMC is doing a Beyond MMC Program and that the IIMC Continuing Education is looking for a new professional director. President Bensley discussed DMCA doing a Mentorship Program. Kim discussed training sessions and bringing them back to meetings and virtual meetings.

### Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- September 16, 2021, Virtual
- December 16, 2021, Town of Bridgeville
- March 17, 2022, Virtual
- June 16, 2022, TBD (In Person)

### ADJOURNMENT

The meeting adjourned at 1:56 p.m.

Transcribed by:  
Ashley Walls  
Secretary, DMCA