



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING MINUTES
THURSDAY SEPTEMBER 30, 2021
ZOOM

IN ATTENDANCE:

MEMBERS:

Renee Bensley, City of Newark*

Diana Reed, Town of Elsmere*

Valerie Heritage, Town of Smyrna*

Ashley Walls, Town of Bridgeville*

Tracy Torbert, City of Seaford*

Terri Hudson, City of Milford

Katrina White, City of Milford

Tara Schiano, City of Newark

*Officer

CALL TO ORDER

President Bensley called the meeting to order at 12:06 p.m.

APPROVAL OF MEETING MINUTES

Diana Reed moved to approve the Quarterly Business Meeting minutes of June 24, 2021. The motion was seconded by Valerie Heritage and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Diana Reed moved to approve the Treasurer's Report. The motion was seconded by Tracy Torbert and unanimously carried.

COMMITTEE REPORTS

Audit

No new update.

Clerk of the Year

President Bensley congratulated Valerie Heritage on being awarded Clerk of the year for 2021.

Education

Tracy stated that the Virtual Athenian dialogue was approved for November 10th from 9 am- 4 pm on Zoom. Tracy stated that so far, she has 7 people registered and that Libby Hume will be facilitating the dialogue. Valerie Heritage moved to approve giving Libby Hume \$500 to facilitate the Athenian Dialogue. The motion was seconded by Ashley Walls and unanimously carried.

Nominating

President Bensley stated that nominations will begin at the December meeting for Vice President and Secretary.

Scholarship

Diana Reed stated that they had three (3) applicants and they decided to award it to two (2) of them. Diana stated that one of their applicants left their Municipality, so Valerie Heritage and Tracy Torbert were awarded the scholarships. Diana stated that they will send out an email again for members to apply for the Conference Scholarship in December and that the original deadline was November 30th.

Web Development

No new update.

UNFINISHED BUSINESS

Membership Renewal Update

Valerie Heritage stated that she had three more renewals come in, two were full members and one was an associate member. Valerie stated that there are a total of 34 active members and three (3) associate members. Terri and the members discussed getting Town's to join.

2021 Membership Drive

President Bensley stated that she and Kim will work on the postcard this quarter.

Potential DMCA Hosted Athenian Dialogue

This was discussed under the Education Committee update.

Potential IIMC Credits for Local Government Leadership Courses

President Bensley stated that a few years ago they were starting to submit a form to IIMC for classes if approved ahead of time and if it was approved you could receive one (1) credit for four (4) hours instead of one (1) credit for six (6) hours. President Bensley stated that the form is on the IIMC website and to check if they have been updated.

NEW BUSINESS

2021 Clerk of the Year

President Bensley stated Valerie Heritage won the 2021 Clerk of the year.

2021 DMCA Scholarship

This was discussed under the Scholarship Committee update.

Bylaws Updates to permit Virtual Quarterly Meetings

President Bensley stated that Terri Hudson drafted an updated version of the Bylaws to permit Virtual Quarterly meetings. Diana Reed moved to adopt the updated version of the Bylaws. The motion was seconded by Valerie Walls and unanimously carried.

Region II Update

Terri Hudson stated that the newsletters have gone out and some of the documents that were submitted were not included. Terri stated that they are proceeding with the Beyond MMC Program that has been in the works for a few years. Terri stated that IIMC did hire a new Director of

Professional Development, Dr. Rodriguez. Terri stated that there are now three (3) Vice President Candidates and the election is in April. Terri stated that her 3-year term ends in May 2022.

Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- December 16, 2021, Town of Bridgeville
- March 17, 2022, Virtual
- June 16, 2022, TBD (In Person)
- September 15, 2022, Virtual

ADJOURNMENT

The meeting adjourned at 12:51 p.m.

Transcribed by:
Ashley Walls
Secretary, DMCA