



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING MINUTES
THURSDAY MARCH 31, 2022
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, Sussex County*

Tara Schiano, City of Newark
Kathy Phinney, Kent County Levy Court
Terri Hudson, City of Milford
Ashleigh Sander, Town of Dewey Beach
Linda Sommersann, Town of Elsmere
*Officer

CALL TO ORDER

President Bensley called the meeting to order at 12:00 p.m.

APPROVAL OF MEETING MINUTES (12/16/21)

Diana Reed moved to approve the Quarterly Business Meeting minutes of December 16, 2021. The motion was seconded by Tracy Torbert and unanimously carried.

APPROVAL OF TREASURER'S REPORT

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

COMMITTEE REPORTS

- a. Audit
No new update.
- b. Clerk of the Year
No new update.
- c. Education
No new update.
- d. Nominating
Valarie stated that they have three (3) nominations, Ashley Walls-Secretary, Ashleigh Sander-Vice President & Valerie Heritage-Secretary.
- e. Scholarship
- f. No new update.
- g. Web Development
No new update.

UNFINISHED BUSINESS

a. Nominations-Secretary (2 years) & Vice President (2 years)

President Bensley stated there is one nomination for Secretary, Ashley Walls. President Bensley opened the floor for other nominations. President Bensley closed the floor for other nominations There were no other nominations. **A motion was made by Valerie Heritage and elect Ashley Walls as Secretary for a 2-year term. The motion was seconded by Tracy Torbert and unanimously carried.**

President Bensley stated there are two nominations for Vice President, Ashleigh Sander & Valerie Heritage. President Bensley opened the floor for other nominations. President Bensley closed the floor for other nominations There were no other nominations. **A Motion was made by Diana Reed and elect Ashleigh Sander as Vice President for a 2-year term. The motion was seconded by Tracy Torbert and unanimously carried.**

President Bensley stated she has accepted a new position with the City of Newark and will not be able to hold the Past President's seat. Tracy Torbert stated that she is fine continuing to hold the position as Past President.

b. 2022 Committee Appointments – Audit, Clerk of the Year, Education, Nominating, Scholarship, Web Development

Audit

* Diana Reed
Ashley Walls
Tara Schiano

Scholarship

* Tracy Torbert, Chair
Terri Hudson
Linda Sommersann

Clerk of the Year

* Ashley Walls
Tracy Torbert
Terri Hudson

Nominating

* Valerie Heritage
Ashleigh Sanders
Kathy Pheenie

Education

* Tracy Torbert
Ashley Walls
Tara Schiano

Web Development

* Ashley Walls
Tara Schiano
Ashleigh Sander

c. 2022 Membership Renewals

Valerie stated that so far there are 27 members, which includes one (1) associate member.

NEW BUSINESS

a. HB146 and HB293 – Municipal Voter Registration and Public Comment at Open Meetings Bills

President Bensley discussed HB146, HB293 & HB233 with the members. President Bensley stated that she did give Marsha the DMCA's feedback from last year on HB146

and she added that to DLLG's submission. The members discussed their feedback about these bills.

b. 2022 Budget

i. 2022 Conference Reimbursements for Officers

President Bensley stated that Valerie attended the Region II Conference instead of herself due to her changing jobs. The members had a discussion regarding the reimbursements. No amount was decided on but will be finalized at the next meeting with the proposed budget.

c. Municipal Clerk Education and Scholarship Opportunities

President Bensley stated that IIMC has been sending out new virtual education sessions that are worth points. President Bensley stated that there are scholarship opportunities for the conferences.

a. Region II Update

Terri stated that her three (3) year term is up this year and she will be coming on the board. Terri gave an update on the election results.

b. Region II Conference Update

Terri stated that next year's Region II Conference will be in Frederick, Maryland. President Bensley stated that Delaware's conference is coming up in 2024 and that a committee should be put together soon.

c. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- ❖ June 16, 2022, City of Milford
- ❖ September 15, 2022, Virtual
- ❖ December 15, 2022- TBD (In Person)
- ❖ March 16, 2023, Virtual

Tracy brought up the newsletter and that maybe to bring it back on the opposite months as the meetings. Ashley stated that she can take this on and Tracy stated that it could be part of the Website Committee.

ADJOURNMENT

The meeting adjourned at 1:07 p.m.

Transcribed by:

Secretary, DMCA