



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING MINUTES
THURSDAY DECEMBER 16, 2021
BRIDGEVILLE TOWN HALL
101 N. MAIN STREET, BRIDGEVILLE, DE 19933

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*
Tara Schiano, City of Newark
*Officer

CALL TO ORDER

President Bensley called the meeting to order at 11:33 a.m.

APPROVAL OF MEETING MINUTES

Valerie Heritage moved to approve the Quarterly Business Meeting minutes of September 30, 2021. The motion was seconded by Diana Reed and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Diana Reed 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
Tracy stated that the Athenian Dialogue went well. President Bensley stated that a new schedule was released for January, February & March IPA Local government classes and the members discussed getting the points upgraded.
- d. Nominating
President Bensley stated that the Vice President position and the Secretary position are up for 2-year terms. President Bensley nominated Ashley Walls as Secretary and Tracy Torbert seconded the motion. President Bensley stated that

they will be accepting nominations until March's meeting for Secretary & Vice President.

- e. Scholarship
Diana stated that Tracy won the scholarship for the Conference.
- f. Web Development
No new update.

UNFINISHED BUSINESS

- a. DMCA Athenian Dialogue Report
This was discussed under the Education Committee report.
- b. Potential IIMC Credits for Local Government Leadership Courses
This was discussed under the Education Committee report.
- c. 2021 DMCA Conference Scholarship
This was discussed under the Scholarship Committee report.

NEW BUSINESS

- a. Nominations – Secretary (2 years) and Vice President (2 Years)
This was discussed under the Nominating Committee report.
- b. 2021 Committee Appointments
This was tabled until March's Meeting.
- c. 2022 Membership Renewals
Valarie stated that she needs to send out the renewals. President Bensley stated that she can go through the list and help clean it up. President Bensley stated that the renewals can be sent out by email instead of a hard copy.
- d. Municipal Clerk Education and Scholarship Opportunities
President Bensley stated that IIMC is pushing hard to get members from all regions to apply for the Conference Scholarships for this year. President Bensley stated that they are also taking applications for the 2022-2023 Institute Scholarships as well.
- e. Region II Update
There is no update.
- f. Region II Conference Update
There is no update.

g. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

March 17, 2022, Virtual

June 16, 2022, TBD (In Person)

September 15, 2022, Virtual

December 15, 2022- TBD (In Person)

President Bensley discussed having the December meeting earlier in the month instead of the third Thursday due to holiday schedules.

ADJOURNMENT

The meeting adjourned at 11:48 a.m.

Transcribed by:

Ashley Walls

Secretary, DMCA