



# Delaware Municipal Clerks Association

## DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES

THURSDAY JUNE 16, 2022

11:30 am – 1:30 pm

Arena's Deli - Milford

[www.arenasdeliandbar.com](http://www.arenasdeliandbar.com)

200 NE Front St, Milford, DE 19963

### IN ATTENDANCE:

#### MEMBERS:

Diana Reed, Town of Elsmere\*

Valerie Heritage, Town of Smyrna\*

Tracy Torbert, Sussex County\*

Kathy Phinney, Kent County Levy Court

Tara Schiano, City of Newark

Terri Hudson, City of Milford

Ashleigh Sander, Town of Dewey Beach

Linda Sommersann, Town of Elsmere

\*Officer

### CALL TO ORDER

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

### APPROVAL OF MEETING MINUTES (03/31/2022)

**Valerie moved to approve the Quarterly Business Meeting minutes of March 31, 2022. The motion was seconded by Diane and unanimously carried.**

### APPROVAL OF THE TREASURER'S REPORT

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

### COMMITTEE REPORTS

a. Audit

Diana stated that Valerie has given her the documents for the audit and she will be scheduling a meeting for the audit committee to get the audit completed.

b. Clerk of the Year

Tracy stated that the applications need to be sent out.

c. Education

Tracy stated that they have successfully scheduled an Athenian dialogue with Camilla Pitman, from South Carolina. Tracy stated that there are 7 people already registered and that the maximum number is 30 people. Tracy stated that she is going to send it out again to try to get more people to sign up and asked for it to be placed on Region II's Facebook page. Tracy stated that she thought that the DMCA should pay Camilla even though she does not charge for her services. The members discussed how much they should pay her.

d. Nominating

No new update.

- e. Scholarship  
Tracy stated that she is waiting on UD to send out their information then the DMCA will send out their applications.
- f. Web Development  
No new update.

### UNFINISHED BUSINESS

- a. 2021 Audit Update  
Diana discussed this under Audit Committee updates.
- b. Athenian Dialogue Update

### NEW BUSINESS

- a. HB293 – Municipal Voter Registration
- b. Approval of Conference Reimbursements for 2022 Region II and National Conferences
- c. 2022/2023 DMCA Budget (July 1, 2022, to June 30, 2022)
- d. Region II Update
- e. IIMC National Conference Update
- f. 2024 Region Conference Committee Appointment-Delaware Hosting
- g. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- ❖ September 15, 2022, Virtual
- ❖ December 15, 2022- Newark
- ❖ March 16, 2023, Virtual
- ❖ June 15, 2023-TBD

### ADJOURNMENT

The meeting adjourned at 12:04 p.m.

Transcribed by:

*Ashley Walls*

Secretary, DMCA