



# The Clerk Connection

Delaware Municipal Clerks Association

[@delawaremunicipalclerks](https://twitter.com/delawaremunicipalclerks)

JULY 2018

## President's Message

*Christine Crouch, CMC*

After all the fussing about being cold in the winter and all the rain we had in the spring, summer is finally here. And it's a hot and humid one - as usual.

I apologize for missing my first meeting as your president, but I was on vacation with my family and loved ones. It ended up being a total of 13 of us this year! A lot of laughs, a lot of food, and a lot of fun!

Vacation is that one week out of the year when I can put my toes in the sand, relax and spend quality time with my family. It's fantastic to get away from the office to refresh the brain and soul. For me, it provides much needed perspective and allows me to refocus on what is important in life.

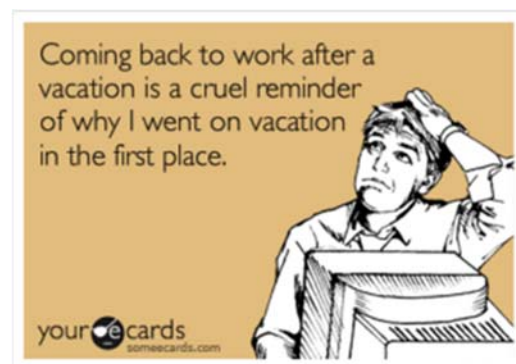
It's vital we balance our personal life and work. We work to enjoy life so if you're working so much that you're unable to enjoy the fruits of your labor, you are out of balance. Take some time off, make the most of the time you're away from the office, reboot your brain and soul. It's good for your mental well-being.

Now, coming back to work is another story! The unanswered emails, the backlog of filing...being out of the loop for a week has its pros and cons. Take it one day at a time and it'll be alright.

Happy Summer Everyone!

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## Happy *Fiscal* New Year

With the end of one fiscal year comes the beginning of a new one. Not only does that mean the money is flowing again, but it should mean it's time to purge those filing cabinets and storage rooms!

July and January are the perfect time of the year to clean out closets, cabinets, and any nook or cranny where things seem to not only gather, but multiply.

It takes time and a whole lot of communication and coordination, but it's time well spent. You don't want your filing cabinets so full you can't file another sheet of paper without it blowing up! And don't forget those "out of sight, out of mind" records as well.

Starting with records ready to be transferred to the Department of Archives, arrange for their transfer in order to clear space for moving your less frequently used files to archive boxes.

Whether your gearing up for the new fiscal year, getting ready for a council summer recess or just avoiding the summer heat – don't forget to give your records program a little summer love as well!



**"For every minute spent in  
organizing, an hour is earned."  
~Benjamin Franklin**



## On Point

### CLERK OF THE YEAR

Nominations for Clerk of the Year were sent to Mayors, members of the Delaware City Manager's Association and DLLG members in April. **Nominations are due to Kelly Blanchies no later than August 1, 2018.** Four nominations have been received as this newsletter mailing! The winner will be announced and presented their award on September 27, 2018 during the Delaware League of Local Government's dinner at the Duncan Center in Dover.

While the Clerk of the Year Committee knows all of our clerks are deserving, there can only be one. Get those nominations in!



Did you vote? On the IIMC proposed amendments, that is. After viewing the amendments, be sure to cast your vote!

### MENTORING

*Successful people never reach their goals alone.*

### Mentor Program

If you have 15+ years of experience in your current position and are willing to mentor a DMCA member with less than 5 years of experience, please reach out to an officer and let them know.

We currently have 8 members with 15+ years of experience and 13 members with less than 5 years of experience, some of whom have expressed an interest in a mentor.

## News to Know

### Education

The Education Committee has been working to provide quality educational courses for DMCA members while offering points earning opportunities for those seeking their Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations. The Committee has also opened educational sessions to non-DMCA members for a fee.

A big thank you to the Government Information Center for facilitating a free class to members on Website and Social Media presence for the education session accompanying the June meeting.

An Athenian Dialogue is scheduled for September 22 (9 am to 4 pm) at Newark City Hall on the book *The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II* by Denise Kiernan. In addition, the Committee is also investigating a possible day long education session for October. More details to follow.

If you have any ideas for upcoming education sessions or want any additional information, contact Education Committee Chair Kelly Blanchies at [kblanchies@cityofharrington.com](mailto:kblanchies@cityofharrington.com).

*Parting is such sweet sorrow!*

**Happy Retirement** to **Pam Haddick** of Wyoming. We wish her the best and look forward to her continued involvement in DMCA!!

### Published for Clerks by Clerks!

If you have any great news to share, pictures to add or ideas for articles for the next edition, be sure to email them to Christine Crouch, City of Milford, [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov).

See a correction in the newsletter? Please contact Christine Crouch, City of Milford, [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov).

### SAVE THE DATE

09/20/18 DMCA Quarterly Meeting @ Milford, Time TBD

09/22/18 Athenian Dialogue @ Newark City Hall, 9am-4pm

09/27/18 Clerk of the Year Award Presentation @ DLLG Dinner, Duncan Center, 5pm

12/20/18 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

01/16/19-01/18/19 IIMC Region II Conference @ Hotel DuPont

03/21/19 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

05/19/19-05/22/19 IIMC International Conference @ Birmingham, AL

05/20/19 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

09/19/18 DMCA Quarterly Meeting @ Milford, Time TBD

12/19/19 DMCA Quarterly Meeting @ **LOCATION**, Time TBD

Interested in hosting a quarterly meeting? Contact Christine Crouch at [CCrouch@milford-de.gov](mailto:CCrouch@milford-de.gov) and let her know!

# Officers and Committees

## Executive Committee:

**President** [Christine Crouch](#), CMC

Deputy City Clerk, Milford

**Vice President** [Renee Bensley](#), CMC

City Clerk, Newark

**Treasurer** [Diana Reed](#), CMC

Administrative Assistant to the Town Manager, Elsmere

**Secretary** [Kelly Blanchies](#)

Clerk of Council, Harrington

**Past President** [Tracy Torbert](#)

Executive Secretary, Seaford

## DMCA Committees:

Audit Committee

Clerk of the Year Committee

Education Committee

Nomination Committee

Region II Conference Committee

Scholarship (CMC) Committee

Scholarship (MMC) Committee

Website/Facebook Committee

## Mission and Purpose

The purpose of this organization shall be to promote professional development through continuing education and networking opportunities of its members to use their abilities, talents and strengths in the proficient and effective delivery of local government services; and to promote the purposes defined in the Constitution of the International Institute of Municipal Clerks (IIMC), and by:

- a. Promoting cooperation among Municipals through the DMCA, through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others; and
- b. Cultivating and promoting a better understanding of the functions and responsibilities of the clerk;
- c. Gathering and disseminating information to improve the procedures and professional image of the clerk;
- d. Offering professional development opportunities for clerks;
- e. Promoting periodic conferences or meetings of Municipal Clerks through the DMCA and IIMC for discussion of problems, and by research to find solutions for same.



# IIMC International Conference Memories







For even more photos, check out our [facebook](#) photo album!