



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING
THURSDAY JUNE 20, 2024
CITY OF NEWARK

IN ATTENDANCE:

MEMBERS:

Diana Reed, City of Newark *
Stephanie Coulbourne, Town of Milton*
Ashley Walls, City of Dover*
Linda Sommermann, Town of Elsmere*
Tracy Torbert, Sussex County*
Terri Hudson, City of Milford
Valerie Heritage, City of Milford

Kim Layton, Town of Delmar
Shelly Lambden, Town of Bridgeville
Christine Letterman, Town of Clayton
Ashley Blalock, Town of Seaford
Joanne Dorey, Town of Millsboro
Donna Swartz, Town of Ocean View
*Officer

CALL TO ORDER

President Reed called the meeting to order at 11:57 a.m.

TRANSITION OF OFFICERS

Diana Reed to Immediate Past President
Stephanie Coulbourne to President
Katrina White to Vice President

APPROVAL OF THE TREASURER'S REPORT

Diana moved to table the Treasurer's Report. The motion was seconded by Tracey and unanimously carried.

APPROVAL OF MEETING MINUTES (03/21/2023)

Diana moved to approve the Quarterly Business Meeting minutes of March 21, 2024. The motion was seconded by Tracey and unanimously carried.

COMMITTEE REPORTS

a. Audit

Diana stated that she is working with Linda to get the documents needed for the 2022 Audit. She is also working on the 2023 audit as well.

b. Clerk of the Year

Tracy reported that the 2024 Clerk of the Year will be announced and honored at the Delaware League of Local Government meeting in September or October.

c. Education

Tracey mentioned that there have been conversations about doing some educational sessions. She also said that they are looking for some ideas that will benefit the membership as a whole. She did reach out to Val West at the University of Delaware, but she was unavailable at the time. Tracy discussed having educational sessions at the DMCA quarterly meetings as they have done in the past.

d. Nominating

Ashley said there was no new update.

e. Scholarship

Tracy stated that the applications are out and that she believes that the deadline is July 18, 2024. She reminded everyone that the winner gets reimbursed after they have successfully completed the classes. The deadline for the conference scholarship is October 18, 2024. The conference scholarship is also a reimbursable scholarship.

f. Web Development

Ashley mentioned that she has been working with Stephanie about some changes on the website. She also stated that they are working on bringing back the newsletter. Stephanie stated that she would like to see email links on the website for the members and committee chairs.

g. Membership

Katrina stated that they have had a meeting, and they are working on going through the membership list and cleaning it up. She mentioned about reaching out to people who have been members in the past and potential new members.

h. Mentoring

Stephanie stated that they had a meeting and discussed a better way of communication between members

UNFINISHED BUSINESS

- a. Discussion and Consideration of a By-Law Amendment – Amending Article III Section 1.
B. Associate Members

NEW BUSINESS

a. Consideration of Increasing Membership Dues

b. Approval of 2025 Budget

c. Region II Update

d. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- ❖ September 19, 2024 – Virtual
- ❖ December 5, 2024 – Town of Elsmere
- ❖ March 20, 2025 – Virtual
- ❖ June 19, 2024 – TBD

ADJOURNMENT

The meeting was adjourned at 12:35 p.m.

Transcribed by:

Ashley Walls

Secretary, DMCA