



Delaware Municipal Clerk's Association



PRESIDENT'S MESSAGE FROM STEPHANIE COULBOURNE, CMC, TOWN OF MILTON



I hope this message finds you all well. I want to extend my deepest gratitude to each of you for your kind messages of support during my recent medical leave and the loss of my father. Your thoughts, prayers, and encouragement have meant so much to me during these challenging times, and I am truly thankful to be part of such a compassionate and strong community.

As we approach the end of the year, I'd like to encourage all of us to reach out to colleagues who may not yet be members of DMCA. Our organization thrives because of the dedication and passion of its members, and we have so much to offer, especially to those new to the role of a Municipal Clerk. Let's continue to grow our network and support each other in the incredible work we do.

Additionally, I'd like to remind everyone to sign up for a dash of magic & endless growth at the upcoming Region II Conference, which will be held in Atlantic City from February 25-27, 2026. The practically perfect Mary Poppins-themed conference in partnership with Rutgers University promises to be an inspiring and enriching event, filled with valuable learning opportunities and great networking. I hope to see many of you there!

Lastly, as the holiday season approaches, I want to wish each of you a wonderful, joyous time with your loved ones. Take care of yourselves, embrace the precious moments with family and friends, and recharge for the year ahead. You all deserve the very best, and I look forward to seeing the incredible things we'll accomplish together in the coming months.

In this newsletter you will find:

News/Information, December's Quarterly Meeting,
December's Clerk Spotlight, IIMC Information, and
Officers/Committee Information.

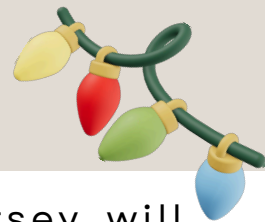


December's Quarterly Meeting - December 4, 2025



You can submit all photos from any Conferences, Municipal Clerks institute classes, and other events such as meetings, etc. to Delawareclerks@gmail.com. If you have anything to submit for any upcoming newsletters, please send them as soon as you can. Thank you!

REGION II CONFERENCE UPDATE



The Municipal Clerks Association of New Jersey will host next year's IIMC Region II Conference in Atlantic City, NJ, in partnership with Rutgers University from February 24-27, 2026. An Athenian Dialogue is scheduled for February 24, and Educational Sessions are scheduled for February 25-27.



Save the Date!

MCANJ & IIMC Region II Conference



In partnership with



"Municipal Clerks are Practically Perfect in Every Way"

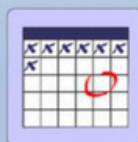
February 24-27, 2026

Resorts Casino, Atlantic City, NJ



Conference Highlights

- Athenian Dialogue (Pre-Conference Event)
- Educational Sessions: February 25 - February 27
- Networking Opportunities
- Exhibitor Hall
- Region II Annual Meeting



Stay tuned for registration details, speaker announcements, and hotel booking information!

For now, mark your calendar and get ready for learning, laughter, and a spoonful of sugar! Because when it comes to Municipal Clerks, 'Anything can happen if you let it!'



CHECK
IT OUT
↓

Municipal Clerks'
Continuing Education
Conference | Center
for Government
Services



December's Clerk Spotlight Tracy Torbert

WHAT IS YOUR FAVORITE THING ABOUT WORKING FOR THE SUSSEX COUNTY?

Working for the County has been a change for me - going from a small municipality to the whole County! The change has been great for me because it keeps me busy and I have gotten the chance to meet many new people - both coworkers and constituents. I like to meet new people to make new connections which can help me later in my role as the Clerk. It has also allowed me the opportunity to open my horizons to learn more about the County, how things operate and why they are done the way that they are.



PLEASE SHARE A BIT ABOUT YOUR BACKGROUND: WHERE YOU GREW UP, YOUR EDUCATION, CAREER JOURNEY, HOBBIES, AND FAMILY.

I was born and raised in Seaford and graduated from Seaford High School. I then went onto a small college, Chowan College in North Carolina and graduated with my bachelor's degree. I then came back home and started with the City of Seaford in January of 2006 at the Police Department as a dispatcher. When a position opened as Executive Secretary at City Hall for the City of Seaford, I moved into that role in August of 2007. In December of 2021, I was appointed as the Clerk of the Council for Sussex County. I live in Seaford with my husband and two children, Brayden and Braylee. I enjoy reading and spending time with my family and friends.

WHAT IS YOUR FAVORITE WORK QUOTE?

"Opportunities don't happen, you create them."

WHAT IS THE MOST IMPORTANT LIFE LESSON YOU'VE LEARNED?

The biggest thing that I have learned in life is that what is meant to be will happen and none of it is on your timing. Patience is key and you must trust that it will happen as it is supposed to at the time when it is best for the situation.



December's Clerk Spotlight Tracy Torbert



Who or what has been your biggest inspiration or mentor?

My biggest inspiration has been my son by far. He was born with a very rare genetic disorder (less than 300 in the world are affected) which led to him needing a heart transplant. He spent 6 months in the hospital waiting on a new heart which was during Christmas, his 5th birthday and Easter so he missed many holidays when hospitalized. He received his heart on April 1st and was up and walking just 2 days later. Although he has received his new heart, he still has Barth Syndrome which means that his muscles are weaker than his typical peers and he struggles with daily activities that most 15-year-olds take for granted. He is always upbeat and takes everything with stride and tries his best at everything that he does. He has endured more medical procedures than most adults and never complains one bit. He is a true superhero in my eyes and watching him grow daily is one of my biggest blessings!

WHAT ARE SOME OF YOUR MOST MEMORABLE MOMENTS DURING YOUR TIME AS CLERK?

When I was recognized as the Clerk of the Year in 2020. It was a tough year for everyone with COVID and an especially tough time for us at the City of Seaford navigating through one of our largest elections with majority of our voters casting their vote by absentee ballot. The award was presented to me at a Council meeting since the DLLG meeting was cancelled and that year, I was awarded Clerk of the Year, and my boss was awarded City Manager of the Year. It was a special and rewarding time for our office.

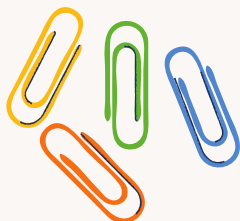
WHAT ADVICE OR WORDS OF WISDOM WOULD YOU GIVE TO A NEW CLERK?

Take the time to learn and just know, mistakes will happen, and you must learn from them, I would like to offer that you do your job the best you can and make it also fun and enjoyable!





EDUCATION/MEMBERSHIP

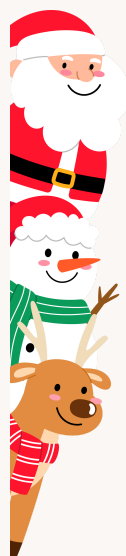


EDUCATION

The 2025 Delaware Municipal Clerks Institute, hosted by Joy Jordan of the University of Delaware Institute of Public Administration, which began in August has completed for the year.

**LEARNING
EVERYDAY**

Do you know of an MMC or retired clerk who would like to hold an educational or training session for fellow clerks? If so, please contact an Education Committee member.



MEMBERSHIP

Lookout for the 2026 membership renewal which will be sent to you in early 2026. Once you receive it please return it to DMCA Treasurer, Linda Sommermann, Elsmere Bureau of Police, 11 Poplar Avenue, Wilmington, DE 19805. You can also email her the application form and pay by venmo. Scan the QR Code to make your payment.



SCAN ME

**Merry
Christmas**





IIMC INFORMATION



Check out
IIMC.com
for information.



Sign Up for IIMC Calendar and News Alerts

Did you know you could sign up for email and/or text alerts for upcoming events and calendar items? Scroll down on the home page to “Upcoming Events,” and click on “Notify me” for Upcoming Events and Calendar items or simply click on the button below. Select from a list of Region calendars. After you add your email address, click on the envelope icon for which item you’d like to subscribe. You may also opt for text alerts.



Future Conferences

2026 - Reno, Nevada
May 17 - May 21

2027 - Fort Worth, Texas
May 9 - May 12

2028 - Bellevue, Washington
May 21 - May 24



- THIS WILL BE THE 80TH ANNIVERSARY OF THE IIMC CONFERENCE.
- A SPECIAL LOGO WILL BE RELEASED IN THE NEXT FEW MONTHS.
- THERE WILL BE A COMPLEMENTARY SHUTTLE SERVICE TO AND FROM THE AIRPORT.
- THE CONFERENCE WILL BE HELD AT THE PEPPERMILL RESORT SPA CASINO WHICH CONSISTS OF SEVERAL RESTAURANTS, AMAZING CONFERENCE SPACE, A POOL AND A CASINO IF YOU CHOOSE.
- THE IIMC EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEET NOVEMBER 21 & 22ND FOR THE MID-YEAR BOARD MEETING IN RANCHO CUCAMONGA, CALIFORNIA
- THE EXECUTIVE BOARD HAS MET WITH COMMITTEE CHAIRS TO REVIEW THEIR GOALS AND OBJECTIVES FOR THE COMING YEAR.



Congrats!



**Congratulations to
Sarah Cahall,
Town of Cheswold for
earning her CMC**

Mentoring

Mentor Program- If you are willing to mentor a DMCA member with less than 5 years of experience, please contact an officer and let them know.

"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves."

– Steven Spielberg



OFFICERS AND COMMITTEES

COMMITTEE MEMBERS

All committees listed below were appointed on March 20, 2025

AUDIT

Valerie Heritage, Chair
Diana Reed
Kim Layton

EDUCATION

Ashley Walls, Chair
Akira Grenardo
Terri Hudson
Tara Schiano

WEBSITE/SOCIAL MEDIA

Ashley Walls, Chair
Stephanie Coulbourne
Tara Schiano

MEMBERSHIP

Katrina White, Chair
Ashley Walls
Tracy Torbert
Kim Layton

CLERK OF THE YEAR

Ashley Walls, Chair
Akira Grenardo
Linda Sommermann
Tracy Torbert

NOMINATION

Kim Layton, Chair
Ashley Walls
Valerie Heritage
Donna Schwartz

SCHOLARSHIP

Tracy Torbert, Chair
Linda Sommermann
Ashley Walls
Donna Schwartz

MENTORING

Stephanie Coulbourne, Chair
Tracy Torbert
Valerie Heritage

Executive Committee



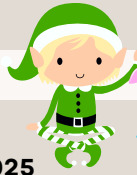
President
Stephanie Coulbourne, CMC
Town of Milton

Vice President
Katrina White, MMC
City of Milford

Treasurer
Linda Sommermann
Town of Elsmere

Secretary
Ashley Walls, CMC
City of Dover

Past President
Diana Reed, MMC
City of Newark



MEETING

Reminder

- 03/19/2026 - Virtual
- 06/18/2026 - City of Milford
- 09/17/2026 - Virtual
- 12/03/2026 - TDB

Merry
Christmas



Published for Clerks by Clerks!

Have exciting news to share,
photos to include, or ideas for
articles in the next edition?
Noticed a correction needed in
the newsletter?

Email them to Ashley Walls at
the City of Dover:
awalls@dover.de.us.