



# Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION  
QUARTERLY BUSINESS MEETING  
THURSDAY MARCH 20, 2025  
VIRTUAL

## IN ATTENDANCE:

### MEMBERS:

Stephanie Coulbourne, Town of Milton\*  
Katrina White, City of Milford\*  
Ashley Walls, City of Dover\*  
Tracy Torbert, Sussex County  
Kimberly Layton, Town of Delmar

Milanie Velazquez, City of Milford  
Valerie Heritage, City of Milford  
Akira Grenardo, City of Wilmington  
Terri Hudson, Retired Clerk  
Donna Schwartz, Town of Ocean View  
\*Officer

## CALL TO ORDER

President Coulbourne called the meeting to order at 9:01 a.m.

## APPROVAL OF THE TREASURER'S REPORT: March 1, 2025

**Valerie Heritage moved to table the Treasurer's Report dated November 30, 2024 to the June meeting. The motion was seconded by Ashley Walls and unanimously carried.**

## APPROVAL OF MEETING MINUTES: December 5, 2024 & February 11, 2025

**Valerie Heritage moved to approve the Quarterly Business Meeting minutes of December 5, 2024 and the Special Business Meeting minutes of February 11, 2025. The motion was seconded by Akira Grenardo and unanimously carried.**

## COMMITTEE REPORTS

a. Audit

President Coulbourne stated that the committee will be starting earlier than normal.

b. Clerk of the Year

Tracy stated that Kimberly Layton from Delmar was awarded Clerk of the Year at the Delaware League of Local Government meeting in February. She hopes that in the future the Clerk's can stay in good contact with the Delaware League of Local Government regarding this process.

c. Education

Tracy stated that there was nothing to report.

d. Nominating

Ashley stated that they only received one (1) nomination for treasurer and that was for Linda.

e. Scholarship

President Coulbourne stated that she has nothing to report. Dates will need to be set for the next year's scholarships once the committee has been chosen to be placed on the website.

f. Web Development

Ashley stated that she is trying to redo some of the website. President Coulbourn stated that she likes how the membership page is now.

g. Membership

Katrina stated that she has been in contact with the other Associations such as Virginia and New Jersey to see what they do in regard to recruiting members. She is hoping for the committee to meet in the near future.

h. Mentoring

President Coulbourn stated that they are working in coordination with the Membership committee. She stated that the newsletter included information for longtime clerks who may be interested in mentoring new members.

UNFINISHED BUSINESS

a. Fundraising

President Coulbourn stated that they raised \$103 through a 50/50 raffle held at the Delaware League of Local Governments meeting in February.

Akira discussed how the National League of Cities requires dues to be paid by each member's city in addition to the individual member's dues.

Ashley discussed the availability of items featuring the DMCA logo for sale to both members and non-members.

NEW BUSINESS

a. Nominations and Election for the Office of Treasurer

President Coulbourn stated that only one nomination was received before this meeting and that it was for Linda Sommermann. She opened the floor for nominations. There were no other nominations. President Coulbourn closed the floor for nominations.

**Ashley Walls moved to elect Linda Sommermann as Treasurer for a term of two (2) years. The motion was seconded by Valerie Heritage and unanimously carried.**

b. Standing Committee Nominations

Audit

Valerie Heritage, Chair  
Diana Reed  
Kim Layton

Scholarship

Tracy Torbert, Chair  
Ashley Walls  
Linda Sommermann  
Donna Schwartz

Clerk of the Year

Ashley Walls, Chair  
Akira Grenardo  
Linda Sommermann  
Tracy Torbert

Nominating

Kim Layton, Chair  
Ashley Walls  
Valerie Heritage  
Donna Schwartz

Education

Ashley Walls, Chair  
Akira Grenardo  
Terri Hudson  
Tara Schiano

Website/Social Media

Ashley Walls, Chair  
Tara Schiano  
Stephanie Coulbourn

Membership

Katrina White, Chair  
Ashley Walls  
Tracy Torbert  
Kim Layton

Mentoring

Stephanie Coulbourne Chair  
Valerie Heritage  
Tracy Torbert

**Valerie Heritage to accept all committee appointments. The motion was seconded by Kimberly Layton and unanimously carried.**

c. Annual Audit

President Coulbourne stated that she will be getting the information to Diana to complete the Audit.

d. Member Communication

President Coulbourne stated that she had worked on the newsletter with Ashley that was sent out the previous week.

Kimberly Layton stated that the newsletter is much friendlier to read, and she appreciates all of their hard work.

President Coulbourne discussed the high number of bounced emails and members not receiving emails.

Ashley stated that she is working on an email membership list that she will be sending out once she receives the updated membership list from Linda.

Akira recommended that the association continue using Venmo for collecting membership dues and suggested including it on the membership application.

Kimberly suggested having a member handle all association communications moving forward, due to the high number of bounced emails and members not receiving emails.

President Coulbourne suggested that Ashley handle that task in her role as Secretary.

Ashley stated that she can send out an email after all calls, summarizing all the responses received.

e. Region II Update

Awilda Hernandez provided an update on the conference, noting that as of March 6, there are 34 Region II members registered to attend. In total, 613 members are registered, with 650 individuals attending overall. She mentioned that they will once again be using the WOVA app for the conference schedule this year. She and Travis are coordinating with Region III to plan a joint social happy hour for both regions. She did not have an update on when the Vice President election would be open for voting. Unfortunately, this is the second year in a row that they have had issues with the election, but she is hopeful that it will get resolved. She noted that IIMC has launched an online merchandise store. The IIMC Foundation has designated Tuesday, May 6, as Giving Tuesday in honor of Municipal Clerks Week, and a QR code will be available for donations. Awilda reported that the IIMC membership drive has brought in 421 new members as of March 13, although none are from Delaware.

f. IIMC Conference Update

President Coulbourne stated that the host hotel is sold out, but she has heard that the second hotel is very nice and located nearby. She also emphasized that both IIMC merchandise and conference swag are available.

g. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- ❖ June 26, 2025 – Town of Dewey Beach
- ❖ September 18, 2025 – Virtual
- ❖ December 4, 2025 – Town of Delmar
- ❖ March 19, 2026 – Virtual

ADJOURNMENT

The meeting was adjourned at 9:52 a.m.

Transcribed by:

*Ashley Walls*

DMCA Secretary