



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION
QUARTERLY BUSINESS MEETING
THURSDAY DECEMBER 4, 2025
TOWN OF DELMAR
DELMAR PIZZA

IN ATTENDANCE:

MEMBERS:

Stephanie Coulbourne, Town of Milton*
Katrina White, City of Milford*
Diana Reed, City of Newark *
Ashley Walls, City of Dover*
Tracy Torbert, Sussex County

Tara Schiano, City of Newark
Valerie Heritage, City of Milford
Kim Layton, Town of Delmar
Shelley Lambden, Town of Bridgeville (zoom)
*Officer

CALL TO ORDER

President Coulbourne called the meeting to order at 11:30 a.m.

APPROVAL OF THE TREASURER'S REPORT (November 30, 2025)

Diana moved to approve the Treasurer's Report of November 30, 2025. The motion was seconded by Ashley and unanimously carried.

APPROVAL OF MEETING MINUTES (October 2, 2025)

Diana moved to approve the Quarterly Business Meeting minutes of October 2, 2025. The motion was seconded by Valerie and unanimously carried.

COMMITTEE REPORTS

- a. Audit
Valerie stated that there was no report.
- b. Clerk of the Year
Ashley stated that they had only received one (1) nomination so far. The committee had already extended the due date for nominations. It was discussed whether to eliminate the award; however, those in attendance did not support eliminating it.
- c. Education
Stephanie stated that she has had speakers reach out to her but that they cost thousands of dollars to do educational sessions.
- d. Nominating
Kim stated that the Vice President and the Secretary are up for election in 2026. She stated that they are behind schedule in sending out information and requesting nominations for the open seats. She said she plans to send out a notice to everyone as soon as she receives any nominations, so all members are aware. That way, at the next meeting, they can proceed with selecting the officers.
- e. Scholarship
Tracy stated that Donna from Ocean View will receive the Scholarship for the Conference.

Tracy suggested that perhaps they could explain to Joy the importance of these clerks waiting for their certificates, since they need the hours to earn their CMCs or other credentials. She noted that it had been a long wait, mentioning that Linda had reached out recently and was told she did not know when the certificates would be available, which felt uncertain and frustrating.

f. Web Development

Ashley noted that she is currently working on the newsletter.

g. Membership

Katrina stated that she did not have an update.

h. Mentoring

Stephanie stated that she is trying to reach out to any clerks that have recently joined IIMC and encouraging them to join DMCA. Members discussed offering a scholarship for membership.

UNFINISHED BUSINESS

a. Fundraising

There was no update.

b. Membership Communication

There was no update.

c. Clerk Get-together – Choose date/location

Stephanie discussed scheduling a clerk get-together in a different county for this year since it was held in Dover last year. Members discussed doing a team-building session at a few different locations in New Castle.

NEW BUSINESS

a. Region II Update

Stephanie stated that the conference will be five (5) days instead of three (3) this year.

b. Officer Nominations

This was discussed earlier in the meeting.

c. Quarterly Newsletter

Ashley stated that if anyone has anything to add to the newsletter to please let her know.

The members also discussed challenges with the Clerk of the Year nominations, including changes related to the plaque and the absence of clear criteria for selecting nominees.

d. Scheduling of Upcoming Meetings

Upcoming meetings are scheduled as follows:

- ❖ March 19, 2026 – Virtual
- ❖ June 18, 2026 – City of Milford
- ❖ September 17, 2026 – Virtual
- ❖ December 3, 2026 – TBD

ADJOURNMENT

The meeting was adjourned at 12:18 p.m.

Transcribed by:

Ashley Walls, CMC

Secretary, DMCA