

Delaware Municipal Clerk's Association



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



Wow, this summer has flown by! We had a great quarterly meeting hosted by Town Clerk, Kate Banaszak, at the Town of Dewey Beach and our first clerk get together! Of course my summer also included our fiscal year budget prep, meetings and public hearing. Somehow, I managed to fit in a couple of classes. I wanted to share with you information I learned in a class offered by Dr. Jai Ulrich regarding artificial intelligence. Artificial intelligence can be a powerful tool in helping us draft legislation, organize ideas, and research relevant laws or ordinances. AI can speed up the writing process, suggest language, and even help compare existing statutes across jurisdictions. However, the convenience comes with responsibility. AI does not “know” the law—it predicts language based on patterns, which means it can produce inaccurate, outdated, or even conflicting information. When working on legislation, accuracy is paramount, so always cross-check AI-generated content against trusted legal sources, state statutes, and your municipal code. Never rely on AI as the final authority; instead, use it as a starting point, then verify every detail before sharing drafts with the council or the public.

To use AI safely, follow some basic practices: avoid inputting confidential information such as personnel details or sensitive legal matters; always save and archive both the AI output and your final verified draft to meet records retention requirements; and be alert for signs of bias or language that could be misinterpreted in a legal context. The best safeguard is to work under a formal AI policy adopted by your municipality, outlining approved tools, data protection rules, review processes, and accountability measures. By combining the efficiency of AI with our professional diligence, we can modernize our legislative work while protecting the accuracy, integrity, and transparency that our communities depend on.

I hope the remainder of your summer is amazing!

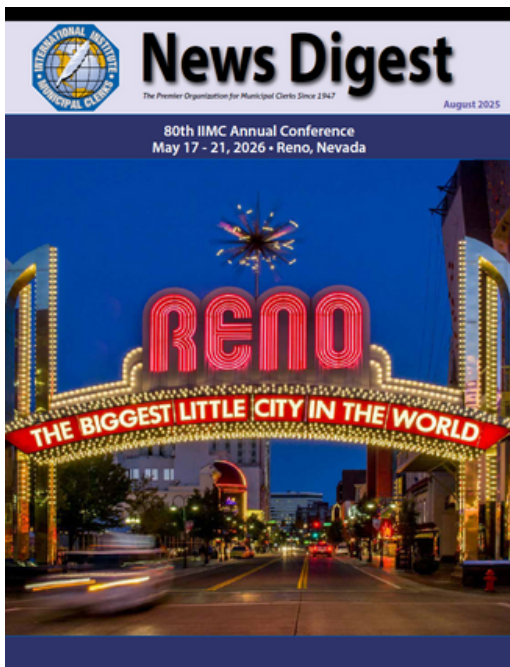
In this newsletter you will find:

News/Information, September's Clerk Spotlight, IIMC Information, and Officers/Committee Information.

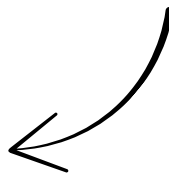




You can submit all photos from any Conferences, Municipal Clerks institute classes, and other events such as meetings, etc. to Delawareclerks@gmail.com. If you have Anything to submit for any upcoming newsletters, please send them as soon as you can. Thank you!



CHECK
it
OUT



CMC/MMC Scholarship Program – Applications
Open September 1!

The IIMC Foundation is proud to support Clerks on their professional development journey through our CMC/MMC Scholarship Program. Established in 1986, this program has awarded over 1,500 scholarships to help cover the costs of attending an IIMC-approved in-person or virtual Institute or Academy.

Award: Up to \$400 reimbursement for a CMC or MMC program after completion.

Application Period: September 1 – November 15, 2025

For programs taking place in calendar year 2026

CMC/MMC SCHOLARSHIPS

APPLICATIONS OPEN
SEPTEMBER 1!

Scholarship Award **\$400**

 APPLICATION PERIOD:
SEPTEMBER 1 –
NOVEMBER 15, 2025
FOR PROGRAMS TAKING PLACE
IN CALENDAR YEAR 2026

CONGRATS 2025 RECIPIENTS

Coming
Soon

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



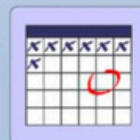
"Municipal Clerks are Practically Perfect in Every Way"

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!'



HOTEL AND
REGISTRATION
DETAILS COMING
EARLY FALL.



September's Clerk Spotlight Donna Schwartz



WHAT IS YOUR FAVORITE THING ABOUT WORKING FOR THE TOWN OF OCEAN VIEW?

There are many things that excite me about working for the Town of Ocean View.. one, of course are my co-workers, they are a great bunch of people; and secondly, is I love working for a small town! I have been with the Town almost fourteen years and every day is a joy coming to work.



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

I'm originally from Wilmington, born and raised. I attended Ursuline Academy, and was a girl scout, from brownie all the way through cadet. My sophomore year of high school I started working in the shoe department of the Wilmington Dry Goods. I stayed on this career path all the way through the end of 1996, when my husband and I closed our shoe business. After that I got into banking, and then municipal work. I have been a town clerk since 2000. I have worked for the Towns' of Fenwick, Millville, and Ocean View. I have two daughters, Jill and Lisa; and one son, Louis, who passed away in 2022. I also have one grandchild, Jake... who is eight years old. I am the owner of six cats, Niko, Benny, Nugget, Cobb, Louie, and Biscuit.

WHO OR WHAT HAS BEEN YOUR BIGGEST INSPIRATION OR MENTOR?

I guess I would have to give credit to Barbara Hanrahan, my town manager in Fenwick for hiring and inspiring me to get into the Clerk program at IIMC and work towards my CMC. The other woman who inspired my journey was Debbie Botchie, who was instrumental in my completing my CMC. I thank them both.

WHAT IS YOUR FAVORITE WORK QUOTE?

I can handle anything that life throws at me - I may not be able to handle it well, or correctly, or gracefully, or with finesse, or expediently - but I will handle it!"





September's Clerk Spotlight Donna Schwartz



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

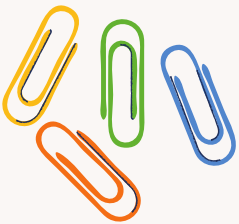
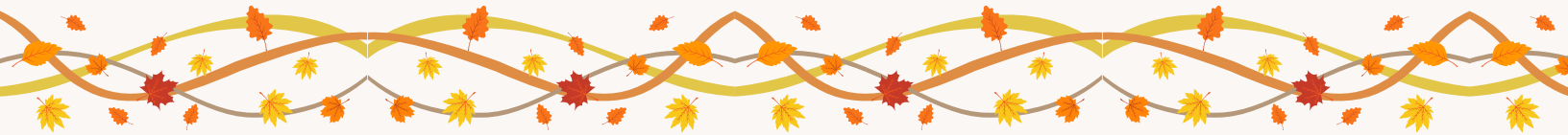
I would say that receiving my MMC was one of my most memorable experiences.

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

Nothing is a sure thing, always expect the unexpected.

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

I would like to offer that you do your job the best you can and make it also fun and enjoyable!



EDUCATION

The 2025 Delaware Municipal Clerks Institute, hosted by Joy Jordan of the University of Delaware Institute of Public Administration, began in August, with municipal clerks from Delaware and Maryland working to obtain their CMC and MMC Designations.

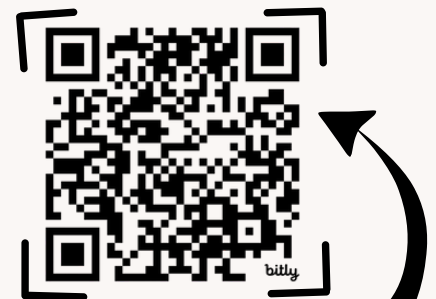
**LEARNING
EVERYDAY**

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

Please make sure you complete your 2025 membership renewal form and 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 QR Code to make payment.



SCAN ME



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.
- THE CONFERENCE WILL BE MAY 17-21ST, 2026 IN RENO, NEVADA.
- 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.
- IN MID-JULY, IIMC CONDUCTED A SITE VISIT FOR THE 2026 CONFERENCE IN RENO, NV.
- THE EXECUTIVE BOARD HAS MET WITH COMMITTEE CHAIRS TO REVIEW THEIR GOALS AND OBJECTIVES FOR THE COMING YEAR.
- THERE IS ONE NEW IIMC MEMBER FOR DELAWARE, LYNDIA HUIZINGA, TOWN CLERK, TOWN OF CAMDEN






Thank You



A SPECIAL THANK YOU TO ANDRIA BENNETT, CITY CLERK FOR THE CITY OF DOVER, FOR GRACIOUSLY HOSTING THE FIRST CLERK'S GET-TOGETHER AT HER HOME —DESPITE THE COOL WEATHER KEEPING US OUT OF THE POOL, SHE WENT ABOVE AND BEYOND TO MAKE SURE WE HAD EVERYTHING FOR A WONDERFUL AFTERNOON. WE ENJOYED SUCH GREAT FELLOWSHIP AND DELICIOUS FOOD THAT WE COMPLETELY FORGOT TO TAKE PICTURES; HERE'S TO CONTINUING THIS NEW TRADITION, WHETHER AT SOMEONE'S HOME OR A LOCAL RESTAURANT!



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

- 09/18/2025 - Virtual
- 12/04/2025 - Town of Delmar
- 03/19/2026 - Virtual
- 06/26/2025 - City of Milford



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.