



Delaware Municipal Clerks Association

DELAWARE MUNICIPAL CLERKS ASSOCIATION QUARTERLY BUSINESS MEETING MINUTES Thursday, September 21, 2017 Seaford, DE

IN ATTENDANCE:

MEMBERS

Matt Amerling, Town of Millville
Renee Bensley, City of Newark
Kelly Blanchies, City of Harrington*
Starr Conaway, Town of Delmar
Christine Crouch, City of Milford*
Joanne Dorey, Town of Millsboro

Annie Miller, Town of Bethel
Diana Reed, Town of Elsmere*
Tracy Torbert, City of Seaford*

*Officers

CALL TO ORDER

President Torbert called the meeting to order at 11:08 a.m.

APPROVAL OF MEETING MINUTES FROM JULY 20, 2017

Matt Amerling moved to approve the meeting minutes of July 20, 2017, seconded by Treasurer Reed and unanimously carried.

APPROVAL OF TREASURER'S REPORT

Secretary Blanchies moved to approve the Treasurer's Report dated September 14, 2017, seconded by Renee Bensley and unanimously carried.

COMMITTEE REPORTS

2019 Conference Update

Vice President Crouch stated that the committee has had three meetings so far. There were three responses to the request for proposals; the Hotel DuPont and Westin will be toured. A theme will be decided. The entertainment for the banquet will be by Just Kidding Around.

Treasurer Reed and Renee Bensley volunteered to serve on the 2019 Region II Conference Committee.

Starr Conaway stated that Hotel DuPont was a good location previously.

President Torbert stated that the budget and space available is a concern at the Westin. The room rate and parking are higher at Hotel DuPont but the DMCA cost is higher at the Westin. The committee wants to have a location and theme selected by the end of the year.

Renee Bensley suggested checking what the attendance has been at the last few regional conferences.

Education Committee Update

Vice President Crouch stated that the Athenian dialogue will be next Saturday, September 30, in Newark. Renee Bensley explained that an Athenian dialogue is when participants read a book and discuss it all day. The committee has been trying to get more active education sessions. Vice President Crouch stated that there are currently thirty-one people registered. Normally DMCA uses Chuck Tokar for seven hundred dollars (\$700), but he had no new books, so instead we are paying one thousand two hundred dollars (\$1,200) for Yvette Murray to facilitate the dialogue. There are ten DMCA members registered.

The meeting recessed at 11:27 a.m. for lunch.

President Torbert called the meeting back to order at 11:47 a.m.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Announce and discuss Clerk of the Year Award

President Torbert stated that two nominations were received and Cindy Fisher from Delmar was selected as the Clerk of the Year.

President Torbert stated that the number of nominations received has decreased the last few years. Renee Bensley suggested adding an award for length of service and promoting Municipal Clerks Week to raise awareness of what we do and how valuable it is.

President Torbert stated that turn over in towns has been an issue. Starr Conaway stated that mayors are part-time and not in the office to see what clerks do.

President Torbert stated that neither of the clerks nominated this year were DMCA members and asked if membership should be added as a requirement.

Renee Bensley stated that it would be good if council members could nominate clerks too and suggested sending out the applications for nominations right after Municipal Clerks Week.

President Torbert stated that DMCA should consider different ways to promote clerks.

Annie Miller asked if there was anything to recognize council members.

Appoint Committee Chairs

Vice President Crouch was appointed as Chairman of the Education Committee. Renee Bensley was appointed as Chairman of the Website Committee.

Vice President Crouch suggested combining the Facebook Committee and Website Committee into a Communications Committee.

Nominations Reminder

President Torbert stated that nominations are due at the next meeting for the positions of vice president and secretary.

Next Meeting – December 21, 2017 in Wyoming – more details to come

There was no discussion.

Future Education Session Ideas

Renee Bensley asked if there should be an education class at the December meeting. President Torbert stated that the gift exchange and lunch usually took up a lot of time.

Secretary Blanchies asked if the spring education session would be for IIMC points.

ADJOURNMENT

Vice President Crouch moved for adjournment, seconded by Renee Bensley and unanimously carried.

The meeting adjourned at 12:22 p.m.

Transcribed by:
Kelly Blanchies
Secretary, DMCA

Account Balance

Previous Balance	\$	22,709.08
Deposits	\$	2,475.00
Expenditures	\$	7,298.53
Ending Balance	\$	17,885.55

DEPOSITS				
Date	Payee	Purpose	Account Added To	Amount
9/22/2017	City of Rahway	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Paula Geletei	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Township of Middletown	Athenian Dialogue Registration x 2	Education	\$ 200.00
9/22/2017	City of Glenarden	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Diane Carter	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Norma Herr Harris	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Mary Donovan	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Town of Chesapeake City	Athenian Dialogue Registration	Education	\$ 100.00
9/22/2017	Kent County Levy Court	DMCA Athenian Dialogue Registration	Education	\$ 75.00
9/22/2017	Kent County Levy Court	DMCA Athenian Dialogue Registration	Education	\$ 75.00
9/22/2017	Town of Millsboro	Dues - Joanne Dorey	Education & General (10/25)	\$ 35.00
10/4/2017	DE Public Purchasing Assoc. Inc	Athenian Dialogue Reg. Deposited to them in error	Education	\$ 100.00
10/5/2017	Kathleen Conway	Athenian Dialogue Registration	Education	\$ 75.00
10/5/2017	Kathleen Conway	Athenian Dialogue Registration	Education	\$ 25.00
10/30/2017	Commissioners of Bridgeville	Dues - Ashley Walls	Education & General (10/25)	\$ 35.00
11/20/2017	Town of Elsmere	Dues - Linda Sommermann	Education & General (10/25)	\$ 35.00
11/20/2017	Town of Newport	Dues - Wendy King	Education & General (10/25)	\$ 35.00
11/27/2017	Town of Elsmere	Dues - Diana Reed	Education & General (10/25)	\$ 35.00
11/27/2017	South Bethany	Dues - Pam Smith, Janet Powell, Renee McDorman	Education & General (30/75)	\$ 105.00
11/27/2017	City of Harrington	Dues - Kelly Blanchies	Education & General (10/25)	\$ 35.00
11/27/2017	Town of Smyrna	Dues - Valerie Heritage	Education & General (10/25)	\$ 35.00
11/27/2017	City of Seaford	Dues - Tracy Torbert	Education & General (10/25)	\$ 35.00
12/1/2017	Town of Bethany Beach	Dues - Lisa Kail, Molly Daisey	Education & General (20/50)	\$ 70.00
12/1/2017	Town of Ocean View	Dues - Donna Schwartz	Education & General (10/25)	\$ 35.00
12/1/2017	City of Newark	Dues - Renee Bensley, Tara Schiano, Sarah Campanelli	Education & General (30/75)	\$ 105.00
12/1/2017	Town of Wyoming	Dues - Pamela Haddick, Laura Connor	Education & General (20/50)	\$ 70.00
12/1/2017	Town of Frankford	Dues - Cheryl Lynch	Education & General (10/25)	\$ 35.00
12/4/2017	Town of Camden	Dues - Amanda Marlow, Jamie Fenske	Education & General (20/50)	\$ 70.00
12/4/2017	City of Milford	Dues - Christine Crouch, Terri Hudson	Education & General (20/50)	\$ 70.00
12/4/2017	Town of Millville	Dues - Matt Amerling	Education & General (10/25)	\$ 35.00
12/4/2017	City of Lewes	Dues - Alice Erickson	Education & General (10/25)	\$ 35.00
12/8/2017	Town Council of Bethel	Dues - Annie Miller	Education & General (10/25)	\$ 35.00
12/8/2017	Town of Clayton	Dues - Christine Letterman	Education & General (10/25)	\$ 35.00
12/8/2017	City of New Castle	Dues - Brian Whitaker	Education & General (10/25)	\$ 35.00
12/11/2017	Kent County Levy Court	Dues - Kathy Phinney	Education & General (10/25)	\$ 35.00
12/11/2017	Kent County Levy Court	Dues - Lorraine Tanaka	Education & General (10/25)	\$ 35.00
12/11/2017	Town of Dewey Beach	Dues - Ashleigh Hudson	Education & General (10/25)	\$ 35.00
12/19/2017	Town of Clayton	Dues - Melissa Knight, Tiffany Adams	Education & General (20/50)	\$ 70.00
12/19/2017	Town of Delmar	Dues - Starr Conaway	Education & General (10/25)	\$ 35.00
			TOTAL	\$ 2,475.00

EXPENDITURES					
Date	Payee	Check #	Purpose	Withdraw Acct.	Amount
9/15/2017	Township of Middletown	348	Athenian Dialogue Reimbursement - M. Hesler	Education	\$ 100.00
9/21/2017	YRM Consulting Group	349	Athenian Dialogue Facilitators Fee	Education	\$ 1,200.00
9/29/2017	VOID	350	VOID		
9/29/2017	City of Dover	351	Athenian Dialogue Reimbursement - Partial Reim.	Education	\$ 50.00
10/4/2017	Renee Bensley	352	Athenian Dialogue - Supply Reimbursement	Education	\$ 448.53
11/6/2017	Hotel Dupont	353	2019 Region II Conference Deposit	Reg. II Conf.	\$ 5,500.00
				TOTAL	\$ 7,298.53

SUMMARY:

Education Fund	\$	5,665.76
Region II Conference Fund	\$	9,694.29
General Fund	\$	2,525.50
TOTAL	\$	17,885.55