

MTCA EXECUTIVE BOARD MEETING



AUGUST 7, 2023 – Northborough Senior Center

Approved September 20, 2023

	Attendance	Present
PRESIDENT	ELIZABETH T. GREENDALE	X
1ST VICE PRESIDENT	DANIELLE M. SICARD	x
2ND VICE PRESIDENT	DOROTHY POWERS	x
TREASURER	PATRICIA BESSETTE	X Conf. Call
ASST. TREASURER	VACANT	
SECRETARY	JAYNE MARIE DAVOLIO	x
PAST PRESIDENT	ROBERT E. CULTER, JR	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ANDREW DOWD	X
EXECUTIVE BOARD 2024	VALERIE FOX	x
EXECUTIVE BOARD 2025	C. DAWNE WARREN	X
EXECUTIVE BOARD 2025	KELLY DARLING	x
EXECUTIVE BOARD 2025	MARY de ALDERETE	X
EXECUTIVE BOARD 2026	ELLEN S. AGRO	X
EXECUTIVE BOARD 2026	DEBRA A. GREMO	X
EXECUTIVE BOARD 2026	KELLY MCELREATH	
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	
ED. DATABASE COOR.	TRUDY L. REID	X
SUNSHINE ADMIN/SOCIAL SEC	CHERYL C.A. ESTRELLA	x

Meeting called to order @ 10:08 AM

President Greendale welcomed Ellen Agro to the board and Andy Dowd presided over the swearing-in ceremony. Also, a Thank note to the board and members who attended Ellen Robinson's retirement party was distributed for reading.

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve June 7, 2023 Minutes (attached) No corrections

Motion to approve Danielle Sicard seconded by Kelly Darling, All in favor.

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2. TREASURER'S REPORT— PATRICIA BESSETTE

- FY23 Year End Budget vs. Actual (attached) No corrections

Motion to accept Mary de Aldrete seconded Ellen Agro, All in favor.

- Plymouth 2023 Conference Draft Report as of 7.31.23 (attached) Short discussion and waiting on finalization.
- FY 24 Year-to-date Budget vs Actual (attached)
- Membership report (attached)

Motion to accept Mary de Aldrete, seconded Valerie Fox, all in favor.

3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

- Appointments – Education Committee replacement (attached)

Motion made by Andy Dowd to appoint Stefany Ohannesian of Medway seconded by Dottie Powers, all in favor.

- Conference Timeline Worksheet (attached)

Per the Discussion on the timelines, we have new templates to fill out for the conferences. So far, they are working out great and the templates help the printer to get the brochures ready. These templates will now be distributed to the members who need them.

Question on who will pick up the books now that Bob Cutler is no longer president? Dottie Powers will pick up the brochures for the conferences.

Ideas were brought about to alleviate printing so many brochures. One idea was to have the conference books under the education page. Cheryl will discuss this with Kelly McElreath, Andy Dowd, and Dawne Warren. Also, the idea of a QR code for the check-in table will help to diminish the printing of the brochures.

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- Conference Update – Wednesday Class

The education committee will now take over the Wednesday class. This helps to promote the themes for the conferences.

- Vendor Fee Waived Request – Department of Correction

MA Core Printing is a vendor that provides personalization of many items such as clothing, signs, etc. Discussion took place and the board should have a list of vendors who are required to pay and who do not pay.

Motion: To bring forth to the officers of the board the vendors who are requesting a fee waiver for conferences. This will be on a case-by-case basis. Criteria will be the most important factor of the process and the officers will produce an internal document to use when determining waiving vendor fee requests. The criteria should include a fee schedule of the product and if the vendor fits into the organization for all clerks and benefits the offices.

Danielle Sicard brought forth the motion Second Mary de Aldrete, All in favor.

- Bill Campbell's proposal of Campaign Donation Funds: Andy Dowd will be speaking on Mr. Campbell.

4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD (verbal)

- Scholarship Report: updated application and live on the web page
- Vendors Report: went out and 12 vendors signed up, 10 have paid and they have until the 30th of August. Working on software for vendors. Template forms from Cheryl need to be added to the software.

5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS

This is my first report and I am happy to be here!

- Conference Cost Comparisons (attached) see report it will be placed on the Web site and we will proceed with looking for more conference spaces and pricing. Discussion took place on the first initial email going out to the board for the rooms and registration than for the members. The Vendors should receive a teaser notification letting them know when the rooms and registrations will begin. This will

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prepare the vendors for success. Discussion on a different week, different space, etc., and possible ideas if we could switch the Devens and Springfield conferences due to outside circumstances.

This could help with Springfield as they have Big E members at the same time as our conference. Please send Dottie some ideas and she will put a working group together to explore new opportunities.

Note: Devens reported that the February conference costs will not increase from last year.

- Conference Turnout summary (attached) See report.

Note: Danielle Sicard mentioned that for Devens we need to look in advance at the rooms for education and vendors. The Conference Committee should meet and discuss the needs to take place for extra planning.

Slight 5-minute break. Convened back at 10:59 AM

6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Springfield Class Line Up (attached) Trudy spoke to Michelle – Election-related focus! Wednesday Pre-Election- UOCAVA, Thursday- Election Day Tabletop exercises to break up learning, Friday – Post-Election. LHS & ESS will conduct a class for members who are currently using the product for easy tips for usage of the equipment.

Discussion took place on the E board starting the meeting at 9 AM for Springfield so maybe our members can go to those classes. Possible 10:30 to 12:00 for demonstrations and easy tips for our voting equipment. Discussion on moving these classes to Devens for a morning session or an evening session to include Poll Pads/high-speed vendors if members would like that for a one-hour session.

Discussion on sign-in sheets for registration and sign-up for classes. Using a QR code and communication to the members on the details of who, what, when where, and why we do this and the benefit it produces for the association.

7. LEGISLATIVE REPORT—ANDY DOWD

- MTCA Legislative Agenda attached: a great clerk day on the hill and thank you to Cheryl Estrella for the thank you notes. The cost was around three grand, but well worth it.

Bill Campbell's proposal: To transition the state election campaign fund on taxes to a fund for an EV grant program to use these funds. Would our association be able to file a bill? Andy recommended this; he does not see a downside. We do need to be careful to not let the legislators off the hook, and let

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them know this is a grant program. Discussion took place the board is supportive of bringing this forward and would like Andy to get the information to Tom Joyce to begin the process.

- MTCA survey & Data Results – Key Objectives for Changes Final (attached)

8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER

• CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO: Elizabeth Greendale, Danielle Sicard, and Dottie Powers were invited to the first Zoom meeting. Ryan Witkos and I have been in contact and we will be conducting a Zoom meeting before Springfield and a meeting in Springfield.

- COMMUNICATIONS COMMITTEE-

WEBSITE UPDATE / TRAINING – ANDY DOWD, KELLY MCELREATH & DAWNE WARREN (verbal): MTCA Website 2019 to update their pages to keep the site current. Danielle has done a spreadsheet great work on how to keep organized and easy to find information.

Civic Plus to share training videos and maybe one one-on-one.

- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD – N/A

- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER – N/A

- MENTORING COMMITTEE – DANIELLE SICARD

o New Clerk Mentoring Session Report (attached) 20 dollars from 15.

o FY24 Mentoring Calendar & fee increase (verbal) revamping website.

- NOMINATION COMMITTEE REPORT—TEDI EATON: NA

- TECHNOLOGY AD HOC COMMITTEE REPORT – DANIELLE SICARD (verbal)

Beginning shortly this week or next week. In general, for options to streamline our conference signup, etc. Members include Danielle Sicard, Elizabeth Greendale, Mary De Alderete, Cheryl Estrella, Karri Mai Tari, and Dawne Warren.

- 9. SOFTWARE COORDINATOR – DANIELLE SICARD (verbal)

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This is an in-between year- getting everyone in and ready to go forward. Benefits access to MTCA and Google group. We have not followed the protocol, now we will be working forward with Kelly McElreath and Nancy Blackmer to follow through for the membership. Starting in September or October! Discussion took place on if we could do a read-only for the members who are retired.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA (attached)

Update for June and July see report. Thank you cards and photos for Clerks Day on the hill.

11. PAST PRESIDENT REPORT—BOB CUTLER -N/A

Motion to adjourn 11:46 AM

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary