

# MTCA EXECUTIVE BOARD MEETING



**September 20, 2023 – Springfield Fall Conference**

Approved 12-4-2023

	Attendance	Present
PRESIDENT	ELIZABETH T. GREENDALE	X
1ST VICE PRESIDENT	DANIELLE M. SICARD	X
2ND VICE PRESIDENT	DOROTHY POWERS	X
TREASURER	PATRICIA BESSETTE	X
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	
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	
EXECUTIVE BOARD 2026	DEBRA A. GREMO	X
EXECUTIVE BOARD 2026	KELLY MCELREATH	X
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	X
ED. DATABASE COOR.	TRUDY L. REID	X
SUNSHINE ADMIN/SOCIAL SEC	CHERYL C.A. ESTRELLA	X

Meeting called to order at 9:10 AM

## 1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve August 7, 2023 Minutes (attached)

Motion to approve the secretary's minutes by Member Kelly McElreath, Seconded by Member Andrew Dowd. All in Favor

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### 2. TREASURER'S REPORT— TRICIA BESSETTE

- Plymouth 2023 Conference Final Report (attached)
- FY 24 Year to date Budget vs Actual (attached) as of 9-12-2023
- Membership report (attached)

1<sup>st</sup> Vice President Sicard thanked Trisha for all her work on these reports and for getting more than the estimated number of clerks to pay their dues, magnificent work!

Motion to accept the treasurer's report by Member Jayne Davolio, Seconded by Member Andrew Dowd. All in favor

### 3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

- The MTCA/MCCA merger is running a bit flat, the discussion began two years ago in Devens with President Cutler and Sergio Cornelio of Everett. Discussion took place on how we should move forward. A decision was made to table this item until the next meeting.

President Greendale will reach out to Sergio Cornelio, Everett City Clerk one more time to discuss this issue.

- Auditor Diana DiZoglio will be speaking at the Devens Lunch with a 30-minute program, Michelle Tassinari and Barbara LaBombard will be speaking also. Andy Dowd mentioned that Commissioner Hicks is also set to speak. The association will talk to the Education committee and see if we can work on moving the speakers around, for a morning kick-off opening session.

- Conference Registration Deadline: President Greendale stated what a wonderful job by the conference committee and how proud she is. We need to have a discussion on having members meet the deadlines. No more late registrations, we can add a bill to the software to show the late fee. A week before class, a generated bill should be sent. The ad hoc committee is working on a program for forms to see how we can streamline our registration and class signup process. Deadlines could be on a case-by-case basis with Barbara LaBombard and Dottie Powers talking to each other. EX: A new clerk or personal situation. A question on credit card payments, can we accept them? Treasurer Bessette will follow up on this question.

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Member Debra Gremo made a motion: To initiate a conference deadline to be applied after the registration deadline and until the conference deadline. The conference deadline, when no additional registrations are permitted, is the day before counts are due to the hotel. Seconded by Jayne Davolio, All in Favor.

### 4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD

- Scholarship Report: No one applied
- Vendors Report (attached) We compete with CT as they have a conference also this week
- Vendor Fee Waiver Information (attached) We allowed one vendor in late
- Vendor Registration Late Fee: Update with a working list of what has happened in the past. The hard deadline for the vendors.

Member Debra Gremo made a motion to initiate a vendor late fee for any vendor registering after the deadline who is permitted to register, if room is available, noting that there is no guarantee that late vendors will have their information 2<sup>nd</sup> Member Danielle Sicard, All in Favor.

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

- Update - Fall conference 2024 location 1<sup>st</sup> conference was larger than anticipated eighty-two rooms and increased to one hundred and one. There were two additional hotel rooms. 258 is the largest class we have at this conference.

Southbridge conference center: Dates fall on September 24-27<sup>th</sup> of next year Discussion on the event site and what options we have for an opening ceremony on Wednesday, classroom charge but no technology charge. \$4000.00 difference in our favor. It seems to be a viable option.

Motion made by Member Kelly McElreath to move forward with the change to the Southbridge Conference Center from the Springfield Sheraton Monarch. 2<sup>nd</sup> Member Deb Gremo All in Favor.

### 6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Poll Pads for conference attendance – MARY de Alderete spoke for Trudy who could not attend the meeting.

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Mary is also part of the ADHOC Committee, we will be using POLL PADS to check in for the first time. Members will check in before break and check out within the window of the last half hour. LHS will donate the poll pads and the work to get it put together. There are handouts and emails that will help the members to follow the guidelines.

### 7. LEGISLATIVE REPORT—ANDY DOWD

- Legislative Agenda – website update: N/A

### 8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER N/A
- CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO 1<sup>st</sup> meeting will follow our class this afternoon. Excited to have the members that we do. The book will be divided up into sections and we will be working on them together.
- COMMUNICATIONS COMMITTEE

Andy did a training with Dawn Warren. Mary and KC will also do training after this conference. We are moving forward and making progress. Everyone should be trained shortly.

o WEBSITE UPDATE / TRAINING – ANDY DOWD & KELLY MCELREATH N/A

- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

o Conference Update (attached) Barbara's term ends in 2024 for certification – she can help with June, but January will be her last test. The test should be rewritten for the new era. Barbara is working on the process, and we should be in coordination with the manual committee to place the answers in the manual.

- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER -NA
- MENTORING COMMITTEE – DANIELLE SICARD: Tri-County jumping on board- regional associations need to be more involved. Wanting to offer classes in all areas, discussion took place on bringing it forth to all the branches of the county associations to educate everyone.

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- NOMINATION COMMITTEE REPORT—TEDI EATON –N/A
- TECHNOLOGY AD HOC COMMITTEE REPORT – DANIELLE SICARD: An email was sent out to everyone; we need to see if we can send it out from our Gmail account. We may need to purchase Outlook.

9. SOFTWARE COORDINATOR – DANIELLE SICARD: Going Well and Thank you to Tricia Bessette, for all her help in setting up the manual.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA: N/A

President Greendale, there have been a few retirements and members who have passed on which we were not notified of. Let's try to communicate with the associations more to get the information, so we can recognize all.

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

Motion to adjourn 10:21 Member Kelly McElreath, 2<sup>nd</sup> Member Dawn Warren, All in Favor.

Respectfully Submitted,

*Jayne Marie Davolio*

Jayne Marie Davolio, MTCA Secretary