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|   | 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 | X |
| 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 |   |
| EXECUTIVE BOARD 2026 | ELLEN S. AGRO | X |
| EXECUTIVE BOARD 2026 | DEBRA A. GREMO (VACANT-RETIRED) |  |
| 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 |

The meeting was called to order at 10:04 AM

Special Guest Past President Marie Ryan joined the meeting today.

1. SECRETARY’S REPORT—JAYNE DAVOLIO

• Approve December 4, 2023, Minutes

 Motion to approve the minutes Member Andy Dowd, seconded by Member Kelly McElreath, All in favor.

2. TREASURER’S REPORT— PATRICIA BESSETTE

• Budget vs Actual 1/22/2024

• Membership reports – Summary & Pending

President Greendale asked for an explanation of what constitutes a pending membership. Treasurer Bessette stated that the pending membership forms were accepted, and we are waiting for payment.

Motion to accept the Treasurer’s report Member Reid, Seconded by Member Darling, All in favor.

Treasurer Bessette advised the board that she acquired a Debit/Credit Card through the bank for our account. Discussion took place on policy and procedure for the use of the card.

Treasurer Bessette also advised the board that she produced our lobbyist with the appropriate fillings and sent out the four W2s.

Member Andy Dowd stated that the treasurer has done a great job with our lobbyist Tom Joyce and that she has produced great work for the board. The board agreed that she’s done a tremendous job from when she took over the position.

3. PRESIDENT’S REPORT—ELIZABETH GREENDALE

• By-Law Committee update on potential change to membership

Article III, Sec. A.1 Active Member and A.2 Associate Members.

Discussion took place on behalf of the Bylaw committee; Trudy Reid spoke on the committee’s concern to allow outside people not in the Clerk's position or office to come to the conference. Justification must be for a good reason and to have the Clerk from that town or city sign off to attend the classes. Danielle Sicard 1st VP spoke to the fact that the sign-off would not be part of the by-law. This should be a conversation after the vote at the annual meeting in Plymouth to coordinate the forms.

• Deb Gremo's resignation: Deb has retired from Wareham. President Greendale will publicize her seat on the E-Board and any committee vacancy that she left an opening. These will be filled in conjunction with the June appointments at the annual meeting.

o E-Board Directory: No discussion

o Appointments List: No discussion

• MTCA/MCCA Merger Update Discussion: President Greendale advised the board that there is a scheduled meeting for 2-1-2024 @ 7:45 AM to be held in the conference room. Details to follow at the next meeting.

• Gov. Healy FY25 Budget – Marriage Certs: Please note the changes made to the marriage certificates and we should be implementing them immediately.

4. 1ST VICE PRESIDENT’S REPORT—DANIELLE SICARD

• Scholarship Report: There were no requests for this conference.

• Vendors Report: An additional table was added, and we have received full payment from all vendors! Full house and Dottie did a great job spreading them out and two snack areas. President Greendale noted that she received some great donations from the vendors. Also, 1st Vice President Sicard noted that Cheryl did a nice job with the brochures.

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

• Devens Conference Update –Great Job with hotel management. Numbers 119 total rooms. 271 actual guests. 271 people for lunch!! Barbara - 306 registered, some cancellations.

6. EDUCATION COMMITTEE REPORT—TRUDY REID

• Devens Classes Update: The committee struggled a bit for coordination while setting up the speakers. For example: Julie from Vitals wanted to change classes, and we explained that we could not. But it will all work out.

7. LEGISLATIVE REPORT—ANDY DOWD

• Legislative update: Reiterate: Nothing will happen this 2024 year on the hill. Tom Joyce will be here for lunch on Thursday making a quick report.

8. COMMITTEE REPORTS:

• BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER N/A

• CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO Discussion on meeting in the summer months of June, July, and August for 2024.

• COMMUNICATIONS COMMITTEE – DANIELLE SICARD N/A

• CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD 306 registered for an amount of $43, 810 dollars. CMMC 6 new people received certification and we have many recertifications. Lillian Drane will begin in June to take over the CMMC Certification which will be the time to clean up the test and move forward.

• MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER- President Greendale reported that she has sent out Clerk of the Year information.

• MENTORING COMMITTEE – DANIELLE SICARD

o Mentor Workshop Report – We have October & December Elections sessions coming up. I assisted Lillian Drane everything went well for the first time; we worked out a few kinks and the session was popular.

• NOMINATION COMMITTEE REPORT—TEDI EATON N/A

9. SOFTWARE COORDINATOR – DANIELLE SICARD: The decision was made not to get new software; we took a new route. Lisa Pagano, LL DATA made changes to our registration process; she only charged us 500.00 dollars, which is a great discount to our association! Discussion of the process and how it was made easier and there was a much quicker upload. Few items to be worked out but thrilled that we went this route.

A shout out to Mary de Alderete for her hard work along with Barbara LaBombard.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA: In review, I am not receiving all the information that I should have. I will report that Trudy Reid has lost her sister, and we give you, our condolences. Information from the board, Louise Craig from Seekonk retired, and Dolores in Somerset will be retiring in March. President Greendale will send Diane Packer from Natick a clock as she has retired also.

11. PAST PRESIDENT REPORT—BOB CUTLER To follow tradition you are all doing a great job!

11:01 AM adjourned

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary