

July 26, 2021
2PM Zoom meeting
MENTORING COMMITTEE MEETING MINUTES

In Attendance – Danielle Sicard (Easton), Andy Dowd (Northborough), Trudy Reid (Wenham), Jayne Marie Davolio (Millbury), Mary deAlderete (Fitchburg), Marie Ryan (West Stockbridge), Dottie Powers (Westwood), Kelly McElreath (Upton)

Review of Mentoring Committee Documents

- **Roles & Responsibilities** – the committee reviewed the roles as outlined in the MTCA Committee Board Policies & Procedures Manual and agreed that no changes were necessary to the document.
 - FY22 positions were assigned as follows:
 - Chairperson – **Danielle Sicard (Easton), Co-Chair Jayne Davolio (Millbury)**
 - Registration Coordinator – **Kelly McElreath (Upton)**
 - Host Coordinator – **Liz Greendale (Holliston)**
 - Certification Coordinator – **Dottie Powers (Westwood)**
 - Education Coordinator – **Danielle Sicard (Easton)**
 - Mentor Coordinator – **Trudy Reid (Wenham)**
- **Requirements to become a Mentor** – The committee agreed that this document is still relevant and that we should connect with the Regional Associations and clerks who had previously indicated their desire to be a Mentor (marked as such in the MTCA software) in hopes that more sessions could be held across the commonwealth by host mentors.
 - **Andy** to update the County Associations document on website with current presidents. The committee also looked at this document in relation to current committee members locations.

Committee Membership – The committee received and reviewed 5 applications for 2 open positions on the mentoring committee. There was a robust discussion regarding each applicants: (1) experience as a clerk, (2) teaching experience, and (3) attendance/exposition at mentoring sessions. Based on the experience the committee voted to appoint Amy Warfield (Burlington) to the committee and to extend an invite to Gwen Sabbagh (Merrimac) as a guest facilitator at sessions in the fall of 2021. Danielle will also reach out to the remaining applicants to thank them for their interest, let them know we will keep their application on file, that they will be added to our list of Mentors and they will also be provided with the requirements to become a mentor document and encouraged to participate in our sessions. The committee hopes to appoint the remaining open position by the end of 2021.

FY22 Calendar – the committee worked through a schedule of offerings for FY22 and will finalize the dates to post to the website as soon as possible. All the sessions will be held in person, noting the importance of networking and connections amongst the participants as part of our sessions. We have the means to convert back to zoom sessions should we need to or should we feel that the registrations for in person are low but noted that those sessions would be only 2 hours and would not provide points to the participants.

Email Signature – we will continue to use a Mentoring Email Signature that includes links and all members contact information when communicating with the MTCA.

Next meeting date – a date was not set for the next meeting. Danielle will connect with the committee about a date for the next meeting this fall. Items for the next meeting will include:

- Welcome New Committee Member
- Mentor Hosts – Regional Associations / Clerk Mentors Update & Next Steps
- Objectives / Direction Moving Forward – One on One mentoring for New Clerks