



**Executive Board Meeting
Northborough Senior Center
119 Bearfoot Road
Northborough, MA 01532
Tuesday, August 4, 2015 ~ 10:00 AM**

10:00 A.M.

Lisa Thomas, MCCA President – compensation for class instruction/handouts

Secretary's Report – Danielle Sicard

Report/Vote on June 10, 2015 E-Board Minutes Prepared by Marie Ryan

Treasurer's Report – Robert Cutler

President's Report – Andrew Dowd

Wednesday afternoon class Springfield: certification class, elected/appointed roundtable?

1st Vice President – Jeremy Gillis

Bylaw or policy change to create a Membership committee (help the treas chase people, recruit new people, etc)

Bylaw or Policy Change to create a Mentoring Committee (could fold FAST, New Clerks, etc under this umbrella as well as provide help to clerks who can't go to the conference)

Bylaw Change to change the name of the Education Committee to the "Education & Professional Development Committee"

Creation of an "Annual Report" for the MTCA (like our towns, with reports from all the committees, the budget, conference costs etc)- might at least help in the transparency department

Creation of a Strategic Plan Committee for where the MTCA should be going in the next 5-10 years: message, mission, etc. (this never really got off the ground & I still think it's a great idea)

Creation of a position responsible to interact with IIMC and obtain CMC/MMC points for conference classes. (would need to work closely with education database coordinator and ed committee)

2nd Vice President – Marie Ryan

Past President – Nancy Blackmer

No report

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

Legislative Committee – Robert Cutler

Mentoring Program – Dottie Powers/Tara Morrison

CVR – Andy Dowd & Debbie Dami

Social Secretary Report – Tara Morrison

Old Business –

New Business –

Adjournment

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION
EXECUTIVE BOARD
2015-2016**

President

Andrew T. Dowd, CMC/CMMC *Worcester County*
63 Main Street
Northborough, MA 01532
Hours: Mon, Wed, & Thurs: 8:00 AM - 4:00 PM
Tues: 8:00 AM - 7:00 PM
Fri: 7:00 AM - 12:00 PM

Office 508-393-5002
Fax 508-393-6996
CVR NBRATD
E-Mail: adowd@town.northborough.ma.us

1st Vice-President

Jeremy P. Gillis, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356
Hours: Mon: 8:30 AM - 7:30 PM
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Office 508-230-0530
Fax 508-230-0539
CVR EATJPG
E-Mail: jgillis@easton.ma.us

2nd Vice-President

Marie Y. Ryan, CMC/CMMC *Berkshire County Office*
334 Main Street
Great Barrington, MA 01230
Hours: Mon - Fri: 8:30 AM - 4:00 PM

413-528-1619 x3
Fax 413-528-1026
CVR GBAMYR
E-Mail: mryan@townofgb.org

Secretary

Danielle M. Sicard, CMC/CMMC *Bristol County* Office 508-285-0232
70 East Main Street
Norton, MA 02766
Hours: Mon - Wed: 8:30 AM - 4:30 PM
Thurs: 8:30 AM - 7:30 PM
Fri: 8:30 AM - 12:30 PM

Fax 508-285-0297
CVR NORDMS
E-Mail: townclerk@nortonmaus.com

Treasurer

Robert E. Cutler, Jr., CMC/CMMC *Norfolk County*
40 South Street
Foxborough, MA 02035
Hours: Mon - Thurs: 8:30 AM - 4:00 PM
Tues Evenings: 5:00 PM - 8:00 PM
Fri: 8:30 AM - 12:30 PM

Office 508-543-1208
Fax 508-543-6278
CVR FOXREC
E-Mail: bcutler@foxboroughma.gov

Past President

Nancy M. Blackmer, MMC/CMMC *Franklin County Office*
6 Prospect Street
Orange, MA 01364
Hours: Mon - Thurs: 8:00 AM - 4:00 PM
Fri: 8:00 AM - 1:00 PM

978-544-1100 x101
Fax 978-544-1134
CVR ORANMB
E-Mail: townclerk@townoforange.org

Executive Board – Term Expires 2017

Ann Dunne (2014-2017) *Franklin County*
412 Main Street
PO Box 560
Ashfield, MA 01330
Hours: Mon & Tues: 9:00 AM - 3:00 PM
Wed: 9:00 AM - 11:00 AM

Office 413-628-4441 ext. 5
Fax 413-628-0228
CVR ASFNMD
E-Mail: townclerk@ashfield.org

Robin Phelan (2014-2017) *Essex County*
7A Spofford Road
Boxford, MA 01921
Hours: Mon - Thurs: 8:00 AM - 4:30 PM

Office 978-887-6000 Ext 151
Fax 978-887-0943
CVR BOFREP
E-Mail: rphelan@town.boxford.ma.us

Dottie Powers, CMC/CMMC (2014-2017)
580 High Street *Norfolk County*
Westwood, MA 02090
Hours: Mon, Wed & Thurs: 8:30 AM - 4:30 PM
Tues: 8:30 AM - 7:00 PM
Fri: 8:30 AM - 1:00 PM

Office 781-326-3964
Fax 781-948-4573
CVR WWDDAP
E-Mail: dpowers@townhall.westwood.ma.us

Executive Board – Term Expires 2016

Beverly Litchfield (2015-2016) *Hampden County*
240 Springfield St.
Wilbraham, MA 01095
Hours: Mon - Fri: 8:30 AM - 4:30 PM

Office 413-596-2800
Fax 413-596-2830
CVR WBHBJL
E-Mail: blitchfield@wilbraham-ma.gov

Joyce E. Green, CMMC (2013-2016) *Worcester County*
7 Main Street, Unit #12
Hubbardston, MA 01452
Hours: Mon: 2:00 PM - 8:00 PM
Tues, Weds, Thurs: 8:00 AM - 4:00 PM

Office 978-928-1400 x202
Fax 978-928-1402
CVR HUBJEG
E-Mail: tclerk@hubbardstonma.us

Tara J. Morrison (2013-2016) *Plymouth County*
5 Palmer Road
Plympton, MA 02367
Hours: Mon - Thurs: 9:00 AM - 2:00 PM
Mon Evenings: 6:00 PM - 8:00 PM

Office 781-585-3220 x304
Fax 781-582-1505
CVR PLPTJW
E-Mail: town_clerk@town.plympton.ma.us

Executive Board – Term Expires 2018

Elizabeth Greendale (2015-2018) *Middlesex County*
703 Washington St.
Holliston, MA 01746
Hours: Mon, Wed, Thurs: 8:30 AM - 4:30 PM
Tues: 8:30 AM - 7:00 PM
Fri: 8:30 AM - 1:00 PM

Office 508-429-0601
Fax 508-429-0601
CVR HONELG
E-Mail: greendalee@holliston.k12.ma.us

Deborah Dami, MMC/CMMC (2015-2018) *Barnstable County*
16 Great Neck Road North
Mashpee, MA 02649
Hours: Mon - Fri: 8:30 AM - 4:30 PM

Office 508-539-1400
Fax 508-539-1142
CVR MASDFD
E-Mail: ddami@mashpee.ma.gov

Nancy Talbot, CMC/CMMC (2015-2018) *Hampshire County*
126 Main Street
Ware, MA 01082
Hours: Mon-Fri: 8:00 AM - 4:00 PM

Office 413-967-9648, ext. 103
Fax 401-967-9638
CVR WARNJT
E-Mail: ntalbot@townofware.com

Editor, The Public Recorder

Nancy Burnham, CMMC
584 Main Street, Suite 10
Athol, MA 01331
Hours: Mon, Wed & Thurs: 8:00 AM - 5:00 PM
Tues: 8:00 AM - 8:00 PM

Worcester County

Office 978-249-4551
Fax 978-249-2491
CVR ATHNEB
E-Mail: townclerk@townofathol.org

Legislative Committee Chairman

Robert E. Cutler, Jr., CMC/CMMC
40 South Street
Foxborough, MA 02035
Hours: Mon - Thurs: 8:30 AM - 4:00 PM
Tues Evenings: 5:00 PM - 8:00 PM
Fri: 8:30 AM - 12:30 PM

Norfolk County

Office 508-543-1208
Fax 508-543-6278
CVR FOXREC
E-Mail: bcutler@foxboroughma.gov

Legislative Agent

Thomas M. Joyce, Jr.
Joyce & Joyce
45 Bowdoin Street
Boston, MA 02114

Office 617-742-2420
Cell 617-308-2290
E-Mail: tjoyce20@comcast.net

Education Committee Chairman

Jacqueline A. Brown, MMC/CMMC
3 North Main Street
P.O. Box 438
Assonet, MA 02702
Hours: Mon-Thurs: 9:00 AM - 4:00 PM
Fri: 9:00 AM - 12:00 PM

Bristol County

Office 508-644-2201 x2
Fax 508-644-9826
CVR FREJAB
E-Mail: townclerk@freetownma.gov

Certification Administrator

Barbara L. LaBombard, MMC
50 Payson Ave., Ste. 100
Easthampton, MA 01027
Hours: Mon- Tues: 7:30 AM - 5:00 PM
Wed: 8:00 AM - 6:00 PM
Thur: 8:00 AM - 5:00 PM

Hampshire County

Office 413-529-1460
Fax 413-529-1417
CVR EAHBLL
E-Mail: cityclerk@easthampton.org

Communications Committee Chairman

Jeremy P. Gillis, MMC/CMMC
136 Elm Street
Easton, MA 02356
Hours: Mon: 8:30 AM - 7:30 PM
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Bristol County

Office 508-230-0530
Fax 508-230-0539
CVR EATJPG
E-Mail: jgillis@easton.ma.us

Conference Administrator

Barbara L. LaBombard, MMC
50 Payson Ave., Ste. 100
Easthampton, MA 01027
Hours: Mon - Tues: 7:30 AM - 5:00 PM
Wed: 8:00 AM - 6:00 PM
Thur: 8:00 AM - 5:00 PM

Hampshire County

Office 413-529-1460
Fax 413-529-1417
CVR EAHBLL
E-Mail: cityclerk@easthampton.org

Social Secretary

Tara J. Morrison (2013-2016)
5 Palmer Road
Plympton, MA 02367
Hours: Mon - Thurs: 9:00 AM - 2:00 PM
Mon evenings: 6:00 PM - 8:00 PM

Plymouth County Office

781-585-3220 x304
Fax 781-582-1505
CVR PLPTJW
E-Mail: town_clerk@town.plympton.ma.us

Assistant Treasurer

Lynn Sibley
218 Chestnut Plain Road
PO Box 89
Whately, MA 01093
Hours:

Franklin County

Fax

Office 413-665-0054
413-665-9560
CVR WJALMS
E-Mail: Tclerk2@comcast.net

Mon: 11:00 AM - 7:00 PM

Thurs: 9:00 AM - 4:00 PM

Fri: 9:00 AM - 12:00 PM

MTCA Boards & Committees 2015-2016

All terms run July 1st through June 30th unless otherwise noted.

	Member	Municipality	Last Appt	Term Exp.
Assistant Treasurer	<i>(1 year - to serve on Budget Committee)</i>			
	Lynn Sibley	Whately	2015	2016
Budget Committee	<i>(1 year- 5 members to include Treasurer & Asst. Treasurer)</i>			
	Robert Cutler, <i>Treasurer</i>	Foxborough	2014	2016
	Lynn Sibley, <i>Assistant Treasurer</i>	Whately	2015	2016
	Thomas Florence	E. Longmeadow	2014	2015
	Danielle Sicard	Norton	2015	2016
	Michael Palmer	Falmouth	2014	2016
By-Law/Policies & Procedures Review Committee	<i>(1 year)</i>			
	Deborah Davenport	Weston	2014	2015
	Denise MacAloney	Westminster	2014	2016
	Marie Ryan	Great Barrington	2014	2016
	Anita Tekle	Concord	2014	2016
	Amy Warfield	Burlington	2014	2016
CMMC Certification Administrator	<i>(3 years – to serve on Certification/Examination Board)</i>			
	Barbara LaBombard	Easthampton	2014	2017
CMMC Certification/Examination Board	<i>(3 years – 5 members including Certification Admin.)</i>			
	Madaline I. Bonadies	Southbridge	2012	2018
	Barbara LaBombard	Easthampton	2014	2017
	Denise MacAloney	Westminster	2014	2017
	Sandra Burgess	Amherst	2013	2016
	Marianne Staples	Mansfield	2013	2016
Clerk's Manual Committee	<i>(3 years – 3 members)</i>			
	Deborah Dami	Mashpee	2014	2017
	Kathleen Nagle	Wellesley	2014	2017
	Marie Ryan	Great Barrington	2014	2017
CONFERENCE COMMITTEE <i>(2-years) (Pres., 1st VP, 2nd VP, Registration Admin, Ed. Registration Admin, 3 at-large, including statistician)</i>				
	Andrew Dowd, President/Chair	Northborough	2015	2017
	Jeremy Gillis, <i>1st VP - vendors</i>	Easton	2015	2017
	Marie Ryan, <i>2nd VP - hotel</i>	Great Barrington	2015	2017
	Barbara LaBombard, <i>Conf./Ed. Regis. Admin</i>	Easthampton	2013	2016
	Kaari Mai Tari	Westford	2013	NA
	Diane Bucco	Wenham	2015	2017
	Terri Bunce	Dennis	2015	2017
	Dottie Powers	Westwood	2015	2017
Conference Registration Administrator	<i>(3 years – to serve on Conference Committee)</i>			
	Barbara LaBombard	Easthampton	2013	2016
Education Database Coordinator	<i>(3 years)</i>			
	Katherine Ingram	Longmeadow	2013	2016
Education Committee	<i>(3-years, to include 2nd VP)</i>			
	Jacqueline Brown	Freetown	2014	2017
	Amy Summers	Stoughton	2014	2016
	Dottie Powers	Westwood	2015	2016
	Laura Torti	Spencer	2015	2018
	Debra Gremo	Auburn	2015	2018
	Kaari Mai Tari	Westford	2014	2017
	Marie Ryan, <i>2nd VP</i>	Great Barrington	2015	2017

Legislative Committee	<i>(7 full for 3-year terms; 2 Alternates incl. 1st VP for 1-year – exp. Dec. 31st)</i>			
	Robert Cutler	Foxborough	2012	2018
	Denise Graffeo	Tewksbury	2013	2018
	Nancy Talbot	Ware	2013	2016
	Brian Howard	Randolph	2013	2016
	Dina Livingston	East Bridgewater	2014	2018
	Diane Packer	Natick	2014	2017
	Robin Phelan	Boxford	2014	2017
	Christina Wright, <i>Alt</i>	Essex	2014	2016
Nomination Committee	<i>(1 year – 5 full members, to include 1st VP as non-voting)</i>			
	Jeremy Gillis, <i>1st VP/Alt</i>	Easton	2015	2017
	Theodora Eaton	Needham	2014	2016
	Nancy Blackmer	Orange	2015	2016
	Margaret Bonderenko	Mendon	2014	2016
	Lynn Sibley	Whately	2014	2016
	Kaari Mai Tari	Westford	2014	2016
	Jeremy Gillis, <i>1st VP</i>	Easton	2015	2016
Public Recorder Editor	<i>(3 years)</i>			
	Nancy Burnham	Athol	2014	2017
Scholarship Committee	<i>(2 years – 3, including 1st VP as Chair))</i>			
	Jeremy Gillis, <i>1st VP/Chair</i>	Easton	2015	2017
	Marlene Chused	Sharon	2013	2017
	Sandra Burgess	Amherst	2013	2017
Social Secretary	<i>(1 year)</i>			
	Tara Morrison	Plympton	2014	2015
Communications Committee	<i>(3 years – 5 members, including The Public Recorder Editor)</i>			
	Nancy Burnham, <i>Public Recorder Editor</i>	Athol	2014	2017
	Jeremy Gillis	Easton	2014	2017
	Maria Sagarino	Stoneham	2013	2018
	Danielle Sicard	Norton	2014	2016
	Amy Warfield	Burlington	2012	2018
Lobbyist Review Committee –	<i>(3 members, - including Treasurer)</i>			
	Robert Cutler, <i>Treasurer</i>	Foxborough	2014	2016
	Danielle Sicard	Norton	2015	2016
	Diane Packer	Natick	2014	2016
Member Recognition Committee	<i>(3 years – 5 members – including President and Past President)</i>			
	Deborah Dami	Mashpee	2014	2018
	Theodora Eaton	Needham	2014	2016
	Sandra Burgess	Amherst	2014	2017
election laws task force	<i>(1 member)</i>			
	Jeremy Gillis	Easton	2014	
task force advisory committee	<i>(5 members)</i>			
	Ann Dunne	Ashfield	2014	
	Denise MacAloney	Westminster	2014	
	Rosemary Harvell	Sudbury	2014	
	Tedi Eaton	Needham	2014	
	Joyce Bradshaw	North Andover	2012	

Massachusetts Town Clerk's Association
Budget vs. Actual as of June 30, 2015

INCOME		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		\$34,525.00
3120 - Meals	\$8,000.00		\$26,400.00
3140 - Vendor Income	<u>\$9,000.00</u>		\$15,787.00
Total Conference Revenue		\$47,000.00	
3200 - Certification Revenue		\$1,500.00	\$1,380.00
3300 - Scholarship Donations		\$6,000.00	\$5,800.00
3400 - Public Recorder Ads		\$3,000.00	\$3,600.00
3500 - Media Stipends/AP/Educ		\$10,000.00	\$9,626.00
3600 - Dues/Public Recorder		23,000.00	\$23,380.00
3700 - Interest Income (Bank Account)		\$200.00	\$40.56
3800 - MISC (Mkting/Sundries)		\$500.00	\$6,250.00
Cash Transfer from Reserves		<u>\$14,309.00</u>	
TOTAL INCOME		\$105,509.00	\$126,788.56
EXPENSE			
5000 - President Expenses		\$1,200.00	
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	\$261.91
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,000.00		\$30,375.00
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		\$109.00
Total Lobbyist Expense		\$30,109.00	
5400 - Scholarship Expenses			
5401 - NEMCI Exp (outside sources)	\$6,000.00		\$5,125.00
5402 - NEMCI Exp (MTCA)	\$4,000.00		\$3,000.00
5403 - MTCA Conference Scholarships	<u>\$3,000.00</u>		\$3,075.94
5404-Donation to Hartford IIMC 2015			
Total Scholarship Expenses		\$13,000.00	
5500 - Legislative Committee Expenses		\$250.00	
5600 - Certification Expenses			
5601 - Administrator Stipend	\$750.00		\$742.50
5602 - Certification Expenses	<u>\$300.00</u>		\$375.17

Massachusetts Town Clerk's Association
Budget vs. Actual as of June 30, 2015

Total Certification Expenses		\$1,050.00	
5700 - Conference Expenses			
5701 - Printing Brochures/Program	\$850.00		\$1,083.75
5702 - Conference Deposits	\$4,000.00		\$9,500.00
5703 - Postage / Brochure Mailing	\$0.00		
5705 - Entertainment	\$750.00		\$1,500.00
5706 - Speakers / Education	\$5,000.00		\$2,333.24
5707 - Conference Hotel / Meals	\$40,000.00		\$80,942.28
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00
5709 - Misc Conference Expense	\$250.00		\$181.42
5710 - Printing / Copying	\$200.00		
Total Conference Expenses		\$52,050.00	
5800 - Executive Board Meetings/Lunches		\$1,000.00	\$536.87
5900 - Communications/Public Recorder			
5901 - Stipend / Editor	\$1,100.00		\$1,100.00
5902 - Postage	\$100.00		
5903 - Printing			
5904 - Web Update	\$2,000.00		\$1,995.00
Total Public Recorder Expense		\$3,200.00	
6000 - Auditor			
6001 - Annual Audit	\$850.00		\$850.00
6002 - Annual Tax Returns	\$850.00		\$850.00
Total Auditor Expense		\$1,700.00	
6100 - Marketing / Name Badges		\$500.00	
6200 - Miscellaneous Expenses			
6201 - Gifts/Memorials/Flowers	\$750.00		\$695.19
6202 - NEMCI Graduation Gifts	\$300.00		\$260.00
6203 - Miscellaneous	\$250.00		\$884.72
Total Miscellaneous Expense		\$1,300.00	
TOTAL EXPENSE		\$105,509.00	\$146,776.99

Checking account balance \$2,091.38

Money Market account balance \$34,648.72

Massachusetts Town Clerk's Association
Budget vs. Actual as of July 29, 2015

INCOME

		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		
3120 - Meals	\$25,000.00		
3140 - Vendor Income	<u>\$10,000.00</u>		\$550.00
Total Conference Revenue		\$65,000.00	
3200 - Certification Revenue		\$1,500.00	\$155.00
3300 - Scholarship Donations		\$6,000.00	
3400 - Public Recorder Ads		\$3,000.00	
3500 - Media Stipends/AP/Educ		\$5,000.00	
3600 - Dues/Public Recorder		23,000.00	\$9,950.00
3700 - Interest Income (Bank Account)		\$200.00	
3800 - MISC (Mkting/Sundries)		\$500.00	
Cash Transfer from Reserves		<u>\$0.00</u>	
TOTAL INCOME		\$104,200.00	\$10,655.00

EXPENSE

5000 - President Expenses		\$1,200.00	
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,750.00		\$2,562.50
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		
Total Lobbyist Expense		\$30,859.00	
5400 - Scholarship Expenses			
5401 - NEMCI Exp (outside sources)	\$6,000.00		
5402 - NEMCI Exp (MTCA)	\$3,000.00		
5403 - MTCA Conference Scholarships	<u>\$4,000.00</u>		
5404-Donation to Hartford IIMC 2015			
Total Scholarship Expenses		\$13,000.00	
5500 - Legislative Committee Expenses		\$250.00	
5600 - Certification Expenses			
5601 - Administrator Stipend	\$750.00		
5602 - Certification Expenses	<u>\$300.00</u>		

Massachusetts Town Clerk's Association
Budget vs. Actual as of July 29, 2015

Total Certification Expenses		\$1,050.00	
5700 - Conference Expenses			
5701 - Printing Brochures/Program	\$850.00		
5702 - Conference Deposits	\$10,000.00		
5703 - Postage / Brochure Mailing	\$41.00		
5705 - Entertainment	\$750.00		
5706 - Speakers / Education	\$5,000.00		
5707 - Conference Hotel / Meals	\$32,000.00		
5708 - NE Conference (2016)	\$1,000.00		
5709 - Misc Conference Expense	\$250.00		
5710 - Printing / Copying	\$200.00		
Total Conference Expenses		\$50,091.00	
5800 - Executive Board Meetings/Lunches			
		\$1,000.00	
5900 - Communications/Public Recorder			
5901 - Stipend / Editor	\$1,100.00		
5902 - Postage	\$100.00		
5903 - Printing			
5904 - Web Update	\$2,000.00		
Total Public Recorder Expense		\$3,200.00	
6000 - Auditor			
6001 - Annual Audit	\$850.00		
6002 - Annual Tax Returns	\$850.00		
Total Auditor Expense		\$1,700.00	
6100 - Marketing / Name Badges			
		\$500.00	
6200 - Miscellaneous Expenses			
6201 - Gifts/Memorials/Flowers	\$750.00		
6202 - NEMCI Graduation Gifts	\$300.00		\$70.00
6203 - Miscellaneous	\$250.00		
Total Miscellaneous Expense		\$1,300.00	
TOTAL EXPENSE		\$104,300.00	\$2,632.50

Checking account balance \$12,691.38

Money Market account balance \$32,086.22