



**Executive Board Meeting  
Sheraton Springfield Monarch Place  
One Monarch Place  
Springfield, MA 01144  
Wednesday, September 30, 2015 ~ 10:00 AM**

10:00 A.M.

Secretary's Report – Danielle Sicard

Report/Vote on June 11, 2015 Business Meeting Minutes prepared by Marie Ryan

Report/Vote on August 4, 2015 E-Board Minutes

Treasurer's Report – Robert Cutler

President's Report – Andrew Dowd

Public Recorder; frequency and content

Website; survey and updates, Amy Warfield requests \$60 – Survey Monkey

1<sup>st</sup> Vice President – Jeremy Gillis

2<sup>nd</sup> Vice President – Marie Ryan

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

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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

# MTCA MEETING



**June 11, 2015- Sea Crest Beach Hotel - 12 PM**

- A quorum of voting members being present, President Nancy Blackmer called the meeting to order at 12:30 PM.

President Blackmer began by introducing the following state officials:

Mike Sullivan from the Office of Campaign Finance, who gave updates. Then Dick Fleming from the Associated Press thanked all the Clerks for their work and support. Next, Tony D'Aiello from the Auditor's Office, Local Mandates Division spoke to the Association. Margaret Hurley, Attorney General's Office expressed that any clerks who may need help with filing their recent bylaws to contact them. She also reminded everyone that if they needed to have their bylaws expedited please let them know. Lastly, Michelle Tassanari presented information to the clerks on elections. She mentioned the online registration was ready to go. Her office would also love to come to our towns and do training to satisfy the requirements. Her reminder on updates included: all voters can vote in primaries now, in august 2016 there will be pre-registration for 16 & 17 year olds, November 2016 Election will include early voting and there will be post- Nov 2016 election audits.

## **Secretary's Report**

2<sup>nd</sup> VP Jeremy Gillis made a motion to accept the minutes from the Association meeting from the October 2014 Springfield Conference and it was seconded by Treasurer Robert Cutler. Minutes were unanimously approved.

## **Treasurer's Report - Bob Cutler**

Treasurer Cutler presented his report and stated there were copies on each table. He noted that the budget and all the accounts are currently in good shape. On a motion by 2<sup>nd</sup> VP Gillis and seconded by the membership, the Treasurer's report was unanimously approved.

**Election of Officers** – Tedi Eaton, Nominating Committee, read the proposed slate of officers for the Association. President Blackmer asked for any nominations from the floor, seeing none, she asked for a vote, there were a few nays and then President Blackmer stated the nominations passed. She then asked for the vote cast by the secretary, Marie Ryan who voted yes.

**Bylaw and Policy Committee** – Chair Anita Tekle reported that the Committee was asking for a vote to approve the bylaw change on article 3 in the membership and dues section. On a motion by 2<sup>nd</sup> VP Gillis and seconded by Member Danielle Sicard, a unanimous vote was taken to approve the bylaw change.

**CMMC Awards** - President Blackmer introduced Barbara LaBombard who presented the clerks who have recently earned their CMMC certificate and Re-Certification. They were:

Dawn E. Michanowicz, Sterling 1<sup>st</sup> Certification  
Amy E. Warfield, Burlington 1<sup>st</sup> Certification  
Dolores Berge, Somerset 1<sup>st</sup> Certification  
Patricia E. Brown, Rockport 1<sup>st</sup> Certification  
Theresa T. Bunce, Dennis 1<sup>st</sup> Certification  
Danielle M. Sicard, Norton 1<sup>st</sup> certification

# MTCA MEETING



**June 11, 2015- Sea Crest Beach Hotel - 12 PM**

Lynn F. Grettum, Princeton 1<sup>st</sup> Re-Certification  
Robin A. Michaud, Marblehead 1<sup>st</sup> Re-Certification  
Susan J. Duplin, Swampscott 1<sup>st</sup> Re-Certification  
Marie Y. Ryan, Great Barrington 1<sup>st</sup> Re-Certification  
Felecie Joyce, Sheffield 1<sup>st</sup> Re-Certification  
Brian Howard, Randolph 2<sup>nd</sup> Re-Certification  
Cynthia S. May, Orleans 2<sup>nd</sup> Re-Certification  
Julie S. Smith, Chatham 2<sup>nd</sup> Re-Certification  
Deborah F. Dami, Mashpee 3<sup>rd</sup> Re-Certification  
Barbara L. LaBombard, Easthampton 4<sup>th</sup> Re-Certification  
Joyce A. Bradshaw, North Andover 4<sup>th</sup> Re-Certification  
Laurence Pizer, Plymouth 5<sup>th</sup> Re-Certification

**New Clerks** – President Nancy Blackmer then introduced all the new clerks and presented them with a pin.

**Legislator of the Year** – President Blackmer introduced our Legislative Agent Tom Joyce who discussed our agenda and gave updates on the bills he has filed on behalf of the Association. Then he introduced the Legislator of the Year John Mahoney. John Mahoney gave a short speech and thanked all the clerks for their hard work and support.

## **President - Nancy Blackmer**

President Blackmer thanked all the vendors for their attendance and asked the membership to support the raffles. She also made mention of and introduced Carol Anderson, IIMC Region President who was in attendance.

## **1<sup>st</sup> VP – Andrew Dowd**

1<sup>st</sup> VP Dowd thanked all the vendors for attending the conference, and a special thank you to ES&S for their donation to cover the cost of the entertainment on Thursday night and to LHS for their \$500 donation as well. He also mentioned other donations given by LL Data Design for the raffle and General Code and Kofile for the reception on Wednesday evening.

## **2<sup>nd</sup> VP – Jeremy Gillis**

2<sup>nd</sup> VP Gillis thanked all the members and vendors for attending as well as the hotel for all their assistance.

President Blackmer asked for a motion to adjourn, 2<sup>nd</sup> VP Gillis made the motion seconded by Mr. Cutler, all were in favor.

Adjourned at 1:40 PM.

Respectfully Submitted,

Marie Y. Ryan, CMMC, CMC  
MTCA Secretary

# MTCA EXECUTIVE BOARD MEETING



**AUGUST 4, 2015**

**Northborough Senior Center - 10 AM**

Minutes Approved on: DRAFT

| <b>MASSACHUSETTS TOWN CLERKS' ASSOCIATION<br/>EXECUTIVE BOARD</b> |                            |                |
|---|----------------------------|----------------|
|   | <b>Attendance:</b>         | <b>Present</b> |
| <b>PRESIDENT</b>  | <b>ANDREW DOWD</b>         | ✓              |
| <b>1<sup>ST</sup> VICE PRESIDENT</b>                              | <b>JEREMY P GILLIS</b>     | ✓              |
| <b>2<sup>ND</sup> VICE PRESIDENT</b>                              | <b>MARIE RYAN</b>          | ✓              |
| <b>TREASURER</b>  | <b>ROBERT CUTLER</b>       | ✓              |
| <b>SECRETARY</b>  | <b>DANIELLE SICARD</b>     | ✓              |
| <b>EXECUTIVE BOARD 2016</b>                                       | <b>JOYCE GREEN</b>         | ✓              |
| <b>EXECUTIVE BOARD 2016</b>                                       | <b>BEVERLY LITCHFIELD</b>  |                |
| <b>EXECUTIVE BOARD 2016</b>                                       | <b>TARA MORRISON</b>       | ✓              |
| <b>EXECUTIVE BOARD 2017</b>                                       | <b>ANN DUNNE</b>           | ✓              |
| <b>EXECUTIVE BOARD 2017</b>                                       | <b>ROBIN PHELAN</b>        | ✓              |
| <b>EXECUTIVE BOARD 2017</b>                                       | <b>DOTTIE POWERS</b>       | ✓              |
| <b>EXECUTIVE BOARD 2018</b>                                       | <b>DEBORAH DAMI</b>        |                |
| <b>EXECUTIVE BOARD 2018</b>                                       | <b>ELIZABETH GREENDALE</b> |                |
| <b>EXECUTIVE BOARD 2018</b>                                       | <b>NANCY TALBOT</b>        | ✓              |
| <b>PAST PRESIDENT</b>   | <b>NANCY BLACKMER</b>      |                |
| <b>EDITOR</b>   | <b>NANCY BURNHAM</b>       |                |
| <b>EDUCATION CHAIR</b>  | <b>JACQUELINE BROWN</b>    |                |
| <b>CONFERENCE ADMINISTRATOR</b>                                   |                            |                |
| <b>CERTIFICATION ADMINISTRATOR</b>                                | <b>BARBARA LABOMBARD</b>   |                |
| <b>ASSISTANT TREASURER</b>  | <b>LYNN SIBLEY</b>         |                |
|   |                            |                |

- A quorum of voting members being present, President Dowd called the meeting to order at 10:06 AM.

# MTCA EXECUTIVE BOARD MEETING



**AUGUST 4, 2015**

**Northborough Senior Center - 10 AM**

Minutes Approved on: DRAFT

## **Lisa Thomas, MCCA President – Compensation for Clerks teaching classes**

President Dowd introduced Lisa Thomas, President of Massachusetts City Clerks Association and Marlborough City Clerk. He told the Board that Lisa had asked for a few minutes to discuss compensation for Clerks who teach high level classes that also include a comprehensive instruction guide. Lisa also expressed an interest in opening the lines of communication towards the development of a philosophy for City Clerks and the MTCA in regards to conferences and instructors. At the end of her presentation, Lisa was thanked for her presentation and time.

## **Secretary's Report – Danielle Sicard**

Approval of Minutes from the Executive Board Meeting on June 10, 2015 at Sea Crest were presented by Secretary Danielle Sicard.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, the minutes from June 10, 2015, were unanimously approved as written/presented.**

## **Treasurer's Report – Robert Cutler**

Treasurer Robert Cutler presented a report for the year end FY15 budget. He stated that expense line item #5707 in the FY15 budget reflects payment for our Summer Conference in 2014 as the bill was not received during the FY14 fiscal year. After applying some pressure, at the request of Member Tekle, we were able to acquire the bill for the 2015 Summer Conference and make payment in the fiscal year that the cost was incurred.

Treasurer Robert Cutler presented a report for the Actual vs Budget for the current budget year. He stated that funds were taken from our Money Market account for a payment due to our Lobbyist. He said that he has received some revenue for FY16 membership that is not yet reflected in his report. There was some conversation regarding the new Associate Membership category as well as making sure we are connecting with Clerks who may not have been obtaining a membership at all or new clerks. Member Talbot asked Treasurer Cutler to provide her with a list of members who have/have not paid their membership as she would be willing to contact Clerks from her surrounding communities.

Treasurer Cutler asked for a consensus on the wording "audit" in our Bylaws as our accountant has indicated that what he performs for the association is more of a financial review than an audit. Treasurer Cutler will contact the accountant and submit language for possible changes to the Bylaw review committee.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Gillis, seconded by Member Talbot, the treasurer reports were unanimously accepted.**

# MTCA EXECUTIVE BOARD MEETING



AUGUST 4, 2015

Northborough Senior Center - 10 AM

Minutes Approved on: DRAFT

## Presidents Report – Andy Dowd

**Appointment:** President Dowd affirmed the vote of Education Committee making Dottie Powers, Westwood Clerk, Co-Chair of the Education Committee. Secretary Sicard will update the E-Board List to reflect the appointment.

President Dowd presented some options to the E-Board for the Wednesday afternoon class in Springfield. After some discussion it was agreed that a Certification Class would be offered. This class would be similar to the one offered at the MTCA winter Conference in 2013. It was also recommended to include the compensation for CMMC certification to the agenda. 1<sup>st</sup> VP Gillis will take the lead on this collaboration.

President Dowd re-iterated his goal for his Presidency to increase communication within the Association and with all Clerks and the utilization of all existing means, such as VRIS, Facebook, yahoo email).

## 1<sup>st</sup> VP Report – Jeremy P. Gillis

1<sup>st</sup> VP Gillis withdrew all the items he submitted on the Agenda in lieu of recommending the formation of a Strategic Planning Committee to be charged with the following:

- Re-evaluate the governance model and committee structure
- Grow membership participation
- Extend the Professional image of the Clerk
- Create a 5-10 year strategic plan with goals and tenets
- Enhance Education and Training

**ACTION TAKEN:** President Dowd created a Strategic Planning Committee as recommended by 1<sup>st</sup> VP Gillis as stated above and will consist of the 5 officers of the Association and 2 at-large members to be determined by the President.

1<sup>st</sup> VP Gillis reported that our Facebook Group has grown to include 130 members.

## 2<sup>nd</sup> VP Report – Marie Ryan

2<sup>nd</sup> VP Ryan stated that the arrangements are underway for the Springfield Conference in regards to the hotel rooms and the website link. It was recommended to include some maps and additional information to registrants in regards to hotel parking options. 2<sup>nd</sup> VP Ryan also stated that she is moving forward on a 2016 contract for Springfield again and will be working with 1<sup>st</sup> VP Gillis on this.

# MTCA EXECUTIVE BOARD MEETING



**AUGUST 4, 2015**

**Northborough Senior Center - 10 AM**

Minutes Approved on: DRAFT

## **Past President Report– Nancy Blackmer**

Past President Blackmer was not in attendance and no report was presented.

## **Conference Registrar / Certification Administrator Report– Barbara L. LaBombard**

Barbara LaBombard was not in attendance and no report was presented.

## **COMMITTEE REPORTS**

### **Legislative Committee – Robert Cutler**

Treasurer and Legislative Chair Cutler discussed the following legislative items:

- **Vitals Surcharge:** Although it was removed from the Vitals Trust Bill we can expect that this will come up again sooner rather than later. After some discussion President Dowd asked that the Legislative Committee put together a plan that recognizes the implementation of standardized fees, standardized paper and issues in addition to possible surcharge fees. He indicated we should try to take the lead and be proactive on the development of a workable solution on these issues.
- **Public Records Changes:** Although these changes will not be driven by the MTCA it was agreed that the Legislative Committee should discuss this as well.
- **Bill 3546 (Collection of Fines):** Member Dami has expressed some interest with getting the Support of this Bill from the E-Board.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Gillis, seconded by 2<sup>nd</sup> VP Ryan, the association will take no action on House Bill 3546.**

### **Mentoring Program – Dottie Powers / Tara Morrison**

Member Powers indicated that Secretary Sicard and she held a New Clerk Meeting at Sea Crest and that many in attendance have continued to utilize them as a resource. President Dowd indicated the importance of the mentoring initiative. Member Powers asked Treasurer Cutler to provide her with the list of paid/unpaid Memberships for FY16 so she can follow up with any new clerks who have not become members.

### **CVR User Group – Andy Dowd**

President Dowd reported the OVR is live and running. The Board suggested that the Voter Acknowledgement forms are in need of some adjustments and that Members in attendance that are on the CVR group bring that to their attention for review.

# MTCA EXECUTIVE BOARD MEETING



**AUGUST 4, 2015**

**Northborough Senior Center - 10 AM**

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## **Social Secretary Report – Tara Morrison**

Member Morrison reported that the following cards had been sent on behalf of the Association in July:

- Denise Samolchuck (Manchester) –Get Well / Thinking of You
- Senator Tom Kennedy's Office (to his Aide) – Sympathy

Member Morrison will send a card to Kelly McElreath's Family (Upton) on the recent death of her ex-husband

## **Education Committee – Dottie Powers**

Member Powers and 2<sup>nd</sup> VP Ryan reviewed the class offerings that the Education committee has put together for the Springfield Conference as follows:

Thursday Morning:

- Athenian Dialogue with Kathleen Newkirk, NY
- Town Meetings with Lauren Goldberg
- Elections with Michelle Tassinari
- Excel templates with Danielle Sicard

Thursday Afternoon:

- Athenian Dialogue with Kathleen Newkirk, NY
- Public Records with Lauren Goldberg
- Elections with Michelle Tassinari
- Grant Writing with Gregor & Rachel

Friday Morning:

- New Clerks Class with Mike Palmer\*

\*There was some discussion about making sure the content of this class takes into count that both new clerks and seasoned clerks will be in attendance as the new structure on Friday allows for Clerks to obtain education points towards their certifications.

The E-Board spent some time discussing the presentation made at the beginning of the meeting by MCCA President and Marlboro Clerk, Lisa Thomas, in regards to compensation for Clerks teaching classes and class offering collaborations. 2<sup>nd</sup> VP Ryan recommended that the City Clerks continue to attend the Education Committee meetings and offer recommendations for one class per conference that they believe would entice more participation at our conferences from City Clerks.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Gillis, seconded by Member Talbot, any Clerk teaching at a MTCA conference the Association will waive the conference registration fee and the cost of 1 meal per class teaching (excluding the banquet) was unanimously approved.**



# MTCA EXECUTIVE BOARD MEETING



**AUGUST 4, 2015**

**Northborough Senior Center - 10 AM**

Minutes Approved on: DRAFT

## **Old Business -**

MMA--Member Powers informed the Board that the MMA would be discussing their connection with the Clerks and have indicated that it will fall under the MMPA umbrella.

**New Business**—No new business was brought forward.

**President Dowd** asked if there were any other items to be discussed, seeing none, motion made by 1<sup>st</sup> VP **Gillis** and seconded by 2<sup>nd</sup> VP **Ryan** to adjourn. Meeting was adjourned at 12:08 PM.

Respectfully Submitted:

Danielle M Sicard, CMMC/CMC

MTCA Secretary

Massachusetts Town Clerk's Association  
Budget vs. Actual as of September 23, 2015

**INCOME**

|                                       |                    | Budget              | Actual             |
|---------------------------------------|--------------------|---------------------|--------------------|
| 3100 - Conference Revenue             |                    |                     |                    |
| 3110 - Registration                   | \$30,000.00        |                     | \$8,000.00         |
| 3120 - Meals                          | \$25,000.00        |                     | \$8,519.00         |
| 3140 - Vendor Income                  | <u>\$10,000.00</u> |                     | \$550.00           |
| Total Conference Revenue              |                    | \$65,000.00         |                    |
| 3200 - Certification Revenue          |                    | \$1,500.00          | \$265.00           |
| 3300 - Scholarship Donations          |                    | \$6,000.00          |                    |
| 3400 - Public Recorder Ads            |                    | \$3,000.00          | \$3,450.00         |
| 3500 - Media Stipends/AP/Educ         |                    | \$5,000.00          |                    |
| 3600 - Dues/Public Recorder           |                    | 23,000.00           | \$21,750.00        |
| 3700 - Interest Income (Bank Account) |                    | \$200.00            | \$5.57             |
| 3800 - MISC (Mkting/Sundries)         |                    | \$500.00            | \$3,621.54         |
| Cash Transfer from Reserves           |                    | <u>\$0.00</u>       |                    |
| <b>TOTAL INCOME</b>                   |                    | <b>\$104,200.00</b> | <b>\$46,161.11</b> |

**EXPENSE**

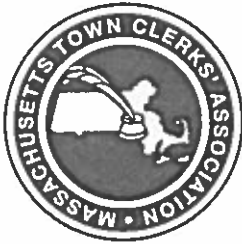
|                                       |                   |             |            |
|---------------------------------------|-------------------|-------------|------------|
| 5000 - President Expenses             |                   | \$1,200.00  |            |
| 5100 - Secretary Expense              |                   |             |            |
| 5200 - Treasurer Expenses             |                   | \$150.00    |            |
| 5300 - Lobbyist Expenses              |                   |             |            |
| 5301 - Lobbyist Salary                | \$30,750.00       |             | \$7,687.50 |
| 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          |             | \$227.50   |
| 5602 - Certification Expenses         | <u>\$300.00</u>   |             | \$47.87    |

Massachusetts Town Clerk's Association  
Budget vs. Actual as of September 23, 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          |                          |
| <b>TOTAL EXPENSE</b>                    |             | <b>\$104,300.00</b> | <b><u>\$8,032.87</u></b> |

Checking account balance      \$42,791.55

Money Market account balance      \$32,091.79



# REPORT OF THE FIRST VICE PRESIDENT

## MTCA EXECUTIVE BOARD MEETING

### SEPTEMBER 30, 2015

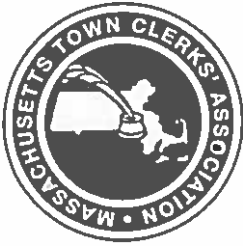
#### VENDORS:

The 2015 Fall Conference of the Massachusetts Town Clerks' Association returns for the 2<sup>nd</sup> consecutive year to the Sheraton Springfield Monarch Place Hotel. Participating are 16 vendors with a total of 19 tables. This represents an increase of 2 vendors and 3 tables, respectively, over last year's conference. All Payment information is up to date as of September 21, 2015. Two vendors, Dupont Storage Systems and LHS, contributed extra amounts totaling \$450 to sponsor and defray the cost of a break. Overall vendor income for this conference increased by \$1295 over last year.

| VENDOR NAME                            | # TABLES  | POWER? | PAID? | # REPS    | SUBTOTAL          | TOTAL MEALS     | DONATION        | TOTAL             |
|--|-----------|--------|-------|-----------|-------------------|-----------------|-----------------|-------------------|
| Northeast Document Conservation Center | 1         | YES    | YES   | 1         | \$250.00          | \$28.00         | \$0.00          | \$278.00          |
| Kofile Preservation                    | 1         | YES    | YES   | 1         | \$250.00          | \$118.00        | \$0.00          | \$368.00          |
| Stellar Corporation                    | 1         | YES    | NO    | 2         | \$250.00          | \$0.00          | \$0.00          | \$250.00          |
| Accufile                               | 1         | YES    | YES   | 2         | \$250.00          | \$0.00          | \$0.00          | \$250.00          |
| Dupont Storage Systems                 | 1         | YES    | YES   | 1         | \$250.00          | \$28.00         | \$200.00        | \$478.00          |
| IS Elections by Inclusion Solutions    | 1         | NO     | YES   | 1         | \$250.00          | \$0.00          | \$0.00          | \$250.00          |
| King Information Systems               | 1         | NO     | YES   | 2         | \$250.00          | \$0.00          | \$0.00          | \$250.00          |
| LHS Associates                         | 1         | YES    | YES   | 2         | \$250.00          | \$234.00        | \$250.00        | \$734.00          |
| ES&S                                   | 1         | YES    | YES   | 2         | \$250.00          | \$0.00          | \$0.00          | \$250.00          |
| General Code                           | 1         | YES    | NO    | 2         | \$250.00          | \$106.00        | \$0.00          | \$356.00          |
| LL DATA                                | 3         | YES    | NO    | 2         | \$450.00          | \$0.00          | \$0.00          | \$450.00          |
| UniBank                                | 1         | YES    | YES   | 2         | \$250.00          | \$84.00         | \$0.00          | \$334.00          |
| City Hall Systems                      | 1         | NO     | YES   | 2         | \$250.00          | \$186.00        | \$0.00          | \$436.00          |
| Mass Mailers Incorporated*             | 1         | YES    | NO    |           | \$250.00          |                 |                 | \$250.00          |
| NEACTC 2016 Raffle                     | 2         | No     | NO    |           | \$0.00            | \$0.00          | \$0.00          | \$0.00            |
| Massachusetts Genealogical Council     | 1         | YES    | NO    |           | \$0.00            | \$0.00          | \$0.00          | \$0.00            |
| <b>Totals:</b>                         | <b>19</b> |        |       | <b>22</b> | <b>\$3,700.00</b> | <b>\$784.00</b> | <b>\$450.00</b> | <b>\$4,934.00</b> |
| <b>Total Vendors:</b>                  | <b>16</b> |        |       |           |                   |                 |                 |                   |
| <b>Tables</b>                          | <b>19</b> |        |       |           |                   |                 |                 |                   |

#### SCHOLARSHIPS:

The MTCA has budgeted \$4,000 to provide scholarships for July 1, 2015- June 30, 2016 to members currently unable to receive community support to attend MTCA conferences. Scholarship availability was advertised on [masstownclerks.org](http://masstownclerks.org), with follow up notifications sent to members via Yahoo and VRIS email as well as posted on the MTCA Facebook page. The Scholarship Committee comprised of Sharon Town Clerk Marlene Chused, Amherst



**REPORT OF THE FIRST VICE PRESIDENT**  
**MTCA EXECUTIVE BOARD MEETING**  
**SEPTEMBER 30, 2015**

Town Clerk Sandra Burgess and Easton Town Clerk Jeremy P Gillis, 1<sup>st</sup> Vice President, reviewed 3 applications and and voted to award all three the requested amount in full. The awards were as follows:

| APPLICANT                    | TOWN   | LETTER OF DENIAL? | REGISTRATION: | HOTEL:    | MEALS:    | TOTAL AMOUNT REQUESTED: | AMOUNT AWARDED |
|------------------------------|--------|-------------------|---------------|-----------|-----------|-------------------------|----------------|
| NANCY BLACKMER               | ORANGE | YES               | \$ -          | \$ 135.50 | \$ 118.00 | \$ 253.50               | \$ 253.50      |
| NANCY BURNHAM                | ATHOL  | YES               | \$ 50.00      | \$ 135.50 | \$ 118.00 | \$ 303.50               | \$ 303.50      |
| DANIELLE SICARD              | NORTON | YES               | \$ -          | \$ 135.50 | \$ -      | \$ 135.50               | \$ 135.50      |
|                              |        |                   | \$ 50.00      | \$ 406.50 | \$ 236.00 | \$ 692.50               | \$ 692.50      |
| 3 APPLICANTS                 |        |                   |               |           |           |                         |                |
| VOTED 3-0 FULL AWARD         |        |                   |               |           |           |                         |                |
| Thursday, September 10, 2015 |        |                   |               |           |           |                         |                |

All applicants have roomates, reducing the overall expense of the awards. The \$692.50 is significantly less than the \$1015.04 awarded at this conference last year.

**NEMCI&A SCHOLARSHIPS:**

Funding requests will be sent to the County and Regional Associations the week of October 4.

Respectfully submitted,

Jeremy P Gillis, 1<sup>st</sup> Vice President.

## **Conference Registration Administrator Report:**

Total number registered for the Springfield conference (as of Sept. 23, 2015): 196

- 2014 - 190 (Springfield)
- 2013 - 135 (Jiminy Peak)
- 2012 - 143 (Jiminy Peak)

Totals transmitted to Treasurer Bob Cutler as of September 21, 2015

|                |                   |
|----------------|-------------------|
| Registration - | \$7,750.00        |
| Meals -        | <u>\$8,029.00</u> |
|                | \$15,779.00       |

## **Certification Administrator Report:**

### **OCTOBER, 2015 – NEW CMMC'S:**

Carla Vitale, Winthrop  
Allison J. Ferreira, Middleborough  
Leslie A. Haley, Newbury  
Pamela A. Labonte, Acushnet  
Otto J. Frizzell, West Springfield

### **1<sup>st</sup> CMMC recertification:**

Katherine A. Kelly-Regan, Granby

### **2<sup>nd</sup> CMMC Recertification:**

Nancy J. Lowell, Warren  
Nancy J. Talbot, Ware  
Eileen M. Lowney, Fairhaven

### **3<sup>rd</sup> CMMC Recertification:**

Lynn M. Sibley, Whately

### **4<sup>th</sup> CMMC Recertification:**

Anita N. Doucette, Harwich

Respectfully Submitted,



Conference Registration Administrator &  
Certification Administrator