



**Executive Board Meeting
Northborough Senior Center
Thursday, April 14th, 2016 ~ 10:00 AM**

Secretary's Report – Danielle Sicard
Report/Vote on February 3, 2016 E-Board Minutes

Treasurer's Report – Robert Cutler
Proposed FY17 Budget

President's Report – Andrew Dowd
Testimony on Public Records Bill

1st Vice President – Jeremy Gillis

2nd Vice President – Marie Ryan

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Mentoring Committee
 - Review survey results
- CVR – Andy Dowd & Debbie Dami
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan

Old Business –

New Business –

Adjournment

Massachusetts Town Clerk's Association
Budget vs. Actual as of April 5, 2016

INCOME

		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		\$24,325.00
3120 - Meals	\$25,000.00		\$28,015.54
3140 - Vendor Income	<u>\$10,000.00</u>		\$12,834.00
Total Conference Revenue		\$65,000.00	
3200 - Certification Revenue		\$1,500.00	\$620.00
3300 - Scholarship Donations		\$6,000.00	\$700.00
3400 - Public Recorder Ads		\$3,000.00	\$3,450.00
3500 - Media Stipends/AP/Educ		\$5,000.00	\$4,738.00
3600 - Dues/Public Recorder		23,000.00	\$23,285.00
3700 - Interest Income (Bank Account)		\$200.00	\$24.29
3800 - MISC (Mkting/Sundries)		\$500.00	
Cash Transfer from Reserves		<u>\$0.00</u>	
TOTAL INCOME		\$104,200.00	\$97,991.83

EXPENSE

5000 - President Expenses		\$1,200.00	\$313.30
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	\$67.59
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,750.00		\$25,625.00
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		\$109.00
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>		\$669.77
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		\$475.00
5602 - Certification Expenses	<u>\$300.00</u>		\$220.14

Massachusetts Town Clerk's Association
Budget vs. Actual as of April 5, 2016

Total Certification Expenses		\$1,050.00	
5700 - Conference Expenses			
5701 - Printing Brochures/Program	\$850.00		\$748.42
5702 - Conference Deposits	\$10,000.00		\$5,000.00
5703 - Postage / Brochure Mailing	\$41.00		
5705 - Entertainment	\$750.00		
5706 - Speakers / Education	\$5,000.00		\$408.80
5707 - Conference Hotel / Meals	\$32,000.00		\$43,357.27
5708 - NE Conference (2016)	\$1,000.00		\$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	\$135.00
5900 - Communications/Public Recorder			
5901 - Stipend / Editor	\$1,100.00		\$500.00
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		\$75.00
6202 - NEMCI Graduation Gifts	\$300.00		\$70.00
6203 - Miscellaneous	\$250.00		
Total Miscellaneous Expense		\$1,300.00	
TOTAL EXPENSE		\$104,300.00	\$82,469.29

Checking account balance \$20,167.13

Money Market account balance \$32,110.51

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Proposed Budget for FY '17

INCOME

3100 - Conference Revenue		
3110 - Registration	\$40,000.00	
3120 - Meals	\$35,000.00	
3140 - Vendor Income	<u>\$10,000.00</u>	
Total Conference Revenue		\$85,000.00
3200 - Certification Revenue		\$1,500.00
3300 - Scholarship Donations		\$6,000.00
3400 - Public Recorder/Website Ads		\$3,100.00
3500 - Media Stipends/AP/Educ		\$10,000.00
3600 - Dues		23,000.00
3700 - Interest Income (Bank Account)		\$100.00
3800 - MISC (Mkting/Sundries)		\$500.00
Cash Transfer from Reserves		<u>\$0.00</u>
TOTAL INCOME		\$129,200.00

EXPENSE

5000 - President Expenses		\$2,000.00
5100 - Secretary Expense		
5200 - Treasurer Expenses		\$150.00
5300 - Lobbyist Expenses		
5301 - Lobbyist Salary	\$30,750.00	
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	\$4,000.00	
5404 - Awards/Scholarships	<u>\$3,000.00</u>	
Total Scholarship Expenses		\$16,000.00
5500 - Legislative Committee Expenses		\$250.00
5600 - Certification Expenses		
5601 - Administrator Stipend	\$1,000.00	
5602 - Certification Expenses	<u>\$400.00</u>	

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Proposed Budget for FY '17

Total Certification Expenses		\$1,400.00
5700 - Conference Expenses		
5701 - Printing Brochures/Program	\$1,100.00	
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	\$52,000.00	
5708 - NE Conference (2016)	\$1,000.00	
5709 - Misc Conference Expense	\$250.00	
5710 - Printing / Copying	\$200.00	
Total Conference Expenses		\$70,341.00
5800 - Executive Board Meetings/Lunches		\$1,000.00
5900 - Communication/Public Recorder		
5901 - Pub Rec Stipend / Editor	\$1,100.00	
5902 - Postage	\$100.00	
5903 - Printing		
5904 - Web Update	\$2,000.00	
Total Communication/Public Recorder		\$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	\$1,000.00	
6202 - NEMCI Graduation Gifts	\$300.00	
6203 - Miscellaneous	\$500.00	
Total Miscellaneous Expense		\$1,800.00
TOTAL EXPENSE		\$129,200.00
NET INCOME/EXPENSE		\$0.00



MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

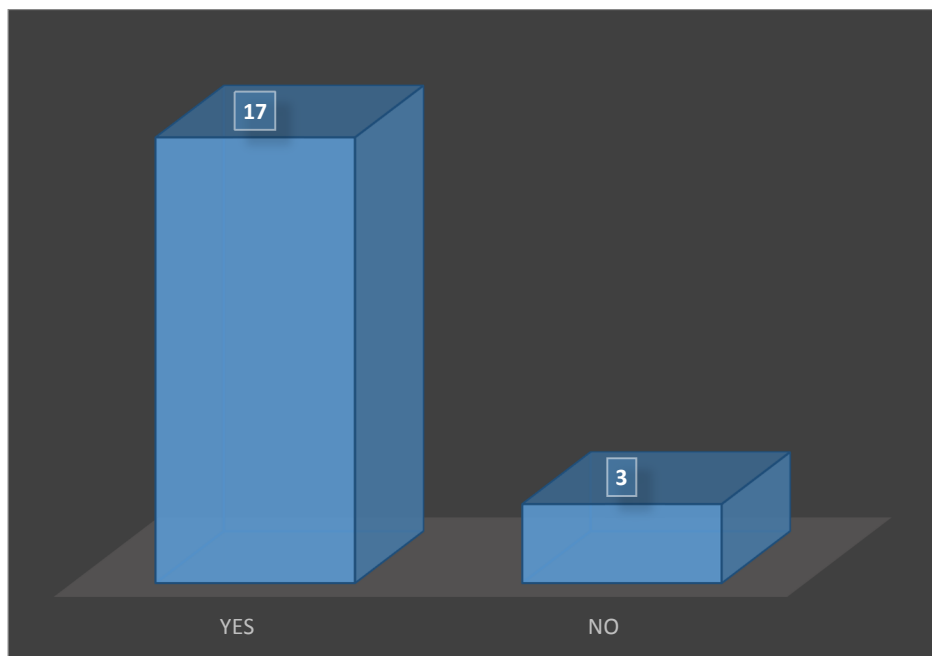
March 2016 Mentoring Survey Results

RESPONSE RATE

43 Requests for response were sent, with 20 responses. 47% response rate.

Would You like to participate in the MTCA Mentoring Program?

Answer Choices—	Responses—
— YES	85.00% 17
— NO	15.00% 3
Total	20





MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

What areas of the program would be of interest to you?

Answer Choices	Responses
Receive Welcome Packet	55.00% 11
Email network with local Clerks	70.00% 14
Email network with County/State Associations	45.00% 9
Be Assigned a Mentor for 3-6 months	70.00% 14
Participate in New Clerk meetings outside of Conferences to talk and collaborate	75.00% 15
Participate in New Clerk meetings outside of conferences for half or full day workshops	70.00% 14
Participate in a full day Wednesday Class at an MTCA Conference	55.00% 11
Participate in a full day Thursday Class at an MTCA Conference	40.00% 8
Total Respondents: 20	

Mentoring would be helpful for a longer period. Maybe a year?

3/24/2016 11:20 AM

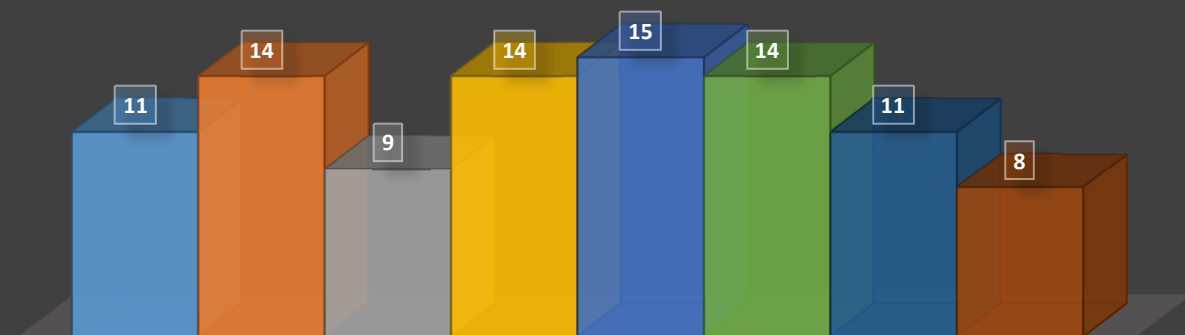
I would like to see small group (3-5) with 1 mentor

3/23/2016 1:55 PM

I did get very good training from previous clerk - however there are things that are not done every year.

3/23/2016 12:02 PM

- Receive Welcome Packet
- Email network w/Local Clerks
- Email network w/County-State Assoc.
- Be Assigned a Mentor for 3-6 months
- Participate in New Clerk Meetings outside-collaborate
- Participate in New Clerk meetings outside-1/2 or full day workshop
- Participate full day Wednesday-MTCA Conf.
- Participate full day Thursday-MTCA Conference

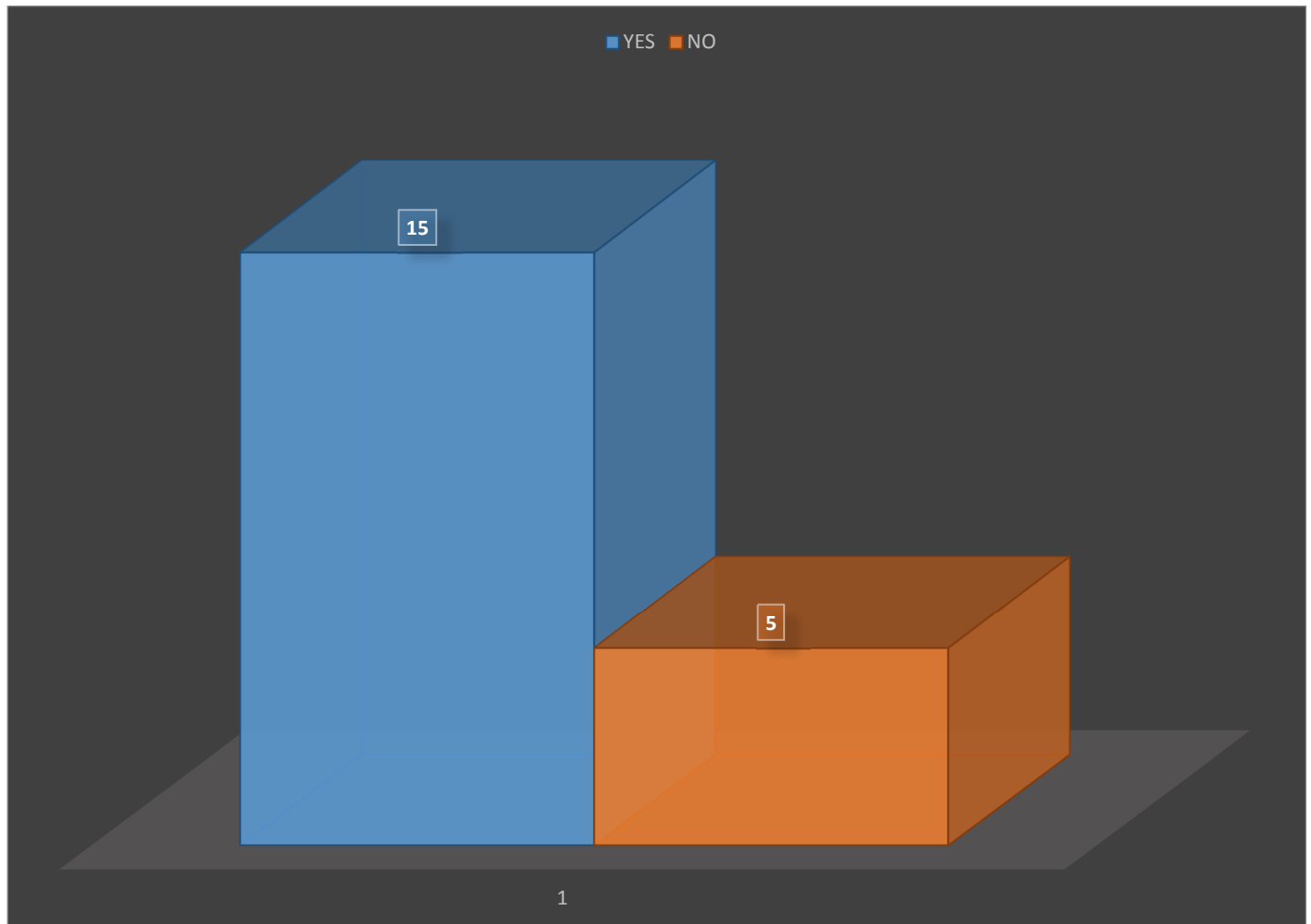




MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

Would you like to be paired with an MTCA Mentor? (3-6 Month commitment and give feedback on the program)

Answer Choices--	Responses--
Yes	75.00% 15
No	25.00% 5
Total	20

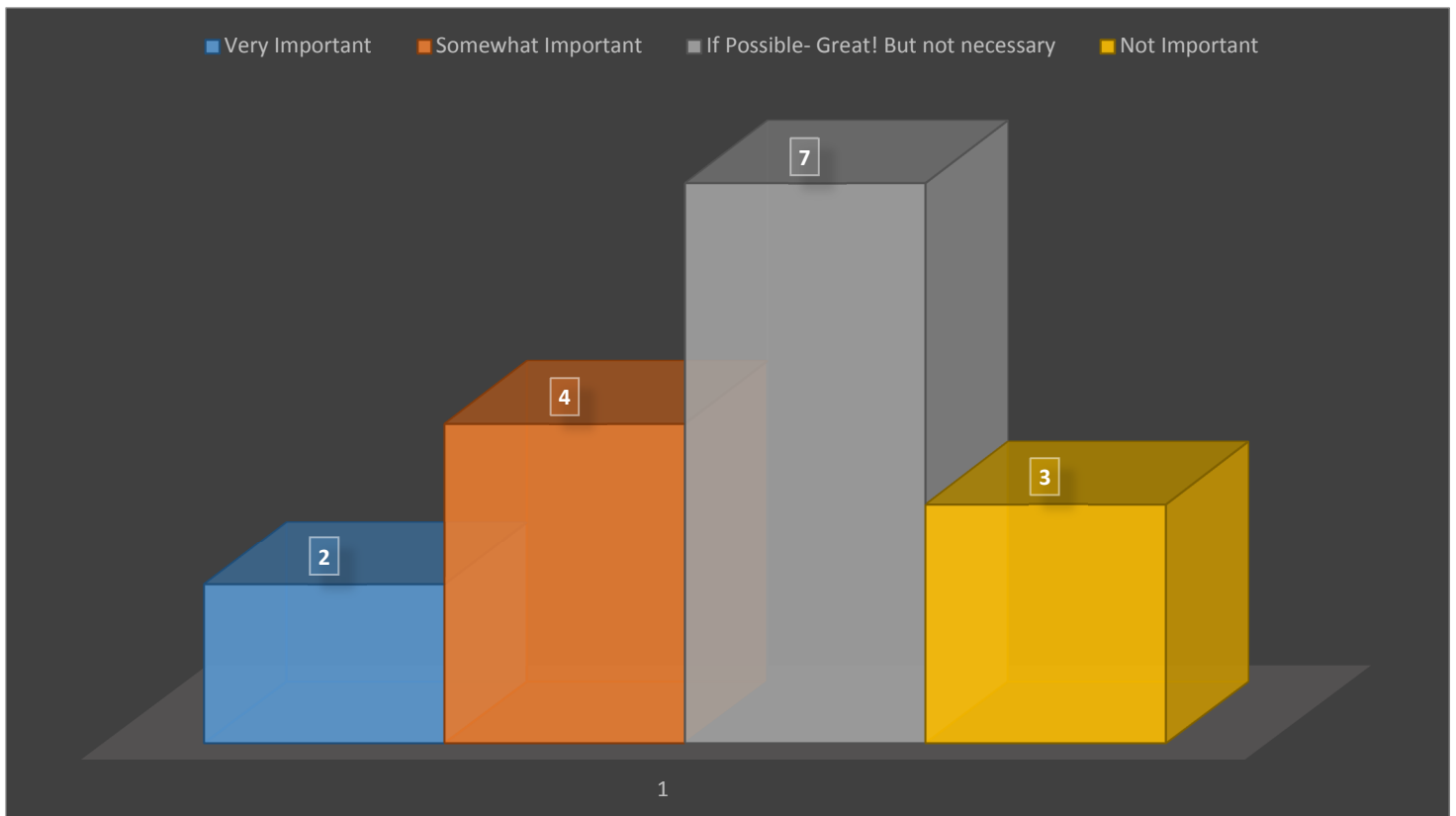




MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

If you answered yes to question #4, how important to you is that your mentor be from a neighboring community?

Answer Choices–	Responses–
– Very Important	12.50% 2
– Somewhat Important	25.00% 4
– If possible- Great! but not necessary	43.75% 7
– Not Important	18.75% 3
Total	16

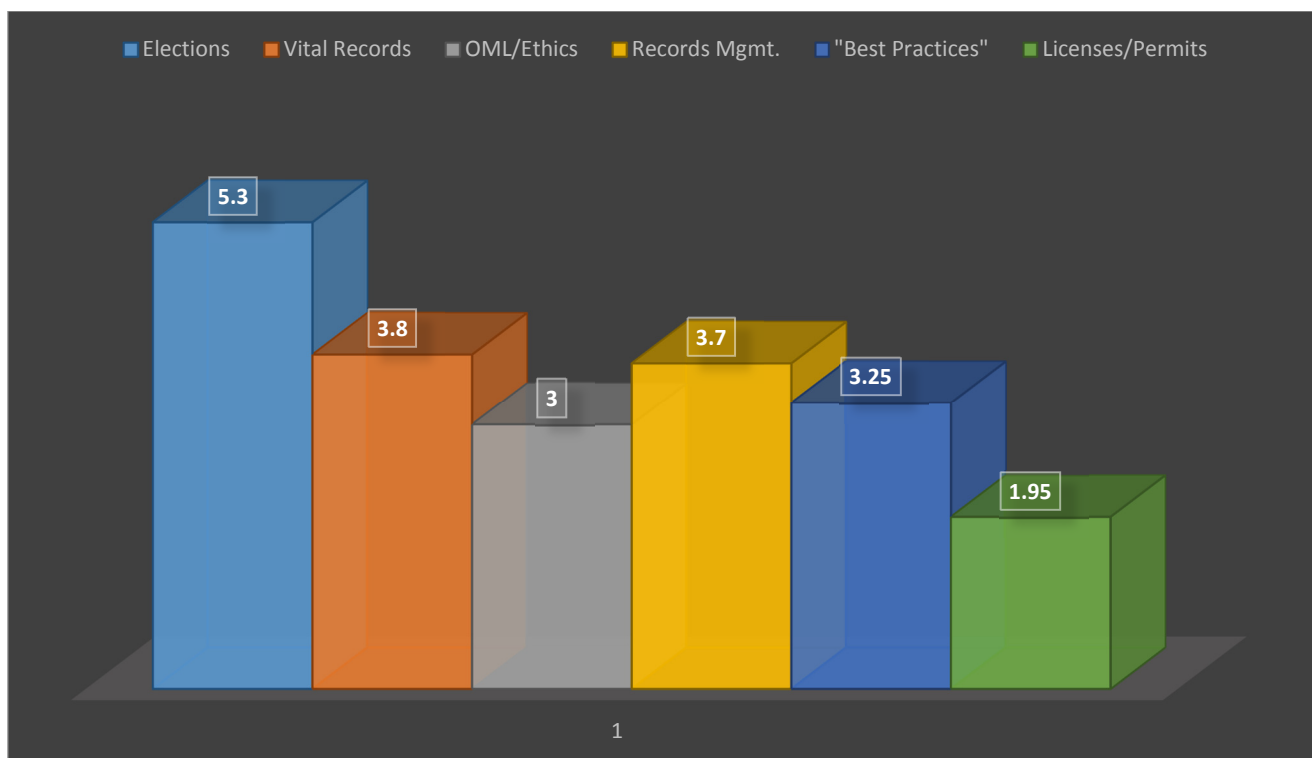




MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

Please rank the following topics 1-6, in order of importance:

	1—	2—	3—	4—	5—	6—	Total—	Score—
— Elections	65.00% 13	20.00% 4	5.00% 1	5.00% 1	0.00% 0	5.00% 1	20	5.30
— Vital Records	10.00% 2	30.00% 6	10.00% 2	35.00% 7	10.00% 2	5.00% 1	20	3.80
— Open Meeting Law/Ethics	5.00% 1	5.00% 1	35.00% 7	10.00% 2	30.00% 6	15.00% 3	20	3.00
— Records Management	5.00% 1	25.00% 5	30.00% 6	20.00% 4	15.00% 3	5.00% 1	20	3.70
— Office "Best Practices"- Organization, Tips/Tricks	10.00% 2	15.00% 3	15.00% 3	20.00% 4	30.00% 6	10.00% 2	20	3.25
— Licenses and Permits	5.00% 1	5.00% 1	5.00% 1	10.00% 2	15.00% 3	60.00% 12	20	1.95





MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

Are there other areas you would like the program to cover?

- Answered: 14
- Skipped: 6

1. Census

3/29/2016 1:09 PM

2. I find the resource guides poorly indexed, (or not indexed at all) and the overload of detail impossible to sort through. There are many questions I can't figure out where to find the answer. I need this simplified or best resources highlighted.

3/29/2016 11:45 AM

3. Products and services supplied by vendors: online sales, dog licenses, scanning, binding, census vendors, election machines, Pollpads, etc. Timelines for elections. Who to call cheat sheet - VRIS, SEC STATE, etc. Mistakes you have made that we can learn from.

3/28/2016 10:55 PM

4. Advice about working with selectman and other town employees. Balancing demands of the Town and State

3/25/2016 12:58 PM

5. A mentor from a similar size community would be beneficial. More important than a local person.

3/24/2016 11:20 AM

6. Excel and other useful computer software

3/23/2016 5:30 PM

7. x

3/23/2016 1:55 PM

8. NO

3/23/2016 1:44 PM

9. VRIS

3/23/2016 12:49 PM

10. Town Meeting-Parliamentary Procedures Supervisory Management- "How to deal with staff"

3/23/2016 12:36 PM

11. Unsure

3/23/2016 12:10 PM

12. I am interested in anything I can learn from experienced clerks.

3/23/2016 12:02 PM

13. requirements and processes of clerk's office in relation to special permits, planning board and board of appeals.

3/23/2016 11:58 AM

14. RE: Question 5 - it would be more beneficial to have someone from a like size community if possible

3/23/2016 11:56 AM



MASSACHUSETTS TOWN CLERKS' ASSOCIATION MENTORING COMMITTEE

What suggestions do you have that we can utilize to help you be successful?

- Answered: 11
- Skipped: 9

1. I have always learned so much from the clerk's round table discussions at the conferences. I would like to see more of those types of classes
2. I am a part time clerk in a small town . Other nearby small towns with part time clerks have schedules that make it hare to find time to meet. I find meeting in person way more productive that back and forth emails.
3. A timeline of what to expect by month would be the first thing someone should receive. I'd like to shadow someone as they plan an election. Having gone through one, this would help me understand the nuances of better ways to accomplish the tasks. Thank you or taking the time to do this. Jim Hegarty
4. great support network for those who can't often attend conferences
5. x
6. NO
7. I believe you have covered all areas of the job. Thank you for creating this program!
8. A clerks position is governed by MGL and different tasks come up at different times of the year. I don't always know when a certain thing must be done and what that thing is.. A reminder and brief description would be helpful
9. I feel we have a great network of clerks. I am fortunate that I do know many clerks in my area and have called on them. Andy Dowd is close enough to me and have called on him as well as others in my area.
10. With five elections this year it would be helpful to have some direction on prioritizing the Clerk's Office responsibilities i.e. what can I put off without creating more work for myself later?
11. If mentoring clerks could be from similar sized communities rather than just neighboring, I think that would be ideal.