

**Executive Board Meeting
Northborough Senior Center
Tuesday, August 9th, 2016 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Report/Vote on June 15, 2016 E-Board Minutes

Treasurer's Report – Danielle Sicard
Budget vs. Actual

President's Report – Andrew Dowd
Google Group – update on launch
Website update/refresh & membership

1st Vice President – Jeremy Gillis
Discussion of non-"Clerk" related person's attendance at
NEMCI/NEACTC/IIMC

2nd Vice President – Marie Ryan

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Education Committee – Springfield classes
- Mentoring Committee
 - Update on next class
- CVR – Andy Dowd & Debbie Dami
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan

Old Business –

New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



June 15, 2016 @ 1620 Hotel – Plymouth - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ANDREW DOWD	✓
1ST VICE PRESIDENT	JEREMY GILLIS	✓
2ND VICE PRESIDENT	MARIE Y. RYAN	✓
TREASURER AND LEGISLATIVE CHAIR	ROBERT CUTLER	✓
SECRETARY	DANIELLE SICARD	✓
EXECUTIVE BOARD 2016	JOYCE E. GREEN	✓
EXECUTIVE BOARD 2016	BEVERLY LITCHFIELD	✓
EXECUTIVE BOARD 2016	TARA SHAW	✓
EXECUTIVE BOARD 2017	ANN DUNNE	✓
EXECUTIVE BOARD 2017	ROBIN PHELAN	✓
EXECUTIVE BOARD 2017	DOTTIE POWERS	
EXECUTIVE BOARD 2018	DEBORAH DAMI	✓
EXECUTIVE BOARD 2018	ELIZABETH GREENDALE	✓
EXECUTIVE BOARD 2018	NANCY TALBOT	✓
PAST PRESIDENT	NANCY BLACKMER	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓
SOCIAL SECRETARY	TARA J. SHAW	✓
ASSISTANT TREASURER	LYNN SIBLEY	

A quorum of voting members being present, President Dowd called the meeting to order at 10:07 AM.

MTCA EXECUTIVE BOARD MEETING



June 15, 2016 @ 1620 Hotel – Plymouth - 10 AM

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Secretary's Report – Danielle Sicard

Approval of Minutes from the Executive Board Meetings on February 3, 2016 and April 14, 2016 were presented by Secretary Danielle Sicard. 2nd VP Marie Ryan noted that there was a clerical spelling error on page 3 of the February 3, 2016 minutes under the 2nd VP Report.

ACTION TAKEN: On a motion by 1st VP Jeremy Gillis, seconded by Treasurer Robert Cutler, the minutes from February 3, 2016 and April 14, 2016, were unanimously approved as written/presented with the change made to page 3 of the February 3, 2016 minutes.

Treasurer's Report – Robert Cutler

Treasurer Robert Cutler presented a report for the year to date FY16 budget and stated that our financial picture looks good. The increase in conference registration fees, increased attendance at conferences and the change of conference venue has worked to moving the organization to better financial times.

ACTION TAKEN: On a motion by 1st VP Jeremy Gillis, seconded by 2nd VP to Marie Ryan, to accept the treasurers report was unanimously accepted.

Treasurer Cutler also provided everyone with a copy of the FY17 proposed budget that will be voted on by the membership at our meeting tomorrow.

Presidents Report – Andy Dowd

Public Recorder: President Dowd reminded everyone that we will be moving to a Quarterly Public Recorder and he will assist in communicating such to the vendors. It was noted that if any vendors had an issue with this change that we could offer some website exposure.

Email Group: President Dowd, announced that we will launching a google group after the conference. A notification will be sent to every member of the association to their email on file that they will be automatically enrolled in the group. Members will have the option to opt out of the group should they want to. It was noted that our current membership is 85% of the possible membership.

President Dowd thanked those clerks who initiated and maintained the Yahoo group all these years. It was noted that the yahoo group will still be available for those who would like to use it but administrators have indicated they will no longer manage the membership within it.

ACTION TAKEN: On a motion by Secretary Danielle Sicard, seconded by Member Elizabeth Greendale, to have the Communications committee to draft a one page etiquette document to be sent out through the new group was unanimously accepted.

Social Secretary: President Dowd noted that he was looking for a replacement for Tara Shaw who has indicated that she will no longer be available to act as the social secretary.

MTCA EXECUTIVE BOARD MEETING



June 15, 2016 @ 1620 Hotel – Plymouth - 10 AM

Minutes Approved on: DRAFT

1st VP Report – Jeremy P. Gillis

1st VP Gillis reported that we broke the \$10,000 mark for vendors at the Plymouth conference. He noted that we have received several donations as well: ES&S \$1500, LHS \$1000, Kofile \$250, Dupont \$100 and Slencil will be providing key chains.

President Dowd noted that we have increased our donations simply by asking vendors for them. It was also noted that we have \$10,000 budgeted for vendors for a year and we accomplished that at one conference.

2nd VP Report – Marie Ryan

2nd VP Ryan stated that she met with the hotel this morning and they are on top of everything. We have record numbers that could cause some logistical issues that she is trying to alleviate in advance such as having some classes released earlier for lunch in addition to multiple buffet lines. President Dowd gave kudos to 2nd VP Ryan for coordinating all these changes and asked for everyone's assistance in keeping it positive.

2nd VP Ryan also announced that General Code will be hosting a reception tonight from 6:00-9:00 pm.

Past President Report– Nancy Blackmer

Past President Nancy Blackmer thanked everyone for their hard work. President Dowd thanked Nancy for her continued support to the association.

Conference Registrar / Certification Administrator Report– Barbara L. LaBombard

Barbara LaBombard stated that we have a record number with 322 attendees for the Plymouth conference and 370 with vendors on Thursday with a deposit of \$38,861. Barabara LaBombard reported that meal tickets will be needed only for dinner at this conference.

There is only 1 person being presented with her certification at this conference, and 2 people have already applied for the July CMMC exam.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

Tom Joyce is expected to provide an update at our luncheon tomorrow. Treasurer and Legislative Chair Cutler discussed the following legislative items:

Poll Pads: It is looking good that this will be approved before the July 31st end of legislative session.

Vital Records: It is in 3rd reading to eliminate restrictive vital records.

Early Voting: In the 2016 budget conference committee there has been 2 amendments that we are keeping an eye on. 6 month rule is proposed to be 18 months and the period in which a municipality will need to notify residents for early locations other than town hall will be 45 days.

MTCA EXECUTIVE BOARD MEETING



June 15, 2016 @ 1620 Hotel – Plymouth - 10 AM

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Mentoring Program – Danielle Sicard

Secretary Sicard reported that 25 people have signed up for the New Clerks Workshop to be held in Holliston on June 29th and that the committee has put together a calendar of 4 task specific workshops to be offered across the state during the course of the year. Past President Blackmer offered to find a location around her area for one of the workshops. Member Dami recommended creation a good sub group for new clerks. President Dowd recommended that assistants be encouraged to attend specific trainings such as Elections. President Dowd thanked the committee for all their hard work.

CVR User Group – Andy Dowd

Member Dami reported that the State is currently testing the Early Voting modules in the VRIS.

Social Secretary Report – Tara Shaw

Member Tara Shaw Morrison reported that the following card will be sent out on behalf of the Association this month:

Sympathy card to the family of Harriet Breton (former clerk in Melville) on her death

Bylaw Committee Report – Marie Ryan

Following the changes we made to the bylaws last year, there has evidently been some confusion as to whether Assistant Clerks & Staff need to be paying Associate member fees in order to attend conferences. This clearly was not our intent. As long as the Town Clerk is a dues-paying member, then assistants and staff may attend conferences. The intent of adding the Associate membership was to allow assistants to be members in their own right and therefore be eligible for appointment to the non-critical committees, and this could also be added to a resume as a professional affiliation. It should not be considered a threshold for conference attendance, as long as the Clerk is a dues-paying member of the Association.

Presented Changes:

ARTICLE III Membership and Dues

A. Membership

Membership entitles all members **and their staff** to attend meetings and conferences, and to have access to the Members-Only section of the Web Site, including access to the Public Recorder. Only Active Members have voting privileges. *(Revised 6.12.2014)*

1. Active Members:

The Town Clerk of any town in the Commonwealth of Massachusetts shall be eligible for membership in the MTCA and shall have full voting privileges. Only Active Members are eligible for election as an Officer, as a Member of the Executive Board, or as a member of the Legislative, Budget or Nominating Committees. *(Revised 6.11.2015)*

2. Associate Members

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA. **Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be members in order to be eligible for appointment to a committee.** *(Revised 6.11.2015)*

MTCA EXECUTIVE BOARD MEETING



June 15, 2016 @ 1620 Hotel – Plymouth - 10 AM

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ACTION TAKEN: On a motion by Treasurer Robert Cuter, seconded by Member Elizabeth Greendale, to put the bylaw changes presented in the next Public Recorder and to vote of the membership in September was unanimously accepted.

ACTION TAKEN: On a motion by 1st VP Jeremy Gillis, seconded by Member Nancy Talbot, to also put the following bylaw changes on Page 6 (Audits) in the next Public Recorder and to vote of the membership in September was unanimously accepted.

Page 6

E. Financial Review

There shall be an annual **financial review** of the financial records of the Association, including all cash receipts and disbursements made by the Treasurer during the preceding year; said **review** to be completed by a certified public accountant within six months of the close of the fiscal year.

Old Business – none

New Business –none

President Dowd asked if there were any other items to be discussed, seeing none, motion made by 1st VP Jeremy Gillis, seconded by Treasurer Robert Cutler to adjourn. Meeting was adjourned at 11:04 AM.

Respectfully Submitted:

Danielle M Sicard, MMC / CMMC
MTCA Secretary

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual
As of August 8, 2016

INCOME	<u>BUDGET</u>	<u>NEW EXP</u>	<u>ACTUAL</u>	<u>REMAINING</u>
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$200.00	\$200.00	\$39,800.00
3120 - Meals	\$35,000.00			\$35,000.00
3140 - Vendor Income	\$10,000.00			\$10,000.00
Total Conference Revenue	<u>\$85,000.00</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>\$84,800.00</u>
3200 - Certification Revenue	\$1,500.00	\$200.00	\$200.00	\$1,300.00
3300 - Scholarship Donations	\$6,000.00	\$850.00	\$850.00	\$5,150.00
3400 - Public Recorder/Website Ads	\$3,100.00			\$3,100.00
3500 - Media Stipends/AP/Educ	\$10,000.00			\$10,000.00
3600 - Dues	23,000.00	\$12,780.00	\$12,780.00	\$10,220.00
3700 - Interest Income (Bank Account)	\$100.00			\$100.00
3800 - MISC (Mkting/Sundries)	\$500.00			\$500.00
Cash Transfer from Reserves	\$0.00			\$0.00
	<u>\$44,200.00</u>	<u>\$13,830.00</u>	<u>\$13,830.00</u>	<u>\$30,370.00</u>
TOTAL INCOME	<u>\$129,200.00</u>	<u>\$14,030.00</u>	<u>\$14,030.00</u>	<u>\$115,170.00</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual
As of August 8, 2016

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$0.00	\$0.00	\$150.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$5,125.00	\$5,125.00	\$25,625.00
5302 - Lobbyist Expenses				\$0.00
5303 - Lobbyist Reg Fee	\$109.00			\$109.00
Total Lobbyist Expense	<u>\$30,859.00</u>	<u>\$5,125.00</u>	<u>\$5,125.00</u>	<u>\$25,734.00</u>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$6,000.00			\$6,000.00
5402 - NEMCI Exp (MTCA)	\$3,000.00			\$3,000.00
5403 - MTCA Conference Scholarships	\$4,000.00	\$1,217.50		\$4,000.00
5404 - Awards/Scholarships	\$3,000.00			\$3,000.00
Total Scholarship Expenses	<u>\$16,000.00</u>	<u>\$1,217.50</u>	<u>\$0.00</u>	<u>\$16,000.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$282.50	\$282.50	\$717.50
5602 - Certification Expenses	\$400.00	\$77.53	\$77.53	\$322.47
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$360.03</u>	<u>\$360.03</u>	<u>\$1,039.97</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,100.00			\$1,100.00
5702 - Conference Deposits	\$10,000.00	\$2,000.00	\$2,000.00	\$8,000.00
5703 - Postage / Brochure Mailing	\$41.00			\$41.00
5705 - Entertainment	\$750.00			\$750.00
5706 - Speakers / Education	\$5,000.00			\$5,000.00
5707 - Conference Hotel / Meals	\$52,000.00	\$45,697.53	\$46,915.03	\$5,084.97
5708 - NE Conference (2016)	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5709 - Misc Conference Expense	\$250.00	\$286.83	\$286.83	(\$36.83)
5710 - Printing / Copying	\$200.00	\$481.05	\$481.05	(\$281.05)
Total Conference Expenses	<u>\$70,341.00</u>	<u>\$49,465.41</u>	<u>\$50,682.91</u>	<u>\$19,658.09</u>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00	\$600.00	\$600.00	\$500.00
5902 - Postage	\$100.00			\$100.00
5903 - Printing	\$0.00			\$0.00
5904 - Web Update	\$2,000.00			\$2,000.00
Total Communication/Public Recorder	<u>\$3,200.00</u>	<u>\$600.00</u>	<u>\$600.00</u>	<u>\$2,600.00</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual
As of August 8, 2016

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Audit	\$850.00			\$850.00
6002 - Annual Tax Returns	\$850.00			\$850.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>
6100 - Marketing / Name Badges	\$500.00	\$0.00	\$0.00	\$500.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00			\$1,000.00
6202 - NEMCI Graduation Gifts	\$300.00	\$90.00	\$90.00	\$210.00
6203 - Miscellaneous	\$500.00	\$75.00	\$75.00	\$425.00
Total Miscellaneous Expense	<u>\$1,800.00</u>	<u>\$165.00</u>	<u>\$165.00</u>	<u>\$1,635.00</u>
TOTAL EXPENSE	\$129,200.00	\$56,932.94	\$56,932.94	\$72,267.06
Income / Expense Variance	\$0.00			\$42,902.94

Checking Account

Beginning Balance	7/1/2016	\$60,496.75
New Income		\$14,030.00
New Expenses		\$56,932.94
Current Balance	8/8/2016	\$17,593.81

Money Market account Balance

Beginning Balance	7/1/2016	\$32,118.49
New Income		\$0.00
New Expenses		\$0.00
Current Balance	8/8/2016	\$32,118.49

Massachusetts Town Clerk's Association
Budget vs. Actual as of June 30, 2016

INCOME

		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		\$40,845.00
3120 - Meals	\$25,000.00		\$47,778.54
3140 - Vendor Income	<u>\$10,000.00</u>		\$22,862.00
Total Conference Revenue		\$65,000.00	
3200 - Certification Revenue		\$1,500.00	\$955.00
3300 - Scholarship Donations		\$6,000.00	\$2,400.00
3400 - Public Recorder Ads		\$3,000.00	\$3,550.00
3500 - Media Stipends/AP/Educ		\$5,000.00	\$4,738.00
3600 - Dues/Public Recorder		23,000.00	\$23,620.00
3700 - Interest Income (Bank Account)		\$200.00	\$32.27
3800 - MISC (Mkting/Sundries)		\$500.00	
Cash Transfer from Reserves		<u>\$0.00</u>	
TOTAL INCOME		\$104,200.00	\$146,780.81

EXPENSE

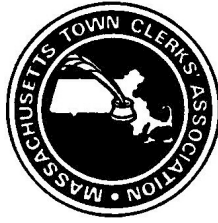
5000 - President Expenses		\$1,200.00	\$1,003.13
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	\$254.59
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,750.00		\$30,750.00
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		\$109.00
Total Lobbyist Expense		\$30,859.00	
5400 - Scholarship Expenses			
5401 - NEMCI Exp (outside sources)	\$6,000.00		\$1,855.00
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 June 30, 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		\$858.80
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	\$210.00
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		\$69.55
Total Miscellaneous Expense		\$1,300.00	
TOTAL EXPENSE		\$104,300.00	\$90,920.67

Checking account balance \$60,496.75

Money Market account balance \$32,118.49



**Minutes of the
MTCA Education Committee Meeting
8/4/2016**

Westwood Town Hall, 580 High Street, Westwood, MA

Members in attendance: Jacqueline Brown, Debra Gremo, Dottie Powers, Marie Ryan-remotely, Amy Summers, Laura Torti, MTCA Vice-President, Jeremy Gillis

The meeting opened at 10:00 a.m.

Old Business:

- Minutes of the December 4/12/2016 were Meeting approved.
- Reviewed evaluation results from the Spring conference held in Plymouth, MA

New Business:

1. There continues to be an issue of people signing up for conferences who have not paid their MTCA dues.
2. The Education committee will have members at the registration table with Barbara upon checking in, if attendees they have not paid their dues, they will have to see one of the Education Committee members to settle their membership status.
3. Attendees will receive a list of classes they have signed up for with their registration packet.
4. We will have two people at each class outside the door to check attendees off.
5. Sign-in sheets will be distributed after the break
6. We are going to try and do Class evaluations by survey monkey, a link will be sent out after the conference. We are not having a lot of success with attendees filling out the forms and it takes up class time to do this not to mention a waste of paper.
7. We talked about having a records retention class but decided that we would wait until the fall when the new public records law goes into effect and we could combine the two topics into one class.
8. Dottie Powers was able to confirm Michelle Tassinari for an elections /VRIS class, Lauren Goldberg for a Public Records class and Kelli Gunagan for a By-law submissions class, the group wanted to postpone the bylaw review class until the winter conference and replace that with a Vital Potpourri class, Jackie will be coordinating this with Alex Forman.
9. Classes will be maxed at 150, because we will be repeating the election and public records class in the morning and afternoon.
10. Certificates for IIMC CMC & MMC credits will be emailed following the conference and attendance confirmation.

The following classes were agreed upon by the committee for the Fall Conference:

- 1) **Elections**- There will be for a repeated class available in the morning and afternoon. Debra Gremo & Laura Torti will be the facilitators for the AM class; Jackie Brown & Dottie Powers will the facilitators for the PM class.

Public Records – There will be a repeated class available in the morning and the afternoon.

Jackie Brown & Dottie Powers will be the facilitators for the AM class;
Debra Gremo & Laura Torti will be the facilitators for the PM class.

Vitals Potpourri. This class will be held on Friday. The facilitator for this class will be Jackie Brown.

The Education Committee agreed with the following schedule for the 2016 Fall Conference to be held in at the Sheraton Springfield Monarch Place from September 28-30, 2016.

Thursday Morning

Elections

Public Records

Thursday Afternoon

Elections

Public Records

Friday Morning

Vitals Potpourri

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Dottie Powers, CMC/CMMC