



**Executive Board Meeting  
Sheraton Springfield  
Wednesday, September 28<sup>th</sup>, 2016 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale  
Report/Vote on August 9, 2016 E-Board Minutes

Treasurer's Report – Danielle Sicard  
Budget vs. Actual  
Financial Review update – Bob Cutler

President's Report – Andrew Dowd  
Committee appointments/reappointments  
E-board resignation (Ann Dunne) Franklin County

1<sup>st</sup> Vice President – Jeremy Gillis  
Vendors/Scholarship Report

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

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Education Committee – Dottie Powers
- Mentoring Committee
  - Update on next class
- CVR – Andy Dowd & Debbie Dami
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan
- Communication Committee – Jeremy Gillis
  - Email etiquette policy
  - Website updates
  - Managing e-mail & website access requests

Old Business –

New Business –

Adjournment

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2016 @–Northboro - 10 AM**

Minutes Approved on: DRAFT

<b>MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD</b>		
	<b>Attendance:</b>	<b>Present</b>
<b>PRESIDENT</b>	<b>ANDREW DOWD</b>	<b>✓</b>
<b>1<sup>ST</sup> VICE PRESIDENT</b>	<b>JEREMY GILLIS</b>	<b>✓</b>
<b>2<sup>ND</sup> VICE PRESIDENT</b>	<b>MARIE Y. RYAN</b>	<b>✓</b>
<b>TREASURER</b>	<b>DANIELLE SICARD</b>	<b>✓</b>
<b>SECRETARY</b>	<b>ELIZABETH GREENDALE</b>	<b>✓</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>✓</b>
<b>EXECUTIVE BOARD 2018</b>	<b>DEBORAH DAMI</b>	<b>✓</b>
<b>EXECUTIVE BOARD 2018</b>	<b>NANCY TALBOT</b>	
<b>EXECUTIVE BOARD 2018</b>	<b>ROBERT CUTLER</b>	<b>✓</b>
<b>EXECUTIVE BOARD 2019</b>	<b>CATHERINE HARDER- BERNIER</b>	<b>✓</b>
<b>EXECUTIVE BOARD 2019</b>	<b>KELLY McELREATH</b>	<b>✓</b>
<b>EXECUTIVE BOARD 2019</b>	<b>DIANE PACKER</b>	<b>✓</b>
<b>PAST PRESIDENT</b>	<b>NANCY BLACKMER</b>	<b>✓</b>
<b>EDITOR</b>	<b>NANCY BURNHAM</b>	
<b>EDUCATION CHAIR</b>	<b>DOTTIE POWERS</b>	<b>✓</b>
<b>CONFERENCE ADMINISTRATOR/CERTIFICATION</b>	<b>BARBARA LABOMBARD</b>	
<b>SOCIAL SECRETARY</b>	<b>TARA SHAW</b>	
<b>ASSISTANT TREASURER</b>	<b>LYNN SIBLEY</b>	

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

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## **Call to Order – President Andy Dowd**

President Dowd called the meeting to order at 10:07, and swore in Member Diane Packer, he then welcomed new Members Diane Packer and Kelly McElreath.

President Dowd introduced Michael Morisy from MuckRock, a nonprofit group that is establishing a pilot program to assist in the filing and tracking of Public Record Requests in the Clerk's Office. Mr. Morisy explained the free public records management tool that complies with the new Public Records Law. He offered this pilot program to all in attendance.

## **Secretary's Report – Danielle Sicard/Elizabeth Greendale**

Approval of Minutes from the Executive Board Meeting on June 15, 2016 were presented by Secretary Elizabeth Greendale.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Robert Cutler, the minutes from June 15, 2016, were unanimously approved as written/presented

## **Treasurer's Report – Robert Cutler/Danielle Sicard**

Past Treasurer Robert Cutler stated that the year-end report has been sent to our CPA for filing the FY16, tax return, and that our financial picture looks good. Treasurer Danielle Sicard, presented the current budget vs. actual, and noted the slight change in format. She also said that she intends to purchase/create a program that would better serve the organization. With the incoming payment of annual dues, she has noticed communities that have never been members before.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Diane Packer, to accept the treasurers report was unanimously accepted.

## **Presidents Report – Andy Dowd**

**Email Group:** President Dowd, announced that the launch of the new Google group has been a success, and that he will send a reminder to the membership suggesting they contact himself or 1<sup>st</sup> Vice President Jeremy Gillis to be added to the group. Treasurer Sicard requested that since it is only open to paying members, he wait until her files have been updated with the renewals.

**Website:** President Dowd has been working with Amy Warfield to clean up and enhance the website, and asked for assistance, Member McElreath offered to assist. He also noted the new section for the Mentor Program, and is pleased with the information at hand.

**Executive Board Vacancy:** President Dowd noted a vacancy on the Board and would like to appoint Robert Cutler to the position.

**ACTION TAKEN:** On a motion by Treasurer Danielle Sicard, seconded by 1<sup>st</sup> Vice President Jeremy Gillis, to appoint Robert Cutler to the Executive Board for a term expiring in 2018 was unanimously accepted.

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2016 @–Northboro - 10 AM**

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

1<sup>st</sup> VP Gillis reported that we have raised half of our budgeted amount for vendors to date and it's looking good for the Sept. Conference, and that we have received \$1,000 donations from both LHS and Kofile.

1<sup>st</sup> VP Gillis would like to address the fact that an employee of the Town Manager for a community has attended NEMCI and plans to acquire their CMC. This would be a violation of the Association bylaws, as this person is not employed by a Town Clerk, and does not work in any capacity in a Town Clerk's Office. Mr. Gillis would like to send a letter with our concerns to both NEMCI and IIMC.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> Vice President Jeremy Gillis, seconded by Member Diane Packer, to draft a letter to NEMCI&A and IIMC expressing our concerns with this issue was unanimously accepted.

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

2<sup>nd</sup> VP Ryan reported that we will only be offering 2 classes in Sept. Elections and Public Records. She noted that there may be some logistical issues with the size of the class, but she is working it out with the Hotel, and does not expect any problems.

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

None

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

Not in attendance

## **COMMITTEE REPORTS**

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

Poll Pads: The Legislature is expected to sign this bill today, but still a year or more away from law.

Website Publishing: Publishing legal notices on our web sites vs. in the newspaper, will be revived at a later date.

### **Education Committee – Dottie Powers**

Member Powers informed the association that the classes are all set, there will be two in the morning and the same two offered in the afternoon. Friday morning will have an update on VIP from Alex Forman, as well as new enhancements from VRIS. It was suggested that Wednesday's class be Early Voting by Michelle Tassinari.

She also mentioned her concerns with unregistered participants attending classes and the unfairness to those that have registered, she will work with Treasurer Sicard and Member LaBombard to crosscheck that attendees are registered. Past President Nancy Blackmer suggested a ticket or slip of paper to be shown at the door. The membership discussed creating a program to ensure registrants are current members of MTCA.

# MTCA EXECUTIVE BOARD MEETING



**August 9, 2016 @–Northboro - 10 AM**

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Member Powers said that there will no longer be paper evaluations, they will be done at the end of class via Survey Monkey. Treasurer Sicard suggested we get a membership to Survey Monkey, because we can obtain more valuable information as members than without. Additionally, certificates will now be emailed instead of handed out at the end of class.

## **Mentoring Program – Danielle Sicard**

Treasurer Sicard reported that the first class, with over 30 participants, was very successful and we received excellent feedback.

The next class will be Sept. 20<sup>th</sup> on Elections, there will be two locations, Walpole and Monson. The time has been changed to 10-4, to accommodate people who travel a long distance.

There is now a “New Clerk” section on the MTCA web site.

## **CVR User Group – Andy Dowd**

Member Dami reported that Early Voting has been tested, and the EV-20 is the same as the AV-20. It was suggested that a sample be available for clerks to practice with.

## **Social Secretary Report – Tara Shaw**

President Dowd reported that Tara Shaw sent a card to Town Clerk Anita Tenkle, who is out on a 3 month medical leave.

## **Bylaw Committee Report – Marie Ryan**

2<sup>nd</sup> VP Ryan, said that the proposed changes to the bylaws will be in the Recorder, and ready to vote at the September Conference.

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



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**Old Business – none**

**New Business –none**

President Dowd asked if there were any other items to be discussed, seeing none, motion made by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Packer to adjourn. Meeting was adjourned at 11:52 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC / CMMC  
MTCA Secretary

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION**  
**Budget V Actual**

As of **September 23, 2016**

<b>INCOME</b>	<b><u>BUDGET</u></b>	<b><u>NEW INCOME</u></b>	<b><u>ACTUAL</u></b>	<b><u>REMAINING</u></b>
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$8,900.00	\$9,100.00	\$30,900.00
3120 - Meals	\$35,000.00	\$9,857.00	\$9,857.00	\$25,143.00
3130 - Mentoring Workshops	\$0.00	\$540.00	\$540.00	
3140 - Vendor Income	\$10,000.00	\$6,660.00	\$6,660.00	\$3,340.00
Total Conference Revenue	<b><u>\$85,000.00</u></b>	<b><u>\$25,957.00</u></b>	<b><u>\$26,157.00</u></b>	<b><u>\$59,383.00</u></b>
3200 - Certification Revenue	\$1,500.00	\$105.00	\$305.00	\$1,195.00
3300 - Scholarship Donations	\$6,000.00		\$850.00	\$5,150.00
3400 - Public Recorder/Website Ads	\$3,100.00		\$0.00	\$3,100.00
3500 - Media Stipends/AP/Educ	\$10,000.00		\$0.00	\$10,000.00
3600 - Dues	23,000.00	\$10,300.00	\$23,080.00	(\$80.00)
3700 - Interest Income (Bank Account)	\$100.00		\$0.00	\$100.00
3800 - MISC (Mkting/Sundries)	\$500.00		\$0.00	\$500.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	<b><u>\$44,200.00</u></b>	<b><u>\$10,405.00</u></b>	<b><u>\$24,235.00</u></b>	<b><u>\$19,965.00</u></b>
<b>TOTAL INCOME</b>	<b><u>\$129,200.00</u></b>	<b><u>\$36,362.00</u></b>	<b><u>\$50,392.00</u></b>	<b><u>\$79,348.00</u></b>

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION**  
**Budget V Actual**

As of **September 23, 2016**

<b>EXPENSE</b>	<b>BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5000 - President Expenses	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
5100 - Secretary Expense	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
5200 - Treasurer Expenses	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$2,562.50	\$7,687.50	\$23,062.50
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$0.00	\$109.00
Total Lobbyist Expense	<b>\$30,859.00</b>	<b>\$2,562.50</b>	<b>\$7,687.50</b>	<b>\$23,171.50</b>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$6,000.00		\$0.00	\$6,000.00
5402 - NEMCI Exp (MTCA)	\$3,000.00		\$0.00	\$3,000.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$3,000.00		\$0.00	\$3,000.00
Total Scholarship Expenses	<b>\$16,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>
5500 - Legislative Committee Expenses	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$282.50	\$717.50
5602 - Certification Expenses	\$400.00		\$77.53	\$322.47
Total Certification Expenses	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$360.03</b>	<b>\$1,039.97</b>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,100.00		\$0.00	\$1,100.00
5702 - Conference Deposits	\$10,000.00		\$2,000.00	\$8,000.00
5703 - Postage / Brochure Mailing	\$41.00		\$0.00	\$41.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$5,000.00		\$0.00	\$5,000.00
5707 - Conference Hotel / Meals	\$52,000.00		\$46,915.03	\$5,084.97
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conference Expense	\$250.00	\$608.19	\$895.02	(\$645.02)
5710 - Printing / Copying	\$200.00		\$481.05	(\$281.05)
Total Conference Expenses	<b>\$70,341.00</b>	<b>\$608.19</b>	<b>\$51,291.10</b>	<b>\$19,049.90</b>
5800 - Executive Board Meetings/Lunches	<b>\$1,000.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$940.00</b>
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00		\$600.00	\$500.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00		\$0.00	\$2,000.00
Total Communication/Public Recorder	<b>\$3,200.00</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>\$2,600.00</b>



**MASSACHUSETTS TOWN CLERK'S ASSOCIATION**  
**Budget V Actual**

As of **September 23, 2016**

<b>EXPENSE Continued</b>	<b>BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
6000 - Auditor				
6001 - Annual Audit	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
Total Auditor Expense	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>
6100 - Marketing / Name Badges	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$50.00	\$50.00	\$950.00
6202 - NEMCI Graduation Gifts	\$300.00		\$90.00	\$210.00
6203 - Miscellaneous	\$500.00		\$75.00	\$425.00
Total Miscellaneous Expense	<b>\$1,800.00</b>	<b>\$50.00</b>	<b>\$215.00</b>	<b>\$1,585.00</b>
<b>TOTAL EXPENSE</b>	<b>\$129,200.00</b>	<b>\$3,280.69</b>	<b>\$60,213.63</b>	<b>\$68,986.37</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>			

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**Checking Account**

Beginning Balance	8/8/2016	\$17,593.81
New Income		\$36,362.00
New Expenses		\$3,280.69
Current Balance	9/23/2016	<b>\$50,675.12</b>

**Money Market account Balance**

Beginning Balance	8/8/2016	\$32,118.49
New Income		\$0.00
New Expenses		\$0.00
Current Balance	9/23/2016	<b>\$32,118.49</b>

# MTCA 2016-2017 APPOINTMENTS

All terms run July 1<sup>st</sup> through June 30<sup>th</sup> unless otherwise noted.

Updated 9-28-2016

	MEMBER	MUNICIPALITY	LAST APPT	TERM EXP.
<b>ASSISTANT TREASURER</b>	<i>(1 year - to serve on Budget Committee)</i>			
	Lynn Sibley	Whately	2016	2017
<b>BUDGET COMMITTEE</b>	<i>(1 year- 5 members to include Treasurer &amp; Asst. Treasurer)</i>			
	Danielle Sicard, <i>Treasurer</i>	Walpole	2016	2017
	Lynn Sibley, <i>Assistant Treasurer</i>	Whately	2016	2017
	Thomas Florence	E. Longmeadow	2016	2017
	Robert Cutler	Foxborough	2016	2017
	Michael Palmer	Falmouth	2016	2017
<b>BY-LAW/POLICIES &amp; PROCEDURES REVIEW COMMITTEE</b>	<i>(1 year)</i>			
	Deborah Davenport	Weston	2016	2017
	Nancy Blackmer	Orange	2016	2017
	Marie Ryan	Great Barrington	2016	2017
	Anita Tekle (out on leave 9/26/16)	Concord	2014	2016
	Amy Warfield	Burlington	2016	2017
<b>CMMC CERTIFICATION ADMINISTRATOR</b>	<i>(3 years – to serve on Certification/Examination Board)</i>			
	Barbara LaBombard	Easthampton	2014	2017
<b>CMMC CERTIFICATION/EXAMINATION BOARD</b>	<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
	Wendy Mickel (new 9/28/2016)	Westborough	2016	2019
	Marianne Staples	Mansfield	2016	2019
<b>CLERK’S MANUAL COMMITTEE</b>	<i>(3 years – 3 members)</i>			
	Deborah Dami	Mashpee	2014	2017
	Kathleen Nagle	Wellesley	2014	2017
	Marie Ryan	Great Barrington	2014	2017
<b>CONFERENCE COMMITTEE</b>	<i>(2-years) (Pres., 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Registration Admin, Ed. Registration Admin, 3 at-large, including statistician)</i>			
	Andrew Dowd, President/Chair	Northborough	2015	2017
	Jeremy Gillis, 1 <sup>st</sup> VP - vendors	Easton	2015	2017
	Marie Ryan, 2 <sup>nd</sup> VP - hotel	Great Barrington	2015	2017
	Barbara LaBombard, Conf./Ed. Regis. Admin	Easthampton	2016	2018
	Kaari Mai Tari	Westford	2013	NA
	Diane Bucco	Wenham	2015	2017
	Terri Bunce	Dennis	2015	2017
	Dottie Powers	Westwood	2015	2017
<b>CONFERENCE REGISTRATION ADMINISTRATOR</b>	<i>(3 years – to serve on Conference Committee)</i>			
	Barbara LaBombard	Easthampton	2016	2019
<b>EDUCATION DATABASE COORDINATOR</b>	<i>(3 years)</i>			
	Katherine Ingram	Longmeadow	2016	2019
<b>EDUCATION COMMITTEE</b>	<i>(3-years, to include 2<sup>nd</sup> VP)</i>			
	Jacqueline Brown	Freetown	2014	2017
	Amy Akell	Stoughton	2016	2018
	Dottie Powers	Westwood	2015	2016
	Laura Torti	Spencer	2015	2018
	Debra Gremo	Auburn	2015	2018
	Kaari Mai Tari	Westford	2014	2017
	Marie Ryan, 2 <sup>nd</sup> VP	Great Barrington	2015	2017

## MTCA 2016-2017 APPOINTMENTS

<b>LEGISLATIVE COMMITTEE</b> (7 full for 3-year terms; 2 Alternates incl. 1 <sup>st</sup> VP for 1-year – <i>exp. Dec. 31<sup>st</sup></i> )				
	Robert Cutler	Foxborough	2012	2018
	Denise Graffeo	Tewksbury	2013	2018
	Nancy Talbot	Ware	2013	2016
	Brian Howard	Randolph	2016	2019
	Dina Livingston	East Bridgewater	2014	2018
	Diane Packer	Natick	2014	2017
	Robin Phelan	Boxford	2014	2017
	Christina Wright, <i>Alt</i>	Essex	2016	2019
	Jeremy Gillis, 1 <sup>st</sup> VP/Alt	Easton	2015	2017
<b>NOMINATION COMMITTEE</b> (1 year – 5 full members, to include 1 <sup>st</sup> VP as non-voting)				
	Theodora Eaton	Needham	2016	2017
	Nancy Blackmer	Orange	2016	2017
	Margaret Bonderenko	Mendon	2016	2017
	Lynn Sibley	Whately	2016	2017
	Kaari Mai Tari	Westford	2016	2017
	Jeremy Gillis, 1 <sup>st</sup> VP	Easton	2016	2017
<b>PUBLIC RECORDER EDITOR</b> (3 years)				
	Nancy Burnham	Athol	2014	2017
<b>SCHOLARSHIP COMMITTEE</b> (2 years – 3, including 1 <sup>st</sup> VP as Chair))				
	Jeremy Gillis, 1 <sup>st</sup> VP/Chair	Easton	2015	2017
	Marlene Chused	Sharon	2013	2017
	Sandra Burgess	Amherst	2013	2017
<b>SOCIAL SECRETARY</b> (1 year)				
	Tara Shaw	Plympton	2016	2017
<b>COMMUNICATIONS COMMITTEE</b> (3 years – 5 members, including The Public Recorder Editor)				
	Nancy Burnham, Public Recorder Editor	Athol	2014	2017
	Jeremy Gillis	Easton	2014	2017
	Maria Sagarino	Stoneham	2013	2018
	Danielle Sicard	Walpole	2016	2018
	Amy Warfield	Burlington	2012	2018
<b>LOBBYIST REVIEW COMMITTEE</b> – (3 members, - including Treasurer)				
	Danielle Sicard, Treasurer	Walpole	2016	2017
	Robert Cutler	Foxborough	2016	2017
	Diane Packer	Natick	2014	2016
<b>MEMBER RECOGNITION COMMITTEE</b> (3 years – 5 members – including President and Past President)				
	Deborah Dami	Mashpee	2014	2018
	Theodora Eaton	Needham	2014	2016
	Sandra Burgess	Amherst	2014	2017
<b>ELECTION LAWS TASK FORCE</b> (1 member)				
	Jeremy Gillis	Easton	2014	
<b>TASK FORCE ADVISORY COMMITTEE</b> (5 members)				
	Ann Dunne	Ashfield	2014	
	Nancy Blackmer	Orange	2016	
	Rosemary Harvell	Sudbury	2014	
	Tedi Eaton	Needham	2014	
	Joyce Bradshaw	North Andover	2012	
<b>MENTORING COMMITTEE</b> (5 members)				
	Danielle Sicard	Walpole	2016	
	Dottie Powers	Westwood	2016	
	Kelly McElreath	Upton	2016	
	Jeremy Gillis	Easton	2016	
	Elizabeth Greendale	Holliston	2016	



# REPORT OF THE FIRST VICE PRESIDENT

## MTCA EXECUTIVE BOARD MEETING

### SEPTEMBER 28, 2016

#### VENDORS:

The 2016 Fall Conference of the Massachusetts Town Clerks' Association returns for the 3rd consecutive year to the Sheraton Springfield Monarch Place Hotel. Participating are 16 vendors with a total of 20 tables. All Payment information is up to date as of September 21, 2016. Four vendors, Dupont Storage Systems, LHS, Kofile and LL Data Designs contributed additional amounts totaling **\$2300** to sponsor and defray the cost of the conference. This represents **an increase of \$1850** over last year's donations. Overall vendor income for this conference **increased by \$2326** over last year. This amount also represents **an increase \$4705** over our last year at Jiminy Peak.

VENDOR NAME	# TABLES	POWER?	PAID?	# REPS	SUBTOTAL	TOTAL MEALS	DONATION	TOTAL
<a href="#">Northeast Document Conservation Center</a>	1	YES	yes	1	\$250.00	\$0.00	\$0.00	\$250.00
<a href="#">General Code</a>	1	YES	YES	2	\$250.00	\$146.00	\$0.00	\$396.00
<a href="#">IS Elections by Inclusion Solutions</a>	1	YES	YES	1	\$250.00	\$0.00	\$0.00	\$ 250.00
<a href="#">University Products</a>	1	YES	YES	1	\$250.00	\$0.00	\$0.00	\$250.00
<a href="#">LL Data Designs</a>	3	YES	YES	3	\$350.00	\$25.00	\$200.00	\$575.00
<a href="#">LHS Associates, inc.</a>	2	YES	YES	4	\$500.00	\$0.00	\$1,000.00	\$1,500.00
<a href="#">Dupont Storage Systems</a>	1	YES	YES	1	\$250.00	\$28.00	\$100.00	\$378.00
<a href="#">King Information Systems</a>	1	YES	YES	1	\$250.00	\$0.00	\$0.00	\$250.00
<a href="#">Kofile Technologies, inc.</a>	1	YES	YES	2	\$250.00	\$171.00	\$1,000.00	\$1,421.00
<a href="#">Unibank</a>	1	YES	YES	2	\$250.00	\$84.00	\$0.00	\$334.00
<a href="#">ELECTEC Election Services</a>	1	YES	yes	2	\$250.00	\$56.00	\$0.00	\$306.00
Mass Mailers, Inc.	1	YES	yes	1	\$250.00	\$0.00	\$0.00	\$250.00
ES&S	1	YES	yes	2	\$250.00	\$0.00	\$0.00	\$250.00
Everyone Counts	1	YES	yes	1	\$250.00	\$0.00	\$0.00	\$250.00
Clearballot	1	YES	no	2	\$250.00	\$0.00	\$0.00	\$250.00
FOIA DIRECT (VISTINY AND Stellar)	2	YES	no	2	\$350.00	\$0.00	\$0.00	\$350.00
NEACTC Raffle	2							
<b>Totals:</b>	<b>22</b>			<b>28</b>	<b>\$4,450.00</b>	<b>\$510.00</b>	<b>\$2,300.00</b>	<b>\$7,260.00</b>

#### SCHOLARSHIPS:

The MTCA has budgeted \$4,000 to provide scholarships for July 1, 2016- June 30, 2017 to members currently unable to receive community support to attend MTCA conferences. Scholarship availability was advertised on 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 is comprised of Sharon Town Clerk Marlene Chused, Amherst Town Clerk Sandra Burgess and Easton Town Clerk Jeremy P Gillis, 1<sup>st</sup> Vice President. No Applications were received for this conference, **a decrease of \$692.50** over last year's Fall Conference expenditure.

Respectfully submitted,

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



*Hope has no finish line.*

September 13, 2016

Ms. Danielle M. Sicard  
Massachusetts Town Clerks Association  
40 South Street  
Foxboro, MA 02035

Dear Ms. Sicard and Friends of Massachusetts Town Clerks Association:

On behalf of St. Vincent's Medical Center Foundation, I would like to offer my sincere thanks and gratitude to you for your gift given to St. Vincent's SWIM Across the Sound/Lebo-DeSantie Center in memory of **Thomas Browne**.

We have notified the family of your thoughtfulness.

St. Vincent's is committed to providing the best in all aspects of health care. Our holistic approach goes beyond traditional health care and considers the multi-faceted needs and concerns of each patient. Our membership in the MD Anderson Cancer Network provides participating physicians at St. Vincent's access to the evidence based guidelines, treatment plans and concordance studies developed by the experts at MD Anderson. Now St. Vincent's can bring new hope to local cancer patients, making the best cancer care prevention, screening, detection, treatment, and survivorship available even better.

On behalf of all of us here at St. Vincent's but especially for those who will be helped – thank you for caring!

Sincerely,

A handwritten signature in black ink that reads 'Lyn Fine-McCarthy'.

Lyn Fine-McCarthy  
Executive Director

LFM:bjm

*This letter will serve as acknowledgement of your charitable contribution of \$50.00 on 9/12/2016 to St. Vincent's Medical Center Foundation. No goods and/or services were received in consideration of this gift which is tax-deductible to the full extent allowed by law. St. Vincent's Medical Center Foundation is a 501(c)(3) non-profit organization.*

## **Conference Registration Administrator Report:**

Total number registered for the Springfield conference (as of Sept. 19, 2016): **231**

- 2015 – 211 (Springfield)
- 2014 - 190 (Springfield)
- 2013 - 135 (Jiminy Peak)

Totals transmitted to Treasurer Danielle Sicard as of Sept. 19, 2016:

Registration -	\$ 9,900.00
Meals -	<u>\$10,698.00</u>
	\$20,598.00

## **Certification Administrator Report:**

### **SEPTEMBER, 2016 – NEW CMMC’S:**

Ann M. Quirk, Barnstable

Amy E. Hennessy Neves, Milford

Patricia M. Anderson, Norwell

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

Carol A. Jammalo, Clarksburg

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

Carol A. Skerrett, Dunstable

Respectfully Submitted,



Conference Registration Administrator &  
Certification Administrator