

**Executive Board Meeting  
Northborough Senior Center  
Thursday, December 8<sup>th</sup>, 2016 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale  
Report/Vote on September 28<sup>th</sup>, 2016 E-Board Minutes

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

President's Report – Andrew Dowd  
Vacancy 2<sup>nd</sup> VP  
Committee appointments  
Elections Task Force  
Mentoring Committee  
Communication Committee  
Request from IIMC VP Candidate Lana R. McPherson (see attached)

1<sup>st</sup> Vice President – Marie Ryan  
Vendors/Scholarship Report

2<sup>nd</sup> Vice President – **VACANT**

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Lobbyist Review Committee – Danielle Sicard  
Sample Survey (attached)
- Education Committee – Dottie Powers
- Mentoring Committee  
Update on next class
- CVR – Andy Dowd
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan  
Updated Bylaws and Policies and Procedures posted on website
- Communication Committee  
Email etiquette policy  
Website updates  
Managing e-mail & website access requests

Old Business –

New Business –

Adjournment

# MTCA EXECUTIVE BOARD MEETING



September 28, 2016 @-Springfield - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ANDREW DOWD	✓
1 <sup>ST</sup> VICE PRESIDENT	JEREMY GILLIS	✓
2 <sup>ND</sup> VICE PRESIDENT	MARIE Y. RYAN	✓
TREASURER	DANIELLE SICARD	✓
SECRETARY	ELIZABETH GREENDALE	✓
EXECUTIVE BOARD 2017	ANN DUNNE	
EXECUTIVE BOARD 2017	ROBIN PHELAN	✓
EXECUTIVE BOARD 2017	DOTTIE POWERS	✓
EXECUTIVE BOARD 2018	DEBORAH DAMI	✓
EXECUTIVE BOARD 2018	NANCY TALBOT	✓
EXECUTIVE BOARD 2018	ROBERT CUTLER	✓
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	✓
EXECUTIVE BOARD 2019	KELLY McELREATH	✓
EXECUTIVE BOARD 2019	DIANE PACKER	✓
PAST PRESIDENT	NANCY BLACKMER	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓
SOCIAL SECRETARY	TARA SHAW	
ASSISTANT TREASURER	LYNN SIBLEY	

A quorum of voting members being present, President Dowd called the meeting to order at 10:15 AM.

# MTCA EXECUTIVE BOARD MEETING



**September 28, 2016 @–Springfield - 10 AM**

Minutes Approved on: DRAFT

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

President Dowd called the meeting to order at 10:15

## **Secretary's Report – Elizabeth Greendale**

Approval of Minutes from the Executive Board Meeting on August 9, 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 August 9, 2016, were unanimously approved as written/presented.

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

Membership dues are above what was projected. Attendees of the Springfield Conference who are not currently dues paying members will be sent an invoice.

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

**ACTION TAKEN:** On a motion by Member Kelly McElreath, and seconded by Member Catherine Harder-Bernier, to purchase a full membership to Survey Monkey was unanimously accepted.

## **Presidents Report – Andy Dowd**

**Committee Appointments/Reappointments:** President Dowd stated that he is holding a place for Anita Tekle from Concord, as she is expected to return after an extended leave. Lori Kelly from Oxford will be appointed to the CMMC Certification/Examination Board for a term of 3 yrs. Sandra Burgess from Amherst has resigned from that position.

**E-Board Resignation:** Member Ann Dunne has resigned her position, leaving a 1 year vacancy in Franklin County.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> Vice President Jeremy Gillis, and seconded by Member Robert Cutler, to reappoint Member Nancy Talbot to the Legislative Committee for a term to expire 2019 was unanimously accepted.

**Email Group:** President Dowd announced that the Mass Clerks Yahoo group will be going off line December 31, 2016.

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

1<sup>st</sup> VP Gills reported that we have raised 75% of our budgeted amount for vendors to date. Vendors have donated \$2,300.00 to the September Conference and no one had applied for a scholarship.

# MTCA EXECUTIVE BOARD MEETING



**September 28, 2016 @–Springfield - 10 AM**

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

2<sup>nd</sup> VP Ryan reported that everything is all set for the September Conference, and attendance is very good.

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

None

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

### **Conference Registration:**

Registration is currently at 249, past registrations for the same conference were, 2015 – 211; 2014 – 190; 2013 – 135.

### **Certification Report:**

New CMMC Certification: 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,

## **COMMITTEE REPORTS**

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

Member Cutler reported that our Legislative Agent Tom Joyce's contract is up for renewal and the Committee has unanimously agreed to renew his contract with a 5% increase. He also reported that due to Mr. Joyce's approach with Legislators, our reputation has drastically improved.

Bills to be Refiled: Restricted Records and Publishing Town Meeting Warrants on the website.

Bills that are to be taken up: A Bill to allow different venues for polling places, as it is becoming more difficult to use schools for elections.

A Bill to use modern media for storing permanent records.

A Bill to limit the time frame for voter registration sessions to the normal business hours.

It was agreed that Treasurer Sicard as the liaison for the lobbyist review committee would send a survey in December to the membership.

**ACTION TAKEN:** On a motion by Treasurer Danielle Sicard and seconded by 1<sup>st</sup> Vice President Jeremy Gillis, to renew the contract of Legislative Agent Tom Joyce with a 5% increase, was unanimously accepted.

# MTCA EXECUTIVE BOARD MEETING



**September 28, 2016 @–Springfield - 10 AM**

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## **Education Committee – Dottie Powers**

Member Powers informed the membership that the conference has large numbers attending, that class evaluations will be done via Survey Monkey, and participant certificates will be emailed.

## **Mentoring Program – Danielle Sicard**

Treasurer Sicard, as Chair of the Mentoring Committee reported that the 2<sup>nd</sup> Class on Elections was held in two locations Monson and Walpole with a total 47 participants, and feedback has been very positive.

The next class will be December on VRIS, Census, and Campaign Finance. The location is yet to be determined. Future classes will be in March focusing on Records Management and Zoning, and April focusing on Town Meeting and Attorney General filing.

## **CVR User Group – Deb Dami**

Member Dami reported that she isn't using the system as frequently as she was in the past and she will be resigning from the user group.

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

President Dowd reported that a donation was sent in memory of Connecticut Clerk Betsy Brown's husband, and a card was sent to Member Powers on the loss of her nephew.

## **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 business meeting tomorrow.

Presented Changes:

## **Old Business – none**

## **New Business –none**

President Dowd asked if there were any other items to be discussed, seeing none, motion made by Treasurer Sicard, seconded by 1st VP Gillis, to adjourn. Meeting was adjourned at 11:38 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC / CMMC  
MTCA Secretary

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION**

**Budget V Actual**

As of **November 30, 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	\$3,292.00	\$12,392.00	\$27,608.00
3120 - Meals	\$35,000.00	\$3,899.00	\$13,756.00	\$21,244.00
3130 - Mentoring Workshops	\$0.00	\$165.00	\$705.00	(\$705.00)
3140 - Vendor Income	\$10,000.00	\$350.00	\$7,010.00	\$2,990.00
Total Conference Revenue	<b>\$85,000.00</b>	<b>\$7,706.00</b>	<b>\$33,863.00</b>	<b>\$51,137.00</b>
3200 - Certification Revenue	\$1,500.00		\$305.00	\$1,195.00
3300 - Scholarship Donations	\$6,000.00		\$850.00	\$5,150.00
3400 - Public Recorder/Website Ads	\$3,100.00	\$2,250.00	\$2,250.00	\$850.00
3500 - Media Stipends/AP/Educ	\$10,000.00	\$8,982.00	\$8,982.00	\$1,018.00
3600 - Dues	23,000.00	\$1,085.00	\$24,165.00	(\$1,165.00)
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>\$44,200.00</b>	<b>\$12,317.00</b>	<b>\$36,552.00</b>	<b>\$7,648.00</b>
<b>TOTAL INCOME</b>	<b>\$129,200.00</b>	<b>\$20,023.00</b>	<b>\$70,415.00</b>	<b>\$58,785.00</b>

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

As of **November 30, 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>\$82.96</b>	<b>\$82.96</b>	<b>\$1,917.04</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>\$62.00</b>	<b>\$62.00</b>	<b>\$88.00</b>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$7,687.50	\$15,375.00	\$15,375.00
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>\$7,687.50</b>	<b>\$15,375.00</b>	<b>\$15,484.00</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	\$411.72	\$892.77	\$207.23
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	\$29,614.69	\$76,529.72	(\$24,529.72)
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentory/survey)	\$250.00	\$233.20	\$1,128.22	(\$878.22)
5710 - Printing / Copying	\$200.00		\$0.00	\$200.00
Total Conference Expenses	<b>\$70,341.00</b>	<b>\$30,259.61</b>	<b>\$81,550.71</b>	<b>(\$11,209.71)</b>
5800 - Executive Board Meetings/Lunches	<b>\$1,000.00</b>	<b>\$0.00</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 **November 30, 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	\$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>\$0.00</b>	<b>\$215.00</b>	<b>\$1,585.00</b>
<b>TOTAL EXPENSE</b>	<b>\$129,200.00</b>	<b>\$38,092.07</b>	<b>\$98,305.70</b>	<b>\$30,894.30</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>			

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**Checking Account**

Beginning Balance	9/28/2016	\$50,675.12
New Income		\$20,023.00
New Expenses		\$38,092.07
Current Balance	9/23/2016	<b>\$32,606.05</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>



**MASSACHUSETTS TOWN CLERK'S ASSOCIATION  
CONFERENCE REPORT**

Conference: **Springfield 2016**

<b>INCOME</b>	<b><u>ACTUAL</u></b>
3100 - Conference Revenue	
3110 - Registration	\$12,126.00
3120 - Meals	\$13,756.00
3140 - Vendor Income	\$7,010.00
Total Conference Revenue	<b>\$32,892.00</b>

<b>EXPENSE</b>	<b><u>ACTUAL</u></b>
5700 - Conference Expenses	
5701 - Printing Brochures/Program	\$411.72
5702 - Conference Deposits	
5703 - Postage / Brochure Mailing	
5705 - Entertainment	
5706 - Speakers / Education	
5707 - Conference Hotel / Meals	\$29,614.69
5708 - NE Conference (2016)	
5709 - Misc Conf Exp (mentory/survey)	
5710 - Printing / Copying	
Total Conference Expenses	<b>\$30,026.41</b>

<b>Income / Expense Variance</b>	<b>\$2,865.59</b>
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<b>Total # of Registrants:</b>	<b>253</b>
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**MASSACHUSETTS TOWN CLERKS ELECTION REPORTING  
TO THE ASSOCIATED PRESS, SUMMARY**

**2016 GENERAL ELECTION**

**SUMMARY - WORKSHEET**

125 Towns of 1 Precinct:	118 Towns, Full Credit 7 Towns, No Credit	\$8.00	\$944.00
58 Towns of 2-3 Precincts:	53 Towns, Full Credit 5 Towns, No Credit	\$12.00	\$636.00
109 Towns of 4-9 Precincts	45 Towns, Full Credit 64 Towns, Half Credit 0 Towns, No Credit	\$28.00 \$14.00	\$1,260.00 \$896.00
16 Towns of 10-19 Precincts	12 Towns, Full Credit 4 Towns, Half Credit 0 Towns, No Credit	\$60.00 \$30.00	\$720.00 \$120.00
1 Town of 20+ Precincts:	1 Town, Full Credit	\$120.00	\$120.00

TOTAL

\$4,696.00

Deductions for No Reports Received

\$116.00

Deductions for No Cumulative Reports Received

\$1,002.00

Deduction for No Final Report Received; 2 Cumulative Reports Received OK

\$14.00

Total Deductions

\$1,132.00

Full Credit  
Half Credit  
No Credit

229 Towns  
68 Towns  
12 Towns

309 Towns

Total Number of Reports: Calls, Faxes & Emails:

366

## WORKSHEET

The detailed listing of the Number of Cumulative and Final Reports by Towns of 4 and more Precincts, listed by County and by Size by Number of Precincts:

Berkshire		Franklin	Hampshire		Hampden		
			Amherst	2FC			10-19 Precincts
Adams	1-	Greenfield 1-	Belchertown	1-	Agawam	1-	4-9 Precincts
Gt. Barrington	1-	Montague 4FC	Easthampton	2FC	E. Longmeadow	1-	
			South Hadley	1FC	Longmeadow	1-	
					Ludlow	1-	
					Palmer	1-	
					W. Springfield	1-	
					Wilbraham	4FC	

All Towns of 1, 2 and 3 Precincts made 1 Final Call Except: Berkley, Chester, Dunstable, Georgetown, Granville, Groton, Hull, Lenox, Monterey, Plainfield, Rutland, West Stockbridge

All Towns 4 or More Precincts made at least 1 Final Call Except: Rockland (made 2 Cumulative Reports OK)

Numbers of Calls made by Towns of 4+ Precincts are shown above and on the following pages.

MCCA Worksheet is shown as "Sheet 4"

**Note:**

1. "FC" means Full Credit, with the Number of Reports shown
2. "-" means Half Credit, with the Number of Reports shown
3. "0-" means No Credit, with "0" as the Number of Reports shown.

FY17 MTCA Memberships as of 11/30/16

<b>Town/City</b>	<b>Population</b>	<b>ACTIVE</b>
Abington	15,757	\$100
Acton	22,031	\$100
Acushnet	9,828	\$75
Adams	8,556	\$75
Agawam	28,000	\$150
Amesbury	16,283	\$100
Amherst	37,819	\$150
Andover	33,201	\$150
Arlington	42,000	\$150
Ashburnham	6,181	\$75
Ashby	3,122	\$35
Ashfield	1,800	\$35
Ashland	16,593	\$100
Athol	11,584	\$100
Auburn	15,182	\$100
Avon	4,300	\$35
Ayer	6,724	\$75
Barnstable	45,193	\$150
Barre	4,976	\$35
Bedford	14,058	\$100
Belchertown	15,100	\$100
Bellingham	15,800	\$100
Belmont	23,509	\$100
Berkley	6,500	\$75
Berlin	3,000	\$35
Billerica	40,243	\$150
Blackstone	8,655	\$75
Blandford	1,187	\$35
Bolton	5,410	\$75
Bourne	21,492	\$100
Boxborough	5,000	\$35
Boxford	8,500	\$75
Boylston	4,235	\$35
Braintree	35,700	\$150
Brewster	9,400	\$75
Bridgewater	27,500	\$150
Brookfield	3,490	\$35
Brookline	58,666	\$150
Buckland	1,850	\$35
Burlington	25,426	\$150
Canton	21,272	\$100
Carlisle	5,380	\$75
Carver	11,500	\$100

Charlemont	1,057	\$35
Charlton	12,824	\$100
Chatham	6,200	\$75
Cheshire	3,348	\$35
Chester	1,308	\$35
Chesterfield	1,250	\$35
Chilmark	1,185	\$35
Clarksburg	1,600	\$35
Clinton	13,606	\$100
Cohasset	8,225	\$75
Colrain	1,620	\$35
Concord	18,957	\$100
Conway	1,986	\$35
Cummington		\$15
Dalton	6,939	\$75
Danvers	23,791	\$100
Dartmouth	33,511	\$150
Dedham	23,332	\$100
Deerfield	4,056	\$35
Dennis	13,373	\$100
Dighton	7,692	\$75
Douglas	8,642	\$75
Dover	6,201	\$75
Dudley	11,000	\$100
Dunstable	3,165	\$35
Duxbury	15,937	\$100
E Bridgewater	13,835	\$100
Eastham	5,100	\$75
East Longmeadow	15,900	\$100
Easton	23,112	\$100
Edgartown	4,722	\$35
Egremont	1,200	\$35
Erving	1,500	\$35
Essex	3,400	\$35
Fairhaven	15,551	\$125
Fall River	88,962	\$150
Falmouth	27,903	\$150
Florida	705	\$15
Foxborough	17,102	\$100
Framingham	68,318	\$150
Franklin	33,000	\$150
Freetown	8,970	\$75
Gardner	20,228	\$100
Georgetown	8,500	\$75
Gill	1,493	\$35
Goshen		\$15

Grafton	17,859	\$100
Granby	6,226	\$75
Great Barrington	7,000	\$75
Greenfield	18,500	\$100
Groton	10,800	\$100
Hadley	5,000	\$35
Halifax	7,511	\$75
Hamilton	8,174	\$75
Hampden	5,139	\$75
Hancock	734	\$15
Hanover	14,590	\$100
Hanson	9,749	\$75
Hardwick	2,988	\$35
Harvard	5,778	\$75
Harwich	10,500	\$100
Hatfield	3,397	\$35
Haverhill	64,000	\$150
Hawley	324	\$15
Heath	706	\$15
Hingham	22,891	\$100
Holbrook	10,791	\$100
Holden	18,373	\$100
Holland	2,600	\$35
Holliston	14,877	\$100
Holyoke		\$100
Hopedale	5,654	\$75
Hopkinton	16,745	\$100
Hubbardston	4439	\$35
Hudson	19,063	\$100
Hull	11100	\$100
Ipswich	13,462	\$100
Kingston	13,000	\$100
Lakeville	11,200	\$100
Lancaster	7,011	\$75
Lanesborough	2,908	\$35
Lee	4,940	\$35
Leicester	10,750	\$100
Lenox	5,087	\$75
Leverett	1,852	\$35
Lexington	32,443	\$150
Leyden	682	\$15
Lincoln	6,832	\$75
Longmeadow	15,543	\$100
Ludlow	18,753	\$100
Lunenburg	10,423	\$100
Lynnfield	12,769	\$100

Manchester by the Sea	5,667	\$75
Mansfield	23,794	\$100
Marblehead	20,000	\$150
Marion	5,116	\$100
Marshfield	24,340	\$100
Mashpee	14,024	\$100
Mattapoisett	6,500	\$75
Medfield	12,369	\$100
Medway	13,400	\$100
Mendon	6,114	\$75
Merrimac	6,500	\$75
Middleboro	22,923	100
Middleton	9,000	\$75
Milford	27,999	\$150
Millbury	13,261	\$100
Millis	8,600	\$75
Millville	3,027	\$35
Milton	27,003	\$150
Monroe	115	\$15
Monson	8,560	\$75
Montague	8,500	\$75
Montgomery	7	\$15
Mt Washington	139	\$15
Nahant	3,521	\$35
Natick	33,006	\$150
Needham	31,000	\$150
New Marlboro	1,342	\$15
New Salem	907	\$15
Newbury	6,415	\$75
Norfolk	9,801	\$75
North Andover	32,000	\$150
North Brookfield	4,462	\$35
North Reading	15,665	\$100
Northborough	14,785	\$100
Northbridge	15,707	\$100
Northfield	3,023	\$35
Norton	19,031	\$100
Norwell	11,081	\$100
Norwood	28,388	\$150
Oak Bluffs	5,399	\$75
Orange	7,800	\$75
Orleans	6,212	\$75
Otis	1,432	\$35
Oxford	12,293	\$100
Palmer	10,900	\$100

Paxton	4184	\$35
Pelham	1,050	\$35
Pepperell	11,646	\$100
Peru	820	\$15
Petersham	1,300	\$35
Phillipston	1,772	\$35
Plainville	8,200	\$75
Plympton	2,851	\$35
Plymouth		\$150
Princeton	3,540	\$35
Provincetown	3,062	\$35
Raynham	13,383	\$100
Reading	25,910	\$150
Rehoboth	12,219	\$100
Richmond	1,465	\$35
Rochester	5,380	75
Rockland	17,325	\$100
Rockport	7,000	\$75
Rowe	353	\$15
Rowley	6,200	\$75
Russell		\$35
Rutland	8,850	\$75
Salisbury	7,475	\$75
Sandisfield	825	\$15
Sandwich	20,000	\$100
Saugus	25,138	\$150
Savoy	626	\$15
Scituate	18,490	\$100
Seekonk	13,400	\$100
Sharon	18,051	\$100
Sheffield	3,500	\$35
Sherborn	4,478	\$35
Shirley	5,800	\$75
Shrewsbury	33,878	\$150
Shutesbury	1,820	\$35
Somerset	17,056	\$100
Somerville	75,432	\$150
South Hadley	18,228	\$100
Southborough	9,653	\$75
Southbridge	15,589	\$100
Southampton	6,000	\$75
Southwick	9,502	\$75
Spencer	10,394	\$100
Sterling	7,870	\$75
Stockbridge	1,867	\$35
Stoneham	21,497	\$100

Stow	6,835	\$75
Sudbury	18,192	\$100
Sunderland	3,641	\$35
Swampscott	13,697	\$100
Swansea	15,965	\$100
Tewksbury	30,425	\$150
Tisbury	4,500	\$35
Topsfield	6,737	\$75
Townsend	8,744	\$75
Truro	2,080	\$35
Tyngsborough	11,400	\$100
Upton	7,613	\$75
Uxbridge	12,900	\$100
W Bridgewater	7,017	\$75
W Stockbridge	1,300	\$35
Wakefield	24,200	\$100
Wales	1,886	\$35
Walpole	24,500	\$100
Ware	9,872	\$75
Warren	4,500	\$35
Warwick	750	\$15
Washington	653	\$15
Webster	1,600	\$100
Wellesley	27,982	\$150
Wellfleet	3,100	\$35
Wendell	875	\$15
Wenham	5,000	\$35
West Boylston	7,669	\$75
West Tisbury	3,151	\$35
Westborough	18,272	\$100
Westford	22,000	\$100
Westhampton	1,717	\$35
Westminster	7,400	\$75
Weston	11,391	\$100
Westport	15,076	\$100
Westwood	14,618	\$100
Weymouth	52,216	\$150
Whately	1,502	\$35
Whitman	14,309	\$100
Wilbraham	14,500	\$100
Williamsburg	2,528	\$35
Williamstown	7,900	\$75
Wilmington	22,500	\$100
Winchester	22,600	\$100
Winthrop	17,000	\$100
Wrentham	11,747	\$100

**AFFILIATE MEMBERSHIPS**

<b>Beverly</b>	40,000	\$100
<b>Chicopee</b>	55,298	\$100
<b>Easthampton</b>	16,023	\$100
<b>Fitchburg</b>	40,318	\$100
<b>Gloucester</b>	28,789	\$100
<b>Marlborough</b>	40,000	\$100
<b>Newton</b>	86,000	\$100
<b>North Adams</b>	12,967	\$100
<b>Northampton</b>	28,549	\$100
<b>Revere</b>	53,756	\$100
<b>Salem</b>	41,340	\$100
<b>West Springfield</b>	28,391	\$100
<b>Woburn</b>	38,120	\$100

**Attended Springfield Fall 2016 conference:**

**Need Memberships Still:**

- Brimfield
- Chelmsford
- Monterey
- Nantucket
- North Attleboro
- New Bedford
- Shelburne
- Springfield
- Stoughton
- Tolland
- Wayland

**MASSACHUSETTS TOWN CLERKS'  
ASSOCIATION, INC.**

**STATEMENT OF CASH RECEIPTS  
AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016  
TOGETHER WITH  
INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

**Draft**



**MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.  
FOR THE YEAR ENDED JUNE 30, 2016**

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**Draft**

**Christopher J Huckins CPA PC**

CERTIFIED PUBLIC ACCOUNTANT

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f. 508-429-5064

www.cjhuckinscpa.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of  
Massachusetts Town Clerks' Association, Inc.

We have reviewed the accompanying statement of cash receipts and disbursements of the Massachusetts Town Clerks' Association, Inc. (the Association) for the year ended June 30, 2016. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the statement of cash receipts and disbursements in accordance with the cash receipts and disbursements basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of statement of cash receipts and disbursements that are free from material misstatement whether due to fraud or error.

**Accountant's Responsibility**

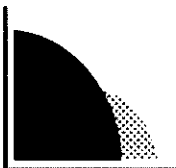
Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the statement of cash receipts and disbursements. We believe that the results of our procedures provide a reasonable basis for our conclusion.

**Accountant's Conclusion on the Financial**

Based on our review, we are not aware of any material modifications that should be made to the accompanying statement of cash receipts and disbursements in order for it to be in conformity with the cash receipts and disbursements basis of accounting, as described in the accompanying note.



Holliston, Massachusetts  
September 28, 2016



27 Charles Street Holliston, Massachusetts 01746

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016**

**CASH RECEIPTS:**

Conferences	\$ 111,486
Dues	23,620
News media	4,738
Scholarships donations	2,400
Public recorder advertising	3,550
Certifications	955
Miscellaneous	-
Interest	32
Total cash receipts	<u>146,781</u>

**CASH DISBURSEMENTS:**

Conference expenses	50,964
Lobbyist stipend	30,750
Public recorder editor stipend	500
Public recorder expenses	1,995
Scholarships	2,525
Financials/preparation of tax returns	1,700
Miscellaneous expenses	215
Sundries/marketing	1,453
Certification administrator stipend	475
Certification expenses	220
Lobbyist expenses	109
Total cash disbursements	<u>90,906</u>

**INCREASE (DECREASE) IN CASH** 55,875

**BEGINNING CASH** 36,740

**ENDING CASH** \$ 92,615

*See accompanying note and independent accountants' review report.*

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.**

**NOTE TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016**

**NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES:**

**Nature of organization:**

Massachusetts Town Clerks' Association, Inc., (the Association), is a non profit organization incorporated on July 28, 1954, under the authority of Chapter 180 of the General Laws of the Commonwealth of Massachusetts.

The purposes of the Association are to foster a better acquaintance among the Town Clerks of the Commonwealth of Massachusetts; to assist in developing proper and efficient performance of their duties in respect to activities of the office and to advance and support sound government; to bring together, by conference or otherwise in furtherance of the foregoing objects, the Town Clerks of this Commonwealth with a view not only to an exchange of ideas but also to the promotion of cooperation in the solution of their common problems; to engage in such other activities tending to bring about a better understanding of Massachusetts Town Government.

**Date of management's review**

In preparing the financial statements, the Company has evaluated events and transactions for potential recognition or disclosure through September 28, 2016, the date that the financial statements were available to be issued.

**Method of Accounting:**

The accompanying financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. Consequently, receipts are recognized when received rather than when earned, and disbursements are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying statement of cash receipts and disbursements are not intended to present the Associations' financial position and results of operations, in conformity with U.S. generally accepted accounting principles. The cash receipts and disbursements basis differs from generally accepted accounting principles primarily because the effects of outstanding dues at the date of the financial statement are not included in the financial statement.

**Concentration of Credit Risk:**

The Association maintains its cash deposits at high quality financial institutions. From time to time, cash balances in these accounts may exceed federally insured limits. The Company has not experienced any losses in any of its accounts and does not believe it is exposed to any significant credit risk.

**Income taxes:**

The Internal Revenue Service has determined that the Association is exempt from federal income taxes in accordance with Section 501 (c) (6) of the Internal Revenue Code.

*See independent accountant's review report*

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION  
EXECUTIVE BOARD  
2016-2017**

**President**

Andrew T. Dowd, CMC/CMMC	<i>Worcester County</i>	Office	508-393-5002
63 Main Street		Fax	508-393-6996
Northborough, MA 01532		CELL	508-269-2672
Hours: Mon, Wed, & Thurs:	8:00 AM - 4:00 PM	E-Mail:	<a href="mailto:adowd@town.northborough.ma.us">adowd@town.northborough.ma.us</a>
Tues:	8:00 AM - 7:00 PM		
Fri:	7:00 AM - 12:00 PM		

**1<sup>st</sup> Vice-President**

Marie Y. Ryan, CMC/CMMC	<i>Berkshire County</i>	Office	413-528-1619 x3
334 Main Street		Fax	413-528-1026
Great Barrington, MA 01230		CELL	
Hours: Mon - Fri:	8:30 AM - 4:00 PM	E-Mail:	<a href="mailto:mryan@townofgb.org">mryan@townofgb.org</a>

**2<sup>nd</sup> Vice-President – Vacant 11/9/2016**

**Secretary**

Elizabeth Greendale (2015-2018)	<i>Middlesex County</i>	Office	508-429-0601
703 Washington St.		Fax	508-429-0601
Holliston, MA 01746		CELL	
Hours: Mon, Wed, Thurs:	8:30 AM - 4:30PM	E-Mail:	<a href="mailto:greendalee@holliston.k12.ma.us">greendalee@holliston.k12.ma.us</a>
Tues:	8:30 AM - 7:00 PM		
Fri:	8:30 AM - 1:00 PM		

**Treasurer**

Danielle M. Sicard, CMC/CMMC	<i>Norfolk County</i>	Office	508-660-7296
135 School Street		Fax	508-660-0297
Walpole, MA 02081		CELL	
Hours: Mon, Wed, Thur:	8:00 AM - 4:00 PM	E-Mail:	<a href="mailto:dsicard@walpole-ma.gov">dsicard@walpole-ma.gov</a>
Tues:	8:00 AM - 8:00 PM		
Fri:	8:00 AM - 12:00 PM		

**Past President**

Nancy M. Blackmer, MMC/CMMC	<i>Franklin County</i>	Office	978-544-1100 x101
6 Prospect Street		Fax	978-544-1134
Orange, MA 01364		CELL	
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Fri:	8:00 AM - 1:00 PM		

**Executive Board – Term Expires 2017**

Debra A. Bourbeau (09/28/2016-2017) *Franklin County*  
1 Avenue A (Town of Montague)  
Turners Falls, MA 01376  
Hours: Mon, Tues, Thurs 8:30am to 5:30pm  
Wed 8:30am to 6:30pm  
Fridays Closed

Office 413-863-3200 x104  
Fax 413-863-3224  
CELL  
E-Mail: [townclerk@montague-ma.gov](mailto:townclerk@montague-ma.gov)

Robin Phelan (2014-2017) *Essex County*  
7A Spofford Road  
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Office 978-887-6000 Ext 151  
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E-Mail: [rphelan@town.boxford.ma.us](mailto:rphelan@town.boxford.ma.us)

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

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Fax 781-948-4573  
CELL  
E-Mail: [dpowers@townhall.westwood.ma.us](mailto:dpowers@townhall.westwood.ma.us)

**Executive Board – Term Expires 2019**

Catherine Harder-Bernier (2016-2019) *Plymouth County*  
550 Hanover Street  
Hanover, MA 02339  
Hours: Mon, Tues, Thurs: 8:00 AM - 4:00 PM  
Wed: 8:00 AM – 8:00 PM  
Fri: 8:00 AM – 12:00 PM

Office (781) 826-5000 x1079  
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E-Mail: [catherine.harderbernier@hanover-ma.gov](mailto:catherine.harderbernier@hanover-ma.gov)

Kelly A. McElreath (2016-2019) *Worcester County*  
1 Main Street, Box 11  
Upton, MA 01568  
Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM  
Tues: 9:00 AM - 6:00 PM  
Fri: 8:00 AM – 12:00 PM

Office 508-529-3565  
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Diane Packer (2016-2019) *Middlesex County*  
13 East Central St.  
Natick, MA 01760  
Hours: Mon - Wed: 8:00 AM - 5:00 PM  
Thurs: 8:00 AM – 7:00 PM  
Fri: 8:00 AM – 12:30 PM

Office 508-647-6430 x4  
Fax 508-655-6715  
CELL  
E-Mail: [dpacker@natickma.org](mailto:dpacker@natickma.org)

**Executive Board – Term Expires 2018**

Robert E. Cutler, Jr., CMC/CMMC 2016-2018) *Norfolk County*  
40 South Street  
Foxborough, MA 02035  
Hours: Mon - Thurs: 8:30 AM - 4:00 PM  
Tues Evenings: 5:00 PM - 8:00 PM  
Fri: 8:30 AM - 12:30 PM

Office 508-543-1208  
Fax 508-543-6278  
CELL  
E-Mail: [bcutler@foxboroughma.gov](mailto:bcutler@foxboroughma.gov)

**Executive Board – Term Expires 2018**

Deborah Dami, MMC/CMMC (2015-2018) *Barnstable County*  
16 Great Neck Road North  
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Office 508-539-1400  
Fax 508-539-1142  
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Nancy Talbot, CMC/CMMC (2015-2018) *Hampshire County*  
126 Main Street  
Ware, MA 01082  
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Office 413-967-9648, ext. 103  
Fax 401-967-9638  
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E-Mail: [ntalbot@townofware.com](mailto:ntalbot@townofware.com)

**Editor, The Public Recorder**

Nancy Burnham, CMMC *Worcester County*  
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Fax 978-249-2491  
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**Legislative Committee Chairman**

Robert E. Cutler, Jr., CMC/CMMC *Norfolk County*  
40 South Street  
Foxborough, MA 02035  
Hours: Mon - Thurs: 8:30 AM - 4:00 PM  
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CELL  
E-Mail: [bcutler@foxboroughma.gov](mailto:bcutler@foxboroughma.gov)

**Legislative Agent**

Thomas M. Joyce, Jr.  
Joyce & Joyce  
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Boston, MA 02114

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Cell 617-308-2290  
E-Mail: [tjoyce20@comcast.net](mailto:tjoyce20@comcast.net)

**Education Committee Chairperson**

Dottie Powers, CMC/CMMC *Norfolk County*  
580 High Street  
Westwood, MA 02090  
Hours: Mon, Wed & Thurs: 8:30 AM - 4:30 PM  
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E-Mail: [dpowers@townhall.westwood.ma.us](mailto:dpowers@townhall.westwood.ma.us)

**Communications Committee Chairman**

**VACANT**

**Mentoring Committee Chairperson**

Danielle M. Sicard, CMC/CMMC *Norfolk County*  
135 School Street  
Walpole, MA 02081  
Hours: Mon, Wed, Thur: 8:00 AM - 4:00 PM  
Tues: 8:00 AM - 8:00 PM  
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**Certification Administrator**

Barbara L. LaBombard, MMC  
50 Payson Ave., Ste. 100  
Easthampton, MA 01027

*Hampshire County*

Hours: Mon- Tues: 7:30 AM - 5:00 PM  
Wed: 8:00 AM - 6:00 PM  
Thur: 8:00 AM - 5:00 PM

Office 413-529-1460

Fax 413-529-1417

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E-Mail: [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)

**Conference Administrator**

Barbara L. LaBombard, MMC  
50 Payson Ave., Ste. 100  
Easthampton, MA 01027

*Hampshire County*

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Wed: 8:00 AM - 6:00 PM  
Thur: 8:00 AM - 5:00 PM

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Fax 413-529-1417

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E-Mail: [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)

**Social Secretary**

Tara J. Shaw  
5 Palmer Road  
Plympton, MA 02367

*Plymouth County*

Hours: Mon - Thurs: 9:00 am - 2:00 pm  
Mon Eve: 6:00 pm - 8:00 pm

Office 781-585-3220 ext. 304

Fax

CELL

E-Mail: [town\\_clerk@town.plympton.ma.us](mailto:town_clerk@town.plympton.ma.us)

**Assistant Treasurer**

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

*Franklin County*

Hours: Mon: 11:00 AM - 7:00 PM  
Thurs: 9:00 AM - 4:00 PM  
Fri: 9:00 AM - 12:00 PM

Office 413-665-0054

Fax 413-665-9560

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E-Mail: [Tclerk2@comcast.net](mailto:Tclerk2@comcast.net)



# MTCA 2016-2017 APPOINTMENTS

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

Updated 11-09-2016

	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 ( <b>retiring 2/28/17</b> )	Concord	2016	2017
	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
	Nancy Blackmer	Orange	2014	2017
	Lori Kelley	Oxford	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
	Marie Ryan, 1 <sup>st</sup> VP - vendors	Great Barrington	2015	2017
	<b>Vacant</b> , 2 <sup>nd</sup> VP - hotel		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	2016	2019
	Laura Torti	Spencer	2015	2018
	Debra Gremo	Auburn	2015	2018
	Kaari Mai Tari	Westford	2014	2017
	Marie Ryan, 2 <sup>nd</sup> VP - temp	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 – exp. Dec. 31 <sup>st</sup> )				
	Robert Cutler	Foxborough	2012	2018
	Denise Graffeo	Tewksbury	2013	2018
	Nancy Talbot	Ware	2016	2019
	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
	Marie Ryan, 1 <sup>st</sup> VP/Alt	Great Barrington	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
	Marie Ryan, 1 <sup>st</sup> VP/Alt	Great Barrington	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))				
	Marie Ryan, 1 <sup>st</sup> VP/Alt	Great Barrington	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, <i>Public Recorder Editor</i>	Athol	2014	2017
	<b>Vacant</b> 11/9/2016		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, <i>Treasurer</i>	Walpole	2016	2017
	Robert Cutler	Foxborough	2016	2017
	Diane Packer	Natick	2016	2017
<b>MEMBER RECOGNITION COMMITTEE</b> (3 years – 5 members – including President and Past President)				
	Deborah Dami	Mashpee	2014	2018
	Theodora Eaton	Needham	2016	2019
	Sandra Burgess	Amherst	2014	2017
<b>ELECTION LAWS TASK FORCE</b> (1 member)				
	<b>Vacant</b> 11/9/2016		2014	
<b>TASK FORCE ADVISORY COMMITTEE</b> (5 members)				
	<b>Vacant</b>		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	
	<b>Vacant</b> 11/9/2016		2016	
	Elizabeth Greendale	Holliston	2016	



# **LANA FOR VICE PRESIDENT**



Lana McPherson, MMC, was appointed City Clerk in June 1998, for the City of De Soto, Kansas. She joined the City Clerks and Municipal Finance Officers Association of Kansas and the International Institute of Municipal Clerks. Lana received CCMFOA's highest honor as "City Clerk of the Year" in 2010. Lana is a past IIMC Region VII Director and an Athenian Fellow. In May 2016, she was awarded IIMC's Quill. She currently serves as Chair of IIMC's Membership Committee. Lana is a founding member of the "Clerks for Christ" prayer warrior team, with a growing national membership of 150 municipal clerks. If you know Lana, you know how much she puts her heart and soul into the IIMC clerk family.

Lana serves on the Kansas Board of Directors for the Midwest Public Risk public entity risk pool. She served three terms on the Kansas Municipal Insurance Trust Board and was president in 2007-08. She is a current member of the League of Kansas Municipalities Public Officers & Employees Policy Committee. Lana continues to serve her Kansas clerks through CCMFOA.

Lana is a church organist and pianist. She and husband, Ian, enjoy cruising in "Lucille," her 1948 Chevy pickup. Her favorite pastimes are family, friends and collecting antique brooches.

## **Step up, step out and lead with Lana!**

**L**oyal to IIMC clerks

**A**ccountable to IIMC clerks

**I**nvested in IIMC clerks

**A**ccessible to IIMC clerks



MTCA Executive Board  
Social Secretary

August through December































2016

<b>Type:</b>	<b>Sent:</b>	<b>To:</b>	<b>Reason:</b>
Get Well	Aug	Anita Tekle	Town Clerk, Concord
Condolence	Sept	Dottie Powers	Nephew Ron, Jr. Passed
Condolence	Sept	Ani Almasia Gigarjian	Mother passed (former Sherborn Town Clerk-Lucy Amasian)
Condolence	Sept	Betsy Brown	Fairfield, CT Town Clerk Husband-Tom passed
Get Well	Oct	Charlene Hinton	Carlisle, MA
Condolence	Oct	Mary Ann Smith	Pembroke Town Clerk, Mother passed
Condolence	Nov	Joseph Powers	Wellfleet Town Clerk, Brother passed
Get Well	Nov	Fred Frithsen	AP, Gallbladder Surgery
Condolence	Dec	Trudy Reid	Lynnfield Town Clerk, Mother passed

## Legislative Agent Review Survey

1. Each of the following are items outlined in the contract with our current Legislative Agent. Please rate our agent over the past year for each item.

[illegible]

	Excellent / Highly Agree 	Good 	Neutral 	Fair 	Needs Improvement / Disagree 	Do not know 
Seeks Commitment of legislators to support the position of the MTCA						
Attends legislative committee meetings as requested to formulate legislative strategy/agenda and present update of the current legislation affecting the MTCA						
Assists MTCA with an special initiatives (Clerks Day on the Hill, etc) as appropriate						
Attends MTCA conferences and E Board meetings as requested by the President						
Submits quarterly written status reports in regards to legislation (Public Recorder)						
Administrative functions: File list of clients with MTCA by Jan 31st each year, submit required financial statements/reports on a timely basis, cooperate with MTCA treasurer to complete all filings/registrations required by the Lobbyist Division.						



	Excellent / Highly Agree	Good	Neutral	Fair	Needs Improvement / Disagree	Do not know
Confers with Executive Board at the request of the President to evaluate MTCA strategies and assess progress being made being made by towards goals and objectives of the MTCA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Legislative Agents compensation reflects the importance of his work to the MTCA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Please provide POSITIVE feedback in regards to the performance of our legislative agent over the past year below.

3. Please provide CONSTRUCTIVE CRITICISM that can be utilized to IMPROVE the work of the legislative agent moving into the next contract.

Done

Powered by



See how easy it is to [create a survey](#).