

**Executive Board Meeting
Devens Common Center
Wednesday, February 1st, 2017 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Report/Vote on December 8th, 2016 E-Board Minutes

Treasurer's Report – Danielle Sicard
Budget vs. Actual
Conference/Mentoring expense

President's Report – Andrew Dowd
Vendor Report
IIMC Quill Award
City Clerks – membership for conference attendance?
E-board vacancy (Nancy Talbots remaining term 6/2018)

1st Vice President – Marie Ryan
Scholarship Report

2nd Vice President – Nancy Talbot (unable to attend)
Statement enclosed

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Elections Task Force – Danielle Sicard
- Lobbyist Review Committee – Danielle Sicard
- Education Committee – Dottie Powers
 - Conference brochure
- Mentoring Committee – Danielle Sicard
- CVR User Group
- Social Secretary Report – Tara Morrison
- Communication Committee
 - Email etiquette policy
 - Website updates
 - Managing e-mail & website access requests

Old Business –

New Business –
NEMCI Request - Deb Dami gifts for institute students

Adjournment

MTCA EXECUTIVE BOARD MEETING



December 8, 2016 @ Northborough - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ANDREW DOWD	✓
1ST VICE PRESIDENT		
2ND VICE PRESIDENT	MARIE Y. RYAN	✓
TREASURER	DANIELLE SICARD	✓
SECRETARY	ELIZABETH GREENDALE	✓
EXECUTIVE BOARD 2017	DEBRA BOURBEAU	✓
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 10:06 AM.

MTCA EXECUTIVE BOARD MEETING



December 8, 2016 @ Northborough - 10 AM

Minutes Approved on: DRAFT

Call to Order – President Andy Dowd

President Dowd called the meeting to order at 10:06 AM

Secretary's Report – Elizabeth Greendale

Approval of Minutes from the Executive Board Meeting on September 28, 2016 were presented by Secretary Elizabeth Greendale.

ACTION TAKEN: On a motion by Treasurer Danielle Sicard, seconded by Member Catherine Harder-Bernier, the minutes from September 28, 2016, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Members will no longer be able to attend conferences, unless their dues are paid. A letter is being drafted to send non-members, encouraging them to join MTCA. It was suggested that the Assistant Treasurer assist in recruiting and keeping track of membership.

Member Cutler, reported that the taxes have been filed.

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Member Robert Cutler, to accept the treasurers report was unanimously accepted.

Presidents Report – Andy Dowd

E-Board Appointment: President Dowd, welcomed newly appointed E-Board Member Debra Bourbeau from Montague, who replaced Ann Dunne. Mr. Dowd stated that with the departure of 1st Vice President Jeremy Gillis, he would appoint 2nd Vice President Marie Ryan to his position. The position of 2nd Vice President will be filled by the Nominating Committee.

Committee Appointments/Reappointments: President Dowd asked for nomination to fill the vacancy on the Elections Task Force, the following three people were nominated and seconded:

Danielle Sicard; Robin Phelan; Diane Packer

ACTION TAKEN: Treasurer Danielle Sicard was elected to the Elections Task Force with 8 votes and Diane Packer was elected as the Alternate Member with 3 votes.

Mentoring Committee: President Dowd appointed Member Diane Packer to the Mentoring Committee.

Communications Committee: President Dowd appointed Member Deborah Dami to the Communications Committee.

IIMC: No action was taken on a request to support Lana R. McPherson for IIMC Vice President.

1st VP Report – Vacant

MTCA EXECUTIVE BOARD MEETING



December 8, 2016 @ Northborough - 10 AM

Minutes Approved on: DRAFT

2nd VP Report – Marie Ryan

2nd VP Ryan reported that the Winter Conference is shaping up and there have been 2 requests for scholarships.

Past President Report– Nancy Blackmer

None

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

Member Cutler reported that the Legislative Session will begin in January. Legislative Agent Tom Joyce is working on some key items:

- Restricted Records

- Publishing Town Meeting Warrants on the website

- A Bill to allow Fraternal Orders with a liquor license to become polling places

- A Bill to allow Unenrolled Voters to be Registrars

Lobbyist Review Committee – Danielle Sicard:

Treasurer Sicard created a survey based on his contract that will be sent to the membership in mid-December. The survey will also be sent to Tom Joyce for his feedback.

Education Committee – Dottie Powers:

Member Powers informed the membership that the class surveys from the September conference have been sent out, returned, and Certificates have been emailed. She is currently working on a program to streamline this process.

Mentoring Program – Danielle Sicard:

Treasurer Sicard, as Chair of the Mentoring Committee reported that the next Class on Census, VRIS, and Campaign Finance will be held in Northborough on January 12, 2017. Looking ahead at possibly Beverly in March and Mashpee in April or May.

Social Secretary Report – Tara Shaw

See Attached

Old Business – none

New Business –none

President Dowd asked if there were any other items to be discussed, seeing none, motion made by Member Cutler, seconded by Treasurer Sicard, to adjourn. Meeting was adjourned at 11:54 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC / CMMC
MTCA Secretary

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 25, 2017**

INCOME	BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$8,100.00	\$20,492.00	\$19,508.00
3120 - Meals	\$35,000.00	\$8,885.00	\$22,641.00	\$12,359.00
3130 - Mentoring Workshops	\$0.00	\$420.00	\$1,125.00	(\$1,125.00)
3140 - Vendor Income	\$10,000.00	\$6,600.00	\$13,610.00	(\$3,610.00)
Total Conference Revenue	\$85,000.00	\$24,005.00	\$57,868.00	\$27,132.00
3200 - Certification Revenue	\$1,500.00	\$655.00	\$960.00	\$540.00
3300 - Scholarship Donations	\$6,000.00	\$850.00	\$1,700.00	\$4,300.00
3400 - Public Recorder/Website Ads	\$3,100.00		\$2,250.00	\$850.00
3500 - Media Stipends/AP/Educ	\$10,000.00		\$8,982.00	\$1,018.00
3600 - Dues	23,000.00	\$685.00	\$24,850.00	(\$1,850.00)
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
	\$44,200.00	\$2,190.00	\$38,742.00	\$5,458.00
TOTAL INCOME	\$129,200.00	\$26,195.00	\$96,610.00	\$32,590.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 25, 2017**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$1,054.62	\$1,137.58	\$862.42
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$25.24	\$87.24	\$62.76
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$5,381.24	\$20,756.24	\$9,993.76
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$109.00	\$0.00
Total Lobbyist Expense	\$30,859.00	\$5,490.24	\$20,865.24	\$9,993.76
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	\$16,000.00	\$0.00	\$0.00	\$16,000.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$367.50	\$650.00	\$350.00
5602 - Certification Expenses	\$400.00	\$124.55	\$202.08	\$197.92
Total Certification Expenses	\$1,400.00	\$492.05	\$852.08	\$547.92
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,100.00		\$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		\$76,529.72	(\$24,529.72)
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$250.00	\$573.53	\$1,701.75	(\$1,451.75)
5710 - Printing / Copying	\$200.00		\$0.00	\$200.00
Total Conference Expenses	\$70,341.00	\$573.53	\$82,124.24	(\$11,783.24)
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$219.50	\$279.50	\$720.50
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00	\$500.00	\$1,100.00	\$0.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
Total Communication/Public Recorder	\$3,200.00	\$2,495.00	\$3,095.00	\$105.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 25, 2017**

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$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		\$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	<u>\$1,800.00</u>	<u>\$0.00</u>	<u>\$215.00</u>	<u>\$1,585.00</u>
TOTAL EXPENSE	\$129,200.00	\$10,350.18	\$108,655.88	\$20,544.12
Income / Expense Variance	\$0.00			

Checking Account

Beginning Balance	9/28/2016	\$32,606.05
New Income		\$26,195.00
New Expenses		\$10,350.18
Current Balance	9/23/2016	\$48,450.87

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	\$32,118.49

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

updated 1/23/17

Conference: **Springfield 2016**

INCOME

ACTUAL

3100 - Conference Revenue

3110 - Registration

\$12,126.00

3120 - Meals

\$13,756.00

3140 - Vendor Income

\$7,260.00

Total Conference Revenue

\$33,142.00

EXPENSE

ACTUAL

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

\$30,026.41

Income / Expense Variance

\$3,115.59

Total # of Registrants:

253

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

Mentoring Class **January 2017 - Census / VRIS**

INCOME

ACTUAL

3100 - Conference Revenue	
3130 - Mentoring Workshops	\$420.00
Total Workshop Revenue	\$420.00

EXPENSE

ACTUAL

5700 - Conference Expenses	
5709 - Misc Conf Exp (mentor/survey)	\$445.94
Total Conference Expenses	\$445.94

Income / Expense Variance	(\$25.94)
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Total # of Registrants:

29

waiting list of 12

VENDOR NAME		# TABLES	POWER?	PAID?	# REPS	SUBTOTAL	TOTAL MEALS	DONATION	TOTAL		MEALS NEEDED			# MEALS	NOTES
										TH. BRKFST	TH. LUNCH	TH. DINNER	FR. BRKFST		
Clearballot	1	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00						
Donnegan Systems, Inc.	1	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00						
Dupont Storage Systems Inc.	1	1	YES	YES	1	\$250.00	\$25.00	\$0.00	\$275.00		1			1	
ELECTEC Election Services	1	1	YES	yes	2	\$250.00	\$0.00	\$0.00	\$250.00						
ES&S	1	1	YES	yes	4	\$250.00	\$0.00	\$315.00	\$565.00						
FOIA DIRECT	1	1	YES	no	2	\$250.00	\$40.00	\$0.00	\$290.00			1		1	steak
General Code	1	1	YES	Yes	2	\$250.00	\$100.00	\$0.00	\$350.00	2	2			4	
GOVPILOT (Property Pilot LLC)	1	1	YES	YES	2	\$250.00	\$180.00	\$0.00	\$430.00	2	2	2		6	chicken/steak
IS Elections by Inclusion Solutions	1	1	YES	No	1	\$250.00	\$0.00	\$0.00	\$ 250.00						
Image Data, Inc.	1	1	YES	YES	1	\$250.00	\$25.00	\$0.00	\$ 275.00		1			1	
King Information Systems	1	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00						
Kofile Technologies, Inc.	1	1	YES	YES	2	\$250.00	\$100.00	\$1,980.00	\$2,330.00	2	2			4	
LHS Associates, Inc.	1	2	YES	YES	4	\$500.00	\$200.00	\$500.00	\$1,200.00	4	4			8	
LL Data Designs	1	3	YES	No	3	\$350.00	\$0.00	\$0.00	\$350.00						no form
Mass Mailers, Inc.	1	1	YES	No	1	\$250.00	\$25.00	\$0.00	\$275.00		1			1	
Municode (Municipal Code Corporation)	1	1	YES	YES	1	\$250.00	\$25.00	\$0.00	\$275.00		1			1	
NEACTC Raffle		2													
Next Request Co.	1	1	YES	YES	2	\$250.00	\$25.00	\$0.00	\$275.00		1			1	
Northeast Document Conservation Center	1	1	YES	YES	1	\$250.00	\$0.00	\$0.00	\$250.00						
Runbeck Election Services Inc.	1	0	No	No	1	\$250.00	\$115.00	\$0.00	\$365.00	1	1	1	1	4	partial payment
Unibank	1	1	YES	YES	2	\$250.00	\$75.00	\$0.00	\$325.00		3			3	owes 1 lunch
Totals: 20		24			38	\$5,350.00	\$935.00	\$2,795.00	\$9,080.00	11	19	4	1	35	

Sent 1st deposit to Treasurer Danielle Sicard 01/19/2017: \$6,350

Sent 2nd deposit to Treasurer Danielle Sicard 01/23/2017: \$900

Sent 3rd deposit to Treasurer Danielle Sicard 1/26/2017 \$275

IIMC QUILL AWARDS

ELIGIBILITY

The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.

Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.

DOCUMENTATION

Nominations shall be solicited annually from the membership. The following documentation shall be submitted to Headquarters no later than April 1st of the year of the Award:

- Resume of Nominee and reason for nomination; Nomination Form
- A written endorsement from the State/Provincial or National Association;
- A written endorsement from the IIMC Region Directors.

CRITERIA

Those receiving the Award shall represent all of the following Criteria:

- At least ten years of service as a Municipal Clerk
- At least ten years of IIMC membership
- Strong and extensive participation in IIMC
- Service in teaching fellow Municipal Clerks
- Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members
- Leadership in State/Provincial/National Municipal Clerk professional organizations
- Significant and exemplary contribution to their community
- Significant and exemplary contribution to their State/ Province/ Country
- Significant and exemplary contribution to IIMC; and
- Significant and exemplary contribution to peers
- Attainment of the CMC Designation

IIMC QUILL AWARDS RECIPIENTS

The following is a list of every Quill recipient since the Award's inception in 1987.

2016

Sharon Cassler, MMC, City of Cambridge, OH
Shawn Cullinane, MMC, Village of Lindenhurst, NY
Lana McPherson, MMC, City of De Soto, KS

2015

Jerry Lovett-Sperling, MMC, City of Lindsborg, KS

2013

Gail Busbey, MMC, Decatur, Alabama
Charles Tokar, MMC, Chicago Ridge, Illinois

2012

Kathryn Young, CMC, Colorado Springs, CO

2011

Bernie White, MMC, Cape Breton Reg. Municipality,
Sydney NS, Canada

2010

Phillip Campbell, MMC, Prince William County, VA

2009

Brenda M. Cirtin, MMC, Springfield, Missouri
Pamela Smith, MMC, Sanibel, Florida

2008

Thomas P. O'Connor, CMC, New South Wales, Australia
Tom G. Roberts, CMC, Kansas City, Kansas
Patricia A. McCoy, MMC, Poultney, Vermont
Joann Lynn Tilton, MMC, Manteca, California
Nancy A. Vincent, MMC, Thornton, Colorado

2007

Deloris McKenzie, CMC, Friendswood, Texas

2006

Larry Paul Godin, MMC, Medicine Hat, AB, Canada
Mary Lou Todd, MMC, Garner, North Carolina

2005

Marilyn McLaughlin, MMC, Centerville, OH
Pamyla Means, CMC, Napa Valley, CA
Norma Rodriguez, CMC, San Antonio, TX

1997

Jean M. Bailey, CMC, Rocky Mount, NC
Donna Boetel-Baker, MMC, Des Moines, IA
Mary Haynes, MMC, Peoria, IL
Martha "Marty" A. Hendrix, CMC, Lewisville, TX

1996

Anita Carlton, MMC, Galesburg, IL
Bruce Lowrey, MMC, Independence, MO
Connie Schmidt, CMC, Johnson County, KS
L. Ranette Larsen, MMC, Garland, TX

1995

Carlos Cuevas, CMC, New York City, NY
Linda Medlock, MMC, Saint Charles, MO

1994

Janet Vaught, MMC, Carbondale, IL
Gertrude "Trudy" Hill, CMC, Whittier, CA
Marianne Edwards, CMC, Normal, IL

1993

Barbara A. Dunaway, CMC, Goodyear, AZ
Susan A. Lamblack, MMC, Newark, DE
Marian K. Karr, MMC, Iowa City, IA

1992

Janet Cason, CMC, Naples, FL
Lorraine Chausee, CMC, Loves Park, IL
Kathleen A. Thorpe, MMC, South Brunswick, NJ
Alice M. Church, CMC, Garland, TX
Charles W. Gress, CMC, Wyoming, MI
Elizabeth H. Kiss, MMC, East Brunswick, NJ

1991

Norma Caldwell, CMC, Hazelwood, MO
A.G. "Tony" Davenport, MMC, Weatherford, OK
Nelda M. Donahue, CMC, Casa Grande, AZ
Ellen B. Mooney, CMC, Hinsdale, IL
Mida Neff, CMC, Springdale, AR
Ruth Hodges Fraser, MMC, Virginia Beach, VA
Suzanne Withers, CMC, Rehoboth, MA

1990

Rosemary Coughlin, MMC, Sterling, IL
Larry M. Dingle, CMC, Atlanta, GA
Walter L. Ferguson, CMC, Scottsbluff, NE
Wilma J. Thomas, CMC, Wichita Falls, TX
Colonel Tyron Earl Tisdale, CMC, Auburn, AL
Edward Tomkiel, CMC, Manchester, CT
Elaine M. Wallace, CMC, Delaware Township, NJ

2004

Elizabeth West Fortner, MMC, Clinton , NC
Donna McAllister, MMC, Des Plaines , IL

2003

Linda S. Wanat, MMC, Montclair , NJ
Dyanne C. Reese, CMC, Savannah , GA
Mary Lynne Stratta, MMC, Bryan , TX
Nancy C. Nichols, MMC, Edmond , OK

2002

Betty W. Henneman, CMC, Park Ridge , IL
Colleen J. Nicol, MMC, Riverside , CA
Glenda Waldrop Sansosti, MMC, Brevard , NC

2001

Marilyn Swing, MMC, Nashville/Davidson County, TN
James R. Villiesse, CMC, New London , WI

2000

Beverly Brown, MMC, Shelton , CT
Jan Guy, CMC, Santa Ana , CA

1999

Patricia Burch, MMC, Whitesville , KY
Connie M. Deford, CMC, Bay City , MI
D. Brenda Caldwell, Gorham , ME

1998

Marlene Williams, MMC, Skokie , IL
William Goering, Ph.D., CMC, McPherson , KS
Alyce Deering, MMC, Hurst , TX

1989

Dolores G. Pollard, CMC, Meriden , CT
Branson Gayler, CMC, Rome , GA
Betty Backes, CMC, Coon Rapids , MN
Ivan L. Waite, CMC, Kansas City , MO
Natividad "Tiva" Sanchez, CMC, McAllen , TX
Gladys Blennerhassett, CMC, Halifax , Nova Scotia

1988

Edythe Campbell, CMC, Berkeley , CA
Wilfred A. Coulson, CMC, Brantford , ON,Canada
Glendene Goucher, CMC, Clinton , OK
Kathryn W. Johnson, CMC, Lexington-Fayette Urban
County, KY
Janet L. Lynds, CMC, Woodridge , NJ
Tom McLean, CMC, Papakura , New Zealand
Elizabeth G. Nolan, CMC, East Windsor Township , NJ
Jean Packard, CMC, Brooklyn , WI
Henry L. Paquin, CMC, Pawtucket , RI
Jean Rogers, CMC, Lakewood, CO
Marguerite Strange, CMC, Leavenworth , KS
Ronald B. Tweed, CMC, Portsmouth , England
Mary Thiel Wetterer, CMC, Bal Harbour , FL

1987

Eleanor Rohrbach, CMC, Des Plaines , IL
Earl Roberts, CMC, North York , Ontario
Henrietta Marjan, CMC, Palos Heights , IL
Frank W. German, MMC, Tinley Park , IL
Johnny C. Fowler, CMC, Athens , GA
Mildred C. Vance, CMC, Parsons, KS
Frank D'Ascensio, CMC, Newark , NJ
Dorothy Outwater, CMC, Alhambra , CA
Lyll A. Schwarzkopf, CMC, Minneapolis , MN

Massachusetts Town Clerks Association
February Conference
Devens, MA

To the Officers and my fellow Town Clerks:

I want to let all of you know how appreciative I am to be chosen as the 2nd Vice President of our prestigious organization, I am honored.

I truly hope to be able to meet all of your expectations and lend a helping hand to all of you when asked or needed; and to fulfill my duties as required under the Bylaws and as directed by the other officers.

Unfortunately, I am not able to be present with all of you at this Winter Conference as I am out of the country in Mexico with my husband. The trip came about within the last month. Town Clerks as you well know plan their lives around elections, meetings and all other duties and this vacation seemed to work into the calendar.

Little did I know when I hit reply and booked the trip that I would miss the conference and the discussion and wrap up of a busy election year, and the beginnings of the new public record law and all that is required with insuring the fulfillment of requests and the recordkeeping that will go hand in hand henceforth.

That being said, I know you will all enjoy being together and discussing the good and the bad if there was any of Early Voting. In the long run, we all did was needed as we served the public well and yes, we made a difference!

I expect that all of the classes chosen by the Education Committee will provide us with the tools to help us perform our roles as Town Clerks in the communities and the public we serve.

Nancy J. Talbot
Town Clerk of Ware

January 24, 2017

Conference Registration Administrator Report:

Total number registered for the Devens conference (as of January 26, 2017): **225**

- 2016 - 267
- 2015 - 228
- 2014 – 240
- 2013- 223
- 2012– 239
- 2011– 209
- 2010 – 178

Total collected as of January 26, 2017:

Registration total - \$	9,700.00
Meals total -	<u>\$10,305.00</u>
	\$20,005.00

Certification Administrator Report:


1st CMMC Recertification

Ora E. Finn, Dudley

Robert T. Craver, Webster

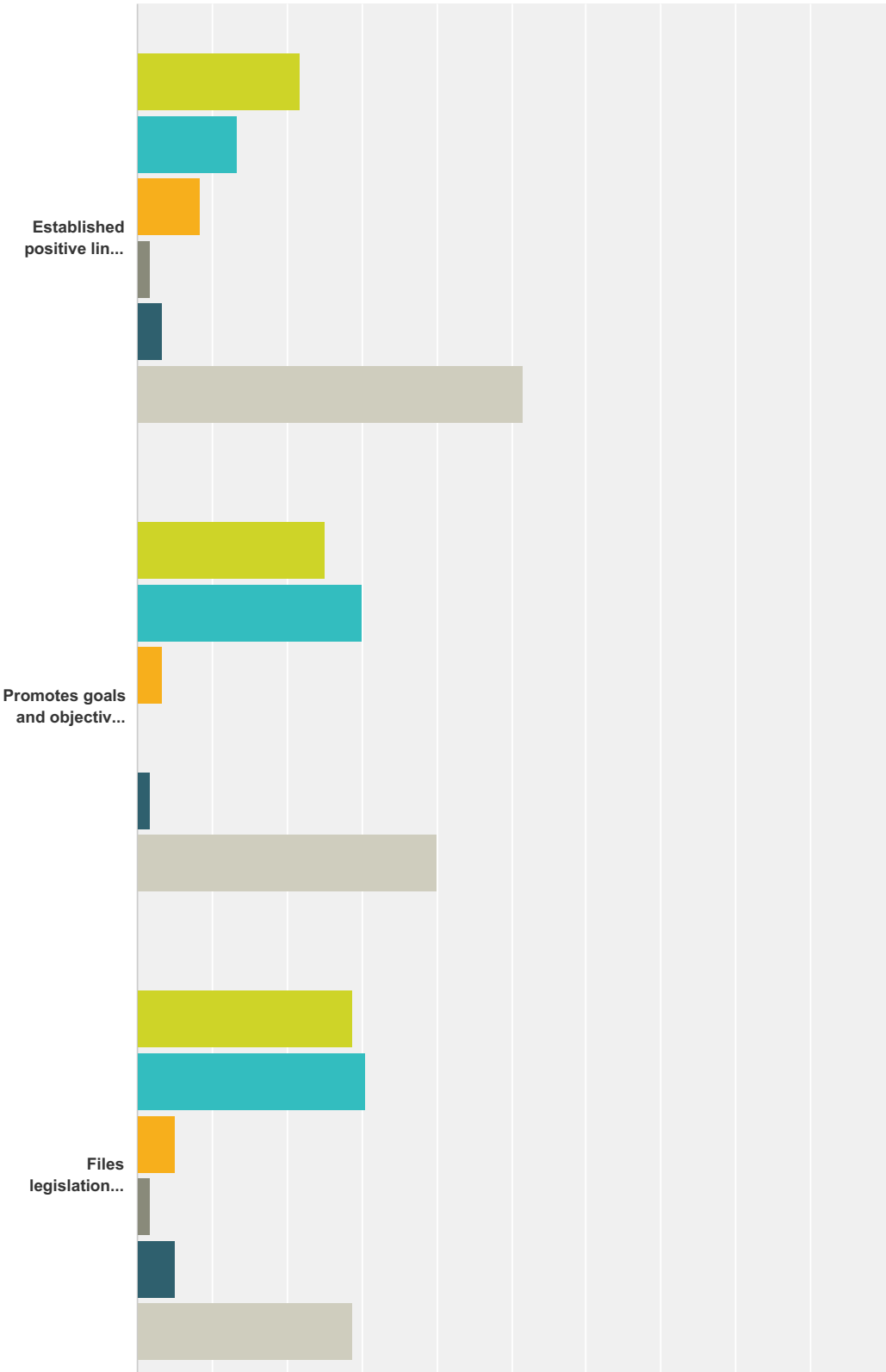
Ten clerks are currently taking the CMMC certification test – they are due back in mid-February.

Respectfully Submitted,

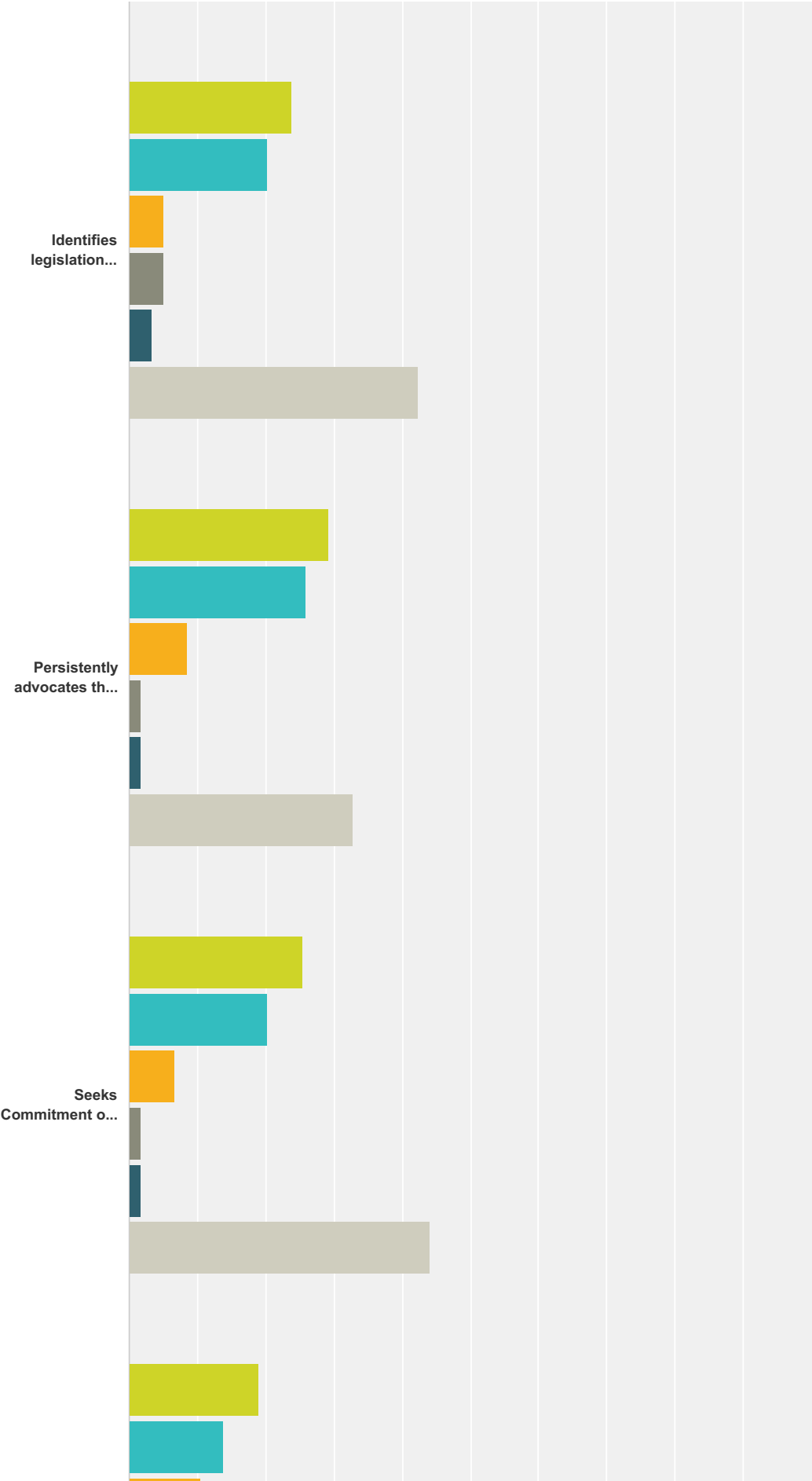


Q1 Each of the following are items outlined in the contract with our current Legislative Agent. Please rate our agent over the past year for each item.

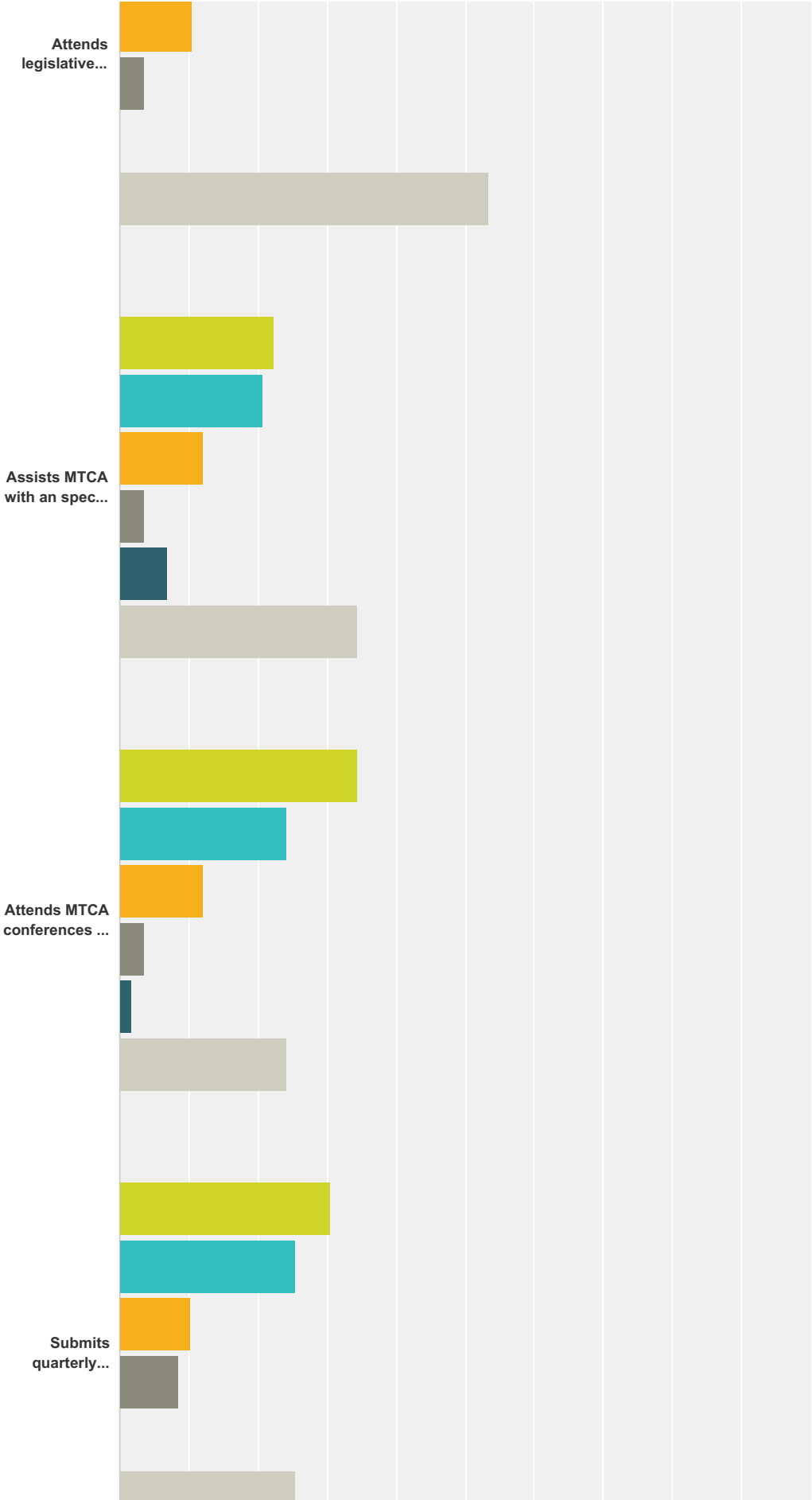
Answered: 60 Skipped: 0



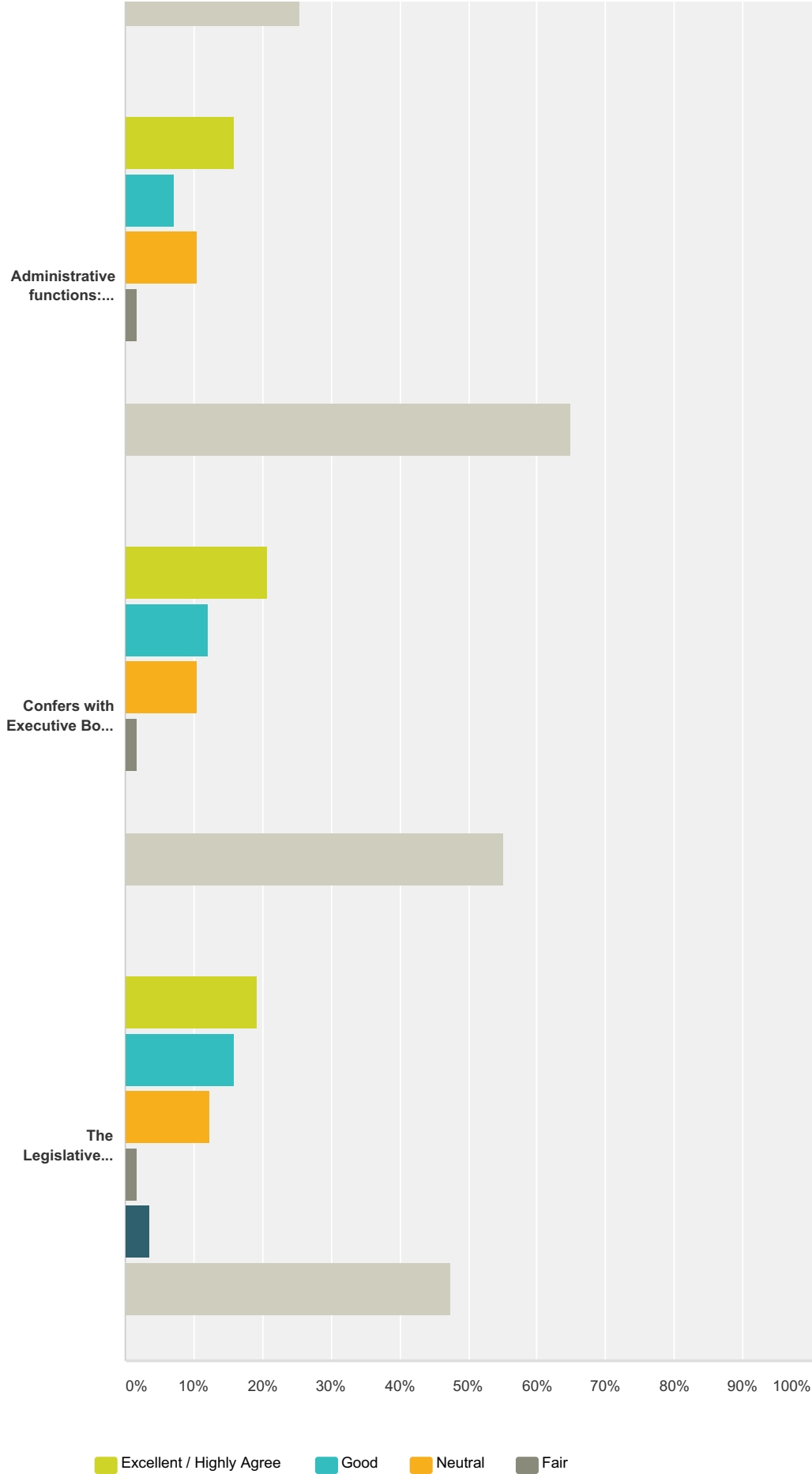
Legislative Agent Review Survey



Legislative Agent Review Survey



Legislative Agent Review Survey



Legislative Agent Review Survey

Needs Improvement / Disagree
 Do not know

	Excellent / Highly Agree	Good	Neutral	Fair	Needs Improvement / Disagree	Do not know	Total
Established positive lines of communications with legislators, their staff & committees, Constitutional Officers and regulatory agencies	21.67% 13	13.33% 8	8.33% 5	1.67% 1	3.33% 2	51.67% 31	60
Promotes goals and objectives of the MTCA through communications with legislators	25.00% 15	30.00% 18	3.33% 2	0.00% 0	1.67% 1	40.00% 24	60
Files legislation approved by the MTCA	28.81% 17	30.51% 18	5.08% 3	1.69% 1	5.08% 3	28.81% 17	59
Identifies legislation affecting the MTCA and reports such to Legislative Committee	23.73% 14	20.34% 12	5.08% 3	5.08% 3	3.39% 2	42.37% 25	59
Persistently advocates the position of the MTCA on bills identified as priority by the MTCA	29.31% 17	25.86% 15	8.62% 5	1.72% 1	1.72% 1	32.76% 19	58
Seeks Commitment of legislators to support the position of the MTCA	25.42% 15	20.34% 12	6.78% 4	1.69% 1	1.69% 1	44.07% 26	59
Attends legislative committee meetings as requested to formulate legislative strategy/agenda and present update of the current legislation affecting the MTCA	18.97% 11	13.79% 8	10.34% 6	3.45% 2	0.00% 0	53.45% 31	58
Assists MTCA with an special initiatives (Clerks Day on the Hill, etc) as appropriate	22.41% 13	20.69% 12	12.07% 7	3.45% 2	6.90% 4	34.48% 20	58
Attends MTCA conferences and E Board meetings as requested by the President	34.48% 20	24.14% 14	12.07% 7	3.45% 2	1.72% 1	24.14% 14	58
Submits quarterly written status reports in regards to legislation (Public Recorder)	30.51% 18	25.42% 15	10.17% 6	8.47% 5	0.00% 0	25.42% 15	59
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.	15.79% 9	7.02% 4	10.53% 6	1.75% 1	0.00% 0	64.91% 37	57
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.	20.69% 12	12.07% 7	10.34% 6	1.72% 1	0.00% 0	55.17% 32	58
The Legislative Agents compensation reflects the importance of his work to the MTCA.	19.30% 11	15.79% 9	12.28% 7	1.75% 1	3.51% 2	47.37% 27	57

Legislative Agent Review Survey

Q2 Please provide POSITIVE feedback in regards to the performance of our legislative agent over the past year below.

Answered: 23 Skipped: 37

#	Responses	Date
1	apparent relationships with the Baker administration seem to be strong - based upon today's report only.	12/21/2016 11:46 AM
2	I have no contact and am not aware of the position or how to contact.	12/21/2016 9:27 AM
3	I am happy to know the reputation of Town Clerks is improving at the State House.	12/20/2016 4:14 PM
4	I liked the emails from our President regarding pending Legislation that Tom provided him.	12/19/2016 2:00 PM
5	I believe he has worked hard to help represent the MTCA	12/15/2016 3:59 PM
6	Tom has proved to be a tremendous asset and advocate for the MTCA. Our reputation with the legislature has been vastly improved due to his efforts and expert guidance.	12/15/2016 2:05 PM
7	Thomas Joyce seems to communicate with the membership through the Public Recorder. This is positive as the membership should be aware	12/14/2016 10:29 AM
8	He has done more in his first months on the job then his predecessor did in several decades!	12/14/2016 8:02 AM
9	Tom has done a tremendous job of handling the MTCA positions under the radar and has been very good at communicating effectively with the E-Board and Legislative Committee. Extremely happy to have him back on board for another two years. He has accomplished a lot for the association in a short period of time. Great hire.	12/13/2016 1:55 PM
10	Seems like he is doing a fine job, but I don't really have any first-hand knowledge.	12/13/2016 1:15 PM
11	Unknown	12/13/2016 11:37 AM
12	No comment	12/13/2016 11:20 AM
13	?	12/13/2016 9:45 AM
14	I only know what is happening via the public recorder.	12/13/2016 9:18 AM
15	Tom's approach has positioned the MTCA in a place of influence over the past year without always requiring last minute grassroots efforts.	12/13/2016 8:03 AM
16	I would like to see more specificity in Tom's Public Recorder column. I would also like him to avoid taking action based on the input of only one or two individuals as opposed to the MTCA. I understand that this would require some changes in the way the MTCA does business.	12/12/2016 8:14 PM
17	Very impressive presentation at Plymouth.	12/12/2016 5:09 PM
18	I believe he has been communicating with the Chair but the members of the Association do not know that	12/12/2016 4:28 PM
19	NONE	12/12/2016 3:58 PM
20	Tom has been doing a great job for our Association. We have gotten a lot more done since he took over than I can remember in the many years before that.	12/12/2016 3:56 PM
21	Better updates to the general Clerk population would be beneficial.	12/12/2016 3:43 PM
22	When I was the President of the Cape & Islands Town Clerk's Association, Tom attended one of my meetings on Martha's Vineyard and was a benefit to all the Town Clerk's with his information on the early stages of Early Voting.	12/12/2016 3:37 PM
23	His communication skills are excellent and keeps the MTCA informed.	12/12/2016 3:33 PM

Legislative Agent Review Survey

Q3 Please provide **CONSTRUCTIVE CRITICISM** that can be utilized to **IMPROVE** the work of the legislative agent moving into the next contract.

Answered: 25 Skipped: 35

#	Responses	Date
1	Filling this survey out it's clear to me that I really have absolutely no idea how this functions!	12/21/2016 11:46 AM
2	I could use some specifics about what areas of concern I can or should contact this agent and how to make that contact.	12/21/2016 9:27 AM
3	More face to face time at conferences.	12/20/2016 4:14 PM
4	I really do not hear much about this anymore so not qualified to give feedback	12/20/2016 1:16 PM
5	Please provide citations when summarizing or reporting new or amended laws.	12/20/2016 12:47 PM
6	---	12/15/2016 3:59 PM
7	Tom's work is fantastic, making it difficult to find fault in most areas. In general terms, Tom could probably take more credit for the work he accomplishes on behalf of the MTCA, informing the membership of that. He is too humble sometimes. Keep up the great work Tom!	12/15/2016 2:05 PM
8	Communication with the membership via mtvca distribution list as well as the Public Recorder is always helpful. Some do not always read the Recorder every month.	12/14/2016 10:29 AM
9	I think we don't know enough of what is being done. It would help if we had a Clerk's Day on the Hill. I'm unaware of one since 2012. Plus we haven't been asked to contact our Reps/Senators on any issues in the past couple of years.	12/13/2016 3:55 PM
10	Better communication from Legislative committee to association. This does not affect the Agent directly but will help keep lines open for the association.	12/13/2016 1:55 PM
11	I am on the legislative committee, and my answers would have been much different if I completed this survey last night vs. this morning. The Legislative Committee has only met twice in person since I have joined 2 years ago and has 2 conference calls. Most of the communication was directly from the lobbyist to Bob & Jeremy. The committee heard nothing. The committee has expressed their feelings of being out of the loop to Bob at this morning's meeting, and he said he is going to make it a priority. I understand most handshaking is done behind the scenes, and that issues are more urgent than scheduling a meeting to discuss, however there is no recap of these events, even generally, to the committee or to the MTCA membership at large. I am embarrassed to be approached by colleagues who know I am on the legislative committee, but I don't have any answers to their questions. I am hoping that things change in the future.	12/13/2016 1:51 PM
12	Please outline the issues that you are advocating for us on in your quarterly newsletter. Please work with us to change the Early Voting legislation that became an administrative nightmare for most if not all of us - despite its popularity.	12/13/2016 1:15 PM
13	Unknown	12/13/2016 11:37 AM
14	No comment	12/13/2016 11:20 AM
15	I believe the MTCA needs to be more clear with its objectives so the MTCA membership can work on their respective legislators as well as utilize the agent for the benefit of our organization.	12/13/2016 9:45 AM
16	I would like to see where in the new contract the Legislative Agent is required to speak to each of the individual associations at least once a year, if requested. (Middlesex, North Shore, etc) I remember one year asking the President of the Assoc at that time and he could not since his contract only called for so many appearances. Although he gives a report to The Recorder, a face to face would be nice as well, in smaller group setting.	12/13/2016 8:30 AM
17	none	12/13/2016 8:03 AM

Legislative Agent Review Survey

18	<p>Thank you for preparing this survey and giving members the opportunity to respond. I have met Tom Joyce and heard him speak on several occasions, but I found it difficult to answer many of the questions. Many of my issues have more to do with the MTCA, with process and with the wording of the questions than they do with Tom. The first question asks whether our legislative agent established positive lines of communications with legislators, etc. It would be necessary to communicate with the legislators, staff, etc. to know whether these communications are positive. I have not done so. The second, fifth and sixth question ask whether our legislative lobbyist promotes/advocates/seeks support and commitment of goals and objectives of the MTCA through communications with legislators. As far as I know, the MTCA as a body has not adopted any goals or objectives. Although in his column in the September 2016 Recorder, Tom identifies the approval of poll pads as our "major legislative priority", I am unaware of the membership acting to identify this item as such. I assume that Tom promotes, advocates and seeks support and commitment of what he perceives to be in the MTCA's interest, but I am concerned that he is only hearing from a few individuals who, as far as I know, have not been given authority to identify goals, objectives or priorities without consulting the MTCA membership. I have no way of knowing how persistent Tom's actions are. The third question asks whether Tom files legislation approved by the MTCA. Since becoming a member of the MTCA almost seven years ago, I do not recall being asked to approve or disapprove any proposed legislation, and I am unaware of whether any legislation has been filed by Tom. I would like to see more specificity in the column that Tom contributes to The Recorder. For example, in at least a couple of columns he refers to "MTCA suggested edits" to the new Public Records law. What were these edits and who suggested them? I was taken by surprise by the speed at which that legislation was adopted and would have liked to have been warned of it earlier (if possible). Question seven asks whether Tom attends legislative committee meetings to formulate strategy and present updates. Tom does attend legislative committee meetings and update the committee on proposed legislation that affects Clerks. At one point he advised the committee that the Vitals Trust Fund would almost surely be established and asked us whether he should therefore direct his attention to other matters which might have a better chance of succeeding. Given his advice, the committee's consensus was that he should concentrate his energies elsewhere. This is as close as we have come to engaging in legislative strategizing. In the end, the Trust Fund did not come to fruition (at least not yet) and this caused me to question his judgment a bit and to wonder whether he did his due diligence in determining the likelihood of the bill succeeding. As to the final question, I know nothing of the compensation of other legislative agents. This information would be helpful in determining whether Tom's compensation reflects the importance of his work for our organization. I do consider the work he does in keeping us informed of legislation affecting Clerks important.</p>	12/12/2016 8:14 PM
19	I believe that he can be more proactive in recognizing opportunities for the Association to improve their rapport with legislators	12/12/2016 4:28 PM
20	Would be great to have him attend the N.S. Clerk's Meeting at least once a year with an update	12/12/2016 4:22 PM
21	Communication with membership on specific items of concern in the legislature is lacking. Recorder updates are not specific to his role as legislative advocate. I have no idea of what the agenda for the association is at this point.	12/12/2016 3:58 PM
22	Agent apparently communicates on a regular basis with Bob Cutler, but not with the other remaining members of the Legislative Committee. Bob's communication with other committee members needs improvement. Bob does not speak for the whole committee when he doesn't discuss things with them in advance.	12/12/2016 3:54 PM
23	Stronger advocacy over bills which significantly impact clerks - election changes-public records bill would have helped.	12/12/2016 3:43 PM
24	Communication with membership needs dramatic improvement. Presentations in the Recorder and at conferences are vague and off the subject. He did not present an agenda to membership for their consideration. He did not ask membership for input on bills to be part of the MTCA agenda. There is no way for a member to know his effectiveness on Beacon Hill (although my legislators say it is negligible).	12/12/2016 3:37 PM
25	Would he be willing to prioritize the issues coming before the legislature so the MTCA can also push for changes?	12/12/2016 3:33 PM

Q1 Each of the following are items outlined in the current contract. Please rate yourself and the Association over the past year for each item.

Answered: 1 Skipped: 0

Established positive lin...									
Promotes goals and objectiv...									
Files legislation...									

Legislative Agent Review Survey - FROM LOBBYIST

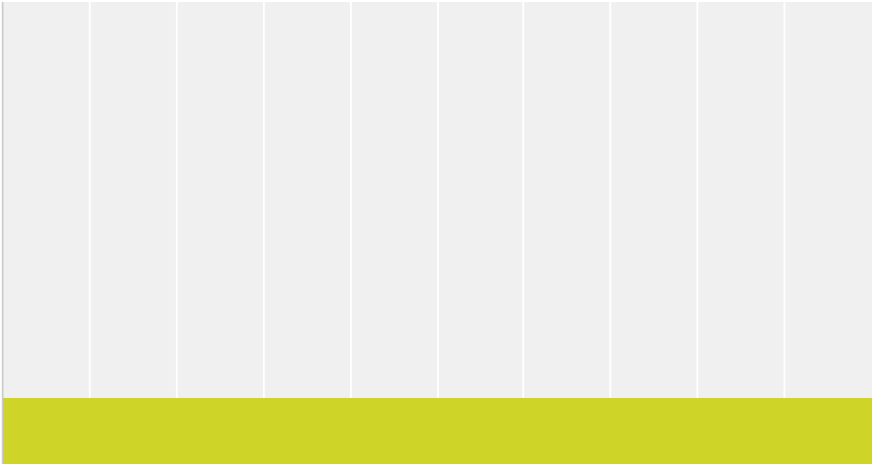
Identifies
legislation...

Persistently
advocates th...

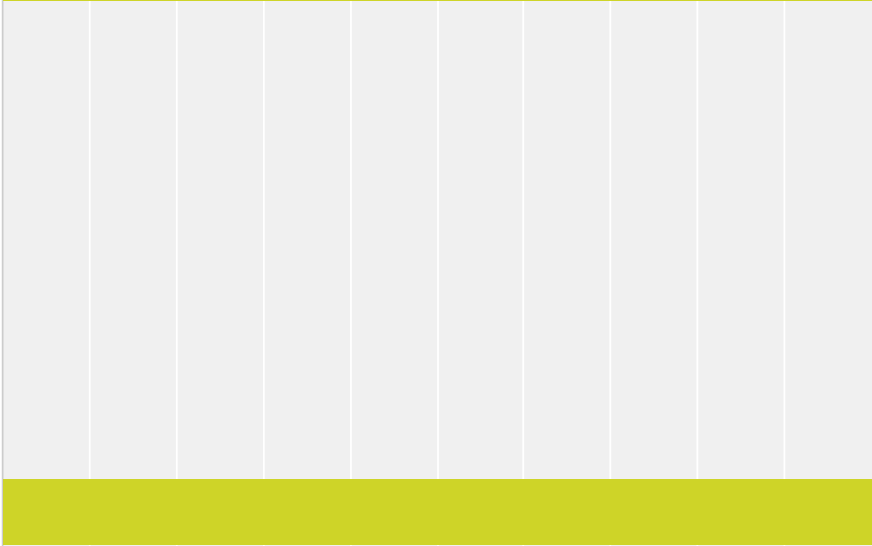
Seeks
Commitment o...

Legislative Agent Review Survey - FROM LOBBYIST

Attends
legislative...



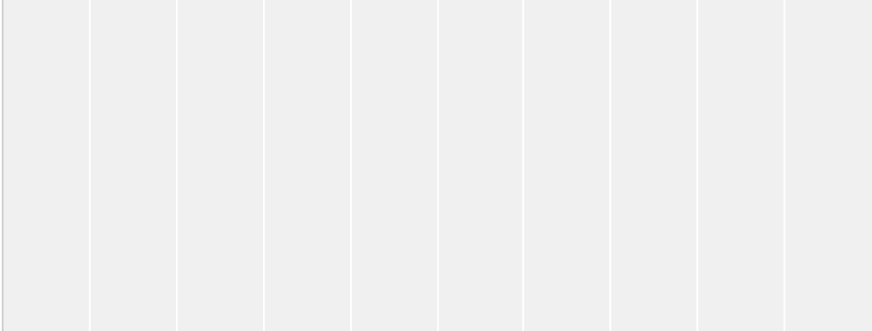
Assists MTCA
with an spec...



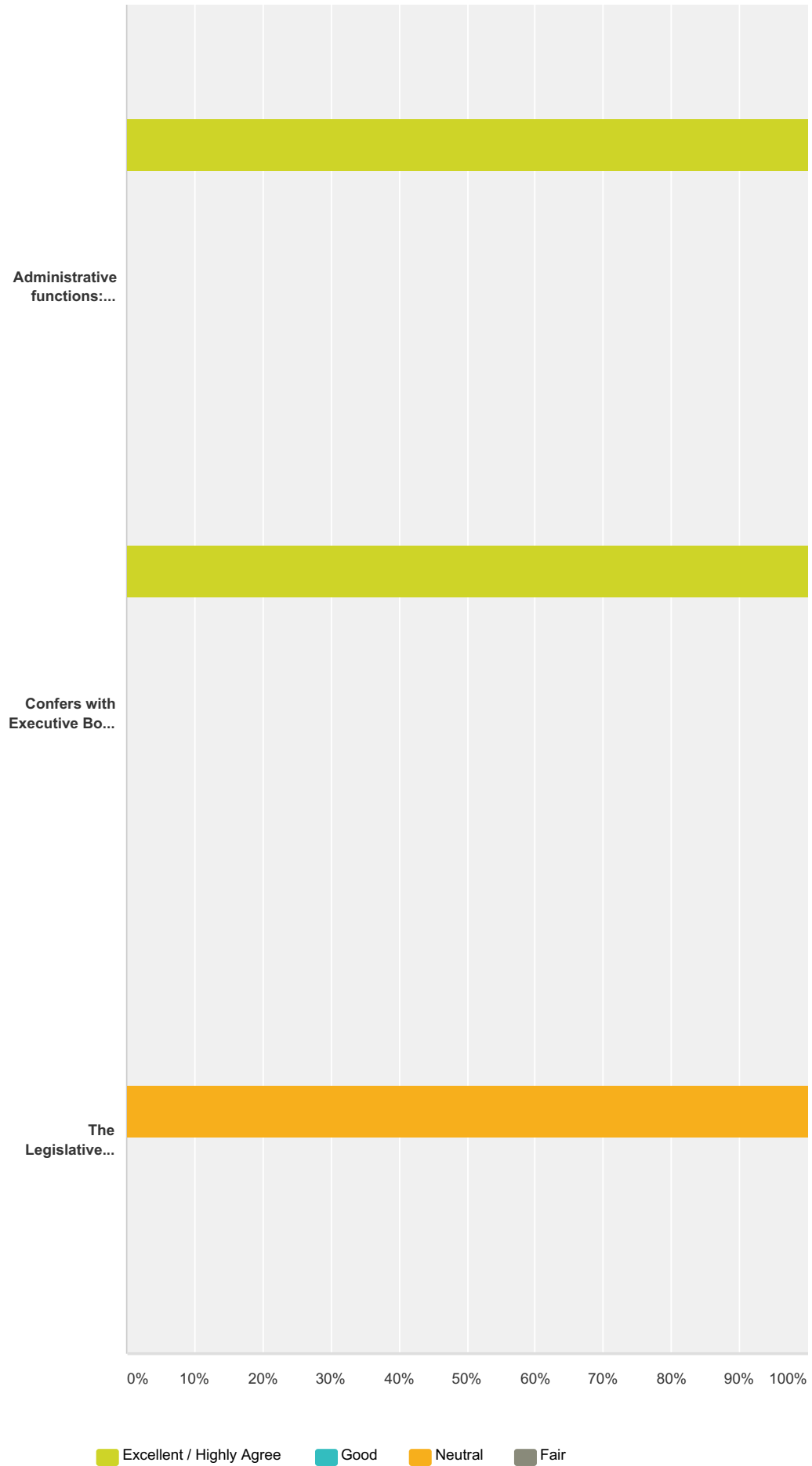
Attends MTCA
conferences ...



Submits
quarterly...



Legislative Agent Review Survey - FROM LOBBYIST



Legislative Agent Review Survey - FROM LOBBYIST

Needs Improvement / Disagree
 Do not know

	Excellent / Highly Agree	Good	Neutral	Fair	Needs Improvement / Disagree	Do not know	Total
Established positive lines of communications with legislators, their staff & committees, Constitutional Officers and regulatory agencies	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Promotes goals and objectives of the MTCA through communications with legislators	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Files legislation approved by the MTCA	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Identifies legislation affecting the MTCA and reports such to Legislative Committee	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Persistently advocates the position of the MTCA on bills identified as priority by the MTCA	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Seeks Commitment of legislators to support the position of the MTCA	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Attends legislative committee meetings as requested to formulate legislative strategy/agenda and present update of the current legislation affecting the MTCA	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Assists MTCA with an special initiatives (Clerks Day on the Hill, etc) as appropriate	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Attends MTCA conferences and E Board meetings as requested by the President	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
Submits quarterly written status reports in regards to legislation (Public Recorder)	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
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.	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
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.	100.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	1
The Legislative Agents compensation reflects the importance of his work to the MTCA.	0.00% 0	0.00% 0	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1

Q2 Please provide POSITIVE feedback in regards to the performance of the legislative committee, MTCA president and E-Board in relation to your work as the legislative agent over the past year below.

Answered: 1 Skipped: 0

#	Responses	Date
1	President Dowd very engaged and professional. Frequent communication with Chair of Legislative Committee whom provides positive feedback and direction as well. Most of the committee members are delightful to work with. The few times I have met with the E-Board have been very instructive as well as supportive.	12/13/2016 3:08 PM

Q3 Please provide CONSTRUCTIVE CRITICISM that can be utilized to IMPROVE the working relationship of the legislative agent and the MTCA moving into the next contract.

Answered: 1 Skipped: 0

#	Responses	Date
1	Stay the successful course prescribed. Continue to communicate with the membership and enforce the positive goals achieved for the MTCA as a whole.	12/13/2016 3:08 PM