



**Executive Board Meeting
Northborough Senior Center
Thursday, March 30, 2017 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Report/Vote on February 1st 2017 E-Board Minutes

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

President's Report – Andrew Dowd
June Conference – Wednesday afternoon class ideas
June Conference – Wednesday night excursion option
City Clerks – update on combining associations
E-board vacancy (Nancy Talbots remaining term 6/2018)
Retirees invite to Plymouth

1st Vice President – Marie Ryan
FY18 Committee appointments/reappointments
Plymouth Inauguration - entertainment

2nd Vice President – Nancy Talbot

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
- 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 –

Adjournment

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ANDREW DOWD	✓
1ST VICE PRESIDENT	MARIE RYAN	✓
2ND VICE PRESIDENT	NANCY J. TALBOT	
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		
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 10:07 AM.

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

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Call to Order – President Andy Dowd

President Dowd called the meeting to order at 10:07 AM

Secretary's Report – Elizabeth Greendale

Approval of Minutes from the Executive Board Meeting on December 8, 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 December 8, 2016, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Approval of the Treasurer's reports.

ACTION TAKEN: On a motion by Member Robert Cutler, seconded by 1st VP Marie Ryan, to accept the Treasurer's Report was unanimously accepted.

ACTION TAKEN: On a motion by Member Robert Cutler, seconded by 1st VP Marie Ryan, to accept the Treasurer's Conference and Mentoring Reports was unanimously accepted.

Presidents Report – Andy Dowd

Vendor Report for Conference: President Dowd, stated that we have 20 Vendors, with additional donations from ES&S, Kofile and LHS

City Clerks: The issue at hand: having City Clerks attend MTCA Conferences and how to make the efforts equitable. Member Cutler, said that past practice was that they would pay expenses we didn't have money for. Recently, the MTCA has been in a good financial position that didn't require us looking for money. The City Clerks are also receiving the benefit of the MTCA's Legislative Aide. President Dowd, said he would speak to the City Clerk President to discuss a possible merger of the two associations. Treasurer Sicard, noted that if a merger takes place, the By Laws would need a review from the By Law Committee.

EBoard Vacancy: President Dowd said that he would be looking for nominations to fill the Hampshire County vacancy.

1st VP Report – Marie Ryan

1st VP Ryan said that 2 scholarships had been rewarded for this Conference. Treasurer Sicard, asked when we had to commit to next year, as this venue is not quite big enough for the attendance we've been seeing. Ms. Ryan suggested we look into a possible change for 2019. She also noted that she will be doing Vendors for the June Conference.

2nd VP Report – Nancy Talbot

Letter attached

MTCA EXECUTIVE BOARD MEETING



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Past President Report– Nancy Blackmer

None

Conference Registrar / Certification Administrator: Barbara LaBombard

Member LaBombard reported that we have 227 people registered for this Conference.

There are 2 re-certifications. With all the changes to Elections and Public Records, etc., there is a need to review the test for the upcoming January 2018 edition.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

Member Cutler reported that there are 5 Bills in queue:

- 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

- Eliminate Voter Registration Session

Legislative Agent Tom Joyce will be here tomorrow to update the membership.

Lobbyist Review Committee – Danielle Sicard:

Treasurer Sicard presented the results from the Legislative Aide survey, which are attached. Ms. Sicard also reported that the Early Voting survey, has been tested and is now ready to send out to the Membership.

Education Committee – Dottie Powers:

Member Powers reported in her absence through President Dowd that the Class Certificates will be sent via email and the Class Evaluations will be done through Survey Monkey.

Mentoring Program – Danielle Sicard:

Treasurer Sicard, reported that the class on Census, VRIS, and Campaign Finance was a big success, and a second class may be added, due to the large waiting list. The next class will be on April 12, 2017 in Franklin, and possibly a second location in Great Barrington. The subject will be Town Meeting and Attorney General Forms.

Social Secretary Report – Tara Shaw:

President Dowd reported that Anita Tekle from Concord is retiring and he has purchased a clock to be presented tomorrow at lunch.

Communications Committee – Danielle Sicard:

Treasurer Sicard reported that email Protocols & Etiquette have been established and will go out to the Membership. The Yahoo group will be going off-line March 1, 2017.

Old Business – none

New Business –none

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

Minutes Approved on: DRAFT

The Members discussed looking into purchasing a software program to streamline MTCA Membership, Dues, Education and Conference Registration, so all committees are working with the same data base.

President Dowd asked if there were any other items to be discussed, seeing none, motion made by Member Cutler, seconded by Member Harder-Bernier, to adjourn. Meeting was adjourned at 11:30 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **March 19, 2017**

INCOME	BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$3,700.00	\$24,192.00	\$15,808.00
3120 - Meals	\$35,000.00	\$3,070.00	\$25,711.00	\$9,289.00
3130 - Mentoring Workshops	\$0.00	\$165.00	\$1,290.00	(\$1,290.00)
3140 - Vendor Income	\$10,000.00	\$2,580.00	\$16,190.00	(\$6,190.00)
Total Conference Revenue	\$85,000.00	\$9,515.00	\$67,383.00	\$17,617.00
3200 - Certification Revenue	\$1,500.00		\$960.00	\$540.00
3300 - Scholarship Donations	\$6,000.00		\$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	\$310.00	\$25,160.00	(\$2,160.00)
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	\$310.00	\$39,052.00	\$5,148.00
TOTAL INCOME	\$129,200.00	\$9,825.00	\$106,435.00	\$22,765.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **March 19, 2017**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$0.00	\$1,137.58	\$862.42
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$92.00	\$179.24	(\$29.24)
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$2,690.62	\$23,446.86	\$7,303.14
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$109.00	\$0.00
Total Lobbyist Expense	\$30,859.00	\$2,690.62	\$23,555.86	\$7,303.14
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	\$531.67	\$531.67	\$3,468.33
5404 - Awards/Scholarships	\$3,000.00		\$0.00	\$3,000.00
Total Scholarship Expenses	\$16,000.00	\$531.67	\$531.67	\$15,468.33
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$650.00	\$350.00
5602 - Certification Expenses	\$400.00		\$202.08	\$197.92
Total Certification Expenses	\$1,400.00	\$0.00	\$852.08	\$547.92
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,100.00	\$429.29	\$1,322.06	(\$222.06)
5702 - Conference Deposits	\$10,000.00	\$5,000.00	\$7,000.00	\$3,000.00
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	\$15,032.33	\$91,562.05	(\$39,562.05)
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$250.00	\$64.46	\$1,766.21	(\$1,516.21)
5710 - Printing / Copying	\$200.00		\$0.00	\$200.00
Total Conference Expenses	\$70,341.00	\$20,526.08	\$102,650.32	(\$32,309.32)
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$0.00	\$279.50	\$720.50
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00		\$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	\$5.00
Total Communication/Public Recorder	\$3,200.00	\$0.00	\$3,095.00	\$105.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **March 19, 2017**

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$850.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$850.00	\$0.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>	<u>\$0.00</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	\$25,540.37	\$134,196.25	(\$4,996.25)
Income / Expense Variance	\$0.00			

Checking Account

Beginning Balance	1/25/2017	\$48,450.87
New Income		\$9,825.00
New Expenses		\$25,540.37
Current Balance	3/19/2017	\$32,735.50

Money Market account Balance

Beginning Balance	1/25/2017	\$32,118.49
New Income		\$0.00
New Expenses		\$0.00
Current Balance	3/19/2017	\$32,118.49

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

Mentoring Class **January 2017 - Census / VRIS - 2nd offering**

INCOME

ACTUAL

3100 - Conference Revenue	
3130 - Mentoring Workshops	\$165.00
Total Workshop Revenue	\$165.00

EXPENSE

ACTUAL

5700 - Conference Expenses	
5709 - Misc Conf Exp (mentor/survey)	\$64.46
Total Conference Expenses	\$64.46

Income / Expense Variance

\$100.54

Total # of Registrants:

11

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

		Conference:	Devons 2017
INCOME			<u>ACTUAL</u>
3100 - Conference Revenue			
3110 - Registration			\$11,750.00
3120 - Meals			\$11,890.00
3140 - Vendor Income			\$9,130.00
Total Conference Revenue			\$32,770.00
EXPENSE			<u>ACTUAL</u>
5400 - Scholarship Expenses			
5403 - MTCA Conference Scholarships			\$531.67
5700 - Conference Expenses			
5701 - Printing Brochures/Program			\$429.29
5702 - Conference Deposits			\$5,000.00
5703 - Postage / Brochure Mailing			
5705 - Entertainment			
5706 - Speakers / Education			
5707 - Conference Hotel / Meals			\$15,032.33
5708 - NE Conference (2016)			
5709 - Misc Conf Exp (mentory/survey)			
5710 - Printing / Copying			
Total Conference Expenses			\$20,993.29
Income / Expense Variance			\$11,776.71
Total # of Registrants:			226