



Executive Board Meeting
Sheraton Springfield Monarch Place, Springfield, MA
Wednesday, September 20th, 2017 ~ 10:00 AM

Secretary's Report – Elizabeth Greendale
Report/Vote on August 10th, 2017 **E-Board Minutes**

Treasurer's Report – Danielle Sicard
· Budget Year to Date as of 9.13.17 (see attached)
· MTCA Software Update
Assistant Treasurer Report – Lynn
· Membership Report as of 9.13.17 (see attached)

President's Report – Marie Ryan
Bylaw **updated- vote**
Public Recorder – quarterly on website only/Danielle (Communications Com)
Public Records Law fees - Tedi
"How do I get involved" – on website?

1st Vice President – Nancy Talbot
Vendors
Scholarships

2nd Vice President – Bob Cutler

Past President – Andy Dowd

Conference Registrar/Certification Administrator – Barbara L. LaBombard
Committee Reports

- Legislative Committee – Robert Cutler
- Elections Task Force – Danielle Sicard
- Mentoring Committee – Danielle Sicard
- Communication Committee – Danielle Sicard
- Education **Committee** – Dottie Powers
- CVR User Group- Andy Dowd
- **Social Secretary Report** – Tara Morrison- No Report (Nothing new)

Old Business –

New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



August 10, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved as DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	MARIE RYAN	✓
1 ST VICE PRESIDENT	NANCY J. TALBOT	✓
2 ND VICE PRESIDENT/LEGISLATIVE CHAIR	ROBERT E. CUTLER, JR	✓
TREASURER	DANIELLE SICARD	✓
SECRETARY	ELIZABETH T. GREENDALE	
EXECUTIVE BOARD 2018	TEDI EATON	✓
EXECUTIVE BOARD 2018	THERESA BUNCE	✓
EXECUTIVE BOARD 2018	NANCY BLACKMER	✓
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	✓
EXECUTIVE BOARD 2019	KELLY A MCELREATH	✓
EXECUTIVE BOARD 2019	DIANE PACKER	✓
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	✓
EXECUTIVE BOARD 2020	ANN M. QUICK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	✓
PAST PRESIDENT	ANDREW DOWD	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	

A quorum of voting members being present, President Ryan called the meeting to order at 10:00 AM.

MTCA EXECUTIVE BOARD MEETING



August 10, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved and DRAFT

- **CMMC:** The Committee met and determined to keep the minimum of 3 years as a Town Clerk as a requirement to obtain your CMMC designation.
- **NEMCI Fundraising:** President Ryan received a request from a NEMCI class to fundraise at the conference in Springfield. It was discussed how another fundraiser can impact the fundraising for the Massachusetts conference.

ACTION TAKEN: On a motion by Treasurer Danielle Sicard, seconded by 1st VP Nancy Talbot, to allow canvassing fundraising with prior approval from the Executive Board with 15% of the proceeds to be donated to NEATC, was accepted by a vote of 7 - 4.

- **Wednesday Class:** President Marie Ryan asked for recommendation for the class on Wednesday. Ideas included social media, dealing with difficult people and transparency in the Clerk office. Marie will follow up and determine which class to present.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported the vendor packets have been distributed. A new vendor, a solar company, will be participating in Springfield.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported Springfield Conference is good and Devens is progressing.

Past President Report– Andrew Dowd

Past President Andrew Dowd had nothing to add at this time but stated everyone is doing a great job!

COMMITTEE REPORTS

Legislative Committee – Robert Cutler & Elections Task Force – Danielle Sicard

2nd VP Robert Cutler stated there was much discussion during the previous joint meeting of the Election Task Force and the Legislative Committee. Focus will be for the two committees to work together to present legislation to update the Early Voting statute.

Mentoring Committee – Danielle Sicard

Treasurer Sicard reported the next workshop class will be in October on the topic of Census. The entire calendar for the year will be developed as well as draft regulations for hosting the classes. This year previously used locations will host the classes since they are familiar. Moving forward, it is anticipated these mentoring classes can be conducted throughout the State.

Education Committee – Robert Cutler for Dottie Powers

2nd VP Robert Cutler stated Springfield classes will include: Athenian Dialogue, Election, Vitals, Soup to Nuts with Lauren Goldberg, Records Retention and Managing your Emotions.

MTCA EXECUTIVE BOARD MEETING



August 10, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved (u) DRAFT

Social Secretary Report – Tara Morrison

Tara Morrison submitted a written report for the E-Board to review.

Old Business – none

New Business

Current policy for conference refunds were cancellation within 48 hours and meal cancellations were 7 days in advance. It was noted refunds should be changed to credits for future conferences.

ACTION TAKEN: On a motion by Treasurer Danielle Sicard, seconded by 1st VP Nancy Talbert, to change the policy where refunds would be changed to credits for future conference, was unanimously accepted.

Meeting was adjourned at 11:35 AM.

Respectfully Submitted:

Kelly A. McElreath, CMMC
Executive Board Member

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of September 13, 2017

INCOME	BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$3,445.00	\$3,695.00	\$36,305.00
3120 - Meals	\$35,000.00	\$4,175.00	\$4,253.00	\$30,747.00
3130 - Mentoring Workshops	\$2,000.00		\$45.00	\$1,955.00
3140 - Vendor Income	\$20,000.00		\$0.00	\$20,000.00
Total Conference Revenue	<u>\$97,000.00</u>	<u>\$7,620.00</u>	<u>\$7,993.00</u>	<u>\$89,007.00</u>
3200 - Certification Revenue	\$1,500.00	\$80.00	\$705.00	\$795.00
3300 - Scholarship Donations	\$6,000.00	\$850.00	\$1,100.00	\$4,900.00
3400 - Public Recorder/Website Ads	\$2,500.00		\$0.00	\$2,500.00
3500 - Media Stipends/AP/Educ	\$0.00		\$0.00	\$0.00
3600 - Dues	23,000.00	\$19,430.00	\$19,430.00	\$3,570.00
3700 - interest Income (Bank Account)	\$0.00		\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00		\$0.00	\$0.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	<u>\$33,000.00</u>	<u>\$20,360.00</u>	<u>\$21,235.00</u>	<u>\$11,765.00</u>
TOTAL INCOME	\$130,000.00	\$27,980.00	\$29,228.00	\$100,772.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **September 13, 2017**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$38.00	\$38.00	\$112.00
5201- MTCA software	\$0.00			
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,300.00	\$2,690.62	\$8,071.86	\$24,228.14
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$0.00	\$109.00
Total Lobbyist Expense	<u>\$32,409.00</u>	<u>\$2,690.62</u>	<u>\$8,071.86</u>	<u>\$24,337.14</u>
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	<u>\$16,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,000.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$567.50	\$432.50
5602 - Certification Expenses	\$400.00	\$28.00	\$171.52	\$228.48
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$28.00</u>	<u>\$739.02</u>	<u>\$660.98</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00		\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$3,600.00		\$0.00	\$3,600.00
5707 - Conference Hotel / Meals	\$52,000.00		\$0.00	\$52,000.00
5708 - NE Conference (2016)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,250.00		\$0.00	\$2,250.00
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$68,100.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$66,100.00</u>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00		\$0.00	\$1,100.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update & Hosting	\$3,991.00	\$181.53	\$1,681.53	\$2,309.47
Total Communication/Public Recorder	<u>\$5,191.00</u>	<u>\$181.53</u>	<u>\$1,681.53</u>	<u>\$3,509.47</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **September 13, 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	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$537.00	\$537.00	\$463.00
6202 - NEMCI Graduation Gifts	\$300.00		\$0.00	\$300.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	<u>\$1,800.00</u>	<u>\$537.00</u>	<u>\$537.00</u>	<u>\$1,263.00</u>
TOTAL EXPENSE	\$130,000.00	\$3,475.15	\$13,067.41	\$116,932.59
Income / Expense Variance	\$0.00			

Checking Account

Beginning Balance	8/8/2017	\$9,415.46
New Income		\$27,980.00
New Expenses		\$3,475.15
Current Balance	9/13/2017	\$33,920.31

Money Market account Balance

Beginning Balance	8/8/2017	\$32,150.57
New Income		\$5.46
New Expenses		\$0.00
Current Balance	9/13/2017	\$32,156.03

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

ACTIVE MEMBER

Town	Name	Population	Total Fee
Adams	Haley A Meczywor	8523	\$75.00
Agawam	Vincent Gioscia	28000	\$150.00
Arlington	Stephanie L Lucarelli	42000	\$150.00
Ashby	Tiffany Call	3122	\$35.00
Ashfield	Bridget Rodrigue	1800	\$35.00
Athol	Nancy E Burnham	11584	\$100.00
Auburn	Debra A. Gremo	15182	\$100.00
Avon	Patricia Bessette	4300	\$35.00
Ayer	Susan E Copeland	6724	\$75.00
Barre	Ellen M Glidden	4870	\$35.00
Bedford	Doreen Tremblay	14058	\$100.00
Belchertown	Colleen K Toothill-Berte	15100	\$100.00
Bellingham	Ann L Odabashian	15800	\$100.00
Belmont	Ellen O'Brien Cushman	23509	\$100.00
Berkley	Deborah Pereira	6500	\$75.00
Berlin	Eloise E Salls	3000	\$35.00
Blackstone	Claudette C Dolinski	8793	\$75.00
Blandford	Laurie Boucher	1187	\$35.00
Bolton	Pamela H Powell	5420	\$75.00
Bourne	Barry H. Johnson	21492	\$100.00
Boxborough	Elizabeth Markiewicz	5000	\$35.00
Boxford	Robin Phelan	8500	\$75.00
Boylston	Lisa J Johnson	4235	\$35.00
Braintree	James M Casey	35700	\$150.00
Brewster	Colette M Williams	9400	\$75.00
Bridgewater	Marilee Kenney Hunt	26500	\$150.00
Brimfield	Robert Sullivan	3700	\$35.00
Brookline	Patrick J Ward	58666	\$150.00
Buckland	Janice D. Purington	1850	\$35.00
Burlington	Amy E Warfield	25426	\$150.00
Canton	Tracy K Kenney	21272	\$100.00
Carver	Lynn Doyle	11500	\$100.00
Charlemont	Kathy A. Reynolds	1057	\$35.00
Charlton	Karen Lacroix	12824	\$100.00
Chatham	Julie Smith	6200	\$75.00
Chelmsford	Patricia Dzuris	33000	\$150.00
Cheshire	Christine B Emerson	3348	\$35.00
Chester	Susan Kucharski	1265	\$35.00
Chesterfield	Sandra Wickland	1250	\$35.00
Chilmark	Jennifer Christy	1185	\$35.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

Clinton	Holly P. Sargent	13606	\$100.00
Cohasset	Carol St. Pierre	8018	\$75.00
Conway	Virginia A Knowlton	1986	\$35.00
Cummington	Donna Jordan	872	\$15.00
Danvers	Joseph L Collins	23791	\$100.00
Dartmouth	Lynn M Medeiros	31012	\$150.00
Dedham	Paul M Munchbach	23332	\$100.00
Deerfield	Barbara J. Hancock	4056	\$35.00
Dennis	Theresa T. Bunce	13373	\$100.00
Dighton	Sue Medeiros	7692	\$75.00
Douglas	Christine E Furno	8540	\$75.00
Dover	Felicia S Hoffman	6201	\$75.00
Dunstable	Carol A Skerrett	3165	\$35.00
Duxbury	Susan C Kelley	15937	\$100.00
East Bridgewater	Dina Livingston	14125	\$100.00
East Longmeadow	Thomas P. Florence	16162	\$100.00
Easton	Danielle M Sicard	23112	\$100.00
Edgartown	Wanda M Williams	4722	\$35.00
Egremont	Juliette Haas	1200	\$35.00
Erving	Richard Newton	1500	\$35.00
Essex	Christina J St. Pierre	3500	\$35.00
Fairhaven	Eileen M Lowney	15700	\$100.00
Fall River	Alison M Bouchard	88962	\$150.00
Falmouth	Michael Palmer	27903	\$150.00
Florida	Lisa H Brown	690	\$15.00
Foxborough	Robert E. Cutler,Jr	17102	\$100.00
Franklin	Teresa M. Burr	33000	\$150.00
Freetown	Jacqueline A. Brown	8970	\$75.00
Gardner	Alan L Agnelli	20228	\$100.00
Georgetown	Janice McGrane	8430	\$75.00
Granby	Katherine A Kelly-Regan	6226	\$75.00
Great Barrington	Marie Y Ryan	7000	\$75.00
Greenfield	Deborah J Tuttle	18500	\$100.00
Groton	Michael Bouchard	10800	\$100.00
Hadley	Jessica Spanknebel	5200	\$75.00
Hampden	Eva A Wiseman	5139	\$75.00
Hancock	Linda C Burdick	734	\$15.00
Hanover	Catherine Harder-Bernier	14590	\$100.00
Hanson	Elizabeth Sloan	9942	\$75.00
Hardwick	Paula L Roberts	2988	\$35.00
Harvard	Marlene Kenney	5778	\$75.00
Harwich	Anita N Doucette	10500	\$100.00
Hatfield	Lydia Szych	3397	\$35.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

Hawley	Pamela Shrimpton	323	\$15.00
Heath	Hilma A Sumner	706	\$15.00
Hingham	Eileen A McCracken	22891	\$100.00
Holbrook	Jeanmarie Tarara	10791	\$100.00
Holden	Dale T Hickey	18373	\$100.00
Holland	Sharon Ashleigh	2600	\$35.00
Holliston	Elizabeth T. Greendale	15057	\$100.00
Hopedale	Lisa Pedroli	5654	\$75.00
Hubbardston	Joyce E. Green	4356	\$35.00
Hudson	Joan M Wordell	19063	\$100.00
Hull	Lori West	11100	\$100.00
Ipswich	Pamela Z Carakatsane	13462	\$100.00
Kingston	Paul M Gallagher	13545	\$100.00
Lakeville	Lillian M Drane	11200	\$100.00
Lancaster	Mary de Alderete	7125	\$75.00
Lee	Brandi J Page	5020	\$75.00
Leicester	Deborah Davis	10750	\$100.00
Lenox	Kerry L. Sullivan	5233	\$75.00
Leverett	Lisa Stratford	1852	\$35.00
Lincoln	Susan F Brooks	6832	\$75.00
Longmeadow	Katherine T Ingram	15543	\$100.00
Ludlow	Kim Batista	18986	\$100.00
Lynnfield	Trudy L Reid	12769	\$100.00
Manchester-By-The-Sea	Denise Samolchuck	5639	\$75.00
Mansfield	Marianne E. Staples	23419	\$100.00
Marion	Ray E Pickles	5116	\$75.00
Marshfield	Narice A Casper	24785	\$100.00
Mashpee	Deborah Dami	14024	\$100.00
Mattapoisett	Catherine L Heuberger	6500	\$75.00
Medfield	Carol A Mayer	12693	\$100.00
Medway	Maryjane White	13400	\$100.00
Mendon	Margaret Bonderenko	6114	\$75.00
Merrimac	Gwendoyne Lay Sabbagh	6500	\$75.00
Milbury	Jayne Marie Davolio	13261	\$100.00
Millville	Diane C. Lockwood	3027	\$35.00
Milton	Susan Galvin	27003	\$150.00
Monroe	Marcella Stafford Gore	115	\$15.00
Monson	Mary F Watson	8560	\$75.00
Montague	Deb Bourbeau	8500	\$75.00
Montgomery	Judith Murphy		\$15.00
Mount Washington	Gail E Garrett		\$15.00
Nahant	Margaret R Barile	3491	\$35.00
Natick	Diane Packer	33006	\$150.00

2018

MTCA MEMBERSHIPS

As of : 9/13/2017

Needham	Theodora K Eaton	31000	\$150.00
New Marlborough	Katherine M. Chretien	1357	\$35.00
Newbury	Leslie A. Haley	6415	\$75.00
Norfolk	Carol Greene	9801	\$75.00
North Andover	Joyce A Bradshaw	32000	\$150.00
North Brookfield	Sheila A Buzzell	4462	\$35.00
North Reading	Barbara Stats	15665	\$100.00
Northborough	Andrew T Dowd	14785	\$100.00
Northbridge	Doreen A Cedrone	15707	\$100.00
Northfield	Daniel R Campbell	3023	\$35.00
Norton	Lucia Longhurst	19031	\$100.00
Norwell	Patricia M Anderson	11155	\$100.00
Norwood	Thomas J. McQuaid	28388	\$150.00
Oak Bluffs	Laura B Johnston	5418	\$75.00
Orange	Nancy M Blackmer	7800	\$75.00
Orleans	Cynthia S May	6212	\$75.00
Otis	Lyn O'Brien	1432	\$35.00
Oxford	Lori A Kelley	12293	\$100.00
Palmer	Susan M. Coache	10900	\$100.00
Pelham	Kathleen Martell	1060	\$35.00
Pepperell	Jeanne Survell	11646	\$100.00
Peru	Kim Leach	820	\$15.00
Petersham	Diana L Cooley	1300	\$35.00
Phillipston	Karin L Foley	1772	\$35.00
Plainville	Ellen M. Robertson	8200	\$75.00
Plymouth	Laurence R Pizer	56794	\$150.00
Plympton	Tara J Shaw	2851	\$35.00
Princeton	Lynne Grettum	3540	\$35.00
Provincetown	Darlene Van Alstyne	3062	\$35.00
Reading	Laura A Gemme	26429	\$150.00
Rehoboth	Laura L Schwall	12568	\$100.00
Richmond	Marie Y Ryan	1500	\$35.00
Rochester	Naida Parker	5380	\$75.00
Rockland	Donna Shortall	17890	\$100.00
Rockport	Patricia E Brown	7000	\$75.00
Rowe	Katherine D Sprague	390	\$15.00
Rutland	Anita K Carlson	8900	\$75.00
Salisbury	Melinda J Morrison	7475	\$75.00
Sandwich	Taylor D White	20000	\$100.00
Saugus	Ellen J. Schena	24244	\$100.00
Savoy	Brenda G Smith	693	\$15.00
Scituate	Kathleen A. Curran	18490	\$100.00
Seekonk	Florice Craig	13400	\$100.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

Sharon	Marlene B Chused	18017	\$100.00
Sheffield	Felecie Joyce	3500	\$35.00
Sherborn	Carole B Marple	4478	\$35.00
Shrewsbury	Sandra E Wright	33878	\$150.00
Shutesbury	Susie Mosher	1820	\$35.00
Somerset	Dolores Berge	17056	\$100.00
South Hadley	Carlene C Hamlin	18228	\$100.00
Southampton	Janine Domina	5792	\$75.00
Southborough	James F. Hegarty	9653	\$75.00
Southbridge	Madaline I. Bonadies	14943	\$100.00
Spencer	Laura J. Torti	10189	\$100.00
Sterling	Dawn E Michanowicz	7702	\$75.00
Stockbridge	Teresa Iemolini	1867	\$35.00
Stoneham	Maria R Sagarino	21497	\$100.00
Stoughton	Amy Akell	25000	\$100.00
Stow	Linda E Hathaway	7034	\$75.00
Sturbridge	Lynne Girouard	10164	\$100.00
Sunderland	Wendy Houle	3641	\$35.00
Swampscott	Susan J Duplin	13924	\$100.00
Swansea	Susan E Taveira	15965	\$100.00
Tewksbury	Denise Graffeo	30010	\$150.00
Tisbury	J.Hillary Conklin	4500	\$35.00
Topsfield	Mary E Willis	6737	\$75.00
Townsend	Kathleen M Spofford	8744	\$75.00
Truro	Cynthia A Slade	2174	\$35.00
Tyngsboro	Joanne Shifres	11503	\$100.00
Upton	Kelly A. McElreath	7613	\$75.00
Uxbridge	Kelly J Dumas	12900	\$100.00
Wales	Leis Phinney	1886	\$35.00
Walpole	Elizabeth Gaffey	24307	\$100.00
Ware	Nancy J Talbot	9872	\$75.00
Warren	Nancy J. Lowell	4494	\$35.00
Warwick	Rosa Fratangelo	750	\$15.00
Washington	Allison Mikaniewicz	653	\$15.00
Wayland	Beth R. Klein	14000	\$100.00
Webster	Robert T. Craver	13500	\$100.00
Wellfleet	Joseph F Powers	3100	\$35.00
Wendell	Gretchen Smith	875	\$15.00
Wenham	Dianne K Bucco	5000	\$35.00
West Boylston	Kim D Hopewell	7669	\$75.00
West Bridgewater	Anne G. Iannitelli	7104	\$75.00
West Stockbridge	Ronni Barrett	1363	\$35.00
West Tisbury	Tara J Whiting	3151	\$35.00

2018**MTCA MEMBERSHIPS**

As of : 9/13/2017

Westford	Patricia Dubey	22000	\$100.00
Westhampton	Patricia W Cotton	1717	\$35.00
Westminster	Ellen M Sheehan	7400	\$75.00
Westport	Marlene M Samson	15076	\$100.00
Westwood	Dorothy A Powers	15094	\$100.00
Whately	Lynn M Sibley	1547	\$35.00
Whitman	Dawn M. Varley	14309	\$100.00
Wilbraham	Beverly J Litchfield	14500	\$100.00
Williamsburg	Brenda Lessard	2602	\$35.00
Williamstown	Mary Courtney Kennedy	7900	\$75.00
Winchendon	Judy LaJoie	8000	\$75.00
Wrentham	Cynthia L. Thompson	11657	\$100.00

ACTIVE MEMBER TOTAL \$17,220.00**AFFILIATE MEMBER**

Town	Name	Population	Total Fee
Amesbury	Christine Dixon	16283	\$100.00
Beverly	Wes Slate	40000	\$100.00
Chicopee	Keith Rattell	55298	\$100.00
Chicopee Registrars of V	Janina Surdyka	55298	\$100.00
Easthampton	Barbara L LaBombard	16023	\$100.00
Everett	Sergio Cornelio	41550	\$100.00
Fitchburg	Anna M Farrel	40318	\$100.00
Melrose	Mary-Rita O'Shea	25000	\$100.00
Methuen	Christine Touma-Conway	49000	\$100.00
Newton	David A. Olson	86000	\$100.00
West Springfield	Otto J. Frizzell	28391	\$100.00
Woburn	William C Campbell	38120	\$100.00

AFFILIATE MEMBER TOTAL \$1,200.00**ASSOCIATE**

Town	Name	Population	Total Fee
Ashby	Christina Ewald	3122	\$25.00
Ayer	Lauri Fritz	6724	\$25.00
Bellingham	Lawrence Spasato	15800	\$25.00
Bellingham	Ana Milot	15800	\$25.00
Belmont	Meg Piccione	23509	\$25.00
Berkley	Kerrie Easterday	6500	\$25.00
Berlin	James H Wheeler	3000	\$25.00
Beverly	Lisa E Kent	40000	\$25.00
Blackstone	Donna M Bik	8793	\$25.00
Blandford	Mary N Kronholm	1187	\$25.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

Bolton	Jennifer Marquis	5420	\$25.00
Bourne	Wendy J Chapman	21492	\$25.00
Bourne	Mary Fernandes	21492	\$25.00
Bourne	Joel Smith	21492	\$25.00
Braintree	Debra Starr	35700	\$25.00
Brewster	Jayanne Sci	9400	\$25.00
Bridgewater	Christine Nemes	26500	\$25.00
Bridgewater	Jolie Sprague-Martin	26500	\$25.00
Burlington	Linda McNeill	25426	\$25.00
Charlton	Eric Tully	12824	\$25.00
Chatham	Paula Tobin	6200	\$25.00
Chelmsford	Marylou Carney	33000	\$25.00
Clinton	Rebecca Schoolcraft	13606	\$25.00
Dedham	Kristen Morse	23332	\$25.00
Dennis	Laura C. McCarthy	13373	\$25.00
Dennis	Sara McDonald	13373	\$25.00
Dighton	Pam Waller	7692	\$25.00
Douglas	Lisa A Postma	8540	\$25.00
Duxbury	Linda Salvati	15937	\$25.00
East Longmeadow	Jeanne Guertin	16162	\$25.00
Easton	Peter Van Der Hey	23112	\$25.00
Easton	Teresa Wooding	23112	\$25.00
Edgartown	Karen R Medeiros	4722	\$25.00
Erving	Elizabeth Sicard	1500	\$25.00
Fairhaven	Carolyn A Hurley	15700	\$25.00
Fall River	Ines Leite	88962	\$25.00
Falmouth	Laurie Robbins	27903	\$25.00
Foxborough	Pamela J. Riccio	17102	\$25.00
Franklin	Nancy Danello	33000	\$25.00
Freetown	Cheryl Estrella	8970	\$25.00
Great Barrington	Ellyn Dupont	7000	\$25.00
Greenfield	Gail V Zukowski	18500	\$25.00
Groton	Nancy Pierce	10800	\$25.00
Groton	New Hire TBD	10800	\$25.00
Hampden	Elaine A Kingsbury	5139	\$25.00
Hanover	Meg Pallotta	14590	\$25.00
Hanson	Jean Kelly	9942	\$25.00
Hatfield	Eileen Dostal	3397	\$25.00
Holden	Elizabeth Monahan	18373	\$25.00
Hopedale	Beverly Knapik	5654	\$25.00
Lakeville	Jessie R Berry	11200	\$25.00
Lancaster	Dianne Reardon	7125	\$25.00
Lincoln	Valerie Fox	6832	\$25.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

Lincoln	Susan Francis	6832	\$25.00
Longmeadow	Jackie Sullivan	15543	\$25.00
Marion	Elizabeth Magauran	5116	\$25.00
Marshfield	Yvonne Price	24785	\$25.00
Mattapoissett	Victoria Asiaf	6500	\$25.00
Medway	Charlene Tingley	13400	\$25.00
Millbury	Christine Marie Billington	13261	\$25.00
Millville	Krestina Alward	3027	\$25.00
Milton	Gayle M Neville	27003	\$25.00
Monson	Jamie Messer	8560	\$25.00
Norfolk	Anthony Turi	9801	\$25.00
North Andover	Suzanne Pelich	32000	\$25.00
Northbridge	Linda B. Zywiec	15707	\$25.00
Norton	Brooke Durden	19031	\$25.00
Norwood	Mary Lou Folan	28388	\$25.00
Oak Bluffs	Colleen Morris	5418	\$25.00
Orleans	Kelly Darling	6212	\$25.00
Plympton	Patricia L Detterman	2851	\$25.00
Rehoboth	Lynn M Shaker	12568	\$25.00
Rockland	Liza Landy	17890	\$25.00
Rockland	Victoria Deibel	17890	\$25.00
Rockport	Linda A. Emerson	7000	\$25.00
Rutland	Lynn P Kelly	8900	\$25.00
Salisbury	Lynne Karpenko	7475	\$25.00
Saugus	Thomas Seaton	24244	\$25.00
Seekonk	Lorraine Sorel	13400	\$25.00
Sharon	Rachelle Kahalas	18017	\$25.00
Sharon	Beth A Kourafas	18017	\$25.00
Sherborn	Jackie Morris	4478	\$25.00
Shrewsbury	Sharyn M Thomas	33878	\$25.00
Somerset	Kathleen Maiato	17056	\$25.00
Southampton	Luci Dalton	5792	\$25.00
Southborough	Michelle Jenkins	9653	\$25.00
Southborough	Amy Townsley	9653	\$25.00
Stoughton	Stephanie Carrara	25000	\$25.00
Stow	Debra Seith	7034	\$25.00
Sturbridge	Sheila O'Connell	10164	\$25.00
Townsend	Carolyn Smart	8744	\$25.00
Wales	Susan Hubbell	1886	\$25.00
Walpole	Laura Bamford	24307	\$25.00
Wayland	Diane Gorham	14000	\$25.00
Wendell	Sheila Rowe	875	\$25.00
West Boylston	Elaine S. Novia	7669	\$25.00

2018
MTCA MEMBERSHIPS

As of : 9/13/2017

West Bridgewater	Sharon Ledin	7104	\$25.00
Westminster	Marybeth Haley-Cormier	7400	\$25.00
Wilbraham	Carole Tardif	14500	\$25.00
Wrentham	Ellen Wojcik	11657	\$25.00
ASSOCIATE TOTAL			\$2,500.00

RETIRED

Town	Name	Population	Total Fee
Becket	Jeanne W. Pryor	1600	\$10.00
Foxborough	Arlene Marie Crimmins	17102	\$10.00
Harvard	Janet A. Vellante	5778	\$10.00
Middleborough	Eileen S Gates	22923	\$10.00
Salisbury	Wilma McDonald	7475	\$10.00
Sturbridge	Lorraine Murawski	10164	\$10.00
West Bridgewater	Nancy L Morrison	7104	\$10.00
Yarmouth	Jane E Hibbert	21386	\$10.00
RETIRED TOTAL			\$80.00
TOTAL			\$21,000.00

**BYLAWS
OF
THE MASSACHUSETTS TOWN CLERKS ASSOCIATION**

ARTICLE 1

Name

The name of this organization shall be ~~The~~ Massachusetts Town Clerks' Association, Inc., hereinafter referred to as the MTCA.

ARTICLE II

Mission

The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.

ARTICLE III

Membership and Dues

A. Membership

Membership entitles all members and their staff to attend meetings and conferences, and to have access to the Members-Only section of the Web Site, including access to the Public Recorder. Only Active Members have voting privileges. *(Revised 6.12.2014; 9.29.2016)*

1. Active Members:

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

2. Associate Members

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA. They will be non-voting members of the Association. Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be active members in order to be eligible for appointment to a committee. *(Revised 6.11.2015; 9.29.2016)*

3. Retired Members

Upon retirement, active members may continue as non-voting members in the MTCA. *(Revised 6-07-2012)*

4. Affiliate Members:

Shall be available to City Clerks, Election Commissioners and Registrars of Vital Records for Cities, who are not eligible for active, associate, or retired membership. *(Revised 6-15-06 and 6.11.2015)*

5. Transitional Members *(Revised 6.11.2015)*

Any person who has held the position of Town Clerk in Massachusetts for at least three (3) consecutive years, but who is no longer serving as a Town Clerk is eligible to be affiliated with the MTCA as a Transitional Member for a period of up to one year following the date of cessation of service as a Town Clerk. The following criteria must also be met in order to qualify for Transitional Membership:

- a. Active membership in the MTCA, with dues paid in full, for the three-year period prior to

- cessation of service as a Town Clerk.
- b. Not simultaneously eligible for Associate, Affiliate, or Retired Membership.
- c. Actively seeking employment in a Municipal Clerk's Office.

6. Honorary Members:

All persons who have held any of the foregoing memberships, may be designated an —Honorary Member by vote of the Executive Board.

B. Dues Structure (All memberships include a subscription to the —Public Recorder) *(Revised 6-07-2012)* Payment of dues in the relevant membership category is required in order to maintain continued membership status, with access to meetings and conferences, and for Active Members to maintain voting privileges. Dues paid by a community is for a fiscal year, and membership is transferred to a newly elected or appointed Town Clerk during the same fiscal year. *(Revised 6.12.2014 and 6.11.2015)*

1. Active Members: *(Revised 6-2-10)*

\$15.00	Towns under 1,000
\$35.00	Towns 1,001 to 5,000
\$75.00	Towns 5,001 to 10,000
\$100.00	Towns 10,001 to 25,000
\$150.00	Towns Over 25,000

2. Associate Members *(Revised 6.11.2015)*

\$25.00

3. Retired Members:

\$10.00

4. Affiliate Members:

\$100.00

5. Transitional Members *(Revised 6.11.2015)*

50% of previous Active Membership Dues, with a minimum payment of \$15

6. Honorary Members

No Fee

C. Fiscal Year

The fiscal year of the MTCA shall be July 1 through June 30. The annual dues shall be due and payable on or before September 30. *(Revised 6-07-2012)*

ARTICLE IV

Meeting and Parliamentary Law

A. Meeting

1. The Annual Meeting of the MTCA shall be held in June on such date, time and place as the Executive Board may determine. Other MTCA meetings may be called with a fourteen-day (14) written notice by the President, a majority vote of the Executive Board, or upon petition to the President by twenty-five (25) active members of the MTCA. *(Revised 6.12.2014)*
2. At all business meetings twenty-five (25) active members in good standing shall constitute a quorum.

B. Parliamentary Law

Whenever parliamentary rules or procedures are involved, —The New Roberts Rules of Order, Revised Edition shall prevail.

ARTICLE V

Officers

A. Officers

1. The officers of the MTCA shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. Each shall be elected at the Annual Meeting of the MTCA and shall hold office for two (2) years or until a successor is elected or appointed. Officers may not serve consecutive terms in office with the exception of Secretary and Treasurer, who may serve no more than three (3) consecutive terms in office.
2. Any active member of the association may serve as an officer; however, in order to be nominated for First Vice President, Second Vice President or President, the member must have served for at least one year on the Executive Board.

Duties of Officers

A. President

1. Shall serve as Chief Executive Officer of the MTCA.
2. Shall create the agendas for and preside at all meetings of the MTCA and of the Executive Board.
3. Shall appoint all committee members except as otherwise provided by these bylaws, and present said appointments to the Executive Board for confirmation. *(Revised 6.12.2014)*
4. Shall make appointments to fill vacancies on the Executive Board, with the approval of the Executive Board. Such appointments shall be only until the next Annual Election, at which time the position shall be filled by election for the remainder of the vacant term. *(Revised 6.12.2014)*
5. Shall serve as Chairman of the Conference Committee.
6. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

B. First Vice President

1. Shall, in the absence of the President, assume the duties of the President.
2. Shall be an alternate member of the Legislative Committee, a member of the Nomination Committee, a member of the Conference Committee in charge of vendor relations, and shall serve as chair of the Scholarship Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

C. Second Vice President

1. Shall in the absence of the President and First Vice President, assume the duties of the President.
2. Shall be a member of the Conference Committee in charge of hotel relations and a member of the Education Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

D. Secretary

1. Shall keep and maintain permanent minutes of all meetings of the MTCA and Executive Board.
2. Shall maintain the MTCA permanent records including, bylaws, and policies.
3. Shall give notice of all meetings of the MTCA and of Executive Board.
4. Shall distribute to the Executive Board, updated copies of bylaws, policies and officer listings as amended.
5. Shall perform such other duties as may be assigned by the MTCA, the President or the Executive Board.
6. Shall serve on the Clerks' Manual Committee and maintain the current electronic copy of said manual. *(Revised 6-07-2012)*

E. Treasurer

1. Shall serve as a member of Budget Committee.
2. Shall monitor the annual budget established by the Budget Committee.
3. Shall collect and disburse all funds of the MTCA and keep an account of the same.
4. Shall collect annual dues of all members and maintain the permanent membership. Said membership information shall be given to the educational database coordinator on a regular basis. *(Revised 6-07-2012)*

5. Shall be bonded with sureties in such amount as the Executive Board may determine.
6. Shall keep all funds of the MTCA in a depository approved by the Executive Board and shall keep the funds deposited in the name of the MTCA.
7. Shall give a financial report at each meeting of the MTCA and Executive Board on the status of the Association's budget and funds. *(Revised 6.12.2014)*
8. Shall obtain the signature of an Executive Officer on any check written for an amount greater than \$2,500.00.
9. Shall prepare and submit records to the auditor in a timely manner following the close of the fiscal year, in preparation for the annual audit. *(Revised 6-07-2012)*
10. Shall perform such other duties as may be assigned by the MTCA, the Executive Board or the President.

ARTICLE VI

Executive Board

The Executive Board shall consist of elected members from the membership at large that reflect a statewide representation and shall manage the business of the MTCA as outlined in the MTCA Bylaws.

A. Membership

1. There shall be an Executive Board consisting of the five officers of the MTCA, and nine additional members. The additional members shall be elected at the Annual Meeting and shall serve three-year, staggered terms, with terms for three members expiring each year. *(Revised 6.12.2014)*
2. No elected member of the Executive Board shall serve for more than three consecutive years, except a member elected to fill a vacancy of the board, who may serve the remainder of the incomplete term and is eligible for election to an additional full three-year term. *(Revised 6.12.2014)*
3. The Past President may serve as an ex-officio member for two years immediately following the expiration of the term as President, but may not vote. *(6/13/2007) (Revised 6-07-2012)*

B. Responsibilities

1. The Executive Board shall have full power to carry out the mission of the MTCA and shall have general charge and control of its affairs, funds and property, but shall not have the right to amend its bylaws.
2. The Executive Board shall assist the officers between meetings in carrying on the functions of the MTCA. Members of the Executive Board shall be assigned duties or be required to serve on one or more committees during their term.

C. Appointments

All appointments shall be made by the President, with the approval of the Executive Board. The President shall seek input from the membership and the Executive Board for nominations for all positions whenever possible. Terms for the Legislative Committee shall be from January 1 to December 31, to coincide with the legislative calendar. Appointments are to be made by December 31. Terms for the Nominating Committee shall be from January 1 to December 31. Appointments are to be made by December 31. Terms for all other appointments shall be from July 1 to June 30. Appointments are to be made by June 30. *(Revised 6.12.2014)*

OFFICE	TERM	# MEMBERS
Assistant Treasurer	2 year	1
Legislative Committee	3 years	7
(term Jan – Dec)	1 year	2 alternates
Nomination Committee	2 year	5
Budget Committee	2 year	5
Education Committee	3 year	7

Education Database Coordinator	3 years	1
CMMC Certification Administrator	3 years	1
CMMC Certification/Examination Board	3 years	5
Conference Registration Administrator	3 years	1
Conference Committee	2 years	8
Public Recorder Editor—serves by mutual agreement and at the discretion of the President & E-Board <i>(Revised 6.12.2014)</i>	Indefinite	1
Scholarship Committee	2 years	3
Clerks Manual Committee	3 years	3
Communications Committee	3 years	5
Bylaw Review Committee	3 years	5
Lobbyist Review Committee	3 years	3
Member Recognition Committee	3 years	3
Mentoring/New Clerks Committee		-
Election Task Force	3 years	??

Members of each Committee shall serve a term as set forth in the bylaws. The President shall have full power to fill all vacancies on any committee, without approval of the Executive Board, until the next annual appointment. *(Revised 6.12.2014)*

D. Meetings

1. Meetings of the Executive Board may be called at any time by the President or by any three (3) of its members on written notice by the Secretary not less than five (5) days prior to the meeting.
2. A quorum shall consist of at least eight (8) members of the Executive Board.
3. Emergency meetings of the Executive Board of less than five (5) days' notice, may be called at the discretion of the President.
4. Votes may be cast in person or by postal mail, telephone, e-mail or other electronic means of voting. When votes are conducted via e-mail or by other electronic means, Executive Board members shall be given a minimum of 24 hours to cast a vote before the tally is finalized. A definitive vote requires an agreement by eight (8) members of the Executive Board. A record of such votes shall be recorded by the Secretary. *(Revised 6.12.2014)*

E. Financial Review

There shall be an annual financial review of the financial records of the Association, including all cash receipts and disbursements made by the Treasurer during the preceding year; said audit to be completed by a certified public accountant within six months of the close of the fiscal year. *(Revised 6-07-2012)*

F. Policies and Procedures

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

ARTICLE VII

Committees and Appointed Officers

The President shall have the power, with approval of the Executive Board, to establish additional standing committees or special committees as may be deemed necessary for the proper conduct of the affairs of the Association.

No committee of the Association shall be authorized to create any financial liability unless funds have first been budgeted and authorized by the Executive Board as to their purpose and amount.

All committees shall prepare agendas and minutes and forward a copy in a timely manner to the Secretary of the Association, for posting on the association website.

(Revised 6.12.2014xxxx)

Chairs for all Boards and Committees shall be voted each year by the appropriate board / committee.

Notice of Resignations shall be made in writing to the President.

Duties and responsibilities of each Committee/Appointed Officers shall be as outlined in the bylaws.

A. Assistant Treasurer

Purpose: Charged with the responsibility to serve in the absence of the Treasurer.

1. Appointed every two (2) years by the Executive Board by June 30.
2. Shall serve as a member of the Budget Committee.

B. Legislative Committee

Purpose: Charged with the responsibility of advancing the Legislative agenda of the MTCA.

1. Composition and Term of Office:

- a. The Legislative Committee shall consist of seven (7) full members and two (2) alternate members, one of whom shall be the First Vice President. *(Revised 10/9/03)*
- b. Full committee members shall be appointed by December 31 for staggered three-year terms, which run from January 1 through December 31st, so that not more than three (3) members' terms expire in the same year. *(Revised 6.12.2014)*
- c. Alternate members shall be appointed by December 31 for a one-year term to expire December 31st of the following year and may attend all meetings, participate in discussions and, in the absence of a member, have voting privileges. *(Revised 6.12.2014)*

2. Duties:

- a. The Legislative Committee shall be responsible for informing the MTCA of all matters pertaining to MTCA legislation, proposed changes in the law relating to municipal government and recommending such action to the MTCA as may be expedient.

3. Legislative Agenda

- a. The Legislative Committee shall formulate a schedule for the adoption of the legislative agenda of the MTCA to be voted on by the Executive Board before the Annual Meeting in June. Said agenda as voted on by the membership shall be filed with the State Legislature. Said agenda shall be the binding position of the MTCA for the next legislative session, unless otherwise voted by the majority of the voting members attending *an* MTCA meeting.
- b. The Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a position on other legislation and shall advise the MTCA members of their combined action. This notification shall be via e-mail and shall be included in the Public Recorder and/or on the MTCA web site. Any position developed by the Legislative Committee and the Executive Board pursuant to this paragraph, shall be the binding position of the MTCA for the legislative session unless otherwise voted by a majority of the voting members attending an MTCA meeting. *(Revised 6.12.2014)*

- c. Any Association member is welcome to offer suggestions and make recommendations for proposed legislation affecting Clerks. All suggestions shall be in writing and addressed to the Chair of the Legislative Committee. All suggestions shall be considered by the Committee when planning the Association's legislative agenda. *(Revised 6-07-2012)*

C. Nominating Committee

Purpose: Charged with the responsibility of nominating and presenting a slate of officers to the MTCA at the Annual Meeting that duly reflects a representation of its membership.

1. Five (5) members appointed every two (2) years by the Executive Board by December 31. The members may confer with the 1st Vice President, but the 1st Vice President will not be present during voting.
2. The Committee shall nominate the following:

One (1) Term for two (2) Years:

President

First Vice President

Second Vice President

No more than three (3) consecutive two (2) year terms:

Secretary

Treasurer

For Three (3) years:

Three Executive Board Members

D. Budget Committee

Purpose: Charged with the responsibility of preparing and presenting an annual budget to the membership at the Annual Meeting.

1. Five (5) members, one (1) of whom shall be the Treasurer, one (1) of whom shall be the Asst. Treasurer, and three (3) members at large appointed by the Executive Board for a one (1) year term by June 30.
2. Prepares annual budget (FY July 1 – June 30).
3. Presents annual budget to the Executive Board.
 - a. Draft version of budget to be given to Executive Board at their spring meeting.
 - b. The President shall notify the chair of the budget committee immediately as to the date of the meeting once set.
4. Presents final budget to MTCA at the Annual Meeting for a vote.
5. In conjunction with the Treasurer, monitors budget during the fiscal year. *(Revised 6.12.2014)*

E. Education Committee

Purpose: Charged with developing the curricula for the MTCA conferences.

1. Seven (7) members, one of whom shall be the Second Vice President, and six (6) members at large appointed by the Executive Board by June 30 for three-year staggered terms so that not more than three (3) members are replaced in any one year. *(Revised 6.12.2014)*
2. Prepares the schedule of education courses for the MTCA conferences. *(Revised 6.12.2014)*
3. Coordinates, develops and implements courses for the certification program (CMMC) as determined by the Certification/Examination Board.
4. Determines CMMC credit courses and optional courses to maintain consistency in the CMMC program.
5. Shall appoint one of its members to have the responsibility of registering all clerks for the conference classes.

F. Communications Committee

Purpose: Charged with both paper and electronic communications to, from and among members, which includes establishing guidelines for and management of the Association's web site, e-mail discussion group (including etiquette guidelines), newsletter, and social media alternatives.

1. Five (5) members, with three-year staggered terms. One member shall be the Recorder Editor. *(Revised 6-07-2012)*

H. MTCA Certification Program

1. MTCA Certification Administrator

Purpose: Charged with the responsibility of administering the MTCA Certification Program and serves as a member of the Certified Massachusetts Municipal Certification/Examination Board.

- a. Appointed by the Executive Board for a three-year term by June 30.

2. MTCA Certification/Examination Board

Purpose: Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. *(Revised 6.12.2014)*

- a. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. *(Revised 6.12.2014)*
- b. Members of the Board must have successfully completed the Certification Program.
- c. The Certification/Examination Board shall review the exam every five (5) years for updates.

I. MTCA Conference Program

1. Conference Registration Administrator

Purpose: Charged with the responsibility of MTCA conference registration

- a. Appointed by the Executive Board by June 30 for a three-year term. *(Revised 6.12.2014)*
- b. Serves as a member of the Conference Committee.

2. MTCA Conference Committee

Purpose: Charged with the responsibility of planning the MTCA conferences.

- a. The Committee shall consist of eight (8) members:
 1. MTCA President, as chair.
 2. First Vice President in charge of vendor relations.
 3. Second Vice President in charge of hotel relations.
 4. Conference Registration Administrator. *(Revised 6.12.2014)*
 5. Education Database Coordinator. *(Revised 6.12.2014)*
 6. Three (3) additional members at large to be appointed by the President and confirmed by the Executive Board by June 30 for a two-year term. *(Revised 6.12.2014)*

J. Public Recorder Editor

Purpose: Charged with the responsibility for collecting, assembling and publishing a newsletter and soliciting advertising for *The Public Recorder*.

- a. Appointed by the Executive Board by June 30 for a three-year term. *(Revised 6.12.2014)*

K. Scholarship Committee

Purpose: Charged with coordinating and presenting candidates for scholarship awards.

- a. Three (3) members, one (1) of whom shall be the First Vice President, and two (2) members appointed for a two year term by the President by June 30.

L. Clerks' Manual Committee

Purpose: Charged with the responsibility of updating the Clerks' Manual.

- a. Three (3) members to be appointed by the Executive Board for a three-year term by June 30. *(Revised 6.12.2014)*

M. By-Law – Policies & Procedures Review Committee

Purpose: Charged with review and making recommendations to the E-Board regarding the Association's By-laws and Policies and Procedures

- a. Five members, one (1) of whom shall be the Chairperson *(Revised xxxx)*

N. Lobbyist Review Committee

Purpose: Charged with assessing the work of the Association's Lobbyist and working with the E-Board on renewing / offering contract.

- a. Three (3) members *(Revised xxxx)*

O. Member Recognition Committee

Purpose: Charged with working with the Certification Committee on obtaining names of those who are due for recognition at the Annual (June) Conferences.

- a. Three (3) members
(Revised xxxx)

P. Mentoring / New Clerks committee

Purpose: Charged with setting the schedule for mentoring classes, classes, teachers. *(Revised xxxx)*

Q. Election Task Force

Purpose: Charged with

ARTICLE VIII

Expenses

Expenditures will be paid by the MTCA according to the annual appropriation. Other expenditures incurred on behalf of the MTCA, not to exceed an aggregate of \$500.00, shall be paid by the Treasurer upon the approval of the President. Any expenditure greater than \$500.00 over budgeted amounts shall require an affirmative vote of the Executive Board.
(Revised 6-07-2012)

ARTICLE IX

Termination

Any officer, Executive Board member or Standing Committee member who is absent from three (3) consecutive meetings of the board or committee may be removed from his/her position at a duly called meeting of the Executive Board by a majority vote of those attending.

Any officer, Executive Board member or Standing Committee member who cannot fulfill the duties of the office or committee as described herein, may be removed from his/her position at a duly called meeting of the Executive Board by not less than 2/3's of those attending.

Prior to a vote on either of the above, the said officer, Executive Board member or Standing Committee member will receive a written notice that such a vote will take place, and be given the right to resign. Any vacancy that occurs shall be filled in accordance with Article VI, Section C (Appointments) of this bylaw. *(Revised 6.12.2014)*

ARTICLE X

Amendments

These bylaws may be amended by a two-thirds vote of those voting members present at any MTCA meeting duly called, provided that notice of the proposed amendment shall have been sent to each member at least two weeks prior to such meeting. Publication in the Public Recorder shall constitute notice of any proposed amendment, provided that the publication date is at least two weeks prior to the meeting at which the bylaw amendment is scheduled to be considered for a vote. *(Revised 6.12.2014)*

ARTICLE XI

Endorsements

The MTCA shall not support or promote any political candidate or political appointment.

ARTICLE XII

Code of Ethics

We shall uphold the IIMC, Professional, and Personal Code of Ethics, which reads:

We do hereby subscribe to the following principles and ethics which we affirm will govern our personal conduct as municipal clerks:

To uphold constitutional government and the laws of our community;

To so conduct our public and private life as to be an example to our fellow citizens;

To record that which is true and preserve that which is entrusted to us as if it were our own; and

To strive constantly to improve the administration of the affairs of our office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our community and others.

**REPORT TO THE TREASURER
VENDORS AND FUNDS RECEIVED
MTCA CONFERENCE – SEPTEMBER 2017**

Business Name	Payment Received	Payment Due
Donnegan Systems, Inc *		\$250.00
Dupont Storage Systems	\$280.00	
Electec Election Services, Inc.	\$305.00	
Election Systems & Software, LLC	\$250.00	
FOIA Direct, LLC		\$325.00
General Code	\$405.00	
Image Data	\$250.00	
Inclusion Solutions	\$250.00	
King Information Systems	\$250.00	
Kofile Technologies		\$300.00
LHS Associates, Inc.	\$1000.00	
LL Data Designs		\$400.00
Mass Mailers	\$360.00	
New England Archives		\$250.00
Northeast Document	\$250.00	
Oracle, Inc. *	\$340.00	
Unibank	\$340.00	
Voatz, Inc. *	<u>\$450.00</u>	
Total(s)	\$4,730.00	DUE \$1,525.00

***New Vendors or vendors who have participated in the past but were not present for several years.**

Submitted by –

**Nancy J. Talbot
1st VP MTCA – Vendor Coordinator**

September 18, 2017

September 14, 2017

To: MTCA President – Marie Ryan

From: MTCA Scholarship Committee – Amherst Town Clerk Sandra Burgess
Sharon Town Clerk Marlene Chused
Ware Town Clerk Nancy Talbot – Chairman

Subject: MTCA Conference Springfield, MA September 2017 Applicants and Awards Made

On behalf of the Scholarship Committee I am submitting the approved scholarships as requested of us on behalf of the MTCA:

The Scholarship Committee reviewed the three (3) applications filed and determined that the individuals qualified.

1. Ellen Glidden – Town Clerk of Barre

Request made and approved as follows:

Total award - \$328.66 (Registration \$50.00, Meals \$125.00, Hotel (1/2 room cost for (2) Nights \$153.66)

Ellen has previously been awarded scholarships(s) 20009-2017 per the application

2. Cindy Livingstone – Assistant Town Clerk of Ashland

Request made and approved as follows:

Total award - \$445.00 (Registration \$50.00, Meals \$125.00, Hotel \$270.00) *

Cindy has previously been awarded a scholarship to attend NEMCI per the application

3. Dyan Fitzgerald – Assistant Town Clerk of Holliston

Request made and approved as follows:

Total award - \$80.00 (Registration \$50.00, Meal \$30.00)

Dyan has not previously been awarded a scholarship from MTCA

All three applicants were notified of the awards made to them.

Bob Cutler was also informed as he is working with hotel. Barbara LaBombard has also been notified as she is in charge of Registration and Meals for the Conference. Danielle Sicard our Treasurer has also been notified.

Please note that the ~~three~~ members of the Scholarship Committee have had discussion and are recommending that in the future all applicants should be requested to make a diligent effort to pursue the sharing of a hotel room with another individual (Town Clerk and/or Assistant) in order to reduce the cost of hotel stays. We firmly believe that in doing so our MTCA Scholarships will continue to fund requests appropriately and prudently.