



Executive Board Meeting
Northborough Senior Center, Northborough, MA
Thursday, August 9th, 2018 ~ 10:00 AM

Secretary's Report – Elizabeth Greendale
Approve Minutes

Treasurers Report – Danielle

- FY18 Year End Budget v Actual (see attached)
FY19 Budget Year to Date as of 8.3.18 (see attached)
- FY18 Final Membership Summary (see attached)
- Plymouth Conference Report (see attached)
- New Clerk Mentoring Report (see attached)

President's Report – Marie Ryan
-MTCA Policy updated
-Edison Research Request

1st Vice President – Nancy Talbot
-Vendors
-Scholarships
-DLS Alert

2nd Vice President – Bob Cutler

Past President – Andy Dowd

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

Legislative Committee – Robert Cutler
Mentoring Committee
Communications Committee
Education Committee – see draft attached listing for Springfield
CVR User Group- Andy Dowd
Social Secretary Report – Tara Shaw

Old Business –
New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



June 13, 2018 Hotel 1620 Plymouth

Minutes Approved on: 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. QUIRK	✓
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.

President's Report – Marie Ryan

President Ryan opened the meeting with condolences for the passing of Lauren Goldberg's mother. She also noted that the Policies haven't been updated in 4 years and will be sending them out for Board review and comments with possible changes to be addressed at the next meeting.

MTCA EXECUTIVE BOARD MEETING



June 13, 2018 Hotel 1620 Plymouth

Minutes Approved on: DRAFT

Secretary's Report – Elizabeth Greendale

Minutes from the Executive Board Meeting on April 5, 2018 were presented.

ACTION TAKEN: On a motion by 2nd Vice President Bob Cutler, seconded by Member Ann Quirk, to approve the minutes from April 5, 2018, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Treasurer Danielle Sicard presented the budget.

ACTION TAKEN: On a motion by 2nd Vice President Bob Cutler, seconded by Member Ann Quirk, to accept the Treasurer's Report, was unanimously approved.

Assistant Treasurer - Lynn Sibley

Asst. Treasurer Sibley reports that all is running smooth with the new software and she is preparing to send out the membership renewal.

ACTION TAKEN: On a motion by Member Tedi Eaton, seconded by Member Ann Quirk, to donate \$1,000 to the New England Conference Committee for FY 18 and FY 19, was unanimously approved.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that 1 full and 1 partial scholarships have been awarded for this conference. She also reported having 3 new Vendors included in the total of 21.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported that the Hotel is all set.

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

2nd Vice President Cutler reported that Early Voting passed the Senate, but not the House the dates would be Aug. 27th to Sept. 3rd– Senator L'Italien isn't giving up. Still in the works are having polling places be in a function hall and the Restricted Record change.

MTCA EXECUTIVE BOARD MEETING



June 13, 2018 Hotel 1620 Plymouth

Minutes Approved on: DRAFT

ACTION TAKEN: On a motion by Member Catherine Harder-Bernier, seconded by Member Ann Quirk, to present to the Association the initiatives of the Legislative Committee, was unanimously approved.

Mentoring Committee – Danielle Sicard

Treasurer Sicard noted a change in the policy for becoming a Mentor; Mentors need to co-facilitate with the Mentoring Comm. before hosting their own session. New Clerk Info. has been updated on the website and a packet will be emailed from Asst. Treas. Sibley.

Communications Committee – Andy Dowd

Mr. Dowd suggested the Communications Committee create a Salary Survey that will be continually updated.

CVR User Group – Andy Dowd

Nothing new to report.

Old Business – none

New Business – none

Treasurer Sicard demonstrated the new MTCA Software Program for the Board.

Meeting was adjourned at 11:24 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

MTCA Executive Board
Social Secretary

June 2018 through July 2018 Cards Sent

revised: 07/25/18

Type:	Sent:	To:	Reason:
Get Well	June 18	Catherine Stover/Nantucket TC (to Family residence in Harvard, MA per Asst.)	In hospital
Condolence	June 18	Nancy Talbot Ware, TC	Brother passed
Condolence	June 4	John Barr Program Mgr/Census Division for State	Mother passed
Condolence	July 25	Jean Kelly Hanson Asst. Town Clerk	Father passed away

Sincerely,

Tara J. Shaw
Plympton Town Clerk

**LEGISLATIVE AGENT AGREEMENT
JANUARY 1, 2019 -DECEMBER 31, 2020**

Agreement between the **Massachusetts Town Clerks' Association (referenced hereafter as MTCA)** and **Joyce & Joyce, Inc.** and its principal, Thomas M. Joyce, Jr. (referenced hereafter as Legislative Agent) for services as a Legislative Agent as defined below:

SECTION ONE: The Legislative Agent will be employed by the MTCA from January 1, 2019 through December 31, 2020. Legislative Agent is directly responsible to the MTCA President. The Legislative Agent shall advise and make recommendations to the MTCA on courses of action deemed appropriate. The Legislative Agent will receive specific instructions from the Legislative Committee.

SECTION TWO: The Legislative Agent shall be a Registered Lobbyist with the Office of the Secretary of the Commonwealth and shall submit all required financial statements to the Commonwealth on a timely basis as required by the Office of the Secretary of the Commonwealth.

SECTION THREE: The responsibilities of the Legislative Agent shall include, but not be limited to, the following:

- Legislative Agent shall work with the MTCA to establish positive lines of communication with appropriate legislators, legislative staff members, legislative committees, Constitutional Officers and regulatory agencies and shall promote the goals and objectives of the MTCA to the same at all times.
- Filing legislation approved by the MTCA.
- Assist the MTCA in obtaining sponsorships for legislation to be filed on behalf of the MTCA.
- Legislative Agent shall identify legislation affecting the MTCA and report to the Legislative Committee on legislation and/or regulations affecting the MTCA.
- Legislative Agent shall persistently advocate the position of the MTCA on bills identified as priority by the MTCA and seek the commitment of legislators to support the position of the MTCA.
- Legislative Agent shall attend all Legislative Committee meetings when requested by the committee to formulate a legislative strategy and agenda and present an update of the current legislation affecting the MTCA.
- Legislative Agent shall assist the Legislative Committee on all hearings whenever pertinent and testify when appropriate on all issues affecting the MTCA. Whenever appropriate, Legislative Agent will actively enlist testimony from members of the MTCA.
- Legislative Agent shall assist the MTCA with any special initiatives (e.g. Clerks' Day on the Hill or any others), as appropriate.
- Legislative Agent shall attend MTCA conferences and MTCA Executive Board meetings as requested by the President.

SECTION FOUR: The Legislative Agent shall also be responsible to MTCA for the following administrative functions:

- Legislative Agent shall submit quarterly, a written status report of the legislation and/or regulations, outlined in SECTION THREE to the MTCA President, the Legislative Committee, and the Editor of the Public Recorder (or the Communications Committee if the MTCA changes how it distributes its newsletter) that shall be suitable for distribution to the membership of the MTCA (with the exception of the months of July and August unless there is sufficient information that a report would be warranted).
- Legislative Agent shall file a list of all clients of the Agent to the MTCA President by January 31st of each year.
- Legislative Agent shall submit all required financial statements, reports, registrations and any and all other filings on a timely basis as required by federal and state law.
- Legislative Agent shall cooperate with the MTCA Treasurer and assist him/her to complete all filings and registrations required of the MTCA by the Lobbyist Division of the Office of the Secretary of the Commonwealth.

SECTION FIVE: The Legislative Agent shall confer **at least on a twice-annual schedule** with the MTCA Executive Board at the request of the President to evaluate MTCA strategies and assess progress being made by the Legislative Agent and the MTCA towards the goals and objectives of the MTCA.

SECTION SIX: The Legislative Agent shall receive the sum of Thirty Three Thousand and Nine Hundred Two and 00/100 (\$33,902.00) Dollars per annum payable in monthly payments of Two Thousand Eight Hundred Twenty Five and 17/100 (\$2,825.17) Dollars commencing January 1, 2017.

SECTION SEVEN: This Agreement may be terminated without cause by the Legislative Agent or by majority vote of the MTCA Executive Board with a thirty (30) day written notification.

JOYCE & JOYCE, INC.

**MASSACHUSETTS TOWN CLERKS'
ASSOCIATION**

Thomas M. Joyce, Jr., Legislative Agent

Marie Ryan, President

Date: _____, 2018

Date: _____, 2018

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **FY18 YEAR END REPORT**

INCOME	<u>BUDGET</u>	<u>NEW INCOME</u>	<u>ACTUAL</u>	<u>REMAINING</u>
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$6,615.00	\$34,125.00	\$5,875.00
3120 - Meals	\$35,000.00	\$6,420.00	\$37,578.00	(\$2,578.00)
3130 - Mentoring Workshops	\$2,000.00	\$450.00	\$2,025.00	(\$25.00)
3140 - Vendor Income	\$20,000.00	\$7,010.00	\$19,970.00	\$30.00
Total Conference Revenue	<u>\$97,000.00</u>	<u>\$20,495.00</u>	<u>\$93,698.00</u>	<u>\$3,302.00</u>
3200 - Certification Revenue	\$1,500.00	\$375.00	\$2,065.00	(\$565.00)
3300 - Scholarship Donations	\$6,000.00	\$4,550.00	\$5,650.00	\$350.00
3400 - Public Recorder/Website Ads	\$2,500.00		\$3,200.00	(\$700.00)
3500 - Media Stipends/AP/Educ	\$0.00		\$240.00	(\$240.00)
3600 - Dues	23,000.00	\$200.00	\$28,370.00	(\$5,370.00)
3700 - Interest Income (Bank Account)	\$0.00		\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$100.00	\$100.00	(\$100.00)
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	<u>\$33,000.00</u>	<u>\$5,225.00</u>	<u>\$39,625.00</u>	<u>(\$6,625.00)</u>
TOTAL INCOME	<u>\$130,000.00</u>	<u>\$25,720.00</u>	<u>\$133,323.00</u>	<u>(\$3,323.00)</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION

Budget V Actual

As of **FY18 YEAR END REPORT**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$1,456.91	\$2,056.91	(\$56.91)
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00		\$439.73	(\$289.73)
5201- MTCA software	\$0.00			
Total Treasurer Expenses	<u>\$150.00</u>	<u>\$0.00</u>		
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,300.00		\$32,287.44	\$12.56
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$109.00	\$0.00
Total Lobbyist Expense	<u>\$32,409.00</u>	<u>\$0.00</u>	<u>\$32,396.44</u>	<u>\$12.56</u>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$6,000.00	\$2,950.00	\$2,950.00	\$3,050.00
5402 - NEMCI Exp (MTCA)	\$3,000.00	\$1,975.00	\$1,975.00	\$1,025.00
5403 - MTCA Conference Scholarships	\$4,000.00	\$692.37	\$2,252.11	\$1,747.89
5404 - Awards/Scholarships	\$3,000.00		\$0.00	\$3,000.00
Total Scholarship Expenses	<u>\$16,000.00</u>	<u>\$5,617.37</u>	<u>\$7,177.11</u>	<u>\$8,822.89</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$78.00	\$172.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$1,025.00	(\$25.00)
5602 - Certification Expenses	\$400.00		\$385.33	\$14.67
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$0.00</u>	<u>\$1,410.33</u>	<u>(\$10.33)</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$417.02	\$1,155.93	\$344.07
5702 - Conference Deposits	\$7,000.00		\$7,000.00	\$0.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$3,600.00	\$591.00	\$1,880.39	\$1,719.61
5707 - Conference Hotel / Meals	\$52,000.00	\$31,998.11	\$74,847.50	(\$22,847.50)
5708 - NE Conference (2022)	\$1,000.00	\$2,000.00	\$2,000.00	(\$1,000.00)
5709 - Misc Conf Exp (mentor/survey)	\$2,250.00	\$321.28	\$1,715.83	\$534.17
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$68,100.00</u>	<u>\$35,327.41</u>	<u>\$88,599.65</u>	<u>(\$20,499.65)</u>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$957.00	\$2,264.42	(\$1,264.42)
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		\$3,676.53	\$314.47
Total Communication/Public Recorder	<u>\$5,191.00</u>	<u></u>	<u>\$3,676.53</u>	<u>\$1,514.47</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **FY18 YEAR END REPORT**

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00		\$850.00	\$0.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>	<u>\$0.00</u>
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$195.86	\$1,543.36	(\$543.36)
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>\$195.86</u>	<u>\$1,543.36</u>	<u>\$256.64</u>
TOTAL EXPENSE	\$130,000.00	\$43,554.55	\$141,342.48	(\$11,342.48)
Income / Expense Variance	\$0.00		(\$8,019.48)	

Checking Account

Beginning Balance	5/31/2018	\$27,214.79
New Income		\$25,720.00
New Expenses		\$43,554.55
Current Balance		\$9,380.24

Money Market account Balance

Beginning Balance	5/31/2018	\$32,177.34
New Income		\$5.37
New Expenses		\$0.00
Current Balance		\$32,182.71

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

As of **August 3, 2018**

INCOME	FY19 BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$36,000.00		\$0.00	\$36,000.00
3120 - Meals	\$42,500.00		\$0.00	\$42,500.00
3130 - Mentoring Workshops	\$2,000.00		\$0.00	\$2,000.00
3140 - Vendor Income	\$18,000.00		\$0.00	\$18,000.00
Total Conference Revenue	<u>\$98,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$98,500.00</u>
3200 - Certification Revenue	\$1,500.00		\$0.00	\$1,500.00
3300 - Scholarship Donations	\$3,200.00	\$500.00	\$500.00	\$2,700.00
3400 - Public Recorder/Website Ads	\$3,000.00		\$0.00	\$3,000.00
3500 - Media Stipends/AP/Educ	\$9,000.00		\$0.00	\$9,000.00
3600 - Dues	\$28,000.00		\$0.00	\$28,000.00
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>\$44,700.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$44,200.00</u>
TOTAL INCOME	\$143,200.00	\$500.00	\$500.00	\$142,700.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$3,500.00	\$28.00	\$28.00	\$3,472.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00	\$5.00		\$200.00
5201- MTCA software	\$755.00			\$755.00
Total Treasurer Expenses	<u>\$955.00</u>	<u>\$5.00</u>	<u>\$0.00</u>	<u>\$955.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,600.00	\$5,381.24	\$5,381.24	\$27,218.76
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$0.00	\$109.00
Total Lobbyist Expense	<u>\$32,709.00</u>	<u>\$5,381.24</u>	<u>\$5,381.24</u>	<u>\$27,327.76</u>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$4,000.00		\$0.00	\$4,000.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	<u>\$9,100.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,100.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$28.00	\$28.00	\$222.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$262.50	\$262.50	\$737.50
5602 - Certification Expenses	\$400.00	\$74.12	\$74.12	\$325.88
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$336.62</u>	<u>\$336.62</u>	<u>\$1,063.38</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00		\$0.00	\$7,000.00
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	\$73,591.00		\$0.00	\$73,591.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00		\$0.00	\$2,000.00
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$89,441.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$89,441.00</u>

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE Continued	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00		\$0.00	\$2,000.00
Total Communication/Public Recorder	<u>\$2,100.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,100.00</u>
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		\$0.00	\$1,000.00
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>\$0.00</u>	<u>\$0.00</u>	<u>\$1,800.00</u>
TOTAL EXPENSE	\$143,200.00	\$5,778.86	\$5,773.86	\$137,426.14
Income / Expense Variance	\$0.00		(\$5,273.86)	

Checking Account

Beginning Balance	6/30/2018	\$9,380.24
New Income		\$500.00
New Expenses		\$5,778.86
Current Balance	8/3/2018	\$4,101.38

Money Market account Balance

Beginning Balance	6/30/2018	\$32,182.71
New Income		\$2.73
New Expenses		\$0.00
Current Balance	8/3/2018	\$32,185.44

Membership Summary

2018

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	277	\$21,800.00	\$25.00	\$21,825.00
ACTIVE MEMBER	INACTIVE	4	\$350.00	\$0.00	\$350.00
ACTIVE MEMBER	TRANSFER-INACTIVE	5	\$435.00	\$0.00	\$435.00
AFFILIATE MEMBER	ACTIVE	19	\$1,900.00	\$0.00	\$1,900.00
ASSOCIATE	ACTIVE	147	\$3,675.00	\$25.00	\$3,700.00
ASSOCIATE	INACTIVE	2	\$50.00	\$0.00	\$50.00
ASSOCIATE	TRANSFER-INACTIVE	2	\$50.00	\$0.00	\$50.00
CITY CLERK	ACTIVE	5	\$0.00	\$0.00	\$0.00
CITY STAFF	ACTIVE	5	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	8	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	2	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	9	\$90.00	\$0.00	\$90.00
STAFF- No Membership	ACTIVE	67	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	2	\$0.00	\$0.00	\$0.00
					\$28,400.00

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

Conference: Plymouth 2018	
INCOME	ACTUAL
3100 - Conference Revenue	
3110 - Registration	\$13,410.00
3120 - Meals	\$14,515.00
3140 - Vendor Income	\$7,375.00
Total Conference Revenue	\$35,300.00

Conference: Plymouth 2017	
INCOME	ACTUAL
3100 - Conference Revenue	
3110 - Registration	\$11,950.00
3120 - Meals	\$15,966.00
3140 - Vendor Income	\$8,655.00
Total Conference Revenue	\$36,571.00

EXPENSE	ACTUAL
5400 - Scholarship Expenses	
5403 - MTCA Conference Scholarships	\$692.37
5700 - Conference Expenses	
5701 - Printing Brochures/Program	\$417.02
5702 - Conference Deposits	\$2,000.00
5703 - Postage / Brochure Mailing	
5705 - Entertainment	
5706 - Speakers / Education	\$591.00
5707 - Conference Hotel / Meals	\$31,998.11
5708 - NE Conference	\$2,000.00
5709 - Misc Conf Exp (mentory/survey)	\$321.28
5710 - Printing / Copying	
Total Conference Expenses	\$38,019.78
Income / Expense Variance	(\$2,719.78)
Total # of Registrants:	263
MCCA donation:	\$2,700.00

EXPENSE	ACTUAL
5400 - Scholarship Expenses	
5403 - MTCA Conference Scholarships	\$930.44
5700 - Conference Expenses	
5701 - Printing Brochures/Program	\$381.35
5702 - Conference Deposits	\$2,000.00
5703 - Postage / Brochure Mailing	
5705 - Entertainment	\$1,100.00
5706 - Speakers / Education	\$501.80
5707 - Conference Hotel / Meals	\$33,122.09
5708 - NE Conference	
5709 - Misc Conf Exp (mentory/survey)	
5710 - Printing / Copying	
Total Conference Expenses	\$38,035.68
Income / Expense Variance	(\$1,464.68)
Total # of Registrants:	236
MCCA donation:	\$250.00

**MASSACHUSETTS TOWN CLERKS ASSOCIATION
CONFERENCE REPORT**

New Clerk Potpourri - Mentoring Class

June 27, 2018

INCOME

ACTUAL

3100 - Conference Revenue

3130 - Mentoring Workshops

Total Workshop Revenue

\$420.00

\$450.00

EXPENSE

ACTUAL

5700 - Conference Expenses

5709 - Misc Conf Exp (mentor/survey)

Total Conference Expenses

\$321.28

\$321.28

Income / Expense Variance

\$128.72

Total # of Registrants:

30

June 2017

23

June 2016

28

MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC. COMMITTEE & BOARD POLICIES & PROCEDURES MANUAL

As of August 10, 2017

INTRODUCTION

This manual has been developed and compiled by the Executive Board to document current membership expectations and practices, and expand upon the duties and responsibilities of the MTCA committees, as outlined in the Association Bylaws. Article VI, Section F of the Association Bylaws reads as follows:

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

PART 1. MEMBERS

Certification Program (CMMC) and Certification Administrator

The Certification Administrator shall be responsible for the following:

- Notifies members, through the **Public Recorder website** or other means, of availability of applications, test dates and deadlines.
- Provides for availability of application forms at all MTCA Conferences.
- Receives and responds to all communications regarding certification and testing.
- Processes all exam applications.
- Prints and distributes by certified mail all tests semi-annually (between January 1 and 7, and July 16 and 23).
- Receives and grades tests and notifies applicants of results and review period.
- Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in the review/appeal process.
- Mails, receives and processes all re-certification applications. Notifies applicants and prepares certificates.
- Presents certification and re-certification certificates to successful candidates at MTCA conferences.
- Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records.
- Submits all fees and reports all expenses to the Treasurer in a timely manner.

Fees shall be as follows:

- Examination fee shall be fifty dollars (\$50)
- Certification fee shall be twenty-five dollars (\$25)
- Re-certification fee shall be fifteen dollars (\$15)
- The Certification Administrator shall receive 50% of all fees paid to the Treasurer for the CMMC program, and shall submit a bill to the Treasurer for payment.

Sunshine Fund Procedures

The Sunshine Fund Administrator shall be appointed by the President on an annual basis, for a term to run until June 30. The Administrator's duties are to make appropriate recognition of member contributions, retirements, illnesses or bereavements. The following guidelines should be considered when making Sunshine Fund expenditures by either the Sunshine Fund Administrator or the President:

Retirements – Clerks with 5 years or more of service as Town Clerk – gift up to \$75; Clerks with fewer than 5 years of service as Town Clerk – Certificate of Appreciation

Illness – Flowers or other appropriate gift to current Officers – up to \$75; cards to be sent to all other members

Bereavements – Flowers or other appropriate donation – up to \$75 for the death of a current or past Officer of the MTCA or upon the death of an active Town Clerk who is a member of the Association

Letter or Certificate of Appreciation – At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any present or past Town Clerk

Miscellaneous – At the discretion of the President with approval of the Executive Board, a gift/donation and/or flowers may sent to a person who is ill or has had a death in their immediate family. This person must have made a substantial impact in some way to the Association either by teaching class or through donations or donation of their time.

Education Database Coordinator

This individual is appointed by the President and shall be responsible for the following:

- Maintains database of all conference and education program attendees
- Responds to all individual requests by Clerks for information about conference/class attendance
- Reports updated information to Certification Coordinator to support applications for certification or re-certification
- Maintains database of Clerks, updating names, addresses, and certification status as appropriate

PART 2. CONFERENCES

Conference Registration Administrator

- Receives and processes all conference registrations and fees
- Maintains registration desk at conferences

- Maintains an accurate account of all conference attendees and reports results to Conference Committee
- Submits all conference receipts to the Treasurer in a timely manner

Conference Speakers

- A conference speaker is an individual who teaches a class or workshop, whether for credit or for professional development.
- Credit classes shall be a minimum of three hours in duration. Three hours shall be considered a half-day class, and six hours shall be considered an all-day class.
- All speaker fees shall be approved in advance by Treasurer, President, and Second Vice President, prior to any commitment to the speaker. All contracts shall be signed by the Treasurer and an Officer of the MTCA. Any expenditure for a conference speaker that exceeds \$1,500 for a half-day class (3 hours) or \$2,000 for a full-day class (6 hours), including travel expenses, shall require the prior approval of the Executive Board.
- No more than one-half of the speaker fee shall be paid to the speaker prior to the event. The balance of the payment shall be available and paid by the Treasurer upon the conclusion of the class.
- Hotel arrangements for any speaker shall be done by the speaker.
- Any Clerk, professional instructor, or state official who is asked to teach a class will be responsible for adhering to the curriculum and class outline agreed upon in advance with the Education Committee. Class time shall not be used for personal lobbying on any issue. Any variations on the curriculum shall be discussed and approved in advance by the Education Committee.
- Clerks who are invited to teach a class are financially responsible for their own conference registration, lodging and meals. Clerks are not compensated by the Association for attending or teaching at a conference.
- State Officials who attend conferences and who are invited to teach a class are not required to pay a registration fee for the conference, and the Association will pay for lunch or breakfast, as appropriate. State Officials are not compensated by the Association for attending or teaching at a conference.

Conference Registration

Attendance at any MTCA conference is open to any member of the Association whose dues for the current fiscal year is paid in full prior to the start of the conference. All attendees must pre-register for the conference and classes, and enrollment in classes is done on a first-come, first-served basis.

Conference Refunds

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be entitled to a credit on file for future use. Meal cancellations must be made at least seven (7) days in advance of the first day of the conference in order for a credit to be placed on file for future use, unless the hotel has a more restrictive policy. The Association will make an

effort to include cancellation deadlines in the conference brochure.

Conference Brochure

The Executive Board may direct that a conference brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees, and other pertinent information. The individual responsible for the production of the brochure shall be appointed by the President, and the expense for printing the brochure shall be paid by the Treasurer.

Auditing Classes

Classes are primarily for the benefit of Association members. Any vendor or guest of a registered Clerk may audit a class, on the condition that a vacant chair is available, and with prior permission of the instructor. No vendor or guest may participate in the discussion, ask questions, or take handouts (unless there are extra copies after all attendees have gotten them)—i.e., a non-participatory audit.

PART 3. MISCELLANEOUS

Pledges and Donations

The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.

E-Mail Policy

It is suggested that users of any MTCA e-mail system restrict monetary solicitations when using “All Clerks” e-mails, and use common sense judgment on all others. DELETE and ADD :

The attached E-mail Protocols & Etiquette should be followed as a Rule of Conduct for the Association’s google group e-mail.

NEACTC

- If the NEACTC fundraising group wishes to raise funds at any MTCA Conference, arrangements should be made in advance with the 1st Vice President. Space will be limited to two vendor tables, on a space-available basis, at no cost.
- The MTCA supports the efforts of its members who help to organize the New England Conference in Massachusetts, once every six years. The Association supports this effort financially, with a budget allocation of \$1,000 per year.
- Recognition gifts will be presented to MTCA members who graduate from the NEMCI&A.

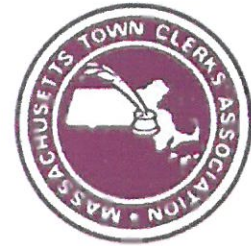
MTCA EMAIL PROTOCOLS & ETIQUETTE

The following are protocols / Rules of Conduct as well as email etiquette tips when participating on the MTCA Google Email Group. Access to the MTCA Google Email Group is a benefit of membership to the MTCA and can be revoked for failure to continue with membership dues or failure to follow the protocols listed in this document.

The information below is intended as a guide for work-related emails. The tips may or may not apply to personal use of email and certainly do not constitute legal advice. Probably the most important thing to keep in mind, which applies regardless of possible legal liability, is to never put anything in an email that you do not want the world to know about. Emails can be saved, forwarded, and - most importantly - are a permanent record that can be produced at a later date.

MTCA Protocol / Rules of Conduct:

1. When **asking other Clerks for Information** please do the following:
 - (1) Send the email out to the group
 - In email remind group that:
 - **all responses should be sent directly to you**
 - **and DO NOT REPLY TO ALL**
 - (2) Collect the responses
 - (3) Send out results/summary to all on the group
2. **Updates / Announcements** (ex: "Ballots have arrived" or "I've also received the public record request," etc)
We want to avoid clogging up peoples work emails and suggest the following from the group:
 - Limit to the first 3 emails
 - Use Facebook group to broadcast additional updates and announcements
3. Refrain from asking questions **emotionally driven** or **broad in nature** (ex: "What are we going to do?")
Try to be more specific about what information you are looking for and follow protocol from #1.



Top Ten Rules of Email Etiquette:

1. Unless everyone in the group email really needs to see what you say, reply only to the sender.
2. Refrain from discussing confidential information in emails. Remember, an email is a public record.
3. Be clear in your subject line. Keep it simple and descriptive.
4. Your email is a reflection of you. Every email that you send adds to, or detracts from your reputation. Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.
5. Never send an email while you are angry. Save it as a draft and revisit it when you are calm.
6. Consider contacting your neighboring town clerk first. It is always good to develop a relationship with abutting towns.
7. Consider contacting State Agencies. It is wise to obtain correct information directly from the source.
8. Make your communications positive, constructive, complete, factual.
9. Be careful with humor; it could be misunderstood.
10. Never use all caps or giant lettering in your email – that is perceived as "SHOUTING!"

National Election Pool



Conducted by



Hello,

Since 2004, Edison Research has been the sole provider of Election Day data to the National Election Pool, conducting exit polls and collecting precinct vote returns to project and analyze results for every major presidential primary and general election. Beginning in the 2018 and 2020 U.S. elections, in addition to providing exit polls, Edison Research will tabulate the national vote from every election office in the United States for ABC News, CBS News, CNN, and NBC News.

It has come to our attention that the Town Clerks in the Massachusetts Clerks Association have called in results to the Associated Press in past elections. Although the Associated Press will continue to collect vote totals on Election Night for FOX News and their other subscribers, Edison Research will be the sole provider of election night results to ABC, CBS, CNN, and NBC. As Edison expands into this new role, we are looking to begin a relationship with the Massachusetts Clerks Association similar to the one it has shared with media organizations in the past. In exchange for town clerks calling results into Edison Research on Election Night, we would be happy to donate to the Massachusetts Clerks Association.

The next election we intend to cover in Massachusetts is the November 6th General Election. If the Clerks Association is open to beginning this relationship we would be happy to discuss how best to work with each of the town offices on Election Night. Thank you for your time we look forward to working with you.

Best,

David Gordon
Manager of Research

[edison research](https://www.edisonresearch.com)

Tel: 908.722.8683; F: 908-595-6953

www.edisonresearch.com



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Christopher C. Harding
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

To: City, Town and District Clerks
From: Mary Jane Handy, Director of Accounts
Date: June, 2018

This letter is to remind you of important reporting duties required by G.L. c. 44, § 28, G.L. c. 59, § 21D and G.L. c. 71, § 16B and certain other matters. The purpose of these requirements is to ensure that the Division of Local Services (DLS) has current information regarding borrowing, Proposition 2½ referendum questions, and city/town council or town meeting appropriations. This information is critical in our efforts to maintain complete and accurate records of indebtedness and to review and certify tax rates.

The information in this letter is updated and includes reminders from last year's letter.

Borrowing Authorizations

Clerks (including regional school district personnel) are required to send certified copies of all debt authorizations to the Director of Accounts within 48 hours after the vote becomes effective.

The votes must be declared passed by a unanimous vote or an actual counted 2/3rds majority or by a "declared 2/3rds majority." If a vote is contingent upon a Proposition 2½ debt exclusion, it does not become effective until the exclusion is approved by the voters. Certified election results for the debt exclusion must also be submitted with a contingent vote to authorize debt.

DA-82 Loan Authorization Report. In addition to the statutory reporting requirements, the Bureau of Accounts also requires form DA-82 except from cities. The purpose of the DA-82 is to ensure that debt authorizations occurred at a duly called, valid town or district meeting that complied with charter, by-law and other legal requirements. [Form DA-82](#) can be found on the Bureau of Accounts' website.

Please mail the DA-82 with the certified votes to:

Gerry Cole
Public Finance Section
Bureau of Accounts
P.O. Box 9569
Boston, Mass. 02114-9569

Supporting a Commonwealth of Communities

mass.gov/DLS
P.O. Box 9569 Boston, MA 02114-9569
(617) 626-2300

City/Town Council and Town Meeting Action

City/Town Clerks must report all Town Meeting or City/Town Council appropriation votes in the appropriate column of page 4 of the tax rate or pro forma recapitulation form.

Under G.L. c. 71, §16 and [Department of Elementary and Secondary Education regulations](#), when the regional school assessment of a member city or town is reduced below the amount the member appropriated for the assessment, the appropriation is automatically reduced by law. Clerks should report this reduction as a negative amount in the appropriate column of the tax rate or pro forma recapitulation form, page 4.

Rescission of appropriations from the FY2018 tax levy since the FY2018 tax rate was set should be reported on the FY2018 tax rate recap first as the initial appropriation made followed by a negative for the same amount. In this way, FY2018 action will not be affected.

Appropriation transfers made via the alternative method detailed in DLS Informational Guideline Release ([IGR](#)) 17-13 should not be reported to the Bureau of Accounts on the tax rate or pro forma recapitulation form.

Please see Attachment 1 for examples on how to report.

Proposition 2 1/2 Questions

Please send specimen ballots with certified election results for all Proposition 2½ questions voted this year. Your submission should include votes that have passed and failed and clearly indicate the purpose and type of vote (override, underide, debt exclusion or capital expenditure exclusion). These votes should be emailed to the Municipal Databank/Local Aid Unit at databank@dor.state.ma.us or faxed to 617-660-7023. Missing or incomplete documentation may cause a delay in certifying your community's annual tax rate.

Please indicate municipal capital stabilization fund overrides per G.L. chapter 59, § 21C(g) separately. See DLS [IGR 17-20](#).

Local Options

Please send any local option votes that require notification to DLS (e.g. adoption of the Community Preservation Act, quarterly tax billing, meals excise, additional hotel/motel excise, and additional marijuana excise) to the Municipal Databank/Local Aid Unit at databank@dor.state.ma.us or fax them to 617-660-7023.

Affidavit as to Time of Sending Tax Bills ([State Tax Form 214](#))

The Collector should maintain this affidavit in office records and file a copy with the Clerk. Please do not send a copy to the Bureau of Accounts unless requested by the Director.

Notifications

DLS has expanded and refined automatic notifications of Bureau approvals, including immediate e-mail notifications of free cash certification. These notifications are sent to e-mail addresses in the Local Officials Directory, which local finance officials should check for accuracy. In some cases, local network firewall settings have resulted in non-delivery of these e-mail messages. Local officials should work with their Information Technology staff to ensure that messages sent by the Division are not blocked or considered SPAM since the Division now relies on e-mail to deliver legally required notifications.

Division of Local Services Website

All IGRs, Bulletins, Local Finance Opinions (LFOs) and other publications issued by DLS can only be found on our website at www.mass.gov/dls. You may now search for current IGRs, Bulletins and LFOs in the [DLSLAW Library](#).

DLS Mailing List Subscription

To subscribe to automatic notification of IGRs, Bulletins, *City & Town* e-newsletter, Cherry Sheets and other DLS publications and information, please click [here](#).

Thank you for your assistance with these important matters. If you have any questions, please do not hesitate to contact DLS.

Attachment 1

HOW TO REPORT?

1. **AMENDING FINANCING SOURCES.** At 5/15/2018 ATM, the town votes to appropriate \$50,000,000 under annual budget article. Motion was to raise and appropriate amounts, unless other source specified, as shown in finance committee recommendation. However, \$5,000,000 in other available funds (e.g., sale of cemetery lots fund, ambulance receipts reserved) intended to fund certain departments were inadvertently omitted from report and motion. Now the town is over its levy limit by \$5,000,000. At 11/1/2018 STM, the town votes to amend budget article to appropriate \$5,000,000 from various specified available funds.

APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2019	50,000,000	50,000,000			
11/1/2018	2019	0	(5,000,000)		5,000,000	
TOTALS		50,000,000	45,000,000		5,000,000	

2. **BALANCING THE BUDGET.** At 5/15/2018 ATM, the town votes to raise and appropriate \$50,000,000 under annual budget article. However, for various reasons (e.g., unanticipated prior year deficits, need to reduce state/local revenue estimates used) the town is over its levy limit by \$1,000,000 and needs to balance budget in order to set tax rate. At 11/1/2018 STM, the town considers two options.

Option A (cuts only). Votes to reduce school department appropriation by \$500,000 and rescind entire \$500,000 library department appropriation.

Option A – APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2019	50,000,000	50,000,000			
11/1/2018	2019	(1,000,000)	(1,000,000)			
TOTALS		49,000,000	49,000,000			

Option B (cuts and other financing sources). Votes reductions in school and library department appropriations by total of \$500,000, appropriates \$100,000 from ambulance receipts reserved to reduce tax rate and \$400,000 from free cash to reduce the tax rate.

Option B – APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2019	50,000,000	50,000,000			
11/1/2018	2019	(500,000)	(500,000)			
TOTALS		49,500,000	49,500,000			

\$100,000 appropriated from ambulance receipts to reduce tax rate reported in Section IIId-4 on Page 2

\$400,000 appropriated from free cash after 7/1/2018 to reduce tax rate reported in Section IIId-1b on Page 2

If town appropriated the ambulance receipts to amend financing source for budget article instead, report as shown in Example 1

Option B – APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2019	50,000,000	50,000,000			
11/1/2018	2019	(600,000)	(600,000)			
11/1/2018	2019	100,000			100,000	
TOTALS		49,500,000	49,400,000		100,000	

\$400,000 appropriated from free cash after 7/1/2018 to reduce rate reported in Section IIId-1b on Page 2

3. **REDUCING RSD APPROPRIATION.** At 5/15/2018 ATM, the town votes to raise and appropriate \$50,000,000 under annual budget articles, which include its annual regional school assessment. On 7/15/2018, the regional school district notifies the town that its assessment for the approved FY2019 budget is \$50,000 less than the amount appropriated at the 5/15/2018 ATM for that purpose.

APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2019	50,000,000	50,000,000			
7/15/2018	2019	(50,000)	(50,000)			
TOTALS		49,950,000	49,950,000			

4. **REDUCING CURRENT YEAR APPROPRIATIONS AFTER TAX RATE SET.** At a 5/15/2018 STM held within the ATM, the town votes to reduce several unspent and unencumbered FY2018 appropriations by \$500,000 in order to avoid a deficit at the end of the year.

APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
5/15/2018	2018	(500,000)	(500,000)			
5/15/2018	2018	500,000	500,000			
TOTALS		0	0			

5. **REPORTING APPROPRIATION TRANSFERS.** At a 4/1/2018 STM, the town transfers \$100,000 from several unspent and unencumbered FY2018 departmental line items to other items in the same or other departments. At the 5/15/2018 ATM, the town appropriates \$300,000 from several unspent and encumbered FY2018 operating appropriations as a financing source for the FY2019 operating budget appropriations. On 7/2/2018 the selectboard approved \$50,000 in additional transfers from several unspent and unencumbered FY2018 departmental line items to other items in the same or other departments and those transfers were approved by the finance committee on 7/9/2018.

APPROPRIATIONS						
Date	FY	(a) Total	(b) Raise & Appropriate (Levy)	(c) Free Cash	(d) Other Available Funds	(e), (f), (g) Offset Receipts, Enterprise Funds, CPA
4/1/2018	2018	100,000			100,000	
5/15/2018	2019	300,000			300,000	
TOTALS		400,000			400,000	

\$50,000 FY 2018 year-end transfers by selectboard, with finance committee approval, under G.L. c. 44, § 33B(b) are not reported on the recap

Springfield Conference
September 26-28, 2018

DATE/TIME	COORDINATOR/ PRESENTER	# SIGNED UP	COURSE NAME/ROOM	INSTRUCTORS	Web Link for Evaluations	MEAL TICKET	SPEAKER TABLE/ CHAIRS	OTHER EQUIP
Wednesday 1:30pm - 4:30pm ***** Break: 3:15pm- 3:45pm	Bob		How to train your Election workers..	Bridgett Simmons				Podium lapel microphone Projector/clicker Projector Screen Table for projector
Thursday 9am - 12Noon ***** Break: 10am- 10:30am	Amy Aikle		Vitals 101..	Alex Forman				Podium lapel microphone Projector/clicker Projector Screen Table for projector
Thursday 9am - 12Noon ***** Break: 10am- 10:30am	Dottie		2018 State Election & Early Voting prep..	Michelle Tassinari				Podium Lapel Microphone Projector/clicker Projector Screen Table for projector
Thursday 9am - 12Noon ***** Break: 10am- 10:30am	Valerie		The A,B,C's of conducting a Recount	Lauren Goldberg				Podium Projector/clicker Projector Screen Table for projector
Thursday 1:30pm- 4:30pm ***** Break: 3:15pm- 3:45pm	Dottie		2018 State Election & Early Voting prep.. Repeat of AM Class	Michelle Tassinari				Podium Microphone Projector/clicker Projector Screen Table for projector
Thursday 1:30pm- 4:30pm ***** Break: 3:15pm- 3:45pm	Valerie		The A,B,C's of conducting a Recount Repeat of AM Class	Lauren Goldberg				Podium Microphone Projector/clicker Projector Screen Table for projector
Thursday 1:30pm- 4:30pm ***** Break: 3:15pm- 3:45pm	Amy Aikle		Vitals 102..Amendments, homebirths, out of commonwealth births....	Alex Forman				Podium Microphone Projector/clicker Projector Screen Table for projector
Friday 9am - 12Noon ***** Break 10:00am- 10:30am	Kaari		CMMC/CMC/MMC certification process..and how to use social media	Instructors TBA				Podium Lapel microphone Projector/clicker Projector Screen Table for projector

MTCA Executive Board
Social Secretary

June 2018 through July 2018 Cards Sent

revised: 07/25/18

Type:	Sent:	To:	Reason:
Get Well	June 18	Catherine Stover/Nantucket TC (to Family residence in Harvard, MA per Asst.)	In hospital
Condolence	June 18	Nancy Talbot Ware, TC	Brother passed
Condolence	June 4	John Barr Program Mgr/Census Division for State	Mother passed
Condolence	July 25	Jean Kelly Hanson Asst. Town Clerk	Father passed away

Sincerely,

Tara J. Shaw
Plympton Town Clerk