



**Executive Board Meeting
Springfield, MA
Wednesday, September 26, 2018 ~ 10:00 AM**

President's Report – Nothing

Secretary's Report – Diane Packer should hand out for review
Report/Vote on August 2018 E-Board Minutes

Treasurers Report – Danielle

- FY19 Budget Year to Date as of 9.17.18 (see attached)
- FY19 Membership Summary as of 9.17.18 (see attached)

Assistant Treasurer Report – Lynn

- FY18 final membership
- FY19 Membership Dues notice/forms

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
Mentoring Committee
Communications
Education Committee
CVR User Group- Andy Dowd
Social Secretary Report – Tara Shaw

Old Business –

New Business –

Adjournment

REPORT OF THE 1ST VICE PRESIDENT
MTCA
FALL CONFERENCE 2018

SCHOLARSHIP INFORMATION

The Scholarship Committee (Nancy Blackmer, Marlene Chused and Nancy Talbot) have awarded Ellen Glidden - Town Clerk of Barre a Scholarship in the amount of \$180.00.

Ellen's application was received in a timely fashion and was the only one received for this conference.

Her request was for \$180.00 to cover the costs of registration, and for meals on Thursday only. She indicated that she would personally cover ½ the cost of her stay for Wednesday and Thursday evening at the Sheraton Hotel in Springfield.

VENDOR INFORMATION

The vendors who have indicated they will participate total twenty-two (22).

We have two new vendors - GovPayNet and Meridia Interactive Solutions who have requested to participate. Meridia unfortunately will not be present due to a last minute change but they have asked to have a table to have information about their product line available for clerks to view and take as needed, as vendor coordinator I agreed to place the information I receive on a table with whatever signage they may have. They plan on being a vendor at our Winter Conference at Devens, MA. Online Dog Licensing also will not be present but wanted to have their vendor information in our conference booklet.

The total amount received to date by these vendors is \$6,145.00, with others either submitting payments to me prior to the actual conference or at the conference.

Several vendors have once again made voluntary donations to our organization as follows:

Dupont Storage Systems - \$100.00
Electec - \$500.00
Kofile Technologies - \$500.00
LHS Associates - \$500.00

Submitted by - Nancy J. Talbot

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

	As of	September 17, 2018		
INCOME		FY19		
		BUDGET	NEW INCOME	ACTUAL
				REMAINING
3100 - Conference Revenue				
3110 - Registration		\$36,000.00	\$7,351.00	\$7,351.00
3120 - Meals		\$42,500.00	\$8,165.00	\$8,165.00
3130 - Mentoring Workshops		\$2,000.00		\$0.00
3140 - Vendor Income		\$18,000.00	\$365.00	\$365.00
Total Conference Revenue		<u>\$98,500.00</u>	<u>\$15,881.00</u>	<u>\$15,881.00</u>
				<u>\$82,619.00</u>
3200 - Certification Revenue		\$1,500.00		\$0.00
				\$1,500.00
3300 - Scholarship Donations		\$3,200.00		\$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	\$24,445.00	\$24,445.00
				\$3,555.00
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
		<u>\$44,700.00</u>	<u>\$24,445.00</u>	<u>\$24,945.00</u>
				<u>\$19,755.00</u>
TOTAL INCOME		<u>\$143,200.00</u>	<u>\$40,326.00</u>	<u>\$40,826.00</u>
				<u>\$102,374.00</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL

EXPENSE	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$3,500.00	\$0.00	\$28.00	\$3,472.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00	\$7.25		\$200.00
5201- MTCA software	\$755.00	\$755.00		\$755.00
Total Treasurer Expenses	<u>\$955.00</u>	<u>\$762.25</u>	<u>\$0.00</u>	<u>\$955.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,600.00	\$2,690.62	\$8,071.86	\$24,528.14
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>\$2,690.62</u>	<u>\$8,071.86</u>	<u>\$24,637.14</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	\$0.00	\$28.00	\$222.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$262.50	\$737.50
5602 - Certification Expenses	\$400.00		\$74.12	\$325.88
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$0.00</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	\$2,000.00	\$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	\$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>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$87,441.00</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	\$75.00	\$75.00	\$925.00
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>\$75.00</u>	<u>\$75.00</u>	<u>\$1,725.00</u>
TOTAL EXPENSE	\$143,200.00	\$5,527.87	\$10,539.48	\$132,660.52
Income / Expense Variance	\$0.00		\$30,286.52	

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL

Checking Account

Beginning Balance	8/3/2018	\$4,101.38
New Income		\$40,326.00
New Expenses		\$5,527.87
Current Balance	9/17/2018	\$38,899.51

Money Market account Balance

Beginning Balance	8/3/2018	\$32,185.44
New Income		\$2.73
New Expenses		\$0.00
Current Balance	9/17/2018	\$32,188.17

Membership Summary

2019

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	254	\$19,855.00	\$0.00	\$19,855.00
ACTIVE MEMBER	INACTIVE	1	\$35.00	\$0.00	\$35.00
ACTIVE MEMBER	PENDING	1	\$15.00	\$0.00	\$15.00
AFFILIATE MEMBER	ACTIVE	14	\$1,400.00	\$0.00	\$1,400.00
ASSOCIATE	ACTIVE	134	\$3,350.00	\$0.00	\$3,350.00
ASSOCIATE	PENDING	1	\$25.00	\$0.00	\$25.00
NEW CLERK	ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	9	\$90.00	\$0.00	\$90.00
STAFF- No Membership	ACTIVE	33	\$0.00	\$0.00	\$0.00
					\$24,770.00

Conference Registration Administrator Report:

Total number registered for the Springfield conference as of Sept. 13, 2018: **192**

- 2017 - ? (Springfield)
- 2016 – 253 (Springfield)
- 2015 – 211 (Springfield)
- 2014 - 190 (Springfield)

Total submitted by Administrator to Treasurer Danielle Sicard for registration & meals as of September 13, 2018: **\$15,221.00**

Certification Administrator Report:

SEPTEMBER, 2018 – NEW CMMC'S:

Lisa Stratford, Leverett
Mary F. Watson, Monson
Jayne Marie Davolio, Millbury
Cynthia L. Thompson, Wrentham
Debra A. Gremo, Auburn

1st CMMC recertification:

Karin L. Foley, Phillipston

2nd CMMC Recertification:

Elizabeth Markiewicz, Boxborough
Rosemary B. Harvell, Sudbury

3rd CMMC Recertification:

Kari Mai Tari, Concord
Tara M. Ward, Ashland

4th CMMC Recertification:

Wendy Houle, Sunderland
Carol Mayer, Medfield

Respectfully Submitted,



Conference Registration Administrator &
Certification Administrator

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

Elections - Mentoring Class

INCOME

	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue	\$330.00	\$585.00
3130 - Mentoring Workshops		
Total Workshop Revenue	\$330.00	\$585.00

EXPENSE

	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses	\$310.75	\$403.67
5709 - Misc Conf Exp (mentor/survey)	\$310.75	\$403.67
Total Conference Expenses	\$310.75	\$403.67
Income / Expense Variance	\$19.25	\$181.33

Total # of Registrants:

	Sep-18	Jan / Feb 2018	Sep-16
	22	39	47
Great Barrington	11		25
Franklin	28		22
Munson			
Walpole			