



**Executive Board Meeting
Northborough Senior Center, Northborough, MA
Friday, December 14th, 2018 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Approve Minutes

Treasurers Report – Danielle

- FY19 Budget Year to Date as of 12.4.18 (see attached)
- FY19 Membership Summary as of 11.27.18 (see attached)
- Springfield Conference Report (see attached)

President's Report – Marie Ryan

- Associated Press
- FAST Group
- Wednesday night/Conference

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-
-Elections Mentoring Report (see attached)
Communications Committee
Education Committee – Dottie Powers
CVR User Group- Andy Dowd
Social Secretary Report – Tara Shaw

Old Business –
New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



September 26, 2018 Sheraton Springfield

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 2019 | CATHERINE HARDER-BERNIER | ✓ |
| EXECUTIVE BOARD 2019 | KELLY McELREATH | ✓ |
| EXECUTIVE BOARD 2019 | DIANE PACKER | |
| EXECUTIVE BOARD 2020 | DEBRA BOURBEAU | |
| EXECUTIVE BOARD 2020 | ANN M. QUIRK | |
| EXECUTIVE BOARD 2020 | TRUDY L. REID | ✓ |
| EXECUTIVE BOARD 2021 | TERI BUNCE | ✓ |
| EXECUTIVE BOARD 2021 | THOMAS P. FLORENCE | ✓ |
| EXECUTIVE BOARD 2021 | CHRISTINA ST. PIERRE | ✓ |
| PAST PRESIDENT | ANDREW DOWD | ✓ |
| EDITOR | NANCY BURNHAM | |
| EDUCATION CHAIR | DOTTIE POWERS | |
| CONFERENCE | BARBARA LABOMBARD | ✓ |
| ADMINISTRATOR/CERTIFICATION | | |
| ASSISTANT TREASURER | LYNN SIBLEY | ✓ |
| | | |
| | | |
| | | |

A quorum of voting members being present, 1ST Vice President Nancy Talbot called the meeting to order at 10:24 AM. She then swore in new member Christina St. Pierre.

President's Report – President Ryan was not present

Secretary's Report – Elizabeth Greendale

Minutes from the Executive Board Meeting on August 9, 2018 were presented.

ACTION TAKEN: On a motion by Member CatherineHarder-Bernier, seconded by 2nd Vice President Bob Cutler, to approve the minutes from August 9, 2018, were unanimously approved as written/presented.

MTCA EXECUTIVE BOARD MEETING



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Treasurer's Report – Danielle Sicard

Treasurer Danielle Sicard was not present.

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

Assistant Treasurer - Lynn Sibley

Asst. Treasurer Sibley reports that membership seems to be picking up with the release of the Conference Registration.

ACTION TAKEN: On a motion by 2nd VP Bob Cutler, seconded by Member Catherine Harder-Bernier, to remind the membership to send in Annual Dues by October 15th, was unanimously approved.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that 1 scholarship was awarded for \$180 for this conference. She also reported having 23 Vendors. She also included a notice from the Justice of the Peace Assoc., stating that there will be a representative in the Vendor Room.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported that the Hotel is at full capacity due to the Big E and the new Casino.

Past President Report– Andrew Dowd

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

Conference Registrar/Certification Administrator – Barbara Labombard

Ms. Labombard inquired about the registration process for City Clerks, where they are not members and attendance requires membership. Mr. Cutler noted that Nicki Crispo is the new President of the City Clerks Assoc., and they have given us a donation toward Plymouth.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

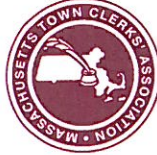
2nd Vice President Cutler reported that an issue has been raised that paper Ballot Communities, don't have a space for write-Ins, and this should be addressed.

Mentoring Committee – Danielle Sicard

Member McElreath updated the group that the program is going well and the next session will be in Holliston on November 28th, covering Census and Campaign Finance.

Communications Committee –

MTCA EXECUTIVE BOARD MEETING



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CVR User Group – Andy Dowd

The State has not yet Certified Poll Pads and shut down the system post Primary.

Education Committee – Dottie Powers

Member Powers asked Mr. Cutler to discuss whether we wanted to continue the Friday class.

Old Business – none

New Business – none

Meeting was adjourned at 11:28 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

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

| | As of | November 27, 2018 | | | |
|---------------------------------------|-------|---------------------|--------------------|--------------------|--------------------|
| INCOME | | FY19 BUDGET | NEW INCOME | ACTUAL | REMAINING |
| 3100 - Conference Revenue | | | | | |
| 3110 - Registration | | \$36,000.00 | \$4,400.00 | \$11,751.00 | \$24,249.00 |
| 3120 - Meals | | \$42,500.00 | \$3,580.00 | \$11,745.00 | \$30,755.00 |
| 3130 - Mentoring Workshops | | \$2,000.00 | \$330.00 | \$330.00 | \$1,670.00 |
| 3140 - Vendor Income | | \$18,000.00 | \$8,620.00 | \$8,985.00 | \$9,015.00 |
| Total Conference Revenue | | <u>\$98,500.00</u> | <u>\$16,930.00</u> | <u>\$32,811.00</u> | <u>\$65,689.00</u> |
| 3200 - Certification Revenue | | \$1,500.00 | \$305.00 | \$305.00 | \$1,195.00 |
| 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 | \$5,476.00 | \$5,476.00 | \$3,524.00 |
| 3600 - Dues | | \$28,000.00 | \$4,800.00 | \$29,245.00 | (\$1,245.00) |
| 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>\$10,581.00</u> | <u>\$35,526.00</u> | <u>\$9,174.00</u> |
| TOTAL INCOME | | <u>\$143,200.00</u> | <u>\$27,511.00</u> | <u>\$68,337.00</u> | <u>\$74,863.00</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 | \$18.50 | | \$200.00 |
| 5201- MTCA software | \$755.00 | | | \$755.00 |
| Total Treasurer Expenses | <u>\$955.00</u> | <u>\$18.50</u> | <u>\$0.00</u> | <u>\$955.00</u> |
| 5300 - Lobbyist Expenses | | | | |
| 5301 - Lobbyist Salary | \$32,600.00 | \$5,381.24 | \$13,453.10 | \$19,146.90 |
| 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>\$13,453.10</u> | <u>\$19,255.90</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 | \$62.32 | \$136.44 | \$263.56 |
| Total Certification Expenses | <u>\$1,400.00</u> | <u>\$62.32</u> | <u>\$398.94</u> | <u>\$1,001.06</u> |
| 5700 - Conference Expenses | | | | |
| 5701 - Printing Brochures/Program | \$1,500.00 | \$384.82 | \$384.82 | \$1,115.18 |
| 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 | \$73,591.00 | \$30,255.08 | \$30,255.08 | \$43,335.92 |
| 5708 - NE Conference (2022) | \$1,000.00 | | \$0.00 | \$1,000.00 |
| 5709 - Misc Conf Exp (mentor/survey) | \$2,000.00 | \$380.75 | \$380.75 | \$1,619.25 |
| 5710 - Printing / Copying | \$0.00 | | \$0.00 | \$0.00 |
| Total Conference Expenses | <u>\$89,441.00</u> | <u>\$31,020.65</u> | <u>\$33,020.65</u> | <u>\$56,420.35</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 | \$1,158.91 | \$1,158.91 | (\$158.91) |
| 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 | \$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>\$0.00</u> | <u>\$75.00</u> | <u>\$1,725.00</u> |
| TOTAL EXPENSE | \$143,200.00 | \$37,641.62 | \$48,162.60 | \$95,037.40 |
| Income / Expense Variance | \$0.00 | | \$20,174.40 | |

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL

Checking Account

| | | |
|-------------------|------------|--------------------|
| Beginning Balance | 9/17/2018 | \$38,899.51 |
| New Income | | \$27,511.00 |
| New Expenses | | \$37,641.62 |
| Current Balance | 11/27/2018 | \$28,768.89 |

Money Market account Balance

| | | |
|-------------------|------------|--------------------|
| Beginning Balance | 9/17/2018 | \$32,188.17 |
| New Income | | \$5.38 |
| New Expenses | | \$0.00 |
| Current Balance | 11/27/2018 | \$32,193.55 |

Membership Summary

2019

| Member Type | Member Status | # | Membership Amt | Over Paid | Total |
|----------------------|---------------|-----|----------------|-----------|-------------|
| ACTIVE MEMBER | ACTIVE | 290 | \$22,920.00 | \$0.00 | \$22,920.00 |
| ACTIVE MEMBER | INACTIVE | 1 | \$35.00 | \$0.00 | \$35.00 |
| ACTIVE MEMBER | PENDING | 1 | \$15.00 | \$0.00 | \$15.00 |
| AFFILIATE MEMBER | ACTIVE | 22 | \$2,200.00 | \$0.00 | \$2,200.00 |
| ASSOCIATE | ACTIVE | 164 | \$4,100.00 | \$0.00 | \$4,100.00 |
| 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 | 41 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | \$29,385.00 |

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

Conference: Springfield 2017

| INCOME | |
|---------------------------|--------------------|
| | <u>ACTUAL</u> |
| 3100 - Conference Revenue | |
| 3110 - Registration | \$8,545.00 |
| 3120 - Meals | \$9,895.00 |
| 3140 - Vendor Income | \$6,255.00 |
| Total Conference Revenue | \$24,695.00 |

| EXPENSE | |
|---------------------------------------|--------------------|
| | <u>ACTUAL</u> |
| 5400 - Scholarship Expenses | |
| 5403 - MTCA Conference Scholarships | \$853.66 |
| 5700 - Conference Expenses | |
| 5701 - Printing Brochures/Program | \$383.84 |
| 5702 - Conference Deposits | |
| 5703 - Postage / Brochure Mailing | |
| 5705 - Entertainment | |
| 5706 - Speakers / Education | \$1,289.39 |
| 5707 - Conference Hotel / Meals | \$24,708.07 |
| 5708 - NE Conference (2016) | |
| 5709 - Misc Conf Exp (mentory/survey) | |
| 5710 - Printing / Copying | |
| Total Conference Expenses | \$27,234.96 |

Income / Expense Variance

(\$2,539.96)

Total # of Registrants:

174

Conference: Springfield 2018

| INCOME | |
|---------------------------|--------------------|
| | <u>ACTUAL</u> |
| 3100 - Conference Revenue | |
| 3110 - Registration | \$11,751.00 |
| 3120 - Meals | \$11,630.00 |
| 3140 - Vendor Income | \$8,620.00 |
| Total Conference Revenue | \$32,001.00 |

| EXPENSE | |
|---------------------------------------|--------------------|
| | <u>ACTUAL</u> |
| 5400 - Scholarship Expenses | |
| 5403 - MTCA Conference Scholarships | \$0.00 |
| 5700 - Conference Expenses | |
| 5701 - Printing Brochures/Program | \$384.82 |
| 5702 - Conference Deposits | |
| 5703 - Postage / Brochure Mailing | |
| 5705 - Entertainment | |
| 5706 - Speakers / Education | |
| 5707 - Conference Hotel / Meals | \$30,255.08 |
| 5708 - NE Conference (2016) | |
| 5709 - Misc Conf Exp (mentory/survey) | |
| 5710 - Printing / Copying | |
| Total Conference Expenses | \$30,639.90 |

Income / Expense Variance

\$1,361.10

Total # of Registrants:

216

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT

Elections - Mentoring Class

INCOME

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

EXPENSE

| | | |
|--------------------------------------|-----------------|-----------------|
| 5700 - Conference Expenses | <u>ACTUAL</u> | <u>ACTUAL</u> |
| 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 | Walpole 25 |
| Franklin | | 28 | Munson 22 |

MTCA Executive Board
Social Secretary

October 2018 through December 2018 Cards Sent

12/10/2018

| Type: | Sent: | To: | Reason: |
|------------|---------|--|---|
| Condolence | Oct 11 | Carol Skerrett Town Clerk of Dunstable Mother Jean Agresti | Mother Jean Agresti Passed away |
| Condolence | Oct 17 | Retired Town Clerk Sue Scarpa from Lee | Husband Passed away |
| Condolence | Oct. 28 | Family of Harriet Steeves Retired Town Clerk, Nahant | Passed Away Condolence card sent to the Church in C/O family with letter to pass to them |

Sincerely,

Tara J. Shaw
Plympton Town Clerk