



**Executive Board Meeting
Devens, MA
Wednesday, February 6th, 2019 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Approve Minutes

Treasurers Report – Danielle

- FY19 Budget Year to Date as of 1.28.19 (see attached)
- FY19 Membership Summary as of 1.28.19 (see attached)

President's Report – Marie Ryan

- Software Coordinator – Added to Part 1 of the Policies
- Education Committee Roles- include Education Data Base Coordinator
Added to Part 2 of Policies
- Wednesday night/Conference
- April 12 – E-Board meeting in GB

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 (local) 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



December 14, 2018 Northborough Senior Center

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 ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	√

A quorum of voting members being present, President Marie Ryan called the meeting to order at 10:03 AM.

Secretary's Report – Elizabeth Greendale

Minutes from the Executive Board Meeting on September 26, 2018 were presented.

ACTION TAKEN: On a motion by Member Ann Quirk, seconded by Member Trudy Reid, to approve the minutes from September 26, 2018, were unanimously approved as written/presented.

MTCA EXECUTIVE BOARD MEETING



December 14, 2018 Northborough Senior Center

Minutes Approved on: DRAFT

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 Kelly McElreath, to accept the Treasurer's Report, was unanimously approved.

President's Report – Marie Ryan

President Ryan reported that the Association receives \$5,476 for the State Primary and \$5,000 for the State Election from the Associated Press.

The FAST (Forum About Small Towns) Group will be starting up again with Christina St.Pierre.

Amy Warfield would like to plan an event for Wednesday evening of the Devens Conference.

A discussion with the Education Committee on the Friday Class at conferences will take place at the Devens Conference.

President Ryan will be reviewing the Committees for openings and reappointments.

At the upcoming MMA Conference, Michelle Tassinari and Lisa Thomas will be holding a class on the Impact of Town Clerks and Elections.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that Vendors are coming in slowly for the Conference, and the NEMCI Scholarship deadline is March 1st.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported that we are all set for the Conference this far.

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 was not present.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

2nd Vice President Cutler reported that there hasn't been much activity on the current Bills. There is potential for the EV Bill to be a standalone, the deadline to file is the 3rd week in January.

Mentoring Committee – Danielle Sicard

Treasurer Sicard updated the group that the program is going well and looking to have a meeting with all Regional Associations to encourage their support and participation.

MTCA EXECUTIVE BOARD MEETING



December 14, 2018 Northborough Senior Center

Minutes Approved on: DRAFT

Communications Committee –

CVR User Group – Andy Dowd

Past President Dowd reported that there isn't much going on with the current system.

Education Committee – Dottie Powers

Member Powers reported that there is a great line up of classes for the Devens Conference, Wednesday Class will have points, and LHS will do a class on RTR and Poll Pads.

Old Business – none

New Business – none

Meeting was adjourned at 11:23 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

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

As of **January 28, 2019**

INCOME	FY19 BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$36,000.00	\$5,600.00	\$17,351.00	\$18,649.00
3120 - Meals	\$42,500.00	\$6,460.00	\$18,205.00	\$24,295.00
3130 - Mentoring Workshops	\$2,000.00	\$825.00	\$1,155.00	\$845.00
3140 - Vendor Income	\$18,000.00	\$0.00	\$8,985.00	\$9,015.00
Total Conference Revenue	\$98,500.00	\$12,885.00	\$45,696.00	\$52,804.00
3200 - Certification Revenue	\$1,500.00	\$480.00	\$785.00	\$715.00
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	\$5,000.00	\$10,476.00	(\$1,476.00)
3600 - Dues	\$28,000.00	\$400.00	\$29,645.00	(\$1,645.00)
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
	\$44,700.00	\$5,880.00	\$41,406.00	\$3,294.00
TOTAL INCOME	\$143,200.00	\$18,765.00	\$87,102.00	\$56,098.00

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

EXPENSE	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$3,500.00	\$2,483.62	\$2,511.62	\$988.38
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00	\$22.30		\$200.00
5201- MTCA software	\$755.00			\$755.00
Total Treasurer Expenses	<u>\$955.00</u>	<u>\$22.30</u>	<u>\$0.00</u>	<u>\$955.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,600.00	\$8,340.96	\$21,794.06	\$10,805.94
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$109.00	\$0.00
Total Lobbyist Expense	<u>\$32,709.00</u>	<u>\$8,449.96</u>	<u>\$21,903.06</u>	<u>\$10,805.94</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	\$103.00	\$131.00	\$119.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$392.50	\$655.00	\$345.00
5602 - Certification Expenses	\$400.00	\$74.54	\$210.98	\$189.02
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$467.04</u>	<u>\$865.98</u>	<u>\$534.02</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$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	\$43,335.92
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$883.41	\$1,264.16	\$735.84
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$89,441.00</u>	<u>\$883.41</u>	<u>\$33,904.06</u>	<u>\$55,536.94</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	\$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 & Hosting	\$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	\$54.50	\$129.50	\$870.50
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>\$54.50</u>	<u>\$129.50</u>	<u>\$1,670.50</u>
TOTAL EXPENSE	\$143,200.00	\$12,463.83	\$60,604.13	\$82,595.87
Income / Expense Variance	\$0.00		\$26,497.87	

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL

Checking Account

Beginning Balance	11/27/2018	\$28,768.89
New Income		\$18,765.00
New Expenses		\$12,463.83
Current Balance	1/28/2019	\$35,070.06

Money Market account Balance

Beginning Balance	11/27/2018	\$32,193.55
New Income		\$5.38
New Expenses		\$0.00
Current Balance	1/28/2019	\$32,198.93

Membership Summary

2019

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	290	\$22,785.00	\$0.00	\$22,785.00
ACTIVE MEMBER	INACTIVE	3	\$220.00	\$0.00	\$220.00
ACTIVE MEMBER	PENDING	1	\$15.00	\$0.00	\$15.00
AFFILIATE MEMBER	ACTIVE	23	\$2,300.00	\$0.00	\$2,300.00
ASSOCIATE	ACTIVE	171	\$4,275.00	\$0.00	\$4,275.00
ASSOCIATE	INACTIVE	1	\$25.00	\$0.00	\$25.00
ASSOCIATE	PENDING	1	\$25.00	\$0.00	\$25.00
NEW CLERK	ACTIVE	2	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	9	\$90.00	\$0.00	\$90.00
STAFF- No Membership	ACTIVE	44	\$0.00	\$0.00	\$0.00
STAFF- No Membership	TRANSFER-INACTIVE	1	\$0.00	\$0.00	\$0.00
					\$29,735.00

To be added to PART 1: of the policies:

Software Coordinator

The software coordinator position is intended to provide support and training to the Executive Board and members of committees who are required to utilize the MTCA software for processing MTCA business relative to membership and conferences.

This individual is appointed by the outgoing President prior to a new President taking office and to serve for the 2 year term of the incoming President. The position will have an annual stipend of \$ 1200.00 with ½ paid in January and the remainder in June along with any additional per diem costs for services outside the scope of this position that are billed to the association by the software coordinator (see per diem section below).

The software coordinator is responsible for **training** as follows:

- Providing an annual training session for software users & E-Board members
- Providing new software users with up to 2 hours training upon appointment
- Maintain and disseminate the software manual, making corrections and additions as necessary

The software coordinator is responsible for **software functionality** as follows:

- Maintaining lists of software users, access levels & passwords as well as distribution of new software versions as they become available
- Leads the implementation of the software flip with software vendor, treasurer and assistant treasurer to ensure the membership data (member lists & income) and conference income within in the software matches treasurers records – making corrections when necessary

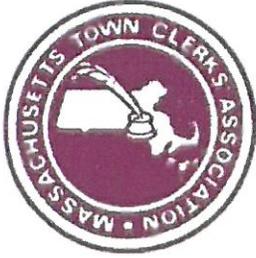
The software coordinator is responsible for **ensuring proper use and implementation** of the software in the following manner:

- Initiate processing reminders and deadlines via email to users prior to each conference for the following: scholarships, vendors, clerk teacher credits
- Initiate processing reminders and deadlines via email to users post conference about class attendance credits
- Initiate processing reminders via email relative to processing vendor annual website sponsorships, processing membership benefits (email, gmail access) and CMMC certifications.

The software coordinator acts as the **main contact between the MTCA and the software vendor** regarding software issues and updates. With the exception of the Treasurer, Assistant Treasurer (processing memberships) and the Conference Administrator, all software users must work through the software coordinator who will contact the vendor about software issues. The treasurer, Assistant Treasurer and Conference Administrator must copy the software coordinator on software issue communications with the vendor.

Per Diem events such as the following could result in additional compensation of \$20.00/ hour or an agreed upon lump sum to the software coordinator.

- Implementation of New Software Functionality (prior approval by E-Board required)
- Addressing software users failure to perform tasks which they are responsible for
- Additional trainings necessary beyond the scope to ensure proper software processing
- Management of unforeseen software issues beyond the scope



NAME: _____

MTCA POSITION: _____

Software Responsibilities

Software Manual Pages

MTCA SOFTWARE USER ACKNOWLEDGEMENT OF RESPONSIBILITIES

I, _____, acknowledge receipt of the MTCA software manual and that by virtue of my appointed MTCA position (listed above), I am a MTCA software user. As an MTCA software user I acknowledge my responsibility for utilizing the software as outlined in the software manual.

I acknowledge that I am aware that I will receive reminders, instructions and deadlines associated with my MTCA softer user role from the software coordinator and that I agree to meet these expectations. I further acknowledge that the deadlines created are meant to allow other software users the ability to view information in the software in manner that provides value to their role and responsibilities. Further, I agree to engage in the proper use of the software acknowledging that the software holds the association's membership and conference history records.

To ensure the continued use and viability of the MTCA software I agree to notify the software coordinator, not the software vendor, of any software issues that interfere with the designed purpose so they can be addressed and corrected.

I acknowledge that failure to perform the software tasks associated with my MTCA appointed role may cause additional costs to the MTCA association.

Signature: _____

Date: _____

Added to Part 2

EDUCATION COMMITTEE ROLES

1. Chairperson

- Scheduling Meetings (8-10 weeks prior to conference)/Meeting agendas / minutes and follow up emails.
- Apply for IIMC credits for conference classes as soon as classes are determined.
- Act as the Education Coordinator to ensure all responsibilities of the committee in preparing the education classes for conferences have been fulfilled
- Send copy of agenda, Evaluation results and minutes from last meeting to all meeting attendees.
- Inform coordinators of the deadline to obtain confirmation from instructors and description of classes for brochures.
- Submit confirmed classes to MTCA President, 1st and 2nd VP.

2. Secretary

- Work closely with the Chair
- Take Minutes at all Education committee meetings
- Send Agenda and draft minutes before meetings
- Invite all education committee members to meeting; include City Clerk president and VP when scheduling the Winter & Spring conference.

3. Evaluation Coordinator

- Create Evaluation links using survey Monkey <https://www.surveymonkey.com>
- User ID-massclerk
- Password: conference2017
- Send link out to all class attendees after conference; track responses and report at next education committee meeting.

4. Education Class Coordinator

- Maintain list of classes and instructor bios, coordinate
- Assign Clerks to introduce instructors, hand out sign in sheets after 1st break, and ensure that class attendees know that the eval link will be sent out following the conference.
- Send list of classes with descriptions to the Chair & Attendance Coordinator as soon as possible.
- Send questions to instructors upon receipt from the Attendance Coordinator.

5. Education Database Coordinator

This individual is appointed by the President, is a member of the Education Committee 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.
- Supply Clerks with a certificate if they need one for their municipality
- Supply clerks a transcript of all classes taken upon request

6. Attendance Coordinator-

- Set up online registration
- Distribute sign in sheets to all class facilitators at least a week before the conference
- Submit questions from class attendees to Education class coordinator to forward to the instructors at least a week before
- Collect completed sign in sheets and forward to Certification Coordinator for input into the data base.

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

As of February 6, 2019

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 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.

Software Coordinator

The software coordinator position is intended to provide support and training to the Executive Board and members of committees who are required to utilize the MTCA software for processing MTCA business relative to membership and conferences.

This individual is appointed by the outgoing President prior to a new President taking office and to serve for the 2 year term of the incoming President. The position will have an annual stipend of \$1200 with ½ paid in January and the remainder in June along with any additional per diem costs for services outside the scope of this position that are billed to the association by the software coordinator (see per diem section below).

The software coordinator is responsible for **training** as follows:

- Providing an annual training session for software users & E-Board members
- Providing new software users with up to 2 hours training upon appointment
- Maintain and disseminate the software manual, making corrections and additions as necessary

The software coordinator is responsible for **software functionality** as follows:

- Maintaining lists of software users, access levels & passwords as well as distribution of new software versions as they become available
- Leads the implementation of the software flip with software vendor, treasurer and assistant treasurer to ensure the membership data (member lists & income) and conference income within in the software matches treasurers records – making corrections when necessary

The software coordinator is responsible for **ensuring proper use and implementation** of the software in the following manner:

- Initiate processing reminders and deadlines via email to users prior to each conference for the following: scholarships, vendors, clerk teacher credits
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- Initiate processing reminders via email relative to processing vendor annual website sponsorships, processing membership benefits (email, gmail access) and CMMC certifications.

The software coordinator acts as the **main contact between the MTCA and the software vendor** regarding software issues and updates. With the exception of the Treasurer, Assistant Treasurer (processing memberships) and the Conference Administrator, all software users must work through the software coordinator who will contact the vendor about software issues. The treasurer, Assistant Treasurer and Conference Administrator must copy the software coordinator on software issue communications with the vendor.

Per Diem events such as the following could result in additional compensation of \$20/hour or an agreed upon lump sum to the software coordinator.

- Implementation of New Software Functionality (prior approval by E-Board required)
- Addressing software users failure to perform tasks which they are responsible for
- Additional trainings necessary beyond the scope to ensure proper software processing
- Management of unforeseen software issues beyond the scope

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

EDUCATION COMMITTEE ROLES

1. Chairperson

- Scheduling Meetings (8-10 weeks prior to conference)/Meeting agendas / minutes and follow up emails.
- Apply for IIMC credits for conference classes as soon as classes are determined.
- Act as the Education Coordinator to ensure all responsibilities of the committee in preparing the education classes for conferences have been fulfilled
- Send copy of agenda, Evaluation results and minutes from last meeting to all meeting attendees.
- Inform coordinators of the deadline to obtain confirmation from instructors and description of classes for brochures.
- Submit confirmed classes to MTCA President, 1st and 2nd VP.

2. Secretary

- Work closely with the Chair
- Take Minutes at all Education committee meetings
- Send Agenda and draft minutes before meetings
- Invite all education committee members to meeting; include City Clerk president and VP when scheduling the Winter & Spring conference.

3. Evaluation Coordinator

- Create Evaluation links using survey Monkey <https://www.surveymonkey.com>
- User ID-massclerk
- Password: conference2017
- Send link out to all class attendees after conference; track responses and report at next education committee meeting.

4. Education Class Coordinator

- Maintain list of classes and instructor bios, coordinate
- Assign Clerks to introduce instructors, hand out sign in sheets after 1st break, and ensure that class attendees know that the eval link will be sent out following the conference.
- Send list of classes with descriptions to the Chair & Attendance Coordinator as soon as possible.
- Send questions to instructors upon receipt from the Attendance Coordinator.

5. Education Database Coordinator

This individual is appointed by the President, is a member of the Education Committee and shall be responsible for the following:

- Maintains database of all conference and education program attendees
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- Reports updated information to Certification Coordinator to support applications for certifi-

cation or re-certification

- Maintains database of Clerks, updating names, addresses, and certification status as appropriate.
- Supply Clerks with a certificate if they need one for their municipality
- Supply clerks a transcript of all classes taken upon request

6. Attendance Coordinator-

- Set up online registration
- Distribute sign in sheets to all class facilitators at least a week before the conference
- Submit questions from class attendees to Education class coordinator to forward to the instructors at least a week before
- Collect completed sign in sheets and forward to Certification Coordinator for input into the data base.

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: the Association will waive their conference fee registration and the cost of 1 (one) meal per class teaching (excluding the banquet). 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 break-

MAKE A STATEMENT

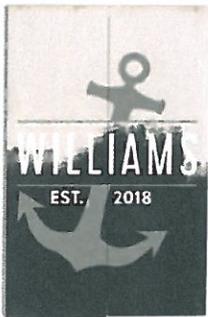


Created by Paint Nite, this new hands-on experience lets you build and paint **custom wood wall art** that showcases your personal style. Design a Sign is DIY and designer-inspired, hosted at a local bar or restaurant with an easy-to-follow guide. Don't forget the cocktails!

Why Design a Sign

Design a Sign is all about individuality. All projects are color customizable and can be personalized to make them one-of-a-kind wood signs.

What you'll get



Using stencils they choose prior to the event, guests create a personalized, unique piece of wood wall art they can take home. And, our experienced event managers are at your disposal throughout the entire planning process—they'll do all the heavy lifting your guest can have a fun, memorable evening.

What people say



Design a Sign events encourage guests to embrace their creativity to make a piece of wood wall art that's uniquely their own. Each guest works with a different stencil and design—seeing what other guests make helps increase social interaction in the group. Plus, guests take home their personalized wood wall art that lasts long after the event ends.

Pricing

Design a Sign events are priced at \$65 per person, plus any applicable taxes.

A minimum spend of \$975 (the equivalent of 15 guests) is due at the time of booking to hold your event. This serves as your non-refundable deposit.

NOTE: We do not honor Groupons or other coupons for Design a Sign due to the need for custom arrangements.



Total event time (set up through clean up) is **4 hours**. Actual run time of event is **2 hours**.



We can accommodate groups of **any size**.

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT

	January 2019
INCOME	ACTUAL
Elections (local) - Mentoring Class	
3100 - Conference Revenue	\$450.00
3130 - Mentoring Workshops	\$450.00
Total Workshop Revenue	

	ACTUAL
EXPENSE	
5700 - Conference Expenses	\$277.41
5709 - Misc Conf Exp (mentor/survey)	\$277.41
Total Conference Expenses	
Income / Expense Variance	\$172.59

	Jan 2019	Jan / Feb 2018
Total # of Registrants:	30	39

Great Barrington 11
Franklin 28

Conference Registration Administrator Report:

Total number registered for the Devens conference (as of Jan. 31, 2019): **229**

Total deposited with Treasurer (Registration/meals as of Jan. 31, 2019): **\$17,225.00**

Certification Administrator Report:

New CMMC's:

Donna Shortall, Rockland
Susan M. Coache, Palmer
Leanne M. Adams, Abington
Beth Klein, Wayland
Susan M. Galvin, Milton

1st CMMC Recertification

Pamela H. Powell, Bolton
Robin Phelan, Boxford
Trudy L. Reid, Lynnfield
Denise Graffeo, Tewksbury

2nd CMMC Recertification

Dorothy A. Powers, Westwood
Michelle L. Hill, Southwick
Paul M. Munchbach, Dedham
Thomas P. Florence, East Longmeadow
Lynn O'Brien, Otis

3rd CMMC Recertification

Michael Palmer, Falmouth
Mary Courtney Kennedy, Williamstown
Christine E.G. Furno, Douglas

Respectfully Submitted,

Sabrina L. LaBouvard

mentoring
 MASSACHUSETTS TOWN CLERK'S ASSOCIATION
 CONFERENCE REPORT

Elections (local) - Mentoring Class	January 2019	
	<u>ACTUAL</u>	
3100 - Conference Revenue	\$450.00	
3130 - Mentoring Workshops	\$450.00	
Total Workshop Revenue		

EXPENSE	<u>ACTUAL</u>	
5700 - Conference Expenses		
5709 - Misc Conf Exp (mentor/survey)	\$277.41	
Total Conference Expenses	\$277.41	
Income / Expense Variance	\$172.59	

Total # of Registrants:	Jan 2019	Jan / Feb 2018
	30	39
	Great Barrington	11
	Franklin	28

MTCA Executive Board
Social Secretary

December 2018 through January 2019

1/30/2019

Type:	Sent:	To:	Reason:
Get Well	January 28	Ryan Family Marie Ryan Town of Great Barrington TC	Husband Timothy Hospitalized
Condolence	January 30	The Glidden Family Ellen Glidden, Town of Barre TC	Mother In Law Carolyn Glidden, Former TC, Passed Away

Sincerely,

Tara J. Shaw
Plympton Town Clerk

**REPORT FROM 1ST VICE PRESIDENT
MTCA
EXECUIVE BOARD MEETING
WEDNESDAY - FEBRUARY 6, 2019**

VENDORS

The attached reports are given to all of you as part of the reports for the various vendors who will be in attendance at our Winter Conference at Devens, MA.

There will be twenty (20) vendors present (19 vendors and the Sec. of State - Elections Division will be represented by John Barr and his staff to represent the 2020 Census Bureau who unfortunately were not able to come due to another commitment).

We will have two (2) new vendors PCC Technology of Windsor, CT (State Voter Registration and Election Management Software), as well as Scytl a company based in Tampa, FL (Real time election night reporting and other Election related products) at our conference. After they contacted me, they chose to participate and see if there was any interest by clerks in the products they have to offer.

The Vendor Deposit Summary Report attached will show that \$5,505.00 has been sent to our Treasurer to date and the balance of monies will be collected at the conference.

Once again we have received generous donations from Kofile Technologies (\$500.00) and LHS Associates (\$500.00), a donation from Online Dog Licensing in the amount of \$125.00 has been made to our organization.

It is apparent that we have support and interest from the returning vendors each conference and I know clerks rely on their presence to gain information about new products as well as place orders with them for items they use regularly.

SCHOLARSHIP APPLICANTS AND AWARDS

MTCA - Devens, MA

The Scholarship Committee (Nancy Blackmer, Marlene Chused and Nancy Talbot) **awarded the following individuals scholarship funds to attend this conference as follows:**

Susan Lawless - Assistant Town Clerk of Halifax requested \$165.00 for conference attendance (Meals - \$115.00, and \$50.00 - Registration Fee)

Ellen Glidden - Town Clerk of Barre requested \$165.00 for conference attendance (Meals - \$115.00, and \$50.00 - Registration Fee).

NEMCI - Summer Academy & Institute

Request for funds as follows have been made to our association:

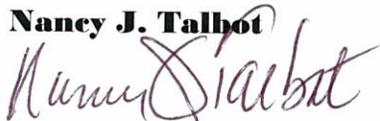
Jeanne Survell - Town Clerk of Peperell has requested \$925.00, Sharyn Thomas - Assistant Town Clerk of Shrewsbury has requested \$925.00, Sarah W. Strozina - Assistant Town Clerk of Auburn has requested \$925.00, and Jacklyn Morris - Assistant Town Clerk of Sherborn has requested \$850.00 (her municipality will pay the registration fee of \$75.00). Total requests to date - \$3,625.00.

Information has been sent to the two members of the Scholarship Committee but only one has responded in support (with the comment that if there is sufficient funding the award should be made 1st to a Town Clerk then to the Assistants). I await the response from the 2nd member.

The deadline for submission of an application is March 25, 2019 to the State Chair of MA

Submitted by -

Nancy J. Talbot

A handwritten signature in dark ink, appearing to read "Nancy J. Talbot", written in a cursive style.

Winter Conference - 2019

Date: 1/30/2019 4:40:57 PM

Vendor	Add		Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF				Total Due	Pd Date	AmtPd	2nd Pd Date	Bal Pd
	Tables	Tables										#	L	D	2#					
Donnegan Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/15/2019	\$250.00		\$0.00						
Dupont Storage Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$300.00	1/18/2019	\$300.00		\$0.00						
ELECTEC Election Services, Inc.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$300.00	1/28/2019	\$300.00		\$0.00						
Election Systems & Software ES&S	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/22/2019	\$250.00		\$0.00						
FOIA Direct, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
General Code LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/17/2019	\$250.00		\$0.00						
GoPetie	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
Image Data, INC.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	0	0	\$275.00	1/15/2019	\$275.00		\$0.00						
Inclusion Solutions IS Elections	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/15/2019	\$250.00		\$0.00						
King Information Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/10/2019	\$250.00		\$0.00						
KOFILE Technologies	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	2	0	0	\$800.00	1/15/2019	\$800.00		\$0.00						
LHS Associates, Inc.	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$500.00	3	3	0	0	\$1,000.00	1/15/2019	\$1,000.00		\$0.00						
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$0.00						
Mass Mailers Plus, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	2	2	0	0	\$350.00	1/19/2019	\$350.00		\$0.00						
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
Northeast Document Conservation Center	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/5/2019	\$250.00		\$0.00						
Online Dog Licensing	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$125.00	1	0	0	0	\$400.00		\$0.00		\$0.00						
PCC Technology, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	2	2	2	0	\$430.00	1/22/2019	\$430.00		\$0.00						
Scytl	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	1/25/2019	\$250.00		\$0.00						

Winter Conference - 2019

Date: 1/30/2019 4:41:26 PM

Vendor	Tables	Add Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	Amtpaid	2nd PD Date	Bal Pd
FOIA Direct, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
GoPetite	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$0.00						
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00						
Online Dog Licensing	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$125.00	1	0	0	0	\$400.00		\$0.00		\$0.00						

TOTALS

Tables	\$1,250.00	Sponsor Break	\$0.00	Breakfast	\$25.00	Grand Total	\$1,600.00
Add Tables	\$200.00	Sponsor Breakfast	\$0.00	Lunch	\$0.00	1st Payment	\$0.00
Full Ad	\$0.00	Sponsor Lunch	\$0.00	Dinner	\$0.00	Final Payment	\$0.00
Half Ad	\$0.00	Sponsor President	\$0.00	Breakfast 2	\$0.00	Adjustments	\$50.00
Donations	\$125.00	Sponsor Banquet	\$0.00			Balance	\$1,550.00

Date Vendor Deposit Report

Thursday, January 31, 2019

Conference Name	Vendor	Date Paid	Deposit Date	Verified Date	Amt Pd
Winter Conference - 2019	Donnegan Systems	1/15/2019	1/31/2019		\$250.00
Winter Conference - 2019	Dupont Storage Systems	1/18/2019	1/31/2019		\$300.00
Winter Conference - 2019	ELECTEC Election Services, Inc.	1/28/2019	1/31/2019		\$300.00
Winter Conference - 2019	Election Systems & Software ES&S	1/22/2019	1/31/2019		\$250.00
Winter Conference - 2019	General Code LLC	1/17/2019	1/31/2019		\$250.00
Winter Conference - 2019	Image Data, INC.	1/15/2019	1/31/2019		\$275.00
Winter Conference - 2019	Inclusion Solutions IS Elections	1/15/2019	1/31/2019		\$250.00
Winter Conference - 2019	King Information Systems	1/10/2019	1/31/2019		\$250.00
Winter Conference - 2019	KOFILE Technologies	1/15/2019	1/31/2019		\$800.00
Winter Conference - 2019	LHS Associates, Inc.	1/15/2019	1/31/2019		\$1,000.00
Winter Conference - 2019	Mass Mailers Plus, LLC	1/19/2019	1/31/2019		\$350.00
Winter Conference - 2019	Northeast Document Conservation Center	1/5/2019	1/31/2019		\$250.00
Winter Conference - 2019	PCC Technology, Inc	1/22/2019	1/31/2019		\$430.00
Winter Conference - 2019	ScytI	1/25/2019	1/31/2019		\$250.00
Winter Conference - 2019	UniBank	1/18/2019	1/31/2019		\$300.00
				TOTAL AMT	\$5,505.00