

MTCA EXECUTIVE BOARD MEETING



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

Minutes Approved on: Sept. 20, 2017

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.

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President Marie Ryan opened the meeting and swore in the new Executive Board members: Tedi Eaton, Trudy Reid, and Terri Bunce

Secretary's Report –

Approval of Minutes from the Executive Board Meeting on June 14, 2017 were presented.

ACTION TAKEN: On a motion by Member Catherine Harder-Bernier, seconded by Member Diane Packer, the minutes from June 14, 2017, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Treasurer Danielle Sicard presented a report for the FY2017 year end. She noted expenses were higher due to the Plymouth conference from 2016 was paid out of this past fiscal year. Danielle noted the financial review is currently underway.

ACTION TAKEN: On a motion by 2nd VP Robert Cutler, seconded by 1st VP Nancy Talbot, to accept the Treasurer's Report, was unanimously accepted.

Treasurer Danielle Sicard presented the Conference report and the Mentoring Class report. These reports detail the revenue and expenses for each conference and mentoring class for information purposes.

Treasurer Danielle Sicard presented the FY2018 report. She noted \$4,000 has already been received for membership fees.

ACTION TAKEN: On a motion by Member Catherine Harder-Bernier seconded by 2nd VP Bob Cutler, to accept the FY2018 Treasurer's Report, was unanimously accepted.

Software update: Treasurer Danielle Sicard informed the Board the new software for membership is working well. However, there have been many questions in regards to the membership benefits. Thus, this may need to be revised to show how members can to support the organization. The software should be ready for conference registration. The software will allow input on class attendees and print certificates for each participant. Danielle is writing a manual to manage the software.

Website update: Member Kelly McElreath gave an update on the new website. It should be ready to present to the membership in September. User name will reflect the Town and the State number.

President's Report:

- **City Clerks Association:** Past President Andy Dowd spoke to their President Lisa Thomas. City Association will look at different registration fees for City Clerks. City Association will need a year to get organized. It was determined to follow up with an email indicating MTCA will work with them for the next year and anticipate cooperation in the future.

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

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

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

1st Vice President Report – Nancy Talbot

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

2nd Vice President Report – Robert Cutler

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

Past President Report – Andrew Dowd

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

COMMITTEE REPORTS

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

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

Mentoring Committee – Danielle Sicard

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

Education Committee – Robert Cutler for Dottie Powers

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

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Social Secretary Report – Tara Morrison

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

Old Business – none

New Business

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

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

Meeting was adjourned at 11:35 AM.

Respectfully Submitted:

Kelly A. McElreath, CMMC
Executive Board Member