

# MTCA EXECUTIVE BOARD MEETING



February 7, 2018 Devens Common

Minutes Approved on: April 5, 2018

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	MARIE RYAN	✓
1 <sup>ST</sup> VICE PRESIDENT	NANCY J. TALBOT	✓
2 <sup>ND</sup> 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 10:08 AM.

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## **Secretary's Report – Elizabeth Greendale**

Minutes from the Executive Board Meeting on December 7, 2017 were presented.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> Vice President Bob Cutler, seconded by Member Catherine Harder-Bernier, the minutes from December 7, 2017, were unanimously approved as written/presented.

## **Treasurer's Report – Danielle Sicard**

Treasurer Danielle Sicard presented the Treasurer's Report.

**ACTION TAKEN:** On a motion by 1<sup>st</sup> Vice President Nancy Talbot, seconded by Past President Andy Dowd, to accept the Treasurer's Report, was unanimously approved.

Treasurer Sicard would like to offer LL Data an advertisement space for 1 year, as a thank you for their support and service on our MTCA software program.

**ACTION TAKEN:** On a motion by Past President Andy Dowd, seconded by 2<sup>nd</sup> Vice President Bob Cutler to offer LL Data a 1 year advertisement on the MTCA Website, was unanimously approved.

## **Assistant Treasurer - Lynn Sibley**

Asst. Treasurer Sibley will be adding Retired Clerks to the website, with their availability as an Interim Clerk or to assist new Clerks.

## **President's Report – Marie Ryan**

**City Clerks:** Receiving a donation for our joint conferences has been put on hold until they become more formally organized.

## **1<sup>st</sup> Vice President Report – Nancy Talbot**

1<sup>st</sup> VP Nancy Talbot reported that two scholarships have been awarded. It was also discussed to send a letter to the Towns that frequently request scholarships, asking them to invest in their Town Clerks' education and conferences.

We have 18 Vendors signed up for this conference.

## **2<sup>nd</sup> Vice President Report – Robert Cutler**

2<sup>nd</sup> 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!

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## COMMITTEE REPORTS

### **Conference Registration/Certification Administrator – Barbara LaBombard**

Barbara LaBombard reported that there are 234 attendees.

Certification Report:

New CMMC

Lillian M. Drane, Lakeville  
Patricia Bessette, Avon  
Felicia S. Hoffman, Dover  
Lisa Stratford, Leverette  
Kathleen Spoffard, Townsend  
Lynne A. Doyle, Carver  
Laura L. Schwall, Rehoboth

1<sup>st</sup> CMMC Recertification

Carol A. Harris, Teppleton  
Collette M. Williams, Brewster

3<sup>rd</sup> CMMC Recertification

Jacqueline A. Brown, Freetown

5<sup>th</sup> CMMC Recertification

Lori A. Kelley, Oxford

9 Clerks are currently taking the CMMC Certification test.

### **Legislative Committee – Robert Cutler**

2<sup>nd</sup> Vice President Cutler reported that they are working on several things:

- \* The Restricted Vitals and The Poling Place Location Bills are in their 3<sup>rd</sup> reading, so heø hopeful they will pass.
- \* The Automatic Voter Registration bill has our requested changes to Early Voting included in it. (removal of envelopes, process through tabulator & no EV by mail)

It was discussed that we, as an Association, should come up with an agreed upon statement to our Legislators, to be more uniform and not each send something different. The Legislative Committee will have a bigger presence on the MTCA website. Possibly bringing back the Clerkø Day on the Hill, was discussed.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> VP Cutler, seconded by Past President Andy Dowd, that the MTCA support removing envelopes, processing ballots through a tabulator and removing EV by Mail for Early Voting within the Automatic Voter Registration Bill.

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**CVR User Group – Andy Dowd**

Working on the issues with Head of Household.

**Social Secretary ó Tara Shaw**

-See attached

**Old Business – none**

**New Business - none**

Meeting was adjourned at 11:10 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC  
MTCA Secretary