

MTCA EXECUTIVE BOARD MEETING



June 13, 2018 Hotel 1620 Plymouth

Minutes Approved on: August 9, 2018

| 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 | ✓ |
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A quorum of voting members being present, President Ryan called the meeting to order at 10:00 AM.

President's Report – Marie Ryan

President Ryan opened the meeting with condolences for the passing of Lauren Goldberg's mother. She also noted that the Policies haven't been updated in 4 years and will be sending them out for Board review and comments with possible changes to be addressed at the next meeting.

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Secretary's Report – Elizabeth Greendale

Minutes from the Executive Board Meeting on April 5, 2018 were presented.

ACTION TAKEN: On a motion by 2nd Vice President Bob Cutler, seconded by Member Ann Quirk, to approve the minutes from April 5, 2018, were unanimously approved as written/presented.

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 Ann Quirk, to accept the Treasurer's Report, was unanimously approved.

Assistant Treasurer - Lynn Sibley

Asst. Treasurer Sibley reports that all is running smooth with the new software and she is preparing to send out the membership renewal.

ACTION TAKEN: On a motion by Member Tedi Eaton, seconded by Member Ann Quirk, to donate \$1,000 to the New England Conference Committee for FY 18 and FY 19, was unanimously approved.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that 1 full and 1 partial scholarships have been awarded for this conference. She also reported having 3 new Vendors included in the total of 21.

2nd Vice President Report – Robert Cutler

2nd 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!

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

2nd Vice President Cutler reported that Early Voting passed the Senate, but not the House the dates would be Aug. 27th to Sept. 3rd Senator L'Atalien isn't giving up. Still in the works are having polling places be in a function hall and the Restricted Record change.

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ACTION TAKEN: On a motion by Member Catherine Harder-Bernier, seconded by Member Ann Quirk, to present to the Association the initiatives of the Legislative Committee, was unanimously approved.

Mentoring Committee ó Danielle Sicard

Treasurer Sicard noted a change in the policy for becoming a Mentor; Mentors need to co-facilitate with the Mentoring Comm. before hosting their own session. New Clerk Info. has been updated on the website and a packet will be emailed from Asst. Treas. Sibley.

Communications Committee – Andy Dowd

Mr. Dowd suggested the Communications Committee create a Salary Survey that will be continually updated.

CVR User Group – Andy Dowd

Nothing new to report.

Old Business – none

New Business – none

Treasurer Sicard demonstrated the new MTCA Software Program for the Board.

Meeting was adjourned at 11:24 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary