

# MTCA EXECUTIVE BOARD MEETING



February 6, 2019 Devens Common

Minutes Approved on: 4/12/2019

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 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 10:13 AM.

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

Minutes from the Executive Board Meeting on December 14, 2018 were presented.

**ACTION TAKEN:** On a motion by Member Ann Quirk, seconded by 2<sup>nd</sup> Vice President Bob Cutler, to approve the minutes from December 14, 2018, were unanimously approved as written/presented.

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

Ms. Sicard was not present, the Treasurer's Report was previously submitted.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> Vice President Bob Cutler, seconded by Member Catherine Harder-Bernier, to accept the Treasurer's Report, was unanimously approved.

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

President Ryan presented the Board with the idea of creating a stipend for the Software Coordinator. Member Harder-Bernier asked if there were other positions that received a stipend. The Certification Administrator receives one.

**ACTION TAKEN:** On a motion by Member Kelly McElreath, seconded by Member Diane Packer, to approve a Stipend for the Software Coordinator of \$1,200 annually, was unanimously approved.

**ACTION TAKEN:** On a motion by Member Catherine Harder-Bernier, seconded by Member Terri Bunce, to approve the addition of Software Coordinator to Part 2 of the Policies, was unanimously approved.

Edison Research will be sending the Assoc. approximately \$2,000, for our efforts in reporting the Election Results last November.

Next E-Board Meeting will be held in Great Barrington on April 12<sup>th</sup>.

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

1<sup>st</sup> VP Nancy Talbot reported that Vendors are registering late and creating more work. Member Trudy Reid made a motion to add a late fee to Vendors, Andy Dowd opposed that motion and it was agreed to table the suggestion.

Ms. Talbot noted the March deadline for NEMCI Scholarships.

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

2<sup>nd</sup> VP Robert Cutler reported that we have a large turnout, and have changed the location of the Vendors, to free up the Foyer and have all vendors in the same room.

## **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 reported that we have 234 people registered, and that there was some difficulty registering City Clerks due to staff changes, and the timing of their Annual Dues being calendar where the Town Clerk's are fiscal.

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There are 5 new CMC's and 6 Tests currently out.

## **COMMITTEE REPORTS**

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

2<sup>nd</sup> Vice President Cutler reported that Committees have not yet been formed, and we have 5 Bills still in the works: Polling Place in a Fraternal Hall; Eliminate Voter Registration Sessions; Unaffiliated in place of Unenrolled; Change Primary to 3<sup>rd</sup> week in August; Restricted Records.

### **Mentoring Committee – Danielle Sicard**

Member McElreath reported that Franklin was a success and co-facilitated by Christina Wright and Trudy Reid. The next Session will be in Westwood and Milbury on March 27<sup>th</sup>.

### **Communications Committee –**

### **CVR User Group – Andy Dowd**

Past President Dowd mentioned the new password format that took most people by surprise.

### **Education Committee – Dottie Powers**

Member Powers was not present.

### **Old Business – none**

### **New Business – none**

Meeting was adjourned at 11:26 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC  
MTCA Secretary