

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Approved 4-3-2023

	Attendance	Present
PRESIDENT	ROBERT E. CULTER, JR	√
1ST VICE PRESIDENT	ELIZABETH T. GREENDALE	√
2ND VICE PRESIDENT	DANIELLE M. SICARD	√
TREASURER	DEBRA BOURBEAU	
ASST. TREASURER	(LYNN SIBLEY) PATRICIA BESSETT	√
SECRETARY	JAYNE MARIE DAVOLIO	√
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	
EXECUTIVE BOARD 2023	ANDREW DOWD	√
EXECUTIVE BOARD 2023	MICHELLE HILL	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ILLENE TWISS	
EXECUTIVE BOARD 2024	VALERIE FOX	√
EXECUTIVE BOARD 2025	CARLA DAWNE WARREN	√
EXECUTIVE BOARD 2025	KELLY DARLING	√
EXECUTIVE BOARD 2025	MARY DE ALDERETE	√
PAST PRESIDENT	NANCY TALBOT	
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	√
ED. DATABASE COOR/CHAIR	TRUDY REID	√
SUNSHINE ADMIN/SOCIAL	CHERYL C.A. ESTRELLA	√

Start Time: 10:10

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve December 5, 2022, Minutes (attached)

Elizabeth Greendale made a motion to accept the minutes once corrected with spelling errors, Danielle Sicard 2nd. All in favor unanimous.

2. TREASURER'S REPORT— DEB BOURBEAU

- FY 23 Year to date report (attached), Review was done to make sure that the information was up to date after the rebuilding of the software program.

Danielle Sicard made a motion to accept the report, Elizabeth Greendale 2nd, all in favor unanimous.

- Conference Reports

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- o Plymouth 2022 revised (attached) Vendor payment reflected that came in late after the initial report.
- o Springfield 2022 (attached) Report included and was produced before and after the software rebuild all has been checked and is correct.

After discussion, some Issues were discussed from the conferences: Some members who took part in the meals did not pay for meals. This is one topic that is a work in progress to figure out how to make members aware that they need to pay. We should also talk to the hotels about how they count the meals. Concerning meals for our instructors, one meal, usually put in for lunch if they are instructing at both sessions or speaking at lunch. One thought that was thrown out was, should we send out a registration form to complete for lunch?

Any ideas will be helpful to bring to the next meeting and this leads to a restructuring and updating of the policy book. Tabled for next meeting.

- Membership reports – (summary, ALL info, pending - attached)

As stated above with the rebuild of the software if you see anything that is incorrect, please take note and tell us.

3. PRESIDENT'S REPORT—BOB CUTLER

- Conference Update: As spoken about this issue under the conference reports, we need a game plan for meals going forward and also with the price of meals. A form does sound like the best way to keep track of who should be receiving meals, including members, instructors, and vendors. Prestogem deadline is approaching, and we should investigate members who are paying and signed up for classes and paid for meals, compared to who came and signed the sheets and stayed for meals.

As this is an off-election year, over the summer we should review Prestogem. Make the process easier with more communication between our committee's vendors education etc. Process needs to be run more like a business – 1st come 1st serve. As we saw for example Springfield had low numbers, this conference at Devens we have over 270.

- Appointments - Communication Committee (attached)

Susan Kelley from Duxbury resigned from the communications committee. We have a few members interested Bob and Danielle will do follow up with these members and help with the website. Admin general website maintenance, we should have an appointment for the next meeting.

- o Communications Committee Updates (remove Public Recorder)

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We need to remove the public recorder. Valerie Fox made mention that we should have one voice when answering questions from the membership.

o Education Committee Updates (have a draft from Trudy)

- Education Sessions--Weather related cancellations procedure: we should have one in place. Trudy stated that a policy is needed so, how do we proceed with instructors having an issue and not showing up? We do ask for their contact information. We could offer in the packet our policy and SMS – Mary de Alderete to investigate the process for SMS messaging. This could be placed on the new registration form, for approval by the members.

- MTCA Election Survey Update: Committee has met a few times and Legislative survey will be done separately. Chairing the committee for the early voting survey is being put together by Carla Dawne Warren and Kelley Darling. Dawne reported on the 4th version to make sure we have the correct information that we are looking for and fine tuning the survey to get the info out and be pertinent to what we need.

Salary and Staffing out for March 1 and be done by March 15.

Thank you from President Cutler, for the good work being done.

- MTCA Committee & Board Policies – Table for April or June E-Board vote

As stated, we need to make sure we follow through, review each sub section, have conversations, and work together to get all items updated for the change of officers. Let's clean up, review, and move forward.

o Member Recognition Program – not currently included (updates from committee requested)

Danielle stated that communications are Due for Sept. 30 but, a Sept 1 deadline would be better. Discussion on how the process of the registration form works. Barbara has an ongoing issue with cities and registration. The Merge with City clerk's needs a procedure for registration. Patricia Bessette is interested in working with Lynn and learning the process. (Looking towards April for a vote in June)

Teddy Eaton is now working on nominations.

o Sunshine Fund Procedures / Conference Speakers – do we want to clarify anything? See # 11 Social Secretary Report.

o Accounting practices – MM balance amount, Credits on file expiration (new section to add, recommendations from software & registration Coordinator, Treasurer & Assist Treasurer)

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4. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE

- Vendors Report (attached) 18 – there is a definite need for more room for our vendors. Also, there are still outstanding checks that we are collecting.
- Scholarship Report (attached) there was one scholarship given.

5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD (verbal)

FT. Devens – good hotel to work with, the logistics of the break in the piano lounge is the hardest. I know we have people who feel that we have outgrown the Devens location, however we try to break out for regions with the most affordable rates. Adjustments will need to be made in the future.

6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

- Conference Update (attached) 262 people registered, report attached.
- Certifications and member recognition (attached) The Test is out and 7 are due back in a couple weeks.

Barbara mentioned that her appointment is up in 2024 of June for certification/conference admin and that we are losing members on the board. I know the board has spoken about succession planning but it is a need for our association. Her projected retirement date is March of 2025.

7. EDUCATION COMMITTEE REPORT—TRUDY REID (verbal)

We have many new clerks, and the framework of the courses was projected for them in Devens.

- Wednesday class—Town Meetings/Local Elections – This Program will connect with how we structure the classes.
- Future class discussion: We are going with themes for each conference and adjusting the classes to reflect the theme.

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8. LEGISLATIVE REPORT—ANDY DOWD (attached)

There are two high priority items – post cards and early voting reduction. Discussion on what we are processing with the new info that is overwhelming for clerks.

Marriage ID – Refiled on AG for website posting. Restricted birth and marriage records.

Discussion on EV and sessions of what is working and not working.

President Cutler had conversations with common cause and other groups to find common ground as we did not have that in the past. To foster relations and find a good working relationship. Possible funding prospects, Andy will check the budgets on what we have and what they are working toward.

9. COMMUNICATIONS COMMITTEE—DANIELLE SICARD (verbal)

Reviewed and discussed the document on the google groups – quick tips and FB vs. email account. Transition into the contact committee to follow up with the 351 cities and towns to get all the information as possible. Joe Judd and Nancy Blackmer to also help follow up.

10. MENTORING COMMITTEE—DANIELLE SICARD

- FY23 calendar of workshops (attached) March 9 for Town meetings/Record Management

Ask for new clerk touch points!

- Workshop report – Census – Dec 2022 (attached)

11. SOCIAL SECRETARY REPORT—Cheryl Estrella

President Cutler made mention that this Brochure was Cheryl's 1st time and to give her applause, excellent job!

President Cutler gave Cheryl approval to speak with the printers on changing up the brochure with clerical changes. Cheryl will speak with Ken and Dwayne.

Vendors websites could be listed, however Only what is given to Liz on the form the website can be put on the form.

Social Sec: I sent a plant to Deb in Auburn for her significant other and made a donation for Jeanne in Hudson for her son, President Cutler made an announcement that the board received thank you notes from Deb Gremo and Jeanne Hudson for the donations on behalf of their loved ones.

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I also sent Wendy from Westborough a Retirement card and Brenda from LHS a card as she had foot surgery.

There was a question as we just found out the Barry Johnsons wife from Bourne passed in September. Is it too late to send something from the MTCA?

Motion was made and 2nd to send a plant to Barry Johnson up to 75.00 for the loss of the spouse. All in favor, Unanimous.

Topics that will be investigated by Cheryl and tabled for review at the next meeting.

Policy review

Immediate family definition

Should we only send donations or a momentum if they are a member?

Looking into debit cards and Venmo to make purchases.

12. PAST PRESIDENT REPORT—NANCY TALBOTNT REPORT—NANCY TALBOT

N/A

Discussion took place on the Presidents Reception. Items were entertainment, Food stations, Ceremony for swearing in. Tabled to next meeting a work in progress.

Motion to adjourn made by Elizabeth Greendale, Mary de Alderete 2nd

Adjourn at 11:57 AM

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary