

# MTCA EXECUTIVE BOARD MEETING



**April 3, 2023 – Northborough Senior Center**

Approved 6/7/2023

	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	√
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 REED	
SUNSHINE ADMIN/SOCIAL	CHERYL C.A. ESTRELLA	

**Open the meeting at 10:12 A.M.**

**1. SECRETARY'S REPORT—JAYNE DAVOLIO**

- Approve February 1, 2023 Minutes (attached)

Motion to accept Danielle Sicard with corrections Deb Bourbeau 2<sup>nd</sup> All in favor.

**2. TREASURER'S REPORT— DEB BOURBEAU**

- FY 23 Year to date report (attached) Discussion looks good, regional scholarship checks should be coming in soon.

Motion Danielle Sicard, Elizabeth Greendale 2<sup>nd</sup> All in favor

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- Membership report (attached)

Still a few stragglers with payments, we should send an email stating your benefits will be expiring if we do not get payment. Nancy and Kelly are involved in sending the emails. Discussion on software and creating a template for this procedure. – Danielle Sicard will investigate this.

Retiree Members \$10.00 for payment was discussed.

- Conference Report – Devens 2023 (attached)

It was an awesome conference – members showed up and we got a great benefit from receiving last year's prices for food. The Devens conference is the most affordable for us plus we can't find something comparable in the area.

- FY 24 Proposed Budget (attached)

We were ahead of the game and pushed it out a bit early. There were some adjustments made by separating some of the items. Deb Bourbeau is transitioning her items to Patricia Bessette. The budget will be approved in June by the association. Discussion took place on increases in registration fees to go up \$15.00 for a vote and vendors to go up \$250.00 to 300.00 for a vote. To the board, please look over the budget and get your votes to Deb. Deb will call the Budget committee to meet before Plymouth.

### 3. PRESIDENT'S REPORT—BOB CUTLER

- Conference Update: We are on point for the Plymouth conference and already planning for Springfield. Mention of a resort fee for booking rooms in Plymouth, Danielle will contact the hotel and get that fixed.

- Appointments (attached) & Directory (attached) Ilene Twiss is resigning from the E board and Legislative committee. Asst. Treasurer Lynn Sibley to retire. Discussion of transferring the accounts at Plymouth to TD banks and to have two people on the accounts.

o Assistant Treasurer – Patricia Bessette appointment Budget committee, Communication Committee

o Communication Committee – Dawne Warren

o Nomination committee – Kelly McElreath

Looking at Ilene Twiss appointments for the Plymouth meeting. President Cutler will speak with the nominating committee.

Danielle Sicard, motion to accept Andy Dowd 2nd All in favor.
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- MTCA Bylaw Changes – dues date & Secretary on Communications Committee (attached)

The dues date is causing a bit of difficulty for the Fall Conference and we are looking to change this for publication at the June Meeting.

Elizabeth Greendale motion to approve Danielle Sicard 2<sup>nd</sup> All in favor.

- MTCA Committee & Board Policies (attached)

o Member Recognition Program- accepted in 2013 and never made into the policy book. Make a change to 5 years under 2a.

o Sunshine Fund Procedures- Cheryl put together a procedure and it is clearer. Great Job Cheryl!

o Education Committee Roles – Completion of changing the roles and how the education committee is handling the new regime. Seems like everything is running well and going smoothly.

o Communications Committee- Discussion on the recorder; Two years the recorder was removed from the procedures.

o Conference Speakers – Discussion on meals for instructors/speakers and weather-related cancellations. We have not had a formal policy to follow for weather cancellations. Let's investigate this to help the education committee.

Meal for Instructors- Procedure for speakers not the whole team. We need to make sure that they know the fees that we pay. We cannot afford to pay for every member that they bring. Hotels are counting every person and it gets costly.

Maybe we can discuss creating an Ad-Hoc committee to tie into the conference software to count for payment etc.

Danielle Sicard made a motion to create an Ad-Hoc Committee to explore technology for meals and classes to stream line the process and have 5 to 10 members including Carla Dawne Warren, Cheryl C.A. Estrella, Mary de Alderete, Karri Tari and Patricia Bessette, Elizabeth Greendale 2<sup>nd</sup> All in favor

o Financial Considerations (new section) - Money Market Account Balance and credits on file would after One year would expire and be a donation.

o Appointment Timeline / Process- Eboard put together a policy and place it in the policy book.

Elizabeth Greendale made a motion to accept the changes to the policy book as presented and to place copies at the Plymouth conference. Danielle Sicard 2<sup>nd</sup> All in favor.

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- MTCA Early Voting & Vote by Mail Survey Update / Next Steps –

Great Job, tremendous amount of work. Chart is so beneficial to show the legislature. The legislature only cares about the voters. We can show them what is happening and present the data. This is an uphill battle. Three Hundred and Twenty-Eight members responded to the survey so far. Next steps are to graph and finish the document and then the Ex-summary. Andy and the legislative committee's objectives are to complete the document and bring it to Plymouth. Deadline May 15, 2023.

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

- Vendor Table increase discussed from \$250 - \$300 11 vendors so far for Plymouth, turned money into Deb for Plymouth. \$1150.00 donations from vendors. Advertisements for the vendors in the brochure, we already have the info in the book. Possible QR code considered for booklets, or we could add vendors Ads for a fee ¼ page-1/2 page-full page. Check with Cheryl C.A. Estrella about costs.

Motion Danielle Sicard to increase the vendor fee from \$250 to \$300 and keep \$100 for additional tables. 2<sup>nd</sup> Mary de Alderete, All in favor

Plymouth conference will have a comedian for the Inaugural event. The cost is \$500.00 dollars, 6 to 7 cocktail hour, 7 to 830-dinner 8:30 to 9:15 Comedian

Plymouth Presidents Inaugural event (plated Steak fish, Salmon, Chicken as a banquet) also involved with the swearing in ceremony. On the off year we can be more casual and not need a plated dinner.

#### 5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD

- Conference Registration & Meal fees - conference cost comparisons, conference

Reports, Springfield projections (attached)

Discussion about the fees and projections on the attached. Danielle gave us as much data as possible and there was discussion on going up on the registration fees. The packet for the vendors will be ready for Plymouth. Our loss of money was in the food items in the amounts of three to four thousand dollars. We need to recoup that money somewhere.

Registration fee to increase as all fees have been going up. Discussion took place on the data of the conferences. Budgets are being finished, but we need to let the membership know that we have scholarships to help members. Ask members to have their letters document everything that they ask for from their towns.

Changes made to the budget to Add \$4000.00 to the meals line and \$2000.00 in line number 5709 to help adjust the budget.

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Andy Dowd made a motion to increase the Registration fee for each conference by \$25.00; \$50 to \$75 and \$100 to \$125. Kelly Darling 2<sup>nd</sup>, All in favor.

No motion, but discussion for the budget review committee to increase \$6000 increase line 3110, \$4000 for meals line 5707-1, \$ 2000 for line 5709.

NEACTC Kelly Darling brought forth discussion on Raffle set up in center of the Atlantic Room. The committee discussed buying a table to help with the raffles. But MTCA needs tables for vendors. So NEACTC will have four tables in the vendor location as usual in the middle of the vendors. Discussion on Smaller raffle items. Also, all items that were pre-purchased will be picked up at the registration table. Danielle will ask about a side room to lock items in that were not picked up the first day.

Springfield discussion on out of the box ideas for NEACTC – work with the hotel to do a paint night, craft night or karaoke sing-along. Go through Danielle as there should only be one person to speak with our contact at the hotel.

NEACTC is also working on Apple pay or others. Venmo and working on non-profit status.

6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD N/A

7. EDUCATION COMMITTEE REPORT—TRUDY REID Absent

- Wednesday class—1st Amendment & Techniques for difficult people & Athenian Offering
- Education Committee Conference Education (attached)

Discussion on classes exciting.

Applied for IIMC approval for CMC/MMC

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## 8. LEGISLATIVE REPORT—ANDY DOWD (verbal)

- Clerks Day on the Hill – Wednesday, June 28 Thank you to Cheryl C.A. Estrella for setup, she has been very instrumental. Great Hall location to begin. Dottie Powers reached out for sponsorship (unknown) there may be some expense to the association. We should have a one-page document with data of our vision to bring with us.

Changes are not done immediately, Secretary said give it time. Andy will talk with Michelle to see if they have room to fix the postcards or make a change.

Overview: We need hard numbers by the June E-Board meeting to be approved. Western MA did a bus and Worcester County paid for the transportation. We will see what can be done. Great Hall in the morning to begin than a lunch and off to see the Representatives and Senators at their offices. Reach out to them and set up meeting times.

Items to mention to the members RSVP may be a fee for a bus, Proper Attire/ Proper Attitude to represent.

Andy sent out information to Common Cause and The League of Women Voters for a \$5000 grant program!

## 9. COMMUNICATIONS COMMITTEE—DANIELLE SICARD (verbal)

- MTCA Staff & Salary Survey: Well received and we should do it every year.

## 10. MENTORING COMMITTEE—DANIELLE SICARD

- Mentoring Committee Report – Town Meeting / Records – March 2023 (attached)

June to be presented at Dennis and Burlington

## 11. SOCIAL SECRETARY REPORT—Cheryl Estrella (attached) Absent but report provided.

## 12. PAST PRESIDENT REPORT—NANCY TALBOT –N/A

Notes; Mary de Alderete spoke about SMS messages, Andy talked to Civic Plus about adding that onto the website. Members can do this by signing up and registering their own number. Email prior to the conference to provide information. Link in the email (possible). On the members only link on the left added text messages.

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Andy tested office and personal- no issues.

Elizabeth Greendale would like to purchase clocks for retiring members. Purchase 20 clocks at \$1500.00 to buy for retirement. Andy will find a picture of one for setup.

Andy will share the conference pictures from the gala. Slide show during the banquet or the appetizer hour. Link on the website.

Adjourn at 12:01 PM Elizabeth Greendale motion – Mary de Alderete 2<sup>nd</sup>, All in favor.

Respectfully Submitted,

*Jayne Marie Davolio*

Jayne Marie Davolio, MTCA Secretary