

# MTCA EXECUTIVE BOARD MEETING



**June 6, 2023 – Hotel 1620 Plymouth Summer Conference**

Approved 8/7/2023

	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 10:10 A.M.**

**President Cutler thanked everyone as this was his last meeting as President. He also gave thanks to Elizabeth Greendale and Danielle Sicard for all the hard work that they did while he was president.**

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

- Approve April 3, 2023 Minutes (attached)

Changes needed to be made to appointment documents (Norfolk County – Patricia) (Avon-ma.gov) (Kelly Darling 774-840-0616) (Barbara Certification Admin Easthampton ma.gov Monday- Thursday 1400 ext.) (Correct phone number to 5002 Andy Dowd) (Nancy Blackmer 978-413-2265) (Madeline 508-320-3882) (Cheryl Estrella 1501 direct extension)

Changes need to be made. (Tom Joyce 100 Sudbury Street, Suite 2014 Boston)

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Motion to approve the minutes once the above changes are corrected, Carla Dawne Warren, Seconded by Danielle Sicard, all in favor.

2. TREASURER'S REPORT— DEB BOURBEAU  
FY 23 Year to date report attached.

Motion Elizabeth Greendale, Seconded by Carla Dawne Warren, All in favor.

- Membership report (attached)

No discussion

Proposed Budget: Attached

Increase 25.00 for Registration is now 75 and registering late 125. Increased the media line and cost for meals.

Motion to bring to the association for approval Danielle Sicard, Seconded Andy Dowd, All in favor

3. Presidents Report: PRESIDENT ROBERT CUTLER

Appointments: attached, Asst. treasurer open, Clerks manual committee Ryan Witkos, minor change in legislative committee Carin kale moved up and Jim Haggarty as alternate, President Cutler replaced Elizabeth Greendale on the legislative review committee.

Motion to approve corrections for Ryan Witkos for clerks manual committee ending in 2026 Danielle Sicard, Seconded by Mary de Alderete, All in favor.

MTCA Committee & Board Policy Book

Attached

Motion to accept & approve by Carla Dawn Warren as reviewed, Seconded by Kelly Darling, All in favor.

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4. 1<sup>st</sup> Vice President- ELIZABETH GREENDALE

Scholarship report none needed.

Vendors Report: 32 tables Vendors, \$2800 in donations.

5. 2<sup>nd</sup> Vice President – DANIELLE SICARD

There is a record number for the conference. There will be four lines for lunch, and this will be a busy meeting for the luncheon. AV doubled from last year for payment. So please contact the company with any issues. The contact information is on the equipment.

6. CMMC CERTIFICATION/CONFERENCE ADMINSTRATOR- BARBARA LABOMBARD - 291 total number registrations. Total deposited for registration and meals was \$ 33, 821.00. See attached report.

7. Education Report: Trudy Reid: Trudy was unable to appear at the conference. Jayne Davolio asked if members like the line up. All seemed happy and mentioned that whoever does the Athenian needs to take ownership of it.

8. Legislative report, ANDY DOWD:

For clerks' day on the hill a draft letter to be distributed for talking points. Also, a graph survey will be attached with the letter to help out when talking to our reps and senators.

The postcards seem to be the biggest challenge and burden. Discussion of the weeks and weekends for EV. Discussion on the process and permanent vote by mail questions. A lot of moving parts to the system. Unlikely for change before 2024, maybe changes to the postcard. Danielle Sicard mentioned that out of 52 weeks in 2024 there will be 18 weeks that election work is not conducted.

Grant program into the Secretary for 5 million for equipment and staffing is still a work in progress.

AVR Automatic voter registration discussion and Test models for VRIS are rolling out.

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Danielle commended the hard work that Kelly Darling and Carla Dawn Warren did on the document and to add further information with the DATA. Great Job! We all need to talk the same language at the state house. We need to be professional and stay on point. We are the Clerks we need to show our position and own it.

State primary will be the day after Labor Day always as our thoughts go on deaf ears.

September 3, 2024.

## 9. Committee reports:

BYLAW /POLICY & PROCEDURES REVIEW COMMITTEE - NANCY BLACKMER not in attendance

Recognition will be presented at Lunch for Town Clerk of the Year.

Clerks Manual Committee: JAYNE MARIE DAVOLIO - will start this committee after this conference with a full slate of members including our new appointment of Ryan Witkos.

Communications Committee: Updated the Gmail etiquette adding a second page with FAQ. Facebook page etc. Reference of finding your people around you to help you and follow the etiquette. Making Sure members are not replying to all. Work next with website admin. Kelly McElreath, Andy Dowd & now Carla Dawn Warren. Discussion on where everything is stored and who oversees each of the cabinets before August there will be training. Carla Dawn Warren to become chair.

Mentoring Committee: DANIELLE SICARD- Two sessions Dennis and Burlington New Clerks 14 and 19 attending. Next to calendar over the summer for hosting and to planning, where to go. We need to look at a Vitals class and to revamp VRIS class. Reports done on all budgets.

Nomination committee: They did a great job.

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10. Software coordinator- DANIELLE SICARD This is a huge transition year with the new agreement and how to understand the process. Training is coming! Before the August board meeting.
11. SUNSHINE FUND ADMIN/SOCIAL SECRETARY REPORT: CHERYL ESTRELLA- report attached.
12. PAST PRESIDENT REPORT: NANCY TALBOT- not able to attend.

Motion to adjourn Elizabeth Greendale, Seconded by Carla Dawne Warren, All in Favor.

11:20 A.M.

Respectfully Submitted,

*Jayne Marie Davolio*

Jayne Marie Davolio, MTCA Secretary