

MTCA EXECUTIVE BOARD MEETING



December 4, 2023 Northborough Senior Center

Approved 1-31-2024.

	Attendance	Present
PRESIDENT	ELIZABETH T. GREENDALE	X
1ST VICE PRESIDENT	DANIELLE M. SICARD	X
2ND VICE PRESIDENT	DOROTHY POWERS	X
TREASURER	PATRICIA BESSETTE	X
ASST. TREASURER	VACANT	
SECRETARY	JAYNE MARIE DAVOLIO	X
PAST PRESIDENT	ROBERT E. CULTER, JR	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ANDREW DOWD	X
EXECUTIVE BOARD 2024	VALERIE FOX	
EXECUTIVE BOARD 2025	C. DAWNE WARREN	
EXECUTIVE BOARD 2025	KELLY DARLING	
EXECUTIVE BOARD 2025	MARY de ALDERETE	
EXECUTIVE BOARD 2026	ELLEN S. AGRO	X
EXECUTIVE BOARD 2026	DEBRA A. GREMO	X
EXECUTIVE BOARD 2026	KELLY MCELREATH	X
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	
ED. DATABASE COOR.	TRUDY L. REID	
SUNSHINE ADMIN/SOCIAL SEC	CHERYL C.A. ESTRELLA	X

Meeting called to order at 10:06 AM

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Amendment made under Legislative Report to delete 2nd sentence for incorrect information. Amendment Correction to approve minutes and accepting reports in the motions.

Motion to approve the amended minutes 1st VP Danielle Sicard, 2nd Member Andy Dowd, All in Favor

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2. TREASURER'S REPORT—TRISH BESSETTE

- Budget vs Actual 9/12/2023 Revised

Motion to accept the budget vs actual report dated 9/12/2023 as revised and presented by Treasurer Patricia Bessette was made by 1st VP Danielle Sicard and seconded by Member Ellen Agro. All in Favor

- Budget vs Actual 11/27/2023

Motion to accept the 11/27/2023 budget vs actual report presented by Treasurer Patricia Bessette was made by 1st VP Danielle Sicard and seconded by Member Andy Dowd. All in Favor

- Springfield 2023 Conference Report

A draft report of the Springfield 2023 Conference was presented by Treasurer Patricia Bessette. She indicated there were two outstanding balances – Sandisfield registration fee and the Secretary of the State Elections Division luncheon fees. There was a discussion of payment for the Secretary of States Election Division lunches from the Springfield conference. President Greendale would like to waive payment of lunches for the Springfield conference.

- Membership reports
- Annual Financial Review Report

Motion to accept the waiving of the luncheon fees from the Secretary of States Election Division was made by Member Kelly McElreath and seconded by Member Ellen Agro. All in Favor

3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

At the September 2023 E Board meeting the Board approved two policies that were simply being added to the MTCA Policy and Procedure Manual. The policies were regarding conference registration deadlines and vendor late fees.

Motion to approve the changes on pages 10 & 11 for the policy and procedure manual was made by 1st VP Danielle Sicard and seconded by Member Kelly McElreath. All in Favor

- Bylaw – Article III – Membership & Dues – the E Board discussed the possibility of changing our membership back where only paid memberships existed for staff members. Some of the discussion included that our current system is not compatible with conference registration software that has been explored for use and the increased conference expenses. Treasurer Bessette noted that we currently only have 18 Staff no Memberships and 4 City Staff No memberships. 1st VP Sicard noted that the last

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sentence of Article III, A Membership, Section 2. Associates Members was added in 2017 as the MTCA was working to increase membership at that time.

Motion made by 1st VP Danielle Sicard to send the recommendation of the E-board to the bylaw review committee, to remove the last sentence of Article III, A. Membership, Section 2. Associates Members, from the bylaws. Second by Member Kelly McElreath, All in Favor

- Vitals Rollout – TBD Possibly March 18th for the roll out. With online training of 60-90-minute training sessions starting in January.
- Decision Desk HQ - Brandon Finnegan: This reporting company will be paying the MTCA \$3,500.00 in March, \$3,500.00 in September, and \$4,000.00 for the Presidential in advance. It is good practice to get the results ready by email and send out or call the results in. The other reporting companies that the MTCA works with are Edison and AP.
- CMMC Certification Administrator Letters of Interest –Lillian Drane of Lakeville, Dianne Bucco, Manchester by the Sea, and Catherine Heuberger, Mattapoisett. Discussion of appointment and reaching out to the other two members who sent letters of interest to discuss being on the committee for succession planning.

Motion made by 1st VP Danielle Sicard to Offer the Certification Administer position to Lillian Drane upon Barbara Labombard's end of term. Seconded by Member Andy Dowd. All in Favor

- MCCA Joint conference arrangement Update: Discussion took place and with no avail of hearing back from the MCCA, after many attempts by President Greendale, the board will try to schedule a meeting at the Devens Conference. This will be to discuss with the MCCA our position to remove joint committee language and make it part of our membership process. They will have the option if they are members to be part of our committees. President Greendale will send out an invite.

4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD

- Conference Registrations – Update

We are looking at a new way to process registration from the membership list. From the list, an email will be generated and sent out to register for the conference. Barbara Labombard and the registrant would get a copy of the form for reference. We have the possibility of looking into LL Data to obtain new software for easier reporting. Working with this first-time registration system we tried to tie into Prestogem, but it is not working. The next phase would be to reach out to Civic Plus to see if we can adapt from Mary de Alderete and the program she has put together. The top portion is important for you to fill out. Danielle Sicard will send it out by the end of this week for a trial. The education committee has decided not to use poll pads/ back to paper sign in sheets.

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- Scholarship Report N/A
- Vendors Report: For Devens, we have 13 to 14 tables right now. Vendors have been paying in advance.

5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS

- Conference costs – Plymouth meal fees stayed the same pricing. Devens is staying the same for pricing and we can open registration for booking a room for the conference.
- Update from JP Association: Dottie did a presentation to the JP Association, and they have the same problems that we have as clerks. They are looking for clerks to join the association. There is always the possibility of them contracting a vendor table.

6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Devens Class Line Up: The lineup looks good. Member Jayne Davolio mentioned a suggestion she received from another clerk to have a meet and greet for clerks 5 years and under. Discussion took place to further review for the Southbridge conference. Also, discussion of other groups such as Small Towns, Succession planning for retiring clerks, and transitioning clerks into new communities.

7. LEGISLATIVE REPORT—ANDY DOWD Tom Joyce spoke of the supplemental budget being voted on by January 1st.

Two items that are involved in the budget are the five million dollars in grant money by the Secretary of State and this would be for elections including locals available through November of 2024. Second, the approval of the Primary date September 3, 2024.

8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER was not present.
- CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO stated that this is a work in progress.
- COMMUNICATIONS COMMITTEE – DANIELLE SICARD stated there was nothing to report at this time.
- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD was not present.
- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER was not present.

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- MENTORING COMMITTEE – DANIELLE SICARD: WOW, so we have so much going on, we are pulling in strong numbers for registrations in our mentoring sessions, and they fill up fast. The next sessions are coming up this week with the topic of Elections local and Primary and we have Tri-County signing on. We hope to have this grow for the other county associations to start becoming mentors and holding sessions.
- NOMINATION COMMITTEE REPORT—TEDI EATON was not present.

9. SOFTWARE COORDINATOR – DANIELLE SICARD stated there was nothing to report at this time.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA

Cheryl Estrella reported that Treasurer Bessette and she have put together a system for invoicing for the donations that the MTCA provides. It was noted that she will send a Dish Garden to Steve Kerrigan as he is a member who lost his spouse.

11. PAST PRESIDENT REPORT—BOB CUTLER reporting from Las Vegas with a thank you to all for doing a wonderful job.

News notification from Tom Joyce at 11: 54 the house has accepted the Budget.

Motion to adjourn at 11: 56 AM. 1 st VP Danielle Sicard, 2 nd Member Andy Dowd, All in Favor

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary