

**Massachusetts Town Clerk's Association
&
Massachusetts City Clerk's Association
2024 Joint Summer Conference**



**June 5th -7th
Hotel 1620
180 Water Street
Plymouth, MA 02360**



Hotel 1620 – Plymouth MA

June 5th – 7th

MTCA & MCCA Conference Registration Information - 2024

1. **MEMBERSHIP**: An Active MTCA Membership is REQUIRED to register for a conference. Use this link to verify your membership status: [MTCA Membership Information](https://www.masstownclerks.org/membership)

Not on the Membership List or Information is incorrect?

Find Membership information, forms ([Dues form](#), [New Clerk/Clerk Change](#), [Office Staff Add/Remove](#)), and [Contact Information](#) at <https://www.masstownclerks.org/membership>

2. **HOTEL REGISTRATION**: Reserve your hotel room no later than **May 5th**. There is NO guarantee after this date and rooms are on a first come first serve basis until our block is filled. The cost is **\$149/night (plus tax) - \$166.43 /night inclusive**. Parking is free at the hotel – you must park in the hotel designated lot in the back or side of the hotel (not the shopping lot that is in the front of the main hotel entrance).

To book your reservation use this link or phone #:

<https://www.hotel1620.com/>

Group Rate Code is CLERKS2024

Or call: 508-747-4900

3. **CONFERENCE REGISTRATION & MEAL FORM**: [Online Registration Form Link](#)
A separate online registration form is required for EACH registrant. Both commuters AND those staying at the hotel must pre-register. Conference walk-in registrations are NOT permitted.

Registration Fees:	On or before May 24 th	\$75
	May 25 th – May 30 th	\$125

No registrations (or conference walk-ins) are permitted after May 30th

Your registration form will automatically be sent to the Conference Registration Administrator upon submittal. Registrants will also receive an email with their registration information and an invoice 24-48 hours after completion for payment submittal. **Please note, upon receipt of your online registration form, payment is REQUIRED unless cancellation is received in accordance with the MTCA's Cancellation Policy and is not dependent on attendance.**

Payments made payable to **MA Town Clerk's Association** must be sent to the address below:

Barbara LaBombard
50 Payson Ave, Ste 100
Easthampton, MA 01027

CANCELLATION POLICY

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be entitled to a credit on file for future use. Meal cancellations must be made at least seven (7) days in advance of the first day of the conference in order for a credit to be placed on file for future use, unless the hotel has a more restrictive policy.

Cancellation deadlines: Registration Fees: **June 3rd** Meals: **May 29th**

4. **CLASS REGISTRATION**: <http://prestogem.com/vo/mtca>
Each attendee MUST PRE-REGISTER for each class they wish to attend. Space is NOT guaranteed as classes are on a first come/first serve bases. See Educational Registration Form for more information.

To qualify for Professional Education Credit Tracking for your attendance to classes you must have a Membership (Active for Town Clerks, Affiliate for City's and Associate for Office Staff).

2024 MTCA & MCCA WINTER CONFERENCE EDUCATIONAL COURSE REGISTRATION FORM

You must register on-line!

Pre-registration is required for all courses.

Class registration closes on **May 24, 2024** – please attend ONLY classes registered for

*Please review course descriptions before choosing your classes.
Register for only one morning & one afternoon class on Thursday.*

To Register for classes online: If this is your first time signing up

- 1) Go to the Sign-up site: Click on this link: <http://prestogem.com/vo/mtca>
(You can copy and paste the link into your browser if this link doesn't work for you)
- 2) At the top of the page click on the **Register** link
- 3) Enter in your personal information and create a Password
- 4) When you have finished click on the LOG-IN button
- 5) Sign up for the Courses you'd like to attend and Log Out when you are done.

Now you're ready to sign up for classes

- 1) Go to the Sign-up site: Click on this link: <http://prestogem.com/vo/mtca>
(You can copy and paste the link into your browser if this link doesn't work for you)
- 2) At the top of the page click on the **Log In** link
- 3) Enter in your Email and Password
- 4) Sign up for the Courses you'd like to attend and Log Out when you are done.

If you have any problems registering for classes please contact Kaari Mai Tari by email at ktari@concordma.gov

<u>WEDNESDAY PM</u>	June 5, 2024	1:45 PM – 4:45 PM
Session A: Elections Potpourri		Michelle Tassinari, Director & Legal Counsel, Elections Division
<u>THURSDAY AM</u>	June 6, 2024	9:00 AM – 12:00 NOON
Session B: VIP / MAVRIC - Vitals		Amy Warfield, Burlington Town Clerk
Session C: OML/Public Records		Devan Braun, KP Law
Session D: Election Day Incident Plan		ESP Team
<u>THURSDAY PM</u>	June 6, 2024	1:45 PM – 4:45 PM
Session E: VIP / MAVRIC - Vitals		Amy Warfield, Burlington Town Clerk
Session F: Public Records/Digital Records		Office of the Supervisor of Public Records
Session G: Election Day Incident Plan		ESP Team
<u>FRIDAY AM</u>	June 7, 2024	9:00 AM – 12:00 NOON
Session H: Recounts/Audits		Lauren Goldberg, KP Law

**PLEASE NOTE: YOU WILL NOT GET COURSE CREDIT UNLESS YOU STAY FOR THE WHOLE CLASS.
YOU MUST SIGN THE ATTENDANCE SHEET AND COMPLETE & RETURN YOUR EVALUATION FORM
AT THE END OF THE CLASS TO RECEIVE POINTS**

To qualify for Professional Education Credit Tracking for your attendance to classes you must have a Membership (Active for Town Clerks, Affiliate for City's and Associate for Office Staff).

MTCA & MCCA Summer Conference
Hotel 1620, Plymouth, MA
June 7, 2022 – June 9, 2024

EDUCATIONAL OFFERINGS

WEDNESDAY, June 5, 2024
1:45 PM – 4:45 PM

♦ **Session A: Election Potpourri**

(CMMC Credit Course / CMC or MMC .75)

Presenter: Michelle Tassinari – Election Division of the Secretary of the State's Office

This session will be very helpful to new and seasoned City and Town Clerks with updates in our roles as Chief Election Official. Michelle will present “What We Learned from the Presidential Primary”, as well as a review of early voting, inactive voters, provisional voters, and UOCAVA. For further discussion, we will also hear about several new changes being made to the **old** VRIS enabling us to be better prepared for the State Primary. Michelle has asked for questions ahead of time so these can be covered throughout the class. If you wish to submit a specific question, please email them to Laurie Becker at lbecker@townofpaxton.net no later than May 27, 2024.

THURSDAY, June 6, 2024
Session B (AM): 9:00 AM – 12:00 PM
Session E (PM): 1:45 PM – 4:45 PM

♦ **Session B (AM) and Session E (PM): VIP / MAVRIC – Vitals**

(CMMC Credit Course / CMC or MMC .75)

Presenter: Amy Warfield, Burlington Town Clerk

VIP hands on - An overview of the Massachusetts Vital Records Information Collaborative (MAVRIC) - the new electronic death registration system. MAVRIC offers more streamlined processes, enhanced features, reduced reliance on paper, and it will replace the existing Vitals Information Partnership (VIP) system. This is a hands-on opportunity for you to get a chance to work through what is involved with working in MAVRIC. We will use actual examples in how to certify and amend death records in the new system. Class will be very limited. Attendees are required to bring a laptop in order to participate.

THURSDAY, June 6, 2024
9:00 AM – 12:00 PM

♦ **Session C: OML (Open Meeting Law)**

(CMMC Credit Course / CMC or MMC .75)

Presenter: Devan Braun – KP Law

This course will offer a review of the Open Meeting Law to include the statutory open meeting posting requirements, minutes, and exemptions. Discussion will also include information regarding executive sessions, using social media, open meeting law complaints and any updates, if any, on new changes to the Open Meeting Law.

THURSDAY, June 6, 2024
Session D (AM): 9:00 AM – 12:00 PM
Session G (PM): 1:45 PM – 4:45 PM

♦ **Session D (AM) and Session G (PM): Election Day Incident Plan**

(CMMC Credit Course / CMC or MMC - .75)

Presenter: Mike Ste. Marie and the ESP Team from the Secretary of State Office

Join the ESP Team for a table top exercise on preparing an Election Incident Plan. This plan will cover different scenarios that could happen on Election Day, solutions and best practices. This plan will better prepare you should an unfortunate event occur on Election Day. All participants will return back to the office with a plan that can be used on Election Day.

THURSDAY, June 6, 2024
1:45 PM - 4:45 PM

♦ **Session F: Public Records**

(CMMC Credit Course / CMC or MMC .75)

Presenter: Office of the Supervisor of Public Records

Senior Attorney Jeff Gottfredsen of the Public Records Division will discuss public records access, requests for records, and the appeals process, covering issues commonly encountered by Town/City Clerks. Specific topics will include: timelines for responding to requests, what must be included in the response, when fees may be assessed, petitions to the Supervisor of Records regarding fees and time extensions, what is a “public record,” and common exemptions that permit redaction and withholding of records. Digital Archivist Elizabeth O’Connell will present on using digitization to enhance your records management program. The Secretary of the State’s Office is responsible for securing, preserving and managing digital records at the State level. Ms. O’Connell will present the importance of digitizing many of the records City and Town Clerks maintains in our offices. This will include taking intellectual control of records, prepping for digitization, best practices, file-naming conventions, maintenance of digital files, and how digital records are treated by law.

FRIDAY, June 7, 2024
9:00 AM - 12:00 PM

♦ **Session G: Recount/Audit**

(CMMC Credit Course / CMC or MMC .75)

Presenter: Lauren Goldberg – KP Law

With the frequency of candidates calling for recounts, Lauren Goldberg will walk us through a recount, how to prepare, and what to expect. This class will also provide a strong foundation for any possible Election Audits your Town/City may be chosen for after the Presidential Election. If you are not familiar with how recounts or audits work, or how a municipality can be chosen for an audit, this is not a class to be missed.

MTCA 2024 SUMMER CONFERENCE PROGRAM OVERVIEW

WEDNESDAY, JUNE 5, 2024

10:00 AM	Executive Board Meeting / Luncheon
12:30 – 1:40 PM	Registration Open
1:00 – 1:30 PM	New Clerk / Mentors Meeting – <i>location TBD</i>
1:40 PM	Welcome – Elizabeth T. Greendale, President
1:45 – 4:45 PM	Education Course [see enclosed list of offering]
5:00 PM	Dinner on your own

THURSDAY, JUNE 6, 2024

7:00 – 9:00 AM	Breakfast Buffet
8:00 – 9:00 AM	Commuter Registration
9:00 AM – 12:00 PM	Education Courses – morning [see enclosed list of offerings]
12:00 – 1:15 PM	Luncheon - Business Meeting - Overview from State Officials
1:45 – 4:45 PM	Education Courses - afternoon [see enclosed list of offerings]
6:00 – 7:00 PM	Cocktail Hour (hor d'œuvres & cash bar)
7:00 PM	Banquet Dinner

FRIDAY, JUNE 7, 2024

7:00 – 9:00 AM	Breakfast Buffet
9:00 AM – 12:00 PM	Education Course [see enclosed list of offering]
12 PM	Conference Adjourns

VENDOR DISPLAYS – Wednesday Noon thru Thursday Afternoon Break

UPCOMING CONFERENCES: Mark your calendars and plan to attend our next conferences!

MTCA Fall Conference 2024

September 25th – 27th
Wellsworth Hotel & Conference Center
(formerly Southbridge Hotel & Conference Center)
Southbridge, MA

MTCA & MCCA Winter Conference 2025

February 5th – 7th
Springhill Suites Devens Common Center
Andrews Parkway
Devens, MA 01434