

**August 2, 2023**  
**2PM Zoom meeting**  
**MENTORING COMMITTEE MEETING MINUTES**

In Attendance – Amy Warfield (Burlington), Terri Bunce (Dennis), Danielle Sicard (Easton), Elizabeth Greendale (Holliston), Mary deAlderete (Lexington), Kelly McElreath (Plymouth), Andy Dowd (Northborough), Trudy Reid (Wayland)

**Review of Mentoring Committee Documents**

- **Roles & Responsibilities** – the committee reviewed the roles as outlined in the MTCA Committee Board Policies & Procedures Manual and agreed that no changes were necessary to the document.
  - FY24 positions were assigned as follows:
    - Chairperson – **Danielle Sicard (Easton)**
    - Registration Coordinator – **Kelly McElreath (Plymouth)**
    - Host Coordinator – **Liz Greendale (Holliston)**
    - Certification Coordinator – **Dottie Powers (Westwood)**
    - Education Coordinator – **Danielle Sicard (Easton)**
    - Mentor Coordinator – **Trudy Reid (Wayland)**
- **Requirements to become a Mentor** – The committee agreed that this document is still relevant and that we should connect with the Regional Associations and clerks who had previously indicated their desire to be a Mentor (marked as such in the MTCA software) in hopes that more sessions could be held across the commonwealth by host mentors.

**FY23 Calendar** – the committee worked through a schedule of offerings for FY24 and will finalize the dates to post to the website as soon as possible. The committee agreed to offering 4 sessions in FY24 – elections in October, local/pres primary in December, TM/Records Management in March and New Clerk Potpourri in June.

- Census/VRIS workshop - the committee agreed to remove (for FY24) the VRIS/Census one in lieu of the new VRIS system release and have new clerks utilize the resources/trainings the SOC will provide for that.
- Vitals – the committee agreed to look at trying to create a Vitals workshop in 2025.

**Review of Education Materials** – each mentoring session is required to utilize the workshop outline and PowerPoint that has been created and vetted by the committee to ensure consistency in the workshops. As there has been so much change and it hasn't been done comprehensively for some time. The agreed to put together an education subcommittee to review and update all agenda outlines & Power Points as necessary to ensure they are still relevant and incorporate new legislation. The Education subcommittee will also review all of the sample documents on the mentoring pages for accuracy. Mentoring committee members can provide Danielle with any sample documents that they would like to have included on our webpage that will be vetted by the education subcommittee. Education Subcommittee members are: **Danielle, Mary, Terri & Amy**

**Survey** – the committee agreed that a post workshop survey was not necessary at this time and could be incorporated back in the future if necessary. We will continue, however, to require IIMC evaluations to be done and turned in at the end of the class so attendees can receive IIMC credit points.

**Fee** – the committee voted to increase the fee for mentoring workshops from \$15 to \$20.

**Next meeting date** – a date was not set for the next meeting – the education subcommittee will work and meet as required over the rest of calendar year 2023.