

May 9, 2024
2PM Zoom meeting
MENTORING COMMITTEE MEETING MINUTES

In Attendance – Amy Warfield (Burlington), Terri Bunce (Dennis), Danielle Sicard (Easton), Elizabeth Greendale (Holliston), Mary deAlderete (Lexington), Jayne Davolio (Millbury), 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 to add a sample document vetting committee.
 - FY25 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)**
 - Sample Document vetting Committee: **Terri Bunce (Dennis), Mary de Alderete (Lexington), Amy Warfield (Burlington), 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. It was noted that the fee of \$15 was still in this document. **Danielle** to edit and make generic so it would remain relevant should fees change in the future – see link for edited document.

FY25 Calendar – the committee worked through a schedule of offerings for FY25 and will finalize the dates to post to the website as soon as possible (prior to June 5th). The committee agreed to offering 4 sessions in FY25 – elections in August/Sept, local elections / census in January, TM/Records Management in March and New Clerk Potpourri in June.

- **Census/VRIS workshop** - the committee agreed to remove (for FY25) 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 postpone looking to create a Vitals workshop for another year due to the release of their new system.

Kelly will prepare the entire years forms (registration and mentor hosted forms) at once so Trudy has them to send out according to our timelines prior to each session and **Dottie** can send in for IIMC education points all at once.

Review of Education Materials – the committee formed last year has worked to edit all of the PowerPoints for mentoring sessions (except for the Census/VRIS one) – thank you to Mary for her hard work on this!

The committee has reviewed and vetted sample documents on the website for the Election workshops but still needs to do the one for Town Meeting / Records and New Clerk Potpourri. **Danielle will send out an email to Mary & Terri dividing up those documents to review – target to be completed by June 5th.**

Danielle reminded everyone that even they should not provide sample documents after a mentoring session – members of the committee should send them to this committee to be vetted and added to the samples on our website.

Plymouth – Mentoring initiative - The committee agreed to launch a Peer to Peer Mentoring program.

Invitation with RSVP deadline of 5/30/2024 as follows:

New Clerk & Peer to Peer Meeting

Wednesday, June 5th

1:00 – 1:30 PM

1620 Hotel – Plymouth MA

Room location TBA

The mentoring committee will provide a tutorial on MTCA membership types/benefits (how to make a change), navigating the MTCA website to find helpful resources, and much more. This meeting will also provide a space for new clerks and peer to peer mentors to meet.

New Clerk Invitation – sending to new clerks from 2022, 2023, 2024 – **Kelly to send out by 4PM on 5/14/2024**

Mentor Recruitment – sending out on MTCA Gmail group – **Trudy to send out by 4PM on 5/14/2024**

Survey Monkey – **Danielle** to set up a survey monkey RSVP for each email group and a link for Kelly & Trudy to see the responses and follow up as appropriate to obtain good response by the 5/30 deadline

Agenda for meeting - **Danielle** to prepare agenda for the meeting and disseminate on 6/3 to the committee

Materials for the meeting – using regions as outlined this document: [Regional Associations](#)

Danielle will create a handouts with listings of Peer Mentors and of New Clerks by region

Welcome Packet on MTCA website - **Andy to update in advance of the 6/5 meeting**. Andy to assess the following two documents from the Welcome page to determine if the Mentoring committee can update appropriately or if it should be removed (permanently or temporarily until it can be updated)

- [State Agency Contact Info & Useful Links](#)
- [Town Clerk Duties - MGLs & Links - Index](#)

Peer to Peer mentor Contract & visual on finding resources on the MTCA website - **Mary** to create and work with the committee to obtain edits. **Target to be completed by 5/30**