



**Executive Board Meeting
Plymouth, MA
Wednesday, June 12, 2018 ~ 10:00 AM**

President's Report –

- Updated Policy – Communications & Mentoring Committees
- MTCA 2019 Nominations
- Certification Committee Clarifications - FYI

Secretary's Report – Minutes from Meeting in Great Barrington 4.12.19

Treasurers Report – Treasurer Danielle Sicard

- FY18 Financial Review (see attached)
- FY19 Budget year to date as of 5.28.19 (see attached)
- FY20 Proposed Budget details & meeting handout (see attached – 2 documents)
- Conference Registration History Summary Report (see attached)
- FY19 Membership Summary as of 5.28.2019 (see attached)
- Scholarship Report FY18 & FY19 (see attached)
- FY19 Year End – Deposits and Payable receipts

Assistant Treasurer Report – Lynn

1st Vice President – Nancy Talbot

Vendors
Scholarships

2nd Vice President – Bob Cutler

Past President – Andy Dowd

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

Legislative Committee – Robert Cutler
Mentoring Committee- Danielle Sicard
Software Coordinator – Danielle Sicard
Communications – Danielle Sicard/Kelly McElreath
Education Committee – Dottie Powers
CVR User Group- Andy Dowd
Social Secretary Report – Deb Bourdeau

Old Business –
New Business –

Adjournment

MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC. COMMITTEE & BOARD POLICIES & PROCEDURES MANUAL

As of June 12, 2019

INTRODUCTION

This manual has been developed and compiled by the Executive Board to document current membership expectations and practices, and expand upon the duties and responsibilities of the MTCA committees, as outlined in the Association Bylaws. Article VI, Section F of the Association Bylaws reads as follows:

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

PART 1. MEMBERS

Certification Program (CMMC) and Certification Administrator

The Certification Administrator shall be responsible for the following:

- Notifies members, through the website or other means, of availability of applications, test dates and deadlines.
- Provides for availability of application forms at all MTCA Conferences.
- Receives and responds to all communications regarding certification and testing.
- Processes all exam applications.
- Prints and distributes by certified mail all tests semi-annually (between January 1 and 7, and July 16 and 23).
- Receives and grades tests and notifies applicants of results and review period.
- Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in the review/appeal process.
- Mails, receives and processes all re-certification applications. Notifies applicants and prepares certificates.
- Presents certification and re-certification certificates to successful candidates at MTCA conferences.
- Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records.
- Submits all fees and reports all expenses to the Treasurer in a timely manner.

Fees shall be as follows:

- Examination fee shall be fifty dollars (\$50)
- Certification fee shall be twenty-five dollars (\$25)
- Re-certification fee shall be fifteen dollars (\$15)
- The Certification Administrator shall receive 50% of all fees paid to the Treasurer for the CMMC program, and shall submit a bill to the Treasurer for payment.

Sunshine Fund Procedures

The Sunshine Fund Administrator shall be appointed by the President on an annual basis, for a term to run until June 30. The Administrator's duties are to make appropriate recognition of member contributions, retirements, illnesses or bereavements. The following guidelines should be considered when making Sunshine Fund expenditures by either the Sunshine Fund Administrator or the President:

Retirements – Clerks with 5 years or more of service as Town Clerk – gift up to \$75; Clerks with fewer than 5 years of service as Town Clerk – Certificate of Appreciation

Illness – Flowers or other appropriate gift to current Officers – up to \$75; cards to be sent to all other members

Bereavements – Flowers or other appropriate donation – up to \$75 for the death of a current or past Officer of the MTCA or upon the death of an active Town Clerk who is a member of the Association

Letter or Certificate of Appreciation – At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any present or past Town Clerk

Miscellaneous – At the discretion of the President with approval of the Executive Board, a gift/donation and/or flowers may sent to a person who is ill or has had a death in their immediate family. This person must have made a substantial impact in some way to the Association either by teaching class or through donations or donation of their time.

Software Coordinator

The software coordinator position is intended to provide support and training to the Executive Board and members of committees who are required to utilize the MTCA software for processing MTCA business relative to membership and conferences.

This individual is appointed by the outgoing President prior to a new President taking office and to serve for the 2 year term of the incoming President. The position will have an annual stipend of \$1200 with ½ paid in January and the remainder in June along with any additional per diem costs for services outside the scope of this position that are billed to the association by the software coordinator (see per diem section below).

The software coordinator is responsible for **training** as follows:

- Providing an annual training session for software users & E-Board members
- Providing new software users with up to 2 hours training upon appointment
- Maintain and disseminate the software manual, making corrections and additions as necessary

The software coordinator is responsible for **software functionality** as follows:

- Maintaining lists of software users, access levels & passwords as well as distribution of new software versions as they become available
- Leads the implementation of the software flip with software vendor, treasurer and assistant treasurer to ensure the membership data (member lists & income) and conference income within in the software matches treasurers records – making corrections when necessary

The software coordinator is responsible for **ensuring proper use and implementation** of the software in the following manner:

- Initiate processing reminders and deadlines via email to users prior to each conference for the following: scholarships, vendors, clerk teacher credits
- Initiate processing reminders and deadlines via email to users post conference about class attendance credits
- Initiate processing reminders via email relative to processing vendor annual website sponsorships, processing membership benefits (email, gmail access) and CMMC certifications.

The software coordinator acts as the **main contact between the MTCA and the software vendor** regarding software issues and updates. With the exception of the Treasurer, Assistant Treasurer (processing memberships) and the Conference Administrator, all software users must work through the software coordinator who will contact the vendor about software issues. The treasurer, Assistant Treasurer and Conference Administrator must copy the software coordinator on software issue communications with the vendor.

Per Diem events such as the following could result in additional compensation of \$20/hour or an agreed upon lump sum to the software coordinator.

- Implementation of New Software Functionality (prior approval by E-Board required)
- Addressing software users failure to perform tasks which they are responsible for
- Additional trainings necessary beyond the scope to ensure proper software processing
- Management of unforeseen software issues beyond the scope

PART 2. CONFERENCES

Conference Registration Administrator

- Receives and processes all conference registrations and fees
- Maintains registration desk at conferences
- Maintains an accurate account of all conference attendees and reports results to Conference Committee
- Submits all conference receipts to the Treasurer in a timely manner

- Maintains database of Clerks, updating names, addresses, and certification status as appropriate.
- Supply Clerks with a certificate if they need one for their municipality
- Supply clerks a transcript of all classes taken upon request

6. Attendance Coordinator-

- Set up online registration
- Distribute sign in sheets to all class facilitators at least a week before the conference
- Submit questions from class attendees to Education class coordinator to forward to the instructors at least a week before
- Collect completed sign in sheets and forward to Certification Coordinator for input into the data base.

Conference Speakers

- A conference speaker is an individual who teaches a class or workshop, whether for credit or for professional development.
- Credit classes shall be a minimum of three hours in duration. Three hours shall be considered a half-day class, and six hours shall be considered an all-day class.
- All speaker fees shall be approved in advance by Treasurer, President, and Second Vice President, prior to any commitment to the speaker. All contracts shall be signed by the Treasurer and an Officer of the MTCA. Any expenditure for a conference speaker that exceeds \$1,500 for a half-day class (3 hours) or \$2,000 for a full-day class (6 hours), including travel expenses, shall require the prior approval of the Executive Board.
- No more than one-half of the speaker fee shall be paid to the speaker prior to the event. The balance of the payment shall be available and paid by the Treasurer upon the conclusion of the class.
- Hotel arrangements for any speaker shall be done by the speaker.
- Any Clerk, professional instructor, or state official who is asked to teach a class will be responsible for adhering to the curriculum and class outline agreed upon in advance with the Education Committee. Class time shall not be used for personal lobbying on any issue. Any variations on the curriculum shall be discussed and approved in advance by the Education Committee.
- Clerks who are invited to teach a class: the Association will waive their conference fee registration and the cost of 1 (one) meal per class teaching (excluding the banquet). Clerks are not compensated by the Association for attending or teaching at a conference.
- State Officials who attend conferences and who are invited to teach a class are not required to pay a registration fee for the conference, and the Association will pay for lunch or breakfast, as appropriate. State Officials are not compensated by the Association for attending or

teaching at a conference.

Conference Registration

Attendance at any MTCA conference is open to any member of the Association whose dues for the current fiscal year is paid in full prior to the start of the conference. All attendees must pre-register for the conference and classes, and enrollment in classes is done on a first-come, first-served basis.

Conference Refunds

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. The Association will make an effort to include cancellation deadlines in the conference brochure.

Conference Brochure

The Executive Board may direct that a conference brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees, and other pertinent information. The individual responsible for the production of the brochure shall be appointed by the President, and the expense for printing the brochure shall be paid by the Treasurer.

Auditing Classes

Classes are primarily for the benefit of Association members. Any vendor or guest of a registered Clerk may audit a class, on the condition that a vacant chair is available, and with prior permission of the instructor. No vendor or guest may participate in the discussion, ask questions, or take handouts (unless there are extra copies after all attendees have gotten them)—i.e., a non-participatory audit.

PART 3. COMMUNICATIONS AND MENTORING COMMITTEES

COMMUNICATIONS COMMITTEE:

The Communications Committee oversees MTCA membership benefits (Members Only Section of the website & Google Email Group) to ensure that MTCA members have access to these important benefits in a timely manner. The Communications Committee is also responsible for the MTCA website and ensuring that the appropriate E-Board member and/or Committee representative are keeping their pages up to date with relevant information for our members. Additionally, the publication and archiving of Public Recorder Page, websites advertising sponsorships and New Clerk Welcome communications is managed by the Communications Committee. The following documents have been created and maintained by the Communications Committee: MTCA Google Email Group Etiquette (the policing responsibility belongs with the MTCA President), MTCA Membership Benefits Flyer, New Clerk Welcome Packet/communication, website advertising letter and contract.

- **Chairperson** – meeting agendas / minutes and follow up emails

- **Vendor Sponsor Coordinator**
 - Send out vendor sponsor letters and applications – annually in December
 - Process deposits for vendor sponsors in MTCA software – upon receipt
 - Provide vendor logos to website administrators – annually by February 1st

- **Public Recorder Editor**
 - Contacts the MTCA President and Legislative Agent one month prior to the quarterly publishing months (March, June, September, December) to obtain materials for the Recorder; sets deadline for submittal to ensure publication during each publication month.
 - Forwards received articles to Website Administrators for placement on Public Recorder page.

- **Membership Benefits Coordinator – MTCA Gmail**
- **Membership Benefits Coordinator – MTCA Website Members Only**
 - Provides access & notice to members regarding membership benefit – July thru October
 - Notifies nonmembers prior to removal from benefit – October
 - Processes membership changes as listed in the MTCA database - ongoing

- **Welcome Correspondence Coordinator**
 - New Clerk Welcome email with links/attachments to welcome packet – June & December
 - Provide New Clerk Lists to AP & OCPF – annually in June/July
 - Annual Dues Notice / Email – annually in July and when clarification is necessary

- **Online Welcome Packet Coordinator**
 - Keeps the online welcome packet materials on website up to date – ongoing & annually by June 15th
 - Verifies/updates useful links page of website – ongoing & annually by June 15th
 - Updates Clerks Contact Lists – annually in July

- **Website Administrators**
 - Post Vender Logos to website home / public recorder pages – by Feb 28th
 - Emails members directing them to a new Public Recorder issue – March, June, September, December
 - Archives previous Public Recorders as PDF's on the website – March, June, September, December
 - Website Content Managers for the following website pages / functions:

- Home Page / Association News / Jobs / Sponsors
- About Us – Mission Statement, Past Presidents, Contact Us, Useful Links, Clerk Contact Lists
- Members Pages - Public Recorder, Subscribe to Alerts & News, Clerks Library
- Oversees / Trains and ensures Website Content Managers are keeping their webpages up to date –
 - Membership Page – **Treasurer/Assistant**
 - Scholarship Page – **1st VP**
 - Conference Page – **Communication Committee Member also on Conference Committee**
 - CMMC – **Certification Administrator**
 - E-Board Page – **MTCA Secretary**
 - Committee Appointments, E-Board Directory
 - MTCA Bylaws, Committee & Board Policies & Procedures manual
 - Agenda & Packet, Minutes, Annual Meeting Agendas & Minutes
 - Committee Pages - **Chairperson or appointed committee representative**
 - Bylaw Review Committee
 - Communication Committee
 - Legislative Committee
 - Mentoring Committee

MENTORING COMMITTEE:

The MTCA’s Mentoring Committee is charged with developing a suitable curriculum to assist new Clerks in establishing their offices and establishing a mentoring network for support.

Appointment of Mentoring Committee members – The mentoring committee consists of no more than 12 members with terms that do not expire. When a vacancy occurs on the mentoring committee interested clerks shall submit letters of interest to the MTCA president who shall forward these to the mentoring committee for review and approval. The mentoring committee is responsible for creating criteria qualifications to become members.

The following documents are created and maintained by the Mentoring Committee: Qualifications to become a member of the Mentoring Committee, Mentor and/or hosting requirements & responsibilities.

- Chairperson – meeting agendas / minutes and follow up emails
- Registration Coordinator
 - Creates & distributes registration forms
 - Manages survey monkey tool

- Communicates with registrants
 - in advance of class (confirmation of date/time, location information, parking details, PowerPoint handout)
 - after the class (additional documents requested at class, survey link)
- Host Coordinator
 - Main contact with host about location details, technology and food
- Certification Coordinator
 - Applies for IIMC credit
 - Produces and collects signatures for attendance sheets at workshops
 - Produces and collects evaluations (required as part of IIMC credit) at workshops
 - Inputs attendance into MTCA software & ensures appropriate class credit is recorded
- Education Coordinator
 - Keeps Power Points up to date
 - Monitors and updates website sample documents
- Mentor Coordinator
 - Maintains mentor lists in MTCA software
 - Host Mentors main contact to coordinate and follow requirements

PART 4: MISCELLANEOUS

Pledges and Donations

The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.

E-Mail Policy

The attached E-mail Protocols & Etiquette should be followed as a Rule of Conduct for the Association's google group e-mail.

NEACTC

If the NEACTC fundraising group wishes to raise funds at any MTCA Conference, arrangements should be made in advance with the 1st Vice President. Space will be limited to two vendor tables, on a space-available basis, at no cost.

The MTCA supports the efforts of its members who help to organize the New England Conference in Massachusetts, once every six years. The Association supports this effort financially, with a budget allocation of \$1,000 per year.

Recognition gifts will be presented to MTCA members who graduate from the NEMCI&A.

Report of the MTCA 2019 Nominating Committee

April 10, 2019

The MTCA Nominating Committee has voted to present to the Massachusetts Town Clerks' Association the following slate of Officers at the June, 2019 MTCA Annual Summer Conference. The officers of the MTCA shall be President, First Vice President, Second Vice President, Secretary and Treasurer. Each shall be elected at the Annual Meeting of the MTCA and shall hold office for two (2) years or until a successor is elected or appointed. Officers may not serve more than one (1) consecutive two-year (2) term in office with the exception of Secretary and Treasurer who may serve no more than three (3) consecutive two-year terms in office. The term for the three-E-Board members is three years.

President – Nancy J. Talbot, CMC/CMMC, Town of Ware, *Hampshire County*

First Vice President – Robert E. Cutler, CMC/CMMC, Town of Foxborough, *Norfolk County*

Second Vice President – Elizabeth Greendale, CMC/CMMC, Town of Holliston, *Middlesex County*

Treasurer – Lynn M. Sibley, MMC/CMMC, Town of Whately, *Franklin County*
(Term of Office July 1, 2019– June 30, 2021 – First of possible three two-year terms)

Secretary – Katherine T. Ingram, CMMC, Town of Longmeadow, *Hampden County*
(Term of Office July 1, 2019– June 30, 2021 – First of possible three two-year terms)

Three members for the E-Board

- ✚ Lillian M. Drane, CMC – Town of Lakeville, *Plymouth County***
Term of Office: July 1, 2019 – June 30, 2022
- ✚ Laura J. Torti, CMMC - Town of Spencer, *Worcester County***
Term of Office: July 1, 2019 – June 30, 2022
- ✚ Wendy L. Mickel, CMC, Town of Westborough, *Worcester County***
Term of Office: July 1, 2019 – June 30, 2022

Respectfully Submitted:

Theodora K. Eaton, Needham
Nancy Blackmer, Orange
Margaret Bonderencko, Mendon
Lynn Sibley, Whately
Kaari Mai Tari, Westford
Nancy Talbot, 1st VP, Ware
MTCA 2018 Nominating Committee



MASSACHUSETTS TOWN CLERKS' ASSOCIATION

TO: MTCA Executive Board

FROM: CMMC Certification Board
Lori A. Kelley, CMC/CMMC, Certification Board Secretary

DATE: May 14, 2019

RE: CMMC Certification Board Policies and Procedures

On behalf of the CMMC Certification Board, we wish to inform the members of the Executive Board of several matters that have been addressed by this Board based upon questions or issues that have arisen during the past year.

- Clarification will be added to Certification Policies and Procedures: In order to apply for re-certification, the required number of classes will need to be taken prior to the conference at which re-certification would be awarded.
- Clarification will be added to Certification Policies and Procedures: In the event that certification lapses prior to applying for recertification, re-taking the certification exam will be required. (note that the Certification Administrator sends notification when a Clerk is due to re-certify).
- Following a request from a Town Clerk, and after considerable discussion by the Certification Board, we have agreed to increase the number of required classes for re-certification from four classes to six classes, still to be completed within four years, effective as of the June 2020 conference. Therefore, the required number of classes for re-certification will be consistent with the required number of classes for the initial certification.

In researching such matters, we have been able to locate old Certification Board Minutes. We feel it is important to compile various votes and procedures and create a "Policies and Procedures Manual" for use by future exam Administrators and Boards.

We hope to have a draft of the policies and procedures prepared by the June conference. According to the MTCA By-laws, the Certification Board is "charged with the responsibility to plan, coordinate, develop and implement" the certification and re-certification program. However, we wish to make the E-board aware of this undertaking and to request that you notify the Certification Board if there is any objection.

MTCA EXECUTIVE BOARD MEETING



April 12 2019 in Great Barrington

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	MARIE RYAN	√
1 ST VICE PRESIDENT	NANCY J. TALBOT	
2 ND VICE PRESIDENT/LEGISLATIVE CHAIR	ROBERT E. CUTLER, JR	√
TREASURER	DANIELLE SICARD	
SECRETARY	ELIZABETH T. GREENDALE	
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	√
EXECUTIVE BOARD 2019	KELLY A MCELREATH	√
EXECUTIVE BOARD 2019	DIANE PACKER	
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	
EXECUTIVE BOARD 2020	ANN M. QUIRK	√
EXECUTIVE BOARD 2020	TRUDY L. REID	
EXECUTIVE BOARD 2021	THERESA BUNCE	√
EXECUTIVE BOARD 2021	THOMAS P. FLORENCE	√
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	
PAST PRESIDENT	ANDREW DOWD	
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	

A quorum of voting members being present, President Ryan called the meeting to order at 11:05 AM.

President's Report – Marie Ryan

President Ryan opened the meeting.

Secretary's Report – Elizabeth Greendale (ABSENT)

President Marie Ryan presented the minutes from the Executive Board Meeting on February 2019 meeting in Devens.

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Member Ann Quirk, to approve the minutes from February 2019, were unanimously approved as written/presented.

MTCA EXECUTIVE BOARD MEETING



April 12 2019 in Great Barrington

Minutes Approved on: DRAFT

Treasurer's Report – Danielle Sicard (ABSENT)

Treasurer Danielle Sicard had e-mailed the budget information which included a REVISED budget year to date.

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Member Ann Quirk, to approve the minutes from February 2019, were unanimously approved as written/presented. The question will be asked about what was REVISED at the June Meeting in Plymouth.

Assistant Treasurer - Lynn Sibley (ABSENT)

No report was submitted.

President Report – Marie Ryan

President Marie Ryan asked the Board to vote on her appointment of Thomas Florence as the new Assistant Treasurer for the MTCA effective at the June conference swearing in.

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Member Bob Cutler, to appoint Thomas Florence as the Assistant Treasurer of the MTCA, was unanimously approved.

She then mentioned to the Board that Tara Shaw who did a great job as our Social Secretary has left her position as a Town Clerk and is no longer serving at that position. She has appointed Debra Bourbeau as the new Social Secretary.

For the Wednesday class, President Ryan will ask John Barr from the Census Bureau if he is available to do a class at the June Plymouth Conference.

The last item was in regards to the JP Solemnization Bill and this was put on hold until the June conference for discussion.

1st Vice President Report – Nancy Talbot (ABSENT)

1st VP Nancy Talbot sent a report and stated that the MTCA can cover all submitted scholarship applications if we can just add an additional \$150.00 to cover the small difference.

ACTION TAKEN: On a motion by Member Catherine Harder-Bernier, seconded by Member Kelly McElreath, to approve giving the Scholarship Committee the additional \$150.00 to cover all scholarship applicants, were unanimously approved.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported that next week he will be getting all the meals set up for Plymouth conference and that everyone should continue to book their rooms if they haven't done so already.

Past President Report– Andrew Dowd (ABSENT)

MTCA EXECUTIVE BOARD MEETING



April 12 2019 in Great Barrington

Minutes Approved on: DRAFT

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

2nd Vice President Cutler reported that things are moving very slowly right now. He stated that there are two bills that are getting pushed currently, one, that 16 and 17 year olds to be eligible to vote as a local option of which the committee does not really have an opinion on this bill and two, rank choice voting, which the committee is opposed to and has a big issue with. The Committee has not met much lately but hopes to meet in Plymouth in June.

He then told the Board that he was asked about the MTCA position on a new bill about gender on birth records. This bill would make the “sex” a choice of male, female and “X”. HE feels this will be more a Public Health and Vital Records issue but still asked for a vote for the stand on this bill.

ACTION TAKEN: On a motion by Member Catherine Harder-Bernier, seconded by Member Ann Quirk, to take no position on this bill at this time, vote was approved unanimously.

Mentoring Committee – Kelly McElreath

Member Kelly McElreath went over the report from the Mentoring Committee and stated that all is going very well and that at some classes she has had a waiting list! The next class will be on June 25th in Northborough.

Communications Committee – Kelly McElreath

Member Kelly McElreath stated that they have been working on some changes to the website to make it more user friendly and things are going well.

CVR User Group – Theresa Bunce


Member Teri Bunce noted that there has been an issue with HOH and deletions for clean-ups but they are working on a fix for later in June on this issue. There has been a n issue moving an entire family when you click yes you get an error message and this will also be taken care of.

Old Business – none

New Business – none

Meeting was adjourned at 11:45 AM.

Respectfully Submitted:


Marie Y. Ryan, MMC/CMMC
President MTCA

**MASSACHUSETTS TOWN CLERKS'
ASSOCIATION, INC.**

**STATEMENT OF CASH RECEIPTS
AND DISBURSEMENTS**

FOR THE YEAR ENDED JUNE 30, 2018

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.
FOR THE YEAR ENDED JUNE 30, 2018**

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Christopher J Huckins CPA PC

CERTIFIED PUBLIC ACCOUNTANT

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Massachusetts Town Clerks' Association, Inc.

We have reviewed the accompanying financial statement of the Massachusetts Town Clerks' Association, Inc. (a nonprofit organization), which comprises the statement of cash receipts and disbursements for the year ended June 30, 2018, and the related note to the financial statement. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the cash basis of accounting; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statement for it to be in accordance with the cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying statement of cash receipts and disbursements in order for it to be in accordance with the cash basis of accounting.

Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.



Holliston, Massachusetts
April 25, 2019



MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

CASH RECEIPTS:

Conferences	\$ 93,698
Dues	28,370
News media	240
Scholarships donations	5,650
Public recorder advertising	3,200
Certifications	2,065
Miscellaneous	100
Interest	32
Total cash receipts	<u>133,355</u>

CASH DISBURSEMENTS:

Conference expenses	88,600
Lobbyist stipend	32,287
Public recorder editor stipend	-
Public recorder expenses	3,677
Scholarships	7,177
Financials/preparation of tax returns	1,700
Miscellaneous expenses	1,543
Sundries/marketing	5,199
Certification administrator stipend	1,025
Certification expenses	385
Lobbyist expenses	109
Total cash disbursements	<u>141,702</u>

INCREASE (DECREASE) IN CASH (8,347)

BEGINNING CASH 49,910

ENDING CASH \$ 41,563

See accompanying note and independent accountant's review report.

MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.

**NOTE TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2018**

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES:

Nature of organization

Massachusetts Town Clerks' Association, Inc., (the Association), is a non profit organization incorporated on July 28, 1954, under the authority of Chapter 180 of the General Laws of the Commonwealth of Massachusetts.

The purposes of the Association are to foster a better acquaintance among the Town Clerks of the Commonwealth of Massachusetts; to assist in developing proper and efficient performance of their duties in respect to activities of the office and to advance and support sound government; to bring together, by conference or otherwise in furtherance of the foregoing objects, the Town Clerks of this Commonwealth with a view not only to an exchange of ideas but also to the promotion of cooperation in the solution of their common problems; to engage in such other activities tending to bring about a better understanding of Massachusetts Town Government.

Date of management's review

In preparing the financial statements, the Company has evaluated events and transactions for potential recognition or disclosure through April 25, 2019, the date that the financial statements were available to be issued.

Basis of accounting

The accompanying financial statements have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements. Noncash transactions are not recognized in the financial statements.

Concentration of credit risk

The Association maintains its cash deposits at high quality financial institutions. From time to time, cash balances in these accounts may exceed federally insured limits. The Company has not experienced any losses in any of its accounts and does not believe it is exposed to any significant credit risk.

Income taxes

The Internal Revenue Service has determined that the Association is exempt from federal income taxes in accordance with Section 501 (c) (6) of the Internal Revenue Code. The Organization is also exempt from state income taxes. Management is not aware of any circumstances that would impair the Organization's non-profit determination.

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this authoritative guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. At June 30, 2018, there were no unrecognized tax benefits identified or recorded as liabilities. The Organization's income tax returns for the past three years remain subject to examination by taxing authorities.

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

INCOME	As of	May 28, 2019			
		FY19 BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue					
3110 - Registration		\$36,000.00	\$5,895.00	\$30,166.00	\$5,834.00
3120 - Meals		\$42,500.00	\$7,010.00	\$31,420.00	\$11,080.00
3130 - Mentoring Workshops		\$2,000.00	\$30.00	\$1,500.00	\$500.00
3140 - Vendor Income		\$18,000.00		\$16,290.00	\$1,710.00
Total Conference Revenue		<u>\$98,500.00</u>	<u>\$12,935.00</u>	<u>\$79,376.00</u>	<u>\$19,124.00</u>
3200 - Certification Revenue		\$1,500.00	\$125.00	\$1,120.00	\$380.00
3300 - Scholarship Donations		\$3,200.00	\$925.00	\$2,425.00	\$775.00
3400 - Public Recorder/Website Ads		\$3,000.00		\$4,400.00	(\$1,400.00)
3500 - Media Stipends/AP/Educ		\$9,000.00		\$12,976.00	(\$3,976.00)
3600 - Dues		\$28,000.00	\$35.00	\$30,265.00	(\$2,265.00)
3700 - Interest Income (Bank Account)		\$0.00		\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)		\$0.00		\$0.00	\$0.00
Cash Transfer from Reserves		\$0.00		\$0.00	\$0.00
		<u>\$44,700.00</u>	<u>\$1,085.00</u>	<u>\$51,186.00</u>	<u>(\$6,486.00)</u>
TOTAL INCOME		\$143,200.00	\$14,020.00	\$130,562.00	\$12,638.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$3,500.00	\$222.25	\$2,532.06	\$967.94
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00		\$53.05	\$146.95
5201- MTCA software	\$755.00		\$755.00	\$0.00
Total Treasurer Expenses	<u>\$955.00</u>	<u>\$0.00</u>	<u>\$808.05</u>	<u>\$146.95</u>
			<i>last report didn't show these figures</i>	
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,600.00	\$5,650.34	\$33,094.74	(\$494.74)
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$109.00	\$0.00
Total Lobbyist Expense	<u>\$32,709.00</u>	<u>\$5,650.34</u>	<u>\$33,203.74</u>	<u>(\$494.74)</u>
5400 - Scholarship Expenses			<i>actual outside sources was \$2425</i>	
5401 - NEMCI Exp (outside sources)	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
5402 - NEMCI Exp (MTCA)	\$1,100.00	\$1,050.00	\$1,050.00	\$50.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$265.84	\$3,734.16
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	<u>\$9,100.00</u>	<u>\$5,050.00</u>	<u>\$5,315.84</u>	<u>\$3,784.16</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$331.50	(\$81.50)
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$655.00	\$345.00
5602 - Certification Expenses	\$400.00		\$263.13	\$136.87
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$0.00</u>	<u>\$918.13</u>	<u>\$481.87</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$808.43	\$691.57
5702 - Conference Deposits	\$7,000.00		\$7,000.00	\$0.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$3,600.00		\$0.00	\$3,600.00
5707 - Conference Hotel / Meals	\$73,591.00		\$47,769.42	\$25,821.58
5708 - NE Conference (2022)	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$310.01	\$1,815.58	\$184.42
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$89,441.00</u>	<u>\$1,310.01</u>	<u>\$58,393.43</u>	<u>\$31,047.57</u>

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE Continued	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$0.00	\$1,632.16	(\$632.16)
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update & Hosting	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
Total Communication/Public Recorder	\$2,100.00	\$1,995.00	\$1,995.00	\$105.00
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$850.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$76.01	\$289.13	\$710.87
6202 - NEMCI Graduation Gifts	\$300.00		\$0.00	\$300.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	\$1,800.00	\$76.01	\$289.13	\$1,510.87
TOTAL EXPENSE	\$143,200.00	\$16,003.61	\$107,119.04	\$36,835.96
Income / Expense Variance	\$0.00		\$23,442.96	

treasurer budget listed as \$200 - off by \$755

Checking Account

Beginning Balance	4/8/2019	\$34,806.81
New Income		\$14,020.00
New Expenses		\$16,003.61
Current Balance	5/28/2019	\$32,823.20

Money Market account Balance

Beginning Balance	4/8/2019	\$32,206.87
New Income		\$2.65
New Expenses		\$0.00
Current Balance	5/28/2019	\$32,209.52

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY20 BUDGET DRAFT

INCOME	ACTUAL										FY19 VS FY20 VARIANCE			
	FY 17 BUDGET	FY 17 YR END ACTUAL	FY 18 BUDGET	FY 18 YR END ACTUAL	FY19 BUDGET	FY 19 AS OF 4.8.19	FY 19 REMAINING	FY20 DRAFT						
3100 - Conference Revenue														
3110 - Registration	\$40,000.00	\$36,142.00	\$40,000.00	\$34,125.00	\$36,000.00	\$24,271.00	\$11,729.00	\$37,700.00	\$37,700.00	\$1,700.00				\$1,700.00
3120 - Meals	\$35,000.00	\$41,735.00	\$35,000.00	\$37,578.00	\$42,500.00	\$24,410.00	\$18,090.00	\$39,000.00	\$39,000.00	(\$3,500.00)				(\$3,500.00)
3130 - Mentoring Workshops	\$0.00	\$2,250.00	\$2,000.00	\$2,025.00	\$2,000.00	\$1,470.00	\$530.00	\$1,800.00	\$1,800.00	(\$200.00)				(\$200.00)
3140 - Vendor Income	\$10,000.00	\$25,045.00	\$20,000.00	\$19,970.00	\$18,000.00	\$16,290.00	\$1,710.00	\$22,000.00	\$22,000.00	\$4,000.00				\$4,000.00
Total Conference Revenue	\$85,000.00	\$105,172.00	\$97,000.00	\$93,698.00	\$98,500.00	\$66,441.00	\$32,059.00	\$100,500.00	\$100,500.00	\$2,000.00				\$2,000.00
3200 - Certification Revenue	\$1,500.00	\$1,455.00	\$1,500.00	\$2,065.00	\$1,500.00	\$995.00	\$505.00	\$1,500.00	\$1,500.00	\$0.00				\$0.00
3300 - Scholarship Donations	\$6,000.00	\$3,900.00	\$6,000.00	\$5,650.00	\$3,200.00	\$1,500.00	\$1,700.00	\$2,500.00	\$2,500.00	(\$700.00)				(\$700.00)
3400 - Public Recorder/Website Ads	\$3,100.00	\$2,250.00	\$2,500.00	\$3,200.00	\$3,000.00	\$4,400.00	(\$1,400.00)	\$4,000.00	\$4,000.00	\$1,000.00				\$1,000.00
3500 - Media Stipends/AP/Educ	\$10,000.00	\$8,982.00	\$0.00	\$240.00	\$9,000.00	\$12,976.00	(\$3,976.00)	\$4,750.00	\$4,750.00	(\$4,250.00)				(\$4,250.00)
3600 - Dues	23,000.00	\$25,900.00	\$23,000.00	\$28,370.00	\$28,000.00	\$30,230.00	(\$2,230.00)	\$30,000.00	\$30,000.00	\$2,000.00				\$2,000.00
3700 - Interest Income (Bank Account)	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
3800 - MISC (Mktg/Sundries)	\$500.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
	\$44,200.00	\$42,487.00	\$33,000.00	\$39,625.00	\$44,700.00	\$50,101.00	(\$5,401.00)	\$42,750.00	\$42,750.00	(\$1,950.00)				(\$1,950.00)
TOTAL INCOME	\$129,200.00	\$147,659.00	\$130,000.00	\$133,323.00	\$143,200.00	\$116,542.00	\$26,658.00	\$143,250.00	\$143,250.00	\$50.00				\$50.00

Worcester \$500, Western \$1000, Tricounty expected \$925
 increased based on this years sponsorship \$
 March Presidential Primary - 2016 actual
 Membership continues to grow - based on this year actual

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY20 BUDGET DRAFT

EXPENSE	FY 17	FY 17 YR	FY 18	FY 18 YR	FY 19	FY 19 AS OF	FY 19	FY20 DRAFT	FY19 VS
	BUDGET	END ACTUAL	BUDGET	END ACTUAL	BUDGET	4.8.19	REMAINING		FY20
									VARIANCE
5000 - President Expenses	\$2,000.00	\$3,748.16	\$2,000.00	\$2,056.91	\$3,500.00	\$2,309.81	\$1,190.19	\$2,500.00	(\$1,000.00)
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses									
5200 - Treasurer Expenses			\$200.00		\$200.00	\$53.05	\$200.00	\$200.00	\$0.00
5201- MTCA software			\$755.00		\$755.00	\$755.00	\$755.00	\$1,955.00	\$1,200.00
Total Treasurer Expenses	\$150.00	\$423.38	\$150.00	\$439.73	\$955.00	\$0.00	\$955.00	\$2,155.00	\$1,200.00
5300 - Lobbyist Expenses									
5301 - Lobbyist Salary	\$30,750.00	\$31,518.72	\$32,300.00	\$32,287.44	\$32,600.00	\$27,444.40	\$5,155.60	\$33,902.00	\$1,302.00
5302 - Lobbyist Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$109.00	\$109.00	\$109.00	\$109.00	\$0.00	\$109.00	\$0.00
Total Lobbyist Expense	\$30,859.00	\$31,627.72	\$32,409.00	\$32,396.44	\$32,709.00	\$27,553.40	\$5,155.60	\$34,011.00	\$1,302.00
5400 - Scholarship Expenses									
5401 - NEMCI Exp (outside sources)	\$6,000.00	\$3,900.00	\$6,000.00	\$2,950.00	\$4,000.00	\$0.00	\$4,000.00	\$2,500.00	(\$1,500.00)
5402 - NEMCI Exp (MITCA)	\$3,000.00	\$1,094.60	\$3,000.00	\$1,975.00	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00	\$0.00
5403 - MTCA Conference Scholarst	\$4,000.00	\$1,462.11	\$4,000.00	\$2,252.11	\$4,000.00	\$265.84	\$3,734.16	\$4,000.00	\$0.00
5404 - Awards/Scholarships (IIMC)	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Scholarship Expenses	\$16,000.00	\$6,456.71	\$16,000.00	\$7,177.11	\$9,100.00	\$265.84	\$8,834.16	\$7,600.00	(\$1,500.00)
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$250.00	\$78.00	\$250.00	\$331.50	(\$81.50)	\$250.00	\$0.00
5600 - Certification Expenses									
5601 - Administrator Stipend	\$1,000.00	\$650.00	\$1,000.00	\$1,025.00	\$1,000.00	\$655.00	\$345.00	\$1,000.00	\$0.00
5602 - Certification Expenses	\$400.00	\$224.39	\$400.00	\$385.33	\$400.00	\$263.13	\$136.87	\$400.00	\$0.00
Total Certification Expenses	\$1,400.00	\$874.39	\$1,400.00	\$1,410.33	\$1,400.00	\$918.13	\$481.87	\$1,400.00	\$0.00
5700 - Conference Expenses									
5701 - Printing Brochures/Program	\$1,100.00	\$1,703.41	\$1,500.00	\$1,155.93	\$1,500.00	\$808.43	\$691.57	\$1,500.00	\$0.00
5702 - Conference Deposits	\$10,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00
5703 - Postage / Brochure Mailing	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5705 - Entertainment	\$750.00	\$1,100.00	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	\$600.00	(\$150.00)
5706 - Speakers / Education	\$5,000.00	\$2,596.80	\$3,600.00	\$1,880.39	\$3,600.00	\$0.00	\$3,600.00	\$1,734.00	(\$1,866.00)
5707 - Conference Hotel / Meals	\$52,000.00	\$124,684.14	\$52,000.00	\$74,847.50	\$73,591.00	\$47,769.42	\$25,821.58	\$75,000.00	\$1,409.00
5708 - NE Conference (2016)	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/surv)	\$250.00	\$2,664.24	\$2,250.00	\$1,715.83	\$2,000.00	\$1,505.57	\$494.43	\$2,000.00	\$0.00
5710 - Printing / Copying	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Conference Expenses	\$70,341.00	\$140,748.59	\$68,100.00	\$88,599.65	\$89,441.00	\$57,083.42	\$32,357.58	\$88,834.00	(\$607.00)

based on FY18 & anticipated FY19 year end actuals

addition of software coordinator stipend position

contracted through 12/31/2020

havent been using past 2 years
havent been using past 2 years

need to make FY19 \$1000 donation

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY20 BUDGET DRAFT

ACTUAL

ACTUAL

	FY 17 BUDGET	FY 17 YR END ACTUAL	FY 18 BUDGET	FY 18 YR END ACTUAL	FY 19 BUDGET	FY 19 AS OF 4.8.19	FY 19 REMAINING	FY20 DRAFT	FY19 VS FY20 VARIANCE
EXPENSE Continued									
5800 - Executive Board Meetings/Lunch	\$1,000.00	\$447.90	\$1,000.00	\$2,264.42	\$1,000.00	\$1,632.16	(\$632.16)	\$1,000.00	\$0.00
5900 - Communication/Public Recorder									
5901 - Pub Rec Stipend / Editor	\$1,100.00	\$1,700.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5902 - Postage	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	(\$100.00)
5903 - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5904 - Web Maint & Update	\$2,000.00	\$1,995.00	\$3,991.00	\$3,676.53	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
Total Communication/Public Recorder	\$3,200.00	\$3,695.00	\$5,191.00	\$3,676.53	\$2,100.00	\$0.00	\$2,100.00	\$2,000.00	(\$100.00)
6000 - Auditor									
6001 - Annual Financial Review	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$0.00	\$850.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$0.00	\$850.00	\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00	\$1,700.00	\$1,700.00	\$0.00
6100 - Marketing / Name Badges	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses									
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$508.18	\$1,000.00	\$1,543.36	\$1,000.00	\$213.12	\$786.88	\$1,000.00	\$0.00
6202 - NEMCI Graduation Gifts	\$300.00	\$90.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00
6203 - Miscellaneous	\$500.00	\$75.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
Total Miscellaneous Expense	\$1,800.00	\$673.18	\$1,800.00	\$1,543.36	\$1,800.00	\$213.12	\$1,586.88	\$1,800.00	\$0.00
TOTAL EXPENSE	\$129,200.00	\$190,396.03	\$130,000.00	\$141,342.48	\$143,200.00	\$90,307.38	\$52,892.62	\$143,250.00	(\$705.00)
Income / Expense Variance	\$0.00	(\$42,737.03)	\$0.00	(\$8,019.48)	\$0.00	\$26,234.62		\$0.00	\$755.00

Error in FY19 expenses for treasurer - it was added as \$200

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY20 BUDGET**

INCOME	FY 17 YR END	FY 18 YR END	FY 19 BUDGET	FY 19 as of 5.28.19	FY 20 PROPOSED	FY19 VS FY20 VARIANCE
3100 - Conference Revenue						
3110 - Registration	\$36,142.00	\$34,125.00	\$36,000.00	\$30,166.00	\$37,700.00	\$1,700.00
3120 - Meals	\$41,735.00	\$37,578.00	\$42,500.00	\$31,420.00	\$39,000.00	(\$3,500.00)
3130 - Mentoring Workshops	\$2,250.00	\$2,025.00	\$2,000.00	\$1,500.00	\$1,800.00	(\$200.00)
3140 - Vendor Income	\$25,045.00	\$19,970.00	\$18,000.00	\$16,290.00	\$22,000.00	\$4,000.00
Total Conference Revenue	<u>\$105,172.00</u>	<u>\$93,698.00</u>	<u>\$98,500.00</u>	<u>\$79,376.00</u>	<u>\$100,500.00</u>	<u>\$2,000.00</u>
3200 - Certification Revenue	\$1,455.00	\$2,065.00	\$1,500.00	\$1,120.00	\$1,500.00	\$0.00
3300 - Scholarship Donations	\$3,900.00	\$5,650.00	\$3,200.00	\$2,425.00	\$2,500.00	(\$700.00)
3400 - Public Recorder/Website Ads	\$2,250.00	\$3,200.00	\$3,000.00	\$4,400.00	\$4,000.00	\$1,000.00
3500 - Media Stipends/AP/Educ	\$8,982.00	\$240.00	\$9,000.00	\$12,976.00	\$4,750.00	(\$4,250.00)
3600 - Dues	25,900.00	28,370.00	28,000.00	30,265.00	30,000.00	\$2,000.00
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$42,487.00</u>	<u>\$39,625.00</u>	<u>\$44,700.00</u>	<u>\$51,186.00</u>	<u>\$42,750.00</u>	<u>(\$1,950.00)</u>
TOTAL INCOME	\$147,659.00	\$133,323.00	\$143,200.00	\$130,562.00	\$143,250.00	\$50.00

EXPENSE	FY 17 YR END	FY 18 YR END	FY19 BUDGET	FY 19 as of 5.28.19	FY 20 PROPOSED	FY19 VS FY20 VARIANCE
5000 - President Expenses	\$3,749.16	\$2,056.91	\$3,500.00	\$2,532.06	\$2,500.00	(\$1,000.00)
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses						\$0.00
5200-Treasure Expenses			\$200.00	\$53.05	\$200.00	\$0.00
5201- MTCA software			\$755.00	\$755.00	\$1,955.00	\$1,200.00
Total Treasurer Expenses	<u>\$423.38</u>	<u>\$439.73</u>	<u>\$955.00</u>	<u>\$808.05</u>	<u>\$2,155.00</u>	<u>\$1,200.00</u>
5300 - Lobbyist Expenses						
5301 - Lobbyist Salary	\$31,518.72	\$32,287.44	\$32,600.00	\$33,094.74	\$33,902.00	\$1,302.00
5302 - Lobbyist Expenses	0.00	0.00	0.00	0.00	0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$109.00	\$109.00	\$109.00	\$0.00
Total Lobbyist Expense	<u>\$31,627.72</u>	<u>\$32,396.44</u>	<u>\$32,709.00</u>	<u>\$33,203.74</u>	<u>\$34,011.00</u>	<u>\$1,302.00</u>
5400 - Scholarship Expenses						
5401 - NEMCI Exp (outside sources)	\$3,900.00	\$2,950.00	\$4,000.00	\$4,000.00	\$2,500.00	(\$1,500.00)
5402 - NEMCI Exp (MTCA)	\$1,094.60	\$1,975.00	\$1,100.00	\$1,050.00	\$1,100.00	\$0.00
5403 - MTCA Conference Scholarships	\$1,462.11	\$2,252.11	\$4,000.00	\$265.84	\$4,000.00	\$0.00
5404 - Awards/Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Scholarship Expenses	<u>\$6,456.71</u>	<u>\$7,177.11</u>	<u>\$9,100.00</u>	<u>\$5,315.84</u>	<u>\$7,600.00</u>	<u>(\$1,500.00)</u>
5500 - Legislative Committee Expenses	\$0.00	\$78.00	\$250.00	\$331.50	\$250.00	\$0.00

Conference Registration Summay

Year	Conference	Location	Attendee
2012	Fall	Jiminy Peak	143
2013	Fall	Jiminy Peak	135
2014	Fall	Springfield	190
2015	Fall	Springfield	211
2016	Fall	Springfield	253
2017	Fall	Springfield, MA	174
2018	Fall	Springfield, MA	216

Year	Conference	Location	Attendee
2012	Summer	Sea Crest	273
2013	Summer	Sea Crest	245
2014	Summer	Sea Crest	279
2015	Summer	Sea Crest	266
2016	Summer	Plymouth	333
2017	Summer	Plymouth	236
2018	Summer	Plymouth	264

Year	Conference	Location	Attendee
2012	Winter	Sturbridge	239
2013	Winter	Sturbridge	223
2014	Winter	Sturbridge	240
2015	Winter	Devens	214
2016	Winter	Devens	267
2017	Winter	Devens	226
2018	Winter	Devens, MA 01434	236
2019	Winter	Devens, MA 01434	238

Membership Summary

2019

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	285	\$22,385.00	\$0.00	\$22,385.00
ACTIVE MEMBER	INACTIVE	8	\$735.00	\$0.00	\$735.00
ACTIVE MEMBER	PENDING	1	\$15.00	\$0.00	\$15.00
ACTIVE MEMBER	TRANSFER-INACTIVE	4	\$205.00	\$0.00	\$205.00
AFFILIATE MEMBER	ACTIVE	24	\$2,400.00	\$0.00	\$2,400.00
ASSOCIATE	ACTIVE	177	\$4,425.00	\$0.00	\$4,450.00
ASSOCIATE	INACTIVE	1	\$25.00	\$0.00	\$25.00
ASSOCIATE	PENDING	1	\$25.00	\$0.00	\$25.00
CITY CLERK	ACTIVE	2	\$0.00	\$0.00	\$0.00
CITY STAFF	ACTIVE	3	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	9	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	3	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	9	\$90.00	\$0.00	\$90.00
STAFF- No Membership	ACTIVE	56	\$0.00	\$0.00	\$0.00
STAFF- No Membership	TRANSFER-INACTIVE	1	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	1	\$0.00	\$0.00	\$0.00
					\$30,305.00

SCHOLARSHIP REPORT

FALL-2017

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
	<i>Ashland</i>								
	<i>Andy Livingston</i>								
Holliston	Dyan Fitzgerald	FS17-3	East Bridgewater	\$50.00	\$125.00	\$270.00	\$175.00	9/18/2017	9/13/2017
		FS17-2	Holliston	\$50.00	\$30.00	\$0.00	\$80.00	9/18/2017	9/13/2017
Barre	Ellen Glidden	FS17-1	Barre	\$50.00	\$125.00	\$153.66	\$175.00	9/18/2017	9/13/2017

WINTER-2018

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Halfax	Susan Lawless	WS18-2	Halfax	\$50.00	\$115.00	\$265.85	\$165.00	1/25/2018	1/25/2018
Barre	Ellen Glidden	WS18-1	Barre	\$50.00	\$115.00	\$123.64	\$165.00	1/25/2018	5/24/2018

SUMMER-2018

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Ware	Nancy Talbot		Ware	\$0.00	\$0.00	\$149.00			
Barre	Ellen Glidden		Barre	\$0.00	\$0.00	\$138.50			

FALL-2018

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Barre	Ellen Glidden	FS18-1	Barre	\$50.00	\$130.00	\$0.00	\$180.00	9/13/2018	9/13/2018

WINTER-2019

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Halfax	Susan Lawless	WS19-2	Halfax	\$50.00	\$115.00	\$0.00	\$165.00	1/24/2019	1/24/2019
Barre	Ellen Glidden	WS19-1	Barre	\$50.00	\$115.00	\$0.00	\$165.00	1/24/2019	1/24/2019

SUMMER - 2019

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Credit Owed	Date Issued	Date Used
Lanesborough	Ruth Krysh		Lanesborough	\$0.00	\$0.00	\$254.00			
Barre	Ellen Glidden		Barre	\$50.00	\$115.00	\$141.86			

**REPORT OF THE 1ST VICE PRESIDENT
JUNE 12, 2019
EXECUTIVE BOARD MEETING**

There will be several new vendors at our MTCA Conference this year. Two new (MA Genealogical Council and Business Automation Services) and the return of two vendors who has been absent from our conferences for several years – but who have opted to return (University Products and Slencil Company).

When the salesperson from Slencil contacted me he told me he was going to make a donation of the key chains with our MTCA logo once again for all clerks in attendance and we thank him. While the value of the donation has not been provided, the key chains will be gladly accepted and used I'm sure as they have been a favorite in the past.

Once again LHS has opted to provide us with a donation and for this conference the amount is \$750.00.

Online Dog Licensing has also provided us with a donation in the amount of \$150.00 and for this we are also grateful.

Unfortunately due to prior commitments several vendors will not be in attendance but have indicated they will be coming back in the fall of 2019.

A 1st deposit of \$5,445.00 will be given to the Treasurer – Danielle Sicard and the balance of monies due will be turned over either prior to the conference or after, depending on how payments come in.


There will be several vendors in attendance for the Thursday Banquet and many of them have also chosen to join us for lunch on Thursday.

I have included some of the reports that show Vendor Information for everyone to see.

There were two applicants for scholarships at this conference – Ellen Glidden of Barre requested \$306.86 and was granted her request. (Registration \$50.00, Meals \$115.00 and Hotel ½ cost for Wednesday and Thursday \$141.86); Ruth Knysh of Lanesborough requested \$254.00 and was granted her amount also (\$254.00 for Wednesday and Thursday).

The NEMCI Scholarship Report will be provided by me at the Executive Board Meeting with copies of letters to the recipients as well as their awards

Nancy J. Talbot – Town Clerk Ware

 5/27/2019

Vendor	Tables	Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPd	2nd Pd Date	Bal Pd
Business Automation Services	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	0	0	\$275.00	5/16/2019	\$275.00		\$0.00
Donnegan Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/21/2019	\$250.00		\$0.00
Duport Storage Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$300.00		\$0.00		\$0.00
ELECTEC Election Services, Inc.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$300.00	5/24/2019	\$300.00		\$0.00
Election Systems & Software ES&S	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/20/2019	\$250.00		\$0.00
FOIA Direct, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
General Code LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	3	0	0	\$325.00	5/21/2019	\$325.00		\$0.00
GoPetite	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/23/2019	\$250.00		\$0.00
Image Data, INC.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/20/2019	\$250.00		\$0.00
Inclusion Solutions IS Elections	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/21/2019	\$250.00		\$0.00
King Information Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/22/2019	\$250.00		\$0.00
KOFLE Technologies	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	2	2	1	\$430.00	5/20/2019	\$430.00		\$0.00
LHS Associates, Inc.	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$750.00	0	0	0	0	\$1,200.00	5/23/2019	\$1,200.00		\$0.00
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$0.00
Mass Mailers Plus, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	2	0	0	\$300.00	5/21/2019	\$300.00		\$0.00
Massachusetts Genealogical Council	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/22/2019	\$250.00		\$0.00
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
NextRequest	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	1	0	\$315.00	5/23/2019	\$315.00		\$0.00

Vendor	Tables	Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPd	2nd Pd Date	Bal Pd
Dupont Storage Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$300.00		\$0.00		\$0.00
FOIA Direct, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$0.00
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
Northeast Document Conservation Center	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
Online Dog Licensing	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00	2	2	2	0	\$580.00		\$0.00		\$0.00
Runbeck Election Services, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	1	\$325.00		\$0.00		\$0.00

TOTALS

Tables	\$1,750.00	Sponsor Break	\$0.00	Breakfast	\$100.00	Grand Total	\$2,405.00
Add Tables	\$200.00	Sponsor Breakfast	\$0.00	Lunch	\$100.00	1st Payment	\$0.00
Full Ad	\$0.00	Sponsor Lunch	\$0.00	Dinner	\$80.00	Final Payment	\$0.00
Half Ad	\$0.00	Sponsor President	\$0.00	Breakfast 2	\$25.00	Adjustments	\$50.00
Donations	\$150.00	Sponsor Banquet	\$0.00			Balance	\$2,355.00

Monday, May 27, 2019

MEAL TOTALS -VENDORS

SUMMER - 2019

1st Breakfast Total	Lunch Total	Banquet Total	2nd Breakfast Total
7	15	5	2
Dinner Choice Total-Vendor			
Roast Turkey		3	
Vegetable Ravioli		1	
	Total	4	

Plymouth, 2019

Conference Registration Administrator Report:

Total number registered for the Plymouth conference as of 5/23/2019: 177

Total paid registration & meals as of 5/23/2019: \$13,775.00

Certification Administrator Report:

Plymouth, 2019 – NEW CMMC:

Anne G. Iannitelli, West Bridgewater

1st CMMC Recertification:

Patricia E. Brown, Rockport

Theresa T. Bunce, Dennis

Dolores Berge, Somerset

Amy E. Warfield, Burlington

Danielle M. Sicard, Easton

2nd CMMC Recertification:

Felecie Joyce, Sheffield

Susan J. Duplin, Swampscott

Marie Y. Ryan, Great Barrington

3rd CMMC Recertification:

Julie Smith, Chatham

Cynthia May, Orleans

4th CMMC Recertification:

Deborah F. Dami, Mashpee

5th CMMC Recertification:

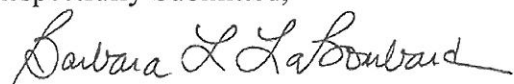
Joyce A. Bradshaw, North Andover

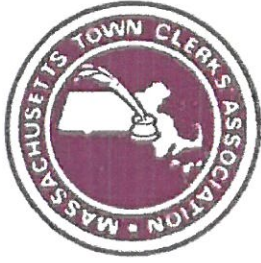
Barbara L. LaBombard, Easthampton

6th CMMC Recertification:

Laurence Pizer, Plymouth

Respectfully Submitted,





NAME: _____

MTCA POSITION: _____

Software Responsibilities

Software Manual Pages

MTCA SOFTWARE USER ACKNOWLEDGEMENT OF RESPONSIBILITIES

I, _____, acknowledge receipt of the MTCA software manual and that by virtue of my appointed MTCA position (listed above), I am a MTCA software user. As an MTCA software user I acknowledge my responsibility for utilizing the software as outlined in the software manual.

I acknowledge that I am aware that I will receive reminders, instructions and deadlines associated with my MTCA softer user role from the software coordinator and that I agree to meet these expectations. I further acknowledge that the deadlines created are meant to allow other software users the ability to view information in the software in manner that provides value to their role and responsibilities. Further, I agree to engage in the proper use of the software acknowledging that the software holds the association's membership and conference history records.

To ensure the continued use and viability of the MTCA software I agree to notify the software coordinator, not the software vendor, of any software issues that interfere with the designed purpose so they can be addressed and corrected.

I acknowledge that failure to perform the software tasks associated with my MTCA appointed role may cause additional costs to the MTCA association.

Signature: _____

Date: _____

Plymouth Conference
June 12-15, 2018

DATE/TIME	COORDINATOR/ PRESENTER	# SIGNED UP	COURSE NAME/ROOM	INSTRUCTORS	Web Link for Evaluations	MEAL TICKET	SPEAKER TABLE/ CHAIRS	OTHER EQUIP
Wednesday 1:00pm - 4:00pm ***** Break: ?	Marie Ryan:		Session A: Census 2020 - John Barr and How to Communicate with your residents - Andy Dowd and Kelly McElreath	John Barr - Census Andy Dowd and Kelly McElreath How to Communicate with residents				Podium 4 microphone setups or wireless Projector/clicker Projector Screen Table for projector
Thursday 9:00am-12:00pm ***** Break: 10:15am-10:45pm	Kaani Mai Tari:		Session B: Public Records Retention info & Best Practices for Record keeping					
Thursday 9am - 12Noon ***** Break: 10:15am-10:45am	Dottie Powers		Session C: Vitals 101	Alex Forman, Director, RVRS				Podium Wireless Microphone Projector/clicker Projector Screen Table for projector
Thursday 9am - 12Noon ***** Break: 10:15am-10:45am	Deb Gremo		Session D: Ask an Attorney Part 1	Lauren Goldberg, KP Law				Podium Projector/clicker Projector Screen Table for projector
Thursday 2:00pm-5:00pm ***** Break: 3:00pm-3:30pm	Laura Torti		Session E: Campaign Finance & Ethics Review	Jason Tait, OCPF David Giannotti, State Ethics Commission		1		Podium Microphone Projector/clicker Projector Screen Table for projector
Thursday 2:00pm-5:00pm ***** Break: 3:00pm-3:30pm	Valerie Fox		Session F: Elections, Federal assistance	Michelle Tassinari Ryan Macias, EAC Matt Masterson, DHS				Podium Microphone Projector/clicker Projector Screen Table for projector
Thursday 2:00pm-5:00pm ***** Break: 3:00pm-3:30pm	Deb Gremo		Session G: Ask an Attorney Part 2	Lauren Goldberg, KP Law				Podium Microphone Projector/clicker Projector Screen Table for projector
Friday 9am - 12Noon ***** Break: 10:15am-10:45am	Dottie Powers		Session H: DOR-DLS/DLM Town Clerk Reporting	Lisa Krzywicki, Municipal Databank/Local Aid Dir Donnette Benvenuto				Podium Microphone Projector/clicker Projector Screen Table for projector

MTCA Executive Board
Social Secretary

April 2019 to June 2019

Today's Date Here

Type:	Sent:	To:	Reason:
Sympathy Card	April 10	Michael Bouchard Groton Town Clerk	Wife Carole Passed Away
Sympathy Card	May 22, 2019	Linda Hutchenrider Former Barnstable Town Clerk	Husband, Brad Passed Away

**SCHOLARSHIP REQUESTS
FOR
MTCA CONFERENCE
JUNE 2019
PLYMOUTH, MA**

There were two (2) applicants for scholarships at this conference:

1. Ellen Glidden – Town Clerk of Barre requested \$306.86
Registration fee of \$50.00, Meals \$115.00 and ½ Hotel
Cost of \$141.86.

She was awarded the full amount requested - \$306.86

2. Ruth Knysh – Town Clerk of Lanesborough requested
\$254.00
Hotel Cost of \$254.00
(Her community was covering the Registration Fee of
\$75.00 and Meal Cost of \$25.00)

She was awarded the amount of \$254.00

Total cost of scholarship funds from MTCA - \$560.86

Respectfully on behalf of the Scholarship Committee Members – Nancy Blackmer
and Marlene Chused,

Nancy J. Talbot

**NEMCI SCHOLARSIP AWARDS
2019**

The listing below is a total of the applicants and awards made by the Scholarship Committee on behalf of the MA Town Clerks Association.

I have also listed the amounts these individuals received from other funding sources (NEMCI or New England Association). In every instance there is a balance due by each individual.

Bridget Rodrigue – Town Clerk of Ashfield

MTCA Award \$850.00 Balance due \$75.00

Elizabeth Greendale – Town Clerk of Holliston

MTCA Award \$850.00 Balance due \$75.00

Jeanne Survell – Town Clerk of Pepperell

MTCA Award \$850.00 Balance due \$75.00

Amy Akell – Town Clerk of Stoughton

MTCA Award - **None**

New England Association Award \$735.00

NEMCI Award \$80.00 Balance due \$110.00

Sarah Strozina – Assistant Town Clerk of Auburn

MTCA Award \$550.00

New England Association Award \$185.00

NEMCI Award \$80.00 Balance due \$110.00

Brooke Durden – Assistant Town Clerk of Norton

MTCA Award \$850.00 Balance due \$75.00

Jacklyn Morris – Assistant Town Clerk of Sherborn

MTCA Award \$550.00

New England Association Award \$185.00

NEMCI Award \$80.00 Balance due after \$75.00 initial payment made \$35.00

Sharyn Thomas – Assistant Town Clerk Shrewsbury

MTCA Award \$550.00

New England Association Award #185.00

NEMCI Award \$80.00

Balance due \$110.00

Please note the following individual applied, however she was not a member for one year of the appropriate agency and did not qualify for scholarships, her community will be paying the entire amount of \$925.00.

Kathryn Scott – City Clerk of Greenfield

Nancy J. Talbot
Scholarship Chair

June 11, 2019