

MTCA

Executive Board Meeting

Wednesday – July 29, 2020 – 12 Noon

Casta Diva Restaurant – 35 Solomon Pond Rd. Northborough, MA

Lunch & Socialization

Meeting opened

Secretary – Katherine Ingram

Approval of Minutes of past E Board Meetings (February 2020, other)

Treasurer Report – Lynn Sibley

FY 2020 Budget vs. Actual

FY 2021 Proposed Budget

Membership Summary

Other – Dues notices, lobbyist payment and contract renewal

Certification Co-Coordinator – Barbara LaBombard

1st Vice President – Bob Cutler

Update on Contract for Sheraton Springfield, MA (September 2020)

Update on Contract for Devens (February 2021)

2nd Vice President – Liz Greendale (she will not be attending) – no reports

President –

Request for donation by MTCA on behalf of Christina St. Pierre

Email/Information from State Auditor’s Office regarding costs & Early Voting Mandates for Local and State Elections (see attachment). Need to discuss time and date for setting up webinar for E Board members.

Call Ben Tafoya to set time and day

Discussion re: Election Security Partnership Trainings – Robert Bussey

Idea and availability of utilizing Rotary Club members to help perform

duties relative to Early Voting, acting as Poll Workers, etc. (see memo)

Education Chair – Valerie Fox

Report of Education Class re Elections on 7/30/2020

Legislative Update – Andrew Dowd, Chairman

Past President – Marie Ryan (she is on vacation and will not be attending)

Other items needing to be addressed

Adjournment

MTCA
Budget Vs Actual Report
6/30/2020

INCOME	<u>FY20 BUDGET</u>	<u>NEW INCOME</u>	<u>ACTUAL</u>	<u>REMAINING</u>
3100 - Conference Revenue				
3110 - Registration	\$37,700.00	\$135.00	\$135.00	\$37,565.00
3120 - Meals	\$39,000.00	\$380.00	\$380.00	\$38,620.00
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$22,000.00	\$400.00	\$400.00	\$21,600.00
Total Conference Revenue	\$100,500.00	\$915.00	\$915.00	\$99,585.00
3200 - Certification Revenue	\$1,500.00	\$355.00	\$355.00	\$1,145.00
3300 - Scholarship Donations	\$2,500.00	\$2,400.00	\$2,400.00	\$100.00
3400 - Public Recorder/Website Ads	\$4,000.00		\$0.00	\$4,000.00
3500 - Media Stipends/AP/Educ	\$4,750.00	\$5,324.00	\$5,324.00	(\$574.00)
3600 - Dues	\$30,000.00	\$225.00	\$225.00	\$29,775.00
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
	\$42,750.00	\$8,304.00	\$8,304.00	\$34,446.00
TOTAL INCOME	\$143,250.00	\$9,219.00	\$9,219.00	\$134,031.00
EXPENSE	<u>FY20 BUDGET</u>	<u>NEW EXP</u>	<u>ACTUAL</u>	<u>REMAINING</u>
5000 - President Expenses	\$2,500.00		\$0.00	\$2,500.00
5100 - Secretary Expense	\$0.00		\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00		\$0.00	\$200.00
5201- MTCA software	\$1,955.00		\$0.00	\$1,955.00
5202 - Software Coordinator	\$1,200.00	\$600.00	\$600.00	\$600.00
Total Treasurer Expenses	\$3,355.00	\$600.00	\$600.00	\$2,755.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$33,902.00	\$11,300.68	\$11,300.68	\$22,601.32
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$0.00	\$109.00
Total Lobbyist Expense	\$34,011.00	\$11,300.68	\$11,300.68	\$22,710.32
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarst	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	\$7,600.00	\$0.00	\$0.00	\$7,600.00

**MTCA
Budget Vs Actual Report
6/30/2020**

5500 - Legislative Committee Expenses	\$250.00		\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$0.00	\$1,000.00
5602 - Certification Expenses	\$400.00		\$0.00	\$400.00
Total Certification Expenses	\$1,400.00	\$0.00	\$0.00	\$1,400.00
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00		\$0.00	\$7,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,734.00		\$0.00	\$1,734.00
5707 - Conference Hotel / Meals	\$75,000.00		\$0.00	\$75,000.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/surv	\$2,000.00		\$0.00	\$2,000.00
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	\$88,834.00	\$0.00	\$0.00	\$88,834.00
EXPENSE Continued	FY20 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,000.00		\$0.00	\$1,000.00
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$0.00		\$0.00	\$0.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
Communication/Public Recorder	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
Total Auditor Expense	\$1,700.00	\$0.00	\$0.00	\$1,700.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$0.00	\$1,000.00
6202 - NEMCI Graduation Gifts	\$300.00		\$0.00	\$300.00
6203 - Miscellaneous	\$500.00	\$20.00	\$20.00	\$480.00
Total Miscellaneous Expense	\$1,800.00	\$20.00	\$20.00	\$1,780.00
TOTAL EXPENSE	\$144,450.00	\$13,915.68	\$13,915.68	\$130,534.32
Income / Expense Variance	(\$1,200.00)		(\$4,696.68)	
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Checking Account				
Beginning Balance	6/30/2019	\$20,919.40		
New Income		\$110,323.00		
New Expenses		\$100,092.34		
Current Balance	6/30/2020	\$31,150.06		

MTCA
Budget Vs Actual Report
6/30/2020

Money Market account Balance		
Beginning Balance	6/30/2019	\$32,214.91
New Income		\$32.28
New Expenses		\$0.00
Current Balance	6/30/2020	\$32,247.19

MTCA
Draft Budget for FY21

INCOME	FY20 BUDGET	NEW INCOME	ACTUAL	REMAINING	FY21 BUDGET
3100 - Conference Revenue					
3110 - Registration	\$37,700.00	\$135.00	\$26,020.00	\$11,680.00	37,700.00
3120 - Meals	\$39,000.00	\$380.00	\$26,105.00	\$12,895.00	39,000.00
3130 - Mentoring Workshops	\$1,800.00		\$2,040.00	(\$240.00)	1,800.00
3140 - Vendor Income	\$22,000.00	\$400.00	\$15,584.00	\$6,416.00	22,000.00
Total Conference Revenue	\$100,500.00	\$915.00	\$69,749.00	\$30,751.00	\$100,500.00
3200 - Certification Revenue	\$1,500.00	\$355.00	\$1,165.00	\$335.00	1,500.00
3300 - Scholarship Donations	\$2,500.00	\$2,400.00	\$3,250.00	(\$750.00)	2,500.00
3400 - Public Recorder/Website Ads	\$4,000.00		\$0.00	\$4,000.00	2,000.00
3500 - Media Stipends/AP/Educ	\$4,750.00	\$5,324.00	\$5,324.00	(\$574.00)	10,000.00
3600 - Dues	\$30,000.00	\$225.00	\$30,835.00	(\$835.00)	30,000.00
3700 - Interest Income (Bank Account)	\$0.00		\$0.00	\$0.00	0.00
3800 - MISC (Mktg/Sundries)	\$0.00		\$0.00	\$0.00	0.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00	0.00
	\$42,750.00	\$8,304.00	\$40,574.00	\$2,176.00	\$46,000.00
TOTAL INCOME	\$143,250.00	\$9,219.00	\$110,323.00	\$32,927.00	\$146,500.00

AP increase for election year

**MTCA
Draft Budget for FY21**

EXPENSE Continued	FY20 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,000.00		\$892.74	\$107.26
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$0.00		\$0.00	\$0.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
Total Communication/Public Recorder	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00		\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$0.00	\$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		\$664.00	\$336.00
6202 - NEMCI Graduation Gifts	\$300.00		\$300.00	\$0.00
6203 - Miscellaneous	\$500.00	\$20.00	\$179.50	\$320.50
Total Miscellaneous Expense	\$1,800.00	\$20.00	\$1,143.50	\$656.50
TOTAL EXPENSE	\$144,450.00	\$13,915.68	\$100,092.34	\$44,357.66
Income / Expense Variance	(\$1,200.00)		\$10,230.66	\$1,038.00

Checking Account

Beginning Balance	6/30/2019	\$20,919.40
New Income		\$110,323.00
New Expenses		\$100,092.34
Current Balance		\$31,150.06

Money Market account Balance

Beginning Balance	6/30/2019	\$32,214.91
New Income		\$32.28
New Expenses		\$0.00
Current Balance		\$32,247.19

Membership Summary

2020

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	267	\$21,095.00	\$135.00	\$21,230.00
ACTIVE MEMBER	INACTIVE	15	\$1,140.00	\$0.00	\$1,140.00
ACTIVE MEMBER	TRANSFER-ACTIVE	1	\$150.00	\$0.00	\$150.00
ACTIVE MEMBER	TRANSFER-INACTIVE	6	\$445.00	\$0.00	\$445.00
AFFILIATE MEMBER	ACTIVE	23	\$2,300.00	\$0.00	\$2,300.00
AFFILIATE MEMBER	INACTIVE	2	\$200.00	\$0.00	\$200.00
AFFILIATE MEMBER	TRANSFER-INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	206	\$5,150.00	\$0.00	\$5,150.00
ASSOCIATE	INACTIVE	1	\$25.00	\$0.00	\$25.00
ASSOCIATE	TRANSFER-INACTIVE	1	\$25.00	\$0.00	\$25.00
CITY STAFF	ACTIVE	4	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	22	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	7	\$70.00	\$0.00	\$70.00
STAFF- No Membership	ACTIVE	57	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	5	\$0.00	\$0.00	\$0.00
					\$30,835.00

Talbot, Nancy

From: Barbara LaBombard <BLaBombard@easthamptonma.gov>
Sent: Tuesday, July 28, 2020 2:08 PM
To: Talbot, Nancy
Subject: Re: E Board Meeting

CAUTION: This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

No, I won't be there.

I guess you could report that I have 3 clerks taking CMMC tests right now.

The re-certifications for September have been sent out. Both June and September's re-certs will be mailed (I have the June ones ready to go and will send the fall ones out as well, assuming no conference in Springfield). That's about all to report here!

Enjoy!

Barbara L. LaBombard, MMC/CMMC
City Clerk, Clerk to the City Council, Records Access Officer
50 Payson Ave., Easthampton, MA 01027
Phone #: 413-529-1400, ext. 460
Fax #: 413-529-1417
E-Mail: blabombard@easthamptonma.gov

Office Hours:

Monday & Tuesday: 7:30 a.m. to 5 p.m.
Wednesday: 8 a.m. to 6 p.m.
Thursday: 8 a.m. to 5 p.m.
Closed Fridays

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From: Talbot, Nancy <NTalbot@townofware.com>
Sent: Tuesday, July 28, 2020 1:58:19 PM
To: Barbara LaBombard
Subject: E Board Meeting

I think I sent you an email previously, and then may have forgotten you on yesterday's email reminder. Sorry Were you planning on attending on Wednesday at noon at the Casta Diva Restaurant 35 Solomon Pond Rd. If not will you be sending any information that you want me to share?

Sorry and Thanks

Talbot, Nancy

From: Tafoya, Ben J (SAO) <ben.j.tafoya@state.ma.us>
Sent: Saturday, July 25, 2020 1:18 PM
To: Talbot, Nancy
Subject: Follow-up on new voting law

CAUTION: This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

It was great to have the a chance to speak to you this week. I know the Clerks are working hard to accommodate these unique times.

I want to repeat our offer to do a webinar with your executive board, and other interested members on what we found by analyzing the data from the February early voting period. We think it might be helpful going forward.

We also want to make sure that the Clerks are keeping careful track of election expenses related to expanded early voting/vote-by-mail. While we can't guarantee what the legislature will choose to fund, we want to be ready once we are asked to certify costs. To that point, we have identified two categories of expenses that we can identify and want your input on others.

1. Spring town elections and state special elections:
 - a. Increased staffing costs related to processing applications and ballots
 - b. Postage expenses to handle ballots
 - c. Data entry related to vote-by-mail/early voting
 - d. Equipment costs related to reconfigured polling places
 - e. Other extraordinary personnel costs such as training sessions

2. Upcoming Primary Period:
 - a. Increased staffing costs related to processing applications and ballots
 - b. Staffing for the early voting period in August
 - c. Facility costs for early voting
 - d. Data entry costs related to vote-by-mail/early voting
 - e. New equipment costs related to reconfigured polling places
 - f. Other extraordinary personnel costs such as training sessions

Based on this information we can anticipate the costs for the General election and its early voting period and vote-by-mail requirements.

I believe your organization will play a critical role in moving this discussion forward at the state level, as we look to clarify what expenses exist and what sources of funds may be available.

Thanks again for your cooperation,

Ben

Dr. Ben Tafoya
Director of Division of Local Mandates

Talbot, Nancy

From: Bussey, Robert (SEC) <robert.bussey@state.ma.us>
Sent: Monday, July 27, 2020 10:16 AM
Subject: CENTRAL REGION SPECIAL INVITATION: Table-Top Exercise [Summer TTX]

CAUTION: This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Hello Central Region City & Town Clerks,

You are cordially invited to the ESP Program's next Table-Top Exercise. For those currently in the ESP Program, this will satisfy Initiative #5: Table-Top Exercise. For those not in the program, we welcome you to attend and participate with us.

Purpose: To create an opportunity for elections officials within the Commonwealth to enhance their understanding of key issues associated with the 2020 elections. This includes coordination of election resources, responding to events as they develop, and communicating with internal and external entities.

When: Aug 12th, 2020, 10:00 AM- 12:00 PM Eastern Time (US and Canada)

Topic: CENTRAL Region Table-Top Exercise [Summer]

Register in advance for this Table-Top Exercise [TTX]:

https://zoom.us/webinar/register/WN_swpjAjexT7eM6S8dn1Xfdg

After registering, you will receive a confirmation email containing information about joining the webinar.

Best regards,

Robert Bussey

Regional Cyber Security Analyst - Central

Information Technology Division

Office of the Secretary of the Commonwealth of Massachusetts

Rotary Club of Southborough: Project Spirit

To: Rotary Presidents & Service Project Chairs

Bottom Line: City & Town Clerks need support from their local communities.

Introduction:

I have spent this past year working with city and town clerks as part of my job. With social distancing and limitations on the size of gatherings, our local Town Clerk's offices are now struggling with an evolving and growing workload. Ensuring continued functioning of our local clerks' offices in these times is going to require more hands on deck than ever before.

Project Spirit, as in the Spirit of 1776, is a volunteer effort sponsored by your local Rotary Club to lend a helping hand during this time of pandemic & social unrest. If you can spare the time; you can help the staff at the Town Clerks office keep pace with challenging requirements of conducting regular business while running a Primary & General Election.

Background

- Clerks feel overwhelmed.
- Clerks are short-staffed. Some are quitting. One died in her sleep this week and she was only 35 years old.
- Clerks need "**Quiet Time**". Since COVID-19, they have been at the city & town halls, working behind closed doors. However, they do receive visitors and phone calls non-stop. So they are often too busy with putting out fires to do anything else. Thus, they stay later, work longer, and burn out faster.
- Clerks have anxiety. They are worried about whether or not they can do their jobs.
- Retired clerks are unwilling to be called up and help out our cities and towns.
- COVID-19 is not going away any time soon.
- Last minute surges for resident requests are expected right before 9/1 and 11/3.

Who: Rotary as the coordinator, working with City & Town Clerks

What: Rotary alleviates some of the burdens on the 351 City & Town Clerks that are dealing with COVID-19 & Extended Voting Options for the Primary (9/1) and General (11/3) elections.

How: Reach out to your local city or town clerk and offer assistance. Some examples are: Phase 1: Stuff envelopes & count ballots, be on a "closing team, participate on a entry team, etc. The local clerks will know best how they need assistance. Think of Rotary as being a safety net for the clerks in their time of need.

When: Now-November 7th

Rotary Club of Southborough: Project Spirit

Where: Town Houses|City Halls, your home, School gymnasium, and other agreed upon venues.

Why: Clerks do not feel like they are supported within their communities.

- Clerks cannot do their regular duties & the increase in election related duties due to the H.4820 bill recently signed into law by Gov. Baker.
- Clerks are working longer hours just to keep up.

For more information, please contact:

Best regards,

Robert A. Bussey, MBA

Rotary Club of Southborough, 2020-2021 President

P: (617) 833-9915 | E: bussey@vurohege.com

