



**Executive Board Meeting Agenda
Northborough Senior Center
Monday, August 9, 2021 – 10 AM**

1. SWEAR IN EBOARD MEMBERS
2. SECRETARY'S REPORT—WENDY MICKEL
 - EBoard Directory—view for corrections prior to posting on website (attached)
 - Approve June 9, 2021 Minutes (attached)
 - Confirm acceptance of past meeting minutes:
 - a. December 6, 2019 (approved 2/5/20?)
 - b. September 18, 2019 (approved 2/5/20?)
 - c. August 7, 2019 (approved 9/18/19?)
3. TREASURER'S REPORT— DEB BOURBEAU and LYNN SIBLEY
 - FY 21 Year-end report (attached)
 - Plymouth Conference report (attached)
 - Membership report (attached)
4. PRESIDENT'S REPORT—BOB CUTLER
 - Appointments (attached)
 - Bylaw Recommended Edits/Public Recorder (attached)
 - Conference
 - Clocks
 - 100th year recognition
5. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE (verbal)
6. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD (verbal)
7. CMMC CERTIFICATION ADMINISTRATOR—BARBARA LABOMBARD
8. EDUCATION COMMITTEE REPORT—VAL FOX
 - Wednesday class—SOC Office of Election Security Partnership Program
 - Education Committee Conference Education (attached)
9. LEGISLATIVE REPORT—ANDY DOWD (verbal)

**Executive Board Meeting Agenda Continued
Northborough Senior Center
Monday, August 9, 2021 – 10 AM**

10. COMMUNICATIONS COMMITTEE—DANIELLE SICARD

- Board Policies & Procedures Manual-recommended changes (attached)
- Website Sponsorships (attached)

11. MENTORING COMMITTEE—DANIELLE SICARD

- June Mentoring Report (attached)
- FY22 Offerings (attached)
- New Committee Members

12. MTCA SOFTWARE COORDINATOR—DANIELLE SICARD (verbal)

- FY22 Flip
- Transition Training Update

13. SOCIAL SECRETARY REPORT—DEB BOURBEAU

14. PAST PRESIDENT REPORT—NANCY TALBOT

EXECUTIVE BOARD MEMBERS

Executive Board – Term Expires 2022

Theresa Bunce, MMC/CMMC (2018-2022) *Barnstable County* Office: 508-760-6115
685 Route 134 Fax: 508-394-8309
South Dennis, MA 02660 Cell: 508-446-0037
Hours: Mon - Fri: 8:30 AM - 4:30 PM E-Mail: tbunce@town.dennis.ma.us

Dianne Bucco, CMC/CMMC (2021-2022) *Essex County* Office: 413-525-5400 x1050
10 Central Street Fax: none
Manchester-By-The-Sea, MA 01944 Cell: 978-852-8029
Hours: Mon, Tues, Wed: 8:30 AM - 5:00 PM E-Mail: buccod@manchester.ma.us
Thurs: 8:30 AM - 6:30 PM

Kim Batista (2021-2022) *Hamden County* Office: 413-583-5600 x1231
488 Chapin Street Fax: 413-583-5603
Ludlow, MA 01056 Cell: none
Hours: Mon - Fri: 8:30 AM – 4:30 PM E-Mail: clerk@ludlow.ma.us

Executive Board – Term Expires 2023

Lillian M. Drane, MMC/CMMC (2019-2023) *Plymouth County* Office: 508-496-8800
346 Bedford Street Fax: 508- 946-3970
Lakeville, MA 02347 Cell: 508-944-8561
Hours: Mon - Thur: 8:00 AM - 4:30 PM E-Mail: ldrane@lakevillema.org
Fri: 8:00 AM - 12:00 PM

Andrew Dowd, CMC/CMMC (2021-2023) *Worcester County* Office: 508-393-5001
63 Main Street Fax: 508-393-6996
Northborough, MA 01532 Cell: 508-269-2672
Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: adowd@town.northborough.ma.us
Tues: 8:00 AM - 7:00 PM
Fri: 7:00 AM - 12:00 PM

Michelle Hill, CMC /CMMC (2021-2023) *Hamden County* Office: 413-569-5504
454 College Highway Fax:
Southwick, MA 01077 Cell:
Hours: Mon, Wed, Thurs: 8:00 AM - 5:00 PM E-Mail: treasurer@southwickma.net
Tues: 8:00 AM - 8:00 PM
Fri: 7:30 AM - 12:00 PM

Executive Board – Term Expires 2024

Joseph Judd (2021-2024) *Franklin County* Office: 413-625-0300 ext 3
51 Bridge Street Fax: 413-625-0312
Shelburne, MA 01370 Cell: 413-834-7997
Hours: Mon, Tues: 10:00 AM - 5:00 PM E-Mail: townclerk@townofshelburnema.gov
Thurs: 10:00 AM - 4:00 PM

Ileen Twiss (2021-2024) *Essex County* Office: 978-774-6927
48 South Main Street Fax: 978-774-6167
Middleton, MA 01949 Cell: 978-423-4203
Hours: Mon, Wed, Thur: 9:00 AM - 4:00 PM E-Mail: ilene.twiss@middletonma.gov
Tues: 9:00 AM - 6:00 PM
Fri: 9:00 AM - 1:00 PM

Valerie Fox, MMC (2021-2024) *Middlesex County* Office: 781-259-2607
16 Lincoln Road Fax: 781 259-8735
Lincoln, MA 01773 Cell: none
Hours: Mon - Thurs: 8:30 AM - 4:30 PM E-Mail: foxv@lincolntown.org

APPOINTED POSITIONS

Assistant Treasurer

Lynn Sibley (2021-2023)
4 Sandy Lane
South Deerfield, MA 01373

Franklin County

Office: 413-665-4400 ext 2

Fax: 413-665-9560

Cell: 413-531-8082

Hours: Mon: 8:00 AM - 7:00 PM
Thurs: 8:00 AM - 4:00 PM

E-Mail: assisttownclerk@whately.org

CMMC Certification Administrator

Barbara L. LaBombard, MMC (2021-2024) *Hampshire County*
50 Payson Avenue, Ste. 100
Easthampton, MA 01027

Office: 413-529-1400 ext 460

Fax: 413-529-1417

Cell: 413-527-3903

Hours: Mon - Fri: 7:30 AM - 5:00 PM

E-Mail: cityclerk@easthamptonma.gov

Conference Registration Administrator

Barbara L. LaBombard, MMC (2019-2022) *Hampshire County*
50 Payson Avenue, Ste. 100
Easthampton, MA 01027

Office: 413-529-1460

Fax: 413-529-1417

Cell: 413-527-3903

Hours: Mon - Fri: 7:30 AM - 5:00 PM

E-Mail: cityclerk@easthampton.org

Education Database Coordinator

Amy Akell, MMC/CMMC (2021-2024) *Essex County*
25 Green Street
Ipswich, MA 01938

Office: 978-356-6600, ext 1015

Fax: 978-356-6021

Cell:

Hours: Mon: 8:00 AM - 7:00 PM
Tues - Thur: 8:00 AM - 4:00 PM
Fri: 8:00 AM - 12:00 PM

Email: amya@ipswichma.gov

Elections Task Force Representative

Danielle M. Sicard, MMC/CMMC (2019-2022) *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530

Fax: 508-230-0569

Cell: 508-840-3727

Hours: Mon: 8:30 AM - 7:30 PM
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

E-Mail: DSicard@easton.ma.us

The Public Recorder Editor

Nancy Burnham, CMMC (2020-2023) *Worcester County*
584 Main Street, Suite 10
Athol, MA 01331

Office: 978-249-4551

Fax: 978-249-2491

Cell:

Hours: Mon, Wed & Thurs: 8:00 AM - 5:00 PM
Tues: 8:00 AM - 8:00 PM

E-Mail: townclerk@townofathol.org

Software Coordinator

Danielle M. Sicard, MMC/CMMC (2021-2023) *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530

Fax: 508-230-0569

Cell: 508-840-3727

Hours: Mon: 8:30 AM - 7:30 PM
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

E-Mail: DSicard@easton.ma.us

Sunshine Fund Administrator / Social Secretary

Debra Bourbeau, CMMC (2021-2022) *Franklin County*
1 Avenue A
Turners Falls, MA 01376

Office: 413-863-3200 x104

Fax: 413-863-3224

Cell: 413-834-3752

Hours: Mon, Tues, Thurs: 8:30 AM - 5:30 PM
Weds: 8:30 AM - 6:30 PM

E-Mail: townclerk@montague-ma.gov

COMMITTEE CHAIRS

Bylaw – Policies & Procedures Review Committee Chair

Office:
Fax:
Cell:
Email:

CMMC Certification / Examination Board

Madaline I. Bonadies, CMC/CMMC
41 Elm Street
Southbridge, MA 01550

Office: 508-764-5408
Fax:
Cell:
Email: mbonadies@southbridgemass.org

Communications Committee Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530
Fax: 508-230-0569
Cell: 508-840-3727
E-Mail: DSicard@easton.ma.us

Education Committee Chair

Valerie Fox, MMC *Middlesex County*
16 Lincoln Road
Lincoln, MA 01773

Office: 781-259-2607
Fax: 781 259-8735
Cell: none
E-Mail: foxv@lincolntown.org

Legislative Committee Chair

Andrew T. Dowd, CMC/CMMC *Worcester County*
63 Main Street
Northborough, MA 01532

Office: 508-393-5002
Fax: 508-393-6996
Cell: 508-269-2672
E-Mail: adowd@town.northborough.ma.us

Lobbyist Review Committee Chair

Office:
Fax:
Cell:
Email:

Mentoring Committee Co-Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530
Fax: 508-230-0569
Cell: 508-840-3727
E-Mail: DSicard@easton.ma.us

Mentoring Committee Co-Chair

Jayne Marie Davolio, CMMC *Worcester County*
127 Elm Street
Millbury, MA 01527

Office: (508) 865-9110
Fax: (508) 865-0857
Cell:
Email: JDavolio@townofmillbury.net

Nominating Committee Chair

Theodora K Eaton, MMC *Norfolk County*
1471 Highland Avenue
Needham, MA 02492

Office: 781-455-7500 x 216
Fax: 781-449-1246
Cell:
Email: Teaton@needhamma.gov

Legislative Agent

Thomas M. Joyce, Jr.
Joyce & Joyce
45 Bowdoin Street
Boston, MA 02114

Office: 617-742-2420
Cell: 617-308-2290
E-Mail: tjoyce20@comcast.net

MTCA EXECUTIVE BOARD MEETING



June 9, 2021 - Hotel 1620 Plymouth

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY J. TALBOT	X
1 ST VICE PRESIDENT	ROBERT E. CUTLER, JR	X
2ND VICE PRESIDENT	ELIZABETH T. GREENDALE	X
TREASURER	LYNN SIBLEY	X
SECRETARY, ACTING	WENDY MICKEL	X
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	X
EXECUTIVE BOARD 2020	ANN M. QUIRK	X
EXECUTIVE BOARD 2020	TRUDY L. REID	
EXECUTIVE BOARD 2021	TERRI BUNCE	X
EXECUTIVE BOARD 2021	KIM BATISTA	X
EXECUTIVE BOARD 2021		
EXECUTIVE BOARD 2022	LILLIAN DRANE	X
EXECUTIVE BOARD 2022 CHAIR - LEGISLATIVE	ANDREW DOWD	X
EXECUTIVE BOARD 2022	LAURA TORTI	
PAST PRESIDENT	MARIE RYAN	X
PUBLIC RECORDER EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALERIE FOX	X
CONFERENCE & CERTIFICATION ADMIN	BARBARA LABOMBARD	X
ASSISTANT TREASURER	VACANT	
SOFTWARE COORDINATOR CHAIR – COMMUNICATIONS, MENTORING	DANIELLE M SICARD	X

A quorum of voting members being present, President Talbot called the meeting to order at 10:25am.

Secretary's Report – Wendy Mickel

Approval of Minutes from the Executive Board Meetings on February 25, 2021, April 1, 2021 and April 8, 2021 were presented by President Nancy Talbot.

<p>ACTION TAKEN: Motion was made to approve the minutes from the February 25, 2021, April 1, 2021 and April 8, 2021 E-Board meetings. Motion was seconded and were approved.</p>

MTCA EXECUTIVE BOARD MEETING



June 9, 2021 - Hotel 1620 Plymouth

Minutes Approved on: DRAFT

Treasurer's Report – Lynn Sibley

Lynn gave an overview of the past year finances. A donation of \$1000 was made by LHS and a smaller from another vendor. Due to COVID many communities had not paid dues in 2020, however the finances are currently in order. \$15,000+- has been received. The board reviewed the treasurers proposed FY22 Association budget

ACTION TAKEN: Motion was made to approve the Proposed FY22 Association Budget as presented and to have them voted on by the full membership for approval. Motion was seconded and approved.

Vice President Report – Bob Cutler

The 13 vendors will be now located in The Atlantic Room of the 1620 Hotel during the conference. Limitations were in order from COVID restrictions, but expanded just days before the conference but couldn't allow for all to attend in person at this time.

Vice President Report – Liz Greendale

Liz provided an update regarding the conference preparations and COVID restrictions being lifted. The break will be in the lounge area this year. Fall conference is scheduled for September 22-24 in Springfield.

Legislative Committee Report – Andy Dowd

Andy gave an update regarding permanent changes to election laws, re-precincting, and extension of remote meeting provisions.

Education Committee – Valerie Fox

Valerie asked to increase the number of committee members from 7 to 9. Bob suggested she come up with a plan to present at the next meeting. Danielle suggested she refer to the roles and responsibilities document which outlines the positions/job descriptions. Valerie will come back at a future date with an outline to present.

Mentoring Committee Report – Danielle Sicard

Danielle discussed continuing to have future zoom meeting choice or in-person meetings for new clerk mentoring classes.

Conference Registration Administrator Report – Barbara LaBombard

Barbara reported that the process used to collect funds and registration was easier than expected. 85 present and 96 zoom for the Plymouth Summer Conference and registrations yielded \$15,910.

MTCA EXECUTIVE BOARD MEETING



June 9, 2021 - Hotel 1620 Plymouth

Minutes Approved on: DRAFT

Other Items – Nancy Talbot

Discussions regarding extension of current laws relative to town meeting. Clerks should contact legislators with concerns.

Ann Quirk IIMC Athenian Classes on-line are popular, however many have blacked out screen or stepped away from computer. If that happens the person should not be given points for class.

Meeting adjourned 11:30am

Respectfully Submitted,

Wendy L. Mickel, Acting Secretary, Westborough

MTCA EXECUTIVE BOARD MEETING



December 6, 2019 – Northborough Senior Center

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY J. TALBOT	✓
1ST VICE PRESIDENT	ROBERT E. CUTLER, JR	✓
2ND VICE PRESIDENT/LEGISLATIVE CHAIR	ELIZABETH T. GREENDALE	✓
TREASURER	LYNN SIBLEY	✓
SECRETARY	KATHERINE T. INGRAM	
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	
EXECUTIVE BOARD 2021	THERESA BUNCE	✓
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	
EXECUTIVE BOARD 2021		
EXECUTIVE BOARD 2022	LILLIAN DRANE	✓
EXECUTIVE BOARD 2022	WENDY MICKEL	✓
EXECUTIVE BOARD 2022	ANDY DOWD	✓
PAST PRESIDENT	MARIE RYAN	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALARIE FOX	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓
ASSISTANT TREASURER	DEBRA BOURBEAU	

A quorum of voting members being present, President Talbot called the meeting to order at 10:09 AM.

President Talbot opened the meeting, and stated that due to Secretary Katherine Ingram's absence, she would like to postpone the approval of the Minutes from the September Meeting.

MTCA EXECUTIVE BOARD MEETING



December 6, 2019 – Northborough Senior Center

Minutes Approved on: DRAFT

ACTION TAKEN: On a motion by, Member Ann Quirk, seconded by 1st Vice President Bob Cutler, to postpone the approval of the September 2019 Minutes, was unanimously approved.

Treasurer's Report – Lynn Sibley

Treasurer Sibley presented the budget and stated her only concern, was that members were not putting their staff members on their Membership Forms, causing issues with class registration.

ACTION TAKEN: On a motion by 1st Vice President Bob Cutler, seconded by Member Ann Quirk, to accept the Treasurer's Report, was unanimously approved.

President's Report – Nancy Talbot

President Talbot noted that she will be meeting with State Auditor Bump with some members of the Executive Board, regarding Early Voting costs, mandates and reimbursements. She also made some new appointments: Deb Bourbeau, Asst. Treasurer; Deb Gremo, Legislative Comm.; Andy Dowd, E-Board Member to replace Laura Torti.

Assistant Treasurer – Debra Bourbeau

Not present

1st Vice President Report – Bob Cutler

1st VP Cutler reported that some Vendors inquired about hosting cocktails and hors d'oeuvres on Thursday night, in place of a meal in Plymouth.

2nd Vice President Report – Elizabeth Greendale

2nd VP Greendale reported that arrangements for the Winter Conference in Devens are underway. Member Wendy Mickel suggested that we have an instructor come on Wednesday after the session and have a Jazzercise Class for anyone who want to attend.

ACTION TAKEN: On a motion by Member Andy Dowd, seconded by Member Terri Bunce, to pay the \$50 fee for the Jazzercise Instructor, was unanimously approved.

Conference Registrar/Certification Administrator – Barbara LaBombard

Member Barbara LaBombard reported that in preparation as her last term as the Certification Administrator she would like to make some procedural changes by having the test reviewed annually as opposed to every 5 years, and make a clarification for Town Clerk's with a City form of government.

MTCA EXECUTIVE BOARD MEETING



December 6, 2019 – Northborough Senior Center

Minutes Approved on: DRAFT

ACTION TAKEN: On a motion by Member Andy Dowd, seconded by Member Ann Quirk, to change the Certification Exam review to annual, and put before the Association at the June 2020 Conference, was unanimously approved.

Past President Report– Marie Ryan

Said that everyone is doing a good job, and to keep up the good work.

COMMITTEE REPORTS

Education Committee – Valarie Fox

Member Valarie Fox presented the line-up of classes and said everything is coming together.

Legislative Committee – Andy Dowd

Member Dowd reported that there are no expected changes to the Supplemental Budget, and he is hopeful that it will be signed by the end of the month.

Mentoring Committee / EV Task Force – Danielle Sicard

Member Danielle Sicard stated that we have increased the number of Mentors to facilitate classes. She also met with the EV Task Force and they were receptive to removing envelopes and processing ballots, and asked for a timeline to make the changes.

Old Business – none

New Business – Projector

It was discussed that the Association would purchase a new projector to be used at conferences to defray some of the AV costs.

ACTION TAKEN: On a motion by Member Andy Dowd, seconded by 1st Vice President Bob Cutler, to spend up to \$1,500 for the purchase of a projector for Conferences, was unanimously approved.

Meeting was adjourned at 11:43 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
2nd Vice President, MTCA

MTCA EXECUTIVE BOARD MEETING



September 18, 2019 – Springfield Sheraton

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY J. TALBOT	✓
1 ST VICE PRESIDENT	ROBERT E. CUTLER, JR	✓
2 ND VICE PRESIDENT/LEGISLATIVE CHAIR	ELIZABETH T. GREENDALE	✓
TREASURER	LYNN SIBLEY	✓
SECRETARY	KATHERINE T. INGRAM	✓
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	✓
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	✓
EXECUTIVE BOARD 2021	THERESA BUNCE	✓
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	✓
EXECUTIVE BOARD 2021	Vacancy (Tom Florence resigned)	
EXECUTIVE BOARD 2022	LILLIAN DRANE	
EXECUTIVE BOARD 2022	WENDY MICKEL	✓
EXECUTIVE BOARD 2022	ANDY DOWD	✓
PAST PRESIDENT	MARIE RYAN	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALARIE FOX	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓

A quorum of voting members being present, President Talbot called the meeting to order at 10:05 AM.

Secretary's Report – Katherine Ingram

Katherine Ingram presented the minutes from the Executive Board Meeting on August 7, 2019 at the Northborough Council on Aging.

ACTION TAKEN: On a motion by 1st Vice President Bob Cutler, seconded by 2nd VP, Elizabeth Greendale the minutes from August 7, 2019 were unanimously approved.

MTCA EXECUTIVE BOARD MEETING



September 18, 2019 – Springfield Sheraton

Minutes Approved on: DRAFT

Treasurer's Report – Lynn Sibley

Treasurer Sibley presented the budget and reported no concerns at the moment. Treasurer Sibley noted that she has been talking to Deb Bourbeau about becoming the new Assistant Treasurer. Member Bourbeau is considering taking on the role. Treasurer Sibley also reported that there are currently 267 active members, 22 affiliate members and 186 associate members.

ACTION TAKEN: On a motion by 1st Vice President Cutler, seconded by Member Quirk, to accept the Treasurer's Report, was unanimously approved.

President's Report – Nancy Talbot

President Talbot discussed vacancies and how to update them. Suggestions of people willing to help out were provided to President Talbot and she will follow up with them. Secretary Ingram will email the current list over to President Talbot in order to update the information.

Kaari Tari supplied the list of class sign-ups for the September 2019 Conference as of 9/11/2019

Update on Badges – Wendy Mickel

Member Mickel, presented options for the new badges. Board members discussed that they liked the option of having the town name in Massachusetts, with the MTCA seal underneath and the member name underneath that. The Board like the idea of having a gold badge with black writing.

ACTION TAKEN: On a motion by Member Ann Quirk and seconded by 1st Vice President, Bob Cutler, to create a new badge with black writing on a gold background, the town name in Massachusetts, the MTCA seal underneath and the member name on the bottom, was unanimously approved.

1st Vice President Report – Bob Cutler

1st Vice President Cutler with the help of Andy Dowd reported on the Wednesday afternoon class which will be talking about Rank Choice Voting. Both wanted to be clear that the three different speakers asked to attend the meeting to provide insight into RCV which will likely be a question on the ballot in 2020. It is expected that there will be many questions from the attendees, and we are hoping to receive answers to some of our questions. The SOC does not have any directions for us since this has not been voted on yet. Michelle Tassinari from Secretary Galvin's Office has a lot of questions which she shared with 1st VP Cutler who asked for members of the E-Board to ask during the presentations. Members of the Board agreed to take a question to ask at the meeting and 1st VP Cutler handed the questions out.

2nd Vice President Report – Elizabeth Greendale

2nd Vice President Greendale reported that everything seems to be in order for the conference.

Conference Registrar/Certification Administrator – Barbara LaBombard

Ms. LaBombard was not present at the meeting but did send her report into President Talbot.

The total number registered for the Springfield conference as of Sept. 17, 2019: 233

Total submitted by Administrator to Treasurer Lynn Sibley for registration & meals as of September 17, 2019: \$19,095.00.

MTCA EXECUTIVE BOARD MEETING



September 18, 2019 – Springfield Sheraton

Minutes Approved on: DRAFT

Certifications to be handed out at the lunch tomorrow:

1st CMMC recertification:

Allison J. Ferreira, Middleborough
Otto J. Frizzell, West Springfield
Leslie A. Haley, Newbury
Pamela A. Labonte, Acushnet

2nd CMMC Recertification:

Katherine A. Kelly-Regan, Granby

3rd CMMC Recertification:

J. Lowell, Warren
Nancy J. Talbot, Ware

4th CMMC Recertification:

Lynn M. Sibley, Whately

5th CMMC Recertification:

Anita N. Doucette, Harwich

ACTION TAKEN: On a motion by 1st Vice President Cutler, seconded by 2nd Vice President Greendale, to accept the report of the Conference Registrar/Certification Administrator, was unanimously approved.

Past President Report– Marie Ryan

Thanked everyone for stepping up and taking over in their new roles on the Board.

Social Secretary Report – Deb Bourbeau

A couple of cards were sent out recently to families.

COMMITTEE REPORTS:

Education Committee – Valerie Fox

Ms. Fox noted that the Education Committee has worked hard to present classes for this conference.

Legislative Committee – Andy Dowd

Member Dowd reported that the Legislature is running low on time to pass Early Voting for the upcoming March 3, 2020 Presidential Primary Election. The Legislature will have to vote to approve it this fall if it is going to happen. Member Dowd will keep everyone posted.

Mentoring Committee – Andy Dowd

Member Dowd reported that the committee is always looking for members willing to be mentors to new Town Clerks. The program continues to be very successful.

Meeting was adjourned at 11:08 AM.

Respectfully Submitted,

*Katherine T. Ingram, CMMC
Secretary, MTCA*

MTCA EXECUTIVE BOARD MEETING



August 7, 2019 – Northborough Council on Aging

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY TALBOT	✓
1 ST VICE PRESIDENT	ROBERT E. CUTLER, JR.	✓
2 ND VICE PRESIDENT/LEGISLATIVE CHAIR	ELIZABETH GREENDALE	✓
TREASURER	LYNN SIBLEY	✓
SECRETARY	KATHERINE T. INGRAM	✓
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	
EXECUTIVE BOARD 2021	TERI BUNCE	✓
EXECUTIVE BOARD 2021	THOMAS P. FLORENCE	
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	
EXECUTIVE BOARD 2022	LILLIAN DRANE	✓
EXECUTIVE BOARD 2022	LAURA TORTI	✓
EXECUTIVE BOARD 2022	WENDY MICKEL	✓
PAST PRESIDENT	ANDREW DOWD	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALERIE FOX	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	THOMAS P. FLORENCE	

A quorum of voting members being present, President Talbot called the meeting to order at 11:22 AM.

President's Report – Nancy Talbot

President Talbot opened the meeting and thanked everyone for attending the meeting.

- a. Memo to EB regarding Edison Research with regard to Election Night Reporting. President Talbot will reach out to Edison and email the clerks letting them know that this request is coming
- b. Associated press will still be looking for results.
- c. September Conference:

MTCA EXECUTIVE BOARD MEETING



August 7, 2019 – Northborough Council on Aging

Minutes Approved on: DRAFT

1. 2nd VP Robert Cutler reviewed a potential conference subject in September on Rank Choice Voting. There is currently an active bill out there for this and Michelle Tassinari will supply questions, but will not attend. Robert will reach out and he will talk to Barbara LaBombard in Easthampton who has experience with a different vendor. The Board agreed this would be a good presentation.
2. Diane Bucco memo regarding a trip to the Big E during the conference. President Talbot will follow up with her.
3. TC Manual: Dottie Powers and Carlisle TC have offered to work on this and try to get this completed.
4. Town Clerk badges: have not worked on.
5. Resignation by Laura Torti from all boards and committees she serves on. President Talbot will send her a thank you for her service.
6. MTCA: none.

Secretary's Report – Katherine T. Ingram

Past Secretary Greendale presented the minutes from the Executive Board Meeting on 2019 in Plymouth.

ACTION TAKEN: On a motion by 2nd VP, Elizabeth Greendale seconded by 1st VP Robert Cutler, the minutes from June 12, 2019, were unanimously approved as written/presented.

Treasurer's Report – Lynn Sibley

Treasurer Lynn Sibley presented the budget that was provided by Danielle Sicard. Lynn also handed out the membership summary. Lynn will send out an email list of completed memberships prior to the Fall Conference.

ACTION TAKEN: On a motion by 2nd VP Elizabeth Greendale, seconded by member Ann Quirk, to accept the Treasurer's Report, was unanimously approved.

Assistant Treasurer – Thomas Florence (ABSENT)

Nothing to report.

1st Vice President Report – Robert Cutler, Jr.

1st VP reported

- a. Vendors (verbal report by him) packets went out.
- b. Scholarships (nothing to report as Registration Packet has not been finalized) packets are going out this week.
- c.

2nd Vice President Report – Elizabeth Greendale

2nd VP Elizabeth Greendale reported that the hotel and food is set for the September Conference. Parking is going to be \$10.00 for overnight and \$8.00 for the day.

Past President Report– Marie Ryan (ABSENT)

No report.

MTCA EXECUTIVE BOARD MEETING



August 7, 2019 – Northborough Council on Aging

Minutes Approved on: DPACT

Conference Registrar/Certification Administrator – Barbara LaBombard (ABSENT)

No report

COMMITTEE REPORTS

Legislative Committee – Andrew Dowd

Mr. Dowd reported they are on break right now so there is nothing to report. Mr. Dowd mentioned that Mike Sullivan, OCPF proposed changes to campaign finance that would eliminate the reports for anything under \$500.

Mentoring Committee – Danielle Sicard

President Talbot reported that three applications came in thanks to the email that was sent out and President Talbot will send another email.

Communications Committee – Danielle Sicard (ABSENT)

No report.

CVR User Group – Andy Dowd

Nothing to report.

Social Secretary – Deb Bourbeau (ABSENT)

No report.

Education Committee – Valerie Fox

Valerie reported on proposed classes; elections preparing for 2020; public records and open meeting; elections 101 for new clerks; DOR reporting. Also working on arranging an OUTLOOK class for the Friday class. The Committee is down two people and Ms. Fox asked to appoint Mary Dowd, Carlisle to the Committee. Ms. Fox would like to recognize Dottie Powers for her years of service on the Committee.

Old Business – none

New Business – none

Adjournment

ACTION TAKEN: On a motion by Treasurer Lynn Sibley and seconded by member Ann Quirk, to adjourn the meeting at 12:18 pm, was unanimously approved.

Respectfully Submitted

*Katherine T. Ingram, CMMC
MTCA Secretary*

Massachusetts Town Clerks' Association

Budget vs. Actual

As of June 30, 2021

As of

INCOME	FY21 BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$37,700.00	\$6,600.00	\$6,600.00	\$31,100.00
3120 - Meals	\$39,000.00	\$10,560.00	\$10,560.00	\$28,440.00
3130 - Mentoring Workshops	\$1,800.00	\$285.00	\$285.00	\$1,515.00
3140 - Vendor Income	\$22,000.00	\$4,800.00	\$4,800.00	\$17,200.00
Total Conference Revenue	\$100,500.00	\$22,245.00	\$22,245.00	\$78,255.00
3200 - Certification Revenue	\$1,500.00	\$440.00	\$1,240.00	\$260.00
3300 - Scholarship Donations	\$2,500.00		\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$2,000.00		\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	\$10,000.00		\$12,384.00	(\$2,384.00)
3600 - Dues	\$30,000.00	\$645.00	\$28,660.00	\$1,340.00
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
	\$46,000.00	\$1,085.00	\$42,284.00	\$3,716.00
TOTAL INCOME	\$146,500.00	\$23,330.00	\$64,529.00	\$81,971.00

Massachusetts Town Clerks' Association

Budget vs. Actual

As of June 30, 2021

EXPENSE		NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$198.00	\$52.00
5201- MTCA software	\$2,000.00		\$2,835.00	(\$835.00)
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$0.00
Total Treasurer Expenses	\$3,450.00	\$600.00	<u>\$4,233.00</u>	(\$783.00)
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$34,502.00	\$2,916.67	\$34,451.04	\$50.96
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$238.50	(\$128.50)
Total Lobbyist Expense	\$34,612.00	\$2,916.67	<u>\$34,689.54</u>	(\$77.54)
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 Scholarships	\$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	<u>\$0.00</u>	\$7,600.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$510.00	\$490.00
5602 - Certification Expenses	\$400.00		\$373.94	\$26.06
Total Certification Expenses	\$1,400.00	\$0.00	<u>\$883.94</u>	\$516.06
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00		\$5,000.00	\$2,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00	\$500.00	\$500.00	\$100.00
5706 - Speakers / Education	\$1,750.00	\$1,087.41	\$1,687.41	\$62.59
5707 - Conference Hotel / Meals	\$75,000.00	\$18,084.04	\$18,084.04	\$56,915.96
5708 - NE Conference (2022)	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$437.50	\$2,119.44	(\$119.44)
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	\$88,850.00	\$21,108.95	<u>\$28,390.89</u>	\$60,459.11

Massachusetts Town Clerks' Association

Budget vs. Actual

As of June 30, 2021

EXPENSE Continued		NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,200.00	\$693.36	\$1,054.68	\$145.32
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 & Hosting	\$2,000.00		\$1,995.00	\$5.00
Total Communication/Public Recorder	\$2,000.00	\$0.00	\$1,995.00	\$5.00
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
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$588.69	\$411.31
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00		\$25.00	\$475.00
Total Miscellaneous Expense	\$1,900.00	\$0.00	\$613.69	\$1,286.31
TOTAL EXPENSE	\$145,462.00	\$27,018.98	\$73,560.74	\$71,901.26
Income / Expense Variance	\$1,038.00		(\$9,031.74)	

Massachusetts Town Clerks' Association
Budget vs. Actual
As of June 30, 2021

Checking Account

Beginning Balance	5/1/2021	\$25,807.30
New Income		\$23,330.00
New Expenses		\$27,018.98
Current Balance		\$22,118.32

Money Market account Balance

Beginning Balance	2/21/2021	\$32,264.94
New Income		\$3.94
New Expenses		\$0.00
Current Balance		\$32,268.88

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT**

INCOME	Conference:	<u>Plymouth 2021 ACTUAL</u>	<u>Plymouth 2019 ACTUAL</u>	<u>Plymouth 2018 ACTUAL</u>	<u>Plymouth 2017 ACTUAL</u>
3100 - Conference Revenue					
3110 - Registration		6,600.00	\$13,500.00	\$13,410.00	\$11,950.00
3120 - Meals		10,560.00	\$14,370.00	\$14,515.00	\$15,966.00
3140 - Vendor Income		<u>4,800.00</u>	\$8,570.00	\$7,375.00	\$8,655.00
Total Conference Revenue		21,960.00	\$36,440.00	\$35,300.00	\$36,571.00
EXPENSE		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5400 - Scholarship Expenses					
5403 - MTCA Conference Scholarships		0.00	\$851.16	\$692.37	\$930.44
5700 - Conference Expenses					
5701 - Printing Brochures/Program			\$425.27	\$417.02	\$381.35
5702 - Conference Deposits		2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
5703 - Postage / Brochure Mailing					
5705 - Entertainment		500.00			\$1,100.00
5706 - Speakers / Education		600.00	\$190.00	\$591.00	\$501.80
5707 - Conference Hotel / Meals		18,777.40	\$36,055.55	\$31,998.11	\$33,122.09
5708 - NE Conference				\$2,000.00	
5709 - Misc Conf Exp (mentory/survey)		1,326.91		\$321.28	
5710 - Printing / Copying					
Total Conference Expenses		23,204.31	\$39,521.98	\$38,019.78	\$38,035.68
Income / Expense Variance		(\$1,244.31)	(\$3,081.98)	(\$2,719.78)	(\$1,464.68)
Total # of Registrants:		88 In Person	256	263	236
		88 Zoom			
MCCA donation:		0.00	\$1,500.00	\$2,700.00	\$250.00

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	174
2018	Fall	Springfield	216
2019	Fall	Springfield, MA 01144	228

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
2019	Summer	Plymouth	256

Year	Conference	Location	Attendee
2021	SUMMER - 2021 -In	Plymouth, MA	88

Year	Conference	Location	Attendee
2021	SUMMER - 2021 -zo		94

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	236
2019	Winter	Devens	238

Membership Summary

2022

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	34	\$2,710.00	\$0.00	\$2,710.00
AFFILIATE MEMBER	ACTIVE	2	\$200.00	\$0.00	\$200.00
ASSOCIATE	ACTIVE	24	\$600.00	\$0.00	\$600.00
					\$3,510.00

MTCA 2021-2022 APPOINTMENTS

NEW APPOINTEES

All terms run July 1st thru June 30th unless otherwise noted

updated:

New with Bylaw Changes

Updated 8/7/21

8/9/21 DRAFT

Potential Discontinuance

Member	Municipality	Committee Member by Position	Appt Date	Term Expires	term yrs	# members	Appt Authority
ASSISTANT TREASURER							
Lynn Sibley	Whately		2021	2023	2 yr	1	E Board
BUDGET COMMITTEE							
<i>Chair</i>	Debra Bourbeau	Montague			1yr	5	E Board
	Lynn Sibley	Whately	2021				
	Amy Akell	Ipswich	2021	2022			
	Jayne Marie Davolio	Millbury	2021	2022			
	Andrew Dowd	Northborough	2021	2022			
BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE							
					3 yr	6	President / E Board
	Nancy Blackmer	Orange	2020	2023			
	Stephanie Carrera	Stoughton	2020	2023			
	Narice Casper	Marshfield	2020	2023			
	Jeanne Hudson	Holden	2020	2023			
	Trudy Reid	Wenham	2020	2023			
	Danielle Sicard	Easton	2021				
CMMC CERTIFICATION ADMINISTRATOR							
	Barbara LaBombard	Easthampton	2021	2024	3 yr	1	E Board
CMMC CERTIFICATION / EXAMINATION BOARD							
	Barbara LaBombard	Easthampton	2021		3 yr	5	E Board
						(staggered terms)	
<i>Chair</i>	Madaline I. Bonadies	Southbridge	2021	2024			
	Nancy Blackmer	Orange	2020	2023			
	Lillian Drane	Lakeville	2019	2022			
	Marianne Staples	Mansfield	2019	2022			
CLERK'S MANUAL COMMITTEE							
<i>Chair</i>	Wendy Mickel	Westborough	2020		3 yr	3	EBoard
	Deborah Dami	Mashpee	2020	2023			
	Mary De Alderette	Fitchburg	2020	2023			

Notes on highlighted sections RE Bylaws

Bylaws discrepancy: grid says 2 yr, Art VII -D-1 says 1 yr
Add to bylaws: make Treasurer the Chair

remove "Chairman" & add member #6 - 2nd VP as advisory

change name in bylaws - remove MTCA & add CMMC

change name in bylaws - remove MTCA & add CMMC

Add to bylaws: make Secretary the Chair (add to VII-L as well)

MTCA 2021-2022 APPOINTMENTS

NEW APPOINTEES

All terms run July 1st thru June 30th unless otherwise noted

updated:

New with Bylaw Changes

Updated 8/7/21

8/9/21 DRAFT

Potential Discontinuance

Member	Municipality	Committee Member by Position	Appt Date	Term Expires	term yrs	# members	Appt Authority
COMMUNICATION COMMITTEE							
					3yr	7 & website com. Reps	President / Eboard
						(staggered terms)	
	Lynn Sibley	Treasurer OR Assist.Treas	2021				
	Nancy Burnham	Public Recorder Editor	2020	2023			
	Andrew Dowd		2020	2023			
	Elizabeth Gaffey		2021	2022			
	Susan Kelley		2021	2024			
	Kelly McElreath		2019	2022			
Chair	Danielle Sicard	Mentoring Committee Rep	2021	2024			
	Dottie Powers	Legislative Committee Rep	2021				
	Trudy Reid	Education Committee Rep	2021				
	Barbara LaBombard	CMMC Certification/Exam Board	2021				
CONFERENCE COMMITTEE							
					2 yr	8	President / EBoard
Chair	Robert E. Cutler, Jr.	President (Chair)	2021				
	Elizabeth Greendale	1st VP - Vendors	2021				
	Danielle Sicard	2nd VP - Hotel	2021				
	Barbara LaBombard	Conference Registration Admin	2021				
	Amy Akell	Education Database Coordinator	2021				
	Dianne Bucco		2021	2023			
	Terri Bunce		2021	2023			
	Kaari Mai Tari		2021	2023			
CONFERENCE REGISTRATION ADMINISTRATOR							
	Barbara LaBombard		2019	2022	3 yr	1	E Board
EDUCATION DATABASE COORDINATOR							
	Amy Akell		2021	2024	3 yr	1	President
EDUCATION COMMITTEE							
					3 yr	7	E Board
						(staggered terms)	
	Danielle Sicard	2nd VP	2021				
	Amy Akell	Education Database Coordinator	2021	2024			
	Jayne Marie Davolio		2019	2022			
	Mary De Alderete		2019	2022			
Chair	Valerie Fox		2020	2023			
	Trudy Reid		2021	2024			
	Kaari Mai Tari		2020	2023			
ELECTION LAWS TASK FORCE REPRESENTATIVE							
	Danielle Sicard		2019	2022	3 yr	1	President / E Board

Notes on highlighted sections RE Bylaws

*Grid & VII-F-1 says 5 - we have had 7 for some time now
Add to bylaws: Treasurer OR Assist Treasurer as members
Remove Public Recorder Editor - if position is discontinued*

Add to bylaws: committees with website presence appoint Reps

Add to bylaws: new section under VII-H-3

Add to bylaws: Education Database Coordinator as member

MTCA 2021-2022 APPOINTMENTS

NEW APPOINTEES

All terms run July 1st thru June 30th unless otherwise noted

updated:

New with Bylaw Changes

Updated 8/7/21

8/9/21 DRAFT

Potential Discontinuance

	Member	Municipality	Committee Member by Position	Appt Date	Term Expires	term yrs	# members	Appt Authority
LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)						1 yr 3 yr	2 Alt. 7	President / E Board
	Lori West	Hull		2018	2021	<i>(staggered terms)</i>		
	Dottie Powers	Westwood		2018	2021			
	Catherine Harder-Bernier	Hanover		2020	2023			
	Ilene Twiss	Middleton		2020	2023			
<i>Chair</i>	Andrew Dowd	Northborough		2019	2022			
	Debra Gremo	Auburn		2019	2022			
	Carlene Hamlin	South Hadley		2019	2022			
<i>Alt.</i>	Elizabeth Greendale	Holliston	<i>1st VP (Alt - 1 yr term)</i>	2021				
<i>Alt.</i>	Ryan Witkos	Hardwick		2021	2022			
LOBBYIST REVIEW COMMITTEE						3 yr	3	President / Eboard
	Deb Bourbeau	Montague	<i>Treasurer</i>	2021				
	Andrew Dowd	Northborough	<i>Chair of Legislative Committee</i>	2021				
	Elizabeth Greendale	Holliston		2021	2023			
MEMBER RECOGNITION COMMITTEE						3yr	3	President / Eboard
	Robert E. Cutler, Jr.	Foxborough	<i>President</i>	2021		<i>5 previously?</i>		
	Nancy Talbot	Ware	<i>Past President</i>	2021				
	Nancy Blackmer	Orange		2021	2024			
	Jayne Marie Davolio	Millbury		2020	2023			
	Theodora Eaton	Needham		2019	2022			
MENTORING COMMITTEE						n/a	up to 12	Mentoring Committee
<i>Co-Chair</i>	Danielle Sicard	Easton		2016				
	Dottie Powers	Westwood		2016				
	Kelly McElreath	Upton		2016				
	Elizabeth Greendale	Holliston		2016				
	Andrew Dowd	Northborough		2017				
	Marie Ryan	West Stockbridge		2017				
	Terri Bunce	Dennis		2019				
	Trudy Reid	Wenham		2019				
<i>Co-Chair</i>	Jayne Marie Davolio	Millbury		2019				
	Mary de Alderete	Fitchburg		2019				
	Amy Warfield	Burlington		2021				

Notes on highlighted sections RE Bylaws

Add to bylaws: Treasurer as Member
Add to bylaws: Chair of Legislative Committee as Member

remove? - Isn't this done by the presidents?
this committee is outlined in:
the Policy & Procedures document
& listed in bylaw grid

MTCA 2021-2022 APPOINTMENTS

NEW APPOINTEES

All terms run July 1st thru June 30th unless otherwise noted

updated:

New with Bylaw Changes

Updated 8/7/21

8/9/21 DRAFT

Potential Discontinuance

Member	Municipality	Committee Member by Position	Appt Date	Term Expires	term yrs	# members	Appt Authority
NOMINATION COMMITTEE (Jan 1 - Dec 31)					2 yr	5	E Board
	Nancy Blackmer	Orange	2019	2021			
	Jayne Marie Davolio	Millbury	2019	2021			
<i>Chair</i>	Theodora Eaton	Needham	2019	2021			
	Lynn Sibley	Whately	2019	2021			
	Kaari Mai Tari	Concord	2019	2021			
	Elizabeth Greendale	Holliston	2021				<i>1st VP (non voting)</i>
PUBLIC RECORDER EDITOR					<i>indefinite</i>	1	E Board
	Nancy Burnham	Athol	2020	2023			
SCHOLARSHIP COMMITTEE					2 yr	3	President
<i>Chair</i>	Elizabeth Greendale	Holliston	2021				<i>1st VP (Chair)</i>
	Nancy Blackmer	Orange	2021	2023			
	Jayne Marie Davolio	Millbury	2021	2023			
SOFTWARE COORDINATOR					2 yr	1	President
	Danielle Sicard	Easton	2021	2023			
SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY					1 yr	1	President
	Debra Bourbeau	Montague	2021	2022			

Notes on highlighted sections RE Bylaws

Remove? - Potentially discontinuing with this position

**BYLAWS
OF
THE MASSACHUSETTS TOWN CLERKS ASSOCIATION**

**ARTICLE I
Name**

The name of this organization shall be –The Massachusetts Town Clerks' Association, Inc., hereinafter referred to as the MTCA.

**ARTICLE II
Mission**

The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.

**ARTICLE III
Membership and Dues**

A. Membership

Membership entitles all members and their staff to attend meetings and conferences, and to have access to the Members-Only section of the Web Site, ~~including access to the Public Recorder~~. Only paid Active Member have voting privileges. *(Revised 6.12.2014; 9.29.2016)*

1. Active Members:

The Town Clerk of any town in the Commonwealth of Massachusetts shall be eligible for membership in the MTCA and shall have full voting privileges. Only Active Members are eligible for election as an Officer, as a Member of the Executive Board, or as a member of the Legislative, Budget or Nominating Committees. *(Revised 6.11.2015)*

2. Associate Members

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA when the community has an active membership and with permission of the clerk. They will be non-voting members of the Association. Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be active members in order to be eligible for appointment to a committee. *(Revised 6.11.2015; 9.29.2016, 12.2.2017)*

3. Retired Members

Upon retirement, active members may continue as non-voting members in the MTCA. *(Revised 6-07-2012)*

4. Affiliate Members:

Shall be available to City Clerks, Election Commissioners and Registrars of Vital Records for Cities, who are not eligible for active, associate, or retired membership. *(Revised 6-15-06 and 6.11.2015)*

5. Transitional Members *(Revised 6.11.2015)*

Any person who has held the position of Town Clerk in Massachusetts for at least three (3) consecutive years, but who is no longer serving as a Town Clerk is eligible to be affiliated with the MTCA as a Transitional Member for a period of up to one year following the date of cessation of service as a Town Clerk. The following criteria must also be met in order to qualify for Transitional Membership:

- a. Active membership in the MTCA, with dues paid in full, for the three-year period prior to cessation of service as a Town Clerk.
- b. Not simultaneously eligible for Associate, Affiliate, or Retired Membership.
- c. Actively seeking employment in a Municipal Clerk's Office.

6. Honorary Members:

All persons who have held any of the foregoing memberships, may be designated an —Honorary Member by vote of the Executive Board.

B. Dues Structure (~~All memberships include a subscription to the —Public Recorder~~) (Revised 6-07-2012) Payment of dues in the relevant membership category is required in order to maintain continued membership status, with access to meetings and conferences, and for Active Members to maintain voting privileges. Dues paid by a community is for a fiscal year, and membership is transferred to a newly elected or appointed Town Clerk during the same fiscal year. (Revised 6.12.2014 and 6.11.2015)

1. Active Members: (Revised 6-2-10)

\$15.00	Towns under 1,000
\$35.00	Towns 1,001 to 5,000
\$75.00	Towns 5,001 to 10,000
\$100.00	Towns 10,001 to 25,000
\$150.00	Towns Over 25,000

2. Associate Members (Revised 6.11.2015)

\$25.00

3. Retired Members:

\$10.00

4. Affiliate Members:

\$100.00

5. Transitional Members (Revised 6.11.2015)

50% of previous Active Membership Dues, with a minimum payment of \$15

6. Honorary Members

No Fee

C. Fiscal Year

The fiscal year of the MTCA shall be July 1 through June 30. The annual dues shall be due and payable on or before September 30. (Revised 6-07-2012)

ARTICLE IV
Meeting and Parliamentary Law

A. Meeting

- 1. The Annual Meeting of the MTCA shall be held in June on such date, time and place as the Executive Board may determine. Other MTCA meetings may be called with a fourteen-day (14) written notice by the President, a majority vote of the Executive Board, or upon petition to the President by twenty-five (25) active members of the MTCA. (Revised 6.12.2014)
- 2. At all business meetings twenty-five (25) active members in good standing shall constitute a quorum.

B. Parliamentary Law

Whenever parliamentary rules or procedures are involved, —The New Roberts Rules of Order, Revised Edition shall prevail.

ARTICLE V
Officers

A. Officers

1. 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 (2) year term in office with the exception of, Secretary and Treasurer, who may serve no more than three (3) consecutive two (2) year terms in office. *(revised 12.2.2017)*
2. Any active member of the association may serve as an officer; however, in order to be nominated for First Vice President, Second Vice President or President, the member must have served for at least one year on the Executive Board.

Commented [SD1]: Should this be 1. Rather than A?

Duties of Officers

A. President

1. Shall serve as Chief Executive Officer of the MTCA.
2. Shall create the agendas for and preside at all meetings of the MTCA and of the Executive Board.
3. Shall appoint all committee members except as otherwise provided by these bylaws, and present said appointments to the Executive Board for confirmation. *(Revised 6.12.2014)*
4. Shall make appointments to fill vacancies on the Executive Board, with the approval of the Executive Board. Such appointments shall be only until the next Annual Election, at which time the position shall be filled by election for the remainder of the vacant term. *(Revised 6.12.2014)*
5. Shall serve as Chairman of the Conference Committee.
6. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

B. First Vice President

1. Shall, in the absence of the President, assume the duties of the President.
2. Shall be an alternate member of the Legislative Committee, a member of the Nomination Committee, a member of the Conference Committee in charge of vendor relations, and shall serve as chair of the Scholarship Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

C. Second Vice President

1. Shall in the absence of the President and First Vice President, assume the duties of the President.
2. Shall be a member of the Conference Committee in charge of hotel relations, an Advisory Member of the By-law -Policies & Procedures Review Committee and a member of the Education Committee. *(Revised 10/9/03)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

D. Secretary

1. Shall keep and maintain permanent minutes of all meetings of the MTCA and Executive Board.
2. Shall maintain the MTCA permanent records including, bylaws, and policies.
3. Shall give notice of all meetings of the MTCA and of Executive Board.
4. Shall distribute to the Executive Board, updated copies of bylaws, policies and officer listings as amended.
5. Shall perform such other duties as may be assigned by the MTCA, the President or the Executive Board.
6. Shall serve as the Chair on the Clerks' Manual Committee and maintain the current electronic copy of said manual. *(Revised 6-07-2012)*

Commented [SD2]: This is currently done by the President

E. Treasurer

1. Shall serve as the Chair a member of Budget Committee, a member of the Lobbyist Review Committee and the Treasurer OR the Assistant Treasurer shall serve as a member of the Communications Committee.
2. Shall monitor the annual budget established by the Budget Committee.
3. Shall collect and disburse all funds of the MTCA and keep an accurate account of the same. *(revised 12.2.2017)*

4. Shall be bonded with sureties in such amount as the Executive Board may determine.
5. Shall keep all funds of the MTCA in a depository approved by the Executive Board and shall keep the funds deposited in the name of the MTCA.
6. Shall give a financial report at each meeting of the MTCA and Executive Board on the status of the Association's budget and funds. *(Revised 6.12.2014)*
7. Shall obtain the signature of an Executive Officer on any check written for an amount greater than \$2,500.00.
8. Shall prepare and submit records to the certified public accountant in a timely manner following the close of the fiscal year, in preparation for the annual financial review. *(Revised 6-07-2012, 12.2.17)*
9. Shall perform such other duties as may be assigned by the MTCA, the Executive Board or the President.

Commented [SD3]: This is done with written authorization (via email) not with a signature

ARTICLE VI Executive Board

The Executive Board shall consist of elected members from the membership at large that reflect a statewide representation and shall manage the business of the MTCA as outlined in the MTCA Bylaws.

A. Membership

1. There shall be an Executive Board consisting of the five officers of the MTCA, and nine additional members. The additional members shall be elected at the Annual Meeting and shall serve three-year, staggered terms, with terms for three members expiring each year. *(Revised 6.12.2014)*
2. No elected member of the Executive Board shall serve for more than three consecutive years, except a member elected to fill a vacancy of the board, who may serve the remainder of the incomplete term and is eligible for election to an additional full three-year term. *(Revised 6.12.2014)*
3. The Past President may serve as an ex-officio member for two years immediately following the expiration of the term as President, but may not vote. *(6/13/2007) (Revised 6-07-2012)*

B. Responsibilities

1. The Executive Board shall have full power to carry out the mission of the MTCA and shall have general charge and control of its affairs, funds and property, but shall not have the right to amend its bylaws.
2. The Executive Board shall assist the officers between meetings in carrying on the functions of the MTCA. Members of the Executive Board shall be assigned duties or be required to serve on one or more committees during their term.

C. Appointments

All appointments shall be made by the President, with the approval of the Executive Board. The President shall seek input from the membership and the Executive Board for nominations for all positions whenever possible. Terms for the Legislative Committee shall be from January 1 to December 31, to coincide with the legislative calendar. Appointments are to be made by December 31. Terms for the Nominating Committee shall be from January 1 to December 31. Appointments are to be made by December 31. Terms for all other appointments shall be from July 1 to June 30. Appointments are to be made by June 30. *(Revised 6.12.2014)*

OFFICE	TERM	# MEMBERS	APPOINTING AUTHORITY	MEMBER BY POSITION
Assistant Treasurer	2 year	1	E-Board	=
Legislative Committee (term Jan – Dec)	3 years 1 year	7 2 alternates	President/E-Board	1 st VP (Alt)
Nomination Committee (term Jan – Dec)	2 year	5	E-Board	1 st VP (nonvoting)
Budget Committee	2-1 year	5	E-Board	Treasurer (Chair) Assistant Treasurer
Education Committee	3 year	7	E-Board	2 nd VP Education DB Coordinator

Education Database Coordinator	3 years*	1	President	=
CMMC Certification Administrator	3 years*	1	E-Board	=
CMMC Certification/Examination Board	3 years*	5	E-Board	CMMC Certification Admin
Conference Registration Administrator	3 years*	1	E-Board	=
Conference Committee	2 years*	8	President/E-Board	President 1 st VP 2 nd VP Conference Registration Admin Education DB Coordinator
Public Recorder Editor—serves by mutual agreement and at the discretion of the President & E-Board. (Revised 6.12.2014)	Indefinite	1		
Scholarship Committee	2 years*	3	President	1 st VP (Chair)
Clerks Manual Committee	3 years*	3	E-Board	Secretary (Chair)
Communications Committee	3 years*	7 5 and Reps from Com on Website	President/E-Board	Treasurer OR Assist. Treasurer Rep(non-voting) Members of Committees on Website
Bylaw – Policies & Procedures Review Committee	3 years*	5 6	President/E-Board	2 nd VP (Advisory)
Lobbyist Review Committee	3 years*	3	President/E-Board	Treasurer Legislative Committee Chair
Member Recognition Committee	3 years	3		
Mentoring/New Clerks Committee	See Policies & Proc. Manual	-See Policies & Proc. Manual	Mentoring Com.	=
Election Task Force Representative	3 years*	1-	President/E-Board	=
Sunshine Fund Administrator /Social Secretary	1 year	1	President	=
Software Coordinator	2 year	1	President	=

Members of each Committee shall serve a term as set forth in the bylaws. The President shall have full power to fill all vacancies on any committee, without approval of the Executive Board, until the next annual appointment. (Revised 6.12.2014)

D. Meetings

1. Meetings of the Executive Board may be called at any time by the President or by any three (3) of its members on written notice by the Secretary not less than five (5) days prior to the meeting.
2. A quorum shall consist of at least eight (8) members of the Executive Board.
3. Emergency meetings of the Executive Board of less than five (5) days' notice, may be called at the discretion of the President.
4. Votes may be cast in person or by postal mail, telephone, e-mail or other electronic means of voting. When votes are conducted via e-mail or by other electronic means, Executive Board members shall be given a minimum of 24 hours to cast a vote before the tally is finalized. A definitive vote requires an agreement by eight (8) members of the Executive Board. A record of such votes shall be recorded by the Secretary. (Revised 6.12.2014)

E. Financial Review

There shall be an annual financial review of the financial records of the Association, including all cash receipts and disbursements made by the Treasurer during the preceding year; said financial review to be completed

by a certified public accountant within six months of the close of the fiscal year. *(Revised 6-07-2012, 12.2.2017)*

F. Policies and Procedures

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

ARTICLE VII
Committees and Appointed Officers

The President shall have the power, with approval of the Executive Board, to establish additional standing committees or special committees as may be deemed necessary for the proper conduct of the affairs of the Association.

No committee of the Association shall be authorized to create any financial liability unless funds have first been budgeted and authorized by the Executive Board as to their purpose and amount.

Committees are encouraged to appoint a website liaison member to maintain their page on the Association website. All committees shall prepare agendas and minutes that should be posted to the Association's website, by their website liaison or provide to the communications committee member responsible for their website updates, in a timely manner, and forward a copy in a timely manner to the Secretary of the Association, for posting on the association website.
(Revised 6.12.2014~~xxxxx~~)

Chairs for all Boards and Committees shall be voted each year by the appropriate board / committee.

Notice of Resignations shall be made in writing to the President.

Duties and responsibilities of each Committee/Appointed Officers shall be as outlined in the bylaws.

Commented [SD4]: And/or the MTCA Committee & Board Policies & Procedures Manual.

A. Assistant Treasurer

Purpose: Charged with the responsibility to serve in the absence of the Treasurer.

1. Appointed every two (2) years by the Executive Board by June 30.
2. Shall serve as a member of the Budget Committee and the Treasurer or the Assistant Treasurer shall serve as a member of the Communications Committee.
3. Shall provide such membership information to the Executive Board on a regular basis, as well as standing committees as requested. *(revised 12.2.2017)*

B. Legislative Committee

Purpose: Charged with the responsibility of advancing the Legislative agenda of the MTCA.

1. Composition and Term of Office:

- a. The Legislative Committee shall consist of seven (7) full members and two (2) alternate members, one of whom shall be the First Vice President. *(Revised 10/9/03)*
- b. Full committee members shall be appointed by December 31 for staggered three-year terms, which run from January 1 through December 31st, so that not more than three (3) members' terms expire in the same year. *(Revised 6.12.2014)*
- c. Alternate members shall be appointed by December 31 for a one-year term to expire December 31st of the following year and may attend all meetings, participate in discussions and, in the absence of a member, have voting privileges. *(Revised 6.12.2014)*

2. Duties:

- a. The Legislative Committee shall be responsible for informing the MTCA of all matters pertaining to MTCA legislation, proposed changes in the law relating to municipal government and recommending such action to the MTCA as may be expedient.

3. Legislative Agenda

- a. The Legislative Committee shall formulate a schedule for the adoption of the legislative agenda of the MTCA to be voted on by the Executive Board before the Annual Meeting in June. Said agenda as voted on by the membership shall be filed with the State Legislature. Said agenda shall be the binding position of the MTCA for the next legislative session, unless otherwise voted by the majority of the voting members attending an MTCA meeting.
- b. The Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a

Commented [SD5]: Assuming this means a full association meeting?

position on other legislation and shall advise the MTCA members of their combined action. This notification shall be via e-mail and ~~shall be included in the Public Recorder and/or~~ on the MTCA web site. Any position developed by the Legislative Committee and the Executive Board pursuant to this paragraph, shall be the binding position of the MTCA for the legislative session unless otherwise voted by a majority of the voting members attending an MTCA meeting. *(Revised 6.12.2014)*

- c. Any Association member is welcome to offer suggestions and make recommendations for proposed legislation affecting Clerks. All suggestions shall be in writing and addressed to the Chair of the Legislative Committee. All suggestions shall be considered by the Committee when planning the Association's legislative agenda. *(Revised 6-07-2012)*

C. Nominating Committee

Purpose: Charged with the responsibility of nominating and presenting a slate of officers to the MTCA at the Annual Meeting that duly reflects a representation of its membership.

1. Five (5) members appointed every two (2) years by the Executive Board by December 31. The members may confer with the 1st Vice President, but the 1st Vice President will not be present during voting.
2. The Committee shall nominate the following:

One (1) Term for two (2) Years:

President
First Vice President
Second Vice President

No more than three (3) consecutive two (2) year terms:

Secretary
Treasurer

For Three (3) years:

Three Executive Board Members

D. Budget Committee

Purpose: Charged with the responsibility of preparing and presenting an annual budget to the membership at the Annual Meeting.

1. Five (5) members, one (1) of whom shall be the Treasurer, one (1) of whom shall be the Asst. Treasurer, and three (3) members at large appointed by the Executive Board for a one (1) year term by June 30.
2. Prepares annual budget (FY July 1 – June 30).
3. Presents annual budget to the Executive Board.
 - a. Draft version of budget to be given to Executive Board at their spring meeting.
 - b. The President shall notify the chair of the budget committee immediately as to the date of the meeting once set.
4. Presents final budget to MTCA at the Annual Meeting for a vote.
5. In conjunction with the Treasurer, monitors budget during the fiscal year. *(Revised 6.12.2014)*

E. Education Committee

Purpose: Charged with developing the curricula for the MTCA conferences.

1. Seven (7) members, one of whom shall be the Second Vice President, one of whom shall be the Education Committee Coordinator and six (6) members at large appointed by the Executive Board by June 30 for three-year staggered terms so that not more than three (3) members are replaced in any one year. *(Revised 6.12.2014)*
2. Prepares the schedule of education courses for the MTCA conferences. *(Revised 6.12.2014)*
3. Coordinates, develops and implements courses for the certification program (CMMC) as determined by

the Certification/Examination Board.

4. Determines CMMC credit courses and optional courses to maintain consistency in the CMMC program.
5. Shall appoint one of its members to have the responsibility of registering all clerks for the conference classes.

F. Communications Committee

Purpose: Charged with both paper and electronic communications to, from and among members, which includes establishing guidelines for and management of the Association's web site, e-mail discussion group (including etiquette guidelines), newsletter, and social media alternatives.

1. ~~FiveSeven (75)~~ members, with three-year staggered terms. One member shall be the Treasurer or the Assistant Treasurer. Any Committee that has a presence on the Associations website is to appoint a representative member to attend the Communication Committee meetings whom will not be a voting member of the committee unless the representative already holds one of the 7 seats on the committee. Recorder Editor. (Revised 6-07-2012)

Commented [SD6]: We are missing a G?

H. MTCA Certification Program

1. ~~MTCA-CMMC~~ Certification Administrator

Purpose: Charged with the responsibility of administering the MTCA Certification Program and serves as a member of the Certified Massachusetts Municipal Certification/Examination Board.

- a. Appointed by the Executive Board for a three-year term by June 30.

2. ~~MTCA-CMMC~~ Certification/Examination Board

Purpose: Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. (Revised 6.12.2014)

- a. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. (Revised 6.12.2014)
- b. Members of the Board must have successfully completed the Certification Program.
- c. The Certification/Examination Board shall review the exam every five (5) years for updates.

3. Education Database Coordinator

Purpose: Charged with maintaining database of all conference and education program attendees and providing members with class transcripts upon request.

- a. Appointed by the President for a three (3) year term. A member of the Education Committee and the Conference Committee.

I. MTCA Conference Program

1. Conference Registration Administrator

Purpose: Charged with the responsibility of MTCA conference registration

- a. Appointed by the Executive Board by June 30 for a three-year term. (Revised 6.12.2014)
- b. Serves as a member of the Conference Committee.

2. MTCA Conference Committee

Purpose: Charged with the responsibility of planning the MTCA conferences.

- a. The Committee shall consist of eight (8) members:
 1. MTCA President, as chair.
 2. First Vice President in charge of vendor relations.
 3. Second Vice President in charge of hotel relations.
 4. Conference Registration Administrator. (Revised 6.12.2014)

5. Education Database Coordinator. *(Revised 6.12.2014)*
6. Three (3) additional members at large to be appointed by the President and confirmed by the Executive Board by June 30 for a two-year term. *(Revised 6.12.2014)*

J. Public Recorder Editor

Purpose: Charged with the responsibility for collecting, assembling and publishing a newsletter and soliciting advertising for *The Public Recorder*.

- a. ~~Appointed by the Executive Board by June 30 for a three year term. *(Revised 6.12.2014)*~~

K. Scholarship Committee

Purpose: Charged with coordinating and presenting candidates for scholarship awards.

- a. Three (3) members, one (1) of whom shall be the First Vice President, and two (2) members appointed for a two year term by the President by June 30.

L. Clerks' Manual Committee

Purpose: Charged with the responsibility of updating the Clerks' Manual.

- a. Three (3) members, Secretary of the MTCA to serve as chair, to be appointed by the Executive Board for a three-year term by June 30. *(Revised 6.12.2014)*

M. By-Law – Policies & Procedures Review Committee

Purpose: Charged with review and making recommendations to the E-Board regarding the Association's By-laws and Policies and Procedures

- a. ~~Five Six~~ members, one (1) of whom shall be the the 2nd VP as an advisory member. ~~Chairperson~~
(Revised **xxxx**)

N. Lobbyist Review Committee

Purpose: Charged with assessing the work of the Association's Lobbyist and working with the E-Board on renewing / offering contract.

- a. Three (3) members, one (1) to be the Chair of the Legislative Committee and one (1) to be the Treasurer. (Revised **xxxx**)

O. Member Recognition Committee

Purpose: Charged with working with the Certification Committee on obtaining names of those who are due for recognition at the Annual (June) Conferences.

- a. Three (3) members
(Revised **xxxx**)

P. Mentoring / New Clerks Committee

Purpose: Charged with setting the schedule for mentoring classes, ~~classes~~ teachers. (Revised **xxxx**)

Commented [SD7]: Remove duplication of classes and replace with topic?

ARTICLE VIII

Expenses

Expenditures will be paid by the MTCA according to the annual appropriation. Other expenditures incurred on behalf

of the MTCA, not to exceed an aggregate of \$500.00, shall be paid by the Treasurer upon the approval of the President. Any expenditure greater than \$500.00 over budgeted amounts shall require an affirmative vote of the Executive Board.
(Revised 6-07-2012)

ARTICLE IX
Termination

Any officer, Executive Board member or Standing Committee member who is absent from three (3) consecutive meetings of the board or committee may be removed from his/her position at a duly called meeting of the Executive Board by a majority vote of those attending.

Any officer, Executive Board member or Standing Committee member who cannot fulfill the duties of the office or committee as described herein, may be removed from his/her position at a duly called meeting of the Executive Board by not less than 2/3's of those attending.

Prior to a vote on either of the above, the said officer, Executive Board member or Standing Committee member will receive a written notice that such a vote will take place, and be given the right to resign. Any vacancy that occurs shall be filled in accordance with Article VI, Section C (Appointments) of this bylaw. *(Revised 6.12.2014)*

ARTICLE X
Amendments

These bylaws may be amended by a two-thirds vote of those voting members present at any MTCA meeting duly called, provided that notice of the proposed amendment shall have been sent to each member at least two weeks prior to such meeting. Publication in the Public Recorder shall constitute notice of any proposed amendment, provided that the publication date is at least two weeks prior to the meeting at which the bylaw amendment is scheduled to be considered for a vote. *(Revised 6.12.2014)*

Commented [SD8]: Are we ok with publication being our email group and website?

ARTICLE XI
Endorsements

The MTCA shall not support or promote any political candidate or political appointment.

ARTICLE XII
Code of Ethics

We shall uphold the IIMC, Professional, and Personal Code of Ethics, which reads:

We do hereby subscribe to the following principles and ethics which we affirm will govern our personal conduct as municipal clerks:

To uphold constitutional government and the laws of our community;

To so conduct our public and private life as to be an example to our fellow citizens;

To record that which is true and preserve that which is entrusted to us as if it were our own; and

To strive constantly to improve the administration of the affairs of our office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our community and others.

APPOINTMENTS

Recommended Bylaw changes

- Article V – Section C – **2nd VP – add Advisory Member of the Bylaws-policy & procedures review**
- Article V – Section D – **Secretary – make Chair of Clerk’s Manual Committee**
- Article V – Section E – **Treasurer**
 - **Chair** of Budget Committee
 - **Member of the Lobbyist Review Committee**
 - **Treasurer or Assist Treasurer serve as member of Communications Committee**
- **Article VI – Section C – Appointments Grid**
 - Add Columns: Appointment Authority and Member by Position
 - Remove “s” from Terms – currently inconsistent
 - Nomination Committee – Add Term Jan – Dec
 - **Budget Committee** – term is 1 year, Treasurer as **Chair**
 - **Clerks Manual Committee** – Secretary as **Chair**
 - **Communications Committee** – **7** members, **Treasurer OR Assist. Treasurer as member**, and **Reps from Committees on website**
 - **Bylaw Review Committee** – Add **Policies & Procedures** to committee name (consistent with VII – M) – make **6** members with **2nd VP as Advisory Member**
 - **Lobbyist Review Committee** – **Treasurer and Legislative Committee Chair** as members
 - Mentoring Committee – added: See Policies & Procedures Manual & appt by mentoring Committee
 - Election Task Force – Add Representative to title
 - Sunshine Fund Administrator / Social Secretary – in Policies & Procedures Manual – added to grid
 - Software Coordinator – in Policies & Procedures Manual – added to grid
- Article VII – Section A – **Assistant Treasurer** - Treasurer or Assist Treasurer as **member of Communication Com**
- Article VII – Section E – **Education Committee** – **one member to be Education Database Coordinator**
- Article VII – Section F – **Communications Committee**
 - **Increase to 7 Members**
 - **include Treasurer OR Assistant Treasurer as member**
 - **Add Representative Members from each committee that has a presence on the Associations Website**
- Article VII – Section H1 & H2. **Certification Program - Remove MTCA – replace with CMMC** -consistent with grid
- Article VII – Section H – **add #3 – Education Database Coordinator**
 - 1 person, 3-year term (in grid), appointed by the President (in Policies doc)
 - **Serves on Education Committee & Conference Committee** (in VII-I-2)
- Article VII – Section L – Clerk’s Manual Committee – secretary as chair
- Article VII – Section M – **By-law – Policies & Procedures Review Committee**
 - Remove the word “chairperson”
 - **Increase to 6 members with 2nd VP as an Advisory Member**
- Article VII – Section N – **Lobbyist Review Committee**
 - **one member to be the Chair of the Legislative Committee**
 - **one member to be the Treasurer**

PUBLIC RECORDER – DISCONTINUANCE

- Article III - Section A - Membership
- Article III – Section B – Dues Structure
- Article VI – Section C – Appointments Grid
- Article VII – Section 3b – Legislative Agenda
 - The lobbyist contract would also need to be changed
- Article VII – Section J – Communications Committee
- Article VII – Section J – Public Recorder Editor
- Article X – Amendments
 - We would need to establish what means of publication constitutes notice or proposed amendments

Other Items to consider:

- Section V-A Officers – should that be #1 rather than 2 section A's?
- Secretary (V-D-3) – Notice of EBoard meetings – currently done by President
- Treasurer (V-E-7) – Executive officer signature on checks over \$2500 – currently done w/written authorization via email no an additional signature on check
- Committee & Appointed Officers (VII – 4th PP) – add MTCA C/B policies & procedures manual?
- Legislative Committee (VII-B-3a) –should say full association meeting?
- Mentoring Committee (VII-P) – replace duplicate “classes” with “topics”
- VII G & J (if Public recorder removed) – missing section
- Revised XXX – VVI 3rd PP, M, N, O, P

**EDUCATION COMMITTEE
PROPOSED CONFERENCE PROGRAM – SPRINGFIELD 2021**

Wednesday – EBoard selected: Election Security class - SOC Office of Election Security Partnership Program - Michael Ste Marie

Thursday morning:

- Alex Forman – Vitals basics
- Lauren Goldberg – Ask a lawyer
- John Barr and Michelle Tassinari – Reprecincting – what is required of clerks and what are the implications for VRIS for the Census and Street List

Thursday afternoon:

- Alex Forman – Vitals Advanced
- Lauren Goldberg – Public Records
- John Barr and Michelle Tassinari – Reprecincting - what is required of clerks and what are the implications for VRIS for the Census and Street List

Friday morning:

- Records Management – Alejandra Dean and the Public Records Division from the SOC.

Communication Committee Roles & Responsibilities

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~~ June
 - Process deposits for vendor sponsors in MTCA software – upon receipt
 - Provide vendor logos to website administrators – annually by ~~February~~ August 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

PUBLIC RECORDER – IF DISCONTINUED THE FOLLOWING BYLAW SECTIONS WOULD ALSO NEED TO BE CHANGED:

- Article III - Section A - Membership
- Article III – Section B – Dues Structure
- Article VI – Section C - Appointments
- Article VII – Section 3b – Legislative Agenda
 - The lobbyist contract would also need to be changed
- Article VII – Section J – Public Recorder Editor
- Article X – Amendments
 - We would need to establish what means of publication constitutes notice or proposed amendments



Date: July 1, 2021

Subject: Advertising on MTCA Website
Massachusetts Town Clerks' Association

Dear Friends of the Massachusetts Town Clerks' Association:

Please accept this letter as informational for placing advertisement on the Massachusetts Town Clerks' Association website www.masstownclerks.org.

The website is used as an ongoing resource for municipal clerks to access current and archived information that is of importance to all Massachusetts Clerks. Our Membership is strong as we have seen growth over the past several years and recently launched a new website – all reasons why our website can be a power marketing tool for your business.

We have a variety of website advertising opportunities for your consideration. Below are the fees and options for advertising with the MTCA for July 2021 – June 2022.

Home Page Sponsor

[] \$750.00 year

- LOGO and LINK to your website on home page

Full Advertising Sponsorship

[] \$1000.00/year

- **Home page Sponsor** - LOGO and LINK to your website
- **SPONSOR LINK** – top of website - drop down on **EVERY page of the website**

I have provided you with a contact should you be interested in advertising on the MTCA website. If you have any questions, please contact me at 978-249-4551 or email me at townclerk@townofathol.org, Monday, Wednesday, Thursday 8:00 a.m. to 5:00 p.m. or Tuesday 8:00 a.m. to 8:00 p.m.

Thank you for being a loyal supporter to the Massachusetts Town Clerks' Association.

Sincerely,

Nancy E. Burnham, CMC/CMMC, Town Clerk
MTCA Communications Committee – Vendor Sponsor Coordinator



CONTRACT

Advertiser's Name: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Website address: _____

SPONSORSHIP SELECTION:

Home Page Sponsor [] \$750.00 year

Full Advertising Sponsorship [] \$1000.00/year

Amount enclosed: \$ _____

Signature: _____

Date: _____

CONTRACT INFORMATION

MTCA Website

- Please email me a copy of your company Logo so we can put it on our website with a link to your website.

Please make all checks payable to the Massachusetts Town Clerks' Association and mail the check along with the signed Contract to:

Nancy E. Burnham, Town Clerk
584 Main Street
Athol MA 01331

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT**

New Clerk Potpourri - Mentoring Class	June 2021	Jan 2021	June 2019	June 2018	June 2017	
INCOME	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	
3100 - Conference Revenue						
3130 - Mentoring Workshops	\$285.00		\$390.00	\$450.00	\$345.00	
Total Workshop Revenue	\$285.00	\$0.00	\$390.00	\$450.00	\$345.00	
EXPENSE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	
5700 - Conference Expenses						
5709 - Misc Conf Exp (mentor/survey)	\$198.00		\$278.61	\$321.28	\$430.39	
Total Conference Expenses	\$198.00	\$0.00	\$278.61	\$321.28	\$430.39	
Income / Expense Variance	\$87.00	\$0.00	\$111.39	\$128.72	(\$85.39)	
	June 2021	Jan 2021	June 2019	June 2018	June 2017	June 2016
Total # of Registrants:	19		26	30	23	28
	27 - zoom	50 - zoom				

MENTORING WORKSHOPS FY22 CALENDAR

TOPIC / FOCUS	DATE	LOCATION
<u>ELECTIONS - Local</u>	Wed, Oct 13 th	HAMILTON-WENHAM PUBLIC LIBRARY 14 Union St – South Hamilton, MA
	Thurs, Oct 14 th	FITCHBURG LEGISLATIVE BUILDING 700 Main Street – Fitchburg, MA
<u>VRIS / CENSUS</u>	Wed, Dec 8 th	HOLLISTON UPPER TOWN HALL 703 Washington Street - Holliston, MA
	Wed, Dec 8 th	WEST STOCKBRIDGE TOWN HALL 21 State line Road – W. Stockbridge, MA
<u>TM / RECORDS MANAGEMENT</u>	Wed, March 9 th	DENNIS TOWN HALL - STONE HEARING ROOM 685 Route 134 - South Dennis, MA
	Thurs, March 10 th	NORTHBOROUGH LIBRARY 34 Main Street – Northborough, MA
<u>NEW CLERK POTPOURRI</u>	Wed, June 22 nd	WESTWOOD PUBLIC LIBRARY 660 High Street - Westwood, MA