



Executive Board Meeting
Sheraton Monarch Springfield – Boland Executive Board Room – 3rd Floor
Wednesday, September 22, 2021 – 10 AM

1. SECRETARY’S REPORT—WENDY MICKEL
 - Approve August 9, 2021 Minutes (attached)
 2. TREASURER’S REPORT— DEB BOURBEAU
 - FY 22 Year to date report (attached)
 - Membership report (attached)
 3. PRESIDENT’S REPORT—BOB CUTLER
 - Bylaw Recommended Edits/Public Recorder (attached)
 - Updated Appointments (Attached)
 - Conference Update
 - Conference Locations Discussion
 - 100th year recognition follow up
 4. 1ST VICE PRESIDENT’S REPORT—LIZ GREENDALE
 - Vendor Report (Attached)
 - Scholarship Report (Attached)
 5. 2ND VICE PRESIDENT’S REPORT—DANIELLE SICARD (verbal)
 6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - Conference Update (Attached)
 - Certifications and member recognition (Attached)
 7. EDUCATION COMMITTEE REPORT—VAL FOX (verbal)
 - Wednesday class—SOC Office of Election Security Partnership Program
 - Education Committee Conference Education
 - Future class—Succession Planning
 8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
 9. MENTORING COMMITTEE—DANIELLE SICARD (verbal)
 10. SOCIAL SECRETARY REPORT—DEB BOURBEAU
 11. PAST PRESIDENT REPORT—NANCY TALBOT
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MTCA EXECUTIVE BOARD MEETING



August 9, 2021 – Northborough Sr Center

Minutes 8/9/21: Draft

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ROBERT E. CUTLER, JR	X
1 ST VICE PRESIDENT	ELIZABETH T. GREENDALE	X
2 ND VICE PRESIDENT	DANIELLE M. SICARD	X
TREASURER	DEBRA BOURBEAU	X
SECRETARY, ACTING	WENDY L. MICKEL	X
EXECUTIVE BOARD 2022	THERESA BUNCE	X
EXECUTIVE BOARD 2022	DIANNE BUCCO	X
EXECUTIVE BOARD 2022	KIM BATISTA	X
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	X
EXECUTIVE BOARD 2023	ANDREW DOWD	X
EXECUTIVE BOARD 2023	MICHELLE HILL	X
EXECUTIVE BOARD 2024	JOSEPH JUDD	X
EXECUTIVE BOARD 2024	ILEEN TWISS	
EXECUTIVE BOARD 2024	VALERIE FOX	X
PAST PRESIDENT	NANCY TALBOT	
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALERIE FOX	X
CMMC CERTIFICATION ADMINISTRATOR	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	X

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

Andy Dowd swore in to office those members not present at the conference:
Kim Batista, Dianne Bucco, and Joseph Judd

Secretary's Report – Wendy Mickel

Secretary Mickel presented the Minutes from the June 9, 2021 Executive Board Meeting in Plymouth.

<p>ACTION TAKEN: On a motion by Member Sicard, and seconded by Member, Dowd to approve the June 9, 2021 minutes as presented. A vote was Unanimous in favor, one abstention. Minutes accepted.</p>

MTCA EXECUTIVE BOARD MEETING



August 9, 2021 – Northborough Sr Center

Minutes 8/9/21: Draft

Minutes from past meetings of December 6, 2019, September 18, 2019 and August 7, 2019 were brought forward to confirm acceptance.

ACTION TAKEN: On a motion by Elizabeth Greendale, seconded by Andy Dowd to accept the minutes of Dec 6th, Sept 18th and Aug 7th 2019 were unanimous in favor to approve, 3 abstentions. The Minutes were accepted.

Treasurer's Report – Debra Bourbeau and Lynn Sibley

2021 Year-End report, Conference and Membership report brought forward.

ACTION TAKEN: On a motion by Danielle Sicard, seconded by Andy Dowd to accept the Treasurer's Report, was voted unanimous in favor. The Report was accepted.

President's Report – Bob Cutler

President Cutler reviewed;

- Appointments, Several new members in the gray area on the grid sheet will need to be added to website.
- By-Law recommended Edits/Public Recorder, noting that some of the bylaws and policies don't meet the position requirements and need to be updated. The Town Clerk's Manual (large red book, or gold books) need to be updated as it was last updated in the late 1990's/early 2000.
- Bylaw & policy changes with recommended by-law edits to be reviewed by Nancy Burnham
- Danielle Sicard, offered to create document to Bylaw Committee to replace Public Recorder
- September conference in Springfield, The conference is set but waiting for any COVID issues that may occur. Sponsorships to be sent out to all vendors but not completed
- Retirement clock style and costs discussed. Members agreed that keeping the skeleton clock was preferred.
- A 100th year of MTCA recognition discussed. The 100th Anniversary of the MTCA will be in 2022. President Cutler suggested it be held in Plymouth. Looking for ideas or suggestions to plan sponsorships from vendors and ideas to celebrate in historic Plymouth.
- Recognition Committee to review "Clerk of the Year" formed by not formalized. Usually nominated by the Town Administrator.

ACTION TAKEN: On a motion by Andy Dowd, seconded by Member Michelle Hill to accept new members as presented, voted unanimous in favor. Updated Membership sheet Accepted.

MTCA EXECUTIVE BOARD MEETING



August 9, 2021 – Northborough Sr Center

Minutes 8/9/21: Draft

2nd VP Danielle Sicard discussed memberships and registration completion of forms

1st VP Liz Greendale will be sending Vendor information out around the 23rd along with scholarship information

2nd VP Danielle Sicard will provide venue/hotel and meal costs by email, noting any changes that may occur due to Covid.

CMMC Certification Administrator Report, Barbara LaBombard is currently working on the packet for conference.

Education Committee Report, Chair, Valerie Fox will give more information and update on presenters at a later date, along with information on classes; Security, Vitals, Ask an Attorney, Re-precinct with J. Barr, and Records Management.

Member, Bucco will prepare brochure for classes/registration dates/times etc...

Legislative Report, Member Dowd

- Member Dowd noted discussions for Vote-by-mail extension, COVID Retirement Bill, Election Law changes.
- MMA significant costs for early retirements
- Suggestion to Clerks to reach out to legislators; focus on key areas: reducing hrs in-person; SEC not to send postcards, same day registration vs Elec Day registrations.
- Some re-precinct concerns with additional splits in precincts noted.
- 2020 Census numbers may be coming out early

Communications Committee - 2nd VP, Sicard

- MTCA Board policies and procedures manual; recommended changes back to committee
- Discussions to find Website sponsorships

Mentoring Committee, 2nd VP Sicard

- Discussion on the mentoring program
- New Members
- Amy Warfield appointed as a new member

MTCA Software Coordinator, 2nd VP Sicard

- New MTCA SW Coordinator, Kelly McElreath
- Transition training – SW for Officers
- Website training and SW updates discussed.

MTCA EXECUTIVE BOARD MEETING



August 9, 2021 – Northborough Sr Center

Minutes 8/9/21: Draft

Social Secretary Report, Member Bourbeau

- A big thank you to Lynn Sibley for her extended help over the years.

Past President Report, Nancy Talbot

- Nancy was not present for meeting

Member Dowd, Swore-In Deb Bourbeau as Treasurer

ACTION TAKEN:

President Cutler, entertained a Motion by Liz Greendale to adjourn, seconded by Andy Dowd. The Vote was Unanimous in Favor. The Meeting adjourned.

Respectfully Submitted,

Wendy L. Mickel, MTCA Secretary

Massachusetts Town Clerks' Association
Budget vs. Actual
As of September 15, 2021

As of

INCOME	FY22 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$37,700.00		\$0.00	\$37,700.00
3120 - Meals	\$39,000.00		\$0.00	\$39,000.00
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$22,000.00		\$0.00	\$22,000.00
Total Conference Revenue	\$100,500.00	\$0.00	\$0.00	\$100,500.00
3200 - Certification Revenue	\$1,500.00	\$140.00	\$140.00	\$1,360.00
3300 - Scholarship Donations	\$2,500.00		\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$3,000.00	\$3,000.00	(\$1,000.00)
3500 - Media Stipends/AP/Educ	\$500.00		\$0.00	\$500.00
3600 - Dues	\$30,000.00	\$27,510.00	\$27,510.00	\$2,490.00
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	\$9,880.00		\$0.00	\$9,880.00
	\$46,380.00	\$30,650.00	\$30,650.00	\$15,730.00
TOTAL INCOME	\$146,880.00	\$30,650.00	\$30,650.00	\$116,230.00

Massachusetts Town Clerks' Association
Budget vs. Actual
As of September 15, 2021

EXPENSE	FY22 BUDGET	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	\$198.00	\$52.00
5201- MTCA software	\$2,900.00	\$2,835.00	\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$0.00	\$1,200.00
Total Treasurer Expenses	<u>\$4,350.00</u>	<u>\$3,033.00</u>	<u>\$3,033.00</u>	<u>\$1,317.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$35,000.00	\$8,750.01	\$8,750.01	\$26,249.99
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$130.00	\$18.50	\$18.50	\$111.50
Total Lobbyist Expense	<u>\$35,130.00</u>	<u>\$8,768.51</u>	<u>\$8,768.51</u>	<u>\$26,361.49</u>
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
Total Scholarship Expenses	<u>\$7,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,600.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$43.00	\$43.00	\$207.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$342.50	\$342.50	\$657.50
5602 - Certification Expenses	\$400.00	\$83.25	\$83.25	\$316.75
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$425.75</u>	<u>\$425.75</u>	<u>\$974.25</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00	\$2,000.00	\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,750.00		\$0.00	\$1,750.00
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/survey)	\$2,000.00		\$0.00	\$2,000.00
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$88,850.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$86,850.00</u>

**Massachusetts Town Clerks' Association
Budget vs. Actual
As of September 15, 2021**

EXPENSE Continued	FY2022 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,200.00	\$130.00	\$130.00	\$1,070.00
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 & Hosting	\$2,000.00		\$0.00	\$2,000.00
Total Communication/Public Recorder	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
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	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$100.00	\$100.00	\$900.00
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	<u>\$1,900.00</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$1,800.00</u>
TOTAL EXPENSE	\$146,880.00	\$14,500.26	\$14,500.26	\$132,379.74
Income / Expense Variance	\$0.00		\$16,149.74	

Massachusetts Town Clerks' Association

Budget vs. Actual

As of September 15, 2021

Checking Account

Beginning Balance	\$22,118.32
New Income	\$30,650.00
New Expenses	\$14,500.26
Current Balance	\$38,268.06

Money Market account Balance

Beginning Balance	\$32,271.06
New Income	\$1.64
New Expenses	\$0.00
Current Balance	\$32,272.70

Membership Summary

2022

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	262	\$21,170.00	\$90.00	\$21,260.00
AFFILIATE MEMBER	ACTIVE	20	\$2,000.00	\$0.00	\$2,000.00
ASSOCIATE	ACTIVE	217	\$5,425.00	\$0.00	\$5,425.00
CITY STAFF	ACTIVE	3	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	11	\$110.00	\$0.00	\$110.00
STAFF- No Membership	ACTIVE	19	\$0.00	\$0.00	\$0.00
					\$28,795.00

2022
MTCA MEMBERSHIPS

ACTIVE MEMBER

Town	Name	Population	Total Fee
Abington	Leanne M. Adams	15757	\$100.00
Acton	Eva K. Szkaradek	22031	\$100.00
Adams	Haley A Meczywor	8523	\$75.00
Alford	Peggy Rae Henden-Wilson	507	\$15.00
Amesbury	Amanda Haggstrom	16283	\$100.00
Amherst	Susan Audette	37819	\$150.00
Andover	Austin Simko	33201	\$150.00
Aquinnah	Gabriella Camilleri	426	\$15.00
Arlington	Juliana Brazile	42000	\$150.00
Ashburnham	Michelle Johnson	6348	\$75.00
Ashby	Angela Jack	3122	\$35.00
Ashfield	Alexis Fedorjaczenko	1615	\$35.00
Ashland	Tara M Ward	18832	\$100.00
Athol	Nancy E Burnham	11584	\$100.00
Attleboro	Stephen Withers	46300	\$150.00
Auburn	Debra A. Gremo	16129	\$100.00
Ayer	Susan E Copeland	7482	\$75.00
Barnstable	Ann Quirk	45193	\$150.00
Barre	Ellen M Glidden	5010	\$75.00
Bedford	Bridget Rodrigue	13650	\$100.00
Belchertown	Theresa Camerlin	15134	\$100.00
Bellingham	Lawrence Sposato	17000	\$100.00
Belmont	Ellen O'Brien Cushman	25738	\$150.00
Berkley	Deborah Pereira	6500	\$75.00
Berlin	Eloise E Salls	3000	\$35.00
Bernardston	Christina Slocum-Wysk	2111	\$35.00
Billerica	Shirley E Schult	40243	\$150.00
Blandford	Doris L Jemiolo	1187	\$35.00
Bolton	Pamela H Powell	5750	\$75.00
Bourne	Barry H. Johnson	20691	\$100.00

2022**MTCA MEMBERSHIPS**

Boxborough	Rebecca Harris	5150	\$75.00
Boxford	Robin Phelan	8500	\$75.00
Brewster	Colette M Williams	9700	\$75.00
Bridgewater	Marilee Kenney Hunt	27365	\$150.00
Brimfield	Debra Fagerstrom	3790	\$35.00
Buckland	Karen Blom	1850	\$35.00
Burlington	Amy E Warfield	25426	\$150.00
Canton	Tracy K Kenney	21759	\$100.00
Carlisle	Peggy E Wang	5250	\$75.00
Carver	Cara Dahill	11783	\$100.00
Charlemont	Kathy A. Reynolds	1057	\$35.00
Charlton	Karen Lacroix	12824	\$100.00
Chatham	Julie Smith	6500	\$75.00
Chelmsford	Patricia Dzuris	32365	\$150.00
Cheshire	Christine B Emerson	3348	\$35.00
Chester	Terry Donovan	1240	\$35.00
Chesterfield	Sandra Wickland	1250	\$35.00
Chilmark	Jennifer Christy	1068	\$35.00
Clinton	Holly P. Sargent	13606	\$100.00
Colrain	Eileen Sauvageau	1581	\$35.00
Concord	Kaari Mai Mai Tari	18957	\$100.00
Conway	Laurie Lucier	1950	\$35.00
Cummington	Brenda Emerson-Camp	834	\$15.00
Danvers	Catherine Ellsworth	23791	\$100.00
Dartmouth	Sarah Arruda	31012	\$150.00
Dedham	Paul M Munchbach	23332	\$100.00
Deerfield	Barbara J. Hancock	5001	\$75.00
Dennis	Theresa T. Bunce	14293	\$100.00
Dighton	Mark Pacheco	8330	\$75.00
Douglas	Christine E Furno	8744	\$75.00
Dover	Felicia S Hoffman	6305	\$75.00
Dracut	Kathleen M Graham	34000	\$150.00

2022**MTCA MEMBERSHIPS**

Dudley	Lori A Smith	11390	\$100.00
Dunstable	Carol A Skerrett	3307	\$35.00
Duxbury	Susan C Kelley	15937	\$100.00
East Bridgewater	Susan Gillpatrick	13932	\$100.00
East Brookfield	Susan V Jacobs	2017	\$35.00
East Longmeadow	Jeanne Quaglietti	15996	\$100.00
Eastham	Cindy Nicholson	4883	\$35.00
Easton	Danielle M Sicard	25000	\$150.00
Egremont	Juliette Haas	1225	\$35.00
Erving	Richard Newton	1500	\$35.00
Essex	Pamela Thorne	3650	\$35.00
Everett	Sergio Cornelio	41550	\$150.00
Fairhaven	Linda Fredette	15700	\$100.00
Falmouth	Michael Palmer	29706	\$150.00
Foxborough	Robert E. Cutler,Jr	17102	\$100.00
Franklin	Nancy Danello	33000	\$150.00
Freetown	Cheryl Estrella	8870	\$75.00
Georgetown	Kerri A McManus	8517	\$75.00
Gill	Doreen Stevens	1398	\$35.00
Goshen	Kristen Estelle	995	\$15.00
Grafton	Kandy Lavallee	18000	\$100.00
Granby	Katherine A Kelly-Regan	6226	\$75.00
Granville	Donna M Fillion	1600	\$35.00
Great Barrington	Jennifer Messina	7000	\$75.00
Greenfield	Kathryn J Scott	17450	\$100.00
Groton	Michael Bouchard	10800	\$100.00
Groveland	Elizabeth Cunniff	6289	\$75.00
Hadley	Jessica Spanknebel	5200	\$75.00
Halifax	Susan M Lawless	7850	\$75.00
Hamilton	Carin Kale	7871	\$75.00
Hampden	Eva A Wiseman	5139	\$75.00
Hancock	Linda C Burdick	734	\$15.00

2022**MTCA MEMBERSHIPS**

Hanover	Catherine Harder-Bernier	14977	\$100.00
Hanson	Elizabeth Sloan	10032	\$100.00
Hardwick	Ryan J Witkos	2569	\$35.00
Harvard	Marlene Kenney	5778	\$75.00
Harwich	Anita N Doucette	12800	\$100.00
Hatfield	Lydia Szych	3397	\$35.00
Haverhill	Linda Koutoulas	68000	\$150.00
Hawley	Pamela Shrimpton	323	\$15.00
Holden	Jeanne Hudson	19116	\$100.00
Holland	Jennifer Mott	2318	\$35.00
Holliston	Elizabeth T. Greendale	15057	\$100.00
Hopedale	Lisa Pedroli	5654	\$75.00
Hopkinton	Connor Degan	17393	\$100.00
Hubbardston	Laurie Reed	4321	\$35.00
Hudson	Joan M Wordell	19887	\$100.00
Hull	Lori West	9587	\$100.00
Ipswich	Amy Akell	13433	\$100.00
Kingston	Paul M Gallagher	13968	\$100.00
Lakeville	Lillian M Drane	11768	\$100.00
Lancaster	Lisa J Johnson	8082	\$75.00
Lanesborough	Ruth Knysh	3200	\$35.00
Lee	R. Christopher Brittain	5100	\$75.00
Lenox	Kerry L. Sullivan	5000	\$75.00
Leverett	Lisa Stratford	1852	\$35.00
Lexington	Nathalie L. Rice	32478	\$150.00
Lincoln	Valerie Fox	6832	\$75.00
Longmeadow	Katherine T Ingram	15543	\$100.00
Ludlow	Kim Batista	18618	\$100.00
Lunenburg	Kathryn M. Herrick	11332	\$100.00
Lynnfield	Linda A. Emerson	12769	\$100.00
Manchester-By-The-Sea	Dianne K Bucco	5385	\$75.00
Mansfield	Marianne E. Staples	24113	\$100.00

2022**MTCA MEMBERSHIPS**

Marion	Elizabeth Magauran	6241	\$75.00
Marshfield	Narice A Casper	26500	\$150.00
Mattapoisett	Catherine L Heuberger	6500	\$75.00
Maynard	Joanna Bilotta	10550	\$100.00
Medfield	Marion Bonoldi	12866	\$100.00
Medway	Stefany Ohannesian	13400	\$100.00
Melrose	Kristin Foote	25000	\$150.00
Mendon	Ellen Agro	6274	\$75.00
Merrimac	Gwendoyne Lay Sabbagh	6500	\$75.00
Middleton	Ilene B. Twiss	9000	\$75.00
Milford	Amy E Hennessey Neves	29999	\$150.00
Millbury	Jayne Marie Davolio	13261	\$100.00
Millville	Diane C. Lockwood	3053	\$35.00
Milton	Susan Galvin	27003	\$150.00
Monroe	Marcella Stafford Gore	115	\$15.00
Monson	Mary F Watson	8560	\$75.00
Montague	Deb Bourbeau	8500	\$75.00
Monterey	Terry Walker	989	\$15.00
Montgomery	Cheryl Masciadrelli	783	\$15.00
Nahant	Diane M Dunfee	3617	\$35.00
Nantucket	Nancy L Holmes	13543	\$100.00
Natick	Diane Packer	37000	\$150.00
Needham	Theodora K Eaton	33000	\$150.00
New Marlborough	Katherine M. Chretien	1357	\$35.00
Newbury	Leslie A. Haley	6415	\$75.00
Norfolk	Carol Greene	11988	\$100.00
North Andover	Carla Dawne Warren	31188	\$150.00
North Attleboro	Patricia McNielly	28965	\$150.00
North Brookfield	Tara A Hayes	4412	\$35.00
North Reading	Barbara Stats	15665	\$100.00
Northborough	Andrew T Dowd	14785	\$100.00
Northbridge	Linda B. Zywiec	15707	\$100.00

2022

MTCA MEMBERSHIPS

Northfield	Daniel R Campbell	3023	\$35.00
Norton	Lucia Longhurst	19031	\$100.00
Norwell	Patricia M Anderson	11155	\$100.00
Norwood	Mary Lou Folan	27000	\$150.00
Oak Bluffs	Colleen Morris	5595	\$75.00
Oakham	Christine Mardirosian	1892	\$35.00
Orange	Nancy M Blackmer	7800	\$75.00
Orleans	Cynthia S May	6214	\$75.00
Otis	Lyn O'Brien	1432	\$35.00
Oxford	Michelle Jenkins	12272	\$100.00
Palmer	Susan M. Coache	10900	\$100.00
Paxton	Laurie Becker	4732	\$35.00
Pepperell	Brynn Montesanti	11646	\$100.00
Peru	Kim Leach	839	\$15.00
Petersham	Diana L Cooley	1300	\$35.00
Phillipston	Karin L Foley	1850	\$35.00
Plainfield	Ruth Osgood	600	\$15.00
Plainville	Ellen M. Robertson	9041	\$75.00
Plymouth	Pearl M. Sears	60524	\$150.00
Plympton	Patricia L Detterman	3000	\$35.00
Princeton	Nathan Boudreau	3590	\$35.00
Provincetown	Emmett Catanese	3388	\$35.00
Randolph	Cheryl Sass	34000	\$150.00
Raynham	Marsha L. Silvia	13383	\$100.00
Reading	Laura A Gemme	27391	\$150.00
Rehoboth	Laura L Schwall	12977	\$100.00
Richmond	Angela Garrity	1245	\$35.00
Rochester	Paul F Dawson	5836	\$75.00
Rockland	Liza Landry	17937	\$100.00
Rockport	Patricia E Brown	7219	\$75.00
Rowe	Paul McLatchy, III	393	\$15.00
Royalston	Barbara Richardson	1251	\$35.00

2022**MTCA MEMBERSHIPS**

Rutland	Anita K Carlson	9300	\$75.00
Salisbury	Melinda J Morrison	7475	\$75.00
Sandisfield	Mary N Kronholm	825	\$15.00
Sandwich	Taylor D White	20000	\$100.00
Saugus	Ellen J. Schena	25000	\$150.00
Scituate	Kathleen A. Gardner	18600	\$100.00
Seekonk	Florice Craig	13800	\$100.00
Sharon	Mark Hogan		\$100.00
Sheffield	Felecie Joyce	3500	\$35.00
Shelburne	Joseph J. Judd	1841	\$35.00
Sherborn	Jacklyn Morris	4493	\$35.00
Shirley	William Oelfke	5800	\$75.00
Shrewsbury	Sharyn M Thomas	33878	\$150.00
Shutesbury	Grace Bannasch	1766	\$35.00
Somerset	Dolores Bence	17105	\$100.00
South Hadley	Carlene C Hamlin	18228	\$100.00
Southampton	Lucille Dalton	6200	\$75.00
Southborough	James F. Hegarty	10818	\$100.00
Southbridge	Madaline I. Bonadies	15043	\$100.00
Southwick	Michelle Hill	9502	\$75.00
Spencer	Sandra Fritze	10452	\$100.00
Sterling	Kathleen Farrell	7968	\$75.00
Stockbridge	Teresa Iemolini	1867	\$35.00
Stoneham	Maria R Sagarino	21497	\$100.00
Stoughton	Stephanie Carrara	24000	\$100.00
Stow	Linda E Hathaway	7242	\$75.00
Sturbridge	Lynne Girouard	9552	\$75.00
Sudbury	Beth R. Klein	19500	\$100.00
Sunderland	Wendy Houle	3641	\$35.00
Swampscott	Susan J Duplin	14256	\$100.00
Swansea	Diane Pelland	16165	\$100.00
Templeton	Carol A. Harris	7991	\$75.00

2022

MTCA MEMBERSHIPS

Tewksbury	Denise Graffeo	31044	\$150.00
Topsfield	Mary E Willis	6737	\$75.00
Townsend	Kathleen M Spofford	8744	\$75.00
Truro	Kaci Fullerton-Willis	2210	\$35.00
Tyringham	Catherine Mardula	544	\$15.00
Upton	Kelly A. McElreath	7975	\$75.00
Uxbridge	Kelly J Cote	12900	\$100.00
Wales	Leis Phinney	1886	\$35.00
Walpole	Elizabeth Gaffey	24307	\$100.00
Ware	Nancy J Talbot	9872	\$75.00
Wareham	Michele Bissonnette	21822	\$100.00
Warren	Nancy J. Lowell	4475	\$35.00
Wayland	Anna Ludwig	14536	\$100.00
Webster	Robert T. Craver	13374	\$100.00
Wellesley	KC Kato	27982	\$150.00
Wellfleet	Jennifer Congel	3347	\$35.00
Wenham	Trudy L Reid	4924	\$35.00
West Boylston	Elaine S. Novia	8160	\$75.00
West Bridgewater	Anne G. Iannitelli	7475	\$75.00
West Newbury	James RW Blatchford	4500	\$35.00
West Stockbridge	Ronni Barrett	1363	\$35.00
West Tisbury	Tara J Whiting-Wells	3201	\$35.00
Westborough	Wendy L Mickel	19200	\$100.00
Westford	Patricia Dubey	22000	\$100.00
Westhampton	Katrin Kaminsky	1645	\$35.00
Westminster	Ellen M Sheehan	8200	\$75.00
Weston	Deborah M Davenport	11391	\$100.00
Westport	Bernadette M Oliver	15076	\$100.00
Westwood	Dorothy A Powers	16400	\$100.00
Whately	Amy Schrader	1547	\$35.00
Whitman	Dawn M. Varley	14641	\$100.00
Wilbraham	Carole Tardif	14500	\$100.00

2022**MTCA MEMBERSHIPS**

Williamsburg	Brenda Lessard	2602	\$35.00
Williamstown	Nicole Pedercini	7900	\$75.00
Wilmington	Christine Touma-Conway	22500	\$100.00
Winchendon	Wendy A. Stevens	9023	\$75.00
Winchester	MaryEllen Lannon	22500	\$100.00
Worthington	Katrin Kaminsky	1300	\$35.00
Wrentham	Cynthia L. Thompson	12060	\$100.00
Yarmouth	Mary A Maslowski	23323	\$100.00

ACTIVE MEMBER TOTAL \$21,260.00

AFFILIATE MEMBER

Town	Name	Population	Total Fee
Beverly	Lisa E Kent	41000	\$100.00
Braintree	James M Casey	35700	\$100.00
Chicopee Registrars of Vo	Janina Surdyka	55298	\$100.00
Easthampton	Barbara L LaBombard	16053	\$100.00
Fall River	Alison M Bouchard	89541	\$100.00
Fitchburg	Mary de Alderete	41946	\$100.00
Framingham	Lisa Ferguson	68318	\$100.00
Gardner	Titi Siriphan	20228	\$100.00
Gloucester	Joanne M. Senos	28789	\$100.00
Leominster	Katelyn Huffman	46000	\$100.00
Marlborough	Steven W Kerrigan	40000	\$100.00
Quincy	Nicole L Crispo	96622	\$100.00
Revere	Ashley Melnik	53756	\$100.00
Salem	Ilene Simons	41340	\$100.00
Somerville	Kimberly M Wells	80906	\$100.00
Taunton	Rose Marie Blackwell	55874	\$100.00
Waltham	Robert Waddick	60632	\$100.00
Watertown	Janet M Murphy	25000	\$100.00
West Springfield	Otto J. Frizzell	28391	\$100.00
Woburn	Lindsay E Higgins	38120	\$100.00

AFFILIATE MEMBER TOTAL \$2,000.00

2022
MTCA MEMBERSHIPS

ASSOCIATE

Town	Name	Population	Total Fee
Abington	Barbara M Comoletti	15757	\$25.00
Amherst	Amber Martin	37819	\$25.00
Andover	Melissa Ripley	33201	\$25.00
Andover	Jamie Doherty	33201	\$25.00
Andover	Susan Pimentel	33201	\$25.00
Ashby	Jill Blood	3122	\$25.00
Ashland	Cindy Livingstone	18832	\$25.00
Attleboro	Elizabeth Clement	46300	\$25.00
Attleboro	Cheryl Perry	46300	\$25.00
Auburn	Sarah Strozina	16129	\$25.00
Barnstable	Janet Murphy	45193	\$25.00
Bedford	Rosemary B Harvell	13650	\$25.00
Bedford	Ashley Cote	13650	\$25.00
Bedford	Ashley Large	13650	\$25.00
Belchertown	Audrey Williams	15134	\$25.00
Bellingham	Ana Milot	17000	\$25.00
Belmont	Daniel Cane	25738	\$25.00
Belmont	Nancy Casale	25738	\$25.00
Belmont	Meg Piccione	25738	\$25.00
Berkley	Kerrie Perkins	6500	\$25.00
Berlin	James H Wheeler	3000	\$25.00
Bernardston	Camilla Thacher	2111	\$25.00
Beverly	Christine Dixon	41000	\$25.00
Beverly	William McCarthy	41000	\$25.00
Beverly	Jane Murphy	41000	\$25.00
Blandford	Mary N Kronholm	1187	\$25.00
Bolton	Jennifer Marquis	5750	\$25.00
Bourne	Cheryl Cobb	20691	\$25.00
Bourne	Wendy J Chapman	20691	\$25.00
Bourne	Brian C DeVries	20691	\$25.00

2022**MTCA MEMBERSHIPS**

Bourne	Mary Fernandes	20691	\$25.00
Brewster	Jayanne Monger	9700	\$25.00
Bridgewater	Jolie Sprague-Martin	27365	\$25.00
Bridgewater	Christine Nemes	27365	\$25.00
Burlington	Kaitlyn O'Shea	25426	\$25.00
Burlington	Linda McNeill	25426	\$25.00
Burlington	Kirsten Midgley	25426	\$25.00
Canton	Gale McHugo	21759	\$25.00
Carlisle	Gretchen Gallimore	5250	\$25.00
Charlton	Eric Tully	12824	\$25.00
Chatham	Paula Tobin	6500	\$25.00
Chelmsford	Nancy Sousa	32365	\$25.00
Chelmsford	Jennifer Almeida	32365	\$25.00
Chelmsford	MaryLou Carney	32365	\$25.00
Chesterfield	Jennie Lamour	1250	\$25.00
Concord	Arlene Fitzpatrick	18957	\$25.00
Concord	Vacant	18957	\$25.00
Dartmouth	Alda Raposo	31012	\$25.00
Dartmouth	Kelly Thompson	31012	\$25.00
Dedham	Kristen Morse	23332	\$25.00
Deerfield	Jennifer Wallace	5001	\$25.00
Dennis	Sara McDonald	14293	\$25.00
Dennis	Angela Taylor	14293	\$25.00
Dighton	Pamela Tenglin	8330	\$25.00
Douglas	Lisa A Postma	8744	\$25.00
Dracut	Susan Hardy	34000	\$25.00
Dracut	Jayne Boissonneault	34000	\$25.00
Dracut	Melissa Parra	34000	\$25.00
Dudley	Jacqueline M Phelps	11390	\$25.00
Duxbury	Linda Salvati	15937	\$25.00
East Bridgewater	Michele Doll	13932	\$25.00
East Bridgewater	Kathleen Cavanagh	13932	\$25.00

2022**MTCA MEMBERSHIPS**

East Longmeadow	Jackie Sullivan	15996	\$25.00
Eastham	Linda Sassi	4883	\$25.00
Easthampton	Mary Ann Giza	16053	\$25.00
Easton	Sharyn Stedman	25000	\$25.00
Easton	Peter Van Der Hey	25000	\$25.00
Easton	Denise Morgan	25000	\$25.00
Erving	Elizabeth Sicard	1500	\$25.00
Essex	Theresa Mansfield	3650	\$25.00
Everett	Danielle Pietrantonio	41550	\$25.00
Everett	Peter Napolitano	41550	\$25.00
Fairhaven	Elisabeth Horan	15700	\$25.00
Fall River	Ines da Silva Paulino Leite	89541	\$25.00
Fall River	Kelly Souza-Young	89541	\$25.00
Falmouth	Laurie Robbins	29706	\$25.00
Fitchburg	Amanda Alford	41946	\$25.00
Foxborough	Claudine Gover	17102	\$25.00
Framingham	Emily Butler	68318	\$25.00
Franklin	Dyan Fitzgerald	33000	\$25.00
Franklin	Susan Merullo	33000	\$25.00
Freetown	Stacey L Moniz	8870	\$25.00
Gloucester	Grace Poirier	28789	\$25.00
Goshen	Gina Papineau	995	\$25.00
Grafton	Paul J Cook	18000	\$25.00
Granby	Emily E Reed	6226	\$25.00
Great Barrington	Katherine Couch	7000	\$25.00
Greenfield	Geneva Bickford	17450	\$25.00
Groton	Nancyellen Pierce	10800	\$25.00
Groton	Frances Stanley	10800	\$25.00
Groveland	Shauna Gray	6289	\$25.00
Halifax	Tara Wakefield	7850	\$25.00
Hampden	Morrison Gray	5139	\$25.00
Hanson	Jean Kelly	10032	\$25.00

2022**MTCA MEMBERSHIPS**

Harvard	Catherine Bowen	5778	\$25.00
Harwich	Philip Gaudet	12800	\$25.00
Hatfield	Alaina E Wilcox	3397	\$25.00
Holden	Elizabeth Monahan	19116	\$25.00
Holden	Sue Lucia	19116	\$25.00
Holland	Erin Pellicane	2318	\$25.00
Hopedale	Ellen Murphy	5654	\$25.00
Hopkinton	Lynn Kelly	17393	\$25.00
Hudson	Jeff Malachowski	19887	\$25.00
Lakeville	Jessie R Berry	11768	\$25.00
Lancaster	Amie Martin	8082	\$25.00
Leominster	Maribel Perez	46000	\$25.00
Leominster	Dianne Reardon	46000	\$25.00
Leominster	Jeanine Medina	46000	\$25.00
Leominster	Melissa L Pelletier	46000	\$25.00
Lexington	Dianne Sperber	32478	\$25.00
Lincoln	Jared LaLiberte	6832	\$25.00
Longmeadow	Stephanie Cummings	15543	\$25.00
Lunenburg	Ellen Griffin	11332	\$25.00
Lynnfield	Sue Lagorio	12769	\$25.00
Marion	Richard Giberti	6241	\$25.00
Marlborough	Wilson Chu	40000	\$25.00
Marshfield	Theresa Wening	26500	\$25.00
Marshfield	Lauren Hughes	26500	\$25.00
Marshfield	Andrea J. Dello Russo	26500	\$25.00
Mattapoissett	Jodie Mazerolle-Camara	6500	\$25.00
Maynard	Robert Maynard	10550	\$25.00
Medfield	Tracey Klenk	12866	\$25.00
Medway	Morgan Harris	13400	\$25.00
Melrose	Nic Leon	25000	\$25.00
Melrose	Joanne Perperian	25000	\$25.00
Melrose	Diane Ardozzoni	25000	\$25.00

2022**MTCA MEMBERSHIPS**

Merrimac	Kendra Blitz	6500	\$25.00
Middleton	Carmelina Fiore	9000	\$25.00
Milford	Melanie Laughlin	29999	\$25.00
Milford	Dawn Naff	29999	\$25.00
Milford	Danielle Petrowski	29999	\$25.00
Millbury	Amanda Leighton	13261	\$25.00
Millbury	Chris Marden	13261	\$25.00
Millbury	Tina Brady	13261	\$25.00
Milton	Gayle M Neville	27003	\$25.00
Monson	Jo Sauriol	8560	\$25.00
Montague	Kathern Pierce	8500	\$25.00
Nantucket	Laura Raimo	13543	\$25.00
Newbury	Gretchen E Girard	6415	\$25.00
Norfolk	Stephanie Ackley	11988	\$25.00
North Andover	Patricia Sifferlin	31188	\$25.00
North Andover	Suzanne Pelich	31188	\$25.00
North Attleboro	Patricia Dolan	28965	\$25.00
North Attleboro	Patricia Boyland	28965	\$25.00
Northborough	Karen Wilber	14785	\$25.00
Northbridge	Laura Medeiros	15707	\$25.00
Norton	Brooke Durden	19031	\$25.00
Norwood	Jenna Houston	27000	\$25.00
Norwood	Patricia Ralph	27000	\$25.00
Norwood	Margaret Raymond	27000	\$25.00
Orange	Rachael Fortier	7800	\$25.00
Orleans	Kelly Darling	6214	\$25.00
Oxford	Thomas W Sullivan	12272	\$25.00
Pepperell	Joan Ladik	11646	\$25.00
Plainville	Cynthia Bush	9041	\$25.00
Plymouth	Anna L Messner	60524	\$25.00
Plympton	Nancy Magnussen	3000	\$25.00
Raynham	Tami Houde	13383	\$25.00

2022**MTCA MEMBERSHIPS**

Raynham	Amy Canepa	13383	\$25.00
Rehoboth	Lynn M Shaker	12977	\$25.00
Revere	Diane Colella	53756	\$25.00
Richmond	Claudia Ryan	1245	\$25.00
Rockland	Christine Campanile	17937	\$25.00
Rockland	Helen L Levesque	17937	\$25.00
Rockport	Melanie J Waddell	7219	\$25.00
Rowe	Terry I Green	393	\$25.00
Rutland	Daymian Bartek	9300	\$25.00
Salem	Maureen Fisher	41340	\$25.00
Salem	Rochelle Sport	41340	\$25.00
Salisbury	Lynne Karpenko	7475	\$25.00
Saugus	Andrew DePatto	25000	\$25.00
Saugus	Stephanie Hardy	25000	\$25.00
Scituate	Heather Nugent	18600	\$25.00
Seekonk	Lorraine Sorel	13800	\$25.00
Sherborn	Tony Abril	4493	\$25.00
Shrewsbury	Valerie B Clemmey	33878	\$25.00
Somerset	Kathleen Maiato	17105	\$25.00
Somerset	Caitlin Hadala	17105	\$25.00
Southampton	Sabina McCarthy	6200	\$25.00
Southborough	Karen Garrity	10818	\$25.00
Southborough	Amy Berry	10818	\$25.00
Southwick	Jessica Menzone	9502	\$25.00
Southwick	Holly Johnson	9502	\$25.00
Spencer	Brynn L. Johnson	10452	\$25.00
Sterling	Michelle Boyce	7968	\$25.00
Stoughton	Kellie Johnson	24000	\$25.00
Stow	Debra Seith	7242	\$25.00
Sturbridge	Sheila O'Connell	9552	\$25.00
Sudbury	Lauren Goddard	19500	\$25.00
Sudbury	Rose M Miranda	19500	\$25.00

2022

MTCA MEMBERSHIPS

Sudbury	Kimberly Wales	19500	\$25.00
Swansea	Stephanie A Suplido	16165	\$25.00
Swansea	Celine E Brown	16165	\$25.00
Townsend	Jessica Funaiole	8744	\$25.00
Upton	Denise Smith	7975	\$25.00
Wales	Sarah L Ryan	1886	\$25.00
Walpole	Laura Bamford	24307	\$25.00
Waltham	Joseph W Vizard	60632	\$25.00
Wayland	Kevin McLaughlin	14536	\$25.00
Wayland	Joseph Pessimato	14536	\$25.00
Wellesley	Tricia Caldicott Mangone	27982	\$25.00
West Boylston	Lynn Harding-McGrail	8160	\$25.00
West Bridgewater	Sharon Ledin	7475	\$25.00
West Newbury	Christine Marshall	4500	\$25.00
West Stockbridge	Marie Y Ryan	1363	\$25.00
Westborough	Deborah Ledoux	19200	\$25.00
Westford	Alyssa Ingalls	22000	\$25.00
Westford	Andrew Sherman	22000	\$25.00
Westminster	Marybeth Haley-Cormier	8200	\$25.00
Weston	Dianne Poole	11391	\$25.00
Westwood	Brooke A Congdon	16400	\$25.00
Whately	Lynn M Sibley	1547	\$25.00
Wilbraham	Deborah M Brennan	14500	\$25.00
Wilmington	Meghan Jones	22500	\$25.00
Wilmington	Elizabeth Lawrenson	22500	\$25.00
Winchester	Linda-Lee Angiolillo	22500	\$25.00
Yarmouth	Susan Regan	23323	\$25.00

ASSOCIATE TOTAL \$5,425.00

CITY STAFF

Town	Name	Population	Total Fee
Woburn	Joyce Gray	38120	\$0.00
Woburn	Diane Stiffler	38120	\$0.00

2022
MTCA MEMBERSHIPS

Woburn	Gordon Vincent	38120	\$0.00
CITY STAFF TOTAL			\$0.00

RETIRED

Town	Name	Population	Total Fee
Ashburnham	Linda Ramsdell	6348	\$10.00
Fitchburg	Anna M Farrell	41946	\$10.00
Hardwick	Paula L Roberts	2569	\$10.00
Ipswich	Pamela Z Carakatsane	13433	\$10.00
Mendon	Margaret Bonderencko	6274	\$10.00
Northbridge	Doreen A Cedrone	15707	\$10.00
Salisbury	Wilma McDonald	7475	\$10.00
Sturbridge	Lorraine Murawski	9552	\$10.00
Westminster	Denise MacAloney	8200	\$10.00
Wilbraham	Beverly J Litchfield	14500	\$10.00
Yarmouth	Jane E Hibbert	23323	\$10.00
RETIRED TOTAL			\$110.00

STAFF- No Membership

Town	Name	Population	Total Fee
Holliston	Veronica Mueller	15057	\$0.00
Holliston	Lisa Rodrigues	15057	\$0.00
Lexington	Lee Yates	32478	\$0.00
Lexington	Lisa Maguire	32478	\$0.00
Lexington	Kelley Cutone	32478	\$0.00
Lexington	Gina Carme	32478	\$0.00
Milton	Rena McDermott	27003	\$0.00
Milton	Barbara Cataldo	27003	\$0.00
Natick	Debra Blatz	37000	\$0.00
Natick	Mila Barrera	37000	\$0.00
Natick	Laurie Shaw	37000	\$0.00
North Attleboro	Janet Norton-Anderson	28965	\$0.00
Palmer	Alexandria Florence	10900	\$0.00
Peru	Gladys Wheeler	839	\$0.00

2022

MTCA MEMBERSHIPS

Randolph	Kristin McDonald	34000	\$0.00
Somerville	Tom Joyce	80906	\$0.00
Somerville	Jenneen Pagliaro	80906	\$0.00
Westminster	Jennifer Duquette	8200	\$0.00
Winchendon	Deb Skinner	9023	\$0.00
	STAFF- No Membership TOTAL		\$0.00
		TOTAL	\$28,795.00

2022**MTCA MEMBERSHIPS PENDING**

Town	Name	Population	Member Type	Total Fee
Avon	Patricia Bessette	4500	ACTIVE MEMBE	\$35.00
Clinton	Rebecca Schoolcraft	13606	ASSOCIATE	\$25.00
New Bedford	Manuel DeBrito, Jr.	101000	AFFILIATE MEM	\$100.00
Somerville	Nicholas Salerno	80906	ASSOCIATE	\$25.00
Springfield	Chelsea Parmentier	156000	STAFF- No Mem	\$0.00
Springfield	Gladys Oyola-Lopez	156000	AFFILIATE MEM	\$100.00
Springfield	Shavena Martin	156000	STAFF- No Mem	\$0.00
Springfield	Marta Tirado	156000	STAFF- No Mem	\$0.00
Springfield	Ronnetta McCummings	156000	STAFF- No Mem	\$0.00
Springfield	Chantal Keating	156000	STAFF- No Mem	\$0.00
Springfield	Becky Rivera	156000	STAFF- No Mem	\$0.00
Springfield	Gladys Rivas Martinez	156000	STAFF- No Mem	\$0.00
Springfield	Marvenia Frazier-Shubrick	156000	STAFF- No Mem	\$0.00
Tisbury	J.Hillary Conklin	4500	ACTIVE MEMBE	\$35.00
Weymouth	Christine Rose	55526	ASSOCIATE	\$25.00
Weymouth	Lee Ann Hultin	55526	ASSOCIATE	\$25.00
Weymouth	Kathleen A. Deree	55526	ACTIVE MEMBE	\$150.00
Whitman	Michael Ganshirt	14641	ASSOCIATE	\$25.00
			TOTAL	\$545.00

**BYLAWS
OF
THE MASSACHUSETTS TOWN CLERKS ASSOCIATION**

ARTICLE 1

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.

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)*
7. Shall give notice of all meetings of the MTCA and of Executive Board.

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 an advisory 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)*

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 authorization~~ 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.

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	<u>APPOINTING AUTHORITY</u>	<u>MEMBER BY POSITION</u>
Assistant Treasurer	2 year	1	<u>E-Board</u>	=
Legislative Committee (term Jan – Dec)	3 years 1 year	7 2 alternates	<u>President/E-Board</u>	<u>1st VP (Alt)</u>
Nomination Committee_ (term Jan – Dec)	2 year	5	<u>E-Board</u>	<u>1st VP (nonvoting)</u>
Budget Committee	2 1 year	5	<u>E-Board</u>	<u>Treasurer (Chair)</u> <u>Assistant Treasurer</u>

Education Committee	3 year	<u>711</u>	<u>E-Board</u>	<u>2nd VP (Advisory)</u> <u>Education Database Coord.</u>
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Education Database Coordinator	3 years	1	<u>President</u>	=
CMMC Certification Administrator	3 years	1	<u>E-Board</u>	=
CMMC Certification/Examination Board	3 years	5	<u>E-Board</u>	<u>CMMC Certification Admin</u>
Conference Registration Administrator	3 years	1	<u>E-Board</u>	=
Conference Committee	2 years	8	<u>President/E-Board</u>	<u>President</u> <u>1st VP</u> <u>2nd VP</u> <u>Conference Registration Admin</u> <u>Education Database Coord.</u>
Public Recorder Editor — serves by mutual agreement and at the discretion of the President & E-Board (Revised 6.12.2014)	Indefinite	4		
Scholarship Committee	2 years	3	<u>President</u>	<u>1st VP (Chair)</u>
Clerks Manual Committee	3 years	3 5	<u>E-Board</u>	<u>Secretary (Chair)</u>
Communications Committee	3 years	7 5 and <u>Reps from Com</u> <u>on Website</u>	<u>President/E-Board</u>	<u>Treasurer OR Assist. Treasurer</u> <u>Rep(non-voting) Members of</u> <u>Committees on Website</u>
Bylaw <u>– Policies & Procedures</u> Review Committee	3 years	5 6	<u>President/E-Board</u>	<u>2nd VP (Advisory)</u>
Lobbyist Review Committee	3 years	3	<u>President/E-Board</u>	<u>Treasurer</u> <u>Legislative Committee Chair</u>
Member Recognition Committee	3 years	5 3	<u>President</u>	<u>President</u> <u>Immediate Past President</u>
Mentoring/New Clerks Committee	<u>See Polices & Proc. Manual</u>	See Polices & Proc. Manual	<u>Mentoring Committee</u>	=
Election Task Force <u>Representative</u>	3 years	1 -	<u>President/E-Board</u>	=
<u>Sunshine Fund Administrator /Social Secretary</u>	<u>1 year</u>	<u>1</u>	<u>President</u>	=
<u>Software Coordinator</u>	<u>2 year</u>	<u>1</u>	<u>President</u>	=

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~~xxxx~~)

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 and MTCA Committee and Board Policies and 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 business meeting.

- b. The Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a 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-Eleven (117)~~ members, one of whom shall be the Second Vice President, ~~as advisory, one of whom shall be the Education Database Coordinator~~ and six (~~96~~) 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. ~~Five~~^{Seven} (7~~5~~) 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)

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 consistent with MTCA Membership Professional Education credit tracking

- 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 Five (53)~~ 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 ~~of to the E-Board regarding~~ the Association's By-laws and Policies and Procedures. The Bylaw-Policies & Procedures Review Committee will conduct a full review every other year (odd # years) or when items are forwarded from the Executive Board for their review.

- 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: To recognize and promote excellence in the municipal clerk profession. ~~Charged with working Committee on obtaining names of those who are due for recognition at the Annual (June) Conferences:~~

- a. ~~Three Five (35)~~ members, one is to be the President, one is the Immediate Past President and 3 members of the Massachusetts Town Clerks Association whom are appointed by the President for 3-year terms.
(Revised xxxx)

P. Mentoring / New Clerks Committee

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

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-Notification in the Public Recorder through association email group and posting on the MTCA website~~ 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)*

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.

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

9/22/2021 DRAFT

New with Bylaw Changes

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	Treasurer (Chair)	2021		1yr	5	E Board
Lynn Sibley	Whately	Assistant Treasurer	2021				
Amy Akell	Ipswich		2021	2022			
Jayne Marie Davolio	Millbury		2021	2022			
Andrew Dowd	Northborough		2021	2022			
BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE							
Nancy Blackmer	Orange		2020	2023	3 yr	6	President / E Board
Stephanie Carrera	Stoughton		2020	2023			
Narice Casper	Marshfield		2020	2023			
Jeanne Hudson	Holden		2020	2023			
Trudy Reid	Wenham		2020	2023			
Danielle Sicard	Easton	2nd VP (Advisory)	2021				
CMMC CERTIFICATION ADMINISTRATOR							
Barbara LaBombard	Easthampton		2021	2024	3 yr	1	E Board
CMMC CERTIFICATION / EXAMINATION BOARD							
Barbara LaBombard	Easthampton	CMMC Certification Admin	2021		3 yr	5	E Board
<i>Chair</i> Madaline I. Bonadies	Southbridge		2021	2024	(staggered terms)		
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	Secretary (Chair)	2020		3 yr	3	EBoard
Deborah Dami	Mashpee		2020	2023			
Mary De Alderette	Fitchburg		2020	2023			

Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee

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

change from 3 members to 5
Add to bylaws: make Secretary the Chair (add to VII-L as well)

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

9/22/2021 DRAFT

New with Bylaw Changes
Potential Discontinuance

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

Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee

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

Education Committee request to increase from 7 to 11 members

Add to bylaws: Education Database Coordinator as member

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

9/22/2021 DRAFT

New with Bylaw Changes

Potential Discontinuance

Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee

Member	Municipality	Committee Member by Position	Appt Date	Term Expires	term yrs	# members	Appt Authority
LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)					1 yr	2 Alt.	President / E Board
					3 yr	7	
					<i>(staggered terms)</i>		
	Lori West	Hull	2018	2021			
	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	2021			<i>1st VP (Alt - 1 yr term)</i>	
<i>Alt.</i>	Ryan Witkos	Hardwick	2021	2022			

LOBBYIST REVIEW COMMITTEE					3 yr	3	President / Eboard
	Deb Bourbeau	Montague				<i>Treasurer</i>	
	Andrew Dowd	Northborough	2021			<i>Chair of Legislative Committee</i>	
	Elizabeth Greendale	Holliston	2021	2023			

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

MEMBER RECOGNITION COMMITTEE					3yr	5	President / Eboard
	Robert E. Cutler, Jr.	Foxborough				<i>President</i>	
	Nancy Talbot	Ware				<i>Past President</i>	
<i>Chair</i>	Nancy Blackmer	Orange	2021	2024			
	Jayne Marie Davolio	Millbury	2020	2023			
	Theodora Eaton	Needham	2019	2022			

Is this done by the president - is this where clerk of the year is done?
this committee is outlined in:
the Policy & Procedures document
& listed in bylaw grid

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				

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

9/22/2021 DRAFT

New with Bylaw Changes

Potential Discontinuance

Notes on highlighted sections regarding recommended Bylaw changes - sent to bylaw review committee

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				
	Nancy Blackmer	Orange	2021	2023			
	Jayne Marie Davolio	Millbury	2021	2023			
		<i>1st VP (Chair)</i>					
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			

reocmmended to discontinue with this position

FALL - 2021

Date: 9/17/2021 9:44:58 AM

Vendor	Tables	Add Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPaid	2nd PD Date	Bal Due
Donnegan Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	9/10/2021	\$250.00		\$0.00
EasyVote Solutions	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	9/15/2021	\$250.00		\$0.00
Election Systems & Software ES&S	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/31/2021	\$250.00		\$0.00
FOIA Direct, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$250.00
General Code LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$320.00		\$0.00		\$320.00
Inclusion Solutions	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/31/2021	\$250.00		\$0.00
Justice of the Peace Association	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/31/2021	\$0.00		\$0.00
King Information Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	9/10/2021	\$250.00		\$0.00
KOFILE Technologies	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	0	0	0	\$280.00		\$0.00		\$280.00
LHS Associates, Inc.	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	2	2	0	0	\$990.00	8/31/2021	\$990.00		\$0.00
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$450.00
Mass Mailers Plus, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	0	0	0	0	\$500.00	8/31/2021	\$500.00		\$0.00
Meridia Interactive Solutions	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00	0	1	0	0	\$590.00	8/31/2021	\$590.00		\$0.00
Northeast Document Conservation Center	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/31/2021	\$250.00		\$0.00
Recordsforce, Inc.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	2	2	0	0	\$390.00	9/1/2021	\$390.00		\$0.00
Turning Technologies	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	9/1/2021	\$250.00		\$0.00
UniBank	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	2	0	0	\$330.00	9/10/2021	\$300.00		\$30.00

COUNTS

Tables	17	Sponsor	Ad Half	0	Breakfast	0	Pres	0	Meal	Breakfast	6	Dinner	0
Add Tables	4		Ad Full	0	Lunch	0	BAnquet	0		Lunch	8	Breakfast	0
Power	17		Break	0									

TOTALS

Tables	\$4,250.00	Sponsor Break	\$0.00	Breakfast	\$180.00	Grand Total	\$6,100.00
Add Tables	\$400.00	Sponsor Breakfast	\$0.00	Lunch	\$320.00	1st Payment	\$4,520.00
Full Ad	\$0.00	Sponsor Lunch	\$0.00	Dinner	\$0.00	2nd Payment	\$0.00
Half Ad	\$0.00	Sponsor President	\$0.00	Breakfast 2	\$0.00	Adjustments	\$250.00
Donations	\$950.00	Sponsor Banquet	\$0.00			Balance Due	\$1,330.00

SCHOLARSHIP REPORT

FALL-2017

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Ashland	Cindy Livingstone	FS17-3	Ashland	\$50.00	\$125.00	\$270.00	\$445.00	\$175.00	9/18/2017	9/13/2017
Holliston	Dyan Fitzgerald	FS17-2	Holliston	\$50.00	\$30.00	\$0.00	\$80.00	\$80.00	9/18/2017	9/13/2017
Barre	Ellen Glidden	FS17-1	Barre	\$50.00	\$125.00	\$153.66	\$328.66	\$175.00	9/18/2017	9/13/2017

WINTER-2018

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Halifax	Susan Lawless	WS18-2	Halifax	\$50.00	\$115.00	\$265.85	\$430.85	\$165.00	1/25/2018	1/25/2018
Barre	Ellen Glidden	WS18-1	Barre	\$50.00	\$115.00	\$123.64	\$288.64	\$165.00	1/25/2018	5/24/2018

SUMMER-2018

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Ware	Nancy Talbot	H18-1	Ware	\$0.00	\$0.00	\$149.00	\$149.00	\$149.00	6/1/2018	
Barre	Ellen Glidden	SS18-1	Barre	\$0.00	\$0.00	\$138.50	\$138.50	\$138.50	6/1/2018	6/1/2018

FALL-2018

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

WINTER-2019

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

SUMMER - 2019

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Lanesborough	Ruth Knysh	H19-1	Lanesborough	\$0.00	\$0.00	\$254.00	\$254.00	\$254.00	6/1/2019	
Barre	Ellen Glidden	SS19-1	Barre	\$50.00	\$115.00	\$141.86	\$306.86	\$165.00	5/23/2019	5/23/2019

SCHOLARSHIP REPORT

FALL - 2019

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Barre	Ellen Glidden	FS19-1	Barre	\$50.00	\$150.00	\$0.00	\$200.00	\$200.00	9/1/2019	9/1/2019

WINTER - 2020

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Barre	Ellen Glidden	WS20-1	Barre	\$50.00	\$115.00	\$0.00	\$165.00	\$165.00	2/1/2020	2/1/2020

FALL - 2021

Town	Member Name	Credit #	Town Issued	Registration Amt	Meal Amt	Hotel Amt	Total Amt	Credit Owed	Date Issued	Date Used
Barre	Ellen Glidden	FS21-1	Barre	\$50.00	\$150.00	\$0.00	\$200.00	\$200.00	9/1/2021	9/1/2021

Springfield, 2021
Conference Registration Administrator Report:

Total number registered for the Springfield conference as of Sept. 15, 2021 = **218**

Total submitted to Treasurer for registration & meals as of Sept. 15, 2021 = **\$21,300.00**

Certification Administrator Report:

New CMMC's:

Lynne Girouard, Sturbridge
Jeanne M. Hudson, Holden
Valerie Fox, Lincoln
Connor B. Degan, Hopkinton
Patricia Dubey, Westford

1st CMMC Re-certification:

Catherine L. Heuberger, Mattapoisett
Dianne K. Bucco, Manchester-by-the-Sea
Ellen O'Brien Cushman, Belmont
Susan C. Kelley, Duxbury
Teresa Iemolini, Stockbridge

2nd CMMC Recertification:

Katherine M. Chretien, New Marlborough

Respectfully Submitted,



Conference Registration Administrator &
Certification Administrator