



**Executive Board Meeting  
Northborough Senior Center  
Monday, April 4, 2022 – 10 AM**

1. SECRETARY’S REPORT—JAYNE DAVOLIO
  - Approve Zoom meeting – January 14, 2022 Minutes (attached)
  - Approve February 2, 2022 Minutes (attached)
2. TREASURER’S REPORT— DEB BOURBEAU
  - Conference report – Devens (attached)
  - FY 22 Year to date report (attached)
  - Membership report (attached)
  - Proposed FY 23 budget
3. PRESIDENT’S REPORT—BOB CUTLER
  - Appointments:
    - FY22 New Appointments (attached)
    - FY 23 due to expire Appointments (attached) /Timeline discussion (attached)
  - Conference Update
    - 100<sup>th</sup> year Gala update
    - Voting Equipment Demo
  - Misc: Berkshire County Clerks Association (funds), Tax ID, Retirees Gift
4. 1<sup>ST</sup> VICE PRESIDENT’S REPORT—LIZ GREENDALE (verbal)
5. 2<sup>ND</sup> VICE PRESIDENT’S REPORT—DANIELLE SICARD (verbal)
6. CLERK OF THE YEAR – NANCY BLACKMER
7. EDUCATION COMMITTEE REPORT—TRUDY REID
  - Wednesday class—Election Training
  - Education Committee Conference Education (attached)
  - Future class discussion
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
  - Legislator of the Year
9. COMMUNICATIONS COMMITTEE – ANDY DOWD
  - Website Upgrade Update
10. MENTORING COMMITTEE—DANIELLE SICARD
  - November sessions Report – Census – REVISED (attached)
  - March sessions Report – Town Meeting/Records Management (attached)
11. SOCIAL SECRETARY REPORT—DEB BOURBEAU
12. PAST PRESIDENT REPORT—NANCY TALBOT

# MTCA EXECUTIVE BOARD MEETING



**JANUARY 14, 2022 – ZOOM MEETING  
# 891 5532 7005**

Approved on: Draft

	Attendance:	Present
<b>PRESIDENT</b>	<b>ROBERT E. CUTLER, JR</b>	✓
<b>1<sup>ST</sup> VICE PRESIDENT</b>	<b>ELIZABETH T. GREENDALE</b>	✓
<b>2ND VICE PRESIDENT</b>	<b>DANIELLE M. SICARD</b>	✓
<b>TREASURER</b>	<b>DEBRA BOURBEAU</b>	
<b>SECRETARY</b>	<b>JAYNE M. DAVOLIO</b>	✓
<b>EXECUTIVE BOARD 2022</b>	<b>THERESA BUNCE</b>	✓
<b>EXECUTIVE BOARD 2022</b>	<b>DIANNE BUCCO</b>	
<b>EXECUTIVE BOARD 2022</b>	<b>KIM BATISTA</b>	
<b>EXECUTIVE BOARD 2023</b>	<b>LILLIAN M. DRANE</b>	✓
<b>EXECUTIVE BOARD 2023</b>	<b>ANDREW DOWD</b>	✓
<b>EXECUTIVE BOARD 2023</b>	<b>MICHELLE HILL</b>	✓
<b>EXECUTIVE BOARD 2024</b>	<b>JOSEPH JUDD</b>	
<b>EXECUTIVE BOARD 2024</b>	<b>EILEEN TWISS</b>	✓
<b>EXECUTIVE BOARD 2024</b>	<b>VALERIE FOX</b>	✓
<b>EDUCATION CHAIR</b>		
<b>PAST PRESIDENT</b>	<b>NANCY TALBOT</b>	
<b>EDITOR</b>	<b>NANCY BURNHAM</b>	
<b>CMMC CERTIFICATION ADMINISTRATOR</b>	<b>BARBARA LABOMBARD</b>	
<b>ASSISTANT TREASURER</b>	<b>LYNN SIBLEY</b>	✓

A quorum of voting members being present, President Cutler called the meeting to order at 10:08 am to discuss the Devens Conference and moving forward through COVID.

Discussion took place as to whether we should hold the conference in person or cancel. President Cutler reached out to the education committee to speak with the presenters. He reported that the presenters felt comfortable with the option to wear a mask or not wear a mask. President Cutler feels that we should proceed with the conference and Andy Dowd agreed.

The committee expressed the need to move forward with precautions. The zoom options for the last conference cost us \$1300.00 dollars with Jim who did a terrific job. The hotel was charging between \$1700.00 and \$1800.00, but there were some complications with two of the meetings. The board felt that we should move forward without zoom at this conference.

# MTCA EXECUTIVE BOARD MEETING



**JANUARY 14, 2022 – ZOOM MEETING**  
**# 891 5532 7005**

Approved on: Draft

Discussion on sending out an email to let the MTCA know that the eboard felt that we should move forward and any person should wear a mask or take any health precautions that makes them feel comfortable. We respect everyone's opinion. Within the email dates will be included for deadlines to register and withdraw, they are as follows:

January 20<sup>th</sup> by 5:00 PM to book a hotel room

January 21<sup>st</sup> Registration Form and Class sign ups

January 24<sup>th</sup> by 4:00 PM in order to receive a full refund of your registration fees and meals

January 31<sup>st</sup> by 12:00 PM, Registration fees, are credited to the attended for a future conference

Other topics for the winter conference were the information from the instructors/vendors with their needs for the classroom setup, AV and table set-ups. These should be to Danielle Sicard by January 19. This will allow her to move forward with the hotel set up for classroom/instructors and vendors.

With the plan to move forward as stated above, all members on zoom were in favor.

Danielle Sicard and Barbara LaBombard brought up discussion about the software program and tracking the credits that people receive when they have paid for a conference but were not able to attend. Most people use their credits; however, there have been members who have not. Therefore, discussion took place on a two-year limit or the credits return to the MTCA. No vote taken further discussion will take place once Danielle and Barbara review the software.

Respectfully Submitted,

*Jayne Marie Davolio*

Jayne Marie Davolio, MTCA Secretary

# MTCA EXECUTIVE BOARD MEETING



Wednesday, February 2, 2022 – 10 AM  
Devens Commons

Approved on: Draft

	Attendance:	Present:
PRESIDENT	ROBERT E. CUTLER	✓
1ST VICE PRESIDENT	ELIZABETH T. GREENDALE	✓
2ND VICE PRESIDENT	DANIELLE M. SICARD	✓
ELECTION TASK FORCE REP, SOFTWARE COORDINATOR, CHAIR-MENTORING & COMMUNICAITONS		
TREASURER & SOCIAL SECRETARY	DEBRA BOURBEAU	✓
ASSISTANT TREASURER	LYNN SIBLEY	
SECRETARY	JAYNE MARIE DAVOLIO	✓
PAST PRESIDENT	NANCY TALBOT	
EXECUTIVE BOARD 2022	THERESA BUNCE	✓
EXECUTIVE BOARD 2022	DIANNE BUCCO	✓
EXECUTIVE BOARD 2022	KIM BATISTA	
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	
EXECUTIVE BOARD 2023 CHAIR-LEGISLATIVE	ANDREW DOWD	✓
EXECUTIVE BOARD 2023	MICHELLE HILL	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ILEEN TWISS	
EXECUTIVE BOARD 2024 CHAIR-EDUCATION	VALERIE FOX	
CONFERENCE REG ADMINSTRATOR, CERTIFICATION ADMINISTRATOR, CHAIR-CERT/EXAM BOARD	BARBARA LABOMBARD	✓
PUBLIC RECORDER EDITOR	NANCY BURNHAM	
CHAIR-NOMINATING COMMITTEE	TEDI EATON	
EDUCATION DATABASE COORDINATOR	TRUDY REID	

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

## 1. SECRETARY'S REPORT—JAYNE MARIE DAVOLIO

Approval of Minutes from the Executive Board Meetings on December 7, 2021 presented.

ACTION TAKEN: On a motion by Dianne Bucco, seconded by Elizabeth Greendale- the minutes of the December 7, 2021 meetings unanimously approved as written/presented.

## 2. TREASURER'S REPORT— DEB BOURBEAU

- FY 22 Year to date reports in good shape, this conference and the Plymouth conference. Two documents were presented one being revised do to a mishap when Lynn turned it over to Deb. The numbers come from the last report and the advised correct numbers are in the actual column, bottom line numbers did not change at all.

Any questions please contact Deb (noted numbers from the conference on the paper)

Discussion took place on where we are with this conference, Danielle Sicard feels comfortable to be able to make money from this conference in Devens. Wild Cards for example are the consumption of beverages, something small but could change the budget. Danielle has put an excel sheet to follow the loss or gain for charging more to offset the consumption of individual items.

Collection of \$32, 000.00 should be our intake for this conference. President Cutler spoke of the Active Shooter class and the price. Our cost is \$600.00 and the City Clerks are paying \$600.00. City Clerks offset since the MTCA prepare and run the conferences.

We will follow historical cycles to see how the budgets are cycling, to see if we are gaining or losing and how to adjust. The Board spoke about the Money Market account and we have never have had to tap into the Money Market as this is the safety net.

Summer Conference Agenda for discussion at the E-Board meeting and the June meeting and possible City Clerks combine with the MTCA.

As of 12.1.2021 report revised (attached)

As of 1.26.2022 (attached)

- Membership summary report (attached)

President Cutler appears to be in good shape, we will be able to have more data once we get back to full conferences.

Sergio Cornelio will report at the next e-board meeting where the city clerk's fall.

- Pending membership report (attached)

Motion to accept the Treasurer's report Elizabeth Greendale and 2<sup>nd</sup> by Dianne Bucco no opposition all in favor

### 3. PRESIDENT'S REPORT—BOB CUTLER

Within the pandemic years, the MTCA got into a spot that was hard-core. President Cutler commend the group for hard work and for involving new members, thank you! We appreciate our families our work and of course all the extra that is done by this group.

Education Committee: Valerie Fox resigned from the chairperson position and indicated that she has reached a saturation point in her role. She feels that she needs to produce quality and she is not able to do that right now.

So, we are looking for someone to take that role. The education committee is moving forward and working on delegation and a workable shared load.

- Appointments (Legislative & Nomination Com) / Timeline discussion (2 attachments)

Questions or comments: The idea is to produce new membership for the open appointments; President Cutler will reach out to the current membership and report to the association.

Legislative Committee: We want to keep the history and those members would like to stay.

Nominating committee – slate of officers: Tedi Eaton will stay and the other members confirmed. Time line is a good way to start, Secretary will be up again and the Treasurer is annual, nominations go hand in hand with president and each committee will put out the word to find members. We need to build a new generation for a succession plan.

We need to plan and ask to see who is interested and ask to come to a meeting and see what the roles are. Discussion on how to approach and find members for a succession plan/ Clerk & city combine.

New officers, new e-board members in advance of the meeting to give an overview and what happens. Mentoring and bringing communication to the process for this is a learning experience.

Motion to approve Legislative Committee, Lori West and Dottie Powers for another 3 year term, Danielle Sicard 2<sup>nd</sup> Elizabeth Greendale, All in favor.

Motion to approve Nominating committee for reappointment all terms are the same: 2-year terms all members confirmed to continue. Andy Dowd motion- Danielle Sicard 2nd. All in favor.

Discussion and Ideas on how to move forward for a succession plan for the MTCA and E-Board:

EX: Danielle support the history of knowing the members of the association.

Succession planning in effect for all of the MTCA appointments and E-Board.

Work with the time line for the appointments.

How should the board approach and begin this process:

Class participation for NEMCI and the association to be a working meeting zoom or produce a public advisement

Bring to our Worcester county & Middlesex regional meetings.

Next February begin the outreach.

Put a booklet together for conferences and have a table to reach out and begin a discussion with interested members.

- Conference Update

Good Job working with the Hotel and Vendors as we are all trying to get back to a normal activity pattern. Only a small amount of members removed themselves from the conference, but more signed up after the email about our Covid decisions went out.

- Conference Lunch Agenda - Bylaw Change Vote & approval of 6/10/21 association minutes

Business meeting, there will not be a lot of our State offices coming to the luncheon – bylaw changes and minutes from June and discussion of appointments and any discussion that we had today will be brought forth. Ann Quirk found one clerical change that we needed to make. Everything is now ready to go forward to the association for voting.

AP is in search to replace Fred- Jim Mullins name came up in discussion President Cutler will reach out. If Jim is not interested, we will begin the search from other retirees.

- 100th year recognition follow up: Andy Dowd will be in charge of the committee.

Semi-formal attire.

Meals will not be plated we will have appetizers passed and meal stations

We will have a band for entertainment

100 year Gala! Many vendors want to help, Lou from LL Data and other vendors who will also be included for donations.

We would like to invite retired clerks as guests, their banquet fee will be covered and they will have to pay for their own rooms.

We have a timeline of April 15 to make sure we are on the same page for banquet costs and for the packet.

We would like members to stay at the hotel and the vendors to have events at the hotel, not off sight. Layout for the conference: To use the Atlantic room for Vendors. Class make up Wednesday class, 2 classes possible 3 Thursday and 1 Friday.

- In-Memorial: Ilene Twiss mother passed away-

Motion: Andy Dowd in the amount of \$50 dollars Dianne Bucco 2nd all in favor for Ilene Twiss

Motion: Elizabeth Greendale for a Tree to plant for Fred Frithsen and have the amount approved by the President and Treasurer Andy Dowd 2<sup>nd</sup>, all were in favor

#### 4. 1ST VICE PRESIDENT'S REPORT—ELIZABETH GREENDALE

- Vendors Report (attached) 14 vendors, donations Kofile & LHS 500 generous. Almost 5500 revenue!
- Scholarship Report (attached) Sent a letter out to Town of Barre and did not hear back and did not get a scholarship and their clerk is here.

#### 5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD (verbal)

We are ready, vendors set up, 3 lines for the luncheon as to move things along and Covid precautions with the hotel, easy to work with.

#### 6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

234 members with 226 attending Monday the 7<sup>th</sup> is the last day for credit. Deposit \$24, 545 - \$2,550 outstanding

- Conference Update (attached)
- Certifications and member recognition (Attached)

One new CMC – Certifications may not all be here. One certified in 2018 and letter wrote to explain the process, letter received for why that person has not. Could we have an extension for the process? Discussion back date it and give an extension for conferences that we missed 2 fall and winter and one summer one. One or two conferences max and their committee will discuss.

#### 7. EDUCATION COMMITTEE REPORT—VAL FOX (verbal) Val not here, IIMC credits have been applied for the courses.

Paper copies of surveys provided at the conference. One last, Thank you Valerie for what you have done.

#### 8. LEGISLATIVE REPORT—ANDY DOWD (verbal & attached)

House took up the bill with the senate, reported to the conference comm. Exception of same day not in the document. Push not to have Election Day or same day. Long early voting quotes and postcards still in the document. Conference committee cannot make any more changes at this point.



Monday the 7<sup>th</sup> Danielle and I will meet with Common Cause and other associations. If required for same day, new VRIS and Primary date Sept. 6 expressed concern 1<sup>st</sup> day of school. Not sure if the Governor has signed the package yet. Discussion about the primary date and fix it to a fixed date or early in the year etc. Tom Joyce has done a good job and the legislature fall on deaf ears sometimes.

Letter attached. Andy and Tom work well together and time lines are last minute. Common Cause stated its hard not have one voice and Andy has documented and sent out to have a common voice. Sending the letter to all of the association and other members with the thoughts what we want to go forward.

29 days working no extra money, too many options and it is hard to get an A+ for elections.

We cannot, as clerks be accessible for 29 days without the resources and look at the retirements that we have had.

Postcards sent out for state elections and postage paid is in the bills, we believe.

Discussion on Town Clerks verifying signatures on each postcard as stated in the law. Stronger language for the DA to be in the process.

#### 9. MENTORING COMMITTEE—DANIELLE SICARD

- Mentoring Workshop Report – Census – December 2021(attached)

Inside packet from Holliston and West Stockbridge

March is the next workshop. Dennis and Northborough – Town Meeting, Record Mgt, Zoning and Planning.

#### 10. SOCIAL SECRETARY REPORT—DEB BOURBEAU

Cards left and right going out and keep up with the face book, - keep emailing and advised her of issues

#### 11. PAST PRESIDENT REPORT—NANCY TALBOT

Not applicable keep up the good work

Motion to adjourn Elizabeth Greendale, 2<sup>nd</sup> Andy Dowd, all in favor at 11:55 am

Respectfully Submitted:

*Jayne Marie Davolio*

MTCA Secretary

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

Conference:	<b>Devons 2022</b>	<b>Devons 2020</b>	<b>Devons 2019</b>	<b>Devons 2018</b>	<b>Devons 2017</b>
<b>INCOME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
3100 - Conference Revenue					
3110 - Registration	\$11,200.00	\$15,010.00	\$12,520.00	\$11,800.00	\$11,750.00
3120 - Meals	\$16,270.00	\$13,280.00	\$12,665.00	\$13,065.00	\$11,890.00
3140 - Vendor Income	\$5,245.00	\$8,009.00	\$7,305.00	\$6,625.00	\$9,130.00
Total Conference Revenue	<b>\$32,715.00</b>	<b>\$36,299.00</b>	<b>\$32,490.00</b>	<b>\$31,490.00</b>	<b>\$32,770.00</b>
<b>EXPENSE</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
5400 - Scholarship Expenses					
5403 - MTCA Conference Scholarships	\$165.00		\$265.84	\$398.76	\$531.67
5700 - Conference Expenses					
5701 - Printing Brochures/Program	\$459.30	\$491.52	\$423.61	\$355.07	\$429.29
5702 - Conference Deposits	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
5703 - Postage / Brochure Mailing					
5705 - Entertainment					
5706 - Speakers / Education	\$1,500.00	\$650.00			
5707 - Conference Hotel / Meals	\$18,632.22	\$21,256.40	\$17,514.34	\$18,081.32	\$15,032.33
5708 - NE Conference (2016)					
5709 - Misc Conf Exp (mentory/survey)					
5710 - Printing / Copying					
5800 Executive Meeting/lunches	\$493.50				
Total Conference Expenses	<b>\$26,250.02</b>	<b>\$27,397.92</b>	<b>\$23,203.79</b>	<b>\$23,835.15</b>	<b>\$20,993.29</b>
<b>Income / Expense Variance</b>	<b>\$6,464.98</b>	<b>\$8,901.08</b>	<b>\$9,286.21</b>	<b>\$7,654.85</b>	<b>\$11,776.71</b>
<b>Total # of Registrants:</b>	<b>224</b>	<b>289</b>	<b>238</b>	<b>236</b>	<b>267</b>

**Massachusetts Town Clerks' Association  
Budget vs. Actual**

As of **March 31, 2022**

<b>INCOME</b>	<b>FY22 Budget</b>	<b>NEW INCOME</b>	<b>ACTUAL</b>	<b>REMAINING</b>
3100 - Conference Revenue				
3110 - Registration	\$37,700.00	\$11,050.00	\$22,150.00	\$15,550.00
3120 - Meals	\$39,000.00	\$16,105.00	\$30,115.00	\$8,885.00
3130 - Mentoring Workshops	\$1,800.00	\$585.00	\$1,860.00	(\$60.00)
3140 - Vendor Income	\$22,000.00	\$5,245.00	\$10,845.00	\$11,155.00
Total Conference Revenue	<u>\$100,500.00</u>	<u>\$32,985.00</u>	<u>\$64,970.00</u>	<u>\$35,530.00</u>
3200 - Certification Revenue	\$1,500.00	\$125.00	\$795.00	\$705.00
3300 - Scholarship Donations	\$2,500.00	\$750.00	\$750.00	\$1,750.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$0.00	\$3,000.00	(\$1,000.00)
3500 - Media Stipends/AP/Educ	\$500.00	\$0.00	\$0.00	\$500.00
3600 - Dues / Memberships	\$30,000.00	\$1,145.00	\$32,310.00	(\$2,310.00)
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$3,265.31	\$3,265.31	(\$3,265.31)
Cash Transfer from Reserves	<u>\$9,880.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,880.00</u>
	<u>\$46,380.00</u>	<u>\$5,285.31</u>	<u>\$40,120.31</u>	<u>\$6,259.69</u>
<b>TOTAL INCOME</b>	<b>\$146,880.00</b>	<b>\$38,270.31</b>	<b>\$105,090.31</b>	<b>\$41,789.69</b>

*Devers  
Income*

0 \* \*

11,050.00 +

16,105.00 +

5,245.00 +

003

32,400.00 ◊

*Scholarship →* 165.00 +  
*credits used →* 150.00 +

005

32,715.00 G+

**Massachusetts Town Clerks' Association**  
**Budget vs. Actual**

As of **March 31, 2022**

<b>EXPENSE</b>	<b>FY22 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
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	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$600.00	\$600.00
Total Treasurer Expenses	<u>\$4,350.00</u>	<u>\$0.00</u>	<u>\$3,633.00</u>	<u>\$717.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$35,000.00	\$5,833.34	\$26,250.03	\$8,749.97
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$130.00		\$128.50	\$1.50
Total Lobbyist Expense	<u>\$35,130.00</u>	<u>\$5,833.34</u>	<u>\$26,378.53</u>	<u>\$8,751.47</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	\$165.00	\$365.00	\$3,635.00
5404 - Awards/Scholarships			\$0.00	\$0.00
Total Scholarship Expenses	<u>\$7,600.00</u>	<u>\$165.00</u>	<u>\$365.00</u>	<u>\$7,235.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$43.00	\$207.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$677.50	\$322.50
5602 - Certification Expenses	\$400.00	\$137.42	\$288.59	\$111.41
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$137.42</u>	<u>\$966.09</u>	<u>\$433.91</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$459.30	\$915.45	\$584.55
5702 - Conference Deposits	\$7,000.00		\$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	\$1,500.00	\$2,815.35	(\$1,065.35)
5707 - Conference Hotel / Meals	\$75,000.00	\$18,632.22	\$51,073.56	\$23,926.44
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$604.25	\$2,147.30	(\$147.30)
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$88,850.00</u>	<u>\$21,195.77</u>	<u>\$58,951.66</u>	<u>\$29,898.34</u>

**Massachusetts Town Clerks' Association  
Budget vs. Actual**

	As of	<b>March 31, 2022</b>		
		<b>FY2022</b>		
<b>EXPENSE Continued</b>		<b>BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>
				<b>REMAINING</b>
5800 - Executive Board Meetings/Lunches		\$1,200.00	\$493.50	\$1,005.74
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor		\$0.00		\$0.00
5902 - Postage		\$0.00		\$0.00
5903 - Printing		\$0.00		\$0.00
5904 - Web Update & Hosting		\$2,000.00		\$1,995.00
Total Communication/Public Recorder		\$2,000.00	\$0.00	\$1,995.00
6000 - Auditor				
6001 - Annual Financial Review		\$850.00		\$0.00
6002 - Annual Tax Returns		\$850.00		\$0.00
Total Auditor Expense		\$1,700.00	\$0.00	\$0.00
6100 - Marketing / Name Badges		\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers		\$1,000.00		\$100.00
6202 - NEMCI Graduation Gifts		\$400.00		\$0.00
6203 - Miscellaneous		\$500.00	\$0.00	\$0.00
Total Miscellaneous Expense		\$1,900.00	\$0.00	\$100.00
<b>TOTAL EXPENSE</b>		<b>\$146,880.00</b>	<b>\$27,825.03</b>	<b>\$93,438.02</b>
<b>Income / Expense Variance</b>		<b>\$0.00</b>		<b>\$11,652.29</b>

**Checking Account**

Beginning Balance	1/26/2022	\$23,325.33
New Income		\$38,270.31
New Expenses		\$27,825.03
Current Balance	3/31/2022	<b>\$33,770.61</b>

**Money Market account Balance**

Beginning Balance	1/26/2022	\$32,275.94
New Income		\$1.56
New Expenses		\$0.00
Current Balance	3/31/2022	<b>\$32,277.50</b>

Jan & Feb Int.      no bank stater

# Membership Summary

2022

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	284	\$22,570.00	\$130.00	\$22,700.00
ACTIVE MEMBER	INACTIVE	7	\$660.00	\$0.00	\$660.00
AFFILIATE MEMBER	ACTIVE	24	\$2,400.00	\$0.00	\$2,400.00
AFFILIATE MEMBER	TRANSFER-INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	249	\$6,225.00	\$50.00	\$6,275.00
ASSOCIATE	TRANSFER-INACTIVE	2	\$50.00	\$0.00	\$50.00
CITY STAFF	ACTIVE	5	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	14	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	15	\$150.00	\$0.00	\$150.00
STAFF- No Membership	ACTIVE	33	\$0.00	\$0.00	\$0.00
					\$32,335.00

# MTCA 2021-2022 APPOINTMENTS

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

updated as of:

4/4/2022

DRAFT

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>ASSISTANT TREASURER</b>						2 yr	1	E Board
Lynn Sibley	Whately			2021	2023			
<b>BUDGET COMMITTEE</b>						1yr	5	E Board
<i>Chair</i>	Debra Bourbeau	Montague		2021				
	Lynn Sibley	Whately	<i>Treasurer (Chair)</i>	2021				
	Amy Akell	Ipswich	<i>Assistant Treasurer</i>	2021	2022			
	Jayne Marie Davolio	Millbury		2021	2022			
	Andrew Dowd	Northborough		2021	2022			
<b>BY-LAW - POLICIES &amp; PROCEDURES REVIEW COMMITTEE</b>						3 yr	6	President / E Board
<i>Chair</i>	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	<i>2nd VP (Advisory)</i>	2021				
<b>CMMC CERTIFICATION ADMINISTRATOR</b>						3 yr	1	E Board
	Barbara LaBombard	Easthampton		2021	2024			
<b>CMMC CERTIFICATION / EXAMINATION BOARD</b>						3 yr	5	E Board
	Barbara LaBombard	Easthampton	<i>CMMC Certification Admin</i>	2021		(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			
<b>CLERK'S MANUAL COMMITTEE</b>						3 yr	5	EBoard
<i>Chair</i>	Jayne Marie Davolio	Millbury	<i>Secretary (Chair)</i>	2021				
	Deborah Dami	Mashpee		2020	2023			
	Mary De Alderette	Lexington		2020	2023			
	Dottie Powers	Westwood		2022	2023			
	Nancy Talbot	Ware		2022	2023			
<b>COMMUNICATION COMMITTEE</b>						3yr	7 & website com. Reps	President / Eboard
	Lynn Sibley	Whately	<i>Treasurer OR Assist. Treas</i>	2021		(staggered terms)		
	Nancy Burnham	Athol		2020	2023			
	Andrew Dowd	Northborough		2020	2023			
	Elizabeth Gaffey	Walpole		2021	2022			
	Susan Kelley	Duxbury		2021	2024			
	Kelly McElreath	Upton		2019	2022			
<i>Chair</i>	Danielle Sicard	Easton	<i>Member &amp; Mentoring Committee Rep</i>	2021	2024			
	Dottie Powers	Westwood	<i>Legislative Committee Rep</i>	2021				
	Trudy Reid	Wenham	<i>Education Committee Rep</i>	2021				
	Barbara LaBombard	Easthampton	<i>CMMC Certification/Exam Board</i>	2021				

# MTCA 2021-2022 APPOINTMENTS

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updated as of:

4/4/2022

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Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>CONFERENCE COMMITTEE</b>						2 yr	9	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				
"	"	Education Committee Chair		2021				
Dianne Bucco	Manchester	Conference Brochure Admin		2021	2023			
Terri Bunce	Dennis			2021	2023			
Kaari Mai Tari	Concord	Conference Class Registrations Admin		2021	2023			
<b>CONFERENCE REGISTRATION ADMINISTRATOR</b>						3 yr	1	E Board
Barbara LaBombard	Easthampton			2019	2022			
<b>EDUCATION DATABASE COORDINATOR</b>						3 yr	1	President
Trudy Reid	Wenham			2021	2024			
<b>EDUCATION COMMITTEE</b>						3 yr	11	E Board
Danielle Sicard	Easton	2nd VP		2021		(staggered terms)		
Amy Akell	Ipswich			2021	2024			
Laurie Becker	Paxton			2020	2023			
Jayne Marie Davolio	Millbury			2019	2022			
Mary De Alderete	Lexington			2019	2022			
KC Kato	Wellsley			2022	2023			
Lynn Kelly	Harvard			2022	2023			
Chair Trudy Reid	Wenham	Education Database Coordinator		2021	2024			
Kaari Mai Tari	Concord			2020	2023			
Amy Warfield	Burlington			2022	2024			
Vacancy				2022	2022			
<b>ELECTION LAWS TASK FORCE REPRESENTATIVE</b>						3 yr	1	President / E Board
Danielle Sicard	Easton			2019	2022			
<b>LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)</b>						1 yr 3 yr	2 Alt. 7	President / E Board
Lori West	Hull			2018	2024	(staggered terms)		
Dottie Powers	Westwood			2018	2024			
Catherine Harder-Bernier	Hanover			2020	2023			
Ilene Twiss	Middleton			2020	2023			
Chair Andrew Dowd	Northborough			2019	2022			
Debra Gremo	Auburn			2019	2022			
Carlene Hamlin	South Hadley			2019	2022			
Alt. Elizabeth Greendale	Holliston	1st VP (Alt - 1 yr term)		2021				
Alt. Ryan Witkos	Hardwick			2021	2022			
<b>LOBBYIST REVIEW COMMITTEE</b>						3 yr	3	President / Eboard
Deb Bourbeau	Montague	Treasurer		2021				
Andrew Dowd	Northborough	Chair of Legislative Committee		2021				
Elizabeth Greendale	Holliston			2021	2023			



# MTCA 2021-2022 APPOINTMENTS

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

updated as of:

4/4/2022

DRAFT

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>MEMBER RECOGNITION COMMITTEE</b>						3yr	5	President / Eboard
	Robert E. Cutler, Jr.	Foxborough	President	2021				
	Nancy Talbot	Ware	Past President	2021				
Chair	Nancy Blackmer	Orange		2021	2024			
	Jayne Marie Davolio	Millbury		2020	2023			
	Theodora Eaton	Needham		2019	2022			
<b>MENTORING COMMITTEE</b>						n/a	up to 12	Mentoring Committee
Co-Chair	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				
Co-Chair	Jayne Marie Davolio	Millbury		2019				
	Mary de Alderete	Fitchburg		2019				
	Amy Warfield	Burlington		2021				
<b>NOMINATION COMMITTEE (Jan 1 - Dec 31)</b>						2 yr	5	E Board
	Nancy Blackmer	Orange		2019	2023			
	Jayne Marie Davolio	Millbury		2019	2023			
Chair	Theodora Eaton	Needham		2019	2023			
	Lynn Sibley	Whately		2019	2023			
	Kaari Mai Tari	Concord		2019	2023			
	Elizabeth Greendale	Holliston	1st VP (non voting)	2021				
<b>SCHOLARSHIP COMMITTEE</b>						2 yr	3	President
Chair	Elizabeth Greendale	Holliston	1st VP (Chair)	2021				
	Nancy Blackmer	Orange		2021	2023			
	Jayne Marie Davolio	Millbury		2021	2023			
<b>SOFTWARE COORDINATOR</b>						2 yr	1	President
	Danielle Sicard	Easton		2021	2023			
<b>SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY</b>						1 yr	1	President
	Debra Bourbeau	Montague		2021	2022			

# MTCA APPOINTMENT POSITIONS DUE TO EXPIRE ON 6/30/2022

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
<b>BUDGET COMMITTEE</b>						1yr	5	E Board
Amy Akell	Ipswich			2021	2022			
Jayne Marie Davolio	Millbury			2021	2022			
Andrew Dowd	Northborough			2021	2022			
<b>CMMC CERTIFICATION / EXAMINATION BOARD</b>						3 yr	5	E Board
Lillian Drane	Lakeville			2019	2022			
Marianne Staples	Mansfield			2019	2022			
<b>COMMUNICATION COMMITTEE</b>						3yr	7 & website com. Reps	President / Eboard
Elizabeth Gaffey	Walpole			2021	2022			
Kelly McElreath	Upton			2019	2022			
<b>CONFERENCE REGISTRATION ADMINISTRATOR</b>						3 yr	1	E Board
Barbara LaBombard	Easthampton			2019	2022			
<b>EDUCATION COMMITTEE</b>						3 yr	11	E Board
Jayne Marie Davolio	Millbury			2019	2022			
Mary De Alderete	Lexington			2019	2022			
Vacancy				2022	2022			
<b>ELECTION LAWS TASK FORCE REPRESENTATIVE</b>						3 yr	1	President / E Board
Danielle Sicard	Easton			2019	2022			
<b>MEMBER RECOGNITION COMMITTEE</b>						3yr	5	President / Eboard
Theodora Eaton	Needham			2019	2022			
<b>SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY</b>						1 yr	1	President
Debra Bourbeau	Montague			2021	2022			

## **MTCA ANNUAL APPOINTMENTS TIME LINE & APPROACH - DRAFT**

### **Annual Appointments – conducted by the President**

- President communicates with Chairs of Committees to obtain recommendations
  - Current members activity, availability & engagement – does anyone need to be replaced?
  - Due to expire – chairs opinion on whether they should be reappointed
- President follows up with committee members regarding interest in reappointment /continuation
- President posts list of appointments available – indicating vacancy or incumbents name if interested in reappointment – allow 3 weeks to obtain emails of interest for appointment

### **Slate of Officer / E-Board process – conducted by Nomination Committee**

- End of February/Beginning of March
  - Nomination Committee sends notice looking for members interested in open positions
- Middle of March to middle/end of April
  - Nomination Committee sends notice of recommended Slate of Officers / E-Board members

### **Approval of Appointments & Slate of Officers/E-Board Members**

- June Conference Meeting
  - Slate of Officers / E-Board presented by nomination committee for association approval & vote
  - Slate of appointments presented to the E-Board for approval. Anyone who was not appointed and expressed interest is placed on an interest list for future consideration should an opening occur midterm.

Ideas discussed at the 12/7/21 E-Board meeting

- Don't worry about small vs large, city vs town or region in the state
- Volunteer 101 session
- Breakout groups during the conference
  - New Clerks
  - Small Towns FAST
  - Volunteer opportunities panel
- Table at the conference
- E-Board members contact and communicate with clerks to ASK them to PARTICIPATE

## **Plymouth Conference June 8 – 11<sup>th</sup>**

### **Wednesday, June 8<sup>th</sup>**

1:45 – Elections – Bob will coordinate

### **Thursday, June 9<sup>th</sup>**

#### **9:00 AM – Noon**

Cyber Security - *Confirmed*

State Ethics/OML - *Confirmed*

Vitals - *Confirmed*

#### **1:30 – 4:30**

Cyber Security - *Confirmed*

Raffles, Notary, Commissioner to Qualify - *Confirmed*

State Ethics/OML - *Confirmed*

### **Friday, June 10<sup>th</sup>**

9AM – Noon –

Election Leadership - *Confirmed*

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

Census - VRIS - Mentoring Class	Dec 2021 (revised)	Nov 2018	Oct 2017	Jan 2017
<b>INCOME</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue				
3130 - Mentoring Workshops	\$720.00	\$465.00	\$585.00	\$585.00
Total Workshop Revenue	<b>\$720.00</b>	<b>\$465.00</b>	<b>\$585.00</b>	<b>\$585.00</b>
<b>EXPENSE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses				
5709 - Misc Conf Exp (mentor/survey) W. Stockbridge	\$350.03 (increased)	\$277.41	\$381.80	\$510.40
Total Conference Expenses	<b>\$751.29</b>	<b>\$277.41</b>	<b>\$381.80</b>	<b>\$510.40</b>
<b>Income / Expense Variance</b>	<b>(\$31.29)</b>	<b>\$187.59</b>	<b>\$203.20</b>	<b>\$74.60</b>

	Dec 2021	Nov 2018	Oct 2017	Jan 2017
<b>Total # of Registrants:</b>	<b>48</b>	<b>30</b>	<b>39</b>	<b>40</b>
W. Stockbridge	19	(+1 Mentor - paid)	Northborough	29
Holliston	29		Northborough	11

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

Town Meeting & Record Management - Mentoring Class		March 2022	March 2021	March 2019	March 2018	April 2017
<b>INCOME</b>		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue						
3130 - Mentoring Workshops		\$690.00		\$255.00	\$360.00	\$570.00
Total Workshop Revenue		<b>\$690.00</b>	<b>\$0.00</b>	<b>\$255.00</b>	<b>\$360.00</b>	<b>\$570.00</b>
<b>EXPENSE</b>		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses	Northboro	\$360.90				
5709 - Misc Conf Exp (mentor/survey)	Dennis	\$229.37		\$241.41	\$249.08	\$467.64
Total Conference Expenses		<b>\$590.27</b>	<b>\$0.00</b>	<b>\$241.41</b>	<b>\$249.08</b>	<b>\$467.64</b>
<b>Income / Expense Variance</b>		<b>\$99.73</b>	<b>\$0.00</b>	<b>\$13.59</b>	<b>\$110.92</b>	<b>\$102.36</b>
<b>Total # of Registrants:</b>		<b>57</b>		<b>17</b>	<b>21</b>	<b>45</b>
	Dennis	18	46 - zoom	24	9	Franklin 28
	Northborough	28		Mentor hosted	Mentor hosted	Great Barrington 17
	Mentor hosted - Hamilton	11		(Millbury)	(Wenham)	