



**Executive Board Meeting
Hotel 1620 Commons
Wednesday, June 8, 2022 – 10 AM**

1. SECRETARY'S REPORT—JAYNE DAVOLIO (attached)
 - Approve April 4, 2022 Minutes (attached)
2. TREASURER'S REPORT— DEB BOURBEAU
 - FY 22 Year to date report (attached)
 - Membership report (attached)
 - FY 23 Proposed Budget (attached)
3. PRESIDENT'S REPORT—BOB CUTLER
 - Updated Appointments (attached)
 - Conference Update
 - 100th year recognition
4. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE
 - Scholarship Report (attached)
 - Vendors Report (attached)
5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD
 - Conference Registrations Summary report (attached)
 - Conference Cost History (attached)
6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - Conference Update (attached)
 - Certifications and member recognition (attached)
7. EDUCATION COMMITTEE REPORT—TRUDY REID (verbal)
 - Wednesday class—SOC Elections class
 - Education Committee Conference Education
 - Future class discussion
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
9. MENTORING COMMITTEE—DANIELLE SICARD (verbal)
10. SOCIAL SECRETARY REPORT—DEB BOURBEAU
11. PAST PRESIDENT REPORT—NANCY TALBOT

MTCA EXECUTIVE BOARD MEETING



April 4, 2022 – Northborough Senior Center

Draft 4-4-2022

| | Attendance | Present |
|-----------------------------|------------------------|---------|
| PRESIDENT | ROBERT E. CULTER, JR | √ |
| 1ST VICE PRESIDENT | ELIZABETH T. GREENDALE | √ |
| 2ND VICE PRESIDENT | DANIELLE M. SICARD | √ |
| TREASURER | DEBRA BOURBEAU | √ |
| SECRETARY | JAYNE MARIE DAVOLIO | √ |
| EXECUTIVE BOARD 2022 | THERESA BUNCE | √ |
| EXECUTIVE BOARD 2022 | DIANNE BUCCO | |
| EXECUTIVE BOARD 2022 | KIM BATISTA | √ |
| EXECUTIVE BOARD 2023 | LILLIAN M. DRANE | |
| EXECUTIVE BOARD 2023 | ANDREW DOWD | √ |
| EXECUTIVE BOARD 2023 | MICHELLE HILL | |
| EXECUTIVE BOARD 2024 | JOSEPH JUDD | √ |
| EXECUTIVE BOARD 2024 | EILEEN TWISS | √ |
| EXECUTIVE BOARD 2024 | VALERIE FOX | √ |
| PAST PRESIDENT | NANCY TALBOT | |
| EDITOR | NANCY BURNHAM | |
| CMMC CERTIFICATION ADMIN | BABRABA LABOMBARD | √ |
| ASSISTANT TREASURER | LYNN SIBLEY | √ |
| EDUCATION CHAIR | TRUDY REED | √ |

A quorum of voting members being present, President Cutler called the meeting to order at 10:00 am.

1. SECRETARY’S REPORT—JAYNE DAVOLIO

- Approve Zoom meeting – January 14, 2022, Minutes (attached)
- Approve February 2, 2022, Minutes (attached)

Danielle Sicard motion to approve January 14th minutes, Andy Dowd 2nd, Unanimous
 Andy Dowd moved as submitted February 2nd minutes Elizabeth Greendale 2nd, Unanimous

MTCA EXECUTIVE BOARD MEETING



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2. TREASURER'S REPORT— DEB BOURBEAU

- Conference report –Fort Deven's Conference (attached) We had a loss of money in Springfield but made \$6500.00 at Fort. Deven's.

Discussion took place on venues and prices and moving forward with speaking to the City clerks for ½ cost of the Wednesday class or joint ventures moving forward with splitting or donating to the conferences. Pres. Cutler will follow up to see what the vote was and where we are headed.

The Berkshire association disbanded and donated \$3264.00 to our association.

- FY 22 Year to date report (attached)
- Membership report (attached)
- Proposed FY 23 budget- We will Vote in Plymouth for the budget, Deb will get the draft budget out. If needed, we may have to transfer \$8,310.00 from the money market acct. to the checking acct. if we need to, coverage. Discussion of always keeping \$30,000 in the money market account, we will check the policy and move forward.

Questions: none at this time

| |
|--|
| Elizabeth Greendale motion to accept Danielle Sicard 2 nd , all in favor no opposed |
|--|

3. PRESIDENT'S REPORT—BOB CUTLER

- Appointments:

- FY22 New Appointments (attached)

Clerks Manuel Committee has not been updated; Jayne will start the committee after the Plymouth conference. Education Committee has added some new members and are on a roll, both appointments were E-Board appointments.

Note: Wellesley spelled wrong under Education committee.

| |
|---|
| Andy Dowd motion to accept 2 nd Elizabeth Greendale, All in favor none opposed |
|---|

MTCA EXECUTIVE BOARD MEETING



April 4, 2022 – Northborough Senior Center

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- FY 23 Expiring Appointments (attached) /Timeline discussion (attached)

Discussion on having the committee chairs reach out to our association and to invite people to see what the committees are doing and see if those people would be interested and to what skills they bring to the table.

EX: Legislative committee - Danielle Sicard recommendation: If attending for those who are interested to provide support, even if not a member to be an associate with the chair and use it as a working group. This will allow a more exclusive working relationship and more transparency.

As a succession plan, we need to start this process. We should have agendas and minutes for each committee. All info should go on the website, and this will prepare the committees and add another level of transparency.

A question was asked about Asst. Town Clerks and what can they do on the boards and committees?

Asst. Town clerks can be on committees but not on the board. This may help the committees out, another way to reach out and get members involved.

Time line is moving forward no formal vote needed.

Budget Comm: All our staying and Valerie Fox is interested.

CMMC Comm. & Conference Comm.: We believe all our staying Marianne staples is the only question and a two who showed interest. Barbara LaBombard should have an assistant for a succession plan. Valerie Fox is interested.

Elections Task Force Rep: Danielle Sicard, we have a few interested in a task force we are not active yet but made relationships with the election committee.

Member Recognition Comm: Teddi Eaton is staying

Sunshine Fund Admin/Social Security: Cheryl Estrella interested.

Up to the e-board for June meeting. Welcome members to join in and find out what it is all about! Great discussion this is wonderful way to open and see who is interested. Hard work by all to bring us forth and have conferences grow our membership and this is a collective unit.

MTCA EXECUTIVE BOARD MEETING



April 4, 2022 – Northborough Senior Center

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- Conference Update:

- 100th year Gala update: good plan – main concept down, working with hotel it is going to be a fun event. Semi Formal, Food Stations, Photo booth, LL Data to pay for the Band, Brenda at LHS 50 anniversary donating, ES&S Co-host or host open bar. Recognition will be given out at the event, please ask your retired clerks to attend and let's talk the gala up to the members to stay and enjoy the evening.
- Voting Equipment Demo: Requests from several newer clerks. LHS & ES&S will demonstrate before the class on Wednesday. Let's have a write up from the companies and attach the flyers to the brochure. Reminders are a good thing.!

- Miscellaneous: Berkshire County Clerks Association (funds), Tax ID, Retirees Gift:

As we spoke about the Berkshire association earlier in the treasurer's report, what should we do with the money that was gifted to us? Discussion of a portion for the gala, scholarships, more discussion to follow at the conference in June.

The NEACTC has asked for the use of the Tax ID number: we are not tax exempt, so this is a no.

Retiree's gifts: The clocks which we have ordered in the past have had a supply chain issue. Elizabeth Greendale and President Cutler went and gave a gift card to Tara in Ashland and went to Holliston to look at awards. Clocks were in the range of \$ 50 to \$60.00 dollars. Recognize the list of retirees in June.

4. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE (verbal)

Scholarships were discussed and we are moving forward in this process.

Vendors, I will have more detailed information in June

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

Hotel is being great, we have good food choices \$30 Break, \$40 lunch, 50 dinner great menu and we will have the logo on the cake.

Education Committee will be changing the time on the classes Thursday to be ready for the gala.

MTCA EXECUTIVE BOARD MEETING



April 4, 2022 – Northborough Senior Center

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Question: Andy Dowd the band should play for 4 hours 6:30 to 10:30? Danielle will double check for Andy. Information should go out around the 14th. Book your room and get ready to have fun.

6. CLERK OF THE YEAR – NANCY BLACKMER

Due to Covid we have not given out the award for a few years. Question asked if we could work into the awards retired clerks who were active during those years? We have Six submissions, one is retired. Merit for the clerks- should be given and to see who has been submitted.

Danielle Sicard motion to allow for a past clerk of the year which could be a retire that has merit due to Covid.
Elizabeth Greendale seconded All in favor none opposed.

7. EDUCATION COMMITTEE REPORT—TRUDY REID

President Cutler, congratulated Trudy for becoming the new chair person.

Some Great classes for Plymouth and a few great new members. Elections on bookends for the conference to keep people interested and to stay for Friday.

- Wednesday class— E-Board Michelle Tassinari Election Training

- Education Committee Conference Education (attached)
Cybersecurity morn and afternoons with hands on interactive
Vitals laptops interactive
State ethics morning and afternoon
Raffles Donna Foley and the Commissions office Notary, Qualify
Friday Lauren Best Practices Leadership class.
Paper surveys: This will be our format.
Reach out to Lynn for the demos.

- Future class discussion: surveys, please reach out to let us know what everyone likes and does not like. Organizing digital filing cabinet, email etiquette, (Clerks teaching for a basic office class, how to set up your office, etc.)

MTCA EXECUTIVE BOARD MEETING



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8. LEGISLATIVE REPORT—ANDY DOWD (verbal)

Voting Bills: there were two changes as the conf. committee is sitting and at a stalemate. Same day in senate not in the house bill this is a sticking point. We have sent an email to collaborate with Common Cause. Postcards and EV in the bills so this will most likely be in place this fall; we will have to work with this. Election Day – same day all voter sessions, no deadline. Election day would have a voter deadline.

- Legislator of the Year: Discussion took place, and this will not to be issued this year.

9. COMMUNICATIONS COMMITTEE – ANDY DOWD

- Website Upgrade Update: Did a refresh on the website, it is up and some work for cleanup, we do need more worker bees. If anyone has a Picture to represent all our state that would be great to put up or maybe a picture from the gala up. Look at your committee agendas minutes etc. for upkeep so we can keep the website up to date.

10. MENTORING COMMITTEE—DANIELLE SICARD

Two reports to look at: See attachment

We are working on how to get the towns to pay ahead of time for the classes. Let's put out a reminder for members attending the classes, name on the checks with your town and to bring it with you and always have the paperwork attached.

Mentor hosting and documentation.

June: New Clerk potpourri session.

One in Westwood and probably another one.

Over 23 to 25 is a good class size. Member hosted compared to the mentoring committee.

Regional associations should sign on.

- November sessions Report – Census – REVISED (attached)
- March sessions Report – Town Meeting/Records Management (attached)

MTCA EXECUTIVE BOARD MEETING



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11. SOCIAL SECRETARY REPORT—DEB BOURBEAU:

Cards sent out for unfortunate events. Go Fund for Pearl M. Sears, her son he is on the spectrum, and she was an active clerk. Donation usually 75.00.

Motion: Elizabeth Greendale made a motion to support \$250.00 for Pearl Sears fund. Andy Dowd 2nd all in favor none opposed.

Deb Gremo: Her long-term significant other, is having some issues, please send out a card to her also Kelly Darling is dealing with the same issues with her husband.

12. PAST PRESIDENT REPORT—NANCY TALBOT

Nothing to report.

Meeting ended at 12:06 PM.

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

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

| | As of | June 1, 2022 | | | |
|---------------------------------------|-------|---------------------|--------------------|---------------------|--------------------|
| | | FY22 | | | |
| INCOME | | Budget | NEW INCOME | ACTUAL | REMAINING |
| 3100 - Conference Revenue | | | | | |
| 3110 - Registration | | \$37,700.00 | \$6,450.00 | \$28,600.00 | \$9,100.00 |
| 3120 - Meals | | \$39,000.00 | \$16,230.00 | \$46,345.00 | (\$7,345.00) |
| 3130 - Mentoring Workshops | | \$1,800.00 | | \$1,860.00 | (\$60.00) |
| 3140 - Vendor Income | | \$22,000.00 | | \$10,845.00 | \$11,155.00 |
| Total Conference Revenue | | <u>\$100,500.00</u> | <u>\$22,680.00</u> | <u>\$87,650.00</u> | <u>\$12,850.00</u> |
| 3200 - Certification Revenue | | \$1,500.00 | \$75.00 | \$870.00 | \$630.00 |
| 3300 - Scholarship Donations | | \$2,500.00 | | \$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 | \$135.00 | \$32,445.00 | (\$2,445.00) |
| 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) |
| Cash Transfer from Reserves | | \$9,880.00 | \$0.00 | \$0.00 | \$9,880.00 |
| | | <u>\$46,380.00</u> | <u>\$210.00</u> | <u>\$40,330.31</u> | <u>\$6,049.69</u> |
| TOTAL INCOME | | \$146,880.00 | \$22,890.00 | \$127,980.31 | \$18,899.69 |

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

| EXPENSE | As of | June 1, 2022 | | | | |
|---------------------------------------|-------|---------------------|--------------------|--------------------|--------------------|--------------------|
| | | 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 | \$187.00 | \$385.00 | (\$135.00) |
| 5201- MTCA software | | | \$2,900.00 | | \$2,835.00 | \$65.00 |
| 5202 - Software Coordinator | | | \$1,200.00 | | \$600.00 | \$600.00 |
| Total Treasurer Expenses | | | \$4,350.00 | \$187.00 | \$3,820.00 | \$530.00 |
| 5300 - Lobbyist Expenses | | | | | | |
| 5301 - Lobbyist Salary | | | \$35,000.00 | \$8,750.01 | \$35,000.04 | (\$0.04) |
| 5302 - Lobbyist Expenses | | | | | \$0.00 | \$0.00 |
| 5303 - Lobbyist Reg Fee | | | \$130.00 | | \$128.50 | \$1.50 |
| Total Lobbyist Expense | | | \$35,130.00 | \$8,750.01 | \$35,128.54 | \$1.46 |
| 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 | | \$365.00 | \$3,635.00 |
| 5404 - Awards/Scholarships | | | | | \$0.00 | \$0.00 |
| Total Scholarship Expenses | | | \$7,600.00 | \$0.00 | \$365.00 | \$7,235.00 |
| 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 | | \$288.59 | \$111.41 |
| Total Certification Expenses | | | \$1,400.00 | \$0.00 | \$966.09 | \$433.91 |
| 5700 - Conference Expenses | | | | | | |
| 5701 - Printing Brochures/Program | | | \$1,500.00 | | \$915.45 | \$584.55 |
| 5702 - Conference Deposits | | | \$7,000.00 | \$5,000.00 | \$7,000.00 | \$0.00 |
| 5703 - Postage / Brochure Mailing | | | \$0.00 | | \$0.00 | \$0.00 |
| 5705 - Entertainment | | | \$600.00 | \$8,450.00 | \$8,450.00 | (\$7,850.00) |
| 5706 - Speakers / Education | | | \$1,750.00 | \$3,125.00 | \$5,940.35 | (\$4,190.35) |
| 5707 - Conference Hotel / Meals | | | \$75,000.00 | | \$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 | | \$2,147.30 | (\$147.30) |
| 5710 - Printing / Copying | | | \$0.00 | | \$0.00 | \$0.00 |
| Total Conference Expenses | | | \$88,850.00 | \$16,575.00 | \$75,526.66 | \$13,323.34 |

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

| EXPENSE Continued | As of June 1, 2022 FY2022 | BUDGET | NEW EXP | ACTUAL | REMAINING |
|---|--|----------------------------|---------------------------|----------------------------|---------------------------|
| 5800 - Executive Board Meetings/Lunches | | \$1,200.00 | \$449.25 | \$1,454.99 | (\$254.99) |
| 5900 - Communication/Public Recorder | | | | | |
| 5901 - Pub Rec Stipend / Editor | | \$0.00 | | \$0.00 | \$0.00 |
| 5902 - Postage | | \$0.00 | | \$0.00 | \$0.00 |
| 5903 - Printing | | \$0.00 | | \$0.00 | \$0.00 |
| 5904 - Web Update & Hosting | | \$2,000.00 | | \$1,995.00 | \$5.00 |
| Total Communication/Public Recorder | | <u>\$2,000.00</u> | <u>\$0.00</u> | <u>\$1,995.00</u> | <u>\$5.00</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 | \$61.89 | \$161.89 | \$838.11 |
| 6202 - NEMCI Graduation Gifts | | \$400.00 | | \$0.00 | \$400.00 |
| 6203 - Miscellaneous | | \$500.00 | \$1,802.14 | \$1,802.14 | (\$1,302.14) |
| Total Miscellaneous Expense | | <u>\$1,900.00</u> | <u>\$1,864.03</u> | <u>\$1,964.03</u> | <u>(\$64.03)</u> |
| TOTAL EXPENSE | | <u>\$146,880.00</u> | <u>\$27,825.29</u> | <u>\$121,263.31</u> | <u>\$25,616.69</u> |
| Income / Expense Variance | | <u>\$0.00</u> | | <u>\$6,717.00</u> | |

Checking Account

| | | |
|-------------------|-----------|---------------------------|
| Beginning Balance | 3/31/2022 | \$33,770.61 |
| New Income | | \$22,890.00 |
| New Expenses | | \$27,825.29 |
| Current Balance | 6/1/2022 | <u>\$28,835.32</u> |

Money Market account Balance

| | | |
|-------------------|-----------|---------------------------|
| Beginning Balance | 3/31/2022 | \$32,277.50 |
| New Income | | \$1.62 |
| New Expenses | | \$0.00 |
| Current Balance | 6/1/2022 | <u>\$32,279.12</u> |

Membership Summary

2022

| Member Type | Member Status | # | Membership Amt | Over Paid | Total |
|----------------------|-------------------|-----|----------------|-----------|-------------|
| ACTIVE MEMBER | ACTIVE | 281 | \$22,130.00 | \$130.00 | \$22,260.00 |
| ACTIVE MEMBER | INACTIVE | 14 | \$1,310.00 | \$0.00 | \$1,310.00 |
| ACTIVE MEMBER | TRANSFER-INACTIVE | 1 | \$100.00 | \$0.00 | \$100.00 |
| AFFILIATE MEMBER | ACTIVE | 24 | \$2,400.00 | \$0.00 | \$2,400.00 |
| AFFILIATE MEMBER | INACTIVE | 1 | \$100.00 | \$0.00 | \$100.00 |
| AFFILIATE MEMBER | TRANSFER-INACTIVE | 1 | \$100.00 | \$0.00 | \$100.00 |
| ASSOCIATE | ACTIVE | 255 | \$6,375.00 | \$50.00 | \$6,425.00 |
| ASSOCIATE | INACTIVE | 1 | \$25.00 | \$0.00 | \$25.00 |
| ASSOCIATE | TRANSFER-ACTIVE | 1 | \$25.00 | \$0.00 | \$25.00 |
| ASSOCIATE | TRANSFER-INACTIVE | 2 | \$50.00 | \$0.00 | \$50.00 |
| CITY STAFF | ACTIVE | 9 | \$0.00 | \$0.00 | \$0.00 |
| NEW CLERK | ACTIVE | 21 | \$0.00 | \$0.00 | \$0.00 |
| NEW CLERK | TRANSFER-ACTIVE | 1 | \$0.00 | \$0.00 | \$0.00 |
| NEW CLERK | TRANSFER-INACTIVE | 1 | \$0.00 | \$0.00 | \$0.00 |
| RETIRED | ACTIVE | 15 | \$150.00 | \$0.00 | \$150.00 |
| STAFF- No Membership | ACTIVE | 38 | \$0.00 | \$0.00 | \$0.00 |
| TRANSFER-ACTIVE | ACTIVE | 2 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | \$32,945.00 |

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY23 BUDGET**

| INCOME | FY 21 YR END | FY22 BUDGET | FY22 actual as of 6.1.2022 | FY23 Proposed | FY22 VS FY23 VARIANCE |
|---------------------------------------|-------------------------|------------------------|---|--------------------------|----------------------------------|
| 3100 - Conference Revenue | | | | | |
| 3110 - Registration | \$6,600.00 | \$37,700.00 | \$28,600.00 | \$38,000.00 | \$300.00 |
| 3120 - Meals | \$10,560.00 | \$39,000.00 | \$46,345.00 | \$49,000.00 | \$10,000.00 |
| 3130 - Mentoring Workshops | \$285.00 | \$1,800.00 | \$1,860.00 | \$1,800.00 | \$0.00 |
| 3140 - Vendor Income | \$4,800.00 | \$22,000.00 | \$10,845.00 | \$22,000.00 | \$0.00 |
| Total Conference Revenue | \$22,245.00 | \$100,500.00 | \$87,650.00 | \$110,800.00 | \$10,300.00 |
| 3200 - Certification Revenue | \$1,240.00 | \$1,500.00 | \$870.00 | \$1,500.00 | \$0.00 |
| 3300 - Scholarship Donations | \$0.00 | \$2,500.00 | \$750.00 | \$2,500.00 | \$0.00 |
| 3400 - Public Recorder/Website Ads | \$0.00 | \$2,000.00 | \$3,000.00 | \$2,000.00 | \$0.00 |
| 3500 - Media Stipends/AP/Educ | \$12,384.00 | \$500.00 | \$0.00 | \$12,000.00 | \$11,500.00 |
| 3600 - Dues | 28,660.00 | 30,000.00 | 32,445.00 | 30,000.00 | \$0.00 |
| 3700 - Interest Income (Bank Account) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3800 - MISC (Mkting/Sundries) | \$0.00 | \$0.00 | \$3,265.31 | \$0.00 | \$0.00 |
| Cash Transfer from Reserves | \$0.00 | \$9,880.00 | \$0.00 | \$0.00 | (\$9,880.00) |
| | \$42,284.00 | \$46,380.00 | \$40,330.31 | \$48,000.00 | \$1,620.00 |
| TOTAL INCOME | \$64,529.00 | \$146,880.00 | \$127,980.31 | \$158,800.00 | \$11,920.00 |

| EXPENSE | FY 21 YR END | FY22 BUDGET | FY22 actual as of 6.1.2022 | FY23 Proposed | FY22 VS FY23 VARIANCE |
|---------------------------------------|-------------------------|------------------------|---|--------------------------|----------------------------------|
| 5000 - President Expenses | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 |
| 5100 - Secretary Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5200 - Treasurer Expenses | | | | | \$0.00 |
| 5200-Treasure Expenses | \$198.00 | \$250.00 | \$385.00 | \$250.00 | \$0.00 |
| 5201- MTCA software | \$2,835.00 | \$2,900.00 | \$2,835.00 | \$2,900.00 | \$0.00 |
| 5202 - Software Coordinator | \$1,200.00 | \$1,200.00 | \$600.00 | \$1,200.00 | \$0.00 |
| Total Treasurer Expenses | \$4,233.00 | \$4,350.00 | \$3,820.00 | \$4,350.00 | \$0.00 |
| 5300 - Lobbyist Expenses | | | | | |
| 5301 - Lobbyist Salary | \$34,451.04 | \$35,000.00 | \$35,000.04 | \$36,050.00 | \$1,050.00 |
| 5302 - Lobbyist Expenses | 0.00 | | 0.00 | 0.00 | \$0.00 |
| 5303 - Lobbyist Reg Fee | \$238.50 | \$130.00 | \$128.50 | \$110.00 | (\$20.00) |
| Total Lobbyist Expense | \$34,689.54 | \$35,130.00 | \$35,128.54 | \$36,160.00 | \$1,030.00 |
| 5400 - Scholarship Expenses | | | | | |
| 5401 - NEMCI Exp (outside sources) | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 |
| 5402 - NEMCI Exp (MTCA) | \$0.00 | \$1,100.00 | \$0.00 | \$1,100.00 | \$0.00 |
| 5403 - MTCA Conference Scholarships | \$0.00 | \$4,000.00 | \$365.00 | \$4,000.00 | \$0.00 |
| 5404 - Awards/Scholarships | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| Total Scholarship Expenses | \$0.00 | \$7,600.00 | \$365.00 | \$7,600.00 | \$0.00 |
| 5500 - Legislative Committee Expenses | \$0.00 | \$250.00 | \$43.00 | \$250.00 | \$0.00 |

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY23 BUDGET**

| EXPENSE Continued | FY 21 YR END | FY22 BUDGET | FY22 actual as of 6.1.2022 | FY23 Proposed | FY22 VS FY23 VARIANCE |
|---|-------------------------|------------------------|---|--------------------------|----------------------------------|
| 5600 - Certification Expenses | | | | | |
| 5601 - Administrator Stipend | \$510.00 | \$1,000.00 | \$677.50 | \$1,000.00 | \$0.00 |
| 5602 - Certification Expenses | \$373.94 | \$400.00 | \$288.59 | \$400.00 | \$0.00 |
| Total Certification Expenses | \$883.94 | \$1,400.00 | \$966.09 | \$1,400.00 | \$0.00 |
| 5700 - Conference Expenses | | | | | |
| 5701 - Printing Brochures/Program | \$0.00 | \$1,500.00 | \$915.45 | \$1,500.00 | \$0.00 |
| 5702 - Conference Deposits | \$5,000.00 | \$7,000.00 | \$7,000.00 | \$7,000.00 | \$0.00 |
| 5705 - Entertainment | \$500.00 | \$600.00 | \$8,450.00 | \$600.00 | \$0.00 |
| 5706 - Speakers / Education | \$1,687.41 | \$1,750.00 | \$5,940.35 | \$1,240.00 | (\$510.00) |
| 5707-1 - Conference Hotel / Meals | \$18,084.04 | \$75,000.00 | \$51,073.56 | \$83,000.00 | \$8,000.00 |
| 5707-2 - Conference AV equipmenmt | | | | \$2,000.00 | \$2,000.00 |
| 5708 - NE Conference (2016-2022-2028) | \$1,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 |
| 5709 - Misc Conf Exp (survey) | \$2,119.44 | \$2,000.00 | \$2,147.30 | \$200.00 | (\$1,800.00) |
| 5710 - Mentoring - refreshments | | | | \$1,800.00 | \$1,800.00 |
| Total Conference Expenses | \$28,390.89 | \$88,850.00 | \$75,526.66 | \$98,340.00 | \$9,490.00 |
| 5800 - Executive Board Meetings/Lunches | \$1,054.68 | \$1,200.00 | \$1,454.99 | \$2,600.00 | \$1,400.00 |
| 5900 - Communication/Public Recorder | | | | | |
| 5901 - Pub Rec Stipend / Editor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5902 - Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5903 - Printing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5904 - Web Hosting | \$1,995.00 | \$2,000.00 | \$1,995.00 | \$2,000.00 | \$0.00 |
| Total Communication/Public Recorder | \$1,995.00 | \$2,000.00 | \$1,995.00 | \$2,000.00 | \$0.00 |
| 6000 - Auditor | | | | | |
| 6001 - Annual Financial Review | \$850.00 | \$850.00 | \$0.00 | \$850.00 | \$0.00 |
| 6002 - Annual Tax Returns | \$850.00 | \$850.00 | \$0.00 | \$850.00 | \$0.00 |
| Total Audior Expense | \$1,700.00 | \$1,700.00 | \$0.00 | \$1,700.00 | \$0.00 |
| 6100 - Marketing / Name Badges | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6200 - Miscellaneous Expenses | | | | | |
| 6201 - Gifts/Memorials/Flowers | \$588.69 | \$1,000.00 | \$161.89 | \$1,000.00 | \$0.00 |
| 6202 - NEMCI Graduation Gifts | \$0.00 | \$400.00 | \$0.00 | \$400.00 | \$0.00 |
| 6203 - Miscellaneous | \$25.00 | \$500.00 | \$1,802.14 | \$500.00 | \$0.00 |
| Total Miscellaneous Expense | \$613.69 | \$1,900.00 | \$1,964.03 | \$1,900.00 | \$0.00 |
| TOTAL EXPENSE | \$73,560.74 | \$146,880.00 | \$121,263.31 | \$158,800.00 | \$11,920.00 |
| Income / Expense Variance | (\$9,031.74) | \$0.00 | \$6,717.00 | \$0.00 | |

Checking Account

Balance **\$22,118.32** **\$28,835.32**

Money Market account Balance

Current Balance **\$32,268.88** **\$32,279.12**

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

6/8/2022

DRAFT

| Member | Municipality | Committee Member Position | by | Appt Date | Term Expires | term yrs | # members | Appt Authority |
|--|-------------------|---|---------------------------------|--------------|-----------------|-------------|---|---------------------|
| ASSISTANT TREASURER | | | | | | 2 yr | 1 | E Board |
| Lynn Sibley | Whately | | | 2021 | 2023 | | | |
| BUDGET COMMITTEE | | | | | | 1yr | 5 | E Board |
| <i>Chair</i> Debra Bourbeau | Montague | <i>Treasurer (Chair)</i> | | 2021 | | | | |
| Lynn Sibley | Whately | <i>Assistant Treasurer</i> | | 2021 | | | | |
| Amy Akell | Ipswich | | | 2022 | 2023 | | | |
| Jayne Marie Davolio | Millbury | | | 2022 | 2023 | | | |
| Andrew Dowd | Northborough | | | 2022 | 2023 | | | |
| BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE | | | | | | 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 | | | | |
| CMMC CERTIFICATION ADMINISTRATOR | | | | | | 3 yr | 1 | E Board |
| Barbara LaBombard | Easthampton | | | 2021 | 2024 | | | |
| CMMC CERTIFICATION / EXAMINATION BOARD | | | | | | 3 yr | 5 <i>(staggered terms)</i> | E Board |
| | Barbara LaBombard | Easthampton | <i>CMMC Certification Admin</i> | 2021 | | | | |
| <i>Chair</i> Madaline I. Bonadies | Southbridge | | | 2021 | 2024 | | | |
| Nancy Blackmer | Orange | | | 2020 | 2023 | | | |
| Lillian Drane | Lakeville | | | 2022 | 2025 | | | |
| Valerie Fox | Lincoln | | | 2022 | 2025 | | | |
| CLERK'S MANUAL COMMITTEE | | | | | | 3 yr | 5 | EBoard |
| <i>Chair</i> Jayne Marie Davolio | Millbury | <i>Secretary (Chair)</i> | | 2021 | | | | |
| Deborah Kaye | Mashpee | | | 2020 | 2023 | | | |
| Mary De Alderette | Lexington | | | 2020 | 2023 | | | |
| Dottie Powers | Westwood | | | 2022 | 2023 | | | |
| Nancy Talbot | Ware | | | 2022 | 2023 | | | |
| COMMUNICATION COMMITTEE | | | | | | 3yr | 7 & website <i>com. Reps</i> <i>(staggered terms)</i> | President / Eboard |
| Lynn Sibley | Whately | <i>Treasurer OR Assist. Treas</i> | | 2021 | | | | |
| Nancy Burnham | Athol | | | 2020 | 2023 | | | |
| Andrew Dowd | Northborough | | | 2020 | 2023 | | | |
| Elizabeth Gaffey | Walpole | | | 2022 | 2025 | | | |
| Susan Kelley | Duxbury | | | 2021 | 2024 | | | |
| Kelly McElreath | Upton | | | 2022 | 2025 | | | |
| <i>Chair</i> Danielle Sicard | Easton | <i>Member & 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

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

updated as of:

6/8/2022

DRAFT

| Member | Municipality | Committee Member Position | by | Appt Date | Term Expires | term yrs | # members | Appt Authority |
|--|--------------|---|----|--------------|-----------------|--------------|--------------------------|---------------------|
| CONFERENCE COMMITTEE | | | | | | 2 yr | 9 | President / EBoard |
| <i>Chair</i> Robert E. Cutler, Jr. | Foxborough | <i>President (Chair)</i> | | 2021 | | | | |
| Elizabeth Greendale | Holliston | <i>1st VP - Vendors</i> | | 2021 | | | | |
| Danielle Sicard | Easton | <i>2nd VP - Hotel</i> | | 2021 | | | | |
| Barbara LaBombard | Easthampton | <i>Conference Registration Admin</i> | | 2021 | | | | |
| Trudy Reid | Wenham | <i>Education Database Coordinator</i> | | 2021 | | | | |
| " | " | <i>Education Committee Chair</i> | | 2021 | | | | |
| Dianne Bucco | Manchester | <i>Conference Brochure Admin</i> | | 2021 | 2023 | | | |
| Terri Bunce | Dennis | | | 2021 | 2023 | | | |
| Kaari Mai Tari | Concord | <i>Conference Class Registrations Admin</i> | | 2021 | 2023 | | | |
| CONFERENCE REGISTRATION ADMINISTRATOR | | | | | | 3 yr | 1 | E Board |
| Barbara LaBombard | Easthampton | | | 2022 | 2025 | | | |
| EDUCATION DATABASE COORDINATOR | | | | | | 3 yr | 1 | President |
| Trudy Reid | Wenham | | | 2021 | 2024 | | | |
| EDUCATION COMMITTEE | | | | | | 3 yr | 11 | E Board |
| Danielle Sicard | Easton | <i>2nd VP</i> | | 2021 | | | <i>(staggered terms)</i> | |
| Amy Akell | Ipswich | | | 2021 | 2024 | | | |
| Laurie Becker | Paxton | | | 2020 | 2023 | | | |
| Jayne Marie Davolio | Millbury | | | 2022 | 2025 | | | |
| Mary De Alderete | Lexington | | | 2022 | 2025 | | | |
| KC Kato | Wellesley | | | 2022 | 2023 | | | |
| Lynn Kelly | Harvard | | | 2022 | 2023 | | | |
| <i>Chair</i> Trudy Reid | Wenham | <i>Education Database Coordinator</i> | | 2021 | 2024 | | | |
| Kaari Mai Tari | Concord | | | 2020 | 2023 | | | |
| Amy Warfield | Burlington | | | 2022 | 2024 | | | |
| Bridget Rodrique | Bedford | | | 2022 | 2025 | | | |
| ELECTION LAWS TASK FORCE REPRESENTATIVE | | | | | | 3 yr | 1 | President / E Board |
| Danielle Sicard | Easton | | | 2022 | 2025 | | | |
| LEGISLATIVE COMMITTEE (Jan 1 - Dec 31) | | | | | | 1 yr 3 yr | 2 Alt. 7 | President / E Board |
| Lori West | Hull | | | 2018 | 2024 | | <i>(staggered terms)</i> | |
| Dottie Powers | Westwood | | | 2018 | 2024 | | | |
| Catherine Harder-Bernier | Hanover | | | 2020 | 2023 | | | |
| Ilene Twiss | Middleton | | | 2020 | 2023 | | | |
| <i>Chair</i> Andrew Dowd | Northborough | | | 2019 | 2022 | | | |
| Debra Gremo | Auburn | | | 2019 | 2022 | | | |
| Carlene Hamlin | South Hadley | | | 2019 | 2022 | | | |
| <i>Alt.</i> Elizabeth Greendale | Holliston | <i>1st VP (Alt - 1 yr term)</i> | | 2021 | | | | |
| <i>Alt.</i> Ryan Witkos | Hardwick | | | 2021 | 2022 | | | |
| LOBBYIST REVIEW COMMITTEE | | | | | | 3 yr | 3 | President / Eboard |
| Deb Bourbeau | Montague | <i>Treasurer</i> | | 2021 | | | | |
| Andrew Dowd | Northborough | <i>Chair of Legislative Committee</i> | | 2021 | | | | |
| Elizabeth Greendale | Holliston | | | 2021 | 2023 | | | |

MTCA 2021-2022 APPOINTMENTS

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

updated as of:

6/8/2022

DRAFT

| Member | Municipality | Committee Member Position | by | Appt Date | Term Expires | term yrs | # members | Appt Authority |
|---|-----------------------|------------------------------|----------------------------|--------------|-----------------|-------------------|-----------|---------------------|
| MEMBER RECOGNITION COMMITTEE | | | | | | 3yr | 5 | President / Eboard |
| | Robert E. Cutler, Jr. | Foxborough | <i>President</i> | 2021 | | (staggered terms) | | |
| | Nancy Talbot | Ware | <i>Past President</i> | 2021 | | | | |
| <i>Chair</i> | Nancy Blackmer | Orange | | 2021 | 2024 | | | |
| | Jayne Marie Davolio | Millbury | | 2020 | 2023 | | | |
| | Theodora Eaton | Needham | | 2022 | 2025 | | | |
| 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 | | | | |
| NOMINATION COMMITTEE (Jan 1 - Dec 31) | | | | | | 2 yr | 5 | E Board |
| | Nancy Blackmer | Orange | | 2019 | 2023 | | | |
| | Jayne Marie Davolio | Millbury | | 2019 | 2023 | | | |
| <i>Chair</i> | Theodora Eaton | Needham | | 2019 | 2023 | | | |
| | Lynn Sibley | Whately | | 2019 | 2023 | | | |
| | Kaari Mai Tari | Concord | | 2019 | 2023 | | | |
| | Elizabeth Greendale | Holliston | <i>1st VP (non voting)</i> | 2021 | | | | |
| SCHOLARSHIP COMMITTEE | | | | | | 2 yr | 3 | President |
| <i>Chair</i> | Elizabeth Greendale | Holliston | <i>1st VP (Chair)</i> | 2021 | | | | |
| | Nancy Blackmer | Orange | | 2021 | 2023 | | | |
| | Jayne Marie Davolio | Millbury | | 2021 | 2023 | | | |
| SOFTWARE COORDINATOR | | | | | | 2 yr | 1 | President |
| | Danielle Sicard | Easton | | 2021 | 2023 | | | |
| SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY | | | | | | 1 yr | 1 | President |
| | Cheryl Estrella | Freetown | | 2022 | 2023 | | | |

SCHOLARSHIP REPORT

FALL-2017

| Town | Member Name | Credit # | Town Issued | Registration Amt | Meal Amt | Hotel Amt | Total Amt | Credit Owed | Date Issued | Date Used |
|-----------|-------------------|----------|-------------|------------------|----------|-----------|-----------|-------------|-------------|-----------|
| Barre | Ellen Glidden | FS17-1 | Barre | \$50.00 | \$125.00 | \$153.66 | \$328.66 | \$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 |
| Ashland | Cindy Livingstone | FS17-3 | Ashland | \$50.00 | \$125.00 | \$270.00 | \$445.00 | \$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 |
|-------|---------------|----------|-------------|------------------|----------|-----------|-----------|-------------|-------------|-----------|
| Barre | Ellen Glidden | SS18-1 | Barre | \$0.00 | \$0.00 | \$138.50 | \$138.50 | \$138.50 | 6/1/2018 | 6/1/2018 |
| Ware | Nancy Talbot | H18-1 | Ware | \$0.00 | \$0.00 | \$149.00 | \$149.00 | \$149.00 | 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 |

WINTER - 2022

| Town | Member Name | Credit # | Town Issued | Registration Amt | Meal Amt | Hotel Amt | Total Amt | Credit Owed | Date Issued | Date Used |
|---------------------|--------------|----------|-----------------------|------------------|----------|-----------|-----------|-------------|-------------|-----------|
| Manchester-By-The-S | Dianne Bucco | WS22-1 | Manchester-By-The-Sea | \$50.00 | \$115.00 | \$0.00 | \$165.00 | \$165.00 | 1/12/2022 | 1/12/2022 |

SUMMER - 2022

| Town | Member Name | Credit # | Town Issued | Registration Amt | Meal Amt | Hotel Amt | Total Amt | Credit Owed | Date Issued | Date Used |
|-------|---------------|----------|-------------|------------------|----------|-----------|-----------|-------------|-------------|-----------|
| Barre | Ellen Glidden | | Barre | \$0.00 | \$150.00 | \$148.56 | \$298.56 | | | |

SUMMER - 2022

Date: 5/31/2022 5:17:57 PM

| 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 |
|---|--------|---------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|-----------|--------|--------|-------------|------------|-----------|------------|-------------|------------|
| AllPaid | 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 |
| Democracy Live | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 | 1 | 1 | 0 | 1 | \$350.00 | 5/31/2022 | \$350.00 | | \$0.00 |
| Donnegan Systems | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 | 0 | 0 | 0 | 0 | \$250.00 | 5/2/2022 | \$250.00 | | \$0.00 |
| Dupont Storage Systems | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$100.00 | 1 | 1 | 1 | 0 | \$470.00 | 5/2/2022 | \$470.00 | | \$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"/> | \$2,500.00 | 2 | 2 | 0 | 0 | \$2,890.00 | 5/2/2022 | \$2,500.00 | | \$390.00 |
| 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"/> | \$2,400.00 | 0 | 0 | 0 | 0 | \$2,650.00 | 5/16/2022 | \$2,550.00 | 5/31/2022 | \$0.00 |
| Image Data, INC. | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$1,200.00 | 0 | 0 | 0 | 0 | \$1,450.00 | | \$0.00 | | \$1,450.00 |
| Inception Technologies, Inc | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 | 0 | 0 | 0 | 0 | \$250.00 | 5/12/2022 | \$250.00 | | \$0.00 |
| 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 | 5/12/2022 | \$250.00 | | \$0.00 |
| King Information Systems | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$400.00 | 0 | 0 | 2 | 0 | \$750.00 | 5/12/2022 | \$250.00 | 5/31/2022 | \$0.00 |
| KOFILE Technologies | 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"/> | \$2,000.00 | 1 | 1 | 0 | 0 | \$2,420.00 | 5/31/2022 | \$2,420.00 | | \$0.00 |
| 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"/> | \$2,500.00 | 0 | 0 | 0 | 0 | \$2,850.00 | 5/31/2022 | \$2,500.00 | | \$350.00 |
| LL DATA Designs LLC | 0 | 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"/> | \$8,000.00 | 0 | 0 | 0 | 0 | \$8,000.00 | | \$0.00 | | \$8,000.00 |
| Lynxlog, 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 | 2 | 0 | 2 | 0 | \$410.00 | 5/2/2022 | \$410.00 | | \$0.00 |
| Mass Mailers Plus, LLC | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$250.00 | 0 | 2 | 0 | 0 | \$580.00 | 5/12/2022 | \$580.00 | | \$0.00 |
| Meridia Interactive 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 | 5/2/2022 | \$250.00 | | \$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 | 5/2/2022 | \$250.00 | | \$0.00 |
| Stellar Corp | 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 | 2 | 0 | \$430.00 | 5/31/2022 | \$430.00 | | \$0.00 |
| Tritek Systems, 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"/> | \$2,500.00 | 0 | 0 | 0 | 0 | \$2,850.00 | | \$0.00 | | \$2,850.00 |
| University Products | 1 | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 | 0 | 0 | 0 | 0 | \$250.00 | 5/12/2022 | \$250.00 | | \$0.00 |

COUNTS

| | | | | | | | | | | | | | |
|------------|----|----------------|---------|---|-----------|---|---------|---|-------------|-----------|---|-----------|---|
| Tables | 19 | Sponsor | Ad Half | 0 | Breakfast | 0 | Pres | 0 | Meal | Breakfast | 7 | Dinner | 7 |
| Add Tables | 3 | | Ad Full | 0 | Lunch | 0 | BAnquet | 0 | | Lunch | 9 | Breakfast | 1 |
| Power | 20 | | Break | 0 | | | | | | | | | |

TOTALS

| | | | | | | | |
|------------|-------------|-------------------|--------|-------------|----------|-------------|--------------------|
| Tables | \$4,750.00 | Sponsor Break | \$0.00 | Breakfast | \$210.00 | Grand Total | \$27,850.00 |
| Add Tables | \$300.00 | Sponsor Breakfast | \$0.00 | Lunch | \$360.00 | 1st Payment | \$13,960.00 |
| Full Ad | \$0.00 | Sponsor Lunch | \$0.00 | Dinner | \$350.00 | 2nd Payment | \$600.00 |
| Half Ad | \$0.00 | Sponsor President | \$0.00 | Breakfast 2 | \$30.00 | Adjustments | \$0.00 |
| Donations | \$21,850.00 | Sponsor Banquet | \$0.00 | | | Balance Due | \$13,290.00 |

Conference Registration Summary

| Year | Conference | Location | Attendee |
|------|------------|-------------|----------|
| 2012 | Fall | Jiminy Peak | 143 |
| 2013 | Fall | Jiminy Peak | 135 |
| 2014 | Fall | Springfield | 190 |
| 2015 | Fall | Springfield | 211 |
| 2016 | Fall | Springfield | 253 |
| 2017 | Fall | Springfield | 174 |
| 2018 | Fall | Springfield | 216 |
| 2019 | Fall | Springfield | 228 |
| 2021 | Fall | Springfield | 221 |

| Year | Conference | Location | Attendee |
|------|------------|---------------|----------|
| 2012 | Summer | Sea Crest | 273 |
| 2013 | Summer | Sea Crest | 245 |
| 2014 | Summer | Sea Crest | 279 |
| 2015 | Summer | Sea Crest | 266 |
| 2016 | Summer | Plymouth | 333 |
| 2017 | Summer | Plymouth | 236 |
| 2018 | Summer | Plymouth | 264 |
| 2019 | Summer | Plymouth | 256 |
| 2021 | Summer | Plymouth | 88 |
| 2021 | Summer | Zoom (Remote) | 94 |

| Year | Conference | Location | Attendee |
|------|------------|------------|----------|
| 2012 | Winter | Sturbridge | 239 |
| 2013 | Winter | Sturbridge | 223 |
| 2014 | Winter | Sturbridge | 240 |
| 2015 | Winter | Devens | 214 |
| 2016 | Winter | Devens | 267 |
| 2017 | Winter | Devens | 226 |
| 2018 | Winter | Devens | 236 |
| 2019 | Winter | Devens | 238 |
| 2022 | Winter | Devens | 224 |

Conference cost history

| Conference Expenses | | | | | | | | | | | | |
|---------------------|---------|--------------|-----------------|----------------|-------|---------|---------------|-------------|-------------|--|--|--|
| Fall | Reg Fee | Reg late fee | Hotel (no fees) | Thur Breakfast | Lunch | Banquet | Fri Breakfast | Location | Dates | | | |
| 2022 | | | \$ 159 | | | | | | | | | |
| 2021 | \$ 50 | \$ 100 | \$ 155 | \$ 30 | \$ 40 | \$ 50 | \$ 30 | Springfield | Sept 22-24 | | | |
| 2020 | | | | n/a covid | | | | | | | | |
| 2019 | \$ 50 | \$ 100 | \$ 149 | \$ 30 | \$ 40 | \$ 50 | \$ 30 | Springfield | Sept 18-20 | | | |
| 2018 | \$ 50 | \$ 100 | \$ 145 | \$ 25 | \$ 35 | \$ 45 | \$ 25 | Springfield | Sept 26-28 | | | |
| 2017 | \$ 50 | \$ 100 | \$ 135 | \$ 25 | \$ 30 | \$ 45 | \$ 25 | Springfield | Sept 20-22 | | | |
| 2016 | \$ 50 | \$ 100 | \$ 129 | \$ 25 | \$ 28 | \$ 40 | \$ 25 | Springfield | Sept 28-30 | | | |
| 2015 | | | \$ 119 | | | | | Springfield | 9/30-10/2 | | | |
| 2014 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 26 | \$ 40 | \$ 25 | Springfield | Oct 1-3 | | | |
| Winter (joint) | Reg Fee | Reg late fee | Hotel (no fees) | Thur Breakfast | Lunch | Banquet | Fri Breakfast | Location | Dates | | | |
| 2023 | | | \$ 119 | | | | | | | | | |
| 2022 | \$ 50 | \$ 100 | \$ 119 | \$ 30 | \$ 35 | \$ 50 | \$ 30 | Devens | Feb 2-4 | | | |
| 2021 | | | | n/a covid | | | | | | | | |
| 2020 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Devens | Feb 5-7 | | | |
| 2019 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Devens | Feb 6-8 | | | |
| 2018 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Devens | Feb 7-9 | | | |
| 2017 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Devens | Feb 1-3 | | | |
| 2016 | \$ 50 | \$ 100 | \$ 119 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Devens | Feb 3-5 | | | |
| 2015 | | | \$ 119 | | | | | Devens | Feb 4-6 | | | |
| Summer (joint) | Reg Fee | Reg late fee | Hotel (no fees) | Thur Breakfast | Lunch | Banquet | Fri Breakfast | Location | Dates | | | |
| 2023 | | | | | | | | | | | | |
| 2022 | \$ 50 | \$ 100 | \$ 149 | \$ 30 | \$ 40 | \$ 50 | \$ 30 | Plymouth | June 8-10 | | | |
| 2021 | \$ 50 | n/a | | \$120 | | | | Plymouth | June 9-11 | | | |
| 2020 | | | | n/a covid | | | | | | | | |
| 2019 | \$ 50 | \$ 100 | \$ 127 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Plymouth | June 12-14 | | | |
| 2018 | \$ 50 | \$ 100 | \$ 124 | \$ 25 | \$ 25 | \$ 40 | \$ 25 | Plymouth | June 13-15 | | | |
| 2017 | | | | | | | | Plymouth | June 14 -16 | | | |
| 2016 | | | \$ 109 | | | | | Plymouth | June 15-17 | | | |
| 2015 | | | | | | | | Sea Crest | June 10-12 | | | |

Plymouth, 2022

Conference Registration Administrator Report:

Total number registered for the Plymouth conference as of 6/1/22: 265
Total deposited with Treasurer for registration & meals as of 6/1/22: \$31,225.00

Certification Administrator Report:

NEW CMMCS:

Laurie A. Becker, Paxton
Kandy L. Lavallee, Grafton
Patricia E. Dzuris, Chelmsford
Pamela B. Thorne, Essex
James F. Hegarty, Southborough

CMMC Recertifications:

1st CMMC Recertification:

Dawn M. Varley, Whitman
Anita K. Carlson, Rutland

2nd CMMC Recertification:

Carlene C. Hamlin, South Hadley
Diane Packer, Natick
Elizabeth Sloan, Hanson

Respectfully Submitted,

