



**Executive Board Meeting  
Northborough Senior Center  
Monday, August 8, 2022 – 10 AM**

1. SECRETARY'S REPORT—JAYNE DAVOLIO
  - Approve June 8, 2022 Minutes (will provide at next meeting)
  - Updated E-Board Directory as of 6.8.2022 (attached)
2. TREASURER'S REPORT— DEB BOURBEAU
  - Conference report – Plymouth 2022 (attached)
  - FY 22 Year-end report (attached)
  - FY23 Budget vs Actual report (attached)
  - Membership report – none (dues notices have not gone out yet)
3. PRESIDENT'S REPORT—BOB CUTLER
  - E-Board Vacancy – Dianne Bucco, term due to expire 2025
  - Conference Update
    - Deadlines Worksheet (see attached)
    - Meal costs for Springfield – Conference Cost History (see attached)
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. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
7. EDUCATION COMMITTEE REPORT—TRUDY REID
  - Wednesday class—Ethics Roundtable
  - Education Committee Conference Education (attached)
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
9. COMMUNICATIONS COMMITTEE / WEBSITE – DANIELLE SICARD/ANDY DOWD
10. MENTORING COMMITTEE—DANIELLE SICARD
  - June New Clerk Potpourri Mentoring Report (attached)]
  - FY23 Calendar of sessions (not completed yet)
11. SOFTWARE COORDINATOR – DANIELLE SICARD (verbal)
  - FY22 end and FY23 flip Update
12. SOCIAL SECRETARY REPORT—CHERYL ESTRELLA
13. PAST PRESIDENT REPORT—NANCY TALBOT

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

New Clerk Potpourri - Mentoring Class	June 2022	June 2021	Jan 2021	June 2019	June 2018	June 2017
<b>INCOME</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue						
3130 - Mentoring Workshops	\$360.00	\$285.00		\$390.00	\$450.00	\$345.00
Total Workshop Revenue	<b>\$360.00</b>	<b>\$285.00</b>	<b>\$0.00</b>	<b>\$390.00</b>	<b>\$450.00</b>	<b>\$345.00</b>
<b>EXPENSE</b>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses						
5709 - Misc Conf Exp (mentor/survey)	\$243.74	\$198.00		\$278.61	\$321.28	\$430.39
Total Conference Expenses	<b>\$243.74</b>	<b>\$198.00</b>	<b>\$0.00</b>	<b>\$278.61</b>	<b>\$321.28</b>	<b>\$430.39</b>
<b>Income / Expense Variance</b>	<b>\$116.26</b>	<b>\$87.00</b>	<b>\$0.00</b>	<b>\$111.39</b>	<b>\$128.72</b>	<b>(\$85.39)</b>

	June 2022	June 2021	Jan 2021	June 2019	June 2018	June 2017	June 2016
<b>Total # of Registrants:</b>	<b>24</b>	<b>19</b>		<b>26</b>	<b>30</b>	<b>23</b>	<b>28</b>
Wenham	12	27 - zoom	50 - zoom				

EXECUTIVE BOARD

2022 - 2023

**ASSOCIATION OFFICERS**

**President**

Robert E. Cutler, Jr., CMC/CMMC *Norfolk County* Office: 508-543-1208  
 40 South Street Fax: 508-543-6278  
 Foxborough, MA 02035 Cell: 508-254-2058  
 Hours: Mon - Thurs: 8:30 AM - 4:00 PM E-Mail: [bcutler@foxboroughma.gov](mailto:bcutler@foxboroughma.gov)  
 Tues Evenings: 5:00 PM - 8:00 PM  
 Fri: 8:30 AM - 12:30 PM

**1<sup>st</sup> Vice-President**

Elizabeth T. Greendale, CMC/CMMC *Middlesex County* Office: 508-429-0601  
 703 Washington Street Fax: 508-429-0601  
 Holliston, MA 01746 Cell: 508-561-6804  
 Hours: Mon, Wed, Thurs: 8:30 AM - 4:30PM E-Mail: [greendalee@holliston.k12.ma.us](mailto:greendalee@holliston.k12.ma.us)  
 Tues: 8:30 AM - 7:00 PM  
 Fri: 8:30 AM - 1:00 PM

**2<sup>nd</sup> Vice-President**

Danielle M. Sicard, MMC/CMMC *Bristol County* Office: 508-230-0530  
 136 Elm Street Fax: 508-230-0569  
 Easton, MA 02356 Cell: 508-840-3727  
 Hours: Mon: 8:30 AM - 7:30 PM E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)  
 Tues - Thurs: 8:30 AM - 4:30 PM  
 Fri: 8:30 AM - 12:30 PM

**Treasurer**

Debra Bourbeau, CMMC *Franklin County* Office: 413-863-3200 x104  
 1 Avenue A Fax: 413-863-3224  
 Turners Falls, MA 01376 Cell: 413-834-3752  
 Hours: Mon, Tues, Thurs: 8:30 AM - 5:30 PM E-Mail: [townclerk@montague-ma.gov](mailto:townclerk@montague-ma.gov)  
 Weds: 8:30 AM - 6:30 PM

**Secretary**

Jayne Marie Davolio, CMMC, CMC *Worcester County* Office: 508-865-9110  
 127 Elm Street Fax: 508-865-0857  
 Millbury, MA 01527 Cell: 508-930-8515  
 Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: [JDavolio@townofmillbury.net](mailto:JDavolio@townofmillbury.net)  
 Tues: 8:00 AM - 7:00 PM  
 Fri: 8:00 AM - 12:00 PM

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**Past President**

Nancy Talbot, CMC/CMMC *Hampshire County* Office: 413-967-9648, ext. 103  
 126 Main Street Fax: 401-967-9638  
 Ware, MA 01082 Cell: 413-348-8003  
 Hours: Mon - Fri: 8:00 AM - 4:00 PM E-Mail: [ntalbot@townofware.com](mailto:ntalbot@townofware.com)

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**Legislative Agent**

Thomas M. Joyce, Jr. Office: 617-742-2420  
 Joyce & Joyce Cell: 617-308-2290  
 45 Bowdoin Street E-Mail: [tjoyce20@comcast.net](mailto:tjoyce20@comcast.net)  
 Boston, MA 02114

# EXECUTIVE BOARD MEMBERS

## Executive Board – Term Expires 2023

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

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

Michelle Hill, CMC /CMMC (2021-2023) *Hampden County* Office: 413-569-5504  
454 College Highway Fax: 413-569-0667  
Southwick, MA 01077 Cell: none  
Hours: Mon - Fri: 8:30 AM - 4:30 PM E-Mail: [treasurer@southwickma.net](mailto:treasurer@southwickma.net)

## Executive Board – Term Expires 2024

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

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

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

## Executive Board – Term Expires 2025

Dianne Bucco, MMC/CMMC (2022-2025) *Essex County* Office: 978-526-2040  
10 Central Street Fax: 978-526-2001  
Manchester-By-The-Sea, MA 01944 Cell: 978-852-8029  
Hours: Mon, Tues, Wed: 8:30 AM - 5:00 PM E-Mail: [buccod@manchester.ma.us](mailto:buccod@manchester.ma.us)  
Thurs: 8:30 AM - 6:30 PM

Kelly L. Darling, CMC (2022-2025) *Barnstable County* Office: 508-240-3700  
19 School Road Fax: 508-240-3388  
Orleans, MA 02653 Cell:  
Hours: Mon-Fri : 8 :30 AM – 4:30 PM E-Mail: [kdarling@town.orleans.ma.us](mailto:kdarling@town.orleans.ma.us)

Mary de Alderete, CMC/CMMC (2022-2025) *Middlesex County* Office: 781-698-4558  
1625 Mass. Ave Fax: 781-861-2754  
Lexington, MA 02420 Cell:  
Hours: Mon, Wed, Thurs: 8:30 AM – 4:30PM E-Mail: [townclerk@lexingtonma.gov](mailto:townclerk@lexingtonma.gov)  
Tues: 8:30 AM – 7:00 PM Fri: 8:30 AM- 1:00 PM

## **APPOINTED POSITIONS**

### **Assistant Treasurer**

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

*Franklin County*

Office: 413-665-4400 ext 2

Fax: 413-665-9560

Cell: 413-531-8082

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

E-Mail: [assisttownclerk@whately.org](mailto:assisttownclerk@whately.org)

### **CMMC Certification Administrator**

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

*Hampshire County*

Office: 413-529-1400 ext 460

Fax: 413-529-1417

Cell: 413-527-3903

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

E-Mail: [cityclerk@easthamptonma.gov](mailto:cityclerk@easthamptonma.gov)

### **Conference Registration Administrator**

Barbara L. LaBombard, MMC (2022-2025)  
50 Payson Avenue, Ste. 100  
Easthampton, MA 01027

*Hampshire County*

Office: 413-529-1460

Fax: 413-529-1417

Cell: 413-527-3903

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

E-Mail: [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)

### **Education Database Coordinator**

Trudy L. Reid, CMMC (2021-2024)  
138 Main Street  
Wenham, MA 01984

*Essex County*

Office: 978-468-5520 x1

Fax: 978-468-8014

Cell: 978-998-5618

Hours: Mon: 9:00 AM - 4:30 PM  
Tues: 9:00 AM - 7:00 PM  
Wed & Thur: 9:00 AM - 4:30 PM  
Fri: 9:00 AM - 1:00 PM

Email: [TReid@wenhamma.gov](mailto:TReid@wenhamma.gov)

### **Elections Task Force Representative**

Danielle M. Sicard, MMC/CMMC (2022-2025)  
136 Elm Street  
Easton, MA 02356

*Bristol County*

Office: 508-230-0530

Fax: 508-230-0569

Cell: 508-840-3727

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

E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### **Software Coordinator**

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

*Bristol County*

Office: 508-230-0530

Fax: 508-230-0569

Cell: 508-840-3727

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

E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### **Sunshine Fund Administrator / Social Secretary**

Cheryl C.A. Estrella, CMC (2022-2023)  
3 North Main Street, PO Box 438  
Assonet, MA 02702

*Bristol County*

Office: 508-644-2201 Ext. 2

Fax: 508-644-9826

Cell:

Hours: Mon- Thurs: 8:00 AM-4:00 PM  
Fri: 8:00 AM - 12:00 PM

E-Mail: [townclerk@freetownma.gov](mailto:townclerk@freetownma.gov)

## COMMITTEE CHAIRS

### Bylaw – Policies & Procedures Review Committee Chair

Nancy M. Blackmer, MMC/CMMC *Franklin County*  
6 Prospect Street  
Orange, MA 01364

Office 978-544-1100 x101  
Fax: 978-544-1134  
Cell:  
E-Mail: [townclerk@townoforange.org](mailto:townclerk@townoforange.org)

### CMMC Certification / Examination Board

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

Office: 508-764-5408  
Fax:  
Cell:  
Email: [mbonadies@southbridgemass.org](mailto:mbonadies@southbridgemass.org)

### Communications Committee Chair

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

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### Education Committee Chair

Trudy L. Reid, CMMC (2021-2024) *Essex County*  
138 Main Street  
Wenham, MA 01984

Office: 978-468-5520 x1  
Fax: 978-468-8014  
Cell: 978-998-5618

### Legislative Committee Chair

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

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

### Lobbyist Review Committee Chair

Office:  
Fax:  
Cell:  
Email:

### Member Recognition Committee Chair

Nancy M. Blackmer, MMC/CMMC *Franklin County*  
6 Prospect Street  
Orange, MA 01364

Office 978-544-1100 x101  
Fax: 978-544-1134  
Cell:  
E-Mail: [townclerk@townoforange.org](mailto:townclerk@townoforange.org)

### Mentoring Committee Co-Chair

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

Office: 508-230-0530  
Fax: 508-230-0569  
Cell: 508-840-3727  
E-Mail: [DSicard@easton.ma.us](mailto:DSicard@easton.ma.us)

### Mentoring Committee Co-Chair

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

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

### Nominating Committee Chair

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

Office: 781-455-7500 x 216  
Fax: 781-449-1246  
Cell:  
Email: [Teaton@needhamma.gov](mailto:Teaton@needhamma.gov)

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

<b>INCOME</b>	Conference:	<b>Plymouth 2022</b>	<b>Plymouth 2021</b>	<b>Plymouth 2019</b>	<b>Plymouth 2018</b>	<b>Plymouth 2017</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
3100 - Conference Revenue						
3110 - Registration		\$13,800.00	\$6,600.00	\$13,500.00	\$13,410.00	\$11,950.00
3120 - Meals		\$22,460.00	\$10,560.00	\$14,370.00	\$14,515.00	\$15,966.00
3140 - Vendor Income		\$26,860.00	\$4,800.00	\$8,570.00	\$7,375.00	\$8,655.00
Total Conference Revenue		<b>\$63,120.00</b>	<b>\$21,960.00</b>	<b>\$36,440.00</b>	<b>\$35,300.00</b>	<b>\$36,571.00</b>
<b>EXPENSE</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
5000 Presidents Expenses		\$445.68				
5400 - Scholarship Expenses						
5403 - MTCA Conference Scholarships		\$148.56	\$0.00	\$851.16	\$692.37	\$930.44
5700 - Conference Expenses						
5701 - Printing Brochures/Program		\$560.40		\$425.27	\$417.02	\$381.35
5702 - Conference Deposits		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
5703 - Postage / Brochure Mailing						
5705 - Entertainment		\$8,900.00	\$500.00			\$1,100.00
5706 - Speakers / Education		\$3,125.00	\$600.00	\$190.00	\$591.00	\$501.80
5707 - Conference Hotel / Meals		\$47,819.81	\$18,777.40	\$36,055.55	\$31,998.11	\$33,122.09
5708 - NE Conference					\$2,000.00	
5709 - Misc Conf Exp (mentory/survey)		\$2,106.02	\$1,326.91		\$321.28	
5710 - Printing / Copying						
5800 Executive Meeting/lunches		\$732.00				
Total Conference Expenses		<b>\$65,837.47</b>	<b>\$23,204.31</b>	<b>\$39,521.98</b>	<b>\$38,019.78</b>	<b>\$38,035.68</b>
<b>Income / Expense Variance</b>		<b>(\$2,717.47)</b>	<b>(\$1,244.31)</b>	<b>(\$3,081.98)</b>	<b>(\$2,719.78)</b>	<b>(\$1,464.68)</b>
<b>Total # of Registrants:</b>		271	88 94 - zoom	256	263	236
<b>MCCA donation:</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$2,700.00</b>	<b>\$250.00</b>

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

INCOME	As of	FY22 YEAR END			
		FY22 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue					
3110 - Registration		\$37,700.00	\$5,750.00	\$34,350.00	\$3,350.00
3120 - Meals		\$39,000.00	\$8,095.00	\$54,440.00	(\$15,440.00)
3130 - Mentoring Workshops		\$1,800.00	\$450.00	\$2,310.00	(\$510.00)
3140 - Vendor Income		\$22,000.00	\$25,410.00	\$36,255.00	(\$14,255.00)
Total Conference Revenue		<u>\$100,500.00</u>	<u>\$39,705.00</u>	<u>\$127,355.00</u>	<u>(\$26,855.00)</u>
3200 - Certification Revenue		\$1,500.00	\$50.00	\$920.00	\$580.00
3300 - Scholarship Donations		\$2,500.00	\$2,600.00	\$3,350.00	(\$850.00)
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	\$460.00	\$32,905.00	(\$2,905.00)
3700 - Interest Income (Bank Account)		\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)		\$0.00	\$5,000.00	\$8,265.31	(\$8,265.31)
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>\$8,110.00</u>	<u>\$48,440.31</u>	<u>(\$2,060.31)</u>
<b>TOTAL INCOME</b>		<b>\$146,880.00</b>	<b>\$47,815.00</b>	<b>\$175,795.31</b>	<b>(\$28,915.31)</b>



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

EXPENSE	As of	FY22 YEAR END			
		FY22 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses		<b>\$2,500.00</b>	<b>\$2,892.71</b>	<b>\$2,892.71</b>	<b>(\$392.71)</b>
5100 - Secretary Expense		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
5200 - Treasurer Expenses					
5200 - Treasurer Expenses		\$250.00	\$40.00	\$425.00	(\$175.00)
5201- MTCA software		\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator		\$1,200.00		\$600.00	\$600.00
Total Treasurer Expenses		<b>\$4,350.00</b>	<b>\$40.00</b>	<b>\$3,860.00</b>	<b>\$490.00</b>
5300 - Lobbyist Expenses					
5301 - Lobbyist Salary		\$35,000.00		\$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		<b>\$35,130.00</b>	<b>\$0.00</b>	<b>\$35,128.54</b>	<b>\$1.46</b>
5400 - Scholarship Expenses					
5401 - NEMCI Exp (outside sources)		\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)		\$1,100.00	\$1,050.00	\$1,050.00	\$50.00
5403 - MTCA Conference Scholarships		\$4,000.00	\$148.56	\$513.56	\$3,486.44
5404 - Awards/Scholarships				\$0.00	\$0.00
Total Scholarship Expenses		<b>\$7,600.00</b>	<b>\$1,198.56</b>	<b>\$1,563.56</b>	<b>\$6,036.44</b>
5500 - Legislative Committee Expenses		<b>\$250.00</b>	<b>\$0.00</b>	<b>\$43.00</b>	<b>\$207.00</b>
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		<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$966.09</b>	<b>\$433.91</b>
5700 - Conference Expenses					
5701 - Printing Brochures/Program		\$1,500.00	\$560.40	\$1,475.85	\$24.15
5702 - Conference Deposits		\$7,000.00		\$7,000.00	\$0.00
5703 - Postage / Brochure Mailing		\$0.00		\$0.00	\$0.00
5705 - Entertainment		\$600.00	\$450.00	\$8,900.00	(\$8,300.00)
5706 - Speakers / Education		\$1,750.00		\$5,940.35	(\$4,190.35)
5707 - Conference Hotel / Meals		\$75,000.00	\$47,819.81	\$98,893.37	(\$23,893.37)
5708 - NE Conference (2022)		\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)		\$2,000.00	\$684.47	\$2,831.77	(\$831.77)
5710 - Printing / Copying		\$0.00		\$0.00	\$0.00
Total Conference Expenses		<b>\$88,850.00</b>	<b>\$50,514.68</b>	<b>\$126,041.34</b>	<b>(\$37,191.34)</b>

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

As of	<b>FY22 YEAR END</b>			
<b>EXPENSE Continued</b>	<b>FY2022</b>			
	<b>BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5800 - Executive Board Meetings/Lunches	<b>\$1,200.00</b>	<b>\$732.00</b>	<b>\$2,186.99</b>	<b>(\$986.99)</b>
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
<b>Total Communication/Public Recorder</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$1,995.00</b>	<b>\$5.00</b>
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
<b>Total Auditor Expense</b>	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>
6100 - Marketing / Name Badges	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$161.89	\$838.11
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00		\$1,802.14	(\$1,302.14)
<b>Total Miscellaneous Expense</b>	<b>\$1,900.00</b>	<b>\$0.00</b>	<b>\$1,964.03</b>	<b>(\$64.03)</b>
<b>TOTAL EXPENSE</b>	<b>\$146,880.00</b>	<b>\$55,377.95</b>	<b>\$176,641.26</b>	<b>(\$29,761.26)</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>		<b>(\$845.95)</b>	

**Checking Account**

Beginning Balance	6/1/2022	\$28,835.32
New Income		\$47,815.00
New Expenses		\$55,377.95
Current Balance	6/30/2022	<b>\$21,272.37</b>

**Money Market account Balance**

Beginning Balance	6/1/2022	\$32,279.12	
New Income		\$1.62	.82 correction from year
New Expenses		\$0.00	
Current Balance	6/30/2022	<b>\$32,280.74</b>	

**Massachusetts Town Clerks' Association**

**Budget vs. Actual**

**As of August 3, 2022**

<b>INCOME</b>	<b>FY23 Budget</b>	<b>NEW INCOME</b>	<b>ACTUAL</b>	<b>REMAINING</b>
3100 - Conference Revenue				
3110 - Registration	\$38,000.00		\$0.00	\$38,000.00
3120 - Meals	\$49,000.00		\$0.00	\$49,000.00
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	<b>\$110,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$110,800.00</b>
3200 - Certification Revenue	<b>\$1,500.00</b>	\$0.00	\$0.00	\$1,500.00
3300 - Scholarship Donations	<b>\$2,500.00</b>	\$0.00	\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	<b>\$2,000.00</b>	\$0.00	\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	<b>\$12,000.00</b>	\$0.00	\$0.00	\$12,000.00
3600 - Dues	<b>\$30,000.00</b>	\$0.00	\$0.00	\$30,000.00
3700 - Interest Income (Bank Account)	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00
Cash Transfer from Reserves	<b>\$0.00</b>	\$0.00	\$0.00	\$0.00
	<b>\$48,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,000.00</b>
<b>TOTAL INCOME</b>	<b>\$158,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$158,800.00</b>

**Massachusetts Town Clerks' Association**

**Budget vs. Actual**

**As of August 3, 2022**

<b>EXPENSE</b>	<b>FY23 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5000 - President Expenses	<b>\$2,500.00</b>	<b>\$0.00</b>	\$0.00	<b>\$2,500.00</b>
5100 - Secretary Expense	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$0.00	\$250.00
5201- MTCA software	\$2,900.00		\$0.00	\$2,900.00
5202 - Software Coordinator	\$1,200.00	\$600.00	\$600.00	\$600.00
Total Treasurer Expenses	<b>\$4,350.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$3,750.00</b>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$5,833.34	\$5,833.34	\$30,216.66
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$0.00	\$110.00
Total Lobbyist Expense	<b>\$36,160.00</b>	<b>\$5,833.34</b>	<b>\$5,833.34</b>	<b>\$30,326.66</b>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,600.00</b>
5500 - Legislative Committee Expenses	<b>\$250.00</b>	<b>\$0.00</b>	\$0.00	<b>\$250.00</b>
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$0.00	\$1,000.00
5602 - Certification Expenses	\$400.00		\$0.00	\$400.00
Total Certification Expenses	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,400.00</b>
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	\$1,240.00		\$0.00	\$1,240.00
5707-1 - Conference Hotel / Meals	\$83,000.00		\$0.00	\$83,000.00
5707-2 - Conference AV equipmemt	\$2,000.00		\$0.00	\$2,000.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$200.00		\$0.00	\$200.00
5710 - Mentoring - refreshments	\$1,800.00		\$0.00	\$1,800.00
Total Conference Expenses	<b>\$98,340.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$96,340.00</b>

**Massachusetts Town Clerks' Association**

**Budget vs. Actual**

**As of August 3, 2022**

<b>EXPENSE Continued</b>	<b>FY2023 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5800 - Executive Board Meetings/Lunches	<b>\$2,600.00</b>	<b>\$0.00</b>	\$0.00	<b>\$2,600.00</b>
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	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>
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	<b>\$1,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>
6100 - Marketing / Name Badges	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$0.00	\$1,000.00
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	<b>\$1,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,900.00</b>
<b>TOTAL EXPENSE</b>	<b>\$158,800.00</b>	<b>\$8,433.34</b>	\$8,433.34	<b>\$150,366.66</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>		(\$8,433.34)	

Massachusetts Town Clerks' Association

Budget vs. Actual

As of August 3, 2022

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**Checking Account**

Beginning Balance	6/30/2022	\$21,272.37
New Income		\$0.00
New Expenses		\$8,433.34
Current Balance	8/3/2022	<b>\$12,839.03</b>

**Money Market account Balance**

Beginning Balance	6/30/2022	\$32,280.74
New Income		\$0.82
New Expenses		\$0.00
Current Balance	8/3/2022	<b>\$32,281.56</b>

## CONFERENCE DEADLINES WORKSHEET

	# days from ....	Deadline Date	Actual Deadline Date - if different	President	1st VP	2nd VP	Secretary	Education Chair	Conference Reg. Admin.	notes / questions	
Dates that fall on a weekend generally should be moved to the Friday											
<b>E-Board Packet</b> <span style="float: right;">mtg</span>											
Materials to President	7	Monday, August 1, 2022			Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List			
President to send out packet	5	Wednesday, August 3, 2022		X			website				
<b>Conference Registration Packet</b> <span style="float: right;">mtg</span>											
Hotel information sent out	-4	Thursday, August 4, 2022		X		website					
Materials to President / Reg Admin	4	Friday, August 12, 2022				meal choices & fees to Conf. Reg. Admin		Class write up w/ instructors & IIMC pts	registration form		
President send for proofing	8	Tuesday, August 16, 2022		PROOF DEADLINE - NEXT DAY BY 5PM							
Materials disseminated	10	Thursday, August 18, 2022		X					prestogen must be live by this date	Prestogen - Turn off by deadline listed below - send 2nd VP by class & by community reports next business day	
<b>Conference Booklet</b> <span style="float: right;">conference</span>											
Materials to Conference Brochure Admin	9	Monday, September 12, 2022		X	vendors contact info	rooms & times		Class write up w/ instructors & IIMC pts			
1st proof	8	Tuesday, September 13, 2022		PROOF DEADLINE - NEXT DAY BY 5PM							
2nd proof	7	Wednesday, September 14, 2022		PROOF DEADLINE - NEXT DAY BY 12NOON							Attendees list & CMMC lists
Final OK to print	6	Thursday, September 15, 2022									
<b>Hotel Set Up Needs</b> <span style="float: right;">deadline</span>											
AV / Room set up to 2nd VP	2	Monday, September 12, 2022						from Education Coordinators			
<b>E-Board Packet</b> <span style="float: right;">conference</span>											
Materials to President	7	Wednesday, September 14, 2022			Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List			
President to send out packet	5	Friday, September 16, 2022		X			website				

### HOTEL DEADLINES

E-Board Meeting Date		8/8/2022		MEALS SELECTION			
Conference Start Date		9/21/2022		COUNTS (classes & meals)		9/14/2022	Verify Meals cancellation is before this date
Registration & Classes Deadline	12	Friday, September 9, 2022		AV / ROOM SET UP		9/14/2022	
Cancellation - Reg Fees	2	Monday, September 19, 2022		<u>VENDORS:</u> Registration deadline	21	8/31/2022	
Cancellation - Meal Fees	9	Monday, September 12, 2022		Processed in software*	7	9/7/2022	
prestogen open	11	Friday, August 19, 2022		<u>SCHOLARSHIPS:</u> Application deadline	30	8/22/2022	
prestogen closed	12	Friday, September 9, 2022		Processed in software*	7	9/7/2022	
				<u>LUNCH GUESTS:</u> Processed in software*	7	9/7/2022	* before meal counts due to hotel

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			



## **MTCA Conference**

### **Springfield 2022**

#### **Class Line up with Presenters**

**Wednesday –** Ethics Roundtable with State Ethics

**Thursday –** Election Recount with Lauren Goldberg

Public Records with Lauren Goldberg

Election Security with Mike Ste. Marie

Vitals with Gladys Oyola-Lopez and staff member from the City of  
Springfield Vitals Office

Calendar of Compliance / Census with Will Rosenberry

Municipal Budgets with Marie Ryan and ??? (still in progress)

**Friday -** September Primary Recap / Prepare for November Election with Michelle  
Tassinari