



**Executive Board Meeting
Northborough Senior Center
Monday, December 5, 2022 – 10 AM**

1. SECRETARY’S REPORT—JAYNE DAVOLIO
 - Approve June 8, 2022 Minutes (attached)
 - Approve September 21, 2022 Minutes (attached)
2. TREASURER’S REPORT— DEB BOURBEAU
 - FY23 Year to date report (attached)
 - Not available this meeting: Membership report, Springfield Conference report
3. PRESIDENT’S REPORT—BOB CUTLER
 - Conference Update
 - Appointment of Legislative Committee members
 - Tenure Clerk discussion
 - Use of MTCA logo
 - Compensation for Extra Hours Worked During Early Voting
4. 1ST VICE PRESIDENT’S REPORT—LIZ GREENDALE (verbal)
5. 2ND VICE PRESIDENT’S REPORT—DANIELLE SICARD
 - Conference Cost History (attached)
 - Deven’s Conference Report (attached)
6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
7. EDUCATION COMMITTEE REPORT—TRUDY REID
 - Wednesday class—Town Meeting / Local Elections with Lauren Goldberg
 - Education Committee Conference Education (attached)
 - Future class discussion
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
 - Legislative Agent contract
 - Legislative Update
9. MENTORING COMMITTEE FY23 Calendar (see attached) —DANIELLE SICARD
10. SOFTWARE COORDINATOR – DANIELLE SICARD (verbal)
 - New Shared Network and reconstruction of data
 - Survey Monkey renewal
 - MTCA email boxes
 - Membership processing – additional members training
11. SOCIAL SECRETARY REPORT—Cheryl Estrella
12. PAST PRESIDENT REPORT—NANCY TALBOT

MTCA EXECUTIVE BOARD MEETING



June 8, 2022

Rough Draft 6-8--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 (attached)

- Approve April 4, 2022, Minutes (attached)

Motion to approve by Andy Dowd, second by Elizabeth T. Greendale- All in Favor, none opposed

2. TREASURER'S REPORT— DEB BOURBEAU

- FY 22 Year to date report (attached)
- Membership report (attached)
- FY 23 Proposed Budget (attached)

Motion by Danielle Sicard to approve the budget with the changes that were addressed, second by Elizabeth Greendale. All were in favor, none opposed

MTCA EXECUTIVE BOARD MEETING



June 8, 2022

Rough Draft 6-8--2022

3. PRESIDENT'S REPORT—BOB CUTLER

- Updated Appointments (attached)

Motion to approve the update By Andy Dowd, Seconded by Debra Bourbeau, fourteen yea, one nay.

- Conference Update

Going to be a nice conference, we have good education courses and I like the setup of Michelle in the beginning and Lauren at the end. It will have our members here early and staying for the whole conference.

- 100th year recognition

President Cutler stated that, we do have nice gifts to give out, one per person and the Band is going to be amazing. We have a nice compliment of retirees coming. President Cutler thanked everyone who helped to make this evening one to remember.

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

- Scholarship Report (attached)

All is going well with the scholarships; the committee has addressed a letter to one town, and we hope they will show her the support she deserves.

- Vendors Report (attached)

The vendors have been very generous for us through the years and especially for the 100th gala.

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

MTCA EXECUTIVE BOARD MEETING



June 8, 2022

Rough Draft 6-8--2022

- Education Committee Conference Education
- Future class discussion

8. LEGISLATIVE REPORT—ANDY DOWD (verbal)

Tom Joyce will be here at lunch tomorrow to go over the Votes Act that will be voted and signed shortly. There will be much to discuss in the future months.

9. MENTORING COMMITTEE—DANIELLE SICARD (verbal)

More updating on scheduling in the fall.

10. SOCIAL SECRETARY REPORT—DEB BOURBEAU

I have sent cards out to let Kelly and Deb know that we are thinking of them.

11. PAST PRESIDENT REPORT—NANCY TALBOT

Nancy thanked everyone for all they have done.

Close the meeting 11:50 AM

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

MTCA EXECUTIVE BOARD MEETING



September 21, 2022 – Sheraton Monarch Place

Rough draft 9-21-2022

	Attendance	Present
PRESIDENT	ROBERT E. CULTER, JR	√
1ST VICE PRESIDENT	ELIZABETH T. GREENDALE	√
2ND VICE PRESIDENT	DANIELLE M. SICARD	√
TREASURER	DEBRA BOURBEAU	
ASST. TREASURER	LYNN SIBLEY	
SECRETARY	JAYNE MARIE DAVOLIO	√
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	√
EXECUTIVE BOARD 2023	ANDREW DOWD	√
EXECUTIVE BOARD 2023	MICHELLE HILL	√
EXECUTIVE BOARD 2024	JOSEPH JUDD	√
EXECUTIVE BOARD 2024	ILLENE TWISS	
EXECUTIVE BOARD 2024	VALERIE FOX	√
EXECUTIVE BOARD 2025	CARLA DAWNE WARREN	√
EXECUTIVE BOARD 2025	KELLY DARLING	
EXECUTIVE BOARD 2025	MARY DE ALDERETE	
PAST PRESIDENT	NANCY TALBOT	
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	√
ED. DATABASE COOR/CHAIR	TRUDY REED	√
SUNSHINE ADMIN/SOCIAL	CHERYL C.A. ESTRELLA	√

Open the meeting at 10:06 A.M. Introductions

Andy Dowd swore in Carla Dawne Warren as a new member of the Ex- Board @ 10:09 am

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve August 8, 2022, Minutes (attached)
- Approve June 8, 2022, Minutes (attached)
- Updated E Board Directory from 8/8/2022 Double check all info and give info to Jayne. Trudy's last name needs to be fixed; the spelling is incorrect.

Note: Please give Jayne all notes that you have from the Plymouth Ex-Board meeting.

Motion to approve Liz Greendale 2nd by Andy Dowd all in favor with 1 abstention

MTCA EXECUTIVE BOARD MEETING



September 21, 2022 – Sheraton Monarch Place

Rough draft 9-21-2022

2. TREASURER'S REPORT— DEB BOURBEAU-Absent

- FY 23 Year to date report (attached) Through Sept 15, 2022

There has been transition and following up on a bounced check and a deposit that has not gone in from Barbara. At the next meeting we will have more information.

A question about money from the primary elections – is that line 3500 in the report? This is probably a reflection. AP is how many provide per call, Bob to talk at lunch about AP and other issues.

Motion to accept Andy Dowd 2 nd Michelle Hill All in favor

- Membership report (attached) important tool to keep track of. The software by LL Data is a great tool. Discussion of moving date up to August for dues and what would be best moving forward for the association. Salary section should be used and would be extremely helpful to update every year.

3. PRESIDENT'S REPORT—BOB CUTLER

- Conference Update:

Springfield numbers down 160 from 200 Or higher, probably a lot of newer clerks who are not used to the schedule. We need to promote for everyone's education. Discussion on moving the dates to the next week; however, the Jewish holiday would interrupt. Discussion on Venues and what is available, but not a lot of options. Looking to the next year for new options after each conference. The 2024 calendar is going to be extremely busy.

Bob Cutler: Game planning- Officers meet and a succession plan. Discussion took care of the appointment list. Please have members reach out to us. 5 key members in the next two years will be replaced. 2nd VP, Barbara, Deb for example. 2024 we may have a lot of clerks leaving.

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

- Scholarship Report (see attached) Gave out 2 to the same towns. No other applicants.
- Vendor Report (see attached) Good Showing, not as many due to CT conference. 15 vendors

Recognize LHS for their donation, Kofile and Meridan Interactive Solutions

MTCA EXECUTIVE BOARD MEETING



September 21, 2022 – Sheraton Monarch Place

Rough draft 9-21-2022

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

Liz did report: Hotel is all set and ready to go. Liz and Bob meet with the hotel contact.

6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

(Attached)

- Conference Update 163 members \$14, 285.00 submitted. Lynn got \$975.00 = \$15,260.00 between Barb and Lynn.. Staffing issues across the board could be the cause of low numbers.

CMMC no new people. Recertifications. Test will go out in January

Late dues made it difficult to register everyone and the computer has a lag.

- Certifications and member recognition

7. EDUCATION COMMITTEE REPORT—TRUDY REID (verbal)

- Wednesday class—Ethics Roundtable class
- Education Committee Conference
- Future class discussion

Looking at relevant classes and new clerks in mind. Forward to next year a lot of cleaning up sections and 1st class, and Friday class have the largest sign ups. A process we will continue with. Excellent job! Elections Security is relevant but periodically. More interactive classes. Trying to look outside the box to be more interactive.

8. LEGISLATIVE REPORT—ANDY DOWD (verbal)

- Legislative Agent contract: will begin working on this for the end of the year.

No quorum for leg. Committee before the end of the year. Now that the votes act has passed, we need to see how to move forward. We need to show the data to our legislative agent.

State providing the kits is a huge help. Making them on time is prevalent to the process.

Postage paid returns for the local is a question for Michelle.

There is a cost factor if we can't use those envelopes.

MTCA EXECUTIVE BOARD MEETING



September 21, 2022 – Sheraton Monarch Place

Rough draft 9-21-2022

9. SOCIAL SECRETARY REPORT—Cheryl Estrella

Reached out to Deb and she is sending a packet in the mail. Please Cheryl the info for any card's flowers or gift and we do take votes on these items.

10. PAST PRESIDENT REPORT—NANCY TALBOT: N/A

Notes:

Letter from Sue Haig Region 1 Cooperstown NY- Looking for help with speakers, think about a donation and vote when we have a full contingency. December vote.

Adjourn at 11:04AM

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 28, 2022

INCOME	FY23 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$38,000.00	\$7,700.00	\$7,850.00	\$30,150.00
3120 - Meals	\$49,000.00	\$14,380.00	\$14,640.00	\$34,360.00
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$22,000.00	\$5,665.00	\$7,115.00	\$14,885.00
Total Conference Revenue	\$110,800.00	\$27,745.00	\$29,605.00	\$81,195.00
3200 - Certification Revenue	\$1,500.00	\$85.00	\$390.00	\$1,110.00
3300 - Scholarship Donations	\$2,500.00	\$0.00	\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$0.00	\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	\$12,000.00	\$9,718.00	\$12,468.00	(\$468.00)
3600 - Dues	\$30,000.00	\$11,160.00	\$25,960.00	\$4,040.00
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$20.00	\$20.00	(\$20.00)
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00
	\$48,000.00	\$20,983.00	\$38,838.00	\$9,162.00
TOTAL INCOME	\$158,800.00	\$48,728.00	\$68,443.00	\$90,357.00

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 28, 2022

EXPENSE	FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00	\$566.64	\$566.64	\$1,933.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$0.00	\$250.00
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	\$0.00	\$3,435.00	\$915.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$5,833.34	\$14,583.35	\$21,466.65
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$0.00	\$110.00
Total Lobbyist Expense	\$36,160.00	\$5,833.34	\$14,583.35	\$21,576.65
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	\$7,600.00	\$0.00	\$0.00	\$7,600.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
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	\$1,400.00	\$0.00	\$0.00	\$1,400.00
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$593.80	\$593.80	\$906.20
5702 - Conference Deposits	\$7,000.00		\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$21.79	(\$21.79)
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	\$26,876.64	\$26,876.64	\$56,123.36
5707-2 - Conference AV equipmemt	\$2,000.00	\$2,100.00	\$2,100.00	(\$100.00)
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	\$98,340.00	\$29,570.44	\$31,592.23	\$66,747.77

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 28, 2022

EXPENSE Continued	FY2023 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$733.08	\$733.08	\$1,866.92
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	\$2,000.00	\$0.00	\$0.00	\$2,000.00
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$850.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$0.00	\$1,000.00
6202 - NEMCI Graduation Gifts	\$400.00		\$294.00	\$106.00
6203 - Miscellaneous	\$500.00	\$25.00	\$25.00	\$475.00
Total Miscellaneous Expense	\$1,900.00	\$25.00	\$319.00	\$1,581.00
TOTAL EXPENSE	\$158,800.00	\$38,428.50	\$52,929.30	\$105,870.70
Income / Expense Variance	\$0.00		\$15,513.70	

Massachusetts Town Clerks' Association
Budget vs. Actual
As of November 28, 2022

Checking Account

Beginning Balance	9/15/2022	\$26,486.57
New Income		\$48,728.00
New Expenses		\$38,428.50
Current Balance	11/28/2022	\$36,786.07

Money Market account Balance

Beginning Balance	9/15/2022	\$32,282.38
New Income		\$1.62
New Expenses		
Current Balance	11/28/2022	\$32,284.00



**BARBARA L. LABOMBARD,
MMC, CMMC
CITY CLERK**

CITY OF EASTHAMPTON

OFFICE OF THE CITY CLERK

**Easthampton Municipal Building
50 Payson Avenue, Suite 100
Easthampton, Massachusetts 01027-2260**

Telephone #: (413) 529-1400, ext. 460

Fax #: (413) 529-1417

cityclerk@easthamptonma.gov

TO: MTCA Executive Board

FROM: Barbara LaBombard

RE: Election Compensation

DATE: November 29, 2022

I'd like to propose that the MTCA Executive Board begin pursuing efforts to compensate clerks for election duties performed over and above their regularly paid hours due to the added burden of by-mail early voting. There are several MGL sections which already allow for additional compensation for the town or city clerk (MGL Sections 41F, G, H, I and J) but nothing specifically for election work (outside of serving on the Board of Registrars). I believe there is strong support for this among members of our association.

The effort should also be supported by the City Clerk's Association, but I am starting with the MTCA due to the timing of board meetings.

First, I think a survey of clerks could be done to support the request with data– the survey could include the following:

Name

Position

Elected or appointed

City/Town

Population

Number of Voters

Years in position

Staff in office

of hours worked in a normal week

Hourly rate of pay, if available. If not, annual salary

Do you receive a stipend for serving on the Board of Registrars? If yes, how much per year?

How many hours outside of your normal work schedule did you work for:

The September Primary:

The November Election:

Were you paid for your additional hours?

If yes, please explain how you are paid?

If yes, how much were you paid for the September primary?

And for the November election?

As to where things go from there, here are a couple options to think of – I'm sure there are more! Yes, it could be something for each city or town clerk to initiate locally, but I believe the chance of something happening is greater if the associations (city and town) and maybe even beyond (MMA and our legislators?) are in support.

1. Initiate legislation which could use MGL Chapter 41 as a template, such as:

Additional Compensation for Services as Chief Election Officer: Any clerk of a city or town who also serves as the Chief Election Officer shall receive, in addition to any compensation to which he or she may be entitled as such city or town clerk and through other sections of Chapter 41, receive compensation for each state primary, state election or presidential primary (including special primaries and elections) a sum not less than \$\$ and if the number of registered voters exceeds one thousand, an additional \$\$ for each additional thousand registered voters.

This would accommodate small and large communities based on number of voters (less voters = less work; more voters=more work). My thought is that the current Board of Registrar compensation MGL could "cover" local elections and a new section would cover all state elections and primaries.

2. Approach the State Auditor's office to include the additional hours worked by the clerk for elections in the state mandated amount reimbursed to communities. There would need to be some way to insure that clerks are paid by cities/towns prior to expected reimbursement. The only drawback is that advance processing wouldn't be included since it is an option, not a mandate.

I think that each community could reach out to their state rep and senator to explain how clerks are not compensated for additional work hours at election time. I would bet that most don't know about the additional hours we work each election without compensation!

With the very busy 2024 election season approaching quickly, it seems as if **now** is the time to move on doing something! Please note these are just my ideas and I'm sure there are other options to consider.

Thanks for your consideration.

Conference cost history

Conference Expenses												
Fall	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates			
2022	\$ 50	\$ 100	\$ 159	\$ 35	\$ 45	\$ 55	\$ 35	Springfield	Sept 21 - 23			
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	\$ 50	\$ 100	\$ 119					Devens	Feb 1-3			
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			

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

INCOME	Conference:	Devons 2022 ACTUAL	Devons 2020 ACTUAL	Devons 2019 ACTUAL	Devons 2018 ACTUAL	Devons 2017 ACTUAL
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		\$32,715.00	\$36,299.00	\$32,490.00	\$31,490.00	\$32,770.00
EXPENSE		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
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		\$26,250.02	\$27,397.92	\$23,203.79	\$23,835.15	\$20,993.29
Income / Expense Variance		\$6,464.98	\$8,901.08	\$9,286.21	\$7,654.85	\$11,776.71
Total # of Registrants:		224	289	238	236	267

Devens Winter Conference – February 1 – 3, 2023

Class schedule

Wednesday February 1, 2023 1:45 PM - Town Meetings/Local Elections –
Lauren Goldberg

Thursday, February 2, 2023

9:00 AM – Noon Bylaw Submittal Forms - AG's Office
Continuity of Operations – Election Security Partnership
Campaign Finance/Underground Storage –
Jason Tate & Matt Murphy

1:45 PM – 4:45 PM Pre/Post Election Best Practices – Will Rosenberry
Boards and Committees – Inspector General's Office
DOR/Gateway – Lisa Krzywicki & Bill Arrigal

Friday, February 3, 2023

9:00 AM – Noon Election Potpourri – Michelle Tassinari

MENTORING WORKSHOPS FY23 CALENDAR

TOPIC / FOCUS	DATE	LOCATION
<u>VRIS / CENSUS</u>	Wed, Dec 14 th	HOLLISTON UPPER TOWN HALL 703 Washington Street - Holliston, MA
<u>TM / RECORDS MANAGEMENT</u>	Thur, March 9 th	WESTWOOD PUBLIC LIBRARY 660 High Street - Westwood, MA MILLBURY TOWN HALL 127 Elm Street – Millbury, MA
<u>NEW CLERK POTPOURRI</u>	Tues, June 13 th	DENNIS TOWN HALL - STONE HEARING ROOM 685 Route 134 - South Dennis, MA BURLINGTON TOWN HALL – MAIN HEARING ROOM 29 Center ST, Burlington, MA