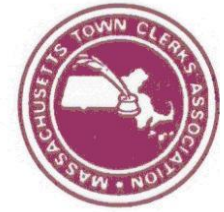


**Executive Board Meeting
Northborough Senior Center
Monday, April 3, 2023 – 10 AM**



1. SECRETARY'S REPORT—JAYNE DAVOLIO
 - Approve February 1, 2023 Minutes (attached)
2. TREASURER'S REPORT— DEB BOURBEAU
 - FY 23 Year to date report (attached)
 - Membership report (attached)
 - Conference Report – Devens 2023 (attached)
 - FY 24 Proposed Budget (attached)
3. PRESIDENT'S REPORT—BOB CUTLER
 - Conference Update
 - Appointments (attached) & Directory (attached)
 - Assistant Treasurer – Patricia Bessette
 - Communication Committee – Dawne Warren
 - Nomination committee – Kelly McElreath
 - MTCA Bylaw Changes – dues date & Secretary on Communications Committee (attached)
 - MTCA Committee & Board Policies (attached)
 - Member Recognition Program
 - Sunshine Fund Procedures
 - Education Committee Roles
 - Communications Committee
 - Conference Speakers – meals for instructors/speakers; Weather related cancellation
 - Financial Considerations (new section) - Money Market Account Balance; credits on file
 - Appointment Timeline / Process
 - MTCA Early Voting & Vote by Mail Survey Update / Next Steps
4. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE
 - Vendor Table increase from \$250 - \$300
5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD
 - Conference Registration & Meal fees - conference cost comparisons, conference reports, Springfield projections (attached)
 - Ad Hoc committee – explore technology to stream line class attendance / meals
6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
7. EDUCATION COMMITTEE REPORT—TRUDY REID
 - Wednesday class—1st Amendment & Techniques for difficult people & Athenian Offering
 - Education Committee Conference Education (attached)
8. LEGISLATIVE REPORT—ANDY DOWD (verbal)
 - Clerks Day on the Hill – Wednesday, June 28th
9. COMMUNICATIONS COMMITTEE—DANIELLE SICARD (verbal)
 - MTCA Staff & Salary Survey
10. MENTORING COMMITTEE—DANIELLE SICARD
 - Mentoring Committee Report – Town Meeting / Records – March 2023 (attached)
11. SOCIAL SECRETARY REPORT—Cheryl Estrella (attached)
12. PAST PRESIDENT REPORT—NANCY TALBOT

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

	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) PATRICIA BESSETT	√
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 REID	√
SUNSHINE ADMIN/SOCIAL	CHERYL C.A. ESTRELLA	√

Start Time: 10:10

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve December 5, 2022, Minutes (attached)

Elizabeth Greendale made a motion to accept the minutes once corrected with spelling errors, Danielle Sicard 2nd. All in favor unanimous.

2. TREASURER'S REPORT— DEB BOURBEAU

- FY 23 Year to date report (attached), Review was done to make sure that the information was up to date after the rebuilding of the software program.

Danielle Sicard made a motion to accept the report, Elizabeth Greendale 2nd, all in favor unanimous.

- Conference Reports

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

- o Plymouth 2022 revised (attached) Vendor payment reflected that came in late after the initial report.
- o Springfield 2022 (attached) Report included and was produced before and after the software rebuild all has been checked and is correct.

After discussion, some Issues were discussed from the conferences: Some members who took part in the meals did not pay for meals. This is one topic that is a work in progress to figure out how to make members aware that they need to pay. We should also talk to the hotels about how they count the meals. Concerning meals for our instructors, one meal, usually put in for lunch if they are instructing at both sessions or speaking at lunch. One thought that was thrown out was, should we send out a registration form to complete for lunch?

Any ideas will be helpful to bring to the next meeting and this leads to a restructuring and updating of the policy book. Tabled for next meeting.

- Membership reports – (summary, ALL info, pending - attached)

As stated above with the rebuild of the software if you see anything that is incorrect, please take note and tell us.

3. PRESIDENT'S REPORT—BOB CUTLER

- Conference Update: As spoken about this issue under the conference reports, we need a game plan for meals going forward and also with the price of meals. A form does sound like the best way to keep track of who should be receiving meals, including members, instructors, and vendors. Prestogem deadline is approaching, and we should investigate members who are paying and signed up for classes and paid for meals, compared to who came and signed the sheets and stayed for meals.

As this is an off-election year, over the summer we should review Prestogem. Make the process easier with more communication between our committee's vendors education etc. Process needs to be run more like a business – 1st come 1st serve. As we saw for example Springfield had low numbers, this conference at Devens we have over 270.

- Appointments - Communication Committee (attached)

Susan Kelley from Duxbury resigned from the communications committee. We have a few members interested Bob and Danielle will do follow up with these members and help with the website. Admin general website maintenance, we should have an appointment for the next meeting.

- o Communications Committee Updates (remove Public Recorder)

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

We need to remove the public recorder. Valerie Fox made mention that we should have one voice when answering questions from the membership.

o Education Committee Updates (have a draft from Trudy)

- Education Sessions--Weather related cancellations procedure: we should have one in place. Trudy stated that a policy is needed so, how do we proceed with instructors having an issue and not showing up? We do ask for their contact information. We could offer in the packet our policy and SMS – Mary de Alderete to investigate the process for SMS messaging. This could be placed on the new registration form, for approval by the members.

- MTCA Election Survey Update: Committee has met a few times and Legislative survey will be done separately. Chairing the committee for the early voting survey is being put together by Carla Dawne Warren and Kelley Darling. Dawne reported on the 4th version to make sure we have the correct information that we are looking for and fine tuning the survey to get the info out and be pertinent to what we need.

Salary and Staffing out for March 1 and be done by March 15.

Thank you from President Cutler, for the good work being done.

- MTCA Committee & Board Policies – Table for April or June E-Board vote

As stated, we need to make sure we follow through, review each sub section, have conversations, and work together to get all items updated for the change of officers. Let's clean up, review, and move forward.

o Member Recognition Program – not currently included (updates from committee requested)

Danielle stated that communications are Due for Sept. 30 but, a Sept 1 deadline would be better. Discussion on how the process of the registration form works. Barbara has an ongoing issue with cities and registration. The Merge with City clerk's needs a procedure for registration. Patricia Bessette is interested in working with Lynn and learning the process. (Looking towards April for a vote in June)

Teddy Eaton is now working on nominations.

o Sunshine Fund Procedures / Conference Speakers – do we want to clarify anything? See # 11 Social Secretary Report.

o Accounting practices – MM balance amount, Credits on file expiration (new section to add, recommendations from software & registration Coordinator, Treasurer & Assist Treasurer)

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

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

- Vendors Report (attached) 18 – there is a definite need for more room for our vendors. Also, there are still outstanding checks that we are collecting.
- Scholarship Report (attached) there was one scholarship given.

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

FT. Devens – good hotel to work with, the logistics of the break in the piano lounge is the hardest. I know we have people who feel that we have outgrown the Devens location, however we try to break out for regions with the most affordable rates. Adjustments will need to be made in the future.

6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

- Conference Update (attached) 262 people registered, report attached.
- Certifications and member recognition (attached) The Test is out and 7 are due back in a couple weeks.

Barbara mentioned that her appointment is up in 2024 of June for certification/conference admin and that we are losing members on the board. I know the board has spoken about succession planning but it is a need for our association. Her projected retirement date is March of 2025.

7. EDUCATION COMMITTEE REPORT—TRUDY REID (verbal)

We have many new clerks, and the framework of the courses was projected for them in Devens.

- Wednesday class—Town Meetings/Local Elections – This Program will connect with how we structure the classes.
- Future class discussion: We are going with themes for each conference and adjusting the classes to reflect the theme.

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

8. LEGISLATIVE REPORT—ANDY DOWD (attached)

There are two high priority items – post cards and early voting reduction. Discussion on what we are processing with the new info that is overwhelming for clerks.

Marriage ID – Refiled on AG for website posting. Restricted birth and marriage records.

Discussion on EV and sessions of what is working and not working.

President Cutler had conversations with common cause and other groups to find common ground as we did not have that in the past. To foster relations and find a good working relationship. Possible funding prospects, Andy will check the budgets on what we have and what they are working toward.

9. COMMUNICATIONS COMMITTEE—DANIELLE SICARD (verbal)

Reviewed and discussed the document on the google groups – quick tips and FB vs. email account. Transition into the contact committee to follow up with the 351 cities and towns to get all the information as possible. Joe Judd and Nancy Blackmer to also help follow up.

10. MENTORING COMMITTEE—DANIELLE SICARD

- FY23 calendar of workshops (attached) March 9 for Town meetings/Record Management

Ask for new clerk touch points!

- Workshop report – Census – Dec 2022 (attached)

11. SOCIAL SECRETARY REPORT—Cheryl Estrella

President Cutler made mention that this Brochure was Cheryl's 1st time and to give her applause, excellent job!

President Cutler gave Cheryl approval to speak with the printers on changing up the brochure with clerical changes. Cheryl will speak with Ken and Dwayne.

Vendors websites could be listed, however Only what is given to Liz on the form the website can be put on the form.

Social Sec: I sent a plant to Deb in Auburn for her significant other and made a donation for Jeanne in Hudson for her son, President Cutler made an announcement that the board received thank you notes from Deb Gremo and Jeanne Hudson for the donations on behalf of their loved ones.

MTCA EXECUTIVE BOARD MEETING



February 1, 2023 – Devens Common Center

Draft for approval 4-3-2023

I also sent Wendy from Westborough a Retirement card and Brenda from LHS a card as she had foot surgery.

There was a question as we just found out the Barry Johnsons wife from Bourne passed in September. Is it too late to send something from the MTCA?

Motion was made and 2 nd to send a plant to Barry Johnson up to 75.00 for the loss of the spouse. All in favor, Unanimous.

Topics that will be investigated by Cheryl and tabled for review at the next meeting.

Policy review

Immediate family definition

Should we only send donations or a momentum if they are a member?

Looking into debit cards and Venmo to make purchases.

12. PAST PRESIDENT REPORT—NANCY TALBOT
TNT REPORT—NANCY TALBOT

N/A

Discussion took place on the Presidents Reception. Items were entertainment, Food stations, Ceremony for swearing in. Tabled to next meeting a work in progress.

Motion to adjourn made by Elizabeth Greendale, Mary de Alderete 2nd

Adjourn at 11:57 AM

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

Massachusetts Town Clerks' Association

**Budget vs. Actual
As of March 15, 2023**

INCOME	FY23 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$38,000.00	\$9,550.00	\$21,350.00	\$16,650.00
3120 - Meals	\$49,000.00	\$12,220.00	\$34,320.00	\$14,680.00
3130 - Mentoring Workshops	\$1,800.00		\$480.00	\$1,320.00
3140 - Vendor Income	\$22,000.00	\$7,155.00	\$14,270.00	\$7,730.00
Total Conference Revenue	\$110,800.00	\$28,925.00	\$70,420.00	\$40,380.00
3200 - Certification Revenue	\$1,500.00	\$0.00	\$950.00	\$550.00
3300 - Scholarship Donations	\$2,500.00	\$0.00	\$750.00	\$1,750.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$0.00	\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	\$12,000.00	\$0.00	\$15,968.00	(\$3,968.00)
3600 - Dues	\$30,000.00	\$1,260.00	\$30,690.00	(\$690.00)
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$0.00	\$20.00	(\$20.00)
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00
	\$48,000.00	\$1,260.00	\$48,378.00	(\$378.00)
TOTAL INCOME	\$158,800.00	\$30,185.00	\$118,798.00	\$40,002.00

Massachusetts Town Clerks' Association

Budget vs. Actual

As of March 15, 2023

EXPENSE	FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00	\$0.00	\$566.64	\$1,933.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$24.98	\$225.02
5201- MTCA software	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$1,200.00	\$0.00
Total Treasurer Expenses	\$4,350.00	\$0.00	\$4,059.98	\$290.02
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$26,512.53	\$9,537.47
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$110.00	\$0.00
Total Lobbyist Expense	\$36,160.00	\$6,008.34	\$26,622.53	\$9,537.47
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		\$552.50	\$447.50
5602 - Certification Expenses	\$400.00	\$61.39	\$322.11	\$77.89
Total Certification Expenses	\$1,400.00	\$61.39	\$874.61	\$525.39
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$524.33	\$1,118.13	\$381.87
5702 - Conference Deposits	\$7,000.00	\$5,000.00	\$7,000.00	\$0.00
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	\$20,665.20	\$47,541.84	\$35,458.16
5707-2 - Conference AV equipmemt	\$2,000.00	\$1,869.60	\$3,969.60	(\$1,969.60)
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$200.00		\$497.25	(\$297.25)
5710 - Mentoring - refreshments	\$1,800.00	\$181.23	\$591.31	\$1,208.69
Total Conference Expenses	\$98,340.00	\$28,240.36	\$60,739.92	\$37,600.08

Massachusetts Town Clerks' Association

Budget vs. Actual

As of March 15, 2023

EXPENSE Continued	FY2023 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$588.36	\$1,321.44	\$1,278.56
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	\$0.00
6002 - Annual Tax Returns	\$850.00		\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$0.00	\$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	\$80.30	\$230.30	\$769.70
6202 - NEMCI Graduation Gifts	\$400.00		\$294.00	\$106.00
6203 - Miscellaneous	\$500.00		\$25.00	\$475.00
Total Miscellaneous Expense	\$1,900.00	\$80.30	\$549.30	\$1,350.70
TOTAL EXPENSE	\$158,800.00	\$34,978.75	\$96,434.42	\$62,365.58
Income / Expense Variance	\$0.00		\$22,363.58	

Massachusetts Town Clerks' Association
Budget vs. Actual
As of March 15, 2023

Checking Account

Beginning Balance	1/24/2023	\$48,429.70
New Income		\$30,185.00
New Expenses		\$34,978.75
Current Balance	3/15/2023	\$43,635.95

Money Market account Balance

Beginning Balance	1/24/2023	\$32,285.62
New Income		\$1.56
New Expenses		
Current Balance	3/15/2023	\$32,287.18

Membership Summary

2023

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	277	\$22,175.00	\$60.00	\$22,235.00
ACTIVE MEMBER	INACTIVE	2	\$150.00	\$0.00	\$150.00
ACTIVE MEMBER	TRANSFER-INACTIVE	1	\$35.00	\$0.00	\$35.00
AFFILIATE MEMBER	ACTIVE	19	\$1,900.00	\$0.00	\$1,900.00
AFFILIATE MEMBER	INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	253	\$6,325.00	\$0.00	\$6,325.00
ASSOCIATE	INACTIVE	2	\$50.00	\$50.00	\$100.00
ASSOCIATE	TRANSFER-ACTIVE	1	\$25.00	\$0.00	\$25.00
CITY STAFF	ACTIVE	11	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	3	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	14	\$140.00	\$0.00	\$140.00
STAFF- No Membership	ACTIVE	21	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	1	\$0.00	\$0.00	\$0.00
					\$31,010.00

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

INCOME	Conference:	Devens 2023 ACTUAL	Devens 2022 ACTUAL	Devens 2020 ACTUAL	Devens 2019 ACTUAL	Devens 2018 ACTUAL	Devens 2017 ACTUAL
3100 - Conference Revenue							
3110 - Registration		\$13,500.00	\$11,200.00	\$15,010.00	\$12,520.00	\$11,800.00	\$11,750.00
3120 - Meals		\$19,670.00	\$16,270.00	\$13,280.00	\$12,665.00	\$13,065.00	\$11,890.00
3140 - Vendor Income		\$7,155.00	\$5,245.00	\$8,009.00	\$7,305.00	\$6,625.00	\$9,130.00
Total Conference Revenue		\$40,325.00	\$32,715.00	\$36,299.00	\$32,490.00	\$31,490.00	\$32,770.00
EXPENSE		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
5400 - Scholarship Expenses							
5403 - MTCA Conference Scholarships		\$215.00	\$165.00		\$265.84	\$398.76	\$531.67
5700 - Conference Expenses							
5701 - Printing Brochures/Program		\$524.33	\$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	\$5,000.00
5703 - Postage / Brochure Mailing							
5705 - Entertainment							
5706 - Speakers / Education			\$1,500.00	\$650.00			
5707-1 - Conference Hotel / Meals		\$20,665.20	\$18,632.22	\$21,256.40	\$17,514.34	\$18,081.32	\$15,032.33
5707-2 - Conference AV Equipment		\$1,869.60					
5708 - NE Conference (2016)							
5709 - Misc Conf Exp (mentory/survey)							
5710 - Printing / Copying							
5800 Executive Meeting/lunches		\$588.36	\$493.50				
Total Conference Expenses		\$28,862.49	\$26,250.02	\$27,397.92	\$23,203.79	\$23,835.15	\$20,993.29
Income / Expense Variance		\$11,462.51	\$6,464.98	\$8,901.08	\$9,286.21	\$7,654.85	\$11,776.71
Total # of Registrants:		266	224	289	238	236	267

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY24 BUDGET DRAFT**

INCOME	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY23 actual as of 3.15.23	FY24 Proposed	FY23 VS FY24 VARIANCE	
3100 - Conference Revenue							
3110 - Registration	\$6,600.00	\$34,350.00	\$38,000.00	\$21,350.00	\$47,000.00	\$9,000.00	includes \$15 increase (600 x 15= \$9000)
3120 - Meals	\$10,560.00	\$54,440.00	\$49,000.00	\$34,320.00	\$51,600.00	\$2,600.00	
3130 - Mentoring Workshops	\$285.00	\$2,310.00	\$1,800.00	\$480.00	\$1,800.00	\$0.00	
3140 - Vendor Income	\$4,800.00	\$36,255.00	\$22,000.00	\$14,270.00	\$24,000.00	\$2,000.00	increase tables from \$250 to \$300
Total Conference Revenue	\$22,245.00	\$127,355.00	\$110,800.00	\$70,420.00	\$124,400.00	\$13,600.00	
3200 - Certification Revenue	\$1,240.00	\$920.00	\$1,500.00	\$950.00	\$1,500.00	\$0.00	
3300 - Scholarship Donations	\$0.00	\$3,350.00	\$2,500.00	\$750.00	\$2,500.00	\$0.00	
3400 - Public Recorder/Website Ads	\$0.00	\$3,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
3500 - Media Stipends/AP/Educ	\$12,384.00	\$0.00	\$12,000.00	\$15,968.00	\$6,000.00	(\$6,000.00)	
3600 - Dues	28,660.00	32,905.00	30,000.00	30,690.00	31,100.00	\$1,100.00	
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3800 - MISC (Mkting/Sundries)	\$0.00	\$8,265.31	\$0.00	\$20.00	\$0.00	\$0.00	
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$42,284.00	\$48,440.31	\$48,000.00	\$48,378.00	\$43,100.00	(\$4,900.00)	
TOTAL INCOME	\$64,529.00	\$175,795.31	\$158,800.00	\$118,798.00	\$167,500.00	\$8,700.00	

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY24 BUDGET DRAFT**

EXPENSE	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY23 actual as of 3.15.23	FY24 Proposed	FY23 VS FY24 VARIANCE	
5000 - President Expenses	\$0.00	\$2,892.71	\$2,500.00	\$566.64	\$2,500.00	\$0.00	Conference Hotels & IIMC / NEACTC atten
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5200 - Treasurer Expenses						\$0.00	
5200-Treasure Expenses	\$198.00	\$425.00	\$250.00	\$24.98	\$250.00	\$0.00	
5201- MTCA software	\$2,835.00	\$2,835.00	\$2,900.00	\$2,835.00	\$2,900.00	\$0.00	
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	
Total Treasurer Expenses	<u>\$4,233.00</u>	<u>\$3,860.00</u>	<u>\$4,350.00</u>	<u>\$4,059.98</u>	<u>\$4,350.00</u>	<u>\$0.00</u>	
5300 - Lobbyist Expenses							
5301 - Lobbyist Salary	\$34,451.04	\$35,000.04	\$36,050.00	\$26,512.53	\$36,050.00	\$0.00	contract through Dec 2024
5302 - Lobbyist Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5303 - Lobbyist Reg Fee	\$238.50	\$128.50	\$110.00	\$110.00	\$110.00	\$0.00	
Total Lobbyist Expense	<u>\$34,689.54</u>	<u>\$35,128.54</u>	<u>\$36,160.00</u>	<u>\$26,622.53</u>	<u>\$36,160.00</u>	<u>\$0.00</u>	
5400 - Scholarship Expenses							
5401 - NEMCI Exp (outside sources)	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	
5402 - NEMCI Exp (MTCA)	\$0.00	\$1,050.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	
5403 - MTCA Conference Scholarships	\$0.00	\$513.56	\$4,000.00	\$0.00	\$4,000.00	\$0.00	
5404 - Awards/Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Scholarship Expenses	<u>\$0.00</u>	<u>\$1,563.56</u>	<u>\$7,600.00</u>	<u>\$0.00</u>	<u>\$7,600.00</u>	<u>\$0.00</u>	
5500 - Legislative Committee Expenses	\$0.00	\$43.00	\$250.00	\$0.00	\$250.00	\$0.00	Clerks Day on the Hill - lunch? Paid FY23 c

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY24 BUDGET DRAFT**

EXPENSE Continued	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY23 actual as of 3.15.23	FY24 Proposed	FY23 VS FY24 VARIANCE	
5600 - Certification Expenses							
5601 - Administrator Stipend	\$510.00	\$677.50	\$1,000.00	\$552.50	\$1,000.00	\$0.00	
5602 - Certification Expenses	\$373.94	\$288.59	\$400.00	\$322.11	\$400.00	\$0.00	
Total Certification Expenses	\$883.94	\$966.09	\$1,400.00	\$874.61	\$1,400.00	\$0.00	
5700 - Conference Expenses							
5701 - Printing Brochures/Program	\$0.00	\$1,475.85	\$1,500.00	\$1,118.13	\$1,800.00	\$300.00	
5702 - Conference Deposits	\$5,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	
5705 - Entertainment	\$500.00	\$8,900.00	\$600.00	\$0.00	\$600.00	\$0.00	
5706 - Speakers / Education	\$1,687.41	\$5,940.35	\$1,240.00	\$0.00	\$1,240.00	\$0.00	Pres. election year - State speakers only?
5707-1 - Conference Hotel / Meals	\$18,084.04	\$98,893.37	\$83,000.00	\$47,541.84	\$85,600.00	\$2,600.00	
5707-2 - Conference AV equipment			\$2,000.00	\$3,969.60	\$7,500.00	\$5,500.00	\$1900 Devens, \$3500 Plymouth, \$2100 Sp
5708 - NE Conference (2016-2022-2028)	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
5709 - Misc Conf Exp (survey)	\$2,119.44	\$2,831.77	\$200.00	\$497.25	\$500.00	\$300.00	Survey Monkey
5710 - Mentoring - refreshments		\$0.00	\$1,800.00	\$591.31	\$1,800.00	\$0.00	
Total Conference Expenses	\$28,390.89	\$126,041.34	\$98,340.00	\$60,739.92	\$107,040.00	\$8,700.00	
5800 - Executive Board Meetings/Lunches	\$1,054.68	\$2,186.99	\$2,600.00	\$1,321.44	\$2,600.00	\$0.00	3 @ Northboro \$125 = \$375, \$2100 confere
5900 - Communication/Public Recorder							
5901 - Pub Rec Stipend / Editor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5902 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5903 - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5904 - Web Hosting	\$1,995.00	\$1,995.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
Total Communication/Public Recorder	\$1,995.00	\$1,995.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
6000 - Auditor							
6001 - Annual Financial Review	\$850.00	\$0.00	\$850.00	\$850.00	\$850.00	\$0.00	
6002 - Annual Tax Returns	\$850.00	\$0.00	\$850.00	\$850.00	\$850.00	\$0.00	
Total Auditor Expense	\$1,700.00	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00	\$0.00	
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6200 - Miscellaneous Expenses							
6201 - Gifts/Memorials/Flowers	\$588.69	\$161.89	\$1,000.00	\$230.30	\$1,000.00	\$0.00	
6202 - NEMCI Graduation Gifts	\$0.00	\$0.00	\$400.00	\$294.00	\$400.00	\$0.00	
6203 - Miscellaneous	\$25.00	\$1,802.14	\$500.00	\$25.00	\$500.00	\$0.00	
Total Miscellaneous Expense	\$613.69	\$1,964.03	\$1,900.00	\$549.30	\$1,900.00	\$0.00	
TOTAL EXPENSE	\$73,560.74	\$176,641.26	\$158,800.00	\$96,434.42	\$167,500.00	\$8,700.00	
Income / Expense Variance	(\$9,031.74)	(\$845.95)	\$0.00	\$22,363.58	\$0.00		

MTCA 2022-2023 APPOINTMENTS

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

updated as of:

4/3/2023

DRAFT

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
ASSISTANT TREASURER						2 yr	1	E Board
Patricia Bessette	Avon			2023	2023			
BUDGET COMMITTEE						1yr	5	E Board
<i>Chair</i>	Debra Bourbeau	Montague						
	Patricia Bessette	Avon						
	Amy Akell	Ipswich						
	Jayne Marie Davolio	Millbury						
	Andrew Dowd	Northborough						
BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE						3 yr	6	President / E Board
<i>Chair</i>	Nancy Blackmer	Orange						
	Stephanie Carrera	Stoughton						
	Narice Casper	Marshfield						
	Jeanne Hudson	Holden						
	Trudy Reid	Wayland						
	Danielle Sicard	Easton	2nd VP (Advisory)					
CMMC CERTIFICATION ADMINISTRATOR						3 yr	1	E Board
	Barbara LaBombard	Easthampton						
CMMC CERTIFICATION / EXAMINATION BOARD						3 yr	5	E Board
	Barbara LaBombard	Easthampton	CMMC Certification Admin				(staggered terms)	
<i>Chair</i>	Madaline I. Bonadies	Southbridge						
	Nancy Blackmer	Orange						
	Lillian Drane	Lakeville						
	Valerie Fox	Lincoln						
CLERK'S MANUAL COMMITTEE						3 yr	5	EBoard
<i>Chair</i>	Jayne Marie Davolio	Millbury	Secretary (Chair)					
	Deborah Kaye	Mashpee						
	Mary De Alderette	Lexington						
	Dottie Powers	Westwood						
	Nancy Talbot	Ware						
COMMUNICATION COMMITTEE						3yr	7 & website com. Reps	President / Eboard
	Patricia Bessette	Avon	Treasurer OR Assist. Treas				(staggered terms)	
	Jayne Davolio	Millbury						with bylaw change
	Nancy Burnham	Athol						
	Andrew Dowd	Northborough						
	Elizabeth Gaffey	Walpole						
	Dawne Warren	North Andover						
	Kelly McElreath	Plymouth						
<i>Chair</i>	Danielle Sicard	Easton	Member & Mentoring Committee Rep					
	Dottie Powers	Westwood	Legislative Committee Rep					
	Trudy Reid	Wayland	Education Committee Rep					
	Barbara LaBombard	Easthampton	CMMC Certification/Exam Board					

MTCA 2022-2023 APPOINTMENTS

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

updated as of:

4/3/2023

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	Wayland	<i>Education Database Coordinator</i>		2021				
"	"	<i>Education Committee Chair</i>		2021				
Cheryl Estrella	Freetown	<i>Conference Brochure Admin</i>		2022	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	Wayland			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	Wayland	<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	2025			
Debra Gremo	Auburn			2019	2025			
Ryan Witkos	Hardwick			2021	2025			
<i>Alt.</i> Carin A. Kale	Hamilton			2022	2023			
<i>Alt.</i> Elizabeth Greendale	Holliston	<i>1st VP (Alt - 1 yr term)</i>		2021				
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 2022-2023 APPOINTMENTS

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

updated as of:

4/3/2023

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		<i>(staggered terms)</i>		
	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	Plymouth		2016				
	Elizabeth Greendale	Holliston		2016				
	Andrew Dowd	Northborough		2017				
	Marie Ryan	West Stockbridge		2017				
	Terri Bunce	Dennis		2019				
	Trudy Reid	Wayland		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			
	Kelly McElreath	Plymouth		2023	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			

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
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
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

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
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
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

Executive Board – Term Expires 2025

C. Dawne Warren, CMC (2022-2025) *Essex County* Office: 978-688-9501
120 Main Street Fax: 978-688-9501
North Andover, MA 01845 Cell: 978-688-9557
Hours: Mon, Wed, Thu: 8:00 AM – 4:30 PM E-Mail: dwarren@northandoverma.gov
Tue: 8:00 AM - 6:00 PM; Friday 8:00 AM-12:00 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

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
Tues: 8:30 AM – 7:00 PM Fri: 8:30 AM- 1:00 PM

APPOINTED POSITIONS

Assistant Treasurer

Patricia C. Bessette (2023) *Franklin County* Office: 508-588-0414 ext. 1013
65 East Main Street Fax: 508-559-0209
Avon, MA 02322 Cell: 508-596-8595
Hours: Mon-Wed: 8:30 AM – 4:30 PM E-Mail: pbessette@avonma.gov
Thurs: 8:30 AM – 7:30 PM Fri: 8:30 AM – 1:00 PM

CMMC Certification Administrator

Barbara L. LaBombard, MMC (2021-2024) *Hampshire County* Office: 413-529-1400 ext 460
50 Payson Avenue, Ste. 100 Fax: 413-529-1417
Easthampton, MA 01027 Cell: 413-527-3903
Hours: Mon - Fri: 7:30 AM - 5:00 PM E-Mail: cityclerk@easthamptonma.gov

Conference Registration Administrator

Barbara L. LaBombard, MMC (2022-2025) *Hampshire County* Office: 413-529-1460
50 Payson Avenue, Ste. 100 Fax: 413-529-1417
Easthampton, MA 01027 Cell: 413-527-3903
Hours: Mon - Fri: 7:30 AM - 5:00 PM E-Mail: cityclerk@easthampton.org

Education Database Coordinator

Trudy L. Reid, CMMC (2021-2024) *Essex County* Office: 978-468-5520 x1
138 Main Street Fax: 978-468-8014
Wenham, MA 01984 Cell: 978-998-5618
Hours: Mon: 9:00 AM - 4:30 PM Email: TReid@wenhamma.gov
Tues: 9:00 AM – 7:00 PM
Wed & Thur: 9:00 AM - 4:30 PM
Fri: 9:00 AM - 1:00 PM

Elections Task Force Representative

Danielle M. Sicard, MMC/CMMC (2022-2025) *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
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Software Coordinator

Danielle M. Sicard, MMC/CMMC (2021-2023) *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
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Sunshine Fund Administrator / Social Secretary

Cheryl C.A. Estrella, CMC (2022-2023) *Bristol County* Office: 508-644-2201 Ext. 2
3 North Main Street, PO Box 438 Fax: 508-644-9826
Assonet, MA 02702 Cell:
Hours: Mon- Thurs: 8:00 AM-4:00 PM E-Mail: townclerk@freetownma.gov
Fri: 8:00 AM – 12:00 PM

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

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

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

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

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

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

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

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

BYLAWS OF THE MASSACHUSETTS TOWN CLERKS ASSOCIATION

ARTICLE 1

Name

The name of this organization shall be —The Massachusetts Town Clerks' Association, Inc., hereinafter referred to as the MTCA.

ARTICLE II

Mission

The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.

ARTICLE III

Membership and Dues

A. Membership

Membership entitles all members and their staff to attend meetings and conferences, and to have access to the Members-Only section of the website. Only paid Active Member have voting privileges.

(Revised 6.12.2014; 9.29.2016; 2.3.2022)

1. Active Members

The Town Clerk of any town in the Commonwealth of Massachusetts shall be eligible for membership in the MTCA and shall have full voting privileges. Only Active Members are eligible for election as an Officer, as a Member of the Executive Board, or as a member of the Legislative, Budget or Nominating Committees. *(Revised 6.11.2015)*

2. Associate Members

Assistant Town Clerks and other Town Clerk Office staff members shall be eligible to become Associate members of the MTCA when the community has an active membership and with permission of the clerk. They will be non-voting members of the Association. Assistants and Town Clerk Office staff members do not have to be Associate Members in order to attend meetings and conferences, but do have to be active members in order to be eligible for appointment to a committee. *(Revised 6.11.2015; 9.29.2016; 12.7.2017)*

3. Retired Members

Upon retirement, active members may continue as non-voting members in the MTCA. *(Revised 6.07.2012)*

4. Affiliate Members

Shall be available to City Clerks, Election Commissioners and Registrars of Vital Records for Cities, who are not eligible for active, associate, or retired membership. *(Revised 6.15.2006; 6.11.2015)*

5. Transitional Members *(Revised 6.11.2015)*

Any person who has held the position of Town Clerk in Massachusetts for at least three (3) consecutive years, but who is no longer serving as a Town Clerk is eligible to be affiliated with the MTCA as a Transitional Member for a period of up to one year following the date of cessation of service as a Town Clerk. The following criteria must also be met in order to qualify for Transitional Membership:

- a. Active membership in the MTCA, with dues paid in full, for the three-year period prior to cessation of service as a Town Clerk.
- b. Not simultaneously eligible for Associate, Affiliate, or Retired Membership.
- c. Actively seeking employment in a Municipal Clerk's Office.

6. Honorary Members

All persons who have held any of the foregoing memberships, may be designated an Honorary Member by vote of the Executive Board.

B. Dues Structure

Payment of dues in the relevant membership category is required in order to maintain continued membership status, with access to meetings and conferences, and for Active Members to maintain voting privileges. Dues paid by a community is for a fiscal year, and membership is transferred to a newly elected or appointed Town Clerk during the same fiscal year. *(Revised 6.7.2012; 6.12.2014; 6.11.2015; 2.3.2022)*

1. Active Members *(Revised 6.2.2010)*

\$ 15.00	Towns under 1,000
\$ 35.00	Towns 1,001 to 5,000
\$ 75.00	Towns 5,001 to 10,000
\$100.00	Towns 10,001 to
\$150.00	Towns Over 25,000

2. Associate Members *(Revised 6.11.2015)*

\$25.00

3. Retired Members

\$10.00

4. Affiliate Members

\$100.00

5. Transitional Members *(Revised 6.11.2015)*

50% of previous Active Membership Dues, with a minimum payment of \$15

6. Honorary Members

No Fee

C. Fiscal Year

The fiscal year of the MTCA shall be July 1 through June 30. The annual dues shall be due and payable on or before September ~~30~~¹. *(Revised 6.07.2012)*

ARTICLE IV

Meeting and Parliamentary Law

A. Meeting

1. The Annual Meeting of the MTCA shall be held in June on such date, time and place as the Executive Board may determine. Other MTCA meetings may be called with a fourteen-day (14) written notice by the President, a majority vote of the Executive Board, or upon petition to the President by twenty-five (25) active members of the MTCA. *(Revised 6.12.2014)*
2. At all business meetings twenty-five (25) active members in good standing shall constitute a quorum.

B. Parliamentary Law

Whenever parliamentary rules or procedures are involved, The New Roberts Rules of Order, Revised Edition, shall prevail.

ARTICLE V Officers

1. The officers of the MTCA shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. Each shall be elected at the Annual Meeting of the MTCA and shall hold office for two (2) years or until a successor is elected or appointed. Officers may not serve more than one (1) consecutive two (2) year term in office with the exception of, Secretary and Treasurer, who may serve no more than three (3) consecutive two (2) year terms in office. *(Revised 12.7.2017)*
2. Any active member of the association may serve as an officer; however, in order to be nominated for First Vice President, Second Vice President or President, the member must have served for at least one year on the Executive Board.

Duties of Officers

A. President

1. Shall serve as Chief Executive Officer of the MTCA.
2. Shall create the agendas for and preside at all meetings of the MTCA and of the Executive Board.
3. Shall appoint all committee members except as otherwise provided by these bylaws, and present said appointments to the Executive Board for confirmation. *(Revised 6.12.2014)*
4. Shall make appointments to fill vacancies on the Executive Board, with the approval of the Executive Board. Such appointments shall be only until the next Annual Election, at which time the position shall be filled by election for the remainder of the vacant term. *(Revised 6.12.2014)*
5. Shall serve as Chairman of the Conference Committee.
6. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6.07.2012)*
7. Shall give notice of all meetings of the MTCA and of Executive Board. *(Revised 2.3.2022)*

B. First Vice President

1. Shall, in the absence of the President, assume the duties of the President.
2. Shall be an alternate member of the Legislative Committee, a member of the Nomination Committee, a member of the Conference Committee in charge of vendor relations, and shall serve as chair of the Scholarship Committee. *(Revised 10.9.2003)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6.07.2012)*

C. Second Vice President

1. Shall in the absence of the President and First Vice President, assume the duties of the President.
2. Shall be a member of the Conference Committee in charge of hotel relations, an advisory member of the By-law -Policies & Procedures Review Committee and an advisory member of the Education Committee. *(Revised 10.9.2003; 2.3.2022)*
3. Shall perform such other duties as may be required for the benefit of the MTCA. *(Revised 6-07-2012)*

D. Secretary

1. Shall keep and maintain permanent minutes of all meetings of the MTCA and Executive Board.
2. Shall maintain the MTCA permanent records including, bylaws, and policies.
3. Shall distribute to the Executive Board, updated copies of bylaws, policies and officer listings as amended.
4. Shall perform such other duties as may be assigned by the MTCA, the President or the Executive Board.
5. Shall serve as the Chair on the Clerks' Manual Committee and maintain the current electronic copy of said manual. *(Revised 6.07.2012; 2.3.2022)*

~~5-6.~~ Shall serve on the Communication Committee. *(Revised 6.xxx.2023)*

E. Treasurer

1. Shall serve as the Chair of Budget Committee, a member of the Lobbyist Review Committee and the Treasurer OR the Assistant Treasurer shall serve as a member of the Communications Committee. *(Revised 2.3.2022)*
2. Shall monitor the annual budget established by the Budget Committee.
3. Shall collect and disburse all funds of the MTCA and keep an accurate account of the same. *(Revised 12.7.2017)*
4. Shall be bonded with sureties in such amount as the Executive Board may determine.
5. Shall keep all funds of the MTCA in a depository approved by the Executive Board and shall keep the funds deposited in the name of the MTCA.
6. Shall give a financial report at each meeting of the MTCA and Executive Board on the status of the Association's budget and funds. *(Revised 6.12.2014)*
7. Shall obtain authorization of an Executive Officer on any check written for an amount greater than \$2,500.00. *(Revised 2.3.2022)*
8. Shall prepare and submit records to the certified public accountant in a timely manner following the close of the fiscal year, in preparation for the annual financial review. *(Revised 6.07.2012; 12.7.2017)*
9. Shall perform such other duties as may be assigned by the MTCA, the Executive Board or the President.

ARTICLE VI **Executive Board**

The Executive Board shall consist of elected members from the membership at large that reflect a statewide representation and shall manage the business of the MTCA as outlined in the MTCA Bylaws.

A. Membership

1. There shall be an Executive Board consisting of the five officers of the MTCA, and nine additional members. The additional members shall be elected at the Annual Meeting and shall serve three-year, staggered terms, with terms for three members expiring each year. *(Revised 6.12.2014)*
2. No elected member of the Executive Board shall serve for more than three consecutive years, except a member elected to fill a vacancy of the board, who may serve the remainder of the incomplete term and is eligible for election to an additional full three-year term. *(Revised 6.12.2014)*
3. The Past President may serve as an ex-officio member for two years immediately following the expiration of the term as President, but may not vote. *(Revised 6.13.2007; 6.07.2012)*

B. Responsibilities

1. The Executive Board shall have full power to carry out the mission of the MTCA and shall have general charge and control of its affairs, funds and property, but shall not have the right to amend its bylaws.
2. The Executive Board shall assist the officers between meetings in carrying on the functions of the MTCA. Members of the Executive Board shall be assigned duties or be required to serve on one or more committees during their term.

C. Appointments

All appointments shall be made by the President, with the approval of the Executive Board. The President shall seek input from the membership and the Executive Board for nominations for all positions whenever possible. Terms for the Legislative Committee shall be from January 1 to December 31, to coincide with the legislative calendar. Appointments are to be made by December 31. Terms for the Nominating Committee shall be from January 1 to December 31. Appointments are to be made by December 31. Terms for all other appointments shall be from July 1 to June 30. Appointments are to be made by June 30. *(Revised 6.12.2014)*

OFFICE/BOARD/COMMITTEE	TERM	# MEMBERS	APPOINTING AUTHORITY	MEMBER BY POSITION
Assistant Treasurer	2 year	1	E-Board	-
Budget Committee	1 year	5	E-Board	Treasurer (Chair) Assistant Treasurer
Bylaw – Policies & Procedures Review Committee	3 year	6	President/E-Board	2 nd VP (Advisory)
CMMC Certification Administrator	3 year	1	E-Board	-
CMMC Certification/Examination Board	3 year	5	E-Board	CMMC Certification Admin.
Clerks Manual Committee	3 year	5	E-Board	Secretary (Chair)
Communications Committee	3 year	87 & Reps from Committees on Website	President/E-Board	Treasurer OR Assist. Treasurer <u>Secretary</u> Rep(non-voting) Members of Committees on Website
Conference Committee	2 year	9	President/E-Board	President (Chair) 1 st VP 2 nd VP Conference Registration Admin. Education Database Coordinator Education Committee Chair Class Registration Admin. Brochure Administrator
Conference Registration Administrator	3 year	1	E-Board	-
Education Database Coordinator	3 year	1	President	-
Education Committee	3 year	11	E-Board	2 nd VP (Advisory) Education Database Coordinator
Election Task Force Representative	3 year	1	President/E-Board	-
Legislative Committee (term Jan – Dec)	3 year 1 year	7 2 alternates	President/E-Board	1 st VP (Alternate)
Lobbyist Review Committee	3 year	3	President/E-Board	Treasurer Legislative Committee Chair
Member Recognition Committee	3 years	5	President	President Immediate Past President
Mentoring/New Clerks Committee	See Polices & Proc.	See Policies & Proc. Manual	Mentoring Committee	-
Nomination Committee (term Jan – Dec)	2 year	5	E-Board	1 st VP (Nonvoting)
Scholarship Committee	2 year	3	President	1 st VP (Chair)
Software Coordinator	2 year	1	President	-
Sunshine Fund Admin/Social Secretary	1 year	1	President	-

(Revised 12.7.2017; 2.3.2022)

Members of each Committee shall serve a term as set forth in the bylaws. The President shall have full power to fill all vacancies on any committee, without approval of the Executive Board, until the next annual appointment. *(Revised 6.12.2014)*

D. Meetings

1. Meetings of the Executive Board may be called at any time by the President or by any three (3) of its members on written notice by the Secretary not less than five (5) days prior to the meeting.
2. A quorum shall consist of at least eight (8) members of the Executive Board.
3. Emergency meetings of the Executive Board of less than five (5) days' notice, may be called at the discretion of the President.
4. Votes may be cast in person or by postal mail, telephone, e-mail or other electronic means of voting. When votes are conducted via e-mail or by other electronic means, Executive Board members shall be given a minimum of 24 hours to cast a vote before the tally is finalized. A definitive vote requires an agreement by eight (8) members of the Executive Board. A record of such votes shall be recorded by the Secretary. *(Revised 6.12.2014)*

E. Financial Review

There shall be an annual financial review of the financial records of the Association, including all cash receipts and disbursements made by the Treasurer during the preceding year; said financial review to be completed by a certified public accountant within six months of the close of the fiscal year.

(Revised 6.07.2012; 12.7.2017)

F. Policies and Procedures

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

ARTICLE VII Committees and Appointed Officers

The President shall have the power, with approval of the Executive Board, to establish additional standing committees or special committees as may be deemed necessary for the proper conduct of the affairs of the Association.

No committee of the Association shall be authorized to create any financial liability unless funds have first been budgeted and authorized by the Executive Board as to their purpose and amount.

Committees are encouraged to appoint a website liaison member to maintain their page on the Association website. All committees shall prepare agendas and minutes that should be posted to the Association's website, by their website liaison or provide to the communications committee member responsible for their website updates, in a timely manner and forward a copy in a timely manner to the Secretary of the Association, for posting on the association website. *(Revised 6.12.2014; 12.7.2017)*

Chairs for all Boards and Committees shall be voted each year by the appropriate board / committee. Notice of Resignations shall be made in writing to the President. *(Revised 12.7.2017)*

Duties and responsibilities of each Committee/Appointed Officers shall be as outlined in the bylaws and MTCA Committee and Board Policies and Procedures Manual. *(Revised 2.3.2022)*

A. Assistant Treasurer

Purpose: Charged with the responsibility to serve in the absence of the Treasurer.

1. Appointed every two (2) years by the Executive Board by June 30. *(Revised 12.7.2017)*
2. Shall serve as a member of the Budget Committee and the Treasurer OR the Assistant Treasurer shall

serve as a member of the Communications Committee. *(Revised 2.3.2022)*

3. Shall provide such membership information to the Executive Board on a regular basis, as well as standing committees as requested. *(Revised 12.7.2017)*

B. Legislative Committee

Purpose: Charged with the responsibility of advancing the Legislative agenda of the MTCA.

1. Composition and Term of Office

- a. The Legislative Committee shall consist of seven (7) full members and two (2) alternate members, one of whom shall be the First Vice President. *(Revised 10.9.2003)*
- b. Full committee members shall be appointed by December 31 for staggered three-year terms, which run from January 1 through December 31st, so that not more than three (3) members' terms expire in the same year. *(Revised 6.12.2014)*
- c. Alternate members shall be appointed by December 31 for a one-year term to expire December 31st of the following year and may attend all meetings, participate in discussions and, in the absence of a member, have voting privileges. *(Revised 6.12.2014)*

2. Duties

- a. The Legislative Committee shall be responsible for informing the MTCA of all matters pertaining to MTCA legislation, proposed changes in the law relating to municipal government and recommending such action to the MTCA as may be expedient.

3. Legislative Agenda

- a. The Legislative Committee shall formulate a schedule for the adoption of the legislative agenda of the MTCA to be voted on by the Executive Board before the Annual Meeting in June. Said agenda as voted on by the membership shall be filed with the State Legislature. Said agenda shall be the binding position of the MTCA for the next legislative session, unless otherwise voted by the majority of the voting members attending an MTCA business meeting. *(Revised 2.3.2022)*
- b. The Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a position on other legislation and shall advise the MTCA members of their combined action. This notification shall be via e-mail and on the MTCA web site. Any position developed by the Legislative Committee and the Executive Board pursuant to this paragraph, shall be the binding position of the MTCA for the legislative session unless otherwise voted by a majority of the voting members attending an MTCA meeting. *(Revised 6.12.2014; 2.3.2022)*
- c. Any Association member is welcome to offer suggestions and make recommendations for proposed legislation affecting Clerks. All suggestions shall be in writing and addressed to the Chair of the Legislative Committee. All suggestions shall be considered by the Committee when planning the Association's legislative agenda. *(Revised 6.07.2012)*

C. Nominating Committee

Purpose: Charged with the responsibility of nominating and presenting a slate of officers to the MTCA at the Annual Meeting that duly reflects a representation of its membership.

1. Five (5) members appointed every two (2) years by the Executive Board by December 31. The members may confer with the 1st Vice President, but the 1st Vice President will not be present during voting.
2. The Committee shall nominate the following:

One (1) Term for two (2) Years:

- President
- First Vice President
- Second Vice President

No more than three (3) consecutive two (2) year terms:

- Secretary
- Treasurer

For Three (3) years:

- Three (3) Executive Board Members

D. Budget Committee

Purpose: Charged with the responsibility of preparing and presenting an annual budget to the membership at the Annual Meeting.

1. Five (5) members, one (1) of whom shall be the Treasurer, one (1) of whom shall be the Asst. Treasurer, and three (3) members at large appointed by the Executive Board for a one (1) year term by June 30.
2. Prepares annual budget (FY July 1 – June 30).
3. Presents annual budget to the Executive Board.
 - a. Draft version of budget to be given to Executive Board at their spring meeting.
 - b. The President shall notify the chair of the budget committee immediately as to the date of the meeting once set.
4. Presents final budget to MTCA at the Annual Meeting for a vote.
5. In conjunction with the Treasurer, monitors budget during the fiscal year. *(Revised 6.12.2014)*

E. Education Committee

Purpose: Charged with developing the curricula for the MTCA conferences.

1. Eleven (11) members, one of whom shall be the Second Vice President, as advisory, one of whom shall be the Education Database Coordinator and nine (9) members at large appointed by the Executive Board by June 30 for three-year staggered terms so that not more than three (3) members are replaced in any one year. *(Revised 6.12.2014; 2.3.2022)*
2. Prepares the schedule of education courses for the MTCA conferences. *(Revised 6.12.2014)*
3. Coordinates, develops and implements courses for the certification program (CMMC) as determined by the Certification/Examination Board.
4. Determines CMMC credit courses and optional courses to maintain consistency in the CMMC program.
5. Shall appoint one of its members to have the responsibility of registering all clerks for the conference classes.

F. Communications Committee

Purpose: Charged with both paper and electronic communications to, from and among members, which includes establishing guidelines for and management of the Association's web site, e-mail discussion group (including etiquette guidelines), newsletter, and social media alternatives.

~~Seven-Eight (87)~~ members, with three-year staggered terms. One member shall be the Treasurer or the Assistant Treasurer. One member shall be the Secretary. Any Committee that has a presence on the Associations website is to appoint a representative member to attend the Communication Committee

meetings whom will not be a voting member of the committee unless the representative already holds one of the 7 seats on the committee.

(Revised 6.07.2012; 2.3.2022)

G. MTCA Certification Program

1. CMMC Certification Administrator *(Revised 2.3.2022)*

Purpose: Charged with the responsibility of administering the MTCA Certification Program and serves as a member of the Certified Massachusetts Municipal Certification/Examination Board.

- a. Appointed by the Executive Board for a three-year term by June 30.

2. CMMC Certification/Examination Board *(Revised 2.3.2022)*

Purpose: Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. *(Revised 6.12.2014)*

- a. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. *(Revised 6.12.2014)*
- b. Members of the Board must have successfully completed the Certification Program.
- c. The Certification/Examination Board shall review the exam every five (5) years for updates.

3. Education Database Coordinator *(Revised 2.3.2022)*

Purpose: Charged with maintaining database of all conference and education program attendees consistent with MTCA Membership Professional Education credit tracking.

- a. Appointed by the President for a three (3) year term. A member of the Education Committee and the Conference Committee.

H. MTCA Conference Program

1. Conference Registration Administrator

Purpose: Charged with the responsibility of MTCA conference registration.

- a. Appointed by the Executive Board by June 30 for a three-year term. *(Revised 6.12.2014)*
- b. Serves as a member of the Conference Committee.

2. MTCA Conference Committee

Purpose: Charged with the responsibility of planning the MTCA conferences.

- a. The Committee shall consist of nine (9) members:
 1. MTCA President, as chair.
 2. First Vice President in charge of vendor relations.
 3. Second Vice President in charge of hotel relations.
 4. Conference Registration Administrator. *(Revised 6.12.2014)*
 5. Education Database Coordinator. *(Revised 6.12.2014)*
 6. Education Committee Chair. *(Revised 2.3.2022)*
 7. Three (3) additional members at large to be appointed by the President and confirmed by

the Executive Board by June 30 for a two-year term – one to be in charge of Conference Class Registrations and one to be in charge of Conference Brochure Administration.
(Revised 6.12.2014)

I. Scholarship Committee

Purpose: Charged with coordinating and presenting candidates for scholarship awards.

Three (3) members, one (1) of whom shall be the First Vice President, and two (2) members appointed for a two-year term by the President by June 30.

J. Clerks' Manual Committee

Purpose: Charged with the responsibility of updating the Clerks' Manual.

Five (5) members, Secretary of the MTCA to serve as chair, to be appointed by the Executive Board for a three-year term by June 30. (Revised 6.12.2014; 2.3.2022)

K. By-Law – Policies & Procedures Review Committee

Purpose: Charged with review and making recommendations of the Association's By-laws and Policies and Procedures. The Bylaw-Policies & Procedures Review Committee will conduct a full review every other year (odd # years) or when items are forwarded from the Executive Board for their review. (Revised 2.3.2022)

Six members, one (1) of whom shall be the 2nd VP as an advisory member. (Revised 12.7.2017; 2.3.2022)

L. Lobbyist Review Committee

Purpose: Charged with assessing the work of the Association's Lobbyist and working with the E-Board on renewing / offering contract.

Three (3) members, one (1) to be the Chair of the Legislative Committee and one (1) to be the Treasurer. (Revised 12.7.2017; 2.3.2022)

M. Member Recognition Committee

Purpose: To recognize and promote excellence in the municipal clerk profession. (Revised 2.3.2022)

Five (5) members, one is to be the President, one is the Immediate Past President and 3 members of the Massachusetts Town Clerks Association whom are appointed by the President for 3-year terms.
(Revised 12.7.2017; 2.3.2022)

N. Mentoring / New Clerks Committee

Purpose: Charged with setting the schedule for mentoring classes, topics and teachers.
(Revised 12.7.2017; 2.3.2022)

ARTICLE VIII

Expenses

Expenditures will be paid by the MTCA according to the annual appropriation. Other expenditures incurred on behalf of the MTCA, not to exceed an aggregate of \$500.00, shall be paid by the Treasurer upon the approval of the President. Any expenditure greater than \$500.00 over budgeted amounts shall require an affirmative vote of the Executive Board. (Revised 6.07.2012)

ARTICLE IX

Termination

Any officer, Executive Board member or Standing Committee member who is absent from three (3) consecutive meetings of the board or committee may be removed from his/her position at a duly called meeting of the Executive Board by a majority vote of those attending.

Any officer, Executive Board member or Standing Committee member who cannot fulfill the duties of the office or committee as described herein, may be removed from his/her position at a duly called meeting of the Executive Board by not less than 2/3's of those attending.

Prior to a vote on either of the above, the said officer, Executive Board member or Standing Committee member will receive a written notice that such a vote will take place, and be given the right to resign. Any vacancy that occurs shall be filled in accordance with Article VI, Section C (Appointments) of this bylaw. *(Revised 6.12.2014)*

ARTICLE X

Amendments

These bylaws may be amended by a two-thirds vote of those voting members present at any MTCA meeting duly called, provided that notice of the proposed amendment shall have been sent to each member at least two weeks prior to such meeting. Notification through association email group and posting on the MTCA website shall constitute notice of any proposed amendment, provided that the date is at least two weeks prior to the meeting at which the bylaw amendment is scheduled to be considered for a vote. *(Revised 6.12.2014; 2.3.2022)*

ARTICLE XI

Endorsements

The MTCA shall not support or promote any political candidate or political appointment.

ARTICLE XII

Code of Ethics

We shall uphold the IIMC, Professional, and Personal Code of Ethics, which reads:

We do hereby subscribe to the following principles and ethics which we affirm will govern our personal conduct as municipal clerks:

To uphold constitutional government and the laws of our community;

To so conduct our public and private life as to be an example to our fellow citizens;

To record that which is true and preserve that which is entrusted to us as if it were our own; and

To strive constantly to improve the administration of the affairs of our office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill our responsibilities to our community and others.

**MASSACHUSETTS TOWN CLERKS ASSOCIATION
MEMBER RECOGNITION PROGRAM**

(Accepted 11/21/2013)

Purpose

To recognize and promote excellence in the municipal clerk profession.

Awards Committee

The Committee shall consist of five members as follows: President, Immediate Past President, and 3 members of the Massachusetts Town Clerks Association, appointed by the President. The three appointed members shall be appointed for three-year, staggered terms. Initial appointments shall be for one, two and three years, to provide for the initial staggering, with subsequent appointments made for three years, or for the appropriate number of years to fill an unexpired term.

The Committee shall be responsible for administering the "Annual Town Clerk of the Year Award" program. The Award shall be presented annually at the Association's Annual Meeting held in June.

Town Clerk of the Year Award

1. Nominations

Nominations shall be solicited no later than the month of March each year. Nominations may be made by one or more of the following: fellow Town Clerk, a member of the Awards Committee, Town Administrator/Town Manager or other Chief Administrative Officer, Board of Selectmen or Town Council of the nominee's community.

2. Criteria

Selection of a recipient of the award shall be based on the following criteria:

- a. A minimum of ~~three~~-five years as a Town Clerk in the individual's current community;
- b. Active involvement in the Massachusetts Town Clerks Association and its programs;
- c. A significant accomplishment in a given recent year, or an accomplishment over a period of years;
- d. Demonstrated commitment to professionalism in the Town Clerk position and Office;
- e. Community involvement, with a demonstrated commitment to the cause of good local government;
- f. Recognized as a Clerk who displays characteristics of integrity and leadership, and who has received the respect and confidence of his/her peers;
- g. Adherence to the MTCA Code of Ethics;
- h. Shall not have received the Award in the previous five years;
- i. Shall NOT be a sitting Officer or Executive Board member of the MTCA
- j. Additional criteria may be suggested by the Awards Committee, and are subject to approval of the Executive Committee.

3. Selection

The Awards Committee shall bring the name of the proposed Award recipient to the Executive Board in advance of the Annual Meeting. The Executive Board shall vote on whether the individual shall be the recipient for the year. The name of the proposed recipient shall not be disclosed to anyone except the Executive Board prior the Award being presented at the Annual Meeting of the Association.

4. Award

The Committee shall make arrangements for an appropriate plaque or other suitable nominal physical recognition of the award, and Association funds shall be budgeted annually for this expense.

5. Other Recognitions

The Committee, at its discretion and after consultation with the Executive Board, may make other member recognitions from time-to-time.

Sunshine Fund ~~Procedures~~ Administrator/Social Secretary

The Sunshine Fund Administrator/~~Social Secretary~~ shall be appointed by the President on an annual basis, for a term ~~to run until that shall expire on~~ June 30. The Administrator's duties are to make appropriate recognition of member contributions, retirements, illnesses or bereavements.

1. **PURPOSE:** To provide for a member sponsored financial resource that will support expressions of sympathy or good-will toward colleagues who experience personal illness, death or retirement. ***Information about a member's hospitalization, illness, bereavement or retirement, should be conveyed as soon as possible to the President & Sunshine Fund Administrator so that action can be taken without delay.***
2. **BACKGROUND:** To recognize and provide for consistent guidelines on observance of expressions of sympathy and condolences toward members within MTCA who experience loss of family members or personal hospitalizations.
3. **POLICY:** Funds will only be generated primarily through membership dues or on a voluntary basis. The solicitation of funds will occur tri-annually via email and/or at the scheduled MTCA conferences. However, members may choose to contribute at any time. Acknowledgement of donations will be sent to each member as a cross-reference. Donations made payable to MTCA /Sunshine Fund.

The following guidelines should be considered when making Sunshine Fund expenditures ~~by either the Sunshine Fund Administrator or the President:~~

~~Retirements — Clerks with 5 years or more of service as Town Clerk — gift up to \$75; Clerks with fewer than 5 years of service as Town Clerk — Certificate of Appreciation~~

RETIREMENTS:

- A. **TOWN CLERK WITH 5 YEARS OR MORE SERVICE:** In the event of *the retirement* of any current MTCA Town Clerk with five or more years of service, a gift of up to \$75 will be sent using resources from the sunshine fund.
- B. **TOWN CLERK WITH LESS THAN 5 YEARS OF SERVICE:** In the event of *the retirement* of any current MTCA Town Clerk with less than five of service, a certificate of appreciation will be sent.

~~Illness — Flowers or other appropriate gift to current Officers — up to \$75; cards to be sent to all other members~~

ILLNESS:

- A. ANY MTCA MEMBER: In the event of *hospitalization* of any MTCA member where the *hospital stay* extends beyond 48 hours, a get-well card will be sent using resources from the sunshine fund.
- B. CURRENT MTCA OFFICERS: In the event of *hospitalization* of any current MTCA ~~member-officer~~ where the *hospital stay* extends beyond 48 hours, a floral arrangement/planter ~~get-well~~ will be sent using resources from the sunshine fund.
- C. OTHER: No flowers or cards will be sent for the hospitalization of any family member of an existing MTCA member.

~~**Bereavements**—Flowers or other appropriate donation—up to \$75 for the death of a current or past Officer of the MTCA or upon the death of an active Town Clerk who is a member of the Association~~

BEREAVEMENTS:

- A. ANY ACTIVE MTCA MEMBER/OFFICER & TOWN CLERK ONLY: In the event of the *death* of any MTCA member or officer who is an active Town Clerk, an attempt will be made to determine whether flowers or a charitable donation is preferred. If some alternative form of memorial action is suggested by parties close to the family of the deceased, the President will determine what action will best represent our membership's expression of concern. ***If flowers are sent***, they will normally be sent to the appropriate funeral home, and resources from the fund will be for an approximate \$75 arrangement including taxes & delivery fee. ***If a charitable donation is preferred*** in lieu of flowers, the fund will provide a \$75 donation and the President/Sunshine coordinator will notify all MTCA members of the opportunity to make additional voluntary contributions to the charitable organization identified.
- B. ANY FAMILY MEMBER OF AN ACTIVE MTCA MEMBER/OFFICER & TOWN CLERK ONLY: In the event of the *death* of an immediate family member (as defined below), a sympathy card &/or flowers will be sent using resources from the fund or a memorial contribution will be sent to a designated charitable organization. If some alternative form of memorial action is suggested by the affected MTCA member, the President will determine what action will best represent our membership's expression of concern. ***If flowers are sent***, they will normally be sent to the appropriate funeral home, and resources from the fund will be for an approximate \$75 arrangement including taxes & delivery fee. ***If a charitable donation is preferred*** in lieu of flowers, the fund will provide a \$75 donation and the President/Sunshine coordinator will notify all MTCA members of the opportunity to make additional voluntary contributions to the charitable organization identified.
 - i.) In cases of death, for the purpose of implementing this policy, **immediate family includes:** spouse (or long-term partner), children, step-children, and parents.

- ii.) In the case of the death of a **MTCA members' in-law, grandparents, brothers and sisters** the member will be sent a sympathy card. Flowers will not be sent with resources from the fund. An eligible in-law for the purpose of this policy includes a mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

MISCELLANEOUS:—

- A.** ~~Letter or Certificate of Appreciation~~—At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any pre-sent or past Town Clerk
- B.** At the discretion of the President, with approval of the Executive Board, a gift, ~~donation,~~ card and/or flowers may be sent to a person who is ill or has had a death in their immediate family as described above. This person must have made a substantial impact in some way to the Association either by teaching class, ~~or~~ through donations of either monetary value donation ~~or~~ their time.

EDUCATION COMMITTEE ROLES

Chairperson

- ~~Scheduling~~ Schedule all committee Meetings-meetings (8-10 weeks prior to conference)/Meeting-agendas / minutes and follow up emails & disseminate meeting materials
- Create meeting agendas; finalize minutes & ensure they are posted to the MTCA website
- Review draft of Apply for IIMC class descriptions with IIMC coordinator prior to submittal credits for conference classes at soon as classes are determined
- ~~Act as the Education Coordinator to~~ Ensure all responsibilities of the committee, in preparing the education classes for conferences, have been fulfilled
- Maintain list of classes and instructor presenters contact information & bios, coordinate
- ~~Send copy of agenda, Evaluation results and minutes from last meeting to all meeting attendees~~
- Assigns class coordinators and inform coordinators of the deadlines to obtain confirmation from instructors presenters and description of classes for brochures
- ~~Create spreadsheet identifying class name, class presenter (s), class coordinator, class~~ monitor, room set up requirements (podiums, panel tables, etc) and any AV requirements (microphone, projector/screens, etc)
- Inputs conference class information into the MTCA database, including class name, date/time, presenters' names
- In accordance with the conference deadlines, submit the following:
 - Submit eConfirmed classes list to MTCA President, 1st and 2nd VP for inclusion in the E-Board meeting packet
 - Class titles & descriptions to brochure coordinator
 - AV and any room set up needs to the 2nd VP

Secretary Vice Chair

- Work closely with the Chair
- In the absence of the Chair, the Vice-chair will assume the role of the Chair
- Take mMinutes at all Education committee meetings and submit to Chair for review
- Support Committee in carrying out their duties and stepping into those roles if necessary
- ~~Send Agenda and draft minutes before meetings-~~
- ~~Invite all education committee members to meeting; include City Clerk president and VP when scheduling the Winer & Spring conference~~

IIMC Class Coordinator

- Reviews and edits (with Chair), as necessary, class descriptions submitted to align with IIMC guidelines to position the educational offerings to provide maximum class credits to conference attendees
- Submits class descriptions and IIMC class assessment forms to IIMC for CMC and/or MMC class credit approvals

- Provides Evaluation Coordinator with IIMC surveys to be disseminated by class monitors in each class

Evaluation Coordinator

- ~~Create Evaluation links using survey Monkey <https://www.surveymonkey.com> or any similar link~~
- ~~Send link out to all class attendees after conference; track responses and report at next education committee meeting~~

- Provides class monitors with copies of sign in sheets (obtain from the Chair) & IIMC class assessment forms (obtain from IIMC class coordinator) ahead of class time

Education Class Coordinator

- ~~Maintain list of classes and instructor bios, coordinate~~
- ~~Assign Clerks to introduce instructors, hand out sign in sheets after 1st break, and ensure that class attendees know that the eval link will be sent out following the conference~~
- ~~Send list of classes with descriptions to the Chair & Attendance Coordinator as soon as possible~~
- ~~Send questions to instructors upon receipt from the Attendance Coordinator~~

Education Certification Database Coordinator

- Responds to all individual requests by Clerks for information about conference / class attendance
- Reports updated information to Certification Coordinator to support applications for certification or re-certification
- Supply clerks with a certificate of completion or a transcript of all classes taken, upon request

Education Database Coordinator

This individual is appointed by the President, is a member of the Education Committee and shall be responsible for the following:

- Maintains database of all conference and education program attendees
- ~~Responds to all individual requests by Clerks for information about conference/class attendance~~
- ~~Reports updated information to Certification Coordinator to support applications for certification or re-certification~~
- ~~Maintains database of Clerks, updating names, addresses, and certification status as appropriate~~

- ~~Supply Clerks with a certificate if they need one for their municipality~~
- ~~Supply clerks a transcript of all classes taken upon request~~
- After each conference, using the attendance sign in sheets, enter attendees into the MTCA database, along with evaluations and corrects any errors that may arise from non-registered attendees

Attendance Registration Coordinator

The MTCA bylaws require one of the Education Committee members to have these responsibilities:

- Set up online registration
- Monitor the class registrations, paying attention to the maximum attendees – consult with and make recommendations to the 2nd VP regarding potential capacity issues.
- Respond to and resolve any issues with attendees using the online registration system
- ~~Distribute sign in sheets to all class facilitators at least a week before the conference~~
- Submit questions from class attendees to appropriate Education class coordinator to forward to the ~~instructors-presenters~~ at least a week before the conference
- ~~Collect completed sign in sheets and forward to Certification Coordinator for input into the data base~~
- Provides signs to be posted outside the classrooms to identify where classes are held

2nd Vice President

The MTCA 2nd VP is an advisory member of the education committee by virtue of position.

- Provides the committee with essential information regarding timelines and outlining hotel parameters (# / capacity of rooms, class / break schedules, AV equipment options, etc)

Any member of the education committee, even if holding a role above, may volunteer to work as one or more of the following positions:

Class Coordinator

- Once class subjects are established, contacts appropriate presenter to confirm availability for date & topic; collects bio, class description, class set up needs (podium, panel table, etc) and AV needs (#/type microphones, projector/screen, etc); forwards all to Chair

Class Monitor (Each committee member is expected to take one or two classes)

- Arrives early for class to connect with the presenter and ensure room set up and AV is as expected; Resolve issues with hotel staff and/ or contact Chair, Class Coordinator or 2nd VP
- Introduce the class presenter at the beginning of the class
- Ensures presenters break at the correct times and coordinates the class start up after the break
- Informs attendees how to complete the attendance sheets and the requirements for obtaining class credit for IIMC and / or CMMC.
- Distributes attendance sign in sheets and IIMC survey evaluations to all class facilitators at least a week before the conference and
- Collects completed materials at the end of the class sign in sheets and to forward to the Education Database Certification Coordinator for input into the data base and/or Chair

Communication committee liaison (website)

The Chair will appoint any member of the committee to manage the Education Committee page of the website including the following:

- Upload committee agenda and minutes
- Upload education session presentations

EDUCATION COMMITTEE ROLES

Chairperson

- Schedule all committee meetings & disseminate meeting materials
- Create meeting agendas; finalize minutes & ensure they are posted to the MTCA website
- Review draft of IIMC class descriptions with IIMC class coordinator prior to submittal
- Ensure all responsibilities of the committee, in preparation for education classes for conferences, have been fulfilled
- Maintains list of classes and presenters contact information & bios
- Assigns class coordinators and inform coordinators of the deadlines to obtain confirmation from presenters and description of classes for brochures
- Create spreadsheet identifying class name, class presenter (s), class coordinator, class monitor, room set up requirements (podiums, panel tables, etc) and any AV requirements (microphone, projector/screens, etc)
- Inputs conference class information into the MTCA database, including class name, date/time, presenters' names
- In accordance with the conference deadlines, submit the following:
 - Confirmed class list to MTCA President, 1st and 2nd VP for inclusion in the E-Board meeting packet
 - Class titles & descriptions to brochure coordinator
 - AV and any room set up needs to the 2nd VP

Vice Chair

- Work closely with the Chair
- In the absence of the Chair, the Vice-chair will assume the role of the Chair
- Take minutes at all Education Committee meetings and submit to Chair for review
- Support Committee in carrying out their duties and stepping into those roles if necessary

IIMC Class Coordinator

- Reviews and edits (with Chair), as necessary, class descriptions submitted to align with IIMC guidelines to position the educational offerings to provide maximum class credits to conference attendees
- Submits class descriptions and IIMC class assessment forms to IIMC for CMC and/or MMC class credit approvals
- Provides Evaluation Coordinator with IIMC surveys to be disseminated by class monitors in each class

Evaluation Coordinator

- Provides class monitors with copies of sign in sheets (obtain from the Chair) & IIMC class assessment forms (obtain from IIMC class coordinator) ahead of class time

Education Certification Database Coordinator

- Responds to all individual requests by Clerks for information about conference / class attendance
- Reports updated information to Certification Coordinator to support applications for certification or re-certification
- Supply Clerks with a certificate of completion or transcript of all classes taken, upon request

Education Database Coordinator

This individual is appointed by the President, is a member of the Education Committee and shall be responsible for the following:

- Maintains database of all conference education program attendees
- After each conference, using the attendance sign in sheets, enter attendees into the MTCA database, along with evaluations and corrects any errors that may arise from non-registered attendees

Registration Coordinator

The MTCA bylaws require one of the Education Committee members to have these responsibilities:

- Set up online registration
- Monitor the class registrations, paying attention to the maximum attendees – consult with and make recommendations to the 2nd VP regarding potential capacity issues.
- Respond to and resolve any issues with attendees using the online registration system
- Submit questions from class attendees to appropriate class coordinator to forward to the presenters at least a week before conference
- Provides signs to be posted outside the classrooms to identify where classes are held

2nd Vice President

The MTCA 2nd VP is an advisory member of the education committee by virtue of position.

- Provides the committee with essential information regarding timelines and outlining hotel parameters (# / capacity of rooms, class / break schedules, AV equipment options, etc)

Any member of the education committee, even if holding a role above, may volunteer to work as one or more of the following positions:

Class Coordinator

- Once class subjects are established, contacts appropriate presenter to confirm availability for date & topic; collects bio, class description, class set up needs (podium, panel table, etc) and AV needs (#/type microphones, projector/screen, etc); forwards all to Chair

Class Monitor (Each committee member is expected to take one or two classes)

- Arrives early for class to connect with the presenter and ensure room set up and AV is as expected; Resolve issues with hotel staff and/ or contact Chair, Class Coordinator or 2nd VP
- Introduce the class presenter at the beginning of the class
- Ensures presenters break at the correct times and coordinates the class start up after the break
- Informs attendees how to complete the attendance sheets and the requirements for obtaining class credit for IIMC and / or CMMC.
- Distributes attendance sign in sheets and IIMC survey evaluations and collects materials at the end of the class to forward to the Education Database Coordinator and/or Chair

Communication committee liaison (website)

The Chair will appoint any member of the committee to manage the Education Committee page of the website including the following:

- Upload committee agenda and minutes
- Upload education session presentations

Communication Committee Roles & Responsibilities

The Communications Committee oversees MTCA membership benefits (Members Only Section of the website & Google Email Group) to ensure that MTCA members have access to these important benefits in a timely manner. The Communications Committee is also responsible for the MTCA website and ensuring that the appropriate E-Board member and/or Committee representative are keeping their pages up to date with relevant information for our members. Additionally, the ~~publication and archiving of Public Recorder Page~~, websites advertising sponsorships and New Clerk Welcome communications is managed by the Communications Committee. The following documents have been created and maintained by the Communications Committee: MTCA Google Email Group Etiquette (the policing responsibility belongs with the MTCA President), MTCA Membership Benefits Flyer, New Clerk Welcome Packet/communication, website advertising letter and contract.

- **Chairperson** – meeting agendas / minutes and follow up emails
- **Vendor Sponsor Coordinator**
 - Send out vendor sponsor letters and applications – annually in December-June
 - Process deposits for vendor sponsors in MTCA software – upon receipt
 - Provide vendor logos to website administrators – annually by February-August 1st
- ~~**Public Recorder Editor**~~
 - ~~Contacts the MTCA President and Legislative Agent one month prior to the quarterly publishing months (March, June, September, December) to obtain materials for the Recorder; sets deadline for submittal to ensure publication during each publication month.~~
 - ~~Forwards received articles to Website Administrators for placement on Public Recorder page.~~
- **Membership Benefits Coordinator – MTCA Gmail**
- **Membership Benefits Coordinator – MTCA Website Members Only**
 - Provides access & notice to members regarding membership benefit – July thru October
 - Notifies nonmembers prior to removal from benefit – October
 - Processes membership changes as listed in the MTCA database - ongoing
- **Welcome Correspondence Coordinator**
 - New Clerk Welcome email with links/attachments to welcome packet – June & December
 - Provide New Clerk Lists to AP & OCPF – annually in June/July
 - Annual Dues Notice / Email – annually in July and when clarification is necessary
- **Online Welcome Packet Coordinator**
 - Keeps the online welcome packet materials on website up to date – ongoing & annually by June 15th
 - Verifies/updates useful links page of website – ongoing & annually by June 15th
 - Updates Clerks Contact Lists – annually in July
- **Website Administrators**
 - Post Vender Logos to website home / public recorder pages – by Feb 28th
 - Emails members directing them to a new Public Recorder issue – March, June, September, December
 - Archives previous Public Recorders as PDF's on the website – March, June, September, December

- Website Content Managers for the following website pages / functions:
 - Home Page / Association News / Jobs / Sponsors
 - About Us – Mission Statement, Past Presidents, Contact Us, Useful Links, Clerk Contact Lists
 - Members Pages - Public Recorder, Subscribe to Alerts & News, Clerks Library

- Oversees / Trains and ensures Website Content Managers are keeping their webpages up to date –
 - Membership Page – Treasurer/Assistant
 - Scholarship Page – 1st VP
 - Conference Page – Communication Committee Member also on Conference Committee
 - CMMC – Certification Administrator
 - E-Board Page – MTCA Secretary
 - Committee Appointments, E-Board Directory
 - MTCA Bylaws, Committee & Board Policies & Procedures manual
 - Agenda & Packet, Minutes, Annual Meeting Agendas & Minutes
 - Committee Pages - Chairperson or appointed committee representative
 - Bylaw Review Committee
 - Communication Committee
 - Legislative Committee
 - Mentoring Committee

Conference Speakers

- A conference speaker is an individual who teaches a class or workshop, whether for credit or for professional development.
- Credit classes shall be a minimum of three hours in duration. Three hours shall be considered a half-day class, and six hours shall be considered an all-day class.
- All speaker fees shall be approved in advance by Treasurer, President, and Second Vice President, prior to any commitment to the speaker. All contracts shall be signed by the Treasurer and an Officer of the MTCA. Any expenditure for a conference speaker that exceeds \$1,500 for a half-day class (3 hours) or \$2,000 for a full-day class (6 hours), including travel expenses, shall require the prior approval of the Executive Board.
- No more than one-half of the speaker fee shall be paid to the speaker prior to the event. The balance of the payment shall be available and paid by the Treasurer upon the conclusion of the class.
- Hotel arrangements for any speaker shall be done by the speaker.
- Any Clerk, professional instructor, or state official who is asked to teach a class will be responsible for adhering to the curriculum and class outline agreed upon in advance with the Education Committee. Class time shall not be used for personal lobbying on any issue. Any variations on the curriculum shall be discussed and approved in advance by the Education Committee.
- Clerks who are invited to teach a class: the Association will waive their conference fee registration and the cost of 1 (one) meal per class teaching (excluding the banquet). Clerks are not compensated by the Association for attending or teaching at a conference.
- State Officials who attend conferences and who are invited to teach a class are not required to pay a registration fee for the conference, and the Association will pay for lunch or breakfast, as ~~appropriate~~ determined by the President. State Officials are not compensated by the Association for attending or teaching at a conference.
- Meals for instructors and/or Invited lunch meeting speakers (who are not a Clerk):
 - The Association will pay for lunch for any instructors who are invited to teach both the AM and PM class sessions.
 - The Association will offer the opportunity for speakers to register for ½ price breakfast or lunches – and must be done on or prior to the deadline to provide meal counts to the hotel.
 - The Association will pay for lunch for the invited luncheon meeting speakers. In the event multiple people from the invited State Agency want to join the invited speaker to the luncheon they will be provided the opportunity to pay 1/2 price for the luncheon. The President has the authority, in consultation with the Treasurer and the 2nd VP to determine if it is appropriate to waive any luncheon costs.

Conference Class Cancellation Policy (weather related and/or instructor issues)

In the event of a weather related/or other event which necessitates a decision on whether to cancel a scheduled conference class/event, the President, in consultation with the Officers and the Education Committee Chair, shall make the final determination to cancel the class/event. Upon the cancellation of a class or other conference event, the President or his/her designee shall notify the attendees through an email sent via the Google Group or other appropriate form of group communication. Also, the President or his/her designee shall be present to notify any attendees who may already be on site.

In regards to a class cancellation, the Education Committee Chair or his/her designee shall be responsible to notify the class presenter of the cancellation.

Conference Registration

Attendance at any MTCA conference is open to any member of the Association whose dues for the current fiscal year is paid in full prior to the start of the conference. All attendees must pre-register for the conference and classes, and enrollment in classes is done on a first-come, first-served basis.

Conference Refunds

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be entitled to a credit on file for future use. Meal cancellations must be made at least seven (7) days in advance of the first day of the conference in order for a credit to be placed on file for future use, unless the hotel has a more restrictive policy. The Association will make an effort to include cancellation deadlines in the conference brochure.

Conference Brochure

The Executive Board may direct that a conference brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees, and other pertinent information. The individual responsible for the production of the brochure shall be appointed by the President, and the expense for printing the brochure shall be paid with MTCA funds by the Treasurer.

Auditing Classes

Classes are primarily for the benefit of Association members. Any vendor or guest of a registered Clerk may audit a class, on the condition that a vacant chair is available, and with prior permission of the instructor. No vendor or guest may participate in the discussion, ask questions, or take handouts (unless there are extra copies after all attendees have gotten them)—i.e., a non-participatory audit.

PART 4

FINANCIAL CONSIDERATIONS

Pledges and Donations

The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.

Money Market Account Balance

The Money Market account maintained by the association is intended to be a reserve fund. The account balance shall be maintained at a minimum of \$35,000.00 at all times. In extraordinary circumstances of financial stress for the association, the EBoard may entertain using some of the Money Market funds to provide liquidity to the treasury. The use of the Money Market funds shall be a last resort after using all other means available to the association to resolve any liquidity issues and shall require a majority vote of the EBoard at a regularly scheduled meeting. Once the EBoard has settled the financial issues of the association and is in a position to supplement the Money Market account, the EBoard shall make all efforts to do so.

Credits on File (Membership and/or Conference registration fees)

Any credits placed on file are valid in the MTCA software will expire after 1 year, plus one conference from the date of issue. Any expired credits on file will be processed as a donation to the MTCA.

PART 45.

MISCELLANEOUS

Appointment Time line / Process

Annual Appointments – conducted by the President

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

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

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

- Nomination Committee sends notice of recommended Slate of Officers / E-Board members

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

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

~~Pledges and Donations~~

~~The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.~~

E-Mail Policy

The attached E-mail Protocols & Etiquette should be followed as a Rule of Conduct for the Association's google group e-mail.

NEACTC

If the NEACTC fundraising group wishes to raise funds at any MTCA Conference, arrangements should be made in advance with the 1st Vice President. Space will be limited to two vendor tables, on a space-available basis, at no cost.

The MTCA supports the efforts of its members who help to organize the New England Conference in Massachusetts, once every six years. The Association supports this effort financially, with a budget allocation of \$1,000 per year.

Recognition gifts will be presented to MTCA members who graduate from the NEMCI&A.

Conference cost history

Conference Expenses

Fall	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates
2023			\$ 159	\$ 35	\$ 45	\$ 55	\$ 35	Springfield	Sept 20 - 22
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
2024			\$ 125					Devens	Jan 31 - Feb 2
2023	\$ 50	\$ 100	\$ 119	\$ 35	\$ 40	\$ 55	\$ 35	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
2024									
2023	\$ 50	\$ 100	\$ 139	\$ 35	\$ 40	\$ 55	\$ 35	Plymouth	June 7-9
2022	\$ 50	\$ 100	\$ 133	\$ 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

	MENU SELECTION	COST pp++	20% + 7% cost with fees/tax	Counts	anticipated meal/AV costs
Vendor Exhibits	-	-	-		
Raffles	-	-	-		-
Registration	-	-	-	-	
Meeting Room	-	-	-	-	-
Eboard Meeting	Deluxe Continental Breakfast	\$17.95	\$23.05	15	\$345.75
Luncheon	Hot Buffet - 1 entrée	\$29.95	\$38.46	15	\$576.90
	assorted soft drinks by consumption basis	\$3.50	\$4.49	10	\$44.90
General Session	-	-	-	-	
Break	New Englander	\$19.95	\$25.62	100	\$2,562.00
	assorted soft drinks by consumption basis				\$0.00
Breakfast	French Toast & Egg Scrambler Buffet	\$25.95	\$33.32	100	\$3,332.00
AM Class	-	-	-	-	
AM Class	-	-	-	-	
AM Class	-	-	-	-	
AM Break	The Cookie Jar	\$18.95	\$24.33	100	\$2,433.00
Lunch	Luncheon Wrap Buffet - 4 wrap choices & 3 sides	\$33.90	\$43.53	100	\$4,353.00
	assorted soft drinks by consumption basis	\$3.50	\$4.49	100	\$449.00
PM Class	-	-	-	-	
PM Class	-	-	-	-	
PM Class	-	-	-	-	
PM Break	Sweet & Salty	\$18.95	\$24.33	100	\$2,433.00
Cocktail Reception	-	-	-	-	-
	Cheese/crackers	\$429.00	\$550.84	1	\$550.84
	Passed - sesame chicken	\$350.00	\$449.40	1	\$449.40
	Passed - scallop & bacon	\$450.00	\$577.80	1	\$577.80
Banquet	3 course - preset signature salad / dinner / dessert	-	-	100	-
	Prime Rib	\$39.95	\$51.30	60	\$3,078.00
	Haddock Francaise	\$37.95	\$48.73	30	\$1,461.90
	Sage Ravioli	\$34.95	\$44.88	10	\$448.80
Breakfast	Big Breakfast Buffet	\$28.95	\$37.17	100	\$3,717.00
Class	-	-	-	-	
Break	Make your own ice cream sundae	\$18.95	\$24.33	100	\$2,433.00
				Food	\$29,246.29
				AV / electricity	\$0.00
				Registration	50
				Breakfast	35
				Lunch	45
				Banquet	55
				Breakfast	35
				Total registration - based on 100	\$22,000.00

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

INCOME	Conference:	Plymouth 2022	Plymouth 2021	Plymouth 2019	Plymouth 2018	Plymouth 2017
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
		revised				
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		\$27,110.00	\$4,800.00	\$8,570.00	\$7,375.00	\$8,655.00
Total Conference Revenue		\$63,370.00	\$21,960.00	\$36,440.00	\$35,300.00	\$36,571.00
EXPENSE		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5000 President Expense		\$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		\$65,837.47	\$23,204.31	\$39,521.98	\$38,019.78	\$38,035.68
Income / Expense Variance		(\$2,467.47)	(\$1,244.31)	(\$3,081.98)	(\$2,719.78)	(\$1,464.68)
Total # of Registrants:		264	88 88 - zoom	256	263	236
MCCA donation:		\$5,000.00	\$0.00	\$1,500.00	\$2,700.00	\$250.00

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

Conference:	Springfield 2022	Springfield 2021	Springfield 2019	Springfield 2018	Springfield 2017	Springfield 2016
INCOME	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue						
3110 - Registration	\$7,900.00	\$11,100.00	\$11,600.00	\$11,751.00	\$8,545.00	\$12,126.00
3120 - Meals	\$14,690.00	\$14,010.00	\$12,710.00	\$11,630.00	\$9,895.00	\$13,756.00
3140 - Vendor Income	\$5,415.00	\$5,600.00	\$7,575.00	\$8,620.00	\$6,255.00	\$7,260.00
Total Conference Revenue	\$28,005.00	\$30,710.00	\$31,885.00	\$32,001.00	\$24,695.00	\$33,142.00
EXPENSE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5000 President Expenses	\$566.64					
5400 - Scholarship Expenses						
5403 - MTCA Conference Scholarships	\$440.00	\$200.00		\$0.00	\$853.66	
5700 - Conference Expenses						
5701 - Printing Brochures/Program	\$593.80	\$456.15	\$444.02	\$384.82	\$383.84	\$411.72
5702 - Conference Deposits						
5703 - Postage / Brochure Mailing						
5705 - Entertainment						
5706 - Speakers / Education		\$1,315.35	\$328.86		\$1,289.39	
5707-1 - Conference Hotel / Meals	\$26,876.64	\$32,441.34	\$29,688.88	\$30,255.08	\$24,708.07	\$29,614.69
5707-2 - Conference AV equipment	\$2,100.00					
5708 - NE Conference (2016)						
5709 - Misc Conf Exp (survey)						
5710 - Mentoring - refreshments						
5800 Executive Meeting/lunches	\$733.08	\$382.24				
Total Conference Expenses	\$31,310.16	\$34,795.08	\$30,461.76	\$30,639.90	\$27,234.96	\$30,026.41
Income / Expense Variance	(\$3,305.16)	(\$4,085.08)	\$1,423.24	\$1,361.10	(\$2,539.96)	\$3,115.59
Total # of Registrants:	165	221	224	216	174	253

Plymouth 2023 Classes

Topic of the conference: Clerks for Clerks: Everything other than Elections

Line up:

Wednesday an Athenian Class: Assigned to Mary - **CONFIRMED**

Wednesday afternoon Lauren Goldberg 1st Amendment and Techniques for difficult transactions. Assigned to Amy Akell - **CONFIRMED**

Thursday AM:

Vitals 101 & Home Birth: Assigned to Laurie – **CONFIRMED**

Records Retention and Management: Assigned to Bridget - **CONFIRMED**

Charters/Bylaws/Statute – Assigned to Trudy - **CONFIRMED**

Thursday PM:

Vitals 101 & Home Birth - **CONFIRMED**

MGL-CMR- Obscure Laws: Assigned to Amy Warfield

Friday AM:

Technology News Update - Release of the New VRIS System & State Ethics /COI & Democracy Live: Assigned to Trudy - **CONFIRMED**

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

Town Meeting & Record Management - Mentoring C	2024	2023	March 2022	March 2021	March 2019	March 2018	April 2017
INCOME	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
3100 - Conference Revenue							
3130 - Mentoring Workshops		\$510.00	\$690.00		\$255.00	\$360.00	\$570.00
Total Workshop Revenue	\$0.00	\$510.00	\$690.00	\$0.00	\$255.00	\$360.00	\$570.00
EXPENSE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
5700 - Conference Expenses							
5710 - Mentoring - refreshments		Westwood \$202.22 Millbury \$250.63	Northboro \$360.90 Dennis \$229.37		\$241.41	\$249.08	\$467.64
Total Conference Expenses	\$0.00	\$452.85	\$590.27	\$0.00	\$241.41	\$249.08	\$467.64
Income / Expense Variance	\$0.00	\$57.15	\$99.73	\$0.00	\$13.59	\$110.92	\$102.36
Total # of Registrants:		34	56		17	21	45
		Westwood 14	Dennis 17	46 - zoom	24	9	Franklin 28
		Millbury 20	Northboro 28		Mentor hosted	Mentor hosted	Great Barrington 17
		Mentor hosted - Hamilton 11			(Millbury)	(Wenham)	



MTCA Executive Board
Social Secretary

February 2023 – March 2023

04/03/2023

It was voted by the E-Board at MTCA meeting held on 12/5/2022, that for the loss of a spouse/partner or child, that flowers be sent or that a memorial donation to be sent to the charity fund listed in the obituary. Neither of these to cost more than \$75 per MTCA policy/procedures/by-law.

Type:	Sent:	To:	Reason:
<i>Sympathy Card</i>	03/10/2023	Ellen Agro Mendon	<i>Death of Siblings, Bob & Paula</i>
<i>\$75 planter</i>	03/10/2023	Barry Johnson, Bourne	Death of Wife, Barbara & Car Accident
<i>Sympathy Card</i>	03/10/2023	Susan V. Jacobs, East Brookfield	<i>Death of Mother, Ginny Allen</i>
<i>Sympathy Card</i>	03/10/2023	Jackie Souza Previous TC Dennis 200-2009	<i>Death of Husband, James</i>
<i>Sympathy Card</i>	03/10/2023	Hillary Conklin, Tisbury	<i>Death of her Father</i>

Attached: “Thank you” note from Wendy Mickel for retirement gift.

Regards,
Cheryl C.A. Estrella, CMC
Town Clerk, Town of Freetown, MA
Social Secretary for the MTCA

To
MICA

Thank you for
the thoughtful gift
upon my retirement!

Best Wishes to
every Town Clerk
going forward. You are
an amazing group of people!
Heidi McCall