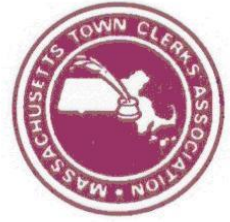


**Executive Board Meeting
Hotel 1620
Wednesday, June 7, 2023 – 10 AM**



www.masstownclerks.org

1. SECRETARY'S REPORT—JAYNE DAVOLIO
 - Approve April 3, 2023 Minutes (attached)
 - EBoard Directory – updated for FY24 (attached)
2. TREASURER'S REPORT— DEB BOURBEAU
 - FY 23 Year to date report (attached)
 - Membership report (attached)
 - FY 24 Proposed Budget (attached)
3. PRESIDENT'S REPORT—BOB CUTLER
 - Updated Appointments (attached)
 - Conference Update
 - MTCA Committee & Board Policy Book (attached)
4. 1ST VICE PRESIDENT'S REPORT—LIZ GREENDALE
 - Scholarship Report (verbal)
 - Vendors Report (attached)
5. 2ND VICE PRESIDENT'S REPORT—DANIELLE SICARD (verbal)
6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - Conference Update (attached)
 - Certifications and member recognition (attached)
7. EDUCATION COMMITTEE REPORT—TRUDY REID (verbal)
 - Wednesday class—First Amendment Audits
8. LEGISLATIVE REPORT—ANDY DOWD
 - MTCA Legislative Agenda (attached)
 - MTCA survey & Data Results – Key Objectives for Changes Draft (attached)
 - Clerks Day on the Hill – Key objectives for changes Draft (attached)
9. COMMITTEE REPORTS:
 - BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER
 - CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO
 - COMMUNICATIONS COMMITTEE – DANIELLE SICARD
 - Gmail Etiquette Document updated (attached)
 - MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER (verbal)
 - MENTORING COMMITTEE – DANIELLE SICARD (verbal)
 - NOMINATION COMMITTEE REPORT—TEDI EATON (attached)
10. SOFTWARE COORINATOR – DANIELLE SICARD (verbal)
11. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA (attached)
12. PAST PRESIDENT REPORT—NANCY TALBOT

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 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	√
SECRETARY	JAYNE MARIE DAVOLIO	√
EXECUTIVE BOARD 2023	LILLIAN M. DRANE	
EXECUTIVE BOARD 2023	ANDREW DOWD	√
EXECUTIVE BOARD 2023	MICHELLE HILL	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ILLENE TWISS	
EXECUTIVE BOARD 2024	VALERIE FOX	
EXECUTIVE BOARD 2025	CARLA DAWNE WARREN	√
EXECUTIVE BOARD 2025	KELLY DARLING	√
EXECUTIVE BOARD 2025	MARY DE ALDERETE	√
PAST PRESIDENT	NANCY TALBOT	
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	
ED. DATABASE COOR/CHAIR	TRUDY REED	
SUNSHINE ADMIN/SOCIAL	CHERYL C.A. ESTRELLA	

Open the meeting at 10:12 A.M.

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve February 1, 2023 Minutes (attached)

Motion to accept Danielle Sicard with corrections Deb Bourbeau 2 nd All in favor.
--

2. TREASURER'S REPORT— DEB BOURBEAU

- FY 23 Year to date report (attached) Discussion looks good, regional scholarship checks should be coming in soon.

Motion Danielle Sicard, Elizabeth Greendale 2 nd All in favor
--

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

- Membership report (attached)

Still a few stragglers with payments, we should send an email stating your benefits will be expiring if we do not get payment. Nancy and Kelly are involved in sending the emails. Discussion on software and creating a template for this procedure. – Danielle Sicard will investigate this.

Retiree Members \$10.00 for payment was discussed.

- Conference Report – Devens 2023 (attached)

It was an awesome conference – members showed up and we got a great benefit from receiving last year's prices for food. The Devens conference is the most affordable for us plus we can't find something comparable in the area.

- FY 24 Proposed Budget (attached)

We were ahead of the game and pushed it out a bit early. There were some adjustments made by separating some of the items. Deb Bourbeau is transitioning her items to Patricia Bessette. The budget will be approved in June by the association. Discussion took place on increases in registration fees to go up \$15.00 for a vote and vendors to go up \$250.00 to 300.00 for a vote. To the board, please look over the budget and get your votes to Deb. Deb will call the Budget committee to meet before Plymouth.

3. PRESIDENT'S REPORT—BOB CUTLER

- Conference Update: We are on point for the Plymouth conference and already planning for Springfield. Mention of a resort fee for booking rooms in Plymouth, Danielle will contact the hotel and get that fixed.

- Appointments (attached) & Directory (attached) Ilene Twiss is resigning from the E board and Legislative committee. Asst. Treasurer Lynn Sibley to retire. Discussion of transferring the accounts at Plymouth to TD banks and to have two people on the accounts.

- o Assistant Treasurer – Patricia Bessette appointment Budget committee, Communication Committee

- o Communication Committee – Dawne Warren

- o Nomination committee – Kelly McElreath

Looking at Ilene Twiss appointments for the Plymouth meeting. President Cutler will speak with the nominating committee.

Danielle Sicard, motion to accept Andy Dowd 2nd All in favor.

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

- MTCA Bylaw Changes – dues date & Secretary on Communications Committee (attached)

The dues date is causing a bit of difficulty for the Fall Conference and we are looking to change this for publication at the June Meeting.

Elizabeth Greendale motion to approve Danielle Sicard 2nd All in favor.

- MTCA Committee & Board Policies (attached)

o Member Recognition Program- accepted in 2013 and never made into the policy book. Make a change to 5 years under 2a.

o Sunshine Fund Procedures- Cheryl put together a procedure and it is clearer. Great Job Cheryl!

o Education Committee Roles – Completion of changing the roles and how the education committee is handling the new regime. Seems like everything is running well and going smoothly.

o Communications Committee- Discussion on the recorder; Two years the recorder was removed from the procedures.

o Conference Speakers – Discussion on meals for instructors/speakers and weather-related cancellations. We have not had a formal policy to follow for weather cancellations. Let's investigate this to help the education committee.

Meal for Instructors- Procedure for speakers not the whole team. We need to make sure that they know the fees that we pay. We cannot afford to pay for every member that they bring. Hotels are counting every person and it gets costly.

Maybe we can discuss creating an Ad-Hoc committee to tie into the conference software to count for payment etc.

Danielle Sicard made a motion to create an Ad-Hoc Committee to explore technology for meals and classes to stream line the process and have 5 to 10 members including Carla Dawne Warren, Cheryl C.A. Estrella, Mary de Alderete, Karri Tari and Patricia Bessette, Elizabeth Greendale 2nd All in favor

o Financial Considerations (new section) - Money Market Account Balance and credits on file would after One year would expire and be a donation.

o Appointment Timeline / Process- Eboard put together a policy and place it in the policy book.

Elizabeth Greendale made a motion to accept the changes to the policy book as presented and to place copies at the Plymouth conference. Danielle Sicard 2nd All in favor.

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

- MTCA Early Voting & Vote by Mail Survey Update / Next Steps –

Great Job, tremendous amount of work. Chart is so beneficial to show the legislature. The legislature only cares about the voters. We can show them what is happening and present the data. This is an uphill battle. Three Hundred and Twenty-Eight members responded to the survey so far. Next steps are to graph and finish the document and then the Ex-summary. Andy and the legislative committee's objectives are to complete the document and bring it to Plymouth. Deadline May 15, 2023.

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

- Vendor Table increase discussed from \$250 - \$300 11 vendors so far for Plymouth, turned money into Deb for Plymouth. \$1150.00 donations from vendors. Advertisements for the vendors in the brochure, we already have the info in the book. Possible QR code considered for booklets, or we could add vendors Ads for a fee ¼ page-1/2 page-full page. Check with Cheryl C.A. Estrella about costs.

Motion Danielle Sicard to increase the vendor fee from \$250 to \$300 and keep \$100 for additional tables. 2nd Mary de Alderete, All in favor

Plymouth conference will have a comedian for the Inaugural event. The cost is \$500.00 dollars, 6 to 7 cocktail hour, 7 to 8:30-dinner 8:30 to 9:15 Comedian

Plymouth Presidents Inaugural event (plated Steak fish, Salmon, Chicken as a banquet) also involved with the swearing in ceremony. On the off year we can be more casual and not need a plated dinner.

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

- Conference Registration & Meal fees - conference cost comparisons, conference

Reports, Springfield projections (attached)

Discussion about the fees and projections on the attached. Danielle gave us as much data as possible and there was discussion on going up on the registration fees. The packet for the vendors will be ready for Plymouth. Our loss of money was in the food items in the amounts of three to four thousand dollars. We need to recoup that money somewhere.

Registration fee to increase as all fees have been going up. Discussion took place on the data of the conferences. Budgets are being finished, but we need to let the membership know that we have scholarships to help members. Ask members to have their letters document everything that they ask for from their towns.

Changes made to the budget to Add \$4000.00 to the meals line and \$2000.00 in line number 5709 to help adjust the budget.

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

Andy Dowd made a motion to increase the Registration fee for each conference by \$25.00; \$50 to \$75 and \$100 to \$125. Kelly Darling 2nd, All in favor.

No motion, but discussion for the budget review committee to increase \$6000 increase line 3110, \$4000 for meals line 5707-1, \$ 2000 for line 5709.

NEACTC Kelly Darling brought forth discussion on Raffle set up in center of the Atlantic Room. The committee discussed buying a table to help with the raffles. But MTCA needs tables for vendors. So NEACTC will have four tables in the vendor location as usual in the middle of the vendors. Discussion on Smaller raffle items. Also, all items that were pre-purchased will be picked up at the registration table. Danielle will ask about a side room to lock items in that were not picked up the first day.

Springfield discussion on out of the box ideas for NEACTC – work with the hotel to do a paint night, craft night or karaoke sing-along. Go through Danielle as there should only be one person to speak with our contact at the hotel.

NEACTC is also working on Apple pay or others. Venmo and working on non-profit status.

6. CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD N/A

7. EDUCATION COMMITTEE REPORT—TRUDY REID Absent

- Wednesday class—1st Amendment & Techniques for difficult people & Athenian Offering
- Education Committee Conference Education (attached)

Discussion on classes exciting.

Applied for IIMC approval for CMC/MMC

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

8. LEGISLATIVE REPORT—ANDY DOWD (verbal)

- Clerks Day on the Hill – Wednesday, June 28 Thank you to Cheryl C.A. Estrella for setup, she has been very instrumental. Great Hall location to begin. Dottie Powers reached out for sponsorship (unknown) there may be some expense to the association. We should have a one-page document with data of our vision to bring with us.

Changes are not done immediately, Secretary said give it time. Andy will talk with Michelle to see if they have room to fix the postcards or make a change.

Overview: We need hard numbers by the June E-Board meeting to be approved. Western MA did a bus and Worcester County paid for the transportation. We will see what can be done. Great Hall in the morning to begin than a lunch and off to see the Representatives and Senators at their offices. Reach out to them and set up meeting times.

Items to mention to the members RSVP may be a fee for a bus, Proper Attire/ Proper Attitude to represent.

Andy sent out information to Common Cause and The League of Women Voters for a \$5000 grant program!

9. COMMUNICATIONS COMMITTEE—DANIELLE SICARD (verbal)

- MTCA Staff & Salary Survey: Well received and we should do it every year.

10. MENTORING COMMITTEE—DANIELLE SICARD

- Mentoring Committee Report – Town Meeting / Records – March 2023 (attached)

June to be presented at Dennis and Burlington

11. SOCIAL SECRETARY REPORT—Cheryl Estrella (attached) Absent but report provided.

12. PAST PRESIDENT REPORT—NANCY TALBOT –N/A

Notes; Mary de Alderete spoke about SMS messages, Andy talked to Civic Plus about adding that onto the website. Members can do this by signing up and registering their own number. Email prior to the conference to provide information. Link in the email (possible). On the members only link on the left added text messages.

MTCA EXECUTIVE BOARD MEETING



April 3, 2023 – Northborough Senior Center

Rough draft 4/3/2023

Andy tested office and personal- no issues.

Elizabeth Greendale would like to purchase clocks for retiring members. Purchase 20 clocks at \$1500.00 to buy for retirement. Andy will find a picture of one for setup.

Andy will share the conference pictures from the gala. Slide show during the banquet or the appetizer hour. Link on the website.

Adjourn at 12:01 PM Elizabeth Greendale motion – Mary de Alderete 2nd. All in favor.

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

EXECUTIVE BOARD

2023-2024

ASSOCIATION OFFICERS

President

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

1st Vice-President

Danielle M. Sicard, MMC/CMMC *Bristol County* Office: 508-230-0530
 136 Elm Street Fax: 508-230-0569
 Easton, MA 02356 Cell: 508-840-3727
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 Tues - Thurs: 8:30 AM - 4:30 PM
 Fri: 8:30 AM - 12:30 PM

2nd Vice-President

Dorothy A. Powers, MMC/CMMC *Norfolk County* Office: 781-326-3964
 580 High Street Fax: 781-948-4573
 Westwood, MA 02090 Cell: 781-801-0922
 Hours: Mon-Wed: 8:30-4:30 PM Email: dpowers@townhall.westwood.ma.us
 Tuesday: 8:30 -7:00 PM
 Friday: 8:30-1:00 PM

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

Secretary

Jayne Marie Davolio, CMMC, CMC *Worcester County* Office: 508-865-9110
 127 Elm Street Fax: 508-865-0857
 Millbury, MA 01527 Cell: 508-930-8515
 Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: jdavolio@millburyma.gov
 Tues: 8:00 AM - 7:00 PM
 Fri: 8:00 AM - 12:00 PM

Past President

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

Legislative Agent

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

EXECUTIVE BOARD MEMBERS

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

Andrew Dowd, CMC/CMMC (2023-2024) *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

Valerie Fox, MMC, CMMC (2021-2024) *Middlesex County* Office: 781-259-2607
16 Lincoln Road Fax: 781 259-8735
Lincoln, MA 01773 Cell: 617-281-4190
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: 781-354-4047
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

Executive Board – Term Expires 2026

Ellen S. Agro, CMMC (2023-2026) *Worcester County* Office: 508-473-1085
20 Main Street Fax: 508-473-5793
Mendon, MA 01756 Cell : 508-259-9421
Hours: Mon-Thurs: 8:00 AM-4:00 PM email : eagro@mendonma.gov
Friday Closed

Debra A. Gremo, CMC, CMMC (2023-2026) *Plymouth County* Office: 508-291-3140
54 Marion Road Fax: 508-291-6511
Wareham, MA 02571 Cell:
Hours: Mon, Wed, Thur: 8:15 AM – 6:00 PM email: clerk@wareham.ma.us
Tues: 8:15AM – 6:30 PM
Friday Closed

Kelly McElreath, MMC (2023-2026) *Plymouth County* Office: 508-322-3433
26 Court Street Fax: 508-830-4116
Plymouth, MA 02360 Cell: 508-726-3984
Hours: Mon, Wed, Thurs: 7:30 AM-4:00 PM Email: kmcelreath@plymouth-ma.gov
Tues: 7:30 AM – 6:30 PM
Fri: 7:30 AM-12:00 PM

APPOINTED POSITIONS

Assistant Treasurer: Intentionally Vacant

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

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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: 508-243-5609
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 *Worcester County*
41 Elm Street
Southbridge, MA 01550

Office: 508-764-5408

Fax:
Cell:
Email: mbonadies@southbridgema.org

Communications Committee Chair

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

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Cell: 508-840-3727
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Education Committee Chair

Trudy L. Reid, CMMC (2021-2024) *Essex County*
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Legislative Committee Chair

Andrew T. Dowd, CMC/CMMC *Worcester County*
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Cell: 508-269-2672
E-Mail: adowd@town.northborough.ma.us

Lobbyist Review Committee Chair

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

Office: 508-393-5002
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Cell: 508-269-2672
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Member Recognition Committee Chair

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

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Fax: 978-544-1134
Cell:
E-Mail: townclerk@townoforange.org

Mentoring 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

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

Massachusetts Town Clerks' Association

Budget vs. Actual

As of May 31, 2023

INCOME	FY23 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$38,000.00	\$9,050.00	\$30,400.00	\$7,600.00
3120 - Meals	\$49,000.00	\$16,166.00	\$50,486.00	(\$1,486.00)
3130 - Mentoring Workshops	\$1,800.00	\$525.00	\$1,005.00	\$795.00
3140 - Vendor Income	\$22,000.00	\$4,260.00	\$18,530.00	\$3,470.00
Total Conference Revenue	\$110,800.00	\$30,001.00	\$100,421.00	\$10,379.00
3200 - Certification Revenue	\$1,500.00	\$305.00	\$1,255.00	\$245.00
3300 - Scholarship Donations	\$2,500.00	\$500.00	\$1,250.00	\$1,250.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$0.00	\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	\$12,000.00	\$3,500.00	\$19,468.00	(\$7,468.00)
3600 - Dues	\$30,000.00	\$1,550.00	\$32,240.00	(\$2,240.00)
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	\$5,855.00	\$54,233.00	(\$6,233.00)
TOTAL INCOME	\$158,800.00	\$35,856.00	\$154,654.00	\$4,146.00

Massachusetts Town Clerks' Association

Budget vs. Actual

As of May 31, 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	\$187.00	\$211.98	\$38.02
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	\$187.00	\$4,246.98	\$103.02
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$32,520.87	\$3,529.13
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	\$32,630.87	\$3,529.13
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	\$192.50	\$745.00	\$255.00
5602 - Certification Expenses	\$400.00		\$322.11	\$77.89
Total Certification Expenses	\$1,400.00	\$192.50	\$1,067.11	\$332.89
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$1,118.13	\$381.87
5702 - Conference Deposits	\$7,000.00		\$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		\$47,541.84	\$35,458.16
5707-2 - Conference AV equipmemt	\$2,000.00	\$4,884.68	\$8,854.28	(\$6,854.28)
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	\$271.62	\$862.93	\$937.07
Total Conference Expenses	\$98,340.00	\$5,156.30	\$65,896.22	\$32,443.78

Massachusetts Town Clerks' Association

Budget vs. Actual

As of May 31, 2023

EXPENSE Continued	FY2023 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$225.00	\$1,546.44	\$1,053.56
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	\$900.00	\$1,750.00	(\$900.00)
6002 - Annual Tax Returns	\$850.00	\$900.00	\$1,750.00	(\$900.00)
Total Auditor Expense	\$1,700.00	\$1,800.00	\$3,500.00	(\$1,800.00)
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$1,799.30	\$2,029.60	(\$1,029.60)
6202 - NEMCI Graduation Gifts	\$400.00		\$294.00	\$106.00
6203 - Miscellaneous	\$500.00		\$25.00	\$475.00
Total Miscellaneous Expense	\$1,900.00	\$1,799.30	\$2,348.60	(\$448.60)
TOTAL EXPENSE	\$158,800.00	\$15,368.44	\$111,802.86	\$46,997.14
Income / Expense Variance	\$0.00		\$42,851.14	

Massachusetts Town Clerks' Association
Budget vs. Actual
As of May 31, 2023

Checking Account

Beginning Balance	3/15/2023	\$43,635.95
New Income		\$35,856.00
New Expenses		\$15,368.44
Current Balance	5/31/2023	\$64,123.51

Money Market account Balance

Beginning Balance	3/15/2023	\$32,287.18
New Income		\$1.62
New Expenses		
Current Balance	5/31/2023	\$32,288.80

Membership Summary

2023

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	274	\$22,160.00	\$60.00	\$22,220.00
ACTIVE MEMBER	INACTIVE	6	\$535.00	\$0.00	\$535.00
ACTIVE MEMBER	TRANSFER-INACTIVE	8	\$535.00	\$0.00	\$535.00
AFFILIATE MEMBER	ACTIVE	21	\$2,100.00	\$0.00	\$2,100.00
AFFILIATE MEMBER	INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	262	\$6,550.00	\$0.00	\$6,550.00
ASSOCIATE	INACTIVE	6	\$150.00	\$50.00	\$200.00
ASSOCIATE	TRANSFER-ACTIVE	1	\$25.00	\$0.00	\$25.00
ASSOCIATE	TRANSFER-INACTIVE	6	\$150.00	\$0.00	\$150.00
CITY STAFF	ACTIVE	13	\$325.00	\$0.00	\$325.00
NEW CLERK	ACTIVE	5	\$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
					\$32,880.00

2023

MTCA MEMBERSHIPS PENDING

Printed on:

6/1/2023

ACTIVE MEMBER

Town	Name	Population	Total Fee
Acushnet	Pamela Labonte	10197	\$100.00
Chilmark	Jennifer Christy	1068	\$35.00
Sandisfield	Douglas Miner	825	\$15.00

ACTIVE MEMBER TOTAL \$150.00

AFFILIATE MEMBER

Town	Name	Population	Total Fee
Westfield	Kaitlyn Bruce	41000	\$100.00

AFFILIATE MEMBER TOTAL \$100.00

ASSOCIATE

Town	Name	Population	Total Fee
Bourne	Linda D'Angelo	20452	\$25.00
Cummington	Eliza Dragon	835	\$25.00
Eastham	Kendra Menard	4995	\$25.00
Millville	Catherine Correia	3100	\$25.00
Wareham	Shayne Martin	21822	\$25.00

ASSOCIATE TOTAL \$125.00

STAFF- No Membership

Town	Name	Population	Total Fee
Everett	Janeen Gibbons	41550	\$0.00

STAFF- No Membership TOTAL \$0.00

TOTAL \$375.00

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

INCOME	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY24 Proposed	FY23 VS FY24 VARIANCE	
3100 - Conference Revenue						
3110 - Registration	\$6,600.00	\$34,350.00	\$38,000.00	\$53,000.00	\$15,000.00	includes \$25 increase (600 x 25= \$15,000)
3120 - Meals	\$10,560.00	\$54,440.00	\$49,000.00	\$51,600.00	\$2,600.00	
3130 - Mentoring Workshops	\$285.00	\$2,310.00	\$1,800.00	\$1,800.00	\$0.00	
3140 - Vendor Income	\$4,800.00	\$36,255.00	\$22,000.00	\$24,000.00	\$2,000.00	increase tables from \$250 to \$300
Total Conference Revenue	\$22,245.00	\$127,355.00	\$110,800.00	\$130,400.00	\$19,600.00	
3200 - Certification Revenue	\$1,240.00	\$920.00	\$1,500.00	\$1,500.00	\$0.00	
3300 - Scholarship Donations	\$0.00	\$3,350.00	\$2,500.00	\$2,500.00	\$0.00	
3400 - Public Recorder/Website Ads	\$0.00	\$3,000.00	\$2,000.00	\$2,000.00	\$0.00	
3500 - Media Stipends/AP/Educ	\$12,384.00	\$0.00	\$12,000.00	\$6,000.00	(\$6,000.00)	
3600 - Dues	28,660.00	32,905.00	30,000.00	31,100.00	\$1,100.00	
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3800 - MISC (Mkting/Sundries)	\$0.00	\$8,265.31	\$0.00	\$0.00	\$0.00	
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$42,284.00	\$48,440.31	\$48,000.00	\$43,100.00	(\$4,900.00)	
TOTAL INCOME	\$64,529.00	\$175,795.31	\$158,800.00	\$173,500.00	\$14,700.00	

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

EXPENSE	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY24 Proposed	FY23 VS FY24 VARIANCE
5000 - President Expenses	\$0.00	\$2,892.71	\$2,500.00	\$2,500.00	\$0.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses					\$0.00
5200-Treasure Expenses	\$198.00	\$425.00	\$250.00	\$250.00	\$0.00
5201- MTCA software	\$2,835.00	\$2,835.00	\$2,900.00	\$2,900.00	\$0.00
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$1,200.00	\$0.00
Total Treasurer Expenses	\$4,233.00	\$3,860.00	\$4,350.00	\$4,350.00	\$0.00
5300 - Lobbyist Expenses					
5301 - Lobbyist Salary	\$34,451.04	\$35,000.04	\$36,050.00	\$36,050.00	\$0.00
5302 - Lobbyist Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$238.50	\$128.50	\$110.00	\$110.00	\$0.00
Total Lobbyist Expense	\$34,689.54	\$35,128.54	\$36,160.00	\$36,160.00	\$0.00
5400 - Scholarship Expenses					
5401 - NEMCI Exp (outside sources)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00
5402 - NEMCI Exp (MTCA)	\$0.00	\$1,050.00	\$1,100.00	\$1,100.00	\$0.00
5403 - MTCA Conference Scholarships	\$0.00	\$513.56	\$4,000.00	\$4,000.00	\$0.00
5404 - Awards/Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Scholarship Expenses	\$0.00	\$1,563.56	\$7,600.00	\$7,600.00	\$0.00
5500 - Legislative Committee Expenses	\$0.00	\$43.00	\$250.00	\$250.00	\$0.00

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

EXPENSE Continued	FY 21 YR END	FY22 YR END	FY23 BUDGET	FY24 Proposed	FY23 VS FY24 VARIANCE	
5600 - Certification Expenses						
5601 - Administrator Stipend	\$510.00	\$677.50	\$1,000.00	\$1,000.00	\$0.00	
5602 - Certification Expenses	\$373.94	\$288.59	\$400.00	\$400.00	\$0.00	
Total Certification Expenses	\$883.94	\$966.09	\$1,400.00	\$1,400.00	\$0.00	
5700 - Conference Expenses						
5701 - Printing Brochures/Program	\$0.00	\$1,475.85	\$1,500.00	\$1,800.00	\$300.00	
5702 - Conference Deposits	\$5,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	
5705 - Entertainment	\$500.00	\$8,900.00	\$600.00	\$600.00	\$0.00	
5706 - Speakers / Education	\$1,687.41	\$5,940.35	\$1,240.00	\$1,240.00	\$0.00	
5707-1 - Conference Hotel / Meals	\$18,084.04	\$98,893.37	\$83,000.00	\$89,600.00	\$6,600.00	increase costs for meals
5707-2 - Conference AV equipment			\$2,000.00	\$7,500.00	\$5,500.00	\$1900 Devens, \$3500 Plymouth, \$2100 Fall
5708 - NE Conference (2016-2022-2028)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
5709 - Misc Conf Exp (survey)	\$2,119.44	\$2,831.77	\$200.00	\$2,500.00	\$2,300.00	Survey Monkey & class reg/attendance system
5710 - Mentoring - refreshments		\$0.00	\$1,800.00	\$1,800.00	\$0.00	
Total Conference Expenses	\$28,390.89	\$126,041.34	\$98,340.00	\$113,040.00	\$14,700.00	
5800 - Executive Board Meetings/Lunches	\$1,054.68	\$2,186.99	\$2,600.00	\$2,600.00	\$0.00	
5900 - Communication/Public Recorder						
5901 - Pub Rec Stipend / Editor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5902 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5903 - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5904 - Web Hosting	\$1,995.00	\$1,995.00	\$2,000.00	\$2,000.00	\$0.00	
Total Communication/Public Recorder	\$1,995.00	\$1,995.00	\$2,000.00	\$2,000.00	\$0.00	
6000 - Auditor						
6001 - Annual Financial Review	\$850.00	\$0.00	\$850.00	\$850.00	\$0.00	
6002 - Annual Tax Returns	\$850.00	\$0.00	\$850.00	\$850.00	\$0.00	
Total Auditor Expense	\$1,700.00	\$0.00	\$1,700.00	\$1,700.00	\$0.00	
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6200 - Miscellaneous Expenses						
6201 - Gifts/Memorials/Flowers	\$588.69	\$161.89	\$1,000.00	\$1,000.00	\$0.00	
6202 - NEMCI Graduation Gifts	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	
6203 - Miscellaneous	\$25.00	\$1,802.14	\$500.00	\$500.00	\$0.00	
Total Miscellaneous Expense	\$613.69	\$1,964.03	\$1,900.00	\$1,900.00	\$0.00	
TOTAL EXPENSE	\$73,560.74	\$176,641.26	\$158,800.00	\$173,500.00	\$14,700.00	
Income / Expense Variance	(\$9,031.74)	(\$845.95)	\$0.00	\$0.00		

MTCA 2023-2024 APPOINTMENTS

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

updated as of:

6/7/2023

Draft

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
ASSISTANT TREASURER						2 yr	1	E Board
	<i>Intentionally Vacant</i>			2023	2025			
BUDGET COMMITTEE						1yr	5	E Board
<i>Chair</i>	Patricia Bessette	Avon		2023				
	<i>Intentionally Vacant</i>			2023				
	Amy Akell	Ipswich		2023	2024			
	Jayne Marie Davolio	Millbury		2023	2024			
	Andrew Dowd	Northborough		2023	2024			
BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE						3 yr	6	President / E Board
<i>Chair</i>	Nancy Blackmer	Orange		2023	2026			
	Stephanie Carrera	Stoughton		2023	2026			
	Narice Casper	Marshfield		2023	2026			
	Jeanne Hudson	Holden		2023	2026			
	Trudy Reid	Wayland		2023	2026			
	Dorothy Powers	Westwood	2nd VP (Advisory)	2023				
CMMC CERTIFICATION ADMINISTRATOR						3 yr	1	E Board
	Barbara LaBombard	Easthampton		2021	2024			
CMMC CERTIFICATION / EXAMINATION BOARD						3 yr	5	E Board
	Barbara LaBombard	Easthampton	CMMC Certification Admin	2021			(staggered terms)	
<i>Chair</i>	Madaline I. Bonadies	Southbridge		2021	2024			
	Nancy Blackmer	Orange		2023	2026			
	Lillian Drane	Lakeville		2022	2025			
	Valerie Fox	Lincoln		2022	2025			
CLERK'S MANUAL COMMITTEE						3 yr	5	EBoard
<i>Chair</i>	Jayne Marie Davolio	Millbury	Secretary (Chair)	2021				
	Deborah Kaye	Mashpee		2020	2023			
	Mary De Alderette	Lexington		2020	2023			
	Dorothy Powers	Westwood		2022	2023			
	Ryan Witkos	Hardwick		2023	2026			
COMMUNICATION COMMITTEE						3yr	8 & website com. Reps	President / Eboard
	Patricia Bessette	Avon	Treasurer OR Assist.Treas	2023			(staggered terms)	
	Jayne Davolio	Millbury	Secretary	2023				with bylaw change
	Nancy Burnham	Athol		2023	2026			
	Andrew Dowd	Northborough		2023	2026			
	Elizabeth Gaffey	Walpole		2022	2025			
	Dawne Warren	North Andover		2023	2024			
	Kelly McElreath	Plymouth		2022	2025			
<i>Chair</i>	Danielle Sicard	Easton	Member & Mentoring Committee Rep	2021	2024			
	Dorothy Powers	Westwood	Legislative Committee Rep	2021				
	Trudy Reid	Wayland	Education Committee Rep	2021				
	Barbara LaBombard	Easthampton	CMMC Certification/Exam Board	2021				

MTCA 2023-2024 APPOINTMENTS

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

updated as of:

6/7/2023

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>	Elizabeth Greendale	Holliston	President (Chair)	2023				
	Danielle Sicard	Easton	1st VP - Vendors	2023				
	Dorothy Powers	Westwood	2nd VP - Hotel	2023				
	Barbara LaBombard	Easthampton	Conference Registration Admin	2022				year error correction
	Trudy Reid	Wayland	Education Database Coordinator	2021				
	"	"	Education Committee Chair	2021				
	Cheryl Estrella	Freetown	Conference Brochure Admin	2023	2025			
	Terri Bunce	Dennis		2023	2025			
	Kaari Mai Tari	Concord	Conference Class Registrations Admin	2023	2025			
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
	Dorothy Powers	Westwood	2nd VP	2023		(staggered terms)		
	Amy Akell	Ipswich		2021	2024			
	Laurie Becker	Paxton		2023	2026			
	Jayne Marie Davolio	Millbury		2022	2025			
	Mary De Alderete	Lexington		2022	2025			
	KC Kato	Wellesley		2023	2026			
	Lynn Kelly	Harvard		2023	2026			
<i>Chair</i>	Trudy Reid	Wayland	Education Database Coordinator	2021	2024			
	Kaari Mai Tari	Concord		2023	2026			
	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	2 Alt.	President / E Board
	Lori West	Hull		2018	2024	3 yr	7	
	Dorothy Powers	Westwood		2018	2024	(staggered terms)		
	Catherine Harder-Bernier	Hanover		2020	2023			
	Carin A. Kale	Hamilton		2023	2023			moved from alternate
<i>Chair</i>	Andrew Dowd	Northborough		2019	2025			
	Debra Gremo	Auburn		2019	2025			
	Ryan Witkos	Hardwick		2021	2025			
<i>Alt.</i>	James Hegarty	Southborough		2023	2023			
<i>Alt.</i>	Danielle Sicard	Easton	1st VP (Alt - 1 yr term)	2023				
LOBBYIST REVIEW COMMITTEE						3 yr	3	President / Eboard
	Patricia Bessette	Avon	Treasurer	2023				
	Andrew Dowd	Northborough	Chair of Legislative Committee	2021				
	Robert E. Cutler, Jr.	Foxborough		2023	2026			

MTCA 2023-2024 APPOINTMENTS

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

updated as of:

6/7/2023

Draft

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
MEMBER RECOGNITION COMMITTEE						3yr	5	President / Eboard
	Elizabeth Greendale	Holliston		2023		(staggered terms)		
	Robert E. Cutler, Jr.	Foxborough		2023		Past President		
Chair	Nancy Blackmer	Orange		2021	2024			
	Jayne Marie Davolio	Millbury		2023	2026			
	Theodora Eaton	Needham		2022	2025			
MENTORING COMMITTEE						n/a	up to 12	Mentoring Committee
Chair	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				
	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			
Chair	Theodora Eaton	Needham		2019	2023			
	Kelly McElreath	Plymouth		2023	2023			
	Kaari Mai Tari	Concord		2019	2023			
	Danielle M Sicard	Easton		2023		1st VP (non voting)		
SCHOLARSHIP COMMITTEE						2 yr	3	President
Chair	Danielle M Sicard	Easton		2023		1st VP (Chair)		
	Nancy Blackmer	Orange		2023	2025			
	Jayne Marie Davolio	Millbury		2023	2025			
SOFTWARE COORDINATOR						2 yr	1	President
	Danielle Sicard	Easton		2023	2025			
SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY						1 yr	1	President
	Cheryl Estrella	Freetown		2023	2024			

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION
COMMITTEE & BOARD POLICIES & PROCEDURES MANUAL**

As of June 7, 2023

INTRODUCTION

This manual has been developed and compiled by the Executive Board to document current membership expectations and practices, and expand upon the duties and responsibilities of the MTCA committees, as outlined in the Association Bylaws. Article VI, Section F of the Association Bylaws reads as follows:

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

PART 1. MEMBERS

Member Recognition Program

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 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.

Certification Program (CMMC) and Certification Administrator

The Certification Administrator shall be responsible for the following:

- Notifies members, through the website or other means, of availability of applications, test dates and deadlines.
- Provides for availability of application forms at all MTCA Conferences.

- Receives and responds to all communications regarding certification and testing.
- Processes all exam applications.
- Prints and distributes by certified mail all tests semi-annually (between January 1 and 7, and July 16 and 23).
- Receives and grades tests and notifies applicants of results and review period.
- Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in the review/appeal process.
- Mails, receives and processes all re-certification applications. Notifies applicants and prepares certificates.
- Presents certification and re-certification certificates to successful candidates at MTCA conferences.
- Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records.
- Submits all fees and reports all expenses to the Treasurer in a timely manner.

Fees shall be as follows:

- Examination fee shall be fifty dollars (\$50)
- Certification fee shall be twenty-five dollars (\$25)
- Re-certification fee shall be fifteen dollars (\$15)
- The Certification Administrator shall receive 50% of all fees paid to the Treasurer for the CMMC program, and shall submit a bill to the Treasurer for payment.

Sunshine Fund Administrator / Social Secretary

The Sunshine Fund Administrator/Social Secretary shall be appointed by the President on an annual basis, for a term 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:

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:

- 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 officer where the *hospital stay* extends beyond 48 hours, a floral arrangement/planter 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:

- 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. At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any present 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 classes, through donations of either monetary value or their time.

Software Coordinator

The software coordinator position is intended to provide support and training to the Executive Board and members of committees who are required to utilize the MTCA software for processing MTCA business relative to membership and conferences.

This individual is appointed by the outgoing President prior to a new President taking office and to serve for the 2-year term of the incoming President. The position will have an annual stipend of \$1200 with ½ paid in January and the remainder in June along with any additional per diem costs for services outside the scope of this position that are billed to the association by the software coordinator (see per diem section below).

The software coordinator is responsible for **training** as follows:

- Providing an annual training session for software users & E-Board members
- Providing new software users with up to 2 hours training upon appointment
- Maintain and disseminate the software manual, making corrections and additions as necessary

The software coordinator is responsible for **software functionality** as follows:

- Maintaining lists of software users, access levels & passwords as well as distribution of new software versions as they become available
- Leads the implementation of the software flip with software vendor, treasurer and assistant treasurer to ensure the membership data (member lists & income) and conference income within in the software matches treasurers' records – making corrections when necessary

The software coordinator is responsible for **ensuring proper use and implementation** of the software in the following manner:

- Initiate processing reminders and deadlines via email to users prior to each conference for the following: scholarships, vendors, clerk teacher credits
- Initiate processing reminders and deadlines via email to users post conference about class attendance credits
- Initiate processing reminders via email relative to processing vendor annual website sponsorships, processing membership benefits (email, gmail access) and CMMC certifications.

The software coordinator acts as the **main contact between the MTCA and the software vendor** regarding software issues and updates. With the exception of the Treasurer, Assistant Treasurer (processing memberships) and the Conference Administrator, all software users must work through the software coordinator who will contact the vendor about software issues. The treasurer, Assistant Treasurer and Conference Administrator must copy the software coordinator on software issue communications with the vendor.

Per Diem events such as the following could result in additional compensation of \$20/hour or an agreed upon lump sum to the software coordinator.

- Implementation of New Software Functionality (prior approval by E-Board required)
- Addressing software users' failure to perform tasks which they are responsible for
- Additional trainings necessary beyond the scope to ensure proper software processing
- Management of unforeseen software issues beyond the scope

PART 2. CONFERENCES

Conference Registration Administrator

- Receives and processes all conference registrations and fees
- Maintains registration desk at conferences
- Maintains an accurate account of all conference attendees and reports results to Conference Committee
- Submits all conference receipts to the Treasurer in a timely manner

Education Committee Roles

Chairperson

- Schedule all committee meetings and disseminate meeting materials.
- Create meeting agendas; finalize minutes & ensure they are posted to the MTCA website.
- Review draft of IIMC class descriptions with IIMC coordinator prior to submittal.
- Ensure all responsibilities of the committee, in preparing the education classes for conferences, have been fulfilled.
- 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
 - 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 the 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 the 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 completed 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

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 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 3. COMMUNICATION AND MENTORING COMMITTEES

COMMUNICATION COMMITTEE:

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 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 June
 - Process deposits for vendor sponsors in MTCA software – upon receipt
 - Provide vendor logos to website administrators – annually by August 1st

- **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

MENTORING COMMITTEE:

The MTCA's Mentoring Committee is charged with developing a suitable curriculum to assist new Clerks in establishing their offices and establishing a mentoring network for support.

Appointment of Mentoring Committee members – The mentoring committee consists of no more than 12 members with terms that do not expire. When a vacancy occurs on the mentoring committee interested clerks shall submit letters of interest to the MTCA president who shall forward these to the mentoring committee for review and approval. The mentoring committee is responsible for creating criteria qualifications to become members.

The following documents are created and maintained by the Mentoring Committee: Qualifications to become a member of the Mentoring Committee, Mentor and/or hosting requirements & responsibilities.

- **Chairperson** – meeting agendas / minutes and follow up emails

- **Registration Coordinator**
 - Creates & distributes registration forms
 - Manages survey monkey tool
 - Communicates with registrants
 - in advance of class (confirmation of date/time, location information, parking details, PowerPoint handout)
 - after the class (additional documents requested at class, survey link)

- **Host Coordinator**
 - Main contact with host about location details, technology and food

- **Certification Coordinator**
 - Applies for IIMC credit
 - Produces and collects signatures for attendance sheets at workshops
 - Produces and collects evaluations (required as part of IIMC credit) at workshops
 - Inputs attendance into MTCA software & ensures appropriate class credit is recorded

- **Education Coordinator**
 - Keeps Power Points up to date
 - Monitors and updates website sample documents

- **Mentor Coordinator**
 - Maintains mentor lists in MTCA software
 - Host Mentors main contact to coordinate and follow requirements

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 5. 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.

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.

SUMMER - 2023

Date: 5/31/2023 1:06:36 PM

Vendor	Tables	Add Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPaid	2nd PD Date	Bal Due
A. Rifkin Co.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	3/30/2023	\$250.00		\$0.00
Accufile	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	0	0	\$290.00	5/25/2023	\$290.00		\$0.00
Center for Tech and Civic Life	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$325.00	5/16/2023	\$325.00		\$0.00
Democracy Live	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	0	0	0	\$750.00	3/30/2023	\$750.00		\$0.00
Donnegan Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/16/2023	\$250.00		\$0.00
Dupont Storage Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	0	\$380.00	3/30/2023	\$355.00	4/24/2023	\$0.00
EasyVote Solutions	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	3/31/2023	\$250.00		\$0.00
eBizDocs	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/16/2023	\$250.00		\$0.00
Election Systems & Software ES&S	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	2	2	2	0	\$1,010.00	3/30/2023	\$1,010.00		\$0.00
Firelock	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$325.00	5/25/2023	\$325.00		\$0.00
General Code LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	3/30/2023	\$250.00		\$0.00
Govinvest	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	1	\$415.00		\$0.00		\$415.00
Inclusion Solutions	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/16/2023	\$250.00		\$0.00
King Information Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	4/24/2023	\$250.00		\$0.00
KOFILE Technologies	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	2	0	0	\$930.00	5/25/2023	\$930.00		\$0.00
LHS Associates, Inc.	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00	0	0	0	0	\$1,450.00	5/25/2023	\$1,450.00		\$0.00
LL DATA Designs LLC	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$450.00
Logikcull	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/16/2023	\$250.00		\$0.00
Lynxlog, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	2	0	\$360.00	5/25/2023	\$360.00		\$0.00
Mass Mailers Plus, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	2	2	0	0	\$650.00	4/10/2023	\$650.00		\$0.00

Meridia Interactive Solutions	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	3/30/2023	\$250.00	\$0.00
MetaSource	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	1	1	1	1	\$465.00	3/30/2023	\$465.00	\$0.00
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00	\$250.00
Northeast Document Conservation Center	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	5/16/2023	\$250.00	\$0.00
RequestFoia	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	2	0	2	0	\$430.00	3/30/2023	\$430.00	\$0.00
University Products	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	3/30/2023	\$250.00	\$0.00
Voter Choice Massachusetts	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	4/10/2023	\$250.00	\$0.00

COUNTS

Tables	<input type="text" value="27"/>	Sponsor	Ad Half	<input type="text" value="0"/>	Breakfast	<input type="text" value="0"/>	Pres	<input type="text" value="0"/>	Meal	Breakfast	<input type="text" value="11"/>	Dinner	<input type="text" value="9"/>
Add Tables	<input type="text" value="5"/>		Ad Full	<input type="text" value="0"/>	Lunch	<input type="text" value="0"/>	BAnquet	<input type="text" value="0"/>		Lunch	<input type="text" value="12"/>	Breakfast	<input type="text" value="2"/>
Power	<input type="text" value="27"/>		Break	<input type="text" value="0"/>									

TOTALS

Tables	<input type="text" value="\$6,750.00"/>	Sponsor Break	<input type="text" value="\$0.00"/>	Breakfast	<input type="text" value="\$385.00"/>	Grand Total	<input type="text" value="\$11,480.00"/>
Add Tables	<input type="text" value="\$500.00"/>	Sponsor Breakfast	<input type="text" value="\$0.00"/>	Lunch	<input type="text" value="\$480.00"/>	1st Payment	<input type="text" value="\$10,340.00"/>
Full Ad	<input type="text" value="\$0.00"/>	Sponsor Lunch	<input type="text" value="\$0.00"/>	Dinner	<input type="text" value="\$495.00"/>	2nd Payment	<input type="text" value="\$25.00"/>
Half Ad	<input type="text" value="\$0.00"/>	Sponsor President	<input type="text" value="\$0.00"/>	Breakfast 2	<input type="text" value="\$70.00"/>	Adjustments	<input type="text" value="\$0.00"/>
Donations	<input type="text" value="\$2,800.00"/>	Sponsor Banquet	<input type="text" value="\$0.00"/>			Balance Due	<input type="text" value="\$1,115.00"/>

Plymouth, 2023

Conference Registration Administrator Report:

Total number registered for the Plymouth conference as of 5/30/23: 281

Total deposited with Treasurer for registration & meals as of 5/30/23: \$31,701.00

Certification Administrator Report:

NEW CMMCS:

Juliette Haas, Egremont

K.C. Kato, Wellesley

Kristen M. Estelle, Goshen

Kerri McManus, Georgetown

Elizabeth "Lissa" Magauran, Marion

CMMC Recertifications:

1st CMMC Recertification:

Anne G. Iannitelli, West Bridgewater

Lisa Stratford, Leverett

2nd CMMC Recertification:

Amy E. Warfield, Burlington

Theresa T. Bunce, Dennis

Danielle M. Sicard, Easton

Dolores Bence, Somerset

3rd CMMC Recertification:

Susan J. Duplin, North Reading

Felecie Joyce, Sheffield

Marie Ryan, Monterey

Robin A. Michaud, Marblehead

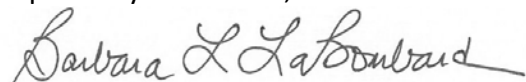
4th CMMC Recertification:

Christine E.G. Furno, Douglas

6th CMMC Recertification:

Barbara L. LaBombard, Easthampton

Respectfully Submitted,





Massachusetts Town Clerks' Association
Legislative Committee
Andrew T. Dowd, Chair
63 Main Street Northborough, MA 01532
Phone: 508-393-5002
Fax: 508-393-6996
E-mail: adowd@town.northborough.ma.us

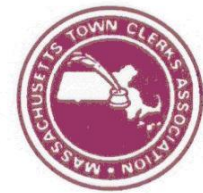
June 28, 2023

The members of the Massachusetts Town Clerks' Association appreciate your support of legislative items that impact our profession. We look forward to working with you during this session.

In recent years, the administration of elections has changed dramatically. Beginning in 2016 in-person early voting for all state elections was required. In 2020, during the pandemic, all voters were allowed to vote early by mail. Sweeping changes to the election laws made voting by mail and in-person early voting a permanent requirement beginning in 2022.

These changes have placed a tremendous burden on those of us who are tasked with administering elections. We ask that you carefully consider proposals that would modify these current requirements and allow us to better manage the burdens placed upon us.

- **In Person Early Voting** – we strongly recommend reducing the number of days currently required. Our survey data has shown that only about 5% of voters took advantage of early voting for the 2022 primary election. Data also indicated that early voting turnout for the 2022 general election was the highest during the last few days of the 2-week period. These long periods of in-person early voting come with a significant cost, see attached survey data.
- **Vote by Mail Postcards** – the required SOC postcard mailing creates an extremely burdensome manual process. We advocate for a permanent Vote by Mail option for voters to permanently opt in or opt out, eliminating the multiple postcard mailings.
- **Equipment and Staffing support** – we strongly encourage you to provide funding for equipment (high speed printers and tabulators) and additional staff to manage Vote by Mail.
- **Automatic Voter Registration** – the current system sends an overwhelming volume of voter registrations to our communities. Every time a resident conducts a transaction with the RMV or other designated state agency, a “new” voter registration is sent to their community of residents. Most of these are duplicates of existing registrations. Modifications to this system are desperately needed.



MTCA EMAIL PROTOCOLS & ETIQUETTE

The following are Protocols / Rules of Conduct as well as email etiquette tips when participating on the MTCA Google Email Group. Access to the MTCA Google Email Group is a benefit of membership to the MTCA and can be revoked for failure to continue with membership dues or failure to follow the protocols listed in this document.

The information below is intended as a guide for work-related emails. The tips may or may not apply to personal use of email and certainly do not constitute legal advice. The most important thing to keep in mind, which applies regardless of possible legal liability, is to never put anything in an email that you do not want the world to know about. Emails can be saved, forwarded, and most importantly, are a permanent and public record that can be produced at a later date.

MTCA Protocol / Rules of Conduct:

1. Check past emails / Check the MTCA website - see page 2 for details
2. When asking others for Information please do the following:
 - (1) **Send the email out to the group**
 - In email remind group that:
 - all responses should be sent directly to you
 - **DO NOT REPLY TO ALL**
 - (2) **Collect the responses**
 - (3) **Send out results/summary to all on the group**
3. **Updates & Announcements** (i.e. "Ballots have arrived" or "I've also received the public record request," etc.)

We want to avoid clogging up peoples work emails and suggest the following from the group:

 - Limit to the first 3 emails
 - Use Facebook group to broadcast additional updates and announcements
4. Refrain from asking questions **emotionally driven** or **broad in nature** (ex: "What are we going to do?")
 - Try to be more specific about what information you are looking for.

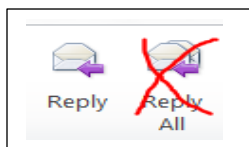
Top Ten Rules of Email Etiquette:

1. Unless everyone in the group email really needs to see what, you say, reply **only** to the sender.
2. Refrain from discussing confidential information in emails; remember, an email is a public record.
3. Be clear in your subject line. Keep it simple and descriptive.
4. Your email reflects you; all emails that you send either add or detract from your reputation and character. Pay attention to grammar and spelling as careless mistakes may be misunderstood.
5. Never send an email while you are angry. Save it as a draft and revisit it when you are calm.
6. Consider contacting your neighboring City / Town Clerk first. It is always good to develop a relationship with abutting towns.
7. Consider contacting State Agencies; another resource is your Town Counsel.
8. Make your communications positive, constructive, complete, and factual.
9. Be careful when using with humor; it can be misunderstood.
10. Never use all caps in your email – it can be perceived of as "SHOUTING!"

FAQ's / Helpful Suggestions

Please avoid “replying to all”

First, ask yourself



- Is there another option that will allow you to connect with others?
- Have you searched through past emails? Or checked the MTCA website?

Options to connect with Town Clerks other than the Google group:

- **MTCA Facebook Group** is a great tool to connect with other clerks or share in a more personal way! The group setting for this page is “secret” which means a member of the group needs to add you & posts only appear in members news feeds so they are not viewable to the public.
 - **Steps to join the Facebook Page:**
 - Send an email to adowd@town.northborough.ma.us with the email address you use for your Facebook account and you will be sent an invitation to that email.
 - Send Andy Dowd a Friend request: <https://www.facebook.com/andy.dowd.7> and you will be added that way.
- **Finding your people** – Whether it be clerks in your surrounding area, NEMCI friends or Mentor Clerks, have you considered emailing a select group of clerks rather than everyone?

Searching past emails – Often times your question has already been posted to the group in the past. Please use key words and search your emails to see if you can find the question/answers this way first. You may search all past emails by going to <https://groups.google.com/g/masstownclerks>

The following MTCA website links that may provide helpful resources and/or information:

- **MTCA Membership Information**
 - Membership Questions: membershipMTCA@gmail.com
 - [New Clerk or Clerk Change Form](#)
 - [Office Staff Change Form](#) – Add or Remove
- **MTCA membership Benefits**
 - Google Group Access – done through membership forms
 - Website Member Only Access - Staff access provided by Clerk sharing their credentials
 - Clerk User Name: 3 letter VRIS acronym & towns 3-digit DOR # EX: EAT288 (Easton)
- **Conferences**
 - Conference Registration Forms: conferenceMTCA@gmail.com
- **Clerks Resource Library** (member access only)
 - Starting in FY23 there is a state wide Staffing and Salary Survey for each Fiscal Year!
- **New Clerk Welcome Packet** (member access only)
- **Mentoring Workshops & Sample Documents** (member access only)
- About the MTCA: [Bylaws](#) / [Committee & Board Policies](#) / [E-Board Directory](#) / [Committee Appointments](#)

Frustrated about the Reply to All? Consider the following options:

- Set a rule and folder in outlook to send all emails from masstownclerks@googlegroups.com to go to that folder and not into your inbox. [Click here for “How to” link](#)
- Change your membership settings in the MTCA google group under "My membership settings" and "Subscription" – select "Digest". As a result, you will get one "digest" e-mail a day. [Click here for “How to” link](#)

Report of the MTCA 2023 Nominating Committee

May 30, 2023

The MTCA Nominating Committee has voted to present to the Massachusetts Town Clerks' Association the following slate of Officers at the June 2023 MTCA Annual Summer Conference. The officers of the MTCA shall be President, First Vice President, Second Vice President, Secretary and Treasurer. Each position is 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-year (2) term in office except for the Secretary and Treasurer who may serve no more than three (3) consecutive two-year terms in office. The term for the three-E-Board members is three years.

President - Elizabeth Turner Greendale, CMC/CMMC, Town of Holliston, *Middlesex County*

First Vice President - Danielle M. Sicard, MMC/CMMC, Town of Easton, *Bristol County*

Second Vice President – Dorothy A. Powers, MMC/CMMC, Town of Westwood, *Norfolk County*

Treasurer – Patricia C. Bessette CMMC/CMC, Town of Avon, *Norfolk County*
(Term of Office July 1, 2023– June 30, 2025) (Filled Debra A. Bourbeau vacancy)

Secretary – Jayne Marie Davolio, CMMC/CMC, Town of Millbury, *Worcester County*
(Term of Office July 1, 2023– June 30, 2025) (Appointed December 2021 due to resignation)

Three Members for the E-Board for three Years (July 1, 2023-June 30, 2026)

- ✚ Ellen S. Agro, CMMC – Mendon, *Worcester County*
- ✚ Debra A. Gremo, CMC/CMMC – Wareham, *Plymouth County*
- ✚ Kelly McElreath – Plymouth, *Plymouth County*

Three Members for the E-Board for three years (July 1, 2022 – June 30, 2025)

- ✚ Carla Dawne Warren - Andover – *Essex County*
- ✚ Kelly L. Darling – Orleans – *Barnstable County*
- ✚ Mary de Alderete – Lexington – *Middlesex County*

Three Members for the E-Board for three years (July 1, 2021 – June 30, 2024)

- ✚ Joseph J. Judd - Shelburne, *Franklin County*
- ✚ Andy Dowd – Northborough, *Worcester County*
- ✚ Valerie Fox – Lincoln, *Middlesex County*

Respectfully Submitted:

Theodora K. Eaton, Needham
Nancy Blackmer, Orange
Jayne Davolio, Millbury
Kaari Mai Tari, Westford
Kelly McElreath, Plymouth
Elizabeth Greendale, 1st VP, Holliston
MTCA 2023 Nominating Committee



MTCA Executive Board
Social Secretary

April 2023 – May 2023

06/07/2023

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>\$75 Donation (Tomorrow Fund, RI Hospital)</i>	05/05/2023	Joan Wordell Hudson, MA	<i>Death of Spouse; Dana</i>
<i>Sympathy Card</i>	05/19/2023	Family of Jean Wilcox c/o Michele Wells	Death of Mother, Jean Wilcox Previous Orleans Clerk (1988-1997)
<i>Sympathy Card</i>	05/19/2023	Sandy Pinsonault PO Box 6 East Dorset, VT 05253	<i>Death of Husband, Danny</i>
<i>Thank You Card</i>	05/26/2023	WMCTCA (Western Mass Town & City Clerks Assoc) c/o Barbara LaBombard	<i>\$750 Scholarship Donation</i>
<i>Thank You Card</i>	05/26/2023	C&ITCA (Cape & Islands Town Clerks Association) c/o Michael Palmer	<i>\$500 Scholarship Donation</i>

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