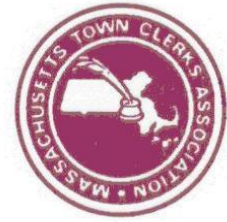


**Executive Board Meeting
Northborough Senior Center
Monday, December 4, 2023 – 10 AM**



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1. SECRETARY’S REPORT—JAYNE DAVOLIO
 - Approve September 20, 2023 Minutes (attached)
2. TREASURER’S REPORT— TRISHA BESSETTE
 - Budget vs Actual 9/12/2023 Revised (attached)
 - Budget vs Actual 11/27/2023 (attached)
 - Springfield 2023 Conference Report - Draft (attached)
 - Membership reports (attached)
 - Annual Financial Review Report (attached)
3. PRESIDENT’S REPORT—ELIZABETH GREENDALE
 - Updated Policy & Procedure Manual – 9/20/23 Changes– pages 10 & 11 (attached)
 - Bylaw – Article III – Membership & Dues (attached)
 - Vitals Rollout – TBD Possibly March 18th - Will have 60–90-minute training sessions starting in January
 - Decision Desk HQ - Brandon Finnegan
 - CMMC Certification Administrator Letters of Interest – (attached)
 - MCCA Joint conference arrangement Update
4. 1ST VICE PRESIDENT’S REPORT—DANIELLE SICARD
 - Conference Registrations – Update (verbal)
 - Scholarship Report (verbal)
 - Vendors Report (attached)
5. 2ND VICE PRESIDENT’S REPORT—DOTTIE POWERS
 - Conference costs – Plymouth meal fees (attached)
 - Update from JP Assoc (verbal)
6. EDUCATION COMMITTEE REPORT—TRUDY REID
 - Devens Class Line Up (attached)
7. LEGISLATIVE REPORT—ANDY DOWD (verbal)
8. COMMITTEE REPORTS:
 - BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER
 - CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO
 - COMMUNICATIONS COMMITTEE – DANIELLE SICARD (verbal)
 - CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER
 - MENTORING COMMITTEE – DANIELLE SICARD (verbal)
 - NOMINATION COMMITTEE REPORT—TEDI EATON
9. SOFTWARE COORINATOR – DANIELLE SICARD (verbal)
10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA (attached)
11. PAST PRESIDENT REPORT—BOB CUTLER

MTCA EXECUTIVE BOARD MEETING



September 20, 2023 – Springfield Fall Conference

DRAFT 9-20-2023

	Attendance	Present
PRESIDENT	ELIZABETH T. GREENDALE	X
1ST VICE PRESIDENT	DANIELLE M. SICARD	X
2ND VICE PRESIDENT	DOROTHY POWERS	X
TREASURER	PATRICIA BESSETTE	X
ASST. TREASURER	VACANT	
SECRETARY	JAYNE MARIE DAVOLIO	X
PAST PRESIDENT	ROBERT E. CULTER, JR	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ANDREW DOWD	X
EXECUTIVE BOARD 2024	VALERIE FOX	
EXECUTIVE BOARD 2025	C. DAWNE WARREN	X
EXECUTIVE BOARD 2025	KELLY DARLING	X
EXECUTIVE BOARD 2025	MARY de ALDERETE	X
EXECUTIVE BOARD 2026	ELLEN S. AGRO	
EXECUTIVE BOARD 2026	DEBRA A. GREMO	X
EXECUTIVE BOARD 2026	KELLY MCELREATH	X
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	X
ED. DATABASE COOR.	TRUDY L. REID	X
SUNSHINE ADMIN/SOCIAL SEC	CHERYL C.A. ESTRELLA	X

Meeting called to order at 9:10 AM

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve August 7, 2023 Minutes (attached)

Motion to accept the secretary's report by Member Kelly McElreath, Seconded by Member Andrew Dowd. All in Favor

MTCA EXECUTIVE BOARD MEETING



September 20, 2023 – Springfield Fall Conference

DRAFT 9-20-2023

2. TREASURER'S REPORT— TRICIA BESSETTE

- Plymouth 2023 Conference Final Report (attached)
- FY 24 Year to date Budget vs Actual (attached) as of 9-12-2023
- Membership report (attached)

1st Vice President Sicard thanked Trisha for all her work on these reports and for getting more than the estimated number of clerks to pay their dues, magnificent work!

Motion to accept the treasurer's report by Jayne Davolio, Seconded by Member Andrew Dowd. All in favor

3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

- The MTCA/MCCA merger is running a bit flat, the discussion began two years ago in Devens with President Cutler and Sergio Cornelio of Everett. Discussion took place on how we should move forward. A decision was made to table this item until the next meeting.

President Greendale will reach out to Sergio Cornelio, Everett City Clerk one more time to discuss this issue.

- Auditor Diana DiZoglio will be speaking at the Devens Lunch with a 30-minute program, Michelle Tassinari and Barbara LaBombard will be speaking also. Andy Dowd mentioned that Commissioner Hicks is also set to speak. The association will talk to the Education committee and see if we can work on moving the speakers around, for a morning kick-off opening session.

- Conference Registration Deadline: President Greendale stated what a wonderful job by the conference committee and how proud she is. We need to have a discussion on having members meet the deadlines. No more late registrations, we can add a bill to the software to show the late fee. A week before class, a generated bill should be sent. The ad hoc committee is working on a program for forms to see how we can streamline our registration and class signup process. Deadlines could be on a case-by-case basis with Barbara LaBombard and Dottie Powers talking to each other. EX: A new clerk or personal situation. A question on credit card payments, can we accept them? Treasurer Bessette will follow up on this question.

MTCA EXECUTIVE BOARD MEETING



September 20, 2023 – Springfield Fall Conference

DRAFT 9-20-2023

Member Debra Gremo made a motion: To initiate a conference deadline to be applied after the registration deadline and until the conference deadline. The conference deadline, when no additional registrations are permitted, is the day before counts are due to the hotel. Seconded by Jayne Davolio, All in Favor.

4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD

- Scholarship Report: No one applied
- Vendors Report (attached) We compete with CT as they have a conference also this week
- Vendor Fee Waiver Information (attached) We allowed one vendor in late
- Vendor Registration Late Fee: Update with a working list of what has happened in the past. The hard deadline for the vendors.

Member Debra Gremo made a motion to initiate a vendor late fee for any vendor registering after the deadline who is permitted to register, if room is available, noting that there is no guarantee that late vendors will have their information 2nd Member Danielle Sicard, All in Favor.

5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS

- Update - Fall conference 2024 location 1st conference was larger than anticipated eighty-two rooms and increased to one hundred and one. There were two additional hotel rooms. 258 is the largest class we have at this conference.

Southbridge conference center: Dates fall on September 24-27th of next year Discussion on the event site and what options we have for an opening ceremony on Wednesday, classroom charge but no technology charge. \$4000.00 difference in our favor. It seems to be a viable option.

Motion made by Member Kelly McElreath to move forward with the change to the Southbridge Conference Center from the Springfield Sheraton Monarch. 2nd Member Deb Gremo All in Favor.

6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Poll Pads for conference attendance – MARY de Alderete spoke for Trudy who could not attend the meeting.

MTCA EXECUTIVE BOARD MEETING



September 20, 2023 – Springfield Fall Conference

DRAFT 9-20-2023

Mary is also part of the ADHOC Committee, we will be using POLL PADS to check in for the first time. Members will check in before break and check out within the window of the last half hour. LHS will donate the poll pads and the work to get it put together. There are handouts and emails that will help the members to follow the guidelines.

7. LEGISLATIVE REPORT—ANDY DOWD

- Legislative Agenda – website update: No update on the website left in the agenda by mistake. Bill Campbell and Tom Joyce have stated that we have good support at the state house but we will need to discuss further items at our next meeting, more information to come.

8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER N/A

- CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO 1st meeting will follow our class this afternoon. Excited to have the members that we do. The book will be divided up into sections and we will be working on them together.

- COMMUNICATIONS COMMITTEE

Andy did a training with Dawn Warren. Mary and KC will also do training after this conference. We are moving forward and making progress. Everyone should be trained shortly.

- o WEBSITE UPDATE / TRAINING – ANDY DOWD & KELLY MCELREATH N/A

- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD

- o Conference Update (attached) Barbara's term ends in 2024 for certification – she can help with June, but January will be her last test. The test should be rewritten for the new era. Barbara is working on the process, and we should be in coordination with the manual committee to place the answers in the manual.

- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER -NA

- MENTORING COMMITTEE – DANIELLE SICARD: Tri-County jumping on board- regional associations need to be more involved. Wanting to offer classes in all areas, discussion took place on bringing it forth to all the branches of the county associations to educate everyone.

MTCA EXECUTIVE BOARD MEETING



September 20, 2023 – Springfield Fall Conference

DRAFT 9-20-2023

- NOMINATION COMMITTEE REPORT—TEDI EATON –N/A
- TECHNOLOGY AD HOC COMMITTEE REPORT – DANIELLE SICARD: An email was sent out to everyone; we need to see if we can send it out from our Gmail account. We may need to purchase Outlook.

9. SOFTWARE COORDINATOR – DANIELLE SICARD: Going Well and Thank you to Tricia Bessette, for all her help in setting up the manual.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA: N/A

President Greendale, there have been a few retirements and members who have passed on which we were not notified of. Let's try to communicate with the associations more to get the information, so we can recognize all.

11. PAST PRESIDENT REPORT—BOB CUTLER –N/A

Motion to adjourn 10:21 Member Kelly McElreath, 2nd Member Dawn Warren, All in Favor.

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

Massachusetts Town Clerks' Association
Budget vs. Actual
As of September 12, 2023
Revised

INCOME	FY24 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$53,000.00	\$13,805.00	\$13,805.00	\$39,195.00
3120 - Meals	\$51,600.00	\$11,817.50	\$11,817.50	\$39,782.50
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$24,000.00	\$6,485.00	\$6,485.00	\$17,515.00
Total Conference Revenue	\$130,400.00	\$32,107.50	\$32,107.50	\$98,292.50
3200 - Certification Revenue	\$1,500.00	\$120.00	\$470.00	\$1,030.00
3300 - Scholarship Donations	\$2,500.00	\$0.00	\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$2,000.00	\$4,750.00	\$4,750.00	(\$2,750.00)
3500 - Media Stipends/AP/Educ	\$6,000.00	\$0.00	\$0.00	\$6,000.00
3600 - Dues	\$31,100.00	\$32,370.00	\$32,370.00	(\$1,270.00)
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00	\$0.00	\$0.00	\$0.00
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00
	\$43,100.00	\$37,240.00	\$37,590.00	\$5,510.00
TOTAL INCOME	\$173,500.00	\$69,347.50	\$69,697.50	\$103,802.50

Massachusetts Town Clerks' Association

Budget vs. Actual

As of September 12, 2023

EXPENSE	Revised FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$0.00	\$250.00
5201- MTCA software	\$2,900.00		\$0.00	\$2,900.00
5202 - Software Coordinator	\$1,200.00		\$600.00	\$600.00
Total Treasurer Expenses	\$4,350.00	\$0.00	\$600.00	\$3,750.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$9,012.51	\$27,037.49
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$0.00	\$110.00
Total Lobbyist Expense	\$36,160.00	\$6,008.34	\$9,012.51	\$27,147.49
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		\$2,000.00	\$2,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	\$7,600.00	\$0.00	\$2,000.00	\$5,600.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$0.00	\$1,000.00
5602 - Certification Expenses	\$400.00		\$136.92	\$263.08
Total Certification Expenses	\$1,400.00	\$0.00	\$136.92	\$1,263.08
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,800.00		\$0.00	\$1,800.00
5702 - Conference Deposits	\$7,000.00		\$0.00	\$7,000.00
5703 - Postage / Brochure Mailing			\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,240.00		\$0.00	\$1,240.00
5707-1 - Conference Hotel / Meals	\$89,600.00		\$0.00	\$89,600.00
5707-2 - Conference AV equipment	\$7,500.00		\$0.00	\$7,500.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$2,500.00		\$0.00	\$2,500.00
5710 - Mentoring - refreshments	\$1,800.00		\$0.00	\$1,800.00
Total Conference Expenses	\$113,040.00	\$0.00	\$0.00	\$113,040.00

Massachusetts Town Clerks' Association

Budget vs. Actual

As of September 12, 2023

EXPENSE Continued	Revised FY2024 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$0.00	\$0.00	\$2,600.00
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		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
Total Auditor Expense	\$1,700.00	\$0.00	\$0.00	\$1,700.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$0.00	\$1,000.00
6202 - NEMCI Graduation Gifts	\$400.00		\$199.04	\$200.96
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	\$1,900.00	\$0.00	\$199.04	\$1,700.96
TOTAL EXPENSE	\$173,500.00	\$6,008.34	\$11,948.47	\$161,551.53
Income / Expense Variance	\$0.00		\$57,749.03	

Checking Account

Beginning Balance	7/31/2023	\$28,932.38
New Income		\$69,347.50
New Expenses		\$6,008.34
Current Balance	9/12/2023	\$92,271.54

Money Market account Balance

Beginning Balance	8/1/2023	\$32,296.24
New Income		\$1.62
New Expenses		
Current Balance	9/12/2023	\$32,297.86

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 27, 2023

INCOME	FY24 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$53,000.00	\$8,090.00	\$21,895.00	\$31,105.00
3120 - Meals	\$51,600.00	\$7,925.00	\$19,742.50	\$31,857.50
3130 - Mentoring Workshops	\$1,800.00	\$965.00	\$965.00	\$835.00
3140 - Vendor Income	\$24,000.00	\$5,900.00	\$12,385.00	\$11,615.00
Total Conference Revenue	\$130,400.00	\$22,880.00	\$54,987.50	\$75,412.50
3200 - Certification Revenue	\$1,500.00	\$115.00	\$585.00	\$915.00
3300 - Scholarship Donations	\$2,500.00	\$500.00	\$500.00	\$2,000.00
3400 - Public Recorder/Website Ads	\$2,000.00		\$4,750.00	(\$2,750.00)
3500 - Media Stipends/AP/Educ	\$6,000.00		\$0.00	\$6,000.00
3600 - Dues	\$31,100.00	\$2,640.00	\$35,010.00	(\$3,910.00)
3700 - Interest Income (Bank Account)	\$0.00		\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)	\$0.00		\$0.00	\$0.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	\$43,100.00	\$3,255.00	\$40,845.00	\$2,255.00
TOTAL INCOME	\$173,500.00	\$26,135.00	\$95,832.50	\$77,667.50

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 27, 2023

EXPENSE	FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00	\$572.64	\$572.64	\$1,927.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$0.00	\$250.00
5201- MTCA software	\$2,900.00	\$2,835.00	\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$600.00	\$600.00
Total Treasurer Expenses	\$4,350.00	\$2,835.00	\$3,435.00	\$915.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$15,020.85	\$21,029.15
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$0.00	\$110.00
Total Lobbyist Expense	\$36,160.00	\$6,008.34	\$15,020.85	\$21,139.15
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		\$2,000.00	\$2,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	\$7,600.00	\$0.00	\$2,000.00	\$5,600.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$0.00	\$1,000.00
5602 - Certification Expenses	\$400.00		\$136.92	\$263.08
Total Certification Expenses	\$1,400.00	\$0.00	\$136.92	\$1,263.08
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,800.00	\$735.55	\$735.55	\$1,064.45
5702 - Conference Deposits	\$7,000.00	\$2,000.00	\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing			\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,240.00		\$0.00	\$1,240.00
5707-1 - Conference Hotel / Meals	\$89,600.00	\$44,630.75	\$44,630.75	\$44,969.25
5707-2 - Conference AV equipmemt	\$7,500.00	\$4,045.00	\$4,045.00	\$3,455.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$2,500.00		\$0.00	\$2,500.00
5710 - Mentoring - refreshments	\$1,800.00	\$872.42	\$872.42	\$927.58
Total Conference Expenses	\$113,040.00	\$52,283.72	\$52,283.72	\$60,756.28

Massachusetts Town Clerks' Association

Budget vs. Actual

As of November 27, 2023

EXPENSE Continued	FY2024 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$821.24	\$821.24	\$1,778.76
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		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
Total Auditor Expense	\$1,700.00	\$0.00	\$0.00	\$1,700.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$22.05	\$22.05	\$977.95
6202 - NEMCI Graduation Gifts	\$400.00		\$199.04	\$200.96
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	\$1,900.00	\$22.05	\$221.09	\$1,678.91
TOTAL EXPENSE	\$173,500.00	\$62,542.99	\$74,491.46	\$99,008.54
Income / Expense Variance	\$0.00		\$21,341.04	

Checking Account

Beginning Balance	9/12/2023	\$92,271.54
New Income		\$26,135.00
New Expenses		\$62,542.99
Current Balance	11/27/2023	\$55,863.55

Money Market account Balance

Beginning Balance	9/12/2023	\$32,297.86
New Income		\$0.82
New Expenses		
Current Balance	11/27/2023	\$32,298.68

MASSACHUSETTS TOWN CLERK'S ASSOCIATION CONFERENCE REPORT

	Conference: pringfield 2023	Springfield 2022	Springfield 2021	Springfield 2019	Springfield 2018	Springfield 2017	Springfield 2016	
INCOME	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
3100 - Conference Revenue	DRAFT							
3110 - Registration	\$19,885.00	\$7,900.00	\$11,100.00	\$11,600.00	\$11,751.00	\$8,545.00	\$12,126.00	\$125 Sandisfield
3120 - Meals	\$21,652.50	\$14,690.00	\$14,010.00	\$12,710.00	\$11,630.00	\$9,895.00	\$13,756.00	\$202.50 Luncheon guest
3140 - Vendor Income	\$9,455.00	\$5,415.00	\$5,600.00	\$7,575.00	\$8,620.00	\$6,255.00	\$7,260.00	
Total Conference Revenue	\$50,992.50	\$28,005.00	\$30,710.00	\$31,885.00	\$32,001.00	\$24,695.00	\$33,142.00	
EXPENSE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
5000 President Expenses	\$572.64	\$566.64						
5400 - Scholarship Expenses								
5403 - MTCA Conference Scholarships	\$0.00	\$440.00	\$200.00		\$0.00	\$853.66		
5700 - Conference Expenses								
5701 - Printing Brochures/Program	\$735.55	\$593.80	\$456.15	\$444.02	\$384.82	\$383.84	\$411.72	
5702 - Conference Deposits								
5703 - Postage / Brochure Mailing								
5705 - Entertainment								
5706 - Speakers / Education			\$1,315.35	\$328.86		\$1,289.39		
5707-1 - Conference Hotel / Meals	\$44,630.75	\$26,876.64	\$32,441.34	\$29,688.88	\$30,255.08	\$24,708.07	\$29,614.69	
5707-2 - Conference AV equipment	\$4,045.00	\$2,100.00						
5708 - NE Conference (2016)								
5709 - Misc Conf Exp (survey)								
5710 - Mentoring - refreshments								
5800 Executive Meeting/lunches	\$821.24	\$733.08	\$382.24					
Total Conference Expenses	\$50,805.18	\$31,310.16	\$34,795.08	\$30,461.76	\$30,639.90	\$27,234.96	\$30,026.41	
Income / Expense Variance	\$187.32	(\$3,305.16)	(\$4,085.08)	\$1,423.24	\$1,361.10	(\$2,539.96)	\$3,115.59	
Total # of Registrants:	267	165	221	224	216	174	253	

Membership Summary

2024

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	299	\$24,100.00	\$10.00	\$24,110.00
ACTIVE MEMBER	TRANSFER-ACTIVE	1	\$35.00	\$0.00	\$35.00
ACTIVE MEMBER	TRANSFER-INACTIVE	8	\$590.00	\$0.00	\$590.00
AFFILIATE MEMBER	ACTIVE	28	\$2,800.00	\$0.00	\$2,800.00
AFFILIATE MEMBER	TRANSFER-INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	286	\$7,150.00	\$0.00	\$7,150.00
ASSOCIATE	INACTIVE	1	\$25.00	\$0.00	\$25.00
CITY STAFF - No Membership	ACTIVE	4	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	20	\$200.00	\$0.00	\$200.00
STAFF- No Membership	ACTIVE	18	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	4	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	TRANSFER-ACTIVE	3	\$0.00	\$0.00	\$0.00
					\$35,010.00

2024**MTCA MEMBERSHIPS****ACTIVE MEMBER**

Town	Name	Population	Total Fee	
Abington	Leanne M. Adams	15757	\$100.00	
Acton	Eva K. Szkaradek	22031	\$100.00	
Acushnet	Pamela Labonte	10197	\$100.00	
Adams	Haley A Meczywor	8268	\$75.00	
Agawam	Vincent Gioscia	28000	\$150.00	
Alford	Peggy Rae Henden-Wilson	507	\$15.00	
Amesbury	Amanda Haggstrom	17582	\$100.00	TRANSFER-INACTIVE
Amherst	Susan Audette	39263	\$150.00	
Andover	Austin Simko	32000	\$150.00	
Aquinnah	Gabriella Camilleri	426	\$15.00	
Arlington	Juliana Brazile	46000	\$150.00	
Ashburnham	Heather Ruziak	6315	\$75.00	
Ashby	Angela Jack	3193	\$35.00	
Ashfield	Alexis Fedorjaczenko	1695	\$35.00	
Ashland	Cindy Livingstone	18832	\$100.00	
Athol	Nancy E Burnham	11945	\$100.00	
Attleboro	Kathleen Jackson	46461	\$150.00	
Auburn	Ginger Buteau	16688	\$100.00	
Avon	Patricia Bessette	4500	\$35.00	
Ayer	Susan E Copeland	6980	\$75.00	
Barnstable	Ann Quirk	45193	\$150.00	
Barre	Ellen M Glidden	5010	\$75.00	
Becket	Robin Mathiesen	2130	\$35.00	
Bedford	Bridget Rodrigue	12544	\$100.00	
Belchertown	Theresa Camerlin	15350	\$100.00	
Bellingham	Lawrence Sposato	17000	\$100.00	
Belmont	Ellen O'Brien Cushman	23977	\$100.00	
Berkley	Heather Almy	6800	\$75.00	
Berlin	Eloise E Salls	3788	\$35.00	
Bernardston	Christina Slocum-Wysk	2111	\$35.00	

2024**MTCA MEMBERSHIPS**

Billerica	Donna McCoy	40243	\$150.00
Blandford	Doris L Jemiolo	1187	\$35.00
Bolton	Pamela H Powell	5750	\$75.00
Boston	Alex Geourntas	690000	\$150.00
Bourne	Barry H. Johnson	20452	\$100.00
Boxborough	Rebecca Harris	5502	\$75.00
Boxford	Robin Phelan	8500	\$75.00
Boylston	Dawn Porter	5092	\$75.00
Brewster	Colette M Williams	9700	\$75.00
Bridgewater	Marilee Kenney Hunt	27365	\$150.00
Brimfield	Debra Fagerstrom	3790	\$35.00
Brookfield	Michael P. Seery	3439	\$35.00
Brookline	Ben Kaufman	58666	\$150.00
Buckland	Alicia Graves	1850	\$35.00
Burlington	Amy E Warfield	25426	\$150.00
Canton	Tracy K Kenney	21759	\$100.00
Carlisle	Peggy E Wang	5451	\$75.00
Carver	Cara Dahill	11783	\$100.00
Charlemont	Kathy A. Reynolds	1100	\$35.00
Charlton	Karen Lacroix	12824	\$100.00
Chatham	Julie Smith	6500	\$75.00
Chelmsford	Patricia Dzuris	36392	\$150.00
Cheshire	Christine B Emerson-Camp	3348	\$35.00
Chester	Terry Donovan	1240	\$35.00
Chesterfield	Sandra Wickland	1250	\$35.00
Chicopee	Keith Rattell	55298	\$150.00
Chicopee Registrars of Vo	Barbara Galindo	55298	\$150.00
Chilmark	Jennifer Christy	1068	\$35.00
Clarksburg	Marilyn Gomeau	1566	\$35.00
Clinton	Holly P. Sargent	15428	\$100.00
Cohasset	Elisabeth Legge	8018	\$75.00
Colrain	Anna Lavarreda	1477	\$35.00

TRANSFER-INACTIVE

2024**MTCA MEMBERSHIPS**

Concord	Kaari Mai Tari	18957	\$100.00	
Conway	Laurie Lucier	1622	\$35.00	
Cummington	Brenda Emerson-Camp	843	\$15.00	
Dalton	Heather Hunt	6350	\$75.00	
Danvers	Catherine Ellsworth	28087	\$150.00	
Dartmouth	Sarah Arruda	31012	\$150.00	
Dedham	Paul M Munchbach	25364	\$150.00	
Deerfield	Kathlene Sanderell	5090	\$75.00	
Dennis	Theresa T. Bunce	14293	\$100.00	
Dighton	Shara Costa	8226	\$75.00	
Douglas	Christine E Furno	8744	\$75.00	
Dover	Felicia S Hoffman	6305	\$75.00	
Dracut	Jayne Boissonneault	34000	\$150.00	
Dudley	Lori A Smith	11390	\$100.00	
Dunstable	Ellen Faiella	3395	\$35.00	TRANSFER-INACTIVE
Duxbury	Susan C Kelley	16279	\$100.00	
East Bridgewater	Kathleen Cavanagh	13932	\$100.00	
East Brookfield	Susan V Jacobs	2054	\$35.00	
East Longmeadow	Jeanne Quaglietti	16169	\$100.00	
Eastham	Linda Sassi	5000	\$35.00	
Easton	Danielle M Sicard	25000	\$150.00	
Edgartown	Karen R Medeiros	4988	\$35.00	
Egremont	Juliette Haas	1225	\$35.00	
Erving	Richard Newton	1800	\$35.00	
Essex	Marie Felzani	3650	\$35.00	TRANSFER-ACTIVE
Fairhaven	Elisabeth Horan	14453	\$100.00	
Fall River	Alison M Bouchard	89541	\$150.00	
Falmouth	Michael Palmer	29706	\$150.00	
Fitchburg	Joanna Bilotta	41946	\$150.00	
Florida	Lisa H Brown	670	\$15.00	
Foxborough	Robert E. Cutler, Jr	18100	\$100.00	
Franklin	Nancy Danello	34500	\$150.00	

2024**MTCA MEMBERSHIPS**

Freetown	Cheryl Estrella	9206	\$75.00
Georgetown	Kerri A McManus	8517	\$75.00
Gill	Doreen Stevens	1398	\$35.00
Goshen	Kristen Estelle	950	\$15.00
Grafton	Kandy Lavallee	18000	\$100.00
Granby	Katherine A Kelly-Regan	6226	\$75.00
Granville	Christina Teter	1600	\$35.00
Great Barrington	Jennifer Messina	7000	\$75.00
Greenfield	Kathryn J Scott	17450	\$100.00
Groton	Dawn Dunbar	11360	\$100.00
Groveland	Elizabeth Cunniff	6289	\$75.00
Hadley	Jessica Spanknebel	5000	\$35.00
Halifax	Susan M Lawless	7749	\$75.00
Hamilton	Carin Kale	7871	\$75.00
Hampden	Eva A Wiseman	4966	\$35.00
Hancock	Linda C Burdick	734	\$15.00
Hanover	Catherine Harder-Bernier	14977	\$100.00
Hanson	Elizabeth Sloan	10123	\$100.00
Hardwick	Ryan J Witkos	2667	\$35.00
Harvard	Rose M Miranda	5868	\$75.00
Harwich	Emily Mitchell	12800	\$100.00
Hatfield	Alaina E Wilcox	3397	\$35.00
Hawley	Donna Lemoine	323	\$15.00
Heath	Mary Sumner	723	\$15.00
Hingham	Carol M Falvey	24292	\$100.00
Hinsdale	Dawn Frissell	1612	\$35.00
Holbrook	Jeanmarie Tarara	11405	\$100.00
Holden	Jeanne Hudson	19905	\$100.00
Holliston	Elizabeth T. Greendale	15057	\$100.00
Holyoke	Brenna McGee		\$150.00
Hopedale	Lisa Pedroli	5654	\$75.00
Hopkinton	Connor Degan	18758	\$100.00

2024**MTCA MEMBERSHIPS**

Hubbardston	Candace Livingston	4300	\$35.00
Hudson	Joan M Wordell	20092	\$100.00
Hull	Lori West	9587	\$75.00
Ipswich	Amy Akell	13433	\$100.00
Kingston	Paul M Gallagher	14233	\$100.00
Lakeville	Lillian M Drane	11986	\$100.00
Lancaster	Amanda J Cannon	8441	\$75.00
Lanesborough	Ruth Knysh	3200	\$35.00
Lawrence	Eileen Bernal	89000	\$150.00
Lee	Rachael Armstrong	5400	\$75.00
Leicester	Pamela LaFleur	11700	\$100.00
Lenox	Kerry L. Sullivan	5095	\$75.00
Leverett	Lisa Stratford	1852	\$35.00
Lexington	Mary de Alderete	33199	\$150.00
Leyden	Paul McLatchy, III	734	\$15.00
Lincoln	Valerie Fox	6832	\$75.00
Littleton	Diane Croy	10150	\$100.00
Longmeadow	Tim Donnelly	15827	\$100.00
Ludlow	Kim Batista	18618	\$100.00
Lunenburg	Kathryn M. Herrick	11180	\$100.00
Lynnfield	Linda A. Emerson	12526	\$100.00
Manchester-By-The-Sea	Dianne K Bucco	5385	\$75.00
Mansfield	Marianne E. Staples	24113	\$100.00
Marblehead	Robin A Michaud	20100	\$100.00
Marion	Elizabeth Magauran	6241	\$75.00
Marshfield	Narice A Casper	26500	\$150.00
Mashpee	Deborah Kaye	14500	\$100.00
Mattapoissett	Catherine L Heuberger	6500	\$75.00
Maynard	Dianne Reardon	10550	\$100.00
Medfield	Marion Bonoldi	12866	\$100.00
Medway	Stefany Ohannesian	13400	\$100.00
Melrose	Kristin Foote	28000	\$150.00

TRANSFER-INACTIVE

2024**MTCA MEMBERSHIPS**

Mendon	Ellen Agro	6274	\$75.00
Merrimac	Gwendoyne Lay Sabbagh	6700	\$75.00
Middleborough	Pamela Menconi	23645	\$100.00
Middlefield	Suzanne Lemieux	426	\$15.00
Middleton	Ilene B. Twiss	9000	\$75.00
Milford	Amy E Hennessy Neves	29999	\$150.00
Millbury	Jayne Marie Davolio	13866	\$100.00
Millis	Lisa Jane Hardin	8500	\$75.00
Millville	Diane C. Lockwood	3100	\$35.00
Milton	Susan Galvin	27003	\$150.00
Monroe	Molly K Lynch	115	\$15.00
Monson	Mary F Watson	8160	\$75.00
Montague	Kathern Pierce	8580	\$75.00
Monterey	Christopher Andrews	678	\$15.00
Montgomery	Cheryl Masciadrelli	783	\$15.00
Mount Washington	Linda Beckwith	135	\$15.00
Nahant	Diane M Dunfee	3502	\$35.00
Nantucket	Nancy L Holmes	13790	\$100.00
Natick	Diane Packer	37000	\$150.00
Needham	Theodora K Eaton	33000	\$150.00
New Ashford	Susan Supranowicz	250	\$15.00
New Marlborough	Katherine M. Chretien	1357	\$35.00
New Salem	Stacy Senflug	922	\$15.00
Newbury	Gretchen E Girard	6500	\$75.00
Norfolk	Carol Greene	11988	\$100.00
North Andover	Carla Dawne Warren	31188	\$150.00
North Attleboro	Patricia McNielly	28965	\$150.00
North Brookfield	Tara A Hayes	4700	\$35.00
North Reading	Susan J Duplin	15525	\$100.00
Northampton	Pamela Powers	25810	\$150.00
Northborough	Andrew T Dowd	15741	\$100.00
Northbridge	Linda B. Zywiec	15707	\$100.00

TRANSFER-INACTIVE

2024**MTCA MEMBERSHIPS**

Northfield	Amanda Lynch	3023	\$35.00	
Norton	Lucia Longhurst	19162	\$100.00	
Norwell	Patricia M Anderson	11155	\$100.00	
Norwood	Mary Lou Folan	27000	\$150.00	
Oak Bluffs	Colleen Morris	5898	\$75.00	
Oakham	Christine Mardirosian	1892	\$35.00	
Orange	Nancy M Blackmer	7800	\$75.00	
Orleans	Kelly Darling	6214	\$75.00	
Otis	Lyn O'Brien	1432	\$35.00	
Oxford	Michelle Jenkins	13347	\$100.00	
Palmer	Susan M. Coache	10900	\$100.00	
Paxton	Laurie A Becker	4732	\$35.00	
Pelham	Sandra J Burgess	1276	\$35.00	TRANSFER-INACTIVE
Pembroke	Margaret Struzik	18885	\$100.00	
Pepperell	Brynn Durno	11646	\$100.00	
Peru	Kim Leach	839	\$15.00	
Petersham	Diana L Cooley	1300	\$35.00	
Phillipston	Karin L Foley	1880	\$35.00	
Plainfield	Ruth Osgood	600	\$15.00	10
Plainville	Cynthia Bush	9945	\$75.00	
Plymouth	Kelly A. McElreath	61000	\$150.00	
Plympton	Patricia L Detterman	3000	\$35.00	
Princeton	Alissa Horsung	3590	\$35.00	
Provincetown	Elizabeth Paine	3388	\$35.00	
Quincy	Nicole L Crispo	106000	\$150.00	
Randolph	Cheryl Sass	34000	\$150.00	
Raynham	Marsha L. Silvia	15142	\$100.00	
Reading	Laura A Gemme	27391	\$150.00	
Rehoboth	Laura L Schwall	12609	\$100.00	
Richmond	Angela Garrity	1350	\$35.00	
Rochester	Marjorie Barrows	5934	\$75.00	
Rockland	Liza Landry	17802	\$100.00	

2024**MTCA MEMBERSHIPS**

Rockport	Melanie J Waddell	6149	\$75.00
Rowe	Kevin Balawick	424	\$15.00
Rowley	Catherine McClenaghan	6161	\$75.00
Royalston	Barbara Richardson	1251	\$35.00
Russell	Kim Morgan	1787	\$35.00
Rutland	Anita K Carlson	9570	\$75.00
Salisbury	Melinda J Morrison	9236	\$75.00
Sandwich	Taylor D White	20000	\$100.00
Saugus	Ellen J. Schena	28600	\$150.00
Savoy	Valerie Reiner	638	\$15.00
Scituate	Kathleen A. Gardner	18600	\$100.00
Seekonk	Florice Craig	13800	\$100.00
Sharon	Mark Hogan	18575	\$100.00
Sheffield	Felecie Joyce	3500	\$35.00
Shelburne	Joseph J. Judd	1867	\$35.00
Sherborn	Jacklyn Morris	4493	\$35.00
Shirley	William Oelfke	5800	\$75.00
Shrewsbury	Sharyn M Thomas	38375	\$150.00
Shutesbury	Grace Bannasch	1766	\$35.00
Somerset	Dolores Bence	17105	\$100.00
South Hadley	Sarah B Gmeiner	18200	\$100.00
Southampton	Lucille Dalton	6200	\$75.00
Southborough	James F. Hegarty	10818	\$100.00
Southbridge	Madaline I. Bonadies	15043	\$100.00
Southwick	Michelle Hill	9502	\$75.00
Spencer	Sandra Fritze	10452	\$100.00
Sterling	Kathleen Farrell	7968	\$75.00
Stockbridge	Teresa Iemolini	1867	\$35.00
Stoneham	Maria R Sagarino	23244	\$100.00
Stoughton	Stephanie Carrara	25000	\$150.00
Stow	Linda E Hathaway	7242	\$75.00
Sturbridge	Lynne Girouard	9552	\$75.00

2024**MTCA MEMBERSHIPS**

Sudbury	Beth R. Klein	18416	\$100.00
Sunderland	Wendy Houle	3641	\$35.00
Swampscott	Jared LaLiberte	15111	\$100.00
Swansea	Diane Pelland	16165	\$100.00
Templeton	Carol A. Harris	8000	\$75.00
Tewksbury	Denise Graffeo	31342	\$150.00
Tisbury	J.Hillary Conklin	4500	\$35.00
Tolland	Susan H Voudren	460	\$15.00
Topsfield	Mary E Willis	6737	\$75.00
Townsend	Kathleen M Spofford	8744	\$75.00
Truro	Trudi Brazil	2210	\$35.00
Tyngsborough	Joanne Shifres	12243	\$100.00
Tyringham	Catherine Mardula	544	\$15.00
Upton	M. Denise Smith	8200	\$75.00
Uxbridge	Kelly J Cote	12900	\$100.00
Wales	Sarah L Ryan	1886	\$35.00
Walpole	Elizabeth Gaffey	26363	\$150.00
Ware	Nancy J Talbot	10066	\$100.00
Wareham	Debra A. Gremo	21822	\$100.00
Warwick	John Paganetti	719	\$15.00
Washington	Allison Mikaniewicz	653	\$15.00
Wayland	Trudy L Reid	14424	\$100.00
Webster	Robert T. Craver	13374	\$100.00
Wellesley	KC Kato	29050	\$150.00
Wellfleet	Jennifer Congel	3515	\$35.00
Wendell	Anna Wetherby	875	\$15.00
Wenham	Kirsten Alexander	4924	\$35.00
West Boylston	Daymian Bartek	8160	\$75.00
West Bridgewater	Anne G. Iannitelli	7668	\$75.00
West Brookfield	Heather Gough	3700	\$35.00
West Newbury	James RW Blatchford	4500	\$35.00
West Stockbridge	Veronica Barrett	1363	\$35.00

TRANSFER-INACTIVE

2024**MTCA MEMBERSHIPS**

West Tisbury	Tara J Whiting-Wells	3364	\$35.00	
Westborough	Deborah Ledoux	21567	\$100.00	
Westford	Patricia Dubey	24643	\$100.00	
Westhampton	Katrin Kaminsky	1645	\$35.00	
Westminster	Ellen M Sheehan	8200	\$75.00	
Weston	Deborah M Davenport	11391	\$100.00	TRANSFER-INACTIVE
Westport	Kristin Stinson	15076	\$100.00	
Westwood	Dorothy A Powers	16266	\$100.00	
Weymouth	Kathleen A. Deree	55998	\$150.00	
Whately	Amy Lavallee	1604	\$35.00	
Whitman	Dawn M. Varley	14641	\$100.00	
Wilbraham	Carole Tardif	14500	\$100.00	
Williamsburg	Brenda Lessard	2588	\$35.00	
Williamstown	Nicole Beverly	7900	\$75.00	
Wilmington	Elizabeth Lawrenson	22500	\$100.00	
Winchendon	Wendy A. Stevens	9023	\$75.00	
Winchester	MaryEllen Lannon	23500	\$100.00	
Windsor	Sandra Kalmus	858	\$15.00	
Winthrop	Denise Quist	19316	\$100.00	
Worthington	Katrin Kaminsky	1193	\$35.00	
Wrentham	Cynthia L. Thompson	12060	\$100.00	
Yarmouth	Mary A Maslowski	25023	\$150.00	
ACTIVE MEMBER TOTAL			\$24,735.00	

AFFILIATE MEMBER

Town	Name	Population	Total Fee
Attleboro Elections Office	Mary Butler	46461	\$100.00
Beverly	Lisa E Kent	41000	\$100.00
Easthampton	Barbara L LaBombard	16211	\$100.00
Everett	Sergio Cornelio	50000	\$100.00
Everett	Danielle Pietrantonio	50000	\$100.00
Framingham	Lisa Ferguson	72362	\$100.00
Gardner	Titi Siriphan	21287	\$100.00

2024

MTCA MEMBERSHIPS

Gloucester	Joanne M. Senos	29729	\$100.00	
Haverhill	Kaitlin Wright	68000	\$100.00	
Leominster	Katelyn Huffman	46000	\$100.00	
Lynn	Janet L Rowe	101557	\$100.00	
Malden	Carol Ann Desiderio	66263	\$100.00	
Marlborough	Steven W Kerrigan	43000	\$100.00	
Medford	Melissa Ripley	59000	\$100.00	
Medford	Adam Hurtubise	59000	\$100.00	
Newton	Carol Moore	88000	\$100.00	
North Adams	Tina Marie Leonesio	12506	\$100.00	
Peabody	Allyson Danforth	53004	\$100.00	
Pittsfield	Michelle M Benjamin	43927	\$100.00	
Revere	Ashley Melnik	53756	\$100.00	
Salem	Ilene Simons	34000	\$100.00	
Somerville	Kimberly M Wells	80906	\$100.00	
Springfield	Gladys Oyola-Lopez	156000	\$100.00	
Taunton	Jennifer Leger	59408	\$100.00	
Waltham	Joseph W Vizard	60632	\$100.00	
Watertown	Janet M Murphy	35300	\$100.00	TRANSFER-INACTIVE
West Springfield	Otto J. Frizzell	28835	\$100.00	
Westfield	Kaitlyn Bruce	41000	\$100.00	
Woburn	Lindsay E Higgins	40876	\$100.00	
AFFILIATE MEMBER TOTAL			\$2,900.00	

ASSOCIATE

Town	Name	Population	Total Fee
Acton	Leo Mercado	22031	\$25.00
Amesbury	Jennifer Smith	17582	\$25.00
Amherst	Amber Martin	39263	\$25.00
Andover	Jamie Doherty	32000	\$25.00
Andover	Suzy Narayanan	32000	\$25.00
Andover	Vanessa French	32000	\$25.00
Arlington	Denise Houser	46000	\$25.00

2024**MTCA MEMBERSHIPS**

Ashburnham	Donna Burton	6315	\$25.00
Ashland	Christopher Sullivan	18832	\$25.00
Athol	Leanna Dennis	11945	\$25.00
Attleboro	Katie Greenough	46461	\$25.00
Auburn	Wendy Bloomquist	16688	\$25.00
Ayer	Christina Zoller	6980	\$25.00
Barnstable	Janet Murphy	45193	\$25.00
Bedford	Ashley Cote	12544	\$25.00
Belchertown	Robert Sterling	15350	\$25.00
Bellingham	Amy Bartelloni	17000	\$25.00
Belmont	Nancy Casale	23977	\$25.00
Belmont	Meg Piccione	23977	\$25.00
Belmont	Daniel Cane	23977	\$25.00
Berkley	Ashley Tigano	6800	\$25.00
Berlin	James H Wheeler	3788	\$25.00
Bernardston	Camilla Thacher	2111	\$25.00
Beverly	William McCarthy	41000	\$25.00
Beverly	Christine Dixon	41000	\$25.00
Beverly	Kathleen Dupont	41000	\$25.00
Blandford	Mary N Kronholm	1187	\$25.00
Bolton	Jennifer Marquis	5750	\$25.00
Boston	Paul Flaherty	690000	\$25.00
Boston	Dassie Bheecham	690000	\$25.00
Bourne	Linda D'Angelo	20452	\$25.00
Bourne	Mary Fernandes	20452	\$25.00
Bourne	Syreeta Amaral	20452	\$25.00
Bourne	Jamila Ray	20452	\$25.00
Boxborough	Karen Guzzardi	5502	\$25.00
Boxford	Kimberly Alberta	8500	\$25.00
Boylston	Rebecca Walker	5092	\$25.00
Brewster	Jayanne Monger	9700	\$25.00
Bridgewater	Christine Nemes	27365	\$25.00

2024**MTCA MEMBERSHIPS**

Bridgewater	Jolie Sprague-Martin	27365	\$25.00
Brookfield	Linda Lincoln	3439	\$25.00
Carlisle	Gretchen Gallimore	5451	\$25.00
Charlton	Alise Cunningham	12824	\$25.00
Chatham	Amy E Burrow	6500	\$25.00
Chelmsford	Pamela Gilcrest	36392	\$25.00
Chelmsford	Harrison Mayotte	36392	\$25.00
Chelmsford	Maria Vasquez	36392	\$25.00
Chesterfield	Jennie Lamour	1250	\$25.00
Clinton	Rebecca Schoolcraft	15428	\$25.00
Cohasset	Elizabeth Anderson	8018	\$25.00
Concord	MaryLou Carney	18957	\$25.00
Concord	Nathanial Smith	18957	\$25.00
Concord	Laurie Austin	18957	\$25.00
Cummington	Eliza Dragon	843	\$25.00
Dalton	Patricia Nichols-Mele	6350	\$25.00
Danvers	Stephanie Jarosz	28087	\$25.00
Dartmouth	Alda Raposo	31012	\$25.00
Dartmouth	Kelly Thompson	31012	\$25.00
Dedham	Kristen Morse	25364	\$25.00
Dennis	Sara McDonald	14293	\$25.00
Dennis	Angela Taylor	14293	\$25.00
Dighton	Rebecca Mello	8226	\$25.00
Douglas	Lisa A Postma	8744	\$25.00
Dracut	Melissa Parra	34000	\$25.00
Dracut	Rachael Fast	34000	\$25.00
Dracut	Susan Hardy	34000	\$25.00
Dudley	Jacqueline M Phelps	11390	\$25.00
Duxbury	Tara Wakefield	16279	\$25.00
East Bridgewater	Michele Doll	13932	\$25.00
East Longmeadow	Jackie Sullivan	16169	\$25.00
Eastham	Kendra Menard	5000	\$25.00

2024**MTCA MEMBERSHIPS**

Easthampton	Mary Ann Giza	16211	\$25.00
Easton	Denise Morgan	25000	\$25.00
Easton	Peter Van Der Hey	25000	\$25.00
Easton	Melissa McGuinness	25000	\$25.00
Edgartown	Collette Jordan	4988	\$25.00
Erving	Elizabeth Sicard	1800	\$25.00
Fairhaven	Paula Vieira	14453	\$25.00
Fall River	Ines da Silva Paulino Leite	89541	\$25.00
Fall River	Ryan Lyons	89541	\$25.00
Falmouth	Laurie Robbins	29706	\$25.00
Falmouth	Harriet Draper	29706	\$25.00
Fitchburg	Elizabeth McNiff	41946	\$25.00
Foxborough	Claudine Gover	18100	\$25.00
Framingham	Emily Butler	72362	\$25.00
Framingham	Carol Phalen	72362	\$25.00
Franklin	Melissa Kiriapoulos	34500	\$25.00
Franklin	Dyan Fitzgerald	34500	\$25.00
Freetown	Timm McIntosh	9206	\$25.00
Gardner	Elizabeth Doiron	21287	\$25.00
Georgetown	Jaclyn Davenport	8517	\$25.00
Gloucester	Grace Poirier	29729	\$25.00
Goshen	Gina Papineau	950	\$25.00
Grafton	Michael Jennette	18000	\$25.00
Granby	Emily E Reed	6226	\$25.00
Great Barrington	Katherine Couch	7000	\$25.00
Greenfield	Quinn Jaquins	17450	\$25.00
Groton	Nancyellen Pierce	11360	\$25.00
Groton	Frances Stanley	11360	\$25.00
Groveland	Julie Fabri	6289	\$25.00
Halifax	Jennifer Carr	7749	\$25.00
Hamilton	Anne Hughen	7871	\$25.00
Hampden	Morrison Gray	4966	\$25.00

2024**MTCA MEMBERSHIPS**

Hanover	Andrea J. Dello Russo	14977	\$25.00
Hanson	Jean Kelly	10123	\$25.00
Harvard	Andrew Sammarco	5868	\$25.00
Harwich	Jennifer Clarke	12800	\$25.00
Hatfield	Karen Karowski	3397	\$25.00
Haverhill	Rose Leonard-Flynn	68000	\$25.00
Hingham	Jennifer A Donnelly	24292	\$25.00
Hingham	Mary Kelley	24292	\$25.00
Holden	Amy-Laing Bobkowski	19905	\$25.00
Holden	Sue Lucia	19905	\$25.00
Holden	Elizabeth Monahan	19905	\$25.00
Hopedale	Ellen Murphy	5654	\$25.00
Hopkinton	Nicole M Levay	18758	\$25.00
Hudson	Jeff Malachowski	20092	\$25.00
Ipswich	Andrea Pappalimberis	13433	\$25.00
Kingston	Janna Morrissey	14233	\$25.00
Lakeville	Kimberly A DeGrazia	11986	\$25.00
Lawrence	Richard Reyes	89000	\$25.00
Lawrence	Jennifer Duran	89000	\$25.00
Leicester	Susan Zuscak	11700	\$25.00
Leominster	Elizabeth Moisan	46000	\$25.00
Leominster	Katelyn Rivard	46000	\$25.00
Leominster	Jeanine Medina	46000	\$25.00
Leominster	Maribel Perez	46000	\$25.00
Lexington	Lisa Maguire	33199	\$25.00
Lexington	Dianne Sperber	33199	\$25.00
Lincoln	Cara Maroney	6832	\$25.00
Lincoln	Lisa Castro	6832	\$25.00
Littleton	Kim Prehl	10150	\$25.00
Longmeadow	Krista Efantis	15827	\$25.00
Lunenburg	Ellen Griffin	11180	\$25.00
Lynnfield	Sue Lagorio	12526	\$25.00

2024**MTCA MEMBERSHIPS**

Malden	Morgan Hunte	66263	\$25.00
Mansfield	Jennifer Davis	24113	\$25.00
Marion	Lisa MacLean	6241	\$25.00
Marlborough	Harrison Mayotte	43000	\$25.00
Marlborough	Wilson Chu	43000	\$25.00
Marshfield	Theresa Wening	26500	\$25.00
Marshfield	Lauren Hughes	26500	\$25.00
Mashpee	Jessica Kelley	14500	\$25.00
Mattapoissett	Jodie Mazerolle-Camara	6500	\$25.00
Maynard	Jim Alexander	10550	\$25.00
Medfield	Tracey Klenk	12866	\$25.00
Medway	Morgan Harris	13400	\$25.00
Melrose	Joanne Perperian	28000	\$25.00
Melrose	Susan Erlich	28000	\$25.00
Melrose	Honey Rossi	28000	\$25.00
Merrimac	Kendra Blitz	6700	\$25.00
Middleborough	Elizabeth Gazerro	23645	\$25.00
Middleborough	Laura Bamford	23645	\$25.00
Middleborough	Allison J Ferreira	23645	\$25.00
Middlefield	Mark Doane	426	\$25.00
Middleton	Carmelina Fiore	9000	\$25.00
Millbury	Beth Johnson	13866	\$25.00
Millbury	Nancy West	13866	\$25.00
Millis	Kathleen Smith	8500	\$25.00
Millis	Susan Vara	8500	\$25.00
Millville	Catherine Correia	3100	\$25.00
Milton	Gayle M Neville	27003	\$25.00
Monson	Jo Sauriol	8160	\$25.00
Montague	Tina Sulda	8580	\$25.00
Nantucket	Laura Raimo	13790	\$25.00
Natick	Laurie Shaw	37000	\$25.00
Natick	Marie Goo	37000	\$25.00

2024**MTCA MEMBERSHIPS**

Natick	Debra Blatz	37000	\$25.00
Newton	Scott Matthews	88000	\$25.00
Newton	Cassidy Flynn	88000	\$25.00
Newton	John Doyle	88000	\$25.00
Norfolk	Rebecca Tefft	11988	\$25.00
North Adams	Melissa Kilbride	12506	\$25.00
North Andover	Suzanne Pelich	31188	\$25.00
North Andover	Patricia Sifferlin	31188	\$25.00
North Attleboro	Patricia Boyland	28965	\$25.00
North Attleboro	Patricia Dolan	28965	\$25.00
North Reading	Stephanie Connolly	15525	\$25.00
Northborough	Karen Wilber	15741	\$25.00
Northbridge	Laura Medeiros	15707	\$25.00
Norton	Peter Lally	19162	\$25.00
Norwood	Marcy Rossi	27000	\$25.00
Norwood	Emily Manning	27000	\$25.00
Norwood	Patricia Ralph	27000	\$25.00
Orange	Rachael Fortier	7800	\$25.00
Orleans	Erin Ellis	6214	\$25.00
Orleans	Jennifer Higgins	6214	\$25.00
Oxford	Amelia Lupis	13347	\$25.00
Pembroke	Andraea McEttrick	18885	\$25.00
Pepperell	Joan Ladik	11646	\$25.00
Pittsfield	Ashley Gangell	43927	\$25.00
Plymouth	Elveera Gallino	61000	\$25.00
Plymouth	Renee Reardon	61000	\$25.00
Plympton	Nancy Magnussen	3000	\$25.00
Princeton	Linda Hetu	3590	\$25.00
Provincetown	Ana Ruiz	3388	\$25.00
Randolph	Kristin McDonald	34000	\$25.00
Raynham	Tami Houde	15142	\$25.00
Raynham	Amy McRae	15142	\$25.00

2024**MTCA MEMBERSHIPS**

Rehoboth	Kerrie Perkins	12609	\$25.00
Rehoboth	Jennifer Hose	12609	\$25.00
Revere	Paul Fahey	53756	\$25.00
Richmond	Claudia Ryan	1350	\$25.00
Rockland	Helen L Thayer	17802	\$25.00
Rockland	Christine Campanile	17802	\$25.00
Rockport	Kourtney Buchanan	6149	\$25.00
Rowley	Janet Peabody	6161	\$25.00
Rutland	Benjamin Barakian	9570	\$25.00
Salem	Maureen Fisher	34000	\$25.00
Salem	Rochelle Sport	34000	\$25.00
Salisbury	Lynne Karpenko	9236	\$25.00
Saugus	Stephanie Hardy	28600	\$25.00
Saugus	Andrew DePatto	28600	\$25.00
Scituate	Paul Ohrenberger	18600	\$25.00
Seekonk	Lorraine Sorel	13800	\$25.00
Sheffield	Nicole Parker	3500	\$25.00
Sherborn	Tony Abril	4493	\$25.00
Sherborn	Kelly Clarke	4493	\$25.00
Shrewsbury	Kathleen Thompson	38375	\$25.00
Shrewsbury	Kimberly Dehal	38375	\$25.00
Somerset	Caitlin Hadala	17105	\$25.00
Somerset	Kathleen Maiato	17105	\$25.00
South Hadley	Zoe Ingram	18200	\$25.00
South Hadley	Linda Jacobs	18200	\$25.00
Southampton	Sabina McCarthy	6200	\$25.00
Southborough	Kathleen Battles	10818	\$25.00
Southborough	Amy Berry	10818	\$25.00
Southwick	Holly Hebda	9502	\$25.00
Southwick	Bonnie Morgan	9502	\$25.00
Spencer	Brynn L. Johnson	10452	\$25.00
Springfield	Chelsea Parmentier	156000	\$25.00

2024

MTCA MEMBERSHIPS

Springfield	Megan Anzalotti	156000	\$25.00
Springfield	Migdalia Leon	156000	\$25.00
Sterling	Shane Rhodes	7968	\$25.00
Stoughton	Kellie Johnson	25000	\$25.00
Stoughton	Samantha Rego	25000	\$25.00
Stow	Debra Seith	7242	\$25.00
Sturbridge	Sheila O'Connell	9552	\$25.00
Sudbury	Lisa Davis	18416	\$25.00
Sudbury	Ann Dunne	18416	\$25.00
Swampscott	Michael Brison	15111	\$25.00
Swansea	Stephanie A Suplido	16165	\$25.00
Swansea	Celine E Brown	16165	\$25.00
Taunton	Mark Pacheco	59408	\$25.00
Taunton	Krystal Dion	59408	\$25.00
Taunton	Rosalind Grassie	59408	\$25.00
Tewksbury	Sarah McMullen	31342	\$25.00
Townsend	Jessica Funaiole	8744	\$25.00
Upton	Kathleen Bern	8200	\$25.00
Uxbridge	Tara Mullen	12900	\$25.00
Wales	Leis Phinney	1886	\$25.00
Walpole	Pamela J. Riccio	26363	\$25.00
Waltham	Kara Wilson	60632	\$25.00
Waltham	Catherine Magliarditi	60632	\$25.00
Ware	Kathleen Galford	10066	\$25.00
Wareham	Shayne Martin	21822	\$25.00
Watertown	Noelle Gilligan	35300	\$25.00
Watertown	Stephen Addonizio	35300	\$25.00
Wayland	Theresa Mansfield	14424	\$25.00
Webster	Linda M Krupsky	13374	\$25.00
Wellesley	Donna Whitham	29050	\$25.00
Wellfleet	Shannon Ellis	3515	\$25.00
Wenham	Margaret Brown	4924	\$25.00

INACTIVE

2024**MTCA MEMBERSHIPS**

West Boylston	Lynn Harding-McGrail	8160	\$25.00
West Bridgewater	Sharon Ledin	7668	\$25.00
West Brookfield	Anne Garwood-Hampp	3700	\$25.00
West Newbury	Maxwell Close	4500	\$25.00
West Stockbridge	Marie Y Ryan	1363	\$25.00
Westborough	Kevin McLaughlin	21567	\$25.00
Westford	Andrew Sherman	24643	\$25.00
Westminster	Jennifer Duquette	8200	\$25.00
Weston	Dianne Poole	11391	\$25.00
Westport	Carla Vieira	15076	\$25.00
Westwood	Brooke A Congdon	16266	\$25.00
Westwood	Pam Cumings	16266	\$25.00
Weymouth	Christine Rose	55998	\$25.00
Weymouth	Lee Ann Hultin	55998	\$25.00
Wilbraham	Deborah M Brennan	14500	\$25.00
Wilmington	Claire Martin	22500	\$25.00
Wilmington	Meghan Jones	22500	\$25.00
Winchendon	Debra Skinner	9023	\$25.00
Winchester	Linda-Lee Angiolillo	23500	\$25.00
Winthrop	Marilyn Puopolo	19316	\$25.00
Wrentham	Ann Fisk	12060	\$25.00
Yarmouth	Stephanie Cappello	25023	\$25.00
Yarmouth	Samantha Snow	25023	\$25.00
Yarmouth	Susan Regan	25023	\$25.00

ASSOCIATE TOTAL \$7,175.00**CITY STAFF - No Membership**

Town	Name	Population	Total Fee
Attleboro Elections Office	Sharon Fortune	46461	\$0.00
Braintree	James M Casey	35700	\$0.00
Somerville	Megan Arruda	80906	\$0.00
Somerville	Maria Pierotti	80906	\$0.00

CITY STAFF - No Membership TOTAL \$0.00

2024**MTCA MEMBERSHIPS****NEW CLERK**

Town	Name	Population	Total Fee	
Watertown	Noelle Gilligan	35300	\$0.00	TRANSFER-ACTIVE
NEW CLERK TOTAL			\$0.00	

RETIRED

Town	Name	Population	Total Fee
Ashburnham	Linda Ramsdell	6315	\$10.00
Billerica	Shirley E Schult	40243	\$10.00
Deerfield	Carlene C Hamlin	5090	\$10.00
Essex	Pamela Thorne	3650	\$10.00
Foxborough	Arlene Marie Crimmins	18100	\$10.00
Groton	Michael Bouchard	11360	\$10.00
Hardwick	Paula L Roberts	2667	\$10.00
Harwich	Anita N Doucette	12800	\$10.00
Ipswich	Pamela Z Carakatsane	13433	\$10.00
Mendon	Margaret Bonderenko	6274	\$10.00
Newton	David A. Olson	88000	\$10.00
North Reading	Barbara Stats	15525	\$10.00
Salisbury	Wilma McDonald	9236	\$10.00
Sturbridge	Lorraine Murawski	9552	\$10.00
Swansea	Susan E Taveira	16165	\$10.00
Westminster	Denise MacAloney	8200	\$10.00
Whately	Lynn M Sibley	1604	\$10.00
Wilbraham	Beverly J Litchfield	14500	\$10.00
Woburn	William C Campbell	40876	\$10.00
Yarmouth	Jane E Hibbert	25023	\$10.00
RETIRED TOTAL			\$200.00

STAFF- No Membership

Town	Name	Population	Total Fee
Arlington	Chris Staiti	46000	\$0.00
Attleboro Elections Office	Rebecca Trieb	46461	\$0.00

2024

MTCA MEMBERSHIPS

Bedford	Rosemary B Harvell	12544	\$0.00
Foxborough	Laurie Tinti	18100	\$0.00
Hanover	Lisabeth Daly	14977	\$0.00
Holliston	Kevin Sanderson	15057	\$0.00
Holliston	Lisa Bacchiocchi	15057	\$0.00
Lynn	Emily Mercado	101557	\$0.00
Lynn	Karen Richard	101557	\$0.00
Milton	Karen Dilworth	27003	\$0.00
Natick	Stephanie Dutcher	37000	\$0.00
Palmer	Mary Fickett	10900	\$0.00
Paxton	Hannah Lipper	4732	\$0.00
Somerville	Bernabe Rodriguez	80906	\$0.00
Somerville	Nicholas Salerno	80906	\$0.00
Somerville	Jenneen Pagliaro	80906	\$0.00
Somerville	Tom Joyce	80906	\$0.00
Whitman	Michael Ganshirt	14641	\$0.00
STAFF- No Membership TOTAL			\$0.00

TRANSFER-ACTIVE

Town	Name	Population	Total Fee	
Charlemont	Thorne Palmer	1100	\$0.00	
Dunstable	Brynn Durno	3395	\$0.00	TRANSFER-ACTIVE
Lynnfield	Amanda Haggstrom	12526	\$0.00	
Natick	Lynn Kelly	37000	\$0.00	TRANSFER-ACTIVE
Pelham	Melissa Hibbard	1276	\$0.00	
Truro	Elisabeth Verde	2210	\$0.00	TRANSFER-ACTIVE
Weston	Janet M Murphy	11391	\$0.00	
TRANSFER-ACTIVE TOTAL			\$0.00	
TOTAL			\$35,010.00	

**MASSACHUSETTS TOWN CLERKS'
ASSOCIATION, INC.**

**STATEMENT OF CASH RECEIPTS
AND DISBURSEMENTS**

FOR THE YEAR ENDED JUNE 30, 2023

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.
FOR THE YEAR ENDED JUNE 30, 2023**

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Christopher J Huckins CPA PC

CERTIFIED PUBLIC ACCOUNTANT

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INDEPENDENT ACCOUNTANT’S REVIEW REPORT

To the Board of Directors of
Massachusetts Town Clerks’ Association, Inc.

We have reviewed the accompanying financial statement of the Massachusetts Town Clerks’ Association, Inc. (a nonprofit organization), which comprises the statement of cash receipts and disbursements for the year ended June 30, 2023, and the related note to the financial statement. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management’s Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the cash basis of accounting; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement whether due to fraud or error.

Accountant’s Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statement for it to be in accordance with the cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Massachusetts Town Clerks’ Association, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant’s Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying statement of cash receipts and disbursements in order for it to be in accordance with the cash basis of accounting.

Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.



Holliston, Massachusetts
November 28, 2023



MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2023

CASH RECEIPTS:

Conferences	\$ 129,571
Dues	32,905
News media	19,468
Scholarships donations	1,250
Certifications	1,505
Miscellaneous	20
Interest	10
Total cash receipts	184,729

CASH DISBURSEMENTS:

Conference expenses	105,040
Lobbyist stipend	35,525
Public recorder expenses	1,995
Scholarships	2,500
Financials/preparation of tax returns	3,500
Miscellaneous expenses	2,344
Sundries/marketing	10,968
Certification administrator stipend	870
Certification expenses	322
Lobbyist expenses	110
Total cash disbursements	163,174

INCREASE (DECREASE) IN CASH 21,555

BEGINNING CASH 45,263

ENDING CASH \$ 66,818

See accompanying note and independent accountant's review report.

MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC.

**NOTE TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 - NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES:

Nature of organization

Massachusetts Town Clerks' Association, Inc., (the Association), is a non profit organization incorporated on July 28, 1954, under the authority of Chapter 180 of the General Laws of the Commonwealth of Massachusetts.

The purposes of the Association are to foster a better acquaintance among the Town Clerks of the Commonwealth of Massachusetts; to assist in developing proper and efficient performance of their duties in respect to activities of the office and to advance and support sound government; to bring together, by conference or otherwise in furtherance of the foregoing objects, the Town Clerks of this Commonwealth with a view not only to an exchange of ideas but also to the promotion of cooperation in the solution of their common problems; to engage in such other activities tending to bring about a better understanding of Massachusetts Town Government.

Date of management's review

In preparing the financial statements, the Company has evaluated events and transactions for potential recognition or disclosure through November 28, 2023, the date that the financial statements were available to be issued.

Basis of accounting

The accompanying financial statements have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements. Noncash transactions are not recognized in the financial statements.

Concentration of credit risk

The Association maintains its cash deposits at high quality financial institutions. From time to time, cash balances in these accounts may exceed federally insured limits. The Company has not experienced any losses in any of its accounts and does not believe it is exposed to any significant credit risk.

Income taxes

The Internal Revenue Service has determined that the Association is exempt from federal income taxes in accordance with Section 501 (c) (6) of the Internal Revenue Code. The Organization is also exempt from state income taxes. Management is not aware of any circumstances that would impair the Organization's non-profit determination.

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this authoritative guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. At June 30, 2023, there were no unrecognized tax benefits identified or recorded as liabilities. The Organization's income tax returns for the past three years remain subject to examination by taxing authorities.

**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. A late fee is applied after the registration deadline and until the conference deadline. The conference deadline, where no additional registrations are permitted, is the day before counts are due to the hotel.

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.

Vendor late fees

Any vendor registering after the deadline will be allowed to register, if room is available, with a late fee applied. There will be no guarantee that late vendors will have their information in the conference brochure.

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.

**BYLAWS OF
THE MASSACHUSETTS TOWN CLERKS ASSOCIATION**

ARTICLE 1

Name

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

ARTICLE II

Mission

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

ARTICLE III

Membership and Dues

A. Membership

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

(Revised 6.12.2014; 9.29.2016; 2.3.2022)

1. Active Members

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

2. Associate Members

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

3. Retired Members

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

4. Affiliate Members

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

5. Transitional Members *(Revised 6.11.2015)*

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

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

6. Honorary Members

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

B. Dues Structure

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

1. Active Members *(Revised 6.2.2010)*

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

2. Associate Members *(Revised 6.11.2015)*

\$25.00

3. Retired Members

\$10.00

4. Affiliate Members

\$100.00

5. Transitional Members *(Revised 6.11.2015)*

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

6. Honorary Members

No Fee

C. Fiscal Year

The fiscal year of the MTCA shall be July 1 through June 30. The annual dues shall be due and payable on or before September 1. *(Revised 6.07.2012; 6.8.2023)*

ARTICLE IV

Meeting and Parliamentary Law

A. Meeting

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

B. Parliamentary Law

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

Lillian Drane, MMC/CMMC Lakeville

I would like to take this opportunity to apply for the CMMC Certification Administrator.

I'm currently on the CMMC Board and have been for two terms and have had the experience to evaluate the CMMC test when the applicants appeal their exams to the Board. I have enjoyed my time with the CMMC Board and love serving the MTCA.

The knowledge I have gained from Barbara has been immensely and she will be greatly missed and big shoes to fill of course! I've reviewed the description to her title, and I believe I have the skills, experience, and approach to perform in the role... definitely something that I can handle with guidance and training.

If I can provide you with any further information, please let me know. I look forward to hearing from you at your earliest convenience.

Thank you for your consideration and Happy Thanksgiving.

Best regards,
Lillian

Dianne Bucco, MMC/CMMC Manchester by the Sea

Dear Liz, President of the MTCA,

I am very interested in being considered for the Certification Program and Certification Administrator position within the MTCA.

I was first elected Town Clerk in Wenham in April 2014 and I received my CMMC as soon as I was eligible.

I have a strong educational background and am dedicated to contributing to the educational successes of all our Clerks. I would be honored to have the opportunity to work with the Board to review and update the test questions and certification policies and procedures.

Thank you for your consideration,

Dianne K. Bucco, MMC/CMMC



Town of Mattapoissett
Massachusetts
Town Clerk's Office
P. O. Box 89
Mattapoissett, MA 02739

November 22, 2023

Elizabeth Greendale
President, MTCA
Holliston Town Clerk

Dear Liz,

I am contacting you today to express my interest in the Certification Administrator position for the CMMC program which is available within the Massachusetts Town Clerks' Association. I feel that this role would give me the opportunity to give back to the wonderful professional association which I have had the benefit of being a member of for the last 10 years.

When I became a town clerk in 2014, the MTCA conferences, and eventually the mentoring workshops, provided me with the opportunity to learn my duties and make connections with fellow clerks in a nurturing and welcoming environment. I have always wanted to get more involved with the association, and now that I have gained a certain level of experience, I feel it is the perfect time.

I understand the responsibilities of the position and believe that I am a strong candidate. The qualities that have brought me success as a town clerk are similar to the attributes required to be effective in this role. I am detail oriented and work well under deadlines. I prefer to work behind the scenes; however, I am willing to step up to the podium when necessary. Thank you for your consideration.

Sincerely,

Catherine L. Heuberger, CMC, CMMC
Town Clerk

townclerk@mattapoissett.net
508-758-4100 x 2

Vendor	Attending	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	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	\$300.00	11/10/2023	\$300.00		\$0.00
Democracy Live	3	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	\$800.00	10/16/2023	\$800.00		\$0.00
Donnegan Systems, Inc	2	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	\$300.00	11/20/2023	\$300.00		\$0.00
Election Systems & Software (ES&S)	2	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	2	0	\$810.00	10/26/2023	\$810.00		\$0.00
General Code LLC / ICC-CDS	2	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	2	1	0	\$505.00	11/20/2023	\$375.00	11/20/2023	\$0.00
Inclusion Solutions	1	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	\$300.00	10/30/2023	\$300.00		\$0.00
LHS Associates, Inc.	4	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"/>	\$500.00	0	0	0	0	\$1,000.00	11/20/2023	\$1,000.00		\$0.00
LL DATA Designs LLC	1	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"/>	\$0.00	0	0	0	0	\$400.00		\$0.00		\$400.00
Meridia Interactive Solutions	2	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	\$300.00	10/23/2023	\$300.00		\$0.00
Northeast Document Conservation Center	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00	0	0	0	0	\$400.00		\$0.00		\$400.00
UniBank	5	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	3	0	0	\$420.00	10/26/2023	\$420.00		\$0.00

COUNTS

Vendor Contacts	Tables	<input type="text" value="11"/>	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="4"/>	Dinner	<input type="text" value="3"/>
Attending	Add Tables	<input type="text" value="3"/>		Ad Full	<input type="text" value="0"/>	Lunch	<input type="text" value="0"/>	BANQUET	<input type="text" value="0"/>		Lunch	<input type="text" value="7"/>	Breakfast	<input type="text" value="0"/>
<input type="text" value="24"/>	Power	<input type="text" value="11"/>		Break	<input type="text" value="0"/>									

TOTALS

Tables	<input type="text" value="\$3,300.00"/>	Sponsor Break	<input type="text" value="\$0.00"/>	Breakfast	<input type="text" value="\$140.00"/>	Grand Total	<input type="text" value="\$5,535.00"/>
Add Tables	<input type="text" value="\$300.00"/>	Sponsor Breakfast	<input type="text" value="\$0.00"/>	Lunch	<input type="text" value="\$280.00"/>	1st Payment	<input type="text" value="\$4,605.00"/>
Full Ad	<input type="text" value="\$0.00"/>	Sponsor Lunch	<input type="text" value="\$0.00"/>	Dinner	<input type="text" value="\$165.00"/>	2nd Payment	<input type="text" value="\$130.00"/>
Half Ad	<input type="text" value="\$0.00"/>	Sponsor President	<input type="text" value="\$0.00"/>	Breakfast 2	<input type="text" value="\$0.00"/>	Adjustments	<input type="text" value="\$0.00"/>
Donations	<input type="text" value="\$1,350.00"/>	Sponsor Banquet	<input type="text" value="\$0.00"/>			Balance Due	<input type="text" value="\$800.00"/>

Conference cost history

Conference Expenses												
Fall	Reg Fee	Reg late fee	Hotel (no fees)	Thursday Brea	Lunch	Banquet	Fri Breakfast	Location	Dates			
2024			\$ 129					Southbridge	Sept 25-27			
2023	\$ 75	\$ 125	\$ 159	\$ 35	\$ 45	\$ 55	\$ 35	Springfield	Sept 20 - 22			
2022	\$ 50	\$ 100	\$ 159	\$ 35	\$ 45	\$ 55	\$ 35	Springfield	Sept 21 - 23			
2021	\$ 50	\$ 100	\$ 155	\$ 30	\$ 40	\$ 50	\$ 30	Springfield	Sept 22-24			
2020				n/a covid								
2019	\$ 50	\$ 100	\$ 149	\$ 30	\$ 40	\$ 50	\$ 30	Springfield	Sept 18-20			
2018	\$ 50	\$ 100	\$ 145	\$ 25	\$ 35	\$ 45	\$ 25	Springfield	Sept 26-28			
2017	\$ 50	\$ 100	\$ 135	\$ 25	\$ 30	\$ 45	\$ 25	Springfield	Sept 20-22			
2016	\$ 50	\$ 100	\$ 129	\$ 25	\$ 28	\$ 40	\$ 25	Springfield	Sept 28-30			
2015			\$ 119					Springfield	9/30-10/2			
2014	\$ 50	\$ 100	\$ 119	\$ 25	\$ 26	\$ 40	\$ 25	Springfield	Oct 1-3			

Winter (joint)	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates		
2024	\$ 75	\$ 125	\$ 125	\$ 35	\$ 40	\$ 55	\$ 35	Devens	Jan 31 - Feb 2		
2023	\$ 50	\$ 100	\$ 119	\$ 35	\$ 40	\$ 55	\$ 35	Devens	Feb 1-3		
2022	\$ 50	\$ 100	\$ 119	\$ 30	\$ 35	\$ 50	\$ 30	Devens	Feb 2-4		
2021				n/a covid							
2020	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 5-7		
2019	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 6-8		
2018	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 7-9		
2017	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 1-3		
2016	\$ 50	\$ 100	\$ 119	\$ 25	\$ 25	\$ 40	\$ 25	Devens	Feb 3-5		
2015			\$ 119					Devens	Feb 4-6		

Summer (joint)	Reg Fee	Reg late fee	Hotel (no fees)	Thur Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates		
2024	\$ 75	\$ 125	\$ 149	\$ 35	\$ 40	\$ 55	\$ 35	Plymouth	June 5-7		
2023	\$ 50	\$ 100	\$ 139	\$ 35	\$ 40	\$ 55	\$ 35	Plymouth	June 7-9		
2022	\$ 50	\$ 100	\$ 133	\$ 30	\$ 40	\$ 50	\$ 30	Plymouth	June 8-10		
2021	\$ 50	n/a		\$120				Plymouth	June 9-11		
2020				n/a covid							
2019	\$ 50	\$ 100	\$ 127	\$ 25	\$ 25	\$ 40	\$ 25	Plymouth	June 12-14		
2018	\$ 50	\$ 100	\$ 124	\$ 25	\$ 25	\$ 40	\$ 25	Plymouth	June 13-+15		
2017								Plymouth	June 14 -16		
2016			\$ 109					Plymouth	June 15-17		
2015								Sea Crest	June 10-12		

DRAFT

Devens 2024 –

Wednesday – 1:45 – 4:45

US Election Assistance Commission - Commissioner Hicks (US EAC) (1 Hour)

State's Election Security (ESP) – Mike Ste. Marie and ESP Team (2 Hours)

Thursday – 9 AM – Noon

Campaign Finance / AG-Bylaw Submittal (shared class time) Bill Campbell / AG's Office

Advance Processing/Advance Removal/CTF – Michelle Tassinari & Clerks

Vitals 101 – Alex Forman

Thursday – 1:45 – 4:45 (Repeat AM)

Campaign Finance / AG-Bylaw Submittal (shared class time) – Bill Campbell / AG's Office

Advance Processing/Advance Removal/CTF – Michelle Tassinari & Clerks

Vitals 101 – Alex Forman

Friday – 9:00 AM – Noon

New VRIS & New VIP (shared class time) – Michelle Tassinari / Alex Forman & DPH



MTCA Executive Board
Social Secretary

August 2023 – November 2023

12/04/2023

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 + Card sent to Felecie</i>	11/06/2023	Sheffield Volunteer Co #1 Fire Dept 65 Depot St PO Box 860 Sheffield, MA 01257	<i>Death of Ryan Joyce, Son of Felecie Joyce, Town of Sheffield</i>
<i>Sympathy Card</i>	11/06/2023	Cindy Livingston 101 Main St Ashland, MA 01721	<i>Passing of her mother</i>
<i>Sympathy Card</i>	11/06/2023	Mary A. Arcudi 8 Memory Ln. Milford, MA 01757	<i>Passing of Joseph F. Arcudi, former Town Clerk of Milford, MA</i>
<i>Sympathy Card</i>	11/28/2023	Steve W. Kerrigan 61 Maury Lane Shrewsbury, MA 01545	<i>Passing of his wife, Colleen. Mr. Kerrigan is the City Clerk for Marlborough</i>

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