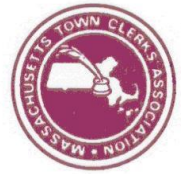


**Executive Board Meeting
Northborough Senior Center
Monday, April 8, 2024 – 10 AM**



1. SECRETARY'S REPORT—JAYNE DAVOLIO
 - Approve January 31, 2024 (attached)
2. TREASURER'S REPORT— TRICIA BESSETTE
 - Budget vs Actuals – as of 1.22.24 revised (attached) & as of 3.25.24 (attached)
 - Conference reports – Fall (attached) & Winter (verbal)
 - Membership reports – Summary & Pending (attached)
 - FY25 Budget (attached)
3. PRESIDENT'S REPORT—ELIZABETH GREENDALE
 - By-Law Committee update on potential change to membership (attached)
 - Appointment Updates (attached)
 - MTCA/MCCA Merger Update (minutes attached)
 - Credit Card Policy – Draft (attached)
4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD
 - Scholarship Report - MTCA & NEMCI (verbal)
 - Vendors Report (attached)
 - Conference Timelines – Plymouth, Southbridge 2024 & Devens 2025 (attached)
5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS
 - Plymouth conference (verbal)
 - Southbridge Conference Fees – (attached)
6. EDUCATION COMMITTEE REPORT—TRUDY REID
 - Plymouth Class Lineup (attached)
7. LEGISLATIVE REPORT—ANDY DOWD
 - Legislative update (attached)
8. COMMITTEE REPORTS:
 - BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER
 - CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO
 - COMMUNICATIONS COMMITTEE – DANIELLE SICARD
 - CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER
 - MENTORING COMMITTEE – DANIELLE SICARD (verbal)
 - Plymouth – New Clerk meeting / Pairing with seasoned Mentor Clerks
 - NOMINATION COMMITTEE REPORT—NANCY BLACKMER
9. SOFTWARE COORINATOR – DANIELLE SICARD (verbal)
10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA (attached)
11. PAST PRESIDENT REPORT—BOB CUTLER

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MTCA EXECUTIVE BOARD MEETING



January 31, 2024 Devens Conference Center

DRAFT 1-31-2024

	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	X
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	
EXECUTIVE BOARD 2026	ELLEN S. AGRO	X
EXECUTIVE BOARD 2026	DEBRA A. GREMO (VACANT-RETIRED)	
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

The meeting was called to order at 10:04 AM

Special Guest Past President Marie Ryan joined the meeting today.

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Approve December 4, 2023, Minutes

Motion to approve the minutes Member Andy Dowd, seconded by Member Kelly McElreath, All in favor.

MTCA EXECUTIVE BOARD MEETING



January 31, 2024 Devens Conference Center

DRAFT 1-31-2024

2. TREASURER'S REPORT— PATRICIA BESSETTE

- Budget vs Actual 1/22/2024
- Membership reports – Summary & Pending

President Greendale asked for an explanation of what constitutes a pending membership. Treasurer Bessette stated that the pending membership forms were accepted, and we are waiting for payment.

Motion to accept the Treasurer's report Member Reid, Seconded by Member Darling, All in favor.

Treasurer Bessette advised the board that she acquired a Debit/Credit Card through the bank for our account. Discussion took place on policy and procedure for the use of the card.

Treasurer Bessette also advised the board that she produced our lobbyist with the appropriate fillings and sent out the four W2s.

Member Andy Dowd stated that the treasurer has done a great job with our lobbyist Tom Joyce and that she has produced great work for the board. The board agreed that she's done a tremendous job from when she took over the position.

3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

- By-Law Committee update on potential change to membership

Article III, Sec. A.1 Active Member and A.2 Associate Members.

Discussion took place on behalf of the Bylaw committee; Trudy Reid spoke on the committee's concern to allow outside people not in the Clerk's position or office to come to the conference. Justification must be for a good reason and to have the Clerk from that town or city sign off to attend the classes. Danielle Sicard 1st VP spoke to the fact that the sign-off would not be part of the by-law. This should be a conversation after the vote at the annual meeting in Plymouth to coordinate the forms.

- Deb Gremo's resignation: Deb has retired from Wareham. President Greendale will publicize her seat on the E-Board and any committee vacancy that she left an opening. These will be filled in conjunction with the June appointments at the annual meeting.

o E-Board Directory: No discussion

o Appointments List: No discussion

- MTCA/MCCA Merger Update Discussion: President Greendale advised the board that there is a scheduled meeting for 2-1-2024 @ 7:45 AM to be held in the conference room. Details to follow at the next meeting.

MTCA EXECUTIVE BOARD MEETING



January 31, 2024 Devens Conference Center

DRAFT 1-31-2024

- Gov. Healy FY25 Budget – Marriage Certs: Please note the changes made to the marriage certificates and we should be implementing them immediately.

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

- Scholarship Report: There were no requests for this conference.
- Vendors Report: An additional table was added, and we have received full payment from all vendors! Full house and Dottie did a great job spreading them out and two snack areas. President Greendale noted that she received some great donations from the vendors. Also, 1st Vice President Sicard noted that Cheryl did a nice job with the brochures.

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

- Devens Conference Update –Great Job with hotel management. Numbers 119 total rooms. 271 actual guests. 271 people for lunch!! Barbara - 306 registered, some cancellations.

6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Devens Classes Update: The committee struggled a bit for coordination while setting up the speakers. For example: Julie from Vitals wanted to change classes, and we explained that we could not. But it will all work out.

7. LEGISLATIVE REPORT—ANDY DOWD

- Legislative update: Reiterate: Nothing will happen this 2024 year on the hill. Tom Joyce will be here for lunch on Thursday making a quick report.

8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER N/A
- CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO Discussion on meeting in the summer months of June, July, and August for 2024.
- COMMUNICATIONS COMMITTEE – DANIELLE SICARD N/A
- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD 306 registered for an amount of \$43, 810 dollars. CMMC 6 new people received certification and we have many recertifications. Lillian Drane will begin in June to take over the CMMC Certification which will be the time to clean up the test and move forward.
- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER- President Greendale reported that she has sent out Clerk of the Year information.
- MENTORING COMMITTEE – DANIELLE SICARD

MTCA EXECUTIVE BOARD MEETING



January 31, 2024 Devens Conference Center

DRAFT 1-31-2024

o Mentor Workshop Report – We have October & December Elections sessions coming up. I assisted Lillian Drane everything went well for the first time; we worked out a few kinks and the session was popular.

- NOMINATION COMMITTEE REPORT—TEDI EATON N/A

9. SOFTWARE COORDINATOR – DANIELLE SICARD: The decision was made not to get new software; we took a new route. Lisa Pagano, LL DATA made changes to our registration process; she only charged us 500.00 dollars, which is a great discount to our association! Discussion of the process and how it was made easier and there was a much quicker upload. Few items to be worked out but thrilled that we went this route.

A shout out to Mary de Alderete for her hard work along with Barbara LaBombard.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA: In review, I am not receiving all the information that I should have. I will report that Trudy Reid has lost her sister, and we give you, our condolences. Information from the board, Louise Craig from Seekonk retired, and Dolores in Somerset will be retiring in March. President Greendale will send Diane Packer from Natick a clock as she has retired also.

11. PAST PRESIDENT REPORT—BOB CUTLER To follow tradition you are all doing a great job!

11:01 AM adjourned

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

AMENDED

INCOME	FY24 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$53,000.00	\$16,025.00	\$37,920.00	\$15,080.00
3120 - Meals	\$51,600.00	\$16,510.00	\$36,252.50	\$15,347.50
3130 - Mentoring Workshops	\$1,800.00	\$625.00	\$1,590.00	\$210.00
3140 - Vendor Income	\$24,000.00	\$7,105.00	\$19,490.00	\$4,510.00
Total Conference Revenue	\$130,400.00	\$40,265.00	\$95,252.50	\$35,147.50
3200 - Certification Revenue	\$1,500.00	\$720.00	\$1,305.00	\$195.00
3300 - Scholarship Donations	\$2,500.00		\$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	\$325.00	\$35,335.00	(\$4,235.00)
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	\$1,045.00	\$41,890.00	\$1,210.00
TOTAL INCOME	\$173,500.00	\$41,310.00	\$137,142.50	\$36,357.50

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

**AMENDED
FY23**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00		\$572.64	\$1,927.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00	\$67.00	\$67.00	\$183.00
5201- MTCA software	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$0.00
Total Treasurer Expenses	\$4,350.00	\$667.00	\$4,102.00	\$248.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$21,029.19	\$15,020.81
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00	\$110.00	\$110.00	\$0.00
Total Lobbyist Expense	\$36,160.00	\$6,118.34	\$21,139.19	\$15,020.81
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	\$515.00	\$515.00	\$485.00
5602 - Certification Expenses	\$400.00	\$150.01	\$286.93	\$113.07
Total Certification Expenses	\$1,400.00	\$665.01	\$801.93	\$598.07
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,800.00		\$735.55	\$1,064.45
5702 - Conference Deposits	\$7,000.00		\$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	\$44,969.25
5707-2 - Conference AV equipmmt	\$7,500.00		\$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	\$497.25	\$497.25	\$2,002.75
5710 - Mentoring - refreshments	\$1,800.00	\$715.82	\$1,588.24	\$211.76
Total Conference Expenses	\$113,040.00	\$1,213.07	\$53,496.79	\$59,543.21

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

EXPENSE Continued	AMENDED FY2024		ACTUAL	REMAINING
	BUDGET	NEW EXP		
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$451.48	\$1,272.72	\$1,327.28
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	\$2,469.50	\$2,469.50	(\$469.50)
Total Communication/Public Recorder	\$2,000.00	\$2,469.50	\$2,469.50	(\$469.50)
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$900.00	\$900.00	(\$50.00)
6002 - Annual Tax Returns	\$850.00	\$900.00	\$900.00	(\$50.00)
Total Auditor Expense	\$1,700.00	\$1,800.00	\$1,800.00	(\$100.00)
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$0.00	\$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	\$0.00	\$221.09	\$1,678.91
TOTAL EXPENSE	\$173,500.00	\$13,384.40	\$87,875.86	\$85,624.14
Income / Expense Variance	\$0.00		\$49,266.64	

Checking Account

Beginning Balance	11/27/2023	\$55,863.55
New Income		\$41,310.00
New Expenses		\$13,384.40
Current Balance	1/22/2024	\$83,789.15

Money Market account Balance

Beginning Balance	11/27/2023	\$32,298.68
New Income		\$1.62
New Expenses		
Current Balance	1/22/2024	\$32,300.30

Massachusetts Town Clerks' Association

Budget vs. Actual

As of March 25, 2024

INCOME	FY24 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$53,000.00	\$7,345.00	\$45,265.00	\$7,735.00
3120 - Meals	\$51,600.00	\$6,335.00	\$42,587.50	\$9,012.50
3130 - Mentoring Workshops	\$1,800.00	\$600.00	\$2,190.00	(\$390.00)
3140 - Vendor Income	\$24,000.00	\$840.00	\$20,330.00	\$3,670.00
Total Conference Revenue	\$130,400.00	\$15,120.00	\$110,372.50	\$20,027.50
3200 - Certification Revenue	\$1,500.00	\$75.00	\$1,380.00	\$120.00
3300 - Scholarship Donations	\$2,500.00	\$2,200.00	\$2,700.00	(\$200.00)
3400 - Public Recorder/Website Ads	\$2,000.00		\$4,750.00	(\$2,750.00)
3500 - Media Stipends/AP/Educ	\$6,000.00	\$3,500.00	\$3,500.00	\$2,500.00
3600 - Dues	\$31,100.00	\$90.00	\$35,425.00	(\$4,325.00)
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	\$5,865.00	\$47,755.00	(\$4,655.00)
TOTAL INCOME	\$173,500.00	\$20,985.00	\$158,127.50	\$15,372.50

Massachusetts Town Clerks' Association

Budget vs. Actual

As of March 25, 2024

EXPENSE	FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00		\$572.64	\$1,927.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00		\$67.00	\$183.00
5201- MTCA software	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00		\$1,200.00	\$0.00
Total Treasurer Expenses	\$4,350.00	\$0.00	\$4,102.00	\$248.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$27,037.53	\$9,012.47
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00		\$110.00	\$0.00
Total Lobbyist Expense	\$36,160.00	\$6,008.34	\$27,147.53	\$9,012.47
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$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		\$515.00	\$485.00
5602 - Certification Expenses	\$400.00		\$286.93	\$113.07
Total Certification Expenses	\$1,400.00	\$0.00	\$801.93	\$598.07
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,800.00	\$838.39	\$1,573.94	\$226.06
5702 - Conference Deposits	\$7,000.00		\$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	\$139.62	\$139.62	\$1,100.38
5707-1 - Conference Hotel / Meals	\$89,600.00	\$27,720.33	\$72,351.08	\$17,248.92
5707-2 - Conference AV equipmemt	\$7,500.00	\$1,900.35	\$5,945.35	\$1,554.65
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$2,500.00	\$500.00	\$997.25	\$1,502.75
5710 - Mentoring - refreshments	\$1,800.00		\$1,588.24	\$211.76
Total Conference Expenses	\$113,040.00	\$31,098.69	\$84,595.48	\$28,444.52

Massachusetts Town Clerks' Association

**Budget vs. Actual
As of March 25, 2024**

EXPENSE Continued	FY2024 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$718.46	\$1,991.18	\$608.82
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		\$2,469.50	(\$469.50)
Total Communication/Public Recorder	\$2,000.00	\$0.00	\$2,469.50	(\$469.50)
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$900.00	(\$50.00)
6002 - Annual Tax Returns	\$850.00		\$900.00	(\$50.00)
Total Auditor Expense	\$1,700.00	\$0.00	\$1,800.00	(\$100.00)
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$0.00	\$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	\$0.00	\$221.09	\$1,678.91
TOTAL EXPENSE	\$173,500.00	\$37,825.49	\$125,701.35	\$47,798.65
Income / Expense Variance	\$0.00		\$32,426.15	

Checking Account

Beginning Balance	1/22/2024	\$83,789.15
New Income		\$20,985.00
New Expenses		\$37,825.49
Current Balance	3/25/2024	\$66,948.66

Money Market account Balance

Beginning Balance	1/22/2024	\$32,300.30
New Income		\$1.59
New Expenses		
Current Balance	3/25/2024	\$32,301.89

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							
3110 - Registration	\$20,010.00	\$7,900.00	\$11,100.00	\$11,600.00	\$11,751.00	\$8,545.00	\$12,126.00
3120 - Meals	\$21,652.50	\$14,690.00	\$14,010.00	\$12,710.00	\$11,630.00	\$9,895.00	\$13,756.00
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	\$51,117.50	\$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	\$312.32	(\$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	296	\$23,865.00	\$10.00	\$23,875.00
ACTIVE MEMBER	TRANSFER-ACTIVE	1	\$35.00	\$0.00	\$35.00
ACTIVE MEMBER	TRANSFER-INACTIVE	12	\$840.00	\$0.00	\$840.00
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	295	\$7,375.00	\$0.00	\$7,375.00
ASSOCIATE	INACTIVE	8	\$200.00	\$0.00	\$200.00
CITY STAFF - No Membership	ACTIVE	5	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	20	\$200.00	\$0.00	\$200.00
STAFF- No Membership	ACTIVE	22	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	4	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	TRANSFER-ACTIVE	9	\$0.00	\$0.00	\$0.00
					\$35,425.00

2024

MTCA MEMBERSHIPS PENDING

Printed on:

3/28/2024

ASSOCIATE

Town	Name	Population	Total Fee
Framingham	Michael Bower	72362	\$25.00
Middleborough	Tayla Bennett	23645	\$25.00
Newton	John Doyle	88000	\$25.00
		ASSOCIATE TOTAL	\$75.00
		TOTAL	\$75.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY23 BUDGET**

INCOME	FY 21 YR END	FY22 YR END	FY23 YR END	FY24 Budget	FY24 actual as of 3.25.2024	FY 25 Proposed	FY24 VS FY25 VARIANCE	
3100 - Conference Revenue								
3110 - Registration	\$6,600.00	\$34,350.00	\$36,210.00	\$53,000.00	\$45,265.00	\$ 53,000.00	\$0.00	
3120 - Meals	\$10,560.00	\$54,440.00	\$58,186.00	\$51,600.00	\$42,587.50	\$ 51,600.00	\$0.00	
3130 - Mentoring Workshops	\$285.00	\$2,310.00	\$1,500.00	\$1,800.00	\$2,190.00	\$ 2,500.00	(\$700.00)	popularity & reg fee increase
3140 - Vendor Income	\$4,800.00	\$36,255.00	\$25,585.00	\$24,000.00	\$20,330.00	\$ 24,000.00	\$0.00	
Total Conference Revenue	\$22,245.00	\$127,355.00	\$121,481.00	\$130,400.00	\$110,372.50	\$131,100.00	(\$700.00)	
3200 - Certification Revenue	\$1,240.00	\$920.00	\$1,505.00	\$1,500.00	\$1,380.00	\$ 1,500.00	\$0.00	
3300 - Scholarship Donations	\$0.00	\$3,350.00	\$1,250.00	\$2,500.00	\$2,700.00	\$ 2,500.00	\$0.00	
3400 - Public Recorder/Website Ads	\$0.00	\$3,000.00	\$0.00	\$2,000.00	\$4,750.00	\$ 2,000.00	\$0.00	
3500 - Media Stipends/AP/Educ	\$12,384.00	\$0.00	\$19,468.00	\$6,000.00	\$3,500.00	\$ 19,500.00	(\$13,500.00)	AP 12,500 - DD \$3,500 - Edison \$3,500
3600 - Dues	28,660.00	32,905.00	32,905.00	31,100.00	35,425.00	\$ 33,600.00	(\$2,500.00)	history & member bylaw change
3700 - Interest Income (Bank Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3800 - MISC (Mkting/Sundries)	\$0.00	\$8,265.31	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$42,284.00	\$48,440.31	\$55,148.00	\$43,100.00	\$47,755.00	\$59,100.00	(\$16,000.00)	
TOTAL INCOME	\$64,529.00	\$175,795.31	\$176,629.00	\$173,500.00	\$158,127.50	\$190,200.00	(\$16,700.00)	

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY23 BUDGET**

EXPENSE	FY 21 YR END	FY22 YR END	FY23 YR END	FY24 Proposed	FY23 actual as of 3.15.23	FY 25 Proposed	FY24 VS FY25 VARIANCE	
5000 - President Expenses	\$0.00	\$2,892.71	\$1,032.42	\$2,500.00	\$572.64	\$ 2,500.00	\$0.00	
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5200 - Treasurer Expenses								
5200-Treasure Expenses	\$198.00	\$425.00	\$407.61	\$250.00	\$67.00	\$ 250.00	\$0.00	
5201- MTCA software	\$2,835.00	\$2,835.00	\$2,835.00	\$2,900.00	\$2,835.00	\$ 2,900.00	\$0.00	technology enhancements
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$1,200.00	\$1,200.00	\$ 1,200.00	\$0.00	
Total Treasurer Expenses	\$4,233.00	\$3,860.00	\$4,442.61	\$4,350.00	\$4,102.00	\$4,350.00	\$0.00	
5300 - Lobbyist Expenses								
5301 - Lobbyist Salary	\$34,451.04	\$35,000.04	\$35,525.04	\$36,050.00	\$27,037.53	\$ 38,000.00	(\$1,950.00)	current contract through Dec 24
5302 - Lobbyist Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5303 - Lobbyist Reg Fee	\$238.50	\$128.50	\$110.00	\$110.00	\$110.00	\$110.00	\$0.00	
Total Lobbyist Expense	\$34,689.54	\$35,128.54	\$35,635.04	\$36,160.00	\$27,147.53	\$38,110.00	(\$1,950.00)	
5400 - Scholarship Expenses								
5401 - NEMCI Exp (outside sources)	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$ 2,500.00	\$0.00	
5402 - NEMCI Exp (MTCA)	\$0.00	\$1,050.00	\$0.00	\$1,100.00	\$0.00	\$ 1,100.00	\$0.00	
5403 - MTCA Conference Scholarships	\$0.00	\$513.56	\$2,500.00	\$4,000.00	\$2,000.00	\$ 4,000.00	\$0.00	
5404 - Awards/Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Scholarship Expenses	\$0.00	\$1,563.56	\$2,500.00	\$7,600.00	\$2,000.00	\$7,600.00	\$0.00	
5500 - Legislative Committee Expenses	\$0.00	\$43.00	\$3,073.04	\$250.00	\$0.00	\$3,100.00	(\$2,850.00)	Clerks Day on the Hill

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
PROPOSED FY23 BUDGET**

EXPENSE Continued	FY 21 YR END	FY22 YR END	FY23 YR END	FY24 Proposed	FY23 actual as of 3.15.23	FY 25 Proposed	FY24 VS FY25 VARIANCE	
5600 - Certification Expenses								
5601 - Administrator Stipend	\$510.00	\$677.50	\$870.00	\$1,000.00	\$515.00	\$ 1,000.00	\$0.00	
5602 - Certification Expenses	\$373.94	\$288.59	\$322.11	\$400.00	\$286.93	\$400.00	\$0.00	
Total Certification Expenses	\$883.94	\$966.09	\$1,192.11	\$1,400.00	\$801.93	\$1,400.00	\$0.00	
5700 - Conference Expenses								
5701 - Printing Brochures/Program	\$0.00	\$1,475.85	\$1,812.38	\$1,800.00	\$1,573.94	\$ 2,500.00	(\$700.00)	increase costs for conference brochure
5702 - Conference Deposits	\$5,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$2,000.00	\$ 9,000.00	(\$2,000.00)	Deven \$5000, Plymouth \$2000, Southbridge \$2000
5703 - Postage / Brochure Mailing	\$0.00	\$0.00	\$21.79	\$0.00	\$0.00	\$0.00	\$0.00	
5705 - Entertainment	\$500.00	\$8,900.00	\$500.00	\$600.00	\$0.00	\$ 3,000.00	(\$2,400.00)	Southbridge party, Presidents Inaguration
5706 - Speakers / Education	\$1,687.41	\$5,940.35	\$711.35	\$1,240.00	\$139.62	\$ 2,500.00	(\$1,260.00)	Wednesday class speakers?
5707-1 - Conference Hotel / Meals	\$18,084.04	\$98,893.37	\$83,237.42	\$89,600.00	\$72,351.08	\$ 89,600.00	\$0.00	
5707-2 - Conference AV equipment			\$8,854.28	\$7,500.00	\$5,945.35	\$ 11,000.00	(\$3,500.00)	\$2000 Devens, \$5000 Plymouth, \$4000 Springl
5708 - NE Conference (2016-2022-2028)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$ 1,000.00	\$0.00	
5709 - Misc Conf Exp (survey)	\$2,119.44	\$2,831.77	\$741.63	\$2,500.00	\$997.25	\$ 2,500.00	\$0.00	
5710 - Mentoring - refreshments		\$0.00	\$1,361.43	\$1,800.00	\$1,588.24	\$ 2,500.00	(\$700.00)	increased food costs
Total Conference Expenses	\$28,390.89	\$126,041.34	\$105,240.28	\$113,040.00	\$84,595.48	\$123,600.00	(\$10,560.00)	
5800 - Executive Board Meetings/Lunches	\$1,054.68	\$2,186.99	\$2,419.76	\$2,600.00	\$1,991.18	\$ 2,600.00	\$0.00	3@ Northboro \$125 = \$375, \$2200 conference
5900 - Communication/Public Recorder								
5901 - Pub Rec Stipend / Editor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5902 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5903 - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5904 - Web Hosting	\$1,995.00	\$1,995.00	\$1,195.00	\$2,000.00	\$2,469.50	\$ 2,500.00	(\$500.00)	annual hosting cost increase
Total Communication/Public Recorder	\$1,995.00	\$1,995.00	\$1,195.00	\$2,000.00	\$2,469.50	\$ 2,500.00	(\$500.00)	
6000 - Auditor								
6001 - Annual Financial Review	\$850.00	\$0.00	\$1,750.00	\$850.00	\$900.00	\$ 900.00	(\$50.00)	annual review cost increase
6002 - Annual Tax Returns	\$850.00	\$0.00	\$1,750.00	\$850.00	\$900.00	\$ 900.00	(\$50.00)	annual review cost increase
Total Auditor Expense	\$1,700.00	\$0.00	\$3,500.00	\$1,700.00	\$1,800.00	\$1,800.00	(\$100.00)	
6200 - Miscellaneous Expenses								
6201 - Gifts/Memorials/Flowers	\$588.69	\$161.89	\$2,029.60	\$1,000.00	\$22.05	\$ 1,740.00	(\$740.00)	Presidents Inaguration, Sunshine Fund
6202 - NEMCI Graduation Gifts	\$0.00	\$0.00	\$294.00	\$400.00	\$199.04	\$ 400.00	\$0.00	
6203 - Miscellaneous	\$25.00	\$1,802.14	\$25.00	\$500.00	\$0.00	\$ 500.00	\$0.00	
Total Miscellaneous Expense	\$613.69	\$1,964.03	\$2,348.60	\$1,900.00	\$221.09	\$2,640.00	(\$740.00)	
TOTAL EXPENSE	\$73,560.74	\$176,641.26	\$162,578.86	\$173,500.00	\$125,701.35	\$190,200.00	(\$16,700.00)	
Income / Expense Variance	(\$9,031.74)	(\$845.95)	\$14,050.14	\$0.00	\$32,426.15	\$0.00	\$0.00	

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; 6.6.2024)*

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:

MTCA 2023-2024 APPOINTMENTS

appointments due to expire 6/30/2024

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
ASSISTANT TREASURER						2 yr	1	E Board
<i>Intentionally Vacant</i>						2023	2025	
BUDGET COMMITTEE						1yr	5	E Board
<i>All to be reappointed</i>								
Amy Akell	Ipswich			2023	2024			
Jayne Marie Davolio	Millbury			2023	2024			
Andrew Dowd	Northborough			2023	2024			
CMMC CERTIFICATION ADMINISTRATOR						3 yr	1	E Board
Barbara LaBombard	Easthampton	<i>Lillian Drane will be appointed</i>		2021	2024			
CMMC CERTIFICATION / EXAMINATION BOARD						3 yr	5	E Board
<i>Chair</i> Madaline I. Bonadies	Southbridge	<i>Will be reappointed</i>		2021	2024			
		<i>Barb LaBombard term 2025</i>						
COMMUNICATION COMMITTEE						3yr	8 & website com. Reps	President / Eboard
<i>Chair</i> Dawne Warren	North Andover	<i>All to be reappointed</i>		2023	2024			
		<i>Dawne - New Chair?</i>						
<i>Chair</i> Danielle Sicard	Easton	<i>Member & Mentoring Committee Rep</i>		2021	2024			
EDUCATION DATABASE COORDINATOR						3 yr	1	President
Trudy Reid	Wayland	<i>Will be reappointed</i>		2021	2024			
EDUCATION COMMITTEE						3 yr	11	E Board
<i>All to be reappointed</i>								
Amy Akell	Ipswich			2021	2024			
<i>Chair</i> Trudy Reid	Wayland	<i>Education Database Coordinator</i>		2021	2024			
Amy Warfield	Burlington			2022	2024			
LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)						1 yr 3 yr	2 Alt. 7	President / E Board
Catherine Harder-Bernier	Hanover	<i>Does not want reappointment</i>		2020	2023			
Carin A. Kale	Hamilton	<i>Will be reappointed</i>		2023	2023			
<i>Alt.</i> James Hegarty	Southborough	<i>Would like to be full member</i>		2023	2023			
		<i>Vacancy for Alternate & 2025 Term</i>						
MEMBER RECOGNITION COMMITTEE						3yr	5	President / Eboard
<i>Chair</i> Nancy Blackmer	Orange	<i>Will be reappointed</i>		2021	2024			
		<i>Vacancy for 2025 Term (Tedi)</i>						
NOMINATION COMMITTEE (Jan 1 - Dec 31)						2 yr	5	E Board
Nancy Blackmer	Orange	<i>All others will be reappointed</i>		2019	2023			
Jayne Marie Davolio	Millbury			2019	2023			
<i>Chair</i> Theodora Eaton	Needham	<i>Not being reappointed- VACANCY</i>		2019	2023			
Kelly McElreath	Plymouth			2023	2023			
Kaari Mai Tari	Concord			2019	2023			
SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY						1 yr	1	President
Cheryl Estrella	Freetown	<i>Will be reappointed</i>		2023	2024			

MTCA/MCCA

Merger/ Joint Conference Discussion

February 1, 2024

Meeting Began @ 7:53 AM

Present MTCA: President Elizabeth Greendale, Past President Robert Cutler, Past President Marie Ryan, 1st Vice President Danielle Sicard, 2nd Vice President Dottie Powers, Treasurer Patricia Bessette, Secretary Jayne Marie Davolio, Past President, and E-Board Member Andy Dowd.

MCCA: President Sergio Cornelio, Past President Nicole Crispo, Member Joe Vizard, Member Steven Kerrigan, Member Lisa Ferguson, Member Emily Butler, Member Joanne Bilotta.

1. History

Joint Conferences: Began around the year 2000 and a small merge happened right around 2005. However, City and Town Clerks separated as the educational issues were different. But with the growth of election laws those education issues have diminished, and we can both benefit from courses on each other's behalf. As in parliamentary procedure, vitals, and of course elections.

Past Financial Agreement: City clerks would donate or pay only if there was a deficit that the MTCA conference acquired.

Most conferences have been doing well and 1st Vice President Sicard wanted to state that the donation of \$5,000.00 for the Gala was very generous. It would help the MTCA and MCCA if we could speak about an amount of \$1,500.00 per conference.

President Cornelio spoke of wanting to be more involved in the process, for example having members on the board of the education committee.

Discussion took place on what both the boards were looking for. Both boards stated that we want to work together and have a fair representation of both Town and City Clerks. Discussion on dues took place noting that the City Clerk's pay an affiliate member price, and some pay the full member price. The MTCA would like to see all full member dues.

Member Crispo spoke of sending out a survey to the MCCA to see what the feeling would be. President Cornelio spoke of differences and wanted to keep individual aspects and not lose the City Clerk definition. Sergio appreciates what we do with conferences and would like to see classes for city clerks also. Better definition of what is part of the dues and what everyone gets out of the payment.

Three years ago, there was a vote to merge, but there was a need to change the bylaws and other chartered documents. This is a feat and is more difficult than anticipated. Member Vizard spoke about the fact that the schedule of the conferences and meetings does not fit the City Clerk's schedule, for example, the June conference and this is why it may be more difficult. Discussion continued about how the MCCA would like to be involved and included on the education committee. Member Kerrigan asked how the MCCA can help financially. 1st Vice President Sicard and Past President Cutler mentioned that breaks for the conferences run \$15.00 per person. It would help as stated before for a payment of \$1500.00 per conference. Past President Crispo stated that money has not been an issue. 1st Vice President Sicard spoke about the fact that we have not seen any payment in two years. Past President Crispo stated that "we owe from when we stopped paying to now, that it is only fair to pay that to the MTCA." Member Bilotta asked how we break out the fee by person or lump sum for each conference. Can we report those costs and revamp the uptake for each year for payment? 1st Vice President Sicard spoke about the fact that three breaks are allotted to each person. The cost amounts to 45.00 dollars, and some of the cost is covered by the registration fees. The MCCA gives a lump sum once a year when payment is issued.

Past President Crispo spoke on how well the MTCA is put together and Member Bilotta spoke to the fact that Danielle Sicard got her through her first four weeks on the job.

The discussion spoke of joint conferences being the main goal at this point and not a merger. President Cornelio spoke about a financial amount to help with the software program going forward and what would that amount look like.

1st Vice President Sicard spoke on the software, and it streamlined the process. Everyone would need to have a membership. Mentoring would be included for everyone, and active members would be included for benefits. Right now, we have fifty-nine cities, twenty-four active members, and twenty-seven affiliate members. The software is needed, and it benefits the members, as it tracks all aspects of a conference.

Past President Crispo would like to understand and get a better explanation of what the MTCA lobbyist brings to the table and what the City Clerks can benefit from having the lobbyist.

At this point, President Cornelio stated that "The MCCA will pay a lump sum of \$3000.00 for past payment. As we move forward together, there will be a one-time payment before the end of each fiscal year no later than June 30th."

President Cornelio, Member Kerrigan, and Member Bilotta will address the city clerks on the progress of this meeting.

2nd Vice President Powers spoke as we move forward would an amount of \$5000.00 be too much per year. President Cornelio mentioned fifty-nine cities is a small association and he was thinking in the \$2,000 to \$2,500 hundred range but needs to work on the numbers.

1st Vice President Sicard put before the meeting that June is the next joint conference, this will give time for both associations to conference and come back to the table. Also, we can add one of your members to speak with our education committee to bring forth a class for the city clerks. Member Bilotta was chosen to work with the MTCA Education Committee. Trudy Reid will be notified to reach out to Member Bilotta.

President Cornelio had one more question about the software, are the classes tracked, and could the full members take the test? This would benefit the City Clerks' pay. 1st Vice President Sicard said yes, all classes are tracked for points and there is no problem taking the test as an active member.

At this point, President Cornelio stated that they could and would make work a \$2,500.00 one-time payment before June 30th of this year. In turn, a check for \$3,000.00 would be issued now and a payment of \$2500.00 would be issued before June 30, 2024. All agreed.

The MTCA and MCCA will meet in June at the Plymouth conference to move forward. President Greendale and President Cornelio thanked everyone for their work at this meeting.

Meeting adjourned at 8:46 AM

Respectfully Submitted:

Jayne Marie Davolio
MTCA Secretary

Massachusetts Town Clerk Association

Debit Card Use Policy

1) Purpose

To establish the Policy and Procedures for the use of MTCA debit card by board members or their designee. These procedures are intended to accomplish the following:

- To enhance productivity, significantly reduce paperwork and improve internal controls.
- To ensure appropriate internal controls are established.
- To ensure that the association bears no legal liability from inappropriate use of the debit card.

2) Scope

The President, in conjunction with the Treasurer, will make all decisions regarding the issuance of the card and the establishment of all additional controls of its use.

3) Policy

- A. The debit card is only to be used in the following situations:
 - Conference/Training Registration; online purchases (memorials and flower donations)
 - Other items specifically authorized by the President
- B. The debit card will not be used for personal purchases of any kind. Use of debit card for personal purchases or expenses with the intention of reimbursing the association is prohibited.
- C. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the debit card.
- D. All cardholders shall take all measures necessary to ensure the security of the debit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
- E. Lack of proper documentation or authorizations will result in loss of debit card privileges and/ or personal liability.
- F. Misuse of a debit card by an authorized member may result in loss of the debit card.
- G. When using the debit card, the member must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the association.
- J. The member is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise within thirty days. The Treasurer will review the next statement to ensure that the return was properly credited.
- K. It is the responsibility of the member to immediately notify the Treasurer or his designee of any lost or stolen credit card.
- L. The association is exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the tax-exempt certificate with you when making a purchase.

4) Procedure

- A. Members who need to use the debit card account must ask first for permission from the Treasurer.
- B. Members are to notify the Treasurer prior to use of the debit card. All users must follow secure practices for online debit card use. Verification of purchase will be requested prior to releasing the card to the member.
- C. Itemized receipts must be obtained by the user and turned in to the Treasurer (either via email, scanned PDF, or a hard copy) within one week of purchase date. It is incumbent upon each member to submit invoices to the Treasurer promptly.

Adopted by MTCA, _____

- D. The signature on the receipt shall indicate that goods and/ or services purchased with the debit card have been received.
- E. The debit card will be reconciled monthly by the Treasurer for unauthorized charges and other discrepancies.
- F. It is the cardholder's responsibility to retain the receipts and other documentation.
- G. Upon completion of use, cardholders shall return the debit card to the Treasurer.

5) Audits

Monthly audits will be conducted for card activity and receipt retention as well as statement review by the Treasurer. The detailed activity may also be reviewed annually by the associations independent auditing firm.

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.	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	4/1/2024	\$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		\$0.00		\$800.00
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	3/27/2024	\$300.00		\$0.00
Dupont Storage Systems	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	1	1	1	0	\$530.00	3/27/2024	\$530.00		\$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"/>	\$0.00	2	2	2	2	\$630.00	3/27/2024	\$630.00		\$0.00
Inclusion 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		\$0.00		\$300.00
InstaTrac	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	1	0	0	\$340.00	4/2/2024	\$300.00		\$40.00
Kofile Technologies, Inc.	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"/>	\$500.00	0	2	0	0	\$880.00		\$0.00		\$880.00
LL DATA Designs LLC	1	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$500.00		\$0.00		\$500.00
Meridia	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"/>	\$200.00	0	0	0	0	\$500.00	3/27/2024	\$500.00		\$0.00
MetaSource	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"/>	\$35.00	0	1	0	0	\$375.00		\$0.00		\$375.00
New England Time Solutions, Inc	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		\$0.00		\$300.00
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"/>	\$0.00	0	0	0	0	\$300.00	3/27/2024	\$300.00		\$0.00
Spatial Data Logic	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	1	1	1	1	\$465.00		\$0.00		\$465.00
University Products	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	3/27/2024	\$300.00		\$0.00

CONFERENCE DEADLINES WORKSHEET

	# days from	Deadline Date	Actual Deadline Date - if different	President	1st VP	2nd VP	Secretary	Education Chair	Conference Reg. Admin.	notes / questions
Dates that fall on a weekend generally should be moved to the Friday										
E-Board Packet mtg										
Materials to President	7	Monday, April 1, 2024			Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List		
President to send out packet	5	Wednesday, April 3, 2024		X			website			
Conference Registration Packet mtg										
Hotel information sent out	-4	Thursday, April 4, 2024		X		website				
Materials to President / Reg Admin	4	Friday, April 12, 2024				meal choices & fees to Conf. Reg. Admin		Class write up w/ instructors & IIMC pts	registration form	
President send for proofing	8	Tuesday, April 16, 2024								PROOF DEADLINE - NEXT DAY BY 5PM
Materials disseminated	10	Thursday, April 18, 2024		X					prestogen must be live by this date	Prestogen - Turn off by deadline listed below - send 2nd VP by class & by community reports next business day
Conference Booklet conference										
Materials to Conference Brochure Admin	9	Monday, May 27, 2024		X	vendors contact info	rooms & times		Class write up w/ instructors & IIMC pts		
1st proof	8	Tuesday, May 28, 2024								PROOF DEADLINE - NEXT DAY BY 5PM
2nd proof	7	Wednesday, May 29, 2024								PROOF DEADLINE - NEXT DAY BY 12NOON
Final OK to print	6	Thursday, May 30, 2024								Attendees list & CMMC lists
Hotel Set Up Needs deadline										
AV / Room set up to 2nd VP	2	Monday, May 27, 2024						from Education Coordinators		
E-Board Packet conference										
Materials to President	7	Wednesday, May 29, 2024			Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List		
President to send out packet	5	Friday, May 31, 2024		X			website			

HOTEL DEADLINES

E-Board Meeting Date		4/8/2024		HOTEL BLOCK RATE	5/5/2024	
Conference Start Date		6/5/2024		MEALS SELECTION	5/5/2024	
Early Registration & Classes Deadline	12	Friday, May 24, 2024		COUNTS (classes & meals)	5/31/2024	Verify Meals cancellation is before this date
Registration Late Fee Deadline	-1	Thursday, May 30, 2024		AV / ROOM SET UP	5/29/2024	
Cancellation - Reg Fees	2	Monday, June 3, 2024		<u>VENDORS:</u> Registration deadline	21	5/15/2024
Cancellation - Meal Fees	7	Wednesday, May 29, 2024		Processed in software*	7	5/24/2024
prestogen open	11	Friday, April 19, 2024		<u>SCHOLARHIPS:</u> Application deadline	30	5/6/2024
prestogen closed	12	Friday, May 24, 2024		Processed in software*	7	5/24/2024
				<u>LUNCH GUESTS:</u> Processed in software*	7	5/24/2024

* before meal counts due to hotel

CONFERENCE DEADLINES WORKSHEET

<div style="border: 1px solid black; padding: 5px;"> Dates that fall on a weekend generally should be moved to the Friday </div>		# days from	Deadline Date	Actual Deadline Date - if different	President	1st VP	2nd VP	Secretary	Education Chair	Conference Reg. Admin.	notes / questions	
E-Board Packet mtg												
Materials to President	7	Monday, July 29, 2024				Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List			
President to send out packet	5	Wednesday, July 31, 2024	X					website				
Conference Registration Packet mtg												
Hotel information sent out	-4	Thursday, August 1, 2024	X				website					
Materials to President / Reg Admin	4	Friday, August 9, 2024					meal choices & fees to Conf. Reg. Admin		Class write up w/ instructors & IIMC pts	registration form		
President send for proofing	8	Tuesday, August 13, 2024	PROOF DEADLINE - NEXT DAY BY 5PM									
Materials disseminated	10	Thursday, August 15, 2024	X							prestogen must be live by this date	Prestogen - Turn off by deadline listed below - send 2nd VP by class & by community reports next business day	
Conference Booklet conference												
Materials to Conference Brochure Admin	9	Monday, September 16, 2024	X			vendors contact info	rooms & times		Class write up w/ instructors & IIMC pts			
1st proof	8	Tuesday, September 17, 2024	PROOF DEADLINE - NEXT DAY BY 5PM									
2nd proof	7	Wednesday, September 18, 2024	PROOF DEADLINE - NEXT DAY BY 12NOON									Attendees list & CMMC lists
Final OK to print	6	Thursday, September 19, 2024										
Hotel Set Up Needs deadline												
AV / Room set up to 2nd VP	2	Thursday, August 22, 2024							from Education Coordinators			
E-Board Packet conference												
Materials to President	7	Wednesday, September 18, 2024				Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List			
President to send out packet	5	Friday, September 20, 2024	X					website				

HOTEL DEADLINES

E-Board Meeting Date	8/5/2024	HOTEL BLOCK RATE	9/3/2024	
Conference Start Date	9/25/2024	MEALS SELECTION	9/4/2024	
Early Registration & Classes Deadline	12	COUNTS (classes & meals)	9/20/2024	Verify Meals cancellation is before this date
Registration Late Fee Deadline	-1	AV / ROOM SET UP	8/24/2024	
Cancellation - Reg Fees	2	<u>VENDORS:</u> Registration deadline	21	9/4/2024
Cancellation - Meal Fees	7	Processed in software*	7	9/13/2024
prestogen open	11	<u>SCHOLARHIPS:</u> Application deadline	30	8/26/2024
prestogen closed	12	Processed in software*	7	9/13/2024
		<u>LUNCH GUESTS:</u> Processed in software*	7	9/13/2024

* before meal counts due to hotel

CONFERENCE DEADLINES WORKSHEET

<div style="border: 1px solid black; padding: 5px;"> Dates that fall on a weekend generally should be moved to the Friday </div>		# days from	Deadline Date	Actual Deadline Date - if different	President	1st VP	2nd VP	Secretary	Education Chair	Conference Reg. Admin.	notes / questions
E-Board Packet mtg											
Materials to President	7	Monday, December 2, 2024				Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List		
President to send out packet	5	Wednesday, December 4, 2024	X					website			
Conference Registration Packet mtg											
Hotel information sent out	-4	Thursday, December 5, 2024	X				website				
Materials to President / Reg Admin	4	Friday, December 13, 2024					meal choices & fees to Conf. Reg. Admin		Class write up w / instructors & IIMC pts	registration form	
President send for proofing	8	Tuesday, December 17, 2024					PROOF DEADLINE - NEXT DAY BY 5PM				
Materials disseminated	10	Thursday, December 19, 2024	X							prestogen must be live by this date	Prestogen - Turn off by deadline listed below - send 2nd VP by class & by community reports next business day
Conference Booklet conference											
Materials to Conference Brochure Admin	9	Monday, January 27, 2025	X			vendors contact info	rooms & times		Class write up w / instructors & IIMC pts		
1st proof	8	Tuesday, January 28, 2025					PROOF DEADLINE - NEXT DAY BY 5PM				
2nd proof	7	Wednesday, January 29, 2025					PROOF DEADLINE - NEXT DAY BY 12NOON				Attendees list & CMMC lists
Final OK to print	6	Thursday, January 30, 2025									
Hotel Set Up Needs deadline											
AV / Room set up to 2nd VP	2	Monday, January 20, 2025							from Education Coordinators		
E-Board Packet conference											
Materials to President	7	Wednesday, January 29, 2025				Vendor & Scholarship applications	Hotel rates / meal choices & fees		Class topics & instructors List		
President to send out packet	5	Friday, January 31, 2025	X					website			

HOTEL DEADLINES

E-Board Meeting Date	12/9/2024	HOTEL BLOCK RATE	1/7/2025	
Conference Start Date	2/5/2025	MEALS SELECTION	1/22/2025	
Early Registration & Classes Deadline	12	COUNTS (classes & meals)	1/27/2025	Verify Meals cancellation is before this date
Registration Late Fee Deadline	-1	AV / ROOM SET UP	1/22/2025	
Cancellation - Reg Fees	2	<u>VENDORS:</u> Registration deadline	21	1/15/2025
Cancellation - Meal Fees	7	Processed in software*	7	1/20/2025
		<u>SCHOLARHIPS:</u> Application deadline	30	1/6/2025
prestogen open	11	Processed in software*	7	1/20/2025
prestogen closed	12	<u>LUNCH GUESTS:</u> Processed in software*	7	1/20/2025

* before meal counts due to hotel

Conference cost history

Conference Expenses											
Fall	Reg Fee	125	Hotel (no fees)	Thursday Breakfast	Lunch	Banquet	Fri Breakfast	Location	Dates		
2024	\$ 75		\$ 129	\$ 35	\$ 45	\$ 55	\$ 35	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		

OUTLINE OF CLASSES FOR PLYMOUTH JUNE 2024

Wednesday Afternoon – Elections with Michelle T

Thursday AM

VIP with Amy Warfield

OML/Public Records with Devan (KP Law)

Elections Incident Plan w/SEC - *Pending*

Thursday PM

VIP with Amy Warfield

Public Records – *Pending*

Elections Incident Plan w/SEC - *Pending*

Friday Morning

Recount/Audit with Lauren Goldberg

Legislative Committee

Our legislative agent, Tom Joyce, continues to monitor activity on Beacon Hill and provides frequent updates. There has been some movement on the bill that would remove the out of wedlock restriction on birth and marriage records. Recently, Andy Dowd and Danielle Sicard met with members of the Election Modernization Coalition (a group comprised of reps from a variety of voter advocacy groups). The group was interested to hear how they can help us manage the tremendous burdens placed on Town Clerks by the Votes Act. We had a very productive discussion and agreed to work together on legislative changes after the 2024 cycle.



MTCA Executive Board
Social Secretary

February 2024 – March 2024

03/29/2024

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>Upcoming Retirement</i>	n/a at this time. This is to serve as Notice for the MTCA Officers.	Lucia Longhurst Norton, MA	<i>Upcoming Retirement July 5, 2024</i>

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