



**EXECUTIVE BOARD METING  
SHERATON HOTEL – SPRINGFIELD, MA  
WEDNESDAY – SEPTEMBER 18, 2019  
10 AM**

**Meeting Opened**

**Secretary's Report – Katherine Ingram**

**Treasurer's Report – Lynn Sibley**

**President's Report**

**Class sign-up sheet for September 2019 Conference (supplied by Kaari Tari)  
As of 9/11/2019**

**Update on Badges – Wendy Mickel to give verbal report (see pictures)**

**1<sup>st</sup> Vice President Report – Bob Cutler**

**Vendors for Conference**

**Scholarship Awards for September**

**2<sup>nd</sup> Vice President Report – Liz Greendale**

**Hotel Arrangements, etc.**

**Welcome to our Past President and new Town Administrator – Marie Ryan**

**Certification Administrator & Conference Registration Report – Barbara LaBombard**

**Social Secretary Report – Deb Bourbeau**

**Reports from other Committees –**

**CVR User Group & Legislative Committee Report – Andy Dowd**

**Education Committee – Valerie Fox**

**Mentoring Committee – Danielle Sicard, Kelly McElreath or Andy Dowd**

**Update on program, class schedule**

**Scheduling of next E Board Meeting – suggested date December 2019 in Northborough at Sr. Center**

**Adjournment**

# MTCA EXECUTIVE BOARD MEETING



August 7, 2019 – Northborough Council on Aging

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY TALBOT	✓
1 <sup>ST</sup> VICE PRESIDENT	ROBERT E. CUTLER, JR.	✓
2 <sup>ND</sup> VICE PRESIDENT/LEGISLATIVE CHAIR	ELIZABETH GREENDALE	✓
TREASURER	LYNN SIBLEY	✓
SECRETARY	KATHERINE T. INGRAM	✓
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	
EXECUTIVE BOARD 2021	TERI BUNCE	✓
EXECUTIVE BOARD 2021	THOMAS P. FLORENCE	
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	
EXECUTIVE BOARD 2022	LILLIAN DRANE	✓
EXECUTIVE BOARD 2022	LAURA TORTI	✓
EXECUTIVE BOARD 2022	WENDY MICKEL	✓
PAST PRESIDENT	ANDREW DOWD	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALERIE FOX	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	THOMAS P. FLORENCE	

A quorum of voting members being present, President Talbot called the meeting to order at 11:22 AM.

**President's Report – Nancy Talbot**

President Talbot opened the meeting and thanked everyone for attending the meeting.

- a. Memo to EB regarding Edison Research with regard to Election Night Reporting. President Talbot will reach out to Edison and email the clerks letting them know that this request is coming
- b. Associated press will still be looking for results.
- c. September Conference:

# MTCA EXECUTIVE BOARD MEETING



**August 7, 2019 – Northborough Council on Aging**

Minutes Approved on: DRAFT

1. 2<sup>nd</sup> VP Robert Cutler reviewed a potential conference subject in September on Rank Choice Voting. There is currently an active bill out there for this and Michelle Tassinari will supply questions, but will not attend. Robert will reach out and he will talk to Barbara LaBombard in Easthampton who has experience with a different vendor. The Board agreed this would be a good presentation.
2. Diane Bucco memo regarding a trip to the Big E during the conference. President Talbot will follow up with her.
3. TC Manual: Dottie Powers and Carlisle TC have offered to work on this and try to get this completed.
4. Town Clerk badges: have not worked on.
5. Resignation by Laura Torti from all boards and committees she serves on. President Talbot will send her a thank you for her service.
6. MTCA: none.

## **Secretary's Report – Katherine T. Ingram**

Past Secretary Greendale presented the minutes from the Executive Board Meeting on 2019 in Plymouth.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> VP, Elizabeth Greendale seconded by 1<sup>st</sup> VP Robert Cutler, the minutes from June 12, 2019, were unanimously approved as written/presented.

## **Treasurer's Report – Lynn Sibley**

Treasurer Lynn Sibley presented the budget that was provided by Danielle Sicard. Lynn also handed out the membership summary. Lynn will send out an email list of completed memberships prior to the Fall Conference.

**ACTION TAKEN:** On a motion by 2<sup>nd</sup> VP Elizabeth Greendale, seconded by member Ann Quirk, to accept the Treasurer's Report, was unanimously approved.

## **Assistant Treasurer – Thomas Florence (ABSENT)**

Nothing to report.

## **1<sup>st</sup> Vice President Report – Robert Cutler, Jr.**

1<sup>st</sup> VP reported

- a. Vendors (verbal report by him) packets went out.
- b. Scholarships (nothing to report as Registration Packet has not been finalized) packets are going out this week.
- c.

## **2<sup>nd</sup> Vice President Report – Elizabeth Greendale**

2<sup>nd</sup> VP Elizabeth Greendale reported that the hotel and food is set for the September Conference. Parking is going to be \$10.00 for overnight and \$8.00 for the day.

## **Past President Report– Marie Ryan (ABSENT)**

No report.

# MTCA EXECUTIVE BOARD MEETING



August 7, 2019 – Northborough Council on Aging

Minutes Approved on: DPATT

**Conference Registrar/Certification Administrator – Barbara LaBombard (ABSENT)**

No report

## COMMITTEE REPORTS

**Legislative Committee – Andrew Dowd**

Mr. Dowd reported they are on break right now so there is nothing to report. Mr. Dowd mentioned that Mike Sullivan, OCPF proposed changes to campaign finance that would eliminate the reports for anything under \$500.

**Mentoring Committee – Danielle Sicard**

President Talbot reported that three applications came in thanks to the email that was sent out and President Talbot will send another email.

**Communications Committee – Danielle Sicard (ABSENT)**

No report.

**CVR User Group – Andy Dowd**

Nothing to report.

**Social Secretary – Deb Bourbeau (ABSENT)**

No report.

**Education Committee – Valerie Fox**

Valerie reported on proposed classes; elections preparing for 2020; public records and open meeting; elections 101 for new clerks; DOR reporting. Also working on arranging an OUTLOOK class for the Friday class. The Committee is down two people and Ms. Fox asked to appoint Mary Dowd, Carlisle to the Committee. Ms. Fox would like to recognize Dottie Powers for her years of service on the Committee.

**Old Business – none**

**New Business – none**

**Adjournment**

<p><b>ACTION TAKEN:</b> On a motion by Treasurer Lynn Sibley and seconded by member Ann Quirk, to adjourn the meeting at 12:18 pm, was unanimously approved.</p>
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*Respectfully Submitted*

*Katherine T. Ingram, CMMC  
MTCA Secretary*

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION**  
**FY 2020 BUDGET**  
**September 11, 2019**

<b>INCOME</b>	<b>FY20 BUDGET</b>	<b>NEW INCOME</b>	<b>ACTUAL</b>	<b>REMAINING</b>
3100 - Conference Revenue				
3110 - Registration	\$37,700.00	\$7,435.00	\$7,435.00	\$30,265.00
3120 - Meals	\$39,000.00	\$8,440.00	\$8,440.00	\$30,560.00
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$22,000.00	\$4,990.00	\$4,990.00	\$17,010.00
Total Conference Revenue	<u>\$100,500.00</u>	<u>\$20,865.00</u>	<u>\$20,865.00</u>	<u>\$79,635.00</u>
3200 - Certification Revenue	\$1,500.00	\$210.00	\$210.00	\$1,290.00
3300 - Scholarship Donations	\$2,500.00		\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$4,000.00		\$0.00	\$4,000.00
3500 - Media Stipends/AP/Educ	\$4,750.00		\$0.00	\$4,750.00
3600 - Dues	\$30,000.00	\$27,860.00	\$27,860.00	\$2,140.00
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
	<u>\$42,750.00</u>	<u>\$28,070.00</u>	<u>\$28,070.00</u>	<u>\$14,680.00</u>
<b>TOTAL INCOME</b>	<b>\$143,250.00</b>	<b>\$48,935.00</b>	<b>\$48,935.00</b>	<b>\$94,315.00</b>

<b>EXPENSE</b>	<b>FY20 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
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	\$200.00	\$187.00	\$187.00	\$13.00
5201- MTCA software	\$1,955.00			\$1,955.00
Total Treasurer Expenses	<u>\$2,155.00</u>	<u>\$187.00</u>	<u>\$187.00</u>	<u>\$1,968.00</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$33,902.00	\$8,475.51	\$8,475.51	\$25,426.49
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$0.00	\$109.00
Total Lobbyist Expense	<u>\$34,011.00</u>	<u>\$8,475.51</u>	<u>\$8,475.51</u>	<u>\$25,535.49</u>

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION  
FY 2020 BUDGET  
September 11, 2019**

<b>EXPENSE Continued</b>	<b>FY20 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
<b>5400 - Scholarship Expenses</b>				
5401 - NEMCI Exp (outside sources)	\$2,500.00		\$0.00	\$2,500.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$0.00	\$1,100.00
5403 - MTCA Conference Scholarships	\$4,000.00		\$0.00	\$4,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
<b>Total Scholarship Expenses</b>	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,600.00</b>
<b>5500 - Legislative Committee Expenses</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>
<b>5600 - Certification Expenses</b>				
5601 - Administrator Stipend	\$1,000.00	\$330.00	\$330.00	\$670.00
5602 - Certification Expenses	\$400.00	\$103.20	\$103.20	\$296.80
<b>Total Certification Expenses</b>	<b>\$1,400.00</b>	<b>\$433.20</b>	<b>\$433.20</b>	<b>\$966.80</b>
<b>5700 - Conference Expenses</b>				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00		\$0.00	\$7,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,734.00		\$0.00	\$1,734.00
5707 - Conference Hotel / Meals	\$75,000.00	\$2,000.00	\$2,000.00	\$73,000.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00		\$0.00	\$2,000.00
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
<b>Total Conference Expenses</b>	<b>\$88,834.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$86,834.00</b>

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION  
 FY 2020 BUDGET  
 September 11, 2019**

<b>EXPENSE Continued</b>	<b>FY20 BUDGET</b>	<b>NEW EXP</b>	<b>ACTUAL</b>	<b>REMAINING</b>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$132.00	\$132.00	\$868.00
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	\$2,000.00		\$0.00	\$2,000.00
Total Communication/Public Recorder	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
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	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$442.00	\$442.00	\$558.00
6202 - NEMCI Graduation Gifts	\$300.00	\$300.00	\$300.00	\$0.00
6203 - Miscellaneous	\$500.00	\$100.00	\$100.00	\$400.00
Total Miscellaneous Expense	<u>\$1,800.00</u>	<u>\$842.00</u>	<u>\$842.00</u>	<u>\$958.00</u>
<b>TOTAL EXPENSE</b>	<b>\$143,250.00</b>	<b>\$12,069.71</b>	<b>\$12,069.71</b>	<b>\$131,180.29</b>
<b>Income / Expense Variance</b>	<b>\$0.00</b>		<b>\$36,865.29</b>	

# Membership Summary

2020

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	267	\$20,890.00	\$135.00	\$21,025.00
ACTIVE MEMBER	INACTIVE	1	\$75.00	\$0.00	\$75.00
AFFILIATE MEMBER	ACTIVE	22	\$2,200.00	\$0.00	\$2,200.00
ASSOCIATE	ACTIVE	186	\$4,650.00	\$0.00	\$4,650.00
CITY STAFF	ACTIVE	1	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	7	\$70.00	\$0.00	\$70.00
STAFF- No Membership	ACTIVE	21	\$0.00	\$0.00	\$0.00
					\$28,020.00

Receipts to be deposited - 16000

Total Deposits Made 2786000

## Talbot, Nancy

**From:** Kaari Tari <ktari@concordma.gov>  
**Sent:** Wednesday, September 11, 2019 3:34 PM  
**To:** Talbot, Nancy  
**Cc:** Valerie Fox, Lincoln  
**Subject:** RE: Question re class enrollment size

Hi Nancy,

Here are the numbers:

## Class Signup Schedule

Click on a [button](#) in the Do It/Status column if you want to schedule something.

### MTCA Fall 2019 Conference: Wednesday Sep 18

Name of Activity	When It Is	Have	Do It,
<a href="#">A: Legislative Process and Ranked Choice Voting</a>	1:45PM - 4:45PM	88 so far	<a href="#">Signup</a>

### MTCA Fall 2019 Conference: Thursday Sep 19

Name of Activity	When It Is	Have	Do It,
<a href="#">B: Everything You Need to Know About VRIS</a>	9:00AM - 12noon	83 so far	<a href="#">Signup</a>
<a href="#">C: Public Records and Open Meeting Law</a>	9:00AM - 12noon	44 so far	<a href="#">Signup</a>
<a href="#">D: Election Updates for 2020</a>	9:00AM - 12noon	76 so far	<a href="#">Signup</a>
<a href="#">E: Athenian Dialogue</a>	9:00AM - 12noon	4 so far	<a href="#">Signup</a>
<a href="#">F: Athenian Dialogue</a>	1:45PM - 4:45PM	4 so far	<a href="#">Signup</a>
<a href="#">G: Public Records and Open Meeting Law</a>	1:45PM - 4:45PM	45 so far	<a href="#">Signup</a>
<a href="#">H: Election Updates for 2020</a>	1:45PM - 4:45PM	110 so far	<a href="#">Signup</a>
<a href="#">I: DOR: Nuts and Bolts of Municipal Finance</a>	1:45PM - 4:45PM	38 so far	<a href="#">Signup</a>

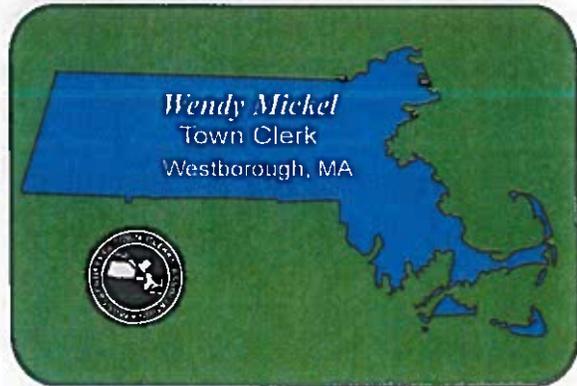
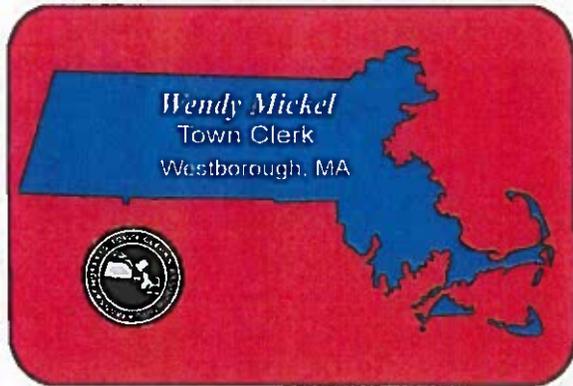
### MTCA Fall 2019 Conference: Friday Sep 20

Name of Activity	When It Is	Have	Do It,
<a href="#">J: Time Management Tools</a>	9:00AM - 12noon	60 so far	<a href="#">Signup</a>

Self Signup Home

Kaari Mai Tari  
Town Clerk  
Records Access Officer  
22 Monument Square  
Concord, MA 01742

Normal Business Hours



Vendor	Tables	Add Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPaid	2nd PD Date	Bal Pd
Donnegan Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/28/2019	\$250.00		\$0.00
Dupont Storage Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$320.00	8/22/2019	\$320.00		\$0.00
Edison Research	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	0	0	\$390.00	8/29/2019	\$390.00		\$0.00
ELECTEC Election Services, Inc.	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	0	0	\$320.00	8/27/2019	\$320.00		\$0.00
Election Systems & Software ES&S	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	0	0	0	0	\$500.00	8/19/2019	\$500.00		\$0.00
General Code LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/15/2019	\$250.00		\$0.00
GovPayNet	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	\$400.00		\$0.00		\$0.00
Hart InterCivic	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	0	\$370.00		\$0.00		\$0.00
Inclusion Solutions IS Elections	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/15/2019	\$250.00		\$0.00
King Information Systems	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/27/2019	\$250.00		\$0.00
KOFILE Technologies	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	1	0	0	0	\$780.00	8/15/2019	\$780.00		\$0.00
LHS Associates, Inc.	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	0	0	0	\$850.00	8/7/2019	\$850.00		\$0.00
LL DATA Designs	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$450.00		\$0.00		\$0.00
Mass Mailers Plus, LLC	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/7/2019	\$250.00		\$0.00
New England Time Solutions, Inc	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00		\$0.00		\$0.00
Northeast Document Conservation Center	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$250.00	8/15/2019	\$250.00		\$0.00
UnlBank	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	2	0	0	\$330.00	8/28/2019	\$330.00		\$0.00

**TOTALS**

Tables	\$4,250.00	Sponsor Break	\$0.00	Breakfast	\$210.00	Grand Total	\$6,460.00
Add Tables	\$300.00	Sponsor Breakfast	\$0.00	Lunch	\$320.00	1st Payment	\$4,990.00
Full Ad	\$0.00	Sponsor Lunch	\$0.00	Dinner	\$100.00	Final Payment	\$1,220.00
Half Ad	\$0.00	Sponsor President	\$0.00	Breakfast 2	\$30.00	Adjustments	\$0.00
Donations	\$1,250.00	Sponsor Banquet	\$0.00			Balance	\$0.00

Company Name	Name	Regis	Thurs Break	Lunch	Banq	Fri Break	Total Due	Total Paid	Balance
A. Rifkin Co.	Denise Flaim	250					250		250
GoPetie	Diego Alves	250					250		250
PCC Technology Inc	Seth Klaskin	125		40			165		165
ProScan Solutions	Kris Barthelette	250					250		250
University Products	John Dunphy	250					250		250
		1125	0	40	0	0	1165		1165

**Conference Registration Administrator Report:**

Total number registered for the Springfield conference as of Sept. 17, 2019: 223

Total submitted by Administrator to Treasurer Lynn Sibley for registration & meals as of September 17, 2019: \$19,095.00

**Certification Administrator Report:**

**1<sup>st</sup> CMMC recertification:**

Allison J. Ferreira, Middleborough  
Otto J. Frizzell, West Springfield  
Leslie A. Haley, Newbury  
Pamela A. Labonte, Acushnet

**2<sup>nd</sup> CMMC Recertification:**

Katherine A. Kelly-Regan, Granby

**3<sup>rd</sup> CMMC Recertification:** Nancy

J. Lowell, Warren  
Nancy J. Talbot, Ware

**4<sup>th</sup> CMMC Recertification:**

Lynn M. Sibley, Whately

**5<sup>th</sup> CMMC Recertification:**

Anita N. Doucette, Harwich

Respectfully Submitted,



Conference Registration Administrator &  
Certification Administrator

MTCA Executive Board  
Social Secretary

July 2019 to September 2019

Today's Date Here

<b>Type:</b>	<b>Sent:</b>	<b>To:</b>	<b>Reason:</b>
Sympathy Card	Sept. 3, 2019	Mrs. Vickery Trinkaus-Randall & Family	Gregor's Passing
Sympathy Card	Sept. 12, 2019	Soucy Family	Sally Soucy Passed Former Essex Town Clerk



It goes without saying that it takes a great group of people to put together an event such as this and I wanted to tell you just how much I appreciate all of your efforts in helping to make this conference be a success.

I truly appreciate the time, the knowledge and everything you did to make it happen.

  
Nancy Talbot