**APPROVED JUNE 24, 2022**

**MTCA Education Meeting**

Date: Friday, March 25, 2022

Time: 10:00 AM

Location:Join Zoom Meeting

Attending: Chair, Trudy Reid, 1st VP Liz Greendale, Committee Members – Kaari Tari, Jayne Davolio, Mary de Alderete, New members Amy Warfield, Laurie Becker, Lynn Kelly, K.C. Kato

Absent: Amy Akell

Chair Reid introduced new committee member K.C. Kato from Wellesley. Trudy also informed the board that Dianne Bucco will not be joining the committee at this time. Bob confirmed appointments would be made at the next MTCA e-board meeting in April.

Minutes from 3-11-2022 and 3-18-2022 were approved and will be posted to the MTCA website.

Several members confirmed their conversations with the presenters discussed at last week’s meeting:

Amy W. – confirmed Raffles, Lottery, and is waiting for feedback from the Commissioner’s office

Lynn confirmed Ethics/OML for both the morning and afternoon sessions

Trudy confirmed Cyber Security for both the morning and afternoon sessions

Laurie confirmed Vitals for the morning session

Kaari confirmed Lauren Goldberg for the Friday session of Election Leadership

Writeup of class descriptions will be given to Trudy ASAP so Mary can begin to work on the IIMC points. Trudy will provide class descriptions ASAP in order for the conference brochure to be written. Along with the class descriptions, a list of equipment that will be needed per class should also be provided.

Surveys were discussed and it was agreed to stay with a paper copy, Jayne will coordinate.

Liz stated the afternoon session would run from 1:30 – 4:30, a slight change from past conferences due to the gala this year – the room/setup will need to be done earlier. Jayne reminded the group to be sure to get the equipment needs when speaking/confirming with the presenters. Lynn asked if an extra microphone could be in each room for questions from the attendees – to ensure questions are heard by all. It was indicated presenters would be invited to the gala as well as retired Town/City Clerks.

Trudy felt a meeting was not needed for April 1st as we seem to be in good shape. The next one will be scheduled when needed.

Trudy L. Reid