

January 5, 2020
2:00 PM Zoom Meeting
MENTORING COMMITTEE MEETING MINUTES

In Attendance – Danielle Sicard (Easton), Andy Dowd (Northborough), Trudy Reid (North Andover), Liz Greendale (Holliston), Dottie Powers (Westwood), Kelly Mc Elreath (Upton), Terri Bunce (Dennis), Jayne Davolio (Millbury),

Not present: Marie Ryan (West Stockbridge), Mary deAlderete (Fitchburg)

New Clerk Introduction / Potpourri / Q & A Zoom session

- **Wednesday, January 20th 10AM (1 - 2 hours in length)**
- Format:
 - All mentoring committee members available as panel
 - All participants as attendees without video or audio ability (no limit)
 - No power point – sharing of screens on samples or how to find things
 - Committee members assignments:
 - Topic “experts” - present /share screens & provide answers to during Q&A
 - Chat Monitor – responds to questions / logs responses when applicable
 - Q & A: Moderator & Asks questions from Chat

Mentoring Sessions to be offered Jan – March 2021

1. February 3, 2021 – OCPF / Local Elections

- OCPF – invite to present for 10-15 minutes

2. March 3, 2021 - Town Meeting / Records

- AG’s Municipal Law Unit – invite to present 20-30 minutes

• **Format**

- Zoom (not recorded)
- 2 hours
- 2 mentoring facilitators per session (# of sessions dependent on # registered)
- No more than 20 participants
- PowerPoints may be used

Registrations: Danielle to work with Kelly on:

- form/link to register
- division into session groups
- setting up and sending out the zoom/google meet links for sessions

Education:

- Danielle will send out the current outline agendas & PowerPoints for review & comment regarding changes.
- Danielle to connect with Valerie (education chair) & Kelly Emmons (SOC) to keep them in the loop about the offerings and to encourage additional offerings to replace conferences & complement our offerings.

Communications: We want to add the following information to any mentoring communications (no matter who is sending it out to the association): MTCA membership & benefits, Mentoring & Clerk resources & committee members contact info.

Next Meeting Date – Monday 1/18 or Tuesday 1/19/21