



New England Association of City & Town Clerks  
Executive Board Meeting  
Wednesday, March 20, 2019  
The Publick House – Sturbridge, MA

The meeting of the New England Association of City & Town Clerks' Executive Board is called to order by President Tammy O'Donnell at 7:31 a.m.

Members present: Connecticut: Kelly Bilodeau, Michele Grande, Christine Halloran, and Kate Wall; Massachusetts: Deb Gremo; Maine: Tamara O'Donnell; New Hampshire: Andrea Kohler, Sue McKinnon and Betty Ramspott; Rhode Island: Michelle Hardy, Vicki Martin, Millie McGinnes and Sarah Rapose; Vermont: Anita Sheldon.

Secretary Michelle Hardy states that the minutes of the November 14, 15, and 16, 2018 meetings held in Newport, RI were delivered to the Board Members via e-mail. Extra copies are available.

Andrea Kohler asks for a correction to the November 14, 2018, minutes, as follows:

Page 2 – 4<sup>th</sup> paragraph – last sentence.

They will be looking to adjust the schedule to do dinner first and the graduation after.

Page 6 –  
2022 - ~~Massachusetts~~ Massachusetts

A motion is made, seconded and so voted to accept the minutes, including the amendments made to November 14, 2018.

Treasurer Kate Wall reviews treasurer's report, which is attached and made part of the record. She states that she should have all dues by this time. She states that there are 259 people that have paid and there should be approximately 500 members. She encourages payment and distributes the membership list so that all Vice President's may follow up in their respective states.

She encourages all dues to be paid in January. She states that it is important to have the funds available in April to pay the NEMCI scholarships.

A motion is made, seconded and so voted to accept the treasurer's report.



President O'Donnell encourages all news to be submitted to Betsy Browne, Newsletter Editor in time for the next edition.

President O'Donnell states that Leigh Carney, Webmaster has done a great job of keeping the website up to date.

There is no NEMCI&A report at this time.

The report of VP's on Committee Duties is not taken up.

The Conference Committee Reports are not taken up.

The next matter for discussion falls under new business –

President O'Donnell states that she received a communication passed onto the NEACTC Board from the NEMCI&A Board, which originated from IIMC regarding Institute Guidelines in March of 2018.

She states that Region I Director, Joe Powers may have an update to this but is unable to attend this Region I meeting.

She reports that the Director of Professional Development of IIMC will be attending NEMCI&A this summer, at NEMCI&A's request. She further reports that New York no longer has their own institute and is attending NEMCI&A until a new institute may be established.

Discussion takes place regarding different levels and types of certification and the point system used by IIMC.

Millie McGinnes states that the President of IIMC was very impressed by our education and comradery at the NEACTC Conference. NEMCI&A puts on a wonderful education program and this IIMC Director should be impressed, as well.



The Board takes up the following matters under old business:

Incorporation, Tax Exemption, and Insurance:

Michele Grande she feels that the association should move forward with the incorporation. She is concerned about liability and insurance. She suggests Board insurance.

President O'Donnell agrees. She states that having a separate legal entity would help with liability. She reviews the e-mail that she sent to the Board with some suggested by-law changes. She suggests the following amendment:

Add the following:

#### ARTICLE II. PURPOSE

e. For each New England State to hold, on a rotating basis, a New England Association of City and Town Clerks Conference, for the purpose of providing professional educational sessions and networking opportunities, at which the NEACTC Annual Meeting will be held. The hosting State is responsible for the financial obligations relating to the conference, outside of what is budgeted by NEACTC for assistance.

A motion is made, seconded and so voted to also include a dissolution clause for the bylaws, as follows:

#### ARTICLE XI – DISSOLUTION

Should the NEACTC cease to exist as an association with no successor association organized, all monies of the NEACTC will be donated to NEMCI&A to continue the educational opportunities for clerks. If NEMCI&A no longer exists than any remaining funds will be divided and distributed back to the State clerks associations to continue the educational opportunities for clerks.

A motion is made, seconded and so voted to approve these by-law changes and to present this to the membership at the next conference.

With no further unfinished business or new business to come before the Executive Board, a motion is made, seconded and approved, to adjourn the meeting at 8:02 a.m.

Respectfully Submitted  
Michelle Hardy, Secretary

Membership	Previous 2018	Previous Funding	Current 2019	NEACTC	NEMCI		
Affiliate Member	1	\$ 40.00	1	\$ 40.00	\$ -		
CT	87	\$ 2,730.00	69	\$ 2,145.00	\$ 35.00		
MA	190	\$ 6,235.00	73	\$ 2,415.00	\$ 35.00		
ME	51	\$ 1,685.00	32	\$ 1,020.00	\$ -		
NH	58	\$ 2,005.00	29	\$ 955.00	\$ 10.00		
RI	62	\$ 1,850.00	30	\$ 910.00	\$ 20.00		
VT	52	\$ 1,670.00	25	\$ 815.00	\$ 60.00		
Totals	501	\$ 16,215.00	259	\$ 8,300.00	\$ 160.00	\$ 8,460.00	
Original Balance							\$ 6,979.82
Bills Paid							\$ (240.00)
Deposits - Dues							\$ 8,300.00
NEMCI&A							\$ 160.00
Advertising - Vendors							\$ 3,350.00
Dated 2019/03/13							\$ 18,549.82

\*Nantucket Funeral Home - Check #408 cashed February 2019

Deposits  
Dues Only  
\$ 3,230.00  
\$ 1,535.00  
\$ 665.00  
\$ 375.00  
\$ 820.00  
\$ 900.00  
\$ 675.00  
\$ 260.00

Vendors  
\$ 1,550.00  
\$ 1,100.00  
\$ 200.00  
\$ 500.00

Qscend  
\$ 240.00

Bills Paid  
\$ 240.00

\$ 8,460.00  
\$ 3,350.00  
\$ 240.00