



New England Association of City & Town Clerks
Executive Board Meeting
Wednesday, November 20, 2019
Samoset Resort, Rockport, ME

The meeting of the New England Association of City & Town Clerks' Executive Board is called to order by President Tammy O'Donnell at 09:18 a.m. Members present: Connecticut: Kelly Bilodeau, Christine Halloran, Michele Grande and Kate Wall; Massachusetts: Dottie Powers, Ann Quirk, and Deb Gremo; Maine: Tammy O'Donnell, Abby Lombard, Katherine Jones, Lisa Goodwin, Susan Clements-Dallaire; New Hampshire: Andie Kohler, Sue McKinnon, Betty Ramspott, Kelli Barnaby; Rhode Island: Michelle Hardy, Sarah Rapose, Millie McGinnes; Vermont: Tammy Legacy, Anita Sheldon, and Lucrecia Wonsor.

Also present are Tracy Borst, Chair, and Richard Goldstein, Scholarship Chair, NEMCI&A.

President O'Donnell welcomes everyone to Maine.

Secretary Michelle Hardy states that the minutes of the March 20, 2019 meeting held in Sturbridge, MA were delivered to the Board members via e-mail. Extra copies are available.

It is noted that a minor change is needed to line 3 of page 3 to eliminate the 3rd word "she."

A motion is made, seconded and so voted to accept the minutes, as amended.

Newsletter Editor Betsy Brown and Webmaster Leigh Carney are not present. President O'Donnell states that they both do a fantastic job for the association.

The NEMCI&A report is given by Tracy Borst, Chair.

Tracy states that there were 28 Institute I students, 23 Institute II students, 28 Institute III students, 23 Academy Students and 29 people attended the Athenian. She states that they accommodated a number of New York students. The New Yorkers loved the NEMCI&A program.

Tracy states that Jane Long, IIMC's Director of Professional Development, attended NEMCI&A this year. Tracy gives a brief update regarding the previously filed letter from Jane Long.



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Tracy states that they have a new 3-year contract with Plymouth State University. She states that Jane Long really liked NEMCI&A. She was especially impressed with the computer classes and stated that this is exactly what the Institutes should be teaching.

She explains that in a 2010 letter from IIMC, they recognized NEMCI&A as an Institute, no matter what location they are at.

She states that the next NEMCI&A will take place July 11-17, 2020.

She states that PSU has offered Merrill Place, where the graduation and orientation took place, as the new base for NEMCI&A, rather than Langdon Woods. Merrill is new and has better air conditioning and elevators. They are looking at pricing.

She states that it has been difficult getting people to fill Board positions. She states that having a retired member on the Board worked out this past year. They are also looking at having non-graduates of NEMCI, who have their CMC, as a Board possibility.

Lucrecia Wonsor states that New York students have a new Institute at Cornell University for the upcoming year.

Ann Quirk states that the Board is already turning away people due to size and space issues.

Rick Goldstein states that in Rhode Island it is difficult to find Board members to serve because RI is so small. A large number of clerks have already served and some are new clerks. He states that RI is looking to fill a spot for this year with a non-NEMCI graduate.

A motion is made, seconded, and so voted that the legislative committee look at the appointment of retirees and non-NEMCI graduates who are CMC recipients serving on the Board.

A motion is further made, seconded, and so voted to allow for a non-NEMCI graduate who is a CMC recipient to fill a vacancy on the Board for this year.



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The next item for discussion is the Scholarship Committee report.

Rick Goldstein states that he has reviewed a proposal for changes to the scholarship criteria with Michele Grande, Joint Scholarship Chair.

Areas for consideration are –

1. The length of time someone has to be a member of NEACTC before being eligible for a scholarship.
2. Allow Clerks' staff members, other than clerks and deputies/assistants, to receive scholarships.
3. Formalize the \$75 registration fee not being eligible for scholarships.
4. Having a requirement for service on the Board if they receive a scholarship.

This matter is postponed until the Friday, November 22, 2019, meeting.

The next matter to be taken up is the Treasurers Report.

Kate Wall, Treasurer, distributes the reports of the deposits, vendors, expenses and membership, which are attached and made part of the record.

Kate states that the membership committee helped reach out to members who had not renewed. She provides a list of all paid members and states that she will work with Leigh to remove people from the e-mail blast if they are not members.

Kate states that 12 years ago the renewal date was moved from July to January so that there would be the proper cash flow for the scholarships.

She states that Andi Kohler's budget was increased by \$640.00 for insurance for the Board.

A motion is made, seconded, and so voted to approve the Treasurers' report.

The Board discusses the proposed changes to the constitution, which will be taken up next.

President O'Donnell states that NEACTC's tax ID number is used by several states. She states that, per the recommendation of a tax accountant, this can no longer happen. She states that Michelle, Kate, and she recently spoke with an accountant for some tax advice. She explains that different states are at different levels of fundraising and there could be a significant amount of money being held under the NEACTC's tax ID.



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The next matter to be taken up is Constitution Amendments:

The first item is the proposed change to Article II, as follows:

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.

Discussion takes place regarding the language “hosting State.” It is recommended to change the language to “hosting conference Committee.”

A motion is made, seconded, and so voted to approve this change to Article II, as amended:

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~~ conference committee is responsible for the financial obligations relating to the conference, outside of what is budgeted by NEACTC for assistance.

The next item is the proposed change to Article IV, as follows:

ARTICLE IV. OFFICERS, EXECUTIVE BOARD

SECTION 3. POWERS AND DUTIES OF EXECUTIVE BOARD. Except as this Constitution otherwise expressly provides, the Executive Board shall have powers and duties as follows:

- a. ~~Audit. To require an annual audit of the books and accounts of the association by and independent duly licensed accountant.~~



- c. FINANCE COMMITTEE. The President shall appoint a Finance Committee if the President and/or Executive Board feels it necessary to review all the financial statements and documents relating to the New England Association of City and Town Clerks. The Finance Committee shall consist of three (3) members. Should a Finance Committee be appointed, it will be assigned to review the financial statements and documentation of the New England Association of City and Town Clerk's, a written report shall be submitted 30 days prior to the next regular Executive Board meeting.

The New England Association of City and Town Clerks may at any time choose to have an audit conducted by a duly licensed auditor or a certified public accountant.

The Finance Committee is not responsible for financial reporting, which is the responsibility of the New England Association of City and Town Clerk's Treasurer.

A motion is made, seconded, and so voted to approve this change to Article IV.

The next item is the proposed a new Article VII, as follows:

ARTICLE VII: ANNUAL CONFERENCE

SECTION 1. ANNUAL CONFERENCE. The Association shall promote an annual conference designed to provide educational and networking opportunities for active members, associate members and affiliate members. The annual conference shall be hosted by an individual state clerks association or state committee. Each individual state clerk's association or conference committee will be solely responsible for the planning and implementation of the annual conference, including, but not limited to, the selection and coordination of venues, speakers, programs, registrations, accommodations, meals, and social events.

SECTION 2. CONFERENCE COMMITTEE. Each state conference committee shall provide for the levels of responsibility and limits of authority of its state conference committee by and through its bylaws. The bylaws shall set forth, at a minimum, the composition of its conference committee, the selection of its members, the powers and duties of the conference committee and its members, the financial authority of the conference committee and a requirement that the conference committee obtain and maintain liability insurance related to the annual conference in coverage areas and limits established by the state association. The bylaws of each state conference committee shall also specify whether the state conference committee shall be organized as a separate legal entity or shall exist under the state association's legal entity.

A motion is made, seconded, and so voted to approve this addition of a new Article VII.



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The next item is the proposed renumbering of the following articles, as follows:

ARTICLE ~~VII~~ VIII. NOMINATIONS FOR OFFICE

ARTICLE ~~VIII~~ IX. FISCAL YEAR

ARTICLE ~~IX~~ X. PARLIAMENTARY LAW

ARTICLE ~~X~~ XI. AMENDMENTS TO THE CONSTITUTION

A motion is made, seconded, and so voted to approve the numbering of these Articles.

The next item is the proposed addition of Article XII, as follows:

ARTICLE XII – 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 the addition of Article XII.

There is no further business to be conducted.

A motion is made, seconded and so voted to adjourn the meeting at 12:17 p.m.

Respectfully Submitted
Michelle Hardy, Secretary