



NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
Board Meeting
Friday, December 4, 2020
Via Zoom Tele/Video Conference

The meeting of the New England Association of City & Town Clerks' Board was called to order by President Andie Kohler at 12:16 p.m.

Members present: Connecticut: Michele Grande and Kate Wall; Massachusetts: Dottie Powers, Ann Quirk, and Deb Gremo; Maine: Lisa Goodwin, Michelle Farnham, Susan Skidgell, Carrie Weeman; New Hampshire: Andie Kohler, Sue McKinnon, Betty Ramspott; Rhode Island: Leigh Carney, Michelle Hardy, Sonia Grace, Millie McGinnes; Vermont: Tammy Legacy, Anita Sheldon, and Lucrecia Wonsor.

President Kohler welcomed everyone on Zoom.

The first matter taken up was the Secretary's report.

Secretary Michelle Hardy stated that the minutes of the November 20, 21, 22, 2019, meetings held in Maine, as well as the June 30, 2020 and August 26, 2020, meetings that were held via Zoom to deal with the COVID-19 emergencies were delivered to the Board members via e-mail.

The next matter taken up was the Treasurer's Report.

Treasurer Kate Wall, stated that there are currently 441 members for 2020, which is down from 525 members in 2019. She stated that the beginning balance in the checking account was \$9,651.82 and the ending balance was \$10,398.82. She stated that this year there was a new expenditure for liability insurance in the amount of \$640.00. This will be a new annual bill.

She stated there will be a carry over of \$1800.00 from the current budget to the incoming President's budget that was to be used for IIMC travel. President Andie Kohler was unable to attend IIMC's Annual Conference due to the pandemic. She stated that there was hope that both President Andie Kohler and Incoming President Tammy Legacy may travel to the IIMC conference in 2021.

The \$6000.00 in the budget for NEMCI&A Scholarships was not used for Scholarships due to the cancelation of NEMCI&A due to the COVID-19 Pandemic. Instead, \$1,000.00 was distributed to each of the New England States to help with upcoming conferences due to a year of being unable to fundraise. Also the Conference Assistance money that would have gone to New Hampshire has been given to Vermont to assist in their 2021 conference due to lack of the ability to fundraise.



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The next matter taken up was the Newsletter Editor's Report.

Newsletter Editor Betsy Brown was not present. President Kohler stated that Betsy Brown has received advertising commitments from some vendors already for the upcoming year. She asked for the VP reports of news in their States, as well as the outgoing and incoming President remarks by December 15, 2020.

The next matter taken up is the Webmaster's Report.

Webmaster Leigh Carney stated that she keeps the website up to date and will need the Slate of Officers and Executive Board Members to update the Board's information online after the Annual Meeting. She also stated that she needs the Constitution changes from November 2019 to update online.

The next matter taken up was the Nominating Committee's Report:

President Kohler explains that the Executive Order extended the terms of office for NEMCI&A Board Members, NEACTC Board Members and Officers.

She presented the new slate for President, Vice Presidents for the 2020-2021 year:

President, Tammy Legacy
1st Vice President, Dottie Powers
2nd Vice President, Michele Grande
3rd Vice President, Millie McGinnis
4th Vice President, Lisa Goodwin
5th Vice President, Kerri Parker

As all other terms were extended, the new NEACTC Board members are:

From ME, Michelle Farnham term ending 2021
From CT, Erika Butler term ending 2023
From NH, Kristin Kenniston term ending 2023

And the NEMCI&A Slate of Officers for 2021 are:

Tracy Borst, Chair
Kathy Larkin, Vice Chair
Marianne Kelly, Secretary
Sue Skidgell, Treasurer



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The next matter taken up was the Incoming President's Budget.

Incoming President Tammy Legacy presented her budget, which she explained was the same as the previous year with the exception of the new expense for insurance and the carry-over of the \$1,800.00 for the President's IIMC Travel, as previously reviewed.

Dottie Powers questioned if the new liability insurance will cover each conference held in each of the New England States.

Treasure Kate Wall stated that each conference would be covered by the new liability insurance.

A motion was made, seconded, and so voted to approve all reports as presented.

Treasure Kate Wall asked the President and Vice Presidents to work with their membership committee members to encourage all dues to be paid on time in January. She was still receiving payments in November and December, which makes it hard to close out the books.

Discussion took place on how to review the membership list and the responsibilities of the membership committee members to reach out to new clerks.

There was no further business conducted.

A motion was made, seconded and so voted to adjourn the meeting at 12:31 p.m.

Respectfully Submitted
Michelle Hardy, Secretary