



New England Association of City & Town Clerks  
53<sup>rd</sup> Annual Meeting  
Friday, December 4, 2020  
Via Zoom Tele/Video Conference  
During the COVID-19 Pandemic

The 53<sup>rd</sup> annual meeting of the New England Association of City & Town Clerks was called to order by President Andie Kohler at 1:04 p.m.

President Kohler welcomed everyone to the first virtual Annual meeting in history of the New England Association of City and Town Clerks.

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 emergency were made available online for all members to review.

A motion was made, seconded, and a poll to all members present was cast. Minutes were approved as presented by Michelle R. Hardy, Secretary.

Treasurer Kate Wall presented her report to the association. She stated that there are currently 441 members for 2020, which was 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 is 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 cancellation 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.

A motion was made, seconded, and a poll to all members present was cast. Treasurer's Report was approved as presented by Kate Wall, Treasurer.

Incoming President Tammy Legacy presented her budget for 2021, 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.

A motion was made, seconded, and a poll to all members present was cast. The Budget was approved as presented by Incoming President, Tammy Legacy.



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

NEMCI&A Chair Tracy Borst stated in late 2019 the Board was hard at work preparing for the 2020 year. In March 2020 they met to review the COVID-19 Pandemic and on April 7, 2020 they met to officially cancel any in person Institute or Academy Sessions. They were very lucky that there was no financial impact from the host site. They were also able to cancel their insurance rider for in person attendance with no penalty from the insurance company.

She stated that they worked closely with their instructor James Ognibene, and IIMC to be able to host the 1<sup>st</sup> Virtual Institute. They had 99 people in attendance and it was also a good revenue source.

She stated that the Board continued to work with James Ognibene on 40 different on-demand classes and on a live webinar. He assisted the Board with creating online registration, attendance taking and electronic certificates. They had 146 clerks attend the on-demand classes and 85 webinar attendees. IIMC relaxed their rules until December 31, 2020 due to the COVID-19 Pandemic and she was not sure how the 2021 year will look at this time.

She thanked the NEACTC Board for extending the NEMCI&A Board terms.

President Andie Kohler presented the Nominating Committee's report, as follows and explained 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, Position is 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

With no nominations made from the floor via Chat, a motion was made, seconded, and a poll to all members present was cast. The Nominating Committee Report was approved as presented by President Kohler.



President Kohler gave her final remarks and stated that this was definitely not the year that she envisioned. She missed having her conference and the connections that it brings. She revealed a beautiful clock that was given to her by Incoming President Tammy Legacy.

President Kohler welcomed the Honorable Patricia McCoy of the Vermont House of Representatives and former Town Clerk and Treasurer of Poultney, VT and former NEACTC and NEMCI&A Board member, who swore in our new members.

Representative Patricia McCoy administered the oath of office to the NEMCI&A Officers for 2021:

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

Representative Patricia McCoy administered the oath of office to Vice Presidents and new Board Members of NEACTC for 2021:

1<sup>st</sup> VP from Massachusetts is Dottie Powers  
2<sup>nd</sup> VP from Connecticut is Michele Grande  
3<sup>rd</sup> VP from Rhode Island is Millie McGinnis  
4<sup>th</sup> VP from Maine is Lisa Goodwin  
5<sup>th</sup> VP from New Hampshire is Kerri Parker

#### Board Members

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

Representative Patricia McCoy administered the oath of office to the Incoming President Tammy Legacy:

Outgoing President Kohler stated that this was typically the time for the passing of the Gavel. However, it gave her great pleasure to officially recognize NEACTC's new President, Tammy Legacy.

President Tammy Legacy gave her official remarks and stated that it has been a pleasure working with Andie Kohler over the past year and she understood that it has not been easy with the Pandemic and the Elections. She hoped to get membership back up and will make an official decision in the Spring on the 2021 Conference in Stowe, VT scheduled for November 17-19, 2021.

All business was concluded, the meeting was adjourned at 1:29 p.m.

Respectfully Submitted  
Michelle Hardy, Secretary