



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS**  
**Board Meeting Minutes**  
**Thursday, July 28, 2022-9:00AM via zoom**

**Present:** Tracy Borst (Vermont), Betsy Browne (Connecticut), Leigh Carney (Rhode Island), Susan Clements-Dallaire (Maine), Shelly Crosby (Maine), Michelle Farnham (Maine), Valerie Fox (Massachusetts), Marc Garafalo (Connecticut), Lisa Goodwin (Maine), Donna Kinville (Vermont), Tammy Legacy (Vermont), Erin Liese (Rhode Island), Millie McGinnes (Rhode Island), Therese Pac (Connecticut), Kerri Parker (New Hampshire), Dottie Powers (Massachusetts), Anita Sheldon (Vermont), Susan Skidgell (Maine), Carol Wordell (Rhode Island).

**Call to order** – President, Dottie Powers called the meeting to order at 9:01 am.

**Presentation (Rachel Pittman, Star Chapter Account Executive)** - Rachel Pittman gave a presentation/demo on Star Chapter. They are a software company working with various Organizations and Associations in the U.S. and Canada to help to manage membership, event planning, on-line payments and more.

**NEMCI&A Report (Tracy Borst)** - Tracy reported that there were 12 NEMCI graduates this year after waiting an additional two years due to COVID. There were 16 waitlisted for year one this year and they will be offering early registration to those individuals in 2023.

The Board voted for Officers this past Friday. The slate of new officers for the upcoming year are:

John Myers Chair  
Sarah Rapose (Rhode Island), Vice Chair  
Dianne Bucco (Massachusetts), Secretary  
Sue Skidgell (Maine), Treasurer

They will take their oath of office in November at the New England Conference.

**Scholarship Report (Dottie Powers)** - Dottie reported that 14 scholarships totaling \$5,820 were given out.

**Secretary's Report (Sue Clements-Dallaire)** - The following minutes were presented for approval:

March 7, 2022  
June 24, 2022 (as corrected)

Motion was made and seconded to approve the minutes.  
Vote: Unanimously approved.

**Treasurer's Report (Kelly Bilodeau)** - Kelly was unable to attend the meeting, Dottie emailed the updated membership report to the Board on behalf of Kelly.

**Newsletter Editor Report (Betsy Browne)** - Betsy reported that the next newsletter will be going out right around Labor Day. If anyone has anything they would like to share, please email her.

**NEACTC website (Leigh Carney)** - Leigh asked that updates be sent to her and if anyone sees anything on the website that may be incorrect or outdated, or if anyone has any suggestions, please forward those to her.

### **Nominations for 2022-2023**

Dottie would like to work on the 2022-2023 nominations.

### **Conference Committee Reports**

**2022 Massachusetts** – Dottie noted that the link to the registration portal wasn't working. She will check to see if that has been fixed.

She noted that the registration fee went up this year due to increased costs. A lot of people want to bring guests however, we want to ensure that members can attend. There is a limit of 200 attendees. It was suggested that we provide a timeline for members to sign up first, and guests later, or make a note on the registration that guests will be placed on a waiting list and will be notified on a first come first serve basis. Someone also noted that we some people travel a great distance and rely on their guest to travel with them.

**2023 Connecticut** – they are working on a theme for the conference and fundraising (basket raffles). Mark Garafalo, Vendor Chair, would like to meet with the Vermont Chair to discuss last years list and suggested that we keep a master list from year to year. The conference will be held at the Water's Edge in Westbrook, CT.

**2024 Rhode Island** – they've secured the Newport Marriott Hotel at \$199 per night with free parking, and no resort fees. They are working on finding a venue for the Presidents reception. They are also working on different fundraisers (basket raffles, 50/50, Athenian Dialogue, calendar raffle, and a comedy fundraiser).

**2025 Maine** – they are working on fundraising and have secured the Cross Insurance Center.

**2026 New Hampshire** – they are looking at different venues that will accommodate the number of expected attendees adding that they are still in the beginning stages of planning.

**2027 Vermont** – nothing to report at this time.

**New Business** - None

**Audit** – Dottie said that she will look at the Association bylaws to determine if an audit is needed. It may be once every two years or so.

The next meeting is scheduled for Thursday, August 25, 2022 at 9:00 am via Zoom.

**Adjournment** – Motion was made and seconded to adjourn the meeting. Unanimously approved, the meeting adjourned at 9:54 am.

Respectfully submitted,

Sue Clements-Dallaire, Secretary