



NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
Executive Board Meeting Minutes
Thursday, August 25, 2022 @9:00AM
Via Zoom

Present: Tracy Borst (VT), Leigh Carney (RI), Lisa Goodwin (ME), Michele Grande (CT), Tammy Legacy (VT), Therese Pac (CT), Kerri Parker (NH), Dottie Powers (MA), Susan Skidgell (ME), and Carol Wordell (RI)

Call to order: President Dottie Powers called the meeting to order at 9:04 a.m.

NEMCI&A Report – Tracy Borst

The NEMCI&A Board retreat will be held October 8-9, 2022 in Saco, ME.

Scholarship Report – Dottie Powers

\$5,280 was awarded in scholarships for NEMCI&A.

Secretary’s Report – Susan Clements-Dallaire, absent

No report was presented.

Treasurer’s Report – Kelly Bilodeau, absent

No report was presented.

Newsletter Editor Report – Betsy Browne, absent

Newsletter to be published just before Labor Day.

NEACTC website – Star Chapter

Discussion was held about the presentation that some board members were able to attend. Star Chapter would create a new website with a portal for boards and conference information. Cost would be \$879; includes 8 hours of time with advisor. Discussion of how program would work. Tracy Borst stated price is to build new website. Lisa Goodwin suggested waiting until the November meeting to discuss.

Tracy Borst: The new website could handle membership lists, training certificates, QR code, send out reminders, with up to 50 users. Said the Virginia and Maryland Municipal Clerks Associations use Star Chapter. It would take 6-8 weeks to build.

Leigh Carney, webmaster, said she would rely on her Technology Committee to spread the work around.

Rachel Pittman of Star Chapter joined the meeting at 9:30 a.m. She clarified what Star Chapter would do for us. This would be a stronger foundation for the new President and new board members – could handle conference registration, event management and social media, all under one umbrella. Set up fees would be a one-time charge of \$879.00 with a monthly subscription of \$105.00/month for 13 months. Dottie Powers asked if she would extend the discount which was offered if we signed contract by August 31st. Rachel said she would check.

Tracy Borst asked the timeline to get information together, the time commitment and the learning curve.

Rachel suggested she run another 20-minute presentation that will hopefully answer our questions. Said she would meet one on one with Leigh Carney.

Discussion of budget increase re website – Dottie suggested vote. Tammy Legacy said no vote could be taken as there was no quorum.

Leigh Carney asked for references for Star Chapter. Also questioned when the QScend contract expires – will find out. Leigh is concerned about the timing with primaries and elections coming up.

Nominations for 2022-2023

Nominations must be made two weeks prior to the annual meeting – by November 7, 2022.

Conference Committee Reports

2022 Massachusetts

Dottie Powers reported MA is in full swing planning – 100 clerks already registered – space is limited. Since these conferences are for professional development, attendees should be limited to clerks and staff.

Dottie brought up the fact that a person is not a clerk applied for membership and wants to come to the conference.

Lisa Goodwin asked if Affiliate Members are allowed to come to the conference – do we have any Affiliate Members?

Susan Skidgell said it was fair to limit registration to clerks until October 1st at which time registration would be open to guests to fill last minute spots.

Leigh Carney stated we currently have 10 Affiliate Members.

Kerri Parker asked if we can restrict who can attend the educational sessions – should be put before annual meeting.

Michele Grande stated we are looking at two different issues – who can attend conferences vs. who can be a member of the association. Suggested removing “non-member” from conference registration.

Leigh Carney asked how many non-members usually attend?

Lisa Goodwin offered to help to come up with possible changes regarding conference attendance and membership.

2023 Connecticut

Michele Grande reported the 2023 conference will be held at Water’s Edge Resort & Spa in Westbrook, CT. Room rate is \$199/night. Fundraising continues. Hopefully will have theme soon.

2024 Rhode Island

The conference will be held at the Marriott in Newport, RI.

2025 Maine

The conference will be held at the Cross Insurance Center in Bangor, ME. Lisa Goodwin reported that Tammy O’Donnell has resigned as Conference Co-Chair as she is retiring from the Town Clerk’s Office.

2026 New Hampshire

Kerri Parker reported she is working on putting together her conference committee.

2027 Vermont

Tracy Borst reported they are starting to fundraise and are looking for location.

New Business

No new business.

Audit

Per our bylaws, an audit should be performed every two years. Nothing is scheduled as of right now.

Adjournment

Meeting adjourned at 10:15 a.m.

Next meeting will be Thursday, September 29, 2022 @9:00 a.m. via Zoom.

Submitted by: Michele R. Grande
Acting Secretary