



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS**  
**Executive Board Meeting Minutes**  
**Thursday, September 29, 2022 @ 9:00AM**  
**via zoom**

**Present:** Betsy Browne (CT), Leigh Carney (RI), Sue Clements-Dallaire (ME), Mary De Alderete (MA), Michelle Farnham (ME), Marc Garafalo (CT), Michele Grande (CT), Donna Kinville (VT), Tammy Legacy (VT), Millie McGinnes (RI), Therese Pac (CT), Susan Pawluk (CT), Dottie Powers (MA), Heidi Racht (VT), Anita Sheldon (VT), Susan Skidgell (ME), and Carol Wordell (RI)

**Call to order:** President Dottie Powers called the meeting to order at 9:18 a.m.

**NEMCI&A Report** – Tracy Borst (absent), no report

**Scholarship Report** – Dottie Powers, no report

**Secretary's Report** – Sue Clements-Dallaire

Minutes 8-25-2022 - Motion was made by Michele Grande and seconded by Tammy Legacy to approve the minutes of the August 25, 2022 minutes as corrected.

Vote – Unanimously approved.

The minutes of the July 28, 2022, September 19, 2022, and September 29, 2022 will be presented at the October 2022 meeting for approval.

**Treasurer's Report** – Kelly Bilodeau (absent), no report

**Newsletter Editor Report** – Betsy Browne

The last newsletter went out at the end of August and the next issue will be coming out following the November conference.

**NEACTC Website-Star Chapter Report** – Leigh Carney

Leigh spoke to our current website provider to see if we can keep our domain name and we can. Once unlocked, the new provider can transfer that over.

Regarding changing over to Star Chapter, Leigh explained that she is very busy and is unable to give this the attention it deserves at this time and wondered if they would hold the price we were quoted if we pushed this out a few months. It was also suggested that we could reach out to Clerks at the conference to see if there are any tech savvy clerks that may be interested in assisting with putting the new website together.

Motion was made by Michele Grande and seconded by Tammy Legacy to approve the Star Chapter contract to revamp our website starting the first of January 2023.

Vote – 16-0-1 (Donna Kinville abstained). A roll call vote was taken.

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

Dottie reported that the Nominating Committee will reach out to the Secretary and Treasurer to inquire whether they are willing to serve for the upcoming year. The incoming slate of officers will be presented to Michele Grande by November 3rd (14 days prior to the annual meeting).

Nominations will be announced by the Chair of the Nominating Committee at the conference.

### **Conference Committee Reports**

#### **2022 Massachusetts** – Dottie Powers

Things are in full swing. Originally 140 rooms were blocked but that has been extended to 177 rooms, taking up most of the hotel. Some have booked rooms but haven't registered for the conference yet. They have a lot of nice things planned. The President's reception will be a beach party theme. Dottie will be sending the schedule out.

#### **2023 Connecticut** – Michele Grande

The conference will be held at the Water's Edge. Rooms are \$199 a night, condos are \$239 a night, and oceanside villas are \$550 a night however there is a king bed, a queen bed, and a pullout sofa in each villa. They are close to having a logo. Their theme is *New England Clerks 2023 – All About Balance*.

#### **2024 Rhode Island** – Millie McGinnes

The conference will be at the newly renovated Marriot in Newport.

#### **2025 Maine** – Lisa Goodwin (absent)

#### **2026 New Hampshire** – Kerri Parker (absent)

#### **2027 Vermont** – Tracy Borst (absent)

### **New Business** – Dottie Powers

Dottie noted that in accordance with the NEACTC Constitution, the Treasurer has to present a Financial Report to the Executive Board 30 days before the conference. She also noted that every few years an audit should be conducted.

Dottie also gave a recap of the September 19, 2022 Special meeting for members that weren't in attendance at that meeting. It was regarding a conference registration issue that came up where someone that is not in the Clerk profession and is not a member of the NEACTC registered for the conference. Initially a registered letter was sent to this person denying her registration. It was then brought to Dottie's attention that denying them could potentially result in legal ramifications.

There was discussion on whether we allow this person to attend, tightening up membership guidelines and by-laws to be more specific on who can attend the NEACTC conferences.

The board voted in favor of amending our by-laws which would tighten up the language on who can and cannot attend. Dottie has forwarded the information to the Legislative Committee. They are working on language which will then be voted on by the board.

Michele Grande asked if we should consider increasing our dues by \$10-\$15 annually. Dottie thought that this had been done fairly recently.

The next meeting is scheduled for 9:00 a.m. on Friday, October 14, 2022.

**Adjournment** – the meeting adjourned at 10:14 a.m.

Respectfully submitted,

Susan Clements-Dallaire, Secretary