



NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
Executive Board Meeting Minutes
Friday, October 14, 2022 @ 9:00AM
via zoom

Present: Kelly Bilodeau (CT), Tracy Borst (VT), Sue Clements-Dallaire (ME), Shelly Crosby (ME), Michelle Farnham (ME), Marc Garafalo (CT), Lisa Goodwin (ME), Michele Grande (CT), Donna Kinville (VT), Tammy Legacy (VT), Millie McGinnes (RI), Susan Pawluk (CT), Dottie Powers (MA), Heidi Racht (VT), Susan Skidgell (ME), and Carol Wordell (RI).

Andy Dowd (MA), guest

Call to order: President Dottie Powers called the meeting to order at 9:05 a.m.

Secretary's Report – Sue Clements-Dallaire

Minutes of July 28, 2022, September 19, 2022, September 29, 2022

Motion was made by Tammy Legacy and seconded by Heidi Racht to approve the minutes of July 28, 2022 as amended, the minutes of September 19, 2022 as presented, and the minutes of September 29, 2022 as presented.

Vote: Unanimously approved

Treasurer's Report – Kelly Bilodeau

The account balance to date is \$26,105.02. Membership numbers are currently down.

NEACTC Website-Star Chapter Report

Dottie announced that Leigh Carney is resigning as Webmaster at the end of this month. She added that Leigh has done a great job and it will be hard to fill her shoes. It was suggested that we put something out on the listserv with a job description.

We've signed on to Star Chapter and after the conference, Dottie said that she will work with Michele Grande and anyone that is tech savvy is more than welcome to assist.

Legislative update

Dottie reached out to the Legislative Committee to work on proposed changes to the NEACTC Constitution to clarify and tighten up the language on membership. Andy Dowd, Chair of the Legislative Committee discussed the proposed changes. He said he will review them again before the proposed changes are presented at the conference in November. Lisa Goodwin recommended adding "duly appointed or elected" City/Town Clerk, Deputy Clerk, Assistant Clerk.

It was mentioned that Massachusetts uses a form for the Clerk to sign giving permission for someone to serve as an Associate member of their Association. We could consider doing something similar for NEACT.

There was also discussion on making changes to the conference registration forms before the 2023 conference. It was recommended that Guests be invited to dinners only, and not be invited to attend classes.

Motion was made by Sue Clements-Dallaire and seconded by Lisa Goodwin to submit the proposed changes to the constitution to the membership for a vote on November 17, 2022.

Vote: Unanimously approved. A roll call vote was taken.

Nominations for 2022-2023 – Dottie Powers

Nominations have not been submitted. The deadline to submit nominations to Michele Grande is November 3, 2022.

New Business

The next meeting is scheduled for Tuesday, November 1, 2022, at 9:00 am via Zoom.

Adjournment – the meeting adjourned at 9:53 a.m.

Respectfully submitted,

Susan Clements-Dallaire, Secretary