



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 26, 2023, 10:00 AM
VIA ZOOM**

Present: Lisa Arpin (CT), Kelly Bilodeau (CT), Susan Clements-Dallaire (ME), Kelly Darling (MA), Mary De Alderete (MA), Shelly Crosby (ME), Michelle Farnham (ME), Marc Garofalo (CT), Lisa Goodwin (ME), Michele Grande (CT), Donna Kinville (VT), Mary Maslowski (MA), Millie McGinnes Hight (RI), John Myers (ME), John Odum (VT), Kerri Parker (NH), Dottie Powers (MA), Sarah Rapose (RI), Kate Wall (CT), Carol Wordell (RI).

Absent: Tracy Borst (VT), Betsy Browne (CT), Valerie Fox (MA), Erin Liese (RI), Sue MacKinnon (NH), Heidi Racht (VT), Lucrecia Wonsor (VT).

Call to Order – President Michele Grande called the meeting to order at 10:02 a.m.

Secretary’s Report – Susan Clements-Dallaire

Minutes 08/10/23 – There were no corrections. Motion was made by Millie McGinnes Hight, seconded by Michele Grande.

Vote: Unanimously approved.

Treasurer’s Report – Kelly Bilodeau

There are currently 515 members. 499 members are in Star Chapter, and some haven’t been entered in yet. The balance in the account is currently \$38,276.05 with an outstanding check of \$5,319 for NEMCI scholarships that hasn’t been cashed yet. Michele, Millie, and Kelly will meet to go over the budget, which must be submitted to members 30 days before the annual meeting.

Motion was made by Carol Wordell, seconded by Mary Maslowski to accept the Treasurer’s report.

Vote: Unanimously approved.

Discussion and possible vote – Constitutional Amendments

Amend NEMCI&A Board terms from two consecutive terms to up to three consecutive terms.

John Myers, NEMCI&A Chair, stated that during COVID, the terms were extended, and they found that to be beneficial to have consistency on the board. The board thought it would be a good idea to move forward to have that additional term as an option.

He asked if this had been brought to the Legislative Committee and if they were ok with it. Michele stated that she thought the Legislative Committee had met and approved the language. Michele

suggested getting a vote of the board to recommend that this be presented at the Annual Meeting and the wording would be provided by the Legislative Committee and they will provide that language to the membership 30 days before the Annual Meeting.

Motion was made by John Myers, seconded by Carol Wordell to recommend that this be presented at the Annual Meeting for a vote to amend the Constitution to amend NEMCI&A Board terms from two consecutive terms to up to three consecutive terms (the Legislative Committee will draft the language to be presented).

Vote: Unanimously approved.

Amend the Notice Requirements for Special Executive Board Meetings from 14 days to 5 days and to allow for a virtual meeting option.

Michele realized the 14-day notice requirement when setting up these zoom meetings and she also thought it should be clarified in the Constitution that virtual meetings should be considered as an option.

Motion was made by Lisa Arpin, seconded by John Odum to recommend a constitutional amendment to be voted on at the Annual Meeting amending the notice requirements for Executive Board meetings from 14 days to 5 days, and to include a virtual and/or hybrid meeting option. Michele confirmed that this has been presented to the Legislative Committee and they are working on the wording for these proposed changes.

Vote: Unanimously approved.

Report of Committees/Review of Committee Descriptions

Michele said that she thought she heard or read somewhere that the VP's (5th through 1st) were the liaisons to our standing committees. Kate Wall stated that she had no recollection of that and said she thought it went by the State according to the President and the member on the committee from that State became the Chair of each committee. Michele clarified that she thought she heard or read that the Vice Presidents were liaisons to the committees, not the Chairs of the committees. No one seemed to recall this being the case and Michele said she was unable to find anything in writing. Dottie stated that it is the responsibility of the Vice Presidents to appoint the person from their state to each committee. Michele has already reached out to the Vice Presidents to do that.

Michele went on to state that it appears that committee members serve until they no longer wish to and are automatically renewed each year which is a concern she has, adding that the committee descriptions should be updated and should include something regarding terms or term limits. There was discussion on whether the descriptions can be amended by the Board or if it would have to go before the membership at the annual meeting for a vote. Michele is working with Andy Dowd, Chair of the Legislative Committee, on the language.

In the description for the Legislative Committee, the language states that prior to the Annual Meeting, the President shall appoint a Legislative Committee to consist of 6 active members, one from each state and there is no reference to a chair. Does this mean the sitting President or the incoming President? This should be clarified. She also added that she would like to remove the word "policy" (Legislative "Policy")

Committee) because it was created as the Legislative Committee, and she does not see Legislative "Policy" Committee referenced anywhere other than our website.

Michele would like assistance in reviewing the committee descriptions and to help to draft amended language suggestions to provide to the Legislative Committee to work on. It does not have to be a major overhaul but suggested that we tighten up the language a bit. Michele said she would send out the committee descriptions for everyone to review. The Finance Committee has no description and has never been used. We are still in need of New Hampshire and Connecticut representation on the NEMCI Board. Those members are appointed by the President in July for the coming year and are sworn in at the annual conference in November.

Membership/Dues

Michele said she would like to get our membership form out soon and post the registration form on the website. She noted that last year, we offered the early bird discount which did not seem to work out. She asked, do we want to leave dues as is or raise the dues to \$50 or do we want to leave the early bird discount in place? The early bird discount was to encourage people to sign up early. Treasurer, Kelly Bilodeau said it was the same result whether we raised the price after a certain date or not.

There was much discussion on when dues should be paid, what the due date should be, and whether there should be an additional fee charged for late renewal, should there be a penalty for late renewal, and various suggestions were made.

Michele stated that our application does state that membership runs from January 1st to December 31st, which is our fiscal year, per the Constitution. Kate Wall said she thought that changed several years ago. At that time, membership ran July 1st through June 30th. Dues started coming in in July which created a cash flow issue and the Treasurer at the time almost did not have enough money to issue scholarships, which is why it was changed to January through December.

As a reminder, Kelly pointed out that before scholarships are awarded, the committee should be checking to see if the scholarship applicants are paid up to date. She said she thought there were two people that received scholarships that were not paid members at the time.

It was also suggested that we do better to promote the benefits of the NEACTC membership.

Motion was made by Lisa Arpin, seconded by Lisa Goodwin to increase the membership fee from \$35 to \$50.

Vote: Unanimously approved.

Motion was made by Kelly Darling, seconded by Michele Farnham to firm up the membership form to state that: Dues are January 1st through December 31st due and payable by March 31st with an asterisk that states if dues are not received by the Treasurer by August 1st, you will not be eligible to attend the conference in November.

Vote: Unanimously approved.

Conference Committee Reports

2023 Connecticut – Michele said things are coming along. She reminded the Vice Presidents to remember to provide a raffle basket for the Rhode Island fundraising raffle.

2024 Rhode Island – Millie said that the conference is going to be held in Newport. They are working on formulating, and she thanked Michele for basket reminder.

2025 Maine – Lisa reported that a raffle was held two weeks ago at the Annual Networking Day and they raised \$2,600. She also let everyone know that she went to the Hollywood Slots Casino in Bangor where the rooms are going to be for the 2025 conference and she won \$600 off \$20, which should be inviting to all!

2026 New Hampshire – Nothing reported.

2027 Vermont - John Odum stated that it was a beautiful day.

2028 Massachusetts - Kelly Darling reported that they are fundraising and looking at venues, adding that the Conference Committee team is fantastic!

New Business

Marc Garafolo reported that Thursday of last week. 9/21/2023, Michele Grande was named new Town Clerk of the year in Connecticut and congratulated her for this well-deserved honor.

Adjournment

Motion was made by Lisa Goodwin, seconded by Carol Wordell to adjourn. Unanimously approved and the meeting adjourned at 11:18 am.

Respectfully submitted,

Susan Clements-Dallaire, Secretary