



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES**

Thursday, March 30, 2023, 11:00AM-12:00PM
The Otesaga, Cooperstown, NY
Pathfinder Room (lower level)

Present: Tracy Borst (VT), Susan Clements-Dallaire (ME), Marc Garofalo (CT), Michele Grande (CT), Millie McGinnes Hight (RI), John Myers (ME), Kerri Parker (NH).

Attended via ZOOM: Lisa Arpin (CT), Kelly Bilodeau (CT), Betsy Browne (CT), Kelly Darling (MA), Mary De Alderete (MA), Michelle Farnham (ME), Lisa Goodwin (ME), Sue MacKinnon (NH), Mary Maslowski (MA), John Odum (VT), Heidi Racht (VT), Sarah Rapose (RI), Kate Wall (CT).

Absent: Shelly Crosby (ME), Valerie Fox (MA), Kristin Kenniston (NH), Donna Kinville (VT), Erin Liese (RI), Dottie Powers (MA), Lucrecia Wonsor (VT), Carol Wordell (RI).

President Michele Grande administered the Oath of Office to John Odum (VT).

Call to Order – President Michele Grande called the meeting to order at 11:03 a.m.

NEMCI & A Report – John Myers

John reported that the Board has been working on the 2023 program scheduled for July 15 – 21st. The tuition has increased to \$1,100 for both Institute and Academy. The Academy will be a 4-day program this year. Registration opens today for the people that were placed on the waitlist last year. Registration will open for everyone else at 9:00 a.m. on April 5th. Registration can be done on-line by going to the NEACTC website. Currently there are issues with the NEMCI&A website. Registration is limited to 30 individuals. This was increased from 26 to 30.

They have been working with Plymouth State University on the 2024 contract. There may be another price increase. The current contract ends this year in July.

They are still working with the on-demand classes. These will be 1 point towards CMC designation. No points will be awarded for MMC designation. Live webinars are available almost monthly and 1 point is awarded for both CMC and MMC designations.

Secretary's Report – Susan Clements-Dallaire

Minutes 11/16/2022 – Motion was made by Marc Garofalo and seconded by Millie McGinnes to approve. Vote: Unanimously approved.

Minutes 11/18/2022 – Motion was made by Millie McGinnes and seconded by Marc Garofalo to approve. Vote: Unanimously approved.

The minutes of the 11/17/2022 Annual Meeting will be approved at the November 2023 Annual Meeting. In error, the minutes of the November 2021 Annual Meeting were approved at the Region I meeting and not the 2022 Annual Meeting as they should have been.

Treasurer's Report – Kelly Bilodeau

Kelly reported that total membership last year was 590 and right now we stand at 374 members. The late fees are in effect now. Some registrations are coming in with the late fee payment and some without so there is a lot of going back and forth with members. There was a carryover balance from 2022 of \$19,577.25 and the balance to date this year is \$31,787.25.

Motion was made by Sue Clements-Dallaire and seconded by Mark Garofalo to approve the Treasurer's Report.

Michele stated that there has been an issue with late fees. We are trying not to call it a late fee. It was implemented to encourage clerks to renew early. Michele said there was an error when the form was sent out. It was sent out with the 2022 in the body of the form and people are asking for a waiver of the late fee, which we cannot do. She encouraged the VP's to get the message out so that we can increase our membership. A list has been sent out to the VP's to look at their respective states to see who has renewed and who has not. Mark mentioned sending something out to remind clerks that this should be included in their budget for the following year. Michele said that she will mention it to the membership committee. Tracy Borst said that she sent it to her state Membership Committee who sent out a reminder. Millie noted that when we get the automatic registration system up and going it should take care of those renewals in the future. With the new Star Chapter website, we are hoping that may take care of the registrations and fees including the late fee. Michele mentioned that a better approach may be to call it an early bird discount rather than call it a late fee for anyone that pays before the first of March.

Newsletter Editor Report - Betsy Browne

Betsy reported that the newsletter went out this morning. Lucrecia is away but hopefully, her back up will get it out to the membership. She added that there is a lot of NEMCI&A information in the newsletter. She also reported that she just mailed \$1,500 in advertising checks to Kelly Bilodeau, Treasurer. She said there are a few new vendors that will be advertising with us.

Michele stated that she, Dottie Powers, and Lucrecia Wonsor had a meeting with Star Chapter on Monday. They are changing the logos on the bottom and running a ticker so all will be the same size and all vendors/sponsors will have the same.

Webmaster Report - Lucrecia Wonsor (absent)

Michele reported on behalf of Lucrecia who was not in attendance. She stated that Dottie Powers and Lucrecia have been working hard trying to get membership lists up and working with Star Chapter.

There have been a few glitches. One is that there is going to be an increase in the website fee because the plan that we have only encompasses up to 300 members. The monthly fee was \$115 a month and will be going up to \$145 a month or \$1595 a year. There are savings of \$144 a year by paying yearly. It will accommodate up to 600 members.

Kate Wall made a motion seconded by Betsy Browne to amend the budget to cover the \$215 overage.
Vote: Unanimously approved.

Report of Committees – Michele Grande

The Committee Chairs were not present. Michele stated that her plan is to meet with all committees to make sure there is a Chair appointed, and they can make their reports to her. She said she is a little behind on this. She hasn't met with the Nominating Committee. She said there is a new Membership Chair, Susan Pawluk. She added that Lisa Goodwin did a great job creating the new membership brochure that is on the website used to recruit new members. Erin Liese will be working on a new video., Michele has appointed Kathy Larkin as the new chair of the Scholarship Committee. The Legislative Chair is Andy Dowd. Kate Wall mentioned the chairs should be from the state of the sitting President. Michele mentioned that changing each year could be disruptive using Technology as an example. She will check on that. Or if anyone comes across that information, please forward that information to her. If the by-laws state the chair changes each year, we may want to change that. Continuity is a good thing. Millie suggested tasking the Legislative Committee to look into that further.

Conference Committee Reports

- **2023 Connecticut** – Michele stated that they have a great conference committee that is working together. Most of their education sessions are set up at this point. It will be held at the Water's Edge, reservations are open, if there are any issues reach out to Michele.
- **2024 Rhode Island** – Millie McGinnes Highet reported that the conference is going to be held at the Newport Marriott.
- **2025 Maine** – Lisa Goodwin stated that they are doing a lot of fundraising, looking into the educational sessions, it will be held in Bangor at the Cross Insurance Center. Rooms will be available at the Hollywood Casino, which is across the street from the conference center.
- **2026 New Hampshire** – Kerri Parker, nothing to report.
- **2027 Vermont** – Tracy Borst said she is anticipating having a committee meeting in the next couple of months.
- **2028 Massachusetts** – Kelly Darling reported that they are working on fundraising, they are looking to plan it a little later than normal (November 29, 30, and December 1st) because it will be a Presidential election year. NEACTC By-laws state the annual conference is to be held within the span of time between Sept. 1st and December 31st. They are working on fundraising.

Michele Encouraged everyone to work on fundraising. Connecticut lost two years of fundraising due to Covid.

Kelly Darling said the Massachusetts Conference Committee is looking into registering as a non-profit. She asked if any other state is registered as a non-profit. Rhode Island is. Maine goes through the State Association.

Michele's goal is to create a spreadsheet of the conferences, with details to help VP's to know what the costs are each year to give them an idea of what they have to budget for. Kate Wall stated that years ago, the President would report to the board after each conference. She said it would also be posted on the website. Michele said she hesitates to post on the website. Tracy said Star Chapter might help with that. The information would be viewable to members only.

Michele noted that she has stated her goals and wanted to know if any of the VP's had any goals or suggestions. There were none given.

Marc suggested that we think about marketing the NEACTC membership differently and provide more information to encourage membership. Michele suggested looking at the updated brochure that Lisa Goodwin just created. It is listed in two places on our website. Tracy Borst added that Star Chapter may be a good platform to do that as well. What incentives are there? Lisa Arpin stated that she has been mentoring a new Connecticut clerk and has been promoting all three associations: State, New England, and IIMC.

New Business

John Myers stated that the NEMCI Board is looking for a member from New Hampshire.

Future Meeting schedule

Michele will come up with something in the next month or so. She added that if anything comes up to please reach out to either her or Sue Clements-Dallaire.

Marc asked if the amended by-laws that were recently approved have been updated on the website. They should have been updated by Michele said she will look into it to be sure.

Adjournment – the meeting adjourned at 12:00 p.m.

Respectfully Submitted,

Sue Clements-Dallaire, Secretary