



**New England Association of City & Town Clerks
56th Annual Meeting Minutes
Thursday, November 16, 2023
Water's Edge Resort & Spa
Westbrook, CT**

Call to Order

The 56th Annual Meeting of the New England Association of City & Town Clerks is called to order by President Grande at 12:43 p.m.

Secretary's Report – Susan Clements-Dallaire

November 18, 2021, Minutes of the Annual Meeting

Motion was made and seconded to approve the minutes of the November 18, 2021 annual meeting as presented.

Vote - Unanimously approved.

November 17, 2022, Minutes of the Annual Meeting

Motion was made and seconded to approve the minutes of the November 17, 2022 annual meeting as presented.

Vote – Unanimously approved.

Treasurer's Report – Kelly Bilodeau

There are currently 528 members. \$20,765 was collected for membership dues and \$1,550 for advertisements. The bank balance is \$31,011.10 with outstanding checks relating to conference expenses and the 22/23 IIMC Region I Donations.

Motion was made and seconded to accept and place on file the Treasurer's report as presented.

Vote – Unanimously approved.

Adoption of Proposed Budget FYE 12/31/2024

Incoming President, Millie McGinnes Hight presented the budget for FYE 12/31/2024. Membership dues will increase \$15 per person. \$1,260 was previously budgeted for the website and that will increase to \$3,000 due to increased costs for StarChapter. The increase in dues will cover that cost.

Motion was made and seconded to adopt the budget as presented.

Vote – Unanimously approved.

New England Municipal Clerks Institute & Academy Update – John Myers, Chair

There were 107 participants last year (29 first year attendees, 29 second year attendees, 14 graduates, 13 attended the Academy, 11 faculty members, and 11 board members).

Two board members are terming off the board – Tracy Borst and Marguerite Phillips. There are opportunities to join the board. They are looking for someone from New Hampshire and Connecticut. They are also offering webinars almost monthly as well as on-demand classes. They will be back at Plymouth State University in 2024 July 13th through July 19th and there will be a reunion for the 50th year of the Institute.

Nominating Committee Report – Antoinette “Chick” Spinelli

The following are the NEACTC’s slate of officers and new members who will be voted on and sworn in at the banquet.

Officers

President – Millie McGinnes Highet, Rhode Island

1st VP – Lisa Goodwin, Maine

2nd VP – Kerri Parker, New Hampshire

3rd VP – Tracy Borst, Vermont

4th VP – Kelly Darling, Massachusetts

5th VP – Carol Anderson, Connecticut

Secretary – Elizabeth “Lissa” Magauran, Massachusetts

Treasurer – Kate Wall, Connecticut

Member at Large, Expiring in 2026

Joan Chabot, Rhode Island

Darci Wheeler, Maine

Sharyn Thomas, Massachusetts

Francesca Villani, Connecticut

Jaseya Ewing, New Hampshire

Belinda Clegg, Vermont

NEMCI&A members to be sworn in at the banquet are:

Officers – Elected for 1-year term

Chair, John Myers, Maine

Vice Chair, Sarah Rapose, Rhode Island

Secretary, Dianne Bucco, Massachusetts

Treasurer, Susan Skidgell, Maine

NEMCI&A Board – 2-year term

Dianne Bucco, Massachusetts

Kerri Parker, New Hampshire

Susan Skidgell, Maine

Sarah Rapose, Rhode Island

Deb Tanguay, Vermont

Motion was made and seconded to approve the slate of officers and members as presented.

Vote – Unanimously approved.

Legislative Committee Report – Andy Dowd

Andy presented the proposed amendments to the NEACTC Constitution as follows:

Article V – New England Municipal Clerks Institute & Academy and Board of Directors

SECTION 1. COMPOSITION OF THE BOARD – Change from “No member of the Board of Directors may be appointed to more than two (2) consecutive two (2) year terms” to “No member of the Board of Directors may be appointed to more than three (3) consecutive two (2) year terms”.

ARTICLE VI. MEETINGS

SECTION 1. ANNUAL MEETINGS. There shall be an annual meeting of the Association, to be held between September 1st and December 31st, at a place to be decided upon by the President of the Association. If a place and a date of the next meeting has not been decided upon before adjournment of the Annual Meeting, the membership shall be given this information not less than ninety (90) days prior to said Annual Meeting.

*SECTION 2. EXECUTIVE BOARD MEETINGS. In addition to the Executive Board annual meeting held in connection with the annual meeting of the members, special meetings of the Executive Board shall be held by order of the President or by order of a majority of the Executive Board. The call for meeting shall be made in writing and directed to the President. The President shall arrange that **at least ~~fourteen (14)~~ five (5)** day’s notice of the time, place and purpose of each special meeting be given **to** each member of the Executive Committee. **Meetings may be held in-person or virtually.***

SECTION 3. QUORUM. A quorum of the Executive Committee shall consist of those present and voting for the transaction of official business but shall have at least twelve (12) representatives from ~~four (4)~~ states.

*SECTION 4. INTERIM ACTION. Any action or resolution which could be taken or adopted at either the annual or any special meeting of the Executive Board shall be valid and effective if written memorandum of such proposed action or resolution is initiated by the President or by a majority of the Executive Board and such written memorandum is ~~served upon~~ **sent to** all persons entitled to vote thereon. ~~For the purpose of this provision, mailing such memorandum to the last know address of such persons shall be deemed sufficient service.~~*

ARTICLE XI. AMENDMENTS TO THE CONSTITUTION

*Proposed amendments to the Constitution shall be in writing and distributed ~~at the time of the Notice of~~ to the Executive Board **at least 30 days prior to the Annual Meeting**. They shall set forth the particular change or changes proposed and shall be filed with the President. The membership shall be furnished a copy of any and all proposed amendments at least **(7) days ~~fourteen (14)~~** days ahead of the annual meeting. When filed during the annual meeting, amendments may be voted upon during that particular session if agreed upon by a two-thirds (2/3) vote of active members voting thereon. Proposed amendments*

to the Constitution may be voted on only during the annual meeting. It shall require a two-thirds (2/3) majority of the active members voting thereon to adopt an amendment to the Constitution. Unless as otherwise stated, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

Motion was made and seconded to adopt the proposed amendments as presented.

Vote – Unanimously approved.

Discussion of Standing Committee Descriptions

President Grande stated that she is in the process, along with the help of Mary Maslowski, to clarify the language. Once complete, the changes will be presented to the board for approval, then communicated to the full membership. This does not require a vote of the membership.

Adjournment

Motion was made and seconded to adjourn.

Vote: Unanimously approved and the meeting adjourned at 1:03 PM.

Respectfully submitted,

Susan Clements-Dallaire, Secretary

Approved: November 21, 2024 at the 57th Annual Meeting