



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

Thursday, August 10, 2023, 9:30AM
Via ZOOM

Present: Lisa Arpin (CT), Kelly Bilodeau (CT), Susan Clements-Dallaire (ME), Kelly Darling (MA), Michelle Farnham (ME), Lisa Goodwin (ME), Michele Grande (CT), Donna Kinville (VT), Erin Liese (RI), Mary Maslowski (MA), Millie McGinnes Highet (RI), John Myers (ME), John Odum (VT), Dottie Powers (MA), Sarah Rapose (RI), Lucrecia Wonsor (VT), Carol Wordell (RI).

Committee Chairs Present: Andy Dowd (Legislative Policy Committee), Kathy Larkin (Joint Scholarship Chair), Susan Pawluk (Membership Committee), Chick Spinelli (Nominating Committee).

Absent: Tracy Borst (VT), Betsy Browne (CT), Shelly Crosby (ME), Mary De Alderete (MA), Valerie Fox (MA), Mark Garofalo (CT), Sue McKinnon (NH), Kerri Parker (NH), Heidi Racht (VT), Kate Wall (CT).

Call to Order – President Michele Grande called the meeting to order at 9:30 a.m.

NEMCI & A Report – John Myers reported that they had a great 2023 session with 13 graduates, 29 year one students, 29 year two students, and 13 Academy students. Next year will be the 50th year for NEMCI&A and they are hoping to ramp it up. The on-demand courses are going strong. There is strong support for the new IIMC Education Plus Program (EPP). On demand classes are being offered for that as well and people are participating internationally. He stated that Plymouth State University negotiations are still underway. They are looking for a New Hampshire Board member, and they will be losing board members Tracy Borst of Vermont and Marguerite Phillips of Connecticut.

Secretary's Report – Susan Clements-Dallaire

Minutes 3/30/2023 - a few corrections were already made (correct name spelling of Lucrecia Wonsor and included Sarah Rapose as having attended). There were no other corrections.

Motion was made by Dottie Powers and seconded by Millie McGinnes Highet to approve the minutes as corrected. Vote – unanimously approved.

Treasurer's Report – Kelly Bilodeau reported that there are 481 members and the account balance is \$32,957.05.

Motion was made by John Odum and seconded by Lucrecia Wonsor to accept the Treasurer's report. Vote – unanimously approved.

Newsletter Editor Report - Betsy Browne (absent), Michele reported that the next newsletter should be out around November.

Webmaster Report - Lucrecia Wonsor reported that things were going well. The issue with the picture sizes is a little tricky and they are trying to figure that out and the issue likely has to do with the original picture. She encouraged everyone to please let her know if there is anything on the website that needs to be updated. She also noted that when your respective state is holding the NEACTC conference, it is the responsibility of clerks in that state to update the information. Also, when job opportunities come up, people can post those themselves, then it just has to be approved by her. She said she likes that feature as it saves time and hopefully going forward, it will be easier for everyone.

Dottie Powers added that Lucrecia and Michele have done a great job getting the new website up and running.

Online Registration and Online Payment

Michele stated that she would like to see online renewal only and online payments would make it easier on the Treasurer. There is an additional cost for that to happen and there is also a 3% fee for credit card payments. She added that we may have to put that piece on hold, unless someone knows of a different program that would work. Michele said she will work with Lucrecia Wonsor and Kelly Bilodeau to try to work that out.

Michele stated that she did set up an online registration for the Athenian Dialogue. She registered and was able to pull a report which included information with the registrant's name and contact information as well as if payment was made. She said they will use that for New England.

There was discussion on issuing certificates. Michele stated that it is difficult to get certificates ready for the conferences and Michele would like to take a little more time after the conference to get those out. It was suggested that a formal letter on letterhead be issued to attendees listing the classes, hours, and points for each rather than having to issue individual certificates. Michele is going to explore that suggestion.

Report of Committees – Michele noted that they are missing 4 New Hampshire appointees and if anyone knows of someone in New Hampshire that would be interested to please let her know.

Nominating Committee – **Chick Spinelli**, nothing to report at this time.

Membership Committee – **Susan Pawluk** reported that she has not met with her committee yet. She sent a letter out and added that hopefully she can meet other members of this committee at the New England conference.

Scholarship Committee – **Kathy Larkin** reported that there were 26 applicants from 5 states. Of those, 20 were awarded. Some were fully funded along with state/town scholarships and outside sources. One person that was awarded a scholarship was unable to get in to NEMCI and was waitlisted.

Michele stated that she would like to see the scholarship forms go out earlier than they have in the past and suggested December 1st to do so.

Legislative Committee – Michele reported that she just appointed Mark Bernacki from New Britain, Connecticut to the Committee. Michele had a few questions for Andy; 1) Do we have to amend the Constitution for committee descriptions and 2) what is the timing to send constitutional amendments to the Executive Board and the general membership for a vote at the annual meeting?

Technology Committee – Lucrecia Wonsor, nothing more to report.

Conference Committee Reports

- **2023 Connecticut** – Michele reported that things were coming together. The hotel is full. The villas are still available and sleep 6 if anyone is interested in rooming with a group. She also has two other Bed & Breakfast locations that were just given to her for the event. She said they have lined up keynote speaker Cam Awesome. She also stated that there were a lot of educational points being offered at the conference.
- **2024 Rhode Island** – Millie McGinnes Hight said there isn't anything new to report and that the conference is going to be held the week before Thanksgiving at the Newport Marriott.
- **2025 Maine** – Lisa Goodwin stated that they are doing a lot of fundraising, 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 was not present to report.
- **2027 Vermont** – Tracy Borst was not present to report.
- **2028 Massachusetts** – Kelly Darling reported that they are working on fundraising and will be checking out venues this fall. She said the fundraising team is amazing. They've sold t-shirts, water bottles, coffee cups, and will be selling fleece jackets. They are looking at the week after Thanksgiving for their conference.

Discussion regarding a proposed Change to the Constitution

John Myers, NEMCI&A Chair would like to propose a Constitutional Change which will increase the current term allowed on the NEMCI&A Board from no more than two consecutive two-year terms to no more than three consecutive two-year terms. He stated that something they learned from the pandemic is having the extension for two more years made a huge difference, in particular, in being recognized by IIMC. The Board is in favor of extending the term limits. It would not be required but gives someone the opportunity to serve an extra term if interested.

New Business - None

Future Meeting schedule – Michele is looking at some time in September for the next meeting.

Adjournment – Motion was made by Lucrecia Wonsor and seconded by John Myers to adjourn. Vote – unanimously approved and the meeting adjourned at 10:28 am.

Respectfully Submitted,

Sue Clements-Dallaire, Secretary