



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES
Wednesday November 20, 2024 10:30 am
Newport Marriott, Newport, RI
Columbia Board Room**

Present: Carol Anderson (CT), Lisa Arpin (CT), Tracy Borst (VT), Joan Chabot (RI), Kelly Darling (MA), Andy Dowd (MA), Marc Garofalo (CT) (remote), Lisa Goodwin (ME), Michele Grande (CT), Millie McGinnes Highet (RI), Kathy Larkin (CT), Lissa Magauran (MA), Sarah Masson (RI), John Myers (ME), John Odum (VT), Kerri Parker (NH), Sarah Rapose (RI), Sharyn Thomas (MA), Diana Vachon (VT), Kate Wall (CT), Darci Wheeler (ME), Lucrecia Wonsor (VT).

Absent: Betsy Browne (CT), Shelly Crosby (ME), Mary de Alderete (MA), Josie Ewing (NH), Belinda Harris (VT), Donna Kinville (VT), Erin Liese (RI), Mary Maslowski (MA), Sue McKinnon (NH), Francesca Villani (CT),

Call to Order – President Millie McGinnes Highet called the meeting to order at 10:53 a.m. noting the presence of a quorum.

Secretary’s Report – Lissa Magauran

Kelly Darling made a motion seconded by John Odum to approve the minutes of the September 24, 2024 Executive Board Meeting.

Vote: Unanimously approved

Treasurer’s Report – Kate Wall

Treasurer Kate Wall reported there is \$44,701 in the treasury, with an outstanding insurance bill of \$762.20. She said this meeting would be her last and Millie Highet thanked her for all of her hard work. Joan Chabot made a motion, seconded by Lissa Magauran to approve the Treasurer’s Report.

Vote: Unanimously approved

NEMCI&A Report – John Myers

John Myers reported that the Institute is thriving. It ended up with more money than it started with because the Class of 2024 gave \$4,000 for scholarships. The Board is still short one member from Connecticut. Under the proposed change of the constitution, a person from another state can be appointed for a 2 year term. There was a discussion regarding whether Connecticut has to give up the seat first. If someone mid term (from CT) says they are willing to fill the seat (after someone from another state has been appointed) what should happen? The consensus of the Board was the person appointed should fulfill their term.

Webmaster Report – Lucrecia Wonsor

- **Star Chapter:** The biggest challenge of StarChapter is bounced emails. This meeting was Lucretia's last one as a board member and she and Kate Wall worked well together to try and solve many problems. Vermont suspended renewals for memberships until 12/31. The Board agreed to suspend all states and then reactivate them on 12/31. A Renewal notice will go out in January. We still have some unpaid memberships. Millie said they shouldn't be allowed to attend the conference without paying their dues. A list of unpaid members was sent to each State VP. When people pay with a credit card, StarChapter takes their 2% and we get the balance. The Board doesn't want to raise dues because they were raised from 35.00 to 50.00 just a few years ago.
- **New Webmaster:** Carrie Weeman from Maine will be taking over as our New Webmaster and Lucretia will train her

Committee Reports:

- **Nominating Committee – Peggy Long:** New Board Members include Melanie Fernald (ME), Heidi Ratch (VT), Cheryl Estrella (MA), Karen Daigle (CT), and Roberta Fagan (RI). Melissa Cordeiro will be replacing Sarah Repose and Jessica Capaldi (RI) will replace Kate Wall as Treasurer.
- **Membership Committee – Sarah Masson:** According to StarChapter, we have 525 active members, 20 pending and 129 non-members. Lucretia will change the date to 3/31 before people are automatically moved to non-members (inactive)
- **Scholarship Committee – Kathy Larkin:** We have \$6,000. For scholarships. There were 31 Applicants from 6 states, 22 got scholarships and 9 got "full boat" scholarships from multiple sources. The State Scholarship Chairs are Holly Krause (CT), Danielle Sicard (MA), Sally Kellar (NH), Vacant (RI), Sandra Pinsonault (VT) and Anne Morrison (ME). John Meyer noted that \$2000 per class is to be sent for 2nd and 3rd year students for NEMCI&A
- **Legislative Committee – Andy Dowd:** There are 2 changes to our constitution that will be voted on: Article 4, Section 1 is language clean-up and Article 5 NEMCI&A Board to allow a member from another state to be appointed to fill a vacancy
- **Technology Committee – Lucretia Wonsor:** Nothing to add except that Sarah Haskins (VT) will be taking over this position

Discussion on Vendor Website Advertising Pricing – Lucretia Wonsor

Tracy Borst said in Vermont they did tiered sponsorships. Website Logo and Conference Sponsorships should be the Calendar year so the vendors and NEACTC can budget better. Millie said we need to have separate website pricing because each state does different pricing for their conferences. Maybe \$350 for the logo on the NEACTC. Sarah Repose said have each state put the NEACTC Logo pricing into their own Vendor Package. Lucretia suggested doing sponsorships based on the calendar year. Keep the logo sponsorship on the Website and have NEACTC keep the money. Lisa Goodwin worried about confusion. It was suggested sending a letter to each vendor saying thank-you for your sponsorship, NEACTC is transitioning to their website only. The letter would ask if they would like their logo on the NEACTC website for an annual fee. This fee would not include the Conference Sponsorship. Kate and Lucretia suggested they make the payments to NEACTC Treasurer and use this money to offset the cost of StarChapter. Millie Hight suggested a \$300.00 fee for the website logo advertising. Millie Hight and Lisa Goodwin will determine how this letter is sent to the vendors. A motion to charge a \$300.00 fee for the website logo advertising was made by Lissa Magauran, seconded by Kate Wall.

Vote: Unanimously approved

Discussion of increasing the Webmaster's Stipend

Motion to increase the Webmaster's stipend from \$800.00 to \$1,000.00 was made by Michelle Grande, seconded by Kelly Darling

Vote: Unanimously approved

Discussion of the Status of revised Committees' Organization Rules – Mary Maslowski (absent)

Millie reported Mary Maslowski would like to completely re-write the rules and will have something done by mid January.

Report on incorporation and non-profit status for NEACTC:

Millie Hight reported the lawyer didn't send the report in time for the meeting.

Conference Committee Reports:

- **2025 Maine: Lisa Goodwin** – The conference will be in Bangor, ME 11/19 – 11/21 at the Marriott
- **2026 New Hampshire – Kerri Parker** – The conference will be at the Mount Washington Hotel. Kerri still working on dates
- **2027 Vermont – Tracy Borst** – The conference will be at the Essex Resort. The conference committee is in place and they are starting to fundraise
- **2028 Massachusetts** – Kelly Darling – The conference may possibly be held at the Sea Crest Resort the week after Thanksgiving. Fundraising is ongoing
- **2029 Connecticut** – No report from Carol Anderson

Meeting adjourned at 11:53 AM (Motion made to adjourn by Darci Wheeler, seconded by Joan Chabot.

Vote: Unanimously approved

Submitted by:

Elizabeth "Lissa" Magauran
Approved: January 28, 2025