



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS**  
**BOARD MEETING MINUTES**  
**WEDNESDAY JANUARY 24, 2024 9:00 am**  
**Meeting held remotely via Zoom**

**Present:** Carol Anderson (CT), Tracy Borst (VT), Joan Chabot (RI), Shelly Crosby (ME), Kelly Darling (MA), Mary de Alderete (MA), Marc Garofalo (CT), Lisa Goodwin (ME), Michele Grande (CT), Lissa Magauran (MA), Mary Maslowski (MA), Millie McGinnes Hight (RI), John Myers (ME), John Odum (VT), Kerri Parker (NH), Sarah Rapose (RI), Sharyn Thomas (MA), Diana Vachon (VT), Francesca Villani (CT), Kate Wall (CT), Darci Wheeler (ME), Lucrecia Wonsor (VT), Betsy Browne (CT), Lisa Arpin (CT).

**Absent:** Andy Dowd (MA), Sue MacKinnon (NH), Donna Kinville (VT), Erin Liese (RI), Belinda Harris (VT), Josie Ewing (NH), Sarah Masson (RI), Kathy Larkin (CT)

**Call to Order** – President Millie McGinnes Hight called the meeting to order at 9:02 a.m. noting the presence of a quorum.

**President’s Comments** – Millie McGinnes Hight

Jaseya (Josie) Ewing was supposed to be sworn in as a New Hampshire Executive Board Member; however, she was unable to attend the meeting and therefore not sworn in.

**Secretary’s Report** – Lissa Magauran

Lissa presented the November 15, 2023 and November 17, 2023 meeting minutes for approval. A motion was made by Kelly Darling, seconded by John Myers to approve the minutes. Motion passed.

**Treasurer’s Report** – Kate Wall

Payments and registrations were coming in; however, it seems that many people were filling out the form multiple times. \$6830.00 has been deposited Year to date. Credit cards will be processed on Fridays. The question was asked if we were ready to turn on the new registration site and it was determined that people were currently using it, but the official date would be next week. Kate said she should have a report in mid-February of how many people paid in January. Millie said she will reach out to the membership and ask them to promote membership. She will also have each state VP send out a reminder to their members for dues payments.

**Newsletter Discussion** – Betsy Browne

Betsy Browne currently does the newsletter, but Millie said there is a newsletter module in Star Chapter and maybe we should look into revamping how we do the current one. VPs could upload their state news directly into the module or Lucretia said she can upload documents from the VP’s into the module as well. She is going to do the training and testing and attempt a mini-newsletter and email it to us and put it on the website. Millie asked if the VPs would commit to sending small news tidbits to Lucretia. Betsy said that we currently get revenue from vendors (\$500.00 for a full-page ad for the year) and

wondered how that would work if we went through Star Chapter. Milly asked if we could add vendor ads to the electronic version and adjust the pricing. It was suggested that we add this topic to the March agenda. Millie thanked Betsy for her 12 years of service and told her she was “off the hook.” (assuming we can make Star Chapter work!). Lucretia will re-create the previous newsletter using the Star Chapter module to see how it works.

#### **Webmaster Report – Lucretia Wonsor**

Lucretia said the renewals were off to a rocky start. The website (on its own) sent out an email without any input from her! There was nothing in that email on where and why it went out and no information on where to send the checks, etc. She contacted Star Chapter and as of this meeting hadn’t heard back from them. There have been lots of challenges but it’s going to get better. People aren’t reading the instructions carefully and there’s a steep learning curve. Shelly said she has been struggling to get into the website. It recognizes her as a member, but she can’t log in. She has tried several times. Michele noted Shelly is listed as a pending member. Lucretia said she would go in and approve her. Kate said she appreciates the feedback.

#### **Committee Reports:**

##### **Legislation**

John Myers said he sent a draft request to Andy Dowd asking NEMCI&A to allow out of staters to sit on the NEMCI&A Board. Millie asked that Andy and his committee review and refine the draft and present it at the Annual Meeting.

##### **Membership Committee**

Millie wanted to remind the VPs to reach out to the members in each of their states to promote an increase in membership and to remind them about online registration and payments.

##### **Scholarship Committee**

Millie Hight said Kathy was unable to attend this meeting and so no report was given.

#### **Conference Committee Reports:**

- 2024 Rhode Island – Millie said she was looking for Michele’s post-conference report (from Westbrook) and that the conference would be held at the Newport Marriot. There will be online registration and it will roll out this summer.
- 2025 Maine – Lisa Goodwin said it will be held in Bangor and didn’t have much new to report.
- 2026 New Hampshire – Kerri Parker said they are hoping to hold it at the Mount Washington Hotel and should hear in a couple of weeks.
- 2027 Vermont – Not much to report yet but have a fundraising committee.
- 2028 Massachusetts – Kelly Darling said she has a great conference committee, and they are already fundraising and have done some site visits to possible venues.
- 2029 Connecticut – Carol Anderson said they are going to have an Athenian Dialog on April 17<sup>th</sup> for a fundraiser and that Central Connecticut State University (CCSU) saved them a lot of money on the Westbrook Conference this past year.

## Discussion regarding pursuing non-profit Status for NEACTC

Michele Grande said she first wanted to incorporate to protect the Executive Committee (Board) in case of problems and then decided no. Then she looked at incorporating and then getting Tax-Exempt status for NEACTC. The money comes in and it's all under Michele's name (more than \$80K) and it made her nervous. John Odum said the board had talked about it 5 years ago. Kelly Darling said Mary Maslowski was working on the Massachusetts NEACTC Conference Committee to get it incorporated and tax-exempt status. The cost to maintain that status is totally worth it in her opinion and as the committee changes, you can just pass it down. It would be called a Non-Profit 501C6. An annual form 990 is filed to the IRS based on income. The level of income dictates how much reporting is required and it protects the committee from tax fraud accusations.

Kate Wall said NEACTC doesn't do any reporting to the IRS because we are grandfathered in; however, we don't want to have a huge balance and need to spend the money down. She suggested putting more money into education. She's spoken to the IRS several times and they say we are all OK. Millie suggested that each state should individually incorporate and apply for tax exemption. Michele asked if you can hold a residual balance of over \$40K for several years before passing it down to the 2029 Committee. She opened a bank account with the NEACTC EIN and then got her own EIN. Carol Anderson said that maybe NEACTC should be the "mother" and get this status. Michele said her state Committee has used the EIN of NEACTC but really should bet their own John Odum said he would help.

### Goals of the President – Millie Highet

- Review Constitution amendments:
  - NEMCI&A to allow a different state to provide a board member to fill a vacancy (John and Andy are working on this)
  - Article IV, Section 2 Exec board - change when elected from "first meeting" to "annual meeting" for clarification. Millie will send this change to Andy Dowd
- Revise Committees' Organizational Rules – Mary Maslowski is working with Michele Grande and John on a new draft.
- Consider re-pursuing non-profit status for NEACTC.

Millie stated there were no new goals to add to the next meeting agenda.

Motion was made and seconded to adjourn the meeting at 10:30am. Motion carried.

Submitted by:

Elizabeth "Lissa" Magauran  
Approved: March 25, 2024