



NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES
MONDAY MARCH 25, 2024 9:00 am
Meeting held in a hybrid format

Present: Carol Anderson (CT), Tracy Borst (VT), Joan Chabot (RI), Marc Garofalo (CT), Lisa Goodwin (ME), Lissa Magauran (MA), Mary Maslowski (MA), Millie McGinnes Hight (RI), John Myers (ME), Kerri Parker (NH), Sharyn Thomas (MA), Diana Vachon (VT), Sarah Masson (RI), Darci Wheeler (ME).

Via Zoom: Lisa Arpin (CT), Kate Wall (CT), Lucretia Wonsor (VT), Kathy Larkin (CT)

Absent: Andy Dowd (MA), Sue MacKinnon (NH), Donna Kinville (VT), Erin Liese (RI), Belinda Harris (VT), Josie Ewing (NH), Shelly Crosby (ME), Kelly Darling (MA), Mary de Alderete (MA), Michele Grande (CT), Sarah Rapose (RI), Betsy Browne (CT), John Odum (VT), Francesca Villani (CT).

Call to Order – President Millie McGinnes Hight called the meeting to order at 7:05 a.m. noting the presence of a quorum.

Secretary's Report – Lissa Magauran

Lissa presented the January 24, 2024 meeting minutes for approval. A motion was made by Mary Maslowski, seconded by Darci Wheeler to approve the minutes. Motion passed.

Treasurer's Report – Kate Wall

Kate said the current balance in the bank account is \$38,868.00 as of the end of February. She said the dues payments were continuing to come in. There were credit card payments in January of \$852.80 and February of \$1,132.90. At this point, NEACTC is "eating" the credit card processing fee. Kate said she is still trying to close out last year. A motion was made by Lissa Magauran, seconded by Mary Maslowski to approve the Treasurer's Report. Motion passed.

Webmaster Report – Lucretia Wonsor

Lucretia said she has been playing with the newsletter because there is a module to create one on the website. But the formatting piece is tricky. Millie asked if each of the VP's can send Lucretia a small paragraph of news, so she has something to experiment with. She is able to upload the logos of the sponsors to put on the back of the newsletter as she already has the structure in place. Millie said they are still working on the price of sponsorship for the vendors. Lucretia said the biggest issue she faces is the failures of people's emails and suggested everyone remind people to tell their IT people to allow the IP's to be coming from "safe" senders. It seems to happen a lot with .gov suffixes. Lucretia will send an email today or tomorrow reminding the last 189 people to register and pay their dues. Many have received the membership email but haven't paid yet.

Committee Reports:

NEMCI&A – John Meyers

Registration opened for the Academy, and it was full in less than 3 hours with a few added to a waiting list. There will be a mini-Academy with class size capped at 30. Elections for 1 day, Parliamentary procedure for 2 days and Boot Camp for 4 days.

Membership Committee – Sarah Masson

As of December 2023, there were 543 Active Members. As of March 23, 2024, there were 567 Active Members. 109 had expired and not been renewed. Out of 175 emails sent regarding membership, only 55 were actually opened.

Scholarship Committee – Kathy Larkin

Kathy said there was not much to report at this time. The applications were updated, and she hadn't received any yet as they were all going thru the individual state process first.

Legislative Committee – Andy Dowd

Andy said he and John Myers are still working on amending Article V, S3 and hope to have it ready for the November Annual Meeting. They are also cleaning up some language to make the turnover of the Board cleaner and more straightforward.

Board Goals:

- Review draft constitutional amendments.
Andy and John Meyers are still working on Article V, Section 3 and Article IV, Section 2
- Revision of Committees' Organizational Rules:
Mary Maslowski is working on revising 12 pages of rules regarding committees and appointments. The process was started last year but not finished in time for the November 2023 Annual meeting. She is trying to make the appointment process more consistent and hopes to have this revision ready for the June meeting. Millie said that Michelle Grande is on the sub-committee with Mary. She mentioned reporting out – especially conference reports (# of rooms needed), financial reports, vendor reports, etc.. Also to provide a "to do" list and guidance for the next group of people taking on the conference responsibilities and planning.
- Discuss how to handle vendor advertisements:
 - Newsletter vs. Banner
 - PricingMillie asked if the vendor invoices had gone out and Kate said they had not yet gone out. Millie asked Lucretia if she could ask Betsy about the vendor invoices/contact information. Millie also made a note to discuss vendor funding at our next meeting.
- Discuss incorporation and potentially pursuing non-profit status for NEACTC
We discussed that we have no way to prove that we are a legitimate organization except for a letter from the IRS and meeting minutes; however, we really should. Carol Anderson said her son is a CPA and helped her set up a non-profit account for the NEACTC – Connecticut. Mary Maslowski said to look at where the organization was founded for more information. Massachusetts will be organized separately from the MTCA, possibly as a 501C6 – trade organization. It costs about \$1500/year to prepare tax returns and \$500 to organize annually. The cost would be about \$10,000 for tax lawyers to do the organization with income up to \$250,000 with certified financial statements. A non-profit isn't always tax exempt, and we aren't a public charity. Each state that does fundraising for their conference should be organized. Massachusetts used leftover money from funds to do this organization. Each state is "doing

their own thing.” Marc asked if there would be a benefit to using NEACTC as an umbrella organization. The first thought is that it would make all of the money from each taxable, so it would be better to do by state. Mary said that Massachusetts pays \$1500 annually to a CPA to prepare the tax returns. Kate said we’re grandfathered in as exempt. NEACTC originally filed in Massachusetts. She doesn’t do any filing to the IRS (except for updating their records with the name and address of any new treasurer) and says they are fine with that. She only does taxes for the State of Massachusetts. We have lots of money and she recommended spending more of it on education. Mary Maslowski said we should always file an informational statement with the IRS as our collections in Massachusetts don’t hit the threshold for taxing. Millie asked if we have the money to explore and hire a tax attorney. Kate said we have the money for this exploration, and we can do it with a vote by the board since it’s not in the budget. Millie will schedule a special meeting for this vote.

Conference Committee Reports:

- 2024 Rhode Island – Millie said she has a great committee, and the conference will be held at the Newport Marriot right on the water. Her committee is looking into some possible field trips (maybe to the Mansions). There will be online registration and it will roll out around mid-summer.
- 2025 Maine – Lisa Goodwin said the fundraising was almost complete and she was looking at a Stephen King Tour. The dates will be 11/19 –11/21/2025.
- 2026 New Hampshire – Kerri Parker said they are hoping to hold it at the Mount Washington Hotel and have received some tentative pricing.
- 2027 Vermont – Tracy Borst said they have 3 possible locations with 3 prices. Possible locations are Killington, Essex or Sugar Bush. Killington won’t guarantee their pricing, but Lucretia said is willing to reach out to someone in Killington. The dates are 11/17 – 11-19/2026.
- 2028 Massachusetts – nothing to report.
- 2029 Connecticut – Carol Anderson said they are currently forming a fundraising committee.

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.

Motion was made by Mary Maslowski, seconded by Millie Hightet to adjourn the meeting. Motion passed.

Submitted by:

Elizabeth “Lissa” Magauran

Approved: