



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES
Monday, June 17, 2024 @ 9:00 am
Meeting held via Zoom**

Present Via Zoom: Carol Anderson (CT), Lisa Arpin (CT), Joan Chabot (RI), Josie Ewing (NH), Lisa Goodwin (ME), Michele Grande (CT), Millie McGinnes Highet (RI), Kathy Larkin (CT), Mary Maslowski (MA), John Myers (ME), Sarah Rapose (RI), Kerri Parker (NH), Diana Vachon (VT), Kate Wall (CT), Darci Wheeler (ME).

Absent: Tracy Borst (VT), Betsy Browne (CT), Shelly Crosby (ME), Kelly Darling (MA), Mary de Alderete (MA), Marc Garofalo (CT), Belinda Harris (VT), Erin Liese (RI), Lissa Magauran (MA), Sarah Masson (RI), Sue MacKinnon (NH), John Odum (VT), Sharyn Thomas (MA), Francesca Villani (CT), Lucrecia Wonsor (VT).

1. Call to Order

President Millie McGinnes Highet called the meeting to order at 9:06 a.m. noting the presence of a quorum.

2. Swear in New Hampshire Executive Board Member Jaseya (Josie) Ewing

President Millie Highet administered the Oath of Office to New Hampshire Executive Board Member Jaseya Ewing.

3. Secretary's Report – Lissa Magauran

• **Approval of Minutes: March 25, 2024 & April 23, 2024**

Kate Wall moved to approve the minutes of March 25, 2024. The motion was seconded by Mary Maslowski and carried.

Ayes: 15

Nays: 0

Kate Wall moved to approve the minutes of April 23, 2024. The motion was seconded by Mary Maslowski and carried.

Ayes: 15

Nays: 0

4. Treasurer's Report – Kate Wall

Treasurer Kate Wall reported that there is \$36,957 in the account. She noted that 20 members have joined, but have not yet paid. She requested help in contacting the outstanding members. The cutoff date for 2024 membership was discussed. Millie will research the deadline set last year.

Darci Wheeler moved to accept the Treasurer's Report. The motion was seconded by Lisa Arpin and carried.

Ayes: 15

Nays: 0

5. Committee Reports:

- **NEMCI&A**

NEMCI&A Chair John Myers reported that NEMCI will run from July 13th – July 18th. A 50 year anniversary celebration banquet will be held on July 13th, in which IIMC President Lisa Garcia and IIMC Associate Director of Professional Development Dr. Jai Uldrich will be in attendance.

6. Discussion of complications with StarChapter membership process and possible solutions

It was noted that there are issues with StarChapter and the membership process. The following complications were raised:

- Some registrants want to use paper registration only and will not use the online registration.
- About 200 members are having problems being locked out of the system, as their confirmation emails bounce back.
- Some registrants are not going all the way through the online registration process to get the invoice.
- Some registrants are sending checks without invoices.

Treasurer Kate Wall explained that registrations are still dribbling in, and registrants are not honoring the registration deadlines. She questioned when the cutoff is to stop accepting applications. Millie Highet stated that she believed there was a previous motion regarding that and will investigate.

The following suggestions were made to improve the process:

- Provide step-by-step instructions regarding the registration process.
- Add a warning popup to StarChapter "You are not yet a member – Proceed to the next step to print your invoice..."
- Offer both paper registration and electronic registration.
- Hire an administrator to handle registration.
- Revert entirely to paper.

7. Discuss filling the seat of Treasurer November 2024

Millie Highet reported that Treasurer Kate Wall will be stepping down as Treasurer in November. She suggested all board members consider possible candidates to fill the role.

8. Board Goal:

- **Review draft constitutional amendments:**
 - i. **Article V. NEMCI&A Board of Directors, Section 1 Composition of Board: allow different state to provide board member if needed to fill a vacancy (John & Andy)**
 - ii. **Article IV, Section 2: Exec board change when elected “first meeting” to “annual meeting”**

Millie Hight stated that she would reach out to Andy Dowd to have the Legislation Committee review the proposed changes.

- **Review revision of Committees’ Organizational Rules**

Mary Maslowski submitted an amended draft of the Committees’ Organizational Rules. A subcommittee meeting will be called in July to discuss the proposed changes.

- **Discuss and act on funding for Newsletter Editor**

The newsletter will be discussed at a future meeting when Lucretia Wonsor and Betsy Brown can be present.

- **Discuss and act on handling vendor advertisements**

- i. **Newsletter vs. Banner**
- ii. **Pricing**

The newsletter will be discussed at a future meeting when Lucretia Wonsor and Betsy Brown can be present.

- **Report on incorporation and non-profit status for NEACTC**

Mary Maslowski explained that she is waiting to hear back from the attorney regarding the incorporation and non-profit status.

9. Conference Committee Reports:

- **2024 Rhode Island**

The RI conference will be held in Newport, at the Newport Marriot, beginning with an Athenian Dialogue on Tuesday, November 19, 2024, with the full conference starting on Wednesday, November 20th – Friday, November 22nd. The President’s Reception will be held off-site at Newport Vinyards.

- **2025 Maine**

Vice President Lisa Goodwin reported that they will be hosting their conference at the Hollywood Casino Hotel in Bangor, Maine. She asked for information regarding the numbers of rooms being blocked for RI conference.

- **2026 New Hampshire**

Vice President Kerri Parker reported that will be hosting the conference at the Mt. Washington Hotel in Bretton Woods, NH.

- **2027 Vermont**

No report.

- **2028 Massachusetts**

No report.

- **2029 Connecticut**

Vice President Carol Anderson reported that she was just beginning the process.

10. Discuss next meeting date

The next meeting date was set for August 6, 2024 at 9:00 a.m.

11. Adjournment

Michele Grande moved to adjourn at 10:04 AM. The motion was seconded by Darci Wheeler and carried.

Ayes: 15

Nays: 0

Submitted by:

Millicent McGinnes Hight

Approved: