



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS**  
**BOARD MEETING MINUTES**  
**Tuesday January 28, 2025 9:30 am**  
**Held via Zoom**

**Present:** Carol Anderson (CT), Lisa Arpin (CT), Tracy Borst (VT), Joan Chabot (RI) joined at 9:40, Melissa Cordeiro (RI), Karen Daigle (CT), Kelly Darling (MA), Cheryl Estrella (MA), Melanie Fernald (ME), Christina Gilford (NH), Lisa Goodwin (ME), Daniel Healy (NH) joined at 9:53, Millie McGinnes Hight (RI), Lissa Magauran (MA), Mary Maslowski (MA), John Myers (ME), John Odum (VT), Kerri Parker (NH), Heidi Racht (VT), Sarah Rapose (RI), Sharyn Thomas (MA), Diana Vachon (VT), Francesca Villani (CT), Carrie Weeman (ME)

**Absent:** Jessica Capaldi (RI), Josie Ewing (NH), Roberta Fagan (RI), Darci Wheeler (ME)

**Call to Order** – President Lisa Goodwin called the meeting to order at 9:30 a.m. noting the presence of a quorum.

**Secretary’s Report – Lissa Magauran**

Millie Hight made a motion seconded by Kelly Darling to approve the minutes of the November 20 and November 22, 2024 Executive Board Meetings.

Vote: Unanimously approved

**Treasurer’s Report – Jessica Capaldi (read by Lisa Goodwin as Jessica was absent)**

Jessica Capaldi reported the starting balance in the treasury was \$28305. There were expenses of \$1568, leaving a balance of \$26936. She also noted there were 555 memberships, with only 32 of them having been paid so far. Carrie Weeman noted there were 234 accounts receivables. Lisa suggested that each VP send a reminder letter to their members reminding them to pay.

Lissa Magauran made a motion, seconded by Kelly Darling to approve the Treasurer’s Report as read.

Vote: Unanimously approved

**Incorporation of NEACTC – Lisa Goodwin**

Lisa Goodwin said she and Millie Hight met with the attorney and found NEACTC has never been incorporated anywhere. They both agree with the attorney that incorporating is very important because we take in so much money. Tina Guilford asked what we do when the President or other officers change. Lisa said it wouldn’t be a problem. Lisa also said that incorporating the NEACTC is different from incorporating the conference committees, as those are done by states. Maine is incorporated under their State City and Town Clerks’ Association, Massachusetts and Connecticut have a separate Committee from NEACTC that’s incorporated as a non-profit. Kerri Parker said New Hampshire’s conference committee is also incorporated with a separate bank account. Tracy Borst wasn’t sure if the conference committee in Vermont is incorporated but will find out, but there is a separate bank account. Kelly Darling highly recommends incorporating NEACTC. Lisa said the cost would be \$7000. – 10,000. Total. Last year we budgeted \$3,000 and this year we budgeted \$3,000 so we are close to having all the money we need. Millie Hight made a motion, seconded by John Odum to finalize the incorporation of NEACTC in the state of Delaware.

Vote: Unanimously approved

### **Update on the revision of Committees' Organizational Rules – Mary Maslowski**

Mary Maslowski reported that she has not been able to review the rules and postponed it until March. She would like to meet with Lisa Goodwin to discuss.

### **NEMCI&A Report – John Myers**

John Myers reported that the 2024 Annual Report was filed with and accepted by the IIMC so we are in full compliance. The dates for years 1,2 and 3 have been released with year 1 having one date and years 2 and 3 having date together. The curriculum for the Academy is currently being developed. They are looking at new locations for the NEMCI&A and so far have looked at 2 sites.

### **Conference Committee Reports:**

- **Maine – Lisa Goodwin:** They have a \$109. Per night room rate on the contract and rooms will be held for 30 days and then released to the public (with no penalty for not booking all of them). The President's Reception will be held in the Casino Ballroom with a DJ, a full meal and photo booth for a fun evening.
- **New Hampshire – Kerri Parker:** The Conference will be held at the Mount Washington Hotel and they are working on the theme and compiling a list of speakers.
- **Vermont – Tracy Borst:** The Conference will be held at the Essex Resort in Essex, VT.
- **Massachusetts – Kelly Darling:** The Conference will be held at the Sea Crest Resort in Falmouth and they are meeting on March 14 to settle the contract.
- **Rhode Island – Sarah Repose:** No report yet
- **Connecticut – Carol Anderson –** No report yet

### **Other Business:**

Millie Hight wants to do an "End of Conference" Report. She's given lots of reports and information to the next committee. Lisa Goodwin noted an amazing increase in food prices. Lisa Arpin asked what the average attendance is at the conferences (for room block planning) and Sarah Repose recommends blocking at least 130 rooms.

**Future Meeting Dates:** March 23, 2025 (Sunday) 1:00 PM in Nashua, NH with possible Zoom access, June 24, 2025 at 9:30 AM via Zoom and additional meetings as needed for Conference planning.

**Meeting adjourned** at 11:53 AM (Motion made to adjourn by John Odum, seconded by John Meyers).

Vote: Unanimously approved

Submitted by:

Elizabeth "Lissa" Magauran

Approved: 3.23.25