



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS  
BOARD MEETING MINUTES  
Sunday, March 23, 2025 1:00 PM  
Double Tree Hotel by Hilton, Nashua, NH**

**Present:** Carol Anderson (CT), Jessica Capaldi (RI), Joan Chabot (RI), Melissa Cordeiro (RI), Kelly Darling (MA), Cheryl Estrella (MA), Melanie Fernald (ME), Cristina Guilford (NH), Lisa Goodwin (ME), Daniel Healy (NH), Millie McGinnes Hight (RI), Mary Maslowski (MA), John Myers (ME), John Odum (VT), Kerri Parker (NH), Heidi Racht (VT), Sharyn Thomas (MA), Diana Vachon (VT), Carrie Weeman (ME), Darci Wheeler (ME)

**Absent:** Lisa Arpin (CT), Tracy Borst (VT), Karen Daigle (CT), Josie Ewing (NH), Roberta Fagan (RI), Lissa Magauran (MA), Sarah Rapose (RI), Francesca Villani (CT)

**Call to Order** – President Lisa Goodwin called the meeting to order at 1 p.m. noting the presence of a quorum.

**Secretary’s Report – Lissa Magauran (introduced by Lisa Goodwin as Lissa was absent)**

Millie Hight made a motion seconded by Mary Maslowski to approve the minutes of the Executive Board Meeting of January 28, 2025.

Vote: Unanimously approved

**Treasurer’s Report – Jessica Capaldi**

Jessica Capaldi reported the balance in the treasury was \$30732. She also noted there were 580 memberships, with 251 paid by check and only 3 of them having been paid by credit card. Discussion continued where members commented that they had paid by credit card so that number would be incorrect. Jessica stated that she would be in contact with Kate to discuss the closed account to ensure that the money had not been deposited there.

Heidi Racht made a motion, seconded by Millie Hight to approve the Treasurer’s Report as read.

Vote: Unanimously approved

**Incorporation of NEACTC – Lisa Goodwin**

Lisa Goodwin stated that the incorporation of NEACTC would be completed in the state of Delaware. John Myers noted that there needed to be a revision regarding NEMCI&A bylaws stating that they served the association. It was agreed that it would be revisited and discussed again at the next meeting.

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

Mary Maslowski reported that she has reviewed the rules and gave a brief overview of her findings. She noted that it needed streamlining and inaccurate information purged. Millie Hight responded that she

had little concerns with the edits and the document could move forward. The membership discussed waiting to vote on it at the next meeting. Further discussion included Carrie Weeman stating that each state does not have their own website page, but a hyperlink could be set up. Lisa Goodwin made the recommendation to remove “annual” from page 4. John Myers suggested that NEMCI&A be listed as a subcommittee of NEACTC.

#### **Discussion on the Constitution– Lisa Goodwin**

Lisa Goodwin reported that we should replace the words “the community” with the specific positions and it was agreed it should be sent out to the Legislative Policy Committee.

#### **Civic & Tech Life Conference Report – John Odum**

John Odum reported that he attended the Center for Tech and Civic Life Conference in February. They reviewed election procedures in partnership with the US Alliance for Election Excellence. It was discussed that there would be a new cohort including 70 jurisdictions. The deadline for applying is March 31<sup>st</sup>. It was stated the purpose was to make more resources available to election administrators.

#### **NEMCI&A Report – John Myers**

John Myers reported that Years 1, 2, and 3 were opened and sold out in 2 hours. The Academy has been opened and there are currently 14 signups. They are examining the points versus hours that IIMC uses.

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

- **Maine – Lisa Goodwin:** The education sessions have been set, and they are looking at how the registration process will work. Lisa will look into SDL software.
- **New Hampshire – Kerri Parker:** The Conference will be held at the Mount Washington Hotel and they are focusing on education and fundraising.
- **Vermont – Diana Vachon:** The Conference will be held at the Essex Resort in Essex, VT.
- **Massachusetts – Kelly Darling:** The Conference will be held 2 weeks later at the Sea Crest Resort in Falmouth November 28 thru December 1. They have contracted a \$169 room rate.
- **Connecticut – Carol Anderson –** No report, looking at Windsor, CT.
- **Rhode Island –**No report

**Meeting adjourned** at 1:53 PM (Motion made to adjourn by Mary Maslowski, seconded by John Meyers).

Vote: Unanimously approved

Submitted by:

Darci Wheeler

Approved: