



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS  
BOARD MEETING MINUTES  
Tuesday, June 24, 2025 9:30 AM  
Held remotely via Zoom**

**Present:** Carol Anderson (CT), Lisa Arpin (CT), Jessica Capaldi (RI), Melissa Cordeiro (RI), Karen Daigle (CT), Kelly Darling (MA), Cheryl Estrella (MA), Josie Ewing (NH), Cristina Guilford (NH), Lisa Goodwin (ME), Daniel Healey (NH), Millie McGinnes Hight (RI), Lissa Magauran (MA), Mary Maslowski (MA), John Myers (ME), John Odum (VT), Heidi Racht (VT) (arrived 9:45), Sarah Rapose (RI) (arrived 9:44), Sharyn Thomas (MA), Diana Vachon (VT)(arrived 9:47), Francesca Villani (CT) (arrived (9:45),

**Absent:** Tracy Borst (VT), Joan Chabot (RI), Roberta Fagan (RI), Melanie Fernald (ME), Kerri Parker (NH), Carrie Weeman (ME), Darci Wheeler (ME)

**Call to Order** – President Lisa Goodwin called the meeting to order at 9:31 a.m. noting the presence of a quorum.

**Secretary’s Report – Lissa Magauran**

Kelly Darling made a motion seconded by Millie Hight to approve the minutes of the Executive Board Meeting of March 23, 2025.

Vote: Unanimously approved

**Treasurer’s Report – Jessica Capaldi**

Jessica Capaldi reported the balance in the treasury was \$28,267.73. She also noted a \$300.00 receipt from our LHS sponsor.

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

Vote: Unanimously approved

**Incorporation of NEACTC – Lisa Goodwin**

Lisa Goodwin stated that the draft paperwork for the incorporation of NEACTC in the state of Delaware was completed. It was decided by the board to postpone the discussion to give everyone an opportunity to thoroughly review all documents. The discussion will take place at a meeting scheduled for 7/29/25 at 9:30AM.

**The Amendment of Committees’ Organizational Rules – Lisa Goodwin**

Karen Daigle indicated there were discrepancies between this document and the new Bylaws. Lisa suggested that the Board postpone the discussion and vote on the amendment(s) until the 7/29 meeting. The Board agreed.

#### **NEMCI&A Report – John Myers**

John Myers reported that things were going along with NEMCI&A and that the revised by-laws were revised (so they agree with the Articles of Incorporation) and turned over to the attorneys. He also said Shelly's committee is reviewing them.

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

- **Maine – Lisa Goodwin:** The education sessions have been approved, and she will release the hotel information to the Board this week so we can book our rooms. She was just finishing ensuring the credit card connection was working.
- **New Hampshire – Kerri Parker was absent so no update**
- **Vermont – Diana Vachon (arrived late) so no update**
- **Massachusetts – Kelly Darling:** Nothing new, but is working on fundraising and budget
- **Connecticut – Carol Anderson:** Nothing new, but is working on some small fundraisers
- **Rhode Island – Sarah Repose:** Starting to think about the next committee/conference

#### **Meeting Dates**

**July 29, 2025 @ 9:30 AM via Zoom**

**Possibly an August Meeting if needed for the Articles of Incorporation or other business**

**September 23, 2025 @ 9:30 AM via Zoom**

**November 19, 2025 @ 10:00 AM – Cross Insurance Center, Bangor ME**

**Meeting adjourned** at 9:47 AM (Motion made to adjourn by Lissa Magauran, seconded by John Odum).

Vote: Unanimously approved

Submitted by:

Lissa Magauran

Approved: July 29, 2025