



**NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS  
BOARD MEETING MINUTES  
Tuesday, July 29, 2025 9:30 AM  
Held remotely via Zoom**

**Present:** Carol Anderson (CT), Lisa Arpin (CT), Tracy Borst (VT), Jessica Capaldi (RI), Joan Chabot (RI), Melissa Cordeiro (RI), Karen Daigle (CT), Kelly Darling (MA), Cheryl Estrella (MA), Roberta Fagan (RI), Melanie Fernald (ME), Cristina Guilford (NH), Lisa Goodwin (ME), Daniel Healey (NH), Millie McGinnes Hight (RI) (arrived 9:40), 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)

**Absent:** Josie Ewing (NH), Carrie Weeman (ME), 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**

Lissa Magauran asked for a motion to approve the minutes of the June 24, 2025 Executive Board meeting with the following two corrections: Add an “e” to Daniel Healey’s last name and to remove the 3 X’s at the end of the Treasurer’s Report and replace them with “a \$300.00 receipt from our LHS sponsor.” Cheryl Estrella made a motion seconded by Francesca Villani to approve the minutes of the Executive Board Meeting of June 24, 2025 as corrected.

Vote: Unanimously approved

**Incorporation of NEACTC – Lisa Goodwin**

Lisa Goodwin explained to the Board that she needed our permission to sign and submit the incorporation paperwork. It was unanimously granted by the board. Melissa Cordeiro had a question regarding the list of current officers and it was explained that list is in the bylaws and the bylaws will be attached to the paperwork. Melissa also asked where it clarifies that the sitting President will be appointed as well as the other officers as she didn’t see that in the bylaws. Lisa Goodwin said she’d check on that. Melissa also questioned (2<sup>nd</sup> pg. section 5B) the meaning of “excess holdings” and asked if we were limited in what we could carry forward. Then on page 3, Article 6, Melissa said it lists Lisa Goodwin and her address and she wondered how this information gets updated. Lisa explained that she is only the initial President filing the paperwork and the Secretary (Lissa Magauran) will be on the final paperwork. Moving forward, the list of officers will be updated after the annual meeting. Lisa has taken notes and will ask for more information regarding these questions. The Board unanimously voted to move forward with the incorporation and after we are incorporated, there will be no more constitutional amendments.

**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 vote on the amendment(s) as she has gotten many edits and comments and wants the Board to review them prior to voting at the next meeting.

**NEMCI&A Report – John Myers**

John Myers said the bylaws have been reviewed by NEMCI&A. Lisa will send us the amendments and we vote on them at the next meeting.

**Update – Lisa Goodwin**

Lisa Goodwin wanted to let the board know that the attorney's fees have exceeded our budgeted amount of \$3,000.00. She will send us the exact amount we have spent and will need so we can vote on it at our next meeting.

Lisa reminded the VP's to send in their nominees for November and also to send reminders for unpaid dues. Lisa will resend the list of outstanding member dues to the VP's.

**Meeting Dates**

**August 25, 2025 @ 10:00 AM via Zoom**

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

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

**Meeting adjourned** at 9:50 AM (Motion made to adjourn by Heidi Racht, seconded by Melissa Cordeiro).

Vote: Unanimously approved

Submitted by:

Lissa Magauran

Approved: August 25, 2025