



NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS
BOARD MEETING MINUTES
Monday, August 25, 2025 10:00 AM
Held remotely via Zoom

Present: Tracy Borst (VT), Joan Chabot (RI), Melissa Cordeiro (RI), Cheryl Estrella (MA), Roberta Fagan (RI), Cristina Guilford (NH), Lisa Goodwin (ME), Daniel Healey (NH), Lissa Magauran (MA), Mary Maslowski (MA), John Myers (ME), John Odum (VT), Kerri Parker (NH), Heidi Racht (VT), Sharyn Thomas (MA), Darci Wheeler (ME)

Absent: Carol Anderson (CT), Lisa Arpin (CT), Jessica Capaldi (RI), Karen Daigle (CT), Kelly Darling (MA), Josie Ewing (NH), Melanie Fernald (ME), Millie McGinnes Highet (RI), Sarah Rapose (RI), Diana Vachon (VT), Francesca Villani (CT), Carrie Weeman (ME)

Call to Order – Lisa Goodwin

Lisa Goodwin called the meeting to order at 10:00 AM noting the presence of a quorum.

Update on Articles of Incorporation – Lisa Goodwin

Lisa Goodwin asked the Board to please sign and return the document for the incorporation (sent from Drew Douglas on Friday August 22 at 4:45PM). Many members reported they had not received the document (to be signed through DocuSign). Lisa will contact Drew Douglas and ask him to resend it to all and those who have already signed can ignore it.

Secretary's Report – Lissa Magauran

Lissa Magauran asked for a motion to approve the minutes of the July 29, 2025 Executive Board meeting. Kerri Parker made a motion seconded by Melissa Cordeiro to approve the minutes of the Executive Board Meeting of July 29, 2025.

Vote: Unanimously approved

NEMCI&A – Lisa Goodwin

Lisa asked if there were any changes/corrections to the proposed Amendment to the Bylaws. Hearing none, she asked for a motion to approve them. Mary Maslowski made a motion, seconded by Joan Chabot to approve the changes to the bylaws as presented.

Vote: Unanimously approved

Review and vote on Standing Committee Descriptions – Lisa Goodwin

Melissa Cordeiro commented on the quorums not being included in each committee description. Lisa Goodwin explained they were only listed in the individual committee descriptions if they differed from the general quorum. Heidi Racht suggested starting each committee at the top of a right-hand page so it

was easier to read. Lisa said OK, that was an editing issue. Tina Guilford and John Myers said there were 2 misspellings on page 5 (the words eligible and scholarship). Mary Laslowski made a motion, seconded by Cheryl Estrella to approve the Committee Descriptions as presented with the corrections.

Vote: Unanimously approved

Attorney Fees for Incorporation – Lisa Goodwin

Lisa Goodwin explained that in total they had thought the attorney's fees for the articles of incorporation would be about \$10,000 over the period of 2 years. She said we had gone through the original amount budgeted for this fiscal year and asked that we approve an additional \$8,000.00. John Odum asked what the balance in the treasury is and Lisa Goodwin responded that it is \$29, 183.00. Mary Maslowski made a motion, seconded by Cheryl Estrella to approve an additional \$8,000.00 for attorney's fees.

Vote: Unanimously approved

Meeting adjourned at 10:18 AM (Motion made to adjourn by Heidi Racht, seconded by Tracy Borst)

Vote: Unanimously approved

Submitted by:

Lissa Magauran

Approved: October 22, 2025