

NEW ENGLAND ASSOCIATION OF CITY & TOWN CLERKS
EXECUTIVE BOARD MEETING
PARK PLAZA HOTEL, BOSTON MASSACHUSETTS
NOVEMBER 17, 2004

The meeting was called to order at 10:30 am by president Marie Crimmins.
Members present: Patty Donovan, Susan Mooney, Brenda Caldwell, Lisa Goodwin, Ruth Lyons, Cynthia Davis, Barbara Oles, Debra Patrick, Diane Trippett, Flo-Ann Dango, Wilma McDonald, Ellen Dupont, Leona Mainville, Leslie Cotton, Irene Masse, Elizabeth Crowley, Helen Christian, Linda Hutchinrider, Anita Doucette, James Mullen, Catherine Flanagan Stover, Catherine Nurmi, Sandy Harris and Colleen Haag.

A motion was made, seconded and voted unanimously to approve the minutes of the previous meeting of April 1, 2004 as submitted.

Irene Masse submitted the treasurer's report, which included revenue and expenses to date (copy made part of minutes). Also included in the report is an appropriation summary with amounts in each appropriation remaining in the budget. Irene stated that revenue has dropped and there have been less registration of members.
A motion was made, seconded and voted unanimously to accept the treasurer's report as submitted.

The Editor, Debra Becket, a member of Vermont National Guard will be deployed to Iraq shortly and therefore was not present and did not submit a report. Wilma McDonald has been nominated to take the Editors position and has accepted. Wilma is planning to do four newsletters a year.

Pattie McCoy, Chairman of the New England Municipal Clerks Institute and Academy Board of Directors submitted the Annual Report. The graduating Class of 27 presented the Institute & Academy with a check for \$4,200. This is believed to be the largest donation in the history of the institute (report made part of the minutes).
Kathy Quinn, of Windsor, Connecticut is the new chairman of the Board of Directors.

Helen Christian, Chairman of the Nominating Committee submitted her report with new members and Vice Presidents to be presented at the Annual Meeting and sworn in at the banquet on Thursday,
Wilma McDonald, Chairman of the Membership Committee reported that the new updated brochure is ready and has been made available to the VP's so that they are available at State Conferences.

Leslie Cotton, incoming president presented her proposed budget for 2005. On the revenue side the advertising revenue increased from 550 to 750. With four newsletters going out this should not be a problem. Dues also increased from 18,500 to 18,750. The newsletter will also help with membership and dues collection. The Budget is \$450 less. A motion was made and seconded and voted unanimously to accept the proposed budget as submitted.

A discussion was held regarding the website. The website definitely needs improvement and the Webmaster has not been responsive to updates and is very expensive. It was suggested to withhold payment. Also, the .org is now available. Laura Frances is the Chairman of the Technology Committee and has enlisted the help of Al Borsodi. It was also mentioned that perhaps the Webmaster should be a Board position.

Conference Committee Reports:

Connecticut - The Conference will be held at Foxwood, which is a tremendous venue. The reception will be held at the Pequot Museum with dinner and Native American entertainment. Education sessions have been set. Catherine Nurmi is the Conference Chairman. Conference date is November 16-18th, 2005

Rhode Island - The Conference will be held in Newport on November 17th – 19th 2006 at the Marriott Hotel. The president's reception may be held at one of the Newport Mansions with a speakeasy atmosphere.

Maine – Lisa Goodwin has consented to be Chairman. The committee is looking for a Conference Center along the coast. They would also like to incorporate a clambake. The conference would be held in October of 2007.

New Hampshire - The conference will be held in Portsmouth at the Sheraton Harborside on November 19th – 21st, 2008.

Vermont - Barbara Oles stated that they are looking into having the conference at the Equinox in 2009.

James Mullen wanted to extend congratulations to Diane Mederos on her win as Town Administrator with 84% of the vote. Val Perry also won a seat on the Council in her city.

President Marie Crimmins stated that thank you gifts would be given to outgoing treasurer Tanya Lane and outgoing Editor Debra Becket at the banquet.

All business being completed a motion was made and seconded to adjourn the meeting at 11:35 am

Respectfully submitted

Patricia Donovan, Secretary