

New England Association of City & Town Clerks
Executive Board Meeting
November 19, 2004 – Boston, Massachusetts

Newly elected President, Leslie Cotton called the meeting to order at 9:45 am.

New members present introduced themselves and were welcomed by the president. Leslie stated that all decisions would be made together at the meetings. She also stated that committee chairman should be present at the meetings if possible. Committees should be active by e-mail communications and have a central meeting if necessary during the year. Job descriptions were handed out to the committee chairman. It was suggested that the scholarship chairman be appointed to a three-year term.

Editor, Wilma McDonald, reported that she would be producing four newsletters each year. She asked that each VP send information regarding their state by January 1st. There was also some consideration regarding putting the newsletter on the website.

President Leslie stated that membership has fallen and some outreach must be done. Treasure Irene Masse will get a list of members to the VP's and the membership committee.

The president assigned liaisons to each committee as follows: Betty Crowley – Nominating, Barbara Oles – Technology/Information, Catherine Stover – Scholarship, Diane Trippett – Legislative Policy, Membership – Brenda Caldwell.

The next Executive Board meeting will be held at the Burlington Library on March 24th at 10:30 am. Committee Chairman will be invited to attend.

The meeting was adjourned at 10:15 am.

Respectfully submitted,

Patricia Donovan, Secretary