

New England Association of City & Town Clerks
Executive Board Meeting
Burlington, MA

President, Leslie Cotton at 10:30 am, called the meeting of the New England Association of City & Town Clerks to order. Members present: Marie Crimmins, Elizabeth Crowley, Lucette Pellerin, Diane Trippett, Barbara Oles, Irene Masse, Wilma McDonald, Catherine Nurmi, Leona Mainville, Flo Ann Dango, Clyde Jenne, Susan Mooney, Linda Jette. Committee members present DeeAnne Brennan, Membership; and Technology Committee members Laura Francis, Sandy Harris, Paul Bergeron and Jane Chew. Technology Committee held a meeting in separate room of the library.

President Leslie Cotton stated that the first order of business was to swear in Lucette Pellerin as second Vice-President from Maine. Brenda Caldwell of Maine retired as Town Clerk creating the vacancy on the Board.

Susan Mooney introduced Lucette from Saco, Maine and the President duly swore her.

A motion was made and seconded to accept the minutes of the previous meetings as presented and so voted.

Irene Masse, Treasurer submitted her report covering the time from 11/04 thru 4/5/05. Reports were distributed to members present showing expenditures of \$2,560.26, revenues of \$590 and showing a balance on hand of \$3,275.56.

Irene stated that she feels she is paying bills a year late. Invoices for dues go out in May and maybe we should think about raising the dues. Marie Crimmins stated that Massachusetts did not spend all of their conference funds so they are donating \$3,000 to New England. Betty Crowley asked if New England had corporate memberships. Rhode Island does very well with this type of membership. Raising the dues was discussed along with raising the dues for Assistants and other revenue sources such as advertising revenues. Susan Mooney felt that the dues should not be raised since it was just increased in 2004. If NE keeps raising dues we will lose membership when what we are trying to do is increase the membership base. Susan Mooney has the capacity to e-mail the newsletter and she would take on the job if the board wished to do so.

Sending the newsletter electronically was discussed as an option to save money.

Wilma McDonald, Editor, stated that there were no advertising revenues over the past year but she was ready to initiate getting advertisers back on board. Rates were discussed for the different size adds and annual as oppose to one time adds. A motion was made and seconded and so voted to set the rate as follows: ¼ page single add - \$75, full year \$200; ½ page single add \$125 - full year \$350; full-page single add - \$200- full year \$500.

Kathy Quinn, Chairman of the New England Institute & Academy reported that there is a search committee looking into other locations to hold the institute and academy classes. Room rates at Salve have doubled and last year over \$12,000 was paid above anticipated

revenues. It was considered to call off the 2005 class or find a new location. Tuition has been raised by \$100. All quotes should be in June. IIMC will approve of any changes that are made.

DeeAnne Brennan, Chairman of the membership committee was present and stated that the membership flyers will be updated to reflect a more generic form as when and where conferences will be held.

It was stated that the Legislative Committee is planning a summary report at the annual meeting.

The scholarship Chairman, Doreen Aldrich, was unable to attend but sent a letter asking several questions. She asked if New England awards \$1,000 per state? The secretary will e-mail Doreen stating that \$6,000 total in scholarships are awarded and not necessarily per state but it does sometime work out that way. There is \$1,000 scholarship assistance for first time attendees to the Conference.

Marie Crimmins submitted the Massachusetts 2004 Conference Committee Report. Conference attendance was 202 with the registration fee at \$125. Massachusetts had phenomenal fundraising efforts by a great committee who work extremely hard. Six educational sessions were held two of which were IIMC accredited. Massachusetts wishes the best for their 2005 Conference.

The 2005 Conference Chairman, Catherine Nurmi, reported that the classes and speakers are in line and all they need is money. Classes on identity fraud, passports and HAVA have been set. The opening session will be held at the museum and will include dinner & entertainment. Rooms will be \$140 at the Grand Pequot Hotel

The 2006 Conference will be held in Newport at the Marriott with room rates of \$139. The theme will be e-government and technology. The president's reception will be held at one of the Newport Mansions with a roaring 20's theme. Conference dates are November 15th thru 17th.

The 2007 Conference will be held at the Cliff House in Ogunquit, ME sometime in October.

The 2008 Conference is set for the Sheraton Harborside Hotel in Portsmouth.

The 2009 Conference is looking at the Equinox Hotel in Vermont for their site.

Laura Francis, Chairman of the Technology/Information Management Committee stated that the website should be current, updated and a tool to use. The first problem is that we need a product that works. NE should have a design that the association wants. It should be people related. Website is a newsletter meant to be a communication tool with documents to share and use together as an educational tool.

Keeping the website up to date is the most important aspect. Each state needs a Webmaster and perhaps Webmaster should be part of the Executive Board. The board might even meet electronically. Right now NE is contracted with the current Webmaster thru September.

Virtual Town Hall and Quesend are companies that have ability, might pay for development. They also have a lot of experience with e-government. What we need is a more dynamic product, template driven. This may cost up to \$1000 per year for support and training. After much discussion it was stated that what we required was continuity. The Webmaster should be consistent. A motion was made by Susan Mooney, seconded by Diane Trippett, and so voted to get quotes from Gov.Office and the above-mentioned companies.

A motion was made by Irene Masse and seconded to have the president keep in contact with the technology committee and have them report in June with options for an Executive Board vote. A deadline of June 15th set for Technology Committee with the Board meeting to be held on June 23rd in Burlington at 10:30 am. Motion was seconded and so voted by the Board.

A motion was made and seconded and so voted to print a membership directory with names, telephone and fax numbers and e-mail addresses. The directory has not been updated since 2002.

All business being concluded a motion was made, seconded and so voted to adjourn at 1:30 pm.