

**NEW ENGLAND ASSOCIATION OF CITY & TOWN  
CLERKS  
EXECUTIVE BOARD MEETING  
JUNE 23, 2005 – BURLINGTON MASS. LIBRARY**

President, Leslie Cotton, called the meeting of the NE Executive Board to order at 10:30 a.m. Members present: Diane Trippett, Peggy Long, Elizabeth Crowley, Marie Crimmins, Roberta Fogg, Susan Mooney, Irene Masse, Wilma McDonald, Catherine Nurmi, Patty Donovan, Lucette Pellerin, Ruth Lyons and Flo Ann Dango. Members of the Technology Committee present were Laura Francis, Chairperson and Jane Chew.

A motion was made and seconded to accept the minutes of the previous meeting as submitted. A letter was received from Geraldine Pacheco of Massachusetts with her resignation from the Board. The Board accepted her resignation with regret and has informed Catherine Stover for an appointment.

Newsletter Editor reported that vendor advertising letters were distributed to all vendors at the Mass Town Clerk Conference. Wilma felt sure that there would be a good response to this and generate funds.

Kathy Quinn, Chairman of the New England Institute and Academy, reported that most Institute Directors are from colleges and education is directed toward the state and the Salve Board is regional. Institute directors really don't know what the Clerks do and that is why Salve works so well. Right now Salve is looking for a professor to teach the access class. It was noted that a requirement for being on the Salve Board was that the clerk must have gone through the institute.

President Leslie stated what a special New England organization this is. It was noted that Maine had some confusion with the scholarship awards. Each state is allowed \$1,000 and the scholarships go to the institute first.

#### Conference Reports

Leslie reported that the 2005 Conference at Foxwood is all set to go. They have signed their contract and are looking forward to an excellent program. Leslie noted that a good conference Chair is an absolute must. Conference registrations will be mailed in July.

The 2006 Conference will be held in Newport, Rhode Island on November 15<sup>th</sup> – 17<sup>th</sup>. A "Gatsby" Presidents Reception will be held at Rose Cliff with a wine tasting and tour of the mansion. The theme will be "Sailing Through a Sea of Technology".

The 2007 Maine Conference will be held November 14<sup>th</sup> – 16<sup>th</sup>. The Cliff House is where they hope the conference will be held.

The 2008 New Hampshire Conference will be held at the Sheraton Harborside, on November 8<sup>th</sup> – 20<sup>th</sup>.

The 2009 Conference will be held in Vermont.

The 2010 Conference is slated to be held on Nantucket if possible.

### Technology Committee Report

Laura Francis, Chairman of the Technology Committee stated that the main purpose of the committee was the Website. The problem is the nature of the organization. The president is for one year and members constantly change. It would be best to do it ourselves and be in control. The Committee looked at three companies and came back with a report as to what would be best for the organization. The companies were Virtual Town Hall, which requires third party software to be installed. Gov Office is from the Midwest and Quesend technology is from Waterbury, Ct. The committee had a tie vote 2 to 2, with 2 abstaining. Laura, who presented a class on how to develop a website stated that both are good products. Quesend is \$800 a year if vendor fee is waived. Gov. Office is \$500 one time fee and \$30 a month for maintenance.

Quesend is more advanced but do we need all the bells and whistles? With this company we can have multiple e-mail accounts. Gov. Office offer only bulk mail with no chat room or forum to post topics. Both companies offer multiple users. An important advantage of Quesend is the archive system. You can go back to any point and use whatever. Both offer support.

Laura was asked to get a price locked in. The Domain name is important. Will there be hosting fees or any other hidden fees as for graphics?

Executive Board members did not want to waive the vendor fee. Other companies are very generous and pay for vendor space and this would start a bad precedent. Board members did think that Quesend did offer more for the organization.

A motion was made and seconded and so voted to go with Quesend at \$800 and if that fails go with Gov. Office at \$500 and \$30 a month.

A motion was made, seconded and so voted to have a Webmaster. The Webmaster would manage the use of the site. Each state should have a Webmaster on the technology committee. This would provide continuity. Each member must be technology oriented.

The system would be password protected and each state could build on NE. Each state could pay part of the site and this would connect each state to New England.

The Site will be presented at the November Conference. The presidents stated that Laura and her committee had done a very detailed job.

A motion was made, seconded and so voted to have the Webmaster as an Executive Board non-voting member.

A motion was made, seconded and so voted to have the Editor position as an executive board non-voting member.

All business being concluded, the meeting was adjourned at 12:30 pm

**The next Executive Board Meeting will be held at the Annual Conference at 10:00 in Ledyard, Connecticut.**