

**New Hampshire City & Town Clerks Association
Executive Board Meeting Minutes
June 17, 2009**

Attendance: Kathy Seaver, Deb Clark, Rita Eigenbrode, Tricia Piecuch, Pat Waterman, Deb Cornett, Judy White, Theresa Upton, Phyllis Thompson, Kimberly Johnson and Kathleen Valliere. Absent from the meeting were Sue McKinnon, Jeanette Vinton, Jean Oleson, Lori Holmes, Susan Wagoner, Judy Rogers and Linda Hardy

President Seaver called the meeting to order at 9:45 AM

Stephen Crawford, State Veterinarian was the first up to address the Board. He will be attending the Annual Meeting in September and wanted to know what he should discuss besides the rabies exemption law which went into effect in last year. HB 148 has passed the House and Senate, which clarifies the law and limits it to a one year exemption from the date of the last signature. Deb Clark asked where did veterinarians find an internal medicine doctor to sign off on the form. Stephen replied that the veterinarians should know where to locate these individuals, but if not have the vet contact him. Stephen then discussed emergency responses to disasters that could occur with all animals and livestock as he is responsible for evacuation of animals as well as any outbreak of certain diseases that could affect New Hampshire residents. There is a New Hampshire Disaster Animal Response Team established in New Hampshire, which is a private organization that is tied to his office and they have a website (nhdart.org) which contained specific information and we can discuss at the conference as well. It was also suggested he cover the spaying and neutering program and other duties that he is responsible for.

Secretary's Report

Motion by Pat to accept the April 2009 minutes. Duly seconded by Rita. There being none opposed, the motion carried. Kathleen Valliere and Kim Johnson abstained.

Treasurer's Report

Rita presented the Treasurer's report, reporting the Association currently had \$20,138.88. Motion by Pat to accept the Treasurer's report as submitted. Duly seconded by Deb Clark. There being none opposed the motion carried.

Communications

Thank you received from Susan G. Komen for the Cure on behalf of donation made in the memory of John Bryson Goff, former Town Clerk of Pembroke.

Thank you from Kelli Barnaby regarding the scholarship she received from the Scholarship Committee towards her NEMCI Academy course as well as advising that she would not be able to accept it as she is currently fulfilling the expired term of Joe Gray on the NEMCI&A Board due to his resignation as City Clerk.

Other Business

The Board reviewed and discussed changes to the Association's Constitution and By-Laws. Text being added was bolded and underlined and text being deleted has been marked as strikethrough.

ARTICLE THREE: MEMBERSHIP AND DUES

Section 5. Annual dues for membership in the Association shall cover one (1) full year from the last day of the month in which membership becomes effective to December 31st of each year and annually thereafter. Annual dues shall be payable to the Treasurer on or before January 1st. When the dues of an active member(s) has been paid by the city or town in which such a member(s) serves, and thereafter during the period of such dues has been paid, and such active member(s) is disassociated from the office which qualified him or her for membership, the active membership of such member(s) shall be transferred to his or her successor.

ARTICLE FIVE: OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 2. The Nominating Committee shall present the slate of officers who are to be elected at each annual meeting for one-year terms. The slate of officers shall be furnished to the Executive Board for inclusion in the notice of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor. The Nominating Committee shall consist of five (5) members, the two (2) immediate Past Presidents, and three (3) Clerks to be elected by the membership at the annual meeting. No member of the nominating committee shall serve for more than three (3) consecutive terms. The President shall appoint a chair of the Committee.

ARTICLE SIX: POWERS AND DUTIES OF EXECUTIVE BOARD

Section 4. The Second Vice President shall serve as an ex-officio member of the Convention Conference Committee.

Section 8. Any member elected or appointed to serve as an officer or member of the Executive Board shall be terminated at the discretion of the Executive Board as an officer or member of the Executive Board. Upon being absent for more than two (2) consecutive meetings of the Executive Board for other than extenuating circumstances, or in such case that the Executive Board determines that such member or officer has not acted in conformity with their duties as prescribed by these by-laws, at which time he or she shall no longer be considered a member of such board or committee.

ARTICLE SEVEN: STANDING OR SPECIAL COMMITTEES

The President is authorized to appoint such committees as may be deemed necessary. The President shall be a member ex-officio of any standing or special committee. All chairpersons of Standing Committees shall present a report during the business proceedings of the annual meeting. The following shall be the Standing Committees of the Association: Legislative Committee, Scholarship Committee, Resolution Committee, Manuals Committee, Finance Committee and the Convention Conference Committee.

ARTICLE EIGHT: MEETINGS

Section 1. The annual meeting shall be held at a place to be chosen by the Association in assembly or at such time and place as the Executive Board may determine and notice thereof shall be mailed by the Secretary to each active, affiliate, associate and honorary member at least thirty (30) days prior thereto. Sixty (60) members shall constitute a quorum for the transaction of business at the annual meeting.

ARTICLE TEN: FISCAL YEAR AND AUDIT

Section 1. The fiscal year of the Association shall be January 1 to December 31. The Executive Board shall require an annual audit of the books and account of the Association by the Finance Committee at the end of the fiscal year. **The audit report shall be submitted to the Executive Board by the April meeting. Should the Treasurer resign or become deceased an audit shall be performed within 30 days.**

Motion by Pat to make the above changes to the Association's Constitution and By-Laws and to submit them to the membership with the notice of the annual meeting. Duly seconded by Deb Cornett. There being none opposed, the motion carried.

The Board then reviewed the Code of Ethics and made the following changes. Text being added was bolded and underlined and text being deleted has been marked as strikethrough.

CLERKS must take full responsibility for their actions, relating to service, productively **productivity** and accountability.

CLERKS who speak on behalf on the New Hampshire City and Town Clerks' Association, should accurately represent the Association, only if the Executive Board or the entire membership of the Association has unanimously voted **in the majority** to support **or oppose** an issue. Otherwise, clerks should speak on their own interests or that of the town or city they represent.

Motion by Pat to accept the changes to the Code of Ethics as listed above. Duly seconded by Kathy V. There being none opposed, the motion carried.

Nominations:

Pat stated the nominating committee met in May and presented the nominations for the following slate of officers for 2009-2010.

Deb Clark, President
Sue McKinnon, 1st Vice President
Tricia Piecuch, 2nd Vice President
Rita Eigenbrode, Treasurer
Linda Hardy, Secretary
Kathy Seaver, Past President

Appointments to Committees

Kathy S. stated she had appointed Paul Bergeron to the Vital Records Advisory Committee on Quality of Vital Records Information, which was a new committee formed. She had also appointed Tricia Piecuch to the Vital Records Improvement Fund Committee to fulfill the term of Joe Gray.

Tricia stated that Betty Ramspott, Town Clerk of Sunapee, has received her Certified Municipal Clerk from the International Institute of Municipal Clerks.

Motion by Tricia to adjourn. Duly seconded by Kathy V. There being none opposed the motion carried.

Meeting adjourned at 12:45 PM.

The next regularly scheduled meeting will be Tuesday, July 14, 2009 at 9:30 am at a place to be determined.

Respectfully submitted,

Tricia Piecuch