

**NEW ENGLAND ASSOCIATION OF CITY & TOWN CLERKS
EXECUTIVE BOARD MEETING
NOVEMBER 14th, 2007
CLIFF HOUSE-OGUNQUIT, MAINE**

President Lucette Pellerin called the meeting to order at 10:20 am. Members present were Mary-Anne Szeniaowski, Patti Dubois, Susan Mooney – Maine; Diane Trippett, Kelli Barnaby, Sheryl Eisenberg, Linda Jette – New Hampshire; Pattie McCoy, Sandra Pinsonault, Clyde Jenne – Vermont; Catherine Flanagan Stover, Beverly Litchfield, Wilma McDonald – Massachusetts; Kathryn Wall, Irene Masse, Catherine Nurmi, Leona Mainville – Connecticut; Peggy Long, Elizabeth Crowley, Marie Twohey- Rhode Island. Committee members present were Linda Morrell, Maureen Smith and Joe Camposeo

A motion was made, seconded and so voted to approve the minutes of the March 22nd meeting held at the Burlington Library.

Irene Masse presented the treasurer's report showing total revenue of \$21,715 and total expenditures of \$16,363.94. The balance in the appropriation budget is \$14,506.98 with the actual in the checkbook \$11,051.88 as of 11/15/2007. A motion was made, seconded, and so voted to accept the treasurer's report as submitted.

The newsletter editor, Wilma McDonald, reported that the newsletter was now being e-mailed to all but 76 members. This is a huge savings to the association. Wilma asked that all at the conference visit the vendors who contribute a lot to the conference.

Susan Mooney, webmaster, reported that all was going well with no problems.

Region One Director, Linda Cohen was not present. Pattie McCoy reported that now members do not have to be present to vote for their representatives of IIMC. Members will be allowed to vote through e-mail and hard copy. She also stated that right now the Education & Finance Committee of IIMC have very bad communication regarding the recertification program.

The new Region One Director is Bernice Dickson of Vernon, Connecticut. A Meeting is to be held in Saratoga Springs, New York in March. Information will be sent at a later date.

Committee Reports:

Membership Chairman, Linda Morrell reported a very good response from the clerks. Membership has grown in most of the states as follows: Maine from 107 to 118; New Hampshire 59 to 108; Vermont 62 to 117, Massachusetts 217 to 249; Connecticut 141 to 165; and Rhode Island 68 to 67. This is an overall increase of 170.

Linda Morrell, Chairman of the Nominating committee presented the nominations for 2008 as follows: President – Diane Trippett of New Hampshire, 1st Vice President – Pattie McCoy of Vermont, 2nd Vice President – Catherine Flanagan Stover of Massachusetts, 3rd Vice President- Kathryn Wall of Connecticut, 4th Vice President – Peggy Long of Rhode Island and 5th Vice President - Denise Hodson of Maine. Executive Board Members for a three year term as follows: Linda Morrell – Maine, Teresa Williams – New Hampshire, Clyde Jenne – Vermont, Madaline Daoust – Massachusetts, Leona Mainville – Connecticut and Virginia Nunes – Rhode Island. A motion was made and seconded and so voted to accept the nominating committee report as submitted. The nomination will be presented to the membership at the Annual meeting for a vote.

Scholarship chairman, Connie Brown reported that her committee ran into problems with the scholarship checks being sent to clerks and not to NEMCI as they should. The problem will be brought to the attention of the NEMCI Board.

Linda Cohen, legislative committee Chairman was not present but the Constitutional changes approved by the Executive Board will be brought to a vote at the Annual Meeting.

President elect, Diane Trippett, submitted her proposed budget for 2008. The Budget is for \$22,500, an increase of \$200 which is for the audit. There is also an increase in the line item, Conference Assistance. The increase will be balanced by the savings from the newsletter. Sue Mooney will send a postcard to those still receiving the hard copy to ask if they have internet access. A motion was made by Peggy Long, seconded and so voted to accept the 2008 budget as presented.

Conference Committee Reports:

2008 – New Hampshire will host the Annual Conference in Portsmouth at the Sheraton Harborside, November 19th thru the 21st, 2008. Fundraising is well underway and the committee has numerous baskets to be raffled at this conference.

2009 – Vermont will host their conference at the Equinox, November 18th thru the 20th.

2010 – Massachusetts has planned to have the conference in Salem in mid November.

2011 – Connecticut is still in the planning stages.

2012 – Rhode Island has nothing to report but they are looking at Providence.

2013- Maine

President Lucette Pellerin stated that the NEMCI Board will present proposals at the lunch today. As of right now there is no candidate to represent Massachusetts on the Board. Tody Justice, new Chairman of the NEMCI Board said that it is the most rewarding board and clerks should give back to fellow clerks.

A motion was made, seconded and so voted to adjourn to lunch at 11:45 AM

**NEACTC 2007 BUDGET
REVENUE & EXPENSES**

03/20/2007 - 11/15/2007

EXPENDITURES

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	
3/21/2007	171	Sam's Deli	Board Meetings	\$ 429.69	Board Mtg. 4/6/05
3/24/2007	172	W. McDonald	Misc.	\$ 5.00	frame
5/3/2007	173	City of So. Portland	Postage	\$ 179.40	Post cards and postage for dues (S.Mooney)
6/15/2007	174	Lucette Pellerin	Pres. Meeting Exp.	\$ 1,500.00	IIMC allotment
6/19/2007	175	City of Meriden	Postage	\$ 576.05	Mailing of dues forms
		Qsend - Registration			
7/5/2007	176	Fee	Web site	\$ 117.95	Domain Name renewal
7/18/2007	177	Qsend -	Web site	\$ 800.00	Software maintenance
8/23/2007	178	NEMCI	Scholarships	\$ 6,992.00	NEMCI scholarships
		179 Voided			
8/23/2007	180	The Hartford	Bonding Treasurer	\$ 108.00	Bonding Insurance
9/25/2007	181	VT Engraving	President Misc.	\$ 155.85	O/G President Gift
11/10/2007	182	Sue Mooney	Webmaster Stipend	\$ 800.00	
11/10/2007	183	Pat Donovan	Secty. Stipend	\$ 800.00	
11/10/2007	184	Wilma McDonald	Editor Stipend	\$ 800.00	
11/10/2007	185	Irene Massé	Treasurer Stipend	\$ 1,000.00	
11/10/2007	186	ME Conf 2007	Conf. Assistance	\$ 1,000.00	
11/10/2007	187	ME Conf 2007	Conf. Edu. Assist.	\$ 600.00	
11/10/2007	188	IIMC Region 1	Region 1 Donation	\$ 500.00	

TOTAL DEBITS	\$ 16,363.94
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REVENUE

3/20/2007 through 11/15/2007

Membership Dues	\$ 18,765.00	Rec'd March to November (2007)
Advertising	\$ 1,950.00	
RI 2006 Conf. donati	\$ 1,000.00	used for NEMCI scholarships

TOTAL DEPOSITS	\$ 21,715.00
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11/15/2004	Balance Carried Forward	\$ 5,190.92
	Deposits	\$ 25,680.00
	Expenses	\$ 16,363.94

BALANCE IN APPROPRIATIONBUDGET	\$14,506.98
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Actual in Checkbook 11/15/2007 \$ 11,051.88

NEW ENGLAND ASSOCIATION OF CITY/TOWN CLERKS
2008 PROPOSED BUDGET
 November 2007 through November 2008

<u>REVENUE</u>	<u>2007 BUDGET</u>	<u>2008 PROPOSED</u>
Advertising	\$ 1,500.00	\$ 1,500.00
Membership Dues	\$ 19,800.00	\$ 20,000.00
Pin Sales		\$ -
Transfer Savings	\$ 1,000.00	\$ 1,000.00
TOTAL REVENUES	\$ 22,300.00	\$ 22,500.00

EXPENDITURES

Audit/Bank Fees		\$ 200.00
Annual Conf Donation	\$ 1,500.00	\$ 1,500.00
Board Meetings	\$ 700.00	\$ 700.00
Bonding Treasurer	\$ 150.00	\$ 150.00
Committee Meetings	\$ 200.00	\$ 200.00
Conference Assistance	\$ 1,000.00	\$ 2,150.00
Conference Education	\$ 600.00	\$ 600.00
Contingency	\$ 250.00	\$ 250.00
Editors Stipend	\$ 800.00	\$ 800.00
Newsletter Printing	\$ 2,650.00	\$ 1,500.00
Office Supplies	\$ 200.00	\$ 200.00
Postage	\$ 2,000.00	\$ 2,000.00
Presidents Meeting Exp	\$ 1,500.00	\$ 1,500.00
Presidents Misc Exp.	\$ 150.00	\$ 150.00
Secretary's Stipend	\$ 800.00	\$ 800.00
Scholarships	\$ 6,000.00	\$ 6,000.00
Treasurers Stipend	\$ 1,000.00	\$ 1,000.00
Web Site	\$ 1,200.00	\$ 1,200.00
Web Master Stipend	\$ 800.00	\$ 800.00
Membership Follow-Up	\$ 300.00	\$ 300.00
IIMC Region 1 Donation	\$ 500.00	\$ 500.00
TOTAL EXPENSES	\$ 22,300.00	\$ 22,500.00

* denotes new item

NEACTC APPROPRIATION SUMMARY

As of 11/15/2007

EXPENDITURES

<u>DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PERCENT USED</u>
Audit/Bank Fees	\$ -		\$ -	#DIV/0!
Annual Conf Donation	\$ 1,500.00	\$ 1,500.00	\$ -	100%
Board Meetings	\$ 700.00	\$ 777.98	\$ (77.98)	111%
Bonding Treasurer	\$ 150.00	\$ 108.00	\$ 42.00	72%
Committee Meetings	\$ 200.00		\$ 200.00	0%
Conference Assistance	\$ 1,000.00	\$ 1,000.00	\$ -	100% (NEConf.Scholarships)
Conference Education	\$ 600.00	\$ 600.00	\$ -	100%
Contingency	\$ 250.00		\$ 250.00	0%
Editors Stipend	\$ 800.00	\$ 800.00	\$ -	100%
Newsletter Printing	\$ 2,650.00	\$ 2,814.61	\$ (164.61)	106%
Office Supplies	\$ 200.00	\$ 5.00	\$ 195.00	3%
Postage	\$ 2,000.00	\$ 1,786.61	\$ 213.39	89%
Presidents Meeting Exp	\$ 1,500.00	\$ 1,500.00	\$ -	100% (IIMC Conf.)
Presidents Misc Exp.	\$ 150.00	\$ 155.85	\$ (5.85)	104%
Secretary's Stipend	\$ 800.00	\$ 800.00	\$ -	100%
Scholarships	\$ 6,000.00	\$ 6,992.00	\$ (992.00)	117% (NEMCI&A)
Treasurers Stipend	\$ 1,000.00	\$ 1,000.00	\$ -	100%
Web Site	\$ 1,200.00	\$ 917.95	\$ 282.05	76%
Web Master Stipend	\$ 800.00	\$ 800.00	\$ -	100%
Membership Follow-Up	\$ 300.00		\$ 300.00	0%
IIMC Region 1 Donation	\$ 500.00	\$ 500.00	\$ -	100%
TOTAL EXPENSES	\$ 22,300.00	\$ 22,058.00	\$ 242.00	99%

REVENUES

<u>DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BUDGET</u>	<u>PERCENT COLLECTED</u>
Advertising	\$ 1,500.00	\$ 2,150.00	\$ (650.00)	143%
Membership dues	\$ 19,800.00	\$ 24,430.00	\$ (4,630.00)	123%
Carried Forward	\$ 1,000.00	\$ 592.49 (1)	\$ 407.51	59%
TOTAL REVENUES	\$ 22,300.00	\$ 27,172.49 (2)	\$ (4,872.49)	122%

(1) in checkbook as of the close of conference last year

(2) November '06 through November '07

Note: \$11,051.88 is actual in checkbook 11/15/2007