

**NEW ENGLAND ASSOCIATION OF CITY & TOWN CLERKS**  
**ANNUAL BUSINESS MEETING**  
**NOVEMBER 15<sup>th</sup>, 2007**  
**OGUNQUIT, MAINE**

The Annual Business Meeting of the New England Association was opened at 12:45 pm by President Lucette Pellerin.

A motion was made, seconded and so voted to approve the minutes of the previous meeting as submitted.

Treasurer Irene Masse reported that this year we are doing well financially. Money was returned to the association by the Rhode Island Conference Committee. A motion was made, seconded and so voted to approve the treasurer's report as submitted.

Incoming president, Diane Trippett, presented the proposed budget for 2008. The bottom line was increased by \$200 for an audit to be conducted. Conference assistance was also raised. These monies would be a line item change from the newsletter printing & postage. A motion was made, seconded and so voted to accept the proposed budget of \$22,500.

Laura Francis, Chairman of the New England Municipal Clerk's Institute, reported that there was an increase in students this past year and the institute was in good shape financially. This year also brought faculty changes which are always difficult but the transition was made easily. Curriculum has been a problem this year. The technology classes have not been approved by the IIMC.

The Constitution changes brought up for discussion at last year's annual meeting were presented to the membership by the secretary. The primary change is to the annual dues period. Dues payment will now be assessed from January thru December. This year there will be an overlap in the dues which was paid in June. This is Article III, Section 4. Article IV, Section 9 was proposed as: Voting procedure. Officers and Executive Board members are expected to attend each meeting of the board and represent their state by voting on each issue. In the event an emergency occurs between Board meetings, the president is authorized to poll the Board members and obtain their votes by e-mail or fax. Such votes shall constitute an official vote of the Board. Other changes were clerical and changing committee to Board. A motion was made, seconded and voted unanimously to accept the changes to the Constitution as presented.

Incoming President Dianne Trippett invited everyone to attend the 2008 Conference to be held in Portsmouth New Hampshire. The Committee is working hard to present education and events for the membership.

A motion was made, seconded, and so voted to adjourn the meeting at 1:30 pm.