



November 12, 2009

Jennifer Ward
International Institute of Municipal Clerks
8331 Utica Avenue Suite 200
Rancho Cucamonga, CA 91730

Dear Jennifer:

On behalf of the entire Board of Directors I am pleased to present the 2009 Annual Report of the New England Municipal Clerks' Institute. This year we had a total of 108 students, 55 in the three year institute program and 53 in four advanced academy programs. Sixteen graduates successfully completed the three year Institute program and received certificates at the graduation ceremony on Thursday night. Additionally, there were 17 participants of the Athenian Leadership Dialogue which was held for the first time this year.

2009 Board of Directors

This was again a very challenging year for the Board of Directors due to the relocation of the program to Plymouth State University in Plymouth, NH. The new location was very well received but did offer some logistical challenges. We are working closely with Plymouth State to address some of the issues and are confident we can resolve them for the 2010 session.

Additionally, NEMCI completed phasing in the increase in hours from 100 to 120 hours. Because of the increase in hours we extended the program by one day starting on Saturday rather than Sunday. The Saturday option eased the schedule somewhat and offered us the opportunity to have a "get to know you" welcoming event on Saturday night and to offer the Athenian Leadership Dialogue on Sunday. All twelve members of the board are very dedicated to clerks' education and work very hard to fulfill the commitment of offering New England Clerks the best educational experience possible.

The 2009 Board of Directors:

Sandra Harris, CMC, VT – Chairman
Michelle Hardy, CMC, RI – Vice Chairman
Leslie Cotton, MMC, CT – Curriculum
Christina A. Silberman, ME – Evaluations
Linda Hutchenrider, CMC, MA – Evaluations
Kelli Barnaby, CMC, NH – Logistics/Orientation

Debra Patrick, CMC, NH – Secretary/Food
Karen Gaudreau, CMC, CT - Information
Maureen Smith, CMC, RI - Logistics
Connie Brown, CMC, ME – Treasurer/Graduation
Cheryl Mooney, CMC, MA – Brochure
Sandra Pinsonault, CMC, VT – Promotion

Faculty

A substantial reason for the success of our program over the years is our wonderful faculty. The Board appreciates their continued support and their willingness to embrace our new surroundings. The eight returning faculty members were joined this year by seven new instructors. Four of the instructors teamed up to present a new partial week program. Budget constraints have impacted the ability for some towns to afford the cost of a full week program. Also, it is sometimes difficult for clerks to be out of the office for a whole week. The new four day program entitled Records, Records, Everywhere was divided into two 2 day segments. Kathy Sickler and Kerry Murphy presented the first 2 day session on Records Management and Eileen Corcoran and Mary Jo Davis finished out the week with a two day Emergency Preparedness program. The combined program was very well received and we plan to offer it again in 2010.

Pam Mangini joined the faculty on a part time basis and taught the six government finance classes in the Institute Program. Jay Uhler and Noreen Reilly each taught 11 sessions in the Institute and Academy programs. All three of these instructors were very well received and proved to be a wonderful addition to our staff.

This year we celebrated the retirement of our long time professor Dr. Clyde McKee. Dr. McKee helped put the NEMCI program together some 35 years ago. He has faithfully been our friend, teacher and advisor over all these years. The 2009 session was dedicated to Dr. McKee as he returned for his final year. The Board of Directors has established a special scholarship fund in Dr. McKee's name. The scholarship will be awarded beginning in 2010. Dr. McKee will be working with the Board of Directors this fall to establish the criteria for the scholarship. A fundraiser will be established to perpetuate the fund.

Financial Impact

Our expenses increased this year primarily because of the addition of the one extra day. The Board of Directors felt it was important to hold the line on tuition because of the move to a new university and the economic situation impacting all of our communities. Closing out the 2009 session we had a balance of \$2,460 in the checking account and \$17,575 in a money market account. Additionally, there is a dedicated scholarship account of \$7,646 and \$3,280 in the newly established McKee scholarship fund.

The Board of Directors will be meeting next week at the New England Association of City and Town Clerks' Conference in Vermont. We will be looking closely at the tuition issue. It is anticipated that tuition will be raised for the 2010 session.

Evaluations

The New England Institute utilizes two types of evaluations. One evaluation measures the course content and relevance to the clerks' profession along with the faculty members' presentation style. Our faculty members continue to receive rave reviews. Their commitment to our program is exceptional. Attached is a summary of the faculty and program evaluations.

Additionally, we ask for an evaluation on our overall program. We pay very close attention to the suggestions and ideas offered by participants to make our program better. Some of the words that were used to describe the 2009 week were: Educational, enlightening, exhausting, informative, inspiring, challenging, thought provoking, eye-opening, empowering, great, wonderful, awesome, friendships, fun, bonding, exciting, hectic, tiring,

Athenian Leadership Dialogue

The New England Municipal Clerks' Institute was thrilled this year to be able to offer an Athenian Leadership Dialogue Program. It is the first Dialogue to be presented on the East Coast. We appreciate IIMC approving our session. Seventeen students participated in the program. The book discussed was *The Mayflower* by Nathaniel Philbrick and was facilitated by our long time professor, Dr. Clyde McKee. The session was held on Sunday, November 18th from 9:00am to 4:00pm. It was extremely successful. We are looking forward to offering the program again in 2010. Although Dr. McKee has retired as a fulltime faculty member he has indicated he might consider returning to facilitate another Dialogue.

The Board of Directors is proud of the accomplishments made over the last few years. We look forward to meeting the challenges that lie ahead. Connie Brown, from Orland Maine has been elected as the Chairman of the Board of Directors for the 2010 season.

Sincerely,

Leslie G. Cotton, MMC
NEMCI&A Curriculum Chair 2009

Cc: Jennifer Ward
Sandra Harris, NEMCI&A Institute Chair 2009