



TO: New England Association of City and Town Clerks

FROM: Board of Directors, New England Municipal Clerks' Institute & Academy

DATE: November 15, 2006

SUBJECT: 2006 Annual Report

In November 2005, the Board of Directors began the year in Ledyard, Connecticut. The first order of business was a vote to move the Institute from Salve Regina University in Newport, Rhode Island to St. Michael's College in Colchester, Vermont.

The Board members this year (2006) were:

Kate Wall, CMC, CT; Chairman	2006/2 nd
Deborah F. Dami, CMC, MA; Vice-Chair/Logistics	2007/2 nd
Nadeen Daniels, CMC, ME; Treasurer	2006/1 st
Carol Johnson, CMC, NH; Secretary/Registration	2006/1 st
Anita Doucette, MMC, MA; Information	2006/1 st
Laura Francis, CMC, CT; Promotion & Marketing	2007/1 st
Judy Gaouette, CMC, NH; Curriculum	2006 (filling R. Thayer)
Sandra B. Harris, CMC, VT; Brochure	2007/1 st
Yolande "Tody" Justice, CMC, ME; Evaluation	2007/1 st
Louise R. Phaneuf, CMC, RI; Graduation	2007/1 st
Carol Robbins, CMC, RI; Food & Banquet	2006/2 nd
Linda Spence, CMC, VT Scholarship & Orientation	2006/1 st

Unfortunately, Carol Robbins had to resign in May of 2006. Louise Phaneuf graciously accepted the dual chairmanship of both Graduation and Food & Banquet.

The previous Chairman, Kathy Quin, had reported in the 2005 Annual Report that "For the past decade or longer, the New Hampshire appointment to the Board has been off cycle. Instead of appointments being made according to the by-laws (Article III and Article IV A), one in an odd year and one in an even year, both New Hampshire appointments have been made in an even year. I respectfully recommend that the appointment in 2005 be for two-years (2005-2007) this will put New Hampshire back on cycle with the other New England States."

There was no two-year appointment made in 2005, Judy Gaouette was appointed to complete Ray Thayer's term. I would respectfully recommend that this be reviewed by New Hampshire and hopefully can be resolved.

During 2006 the Board met numerous times. Our first real meeting of the year took place in Manchester, NH with the professors. This was a wonderful meeting, every professor backed the Board's vote to move to St. Michael's College and all agreed to be there and support the Institute in 2006.

The Board met twice at St. Michael's College to tour the campus and the surrounding area. Both meetings were held with Mark Litchfield, Assistant Director for Conferences and Special Events. Mr. Litchfield was extremely helpfully during the entire process. During the week at St. Michael's, he was always available to help with any problems and was nice enough to attend our graduation. St. Michael's College was delighted to host our Institute and is look forwarding to working with us in 2007. I would suggest though that NEMCI&A continue to look at other sites, maybe every five to ten years. The Institute is the Clerks - not the location.

The Board had numerous "Live meetings" - this was a wonderful opportunity for us to learn new technology and conduct numerous meetings that helped make the transition go very smooth. Al Borsodi was invaluable in his assistance in setting these meetings up. Al also attended both meetings at St. Michael's College to assure that the computer classes would run as smoothly as possible.

It was decided by the Board that we needed to present the week as "NEMCI" not "Salve" or "St. Mike's" and asked clerks to submit a logo representing this Institute. At the February meeting it was voted to approve the design submitted by Nadeen Daniels. This logo was used when Laura Francis set up our account with Café Press. Available through the internet, Café Press is our marketing store. A percentage of money paid for the items is sent to NEMCI&A.

In May, I attended the IIMC Conference in Anaheim, CA. The Institute Directors' Colloquium took place on Sunday and Tuesday. For the most part, the Directors are full time administrators and have worked with their Institutes for years. The New England Municipal Clerks' Institute Director position is unique since it is a temporary appointment and, at most serves for four years. Many of these Institutes have courses regarding their state statutes. Again NEMCI&A is unique since it is made up of six different states. Our courses are geared more for professional and personal development.

The Board encouraged the use of New England website and placed most of our information for students on the website. The information included a virtual tour of St. Michael's College, our brochure and registration form and prework for Institute and Academy students.

During the year the Board found ways to save money (also to spend it but more about that later). Everyone on the Board did whatever they could to save money. Board members paid for their own lunch, carpoled, and paid for minor items out of their own pockets. Our Brochure Chair, Sandy Harris had a software program that gave her the capability to do the brochure in house. Wilma McDonald, Editor of the New England Clerk and Betty Crowley, President of New England allowed us to send the brochure in one of the newsletters saving the Board the expense of postage.

The Board did find some ways to spend money. Probably two of our biggest expenditures were to house the Academy Students and the Faculty in Pontigny Hall, which were air-conditioned suites. Also based on the projections of funds available and the recommendation of our Scholarship Chair, Linda Spence, the Board voted to use \$2,874.00 from our Scholarship budget of \$12,000.00 to fully fund anyone who had applied for a scholarship.

The enrollment for 2006 was as follows:

First Year Institute	21
Second Year Institute	22
Third Year Institute	18 (Graduation List Attached)
Academy	48

By all accounts the change in venue was well received. The Board, the staff at St. Michael's and all the students were accommodating and understanding in working through some of the basic glitches.

Graduation was held at the Elley-Long Center. Another change was to hold the Graduation Ceremony before Dinner. This was a very well received change. Our own Sandra Harris was kind enough to donate her music talents for the class Processional and Recessional music. Past President of IIMC, Elizabeth Kiss visited us once again. Since she had attended a previous graduation at Salve, it was wonderful to hear that she was once again impressed with the Institute and Academy at St. Michael's College.

Mr. Herman Rose also attended to present the Henry Paquin Scholarship and reminded us that NEMCI&A started in Vermont. How fitting it was for us to return to Vermont.

The last financial report shows that NEMCI&A is in good financial shape. Even though we funded \$2,874.00 in scholarships this year, we were able to restore the \$12,000.00 for scholarships within our budget. We ended October 2006 with a balance \$35,273.79. This is a balance of nearly \$3,000.00 higher than our starting balance in November of 2005.

The Board of Directors of NEMCI&A would like to thank everyone on the New England Association of City and Town Clerks' Executive Board for their continued support of this Institute and Academy. The NEMCI&A Board welcomes suggestions for ways to improve our Institute and Academy.

On Thursday evening the new Board of Directors for NEMCI&A will be sworn in. Laura Francis, from Durham, Connecticut, will be the new Chairman. The 2007 Board will continue to have the fiduciary responsibility to keep this a viable educational experience. They will work hard to ensure the education courses meet the demands of today's Clerk. This Board will be up to the new challenges facing them and I know it will succeed.

The dates for NEMCI&A 2007 will be July 15 – 20, 2007.

Respectfully submitted:

Kate Wall, Chairman

NEMCI GRADUATION CLASS OF 2006

(First class to graduate from St. Michael's College)

1	Karen Allen	Lincoln, RI
2	Dee Anne Brennan, CMC	Norwich, CT
3	Doreen A. Cedrone	Whitinsville, MA
4	Beverly Curry	Freeport, ME
5	Bernice K. Dixon	Vernon, CT
6	Ellen Dupont, CMC	Griswold, CT
7	Sheryl L. Eisenberg	Rochester, NH
8	Susanne C. Fischer	Eastham, MA
9	Mary Kay Galvin	Wakefield, MA
10	Eileen S. Gates	Middleborough, MA
11	Sharon George	Wilmington, MA
12	Karen Hazen	Granby, CT
13	Elizabeth Jenks	Bondville, VT
14	Tammy Legacy	Roxbury, VT
15	Kim McLaughlin	Old Orchard Beach, ME
16	Michael Palmer	Falmouth, MA
17	Susan E. Taveira	Swansea, MA
18	Diane Trippett	Merrimack, NH