

# 29<sup>th</sup> Networking Day, Annual Business Meeting & Awards Presentation

“We’ve got This!”

Wednesday, September 18, 2024  
Augusta Civic Center, Augusta, Maine

**29<sup>th</sup> Networking Day, Annual Business Meeting & Awards Presentation**

**Date: Wednesday, September 18, 2024**

**Location: Augusta Civic Center (North Wing), 76 Community Drive, Augusta, ME  
04330**

**Price: MTCCA Members: COMPLIMENTARY    Non-Members: \$80.00 per person**

*MTCCA Members: Please be sure to wear your MTCCA badge to the conference.*

**Light breakfast, refreshments, lunch and handout materials included with registration.**

## President’s Message



**Tracey O’Roak – MTCCA President**

Hello Clerks!

I am pleased to announce that we are offering Maine Town & City Clerks' Association members FREE registration to attend the 29<sup>th</sup> Networking Day and Annual Meeting on Wednesday, September 18, 2024. Our theme is "We've Got This" to help us prepare for the challenging months ahead.

As Clerks, one of our strongest assets is the community that we have created within MTCCA. Our fellow clerks offer support, guidance, resources; they never fail to lift us up. As we approach a busy fall, it's important to tap into our Clerk community and the tools available to us. Throughout the day, we have three wonderful presenters who will give us resources for navigating a stressful election cycle. Some of the information shared will be practical tips while others will be focused on self-preservation.

Please join us for a fun-filled day of education, networking and, of course, giveaways!

Tracey O'Roak, MTCCA President

### Featured Speaker



#### **Dawn Michanowicz, MMC, CMMC:**

Dawn is a popular facilitator who brings creativity, joy and humor to her dialogues. She has worked 20 years in local government before retiring as a Master Town Clerk in Massachusetts. Raised overseas, her dream was to join the US Foreign Service. In the 1970's discrimination against women prevented that. After college she moved to New York City, eventually starting her own import/export company. When her health began to fail, she discovered holistic modalities that changed her life. Today she is an Advanced Practitioner of *Energy Medicine*. She readily shares her mindfulness nuggets in her seminars. See more at

[www.SacredMountain/dialogues](http://www.SacredMountain/dialogues)

## Agenda:

- 8:00 - 8:30 a.m.:**      **Registration, Continental Breakfast and Networking**
- 8:30 - 8:45 a.m.:**      **Welcome: Tracey O’Roak, President, Maine Town & City Clerks’ Association**
- 8:45 - 10:15 a.m.:**      **Finding your Mojo**  
Presenter: Dawn Michanowicz, MMC, CMMC
- 10:15 - 10:30 a.m.:**      **Morning Break, Visit with Sponsors, Community Showcase Raffle**
- 10:30 - 11:30 a.m.:**      **Not Just Surviving but Thriving**  
Presenter: Abby DiPasquale, MPH, MCHES, Senior Health Promotion Coordinator,  
Wellness Works, Maine Municipal Employees Health Trust
- 11:30 a.m. - 12:15 p.m.:**      **Presentation of MTCCA Annual Awards:**  
Rookie of the Year, Assistant/Deputy Clerk of the Year, Clerk of the Year,  
Lighthouse Award, Ethelyn Stuart Marthia Award, President’s Award
- 12:15 - 1:00 p.m.:**      **Luncheon Buffet & Icebreaker**
- 1:00 - 1:30 p.m.:**      **Annual Business Meeting**
- 1:30 - 2:00 p.m.:**      **Are you up for the Challenge (Challenged ballot demonstration)**  
Presenter: Angela Holmes, City Clerk, City of Westbrook
- 2:00 - 2:30 p.m.:**      **Afternoon Break, Visit with Sponsors, Community Showcase Raffle**
- 2:30 - 3:30 p.m.:**      **Self Empathy: Calming our Reactivity**  
Presenter: Leah Boyd, Clarity Services
- 3:30 p.m.:**      **The Wrap-Up – Activity**  
Evaluations, Ticket Raffle Drawings, Raffles & Prizes, Certificates

## Special Event!

Community Showcase Ticket Raffle – Proceeds to benefit the Maine NEACTC Conference. Take part in the MTCCA’s fundraiser to support the next NEACTC Conference to be held in Maine! Bring a donated item from a local vendor in your community to be put into a ticket raffle. Tickets will be sold throughout the day, and the drawing will be held during the Grand Finale.

**Registration:** In order to be registered for the Networking day as a MTCCA member, MMA must receive your complete membership application and payment no later than September 1st – we kindly request no exceptions.

#### **Questions/Cancellations:**

Cancellation notification must be provided in writing. Cancellations received before 9/11/24 will be assessed a \$25 administrative fee for processing. Cancellations received on/after 9/11/24 will be charged 50% of the non-member rate (\$40.00). Non-attendance or cancellation received the day of the event will be charged the full non-member registration fee. (\$80.00)

Please visit <https://memun.org/Training-Resources/Workshops-Training/Cancellations> to cancel your registration for an event. If you have any questions, please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

We appreciate your understanding that any cancellations within this time period, even for MTCCA members, will still require payment to the facility from the MTCCA. In order to keep costs as low as possible for attendees, we kindly request no exceptions to this policy.

#### **About MTCCA**

The Maine Town and City Clerks’ Association (MTCCA) is an organization of Municipal Clerks, Deputy Clerks and Assistant Clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA).

#### **Mission Statement**

The Maine Town & City Clerks Association is a professional organization dedicated to promoting the highest standards of professional development of municipal clerks by providing education and networking opportunities which enhance the level of service to our communities.

#### **Membership**

Interested in joining MTCCA for only \$30/yr? Visit our website at [www.mtcca.org](http://www.mtcca.org) or call 1-800-452-8786 for membership information and application. Networking Day is the perfect day to talk to MTCCA members first-hand about the value of membership. Quality education, Municipal Clerk Certification Program, website resources, online training resources and a membership chat group are just some of the reasons to join the MTCCA today.

#### **Certification**

This program is an optional course for the Maine Town & City Clerks' Association Certification Program. Participants must be present for the full day to receive a certificate of completion for the course.

**Title 30-A § 2653**

Each municipality shall pay the reasonable expenses of its clerk and deputy clerk incurred in attending the annual meetings of the Maine Municipal Association and the Maine Town and City Clerks' Association.

**ADA Message**

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**Fragrance Free**

MTCCA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.

**Disclaimer**

Educational courses and materials offered by the Maine Town & City Clerks' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

**Save the Date!**

The 88<sup>th</sup> Annual Maine Municipal Association Convention will be held at the Augusta Civic Center: Wednesday, October 2 & Thursday, October 3, 2024! Join us for quality education, exhibits, networking and certification credits!