

Suggested Meeting Topics for County Associations

- \$ Notary Public work - performing marriages, notarizing blank forms, charging fees -
(suggested speaker - Tim Poulin, State Notary Officer, Sec of State)
- \$ Elections - how to recruit workers, end of night wrap-up tips (Julie Flynn, Sec of State)
- \$ NVRA - Julie Flynn, ask Clerks to bring samples from their purge - post cards, press releases, phone logs, etc.
- \$ Petition processing - petition log, verifying signatures (Julie Flynn, Sec of State)
- \$ Vital Statistics Forms and Information - Form for Social Security Numbers for marriages, Request forms for Birth, Marriage and Death records
- \$ Genealogy requests - in person, mail - how do you handle
- \$ Business Licenses and Business Ordinances - liquor, mass gathering, taxi cabs, etc.
- \$ Ordinances from other towns - human rights, dog, noise, etc.
- \$ Area Funeral Homes - working together to process certificates (invite Elena Jellison from State Office of Vital Statistics)
- \$ Area Chamber of Commerce - local community information center, aside from Clerk
- \$ State Game Warden for your area
- \$ State Forest Warden for your area
- \$ State Shellfish Warden for your area
- \$ Right to Know law - invite a local town attorney to speak on the basics of the Right to Know law, executive session requirements, etc.
- \$ Office Operations/Efficiencies/Practices - share office procedures, forms, policies, desk reference guides, how to entertain kids while parent is at counter
- \$ The Workings of a Town Meeting - tips and ideas
- \$ How to do a Presentation on Budgets (town meeting or Council)
- \$ Records Preservation - samples of restored books
- \$ Records Management - how do you file contracts, agreements; tracking dog licenses,
index card system or computerized system
- \$ Scanning Documents - the future technology (consider joint purchasing of equipment with area library)
- \$ Internal Controls - managing the daily office cash-up; discuss procedures
- \$ Indexing of Meeting Minutes - computer and manual
- \$ Computer Training - demonstrations from local computer company on databases, spreadsheets, etc.
- \$ Hearing from "Veteran Clerks" - Clerks with multi-year experience
- \$ Visit other Town Offices - see how the office is set-up, sample forms, procedures, review their computer software for voter registration, databases, etc.
- \$ Maintaining your Municipal Code/Set of Ordinances - computer and manual
- \$ Clerk as Community Cheerleader - what do you do to promote your town?
- \$ Community Celebrations - Founder's Day, 150th Anniversary Celebrations, etc.
- \$ Election Worker training sessions - how to conduct a training session, training manuals used, etc
- \$ Dog License Enforcement - reminder postcards, press releases, cable tv, rabies clinics

- \$ Municipal Newsletters - see samples from other towns
- \$ Annual Reports - see copies of other towns reports
- \$ Meet with your county Register of Deeds - what do they do, learn how their records are indexed and recorded for easy retrieval
- \$ How to look up items in the state statues (books and internet)
- \$ How to find things in Title 21-A - making your law book more user friendly
- \$ Voting Machines - see how they work, visit a town office before an election and see a test demonstration
- \$ Register of Probate's office - type of work is similar to Clerk's work and tends to interact occasionally, learn about adoptions, legal change of name, etc.
- \$ Customer Service ideas - telephone skills, town web page, evening hours, customer comment cards, post card reminders, accepting credit cards for payment, etc.
- \$ Maine State Archives - What are the duties of the State Archives? What records do they maintain? How can they be of assistance to municipal clerks?
- \$ Local Police Chief - employee workplace safety
- \$ Local State Delegation - Invite a State Senator or Representative from your area. What is the pending legislation that will affect clerks? What is their opinion of the legislation? What is the most effective method to lobby a legislator while the legislature is in session?
- \$ Invite a corporate trainer from a large, local employer (banks, insurance companies, real estate firms, etc.) - they could provide training on a number of areas - telephone etiquette, business writing, customer service, effective public relations, etc.
- \$ Scholarship Program - if your county association has available funds, consider starting a County Association Annual Scholarship to help pay the costs for Clerks from your county who might be attending the New England Municipal Clerks Institute. The scholarship recipients could provide a report to the membership at the next county meeting about what they learned while attending the Institute.

** Try to find speakers who will not charge a fee for speaking, hopefully they will come to the meeting and speak in exchange for a free meal, and perhaps mileage if needed.

** Ask your local Chamber of Commerce for their Speaker's Bureau listing.

** Be willing to share your ideas on these various topics. Don't assume that just because your office has "always done it this way" that every other town does it the same way. Your procedures for these issues might represent an entirely new approach that someone has not even considered before.