

# CONNECTICUT TOWN CLERKS ASSOCIATION, INC.

## EXECUTIVE BOARD MEETING

September 22, 2005

Dolce Heritage Conference Resort

Jefferson Room

Southbury, CT

Executive Board Members present: Sandra Hutton Russo, President  
Joseph Camposeo, Executive Vice-President  
Laura Francis, Second Vice-President  
Sarah V. Becker, Secretary  
Marguerite Phillips, Treasurer

County Vice-Presidents present: Patricia Strauss, Fairfield County  
Irene Masse, New Haven County  
Leslie Cotton, Hartford County  
Debra Denette, Middlesex County  
Dee Anne Brennan, New London County  
Cathy Nurmi, Windham County

Sandra Russo, President, called the meeting to order at 3:40 p.m. Marguerite Phillips moved, seconded by Irene Masse and voted (1 abstention), to approve the minutes of April 14, 2005.

Marguerite Phillips, Treasurer, presented and reviewed the Financial Statements for the fiscal years ended April 30, 2005 and 2004 with Report of Independent Certified Public Accountant (Robert J. Pallone, Norfolk, CT) as well as the Connecticut Town Clerks Budget as of April 30, 2005. It was noted that \$200/year is allocated for a speaker/course at the County meeting level. Following discussion, Cathy Nurmi moved, seconded by Dee Ann Brennan and unanimously voted, to accept the reports of the Treasurer.

OLD BUSINESS - Leslie Cotton advised that NEACT is in good shape for the upcoming November conference.

NEW BUSINESS – Sandra noted that still not all towns have email capabilities and asked that the County VP's be sure to keep those towns informed.  
Sandra welcomed Deb Denette and Dee Anne Brennan – new County VP's.

## COMMITTEE REPORTS

LEGISLATIVE - Joe Camposeo presented the 2005 Final Legislative Report filed by Guinan Associates.

Laura Francis will set up a link on the website for the Office of Legislative Research.

EDUCATION - Katie Wall and Betsy Barrett. Advised that the findings from the 55 responses to date to the Education Committee Survey indicate staffing issues as a major problem. Katie said they were looking at various options such as evening/weekend classes or computer access classes. At the spring conference they plan to present an "experience" at New England Institute including funding facts, etc. to encourage participation in this educational opportunity. Great emphasis was placed on the importance of continuing/advanced education.

Katie and Betsy also brought up the fact that Connecticut Town Clerk School (CCSU) must become certified with IIMC in order for us to obtain credits toward the CMC designation. To that end the following resolution was moved by Joe Camposeo, seconded by Cathy Nurmi and unanimously voted:

RESOLVED: That Sandra Hutton Russo, President of the Connecticut Town Clerks Association, Inc., is empowered and authorized to execute contracts on behalf of the Company.

CERTIFICATION - Lisa Valenti advised that from the last class 17 passed and 3 failed. Laura Francis suggested perhaps we should get new pins. Sandra advised that she is getting prices on a new design (very attractive) to be ready for the next conference.

MEMBERSHIP - We are currently looking for a Chairman of this committee. Sandra will look at the forms distributed at this meeting requesting volunteers for our various standing committees.

SCHOLARSHIP - no report – Bill Hamel attending another function.

VITALS - Katie Wall noted that any proposes for change or questions regarding this subject be addressed to this committee. She advised that State Representative Mike Lawlor and Senator Andrew MacDonald are scheduled to address us on Friday as well as Beth Frugale, Director of Vitals for the State of Connecticut.

The Justices of the Peace ([www.jpUS.org](http://www.jpUS.org)) will hold a conference on Saturday, 9/24, and Sharon Miller, Pat Strauss and Joe Camposeo will take part.

CONFERENCE - Cindy Ladwig, Vendor Chair, reported we have 25 vendors plus the State Departments. Sandra complimented here on the great job she is doing.

Sandra advised that the following conferences are scheduled:

April 2006 - Omni Hotel - New Haven County  
September 2006 - Crown Plaza in Cromwell - Middlesex County  
Spring 2007 - Adrians Landing - Hartford County

TECHNOLOGY - Laura Francis reported on the Microsoft Live meeting in which she has participated regarding “distance learning” with a satellite office in Arlington, Virginia. She has been invited to serve on a task force in this regard.

Leslie Cotton reported that NEACT is putting together a website with the help of Laura and QSend.

RETIREES - Lisa Leary reported there will be at least four (40 honorees in the spring.

It was the consensus that Executive Board Meetings be held at the Conference.

On a motion duly made and seconded it was unanimously voted to adjourn at 4:50 p.m.

Respectfully submitted,

Sarah V. Becker, Secretary