

CONNECTICUT TOWN CLERKS ASSOCIATION INC

EXECUTIVE BOARD MEETING

February 8, 2006 – 11:00 a.m.
Bacci Grill, Cromwell, Ct

Executive Board Members present: Joseph Camposeo, 1st Vice President
Laura Francis, 2nd Vice President
Sarah V. Becker, Secretary
Beth Birmingham, Asst. Treasurer

County Vice-Presidents present: Fairfield represented by Andy Garfunkel
Leslie Cotton, Hartford
Joe Quartiero, Litchfield
Deb Denett, Middlesex
Irene Masse, New Haven
DeeAnn Brennan, New London
Susan DePold, Tolland
Cathy Nurmi, Windham

Laura Francis, in the absence of the President, called the meeting to order at 11:00 a.m.
Cathy Nurmi moved, seconded by Irene Masse and unanimously voted to approve the
September 22, 2005 Executive Board Minutes.

Marguerite Phillips, Treasurer, was absent and will email the current balances of accounts
to the Executive Board Members.

NEW BUSINESS – Leslie Cotton reported that from its surplus the New England
Conference Committee will be returning \$2,500.00 to CTCA.

Leslie further remarked regarding Patricia McCoy's, IIMC District I Director, bid for
IIMC Second Vice President and that New England had contributed to her campaign and
requested that CTCA also support her. Leslie Cotton moved, seconded by Cathy Nurmi
and unanimously voted, to donate \$500.00 to Patricia McCoy's campaign as candidate
for IIMC Second Vice President.

Laura Francis encouraged attendance at the IIMC Region I Annual Conference in New
Paltz, New York from March 23-24, 2006.

Katie Wall reported that the brochure for NEMCI is almost completed. The committee
toured St. Michael's in Vermont and found the accommodations far superior to those in
the past. Academy classes are: A & B: Computers, C: Fit for Job (physically,

emotionally, spiritually. etc.), D: Disaster (workplace violence, Katrina, pandemic, corruption, lobbying, etc.)

Leslie Cotton also reminded us of the New England website.

COMMITTEE REPORTS (Laura Francis reminded us that next meeting we will be hearing from new Committee Chairs)

LEGISLATIVE – Joyce Massena, Co-Chairman, reported on the legislation being proposed and discussed. A complete report will be forthcoming from this committee and posted on our website.

EDUCATION – Katie Wall and Betsy Barrett reviewed makeup classes procedure; permission must first be granted by the Certification Committee who determine if the request is warranted. These classes are held in Berlin and standards are being prepared by the committees.

The committee would like to provide the Vitals section of the Handbook to those clerks whose job is solely Vital Statistics.

The next school is scheduled for May 10, 11 and 12: Other Duties, Ethics Law and Training, Accounting Principles. The December school will cover Public Records under the direction of Eunice DiBella, Public Records Administrator.

A concern of the committee is that clerks are not able to afford the increased fees and they would like to reduce school costs. Betsy will prepare a spreadsheet for discussion of this subject at our next meeting.

CERTIFICATION – Lisa Valenti reviewed the criteria for permission to receive credit for the Technology module (proof of computer training, etc.).

She advised that the substantiation for indexing MERS as well as the lender will be posted to our website.

The committee is discussing putting the Handbook on the website (password protected) since this is considered a “training manual”.

Lisa noted that the cost of handbook covers is \$25.00 each and the inserts are \$25.00 for a clerk who would like to purchase same.

MEMBERSHIP – Lisa Leary spoke of the letters regarding mentoring.

SCHOLARSHIP – Will Hamel reported his committee received 13 applications (9 for IIMC) and they will be meeting in a week to award them.

VITALS - Katie Wall reported that the Connecticut Genealogical Society and they will develop guidelines as to what information we should get from those doing research in our records (copy of membership card, driver license, etc. and note what family/families they are researching).

Cathy Nurmi asked why we are required to send two separate checks, one for Marriages and the second for Civil Unions. Katie will follow up and advise her findings.

The problem receiving Vital Records from Hartford was voiced. Laura said she will ask Sandy to send a letter as CTCA President in hopes that this could resolve the situation.

TECHNOLOGY – Therese Pac had no report at this time since they will be meeting in March.

RETIREEES – Lisa Leary listed those who will be recognized at our next conference (5, possibly 6).

CONFERENCE – Irene Masse reported the April 26-28 Conference will be held at the Crown Plaza in Southbury. Reservations must be made by April 12 and the cost is \$99/night. New Haven County is heading up this conference and they are striving to get the program out by March 1st.

The Fall Conference is scheduled for September 20-22 at Water's Edge in Westbrook. The cost will be \$135/night and they require the tax certificate at least three (3) weeks prior to 9/20.

The April 25-27 2007 Conference will be held at the Hartford Marriott.

COUNTY VICE PRESIDENTS reported activities their County is engaged.

Joe Camposeo said he is looking for ideas, a theme, for our Legislative Reception this year. One suggestion from Laura Francis was records management and records preservation. Please contact Joe if you have any other suggestions.

On a motion duly made and seconded it was unanimously voted to adjourn at 2:00 p.m.

Respectfully submitted,

Sarah V. Becker, Secretary

The following was presented to the Executive Board at the February 8, 2006 meeting:

TOWN CLERKS ASSOCIATION COMMITTEES

January 2006 - January 2007 (1 yr.)

January 2006 - January 2008 (2 yr)

BY-LAWS

Joe Camposeo, Chr. (2007)

Barbara Tarbox (2007)

Karen Marsden (2007)

Cathy Nurmi (2008)

Bill Hamel (2008)

Paula Ray (2008)

LEGISLATION

Patty Strauss, Chr. (2008)

George Buckbee (2007)

Lisa Terry (2007)

Chic Spanelli (2007)

Jeff Barske (2008)

Joyce Massena (2008)

ADVISOR:

Alan Jepson (2007)

EDUCATION

Therese Pac, Chr. (2008)

Sharon Miller (2007)

Ginger Salisbury (2007)

Lisa Leary (2008)

Paula Ray (2008)

CCSU Rep.:

Betsy Barrett (2007)

MEMBERSHIP

Lisa Leary, Chr. (2008)

Karen Goudreau (2007)

Maria Mullady (2008)

CONFERENCE

Sandra Russo (2007)

DeeAnn Brennan (2007)

Facilities:

Joe Quartiero (2007)

Dan Carey (2008)

Vendors:

Cindy Ladwig (2008)

Program:

Ginger Salisbury (2008)

TECHNOLOGY

Therese Pac, Chr. (2008)

Betsy Brown (2007)

Agnes Pier (2007)

SCHOLARSHIP

Bill Hamel, Chr. (2007)

Karen Marsden (2007)

Karen Gaudreau (2007)

Barb Brauer (2007)

Sharon Miller (2008)

Ginger Salisbury (2008)

CERTIFICATION

T.C. Recc:

Deb Calamari

VITALS

Kate Wall, Co-Chr. (2008)

Irene Masse, Co-Chr (2008)

Bernice Dixon (2007)

Carol Lee (2007)

Alan Jepson (2007)

Sheila Sedlack (2007)

Chic Spinelli (2008)

TOWN CLERK OF THE YEAR

Cathy Nurmi, Chr. (2008)