

## **Education Committee 2010 Annual Report**

Town Clerk certification classes were offered in May and December which included Records Management and Elections, respectively. There were also five other certification classes and seminars at the conferences there were offered as advanced classes for personal and professional development.

The May 12, 2009 class was Records Management taught by the Connecticut Public Records Administrator and State Library staff. There were also two days of advanced professional and personal development courses held on Wednesday, May 13 and Thursday, May 14. These classes will be conducted by Dr. Fearon, former Secretary of State Pauline Kezer and Barbara Tarbox, Groton Town Clerk. These classes will be held at the ITBD building in New Britain.

The Committee offered the computer training with Dr. Karen Tracey on July 29 at the ITBD Building.

The December classes were offered in December 2 and 4 which included a follow-up for Barbara Tarbox, a course on Emotional Intelligence, and a course offered by NEDCC. These classes were held on the CCSU campus.

There has been a slight decrease in the participants for the certification classes of approximately 15%-20%. On the other hand, the participants for the advanced training courses have increased by approximately 10%-15%. The class offerings are still generating a profit of several thousand dollars for the Association.

### **Accomplishments**

- Offering of advanced classes to surrounding States.
- Surplus generated from educational offerings in last calendar year.

### **Future Goals**

- Finalized the program for Connecticut Town Clerks advanced certification training beginning 2009.
- Offering of course training at conferences the April and September conferences. Instructors have been chosen by either the President or the Committee.
- Marketing of advanced classes to surrounding States.

Respectfully submitted,

Therese Pac, Chairperson and Bristol Town Clerk  
Sharon Miller, 2010 Chairperson and East Hartford Town Clerk  
Paula Ray, Farmington Town Clerk, Co-chairperson 4/10  
Ginger Salisbury, Southbury Town Clerk  
Betsy Barrett, Lisbon Town Clerk, advisor