

ANNUAL REPORT OF THE CTCA MEMBERSHIP COMMITTEE

It is with sincere gratitude that the Committee recognizes the volunteer efforts of retired members Lisa Leary, Chairman & Town Clerk of East Haven, and Karen Gaudreau, Town Clerk of East Windsor.

New Town Clerk Training—Coordinated by Lisa Valenti, North Branford Town Clerk

- Event held at the Legislative Office Building 1/20/10
- Welcoming comments by Joe Camposo, Joyce Mascena & Patricia Strauss
- Opening remarks by Susan Bysiewicz who introduced the State Election staff

The following State Departments presented an overview of their offices highlighting those areas that are pertinent to the functions of the Town Clerks' office:

- State Election Enforcement Commission
- Department of Revenue Services
- State Public Records Administration
- Department of Public Health
- Department of Environmental Protection

Attendees also heard from the CTCA Education Committee and CTCA Certification Committee. New clerks were given a training packet with information and phone numbers.

There were fifteen new clerks who took office in January 2010; thirteen attended the LOB Training Session.

Mentor Program

While still under the auspices of the Membership Committee, this function is being implemented at the county level. County liaisons were solicited who in turn were responsible for finding mentors for the new Town Clerks.

County liaisons are:

Marsha Motter Beno (Monroe)	Fairfield County
Dolores Sasanno (Wethersfield)	Hartford County
Maria Mullady (Barkhamsted)	Litchfield County
Joan Angellini (Westbrook)	Middlesex County
Irene Masse (Meriden)	New Haven County
Esther Williams (East Lyme)	New London County
Louisa Trakas (Plainfield)	Windham County
Anne Lewis, ATC (Coventry)	Tolland County

A brochure and enrollment form was emailed to each liaison who then solicited for experienced volunteers to mentor the new clerks. All new clerks were assigned a mentor.

Job Bank

The premise behind the concept is to create a resource that Town Clerks can utilize if they need extra help in their office due to extended medical leaves, absence from the office due to family matters, etc.

Blast emails were utilized to encourage part-time employees in the Town Clerks' offices to complete a Temporary Help Application and forward it to the Membership Chairman. Recent

retirees were mailed a letter and an application as well. The concept was to maintain an active list of people willing to assist other offices in time of need.

The response was very disappointing. This charge will need to be re-examined in the future.

Municipal Clerks Week

In early March, all Town Clerks were emailed suggestions to commemorate this event allowing sufficient time to procure a proclamation and to plan community activities.

Cheer

Cheer has been allocated to the County Vice Presidents.

Association Support

The Membership Committee is charged with providing technical support to members as necessary. This may involve writing letters to the First Selectman, Mayor or the Board of Finance highlighting the need for updated technology or increased hours for office coverage. To date, this function has not been exercised.

Respectfully submitted,

Tanya Lane, Chair—Newington Town Clerk

Members:

Maria Mullady, Vice Chair—Barkhamsted Town Clerk

Linda Smith—Canton Town Clerk