

CTCA Executive Committee Meeting Minutes  
Thursday, February 2, 2023  
11:00 A.M.  
ZOOM Meeting

**ATTENDANCE**

CTCA Executive Committee: Kate Wall, President, Patty Spruance, First Vice President, Lisa Dalton, Second Vice President, Kelly Bilodeau, Secretary, Katie Haring, Assistant Secretary, Antoinette Pancaro, Treasurer, JoAnn Doyle, Assistant Treasurer

County Vice Presidents: Lisa Bergh, Fairfield VP, Bonnie Armstrong, Hartford VP, Carol Anderson, Litchfield VP, Kim Garvis, Middlesex VP, Marc Garofalo, New Haven VP, Gayle Furman, New London VP, Lori Tollmann, Tolland VP, Cheryl Grist, Windham VP,

Anna Posniak, Immediate Past President & Legislative Committee Co-Chair

**CALL TO ORDER** – The ZOOM meeting was called to order at 11:00 a.m. by President Wall.

**CCSU CONTRACT** – The contract agreement between Central Connecticut State University (CCSU) and The Connecticut Town Clerks Association was distributed via email to the Executive Board for review. President Wall presented the contract and opened the floor for questions relating to the contract. Discussion followed.

**A motion was made by Lisa Dalton to approve the signing of the contract by President Wall and seconded by Patty Spruance; motion passed unanimously.**

**Nominating Committee** – President Wall detailed the roles and duties of the Committee. She asked if anyone was interested in being the Chair of the Committee. Hearing no interest, she stated she would be calling the Vice Presidents to seek out a volunteer.

**Website Access** – President Wall asked for thoughts on allowing website access to retired clerks and vendors. After a brief discussion there were no objections to allowing access.

**Vice President Positions** – The question was asked whether Deputies/Assistants should be considered to serve as Vice Presidents. The gray area is that each Town/City is unique with their roles and responsibilities for Deputies and Assistants. Questions arose about whether Town Clerk approval would be required to serve. Anna Posniak was checking on any loopholes that might exist for this purpose. With further discussion needed the item was tabled.

**IRS Status Update** - Antoinette Pancaro gave an update on the revoked CTCA non-profit status. She stated that the auditor has not been helpful in providing direction or support as to how to gain to reinstatement. Form 1024 needs to be filed for reinstatement and she recommends that a tax professional with expertise in this area should be sought. She further stated that this will take time and money. Also, the association may be subject to fines. She called for any questions on the matter. There was no discussion.

**A motion was made by Carol Anderson to approve up to \$10,000 to pursue professional assistance with the matter and filing of forms with the IRS to gain reinstatement and seconded by Lisa Dalton; motion passed unanimously.**

**Approval of minutes** – Minutes of June 14, 2022, December 8, 2022, and January 25, 2023, were presented for approval.

**A motion was made by Lisa Bergh to approve the approve the minutes of June 14, 2022 and seconded by Lisa Dalton; motion passed unanimously.**

**A motion was made by Lisa Dalton to approve the approve the minutes of December 8, 2022 and seconded by Kim Garvis; motion passed unanimously.**

**A motion was made by Lisa Dalton to approve the approve the minutes of January 25, 2023 and seconded by Kim Garvis; motion passed unanimously.**

**Other Matters** – Lisa Dalton requested that all Vice Presidents send out a reminder email requesting a response to the survey that she distributed.

**Adjournment** – Meeting adjourned at 12:13 PM.

Respectfully submitted,

Kelly Bilodeau, CTCA Secretary