

CTCA Executive Committee
Wednesday, February 19, 2020
11:00 a.m., Rockledge Grille, West Hartford

ATTENDANCE

CTCA Executive Committee: Anna Posniak, President; Patty Riley, First Vice President; Kate Wall, Second Vice President; Dawn Rees Mooney, Secretary; Katie Sandberg, Assistant Secretary; Betsy Barrett, Treasurer; Antoinette Pancaro, Assistant Treasurer; Chick Spinelli, Immediate Past President
County Vice Presidents: Debbie Halsted, Fairfield County; James Krupienski, Hartford County; Carol Anderson, Litchfield County; Ryan Curley, Middlesex County; Marc Garofalo, New Haven County (arrived at 11:55 a.m.); Debra Patrick, New London County; Lori Tollmann, Tolland County; Sherri Mutch, Windham County

Guests: Essie Labrot, Conference Committee Chair

CALL TO ORDER

The meeting was called to order at 11: 06 a.m. at the Rockledge Grille in West Hartford.

APPROVAL OF MINUTES

The minutes of the December 11, 2019 meeting were available at the meeting and on the CTCA website.

***A motion was made by Betsy Barrett and seconded by Deb Patrick to approve the minutes of the December 11, 2019 meeting; Katie Sandberg and Debbie Halsted abstained; motion passed.**

TREASURER'S REPORT

CTCA Treasurer Betsy Barrett distributed and discussed the budget as of 2/28/2020 and explained that the Annual Budget is due at least 20 days before the Annual Business Meeting. She summarized changes in the proposed 2020-2021 budget, such as the Web Page line was increased by \$500 for the committee management software, On-Board, the Legislative Reception line was decreased from \$6,000 to \$5,000 because the reception was simplified, and the Town Clerk School line was increased by \$1,000 due to the unusually high number of new clerks. Detailed discussion of training options followed, including comparing two half-day classes vs. one full-day class. Treasurer Barrett advised the group that CCSU graciously waived the luncheon fee when a snowstorm forced the association to postpone December's class with less than 24-hour notice.

***A motion was made by Kate Wall and seconded by Patty Riley to approve the Treasurer's Report and proposed 2020-2021 budget as presented; motion passed unanimously.**

CONFERENCE COMMITTEE UPDATE

Conference Committee Chair Essie Labrot summarized that the Water's Edge contract extension was signed, as well as a contract with the Mystic Marriot for Spring, 2021.

APRIL CONFERENCE UPDATE

Fairfield County VP Debbie Halsted shared that the theme of the upcoming conference is "Timeless Treasures," a reference to the historical, irreplaceable records found in our vaults. She went on to explain that the conference begins on April 1, so Wednesday night's events will include a guitarist, who is also a title searcher, and April Fool's shenanigans, and Thursday's entertainment will be a Dean Martin impersonator during the cocktail hour and beyond. President Posniak reviewed the presentations that are planned for Thursday, including SOTS's preparation for the Presidential Preference Primary and update on JP's, SEEC, DPH's Beth Frugale's update on the death registry system (which has not yet begun its New London pilot), the Town Clerk

roundtable to discuss best practices regarding vital records and a presentation on the evolution of land records from earliest to e-recording. Carol Anderson explained that while not finalized, she plans that the Friday education class will deal with successfully handling change.

LEGISLATIVE UPDATE

President Posniak informed the group that committee member Fran Villani has agreed to take on the position of Legislative Committee Chairman when Mark Bernacki's term ends. She also reviewed the legislative update she had recently emailed to the group, a copy of which is attached to these minutes, and noted that the remote notary working group has not provided an update. The group discussed in detail the value of the post office's green ballot tags and President Posniak noted that the USPS will attempt to keep ballots in town, rather than sending them out of town/state for processing (especially critical in Fairfield County). Kate Wall suggested that ballots be brought to the post office in person for mailing and Essie Labrot shared a concern about updating voter information in CVRS without the ROV's present.

EDUCATION COMMITTEE UPDATE

Carol Anderson explained that she became Education Committee Chairman in December and has experienced scheduling issues with professors at CCSU due to semester and holiday breaks. She shared that classes are scheduled for May 12 and 13 but the topic(s) are not finalized. The group discussed the class rescheduled to January, noting that it more than paid for itself with 37 attendees (break-even is 16-20) but detailing issues with the content and delivery of the cybersecurity session resulting in a feedback score of 3.6/5 (social media class received 4.8/5). President Posniak suggested speaking with professors prior to classes to avoid future issues.

REVIEW OF BY-LAWS (COMMITTEE RESTRUCTURING, ALLOWANCE FOR E-MEETINGS)

The Board reviewed the process by which By-Laws are changed, noting that the E-Board determines when a change is needed and votes to forward it to the By-Laws Committee for incorporation. The updated By-Laws are then returned to the E-Board for approval, noting the proposed change is finally distributed to the membership for a vote at the CTCA Conference, with a 2/3 majority vote required for passage. New By-Laws Committee Chair Antoinette Pancaro explained the five topics the E-Board referred to the committee and the action the By-Laws Committee took, as follows:

1. Restructure the Liaison Committee, currently comprised of up to 27 clerks, to consist of 9 members, each assigned to a specific state agency, *with the exception of* the DPH which will remain as an autonomous entity - The By-Laws **were amended** as such by the By-Laws Committee and sent back to the E-Board for vote.

***A motion was made by Marc Garofalo and seconded by Patty Riley to approve the following language in the By-Laws to consolidate the Liaison Committee and send the change to the full membership for vote: "The Liaison Committee shall consist of eight (8) members. Each member shall be assigned to one of the respective agencies. The Department of Public Health Liaison Committee shall be autonomous from the remaining Liaison Committees. The Department of Public Health Liaison Committee shall consist of no less than three (3) and no more than nine (9) members.";** motion passed unanimously.

2. Eliminate the Research Committee's current requirement to be comprised of one member from each county and three retired town clerks - The By-Laws **were amended** as such by the By-Laws Committee and sent back to the E-Board for vote.

***A motion was made by Marc Garofalo and seconded by Debra Patrick to strike the following language from the By-Laws regarding the Research Committee and send the change to the full membership for vote: "The Committee shall be comprised of one member from each county and three (3) retired Town Clerks.";** motion passed unanimously.

3. Remove the existing term limit for CTCA “badge position” making it an indefinite position – Since the By-Laws not currently address the term and appointment of the “badge position”, the By-Laws Committee decided to **not amend** the By-Laws. This leaves the term and appointment of the “badge position” at the discretion of the CTCA President. (No further action is needed.)
4. Expand the definition of CTCA “meeting” to include electronic meetings - The By-Laws **were amended** as such by the By-Laws Committee and sent back to the E-Board for vote. President Posniak clarified that the E-Board would determine the specific policy by which voting would be conducted.
***A motion was made by Betsy Barrett and seconded by Marc Garofalo to approve expanding the definition in the CTCA ByLaws of CTCA “meeting” to include electronic meetings and email votes with the addition of the following text to Article VII Section 1 and send the change to the full membership for vote: “By majority vote of the Executive Committee, an electronic meeting may be held when proper notice is given to members as set forth in this article. Voting policies will be determined by the Executive Committee. Votes collected by electronic means will be tallied by the Secretary of the Association.”; motion passed unanimously.**
5. Allow the term of any officer (President, 1st VP, 2nd VP, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer) to be extended up to a maximum of 2 years – The By-Laws committee determined that any such change for emergency situations could be cumbersome and confusing, and noted that the By-Laws currently address vacancies and the filling of vacancies. After considerable deliberation, the By-Laws Committee decided to **not amend** to the By-Laws as such. (No further action is needed.)

The group then discussed distributing the above By-Laws changes with the agenda for the Annual Business Meeting to the entire membership no less than 20 days before the meeting. Kate Wall commended Antionette for a job well done.

OTHER BUSINESS

The group discussed attendance at classes noting CTCA Certification classes are open to the public per C.G.S., but the other classes are sponsored by CTCA so the association can decide who may and may not attend.

Kate Wall informed the group that the contract with OnBoard Committee Management System was signed and shared that her own office will be trained to track CTCA committee membership terms and generate letters. Carol Anderson and Lori Tollman noted that they already use the system in their offices and are willing to help. She also suggested that County VP’s, rather than CTCA Officers, become the primary point of contact for routine questions from Town Clerks, and forward only those they cannot answer to Officers. Further, Kate summarized several issues with the incarcerated voters pilot program noting legislation is not yet proposed.

President Posniak reminded the group that the legislative reception “Coffee with the Clerks” will be held at the Capital on April 21, 2020, and encouraged attendance. She also noted the new CT “mansion tax” is not yet in effect and shared that the ROV conference is scheduled for May 6 – 8.

SET DATE FOR NEXT EXECUTIVE COMMITTEE MEETING

The group discussed optimal timing for the board’s next meeting agreeing on sometime in May.

***A motion was made by Marc Garofalo and seconded by Deb Patrick to adjourn the meeting at 1:05 p.m.; motion passed unanimously.**

Respectfully submitted,

Dawn Rees Mooney
CTCA Secretary