

**CTCA Emergency Executive Committee**  
**Wednesday, March 11, 2020**  
**11:00 a.m. Conference Call**

**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 Krupinski, 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 Emergency Conference Call was called to order at 11: 03 a.m. by President Posniak.

**CTCA SPRING CONFERENCE**

- a. **COVID-19 Update** – President Posniak noted she has had numerous conversations with multiple health care professionals over recent days and informed the group that CT is now seeing community transmission of the COVID-19 virus. She continued to explain that areas in CT are now considered “Coronavirus hot spots” and shared that the Danbury Town Clerk’s Office advised that the city has declared emergency status and their mayor and health director recommend the conference be cancelled.
- b. **Possible Conference Issues** – All state agencies other than DPH, as well as the contracted speaker, will not be attending the conference. (DPH has not reached out.) The question of what could take the place of the state agency presentations arose. Marc Garofalo suggested that the Town Clerk Vitals round table could be expanded. He also noted that 16 vendors have paid to attend, 2 have committed but not yet paid, and 2 additional are considering attending.
- c. **Hotel-Contractual/Financial** – Conference Committee Chair Essie Labrot reviewed the cancellation policy in the contract with the Ethan Allen Hotel, and the group discussed the Governor’s emergency directives as well as the financial implications of canceling/rescheduling the event and canceling individual room reservations.
- d. **Other Options** - Detailed discussion followed regarding several options for canceling/rescheduling the event including modifying the plan of conference sites to allow the 2021 Spring Conference to be held at the Ethan Allen and adjusting the schedule of host counties to ensure venues are local to host counties. Several clerks voiced concerns about cancelling the recently-signed contract with the Mystic Marriot for the Spring 2021 conference and the financial and relationship effects that may result.
- e. **Other Items of Concern** – President Posniak advised that numerous towns are not permitting gatherings of over 100 people and reminded the group that rescheduling the conference could be difficult because of the upcoming primaries and municipal votes, regional association conferences, and the uncertainty surrounding how long this health emergency will last.

## **COUNTY V.P. COMMENTS**

In-depth and detailed discussion followed regarding the association's budget, the cost of previous conferences, and the possible financial obligations the association could face due to cancelling the conference. Each member then shared their own thoughts on the issues being discussed and the board agreed that SOTS and SEEC should provide their presentations in video format to meet their statutory obligation, especially for the many new town clerks whose first experience with elections will be this PPP. James Krupienski agreed to investigate teleconferencing options.

## **VOTE ON CANCELLATION OF CONFERENCE**

**\*A motion was made by Kate Wall and seconded by James Krupienski to authorize Conference Committee Chairman Essie Labrot to ask the Ethan Allen Hotel to postpone the scheduled conference until April, 2021; motion passed unanimously.**

**\*A motion was made by Betsy Barrett and seconded by Kate Wall to cancel the 2020 Spring Conference scheduled for April 1-3 at the Ethan Allen Hotel in Danbury. After a roll call vote, the motion passed unanimously.**

Kate Wall suggested that the board wait for Ethan Allen Hotel's response to the association's request to postpone the conference to April, 2021, before addressing issues of refunds, applying spring payments to the fall conference, and funding any penalties due to cancellation of event(s).

**\*A motion was made by Carol Anderson and seconded by Marc Garofalo to postpone the vote whether to refund clerk and vendor registration fees or apply them to the next conference until Ethan Allen Hotel responds to the association's request to postpone the conference; the motion passed unanimously.**

President Posniak advised the group that a second conference call will be needed to conduct that vote and Marc Garofalo noted he would hold the vendor checks.

**CTCA BUDGET VOTE – HOW TO PROCEED?** – President Posniak suggested that discussion of the budget vote be tabled until the next conference call since the Ethan Allen Hotel's response could potentially impact the proposed budget. All those on the call agreed with this suggestion.

**\*A motion was made by Betsy Barrett and seconded by Marc Garofalo to adjourn the conference call at 12:15 p.m.; motion passed unanimously.**

Respectfully submitted,

Dawn Rees Mooney

CTCA Secretary

Filed 3-16-2020 Unapproved