

## MINUTES OF CTCA ANNUAL BUSINESS MEETING

Thursday, April 20, 2023 – Omni New Haven Hotel at Yale – New Haven, CT

1. CALL TO ORDER: The Annual Meeting of the Connecticut Town Clerks Association was called to order by President Kate Wall at 1:40 p.m.
2. APPROVAL OF MINUTES: Secretary Kelly Bilodeau made a motion to approve the minutes from the Annual Business Meeting of April 21, 2022, which were sent via email and have been available for review on the CTCA website; seconded by Marguerite Phillips, Bloomfield Town Clerk. Upon unanimous vote the motion passed.
3. APPROVAL OF REPORTS: President Wall explained that the annual reports of the CTCA committees have been available on the CTCA website for review. Marguerite Phillips, Bloomfield Town Clerk made a motion to accept the committee reports; seconded by Kimberley Spezzano, Greenwich Assistant Town Clerk. Upon unanimous vote the motion passed.
4. UPDATE ON 2022-2023 BUDGET: Treasurer Antoinette Pancaro presented the Treasurers report. Revenue collected has exceeded projections. Expenses and current account balances are all looking favorable. Conference fees have not been reported at this time.
5. STATUS OF NON-PROFIT TAX EXEMPTION – The association was notified in January that they had lost their tax-exempt status. Upon investigation it was discovered that the required filings year to year have not been completed since 2008. Treasurer Pancaro reached out to the association auditors to correct issues related to noncompliance because of their extensive auditing experience with us. As of yesterday, all forms were completed and signed including Form 1024 for reinstatement. The total cost is \$8,000 plus the \$600 fee payable to the IRS. Membership approved this expenditure via Survey Monkey. To date \$6,000 has been paid and the remaining balance of \$2,000 will be paid within the next couple of days. The \$600 fee was paid to the IRS yesterday for the reinstatement application. Most likely fines will be incurred but the auditors are hopeful that they will be minimal. Treasurer Pancaro called for questions and there were none.
6. PROPOSED 2023-2024 ANNUAL BUDGET: Treasurer Antoinette Pancaro presented the proposed \$171,100 budget that includes an increase of \$8,350 from last year. The budget proposal includes increases to Lobbyist, Conferences, TC Schools, Audit and County Clerk line items. A question was asked about the Misc. line item. Treasurer Pancaro stated that it was a mechanism to balance the budget. Marguerite Phillips, Bloomfield Town Clerk made a motion to approve the budget; seconded by Francesca Villani, Hebron Town Clerk. Upon unanimous vote the motion passed.
7. NOMINATING COMMITTEE REPORT: Gayle Furman, New London County VP and Nominating Committee Chair presented a slate of nominated officers for the 2023-2025 term. The nominations are as follows: President – Patricia Spruance, Windham Town Clerk, 1st Executive Vice President – Lisa Dalton, Watertown, 2<sup>nd</sup> Executive Vice President – Marc Garofalo, Derby, Treasurer – JoAnn Doyle, Cromwell, Secretary – Kelly Bilodeau, East Hampton, Assistant

Treasurer – Pamela Theroux, Voluntown, Assistant Secretary – Katie Haring, Montville; Hartford County – Bonnie Armstrong, S. Windsor; Litchfield County – Cathy Dupont, Thomaston; Fairfield County – Lisa Bergh, Bethel; New Haven County – Leonard Greene, Beacon Falls; Middlesex County – Bob Siegrist, Haddam; Windham County – Christine Bright, Putnam Town Clerk; Tolland County - Elizabeth Waters, Bolton Town Clerk; New London County – Gayle Furman, Colchester Town Clerk. James Krupinski, Newington Town Clerk made a motion to accept the committee reports; seconded by Kimberley Spezzano, Greenwich Assistant Town Clerk. Upon unanimous vote the motion passed.

President Wall asked if there was any new business, and as there was none, the meeting was adjourned at 1:52 p.m.

Respectfully submitted,  
Kelly Bilodeau, CTCA Secretary