

RI TOWN & CITY CLERKS' ASSOCIATION

Thursday, April 20, 2023

DeWolf Tavern

259 Thames St.

Bristol, RI 02809

8:15 a.m. REGISTRATION

9:00 a.m. WELCOME

Jennifer M. West, CMC, President, RITCCA

Melissa Cordeiro, Bristol Town Clerk

Mary Parella, Town Council Vice Chair

Steven Contente, Town Administrator

9:15 a.m. Clerk-101 Ashley Selima, State Archivist & Public Records Administrator and Tracey Croce, Local Government Records Coordinator, Department of State

9:45 a.m. Resources/training for small business, notaries, and Trade Name legislation
Kristen Cordeiro, Deputy Director of Business Services, Department of State

10:15 a.m. BUSINESS MEETING AGENDA

BUSINESS MEETING AGENDA

April 20, 2023 – 10:15 a.m.

MEETING CALL TO ORDER- Jennifer M. West, CMC

1. Kathy Placencia, Director of Elections, RI Department of State
2. Samuel Raheb Esq, Title Standards request for a liaison
3. **SECRETARY'S REPORT** - Erin Liese
 - a. Approval of January 27, 2023, Minutes
4. **TREASURER'S REPORT** – Lynn Hawkins
 - a. Approval of Operating Account
 - b. Approval of Conference Account
5. **COMMITTEE REPORTS**
 - a. Education – Mary LeBlanc
 - b. Elections – Mike Narducci
 - c. Legislation – Rick Goldstein
 - d. New England Institute – Sarah Rapose and Leigh Carney
 - e. Scholarship Committee – Michele Hardy

- f. Conference Committee (Annual Conference 2024) – Leigh Carney
 - g. Fundraising – Sarah Rapose
 - h. Membership – Lynn Hawkins
 - i. By-Laws – Leigh Carney
 - j. Technology – Roberta Fagan
 - k. Handbook Committee – Wendy J.W. Marshall
- 6. Announcements**
- a. Congratulate Tracy Nelson, New City Clerk Cranston
 - b. Congratulate Mike Narducci, New City Administrator of Elections Providence
 - c. Congratulate Kerry Nardolillo, Warwick Canvasser on her retirement
 - d. IIMC 77th Annual Conference: Minneapolis, MN May 14-17
 - e. NEMCIA&A July 15-21
- 7. Old Business**
- a. Standing committees - discussion of membership
 - b. Election legislation
- 8. New Business**
- a. Discussion of issues Clerks have with vitals and the Department of Health
 - b. Brainstorm Education Sessions
 - c. Roundtable
- 9. Next Meetings**
- a. June 2023 – Discussion of date and Education Session
 - b. September – Discussion of date and location
- 10. Adjournment**

12:00 Noon Lunch