

Rhode Island Town and City Clerks' Association



MINUTES OF THE BUSINESS MEETING HELD

September 27, 2024, Quarterly Meeting

The National Hotel

36 Water St.

New Shoreham, RI 02807

MEETING CALL TO ORDER- President Jennifer M. West, CMC, called the meeting to order at 10:00 A.M.

NEW BUSINESS

1. Motion to accept the withdrawal of Sandra Giovannelli as Treasurer

Erin Liese moved to accept the withdrawal of Sandra Giovannelli as Treasurer. Second, by Sarah Rapose and VOTED UNANIMOUSLY.

2. Motion to nominate Lillian Silvia as Treasurer/ Nominating Committee

Lynn Hawkins moved to accept the recommendation of the Nominating Committee and appoint Lillian Silvia as Treasurer. Second, by Sarah Rapose and VOTED UNANIMOUSLY.

3. Installation of Officers: Peggy Long, Scituate administering the oath of office to the following:

President: Jennifer M. West, CMC, Portsmouth

Vice President: Sandra Speroni, CMC, Warren

Secretary: Erin Liese, CMC, Richmond

Treasurer: Lillian Silvia, Lincoln

It was noted that this will be moved to the next agenda.

The following items were considered after the education session:

4. SECRETARY'S REPORT - Erin Liese

- a. Approval of Minutes

Michelle Hardy moved to approve the Secretary's Reports. Second, by Carol Wordell and VOTED UNANIMOUSLY.

5. TREASURER'S REPORT – Lynn Hawkins

- a. Approval of Operating Account
- b. Approval of Conference Account

Carol Wordell moved to approve the Treasurer's Reports. Second, by Sarah Rapose and VOTED UNANIMOUSLY.

6. COMMITTEE REPORTS

a. Education- Jennifer West

Jennifer West provided an overview and advised that the next education session will be Probate and Providence will be hosting.

b. Elections – Nick Lima

Nick Lima gave an overview of Elections and advised that the Fall will be busy with Elections.

c. Legislation

No Report

d. New England Institute – Sarah Rapose

Sarah Rapose congratulated the graduates.

e. Scholarship Committee – Michelle Hardy

Michelle Hardy advised on the need for a new Chair and announced the IIMC Scholarship.

f. Conference Committee (Annual Conference 2024) – Leigh Carney

Leigh Carney advised on the upcoming conference to be held in Newport on November 20 -22, and the committee will need assistance.

g. Fundraising – Sarah Rapose

Sarah Rapose provided an update on fundraising.

h. Membership – Lynn Hawkins

Lynn Hawkins advised on membership.

i. By-Laws – Joan Chabot

No Report

j. Technology – Roberta Fagan

Roberta Fagan announced just the website needs updates.

- k. Handbook Committee – Wendy J.W. Marshall

No Report

7. ANNOUNCEMENTS

The following announcements were made:

- a. Congratulations to Roberta Fagan, Jamestown Town Clerk on graduating from NEMCI&A and earning her CMC
- b. Congratulations to Heather Cook, Little Compton Deputy Town Clerk on graduating from NEMCI&A and earning her CMC
- c. Congratulations to Jessica Capaldi, Warren Deputy Town Clerk on graduating from NEMCI&A
- d. Congratulations to Jennifer Gabriele, Charlestown Deputy Town Clerk on graduating from NEMCI&A
- e. Congratulations to Joan Chabot, Tiverton Town Clerk on graduating from NEMCI&A
- f. Congratulations to Sarah Rapose, West Warwick Town Clerk on earning her MMC
- g. Congratulations to Janet Tarro, Narragansett Town Clerk on her retirement
- h. Daxa Arora – Curia Systems

8. NEXT MEETINGS

It was noted the January meeting will be held in Providence.

9. ADJOURNMENT

Leigh Carney moved to adjourn at 12:01 P.M. Second, by Carol Wordell and VOTED UNANIMOUSLY.

Respectfully submitted,

Erin F. Liese, CMC, Secretary