

Rhode Island Town and City Clerks' Association



MINUTES OF THE BUSINESS MEETING HELD

January 31, 2025, Quarterly Meeting
Roger Williams Casino
1000 Elmwood Ave
Providence, RI 02907

MEETING CALL TO ORDER- President Jennifer M. West, CMC; called the meeting to order at 11:20 A.M.

1. SECRETARY'S REPORT - Erin Liese

- a. Approval of Minutes

September 27, 2024 will be considered at the next meeting.

2. TREASURER'S REPORT – Lynn Hawkins

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

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

3. COMMITTEE REPORTS

- a. Education – Mary LeBlanc

Mary LeBlanc provided an overview and advised the next education session will be the Department of Business Regulation.

- b. Elections – Nick Lima

Nick Lima gave an overview of Elections and important legislative initiatives. The Elections Committee is seeking support on the following bills: Write-In Bill, Precinct Cap, Permanent Mail Ballot Applications, and Newspaper Ads.

Wendy Marshall moved to support the election legislation bills as proposed. Second, by Sarah Rapose and VOTED UNANIMOUSLY.

- c. Legislation

No Report

- d. New England Institute – Sarah Rapose

Sarah Rapose discussed NEMCI and Academy and announced the dates for 2025 as July 12th-18th.

e. Scholarship Committee – Keisha Phillips- Brown

Keisha Phillips- Brown advised on the scholarships available and the deadline of March 31st.

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

Leigh Carney advised on the successful conference held. Great job by Rhode Island as always.

g. Fundraising – Sarah Rapose

Sarah Rapose provided an update on fundraising and Sweenor Bars will be available.

h. Membership – Jennifer West

Jennifer West advised that membership was due.

i. By-Laws – Leigh Carney

No Report

j. Technology – Roberta Fagan

No Report

k. Handbook Committee – Wendy J.W. Marshall

Wendy Marshall advised the committee was working on it.

4. Announcements

The following announcements were made:

Jay Rosenfield, ClerkBase scholarship for 2025 IIMC Conference in St. Louis

5. Old Business

a) Standing Committees

Jennifer West advised she would distribute the listing.

6. New Business

- a. Request a motion to accept with regret Leigh Carney's resignation from the following committees: Executive Committee Kent County VP, Technology Committee, Fundraising Committee, and the Conference Committee

Wendy Marshall moved to accept with regret, Leigh Carney's resignation from the following committees Executive Committee Kent County VP, Technology Committee, Fundraising Committee, and the Conference Committee. Second, by Sandy Speroni and VOTED UNANIMOUSLY.

- b. Request a motion to appoint Keisha Phillips-Brown chair of the Scholarship Committee

Wendy Marshall moved to appoint Keisha Phillips-Brown chair of the Scholarship Committee. Second, by Sandy Speroni and VOTED UNANIMOUSLY.

- c. Request a motion to appoint Andreza Skipworth to the Scholarship Committee

Wendy Marshall moved to appoint Andreza Skipworth to the Scholarship Committee. Second, by Melissa Cordeiro and VOTED UNANIMOUSLY.

- d. Request a motion to accept with regret Krista Tracy's resignation from the Election Committee

Vicki Martin moved to accept with regret Krista Tracy's resignation from the Election Committee. Second, by Sarah Rapose and VOTED UNANIMOUSLY.

- e. Support of proposed legislation regarding Access to Public Records.

Mary Leblanc advised on the APRA legislation to be proposed.

The Association came to a consensus to support the initiative.

7. Next Meetings

- a. April 2025 – Discussion of date and location

It was noted that the April meeting will be held in West Warwick in late April.

- b. June 2025 – Discussion of date and location

It was noted that the June meeting will be held in East Providence with a date forthcoming.

8. ADJOURNMENT

Wendy Marshall moved to adjourn at 11:59 P.M. Second, by Nick Lima and VOTED UNANIMOUSLY.

Respectfully submitted,

Erin F. Liese, CMC, Secretary