

RI Town & City Clerks' Association
56th ANNUAL MEETING
Thursday, June 16, 2022
Greenvale Vineyards
582 Wapping Road
Portsmouth, RI 02871

8:30 a.m. REGISTRATION

8:45 a.m. WELCOME

Wendy J.W. Marshall, CMC, Middletown Town Clerk
President, RI Town & City Clerks Association
Jennifer West, Portsmouth Town Clerk
Kevin M. Aguiar, President Portsmouth Town Council
Richard A. Rainer, Jr., Town Administrator

9:00 a.m. Education Session – Jordan Day, Policy Director, Interim Executive Director of the League of Cities and Towns
“Lobbying 101 – Representing the Municipal Voice at the General Assembly”
City and town clerks will get a high-level overview of how the Rhode Island General Assembly works. Attendees will get information on how to track legislation, develop a compelling argument and talk to state leaders.

11:30 a.m. ANNUAL MEETING

ANNUAL MEETING AGENDA
June 16, 2022

MEETING CALL TO ORDER – Wendy J.W. Marshall, CMC

1. Rob Rock, Director of Elections, RI Department of State.
2. **SECRETARY’S REPORT** – Laura Swistak
 - a. Approval of April 29, 2022 Minutes
3. **TREASURER’S REPORTS** – Lynn Hawkins
 - a. Approval of Operating Account
 - b. Approval of Conference Account

4. COMMITTEE REPORTS

- Education – Mary LeBlanc
- Elections – Kathy Placencia
- Legislation – Rick Goldstein
- New England Institute – Rick Goldstein
- Scholarship Committee – Michele Hardy
- Conference Committee (Annual Conference 2024) – Michele Hardy
- Fundraising – Sarah Rapose
- Membership – Lynn Hawkins
- By-Laws – Leigh Carney
- Technology – Roberta Fagan
- Handbook Committee – Wendy J.W. Marshall
- Standing Committees – Wendy J.W. Marshall

5. ANNOUNCEMENTS

- Congratulate Mary LeBlanc, New Town Clerk Westerly.
- Troy Campopiano has moved on from North Providence
- Congratulate Amanda Ando, New Deputy North Providence.
- 2024 New England Conference: Newport, Rhode Island, November 20-22.

6. OLD BUSINESS

- Vitals/Rivers System – Births, Deaths and Marriages
- Please send Millie McGinnes and “News Around Town” for the NE Newsletter

7. NEW BUSINESS

- Brainstorm Education Sessions

8. NEXT MEETINGS

- SEPTEMBER 2022 – Discussion of date – North Kingstown – Installation of New Officers
- January 2023 – Discussion of date and Education session

9. ADJOURNMENT

12:00 Noon LUNCH

1:00 p.m. Education Session – Dennis Fitzgerald, Acquisition Works Inc.
“Coping with a New Workforce after COVID”

- *Understanding the potential concerns of employees returning to the workplace after COVID.*
- *Provide practical steps to deal with employee’s concerns.*
- *Multiple options to develop job descriptions, goal setting, and Performance Assessment tools.*
- *Dealing with mental health issues on the job.*
- *Methods to reduce stress in the workplace.*

IIMC approved 1.38 CMC Education or 1.38 MMC Advanced Education point with completed learning assessments (participation in both education sessions required to receive education points)