

RI TOWN & CITY CLERKS' ASSOCIATION

Amended

June 14, 2024 Annual Meeting

Hilltop Lodge at the Preserve

1 Preserve Boulevard

Richmond, RI 02898

8:15 a.m. REGISTRATION

8:45 a.m. WELCOME

Jennifer M. West, CMC, President, RITCCA
Erin Liese, CMC Town Clerk
Welcome from the Preserve Team

8:50 a.m. Kathy Placencia, Director of Elections, RI SOS
Miguel Nunez, Executive Director, RI Board of Elections
Ashley Selima, Director of State Archives & Public Records Administration
State Archivist & Public Records Administrator, RI SOS

9:00 a.m. Regulations and Statutes regarding Food Protection, Outdoor Dining, Mobile Food Trucks
Jorge Bannister, Administrative Officer, RI Dept. of Business Regulations
Brendalee Viveiros, PhD, Chief, RI Dept of Health/Center for Food Protection

11:30 a.m. BUSINESS MEETING AGENDA

BUSINESS MEETING AGENDA

MEETING CALL TO ORDER - Jennifer M. West, CMC

1. **SECRETARY'S REPORT** - Erin Liese
 - a. Approval of Minutes
2. **TREASURER'S REPORT** – Lynn Hawkins
 - a. Approval of Operating Account
 - b. Approval of Conference Account
3. **COMMITTEE REPORTS**
 - a. Education – Mary LeBlanc
 - b. Elections – Nick Lema
 - c. Legislation – Rick Goldstein
 - d. New England Institute – Sarah Rapose and Leigh Carney
 - e. Scholarship Committee -
 - f. Conference Committee (Annual Conference 2024) – Leigh Carney

- g. Fundraising – Sarah Rapose
 - h. Membership – Lynn Hawkins
 - i. By-Laws – Joan Chabot
 - j. Technology – Roberta Fagan
 - k. Handbook Committee – Wendy J.W. Marshall
4. **Announcements**
- a. Congratulations to Sarah Rapose on receiving her MMC
 - b. Welcome to Annette Garrepy as the new Licensing Clerk in Woonsocket
5. **Old Business**
- a. Request approval of Keisha Phillips Brown to the Scholarship Committee
6. **New Business**
- a. By-Law Committee proposed changes – Joan Chabot
7. **Next Meetings**
- a. September 2024 – Discussion of date and location
 - b. January 2025– Discussion of date and location
8. **Adjournment**

12:00 Noon Lunch

1:00 p.m. Municipal Leadership, The Legislative Process and Testifying at the State House
David Bodah, Associate Director, RI League of Cities and Towns
Jennifer Slattery, PhD, Director, Membership Services & Training, RI League of Cities and Towns
Charles Donovan, Senior Policy Advisor, RI league of Cities and Towns

3:30 p.m. Adjourn

3:30 p.m. New England Conference Committee Meeting in White Birch