



**ROVAC BOARD MEETING MINUTES
AUGUST 10, 2017
NEWINGTON TOWN HALL**

Members Attending: Sue Larsen, Karen Cheney, Tim DeCarlo, Lou DeCilio, Pete Gostin, Bunny Lescoe, Anne-Marie Mastroianni, Kevin McCauley, Chris Prue & Mike Wyman.

Ex-Officio Member Attending: Melissa Russell

Non-Members Attending: Linda Cultrera

Meeting was called to order by President Sue Larsen at 10:01 AM

I. Minutes from last (2) meetings: (June 15, 2017 & July 13, 2017)

Anne-Marie M moved to accept corrected minutes for June 15, 2017/ Chris P seconded.

Minutes approved.

Mike W moved to accept minutes for July 13, 2017 / Peter G seconded.

Minutes approved.

(2) Abstention(s) – Peter G & Kevin M

II. Treasurer's Report:

Pete G reported that the ROVAC checkbook as of July 13, 2017 had a starting balance of \$69,453.43 and with income of \$3,470.00 and expenses of \$8,322.90, left us a current balance of \$64,600.53.

Total outstanding checks: \$0

Judi Beaudreau Fund (Savings) balance: \$846.15

Conference Checking Account: Starting Balance of \$1,557.98 with income of \$5,500.00 and expenses of \$5,331.87, left a balance of \$1,726.11.

Budget spreadsheet handed out and information shared. Membership dues discussion ensued.

Peter G explained IRS late filing claim and his prepared letter of response filed with ROVAC Secretary. That letter and proof of filing documents/correspondence mailed to IRS for appeal.

III. County Reports:

- **Fairfield:** No Report
- **Hartford:** Darlene B was unable to attend, but submitted report via email to Sue L. Meeting scheduled for Tuesday, September 19th in Newington. Guest speakers will be Sharon Geanuracos from DMV and Doug Dalena, Associate Counsel from Governor Malloy's office. Invites sent to Tolland, Windham & Middlesex Counties, but will need to know how many expected so as not to exceed seating capacity.
- **Litchfield:** Anne-Marie M reported a September meeting planned.
- **Middlesex:** Karen C reported a basic meeting held and general discussion about how ROVAC can help County.
- **New Haven:** No Report
- **New London:** No Report
- **Tolland:** Mike W reported a pot-luck dinner meeting scheduled for Wednesday, September 6th.
- **Windham:** Bunny L reported meeting scheduled Thursday, October 5th.

IV. Committee Reports:

- **Conference:** Chris P reported most approved equipment purchases received, including protection cases. Everything checked thoroughly, asset tagged, bar coded and tested out very well prior to packing up. One additional case will be purchased now that we know what size will be needed to house the microphones & receiver. Pete G will investigate proper insurance coverage for all ROVAC property.
Sue L sent out the email yesterday via Constant Contact and 28 new registrations followed. 90 registered to date, about a third of the way. Can call Wyndham Hotel Southbury direct to book rooms.
Request made to increase stipend to Steve Vincelette, Chris's staff member to reflect his added duties and time commitment at each conference.
Lou D motioned to increase the stipend from \$350 to \$500 per week at each conference. Seconded by Tim D. Motion passed unanimously.
Meeting held and minutes are on ROVAC website. Menu is included. Buffet lunch on both days and any registrars food allergy needs will be accommodated.
- **Education:** Melissa R reported meeting held on July 26th in Bethlehem. Melissa R voted in as Chair. Schedule for Thursday, September 28th will include:
 1. Basics of Canvass & Cleaning up our Lists – Presented by Tim DeCarlo (Wtby.)
 2. Re-canvass - Presented by Darlene Burrell (Suffield) & Cindy Bruno (Ridgefield)
 3. Supervised Balloting – Presented by Bunny Lescoe (Windham)
 4. Lunch – Working on keynote speaker

Education Cont.:

5. General Sessions following lunch:
 - A. Short Presentation on Continuing Ed Programs by CITI / Microsoft Office products – Lead by Debbie Gunzelman
 - B. Election Do's & Don'ts – Lead by Melissa Russell (Bethlehem)

No Newbie Day offered this conference, as Wednesday schedule is just as beneficial and want to include all new registrars in what's presented. Although not confirmed, SOTS is likely for Friday. Town/City Clerks have their conference on the same week.

A request that President Sue L remind other committees the protocols of relaying information to improve communication between committees was discussed.

Two more meetings are planned prior to conference and will be at the Cromwell Radisson, which Chris P brilliantly secured for us, considering the centralized location. Next meeting is on Friday, August 18th at 11 AM and all presenters are invited in order to really lock in program. Also will be completing continuing education forms so we can apply to have these classes count toward our on-going education certification. All presentations will be due by September 14th, since the 2nd meeting is scheduled for Friday, September 15th at 11 AM.

- **Technology:** Lisbeth emailed the Board minutes from last meeting on July 27, 2017. Pete G questioned information recommendation of creating ad-hoc committee to review aging tabulators and any longevity issues. Discussion ensued. Melissa R inquired about IVS discussion and Stuart Wells (Norwalk) working with IVS to improve/upgrade options. Pete G would like to be considered if a committee is created.
- **Handbook:** No Report
- **Legislative:** Tim D reported will meet after conference. Session begins in February, 2018. Tim D, Sue R and Melissa R will meet with lobbyists this month to discuss game plan for short session. Would like to coordinate legislative survey to be ready for conference. Bunny L requested consideration be given to disseminate results to entire membership once compiled.
- **Ways & Means:** Lou D reported did not meet, but will be ready for conference with raffles for 3 baskets and daily 50/50.

V. Old Business:

- **Certification Update:** Anne-Marie M confirmed no meeting, but that all current members wish to remain.

VI. New Business:

- **Committee with DMV & Malloy's Representatives:** Tim D confirmed meeting with Peggy Reeves, Ted Bromley & Tom Miano (IT) from SOTS, DMV IT person, DMV legal counsel & DMV Commissioner, as well as a representative from Governor's office at the Wethersfield DMV facility. Working overview of DMV system discussed, including 3 segments which include DMV

to CVRS to Registrars. Incorrect/non-existent street issues discussed, as well as field for addresses being expanded. Still not any acknowledgement from DMV on 16 year-olds being processed through/registered. If anyone has any examples sent through DMV, please forward to Tim D, Anne-Marie M or Sue L. DMV keeps paper file on every voter registered there and maintain up to 3 previous names. Discussed carrying name information forward to us in the transfer to CVRS.

- **Any Other Business to come before the Board:**

- A. ROVAC President Email** - Sue L will be establishing an email soon for ROVAC correspondence.
- B. Audit Committee** – Pete G announced that the Audit Committee will be meeting August 15, 21 or 29 to begin process. Pete has already sent Lisbeth all his info. Melissa R and Sue L will coordinate name changes to accounts.
- C. September Board Meeting** – Meeting to be held at Wyndham Hotel Southbury on Wednesday, September 27th at 4 PM. Lounge will open at 6 PM.

VII. Adjourn:

Motion to adjourn made by Chris P and seconded by Lou D at 11:05 AM.
Motion Approved.

Respectfully Submitted,

Kevin McCauley
Secretary