



**ROVAC BOARD MEETING MINUTES**  
**January 14, 2016**  
**Newington Town Hall**

**Members Attending:** Melissa Russell, Pete Gostin, Sue Larsen, Darlene Burrell, Karen Cheyney, Tim DeCarlo, Fred DeCaro Anne Marie Mastroianni, Mike Wyman, Chris Prue, Lou Decilio, Suzanne Woodward, Kevin McCauley

**Ex-Officio Member Attending:** Tony Esposito

**Non-Members Attending:** Linda Cultrera

Meeting was called to order by President Melissa Russell at 09:59 am

I. **Minutes from last meeting:** (December 10, 2015)

Pete Gostin moved to accept / Anne Marie Mastroianni seconded. Minutes approved with four members abstaining.

II. **Treasurer's Report:**

Pete Gostin reported that checkbook had a starting balance of \$74,281.13 and with income of \$65.00 and expenses of \$16,207.50, left us a current balance of \$58,138.63.

Judi Beaudreau Fund (Savings) balance: \$845.48.

Expenses breakdown discussed and clarified.

Sullivan & LeShane overpaid by \$952.50 and will reflect in future report.

CD's Value at \$18,560.61 (includes annual interest of \$40.88)

Conference income mostly attributed for bolstering our bottom line.

Pete handed out Tax Return copies and briefly reviewed.

Motion made and accepted to approve Treasurer's Report as amended.

**Note: See attached PDF of Financial Report**

III. **County Reports:**

- **Fairfield:** Fred DeCaro reported December meeting had good attendance. Discussed legislative proposals and Widget/ENR issues.

- **Hartford:** Darlene Burrell reported meeting on January 12<sup>th</sup> where SOTS presented details of the ENR with questions and answer session. 8 SOTS staff members were present, including new IT person. 27 out of 29 towns from Hartford County were represented. Impressed with presentation. SOTS soliciting for ENR test sites, asking for towns interested to please contact them.
- **Litchfield:** Anne Marie Mastroianni reported last Monday meeting in Thomaston where discussed EMS (Election Management System), mostly moderators certification. Members very active and positive. Next meeting in March.
- **Middlesex:** No Report, as combined info with Hartford County.
- **New Haven:** No Report
- **New London:** No Report
- **Tolland:** Mike Wyman reported meeting scheduled Feb 3<sup>rd</sup> and possible March date to coordinate a SOTS presentation.
- **Windham:** Suzanne Woodward reported next meeting scheduled for January 21.

#### IV. Committee Reports:

- **Conference:** Melissa reported that SOTS will no longer take part in ROVAC conferences and discussion ensued on logistics of the omission from our 3<sup>rd</sup> or 2<sup>nd</sup> day of conferences, including sanctioned continuing education credits, alternate speakers and content and feasibility of cancelling day 3.  
Chris Prue discussed Education Committee minutes, sharing that 3<sup>rd</sup> day is locked in, so cannot re-negotiate contract with Radisson Inn (formerly Cromwell Crowne Plaza) where SOTS is no longer participating. Education Committee has a plan to secure alternate programs for filling the void that will prove educational and enjoyable.  
New format discussed and consensus by Board to remove Thursday night banquet and enhance Friday luncheon with an award banquet, which will realize a cost savings.  
Chris handed out contract proposal for 2 day fall conference at Southbury Crowne Plaza on September 22 & 23. Discussion ensued.  
Karen Cheyney motioned and Fred DeCaro seconded to accept contract with Southbury Crowne Plaza for fall conference. Motioned passed.  
Chris handed out contract proposals for a 2-day and a 3-day spring conference in April of 2017 at Marriot Mystic Hotel & Spa in Groton. Dates of April 20 & 21 or 19, 20 & 21. Less expensive overall than Cromwell proposal. Discussion Ensued.  
Congratulations/Thanks extended to Chris for all his expedient work and a job well done.  
Karen Cheyney motioned and Pete Gostin seconded to approve the 3-day spring conference at Marriot Mystic Hotel & Spa in Groton for April 19-21, 2017.  
Motion passed with 12 votes in the affirmative and 2 opposed votes: Darlene Burrell and Suzanne Woodward.

- **Education:** Melissa noted that Education was tied into Conference report. Chris shared that Education and Conference Committees working jointly to plan for both spring and fall conferences. There will be an Education Committee meeting within next couple weeks to lock in a program.
- **Technology:** No Report
- **Handbook:** Darlene Burrell reported that committee met and sent updates to county chairs. Chapter on “Helpful Hints” and will be periodically updated as they come in. Will not meet again, as the consensus is the handbook is complete and current for now. Links from online version are working. Congratulations and thanks extended to committee.
- **Legislative:** Tim DeCarlo was asked to comment on overview of last week’s joint meeting with SOTS, the annual sit-down. SOTS shared some points of EDR changes and their legislative agenda. SOTS may do automated registration. SOTS also confirmed that they will no longer participate in conferences. Discussion ensued. Sue reported that committee met last month and basically just reviewed committee’s agenda to ensure we were on same page for SOTS joint meeting.
- **Ways & Means:** No Report
- **Nominations:** No Report

#### V. Old Business:

A. Contact Lists – Mike Wyman inquired from Secretary Kevin McCauley the status of collection of registrars’ contact information. Short answer is not very well. Only a few county chairs have responded and/or returned completed lists to apply to master contact list that the secretary is obligated to compose based on ROVAC by-laws. Melissa will assist in gathering by reminding county chairs to respond. Only Hartford County has a completed list with start dates. Chris Prue asked for a list of “Start Dates” of registrars in order to coordinate years of service pin awards. Secretary will reach out again to re-invigorate the process. Mike Wyman will submit an updated Tolland County list this week.

B. Certification Update – Melissa brought up question of what constitutes qualified certification credits for continuing education. Does it include classes at conferences or in addition to conferences? Anne Marie explained that 8 hours of continuing education is required by statute (down from 10 hours) and Certification Committee has not yet addressed ramifications of SOTS withdrawal from conferences, where they will no longer be sanctioning those hours. Committee’s interpretation of this now is that there will need to be 8 hours of classes taken in addition to conferences and the Committee will bring up for discussion at next meeting. Mike inquired as to who will keep track of hours and Anne Marie stated that UCONN will keep track of hours, including above and beyond certification for continuing education. Curriculum issues being coordinated with UCONN and Karen F. and Anne Marie will bring forward recommendations from board and will fight for

conference credits. Karen Cheyney discussed specific statute requirements and Melissa read 192a, part b (Post Certification). Discussion ensued.

**VI. New Business:**

A. Ways & Means / Non-Profit Status – Karen Cheyney asked if and how we can utilize non-profit status exemptions from stores or vendors. Melissa explained that we can use our ROVAC letterhead copy to qualify. Sue Larsen stated, as Treasurer, she had issued copies last year and are available to use. Treasurer Pete Gostin will coordinate sending out again this year.

B. Website – Darlene Burrell asked about status of ROVAC website and Melissa will inquire as to why the site did not launch on January 1, 2016. Discussion ensued with some suggestions given to enhance website.

C. Moderator Training – Suzanne Woodward inquired if ENR would be added to Certified Moderator Training curriculum and Darlene Burrell stated that it is being looked into.

D. Registrar Retirees Recognition – Darlene Burrell was asked to inquire of Board if retired/retiring registrars are recognized in any formal way by ROVAC. Our Award Luncheon at conferences could recognize registrars who are retiring, but, historically there is no formal certificate or citation/proclamation issued via ROVAC.

**VII. Adjourn**

Motion to adjourn made by Pete Gostin and seconded by Kevin McCauley at 12:00 PM

Motion Approved.

Respectfully Submitted,

Kevin McCauley  
Secretary