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**TOWN OF HARRISON
VILLAGE OF HARRISON**

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JACKIE GREER
Town Village Clerk

TO: Ron Belmont, Supervisor
Members of the Town Board

FROM: Jackie Greer, Town Clerk

A handwritten signature in blue ink that reads "Jackie Greer".

DATE: February 10, 2015

RE: NYSTCA Conference

I am requesting authorization to attend the New York State Town Clerk's Association Annual Conference to be held in Rochester, New York from April 26 to April 29, 2015 at a cost for conference, room, transportation and meals not to exceed \$1,400. This conference is designed exclusively for the education and professional growth of the Town Clerk. Funding is available in the Town Clerk's budget under Travel/Conference.



New York State Town Clerks Association, Inc.

Christian G. Sampson, RMC, CMC

President

Town of Ramapo

237 Route 59

Suffern, NY 10901

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February 2, 2015

Dear Fellow Town Clerk:

It is my pleasure to extend to you this invitation to our 33rd Annual New York State Town Clerks Association Conference. It will be held in the Hyatt Regency in Rochester, New York. Conference dates are April 26-29th, 2015.

We will be stepping out on Sunday evening to a "70's Disco Party" this year's Mixer theme. So comb the back of your closets, your attics or perhaps your local thrift store and assemble an outfit reminiscent of the 1970's. I know I still have some of the clothes; whether I can squeeze myself into them is another story. So bring your dancing shoes (platforms are back again!) and prepare to dance the first night away.

As you review your packets you will find the NYSTCA registration form, the Hyatt Regency Hotel registration form, directions, a tax exempt form, a program outline, a description of the special Monday night activity and a summary sheet with instructions for the special opportunities during this year's conference.

Monday evening will be "Monte Carlo Night" at the Genesee Brew House. This event is limited to 120 people. The Education Committee has included four technology classes to the Tuesday schedule: WORD and EXCEL (both basic and advanced). Seats are limited for both the Monday evening event and the technology courses and must be reserved in advance. See the Special Events flyer for instructions.

To expedite the registration process, please complete a separate registration form for each person attending and send it to our Registration Chair Lisbeth "Boo" Fumagalli. Each form must be filled out COMPLETELY as all of the information is important. Keep a copy for your records. This is the only conference designed exclusively for the education and professional growth of Town Clerks. State agencies will be also available to share their latest information, along with a large contingent of vendors.

Spring is a wonderful time to rekindle old friendships and make new ones. The annual conference is a great way for all Clerks to network and recharge our batteries. I look forward to seeing you at our 33rd Annual NYSTCA Conference in Rochester.

Sincerely,

Chris Sampson

NEW YORK STATE TOWN CLERKS ASSOCIATION
33rd ANNUAL CONFERENCE * ROCHESTER, NEW YORK * APRIL 26 - APRIL 29, 2015

<p>Sunday April 26</p> <p>Travel Safely to Rochester</p> <p>Rochester Hyatt 125 E. Main St Rochester, NY 14604 585-546-1234</p> <p>REGISTRATION Noon - 5:00 PM</p>  <p>WELCOME New Clerk Class</p> <p>Time:TBA</p> <p>MIXER</p>	<p>Monday April 27</p> <p><i>Breakfast</i> 7:00 AM - 8:15 AM</p> <p><i>Registration</i> 8 AM - Noon</p> <p>OPENING CEREMONY 8:30 AM - 9:00 AM</p> <p>ANNUAL BUSINESS MEETING 9:00 - 10:15 AM</p> <p>BREAK WITH VENDORS 10:15 AM - 10:45 AM</p> <p>FREEDOM OF INFORMATION Robert Freeman 10:45 AM - 12:00 PM</p> <p>LUNCH 12:00 PM - 1:15 PM</p> <p>SPEND TIME WITH THE VENDORS 12:00 PM - 1:15 PM</p> <p>Birth/Death/EDRS Jim/Jean Reo DOH 1:15 PM- 2:30 PM</p> <p>FOOD/STREET VENDORS Dept. of Health 1:15-2:30 PM</p> <p>ABC Board 1:15 PM- 2:30 PM</p> <p>FOUNDATIONS of CYBER SECURITY Bank Staff, State Archives 3:00 PM-4:15 PM</p> <p>MARRIAGE Jim/Jean Reo DOH 3:00 PM - 4:15 PM</p> <p>BAR STAR SCAR 3:30PM-4:15PM</p> <p>SPEND TIME WITH THE VENDORS 2:30 PM - 3:00 PM</p> <p>Vendor Class 1:15-2:30 PM</p> <p>Vendor Class 3:00 PM - 4:15 PM</p> <p>VISIT THE VENDORS MONDAY EVENT OR DINNER ON YOUR OWN</p>	<p>Tuesday April 28</p> <p><i>Breakfast 7 AM - 8:30 AM or</i> <i>Breakfast Meeting/County</i> Association with Officers Registration 8 AM - Noon</p> <p>Overview of Local Gov. Department of State 9:00-10:15 AM</p> <p>BREAK WITH VENDORS 10:15 AM - 10:45 AM</p> <p>WORD BASIC Skillpath 9:00-10:15 AM</p> <p>WORD ADVANCE Skillpath 10:45 AM - 12:00 PM</p> <p>MORATORIUMS Dept. of State 10:45 AM - 12:00PM</p> <p>EFFECTIVE CAMPAIGNING Jo-Ann Rata 10:45 - 12:00 PM</p> <p>LUNCH 12:00 PM - 1:15 PM</p> <p>SPEND TIME WITH THE VENDORS 12:00 PM - 1:15 PM</p> <p>EXCEL BASIC Skillpath 1:15 PM- 2:30 PM</p> <p>Racing & Wagering 1:15 PM- 2:30 PM *</p> <p>WHAT TO EXPECT FROM DSC AUDIT State Comptroller 1:15-2:30 PM</p> <p>"Back in Motion" Excellus Wellness Class 1:15-2:30 PM</p> <p>SPEND TIME WITH THE VENDORS 2:30 PM - 3:00 PM</p> <p>EXCEL ADVANCE Skillpath 3:00 PM - 4:15 PM</p> <p>DECALS 3:00 PM-4:15 PM</p> <p>VISIT THE VENDORS RECEPTION BANQUET</p>	<p>Wednesday April 29</p> <p><i>Breakfast Until</i> 7:00 AM-8:30 AM</p> <p>In Coming District Director Breakfast 7:15 AM-8:30 AM</p> <p>Check Out 9:00 AM-NOON</p> <p>LOCAL LAWS & ORDINANCES AND Q&A</p> <p>Lori Mithen-Demasi AOT</p> <p>9:00 AM-NOON</p> <p>AWARDS LUNCHEON * NOON</p> <p>Conference Ends HAVE A SAFE TRIP HOME</p> <p>EXECUTIVE COMMITTEE MEETING 1:30 - 2:30</p>
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*Classes subject to change