

SCHEDULE OF EVENTS



NEW YORK STATE
TOWN CLERKS ASSOCIATION

Sunday, April 27, 2025

- 9:00 – 3:30 **Athenian Dialogue** – Facilitator Susan Haag – *Upstairs at the Whitehouse: My Life with the First Ladies* by J.B. West and Mary Lynn Kotz. West was chief usher for nearly three decades and offers a behind-the-scenes look at America's first families.
- 2:00 – 3:00 **New Clerk/First Time Attendee Orientation** – A session for those that are new to NYSTCA and our annual conference. Receive your ME folder.
- 3:00 – 5:00 **Vendor Blender** – meet and mingle with the many vendors that can show you ways to make your job easier and more efficient.
- 6:30 – 9:30 **Sunday Night Masquerade Ball** – NYSTCA invites attendees to don their favorite elaborate mask with a dress code of formal or semi-formal, with a touch of mystique. Food, music, games, and entertainment guarantee a fun evening.

Monday, April 28, 2025

- 8:30 – 10:45 **Opening Business Session** – Ever popular banner parade and business meeting. Proudly watch or carry your county's banner and participate in the Annual Business Meeting.
- 11:15 – 12:30 **General Session** – Association of Towns will discuss "Hot Topics" and answer all your questions.
- 1:30 – 2:45 **Keeping the Public Informed with Public Notices** – Association of Towns - a session detailing the Town Clerk's responsibility to provide public notices on behalf of the Town
- Open Meetings Law** – Committee on Open Government – Kristin O'Neill will detail what the law states on the public's right to attend meetings of a public body, and to listen and watch the decision-making progress.
- *New Clerk Track Session #1** – When You Don't Know What You Don't Know. Fifty-Three Years of Experience and Still Learning – Part 1 – Come delve into the world of clerkdom with Susan Haag, Town of Austerlitz and Cindy Goliber, Town of Potsdam as they attempt to cover not only the basics, but oddball situations that come up from time to time. Join us in having fun learning what we don't know we don't know!
- 3:15 – 4:30 **FOIL** – Committee on Open Government – Kristin O'Neill is back to share updates to the Freedom of Information Law and answer all your questions relative to public access to your Town records.
- *New Clerk Track Session #2** – When You Don't Know What You Don't Know. Fifty-Three Years of Experience and Still Learning – Part 2 – a continuation of information, experience, and fun with Susan Haag and Cindy Goliber.

TENTATIVE SCHEDULE—SUBJECT TO CHANGE!

Tuesday, April 29, 2025



- 9:00 – 10:15 **General Session – Center for Human Trafficking** – Joanne Fiorilli will provide an overview of human trafficking, their organization and mission, common misperceptions, indicators, resources, and how to report.
- 10:45 – 12:00 **DECALS Updates** – NYS DEC will share the basics, any new changes and updates to DECALS, as well as address some of the questions that agents have had since the implementation of the new printing process.
- Train the Trainer: Workplace Violence Prevention** – Comp Alliance will present on how to develop a workplace violence prevention program and share examples of how employees can protect themselves and de-escalate an offender.
- NYS Retirement – Reporting** – This session will cover the reporting requirements under Regulation 315.4 for elected and appointed officials who are members of the NYS and Local Retirement System (NYSLRS). We will discuss what is required from the officials (a record of activities) and from the employer (standard workday and reporting resolution and adjustments to days reported).
- *New Clerk Track Session #3** – Town Clerk Toolkit – creator Heidi Smith from the Town of Canton will share how to find the toolkit, what’s included, and how to use this awesome resource found on the NYSTCA website.
- 1:15 – 2:30 ***New Clerk Track Session #4** – Clerk Minutes - Cindy Goliber and Susan Haag, the dynamic duo, are back with all you need to know about minutes. What must be included? Do they have to be word for word? Can a Board Member make you change them? These and many other questions will be an
- Basics of Managing Electronic Records** – NYS Archives – Join Michael Martin, RAO covering Towns, for the introduction to electronic records management. How to manage, file, control, develop, and preserve electronic records.
- Payment Fraud and Risk Management** – Frank Kapusta, Senior Vice President of M & T Bank, will share the realities of what is happening and how to protect yourself and your constituent’s money. They will detail best practices to mitigate payment fraud and how to create awareness in your own town.
- 3:00 – 4:15 ***New Clerk Track Session #5** – Clerk Roundtable – Get the answers to all your questions that haven’t been answered yet. A panel of “seasoned” Town Clerks will guide the discussion.
- Assessor – Understanding the Equalization Rate** – Warren Wheeler from the NYS Assessors Association will share the fthey are, how they are calculated, and their implications for property owners and local communities.
- Town Clerk Audit Findings** – NYS Comptroller – Leslie Richards will present several examples of OSC audits to illustrate the various scope areas auditors may review, some specific audit findings, and their recommendations.

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Wednesday, April 30, 2025

9:00 – 12:00 **General Session - Marriage, Birth, and Death Records** – NYS DOH – Gary Martinez is back by popular demand to share all they know about vital records. Bring your questions!

*New Clerk Track – sessions designed for, but not limited to, clerks that have been on the job for less than three years. Attend all five sessions to be eligible for a prize.

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