



**VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
87th ANNUAL MEETING MINUTES
LAKE MOREY INN
FAIRLEE, VERMONT
SEPTEMBER 12, 2023**

The 87th Annual Meeting of the Vermont Municipal Clerks' and Treasurers' Association was held at the Lake Morey Inn in Fairlee, Vermont. Registration was from 7:30 a.m. to 8:30 a.m. with a buffet breakfast and an opportunity to visit the vendor booths. The vendor participants were:

Associated Press	Mascoma Bank
Center for Tech & Civic Life	NEMRC
Community Bank, NA	Property Valuation & Review
Community National Bank	RC Brayshaw
COTTS	Records Force
Democracy Live	TD Bank
DuPont Storage Systems	The Satellite.biz
Fort Orange Press	Union Bank
IDS	Vermont Bond Bank
Inception Technologies	VT Secretary of State
Inclusion Solutions	VLCT
Kofile Technologies	VSARA
LHS Associates	

VMCTA BUSINESS MEETING

President Tracy Borst; called the business meeting to order at 1:22 p.m. She led the membership in the Pledge of Allegiance then introduced the VMCTA Executive Board. Tracy noted VMCTA Past President Georgette Wolf-Ludwig, Fairlee is near and dear to her heart. She and Georgette have followed each other through the ranks of VMCTA leadership. Georgette joined the Board in 2007 and these are her last moments on the Board.

Review/Approve 2022 Minutes

Tim Arsenault, Vernon; made a motion to approve the minutes of the 2022 Annual Meeting as presented. The motion was seconded. All members voted in favor. The motion carried.

Treasurer's Report

Susan McNamara-Hill, Essex, presented the FY24 budget. Tim Arsenault made a motion seconded by Lucrecia Wonsor, Killington; in favor of approving the FY24 budget as presented. Susan continued reporting noting the DJ expense item in the FY24 budget is \$450. The cost of the DJ will be slightly more. She asked for the amount in the line item to be amended. Lucrecia Wonsor made a motion seconded by Diane Judd, Holland; in favor of amending the main motion by increasing the DJ expense line item to \$500, a \$50 increase in the total budget amount presented. All members voted in favor. The amendment to the main motion passed. Tim Arsenault questioned the decrease in the technology licenses line item. Tracy Borst explained VMCTA is now using StarChapter to host the website instead of Go Daddy. The cost is less. All members voted in favor of passing the main motion as amended. The motion carried.

Auditor's Report

Auditor Sue Gage, Brandon; reported she examined the disbursements and receipts of the VMCTA for July 1, 2022, through June 30, 2023. No issues or concerns materially or immaterially were present. Charles Degener, Woodstock; made a motion seconded by Tim Arsenault in favor of accepting the auditor's report. All members voted in favor. The motion carried.

Nominating Committee's Report

President Tracy Borst turned the meeting over to the Chair of the Nominating Committee 2nd Vice President Diana Vachon. Diana announced the following slate of officers for VMCTA's Executive Board as nominated:

Diane Judd, Holland	President
Diana Vachon, Shelburne	1 st Vice President
Sara Haskins, Morristown	2 nd Vice President
Karmen Bascom, Royalton	Secretary
Susan McNamara-Hill, City of Essex Jct.	Treasurer
Sue Gage, Brandon	Auditor
Charles Degener, Woodstock	Member at Large (1-year term)
John Odum, Montpelier	Member at Large (1-year term)
Sally Ober, Lincoln	Member at Large (2-year term)
Therese Lounsbury, Wilmington	Member at Large (2-year term)

Lucrecia Wonsor made a motion in favor of closing the nominations and electing the nominated slate of officers. The motion was seconded. All members voted in favor. The motion carried. The VMCTA Officers were duly elected. President Tracy Borst announced the newly elected officers would be sworn into office by Secretary of State Sarah Copeland-Hanzas during this evening's banquet.

Legislative Policy

President Tracy Borst noted the Legislative Policy Report is usually presented by Carol Dawes, Barre City. She was unable to attend this year's meeting. The report will be sent to the listserv.

New England Municipal Clerks Institute & Academy (NEMCI&A)

Tracy Borst and Georgette Wolf-Ludwig explained NEMCI&A is a three-year program that meets each year at New Hampshire's Plymouth State University in New Hampshire for one week in July. It provides needed education for all New England's clerks. Academy classes help build points needed to attain Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certifications which are IIMC designations. Vermont clerks and assistants graduating from NEMCI this year were Deb Tanguay, Town Clerk, Coventry; Jennifer Halligan, Assistant Clerk, Dorset; Peggy Neisner, Assistant Clerk, Killington; and Amie O'Brien, Assistant Clerk, Chester. Vermont had four Academy attendees this past year. If you are interested in attending, please contact Tracy or Georgette.

Georgette thanked the VMCTA membership for allowing her, as VMCTA's Past President, to attend the IIMC conference this year. She noted she held the Vermont flag during the opening ceremony and considered it an honor to be able to do so. There were 800 people in attendance. A special honorary award was presented at IIMC – the Director's Award of Excellence which was presented to our own Tracy Borst for all her work done to keep the NEMCI&A program going during the pandemic.

International Institute of Municipal Clerks (IIMC)

Tracy Borst reported it is through IIMC membership a CMC or MMC designation can be achieved. There is currently discussion regarding the potential for a third designation. IIMC also has the Study Abroad Program. This year some Vermont members are attending the Study Abroad Program in the Netherlands. In May, the IIMC Annual Conference will be held in Minneapolis, MN. Vermont is in Region I which includes the six New England states and New York. Region I's Annual Meeting will be held in Sturbridge, MA in March.

New England Association of City and Town Clerks (NEACTC)

Tracy reported she is currently the 4th Vice-President of the Association representing city and town clerks in the six New England states. The annual conference is held in November each year and rotates between each of the six New England states. Vermont will be hosting again in 2027.

County Reports

Sarah Haskins reported the North Central County Clerks have meetings on the fourth Wednesday of every other month. Items introduced at meetings are Tips & Tricks for Daily Tasks, How to Navigate the New Liquor Portal, Legislative Updates, Cemetery Procedures and so much more. Contact Tina Lunt for more information.

Other Business

Lucrecia Wonsor explained four years ago the town clerk fees had an increase approved by the legislature. This increase is reviewed by the state legislature every three years. The fees report needs to be completed by each of us annually. The form is available on the VMCTA website. It needs to be completed consistently, and all data must be submitted by January 1st. There is a small window of opportunity in which we can get the information to the legislature in time for them to be reviewed. The report does not have to be accurate down to the penny. What are you spending on restoration? Copier fees? Salaries? What are the revenues? The percentage does not have to be down to the penny.

The VMCTA Business meeting adjourned at 1:51 p.m. with a motion made by Tim Arsenault and seconded. All members voted in favor. The motion carried.

Attest: Dawn Custer
VMCTA Secretary

The 2023 awards presentations were held after the banquet. Before the presentation of awards the body was led in the Pledge of Allegiance. John Odum, Montpelier, sang the National Anthem. Tracy welcomed everyone to the Annual Banquet and welcomed Secretary of State Sarah Copeland-Hanzas, State Treasurer Mike Pieciak, VMCTA members, guests, and our vendors. She thanked the staff of the Lake Morey Resort for their staff and taking care of us. The following certifications were presented by Diana Vachon, Shelburne.

2023 Certified Vermont Treasurer

Barbara Courchesne, Springfield, Robert Champagne-Willis, Maidstone and Susan Moraska, Shelburne

2023 Certified Vermont Treasurer – Advanced, Level I

Sara Haskins, Morristown

2023 Certified Vermont Clerks

Sally Ober, Lincoln and Martie Betts, Assistant Clerk, Thetford

2023 Certified Vermont Clerks – Advanced, Level I

Karmen Bascom, Royalton; Elizabeth Grant, Winhall; Sara Haskins, Morristown; Deb Tanguay, Coventry

2023 Certified Vermont Clerks – Cum Laude

Jessica Alexander, Jericho; Lisa Bragg, Strafford; and Regina Josler, Assistant Town Clerk, Strafford

2023 Certified Vermont Clerks – Summa Cum Laude

Patti Lewis, Fayston

Diane Judd presented the following awards:

Municipal Town Clerk of the Year

LaDonna Dunn, Westfield

Municipal Town Treasurer of the Year

Cheryl Lindberg, Norwich

Municipal Assistant Town Treasurer of the Year

Monika Legayada, Killington

Award of Appreciation

Carol Dawes, Barre City

Diane Judd thanked Tracy for all the work she accomplished as VMCTA's President and presented her with a gift.

Secretary of State Sarah Copeland-Hanzas swore in the slate of officers duly elected at the afternoon's Annual Business Meeting to serve the VMCTA over the next year.

Tracy Borst stated she attended last year's conference somewhat virtually. Unable to attend at the last moment everything was handed over to the E-board and it took off. Diane Judd presented the previously prepared speech, which happened to be titled It Takes a Village. Very suitable given the circumstances. Last year StarChapter was released, not without challenges. The website team worked on it and made it through the transition year.

Tracy continued noting your professional work as city and town clerks and treasurers, goes beyond your town and city boundaries. It is part of who we are and what we do. She expressed it seems like yesterday she was just a young clerk and now, she is one of the older ones with aspirations of retiring. Tracy urged everyone to participate in VMCTA, learn, be a mentor or find a mentor, join a committee. Everyone has something to offer.

She informed everyone present that, during the 2024 Presidential Election year, the VMCTA Annual Conference would appropriately be held in Montpelier, Vermont's Capitol City.

Diane Judd was welcomed to the podium as VMCTA's newly elected President.

Diane began by stating she is honored to serve as a member of the VMCTA and especially honored to be serving as its President over the next two years. She noted she has been serving as the Holland Town Clerk and Treasurer for 15 years. She noted the membership of the VMCTA has supported her through this emotional year. It does take a village. She expressed her hope to take things forward asking anyone with ideas to please, let her know.