

VMCTA Education & Certification Committee
December 19, 2017 • 1:30 pm
Barre Civic Center

PRESENT: Tracy Borst (Thetford), Donna Kelty (Barre Town), Heidi Racht (Huntington), Patti Lewis (Fayston), Diane Judd (Holland)

ABSENT: Clyde Jenne, Deb Beckett, LaDonna Dunn

AGENDA:

1. Call to order
 - i. Agenda Review/Modification
2. Appoint Vice Chair and Secretary
3. Approve the minutes of August 11, 2017
4. 2018 New Clerk & Treasurer Training
 - i. Date/Time/Locations
 - ii. Discuss topics and possible speakers
 - iii. Fix schedule
5. 2017 Annual Meeting
 - i. Review Surveys
 - ii. Discuss what went well and possible changes for annual meeting schedule- 2018
6. Certification applications
 - i. Suggested revisions
 - ii. Method of return/approval stamp, letter?
 - iii. Publicity – Selectboard and press notification
7. Set Next Meeting Date(s)
8. Adjournment

Call to Order:

The meeting was called to order at 1:50 pm by Tracy Borst.

Appoint Vice Chair and Secretary:

Heidi Racht agreed to continue as secretary.

Racht moved to appoint Deb Beckett, in her absence, as vice chair; second by Patti Lewis. Approved unanimously.

Minutes of August 11, 2017:

Tabled until next meeting.

2018 New Clerk and Treasurer Spring Training:

The Committee discussed the 2017 locations, West Rutland and Danville, which all agreed worked excellently. Since it took so much effort to get these venues lined up last year and they attracted a different population, it seemed logical to try to keep the

locations for a second year and cast a net in other areas in 2019; plus we all know what each site needs; and, best of all, the host clerks indicated an interest to be a training site again. Clyde Jenne and LaDonna Dunn will be asked to work with the clerks at the two venues.

Discussion around the dates – it was proposed to try for April 18 or 19 and May 2 or 3. Racht suggested switching the dates at the two locations, so Danville would be in April and West Rutland in May. Donna Kelty advised to say away from Mondays and Tuesdays and the end of the month.

Topics and Speakers –

1. Racht will look at the schedule and draw up a new grid.
2. Racht and Borst will do the introduction and present information about the organizations similarly to 2017.
3. Looked at comments from 2017 questionnaire
 - a. Kelty – roundtables seemed long
 - b. Little known facts – could also be a handout
 - c. Roundtable topic: Clerk's role in BCA/BOA
 - d. Elections: Elections officials – recounts – preparing for election night reporting
 - e. Duties and Responsibilities of a Treasurer – Borst will ask Stacy Jewell
 - f. Audit Preparation: What should your elected auditors be doing?
 - i. Kelty will call Fred duPlessis
 - g. Tax Collection – Patti Lewis will call Bobbi Brimblecomb
 - h. Vital Records and Licensing – Deb Beckett will be asked
 - i. Record Retention and Public Records – Racht will call Carol Dawes
 - j. Land Records – basics of recording that includes logging in documents, deciding on grantor/grantee, etc. – Racht will ask Joyce Mazzucco
 - k. Retention and Public Records – Racht will ask Carol Dawes

2017 Annual Meeting:

Borst passed out the comments compiled from the annual meeting.

Kelty mentioned that the presenters did not get VMCTA certificates; Racht said she forgot and would send them.

Discussion on the dates of the conference and location – still to be announced.

Certification applications:

1. Suggested revisions
 - a. Instruction sheet: Emphasize that the experience and supporting documents must be from date of last certification forward.
 - b. Change Section 1: VMCTA Education heading on certification applications to state (Mandatory courses from VMCTA conferences.) - this change is made

due to the old days when there was a spring conference in addition to the fall event (i.e., confusing to some).

2. Method of return/approval stamp, letter?
 - a. decision to hand back packet when recipient receives certificate at dinner
 - b. the applications need a stamp that says “Approved” – Borst will order this
3. Publicity – Selectboard and press notification
 - a. Racht said she drafted letters to governing boards of recipients and sent to Lucrecia Wonsor (2016) and Donna Kinville (2017) to sign and send out; assumed they went out this year (Wonsor said in September that she had not received the letters in 2016, but asked to have the letters sent in).
 - b. Racht will draft the letter as soon as the applications are approved since, it was pointed out by some clever Committee member, and these don’t need to wait until after the conference.
 - c. There was some discussion about whether the information should go out to the press without the permission of the recipient of the award. Lewis stated that she did not believe the VMCTA should presume to do this. It was decided that the recipient would indicate the newspaper of choice with an email address so this could be efficiently done right after the conference; if the newspaper contact information is not provided, nothing will be sent. NEMCI and IIMC do it this way.
4. More relevant discussion – The list of certification recipients on the website is incomplete. Lewis offered to put together the information. Recipients should be listed in the annual meeting minutes – Lewis will also contact Dawn Custer to fill in the blanks.

Other Information:

VEIMS training is considered as an educational course – a reminder will be sent out on the VMCTA listserv for the clerks to be sure to bring the certificates to the training for signature.

Set Next Meeting Date(s):

Much discussion, with Tuesday and Friday mornings coming into the finish line after the home stretch:

Tuesday, January 9, at 9 am.

Friday, February 9, 9 am.

Adjournment:

Racht moved to adjourn; Kelty seconded. Meeting adjourned at 3:33 pm.

Minutes approved January 9, 2018