

VMCTA Education & Certification Committee
March 30, 2018 • 9 am
Barre Town Offices

PRESENT: Tracy Borst (Thetford), Donna Kelty (Barre Town), Heidi Racht (Huntington)
VIA SPEAKERPHONE: LaDonna Dunn (Westfield), Diane Judd (Holland), Deb Beckett (Williston)
ABSENT: Patti Lewis (Fayston), Clyde Jenne (Hartland)
MINUTES: Heidi Racht

AGENDA:

1. Call to order -
 Agenda Review/Modification
2. Approve the minutes of March 9, 2018
3. New Clerk and Treasurer Training
 - a) Confirm space set up at West Rutland and lunch including supplies, paper products, coffee water etc.
 - b) Handouts needed, registration, name tags, supplies, parking signs, welcome signs etc.
 - c) Update on number of registrations received so far and listserv advertising.
 - d) Touch base with presenters let them know they should register/fee is waived but need lunch choice*Treasurer trainer needed!
 - g) Form subcommittee to develop outlines for the training
4. 2018 Annual Meeting – September 20 & 21
 - a) Review Speakers
 Joe Powers Confirmed
 VT Emergency Management
 ?Dawn Michanowicz
 Rich McCoy
 Jim Barlow
 ?Amber Baker
 Dr Pudlinski
 - b) Review Schedule
5. Discuss Heidi's Standards Board Idea
6. Confirm next meeting date - May
7. Adjournment

The meeting was called to order by Tracy Borst at 9:05 am.

VLCT collaborative training was added to the agenda.

Minutes of March 9, 2018:

Diane Judd moved to approve the minutes of March 9, 2018; second by Deb Beckett.
Approved, as amended.

2018 New Clerk and Treasurer Spring Training

- a. **Confirm space set up at West Rutland and lunch including supplies, paper products, coffee water etc.**

Clyde Jenne sent email confirmation

- b) **Handouts needed, registration, name tags, supplies, parking signs, welcome signs etc.**

Patti Lewis confirmed signs;

Heidi Racht confirmed nametags;

LaDonna Dunn is updating two handouts she did last year and will bring copies for registered participants;

Tracy Borst will print the agenda for the day;

Racht will update the agenda and send to Borst;

Borst will bring VMCTA membership applications;

Borst will bring workshop surveys – note: change name at bottom /change date

- c) **Update on number of registrations received so far and listserv advertising.**

18 Danville / 17 West Rutland

- d) **Touch base with presenters let them know they should register/fee is waived but need lunch choice**

Everyone will do this.

***Treasurer trainer needed!** Borst will reach out to Karen Richard, Lucrecia Wonsor and Sue Johnson.

- e) **Form subcommittee to develop outlines for the training**

Borst raised the point of getting presenters to do an outline to pass along to other presenters.

Again, the point was made that the morning team at the spring training needs to get into the building at 7:15 am. Calls will be made to the clerks in Danville and West Rutland in order to ensure access.

2018 Annual Meeting in September:

- a) **Review Speakers**

Joe Powers Confirmed / also, offered to facilitate Athenian Dialogue on Wednesday
VT Emergency Management – offered for both clerks and treasurers

?Dawn Michanowicz

Rich McCoy – Borst also talked with McCoy, who will be at the conference

Jim Barlow – Lewis confirmed

?Amber Baker, Mike Gilbar – Principles of Banking (aka Funds Management) or
Municipal Accounting- Beckett will talk with Gilbar

Chris Pudlinski – Connecticut Clerks Assn Institute – Borst will contact about section 3
and 4

Correspondence in Today's World – Heidi Racht –clerks and treasurers concurrent with
Emergency Management

Treasurer – more discussion on focus of Municipal Accounting – Auditors – common errors, General Ledger Reconciliation – what professional auditors are looking for; things not to do. Kelty will call the state auditor’s office once she hears from Beckett. Fothergill Segale et al were also mentioned.

b) **Review Schedule** (see above)

VLCT collaborative training:

Discussion about the treasurers symposium that VLCT held in Barre at the Vermont Institute.

Kelty: EBoard would need to approve before investigation.

Kelty: collaboration could work – fees may cost more for classes

Dunn: VLCT could teach some of our classes

Racht: hold at our venues

Kelty: include VLCT staff members in roundtable

Certification / Recertification:

Racht has sent to Lucrecia Wonsor to put on website.

Standard Board:

Salient points of the discussion:

1. This should go to the Eboard.
2. It is long overdue.
3. Should include mandatory trainings in the style of the mandatory elections training.
4. How are we going to mandate?
5. End of year report would provide checks and balances for clerks. What happens to the report?
6. Standards Board could recruit retired clerks.

Racht agreed to attend the EBoard meeting on April 25, if invited, at 9:30 am, to present the proposal.

Other Business:

1. Racht offered to do the spring training certificates.
2. Kelty will ask Lewis to sum up the surveys.

Set Next Meeting Date(s):

Friday, June 22, 9 am, Barre Town.

Adjournment:

Racht moved to adjourn; Kelty seconded. Meeting adjourned at 10:30 am.