

VMCTA Education & Certification Committee
 June 22, 2018 • 9 am
 Barre Town Offices

PRESENT: Tracy Borst (Thetford), Donna Kelty (Barre Town), Heidi Racht (Huntington), LaDonna Dunn (Westfield), Patti Lewis (Fayston), Clyde Jenne (Hartland)

VIA SPEAKERPHONE: Diane Judd (Holland), Deb Beckett (Williston)

ABSENT:

MINUTES: Heidi Racht

AGENDA:

1. Call meeting to order
 - i. Agenda Review/Modification
2. Approve the minutes of March 30, 2018
3. Recap of New Clerks and Treasurers Training
 - i. Questionnaire Results
 - ii. Curriculum Work
4. 2017 Annual Meeting – September 19th - 21st
 - i. Review speakers
 - Vermont Emergency Management *or* VSARA Disaster Planning
 - ii. Review and Set schedule
 - iii. Discuss write-ups/bios for sessions
 - iv. Discuss IIMC approval
 - v. Athenian – Joe Powers

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|------------------------|-------------------------|
| Vital Statistics | Rich McCoy |
| Elections | Will Senning |
| Municipal Accounting | Mike Gilbar |
| Principles of Banking | Mike Gilbar |
| Misc | Heidi - |
| Misc | VT Emergency Management |
| General session (90x2) | Joe Powers |
| General Session (90X2) | Chris Pudlinski |

5. Discuss Certification applications/promotion and deadline.
6. Other Business
7. Set Next Meeting Date – early August
8. Adjournment

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

Minutes of March 30, 2018:

Beginning at 9:30 am

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.

Approved August 10, 2018.