

VMCTA Education & Certification Committee  
August 10, 2018 • 1 pm  
Barre Town Offices

**PRESENT:** Tracy Borst (Thetford), Heidi Racht (Huntington), Patti Lewis (Fayston), Clyde Jenne (Hartland), Diane Judd (Holland), Deb Beckett (Williston), Donna Kelty (Barre Town)

**VIA SPEAKERPHONE:**

**ABSENT:** LaDonna Dunn (Westfield)

**ALSO PRESENT:** Georgette Wolf-Ludwig

**MINUTES:** Heidi Racht

**AGENDA:**

1. Call meeting to order
  - i. Agenda Review/Modification
2. Approve the minutes of June 22, 2018
3. Review Applications for Certification and Advanced Certification
  - i. Certificate Printing and Pins
  - ii. Return of Applications at Annual Conference
4. 2018 Annual Conference - Review
  - i. Presenters
  - ii. Schedule, including sign-in sheets, introductions
  - iii. IIMC approval
5. Pins and certificates
6. Other Business
7. Adjournment

Potluck lunch was enjoyed by all.

The meeting was called to order by Tracy Borst at 1:20 pm.

**Minutes of June 22, 2018:** Clyde Jenne moved to approve; second by Deb Beckett. Approved unanimously.

**Certification / Recertification:**

Applications were divided up between teams of two committee members, who used the checklist and then brought questions before the entire group.

Tracy Borst will make calls to applicants to give them an opportunity to clarify answers that were unclear or needed additional documentation.

At 2:40 pm, Patti Lewis moved to accept the applications for the following; second by Heidi Racht.

**Clerk Certifications:** Calista Brennan, Dawn Custer, Julie Graeter, Karen Lathrop

**Treasurer Certifications:** Calista Brennan, S Stacy Jewell, Julie Graeter, Kim Moulton, Audra Girouard

**Advanced Clerk Cum Laude:** Heidi Racht, Clyde Jenne

**Advanced Clerk Magna Cum Laude:** Tracy Borst, Sandra Pinsonault

**Advanced Treasurer, Advanced Level 1:** Diane Judd

The applications will be returned to the recipient of the certificate at the Annual Conference.

Annual Conference:

The tasks for sign-in management and introduction of presenters were assigned.

AV needs should be presented by September 1.

Patti Lewis reports that the paperwork for IIMC approval.

Heidi Racht confirmed that she will do the attendance certificates.

Georgette Wolf-Ludwig proposed asking Heather Shouldice to present at the conference next year.

**Adjournment:**

Meeting adjourned at 3:15 pm.

Minutes approved January 25, 2019