

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

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

**ABSENT:** Deb Beckett, Diane Judd

**AGENDA:**

1. Call to order
  - i. Agenda Review/Modification
2. Approve the minutes of August 11, 2017 and December 19, 2017
3. 2018 New Clerk & Treasurer Training
  - i. Date/Time/Locations –  
Danville April 19, West Rutland May 3
  - ii. Order of Sessions - schedules
  - iii. Topics to be covered & suggested instructors
  - iv. Postcard mailing and registration form
4. Complete update of the Certification and Re-Certification applications
5. 2018 Annual Meeting – September
  - i. Review Required Topics for 2018
  - ii. Brainstorm Opening & Closing Topics
  - iii. Preliminary Discussion on Possible Instructors and General Session Speakers
6. Next Meeting Date –  
Confirm February 9, 2018 9 am  
March -
7. Adjournment

**Call to Order:**

The meeting was called to order at 9:35 am by Tracy Borst.

**Minutes of August 11, 2017:**

Heidi Racht moved to approve; second by Heidi Racht. Approved with minor changes, including the correction that Lori Shepard did not meet the deadline.

**Minutes of December 19, 2017:**

Patti Lewis moved to approve; second by Donna Kelty. Approved with minor changes.

**2018 New Clerk and Treasurer Spring Training:**

The dates and places were confirmed:

May 3 – West Rutland

April 19. Danville

The same caterers will be used; LaDonna Dunn said that she needs help getting the hall set up in Danville the night before the training.

Also, regarding Danville, the following comments were made:

Ask caterer to put sandwiches on trays and not put in plastic containers

Ask Clerk's Office if someone could open up before 8 am so we can get the registration going on time.

Postcard: Racht will make changes and then send along for proofing.

Application: ditto above.

PA system: Kelty will pick up.

Schedule grid: The Committee reviewed four grids – two for each site – and made a choice for each day. Corrections were made and details were added to the schedule. Racht will revise and send out the next draft.

#### **Certification applications:**

1. Suggested revisions
  - a. Permission from applicant to contact newspaper.
    - i. Application: line for name of newspaper and email. If nothing is put on the application, the nothing will be sent out.
    - ii. Instruction sheet: put a line on the back page checklist.
  - b. Stamp for approval of applications. Racht moved to approve the purchase of stamp by Borst; second by Jenne. Approved unanimously

#### **2018 Annual Meeting in September:**

The dates and will be September 20 and 21 or September 19 and 20

Location is still to be determined – in Burlington area

Jenne commented that the vendor space needs to be "sufficient."

Ideas for presentations:

Rich McCoy (Vital Records) Racht will talk to him at county meeting;

Procedures manuals – Racht volunteered to do this working with Kelty

Working with Listers – suggestion by Lewis

#### **Back to Spring training:**

Dunn asked about handouts for information/resource table and offered to update the ones she worked on previously

#### **Set Next Meeting Date(s):**

Friday, February 9, 9 am.

Tuesday, March 27, 9 am

#### **IIMC Region I Annual Meeting is in Manchester in March.**

#### **Adjournment:**

Lewis moved to adjourn; Kelty seconded. Meeting adjourned at 11:33 pm.