

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

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

VIA SPEAKERPHONE: LaDonna Dunn (Westfield) , Diane Judd (Holland)

ABSENT:

AGENDA:

1. Call to order
 - i. Agenda Review/Modification
2. Approve the minutes of January 9, 2018
3. 2017 New Clerk & Treasurer Training
 - i. April 19 Danville and May 3 West Rutland
 - ii. Confirm morning refreshments and lunch – supplies?
 - iii. Confirm advertise and registration form on website, and listserv advertising
 - iv. Review agenda
 - v. Confirm with speakers and their topics/no registration fee and free lunch (but need to know choice)
 - vi. Handouts needed, registration, name tabs, supplies, parking signs, welcome signs, etc.
4. 2018 Annual Meeting
 - i. Instructors and Speakers
 - ii. Date confirmed?????????

90 minutes each; \$3500 budget
Vital Statistics
Recording & Records Management
Municipal Accounting
Principles of Banking
Clerk misc
Treasurer misc
General session (90x4)
5. Certification/Re-Certification applications
6. Re-Schedule Meeting Date for March 27, 2018
7. Adjournment

The meeting was called to order by Tracy Borst at 9 pm.
No changes were made to the agenda.

Minutes of January 9, 2018: Patti Lewis moved to approve the minutes of January 9, 2018; second by Donna Kelty. Approved, as amended.

2018 New Clerk and Treasurer Spring Training

Refreshments: confirmed Caterers for the events for lunch

1. Jenne will arrange morning refreshments, plates, napkins, utensils
2. Lewis will pick up the soda
3. Dunne– cream and sugar
4. Jenne will confirm caterer with West Rutland

Details:

1. Racht will make the name tags
2. Dunn and Jenne will staff the registration table and handle the list of attendees.
3. Lewis will make signs (welcome, directions to restrooms)
4. Lewis will update the VMCTA Board

More Discussion:

1. Dunn confirmed that the Danville ETA is 7:15 am and no later since the town does not have the municipal staff to set up the room.
2. Kelty and Lewis offered to help set up Danville. Dunn will also call Stacy Jewell to see if she can help with set up.
3. Borst said she wanted the agendas early in order to proof; Racht offered to do the agendas.

2018 Annual Meeting in September:

The dates and will be September 20 and 21 at the Hampton Inn in Colchester.

The Elections Division would like to come.

General Sessions:

Joe Powers has offered to present for room and mileage.

One topic is “Words Matter – There’s a Better Way to Say That”
Proposal- Vermont EMS – understanding what Vermont Emergency Management I; safety in the office

Racht offered to facilitate an interactive session on writing – letters, emails, press release, etc.

Athenian Dialogue – can we do this?

Clerk, Vital Records

Racht reported that Rich McCoy is willing to present

Clerk, Recording and Records Management:

Jim Barlowe - writing minutes / drafting a decision – Lewis will contact

Treasurer, Funds Management (all new exciting edgy name for Principles of Banking)

Beckett proposed reps from banks – talk to the treasurers about what they could use

Kelty will contact Amber Baker

Treasurer, Municipal Accounting

Other Discussion:

Racht raised the issue of the recent legislation allowing for simple appointment of clerks/treasurers. She opined that the bad press of Coventry and Pownal reflect on every clerk and treasurer, eroding public confidence. After a rather long-winded introduction she proposed that the VMCTA have a structure to review performance – like the legal and medical professions, realtors, etc. The VMCTA can lead in this initiative for a standards board, instead of reacting to someone else’s proposal. There was some discussion about how this could be accomplished without eroding the independence of the clerks and treasurers – no conclusions were drawn.

Kelty talked about the standard in Massachusetts where education is required and clerks are required to provide documentation.

Certification / Recertification:

Reviewed forms and made a couple of minor changes. Beckett moved to approve edited forms; Lewis seconded. Approved with footer date of February 2018. Racht will forward to Lucrecia Wonsor to put on website.

The Committee set the date for application of July 31 postmark of the application year.

Set Next Meeting Date(s):

Friday, March 30, 9 am.

Adjournment:

Lewis moved to adjourn; Beckett seconded. Meeting adjourned at 3:15 pm.