

APPROVED

VMCTA Education and Certification Committee

Minutes August 5, 2019 | 12:30 pm

Barre Town Clerk's Office

PRESENT: Tracy Borst, Clyde Jenne, Deb Beckett, Patti Lewis, Heidi Racht, LaDonna Dunn

PRESENT VIA SPEAKER:

ABSENT: Diane Judd, Donna Kelty, Deb Hawkins

OTHERS PRESENT:

MINUTES: Heidi Racht

AGENDA:

1. Lunch
2. Call to Order - Agenda Review/Modification
3. Approve the Minutes of June 3, 2019
4. 2019 Annual Meeting
 - a. sign in sheets
 - b. evaluations
 - c. Introductions
 - d. printing of certificates
 - e. frames
 - f. pins
 - g. list to Lucrecia
5. Review applications for certifications and advanced certifications

The meeting started with a delicious potluck lunch.

The Committee got down to business at 1:14 pm; meeting was chaired by Tracy Borst.

Call to Order: No changes to the agenda.

Minutes of June 3, 2019:

After some discussion about the lack of depth in the minutes, the clerk agreed to put in more details and then run them by Donna Kelty, who was not at the meeting before resending them.

MOTION: Heidi Racht moved to table the minutes of June 3; second by Deb Beckett. Approved unanimously.

2019 Annual Meeting

- a. Sign-in Sheets will be circulated at the session. The person making the introduction will remind attendees to sign them and then another reminder will be made later in the session.

- b. Evaluations this paperwork will be part of the packets that conference attendees pick up at the registration table. A reminder will be made about the assessments, so clerks who are contemplating IIMC certification will do them in a timely way (before the deadline).
- c. Introductions - The introductions of speakers were discussed. LaDonna Dunn, who has worked with Preethi Fernando, will do this introduction. Donna Kelty has agreed to introduce Beth Pearce. Deb Hawkins will introduce Jim Barlowe's presentation on writing minutes.
- d. Printing of certificates – Racht said she would take care of the certification and recertification certificates and get them to Donna Kinville to sign.
- e. Frames – Borst will purchase the frames.
- f. Pins – Borst will check with Georgette Wolf-Ludwig.
- g. List to Lucrecia
- h. Other relevant points of discussion:
 - i. Dunn talked about getting Fernando to Fairlee from the airport. A variety of options were discussed.
 - ii. Dunn will send the Fernando contract to Audra Girouard (VMCTA treasurer)
 - iii. Borst will check in the Girouard about payment
 - iv. Racht will do the certificates for attendance and assessments
 - v. Borst will put out weekly emails to the VMCTA listserv to remind members about the conference

Certification/Recertification

The Committee has received 13 applications for certification/recertification. (Note: two more were sent to Donna Kinville and were approved after the meeting as they were in by the deadline, albeit in the wrong place.)

One point of discussion had to do with length of time in office. The time spent in office before an application can be submitted for certification is three years (minimum). It was agreed that being an assistant clerk or assistant treasurer would count as time spent in office toward clerk or treasurer certification. Does this include VMCTA membership? The Committee reflected that a FAQ sheet to go with the instruction sheet should be considered in 2020.

The following applications were considered complete and were approved:

Barbara Courchese – CC
 Charles Degener – CC
 Tracy Borst – Clerk SCL
 Georgette Wolf-Ludwig – Clerk SCL
 Carol Dawes - CC Level 1, A
 Carol Dawes - CT Level 1, A
 Marlene Hall - CC
 Tim Arsenault – CC
 Regina J. Josler – CC Level 1, A

Lisa M. Bragg – CC Level 1, A
Lisa M. Bragg- CT Level 1, A
Sarah Haskins – CC
Susan Johnson- CT Level 1, A
Susan Johnson- CC Level 1, A

Diana Vachon’s application was declined, as she has not been in office for the minimum three years. She will be eligible in 2020.

Due to the change in requirements for organizing the application packets, the review went quickly. Some remembered – not with fondness - the old system where the committee members had to organize the documents and then try to ascertain which certificates matched the sections of the application. Definitely, the organized three-hole presentation file is an improvement.

Also, the decision to return the application packets at the awards banquet was reaffirmed.

Amidst much good cheer, the Committee wrapped up another season of industrious and diligent work, looking forward to spending time in September at the conference in Fairlee.

Adjournment

The meeting adjourned at 3:30 pm.