

APPROVED

VMCTA Education and Certification Committee

Minutes March 26, 2019 | 9 am

Barre Town Clerk's Office

PRESENT: Tracy Borst, Patti Lewis, Donna Kelty, Deb Beckett, Heidi Racht, LaDonna Dunn

PRESENT VIA SPEAKER: Clyde Jenne, Diane Judd

ABSENT: Deb Hawkins

OTHERS PRESENT:

MINUTES: Heidi Racht

AGENDA:

1. Call to Order - Agenda Review/Modification
2. Approve the Minutes of February 26, 2019
3. 2019 New Clerk & Treasurer Training- April 18 Fairlee, May 2 W. Rutland
 - a. Review Agenda & Presenters
 - b. Registration – committee members and speakers too
 - c. Sign in Sheets
 - d. Refreshments and Lunch
 - e. Swap Table
4. 2019 Annual Meeting
 - a. Presenters
 - b. Bios, Descriptions, Assessments
 - c. Submit for IIMC Points
5. Certification Applications
6. Next Meeting
7. Adjournment

The meeting began at 9:05 am; chaired by Tracy Borst.

Call to Order: Minor modifications to agenda.

Minutes of February 26, 2019:

Deb Beckett moved to approve; Heidi Racht, second. Approved unanimously with minor corrections.

2019 New Clerk & Treasurer Training- April 18 Fairlee, May 2 W. Rutland:

- a. Review Agenda & Presenters

The Committee reviewed the agenda that had been sent out by Borst.
- b. Registration – committee members and speakers too

Reminder to Committee members to send in registrations in order to plan for food; also, to contact assigned presenters to send in lunch choices.
Dunn is updating handouts (links to organizations/publications)

c. Sign in Sheets

Judd will do registration and sign-in sheets from registration spreadsheet.

Dunn and Jenne will capably handle the registration table.

Racht will produce the name tags and asked Judd to send the spreadsheet.

Lewis will manage the evaluations.

Discussion on sign-ins – for each session or just one at the beginning of the day?

Decided each session since it is CE credits for other and some attendees leave early.

d. Refreshments and Lunch

Jenne will buy coffee, sugar and sweetener for Fairlee

Kelty will bring 30-cup coffeemaker to Fairlee

Dunn will pick up milk and cream (Fairlee)

Jenne will inventory the paper products and purchase, if needed.

West Rutland Clerk and staff will take care of the coffee and associated fixings.

e. Swap Table – Dunn has this under control for both venues.

More... Jenne, Dunn, Kelty will meet early in Fairlee; Georgette Wolf-Ludwig will be there.

4. 2019 Annual Meeting

a. Presenters

Dunn talked about Preethi Fernando – watched You Tube and enjoyed her presentation. After reviewing the list of topics, the Committee asked Dunn to request work/life balance and diversity for the presentation topics.

Dunn said she would also like to do an activity to engage the participants.

Borst said that James Ognibene is available and was well-received at the 2018 VMTCA Conference.

The Committee discussed the opening speaker slot.

b. Bios, Descriptions, Assessments

Deadline: May 1 for session title and bio

Assessments: How to disseminate? Put in packets rather than have someone pass out papers at each session. Discussion of explaining that these are not mandatory unless a Clerk is going for certification. Have each each introducing Board member state this at the beginning of each session.

c. Submit for IIMC Points

Lewis offered to shepherd this through the process.

5. Certification Applications – discussed the confusion – still – about NEMCIA with Clerks applying for advanced certification.

Spell out: points can be used when timely; NEMCI completion is required for Magna and may have been completed at any point in the Clerk's career – even if it was 20 years ago. It just needs to be completed to get this level of certification. Same with Academy. Not so confusing with the Treasurer application, for no discernible reason – no other language needed.

Decided to revise instructions to read separately for NEMCIA (magna) and the Academy (summa) as they are separate requirements for different levels of advanced certification.

Concerns raised about whether the applicants have been active VMCTA members and this will need to be verified. Priscilla Aldrich will be contacted when applications are submitted to check her impeccable records.

Changes were suggested for page 1 of the advanced certification application in order to make it clearer.

Application fees: Why are the fees different? Do the fees pay for the costs? Reminder that frames are expensive and VMCTA also pays for the nicely printed color certificate. After a bit of discussion, including whether setting the rates is in the purview of this Committee and an efficient check of the description of duties by Kelty, the Committee decided to raise the rates.

MOTION: Heidi Racht moved to increase the certification application fee to \$35 across the board; Deb Beckett second. Approved unanimously.

Racht will make changes to the five documents and send out for proofing and comments. She will also contact Lucrecia Wonsor and ask her to remove the applications from the VMCTA website and then send along the revised documents.

6. Next Meeting

June 3 (Monday) 9 am

August (right after July 31) 12:30 potluck lunch

7. Adjournment

ADJOURNMENT: Deb Beckett moved; Donna Kelty second. Approved unanimously.

Meeting adjourned 10:46 am.