

VMCTA Education & Certification Committee
Meeting Held via Zoom
February 12, 2021 • 9 pm

Committee Members Present: Julie Graeter, Heidi Racht, Diane Judd, Donna Kelty, Patti Lewis, Charlie Dejener

Committee Members Absent: Jessica Alexander, Clyde Jenne

Minutes: Heidi Racht

Agenda, distilled:

1. Call to order
 - a. Agenda Review/Modification
2. Approve the minutes of August 21,2020 & January 13,2021
3. Old Business:
 - a. Training Certificates
 - b. Spring Roundtables update and agenda
4. Jim Ognibene training review
5. 101 On-Demand Training
 - a. Other training opportunities
 - a. Find other organizations and get IIMC approval for what they offer
 - b. Help get information out to Clerks/Treasurers
6. Offer topics not offered last fall
 1. Elections/Vitals for Clerks
 2. Banking/Accounting for Treasurers
7. Set next meeting date in February
8. Adjournment

The meeting began at 9:04 am, chaired by Julie Graeter.

Approve the minutes of January 13,2021: One correction made to time of meeting
MOTION: Heidi Racht moved to approve; Charlie Degener, second. Approved.

Certificates for trainings in Summer and Fall/Certification plaque:

Graeter has lists and will send again to Racht.

Certification plaque sent to Georgette Wolf-Ludwig for signature and frame. [follow-up: plaque was sent to recipient – Sara Haskins]

Spring Roundtable

As has been the case since COVID came to Vermont, the discussion had some uncertainty and lots of hope for the future of in-person workshops and gatherings. Currently, much will need to be done remotely.

Legislative Update – ask Carol Dawes to present

PVNR Software: Deanna Robitaille and Jill Remick, 1.5 to 2 hours – short presentation with more time for questions and answers

Roundtable – training groups

Patti Lewis to look at Vermont-level certification

Graeter talked about the agenda from spring training; Zoom access. She commented, “We need to step up our game for the fall if the conference doesn’t happen.”

Tips and tricks is always a popular topic.

Live training and on-demand training – a Zoom Roundtable discussion.

With the spring training it should be of the “101” genre with an emphasis on the basics.

On-demand training – make available to new clerks and trasurers

Discussion of how to work training for clerks and treasurers. The committee talked about a variety of options, all of which will require more preparation to be done remotely on Zoom.

Graeter: Train by the job.

Kelty: identify specifics – elections, land records. Some areas could be crossovers like statutes.

Graeter: reported that she had created an outline of the 101 General Information. It is now 40 pages.

A brief discussion of the fees included the differentiation for those who would like to receive Vermont credits or IIMC credits. If the attendees want certification points, they can pay.

Racht: certification form could be sent out ahead of time

Kelty: asked for subcommittee to read the track. Retired clerks and treasurers could review

Graeter: The EBoard has agreed to extend participation to retirees as long as they keep up VMCTA membership

Discussion on Standardized Formats for online trainings

Kelty suggested an introduction with a watermark in the background. At the end, all the presentations would be listed. She proposed to always cite the statute when possible.

Change in certification points.

MOTION: Allow certification credit for up to a half hour participation in a roundtable for one full point. Patti Lewis moved, Charlie Degener, second. Approved.

Deadline for Trainings

General Information and Resources by May 1

Land Records – outline to committee: script, Power Point slides. Present a broader scope.

Kelty will forward the list of topics to be discussed.

Other trainings from other groups: IIMC, GFOA, VLCT

IIMC approval is needed for training by other organizations.

There could be a national-level organization for treasurers that is similar to IIMC. No one could think of what this could be.

Another important point to consider is the loss of training opportunities last spring and the need by those seeking certification to do double duty. Some of this could be addressed by Zoom trainings and on-demand training.

Last year's topics include

Elections/Vitals for Clerks

Banking/Accounting for Treasurers

Possible workshop presenters and topics for treasurers were discussed:

Judd: Community Bank, NA

Graeter: TD Bank – economics for municipalities.

Kelty: technology in the workplace

Judd: how to manage cash flow

Ideas for communication:

A suggestion was made for a Zoom link for committee heads

Racht: list certifications on website

Kelty: President's letter on website

Date for Roundtable: April 22

Next Meeting:

Friday, March 19, 9 am.

Adjournment:

The meeting adjourned, by common consent, at 9:46 am.