

APPROVED

VMCTA Education Committee

February 15, 2022 | 2 pm

Meeting via Zoom

DRAFT UNAPPROVED

MEMBERS PRESENT: Diana Vachon, Heidi Racht, LaDonna Dunn, Donna Kelty, Jessica Alexander, Sara Haskins

MEMBERS ABSENT: Clyde Jenne, Patti Lewis, Charlie Degener

GUESTS: Tammy Legacy

MINUTES: Heidi Racht

Outline AGENDA:

1. Call to order: Agenda Review/Modification
2. Approve the minutes of January 25, 2022
3. 2022 Spring Clerk/Treasurer Fundamental Training.
4. 2022 Annual Meeting
5. Next Meeting: March 15, 2022
6. Adjourn

The meeting was called to order; chaired by Diana Vachon.

Minutes of January 25, 2022: Postponed to next meeting.

2022 Spring Clerk/Treasurer Fundamental Training

Agenda and Presentations:

Elections: Tammy Legacy appeared at the meeting. She offered to present an Elections session with Donna Kelty. She said, "I know I would enjoy working with Donna and we could communicate ahead of time to make the session worthwhile." They will do Voting Procedures, which includes bond votes, absentee, polls, checklist, entering participation. Her offer was met with enthusiasm and a touch of relief.

Clerks: Donna Kelty will offer "What Every Clerk Should Know."

Treasurers: Sue Johnson will do a session for treasurers, "Things Nobody tells You," a topic she has covered before and many have found to be extremely helpful.

Vitals, Licensing, etc.: Carol Dawes will teach a class. She would prefer to virtual due to COVID.

Treasurers: Lucrecia Wonsor will do the morning session, Duties and Responsibilities.

Treasurers: Sue Johnson wants to teach, but she is concerned about traveling far distances.

Other possibilities if Johnson is unavailable: Sue Gage - Brandon, Nancy Gondella – Mendon, Cheryl Lindberg – Norwich, or Stacy Jewell – St J.

Training Venues and Dates:

Fairlee is confirmed for April 27; also, April 26 to set up. Need to sign Hold Harmless agreement, put down a \$200 security deposit and submit a Waiver of Rental Fee form to the Fairlee Selectboard. The Deli nearby has closed. There is a Grocery Store that has a deli called Wings that may be able to be used. Georgette Wolf-Ludwig knows about the technology and will confirm.

Racht [mistakenly] reported that West Rutland is not available for spring training. She said she had looked into Castleton University and submitted a request as it is located in the same vicinity. There followed a long discussion about alternative sites and the fact that doing a hybrid in-person/Zoom presentation would not work very well. While the meeting was in progress, an email was sent out to the membership asking for a potential site. [with good results].

Need to find a second venue by Friday, February 18, or default to everyone on Zoom. Meeting scheduled for Tuesday, February 22, at 2 pm, to finalize the details.

Other details were discussed

Handouts from Dunn;

Morning refreshments – Racht will call Clyde and Bruce;

Lunch arrangements;

Registration table;

Due to the lack of second site, postcard was not ready;

Google registration form will be done by Haskins

Save the date on the listserv by Vachon

Racht is not attending the Spring Training to have one less person in the room, due to COVID.

She will do paperwork and other background tasks.

Various committee members will confirm details with speakers and their topics/no registration fee and free lunch.

4. 2022 Annual Meeting**BE THE CHANGE - Instructors and Speakers:**

The Committee reviewed this list of recent required sessions for certifications:

The mandatory courses for Clerk Certification:

1. Elections 2018, 2021
2. 2. Recording and Records Management 2019 3. Municipal Law 2019, 2021

The mandatory courses for Treasurer Certification:

1. Cash Management 2019
2. Tax Collection

Brendan Fisher UVM Conservation Benefits the Economy. Vachon reviewed the Zoom Call from February 7 to update everyone on the Committee. Fisher has committed to one session. He asked for results from the questionnaire at the end of March.

Anna Holden – Special Agent FBI – fraud – Vachon will contact Deb Hawkins of Pawlet to ask Holden to conduct this concurrent session.

Jim Barlow – municipal law – Wednesday session. Lewis will contact.

Athenian led by Dawn Michanowicz - “Braiding Sweetgrass” - written by an indigenous woman. Agreed that this could be a good book for the theme of the conference. This might cover more than one theme, but looks interesting to her. Others have read it and it seems topical and appropriate.

Michanowicz will also be available to do an opening 1.5-hour session – Be the Change

Brad James, Vermont Tax Department will present a concurrent session on tax collection. Either day works; needs a rough time to put in his calendar.

Lori Bjourland & Will Senning – Elections. Dunn will set this up for Wednesday morning.

Megan Wheaton & Rachel Onuf – VSARA – Records – the Environment in Your Vault; Haskins is the contact.

Discussion on cash management and having banks present. Kelty said that [we] don’t want them to promote their products. Extensive discussion ensued on grants, blonds, technology (Quickbooks, Peachtree, NEMRC), direct deposit, ACH. Protection – banking online. Also discussed briefly, ARPA – how do you manage, document. Dunn commented that the paperwork was complicated, “practically Greek,” and it would be helpful to know when and how to manage ARPA funds.

Kelty offered to contact Fred at Sullivan and Powers to ask about teaching a session on Cash Handling and Ethics, Audit Reporting.

Land Records – Racht will work on this session, if more is needed, and find presenter(s). Vet or not to vet; mobile home bills of sale, PTTRs, UCCs, Best Practices- Indexing

Fall conference finances:

\$3500 budget plus Sponsorship (Community Bank)

Next Meeting: February 22, 2 pm, via Zoom

Adjournment

The meeting adjourned by consensus at 3:45 pm.