

## APPROVED

### VMCTA Education Committee

February 22, 2022 | 2 pm

Meeting via Zoom

DRAFT UNAPPROVED

**MEMBERS PRESENT:** Diana Vachon, Heidi Racht, LaDonna Dunn, Donna Kelty, Sara Haskins, Patti Lewis

**MEMBERS ABSENT:** Clyde Jenne, Jessica Alexander, Charlie Degener

**GUESTS:** Tammy Legacy

**MINUTES:** Heidi Racht

#### Outline AGENDA:

1. Call to order: Agenda Review/Modification
2. 2022 Spring Clerk/Treasurer Fundamental Training.
3. New Business
4. Next Meeting: March 15, 2022
5. Adjourn

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

#### 2022 Spring Clerk/Treasurer Fundamental Training – details to be confirmed

**Confirmed Locations:** Fairlee and West Rutland

**Confirmed Dates:** April 27 in Fairlee and May 4 in West Rutland

**Technology:** Vachon proposed Media Factory (fka VCAM) to stream the Fairlee trainings. Since there are concurrent presentations, two separate streams would need to be done. She will get details and a quote.

**Google Registration Form:** Haskins is setting up the online registration. She will do a test run on Friday, February 25. **Registration opens on March 16.**

**Review Postcard:** Racht will send final proof. Postcard will be in the mail next week.

**Post Save-the-Date on the listserv:** Vachon will do this after postcard goes into the mail.

#### Confirm with speakers and their topics:

**9 am** Donna Kelty and Tammy Legacy – Clerks - Elections

Lucrecia Wonsor – Treasurers - Duties and Responsibilities.

**10:15** Carol Dawes – Clerks - vitals

Stacy Jewell – Treasurers – cash handling

**1 pm** Racht (in the absence of another kind volunteer) – Clerks - Land Records

Sue Johnson - Treasurers

Committee agreed that presenters would have a free registration lunch. Have we offered mileage reimbursement to presenters? After some discussion about this, the Committee decided to leave this topic for next year.

**Agenda:** A detailed agenda will be posted on the VMCTA website as soon as the final details are confirmed.

**Food – Coffee and Breakfast Fare:** Racht has spoken with Bruce and Clyde about food. Bruce is willing to do this. Coffee and related beverages will be handled separately. West Rutland offered to have the bottled water and other drinks and set up the coffee.

**Food - Lunch:** The deli in Fairlee has closed. Bradford has a Hannaford and someone will check with Georgette Wolf-Ludwig about other possibilities for nearby food. West Rutland is all set and the hosts offered to assist with placing the order.

**Supplies:** Racht offered to donate paper products from the Costco outlet in her basement.

**Registration:** After discussion about the rising cost of food, the Committee decided to raise the registration fee by \$5 to \$30 discounted early; \$40 for later.

## **2022 Annual Meeting - BE THE CHANGE**

### **Instructors and Speakers**

Dunn reported that she had confirmed Lori Bjorland and Will Senning to present an Elections workshop; a concurrent session needs to be scheduled for treasurers

Haskins proposed concurrent sessions:

Liquor Control (clerks) and PVR (treasurers)

Dunn, who was really on a roll at this meeting, then recommended Katie Buckley for ARPA funding details and asking Diane Judd to contact Community Bank for a speaker's sponsorship grant

**Next Meeting:** March, 2 pm, via Zoom

### **Adjournment**

The meeting adjourned by consensus at 2:49 pm.