

## VMCTA Education Committee

May 17, 2022 | 2 pm

Meeting via Zoom

APPROVED

**MEMBERS PRESENT:** Diana Vachon, Heidi Racht, Patti Lewis, Clyde Jenne, Jessica Alexander, Sara Haskins, Charlie Degener

**MEMBERS ABSENT:** Donna Kelty, LaDonna Dunn

**OTHERS PRESENT:**

**MINUTES:** Heidi Racht

### Outline AGENDA:

- 1) Call to order: Agenda Review/Modification
- 2) Approve the minutes of March 15, 2022 and April 19, 2022
- 3) 2022 Annual Meeting - Review Instructors and Speakers
- 4) Training in June
- 5) Certification
- 6) New Business
- 7) Next Meeting third Tuesday in May (19) via Zoom
- 8) Adjournment

1. The meeting was called to order at 2:07 pm; chaired by Diana Vachon.
2. **MINUTES OF MARCH 15, 2022 and April 15:** Charlie Degener moved to approve; Heidi Racht, second. Approved unanimously.
3. **2022 Annual Meeting (September 21 and 22, Lake Fairlee)**
  - a. Town Clerk/Town Treasurer Quiz Bowl – Alexander discussed the event, which is slated for Monday night. She reported that the buzzer is “all set.”
  - b. Schedule – Discussion on schedule, a draft of which was provided by Vachon.
    - i. Tuesday: PVR, 10:30-11:30
    - ii. Tuesday: 11:30 – noon, candidates forum (Secretary of State)
      1. Should there be a moderator for this event? If so, who?
      2. Other workshops on the schedule, pending finalization:
        - a. EAP
        - b. DLC
        - c. FBI – Ginny Churchill on cyber security
        - d. ARPA – Katie Buckley
        - e. Other acronyms?
  - c. Actual schedule – the issue had been raised about the treasurers having too much time in a couple of blocks. Discussion to be continued.
4. **Training in June:** Vachon has proposed a two-hour workshop with Karen Stackpole, entitled Managing the Humans. It would be a virtual, interactive presentation with the ability to ask questions. A registration fee would be needed to cover the costs.

Lewis noted that NEMCI does virtual training.

Registration would be online.

Racht asked if there would be scholarships. No, was the answer.

Vachon said the access would be password protected.

The Committee agreed on \$35 for attendance with points potential; \$20 for remote after the presentation, no points, but lots of information.

Haskins offered to set up an online registration through Google.

The Committee agreed on name, town, email, phone number for registration.

Vachon will send out a "save the date" email.

Lewis will contact IIMC about points.

#### **5. Back to Annual Meeting:**

- a. The Committee reviewed Vachon 's schedule in detail.
- b. Vachon said she needs bios and descriptions by May 31: Haskins, Lewis, Dunn and Vachon are doing these.
- c. Athenian Dialogue: Dawn Michanowicz has received approval from IIMC for using the book. Lewis will submit to IIMC for points.
  - i. Discussion about Athenian payment.
    1. \$75 to \$100.
    2. Lunch needs to be included due to the short turn-around.
      - a. Degener noted that the venue, a country club, could have a nonstructured lunch possibility
    3. Vachon will send out an email.
- d. Compensation for presenters
  - i. Michanowicz – includes Athenian
  - ii. Brendan Fisher for travel
  - iii. Lunch provided for presenters
  - iv. Vachon will check with EBoard as to whether mileage will be paid to state presenters
- e. Course descriptions
  - i. No CMC or MMC points will be given to some of the courses if they are the same over and over
  - ii. Review of required courses:
    1. Records Management
    2. Tax Collection
    3. Municipal Law
    4. ARPA Funds
- f. Assessments: Use new form.

#### **6. Certification / Recertification / Advanced Certification**

- a. deadline is August 1 (postmark) as July 31 is Sunday.
- b. The paperwork is on the VMCTA website.
- c. Applications will be sent to Vachon.
- d. The Committee will meet on Friday, August 12, to review.

#### **7. Other Business:**

- a. 2020 Fall Training Certificates – three people have submitted assessments for the Andy Masters presentation. Does anyone know any details about points? [Racht has since called IIMC a couple times and got someone who confirmed that one point was given, so certificates have been issued.]

- b. Degener has thank you notes for Fairlee and West Rutland clerks for hosting the spring training.

8. **Next Meeting:** June 21, 2 pm, via Zoom

**Adjournment:** The meeting adjourned at 3:42 pm by common consent.