

VMCTA Education & Certification Committee
Meeting Held via Zoom
January 10, 2023 • 2 pm

Committee Members Present: Diana Vachon, Heidi Racht, Patti Lewis, Clyde Jenne, LaDonna Dunn, Sara Haskins, Charlie Dejener , Jessica Alexander, Therese Lounsbury, Brian Stroffolino

Committee Members Absent: Donna Kelty

Minutes: Heidi Racht

Agenda:

- Call to Order - Agenda Review/Modification
- Decide on Vice Chair and Secretary
- Approve the minutes of last meeting
- 2023 Fundamentals Clerk & Treasurer Training
 - Date/Time/Locations
 - Discuss topics and possible speakers
 - Schedule of the day
 - Email Announcement and Online Registration
- Annual Meeting
 - Discuss 2022 – any suggestions
 - Review Required Topics for 2023
 - Discuss Dates in September
 - Brainstorm Opening Speaker & Instructors
- Certification Applications
 - Revisions
- Confirm Next Meeting Date(s)
- Adjournment

1. Call to Order

The meeting began at 2 pm, chaired by Diana Vachon.

The agenda was modified.

2. Discussion with Curriculum Committee (Donna Kinville)

Donna Kinville informed the Committee that she began the Curriculum Committee (CC) as a way to support certification. The CC met a year and a half ago and will be moving forward again, as it was approved by the EBoard last July. The CC reviewed the membership and she suggested a yearly review of new clerks and treasurers.

Discussion points included:

- advanced training
- appropriate content
- information on the VMCTA website
- redundancy of material: for example, vitals, which is on the list of mandatory courses for certification, has changed from what it has been, due to legislation, and may not require the same emphasis so often, but should still be part of the training; every three years was proposed

-online tutorials: will need to be updated when statute changes

Vachon mentioned diversity and equity training.

Racht raised the issue of IIMC points at the state conference as Tracy Borst has proposed that the time and work spent getting these points approved might not be merited by the number of clerks using the points for IIMC certification. One thing, she said is the sessions could be timed so the points are easier and not fractions.

The Committee decided to talk about the conference assessments in February.

The Committee decided to keep the same topics for the spring training and discuss “adding anything” at the February meeting.

Lewis explained that the spring training was conceived to help new clerks and treasurers “get started and meet everyone.” It has evolved into a mix of clerks and treasurers who are there for educational purposes and also to socialize with their peers. She cautioned, “don’t stray too far” from the original purpose.

Dunn suggested making the session longer. She remarked, “It seems rushed.”

Stroffolino proposed a “things you don’t know assortment of topics. Ask the audience what you need to prepare.”

Racht said she had attended a North Central Clerks Zoom presentation by Patrick Healey and that he had prepared the presentation to answer specific questions,

Haskins talked about a survey online for topics.

Lounsbury suggested to “keep an eye on the listserv.”

The discussion returned to cemeteries and cemetery questions and Patrick Healey’s willingness to share information. Dunn said she would add his contact to the list of resources she is managing on behalf of the Committee. There followed more discussion on burials (green burials) and Healey.

Kinville brought the discussion back to the curriculum. She proposed expanding it to 3-5 years as certification is available after three years.

Racht again advocated for longer, more in-depth sessions.

Haskins talked about the notary training in response to an expressed desire to have this training again. She noted, “The Secretary of State’s Office will not do this again” and she had called in a favor. Stroffolino responded, “We could put it on.” Alexander suggested a Maine attorney who advised the group in 2009.

On the topic of notaries, Lewis advised having a session about liability specific to notaries. She noted that Jim Knapp did the Vermont Law training.

3. Decide on Vice Chair and Secretary

Vice chair – Jessica Alexander

Alexander reported to the Committee that she might not be at the fall conference if she is accepted to the IIMC Study Abroad program, which is a conflict.

After brief discussion, the Committee agreed that Alexander could fulfill the responsibilities of the position and accepted Patti Lewis’s offer to be the back-up vice chair.

Clerk – Heidi Racht said she was fine with doing minutes; no one else appeared to be interested.

MOTION: Heidi Racht moved the slate of Alexander and Lewis as vice chairs and Racht as clerk; Diana Vachon, second. Approved unanimously.

4. **Minutes of July 12, 2022 and August 26, 2022:**

MOTION: Sara Haskins moved to approve the minutes; Patti Lewis, second. Approved unanimously.

5. **2023 Fundamentals Clerk & Treasurer Training**

Date/Time/Locations

A brief discussion ensued about locations. Racht mentioned that for years, the trainings had been in Barre City and the goal of the Committee was to move the trainings around the state so as to be more accessible to different clerks and treasurers who might not be able to travel. The Committee decided to keep the locations of Fairlee and West Rutland for the spring trainings as both Georgette Wolf-Ludwig and Christine Wener (West Rutland) were happy to supply the sites and the VMCTA was happy with the locations, the buildings and rooms, and the amenities (deli for lunch) in both towns.

The trainings will be on Thursdays:

April 27: Fairlee

May 4: West Rutland

The dates were chosen to avoid conflicting with the NEMCI training on April 12 and May 10 through Visioneer Learning.

Haskins suggested an online survey asking, Do you have a place in your town that would work as a location for the spring training?

Discuss topics and possible speakers

Clerks – land records (team of two, more time)

Licensing, etc.

Elections

Treasurers –

A variety of presenters was proposed: Cheryl Lindberg (Norwich), Lucrecia Wonsor (Killington), Tracy Borst (Thetford), Sue Gage (Brandon), Sue Johnson (Cornwall), Bobbi Brimblecombe (Marshfield)

Schedule of the day

The same schedule works for both days as trying to juggle everything to make changes between the two days had problems about five years ago.

Email Announcement and Online Registration

Will the postcard be done this year? Racht has handled it and it goes out on the Town of Huntington mailing permit the Monday before Town Meeting. To be decided in February when costs are produced and the budget is presented.

Email announcements will be ongoing.

Registration will be done through the all-new exciting Star Chapter website, which has a projected probability of being active by March.

More on the Spring Training Details

Dunn will coordinate with Fairlee; Vachon will talk with West Rutland.

The Committee will look at the surveys and evaluations from the training done last year.

Racht asked about Donna Kelty's 101 proposal – where is this? Discussion of reluctance of presenters to be recorded “on the fly” at the conference; and then the possibility of doing recording sessions.

A break in the agenda as welcome was extended to new Committee members Therese Lounsbury and Brian Stroffolino.

6. **Annual Meeting**

A. Discuss 2022 – Speakers and topics

Equity and Diversity – Vachon

Public Speaking - Racht suggested Patty McCoy

Human Resources – Alexander suggested Karen Stackpole

Equity – Alexander suggested Shelini _____

Recording – Racht mentioned attorney Randy Mahieux of Woodstock, whose talents were confirmed by Degener

B. Review Required Topics for 2023

Clerks – Elections (Presenter other than SOS as this is not an election year and a different perspective would be nice)

Clerks – Vitals and maybe something else to go with this

Treasurers – Municipal Accounting – Principals of Banking

Treasurers – Municipal Finance – Cash Flow Basics

C. Discuss Dates in September – discussed but I forgot to write them down...

Next meetings: February 14 and March 14, 2:30 (Zoom meeting)

Adjournment:

The meeting adjourned, by common consent, at 3:54 pm.