

VMCTA Education Committee

February 7, 2023 | 3 pm

Meeting via Zoom

DRAFT UNAPPROVED

MEMBERS PRESENT: Diana Vachon, Heidi Racht, Clyde Jenne, Jessica Alexander, Sara Haskins, Patti Lewis, Therese Lounsbury

MEMBERS ABSENT: Donna Kelty, LaDonna Dunn, Charlie Degener

GUESTS:

MINUTES: Heidi Racht

Outline AGENDA:

1. Call to order: Agenda Review/Modification
2. Minutes of January meeting
3. 2023 Spring Clerk/Treasurer Fundamental Training
4. 2023 Annual Meeting – September 14-15
 - a. Clerks: Elections, Vitals,
 - b. Treasurers: Municipal Accounting, Principals of Banking
5. Review Certification Applications
6. New Business
7. Next Meeting: March 14, 2023 via Zoom
8. Adjourn

The meeting was called to order at 3:06 pm; chaired by Diana Vachon.

Minutes of January 10, 2023:

Patti Lewis moved to approve; Therese Lounsbury, second. Approved unanimously.

2023 Spring Clerk/Treasurer Fundamental Training

Vachon confirmed conversations with Fairlee and West Rutland.

ACTION ITEMS:

1. Vachon will call Dunn to discuss Fairlee
2. Jenne will check with Bruce Locke about breakfast
3. West Rutland has coffee pots and will set this up
 - a. Fairlee – VMCTA will deal with morning coffee

Registration: Haskins will be handling the registration. Will the registration be on Google Registration or Star Chapter? Haskins said she is “hopeful we will be doing Star Chapter.” She is

waiting for Lucrecia Wonsor, VMCTA webmaster, to get back to her with information. March 9 is the goal.

Postcard: In light of the expense involved with sending out the postcard 250-plus addresses, it was decided to do online notification through the VMCTA listserv, with a link to the registration.

ACTION ITEM: Racht will send the postcard to a targeted group: offices of new clerks and treasurers.

ACTION ITEM: Haskins will put up a post on the listserv asking for contacts, so the list can be developed. She proposed sending it BCC to the list and CC to Racht.

ACTION ITEM: Racht will design the postcard and send it to the committee for proofing.

ACTION ITEM: Vachon will put a “save the dates” on the listserv.

Speakers:

Treasurers

Cheryl Lindberg– available for Fairlee at the end of the day

BOA/BCA – tax appeals

Not norary – just done

Clerks

Therese Lounsbury – offered to co-present land records

Voting Procedures (one hour) – not VEMS – including registration, posting, biennial challenges, managing your checklist

Vitals – licensing,

First Amendment auditors – maybe ask VLCT to present in fall at conference

Panels and Treasurer Presenters– Sue Gage, Sandy Pinsoneault, Audra Giardinia, Sara Haskins (maybe), Therese Lounsbury

How Not to Retire – Jenne

Compensation for presenters: no registration fee (free breakfast and lunch, mileage, points – presenter and attendee at other sessions)

Registration Fee:

\$30 last year; \$40 after deadline

Much discussion about covering costs, especially since food has gone up significantly and also keeping fee “reasonable.” Last year’s budgets reviewed.

The 2022 training expenses were compared, but it was uncertain as to whether the \$6175 income for spring training included Kerin Stackpole (no expenses except presenter fee); \$3481 was shown for expenses.

ACTION ITEM: Vachon will call Susan McNamara-Hill to get determination for accuracy of 2022 spring training income and costs.

Registration:

Fee changes at two weeks before day, so...

April 13 for April 27

April 20 for May 4

Assuming that the costs of the food - and a new vendor in West Rutland's prices are similar to last year, consensus was reached:

VMCTA members \$35 / \$45 after deadline

non members \$45 / \$55 after deadline

2023 Annual Meeting – September 14-15

Vachon presented two speakers: Cindy Nolte and Tyler Ensen for two 1.5-hour sessions. Significant price difference between the two and the committee was reminded that Community National Bank, the underwriter for the past few years, had given VMCTA \$3000 toward speakers.

The Committee talked a little about the topics: Positivity and Peace in an Out of Control World, noting that each presenter had an interesting slate of topics.

ACTION ITEM: Committee members promised to look at the two speakers' websites and get back to Vachon with a first choice.

Kerin Stackpole is available to do a presentation on human resources (fee: \$1500).

Back to First Amendment Audits –

ACTION ITEM: Lewis will contact VLCT.

Elections – Vachon reported that Tech and Civic is “committed to coming.”

Racht opined that the trainings be more in-depth, especially as some of the clerks are seeking points for MMC and it is confusing when IIMC only gives CMC points, due to the substance of the sessions. If the committee is going to keep offering IIMC points, it would be good to have them be used for both levels, as well as VMCTA points.

Vitals – Alexander reported she was at the Curriculum Committee meeting and it was decided to stick with the two-year rotation for mandatory courses. It was suggested that Vitals be expanded to include preservation. She also proposed cemetery best practices.

There followed a long discussion about asking Patrick Healey to come and talk with the clerks, maybe about green burials, which are now in vogue. Haskins reported that he liked the North Central Clerks format of having questions in advance of the session.

ACTION ITEM: Lewis will ask Bobbi Brimblecombe to make the contact and ask Healey if he had any other suggesting. All agreed that having topics that would enable Healey to have the format of preparing to questions would work.

Another Curriculum Committee topic is the Clerk 101 series. Topic was most briefly acknowledged for a future discussion.

The Committee turned to treasurer topics and mandatory courses: Principles of Banking and Municipal Accounting. An information security officer was suggested. All agreed that the presenters need to have a clear outline of what they are presenting.

Back to Clerks: Haskins proposed VSARA Best Practices / email record management. It was noted that IIMC will not give points for specific vendors and the state only uses Microsoft Products.

Back to Treasurer: Suggestion to have an Auditor for Municipal Accounting.

The New England Finances Conference is September 11-14. JP Morgan Chase. Cheryl Lindberg is on the Executive Board.

Other Business:

Racht brought up the certification applications that need to be reviewed and put on the website for 2023 candidates. She asked that this be first on the agenda at the next meeting.

Next meeting: March 14, 2:30 pm.

Adjournment

The meeting adjourned by consensus at 4:57 pm.