

VMCTA Education & Certification Committee
Meeting Held via Zoom
March 14, 2023 • 2 pm
UPAPPROVED

Committee Members Present: Diana Vachon, Heidi Racht, Patti Lewis, LaDonna Dunn, Charlie Dejener , Therese Lounsbury

Committee Members Absent: Jessica Alexander, Donna Kelty, Clyde Jenne, Brian Stroffolino , Sara Haskins

Minutes: Heidi Racht

Agenda:

Call to order
Review Agenda
Deanna Robitaille, Vermont Department of Taxes
Approve the minutes of last meeting
2023 Fundamentals Clerk & Treasurer Training
Annual Meeting
Member Business
Confirm Next Meeting Date(s)
Adjournment

1. Call to Order

The meeting began at 2:30 pm, chaired by Diana Vachon.

The agenda was modified.

2. Discussion with Deanna Robitaille, Vermont Department of Taxes

Deanna Robitaille met with the Committee as she would like to come to the training to discuss VTPIE. At this point, the schedule is full. Discussion around the lunch option. Someone pointed out that the networking was a part of the day, as well as the training. However, this is important information in light of the VTPIE rollout and the space will be allotted during a regular session. LaDonna Dunn suggested details around the dates of the downloads and Robitaille will also cover ACH codes, among other information.

Donna Kelty cannot present this spring; she offered to share her paperwork.

Therese Lounsbury informed the Committee that she will present Land Records.

A treasurer presenter is still needed for the last session.

Donna Kinville will present Elections, along with the SOS Office.

Sara Haskins described the online registration form, which is a Google form. There is a drop-down tab for attendees to pick their lunch option.

The Committee discussed lunches for both venues.

The Committee decided to cap the registrations at 100 for each venue. This is mostly about having enough space for the entire group to have joint sessions and eat lunch.

Sign up deadlines and cancellation deadlines were discussed. The issues are planning for food, and also materials (handouts); a fine balance between running out and recycling a lot of paper and/or paying for food that is then extra. Walk-ins have occurred in the past. An unwritten policy about cancellations has been in place.

Registration table will be attended by Charlie Degener and Brian Stroffolino.

Dunn talked about the set up in Fairlee; she will not be in West Rutland.

Bruce Locke and Clyde Jenne will be there with the excellent early morning food that we have come to know and love.

Vachon reported that she had posted the dates on the VMCTA listserv. Her next posting will be a link for online registration.

IT came up. Dunn will check in with GWL about Fairlee and confirm about the PA system. The VMCTA invested in amplification, ~~but no one seems to know where it is being stored~~ Vachon has the VMCTA PA system in Shelburne. Lewis said she has a speaker and mike.

Evaluations – overview was proposed by Patti Lewis, similar to the ones handed out in the past.

Racht will send Lewis the spreadsheet for updating the attendance. This will be a huge help with getting the certificates done efficiently.

Lewis will produce the attendance sheets for each session.

3. **Minutes of February 7, 2023:** approved

4. **Annual Meeting: September 14 and 15, Capital Plaza, Montpelier**

- A. Cindy Nolte will be coming to the Committee meetings in April to help with choosing two sessions of the four she has proposed
- B. Patrick Healy wants specific questions for which he can prepare answers and then discuss.
- C. Pattie McCoy (public speaking) Racht will contact.
- D. Email was received from Patricia regarding compliance training; also, at the end of the month (March 22)
- E. Lewis-Vachon suggested Kim Canarecci, VT State Public Assistance Officer, who could present a workshop on grants and programs that would help towns “get back on their feet.”
- F. Lewis talked about IIMC points – she said the Committee should look at the wording for MMC approval.
- G. Treavor Whipple (VLCT) First Amendment audits and FOI requests
Dunn proposed bringing this up in the spring training under the last session (Things Nobody Tells You and What Every Treasurer Should Know.

5. **Other Business:**

- 1. Racht brought up the certification/recertification paperwork. She asked the Committee members to glance through the applications and instructions and get back to her. Hearing nothing, she will send to Lucrecia Wonsor to put up on the Association website.

6. **Next meetings:** April 11, 2:30 (Zoom meeting)

7. **Adjournment:** Racht moved to adjourn; someone may have seconded. The meeting adjourned, by common consent, at 3:44 pm.