

VMCTA Certification and Continuing Education Committee

Tuesday April 11, 2023, 2:30 pm

Via Zoom

Present: Diana Vachon (Shelburne), Heidi Racht (Huntington), LaDonna Dunn (Westfield), Patti Lewis (Fayston), Jessica Alexander (Jericho), Therese Lounsbury (Wilmington), Charlie Degener (Woodstock), Sara Haskins (Morristown)

Absent: Brian Stroffolino (Hartland), Clyde Jenne (West Windsor), Donna Kelty (Barre Town)

Summary Agenda

1. Call to order
2. Agenda Review/Modification
3. Meet with Cindy Nolte about two sessions at fall conference in September
4. Minutes of March 14, 2023
5. 2023 Spring Clerk/Treasurer Fundamental Training: April 27 in Fairlee and May 4 in West Rutland
6. 2023 Annual Meeting
7. New Business
8. Next Committee meeting
9. Adjourn

The meeting was called to order at 2:35 pm; chaired by Diana Vachon.

Agenda Review/Modification: Nothing was changed under this agenda item.

Guest: Cindy Nolte, author of Peace in an Out of Control World met with the Committee, which will decide on two Sessions for Fall Conference. Nolte explained her background – mainly corporate clients and not-for-profit organizations for the past 16 years.

Corporation – return on investment – healthier morale. How to create this environment. Incorporate a six-week mindfulness at the beginning of the session. Students said they were less stressed.

Maximizing Management with the Law of Attraction – keep office uplifting even if you are the only one who wants it. Look at results – if you don't like it, you can change it.

Setting Your Sights on Success in Your Future – looking at your expertise, what it is you want in your career. Uncover your niche.

Therese Lounsbury commented, "our audience is the changing public. Some offices don't have staff; not necessarily someone day to day." CN response: can be applied to the general public as well as staff. Sara Haskins – will we need to have read the book? CN: absolutely not. You don't need to know a thing about what is in my book.

Relevant comments from Nolte: work with organizations in a group and asked what is lacking. Not everything has to be a in meeting and not everything needs to be an email.

Conflict resolution – how we can avoid conflict; see conflict when it starts to arise, so there's no issue.

Lewis said she needed details for IIMC points; make the decision in mid-May. She proposed Finding Peace and then steer her toward conflict resolution. Dunn agreed. Lewis continued to have concerns about points; Racht proposed combining 1 and 3 into one longer session, thus creating a more robust description. Part 1 and Part 2, each at 1.5 hours, with an hour off for visiting with vendors. Haskins proposed mixing #3 with conflict resolution – it needs to be more specific to our conference.

There followed a discussion about points with Dunn declaring, "Points give us a professional foundation."

The discussion moved on to Nolte's offer to make her book available to attendees at a discount. Racht remarked that books were available at the New England Conference and the authors did a brisk business. Lounsbury proposed selling the books at the regular price and the having the balance of what would have been the discounted books go to VMCTA as a fundraiser. Ten percent was discussed. The Committee asked Vachon to suggest this to Nolte.

Minutes of March 14, 2023: Racht insisted that she had done them right away because there were so many action items, but because they were MIA, the minutes were tabled.

2023 Spring Clerk/Treasurer Fundamental Training: April 27 in Fairlee and **May 4** in West Rutland. Many details were discussed, including the registration numbers: 98 in Fairlee and 54 in West Rutland. The Committee decided to close the Fairlee training as it was determined at the March 14 meeting that 100 is the cap.

Lunch - LaDonna Dunn talked about the lunch arrangements; pick up is in Bradford, just up the road. Patti Lewis offered to help her with transporting the food.

The participation survey was discussed. Racht will check to see if she has a version of this, noting that she had not handled it previously, but would send it to Lewis, if found. Who looks at these?

Lewis talked about the spreadsheet of attendees. After the programs, she will send to Racht for certificate production.

Name tags – taking the path of least resistance, the Committee decided to have do-it-yourself stickers at the registration table.

Handouts – Dunn gave an update. She will bring enough to Fairlee for both sessions.

Confirm lunches – Committee members were reminded to please sign up if attending (no charge for our committee)

Vachon reviewed the schedule. She will send it to the Committee members.

Discuss Preparations: Set Up and Breakdown

a. Set up –

i. Fairlee - will be the day before the training (April 26). Meeting at the Fairlee Town Hall at 3 pm will be Dunn, Vachon and Degener – and, hopefully, Wolf-Ludwig.

1. Racht will check for paper products in her perpetual stash. She boldly offered to ask her husband to do a pick up at Costco with delivery to Shelburne. Vachon will send her a shopping list.

2. A brief discussion about breakfast and being available to help Bruce Locke.
 3. Clean up – All hands on deck
- ii. West Rutland
1. Set up – West Rutland Town Clerk Chris Wiener has taken on many of these tasks, including water and beverages, coffee, lunch pick up. She has offered to have the crew there put away tables and do other clean-up.

2023 Annual Meeting

Review Instructors and Speakers

Bio and Outline deadline to Lewis was set for May 12. Writing the outlines takes time and then the descriptions need to be sent the IIMC for approval, sometimes requiring new drafts for procure approval. What has also made it tricky is that the IIMC approval has parsed the points, so that some of the sessions are not approved for MMC, only for CMC. The Committee discussed the IIMC points and Tracy Borst's comments about the amount of work put into the descriptions and other details in order to get certification points. Would this decision be made by the E-Board, the Committee? It was agreed that the effort would be put into this year's conference to get both MMC and CMC points and then reviewed after the conference.

Racht offered to write a press release and send it to the Valley News, along with a photo of a previous training in Fairlee. She asked Vachon to write a couple of sentences that could be quoted; she will call Wolf-Ludwig and get a quote from her.

New Business

1. Certification / Advanced Certification – Racht said that she had sent the revised paperwork for Lucrecia Wonsor to put up on the VMCTA website. It is not there, but Wonsor has been on vacation. She noted that nothing had changed on the forms except replacing 2022 with 2023, so if applicants download the 2022 paperwork, it is still current.

Deadline for applications is July 31. The Committee will meet on Friday, August 4, at 11 am, to review the applications. The meeting will be in Shelburne. Vachon will provide lunch and beverages; Racht offered to make desserts.

2. August 6 is the Dragonboat Race, Alexander pointed out.

Next Meeting: May 9, 2:30 pm, via Zoom

Adjournment: By common consent, the meeting adjourned at 4:08 pm.