

VMCTA EXECUTIVE BOARD MEETING
MINUTES

Tuesday, October 18, 2011
Barre Town Offices

Present were: President Sandy Pinsonault, Dorset; 1nd Vice-President Tammy Legacy, Roxbury; 2nd Vice-President Lucrecia Wonsor, Killington; Secretary Georgette Wolf-Ludwig, Fairlee; Auditor Donna Kelty, Barre Town; Past President Alison Kaiser, Stowe; Members at Large Priscilla Aldrich, Burke; Tracy Borst, Thetford; Bobbi Brimblecombe, Marshfield; Donna Kinville, South Burlington

Sandy called the meeting to order at 9:40 am.

Review/Approve the Minutes of Previous Meetings

Tammy made a motion to approve the minutes from the August 11, 2011 meeting. The motion was seconded. All were in favor. The motion carried.

Treasurer's Report

The warrant in the amount of \$15,478.24 was approved and signed. Patti distributed budget numbers to the board showing income and expenses from October 2010 through September 2011. Fundraising from the Annual Meeting brought in a total of \$2,319.00. Donna Kinville added that membership dues were still coming in for this year and she would be turning the funds over to Patti soon.

Old Business

Annual Meeting Update

Sandy shared with the board the input from the surveys that were distributed at the annual meeting. There was a lot of positive feedback and real interest from Clerks to offer more educational workshops on the basics such as land records. The board also discussed issues with the new PTTR system and the need for better communication with the tax department.

Changes to Committee Descriptions

Changes to the Membership Committee descriptions were reviewed by the board. Patti made the motion to accept the changes. The motion was seconded. There was no discussion. The motion carried. The Legislative Committee Mission Statement was acknowledged as complete. The Land Records Committee has been changed to the Municipal Records Committee. The board reviewed and discussed the Municipal Records Committee description and the goals of the

committee. Donna Kelty suggested that where the description said land records it be changed to municipal records. The board agreed. The board will revisit this committee's description with changes at the next meeting. The Website Committee description was reviewed and discussed by the board. It was decided that an extra bullet be added under the General Duties Section that the Web Site Committee will review the sponsor fees annually and make recommendations to the Executive Board. The board will revisit this committee's description with changes at the next meeting. The VMCTA Finance and Investment Policy was reviewed with the new IIMC Annual Conference section. Patti made a motion to accept the Finance and Investment Policy as written. The motion was seconded. All were in favor. The motion carried. The board discussed whether or not the Education Committee Members registration fees for seminars should be waived. It was decided not to waive the fee but that scholarship money was available if there was a need. The board discussed the need for a Conflict of Interest Policy. Donna Kelty will draft a policy and bring it to the next meeting for review. A clarification change was made to the Members at Large composition on page 27 of the Committee Description to read; There will be two Members at Large elected for a two-year term (elected in alternate years), and two elected for one year terms. On page 19 under the President Guidelines for October Chittenden Bank was removed as a sponsor. On page 15 Public Relations Committee the last paragraph under General Duties which read; the committee will collect and maintain pictures articles, etc. pertaining to the association's membership as a permanent record was removed. Donna Kelty made the motion to approve these changes. The motion was seconded. All were in favor. The motion carried.

New Business

Trevor Lewis from VSARA joined the meeting at 11:00am and discussed with the board his work creating new disposition orders. It was decided that he would focus on the disposition orders for Elections and would work with the Municipal Records Committee and the Clerks that were working on the TAP Project with his predecessor Katie Sherman. He left the meeting at 11:30 am.

Other Business

The board discussed the possibility of moving the 2012 Annual Meeting location to the Cortina Inn in Mendon, the Grand Hotel in Killington, or to Manchester. Sandy will get more information and bring it back to the board for further discussion. Alison mentioned how impressed IIMC President Elect Brenda M. Cirtin, MMC from Springfield, Mo was with our annual meeting and really enjoyed meeting Vermont Clerks. This was the first year that an IIMC Executive Board Member had attended an annual meeting. The board thanked Alison for making it possible. Sandy read a note from the Patty Dubois President of Maine Town and City Clerks' Association expressing their concern over the Town Clerks in Vermont who's offices and towns were devastated by Hurricane Irene. Enclosed

was a check in the amount of \$216.00 that had been donated by the Maine Town Clerks. It was decided by the board to use the money on behalf of the Maine Clerks and purchase a planted terrarium for the Vermont Clerks most effected by Irene being; Waterbury, Moretown, Stockbridge, and Brandon.

Website fees were discussed. Lucrecia explained at the present time for a vendor to advertise on the website it is a \$500.00 annual fee with a \$50.00 discount if paid by a certain date. Her concern was that this may be a little high. As of now the website has 4 sponsors TD Bank, Merchants, Cott and Business Automation. After some discussion it was decided by the board to offer a sponsor list page for an annual listing fee of \$250.00 and if paid by February 1st there would be a \$25.00 discount. For a new sponsor logo listed on the homepage the annual fee would be \$450.00, for a renewal it would be \$400.00 and if either is paid by February 1st there would be a \$25.00 discount.

The next Executive Board Meeting will be held on Tuesday, December 13, 2011 at 9:30am at the Barre Town Offices.

Meeting adjourned at 12:10pm.

Attest: _____
Georgette Wolf-Ludwig, CVC/CMC
VMCTA Secretary