

**VMCTA EXECUTIVE BOARD MEETING  
MINUTES  
Tuesday, April 15, 2014  
Barre Town Offices**

Present were: President Tammy Legacy, Roxbury; 1st Vice-President Lucrecia Wonsor, Killington; 2<sup>nd</sup> Vice President Donna Kinville, South Burlington; Secretary Georgette Wolf-Ludwig, Fairlee; Treasurer Patti Lewis, Fayston; Auditor Donna Kelty, Barre Town; Past President Sandy Pinsonault, Dorset; Members at Large Priscilla Aldrich, Burke; Tracy Borst, Thetford; Bobbi Brimblecombe, Marshfield; Karen Richard, Colchester.

Tammy called the meeting to order at 10:07am

**Review and approved minutes of February 25, 2014**

Minutes were reviewed. Sandy made a motion to accept the minutes. The motion was seconded. All were in favor. Minutes were approved.

**Legislative Update – Karen Richard**

Karen updated the Board on the Election bill which is being held up due to a possible change to the primary election date. She believed it was not going to be changed this year but the Legislature had not announced it as of yet. Most likely the date change will happen in 2016 otherwise the federal government will change the date to sometime in June. There is talk that the State may go to the caucus system for the primary. Also added to the Election bill is for Towns over a thousand voters will be required to use a tabulator for primary and general elections.

Karen updated the Board on the various issues surrounding Tax Bill legislation. The bill concerning changes to delinquent penalties is dead. The Board discussed how their own towns handle the late homestead filing penalty which appears on a town tax bill.

Karen updated the Board on the new statewide checklist. She and Carol Dawes viewed the new system last week at the Secretary of State's office. The new system will include a barcode feature to keep track of voter participation. Karen liked the new system and the Board agreed it was time for an update to the system. The Board discussed the obstacles with the new Federal EAC Survey system used for tracking voter participation that has been added to the statewide checklist and why there have been no trainings on how to use it.

**Treasurer's Report**

Patti distributed to the Board a Balance Sheet showing a Previous Year Comparison as of April 14, 2014 with current assets totaling \$25,867.62 in the checking account and money market compared to April 14, 2013 current assets totaling \$25,451.15 in the checking and money market. She also distributed the October 1, 2013 through April 14, 2014 Profit & Loss Budget vs. Actual sheet showing a total income of \$11,987.09, the expenses as \$16,007.47, and the net income as -\$4,010.99. Karen made the motion to approve the warrant in the amount of \$6,028.05. The motion was seconded. All in were in favor. The warrant was approved and signed.

John from IMAS is donating to the Association revenue from there Power Pay software. The revenue is coming in from Vermont towns that are using this service. \$2.09 has been received so far.

Donna Kinville noted that Membership Dues income line item was under budget in the amount of \$740.00. Outreach was needed.

Patti updated the Board on how the IRS pushed back the Association's 501(3)c application and won't be reviewing it until June, although they cashed the checked.

## **Certification/Education Committee Update-Donna Kinville**

### *a) TOEC*

Donna Kinville updated the Board on the TOEC New Clerks and Treasurers Training. She felt the trainings were going well. She was able to get presenters for the Clerk's training but for Treasurer's training presenters were hard to get. Donna Kelty added that at the South Burlington location she had double attendance for her elections training. The Vermont Governor's Institute agreed to fund \$1,000.00 in scholarships to Clerk and Treasurer attendees but not for the Association. The Association is losing training revenue working with UVM Extension. The Board discussed the pros and cons of staying with the TOEC or continuing its own training. It was suggested to coordinate this training with VLCT.

Pattie McCoy had expressed concern that there were not enough handouts at the workshops and asked that they be put on the website. She commended the Education Committee on their hard work coordinating the trainings.

Donna Kelty made the motion to direct the Education Committee to evaluate the TOEC conference and if necessary to explore other education opportunities and report back to the Eboard. Motion was seconded. All were in favor. The motion passed.

### *b) Treasurer training*

VLCT and co -sponsored by the VMCTA had a Treasurer training presented by John Milton and Bill Hall.

### *c) Annual Meeting Training*

Donna updated the board on the how the Education Committee was proceeding with the training schedule for the annual meeting. This year the trainings that have to be covered for certification for Town Clerks are elections and vitals. For Treasurers the topics are cash management and principles of banking. Some thoughts from the Education Committee are for Town Clerks, BCA and the duties, for Elections have a mock election make it an interactive workshop along with an added training by a group focused on disability access to the polls. For Vitals, online death registry and cemetery records with a Representative from the Health Department. For Treasurers, Cash management, developing a written policy on cash management. Bobbi suggested a workshop on security and fraud, Donna Kelty suggested a workshop on internal controls. Principles of Banking RFP would be covered. Donna added that for a General Session it was suggested to do it on Retention schedules. The Board discussed issues with the current retention schedules and felt this was a good topic to cover. Donna also suggested a General Session on office skills and customer service. The last session would be a continuation of last year's security session to have a RAD defense class. The Education Committee would be meeting again in May to discuss topics and speakers. Lucrecia suggested Andy Core who been a speaker at the Annual Wellness Conference.

## **Scholarship Committee Update**

Four scholarships to NEMCI were awarded this year, one for a first year student.

## **Other Committee Reports**

Lucrecia updated the Board that the Website committee needed to renew the VMCTA domain name with Network Solutions. Bobbi made the motion we do a five year renewal for \$184.95 for the VMCTA website domain name. Motion was seconded. All in were in favor. The motion passed.

Lucrecia would be sending out letters to sponsors to renew their sponsorships for \$400.00 and if they renewed within two weeks would get a \$25.00 dollar reduction. Cott, ACS, Merchants Bank and TD Bank were current sponsors.

## **Newsletter**

Everyone on the Board was thoroughly pleased and impressed with the quarterly newsletter.

## **Unfinished Business**

### a) VMCTA Banner Update

Sandy updated the Board on the progress of the banner. In order to have it printed, the logo needs to be reconfigured to 100psi graphic design. Donna Kinville may have someone in South Burlington who could do this she will check and get back to Sandy.

Bobbi updated the Board on the maple syrup containers for the Vermont contribution to the hospitality bags for the IIMC Annual Conference May 2015 in Hartford. The Board discussed the logistics of obtaining by donation or to purchase 600 8oz bottles and the syrup. Discussion was tabled until the next meeting.

## **New Business**

### a) Annual Conference

Sandy gave an update on New England Association of City and Town Clerks Conference which will be hosted by Vermont on November 17, 18 and 19, 2015. Linda Spence will be the Association's President that year and is in charge of the conference. The conference will be held at the Woodstock Inn with Billings Farm Museum as a venue. There will be an option of a bus tour on Wednesday for those not seeking education points. The Norwich Cadets' choir will sing for the opening ceremony. Discussion continued on the various conference committees.

### b) New Clerks/New Treasurers-Reaching out to them

The Board discussed a need to create and keep there our own list of Clerks and Treasurers. Sending out a welcome packet to new Clerks and Treasurers was suggested. Donna Kinville suggested creating a database list this way we could keep track of any new Clerks and Treasurers. Once the list is created it would be turned over to the Board who then will pass it on to the Public Relations Committee to send out welcome packets. The Board discussed the logistics on how to contact each municipality in the state explaining that the Association is doing a survey to create a database. Tracy offered to create a list of questions for the survey. She also offered to call Clerk's and Treasurers in Orange County. Sandy would call Bennington County, Lucrecia would call Rutland County and Priscilla would call Caledonia County.

## **Other Business**

No other business was discussed.

The next Eboard Meeting will be held at 10:00am on Tuesday, June 3, 2014 at the Barre Town Office.

Meeting adjourn 1:35pm

Attest: \_\_\_\_\_

Georgette Wolf-Ludwig, VMCTA Secretary