

VMCTA EXECUTIVE BOARD MEETING
MINUTES

Tuesday, December 2, 2014
Barre Town Offices

Present were: President Tammy Legacy, Roxbury; 1st Vice-President Lucrecia Wonsor, Killington; 2nd Vice-President Donna Kinville, South Burlington; Secretary Georgette Wolf-Ludwig, Fairlee; Treasurer Patti Lewis, Fayston; Past President Sandy Pinsonault, Dorset; Members at Large Tracy Borst, Thetford; Stacy Jewell, St. Johnsbury; Donna Kilty, Barre Town; Karen Richard, Colchester; Committee Members Bobbi Brimblecomb, Marshfield; Susan Haughwout, Wilmington; Sara Haskins, Morristown; Dawn Custer, Hubbardton.

Tammy called the meeting to order at 11:15 am.

Review and approved meeting minutes of October 28, 2014

Sandy made the motion to accept the meeting minutes from the October 28, 2014 meeting. The motion was seconded. All were in favor the motion carried.

Website Committee

Lucrecia updated the Board on the Websites Committee's proposal to lower the website sponsorship fee and to eliminate the early sign up discount. Lucrecia explained that it takes \$450.00 a year to maintain the website and how sponsorships help to cover this cost. She added that with more sponsors on the website it could make some revenue for the Association as well. Cott and ACS are the only current sponsors on the website. The Board discussed how to get other businesses to advertise of the website. Donna Kinville informed the Board that currently there are 11 registered Associate Memberships which pay \$50.00 annually. The Board discussed sending a letter to the Associate Members informing them for an additional \$50.00 they could advertise on the website. Donna Kinville will compile a letter to send to the Associated Membership and other potential businesses to advertise on the website. A letter will also be sent to the current sponsors letting them know of the changes and that there ads will continue on the website until the next fiscal year.

Sandy made the motion with an Associated Membership for \$50.00 advertising on the website can be done for an additional \$50.00 and to do away with the current website fee structure and to waive the website fee for Cott and ACS for the period of March 1, 2015 thru September 30, 2015. The motion was seconded. Donna Kinville made an amendment to the motion to add website to the current membership fee structure. Motion on amendment was seconded. All were in favor of motion with amendment.

Donna Kinville will include new advertising fee to the membership renewal form and will compose letters and pass them to the committee for review and mail them out no later than January 1st.

Municipal Records Committee

Bobbi explained to the Board that it was no longer necessary to keep and pay for the vermontmunicipalrecords.org domain name since the VMCTA now has a website which can be use as a portal for searching different town indexes by linking to the vendor. The Board agreed for Bobbi not to renew the old domain name.

Bobbi updated the Board on the Uniform Real Property Electronic Recording Act that would enable Town Clerks to except electronic recordings through their land record software. Bobbi explained how with help from Tanya Marshall and Brian Leven changes to Land Record recording legislation will need to be made. Sara Haskins added that before electronic recordings could happen it would be necessary to create a standardize format for land record recordings as well as update the Best

Practices Standards document. Lucrecia explained that she and Linda Wells have started to work on updating the Best Practices Standards.

The Board discussed adding a Retention Sub-Committee under the Municipal Records Committee for the sole purpose of helping VSARA with the retention schedule for Town Clerks and Treasurers. Sandy made the motion for a 4 member Retention sub –committee to be formed to include a one member from the Municipal Records Committee one member from the Education Committee and 2 Members at Large. The motion was seconded. All were in favor the motion carried.

Work on the retention schedule will start in December. Donna Kelty will keep the Municipal Records Committee updated on the progress.

The Board recessed for lunch at 12:00 noon until 12:30. Sara, Bobbi and Dawn excused themselves from the meeting.

Legislative Committee

Karen updated the Board on the Election Bill and the Open Meeting Law regarding changes to the posting of minutes. She also informed the Board of the Tax Department's changes to the Current Use filing. Karen will be sitting on a committee with Jim Knapp Interim Director at PVR to review the mockup of the new current use filing software. Susie Haughwout expressed her concerns on the current requirements of attorneys filling out the PTTR and leaving out important information. Sandy asked that the Legislature Committee request an increase in the Land record recording fees.

Awards Committee

Lucrecia updated the Board on the current awards criteria and proposed changes. Some of the criteria needed to be updated or changed to reflect current educational opportunities at conferences now available to Clerks and Treasurers. The Board discussed a separate award to recognize Assistant Town Clerks and Assistant Treasurers. Everyone was in favor of this idea. Lucrecia will make changes to the criteria and add criteria for Assistants.

The Board reviewed the nomination form and made adjustments. It was decided that Lucrecia would send the nomination form out separately via the list serve and not in the annual meeting registration packet. The nomination form will be sent out sometime in the middle of June with a deadline return date of August 1. Discussion ensued on requirements of nominees. I was decided to add to the website a list of all Certified Clerks and Treasurers and a list of recipients who were awarded Clerk and Treasurer of the Year.

Membership Committee

Donna Kinville reported that the Membership Committee met its goal this year and continued to work on increasing membership.

Education Committee

TEOC discussion tabled until TOEC agenda item.

Treasurer's Report

Patti presented the warrant to the Board. Karen Richard made the motion to approve the warrant of \$1,220.00 for the Snowflake Resort deposit and a refund of a membership to the Town of Derby for a Lister. The motion was seconded. All were in favor the motion carried.

Patti distributed the Treasurer's Report and shared a thank you note from Kate Wahl to the VMCTA for last year's donation for the IIMC 2015 Conference. It was decided that Patti would send out this year's donation to IIMC and the funds for the New England Conference.

Patti informed the Board that she filed the e990 postcard to the IRS for the Association's 501(c)3 to remain current.

Unfinished Business

The Board discussed the Shouldice & Shouldice Contract in the amount of \$12,500.00 which is \$500.00 more than was budgeted. The Board will need an explanation on the increase for IRS purposes since the Association has 501(c)3 status. Patti will look into the IRS requirement and then Tammy and Karen will speak to the Heather Shouldice.

TOEC

Donna Kinville updated the Board on the TOEC trainings and the difficulties the Education Committee was having. The TOEC Committee will need a definite answer by the end of the month whether the VMCTA will continue the New Clerks and Treasurers training with them. Discussion ensued about the differences (pros and cons) between the VMCTA New Clerks and Treasurers training and the TOEC trainings. It was decided that Donna Kinville will meet with the TOEC Committee next week and inform them that the VMCTA will go back to offering their own New Clerks and Treasurers training.

New Business

Sandy happily informed the Board that of total of \$4,497.00 was raised from fundraising at the NE Conference. She updated the Board on the various plans for the NE Conference in Woodstock November 18-20, 2015. The President's reception will be held at Billings Farm.

Other Business

Donna Kelty made the motion to go into executive session. The motion was seconded. All were in favor. The Board went into executive session at 1:26pm until 2:00pm.

Next Eboard meeting will be held on Tuesday, February 24, 2015 at the Barre Town Office at 10:00am.

Meeting adjourned at 2:01pm

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