

VMCTA EXECUTIVE BOARD MEETING
MINUTES
Tuesday, April 7, 2015
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 Donna Kelty, Barre Town; Stacy Jewell, St. Johnsbury

Tammy called the meeting to order at 10:15am.

Approve minutes as of February 24, 2015

Sandy made the motion approve the minutes from the February 24, 2015 meeting. The motion was seconded. All were in favor the motion carried.

Treasurer's Report

Patti presented to the Board a warrant in the amount of \$75.37. Donna Kelty made the motion to approve the warrant. The motion was seconded. All were in favor. The motion carried. Patti informed the Board that Membership income was up above the budgeted amount. Donna Kinville informed the Board that the New Clerks and Treasurers training registration fees were coming in well. 67 attendees had registered so far and she had \$300.00 more in registration fees to turn in. She explained that there would be expenses for food and there was a \$100.00 expense for a postcard mailing. The Board noted that \$4,800.00 in scholarship money was still available including the \$1,070.00 Linda Spence scholarship for a Clerk to attend the NEMCI Institute.

The Board discussed the VMCTA vest fundraiser. Sandy will ask Alison for a vest display to have at the New Clerks and Treasurers training days.

Sandy advised the Board to start fee negotiations with the Lobbyist for next year's budget since there was an unanticipated increase last year.

Patti will send out check for \$250.00 to IIIMC Region One support.

Patti shared the sad news of the passing of NEMCI classmate Janet Jacaruso, Class of 2014. Patti will send a card to her family on the behalf of the Board.

Committee Reports

a) Certification & Education Committee

Donna Kinville updated the Board on the Certification & Education Committee upcoming New Clerks and Treasurers trainings. All the presenters have been set up. 67 attendees have registered so far, 32 for the Hartland location and 44 for the Barre City location. There are still three weeks to pre-register and there will also be registration available at the door. Sandy asked that Ed Committee promote NEMCI this year. Donna Kinville asked the Board if a free lunch could be provided for the presenters. The Board agreed that a free lunch should be provided to the presenters. Sandy made the motion that a free lunch should

be provided for the presenters and the Ed Committee at the New Clerks and Treasurers trainings. The motion was seconded. All were in favor. The motion carried.

Donna Kinville updated the Board on the Educational Sessions for the Annual Meeting. The Ed Committee will be meeting after the Board meeting to finalize general session speakers.

b) Awards Committee

Lucrecia informed the Board that the Awards Committee would like to include in the new nomination application a section to nominate Assistant Town Clerks and Assistant Treasurers of the year awards. The committee still needs to work on criteria. The Board discussed whether they should be certified. Lucrecia will go back to the Awards Committee with suggestions from the Board. She would like to send out the nomination application at the end of June not with the annual meeting packet and extend the deadline to August 1st. The Awards Committee updated the Clerk and Treasurer of the year award nomination criteria. They also updated the Awards Committee description along with the nomination application form. Lucrecia will bring these changes to the Board's next meeting for approval.

c) Other Committees

The Board discussed the revamping of the Clerk and Treasurer Certification and Recertification forms and if there was a need for recertification of CVC after Clerks received their CMC or MMC. Stacy Jewell suggested having a session on certification at the annual meeting. It was decided that a table would be set up at the annual meeting with someone there to explain the different types of certifications and have applications available. Donna Kinville will put together new certification folders and have them available at the New Clerks and Treasurers trainings.

Sandy informed the Board that the theme for the NEACTA Conference, "Weathering the Seasons of Change" would have to be changed because it was too similar to the IIMC theme "Seasons change and so do we". After much brain storming it was decided to change the theme to "Bridge to Knowledge". The Board discussed the Vermont gift to the IIMC Conference. John Cushing will fill 600 gingerbread men maple syrup bottles for \$1.07 apiece and charge \$500.00 for the syrup. He will be donating all his time. Patti will send the check to John to cover his costs.

Unfinished Business

a) Policy on Conflict of Interest

Tabled until next meeting.

b) Annual Meeting

The Board discussed the Decorating Committee for the annual meeting. The committee members will be Donna Kelty, Stacy and Georgette. Patti made the motion to allocate \$500.00 to the Decorating Committee for the annual meeting. The motion was seconded. All were in favor. The motion carried. Tracy will help with the VMCTA membership table. Lucrecia will coordinate the DJ. The Board discussed ideas for a gift. Donna Kelty gave an update on the limited edition 2015 VMCTA cookbook. She will order 250 for the annual meeting.

Other Business

Sandy updated the Board on the revisions made to the W-9 that was sent to the Secretary of State for their donation to the NEACTA Conference.

The Board set a tentative meeting date for June 16 in Barre Town and a meeting for August 6 in Fayston to put together annual meeting packets.

With no other business and no objections Tammy adjourned the meeting.

Meeting adjourned at 12:10pm.

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