

**VMCTA EXECUTIVE BOARD MEETING  
MINUTES  
Tuesday, June 16, 2015  
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; Past President Sandy Pinsonault, Dorset; Members at Large Donna Kelty, Barre Town; Stacy Jewell, St. Johnsbury; Tracy Borst, Thetford; Karen Richard, Colchester.

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

**Approve minutes as of April 7, 2015**

Donna Kelty made the motion approve the minutes from the April 7, 2015 meeting. The motion was seconded. All were in favor. The motion carried.

**Treasurer's Report**

Patti distributed to the Board copies of the Profit and Loss Budget vs. Actuals from October 1, 2014 through June 15, 2014 and a Balance Sheet Previous Year Comparison as of June 15, 2015. She presented to the Board a warrant in the amount of \$5,336.64. Donna Kelty made the motion to approve the warrant. The motion was seconded. All were in favor. The Board reviewed and discussed the budget. It was noted that the New Clerk and Treasurer Trainings brought in a profit of \$700.00 to the association. This was \$200.00 over the estimated amount in the budget. The Board discussed that there had been no requests submitted for the Linda Spence Scholarship by any Clerk to attend NEMCI this year. Sandy confirmed to the Board that so far one new Clerk from Stamford, VT had registered to attend NEMCI and that Heidi Racht (Huntington) as well as LaDonna Dunn (Westfield) would be graduating this year.

**Committee Reports**

**Certification & Education Committee**

New Clerk/Treasurer Training Update

Donna Kinville updated the Board on the positive feedback she received regarding the New Clerk and Treasurer Trainings from the evaluation forms she sent out. Over 100 participants attended the two trainings. She also received some feedback from individuals that didn't attend. Mostly requesting that locations for the trainings be moved around the state.

Annual Meeting Education

Donna Kinville distributed to the Board a draft schedule of the educational classes for the annual meeting. Jim Douglas has agreed to be the opening speaker. The Board discussed this year's educational requirements.

### Revised Forms for Certification/ Revised Form for Re-Certification

Donna Kinville presented to the Board the revised Certification forms as well as a new concept for Re-Certification. She explained to the Board this new tier levels in the Advanced Certification form. The four new tier levels would be; Advanced Certification, Level 1 which replaces Re-Certification; Advanced Certification, Cum Laude; Advanced Certification, Magna Cum Laude; and Advanced Certification, Summa Cum Laude. The Board agreed that this new advanced certification was a better solution than just a re-certification by giving an applicant more incentive to continue education and professional development. The Board reviewed and discussed the points system on the certification forms and made recommendations to the Education Committee.

Lucrecia made the motion to abolish the Re-certification Application and replace it with the Advanced Certification application as presented by the Educational Committee. The motion was seconded. All were in favor. The motion carried.

Donna Kinville will make an announcement on the list serve about the new Advanced Certification and put all of the updated certification forms on the website. An announcement will be made at the annual meeting regarding the new advanced certification.

### **Awards Committee**

Lucrecia distributed to the Board from the Nominating Committee the updated Town Clerk and Treasurer of the Year Award nomination forms and the new Assistant Town Clerk and Assistant Treasurer of the Year nomination forms. The Board discussed the various credentials needed to be nominated. The Board discussed in length whether to keep the language in Section C of the nomination form that allows Selectboard/Alderboard members and Town/City Managers to make nominations. Patti made the motion to keep the language in the nomination form Section C that allows Selectboard/Alderboard members and Town/City Managers to make nominations. The motion was seconded. All were in favor. The motion carried. Lucrecia will post the list of past recipients of these awards on the website, post the nomination information on the listserve and muninet and send it to Selectboard/Town Managers at the end of June beginning of July.

### **Unfinished Business**

Conflict of Interest policy tabled for another meeting.

Donna Kelty gave the Board an update on the Subcommittee working with VSARA. The hope of the Subcommittee is to have some information on retention schedules available for the annual meeting.

### **Annual Meeting**

Tammy updated the Board on the progress of the annual meeting being held on September 21-22 in Stowe at the Stoweflake Resort. There will be a meeting at the Stoweflake on Tuesday, July 28<sup>th</sup> at 10:00am to meet with the conference coordinator to finalize arrangements.

**New Business**

Tammy informed the Board that a request had come in from the Animal Cruelty Response Task Force for a Representative from the VMCTA. Sandy nominated Patti Lewis to be the VMCTA Representative on the Animal Cruelty Response Task Force. The nomination was seconded. All in favor. The nomination carried.

**NEACTC Conference**

Sandy distributed to the Board a copy of the NEACTA conference application. She gave an update on the conference schedule. Pattie McCoy is working on the educational sessions. Sandy went over menus, gifts for attendees, and entertainment. Tracy will organize craft vendors. Green vests will be ordered with the NEACTC logo for the conference staff. She asked for volunteers to join her on July 11<sup>th</sup> at 9:30 am in Hartland to help with the conference gift.

**Other Business**

The next Eboard Meeting will be held on Thursday, August 6<sup>th</sup> at 10:00am at the Fayston Town Hall to assemble the packets for the annual meeting mailing.

Being there was no other business Tammy adjourned the meeting.

The meeting adjourned at 12:10pm.

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

