

**VMCTA EXECUTIVE BOARD MEETING
MINUTES
Thursday, August 6, 2015
Fayston 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; Member at Large Stacy Jewell, St. Johnsbury

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

Approve minutes as of June 18, 2015

Sandy Pinsonault made the motion to approve the minutes from the June 18, 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 August 5, 2015 and a Balance Sheet Previous Year Comparison as of August 5, 2015. She presented to the Board a warrant in the amount of \$625.00. This was for a 25% deposit for the annual meeting speaker Carol Ann Small. Donna Kinville made the motion to approve the warrant. The motion was seconded. All were in favor. Patti informed the Eboard that the CD would be maturing August 13, 2015. At this time the balance in the CD is \$5,425.97. The Eboard discussed rolling over the CD and what term would give the best interest. Lucrecia made the motion that Patti roll over the CD in a term she would determine. The motion was seconded. All were in favor. The motion carried.

Certification/Education Committee Report

Donna Kinville gave an update on the Ed Committee's August 3rd meeting where they looked over all Certification and Advanced Certification applications submitted by the July 31st deadline. This year 5 Clerks and 1 Treasurer will be awarded Certifications. Advanced Certifications Level 1 will be awarded to 5 Clerks and 1 Treasurer and Advanced Certifications Cum Laude will be awarded to 3 Clerks and 1 Treasurer. She added that there is a need for a VMCTA Education Certificate template so education certificates would be consistent year after year making it less confusing for applicants when filling out certification applications. The Ed Committee is hoping to staff an information table at the annual meeting with examples of filled out certification applications to help future applicants. She added that this year certification fees totaled \$430.00. She also explained the trouble she was having finding a vendor to make disks to be added to the Certification pin for Advanced Certification and is in the process of working with another vendor to create a new pin. She asked the Eboard for recommendations of Retired Clerks she could call that could sit on a panel with Kathy Scheele for the last session – Life after Public Service at the annual meeting.

Nomination Committee report

Donna Kinville will send out list of nominations to the Eboard next week.

Awards Committee

Lucrecia informed the Eboard that the Awards Committee had received a good variety of nominations this year. Half of the nominations had come from a Selectboard or a Town Manager. She added that unfortunately there were some nominations for nominees that were not certified. She plans on contacting those that had sent in nominations and letting them know. The Awards Committee will be meeting on August 19th to review the nominations.

Annual Conference

The Eboard discussed the annual conference room contract and agreed the comp rooms be used for the DJ, the speaker Carol Ann Small and retired Clerk volunteers. Patti will update the VMCTA display and bring it to the annual meeting.

Lucrecia requested that the Eboard consider adding an additional box on the Membership form for vendors. For an extra \$50.00 fee their logo would appear on the VMCTA website. The Eboard all agreed that this was a good idea. Webmaster contact information would be added to the Membership form as well.

Other Business

Lucrecia informed the Eboard that she has started working on updating the Committee Descriptions.

Being there was no other business, Tammy adjourned the meeting.

Meeting adjourned at 12:05pm.

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