

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, December 8, 2015
Barre Town Offices

MEMBERS PRESENT: President Lucrecia Wonsor, Killington; 1st Vice-President Donna Kinville, South Burlington; 2nd Vice President Georgette Wolf-Ludwig, Fairlee; Secretary Dawn Custer, Hubbardton; Past President Tammy Legacy, Roxbury; Auditor Kathie Felch, Orange; Members at Large Tracy Borst, Thetford; Kim Moulton, Hyde Park

OTHERS PRESENT: Sandy Pinsonault, Dorset

1:05 p.m. – President Lucrecia Wonsor called the meeting to order.

REVIEW AND APPROVE MINUTES OF OCTOBER 27, 2015

Tracy Borst made a motion to approve the October 27, 2015 meeting minutes with corrections. Tammy Legacy seconded the motion. All were in favor. So voted.

TREASURER'S REPORT

President Lucrecia Wonsor informed members Treasurer Patti Lewis was not present but sent the Profit & Loss Budget vs Actual for October 1 through December 7, 2015 and the Balance Sheet as of December 7, 2015. She noted not a lot had changed. A warrant in the amount of \$3146.21 needed to be signed for expenses which included Vermont Trophy for the annual meeting, Vermont Government Finance Officers' Association will receive \$1000 for education funds, Kofile for name plates people ordered and \$2000 toward the New England Conference. Tammy Legacy made a motion to approve and sign the warrant. Georgette Wolf-Ludwig seconded the motion. All were in favor. So voted. Tammy Legacy asked if membership dues were coming in. Lucrecia reported there are one hundred and fifty-one towns registered, three hundred and fifty members. This includes clerks, assistants and treasurers.

OLD BUSINESS

Lucrecia reminded Board members committee descriptions were being updated. An email was sent to all committee chairs. The Municipal Records, Fundraising and Curriculum Committees don't have descriptions. Lucrecia asked if the Board as a group could do something to help the committee chairs who aren't sure about how to start, citing the Fundraising Committee helps to offset costs. Georgette suggested adding how many members the committee would have. Donna Kinville suggested listing the events the committee fundraises at noting the wording should be along the line, events typically include but are not necessarily restricted to. Lucrecia suggested adding the committee develops fundraising opportunities. Georgette suggested the description may want to note they have a certain number of fundraisers including the Annual Meeting's basket raffle and 50/50. Lucrecia suggested something be put together by the Board to give to Nellie Noble, the Chair of the Fundraising Committee. Donna Kinville suggested the description should note the committee is not responsible for sponsors. Lucrecia agreed suggesting, the purpose is for VMCTA to raise funds in order to offset what has not been raised through sponsorship. Lucrecia noted she would like to see descriptions updated and adopted by July to be added to the website. The chairs can start the new year with the descriptions and people who may be interested will be able to see what the committee does. She added she found it educational going over the descriptions. Pertaining to the Budget Committee, Patti found a small change; April -May is the timeframe currently given to set the budget, that is too early. It is usually not done until July. Descriptions are needed for the President, 1st Vice-President, and 2nd Vice-President. She stated she started to work on the President's description. Georgette and Donna can go over the 1st and 2nd Vice-President descriptions and Georgette and Dawn Custer can work on the Secretary. Bobbi is having a tough time getting people together for the Municipal Records Committee. It will take more time.

Heidi Racht turned in a description and did a good job combining Newsletter and Public Relations Committee. Board members were reminded Nellie sent an email wanting pictures from everyone. Regarding Public Relations Georgette noted NEMCI asks for the name of local papers when someone signs up to attend; when the course is completed they send a press release to that paper. Kim Moulton added it is part of the registration packet. Sandy Pinsonault suggested it be asked as part of the awards nominations or if someone is getting their certification it can be on the form and filled in then. Lucrecia suggested if someone is nominated someone could speak to the person's Select Board. Heidi's committee is taking the responsibility of notifying the local papers. Tammy noted it sounds like two different committees; the Public Relations Committee is starting to do what the Board envisioned. Donna asked how many members in the committee. Georgette answered it is going from 3 to 5 members. Tammy stated she envisions after Town Meeting welcome letters being sent to the new clerks and treasurers. Lucrecia stated all committee members were on board with the description. She suggested the Board wait to see it up and running explaining it is currently evolving; time will tell if it needs to be separated into two different committees; it will become evident. Heidi is confident she will be able to handle it adding she too thinks it will work. Tracy Borst stated they are talking about compiling a database asking if they sent a spreadsheet to Lucrecia, adding it is a good start for what they want to do. Lucrecia stated she would email the descriptions to the whole Board to see if they agree with the changes.

Georgette stated the Education Committee will meet at the end of January adding she would bring up the need for a description then. It was noted most descriptions can be found on the website and commented that most need editing. Some of the timelines are rigid. Sandy stated at one time the Curriculum Committee spent a weekend in Burlington coming up with ideas. Curriculum needs to be built. A lot of work was done that weekend but nothing ever happened. Lucrecia suggested looking at the curriculum sheets and making connections with speakers. She suggested the Education Committee look at curriculum and see if anything can be added. Lucrecia stated for Municipal Records, Best Practices need to be updated. Georgette believed the retention of records is difficult.

Lucrecia stated getting the packets ready for Annual Meeting may have to be early. The packets go out one month before the meeting. She suggested the Board get together after the State Primary, possibly the second Tuesday in August. Georgette asked if anyone would want or pay attention to an email right after the primary. She suggested the first week in August for stuffing, Lucrecia agreed.

Lucrecia stated something can be put on application forms but a Refund Policy is still needed. She read what IIMC has for a policy. Tammy believed dates for cutoffs and reasons were needed. Lucrecia agreed adding the date has to be put on the registration form and notification of cancelation should be in writing. Donna asked how much time should be given noting once the food is ordered it has to be paid for. Tammy agreed stating death is one excuse but having someone say their office is too busy is something else entirely. Donna asked what happens with the hotel that won't refund if the cancellation is too late for us to get credit from the facility. Georgette stated hotels even have a charge if enough notice isn't given for a cancellation. Sandy stated for the New England Conference the charge was \$200 per person and all of the meals cost \$225 per person. The education portion was free to attendees. Tammy stated in Killington plates were counted in Stowe it is by number. Sandy added at the New England Conference we ran out of seats. People brought spouses, vendors paid for one then had 2-3 seated. She stated she was not in favor of a policy adding it should just state money is non-refundable then refund case by case, maybe agree to return x number of dollars because meals had to be paid for. Lucrecia suggested stating money is non-refundable but if you need to cancel you need to write a letter explaining the reasons why and the Board will decide. Tracy added if a major life event happens you aren't going to care if you get your money back. Lucrecia agreed adding this is for the ones that decide at the last minute. Sandy suggested the Board just use the words non-refundable explaining if the word reasons is added everyone will find a reason. Donna stated there should be deadline dates suggesting wording that included, if you don't cancel by such and such a date the money is non-refundable.

NEW BUSINESS

Lucrecia informed Board members present that she, Donna Kinville and Georgette were emailed a 65 page Vital Records Bill looking for comments. She stated she would send it to Karen and the Legislative Committee adding she read through page 9. It creates a position of a State Registrar. Vital Records before 1909 will not be included, only those from 1909 forward. Clerks can make certified copies of marriage licenses but not birth and death. Georgette added some town clerks may still be able to certify birth and death certificates suggesting they may be the hospital towns. Donna added it was created to meet certain criteria. Georgette added it didn't say what the criteria were. The bill noted they would have site inspections. Georgette stated she thought it should require the town clerk to ask for identification and put the onus on the person requesting the copy. Sandy stated it sounds like they are taking a lot of money away from the towns. Tammy stated and asked, we, as town clerks, take oaths to uphold the Vermont Constitution, why would we commit fraud? Georgette added they are taking away local control; people won't be able to go to their local town clerk for certified copies of their birth certificate. Lucrecia added it hurts us when town clerks don't have good vaults to put records in and Select Boards don't want to invest in one. Georgette stated the bill quoted from an incident in California, which noted there was no way to identify events of fraud adding she had a problem with that statement. Lucrecia stated she would get the bill to Karen noting it is not being implemented until 2017. Georgette added and 2018. Sandy asked how much it would be for certified copies. Georgette answered \$15. She wondered how far it would impact town clerks and VSARA noting the effect is unclear. Kathie Felch stated they want Vital Records in a locked area inside of the vault. Lucrecia stated hers are in a locked cabinet inside her vault. Tracy added that was for federal requirements that never came to pass. Georgette stated the bill should be given to Karen and Carol Dawes adding they are good at looking at bills. Lucrecia stated the committee wants comments and feedback by January 15th. Sandy reminded those present a new governor means new appointments; Harry Chen may not be the pick. She added she would bring it up at a VLCT meeting next week.

OTHER

Lucrecia reported the raffle at the Annual Meeting raised \$1035, the 50/50 - \$226 and auctioned items – picnic backpack, \$55; wine, \$45; and more. The total amount raised was \$1778.00. Kim asked if that was average, high or low. Georgette replied a little higher. Lucrecia stated there is no need to discuss item 5b. Directory of Clerks and Treasurers with pictures, Heidi and Nellie are the coordinators.

Donna Kinville stated the barcode readers that work with VEMS have to be purchased by the towns. They can be found at Staples and cost about \$185. Georgette thought the Secretary of State's Office was going to purchase them in bulk and ship them out to the towns. Donna stated they weren't sure how to bill for them. She stated she could ask Staples what it would cost if she ordered 100 of them. Tracy stated the mock election isn't running. Sandy noted in the training they said it wouldn't be until next summer. Tracy stated next summer is too late. Lucrecia stated absentee ballot requests can't be entered until the election is set up. Donna noted she brought up VEMS because the system has flaws. In the physical address you can't put a letter instead of a number. After a month of questions an answer was finally received.

The next meeting is January 19, 2016 at 10:00 a.m.

Adjourn: President Lucrecia Wonsor stated if there were no objections the chair would adjourn the meeting. There being none, the meeting is adjourned at 2:27 p.m.

Attest: _____
Dawn Custer
VMCTA Secretary