

VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Tuesday, January 19, 2016  
Barre Town Offices

**MEMBERS PRESENT:** President Lucrecia Wonsor, Killington; 1<sup>st</sup> Vice-President Donna Kinville, South Burlington; 2<sup>nd</sup> Vice President Georgette Wolf-Ludwig, Fairlee; Secretary Dawn Custer, Hubbardton; Past President Tammy Legacy, Roxbury; Treasurer Patti Lewis, Fayston, Members at Large Tracy Borst, Thetford; Kim Moulton, Hyde Park and Stacy Jewell, St. Johnsbury

**OTHERS PRESENT:** Maura Carroll, VLCT Executive Director, and Priscilla Aldrich of the VMCTA Membership Committee

10:10 a.m. – President Lucrecia Wonsor called the meeting to order.

**REVIEW AND APPROVE MINUTES OF December 8, 2015**

President Lucrecia Wonsor formerly welcomed Kim Moulton to the VMCTA E-Board.

Tammy Legacy made a motion seconded by Donna Kinville to approve the minutes of December 8, 2015 with corrections. All were in favor. So voted.

**TREASURER'S REPORT**

Treasurer Patti Lewis informed members there was a warrant for \$7450. She handed members the Profit and Loss Budget vs. Actual for October 1, 2015 – January 14, 2016 and the Balance Sheet with Previous Year Comparison as of January 14, 2016. Georgette Wolf-Ludwig asked if VMCTA would still receive money from the Associated Press. Patti noted it wasn't budgeted for because of the uncertainty now that organizations are supposed to go through the Secretary of State's Office for election results. Lucrecia asked when the second half of the money due to the Stoweflake would be sent out. Patti answered in a few months. She continued reporting noting membership money has come in pretty well. Georgette asked Priscilla Aldrich if she found all of the memberships come in October. Priscilla responded a lot came in December and they are still trickling in. Tammy Legacy made a motion to sign and approve the warrant in the amount of \$7450. Stacy Jewell seconded the motion. The motion carried.

**NEW BUSINESS**

Lucrecia welcomed Maura Carroll, Executive Director of the Vermont League of Cities and Towns. Maura thanked the E-Board for allowing her to be a part of the meeting. She began by stating VLCT believes all local officials need training and support adding VMCTA does a great job with town clerks. It has been noticed some groups are moving away from attending Town Fair because it is not meeting their educational needs. She explained she was present at today's meeting to see if VLCT may be able to offer training in conjunction with VMCTA. She noted some clerks attend Town Fair. Some clerks explain it is hard for them to attend two clerk events. VLCT is working with Vermont Assessors and Listers Association; they have their annual meeting at Town Fair. The League is considering reformatting Town Fair so one day is the board and annual meetings and the next day is the training sessions. VALA needs accommodations for 120 people. 2017 is the 50<sup>th</sup> Anniversary for VLCT. It would be great to have large events and for people to be able to get what they need for support and training. Now is the time to plan for that and that is what VLCT is starting to do. She explained she realized VMCTA also needed time to plan its events. Lucrecia asked Maura if she was asking VMCTA to help plan Town Fair. Georgette explained the annual clerks' meeting is in September. The New England clerks' conference is in November. October is used by a lot of clerks as catch up between the two. Maura explained VLCT is also looking at changing the date. If September is picked that is when the clerks meet. She suggested combining the two. Town managers meet in October and she believed VALA also meets in September. Georgette suggested having something special in education for VLCT's 50<sup>th</sup> that would bring clerks in such as a special class VMCTA hasn't been

able to offer. Tracy Borst asked if this would be another two-day event for clerks. Georgette suggested it could possibly be one day. Maura explained VLCT is trying to accommodate a variety of needs. In New Hampshire it used to be a 2-½ day conference. One day was totally identified with the affiliate groups. They scheduled their day. There was a block for the annual meeting and blocks for training. There were benefits to a large forum. People often complain that no one really knows what they do. All the meetings are open. Listers are frustrated because the Select Boards don't know what they do. The Select Board members can go to lister training and see what they do. There is a great benefit to the overlap. Donna Kinville noted she had a conversation with Abby Friedman about this regarding the Town Officers Education Conference. It didn't work. VMCTA has the clerk training in April and our annual meeting. Tammy Legacy believed it would be interesting if all the groups combined to see what others do and offer. Our group has fun and offers good classes. VMCTA has a banquet. If all of the other groups have their own evening session it would have to be in a place where there can be multiple banquets. Tracy suggested sharing what happened with TOEC. Tammy explained TOEC dominated but the organizations did the training. TOEC kept all of the money. They wouldn't tell what the expenses were and how much they took in. They refused to share. Tracy added VMCTA provided the training, program and did the legwork. Donna added we were told there were 10 in a class and there would be 20-40. It wasn't run up to our specs. They didn't even pay mileage for our presenters. Maura assured the Board it was not VLCT's plan to take over but to assist. VLCT is aware the training needs are unique to all we serve and you are best at knowing what your members need. You tell VLCT what you need not the other way around. Patti noted it would be nice to have a general session with clerks, listers, select board members, and town managers, maybe a round table type session. Stacy agreed suggesting it be about something like the grand list, how it affects listers, clerks, the select board and Board of Civil Authority. Georgette stated that would get her there. Lucrecia stated there really isn't anything at Town Fair adding she will attend when it is in Killington. Maura noted having a larger group is a problem in Killington. She suggested in Burlington using multiple venues. When Town Fair is being planned it needs a committee with members from the different affiliates telling VLCT what is needed. Georgette suggested VMCTA as a group get together and figure out what is needed. Kim Moulton asked if training was offered at Town Fair could it be applied toward a clerk's certification. Lucrecia noted Town Fair is a full day. She suggested the clerks could have a couple of morning sessions to make it back to their offices by the afternoon. Maura stated VLCT would like what works for clerks adding she would love it if the VMCTA Annual Meeting were held at Town Fair. She suggested thinking of what training could be offered at this year's Town Fair. Lucrecia added Local Government Day used to be all for clerks and treasurers and now it is mostly for town managers. Donna explained part of the purpose of the annual meeting is as a VMCTA fundraiser. She asked if it were to combine with VLCT would there be a way to recoup what we raise at our annual meeting. Stacy wondered how the organizations would split vendors. Maura stated we could have that conversation. Tammy suggested grouping vendors with related products together. Tracy stated she stopped going to Local Government Day because you get bundled up to go across the street then crowd into a little room where no one talks to you. Lucrecia suggested when there is a bigger issue that is important to clerks it would be better if the committee met in a larger room adding it is like the legislature doesn't like to hear from us anymore. Maura explained Karen Horn does try to get the important committees to meet and to get them to focus on items that will matter to the people attending. She thanked the Board members for their input. March is when Town Fair planning begins. She added VLCT is thinking of having a keynote speaker suggesting Captain Phillips as a possible.

## **OLD BUSINESS**

### **A. Legislative Committee Update**

Lucrecia explained Karen Richard wasn't present because she was writing a minority report. The Secretary of State met with the Clerks Advisory Group and had another meeting with the Legislative Committee. Comments were included in their report; the bottom line is we can't ask for voter identification. The Legislative Committee did an awesome job. Regarding Election Day Registration the clerks asked for a cutoff, the Friday before. The SOS did not include that in his report. His report said the cutoff could be Monday at noon the Monday before the election. Basically all of the comments the clerks had were not taken when the SOS presented his report. The clerks now have an opportunity to do a Minority Report to include our comments. Donna stated her contact on the Government Operations Committee is wondering why there aren't any media promotions. She added she hasn't heard anything on the radio. Lucrecia stated it was suggested the day before the election the absentee ballot may be entered into the machine. Stacy

stated the machines are moved adding it's not secure. She asked if the memory card would keep a record of the absentee votes. Lucrecia stated yes adding she doesn't believe all of the voters are okay with ID not being required. She informed members the comments pertaining to the Vital Records Bill were given to Karen. The Legislative Committee put together some nice input to go to the Legislative Council. She explained some aspects of the proposed bill to Board members adding EDRS works fine why does someone other than the clerks need to be custodian of vital records. Donna added the proposed legislation doesn't define what it takes to be certified adding they can take our records away and fine us. Lucrecia noted the first Legislative Report came out on Friday and there are a couple of things the Legislative Committee may want to look at. There is a bill requiring towns to have an additional audit if someone serves as both the clerk and treasurer. Tammy added they are considering allowing a voter's spouse to pick up an absentee ballot on their behalf. Lucrecia added there is a proposed bill, which wants absentee ballots mailed to everyone.

#### **B. Education Committee Update**

Georgette reported the committee hasn't met yet and are scheduled to meet next Wednesday. The thought is to keep everything status quo because it is an election year. If VLCT wants to draw us there needs to be an appropriate training. Group discussion among the members regarding VLCT's request to make Town Fair a combined event followed. Everyone agreed grand list training and a keynote speaker were good ideas. Lucrecia suggested the Education Committee come up with education session topics for Town Fair. More in depth training of the voter software was suggested citing examples of towns having issues with missing data.

#### **C. Membership Committee Update**

Priscilla Aldrich reported membership shows there are 350 members out of 165 towns. She asked Donna, who previously chaired the committee, what to do when someone doesn't sign up. Donna explained she did a member search by city then called. Priscilla also reported Nellie Noble did a Scentsy fundraiser and raised \$40. VMCTA membership information will be on the back table at the new clerk training. New clerks and treasurers find out about the training via Muninet and the Listserv. It was suggested a postcard be mailed to all town clerks.

#### **D. Review Committee/Officer Descriptions**

Committee and Officer descriptions were sent to Board members in advance of the meeting. Discussion at this meeting pertained to suggested changes to the previously received descriptions.

1. Budget Committee: Tammy explained she found it a surprise when she was the incoming President that she had to defend the budget. She suggested the description should say – be prepared to defend the budget whether you are in incoming or outgoing President. Tammy noted she assumed the Treasurer was the chair. Lucrecia agreed noting she would add the Association Treasurer will act as chair. Patti added it should note the Treasurer will prepare the budget and the President will present.
2. Fundraising Committee: Stacy noted the purpose is to offset expenses. Tammy added the description should denote the committee fundraises all year. Donna added it should not be confused with sponsorship.
3. Newsletter/Public Relations Committee: Tammy mentioned she noticed the description didn't include NEMCI or NEACTC announcements and she wasn't certain why anything would be sent to IIMC. Donna noted there should be a balance between clerks and treasurers. Patti stated the newsletter advertises scholarships for IIMC, NEMCI and NEACTC. Georgette noted VGFOA and NEGFOA should be added. She also suggested once the CMCs and MMCs are updated in the database they be given to the Education Committee. Tracy expressed concern about the differing levels of Excel skill when updating the database. Lucrecia noted the original version would not be edited and Priscilla has it. Georgette noted clerks could attend trainings even if not members of VMCTA. The Membership Committee list is members only. The Secretary of State's Office should have the list of new town clerks. Priscilla added she has some of the assistants on her list.

Lucrecia suggested a questionnaire regardless as to whether someone is a new clerk or not asking for information such as term expirations and email addresses. Tammy asked why a notice of our Annual Meeting is sent to IIMC. Kim explained their website lists all state conferences. Lucrecia added it could give VMCTA recognition. Donna suggested the Education Committee give a list of newly certified clerks to the Public Relations Committee. Lucrecia added the President does the notification of Town Clerk and Town Treasurer of the year.

4. President: Lucrecia noted the Annual Meeting would be the 3<sup>rd</sup> Monday in September except when there is a conflict with a religious holiday. The President presides over the annual business and is sworn in by the SOS and if he/she isn't present the President will be sworn in by another designated official. The President is encouraged to attend VLCT's Town Fair and has custody of the VMCTA display board. Agendas should be posted to the website prior to the meeting. Lucrecia explained committees have evolved over the years and how they have changed hasn't been documented. It would be nice to have something concrete to hand to the next person chairing a committee. Tammy agreed explaining how she had unknowingly messed up right off the bat by not having the plaque for the outgoing President. Georgette asked why people who sit on committees for long periods of time don't get to chair them. Lucrecia explained members of the E-Board chair to help better prepare them on their road to becoming VMCTA President. Georgette suggested co-chairing a committee. The President is responsible for welcoming attendees to Town Government Day; VMCTA co-sponsors the event with VLCT and brings the display board. May or June is when preparation for the next budget should begin. Patti noted the budget would be finalized in August. Tammy suggested canvassing the committee chairs for possible appointments. Tammy suggested not mailing the budget as part of the Annual Meeting packet because no one brought them to the Annual Meeting. She suggested it be handed out at the meeting. After some discussion it was decided the budget and minutes would be on the tables at the Annual Meeting. It was noted the agenda should be on the tables as well. The registration folder would have the registration form, the constitution changes and the committee request form.
5. 1<sup>st</sup> Vice-President: After some discussion among Board members it was agreed the 1<sup>st</sup> Vice-President should be prepared to discuss the budget as part of the Budget Committee and assist the President as needed.
6. Secretary: The Secretary shall send the minutes to the Webmaster and record VMCTA minutes.
7. Treasurer: It was suggested removing having the audit completed after July 31<sup>st</sup> and that it be changed to when the auditor requests it.
8. Members At Large: It was noted there are no term limits for Members At Large. Georgette suggested if the Board wants to add them the Constitution would need to be changed to reflect it. Lucrecia noted the Association is evolving. Tammy believed it was good for someone to serve as a Member At Large if they wanted to be an officer adding the Board might want a Constitutional change. Lucrecia stated she could talk to Pattie McCoy about adding term limits to the Constitution.

Lucrecia informed the Board she would update the Committee and Officer descriptions and send them around before they were formerly adopted.

### **OTHER BUSINESS**

Lucrecia informed Board members present Patti's update on animal cruelty was tabled until the next meeting.

The next meeting is April 5, 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 1:26 p.m.**

Attest: \_\_\_\_\_  
Dawn Custer  
VMCTA Secretary