

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, April 5, 2016
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; Treasurer Patti Lewis, Fayston, Members at Large Tracy Borst, Thetford; Kim Moulton, Hyde Park, Karen Richard, Colchester and Stacy Jewell, St. Johnsbury

OTHERS PRESENT:

10:15 a.m. – President Lucrecia Wonsor called the meeting to order.

REVIEW AND APPROVE MINUTES OF January 19, 2016

Tammy Legacy made a motion seconded by Donna Kinville to approve the minutes of January 19, 2016 meeting with corrections. All were in favor. So voted.

TREASURER'S REPORT

Treasurer Patti Lewis informed members there was a warrant for \$1831.84. She handed members the Profit and Loss Budget vs. Actual for January 15, 2016 – April 5, 2016 and the Balance Sheet with Previous Year Comparison as of April 4, 2016. Georgette Wolf-Ludwig stated \$750 was given toward the new clerk's training. Patti Lewis noted regarding the email sent to clerks from the Associated Press, \$2600 was deposited as of April 1st. Karen Richard suggested that be put out to the membership so they know it is important to report the numbers from the August and November elections. Stacy Jewell asked if they would continue with that noting it was nice with the Secretary of State (SOS) now having the numbers. Tracy Borst explained the SOS doesn't get the results out as quickly. Patti stated four requests for NEMCI scholarships had been received. . Karen Richard made a motion to sign and approve the warrant in the amount of \$1831.84 seconded by Tammy Legacy. The motion carried.

NEW BUSINESS

A. Possible VALA/VMCTA Collaboration

Lucrecia stated she sat next to Todd LeBlanc, President of Vermont Association of Listers and Assessors (VALA), at Local Government Day. He would like our two organizations to collaborate more suggesting possible representation to collaborate at Board meetings. It was suggested there could be possible educational collaboration. Donna told everyone Todd is on vacation, which is why he wasn't at this meeting. She stated clerks and listers have to work together with deadlines. VALA is trying to raise their standards. She suggested possibly having one educational session together. Karen agreed the groups should work closely together. Once the change of appraisal notices are sent it starts the calendar for grievances. She stated she gets the homestead downloads in her office on Mondays. Her office works closely with the listers and she noted she believed it was important to train together. Kim Moulton noted she agreed. She explained her listers were there before she was elected. They each do small parts and pieces that belong to each other. Lucrecia noted she transfers Property Transfer Tax Returns (PTTRs) to an Excel spreadsheet as a second check. Some of the transfers been missed by the listers. It is nice to have a solid understanding so we can help each other. Patti stated VALA meets once a month. She asked if they were thinking of meeting with us once a year. Tammy stated they are working with VLCT more frequently. Lucrecia explained it could be something as simple as working together on one session at a VLCT event. Donna agreed noting in talking with Todd that is what VALA is trying to do. She suggested Town Fair as a venue. Tammy stated with our annual meeting in September and Town Fair in October clerks will wonder which event they should attend. Georgette suggested something separate with one training together. She stated it could start small. Donna noted there would be concern from clerks seeing it as another day out of the office. Karen

suggested it could be viewed as more opportunity for others in the office to train. Patti asked if it would leave time to meet the criteria the VMCTA has. She suggested a general session at the clerk's annual meeting for an hour or two where VALA members could sit in. Lucrecia agreed starting small was not undoable. Georgette asked if someone from VALA would be presenting. Georgette added the schedule isn't ready yet. There is a speaker and the first general session in the morning. If VMCTA wants to do something with VALA it could be worked out. Lucrecia noted she believed they are interested enough to talk about it and explore possibilities. Georgette informed Board members the Education Committee would like to know if the Board wants anything to change for the annual meeting. Lucrecia answered not this year possibly the year after.

B. Mentor List Update

Lucrecia stated John Cushing from Milton and Ken Scott from Duxbury are on the mentor list. Tammy informed Board members Ken lost the election from the floor. They also amended the budget from the floor to give \$3000 to the old town clerk to train the new town clerk. Georgette noted after that he still had to finish the meeting minutes. Patti stated he did and he went in the next morning to finish what he had to and help the new town clerk with some things before he left. Tammy stated Donna Berry gave up her job as town clerk and regrets it. Karen asked if there is something in place when someone gets elected. Lucrecia stated she knows the SOS sends out a Survey Monkey. The survey is supposed to ask if someone is new or an incumbent. Tammy believed the Public Relations Committee is working on something. Lucrecia asked how we know if someone is new if we don't hear from the SOS. Patti suggested having someone keep an eye on his or her county. Lucrecia is trying to get a COTT users group together. Karen asked if there was a mentor from each county. Lucrecia suggested Priscilla Aldrich explaining she thought more were needed from up north. Tammy suggested Donna Kelty. Kim agreed someone from each county would be ideal. Lucrecia asked where the county list was. Donna believed it was forwarded to Heidi and the Public Relations Committee.

C. Legislative Committee Update

Karen reported she had a rough week. Last year with Election Day Registration (EDR) the legislature promised to make some of the changes the clerks were requesting. The SOS did a report in January. Our rebuttal was January 21st. The clerks asked for a gap day, to be able to enter absentee ballots ahead of the election, and some form of identification. Heather Shouldice, the VMCTA lobbyist, approached the Government Operations Committee. Jim Condos, the Secretary of State, agreed to a gap day, which meant on Friday the clerks would stop taking early registrations and only do emergencies on the Monday before the election. When it comes to discussing identification everyone shuts down. No one wants to discuss it. She explained when she left the committee there was a gap day and absentee ballots could be entered early. An email was received at 10:00 p.m. Thursday. As it stands we didn't get anything. Senator White who told her the clerks still had until 2018 for EDR (it takes effect in 2017). An email was received regarding the Vital Records Bill. They are looking to have a study committee. Karen noted someone other than herself should be on it. Lucrecia informed the Board the last New England Clerks' newsletter noted at the last election held in New Hampshire identification was required. It was the first time. They worked with their SOS and they had a procedure to follow. There wasn't a lot heard about any push back. Karen asked the Board to remember when Vermont issued IDs to illegals. Senator Mazza showed a full-page ad for driver's licenses in Vermont in a New York paper. Lucrecia stated it looks like people would automatically be registered to vote when they get their Vermont driver's license. Georgette asked about updated fees. Karen explained the legislature wants to work to get the fees on a statutory cycle to be look at every three years. She added she believed something different should be done with land records other than the \$10/page.

D. Education Committee Update

Georgette reported the new clerk and treasurer training is coming together. Hartland has eighteen registered so far and twelve for Barre. Clyde Jenne assured her there have been years without many attendees. She believed the low numbers might be because it is an election year with too many other things going on. Tammy asked about new clerks. Georgette wasn't sure how many new clerks were registered. She stated the Committee sent out a postcard to everyone. Lucrecia suggested asking new clerks and assistants via the listserv to email Georgette. Georgette stated she didn't know if the numbers were good. Donna Kinville

told her to expect about 90 attendees and Clyde said some years there has only been thirty. She explained she would like to go ahead either way. The only cost is the food. \$750 has been raised and there is the Associated Press money. The annual meeting has a speaker who was suggested by Tracy Borst. Tracy explained she was doing a woman's leadership circle course and Kerry Secrest was there. She explained she is familiar with her in a small group setting and hasn't seen her speak in a crowd. Her references are good. Georgette stated Kerry has agreed to do two general sessions on Tuesday for \$2000. Tracy added her normal fee is \$2500. The \$2000 is the VMCTA price. Georgette added plus a night's stay. She added the money in the budget to hire someone was discussed. If there is money available she asked if it was possible to hire an opening speaker. She asked if there was \$2500 budgeted. Patti believed it was \$1500. Lucrecia stated it is definitely in the \$2000 range thinking it was \$2500. Georgette asked the E-Board's blessing to hire her. The Committee description states we, the Education Committee, can pick a speaker. She noted the Committee is unclear if the E-Board has to approve the speaker in order for the Education Committee to move forward. Lucrecia believed that was the protocol. Donna explained because the President signs the contract. Lucrecia added if the Committee could find someone for \$1000 or under for Monday it would be workable. Sometimes it is possible to find someone willing to give a very good deal. Donna asked what topics would be discussed. Tracy answered generational stuff; Mud Season was the one the Committee members like. Georgette noted the Committee needed to get IIMC approval for the speaker. Her credentials are good. She asked if she needed their approval before she came back to the Board. Patti stated before the contract is signed. Donna explained IIMC wouldn't approve on a case by case; they like to approve the whole packet. Lucrecia stated the contract be signed now. Patti added we just might not get credit for the speaker. Lucrecia added she found it hard to believe IIMC wouldn't give some points. She suggested contacting them to get very clear guidelines. If they want to know whom we have and what the topic would be, show them to get the most points possible. Georgette stated the Committee still needed to talk about an opening speaker. She added she would like the E-Board's permission to hire the keynote speaker. Tammy Legacy made a motion seconded by Karen Richard to approve the contract for Tuesday's keynote speaker, Kerry Secrest, at the Annual Meeting in September 2016 for the amount of \$2000 and the cost of one night's stay. The motion carried. Georgette stated that was the biggest update. The Committee meets today at 1:00 p.m. to go over the sessions using the same schedule as last year. The business meeting is separate from the education portion. The Committee is discussing ending early. Donna suggested they might want another election session for points at the end. Tracy stated a lot of people would still leave. Georgette explained after the general session speaker people start to think about their four-hour drive home. Karen suggested shaking things up by having an education session followed by the speaker. Tracy stated people would leave anyway. She asked if the Board would like people leaving on what they paid \$2000 for. Lucrecia suggested a session on Excel. Patti asked if we had enough time to meet all the requirements. Donna believed it was required to have two clerk sessions and two treasurer sessions. Georgette suggested leaving the late afternoon free for mentor questions or a round table. Lucrecia asked if people would feel short changed. Karen suggested starting the second day with 8:30 – 10:00 a.m. concurrent education, 10:30 a.m. – 12:00 p.m. general session speaker, 1:00 – 2:30 p.m. general session speaker and 2:45 – 3:45 p.m. last session. Perhaps a session with VALA or have a lister come. It could end at 4:00 or 4:30 p.m. Tammy suggested a clerk, treasurer, lister round table. Georgette stated it would be the end of the day and the big speaker would have been listened to, people would hope to get in their cars and go. She stated she had no problem ending after the second general session. Lucrecia stated more stayed for the late afternoon when self-defense was the final session. Georgette agreed adding not a lot stayed for ADA or Health Connect. Stacy noted the Excel teacher, Sarah Macy, from St. Alban's is good. Lucrecia agreed noting she works in St. Alban's Finance Dept. It would be a good session for people looking for shortcuts in Excel. Georgette stated she could have 2:45 – 4:00 p.m. asking if people would stay for Excel. Donna stated she would. Georgette stated she would bring it to the Committee. She added she did not want the opening speaker to be too political. It should be someone fun and inspiring. Donna suggested Senator Mazza. Karen noted he is funny and could lighten up the elections.

E. Municipal Records Committee Update

Lucrecia informed the Board Bobbi Brimblecombe sent an email, which discussed the work plan. They have divided into sub-committees. Records Retention consists of Carol Dawes and Wendy Wilton. The Committee also believes the e-recording model act should be reviewed. Disaster Preparedness should be part of best practices.

F. Animal Cruelty Task Force Update

Patti reported the Task Force would meet several times over the summer. Several recommendations were made about what they want to happen. The Task Force came up with ten different things. It looks like they will set up an Animal Welfare Advisory Board. She noted while sitting through all of the meetings it seemed VMCTA's presence was the least important and the spot should be given to others. The head of the Department of Agriculture is on it, a sheriff's deputy, a veterinarian group, a group of Animal Control Officers (ACO), Vermont doesn't have a good structure for reporting. No one knows who has authority in Animal Cruelty seizures. It isn't the ACO. There is no real chain of command. People need to know who is trained and qualified. Several ladies from the public came to every meeting. Some may think a horse is starving when it is actually the nature of the breed. It all comes down to money. The state police have a component for someone to be part of animal oriented training which is optional, not required. It was a wonderful experience to go through.

Vital Records Update

Lucrecia reported a committee would be set up this summer to go over the vital statistics bill. There will be four possible meetings while serving on this committee. She asked if an E-Board member should be picked. Georgette suggested someone from a hospital town. Patti asked what the committee would do. Lucrecia answered, look at the components of the bill. It is to serve as protection against fraud and identity theft. Karen stated it would be nice to see a birth system like the death system. Tanya Marshall thinks what they are doing suggesting is archaic. The Health Dept. wants statistics. Tanya is pushing for them to look at the entire system. Lucrecia asked Stacy if she would like to serve on the committee. Stacy agreed. It will meet between June and October. Georgette stated she didn't want to see the vitals taken away from the clerks. Stacy agreed, she did not want to see vitals taken away from clerks but vitals need to be updated. Patti agreed it should not be taken away from the clerks. It is a service we provide our townspeople.

OLD BUSINESS

A. Final Review/Adopt Officer Descriptions and Committee Descriptions for Budget, Fundraising, Newsletter & Public Relations and Website Committees

Lucrecia stated the Committee and Officer descriptions were updated, reviewed and the typos were fixed. She asked the Board if they would like to wait and go through them all then vote to adopt and approve them at the same time. Donna asked if anything was time sensitive. Lucrecia answered no adding she would like to see them on the website before the annual meeting so people can see what committee they might want to serve on. She wanted to discuss Members at Large because there aren't any term limits. Pattie McCoy has said that could be a constitutional change. Tammy stated she would like to see it change because people may have stepped down in the past that didn't have to. Lucrecia suggested adopting now and changing it later. The term limits would have to be handled by the constitutional change. Donna stated she knows it's hard when you are on the nominating committee to know what the term limits are. She suggested the description have a note to look at the constitution for what the term limits are. Lucrecia noted the descriptions were thoroughly reviewed last time and asked for a vote if everyone was okay with the changes. Patti Lewis made a motion seconded by Georgette Wolf-Ludwig to adopt the Officer and Committee descriptions for Budget, Fundraising, Newsletter & Public Relations and Website as of April 5, 2016. The motion carried.

B. Continue Review of Committee Descriptions – Awards; Certification/Continuing Education; Legislative; Membership; Municipal Records; and Nominating

a. Education Committee

Georgette reported the Education Committee has a draft they are trying to streamline. There will be seven to nine members. There are currently eight. Each member has three-year terms. The terms are renewable. A quorum is five. The President should appoint a member to fill a vacancy. In general duties we tried to identify what we are doing. Should it be called Spring Training or New Clerks and Treasurers? Tammy replied she liked Spring Training. Donna asked if calling it spring would make it seem like the new clerk and treasurer fell by the wayside. Lucrecia noted the Spring Training is targeted to new clerks and treasurers. Tammy noted the description stated the training wasn't starting until January. Georgette suggested it could be December. Lucrecia stated she would leave it there, suggesting under October it could state – start organization. Georgette noted under Powers the Committee doesn't have to set the registration fee. It notes the Committee is financially responsible for the operation. Funds were spent for the postcard and mailing. Tammy stated when she was on the Education Committee money was spent for those items but contracts were a different item. Georgette noted subcommittees were removed. A secretary was added for the minutes. There are certificate program guidelines. It addresses the CVC and CVT for understanding the basic requirements. The requirements note each session must be a minimum of 90 minutes. She added the Committee struggled with tax deduction. Donna noted she was surprised how many pay out of their own pocket for membership and training adding she didn't know if they could claim it on their taxes. Georgette asked if scholarship should be left in or taken out. Donna stated out it is for the Scholarship Committee. Georgette suggested an additional fee for registrations received late. Lucrecia noted there has never been a late fee. Donna suggested we might want the ability to add late fees suggesting it note additional fees could be determined. Georgette stated a minimal number of attendees are needed in order to not cancel an event She asked how that is determined. Tammy believed the Education Committee determines it. Lucrecia suggested if there are only five registered the Committee might determine they need ten. Donna added the presenters might not want to present to just ten. Lucrecia suggested the possibility of weather or a presenter canceling. Patti suggested the Committee could have the right to reschedule due to unforeseen circumstances. Karen added a presenter could be sick. Georgette stated the expenses are mileage and copy charges, which should be presented to the chair. Georgette stated faculty members' registration fee is optional and their lunch is provided. Tammy stated if they are giving up an entire day they should be able to go for free. Georgette agreed they don't have to pay. Donna asked if this all pertained to the spring training. Georgette answered yes explaining nothing pertains to the annual meeting because the Committee only takes care of the educational portion. Lucrecia stated if changes are made it can be adopted in June.

b. Legislative Committee

Karen reported a lobbyist section was added and it is up to the E-Board to hire. She stated she believed the lobbyist should work with the Board. The Committee consists of five members and the President appoints the chair. The purpose doesn't change. Lucrecia suggested referencing the Committee will work as liaison with the lobbyist. Patti suggested putting it above maintain contact with the SOS. Lucrecia believed it would be good under General Duties. Tammy stated there currently isn't anything about the lobbyist. Karen explained there wasn't one the last time the description was updated. Lucrecia suggested somewhere under General Duties add –in conjunction with the lobbyist contracted by VMCTA the Committee will act as liaison in going through the legislative process with the lobbyist. Karen agreed. Lucrecia added the Committee will act as liaison between the lobbyist and the E-Board. The Committee could also make a recommendation to the E-Board at the time of contract renewal or work with the E-Board. Karen stated at the time the Board was hiring the lobbyist it thought the lobbyist would be working with the chair of the Committee. If the lobbyist is too expensive it could be put out to bid. She asked who would make a recommendation if a lobbyist is liked but the E-Board thinks he or she is too expensive. Donna suggested it be within parameters. She asked what happens if the Board or Committee is suddenly not happy with the lobbyist. Patti suggested a consultation with the Committee and E-Board. Lucrecia believed the part consisting of duties should be a separate paragraph. She also suggested wording along the line, prior to contract renewal with the lobbyist the Legislative Committee will meet with the E-Board and make recommendations. She added she believed the contract was up for renewal. Karen agreed noting the contract renews every two years. Lucrecia suggested asking Heather to see where it is going. Karen agreed adding she needed to be talked to now. Lucrecia told Karen that she is the one working with her and aware of how much help she is. The Board is looking at it from a budget perspective. She stated she would contact Heather and remind her the contract renewal time is coming. Karen stated she wasn't certain what

another lobbyist may give for a price. She added Heather has trained her and made her a better person for testifying. Tammy stated on December 1, 2014 the letter of agreement for the 15-16 legislative sessions was sent to the lobbyist with it being signed on January 7, 2015. Lucrecia asked if maintaining contact with the SOS and VLCT was still relevant with a lobbyist and if October was still relevant.

c. Awards Committee

Donna reported she took what was currently in place and went over it with the Committee via email. Nothing needed to change under purpose. Committee members, does the president pick? Under General Duties, some members had concerns about who should be able to nominate. There is no problem with the select boards but should clerks and treasurers who are not members of the association be allowed to pick. Patti stated you could only be nominated or awarded if you are a member. Lucrecia noted she didn't see any harm in it. Donna asked if vendors should be nominating or retired clerks or treasurers. Tammy stated she didn't think retirees know how the current clerk or treasurers are doing. Lucrecia suggested soliciting nominations from all Vermont clerks and treasurers. Donna noted the Committee took out the VMCTA E-Board because it seemed redundant. She stated if the Committee feels strongly someone should be eligible maybe the Committee should make a recommendation. The Committee feels Committee members are not eligible to receive. There was also conversation about a tiered nomination system. She added she didn't know whose responsibility it was to send out nomination letters. Lucrecia answered the chair. She added a decision was made against putting it in the nomination packet. Last year it was sent via the VMCTA listserv and the Muninet listserv, as well as, emailed to clerks and treasurers. Donna stated Committee members are not eligible to receive any of the top three positions. It looks bad if one of the members get an award. Patti noted under qualifying criteria it sounds like you have to be a member of organizations. Lucrecia suggested it might say additional criteria to be considered. She added changes could still be made via email. It can be adopted in June or August.

The next meeting is June 21, 2016 at 10:00 a.m.

Adjourn: Patti Lewis made a motion seconded by Donna Kinville to adjourn at 1:30 p.m. The motion carried.

Attest: _____
Dawn Custer
VMCTA Secretary