

VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Tuesday, June 21, 2016  
Barre Town Offices

**MEMBERS PRESENT:** President Lucrecia Wonsor, Killington; 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; Karen Richard, Colchester; Stacy Jewell, St. Johnsbury; and Donna Kinville, South Burlington via telephone

**OTHERS PRESENT:** Priscilla Aldrich, Burke

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

**REVIEW AND APPROVE MINUTES OF April 5, 2016**

Tammy Legacy made a motion seconded by Karen Richard to approve the minutes of April 5, 2016 meeting with corrections. All were in favor. So voted.

**TREASURER'S REPORT**

Treasurer Patti Lewis informed members there was a warrant for \$10,780.74. She handed members the Profit and Loss Budget vs. Actual for October 1, 2015 – June 20, 2016 and the Balance Sheet with Previous Year Comparison as of June 20, 2016. Tammy Legacy noted the amount received in membership was up. She asked about the Linda Spence scholarship fund. Patti explained it hasn't been spent. It still needs to be determined whom it goes to and how. Tammy asked where the money comes from for scholarship income. Tracy Borst suggested another state might donate. Tammy noted there are expenses and she just wondered where the income is from. Patti stated she would look at the history and let us know. President Lucrecia Wonsor informed Board members Vermont Government Finance Officers' Association (VTGFOA) sent a letter thanking us for supporting their annual education programs. She explained she goes to most of their workshops. There are more than just government finance officers attending. The letter outlined workshops they offered and noted they look forward to ongoing collaborative support and working together in the future. Tammy noted three town treasurers are on their board. Stacy Jewell made a motion seconded by Tammy Legacy to sign the warrant in the amount of \$10,780.74. The motion carried.

**NEW BUSINESS**

**A. Legislative Committee Update**

Karen Richard updated members informing them she spoke with Tanya Marshall, Chris Winters, the Deputy Secretary of State and Bobbi Brimblecombe. They are working on updating land record procedures. Chris Winters is looking at the statutes. Tanya is looking at electronic recording that has already been adopted by 30 states. It is tied into the notary bill that stayed on the wall this year. She noted she and Bobbi are waiting for Chris to report back.

There is a summer study committee to review the vitals. Tanya would like to see it all revamped. Stacy Jewell sits on the committee. Karen added she would like to see one clerk who is a member of VMCTA and one non-member on the committee. Priscilla Aldrich stated she could send a list of the non-member towns.

Karen reported regarding fees, all statutes with fees are being reviewed. It is hoped to get them on a three-year cycle. She believed the main focus should be land records. Instead of a cost per page look at how other states do it. There is a concern because some clerks are paid via fees collected. Language needs to be in the statutes, which would have a portion of the fees collected put in a reserve fund for computerizing land records. She believed when the increase in fees go into place it would be a good time to have a portion of

the fee set aside for automation. Patti asked how many clerks are still paid with fees anymore. Karen suggested that be surveyed adding the intent is not to take anyone's income away. Patti added \$60 per document would be an increase in fees because there are so many fewer page documents. Karen wasn't certain \$60 was correct. Lucrecia added some states charge \$60 for the first page then an additional \$2 per page. She added she would like to see a flat rate for the first page. Karen added fees needed to increase to help smaller towns move ahead. Regarding elections, Chris Winters suggested the legislature would consider some request, like gap time, next year. It is not a dead issue. Lucrecia informed Board members she got in touch Heather Shouldice at Williams, Shouldice and Associates. She is our lobbyist. Their fees are the same for a two-year contract, \$12,500. A letter of agreement to be signed was received. Karen stated Heather earned her money this year. She was very helpful. Tammy Legacy made a motion seconded by Georgette Wolf-Ludwig to sign the letter of agreement with Williams, Shouldice and Associates for years 2017 - 2018 Legislative Session. The motion carried.

## **B. Membership Committee Update**

Priscilla Aldrich reported VMCTA has 172 towns with 389 members. She stated she would like Donna to send her a copy of the letter sent to non-member towns in the past. Georgette asked if she had a membership count by county. Priscilla stated she did but not on her. Karen suggested she email it to the Board. Stacy asked about Unified Towns and Gores. Patti stated they are signed up individually. Lucrecia asked if any vendors were members. Priscilla answered Karen McPhail from Vermont Title.

## **C. Education Committee Update**

Georgette reported the spring training attendance in Hartland was 31 and Barre had 50, \$2,075 was collected. There is a balance of \$516.89 after expenses. Two asked for a refund because they had to cancel. One was a funeral and one couldn't close the office. Both were scheduled for Hartland and were offered Barre. She wasn't sure what to do. Lucrecia stated refunds were going to be reviewed case by case and were for hardships like death. Georgette stated they didn't end up in the count for food. Patti stated the purpose isn't to make money and we did. Karen Richard made a motion seconded by Patti Lewis to refund Bill Basco, Town Clerk for the Town of Mount Tabor and Susan McNamara-Hill, Town Clerk for the Village of Essex, \$25 each. The motion carried.

Georgette reported not a lot of the surveys handed out at the trainings were turned in but some were. The Board wondered how people are receiving their information and postcards seem to be a good way to do it. The overall comments were pretty positive. There was some trouble in Barre City. The elections workshop room was too small and hot. Most of the comments were good. She suggested switching locations next year for the spring training. People have trouble with the stairs in Barre City and the rooms are too small.

The annual meeting is scheduled and the Education Committee is actively looking for an opening session speaker. She asked if Community National Bank was willing to sponsor us again. She explained one speaker they considered was \$3000. Charles Merriman giving a session titled *What Every Town Clerk Needs to Know* is being considered, as well as, workshops in elections, municipal accounting, Excel for Treasurers, and principals of banking. For vital statistics someone from immigration will be talking on marriage fraud. The committee is actively trying to get someone to come from the health department. For treasures Meagan Wheaton Books will be presenting a session regarding retention for treasurers. Tracy Borst lined up Kerry Secrest and Lucrecia signed the contract. She noted the committee is struggling with the ending session and asked if the Board was adamant it not end at 3:00. For Tuesday there is the general session followed by lunch and raffles with a second general session ending at 3:00. Last year the conference ended with retired clerks but it was a small turnout. If the E-Board would like it to end with an extra session from 3:00 – 4:00 it will be fine noting there currently isn't a need for afternoon snacks, which saves money. At the spring training some of the breaks were eliminated. Patti noted with scheduled breaks when the session restarts it takes awhile for people to settle down. Georgette noted Jim Douglas is a hard act to follow. There isn't a budget for speakers. Finding someone capable of engaging people costs money but someone will be found. She suggested the Board start budgeting for it in the future. Tracy added Kerry Secrest also gets reimbursed for copies and mileage. Patti agreed a line item needed to be added for a speaker and hopefully donations will be received to offset it. Tracy asked about the \$2500 from Associated Press (AP) asking if we budget for the donation. Patti stated we do. Stacy wondered if we anticipated the

money won't be donated this year and if that were true would we be short? Patti answered possibly. Georgette noted we would be receiving it this year. Patti added we would also receive it one additional time this year. Lucrecia suggested that money could be placed in a line item for a speaker. She also suggested soliciting money from sponsors then decide where it will go adding next year's budget should include a speaker line item. She asked if AP money was in the budget. Patti answered yes but only one was included in the budget because we weren't certain about the August election. Stacy noted she would check with Community Bank asking what we receive from TD, People's United and other banks. Patti stated we usually receive from TD and Community. Lucrecia added People's gave at the last minute last year. Tammy added Kofile and Merchant's always do something. Georgette explained the committee is hoping to have everything wrapped up by July 6<sup>th</sup> so it will be set to send to IIMC for approval explaining the clerk trainings, not the treasurer. The deadline is the last week in July for the agenda and bios to get the packets together in August. Karen suggested checking with other states to see whom they use for speakers. Georgette stated Dave Senning, Will's brother, is a possible. He is a descendant of Emily Post and will do Manners in Technology session. Last year with the approval of the Board new levels of certification were created and three Cum Laude were given with no pins or anything. She stated she brainstormed with Vermont Trophy & Engraving. The cost is \$3.38 - \$4.00 per pin for 100 pins. When asked if they could do something in house the cost increased to \$6.00 each. They come in white, bronze, silver and gold, possibly for the different achievement levels and measure 3/4" x 2" with magnetic backs. Tammy asked how long until the next step is reached. Georgette answered three years adding it is an option. Patti believed it was perfect. Lucrecia noted for recertification she believed a certificate is fine. Cum Laude should start with a pin. Patti agreed. Georgette suggested the cost of the pin be incorporated in the application fee. Lucrecia received a letter from the Law Office of Jeffery W. Spencer who is an attorney with an unusual niche. He was formerly with a fire department and EMS and is offering to provide education at the September conference. He feels it is relevant because there is EMS in all municipalities and all municipalities have a financial stake in EMS. It could help us understand different EMS entities and changing health costs. Georgette suggested he check with VLCT. Stacy stated a gentleman presented on foreclosures at last year's conference and there wasn't enough time for everything. Georgette suggested next year because of the schedule that has to be followed. Lucrecia stated some of the comments from the New England Conference in Woodstock included wanting to see the band at our annual meeting. Deb Hawkins asked how much they would charge and the answer was \$600. The DJ last year was \$250 plus the room. She asked if the Board wanted to pay the additional. Georgette stated it is the Association's 80<sup>th</sup> anniversary and it would be nice to promote it. There are only 20 more until the 100<sup>th</sup>. Stacy suggested checking with Stowe, as they weren't pleasant that night. They cleaned tables when people still had drinks in their glasses and told us we had to get out. Tammy suggested since we were getting rid of the cookies we might be able to stay longer. Stacy suggested and 80s theme song with a 80s sticker to wear for the conference having seen something similar at a recent conference she attended. Tammy reminded the Board retirees were brought in to help with registration last year asking if we wanted to do that again. Patti liked the idea. It was good because everyone could get to the classes. In the packets in August there will be the NEMCI&A walk, the golf tournament, Stoweflake information and the agenda plus a brief description of the sessions. Lucrecia noted the awards would be going out separately. The active membership should be solicited for persons willing and able to serve. Lucrecia added the Members At Large confuse her; two years are up next year. Georgette stated there weren't any term limits and that is what the Constitution Committee is working on.

#### **D. Annual Meeting**

Lucrecia stated there are two Members At Large that serve one year and the officers should be confirmed if they want to continue with one year. She suggested getting something out ahead of time next year to see if there is interest. Possibly something could be on the listserv. The next meeting is at 10:00 on August 16<sup>th</sup> in Fayston. It was suggested the sponsorship letters be sent early. The Equinox approached us for next year. A request for proposal was sent to the Sheraton in Burlington and the Killington Grand sent a proposal. Tracy suggested Woodstock should be approached because it was nice and central. Lucrecia suggested Lake Morey as well. She asked for a quick outline of the sessions to give to Stowe so they are aware of AV needs, computers, lapel microphones, etc.

## **E. VLCT Town Fair**

### **i. VALA/VMCTA Joint Session**

Lucrecia reported she attended VALA's May meeting. It is not a bad idea to work together. Some towns have a good working relationship with their listers and others don't. We may not know where we need to work together. At Town Fair there will be a joint VALA/VMCTA session focusing on clerks, treasurers and listers. What are our functions and how do we work together. Their annual meeting is in September and is one day. They would like to piggyback with our meeting somehow. She suggested we could work toward that. A round table discussion was suggested.

### **ii. VMCTA Sessions – 11a-12n & 3 -3:45p**

After the joint session VMCTA has two sessions. A session on notaries was suggested. Karen suggested Chris Winters or Tanya. They are currently working on a bill and could talk about the changes. She also suggested the Vital Records bill be discussed as the summer committee will be ending. Lucrecia explained we are taking charge of what happens in our sessions and anyone can attend. Abigail Friedman from VLCT sent an email noting they receive a lot of requests for public records. VSARA would like to talk at a workshop in the fall. They wanted two slots but the notary session is too important to give up. Slots are a 45-minute minimum. Abby needs to know by Thursday. She thought focusing on public records request and a model policy was good. Georgette suggested disposition orders would be good.

## **OLD BUSINESS - Final Review/Adopt Committee Descriptions**

### **A. Awards**

Lucrecia noted Donna Kinville was available via phone if needed. Some changes were made. Last year was the first year the request was sent via email. It did not get sent to all select board members, only chairs. She suggested it be put on Muninet and the listserv noting listers solicit their nominees that way. Tammy noted items A-H for qualifiers are must haves. Lucrecia agreed noting the tiebreaker was two below. Karen asked what was meant by actively participate. Lucrecia replied attend. Patti Lewis made a motion seconded by Tammy Legacy to approve and adopt the Awards Committee description as updated. The motion carried.

### **B. Certification/Continuing Education (CCEC)**

Georgette explained December was added to begin meeting. The number of members was changed from 7 to 9. There are some policy changes. Faculty was looked over. There are currently eight members on the committee. Lucrecia needs to appoint one. Donna Kely expressed interest. Should expenses be presented to the chair then the chair presents it to the treasurer? Stacy asked if we have a standard reimbursement request form. Patti answered no everyone is different. Patti Lewis made a motion seconded by Georgette Wolf-Ludwig to adopt the amended Certification/Continuing Education Committee description. The motion carried.

### **C. Legislative**

Lucrecia noted the only change was the lobbyist. Karen suggested having five members. Tracy Borst made a motion seconded by Georgette Wolf-Ludwig to adopt the corrected Legislative Committee description. The motion carried.

### **D. Constitution**

Lucrecia stated Pattie McCoy only changed April. Not much was changed. Georgette noted it didn't say anything about a chair. All the others say the president must appoint members and a chair. Lucrecia agreed. Tammy suggested the constitution be sent before the annual meeting. Lucrecia suggested changing July to August. Tammy asked how much time should be given membership to vote. Stacy suggested it be put in the August packet. Lucrecia added at least 30 days before the annual meeting. Everyone on the listserv is a

member. It can be distributed via the listserv and included in the packet. Stacy Jewell made a motion seconded by Georgette Wolf-Ludwig to adopt the Constitution Committee description as amended. The motion carried.

#### **E. Curriculum – Donna Kinville joined the meeting via telephone.**

Lucrecia informed the Board she read the description and asked why retirees are included. Donna Kinville was called to include her in the discussion. Donna explained the committee met and came up with a premise when they met many years ago in Williston and tried to freshen it up a little bit. It is to support the Education Committee to create thoughtful and informative courses for people to take along with a non-traditional. A question arose, do we make someone take a test before becoming certified. Webinars with tests were suggested. The committee was trying outside of the box training for those who can't get out of the office. It is helpful to have two certified clerks and treasurers each, an education committee member and a liaison between the committees. She admitted she was not certain about the rationale of having two retired clerks and treasurers. She believed they might be reaching out to the retired membership who wants to stay involved and have over the years proven themselves to the committee. Stacy admitted she didn't understand the point of the committee when CCEC already does this. Lucrecia noted she could see where they might want to make recommendations to CCEC. Years ago clerks and treasurers put together a list of curriculums. It would be nice for the education committee to have separate help. She suggested they could look at the speakers and topics to provide to the education committee. Georgette added it is hard to set guidelines for presentations. It would be helpful if the curriculum committee could provide guidelines speakers must present within. Donna agreed guidelines should be set so there aren't surprises when they are presenting. Donna noted when doing state mandated training, why not get better and work smarter with our trainings to make it work for us. We shouldn't jump through hoops because the state suggests we should. We should train smarter. Tammy questioned the point of retirees. Donna admitted she wasn't sure other than we have good retired members who may want to help. Georgette suggested it would be nice to create advanced education programs. Deb Becket suggested having an extra session for certified clerks and treasurers at the annual meeting regarding what to do next to entice recertification. Tammy noted it is difficult to fill positions on committees and the list for this committee is long. Donna listed the member list, two certified Vermont clerks, two certified Vermont treasurers and an Education Committee member. She suggested one of the certified members be from a large town and one from a small town. All clerks and treasurers perform different duties based on the size of the town. She noted she sees this committee as a huge asset to the Association. Lucrecia suggested it be left up to retired members in case one can't be found. Donna agreed. Lucrecia explained the goal was to have a broad representation. The suggestion can note one member from a large town and one from a small is preferred. Tammy didn't believe the Board was ready to approve this. She believed questions still needed to have answers and talking on the phone is difficult. She would like to better understand the difference between the education and curriculum committees. Donna explained the mission statement notes the curriculum committee is to support the education committee with relevant topics and to keep updating. Tammy asked if classes were offered via the Internet. Donna answered there are thoughts along those lines. The goal is to get people educated. Lucrecia stated she wanted to make some changes. The Board can talk through email exchanges. Georgette suggested it be named the Advanced Curriculum Committee. The education committee has a small foundation as to what is taught. It is required every two years to meet this. The curriculum committee is going beyond that. Lucrecia asked the Board to start thinking about advanced clerks and treasurers who might want more. They are supposed to be a help to the education committee. It is good discussion when the packets are being put together.

#### **F. Membership**

Priscilla Aldrich asked if she sent information to Lucrecia to be placed on the web. Lucrecia answered yes. Priscilla asked about cards and certificates and if they were available. Tracy explained when applying for certification it asks for proof of membership. A letter from the membership chair helps. Lucrecia asked if cards should be left under December or should General Duties include providing a letter confirming membership upon request. Board members liked the latter. Georgette Wolf-Ludwig made a motion seconded by Tracy Borst to adopt the Membership Committee description with corrections. The motion carried.

### **G. Nomination**

Tracy noted it doesn't have the 2<sup>nd</sup> Vice-President listed as its chair. Tracy Borst made a motion seconded by Stacy Jewell to adopt the Nomination Committee description with corrections. The motion carried.

### **H. Municipal Records**

Georgette Wolf-Ludwig made a motion seconded by Stacy Jewell to readopt the Municipal Records Committee description. The motion carried.

### **I. Scholarship**

Lucrecia informed the Board Pattie went through it and made some changes to deadlines. Not much else changed. Georgette Wolf-Ludwig made a motion seconded by Tracy Borst to adopt the Scholarship Committee description with corrections. The motion carried. Tammy asked if Pattie notified the Board when scholarships were handed out. Lucrecia stated a lot wasn't getting done and it was good this happened. Stacy agreed noting people now know where to find the information.

### **OTHER BUSINESS**

Lucrecia informed everyone Alison Kaiser resigned from the NEMC&A Board and Tracy Borst agreed to fill the position.

The next meeting is August 16, 2016 at 10:00 a.m. in Fayston.

**Adjourn: Patti Lewis made a motion seconded by Tracy Borst to adjourn at 1:55 p.m. The motion carried.**

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