

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, August 16, 2016
Fayston 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; and Stacy Jewell, St. Johnsbury

OTHERS PRESENT: Priscilla Aldrich, Burke

11:00 a.m. – President Lucrecia Wonsor called the meeting to order.

REVIEW AND APPROVE MINUTES OF June 21, 2016

The Board decided to table approving the minutes of the June 21, 2016 meeting until Karen Richard could be present to confirm the accuracy of the Legislative Report.

TREASURER'S REPORT

Treasurer Patti Lewis informed members there was a warrant for \$1,982.23. Tammy Legacy made a motion seconded by Stacy Jewell to sign the warrant in the amount of \$1,982.23. The motion carried. Tammy asked how much was in the Linda Spence Scholarship Fund. Patti answered \$1,071.10. The membership believed the money was to be used for NEMCI&A. President Lucrecia Wonsor suggested it be used for an award. Donna Kinville noted it would be tough to set it up as a continuing scholarship as money isn't being added. Tracy Borst suggested a one-time award. Lucrecia suggested brainstorming ways to keep money going into the fund. Donna Kinville suggested the money could be used for an Academy class. Lucrecia asked for clarification regarding whether or not it had to be strictly used for the Institute explaining it may be a way to encourage people to attend Academy. She suggested the E-Board come up with guidelines and think about it for next year. Patti noted if scholarships are offered for \$200 or \$250 it would last for five years. Georgette Wolf-Ludwig suggested a raffle at the annual meeting to raise funds. Tammy noted another raffle could potentially take money away from the VMCTA fundraiser. Georgette reported attendance was up at the new clerk and treasurer training. Patti reported the expenses for the training were down \$300 the amount raised was up \$221. She noted it is always close as lunch is expensive. Lucrecia stated a \$500 deposit was needed for the speaker. Lucrecia stated the organization is better off focusing on fundraising and getting sponsors for the annual meeting rather than getting sponsors for the website. She noted she has spoken to a few vendors and a request will go out this week to others. She expressed she is hoping the ones that supported the meeting last year will continue to do so.

NEW BUSINESS

A. Annual Meeting Update

Lucrecia informed the Board Stacy Jewell sent an email about the gift for attendees. Stacy Jewell explained it is a metal stand for the desk. It has magnetic words to create sayings. Patti expressed it was a good idea. Stacy reported it is \$409 for 150. Lucrecia asked if they should be on the tables at dinner. Tammy believed they should be handed out at the business meeting and asked about the vendors. Georgette stated vendors usually are given one. Stacy asked if 150 would be enough. Patti suggested ordering 200 and selling any leftover. Donna Kinville noted she would purchase extras for her assistants. Tracy suggested the cost for the extra fifty could come out of fundraising expense and money raised from selling them could be deposited into fundraising. Stacy noted someone would have to check with Nellie Noble. Georgette asked how many there were last year. Lucrecia answered 164 for the Monday lunch. Tammy noted that included the speaker and vendors. Patti asked if we should order 150 or 200. Georgette answered 200, extras could be sold for \$5.00 each. Lucrecia asked when members were going to the Stoweflake to decorate and go

over the AV equipment. Stacy and Priscilla Aldrich are in charge of decorations. Members agreed to meet on September 9th at 10:00 or 10:30 a.m. Tammy stated the nametags could be stuffed on Sunday night. Priscilla offered to print them adding she needed the Excel from registration. Lucrecia noted eggs could be added to upgrade Monday's breakfast or it could be kept as a continental. Lunch is Italian with gluten-free options and Tuesday is a backyard barbecue. Dinner choices are roast pork loin or baked cod with rock shrimp. Last year's beef wasn't done correctly. Georgette noted the choices were nice. Lucrecia added there will be fruit on Monday and Tuesday mornings and cookies Monday afternoon. No snack on Tuesday. She asked for additional suggestions. Tammy noted having coffee set up in the center worked well. Donna suggested hot chocolate be made available. Tracy suggested soda with lunch. Lucrecia stated she would ask them if they could charge based on consumption. Tammy asked about the deadline for registration. Lucrecia noted it was September 9th. Stacy suggested something different be done for those who just show up and say the check is in the mail. Tammy noted no one would be turned away. Patti stated it throws off the meal count. Georgette asked if the hotel offers extra food if there is walk-ins. Tammy explained they plan for a certain percentage over. She asked about refunds for clerks who suddenly don't have coverage for the office. She believed the Board decided lack of coverage is not a reason.

Lucrecia reported she had proposals for next year's conference from the Killington Grand and the Sheraton in South Burlington. The Equinox hasn't sent one yet. Donna suggested seeking a proposal from someone on the waterfront such as the Hilton DoubleTree. Stacy offered she knows the assistant general manager at the DoubleTree. Tammy suggested Lucrecia personally call the Equinox. Georgette reminded everyone Kerry Secrest needed a room. She added she provided a list of everything the speakers needed for rooms and food. Lucrecia stated she was waiting for the DJ to let us know about a room. She informed members Tammy was checking with the retirees to see if they would like to run registration again.

OTHER BUSINESS

Lucrecia informed Board members the Associated Press was giving VMCTA \$2,400 for the August election results. She explained Michelle is very supportive of the organization. Michelle explained to her the organization cannot receive 100% of the money because not all towns reported and they have a new tracking system. An email was sent to all towns not reporting their election results and some responses were received. Credit was given for the towns' experiencing technical issues. The hope is to get the numbers up in November. Stacy asked if the clerks who didn't report were members of VMCTA or possibly new clerks. Lucrecia answered the list of non-respondents would be compared to the membership list. She asked if she should reach out to them individually. She explained she was thinking of perhaps sending an email thanking everyone for the effort but because the participation was less than 100% VMCTA would not be receiving the full amount possible. The towns who had technical difficulties were counted as reporting. She stated she went through the committee descriptions and believes the only one not finalized is the Curriculum Committee. She noted she would ensure they were put on the website after the constitution amendment was changed. Tammy asked if the Curriculum Committee was the one the E-Board was uncertain about. Donna noted she was struggling with the purpose and description as well. Tammy believed VMCTA would lose if courses were put online. Donna believed the purpose was to not lose anyone. Lucrecia stated she would like to see them find the keynote speakers adding it is the only committee without a description on the website. The ones that were approved in April were considered updated as of that date, the same for the ones done in June.

UPDATES

A. Vitals Update

Stacy reported the committee working on updating statutes pertaining to vitals had its first meeting. There was discussion regarding what members thought should happen. A gentleman from the Department of Health wants it entirely revamped. She added that wouldn't happen this year. It has to be chipped away slowly. The first line of business is to toss the proposed bill. The current process was discussed. Most members had no idea what a town clerk does. Fraud was discussed. Birth certificate fraud is a big object to work on. They want to have a form filled out and want to have an electronic system like the current death system. It would allow clerks to only access information about their town or possibly any town if someone

should move and possibly want a certified copy of their certificate. The fees were discussed and what they mean to towns. Lucrecia didn't see why all births should be available to clerks for the purpose of obtaining a certified copy if someone moves. She explained they are easy to get if you move noting she received her husband's from New York and her children's from New Jersey. Donna stated the DMV is down the road from her office. When people go in there to get their license and are now required to have a certified copy of their birth certificate the DMV suggests they go to her office to get a copy. She explained they are not happy to find out they must obtain it from the town their parents lived in when they were born. Lucrecia noted she believes the town where the record resides should get the fee. If another town issues the certified copy of a birth certificate, the town where the record resides should receive some compensation. Donna wondered if a person would have to provide all of the paperwork to the DMV again once the license expires. Stacy explained a list was sent to the committee with the top ten items the legislature wants it to focus on. Rich McCoy wants the committee to focus on anything in statutes. The next meeting is this Thursday and the committee is only scheduled to meet four times. She asked Board members to email her if there were any suggestions for the committee before Thursday. She added Karen Richard came to the first meeting to see what was being discussed. Tammy reported Pattie McCoy asked for a heads up to know because she wouldn't know when it would be coming across the desk. Stacy stated the first questions being discussed are who and why; who wants a birth certificate and why do they want it. Tammy suggested identification should be required. Stacy agreed. She explained the Department of Health wants all of the information they ask for, for statistical purposes. Whether or not the fee should go up was discussed and how much to charge. Extra steps were discussed, filling out a form and checking identification Patti asked how could a clerk be expected to tell if an ID is valid. Stacy believed it was good to ask for ID because it could scare away some trying to obtain a copy fraudulently. Georgette informed everyone the government puts out a book about how to check ID in different states and what the IDs look like. Lucrecia stated it was part of the marriage fraud workshop being offered at the Annual Meeting. Some people use fake IDs to obtain marriage licenses. Georgette stated her town's vitals are kept in the vault but not locked separately. Stacy noted that was discussed and is now off the table. Vitals are still public records. If birth certificates go to an electronic version the big question is how much information do you want to make public. She noted death certificates have the cause of death on them and asked how that is not a violation of HIPPA. Lucrecia noted it was standard in other states and some states still put social security numbers on them. Stacy explained the Department of Health couldn't specify exactly what they are looking for. They gather the information for statistical purposes. They do want to know who is asking for certified copies and why. She explained when she gets birth certificates in her office it is when the hospital delivers them to her. She then makes the copies needed. Cassandra Barbeau, another town clerk, has her birth certificates delivered electronically. That town does not follow the statute, which states the hospital must deliver the birth certificates. The hospital has to have the certificates to the town within three days of delivery. The statutes consist of a lot and the health department wants to have the whole thing rewritten. Georgette noted she stopped doing passports because the government didn't want the same person who certified vitals certificates issuing passports. That was when the post office started doing them. Lucrecia asked Stacy if the committee had enough information from the clerks or if more was needed.

B. Membership

Priscilla Aldrich informed the Board she received a letter from someone stating an ex-town clerk has been on the VMCTA listserv as a retired clerk for eight years and they don't think the retired clerk should be on the listserv because he has been causing trouble around town for the current clerk. The ex-clerk no longer serves his town government in any capacity. Tracy added it also happened at NEMCI. A clerk from a town and someone from her town planning on challenging her for clerk were attending making it known she planned on challenging the current clerk once she was certified. Both qualified to attend NEMCI. Tracy asked how the Association can serve retired clerks when they pay for membership in the Association but the

actions of a retired clerk interferes with the current clerk. She asked if the Board was certain the policy allows for him to be a member. Tammy noted it does. Lucrecia noted this was something to talk about with the membership committee. Tracy stated she would hate to make a financial policy change rather than deal with the situation. Priscilla explained the current clerk is concerned because the retired clerk is sticking his nose in town business when he has been out of town business for years. Tracy stated a former select board member is still on Muninet and responds on Muninet. There was nothing she could do about it. The listserv etiquette states a message shouldn't be forwarded. If that is being done then it is outside the etiquette policy. The Association does allow retired members to join. She suggested the new clerk search for help outside the listserv and possibly search out a mentor.

The next meeting is October 18, 2016 at 10:00 a.m. in Barre Town.

Adjourn: Patti Lewis made a motion seconded by Tracy Borst to adjourn at 1:15 p.m. The motion carried.

Attest: _____

Dawn Custer
VMCTA Secretary