

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, November 1, 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, Treasurer-Elect Audra Girouard, Concord; Members at Large Tracy Borst, Thetford; Diane Judd, Holland and Stacy Jewell, St. Johnsbury

OTHERS PRESENT: Priscilla Aldrich, Burke and Nellie Noble, Granby

9:32 a.m. – President Lucrecia Wonsor called the meeting to order.

President Wonsor welcomed Audra Girouard and Diane Judd to the VMCTA Board and thanked them for their willingness to serve.

REVIEW AND APPROVE MINUTES OF June 21, 2016 and August 16, 2016

Tracy Borst made a motion seconded by Tammy Legacy to table approving the minutes of the June 21, 2016 meeting until the December meeting. All were in favor. The motion carried. Georgette Wolf-Ludwig made a motion seconded by Stacy Jewell to table approving the minutes of the August 16, 2016 meeting until the December meeting. All were in favor. The motion carried.

TREASURER'S REPORT

Past Treasurer Patti Lewis informed members a motion was needed to adopt a resolution to add Audra Girouard as signer on the account and also to have Audra in charge of the credit card. Tammy Legacy made a motion seconded by Stacy Jewell to approve the resolution authorizing Audra Girouard as the new treasurer of the VMCTA. All were in favor. The motion carried. Patti Lewis handed Board members the Profit and Loss Budget vs. Actual for the October 2015 – September 2016 year. She noted there is \$15,922.41 in the Fund Balance. Pattie McCoy still has money coming in which will need to be deposited. Patti also had a warrant to be signed for \$26,675.86. Donna Kinville noted the Stoweflake was almost \$21,000 plus Kerry Secrest and the Emily Post presentation. Patti reported the bank statement reconciled and this year's budget needs to be set up. Tammy Legacy made a motion seconded by Diane Judd in favor of signing the warrant for \$26,675.86. All were in favor. The motion carried.

NEW BUSINESS

A. Fundraising

Lucrecia informed the Board Nellie Noble had a new fundraising proposal. Nellie explained an idea to sell Alex and Ani type bracelets was presented to her by Diane Judd. It will cost the Association \$8 per bracelet and they can be sold for \$20 each. There are also key rings, which will cost \$4.90 and can be sold for \$10. The total for the minimum order is \$869.99. If everything sells there will be a profit of \$1130.01. Diane Judd explained they are being ordered from Chubby Chico. There was no set up cost because we are a non-profit organization. Georgette asked if they would add a charm such as CVC for certified clerks. Tammy suggested that might make it more complicated. Patti stated \$1,000 was budgeted for expenses. Patti Lewis made a motion seconded by Georgette Wolf-Ludwig to approve the bracelet fundraiser. All were in favor. The motion carried. Tammy asked how many little stands were left from the previous fundraiser. Nellie answered a lot. She reported \$1,427 was raised at the annual meeting, a little less than the previous year. A few t-shirts sold and a few water bottles. She suggested the t-shirts and water bottles could be given to new attendees at the new clerk and treasurer's training. Board members liked the idea.

B. Membership

Priscilla Aldrich reported 195 members paid from 101 member towns and 5 associate members. Lucrecia suggested when the packet first arrives people might ignore the membership application. She added there is also membership money coming in before the new budget year begins. Patti agreed explaining \$2,080 needed to be moved out of this year's budget to next year's for that reason. Priscilla had a question about associate members and getting logos on the web page. Lucrecia explained the logo needed to be a jpeg image. It is \$100 to have it displayed on the front web page and \$50 to be on the sponsor's page. She asked Board members to please let her know if anything needed to be updated on the website. Some committee descriptions have not been updated yet. She asked Board members if membership fees should increase. Donna believed it would be a way to offset expenses, which keep increasing. She noted a \$5 increase with the current membership numbers would raise an extra \$1,000. Tammy believed \$5 was a number that would not be shocking. Lucrecia added the last increase was in September 2011. Priscilla reminded members that membership applications continue to go to Annette Cappy until December.

C. 2017 Annual Meeting Venue

Lucrecia reported the Equinox is the most expensive proposal received. The Sheraton cost the same for any room and Killington is \$119.24 per person based on 145 people. The proposals are for one year. Food and beverage at the Sheraton is about \$11,000. The audiovisual (AV) charge is uncertain. Donna noted the Sheraton typically would be in the big room adding she wasn't sure where the treasurer's workshops would be. The vendors charge is \$35 per table. Donna suggested we tell the Sheraton the association needs this many rooms, food, microphones, screens, podiums, etc. and ask what the price will be. Lucrecia noted Killington bases the price on 145 attendees Monday and 100 Tuesday. There is an up charge for a hot breakfast and cookies. The average lunch is \$20 per person and some may have an up charge. The average dinner plate is \$32. Tammy noted the meeting was just at the Stoweflake, at Killington before that, Equinox is out and the Sheraton is convenient. The rooms are not too much. She believed it was an ideal venue. Donna added it is close to the airport for the speakers. Lucrecia added time wise it is the same from Stamford or Burke; the concern is the AV equipment. Tammy noted the vendors weren't happy at the Stoweflake; it was too cramped. The Sheraton has room for 25 vendors and power feeds. The tables are complimentary. There will be 25, 6'x30" skirted tables, each with two chairs. Stacy Jewell noted it was between Killington and the Sheraton and asked if we could get the total cost for the Sheraton and make the decision via email. Donna noted South Burlington's Asst. City Mayor has a big influence with all of the hotels. Stacy stated without a solid number from the Sheraton she was too nervous to commit to it. Donna agreed noting the biggest thing is the food. Tammy noted the meals are comparable at Killington and the Sheraton. Stacy believed the cost of the Sheraton could be as much as \$30,000. It is \$1,500 for the meeting rooms, \$6,000 for AV and \$18,000 for food. Lucrecia noted the reality is conferences are getting more expensive. There aren't a lot of places to choose from in Vermont. Lucrecia suggested the Board pick a first and second choice pending answers to questions. It can be discussed via email and finalized at the next meeting. Questions are, can you do any better on the price? Can we bring our own AV equipment? Tammy suggested asking about the bar and dance floor for the banquet. Lucrecia noted the minimal cost would be \$25,000. She asked for a motion denoting the first choice as the Sheraton pending answers to questions and the numbers. Stacy Jewell made a motion seconded by Tammy Legacy for the Sheraton to be the first choice for the VMCTA's Annual Conference in 2017 and Killington the second choice pending answers to question. Lucrecia clarified she would be asking about AV rental, a DJ, dance floor, bar and if the room rate could be extended an extra day. Stacy reminded her about the food and if the price includes soda, water, hot chocolate and coffee. Also, should the 10% tax charge be included since we are a tax-exempt organization. All were in favor of the motion. The motion carried.

OTHER BUSINESS

A. 2016 Annual Meeting Review

Georgette reported all of the certificates are done. Deb Beckett had the idea to post them on

the website for people to find their own. They would be posted alphabetically by town after the election. Lucrecia thought it would be possible if they could be uploaded onto the site as a folder. If they had to be uploaded individually it wasn't as feasible. The only disappointing session was the Treasurer's Retention Schedule. Overall, all of the comments were good. People enjoyed it. The only suggestion to the Education Committee is to not put the most expensive speaker at the end of the second day. Georgette noted most people seemed to like it ending at 3:00. Lucrecia suggested the speaker be in the morning and the required classes at the end of the day. Georgette commented the Marriage Fraud session was interesting adding the sessions are limited to what can be added to meet the necessary criteria. Lucrecia agreed adding vitals are limited period. Stacy informed Board members Dennis from Kofile commented that Joe is good friends with Captain Phil. She stated it might be expensive to have him as a speaker next year but we might be able to work a deal. Georgette clarified that next year's conference would have the general session speaker on Tuesday morning and the required classes on Tuesday afternoon. Lucrecia agreed a required class would need to be after lunch. She asked for suggestions for new classes. She suggested notary noting she was surprised how many clerks don't do best practices for notary or know what the potential liabilities are.

B. Town Fair

Lucrecia reported the VMCTA and VALA did a joint session with Todd. People enjoyed it. Overall Town Fair could have been better. Stacy noted there wasn't enough time for sessions. Lucrecia agreed explaining they would be better off offering fewer sessions giving them more time. There wasn't a lot of new information in the Public Records Policy session. She noted what she took from it was town's should be using a Public Records Model Policy for Towns and Select Boards. The select boards can set the rates for the town.

The next meeting is December 20, 2016 at 9:30 a.m. in Barre Town.

Adjourn: Patti Lewis made a motion seconded by Stacy Jewel to adjourn at 11:40 a.m. The motion carried.

Attest: _____
Dawn Custer
VMCTA Secretary