

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Tuesday, June 20, 2017
Barre Town Offices

MEMBERS PRESENT: President Lucrecia Wonsor, Killington; 1st Vice President Donna Kinville, South Burlington; 2nd Vice President Georgette Wolf-Ludwig, Fairlee; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Patti Lewis, Fayston; Members at Large Tracy Borst, Thetford; Stacy Jewell, St. Johnsbury and Diane Judd, Holland

OTHERS PRESENT: Priscilla Aldrich, Burke

9:37 a.m. – President Lucrecia Wonsor called the meeting to order.

REVIEW AND APPROVE MINUTES OF April 4, 2017

Donna Kinville made a motion seconded by Georgette Wolf-Ludwig to approve the minutes of the April 4, 2017 meeting with corrections. All were in favor. The motion carried.

TREASURER'S REPORT

Treasurer Audra Girouard reported Karen Richard was reimbursed for mileage to the legislature. There wasn't enough money budgeted to cover all her mileage; Karen asked for the amount budgeted. Lucrecia Wonsor explained the Legislative Committee drives to Montpelier a lot. Patti Lewis acknowledged it is okay to occasionally go over a line item. Lucrecia noted she personally thought Karen should be reimbursed for all her mileage, she did a lot and it will help make people aware of her work. Audra reported Spring Training netted \$1,500. Georgette Wolf-Ludwig informed the Board she sent thank you letters to the presenters, the hosting clerks and treasurers, as well as the select boards. VMCTA keychains were included in the thank you. She explained she believed the Education Committee needed to reimburse the Fundraising Committee for the keychains. Stacy Jewell made a motion seconded by Diane Judd to approve the warrant amended to add \$106.11 to Karen Richard for mileage and \$74.25 for keychains, bringing the warrant total to \$5,082.52. All members were in favor. The motion carried.

NEW BUSINESS

A. Spring Training

Georgette reported the Spring Training was wonderful thanks to the presenters. The only downfall was it was hard to hear. The attendance was up and a lot of new comers attended. Donna Kelty, Barre Town Clerk, was going to research vendors that have portable microphone units. Not all town offices have microphones. There were a lot of positive comments; the returned surveys were positive. There were approximately 60 – 65 at each session. Tracy Borst added that the average distance traveled was 38 miles. The complaints were about being able to hear and the land records presentation being too vendor specific. The training used to be for clerks in the morning and treasurers in the afternoon, people now attend the whole day. Stacy Jewell noted treasurers have said they do not attend the Annual Meeting because it is on a Monday and that is payroll day. Donna Kinville suggested the mandatory treasurer training be on Tuesday. Stacy noted treasurers would like to be able to attend both days. Georgette stated the Constitution has the Annual Meeting set for those specific days. Donna suggested the Constitution be made broader so the Annual Meeting could be the second or third week on different days. Georgette suggested the wording be changed to something that would denote the Annual Meeting would be held during the conference to be held in September. The proposed amendment to the Constitution would read something like – There shall be an Annual Meeting of the Association held during the Annual Conference in September of each year. Donna noted she believed the third week was picked because it was always the week after the primaries.

B. Annual Meeting

Georgette passed out a Program Confirmation Agreement from Lee Ann Szelog and the invoice for the deposit. The Association will supply her with a room and the banquet. Tuesday morning will open with her presentation. There will be concurrent education sessions in the afternoon. Audra Girouard made a motion seconded by Donna Kinville to sign the Program Confirmation Agreement from Lee Ann Szelog and send the \$1,250 deposit. All members were in favor. The motion carried. Georgette handed out a draft agenda which included Karen Stackpole, a Vermont attorney. Tracy read Karen's bio to the Board. The description of her presentations included Legal Standards, Employment and Labor, Harassment, and Courageous Conversations. She spoke at the VLCT Human Resources workshop. She is engaging, lively and interesting. She doesn't follow a PowerPoint. Georgette asked if her presentations could relate to clerks. Suggestions included – talking to your select board or elected vs hired. She explained it needs to be more clerk, treasurer centered. She added we are lucky to get her. Her non-profit rate is \$500, and she will be offered a room on Sunday night. Lucrecia noted, pertaining to the room, the Association did well with vendor sponsorships last year. The retirees weren't expected to pay and both did. Donna expressed appreciation for the retirees explaining their being there to help allows the Board and Education Committee members the ability to attend. Georgette stated one presenter for the clerk side is Lisa Dyer for Records and Record Management. She is a full-time paralegal at Field & Field. Georgette explained the Committee wanted the presentation to be from the perspective of someone coming into the office. Tracy noted she is not charging for the presentation and asked if a room could be provided. Georgette added that would bring the total to three rooms. Lucrecia stated Community Bank usually covers an entire speaker. Georgette continued noting Mascoma Bank is very excited to do a presentation for treasurers on Cyber Security and Cash Management. Lori Bjornlund from the Elections Division of the Secretary of State's Office wanted to be included. Absentee ballots need to be discussed. Donna suggested an overview – what goes into the bags, posting requirements. Georgette agreed noting Lori wants to discuss recount and packing a ballot bag. Tracy asked if the room nights could be approved by the Board for Lee Ann and Lisa on Monday night and for Karen Sunday night plus Karen's \$500 fee. Donna Kinville made a motion seconded by Diane Judd to approve Karen Stackpole's presentation fee of \$500 plus a room on Sunday evening, as well as the Association providing rooms for Lee Ann Szelog and Lisa Dyer on Monday evening. All members voted in favor. The motion carried.

i. Registration Fees

Lucrecia explained the current cost for attending the conference for two days including the banquet is \$150. Attending a single day is \$65. A lot of clerks will attend two days by registering for two individual days, not booking the banquet and pay \$130. There were 12 attendees for a single day and 39 for two days last year. She suggested the package price remain the same and the single day attendance be increased to \$80. Patti Lewis noted she agreed explaining a single day usually is higher. Stacy reminded members a day of NEMRC training is \$125. Patti Lewis made a motion seconded by Diane Judd to raise the Annual Conference single day rate to \$80. The motion carried with one member, Georgette Wolf-Ludwig, going on record as opposed.

ii. Golf

Lucrecia reported she spoke to Joseph Degan from Kofile and he agreed to do whatever the Board decided. Dan Pratt, former West Rutland Town Clerk Jane Pratt's husband, asked about it yesterday. Georgette noted some are distraught at the thought of there not being golf this year. Why people don't participate was discussed. The vendors provide a meal for the participants. Donna offered to work with Deb Beckett, Williston Town Clerk, to get participants. Lucrecia stated a decision would be made by the end of July.

iii. Review Menu

Lucrecia stated there will be a Continental Breakfast on Monday, eggs Tuesday, cookies on Monday afternoon and fruit Monday and Tuesday mornings. She went over the lunch buffet choice and the plated dinners. Prime rib was suggested as a good beef choice and rosemary chicken and shrimp as another. The lunch choices included Little Italy, Taste of Vermont and Green Mountain Picnic. The

Board leaned toward Little Italy and Taste of Vermont.

C. Membership Committee Update

Priscilla Aldrich reported there are 191 member towns, up two since the last report. There are 399 individual members which is up six. Donna noted if someone takes over for a clerk who was a member the membership can be transferred for the remainder of the year. Georgette suggested promoting membership. Lucrecia suggested a brochure. Georgette agreed noting VTGOFA and VALA have brochures. Lucrecia offered to email the Public Relations/Newsletter Committee noting the brochure should be included in the packet if they can get it together by then.

OLD BUSINESS

A. Constitution Amendment

Lucrecia suggested two for approval at the Annual Meeting. Article 7 Section I – pertaining to the Annual Meeting and Article 5 Section I regarding Members at Large. She explained by asking if someone is asked to serve as a Member at Large for the one-year position can they follow it by serving in the two-year position. She added she didn't believe a change was needed. There is always movement once someone becomes a Vice-President. Donna suggested a term limit for the number of consecutive years. Eight years would be a long time to serve as a Member at Large. Lucrecia suggested the progression would be from a one year to a two year. Patti suggested it be limited to four consecutive years. Lucrecia believed a change to the Constitution was not needed. Georgette suggested it be staggered. She believed it became confusing when someone is elected to serve the two-year position and is sworn in again the following year. Georgette suggested the list of officers be included in the Annual Meeting minutes. Lucrecia noted she liked the way Tammy Legacy, Past President, sent an email showing who was appointed to which committees. Georgette suggested instead of installing a two-year Member at Large again at the Annual Meeting they stand to be acknowledged. Lucrecia noted everyone is guilty for the lost continuity. A document should be created for the Secretary to record which includes the committee appointments. Patti noted it could be put on the listserv. Donna asked how the appointments are determined if there are twenty people who want the same committee. Lucrecia stated they would have to explain their interest and write the reasons. She suggested Article 5 Section I remain as is. Tracy asked if there was a Member at Large description for the Nominating Committee. Georgette noted someone used to be elected to the one-year position then move to the two-year.

B. Recording Fee Sub-Committee Update

Lucrecia stated there wasn't an update and the Committee was meeting the next day.


OTHER BUSINESS

There was no other business that came before the Board.

The next meeting is August 3, 2017 at 10:00 a.m. in Fayston.

Adjourn: President Lucrecia Wonsor stated if there were no objections the chair would adjourn the meeting. There being none, the meeting adjourned at 12:30 p.m.

Attest:


Dawn Custer
VMCTA Secretary