

VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Tuesday, June 25, 2018  
South Burlington City Offices

**MEMBERS PRESENT:** President Donna Kinville, South Burlington; Past President Lucrecia Wonsor (via phone), Killington; 1<sup>st</sup> Vice President Georgette Wolf-Ludwig, Fairlee; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Deanna Robitaille, Montgomery; and Members at Large – Stacy Jewell, St. Johnsbury; and Karen Richard, Colchester

**OTHERS PRESENT:** Heidi Racht, Huntington Town Clerk; and Sandra Pinsonault, Dorset Town Clerk (via phone);

9:30 a.m. – President Donna Kinville called the meeting to order.

**REVIEW AND APPROVE MINUTES OF April 25, 2018**

Georgette Wolf-Ludwig made a motion seconded by Audra Girouard to approve the minutes of the April 25, 2018 meeting with corrections. All members were in favor. The motion carried.

**NEW BUSINESS**

**A. Education Committee Update**

For the September Annual meeting the only general session costing money above rooms and meals coverage is Chris Pudlinski. Richard McCoy resigned from Vermont Department of Health. Cynthia Hooley is being considered as the alternate for the vital statistics session. Mike Gilbar will be presenting the Treasurer workshops. Vermont Emergency Management will present a session and Vermont State Archives and Records Administration (VSARA) may discuss disaster management. Communication is being incorporated into this year's conference model. Vendors were discussed. Stacy Jewell reported Community National Bank will donate \$2,500 and a basket. Passumpsic Savings Bank is excited about the event. Donna Kinville reported this spring's New Clerk & Treasurer trainings had 75 attendees in West Rutland and 63 in Danville. Georgette Wolf-Ludwig noted a change of venue is being considered for next year's spring trainings. Joe Powers' general session presentation will be *Words Matter*. He will be facilitating an Athenian Dialog on Wednesday. Karen Richard reported she is checking with Costco to see if they are willing to offer day passes to attendees.

**B. Certifying Offices**

Heidi Racht reported she spoke to the Secretary of State's Office about mandating certification for Town Clerks. Because it is an elected office for most, it cannot be mandated. She informed the Secretary's Office clerks are researching self-monitoring before it becomes a statutory requirement. Before someone who has no idea what a Town Clerk does starts mandating. Clerks will guide one another to prevent incidents like the ones seen recently in Coventry and Victory. There are stories about embezzling, incompetence, and disorganization. She suggested VMCTA create a form, like the one used by Town Treasurers to check their internal controls for the Auditor of Accounts. It would be for clerks to use as a self-assessment tool. There are some clerks who don't record documents for four months and keep all the recording checks attached to the documents. One Town Clerk had an assistant who date stamped documents the day they were recorded in land records, not the day the document was received. Karen noted there is a mandatory election training requirement which isn't tracked. She wondered why training would be mandated if attendance wasn't tracked. Heidi stated clerks would monitor themselves to raise our own professionalism. Karen agreed adding a clerk should be certified to run elections. She suggested a clerk not be able to certify election results if they have not had election training. Stacy agreed adding clerks must be trained to be certified as a notary under the new bill. Heidi stated it will take planning to move forward. Georgette suggested a checklist could be created and it is up to the clerk to use it. If some clerks start using it on a regular basis maybe others will follow. Heidi added the checklist would be a way to check and monitor ourselves as

clerks, see the areas we may fall short in. Mentors should touch base with new clerks. The Board agreed the checklist is a great first step. Lucrecia suggested the checklist be called a Town Clerk Office Audit which should be presented to the select board with the chair having to sign. The clerk may see a pattern as to where the office needs improvement. Donna asked Heidi to attend a future Board meeting to present a draft scope and framework of a committee for this.

### **C. Legislative Committee Update**

Karen Richard reported the Legislative Session isn't over yet. When the Health Dept. didn't have its new system set to go into operation on July 1st, Carol Dawes, Barre City Clerk, was on top of it. Tanya Marshall, Director of VSARA made the legislature aware of everything that couldn't happen as of July 1<sup>st</sup> – clerks certifying copies of records out of the vault being one of them. The option was to push the start date to July 1, 2019. Senator Jeanette White and Representative Maida Townsend stepped up big time. Last week the date change passed in the house and it is going to the Senate. The Senate combined it with the budget, and it is still in limbo. As of today, there is no Vital Records bill until after July 1<sup>st</sup>. Stacy noted the legislatures don't understand the snowball effect. Birth certificates for driver license renewals can't be issued. New parents can't receive certified copies of birth certificates. It is hoped the fee bill will be first on the agenda next year. Donna suggested assigning specific roles to members of the Legislative Committee in the future, a specific person as the face for elections, treasurers, etc. Karen added it is better to be present in the hearing rooms to hear all the testimony, but it can be done via phone. It was suggested the Legislative Committee meet as a group with Heather Shouldice, VMCTA Lobbyist; and with Karen Horn and Gwynn Zakov, VLCT Policy Advocates.

### **D. New Sub-Committee to Review Clerk and Treasurer Fees**

Donna reported part of what the legislature wanted is for clerks and treasurers to collect from each other information pertaining to fees are collected each year with numbers to justify the need for a fee increase. Last year the focus was recording fees for land records. The new proposal will include all fees with land records as a part. The fee bill needs to go before all legislative committees in charge of finances – Government Operations, Ways & Means, Government Finance. Donna suggested it could be an ongoing committee. Lucrecia suggested an Excel sheet for everyone to use with very specific instructions. Lucrecia agreed to put together a committee outline with duties and goals.

### **E. Registration Costs for Vendors and Attendees at the Annual Meeting**

Donna asked if the registration fee should be kept the same, \$150 for all and \$80 for a single day. Not changing the registration fee was agreed upon by the Board. Georgette reported the vendors will come in Wednesday and stay through Friday. Donna noted vendor fees don't include meals. She suggested increasing the fee to include meals for one with an additional charge for additional people. Karen suggested a booth fee and a person fee. Sandy Pinsonault reported last year vendors paid \$250. It was an additional \$175 per person for all meals. Currently it is \$425 for the booth and meals for one. Audra Girouard suggested vendors pay in advance. Sandy suggested a sticker for vendors so we can easily see who paid for meals and adding a line to their registration form noting meals are not included and must be paid for in advance. The Board agreed the price for vendors should remain the same this year.

### **TREASURER'S REPORT**

Treasurer Audra Girouard reminded everyone IIMC annual support of \$250 was discussed at the previous meeting. No money was sent last year. An invoice was received for an insurance policy which is renewed every three years. Its basic coverage is for dishonesty by the Association treasurer or president. It is a surety bond in case of embezzlement. Donna suggested approving the warrant noting the validity of the insurance is being researched. Board members wondered if other Associations send support to IIMC Region 1 and decided to investigate it and discuss it at the next meeting. Audra explained the warrant consisted of expenses for spring training, mailing name tags, desk plates and mileage for the Legislative Committee Chair. It was noted spring training made money this year. Donna Kinville made a motion seconded by Stacy Jewell to approve the \$6,203.14 warrant holding the IIMC Region 1 check until confirmation of the donation is received and the Main St America Group check until the surety bond is researched. All members were in

favor. The motion carried.

### OLD BUSINESS

#### **A. Scholarships**

Donna asked if Annual Meeting attendees were going to have a chance to win a scholarship by putting all registrations into a jar. Sandy suggested clerks planning to retire not be included and the drawing be held at lunch on Friday. Donna noted rolling excess, unused scholarship money into a reserve fund was still being discussed. Sandy suggested a by-law change for the Annual Meeting.

#### **B. Annual Meeting**


Stacy Jewell reported she reached out to RC Bradshaw. The Board discussed play dough or silly (thinking) putty as the gifts for the annual meeting; they are pricy. Putty slime is \$430 for 150, \$2.86 each, one color. Fun Dough is \$363 for \$150 or \$2.42 each. Putty in a Tin is \$713 for 150 or \$4.00 each. She suggested the Fun Dough and a possible sticker with a quote. Georgette remind Board members an item, possibly a small vinyl banner was discussed to cover the front of the podiums at the annual meeting venues.

#### **C. VMCTA Day in the Card Room at the State House**

Donna reported VMCTA has the card room on a day in February 2019. People typically give things out to promote their organization. She suggested a possible line item in the budget. Everyone agreed brochures were needed and possibly pins plus candy.

Donna informed members the two sub-committees and checks would be discussed at the next Board meeting and the packets for the Annual Meeting would be assembled.

**Adjourn: A motion was made to adjourn at 11:53 a.m. by Lucrecia Wonsor and was seconded by Georgette Wolf-Ludwig. All members were in favor. The motion carried.**

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