

VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, October 10, 2018
Barre Town Offices

MEMBERS PRESENT: President Donna Kinville, South Burlington; Past President Lucrecia Wonsor, Killington; 1st Vice President Georgette Wolf-Ludwig, Fairlee; 2nd Vice President Tracy Borst, Thetford; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; Auditor Julie Graeter, Colchester; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland; and Stacy Jewell, St. Johnsbury

OTHERS PRESENT: None

9:32 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF August 7, 2018

Georgette Wolf-Ludwig made a motion seconded by Diane Judd to approve the minutes of the August 7, 2018 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS

A. Possible 2019 Annual Meeting Venue

President Donna Kinville thanked everyone for coming to the meeting and welcomed Julie Graeter and Charles Degener to the E-Board. Discussing the possible venues for next year it was noted this year's venue was different and \$10,000 less than last year's. The Lake Morey Inn is cheaper and will probably be the venue when Georgette becomes the President. Having the venue in your vicinity makes it easier for all the back and forth work that needs to be done. Lucrecia Wonsor admitted it was a little difficult when the Annual Meeting was at the Stoweflake her first year as President. Keeping the same venue, the Hampton Inn in Colchester, for the 2019 Annual Meeting was discussed, as well as, preparing for the Lake Morey Inn in 2020 as the possible venue. Additional venue discussion followed.

Responses to the Survey Monkey regarding the Annual Meeting were reviewed. Choice of course was the number one response to what is a deciding factor for conference attendance. Location was number two, cost three and days of the week was fourth. The number one and two reasons for not attending were courses and cost. Donna noted the days of the week the conference was held were changed for the treasurers. It was wondered if the days of the week or the location was the reason for the increase in attendance. The Athenian was added because one of the original speakers had intended to do an Athenian. It was suggested if an Athenian was added again next year that a minimum number of attendees be required. This year's facilitator only charged air fare. A clerk from Malone, New York attended the Athenian. Offering an Athenian on one of the regular conference days might be a good choice for clerks seeking an advance certification. Donna noted she did not realize how much went in to organizing a conference. She suggested shifting some of the 2nd Vice President's duties to the 1st Vice-President. Dates for next year's conference were discussed hoping to avoid vendor conflicts.

B. Honorary Members

Donna explained she was asked about adding two honorary members. Reviewing how honorary members were chosen in the past was going to be reviewed.

C. Associated Press

Donna informed Board members the Associated Press paid the Association \$2,600 for the August election with thirty (30) towns not reporting. It was noted there were a lot of power outages throughout the state that prevented many towns from reporting.

D. Vitals

Donna noted it sounded like the legislature wanted to open communications with the clerks to get input on procedures and policies. Stacy Jewell noted the wording required people to be escorted and supervised in the vault. It is under legal review. The committee is meeting November 20th at the Barre Civic Center. There is nothing in the bill as it stands that requires clerks to print a copy of the vital record. There can't be a policy requiring a printed copy if the law does not require it. If there is a printed copy it must be maintained. The problem is space. The law will not affect marriage licenses.

E. Fee Report to Legislature

Donna reported a report regarding fee increases needs to be given to the Legislature. Lucrecia wondered if we were looking at all fees or just recording fees. Donna noted we are looking at the history through the years. Karen Horn of Vermont Leagues of Cities and Towns (VLCT) had suggested clerks look at what are the costs to record and maintain documents. It was discussed if the Board should change the fee model or stay with a per page fee. The cost with a new model will be less for a lot of the documents. VLCT shows there has not been an increase in town clerk fees since 2007 while other fees in the state have gone up. Stacy noted hunting licenses and the Department of Motor Vehicle fees increase yearly. Charlie noted the larger the document the more the preservation costs and the larger the vault space used. Lucrecia noted the idea behind the increased fees is to help towns that don't have a records preservation and computerization fund. Georgette agreed noting she used her restoration fund to computerize. Different possible fee structures and the best way to present the request to the Legislature were discussed. The report needs to be ready by December.

F. Promoting VMCTA

Donna informed the Board to help regain our voice the Association will be in the card room at the Capital in February. Pins were discussed as giveaways but there were concerns people may throw them away. Various other items, branded with VMCTA's logo were discussed. The idea was to have something different that will be seen and used.

TREASURER'S REPORT

Treasurer Audra Girouard reported she had two warrants. One finishes last fiscal year and one starts the new year. The International Institute of Municipal Clerks (IIMC) was added back to the budget for \$250. It was added at the Annual Meeting and already in 2018's budget. It was noted IIMC should invoice VMCTA for the donation. The funds remaining in last year's scholarship line item will be moved to a reserve fund. Deb Hawkins made a motion seconded by Dawn Custer in favor of signing the warrant for FY18 end in the amount of \$25,386.10 and for FY19 in the amount of \$1,000. All members voted in favor. The motion carried. Audra presented the financial report for the end of FY18 and the breakdown of costs associated with the Annual Meeting. More money was made than expected; \$4,700 was received in sponsorship. Donna noted TD Bank wants to be on the list to sponsor a speaker at next year's conference.

OLD BUSINESS

A. Review Annual Meeting

Board members discussed various options for the Annual Meeting – separate clerk, treasurer days; trainings in different time slots, the affect it would have on vendors. A computer teacher employed by New England Municipal Clerk's Institute & Academy (NEMCI&A) was suggested as a general session speaker next year. She could present on Word and Excel because both are used by clerks and treasurers. It was recommended the Survey Monkey be created ahead of the conference enabling attendees to fill it out at the conference. It was also suggested the session assessments be included in the packets handed out at registration instead of trying to get them to attendees at the end of a session. It was suggested vendor introductions be done at breakfast on day two.

i. Review Annual Meeting Questionnaire

The overall results of the questionnaire were good. It is professional development. It was suggested a post card be sent to clerks and treasurers during budget season reminding them to include the cost of the conference in their budget. Remind clerks and treasurers the VMCTA is here to support them. It should be sent to all clerks and treasurers and not just members. It was suggested a brochure about VMCTA be sent to select boards with information about the spring trainings, annual meeting and cost of membership.


COMMITTEE REPORTS

A. Membership Committee

There are one hundred forty-three (143) member towns and three hundred and eight (308) members. It is up from last year. Deb Hawkins wondered if new members are reached out to so there is a feeling of connection. Georgette suggested members of the Membership Committee contact and welcome new members and explain the benefits of membership. Deb agreed noting a personal connection can make a difference.

The next E-Board meeting was set for December 6, 2018 at 9:30 a.m. – Barre Town Offices.

Adjourn: Tracy Borst made a motion seconded by Stacy Jewell to adjourn at 12:20 p.m. All members voted in favor. The motion carried.

Attest: 
Dawn Custer
VMCTA Secretary