

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, June 19, 2019
Lake Morey Inn and Town Office~ Fairlee, Vermont**

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; Stacy Jewell, St. Johnsbury; and Diane Judd, Holland

OTHERS PRESENT: Erin O'Shaughnessy of Lake Morey Inn

10:04 a.m. – President Donna Kinville called the meeting to order.

NEW BUSINESS

A. Lake Morey Inn Visit for Annual Meeting Logistics

While discussing decorations the Board found the Inn did not have centerpieces. White or ivory tablecloths are available, napkins are available in a rainbow of colors. Table overlay colors are limited. Memo cubes are this year's gift to attendees. Melissa is the events coordinator for the Inn and will touch base. All AV equipment is included except the LCD projector. There will be a podium available in the main room and for the Annual Meeting. The Annual Meeting will be during Thursday's lunch. The banquet will have a dance floor and bar. Breakfast will be in the Ball Room. VMCTA will need a microphone and the United States and Vermont flags at the Annual Meeting and banquet. Erin O'Shaughnessy explained the banquet would have the dance floor in the middle with round tables surrounding it. If extra tables are needed let the Inn know. The general session will have dual screen projectors, the vendors will be in the room and the registration table. The risers may be shortened if needed. There will be long tables in the room in lieu of round. Power is on the sides and in the ceiling. Extension cords can be used by the vendors. The Garden Room will be used for the Athenian. Lunch will be in the Morey Room both days.

B. Fees

Lucrecia Wonsor reported she is working on a Survey Monkey. Data for the 2018-2019 fiscal year will need to be included, as well as, the next two years. Data collected will be presented at the three-year fee schedule review for increases; even if an increase is not being sought. Included in the report will be recording fees, restoration fees, fish and wildlife licenses, Green Mountain Passes, vehicle registrations, dog licenses, marriage licenses – any fee that has state involvement. A lot of clerks will have to change the way we collect the money.

REVIEW AND APPROVE MINUTES OF APRIL 11, 2019

Georgette Wolf-Ludwig made a motion seconded by Charles Degener to approve the minutes of the April 11, 2019 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS (cont.)

C. Awards Committee Update

Georgette Wolf-Ludwig reported members of the committee developed an idea for an additional award. The criteria are not as strict as the Town Clerk, Town Treasurer, and Assistants of the Year awards. It

could be presented to a VMCTA member in good standing. It doesn't matter how long they have been a member. She explained she researched other organizations and an Award of Appreciation kept showing up. She suggested a plaque or framed certificate. She noted concerns were mentioned about associate members. It was noted there are vendors who have generously supported the association over the years, as well as, active, retired and associate members. It will not need to be a single recipient, possibly a pair of people. It does not need to be awarded annually. It would be someone who has done something for the association and not necessarily their town. Georgette asked if the Awards Committee or the E-Board would select the recipient. It was decided the Awards Committee. Charles Degener made a motion seconded by Diane Judd to accept the requirements for VMCTA's new Award of Appreciation and approve granting authority of recipient selection to the Awards Committee. All members voted in favor. The motion carried. Donna Kinville stated it would be nice to present it this year. Georgette agreed to have the committee work on the nomination form.

D. Education Committee

Tracy Borst reported there were three breakout sessions at the Annual Meeting. Both rooms have projection if need. Diversity & Inclusion is the big topic everywhere. The agenda has been sent to IIMC (International Institute of Municipal Clerks) for certification. The committee is trying to get a better separation of the survey versus the assessment. The assessment is for IIMC points. Not everyone attending and signing in to a session needs to complete an assessment.

The registration packet being mailed to clerks for the Annual Meeting was discussed. The packet will include the draft agenda, hotel information, committee sign-ups, course descriptions, the registration form, last year's minutes, the membership form, special event information, the Athenian Dialogue registration, clerk and treasurer of the year nomination forms and the proposed Constitution change.

It was suggested the cocktail hour before the banquet be 5:30 – 6:00 with seating at 6:00. Deb Hawkins suggested the cocktail hour be in conjunction with the seating. Charles Degener agreed noting there would be less of a void for those not spending the night, 5:30 – 6:00 Cocktails & Conversation and the banquet could begin at 6:00.

Tracy reported the spring training raised \$3,700 in revenue and the expenses were just over \$1,800. The cost of printing and postage is still outstanding. Spring training has become popular. It was suggested part of the mandatory offerings be done at the spring training. It was noted the required offerings were moved to the Annual Meeting to encourage attendance. Tracy explained there sometimes are duplicate offerings between the spring training and Annual Meeting. For certification if someone cannot attend the Annual Meeting they would have to wait two years for it to be offered again. Stacy suggested eliminating one of the general sessions at Annual Meeting and do more concurrent trainings, three and three instead of two and two. Six hours of time at the Annual Meeting is spent in general sessions. Georgette agreed explaining general sessions are more about personal leadership development. She suggested adding a leadership development qualification to the certification requirements to entice people to attend. Connie at Invest EAP would like a small amount of time to present. It was suggested she present during lunch or breakfast on Friday.

E. Vital Records

Donna Kinville noted, as we progress forward with the updated vital records information management system, there are a lot of questions. Stacy agreed explaining not all clerks' offices use the same procedures. Some have a clerk seal and not a town seal, some sign a certified copy with their name only others add registrar. Board members questioned why marriage vitals are not treated the same as birth and death vitals.

TREASURER'S REPORT

Treasurer Audra Girouard reported she had the most recent warrant. The largest expenses belonged to spring training, IIMC lodging and scholarships. Diane Judd questioned the miscellaneous expense. Audra explained it was for the certified public accountants help with taxes. She suggested Annual Meeting expenses be submitted in the year the meeting was held. The unclaimed property mentioned at the previous meeting was \$290.00 Power Pay sends a small amount to the association each year. Deb Hawkins made a motion seconded by Dawn Custer to approve for the signing the warrant in the amount of \$3,192.73. All members voted in favor. The motion carried.

OLD BUSINESS


A. Annual Meeting Review Including Athenian

Tracy Borst suggested the Athenian Dialog be held at Fairlee Town Office. Georgette noted she would need to check room availability. Tracy noted a nominee for 2nd Vice-President will need to be found for the Annual Meeting. It is a tough position to fill. Georgette agreed explaining it is a big commitment. The 2nd Vice-President chairs the Education Committee. The committee is fabulous and everyone knows what they are doing. A member at large vacancy will also have to be filled.

Members discussed the mailing of the packet for Annual Meeting and the dates nomination forms should be returned. It takes fewer than three weeks to have plaques made. If the forms are returned by August 12th the plaques will be ready in time. Audra asked what the deadline would be for registration. Donna noted she would review the contract for the date the final numbers are due. A drape with the VMCTA logo, to hang over podiums, was discussed. Deb Hawkins made a motion seconded by Charles Degener to allow someone to research a podium drape with the VMCTA logo and to spend up to \$200 to purchase it. All members voted in favor. The motion carried.

The next E-Board meeting was set for July 26, 2019 at Barre Town Offices.

Adjourn: Donna Kinville adjourned the meeting with the consensus of the Board at 1:18 p.m.

Attest: 
Dawn Custer
VMCTA Secretary