

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Friday, July 26, 2019
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 – Deb Hawkins, Pawlet; Stacy Jewell, St. Johnsbury; and Diane Judd, Holland

OTHERS PRESENT:

9:30 a.m. – Board members assembled registration packets for the Annual Meeting mailing.

10:20 a.m. – President Donna Kinville called the meeting to order.

REVIEW AND APPROVE MINUTES OF June 19, 2019

Georgette Wolf-Ludwig made a motion seconded by Lucrecia Wonsor to approve the minutes of the June 19, 2019 meeting with corrections. All members were in favor. The motion carried.

NEW BUSINESS

A. Education Committee Update for the Annual Meeting

Tracy Borst reported the education portion of the Annual Meeting is set. The only item remaining is to contact the speakers to find out their audio-visual needs. Donna noted she believed the session rooms had projection, microphones and screens. Speakers would need their own computers and possibly cables. Georgette noted there is going to be a site map for the registration packet which will show the layout of the inn. The registration packet will include the map and agenda. Last year the review for the event was excluded. Tracy explained QR codes are on the review sheets at the New England Municipal Clerk's Institute. People can scan the code with their cell phone and complete the review online. Lucrecia reported the VMCTA website has the ability for a quick form that can be exported into Excel. That is what the Fees Committee is using to report fees. Survey Monkey limits the number of questions that can be asked. Using Doodle was discussed. It was noted Doodle does not limit the number of questions.

B. Certification for the International Institute of Municipal Clerks (IIMC) Reminder

Tracy explained assessments that are handed out during sessions need to be completed for members seeking to receive their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations to receive points. She noted a lot of time is spent reviewing the survey sheets and sign in sheets. She suggested people seeking CMC and MMC should have the responsibility of printing the surveys which will be online and bringing them to the sessions themselves. Those attending sessions who are not trying to earn their CMC or MMC certifications do not have to complete the session questionnaire. If they sign in to a session they will receive a certificate of participation to use toward their Certified Vermont Clerk (CVC). Lucrecia wondered if clerks who already have their MMC should complete the forms. Tracy encouraged them to do so as IIMC is looking in to a program for certification beyond the MMC.

C. Legislative Report

Donna informed Board members she touched base with Carol Dawes, Barre City Clerk, to find out what bills clerks and treasurers need to be ahead of before the next legislative session starts. Clarification for

UCC recording language is being sought. Lucrecia added attorneys, and mortgage companies have specific things they would like in statutes. One such item is to have documents searchable within three days of receipt. She added an item on margins should be included. Many are trying to get as much information on one page leaving no room for a stamp except on the back of the document. There is a meeting on August 20, 2019 to discuss these talking points. The cost of recording a document needs to be adjusted in the tax sale statute. Stacy Jewell explained, any document to be recorded in the town clerk's office is to be \$15/page. The statute for tax sales still has the cost of recording at \$10/page. She added when processing a Class 3 Liquor License, a portion of the money received should go to clerks. Clerks, in the past, had always processed Class 1 and Class 2 Liquor Licenses, now Class 3, hard liquor, needs to be processed and approved by the select board as well. Donna continued noting she and Carol reviewed the Vital Records law. It is hoped grandchildren can be added to the list of those eligible to request a certified vital record copy and also adding dual citizenship. There is hope to receive clarification regarding non-certified versus uncertified copies. Anyone may make a copy of a vital record in your vault for \$1 per copy. Stacy noted under the previous vitals law if someone passed away and left an estate the document referenced the book and page in the vitals book in the vault where the death certificate could be found. She noted her office is no longer printing vault copies of vital records and she wondered if online copies are considered recorded in the town clerk's office. If not, will a family member need to pay \$10 for a certified copy of the record and an additional \$15 to have it recorded in land records. Attorneys need clarification on that.

D. Budget Committee – Present New Budget

Audra Girouard stated she found the new budget being proposed to members needed to be presented to the E-Board first. She explained she, Donna, Georgette and Tracy reviewed the budget. The revenue for vendor tables and meals increased to \$8,500. The Athenian dialogue being held at the Annual Meeting was included. Georgette wondered what restricted funds included. Audra explained someone donating money with a specific intent. Regarding expenses, the Certification Committee discussed a new award and she wasn't certain if enough should be budgeted for a framed certificate or a plaque. Georgette stated her committee would prefer to present a plaque. It was wondered if there is money to cover a short fall on Annual Meeting revenues. Donna explained there is money in the checking account. Food is the largest expense for Annual Meeting and that cost is dependent on the number of attendees. Audra noted the biggest expense other than Annual Meeting is the lobbyist. Stacy wondered about support of the Government Finance Officers Association (GFOA) noting there were questions. Treasurers aren't attending GFOA conferences, finance officers are. Donna suggested we supply information about them at the conference by including information on our table. Audra suggested Sandy Pinsonault, Town Clerk Dorset, reach out to them as vendor chair of the Annual Meeting. Georgette suggested including brochures in the treasurers' breakout session rooms.

Tracy noted the Athenian Dialogue flyer is ready. Diane Judd stated she would promote it by providing it to the various New England Clerk and IIMC websites.

Audra continued reporting noting a Professional Services line items was added for Certified Public Accountant services. Lucrecia Wonsor made a motion seconded by Deb Hawkins to accept the proposed budget. All members voted in favor. The motion carried.

E. Fee Schedule for Posting in Offices

Lucrecia presented a fee schedule to the Board inclusive of the new fees as voted in the last legislative session. She explained it is similar to the one Vermont League of Cities and Towns (VLCT) did with different footnotes. She asked if we want single or multiple footnotes. The Board agreed, multiple. It was asked if it could be made available at the Annual Meeting. Donna noted she thought about including it in the packet noting it only relates to clerk registrants. Lucrecia suggested adding an additional footnote noting the list is of the most common fees and may not be all inclusive and is subject to change. She noted she would touch base with VLCT.

F. JPUS (Justice of the Peace Association)

Donna informed Board members JPUS contacted she and Lucrecia. They are trying to broker support in the State of Vermont and want to introduce themselves to the JPs in Vermont. They will be at the Annual Meeting. JPUS would also like VMCTA support such as a press release using VMCTA as the conduit because of the clerk connection to JPs.

TREASURER'S REPORT

Treasurer Audra Girouard reported the warrant consisted of the final expenses from spring training and paper and envelopes for the Annual Meeting mailing. Lucrecia Wonsor made a motion seconded by Tracy Borst to approve for the signing the warrant in the amount of \$372.46. All members voted in favor. The motion carried.

OLD BUSINESS

A. Annual Meeting Protocol (Scholarship Announcement, Agenda & Protocol, Conference Schedule)

A gavel for the Annual Meeting was discussed. When the best time would be to draw the scholarship was asked; all Annual Meeting attendees are entered for a chance to attend the following year conference at no cost, except for room expenses. During lunch when the vendor drawings are held was suggested Reciting the Pledge of Allegiance at the conference welcome or the business meeting was discussed. It was decided the pledge would open the business meeting. The welcome would be fifteen minutes to a half hour before the first session. The banquet will begin a half hour earlier with cocktails and conversation at 5:30 – 6:00 p.m. The meal will be served at 6:00 p.m.

Adjourn: Donna Kinville adjourned the meeting with the consensus of the Board at 12:15 p.m.

Attest: _____

Dawn Custer
VMCTA Secretary