

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Tuesday November 5, 2019  
Barre Town Offices**

**MEMBERS PRESENT:** President Georgette Wolf-Ludwig, Fairlee; Past President Donna Kinville, South Burlington; 1<sup>st</sup> Vice President Tracy Borst, Thetford; 2<sup>nd</sup> Vice President Julie Graeter, Colchester; Treasurer Audra Girouard, Concord; Secretary Dawn Custer, Hubbardton; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Diane Judd, Holland; and Diana Vachon, Shelburne

**MEMBERS ABSENT:** Auditor Sue Gage, Brandon

**OTHERS PRESENT:** Priscilla Aldrich, Burke Town Clerk/Treasurer; Tammy Legacy, Roxbury Town Clerk; and Patti Lewis, Fayston Town Clerk/Treasurer

10:20 a.m. – President Georgette Wolf-Ludwig called the meeting to order.

**AGENDA REVIEW AND MODIFICATIONS**

No modifications were made to the agenda.

President Georgette Wolf-Ludwig thanked everyone who was present for attending the meeting. She noted she appreciated everyone being a member of the VMCTA E-Board for the coming year.

**REVIEW AND APPROVE MINUTES OF JULY 26, 2019**

Donna Kinville made a motion seconded by Deb Hawkins to approve the minutes of the July 26, 2019 meeting with corrections. The majority of members were in favor. The motion carried.

**NEW BUSINESS**

**A. NEACTC (New England Association of City & Town Clerks) Conference**

Georgette informed the members Tammy Legacy, Roxbury Town Clerk; was present to talk about the NEACTC Conference in Vermont. Tammy explained at the last few New England E-Board meetings each state's employer identification number (EIN) has been discussed. Vermont uses the New England number. It is the feeling New England no longer wants Vermont to use its number. Patti Lewis is the Treasurer for the New England Conference to be held in Vermont. She has contacted an auditor friend about Vermont obtaining its own EIN. Patti noted NEACTC can designate a group exemption which allows for its EIN to cross borders. Tracy Borst wondered if New England asked Vermont to no longer use its number. Tammy answered New England said Vermont should not use its number. She suggested there may be a group exemption for the VMCTA and the New England Conference. Vermont – may be able to receive a group exemption using VMCTA's number. Patti added it is not a lot of work to obtain a number. By-laws etc. are needed. A report would have to be completed every year which is about \$100 to report no money for five years, \$400 - \$500 in the sixth (conference) year. IRS gross receipts limits were discussed. Tammy explained Rhode Island doesn't have a lot of money and are an entity within the Rhode Island Clerk's Association. It was noted every sixth year someone would need to be hired to complete the detailed IRS return. Tammy agreed noting the Vermont - New England Conference would cover the excess expense to VMCTA. It would be the same if the Vermont – New England Conference became its own entity. It was suggested the NEACTC may decide to bring each state inside their EIN using group exemptions. It is possible NEACTC may contribute less to the hosting state's contract. It was questioned why that would happen when it is the NEACTC's conference. Patti explained they have no control over the income and expenses in each hosting state. Tammy added each state reports about the conference after the fact, but the

financials aren't reported. Deb Hawkins asked what NEACTC expenses are outside of the state conferences. Tammy answered mileage, travel, supplies, scholarships and the website. They elect the New England Municipal Clerk's Institute and Academy's Board. It was noted Traci Borst will be attending the next NEACTC meeting. It was agreed to wait for action until a report from the next NEACTC E-Board meeting was presented in December.

#### **B. Discuss Venue for 2020 Annual Meeting and Dates**

Georgette informed Board members the Lake Morey Inn would be happy to host the conference again next year. She noted it is an easy venue for her to oversee things; especially since 2020 is an election year. Donna Kinville noted the concerns she had about the venue explaining the issues there were this year. She noted she wasn't trying to discourage it as a venue. She wanted to make sure everyone was aware of what to discuss when negotiating a contract. The food was sparse, they charged more for some things, the breaks were not set up in time. They must be told specifically what we want, and it must click. Georgette thanked Donna noting once the dates are set, she would go over the issues with them, talk about what worked and what didn't. Music wasn't available after a certain hour. Tammy noted a complaint she had was the guest room was taken over before she checked out and her things were still in the room and the door was left ajar. Georgette noted the dates for the conference can't fall on Rosh Hashanah. Tentative dates of September 10 -11, 2020 were set with the 9<sup>th</sup> being the date to set up and assemble registration packets.

#### **C. Brainstorm – How to Promote VMCTA Better and Effectively**

Georgette noted one item that worked last year were the budget reminder postcards. Donna agreed noting they should be mailed now. Julie Graeter reported the Fees Committee would like clerks to be reminded to fill out their annual town clerk revenues and expenses. The postcard will become an annual mailing. The brochure needs to be brought up to date. It would be nice to explain what is received for the membership fee – a lobbyist, the clerk day in Montpelier's card room, access to the listserv.

Georgette suggested the E-Board touch base with the various committees for direction. She asked Board members to send her emails with suggestions.

TD Bank wants to donate \$1,000 toward the next Annual Meeting. Vendors need to be reached out to.

#### **D. Item for VMCTA's Day in the Statehouse Card Room**

Donna Kinville will help reserve the card room for next year. We have the sandwich boards, gifts are needed. Donna noted the senators didn't know VMCTA was there last year. She suggested some members go to their side to seek them out. We will probably be there in February again. Charles Degener noted February is the sweet spot to hit. The gift to give this year was discussed. Audra noted money was budgeted for the card room gift. A letter opener/staple remover was suggested.

### **TREASURER'S REPORT**

Treasurer Audra Girouard reported she had two warrants one for the expenditures of the Annual Meeting and a couple of little ones. A couple of more Annual Meeting invoices should be coming including one from the Winooski Press. When annual support for International Institute of Municipal Clerks (IIMC), Vermont Government Finance Officers Association, and NEACTC was discussed last year it was decided each organization should invoice VMCTA to receive payment. IIMC invoiced us by the close of the fiscal year but not NEACTC. Donna Kinville made a motion in favor of allowing Treasurer Audra Girouard to pay NEACTC's sponsorship money from VMCTA using money from the 2018-2019 budget once invoiced. Charles Degener seconded the motion. All members voted in favor. The motion carried.

Tracy Borst made a motion seconded by Deb Hawkins to approve the signing the warrant in the amount of \$31,245.61 for July 26, 2019 – September 30, 2019 and the warrant in the amount of \$84.28 for October 1, 2019 – November 4, 2019. All members voted in favor. The motion carried.

Audra noted mileage budgeted for the Legislative Committee isn't being used. It was explained Carol Dawes, Barre City Clerk and Legislative Committee Chair lives so close she doesn't put in for mileage. It was suggested we let Carol know she can use it. Audra continued noting the bank needs to be contacted to issue a credit card to Georgette and add her signature to the Association's account and remove Donna Kinville.

### **OLD BUSINESS**

#### **A. Review 2019 Annual Meeting**

It was noted lunch at the Annual Meeting didn't work well for the vendors. We had to wait for the Inn to set up for lunch. Tracy noted members are reminded about Spring Trainings by postcard mailings. She suggested the same be done for Annual Meeting. The question is – are the packets too cumbersome. Other associations have their members go online to get the packet information. It was asked if the Board would like to mail a larger postcard for Annual Meeting informing members about the meeting and that all the information is available online. Deb Hawkins made a motion seconded by Audra Girouard in favor of inviting clerks and treasurers to the Annual Meeting via postcards and making the packets available online with an option for requesting paper copies of the Annual Meeting packet on the postcard. All members voted in favor. The motion carried.

#### **B. Questionnaire Results**

There was discussion pertaining to the different courses offered at Annual Meeting. Most attendees liked everything. There were a couple of people who felt the second sessions were a rehash of the first sessions. To some the poll worker management session meant nothing. For any session with a negative comment there was a positive comment to offset it. Tracy noted the skills sessions are needed and the general session should appeal to both clerks and treasurers. Donna noted there have been situations in her office that she felt she would not have had the skill to handle if not for some of the personal development sessions she has taken over the years. Georgette agreed noting personal development is just as important as professional development. It was agreed the Education Committee did an excellent job. Future topics suggested on the questionnaire were discussed, elections and its various aspects as well as; managing staff and best practices.

### **COMMITTEE REPORTS ~ MEMBERSHIP**

#### **A. 2019 – 2020 Committee Assignments**

Georgette informed the Board that Priscilla Aldrich will only be the Chair of the Membership Committee for a couple of more months. Priscilla reported the membership year started in October. There are 246 towns of which 140 are members. There are 213 members, 106 towns are unpaid (non-members). There aren't any associate members yet. She noted she is waiting for a list of vendors so she can send out the associate membership forms. Donna suggested associate member forms could be put on the vendor tables at Annual Meeting. Priscilla noted email also works well. Georgette noted she would like to see a map of Vermont with different colors in the towns that have members. It would be nice to have at least two mentors in every county in the state. Mentors must be a member of the Association. For the \$35 membership fee, you get so much. Nellie Noble, Granby Town Clerk has offered to chair the Membership Committee once Priscilla retires. Priscilla will continue as a liaison. Regarding the Constitution Committee, Georgette asked Dawn Custer to check and make certain changes are made to the VMCTA website once Constitutional changes are voted on by the membership. She thanked Donna Kinville for chairing the Curriculum Committee. An ethics class was suggested as a requirement class for certification

as a Vermont clerk or treasurer. Tim Arsenault, Vernon Town Clerk is a new member on the Legislative Committee this year, all other members are the same. Carol Dawes is still having difficulties with the Department of Health but is making a little headway. Donna reported she and Vermont League of Cities and Towns' Gwynn Zakov met with the Liquor Control Board about clerks now handling class 3 license renewals. There are about 102 establishments in the state requiring a class 3 which is for hard liquor sales. The Liquor Board's thought was to hand back local control. If someone is setting up a martini bar in their basement, before the town had no input. Now the town does. The town will receive a fee for processing the license renewals. Georgette noted Diana Vachon will keep the Board apprised of the happenings of the Membership Committee. She suggested phone calls, cards, and touching base with non-members. It was suggested a non-member rate be established for attendance at the Annual Meeting and the non-member charge be discussed by the Membership Committee. It was asked if any Board members would like to be added as mentors. Charlie Degener and Deb Hawkins volunteered. Bobbi Brimblecombe no longer wants to chair the Municipal Records Committee. The committee isn't sure what direction to move in, it needs to be energized. The Nomination Committee is set. It was suggested there be a possible separation of the PR – Newsletter Committee. Pictures are needed from the committee. There aren't any changes to the Scholarship Committee and the Awards and Budget Committees are set. The Webmaster Committee is also set. Georgette asked about the plans for the Clerk Fees Review Committee. Julie stated the committee wants to make certain everyone knows they need to complete the income/expense spreadsheets every three years. Clerks need to keep track of what the extra money is being used for. There must be a plan such as beginning to digitize land records, make copies of all grand lists etc.

### **OTHER BUSINESS**

It was suggested old pictures be scanned to the website to see if current clerks can identify some of the previous clerks.

The contract with Lake Morey Inn for next year's Annual Meeting will be brought to the next Board meeting.

Georgette informed members she would be attending the Democracy Fund meeting in Washington D.C. They will pay for the flight and room.

The next E-Board meeting was set for December 17, 2019; 9:30 a.m. at Barre Town Offices.

**Adjourn: Georgette Wolf-Ludwig adjourned the meeting with the consensus of the Board at 11:48 a.m.**

Attest: \_\_\_\_\_

Dawn Custer  
*VMCTA Secretary*