

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Thursday, January 21, 2021
Via Zoom (an online meeting provider)**

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

MEMBERS ABSENT: Member at Large Deb Hawkins, Pawlet and Auditor Sue Gage, Brandon

OTHERS PRESENT: No others were present

9:30 a.m. – President Georgette Wolf-Ludwig called the meeting to order.

AGENDA REVIEW AND MODIFICATIONS

No revisions were made to the agenda.

REVIEW AND APPROVE MINUTES OF December 10, 2020 MEETING

Donna Kinville made a motion seconded by Diane Judd to approve the minutes of the December 10, 2020 meeting with corrections. All members were in favor. The motion carried.

TREASURER'S REPORT

Treasurer Audra Girouard reported a warrant in the amount of \$6,715.00 needed approval. It covers activity for the period of December 10, 2020 through January 20, 2021. Included are ½ of the annual contract for the lobbyist and the annual filing with the Secretary of State's (SOS) office. There isn't a lot of revenue coming in; some registrations are being received. Charles Degener made a motion seconded by Julie Graeter to approve the warrant in the amount of \$6,715.00. All members voted in favor. The motion carried. Audra explained the bulk of the membership registrations come in at the end of the fiscal year. Georgette noted Associate Membership is usually banks and such that support the association. Audra stated Associate Membership is \$50 and it is \$100 to have a logo added to the website. Diana Vachon added most paid the \$100 to have their logos added to the website. Community Bank contributed \$200. Georgette informed Board members it is unknown whether conferences will be held in person or not. There may or may not be expenses associated with a conference. Donna suggested sending out a request for information asking members how many would feel comfortable attending a conference.

NEW BUSINESS

A. Legislative Update

Donna Kinville reported lot of time has been spent testifying on H.48, an act relating to authorizing alternative procedures for 2021 annual municipal meetings in response to COVID-19, in both the House and Senate Government Operations Committees (Gov-Ops). It was signed by the governor Monday morning. Tuesday the House Gov-Ops invited clerks to a meeting. The Senate did something similar the previous week. They wanted to know what clerks learned during COVID-19 regarding early processing of ballots. They also want to ensure the fees for recording of documents are taken care of this session. Discussions are being held with the Department of Liquor Control regarding towns receiving money for processing Class 3 liquor licenses. Regarding issuing certified copies of vital records, additional persons will be eligible to receive a copy.

B. Connecticut Attorneys Title Insurance Companies (CATIC) Lawsuit

Georgette reported she was contacted by the Connecticut Clerk's Association. They are concerned what happened in Vermont may extend to states beyond. Montpelier City Clerk John Odum's petition received a lot of signatures. The hearing is scheduled for January 28, 2021. It was asked if VMCTA should have an opinion and discussion followed. VMCTA would like to support its members but understands it does not represent all clerks.

C. Education Update – Zoom Roundtable/Spring Training

Julie Graeter reported the committee met on Friday. There was a lot of discussion. Certificates for those attending the election trainings in August or September will be issued. Andy Masters presentation, spring training and training in general were discussed. Jim Ognibene, a trainer and presenter who works with New England Municipal Clerk's Academy (NEMCI), was contacted. He sent a link to access a site about How to Train the Trainer. A price sheet was sent for trainings he offers. She explained she felt if we engage him he could offer presentation skills to everyone. On demand training is being considered as the way to go for spring. Julie reported she and Donna Kelty, Barre Town Clerk, are working on an outline for, what you need to know as a beginner clerk and/or treasurer. It is to offer in the spring and have it available on an on-going basis. For the spring training a live roundtable in April and May are being considered. Other items considered are Legislative Happenings and asking Deanna Robitaille or Jill Remick to discuss Property Valuation and Review's software changes. Some 101 level classes covering required spring training – elections, vitals, principles of banking. Carol Dawes, Barre City Clerk, was suggested as a possible presenter to help people navigate state websites to find statutes. It was wondered if the Education Committee has considered recording the trainings to make them available later. Julie answered it is the plan to record live trainings and make them available. The fees need to be put in place and a way to ensure certificates are received for credit. There are logistics that need to be worked through. It was suggested a website could host the recorded trainings for a fee or the VMCTA's website could be updated sooner than anticipated and the trainings could be made available there. Tracy Borst noted Jim purchased courses NEMCI offers, and he has them available on demand. There is a quiz at the end that must be passed with a score of 70 or better to receive a certificate which is issued at the end. She noted she has taken some classes and pages cannot be skipped. It was suggested Carol could make a video to have available online. People could complete the assessment, mail the completed assessment and check to receive a certificate. NEMCI will be offering more on-demand webinars. They are thinking about hiring Jim to do a webinar using scholarship money to cover the cost. It was wondered if VMCTA could use some of the scholarship money to do the same. Diane wondered if a quiz would be needed. It was noted Vermont certification requires classes, not quizzes or assessments. It was suggested if an individual receives education via an online New England Municipal Resource Center (NEMRC) video, a representative from NEMRC could sign a training certificate. Julie stated she would like to see if Jim can get us started using Zoom as a training tool. How to share screens, etc. She stated she would like to see it organized and offered to everyone as quickly as possible. She asked if VMCTA would want to invest in a Zoom subscription. It was agreed it is a great tool and could be used by the E-Board and for committee meetings. The cost is \$149 annually for up to 100 people. The service can be changed if it is felt there will be more than 100 attendees. Charles Degener made a motion authorizing Julie Graeter to purchase a Zoom subscription for the VMCTA using money from the Spring Training line item. The motion was seconded by Diana Vachon. All members voted in favor. The motion carried.

OLD BUSINESS

A. Retirees Serving on Committees

Georgette reported the decision is to not do anything specific. It is up to the discretion of the President. Charles Degener made a motion seconded by Diane Judd in favor of the VMCTA President having the discretion to appoint who will serve on committees including active members or retired active members. All members voted in favor. The motion carried.

COMMITTEE UPDATES

A. Membership Committee

Diana Vachon reported there are currently 408 members. Last year there were 409.

B. Fundraiser Committee

Diane Judd reported eighteen signed up for the February Athenian. There are name tag and name plate orders. It is hoped to have the next committee meeting via Zoom. Georgette suggested a possible 85th Anniversary pin for the VMCTA's anniversary. She noted we are one of the oldest associations in the country. Something should be done to promote it being our 85th year.

OTHER BUSINESS

D. VMCTA Committees/ Zoom Invite to meet with the E-Board

Georgette noted the Zoom roundtables are going well. She suggested after Town Meeting a Zoom meeting be held with the committees.

E. Deanna Robitaille

Georgette had an email from Deanna Robitaille, former town clerk now working for Property Valuation and Review (PVR). She expressed in her letter that she would love to be able to join VMCTA as a retired member and have access to the listserv. The letter explained it would be good to know what current clerk issues are, especially as they pertain to the new grand list software being rolled out by PVR. Charlie noted Deanna is in a unique position and it is good for clerks to have her as a liaison with PVR. All believed the intention to be good with working with and for the clerks on her mind. Listserv etiquette was discussed noting what is on the listserv stays in the listserv. Diane suggested instead of granting full access to the list serv she can touch base if she is hoping to have specific information. A member of the E-Board can put a request on the listserv noting responses would be shared with PVR. Discussion continued. It was suggested if individuals or the Board has concerns they should be encouraged to reach out to PVR. Georgette agreed to reach out to Deanna. Everyone agreed we, the Association and clerks, are lucky to have her and we are glad to have her, with her clerk's perspective, serving in PVR.

The next E-Board meeting was set for March 18, 2021; 9:30 a.m. via Zoom.

Adjourn: Georgette Wolf-Ludwig adjourned the meeting with the consensus of the Board at 11:10 a.m.

Attest: _____
Dawn Custer
VMCTA Secretary