

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, June 23, 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 Diane Judd, Holland; Treasurer Susan McNamara-Hill, Essex; Secretary Dawn Custer, Hubbardton; and Members at Large – Charles Degener, Woodstock; Deb Hawkins, Pawlet; Anita Sheldon, Manchester; and Diana Vachon, Shelburne

MEMBERS ABSENT: Auditor Sue Gage, Brandon

OTHERS PRESENT: Sandra Pinsonault, Dorset Town Clerk - Treasurer

2:01 p.m. – President Georgette Wolf-Ludwig called the meeting to order.

AGENDA REVIEW AND MODIFICATIONS

Georgette noted no agenda modifications needed to be made.

REVIEW AND APPROVE MINUTES OF May 27, 2021 MEETING

Charles Degener made a motion seconded by Diane Judd to approve the minutes of the May 27, 2021 meeting as presented. All members were in favor. The motion carried.

TREASURER'S REPORT

Georgette reported Auditor Sue Gage reviewed the records because of the recent Treasurer transition and found all records to be in order. Susan McNamara-Hill presented the financial summary and warrant. The warrant had two items, a \$15 refund and the conference pins expense. It was noted there was no income received from the spring trainings and the Athenian dialogues helped keep us afloat. Tracy Borst made a motion seconded by Anita Sheldon in favor of approving the warrant for \$386.30. All members voted in favor. The motion carried.

NEW ~ OLD BUSINESS

A. VMCTA 85th Annual Conference September 23 – 24, 2021

a. Vendor Update – Sandra Pinsonault, Chair

Sandy reported she sent the “Save the Date” reminders out. The immediate responses being received let us know the VMCTA conference is being held the same dates as the Connecticut clerks’ conference. There may be issues with out of state vendors attending. She explained the food costs for the upcoming conference are still an unknown. In years past the vendor charge has been \$250. The estimated meal costs are \$70 for breakfast/lunch and \$50 for breaks. The stickers used at the last conference worked great in identifying which vendors purchased the meal package and which did not. Vendors tell us our \$250 rate is inexpensive. Sandy wondered if the vendors will be required to wear masks. Georgette stated the VMCTA will be following all state recommendations at the time of the conference. Sandy noted vendors have a registration deadline of September 3, 2021.

b. Sponsor Outreach

Georgette noted it is a hard year for sponsors because the State of Vermont, in addition to the VMCTA’s Annual Conference, is hosting the New England conference. Also, the VMCTA conference being held at the same time as the Connecticut clerks’ conference. Inclusion Solutions,

a vendor who usually has a table at the VMCTA conference is opting to go to Connecticut. They will send a \$100. It was suggested GovPay may be willing to sponsor. Community National Bank always helps.

c. Invitation Confirmation

Georgette reminded the Board of the intent to invite several individuals to the banquet to help celebrate VMCTA's 85th Anniversary. The Board discussed the list and the cost of the banquet. Tracy Borst made a motion seconded by Diane Judd in favor of inviting retired clerks who serve on the VMCTA's Education Committee to be our guests at the banquet. All members voted in favor. The motion carried. It was decided to send a paper invitation by July 14, 2021 with a follow-up email.

d. Online Registration

Tracy Borst reported Eventbrite and Eventbee were frustrating. Google Forms has no online payment capability and is still a work in progress, but it works really well. As people complete the form it auto populates a Google sheet that can be downloaded to Excel. It does not cost anything. Once the form is completed an auto response is sent. It only allows for twenty forms a day. The upgrade to accept more forms costs \$40 per year. Information about the courses being offered at the conference is needed. She suggested a page on the VMCTA website could be set up to include the membership form and registration form. The registration form will include the banquet food choices and course selections with a description. The cost to attend would be \$80 for Thursday only, \$80 for Friday only and \$150 for the full package. The Athenian dialogue would be an additional \$125. Deadlines to have everything in and the cancellation policy are needed. Discussion considered mailing the packet snail mail and/or sending an email to all clerks and treasurers pointing them in the direction to the link on the VMCTA website. The Secretary of State's office has emails for all clerks and treasurers and could easily send the email. Since the Google forms auto sends a verification response once the form is completed online setting up a VMCTA@gmail.com account was discussed. The conference form and the membership form will be separate Google forms because people do not necessarily join the Association and attend the conference. The Board decided August 2nd would be the date all clerks and treasurers would receive the email notification directing them to the Google forms link on the VMCTA website and September 3rd would be the registration due by date. A full refund would be given to all cancellation notices received on or before September 15th. After September 15th, a refund would be issued at the Board's discretion.

e. Education Committee

Diane Judd reported Anne Uecker and Dawn Michanowicz are going to be guest speakers. The theme is Energy, Healing and Leadership. Anne is willing to do an additional session. She noted the committee's thought is to present something bright and uplifting. Patrick Healy, Director of Green Mount and Elm Street Cemeteries in Montpelier will be doing a cemetery session. Green burials will be discussed. An elections session will be held. Christie Wright, Jill Remick and Deanna Robitaille of Property Valuation and Review are being considered to present a session on the Mobile Home Bill of Sale. Current Use and the new Integrated Property Tax Management System are additional topics they may discuss. The Agency of Transportation is working with the Education Committee to present a class on grants. Rooms needed for the breakout sessions was discussed.

The next E-Board meeting was set for July 14, 2021; 9:30 a.m. via Zoom.

Adjourn: President Georgette Wolf-Ludwig adjourned the meeting at 3:51 p.m.

Attest: _____

Dawn Custer
VMCTA Secretary