

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Wednesday, September 8, 2021  
Via Zoom (an online meeting provider)**

**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 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

2:32 p.m. – President Georgette Wolf-Ludwig called the meeting to order.

**AGENDA REVIEW AND MODIFICATIONS**

Georgette noted the agenda needed to be modified to note Bobbi Brimblecombe, Marshfield Town Clerk-Treasurer is not able to attend.

**REVIEW AND APPROVE MINUTES OF August 18, 2021, MEETING**

Donna Kinville made a motion seconded by Diane Judd to approve the minutes of the August 18, 2021, meeting as presented. All members were in favor. The motion carried.

**TREASURER'S REPORT**

Susan McNamara-Hill noted an additional \$150 was to be added to the warrant presented bringing the total warrant to \$1,280.39. The \$150 covers the 2019 conference attendee who won the scholarship to attend the next VMCTA Annual Conference at no charge. Georgette noted lighted lanterns were purchased for the banquet tables. There was \$250 in the budget, the line item is a little over. Charles Degener made a motion seconded by Anita Sheldon to approve the warrant in the amount of \$1,280.39. All members voted in favor. The motion carried. Susan continued reporting noting more dues money and conference registrations are being received. W-9s were sent to the town's requesting them. Sandra Pinsonault reported \$3,645 has been received from vendors with another \$1,725 due. Georgette noted there is sponsor money still expected, \$1,500 from Kofile, \$500 from Wells Fargo and \$500 from LHS. The hope is to reach \$10,000 in sponsor money. Susan explained regarding expenses, the conference venue has not been paid. All expenses paid after October 1<sup>st</sup> are in next year's expense lines.

**NEW BUSINESS**

No new business came before the Board.

**OLD BUSINESS**

**A. Municipal Records Committee**

Georgette explained Bobbi was unable to attend the meeting. She wrote a letter addressing the redaction of social security numbers from land records previously recorded. The letter states nothing needs to be done. A letter to clerks with digitized land records is being composed. Nothing is required to be done regarding redacting; clerks may choose to. If clerks opt to redact it is important the redaction be done on the digital copy only and not the original. Donna Kinville noted she investigated the cost of having Avenu, her land records program provider, redact records in her system. They

charge per page and must look at every page. Sandy reminded everyone to not redact DD-214 social security numbers. That is how veterans receive their benefits.

**B. 85<sup>th</sup> Annual Meeting and Educational Conference – September 23 – 24, 2021**

**a. COVID Concerns at the Conference**

Georgette explained Vermont Association of Listers, and Assessors canceled their annual conference. Ernie Saunders of NEMRC is not sending a representative. Vermont League of Cities and Towns may not send an in-person representative. Sandy noted Governor Scott does not want to declare a state of emergency. The city of Brattleboro tried to declare a state of emergency within its city. The state government informed them it was not within their rights as a city. Will Senning of the Vermont Secretary of State's Election Division, asked that attendees wear masks to his sessions and fill in behind the front row to maintain a safe distance. The Lake Morey Inn will have sanitizing stations. There will be masks available for attendees and hand sanitizer throughout the venue. It was agreed attendees and vendors should be notified that there will be a mask mandate at the conference.

**b. Vendor Update**

Sandy Pinsonault informed Board members there are thirteen vendors scheduled to attend. TD Bank canceled and NEMRC will not attend.

**c. Sponsorship Outreach Update**

It is hoped an additional \$2,500 will be received from sponsors.

**d. Annual Meeting Online Registration**

The online registration ended Friday, September 3<sup>rd</sup>. There are two individuals who would like to be added to the conference attendees list. The link will be sent to them. The Governor will let the VMCTA know if he can attend two weeks before the event. Tracy noted two cancellations were received. The two additional will keep the numbers the same.

**e. Education Committee**

Diane Judd reported all presenters are set and have confirmed. Only one had concerns about COVID and the concerns have been addressed. Georgette reminded Diane the Inn needs to know what the speakers need and which rooms they will be presenting in.

**f. Nomination Committee**

Diane Judd presented the list of nominees being proposed for the 2021-2022 E-Board which was reviewed. The members whose terms have ended and opted not to move forward or serve an additional term in their current position if applicable were thanked for their service to the VMCTA.

**g. Fundraising Committee**

Georgette reminded Diane to let her committee members know how busy they will be. Diane noted she has the certificates and pins for the certifications and surveys for courses which can be added to the VMCTA website.

**h. Banquet Invitees Update and Gifts**

The list of invitees was reviewed, who confirmed and those who cannot attend. It was noted who will be attending the banquet, which meals the speakers are entitled to receive, and deadlines for meal choices. Auction International has a gift for attendees. They are a first-time vendor. The first gift they were hoping to give attendees was received and decided against. The product was not up to par. Sandy noted the medallions have not been seen yet.

**i. Packets for Registration Table, Membership Tags and Survey**

Anita Sheldon noted she hoped to have the packets assembled on September 13<sup>th</sup> or 14<sup>th</sup>. An attendees list and a couple of the documents to be inserted are still needed. Donna noted the 85<sup>th</sup> Anniversary logo will be used as a watermark on the membership tags. There will be Excel sheets which include the meal choices to help expedite tag meal ticket assembly. The vendors name tags have plates in the corner if they opted for the meal plan.

**j. Resort Arrival – Wednesday, September 22<sup>nd</sup>**

Georgette noted we will have access to the Morey Room on the 22<sup>nd</sup>. The time needs to be confirmed. Vendors were told to arrive no earlier than late afternoon on Wednesday. It is hoped the set up for the banquet will be completed by 7:00 p.m. The theater is available for a movie 7:00 p.m. – 10:30 p.m.

**OTHER**

Diane noted items are needed for the basket fundraiser. Several items have been received for the auction.

Sandy noted she will get the finalized vendors' needs list to Georgette soon, who needs electricity, who does not.

Tracy thanked Georgette for the time she served as President of the VMCTA. She led during the uniqueness of a pandemic and did a fabulous job. The other members of the E-Board echoed the sentiment thanking Georgette for the time she served as President.

Georgette thanked everyone noting it was a joy to serve. She especially thanked Donna Kinville for being her mentor and support.

**Adjourn: President Georgette Wolf-Ludwig adjourned the meeting at 3:54 p.m.**

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

Dawn Custer  
*VMCTA Secretary*