

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, July 14, 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: No others were present.

9:36 a.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 June 23, 2021 MEETING

Charles Degener made a motion seconded by Anita Sheldon to approve the minutes of the June 23, 2021 meeting as presented. All members were in favor. The motion carried.

TREASURER'S REPORT

Georgette thanked Susan McNamara-Hill for quickly jumping in and assuming the role of VMCTA Treasurer. Susan McNamara-Hill presented the financial summary and warrant. The warrant had one item, a \$39 reimbursement. Diane Judd made a motion seconded by Dawn Custer in favor of approving the warrant for \$39.00. All members voted in favor. The motion carried. Susan reported an additional \$3,750 is anticipated to be received. Georgette noted the proposed budget for the Annual Meeting is being worked on. The Budget Committee has not met yet. She asked if the E-Board had any question or additions for the budget. There were no questions or additions. The Budget Committee will meet soon to finalize next year's proposed budget.

NEW BUSINESS

A. Membership Committee Description Update

Diana Vachon reported the Membership Committee consists of she, Patti Lewis, Fayston Town Clerk-Treasurer; and Sara Haskins, Morristown Town Clerk-Treasurer. The committee reviewed the current description of the Membership Committee. Changes have been proposed for multiple sections of the description. One change includes adding *To promote a closer working relationship between the various Municipal Clerks and Treasurers of the State and to provide a medium for exchanging ideas* to the Purpose section. She noted the description requires five VMCTA members serve on the Committee. There are currently three and that is comfortable. She suggested the wording be changed to *up to* five members under the Committee Members section. The description, under General Duties, requires the Committee to develop a brochure for distribution. A suggested change is to remove brochure and change it to – *To develop a promotion of the Association for annual distribution to all Vermont Town Clerks and Treasurers with the intention to encourage and recruit members*. The description notes the Chair is responsible for an accurate listing of current members. She noted she would like to see *or designated Committee Member* added. Georgette noted the Chair is ultimately responsible and can use a member's skills to the Committee's best advantage. Discussion as to what a promotion could be followed. Posters, brochures, pamphlets, flyers and emails were discussed. It was noted the intent is to provide a direction to

those who may not know about the Association and what it does. Digital promotions can be included as well. Diana wondered if November 15th was a hard-cutoff date for VMCTA members to have their applications in and dues paid. It was noted the membership applications are due October 1st and an extension to November 15th is more than generous. Diana stated as far as she was aware, membership cards for the VMCTA no longer exist and should be removed from the Committee's description. How early a member's dues can be paid and count toward the following year's membership was discussed, as well as, transferring membership from one clerk in a town to a new one if the previous clerk retires or was not re-elected. It was noted Honorary Membership is not a responsibility of the Membership Committee. Honorary Members are decided upon by the E-Board. Only active members can vote at Annual Meeting. Retired clerks and Honorary Members do not have voting rights. Tracy Borst made a motion seconded by Deb Hawkins to approve the recommended updates to the VMCTA's Membership Committee Description. All members voted in favor. The motion carried.

OLD BUSINESS

A. 85th Annual Meeting and Educational Conference – September 23 – 24, 2021

a. Vendor Update – Sandra Pinsonault, Chair

Sandy was not available to attend the day's meeting.

b. Sponsor Outreach

Georgette reported the various sponsor money promised to date is \$7,100. She noted she has hope someone will be willing to sponsor the breakfast and DJ. Auctions International, a new addition, would like to sponsor a table gift. It will be a maple syrup dispenser with their logo on one side and the VMCTA logo on the opposite side. The goal is to receive \$10,000 in sponsorship money.

c. Awards Committee Update

Tracy Borst reported information was sent to the E-Board and committee chairs about the Award of Appreciation. The Award of Appreciation is for an individual who does something to serve the whole Association. There are four submissions for Clerk of the Year, no submissions for treasurers or assistants have been received, so far.

d. Online Registration

Tracy Borst reported the choices for meals and education sessions needs to be completed. Sara Haskins has been assisting. The additional \$40 a year allows us to accept more forms per day. The original fee was \$19.95 per month. Switching to a yearly fee of \$40 made sense. The form will be ready before August 1st and will be submitted to E-Board for another test run. It was suggested the form ask if the individual submitting it is a member of the VMCTA. A link to the membership form can be added to the Annual Meeting and Conference registration form. The information packet which will include the president's letter, the description of the Athenian Dialogue, the agendas for the conference and annual meetings, and more in-depth education session descriptions will be available online in addition to the membership and conference registration forms.

e. Education Committee

Diane Judd reported an Athenian Dialogue is scheduled for the Wednesday preceding the conference. The Athenian will be from 10:00 a.m. – 5:30 p.m. and lunch is included. Property Valuation and Review (PV&R) will be present to explain homesteads and homestead tax credits. Is there a statute that defines the process? She noted she believed the PV&R session would be beneficial to both clerks and treasurers. The Agency of Transportation and the Vermont Department of Transportation will be having a grant session. Some of it may be virtual. It was wondered if individual attendees needed to sign up for breakout sessions in advance. The reason for the advance sign-up is to allow the speakers to prepare the proper amount of materials for their session.

f. Banquet Update and More

Georgette reviewed the various menu entrees available for the banquet. All beef entrees cost over \$50 each which is more than VMCTA charges to attend the banquet. After reviewing the options the E-Board decided the choices would be – Citrus Chicken, Salmon, and Pesto Tortellini. Salad was chosen over soup. The invitations are in the process of being finalized. The conference survey was discussed; what is the best way to get it to attendees for completion. Registration packets made available on the registration table at the conference will include a resort map, copies of the minutes of the last meeting, budgets, class descriptions and agendas for the business meeting and conference. Anita Sheldon volunteered herself and her assistant as assemblers of the packets at their office in Manchester.

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

Adjourn: President Georgette Wolf-Ludwig adjourned the meeting at 11:12 a.m.

Attest: _____

Dawn Custer
VMCTA Secretary