

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Wednesday, August 24, 2022  
Via Zoom (an online meeting provider)**

**MEMBERS PRESENT:** President Tracy Borst, Thetford; Past President Georgette Wolf-Ludwig, Fairlee; 1<sup>st</sup> Vice President Diane Judd, Holland; 2<sup>nd</sup> Vice President Diana Vachon, Shelburne; Treasurer Susan McNamara-Hill, Essex; Secretary Dawn Custer, Hubbardton; and Members at Large – Karmen Bascom, Royalton; Charles Degener, Woodstock; Sara Haskins, Morristown; and Anita Sheldon, Manchester

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

**OTHERS PRESENT:** Sandra Pinsonault, Dorset Town Clerk-Treasurer; and Carol Dawes, Barre City Clerk-Treasurer

9:05 a.m. – President Tracy Borst called the meeting to order.

**AGENDA REVIEW and MODIFICATIONS**

President Borst noted she would like to add Star Chapter and Listserv Etiquette update to the agenda. Board members agreed by consensus.

**REVIEW AND APPROVE MINUTES OF July 27, 2022 MEETING**

Charles Degener made a motion seconded by Karmen Bascom to approve the minutes of the July 27, 2022 meeting as presented. Susan Hill-McNamara abstained from voting due to her absence at the July meeting. All other members voted in favor. The motion carried.

**NEW BUSINESS ~ Lobbyist Contract, Carol Dawes**

Tracy Borst informed members the annual letter of agreement needed to be reviewed. Carol Dawes, Legislative Committee Chair, stated she had touched base with Heather Shouldice, the VMCTA's lobbyist. There are additional fees for additional services that may be asked for above and beyond what is typical. There is the boiler plate language usually found in the contract which notes if additional fees or services are needed there will be a pre-billing discussion. Carol recommended the Board agree to the terms and sign the contract. Tracy noted the contract has increased to \$15,000 from \$13,500. Carol added Heather will be at the VMCTA Annual Conference to talk during lunch about the lobbyist's relationship with the VMCTA. Diane Judd made a motion seconded by Anita Sheldon in favor of approving the contract between the VMCTA and William Shouldice & Associates and in favor of President Tracy Borst signing the contract on the Association's behalf. All members voted in favor. The motion carried.

**TREASURER'S REPORT**

Tracy explained the 2023 proposed budget was reviewed by Susan McNamara-Hill, herself and Diane Judd. It was noted the lobbyist line item needed to be updated to reflect the cost of the just signed contract renewal. Susan noted there is a healthy reserve fund. There was discussion pertaining to using reserve funds for some of the scholarships in lieu of the scholarship reserve. The cost of the conference and the need for sponsorship. The sponsors greatly help offset the cost of the Annual Conference but the income cannot be counted on. Diana explained not all the speaker money budgeted is being used this year. A couple of the speakers are not charging. Increasing the venue line item in the new budget was discussed. Various fund transfers in the proposed budget were discussed. Notes are to be added to the approved budget which will explain the transfers. Georgette Wolf-Ludwig made a motion seconded by Karmen Bascom to accept the proposed 2023 budget to be presented at the VMCTA Annual Conference and Meeting as edited. All members voted in favor. The motion carried.

## **NEW BUSINESS (cont.)**

### **A. Star Chapter**

Tracy explained Star Chapter is a web based program that helps you run your organization. It helps serve organizations like ours. It will have online system tracking. It helps develop a website, there will be lists of Board members, non-member towns, conference training sign-up and the system can track payments. VMCTA has been budgeting and putting away money to develop a new website. Star Chapter will set us up and help develop a website. It costs \$133 per month for them to host the site and an additional fee if Star Chapter pay is used. Star Chapter Pay provides the ability for members to pay online. Individuals can create an account, so their information does not need to be re-entered every time. The New England Association of Town and City Clerks uses it. It will mean Committee chairs will no longer need to pass a flash drive from old chair to new chair. The pricing is reflective of what we believe our numbers will be. We currently pay \$660 per year for website hosting. Sara Haskins added there is potential for the listserv to migrate to the new platform. Star Chapter is amazing. It looks simple, easy to use and she noted, she is very much in favor of it. There is a 10% discount if VMCTA can sign up by August 31<sup>st</sup>. It was noted Lucrecia Wonsor, Killington Town Clerk-Treasurer, will be consulted before committing. Lucrecia is the VMCTA's current webmaster. Georgette noted Star Chapter does have a lot of features. Charles Degener made a motion seconded by Diane Judd in favor of VMCTA subscribing to Star Chapter and its services pending the additional approval of Lucrecia Wonsor. All members voted in favor. The motion carried.

### **B. Listserv Etiquette**

Diana Vachon noted the Membership Committee would like to update the Etiquette Policy because people don't always remember it is a public record. Member towns should ask before emails are forwarded. Board members agreed the Etiquette Policy was nicely updated. Tracy noted the policy may change once the transition to Star Chapter is complete. Anita Sheldon made a motion seconded by Charles Degener to approve the updated Listserv Etiquette Policy. All members voted in favor. The motion carried.

## **ANNUAL MEETING – SEPTEMBER 19 – 21, 2022**

### **A. Vendor Update – Sandra Pinsonault (President Tracy Borst reported)**

Tracy reported the vendor packets were mailed. She noted she will follow up with Vendor Chair Sandra Pinsonault, Dorset Town Clerk-Treasurer. She noted she would like to see combined communication for both the vendor and sponsor.

### **B. Sponsor Outreach**

Tracy reported there has been sponsor money coming in. TD Bank pledged \$1,000, Community National Bank - \$3,000, ClerkBase - \$500, Cott Systems - \$1,500, Mascoma Savings Bank - \$250 and more is expected.

### **C. Annual Meeting Registration**

Tracy reported as of yesterday there were 80 who have signed up. In 2021, there 150 total by the conference date.

### **D. Education Committee – Diana Vachon**

It was reported there still needs to be confirmation regarding Cheryl Lindberg being present to facilitate the Treasurer's Round table.

**E. Nomination Committee ~ Diana Vachon**

Diana Vachon reported she will be reaching out to people as soon as possible

**F. Fundraising Committee – Diane Judd**

Diane Judd reported an email will be sent to remind members about the auction items, donations, basket raffle and to bring cash for the 50/50.

**G. Awards Committee – Diane Judd**

Diane Judd reported there were not a lot of nominations received. The Committee will be having a meeting to review the nominations.

**H. Certification Committee – Diana Vachon**

Diana Vachon reported there were four applicants to review.

**I. Banquet Invitees and Gift Update**

Tracy reported Secretary of State Jim Condos accepted. There has been no response from State Treasurer Beth Pearce. The election team has been invited for lunch and the candidates running for Secretary of State as well. The gift is a VMCTA keychain with a 2” black flashlight. There will be a folding display for the VMCTA table which will have President and Past President updates. A new display board similar to the current one with a dry erase board feature on the back side was discussed. The cost is \$368. The old display board is over fifteen years old. Charles Degener made a motion seconded by Diana Vachon in favor of purchasing the new VMCTA display board for \$368. All members voted in favor. The motion carried.

**J. Registration Table Packets**

The deadline to register is September 2<sup>nd</sup>. The packets can be ready by the day of the conference and will include the agenda, location map, attendee list, QR Code survey, the proposed budget, last year’s minutes, the proposed Constitution change, committee sign ups, the Listserv Etiquette Policy, and the VMCTA Annual Business Meeting agenda. Tracy reported the quiz bowl will not take place Monday night. She suggested early arriving attendees sign up to have dinner as a group. The retirees volunteering to work the registration table are Karen Richard, Priscilla Aldrich, and Donna Kelty.

The next E-Board meeting will be held at a date yet to be determined via Zoom.

**Adjourn: President Tracy Borst adjourned the meeting at 10:33 a.m.**

Attest: \_\_\_\_\_  
Dawn Custer  
VMCTA Secretary