

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Wednesday, December 7, 2022  
Via Zoom (an online meeting provider)**

**MEMBERS PRESENT:** President Tracy Borst, Thetford; 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; Sara Haskins, Morristown; and Anita Sheldon, Manchester

**MEMBERS ABSENT:** Past President Georgette Wolf-Ludwig, Fairlee; Member at Large Charles Degener, Woodstock and Auditor Sue Gage, Brandon

**OTHERS PRESENT:** No others were present.

9:04 a.m. – President Tracy Borst called the meeting to order.

**AGENDA REVIEW and MODIFICATIONS**

President Tracy Borst informed members the Treasurer's Report would not be presented at today's meeting.

**NEW BUSINESS**

**A. Star Chapter**

Tracy Borst informed members that terms of use as well as privacy and cancellation policies are needed for new websites with Star Chapter. The terms of use and privacy policies are required. Samples were provided, VMCTA and dates were inserted. Star Chapter's suggested wording was used for the cancellation policy. Ad pricing for the help wanted section, or items for sale section such as a map cabinets is \$50 for VMCTA. Tracy explained she was not certain when it will be active. The VMCTA site is being worked on quickly to get the page going. Karmen Bascom made a motion seconded by Dawn Custer to accept the policies and ad pricing for Star Chapter. All member voted in favor. The motion carried.

**B. VMCTA Membership Rates**

Tracy reported the Membership Committee suggests \$35 for active members and \$25 for retired members. The Constitution change passed at the Annual Meeting granted the E-board the authority to set the rates. Sandy Pinsonault, Dorset Town Clerk-Treasurer; is researching sponsor and vendor rates. Sara Haskins noted it would be easier to set the membership rates when Star Chapter goes live or make them effective January 1, 2023. It was agreed the rates would become effective January 1<sup>st</sup> granting latitude to any checks written prior to that date. People will be notified in December if their membership forms have been received by the Committee but the checks have not. Susan McNamara-Hill made a motion seconded by Anita Sheldon in favor of VMCTA's membership rates being set at \$35 per year for active members and \$25 per year for retired members. All members voted in favor. The motion carried.

**C. Vendor-Associate Member- Sponsor**

Tracy explained vendors receive several hits from VMCTA. The Membership Committee asks them if they want to become Associate members, the Conference Vendor Chair asks if they want to participate as vendors at the Annual Conference and reserve a table. This is followed by the President asking if they want to be a sponsor of the Annual Conference. She noted changing this process to allowing vendors to purchase Bronze, Silver or Gold standings with the VMCTA is being considered. Sandy is looking in to it. There already is a Star Chapter site mock up. It is hoped it will be ready to share soon.

#### **D. Committee Updates**

Diana Vachon is no longer on the Membership Committee. Sara Haskins is now its chair. There are new members on the committee, as well as having new members on the Website and Education Committees.

#### **E. 2023 Annual Meeting – Capitol Plaza, Montpelier**

Tracy stated the event planner for the Plaza has been asking if VMCTA is ready to book the event and for a contract. The contract was sent yesterday. The pricing is a bit more but everything is higher now. VMCTA will have the whole hotel except for the rooms that have already been rented. If extra classroom space is needed there is the possibility of using space at Vermont League of Cities and Towns. A meeting of the E-Board was set for December 15, 2022 at 8:30 a.m. via Zoom to sign the contract with Capitol Plaza.

#### **REVIEW AND APPROVE MINUTES OF August 24, 2022 MEETING**

Diane Judd made a motion seconded by Karmen Bascom to approve the minutes of the August 24, 2022 meeting with corrections. All other members voted in favor. The motion carried.

#### **TREASURER'S REPORT**

The Treasurer's Report was suspended for this meeting.

#### **OLD BUSINESS**

##### **A. Conference Debriefing**

Tracy thanked everyone who stepped up and covered for her during her absence from the conference. Diane Judd did a very good job. Diane noted it helped to have everything so organized by the President preceding the conference. There were copious notes. It was agreed the Lake Morey Inn will be missed next year but it is fun to move around the state. It was noted comradery time would be nice without having to rush out of the last class of the day and get ready for the cocktail hour. A planned excursion was suggested or a la carte events, people can go to this but not that. It was noted the more detailed it becomes the more complicated it gets. Longer meals were suggested or longer round table sessions. Having one less class in a day was suggested noting everything is rush, rush, rush and participants do not have time to breathe. More educational opportunities could be offered throughout the year. It was noted the suggestions are not a criticism of the Education Committee which does a wonderful job. They are suggestions to give more down time to clerks and treasurers who work hard at their jobs. Diversity and Equity was suggested as the theme for the 2023 Annual Conference and various speakers were suggested.

##### **B. Refunds**

Tracy informed members one participant who signed up for the conference was unable to attend because her son was in an accident and needed emergency surgery. One member had to cancel because they had Covid. One of the Board members noted they were unable to attend the New England Conference after having paid for it. The money was not and would not be refunded. Diana Vachon made a motion seconded by Susan McNamara-Hill in favor of granting credits to attend VMCTA's 2023 Annual Conference to Kathleen Neathawk of Rockingham and Susan Gage of Brandon. Various options were discussed for the future. If the meals have been paid for then VMCTA is out the money. There needs to be a cancellation policy which registrants agree to and sign when registering for the conference. Discussion followed regarding cancellation and case by case decisions. The cost of each day and meals was reviewed. The motion was voted. All members voted in favor. The motion carried. It was suggested a firm policy be put in place for the future.

**OTHER BUSINESS**

Tracy noted she and Georgette Wolf-Ludwig will put the name tags of this year's conference participants together in a box and pull the name of the individual who will be able to attend the 2023 for free. The individual will be responsible for their room cost.

The next E-Board meeting will be held Thursday, December 15, 2022 at 8:30 a.m. via Zoom.

**Adjourn: President Tracy Borst adjourned the meeting at 10:05 a.m.**

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

Dawn Custer  
*VMCTA Secretary*