

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, August 30, 2023
Via Zoom (an online meeting provider)**

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

MEMBERS ABSENT: Auditor Sue Gage, Brandon

OTHERS PRESENT: No others were present

9:06 p.m. – President Tracy Borst called the meeting to order.

REVIEW AND APPROVE MINUTES OF July 26, 2023, MEETING

Georgette Wolf-Ludwig made a motion seconded by Diane Judd to approve the minutes of the July 26, 2023 meeting as presented. All members voted in favor. The motion carried.

TREASURER'S REPORT

Susan McNamara-Hill reported there were two warrants to be signed. The first, dated June 30, 2023 is in the amount of \$3,639.97 which includes IIMC, spring training expenses and Star Chapter. The second included charges made to the M&T bank credit card and a reimbursement. It is dated August 3, 2023 in the amount of \$3,759.03. Diane Judd made a motion seconded by Georgette Wolf-Ludwig in favor of President Tracy Borst, 1st Vice President Diane Judd and 2nd Vice President Diana Vachon signing two warrants in the amounts of \$3,639.97 and \$3,759.03. All members voted in favor. The motion carried.

FY24 PROPOSED BUDGET

Susan reported there are more Annual Meeting registrations than anticipated. The line items have been reconfigured. The vendor/sponsor revenue line items have been combined. Tracy added after a few hard years the sponsorship is doing very well. Some are very generous. Center for Tech and Civil Life has sponsored us for \$6,000. The Secretary of State's Chief of Staff was surprised to find out the SOS office has not supported us. The elections division presents and brings five people. VSARA was hoping for a free table and to bring three. The SOS has agreed to sponsor us at the \$2,000 level. It is believed it will continue. Various line items were discussed and some increased with others being decreased before the final budget to be presented to the membership was approved. It was found VMCTA is paying the credit card fees on Star Chapter. We believed the individuals would be paying the fee. It is on the list of items to be fixed. Susan reported there is \$9,000 in scholarship money in a money market account we are trying not to touch. The current checking amount is a little over \$74,000. The conference expenses are not all in nor have they been paid. Georgette noted public relations is an important aspect of our professional presence that should not be overlooked. It was suggested we upgrade our displays, get our logo out there more, improve the podium covers. Combining the conference's decorations and gifts expense line items was discussed and agreed by consensus. Charles Degener made a motion seconded by Diana Vachon in favor of approving the FY24 budget amended during the E-Board review process. All members voted in favor. The motion carried.

NOMINATION COMMITTEE

Diana Vachon reported the E-Board nominations for the upcoming year are – President - Diane Judd, Holland; 1st Vice President - Diana Vachon, Shelburne; 2nd Vice President – Sara Haskins, Morristown; Treasurer – Susan McNamara-Hill, Essex City; Secretary – Karmen Bascom, Royalton; Auditor – Susan Gage, Brandon; Past President – Tracy Borst, Thetford;

Members at Large 2-year – Sally Ober, Lincoln; and Therese Lounsbury, Wilmington; Members at Large 1-year – Charles Degener, Woodstock; and John Odum, Montpelier. Tracy noted Dawn Custer has stepped down as secretary, Anita Sheldon, Manchester, stepped down from her Member at Large position and this is Georgette’s last meeting as Past President. Dian Judd noted she has received three clerk of the year nominations, one for treasurer of the year and one for assistant treasurer of the year. Georgette Wolf-Ludwig made a motion seconded by Karmen Bascom in favor of accepting the Slate of Offices presented to the E-board by the Nomination Committee and in favor of bringing the list of nominees to the membership for its approval. All members voted in favor. The motion carried.

RETENTION POLICY

Tracy suggested that each member of the association has the responsibility to collect and retain their own certificates. The certificates will remain on the website for six months and not be on the website or retained for a longer period. It was wondered why the certificates could not remain on the Star Chapter site. Sara Haskins explained it can be archived on Star Chapter and stored as a document. It will be a single .pdf containing all documents (a single file containing all certificates). The .pdf can be saved by town or an individual’s last name. The Board was reminded we have contemplated using FlexiQuiz in the future. People would take the quiz on FlexiQuiz which would be the place issuing the certificate. At this time, it is unknown if FlexiQuiz has archiving ability. Diana explained the idea for a Retention Policy originated with the Education Committee. It was their thought that this is the best way. She agreed FlexiQuiz will be great for the future. It just wasn’t an option to have it ready in time for the Annual Conference, as well as have the time to educate members how to use it. She added the single .pdf file could work. It was noted the policy may be premature if the future involves FlexiQuiz. Star Chapter does have a stored documents center which will allow documents to be shared when we are transitioning from one committee chair to another or one officer to another. A sense of uncertainty was expressed regarding implementing a policy that may need to be discussed with the Website Committee as well. Having the policy set for next year’s meeting was discussed. Points made included – Certificates not being kept after one year nor will they be available to send after that date – Items will remain on the website for one-year from the date of posting after which availability will not be guaranteed. It was suggested the certificates and associated documentation currently being held by E-board members and committee chairs could be brought to the conference for pick-up or discarded. Diana noted she would work on a revision to the Retention Policy and send it to Tracy, Diane and the Website Committee.

ANNUAL MEETING

Sara Haskins reported 132 clerks and treasurers are signed up. Ten will be attending Tuesday only. Dawn Custer reported there are possibly 23 vendors signed up to attend. Lake Morey Resort has room for 20 in the area where they normally set up. A potential overflow of vendors and where to put them if necessary was discussed. Putting the VMCTA table with the registration table was an option. The anticipated revenue from vendors, for the vendor table and VMCTA sponsorship is currently at \$32,150.

LAKE MOREY RESORT

Arrival can begin on Monday, September 11, 2023 after noon. It is hoped a boat ride tour of the lake can be arranged. The boat ride will be 12-5 and dinner at 7:00 pm. Karen Richards, Patty McCoy and Donna Kinville will be the retirees on hand to help. It was suggested the Inn may donate a room night as an auction item. A poster thanking vendors was also suggested. A blank paper will be put in each package with a heading – Tell Us Your Story. There will be green and gold pens for members at the conference. It was noted there are will be enough pens left that they can be given out in the card room when VMCTA sets up in the State House.

Adjourn: President Tracy Borst adjourned the meeting at 10:35 a.m.

Attest: _____
Dawn Custer
VMCTA Secretary