

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Wednesday, February 14, 2024
Via Zoom (an online meeting provider)**

MEMBERS PRESENT: President Diane Judd, Holland; 2nd Vice President Sara Haskins; Morristown; Treasurer Susan McNamara-Hill, Essex Junction City; Secretary Karmen Bascom, Royalton (9:50am); Two-Year Member at Large Sally Ober, Lincoln and Therese Lounsbury, Wilmington; One Year Members at Large Charles Degener, Woodstock and John Odum, Montpelier.

GUESTS: WEBSITE COMMITTEE Lucrecia Wonsor, Michelle Warren, and Maggie McCormick.

MEMBERS ABSENT: Past President Tracy Borst, Thetford; First Vice President Diana Vachon, Shelburne; Auditor Susan Gage, Brandon.

CALL MEETING TO ORDER: 9:04 a.m. President Diane Judd called the meeting to order and will take minutes as Karmen Bascom may be late.

AGENDA REVIEW AND MODIFICATIONS: None.

APPROVE MINUTES FROM THE JANUARY 12, 2024, MEETING

Edits noted: members: Odom to Odum; Bobbie to Bobbi; strike “d” in Lounsbury and add Essex Junction City to McNamara-Hill. Education Committee Update note Haskins as chair. Under Star Chapter note Haskins has been working with Ober on procedures. Degener moves to accept minutes as amended, Lounsbury seconded. President Judd called for a vote. Minutes approved.

TREASURER’S REPORT & WARRANT

President Judd called for questions and entertained a motion to approve. No questions on report and warrant. John Odum motioned, and Sally Ober seconded. Treasurer’s report approved.

NEW BUSINESS

a) WEBSITE COMMITTEE

Lucrecia Wonsor said she appreciated others having administrative rights, but suggested two-way communication would remain essential, especially when website changes were occurring.

Michelle Warren and Maggie McCormick of the Website Committee spoke about using Jotform. Jotform offers attachments to be sent as pdfs, note taking and time stamping for increased uniformity. There was talk of taking uniform headshots to create a more professional website. Lucrecia Wonsor noted that Star Chapter has some tricky aspects, but that she’s dealt with most issues previously and she would be happy to offer advice to other administrators or place a work ticket directly into Star Chapter’s tech department. Lastly, Lucrecia Wonsor let everyone know that she would be retiring from the Website Committee at the end of 2024.

b) EDUCATION COMMITTEE UPDATE- FLEXI QUIZ

Sara Haskins stated that the first Thursday meeting was a success with nearly 80 users. The Flexi-quiz trial went smoothly. Certification points will be received by attendees who were live, in-person and the program will e-mail the certificates directly to attendees once the program ends. This is expected to save many hours handwriting certificates. President Judd moved to pay annual fee of \$300 and reimburse Sara Haskins for her \$39 trial payment. Therese Lounsbury seconded. President Judd called for a vote. Vote carried to start using Flexi-Quiz and have Susan McNamara-Hill reimburse Haskins.

For our Annual Spring Trainings, dates will be April 30th in Fairlee and May 7th in West Rutland. Flexi-quiz will be used. For the Annual Conference: a list is being created for keynote speakers and educational certification points are being reworked to include a wide range of offerings and recognition for other work components not currently recognized. Splitting the many committee components could be addressed in a way that delegates duties more evenly amongst members is to be considered and a letter will be sent to President Judd noting possible changes.

c) MEMBERSHIP COMMITTEE DESCRIPTION EDITS

A general duties list is already supported by Star Chapter, so a directory does not need to be created by the Website Committee. Michelle Warren will be taking over membership duties while Sara Haskins will aid. Sally Ober questioned the placement of associate members on the website. Sara Haskins said we would

now be calling them associate sponsors. Membership will need to be edited to sponsorship; remove general duties, strike November and September because Start chapter automatically updates this info.

President Judd entertained a motion to approve and adopt edits of Membership Committee description as presented. Sally Ober motioned; Therese Lounsbury seconded. More discussion ensued about giving back suggested edits. President Judd called for a vote. Motion to approve and adopt edits of membership committee as presented failed.

New motion to send back our Executive Board suggestions to the Membership Committee made by Therese Lounsbury, seconded by Charlie Degener. Vote was called and motion carried.

OLD BUSINESS

a) SPONSORS

Sally Ober, with help from Sara Haskins updated and simplified sponsorship levels. Dawn Custer drafted a letter to send to sponsors. Ober expects it to be finished by next week. It was noted that letterhead would continue to have the President in the header. Star Chapter invoicing and payments are expected to include updates for sponsor logos. Remember to loop in Lucrecia Wonsor. Therese Lounsbury wondered if we could create a mock sponsor to see how it works within system.

OTHER BUSINESS- None.

NEXT MEETING DATE DATE Second Wednesday of Month: March 13, 2024, at 9am

ADJOURN

President Diane Judd adjourned the meeting at 10:12 a.m.

Attest: _____
Karmen M. Bascom
VMCTA Secretary