

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Wednesday, July 27, 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; Secretary Dawn Custer, Hubbardton; and Members at Large – Karmen Bascom, South Royalton; Charles Degener, Woodstock; Sara Haskins, Morristown; and Anita Sheldon, Manchester

**MEMBERS ABSENT:** Treasurer Susan McNamara-Hill, Essex; Auditor Sue Gage, Brandon

**OTHERS PRESENT:** Sandy Pinsonault, Dorset Town Clerk-Treasurer; and Donna Kinville, South Burlington City Clerk

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

**AGENDA REVIEW and MODIFICATIONS**

No revisions were made to the agenda.

**REVIEW and APPROVE MINUTES of June 30, 2022, MEETING**

Georgette Wolf-Ludwig made a motion seconded by Diane Judd to approve the minutes of the June 30, 2022 meeting with corrections. All members were in favor. The motion carried.

**TREASURER'S REPORT**

Tracy explained to those present that Susan McNamara-Hill could not be present today because of a huge transition in Essex City and Essex Town. There are no warrants to be approved. The Budget Committee will meet after August 9<sup>th</sup>'s election.

**CURRICULUM COMMITTEE**

Donna Kinville noted the committee met as a group and reviewed what had been done when the committee was first considered four years ago. Board members were presented with a description of the committee, what its purpose and goals are. She noted a few changes were made since the original mission four years ago. Not all committee members need to be certified clerks or treasurers. Diana Vachon has discussed ways the Education Committee and Curriculum Committee can work together. Once a year there will be a meeting between the two committees to review what is working, what is not. Georgette explained the Curriculum Committee wants to be a support system for the E-board. The description needs E-board approval. Charles Degener made a motion seconded by Diane Judd to approve and accept the description of the Curriculum Committee as presented to the Board. Discussion continued with Sara Haskins wondering what happens if there are not enough retired clerks or treasurers interested in serving on the committee. Donna explained the committee would continue to fulfill its role with two less people. The vote for the motion followed the additional discussion. Georgette Wolf-Ludwig abstained from voting as she serves on the committee. All remaining Board members voted in favor. The motion carried.

**COMMITTEES RELATIVE TO THE ANNUAL MEETING - UPDATES**

Tracy noted the theme to the dance party following the banquet at the Annual Meeting is *Come Dance with Me Neon Dance Party*. She added because of the attire of the banquet she envisioned glow sticks.

#### **A. Budget Committee – Tracy Borst**

Tracy noted the committee would meet after the August Primary. She wondered if the E-Board approves the budget. Georgette answered yes, the E-Board approves the proposed budget.

#### **B. Constitution Committee – Sandra Pinsonault**

The proposed Constitution change was presented. Tracy noted a copy is needed for the web packet. She wondered if the membership dues changes being proposed need to be included. The Board agreed to not include the change in dues amounts to avoid the Constitution needing revision every time a change is made. Tracy noted the change to the Constitution was approved by the Board at the June 30<sup>th</sup> meeting and does not need a vote today.

#### **C. Vendor Update – Sandra Pinsonault**

Sandy noted a lot of save the dates were sent to vendors. The VMCTA website does not have the correct dates for the Annual Conference and it has caused some confusion. The vendor registration packets are being sent. She asked if there are any changes to the vendor pricing structure that need to be updated in the vendor packet. Tracy noted the menu would be finalized in the coming week. Various pricing options for vendors, VMCTA members and non-members were discussed. Sandy noted she has requested vendor registrations be returned by September 2<sup>nd</sup>. Board members agreed.

Scholarships were also discussed as Sandra Pinsonault is the chair of the Scholarship Committee. She noted other organizations do not provide 100% scholarships but require some amount of financial ownership from the applicants. Board members were in favor and noted applicants must be VMCTA members.

#### **D. Certification and Education Committees – Diana Vachon**

Diana reported ClerkBase is sponsoring the Athenian Dialogue with \$500. The curriculum has been submitted to the International Institute of Municipal Clerks (IIMC). They have approved it for Certified Municipal Clerk points; there is some push back on Master Municipal Clerk points. They need a more defined reason as to how it will be of a benefit. More information is being requested. One course is still in need of the presenter's bio, the curriculum was submitted for approval without it. She added based on the curriculum it is a conference she is excited to attend. Tracy noted the schedule and course descriptions are needed for the packet. Tracy asked if any applications have been received for clerk of treasurer certifications. Diana noted two have been received.

#### **E. Nomination Committee – Diana Vachon**

Diana discussed the responsibility and timeline for making the nominations. Tracy and Georgette helped clarify the process.

#### **F. Awards Committee – Diane Judd**

Diane noted she has put the request for nominees on the listserv a couple of times and still has not received a response. The Award of Appreciation was discussed as well.

### **OTHER BUSINESS**

Anita Sheldon took the opportunity to publicly thank Tracy Borst for two years of managing very difficult members of the New England Municipal Clerks Institute (NEMCI) program. She informed Tracy she would be acknowledging her in a public meeting and will also reach out to the IIMC president to ensure Tracy is recognized at a national level. Tracy thanked her and informed Board members that no one from Vermont was part of the difficult situation. She added, thankfully calm heads prevailed. She noted she was very proud of

Anita and the other Vermont NEMCI graduates. The graduation was special after all the COVID cancellations and rescheduling. Tracy noted again she was very proud of the Vermont graduates. Tracy added her term as NEMCI chair has ended; there is an additional year to be served on the Executive Board as a class advisor and graduation chair.

The next E-Board meeting was set for August 24, 2022, at 9:00 a.m. via Zoom.

**Adjourn: President Tracy Borst adjourned the meeting at 10:53 a.m.**

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

Dawn Custer  
*VMCTA Secretary*