

**VMCTA EXECUTIVE BOARD
MEETING MINUTES
Meeting of February 26, 2025
9:00 a.m. Via Zoom (an online meeting provider)**

MEMBERS PRESENT: President Diane Judd, Holland; 1st Vice President Diana Vachon, Shelburne; 2nd Vice President Sara Haskins, Morristown; Auditor Bob Champagne-Willis, Maidstone; Secretary Karmen Bascom, Royalton; Two-Year Members at Large Sally Ober, Lincoln and Therese Lounsbury, Wilmington; One-Year Member at Large Charles Degener, Woodstock, and Past President Tracy Borst, Thetford.

GUESTS: None

MEMBERS ABSENT: Treasurer Susan McNamara-Hill, Essex Junction City; One-Year Member at Large John Odum, Montpelier.

CALL MEETING TO ORDER: 9:02 a.m. President Diane Judd called the meeting to order.

AGENDA REVIEW AND MODIFICATIONS: Remove NEACTC – EIN discussion, and add Fee Update, Certification Committee Update, and school ballot email concern.

SECRETARY'S REPORT – APPROVE minutes from December 13, 2024, meeting: 1st Vice-President Diana Vachon was present, Tim Arsenault was a guest at the meeting, Lucrecia's last name corrected to Wonsor. Sally Ober moved to accept as amended; Diana Vachon seconded. Secretary's Report approved as amended.

TREASURER'S REPORT – warrant and financials Diane Judd presented warrants and financials in Susan's absence. A corrected warrant for November 30, 2024, was presented. There was a correction in two fee amounts. A new warrant was presented for February 20, 2025. Diane Judd did the initial Sugarbush downpayment and was reimbursed because the VMCTA card will not allow more than \$5,000. Susan can now write a check for the balance. Diana Vachon moved to accept both warrants, Bob Champagne-Willis seconded. Motion carried. The Balance Sheet was reviewed. There is approximately \$80,000 in the checkbook and Susan is going to look at the cash flow to see whether we can invest some of it in something like a short-term cd.

NEW BUSINESS:

- a. ***VLCT Clerk Dinner – Town Fair:*** Diana presented the idea/invitation of VLCT hosting a dinner for clerks the night before Town Fair. VLCT is planning to do their annual meeting then dinners by profession. It would be \$42 per person + 24% service fee + 10% tax + beer/wine \$. They can accommodate 125 people; the minimum would be 25. The feeling was that it was too close to our annual meeting, and difficult to get there for just dinner. Diana is now on the VLCT Town Fair committee and is looking for ideas for clerk instruction at the VLCT Town Fair.
- b. ***Education Committee Update:*** Sara presented that Spring Training for New Clerks is confirmed for April 8th in Danville, and April 30th in West Rutland. New clerks are interested in some instruction before May. Sara liked the breakout rooms in Danville,

trying to recruit seasoned clerks/treasurers to do training. The surveys from last year's Annual Meeting were reviewed by the committee and speakers are being reviewed. Sara reached out to VLCT as they now have a Finance person. Elections and Vital Records are mandatory this Fall. Is there a theme for the Annual Meeting? "How Sweet It Is" was pitched and well received. Can play with "Buckets of Knowledge". Update on First Thursday Trainings – March is Vital Records, need something for April, other ideas - talking to SOS about Rank Choice Voting or Education Reform, Sally to do Fee Committee importance and how-to for the survey, AI for doing minutes, using technology like Google Forms, reading statute, finding case law, new elections software, PVR for VTPIE or Current Use or myVTax, navigating the VLCT portal. Abbie from VLCT offered to help. Discussed what the separation is between Selectboard and Town Administrator and Town Clerks and that VLCT works for the towns but not for the Town Clerks. Sally shared that her town has a special Selectboard meeting quarterly for all Boards, Committees, and Department Heads to get updates, look ahead, share challenges and successes. This makes everyone aware of what others do for their jobs/committees and what projects are being worked on. VLCT working on the new Town Clerk Handbook. VLCT started "Muni Mornings" fashioned like our "First Thursdays" – everyone agreed that Sara should take it as a compliment!

- c. **Certification Update:** Diana Vachon reported five people approved for certification. The committee was able to meet remotely with scanned documents and breakout rooms. For July, may ask applicants to scan their documents to Diana. An idea was suggested to have a sample online of a completed and accepted application packet. Some more work will be accomplished on the application forms.
- d. **Lack of SOS Support Email:** An email from the morning shared some trouble with a needed school ballot change and the frustration of the SOS response.
- e. **Fee Committee Update:** Sally shared that they were able to put the report together from all the surveys gathered and send it out. There wasn't enough time to make recommendations.

OLD BUSINESS:

- a. **2025 Annual Conference:** It is confirmed for Sugarbush on September 15 & 16, 2025. The deposit was made, their representative really worked with us to find space for vendors, rooms and pricing, meals, etc. Sally reported that CTCL is a Diamond Sponsor again - \$15k received – she is placing them on the website. There are 25 tables this year for vendors. Diane said she will pull a conference committee together.

NEXT MEETING DATE: To be determined.

ADJOURN: Meeting adjourned by President Diane Judd at 10:21 a.m.

Attest: _____
Therese M. Lounsbury
Stand-in Secretary