



## VMCTA EXECUTIVE BOARD MEETING MINUTES

May 2, 2025

9:00 a.m. Via Zoom

**MEMBERS PRESENT:** President Diane Judd, Holland; Past President Tracy Borst, Thetford; 1<sup>st</sup> Vice President Diana Vachon, Shelburne; 2<sup>nd</sup> Vice President Sara Haskins, Morristown; Secretary Karmen Bascom, Royalton; Treasurer Susan McNamara-Hill, Essex Junction City; Auditor Bob Champagne-Willis, Maidstone; Two-Year Member at Large Therese Lounsbury, Wilmington and Sally Ober, Lincoln; One-Year Member at Large Charlie Degener, Woodstock, and John Odum, Montpelier.

**GUESTS:** None

**MEMBERS ABSENT:** None

**CALL MEETING TO ORDER:** 9:01 a.m. President Diane Judd called the meeting to order.

**AGENDA REVIEW AND MODIFICATIONS:** None.

**SECRETARY'S REPORT:** Karmen Bascom reported. A name variation was noted. Charlie Degener motioned, and Bob Champagne-Willis seconded to accept minutes as amended.

**TREASURER'S REPORT:** Susan McNamara-Hill reported she would present CD and investment financials later upon a question about complete by Charlie Degener. Diana Therese Lounsbury stated there were a few more expenses coming in for the treasurer. Diana Vachon and Susan McNamara-Hill discussed the insurance bond. Charlie Degener motioned, and Diana Vachon seconded to accept the treasurer's report. Motion carried.

### **NEW BUSINESS:**

***Education Committee and Spring Training:*** Sara Haskins reported 82 Danville and 104 West Rutland attendees at the spring trainings. Comments were positive. Charlie Degener is hoping for more time available for classes. Therese Lounsbury noted legislative updates were important and to work on presentation. Bob Champagne-Willis loved teaching and the treasurers loved him; overall the classes were both fun and interactive. Sally Ober was a great speaker on the last first Thursday training. Consensus was that we hoped they would continue to teach. Sara Haskins will be stepping down as chair this fall.

***Annual Conference*** Sara Haskins said it was a little early for full updates but will meet next week with Diana Vachon regarding curriculum.

***Curriculum*** Diana Vachon will chair and be working with Tracy Borst and Georgette Wolf-Ludwig.

***Tax Filing – possible issue*** Bob Champagne-Willis reviewed our tax filing returns: (schedule B) needs to be reported (schedule A) non-profit profit needs mathematical corrections. He will reach out to the firm to refile an amended form. Current error is in our favor. Susan asks Bob if he's willing to file our taxes next year. He's fine with that. Our name is multiply inconsistent as well as our use of "incorporated" versus the IRS version. Discussion as to the best way to make the name change more consistent. Bob Champagne-Willis found missing information from the 2023 filing and will be updating the IRS Form

990-EZ with our accountants on corrections. We determined Vermont Municipal Clerks' and Treasurers' Association to be our official name. Consistency checks will be made throughout our documents and websites.

**OLD BUSINESS:**

***Travel & Reimbursement Policy*** Sara Haskins asked about mileage clarification; there can be difficulties finding treasurer presenters and others due to costs incurred for travel. Discussion ensued over flexibility in policy at the discretion of the chair. Tracy motioned to honor reimbursement offers made by the chair for this spring training and Charlie Degener seconded. Motion carried. It was suggested a pre-approval form should go to Susan Mcnamara-Hill after approval from the Education chair. Sally Ober requested additional clarification on reimbursements. Tracy Borst will continue to accept amendments to her new reimbursement policy. Additional discussion regarding cleaning up language for reimbursement, copy costs and general logistics ensued.

***EIN Number – share with NEACTC*** Tracy Borst asked about our EIN# (there are multiples). We have never filed as a non-profit. Discussion ensued about NEACTA as a State conference committee and our various structures within the State of Vermont and the New England committees. Bob Champagne-Willis will file an updated I 990. Bob would also like to speak with the two states using the different system for NEACTC and then work with Tracy Borst regarding the best accounting structure for us.

***Conference***\_ Diane Judd has found some designer syrup containers for the annual fall meeting. Diana Vachon asked about a massage therapist for the conference; additional troubleshooting and general conversation ensued.

**ADJOURN: Adjourn** President Diane Judd adjourned at 10:05 a.m.

Respectfully submitted,  
Karmen Bascom, VMCTA secretary