



VMCTA EXECUTIVE BOARD MEETING MINUTES

June 6, 2025

9:00 a.m. Via Zoom

MEMBERS PRESENT: President Diane Judd, Holland; Past President Tracy Borst, Thetford; 1st Vice President Diana Vachon, Shelburne; 2nd Vice President Sara Haskins, Morristown; Treasurer Susan McNamara-Hill, Essex Junction City (joined at 9:22am); 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: Chelsea Magwire

MEMBERS ABSENT: Secretary Karmen Bascom, Royalton

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

AGENDA REVIEW AND MODIFICATIONS: Add H474 discussion

SECRETARY'S REPORT: For the Minutes of the Executive Board for May 2, 2025, the Treasurer's Report should be corrected to read "Susan McNamara-Hill reported she would present CD and investment financials later. Therese Lounsbury stated there were a few more expenses coming in for the treasurer. Under New Business Tax Filing the note should be corrected to read "Our association name is listed inconsistently as well as the use of incorporated versus association". NEACTC should be corrected under Old Business – EIN Number. Adjournment should be corrected to 10:35am. Charlie Degener motioned, and Sally Ober seconded to accept the minutes of May 2, 2025, as amended. Motion carried.

TREASURER REPORT: Susan McNamara-Hill wasn't yet in the meeting when this was first approached so it was passed over.

LEGISLATIVE UPDATE:

Chelsea Magwire reported that the Elections Bill was being held for political reasons, and adjournment is approaching. There is a good VT Digger article outlining the activity. Chelsea sent out a draft letter with what our concerns/needs are – looking for the greater VMCTA community to send emails to your legislators. John Odum asked what the objections of the minority are, and the reply was that two want ranked choice voting now and another doesn't want it at all. The committee does have the votes to get it to the floor. A lot of the push back is related to the charter change that Burlington wants. We need to push to get it looked at and pushed to the floor. Sara shared that she spoke with the Secretary of State who expressed that Town Clerks do have a lot of pull with the legislature because we are trusted members of our communities. Chelsea is drafting another letter from Diana Vachon's draft that can be shared out. Sally Ober said to emphasize that we can serve our voters better with these changes.

TREASURER REPORT:

Did well with Spring Training. Motion to approve the Balance Sheet dated 5/31/2025, and the Warrant for 5/31/2025 made by Sally Ober and seconded by Charlie Degener. Motion carried.

Susan McNamara-Hill has an appointment scheduled with the bank to see about opening CDs.

NEW BUSINESS:

Land Record Copy Fees: Therese Lounsbury presented that there is an inconsistency across the Listserv regarding fees for Land Record copies. By Statute it is \$1.00 per page with a \$2.00 minimum fee charged. Discussion continued about some not charging a fee, and whether vault time is being charged which “may” be charged at \$4.00 per hour per Vermont Statute while copies “shall” be charged at \$1.00 per page. Concern that when we go for increased rates that we are ignoring money that we should already be collecting. Therese to draft a gentle reminder about fees per statute including vault time, public records request time, and clarify UCC fees.

Education Committee and Spring Training: Sara Haskins reported that we have a keynote speaker – Gina Barecca, an AI presentation by Omer Trajman (Lily’s husband), looking at U.S. Election Assistance Commission for a workshop on effective poll worker training, have room for one more clerk class – maybe “After the Polls Close”, have a Round Table for Clerks. The intention is to cover Accounting, Principles of Banking, Payroll, and a Round Table for Treasurers. Tracy asked if it would be helpful to put a needs question out to the Listserv to see what responses come back. Bob shared that the Department of Labor had workshops around the state in April that could be a resource, also that Act 155 came into play to make sure employers are upfront about compensation when they post a job. Education meets next week to hopefully finalize.

Nominating Committee: Sara reported that the committee met this week to figure out who was available for re-election to the Executive Board. John offered that he is hoping to take on the Legislative Committee, but certainly available to continue. Charlie thinks he has used up his “at large” status. Kim Moulton expressed interest in coming back on. Tracy checked the Constitution regarding terms, and it was felt that if there was a gap in service then that person would be able to return.

Curriculum Committee: Diana shared the new drafts for Clerk, Treasurer, and Professional Skills curriculum. Changes were noted in red ink. This can be looked at for certification and for the Education Committee to use in establishing training. Charlie said thank you on behalf of the Education Committee. Motion to accept the curriculum updates as presented was made by Sally Ober and seconded by Susan McNamara-Hill. Motion carried.

VLCT Town Fair: Diana shared that VLCT Town Fair is on October 8th this year and thus far they are looking at 3 classes for Clerks/Treasurers and have come up with Bond Votes, Ethics, and Education Tax Rules & Disbursements.

Missing Book in Vault: Diana will research the protocol for reporting a missing Land Record Book.

Marriage License Fee Sunset: July 1 is coming up for the sunset on the increased rates for marriage licenses. There has been no communication. Sally will check into it.

Annual Conference: Room link has gone out. Looking at the cost of \$207 per person for food alone. We have \$21,000 in sponsorship money so far. Tracy asked how much of the conference fees the sponsorships should cover. It used to be VMCTA was reaching out 3 times a year for sponsor opportunities, but going to one push allows the ability to see what money we have for the conference. Sally to review how we are doing with sponsors versus last year. Attendance for last year was 119 full attendance, 18 one-day, 12 just banquets, and 29 vendor meals. Last year budgeted \$62,000 in expenses but actual expenses were \$54,000. There was \$29,300 registration income. Tricky because some income/expenses fall across two fiscal years. Speaker fees are currently coming in at \$4,500. It was felt that we could charge the same registration fee as last year. Discussed offering massage chairs. Diana chatting with Vermont Comedy Club – suggesting \$500-700 for 45-60 minutes on banquet night. John had a lead on a comedienne that he would reach out to. Jessica Alexander had emailed about including a Quiz Bowl – it could replace the Round Tables or be offered the night people are arriving. Diane will complete the purchase of a room for the guest speaker. Need 2 retirees for the registration table for which we cover room and meals.

OLD BUSINESS:

Travel & Reimbursement Policy: Therese asked who would own the policy and review it annually. It was suggested that the Executive Board would care for the policy. Susan asked about “other professionals” because it was redundant, but the key work is those “volunteering”. Motion to approve the Travel and Reimbursement Policy with the addition of being reviewed annually by the Executive Board made by Sally Ober and seconded by Charlie Degener. Motion carried.

EIN Number: Tabled for now, more information needed.

Update On 990: Bob shared that an updated 990 will be needed. He will need to know who donated more than \$5,000. Sally will share with Bob to pass along to the accountants.

NEXT MEETING: Friday, July 11, 2025, at 9:00am

ADJOURN: President Diane Judd adjourned the meeting at 11:11 a.m.

Respectfully submitted,
Therese Lounsbury