

**VMCTA EXECUTIVE BOARD  
MEETING MINUTES  
Meeting of April 4, 2025  
9:00 a.m. Via Zoom (an online meeting provider)**

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

**GUESTS:** None

**MEMBERS ABSENT:** Two-Year Member at Large Therese Lounsbury, Wilmington.

**CALL MEETING TO ORDER:** 9:00 a.m. President Diane Judd called the meeting to order.

**AGENDA REVIEW AND MODIFICATIONS:** None.

**SECRETARY'S REPORT – February 26, 2025, meeting.** Diana Vachon is on Town Chair Committee, not the VLCT Board. Sally Ober moved to accept minutes as amended; John Odum seconded.

**TREASURER'S REPORT – warrant and financials (CD Investment?)** Susan Macnamara – Hill working on CD investment, will report later. She has moved \$50K from an operating account to an interest bearing savings account. Spring training revenue will continue to increase the bottom line through the end of the month. IRS filings completed. Charlie Degener approved, seconded by Tracy Borst. Report approved.

**NEW BUSINESS:**

- a. Legislative Committee Update: Committee chair not available today and will be stepping down. We will need to look for a new one. John Odom is open to being considered for the position.
- b. Education Committee Update: Sara Haskins noted they are still in need of treasurer-presenters. She suggested a travel or overnight stipend to encourage longer distance volunteers. Bob Willis-Champagne will be stipend with a hotel room this year due to costs.

\*Paying Presenters. Discussion ensued. Tracy Borst offered to draft a policy to include travel and boarding stipends.

\*Spring Training: Sara Haskins reported the trainings were all organized. Eighty entries in Danville and eighty-five in West Rutland. Sara has worked with Bob Willis-Champagne and slightly modified the format and will focus on basics, 101 style as often information does not always change.

\*Annual Conference: Sara Haskins sent out requests for speakers and topics. Costs range from \$4,000-\$10,000 and free lodging. Concerns about room for extra funds to bring in high-level speakers. Diana Vachon will speak with local comedians for speakers or end of night entertainment. Vital Records course needed: may deal

with assist with understanding varying language spellings, home burials or marriage. Charlie Degener suggested our curriculum be adjusted to account for the Vital records involvement changes. Sally Ober is working on Fees Committee for First Thursday. Sara Haskins getting lots of requests from other agencies to utilize our First Thursday event. Currently she is holding off as we are booked up for a while.

- c. NEACTC – EIN :Tracy Borst reported an unidentifiable accounting number from the Dept of Treasury in our files. Found out it is coming from NEACTC. Endeavoring to fix situation by filing under our Vermont State conference. May affect the 990 form; Susan will consult with the CPA and report finding for next meeting.
- d. 2025 Sponsor Update – Sally Ober \$16,000 in sponsorship so far. Reminders have been sent to potential sponsors. Inclusion Solutions as of recent with more sponsorship monies to come. Justice of Peace Association looking for a discounted table. Our suggestion might be to suggest they reach out to VLCT whereas the target association for clerks and treasurers might not be right for them at this time. Sara will set up a “save the date” notification for the fall conference. Theme: How Sweet It Is.”
- e. Retirees – Helping at functions We currently use three. Possibility of using retirees at the Spring Trainings. Questions arose about compensation possibilities. Option to come to banquet or cocktail hour.
- f. VEMS Software: Diana observed a three-hour session. Functionality is much the same with some new features. Sally reported new vendor familiar with former system. High hopes for a much improved system. With focus on being good service providers.

**Old Business ?** Sally Ober curious about thoughts regarding the Executive Order? State law versus Presidential Order? Susan McNamara-Hill: Secretary of State spoke with a local group and Susan said they advised us to wait for the Secretary of State to set up a meeting. Sara Haskins suggested we could talk to her and see if she could set up a Zoom for clerks and assistants to address the issues sooner than later. Tracy will report back from the Election Assistance Council conference.

Next meeting date: May 2<sup>nd</sup>, 9:00 a.m.

Adjourn: 10:30 a.m.

Respectfully submitted,

Karmen M. Bascom, secretary