

Minutes of Meeting

VMCTA MEMBERSHIP COMMITTEE

Thursday, December 7, 2023

11:00 a.m.

Meeting held electronically via Zoom

Committee Members Present:

Deb Tanquay (Committee Chairwoman); Belinda Harris Clegg (Committee Vice Chair); Peggy Neisner (Committee Clerk); Lily Trajman; Michelle Warren

Not Present: All in attendance

1. Call to Order: Committee Chairwoman Deb Tanguay called the meeting to order at 11:07 a.m. after having noted a quorum of committee members.

2. Committee Re-Organization: The committee reorganizes on a yearly basis with the following members instilled for the ensuing year:

- Deb Tanquay – Committee Chairwoman
- Belinda Harris Clegg – Committee Vice Chair
- Peggy Neisner – Committee Clerk
- Lily Trajman – Committee Member
- Michelle Warren – Committee Member

A motion was made to nominate Deb Tanquay as Committee Chairwoman {BHG/PN}. There were no other nominations. No further discussion occurred and motion carried unanimously.

A motion was made to nominate Belinda Harris Clegg as Committee Vice Chair {DT/LT}. There were no other nominations. No further discussion occurred and motion carried unanimously.

A motion was made to nominate Peggy Neisner as Committee Clerk {DT/BHC}. There were no other nominations. No further discussion occurred and motion carried unanimously.

The membership committee welcomed Lily Trajman and Michelle Warren as new members and look forward to having them be a part of this team.

3. Approve minutes from August 28, 2023: A motion was made to accept the Meeting Minutes of August 28, 2023. {BHC/PN} There was no further discussion and motion carried unanimously.

Chairwoman Deb asked each committee member to review the membership committee description as listed on the VMCTA website for discussion, if needed, for the January 8, 2024 meeting.

4. Updates:

A. Current membership enrollment – Past Committee Chairwoman Sara Haskins has been working with Michelle. By January, Michelle will have a better idea how many members there are; so, she will have enrollment numbers for the January 8 meeting.

Michelle has been busy learning the newly upgraded Listserve. On StarChapter there is a portal to post questions, but it is believed that no one is going to go there to look; so, we are staying with Listserve. Michelle will let us know if she needs a break from StarChapter or Listserve. There is a cost involved but less wear and tear on the bookkeeper.

B. Overdue balances – Tabled to January 8 meeting.

C. StarChapter Update – Michelle stated that the StarChapter platform is not intuitive. The Minutes do need to be kept in there. Peggy should send minutes to Michelle for insertion. Peggy needs to check with Lucrecia Wonsor (NEACTC Webmaster) whether to post minutes after meeting or after approval. Michelle is flexible. Michelle works with several websites and feels this website is one of the more challenging. The credit fees are being paid by NEACTC and cannot be passed on to the members. We must use their vendor. We cannot move over to Municipay or something easier.

Sara Haskins has done a lot of work on StarChapter. The price is going up substantially. They need to figure out sponsors for next year. Sarah and Lucrecia had done a ton of work behind the scenes. Michelle feels it is a lot better than what we had before. Michelle will keep us updated with any new fees like membership fees, etc.

D. Associate Sponsors Update – Diane Judd and Tracy Borst spoke with Deb. They are putting together an executive board committee meeting to discuss creating three packages for Associate Sponsors. This way, we only approach these sponsors once instead of three times.

E. Silver/Gold Members Update – Same as above.

F. Letter to Selectboard – This letter is for towns who are not members of VMCTA to help promote membership. Belinda's prior town clerk was not a member. She had the letter and put it before her Select Board and her town decided to become a member. Belinda will send out a letter for discussion. This is tabled to January 8 meeting.

G. Conference Presences – The question was brought up whether we should have a booth at the VLCT conference and/or Town Fair. More Town Managers and Select Board members will be there. Does a letter exist to send out to new Town Clerks? We should think of some other possibilities to promote membership. A cross-check should be done between our list and the VLCT list as it has a

membership for every town. It was noted that membership transfers with the individual, not with the town. It is by the person's name. Membership emails are of public record. Perhaps a separate bucket for the Listserv could be set up. Listserv is very resourceful, and people want to continue their membership because of Listserv. Michelle says finding the archive on the website is difficult. We should not be afraid to ask questions that perhaps were brought up before as laws could have changed since the last post.

H. Membership Join Website page – Tabled to January 8 meeting.

I. Membership Video – Deb will tweak and send to us. April will be a good time to run the video. The Town Fair will be a good time to run video and run on our website. “Why become a member?” List some reasons: Listserv, etc. Deb will do a PowerPoint. If we have pics to share on the video from conferences, please send them to Deb. Michelle mentioned doing testimonials. Michelle asked if VMCTA has a YouTube channel. Deb will report back after asking Tracy Borst. It does not cost anything.

5. New Business: More on StarChapter, membership video, YouTube, VMCTA description and the associate/vendors sponsors for next month. Belinda asked if there was a scholarship for a “first-time” Town Clerk to join. A question on the form exists to donate more money for towns that cannot afford the membership fee and would like to just try it.

6. Other Business: None

7. Next Meeting Dates: January 8, 2024 at 11:00 a.m

8. ADJOURN: A motion was made to adjourn the meeting at 11:58 am. {BHC/LT} There was no discussion and motion carried unanimously.

Received and filed by:

Deb Tanguay
Chairwoman, VMCTA Membership Committee

Peggy Neisner
Committee Clerk

