

Minutes of Meeting

VMCTA MEMBERSHIP COMMITTEE

Thursday, August 18th, 2022

10:00 a.m.

Meeting held electronically via Zoom

Committee Members Present:

Diana Vachon (Chairwoman); Patti Lewis; Sara Haskins; Deb Tanguay; Belinda Harris Clegg

Not Present:

Other Guests: None.

1.) Call to Order: Committee member Diana called the meeting to order at 10:05 am after having noted a quorum of committee members.

2.) Agenda review and modifications: There were none.

3.) Approve minutes from June 16th, 2022: A motion was made to accept the Meeting Minutes as presented. {PL/SH} No further discussion occurred and motion carried unanimously.

4.) Memberships:

Discussion commenced regarding VMCTA payments. Membership fees go to Patti and conference fees go to Sue.

Sara discussed the new online membership link. It has been sent out and 15 individuals have signed up at this time. The link and new forms are being tested with corrections made as needed. Sara will get with Lucretia to place the forms on the website then it will be posted on the ListServ for members to complete. Sara also mentioned the VMCTA website contained conference information from the prior year and not this current year. Membership renewal notices will be sent out via the ListServ.

Sara asked if the Spring Table training was paid by everyone. The board will need to confirm and if not, then reach out to those members requesting payment.

Patti commented she received a payment from a Town but was unsure what the check was for. She will contact the Town to verify.

5.) Associate Memberships: Associate Memberships run from October 1st thru September 30th of each year and the spreadsheet is ready to go live. There was some brief discussion regarding payments as to whether they were for current year payment or for the upcoming new year starting October 1st. Those few vendors will be contacted. Diana will send out an email to vendors thanking them for being a member and asking for them to support VMCTA for the next year.

6.) VMCTA Website: Sara mentioned VMCTA is considering an option for a new website platform that will be very user friendly. This platform will also allow for the migration of memberships to help reduce the time in creating and maintaining the spreadsheet every year. Two other state municipal associations have incorporated to this platform so the membership committee was encouraged to view those websites. More information by VMCTA will be forthcoming regarding changing to this platform.

7.) Etiquette Policy: It was noticed the Policy was not on the E-Board's agenda. Diana will submit her prior email with corrections to Tracy Borst to discuss at the next meeting. The membership committee did a review of the Policy and made notation of the following changes for approval:

- Remove examples from Item #3.
- Combine Item #6 and #8. Use the first sentence of Item #8 then carry thru with Item #6 detail.
- Item #7 needs to reflect 'ListServ is subject to public records requests'.

Diana will make the changes and forward to everyone for review, then forward to the E-Board. There was some discussion as to create more awareness to this Policy for members to adhere to. Some suggestions were: post on ListServ on yearly basis; incorporate in welcome packets to new clerk memberships; place in VMCTA conference packet in September; and continue posting on website

8.) Committee changes: Due to current obligations, Diana will be leaving the membership committee in the upcoming new year.

9.) Next Meeting Date: The next meeting will be held Thursday, October 20th at 10:00 am.

10.) ADJOURN: A motion was made to adjourn the meeting at 11:09 am. {PL/SH} There was no discussion and motion carried unanimously.

Received and filed by:

Diana Vachon
Chairwoman, VMCTA Membership Committee

Deb Tanguay, Committee Clerk