

Minutes of Meeting

VMCTA MEMBERSHIP COMMITTEE

Monday, May 1st, 2023

11:00 a.m.

Meeting held electronically via Zoom

Committee Members Present:

Sara Haskins (Committee Chairwoman); Deb Tanguay (Committee Clerk); Belinda Harris Clegg; Peggy Neisner

Not Present: Patti Lewis (Committee Treasurer)

1.) Call to Order: Committee member Sara Haskins called the meeting to order at 11:00 am after having noted a quorum of committee members.

2.) Agenda review and modifications: None.

3.) Approve minutes from January 9th, 2023: A motion was made to accept the Meeting Minutes of January 9th, 2023 {BC/PN} There was no further discussion and motion carried unanimously.

4.) Updates:

A. Current membership enrollment – Sara stated there was 491 members currently signed up. There are approximately 26 members who have signed up and not paid the fee. Belinda will email a reminder to these individuals directly. Sara has removed individuals from the membership and the listserv who have not signed up and paid.

B. Associate members enrollment – Sara stated we will hold off on contacting the vendors for now as the E-Board is in the process of recreating the Associate Member signup form. They are working on consolidating sponsorship levels/events on one form to be completed every year at renewal time. Sara will have an update for our next meeting.

C. Star Chapter – There has been a lot of back and forth between the website committee and Star Chapter on getting our new platform up and running. The membership portion of the software has been designed and is still undergoing some updating and improvements with testing. The membership portion maintains the members enrolled, event management, and creating of attendance certificates. The website committee is also working on the website and establishing all necessary pages and links. The

anticipated GoLive date for Star Chapter is June 1st; however, more training is required for individuals maintaining the website. At this point, the listserv will be removed and the Forum will be enacted. Sara stated the Forum will be designed for members to pick a category for their question that will help condense questions. Memberships will now become rolling registrations – as members enroll, they will receive a 365-day membership from that enrollment date. Members will be given access to certain pages of the website that non-members will not be able to access. This software is expected to reduce the manual work that is being completed now for member enrollment and event registrations. Registration for the VMCTA Fall Conference will be run thru Star Chapter member portal. Sara provided a brief overview of the software and explained some ways in which it will help to streamline processes.

D. Gold/Silver Memberships – This was discussed with the E-Board and is expected to possibly have this membership classification be removed. With designation of memberships by person versus town now, this format of memberships designation does not fit the upcoming new processes. The E-Board will look with working it in with the Associate Members sponsorship levels.

E. Letter to Selectboard – None at this time – work in progress going forward for soliciting new towns/members.

5.) New Business:

- Membership Video – it has been requested to have the video placed on the VMCTA home page for all to see easily. The current location has it too embedded within the website and harder to find. Patti took pictures of the Spring Conference just held and will incorporate pictures on the video.

6.) Other Business: None at this time.

7.) Next Meeting Dates: Next meeting date has been established for June 26th at 11am. All future meeting dates are anticipated to be the 4th Monday of every month at 11am.

8.) ADJOURN: A motion was made to adjourn the meeting at 11:34 am. {BC/PN} There was no discussion and motion carried unanimously.

Received and filed by:

Sara Haskins
Chairwoman, VMCTA Membership Committee

Deb Tanguay
Committee Clerk