

# Minutes of Meeting

## VMCTA MEMBERSHIP COMMITTEE

Monday, February 26, 2024

11:00 a.m.

Meeting held electronically via Zoom

---

---

### Committee Members Present:

Deb Tanquay (Committee Chairwoman); Peggy Neisner (Committee Clerk); Lily Trajman; Michelle Warren

Not Present: Belinda Harris Clegg

---

---

**1.) Call to Order:** Committee Chairwoman DT called the meeting to order at 11:13 am after having noted a quorum of committee members.

**2.) Approve minutes from February 5, 2024:** A motion was made to accept the Meeting Minutes of February 5, 2024. {MW/LT} There was no further discussion and motion carried unanimously.

**3.) Approve Committee Description:** The changes made were sent to the E-board. More changes were made due to Starchapter and Sara Haskins. DT will make those changes and send them to us before sending them to E-Board.

### 4) Updates:

a. *Current membership enrollment* – All members for this specific year were downloaded from Starchapter. MW needs to change the cost for retired persons from \$10.00 to \$25.00.

LT will draft a letter to retired Clerks. Prospective clerks should be approached before contacting the Town's Selectboard. It was noted that some Town Administrators/Finance Officers are on the current membership list. LT will draft a rejection letter for applications that are not Clerks/Treasurers.

MW will reach out to Sara Haskins regarding new clerks coming on after Town Meeting. LT will circulate a message on the Listserv for new Town Clerks and Treasurers pointing them to the membership page. If new clerks/treasurers inherited an old email address, MW needs to change email.

Membership is tied to the person. . . not town. If it is a new clerk, she will have to pay the additional fee. Perhaps a reduced fee is more appropriate if coming midway. MW will suspend their membership and sign on new person. Check with Sara Haskins.

b. *Overdue balances* – Nov/Dec are active invoices to be paid. All older invoices were dispensed with. People can make a new invoice at any time.

c. *Star Chapter Update* – Quite a few people are using the website and it is complicated as keeping track of who has permission to change things. MW wants to use Jotform to insert minutes, agendas, drafts, etc. Perhaps we should post agendas and put our committee meetings on a calendar.

d. *Silver/Gold members Update* – tabled.

e. *Letter to Selectboard* – tabled.

f. *Conference Presences* –tabled.

g. *Membership Join Website page* – tabled.

h. *Membership Video* – tabled.

**5.) New Business:**

*Website changes* – tabled.

*Membership Flyer* – LT will make additional changes. Give all changes to LT by March 15, 2024 with a final by March 25, 2024. Flyer should be printed professionally.

*General Duties* – tabled.

*Listserv Etiquette* – tabled.

**6.) Other Business:** General discussion ensued. No action taken.

**7.) Next Meeting Dates:** March 25, 2024, at 11:00 a.m.

**8.) ADJOURN:** A motion was made to adjourn the meeting at 11:56 am. {DT/MW} There was no discussion and motion carried unanimously.

Received and filed by:

---

Deb Tanguay  
Chairwoman, VMCTA Membership Committee

---

Peggy Neisner  
Committee Clerk