

# Minutes of Meeting

## VMCTA MEMBERSHIP COMMITTEE

Monday, August 28, 2023

11:00 a.m.

Meeting held electronically via Zoom

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### Committee Members Present:

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

Not Present:

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**1.) Call to Order:** Committee member Sara Haskins called the meeting to order at 11:02 am after having noted a quorum of committee members.

**2.) Agenda review and modifications:** None.

**3.) Approve minutes from June 26, 2023:** A motion was made to accept the Meeting Minutes of June 26, 2023. {BHC/PL} There was no further discussion and motion carried unanimously.

### 4) Updates:

*A. Current membership enrollment* – Sara stated VMCTA has 474 members for the 2022-2023 membership year. There are currently some non-members; however, Sara will need to compare the listing with the Conference Athenian Dialogue list. This list is inadvertently causing the non-member number to be higher as it contains some out of state individuals signed up for the Athenian. Most members have found the registration process very easy to navigate and complete within the new software platform.

*B. Overdue balances* – Sara stated reporting from Star Chapter will be easier going forward once a complete year is established in Star Chapter. Currently, total past dues owed is \$500.00 consisting of members signing up recently and other members from pre-Star Chapter conversion so a review of all reports to verify will need to be done. Once memberships are completed online, the data is automatically uploaded in the software platform. Reports are able to be exported to a spreadsheet and data can be sorted as needed. Membership renews on October 1<sup>st</sup> of each year and past due members will be reviewed after the conference. Also, Sara stated the prior Google forms are only being used as a reference for verifications.

*C. Star Chapter Update* – Star Chapter platform is up and running. The forum component is still being reviewed so until completion, the Listserv will remain in operation. Patti stated the membership payment process thru Star Chapter has been going smoothly. She also thanked Sara for her guidance with teaching her the registration components of the software platform.

*D. Associate Members Update* – The E-board classifies vendors as Associate Sponsors versus the prior designation of Associate Members. Currently, there are 11 sponsors. Sara showed the Sponsor's page of the new website and how there are different levels of sponsorships the vendors can opt for each year. Starting in 2024, the vendor committee will handle all communications with the sponsors; therefore, the membership committee may not have to oversee this component going forward.

*E. Silver/Gold Members Update* – There was no discussion needed.

*F. Letter to Selectboard* – Sara was able to obtain the select board previously used and will send it to the membership committee for review and adjustments. The committee will discuss the letter at the next meeting.

*G. Conference Presences* – The committee felt there was sufficient information at the registration table for members to see.

*H. Membership Join Website page* – There was little discussion commencing around the VMCTA flyer and links that could be placed on website pages to the flyer. The intent would be to help encourage non-members to become members by offering all components that VMCTA has to offer members to enhance both personal and professional growth. Belinda suggested that we request testimonials from VMCTA members and place them on the website. Sara will establish a survey and will send it out to members requesting for them to complete and then the committee can tally the comments.

*I. Membership Video* – It's time to update the membership video created by Patti. Sara will send a request out to Listserv asking for pictures to be sent from any VMCTA gathering; including the Spring Roundtable. Deb T will resume duties of the membership video.

**5.) New Business:** With the fiscal year end coming up soon, Sara reminded it would be a great time to start reviewing the Membership Committee duties and description. Patti suggested to make memberships renew on calendar year versus fiscal year as currently instilled. This would create a Constitution amendment; therefore, requiring membership voting. Sara will contact Tracy with this suggestion but most likely, would not be able to occur until VMCTA Fall Conference 2024 at the latest.

**6.) Other Business:** Both Sara and Patti stated they will be retiring from the Membership Committee. The other committee members thanked them for their endless work and efforts with the committee as they

will be truly missed. The committee will hold their next meeting after two individuals are assigned and will reorganize.

**7.) Next Meeting Dates:** Next meeting date will be determined at a future time.

**8.) ADJOURN:** A motion was made to adjourn the meeting at 11:44 am. {BHC/PL} There was no discussion and motion carried unanimously.

Received and filed by:

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Sara Haskins  
Chairwoman, VMCTA Membership Committee

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Deb Tanguay  
Committee Clerk

