



MINUTES  
VMCTA MEMBERSHIP COMMITTEE  
Meeting of July 15, 2021  
3:15 p.m. Via Zoom

**Committee Member Attendees:** Diana Vachon, Chair, Sara Haskins, and Patti Lewis

**Other Attendees:** None

1. Call meeting to order at 3:22 PM
2. Agenda review and modifications: We all agreed the agenda looks good.
3. Approve minutes from the July 7, 2020 meeting. **MOTION** to approve the minutes as presented by Patti. Seconded by Sara. Passed unanimously.
4. New Business – None
5. Membership Committee Update
  - a. Diana received clarification from the E-Board on the follow questions from 7/7/21:
    - i. **When is the membership renewal/join live date?**
      1. We talked about August 2nd. I just want to be sure we are all on the same page. Confirmed at the E-board meeting 7/14/21.
    - ii. **Is there a period when a new member signs up (say July/August) and the membership continues through to the end of the next membership year?**
      1. Yes, During the membership drive (starting August 1<sup>st</sup>) they sign up through the new membership year 9/30.
    - iii. **How do we transition membership when a clerk steps down or retires?**
      1. OK to let new clerk use the membership through the end of the year. It's a town membership not a personal membership.
    - iv. **What are the criteria to become an honorary member? What are their benefits?**
      1. This in the VMCTA Constitution online. This is an E-Board function. It is a one-time honor acknowledged at the Annual Meeting. There are no other benefits (voting, listserv...) associated with this honorary bestowal.
    - v. **What is the clear date to kick people off the listserv, if they have not renewed?**

1. It's 11/15 in the Membership Committee Description. I kept extending it last year to accommodate several clerks. The Board thinks the 11/15 date is reasonable. If the clerk/treasurer has been in touch to say they are sending payment, it is OK to keep them on. If we have not heard from the member, then it is OK to cut them off on 11/15.
  - vi. **Are we dropping the membership cards? If not, I'll need more help on the committee to fulfill this task. How will we keep Membership History?**
    1. Yes, we have dropped sending the membership certificate cards.
    2. Keep spreadsheets for at least 3 years for certification verification of membership. Have them posted on the website.
  - b. Google Spreadsheet Review: Sara sent out the link to the form. We all previewed it. And discussed adding in payment columns, totaling columns, tracking additions to listserv, etc. Only the membership committee members will have access to edit the spreadsheet. If someone else would like the list, we will download it and send it to them. Diana will send an update list to Lucrecia to post on the website monthly during the months we have new members join.
6. Other Business/Updates
- a. Listserv – Ask members to email Sara directly to be removed from listserv.
  - b. Communications – The beginning of next week, Diana will send an email directly to all members, explaining that this ping email is not phishing and to please confirm if they wish to remain on the listserv. If they are removed, please contact Sara to be reconnected.
  - c. Other Improvements/Ideas?
7. Next meeting date: August 12, 2021 at 9:30 AM
8. Adjourn: 4:00 PM

Respectfully Submitted by Diana Vachon