

WASHINGTON AND LAMOILLE COUNTY CLERKS AND TREASURERS MEETING
October 22, 2014, The Steak House, Berlin

CALL TO ORDER

Chair Carol Dawes called the meeting to order at 7:17 PM.

PRESENT

Carol Dawes (Barre City); Bobbi Brimblecombe (Marshfield); Ken Scott (Duxbury); Sara Haskins & Mitzi Fleming (Morristown); Diana Peduzzi (Woodbury); Terri Conti & Denise Brown (E. Montpelier); Donna Kelty (Barre Town); Rosemary Morse (Berlin)

MINUTES

The minutes of February 6, 2014 were approved as corrected on motion of Ken Scott, seconded by Terri Conti. **Motion carried.**

TREASURER'S REPORT

Bobbi distributed the profit & loss and balance sheets and noted Northfield Savings Bank is now charging monthly service fees. She recommended we move our account to People's United Bank where there will be no fees, and she brought a resolution for the change. The resolution was approved and the appropriate person authorized to sign on behalf of the Association on motion of Terri Conti, seconded by Donna Kelty. **Motion carried.**

Chair Carol Dawes signed the resolution.

LEADERSHIP

We reviewed the minutes from the January 19, 2011 meeting at which it was voted to establish the "chain of command" officers as Chair, Vice Chair/Programs Director, Treasurer, and Secretary. It was also voted to keep officer terms at one year. Carol noted the current officers had been elected in January 2013. The current officers are:

- Carol Dawes, chair
- VACANT, vice chair/programs director
- Bobbie Brimblecombe, treasurer
- Donna Fitch, secretary

Current officers were re-elected to another 1 year term on motion of Terry Conti, seconded by Sara Haskins. **Motion carried.**

Sara Haskins was nominated to the position of Vice Chair/Programs Director, seconded by Donna Kelty. With no additional nominations, Sara was elected on unanimous vote.

PROGRAM

We had a round table discussion about vital records, using the following questions as jumping off points:

- Do you have any special tricks/processes/forms etc. for handling birth, death & marriage records?
- Do you require a request form for certified copies?
- What system do you use for indexing?

There was general discussion around the topic. Ken makes a gift of a free certified copy of new birth certificates, addressing them to the child. Sara & Mitzi shared examples of the forms they use for requests, certifications of older records and various indexing formats (the request form is available on their website). There was discussion about recent crackdowns from the Department of Health with regards to the officiant section of marriage licenses and the different ways clerks treat possible discrepancies and requests from DOH for changes.

DISCUSSION OF POSSIBLE TOPICS FOR FUTURE MEETINGS

Carol said she is working with the Secretary of State's office on the new version of the HAVA statewide voter checklist. It was suggested to have Lori Bjornlund come to a meeting to talk about the new system and perhaps give a demonstration.

SCHEDULE NEXT MEETING

Our next meeting will be December 3rd at The Stone Grill in Morrisville.

OTHER BUSINESS

NONE

The meeting adjourned at 8:14 p.m.

Respectfully submitted,

Carol Dawes
Chair