

MINUTES – DRAFT
Washington & Lamoille County Clerks & Treasurers Association
Thursday, October 25, 2018 Meeting
Charlmont Restaurant, Morristown, VT

5:30 PM – social time, 6:00 PM dinner

Attendance: Carol Dawes (Barre City), Maureen Harvey (Duxbury), David Specht (Duxbury), Diana Peduzzi (Woodbury), Linda Martin (Wolcott), Belinda Clegg (Wolcott), Barbara Brooke (Greensboro), Kim Greaves (Greensboro), Alberta Miller (Hardwick), Tonia Gray (Hardwick), Rosemary Audibert (Johnson), Bobbie Brimblecombe (Marshfield), Winnie Valenza (Marshfield), Sara Haskins (Morristown), Teresa Hoadley (Stowe), Lisa Walker (Stowe), Charlene Walker (Stowe), Donna Kelty (Barre Town), Tammy Legacy (Roxbury), Mark Schilling (Cambridge), Cathy Mander-Adams (Belvidere)

Meeting called to order at 6:55 PM by Carol Dawes.

Approval of minutes from July 26, 2018 meeting Donna Kelty made the motion to approve the minutes as corrected, seconded by Bobbi Brimblecombe. Motion carried.

Treasurer's Report and membership update Treasurer Bobbi Brimblecombe distributed the financial report, showing \$230 in due collected to date this calendar year, and \$74.71 in expenses. The account balance is \$1,017.43. We decided dues run on a calendar year basis, and new dues of \$10 per municipality are due in January.

Select program and location for January 24, 2019 meeting We will meet on Thursday, January 29, 2019 at the Steak House in Berlin. Our program will be offered by Washington County Mental Health and will address dealing with those who are exhibiting mental stress. The April 25, 2019 meeting will be on the new vital records law; location to be determined.

Program: Treasurer Duties and Reports Former Milton clerk/treasurer John Cushing retired four years ago, and then spent two years on the Milton selectboard. He recommended all treasurers:

- Read the statutes related to treasurers: 24 VSA sections 1571 – 1584
- Read the statutes related to selectboards: 24 VSA sections 1621-1623
- Develop policies and procedures to protect yourself. The treasurer is in a position to be blamed if money goes missing.

There was discussion on treasurer interactions with schools, selectboards, finance directors (if your town has one), and auditors. Audit reports are a great tool to get your selectboard to make necessary changes. They are also a teaching tool. John displayed a notebook of reports that are shared with the selectboard in an effort to keep them informed and educate them on municipal and fund accounting.

John expressed interest in working with other retired clerks & treasurers on creating draft policies to be shared and adapted.

Upcoming meeting schedule (3rd Thursdays) – locations and topics to be announced:
January 24, 2019 – The Steak House, Berlin. Mental health issues
April 25, 2019
July 25, 2019

Respectfully submitted,

Carol Dawes, Barre City Clerk/Treasurer