Vermont Municipal Clerks' & Treasurers' Association
86th Annual Meeting and Educational Conference
Tuesday September 12, 2023

Agenda for Tuesday, September 12, 2023

7:30 Registration Opens – Lobby

7:30 - 8:30 Breakfast – Lakeside Dining Room

7:30 - 8:30 Meet with Vendors – Terrace Ballroom

8:30 – 12:00 General Session for all attendees - Terrace Ballroom

Peace in an Out of Control World

The workshop is based on #1 Amazon best-selling book, Finding Peace in an Out of Control World. It is a series of interactive exercises that take the participants on a journey of how to remain at peace and stress free regardless of what they face and reacquaint themselves with who they are meant to be.

9:30 - 9:45 Meet with Vendors – Terrace Ballroom

Managing with Law of Attraction

In this day of increased tension, how can we be part of a solution? In this hands-on workshop, we will examine define what conflict resolution is and why it is important, what causes conflict, and strategies, approaches and skills for dealing with it when it does arise.

10:45 - 11:00 Meet with Vendors – Terrace Ballroom

Conflict Resolution/Communication Strategies

This interactive workshop combines traditional management practices with the theory of the Law of Attraction, to maximize efficiency, productivity, and morale within your organization.

Cindy Nolte has a MA in Urban Education, is completing her MBA in 2023, and holds 14 certifications in wellness modalities. She was recognized by Sigma Delta Tau as one of the 100 Most Empowering Women of Sigma Delta Tau, was nominated as a finalist among the Leading Women Entrepreneurs in NJ and is a TEDx Speaker. Her book, Finding Peace in an Out of Control World, is an Amazon best-seller. Cindy has 30 years of experience in business, management, leadership, training, and development.

12:00 - 12:45 Luncheon – Lakeside Dining Room

12:45 - 1:30 Annual Business Meeting – Terrace Ballroom

1:45 – 3:15 Concurrent Sessions (Pick one):

Vermont Elections Division reviews the 2024 Presidential General Election – Terrace Ballroom

Join the Vermont Director of Elections and staff for a review of election law and procedure for the November General Election 2024. We will cover the election process for the General Election from start to finish, including: voter registration, early/absentee ballot administration, election day procedures, and results reporting. As you all know, election administration is under the microscope more than ever. Join us to help you navigate successfully through the election process as you play this vital role in making our democracy work.

Will Senning has been the Director of Elections and Campaign Finance for the Vermont Secretary of State's Office since April of 2013. In his time as Director, Will has overseen twelve statewide elections over the course of five general election cycles (and one pandemic).

Principles of Banking Roundtable – Theater

Join us for an informative discussion of the important principles of banking (liquidity, profitability, safety and policies) where people can also learn from each other as we discuss the various topics. Whether you are a brand new or experienced Treasurer it is always good to periodically review your municipality's banking services and accounting structure to make sure both are working well together and meet the needs of the municipality. This session is guaranteed to provide you information, advice and tips you need to make sure that you are getting the banking services you want and need.

Lucrecia Wonsor CVC, CVT, MMC Killington Town Clerk & Treasurer and Shelia Jacobs, Mascoma Bank Vice President, Business and Municipal Services

3:15 - 3:30 Meet with Vendors – Terrace Ballroom

3:30 – 5:00 Concurrent Sessions (Pick one):

Modernizing your Land Records- E-Recording & PRIA– Terrace Ballroom

In 2022, the Vermont General Assembly passed legislation enabling town clerks, for the first time, to modernize their land records through electronic recording and uniform standards and best practices. Join us for an overview of the new law, modernization strategies, and how to participate in the local chapter of the Property Records Industry Association (PRIA).

Tanya Marshall is Vermont's State Archivist and Chief Records Officer. She also directs the Vermont State Archives and Records Administration, a division within the Office of the Secretary of State. She is former chair of the Vermont Municipal Land Records Commission and a current member of the Vermont Supreme Court's Rules Committee on Public Access to Court Records and the Advisory Committee to the Records of Congress.

Steve Picazio has been with the Vermont State Archives and Records Administration since 2022. As a Records and Information Management Specialist, he provides records management training and guidance for municipal clerks and other municipal officers.

VT Dept of Liquor and Lottery – Theater

Licensing portal review and updates. Enhancements to the licensing and enforcement system since its implementation last year.

5:30 - 6:00 Cocktails and Conversation – Steamboat Lounge

6:00 Banquet – Morey Room

Vermont Municipal Clerks' & Treasurers' Association
86th Annual Meeting and Educational Conference
Wednesday September 21, 2022

Agenda for Wednesday, September 13, 2023

7:30 Registration Opens - Lobby

7:30 - 8:30 Breakfast – Lakeside Dining Room

7:30 - 8:30 Meet with Vendors – Terrace Ballroom

8:45 - 10:15 Concurrent Sessions (Pick one):

Equity & Diversity: IDEAL VT Initiative – Terrace Ballroom

IDEAL Vermont is a coalition of Vermont municipalities dedicated to advancing racial and other forms of equity across the state through shared learning and tangible action. "IDEAL" stands for Inclusion, Diversity, Equity, Action, Leadership. Training on foundational concepts around equity and decision making such as: ladder of inference; implicit & explicit bias; structural inequality and multicultural competency. Discussion how Vermont Town Clerks foster belonging in the communities that they serve.

Shalini Suryanarayana has served as the State of Vermont's Racial Equity Education & Outreach Associate since January 2022. Shalini interacts with residents, visitors, press, and other sectors of government. She builds training curricula, liaises with communities around the state, and helps state and local leaders apply an equity lens to their work through education and close communication.

FEMA Public Assistance Disaster Program for Vermont Applicants - Theater

*********CANCELLED******

10:15 - 10:30 Meet with Vendors – Terrace Ballroom

10:30 - 12:00 Concurrent Sessions (Pick one):

Communicating Trusted Election Information – Terrace Ballroom

Today, more and more voters are looking for answers to their election-related questions online. To meet the growing need for trusted election information on the Internet, this course will help Vermont Clerks identify the top civic information people are looking for online, apply principles of plain language and design to their websites, and prioritize digital methods for building trust with voters.

Josh Simon Goldman is a Senior Program Manager at the Center for Tech and Civic Life, which has supported elected officials serving over 100 million US voters. He helps build, implement, and assess trainings that support election officials who want to learn about new ways to engage the public and keep up with changing technology.

Taryn Dwyer is a Senior Training Associate at the Center for Tech and Civic Life, where she delivers industry leading professional development to state and local election administrators around the country. Taryn is a proud social worker, and loves to integrate her skills in interpersonal communication, relationship building, and micro-to-macro strategizing in training.

Public Recording of Government Buildings and Officials - Theater

First amendment audits are tests conducted by knowledgeable individuals to determine how well public sector employees understand the right of the public to film in public spaces, especially municipal facilities. The auditors actively engage in video recordings of interactions with municipal officials and employees as they walk through public facilities. An audit that generates no resistance to filming in public areas is often not posted on social media for public consumption. However, an audit that meets with resistance, attempted removal from a public space, or, at worst, a violation of someone's rights, will most likely be posted for the public to see – and may result in a lawsuit for an alleged violation of the auditor's First Amendment rights.

Trevor Whipple is the Law Enforcement Consultant for the Vermont League of Cities and Towns. He previously served as a Vermont law enforcement officer for 38 years, 20 of those as the Chief of Police for the City of Barre and the City of South Burlington. . In his four plus years with VLCT he has been serving communities with a focus on law enforcement risk management.

12:00 - 1:30 Lunch and Raffle drawings – Lakeside Dining Room

1:30 - 3:00 Concurrent Sessions (Pick one):

Cemetery Best Practice/Home Burial/Green Burial – Terrace Ballroom

This session will examine Cemetery Best practices ranging from record keeping to rules and regulations to hiring subcontractors. We will also look at procedures and ramifications of the Home burial and Green burials trends that taking hold in Vermont

Patrick Healy, Green Mount Cemetery Director, began his cemetery career in 1986. Beginning with no knowledge of Cemetery Operations and a B.S. in horticulture, Patrick has evolved into a master cemeterian with a MPA degree and decades of hands-on experience with cemetery operations and with working with Correctional work crews. He is the President of the Vermont Cemetery Association and is currently on the New England Cemetery Association Board of Directors as a past president director

Prepping for an Audit - Theater

Preparing for an audit can feel like a daunting task. In this part of the conference, we will go over types of audits, the process of preparing for an audit and understanding auditor expectations and results. We will review lists from auditors and answer questions about the process from engagement to issuing final reports.

Richard Brigham, CPA, graduated Magna Cum Laude from Champlain College in Burlington, Vermont. Mr. Brigham received an Associate of Science degree in Business Management, with a strong emphasis in accounting. Mr. Brigham is a principal in charge of a large number of Sullivan, Powers & Company's audits responsible for the design and implementation of the firm's quality control system.

Jordon Plummer, CPA, graduated Magna Cum Laude from Norwich University in Northfield, Vermont in 2012 where he received a Bachelor of Science Degree in Accounting and Business Management with an emphasis in Financial Economics. Mr. Plummer is a certified public accountant and a member of the American Institute of Certified Public Accountants, the Vermont Society of Certified Public Accountants, and the Government Finance Officers Association.

3:00 Thank you for coming! Have a safe trip home!