

# VAST Board of Directors Meeting Agenda

*It is our goal to provide a statewide snowmobile trails system second to none and to provide a quality snowmobiling experience for our members.*

**Monday, December 20, 2021**

All items marked with an asterisk \* Require Action

Call-In Number 1-646-558-8656 and your code is 8937010470#

**(Total allocated time: 2.5 hours)**

**Join Zoom Meeting by clicking on the link or typing it into your URL bar on a webpage.**

<https://zoom.us/j/8937010470>

**Meeting ID: 893 701 0470**

**To call in: Phone ONLY: 1-646-558-8656, 8937010470# and # again when prompted**

*\*: Needing a BOD vote*

1. Meeting Called to Order: 6pm
2. Recognition of Visitors
3. \* Approval of Agenda
4. \* Secretary's Report
5. \* Treasurer's Report
6. \* Tabled Items
7. \* Consent Calendar
8. Old Business
9. New Business
  - a. Trail 100 Closure Due to Logging – Windham County 20 min – Michael Garber
  - b. TMA Sales Update – 10 min Cindy
10. \*Trail Administrator's/ED Report/LVRT Report (15 min) Cindy, Matt and Ken
11. Committee and Other Meeting Reports (30 min)
  - a. Northeast Chapter and USA – Pat Poulin, Jeff Fay as VT Representatives
  - b. VT Snow Trails Conservancy – Jim Hill, VSTC President
  - c. Law Enforcement Committee – Gary Nolan, Chair
  - d. Lamoille Valley Rail Trail Committee – Ken Brown
  - e. Awards and Nominating – Patty Companik, Chair
  - f. By-Laws & Policy - Jeff Fay, Chair
  - g. Annual Meeting – Pat Poulin and Jeff Fay
  - h. Executive Committee – Tim Mills, President
  - i. Financial – Patty Companik, Chair
  - j. Long Range Planning & Organizational – Mark Reaves, Chair
  - k. Resource Committee – Ivor Stevens, Chair
  - l. Personnel- Jeff Fay, Chair
  - m. Trails – Jeff Fay, Chair
  - n. Safety – Stan Choiniere, Chair
  - o. Governor's Council – Pat Poulin, Chair
12. \*Adjournment (Set for 9PM - Extension requires a majority vote)

**VAST BOD Meetings  
FY 2022  
Dec 20, 2021  
Jan 24, 2022  
Feb 28, 2022  
Mar 28, 2022  
Apr 25, 2022  
May 23, 2022  
June 27, 2022  
July 25, 2022  
Aug/Sept Depends on AM**

**VAST BOARD OF DIRECTORS MEETING  
NOVEMBER 29, 2021**

**OFFICERS PRESENT:**

President – Tim Mills  
Vice President – Jeff Fay  
Secretary – Jim Hill  
Treasurer – Patty Companik

**DIRECTORS PRESENT:**

Addison – Lewis Barnes  
Bennington – Carol DeJohn  
Caledonia – Bruce Carlson  
Chittenden – Pat Poulin  
Essex – John Hull  
Franklin – Mike Burns  
Grand Isle – Damien Henry  
Lamoille – Carmin Lemery  
Orange – Juliann Sherman  
Orleans – Roger Gosselin  
Rutland – Curt Marechaux  
Washington – Mark Reaves  
Windham – Michael Garber  
Windsor – Doug Jacobs

**ALTERNATE DIRECTORS PRESENT:**

Windham – Ivor Stevens  
Windsor – Stan Choiniere  
Chittenden – Richard Spitzer  
Caledonia – Ed Hebebrand

**STAFF PRESENT:**

Executive Director – Cindy Locke  
Trails Administrator – Matthew Tetreault  
Trails Manager – Ken Brown  
Technology & Media Manager – Beth Flint  
Office & Program Manager – Cyndy Carrier Brown

**GUESTS:**

Mike Mustachio

**MEETING**

Tim Mills called the meeting to order at 6:01 PM

## **Approval of Agenda**

**MOTION:** Windsor County moved to approve the agenda as presented; Washington County seconded.

**Motion Carried**

## **Secretary's Report**

**MOTION:** Windsor County moved to approve the report as presented; Washington County seconded.

**Motion Carried**

## **Treasurer's Report**

Summary of Financial Report: General budget, Trails budget, Scholarship budget

October 2021 – first month of the budget season

Income through October 2021:

Budget: \$3,310,443

Monthly Activity: \$262,046 (\$232K from membership, which is about \$44K less than this time last year)

Actual: \$262,046

Expense through October 2021:

Budget: \$2,752,476

Monthly Activity: \$102,283 (\$38K in salaries and benefits and \$26K office operational expenses which includes ~9500 TMA credit card fees and ~9K postage; 14K in trails GMNF and Government Relations.

Actual: \$102,283

**MOTION:** Washington County moved to approve the report as presented; Windsor County seconded.

**Motion Carried**

## **NEW BUSINESS**

### OSSRRG Vote on Letter of Credit Authorization for the Guaranty

- Mark Reaves reported that we are progressing along.
- RRG is a completely separate entity from VAST.
- VAST has to put up collateral for any debt that will incur as collateral of 1 million dollars.
- VAST will take some of its money and put it into a CD or other interest bearing account.
- Cindy Locke noted that the Committee went through what VAST has and where we can get this \$1 million.

- \$550,000 will come out of the checking account.
- \$300,000 from Emergency Reserves.
- \$100,000 out of Disaster Relief.
- \$50,000 out of the RRG Reserve.

**MOTION:** Orleans County moved to use the proposed amount from each account as stated in the November 28, 2021 email from Cindy Locke as collateral for a letter of credit. Rutland County Seconded.

**Motion Carried.**

#### Funding Support Letter from VAST to Governor Scott

Cindy Locke noted that the letter's purpose was to get any kind of funding help for equipment, law enforcement, safety, etc.

#### Committees Update Reminder

Cindy Locke gave a reminder to the Committee Chairs and to let her know the status on this. She would like to let other know if committees have openings.

#### TMA Sales and VAST DMV Registration Updates

- 6,363 TMAS to date
- We are ahead from last year for sales
- I don't have the registration update yet; will get at the Governor's Council meeting on Wednesday.

#### Executive Director / Trail Administrator / LVRT Reports

- What is the status of the signs for the dead-end trails and water crossings?
- Economic Impact Study – we haven't done one for a couple of years?
- Cindy Locke – We have \$69,000 and it takes about \$80,000 to do a study. The Board needs to decide if they want to spend the money on a study because we have not been challenged on the last one that has been done even though it was in 2001.
- Landowner Permission Forms – the form has been changed to make it easier for clubs to get property permission. Also gives landowners the option of getting an email copy instead of a paper copy
- We've been contacted about selling life insurance to our members. Board stated a flat NO.

#### Other Committee Reports

Northeast Chapter and USA – Pat Poulin reported that USA continues to meet monthly, but nothing major going on.

Snow Trails Conservancy – Nothing

Law Enforcement Committee – Cindy Locke reported that all contracts have gone out.

LVRT – Nothing to report.

By Laws and Policy – Nothing to report.

Annual Meeting – Set for Essex County this year; possibly in the Playground Field. No date yet.

Resource – Ivor Stevens noted that they have a meeting on December 7<sup>th</sup>.

Personnel – Jeff Fay noted that he is checking Committee members to see if they want to stay on.

Trails – Jeff Fay noted that there is a January 17<sup>th</sup> meeting

Safety – Stan Choiniere noted that there was a meeting last month. We are also working on a couple of signs.

Roger Gosselin - Craftsbury has added one helicopter landing zone. Sites need to be 100 x 100 feet, clear of brush

Governor's Council - Pat Poulin noted that we meet on December 1<sup>st</sup>; nothing major going on.

The next Board of Director's meeting is December 20<sup>th</sup>.

Rutland County moved to adjourn; Windsor County seconded.  
Motion Carried.

Meeting was adjourned at 7:09 PM.

## **December 2021 Executive Director's Report**

**Regular On-Going Work and Responsibilities:** Staff management, fiscal management and oversight, club and member relations, working with the VAST BOD and officers and individual members, writing for the magazine, staying on top of legislation or changes in VT state government, working with VAST committees and state and national leaders and organizations.

### **Online TMA Program**

We have sold more than 13,000 TMAs so far (as of Dec 14). Volunteer TMA distribution is on going (clubs, directors, officers, safety ambassadors).

### **Staff Changes**

Cyndy Brown has been filling the void to help us out. Mandy Dwinell our new Office and Program Manager will start of Dec 30<sup>th</sup>.

### **Funding – Equipment and Law Enforcement**

I have put together a request to the Administration for help with funding. You will find the request in the BOD packet.

### **Law Enforcement**

I am currently getting all agencies their contracts for the season. We have a Zoom “refresher” with all law enforcement agencies which was very well attended. See notes from both meetings in my BOD packet. Just have one more contract but am awaiting a report first from them (VF&W)

### **Committees**

I sent out on behalf of Tim and myself a committee list to all committee chairs (as I do each fall) in early October. This was a reminder to them to check in with their members and let me know if they have any openings. Once I hear back from them all, Tim and I will send an email to the BOD asking if anyone would like to fill a seat. If you have not responded to me yet, please do so ASAP. Still waiting to hear back from a few committees 11/14)

### **Insurance**

We continue to build the new company. So far, we have a board of directors and offices, bylaws and articles of association, and information on a letter of credit, etc. The VAST Bod voted on where to find the funds to secure the letter of credit needed.

### **Club Audit Reviews**

Patty and I have made contact with the clubs being audited. We have a few meetings with them as well. I have also decided to every six months review the VT Secretary of States website and federal website to make sure clubs are filing if they are required. I have met with Morgan who has started on the project.

### **VT Trails and Greenways Council (VTGC)**

I will be keeping up on any movement of ACT 250.

### **Affiliations**

- Vermont Snow trails Conservancy (VSTC): Vice President
- Vermont Trails and Greenways Council (VTC): Incoming Co-Chair
- Vermont Trails Alliance: Chair (VTA) (since 2018)
- Vermont Outdoor Recreation Economic Collaborative (VOREC): Committee Member (since 2016)
- International Association of Snowmobile Administrators: Treasurer, Chair of Bylaws Committee (since 2017)