

**Board of Directors
July 23, 2023
Meeting Minutes**

Members Present:

OFFICERS PRESENT

President: Jeff Fay

Vice President: Mark Reaves

Secretary: Jim Hill

Treasurer: Patty Companik

DIRECTORS PRESENT

Addison: Lewis Barnes (Not Present)

Bennington: Carol DeJohn

Caledonia: Bruce Carlson

Chittenden: Pat Poulin

Essex: John Hull (Not Present)

Franklin: Mike Burns

Grand Isle: Jeff Porter (Not Present)

Lamoille: Carmin Lemery

Orange: Juliann Sherman

Orleans: Roger Gosselin (Not Present)

Rutland: Mike Stewart

Washington: Jeff Halpin

Windham: Michael Garber (Not Present)

Windsor: Doug Jacobs

STAFF PRESENT:

Executive Director, Cindy Locke

Trails Administrator: Matthew Tetreault

Office & Programs Manager, Mandy Dwinell

GUESTS:

Dustin Turner, Lamoille County Alt. Director; Ivor Stevens, Windham County Alt. Director; Richard Spitzer, Chittenden County Alt. Director; Mike Koehler, Orleans Alt. Director; Lin Mixer, Essex County President; Jolene Turner, Smugglers Notch Snowmobile Club Secretary

Jeff Fay called the meeting to order at 9:05am

Approval of Agenda

Washington County: Motion to approve, Lamoille County seconded to approve the agenda as amended. MOTION CARRIED.

Additions to the Agenda:

d. Parking lot plowing

e. Use of the \$750k funds received from the State of Vermont

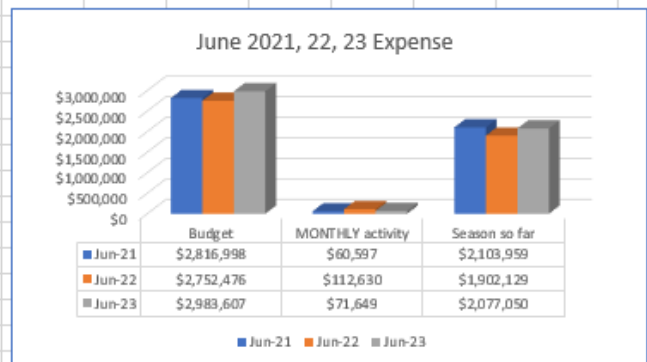
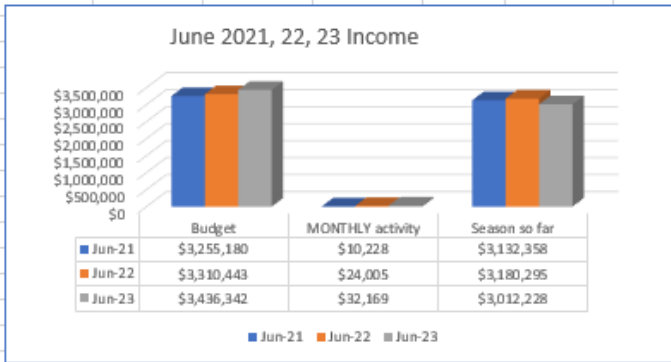
f. Club in good standing

Approval of the Secretary's Report

Chittenden County: Motion to approve, Washington County seconded to approve Secretary's Report. MOTION CARRIED. Carol DeJohn, Bennington County abstained from voting as she wasn't present for the June BOD meeting.

Approval of Treasurer's Report

	Jun-21	Jun-22	Jun-23		
Membership \$\$				23 vs 22	23 vs 21
Budget	\$2,481,915	\$2,478,385	\$2,767,295	\$288,910	\$285,380
MONTHLY activity	-\$1,111	\$8,740	\$1,611		
Season So far	\$2,824,314	\$2,768,012	\$2,439,573	-\$328,439	-\$384,741
percentage	113.80%	111.69%	88.16%	2023: Mbrshp budget increase compared to 2022 budget of \$288k and 2021 budget \$285k 2023 actual Mbrshp as of 6/2023 compared to 22: \$328k less and 21: is \$384k less	
Income \$\$				23 vs 22	23 vs 21
Budget	\$3,255,180	\$3,310,443	\$3,436,342	\$125,899	\$181,162
MONTHLY activity	\$10,228	\$24,005	\$32,169		
Season so far	\$3,132,358	\$3,180,295	\$3,012,228	-\$168,067	-\$120,130
percentage	96.23%	96.07%	87.66%	Overall Income: 2023 compared to 22 at this time - \$168 less June 2023 - ~24k of the 32k is from contracted svcs from SSTP	
Expense				23 vs 22	23 vs 21
Budget	\$2,816,998	\$2,752,476	\$2,983,607	\$231,131	\$166,609
MONTHLY activity	\$60,597	\$112,630	\$71,649		
Season so far	\$2,103,959	\$1,902,129	\$2,077,050	\$174,921	-\$26,909
percentage	74.69%	69.11%	69.62%	Increase in Expense budget of \$231k over 2022 and \$166k over 2021 Actual expenses as of 6/2023: \$174k over 2022 and \$26k under 2021 June 2023 - ~49k of the 71k is in salaries / benefits	



Approval of Treasurer's Report

Windsor County: Motion to approve, Windham County seconded to approve as presented. MOTION CARRIED.

NEW BUSINESS

a. Budget Review and Vote

Updated copies of the FY24 budget were shared with the BOD

Budget updates included:

- An increase from \$10 to \$20 for replacement TMA
- Trail Fund: Early Bird, Regular Season, Commercial & Dealer TMA:
14k TMAs x \$20 = \$346,996, suggestion to start a new separate account to track

Discussion of the difference between trails checking account vs encumbered savings. A vote is required for Matt to receive the encumbered fund available right now. There would be a vote by the BOD on the overall budget.

Discussion of budget projection for Annual Meeting to include presentation difference of a \$5, \$10, and \$20 potential TMA increase to help with trail repairs. Allows for more flexibility for making trail spending for damage and general trail expenses (maintenance & equipment).

Rutland County: Motion to approve, Washington County seconded to approve FY24 Budget option B as presented. Windsor and Franklin County opposed. MOTION CARRIED.

b. Personnel Policy Review and Vote

No Material changes, changed the format of policy to include the previously voted-on addition for verbiage regarding VAST staff retirement plan.

An addition to the employee evaluation section to include a form for VAST staff to sign off on their annual evaluation and job description.

Introduction to Personnel Committee: Juliann Sherman, Bruce Carlson, Mark Reaves and Carol DeJohn has been asked to join.

Washington County: Motion to approve, Chittenden County seconded to approve Personnel Policy changes as presented. MOTION CARRIED.

c. Policy Changes Placeholder, Jeff Fay

No action

d. Parking lot plowing, Jeff Fay

Discussion of it would be a possibility for a 5-year assessment for plowed parking lots.

Discussion of the reminder to connect with Matt regarding insurance and W9 forms for contractors as these are required by the VAST office.

Plowed parking lots are paid out of the SSTP budget from snowmobile registrations, to be reviewed for next year's budget.

Orleans County: Motion to approve, Windsor County seconded to approve \$3500 increase to the plowed parking lot budget to be paid from the fuel surcharge fund as presented. MOTION CARRIED.

e. Use of the \$750k funds received from the State of Vermont

Discussion of whether to leave the \$750k alone or if a presentation should be made to the State of Vermont regarding changes for the use of the funds.

Discussion of how the \$750k funds needs to be utilized.

Discussion of the purpose for \$750k to be adjusted for use on trail storm damage as needed.

Discussion of prior trail damage sustained from Tropical Storm Irene.

Discussion of the 2 clubs who were approved for grants and if they should be granted funding from the \$750k.

A reminder that there were \$750k in normal trail maintenance grant requests prior to the recent storm. \$650k in funds was spent on Irene damage.

Washington County: Motion to approve, Windsor County seconded to approve, Cindy Locke to attempt to approach the State of Vermont and attempt to repurpose the \$750k funds from the State of Vermont, if that can not be done then the \$750k funds would revert for use for the original intended purpose, as we take care of the obligations on the grants that exist. MOTION CARRIED.

f. Club in Good Standing

Discussion on the draft policy letter sent to the BOD to review. Recommendation to follow policy with informing the club, landowners and members that the club isn't in good standing and what steps will be taken, as well as to notify surrounding clubs.

Vote of 2/3 of the BOD to move forward with the policy.

The policy process doesn't have a set timeline.

Club in Good Standing Policy discussed in the October, November and December 2022 BOD Meeting Minutes.

Discussion that unless club is reinstated, the club will remain inactive with VAST.

After letters are sent to the club, landowners and members, Matt to contact Forest Services.

Washington County: Motion to approve, Caledonia County seconded to approve, for VAST to follow all steps to create club not in good standing. MOTION CARRIED.

Trail Administrator's/ED Report/LVRT Repot – Cindy, Matt and Ken

Nothing to report.

Committee and Other Meeting Reports

American Outdoor Risk Retention Group (AORRG) Insurance – President, Mark Reaves
CD Value up from 1/3% to ¼%.

Northeast Chapter and USA – Pat Poulin, Jeff Fay as VT Representative

Northeast Chapter: Nothing new to report. USA: Missed last meeting.

VT Snow Trails Conservancy (VSTC) – Jim Hill, VSTC President

Nothing new to report.

Law Enforcement (LE) Committee – Cindy
Nothing new to report.

Awards & Nominating – Patty Companik, Chair
Getting ready for Annual Meeting. Notifications have been sent to award recipients with a request to attend and working on speeches.

By-Laws & Policy – Mark Reaves, Chair
Working on changes to create an Appeal Policy for the August BOD meeting.

Annual Meeting – Jeff Halpin
Planning is on track. 3 clubs have reached out to have items available at Annual Meeting. Fish & Wildlife and Washington County Sheriff are both on board to attend. Friday setup help is welcomed.

Executive Committee, Jeff Fay
Nothing new to report.

Financial – Patty Companik, Chair
Nothing new to report.

Long Range Planning & Organizational, Mark Reaves
Start planning for next year's BOD Leadership Summit.

Resource Committee, N/A
Not Active.

Personnel – Juliann Sherman, Chair
Included earlier in the meeting.

Trails – Brian Currier, Chair
Possibly an informal meeting at the Annual Meeting, with a standard meeting in the Fall to regroup.

Safety – Cindy Locke
No recent meeting.

Governor's Council – Pat Poulin
No summer meeting.
Discussion on LE fine rates and violations.
Discussion on new eNews format including volunteer & landowner spotlights.
Discussion of 2024 BOD Leadership Summit location to be same as 2023

Motion to adjourn by Lamoille County: Motion to approve, Chittenden County seconded to adjourn the meeting. MOTION CARRIED. The meeting was adjourned at 10:50am.

Respectfully submitted,
Jim Hill, Secretary