

VOCA

Executive Board Meeting Minutes Fall 2017

Date: Saturday September 09, 2017

Location: Aldous Funeral Home- 44 N. Main Street Rutland, VT 05701

In attendance: Tom Giffin- President, Dianne Leary- Vice President/ Grants Administrator, Chris Book-Treasurer, Whit Mowry- Assistant Treasurer

Board Members: Nicole Vecchi, Dick Howrigan, Jane Fletcher, Ruth Barton, Charlie Marchant, Barry Trudor and Jeni Newman

Public Attendee: Merrill Barton

Meeting called to order at 10:00AM by President Tom Giffin

Secretary's Report:

- Chris motioned to accept the minutes as printed; Ruth seconded; all in favor, motion passed unanimously.

Treasury Report:

- **See attached**
- Ruth motioned to accept the minutes as printed; Jane seconded; all in favor, motion passed unanimously.
- Dianne will look into options to obtain a no risk account that will generate more interest
 - Dianne will go to TD Bank to check interest rates and 2 credit unions
 - Key Bank is currently 2.25% for 39 months with no fees
 - Requires a checking account but it does not need to be an active account
 - Chris suggested the Bank of Orwell
 - Chris also suggested a vote by email to determine the best institution to invest the funds.
 - We all agreed to vote via email (See attached for final voting results) to close the Money Market at Heritage and put it into the Dean Account. From the Dean Account it will go into the new account.
- Whit stated he has not been getting statements
 - Tom stated he has no authority to add/ delete/ change information
- Vanguard gained \$14.62 in interest as of July 31, 2017
- Nicole mentioned she belongs to another 403(c) organization and asked if there was any restrictions set on how much money VOCA can have.
 - Chris will look into any restrictions
- Chris made a motion to move money based on advice of board to close the Heritage Money Market account and move it to the Dean Account.

- Charlie made a motion that Chris or Dianne become co-signers on all accounts and any check over \$1000 have two (2) signatures
 - Ruth seconded; all in favor, motion passed unanimously.

Membership Report:

- 650 approximate members
- 50% are in arrears on yearly dues
 - As exercised in the Bylaws, Article III Section 1: "...Any member in arrears for six months shall be dropped from the membership but may be reinstated upon resuming payment of the stated annual dues"
 - Tom will print the post cards next week
 - Charlie will call individuals in Wyndham County to see if they are still interested
 - Barry gave copy of the current membership list to Tom and Dianne on a USB drive

Grant Report:

- **See attached**
 - Dianne made a motion that \$3,000 be allocated for the grants for fiscal year 2018 with a maximum of \$750.00 per grant
 - Ruth seconded; all in favor, motion passed unanimously.

Editor's Report:

- Received responses to the survey in the newsletter
- Receiving ideas for content in upcoming newsletters
 - Ruth seconded; all in favor, motion passed unanimously.
- Jane will look into Bennington as an option for the Fall 2018 Membership Meeting with a possible walking tour of a cemetery to follow.
- Dianne mentioned the combined meeting request with New Hampshire Cemetery Association is not coming together
- Dianne will be working on the Spring 2018 Membership Meeting with the Cashman's in Roxbury, VT

New Business:

- Charlie had a booth at the Fair in Newfane
 - Made \$32.00
 - Passed out brochures that he had printed
 - Confirmed 3 tours / fieldtrips set for Fall

- *Burial Grounds of Vermont* is 30 years out of date
 - State board approved that all cemeteries have 911 addresses
 - One can walk into the Town Clerk's office and ask for the 911 Administrator
 - Every town has a 911 Administrator
 - Then ask for the 911 cemetery addresses
- Whit and Dianne will reach out to Cemetery Commissioners with a map of their town/ cemeteries
- Nicole requested that we add something to the letter for the Cemetery Commissioners to ask for the 911 addresses
 - There is no penalty for non-compliance
 - 911 Board sent letter 3-4 years ago and the Vermont League of Cities and Towns included it in their newsletter
 - We will include a request in the next VOCA Newsletter to look for volunteers who will look for the 911 addresses to cemeteries near them
 - Nicole suggested we update *Burial Grounds of Vermont* to include GPS coordinates
 - Nicole suggested that we propose that the 911 board resend the letter asking for compliance for towns who are not on board
 - Charlie will contact the 911 board to determine the current level of compliance

Old Business:

- Two (2) Pins/ Badges were ordered through Jane based on the inquiry in the newsletter
 - Jody needs to be asked how he wants to proceed going forward for pin orders
 - Barry suggested we start an online store on the VOCA website to sell the pins. He can add an order form for the pins and have checks sent directly to Jody
 - Dianne located a woman names Marcia in the NEK who has agreed to embroider our logo on items with no minimum charge
 - Dianne has already personally paid the \$25.00 set up fee
 - Dianne will talk to Marcia about future orders and individuals dealing with her directly for orders / available options
- Jane mentioned someone asked at the Spring meeting about how we remind towns that we are here and have grants available
 - Dianne said she cannot personally do any more until winter
 - Charlie mentioned to Jane that she has authority to draft memos on VOCA's behalf
- Dianne brought up towns as life members
 - We decided a 5 year max in this case
 - Going forward no town or organization can be a life member
 - Initial discussion was to reach out and let them know
 - Charlie mentioned it was not fair since we accepted it and it and they have been members

- Nicole believes they should be grandfathered in
- VOCA Logo Contest
 - Nicole was going to look into a school teacher she knew as a possible option
 - This is now a dead end
 - Dianne suggested we reach out to members
 - Tom said he would bring it up as old business at the Fall Members meeting in Barre, VT

New Business:

- Tom was contacted by the State Archaeologist, Jess Robinson who was unaware that the *Burial Grounds of Vermont* book existed.
 - Tom gave a complimentary copy
- Tom had a crew sign up to clear a site and fix what they can at an African American cemetery in Castleton
 - Jess Robinson wanted to make every cemetery in Vermont a historical site
 - Whit inquired as to making the African American cemetery a story in our newsletter
- Tom has a rededication of a cemetery for the DAR in Hampton, NY
- Nicole asked about adding upcoming events to the VOCA Facebook page with advanced notice.
- We need a motion for the VOCA officers to continue
 - Dianne will reach out to Edmond Wilcox
 - Barry mentioned the Footstones (appointed by the Board) have expired
 - Updated term dates
- Charlie mentioned that a County Rep has let him know that he has not received one single call in his area
 - Barry suggested that we have the county reps reach out to inactive members in their territory
 - Nicole suggested we start with the post cards
 - Barry will send a list of inactive members to County Reps
- Barry inquired as to the filing requirements for a 501c3 and form 990
 - Tom will follow up with Chris
- Barry mentioned 2018 will be the 60th anniversary of VOCA so let's do something big
 - Roll it into the meeting in Bennington?
 - Vermont Life article or VT Public Radio?
 - Barry offered to serve on a planning committee
 - Tom will help with press
- Cindy White is now the Burlington Cemetery Superintendent of Chittenden Parks and Rec Department
- Dianne asked if it would help to include a Self Addressed Stamped Envelope to get the dues
 - Tom stated it has not been successful in the past
 - Ruth indicated it may not be worth the effort

- Dianne asked if we want to adjust the meeting start time from 10 AM to 9AM. The 10AM start was to account for the weekday commuter traffic
 - Discussion determined 10AM was still a good time to start
- Nicole asked if the *Burial Grounds of Vermont* book would be ready for the next edition by next year
 - Tom stated the work by Arthur, Charlie and the group was incredible and a lot needs to be updated. It is not feasible that it will be ready in that time frame.
 - What would it take to update now?
 - Field Reps
 - A committee
 - An editor
 - Tom agreed it should be done but will take a lot of volunteers / commitment
 - Barry stated that Tom Ledoux created a data base and made it searchable.
 - This database is linked to the VOCA website (minus the maps)
 - Discussion on the value of a hard copy
 - We do not want to become Find-A-Grave
 - Add links to town offices
 - Barry gets emails on a regular basis to update/ correct GPS Coordinates and cemetery names
- Discussion to add something on the grant application to include a requirement for after photos and a summary of what was done including approximate hours, etc.
 - Barry and Dianne will work together to create a template

Ruth motioned to adjourn; Nicole seconded; all in favor, motion passed unanimously.

Meeting concluded at 12:17PM

Respectfully submitted,
Jeni Newman