

VASA Board of Director Minute
January 13 2025
VASA HQ

Doug Stone calls the meeting to order at 6:00 pm

Roll Call

BOD Present: Steve Mosher, Ray Blakeney, Lloyd MacCormack, Ian MacKenzie, Brian Benoit, Tom Nazzewski, George Barton, Mike Small, Fred Elliot, Vern Stone, Doug Stone, Melissa LaBounty, Bill Huff, Doug Wheeler

BOD Present Online:

Kurt Girard, Chuck Lyman, Bartholomew Howes, Chris Hill, Laura Champagne, Steve Bean, Frank Stanley

Staff (Non-voting) present: Tommy O'Connor, Jeremy Sneed, Ethan Hill, Erik Moreau and Gordon Pirie

Secretary's Report:

-are there any additions or corrections to the report?

-motion is made by Fred Elliot, seconded by Vern Stone, approved by all, none opposed, motion carries

Treasurer's report:

-Bill Huff starts by stating that the year 2022 / 2023 Audit is finally complete and that we have changed accountants to start working on the next audit. Ethan has completed the Asset inventory list which will be helpful in updating and completing the balance sheet so that it is more accurate. The goal is to work towards providing a yearly balance sheet (not a monthly one) which can be revisited by the BOD as a decision to only provide it annually. He also wants to draw some attention to the statement of activities, in particular Insurance expenses of \$151,688.17. The bulk of that expense is the liability insurance that carries to cover VASA and is extended to each club and their landowners. He brings this up because at some point in 2024 Jeremy tried to initiate the signing of a document "A Statement of affiliation" that connects clubs to VASA (the parent organization) & there was some resistance in signing the document by clubs. Bill thinks it should be revisited because of the cost that VASA spends and the benefit that clubs get from the cost.

-A motion is made by Vern Stone to approve the Treasurer's report, seconded by Fred Elliot, approved by all, none opposed, motion carries.

Staff Reports-

Office Manager - Erik Moreau:

25 TAD's have been sold up to the date of this meeting.

-Transition to the new membership enrollment system (Hubspot) is continuing

-Reactivating Formstack (last year's) application process for now

-Clarification of division of monies to clubs and VASA from membership sales made:

- In state TAD costs \$80 then disbursed as follows \$30 to the club, \$20 to VASA & \$30 to decals, second machine will get a \$20 discount which comes off the VASA disbursement part (keep in mind machine & TAD must match for this discount).
- Out of state costs \$125, then disbursed as \$30 to the club, \$20 to VASA & \$75 to decals (discount would be the same for a second machine)
- Donations would be disbursed to the clubs when applicable

He brings this up as a discussion as to why it is broken down this way. He was unable to find a policy that states this & as an obvious note that decals don't cost more for out of state. He thinks maybe it should be \$30 to clubs then rest to VASA without the current breakdown.

-Fred Elliot makes a motion to amend the VASA policy for the TAD's to break down the TAD money received into 2 categories instead of 3. Seconded by Steve Mosher, accepted by all, motion carries.

-He is also working on Spring marketing to increase our membership sales

-Tommy also clarifies the 10 day vs 15 day temporary TAD issued after purchase is completed that this is actually a VT State Statute. It is a state statute and has to be 10 days! He is not sure why it was ever changed to 15 days in the VASA system.

-Fred Elliot asks if there is a spot on the website to become a member only? Erik states yes there is, it is not currently on as we are transitioning between systems. He will be making sure that is on in the new system.

Trails Coordinator - Ethan Hill:

VTMP Updates; The spring season will bring us back to CATT to continue work on the Wright Farm RTP project. There is also a commitment to LNAC after that and then we will begin the VOREC grant project work early to mid season. **If clubs have work that needs to be done in 2025, please fill out the paperwork now to get on the schedule.** Ethan is always available to help fill out the paperwork if needed. Gordon is working this winter on obtaining his Class A CDL so that he can haul equipment and material.

Equipment: The 2010 Yanmar track truck is in the shop for repairs. The work being done is the addition of cooling fans, drive motor seals, roller bearings and doing some cosmetic work (painting).

GRANTS: RTP- The RTP grant applications being worked on will for a new N&N trailer. The VOREC grant funds will be designated for Club work. Clubs need to make sure that they have all of their landowner permission forms signed so that these grant projects can be completed.

NOTE: ALL clubs should be working on updating their landowner permission forms in case they are out of date. There is a newer version of the form on the VASA website, please use this one. The new form now includes an option for landowners to include easements that may affect how we operate on their property(s).

-Ethan has also been approached by the Town of Burke, Vermont that is looking to open roads to ATV's. He has attended meetings to give them information on the whole process/ They are doing a public survey to determine how the Town feels about this.

-Ian suggests that maybe the parcel # be added to the landowner permission form.

Executive Directors report:

In December, we closed out two of our RTP projects and the reimbursement process has been started and money has been received.

The 2022 / 2023 Audit is complete and we have moved all items from this audit to a new firm to help expedite the process and improve our filing process.

January work will include the starting of the budget preparation for 2025 / 2026 year and the start of legislative sessions. His plan is to have a draft ready for the Feb 2025 meeting to start the review process, clean it up in March & finalized by the April 2025 meeting.

Frank Stanley is returning to lead our governmental affairs work in Montpelier and continues to be vital to our growth as an association.

Tommy and Frank Stanley both gave reports about the current legislative updates.

-Bill Huff adds that Ethan is also working on the Capital Equipment Replacement Fund which we will hopefully be able to fund in the future with the previously discussed addition of the Capital Equipment Replacement Fund that is being funded for future equipment replacement.

Additional Business:

- **Mileage checks** - this was a Chris Putney agenda item, we will revisit next month when he is present. Reminder as to previous discussion: VASA pays the federal mileage reimbursement rate & not the non-profit rate, are we over paying for mileage? Do we want to change it?
- **Reminder about Annual Meeting:** VASA has started posts on social media about it, time to spread the word!

-Lloyd MacCormack asks about the landowner permission forms being 3 years, thought he saw a 5 yr request being asked for. Tommy clarifies that VASA is 3 years & VOREC Flood recovery required 5 years.

-Fred Elliot asked about getting Insurance verification, VASA can print off a copy or it can be emailed.

-Bart Howes brings up that all Staff should be giving detailed written reports and that is actually in by-laws. Bill asks if there is a problem that he wants to address. Bart's concern is that Erik's is not a detailed report. Erik states he gives a report with bullet points of what is to be discussed and will include monthly reports showing data about TAD sales.

A motion was made to adjourn by Steve Mosher, seconded by Fred Elliot, meeting was adjourned at 7:18 pm.