

Isle La Motte Board of Auditors

Minutes for Organization Meeting on March 30, 2017

Members present: Cathy Tudhope and Betsy Howland. Sylvia Jensen joined the meeting via telephone after the first item of business was completed.

Others present: Bill Howland. Town Clerk Michele Murray, who opened the meeting and stayed through the first item of business.

Action items are in bold.

The meeting was called to order at 9:01am.

1. Re-organization

Betsy Howland (BH) nominated Cathy Tudhope (CT) for chair of the board, 2nd by CT, all voted in favor.

CT nominated Betsy Howland as secretary & organizer for the board, 2nd by BH, all voted in favor.

At this point Sylvia Jensen (SJ) called in and participated on speaker phone.

2. Planning for Quarterly Meetings

BH suggested having the first quarterly meeting during the third week of April. It was decided by consensus to table discussion of the meeting schedule until all members are physically present.

3. E-mail Account and Set-up

CT provided a handout titled "Ethical Board E-mail Model". **CT made a motion for BH as secretary to have control of the e-mail password and the e-mail body.** CT explained the set-up, which gives each member an assigned e-mail address plus one e-mail body that houses all the Auditor e-mails. Members would not be using their personal e-mail addresses. CT is able to do the set up. **SJ seconded the motion and all voted in favor.**

4. Open Meeting Rules

CT provided a handout titled "Model Rules for Procedure" put out by the VT League of Cities and Towns. **CT made a motion to table the item for now with the intention of using the model as a guide to set up our own rules. The motion was seconded by BH and all voted in favor.** Each member will propose changes/additions on the form for the next meeting.

5. Board Policy

A discussion of Board policy, based again on the VLCT "Model Rules for Procedure" will also be considered at the next meeting. There was a **motion to table the discussion until the next meeting by SJ, 2nd by BH, and all voted in favor.**

6. Postcards for 2nd School Budget vote

The Isle La Motte town attorney, School Directors Louise Koss and Jane Zera composed the wording for a postcard explaining the need for a second School Budget vote due to a missing budget report in the 2016 Town Report. CT read the postcard aloud for the benefit of SJ. CT, volunteering as an individual, has helped the School Board by printing, labeling and stamping the postcard, and they are ready to be mailed. BH thanked CT for doing this work.

There was discussion about the reports that were missing from the Town Report. The School District reports sent to the Auditor Board by e-mail from the Supervisory Union were a confusing combination of text and scattered attachments. The reports were received one week late, just before the printing deadline. Of the twelve reports received, only eight were visible on the screen, and only eight were printed out. For next year, the auditors will request a printed package in addition to an e-mail from the School District to avoid confusion.

In response to an article in The Islander, it was proposed that CT will draft a communication regarding the problems encountered with the School District reports and changes to be made to avoid problems in the future. **The proposal was moved by BH, 2nd by SJ, and all voted in favor.**

7. Other Business

Town Clerk/Treasurer Michele Murray provided CT with a new town office policy regarding access to town office records for all persons, including the Board of Auditors. CT read this for the benefit of SJ. In addition Michele Murray informed the Auditors, among other things, that she as treasurer would not be available outside regular office hours.

SJ asked for default agenda items going forward including adjustments to the agenda, minutes, adjournment and executive session. This request will be considered during the board policy discussion at the next meeting.

The next meeting was scheduled for Friday 4/7/2017 at 6:00pm, possibly in the church basement due to lack of access to the Town Hall (based on our understanding of the new access policy from Michele Murray). The agenda for the meeting was discussed and set.

Motion by CT to adjourn at 9:53am, 2nd by SJ, all voted in favor.

Respectfully Submitted,

Betsy Howland

Secretary for the Board of Auditors