



# **2019 PROPOSED BUDGET, BYLAW CHANGES & ANNUAL MEETING AGENDA**





# VAST ANNUAL MEETING 2019

Sept. 7 - Northern VT University - Lyndon, Vt.

*Displays and Activities*

## GROOMER MANUFACTURERS



## SNOWMOBILE DEALERS



## SNOWMOBILE-RELATED VENDORS



LINDA LEE  
MONOGRAMS



## SLED SWAP

(bring title and/or certificate of origin)



## AMSOIL SNOGROSS CIRCUIT RACERS

Kyle Sackett, Corbin Bellaview,  
Leo Patenaude & Hunter Patenaude  
Racing sleds display, posters & autographs

## SILENT AUCTION

1/2 of the proceeds will be awarded to a college student in attendance as a scholarship. Students may enter during meeting registration. Must be a VAST member to be eligible.





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## AGENDA

**8 a.m. - 12:30 p.m.: Registration**

**Coffee, tea, donuts and pastries served**

**9 a.m. - 11:30 p.m.: Pre-meeting**

**9 a.m.- 1 p.m.: Vendor displays, snowmobile racer displays, dealer displays, sled swap, silent auction**

**11:30 a.m. - 1 p.m.: Buffet lunch.** \$10 - purchase at registration. Salad, beef sirloin tips, pork loin, roasted potatoes, mixed vegetables, pies, cookies, brownies, coffee, tea, water

**1 p.m. - 4 p.m.: Awards, Presentations & VAST budget meeting**



*Special lodging rates available at the Comfort Inn & Suites in St. Johnsbury.*

**HOSTED**

**BY**

**CALEDONIA  
COUNTY CLUBS**



# Dear VAST Members:

It is that time of year that we are gearing-up for the annual meeting. I see that many of you are working on trails, holding events, or enjoying a little vacation time. Thank you so much for your time and dedication to VAST and snowmobiling in Vermont!

This past year was certainly an interesting one. We had great snow early in most regions, which boosted early bird sales statewide. Then we had a defrost statewide with icing for some areas and a complete loss of snow in others. Because of the early snows, our loyal members bought their TMAs early, and we had less regular season sales. This is always hard to predict when building our budgets since we are completely snow dependent. Overall, our total TMA sales were up in the amount we sold, but the revenue was flat due to so many early bird sales. Also due to good snows, our grooming expenses were up slightly.

So, when looking at next year's budget, we decided to use the numbers we had for our actual FY 2018 TMA sales to build the FY 2020 budget, since last year was unusual. So, you will find attached the FY 2020 budget, in addition to the FY 2019 budget, as well as where we project to end this (FY 2019) year. As a reminder, the VAST budgets the membership votes on are the General Fund, Trails Fund and Scholarship Fund. The SSTP budget is a State of Vermont budget, and those funds are voted on by the Governors Snowmobile Council and approved by the State of Vermont.

Also attached are some slight bylaw changes that were approved for presentation to the membership by the VAST board of directors. These changes were recommended by the VAST Bylaw and Policy Committee and are just small areas of the bylaws that the committee focused on to clean up some language.

If you have any questions about the budget or the bylaws, please feel free to reach out to me. I am always happy to talk to members interested in learning more about how VAST operates and to answer any questions.

Again, thank you for all of your support, and to those of you who have the time to volunteer and do so for your clubs, county and VAST, THANK YOU! We hope to see you at the annual meeting being hosted by Caledonia County on September 7, 2019.

Best regards,  
Cindy Locke, VAST Executive Director

## NEXT 5 YEARS ANNUAL MEETINGS

As stated in our bylaws, Annual Meeting dates are picked by the hosting county. However, the meeting must fall in August or September.

### HOSTING COUNTIES

Bennington	2020
Chittenden	2021
Essex	2022
Washington	2023
Windham	2024

## PROPOSED BYLAW CHANGES

The following Bylaw updates will be presented for membership approval at Annual Meeting. Each update may be voted on individually, only these sections of By-Laws shall be open for discussion.

### ARTICLE II. ORGANIZATION

#### Section 5

The Club shall as requested by VAST, at Club's own expense make such records available for inspection and audit (including copies and extracts of records as required) by an auditing firm or CPA selected by VAST. Such records shall be made available **within fifteen (15) business days after notification by VAST and/or County Director in accordance to VAST policy.**

#### Section 6

The 14 Incorporated County Snowmobile Clubs shall be governed by a common set of Articles of Association, and shall be affiliate members of the Association.

#### County Articles of Association

- a) County Clubs shall be governed by Articles of Association amended version of ~~9/24/2011~~ 9/7/2019; these Articles may not be changed without approval by plurality vote at VAST Annual Meeting. County Clubs may create By-Laws governing the minimum number of members, membership dues, additions or deletions of clubs.
- d) Active Membership - Any snowmobile organization/club is eligible to become an active member of this association, with full voting and other privileges, provided it is qualified under such rules as the **membership committee VAST Board of Directors** may provide. Each active member shall be entitled to one vote in the affairs of the association, proxy voting is allowed. The approved Active Members shall be affiliated members of the County Club. Additions or deletions of an organization/club may be done at a duly organized meeting of the association by a majority vote of those in attendance at the meeting. Such proposed Amendments shall be mailed to each active member organization at least 30-days prior to the meeting at which action is on agenda.

### ARTICLE III. Trails Maintenance Assessment (TMA)/DUES

#### Section 1

A Three Day (or limited time) TMA will include membership. **valid only for the specified time frame and will not afford any voting rights or benefits.**

#### Section 2

The Board of Directors shall set annual TMA fees/dues for this Association. They shall be based upon a budget approved by the membership, voted on at the Annual Meeting and approved by a two-thirds (2/3) majority vote of the delegates present.

(a) The Board of Directors shall set a Commercial TMA fee/dues annually. A portion of the fee/dues equal to that of an In-State Regular Season TMA shall be used to defray budget expense. The balance shall be distributed by the VAST Trails Administrator to the local impacted clubs or individuals whose duty it is to maintain and groom trails in that area. Funding will be distributed as outlined in the VAST Trails Policy Manual.

(b) Complimentary TMA - At the discretion of the Executive Director and/or the Board of Directors a complimentary, limited duration, TMA(s) may be issued to visitors to facilitate their stay in Vermont.

(c) **County Director/VAST Officer Volunteer TMA – VAST is eligible to provide one (1) volunteer TMA for each county director/VAST officer in recognition of their commitment to attend monthly meetings.**

### ARTICLE VIII. COMMITTEES

#### Section 1

Committees shall be appointed by the President in conjunction with the VAST Executive Director as necessary to assist in carrying out the mission of the organization. Committees shall be reviewed and approved by the VAST Board of Directors. The President, with the consent of the Board of Directors, or the Board of Directors, shall charge the committees with their duties as applicable. The President shall appoint committee chairs and it shall be their responsibility to provide **written** reports of their meetings to the Board of Directors. At least one member of each committee shall be a Director.

#### Policy and By-Laws Committee

Jeff Fay – Chair

Cindy Locke - VAST ED

Mark Reaves – Washington Cty Director

Curt Marechaux – Rutland Cty Director

# VAST GENERAL BUDGET 2020 AND 2019 EOY PROJECTION

Vermont Association of Snow Travelers						
	DESCRIPTION	BUDGET	EOY Projection	FY2019 Notes	FY2020 Budget	FY2020 Notes
					Passed by VAST BOD on 7/22/2019	
FY19 General Fund Budget (GF)					FY20 General Fund Budget (GF)	
INCOME						
INTEREST						
5300/1001	General Fund Interest	\$ 8,000.00	\$ 17,000.00		17,000.00	
5300/1002	Admin CD Interest	700.00	37.31	Closed in Oct 2018		
5300/1003	Capital Reserve Interest	1,900.00	6,000.00		5,000.00	
MEMBERSHIPS						
5400/1001b	EB Registered IN VT	281,101.72	298,275.68		281,101.72	
5400/1002b	EB Registration OUT-OF-STATE	113,936.84	135,050.48		113,936.84	
5400/1008b	Family Reg. IN VT	49,983.92	51,159.72		49,983.92	
5400/1009b	Family Reg. OUT-OF-STATE	11,171.23	13,681.91		11,171.23	
5400/1018	Three Day Pass	13,580.94	15,627.82		13,580.94	
5400/1006b	RS Reg. IN VT	122,796.94	107,798.86		122,796.94	
5400/1007b	RS Reg. OUT-OF-STATE	51,089.47	53,860.50		51,089.47	
5400/1012	Antique	37.74	37.74		37.74	
5400/1013	Vintage	46.11	88.04		46.11	
5400/1003	Commercial	4,134.06	4,620.42		4,134.06	
5400/1011	Military	342.51	279.60		342.51	
5400/1010	Dealer	2,476.68	2,395.59		2,476.68	
5400/1004	Club Dues-Dealer/Milit./Antique	1,953.00	1,813.00		1,953.00	
5400/1019	Replacement, Transfer & Misc	4,340.00	4,337.83		4,340.00	
5400/1019a	Lost TMAs	3,470.00	6,190.00		3,470.00	
PR & MARKETING						
	Sale of VAST Promo Items	6,000.00	4,000.00		4,000.00	
MEDIA & COMMUNICATIONS						
	Media Sales	90,000.00	90,000.00		90,000.00	
5700/1005	Media Miscellaneous	100.00	100.00		100.00	
ANNUAL MEETING				We never know because it depends on the county how they will run the event and if we will collect any mean money.		
CONTRACTED SERVICES & OTHER						
6000/1001	SSTP Management Services	115,550.00	115,550.00		115,550.00	
6000/1001a	SSTP Rental Income	6,000.00	6,000.00		6,000.00	
6000/1002	LVRT Support/Management Services	35,000.00	4,000.00	LVRT has slowed too.	15,000.00	
6000/1005	General Miscellaneous	3,000.00	4,434.82	Due to USPS not running the way they used to for mailing magazines. They refunded a balance due to us.	3,000.00	
6000/1006	On Line TMA Handling Fee	12,000.00	13,100.00		13,500.00	
6000/1007	Donations	0.00	2,097.70		0.00	
6000/1008	General Grants	0.00	10,000.00	New line item	0.00	
6000/1009	Finance Charges					
	TOTAL INCOME FUNDS	\$ 938,711.16	967,537.02		929,611.16	
EXPENSES						
SALARIES						
	Staff Salaries	\$ 372,701.68	372,701.68		\$ 391,766.12	
BENEFITS						
	Benefits	131,873.13	131,873.13		135,322.73	
PERSONAL/EXECUTIVE COMMITTEE EXPENSES						
7200/1002	Executive Director	2,500.00	2,200.00		2,500.00	
7200/1003	President	1,500.00	1,000.00		1,500.00	
7200/1004	Vice President	1,500.00	1,000.00		1,500.00	
7200/1005	Recording Secretary	1,000.00	300.00		1,000.00	
7200/1006	Treasurer	1,000.00	200.00		1,000.00	
STAFF & OTHER EXPENSES						

# VAST GENERAL BUDGET 2020 AND 2019 EOY PROJECTION

	DESCRIPTION	BUDGET	EOY Projection	FY2019 Notes	FY2020 Budget	FY2020 Notes
					Passed by VAST BOD on 7/22/2019	
7210/1009	Employee Travel	4,000.00	5,000.00	Moved trails division travel to now come out of the GF instead of trails, so was higher than expected. Accounting for it in the future.	6,000.00	
7210/1010	Employee Mileage / Fuel	6,000.00	5,000.00		6,000.00	
7210/1011	No EE Authorized Travel	2,000.00	1,500.00		3,500.00	
7210/1013	Staff Trainings	1,500.00	2,499.83	Sales Force and Sage training	2,000.00	
OPERATING EXPENSES						
7300/1002	Telephone	5,600.00	5,600.00		5,600.00	
7300/1003	Maint. Contracts-Office Equip	3,500.00	3,817.73		3,500.00	
7300/1004	Property Tax	8,000.00	8,000.00		8,000.00	
7300/1005	Equipment - Computers	600.00	1,362.89	Had to buy two new computers in June	600.00	
7300/1006	Office Maintenance	600.00	702.93		600.00	
7300/1007	Miscellaneous	500.00	300.00		500.00	
7300/1008	Bank, CC, Dir Dep, Misc. Fees	1,200.00	1,460.76		1,200.00	
7300/1008a	Online TMA CC Fees	13,000.00	13,743.40	Sold more than expected, but a wash with All TMA income based on category.	14,000.00	
7300/1009	Electricity	2,000.00	2,000.00		2,000.00	
7300/1010	Fuel	1,600.00	1,600.00		1,600.00	
7300/1011	Exterior Light Maintenance	2,500.00	777.40		500.00	
7300/1012	Janitorial	3,600.00	3,000.00		3,600.00	
7300/1013	Trash Removal	1,000.00	1,000.00		1,000.00	
7300/1015	Sewer Tax	200.00	200.00		200.00	
7300/1019	Club Dues (Dealer Milit & Antiq	2,500.00	2,863.00		3,000.00	
7300/1020	Vehicle Maint., Reg & Accessor	3,500.00	4,063.03		3,500.00	
7300/1021	Interest Expense	2,000.00	2,000.00		1,500.00	
OFFICE SUPPLIES						
7400/1001	Supplies Expenses	7,500.00	7,000.00		7,000.00	
7400/1001a	Copying Expenses	5,500.00	700.00	New copier - big savings	700.00	
7400/1002	Postage	14,000.00	12,000.00		12,000.00	
7400/1003	Membership Forms/Decals	15,000.00	13,761.39		14,000.00	
7400/1005	Computer Software	2,500.00	5,384.19	New Sales Force add ons and Sage increased	3,000.00	
9700/1001	Bad Debts	800.00	200.00		300.00	
INSURANCE						
7500/1001	General Insurance	15,000.00	11,026.00	No Poland Bridge	11,100.00	
PROFESSIONAL						
7600/1001	Audit GF & TF	13,000.00	7,000.00	We did not spend as much on the LVRT this year, so did not qualify for a Single Federal Audit	13,000.00	
7600/1002	Legal	16,000.00	26,952.67	Work on all contracts, Legislative work, trails	11,000.00	
7600/1003	Technical	9,000.00	9,000.00		9,000.00	
7600/1009	Internet/Website Database/Support	5,500.00	5,500.00		5,500.00	
7600/1010	IRS Filings-Cnty Club Complain	7,000.00	7,000.00		7,000.00	
7600/1011	Other Professional	3,000.00	3,000.00	VTA legal and lobby	3,000.00	
ANNUAL MEETING						
7700/1001	Annual Meeting	3,000.00	3,000.00		2,000.00	
7700/1001a	Annual Meeting Prior Year	0.00	6,140.95	Its hard when our annual meeting is in Sept because the EOY is Sept 30, so some bills come in after EOY. But county still has an 11K budget	0.00	
7700/1001b	Annual Meeting (Assist clubs)	11,000.00	8,000.00	Its hard when our annual meeting is in Sept because the EOY is Sept 30, so some bills come in after EOY. But county still has an 11K budget	11,200.00	
7700/1002	Awards Trophies	5,000.00	5,000.00		5,000.00	
MEDIA & COMMUNICATION						
7800/1003	Travel Expenses	2,000.00	2,000.00		2,000.00	
7800/1004	Supplies	1,500.00	700.00		1,500.00	
	Snowmobile VT Printing/Handlin	80,000.00	80,000.00		80,000.00	

# VAST GENERAL BUDGET 2020 AND 2019 EOY PROJECTION

	DESCRIPTION	BUDGET	EOY Projection	FY2019 Notes	FY2020 Budget	FY2020 Notes
					Passed by VAST BOD on 7/22/2019	
GENERAL EXPENSES						
7810/1001	Recruitment	500.00	500.00		500.00	
7810/1002	Donations	3,500.00	3,000.00	Going to put this \$15K in reserves to use with the \$15K next year for a study.	3,500.00	
7810/1003	Economic Impact Study	15,000.00	15,000.00		15,000.00	
ASSOCIATION TRAVEL						
7900/1001	Dues / Sponsorships	1,000.00	600.00		1,000.00	
7900/1002	Other Association Travel	5,000.00	5,200.00	NE Chapter, USA	6,000.00	
7900/1003	Congress Meetings	10,500.00	6,000.00		9,000.00	
COMMITTEES/BOARD						
8000/1001	Misc. Meeting Exp-Incl Gov Cou	1,000.00	1,000.00		1,000.00	
	All Other Comm./Meetings	16,000.00	16,000.00		16,000.00	
8000/1014	Staff Meetings	795.00	795.00		795.00	
PR & MARKETING						
8100/1004	VAST Promo Items	3,500.00	10,000.00	Three new designs and clothing this year. Some washes with 5500/1017a	3,500.00	
8100/1005	PR Travel Expenses	3,500.00	3,500.00		3,500.00	
8100/1006	General Promotions	2,500.00	2,500.00		2,500.00	
8100/1007	Advertising	12,000.00	9,000.00		7,000.00	
8100/1008	Tradeshows & Events	20,000.00	17,000.00		17,000.00	
8100/1009	Credit Card - Online Sales Fee	1,000.00	500.00		1,000.00	
8100/1010	Website Shipping Charges	0.00	1,000.00	New line item is why it was not budgeted for	1,000.00	
8100/1011	Memberships & Subscriptions	3,000.00	4,000.00		4,000.00	
8100/1012	PR & Marketing Supplies	3,000.00	6,000.00	Safety vests and first aid kits \$3800	3,500.00	
8100/1013	Safety Program				2,000.00	New in 2020 for Safety Ambassador Program
GOVERNMENT RELATIONS						
8200/1001	Lobbyist	29,000.00	29,000.00		30,000.00	The state is making us take this line completely out of SSTP, so the GF and TF must absorb it.
8200/1005	Legislative Events	1,000.00	203.00		500.00	
EXTRAORDINARY ITEMS						
	TOTAL EXPENSES	925,569.81	919,928.98		929,583.85	
	NET INCOME (LOSS) BEFORE EXT	\$ 13,141.35	967,537.02		929,611.16	
	NET INCOME (LOSS)	\$ 13,141.35	47,608.04		27.31	
FY19 Trails Fund Budget					FY20 Trails Fund Budget	
INCOME						
INTEREST						
5300/2001	Trails Checking Interest	\$ 750.00	\$ 2,069.91		2,000.00	
MEMBERSHIPS						
5400/2001b	EB Registered IN VT	723,585.06	767,793.10		723,585.06	
5400/2002b	EB Registered OUT-OF-STATE	293,365.45	347,610.10		293,365.45	
5400/2003	Commercial TMA	10,641.66	11,893.62		10,641.66	
5400/2004	Military	881.51	719.60		881.51	
5400/2006b	RS Reg. IN VT	316,076.34	277,489.71		316,076.34	
5400/2007b	RS Reg OUT-OF-STATE	131,510.38	138,645.75		131,510.38	
5400/2008b	Family Reg. IN VT	128,656.34	131,682.78		128,656.34	
5400/2009b	Family Reg. OUT-OF-STATE	28,754.09	35,216.37		28,754.09	
5400/2010	Dealer TMA's	6,375.08	6,166.39		6,375.08	
5400/2012	Antique	97.14	97.14		97.14	
5400/2013	Vintage Trails	118.71	226.64		118.71	
5400/2018	Three Day Pass Trails	34,948.25	40,233.68		34,948.25	
GRANTS						
5500/2003	GMNF / Cost Share	106,070.26	106,070.26		107,000.00	
5500/2004	Comm. TMA Club Dues Reimb	1,530.00	1,710.00		1,700.00	
5500/2005	Comm. TMA County Dues Reimb	17,340.00	19,380.00		17,340.00	
5500/2011	RTP Grooming Grants	194,417.00	194,417.00	Will come in by the end of Aug.	195,000.00	
5500/2019	Club Reimbursement Claims	1,600.00	2,200.00		1,600.00	

# VAST GENERAL BUDGET 2020 AND 2019 EOY PROJECTION

	DESCRIPTION	BUDGET	EOY Projection	FY2019 Notes	FY2020 Budget	FY2020 Notes
					Passed by VAST BOD on 7/22/2019	
SALES ITEMS						
5600/2001	Maps	12,000.00	6,701.10		12,000.00	
5600/2002	Signs	16,500.00	15,839.87		16,500.00	
5600/2007	Micro SD Cards	1,500.00	1,130.00		1,500.00	
	TOTAL INCOME	\$ 2,026,717.27	2,107,293.02		2,029,650.01	
EXPENSES						
TRAILS FUND						
8300/2004	Public Relations/External Image	\$ 500.00	\$ 0.00		100.00	
8300/2005	Accident/Health Ins. Volunteer	6,250.00	5,644.50		0.00	
8300/2009	Trails Committee	3,000.00	2,000.00		3,000.00	
8300/2010c	GMNF / Cost Share	100,000.00	100,000.00		107,000.00	
				Over by \$171,995.41. VAST BOD voted to take what we could out of grooming contingency (109,878) and put the \$20k we would have put into that contingency toward the over payment and then make up the rest with the net revenue from the general fund.		Trails Insurance went up 50k this year due to litigation so 50K came out of grooming as the only fluid line item in trails. See 8300/2037
8300/2011	Grooming	1,457,770.00	1,629,765.41		1,341,065.00	
8300/2014	Trails Miscellaneous	100.00	100.00		100.00	
8300/2024	Commer.TMA Reimburse Cty.	17,850.00	19,380.00		17,850.00	
8300/2025	Comm.TMA Reimb.Clubs	1,575.00	1,575.00		1,575.00	
8300/2034	Vehicle Maint, Reg & Accessory	300.00	1,200.00		300.00	
8300/2035	Staff Safety Equipment	2,500.00	500.00		2,500.00	
8300/2037	Insurance Policies - Trails	2,500.00	50,250.00		50,250.00	
8300/2041	Plow Parking Lots	20,000.00	15,807.98		0.00	Moved to SSTP
8300/2015	GPS Trail Mapping, Units and Contracts		In SSTP		31,160.00	New in 2020, will go down by about \$26,000 in 2021, or 2022
8300/2006	Trail Signs		In SSTP		32,000.00	Moved from SSTP
8300/2007	Maps		In SSTP		9,000.00	Moved from SSTP
8300/2008	Micro SC Cards		In SSTP		1,500.00	Moved from SSTP
8300/2003	Government relations (lobby for trails) split with GF		From SSTP		30,000.00	State made us move this out of SSTP.
					1,627,400.00	
	TOTAL EXPENSES	1,612,345.00	1,826,222.89			
	Trail Fund Encumbered	400,000.00	400,000.00		400,000.00	
EXTRAORDINARY ITEMS						
	TOTAL EXTRAODINARY ITEMS	0.00				
	Total Expenses & Extraordinary	2,012,345.00	2,226,222.89		2,027,400.00	
	Net Income (loss)	\$ 14,372.27	-118,929.87		2,250.01	
FY19 Scholarship Fund Budget					FY20 Scholarship Fund Budget	
INCOME						
INTEREST						
5300/3001	CD or Investment Interest	\$ 500.00	124.93		500.00	Moving to investment account and want to know what our return will be
MEMBERSHIPS						
5400/3001	TMA Contribution (.10%)	2,182.70	2,299.82		2,182.70	
PROMOTION						
5500/3005	Liberty Mutual	6,000.00	4,102.02		0.00	No more donations from LM
CONTRACTED SERVICE & OTHER						
	TOTAL INCOME	8,682.70	6,526.77		2,682.70	
EXPENSES						
SCHOLARSHIP EXPENSES						
8200/3002	Scholarships	3,000.00	1,500.00	We got a check back from a 2018 winner who did not go to	3,000.00	
	TOTAL EXPENSES	3,000.00	1,500.00		3,000.00	
					5,000.00	
					Passed by VAST BOD on 7/22/2019	
	NET INCOME (LOSS)	\$ 5,682.70	5,026.77			
					-317.30	