



**Board of Directors**  
**July 28, 2025**  
**Meeting Minutes**

**Members Present:**

**OFFICERS PRESENT:**

President: Patty Companik  
Vice President: Mark Reaves  
Secretary: Ruth Halpin  
Treasurer: Stephen Conti  
Past President: Jeff Fay

**DIRECTORS PRESENT:**

Addison: Jennifer Lucia  
Bennington: Carol DeJohn  
Caledonia: Bruce Carlson  
Chittenden: Pat Poulin  
Essex: John Hull  
Franklin: Mike Burns  
Grand Isle: Wade Lockerby (Not present)  
Lamoille: Dustin Turner  
Orange: Juliann Sherman  
Orleans: Roger Gosselin  
Rutland: Mike Stewart  
Washington: Jeff Halpin  
Windham: Michael Garber (Not Present)  
Windsor: Doug Jacobs (Not Present)

**STAFF PRESENT:**

Executive Director: Cindy Locke  
Trails Administrator: Matthew Tetreault  
Media Manager: Beth Flint  
Programs & Trails Manager: Mandy Dwinell  
Office Manager : Tina Bedard  
Finance Manager: Sheila Fenoff-Willett

**GUESTS:**

Ed Hebebrand; Caledonia County Alt. Director, Greg Rouleau; Washington County Alt. Director, Stan Choiniere; Windsor County Alt Director, Ivor Stevens; Windham County Alt Director, Mike Koehler; Orleans County Alt. Director, Tim Hunt; Rutland County Alt Director, Richard Spitzer; Chittenden County Alt Director, Mike Mutascio; Lunenburg Polar Bears, Amber Stevens; Awards Committee Chair, Jim Hill; VT Snow Trails Conservancy President

President Patty Companik called the meeting to order at 6:00 in person, at The Vast Office, with Zoom option.

## APPROVAL OF AGENDA

Lamoille County moved, and Essex County seconded, to approve the agenda as presented. **MOTION CARRIED**

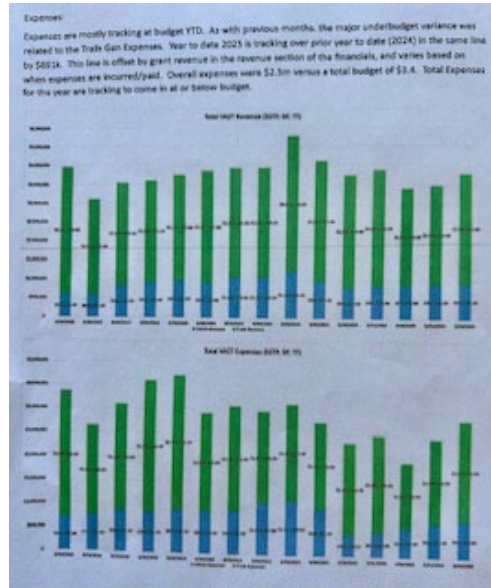
## SECRETARY'S REPORT

Essex County motion to approve, Rutland County seconded to approve Secretary's Report as presented. **MOTION CARRIED**

## TREASURER'S REPORT

Essex County moved, and Orleans County seconded to approve the Treasurer's Report as presented. **MOTION CARRIED**

June Report - Cash Balance:		
Operating Account	\$	1,350,430.64
NSB VAST General Account		(34,321)
EpiRate Membership Savings		(83,99)
Pension Liabilities		33.66
401K		(241,911)
Childcare Cost FTR		(1,193.55)
Notes Payable - 2019 Fund F150		
Net Operating Account		<u>1,348,894.57</u>
Total Designated and Reserve Accounts		
NSB-Trail Projects Account		747,706.67
NSB-Trail special revenue acc		282,860.00
Flood Relief Trustwork		213,838.94
Sub Total Trails Accounts		<u>1,244,405.61</u>
Board Reserve Savings Accts		
Capital Contingency		255,501.12
Capital Equipment Reserve		6,371.04
Capital Building Reserve		26,213.01
Capital Emergency Reserve		119,531.66
Capital Reserve R&G		34,729.00
Capital Disaster Relief		211,818.78
Capital Special Projects		46,277.64
Capital Economic Impact Study		69,000.00
Capital VTCCT Reserve		9,353.00
Capital Fuel/Club Equip Reserv		21,613.42
Capital State Land/Maintenance Proj		10,000.00
Sub Total Board Designated Accts		<u>889,816.85</u>
BUS/Mail Scholarship Reserve		14,823.56
BUS & Mail Scholarship CD		250,000.00
Total Designated Accounts		<u>2,338,842.62</u>
Membership Revenue:		
Current YTD Actual Membership Revenue stayed static with April-May income at \$2.6m vs. a total Budget of \$2.6m. This has membership revenue over budget by \$282k, mostly related to the Trail Projects grant. Compared to the previous year's membership revenue, June ended 2260% higher.		
Total Revenue: Current YTD Actual Revenue was \$3.6m to a total budget of \$3.6m. This has produced an under budget variance of \$282k. Compared to the previous year, June ended 593% higher, mostly due to membership revenue and Trail Project grant revenue, which is offset in the YTD expenses.		



				includes	inclusion in
March 2023 COVID				income	Membership Budget
State Grant				\$547,472	
Membership \$5					
Budget	Jan-23	Jan-22	Jan-23	Jan-24	Jan-25
Actual	\$2,441,193	\$2,478,382	\$2,767,290	\$2,767,290	2,299,823
Monthly activity	\$1,181	\$8,740	\$1,811	\$1,811	3,279
Income to be	\$2,828,134	\$2,780,032	\$2,448,579	\$2,332,659	\$2,545,976
percentage	111.80%	111.69%	88.18%	83.37%	112.27%
increase in income Budget					
					\$248,948
Income \$5					
Budget	Jan-23	Jan-22	Jan-23	Jan-24	Jan-25
Actual	\$2,205,180	\$2,130,443	\$1,438,342	\$1,708,350	1,185,902
Monthly activity	\$10,726	\$14,005	\$11,589	\$48,729	81,317
Income to be	\$2,315,906	\$2,144,448	\$1,612,129	\$2,900,811	\$1,555,670
percentage	96.23%	96.07%	87.66%	82.54%	92.64%
increase in expense Budget					
					\$394,060
Expense					
Budget	Jan-23	Jan-22	Jan-23	Jan-24	Jan-25
Actual	\$2,818,998	\$2,752,476	\$2,983,607	\$3,052,072	\$3,474,712
Monthly activity	\$65,797	\$11,494	\$71,649	\$75,159	102,761
Expense to be	\$2,884,795	\$2,763,970	\$3,055,256	\$3,127,231	\$3,577,473
percentage	74.89%	69.11%	69.42%	61.90%	75.24%

## TABLED ITEMS

Nothing Tabled.

## UNFINISHED BUSINESS

1. Waterbury Suspension Bridge- Jeff H

No Update, no response to repeated emails.

2. Map gears App- Matt/Cindy

Met with Mapgears, updates and enhancements coming. Trying to standardize with Northeast states to look the same in each state.

3. Paper Maps- Cindy/Matt

Agreed to wait until 2026 to revisit printing of paper maps and working with Mapgears. Discussion on whether to print the old map, and liability concerns with not being accurate. Decision to not print old information.

VAST Staff to look into the option of having PDF version to post onto the VAST website for members to download & print if they want to.

4. GPS Units (pilot)- Matt/Cindy

Will be using at least 4 new GPS Vendors to do beta testing. All units to go into chosen club groomers across the state to test and compare. Currently looking at 6 clubs to participate in the pilot. Will be a Zoom meeting to train. Hoping units will be here by Annual Meeting. Reminder that ALL clubs need to do Paper log sheets. VAST staff to provide Log sheets/books this year to all grooming clubs.

5. Dispute Resolution Update- Patty/Cindy

Clubs requests ( 1- Caledonia County, 1- Washington County) were denied in writing, at step 2 in the resolution Policy guidelines. They have the option to go onto Step 3 in the process. Reminder there are timelines associated with each step.

6. \$25 Promotional Weekend- Cindy

Cindy to send out the results on percentage of who bought Early Bird TMS that went onto buying Regular Season TMAS.

7. Clothing- On demand Shopping- Mandy/Cindy/Patty

Gathering more info and putting together a financial analysis.

8. Congress Feedback- Cindy/Patty/Mark

Patty presented a Power Point presentation, that the Board received in print version. 7 different organizations were in attendance. Many GPS Vendors, all attended many breakout sessions, a lot of interest in attracting youth. Safety and Law enforcement discussions, good and bad. AORRG to do a presentation for next years congress to be held in Omaha, Nebraska.

## **NEW BUSINESS**

1. VAST Proposed 2025/2026 Budget- Cindy

Proposed Budget was emailed to the board prior to meeting. The budget was based on Current TMA Price (no increase proposed). Budget based on last years budget, not actuals. Some accounts were consolidated for ease of use/understanding.

Discussion on what to do with the overage from this year, to be voted on by BOD at a later date. Discussion on TMA Increases, or Dues and where to generate more money for Equipment funding. By Bylaws/Policy Committee to review % increase each year option. Grooming increase vs Membership Dues increase discussed- future analysis and discussion. Condensed/high level summary of Budget to be produced by Cindy & sent to the BOD.

**Orleans County motion to approve, Washington County seconded to approve the budget as presented.**

**MOTION CARRIED, with Caledonia County having the sole Nay Vote.**

2. VAST Club reviews- 4 Clubs to be selected randomly & 2024 Update- Cindy.

4 clubs were selected randomly to have the annual review. The 4 clubs chosen were:

Gihon Trak Packers from Lamoille County, Shrewsbury Snow- Birds from Rutland County, Skitchewaug Trail Riders and White River Valley Ramblers, both from Windsor County.

3. 3 Clubs failed to submit their grooming analysis, and therefore in the discussion of not being in good Standing with VAST. Maps, Charts and Info sent to the board ahead to help with a decision. Discussion on many ways to proceed, concerns with losing trails, who would groom, loss of insurance, etc.

**Orleans County made a motion and Caledonia County Seconded to put ALL 3 clubs in Not Good Standing, and withhold all VAST Funding, including start-up and grooming money as well as TMA sales. To come back into good standing the clubs need to:**

- 1) **Express in written correspondence to the VAST office why they would like to come out of Not Good Standing Status.**
- 2) **Present a management Plan to the Board of Directors at a VAST BOD zoom meeting. Come to the BOD meeting and outline your plans to move forward.**
- 3) **Complete the 2025 Grooming analysis and their log sheets.**
- 4) **These requests of the Clubs have to be completed by September 1, 2025 to be considered to be put back in good standing.**

**MOTION CARRIED, with Washington County having the sole Nay Vote.**

Patty and Cindy to send out a letter to the 3 Clubs officially notifying them- include Directors on Correspondence.

4. VAST Policy Update (voting process)- Mark

The Tellers Committee policy proposed was sent to the board ahead of time. A request to have a clear policy and procedure for contested voting at Annual meeting. **Windsor County makes a motion to approve, and Orleans County seconded to adopt the Tellers Committee Instructions into policy as presented. MOTION CARRIED**

5. Lifetime Membership Request for Greg Rouleau- Jeff H

Write up sent out in packet, Discussion about requirements of being a Lifetime membership member. **Orleans County makes a motion and Lamoille County seconded to approve the lifetime membership request for Greg Rouleau. MOTION CARRIED**

**TRAIL ADMINISTRATOR'S & ED REPORT-** Mandy/Cindy and Matt

All reports sent in packet, some info covered previously.

**COMMITTEE & OTHER MEETING REPORTS- any questions/discussion-**

New format for reporting from the Committees. Committee Chairs send a report to be included with the board packet ahead of time. Any discussion or questions on these reports can be brought up at the meeting. Chairs can add or summarize at meetings if they choose. Free lunch at Annual meeting this year!

OTHER:

Encourage Clubs to complete Chainsaw Safety Course. All upcoming deadline Dates are on the back of the agenda. Construction requests are @ 1 million, we have @ \$700K for projects, so there will be a short fall. Discussion on ways to fund projects.

6. ED Evaluation- EXECUTIVE SESSION- Juliann to call motion

**Orange County makes a motion and Windham seconds to enter Executive Session with Directors, Alternate Directors and Officers to discuss Personnel Items. Session started at 8:04. Orleans County makes a motion and Lamoille seconded to come out of Executive Session. Regular meeting commenced at 8:24, Orleans made a motion and Windsor seconded to give the Executive Director a raise of 10%. MOTION CARRIED.**

**MOTION TO ADJOURN:**

**Lamoille County moved to adjourn meeting, all in Favor.**

The Meeting was adjourned at 8:24.

Respectfully submitted,  
Ruth Halpin, Secretary.