



**Board of Directors  
January 27, 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: Lewis Barnes  
Bennington: Carol DeJohn  
Caledonia: Bruce Carlson  
Chittenden: Pat Poulin  
Essex: John Hull  
Franklin: Mike Burns  
Grand Isle: Wade Lockerby  
Lamoille: Dustin Turner  
Orange: Juliann Sherman (Not Present)  
Orleans: Roger Gosselin  
Rutland: Mike Stewart  
Washington: Jeff Halpin  
Windham: Michael Garber  
Windsor: Doug Jacobs

**STAFF PRESENT:**

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

**GUESTS:**

Ivor Stevens; Windham County Alt. Director, Ed Hebebrand; Caledonia County Alt. Director, Stan Choinere; Windsor County Alt. Director, Greg Rouleau; Washington County Alt. Director, Mike Mutascio; Lunenburg Polar Bears, Mike Koehler; Orleans County Alt. Director, Richard Spitzer; Chittenden County Alt. Director, Tim Hunt; Rutland County Alt. Director, Amber Stevens; Awards Chair,

President Patty Companik called the meeting to order at 6:03 pm via Zoom

#### **APPROVAL OF AGENDA**

**Windsor County moved, and Washington County seconded, to approve the agenda as presented.**

**MOTION CARRIED**

#### **SECRETARY'S REPORT**

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

#### **TREASURER'S REPORT**

**Essex County, Motion to approve, Rutland County seconded Motion to approve Treasurer's report as presented. MOTION CARRIED**

Summary of Budget activity emailed to Directors from Stephen. Discussion on having possible graphs/basic reports on Percentage against budget which we are running at to date,, TMA's vs Expenses. Discussion on where some expenses are itemized, will look into it during the budget process. Finance Committee looking into Financial Resolution. Discussion on if we maxed out Grooming Contracts vs TMA sales, where we would be, Long Range Committee looking into concerns like these. Request to "dummy down" financial reports for audience.

December and YTD FY2025:

- Cash Balances - \$4,107,068.67
    - Operating Cash - \$2.2m
    - Designated Trail Encumbered Funds - \$833k
      - Trails Projects - \$392k
      - Trails Reserve - \$190k
      - Flood Relief - \$252k
- Total spent from Trails Dedicated Accounts Dec: \$253,594.50

*(See detail reports for trails)*

Board Reserve Savings Accounts - \$803,679.22

- Capital Grooming Contingency - \$245,706.39
- Capital Equipment Reserve - \$9,524.14 (Difference Nov-Dec: VAST Ford Payments (\$1,242.60)
- Capital Building Reserve - \$26,723.01 Difference Nov-Dec: VAST Storage Unit (\$85)

- Capital Emergency Reserve - \$119,531.86
- Capital Reserve RRG - \$34,729.00
- Capital Disaster Relief - \$211,818.76
- Capital Special Projects - \$46,277.64
- Capital Economic Impact Study - \$69,000.00
- Capital VSTCT Reserve - \$9,353.00
- Capital Fuel/Club Equip Reserve - \$21,015.42
- Capital StateLandMultiuseProj - \$10,000.00

Scholarship Accounts - \$262,523.60

- Revenue: \$88k under budget YTD, \$18k ahead of FY 2024
  - Interest - \$2.2k over budget, tracking \$1.4k lower than FY2024
  - Memberships - \$162k under budget YTD, \$176k behind FY2024
    - Early Bird - \$150k under budget - due to the lower than expected snowfall.
    - Total TMA sales - YTD FY 2025 vs. FY 2024 - There is a reduction in TMAs of \$215k. As the season is still early, we will not know the full impact of TMAs until the close of the season. This will be important to keep an eye on, as the fewer members VAST has, the further the money received has to be stretched.
  - PR Marketing & Contract - \$105k income over budget, tracking \$204k over FY2024 - Sale of Promo Items/Grants - GMNF Funding
    - GMNF total grant revenue is \$78k, offset by expenses of \$70k
  - Media & Communications revenue - \$7k over budget, \$5.4k behind FY2024 - Media Sales
  - Contracted Services & Misc. \$ 5,387.30 less TMA Handling Fees less than 2024
- Expenses: \$19k over budget YTD, \$235k higher than FY 2024
  - Operating & Office Expenses are over budget by \$11.6k (Fuel Heating, Trash Removal, Electricity, paper, TMA supplies, postage, etc. tracking under \$11k compared to FY 2024. Mostly due to less TMAs being sold.
  - Trail Expenses are over budget by \$27k, tracking in line with FY 2024
    - Grooming Expenses spent so far \$696k to a total FY2025 budget of \$1.4m
    - GMNF Expenses (Grant supported) \$70k spent of a total budget of \$815k.
    - Trails Expenses spent so far \$254k from a total budget of \$400k. As of 12/31/2024 there is \$238k remaining in the FY 2025 trails project budget.

## **TABLED ITEMS**

Nothing Tabled.

## **OLD BUSINESS**

- a. Waterbury Suspension Bridge- Jeff H/Matt – Meeting Scheduled at VAST office for 1/28/2025 with Engineer Scott Burbank at 4:00.
- b. Financial Resolution- Financial Committee  
Working through details, draft to come soon.
- c. Plowing Application- Cindy/Matt  
Located on the FORMS page, fillable PDF
- d. Personnel Policy Updates- Juliann, Mark-  
Meeting Scheduled for February 14<sup>th</sup>
- e. Map Gears Update- Mandy/ Matt/ Cindy/ Beth-  
Working on the Updates, More to report on in February. FAQ document being finalized and will post to VAST website this week. Clubs sked to fill out forms on issues and use grooming log sheets.. Suggestion on saving info- \* Close Out Ap when not in use\* should help to receive updates quickly, do not leave ap open.
- f. TMA Sales Update- Cindy-  
Behind by @ 1,200 from last season, NEED SNOW. Stress early season riding conditions for safety reasons.
- g. USA Letter- US Forest- Cindy, Matt, Pat, Jeff F- Letter has been sent out to board- we think is moot point now, National Forests seem to be backtracking on some of the stipulations.
- h. Landowner Appreciation Letter- Cindy- Can find on the FORMS page. All can use with getting Land Owner Permission forms filled out, Governors Letter has been requested as well.
- i. When Can Grooming begin- Matt sent draft policy language change suggestion to Trails Committee
- j. Club/County Treasurer one page “cheat sheet”- Steve, Cindy, Sheila-  
Located on FORMS page to help new/existing Treasures on their responsibilities and being compliant.

## **NEW BUSINESS**

- a. EB Raffle Winners- Cindy, Patty-  
Winners announced via Facebook live, and Trailer given away FB live.
- b. Volunteer Strong VAST clothing discussion- Patty  
Discussion on possible on demand store possibilities, Patty, Cindy and Mandy to look into.
- c. Director, Alt Director Zoom Meetings- Patty-  
Let Patty know if want a meeting, thank you to those that have reached out.9 of 14 Counties have repoded.
- d. About VAST Letter- Cindy-  
Find on the Forms Page 10 page document on overview of our Association.
- e. VAST Website- Events Postings- Patty  
Clubs can post any Raffle/event/fundraising.

## **TRAIL ADMINISTRATOR’S & ED REPORT**- Cindy and Matt

A lot previously covered- Matt looking for input on ideas for topics in the Spring Construction Seminar. Use Grooming Log Sheets even if GPS appears to be working.

## **OTHER-**

Videos and Media to look out for: - Go NE Snowmobiling, VAST ambassador, Jim Dwinell hosted ride in Orleans County. NE Outdoor Life Podcast with Roger Gosselin on Youtube and spotify. Patty Interviewed by WCAX to air this week.

## **COMMITTEE & OTHER MEETING REPORTS**

### A. American Outdoor Risk Retention Group (AORRG) Insurance- Mark Reave

No Claims for this past year. Premiums stayed level. Ending year with \$326,000. \$1,900 granted to clubs for Chainsaw Safety Equipment. Completing Tax requirements now, and filed for a waiver of Actuary Report, saving money there.

### B. Northeast Chapter & USA- Pat Poulin, Jeff Fay as VT Representatives.

NE Chapter Ride next week. February 5-7 in Malone NY. USA- discussion on Forest Service Bridge Issues appears to be heading in the right direction.

### C. VT Snow Trails Conservancy VSTC President- Jim Hill

Nothing to Report

### D. Law Enforcement (LE) Committee- Cindy

Nothing to Report

### E. Awards & Nominating- Amber Steven, Chair

March 1<sup>st</sup> is deadline for Scholarships- Forms on website.

### F. By- Laws & Policy- Mark Reaves, Chair

Waiting on Personnel Committee to review.

### G. Annual Meeting- Jennifer Lucia & Amber Steven

Booked Venue- Addison County Field Days and working on the Food.

### H. Executive Committee- Patty Companik, Chair

Met last week, firmed up the agenda for BOD meeting

### I. Personnel Committee- Juliann Sherman, Chair

Meeting February 14th

### J. Finance- Steve Conti, Chair

Met, Intro to new members, start Discussion on Resolution at next meeting

### K. Long Range Planning & Organizational Committee- Mark Reaves, Chair

Will have meeting in the next week or so.

### L. Resource Committee

Not Active

### M. Trails Committee- John Hull, Chair, Mike Burns, Vice Chair

Discussions on Grooming Guidelines and grooming with little snow. Discussions on GPS Units, storm damage. Overview of Governors Council. Groomer Contract Policy review discussions. County Trail Coordinator Manual is being updated. Next meeting April 7<sup>th</sup>.

### N. Safety Committee- Stan Choiniere, Chair

Signage for What 3 Words being worked on. February to firm up with final draft and made. This weekend doing first Safety tent at a club event. Mandy doing Safety topics in ENews.

### Social Media Committee- Lee Whiting, Chair

Still working on this new Committee, anyone interested in joining and helping, reach out.

### O. Governors Council- Pat Poulin, Chair

VSP reports 211 Safety Classes completed. 169 Online, 42 in person. The classes are being updated. DMV reports 14,227 Snowmobile Registrations to date. Discussion on taking Picture of Safety Certificates- no cards issued anymore. Discussion about "Train the Trainer" for new Safety Class trainers. Touch base with Pat or Roger.

## **MOTION TO ADJOURN:**

**Washington County moved to approve, Winsor County seconded to adjourn the meeting. MOTION CARRIED.**

The Meeting was adjourned at 7:24 pm

Respectfully submitted,

Ruth Halpin, Secretary.