



**Board of Directors
September 28, 2026
Meeting Minutes**

Members Present:

OFFICERS PRESENT:

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

DIRECTORS PRESENT:

Addison: Jennifer Lucia
Bennington: Carol DeJohn
Caledonia: Bruce Carlson
Chittenden: Richard Spitzer
Essex: John Hull (Not Present)
Franklin: Mike Burns (Not Present)
Grand Isle: Wade Lockerby (Not Present)
Lamoille: Dustin Turner
Orange: Juliann Sherman
Orleans: Roger Gosselin
Rutland: Mike Stewart
Washington: Jeff Halpin
Windham: Ivor Stevens
Windsor: Stan Choiniere

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:

Greg Rouleau; Washington County Alt. Director, Ed Hebebrand; Caledonia Alt. Director, Mike Mutascio; Essex County Alt Director, Jeff Fay; Chittenden County Alt. Director, Tim Hunt; Rutland Alt. Director, Kim Kolvek; incoming Secretary of VAST.

MEETING CALLED TO ORDER:

President Patty Companik called the meeting to order, via Zoom at 6:01 pm.

APPROVAL OF AGENDA:

Patty announced a couple of amendments to the agenda.

Under the Secretary's Report: There will need to be motions for both the July and August Secretary's Reports.

Under New Business: Both will require motions- After the surplus %'s agenda item:

- GPS Phase 1- Special Project Reserve
- Trail Camera Program- Special Projects Reserve

Bennington County moved, Windsor County seconded, to approve the amended agenda as presented. MOTION CARRIED

Secretary's Report:

Washington County moved, Rutland County seconded, to approve the July Secretary's Report as presented. MOTION CARRIED

Lamoille County moved, Bennington County seconded, to approve the August Secretary's report as presented. MOTION CARRIED

Treasurer's Report:

Full report in packet. For the months ending August 31, 2026 we had \$1.5 million in operating accounts with \$2.45 m in designated and reserve accounts. Operating balance of \$1.51 compared to last year of \$1.44m with an increase of @ \$70k and more than adequate to carry into the next season. One month left of the fiscal year with total revenue of \$3.82m, exceeding the budget of \$3.13m by about \$700k. Interest income- total &89k, tracking \$24k ahead of the \$65 budget due to healthy account balances. Expenses: YTD expenses are \$3.1m, compared to a budget of \$2.8, which is over budget by about \$233k. This is tracking higher than last year by about \$467k. YTD net income is \$710k, compared to budget of \$249k resulting in a favorable variance of \$62k. Expected surplus is \$264,000 to be voted on later in the meeting.

Windsor County moved, Lamoille County seconded, to approve the Treasurer's Report as presented. MOTION CARRIED

UNFINISHED BUSINESS:

1. DVSJ- Landowner Legal fee update- Patty

The Deerfield Valley Stump Jumpers Club has made their final payment to VAST for the legal fees owed under the agreement.

2. GPS Pilot Program- Cindy, Mandy, Matt
 - Phase 1 (GPS) Contract update & next steps:

Trail Intel has been great to work with. Matt will be sending an email to Clubs, Directors & County Trail Co-Ordinator's to request the mounting equipment desired and a lot of information about what's coming, setup instructions on mounting, username, app set up etc. Trail Intel to send Tablets and mounting equipment out in October. A support number will be provided to be able to use all season long. Two questions need to be answered from the email: mounting equipment desired and physical address the tablets are to be sent via Fed Ex.

- Phase 2 (Map) Contract update and next steps:

Phase 2 is whether the board wants to move forward with Trail Intel to do the App Map. Made a great connection with Trail Intel for marketing. Working on the rider App, including promoting ridership in Vermont. Meetings held have included design, functionality, features, options and marketing. An introduction video for the rider to be supplied by Trail Intel. Marketing and promotional opportunities to come. Discussion on use of app from the backend, trail updating, etc. Trails to be updated automatically as groomer is moving. There will be 3 versions of the App available: a Free version, A Free/Subscription Version and a Paid Version, more to come. Mandy to ask Trail intel if there is an easier way to manually update multiple trails at once.

Orleans County moved, Lamoille County seconded, that the VAST Board of Directors authorize the Executive Director to proceed with Phase II of the Trail Intel Project and execute the contract and to expend up to \$30,000 from the Special Projects Reserve to pay the Phase 1 invoice for the VAST GPS project, as previously approved in the FY 2026 budget. MOTION CARRIED.

3. Paper Maps- cost analysis- BOD Decision- Cindy

There is \$40,000 in the budget for paper maps, Patty asking the Board for their thoughts, etc. on whether to proceed. There is the ability to print smaller PDF, County versions off of the Trail Intel app. Windsor County stressed that they voted and all clubs are requesting statewide paper maps, other Counties concurring. Discussions about costs, what paper to use, accuracy after printing, formatting, etc.

Cindy stating Trail Intel not able to yet, but possibly coming in the future, of having them work with a printer to be able to produce a paper map from the app map. Discussion on whether there is enough time to produce and print a paper map this season, as well as how many, possibly doing smaller batches.

An interest poll was conducted, asking County by County if they were in favor of printing statewide maps. Bennington, Chittenden, Lamoille, Orange, Orleans, Rutland, Washington, Windham and Windsor all voted YES. Addison, Caledonia and Essex Counties voting NO. Franklin & Grand Isle Counties not represented. Total- 9 in favor of printing the Maps, 3 opposed to printing maps.

VAST office to prepare a proposal for the October BOD meeting outlining the available options & costs, including an estimate Per Map. VAST to reach out to Trail Intel to determine whether they have options or resources that could help support the production of statewide paper maps. If appropriate, Trail Intel may be put in contact with the printer to discuss potential options that could work for the project.

4. Club Officer Contact Form pre-populated automation- Cindy/Beth

- Reminder for Clubs and Counties to update Contact lists- Patty

The Club tab has been updated to pre-populate the information from year to year; the County tab will be completed soon. This needs to be updated EVERY YEAR. You will need your club 3 digit code, and codes for Counties to come soon from Beth.

5. Annual Meeting

- Closing Summary- Roger

Roger sent out a summary of the Annual Meeting prior to the meeting.

- Minutes/Delegate Counts- Ruth

Ruth explained that the minutes for the Annual Meeting will reflect that the delegate count was reported incorrect at the Meeting. The count will be reflected what was said at the meeting, as well as an explanation of the mistake and the corrected delegate count in the minutes for the Annual Meeting, to be printed in the Annual Report in 2027.

- Congratulations 2027 VAST Officers

Said Goodbye to outgoing Secretary Ruth Halpin, and Welcome to incoming Secretary Kim Kolvek.

NEW BUSINESS:

1. Movement of 2026 Surplus funds into reserve accounts- Cindy/Steve

Cindy sent out recommendations for where the 2026 surplus of \$264,770.96 in percentage amounts could be allocated. She explained that 1.5 % equals around \$15,000, 19.7% equals around \$41,150 and 78.8% equals around \$208,620. **Windsor County moved, Lamoille County seconded, that the VAST Board of Directors approve the allocation of the FY2026 year-end surplus among the Association's designated reserve accounts according to the following percentages:**

- **VAST Building Reserve- 1.5%**
- **Special Projects Reserves- 19.7%**
- **Club Equipment & Trails Reserve- 78.8%**

The dollar amount transferred to each reserve shall be based on the final FY2026 year-end surplus as determined following completion of the fiscal year financial statements.

2. Modernizing the Director "Book" into an Online resource and Reference Guide- Patty
 - Links to key documents with brief explanations
 - "WHY" guidance & talking points for the 4-5 required due date items
 - Roles & Responsibilities document as a complement to the Bylaws

Patty is working on updating the Director "Book". This will now be an Online resource only. It is a work in progress.

3. Irving Gas Program- Cindy

Cindy will be sending out info this week from Irving Company. There will be a few cents off per gallon if you prebuy your fuel. Discussion about some Counties already doing this- Irving is just another option for Clubs to use if they choose.

4. Club Signage re: Fines- Cindy/Mandy

Beth is designing the signs for trails warning about the increase of fines for riding without TMA or Registration. Each Club to receive 10 signs, if more needed, contact the VAST office.

5. GPS Phase 1- Special Project Reserve-

Roger addressed this previously.

6. Trail Camera Program- Special Projects Reserve- Patty

Trail Cameras and mounting equipment to be ordered next week, 2 Cameras per County. Cameras come with SD cards, clubs to decide whether they want to upgrade. Counties to lend out Cameras to clubs as needed. VAST to have 4 at the office for law enforcement. **Windsor County moved, Windham County seconded that the VAST Board of Directors authorize the Executive Director to expend up to \$2,000 from the Special Projects Reserve for the VAST trail camera program, including the purchase of trail cameras and mounting systems, as outlined by the Executive Director. This \$2,000 is in addition to the \$1,500 already included in the approved FY2027 budget for the trail cameras, for a total program expenditure of up to \$3,500. MOTION CARRIED**

7. Committees- reminder to respond by Oct 2- Patty

Patty reminding to let her know if you are staying on the same committees or interested in others by Oct 2nd. BOD to vote on the draft Patty and Cindy compile of Committee members at the October meeting.

8. Club Events- Weekly Announcements- for events posted on VAST Website.

Patty reminding that she does social media announcements of club events/workdays etc. She ONLY announces what is listed on the VAST website- encourage your clubs to list on the site.

Committee Reports:

Reports were sent out in the packet. Clarification on fine amounts for no TMA or Registration in Governors Council minutes.

ED Report- Trail Camera info in the report, budget surplus in the report and there is a Legislative Tab on the VAST website now, under About tab.

Matts Report- Talks about the GPS info needed before Equipment is sent, info on paper maps. The clubs that have submitted for reimbursement on the 27 projects, a reminder that payments will go out after Oct 1.

Anyone with the FY 2026 carry-overs, need to have completed paperwork in prior to Oct.1.

Mandys Report- Any Chainsaw prizes still left at the VAST office- please pick up. Discontinued signs should be removed. Printing of any custom signs need to be in ASAP. Covered info on Trail Intel, and there will be a brief intro video from Trail Intel coming. Trade Shows are beginning, info to be coming from Mandy soon.

ADJOURNMENT:

Essex County moved, Lamoille County seconded, to adjourn the meeting at 7:40pm. MOTION CARRIED.

Respectfully submitted,
Ruth Halpin, Secretary.