



**Board of Directors**  
**June 23, 2025**  
**Meeting Minutes**

**Members Present:**

**OFFICERS PRESENT:**

President: Patty Companik  
Vice President: Mark Reaves  
Secretary: Ruth Halpin  
Treasurer: Stephen Conti  
Past President: Jeff Fay (not Present)

**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 Gosslin (Not Present)  
Rutland: Mike Stewart  
Washington: Jeff Halpin  
Windham: Michael Garber (Not Present)  
Windsor: Doug Jacobs

**STAFF PRESENT:**

Executive Director: Cindy Locke  
Trails Administrator: Matthew Tetreault ( Not Present)  
Media Manager: Beth Flint  
Programs & Trails Manager: Mandy Dwinell  
Office Manager : Tina Bedard  
Finance Manager: Sheila Fenoff-Willett (Not Present)

**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

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

## APPROVAL OF AGENDA

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

## SECRETARY'S REPORT

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

## TREASURER'S REPORT

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

Attached are the Reports for Both May and June

1 of 5	
Vermont Association of Snow Travelers MANAGEMENT RECAP REPORT April 30, 2025	
Operating Account	
NSB VAST General Account	\$ 2,614,250.03
Payroll Liabilities	1,948.67
Childcare Center ER	(99.99)
Notes Payable - 2019 Flood FTSB	(2,438.15)
Net Operating Account	2,611,761.42
Total Designated and Reserve Accounts	
NSB Trails Projects Account	748,784.18
NSB Trails special reserve and	282,860.00
Flood Relief Trailwork	218,838.94
Sub Total Trails Accounts	1,250,483.12
Board Reserve Savings Assets	
Capital Gearing Contingency	252,192.74
Capital Equipment Reserve	7,613.84
Capital Building Reserve	26,353.01
Capital Emergency Reserve	119,531.86
Capital Reserve BBU	34,729.00
Capital Disaster Relief	211,818.78
Capital Special Projects	46,277.64
Capital Economic Impact Study	49,000.00
Capital VSTCT Reserve	9,333.00
Capital Fuel/Cab Equip Reserve	21,015.42
Capital State/Land/Multisport	10,000.00
Sub Total Board Designated Assets	887,915.87
BUMS/Miss Scholarship Reserve	14,619.45
BUMS/Miss Scholarship CD	250,000.00
Total Designated Accounts	2,392,917.56

5/6/25 at 12:44:23.66

Vermont Association of Snow Travelers  
General Ledger  
For the Period From Apr 1, 2025 to Apr 30, 2025

Filter Criteria includes: 1) IDs: Multiple IDs. Report order is by ID. Report is printed with associated descriptions and in Detail Format.

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
5120	4/1/25			Beginning Balance			-2,438.15
Notes Payable - 2019	4/30/25			Ending Balance			-2,438.15
870040020	4/1/25			Beginning Balance			595.00
Capital Building Reser	4/30/25			Ending Balance			595.00
87004002g	4/1/25			Beginning Balance			800.00
Capital Reserve-Specd	4/30/25			Ending Balance			800.00

Month 2020 (YTD)					
State Closed	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
Membership \$					
Budget	\$2,481,913	\$2,478,189	\$2,767,295	\$2,767,295	2,799,833
MONTHLY activity	\$5,403	\$5,751	\$18,713	\$11,730	\$15,680
Season to Date	\$2,471,514	\$2,484,463	\$2,435,063	\$2,304,919	\$2,431,218
percentage	113.68%	113.90%	87.85%	83.33%	111.84%
	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
Revenue \$					
Budget	\$3,225,180	\$3,225,180	\$3,436,342	\$3,436,342	\$3,436,342
MONTHLY activity	\$23,429	\$23,429	\$23,429	\$23,429	\$23,429
Season to Date	\$3,189,181	\$3,189,181	\$3,189,181	\$3,189,181	\$3,189,181
percentage	95.74%	95.74%	92.54%	92.54%	92.54%
	Apr-21	Apr-22	Apr-23	Apr-24	Apr-25
Expense \$					
Budget	\$2,814,948	\$2,761,436	\$2,883,407	\$2,883,407	\$2,883,407
MONTHLY activity	\$96,480	\$105,712	\$105,712	\$105,712	\$105,712
Season to Date	\$2,945,437	\$2,945,437	\$2,945,437	\$2,945,437	\$2,945,437
percentage	104.26%	104.26%	104.26%	104.26%	104.26%

### Membership Revenue:

Current YTD Actual Membership Revenue income was \$2.6m vs. a total Budget of \$2.3m. This has produced an increase over budget of \$283k. As discussed in the April board meeting, this was caused by the late snowfall which significantly increased the TMA sales. Compared to the previous year's membership revenue, April ended \$266k higher.

### Total Revenue:

Current YTD Actual Revenue was \$3.4m to a total budget of \$3.8m. This has produced a decrease over budget of \$440k. Compared to the previous year, April ended \$16k higher, mostly due to the membership revenue, reduced by the timing of the Trail Project grant revenue. This is offset in the YTD expenses.

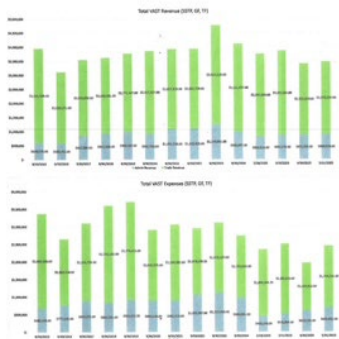
Expenses are mostly tracking at budget YTD. As with previous months, the only underbudget variance was related to the Trails Gen Expenses. Year-to-date 2025 is tracking over prior year-to-date (2024) in the same line by \$289K. This line is offset by grant revenue in the revenue section of the financials, and varies based on when expenses are expended/paid. Overall expenses were \$1.9m versus a total budget of \$3.4. Total Expenses for the year are tracking to come in at or below budget.

[illegible][illegible]

Current YTD Actual Membership Revenue stayed static with April income at \$2.6m vs. a total Budget of \$2.3m. This has produced an increase over budget of \$283k. Compared to the previous year's membership revenue, April ended \$266k higher.

Expenses:

Expenses are mostly tracking at budget YTD. As with previous months, the only underbudget variance was related to the Frailty Gen Expenses. Year to date 2025 is tracking over prior year to date (2024) in the same line by \$289k. This line is offset by grant revenue in the revenue section of the financials, and varies based on when expenses are expensed/paid. Overall expenses were \$1.9m versus a total budget of \$3.4. Total Expenses for the year are tracking to come in at or below budget.



Nothing Tabled.

## 1. Waterbury Suspension Bridge- Jeff H

## 2. Policy Updates for Financials- Stephen

New Language for the policy update was sent out to the Board to Read:

The Executive Director Shall Manage all VAST budgets and ensure that all expenditures are charged to the proper accounts. The Executive Director and two Officers must approve expenses utilizing Reserve funds up to \$10,000. A Majority of the Board of Directors must approve any expenses utilizing Reserve funds over \$10,000. All VAST General, Trails, and Scholarship Fund Expenditures must be reviewed and approved by the Executive Director first. The Treasurer shall then review and approve the payment of all expenses as provided to him/her by the Executive Director through the VAST Finance manager.

**Essex County motion to approve, Chittenden County seconded to approve the New Language as worded. MOTION CARRIED**

3. Map gears App- Matt/Cindy

A lot of Information to come from Congress. Information to be compiled and will be brought to the board in the future.

4. GPS Units- Matt/Cindy

A lot of Information to come from Congress. Information to be compiled and will be brought to the board in the future.

5. Construction Training Readout- Mandy

4 Counties had all Clubs complete the Spring Construction Course. 100 People Successfully completed the course. A total of 27 Clubs did not complete the Course. Chainsaw course is still open until September 1<sup>st</sup>

6. Volunteer Strong Clothing- On demand Shopping- Cindy/Mandy/Patty

Plans for Connecting with some Vendors for a Zoom meeting later in the season.

7. \$25 Promotional Weekend- Cindy

Beth is working on the information and creating a complex query in order to compile data for the board to review.

8. Summit Readout/Next Steps- Mark

Meeting to be scheduled with the Long Range Committee to go over the items brought forward from the Summit, as well as the ideas brought to Patty at the County Director Meetings. Over 50 items to be looked into to pass along to committees/office, etc. Mark distributed the list to the Long Range Committee to review in advance of them meeting.

9. Paper Maps-Cindy/Matt

Working on Pricing. Mapgears may be able to give us a high-resolution to use. Possible email vote coming soon. Cindy shared that a vote is not needed at this time, they are still gathering data.

10. EAST Club/Rutland County- Dispute Resolution Update- Patty/Cindy

Cindy and Patty met with Club and Director on June 1. We are following policy. No additional payment would be given at this time, and as per policy, the club can proceed to step 3 in the resolution policy if they choose. 3 Clubs did not complete the financial analysis. Executive Committee is meeting to discuss next steps, then board decides if any action should be taken, and if so, what. The process is outlined in the VAST Policy- Section 7, Clubs in Good Standing.

## **NEW BUSINESS**

1. Trails Committee- Grooming Contract Changes- Matt/ John H

3 Requests for Contract Grooming Changes-

- 1) Buckaroos of 302 would like to construct 6 miles out of Groton, would connect 2 roads. Plans to contact land owners. Cost of between \$14,000- 15,000 to construct. Total cost to grooming for VAST of the new trail would be \$4,999. It would help to connect central to high elevation area.
- 2) Ludlow Sidehill Crunchers would like to upgrade 2.5 miles of secondary trail to Class 1 and add it to the Grooming Contract. Widen 2.5 miles of existing trail, to be added to the current Class one contract. Total cost to grooming for VAST of this upgraded trail would be \$1,986.
- 3) The Grafton Outing Club would like to upgrade 35 miles of Class 2 grooming trail to a Class 1 grooming trail. With the total Cost to VAST for grooming of \$5,277. They have been grooming with a class 1 Machine.

**Lamoille County Motion to approve, with Rutland County Seconded to approve ALL 3 Grooming Contract Updates as presented and previously approved by the Ttrails Committee. MOTION CARRIED.**

2. VAST Proposed 2025/2026 Budget- Cindy

Proposed Budget was emailed to the board prior to meeting. The Finance Committee met and merged several checking accounts. Should make easier to read/understand. Email any question prior to next meeting. The board will be voting on the budget in July and print in the Annual Report at least 30 days prior to the Annual Meeting.

3. Congress Feedback- Cindy/Mark/Patty-

A lot of information came out of Congress with multiple Staff and Officers. They will be compiling the information and are working on a PowerPoint presentation to be presented at the July meeting.

4. ED Evaluation Survey- General Info on # of returns & next steps- Juliann  
11 surveys were completed and turned in. Summary to come before the next meeting which will be an Executive-in-person meeting. Requests to look at Scoring Scale for next year's survey.

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

All reports sent in packet. 4 Clubs to be drawn next month for their reviews. Reminder: Any Grant NOT completed need to be wrapped up this summer before Sept. 1st. Email Matt if any projects will be re-submitted for the fiscal year 2025/26. Legislature came back in session on the 16<sup>th</sup>, more briefings to come.

**COMMITTEE & OTHER MEETING REPORTS**

- A. American Outdoor Risk Retention Group (AORRG) Insurance- Mark Reave  
Meeting Scheduled for July 10<sup>th</sup>. Spoke to a couple states about joining the AORRG. Goal to try to be on the agenda for next years congress.
- B. Northeast Chapter & USA- Jeff Fay & Patty as VT Representatives.  
Nothing from NE. USA: Both attended Congress, Jeff voted in again as Secretary and Treasurer for NE Chapter and remain as the Vermont Delegate. USA- Patty shared Matts data at the USA readout in Congress, both attended congress.
- C. VT Snow Trails Conservancy VSTC President- Jim Hill  
Nothing new
- D. Law Enforcement (LE) Committee- Cindy  
No Updates. Meeting with Fish and Wildlife coming up.
- E. Awards & Nominating- Amber Steven, Chair  
Committee chose awards. Order is placed. Enews to go out for Officer Re-election. Amber needs to know if you are running again. Reminder to get annual Committee Chairs and Officer reports in to Beth for the Annual Report.
- F. By- Laws & Policy- Mark Reaves, Chair  
Just passed Financial policy change earlier in the meeting.
- G. Annual Meeting- Jennifer Lucia & Amber Steven  
Going well, getting costs on Volunteer T-Shirts. Planning to have one last meeting prior to September.
- H. Executive Committee- Patty Companik, Chair  
Did not meet, used email to confirm agenda.
- I. Personnel Committee- Juliann Sherman, Chair  
Covered earlier
- J. Finance- Steve Conti, Chair  
Covered earlier
- K. Long Range Planning & Organizational Committee- Mark Reaves, Chair  
Covered earlier, a summary email sent out to Long Range Planning Committee.
- L. Resource Committee  
Not Active
- M. Trails Committee- John Hull, Chair, Mike Burns, Vice Chair  
Covered earlier.
- N. Safety Committee- Stan Choiniere, Chair  
On Hiatus. Working on What 3 Words Sign. Color changed to High-Visual green. Annual Committee report submitted to Beth.
- O. Social Media Committee- Lee Whiting, Chair  
On Hiatus. Social media results were sent in packet.
- P. Governor's Council- Pat Poulin, Chair  
Last meeting of the Season. The SSTP budget was approved. June was last Meeting for Pat Poulin. Pat was recognized for all his dedication.

**OTHER:**

All upcoming deadline Dates are on the back of agenda.

**MOTION TO ADJOURN:**

**Windsor County moved to approve; Lamoille County seconded to adjourn the meeting. MOTION CARRIED.**

The Meeting was adjourned at 7:27.

Respectfully submitted,  
Ruth Halpin, Secretary.