



To: Vermont Selectboards and City Councils
From: Miro Weinberger, President, VLCT Board of Directors
Re: VLCT Annual Business Meeting Voting Delegates and Procedure
Date: August 19, 2021

Official Meeting Notice

As part of Town Fair, the Vermont League of Cities and Towns will hold its **annual business meeting on Wednesday, September 29, at 1 p.m.** The VLCT Annual Meeting will be a hybrid meeting, providing in-person programming at the **Doubletree at 870 Williston Road in South Burlington, Vermont**, and virtual participation using online conference software. The annual meeting will be held in conjunction with the VLCT Property and Casualty Intermunicipal Fund (PACIF) and the VLCT Employment Resource and Benefits Trust (VERB) annual meetings.

Any VLCT voting-member wishing to vote at the VLCT Annual Meeting must designate a representative by **Friday, September 17**. To ensure that all VLCT member cities and towns are properly represented and able to participate in the election of League officers, and any other item that may properly come before the membership, we are asking you – as your municipality's legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard and uses the vote to which it is entitled.

Please designate your Voting Delegate using the Town Fair registration site (www.vlct.org/townfair). Simply click register, and then select a ticket that corresponds to the Voting Delegate's intended participation preference (virtual or in-person). The Voting Delegate ticket is free and does not register the delegate for Town Fair. If you or other members of your municipality wish to participate in the in-person activities on the 29th or the virtual workshops offered the week of October 4th, be sure to select those corresponding tickets during registration.

In-person participants on Wednesday, September 29, may wish to also register for a training on election law changes from Secretary of State Jim Condos' office, lunch at the Doubletree Hotel and Conference Center, and other networking opportunities.

We are committed to taking every step possible to allow us to assemble safely. We know there is a high degree of uncertainty with the continually changing status of COVID-19 cases. **We encourage everyone to take precautions including getting vaccinated, wearing a mask, maintaining physical distance, and washing hands frequently.** We'll have more information to share once we are closer to the annual meeting date. We are also fully prepared to transition our in-person activities to virtual should the need arise.

Enclosure: 2021 VLCT Annual Meeting Governing Rules



Vermont League
of Cities & Towns

**VLCT Property and Casualty Intermunicipal Fund, Inc. (VLCT PACIF)
2021 Annual Meeting of the Membership
Wednesday, September 29, 2021
1:00 PM**

Please note: Your voting delegate must register as such online at vlct.org/TownFair.

The Directors of VLCT Property and Casualty Intermunicipal Fund, Inc. (VLCT PACIF) invite all member municipalities to the fund's Annual Meeting on Wednesday, September 29, 2021. The VLCT PACIF Annual Meeting will be a hybrid meeting, providing in-person programming at the **Doubletree at 870 Williston Road in South Burlington, Vermont**, and virtual participation using online conference software. Because your participation at the Annual Meeting helps the Board understand and address the risk management issues that are important to you, the PACIF Directors request that your municipality send one or more representatives to the meeting. We will need representation from 10 percent of the membership (36 members) to reach a quorum in 2021.

Now in its 34th year of operation, PACIF continues to grow in size, strength, and stability. Together, we have accomplished something unparalleled in Vermont: providing the best long-term value in property, liability, and workers' compensation risk management and coverage programs to Vermont municipalities through an organization that is owned and operated by you, our member municipalities. PACIF succeeds only because our members succeed, and success comes only from a knowledgeable and informed body of members.

We will hold this meeting in conjunction with the Annual Meeting of the VLCT Employment Resource and Benefits Trust, Inc. (VERB). VLCT's Annual Meeting will follow in the same event. This joint format gives all attendees the chance to learn more about VLCT's other risk-sharing programs and to see how "one-stop shopping" for your town's municipal risk management needs has become synonymous with VLCT. This format also uses your time more efficiently. The annual meeting will include a report on the Fund's 2020 Financial Audit by Johnson Lambert, LLP. A summary of the audit will be distributed at the annual meeting, and a full copy of the audit is available by contacting our CFO, Seth Abbene, at sabbene@vlct.org.

Enclosed are a preliminary agenda, the draft 2020 PACIF and VERB Annual Meeting Minutes, and a board nomination form with an explanatory letter.

Be sure that when you register your attendees at vlct.org/TownFair, you officially designate only *one* person as your municipality's PACIF Voting Delegate. We look forward to seeing you on September 29th virtually or in person at the Doubletree by Hilton in South Burlington during Town Fair 2021!

Please note: We are committed to taking every step possible to allow us to assemble safely. We know there is a high degree of uncertainty with the continually changing status of COVID-19 cases. **We encourage everyone to take precautions including getting vaccinated, wearing a mask, maintaining physical distance, and washing hands frequently.** We'll have more information to share once we are closer to the annual meeting date. We are also fully prepared to transition our in-person activities to virtual should the need arise.



**VLCT Property And Casualty Intermunicipal Fund, Inc.
and
VLCT Employment Resource and Benefits Trust, Inc.
2021 Annual Meeting of the Membership
Wednesday, September 29, 2021
Virtual and
Diamond Ballroom, DoubleTree by Hilton, South Burlington, Vermont
1:00 PM**

Agenda

I. Welcome and Introduction

II. VLCT Employment Resource and Benefits Trust, Inc. (VERB) Annual Business Meeting

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Financial Audit Report.
5. Report of the President.
6. Staff Report.
7. Report of the Nominating Committee.
8. Election of Directors.
9. Any Other Business.
10. Adjournment.

III. VLCT Property and Casualty Intermunicipal Fund, Inc. (PACIF) Annual Business Meeting

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Financial Audit Report.
5. Report of the President.
6. Staff Report.
7. Report of the Nominating Committee.
8. Election of Directors.
9. Any Other Business.
10. Adjournment.

IV. Closing Remarks