



Vermont Maple Sugar Makers' Association

P.O. Box 854, Richford VT 05476
Phone: 802-777-2667
www.VermontMaple.org

VMSMA Board Meeting Minutes - DRAFT Zoom Conference Online December 13, 2022

Board Members present: Emma Marvin; Jenna Baird; Reid Richardson; Dave Mance; Arnie Piper; Donna Young; James Buck; Ted Young; Jason Gagne; David Lane; Ed Smith
Staff present: Allison Hope; Heather Winner

Motions

1. A motion was made by Ed Smith to approve the FY23 budget as presented. The motion was seconded by Ted Young. The motion was approved by all.
2. A motion was made by Reid Richardson to approve the Board Calendar (in terms of dates and type of meeting, online vs in-person, with locations still tbd). The motion was seconded by Ed Smith. The motion was approved by all.
3. Ed Smith made a motion to adjourn the Board meeting at 8:45am. Reid Richardson seconded the motion. All were in favor.

The meeting was called to order by Chair Emma Marvin at 8:02 AM.

Call to Order

Emma Marvin thanked the Board for their participation in both Maple Conference Week and the Strategic Session on November 4th.

FY23 Budget

The updated FY23 Budget and notes were included in the Board packet. Allison reviewed the changes from the version shared at the November 4th meeting.

1. Health Insurance. The Board approved health insurance to include reimbursement for insurance premiums and contributions to both HSA and Simple IRA plans. The envisioned structure for 2023 would not allow eligible employees to participate in the current health care subsidies, so Allison is suggesting a budget-neutral way to deal with this issue in 2023 and revisit the conversation for 2024. The current draft of the FY23 Budget includes the following:
 - Reimbursement toward health care premiums for eligible employees of \$150 per pay period (per employee) for 2023 (24 pay periods per year), total of \$7,200
 - HSA contribution of \$3,850 per employee per year, paid quarterly, total of \$7,700
 - Simple IRA contribution of 3% salary match, estimated total of \$2,772 per year total
2. Vehicle mileage reimbursement. The Board requested, at its November 4th meeting, that the budget include mileage reimbursement for Board members to in-person meetings. Allison noted that this was added to the most recent draft



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and she made small cuts to estimates in other areas to keep the bottom line positive.

Allison also reviewed why she did not include packaging/containers in the budget as it may or may not continue as it has in FY22, but in any case, would be revenue positive for the budget. She suggested that the Board could review the budget at the half year point and request a redraft based on actual experience in this or other areas and also ask questions at any time. Emma checked in with individual Board members on the call for any questions or feedback before asking for a motion to approve the FY23 budget as presented.

A motion was made by Ed Smith to approve the FY23 Budget. The motion was seconded by Ted Young. The motion was approved by all.

FY23 Board Calendar

Emma reviewed the Board calendar that was in the packet:

Meeting Date	Meeting Type	Location	Potential Topics
Monday, 5/22	9am-1pm, In Person with potential to have committee meetings afterward	UVM Ext Office – Middlebury or Berlin?	<ul style="list-style-type: none"> • Board officer elections, • Additional director elections per By-Laws • Updates from partner agencies and organizations • Season in review • Review Annual Award nominations and select winners • Plan for Annual Meeting
Saturday, 6/24	Annual Meeting In-Person	Langevin House at VTC	<ul style="list-style-type: none"> • Guest speaker • Annual awards • Statewide maple competition (syrup, candy, cream) • Catered lunch
Wednesday, 9/13	8am-10am, Online with Zoom		
Friday, 11/3	9am-1pm, In Person with potential to have committee meetings afterward	UVM Ext Office – any preferences?	<ul style="list-style-type: none"> • Review draft FY24 Budget
Friday, 12/15	8am-9am, Online with Zoom		<ul style="list-style-type: none"> • Approve FY24 Budget and FY25 Board Calendar



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The Board had a conversation about the timing and location of the Annual Meeting. All agreed that this date was worth trying to see if we could capture folks just after school lets out, graduation finishes up and folks move into summer vacation mode. It was noted that Langevin House is probably too small of a space and that Judd Hall (where the in-person maple conference was held last weekend) would be a good spot for the annual meeting. It was also noted that the November 3rd meeting could be held at Langevin House since that worked so well for the Board's November 2022 meeting.

A motion was made by Reid Richardson to approve the dates, times and online vs in-person nature of the FY23 Board calendar as presented, with the locations being subject to change and future discussion. The motion was seconded by Ed Smith. The motion was approved by all.

Other Business

Emma noted that this was the first meeting that new Board Member, David Lane, of Farm Credit East, was able to join us. Board members present introduced themselves and welcomed David to the Board.

Ed Smith made a motion to adjourn the Board meeting at 8:45am. Reid Richardson seconded the motion. All were in favor.