



# VTGFOA Board Meeting

May 16, 2018

## Approved Minutes

Location: Conference Call

**Present:** Sarah Macy, Suzanne Lowensohn, Bill Hall, Abbie Sherman, Linda Peters, John O'Connor, and Jeff Graham

**Regrets:** Shelley Quinn, Sue Gage, and Cheryl Lindberg

1. Call to Order / Review of Agenda – Sarah called the meeting to order at 1:35. There were no changes to the agenda.
2. Approval of Minutes – Minutes from April 18, 2018 were provided prior to the meeting. Motion from Bill/Jeff to approve the minutes. Motion carried.
3. President's Report – Sarah noted that our next meeting is the annual meeting on Tuesday June 12<sup>th</sup> at VTC in Randolph. At the annual meeting the membership will be asked to (re)elect the board, approve the minutes from last year, approve the budget, approve the suggested charter changes adding a new membership category for retirees. There will also be reports from the president, treasurer, membership committee and education committee. Annual meeting documents will go out to the entire membership in advance of the annual meeting.
4. Treasurer's Report – John joined the call at 1:55 and gave the treasurer's report. At the end of April, \$15,462.09 was in checking account, \$5,000 has been assigned for the 2019 NESGFOA Conference. There is a balance of \$780.67 in scholarship funds. Since the end of April, John has paid out another \$250 to the last scholarship recipient. Unassigned fund balance is \$9,681.42.

At the end of April, revenues totaled \$10,911.09 with 93 members at \$30 and 50 at the \$20. Total expense were \$8,115.47. The only large expense that isn't reflected are the NESGFOA dues. John asked if he should expect an invoice from NESGFOA. Bill suggested John get a current list and make sure he agrees with the number of members and cut a check for now. Bill will send John the email of the NESGFOA treasurer to follow up. Motion to accept the treasurer's report Bill/Linda. Motion carries.

5. Education Committee Report – Bill gave an update on the Summer Workshop program which is just about complete. Lisa Parker will give the annual GASB update. Suzanne put together a panel discussion of ethics. Bill is asking Karen Horn from VLCT if she will give a brief legislative update. A session on FLSA and fringe benefits will also be held. Working with the local IRS branch is much more cumbersome after the retirement of the long term local liaison who was more accessible. Bill has reached out to the tax partner from Sullivan, Powers & Co. to see if she could help. If not, Bill will do the presentation. The brochure will go out for end of the week

Bill just returned from the GFOA annual conference in St. Louis and gave a brief recap on the conference.

6. Membership Committee Report – Sarah included a draft of the annual renewal letter in the packet and asked for input. The letter will go out soon for current members to renew. Shelley and Sarah are working to send out an email to all the municipalities not currently represented in VTGFOA membership.
7. Legislative Committee Report – Nothing was reported
8. Other Business
  - a. Computer Policy – Sarah reviewed the suggested edits to the computer policy and asked for additional input. Jeff asked about insurance and cyber coverage. Given the basic nature of the laptop usage, the Carbonite backup and antivirus software covers what we need. Motion to approve as presented Bill/Linda. Motion carries.
  - b. Review Annual Meeting 2017 minutes for distribution at the 2018 Annual Meeting. Annual meeting minutes were reviewed and no changes were made. They will go in the packet for the annual meeting.
9. Next Meeting: Tuesday June 12<sup>th</sup> at VT Technical College, Randolph. Brief organizational meeting will be held after the workshop
10. Adjournment – Motion from Suzanne/John to adjourn. Meeting was adjourned at 2:02 pm.