



# VTGFOA Board Meeting

## January 15, 2020

### Minutes

**Present:** Abbie Sherman, Cheryl Lindberg, Sue Gage, Casey Rowell, Suzanne Lowensohn, Dawn Monahan  
**Regrets:** Jeff Graham and Lara Aley

1. Call to Order / Changes to Agenda: Abbie Sherman called the meeting to order at 1:31 p.m. Changes to the agenda were made under Other Business to add an update from the NESGFOA and the gift card for Shelley.
2. Approval of Minutes: Minutes were amended to add the time the meeting ended and name of minute taker. Motion by Sue Gage, seconded by Casey Rowell, to approve the December 18, 2019 minutes as amended. Motion passed.
3. Treasurer's Report
  - a. Monthly Financials: There was \$0.18 in interest for the month of December and no other changes. Motion by Suzanne Lowensohn, seconded by Casey Rowell, to approve the December financial statements. Motion passed.
  - b. Approval of VLCT Invoice: The invoice for the first half the year has been received in the amount of \$500. Motion by Cheryl Lindberg, seconded by Casey Rowell, to approve the VLCT invoice for payment. Motion passed.
4. Audit Committee Report – FY2019: Cheryl Lindberg has not connected with Jeff Graham to complete the FY'19 audit due to Jeff's work obligations. Sue Gage will bring the materials to the February workshop for the audit to be completed on that day. If Jeff is unavailable, another member of the Board will assist Cheryl in completing the audit.
5. Education Committee Report
  - a. February 13 Winter Workshop: Abbie Sherman has ordered the food for the workshop and noted that prices have increased about \$5/person. There is an added charge for AV equipment of \$100 which includes the screen, mic, podium, and a projector. Registration fees for future workshops will need to be increased to ensure we are able to cover the cost of the workshop. All of the presenters are joining the membership for lunch which will be a good opportunity for attendees to network with them. Abbie plans to arrive by 7:45 a.m., and any helpers are much appreciated. CPE credit forms need to be created, and VTGFOA brochures printed and available at the registration table. Information on the workshop will be sent to a representative of VASBO and ask them to share with their membership.
    - i. Workshop Evaluation Form: Various edits were suggested to the form. Dawn Monahan will amend and email a final copy. It was suggested that Board members talk with the membership during lunch about future workshop topic ideas. Responses to the evaluation form will be tracked for future reference.

- b. June 18 Summer Workshop & Annual Meeting: Abbie Sherman was contact by Abby Friedman at VLCT. They anticipate holding their annual Finance Symposium on June 4 and are considering the following topics: Fraud & Embezzlement, Audits & Elected Auditors, Digital/Online Business Security. In an effort to better coordinate on workshop topics, Abby asked that Abbie put her in contact with the Education Committee. All Board members should come up with ideas by the next meeting for the June workshop.
6. Membership Committee Report: Lara Alemy shared with Abbie Sherman that she is preparing a letter to send out to 2019 members who have not renewed their membership.
7. Legislative Committee Report: Jeff Graham was not present, but Cheryl Lindberg had previously sent Board members a copy list of the new bills being introduced and indicated the ones that may be of interest to our membership. Abbie Sherman provided a brief summary of two TIF-related bills – H.642 and S.191.
8. President's Report
  - a. Ethics Policy: Revisions to the draft Ethics Policy were reviewed. Motion by Cheryl Lindberg, seconded by Sue Gage, to approve the revised Ethics Policy. Motion passed. Suzanne Lowensohn will post on the VTGFOA website.
  - b. Appointing VTGFOA Board Members: Abbie Sherman received two responses from members interested in filling the vacancies on the Board. Motion by Cheryl Lindberg, seconded by Suzanne Lowensohn, to appoint William Kriewald (Chief Financial Officer, State Treasurer's Office) and Thomas Galinat (Peacham Town Clerk and Treasurer) to the VTGFOA Board for the remainder of this year, ending at the Annual Meeting. Motion passed.
  - c. Scholarship Applications for April 2020 NESGFOA Spring Seminar: There is no early registration discount for the NESGFOA Spring Seminar. Registration for the seminar will begin around the 2<sup>nd</sup> week of February. A scholarship of \$250 was discussed. Further discussion on this topic was tabled for the next meeting when more details of the Spring Seminar should be known.
  - d. Secretary of State Annual Filing: This was completed last year and is good for two years, but the contact information needs to be updated.
9. Other Business
  - a. Newsletter Update: Casey Rowell needs content for the newsletter. We should send it out in early April if we have enough material. June workshop details could be included.
  - b. NESGFOA Update: Cheryl Lindberg and Abbie Sherman have asked Bill Fazioli to provide information about RegOnline and whether it might be possible for the VTGFOA to use that service through the NESGFOA. An audit of the Fall Conference that was held in Vermont will be conducted and ready for the April NESGFOA Board meeting. There are a number of flannel bags leftover from the conference that will be sold at the April conference.
  - c. Gift Card for Shelley – Motion by Sue Gage, seconded by Cheryl Lindberg, for Dawn Monahan to purchase a \$50 gift card at the selected location. Motion passed.
10. The meeting adjourned at 2:57 p.m.

Respectfully submitted,  
Abbie Sherman  
President