



# **VTGFOA Board Meeting Approved Minutes July 19, 2017**

**Location:** Conference Call, 1:30 pm

**Present:** Sarah Macy, Cheryl Lindberg, Linda Peters, John O'Connor, Shelley Quinn, Bill Hall. Wendy Wilton joined the meeting at 1:43 pm

**Regrets:** Susan Gage, Aaron Frank, Bob Giroux,

## **1. Call to Order**

The meeting was called to order at 1:04 pm by Sarah Macy.

## **2. Minutes**

Minutes were approved from the May 17, 2017 meeting with correcting the spelling of NEMRC and adding an "h" to Sarah's name in one place. Cheryl Lindberg's name should not have an "h". The 6/20/17 Organizational minutes were approved with changes. The 6/20/17 Annual Meeting minutes were discussed, and noted that everyone was listed as Members present, but it will be reviewed to see if everyone present is a member or if some people are nonmembers, and will be reflected in the corrected minutes. Both Cheryl and Bill said this has been a problem in the past with the Annual Meeting Minutes. Sarah said she will talk to Theresa at VLCT about the members list. Also, Sarah is listed a Chair and should be President, along with change from Vice Chairs to Vice Presidents. Sarah will get the changes to Sue for corrections.

## **3. Presidents Report:**

Sarah reported there were two topic suggestions from the website: (1) Internal Control and (2) New disclosure requirements for debt. Evaluations from summer workshop indicated there was not enough time for GASB updates. Future topics for workshops include: Quickbooks, Internal Controls, and writing the MD&A, Tax Billing, and Introduction to GASB. Comments also included more power point presentations from speakers. There were lots of compliments on the location of the meeting.

## **4. Treasurer's Report**

John did not send out financials because we do not have the invoice from Castleton for the June meeting. John presented an invoice for the second half of the VLCT contract. It was voted, and approved to pay \$303.00 to VLCT.

**5. Education Committee:**

Bill reported he will be looking at the evaluations for topics for the fall conference, and is still hoping that Mike Mucha will get back to him and send someone to speak at our meeting.

**6. Other Business:**

Discussion of the August meeting. Cheryl said we should move the meeting back one week to allow for scholarships for the NESGFOA Annual meeting, which the deadline is August 15<sup>th</sup>. Bill also said we should have our winter workshop in Montpelier as this is a central location and Burlington is too far away for people to drive in the winter months. Sarah reported that Theresa let her know that VLCT is cleaning old files, and she will put files that belong to us on an USB for our records.

Sarah will get information out to people about scholarships for the NESGFOA annual meetings and we will look at the applications at the August 9<sup>th</sup> meeting. We have in our budget \$3,750.00, of which \$1,500.00 came from NESGFOA. We will offer 5- \$500.00 scholarships for the meeting, and still be able to allow for 5 \$250.00 scholarships for the spring conference. Cheryl said there will be no additional monies off for the annual meeting of the NESGFOA. John reported the monies received for dues for memberships. We budgeted 90 @\$30.00 each, and 40 @ 20.00, and have received 72 @ \$30.00 and 37@ \$20.00. Shelley said to let her know and she will reach out to the nonmembers who attended the annual meeting about becoming members.

Cheryl reminded us about the baskets that we need to get together for the NESGFOA. Cheryl will gather things for the baskets and asked if anyone has baskets please let her know. Also, if anyone is able to, please try to get donations for baskets or bags for gifts.

Respectfully Submitted,

Linda Peters, acting Secretary