



VTGFOA Board Meeting

January 17, 2018

APPROVED Minutes

Location: Conference Call, 1:30 pm

Present: Sarah Macy, Bill Hall, Linda Peters, Shelley Quinn, John O'Connor, Sue Gage and Aaron Frank arrived mid-meeting

Regrets: Cheryl Lindberg

1. Call to Order / Review of Agenda – Sarah Macy called the meeting to order at 1:35 pm. No agenda changes.
2. Approval of Minutes – Minutes from the 12/20/17 meeting were presented. Motion to approve the minutes as presented Linda Peters/Bill Hall. Minutes were approved.
3. President's Report - Per suggestion at our last meeting, Sarah sent out thank you letters to both Wendy Wilton and Bob Giroux for their service on this board. Sarah stated that no one had expressed any interest in serving on the board after an email was sent to the membership. She asked that board members reach out to others that may be good board prospects and let her know. Several board members stated that they hadn't seen an email regarding service on the board. The email was sent during the meeting and Sarah heard from an individual immediately after the email was delivered who is interested in serving. Sarah will follow up with her.

Per Bill's suggestion about reviewing our membership categories, Sarah included our bylaws and the NESGFOA bylaws. Bill has suggested that we review our categories of membership and potentially add some new categories.

The February workshop is in good shape. Sarah is hoping to make some topic suggestions for the panel discussion to keep the conversation moving.

4. Treasurer's Report – John O'Connor presented the Treasurer's report included in our board packets. He highlighted that things are in good shape and we are on track with our budget. Membership is also looking good and is in line with the budget. We currently have a surplus but still need to pay the NESGFOA dues. Motion to accept the Treasurer's report Bill Hall/Shelley Quinn. Treasurer's report was accepted.
5. Education Committee Report - Bill Hall explained the outline of the day for upcoming seminar in February. Will start with an overview of the GFOA website and walk through navigation of both the Best Practices and the Resource Centers. The Resource Centers list all the best practices and aids. He will provide an update on best practices as adopted and popular best practices. This introduction will be followed by a panel discussion on GFOA best practices, policies, and procedures with panel members sharing information and experiences. The Project management portion of the seminar that was cancelled in the fall, will be the second morning session. And lastly, the State Archivist will speak about financial record retention policy. Sarah noted that we have two registrants already.

Sarah suggested the panel have some guidance or talking points about particular things so that the discussion doesn't lag. Sue suggested that board members could have pertinent questions on hand if the panel needed some. Sarah will solicit ideas from the board in a follow up email.

Bill followed up by stating that the brochure should go out at the end of the week.

6. Membership Committee Report – Shelley reported that she sent email outreach to members who hadn't renewed yet. She will follow up with a mailed copy to those who didn't respond or whose email bounced back. Sarah noted that we don't do a lot to reach out to potential members. She suggested that we send out a solicitation to nonmembers. Bill can coordinate with Theresa to get list of Treasurers/Towns and we can send to all who are not members. Sarah will follow up with Shelley about this.
7. Legislative Committee Report – still looking for someone for this
8. Other Business
 - a. Membership categories – Bill would like to see our Bylaws more comparable to the NESGFOA bylaws in regards to membership categories. Specifically, he would like to see us have a membership option for honorary retired board members, as he will be looking at that in the next couple of years. Motion to add a membership category for honorary retired board members Bill Hall/John O'Connor. Bill volunteered to draft the language for approval at a later meeting. We will need to alter the brochure as well. Motion to add the membership category was approved.
9. Next Meeting: February 21st after the workshop at the Capitol Plaza, Montpelier
10. Adjournment – Motion to adjourn John O'Connor/Linda Peters. Meeting adjourned at 2:03 pm

Respectfully Submitted,

Sue Gage, Secretary