



# VTGFOA Board Meeting

April 18, 2018

## APPROVED Minutes

Location: Conference Call

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

**Regrets:** Linda Peters, Shelley Quinn, and Sue Gage

1. Call to Order / Review of Agenda – Sarah called the meeting to order at 1:32. Asked for any agenda changes. Cheryl requested that we discuss postage costs for NESGFOA sponsorship letter under Other Business. No other changes.
2. Approval of Minutes – Minutes from March 21 were provided prior to the meeting. Motion from Bill/John to approve the minutes. Jeff abstained. Motion carried.
3. President's Report – Sarah welcomed new member Jeff to the Board. Sarah's email is spoofed on a regular basis and discussion was had about possibly removing individual email addresses from the website and listing just the info@vlct.org email. It was decided that if anyone wanted their email removed we would but otherwise they will stay. Sarah thanked the board for their support and help over the last few years and clarified the expectation that board members will attend all workshops and will register and pay. Cheryl added that regular monthly meeting attendance is also important for the organization and is an expectation of all board members.
4. Treasurer's Report –
  - a. John gave an overview of the financial statements. At the end of March, we had \$16,356.96 in cash, all of which is reflected in fund balance. We have \$1,780.67 left in scholarship funds and \$5,000 earmarked for the 2019 NESGFOA conference. At the end of March, we have \$10,805.96 in total revenue. Membership dues are over budget this year. We budgeted 90 at \$30 and 40 at \$20 and we ended up with 92 at \$30 and 50 at \$20. Expenses to date are \$7,115.47 which does not include the NESGFOA dues, those will be about \$2,000. Currently we have a surplus of \$3,690.49 compared to a budgeted deficit of \$805. Motion to accept treasurer's report Cheryl/Suzanne, motion carries.
  - b. John presented a draft 2019 budget for review and input. The Budget is approved by the membership at the annual meeting. The proposed 2019 budget is the same as the 2018 budget but for the addition of \$100 to reflect the price increase for the VLCT contract. A question arose about how the NESGFOA conference is funded and whether there is money in our budget for that. Cheryl responded that the NESGFOA puts together the budget and all the money runs through NESGFOA. VTGFOA has set aside \$5,000 so far to contribute and we may set aside some additional funds. We also include money in our budget for gift baskets for the NESGFOA conference. Motion to accept the 2019 budget Bill/Cheryl. Motion carries

5. Education Committee Report – the group discussed topics for the Summer Workshop. Lisa Parker has confirmed that she will be attending to present the annual GASB update. Additional options discussed include: taxable and nontaxable fringe benefits, FLSA overtime requirements; legislative update; internal controls; a panel discussion to enhance any topic; budgeting with panel discussion; fund accounting; opportunities for municipalities with the Agency of Commerce and Community Development.
6. Membership Committee Report – Nothing was reported
7. Legislative Committee Report – Nothing was reported
8. Other Business
  - a. Computer Policy – With time running short this was tabled for a future meeting
  - b. NESGFOA 2019 Update – Cheryl discussed the financing of the upcoming 2019 NESGFOA conference that we are hosting. Of the New England States, Vermont has the most difficulty coming up with the funds for the conference. This year we are trying to reach out in advance and stir up more sponsorships. Since the 2018 conference hasn't closed, this first round will be for just Vermont specific entities. Cheryl sent out a list of potential sponsors and a draft solicitation letter for feedback. Looking at each board member's name in the signature block, it was suggested that some "town of" or "village of" be added to the different municipalities.
9. Next Meeting: May 16, 2018 by conference call at 1:30
10. Adjournment – Motion from Jeff/Cheryl to adjourn. Meeting was adjourned at 2:33 pm.