



# VTGFOA Board Meeting

## November 13, 2018

### Minutes

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

**Present:** Sarah Macy, Suzanne Lowensohn, Jeff Graham, John O'Connor, Cheryl Lindberg, Shelley Quinn, Bill Hall and Sue Gage (joined at 2:20)

**Regrets:** Abbie Sherman, and Linda Peters

1. Call to Order / Review of Agenda – Sarah called the meeting to order at 1:40. Asked for any agenda additions or changes. There were none.
2. Approval of Minutes – Minutes from the October 23<sup>rd</sup> meeting were provided prior to the meeting. Under section 5 line 3 the word discussing was changed to discussed, a signature line was added. Motion from Cheryl/Jeff to approve minutes as corrected. Motion carried.
3. President's Report – Sarah noted that two survey submissions were received from the website on future topics. One was on Medicare and defining small employers. The second was a request on using NEMRC.
4. Treasurer's Report – An invoice was received from VLCT for packet preparation for the October workshop for \$56.70. Motion from Cheryl/Jeff to approve invoice. Motion carried. Bill abstained.

John proved the treasurer's report. At the end of October we had \$17,369.53 in cash. We only paid out two scholarships so we have \$500 left in NESGFOA Scholarship Funds. We have assigned fund balance of \$2,780.67 for additional scholarships, \$5,000 in assigned fund balance for NESGFOA conference, and \$9,088.86 in unassigned fund balance.

On the income statement at the end of October, we had dues revenue of \$4,060 and 151 members. As of the November 13<sup>th</sup> meeting we were up to 157 members. Our expenditures at the end of October were \$3,906.67 and that included the payment to NESGFOA of \$2,295. Motion from Suzanne/Bill to accept treasurer's report. Motion carried.

5. Education Committee Report – Bill gave an overview of topic suggestions he received on the evaluation forms from the last work shop. They included: investing for beginners (basic types of investments available for governments), more accounting, more excel real world examples including pivot tables, specific municipal software for financials, policies and procedures documentations (2 people commented), internal controls (2 people commented), changes in GAAP, and using NEMRC and excel for the Town report. He also received a suggestion from elsewhere for introduction to grant writing.

Discussion focused on (1) grant writing – Bill will reach out to a couple people. He knows someone in the Bethel area who administers grants for governments after they've been received and has taught classes as well. (2) NEMRC – would NEMRC provide someone to come and do a training on the basics. Suggestions included focusing on an overall vision or overall concept of how the different module interact with one another. Or an overall concept of how the NEMRC package works together. A panel was discussed with finding three serious users who could share. The panel would allow for the conversation

to go in the directions that the audience wanted to hear. Discussion continued to see if NEMRC will work together with a panel to do an afternoon session. (3) Investing for beginners – what types of investments are available to governments, what should they stay away from. Suggestions included reaching out to a bank with an investment branch and to the State Treasurers office.

Some conversation was had on offering a reduced price half day workshop option but decided to stay the course and offer just one rate for the full day.

6. Membership Committee Report – Cheryl asked if any of the most recent new members were some of the people who had expressed interest in networking in Vermont. Yes, at least one of the new members is.
7. Legislative Committee Report – Jeff and Suzanne will be coordinating the Legislative updates.
8. Other Business

- a. NESGFOA Conference Update – Cheryl gave an update on the planning for the 2019 NESGFOA conference. She, Bill Hall and Bill Fazioli met in Stowe on October 26, 2018 and toured the Trapp Family Lodge as a possible offsite dinner location. Afterward, they went to Spruce Peak to talk about entertainment. Bill Hall is working on gathering menu options and Cheryl is compiling information into a budget. Bill and Cheryl will be meeting Thursday November 16<sup>th</sup> to get that information together for the NESGFOA board. Bill added that costs have increased substantially from the last Vermont hosting six years ago. An emphasis on the importance of fundraising was added.

Cheryl also gave an update on the NESGFOA board which met November 2<sup>nd</sup> and worked on the executive director review, website design, and a discussion of a mentoring program.

Cheryl reminded board members who had reached out to potential sponsors to report back to her.

- b. Assignment of \$5,000 fund balance for NESGFOA conference – Motion from Sue/Suzanne to assign an additional \$5,000 in fund balance for the NESGFOA conference. Motion carried. This brings our total assigned fund balance for the NESGFO conference to \$10,000.
9. Next Meeting – Tuesday, December 18, 2018 at 1:30 by conference call
  10. Adjournment - Meeting adjourned at 2:40

Respectfully submitted,  
Sarah Macy  
VTGFOA President