



VTGFOA Board Meeting

December 18, 2019

Minutes

Present: Abbie Sherman, Lara Alemy, Cheryl Lindberg, Sue Gage, Casey Rowell, Suzanne Lowensohn, Dawn Monahan

Regrets: Jeff Graham, Gail Ostrout, Shelley Quinn

1. Call to Order / Changes to Agenda – Abbie Sherman, President called to order at 1:32pm

Abbie announced that Shelley is resigning from the board. Her job has changed and she is no longer working with Municipalities. She will remain a VTGFOA member. Abbie will request an email blast looking for a new board member. The board will recognize Shelley at the annual meeting. Dawn has offered to present the board with gift card ideas at the next meeting.

Motion made to accept Shelley's resignation with regrets made by Cheryl. Motion seconded by Suzanne. Motion passed.

Changes to Agenda: Discussion regarding an email from Sarah Macy about recruiting finance professionals added under other Business, time permitting.

2. Approval of Minutes – November 20, 2019

Motion to approve made by Suzanne. Motion seconded by Lara. Motion passed.

3. Treasurer's Report

a. Monthly Financials

Balance Sheet: Five new memberships have come in from VLCT amounting to \$140. We paid back Abbie for Bill Hall's resignation gift. There is \$7310.15 in cash at the end of month. \$3286.11 reserved for scholarship and \$4024.04 Unassigned.

Statement of Revenues & Expenditures: We are a little below budgeted dues revenue. We generate revenue at workshops and since we didn't have a fall workshop our memberships are low. Sue suggested that someone should take up the membership committee role from Shelley to follow up with members who haven't returned. Lara volunteered. Sue will share information.

Motion made by Cheryl to accept the financials as presented. Motion seconded by Casey. Motion passed.

Additional information from Abbie: we are down a member on the Audit Committee. We will need a second person on the committee and the audit work has not been completed yet. Cheryl will connect with Jeff and Sue to handle.

4. Education Committee Report

a. February 13 Winter Workshop

Suzanne is working on getting the program ready but waiting on the details to put into the flier. The flier needs to be out the first week of January to get a headcount to Capital Plaza. Afternoon presenters have been booked. Jeff has been working with Melanson Heath. Suzanne will pull together what she has and send out for comments to keep the flier moving.

Abbie shared details she had about Melanson Heath second presentation. They have offered two of their staff to give a joint presentation on GASB 88 (debt disclosure).

5. Membership Committee Report– skip due to attendance

Abbie will request Shelley to transfer any helpful membership information to Lara.

6. Legislative Committee Report – skip due to attendance

7. President’s Report

- a. Ethics Policy– A Draft policy was sent to members for review. Abbie created the document to combine current and GFOA ethics policy. Casey suggested a change to the wording in item G, last sentence. Sue suggested a period after “judgement of the board”. Cheryl suggested changing the word “officer” to “board member”.

Dawn requested a change to section A.7 suggesting that “my community” should read “the community”. Dawn also suggested that section B language should be adjusted to remove the language of producing results. Dawn suggested wording as “Government finance officers build trust when they are well informed and knowledgeable”. Abbie will make changes and send out again for review. Suzanne suggested condensing certain areas and can make suggestions before the next meeting.

- b. Scholarship Policy – The changes from last meeting were made.

Upon motion to accept the new policy made by Sue. Motion seconded by Casey.

Motion passed.

Suggestion made by Sue to put the new policies in our new newsletter. Cheryl mentioned updating the website.

- c. VLCT Contract –

VLCT annual contract price has increased. Abbie is interested in looking for ways to save money or use the services a better way. The Vermont Convention Bureau is a possibility for scheduling functions. We would send out an RFP for our needs, receive responses and choose a venue. It may be less time consuming for the board members than following up on VLCT prior to events.

Capital Plaza cost \$1398.82 the last time we held an event. The cost includes meal and room. Once you have a minimum of 40 meals, the room is free. Lake Morey has similar pricing structure.

Dawn mentioned that the Barre auditorium, Alumni Hall hosts workshops but is unsure of catering portion but maybe there is something cheaper? Look for future events.

Cheryl takes issue with item #4 on the VLCT contract stating “ VTGFOA agrees that the above services will be provided within LEAGE’s staffing, time and budget constraints”. Cheryl

suggested that our committees take responsibility for certain functions. She questioned if we could get access to our information from VLCT.

Abbie stated that we currently have nothing in place to cover the services VLCT is providing. Over the next year we need to research and put systems in place to eliminate the need for the contract. NESGFOA has an online member registration system and we can look at the possibility of using the same system. The benefit is the option of payment by credit card. The question of card fees was raised. Cheryl has an NESGFOA board meeting in January when she can get more information.

Name tag pickup would be tough to coordinate now that we no longer have a board member at VLCT. Dawn offered to pick up while we think of other alternatives.

Marie Kelly is now the primary VLCT contact. Sue has offered to stop in to VLCT to meet her.

Motion made by Sue to approve the contract for the 2020 calendar. Motion seconded by Dawn. Motion passed.

8. Other Business

- a. Newsletter Update– Casey is looking at using MailChimp for the newsletter and sent board members a sample newsletter. The software designs in boxes/topics that you choose and allows you to upload to your members. Some topics that Casey set up were local news, upcoming events, job postings, national headlines, and website link. Casey was concerned with what articles we can share due to copyright issues and asked for help with material to be shared. The suggestion was made to use the newsletter to promote us as an association and include links to our website or other finance pages for additional education opportunities. GFOA is modifying its Certified Public Finance Officer credentials. There are only two Certified Public Finance Officers currently in VT and it may be a good topic to share with members.

Abbie suggested keeping categories loose depending on what is going on. Put members on the bottom of the newsletter. Abbie would like everyone to come up with some topic/content ideas. Casey has offered to handle the newsletter as long as she gets help with content. Sue suggested that each committee puts forth some information into the first newsletter to help us get a start.

Due to time discussion regarding Sarah email on attracting young professionals to government finance is tabled until the next meeting. Members are encouraged to reach out to Sarah individually.

9. Adjourned at 2:45 pm.

Motion made by Casey. Motion seconded by Sue. Motion Passed.

Respectfully submitted,
Lara Alemy
Secretary