

Vermont GFOA
Capital Plaza Hotel
February 10, 2010

Present: Cheryl Lindberg, John Leisenring, Dave Olson, Bill Hall, Barbara Kivlin, Jeff Mobus, Lauren Morrisseau, and Gloria Yandow.

Regrets: John O'Connor and Carolyn Gauthier.

1. Call to Order and Review Agenda:

President Cheryl Lindberg called the meeting to order at 1:20pm.

2. Lauren Morrisseau moved to accept the minutes with minor changes. Gloria Yandow seconded the motion that then passed unanimously.

3. Report of the Chair:

Cheryl Lindberg said that she will ask Carolyn Gauthier to take a stab at drafting a 2010-2011 budget. She asked that any board members who had specific ideas about the next year's budget to let her know. She emphasized that we need to have a budget to be acted on at our annual meeting. Gloria Yandow said that she would work with Carolyn Gauthier on a reimbursement policy, following federal guidelines. Cheryl said that there is also a question as to what expenses be reimbursed, noting that NESGFOA's policy reimburses overnight stays for those who travel more than 150 miles.

Cheryl Lindberg told the board that she, along with Bill Hall and Bill Fazioli, are beginning to think about site visits for 2013, when VTGFOA hosts the NESGFOA annual conference. The location must be able to accommodate 250 attendees in multiple conference spaces. Of these 250, 200 must be able to stay at the hotel.

4. Treasurer Report:

Carolyn Gauthier was not present. However, she did send a copy of the financial statement. The fund balance as of February 8, 2010 was \$8,053.10. John Leisenring moved to accept the Treasurer's Report. Jeff Mobus seconded the motion that then passed unanimously. Jeff Mobus moved to approve a reimbursement to Lauren Morrisseau in the amount of \$47.88 for 150GB of web hosting. Barbara Kivlin seconded the motion that then passed unanimously.

5. Board Reports:

Lauren Morrissette said that currently the minutes and the bylaws are in Word. She asked the board if they would like to have these converted to pdf. The board said yes. It was suggested that links should include GFOA events. Bill Hall noted that the symposium will be June 22nd, as will our annual meeting. Denis Gravelin sent word that the website looks great.

Barbara Kivlin described the process of adding to a Google Group. She said that she had sent out invitations to the board, but that only three had responded. She will re-send invitations. The option of having an open site was discussed. Cheryl Lindberg said that it should be members only, as a value added benefit of being a VTGFOA member. There was a comment about listserv etiquette and protocol. Barbara said that Google allows many options, including email notifications. As we go along, we will learn how to best use these options.

Bill Hall said that he is working on the June Symposium. He asked those who had any ideas about topics to send them to him. Cheryl Lindberg asked about TOEC, should VTGFOA sponsor any presentations. There are multiple sessions and the challenge is to provide the presentation at all sessions. Bill Hall is doing a presentation on internal controls this spring at all the sessions. He suggested that we look at workshop fees since our outreach efforts need to be funded.

There was a brief discussion on the seminar held earlier that day. Barbara Kivlin asked about a suggested unified chart of accounts. John Leisenring and Jeff Mobus both said that the GASB Blue Book chart of accounts would be a good place to start from scratch. John added that he used it as guide when re-doing Brattleboro's chart of accounts. There was a concern about Ernie Saunders perhaps selling NEMRC products, but many of the group did not get that impression. On the other hand, Lisa Parker's GASB presentation was very well received.

John Leisenring guided a discussion about policies, using existing NHGFOA policies as a guide. For the Budget Policy, there was general agreement that the NHGFOA policy is good. All that VTGFOA need do is change the Fiscal Year to July 1 through June 30, changing all related dates. In addition the board would like the Treasurer to draft the initial draft budget. The time frame would be:

First Draft by Treasurer to Board by April meeting.
Board Discussion during May meeting.
Presented to members at June annual meeting.

The Board also looked at the NHGFOA Fund Balance Policy. There was discussion as to whether, on a small budget like ours, the minimum fund balance should be determined as a percentage of revenues or in simple dollar amounts. John Leisenring said that he'd write a draft and the board could discuss it at the next meeting.

Cheryl Lindberg gave Jeff Mobus the membership surveys collected at the end of the seminar. Jeff will look them over and present the results at the next meeting.

6. Adjournment. Jeff Mobus moved to adjourn. John Leisenring seconded the motion that then passed unanimously.

Cheryl Lindberg wished everyone a safe trip home.

The meeting adjourned at 2:45pm.

Respectfully submitted,

Jeff Mobus
Secretary