

Vermont GFOA
Conference Call
August 11, 2010

Present: Cheryl Lindberg, John O'Connor, John Leisenring, Bill Hall, Amy Deutl, Richard Donahey, and Lauren Morrisseau.

Regrets: Barbara Kivlin, Jeff Mobus, Carolyn Gauthier

1. Call to Order and Review Agenda:

President Cheryl Lindberg called the meeting to order at 1:35 pm. Cheryl Lindberg amended the agenda, re-sequencing the Treasurer's Report to occur after Committee Reports.

2. Approval of Minutes:

Bill Hall moved to accept the minutes for July 28, 2010 as submitted by Jeff Mobus. John Leisenring seconded Bill Hall's motion. The motion passed unanimously.

3. Report of the Chair:

Cheryl Lindberg reviewed the two options for the fall workshop location; Marriott Courtyard (Courtyard hereafter) and Middlebury Inn. Cheryl suggested that the Courtyard would be the better choice of the two options given that the room rental and food prices would be \$6 less per person at the Courtyard. The total per person cost at the Courtyard would be \$21.25 including breakfast and lunch items plus gratuity. The room rental at the Courtyard would be \$100. There was general consensus by board members that the workshop should be held at the Marriott Courtyard.

Bill Hall stated that the board should consider the amount of the workshop fee. Cheryl Lindberg recommended a fee of \$40 per person. Richard Donahey asked what the cost was for participants last year. Records showed that the cost was \$30 for VTGFOA members, \$45 for non-members, and \$50 for registrants who also joined the VTGFOA at the time of registration. Bill Hall pointed out that there was a planned loss of approximately \$900 last year, and that mailing costs should also be considered. The Treasurer's Report documented a mailing cost in 2009 of \$107.36. Bill Hall asked if the board should once again offer a discount to registrants who also join the VTGFOA. Following a general discussion of the matter, there was consensus among board members that the fee structure would be as follows; \$35 for members and \$50 for non-members.

Bill Hall noted that a decision was also needed for finalizing the workshop topics. After a general discussion, Bill Hall summarized that the three topics for the workshop would be records retention, pertinent IRS requirements for the coming year, and grant related policies and procedures as suggested by the State Auditor's office.

The board also agreed that the timeframe for the workshop would be from 9 am until 12:30 pm on October 28, 2010. Furthermore, Cheryl Lindberg suggested holding a board meeting after the workshop and board members agreed.

4. Committee Reports:

Lauren Morrisseau was unable to purchase the Dreamweaver software and is looking into alternative providers from whom VTGFOA may purchase the software. Board members suggested the following updates to the VTGFOA website: adding the fall workshop information to the website; providing the new VTGFOA membership pamphlet online; corrections to contact information for several board members. No other comments.

Barbara Kivlin – not present.

Bill Hall – see discussion under item three (3) above.

John Leisenring/Richard Donahey – John and Richard will collaborate on outstanding policies to present to the board in October.

Jeff Mobus/Amy Deutl – There was a general discussion regarding the ongoing challenges of maintaining and accessing up-to-date membership data.

John O. – No updates.

Cheryl Lindberg asked board members if the monthly long distance carrier charges for board meeting phone calls were acceptable. Members generally agreed that costs seem to be minimal and acceptable.

5. Report of the Treasurer:

Bill Hall pointed out that Carolyn was unable to attend the board meeting, and as such, the board probably should not move to accept the Treasurer's report.

John Leisenring moved to approve payment of the bill received from VLCT for mailing membership information totaling \$113.52. Lauren Morrisseau seconded the motion as an FY 2011 expenditure. The board unanimously approved the motion.

A brief conversation ensued regarding the draft version of the new expense reimbursement form. The general consensus among board members was that the new reimbursement form would be acceptable.

Cheryl Lindberg suggested Sept. 22 at 1:30 pm for the board's next meeting, and present board members agreed that the time would be acceptable.

Richard Donahey moved to adjourn the meeting, and Amy Deutl seconded the motion. There was unanimous board approval to formally adjourn the meeting at 2:35.

Respectfully submitted,
Richard Donahey, Board Member