

Vermont GFOA
Board Meeting
Stoweflake Conference Center
October 20, 2011

Present: Cheryl Lindberg, Bill Hall, Carolyn Gauthier, Cynthia Gibbs, Jeff Mobus, Lauren Morrissette, John O'Connor, and Shelley Quinn

Regrets: Joyce Mazzucco

Cheryl Lindberg called the meeting to order at 1:10 PM

1. Approval of August 10, 2011 Board of Directors Minutes

The approval of these minutes had been postponed at the September 21 meeting in order to give members a chance to review them. Cindy Gibbs made the motion to approve the minutes of August 10, 2011. Shelley Quinn seconded the motion. Motion passed unanimously.

2. Approval of September 21, 2011 Board of Directors Minutes

Cindy Gibbs made the motion to approve the minutes of September 21, 2011. Bill Hall seconded the motion which passed unanimously.

3. Report of the President

President Cheryl Lindberg reported that Barbara Kivlin was resigning from the Board due to personal reasons. She suggested the Board send Barbara a certificate of appreciation for her service on the Board. Shelley Quinn made the motion and Jeff Mobus seconded it. Motion passed with all in favor.

President Lindberg told the Board that as Barbara Kivlin had been Secretary for the Board someone else would need to be appointed. Lauren Morrissette had suggested to President Lindberg that she would be willing to take on the position. Bill Hall made the motion that Lauren Morrissette be appointed Secretary. Jeff Mobus seconded the motion which passed unanimously.

Cheryl instructed Lauren to remove Barbara Kivlin from the list of Board members on the website. At this time there are two VTGFOA members that have expressed interest in being on the Board. One of them, Deb Beckett of Williston, attended to meeting to find out more about the Board position. The other interested person, Kim Moreno from Richmond, was not able to attend the meeting. Cheryl will be contacting both members and a new Board member will be appointed at our next meeting.

Cheryl also reported that Jeff Mobus, Bill Hall and she will be attending the New England Board meeting in Massachusetts on 11/10/11.

4. *Treasurers Report*

Carolyn Gauthier reported that the checks received for today's workshop were not included on the financial report. She said she had one reimbursement to submit for approval. The reimbursement was for certificate paper and holders in the amount of \$16.28. Bill Hall moved and Jeff Mobus seconded the motion for approval which passed.

Carolyn also told us that the Stoweflake will be sending a bill for today's conference costs. It was decided that Carolyn would scan the bill and send it out to all Board Members. After allowing 2 days for review, Cheryl will ask for a motion to approve the invoice so that Carolyn can pay it. Board members will vote by e-mail. Cheryl Lindberg told the Board that VTGFOA had contributed \$275 toward the conference.

It was also noted that the financials showed assigned fund balance of \$2,000 for the 2013 New England conference.

Jeff Mobus made and Bill Hall seconded the motion to accept the Treasurer's Report. The motion passed unanimously.

5. Legislative Committee

John O'Connor updated the Board that the committee intended to meet but was prevented by Hurricane Irene. He was not sure when the next meeting will be rescheduled. In the conference today we were given some of the outcomes of this committee. The internal control checklists developed by the committee are getting finalized. The committee was instrumental in pushing for the internal control handbook. The next step for the committee is to link use of the checklist with VLCT insurance premiums. There are many issues to be addressed in this area. Bill Hall expressed thanks for the work of John and the committee.

6. Education Committee

Cheryl Lindberg informed the Board that the Winter Workshop is usually held in February – sometimes March. It was suggested that the next workshop should be held in Rutland and Bill Hall suggested the Holiday Inn on Rt 7 would work well. It was discussed that having Lisa Parker as speaker be at the Annual Meeting in June. Attendance at the winter workshop last year was reduced because of weather. She would be a big draw so that we could have better attendance at annual meeting because weather should not be an issue in June.

Shelley Quinn suggested the subject of the roles of the School District Treasurer. In order to attract more school personnel a workshop geared toward school financial issues was suggested. Issues like communication between the treasurer and the school board was mentioned.

Another topic suggested was that of fund balance. With the experience towns have had with Irene they may be more receptive to learning the benefits of maintaining a fund balance. In relation to this subject Shelley Quinn suggested education as to how the banks look at towns. Perhaps a panel including Bob Giroux from the Bond Bank along with a Banker and Finance person would be useful.

Another idea suggested by Cheryl was a presentation about the benefits of leasing versus buying.

A date suggested for the next workshop was Feb. 16, 2012. Members were encouraged to investigate this date and it may be confirmed at the next meeting if it will work.

Bill Hall also commented that he will review the evaluations from today's conference for more ideas.

Cheryl urged that whoever we have as a presenter be counseled to keep their presentation pertinent to financial issues.

7. Membership Committee

Lauren is off the committee and Jeff Mobus has volunteered to serve with Shelley Quinn on this committee.

Shelley suggested that a way to recruit new members would be to have a booth at the Town Fair or the VMCTA meeting which would take some monetary resources and time from the Board.

Cheryl felt the time commitment might be too much. She also advised that those on the Board who work in private business must be careful not to benefit from work on the Board.

Cheryl asked that the committee put their heads together and come up with some creative ideas to recruit new members. One suggestion is that we become qualified to provide continuing education credits for our workshops. Bill Hall said he is working on this. Deb Beckett mentioned that the Clerks & Treasurers workshops are geared more toward Clerks than Treasurers. Treasures could be urged to join the VT GFOA for financial educational opportunities.

Lauren Morrissette suggested that our workshop brochures be sent to all towns and not just those with members. Bill Hall said he would look into the additional cost for doing this.

Another suggestion was that Jessica could do an e-mail blast after brochures go out.

8. 2013 Hosting of NESGFOA Annual Meeting

Bill Hall told the Board that the Equinox will not be the caterer for the dinner at Hildene.

Another caterer is being looked for. Bill said sponsorship letters should go out 12 months

before the event. Cheryl suggested it was time for us to be looking for Vermont sponsors. She

also asked that the event be listed on the Events page of the website to alert people to budget

for it. All members should be thinking of local vendors to supply gifts for the speakers. We need to brainstorm on vendors.

9. The meeting adjourned at 2:30 PM

Respectfully Submitted,
Lauren Morrissette
Secretary