

Vermont GFOA
Middlebury, Vermont
October 22, 2010

Present: Cheryl Lindberg, John O'Connor (late), John Leisenring, Bill Hall, Richard Donahey, Barbara Kivlin, Jeff Mobus, and Lauren Morrisseau.

Regrets: Amy Deutl and Carolyn Gauthier

1. Call to Order and Review Agenda:

President Cheryl Lindberg called the meeting to order at 1:40pm.

2. Approval of Minutes:

Barbara Kivlin moved to accept the minutes of the September 22, 2010 meeting. Bill Hall seconded the motion that then passed unanimously.

3. Report of the Chair:

Cheryl Lindberg reported that the scheduled visit of the Stoweflake had been rescheduled. She and Bill Hall updated the Board on their visit to the Equinox. They said that the Equinox was very accommodating and thought that it would be an excellent host location for the 2013 NESGFOA Conference. Generally, registration for these conferences run around \$250, not including room charges which often are around \$200/night. They noted that there is also a lot to do around Manchester, so they are leaning towards this location.

Jeff Mobus asked why these conferences are held in the fall, during audit season for many of those who would like to go to the Conference. He thought that the spring would be better. Bill Hall said that it is in the NESGFOA bylaws. It also could be the time of year when resorts are available at more reasonable prices. John Leisenring added that there were only 3 people from Vermont at the Conference this year (he, Cheryl, and Bill). He would like to see more of us at Conferences hosted by other states, especially if we want those people to come to the Conference we host.

4. Report of the Treasurer:

Carolyn Gauthier submitted the financial report previously via email. As of 10/26/10, the fund balance was \$9,709.75. Jeff Mobus moved to accept the report. Richard Donahey seconded the motion. The Treasurer's report was accepted by unanimous vote. Cheryl Lindberg said that she had received a new contract for back office support from VLCT. Richard Donahey asked what VLCT does for us. Jeff Mobus said that he'd send a copy of the current contract to him. Cheryl noted that Carolyn Gauthier had received the \$5 issue that resulted from one member paying last year's dues amount. She also said that Carolyn would provide us with an accounting of the

workshop, so we'd know how we did. Cheryl said that she'd like to see us make a little money on the workshops.

5. Committee Reports:

Barbara Kivlin reported that she is very frustrated with the Google Group as a ListServe for VTGFOA. Many people are not responding, and many that do respond do not like having to set up an account. She is thinking of looking at a different group. John O'Connor wondered if this group wouldn't be overly redundant and if we wouldn't be better off focusing our energies on our website. A few members noted that the Clerk/Treasurer ListServe is inundated with unprofessional content, lessening the desire for another ListServe type product. The consensus was to use group emails and hold on the ListServe, at least for a while.

Jeff Mobus said that he'd come up with an evaluation of today's workshop and email to the attendees. In addition, Cheryl Lindberg said that she'd come up with a certificate of attendance that she'd forward to Jeff to send to all attendees.

John O'Connor said that Wendy Wilton had a concern about the state statute that said that in the absence of another procedure, the Town Treasurer is also the School Treasurer. She thinks that this is an issue that our group should lobby the legislature to change. Jeff Mobus said that he'd like to see the school tax removed from the tax bills entirely.

Richard Donahey and John Leisenring presented drafts of several possible policies for the board to consider. The drafts are policies taken from the NHGFOA and modified to suit our purposes. The board discussed two of the potential policies, Board of Directors Attendance Policy and Fund Balance Policy.

For the Attendance Policy, it was agreed that subsections B2 and B3 be eliminated, with B1 being added to section A as A3, and that what was previously Section C now be Section B. The end result is that Section A on Meeting Attendance now has 3 subsections and Section B is now Meeting Absences, again with 3 subsections.

In addition, the following issues were discussed for Section B, Meeting Absences.

1. Change the first line to: After missing 3 consecutive meetings or 4 meetings for the year (SECRETARY'S NOTE: The board asked me to come up with wording based on a percentage of meetings for the year. Instead, I've changed it to 4 meetings (which is 33% of our meetings each year. This seemed a more consistent wording structure to me).
2. There was discussion on how to word subsection B2- "Ask the committee member to resign from the committee." One suggested was to change this to: "the committee member will be deemed to have resigned." Barbara Kivlin was concerned that this was too strict. Cheryl Lindberg said that this is a

sensitive topic. It was the consensus to not change the wording of this subsection.

The second policy discussed was on Fund Balance. Under Procedures, section A, the last line was changed from “fund balance cash account” to “unrestricted fund balance account.”

In section B, Cheryl Lindberg suggested adding the word “assignment” in the third line, so it reads “ may approve expenditures or assignment of the excess...” In addition, the last line was changed from “Executive Committee” to “Board of Directors.”

Back to section A, the wording in the draft “equivalent of two months of operating expenditures” was discussed heavily. Richard Donahey said that he put that in as the NHGFOA says \$40,000, which is on an entirely different scale than we function. Jeff Mobus noted that since he’s been on the board, we have always had much more than that amount. Bill Hall said that our relatively large fund balance has existed for several years. It may have been the result of the hosting a conference. There was discussion of assigning some of the currently unrestricted fund balance to costs associated with hosting the NESGFOA Conference, while maintaining a certain percentage of the budgeted expenditures as a minimum unrestricted fund balance. Bill Hall suggested 25%, which would be around \$2000 currently. There was a general agreement on this.

Cheryl Lindberg tentatively set the next conference call for November 17 at 1:30pm. She will be sending out an email to confirm the date.

Jeff Mobus moved to adjourn the meeting. Lauren Morrisseau seconded the motion that then passed unanimously.

Respectfully submitted,
Jeff Mobus, Secretary