

Vermont GFOA  
Board Meeting  
Via Conference Call  
November 28, 2012

Present: Cheryl Lindberg, Deb Beckett, Lauren Morrissette, Jeff Mobus, Nancy Parsons, John O'Connor, Shelley Quinn

Regrets: Cynthia Gibbs, Bill Hall

The meeting was called to order at 1:35 PM.

1) Changes to Agenda

Cheryl Lindberg said she wanted to update the President Report section of the agenda to include discussion of the last workshop.

2) Minutes

A motion was made by Jeff Mobus and seconded by John O'Connor to approve the minutes of 10-25-12. There were no changes suggested. All voted in favor except Deb Beckett who abstained because she did not attend the meeting.

3) President's Report

Cheryl Lindberg presented the VLCT Administrative Contract for 2013. She noted that there was no increase in the contract but that VLCT will be keeping track of staff time spent on these efforts. She told the Board that our new administrative contact is Theresa Bachand. Cheryl also commented that she had done the meal planning for the Dorset workshop. She will be keeping track of time she spends doing work included in the contract. Lauren Morrissette moved that the contract be signed and Jeff Mobus seconded it. All voted in favor.

President Lindberg next reviewed GFOA Scholarship information. We had received a letter requesting assistance in getting out information about these scholarships. Lauren agreed to put the information on the website when Cheryl provides it. We can also publicize them at our workshops. Some scholarships are for graduate studies and some for undergraduate. Cheryl will ask Theresa Bachand of the VLCT to do an e-mail blast to acquaint our membership with the scholarships.

Next Cheryl reported that she, Bill Hall and Jeff Mobus attended a New England States GFOA meeting on November 16. Subjects addressed at the meeting were the NESGFOA scholarship policy and a recap of the Connecticut event which was very successful. In fact the states will be given another \$1,000 in scholarship money. Each state will handle the distribution of its scholarships but will be accountable to the NESGFOA. The NESGFOA had also worked on a Document Retention Policy. Because it is a 6 state organization, consolidation of documents is an issue. They do have an Executive Director and many records are in his basement. Bill Hall is now the President and Rhode Island is next in line.

Cheryl reported that the evaluations from the fall workshop had given much positive feedback. Future topics suggested were 1) Understanding Preparation of Financial Reports, 2) Balance

Sheets, 3) Dealing with push back when making changes to financial policies, and 4) Why use fund accounting (i.e. Fund Accounting Software vs Quick books).

Other topics suggested were: part 2 of records retention – when we had the last workshop the new guidelines were not yet completed; how the Annual School payment reconciliations are calculated; and Deb Beckett suggested addressing the responsibilities of Town Treasurers who are also the School Treasurer. There was much discussion on this last topic. It is a confusing issue. Cheryl explained that she and Joyce Mazzucco had given a presentation for the Town Officers Conference in the past. Maybe that could be used. Jeff Mobus mentioned he had been to a very good presentation by VLCT about employment law. Nancy Parson remarked that she had attended this presentation and it was excellent. Bill Hall will read these minutes and choose a topic before the next meeting.

The date of the Winter workshop was discussed and Tuesday, the 12<sup>th</sup> of February was decided on. The location will be in Chittenden County somewhere close to the Interstate. Cheryl asked that Chittenden County members suggest locations. Cheryl will advise VLCT of our choices in this.

4) Treasurer's report

Carolyn Gauthier was absent but had e-mailed financial statement to members. Jeff Mobus mentioned that he had sent a draft letter to the Board to send to members who had not renewed, but that he had not received comments. He will send it out again. Members were asked to respond as soon as possible. Cheryl mentioned that it is time for Carolyn to send an invoice to the VMC&TA for the \$1,000 they have voted to support us with. The recap of the workshop showed a small profit but there are more payments to collect and more bills to be paid. The fund balance at this time is \$9,464.48. Nancy Parsons moved to approve the Financial Report. Jeff Mobus seconded, and all voted in favor.

Cheryl mentioned that the timeline and the audit need attention at the next meeting.

The next meeting was scheduled for Dec 19<sup>th</sup> at 1:30 via conference call.

Respectfully submitted,  
Lauren Morriseau  
Secretary