

Vermont GFOA
Board Meeting
Via Conference Call
April 24, 2013

Present: Cheryl Lindberg, Deb Beckett, Lauren Morrissette, Carolyn Gauthier, Bill Hall, Shelley Quinn, Cynthia Gibbs

Regrets: Jeff Mobus, Nancy Parsons, John O'Connor

The meeting was called to order at 1:36 pm.

1) Changes to Agenda

There were no changes to the agenda.

2) Minutes

A motion was made by Bill Hall and seconded by Carolyn Gauthier to approve the minutes of 3-20-13. It was pointed out that the name Sichel was misspelled. With that correction all members voted to approve the minutes.

3) President's Report

President Cheryl Lindberg reported that she wanted to talk about the Annual Meeting. She had distributed the cover letter prior to the meeting for review. It was suggested that we should highlight the Vermont scholarships rather than the New England States scholarships. The New England states scholarships are \$1,000 while the Vermont scholarships are \$2,000. There was discussion of the daily rate for the conference which is \$100 and the registration fee for the entire conference being \$250. The registration covers food as well as registration. If many people apply for the one-day registration scholarship then the number of \$250 scholarships will be limited. The hotel fee is \$200 a night for a total of \$600 for the entire conference. Sunday and Wednesday are not full days and Sunday is not educational. Some may choose to attend Monday and Tuesday and only spend one night at the hotel. Cheryl will rework the Annual Meeting letter to highlight the VTGFOA scholarships. The letter will promote both \$250 and \$100 scholarships. It was suggested that the scholarship application include a question about whether a person had attended the New England conference before or not. If we don't receive enough applications from 1st time attendees, we could award scholarships to those that have previously attended.

Bill Hall mentioned that the New England spring workshop had been well attended although Cheryl had not been able to be there. There was an issue of a FEMA speaker who couldn't come because of the sequester and a substitute had to be found at the last minute.

4) Treasurers Report

Carolyn Gauthier reported there were no new invoices for this meeting. She received the membership information from VLCT and there are exactly 100 members. She finally received

the money from Jeff Graham and he is now overpaid. However, we are all set with the New England States dues, and the check has gone out. Carolyn reported that with the winter workshop recap is completed, and we show \$1679 in profit. Lauren Morrisseau moved and Shelley Quinn and seconded acceptance of the financial report. All voted to approve the motion. Carolyn said she had reworked the proposed budget as requested at the last meeting. The \$2,000 in scholarship money from assigned fund balance is now on both the revenue and expenditure sides of the budget. The budget is now ready to propose to the full membership at Annual Meeting. Bill Hall moved and Cynthia Gibbs seconded approval of the budget. All voted to approve.

5) Policy Review

Cheryl reported that the policies reviewed and updated during the last meeting had been edited to reflect those changes. The policies now say either reviewed and updated or just reviewed if no changes were made. Code of Ethics, President's Reimbursement Policy and the Fund Balance Policies have been updated. The Attendance Policy and the Budget Policy were reviewed but not changed. Lauren Morrisseau and Bill Hall seconded approval of the changed policies. All voted in favor, no opposed. Jeff Mobus had offered to review the Internal Control policy. Since he was absent at this meeting, Bill Hall suggested that we table discussion of this policy until Jeff is in attendance.

6) Membership committee

Shelley Quinn reported that she had received a list from the VLCT of newly elected treasurers. She is drafting a letter to go out to them and will e-mail it to the board for review next week. She stated that she had received good response from Theresa Bachand of VLCT in this endeavor.

7) Legislative committee

John O'Connor was not in attendance to update us on any changes.

8) Annual meeting

Bill Hall will draft an agenda for the Annual Meeting workshop listing the two speakers, David Sichel from the VLCT Health Trust and Lisa Parker from GASB. He would like to have 15 to 20 minutes to talk about the new awards program of the GFOA for small municipalities. However, due to time constraints it was decided that the Annual Meeting needed to start at 12 noon with lunch to be served at 12:45. Registration for the workshop begins at 8:30 and the program will start at 9:00. Cheryl said that she would handle the Certificates of Attendance as she had at the Winter Workshop. Those who want them will need to ask for them and will be sent an e-mail certificate. Cheryl asked if she should get something for Dave and Lisa as a thank you. Bill Hall said that he will have to move quickly to get the agenda out by the end of next week. There was discussion of the fees for the Annual Meeting workshop. The Winter Workshop last year was \$50 for members and \$65 for nonmembers. In 2012 the Annual Meeting workshop was \$45 for members \$55 for nonmembers. Cheryl stated that she would look at costs and see what would work best. Lauren said that she would put the information on our website.

9) VT Hosting

Bill Hall reported the committee has been working on fundraising. They have received pledges at this time of about \$74,000 with \$56,000 having been received. A second round of letters was sent 2 weeks ago. Bill Fazzioli has offered to call donors to try to speed up the process. Cheryl,

Jeff, and Bill are working on the program. They asked for any ideas on topics for Governor Douglas's keynote address. Suggestions were:

Ethics

What was the most challenging area of his governorship

Municipalities in bankruptcy

The aging of Vermont

Vermont being small

Government as a career government

Significant events in Vermont that shaped where we are today

A comparison of Vermont to the rest of New England

Challenges that make Vermont special (without insulting or bringing the other states down)

With these suggestions, Bill said he had enough to start the conversation with Governor Douglas. Cheryl stated that the New England hosting process has not been too demanding so far. Next month local businesses will be asked to contribute to the attendee bags. Cynthia offered to help in any way that she can with the conference as she doesn't live too far away from the Equinox. Bill said that he would send out the timeline to us after this meeting. It was also mentioned that a date to tour the Equinox needs to be set.

The next meeting is scheduled for May 15 at 1:00 pm via conference call. Shelley said she can not attend the next meeting as she will be traveling. The meeting adjourned at 2:35 pm.

Respectfully Submitted,
Lauren Morrissette
Secretary