



VTGFOA Board Meeting November 18, 2020, 1:30 p.m. Minutes

Present: Abbie Sherman, Cheryl Lindberg, William Kriewald, Dawn Monahan, Casey Rowell, Michael Gaughan, Suzanne Lowensohn

1. Call to Order / Changes to Agenda: Abbie Sherman called the meeting to order at 1:33 p.m.
The only change to the agenda is that we need to add under the Treasurer's report an approval for reimbursements for Towns who overpaid their annual membership for additional employees.

2. Approval of Minutes: October 21, 2020

There were two suggested changes: Under 5b. Dawn has not opened the PO Box yet and under 6. There were three members that have overpaid not four

Upon motion by Cheryl, seconded by Will, the Board voted unanimously to approve the October 21, 2020 meeting minutes, with mentioned changes.

3. Treasurer's Report
 - a. October 2020 Financials

Dawn presented the October 2020 Financials. She made a change to the dues to reflect the difference in dues that are going to happen after the reimbursements and moved the reimbursement to the balance sheet. Dawn reported that we received the Clerk & Treasurer's Assoc. \$1,000 donation. We also received an additional \$20 for the Fall Workshop. Dawn has some additional funds received, that will be reflected in the November statement. She went over the Balance Sheet as well.

Will asked about when we might have a better idea of what our dues are going to look like and how that may affect our fund balance. Cheryl mentioned that our expenses will be down too. Cheryl said we need to promote membership renewals. Our renewals are down from the previous year. Abbie commented that membership last year might have been up due to the NESGFOA conference.

We can always put our scholarship money into the unassigned balance. Suzanne reminded the group that we do not really know what our expenses are going to be once we go on our own from the VLCT contract.

Upon motion by Will, seconded by Suzanne, the Board voted to approve the October 2020 financials as presented

- b. Weebly Renewal for 2 Years

Abbie shared that we need to renew our website domain for 2 years at a price of \$159.00. This will be put on Abbie's credit card. We need then need to reimburse her.

Upon motion by Cheryl, seconded by Will, the Board voted unanimously to approve the Weebly renewal for the website for 2 years.

Upon motion by Cheryl, seconded by Michael, the Board voted unanimously to reimburse Abbie upon proper documentation of the payment.

c. Approval of reimbursements to Towns who overpaid for annual membership fees

Dawn reported that three Towns overpaid their membership dues because they did not apply a discount to subsequent members beyond the first member. The towns were Williston, Shelburne, and Milton.

Upon motion by Casey, seconded by Cheryl, the Board voted to approve the reimbursements for Towns who overpaid their annual membership for additional employees.

4. Education Committee Report

a. Discussion of Fall Workshop

Suzanne went over the feedback from the evaluations. Mostly positive, but a few suggestions about not enough time for questions and the order of the panel presenters.

Abbie felt that it was too much to be the only host, monitor the chat questions and run the presentations. It would be better if we had a second host account. Abbie mentioned that some people were not able to connect with the link and had to just call in. It would be nice to have some help with these tasks. There was some discussion about the need for participants to have a Zoom account before connecting to the webinars. We will have to let people know that they will need to set up a free account first.

Abbie thought it was helpful that the presenters came on at the beginning and not entered midstream. She liked being able to mute the attendees. There was some discussion about recording the meetings, but there is limited amount of cloud space available to do this.

Michael mentioned that he has attended other webinars where they were recorded and then posted to their respective websites for later viewing.

Will asked about posting Zoom to YouTube like the Legislature does. Will is going to investigate this.

b. Winter Workshop

Abbie asked if the Education Committee has started giving any thought to the Winter Workshop and topics/dates. Casey indicated they have not met yet but will be soon. Fixed assets were mentioned. Dawn shared that she liked the hands-on examples that were presented from Killington and Winooski at the workshop.

Abbie said that we should reach out to the VT Clerk & Treasurer's Association to see if they have a need for a specific topic, especially since they continue to give us monetary support each year.

Will found instructions for uploading videos to YouTube and making them private so that people can watch them later. He emailed this to the Board.

Suzanne shared the topics that were suggested from the last workshop which include succession planning, more in-depth capital planning, fixed assets, and reviewing items that are in financial statements, but not in the

General Ledger. There was some group discussion about the shortage of government accounting employees and there are not many people coming into that field.

5. President's Report
a. VLCT Contract

Abbie reminded us that the contract is ending December 31. We need to decide if we are going to accept the refund of \$350 due to the issues we have had. Overall, the Board agreed that we should accept it. She suggested that we identify a Board member to work with them on the transition of files and information. Dawn is willing to do this.

Will asked if at the next Board meeting, would there be a list of what needs to be done to make the transition happen. Are specific tasks being assigned? Michael prepared a list in advance of the meeting for ideas to segregate the tasks that we are going to have to take on.

VLCT Contract Operational

| Task | Idea 1 | Idea 2 |
|-------------------|-------------------|---------------|
| Conferences | CVENT - online | |
| Billing | Member Clicks | |
| Membership List | MailChimp | |
| Receipt of Funds | PO Box | Lockbox? |
| Physical Mailings | Montpelier Center | Copy |

Michael is going to investigate CVENT and Member Clicks. Will commented that it would be nice to have something that provided some insight into our membership and events. Cheryl will investigate NESGFOA's event platform via their website.

There was some discussion about the PO Box and who should have a key. Dawn can check the mail weekly. Abbie said it is important to know who has the key.

Suzanne will review the website to make sure that the address is changed in all spots it needs to be. Dawn asked about the segregation of duties if she is picking up the mail and processing checks as the Treasurer. The Membership Committee can verify the checks, except Tom was the other member. Suzanne said that we need an additional member on the Membership Committee so that Dawn is not having to do both.

Suzanne will join the Membership committee to assist Dawn in processing the renewals. There was some discussion about what banks we have as members that we might be able to talk to about a lockbox. Community Bank NA, and Citizens are current members. Dawn is going to ask about a lockbox.

b. December 2020 Newsletter

We need to send out a quarterly newsletter. Updated contact information, summary of the webinar and possibly information about Winter Workshop if it is known at that time, are possible additions to the communication.

6. Membership Committee Report

Dawn reported 57 members in October, and we are now at 67. We had 109 last year.

7. Other Business

a. NESGFOA Updates

Abbie shared that they are looking at a virtual conference for the Spring seminar. She followed up with Mark Milne and Bill Fazioli to share feedback with them on what we did for our conference and how it worked.

There was some discussion about whether NESGFOA would hold a conference in VT again in the future.

8. Adjourn

Upon motion by Casey, seconded by Will, the Board voted to adjourn the meeting at 2:46 P.M.

Respectfully submitted by: _____
Casey Rowell, Secretary