



VTGFOA Board Meeting

September 25, 2019

Minutes

Location: Conference Call 1:30 pm
Number: (802) 828-7228
Conference ID: 36229724

Present: Abbie Sherman, Lara Aley, Jeff Graham, Cheryl Lindberg, Suzanne Lowensohn, Shelley Quinn, Sue Gage

Regrets: Gail Ostrout, Casey Rowell

1. Call to Order /Changes to Agenda–Abbie Sherman, President called to order at 1:34pm
2. Approval of Minutes –August 21, 2019

Upon motion by Suzanne, seconded by Shelley the board voted to approve the minutes of the August 21, 2019 meeting. Motion passed.

3. President's Report
 - a. Board Membership; Appointments to the NESGFOA and GFOA

Bill resigned and we need to replace the open position. It was suggested that we look for someone in school finance to have school representation. The school finance officials have the VASBO group so it may be more challenging to find someone. Abbie will work on an email blast to current members to look for interest. Board members may reach out to specific individuals that they know may have interest. Current membership is 156.

Bill was a representative to the New England board. He also served as the contact point for national GFOA. Cheryl suggested that we have our president as the contact person for the national GFOA. Abbie volunteered to serve in this role if there was no other interest. Cheryl nominated Abbie as the contact person for the national GFOA, Jeff seconded. Motion passed.

Jeff suggested writing something and thanking Bill for his time. It was decided that a gift would be sent now and recognize Bill for his time to the board at the annual meeting.

Jeff suggested Suzanne be nominated for NEGFOA. The commitment to the board is five board meetings total. One conference call in January, a meeting in each June and November, and a meeting at spring training and fall conference. You can attend by phone if needed. There was discussion regarding the commitment that should be required for this board and ultimately it was decided to hold off on making a decision until we fill the current open VTGFOA board position. At that time we can put the option out to all members. Gail is currently a representative.

b. Workshops

Hold off discussion regarding topics until below discussion under education committee.

Abbie has confirmed that Thursday, February 13th, Capital Plaza is available.

The goal is to get workshop details out in December.

Motion to approve contract with Capital Plaza signed, made by Jeff. Motion seconded by Cheryl.

Motion passed.

Lake Morey is available for our use in June. VLCT is planning their finance symposium for a 5/26/20-6/12/20 time frame. It was decided that we would plan our conference for 6/18/20 to not conflict. Abbie will start confirming details and dates with Lake Morey.

c. Committee Membership

It is suggested that each committee have two members. We currently have one member on each of the discussed committees.

The most pressing committee membership is the audit committee. It is now time for the audit. Abbie asked for volunteers. Shelley offered and has done it in the past.

Jeff made a motion to nominate Shelley to the audit committee. Motion seconded by Lara. Motion passed.

Membership committee is currently Shelley. Shelley noted that there is currently not a lot to it but always welcomes help. Within the next month she will be looking at anyone who has not renewed their membership. Jeff suggested reaching out to CPA firms that do governmental audits to encourage them to become members. Shelley has mailed CPA firms in the past and can review contact names and memberships.

Government Relations is currently Jeff. Jeff does not currently have any information to share and asked for suggestions for what is active now to search information. Cheryl suggested reading VLCT distribution lists. This will give a listing of new bills and summaries that affect towns. Jeff will look for the list and forward.

Education Committee is currently Suzanne. Suzanne commented that Bill would contact people for education seminars and she does not have the contacts. She will need to lean on other board members. Jeff will send a list of speaker contacts from a conference that he was recently was at. Bill has all the info of suggested topics from past meeting surveys. It was suggested that we as a board start creating a list of suggested topics so we do not lose information to a member that resigns. Frequent topic suggestion is municipal accounting in general as an introduction. The idea to break out into two sessions, one for those with extensive knowledge and one for those that are new to governmental accounting. This would allow us to judge interest for future sessions. Suzanne is going to recreate and update the brochure for the next conference.

Anyone that has interest in any of the committees, email Abbie.

Shelley left the meeting at 2:17pm

4. Treasurer's Report

Sue reported on the balance sheet and Statement of Revenues & Expenditures. The one A/R from summer workshop was received in September.

We budgeted 100 memberships and currently have 80. Another 30 memberships were received in September, giving us a healthy membership balance. Cheryl asked who is verifying the accuracy of the membership for government vs non-government. Sue is not currently verifying this but will look into it. It was noticed that we should not be paying bank charges. Sue will call the bank. Jeff motioned to accept the Balance Sheet and Operating Statement as presented. Motion seconded by Cheryl. Motion passed.

a. Approval of Expense Reimbursement

Review of reimbursement request from Cheryl in the amount of \$292.87 for gift baskets for NESGFOA conference. We had budgeted \$250 towards baskets and later agreed as a board that a gift in the amount of \$50 would be given to Bill Fazioli, Executive Director of NESGFOA.

Motion made by Jeff to approve reimbursement to Cheryl in the amount of \$292.87. Motion seconded by Sue. Motion passed.

b. Approval of Scholarship Reimbursements

Sue has received requisitions from scholarship recipients: Angela Aldery \$500, John Becker \$460.96, Catherine Brisson 329.95, Joe Landry \$429.99, Sue Gage \$250 and Courtney Bushey \$303.66. Sue confirmed that they are all current members. It was discussed that we have no way to verify if original conference payments were made by the Town or by the employee we are reimbursing. Jeff suggested writing the check to both the employer and the employee and the disbursement of funds can be resolved internally.

Motion made by Lara to approve scholarship reimbursements. Motion seconded by Jeff. Motion passed. Comment by Sue that we aren't required to approve payment as the scholarship was already awarded.

c. Consideration of Additional Scholarship Recipient

An additional scholarship was received by Ronald Behrns and missed at the time we awarded scholarships. The request was originally sent July 3rd. Ronald is the Finance Accounting Manager for the Town of Windsor. It was confirmed that Ronald was present at the conference. There was no amount requested on his form but he was in attendance for the full conference.

Motion made by Sue to approve \$500 scholarship for NESGFOA. Motion seconded by Cheryl. Motion passed.

5. Education Committee Report

Topic discussed in above item 3c

6. Membership Committee Report

Topic discussed in above item 3c

7. Legislative Committee Report

Topic discussed in above item 3c

8. Other Business

a. Recap of NESGFOA Conference & Discussion of Location for 2025 Conference

Cheryl informed the board that there were 303 attendees at the NESGFOA conference. She received feedback that people loved the flannel bags. She has 20 plus bags to be used at June annual meeting for VTGFOA. A suggestion was made to use the bag for prizes to VT trivia questions and spread them out among conferenced. Cheryl has not seen The Lodge bill yet. She will be working on putting together budget vs actual for the conference but has no final numbers yet. She is waiting for survey results and asked the board to start thinking about 2025 conference

location. Past locations include Manchester and Stowe. Good locations would have good representation of VT, good hotel availability, travel friendly and conference settings. Space for possible concurrent workshops would be a benefit. Board members can research locations and report back to Cheryl with suggestions. She will get bids from multiple locations.

b. Additional topic suggestion for future meetings

It was suggested that we revisit policies. Specific mention to the Ethics policy was made. What are the board's options if a policy is violated and what wording exists on members being removed?

9. Meeting Adjourned at 2:57 Motion made by Sue, second by Jeff. Motion passed

Minutes by: _____
Lara Alemy, Secretary