

VTGFOA Board Meeting  
September 16, 2015  
Via Conference Call

Present: Cheryl A. Lindberg, John O'Connor, William Hall (left at 2:03), Sarah Duffy, Chad Hewitt, Wendy Wilton, Shelley Quinn and Cynthia Gibbs

Regrets: None

The meeting was called to order at 1:40 p.m. by President Sarah Duffy, after technical difficulties were resolved. Agenda reviewed and approved. Bill Hall requested to be moved up, as he needed to leave about 2:00 pm from the meeting.

Minutes of 8/19/15: Moved and seconded to approve the minutes of 8/19/15 as presented. The motion passed unanimously.

President's Report: President Sarah Duffy included a written report to the Board. She started with the discussion of the distribution of the \$1,000 NESGFOA scholarship funds for the recent NESGFOA Annual Conference based upon the expense reports submitted. Two scholarships had been previously awarded for \$250 each to Cheryl and Wendy. The City of Rutland has provided Wendy reimbursement for all her expenses, so she stated that she was willing to release her award to Cheryl, who doesn't have the same budgetary support from the Town of Norwich. Cheryl provided an email prior to the meeting suggesting that only the expenses associated with the Conference dates be approved, since she had previously submitted an additional night with her expense report. She removed that amount in the email and reduced her request to \$419.99 after the \$250 scholarship award. Bill Hall had submitted a request for reimbursement of a night before the conference as well, so that would not typically be considered a conference expense. After much discussion of the facts and how to use the NESGFOA Scholarship funds now and later this year, a motion was made and seconded to reimburse Cheryl \$669.99 for her expenses at the NESGFOA Annual Conference in Boston. Motion passed unanimously. Cheryl then questioned the prior Board vote of Wendy Wilton's scholarship award in July and why she wouldn't get that? Sarah responded that Wendy's City was covering the expenses, so it wasn't needed. Cheryl stated that this has never been the way the VTGFOA Board has handled their business and thought it was wrong. Wendy said she was fine with the change and made a motion to rescind the vote of July 2015 to award her the \$250.00 scholarship. The motion was seconded and voted six in favor and one opposed (Bill Hall had left the meeting).

The draft Scholarship Policy was next. Sarah said she felt this was necessary to define the purpose, process and timeline of the scholarship program. Sarah drafted the policy to be similar with NESGFOA's policy and to be inclusive of VTGFOA, NESGFOA and GFOA workshops/programs. She asked for Board feedback. Cheryl began with supporting the need for the policy. She provided suggestions for changes in some of the wording. Wendy also offered suggestions and supported the policy idea as well. Sarah said she would incorporate the changes into the next draft and bring it back to the next meeting for another review. The idea of having larger scholarships to allow individuals to pay for more than their registration was discussed. This brought about the idea of how would VTGFOA know if an individual was careful to not get reimbursed for expenses twice. Cheryl mentioned that the reason VTGFOA voted on \$250 scholarships was because it typically paid for the registration fee, but certainly the recipient could use the scholarship for lodging, mileage or other conference

Expenses should their municipality pay for the registration. Cheryl stated that she thought it was important to have the policy include the definition of the eligible expenses as those incurred during the conference dates.

Next Sarah reported that two individuals have expressed an interest in being on the VTGFOA Board. They are Robert Giroux of the Vermont Municipal Bond Bank and RaMona Sheppard, Finance Director for the Town of Underhill. RaMona indicated that she would also be willing to serve as a VT representative to the NESGFOA Board. Sarah will invite them to the next Board meeting to meet everyone at the workshop in Rutland.

Treasurer's Report: Treasurer John O'Connor presented our 8/31/15 financial reports. VTGFOA has \$13,143.15 in cash and receivables of \$0.00. There is \$0.00 in liabilities, with \$ 11,143.15 in unassigned fund balance and \$ 2,000.00 in assigned fund balances for scholarships. Total Assets and Total Liabilities & Equity are \$13,143.15. As of 8/31/15 there was Income of \$2,820.78 with 76 member at \$30 and 27 members at \$20. Expenses are \$ 358.83, leaving a surplus of \$2,461.95. There were no questions on the reports. A motion was made and seconded to approve the Treasurer's report as presented. The motion passed unanimously.

John presented an invoice from Wendy Wilton for approval. Wendy purchased the Vermont gift baskets for the NESGFOA Annual Conference, which is a tradition from all six states and in the VTGFOA budget. A motion was made and seconded to approve the invoice. The motion passed unanimously.

Education Committee: Bill Hall didn't have much more to say about the upcoming workshop other than the brochure had been finalized, that Sarah and Chad had agreed to present the third section of the workshop and that there would be another Best Practices that he will add to his presentation of GFOA Best Practices for Grant Administration. Otherwise, it is all set.

Sarah wanted the Board to review the menu of food options for the workshop and after little discussion it was agreed that we would have the Executive Morning Express and the Wrap-Up Lunch, which keeps the food cost to just under \$20/person. The Holiday Inn has a room charge of \$250.00 as well.

Membership Committee: Nothing reported.

Legislative Committee: Nothing reported.

Other Business: Audit Committee - John O'Connor will bring the F/Y 2015 records to the workshop in Rutland and Wendy and Cynthia will perform the audit during their time there. They may have a report at the Board meeting in October or present one at the Board meeting in November.

Next meeting date/time: **October 20, 2015 at directly after the workshop at the Holiday Inn, Rutland.**

Motion was made and seconded to adjourn. All voted in favor. The meeting adjourned at 2:30 pm.

Respectfully Submitted,

Cheryl A. Lindberg