



# VTGFOA Board Meeting

## May 19, 2021, 1:30 p.m.

### Minutes

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

#### 1. Call to Order / Review of Agenda

Abbie Sherman, President, called the meeting to order at 1:32 p.m.

#### 2. Approval of Minutes: April 21, 2021

There were a couple of capitalization requests and to fix a motion under the financial section. Will requested a change to the Government relations section.

*Upon motion by William Kriewald, seconded by Cheryl Lindberg, the Board voted to approve the April 21 meeting minutes, as edited. Motion passes.*

#### 3. President's Report

##### a. Audit Committee

Abbie reported that we have not had an audit done yet for FY20. The Committee used to be Jeff Graham and Cheryl Lindberg, but Jeff is no longer here, so we will need one other person. Suzanne said she could help temporarily but she is not going to continue on the Board for the next term. Dawn will start gathering the information to scan to Cheryl and Suzanne.

##### b. Upcoming Member Communications

Abbie wanted to discuss the best way to get out messages that we have coming up regarding membership renewal and the webinar information. The newsletter has had a 25% open rate in the recent campaigns. Abbie would like to see us do a paper mailing and feels it is worth the investment to help our membership numbers. There was some discussion about who the mailings would go to...renewing members, past members that did not renew, etc. Abbie commented that we should do some cross checking for people that might not still be employed, but also looking for ones that did not renew. The Board should pursue following up in September with people who do not renew.

Cheryl feels that emails with key points in the subject line would be more effective than the newsletter platform.

#### 4. Treasurer's Report

##### a. April 2021 Financials

Dawn shared the April financials with the group. The only change on the income statement was \$.09 interest. On the balance sheet, the only change was adding the interest and we issued a refund for the overpayment that was discussed last meeting. We still have a \$20 outstanding receivable from the Fall 2020 workshop. Dawn will try to collect one more time and we will write off by June 30 if not received.

*Upon motion by Cheryl Lindberg, seconded by Casey Rowell, the Board voted to approve the April 2021 financials as presented.*

5. Membership Committee Report
  - a. FY'22 Membership Renewal

We will need to let members know about the change in fee structure for the additional member.

6. Education Committee Report
  - a. Summer Workshop

The Education Committee met a couple weeks ago and decided that we would still do fixed assets because we previously said we would, and several people requested it. Suzanne reached out to Sarah Macy and Angela Aldieri. Angela is not available, and she has not been able to connect with Sarah yet. We may need to come up with some alternative presenters to sit on a panel with Suzanne. Abbie suggested Fred Duplessis.

The group discussed some other ideas about Towns that might be able to assist with this part of the workshop. Abbie and Michael will be meeting with Karen Horn and the Congressional Delegation on the 25<sup>th</sup> to iron out the details of their topics.

Michael has created a draft flyer of the workshop.

7. Annual Meeting Items
  - a. FY'22 Budget

*Upon motion by William Kriewald, seconded by Cheryl Lindberg, the Board voted to approve the budget for presentation to the members at the June annual meeting. Motion passes.*

- b. Bylaw Updates

Abbie made a change to reflect the number of members would be “up to 10”. We will present to the membership for approval at the Annual meeting.

- c. Board Nominations

Abbie reported that Thomas resigned from the Board. Dawn, Suzanne, and Casey have indicated that they are not continuing the Board at the end of their term. Michael said that the Board should do some brainstorming on names. The group tossed around a couple of names to contact. It is imperative that we get some new Board members in order to have a quorum.

- d. Committee Reports and Financial Report

Abbie said that last year we provided some simple reports to the membership at the Annual meeting. She will send out the template to the committees so they can provide a short narrative for the report.

8. Government Relations Committee Report

William reported that there has not been significant activity, other than the waiting for the ARPA funds to be distributed.

9. Other Business

Cheryl reported that June 21 is the next New England GFOA Board meeting.

Suzanne suggested that we circulate the membership list among the Board to have the review and see if they notice any people that may have retired or moved on from their positions.

*Meeting adjourned at 2:27 p.m.*

Respectfully submitted by: Casey Rowell, Secretary