



VTGFOA Board Meeting

October 5, 2022

Minutes

Members Present: Cheryl Lindberg, Jess Morris, Angela Aldieri, Jennifer Silpe-Katz, Martha Machar, Anthony Delmonaco, Abbie Sherman

Members Absent: Michael Gaughan, Nick Foss

Others Present: Shirley Goodell-Lackey

1. Call to Order
 - Abbie Sherman, President, called the meeting to order at 12:01pm.
 - Cheryl Lindberg requested to add an item of approval for gift basket purchases.
2. Approval of September 7, 2022 Minutes
 - Cheryl Lindberg motioned to approve the September 7, 2022 minutes, seconded by Angela Aldieri. The board approved the motion.
3. Treasurer's Update
 - a. Financials
 - Cheryl Lindberg stated that the CD was renewed on the 17th for 6 months. The interest earned last period was \$0.63.
 - Cheryl Lindberg gave a brief overview of the financials for September. \$500 was received from NESGFOA for the scholarship fund. There were nine new municipal memberships and one non-municipal. Two checks were written: for stamps and a scholarship payment. The ending balance for September was \$10,957.59.
 - There was discussion about coming up with a better system for memberships and agreed that the membership committee would be working on this.
 - b. Bank Signatory Change Approval
 - Cheryl Lindberg shared that the bank resolution needs to be signed by the President or Vice-President. VTGFOA has a practice that the secretary can not sign as they are also a signer on the account.
 - Cheryl Lindberg motioned to have Abbie Sherman sign the bank resolution, seconded by Angela Aldieri. The board approved the motion.
 - Cheryl Lindberg provided detail of her reimbursement request for three gift baskets for the NESGFOA fall workshop in the amount of \$217.48.
 - Angela Aldieri motioned to approve payment of the reimbursement in the amount of \$217.48 upon receiving copies of the receipts, seconded by Jess Morris. The board approved the motion.
4. Education Committee Report – 2022 Fall Workshop
 - Abbie Sherman shared that she still does not have confirmation of the amount from Best Western. The fees are \$24 per person for lunch, \$3 per person for coffee service.

- Shirley Goodell-Lackey confirmed that the room rental cost is \$212.55 with taxes. The room accommodates 36-40 people.
- Angela Aldieri stated that the State of VT has confirmed they will present on Unclaimed Property.
- There was discussion on other possible topics and presenters as Michael Gaughan was not present to provide an update on the topics he was looking into. It was agreed that Angela Aldieri would reach out to Sarah Macy and Katie Buckley at VLCT to see if they would be available to present on ARPA updates and internal risk assessments.
- It was agreed that the deadline for confirming presenters will be this Friday. The invitation will be sent out by the 13th for the fall workshop.
- Abbie Sherman outlined a schedule for the day; 9-10:30 speaker, 10:30-10:45 break, 10:45-12 speaker, 12-1 lunch, and 1-2 speaker.
- There was discussion about the registration fee, and it was agreed that members will be \$60, non-members will be \$95.
- Abbie Sherman will follow up with Best Western on the reservation and tech needs.
- Abbie Sherman stated she will send an email invitation from the Gmail account to the membership with RSVP's to be sent to Angela Aldieri.
- Angela Aldieri will provide speaker bios to Abbie Sherman.

5. Membership Committee Report

- Martha Machar agreed to take the lead on the membership committee.
- Cheryl Lindberg stated that she promoted VTGFOA membership at VTMC&TA.
- Martha Machar is working from a document that was compiled in 2018-2019 to review and see who is current and who is no longer active from the membership.
- There was some discussion about other sources to obtain names of other potential members from. Shirley Goodell-Lackey offered to check websites for other finance officers.

6. Other Business

a. Appoint NESGFOA Representative

- Abbie Sherman described the need for another NESGFOA representative now that Cheryl Lindberg is the Treasurer.
- Cheryl Lindberg stated that VT needs three representatives. Currently, Abbie Sherman and Michael Gaughan are members.
- Cheryl Lindberg nominated Angela Aldieri. Angela Aldieri accepted the nomination. The board approved the appointment of Angela Aldieri to the NESGFOA board.

b. NESGFOA Fall Conference Scholarship Update

- Abbie Sherman stated that she shared messages from Lara Alemy and Kimberly Frost in her email with the agenda.
- Cheryl Lindberg stated that she has received expense reimbursements from John Becker, Cheryl Lindberg, Lorena, and Sarah Macy. Adams and Allard have not been submitted and Cheryl Lindberg will follow up with them directly.

c. 2025 NESGFOA Fall Conference Update

- Michael Gaughan visited Jay Peak.
- There was discussion about the options and that a decision should be made to bring a recommendation to the board in January.

d. Policy Review

i. Internal Controls

- Jess Morris reviewed the updates that were agreed on at the last meeting. One additional spelling correction was noted (mail).
- Angela Aldieri motioned to approve the policy as revised, seconded by Cheryl Lindberg. The board approved the motion.

ii. Remaining Policies: President's Reimbursement, Budget, Scholarship, Website

- It was agreed that the remaining policies would be added to the beginning of the next agenda to be reviewed. Michael Gaughan is also reviewing the computer policy.
- Shirley Goodell-Lackey expressed interest in joining the board as a member. Cheryl Lindberg motioned to appoint Shirley Goodell-Lackey to the board, seconded by Angela Aldieri. The board approved the motion.
- Cheryl Lindberg asked about an attendance sheet and Jess Morris stated that she has one created but forgot to send with the last minutes.

7. Adjourn

- Cheryl Lindberg made the motion to adjourn, seconded by Jennifer Silpe-Katz. The board approved the motion, and the meeting was adjourned at 1:10pm.

Minutes Respectfully submitted by:
Jess Morris, Secretary