



# VTGFOA Board Meeting

## December 15, 2021

### Minutes

Present: Abbie Sherman, Cheryl Lindberg, Angela Aldieri, Courtney Bushey, Michael Gaughan

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

- Abbie Sherman, President, called the meeting to order at 12:04pm.
- Cheryl Lindberg motioned to add the approval of the PO Box renewal payment to the agenda, seconded by Courtney Bushey. The board approved the motion.

#### 2. Approval of Minutes

##### a. October 27, 2021 Meeting

- Cheryl Lindberg motioned for approval of the minutes as presented, seconded by Courtney Bushey. The board approved the motion.

#### 3. Treasurer's Update

##### a. Financials

- Cheryl Lindberg noted that membership is at seventy-seven (77) governmental and sixteen (16) associate which is above our anticipated membership for the year. We had twenty-three (23) paying attendees and five (5) speakers at our fall workshop. All but one workshop fee has been paid. Discussion followed regarding if the Vermont Municipal Clerks' & Treasurers' Association had been billed. Abbie Sherman will check the records.
- Michael Gaughan motioned to approve the financial reports as presented, seconded by Angela Aldieri. The board approved the motion.

##### b. Refund of Membership Fee

- Cheryl Lindberg gave a recap of the reason for the membership refund. Memberships stay with a community rather than traveling with the person. No new person will hold this membership and very little time had passed between the payment of the fee and the person leaving the organization.
- Courtney Bushey motioned to refund the Town of Norwich for the thirty-dollar membership fee, seconded by Michael Gaughan. Cheryl Lindberg abstained from the vote. The remaining board members approved the motion.

##### c. PO Box Renewal

- Cheryl Lindberg noted that we currently have the smallest size box which is more costly in Montpelier than other areas of the state; however, it is the most centrally located in the state. It was also noted that changing the PO Box address could cause confusion for the membership when remitting payments.
- Cheryl Lindberg motioned to approve payment of the renewal fee for the PO Box in Montpelier, seconded by Courtney Bushey. The board approved the motion.

#### 4. President's Report

##### a. Alternative Meetings Days/Times

- Abbie Sherman stated that with her new position at the state she has a need to testify at the legislature and is proposing a change to the third Monday of the month for the regular Vermont Government Finance Officers Association meeting. There was a consensus of those present that would be a change that could be accommodated with the understanding that Monday holidays will require this to change on occasion. The next meeting will be Monday January 24<sup>th</sup>. A new recurring meeting link will be sent out.

##### b. Review of Bylaws and Policies

- Abbie Sherman stated that the board will review a few policies at each meeting for the next couple months.
- The first policy reviewed was the Attendance Policy. It was noted that this policy needs to be updated to match the bylaw change for a board membership of up to ten members. Cheryl Lindberg suggested the existing board members solicit additional members to join.
- Budget Policy was reviewed next with nothing major stood out as requiring update.
- Next up for review were the Bylaws. A need for a digital payment solution was discussed. Additionally, board members discussed suspension of membership benefits for unpaid registrants. Removal of board members was discussed noting that the process was not clear in bylaws. It was suggested that the bylaw be updated to reference the policies. This change would require the approval of the membership in order to be effective.
- Discussion of the Computer Policy included a discussion of the laptop used by the board president. Abbie Sherman stated that the machine is very slow. Discussion of moving to cloud-based storage followed including the advantages for remote work and access by all board members but concerns were raised regarding technology failure and security. Michael Gaughan was to provide a copy of the Vermont Bond Bank's personal device policy for review and suggestions.
- The final policy reviewed was the Ethics Policy. This policy was brought up by the New England State Government Finance Officer Association. Discussion of adding a required affirmative acknowledgement by board members. When new members join the board, they will need to sign acknowledgement of having seen and reviewed the policy.

#### 5. Winter Workshop Discussion

- Consensus of the board was that the winter workshop will be virtual due to the recent increases in COVID cases. Michael Gaughan mentioned a Zoom Webinar feature that could be turned on for the months where the board hosts virtual seminars for \$75. The associated features will make registration and the user experience better.
- Topics for the meeting were brainstormed including coordination and stacking funding for capital projects, grant compliance, and employee versus independent contractor. Michael Gaughan noted that the Vermont Municipal Bond Bank will be hosting a Capital Planning Contest in April.
- Courtney Bushey left the meeting at 1:00p.
- Discussion for the winter workshop date narrowed down the timeframe to February. Initially Mondays were discussed but low attendance at the recent meeting and general consensus that Mondays aren't the best day for trainings shifted the discussion. The board settled on Thursday February 17<sup>th</sup> from 12:00pm to 3:00pm.

#### 6. Other Business

##### a. January Newsletter

- Discussion of items to highlight in the upcoming January newsletter followed. Items identified included a save the dates for the winter workshop and NESGFOA spring seminar, information

regarding GFOA scholarships, and event information for the Vermont Municipal Bond Bank. Additional topics identified by the board should be sent to Abbie Sherman for inclusion.

b. NESGFOA 2025 Conference Update

- Proposals for the location of the 2025 conference have been received from some but not all the facilities visited. The potential locations include Killington, Spruce Peak, Jay Peak, Equinox, Hilldene, and Basin Harbor. Basin Harbor will likely not work due to the required number of rooms. Bill Fazioli needs to get involved soon for the selection.

7. Adjourn

- Michael Gaughan moved that we adjourn the meeting, seconded by Cheryl Lindberg. The board approved the motion and the meeting was adjourned at 1:14pm.