

Vermont Government Finance Officers Association

The Vermont Government Finance Officers Association is pleased to present our 2019 Winter workshop. Please join us as we present three informative sessions offering a total of 6.5 hours of continuing education credit. This winter's workshop is being presented at the Capitol Plaza Hotel and Conference Center in Montpelier, Vermont.

HR 101 for Municipal Governments

Finance officers frequently also serve as the government's human resources officer. Jill Muhr, Senior Human Resources Consultant for the Vermont League of Cities and Towns, will share HR-related resources.

NEMRC Overview and User Panel

Many people working in local towns use NEMRC for their accounting and financial reporting, but are often not aware of what the software can do. Cynthia Stoddard, Director of Support and Training, NEMRC, will be joined by a panel of local finance officials.

Introduction to Grant Writing

In many towns, the finance department plays an important role in applying for grants. Understanding how to most effectively apply for grants improves your chances of being approved. This session features numerous State of Vermont officials to provide you with this valuable information.

Please come and share some time with your colleagues.



2019 WINTER WORKSHOP

*TUESDAY,
FEBRUARY 12, 2019*

CAPITOL PLAZA
HOTEL AND
CONFERENCE
CENTER,
MONTPELIER,
VERMONT

**VERMONT GOVERNMENT FINANCE
OFFICERS ASSOCIATION**

89 Main Street, Suite 4
Montpelier, VT 05602
www.vtgfoa.org

Tel: 802-229-9111
www.vtgfoa.org

**VTGFOA WINTER WORKSHOP
FEBRUARY 12, 2019
AGENDA**

**Come and network with
your colleagues!**

**VTGFOA WINTER WORKSHOP
FEBRUARY 12, 2019
REGISTRATION FORM**

8:30 AM **Registration**

8:55 AM **Welcome** Sarah Macy, VTGFOA
President

9:00 AM **HR 101 for Local Governments**
Finance officers frequently serve as the
governments human resource officer.
This session will provide attendees with
basic HR-related resources, including HR
best practices, major employment laws to
be aware of, sample documents and
checklists, and HR-related resources for
PACIF members. There will be an
opportunity for you to ask your HR-related
questions at the end of the session
**Jill Muhr, Senior Human Resources
Consultant, Vermont League of Cities
and Towns, Montpelier VT**

10:15 AM **Break**

10:30 AM **NEMRC Overview and User Panel**
Many local governments use NEMRC for
their accounting and financial reporting
and would like to know more about how to
better utilize the software. This session
will provide an overview of general
functionality, best practices, and
underused features, followed by a user
panel discussing frequently used
modules, favorite reports and routines.
This is an opportunity to learn from and
ask questions of fellow users.
**Cynthia Stoddard, Director of Support
and Training, NEMRC
Panel—To Be Determined**

12:10 PM **Lunch**

1:10 PM **Introduction to Grant Writing**
Representatives from the Vermont
Community Development Program,
Vermont Division for Historic Preservation,
Vermont Arts Council, and Vermont
Housing & Conservation Board, will
participate in a panel presentation and
discussion to provide information on best
practices when applying for state and
federal grant funding. The session will
focus on successful grant-writing tips and
strategies and will provide basic information
about their various programs.
**Ann Karlene Kroll, Director of Grants
Management, Agency of Commerce and
Community Development**
**Caitlin Corkins, Tax Credits and Grants
Coordinator, Division for Historic
Preservation**
**Michelle Bailey, Senior Program
Manager, Vermont Arts Council**
**Liz Gleason, Program Manager, Housing
& Conservation Board—Rural Economic
Development Initiative**

2:15 PM **Safe Journey Home!**

These programs are designed to qualify for 6.5 hours of
continuing professional education credit under the standards
contained in Rule 9.2 of the Office of Professional Regulation
of the State of Vermont.

The Capitol Plaza Hotel and Conference Center is located at
100 State Street in Montpelier VT. Take Exit 8 off I-89 and
merge onto Memorial Drive. At the second stoplight, take a
left onto Bailey Avenue. The Capitol Plaza parking lot is on
your right.

Name/Title

Muni/Address

Phone/Email

Registration Fees:

- \$55.00 VTGFOA members
 \$80.00 Non members

Please check here for a vegetarian meal

No refund is available if cancellations are
made within seven days of the workshop.

Method of Payment

- Check Enclosed Pay at the Door

Amount \$ _____

Check # _____

Registration deadline: Thursday, February 7.

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