



VTGFOA Board Meeting Approved Minutes

August 7, 2017

Location: Conference Call, 1:00 pm

Present: John O'Connor, Sarah Macy, Bill Hall, Wendy Wilton, Cheryl Lindberg, Bob Giroux, Sue Gage

Regrets: Linda Peters, Shelley Quinn, Aaron Frank

1. Call to Order / Review of Agenda

Sarah Macy called the meeting to order at 1:05 pm. Sarah added one item under Other Business: d. Meeting Time 1:00 or 1:30.

2. Approval of Minutes

Approve minutes from 07/19/17 – Cheryl Lindberg stated that the prior minute review notes should state that her name should not end with “H”. The Minutes from 7/19/17 should spell “Teresa” with an H “Theresa”. Motion to approve minutes as corrected from Bill Hall, seconded and motion passed.

3. President's Report

Pick Locations for workshops

Sarah Macy provided a schedule of past locations of the workshops. Cheryl Lindberg noted that the bylaws are specific about holding our workshops in various locations around the state, and she would like to see us reach the southern part of the state. The following locations and dates were decided:

Fall/October – Thursday, October 19, 2017, Lake Morey (*NOTE- Date changed at next meeting to October 26, 2017*)

Winter/February – Wednesday, February 21, 2018, Capitol Plaza

Summer/June – Tuesday, June 19, 2018, Looking into Vermont Technical College (VTC) – (*Note- Date changed at next meeting to June 12, 2018*)

GFOA Webinars

Sarah noted that we may consider hosting GFOA webinars for small groups. Wendy Wilton will speak to the local state colleges and see if we could use their resources for this. Bill Hall will join Wendy in looking at the feasibility of this. Cheryl asked about promoting this, and Sarah said we would use our typical sources, webpage and email, but that the first order would be to gather more info.

4. Treasurer's Report

John O'Connor presented and summarized the financials. Cheryl asked about bank charges. John said the charges would be reversed in the following month. This was a glitch when the Merchants and Community banks merged. Motion to accept the treasurer's report from Wendy Wilton/Cheryl Lindberg. Motion passed.

Discussed the invoice from Castleton College for summer workshop and annual meeting. Motion to approve payment of this invoice Bill Hall/Wendy Wilton. Motion passed.

5. Education Committee Report

Bill Hall had nothing new to report. Waiting to hear from Mike Mucha at GFOA, to see if they will be presenting at the Fall workshop. Ideally, we would like to have everything ironed out 30 days in advance of the workshop.

Cheryl reminded Bill that he mentioned putting a list of topics together that have come from evaluations at workshops, so we could have a reference. Discussed possible areas, and decided to include Management Discussion & Analysis (MD&A) for the Fall workshop. Also, Vermont Municipal Employee's Retirement (VMERS) Financial reporting and interpreting VMERS in the audit report. Bill will speak to possible presenters, including Treasurer, Beth Pearce.

6. Membership Committee Report

Shelley Quinn was not available for this meeting, but Sarah updated the group on Shelley's outreach. A membership letter was drafted and sent to all nonmembers that were on our attendance list from June.

7. Legislative Committee Report

Nothing to report.

8. Other Business

a. Website Policy Draft Review

Wendy noted that the word "Oversite" should be spelled "Oversight". Motion to approve the website policy with changes Wendy Wilton/John O'Connor. Motion passed.

b. Award Scholarships

We received 5 scholarship applications for \$500. Motion to approve the applications Wendy Wilton/Bill Hall. Motion passed. Cheryl will communicate with the recipients.

c. NESGFOA Gift Baskets

Cheryl was looking for some baskets, but she will find some to bring herself.

d. Meeting Time 1/1:30

Sarah asked whether switching back to a 1:30 meeting time would work for all of us. Consensus was that this was a preferred time.

9. Next Meeting: September 13, 2017 at 1:30 via conference call

Discussed tracking membership. Theresa uses a system that doesn't have historical tracking of membership. Sarah will call her and try to come up with something that can show historical membership. John has a good list of current members and will share with us and with Theresa following the meeting.

10. Adjournment – meeting adjourned at 2:08 pm.

Respectfully Submitted,

Sue Gage, Secretary