

VTGFOA Board Meeting
August 19, 2015
Via Conference Call

Present: Cheryl A. Lindberg, Jeff Mobus, John O'Connor, William Hall, Sarah Duffy, Chad Hewitt and Wendy Wilton

Regrets: Shelley Quinn, Cynthia Gibbs

The meeting was called to order at 1:33 p.m. by President Jeff Mobus. Agenda reviewed and approved.

Minutes of 7/22/15: Moved and seconded to approve the minutes of 7/22/15 as presented. The motion passed unanimously.

President's Report: President Jeff Mobus included a written report. All items in his report are addressed later on in the meeting – topics for the fall workshop; NESGFOA Scholarships and the election of a new President for VTGFOA due to his resignation.

Treasurer's Report: Treasurer John O'Connor presented our 7/31/15 financial reports. VTGFOA has \$13,421.59 in cash and receivables of \$0.00. There is \$0.00 in liabilities, with \$ 11,421.59 in unassigned fund balance and \$ 2,000.00 in assigned fund balances for scholarships. Total Assets and Total Liabilities & Equity are \$13,421.59. As of 6/30/15 VTGFOA had a deficit of (\$ 153.09) versus a budgeted deficit of (\$ 1,795.00). The annual meeting and workshop resulted in a deficit of (\$195.47). There were no questions on the reports. A motion was made and seconded to approve the Treasurer's report as presented. The motion passed unanimously.

John presented two invoices from VLCT for approval. One for the second half of the Administrative Contract and one for the mailing of the membership renewal forms. A motion was made and seconded to approve both invoices. The motion passed with one abstention by Bill Hall.

Education Committee: Bill Hall let the Board know that the three locations we selected for our 2015/16 workshops have been successfully reserved – October 20th at the Holiday Inn in Rutland; February 24th at the Windjammer in S Burlington; and June 23rd at the Lake Morey Inn & Resort in Fairlee. Sarah will take over the remainder of the organizational duties with Theresa Bachand at VLCT per our Administrative contract.

Bill then began the discussion of topics for the fall workshop. He had one suggestion from the Annual Meeting's evaluation form which he thought was relevant - Grant Management. GFOA has Best Practices for Grant Management and he did a presentation on this at the GFOA's annual meeting, so he is already prepared to present this topic. Also the new OMB guidance on uniform administrative requirements for federal awards would complement the first topic and Bill can present on that as well. In looking for a third topic for about 75 minutes, the Board discussed a couple – financial record retention, ACT 46, financial analysis of the budget and _____ (Chad's other thought). The Board thought the budget topic would be timely and Bill will look into that. Wendy offered the City of Rutland reports that are on the City's website.

Membership Committee: Nothing reported.

Legislative Committee: Nothing reported.

Business to be conducted: NESGFOA Scholarships ~ Jeff suggested in his President's report that the NESGFOA Scholarship funds be completely used by the three attendees at the upcoming conference in Boston. There is \$1,000 available and Jeff felt that the \$500.00 remaining, after the two \$250 awards already made, could be split up as needed by Cheryl, Wendy and Bill. The Board agreed and decided it would be best to wait until after the conference to see what is spent and needing reimbursement.

Audit Committee ~ Jeff wanted to get this committee finalized. Wendy Wilton volunteered to serve with Cynthia Gibbs to do the F/Y 2015 audit. Since Cynthia is not at the meeting, Wendy will contact her to figure out how they want to proceed with performing the audit. They can either go to Brattleboro or John could bring the records to the October workshop and they could do it then.

Membership request ~ Deanna-Dee Robitaille, Treasurer of Montgomery Center, VT email was discussed next. Cheryl had received an email from her that she wanted to move her membership to the F/Y 2016 year, as she does not have funds to pay us again. She thought her membership payment in April would be for the next year. The Board agreed to honor her request, as the membership form does not have any dates on it. Bill Hall will follow up with Theresa to fix this and specify the membership dates on the form. John O'Connor will need to adjust the year-end financials to reclassify Deanna-Dee's membership to F/Y 16 from F/Y 15 and make a note to himself for NESGFOA dues payment in 2016. He will need to exclude her membership from that payment, as he already paid for her in the 2015 payment. Cheryl will inform Deanna-Dee of the Board's decision.

Elect VTGFOA President ~ Due to Jeff's resignation, the Board needed to elect a new President. A motion was made and seconded to elect Sarah Duffy to serve as the President until the next annual meeting. The motion passed unanimously. The Board thanked Jeff for his service over the past years and invited him to come to a future workshop. Sarah took over the meeting as President.

Next meeting date/time: **September 16, 2015 at 1:30 pm** by conference call.

Motion was made and seconded to adjourn. All voted in favor. The meeting adjourned at 2:22 pm.

Respectfully Submitted,

Cheryl A. Lindberg