



VTGFOA Board Meeting

August 26, 2020, 1:30 p.m.

Minutes

Present: Abbie Sherman, Cheryl Lindberg, William Kriewald, Dawn Monahan, Casey Rowell, Thomas Galinat, Michael Gaughan

Regrets: Suzanne Lowensohn

1. Call to Order / Changes to Agenda: Abbie Sherman called the meeting to order at 1:37 p.m. There needs to be one addition to the agenda – add an Item 3 under the Treasurer's report for approval of AP invoices.

2. Appoint VTGFOA Member to the Board: Michael Gaughan of the Vermont Bond Bank

Upon motion by Will, seconded by Dawn, the Board voted to appoint Michael to the Board

3. Approval of meeting minutes for July 17, 2020

Upon motion by Cheryl, seconded by Will, the Board voted to approve the minutes of the July 17, 2020 meeting, as written. Michael abstained.

4. Treasurer's Report

- a. Dawn reported that for the fiscal year-end '20 financials the only change from the previous report is \$.07 interest. We ended the fiscal year with \$8,245.83, of which \$3,204.72 was unassigned. Will asked if we could get a PDF of the month-end reports. Cheryl asked about the NESGFOA invoice being on the financials as a payable as of June 30, since it is still unpaid. Dawn will adjust and resend because that is a FY20 invoice. Cheryl asked about collecting the \$20 fee for attending the webinar from the non-members that attended. We have not received payments from everyone. She would like to see some follow-up. We have only received 1 out of 4 invoices that were billed out. Marie from VLCT does the follow-up typically. The invoices should be a receivable as of 6/30 on our financials. Cheryl asked to get revised financials and then we can vote at the next meeting. Dawn asked if she needs to send anything with the payment to NESGFOA. Cheryl indicated no.

- b. July 2020 Financials – these will be addressed with the revised June 2020 financials

- c. AP invoices to be approved: VLCT Second ½ of calendar year 2020 contract and NESGFOA

Upon motion by Cheryl, seconded by Casey, the Board voted to approve these two payments.

5. President's Report

a. Review of Projects/Tasks for Upcoming Year

Newsletter: The next one should go out on September 11. There was some discussion about the membership list. Dawn has done some work on the list since she received it. Casey does have a list imported into Mailchimp, but it may not be up to date. Any content for newsletter will need to go to Casey within 5 business days of the letter going out. Abbie asked people to share their ideas; she has a couple about grants and classes that can be included.

Webinar Platform: Cheryl did some research and it seemed like Zoom would be the best option. She went over the various plans that are available. Will indicated that Teams is used quite a bit at the State, but he does not think it is a great platform. Suzanne shared an article with Cheryl about the six top platforms for group meetings. A couple are not ones that would be adequate. They were going to each look at a couple of them. They will present something to the Board at the next meeting.

Future Webinars & Education: Casey gave an update on the webinar for late October. Proposed is a 2-hour webinar on October 27 from 9:30-11:30. First 50-60 minutes will be Cassandra Ryan with information about Uniform Grant Guidelines, followed by a Capital Planning Panel with three presenters. There was discussion about a 3rd panelist for the capital planning topic. Michael will reach out to Killington and follow back up with the Education Committee. If the 3rd person is available on October 27, we will move forward with finalizing the plans.

Abbie brought up the Governmental Accounting Course and that we originally wanted to offer one, but NHGFOA is offering one in late September. It was decided that Suzanne probably cannot fit it in her schedule soon, so we should put this on hold for now. We can announce the NHGFOA class in our newsletter.

VLCT Contract: Abbie reminded the group that we still want to be looking at our website and for alternative registration options to eliminate the need for VLCT. Our next contract will be coming up for renewal January 1, 2021 and we will get a draft in November or December, so it would be ideal if we could find a way to eliminate some or all of the services we use them for. Dawn has asked VLCT to send membership list quarterly and preferably monthly, but that has not happened. She has worked on developing an up to date list. Cheryl gave a reminder that the membership list should never leave the organization.

Website updates: Tom said that he can have a separate conversation with Abbie in a conference call about the website platform he uses.

6. Review of VTGFOA Policies:

Abbie mentioned that we still need to look at policies and bylaws. Will indicated that the computer policy link on the website does not work for him. Cheryl indicated that we are supposed to be reviewing the policies annually and to be a good Board member, we should be looking at them regularly and working on them to make them better. Not everyone has reviewed them yet. Abbie suggested we talk about reducing the number of Board members to 8 from the current 10, since we have been challenged keeping a full Board. This would require a by-law change and would have to go to the membership at the next Annual meeting.

7. Education Committee Report

This was covered in future webinars & education in the President's report section.

8. Membership Committee Report

This was discussed when Dawn talked about her work on the membership list. It was decided that some sort of reminder about dues was needed because we have not received very many renewals.

9. Legislative Committee Report

Nothing to report at this time – the Legislature just reconvened this week and will be focused on the budget.

10. Other Business

a. Update on NESGFOA Fall Conference

The event was cancelled, as was previously reported and there will not be a virtual option. The Spring conference might be held in RI instead depending on where things are at then.

11. Adjourn meeting

Upon motion by Will, seconded by Casey, the Board voted to adjourn the meeting at 2:46 P.M.

Respectfully submitted by: Casey Rowell
Casey Rowell, Secretary