



VTGFOA Board Meeting

December 18, 2018

Minutes

Location: Conference Call 1:30 pm

Present: Sarah Macy, Suzanne Lowensohn, John O'Connor, Cheryl Lindberg, Shelley Quinn, Bill Hall, Sue Gage, Linda Peters, and Abbie Sherman

Regrets: Jeff Graham

1. 1:30 Call to Order / Review of Agenda – Sarah called the meeting to order at 1:30 p.m. Changes to the agenda included the VLCT contract under the president's report and appointment of a new treasurer under other business.
2. Approval of Minutes – Minutes from the November 13, 2018 meeting were provided prior to the meeting. Motion from Cheryl/Suzanne to approve minutes as presented. Motion carried.
3. President's Report
 - a. It is time to renew the VTGFOA domain name. Sarah noted that there is no discount for renewing for a longer period of time. It was agreed that the domain should be renewed for just 2 years.
 - b. It is also time to renew the Carbonite backup. Sarah noted the service had previously been for 1 year and that the backup system is working well. She recommended continuing with this system instead of using an external hard drive. It was agreed to renew for just 2 years.
 - c. Filing with the Secretary of State is due February 1. Sarah will take care of that and does not believe there will be a filing fee.
 - d. Members were provided with a copy of the new VLCT contract prior to the meeting. Sarah noted that the VLCT had a 2% increase in all contracts. Motion from Cheryl/Sue to authorize Sarah to sign the contract. Motion carried with Bill abstaining.
 - e. Sarah has heard from Ernie Saunders at NEMRC and they are willing to donate to the NESGOA conference.

4. Treasurer's Report

Sue Gage unofficially provided the treasurer's report. The balance sheet didn't change this month, with the exception of additional interest. Cash balance is \$18,468.29 with \$500 in the NESGFOA scholarship fund; \$2,780.67 for additional scholarships; \$10,000 in the 2019 NESGFOA Conference fund; and \$5,187.62 as unassigned fund balance.

On the income statement at the end of November, total revenues are \$8,592.36 and \$3,963.37 in expenditures for an excess in revenues of \$4,628.99. It was noted that the fall conference invoice just came in and it is expected that profit from the conference will be around \$500. Motion from Bill/Linda to accept treasurer's report. Motion carried.

- a. Approve invoice for Weebly hosting renewal.

- b. Approve invoice for the Franklin Conference Center – Sarah noted that the price for the center was reasonable but very difficult to deal with and recommended that they not be added in the rotation of locations to use. Bill agreed. The invoice from the conference center matched Sarah’s record.

Motion from John/Suzanne to approve the invoices. Motion carried.

5. Education Committee Report – Regarding the winter conference, Sarah will follow-up with Cynthia at NEMRC regarding an afternoon discussion panel. Bill provided an update on the other two sessions. Grant writing will be a morning session and he has spoken with someone in Bethel who works and administering grants. Either she or her business partner are interested in presenting. Bill asked Abbie to also check with the Agency of Commerce & Community Development to see if someone would be willing to present as a fallback. The other morning workshop will be on investing for beginners. It is intended that information will be sent out at the start of the holidays.

Sarah has confirmed the reservation with the Capitol Plaza for February 12. The spring workshop is confirmed at the Holiday Inn in South Burlington on June 13.

6. Membership Committee Report – no report.
7. Legislative Committee Report – no report.
8. Other Business
 - a. On behalf of the Board, Sarah expressed appreciation to John for his many years as treasurer of the VTGFOA and all the responsibilities that come with that role. Motion from Cheryl/Bill to accept with regret John’s resignation and appoint Sue as new Treasurer. Motion carried.

Sarah exited the meeting at 2:05 PM.

- b. NESGFOA Conference Update – Cheryl noted that the committee will be meeting to talk about menus, finances, and getting a financial statement ready for the NESGFOA Board meeting on January 10. Cheryl provided an update on sponsorships and confirmed donations.
9. Next Meeting – **TUESDAY**, January 15, 2019 at 1:30 by conference call
 10. Adjournment – Meeting adjourned at 2:15 p.m.

Respectfully submitted,
Abbie Sherman
Secretary