



VTGFOA Board Meeting

July 17, 2019

DRAFT Minutes

Location: Conference Call 1:30 pm

Present: Abbie Sherman, Suzanne Lowensohn, Casey Rowell, Bill Hall, Cheryl Lindberg, Shelley Quinn, Gail Ostrout, Sue Gage (late)

Regrets: Lara Aley, Jeff Graham

1. Call to Order/ Review of Agenda--- Abbie Sherman, President, called the meeting to order at 1:34 p.m.

Two items were added: Establish a meeting schedule for this fiscal year under Other Business and updating the checking account under Treasurer's Report.

2. Approval of Minutes – June 13 Organizational Meeting and Special Meeting of July 2, 2019

Upon motion by Bill, seconded by Cheryl, the Board voted to approve the minutes of the June 13 meeting and the July 2 meeting. Motion passed. Suzanne abstained because she wasn't in attendance.

3. Review minutes of June 13 Annual Meeting (to be approved at annual meeting in 2020) - Cheryl indicated that we need to add a signature line for who took the minutes. Item #1 to be corrected - Linda previously served as Secretary, not Treasurer. Item #3 Grammatical error with the word expenditures, should be expenditure. On Item #5, remove the words exclusive and preferred. Motion by Cheryl, seconded by Bill, to approve the minutes as amended. Motion passed.

4. President's Report – Abbie reported that we will be skipping the Fall workshop due to the Fall Conference. We need to select date and locations for 2020 workshops. Bill mentioned that VLCT determined that attendance at events were best attended when held in Montpelier at the Capitol Plaza. He suggested Lake Morey Resort as a possibility for summer or fall. Cheryl reminded us that our bylaws state that we will get around to all parts of the state. There were some ideas tossed around such as Springfield, Dorset, or Randolph. Bill proposed that we do the Winter/Spring one at the Capitol Plaza and the Annual meeting at Lake Morey Resort. We will check with these locations for availability of February 11, 12 or 13 for the Winter workshop and then June 9, 10, 11, 16, 17 or 18 for the Annual meeting.

Abbie indicated that she needs someone else to do the website management now that she is President. Suzanne said that she would do it if she can stop doing the Legislative Committee.

Audit Committee needs 2 people. They audit the books at the end of the fiscal year and then report to the Board in November. It is currently Sue and Jeff, but Sue is now Treasurer, so she can't be on it anymore. We are unsure if Jeff is continuing or not. Gail volunteered to take one of the positions for the Audit committee. Bill will continue with the Education committee and he is fine doing that solo. Suzanne is willing to work with Bill on the Education committee as well. Shelley is the only one on the Membership committee at this time.

5. Treasurer's Report – Sue reported that we ended the year with \$7,416.16 in cash. Unassigned fund balance of \$3,635.49. The \$500 from the NESGFOA Scholarship Fund needs to be reassigned to the Assigned Fund Balance for scholarships.

We need to update the signers on our checking account. We have started the process of getting this paperwork. The signers have to be the Treasurer and Secretary. At the next meeting, there will be a corporate resolution to make those changes.

Upon motion by Bill, seconded by Suzanne, the Board voted to accept the Treasurer's report as presented. Motion passed.

6. Education Committee Report – Bill shared that the evaluations from the last workshop were positive but didn't offer many ideas for new workshops. He will compile a list of recent suggestions and send out to the Board.
7. Membership Committee Report – Nothing much to report right now. Shelley said they will look at renewals and then contact people who haven't renewed to find out why and encourage them to renew.
8. Legislative Committee Report - None
9. Other Business

- a. Scholarships – There were five applicants with one withdrawn. There are two that have not renewed yet. We have to make sure they renew if we should award them. Abbie proposed that we give the three full-conference applicants \$500 each and the one-day conference applicant \$250. Reimbursement will be for actual expenses up to the maximum award, the lesser of the two amounts. Abbie asked if there was a list of current registrants from VT. Cheryl hasn't been able to get that as of now, but she can get us that info.

Upon motion by Casey Rowell, seconded by Cheryl, the Board voted to give the three full-day conference applicants \$500 and the one-day conference applicant \$250. Motion passed. Sue abstained.

- b. NESGFOA Conference Update – Cheryl talked about the recent meeting for planning. Suzanne is working on the overall program. We need to find a printing company for the programs. Bill suggested contacting Capitol Press in Montpelier, as they do work for VLCT. Jet Service is another option. A lot has been accomplished. They need people to be involved. They have met the hotel quota and are working on the food and beverage quota. Refer attendees to condos if no rooms are available. We are moving towards the final phases. Entertainment is in place. Bill will be finalizing the program this afternoon. Then he will send to Abbie to post on the VTGFOA website and it will also need to be posted on the NESGFOA website.
- c. Elect a NESGFOA Representative – Bill and Cheryl were reappointed at the last meeting. We have one more opening. Gail is interested in the position, but would like to know more about it. Bill and Cheryl shared some information about it.

Suzanne left the meeting at 2:30 p.m.

Upon motion by Cheryl, seconded by Bill, the Board voted for Gail to be the third NESGFOA representative. Motion passed. Gail abstained.

d. Meeting Schedule – will continue to meet the third Wednesday of the month.

10. Next Meeting: August 21, 2019, 1:30 PM, Conference Call

11. Meeting adjourned at 2:33 p.m.

Minutes by: _____
Casey Rowell