



# VTGFOA Board Meeting

## February 13, 2020

### Minutes-DRAFT

**Present:** Abbie Sherman, Cheryl Lindberg, Thomas Galinat, Sue Gage, William Kriewald, Suzanne Lowensohn, Dawn Monahan, Jeff Graham, Lara Aley

**Regrets:** Casey Rowell

1. Call to Order / Changes to Agenda: Abbie Sherman called the meeting to order at 2:50pm. There were no changes to the agenda.
2. Approval of Minutes – January 15, 2020: Motion made by Sue to approve the January 15<sup>th</sup> minutes, seconded by Jeff. Motion Passed
3. Treasurer’s Report
  - a. Monthly Financials: \$500 paid to VLCT for half of the annual contract. \$1375 of workshop and membership fees was deposited. There were 4 new memberships received. Moved \$1500 of calendar year revenue under scholarships line. It was noted that NESGFOA scholarship money is for New England events only and must be kept separate from VTGFOA scholarship funds. Motion was made by Cheryl to accept the monthly financial, seconded by Dawn. Motion passed.
  - b. Approval of Workshop Registration Reimbursement: Motion made by Cheryl to approve workshop registration reimbursement to Community Bank, seconded by William. Motion passed.
  - c. Approval of VLCT Invoice: It was noted that some members received multiple workshop mailings. Abbie gave information on the VLCT contract and our plan to look at new software platforms for next year. Motion by Cheryl to approve payment of invoice, seconded by Lara. Motion passed.
4. Audit Committee Report – FY2019: Jeff and Cheryl conducted an audit of the financials. They reconciled bank statements, invoices and tied back all documents. Notes were made on source documents and they had no concerns. They will supply a summary of their work.
5. Education Committee Report
  - a. February 13 Winter Workshop
    - i. Review of Workshop Evaluation Forms: New ideas on Evaluation Forms include: budget proprietary funds, GASB updates, understanding and preparing for audit, budget development, surplus and applying to future budgets, uniform guidance polies and software systems other than NEMRC. Abbie will add new topics to her existing list of potential topics.
  - b. June 18 Summer Workshop & Annual Meeting: We are in need of two more topics/speakers for the June workshop. Abbie has reached out to VT Convention Bureau. At this point, the Equinox has responded that they can accommodate us. The following timeline was decided on: 4/15/20 have presenters and brochure information ready, 5/1/2020 begin work on brochure, 5/11/20 mail brochure. Dawn is looking into a presenter she has attended who spoke on rate setting in

water/wastewater. Thomas is contacting Brad James to ask if he would present on the school tax process. William is contacting Andrew Stein to verify other presentations being offered.

6. Membership Committee Report: Lara emailed all members who had not renewed this year. Fourteen emails were returned with invalid addresses or auto response emails that the employee has moved jobs. Five responded that they are sending in membership payment. It was verified that invalid email addresses had a replacement employee who is now a VTGFOA member. Ideas of who to invite to join our membership were requested. Ideas included: Auditors, treasurers, budget committee members and finance officers. Lara is going to reach out to the Clerk/Treasurers association.
7. Government Relations Committee Report: Nothing to report. William offered to be part of the Government Relations Committee going forward.
8. President's Report
  - a. Scholarship Applications for April 2020 NESGFOA Spring Seminar: Bill at NESGFOA told Abbie that spring seminar update is coming out this week. Scholarship info will be sent out changing the scholarship amount to read "up to \$500". Deadline for applications will be 3/6/20 and we will respond to applicants by 3/10/20. Dawn, Cheryl and Thomas are the Scholarship committee and tasked with awarding scholarships.
  - b. NESGFOA Representative: We need a third NESGFOA representative. It is a long term commitment, must be a government employee and attendance in person or phone is mandatory per their attendance policy. Dawn is considering but not ready to commit.

William and Sue left the meeting at 4:04pm

- c. Policy Updates: All new members should read procedures and bylaws. Bring bylaw ideas for the next meeting.
9. Other Business
  - a. NESGFOA January 9, 2020 Draft Minutes: NESGFOA is doing an audit of our Fall Conference which was \$60,000 over budget. Cheryl is working with the New England Treasurer and has sent out all sponsor thank you notes.  
Cheryl noted that she, Jeff, and Abbie need to pick some dates to do site visits for the next NESGFOA conference that we host.
10. Meeting adjourned at 4:10pm. Motion made by Cheryl, seconded by Thomas. Motion passed.

Minutes by: \_\_\_\_\_  
Lara Alemy, Secretary