

Vermont GFOA  
Board Meeting  
Via Phone Conference  
August 15, 2012

Present: Cheryl Lindberg, Lauren Morrissette, John O'Connor, Bill Hall, Carolyn Gauthier, Shelley Quinn, Jeff Mobus, Deb Beckett  
Regrets: Kim Moreno, Cynthia Gibbs

President Cheryl Lindberg called the meeting to order at 1:33 pm.

1. Approval of Minutes

Cheryl Lindberg asked if there were any changes to the minutes. Lauren Morrissette apologized for spelling Deb Beckett's last name wrong. Bill Hall moved the minutes be approved with this correction with Carolyn Gauthier seconding. All voted to approve.

2. President's Report

Cheryl informed the Board that only one application for the Scholarship to the Fall New England States Conference had been received. Cheryl had e-mailed a copy of this application to the members prior to the meeting, and she asked what the others thought about giving the Scholarship to this applicant (Nancy Parsons of Enosburg). Bill said he had met Nancy Parsons. She is new to her position of Finance Director in Enosburg but seemed excited about working in municipal government and becoming active in both the Vermont and New England organizations. Cheryl noted that she, Jeff and Bill would be attending, and since there was only the one applicant, perhaps the scholarship money could be used to help the Board members attend. Shelly remarked that Nancy Parsons seem to be a good applicant and maybe we should give her more money than originally planned. There was discussion of the cost of the conference. Jeff pointed out that Nancy had mentioned the scholarship would fill the gap she had in funding and surmised that she did not need additional funds. John O'Connor questioned whether the entire \$1,000 needed to be spent this year. Bill said we were supposed to spend it all and not carry it over to another year. Shelley Quinn remarked that she would also be attending the conference but that she did not need funding as all of her expenses would be reimbursed. Lauren made a motion to give \$250 of the scholarship money to Nancy Parsons and split the rest evenly between Jeff, Bill and Cheryl. John O'Connor seconded the motion. Bill thought he should abstain from voting but was urged to vote on the motion. All voted in favor.

There was mention that instead of receiving the money at the conference, attendees would be reimbursed after the conference by the appropriate State GFOA. As evidence of attendance, Carolyn will need a copy of the registration form for backup.

3. Legislative Committee

John O'Connor reported that there was nothing going on with the Legislature right now but that the Windham County Clerks and Treasurers had a session reviewing the audit check list. Annette Cappy organizes a meeting of the Clerks and Treasurers once a quarter at a restaurant. Bill asked that he be provided with the comments from this session as he is updating the check list. There

was discussion of the issues in small towns where one person does all of the financial work. The Clerks and Treasurer's Association is promoting county meetings of the type held in Windham County.

4. Financial Report

The members had been sent Balance Sheets and Statements of Revenue and Expenditures for June 30 and as of August 14, 2012. It was decided to start with approval of invoices before discussion of the presentation of financial position. The first invoice was for the VLCT contract for \$275. Jeff Mobus made a motion to authorize payment and Bill seconded the motion. Cheryl explained that the contract was for a calendar year. This invoice was for the second half of the contract. All voted in favor of payment.

The second invoice was for \$6.32 for pocket folders at Annual Meeting. Jeff moved and Bill seconded authorization of payment. All voted in favor.

The 3<sup>rd</sup> invoice was labeled membership renewal postage for \$234.00. Cheryl explained that the invoice was mislabeled and was actually for Annual Meeting mailing and should be accounted for as a payable in FY12. This invoice had been approved at the July meeting and did not need re-approval. The \$6.32 should also be a payable in the FY12 year end Balance Sheet as it was incurred for the Annual Meeting. There was a question about why Lisa Parker's mileage reimbursement didn't show as a payable in the June Financials. Carolyn explained that she had written the check in June prior to approval and mailing following the July meeting.

It was decided that the Balance Sheets needed to be changed to reflect the payables of \$234.00 and \$6.32, and that this would affect the fund balance in FY12 but not in FY 13. Jeff moved and Bill seconded the acceptance of the financials as amended above. All approved.

5. Timeline

Nothing had been done on this project for this meeting.

6. Budget Policy

The approved budget policy was sent to members and Lauren was asked to put it on the website. Also, Cheryl had sent a copy of the letter to the Clerks and Treasurers Association thanking them for their support.

7. Membership Committee

Shelley reported that she and Jeff had not connected due to vacation schedules.

8. Education Committee

Bill reported he had been unable to get in touch with the Equinox to determine the cost of holding the Fall Workshop there. He also wondered if a location so far south would discourage attendance. He asked that the Board set a date and a location for the workshop. Other meetings in October were identified and the date of Oct. 25 was selected for the Fall workshop. The issue of location was addressed, and Cheryl spoke of the goal to have workshops around the state so that all members can have an opportunity to attend one or another. The idea of an overnight option for Board members at a large distance was brought up. It was decided to find a place in the Manchester area of the state.

On the issue of program ideas Shelley suggested perhaps asking Fred Duplessis to do a session on how to prepare for an audit and what to do with the audit once it is done. Bill thought these two topics could be done separately – in different workshops. Another topic that came up was the

Internal Control check list. Bill agreed that he would present a session on the checklist and in particular what they had found during the pilot program of using the checklist in 11 towns. It was decided that we would have a session on how to prepare for the audit and one on the Internal Control Checklist.

The Board agreed a slightly later start time would be good to allow more time for those coming from a long distance. Registration will be from 9:00 to 9:30 with welcome at 9:30. Lunch will be at 12:30, and we will have our Board meeting from 1:30 to 2:30. Bill will look for a speaker and John may know someone. Cheryl will contact Jessica Hill about arranging the location.

9. 2013 Vermont Hosting of NESGFOA Conference

The Board received notification from Cheryl that Marko the Magician is available Tuesday, September 24. There was discussion about whether lunch or evening would be better. We will ask him to hold the date as the timing is not clear at this point. Bill asked about any other suggestions for speakers. Jeff suggested engaging a band he knows. Olympians were suggested as possible speakers. Lea Davison from Jericho and Hannah a snow boarder were suggested. Shelley suggested the Logger.

The next meeting is scheduled for Wed. September 19 at 1:30. Members were urged to continue thinking about speakers and workshop location. The meeting was adjourned at 2:42 pm.

Respectfully Submitted,  
Lauren Morriseau  
Secretary