

Vermont GFOA  
Board Meeting  
Via Conference Call  
December 19, 2012

Present: Cheryl Lindberg, Deb Beckett, Lauren Morrisseau, Jeff Mobus, Nancy Parsons, John O'Connor, Cynthia Gibbs, Carolyn Gauthier, Bill Hall

Regrets: Shelley Quinn

The meeting was called to order at 11:30 pm.

1) Changes to Agenda

There were no changes to the agenda.

2) Minutes

A motion was made by Jeff Mobus and seconded by Deb Beckett to approve the minutes of 11/28/12. There was a typo correction on page 2. All voted to approve with the correction of the typo.

3) President's Report

President Cheryl Lindberg stated that she had nothing for this agenda item and that she wanted to spend the time we had on the other items. She added that the VLCT Contract is ready and she will be signing it.

4) Treasurer's report

Bill Hall moved and Jeff Mobus seconded a motion to accept the Treasurer's report. Carolyn Gauthier had provided a balance sheet, revenue/expense statement, invoice from VLCT for Materials Mailed and pocket folders for \$19.70. She had also e-mailed copies of receivables for the last workshop. The materials mailed were for people who had requested paperwork from the workshop. They were charged \$25 for these materials. Jeff Mobus moved and Lauren Morrisseau seconded a motion to approve the payment of the \$19.70 invoice. All voted in favor. The receivables were explained. The invoice for Jeffery Graham is owed but the one for Deb Sachs was an error. Jeff Mobus will contact Jeff Graham concerning the outstanding invoice. The balance sheet should be corrected to show a receivable of \$45 instead of \$90. Also the income from the Fall Workshop should be reduced by \$45. With these amendments all voted in favor of accepting the financial report.

5) Audit

According to our Internal Control Policy the audit of the prior year's financial records is to be performed and reported on by the October meeting. We have not met this deadline. Also, the 1<sup>st</sup> Vice President is supposed to review the bank statements that have been reconciled by the Treasurer. Last year Shelley Quinn and Lauren Morrisseau performed the audit. Cheryl would like a different board member to participate in the audit this year. She asked Deb Beckett if she was located close to Carolyn. The answer was yes. It was decided that Deb would ask Shelley to participate again, and that having a prior person would give continuity to the process. Cheryl

asked that this report be prepared for the February workshop meeting. Carolyn said she could set up the process via e-mail.

6) Timetable

The timetable is still not ready for consideration.

7) Membership Committee

Jeff Mobus reported that he will send out the letter prepared for members that had let their membership lapse the following weekend. He will also send out the donation request letters for support of the New England Conference.

8) Legislative Committee

John O'Connor had nothing new to report at this time.

9) Education Committee

Bill Hall commented that he needed help with ideas for the Winter Workshop. A location of the Windjammer, Best Western in South Burlington was recommended as a location that is close to the Interstate. Teresa will check on the prices but it was thought that this location is used to catering to smaller gatherings. The date of February 12 which had been suggested at the 11/28 meeting was settled on. The following topics were put forward: Helping the Selectboard understand financial reports. Explanation of how the School Tax rate is set. Review of new IRS laws that will effect government entities. New Health Care Insurance rules. Bill said he had enough to proceed and get the brochure out. The first session will start at 9:30. There will also be an update about the New England Conference.

10) New England Hosting

Jeff will be mailing the letter to sponsors the coming weekend. Bill reported that Citizens Bank has pledged to give \$5,000. One of our next tasks will be to decide on topics for sessions/speakers and entertainment.

The next meeting was scheduled for January 23, 2013 at 1:30 pm via conference call.

The meeting adjourned at 12:30 pm.

Respectfully submitted,

Lauren Morrissette

Secretary