

Vermont GFOA
Board Meeting
Via Phone Conference
January 18, 2012

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

Cheryl Lindberg called the meeting to order at 1:34 PM

1. Approval of 12/14/11 Board of Directors Minutes

A motion was made by Bill Hall and seconded by Deb Beckett to approve the 12/14/11 minutes as corrected and circulated. All voted in favor, and the motion was approved.

2. Report of the President

President Cheryl Lindberg reported that the VLCT Contract had been settled and signed as per the Board's wishes expressed at the 12/14 meeting. The settled on contract price is \$550.00.

3. Treasurers Report

Carolyn Gauthier had sent out the financial report and the original VLCT invoice for half of the contract. Cheryl requested that the invoice be reduced to \$275.00 to reflect half of the amount of the signed contract. Lauren moved that the invoice be paid at the changed amount of \$275.00. Kim Moreno seconded the motion which passed with 1 abstention from Bill Hall. Cheryl was interested in a comparison of dues in January of this year to January of last year in order to gauge if our membership dues is lagging this year. Carolyn agreed to research this to see how we are doing this year. Cheryl noted that we have not yet paid the NESGFOA for dues. Other than that expenses seem to be as expected. Carolyn reported that we have not yet billed the VMC&TA for dues. She will check with the Treasurer of that association to see if they can pay it now. Bill Hall made a motion to approve the Financial Report which Cynthia Gibbs seconded. The report was approved.

4. Legislative Committee

John O'Connor reported that the Internal Control Handbook is in draft. It is being reviewed by the committee. It will provide guidance for communities and checklists. John praised the efforts of Bill Hall and VLCT in producing the handbook. Bill Hall said that the process has been modified because the Committee of Sponsoring Organizations or CSO have released updated guidelines. So VLCT has decided to delay publishing the complete handbook. They will be releasing the check list and best practices and will continue to develop the rest of the book. It will be a product of VLCT. VLCT is looking for communities to test the handbook. John O'Connor said he would ask Towns to use the checklist and will get feedback about its usefulness.

5. Education Committee

Bill Hall reported that the brochure for the winter workshop had been sent out. An e-mail blast had been done and another will follow. Cheryl said that she would put it on Muninet and the Clerks and Treasurers list serve. Deb Beckett said she did not receive the e-mail or the brochure by mail. There was discussion concerning whether the brochure had been mailed or not. Bill will contact the speakers about whether they will be staying for lunch or not to make sure we have the right number of meals.

6. Membership Committee

Shelley Quinn reported that she and Jeff Mobus had met the week before to discuss ways to increase membership. She asked whether the list serves allow attachments like the membership brochure. Deb said attachments were allowed or a link to the brochure on the web site could be inserted. Shelley said that she and

Jeff had discussed reaching out to prior members, CPA's who perform municipal audits, and newly elected Treasurers. Finance Directors as a group to target had been suggested at the last meeting. Shelley reported that almost all of the Finance Directors in the State are already members. There was discussion of where to obtain the names for these efforts. Bill informed us that Jessica Hill of VLCT should have information on former members. He could have her send this information to Shelley. Regarding reaching out to CPAs it was suggested that a letter rather than an e-mail would be more effective. Bill suggested that Shelley ask Jessica about a list of auditors as well as prior members. Bill said that a list of newly elected Treasurers could be obtained from the Secretary of State a few days after elections. Cheryl reminded the Board that there was \$300 in the budget for marketing newsletter. This money could be used to have VLCT do the mailings for us. The question was whether this should be done this year or next. There will be further discussion about this.

7. 2013 Hosting of NESGFOA Annual Meeting

Bill Hall reported there is a New England board meeting by conference call on January 27. Cheryl said she had spoken with Marco the Magician who said he would be available for the conference. Bill recommended that we start promoting the conference at our Annual Meeting and ask for volunteers for committees at that time. He thought he could get some information from Denis Gravelin about the conference we hosted 6 years ago. Bill mentioned that the New England Spring Workshop will be in March and might be of interest to some of our members.

8. The meeting adjourned at 2:15 PM. The next meeting of the Board will follow the Feb. 9 workshop lunch.

Respectfully Submitted,
Lauren Morriseau
Secretary