

Vermont GFOA
Board Meeting
Via Phone Conference
July 18, 2012

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

President Cheryl Lindberg called the meeting to order at 1:40 pm.

1. Appoint New England Board Members and National GFOA Representative

Cheryl explained that in the past year Jeff Mobus had been newly appointed to the New England GFOA Board, and that she and Bill Hall were also members. Lauren moved and Cynthia seconded a motion appointing Jeff Mobus, Bill Hall and Cheryl Lindberg to the New England Board for this year. All voted in favor. Bill Hall has been the VTGFOA representative to the national GFOA in prior years. Cheryl moved and Carolyn Gauthier seconded appointing Bill Hall as the VTGFOA Representative to the National GFOA for this year. Motion passed unanimously.

2. Committee Chairs

Cheryl inquired whether Bill Hall and John O'Connor were willing to chair the Education Committee and the Legislative Committee respectively again this year. Cheryl acknowledged the amount of work Bill will be taking on with the organizing of the NESGFOA 2013 Conference. Bill indicated he is willing to continue to chair the Education Committee this year. Kim Moreno mentioned at the prior meeting that she would like to be on the Education Committee. Bill recognized that she will be of assistance and will learn what is involved with doing the work of this committee. John O'Connor confirmed that he is willing to serve as the Legislative Committee Chair again, but there is not much going on right now. There was discussion that at the Annual Meeting there were sign up sheets for NESGFOA Conference Hosting Committees but none were circulated for VTGFOA Committees. When Shelley joined the meeting she said she would be glad to stay on the Membership Committee. She thought that she and Jeff could use more help and suggested that perhaps others who at this time did not have specific duties with the Board could help with this effort. Cheryl asked Shelley to put some information together for the next meeting. Cheryl urged Shelley to reach out to Jeff Mobus in this effort.

3. Minutes of Board Meeting 6/6/12

Cheryl questioned information about sending out attendance certificates in the minutes. It was determined that it had been discussed that she needed to buy certificate paper, not that she needed to send out certificates. The minutes will be amended with this correction. Bill moved and Carolyn seconded approval of the 6/6/12 Board meeting minutes as amended. All voted in favor.

4. Draft Minutes of Annual Meeting 6/6/12

Cheryl stated that overall she liked the way the minutes were written. In the Budget section she asked for a change of wording to the 3rd sentence. Other than that, it was decided the Board has reviewed the draft minutes and that with that one change they are ready for next year.

5. Annual Meeting Recap

Cheryl stated she thought the meeting had gone exactly as planned. The reports of the Committee Chairmen were very good. The attendees were a good group, and we made a little money on the workshop. She said she was hopeful we will have as successful an Annual Meeting next year.

6. Scholarship

As of this meeting date Cheryl had only received 1 application for the scholarship to the 2012 NESGFOA Conference. Bill asked when the deadline for submission was and was told it was July 27. It was suggested that Jessica Hill of the VLCT send out an e-mail blast to members about the scholarship especially for members who did not attend the Annual Meeting. Cheryl will contact Jessica to arrange this. On a side note, Bill told the Board that Jessica Hill, who has been the VTGFOA administrative aid, is taking a new position at the VLCT. She will be training a new person to be our administrative contact.

7. Treasurer's Report

Carolyn Gauthier began by asking for approval to pay \$234 to VLCT for the Annual Meeting mailing and the also for the bill from GASB for \$198.14 for Lisa Parker's mileage. Cheryl moved that Lisa Parkers' travel expense be paid and Shelley seconded the motion which passed unanimously. There was discussion of the appropriate year to book the \$234 to as it was also expense for membership renewal. It was decided this expense should be booked to fiscal year 2012 as it was really for the Annual Meeting mailing. Bill Hall moved and John O'Connor seconded approval of the VLCT bill for \$234. The motion passed with all in favor.

Next, there was discussion of the Financials. It was noted that the profit for the Annual Meeting workshop has now been reduced to \$236.35 with the inclusion of the travel expense. It was decided that the 2013 dues should be a deferred revenue and that the travel expense and VLCT mailing expense should be booked as payables. Members asked that Carolyn develop a balance sheet for a more accurate reporting of the organization's financial condition. Bill suggested that we wait to approve the year end numbers until the next meeting.

8. Budget Policy

The VTGFOA Budget policy which had not been approved last year was discussed . With minor changes to Section III, C., Lauren moved to approve the policy. Bill seconded the motion. All voted aye, no nays.

9. VTGFOA Annual Timeline

Cheryl suggested that Deb or Cynthia might take on the task of developing a timeline for our organization. Modeled on the NESGFOA time line it would include activities to be accomplished at each meeting in order to adhere to our policies. An example would be the schedule we need to prepare our budget in accordance with the policy just approved. After discussion it was decided that this is something that Cheryl will draft as she has greater familiarity with the schedule of events of the organization.

10. 2013 NESGFOA Conference Hosting

Bill reported there is nothing that needs to be done at this time. But he did ask that all Board members be thinking of a possible keynote speaker for the conference. This could be a Vermonter or a national speaker. Examples of past speakers included a Maine Governor who spoke on the Civil War and a blind man who hiked the Appalachian Trail with his seeing eye dog. These are typically motivational speakers.

Shelley questioned whether it was necessary for a Board member to be on each of the hosting committees. Bill explained that this is not necessary. In some states the hosting committee is completely separate from the Board. In any case, Bill will be on all the committees and will report back to the Board.

11. Other Business

There was a question about whether the fall workshop will be at the Equinox and how expensive that might be. It was explained that we had discussed having the workshop near enough to the Equinox so that the Board might see the facility after the workshop, not that the workshop would necessarily be at the Equinox. The fall workshop will be on the next agenda. The next meeting was set for August 15 at 1:30 via conference call, and members were asked to block off the 3rd Wednesday of each month for our meetings.

The meeting was adjourned at 2:30 pm.

Respectfully Submitted,
Lauren Morriseau
Secretary