

Vermont GFOA
Conference Call
November 17, 2010

Present: Cheryl Lindberg, Amy Deutl, Richard Donahey, John Leisenring, Carolyn Gauthier, Bill Hall, Lauren Morrissette and John O'Connor

Regrets: Barbara Kivlin and Jeff Mobus

1. Call to Order and Review Agenda:

President Cheryl Lindberg called the meeting to order at 1:35 pm. Cheryl said that one of the board members was resigning and she would add this item to the meeting agenda.

2. Bill Hall moved to approve the minutes of the October 28th meeting. John Leisenring seconded the motion that then passed unanimously.

3. Report of the Chair:

Cheryl Lindberg discussed the proposed service contract with the Vermont League of Cities and Towns ("VLCT"). She concentrated on the \$10.00 increase in the hourly contract work rate (to \$50.00) and the inclusion of a payment for mileage if on-site conference assistance is needed. Bill Hall stated that no additional contract work had been required in the past. The meeting attendees indicated that they felt that a mileage reimbursement was appropriate in the event on-site conference assistance was needed. The contract includes: (1) \$175.00 for VLCT to arrange the annual membership meeting and two conferences, including conference site selection, agenda and meal planning, billing process and on-site conference assistance when the number of attendees exceeds fifty people, (2) \$125.00 for annual membership dues and database administration and (3) \$100.00 for payment tracking and administration. Richard Donahey made a motion to approve the contract with VLCT, which was seconded by Lauren Morrissette and approved by the other meeting attendees, with Bill Hall abstaining.

4. Treasurer Report:

Carolyn Gauthier had previously emailed the Treasurer's Report to all board members. She proceeded to review the VTGFOA FY 2011 Statement of Revenues, Expenses and Fund Balance, including a recap of the fall workshop. Carolyn indicated that the fall workshop produced a profit of \$353.69, with revenue of \$1,490.00 and expenses of 1,136.31. A discussion ensued over whether all of the conference fees had been billed and collected. Carolyn said that she would get in touch with Jessica to ensure that all of the fees were billed and collected. Carolyn completed her report by indicating that the fund balance as of November 16, 2010 was \$10,246.70, which did not include payments for the fall conference and the payment of dues to the NESGFOA. Bill Hall made a motion to approve the Treasurer's Report, which was seconded by John Leisenring and passed unanimously.

Two invoices related to the fall conference were presented for approval and payment; \$1,018.30 to Marriott and \$117.92 for postage. John Leisenring moved approval of

the Marriott invoice, which was seconded by Bill Hall and approved unanimously. Bill Hall made a motion to approve the payment of the postage, which was seconded by Richard Donahey and approved unanimously.

5. Fall Workshop:

Cheryl and Richard indicated that they thought the conference room space at the Marriott was very tight and crowded. John Leisenring said that not all of the attendees were able to be seated at a table and it was difficult to balance the meeting materials, coffee, etc... on one's lap. Bill Hall said that we had more people attend the fall workshop than we normally have and that we need to be more cognizant of a conference room's seating capacity. Cheryl said that Jessica needed to receive this feedback. Cheryl continued by stating that she felt both presenters at the workshop did an excellent job. John O'Connor asked if she, as president of the VTGFOA, had ever sent thank-you letters to the workshop presenters. She said that she had not, but she and other board members felt this was a good idea. John Leisenring said a Certificate of Appreciation could be given to each of the presenters at future workshops. Cheryl said that she would pursue that concept.

6. VTGFOA Policies

The first policy that was discussed was the Fund Balance Policy. After some discussion it was decided that the disposition of excess fund balance at the end of a fiscal year would require the approval of at least six board members.

The board next considered the Attendance Policy. After some discussion, it was decided that the policy would include board action if a board member misses three consecutive meetings or four meetings within a year.

7. Board Member Resignation

Richard indicated that he had accepted a position with the State of Vermont and would be resigning from the Board of Directors of the VTGFOA. The attendees all wished Richard good luck in his new position.

8. Next meeting and adjournment.

Cheryl Lindberg said the next meeting of the board would be a teleconference held at 1:30 pm on December 15, 2010.

Cheryl Lindberg adjourned the meeting at 2:43 pm, to which all participants unanimously concurred.

Respectfully submitted,

John O'Connor
Secretary, pro tem