

Vermont GFOA  
Rutland Holiday Inn  
February 9, 2012

Present: Cheryl Lindberg, Bill Hall, Jeff Mobus, Shelley Quinn, Cynthia Gibbs, and John O'Connor

Regrets: Carolyn Gauthier, Deb Beckett, Lauren Morrissette, Kim Moreno

Cheryl Lindberg called the meeting to order at 1:30pm.

1. Review/Amend Agenda: No action.

2. Approval of January 18, 2012 Minutes:

Bill Hall moved to approve the Minutes. Shelley Quinn seconded the motion. There was one small correction on item 7. It was Cheryl Lindberg, not Bill Hall, who had spoken with the magician. So amended, the minutes were approved unanimously.

3. Report of the President:

Cheryl Lindberg said that there had been an NESGFOA Conference Call since our last meeting. One item of concern is how organizational materials are stored. There is a person at NESGFOA who has a complete file of their materials on her work computer. She has a written agreement with her employer that should she stop working there that the file will be passed on to NESGFOA. She said that we need to think about VTGFOA materials and come up with a plan.

Cheryl Lindberg said that she'd like to see us have a higher profile. She mentioned getting VTGFOA flags and banners to be displayed at our events. She also would like to see the website have a little more pizzazz.

Cheryl noted that due to excess revenue from the Maine hosted NESGFOA conference, each state is being allowed \$1,000 in scholarship money to attend the CT hosted conference next September. The idea is to award \$250 to four different first time conference goers. The funds can be used either for registration or lodging and travel costs. The tentative plan is to announce the availability of the scholarships in June, with the applications being due in July, and the winners announced in August.

Cheryl also led a brief discussion on the scheduling of the VTGFOA Annual Meeting. The Symposium is on June 19. It was decided to try to have the Annual Meeting early in June. Bill Hall will check with Lisa Parker on her availability to help narrow down the date.

4. Treasurer's Report:

Carolyn Gauthier had previously sent the Treasurer's Report. The Assigned Fund Balance as of January 29, 2012 was \$2,000 and the Unassigned Fund Balance as of the same date was \$6,413.28. Bill Hall moved to accept the Treasurer's Report. Jeff Mobus seconded the motion that then passed unanimously.

Cheryl Lindberg noted that we had paid for several lunches more than were eaten at the workshop. She would like to see a better way of determining an accurate lunch count in advance to save money.

There were two invoices to consider. Jeff Mobus moved to approve paying NESGFOA dues in the amount of \$1,440 (96 members @ \$15). John O'Connor seconded the motion that then passed unanimously. It was noted that we will have to true up in June, once our final numbers have been determined.

The other invoice was a reimbursement request from Cheryl Lindberg for \$19.98 for speaker award holders. Bill Hall moved to approve the reimbursement. John O'Connor seconded the motion that then passed unanimously.

5. VT Legislative Committee Report:

John O'Connor said that the committee is now inactive. Bill Hall noted that as a result of their work that the internal controls checklist has been developed. The checklist is being field-tested in six towns. Once the results of the field-test are in, the document will be sent to all other towns. There was a brief discussion on whether or not there will be a PACIF benefit to Towns who complete the checklist.

Bill Hall noted that Local Government Day is on February 15th. He encouraged anyone who had thoughts to bring them to Montpelier that day.

6. Education Committee:

A quick survey of the evaluations showed that the workshop location was liked, as was the food. Bill Hall will look at the surveys more to see if there is anything else. In terms of future topics, there was discussion about a two-pronged approach to audits; how to prepare for an audit and how to respond to an audit report. Other possible topics mentioned were interfund activity and unclaimed property.

7. Membership Committee Report:

Shelley Quinn and Jeff Mobus said that they had spoken once and exchanged emails. Jeff is of the opinion that we should not direct our efforts towards School Business Managers as they have their own solid association. Using a list provided by VLCT, he is looking into former members and reaching out to them to see why they left and if they might be interested in returning. Shelley has been focusing on CPAs and auditors. They both agreed that it would be good to reach out to newly elected Treasurers after the March elections.

8. 2013 Hosting of NESGFOA Conference:

Bill Hall said that the deposit has been made and the next thing to do is to create the committees. We are going to need LOTS of volunteers to make this a success. Dave Delano of MEGFOA will be the Treasurer. We won't be doing any fundraising until after the CTGFOA in September. However, both he and Cheryl Lindberg said that we need to begin finding motivational speakers and entertainment. Cheryl would like to see our conference display what Vermont has to offer. She mentioned cheeses and the micro-breweries. The Logger was mentioned as a possible entertainer.

9. Next Meeting:

The next VTGFOA meeting will be a conference call on March 21, 2012.

Jeff Mobus moved to adjourn. John O'Connor seconded the motion that then passed unanimously. The meeting ended at 2:45pm. No further action was taken.

Respectfully submitted,

Jeff Mobus  
Acting Secretary