



VTGFOA Board Meeting Draft MINUTES

December 20, 2017

Location: Conference Call, 1:30 pm

Present: John O'Connor, Sue Gage, Sarah Macy, Cheryl Lindberg, Bill Hall, Shelley Quinn, Linda Peters, and Aaron Frank

Regrets: Bob Giroux

1. Call to Order / Review of Agenda

Sarah Macy called the meeting to order at 1:33 pm. No agenda changes.

2. Approval of Minutes from 10/26/2017

Motion to approve Cheryl Lindberg/Linda Peters. Motion approved.

3. President's Report

President's Report November/December 2017

Congratulations to Wendy on her appointment as the US Department of Agriculture's Farm Service Agency's state director for Vermont. As you know, Wendy has resigned her position on this board and the NESGFOA board. We need to nominate someone to take Wendy's place on the NESGFOA and will do that under other business.

Wendy has served on our legislative (government relations) committee for the past few years which is one of the three VTGFOA standing committees established in the bylaws to "monitor and report on legislative action affecting governmental/public finance and promote intergovernmental cooperation."

Additionally, Bob Giroux will be retiring at the end of this December. Congratulations Bob and thank you for serving on this board! Additionally, thank you for all the work you have done for many (possibly all?) municipalities in Vermont with VMBB, you will be missed in both roles.

This leaves us with two open board positions after our Dec 20th meeting. I will draft a solicitation email and have Theresa send it to the membership by month end. Sue suggested we send a letter of thanks to both Wendy and Bob for their service on the VTGFOA.

As John reported in October, we have received the VMCTA's annual contribution of \$1,000 toward our workshops and I have sent a thank you letter to the current president Donna Kinville.

Included this month is the VLCT-VTGFOA 2018 Administrative Contract. The annual cost has increased from \$606 to \$710 – an 18% increase; which is more than the 5% increase the last year from \$577.50 to \$606. Dean Mudgett, the new communications & marketing director informed me that this increase is a result of "increased costs of staff, materials and postage, as well as a review of the hours staff spend performing the tasks detailed in the contract." Dean estimated that Theresa spends 20 hours a year on VTGFOA work.

Discussion around the VLCT contract. All agreed that our connection to VLCT is very important. Price increase seems minimal considering all the other benefits. Sarah is proofreading documents before they are sent now. Questioned the increase in postage, feel that postage is minimal and it's probably other costs that have increased. Motion to authorize Sarah to sign the renewal contract with VLCT Shelley Quinn/Linda Peters. Motion passed, with one abstention, Bill Hall.

The laptop has been purchased and set up with Microsoft Office, and six months of antivirus software installed. I'd like to purchase a case and get some type of backup established. While the cloud based backups are likely the most efficient (set it and forget it) I wonder if an external hard drive isn't more cost effective for our needs.

The laptop is a great addition to the VTGFOA and provides a means of storage for core documents. Sarah suggested an external hard drive for backup. Bill and Sue suggested Carbonite, a cloud based storage that runs about \$60 per year. Sarah will pursue the cloud backup through Carbonite. Cheryl would like us to develop a policy around the laptop usage and backup. Cheryl has volunteered to draft a policy. Sarah will be picking up a laptop case.

Sentiments were not positive about obtaining a projector. VLCT has one we can use, and most places we hold trainings have them. Aaron also suggested we could ask to borrow one from a municipality. Decided to wait on this purchase.

4. Treasurer's Report

John O'Connor reviewed the latest financial report for the period ending 11/30/2017. As of the end of November we haven't paid anything to NESGFOA to date, but things are looking good financially. Cheryl asked about bank service charges and the reversal of them. Wanted to just net them out. John stated that they straddle a year end so we must show them and that the expense shown in Bank Service Charges is for checks. We will put the check purchases in Miscellaneous expenses, and take it out of bank charges. Motion to accept the Treasurer's Report Cheryl Lindberg/Linda Peters. Motion passed.

5. Education Committee Report

Bill provided a list of possible topics gleaned from seminar reviews received. The individual we scheduled to discuss project management is still interested in presenting. Bill also suggested we do a session on Best Practices. There are new ones on the GFOA website and he believes this would be an interesting topic. It would be a good idea to bring in a presenter from NEMRC to some training on the modules. This would be a good topic for June, as we can bring in tax billing. We could tie in a breakout group to do some Quickbooks training when the NEMRC training happens. Sarah would also like to see us do some panel discussions and thinks it would tie in well with Best Practices. .

February Seminar at the Capital Plaza on February 21 – Best Practices, Panel Discussion and Project Management. Bill will talk to Sarah about the panel discussion and what the focus will be.

6. Membership Committee Report

Shelley – delayed on letter for renewals. Shelley will send to Sarah for review.

7. Legislative Committee Report

Seeking someone to take the lead here. Wendy did this in the past. Perhaps one of the new members might be interested.

8. Other Business

a. Appoint a representative to the NESGFOA

Bill Hall nominated Sarah Macy for representative to the NESGFOA. No one else indicated interest. Cheryl seconded. Approved.

b. Review and approve 2018 VLCT Administrative Contract

Reviewed and approved earlier in meeting.

c. NESGFOA Update

Cheryl Lindberg indicated that she had no updates since last meeting. The next NESGFOA board meeting will be January 12 by conference call. The New England spring conference will be held in Waltham on April 5 and 6, 2018.

9. Next Meeting VTGFOA: January 17, 2018 at 1:30 pm via conference call

Happy Holidays and see everyone next year.

10. Adjournment – 2:26 pm

Linda/Cheryl

Respectfully Submitted,

Sue Gage
Secretary