

Vermont GFOA
Board Meeting
Best Western Windjammer Inn
February 12, 2013

Present: Cheryl Lindberg, Deb Beckett, Lauren Morrissette, Jeff Mobus, Nancy Parsons, John O'Connor, Cynthia Gibbs, Carolyn Gauthier, Bill Hall, Shelley Quinn

The meeting was called to order at 1:25 pm.

1) Changes to Agenda

There were no changes to the agenda.

2) Minutes

A motion was made by Nancy Parsons and seconded by Carolyn Gauthier to approve the minutes of 1-23-13. All voted to approve.

3) President's Report

President Cheryl Lindberg began her report with the subject of the annual meeting. She reminded the board that we will be asking Lisa Parker to speak, and told us that Brad James said he would be willing to return if people wanted him to. We will be reviewing the evaluations for additional suggestions. James said he could make it in early June. The date of June 6, which is a Thursday, was suggested. Bill Hall said that the GFOA annual conference was the second week in June.

Location for the annual meeting was discussed with something central being suggested.

Possibilities included the Three Stallion Inn in Randolph or the Lake Morey Inn. Bill Hall will check on Lisa Parker's availability, and Cheryl will look into Lake Morey as a location.

Cheryl asked that we review the board policies at the next meeting. Those policies are Fund Balance, Board Attendance, President's Reimbursement, Ethics, Internal Controls and Budget. Jeff Mobus offered to review the bylaws for the next meeting. Nancy Parsons will take the Fund Balance policy, Cynthia Gibbs will review Board Attendance., Deb Beckett will review President's Reimbursement, and John O'Connor will review the Ethics Policy.

Cheryl mentioned that she had been contacted by the Secretary of State's office. She needs to log in to the online business service portal and verify our information.

Cheryl mentioned that the transition to a new support person at VLCT has been bumpy. Cheryl said that she will reach out to Jessica to see what can be done to make things smoother. Using a checklist was suggested.

4) Treasurers Report

Carolyn Gauthier reported that there were not many changes to the financials between last meeting and this one. There are a few bills to be paid, however. These include: postage for the winter workshop and dues to the New England States GFOA. We also estimated the amount needed for the winter workshop held this day which will be about \$1,859.60. Cynthia Gibbs

moved and Deb Beckett seconded payment of the Best Western for the workshop cost. All voted in favor. Shelley Quinn moved and Cynthia Gibb seconded payment of the bill for postage of \$31.95. All voted in favor. Cheryl Lindberg asked for reimbursement of \$35.97 for Lake Champlain chocolates she purchased as meeting thank you gifts. Bill Hall moved and John O'Connor seconded the motion to approve this expenditure. All voted in favor. There was discussion of the bill from the New England States GFOA. We have \$1,500 in budget, and we are one membership away from reaching the amount this represents. We currently have 99 members. One person paid their membership twice and one person has paid and then left. There was a question of how to count these memberships. It was decided that if a person paid and left we should include them in our membership count. The person who paid twice should get a credit for next year's membership. We will receive a final notice from Theresa of the actual number of members. Cheryl mentioned there were two new memberships received today. Bill Hall moved that we authorize Carolyn Gauthier to pay NESGFOA based on the number of memberships we currently have. Jeff seconded the motion. Motion passed unanimously. Discussion moved on to the budget. Carolyn mentioned that she estimated membership the same as currently budgeted. Lauren Morrisseau suggested that the \$2,000 for scholarships that is on the balance sheet as assigned fund balance should be shown as a budget item for next year. Bill Hall agreed this should be budgeted. There was discussion of additional scholarship money to be received from the Connecticut annual conference. With the budgeting of the \$2,000 we will show a deficit on our revenue and expense budget next year. Jeff Mobus mentioned that information on the scholarships will be advertised at our annual meeting. Cheryl asked that the board members review and bring suggestions for the budget to the next meeting. Jeff Mobus moved that we approve the financial statements. Deb Beckett seconded the motion. All voted in favor.

5) Audit report

Deb Beckett and Shelley Quinn completed the audit of the FY 12 year end statements. Shelley read the report which stated that all was in order. Jeff Mobus moved that we accept the audit report. Bill Hall seconded the motion. All voted in favor.

6) Timeline

At this time there is no progress on the timeline.

7) Membership

Jeff stated that there was nothing new to report. Shelley said that one month after town meeting we would receive a new list of treasurers to send information out to.

8) Legislative committee

John O'Connor reported that issues involving municipalities this year are the education tax, road maintenance, and storm water regulations. As mentioned by Brad James during the workshop, the school rate has not yet been set.

9) Education committee

Bill Hall reported that the workshop today was very good and well attended. It had been difficult to put together due to the timing. He would appreciate suggestions for new topics, and he will talk to Lisa Parker about the annual meeting.

Concerning the 2013 New England conference, we are slowly moving forward. Jeff Mobus has been working on fund raising, and he sent the board a list of the sponsors showing who had been contacted and the pledges we have received so far. Jeff said that usually a good deal of money comes in in May. A second letter goes out in April to the sponsors.

Bill Hall mentioned that we will again be asking for volunteers for committees at the annual meeting. He told the board that Dave Delano of Maine Municipal Bond Bank and the NESGFOA Treasurer will also be the treasurer for the event. Jeff commented that he had seen the Equinox facility and it is wonderful. Cheryl said that Marco the Magician had agreed to perform at Hildeen. We will be sending out a letter for non-monetary donations such as Lake Champlain chocolates and King Arthur flour, etc., soon.

The next meeting was scheduled for March 20 at 1:30 via conference call. Jeff Mobus moved and Carolyn Gauthier seconded the motion to adjourn the meeting. All voted in favor.

Respectfully Submitted
Lauren Morriseau
Secretary