



VTGFOA Board Meeting MINUTES

October 26, 2017

Location: Lake Morey Resort, Fairlee

Present: Bob Giroux (left meeting at 1:00pm), Sarah Macy, John O'Connor, Linda Peters, Cheryl Lindberg, Bill Hall, Shelley Quinn, Sue Gage, and Wendy Wilton

Regrets: Aaron Frank

1. Call to Order / Review of Agenda

Sarah Macy called the meeting to order at 12:46 pm. Added to the agenda under Other Business a. Audit Report and b. NESGFOA Conference Sponsorship Planning.

2. Approval of Minutes

Motion to approve minutes as presented, Bob Giroux/Bill Hall, motion approved unanimously.

3. President's Report

Sarah had nothing to report.

4. Treasurer's Report

John O'Connor presented and summarized the financials. Noted that our membership is coming in well with 81 members at \$30 and 40 members at \$20. John reported to the board that the annual payment of \$1,000 to support our education efforts from the Vermont Municipal Clerks and Treasurer's Association (VMCTA) has been received. Sarah will send a thank you letter. Motion to accept the treasurers report as presented Shelley Quinn/Bob Giroux. Motion approved unanimously.

a. Approve scholarship payments

John O'Connor provided the board with the scholarship reimbursement requests from the NESGFOA annual conference. Motion to approve scholarship reimbursements, Shelley Quinn/Bob Giroux. Discussion about having these payments be automatic since the scholarships had already been approved. This will be added to the Scholarship Policy for future scholarship awards. Motion approved unanimously.

b. Approve refunds for workshop cancellations – Mendon Town

Sarah called all persons registered for the workshop upon finding out that Joe Eriole, who was to present on project management, was unable to attend in light of a family emergency. Each registrant was informed of the agenda change and offered a chance to cancel and receive a refund. Two registrants from Mendon Town decided to cancel and will require a refund. Motion to approve refund of registration fees to Mendon Town, Bill Hall/Shelley Quinn, motion approved unanimously.

5. Education Committee Report

Bill Hall informed the board that Joe Eriole, who had been scheduled to present at the October 26th workshop, was very interested in presenting to our group in the future. Bill will go through the evaluations from the October 26th workshop and compile a list of suggested topics for the November 15th board meeting.

6. Membership Committee Report –

Shelley Quinn will reach out to Theresa for a current year and prior year membership list and reach out to anyone who still hasn't renewed their membership.

7. Other Business

a. Audit Report

Wendy Wilton and Sue Gage performed the annual audit on October 26th and reported to the board the following:

The audit committee of VT GFOA, consisting of Wendy Wilton and Sue Gage, reviewed the bank reconciliations and the financial statements of the VT GFOA prepared by the Treasurer and found it to be in good order. In the process of this review we examined the following:

- We reviewed the detailed deposits and expenses paid by check each month (July to June)
- We compared the detailed revenues and expenses to the bank statements and the reconciliations for each month
- We compared the bank activity to the income and expense for the year
- We reviewed the starting and ending balance sheets and ensured that these tie out to the income and expense activity and the starting and ending bank balance for the year.

A motion to accept the audit report as presented was made and seconded, Cheryl Lindberg/Linda Peters, motion approved unanimously.

b. NESGFOA 2019 Conference – Sponsorship planning

Cheryl Lindberg gave an update on the sponsorship planning for the 2019 NESGFOA conference. Most board members have submitted lists of potential sponsors to Cheryl at this point. Cheryl informed the board that at the recent NESGFOA conference in Maine she was able to meet the sponsors of that conference. Cheryl will draft a letter to send out to potential sponsors asking them to please consider us when they are crafting their upcoming budgets.

Conference entertainment was discussed briefly, Wendy Wilton will be in contact with Spruce Peak Arts Center to begin the planning process. Spruce Peak may already have entertainment planned near the time of our event and we potentially piggyback on existing events.

c. Suggested use of excess fund balance

Bill Hall suggested that in light of increased technical and logistical difficulties with the VLCT laptop and projector that we use some of the excess fund balance to purchase our own laptop and projector. Discussion about who would be the steward of that equipment followed with the suggestion that the president would be the most logical candidate. Sarah will talk to the Essex IT department about potentially getting a quote and contracting with them to do support on the equipment.

8. **Next Meeting:** November 15, 2017 via conference call at 1:30 pm

9. Adjournment

Motion and second to adjourn, motion approved, meeting was adjourned at 1:25 pm