



VTGFOA Board Meeting

August 7, 2024

Minutes

Members Present: Angela Aldieri, Betty Jean Bogue, Cheryl Lindberg, Elizabeth King, Jennifer Silpe-Katz, Jess Morris, Martha Machar, Shirley Goodell-Lackey

Members Absent: none

Others Present: none

1. Call to Order/Review of Agenda
 - Angela Aldieri, President, called the meeting to order at 12:01pm.
 - An item will be added for gift baskets for NESGFOA conference.
 - An item will be added for review of bank resolution.
2. Approval of July 3, 2024 Minutes
 - Elizabeth King motioned to approve the July 3, 2024 minutes, seconded by Cheryl Lindberg. The board approved the motion.
3. Treasurer's Update
 - a. Financials
 - Shirley Goodell-Lackey stated that there is no update for July financials yet as Cheryl Lindberg is working on finishing June. They will be meeting Sunday to transition everything over.
 - b. Certificate of Deposit – matures 8/2024
 - Cheryl Lindberg stated the balance of the CD is in \$10,000 range and the rate sheet was emailed to everyone.
 - Angela Aldieri review the rates that were provided.
 - Shirley Goodell-Lackey suggested that if we don't need the funds until 2025, we renew for 1 year to maintain a higher rate.
 - Cheryl Lindberg stated that funds were used for conference sponsorship previously and won't be needed until next August.
 - Elizabeth King asked if anyone has looked into a money market account. There was discussion about the interest rates and pro's/con's of the types of accounts.
 - Shirley Goodell-Lackey motioned to renew the existing CD balance with interest for one year, seconded by Cheryl Lindberg. The board approved the motion.
 - c. Bank Resolution
 - Angela Aldieri presented bank documents and explained the process of having someone other than a signer sign the resolution.
 - Cheryl Lindberg motioned to approve the bank document and have VTGFOA President sign the resolution, seconded by BettyJean Bogue. The board approved the motion.
 - Cheryl Lindberg mentioned to make sure the new signers are on the CD renewal as well.
4. Education Committee
 - a. 2024 Fall Workshop
 - i. Location

- Angela Aldieri stated that Elizabeth King reached out to a few places in St Albans and presented the options with pricing.
- Jess Morris asked about parking at both venues presented. This will be verified and if additional funds are needed to cover parking, VTGFOA will cover those.
- Cheryl Lindberg asked that committee members be included on information when it is distributed.
- After discussion, Angela Aldieri stated that the board is leaning towards the City space for 10/30.

ii. Topics

1. Dawn Neddo – VMERS Administration

- Angela Aldieri spoke with VMERS and suggested leaving plenty of time for Q&A.
- Cheryl Lindberg suggested having VMERS cover audit and audit triggers.

2. CLA – Topic?

- Angela Aldieri stated that CLA has offered to do a presentation on a topic of our choice.
- Shirley Goodell-Lackey recommended uniform guidance changes.
- BettyJean Bogue recommended differences between enterprise and general funds.
- Shirley Goodell-Lackey recommended compensated absences methodology.
- Angela Aldieri stated that the committee can meet to discuss additional topic slot.
- Elizabeth King suggested having Sarah Macy present on a topic since this is where she works.

5. Membership Committee

- Martha Machar stated there are no updates at this time.
- Angela Aldieri asked if she has seen brochure assistance email forwarded. Someone reached out willing to help rehab brochure.
- Angela Aldieri stated we are at 28 member applications with 22 paid to date.
- There was some discussion on sending out renewal invoices and sending out a form with amount rather than an invoice. Martha Machar will work on form and Angela Aldieri will send to email list.

6. Audit Committee

- Angela Aldieri stated there should be two members appointed to audit committee; BettyJean volunteered previously.
- There was discussion about having one person perform the audit and one person review.
- Cheryl Lindberg stated reorganize audit committee from membership committee section.
- Martha Machar volunteered to review the audits.
- Shirley Goodell-Lackey asked if she is still able to audit FY24. Yes, since she wasn't Treasurer, she is able to audit.
- Shirley Goodell-Lackey and BettyJean Bogue will audit FY24 together so BettyJean knows the process going forward.

7. Scholarship Committee

a. Recommendations 2024 Fall NESGFOA Conference - Mystic

- Angela Aldieri stated she and Jennifer Silpe-Katz met to review two applications received. Both applicants have attended before; Sarah Macy and Abbie Sherman. They are recommending scholarships up to \$425 for each applicant.
- Cheryl Lindberg spoke about NESGFOA scholarship committee and that there were VT applicants who were not awarded scholarships.
- Angela Aldieri stated she would want to know why they applied for scholarships from NE but not VT. Our board would be aware of anyone awarded NE scholarship.
- BettyJean stated that she did not receive the scholarship, but the town is covering her fees so she didn't need to apply for VT.
- BettyJean motioned to accept the scholarship award recommendations as presented by the committee, seconded by Martha Machar. The board approved the motion.
- There was some discussion around denying scholarship applications. We would need to revisit the policy in order to do this.

8. Annual Policy Review

a. Ethics

- The policy was reviewed and there were no revisions recommended.
- Shirley Goodell-Lackey motioned to accept the ethics policy as it exists, seconded by BettyJean Bogue. The board approved the motion.

b. Board Attendance

- The board reviewed the policy and discussed adding language that the Secretary will track attendance at board meetings.
- Cheryl motioned to add that the Secretary will track attendance at board meetings, seconded by Jess Morris. The board approved the motion.

c. Internal Controls

- Angela Aldieri stated she had one note on the First Vice President reviewing/approving bank reconciliations monthly; this is not happening.
- There was discussion on what should be happening. It was agreed that the bank reconciliations will be sent to the First Vice President monthly for review, and keep the policy as is.
- Shirley Goodell-Lackey suggested reformatting the sections A1 and A2. She will edit the document and bring back to the next meeting.

d. Computer Policy

- Angela Aldieri stated that currently no antivirus software is installed and laptop is not used.
- There was discussion about where backups are done to. This is currently done to flash drives.
- Angela Aldieri suggested updating the policy to remove 'Authorization of laptop connections' from the Oversight section and move under the Rules section and update language to 'not connect to unsecured or unknown Wi-Fi'.
- Shirley Goodell-Lackey motioned to remove 'Authorization of laptop connections' from the Oversight section and update the Rules section to include 'The laptop will not be connected to unsecured or unknown Wi-Fi', seconded by Cheryl Lindberg. The board approved the motion.

9. Other Business

a. NESGFOA 2025 Fall Conference Update

- Angela Aldieri stated that the group met and a number of people have volunteered to serve on committees. Folks will be visiting Jay Peak on 8/28 to view the space. Abbie Sherman will be sending out updates to the entire group.

b. August Newsletter

- Angela Aldieri stated the only topics for the newsletter at this time are membership renewal, GFOA learning update, and hold the date for 10/30.
- Angela Aldieri spoke about the gift baskets for fall conference which starts 9/15; we need to provide three gift baskets for session raffles. Looking for volunteers to put together gift basket with VT themes and products. There is a budget of \$100 per basket.
- Cheryl Lindberg stated that she has done breakfast, tailgate, sweets, and picnic themes in the past with VT products.
- There was discussion about getting items donated rather than purchasing.
- Shirley Goodell-Lackey offered to work with BettyJean Bogue to put together baskets; Angela Aldieri also offered to help.

10. Adjourn

- BettyJean Bogue motioned to adjourn, seconded by Shirley Goodell-Lackey. The board approved the motion, and the meeting was adjourned at 1:14pm.

Minutes Respectfully submitted by:
Jess Morris, Secretary