



VTGFOA Board Meeting

September 6, 2023

Minutes

Members Present: Jess Morris, Angela Aldieri, Cheryl Lindberg, Jennifer Silpe-Katz, Shirley Goodell-Lackey, Martha Machar

Members Absent: Elizabeth King, Anthony Delmonaco

Others Present: none

1. Call to Order/Review of Agenda
 - Angela Aldieri, President, called the meeting to order at 12:02pm.
 - Shirley Goodell-Lackey requested to add internal control policy under Other Business item b.
2. Approval of August 2, 2023 Minutes
 - Shirley Goodell-Lackey motioned to approve the August 2, 2023 minutes, seconded by Martha Machar. The board approved the motion.
3. Treasurer's Update
 - a. Financials
 - Cheryl Lindberg stated that she has been getting deposits from Shirley for memberships.
 - Angela Aldieri stated we will be at 40 paid members, with additional 7 who have received invoices. This will be communicated to NESGFOA for dues payment in the fall.
4. Education Committee
 - a. 2023 Fall Workshop
 - i. Contract for Space/Food
 - Angela Aldieri stated potential contract was sent in packet for space and food and the committee is leaning toward Franklin Event Center. The space is bigger and seems to be cost effective.
 - Jennifer Silpe-Katz motioned to approve entering into contract with Franklin Event Center for the event on November 14th with the options of breakfast coffee/pastries/fruit and lunch deli buffet, seconded by Shirley Goodell-Lackey. The board approved the motion.
 - Shirley Goodell-Lackey stated she will work on reaching out to presenters today; Jill Muir from VLCT, Sally McKenzie from Hickok & Boardman, and Michelle Covey at Hickok & Boardman as she does compliance work.
5. Membership Committee
 - Martha Machar stated that she has updated the spreadsheet and sent to committee for review. She hopes to have something by end of week to distribute. There is a list of about 130 people to email.
6. Scholarship Committee
 - a. Reassignment of NESGFOA Scholarship

- Angela Aldieri stated that Angela Farrington is no longer able to attend the NESGFOA conference. The board can approve transfer of scholarship to another member of same organization. Abbie Sherman has requested it be transferred to her.
- There was discussion about if the board transfers, the amount should be reduced to just registration fee.
- Cheryl Lindberg motioned to transfer the NESGFOA scholarship to Abbie Sherman in an amount not to exceed \$295, seconded by Martha Machar. The board approved the motion.
- b. CPFO Application and Evaluation
- Angela Aldieri presented a draft application that can be posted to website and explained the scoring process for awarding the scholarship.
- Angela Aldieri spoke about this rolling application being integrated into scholarship policy.
- Shirley Goodell-Lackey motioned to approve the CPFO scholarship application and evaluation criteria, seconded by Cheryl. The board approved the motion.

7. Other Business

a. NESGFOA

i. 2023 Raffle Baskets

- Cheryl Lindberg stated she needs to create baskets based on budget; this is usually 4 baskets.
- There was some discussion about the expectation from NESGFOA regarding baskets and what is normally included (themes).
- Cheryl Lindberg will include expense reimbursement for the baskets for the next meeting.

ii. 2025 Fall Conference Update

- Angela Aldieri stated there are no new updates from Abbie Sherman, but indicated she may have some after attending conference.

b. Policy Review

i. Bylaws – DEI updates

- Angela Aldieri stated Elizabeth King suggested incorporating DEI into policy.
- This discussion will be tabled until Elizabeth King can be present and provide a revised document.

ii. Ethics Policy – annual review and certification

- Angela Aldieri reviewed the ethics policy which includes diversity and inclusion. This is on the agenda as it needs to be reviewed and agreed to each year.
- Angela Aldieri motioned to certify the ethics policy has been reviewed and the board agrees to abide by the policy, seconded by Jennifer Silpe-Katz. The board approved the motion.

iii. Scholarship Policy – CPFO update

- Angela Aldieri referred members to the revised policy sent out which identifies conference and CPFO procedures specifically. The CPFO timelines are based on GFOA recommendation.
- The boards agreed to add language to state that in the event of a tie, the economically disadvantaged community will be given priority.
- Shirley Goodell-Lackey motioned to approve the scholarship policy as revised, seconded by Jennifer Silpe-Katz. The board approved the motion.

iv. Internal Control Policy

- Shirley Goodell-Lackey presented the audit process and suggested revising policy to be one person.
- Cheryl Lindberg gave some background on the audit committee being set as two people so that people would know how to do the process, and responsibility could be rotated.
- There was some discussion about the audit committee not having to be board members.
- Shirley Goodell-Lackey retracted her suggested revision to change the one person and leave at two.
- Angela Aldieri suggested requesting a member at large as the second audit committee member in the future.

- Shirley Goodell-Lackey suggested updating the Presidents Reimbursement policy to state “in the event that president or their designee chooses to bring a guest to the event”. The policy specifically defines who the designee is.
- There was some discussion on updating the language to state “these procedures apply to president and/or their designee”.
- Angela Aldieri stated she will clean up and include for review at next meeting.
- Shirley computer policy backup of laptop data. We have a thumb drive. Put in budget to purchase new laptop.\
- Cheryl has boxes of documents that may be able to be scanned or destroyed if no longer needed.
- Shirley Goodell-Lackey asked about the website policy, specifically “violations will be addressed by the board and a log will be kept”.
- There was discussion about the process and what would constitute a violation.
- Jennifer Silpe-Katz asked if this policy also includes newsletter.
- There was further discussion on what is covered under this policy and consensus to change the title to Electronic Communications policy. Jennifer Silpe-Katz will provide edits for next meeting.
- Jennifer Silpe-Katz will prepare another newsletter with save the date for November workshop to be emailed by early next week.

8. Adjourn

- Martha Machar made the motion to adjourn, seconded by Cheryl Lindberg. The board approved the motion, and the meeting was adjourned at 12:56pm.

Minutes Respectfully submitted by:
Jess Morris, Secretary