



# VTGFOA Board Meeting

## September 7, 2022

### Minutes

Members Present: Cheryl Lindberg, Jess Morris, Angela Aldieri, Jennifer Silpe-Katz, Michael Gaughan, Martha Machar, Anthony Delmonaco

Members Absent: Abbie Sherman, Nick Foss

Others Present: Shirley Goodell-Lackey

1. Call to Order
  - Angela Aldieri, Vice President, called the meeting to order at 12:03pm.
2. Approval of August 3, 2022 Minutes
  - Jess Morris motioned to approve the August 3, 2022 minutes, seconded by Michael Gaughan. The board approved the motion.
3. Treasurer's Update
  - a. Financials
    - Cheryl Lindberg noted that there has been an increase in memberships.
  - b. CD Renewal
    - Cheryl Lindberg spoke about the CD coming due and her conversations with the branch manager. We have until September 23<sup>rd</sup> to renew.
    - There was discussion about when the funds may be needed and other bank rates.
    - Michael Gaughan motioned to renew the CD for 6 months, seconded by Jennifer Silpe-Katz. The board approved the motion
    - Jess Morris motioned to approve the financials as presented, seconded by Michael Gaughan. The board approved the motion.
4. Education Committee Report – 2022 Fall Workshop
  - Angela Aldieri spoke about the topics and location for the workshop. The location has been narrowed down to Best Western on November 1<sup>st</sup> or November 3<sup>rd</sup>. The board will need to authorize someone to sign the contract.
  - The State will present on unclaimed property.
  - Michael Gaughan spoke about NESGFOA's knowledge transfer session and having VT Rural Water present. Having examples of communities would be most helpful for VT Rural Water.
  - Angela Aldieri stated the last topic was risk assessment best practices. Michael Gaughan will share a potential presenter name with Angela Aldieri to follow up.
  - Shirley Goodell-Lackey will ask if a deposit is required. The board agreed to have Abbie Sherman sign the contract.
  - Cheryl Lindberg motioned to approve November 3<sup>rd</sup> at Best Western, with Cheryl Lindberg to provide a deposit if necessary, seconded by Jess Morris. The board approved the motion.

- Additional topic ideas should be emailed to Angela Aldieri.
- There was discussion about potential topics on municipal law, types of borrowing allowed without voter authorization, who decides where surplus is used, and tax sale process.
- Angela Aldieri asked about advertising the workshop to the membership. A save the date will be included in the September newsletter.

#### 5. Membership Committee Report

- Cheryl Lindberg gave an update on the membership committee meeting. Marth Machar is working on comparing current to prior membership and a letter that can be sent to past members.
- Martha Machar stated she is working on finalizing the letter and deleting those we know are no longer working in the capacity they used to.
- Cheryl Lindberg spoke about using the list from the Secretary of State's website to work with Treasurers specifically, pulling information from other communities' websites.
- Cheryl Lindberg stated that 10 more municipal members and 1 non-municipal member have come in.

#### 6. Other Business

##### a. 2025 NESGFOA Fall Conference Update

- Cheryl Lindberg shared that they have visited 2 locations. Michael Gaughan will be taking the lead on the next site visit on September 21<sup>st</sup>.
- Cheryl Lindberg stated that she will be putting together 4 baskets of VT goodies for the raffle. This is in the budget and she will submit for reimbursement.
- Cheryl Lindberg stated that one scholarship withdrew, leaving 6 scholarships now.

##### b. Policy Review

- Angela Aldieri stated that Abbie Sherman mentioned reviewing policies at the last meeting.
- There was review of the Ethics Policy with no changes suggested.
- There was review of the Internal Control Policy with discussion about the board being behind on adherence to this policy.
- Shirley Goodell-Lackey volunteered to audit for the November meeting. Martha Machar volunteered to work with Shirley.
- Cheryl Lindberg will work on getting Jess added as a signer to the bank account.
- It was agreed that A.1.a should be changed to reflect that currently, someone goes to the post office, makes the deposit record and gives to Cheryl Lindberg; Cheryl Lindberg receives receipts from the board member collecting mail at the post office. It is the responsibility of the board to designate someone to collect the mail.
- There was review of the Board Attendance Policy with no changes suggested. Jess Morris stated that she could create a spreadsheet for attendance tracking to be sent with the minutes.
- Michael Gaughan offered to take a look at the Computer Policy.
- Angela Aldieri mentioned comparing this to what is done in our communities. There was also mention of switching to Microsoft 365 and getting rid of the laptop.
- Cheryl Lindberg stated that she still has boxes of paper files.

##### c. September Newsletter Topics

- Jennifer Silpe-Katz volunteered to create the newsletter.
- Michael Gaughan offered to post the newsletter to the website.
- There was discussion on topics for the newsletter to include the date and location of the November workshop. Ideas should be sent to Jennifer Silpe-Katz and she will have a draft for Abbie Sherman to review next week.
- Angela Aldieri suggested adding a plug for the annual GAAP updates.

- Michael Gaughan stated that the Bond Bank will be launching a loan program and looking for borrower feedback.
- Martha Machar suggested encouraging people to promote membership.
- Cheryl Lindberg suggested keeping all links in the newsletter for various other organizations.

7. Adjourn

- Michael Gaughan made the motion, seconded by Cheryl Lindberg. The board approved the motion and the meeting was adjourned at 1:11pm.

Minutes Respectfully submitted by:  
Jess Morris, Secretary