



VTGFOA Board Meeting

October 27, 2021

Minutes

Present: Abbie Sherman, Cheryl Lindberg, Angela Aldieri, Courtney Bushey, Michael Gaughan, William Kriewald (joined meeting at 12:10pm)

1. Call to Order/Review of Agenda
 - Abbie Sherman, President, called the meeting to order at 12:03pm. Cheryl added discussion of bounce protection and NESGFOA dues to the Treasurer's update.
2. Approval of Minutes
 - a. September 15, 2021 Meeting
 - Michael Gaughan motioned for approval of the minutes as presented, seconded by Cheryl Lindberg. The board approved the motion.
3. Fall Workshop
 - It was noted that the order of the workshop needed to be changed due to scheduling conflicts for Suzanne Lowensohn. The cybersecurity presentation by Scott Carbee will be moved to the first time slot with the fund balance presentation to be last on the agenda for the day. William Kriewald noted that we are waiting on an updated draft of the cybersecurity presentation that is more focused for municipal finance. Abbie Sherman noted that the fund balance presentation has also not been received. Ideally the presentations would be sent in the packet but can be sent to the attendees after if necessary. Discussion followed around similar trainings offered by other groups. The group brainstormed questions to ask the audit RFP panel. It was agreed to provide the questions to the panelists in advance to give them time to prepare. Michael Gaughan offered to monitor the chat and waiting room as well as take attendance. Abbie Sherman noted that she would offer the presenters to opportunity to complete a test run in advance of the workshop.
 - a. Attendee Prize
 - Abbie Sherman noted that there are leftover bags from the NESGFOA conference and we would be offering it as a prize to a random attendee who stays to the end of the workshop.
4. Treasurer's Update
 - a. Financials
 - Cheryl Lindberg noted that the \$5000 assigned by the Board at the previous meeting has been moved to a CD. There is still \$60 of outstanding receivables that is being reconciled but may need to be written off.
Motion by William Kriewald to authorize the write off of the outstanding receivables if the source is not able to be identified, seconded by Angela Aldieri. The board approved the motion.

b. Approval of Expense Reimbursement

- Cheryl Lindberg stated that there was an automatic renewal of the Zoom account held by VTGFOA to run virtual meetings that was charged to her personal card. In future years this can be changed so that the group is invoiced for the service.
- Motion by William Kriewald, seconded by Courtney Bushey to issue a reimbursement to Cheryl Lindberg in the amount of \$158.89. The board approved the motion.
- Michael Gaughan left the meeting at 12:45pm.

c. Refund of Membership Fee

- Cheryl Lindberg stated that the Town of Norwich had a member leave employment in September. They had paid their membership fee in August. There are three other members from the Town. This person will not be replaced. Discussion followed about creating refund policy that can be applied to all communities in the future to avoid the appearance of a conflict.
- The motion was made to refund the Town of Norwich; however, because Cheryl Lindberg must abstain from the vote due to her position there was not a quorum of the board present to approve the motion. This item will appear at the next meeting for approval.

d. Bounce Protection

- Cheryl Lindberg noted a program at Mascoma Bank for bounce protection that will cover overdrafts for a fee of \$25.00 applies automatically to all accounts and requires the board to opt out if we do not wish to participate. The program itself doesn't have a cost as long as there are no bounced checks. Discussion followed regarding any benefits the board would realize by opting out. Consensus of the board was not to opt out of the program

e. NESGFOA Dues

- Cheryl Lindberg stated that membership as of September 30th was eighty-six (86) members (71 municipal, 15 associate). At a rate of fifteen dollars (\$15.00) per person the fee for the NESGFOA dues would be one thousand two hundred and ninety dollars (\$1290.00). Discussion followed regarding membership count and the possible refund.
- Motion by Angela Aldieri to remit payment for NESGFOA membership for the VTGFOA members as of September 30, 2021, seconded by William Kriewald. The board approved the motion.

5. Other Business

a. Review of Bylaws and Policies

- Abbie Sherman stated due to the time we should move this item to next months agenda. She noted a need for the review to update references made to Vermont League of Cities and Towns.
- The tour of Killington for the next Vermont hosted NESGFOA meeting is scheduled for Wednesday November 3rd.
- The next NESGFOA Board meeting is on November 18th.

6. Adjourn

- Cheryl Lindberg moved that we adjourn the meeting, seconded by Will Kriewald. The board approved the motion and the meeting was adjourned at 1:09pm.