

New England States Government Finance Officers Association  
Board of Director's Meeting Minutes  
January 10, 2019  
Conference Call

Approved: April 4, 2019

Present: Cheryl Lindberg, Bill Hall, James Finch, Lisa Hancock, Diane Waldron, David Delano, Cheryl Fournier, Ruth Porter, Ari Sky, Edward Spellman, Mark Fleischer, Mark Milne, Tammy St. Gelais, Rich Bienvenue, John Ward, Kathy Raposa, Randy Rossi and Justin Campo.

Regrets: Scott Gesualdi and Sarah Macy.

Executive Director Bill Fazioli was in attendance.

1. Call to Order.

The meeting was called to order at 10:02 a.m. by President Cheryl Lindberg after establishing a quorum was present. President Lindberg asked if there were any additions to the agenda. Bill Hall asked to update the Board on the GFOA Ethics work. It was decided to add this to the agenda as item 9a.

2. President's Report.

- The Board reviewed the Document Retention Policy and made some recommendations. Ruth Porter will make the changes and bring this back to the Board for final approval at the April meeting.
- President Lindberg gave an overview of the Executive Director's Contract. With no changes made, on a motion from Ari Sky and second by Randy Rossi, the Executive Director's Contract was unanimously approved.
- The Board reviewed the Scope of Services for the Executive Director and on a motion from Lisa Hancock and second by Dave Delano, the Scope of Services was unanimously approved with changes to section 7 to include similar wording to the Retention Policy section IIIA.

3. Secretary's Report. Draft minutes – November 2, 2018

The Board reviewed the minutes from the November 2, 2018 Board meeting as prepared by Secretary Ruth Porter. On a motion from Randy Rossi and second by Lisa Hancock, the minutes were unanimously approved with minor corrections.

4. Treasurer's Report. Financial Statements – December 2018; tax return review

- Treasurer Ed Spellman reviewed the Treasurer's Report for the period ending December 31, 2018 and responded to questions. On a motion from Dave Delano and second by Tammy St. Gelais, the Treasurer's report was unanimously approved.

- The Form 990 Tax Return for NESGFOA was reviewed by Ed Spellman and questions answered. Ed let the Board know that an extension request had been filed and approved. He also asked the Board to send him any changes needed. Ed will notify the Board once the tax return is completed.

5. Executive Director's Report.

Bill Fazioli provided an update on the Spring Conference to be held April 4 – 5, 2019 in Waltham. The registration fee has been set at \$150 for government employees and \$200 for non-government registrations. The spring conference averages over 100 attendees. Sessions being worked on to date include:

John Fishbein from GFOA with two presentations one Thursday and one Friday on and update on GFOA Best Practices and the second session on How to Prepare A Better Budget Document;

Trends in collective Bargaining for communities;

An economic update, Bartholomew & Co.;

Changes in Recycling and Its Impact on Communities and hoping to have someone from the New England Recycling Council speak;

Climate Change and its Impact – and hoping to get someone from NOAA (National Oceanic and Atmospheric Administration); and

Work Force Development.

Normally four sessions are held on Thursday and three on Friday. Usually about 9 or 10 CPE credits are provided for this training.

6. Webmaster Report. Gesualdi/Lindberg/Ward/Fazioli – draft RFP for website

Cheryl L. gave an update on the web committee's work and reviewed the Request For Proposal (RFP). The board made suggested changes including a section that introduces the NESGFOA, who we are, what we do and the purpose for this RFP such as trying to ease administrator workload, user friendly integration and improve navigation. The Board agreed that the "List of (5) active *municipal/associations*" be changed to "List of (5) active *municipal and other associations*". This change to be made in the second paragraph and under item 3 of the "Proposals Shall Consist of the Following:". On a motion from Ari Sky and second by Randy Rossi, the draft RFP was unanimously approved. Bill Fazioli and President Lindberg will finalize the RFP for disbursement.

7. Audit Report. Milne/Delano/Campo – Audit Committee

Mark Milne gave an update on the audit committee and thanked Ed Spellman for his assistance. The Connecticut conference financial information is ready to be audited and the committee will work to meet at the April conference. On a motion from Randy Rossi and second by Tammy St. Gelais to approve to accept the NESGFOA audit report for the period ending August 31, 2018. The report was unanimously approved.

8. Scholarship Report. Raposa/Porter/Rossi – Scholarship Committee

The scholarship committee met via phone and updated the \$1,000 scholarship application form. The goal is for Bill Fazioli to send the scholarship application out as soon as possible and award the scholarship committee to award the scholarship in March and present at the

Spring Conference. GFOA at the time of the committee meeting did not have information on the GFOA Advance Government Finance Institute (AGFI). The committee will work on an application for the AGFI scholarship once we receive the information from GFOA. Ruth Porter will call Barbara Mollo at GFOA to see what information we can receive on the AGFI. A discussion also ensued regarding the Don Miklus scholarship funds received in September. This scholarship is mostly intended for a Connecticut finance person to attend the Spring Conference but if no one is available to attend, it would be opened up to the NESGFOA membership.

9. Mentoring Initiative. Update on initiative – Fazioli/Sky/Campo.  
Trading emails but nothing to report yet.

9A. Ethics update GFOA. Bill Hall

A meeting was held in December and the committee has begun their review by looking to see how other organizations provide support for ethical concerns, who to report to if your supervisor is the one being unethical. The committee will have another meeting in February and they are working with an author on ethics and hope to have this as a pre-conference seminar at the national GFOA in California.

10. Conference Reports.

- a. Connecticut (September 23 – 26, 2018) – Returned \$46,469 back to the Board. Lisa Hancock said that Jim Finch has sent out the “Thank You” letters to the sponsors.
- b. Vermont (September 8 – 11, 2019) – Cheryl Lindberg provided a budget and gave an update on the Vermont fall conference. Ed Spellman reminded the Board that the NESGFOA Board provided \$14,000 in the NESGFOA budget as a contribution from NESGFOA to help the Vermont conference. Cheryl will add this to the budget. They are anticipating about 300 registrants. Food costs are very expensive and they are working to make golf self-supporting. Now that the thank you letters from Connecticut have gone out, the Vermont committee will begin sending letters for sponsorships. The budget is a draft and will be modified as the process moves on.
- c. Rhode Island (September 13 – 16, 2020) – John Ward did not have anything to update at this time. It will be held in Providence.
- d. Massachusetts (September 12 – 15, 2021) – Mark Milne said the deposit to book the conference site at the Seacrest Hotel and Conference Center in Falmouth Massachusetts has been made.

11. Dates for Future Board Meetings – April during Spring Conference; June 7<sup>th</sup>/14<sup>th</sup>

The Board will hold their April meeting at the Spring Conference on Thursday April 4, 2019 at Waltham after the training sessions end, usually around 4:30pm. The time and room location to be determined. The next Board meeting will be set for June 7<sup>th</sup>. Bill Fazioli will

look into having this meeting at the Ashland and the Board can take a look at what they have as a potential site for a future spring conference.

12. Adjournment.

There being no further business to discuss, a motion was made by Dave Delano and second by John Ward to adjourn. The motion passed unanimously and the meeting adjourned at 11:50 a.m.

Respectfully Submitted by Ruth D. Porter, Secretary