

New England States Government Finance Officers Association
Board of Director's Meeting Minutes
June 7, 2019
Ashland, MA

Approved: September 10, 2019

Present: Cheryl Lindberg, Lisa Hancock, Jim Finch, David Delano, Cheryl Fournier, Ruth Porter, Scott Gesualdi, Mark Milne, Edward Spellman, Rich Bienvenue (called in), Mark Fleischer, Justin Campo (called in), Tammy St. Gelais, John Ward and Randy Rossi (called in).

Regrets: Bill Hall (called in but left shortly thereafter), Sarah Macy, Diane Waldron, Ari Sky and Kathy Raposa.

Executive Director Bill Fazioli was in attendance.

1. Call to Order.

The meeting was called to order at 10:05 a.m. by President Cheryl Lindberg after establishing a quorum was present.

President Lindberg asked if there were any additions or changes to the agenda. One addition was to add the Budget Policy to the end of agenda item 7, Policy Review and switching the order of agenda items 2 and 3.

2. Website Presentation. Dave Jensen of Quinn & Hary gave an overview of the new NESGFOA website and responded to questions by the Board.

3. President's Report.

- Rudie Beers: President Lindberg expressed condolences with the passing of Rudie Beers, a long time NESGFOA Board member. She also thanked the Board for authorizing the donation on behalf of the Board, through e-mail, to the *Portuguese Holy Ghost Society Member's Scholarship Fund*, 26 Main St, Stonington, CT 06378. The Board finalized the authorization during this meeting.
- Executive Director Evaluation Subcommittee appointments: Per the Executive Director Evaluation Policy, the President, in June appoints a five member subcommittee that includes the current President (Cheryl Lindberg), immediate Past President and subcommittee chair (Jim Finch), First Vice President (Randy Rossi) and two at large Board members (Mark Milne and Tammy St. Gelais). The subcommittee will meet after this Board meeting to discuss the evaluation form to review and update as needed.
- Nomination Committee Report: The Nominating Committee includes the President (Cheryl Lindberg), 1st Vice President (Randy Rossi) and Board Secretary (Ruth Porter). The Nominating Committee, via phone, reviewed the list of Officers being

nominated as suggested by President Lindberg and all agreed. President Lindberg confirmed that all the nominees were willing to serve in their respective offices. Randy Rossi expressed concern over his ability to perform the President's work due to his time commitments for work. The various Board members all agreed to assist Randy as needed.

The Resolution of the nominating committee was read into the minutes and is as follows:

Resolved, That the Nominating Committee of the New England States Government Finance Officers Association hereby submits into nomination, the following individuals to serve as Officers of the Association for the 2019-2020 year:

President: Randy Rossi, Town of Smithfield, RI,

First Vice President: Mark Milne, Town of Barnstable, MA,

Second Vice President: Tammy St. Gelais, New Hampshire Municipal Bond Bank,

Secretary: Ruth Porter, Town of Scarborough, ME and

Treasurer: Edward Spellman, Town of Braintree, MA.

On a motion by Dave Delano and second by Lisa Hancock, the slate of officers was unanimously agreed to be submitted for approval to the NESGFOA membership at the Annual Meeting to be held in Stowe, VT in September.

- **Audit Committee Appointments:** During the June Board Meeting the President, with Board approval shall appoint a committee of three to audit the Treasurer's books. President Lindberg's appointments include: Dave Delano, John Ward and Mike Campo. On a motion by Jim Finch and second by Chery Fournier, the Audit Committee appointments were unanimously approved.

4. Secretary's Report. The Board reviewed the April 4, 2019 draft minutes as prepared by Ruth Porter. On a motion by Dave Delano and second by John Ward, the motion to approve the April 4, 2019 minutes were unanimously approved as amended.

5. Treasurer's Report. The Board reviewed the May 2019 Treasurer's Report as prepared and presented by Treasurer Ed Spellman.

- Treasurer Ed Spellman provided both the April and May Treasurer's Report and responded to questions. All areas of the Treasurer's Report that shows "Executive Board" to be changed to "Board of Directors".
- 2019 Budget:
 - Discussion ensued around the web site maintenance 2019 budget line and how it is currently overspent. The budget was \$4,995 and to date we have spent \$11,370. On a motion from Dave Delano and second by Randy Rossi move to increase this budget line by \$10,000 from \$4,995 to \$14,995 with funding to come from Fund Balance. The motion was unanimously approved.

- 2020 Draft Budget: Ed Spellman gave an overview of the 2020 Draft Budget and responded to questions. He let the Board know that built into the 2020 budget was a spring seminar subsidy for government registrants. A government employee's registration fee for the spring conference would be reduced by \$50. He also mentioned that the fall conference 5% return to operations for Vermont is budgeted at zero.

The Advance Government Institute is changing to an annual training and it was recommended that we increase this budget line from \$0 to \$2,500. The funding would come from Fund Balance. Use of Fund Balance for FY20 was estimated at \$43,655 and would increase to \$46,155. The total FY20 scholarship budget would increase by \$2,500 from \$16,700 to \$19,200.

On a motion by Randy Rossi and second by Cheryl Fournier move to adopt the 2020 budget with changes. The total FY20 Budget is set at \$81,600. The motion was unanimously approved.

6. Executive Director's Report.

Bill Fazioli discussed the Spring Conference attendance and how we just about broke even. Bill distributed the results from the survey regarding the spring conference to the Board on how the attendees rated the sessions and location. Most of the responses were in the 4 and 5 (5 being the highest rating) range. This was the 10th year that we have been at the Waltham site. Bill will be reviewing this Ashland site for next year's spring conference and will report back to the Board.

7. NESGFOA Policy Review.

- a. Travel Policy – Section IIIa. Reduce 120 miles for reimbursement to 75 miles. Motion by Lisa Hancock and second by Jim Finch. Unanimously approved.
- b. Unassigned Fund Balance Policy – Change Executive Board to Board of Directors. Motion to accept Mark Milne and second by Lisa Hancock. Unanimously approved.
- c. Annual Conference Policy – Change Executive Board to Board of Directors. Discussion ensued regarding whether we should include wording on when we might or might not return the 5% targeted surplus. Dave Delano volunteered to provide the wording for the 5% change and also to not allow vendor setups and to complement and not compete with the fall conference. This policy to be brought back to the Board at the September Board meeting to review and approve.
- d. Attendance Policy – No changes.
- e. Nominations Policy – No changes.
- f. Code of Ethics Policy – No changes.
- g. Treasurer's Policy – Discussion of what Treasurer(s) we mean in the policy. It could be the Association Treasurer or the conference treasurer. We could have two different conference treasurers at the same time, one just finishing

and one just starting. Dave Delano volunteered to provide wording to help clarify these terms. Additionally, discussion ensued on whether we should have conference treasurers or not. This policy to be brought back to the Board at the September Board meeting to review and approve.

- h. Audit Policy – Section IID. Discussion ensued around the timing of the audit by the audit committee. The Board agreed to amend the policy to remove the June deadline date and instead provide the audit to the Board at the completion of the audit. The Board also added that the audit report would become a part of the minutes for that meeting. This policy to be amended and brought back to the Board at the September Board meeting to review and approve.
- i. Scholarship Policy – The Board approved \$2,500 for the Leadership Academy (formerly the Advanced Government Finance Institute) so we need to make this change here as well from \$2,000 to \$2,500. Questions arose around our policy and how we currently award this specific scholarship. The Leadership Academy currently has an application process and only 35 applicants are selected. Ruth Porter volunteered to call the Leadership Academy (Ryan Lawler) and get more information. This policy to be amended and brought back to the Board for more amendments and to review and approve.
- j. Executive Director Evaluation Policy – update the policy to reflect Board of Directors.
- k. Website and Social Media Policy – This policy is still in draft form from the November 2018 Board meeting. Scott Gesualdi to review this policy and recommend any changes and bring those back to the Board at the September meeting for review and approval.
- l. Document Retention Policy – No changes.
- m. Budget Policy – No changes.

It was noticed that the By-Laws were not included and not reviewed at this time. We will not be bringing at By-Law changes to the membership at our Fall Conference in Stowe, VT.

8. Mentoring Initiative. President Lindberg said there was nothing to report at this time from Justin Campo who will try to work with colleges to see if there is any interest in setting up some student chapters in New England.

9. Conference Reports.

- a. Vermont (September 8 – 11, 2019) – Cheryl Lindberg gave an update on the Vermont fall conference. She reminded the States about the raffle baskets. The Keynote Speaker, Larry Johnson, wants to meet with about six people from each State. The music is finished and golf is available and will do a Paint and Sip session. The entertainment is also complete along with the bussing, attendee bags and flanyards. The training sessions are mostly done. The registration fee will be \$280 for members and \$325 for guests. The one day rate will be \$150. Discussion ensued regarding the 5% reimbursement

back from the conference and the concern that there would not be any and that the VT conference may need some additional financial assistance. On a motion by Dave Delano and second by Jim Finch, moved to provide an additional \$14,000 from NESGFOA for the Vermont conference and to waive the 5% reimbursement. The motion was unanimously approved.

- b. Rhode Island (September 13 – 16, 2020) – The location is confirmed at the Omni Providence on April 11th but did not have anything further to update at this time.
- c. Massachusetts (September 12 – 15, 2021) – Mark Milne said the conference site is at the Seacrest Hotel and Conference Center in Falmouth Massachusetts. He has reached out to the Cape Cod Chamber of Commerce.
- d. New Hampshire – (September 11 – 14, 2022) – Mount Washington Hotel and Resort. Nothing new to report at this time.

10. Dates for Future Board Meeting – The Lodge at Spruce Peak, date and time to be determined.

11. Adjournment.

There being no further business to discuss, a motion was made by Chery Fournier and second by Tammy St. Gelais to adjourn. The motion passed unanimously and the meeting adjourned at 1:03 p.m.

Respectfully Submitted by Ruth D. Porter, Secretary