

New England States Government Finance Officers' Association

Final Minutes

June 9, 2023

Hybrid meeting held at the NH Bond Bank, Concord, NH

And by Zoom

Board Members Present: Ellen Sanborn, Lisa Hancock, Tammy St. Gelais, Cheryl Fournier, Angela Aldieri, Mark Fleischer, Mark Milne, Sarah Wood, Justin Campo

Zoom: Cheryl A. Lindberg, Kathy Raposa, Diane Waldron, Scott Gesualdi, Juli Millet, Carol Pratt, Michael Gaughan

Regrets: John Ward, Randy Rossi, Rob Buden and Abbie Sherman

Also attending: Executive Director Bill Fazioli and Assistant Executive Director David Delano

Meeting was called to order at 10:00 am by President Sanborn. Roll call was done and a quorum was present.

Minutes – April 27, 2023 – Three name corrections were noted. Motion by Gesualdi to approve the draft minutes as amended for name corrections was seconded by St. Gelais. Motion was unanimous.

Treasurer's report – Fournier reported on NESGFOA financials included in the packet dated May 2023. She noted that the deposit for the 2025 VT conference at Jay Peak has been made. Dues from all States have been paid to date. The Spring Conference has a net income of \$2,869 currently, with the possibility of another speaker invoice yet to arrive. Bank account is earning a rate of 2.43%. Lindberg reminded the States to reconcile their membership records and pay any additional dues to NESGFOA by 8/31/23. The Maine conference has a net income of \$88,670 at this point. Milne brought up the receivable from Massachusetts on the Balance Sheet and reminded the Board that this will not be refunded to NESGFOA, so the amount needs to be written off or perhaps the next MA conference can recoup that amount. Fournier will make notes on that item to carry forward with the financials. Milne made a motion to accept the Treasurer's report, seconded by Hancock. Motion passed unanimously.

President's Report: Sanborn had nothing to report as President of NESGFOA. .

Executive Director's report: Fazioli mentioned that there may still be speaker expenses to pay for the April Conference. Next year's conference dates were discussed. The decision was to plan the conference for April 17th and 18th of 2024, which are a Wednesday and Thursday in the hopes of improving attendance. NESGFOA needs to guarantee 75 attendees to reserve the facility. The facility gets great reviews as the conference location in all aspects. Delano will contract with the Waltham Conference Center for the dates selected.

By Laws and Policy Review: Sanborn lead the Board through a review of the NESGFOA Board policies as follows:

Annual Conference Policy – After discussion and clarification of some parts of the policy, no changes were made.

Audit Policy – No changes were made.

Board Attendance Policy - In order to assign responsibility for tracking the Board member attendance, an amendment to the policy was made as follows:

c. The Board Secretary will track attendance and report any concerns to the Board President.....

Budget Policy - Amendments to the policy were decided as follows:

b. Budget Committee of the President, Treasurer and any other President appointee will develop a budget and present the budget to the Board. c – take out second sentence;

Code of Ethics Policy - Discussion recalled that work was going to be done on this policy by a group of Board members and that it may not have been finished. Lindberg will check with Sherman, who was part of the group and find out. No changes were made otherwise.

Document Retention Policy – This policy had lengthy discussion. It was noted that the “Administrator” in the policy is not identified. Who should it be? In the end, the Board agreed that all “boxes” of records by anyone storing such documents should be culled and the remaining documents discussed at the September 2023 Board meeting. What is left? What do we do with them? Can the website store permanent documents under a password-protected location? The Board should review and approve the retention and destruction of documents.

Executive Director Evaluation Policy – Just need to accept the changes in the former policy document and finalize it. No other changes proposed.

Nominations Committee Policy – No changes proposed. Ellen will send an email in August to follow the policy requirement.

Scholarship Policy – The effort for this policy has not been done recently. One change was proposed to eliminate the months of March/April and just state Spring Conference. The committee was formed with Hancock, Lindberg, Gaughan and St. Gelais and they will meet soon in order to meet the next award deadline.

Travel Policy – No changes proposed.

Treasurer’s Policy – No changes proposed.

Unassigned Fund Balance Policy – No changes proposed.

Website and Social Media Policy – No changes proposed.

Appointment of Audit Committee: President Sanborn asked for volunteers for the audit committee. Motion by Lindberg to appoint Wood, Ward and Milne to the audit committee. Seconded by Hancock and voted by all except Fournier who abstained because she is the Treasurer being audited.

Approval of contract for David Delano as Executive Director – Motion by Hancock to approve the Executive Director contract with Delano for \$9,600, seconded by Milne. Under discussion, the contract wasn't sent to the Board ahead of the meeting, so Sanborn sent it during the meeting. She will correct the date on the contract as well. Motion passed unanimously.

Approval of stipend for Assistant Executive Director - Hancock made a motion, seconded by St. Gelais, to appoint Bill Fazioli as the Assistant Executive Director and to approve his contract at \$400 per month for up to 12 months. The motion passed unanimously.

Proposed Budget FY24 – Fournier and Sanborn presented the FY24 budget and discussed the details of it, including the inclusion of a 5% return from the Fall conference. Discussion continued and it was decided to remove the fall conference amount and use fund balance instead. Lindberg suggested keeping Vermont at \$1,200 for annual dues. Lindberg requested including an edit to the Executive Director line to include “and Assistant Executive Director” stipends. Fournier will do that or make a separate line item for each. Scholarships were discussed and how to change the recipients of them. A focus on college students was discussed. Scholarship committee discussion ensued and the members are Hancock and Lindberg. Gaughan and St. Gelais volunteered to be on it as well. Hancock will set up a Zoom meeting to review the scholarship policy. Milne moved to set the scholarship line item in the budget at \$5,000, seconded by Hancock. Motion passed unanimously. \$15,685 fund balance used. Revised budget after changes results in \$45,600 in revenues and expenditures. Hancock made a motion to approve budget as amended for the above items, seconded by Milne. Motion passed unanimously.

Annual conference updates:

Maine: September 10th to 13th, 2023 - Sanborn reported on the September conference progress. She presented an updated budget for review by the Board. Additional parts of the conference were mentioned like the keynote speaker. 12 CPEs are available. Concurrent sessions are planned. Lobster Bake Monday evening with a band. Casino night Tuesday, combined with food and beverage. Using a QR code for the schedule. Gift bags are done and need to be filled.

Connecticut: September 15th to 18th, 2024 -Hancock reported that there isn't much more to share at this time other than the location. Waiting for Maine conference to finish and will then gear up afterwards.

Vermont: September 14th to 17th, 2025 – Aldieri spoke on behalf of the Vermont conference for Sherman. Sanborn and St. Gelais met with Sherman to discuss the spreadsheet to use for tracking conference data.

Other Business: None.

Next meeting dates: **September 13, 2023** – Samonset Resort. Hancock will set the time.

Motion to adjourn by Milne and seconded by Fournier. Motion passed unanimously. Meeting adjourned at 12:27 pm.

Respectfully,

Cheryl A. Lindberg, Secretary
NESGFOA