

New England States Government Finance Officers' Association
Draft Minutes
January 22, 2015
Conference Call

Present: Ed Spellman, Cheryl A. Lindberg, Kathy Raposa, Heather Hunter, David Delano, Jeff Mobus, Ruth Porter, Vinny Izzo, Jack Sheehy, Stephen Gilligan, Mark Milne, Crystal Dionne, Bill Hall, Jim Finch, Paul Micali, Diane Waldron and Randy Rossi (new member from RI)

Regrets: Nancy Lalli, Maryanna Stevens and one Board seat open for Vermont

Executive Director Bill Fazioli was in attendance.

Meeting was called to order at 10:00 am by President Ed Spellman after establishing a quorum was present.

Approval of Minutes:

It was moved and seconded that the minutes of the June 13, 2014 meeting be approved as presented. Due to some missing discussion on the budget, the minutes were approved with the understanding that the discussion would be added. Crystal will get that discussion to Cheryl for a final version. The minutes were approved by all present with an abstention by Randy Rossi.

It was moved and seconded that the minutes of the December 5, 2014 meeting be approved as presented. There were a couple typos and one correction by Crystal of the audit needing to be done – Rhode Island not Vermont. With those corrections made, the minutes were approved as amended by all present with abstentions from Randy Rossi, Jim Finch, Paul Micali and Diane Waldron.

Treasurer's Report:

Treasurer Vinny Izzo did not have a formal financial report and still needs to get the bank statements from Citizens Bank. He reported that there has been little activity taking place. He has collected \$7,500 for the RI Conference and has 3 receivables still due of about \$11,000. This will bring the RI Conference to over \$70,000 surplus. Vin has paid the Executive Director one-half of his stipend, paid an insurance bill and a website maintenance invoice. Vin promised a Treasurer's report in about two weeks.

President's Report:

Ed mentioned that the Audit Committee might plan to meet during the April workshop to begin the Rhode Island conference audit. Crystal has some paperwork already and needs to share this with Cheryl and Diane, the other Audit Committee members.

(Steve Gilligan needed to leave the conference call but reported that the bus service for the Massachusetts Conference will be handled by Life Health Institute and Services. He wouldn't be with us during the update on the Mass Conference later on the agenda).

Executive Director's Report:

Bill provided an update on Virtual Town Hall's efforts. They are moving content now and it will be available to preview in early February. Bill is reluctant to switch the website over until after the April Workshop registration – just in case. Randy Rossi was appointed to the Website

Committee. It was recommended that the website be unveiled at the April Workshop. Dave Delano said he would find the time on Thursday to include it in the schedule. A fifteen minute slot is all that is needed.

Conference Reports:

Ed reported on the progress of the Massachusetts conference. He has received commitments of \$69,000 to date from sponsors. He will be following up with others from last year. He will be doing a site visit to the Kennedy Library and the Sheraton-Copley (39 Dalton Street, Boston) soon. The speakers are coming together and he has some from GFOA doing budget topics. There are invites out to local officials to speak and the Governor may open the conference on Monday morning. Golf event is all set on 8/30 – at a location about ½ hour from the City. It will not be a shot-gun start and will begin about 10:00 am at \$65.00 per person at the Brook Meadows in Canton, MA.

Crystal said there is zero activity for New Hampshire with a February 5th meeting scheduled with the NHGFOA to discuss the event.

Dave reported that there are trips planned to three hotels to discuss having the Conference at their respective locations and they hope to pick one of them.

Old Business:

Document Retention Policy: Jim updated the Board on the status of this effort. All documents that Rudie had are with Maryanna, since she replaced Rudie when Rudie retired. Jim, Diane and Maryanna need to meet a little later in the year to figure out the best path forward with this project. Jim feels the group can determine the best way to move ahead once they have looked over the documents. A get together at someone's home will be the way to get this done and to organize the documents. Then if NESGFOA wants to hire someone to scan them we could. It may be possible to do ourselves. The Retention Policy is still in draft form. Jim promised an update at the April Board meeting.

Website Update was provided under Executive Director's report.

Board Vacancies: Rhode Island has provided an additional Board member – Randy Rossi who began his attendance at this meeting. Jeff Mobus reported that Vermont has not found someone to fill the additional position yet. He is working on it with the VTGFOA Board.

New Business:

Dave Delano updated the Board on the April training. Several speakers and topics have been confirmed. The schedule is developing. There will be a session or two on school finance topics. The cost is expected to be \$150.00 again this year for Active Members. It will be held at the Conference Center in Waltham, MA.

Crystal mentioned she is working on changes to the Conference Policy, especially regarding vendors. She and Nancy have not been able to meet. She feels it should be an agenda item for the April Board meeting, as there will likely be lengthy discussion amongst the Board.

Cheryl inquired about the status of the Executive Director's contract and Bill will sign it and get it moved along to Ed for his signature. A final, signed copy will be given to Cheryl as Secretary.

Cheryl asked about the status of the credit card for NESGFOA and Vin said it has been approved, but not yet received.

Next Meeting Date and Place:

The next Board meeting will be on Thursday afternoon, April 16th at 4:30 pm at the Conference Center in Waltham, MA.

Adjournment:

There being no further business to discuss, a motion was made and seconded that the meeting be adjourned. It was voted unanimously and the meeting ended at 11:04 am.

Respectfully submitted,

Cheryl A. Lindberg
Secretary