

New England States Government Finance Officers' Association  
Minutes  
June 18, 2015  
Marriott Courtyard  
Milford, MA

Present: Ed Spellman, Cheryl A. Lindberg, Kathy Raposa, David Delano, Jeff Mobus, Ruth Porter, Jack Sheehy, Bill Hall, Paul Micali, Vinny Izzo, Maryanna Stevens, Mark Milne, Heather Hunter, Wendy Wilton, Scott Smith and Stephen Gilligan

Regrets: Jim Finch, Nancy Lalli, Randy Rossi and Diane Waldron

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 April 16, 2015 meeting be approved as presented. Minutes were approved as presented with 5 abstentions of those not present at the April meeting.

Treasurer's Report:

Treasurer Vinny Izzo provided financial reports for the Board to review. He started with the NESGFOA Cashflow report since September 1, 2014. The Operating account at Citizens Bank has \$9,766.08 and a Money Market Account holding excess funds has a balance of \$25,000.17. The TDBank Conference account has a balance of \$140,922.00, which is a combination of MA Conference deposits of \$77,250.00 and RI Conference funds of \$63,572.00. A detailed expenditure register for 9/1/14 to a current date was provided. Vinny reported that the bank statements are still going to Dave Delano and that address changes, plus removing Dave from the accounts, needs to happen. There have been difficulties with the banks wanting three signers present in order to make the changes. Dave, Bill F and Vinny need to get the bank branches to talk to one another. FY 2015 Budget vs Actual report was provided. Vinny needs to send bills to each State for their dues payments for FY 2015. The Board discussed the FY 2015 results to date. A motion was made and seconded to approve the financial reports as presented. The motion passed unanimously.

President's Report:

Ed deferred his report until later in the meeting under Conference Report and other agenda items.

Executive Director's Report: Bill reported that the Spring Conference results were lower than expected due to the timing of the workshop, in his opinion. He wants to select an earlier date for next April, 2016. He recapped other aspects of the conference, including the financial results. Next Bill updated the Board on the Website. It has been completed for a couple of months, having a previewing at the Spring workshop. Our domain name was registered with Go-Daddy ten years ago and Bill is the registered agent. NESGFOA needs a plan should Bill leave his position with NESGFOA. He said tomorrow the switch will flip and the website will be ready to go by Monday. The Conference will be ready to go by Wednesday and Reg On-Line will get

done shortly. He is a bit behind in getting the conference registration piece available. Some have booked their hotels already and are waiting to get registered.

### Conference Reports:

#### Massachusetts - 2015:

Ed reported on the progress of the Massachusetts conference. He has received commitments of \$141,000 to date from sponsors versus his budget amount of \$152,000. He continues to follow up with others, but is down \$11,000. After some further discussion, a motion was made and seconded that MA would not be held to turning back 5% to NESGFOA General Fund at the end of the conference. A discussion of the pros and cons of this decision ensued. The motion passed unanimously. Bill Fazioli added that parking will be valet at \$40 per night. The T-Stop is the Prudential and anyone able to park and ride in on MA Transit would be smart. Registration fees for the conference were discussed and proposed at \$275 Early registration; \$300 Regular registration; and \$325 Guest registration. Bill Fazioli had a MA registrant inquire about a \$100 discount code for MA registrants to the NESGFOA Conference. It was decided that MA should handle any discounts they offer the same way the other states do it – through their own organization. Each State was asked to bring baskets for raffle prizes. Bill will find out about rooms for Saturday night. Ed will send out an email requesting Board assistance at the conference.

#### New Hampshire - 2016:

Paul Micali presented the update on the NH Conference. The NHGFOA Board met and the Education Committee is good to go with Tammy St.Gelais as Chair of the committee. Golf is getting planned. The Mt Washington contract needs to be reviewed. Another meeting with the Mt Washington is scheduled for the beginning of July. The Conference dates are 9/11 – 9/14/2016. Paul said he will be resigning from the NESGFOA Board and be replaced by Tammy.

#### Maine – 2017:

Dave reported that their group has selected The Colony for their event in 2017 and is recommending that the NESGFOA Board authorize himself and Bill Fazioli to sign the contract and place an initial deposit down in order to move ahead. Dave feels it is a good value to the membership and they are considering September, with a Sunday to Wednesday conference, but that is not definite yet. The Nonatum would be available as well. Motion was made and seconded to authorize the contract and deposit. Motion passed unanimously.

#### New Business:

Policy review – it is the responsibility of the Board to review each policy annually and all policies were reviewed. The Secretary will amend the policies to reflect any changes made during the meeting so they can be posted to the website.

Annual Conference Policy – The Board review resulted in the word “its” being removed from the PURPOSE section of the policy, third sentence before the word “peers”. Section D, last paragraph/sentence was changed to read “State flags “shall” be displayed, whenever possible, at the conference site in the order of conference rotation. The Board digressed into a discussion of the current flags and Bill Fazioli said that they are in tough shape. A motion was made and seconded to authorize the Executive Director to purchase new flags and poles for NESGFOA for all six States. Motion passed unanimously. The policy review continued with Section E, Sponsorships. The last sentence at the end of the second paragraph was amended to read, “In no event shall sponsorships be accepted after the start of the conference, without immediate payment. The last paragraph, second sentence was amended to read “.....members of their organization, but shall not be allowed to ‘invite’ additional individuals.....” After much Board discussion, a motion was made and seconded to table the amendments to this policy. It was felt the Board should allow Heather, Bill Hall, Diane and Nancy (four former Presidents) to review this policy again and come back to the next meeting with a draft version. The motion passed unanimously.

Unassigned Fund Balance Policy – One word was added to the PURPOSE section of the policy. The word “as” was added to the second sentence so the sentence reads “.....for a financial emergency, as well as contribute to the continuity of operations.” A motion was made and seconded to add this word to the policy. Motion passed unanimously.

Budget Policy – Section III. OBJECTIVES, a. Expenditures, item e – the word “and” was deleted from the end; at b. Revenue an “s” was added to Revenues to be consistent with Expenditures; “amounts generated from was deleted; Revenues item e – the word “and” was deleted from the end; under Authority the last sentence was changed to read “The Board may approve an annual operating budget that includes the use of fund balance.” IV. ANNUAL BUDGET PREPARATION; item a. second sentence was amended to read “....no later than July 1<sup>st</sup>....”. A motion was made and seconded to approve the policy as amended. The motion passed unanimously.

Travel Policy – Under III. LODGING & SUB-COMMITTEES, b. Sub-Committee Meetings; the third sentence was amended to read “However, if a face-to-face meeting is necessary, hotel and travel guidelines follow 3(a) above and must be presented to the Association President for prior authorization.” A motion was made and seconded to approve the policy as amended. The motion passed unanimously.

Attendance Policy – Under Section II. PROCEDURE, b. Non-Attendance; the first sentence was amended to delete the word “employment” before “....responsibilities that may be unanticipated.” A motion was made and seconded to approve the policy as amended. The motion passed unanimously.

Nominations Committee Policy - There were no changes made to this policy at this review.

Code of Ethics Policy – There were no changes made to this policy at this review.

Audit Committee Policy – There were no changes made to this policy at this review. It was noted that the last Audit had not been submitted to the Board. Ed will follow up with Diane. It

was further approved by the Board that Diane Waldron, Cheryl Lindberg and Maryanna Stevens would serve as the next Audit Committee.

Treasurer's Policy – There were no changes made to this policy at this review.

Scholarship Policy – This policy review was tabled so that Heather could work on the timeline and other changes. She will prepare this for the next Board meeting.

FY 2016 Operating Budget – The discussion of the proposed FY 2016 operating budget began. A review of Revenues was first and it was decided, based upon a previous motion during the meeting, that the 2016 Fall Conference net return should be budgeted at zero. An Unassigned Fund Balance contribution should be added to the Revenue detail with an amount of \$15,800, thus bringing total budgeted revenues to \$43,260.

A review of Expenditures resulted in a proposed change to Spring Education Seminar expense to \$11,800 from \$8,100. Equipment would stay at zero and Scholarships needed to increase to \$12,100, since there wasn't enough at \$6,500 to do all the scholarships that we do each year. With those two adjustments, Total Expenditures totaled \$43,260 for a net budget of \$ 0.00.

A motion was made and seconded to approved the FY 2016 Proposed Budget as amended. The motion passed unanimously.

The next meeting date for the NESGFOA Board will be September 2, 2016 in Boston at 11:45 am.

There being no further business to attend to, a motion was made and seconded to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 12:32 pm.

Respectfully submitted,

Cheryl A. Lindberg  
Secretary