

New England States Government Finance Officers Association
Board of Director's Meeting Minutes
April 4, 2019
Waltham, MA

Approved: June 7, 2019

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

Regrets: James Finch, Mark Milne and Sarah Macy.

Executive Director Bill Fazioli was in attendance.

1. Call to Order.

The meeting was called to order at 4:17 p.m. by President Cheryl Lindberg after establishing a quorum was present. President Lindberg asked if there were any additions to the agenda.

2. President's Report.

- GFOA Code of Ethics draft. President Lindberg reviewed the draft with the Board. Ari Ski mentioned that he contacted Chris Morrill from GFOA to provide a suggestion on the code of ethics. Ari's recommendation was to ask that a little more emphasis on the importance of "utilizing nonbiased fact-based data to support the decision-making process" since finance staff frequently are subject to political forces that may look for easy answers during election cycles. His thought is that the core role of Finance is to "enable rational, informed, decision making with a focus on resource sustainability". Bill Hall who is one of the committee members for the GFOA code of ethics said the policy was put together and grounded on trust and based on five values: Integrity and Honesty, Producing Results for My Community, Treating People Fairly, Diversity and Inclusion and Reliability and Consistency. The draft policy is designed for all finance staff, not just the finance director as the old policy states.
- The Board reviewed the Retention Policy and President Lindberg asked for comments. Hearing none, asked for approval. A motion was made and seconded to approve the Document Retention Policy. The motion passed unanimously.
- President Lindberg let the Board know that the Executive Director's Contract was reviewed by Bill Fazioli and both parties have signed, a copy of which becomes a part of these minutes.

3. Secretary's Report. Draft minutes – The Board reviewed the January 10, 2019 minutes. A motion was made and seconded and was unanimously approved.

4. Treasurer's Report. Financial Statements – March 2019; tax return review.
- Treasurer Ed Spellman provided both the February and March Treasurer's Report and reviewed the Treasurer's Report for the period ending March 31, 2019 and responded to questions. Discussion ensued around this spring conference and location and it was decided that our next Board meeting would be held at the Ashland, Massachusetts site so the Board could compare that site with the Waltham site. On a motion from Kathy Raposa and second by Tammy St. Gelais, the Treasurer's report was unanimously approved.
 - Ed Spellman informed the board that the Form 990 Tax Return for NESGFOA was filed with the IRS and thanked Nikoleta McTigue from Blumshapiro for her assistance.

5. Executive Director's Report.

Bill Fazioli discussed this Spring Conference and that we have been at the Waltham site for 10 years. The Ashland site and the Waltham site are the two potential locations for the Spring Conference next year. The Board will decide at our June meeting whether to stay at Waltham or have the training in Ashland.

Reg On-line: We have been using Reg On-line since 2010. They were recently bought out by C-Vent. We will have a new "Reg On-line". There is some concern with the fall conference in VT coming so close to the new program but will be looking at pricing and platforms.

6. Webmaster Report. Gesualdi/Lindberg/Ward/Fazioli – The committee received four responses to hosting the NESGFOA Website RFP. The six proposals were received from: *Quinn & Hary*, *Civic CMs* (current vendor), *Dornenburg & Kallenback Advertising (DKA)*, *Neumeric Technologies Corporation*, *Revize* and *CMS Website Services*.

Cheryl L. gave an update on the web committee's work and reviewed the six proposals and removed Revize and Neumeric Technologies Corporation from contention. The board discussed the remaining four proposals and on a motion from Randy Rossi and second by Ari Sky moved approval to continue reviewing *Quinn and Hary* and *DKA*.

Further discussion ensued as it related to the timing of website and the fall conference in Stowe, VT. The motion was amended to include the Web committee reviewing the two companies and having them make presentations to the committee and to choose the firm to host the NESGFOA website. The motion was unanimously approved.

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

Dave Delano reported that the audit committee (Dave Delano, Mike Campo and Mark Milne) have completed their audit of the 2018 Connecticut Conference Account and the associated revenues and expenditures for the conference activity. They verified the cash balances and bank transfers. On a motion from Randy Rossi and second by Diane Waldron moved to accept the NESGFOA Conference audit report for the 2018 fall conference. The report was unanimously approved.

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

The scholarship committee met via phone and reviewed the five applications received. In March, the committee fully agreed to award the scholarship to Jaime L. Krajewski from Monroe CT. The scholarship was presented at this Spring Conference. Congratulations to Jaime. On a motion from Dave Delano and second by Cheryl Fournier move approval to award the scholarship to Jaime Krajewski.

9. Mentoring Initiative. Update on initiative – Fazioli/Sky/Campo. Virginia Tech launches the first GFOA Student Chapter. Discussion continued and Justin Campo will work with colleges to see if there is any interest in setting up a student chapter in New England.

10. Conference Reports.

- a. Vermont (September 8 – 11, 2019) – Cheryl Lindberg gave an update on the Vermont fall conference. About 90 sponsorship letters have gone out and have received approximately \$30,000 to date and an additional \$20,000 is pledged. The food and beverage costs are very high and still looking at bussing cost from Stowe to the Trapp Family Lodge. Bill Fazioli also reminded the board members to reserve their rooms for the Vermont conference. Cheryl Lindberg also let the Board know that Sarah Macy is stepping down as a Board member.
- b. Rhode Island (September 13 – 16, 2020) – Randy Rossi will be meeting with the Omni Providence on April 11th but did not have anything further to update at this time.
- c. Massachusetts (September 12 – 15, 2021) – Cheryl Lindberg gave an update on the Massachusetts conference as provided by Mark Milne. The deposit to reserve the conference site at the Seacrest Hotel and Conference Center in Falmouth Massachusetts has been made.

11. Dates for Future Board Meeting – June 7, 2019 at the Warren Conference Center in Ashland, MA at 10:00 a.m.

12. Adjournment.

There being no further business to discuss, a motion was made by Scott Gesualdi and second by Kathy Raposa to adjourn. The motion passed unanimously and the meeting adjourned at 5:31 p.m.

Respectfully Submitted by Ruth D. Porter, Secretary