

New England States Government Finance Officers Association  
Board of Director's Meeting Minutes  
January 9, 2020  
Conference Call

Approved: August 21, 2020

Present: Lisa Hancock, Diane Waldron, David Delano, Cheryl Fournier, Ruth Porter, Scott Gesualdi, Ari Sky, Ed Spellman, Mary Thompson, Mark Fleischer, Justin Campo, Tammy St. Gelais, John Ward, Kathy Raposa, Randy Rossi, Cheryl Lindberg, and Abbie Sherman.

Regrets: Jim Finch and Mark Milne.

Executive Director Bill Fazioli was in attendance.

1. Call to Order.

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

2. Approval of November 8, 2019 Minutes. President Rossi asked that all changes to the minutes be sent to Secretary Ruth Porter prior to the Board Meeting so the Board can review the "clean" copy. On a motion by Lisa Hancock and second by Diane Waldron move to approve the November 8, 2019 Board Minutes as adjusted. The motion was approved with Justin Campo, Mary Thomson, Tammy St. Gelais and Abbie Sherman abstaining.

3. Treasurer's Report December 2019. Treasurer, Ed Spellman, gave a brief overview of the December Treasurer's Report and explained the reports for the new Board members. He prepares two reports, one for the NESGFO Association and one for the Fall Conference. The Board continues to subsidize government members to try to increase attendance at the spring conference. Cheryl Lindberg gave an update on the Vermont conference expenditures and requested that some of the costs be re-allocated. Ed Spellman will provide an update with those changes with the January report.

Bill Fazioli and Cheryl Lindberg spoke with Jim, from The Lodge at Spruce Peak in Stowe, to discuss the bill we received for the 2019 fall conference. The hotel is willing to make some concessions for the 2025 conference but was unable to make any adjustments to the 2019 conference invoice. When the time comes, Vermont and the Board will need to decide where the fall conference will be held in Vermont in 2025 and whether we want to go have it in Stowe again.

Bill mentioned that NESGFOA has a very good payment history and if we decided not to pay the full invoice, it could affect our credit worthiness and the ability to favorably negotiate future conferences. We have an excellent payment history and we do not want to jeopardize this.

Motion by Dave Delano to accept the Treasurer's Report with a second from Tammy St. Gelais. Motion was unanimously approved.

President Rossi asked Ed Spellman for an update on the 990 and 1099 forms. Based on feedback from the some of the Board, the 990 form was adjusted and sent to Blum Shapiro for review and they will file the form with the IRS. We have six 1099's to prepare and hope to get those out this weekend. Ed Spellman is also looking to consolidate some of the bank accounts and since TD Bank is in most of the six states will continue to use them.

Dave Delano mentioned that the association balance sheet shows an accounts receivable from Vermont for \$45,000 and a due from the conference account of \$20,100. As part of the consolidation of accounts, we may want to adjust these.

4. President's Report.

- Randy Rossi thanked the Ed Spellman and Bill Fazioli for the work they do for the Board. He is appreciative of everyone willing to work together.

5. Executive Director's Report.

- a. The NESGFOA Spring Conference will be held April 2 – 3, 2020 at the Conference Center at Waltham Woods in Waltham, MA. Bill Fazioli said the registration fee for this past year was \$150 for public employees and \$200 for private company registrations. Bill Fazioli said he is willing to increase the registration fee if needed. He also asked the Board to submit topic ideas to him and said Tammy St. Gelais had sent him some suggestions. Bill Fazioli will also reach out to GFOA since that seemed a popular session over the last few years. The goal is to send the Spring Conference materials for the *Donald J. Miklus 28<sup>th</sup> Annual Spring Training Seminar* notices out the first or second week of February. On a question from the Board, the registrations are about 65% private sector and 35% government employees. On a motion by Lisa Hancock and second by John Ward, move to increase the private sector registration fee to \$250. There was some concern that the \$50 increase would dissuade some from attending. Lisa Hancock amended her motion to increasing the fee from \$200 to \$225.00. The motion was unanimously approved.

6. Update on Vermont Conference.

When asked about the Vermont conference audit, Dave Delano said he was waiting for the dust to settle on the spring conference and then hopes to audit the records. The audit committee will continue to be Mike Campo, John Ward and Dave Delano. Once the audit is completed, some of the past presidents will review the Vermont conference process and come up with some procedures so we can avoid having such a large over-expenditure issue again. Cheryl Lindberg mentioned that she sent a memo just prior to the November 2019 Board meeting and felt that the

past presidents could review that memo and come up with recommendations for the Board to consider, probably during the June meeting when we discuss the various policies. Cheryl Lindberg will mail all the conference information that she has to Ed Spellman to help with audit review.

7. Audit Committee Update.

- a. Dave Delano sent out the audit letter on the NESGFOA financial records. Mike Campo and Dave Delano reviewed the records with Ed Spellman. Everything went well. Cheryl Lindberg moved to accept the audit report as submitted with Ari Sky seconding the motion. Motion was unanimously approved. Randy thanked Tammy St. Gelais for providing the working space for the audit to be conducted.
- b. The Vermont Conference audit was discussed in item 6 above.

8. Website and Online Registration Update – possible training.

- Reg-Online. Bill Fazioli gave an update and NESGFOA will continue working with Reg-Online. They agreed to keep their current pricing and he thought he may need some additional training perhaps in January.
- NESGFOA website. Bill Fazioli also mentioned some training for the new website. Justin Campo asked if the website information could be updated as he was promoted to the position of Finance Director. Congratulations to Justin! Bill Fazioli said he would send the website link to the Board members so we can review our information. If there are any changes, please send Bill the information. Considering Bill Fazioli's new position and schedule with East Providence, he wanted to let the Board know that he will endeavor to get work done as quickly as possible. The Board members all understand where Bill is coming from since we are all in the same position. The Board thanked Bill for the work he does on the Board's behalf.

9. Conference Reports.

- Rhode Island – September 13 – 16, 2020 in Providence. The conference location is at the Omni in Providence and a contract is in place. The Rhode Island conference committee is waiting for a cost proposal from the Omni and hope to have a draft budget to bring to the Board for the next meeting. Kathy Raposa is looking for venues around the hotel. The food minimum for Rhode Island is \$70,000. Randy Rossi expressed his appreciation for the assistance of past presidents (Dave Delano, Diane Waldon, Ed Spellman and Jim Finch) for their invaluable insights on putting together the conference. The conference committee is also working on registration costs and will give the information to the Board once they have it.
- Massachusetts – September 12 – 15, 2021. The location is set for Falmouth, Cape Cod. The food minimum is \$50,000. Ari mentioned they were working on speakers but otherwise not much to report.
- New Hampshire – September 11 – 14, 2022. Location, The Mount Washington Hotel. Tammy St. Gelais did not have much to report at this time.

- Maine – September 10 – 13, 2023. Dave Delano did not have much to report but would like Bill Fazioli to come up to visit the Samoset for a night or two so that Maine can finalize their 2023 conference location. Motion by Diane Waldron and second by Lisa Hancock to have Bill Fazioli and spouse visit the Samoset Resort and have the NESGFOA pay the cost. The vote was unanimously approved.
- Connecticut – 2024
- Vermont – 2025

10. Dates for Future Board Meetings – The next meeting will be held at the Conference Center at Waltham Woods, MA during the spring conference. There being no dissention, the meeting will be held after the last session on Thursday, April 2, 2020. A tentative date of June 19, 2020 was set depending on the location.

11. Adjournment.

President Randy Rossi welcomed new Board members Mary Thompson from Shrewsbury MA and Abbie Sherman from the State of Vermont and expressed his gratitude to all the Board members and Bill Fazioli during the course of the board meeting for the work everyone performs.

There being no further business to discuss, a motion to adjourn by Lisa Hancock and second by Dave Delano was made. The motion passed unanimously and the meeting adjourned at 10:54 a.m.

Respectfully Submitted by Ruth D. Porter, Secretary