



CGFOA BOARD MEETING MINUTES
THURSDAY, JANUARY 29, 2015, 12:30 P.M.
ENGLEWOOD, CO

12:30 Call to Order

Introductions

Officers and Committee Chairs present: Larry Dorr, President (City of Lakewood); Judy Dahl, Vice President (Little Thompson Water District); Sherri Young, Secretary (City of Westminster); Kathy Franklin, Treasurer (City of Wheat Ridge); Lisa Yagi, Director (City of Arvada); Jeff Edwards, CTAC Chair (City of Aurora); Cheryl Pattelli, Education Committee Co-Chair (City of Boulder); Catrina Asher, Technical Issues Co-Chair (Boulder County). Also in attendance: Kathy Velzen (CGFOA Administrator). Absent Board Members: Don Warn, Past President (Town of Parker); Molly Kostelecky, Director (City of Longmont); Dean Moyer, Director (Town of Windsor); Sam Boster, Director (Bear Creek Water & Sanitation District).

President's Comments – Larry Dorr

Larry Dorr called the meeting to order and indicated that the meeting should proceed according to the agenda.

Secretary's Report – Sherri Young

Sherri Young presented the minutes from the July 17, 2014 and November 21, 2014 Board Meetings. There were no suggested modifications. Motion made by Judy Dahl to accept the minutes and seconded by Kathy Franklin. Motion carried.

Treasurer's Report – Judy Dahl and Kathy Franklin

Judy Dahl and Kathy Franklin presented the Year End Financial Report for review and the 2015 Budget for adoption by the Board. Judy indicated that all information had been submitted for the CGFOA tax return and stated that it should be complete within the next week or so. The information will be published in the next edition of Footnotes.

Motion made by Sherri Young to accept the 2015 Budget as presented and seconded by Lisa Yagi. Motion carried.

Committee Reports

- Awards – Stephanie Novello will continue to chair this committee. Larry suggested that there be changes to the structure of this committee in regards to awarding the Finance Officer of the Year. After round table discussion, the Board determined that the Board would solicit candidates for the award and the final determination will be made by the previous three Finance Officers of the Year. A suggestion was also made to announce award information to the membership at annual trainings throughout the year to encourage a greater number of nominations.

Motion made by Sherri Young to have the Awards Committee restructured with the Board responsible for soliciting and creating nominations to be reviewed and awarded by the previous three Finance Officers of the Year, and to be facilitated by the Awards Chairperson. Seconded by Kathy Franklin. Motion carried.

- Conference 2014 Final Update – Kathy Velzen
 - There will not be speakers during lunch at future conferences.
 - Feedback on food was received and meals will be adjusted accordingly.
 - Larger rooms that will hold a minimum of 100 attendees with theater style seating and a “standing room only” section in the back. Additional chairs will not be allowed to be brought into the room as they will be staged to maximum capacity.

Committee Reports [continued]

- Education
 - Annual Education Update – Cheryl Pattelli
 - Two new members added to help chair the Education Committee: Amanda McDonald, City of Alamosa, and Sherri Young, City of Westminster. The four co-chairs will be working to establish a stronger structure for the committee.
 - Webinars will be added to the Annual Education this year and provided at a minimal cost. Registration will be available through the CGFOA website.
 - Kathy Velzen would like to use the program “Join Me” to facilitate the online webinars. The webinars will only be available as live trainings and will not be recorded. Judy Dahl made a motion to have CGFOA pay for the annual fee for “Join Me” (approximately \$200) and to initially charge \$10 per member and \$15 per non-member, per webinar. Seconded by Kathy Franklin. Motion carried.
 - 2015 moderator training will be offered as a free webinar for all members who committed to moderating a session at the 2015 Conference. Three sessions will be offered early in 2015, and this training will replace the training session typically held at the Conference.
 - Kathy Velzen noted that having the Associate members attending the annual Education Committee meeting has been very beneficial.
 - CML Conference Session Update – CML requested that CGFOA present a session on how to present financials to elected officials. CML would also like to participate in the webinars offered by CGFOA.
 - Conference 2015 Education Update – Cheryl Pattelli
 - 2015 Conference will be in Loveland.
 - Opening reception will be held on Tuesday at 6:30 p.m.
 - Moderator webinar training will be held in the Spring. All moderators will be asked to attend a meeting in Loveland at the end of April/first part of May to ensure that sessions are set and descriptions are accurate. Any questions or challenges will be addressed at that time.
 - Jim Collins (Good to Great) is the top preference for an opening speaker.
 - GASB update will not be offered at the Conference. It will be requested that one or more municipalities host a viewing of the update.
 - Survey Monkey will be utilized as a trial to gauge preference for attending conference sessions. This may help the Conference Committee to assign the larger rooms to what has been indicated as the more popular sessions.
 - Researching an app for the conference to eliminate some of the paper and reduce printing costs.
 - CTAC Education – Jeff Edwards
 - Three workshops scheduled throughout the year, with a fourth at the annual Conference. The first workshop will be in Golden on February 6th. The second session is planned in Westminster (unconfirmed location) on Thursday, May 7th. The third session will be held in Breckenridge on August 2nd.
- CGFOA State Representative – Larry Dorr
 - Larry recommended that Judy Dahl look at the information as soon as she steps into the role of President.
 - GFOA is offering scholarships for first time attendees of the National Conference. The scholarship covers a full registration, but does not include travel, lodging, or meals. The GFOA Conference will be coming to Denver in 2017, making this a particularly advantageous offer for CGFOA members. The awards are made on a first-come-first-served basis with a required deposit.
- Legislative/CML – Larry Dorr
 - The representative for CGFOA has the opportunity to attend meetings to stay current on issues. Most issues do not affect CGFOA directly; however, the information is shared for those interested.
- Library – Marty Ferris will continue to be in charge of the CGFOA library.

Committee Reports [continued]

- Membership – Judy Dahl
 - Judy indicated that Don Warn's involvement in 2014 was really key to the success in bringing in new members.
 - In 2015 Judy would like to focus on some of the larger Special Districts that are not yet members of CGFOA.
 - The Board is encouraged to continue to solicit membership.
 - Judy will be evaluating a succession plan to ensure that momentum continues as she steps into the role of Vice President in 2015 and President in 2016.
 - Kathy Velzen will investigate the membership module available through Reg Online to help streamline the renewal process.

- Outreach/Careers – Anne Drobnitch/Larry Dorr
 - Looking for greater involvement from the membership. Outreach to students is an important part of succession planning.
 - Larry reminded the Board that there is a kit available for anyone interested in presenting to students to promote interest in governmental finance. The Power Point, banners, and everything else needed for an effective presentation are in the kit.

- Technical Issues Committee – Catrina Asher
 - Looking at what's coming up with GASB.
 - Updates will be provided in future issues of Footnotes as well as upcoming Board meetings
 - Kathy Velzen would like to see summaries of what the Committee is reviewing posted to the CGFOA website.
 - Catrina would like to invite others to join the committee.

- Western Slope Coalition – Kathy Elmont and Heather Alvarez (presented by Kathy Velzen)
 - Kathy Elmont will be retiring in 2016. A replacement for the Western Slope Coalition will be needed.
 - Gatherings are broad in focus to encourage greater participation from employees that have a variety of responsibilities.
 - Next session will be held on May 1st.
 - The Western Slope Coalition welcomes suggestions for topics and speakers.

- Nominations – Larry Dorr
 - Ideally would have three or more candidates for each vacancy.
 - Members who previously ran but were not elected are highly encouraged to serve on a committee and/or run for a position in 2015.
 - Sherri Young suggested that the Board ensure that all position descriptions are up to date and posted on the CGFOA website.

- Scholarships – Kathy Velzen
 - Annual Education – Reminder to members that there are education grant funds that can be used towards annual education sessions. Members will need to apply prior to the session.
 - Conference – Reminder to members that there are education grant funds that can be used towards the annual conference. Members will need to apply prior to the deadline provided in the conference packet that will be published later in 2015.
 - Outreach/Careers – Scholarship application information is available on the CGFOA website.
 - George Nielsen – Scholarship application information is available on the CGFOA website.
 - COLOTRUST – There have been four applications for memberships sponsored by COLOTRUST.

Committee Reports [continued]

- Social Events
 - Golf – The annual golf tournament will be held on May 15, 2015 at the Greg Mastriona Golf Course at Hyland Hills in Westminster.
 - Other social activities
 - There is interest in putting together a CGFOA bike group. Jerseys will be designed and anyone is welcome to join. A listserv will be posted on the website for anyone interested in participating. More information will be in the February issue of Footnotes. Elephant Rock will be the first ride on June 7th.
 - The networking lunches are great social events. Members are encouraged to attend to enjoy a free lunch while networking and getting to know the Board.
 - National GFOA Event – Philadelphia, PA, May 31 – June 3, 2015 (Sunday night event – May 31). If anyone is familiar with the area, please send suggestions for a CGFOA social event to Kathy Velzen.
- Administrative Contract – 2015
 - The contract is now for a three year term. The current contract will not be up for renewal until February of 2017.
 - The contract is actually with Administrative Alternatives, Kathy Velzen's company, which is an S Corporation.
 - An annual increase is built into the contract, based on the Denver/Boulder/Greeley CPI.
- Board Meeting schedule for 2015
 - April 23rd in Wheat Ridge. 9:00 a.m. – noon followed by networking lunch
 - July 16th in Salida. Annual education session 9:00 a.m. – 11:00 a.m.; networking lunch 11:30 – 12:30; Board meeting 12:30 – 2:30. Social activity following Board meeting, details to be determined. Suggestion to find a local hotel for those that may like to go river rafting on Friday.

Other business

- There was a round table discussion related to the available fund balance. Due to another great year, there are potentially additional funds that can be put to use in 2015. Final decisions will be made after the final 2014 Conference distribution is determined. Suggestions for use included:
 - Group discounts for organizations sending multiple members to annual education sessions.
 - Increase budget for opening session speaker at 2015 Conference.
 - Increase budget for opening reception for 2015 Conference.
 - Additional scholarships for annual education.
 - Speaker at CTAC event.
 - Paul Glick class as part of annual education.
- Sherri Young suggested that the Board and Committee members increase efforts at the Conference to welcome and engage first time attendees. The Board will work on how to best focus efforts, including:
 - All Board and Committee members attending the First Time Attendee training held Tuesday evening at the Conference.
 - Invite first time attendees to travel to the opening reception with Board members.
 - Larry suggested organizing a “pay your own way” dinner open to anyone attending the Conference that is not attending a vendor dinner on Wednesday evening.
 - Judy Dahl suggested also organizing some social activities after hours for anyone attending to ensure that all attendees feel included.
 - The Board will continue to brainstorm ideas on how to improve the Conference experience for all conference attendees.
 - Kathy Velzen will provide Board and Committee members with a list of first time attendees a couple of weeks prior to the conference to help facilitate outreach in advance.

Adjourn

Larry Dorr called for a motion to adjourn the meeting at approximately 3:00 p.m. The motion was made by Judy Dahl and seconded by Sherri Young. Motion carried.