



CGFOA BOARD MEETING MINUTES
WEDNESDAY, APRIL 16, 2014, 9:00 A.M.
LAKWOOD, CO

9:00 Call to Order

Introductions

Officers and Committee Chairs present: Don Warn, President (Town of Parker); Larry Dorr, Vice President (City of Lakewood); Sherri Rickard, Secretary (City of Westminster); Judy Dahl, Treasurer (Little Thompson Water District); Wade Nickerson, Director (City of Lafayette); Jim Wedding, Director (City of Loveland); Sam Boster, Director (Bear Creek Water and Sanitation District); Molly Kostelecky, Director (City of Longmont); Cherie Sanchez, Past President (City of Westminster); Jeff Edwards, CTAC Chair (City of Aurora). Also in attendance: Karen Barlow (City of Westminster), Beth Newton (Foothills Animal Shelter), and Kathy Velzen (CGFOA Administrator).

President's Comments – Don Warn

Don welcomed everyone and launched right into the meeting, calling for the secretary's report.

Secretary's Report – Sherri Rickard

Sherri Rickard presented the minutes from the November 2013 Board Meeting as well as the January 27, 2014 Board Meeting. There were no suggested modifications. Motion made by Judy Dahl to accept the minutes from January 2014 and seconded by Larry Dorr. Motion carried. Motion made by Judy Dahl to accept the minutes from November 2013 and seconded by Larry Dorr. Motion carried.

Treasurer's Report – Judy Dahl

Judy Dahl presented the Treasurer's report. Thanks to a great conference, the cash balance is up to \$127,573.94. There has been \$77,603 in income so far year-to-date and \$21,329 in expenses. The majority of the education classes offered by CGFOA have not yet started. Judy expressed continued excitement related to the functionality of RegOnline, stating that reporting is streamlined and everything has been simplified and takes less time to manage. Motion made by Sam Boster to accept the Treasurer's report and seconded by Sherri Rickard. Motion carried.

Committee Reports

- Awards – Stephanie Novello – No report presented, however Kathy Velzen questioned the timing of the scholarship awards to synchronize the timing of both scholarships to an August 15th deadline. The Board agreed, and no motion was needed.
- Conference 2013 – Final distribution amount was \$49,960.14. Kathy reminded the Board that the 2014 Conference would result in significantly lower revenues due to the higher cost of holding the conference in Vail. CGFOA has budgeted \$33,000.
- Education Committee
 - Annual Education – Cheryl Pattelli (presented by Kathy Velzen): Classes are out there on the calendar and registrations are starting to come in. Have scheduled four locations around the state for Budget 101; an ethics class with the CTAC meeting; fundamental, beginning, intermediate, and advanced governmental accounting; project and process cost accounting; "What's Not in Your AP Wallet".
 - CML Conference – Session on financial transparency will be led by Wendy Holmes with Douglas County.
 - CGFOA Conference (presented by Kathy Velzen) –
 - On track with where we usually are during this timeframe. Speakers are being lined up and the program has been laid out. Kathy reminded the Board that this year's conference will have two luncheon speakers, one on Wednesday and one on Thursday for the economic and legislative updates.
 - Site visit scheduled in July in Pueblo to evaluate potential future conference site for 2019. Contracts are signed for 2015 in Loveland, 2016 in Grand Junction, 2017 in Colorado Springs, and 2018 in Breckenridge. 2014 will be in Vail.

Committee Reports [continued]

- CTAC – Jeff Edwards
 - Next quarterly meeting on Friday, May 2nd in Parker. Expected topics included speakers from the Department of Revenue, a roundtable discussion on the impacts of marijuana, discussion on special districts, and advanced Excel tips. Don was asked to speak at the meeting to present CGFOA's position on bringing CTAC into the fold and to also talk about the benefits of CGFOA membership. Larry Dorr encouraged greater involvement and attendance from CGFOA members at CTAC meetings to help encourage greater involvement from both groups.
 - For the annual conference, there are three sessions currently lined up: one on marijuana, one on managing special events, and one on construction.
 - It was suggested that the meeting dates for CTAC be included on the CGFOA calendar.
- CGFOA State Representative – Don Warn
 - Not much communication outside of GFOA annual conference. The Colorado social event has been set up at SEVEN UltraLounge in the downtown area near the convention center. The issue with that is the GFOA event is in St. Paul, a considerable distance (15 to 20 miles) away.
- Legislative/CML – Don Warn
 - Attended meeting on February 14th. There was a review of everything that CML was and was not supporting. Nothing new to report, but an interesting meeting.
- Library – Marty Ferris – No report presented.
- Membership – Judy Dahl
 - Downloaded DOLA database for local governments. There are currently 3,479 active local governments: 64 counties, 271 cities and towns, 2946 special districts/authorities, and 198 school districts.
 - Judy compared the DOLA database to the CGFOA records to identify which organizations were not current members and asked the Board for direction on where to start with the non-members.
 - Letter has been developed to send out to non-members in order to draw additional interest and attention to the benefits of CGFOA.
 - Cities and counties will be the primary focus of the initial outreach efforts.
 - The Board committed to reaching out to non-members whenever possible, in addition to starting to mail the letters to non-member counties and cities.
- Technical Issues Committee – Don Warn
 - There has not really been much activity recently for the Committee. Some discussions but nothing that the Committee felt needed to be addressed.
- Western Slope Coalition – Kathy Elmont or Heather Alvarez (presented by Kathy Velzen)
 - Workshop to be held on May 2nd in Mancos at the Community Center. Sessions will be held on fraud and employee theft, performance based budgeting, how to read the annual financial audit, lease financing, bond investing and risk management selections, and round table discussion on recreational marijuana's impact.
 - Typically hold a workshop in the Fall as well however no additional information is available at this time.
- Nominations – Larry Dorr
 - Very diverse group to work on nominations: school districts, counties, cities, towns, and special districts. There will be conference call in May to get the ball rolling.
 - There will be two Directors, the Treasurer, and the Vice President positions open for election in 2014.
 - The goal will be to have more than one candidate for each position.
 - It was suggested that something could be included in the August issue of Footnotes to highlight the candidates. The voting will take place in October.
- Scholarships – None yet but the program just got started.
 - Annual Education – Sharon Spurlin (presented by Kathy Velzen). No scholarships yet.
 - Conference – Sharon Spurlin (presented by Kathy Velzen). No scholarships yet.
 - George Nielsen – Kathy Velzen
 - Deadline is August 15th.

Committee Reports [continued]

- Outreach/Careers – Anne Drobnitch/Larry Dorr
 - Larry and Anne completed a presentation for the Accounting Students Organization at Metro State University that was well received.
 - PowerPoint worked great.
 - Feedback from the students: “Don’t change a thing.”
 - Looking for others to pair up for presentations at other venues. The student associations may be a good resource for finding the right audience for future presentations.

Social Events

- Golf – June 13, 2014 at Thorncreek Golf Course in Thornton. We have the contest hole sponsored, the trophies provided, and twenty-one holes sponsored. Kathy expects the registration for the event to be in the \$50 or less range.
- No additional information on an informal golf tournament in the mountains.
- National GFOA Event – Minneapolis, MN, May 18, SEVEN UltraLounge from 8:00 to 10:00 p.m.

New website update – Kathy Velzen

- The new site is up and running.
- The “Members Only” section is not working but Kathy will continue to troubleshoot.
- Some pieces still missing but it’s coming along.
- The Board likes the look of the new website and the compatibility with mobile devices.
- Kathy is evaluating how to best keep the Administrative Secretaries in the loop. While they are not members, they are a critical resource and often handle membership renewals and need to have access to the information.
- Kathy asked for the Board to continue to communicate any issues or questions related to the new website.

Policy and Procedure Manual Update

The remainder of the meeting was spent with the Board and other attendees reviewing potential changes to the Policy and Procedure Manual. Kathy will make the suggested edits and send it back out to the Board for additional review.

Other business

- CGFOA Records
 - The historical records for CGFOA are currently stored at Kathy’s house. The Board decided it would be more appropriate to move those records into a storage unit. Kathy will look into a feasible location to store the records and the Board will start scheduling some time to review the records to determine what can be destroyed and what must be kept based on the State’s records retention guidelines.
 - Current records should be electronic through RegOnline. Documentation on access and use of RegOnline should be maintained to ensure that the Treasurer of CGFOA has accurate and up-to-date information.
 - Don called for a motion by the Board to approve having the Secretary and Treasurer work with Kathy to purge, backup, and store records. The motion was made by Larry Dorr and seconded by Wade Nickerson.

Adjourn

Don called for a motion to adjourn the meeting at approximately 11:30 a.m. The motion was made by Cherie Sanchez and seconded by Sherri Rickard. Motion carried.