



**CGFOA BOARD MEETING MINUTES**  
**THURSDAY, APRIL 23, 2015, 12:00 P.M.**  
**WHEAT RIDGE, CO**

**12:00 Call to Order**

**Introductions**

Officers and Committee Chairs present: Larry Dorr, President (City of Lakewood); Don Warn, Past President (Town of Parker); Sherri Young, Secretary (City of Westminster); Kathy Franklin, Treasurer (City of Wheat Ridge); Dean Moyer, Director (Town of Windsor); Sam Boster, Director (Bear Creek Water & Sanitation District); Lisa Yagi, Director (City of Arvada); Cheryl Patelli, Education Committee Co-Chair (City of Boulder). Also in attendance: Kathy Velzen (CGFOA Administrator), Jim Wedding (City of Loveland), Tiffany Pham (City of Englewood), Stan Koniz (E-470). Absent Board Members: Judy Dahl, Vice President (Little Thompson Water District; Molly Kostelecky, Director (City of Longmont).

**President's Comments – Larry Dorr**

Larry Dorr called the meeting to order at noon. Lunch was terrific and well attended, with thanks to Kathy Franklin and the City of Wheat Ridge for hosting and thanks to Kathy Velzen for organizing. There was a nice mix of people in attendance for the networking lunch.

**Secretary's Report – Sherri Young**

Sherri Young presented the minutes from the January 29, 2015 Board Meeting. There were no suggested modifications. Motion made by Don Warn to accept the minutes and seconded by Kathy Franklin. Motion carried.

**Treasurer's Report – Kathy Franklin**

Kathy Franklin presented the Financial Report for January 1<sup>st</sup>-March 31<sup>st</sup> for review. Larry initiated a discussion about the use of Quicken, requesting that Kathy focus on transitioning to a cloud based platform during her tenure as Treasurer. The cloud based platform would provide greater transparency and accessibility for both the CGFOA books as well as the Conference books. Motion made by Sherri Young to accept the Financial Report for January 1<sup>st</sup>-March 31<sup>st</sup> as presented and seconded by Don Warn. Motion carried.

**Committee Reports**

- Awards – No report to present. Larry indicated that the Awards Committee would like to get started early this year, and Stephanie Novello had suggested that Kathy Velzen could add something to Footnotes. Kathy reminded the Board that the Awards Committee was recently 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.
- Conference 2015 – Cheryl Patelli and Kathy Velzen
  - The Conference Committee will be meeting in Loveland for a site visit on May 1<sup>st</sup>.
  - Three sessions of moderator training were offered online free of charge. Over 40 moderators took advantage of the training.
  - Moderators are being encouraged to coach speakers. Tools for moderators:
    - Tips for speakers
    - Power Point tips
    - Standardized Power Point template for all speakers to use
    - Conference is “going green” so no more handouts
    - Information due by June 1<sup>st</sup>
    - Final Moderator training will be in early November rather than the Tuesday of the Conference
  - There will not be a GASB update offered at the Conference
  - Cheryl reviewed the current draft of the Conference schedule
    - Stephen Gauthier (GFOA) will present two sessions at the Conference
    - Opening speaker will be Kent Noble (Standing Tall: Cowboy Ethics)
    - There will be a “pay your own way” social dinner organized for Wednesday night, open to all attendees

**Committee Reports [continued]**

- Conference 2015 (continued)
  - Rooms for sessions:
    - Each room should hold up to 100 attendees
    - Only the front 2/3 of each room will have seating. The back for the room will be standing room only.
    - Attendees will not be allowed to bring additional chairs into the room. Once it's at capacity the session will be closed.
- Education
  - Annual Education Update – Cheryl Patelli
    - Cheryl thanked all Education Committee Co-Chairs (Karin Slater, Amanda McDonald, and Sherri Young) for the efforts in developing the annual education.
    - There is a huge lineup of annual education sessions being offered in 2015.
    - Most classes are being offered both in the Front Range and the Western Slope.
  - CML Conference Session Update – no update
  - CTAC Education – no update
  - Online Education – Kathy Velzen
    - Six sessions will be offered in 2015
    - Members will need to register the day before (at the latest) in order to ensure that they will have access to join the webinar.
    - The administration of the online sessions (webinars) will require a long distance phone call for the duration of the session. This will increase phone expenses during the year.
- GFOA State Representative – Larry Dorr
  - The purpose is to maintain two-way communication between CGFOA and GFOA.
- Legislative/CML – Larry Dorr
  - The Colorado Municipal League is a lobbying body. There is a policy committee that votes on various issues. CGFOA is an advisor only and unable to vote. 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.
  - Kathy Velzen pointed out the Judy Dahl is not a member of CML and therefore may not be able to be the CGFOA representative during her tenure as President of CGFOA. Larry will check to see if this will be an issue and if so, Judy will be asked to name a representative.
- Library – no update
- Membership – no update
- Outreach and Careers – Larry Dorr
  - No update, however the Committee is looking for additional help.
  - Members are encouraged to volunteer to serve on the Committee.
- Technical Issues Committee – Don Warn
  - Two responses submitted to GASB however nothing to report back as of yet.
- Western Slope Coalition – Kathy Velzen
  - Co-chairs are Heather Alvarez and Kathy Elmont
  - The gatherings are broad in focus in order to provide a variety of information to those on the Western Slope who wear a variety of hats.
  - May 1<sup>st</sup> there will be a workshop in Glenwood Springs with lunch sponsored by ColoTrust.
- Nominations – Larry Dorr
  - Judy Dahl is ramping up nominations and has a couple of commitments from members to run for open positions this year.

**Committee Reports [continued]**

- Scholarships – Kathy Velzen
  - Annual Education – There have been no submissions for 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.
  - Outreach/Careers – Additional information will be provided in Footnotes this summer. Scholarship application information is available on the CGFOA website.
  - George Nielsen – Additional information will be provided in Footnotes this summer. Scholarship application information is available on the CGFOA website.
  - COLOTRUST – There have been five applications for memberships sponsored by COLOTRUST.
  
- Social Events
  - Golf Tournament, May 15, 2015 – Greg Mastriona Golf Courses at Hyland Hills
    - Registrations are way down, however there is typically a large number of last minute registrations.
    - There are twenty sponsors for the event.
    - Additional outreach for the golf tournament will occur in the next two weeks.
    - The Board discussed ways to encourage members to register for events.
  - National GFOA Event – Philadelphia, PA, May 31 at The Black Sheep Pub
    - CGFOA members need to register/RSVP for the event
  
- Next Board Meeting (Retreat) July 16, Salida
  - Morning education session on generations in the workplace will be offered from 9:00 – 11:30.
  - Networking lunch – FREE! All members welcome
  - Board meeting following lunch until approximately 3:00
  - Social event/brewery tour in the afternoon followed by dinner
  - An additional social activity (hiking or bike riding possible) will be offered on Friday
  
- Other Business
  - Sam Boster suggested providing a session on CPR/AED as either an annual education session or at the Conference. The Board would like to investigate offering this as a pre-conference session.

**Adjourn**

Larry Dorr adjourned the meeting at approximately 3:00 p.m.