



CGFOA BOARD MEETING MINUTES THURSDAY, JULY 17, 2014, 12:30 P.M. PUEBLO, CO

12:30 Call to Order

Introductions

Officers and Committee Chairs present: 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); Cherie Sanchez, Past President (City of Westminster); Jeff Edwards, CTAC Chair (City of Aurora); Laurie Litwin, Education Committee Co-Chair (Teller County). Also in attendance: Kathy Velzen (CGFOA Administrator). Absent Board Members: Don Warn, President (Town of Parker); Molly Kostelecky, Director (City of Longmont).

President's Comments – Don Warn (presented by Larry Dorr)

Larry Dorr called the meeting to order, announced that Don Warn was unable to attend, and indicated that the meeting should proceed according to the agenda.

Secretary's Report – Sherri Rickard

Sherri Rickard presented the minutes from the April 16, 2014 Board Meeting. There were no suggested modifications. Motion made by Judy Dahl to accept the minutes and seconded by Wade Nickerson. Motion carried.

Treasurer's Report – Judy Dahl

Judy Dahl presented the Treasurer's report. Judy suggested that the Board consider developing standard procedures for the review of the financial books for CGFOA. Larry Dorr suggested that Judy develop some recommendations from the Treasurer's perspective for presentation at a future Board meeting. Judy suggested that the Conference Treasurer transition records to the CGFOA Quicken license as a separate set of books. The Board agreed, and urged to move all Quicken records to the cloud for easier access. Judy will research transitioning Quicken to the cloud and will work with current Conference Treasurer Cherie Sanchez.

The cash balance as of June 30, 2014 is \$112,974.49. Year-to-date income is \$97,437.01 and year-to-date expenses are \$55,761.72. One correction had been made to the expense categories since the distribution of the report. The ethics class had been inadvertently charged to the Tax Audit Coalition. This was reclassified to Training Expenses – Instructors and did not change the bottom line numbers.

During the presentation of the Treasurer's Report, Kathy Velzen noted that the RegOnline reports that she generates are different from the reports Judy Dahl is able to pull. Kathy and Judy will work together to build consistency between reports and develop additional reconciliations as needed.

Motion made by Cherie Sanchez to accept the Treasurer's report and seconded by Sam Boster. Motion carried.

Committee Reports

- Awards – Stephanie Novello – No report presented.
- Conference 2014 Update – Conference Program is up to date with minimal changes at this point. The Thursday lunch speaker has been changed to Bob Eiche, current President of GFOA. Moderator and Speaker forms are in the works. The Vail Local Committee has secured a facility for the opening reception and is working on finding caterers for the event. The Local Committee is also starting to put together delegate bags and social activities. Forms, activities, and the program will be finalized in the third quarter.

Committee Reports [continued]

- Education
 - Annual Education Update – Karen Slater (presented by Laurie Litwin): Three classes have been held with a total of 56 attendees. A couple of Project and Process Accounting classes are being canceled due to lack of interest. Additional classes are on the CGFOA Website calendar and registrations are continuing to come in. Laurie noted that Kathy Velzen is utilizing RegOnline for gathering evaluations from class attendees. Certificates of attendance are only issued if the attendee completes the evaluation.
 - CTAC – Jeff Edwards: The next meeting will be held in August on a Thursday. The agenda is still being finalized but should be released soon. An area of focus remains on marijuana audits. A Germany equivalent for an MPA candidate will be presenting to provide insight on the tax environment in Germany.
- CGFOA State Representative – Don Warn
 - No report presented.
- Legislative/CML – Don Warn
 - No report presented.
- Library – Marty Ferris
 - No report presented.
- Membership – Judy Dahl
 - A “cold letter” was sent to approximately 200 cities and counties that were not members of CGFOA. In response, 19 additional cities and 7 counties joined CGFOA. CML and SDA have agreed to include an article written by Don in a future newsletter to help promote membership in CGFOA.
 - Larry Dorr suggested that CGFOA incorporate a “Welcome to CGFOA” section in future issues of Footnotes to spotlight the newest members to the organization. The Board agreed.
 - Judy would like to try to target some larger special districts to recruit additional members.
 - Don Warn and Kathy Velzen have developed a flier to promote membership. Kathy suggested that the flier be distributed to all Board Members and Committee Chairs for distribution when attending meetings with other organizations who might benefit from CGFOA membership.
- Nominations – Larry Dorr
 - Everyone on the Nominations Committee participated in a conference call last quarter with the exception of one member. There was good discussion around the goals and objectives of the Committee. Everyone was engaged.
 - There will be a follow up conference call in August to discuss candidates for the upcoming 2014 election.
- Outreach/Careers – Anne Drobnitch/Larry Dorr
 - Not a lot of activity in Outreach/Careers during the summer.
 - Larry would like to encourage members to volunteer to present at their former alma mater.
 - Larry suggested that the Outreach/Careers could be promoted in a future issue of Footnotes.
- Scholarships – Kathy noted that Scholarships are now referred to as Education Grants and the position of Scholarships Chair has been renamed to Education Grants Chair.
 - Annual Education – Sharon Spurlin (presented by Kathy Velzen). No applications yet.
 - Conference – Sharon Spurlin (presented by Kathy Velzen). No applications yet.
 - Historically, CGFOA has budgeted the Annual Education and Conference Grants separately.
 - Larry Dorr called for a motion to give express discretion to the Education Grants Chair to have discretion over primary emphasis toward annual education and secondary emphasis with unused funds for conference grants and to combine them on the budget. Motion made by Sam Boster and seconded by Jim Wedding. Motion carried.
 - George Nielsen – Deadline is August 15th. Judy Dahl reminded the Board that the award from last year was not processed until 2014 and the Board had agreed to process both the application submitted in 2013 and processed in 2014 as well as an additional award for 2014 applications.

Committee Reports [continued]

- Social Events
 - Golf – June 13, 2014 at Thorncreek Golf Course in Thornton. Kathy Velzen indicated that there were 22 hole sponsors, contest holes (6) sponsored by UMB. There were 89 registered golfers with 3 to 4 no-shows. The golf tournament is completely self-supporting and with the distribution of prizes remains a break-even event. Kathy asked the Board for input on looking at the potential for changing the event to be profitable with less money spent on prizes rather than breaking even. The Board decided that the current process was appropriate and well received by members. No change is being considered at this time.
 - The proposed informal golf tournament in the mountains that was scheduled for July 28th will not take place due to a lack of interest.
- Technical Issues Committee – Don Warn
 - No report presented.
- Western Slope Coalition – Kathy Elmont or Heather Alvarez (presented by Kathy Velzen)
 - Gatherings are broad in focus to encourage greater participation.
 - Date and exact location for the fall meeting has not yet been determined.
 - The Western Slope Coalition welcomes suggestions for topics and speakers.

Other business

- Conference Treasurer responsibilities have been transferred to Cherie Sanchez, Past President of CGFOA and Conference Treasurer for the 2014 CGFOA Conference. Cherie is currently reviewing the 2013 Conference financials and associated documentation to familiarize herself with the process, expand documentation on procedures for future Conference Treasurers, and enhance the consistency of records and reports. Larry Dorr requested that Cherie Sanchez present a recap of the 2013 Conference Financials at the upcoming Conference Committee Meeting on August 15th and send the recap to the CGFOA Board for review by August 8th. Cherie will also work with CGFOA Treasurer Judy Dahl to investigate using a cloud based version of Quicken for all future Conference financials. Quicken is currently used by the CGFOA Treasurer and the Board agreed that using Quicken for both Treasurer roles would enhance the efficiency of the process. The cloud based version of Quicken used for the Conference financials would ideally be a sub-set of the CGFOA Quicken account, and would enable the outgoing Conference Treasurer to transfer responsibility to the incoming Conference Treasurer without the need to install the program on multiple computers.
- Judy Dahl recommended that members of the Board investigate the educational opportunities offered through SDA. Additional information is available at www.sdaco.org.
- Kathy Velzen noted that she has a new email account: kjvelzen@gmail.com. She is getting away from Web Access because it is limiting the size of the documents that she is able to get. The email address of administrator@cgfoa.org is also a valid email address.
- Sherri Rickard noted that she will be changing her last name to Young following her marriage in August. She will notify the Board once the change is official and provide a new email address.

Policy and Procedure Manual Update

The remainder of the meeting was spent with the Board and other attendees reviewing and finalizing changes to the Policy and Procedure Manual. Kathy will make the suggested edits and send it back out to the Board for additional review. Larry Dorr called for a motion to approve the Policy and Procedure Manual as presented and amended today at the Board Meeting. Motion made by Judy Dahl and seconded by Wade Nickerson. Motion carried. Kathy suggested that the revised Policy and Procedure Manual be posted on the CGFOA website and highlighted in Footnotes.

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 Wade Nickerson. Motion carried.