

**CGFOA BOARD MEETING**  
**Friday, January 19, 2018**  
**Westview Recreation Center**

**Call to Order**

President Olga Fajaros called the meeting to order at 12:53 PM. Officers and Committee Chairs Present:

<b>Name</b>	<b>CGFOA Title</b>	<b>Government Organization</b>
Olga Fajaros	President	Arapahoe County Sheriff's Office
Marlin McDaniel	Director	Jefferson County
Sue Austin	Treasurer	City of Arvada
Tammy Nordyke	Secretary	Pueblo West Metro District
Catrina Asher	Director	Boulder County
Danielle Tuscher	Director	City of Brighton
Jeff Cadiz	Director	City of Centennial
Lore Nusser	Vice President	Apex Park & Recreation
Jeff Edwards	Past President	City of Aurora
Debbie Murray	Membership Committee	Mesa County Sheriff's Office
Brandy Zink	CTAC Co-Chair	Town of Parker
James MacDonald	CTAC Co-Chair	City of Westminster
Sharon Spurlin		City of Lakewood
Cheryl Pattelli	Education Co-Chair	City of Boulder
Judy Dahl		Little Thompson Water District
Kathy Velzen	CGFOA Administrator	

**President's Comments** –

Olga Fajaros stated that she was happy to be representing the organization as President for 2018.

**Secretary's Report**

Tammy Nordyke presented the November 17, 2017 minutes.

A motion was made by Lore Nusser to accept the minutes as presented.

The motion was seconded by Olga Fajaros.

The minutes were approved unanimously.

**Treasurer's Report**

Sue Austin presented the Treasurer's Report for the quarter ending December 31, 2017 as follows"

**STATEMENT OF ACTIVITY – COMPARISON TO PRIOR YEAR**

- The Statement of Activity is being provided on a comparison basis which reflects a Net Revenue of (\$55,194.35) for the period of (January – December 2017) which is an additional net loss of (\$36,964.11) from 2016 for the same period. The 2017 loss represents the spending down of the cash balance that we started with on January 1, 2017 which was \$97,630.25.
- 2017 accomplishments:
  - Net Proceeds from Grand Junction Conference \$55,183.62
  - GFOA Scholarships provided 67 x \$350.00 for a total of (\$23,450.00)
  - GFOA Denver Conference expenses (\$12,417.96)

- CGFOA 2017 Fall Conference Scholarships provided (\$8,499.50)

#### **STATEMENT OF CASH BALANCE – COMPARISON TO PRIOR YEAR**

- The Statement of Cash Balance reflects the year end cash balance of **\$41,620.74**. This represents a (\$56,009.51) decrease in the *Total Bank Accounts* balance from last year. Again, this represents the spending down of the cash balance.

#### **STATEMENT OF CASH FLOWS**

- The net cash provided by operating activities was **(\$22,658.14)** for 4th quarter 2017 and are reflected as follows:

##### **Revenues – \$3,400.00**

- Coalition –
- Membership – Government \$2,970.00 / Non-Government \$330.00 for a total of \$3,300.00
- Social & Networking –
- Training Events - \$100.00 – Purchasing Class

##### **Costs of Events – (\$753.47)**

- Coalition –
- Social & Networking – Holiday Lunch- Deposit \$600.75
- Training Events - \$152.72 – Purchasing Class (Web Hosting / Meals / Attendee Fee)

##### **Expenditures – (\$25,343.11)**

- Financial Awards – Careers & Outreach Award (\$1,000.00) – Returned check recipient unable to attend, CPFO Exam \$145.00, Fall Conference Scholarships \$8,499.50 for a total of \$7,644.50
- GFOA Conference – President Conference Expenses \$380.00
- Misc General & Admin total of \$17,318.61 includes Administrator \$12,258.94, Awards \$810.29, Board Meeting \$115.56 and General Operating Expenditures of \$4,133.82.

##### **Net other revenue - \$38.44**

- *Interest Earned* for both Checking and the CD account.

#### **BUDGET VS. ACTUAL - 2017**

- January – December 2017 provided.

#### **TRANSACTIONS LIST BY DATE**

- October – December 2017 provided.

A motion was made by Danielle Tuscher to accept the Treasurer's Report as presented.

The motion was seconded by Jeff Edwards.

The Treasurer's Report was approved unanimously

Other items discussed under the Treasurer's Report included:

- What should the process be for revising the budget to include increased fees and the combining of the bank accounts? Sue Austin is to send out revised 2018 budget for review and approval.
- Golf tournament – needs to cover its expenses – it has been negative for a couple of years. Jeff Hansen will need to be made aware of the costs of the event to ensure this is happening.
- Robust conversation was had over fees and expenses leading to the following action:

Catrina Asher made a motion to include changes to 2018 fees and expenses as noted below:

- Committee Chairs and Co-Chairs will have mileage covered
- Holiday Lunch increased to \$25
- Sponsor fees for the conference will be increased:
  - Gold – will receive booth, 3 registrations for \$3,000
  - Silver – will receive booth, 2 registration for \$1,700
  - Bronze – will receive 1 registration for \$600
- Conference registration fees will be increased by \$25
- Ethics class will be \$25
- Moderator discount for conference will be \$50
- Speaker attending entire conference discount will be \$100
- Speaker not attending the conference will receive on day registration and meals for free

The motion was seconded by Jeff Cadiz.

The motion was approved unanimously.

### **Committee Reports:**

Awards – Nothing to report

#### Conference

- Final Report – Conference 2017  
Sue Austin and Judy Dahl presented the Conference Financial Report. The revenue for the Colorado Springs conference was significantly less than previous years. It was discussed that a conference budget should be prepared. Speaker expenses for the 2017 conference were significantly higher than previous years. A breakdown of speaker costs will be sent to everyone.
- Speaker Benefits – 2018
  - Hotel costs for speakers and panel members should not be covered
  - One day registration fee with meals will be provided to a speaker not attending the conference
  - Speakers attending the conference will be eligible for a \$100 discount
  - The speaker form will be revised to exclude hotel, mileage, etc. If speakers are requesting items to be covered they will be directed to Kathy for more information

#### Education

- Annual Education Update - Cheryl Pattelli & Catrina Asher
  - Big morning planned entire year
  - Will finalize and send out
- CML Conference Session Update – Jeff Edwards
  - Conference session Catrina presenting Disaster preparedness focusing on leadership
  - Should we do booth – how much (June 19-22)
- Conference 2018 Education Update - Cheryl Pattelli & Catrina Asher
  - November 13 – 16, 2018; Beaver Run Resort, Breckenridge, Colorado
- CTAC Education – Brandy Zink & James MacDonald
  - Qtr 1 Feb 2 Arvada
  - Qtr 2 May
  - Qtr 3 Aug 3 Westminster
- On-line Education - Cheryl Pattelli & Catrina Asher

- Western Slope Coalition - Cheryl Pattelli & Catrina Asher
  - Reaching out to see what they would like to see
  - August Board meeting and training to be held in Ouray

GFOA State Representative – Olga Fajaros – Nothing significant to report

Legislative/CML – Jeff Edwards – Jeff Cadiz to replace Jeff E

Library – Marty Ferris –No report

Membership – Debbie Murray – feels more membership needed

- Possibly increase CGFOA Facebook presence

National GFOA Annual Conference

- Sunday Night Reception – Kathy will reach out to GFOA –
- Need Sunday night after opening reception sponsor– possibly Michael Lund from Stieffel
- Solicit associate members for sponsorship. We will develop different levels of sponsorship to cover event

Technical Issue Committee – Don Warn & Jill Johnson  
Olga presented the report Don provided

Nominations – Lore Nusser

- No nomination yet
- Positions up for election
  - Vice President
  - ,Treasurer
  - Two Directors

Scholarships – Sharon Spurlin

- Annual Education – \$500 needs budgeted
- Conference -\$8,000 cap at \$5,000 needs budgeted
- Outreach/Careers - \$1,000 needs budgeted
- George Nielsen - \$
- COLOTRUST - \$2,500 needs budgeted

Social Events

- Golf Tournament, June 8, 2018 – Buffalo Run Golf Course, Commerce City, CO – Jeff Hansen
  - Need two people for check in, 6:15 am etc... Olga, Jeffrey E and maybe Ned (Kathy out of town)
  - Sunday Night Event – St. Louis – discussed earlier
  - April Board Meeting/Conference Committee meeting – Beaver Run in Breckenridge. Public speaking training in the morning followed by the Board meeting on the 19<sup>th</sup>. April 20<sup>th</sup> will be the conference committee meeting. Kathy will coordinate rooms.
  - Board Meeting/Event – August Ouray – Hotel Rooms/Camping/Activities – checking into Aug 9 and 10<sup>th</sup> Thursday western slope coalition, Friday board meeting AM, Friday afternoon social, possible Ridgeway and in Ouray KOAA – Kathy to figure out- CGFOA to pay for Thursday night for Board

Other Business

- CAFR Award – Pueblo Library district – who is presenting – either Tammy or Lore

The meeting was adjourned at 2:45 PM.