



**CGFOA BOARD OF DIRECTORS MEETING**  
**Thursday, February 14, 2013 11:30 P.M.**  
**Westminster, CO**  
**AGENDA**

11:30 a.m. Free Networking Lunch

12:30 p.m. Call to Order

Introductions

President's Comments — Cherie Sanchez

Secretary's Report — Sandra "Sam" Boster

- Minutes of November Board Meeting

Treasurer's Report — Judy Dahl

- Financial Report
  - Review and Adopt 2013 Budget
  - Publish in Footnotes— February 2013

Issues for Discussion

- Technical Issues Committee — Don Warn
- Organizational Structure of CGFOA Board Discussion
  - Bob Eichem, City of Boulder
- **FOOTNOTES** Newsletter
  - Discussion on survey, revamping, publication schedule, etc.
- National GFOA Conference — June 2-5, 2013; in San Francisco, California
  - Colorado Event Discussion — Sunday Night Dinner — June 2, 2013: Opening Reception is at 6:00 Start something at 8:00 like last year? Sponsorship levels?
- Board Meeting Dates for 2013

Committee Reports:

- Awards — Molly Kostelecky
- Conference 2012 Final Update — Debbie Murray / Karin Slater / Kathy Velzen
  - Silent Auction / Conference Local Rep — Leslie Fischer, Breckenridge
- Education
  - Annual Education — Laurie Litwin
  - CML Conference Session — Kathy Velzen / Jeff Hansen
  - Conference 2013 — Karin Slater
  - CTAC — Alan Haynes
- GFOA State Representative — Cherie Sanchez
- Legislative/CML — Jeff Hansen
- Library — Crystal Dorsey
- Membership — Judy Dahl
- Outreach and Careers — Cherie Sanchez / Crystal Dorsey
- CTAC — Alan Haynes / Gabi Gaciu
- Western Slope Coalition — Kathy Elmont / Heather Alvarez
- Nominations— Pete Mangers
- Scholarships
  - Annual Education — Sharon Spurlin
  - Conference — Sharon Spurlin
  - Outreach/Careers — Cherie Sanchez / Crystal Dorsey
  - George Nielsen — Kathy Velzen
- Social Events
  - Golf — May 17, 2011 — Fox Hollow, Lakewood, CO
  - No Rockies this year — something else? [*Budget adjustment?*]
- Administrative Contract — 2013
- Other Business

Adjourn



# MINUTES

## BOARD OF DIRECTORS MEETING THURSDAY, FEBRUARY 14, 2013 [RESCHEDULED FROM JANUARY 17, 2013] WESTMINSTER, CO

### Call to Order

President Cherie Sanchez called the meeting to order at 12:45 p.m.

### Members Present

**Cherie Sanchez**, President (City of Westminster), **Judy Dahl**, Treasurer (Little Thompson Water District), **Sandra “Sam” Boster**, Secretary (Bear Creek Water and Sanitation District), **Byron Jefferson**, Director, (City of Aurora), **Jim Wedding**, Director (City of Loveland), **Wade Nickerson**, Director (City of Lafayette), **Pete Mangers**, Past President (Town of Castle Rock)

### Members Absent

**Don Warn**, Vice President (Town of Parker), **Bob Prendergast**, Director (Garfield County)

Kathy Velzen reported that Bob Prendergast could not be present, as he was recovering from surgery. The surgery was successful, but he has had a rough time since. He appreciates the prayers and patience during his healing process.

### Others Present

**Bob Eichem**, GFOA Executive Board (City of Boulder), **Susan Cohen** (RTD), **Catrina Gonzales** (Boulder County), **Alan Haynes** (City of Golden), **Jeff Hansen** (City of Golden), **Tammy Hitchens** (City of Westminster), **Ronald W. “Ron” Lay** (Firestone), **Doug McLeod** (RTD), **Sherri Rickard**, (City of Westminster), **Brent Worthington** (City of Loveland), **Kathy Velzen**, CGFOA Administrator.

### Welcome and Introductions

President Cherie Sanchez welcomed everyone to the first CGFOA Board Meeting of 2013. The attendees introduced themselves.

### President’s Comments—Cherie Sanchez

President Cherie Sanchez reiterated the priorities she had identified at the Annual Membership Meeting on November 15<sup>th</sup> and the Board meeting on November 16<sup>th</sup>: 1) Improving communication channels and determining how much value the newsletter *FOOTNOTES* brings to the organization and how it can be improved; 2) Determining if there should be a Technical Issues Task Force (not Committee) as recommended by Don Warn; 3) Examining and updating the organizational structure of CGFOA as recommended by Bob Eichem.

**PRESIDENT CHERIE SANCHEZ ANNOUNCED THAT THERE WOULD BE A DEPARTURE FROM THE AGENDA TO ADDRESS THE ISSUES FOR DISCUSSION. OTHER MATTERS BEFORE THE BOARD WILL APPEAR IN THE ORDER OF THE AGENDA.**

### Issues for Discussion

#### **Organizational Structure of CGFOA—Task Force**

President Cherie Sanchez appointed a task force to conduct a study and bring back recommendations to the Board of Directors on the appropriate structure and organization for CGFOA. She noted that although the present structure may be best for the organization—we just would not know without further study. She stated that changes to the structure of CGFOA may require amendments to the Bylaws.

**Organizational Structure of CGFOA—Task Force [continued]**

The task force will be headed by Bob Eiche and include Sam Boster, Sherri Rickard, Catrina Gonzales, Kathy Velzen and possibly Kathy Elmont. Kathy Velzen will coordinate a conference call or meeting and work with other people who might have an interest in participating.

Preceding this action, Bob Eiche, GFOA Executive Board Member and CFO, City of Boulder, offered some history of the organization [see separate historic attachment for more detail] and recommended that the structure of CGFOA be revisited. He said this organization is the envy of many other state organizations and he takes much pride in what CGFOA has done and is always ready to tell GFOA about the programs CGFOA has here in Colorado. However, CGFOA still has the same structure, mission and purpose as in 1979. While this structure has served us well in the past and there may be nothing wrong with it, CGFOA needs to consider the organization's structure and programs for the future: Where do we want to go in the next 20 years? How do we communicate and educate the new generations? Should there still be concerns about the Front Range versus the Western Slope? Can we handle the loss of an officer, board member or active member like Craig Larson and be able to fill the vacancy? Are we including all of the disciplines, types of entities and geographic areas? The Vice President needs guidelines such as these for recruiting candidates for Board nominations.

Bob Eiche said that bringing people along is one thing that has worked for this organization. If a candidate runs for office and doesn't win the election, s/he needs to be brought in to get involved with a committee and become known to the membership. He stated that it was good to see the Sales Tax people brought into CGFOA. He said he really likes that CGFOA is not such an elite organization like it used to be. We need to provide education and leadership to develop and grow leadership for the future.

**Technical Issues Task Force Formed**

Upon motion by Sam Boster, seconded by Byron Jefferson and unanimously carried, a Technical Issues Task Force was formed to identify, review, research and report to the Board on technical issues that may affect the membership of CGFOA. The Board of Directors will determine by action or by polling the membership if further action is appropriate in the form of a technical article for *FOOTNOTES*, a response to GASB or other rulemaking agencies, technical assistance, etc. The Task Force is directed to expand its purpose and modify the policies and procedures accordingly and bring them back to the Board for approval. Further, if the Technical Issues Task Force proves viable, the proposal of adding a Technical Issues Committee will be presented to the membership at the November 2013 Annual Meeting.

Preceding this action, a January 28, 2013 memorandum from Vice President Don Warn with recommended Policies and Procedures for a proposed Technical Issues Committee was entered into the record. A copy is attached and made a part of these minutes. The issue that brought up the need for a Technical Issues Committee was the request to research issues, notify the membership and respond to the GASB Preliminary Views (PV) on Economic Condition Reporting: Financial Projections. Bob Eiche stated that there is another issue at hand—Moody's proposed changes to Pension Data Reporting.

Bob Eiche recalled some hot issues in the recent past: GASB 34—reporting the value of infrastructure assets, GASB 67 and 68—pension reporting requirements and the GASB PV on economic condition reporting. Fortunately on Amendments 60 and 61 and Proposition 101, Bob Eiche and a group put together a template to deal with the changes. Even though this was a political issue, CGFOA did not take a political position on it, but did the research and background work on this technical issue. This is what the Technical Issues Committee would do. Some of our members do not have the depth or the staff to do the analyses. The Technical Issues Committee is a good way to let the CGFOA membership know about technical issues.

**Technical Issues Task Force Formed [continued]**

Cherie Sanchez said that she loves the idea of educating and informing the membership through technical articles. It would be engaging for the members; however, there is concern about possibly dividing the membership, except for GASB issues, since members would all be of the same opinion. Bob Eichem said that the committee should only look at GASB issues until it is comfortable with the process. Again, if any member says they have a concern about an issue or if there is an issue coming down the pike, the committee could look into the issue and bring it to the Board to see if the committee should look into it and the Board has the power to direct the committee to proceed or not. If the Board felt an issue is too controversial, they would not approve the committee's delving into it.

Upon question by Cherie Sanchez how the Board would get the information to the members so that they can weigh-in on an issue, Catrina Gonzales replied that the Board would want to determine those procedures. Jeff Hansen suggested that Survey Monkey®, e-blast emails, *FOOTNOTES*, ListServ, or the CTAC ListServ could be used to draw input from the members.

The policies and procedures provides for meetings on an as-needed basis. The committee would not only determine relevant topics, research and inform the CGFOA membership, but also respond to GASB or other rulemaking bodies on behalf of the Board on issues of interest to the membership. There would be a core group on the committee and others would be included as input from specialists is needed. The policies and procedures provide for meetings on an as-needed basis. The committee would not only determine relevant topics, research and inform the CGFOA membership, but also respond to GASB or other rulemaking agencies.

Kathy Velzen stated that she likes the goal to keep the members informed. However, posting a technical article, opinion or letter to a rulemaking agency implies an endorsement on the particular issue. She questioned how all of the membership would be represented on an issue that may affect differently or even alienate some of the various sizes or types of governments. Also, Kathy Velzen noted that many sites will not host a meeting on a hot issue because they do not want to appear to endorse the opinions of presenters. Jeff Hansen pointed out that §II, B of the proposed policies and procedures states that the Committee is responsible for drafting responses on behalf of the Board and presenting same to the Board for approval. The Board could make the decision or they may want to survey the membership. Jeff Hansen further referred to §I, A of the proposed procedures which provides that membership on the Technical Issues Task Force/Committee should include a cross-section of the CGFOA so as to include state, county, city, special purpose governments, public schools, and other CGFOA representation. This way, the Board would get a broader perspective on the issues. Reports from the committee would address both pro and con views, and the committee would encourage the individual members to respond as well.

Bob Eichem, Jeff Hansen and Catrina Gonzales reported that they worked with Don Warn on the policies and procedures. Ron Lay offered to serve on the task force. They asked that the question be put to the membership to add a Technical Issues Committee to the Bylaws, along with other standing committees.

***FOOTNOTES*—Communications/Social Media Task Force**

Upon motion by Pete Mangers, seconded by Jim Wedding and unanimously carried, a Communications/Social Media Task Force is formed to identify effective means of communications to distribute information to the CGFOA membership, including the use of social media, promoting *FOOTNOTES* and ListServ and ways to sustain interest in future communications. Further, if the Communications/Social Media Task Force proves viable, the proposal of adding a Communications/Social Media Committee will be presented to the membership at the November 2013 Annual Meeting. Ron Lay and Brent Worthington volunteered to serve on the task force.

**FOOTNOTES—Communications/Social Media Task Force [continued]**

Preceding this action, Kathy Velzen reported that there will be an issue of *FOOTNOTES* published in February. It would be timely to have an article requesting that anyone with concerns about a technical issue can now submit it to the CGFOA Technical Issues Task Force.

The Outreach and Careers Committee published an article in *FOOTNOTES* to recruit members to talk to university or college students about government finance positions—there was no response. An article was included in *FOOTNOTES* to solicit input on the proposed Technical Issues Committee—there was no response. Kathy Velzen asked if anyone is reading *FOOTNOTES*. Some responded that they rely on staff members to keep them informed. Catrina Gonzales suggested posting the entire *FOOTNOTES* in an email. Cherie Sanchez said it was a matter of time management. Sherri Rickard suggested including highlights of the *FOOTNOTES* in an email. Ron Lay said that the ICMA uses hyperlinks to direct readers to articles. Jeff Hansen stated that over time, the substance of *FOOTNOTES* has gone from important information to fluff. Perhaps *FOOTNOTES* could be published when there is significant information to send and if there is not, don't publish. Upon confirming that he receives *FOOTNOTES* Brent Worthington observed that other than the President's message, he did not find much of interest to him. Cherie Sanchez noted that it was interesting when there were technical articles by sponsors. Kathy Velzen responded that the sponsors and their articles were stopped when *FOOTNOTES* was no longer mailed. We could still get sponsors and "This issue brought to you by ..." could be included in the email. A lot of vendors like to sell their product and the articles need to be monitored to be sure they are educational.

Jeff Hansen suggested that the wording of an invitation to speak to colleges or universities could be changed, e.g., ask if they are a graduate from Denver University (or wherever) and if so, we are looking for people to go to DU and talk to the students. Also, he suggested that the Education Committee write an article about the classes that are coming up with some background on the topic and a teaser to attract the members to the classes. He surmised that without the fluff, if there were a half page of substance, that is how long *FOOTNOTES* should be.

In addition to the newsletter, there are several ways information is passed to the members: the website, e-blast emails, ListServ, CTAC ListServ and Survey Monkey®. Upon question by Ron Lay if the findings from ListServ could be shared by category, Kathy Velzen replied that RFPs or whatever is found through ListServ is in the system but entities asked that their information not be posted on the website.

In discussion regarding social media, Jeff Hansen stated that maintenance on Facebook would be constant. Cherie Sanchez suggested that each committee chair have access and contribute to Facebook. Kathy Velzen said she has no problem maintaining the program, she just needs to have the information to be included sent to her. It doesn't work to put it out there and then post nothing for two months. Regarding Facebook, Twitter, Blogs, etc., Kathy Velzen said that we don't want to inundate the membership with all these social medias.

Brent Worthington said technology is wonderful and free. He said that *FOOTNOTES* could be linked to emails, Facebook could be considered more and other options explored. If there are enough tech sources, the members can access whichever one meets their needs. Cherie Sanchez stated that one person cannot be expected to pull it all together, so a task force is needed to gather and evaluate communications and social media information.



**National GFOA Conference—June 2-5, 2013, San Francisco, CA**

The 2013 GFOA Annual Conference will be held in San Francisco, California.

Following discussion, the Board concurred that a Colorado Delegate Dinner be held on Sunday, June 2, 2013 at 8:00 p.m. following the Opening Reception at 6:00 p.m. for the 2013 GFOA Conference in San Francisco, CA. Sponsors may contribute whatever they want and each sponsor will be given equal billing. Kathy Velzen will organize the dinner and advise the Board of restaurants from which to choose.

**Board of Directors—2013 Meeting Schedule**

Following discussion, Kathy Velzen will coordinate the Board Meeting dates as follows:

Fri	May 3, 2013	Time TBD	Location TBD
TBD	Date TBD	12:30 pm	Location TBD
Thu	November 21, 2013	3:15 pm	Beaver Run Resort—Annual Membership Meeting
Fri	November 22, 2013	7:00 am	Beaver Run Resort—Board Breakfast Meeting

An educational session will be offered Friday morning, August 16, 2013, which will address management rather than specific finance operations. Kathy Velzen will check with Kathleen Novak, Buechner Institute for Governance, CU Denver School of Public Affairs, to see if she is available.

**Secretary’s Report—Sam Boster**

**Acceptance of Minutes**

Upon motion by Judy Dahl, seconded by Jim Wedding and unanimously carried, the minutes of the Board of Directors Meeting held in Westminster, CO, on November 16, 2012, were approved with minor revisions.

Upon question by Kathy Velzen if the November 2011 Board Meeting Minutes should be approved by the Board or remain unofficial until the Annual Membership Meeting, Secretary Sam Boster stated that since they are Annual Membership Meeting minutes, they should be held for approval at the 2013 Annual Membership Meeting.

**Treasurer’s Report—Judy Dahl**

**Financial Reports**

Upon motion by Pete Mangers, seconded by Byron Jefferson and unanimously carried, the CGFOA 4<sup>th</sup> Quarter 2012 Financial Reports and the Revised 2013 Revised Budget as of January 16, 2013 were approved as presented by Treasurer Judy Dahl. Copies are attached hereto and made a part of the record. Preceding this action, Judy Dahl reviewed the financial reports with the Board.

Preceding this action, Treasurer Judy Dahl presented the end-of-year 2012 financial reports including the Balance Sheet showing an ending cash balance of \$51,659.43, Banking Summary reflecting annual income of \$80,290.46 and expenses of \$95,987.93, 2011 to 2012 Income and Expense Comparison, December 31, 2012 Bank Reconciliation Summary, and the 2012 Check Register Detail.

Judy Dahl presented a Revised Budget for 2013 in the amount of \$103,496 projecting an end-of-year fund balance of \$61,063. This \$11,650 increase to income resulted from funds received from the annual conference—the total net income was approximately \$43,000. The balance of the net income from the 2012 Annual Conference is reflected in the January 2013 banking and accounting records. The 2013 budgeted expenses were not changed on the Revised Budget.

**Financial Reports [continued]**

Judy Dahl noted that there are revenue and expense line items in the 2013 Social Events Budget for the Rockies Game which will not come to fruition. If another event is scheduled, the line item will be substituted for the new event.

Given the increased cash balance, CGFOA's Colorado Business Bank Certificate of Deposit was renewed at \$75,000 at 0.4 percent interest to February 2014. This investment left approximately \$20,000 in the bank account which should sustain expenses until close to the November annual conference.

**Committee Reports**

**Awards—Molly Kostelecky**

Kathy Velzen reminded the Board members to think about making nominations for the Finance Officer of the Year award.

**Conference 2012 Update—Debbie Murray / Karin Slater / Kathy Velzen**

Kathy Velzen reported that the 2012 Annual Conference was very successful financially—as reported by the Treasurer, there was a net income of about \$43,000. There was a record attendance. The location expenses were lower than previous conferences. We are bringing back a theme for the Conference Banquet—"80s Ski Bum" will be the theme for 2013.

**Education**

Annual Education—Laurie Litwin / Sherri Rickard. Co-Chair Sherri Rickard presented a schedule of classes planned for 2013 and additional ideas for classes. A copy of the schedule is attached hereto and made a part of the record. Kathy Velzen reported that there were requests for a four-hour ethics session—two hours on Colorado Rules and Regulations and two hours on Behavioral Ethics. The ethics class used to be offered along with CTAC Meetings, but there are no available instructors for the CTAC May meeting and there is not an extra room for an ethics class at CTAC's August meeting.

The CPA Society's cost for a two-hour session is \$65—\$45 to CGFOA members. The Society's cost for the four-hour session would be \$130—\$90 to CGFOA members. The Society offers these ethics classes online for the same costs. They have an instructor who will do both classes either totally online at their website or a combination of online and classroom. In the case of several people sharing in the website class, only persons paying the fees would receive the credits. Also, participants must respond to questions during the class. CPAs are required to have 4 hours of credits every two years.

Sherri Rickard said that because four hours of ethics are offered at CGFOA's annual conference, the two-hour webinar on Colorado Rules and Regulations could be offered in the afternoon after the CTAC's August meeting.

Sherri Rickard added that the Annual Education Committee has an instructor now for a Self-Collection of Sales Tax session similar to the one held in last year. In 2012, there was a morning session on whether an entity should self-collect and an afternoon session on how to implement self-collection. For 2013, there is a problem with a location for the class.

Catrina Gonzales is coordinating a Fund Accounting session for non-accountants on June 21, 2013 in Vail. They will have Jean Bushong and Justin Petrone from Clifton Larson Allen as instructors.

Colorado Municipal League (CML) Conference Session—Jeff Hansen / Kathy Velzen. Jeff Hansen reported that he would be attending the CML Policy Committee meetings and would make regular reports to the Board. Catrina Gonzales coordinated the finance session for the 2013 CML Conference, "Fund Accounting for Non-Accountants," being taught by Clifton Larson Allen and moderated by Jeff Hansen.

Colorado Tax Audit Coalition (CTAC) Education—Alan Haynes. The first CTAC meeting of the year was held in Golden on Friday, February 8th. Alan Haynes reported that included in topics of discussion were MS Excel, bad debt deductions, pre-paid wireless and recent court cases. Also, an Auditor 101 training session was held. The next meeting will be held in Lakewood on Friday, May 10<sup>th</sup> which will consist of an entire day of Telecomm training. Due to the specific nature of this training, Alan Haynes asked the Board their thoughts on making this a meeting for jurisdictional auditors only with no associate members. CTAC does this periodically for certain sessions and trainings. The Board did not have any issue with excluding associate members, given the nature of the training. In Westminster on August 1<sup>st</sup>, CTAC will hold its first meeting on a Thursday this year.

#### **GFOA State Representative—Cherie Sanchez**

As Colorado's representative to the GFOA, Cherie Sanchez will gather information from GFOA and pass it on to the Board. If there are issues to be explored, she will refer them to the Technical Issues Task Force and advise the Board of her referrals.

#### **Legislative/CML—Jeff Hansen**

Jeff Hansen reported that CML publishes the Statehouse Report, a report on legislation that is published regularly while the General Assembly is in session, providing timely information about pending legislation and its possible ramifications for municipalities. The report is available at their website [http://www.cml.org/2012\\_legislative.aspx](http://www.cml.org/2012_legislative.aspx).

The CML Policy Committee meets twice during the General Assembly session to review legislative and policy proposals and make recommendations to the Executive Board if there is a position CML should take on significant issues. Jeff Hansen said that he will attend the February 21<sup>st</sup> meeting and if there is anything that would affect local governments, he will pass it on to Kathy Velzen for distribution.

#### **Library—Crystal Dorsey / Kathy Velzen**

Kathy Velzen reported that all of the books authorized for purchase last year have been received. There will be information in the next *FOOTNOTES* about the books available from the CGFOA Library. All of the books needed to study for the Certified Public Finance Officer (CPFO) tests are available now. It was confirmed that the fees for taking the exams do not include the books.

Catrina Gonzales reported that there was a call for a study group for the CPFO tests, but only one other person besides her responded. She plans to take the tests on March 15<sup>th</sup> in Golden.. Cherie Sanchez offered that the Radford University may have a list of others taking the exams.

#### **Memberships—Judy Dahl—No Report**

#### **Outreach and Careers—Cherie Sanchez / Crystal Dorsey**

Cherie Sanchez reported that an outreach toolbox was developed as an aid for volunteers to use when conducting outreach activities at colleges or universities. She said it helps to have people who are willing to speak to students about government finance careers. Cherie Sanchez and Crystal Dorsey met with Regis students last fall. Jeff Hansen reported that he had met with a Colorado State University student group of senior level finance and governmental accounting classes. Upon question, Cherie Sanchez listed the items in the tool kit: a banner for display tables, a sign for the table, letters from the communities, flyers on government careers, scholarship information, Jeff Hansen's PowerPoint presentation, "Governmental Accounting and Finance Careers," a CD, and survey forms to be completed at each event which are to be compiled into a report to the Board at the annual conference meeting. Kathy Velzen mentioned that free CGFOA memberships and scholarships are offered to students.



**Colorado Tax Audit Coalition (CTAC)—Alan Haynes / Gabi Gaciu**

Alan Haynes reported that the first quarterly meeting of CTAC was held last week in Golden. There were some new faces. Covered in the session were Microsoft Excel and recent court cases. Results of a survey sent out at the beginning of the year indicate that the meetings should be held on Thursdays since a lot of offices are closed on Fridays and have flexible schedules. A Thursday meeting will be scheduled this year in Westminster. Telecom audit training was requested. Rachel Quintana offered to be on the telecom. The problem is that it is really detailed training with audit samples and specific audits which may not be appropriate for associate members of CTAC like CPA and accounting firms.

There were 71 attendees at the last meeting. In the past, we have held jurisdictional meetings just for members, not for associates. Alan Haynes said that some people might be upset and he wanted the Board to know in case there is negative feedback. Kathy Velzen said that it would be perfectly okay—CTAC would just have to get the word out that it is an educational topic and not open to associates. We have had those issues arise on some training sessions. The meeting just needs to be booked in a facility with two rooms. Alan Haynes said CTAC would like to plan a session on Amendment 64 (Marijuana control) and will get with Kathy Velzen to coordinate the session.

**Western Slope Coalition—Kathy Elmont / Heather Alvarez**

Kathy Velzen reported that the Western Slope Coalition (WSC) is broadening its focus to be of interest to more entities, including the Front Range governments. These gatherings are broad in focus in order to be of interest to managers, clerks, HR, and IT personnel. Often local governments on the Western Slope have Admin employees wearing multiple hats. We welcome your ideas and participation!

The WSC Fall Workshop in Bayfield, CO, on September 13th and 14th included sessions on Self-Collection of Sales Tax, SIPA Services, TABOR Issues and Ethics. There were ten attendees. We thank Town of Bayfield Finance Director Erin Dunavant and Town Clerk Kathy Cathcart for hosting this event. We especially thank CTAC presenters Pete Mangers and Corey White, plus DOLA presenter Jarrod Biggs. A big thank you goes to our lunch and dinner sponsor, Alex Paulea of PRA Government Services. Of course we appreciate the administrative support from Kathy Velzen!

The next WSC will be held on April 19th at the Montrose County School District Offices. Some of the topics WSC plans to offer include 1099 requirements, sales tax, the new healthcare issues, acceptance of credit cards, PCI compliance, budgetary and human resources issues (Amendment 64 effect on workplace) and investments.

Typically, the WSC Committee meets during free time at the November Annual Conference to plan for the next year, especially focusing on the Spring Workshop location, topics and presenters. However, the co-chairs were unable to attend the 2012 conference, so the meeting did not happen. Ideas received so far include 1099 requirements, sales tax, new health care act and how it affects us (i.e., W-2 requirements, small and large employee organizations rules, part-time hours requirements for offering health insurance, acceptance of credit cards and PCI compliance, budgeting, human resources—terminations, effect of Amendment 64 on work place (i.e., coming to work impaired or driving impaired). Matt Tight of ColoTrust has committed to at least a partial sponsorship and a presentation on investments. The Committee asked to be contacted if any members have recommendations for speakers for the listed topics!

Kathy Velzen reported that the Colorado Bureau of Investigation is looking into an embezzlement charge in Marble, CO, against the former Town Clerk of 18 years. She may have committed suicide after the investigation began. Marble's Mayor Pettijohn is putting together a panel that is in the process of implementing new accounting procedures to recover the funds and also to prevent any similar situations from occurring in the future. CGFOA does seminars on fraud and etc.

## **Nominations—Pete Mangers**

Pete Mangers reported that he would like to have some competition in Board Elections. Don Warn had emphasized this need earlier and Pete Mangers will get together with Don Warn to develop a plan to attract more candidates.

## **Scholarships**

### **Annual Education—Sharon Spurlin**

Kathy Velzen reported that she would be sure Sharon Spurlin is aware of budgeted amounts for scholarships.

### **Conference—Sharon Spurlin—No Report**

### **Outreach and Careers Scholarships—Cherie Sanchez and Crystal Dorsey—No Report**

### **George Nielsen—Kathy Velzen—No Report**

## **Social Events**

Golf Tournament. Jeff Hansen reported that the next five GFOA Conferences will be held in May. The Board concurred with Jeff Hansen that when the GFOA Conferences are held in May, the CGFOA Golf Tournament will be held in June and vice-versa. Also, considering Breckenridge for a future CGFOA tournament, the start time should be later, e.g., 9 or 10 a.m. to allow travel time for the participants and time for the weather to warm up. He reported that the next golf tournament is scheduled for May 17, 2013 at the Fox Hollow at Lakewood Golf Course. Kathy Velzen added that there would be a half-day educational session prior to the golf tournament on Thursday, May 16<sup>th</sup>, “Achieving Fiscal Health: Tools and Techniques for Diagnosis and Treatment.”

Replacement for Rockies Baseball Event. Since the Rockies Game event will not be held in 2013 and there is a budget line item for the event, Kathy Velzen asked if there was another event the Board would like to schedule. Suggestions included tickets to a Rapids game, river rafting, 5K run/walk with pot luck lunch, an organized hike with a picnic, or dinner theater in Loveland. Kathy Velzen will look into these ideas.

## **Other Business**

### **Late Registration Fees**

Kathy Velzen posed the question if there should be an extra fee for late registrations or walk-ins for classes and other sessions. Discussion included member discounts, no early or group discounts, deadlines for registering on time and a \$10 penalty fee for being late, early registration at the normal rate and a higher than normal rate for later registrations and walk-ins, the positive effect early registration had on the number of attendees, the number of registrations depending on time and location and the fact that there had been no feedback on the increased annual dues. There was no direction from the Board on this issue.

### **SIPA Payments Online/Website—Kathy Velzen**

Kathy Velzen reported that she believes CGFOA is up and running with online credit card payments through SIPA PayPort through [Colorado.gov](http://Colorado.gov). The challenge now is that associate members can only pay by manual checks because the SIPA program does not allow enough layers to accept the \$150 payment for up to three associate members and then additional associates at \$30 each. There are fewer than 24 associate member companies, so Kathy Velzen said she would continue to accept manual checks for their dues until or unless the SIPA program can be modified to handle the associate member dues.

**Registration Fee for Full-Day and Half-Day Session(s)**

Kathy Velzen asked the Board for guidance with the pricing for full-day versus half-day classes and the dilemma if there is lunch and/or morning refreshments and a person wants to attend just half of a full-day of sessions. The Board concurred that the registration fee for a full-day session should remain at \$100 and a half-day session should be \$50 and include refreshments.

**2013 Administrative Contract, Evaluation, Setting of Contract Rate**

Upon motion by Pete Mangers, seconded by Wade Nickerson and unanimously carried, the Contract with Administrative Alternatives, Inc., was renewed for with a three percent (3.0%) increase in fees. Further, Kathy Velzen was asked to prepare a position description and guidelines on how to carry out all the tasks performed for CGFOA.

Cherie Sanchez informed Kathy Velzen of the increase and stated the Board's appreciation for her knowledge, skills and talents. She added as mentioned previously, that the Board believes Kathy Velzen is worth her weight in gold. Cherie Sanchez added that the Board would like a position description, task list and detailed guidelines for performing the tasks. The Board would need a breakdown so that they have an idea of how long it would take to do this project. The Board is so reliant on Kathy Velzen that if she were no longer available, another person could not just walk in and do what she does.

Kathy Velzen thanked the Board for their consideration. Between now and the next Board Meeting, Kathy Velzen said she would begin keeping a log and prepare a broad overview of tasks to present to the Board to discuss the next level of detail. She mentioned that as Administrative Services, Inc., she performs like duties for other associations. Exhibit A to her contract lists the jobs to be done for CGFOA, which will be referenced in preparing the position description and task list.

Preceding this action, the Board concurred that although many organizations find it necessary to send out a Request for Proposals (RFP) periodically, an RFP not be sent out since Kathy Velzen has all of the knowledge and relationships to provide a specialized service for facilitating everything CGFOA does. She brings structure and organization to CGFOA.

Pete Mangers reported that the debacle with title sponsors for the Colorado Delegate Dinner at the 2012 GFOA Conference was not Kathy Velzen's doing. He said that although he had approved the idea and it blew up in his face, Kathy Velzen graciously sent hand-written notes to each sponsor, apologizing for the inequity of ranking sponsors and assuring them that the sponsors would be treated fairly in the future. He added that he had received some feedback on the golf tournament—it would have been smoother if Kathy had been there, but she was on vacation. Pete Mangers concluded by agreeing that Kathy Velzen is worth her weight in gold to CGFOA.

**Adjournment**

Upon motion by Pete Mangers, seconded by Jim Wedding and unanimously carried, the meeting was adjourned.

Respectfully submitted,

Sandra M. "Sam" Boster  
Secretary

# CGFOA Cash Balance - As of 12/31/2012

As of 12/31/2012

1/15/2013

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Account	12/31/2012 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CD - COBIZ	40,041.68
CGFOA COBIZ	11,617.75
<b>TOTAL Cash and Bank Accounts</b>	<b>51,659.43</b>
<b>TOTAL ASSETS</b>	<b>51,659.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0.00</b>
<b>EQUITY</b>	<b>51,659.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>51,659.43</b>

# CGFOA Banking Summary - 2012

1/1/2012 through 12/31/2012

1/15/2013

Page 1

Category Description	1/1/2012- 12/31/2012
<b>INCOME</b>	
Coalition Meetings Inc	
West Slope Coalition	852.32
TOTAL Coalition Meetings Inc	852.32
Dues	
Dues-actives	15,750.00
Dues-associates	7,655.00
TOTAL Dues	23,405.00
Fall Conference	
Fall Conference - CMCA	1,267.44
Net Proceeds	20,459.19
Silent Auction Proceeds	2,250.40
TOTAL Fall Conference	23,977.03
GFOA Reception Sponsors	3,525.00
Interest Inc	358.11
Social Outing	
Golf	10,120.00
Past Presidents Luncheon	1,050.00
Rockies Event	1,028.00
TOTAL Social Outing	12,198.00
Training	
Accounting	5,795.00
Budgeting	2,230.00
Ethics	885.00
Financial Administration	4,120.00
GASB Updates	1,740.00
Internal Controls	150.00
Other Training	1,055.00
TOTAL Training	15,975.00
<b>TOTAL INCOME</b>	<b>80,290.46</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Administrator	42,700.00
Awards	27.85
Board meetings	4,355.70
Coalition Meetings Exp	
Fast Track Education	
Other Coalition Meetings Exp:Fast Trac...	71.83
TOTAL Fast Track Education	71.83
Tax Audit Coalition	
Tax Audit Coalition - Meals	2,043.75
Tax Audit Coalition - Rooms & Speakers	150.00
Other Coalition Meetings Exp:Tax Audit ...	670.82
TOTAL Tax Audit Coalition	2,864.57
West Slope Education	554.14
Other Coalition Meetings Exp	10.50
TOTAL Coalition Meetings Exp	3,501.04
Financial Aid	



# CGFOA Banking Summary - 2012

1/1/2012 through 12/31/2012

1/15/2013

Page 2

Category Description	1/1/2012- 12/31/2012
Annual Conference	1,870.00
Scholarship - Nielsen	2,500.00
Training-Coalition Mtgs	630.00
<b>TOTAL Financial Aid</b>	<b>5,000.00</b>
GFOA Cnf-Pres	697.00
GFOA Conf Reception	2,553.86
Gifts Given	248.60
Insurance	1,093.00
Library Materials	418.00
Misc Office Expenses	
Bank Charge	1,893.10
Postage	41.15
Printing	54.80
Supplies, Bus	15.50
Other Misc Office Expenses	504.72
<b>TOTAL Misc Office Expenses</b>	<b>2,509.27</b>
Outreach	375.38
Professional Fees	
State Registration	10.00
Tax Return	725.00
<b>TOTAL Professional Fees</b>	<b>735.00</b>
Social Events	
Golf Tourney	9,391.80
Past President's Luncheon Exp	350.00
Rockies event	1,385.20
<b>TOTAL Social Events</b>	<b>11,127.00</b>
Telephone & Fax	3,130.48
Training Expenses	
Instructors	10,057.44
Materials	2,346.42
Misc	8.00
Rooms-Food	4,735.47
<b>TOTAL Training Expenses</b>	<b>17,147.33</b>
Travel	68.42
Web page	300.00
<b>TOTAL EXPENSES</b>	<b>95,987.93</b>
<b>TRANSFERS</b>	
FROM CD - COBIZ	22,182.54
TO CGFOA COBIZ	-22,182.54
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-15,697.47</b>

# CGFOA Income/Expense Comparison 2011/2012 - Last year

1/1/2011 through 12/31/2012

1/15/2013

Page 1

Category Description	1/1/2011- 12/31/2011	1/1/2012- 12/31/2012	Amount Difference
<b>INCOME</b>			
<b>Coalition Meetings Inc</b>			
Annual Education	480	0	-480
West Slope Coalition	1,402	852	-550
Other Coalition Meetings Inc	311	0	-311
<b>TOTAL Coalition Meetings Inc</b>	<b>2,193</b>	<b>852</b>	<b>-1,341</b>
<b>Dues</b>			
Dues-actives	13,160	15,750	2,590
Dues-associates	6,910	7,655	745
<b>TOTAL Dues</b>	<b>20,070</b>	<b>23,405</b>	<b>3,335</b>
<b>Fall Conference</b>			
Fall Conference - CMCA	1,589	1,267	-322
Net Proceeds	23,648	20,459	-3,189
Silent Auction Proceeds	1,167	2,250	1,083
<b>TOTAL Fall Conference</b>	<b>26,404</b>	<b>23,977</b>	<b>-2,427</b>
Footnotes	700	0	-700
GFOA Reception Sponsors	1,750	3,525	1,775
Interest Inc	706	358	-348
<b>Social Outing</b>			
Golf	11,905	10,120	-1,785
Past Presidents Luncheon	535	1,050	515
Rockies Event	746	1,028	282
<b>TOTAL Social Outing</b>	<b>13,186</b>	<b>12,198</b>	<b>-988</b>
<b>Training</b>			
Accounting	10,340	5,795	-4,545
Budgeting	2,445	2,230	-215
Ethics	1,680	885	-795
Financial Administration	7,585	4,120	-3,465
GASB Updates	0	1,740	1,740
Grant Admin	70	0	-70
Internal Controls	0	150	150
Other Training	770	1,055	285
S Tax Audit	820	0	-820
<b>TOTAL Training</b>	<b>23,710</b>	<b>15,975</b>	<b>-7,735</b>
<b>TOTAL INCOME</b>	<b>88,720</b>	<b>80,290</b>	<b>-8,430</b>
<b>EXPENSES</b>			
Administrator	43,500	42,700	800
Awards	348	28	320
Board meetings	3,159	4,356	-1,197
<b>Coalition Meetings Exp</b>			
<b>Fast Track Education</b>			
Food & Rooms	312	0	312
Materials	194	0	194
Other Coalition Meetings Exp:Fast Track ...	0	72	-72
<b>TOTAL Fast Track Education</b>	<b>506</b>	<b>72</b>	<b>434</b>
<b>Tax Audit Coalition</b>			
Tax Audit Coalition - Meals	592	2,044	-1,452
Tax Audit Coalition - Rooms & Speakers	2,237	150	2,087

# CGFOA Income/Expense Comparison 2011/2012 - Last year

1/1/2011 through 12/31/2012

1/15/2013

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Category Description	1/1/2011- 12/31/2011	1/1/2012- 12/31/2012	Amount Difference
Other Coalition Meetings Exp:Tax Audit C...	0	671	-671
<b>TOTAL Tax Audit Coalition</b>	<b>2,828</b>	<b>2,865</b>	<b>-36</b>
West Slope Education	1,524	554	970
Other Coalition Meetings Exp	0	11	-11
<b>TOTAL Coalition Meetings Exp</b>	<b>4,858</b>	<b>3,501</b>	<b>1,357</b>
<b>Financial Aid</b>			
Annual Conference	1,686	1,870	-184
Scholarship - Nielsen	2,500	2,500	0
Training-Coalition Mtgs	0	630	-630
<b>TOTAL Financial Aid</b>	<b>4,186</b>	<b>5,000</b>	<b>-814</b>
GFOA Cnf-Pres	0	697	-697
GFOA Conf Reception	1,937	2,554	-617
Gifts Given	100	249	-149
Insurance	1,022	1,093	-71
Library Materials	45	418	-373
Meals & Entertn	509	0	509
<b>Misc Office Expenses</b>			
Bank Charge	2,102	1,893	209
Postage	496	41	455
Printing	128	55	73
Supplies, Bus	0	16	-16
Other Misc Office Expenses	0	505	-505
<b>TOTAL Misc Office Expenses</b>	<b>2,726</b>	<b>2,509</b>	<b>216</b>
Newsletter exp	318	0	318
Outreach	0	375	-375
<b>Professional Fees</b>			
State Registration	0	10	-10
Tax Return	810	725	85
<b>TOTAL Professional Fees</b>	<b>810</b>	<b>735</b>	<b>75</b>
<b>Social Events</b>			
Golf Tourney	10,216	9,392	824
Past President's Luncheon Exp	965	350	615
Rockies event	835	1,385	-550
Other Social Events	119	0	119
<b>TOTAL Social Events</b>	<b>12,134</b>	<b>11,127</b>	<b>1,007</b>
Telephone & Fax	3,087	3,130	-43
<b>Training Expenses</b>			
Instructors	10,922	10,057	865
Materials	2,017	2,346	-329
Misc	49	8	41
Rooms-Food	6,636	4,735	1,900
<b>TOTAL Training Expenses</b>	<b>19,624</b>	<b>17,147</b>	<b>2,476</b>
Travel	232	68	163
Web page	400	300	100
<b>TOTAL EXPENSES</b>	<b>98,993</b>	<b>95,988</b>	<b>3,005</b>
<b>OVERALL TOTAL</b>	<b>-10,273</b>	<b>-15,697</b>	<b>-5,425</b>

## Reconciliation Summary

## BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			62,157.07
Checks and Payments	2	Items	-22,182.54
Deposits and Other Credits	3	Items	67.15
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			40,041.68

## YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			40,041.68
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 12/31/2012:			40,041.68
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			40,041.68

Uncleared Transaction Detail up to 12/31/2012

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
Total Uncleared Checks and Payments				0 Items		0.00
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				0 Items		0.00



Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			5,180.98
Checks and Payments	7	Items	-6,483.93
Deposits and Other Credits	6	Items	11,720.00
Service Charge	0	Items	0.00
Interest Earned	1	Item	0.70
Ending Balance of Bank Statement:			10,417.75

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			10,417.75
Checks and Payments	0	Items	0.00
Deposits and Other Credits	2	Items	1,200.00
Register Balance as of 12/31/2012:			11,617.75
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			11,617.75

CoBIZ Bank Recon 12/31/12

CGFOA COBIZ  
1/15/2013

Uncleared Transaction Detail up to 12/31/2012

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
Total Uncleared Checks and Payments				0 Items		0.00
Uncleared Deposits and Other Credits						
12/31/2012	CC	Various		Dues:Dues-associates		240.00
12/31/2012	CC	Various		Dues:Dues-associates		960.00
Total Uncleared Deposits and Other Credits				2 Items		1,200.00
Total Uncleared Transactions				2 Items		1,200.00

# CGFOA Check Register Detail Jan to Dec - 2012

1/1/2012 through 12/31/2012

1/15/2013

Page 1

Date	Num	Category	Amount
<b>BALANCE 12/31/2011</b>			<b>67,356.90</b>
1/1/2012	EFT	Interest Inc	47.30
1/3/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
1/3/2012	EFT	Misc Office Expenses:Bank Charge	-62.83
1/6/2012	2410	S --Split--	-3,576.94
1/20/2012	2411	Board meetings	-16.05
1/20/2012	2412	Board meetings	-44.50
1/20/2012	2413	S --Split--	-307.40
1/20/2012	2414	Board meetings	-17.21
1/20/2012	2415	Board meetings	-101.27
1/20/2012	2416	S --Split--	-419.90
1/20/2012	2417	Board meetings	-27.97
1/20/2012	2418	Board meetings	-8.74
1/20/2012	2419	Board meetings	-36.08
1/20/2012	2420	Board meetings	-204.00
1/20/2012	2421	Board meetings	-39.96
1/20/2012	2422	Board meetings	-44.95
1/23/2012	EFT	Telephone & Fax	-112.10
1/23/2012	EFT	Telephone & Fax	-63.15
1/26/2012	DEP	Board meetings	129.56
1/27/2012	DEP	S --Split--	22,709.59
1/27/2012	DEP	Fall Conference:Fall Conference - CMCA	1,267.44
1/31/2012	EFT	Misc Office Expenses:Bank Charge	-21.30
1/31/2012	EFT	Interest Inc	0.30
2/1/2012	EFT	Interest Inc	47.33
2/2/2012	2423	GFOA Cnf-Pres	-697.00
2/2/2012	2424	S --Split--	-4,898.15
2/2/2012	2425		0.00
2/2/2012	EFT	Misc Office Expenses:Bank Charge	-62.45
2/3/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
2/7/2012	DEP	Dues:Dues-associates	325.00
2/7/2012	DEP	Dues:Dues-actives	1,080.00
2/9/2012	CC	Dues:Dues-actives	2,490.00
2/10/2012	DEP	Dues:Dues-actives	690.00
2/15/2012	DEP	Dues:Dues-associates	1,400.00
2/15/2012	DEP	Dues:Dues-actives	1,430.00
2/20/2012	CC	Dues:Dues-actives	3,180.00
2/20/2012	CC	Dues:Dues-associates	2,575.00
2/20/2012	DEP	Training:GASB Updates	30.00
2/20/2012	DEP	Dues:Dues-actives	275.00
2/20/2012	CC	Dues:Dues-associates	375.00
2/22/2012	EFT	Telephone & Fax	-64.16
2/23/2012	CC	Training:GASB Updates	595.00
2/23/2012	EFT	Telephone & Fax	-150.01
2/28/2012	DEP	Dues:Dues-actives	505.00
2/28/2012	DEP	Dues:Dues-actives	150.00
2/29/2012	EFT	Interest Inc	2.01
3/1/2012	EFT	Interest Inc	24.56
3/1/2012	DEP	Training:GASB Updates	115.00
3/2/2012	EFT	Misc Office Expenses:Bank Charge	-361.23

# CGFOA Check Register Detail Jan to Dec - 2012

1/1/2012 through 12/31/2012

1/15/2013

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Date	Num	Category	Amount
3/5/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
3/7/2012	DEP	Social Outing:Golf	750.00
3/7/2012	DEP	S --Split--	440.00
3/7/2012	2426	S --Split--	-4,610.88
3/9/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
3/16/2012	2427	Coalition Meetings Exp:Tax Audit Coali...	-150.00
3/22/2012	EFT	Telephone & Fax	-68.81
3/22/2012	EFT	Telephone & Fax	-106.33
3/27/2012	2428	Training Expenses:Instructors	-4,752.86
3/28/2012	CC	S --Split--	3,740.00
3/29/2012	DEP	Dues:Dues-associates	125.00
3/29/2012	DEP	S --Split--	200.00
3/29/2012	DEP	Dues:Dues-actives	330.00
3/30/2012	EFT	Interest Inc	2.73
<b>1/1/2012 - 3/31/2012</b>			<b>23,972.79</b>
<b>BALANCE 3/31/2012</b>			<b>91,329.69</b>
4/1/2012	EFT	Interest Inc	26.26
4/2/2012	CC	S --Split--	760.00
4/3/2012	EFT	Misc Office Expenses:Bank Charge	-15.90
4/3/2012	EFT	Misc Office Expenses:Bank Charge	-171.61
4/5/2012	2429	S --Split--	-5,101.00
4/5/2012	2430	Financial Aid:Training-Coalition Mtgs	-500.00
4/5/2012	CC	S --Split--	1,530.00
4/5/2012	CC	Dues:Dues-actives	750.00
4/5/2012	DEP	Training:GASB Updates	100.00
4/5/2012	DEP	S --Split--	570.00
4/5/2012	DEP	Social Outing:Golf	750.00
4/12/2012	2431	Professional Fees:Tax Return	-725.00
4/23/2012	EFT	Telephone & Fax	-70.12
4/25/2012	2432	Training Expenses:Instructors	-673.35
4/25/2012	EFT	Telephone & Fax	-148.75
4/25/2012	DEP	Social Outing:Golf	1,500.00
4/25/2012	DEP	Coalition Meetings Inc:West Slope Coa...	40.00
4/27/2012	2433	Board meetings	-348.65
4/27/2012	2435	Board meetings	-299.88
4/27/2012	2434	Board meetings	-135.42
4/27/2012	2436		0.00
4/27/2012	2437	Board meetings	-373.32
4/27/2012	CC	Social Outing:Golf	1,250.00
4/30/2012	CC	Social Outing:Golf	500.00
4/30/2012		Interest Inc	2.33
5/1/2012	EFT	Interest Inc	25.42
5/2/2012	EFT	Misc Office Expenses:Bank Charge	-187.70
5/3/2012	2438	Board meetings	-252.00
5/3/2012	EFT	Misc Office Expenses:Bank Charge	-15.90
5/7/2012	DEP	S --Split--	1,465.00
5/7/2012	CC	S --Split--	3,655.00
5/7/2012	2439	S --Split--	-5,696.60
5/10/2012	2440	Coalition Meetings Exp:Tax Audit Coali...	-250.00
5/10/2012	2441	Social Events:Golf Tourney	-55.00

# CGFOA Check Register Detail Jan to Dec - 2012

1/1/2012 through 12/31/2012

1/15/2013

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Date	Num	Category	Amount
5/22/2012	EFT	Telephone & Fax	-65.04
5/24/2012	EFT	Telephone & Fax	-113.51
5/30/2012	DEP	S --Split--	165.00
5/30/2012	CC	S --Split--	495.00
5/31/2012		Interest Inc	2.35
6/1/2012	EFT	Interest Inc	26.28
6/1/2012	2442	S --Split--	-13,561.52
6/4/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
6/4/2012	EFT	Misc Office Expenses:Bank Charge	-172.22
6/6/2012	DEP	Training:Budgeting	60.00
6/8/2012	CC	S --Split--	1,215.00
6/8/2012	CC	Social Outing:Golf	55.00
6/20/2012	2443	Training Expenses:Instructors	-1,040.27
6/22/2012	EFT	Telephone & Fax	-63.03
6/25/2012	EFT	Telephone & Fax	-139.23
6/30/2012	2444		0.00
6/30/2012		Interest Inc	1.39
<b>4/1/2012 - 6/30/2012</b>			<b>-15,238.94</b>
<b>BALANCE 6/30/2012</b>			<b>76,090.75</b>
7/1/2012	EFT	Interest Inc	25.44
7/1/2012	DEP	S --Split--	590.00
7/1/2012	DEP	S --Split--	1,275.00
7/3/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
7/3/2012	EFT	Misc Office Expenses:Bank Charge	-86.69
7/13/2012	2445	S --Split--	-6,827.66
7/13/2012	CC	S --Split--	1,620.00
7/13/2012	CC	GFOA Reception Sponsors	500.00
7/13/2012	DEP	S --Split--	1,680.00
7/23/2012	CC	S --Split--	510.00
7/23/2012	CC	S --Split--	1,038.00
7/23/2012	DEP	S --Split--	338.00
7/23/2012	EFT	Telephone & Fax	-96.32
7/23/2012	EFT	Telephone & Fax	-66.69
7/24/2012	2446	S --Split--	-71.83
7/27/2012	2447	Training Expenses:Instructors	-1,000.00
7/27/2012	2448	S --Split--	-1,832.86
7/27/2012	2449	Training Expenses:Rooms-Food	-239.01
7/27/2012	2450	Board meetings	-20.09
7/27/2012	2451	Board meetings	-99.90
7/27/2012	CC	S --Split--	460.00
7/30/2012	DEP	S --Split--	270.00
7/30/2012	CC	Social Outing:Rockies Event	24.00
7/31/2012		Interest Inc	1.07
8/1/2012	EFT	Interest Inc	26.30
8/2/2012	DEP	S --Split--	508.00
8/2/2012	2452	S --Split--	-4,854.45
8/2/2012	2453	Board meetings	-16.65
8/2/2012	2454	Board meetings	-35.00
8/2/2012	EFT	Misc Office Expenses:Bank Charge	-183.77
8/3/2012	CC	S --Split--	1,110.00



# CGFOA Check Register Detail Jan to Dec - 2012

1/1/2012 through 12/31/2012

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Date	Num	Category	Amount
8/3/2012	CC	Training:Budgeting	40.00
8/3/2012	EFT	Misc Office Expenses:Bank Charge	-15.90
8/6/2012	2455	Financial Aid:Training-Coalition Mtgs	-130.00
8/13/2012	DEP	S --Split--	360.00
8/16/2012	2456	Coalition Meetings Exp:West Slope Ed...	-118.32
8/16/2012	2457	Coalition Meetings Exp:West Slope Ed...	-225.00
8/16/2012	2458	S --Split--	-584.30
8/17/2012	CC	S --Split--	2,380.00
8/22/2012	DEP	S --Split--	345.00
8/22/2012	EFT	Telephone & Fax	-78.14
8/23/2012	EFT	Telephone & Fax	-117.67
8/27/2012	CC	S --Split--	1,295.00
8/27/2012	CC	Training:Accounting	50.00
8/31/2012		Interest Inc	1.04
9/1/2012	EFT	Interest Inc	26.31
9/4/2012	EFT	Misc Office Expenses:Bank Charge	-15.90
9/4/2012	EFT	Misc Office Expenses:Bank Charge	-217.83
9/5/2012	2461	Outreach	-130.02
9/5/2012	2462		0.00
9/6/2012	2459	S --Split--	-6,157.93
9/6/2012	2460	Misc Office Expenses:Printing	-50.00
9/7/2012	CC	Training:Accounting	405.00
9/14/2012	CC	Training:Other Training	1,055.00
9/18/2012	2463	Financial Aid:Scholarship - Nielsen	-2,500.00
9/18/2012	2464	Coalition Meetings Exp:West Slope Ed...	-210.82
9/24/2012	EFT	Telephone & Fax	-65.89
9/24/2012	EFT	Telephone & Fax	-85.91
9/30/2012		Interest Inc	0.54
<b>7/1/2012 - 9/30/2012</b>			<b>-10,208.80</b>
<b>BALANCE 9/30/2012</b>			<b>65,881.95</b>
10/1/2012	EFT	Interest Inc	25.47
10/1/2012	2465	Insurance	-1,093.00
10/2/2012	EFT	Misc Office Expenses:Bank Charge	-92.94
10/3/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
10/4/2012	2466	Misc Office Expenses:Postage	-9.00
10/5/2012	2467	S --Split--	-4,428.72
10/9/2012		[CGFOA COBIZ]	-12,182.54
10/9/2012	TXFR	[CD - COBIZ]	12,182.54
10/16/2012	2468	Financial Aid:Annual Conference	-250.00
10/16/2012	2469		0.00
10/16/2012	2470	Financial Aid:Annual Conference	-270.00
10/16/2012	2471	Financial Aid:Annual Conference	-100.00
10/16/2012	2472	Financial Aid:Annual Conference	-250.00
10/16/2012	2473	Financial Aid:Annual Conference	-250.00
10/16/2012	2474	Financial Aid:Annual Conference	-250.00
10/16/2012	2475	Financial Aid:Annual Conference	-500.00
10/22/2012	EFT	Telephone & Fax	-73.01
10/22/2012	CC	Dues:Dues-associates	30.00
10/22/2012	DEP	Dues:Dues-associates	60.00
10/25/2012	EFT	Telephone & Fax	-131.13

CGFOA Check Register Detail Jan to Dec - 2012

1/1/2012 through 12/31/2012

1/15/2013

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Date	Num	Category	Amount
10/26/2012	DEP	S --Split--	262.32
10/29/2012	CC	S --Split--	760.00
10/31/2012		Interest Inc	0.72
11/1/2012	EFT	Interest Inc	21.18
11/1/2012	CC	Dues:Dues-associates	30.00
11/2/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
11/2/2012	EFT	Misc Office Expenses:Bank Charge	-72.56
11/5/2012	CC	Dues:Dues-associates	60.00
11/6/2012	2476	Outreach	-245.36
11/6/2012	2477	S --Split--	-3,947.02
11/6/2012	2478	S --Split--	-157.63
11/6/2012	CC	S --Split--	400.00
11/7/2012	CC	Dues:Dues-associates	30.00
11/15/2012	2479	Gifts Given	-124.55
11/22/2012	EFT	Telephone & Fax	-92.65
11/26/2012	EFT	Telephone & Fax	-131.14
11/30/2012		Interest Inc	0.58
12/1/2012	EFT	Interest Inc	20.50
12/3/2012	EFT	Misc Office Expenses:Bank Charge	-64.82
12/3/2012	EFT	Misc Office Expenses:Bank Charge	-7.95
12/4/2012	DEP	S --Split--	670.00
12/6/2012	2480	S --Split--	-3,857.45
12/10/2012	DEP	Social Outing:Past Presidents Luncheon	175.00
12/13/2012		[CGFOA COBIZ]	-10,000.00
12/13/2012	2481	Training Expenses:Instructors	-2,235.47
12/13/2012	TXFR	[CD - COBIZ]	10,000.00
12/19/2012	CC	Social Outing:Past Presidents Luncheon	840.00
12/22/2012	EFT	Telephone & Fax	-80.03
12/22/2012	EFT	Telephone & Fax	-113.66
12/28/2012	CC	Social Outing:Past Presidents Luncheon	35.00
12/31/2012	CC	Dues:Dues-associates	240.00
12/31/2012	CC	Dues:Dues-associates	960.00
12/31/2012		Interest Inc	0.70
<b>10/1/2012 - 12/31/2012</b>			<b>-14,222.52</b>

**BALANCE 12/31/2012** **51,659.43**

**OVERALL TOTAL** **-15,697.47**

**TOTAL INFLOWS** **102,712.56**

**TOTAL OUTFLOWS** **-118,410.03**

**NET TOTAL** **-15,697.47**

**Colorado Government Finance Officers Association  
2013 Proposed Budget**

	<b>2012 Amended Budget</b>	<b>2012 Actual</b>	<b>2013 Proposed Budget</b>
<b>CASH BALANCE BEGINNING YEAR (Projected)</b>	<b>\$ 67,356</b>	<b>\$ 67,356</b>	<b>\$ 51,659</b>
<b>INCOME</b>			
CGFO Certification	\$ 100	\$ -	\$ 100
Coalition Meetings	\$ 1,250	\$ 852	\$ 900
Dues	\$ 22,500	\$ 23,405	\$ 27,500
Fall Conference	\$ 23,979	\$ 23,977	\$ 43,900
Footnotes	\$ 500	\$ -	\$ 250
GFOA Reception Sponsors	\$ 1,500	\$ 3,525	\$ 3,500
Interest Inc	\$ 500	\$ 358	\$ 250
Social Outings	\$ 12,500	\$ 12,198	\$ 14,000
Training	\$ 25,500	\$ 15,975	\$ 22,500
<b>TOTAL INCOME</b>	<b>\$ 88,329</b>	<b>\$ 80,290</b>	<b>\$ 112,900</b>
<b>EXPENSES</b>			
Administrator	\$ 43,050	\$ 42,700	\$ 44,126
Awards	\$ 500	\$ 28	\$ 500
Board meetings	\$ 3,000	\$ 4,356	\$ 5,000
Coalition Meetings	\$ 6,500	\$ 3,501	\$ 3,775
Financial Aid	\$ 8,000	\$ 5,000	\$ 9,000
GFOA Cnf-Pres	\$ 1,500	\$ 697	\$ 1,000
GFOA Conf Reception	\$ 1,500	\$ 2,554	\$ 2,000
Gifts Given	\$ 250	\$ 249	\$ 250
Insurance	\$ 1,100	\$ 1,093	\$ 1,100
Library Materials	\$ 500	\$ 418	\$ 500
Meals & Entertainment	\$ 500	\$ -	\$ 250
Misc Office Expenses	\$ 2,725	\$ 2,509	\$ 2,225
Newsletter exp	\$ 350	\$ -	\$ 225
Outreach	\$ 500	\$ 375	\$ 500
Professional Fees	\$ 1,150	\$ 735	\$ 1,020
Social Events	\$ 12,200	\$ 11,127	\$ 10,500
Telephone & Fax	\$ 3,100	\$ 3,130	\$ 3,100
Training Expenses	\$ 18,550	\$ 17,147	\$ 17,275
Travel	\$ 1,000	\$ 68	\$ 150
Web page	\$ 1,200	\$ 300	\$ 1,000
<b>TOTAL EXPENSES</b>	<b>\$ 107,175</b>	<b>\$ 95,987</b>	<b>\$ 103,496</b>
<b>GAIN(LOSS)</b>	<b>\$ (18,846)</b>	<b>\$ (15,697)</b>	<b>\$ 9,404</b>
<b>CASH BALANCE END OF YEAR</b>	<b>\$ 48,510</b>	<b>\$ 51,659</b>	<b>\$ 61,063</b>

**Colorado Government Finance Officers Association**

**2013 Proposed Budget**

<b>CASH BALANCE BEGINNING YEAR (Actual)</b>		<b>\$ 51,659</b>
<b>INCOME</b>		
CGFO Certification		\$ 100
Coalition Meetings - Annual Education		
West Slope Coalition	\$ 900	
Tax Audit Coalition	\$ -	
TOTAL Coalition Meetings		\$ 900
Dues		
Dues-actives	\$ 20,000	
Dues-associates	\$ 7,500	
TOTAL Dues		\$ 27,500
Annual Conference		
Annual Conference - CMCA	\$ 2,500	
Net Proceeds (CGFOA/CMCA)	\$ 40,437	
Silent Auction Proceeds	\$ 963	
TOTAL Fall Conference		\$ 43,900
Footnotes		\$ 250
GFOA Reception Sponsors		\$ 3,500
Interest Inc		\$ 250
Social Outing		
Golf	\$ 12,000	
Past President's Luncheon	\$ 1,000	
Rockies Event	\$ 1,000	
TOTAL Social Outing		\$ 14,000
Training		
Accounting/Budgeting	\$ 7,500	
Financial Administration	\$ 7,500	
Ethics	\$ 2,500	
Other Training	\$ 5,000	
TOTAL Training		\$ 22,500
<b>TOTAL INCOME</b>		<b>\$ 112,900</b>
<b>EXPENSES</b>		
Administrator		\$ 44,126
Awards		\$ 500
Board meetings		\$ 5,000
Coalition Meetings - Annual Education		
Annual Education	\$ 125	
Food & Meeting Expenses	\$ 75	
Materials	\$ 75	
TOTAL Annual Education		\$ 275
Tax Audit Coalition		
Food	\$ 1,500	
Meetings	\$ 1,500	
TOTAL Tax Audit Coalition		\$ 3,000

**Colorado Government Finance Officers Association**

**2013 Proposed Budget**

West Slope Education	<u>\$ 500</u>	
TOTAL Coalition Meetings		\$ 3,775
Scholarships		
Annual Conference	\$ 3,500	
Careers & Outreach	\$ 1,500	
Scholarship - Nielsen	\$ 2,500	
Annual Education	<u>\$ 1,500</u>	
TOTAL Financial Aid		\$ 9,000
GFOA Cnf-Pres		\$ 1,000
GFOA Conf Reception		\$ 2,000
Gifts Given		\$ 250
Insurance		\$ 1,100
Library Materials		\$ 500
Meals & Entertainment		\$ 250
Misc Office Expenses		
Bank Charge	\$ 1,500	
Postage	\$ 50	
Printing	\$ 125	
Supplies, Bus	\$ 50	
Other Office Expenses	<u>\$ 500</u>	
TOTAL Misc Office Expenses		\$ 2,225
Newsletter exp		\$ 225
Outreach		\$ 500
Professional Fees		
Legal	\$ 250	
State Registration	\$ 20	
Tax Return	\$ 750	
TOTAL Professional Fees		\$ 1,020
Social Events		
Golf Tourney	\$ 9,500	
Past President's Luncheon Exp	\$ 500	
Rockies event	\$ 500	
TOTAL Social Events		\$ 10,500
Telephone & Fax		\$ 3,100
Training Expenses		
Instructors	\$ 10,000	
Materials	\$ 2,250	
Miscellaneous	\$ 25	
Rooms-Food	\$ 5,000	
TOTAL Training Expenses		\$ 17,275
Travel		\$ 150
Web page		\$ 1,000
<b>TOTAL EXPENSES</b>		<u><b>\$ 103,496</b></u>
<b>GAIN(LOSS)</b>		<u><b>\$ 9,404</b></u>
<b>CASH BALANCE END OF YEAR</b>		<u><b>\$ 61,063</b></u>

**2013 CGFOA/CMCA Annual Conference**  
**Nov 19-22, 2013**      **Beaver Run Resort, Breckenridge, CO**

L=Level of Class: Advanced, Beginning

<u>Date/Time</u>	<u># Session</u>	<u>L</u>	<u>Moderator</u>	<u>Speaker(s)</u>
<b><u>Tuesday 11/19</u></b>				
Noon-8:00 p.m.	Registration and Silent Auction			
9:00 a.m.-4:00 p.m.	1 Clerks - Athenian Dialogue			
8:00 a.m.-12:30 p.m.	2 CPFO Testing			
12:30-2:30 p.m.	3 Ethics - Behavioral		Kathy Velzen	
12:30-5:00 p.m.	4 CPFO Testing		Kathy Velzen	
3:00-5:00 p.m.	5 Social Activities			
5:00-5:30 p.m.	6 Volunteer Training			Kathy Velzen, Conference Administrator
5:30-6:00 p.m.	7 Moderator Training			Kathy Velzen, Conference Administrator
6:00-6:30 p.m.	8 First Time Attendee Orientation			
6:30-8:00 p.m.	Reception (Sponsored)			

*Dinner On Your Own*

**Wednesday 11/20**

7:00-8:00 a.m.	Breakfast			
8:00-9:45 a.m.	9 Opening Session			
9:45-10:00	Break			
10:00 a.m. - Noon	Concurrent Sessions			
	10 Developing Effective Financial Policies	A	Cheryl Patelli	
	11 Best Practices in Cash Management (incl PCI Compliance)		David May	JP Morgan
	12 Career Tracks in Gov't Finance		Tammy Hitchens	
	13 CTAC - Amendment 64 Panel		Alan Haynes	
	14 Social Media: Who have you tweeted lately?		Cindy Morse	
	15 CORA Who?		Laura Bauer	
Noon - 1:00 p.m.	Lunch			
1:00-2:00 p.m.	Vendor Hour			
2:00-2:15 p.m.	Break			
2:15 - 3:15	Concurrent Sessions			
	16 Developing Effective Financial Policies Roundtable	A	Cheryl Patelli	
	17 Audits of Forfeiture Funds		Debbie Murray	
	18 Developing an RFP		Karin Slater	
	19 CTAC		Alan Haynes	
	20 Council On Boarding		Cindy Morse	
	21 Stress Management		Rhonda Coxon	

2013 CGFOA/CMCA Annual Conference

Nov 19-22, 2013

Beaver Run Resort, Breckenridge, CO

L=Level of Class: Advanced, Beginning

<u>Date/Time</u>	<u># Session</u>	<u>L Moderator</u>	<u>Speaker(s)</u>
3:15 - 3:30	<i>Break</i>		
3:30 - 5:15	<i>Concurrent Sessions</i>		
	22 Emer Mngmt/Disaster Financial Aspects	Sherri Rickard	
	23 Investment 101	B Ned Connolly	
	24 Budget 101	B Jarrod Biggs	Jarrod Biggs
	25 Accounting for Pensions	A Catrina Gonzales	
	26 Taming the Paper Tiger	Wendy Heffner	
	27 Managing Up	Bruce Roome	
	28 CTAC	Alan Haynes	
5:30 p.m.	<i>Free Time, Dinner On Your Own and Hospitality Receptions</i>		

Thursday 11/21

7:00-8:00 a.m.	<i>Breakfast</i>		
8:00 - 9:45 a.m.	<i>Concurrent Sessions</i>		
	29 Financial Results of Long-Term Energy Conservation Efforts	Tammy Hitchens	Tom Ochtera/Siemans
	30 CYA - How Fraud Happens	Jodie Cates	BKD
	31 Single Audits - Part 1	A Sara Kurtz/ Tyra Litzau	Sara Kurtz/ Tyra Litzau
	32 Tabor Calculations - In Depth	A Sam Boster	
	33 Courtesy Book Camp	Kerry Bush	
	34 F*** this Election, FCPA	Bruce Roome	
9:45-10:15 a.m.	<i>Break</i>		
10:15 a.m. - Noon	<i>Concurrent Sessions</i>		
	35 Conveying the Importance of Internal Controls	Marty Ferris	Doug Cash, Eide Bailly
	36 Single Audits - Part 2	A Sara Kurtz/ Tyra Litzau	Sara Kurtz/ Tyra Litzau
	37 Effective Presentations	Laurie Litwin	
	38 Building Morale in the Workplace	Tom Matchett	Mtn States?
	39 Election Update	Cindy Morse	
	40 Avoiding Procrastination	Wendy Heffner	
Noon- 1:00 p.m.	41 Lunch and Legislative Update	Kathy Velzen	Sam Mamet
1:00 - 2:00 p.m.	<i>Concurrent Sessions</i>		
	42 Small Business Administration - How to help the Businesses in your Community	Kathy Velzen	Judy Ferris
	43 Financial Transparency Panel	Catrina Gonzales	
	44 Investment 201	Ned Connolly	
	45 One-on-One Vendor Appts.		Have a room set w/ Roundtables available
1:00 - 3:00 p.m.	<i>Concurrent Sessions</i>		
	46 GASB Update	Jodie Cates	
	47 Basic Public Finance Concepts	Kathy Elmont	Sherman&Howard
	48 What Happens in Vegas Can Happen Here	April Hessman	
2:00 - 3:00 p.m.	<i>Concurrent Sessions</i>		
	49 DOLA Demographics	Jarrod Biggs	
	50 Outsmarting Investment Fraud	Tammy Hitchens	SEC

**2013 CGFOA/CMCA Annual Conference**

**Nov 19-22, 2013**

**Beaver Run Resort, Breckenridge, CO**

L=Level of Class: Advanced, Beginning

<u>Date/Time</u>	<u># Session</u>	<u>L Moderator</u>	<u>Speaker(s)</u>
	51 Self Time Management	Traci Matlock	
	52 Ethics (needs different title)	Clerks	
	53 One-on-One Vendor Appts.		Have a room set w/ Roundtables available
3:00 - 3:15 p.m.	<i>Break</i>		
3:15 - 5:15 p.m.	54 CMCA Business Meeting		
3:15 - 5:15 p.m.	55 CGFOA Members' Meeting		
6:00-6:30 p.m.	<i>Cocktails</i>		
6:30-8:30 p.m.	<i>Conference Banquet - Silent Auction (closes at 7:30 p.m.) Vendor Drawings Silent Auction Winners</i>		

**Friday 11/22**

7:15-8:15 a.m.	<i>Breakfast</i>		
7:15-8:15 a.m.	<i>CGFOA Board Breakfast Meeting</i>		
7:15-8:15 a.m.	<i>CMCA Board Breakfast Meeting</i>		
8:15 - 10:00 a.m.	<i>Concurrent Sessions</i>		
	56 CPFO Roundtable	Sherri Rickard	
	57 How to Communicate Financial Info to Elected Officials	A Brent Worthington	Kathie Novak
	58 Working with your Auditors	A Tyra Litzau	
	59 Liquor Licensing Update	Cheryl Aragon	
	60 Leadership Goes to the Movies	Kerry Bush	
10:00-10:30 a.m.	<i>Break</i>		
10:30 - 11:30 a.m.	61 Closing Session: Economic Update	Marty Ferris	Rich Wobbekind
11:45 a.m.	CGFOA/CMCA Conference Committee Debriefing Lunch		

**Other suggested fill-ins if needed**

Debt Options  
Donations/Volunteers/Fundraising for Entities  
Ignite Session  
Process Mapping  
1099 Requirements  
Effective Leadership  
Human Resources/Terminations



**CGFOA Annual Class Schedule**  
**2013**

6/2-5 gfoa  
5/17 golf (class 5/16)

6/18-6/21 cml  
9/18-20 sda

<b><u>Class</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>	<b><u>Location Details</u></b>	<b><u>Coordinator</u></b>	<b><u>Instructor</u></b>
<b><i>Achieving Fiscal Health</i></b>						Center for Priority Based Budgeting
<b><i>Priority Based Budgeting</i></b>	1/2 day February					Center for Priority Based Budgeting
	1/2 day March					
<b><i>Debt Mngmt (Debt Options, Capital Assets Financing)/ muni bond plan/sale</i></b>	March (same day)	a.m.			Tammy Hitchens	Helen Cregger, Piper Jaffray
<b><i>Direct Bank Lending round table</i></b>		p.m.				Mike Shannon, Aurora
<b><i>Long-Term Fiscal Forecasting</i></b>	5/16/2013	p.m.	Lakewood/Westminster		Marty Ferris	Bob Eichem Phyllis Resnick
<b><i>Budget 201</i></b>	May				Jarrold Biggs	need a person - Kathy V
<b><i>Fundamental Governmental acctg (Very Basic) Beginning Acctg</i></b>	beg of June end of June		Glenwood Spgs Glenwood Spgs			Karin Slater Karin Slater
<b><i>??not budget</i></b>	CML					
<b><i>Grants Nuts/Bolts Grants Advanced</i></b>	After June (Sara will email	a.m. p.m.	Frnt Rnge &/or Western Slope?			Sara Kurtz, Eide Bailly Sara Kurtz, Eide Bailly
<b><i>Evaluating Fiscal Health</i></b>	Summer/Fall	1/2 Day			Kathy Elmont?	Tyra Litzau/Randy Watkins, Anton Collins Mitchell
<b><i>1099 Reporting</i></b>			Western Slope			
<b><i>Intermediate Governmental Acctg</i></b>	July		Front Range			Paul Neidermeyer, CliftonLarsonAllen
<b><i>Intermediate Governmental Acctg</i></b>			Glenwood			Karin Slater
<b><i>Budget 101/Demographics</i></b>	7/23-25 7/31-8/1		Alamosa, Montrose, Frisco Loveland/Longmont		Jarrold Biggs Jarrold Biggs	Jarrold Biggs Jarrold Biggs

<u>Class</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Location Details</u>	<u>Coordinator</u>	<u>Instructor</u>
<b>Advanced Governmental Acctg</b>	August		Front Range			Paul Neidermeyer, CliftonLarsonAllen
<b>Advanced Financial Reporting</b>	Fall	late Aug/early Sept				PaulGlick
<b>Accounting for Enterprise funds</b>	Fall	late Aug/early Sept				PaulGlick
<b>Health Care requirements update</b>	Fall				Jodie Cates	
<b>CML Session - Fund Acctg for Non-accountants</b>	June 18 - 21, 2013		Vail		Catrina Gonzales	Bob Lamb
<b>Social Services Accounting</b>					Laurie Litwin	Elaine, Mitch, Neil Christensen, Evelyn? Casey Robbie, Sharon

**Additional Ideas:**

***Communicating revenue realities: Service Provision vs Revenues, Defining core services***

***Debt Options - Capital Assets, Direct Bank Lending***

***Investing Public Funds 101***  
***Investing Public Funds 201***

Frnt Rnge &/or  
Western Slope?

PFM Asset Management LLC  
PFM Asset Management LLC

***Electronic Processing Laws & Regulations, convenience fees***

***Sales Tax***

added 1/15:  
from Annual  
evals

***-Capital Assets***  
***-Analytical Skills Toolset: return on investment; cost benefit analyses; making projections***  
***-Facilitation & Communication Skills***

***-more detailed budget***  
***instruction: how to create line items, one time funds, grants***

## **Historic Notes—February 14, 2013**

### **Organizational Structure of CGFOA Task Force—Historic Information**

Cherie Sanchez appointed a task force to conduct a study and bring back recommendations to the Board of Directors on the appropriate structure and organization for CGFOA. She noted that although the present structure may be best for the organization—we just do not know without further study. She stated that changes to the structure of CGFOA may require amendments to the Bylaws. The task force will be headed by Bob Eichem and include Sam Boster, Sherri Rickard, Catrina Gonzales, Kathy Velzen and possibly Kathy Elmont. Kathy Velzen will coordinate a conference call or meeting and work with other people who might have an interest in participating.

Preceding this action, Bob Eichem, GFOA Executive Board Member and CFO, City of Boulder, offered some history of the organization and recommended that the structure of CGFOA be revisited. He reported that he had been a member of the organization since 1979. At that time, it was called the Colorado Municipal Finance Officers Association (CMFOA) in keeping with the national organization's moniker of MFOA until it changed to GFOA in 1984. Bob Eichem said that when he attended his first CMFOA meeting, there were only three women in the 40 to 50 people attending. As the years went by, there were about 50 percent women attending. Smoking inside was customary then. Many of the men attending didn't have much hair and you couldn't see their belts. Bob Eichem said now, he is unfortunately one of those men with very little hair.

Kathy Velzen stated that in 1981, the national conference of MFOA was held in Denver. She served on the committee bringing the GFOA conference to Denver in 1995. Kathy Velzen added that there are records for the organization back to the early 1970s. CMFOA was loosely structured in the 1970s.

Bob Eichem continued, saying that the CMFOA had been considered an elite organization made up of 50 to 60 municipal finance officers. With the change at the national level, CGFOA opened up its membership to governmental finance officers and related positions from the state, counties, cities, towns and special districts. Also, with the 1984 change, the Board of Directors decided that the Vice President should automatically accede to the position of President. In those days, the Board members would just look around to see who would like to be on the Board. Before the Education Committee started in 1986, whoever came up with an idea for a session would develop the idea, call Aspen Institute and would see it through to completion—without any consistency.

Susanna Stubbs, President in 1995, hired Kathy Barta (Velzen) as a part-time Administrator. CGFOA has over 7,000 members now. The Education Committee has evolved into a very effective part of CGFOA. This organization is the envy of many state organizations. Bob Eichem said that he takes much pride in what CGFOA has done and he is always ready to tell GFOA about the programs CGFOA has here in Colorado.

CGFOA still has the same structure, mission and purpose as in 1979. While this structure has served us well in the past and there may be nothing wrong with it, CGFOA needs to consider the organization's structure and programs for the future. Where do we want to go in the next 20 years? How do we communicate and educate the new generations? Should there still be concerns about the Front Range versus the western slope? Can we handle the loss of an officer, board member or active member like Craig Larson and be able to fill the vacancy? Are we including all of the disciplines, types of entities and geographic areas—the Vice President needs guidelines such as these for recruiting candidates for nomination.

Bob Eichem said that bringing people along is one thing that has worked for this organization. If a candidate runs for office and doesn't win the election, s/he needs to be brought in to get involved with a committee and become known to the membership. He stated that it was good to see the Sales Tax people brought in. He said he really likes that CGFOA is not such an elite organization like it used to be. Tammy Hitchens did a lot to accomplish this—she really raised the bar when she was President. We need to provide education and leadership to develop and grow leadership for the future.

**Bob Eichem** is the Chief Financial Officer for the City of Boulder, Colorado. He is a member of the Executive Board for GFOA. He is a past member of the GFOA Treasury and Investments Management Committee and currently an ex-officio member of the Accounting, Auditing and Financial Reporting Committee.

His undergraduate degree is in business from Colorado State University; his graduate work is ongoing at the University of Colorado at Denver in political science. Bob has served as president of the Colorado Government Finance Officers Association twice, served as the education chairman for 10 years, and has been recognized by his peers as a Colorado Government Finance Officer of the Year. Bob is frequently asked to be a panel member or speaker at national and state conferences on a variety of local government finance topics. He has been working with and implementing financial policies in local government since 1981.

From: Don Warn, Vice President CGFOA

Date: January 28, 2013

RE: Formation of Technical Issues Committee

At the annual 2012 CGFOA membership meeting in Estes Park, I solicited volunteers that would be willing to help define and create a technical issues committee. Five people expressed interest and in early January, we scheduled a conference call to discuss this topic. On January 25, 2013, Bob Eiche, Jeff Hansen, Javier Martinez and Don Warn had a conference call to discuss the formation of the CGFOA Technical Issues Committee. The purpose of the call was to establish an outline for the committee, which included the purpose, goals, actions, structure and responsibilities of committee members.

The consensus of everyone on the conference call was the purpose of the committee is to be a technical resource for the CGFOA membership on a broad range issues affecting the membership. The committee's goal would be to provide technical information to the membership, respond to GASB as appropriate, provide technical articles for publication in footnotes and possibly be a point of contact on technical issues for CML. The structure of the committee would consist of co-chairs, one of which would be Don Warn and we would solicit the membership via a footnotes article to find someone else to serve as the other co-chair. In addition, we would attempt to recruit a cross-section of the membership to serve on the committee, either full-time or on an as-needed basis, so that we could have subject area experts from state, county, city/town, special districts, school districts and other CGFOA representation. The committee would touch base twice a year and meet when there are issues coming forth that have impact of member entities.

Attached for the Board's review is a draft of the proposed Technical Issues Committee Policies and Procedures.

Everyone participating on the conference call believes that this committee is needed and request Board approval to officially form the committee and move forward with our objective.

**Colorado Government Finance Officers Association  
Technical Issues Committee  
Policies and Procedures**

**I. Membership**

**A. Structure**

The Technical Issues Committee (Committee) members should include a cross-section of the CGFOA so as to include state, county, city, special purpose governments, public schools, and other CGFOA representation.

The Co-Chairs are approved by the President and serves as overall Committee coordinators. The Co-Chairs may appoint Chairs for subcommittees as needed.

**B. Purpose, Goals and Plan of Action**

The Committee operates as a technical resource for all CGFOA members on issues related to governmental finance and accounting, and responds to the membership, where possible, in these areas.

**Purpose:** The Committee's primary purpose is to serve as a technical resource to the CGFOA membership.

**Goals:** The Committee carries out this purpose by:

- Being alert to changes, problems and innovations in government finance, both nationally and within the state;
- Bringing governmental financial matters to the members' attention;
- Responding to technical inquiries and requests for financial information;
- Providing technical articles on governmental financial matters to the members.

**Plan of Action:** To meet these goals, Committee members will:

- Respond to discussion memoranda and/or exposure drafts issued by the Government Accounting Standards Board (GASB);
- Respond to other standard or rulemaking bodies concerning governmental finance and accounting;
- Submit technical articles related to committee issues for the CGFOA newsletter (this not to take the place of the articles written by the associate members);
- Provide technical assistance to the membership on new and/or changes to State or Federal laws and regulations, or governmental accounting standards;

**C. Co-Chair Responsibilities**

The Co-Chairs are responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assisting subcommittee Chairpersons with coordination of duties and assignments, reporting activities and results to Committee members and providing reports to the CGFOA President and Board of Directors.

The Co-Chairs are responsible for reviewing and recommending changes to the Committee's purpose, goals and plan of action to the Board of Directors.

The Co-Chairs attend CGFOA Board meetings and are responsible for preparing and presenting a report of Committee activities at Board meetings.

The Co-Chairs are responsible for maintaining continuous communication with the Board of Directors on all committee activities, conference calls and meetings.

The Co-Chairs are responsible for coordinating the submission of articles for the CGFOA newsletter.

The Co-Chairs are responsible for maintaining and updating the Committee's Policies and Procedures documentation.

The Co-Chairs are responsible for presenting an annual report to the membership at the annual conference business meeting. This report should summarize all Committee activities for the year.

The Co-Chairs shall meet with incoming Co-Chairs and the President to communicate any incomplete projects or concerns to facilitate an orderly transition.

#### D. Subcommittee Co-Chairs Responsibilities

Each Subcommittee Chair is responsible for preparing and presenting reports to the Co-Chairs on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective Subcommittee Chairs.

#### E. Members Responsibilities

Committee members are responsible for assisting the Co-Chairs and/or Subcommittee Chairs in determining relevant topics and authors for newsletter articles. Members are also responsible for developing responses to various GASB exposure drafts and discussion memoranda (or other standards setting or rulemaking bodies, as appropriate). Members are also responsible for monitoring and responding to questions and inquires posted to the List Serve.

#### F. Meetings and Attendance

The Committee holds an organization meeting at the annual conference to discuss goals and objectives for the year. Additional meetings are scheduled, if necessary, to develop a list of activities for the year and to discuss the progress on the tasks assigned to each subcommittee and member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged.

## H. Terms

All members are volunteers and serve for a minimum of one-year term. Co-Chairs approved by the President serve for a minimum of two years. A listing of each Committee member including name, title, employing organization, address, telephone number, FAX number, and e-mail address will be compiled and distributed to all Committee members.

## II. Committee Responsibilities and Activities

- A. The Committee is responsible for providing technical articles of interest for the Association newsletter. The Co-Chairs and/or Subcommittee Chairs should obtain a copy of the newsletter publication schedule from the CGFOA Administrator. The Committee should draft articles on topics affecting the membership as they arise. Draft articles should be submitted by the author to the committee members for review and comment prior to submission to the CGFOA Administrator for inclusion in the newsletter.
- B. The Committee is responsible for drafting responses on behalf of the board of directors to GASB exposure drafts and discussion memoranda. As these documents are issued, ad hoc committees should be formed to draft responses. The responses should be reviewed by committee members for comment and Co-Chairs will provide a draft for Board approval prior to issuing a response.
- C. The Committee may also provide assistance to the membership on various technical issues. This is accomplished by responding to direct inquiries and ensuring that responses are made to technical inquiries posted to the List Serves