



## **BOARD OF DIRECTORS MEETING**

**Friday, May 3, 2013—12:30 P.M.**

**Rialto Theater Center**

**222 East Fourth Street, Loveland, CO 80537**

### **AGENDA**

#### **Call to Order**

#### **Introductions**

**Secretary's Report – Sam Boster: Minutes of February 14, 2013 Board Meeting**

**Treasurer's Report – Judy Dahl: Financial Report**

**President's Comments – Cherie Sanchez**

#### **Committee Reports:**

- ⇒ Awards – Molly Kostelecky
- ⇒ Conference 2013 Update – Sherri Rickard
- ⇒ Education
  - Annual Education – Sherri Rickard/Laurie Litwin
  - CML Conference Session – Catrina Gonzales
- ⇒ 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
- ⇒ Western Slope Coalition – Kathy Elmont and Heather Alvarez (written report submitted)
- ⇒ Newsletter – Kathy Velzen
- ⇒ Nominations – Cherie Sanchez
- ⇒ Scholarships – Sharon Spurlin
- ⇒ Social Events
  - Golf – May 17, 2013, 8 a.m. – Fox Hollow
  - National Conference Colorado Event – Sunday, June 2, 2013 – San Francisco Bay Cruise
- ⇒ Governance Task Force Report and Discussion
- ⇒ Technical Task Force Update
- ⇒ Other Business
  - Summer Meeting Discussion/Date – Byron Jefferson
  - Web Site
  - SIPA/Credit Card Processing Update

#### **Adjournment**



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**FRIDAY, MAY 3, 2013**  
**RIALTO THEATER CENTER**  
**222 EAST FOURTH STREET**  
**LOVELAND, CO 80537**

**Call to Order**

President Cherie Sanchez called the meeting to order at 12:30 p.m.

**Board Members Present**

**Cherie Sanchez**, President (City of Westminster), **Don Warn**, Vice President (Town of Parker), **Judy Dahl**, Treasurer (Little Thompson Water District), **Sandra “Sam” Boster**, Secretary (Bear Creek Water and Sanitation District), **Pete Mangers**, Past President (Town of Castle Rock), **Byron Jefferson**, Director, (South Adams County Water and Sanitation District), **Jim Wedding**, Director (City of Loveland), **Wade Nickerson**, Director (City of Lafayette), **Bob Prendergast**, Director (Garfield County).

**Others Present**

**Catrina Gonzales** (Boulder County), **Sherri Rickard**, (City of Westminster), **Molly Kostelecky** (City of Longmont), **G. Mary Temple** (Aurora Public Schools), **Jill Johnson** (City of Lafayette), **Wanda Weinreich** (Town of Platteville), **Brian S. Martorella** (Wells Fargo Bank) and **Kathy Velzen**, CGFOA Administrator.

**Welcome and Introductions**

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

**President’s Comments—Cherie Sanchez**

President Cherie Sanchez welcomed Bob Prendergast back, who thanked everyone for their kind thoughts and prayers during his surgery and ongoing recovery. Congratulations were offered to Byron Jefferson for his new position at the South Adams County Water and Sanitation District.

**Secretary’s Report—Sam Boster**

**Acceptance of Minutes**

Upon motion by Don Warn, seconded by Pete Mangers and unanimously carried, the minutes of the Board of Directors Meeting held in Westminster, CO on February 14, 2013 (rescheduled from January 17, 2013) were approved with a minor revision.

**Treasurer’s Report—Judy Dahl**

**Financial Reports**

Upon motion by Byron Jefferson seconded by Jim Wedding and unanimously carried, the CGFOA 1<sup>st</sup> Quarter 2013 Financial Reports 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 March 31, 2013 financial reports with the Board including the Balance Sheet showing an ending cash balance of \$95,506.46, Income and Expense Comparison, Check Register Detail and Bank Reconciliation Summary, and a Budget to Actual comparison.

**Financial Reports (continued)**

She reported that the \$75,000 Certificate of Deposit with Colorado Business Bank was renewed at 0.40 percent. She added that proceeds from the 2012 annual conference were \$41,000—amazingly, about double the proceeds from 2011. She thought that Estes Park would have less of a draw for the annual conference, but it was not. Since the CGFOA records are maintained on a cash basis, the proceeds from the 2012 conference are reflected in the 2013 financial reports.

**Annual Audit and Tax Return**

Judy Dahl further reported that in mid-June, Crystal Dorsey will conduct another audit of the CGFOA financial records. The firm of Probst & Dallman, PC, was hired to prepare and file the 2012 tax return.

**Committee Reports****Awards—Molly Kostelecky**

Molly Kostelecky urged nominations for the Finance Officer of the Year Award and the Significant Contribution Award of any CGFOA members. For instance, Bob Eichen received a Significant Contribution Award for his significant contribution for educating members on amendments 60, 61 and proposition 101.

**Conference 2013 Update—Sherri Rickard**

Sherri Rickard reported that the 2013 Annual Conference program had not changed. Moderators are moving forward getting speakers lined up and getting forms turned in. Kathy Velzen reported that the Conference Committee would meet on May 9<sup>th</sup>. The conference information will be published during the first week in September. It was decided to raise fees to the vendors just a “smidge.” As reported at the last meeting, the theme for the 2013 Conference Banquet will be “80s Ski Bum.”

**Education****• Annual Education—Laurie Litwin / Sherri Rickard**

Sherri Rickard presented an updated Schedule of Classes for 2013 and ideas for additional classes. A copy of the schedule is attached hereto and made a part of the record. She reported that an April Debt Seminar had to be canceled due to lack of enrollments. This issue will be addressed by the whole Education Committee at their meeting in January 2014. The committee has tried to do more to reach all the areas around Colorado.

**• Colorado Municipal League (CML) Conference Session—Catrina Gonzales**

Catrina Gonzales reported that the session, “Fund Accounting for Non-Accountants,” will be presented at the 2013 CML Conference in Vail on June 21st. She arranged for this CGFOA finance session at the CML Conference to be taught by Jean Bushong, CPA, Clifton Larson Allen, Denver, CO. Jeff Hansen will moderate this session and represent CGFOA at the conference.

**• Colorado Tax Audit Coalition (CTAC) Education—Alan Haynes**

Alan Haynes sent an email to the Board of Directors advising that the current Vice Chair of CTAC, Gabi Gaciu, was moving out of state at the end of April 2013. He did not think it would be necessary to replace this position at this time. He said that the CTAC Education Committee has folks who will jump in if anything is needed.

The next CTAC meeting is on Friday, July 10<sup>th</sup>, in the City of Lakewood. This will be the full day of Telecomm training. Approximately 75 people have registered—and that is without any associate members. The following CTAC meeting will be on Thursday, August 1<sup>st</sup>, in Westminster.

- **Colorado Tax Audit Coalition (CTAC) Education (continued)**

Kathy Franklin from Wheat Ridge is hoping to set up a Statistical Sampling Training class in the fall, presented by the Multi-State Tax Commission. This would be a four-day intensive training course which costs around \$950. The State is slated to send a dozen of their auditors to it. Alan Haynes indicated that he is not sure how much interest there will be from the CTAC group, but he will throw it out to everyone when he gets more information

**GFOA State Representative**—Cherie Sanchez

Cherie Sanchez reported that she is looking forward to the GFOA Conference in San Francisco, CA, but has nothing to report until after the conference is held in June.

**Legislative/CML**—Jeff Hansen

Jeff Hansen emailed the following Legislative/CML Report: The legislative session is wrapping up. CML is holding a final meeting of the Policy Committee on May 10 at their offices. I will provide an update after that meeting on anything that has potential impact financially to our membership.

Kathy Velzen added that there will be a CML Policy Committee report on legislation in the February issue of *FOOTNOTES* newsletter and an update in the June issue.

**Library**—Crystal Dorsey / Kathy Velzen

Kathy Velzen reported that there is not much to report except that when a request is received for a book, it is sent out. About three to four times a year she gets requests and it ratchets up a bit around testing time. A lot of requests are from small communities that cannot afford the cost of books. There is no fee for the use of books from the CGFOA Library—just the cost of mailing back the books which is around \$5.00 each. A list of the books is available on the website under Resources-Library.

**Memberships**—Judy Dahl

Judy Dahl reported that she visited the Department of Local Affairs (DoLA) website, [https://dola.colorado.gov/lgis/lg\\_active\\_alpha.jsf](https://dola.colorado.gov/lgis/lg_active_alpha.jsf) and downloaded an alphabetical list of all governmental entities in the state, which she will try to convert to lists of each type of governmental entity. Kathy Velzen said she would send a list in order of entity type so that Judy Dahl can compare it to the DoLA list and determine which entities are not yet members.

Judy Dahl's plan is to make 30 cold calls per week to offer information about CGFOA and invite the non-member entities to join. She would like to recruit some folks to the Membership Committee to help develop a script and make the calls. Don Warn offered to be on the committee.

Upon question by Cherie Sanchez, Kathy Velzen replied that she had not heard from CTAC regarding a membership effort. CTAC did bring in some members who had not been CGFOA members in the past.

**Outreach and Careers**—Cherie Sanchez / Crystal Dorsey—No Report.

Cherie Sanchez reported that the Outreach and Careers Committee advertised a new scholarship for \$1,000 to a student in the third or fourth year of college or the master's program who plan a career in finance.

**Colorado Tax Audit Coalition (CTAC)**—Alan Haynes

As mentioned in CTAC Education Report, Alan Haynes sent an email to the Board of Directors advising that the current Vice Chair of CTAC, Gabi Gaciu, was moving out of state at the end of April 2013. He did not think it would be necessary to replace this position at this time. He said that the CTAC Education Committee has folks who will jump in if anything is needed.

**Colorado Tax Audit Coalition (CTAC)—(continued)**

Kathy Velzen reported that about 75 people signed up for the telecom on Specific Auditing Techniques. There will be a Multistate Tax Commission course offered on Statistical Sampling for Sales and Use Tax Audits, October 15 - 18, 2013, at the Wheat Ridge City Hall. The registration fee is \$1,000. Pete Mangers stated that this is a high level, intense course.

CTAC meetings have always been held on a first or second Friday; however, they will break the routine and hold the next meeting on Thursday, August 1st.

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

Kathy Velzen related the Western Slope Coalition (WSC) report. They expressed a big thank-you to Karin Slater and Shani Wittenberg who helped with planning the WSC sessions, and a special thanks to Kathy Velzen for her administrative support. These gatherings are broad in focus in order to be of interest to managers, clerks, and personnel in human resources and information technologies. Often, local governments on the Western Slope have Administrative employees wearing multiple hats. WSC welcomes your ideas and participation.

The Spring Workshop, held on April 19, 2013 at the Montrose County School District, was a big success with 25 attendees, relevant topics and expert presenters. The topics included an Economic Update, PCI Compliance, Health Care Act, Basic Public Finance, and a CML Legislative Update. We received the following ideas for future topics, helpful for both the WSC and the CGFOA Education Committee for future planning: Government investment options; Audit guidelines, preparation, expectations; Policy needs and good practices guidelines; GFOA certification requirements, preparation, exam; Sales tax; Performance based budgeting; Accounting for fleet management; Accounting for emergencies; Full day on Health Care Act; and GFOA's Certificate of Conformance Program for Small Government Annual Financial Reporting. Co-Chairs Kathy Elmont and Heather Alvarez asked anyone who has recommendations for speakers for the listed topics to contact them.

The Fall Workshop, tentatively scheduled for October 3<sup>rd</sup> in the Town of Mancose, will be rescheduled since a CGFOA event on Grants scheduled for that date.

**Newsletter *FOOTNOTES*—Kathy Velzen**

Kathy Velzen stated that in order to present a valuable tool for the membership, the last three issues of *FOOTNOTES* have been without "fluff" and have been very informative. The survey results generally confirmed that the way *FOOTNOTES* is being done now is fine and does not need to change. Some people would like us to try different things. Catrina Gonzales said that Boulder County has an inside person who does newsletters and uses links to articles. Kathy Velzen said that she tried doing links to outside articles, but she does not know what would be of interest to finance officers.

**Nominations—Cherie Sanchez**

Cherie Sanchez stated that she would like to have more than one person running for office. Don Warn reported that he had one commitment today from a member who would like to run for a Board position. Each year, there is an election for a couple of board members and the Vice-President's position. Information needs to be given to the membership about who is on the Board and what is involved and the time commitments needed from board members. This topic will be discussed more in the Governance Task Force Report.

Judy Dahl noted that the best way for members to learn about what the organization does is to attend the January meeting of the Education Committee. That meeting would provide a good overview of what CGFOA does. Sherri Rickard stated that there were about 20 people at the 2013 Annual Education Committee meeting. Usually 20 to 30 people attend.

**Scholarships**—Sharon Spurlin

Kathy Velzen reported that there have been no requests for scholarships for the Annual Education Program or the Annual Conference.

**Social Events****• Golf Tournament**—Jeff Hansen

Jeff Hansen emailed a Golf Tournament Report: The CGFOA Golf tourney is May 17<sup>th</sup> at Fox Hollow Golf Course in Lakewood with an 8:00 a.m. shotgun start. Registration officially closes on May 3<sup>rd</sup>, but unofficially we always have a few late registrations. Given the weather we've had so far this spring, I think we're due for a great weather day for golf on the 17<sup>th</sup>.

Kathy Velzen reported that there were 20 sponsors and 90 golfers signed up so far. Today, May 3<sup>rd</sup>, is the deadline for registering for the golf tournament; however, late registrations will probably come in for the next two weeks and we could reach a new record. It is apparent that some of the sponsors are not CGFOA members.

**• National Conference Colorado Event**—Kathy Velzen

Kathy Velzen reported that each year, an event is scheduled at the GFOA Conference to bring the Colorado delegates, spouses and kids together. A restaurant large enough to accommodate the number attending from Colorado for a meal would be very expensive. The event scheduled is a San Francisco Bay Cruise on Sunday, June 2, 2013 following the GFOA Reception at Fort Mason. So far, sponsors have give \$2,500 towards the event. If sufficient sponsorship is not received, the delegates would need to be polled to see if they would be willing to pay approximately \$25 per person.

**CGFOA Governance Task Force Report and Discussion**—Sheri Rickard

Upon motion by Don Warn, seconded by Pete Mangers and unanimously carried, the scope of the Governance Task Force is hereby expanded to include responsibility for (1) increasing members' interest in running for the Board of Directors and volunteering for Committee Chair positions, and (2) implementing use of technology for virtual attendance of Board meetings. Cherie Sanchez stated that she would like to see the broadening of representation of the membership and now that the expanded scope, the Governance Task Force will be in a position to make this happen.

Preceding this action, Sherri Rickard distributed copies of a memorandum with recommendations by the Governance Task Force, a copy of which is attached hereto and made a part of the record. This task force is chaired by Bob Eichen; members are Sherri Rickard, Kathy Elmont, Catrina Gonzales, Sam Boster and Kathy Velzen. Sherri Rickard presented the Task Force's recommendations.

The Board of Directors should be restructured to add additional members and expand the representation of geographical areas and types of governmental entities to ensure that the organization would continue to grow and be a true representation of government finance in Colorado. To successfully implement this vision, the Task Force recommends the following steps:

1. Increase interest in running for the Board of Directors and volunteering for Committee Chair positions.
  - a) Take the existing descriptions for Board officers and members and Committee Chair positions posted online, update them as necessary, and expand to include minimum qualifications and estimated time commitments. A description should be posted for each board and committee chair position.

**CGFOA Governance Task Force Report and Discussion**—(continued)

- b) Enhance the recruitment process for Board and Committee Chair positions to ensure that a broader pool of potential candidates is reached, utilizing the descriptions referenced above to encourage participation.
  - c) Inasmuch as the Task Force was not charged with this task, it is recommended that a separate task force be formed. The position descriptions for board and committee chair positions would provide greater transparency relative to the responsibilities of each position.
2. Utilize technology to allow “virtual” attendance of Board meetings.
    - a) A challenge faced by many CGFOA members is the large geographic area that they are scattered throughout the state. Some find it difficult or impossible to travel long distances to attend Board meetings, but have a strong desire to be a more integral part of the organization.
    - b) The Task Force recommends the formation of a separate task force to explore technological options for allowing virtual attendance at Board meetings. This could encourage a broader representation of interested candidates for Board and Committee Chair positions and allow a greater number of members to have a stronger voice within the organization.
  3. Expand member outreach.
    - a) Increase awareness of CGFOA resources and benefits to members as well as non-members.
    - b) Encourage existing members to become more involved in the organization.
    - c) The Task Force recommends an expansion of current member outreach efforts to increase both awareness of CGFOA resources and participation. This could be done through the formation of a new task force or folded into an existing committee’s functions.

The Task Force feels that it is important to focus on the completion of these steps prior to implementing an expansion of the Board. Once complete, the Governance Task Force would like to reconvene to consider expansion of the Board for broader representation of the membership and further develop this vision for the future.

**Technical Issues Task Force Update**—Don Warn

Don Warn reported that he and Catrina Gonzales co-chair the Technical Issues Task Force; members are Bob Eichen, Jeff Hansen, Javier Martinez and Ron Lay. The Task Force conducted a conference call on March 25<sup>th</sup> after which a position paper was drafted, approved by the Task Force on March 29<sup>th</sup>, approved by the Board on April 5<sup>th</sup> and sent to the Financial Accounting Foundation (FAF) on April 8<sup>th</sup> in response to the FAF request for comment (RFC) on the Governmental Accounting Standards Board (GASB) scope of authority in proposing changes to their agenda setting process. The position paper states CGFOA’s support of the proposed changes to the GASB’s agenda-setting process, with some modifications to increase the accuracy of the process proposed in the RFC:

1. Expand the Guidance to Include Specific Examples. The RFC includes basic guidance on the scope of topics that would fall within each category, but the Taskforce does not believe that this guidance is specific enough to ensure accurate categorization of topics by the GASB. The guidance should be expanded to include more specific examples. This should also include topics that are specifically excluded from being categorized in Group 1 and would always require Oversight Committee review.

**Technical Issues Task Force Update—(continued)**

This additional guidance would help prevent topics from being inappropriately included in Group 1 by using weak justifications or tenuous connections to the Group 1 topics in the proposal (which are very general in nature) in order to avoid the need for further scrutiny and time added to the process. It would also increase transparency to the agenda-setting process for the users of GASB information.

2. Review of all Potential GASB Research Projects. The Taskforce feels that the Oversight Committee should consider performing a cursory review of all potential GASB research projects early in the issue identification phase of the agenda-setting process, prior to significant resources being committed or expended. Once a topic is added to the GASB's Technical Agenda, countless hours will be spent researching the topic, developing views, obtaining feedback prior to issuing an exposure draft and finalizing the guidance prior to implementation. Additionally, interested parties spend significant time responding to the GASB's requests for feedback. The time and resources invested by many in any one GASB project can be immense. It would seem that a brief review by the Oversight Committee is a reasonable request of FAF time and resources prior to committing to a project that is either unnecessary or out of the GASB's scope of authority.

The Technical Issues Taskforce feels that these changes would significantly improve the effectiveness of the GASB's agenda-setting process and provide clarity to both the GASB and to users of GASB information as to how the FAF intends for the agenda-setting process to be applied to potential topics.

Although there are no new technical issues on the horizon, the Technical Issues Task Force would like the task force to be established as a standing committee. Upon question by Don Warn who is responsible for Bylaw changes, Kathy Velzen replied that the Vice Chairman and/or the Past President usually prepares amendments to the Bylaws. The amendment would need to be accepted by the Board by the end of September for processing to the general membership for consideration and approval at the Annual Meeting to be held on November 21, 2013.

**Other Business****Summer Meeting Discussion—Byron Jefferson**

Upon motion by Don Warn, seconded by Pete Mangers and unanimously carried, that Kathy Velzen be authorized to organize the Summer Board Meeting, which is tentatively scheduled for Friday, August 9, 2013, and will include an Annual Picnic Lunch and Social at Chautauqua Park in Boulder with lunch at 11:30 a.m. followed by the Board meeting at 12:30 p.m. The Board agreed to the payment of a rental fee for a picnic space in the park.

Preceding this action, Byron Jefferson reported that the Rockies Game event has been suspended for 2013 and there is a budget line item for a social event. Suggestions included a picnic, hike and outdoor games at Waterton Canyon or Boulder Canyon in July or August. Events prior to the picnic lunch and Board Meeting may include hiking, badminton, croquet, and other outdoor games. Following Board action, Kathy Velzen asked for the use of any outdoor games the members might have. Kathy Velzen will organize the event and send notices to the membership.

**SIPA Credit Card Payments Online Processing Update—Kathy Velzen**

The Board concurred that Administrator Kathy Velzen be authorized to pursue other alternatives for online payments and bring proposals back to the Board, since the [Colorado.gov](http://Colorado.gov) Payport System operated by SIPA could not accommodate the various components needed for event registrations.



**SIPA Credit Card Payments Online Processing Update—(continued)**

Judy Dahl commented during the Treasurer's Report that SIPA was having problems customizing reports for CGFOA. She reported that the reports issued by Payport were being rejected by CoBiz. When payments were rejected by Payport, the folks at Payport did not inquire about the reason or take remedial action. Reconciliation was quite challenging. Judy Dahl emailed Bonnie Midkiff at CoBiz Bank to get the two parties to communicate. Kathy Velzen added that SIPA was unable to provide the layers of data input needed for registrations. Judy Dahl reported that she would be meeting with Express Bill Pay soon and will pass on questions that have arisen with Payport.

**CGFOA Website—Kathy Velzen**

The Board agreed that Administrator Kathy Velzen should look into other alternatives for website design and operation and bring the information back to the Board.

Preceding this concurrence, Kathy Velzen reported that the Communications Committee suggested doing new things with newsletter and website. The website is a mess. An Information Technology person is needed who knows HTML language and the software working behind the scenes to make the website work. The present website is not user friendly. Kathy Velzen would like to arrange for the website transition to be quick and easier to manage. Individuals could be given limited access to update areas they control on the website. Cherie Sanchez gave an example that she could update her President's Report and Sam Boster could link it to the minutes on the website.

**Adjournment**

Upon motion by Wade Nickerson, seconded by Byron Jefferson and unanimously carried, the meeting was adjourned.

Respectfully submitted,

Sandra M. "Sam" Boster, Secretary  
**COLORADO GOVERNMENT FINANCE OFFICERS ASSOCIATION**

CGFOA Cash Balance - As of 3/31/2013:7

As of 3/31/2013

4/10/2013

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Account	3/31/2013 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CD - COBIZ	75,000.00
CGFOA COBIZ	20,506.46
<b>TOTAL Cash and Bank Accounts</b>	<b>95,506.46</b>
<hr/>	
<b>TOTAL ASSETS</b>	<b>95,506.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<hr/>	
<b>LIABILITIES</b>	<b>0.00</b>
<b>EQUITY</b>	<b>95,506.46</b>
<hr/>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>95,506.46</b>

# CGFOA Budget to Actual through March - 2013

1/1/2013 through 12/31/2013 Using 2013 Budget

4/10/2013

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Category Description	1/1/2013 Actual	- Budget	12/31/2013 Difference
<b>INCOME</b>			
CGFO Certification	0	100	-100
Coalition Meetings Inc			
Annual Education	75	0	75
West Slope Coalition	25	900	-875
TOTAL Coalition Meetings Inc	100	900	-800
Dues			
Dues-actives	5,100	20,000	-14,900
Dues-associates	9,535	7,500	2,035
TOTAL Dues	14,635	27,500	-12,865
Fall Conference			
Fall Conference - CMCA	1,351	1,500	-149
Net Proceeds	41,967	41,437	530
Silent Auction Proceeds	963	963	-0
TOTAL Fall Conference	44,281	43,900	381
Footnotes	0	250	-250
GFOA Reception Sponsors	0	3,500	-3,500
Interest Inc	64	250	-186
Social Outing			
Golf	1,250	12,000	-10,750
Past Presidents Luncheon	35	2,000	-1,965
TOTAL Social Outing	1,285	14,000	-12,715
Training			
Accounting & Budgeting	0	7,500	-7,500
Ethics	0	2,500	-2,500
Financial Administration	50	7,500	-7,450
Other Training	0	5,000	-5,000
TOTAL Training	50	22,500	-22,450
<b>TOTAL INCOME</b>	<b>60,415</b>	<b>112,900</b>	<b>-52,485</b>
<b>EXPENSES</b>			
Administrator	10,763	44,126	33,364
Awards	0	500	500
Board meetings	1,188	5,000	3,812
Coalition Meetings Exp			
Annual Education			
Food & Rooms	0	75	75
Materials	4	75	71
Other Coalition Meetings Exp:Annual Edu...	0	125	125
TOTAL Annual Education	4	275	271
Tax Audit Coalition			
Tax Audit Coalition - Meals	252	1,500	1,248
Tax Audit Coalition - Rooms & Speakers	0	1,500	1,500
TOTAL Tax Audit Coalition	252	3,000	2,748
West Slope Education	0	500	500
TOTAL Coalition Meetings Exp	256	3,775	3,519
Financial Aid			
Annual Conference	0	3,500	3,500
Careers & Outreach	0	1,500	1,500

# CGFOA Budget to Actual through March - 2013

1/1/2013 through 12/31/2013 Using 2013 Budget

4/10/2013

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Category Description	1/1/2013 Actual	- Budget	12/31/2013 Difference
Scholarship - Nielsen	0	2,500	2,500
Training-Coalition Mtgs	0	1,500	1,500
<b>TOTAL Financial Aid</b>	<b>0</b>	<b>9,000</b>	<b>9,000</b>
GFOA Cnf-Pres	0	1,000	1,000
GFOA Conf Reception	0	2,000	2,000
Gifts Given	0	250	250
Insurance	0	1,100	1,100
Library Materials	0	500	500
Meals & Entertn	0	250	250
<b>Misc Office Expenses</b>			
Bank Charge	516	1,500	984
Postage	5	50	45
Printing	3	125	122
Supplies, Bus	-3	50	53
Other Misc Office Expenses	0	500	500
<b>TOTAL Misc Office Expenses</b>	<b>521</b>	<b>2,225</b>	<b>1,704</b>
Newsletter exp	159	225	66
Outreach	0	500	500
<b>Professional Fees</b>			
Legal	0	250	250
State Registration	0	20	20
Tax Return	0	750	750
<b>TOTAL Professional Fees</b>	<b>0</b>	<b>1,020</b>	<b>1,020</b>
<b>Social Events</b>			
Golf Tourney	0	9,500	9,500
Past President's Luncheon Exp	1,536	500	-1,036
Rockies event	0	500	500
<b>TOTAL Social Events</b>	<b>1,536</b>	<b>10,500</b>	<b>8,964</b>
Telephone & Fax	694	3,100	2,406
<b>Training Expenses</b>			
Instructors	650	10,000	9,350
Materials	0	2,250	2,250
Misc	477	25	-452
Rooms-Food	223	5,000	4,777
<b>TOTAL Training Expenses</b>	<b>1,351</b>	<b>17,275</b>	<b>15,924</b>
Travel	0	150	150
Web page	102	1,000	898
<b>TOTAL EXPENSES</b>	<b>16,568</b>	<b>103,496</b>	<b>86,928</b>
<b>OVERALL TOTAL</b>	<b>43,847</b>	<b>9,404</b>	<b>34,443</b>

# Income/Expense Comparison by Category - Q1 2013

1/1/2012 through 3/31/2013

4/10/2013

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Category Description	1/1/2012- 3/31/2012	1/1/2013- 3/31/2013	Amount Difference
<b>INCOME</b>			
<b>Coalition Meetings Inc</b>			
Annual Education	0.00	75.00	75.00
West Slope Coalition	0.00	25.00	25.00
<b>TOTAL Coalition Meetings Inc</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Dues</b>			
Dues-actives	10,400.00	5,100.00	-5,300.00
Dues-associates	4,800.00	9,535.00	4,735.00
<b>TOTAL Dues</b>	<b>15,200.00</b>	<b>14,635.00</b>	<b>-565.00</b>
<b>Fall Conference</b>			
Fall Conference - CMCA	1,267.44	1,350.70	83.26
Net Proceeds	20,459.19	41,967.42	21,508.23
Silent Auction Proceeds	2,250.40	962.75	-1,287.65
<b>TOTAL Fall Conference</b>	<b>23,977.03</b>	<b>44,280.87</b>	<b>20,303.84</b>
Interest Inc	124.23	64.15	-60.08
<b>Social Outing</b>			
Golf	750.00	1,250.00	500.00
Past Presidents Luncheon	0.00	35.00	35.00
<b>TOTAL Social Outing</b>	<b>750.00</b>	<b>1,285.00</b>	<b>535.00</b>
<b>Training</b>			
Financial Administration	3,310.00	50.00	-3,260.00
GASB Updates	1,540.00	0.00	-1,540.00
<b>TOTAL Training</b>	<b>4,850.00</b>	<b>50.00</b>	<b>-4,800.00</b>
<b>TOTAL INCOME</b>	<b>44,901.26</b>	<b>60,415.02</b>	<b>15,513.76</b>
<b>EXPENSES</b>			
Uncategorized	0.00	0.00	0.00
Administrator	10,500.00	10,762.50	-262.50
Awards	27.85	0.00	27.85
Board meetings	2,210.01	1,187.62	1,022.39
<b>Coalition Meetings Exp</b>			
<b>Annual Education</b>			
Materials	0.00	4.25	-4.25
<b>TOTAL Annual Education</b>	<b>0.00</b>	<b>4.25</b>	<b>-4.25</b>
<b>Tax Audit Coalition</b>			
Tax Audit Coalition - Meals	0.00	251.75	-251.75
Tax Audit Coalition - Rooms & Speakers	150.00	0.00	150.00
<b>TOTAL Tax Audit Coalition</b>	<b>150.00</b>	<b>251.75</b>	<b>-101.75</b>
<b>TOTAL Coalition Meetings Exp</b>	<b>150.00</b>	<b>256.00</b>	<b>-106.00</b>
GFOA Cnf-Pres	697.00	0.00	697.00
<b>Misc Office Expenses</b>			
Bank Charge	539.61	516.11	23.50
Postage	15.95	4.98	10.97
Printing	4.80	3.25	1.55
Supplies, Bus	0.00	-3.25	3.25
<b>TOTAL Misc Office Expenses</b>	<b>560.36</b>	<b>521.09</b>	<b>39.27</b>
Newsletter exp	0.00	159.00	-159.00
<b>Social Events</b>			
Past President's Luncheon Exp	0.00	1,535.55	-1,535.55

# Income/Expense Comparison by Category - Q1 2013

1/1/2012 through 3/31/2013

4/10/2013

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Category Description	1/1/2012- 3/31/2012	1/1/2013- 3/31/2013	Amount Difference
Rockies event	220.00	0.00	220.00
<b>TOTAL Social Events</b>	<b>220.00</b>	<b>1,535.55</b>	<b>-1,315.55</b>
Telephone & Fax	773.06	693.55	79.51
<b>Training Expenses</b>			
Instructors	4,752.86	650.00	4,102.86
Materials	509.58	0.00	509.58
Misc	8.00	477.30	-469.30
Rooms-Food	519.75	223.38	296.37
<b>TOTAL Training Expenses</b>	<b>5,790.19</b>	<b>1,350.68</b>	<b>4,439.51</b>
Web page	0.00	102.00	-102.00
<b>TOTAL EXPENSES</b>	<b>20,928.47</b>	<b>16,567.99</b>	<b>4,360.48</b>
<b>OVERALL TOTAL</b>	<b>23,972.79</b>	<b>43,847.03</b>	<b>19,874.24</b>

CGFOA Check Register Detail Jan to Mar 2013 - Q1 2013:3

1/1/2013 through 3/31/2013

4/10/2013

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Date	Num	Description	Category	Amount
<b>BALANCE 12/31/2012</b>				<b>51,659.43</b>
1/1/2013	EFT	Interest Earned	Interest Inc	16.96
1/2/2013	EFT	COBiz	Misc Office Expenses:Bank Charge	-15.91
1/2/2013	EFT	COBiz	Misc Office Expenses:Bank Charge	-73.99
1/4/2013	DEP	Various	Dues:Dues-associates	335.00
1/7/2013	CC	Various	Social Outing:Past Presidents Luncheon	35.00
1/14/2013	2483	S Colorado Society of CPAs	Training Expenses:Rooms-Food	-223.38
			Training Expenses:Instructors	-650.00
			Training Expenses:Misc	-477.30
1/15/2013	2482	S Admin Alternatives	Administrator	-3,587.50
			Social Events:Past President's Lunche...	-1,535.55
			Telephone & Fax	-69.50
			Misc Office Expenses:Postage	-1.35
			Board meetings	-16.06
			Misc Office Expenses:Printing	-3.25
1/15/2013	DEP	S Various	Dues:Dues-actives	1,320.00
			Dues:Dues-associates	660.00
			Misc Office Expenses:Supplies, Bus	3.25
1/16/2013	2484	CGFOA/CMCA Annual C...	Fall Conference:Net Proceeds	-970.00
1/22/2013	EFT	Qwest/Century Link	Telephone & Fax	-62.96
1/24/2013	DEP	S Various	Dues:Dues-actives	510.00
			Dues:Dues-associates	1,170.00
1/24/2013	EFT	AT & T	Telephone & Fax	-90.65
1/24/2013	EFT	COBiz	Misc Office Expenses:Bank Charge	-31.55
1/28/2013	DEP	S CGFOA/CMCA Annual C...	Fall Conference:Net Proceeds	41,272.42
			Fall Conference:Silent Auction Proceeds	962.75
			Fall Conference:Net Proceeds	1,665.00
1/31/2013	EFT	COBiz	Interest Inc	2.15
1/31/2013	DEP	Various	Dues:Dues-associates	920.00
1/31/2013	CC	Various	Dues:Dues-associates	4,080.00
2/1/2013	EFT	Interest Earned	Interest Inc	19.98
2/4/2013	DEP	Various	Coalition Meetings Inc:Annual Education	15.00
2/4/2013	EFT	CoBiz	Misc Office Expenses:Bank Charge	-85.37
2/4/2013	EFT	CoBiz	Misc Office Expenses:Bank Charge	-7.95
2/6/2013		CoBiz	[CGFOA COBIZ]	34,921.38
2/6/2013	2485	S Admin Alternatives	Newsletter exp	-159.00
			Telephone & Fax	-69.50
			Administrator	-3,587.50
			Board meetings	-585.42
			Board meetings	-84.36
			Misc Office Expenses:Postage	-2.25
			Web page	-102.00
2/6/2013	2486	Julie Rekart	Coalition Meetings Exp:Tax Audit Coali...	-146.62
2/6/2013	2487	Alan Haynes	Coalition Meetings Exp:Tax Audit Coali...	-105.13
2/6/2013	TXFR	CoBiz	[CD - COBIZ]	-34,921.38
2/7/2013	CC	S Various	Dues:Dues-associates	810.00
			Dues:Dues-actives	1,510.00
			Coalition Meetings Inc:Annual Education	60.00
2/11/2013	CC	Various	Dues:Dues-associates	300.00
2/14/2013	2488	Judy Dahl	Board meetings	-44.52

CGFOA Check Register Detail Jan to Mar 2013 - Q1 2013:3

1/1/2013 through 3/31/2013

4/10/2013

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Date	Num	Description	Category	Amount
2/14/2013	2489	Pete Mangers	Board meetings	-46.33
2/14/2013	2490	City Of Lafayette	Board meetings	-9.04
2/14/2013	2491	City Of Loveland	Board meetings	-35.00
2/14/2013	2492	Byron Jefferson	Board meetings	-28.39
2/22/2013	EFT	Qwest/Century Link	Telephone & Fax	-65.64
2/25/2013	EFT	AT & T	Telephone & Fax	-94.95
2/28/2013	EFT	CoBiz	Interest Inc	2.36
3/1/2013	EFT	Interest Earned	Interest Inc	21.10
3/4/2013	EFT	CoBiz	Misc Office Expenses:Bank Charge	-285.44
3/4/2013	EFT	CoBiz	Misc Office Expenses:Bank Charge	-15.90
3/5/2013	DEP	Various	Dues:Dues-associates	780.00
3/5/2013	DEP	Various	Dues:Dues-actives	960.00
3/5/2013	DEP	CGFOA/CMCA Annual C...	Fall Conference:Fall Conference - CMCA	1,350.70
3/5/2013	2493	S Admin Alternatives	Newsletter exp	0.00
			Newsletter exp	0.00
			Telephone & Fax	-69.50
			Administrator	-3,587.50
			Newsletter exp	0.00
			Coalition Meetings Exp:Annual Educati...	-4.25
			Misc Office Expenses:Postage	-1.38
			Board meetings	-316.00
			Board meetings	-22.50
3/5/2013	2494	El Paso County	Dues:Dues-actives	-40.00
3/21/2013	EFT	AT & T	Telephone & Fax	-107.20
3/22/2013	EFT	Qwest/Century Link	Telephone & Fax	-63.65
3/25/2013	DEP	S Various	Dues:Dues-actives	840.00
			Dues:Dues-associates	480.00
3/25/2013	DEP	Various	Social Outing:Golf	1,250.00
3/25/2013	DEP	S Various	Coalition Meetings Inc:West Slope Coa...	25.00
			Training:Financial Administration	50.00
3/31/2013	EFT	Interest Earned	Interest Inc	1.60
<b>1/1/2013 - 3/31/2013</b>				<b>43,847.03</b>
<b>BALANCE 3/31/2013</b>				<b>95,506.46</b>

<b>OVERALL TOTAL</b>	<b>43,847.03</b>
<b>TOTAL INFLOWS</b>	<b>96,349.65</b>
<b>TOTAL OUTFLOWS</b>	<b>-52,502.62</b>
<b>NET TOTAL</b>	<b>43,847.03</b>



Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			19,443.00
Checks and Payments	8	Items	-4,694.94
Deposits and Other Credits	8	Items	5,758.40
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			20,506.46

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			20,506.46
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Balance as of 3/31/2013:			20,506.46
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			20,506.46

2013

Class	Date	Time	Location	Location Details	Coordinator	Instructor	
<del>Debt Seminar</del> cancelled 4/8, resched, or not??	Thursday, April 11th	12:30-4:30	Westminster	Public Safety Training Room, City Hall	Tammy Hitchens	Helen Cregger, +++	Confirmed and Set
Western Slope Coalition Workshop	Friday, April 19, 2013	9:00 - 3:30	Montrose	Montrose County School District Offices	Kathy Elmont	Various	Confirmed and Set
Presenting to Public Officials	Friday, May 3rd	9-11:30 a.m.	Loveland	Rialto Theatre	Kathy Velzen	Kathie Novak	Confirmed and Set
Achieving Fiscal Health	Thursday, May 16, 2013	1:00 -4:30	Golden	Council Chambers, City Hall	Kathy Velzen	Cntr for Priority Based Bdgng	Confirmed and Set
Priority Based Budgeting	Wednesday, May 29	1:00 - 4:30	Westminster	West View Rec Center	Kathy Velzen	Cntr for Priority Based Bdgng	Confirmed and Set
Investing Public Funds 101	Thursday, May 30, 2013	1-5:00 p.m.	Glenwood Springs	City Council Chambers	Karin Slater	PFM Asset Management	Confirmed and Set
Fundamental Governmental Acctg	Thursday, June 13, 2013	8:15 - Noon	Glenwood Springs	BOCC Hearing Room, Gafield County Admin	Karin Slater/Kathy Velzen	Karin Slater	Confirmed and Set
Fundamental Governmental Acctg	Friday, June 14, 2013	8:15 - Noon	Westminster	West View Rec Center	Karin Slater/Kathy Velzen	Karin Slater	Confirmed and Set
Social Services Accounting	Wednesday, June 19, 2013	9:00 - 4:00	Castle Rock	Douglas County Fairgrounds	Laurie Litwin	Various	Confirmed and Set
Beginning Governmental Acctg	Thursday, June 20, 2013	8:30 - 4:30	Rifle	Training Room, Garfield County Sheriff's Annex	Karin Slater/Kathy Velzen	Karin Slater	Confirmed and Set
Beginning Governmental Acctg	Friday, June 21, 2013	8:30 - 4:30	Westminster	West View Rec Center	Karin Slater/Kathy Velzen	Karin Slater	Confirmed and Set
Fund Accounting for Non- Accountants	June 21, 2013 - CML Conference	9 - 10:15	Vail	CML Conference	Catrina Gonzales, Boulder County	Clifton Larson Allen	Confirmed and Set
CSCPAs Ethics Webinar, Colorado Rules & Regs	Thurs, June 27, 2013	9:30-11:10	Webinar		Kathy Velzen	Rosemary Weiss, Co Soc/ CPAs	Confirmed and Set
Intermediate Governmental Acctg	Thursday, July 11, 2013	8:30 - 4:30	Rifle	Training Room, Garfield County Sheriff's Annex	Karin Slater/Kathy Velzen	Karin Slater	Confirmed and Set
Intermediate Governmental Acctg	Thursday, July 25, 2013	8:30 - 4:30	Wheat Ridge	Dahlia Room, Wheat Ridge Recreation Center	Kathy Velzen	Clifton, Larson, Allen	Confirmed and Set
Budget 101/Demographics	Tuesday, July 30th	9:00 - 3:30	Alamosa		Jarrold Biggs	Jarrold Biggs	Confirmed & Set
Budget 101/Demographics	Wednesday, July 31st	9:00 - 3:30	Montrose	School Bd Mtng room	Jarrold Biggs	Jarrold Biggs	Confirmed & Set
Budget 101/Demographics	Thurs, August 1st	9:00 - 3:30	Frisco	County Commons	Jarrold Biggs	Jarrold Biggs	Confirmed & Set
Advanced Governmental Acctg	Tues. and Wed., August 6 & 7, 2013	8:30 - 4:30	Longmont	Parks & Open Space Bldg	Kathy Velzen	Clifton, Larson, Allen	Confirmed and Set
Budget 101/Demographics	Thurs, August 8th	9:00 - 3:30	Loveland/Longmont		Jarrold Biggs	Jarrold Biggs	Confirmed & Set
Accounting for Enterprise funds	Tuesday, September 10th		Wheat Ridge	Dahlia Room, Wheat Ridge Recreation Center	Kathy Velzen	PaulGlick	Confirmed and Set
Advanced Financial Reporting	Wednesday, September 11th		Wheat Ridge	Dahlia Room, Wheat Ridge Recreation Center	Kathy Velzen	PaulGlick	Confirmed and Set
Grants / A 133 Seminar	Thursday, October 3, 2013	All Day	Silverthorne	County Commons, Buffalo Mountain Room		Sara Kurtz, Elde Bailly	Confirmed and Set
Long-Term Fiscal Forecasting	5/16/2013	p.m.	Lakewood/Westminster		Marty Ferris	Bob Echem, Phyllis Resnick	
Budget 201	May				Jarrold Biggs	need a person - Kathy V	
Long-Range Financial Planning	Friday, August 2nd	a.m.	Metro Area				Sched, not finalized
Evaluating Fiscal Health	Summer/Fall	1/2 Day			Kathy Elmont?	Tyra Litzau/Randy Watkins, Anton Collins Mitchell	
1099 Reporting			Western Slope				
Health Care requirements update	Fall				Jodie Cates		

Additional Ideas:

Investing Public Funds 101						Contact: Yvonne Wilder Bank of the West
RFP Writing, lunch & learn, or WSC?						Contact: Yvonne Wilder Bank of the West
Investing Public Funds 101 done			Frnt Rnge &/or Western Slope?			PFM Asset Management LLC
Investing Public Funds 201						PFM Asset Management LLC
Cost Accounting (Karin, 1/23 email)	Summertime?					
Communicating revenue realities: Service Provision vs Revenues, Defining core services						
Debt Options - Capital Assets, Direct Bank Lending						
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				-more detailed budget instruction: how to create line items, one time funds, grants		
-Facilitation & Communication Skills						



**CGFOA GOVERNANCE TASK FORCE  
BOARD RECOMMENDATION  
FRIDAY, MAY 3, 2013**

**Task Force Members**

**Bob Eichem**, Task Force Chair (City of Boulder), **Kathy Elmont** (City of Ouray), **Heather Alvarez** (Town of Mancos), **Sherri Rickard** (City of Westminster), **Catrina Gonzales** (Boulder County), **Sandra “Sam” Boster**, Secretary (Bear Creek W&S District), **Kathy Velzen**, CGFOA Administrator.

**Background**

The CGFOA Governance Task Force was formed by the Executive Board at their February 14, 2013 meeting. The governance of CGFOA has had the same structure since the Colorado Municipal Finance Officers Association (CMFOA) was formed in 1979 and had a membership of about 40 Municipal Finance Officers. Now, CGFOA’s membership is over 700 and includes financial professionals and staff from a variety of state, county and local governments—Treasurers, Accountants, Bookkeepers, Budget Officers, Treasury Managers, Investment Officers, Municipal Clerk/Treasurers, Tax Auditors, District Managers, *et al.* Upon recommendation by Bob Eichem, the CGFOA Board agreed it was a good idea to establish a task force to look at the governance of the organization. Bob Eichem agreed to lead the Governance Task Force.

**Task Force Recommendation**

The main question before this Task Force was whether the existing structure will take CGFOA into the next 20 years. The main objective of the Task Force was to report their findings back to the Executive Board.

The following documents were sent to each participant for review: A 20-year future-retrospective guide to a Vision for Governance, Nominating and Elections Policies and Procedures from both GFOA and CGFOA, and the CGFOA Bylaws. These documents were utilized as a launching point to evaluate the current structure and develop a vision for the future.

The Task Force agreed that the Executive Board should be restructured to add additional members and expand the representation of geographical areas and types of governmental entities to ensure that the organization would continue to grow and be a true representation of government finance in Colorado. To successfully implement this vision, the Task Force recommends the following steps:

1. Increase interest in running for Board and Committee Chair positions.
  - Take the existing descriptions for Board and Committee Chair positions posted online, update them as necessary, and expand to include minimum qualifications and estimated time commitment. A description should be posted for each board and committee chair position.
  - The Task Force recommends the formation of a separate task force to complete this task, and notes that there is a great base in the current information. The Task Force feels that the descriptions for board and committee chair positions would provide greater transparency relative to the responsibilities of each position.
  - Enhance the recruitment process for Board and Committee Chair positions to ensure that a broader pool of potential candidates is reached, utilizing the descriptions referenced above to encourage participation.

**CGFOA GOVERNANCE TASK FORCE  
BOARD RECOMMENDATION  
FRIDAY, MAY 3, 2013**

**PAGE 2**

2. Utilize technology to allow “virtual” attendance for Board meetings.
  - A challenge faced by many CGFOA members is the large geographic area that they are scattered throughout. Some find it difficult or impossible to travel long distances to attend Board meetings but have a strong desire to be a more integral part of the organization.
  - The Task Force recommends the formation of a separate task force to explore technological options for allowing virtual attendance at Board meetings. This could encourage a broader representation of interested candidates for Board and Committee Chair positions and allow a greater number of members to have a stronger voice within the organization.
3. Expand member outreach.
  - Increase awareness of CGFOA resources and benefits to both non-members and existing members.
  - Encourage existing members to become more involved in the organization.
  - The Task Force recommends an expansion of the current member outreach to increase both awareness of CGFOA resources and participation. This could be done through the formation of a new task force or folded into an existing committee.

The Task Force feels that it is important to focus on the completion of these steps prior to implementing an expansion of the Board. Once complete, the Task Force would like to reconvene to further develop this vision for the future.