



MINUTES
BOARD OF DIRECTORS MEETING
FRIDAY, NOVEMBER 22, 2013
PEAK 3 ROOM, BEAVER RUN RESORT
BRECKENRIDGE, CO

Call to Order

President Cherie Sanchez called the meeting to order at 7:30 a.m.

Board Members Present

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

Others Present

Larry Dorr (City of Lakewood), **Molly Kostelecky** (City of Longmont), **Jeff Hansen** (City of Golden) and **Kathy Velzen**, CGFOA Administrator.

President’s Comments—Cherie Sanchez

Cheri Sanchez thanked Byron Jefferson and Bob Prendergast for their service on the Executive Board as they would step down at the end of the year. She welcomed Larry Dorr as the newly elected Vice President, Sherri Rickard as the newly elected Secretary, and Molly Kostelecky as a newly elected Director. She thanked Sam Boster for her services as Secretary in the past, as Sam Boster returned to the Board as a Director.

Committee Issues for Discussion

Cherie Sanchez stated that because the committee reports were given at the Annual Business Meeting on November 21, 2-13, the Executive Board would forgo the full reports and talk about issues before the Board.

Members Interested in Getting Involved in CGFOA Committees

Education

Cherie Sanchez stated that after the Annual Business meeting yesterday, several folks indicated they would be interested in serving on a committee. Clorinda Smith (Gilpin County) and Wanda Weinreich (Town of Platteville) are interested in serving on the Education Committee.

Awards

Sharon Spurlin (Town of Grandby) has served on the Scholarship Committee for a long time and is now interested in the Awards Committee. Molly Kostelecky stated that the Awards Committee commitment is minimal until the end of the year. She agreed to continue as Chair of the Awards Committee with Bob Prendergast's help. Kathy Velzen suggested that the Awards Committee needs to be structured like the Nominations Committee with a year-long effort.

Outreach and Careers

Cherie Sanchez said that she will follow up with Crystal Dorsey to see if she wants to remain on the Outreach and Careers Committee. She sees the process as a 3-year effort. If nobody pays attention, the committee could die. Kathy Velzen said that we would like not to see that happen to the Technical Issues Committee.

Ann Drobnitch (City of Loveland) and Fred Kellam (City of Westminster) stated an interest in the Outreach and Careers Committee. Cherie suggested that the newcomers participate in the Education Committee as a spring board to get involved to whatever extent is comfortable for each member. Byron Jefferson noted that attendance may be up in 2014 because travel restrictions might be lifted.

Colorado Tax Audit Coalition (CTAC)

Jeff Hansen has talked to Tracy Martinez (Town of Parker) about the CTAC Committee.

Membership

Judy Dahl stated that she is having a problem with the membership lists from DoLA and SDA because they are outdated. She has compared the old lists—it's at least a good place to begin with a wide-spread effort for memberships.

Golf Tournament

Jeff Hansen reported that the 2013 CGFOA Golf Tournament was held at Fox Hollow at Lakewood Golf Course. During the tournament, the players were asked if they would like to play golf at a mountain course like Pole Creek Golf Club in Winter Park, past Tabernash. A Survey Monkey was sent out, but no proposals were received. Five proposals were received for 2013, two of which had already been played. Some of the sponsors this year were not CGFOA members. Some folks will play only if there's a new course selected for the tournament. Two courses were considered for 2014—Highland Hills and Thorncreek. Highland Hills would have been selected but they had no members of CGFOA. Therefore, the 2014 CGFOA Golf Tournament will be held at Thorncreek Golf Club in Thornton on Friday, June 13th with a shotgun start at 8:00 a.m. The finance person from Highland Hills has since joined CGFOA.

Jeff Hanson said that he would like to have an informal golf day—not a tournament—perhaps late in July. There would be no sponsors, no setup. Tee times could be set up for 10 to 15 foursomes, players would just RSVP and pay for their round when they arrive. Then, those who are willing could go to a mountain course. A notice could be sent by e-Blast and the golf day could be posted on the calendar.

Other Social Events

Judy Dahl asked if there should be other social events since we don't have a Rockies Game anymore. Cherie Sanchez said she like the outing to Chautauqua Park, but only the Board members attended. Don Warn and Kathy Velzen would like to have a Rapids Game event.

Conference Sessions and Classes

Cherie Sanchez has suggested that the Executive Board and Committee Chairs reach out to the membership and get them involved.

Kathy Velzen announced that the 2014 Annual Conference would be held at Vail Cascades. She supposed that if CGFOA doubles its membership as suggested by Bob Eichen, it will be difficult to find a conference center to accommodate the joint conference of CGFOA and CMCA. There were 30 people in new attendee orientation this year. Bob Prendergast said that the Conference this year was very good and he enjoyed the sessions.

Financial Policy and Internal Controls Classes

Kathy Velzen reported that the Financial Policy and Internal Control sessions were packed this year. Larger meeting rooms will need to be found for next year. Larry Dorr stated that lecture hall or auditorium seating would be fine for the conference sessions.

Charging Stations and Wireless Service at Conference Center

Kathy Velzen reported that there will be computer and cell phone charging stations and access to wireless internet in the Vail Cascades Conference Center. Passwords and access information will be provided in the conference packets. Vendors were supposed to buy Wi-Fi with their booth, but we need to provide the services for everybody.

Speakers and Session Topics Changed

Kathy Velzen reported that when speakers cannot make it to the conference, last minute changes must be made to fill the space on the program and usually someone attending the conference will step in. The speakers who could not make it can be invited back again. She said that it is something we'll just have to get used to if we're going to meet in November.

Equipment for Speakers

Kathy Velzen reported that some speakers did not bring their own laptops as they were asked. Judy Dahl said that one speaker used his iPad and cell phone to control the presentation. All hardware and software need to be upgraded.

Website Development

Judy Dahl reported that the website designer, Russ, who was hired to develop the CGFOA website has not worked out. He was not a creator and did not follow the direction requested. We will see at a certain time if the website works; if not, he will be paid and the other vendor, Ryan, will be contacted to do the work. Kathy Velzen offered to pay Russ for the work he's done. His work is fine, but just not what we had in mind. Kathy Velzen said she would like to see something up and running by January. Upon question by Cherie Sanchez about the template that Kathy Velzen had, Kathy responded that it could not be maintained.

New Online Registration and Payment System--RegOnline

Upon question by Cherie Sanchez how Kathy Velzen liked the new online registration and payment system, Kathy replied that the vendors did not like the new registration system. It's all automated and since her personal service was eliminated, the registrations need to be accurate. The registrant needs to handle any problems, refunds or changes directly with RegOnline rather than Kathy. Judy Dahl said that from the Treasurer's perspective, it is easy to get reports we need. It is awesome! Kathy Velzen explained that sometimes registrants will register and pay, the charges go through, and then the registrant calls to say they don't know what the charges are.

Cherie Sanchez noted that RegOnline will have value added with all the membership online and the ability to do surveys, rather than using Mail Chimp or Survey Monkey. A mobile application may be available as well.

Auditing of Conference Committee Books

Judy Dahl said that she had talked with Don Warn about the Bylaws requirement that the Conference Committee books be reviewed. It is not certain that the review has been done. Don will discuss the matter with the Conference Committee. Crystal Dorsey, Local Government Audit Manager in the State Auditor's Office, has reviewed the CGFOA accounting and financial reports. The Committee should choose whoever they would like to review the books. Don said there are a lot of folks in the organization who are qualified to do the review. Kathy Velzen stated that the books close in March.

Rule of Order for Conducting Executive Board Meetings

Cherie Sanchez requested input on following a rule of order in Executive Board Meetings. Perhaps the Board should review Robert's Rules of Order. Conducting the meetings has been a challenge for her and it would be helpful for anyone who has not had exposure to rules of order to review them. Don Warn said that a brief training before a Board meeting would be good.

Adjournment

No further business coming before the Board, President Cherie Sanchez declared the meeting adjourned.

Respectfully submitted,

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