



CGFOA BOARD MEETING MINUTES

FRIDAY, FEBRUARY 10, 2017, 12:30 P.M.

ARVADA, CO

Call to Order

President Jeff Edwards called the meeting to order. Officers and Committee Chairs present: Judy Dahl, Past President (Little Thompson Water District); Olga Fajaros Vice President (Arapahoe County Sheriff's Department); Sue Austin, Treasurer (City of Arvada); Peggy Bunzli, Secretary (City of Boulder); Catrina Asher, Director (Boulder County); Jeff Cadiz, Director (City of Centennial); Danielle Tuscher, Director (Town of Parker); Cheryl Pattelli, Education Chair (City of Boulder). Also in attendance: Kathy Velzen (CGFOA Administrator), Kathy Franklin, past Treasurer, (City of Wheat Ridge); Brandy Zink (Town of Parker).

President's Comments

Jeff Edwards reminded all that we have the National GFOA conference in Denver this year. It is expected to be an extremely large conference. The next CGFOA Annual Conference is in Colorado Springs and will be a great opportunity to meet expanding demand as this will be the first conference with just CGFOA. With numerous challenges in the State, including potential revenue issues (such as changes related to the Gallagher Amendment) and with various legislative actions nationally and at the State level, this will be a great opportunity for CGFOA to bring people together to address and find solutions to various challenges.

Secretary's Report

April minutes were reissued with corrected names. July and November minutes have been sent to Board. Due to time constraints at the November meeting, no action was taken on the April and July minutes, therefore, action is needed on the April, July and November minutes at this time. Kathy Velzen provided a correction to the April 2016 minutes. Judy Dahl made a motion to approve the April and July meeting minutes, as corrected. This was seconded by Catrina Asher. The motion carried unanimously. Judy Dahl made a motion, seconded by Jeff Edwards to approve the November minutes with any comments or changes sent in by Board members following this meeting to be reflected in the minutes. The motion carried unanimously.

Treasurer's Report

Kathy Franklin provided a report on the 2016 financials. The 2016 year-end balance is \$97,630, primarily residing in CODs. There was a net loss of \$18,230 for the year. A loss of \$33,505 in last quarter was offset by revenues received earlier in the year. This was a planned spend down of excess accumulated revenues. Revenues exceeded the budget by over 12%. Excess reserves were appropriately spent down for events and trainings. \$13,324 was expended in financial aid. This was lower than had been hoped for. The treasurer reminded members present to think about ways to improve the use of/spend more of programmed scholarships. General Administration expenses were higher due to an increased number of webinar and the change to and set up of Cvent. For 2017, the budget was increased to provide for additional scholarships for the GFOA Annual Conference in Denver. Scholarships of \$350 per person (max. 2 per entity) are available from CGFOA to be applied to the Denver GFOA Annual Conference. This can be applied to any related expenses. Proof of registration is required. Kathy thanked the Board and the CGFOA for the opportunity to serve as treasurer. The Board in turn thanked Kathy for her service.

Jeff Edwards inquired as to any annual fees for Cvent. Kathy Velzen explained that charges are applied in relation to the number of registration per event and that the billing is quarterly. Kathy Velzen noted that she had had to add registrations in 2016 and may have to add even more in 2017. She noted that there is a separate fee for the event ap, covered from conference fees. She also noted that: the longer the contract, the lower the fees per registration.

Catrina Asher moved acceptance of the financial report. This was seconded by Judy Dahl. The motion carried unanimously.

Committee Reports / Review of Responsibilities

CTAC – Brandy reported out that there were 16 members of the CTAC education committee. There were 60 attendees at the 1st quarter workshop in February in Parker. CTAC has added one soft skills workshop per quarterly meetings and the February meeting included a High Stakes Communication session, as well as an update on the 2017 legislative calendar and the standards definitions project. There was also a visioning session to hear from members

what they would like to get out of their CTAC membership and a summary from that of CTAC strengths and weaknesses was distributed to members. A list of educational and networking opportunities was sent out to the CTAC group for input. For the Q2 May 5 meeting, CTAC is still looking for a host. Karen Maine will do a negotiation and conflict resolution session at the next two quarterly meetings. There will be a session on the taxpayer perspective as well. There will be a legislative update and an update on Airbnb. The Q3 meeting is at the Brighton Armory on Aug 4.

The group has suggested reinstatement of discussion at workshops without industry representation present. There is also concern about the list serve and confidentiality issues related to any comments collected. The group would like to have one list serve for just auditors and another that includes auditors and industry representatives. Kathy Velzen will check to see if any industry representatives are actually on the list serve because the past policy has been not to allow that. Specifically, there could be an issue of taxpayer confidentiality. Kathy will remove any if on the list.

Additionally, feedback from members is that, in order to increase participation, the quarterly meetings should be free. Currently the cost is \$25/meeting for members. The Board discussed equity across CGFOA and whether the risk to not having a charge would be that people will sign up but then opt out at last minute, and the importance of understanding what the fees are used for. Kathy Velzen noted that when it was free in the past, attendance was similar to now. However, with the exception of the ethics classes and CGFOA board meeting sessions, for which there is no charge, every other CGFOA course has a charge of at least \$25. The Board discussed the possibility of doing an article in Footnotes to address the concerns. All agreed that there was a need for transparency. The article could be broader than just regarding CTAC trainings and could include all CGFOA trainings. Kathy Velzen and Brandy agreed to work to draft a message. The Board wants to truly acknowledge the concerns and to make sure to use existing budget to cover as many costs as possible, in order to keep fees down. The Board recognized that in some cases, attendees have to pay for their own training and agreed that the article should also include information on scholarships.

Awards – The Board acknowledged that we do not receive many nominations and expressed interest in finding ways to reach out more. Current practice includes putting out calls in the newsletter and word of mouth to cull nominations. Often there is only one nomination. The group discussed the possibility of doing an e-mail campaign beyond just including in Footnotes, e.g. through CML and other outlets (to ensure all are included). It could be helpful to highlight what we've recognized in the past. Perhaps we could revamp the definition and better highlight criteria. The Board agreed to have an article each newsletter to keep it in the forefront and to remind members that it is possible to be nominated from outside the organization (particularly for smaller entities).

Conference, Education and On-line Education Update – The annual education committee met in January with close to 50 in attendance; the largest group ever! The committee restructured the way in which the committee organizes educational opportunities into 6 different tracks: grants and accounting; budgeting; public engagement; investments, debt and banking; CTAC; and professional development. The committee was able to get all sessions set for the conference, including determining sessions and assigning moderators. The committee also programmed all annual education and online training offerings for the year. Committee members will need to get all speaker and session information to Cheryl and Catrina no later than March 1st in order to get the information up on line for people to plan out their trainings for the year. There will be one on-line training per month. For the advanced courses, based on feedback received about the difficulty of attending multiple-day trainings, the committee decided to break up some of the lengthier classes into half day sessions that will be paired so that it would be possible for people to attend both sessions of the day or just one.

Cheryl expressed her thanks to all the committee members.

Conference Committee – With Clerks no longer a part of our conferences, the committee structure needs to be determined. One suggestion for new committee was: president, past president, VP, education chairs, two local reps, three members at large. Responsibilities include on-site visits to upcoming conference location for food choices, room assignments, and administrative work at the conference (requires arriving a day early to do this). Members get a discount. There I and the secretary duties. Kathy Velzen could take on the secretary duties. There will be three meetings. The Board discussed if it makes sense to have a separate conference treasurer from the CGFOA treasurer. The fiscal years are different, with different bank accounts. The intensity of the work is in the August to November time frame. Mostly the work is straightforward except getting information out of Cvent and getting support from Cvent. Kathy Franklin recommended waiting a year since we just transitioned to a new treasurer for CGFOA. Larry would need to train Judy, as the Past President has previously been the conference treasurer. The Board agreed with this suggestion to leave the treasurer duties separate for now, with the committee to weigh in on this once they have a better sense of the work involved.

Judy Dahl made a motion to have the committee structured as suggested. The motion was seconded by Jeff Cadiz and carried unanimously. The first meeting should be scheduled around the end of March, after information informing members of this is published in the February Footnotes.

The Board further discussed recruiting committee members and Judy Dahl, seconded by Jeff Cadiz, amended the motion to have the three at large members be appointed and serve a two-year term. The motion carried unanimously.

CML Conference Update – Jeff Hansen will provide a Finance 101 at the conference. Next year we will try to do something different, perhaps a session on dealing with disasters, for elected officials. Other conferences include: CCI (Colorado Counties), the Ten County Budget Conference and the Special District Association annual conference, which could provide opportunity for CGFOA to present on relevant topics.

Western Slope Coalition – Jeff is working with Scott Stuart from Mesa County to try to organize events/training. Debbie Murray is willing to help with regular class scheduling. The coalition wants opportunities but has difficulty finding time to plan classes. The Board discussed if it would be possible for CGFOA to help. The Board agreed to reach out to Western Slope members to determine what issues they are interested in so that we can try to plan a couple of workshops there each year. Kathy Velzen will reach out to Karen Slater to see if she would be interested in teaching some classes. Catrina also mentioned that Clifton would be willing to teach basic classes at the Western Slope.

The Board realized that they did not yet know who the new contact at DOLA is, with Jarrod Biggs now working for a new entity. Kathy Velzen agreed to contact DOLA to find out.

GFOA State Representative – Jeff Edwards is the State representative. GFOA is in need of help for stuffing bags (earns money for CGFOA). The Board discussed how CGFOA could use the funds, in particular if they could provide something to volunteers, such as lunch, a GFOA t-shirt, pay for parking, just providing a check for \$25, etc. or providing additional scholarships. CGFOA already has significant budget for scholarships and is not always able to spend the full budget. CGFOA should try to find 40 volunteers. Kathy Velzen and Jeff will determine what incentive to provide. We also need volunteers for the bike ride on Sunday morning of conference. Peggy, Jeff Edwards and Catrina volunteered for the bike ride. They will need to register for the event and CGFOA will pay registration for volunteers. This year, Colotrust is doing their event on Sunday night. The Board discussed whether to do an event and if so, when. For example, there could be a Monday morning breakfast. Most felt that it made more sense to do nothing this year.

Legislative/CML – Jeff Edwards is the representative. The CCI is an equivalent organization for counties. CGFOA does not have anyone who goes to the CCI meetings, that the Board is aware of. The Board discussed what percentage of CGFOA's membership is counties. Sometimes CML has conflicting positions when city and county interests conflict, so this can be awkward for CGFOA, since it represents cities and counties (and districts). The State legislature is currently trying to make decisions related to what local entities can or can't do.

Library – Marty is excited to work in the Library. CGFOA has all the books needed for CPFO exams.

Membership – Judy has worked with Debbie on this a little. She will try to revive information obtained from DOLA of all entities statewide, to promote CGFOA to those. SDA list is also available for special districts and Judy has e-mailed this group in the past. It is probably a good time to make a promotional push again and to let people know about the educational and scholarship opportunities.

Technical Issues – Jill Johnson is excited to be a part of this committee.

Nominations – Olga Fajaros will lead this committee. The committee includes Judy Dahl, Larry Dohr, 2 people assigned by president and 2 people with past board experience.

Scholarships – Sharon Spurlin will keep working on scholarships but would be willing to pass it on to anyone else who is interested in doing this work. ColoTrust applications are currently available. Typically, Kathy Velzen will put information in the August Footnotes reminding people of the available scholarship funds for CPFO exams (\$5,000), the George Nielsen (\$2,500), and Outreach and Careers scholarships (\$1,000). The 2017 budget also includes \$2,000 for education grants, \$7,500 for elected officials, \$10,000 for the fall conference, \$35,000 for the GFOA conference.

Social Events –

- Golf Tournament – June 16, Murphy Creek Aurora.
- The group discussed the possibility of looking for a summer social event time, perhaps in Crested Butte or Durango (backup), possibly camping. The Board supported a Thursday afternoon event with a Friday Board meeting. Dates determined were: July 20 and 21.

Administrative Alternatives Contract Renewal (Kathy Velzen recused herself from this discussion) –

The Board discussed the potential renewal of Administrative Alternatives contract. The questions to be determined include: time frame and rates. The Board noted that Kathy has worked for CGFOA since 1995. She typically works around 75% to 80% of her time devoted to CGFOA. The current contract includes an additional \$12.50 per registration at the annual conference, and other costs are covered. The increase has historically been tied to Denver/Boulder CPI.

This past year, Kathy spent 175 hours just on Cvent. The Board discussed offering her a bonus for this extra work. Judy Dahl made a motion and Catrina Asher seconded, to provide a \$5,000 bonus for this work. The motion carried unanimously. The Board acknowledged that Kathy does a great job and are extremely grateful to her. Judy Dahl made a motion and Olga Fajaros seconded, to approve a 3-year contract renewal with continued increases tied to CPI. The motion carried unanimously.

Other Business

None

Board Meetings

The next board meeting will be held on Thursday, April 27 in Colorado Springs, along with the Conference Committee meeting on April 28.

Adjournment

Judy Dahl made a motion to adjourn. Jeff Cadiz seconded the motion. The motion carried unanimously.