



**CGFOA BOARD MEETING MINUTES
FRIDAY, APRIL 14, 2016, 12:30 P.M.
GRAND JUNCTION, CO**

Please note that these minutes are preliminary and have not yet been formally accepted by the Board.

Call to Order

President Judy Dahl called the meeting to order. Officers and Committee Chairs present: Judy Dahl, President (Little Thompson Water District); Jeff Edwards, Vice President (City of Aurora); Kathy Franklin, Treasurer (City of Wheat Ridge); Peggy Bunzli, Secretary (City of Boulder); Lisa Yagi, Director (City of Arvada); Catrina Asher, Director (Boulder County); Cheryl Pattelli, Education and Conference Chair (City of Boulder); Debbie Murray, local representative for Conference Committee (Mesa County). Also in attendance: Kathy Velzen (CGFOA Administrator); Tammy Francis (Town of Cedar Ridge).

Old Business

- CPFO hosting sites – have been finalized: Arvada (Apex Parks and Rec District) on July 15, Wheat Ridge on September 23, Grand Junction on November 15.
- Local Social event for the GFOA conference – this has been tabled. Reminder that the GFOA Annual Conference will be in Denver in 2017.
- LinkedIn page – Kathy Velzen has tried to set this up and is not sure if it is working yet. She will keep working on it.
- CGFOA Facebook page – there is one but it is not active.
- Premium Conference Aps – Kathy Velzen provided comparative information/research on six companies that provide event management software. Of those, only one (Cvent) had an integrated platform for all four desired applications: conference application, event registration, membership, and electronic attendance tracking. The cost for this would be approximately \$15,625 (\$11,125 more than what we are currently paying for RegOnline for only two areas of functionality). If we were to add the third available module to our RegOnline software and a fourth from another company, the total cost would be at least \$14,500 and would involve extra work to manually integrate the information from two separate systems. The board discussed the pros and cons of various options, including cost, value, work to set up new system, and ongoing work to maintain the system. The board also discussed the timing, given the impending conference separation from the Clerk's group. All agreed that the Treasurer should have the same reporting access as she does in current system. A motion to transition to Cvent in July was introduced by Kathy Franklin and seconded by Catrina Asher. The motion passed unanimously. All agreed that we should get documentation on how to use the system from the software company and that training for board members might be useful. It was suggested that the Board put out a call to form a tech group to help CGFOA achieve greater technological capability and to better serve its members through technology, maybe in the newsletter. Peggy volunteered to provide something to Kathy Velzen for this purpose.

President's Comments

Judy Dahl noted that she had written an article for Footnotes and found it interesting to note that we only have 36 CPFOs in Colorado. Catrina will provide a testimonial regarding the CPFO process and value, in order to possibly interest more people in this opportunity.

Judy also presented a CAFR award to Parker. This is a nice opportunity to recognize the good work being done by Colorado entities.

Secretary's Report

The Secretary presented the January, 2016, CGFOA Board meeting minutes. Jeff Edwards made a motion to approve the minutes. The motion was seconded by Kathy Franklin. The motion carried unanimously.

Treasurer's Report

The Treasurer provided an update on the finances of the association.

bunzp1 7/22/2016 4:42 PM

Comment [1]: I don't think I did this. Are we still interested?

STATEMENT OF ACTIVITYRevenues

- The conference produced healthy direct revenues that were received in the first quarter and the Clerk's Association also paid their share of the administrator's fees for setting it up.
- Membership dues are well above what we collected in the first quarter of 2015.
- Sponsorships for golf and GFOA are coming in as well.

Expenditures and Costs of Events

- Kathy V. paid deposits for the golf event and the holiday event which will be at Union Station.
- FINANCIAL AND AWARDS – less than half of the budgeted amount for GFOA classes was awarded, but almost \$6,500 was granted.

Net other revenue

- This was a takeback of overpayments from RegOnline net of interest income. It is detailed on a separate page in the board report because it is unusual.

STATEMENT OF CASH BALANCE

- The treasurer opened a \$25,000 CD for the additional rainy day fund. That is reflected in the CD balance now being over \$100,000 with the interest earned on the original one.
- The books balance to the bank. Anyone who wishes to view the reconciliation may contact the Treasurer.

STATEMENT OF CASHFLOWS

- The organization continues to make money.
- We need to seek out ways to use the funds for the benefit of members' education or professional relationship building as per our mission.
- We could seek input from membership.

The Board discussed the issue of a membership "holiday" and agreed that it would make sense to wait and see the results of the various other actions agreed upon in January before extending this. Additionally, it was noted that while the Loveland conference was extremely well attended, the numbers at the Grand Junction conference could be lower and revenues might not be as high from the conference this year as they were last year.

Judy Dahl made a motion to approve the Treasurer's Report. The motion was seconded by Peggy Bunzli. The motion carried unanimously.

Committee Reports / Review of Responsibilities

Awards – nothing to report.

Education – Most sessions have been confirmed with only a few outstanding. Kathy Velzen confirmed that there are six webinars scheduled and that the Budget 101 in Salida had been confirmed. Jarrod Biggs is working to find a location for the Budget 101 in Lamar. The Board reviewed the full list of offering and had no other questions. The CML Conference session is all set to go.

Conference – Held webinar training for moderators and had only about 15 attendees. The committee cancelled a meeting to go over forms in April, as this would be premature (many forms not yet completed). There have been a few changes to the sessions/offerings. Judy informed the group that the presenter at the legislative session, Diane Criswell, was also a tax expert and could be available, if needed, for a tax session. Judy agreed to pass along her information to Jeff. Everything seems to be flowing along ok. Cheryl will be sending out a reminder to moderators in early May. The Board discussed whether tech training would be needed for the conference, with the new software. The Board agreed to seek volunteers to help with scanning at sessions (rather than to ask the moderators to do this too). Training will be needed at the conference for these volunteers. GFOA uses people and scanning kiosks at the annual conference.

CTAC

Kathy Velzen received the agenda for the May CTAC meeting and will get that posted.

On-line Education

See note above under Education.

Western Slope Coalition

The Montrose sessions are organized and ready to go. Typically about 20 people attend these sessions.

GFOA State Representative – Judy Dahl will be meeting with Jeff Edwards before the end of her term as president to help smooth the transition for when Jeff is President and will be the State Representative. There are numerous segments of GFOA and it is necessary to switch out the name and responsibility of the previous representative with the current representative. Judy will provide a list of the items needed for the role/responsibilities transition to Jeff and Kathy Velzen.

Legislative/CML – Jeff Edwards spoke to Kevin regarding CML's list of legislative items that they wish to support (or not). CML will vote on this at their next meeting. CML has updated their policy statement, which guides the group in what to oppose and support and it should be posted soon. CML interested in hearing from cities and local governments who are doing an analysis of Amendment 69 (healthcare – single payer ballot item) and the impact it will have on cities. Jeff will provide a Legislative/CML summary article for the next newsletter.

Library – Have ordered CPFO materials and library is now complete with regard to taking the CPFO exam.

Membership – Deb Murray and Judy Dahl will meet to strategize ways to increase membership. There are still many counties and special districts that are not members and they may be the target market for membership promotion. The DOLA website has a list of every city, county and special district in Colorado, along with other relevant data. Previously Judy targeted cities, counties and larger special districts. Judy and Deb will work on options for an introductory letter, to reach out and to include smaller districts as well. Jarrod Biggs may be able to provide insight into which entities might benefit from CGFOA support.

Outreach and Careers – This committee was ended at the last CGFOA Board meeting and no more reports will be needed.

Technical Issues – nothing to report. The Board discussed the idea of producing a white paper on amendment 69 and the Technical Issues Committee agreed to work on this.

Nominations – The Board reviewed who is on the nominations committee. The nominations Committee is made up of the Vice President, the Past President, the previous Past President, two active members at large appointed by the President, and two active members with CGFOA Executive Board experience. Nominees should be active CGFOA members. The term is generally two years, with the exception of VP-President-Past President which is a three year commitment with a year in each role. The board agreed that a person planning to run for an office should not be on the nominating committee. There are currently five nominations that have been received. Judy Dahl will appoint the two active members at large and Kathy Velzen will put out a note in the next Footnotes to drum up interest for the other two active member positions. The Board wants to make sure that this process is inclusive.

Education Grants – There has been one application for an education grant so far and \$6,000 has been awarded for GFOA class grants.

Scholarships – There has been one ColoTrust membership scholarship application received so far. The Board agreed to keep a running list of available grants and scholarships in every issue of Footnotes. Calls for the other two scholarships (Outreach and Careers and George Nielsen) will go out in the August Footnotes with a September deadline.

Social Events –

- Golf Tournament – June 10, 8am at the Heritage Golf Course at Westmoor in Westminster – registration will open Monday April 17. This is a sponsored event for 18 holes and 80-100 participants are expected.
- National GFOA Conference in Toronto: The CGFOA event will be held in the CN Tower. Though there have not been as many sponsorships as in the past, there is no concern about the viability of the event.
- The Holiday party will be held at Union Station on Dec. 2 from 4 to 7pm and will be open to significant others. There will be no cost to participants. Sponsors of previous events are invited and are not asked for additional sponsorship. This is a nice thank you for all they've done throughout the year.

Board Meetings

The next meetings will be held in:

- Estes Park on July 22, 2016 – the exact location will still need to be identified. There will be a morning education session, followed by a networking lunch, and the Board meeting.
- 2016 Conference Meeting in Grand Junction.

Other Business

The following other topics were discussed:

- CTAC was wondering if CGFOA could pay the annual conference registration for the CTAC President and Western Slope Coalition President, as well as lodging. Currently, the registration for the CGFOA President is not covered and lodging is. The board discussed whether there were others whose registration/lodging should also be considered, such as for the Education and Conference Chair. Lodging for the Clerk's President is also covered. There was consensus that the President's registration should be covered. No motion was entertained on this issue and the Board expressed a desire to consider this more carefully at a future meeting.
- The Board agreed to add an agenda item to the July Board meeting regarding the impact of the split from the Clerk's organization on the administration and organization of the annual conference. Some items to consider will be the potential impact to the treasurer, and whether future locations already under contract will be viable. There are no concerns about Hotel Elegante in Colorado Springs, but some concern about Beaver Run in Breckenridge.
- The Board agreed to add locations of future conferences to the website.

Adjournment

Judy Dahl made a motion to adjourn. Kathy Franklin seconded. Motion carried unanimously.