



CGFOA BOARD MEETING MINUTES FRIDAY, JULY 22, 2016, 12:30 P.M. ARVADA, CO

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); Don Warn, Past President (Town of Parker); Kathy Franklin, Treasurer (City of Wheat Ridge); Peggy Bunzli, Secretary (City of Boulder); Lisa Yagi, Director (City of Arvada); Catrina Asher, Director (Boulder County); Lore Nusser, Director (Apex Park and Recreation District); Cheryl Pattelli, Education Chair (City of Boulder). Also in attendance: Kathy Velzen (CGFOA Administrator), Danielle Tuscher (Town of Parker); Brandy Zink (Town of Parker); Christie Guthrie (Town of Castle Rock); Christy Ringer, (City of Steamboat Springs); Jonathan Sandberg (North Table Mountain Water and Sanitation District); Sam Boster (Bear Creek Water and Sanitation District).

President's Comments

Judy Dahl attended the National GFOA. There was a great turnout. The Colorado contingent party was held at the CN Tower and was a success. Overall the conference went really well. The conference center was very large, so attendees had to go a long way between sessions.

Judy was invited to the Meeting of States and Provinces and attended this meeting. This group anticipates a portal to come online in the coming year which will allow states and provinces to ask questions and to share information, including job opportunities, with other states and provinces.

Secretary's Report

None – April Board minutes to be approved by e-mail or at next meeting.

Treasurer's Report

The Treasurer presented the January through June 2016 Statement of Activity and the June 30, 2016 Cash Balance Report at June 30, 2016. CGFOA continues to be in a good financial position. Given the positive financial outlook, this year CGFOA is offering more opportunities for financial assistance and scholarships than in past years. Judy reminded the Board to continue to promote this with CGFOA members and to help the organization use the resources to promote educational opportunities. Current reserves are higher than per policy and the organization should be appropriately spending these in support of its mission. A dues holiday could be considered in the future if reserves remain so high. To note, there will be some additional annual costs to CGFOA, with the split from the Clerks organization for the annual conferences, which may require greater surplus ongoing. Additionally, CGFOA will spend funds in support of the Denver GFOA conference.

Lisa Yagi made a motion to accept the financials, which was seconded by Jeff Edwards and passed unanimously.

Committee Reports / Review of Responsibilities

Awards – no updates; will push for nominations in August Footnotes.

Conference – With the conference no longer being shared with the Clerks organization, there may be a need to revisit the structure of the Conference Committee and financial structure.

Currently the Past President is the conference treasurer. The job of conference treasurer is one that requires work throughout the year and there is a significant workload for a short period of time. Judy suggested that the structure remain the same for one more year, transitioning from the last year of a joint conference to the first year of an individual conference in 2017 and re-evaluating the structure for the 2018 conference. The Board agreed with this.

Currently the committee is made up of the Past President, the current President and the Vice President. Should we consider drawing conference committee members from general membership? The committee does not need to be as large as the Education Committee, which will still be involved in planning the conference program, but it would be useful to continue to have a local committee member and a member responsible for scholarships, as well as the Education chair and two or four additional members, beyond the core three noted previously. It would be useful to

have this new structure determined before the Education Committee Meeting in January, especially in light of the fact that with increased educational offerings, it may be beneficial to increase the size of the Education Committee as well. Kathy will put an article in the next Footnotes to call for volunteers for this committee. All agreed.

Judy asked Cheryl Pattelli if a single chair or a co-chair structure works better. Cheryl noted that much of the work ends up being chasing down speakers, speaker forms and session forms that are not completed on time and that Kathy Velzen bears the brunt of this. Kathy and Cheryl agreed that having co-chairs covering both the conference and annual education program simultaneously was not effective whereas having a co-chair focused primarily on the conference and a co-chair focused primarily on the annual education program was beneficial. Cheryl will continue as co-chair focused on the conference and Catrina Asher volunteered to be the co-chair focused on the annual education program. Given the desire for greater participation and the fact that the meeting is held in the winter, this coming year, the Education Committee will meet in the metro area. Cheryl and Catrina will be looking for a larger room in the metro area and will be recruiting potential members. The meeting will be held on the Friday before MLK Day (January 13, 2017). All agreed.

Education –

Annual Education – The Board reviewed a listing of all the annual education offerings, noting that a few classes had to be cancelled for lack of participants. The COSO update class that was scheduled to be offered on July 29 in Frisco was removed from the schedule but there is another offering in Castle Rock in mid-September. Webcasts have been going well, with about twenty people signing up per event. At this point the advanced governmental accounting class scheduled for Glenwood Springs does not have many people signed up, so it may have to be cancelled. There will be availability in the August classes in Boulder. For the class to be feasible it requires a minimum of ten people registered. Cvent is working well and provides great information to users. Budget 101 classes have between six and ten people signed up. There may be a Budget 201 class in October along the Front Range. Peggy and Jarrod Biggs will try to find a time and Kathy will try to find a location that works for this. The potential full day disaster planning class to be provided in conjunction with the State of Colorado, along the Front Range, has not panned out because the State is too busy to participate at this time. There is some uncertainty around the GASB 34 update and the payroll class offerings.

CML Conference Update – nothing to report other than that Jeff Hansen provided a Finance 101 at the conference.

2016 Conference Education Update – reminder to moderators to get speaker and session forms turned in as soon as possible.

CTAC/Education – Kathy Velzen has received the agenda. It would be good to get the agenda sooner than ten days before the meeting.

Online Education – no additional updates beyond what was noted earlier in the meeting.

Western Slope Coalition – Deborah Overton organized the first meeting in the Spring but was not sure that she would have capacity, with current job demands, to continue doing this. The Western Slope would like to have events but it is hard to find organizers. Jeff suggested the possibility of trying to incorporate CTAC sessions into these meetings to increase the participation and interest of organizers. Kathy suggested also incorporating the planning for the two annual Western Slope events into the Education Committee, which could help the group identify a variety of topics and sessions that would be valuable to them. The Board agreed that this could be helpful. Kathy will reach out to various Western Slope entities to identify additional members willing to help.

GFOA State Representative – See Judy's comments above.

Legislative/CML – Jeff has been working on analysis of Amendment 69 (single payer state ballot issue). The technical issues committee had thought about trying to find a way to get information out on this, however, very difficult to do so and ensure that CGFOA does not take a position on it.

CML will be drafting a response on this and the potential impact to cities. Not sure if CML will be taking a position. Judy attended a conference on employee benefits that included discussion on Amendment 69. The group that puts on this annual conference may be working on a statement of pros and cons. Judy will share this if it becomes available.

Library – Kathy has created a list of all the materials needed for the various tests and ordered additional materials to complete the Library accordingly. The library has also purchased two new Elected Officials Guides (EOGs) on interpreting local government financial statements and how to avoid the 25 most common mistakes.

Membership – nothing to report.

Technical Issues – Apart from understanding and providing information on the implications of Amendment 69, there are currently no other topics the committee is taking up.

Nominations – Jeff has been meeting a lot of people and encouraging nominations and potential board participation.

Scholarships – CGFOA has provided \$6,628.50 for national GFOA training; 8 ColoTrust applications; one grant for a GFOA training. The First round of CPFO exams has taken place and Kathy will put information in the August Footnotes reminding people of the available scholarship funds upon passing the exam. Kathy put information to appear in August Footnotes regarding the George Nielsen and Outreach and Careers scholarships. She has already received one application.

Social Events –

- Golf Tournament – was a success but had a low turnout; Jeff Hansen will be putting out a survey to get feedback. Feedback received to date was that is a beloved event but for a variety of reasons the day just didn't work with individuals' schedules this year. Kathy will explore the potential to host the tournament during the weekend preceding the national GFOA conference in 2017.
- National GFOA Conference – with regard to the 2016 conference, see information noted above. For 2017, with the conference in Denver, the Board agreed that it would still be a valuable event to hold and a great way to promote the CGFOA to Colorado non members. The board discussed various options to explore, including the zoo, Temple Buell, the art museum and the botanic gardens. Kathy and Jeff will work on this.

Cvent Update – Cvent is up and running and fully functional, as of July 1. It seems that it looks great/works well for the customer but it is not as intuitive as the old system for the administrator, so there has been a big learning curve. Benefits include the ability to scan the registration of participants after an event, for proof of attendance. This is efficient but still may not be available at all events. Kathy Franklin will be training on the financial functionality but will be leaving after only about six months of training/using the system so it will be important to bring the next treasurer up to speed. There have been some issues when a person does not want to register for an event and selects "no" but still ends up on the registration page. Kathy is working on this with tech support. In order to manage effectively and reasonably, some additional features have been needed. Membership renewal notice one year following the last renewal will be automatic now. Through the member portal, membership and directory information will be available.

Judy asked Kathy to keep track of additional hours spent on implementing this new system to ensure she is appropriately compensated for her time beyond her contract with CGFOA.

Other Business

The following other topics were discussed:

- Golf – in order to increase participation, can we open up the event to non members (and potentially promote membership). The event is intended to be a social event for members, though it is fine if non members are invited by members. It is not really intended to be a membership event.
- 2017 GFOA National Conference – Kathy Velzen, Judy Dahl and Jeff Edwards are on the committee for the 2017 national conference in Denver. It would be great for CGFOA to encourage participation in the national event, including helping those who normally cannot attend the national event to do so. CGFOA will have grants and scholarships to this end and GFOA has first time attendee scholarships as well. We're trying to get 1,500 people from Colorado to attend. There is a call for topics out, so if there is anything anyone is interested in, they should let the committee know. Kathy Velzen will send out a message to CGFOA members to let them know this.
- The Board discussed various options to help Colorado participants attend the conference. Ideas included: a host program where metro area members could share a spare bedroom for people who want to attend conference but for whom the hotel is too expensive, the potential to provide light rail passes to allow participants to stay at hotels that are farther away from the conference. The Board did not want to interfere with GFOA's organization related to hotels and negotiated rates. Rather than research/publish hotel alternatives, CGFOA could offer flat rate scholarships that could be applied to registration, travel, etc. at the

discretion of the entity. The Board agreed on the following: \$350 flat rate scholarship amount, to be made out to the entity, with proof of registration, with a maximum of two scholarships per entity and a maximum of 100 scholarships provide (total impact not to exceed \$35,000). Kathy will create simple form to be ready by October on-line. Submission would need to be done by end of May and would be subject to availability.

- GFOA Committee members – GFOA is looking for committee members. Kathy Velzen will send out a message to CGFOA members, including deadline information, regarding this.
- Retired members are able to stay on member roster and can continue to receive member discounts.
- The Board discussed the potential need to change contracts for future conferences – this may not be needed. It will be necessary to change the name on the conference bank account after this year's conference accounts are settled.

Board Meetings

The next board meeting will be held on Friday, November 18 in Grand Junction at the 2016 Conference.

Kathy will look for a date in late August for a final Conference Committee meeting.

Adjournment

Catrina Asher made a motion to adjourn. Kathy Franklin seconded. Motion carried unanimously.