

CGFOA BOARD MEETING
Friday, July 21, 2017 9:00 AM
Mountaineer Square Conference Center
620 Gothic Road
Crested Butte, CO
Elko Room

Call to Order

President Jeff Edwards called the meeting to order at 9:00 am. Officers and Committee Chairs present:

Judy Dahl, Past President (Little Thompson Water District); Olga Fajaros Vice President (Arapahoe County Sheriff's Office); Sue Austin, Treasurer (City of Arvada); Tammy Nordyke, Secretary (Pueblo West Metro District), Catrina Asher, Director (Boulder County); Jeff Cadiz, Director (City of Centennial); Danielle Tuscher, Director (Town of Parker); Lore Nusser, Director (Apex Park & Recreation); and Brandy Zink, CTAC Co-Chair (Town of Parker). Also in attendance: Kathy Velzen (CGFOA Administrator)

President's Comments

Jeff Edwards stated that he had attended the golf tournament. There were concerns with associate members being the majority of the attendees. Jeff also mentioned that dinner at the Secret Stash was fun.

Secretary's Report

Kathy Velzen presented the April 27, 2017 minutes which were prepared by Cheryl Pattelli.

Danielle Tuscher pointed out incorrect date and location for CTAC. Kathy will make the changes as requested.

Danielle Tuscher moved the acceptance of the minutes with the stated changes. This was seconded by Jeff Edwards. The motion carried unanimously.

Treasurer's Report

Sue Austin provided the following financial reports: Statement of Activity for January – June 2017; Cash Balance as of June 30, 2017; and Budget vs. Actual for January – June 2017. Sue provided the following information about the reports:

- Statement of Activity
 - Net revenue \$424.09
 - Decrease \$33,076.67 from 2016
 - CGFOA net proceeds of \$55,183.62 was deposited as well as \$1,767.70 from CMCA for salary split with CGFOA conference services
 - 68 checks issued for the \$350 GFOA grants
 - GFOA conference event expenses totaled \$14,435.71. Largest expenses included \$8,945.38 for Stout Street Reception, \$1,923.25 for 35 gift cards for volunteers, \$1,130.41 booth expenses and \$1,991.18 for mints, clips and post it notes.
- Cash Balance. Sue Austin indicated that reconciliations are available if anyone wants to review.
 - CD balance \$50,614.17
- Statement of Cash Flow

- Cash balance increased \$5,496.77 during the second quarter

Judy Dahl moved acceptance of the financial reports. This was seconded by Lore Nusser. The motion carried unanimously.

Committee Reports/Review of Responsibilities

Awards – nothing new to report. Kathy Velzen stated that Board members are key to nominations and that we will need to send something out to members. It was brought up that Finance Officer of Year and Significant Contribution Award are too complicated. It was suggested that a modification to allow for significant contribution to the general government versus just in the finance area. Jeff Edwards suggested that we have a conference call to Stephanie to discuss for future years.

Conference 2017 Update – Kathy Velzen provided a copy of the draft program. She wants to make sure there are individuals available to help with the Excel classes on Tuesday, November 14, 2017 to keep the class moving on. It was suggested to have one helper for every 4 to 5 class registrants. It was brought up to add one day registration for Tuesday. The conference which had historically been a 2-1/2 day conference has grown to nearly 4 days.

Catrina Asher to follow up with GASB update.

A suggestion was made to color code or identify the classes by track. The group decided on putting the track in parenthesis as to what area it relates.

The Board discussed the sessions. Various Board members to reach out to speakers for missing pieces.

Kathy will send out an email to set up conference meeting for August to try to finalize the details on the conference. Possibly last week of August in the afternoon. Location to be determined.

Education

- Annual Education/On-Line Education– Catrina Asher
 - Classes going well
 - Public speaking class again next year – well received
 - Removed a few courses
 - Following up with speakers for classes
 - Will update schedule and send out update
 - Decided to do an annual summer workshop for the western slope coalition. Board will handle and work with western slope coalition.
- CTAC Education – Brandy Zink more than 90 people attended May 5th training. The 3rd quarter training will be August 4 in Brighton. CTAC currently working on updating courses

GFOA State Representative - Jeff Edwards – nothing new. Overall conference was great. Well attended. Discussed who the drawing winner was and will send out notification to the individual.

Legislative/CML – Jeff Edwards. Tax task force - how to simplify sales tax. They are working on determine common language and definitions. They can only make changes that do not require a vote of the people.

Library – Kathy Velzen – nothing new. The books are available for check out to study for the CPFO exam. CGFOA will start acknowledging new CPFOs in Footnotes and at annual conference banquet.

Membership – Currently 674 government members and 96 associate members. Membership is up slightly. Ideas were discussed about how to increase membership.

Catrina Asher mentioned trying to go to CCI, CML, SDA and other conferences to get the word out about CGFOA.

Technical Issue Committee – Don Warn sent in a report, it is attached to these minutes. No one supported changes to Financial Reporting Model. Articles might be presented to Footnotes. Deadline Sept 15 for comments.

Nominations – Olga Fujaros – have received nominations for Secretary, Vice President, 3 for Board members. August 8th deadline. Sending blast out to organization for last call for self-nominations. Candidate information will be published in the September issue of Footnotes. Voting will take place in October via Survey Monkey.

Scholarships – Kathy Velzen

- Annual Education – 1 or 2 submitted
- Conference – none yet
- Outreach/Careers – just published
- George Nielsen – just published
- COLOTRUST – trickle in throughout the year

Other Business

- CTAC Nominations/Voting – Brandy Zink
 - Transition of leadership for CTAC possibly going out to membership to request nominations. A suggestion is to have co-chairs that would serve two year terms. They would like to piggy back on CGFOA election. The Board agreed to the new process. Kathy will incorporate the changes into CGFOA policy and procedures. Full CTAC Report is attached to these minutes.
- CGFOA Board Elections/Voting – Kathy Velzen
 - Kathy to publish in Footnotes nominations and survey monkey.

Board Meetings

- No dates were discussed as to the next Board meeting.

Adjournment

Lore Nusser made a motion to adjourn. Judy Dahl seconded the motion. The motion carried unanimously.

Respectfully submitted,

Tammy Nordyke

Technical Issues Committee Update
Co-Chairs, Don Warn and Jill Johnson
July 18, 2017

Co-Chair Don Warn attended the GASB public hearing on May 21, 2017 regarding the Invitation to Comment on Financial Reporting Model Improvements – Governmental Funds. The testimony was all over the place, so other than no one supporting the terminology changes, there was no real consensus on what people want. The committee may draft an informational article for an upcoming issue of Footnotes.

GASB issued an exposure draft on Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements. The comment deadline is September 15, 2017. The committee is scheduling a conference call to discuss the draft and determine if a response is necessary.

Co-Chairs

Curt Osborne, City of Boulder

Brandy Zink, Town of Parker

- **Q2 2017 CTAC Workshop**
 - Hosted by City of Englewood on Friday, May 5, 2017
 - 90+ in attendance
 - Soft skill presentation by Karen Main
 - Real Strategies for Tough Conversations
 - Grant Thornton, City of Denver, City of Arvada, City of Parker and City of Thornton contributed with presentations
 - Nexus
 - Residential Short Term Rentals
 - Audit Work Papers
- **Q3 2017 CTAC Workshop**
 - City of Brighton to host on Friday, August 4, 2017
 - Topics include Construction Use Tax, Legislative Update and Audit Methods
- **CGFOA Annual Conference – CTAC Track – Update**
 - Are all necessary forms submitted?
- **2018 CTAC Transition of Leadership**
 - Creation of two, two-year staggered positions
 - Candidates voted on by current membership
 - Follow CGFOA election schedule
- **Miscellaneous**
 - 2018 schedule to include Auditor 101, Auditor 102 and Construction Use Tax workshops along the western slope and in the metro area during the summer of 2017