

NH Government Finance Officers Association
Executive Committee Meeting
Thursday, July 13, 2023
Teleconference Meeting via Zoom

Members Present:

Naomi Bolton; Vickie Lee, Mark Decoteau, Cheryl Lindner, Tammy Penny, Tom Boland, Tammy St. Gelais, Jill McNeil, Tammy Letson, Katie Phelps

Call to Order:

Naomi Bolton called the meeting to order at 8:01 am

Secretary's Report:

Tammy Penny shared a draft of the May 4, 2023 annual meeting minutes. Since Tammy P was unable to attend the May meeting, she requested input from other board members to fill in blanks. Several edits were made regarding attendees. Tom mentioned that motions were made from the floor and seconds were also made from the floor. Tammy St. Gelais offered to forward the GFOA award information to Tammy P so the May 4th minutes can be updated accordingly. Cheryl Lindner asked for the spelling of her name to be corrected. Marc Decoteau made a motion to accept the minutes as amended. Then Cheryl Lindner seconded the motion; motion carried

Then the minutes for the June 14th minutes were discussed. No edits were made and Tom Boland made the motion to accept the minutes of June 14th as presented. Then Katie Phelps seconded; motion carried.

Treasurer's Report:

Cheryl Lindner presented the Treasurer's report. Mark Decoteau had been presenting the Treasurer report at these meetings for the past seven years. Cheryl shared the budget on screen and begin discussing highlights. In the month of June interest came in, people paid dues, conference registrations and conference sponsorships came in. Income for the month of June was \$6,214.29. Expenses amounting to \$2,353.20 from the annual conference were posted in the month of June. Additionally, April, May and June hours for our new assistant, Sheena, were paid out in June. The credit card charges were a combination of conference expenses and the certificate program. An insurance bill and the national conference reimbursement was also paid. The ending balance in the fund is \$103,988.50. Tom Boland made a motion to accept the Treasurer's report as presented. Tammy Penny seconded; motion carried.

Committee Updates:

Legislative Update:

No legislative report since Katherine Heck is not available today.

Training Committee:

Tammy St. Gelais mentioned that there is not a lot of training committee activity in the summer. She did submit the proposal for the NHMA session on grant accounting and compliance that Vachon Clukay is putting on. She also wanted to mention that the 990 report in 2020 was filed late because it was mailed instead of filed electronically. It took a while to get it returned. Plodzick and Sanderson has since submitted it electronically and they requested a waiver. We are still waiting for an answer on the waiver.

<u>Certificate Program:</u>	Jill informed the committee that the certificate program is coming close to an end and she is getting requests for next year's program already. The <i>Local Officials Workshop</i> is next week, as well as, <i>How Public Services Are Funded</i> . Then we have a payroll class. Then NHMA Budget and Finance and we are done. Tammy P. asked how much the program will cost next year. Jill said \$300. Jill has a lot of interest and already has five applications but would like people to hold off on applying until the fall.
<u>Membership Committee:</u>	Jill is working with Sheena on streamlining the web registration process and noted that an email will go out to the membership before she goes on vacation in July.
<u>Purchasing Committee:</u>	No update since Tina Waterman could not attend today.
<u>Website Committee:</u>	No update since Justin could not attend. Katie has also volunteered for this committee and she has experience with civic plus. Justin and Katie will connect next week regarding logins.etc.
<u>New England States GFOA:</u>	Tammy S explained that registrations went out for the conference and over 100 have registered. She also mentioned that she put a limit on the hotel discount of two per community. There will also be a gambling night.
<u>NHPDIP Committee:</u>	No update since Naomi has not reached to Dawn Enright yet.
<u>Old Business:</u>	Naomi described what MMANH did with the fellowship program since she offered to look into this at the last meeting. They first solicited communities that were interested in a fellow. Then they contacted UNH since they have the MMA program and asked if they had any interested interns for the summer. The MMANH paid \$20/hr for 400 hours. This year they placed an intern in Lebanon who is working fulltime over the ten week summer. Vicki explained that he is working on policies and attending all meetings. He is doing well and learning a lot. Naomi mentioned that this is a great opportunity to recruit new grads into our "aging art." Without community interest, then there is no need to advertise for a fellow. Location is key before requesting applicants. For example, if you live in Nashua, then you are not going to apply for an internship in Lebanon. Naomi will share sample correspondence from the MMANH fellowship program. Tammy S mentioned that the professor at Plymouth State is anxious to hear back from us and asked if the committee has interest in this type of program. Naomi thinks this is a worthwhile program that benefits the community and the student. The consensus of the committee is that this program is a good idea and that we have available funding for it. This item will be on the September agenda.
<u>Executive Session:</u>	No Need
<u>New Business:</u>	Tammy S mentioned that we should at least start the conversation about the budget. The majority of the budget is the training committee and the annual conference. This budget is for FY24 when we meet in September. Tammy S said she could work with Cheryl over the next couple months on other pieces of the budget. Tammy S then

went over some components of the training budget. We need to add a line for event leaf and for Sheena. We also need to add a line for credit card interest and fees since the bank doesn't give enough lead time to process the monthly payment in full. Tammy P. made a suggestion to have the bank auto-debit the checking account for the balance due. Cheryl will look into electronic payment options. The budget discussion will be on the September agenda. On August 17th a budget work session will occur with whoever can attend. The next regular executive committee meeting is September 14th at 8:00am.

This is Tom's last meeting and everyone wished him the best. Tom said this has been a fun experience with a great group.

Adjournment:

Tom made the motion to adjourn. Katie seconded to adjourn at 8:42am. The motion passed.

Respectfully submitted,

Tammy Penny

Tammy Penny
Finance Director
Town of Pelham