

NH Government Finance Officers Association
Executive Committee Meeting
Tuesday, January 14, 2020
10:30 a.m. NHMA, Concord, NH

Members Present: Geoff Ruggles; Tom Boland; Naomi Bolton; Tammy St. Gelais; Katie Graff; Mark Decoteau; and Justin Campo participated in person. Carrie Kleb participated by phone. Naomi Bolton kept the minutes.

Members Unable to Attend: Vickie Lee

Others Present: Ann Legere, Dover; Tina Waterman, Concord

Call to Order: Geoff Ruggles called the meeting to order at 10:34 AM.

Secretary's Report: Tom Boland moved, Tina Waterman seconded to approve the December 20, 2019 minutes as amended. Passed with Katie Graff and Mark Decoteau abstaining. The approval of minutes from the meeting in September was tabled to the next meeting.

Treasurer's Report: Mark Decoteau went over the Treasurer's report which was through 11/30/19. A budget through January 13, 2020 was also presented the board. The treasurer's report is missing some receipts from December. Once those are added a new updated treasurer's report will be sent to the committee.

Committee Reports:

- *Legislative Committee* – Tammy St. Gelais shared that there will be some legislation to change the bond voted from 2/3 to 3/5th in order to pass.
- *Training Committee* – The current draft agenda of the Annual meeting was given to the Board. This is still a work in progress but moving along very nicely.
- *NH Public Finance Consortium* – Nothing new to report
- *Membership Committee* – Nothing new to report
- *Website Advisory Committee* – Nothing new to report
- *Audit Committee* – Nothing new to report
- *NE States GFOA* - Tammy St. Gelais reported there was nothing new regarding the NESGFOA Conference in Stowe, VT. The spring seminar will be held in Waltham, MA on April 2nd & 3rd. This year's annual conference will be in Providence, RI on September 13-16th.
- *NH PDIP Advisory Committee* – Nothing new to report
- *Purchasing Committee* – Ann Legere from Dover has taken a promotion to the Deputy Finance Director so she is passing the torch for this committee to Tina Waterman who is the Purchasing Manager for the City of Concord. They currently meet quarterly. They are looking to reinvigorate the committee and try some new things. The plan is to meet on more of a regular basis hoping there will be more attendance and visibility. They are looking at putting together a webinex to get more involved. A suggestion was to give them some time at the Annual Conference to talk about what they do, which was well received and will be fit into the schedule possibly around the GASB section.

Old Business: None

New Business: The Board began reviewing the policies. This will be done a little at each meeting.

- *Budget Policy:* The board discussed the dates and deadlines to make them more realistic with the current happenings of the Board. Revisions will be made and distributed for the next meeting for approval.
- *Code of Professional Ethics Policy:* The board discussed comparing this with the new GFOA policy just received. Discussion was to have this policy sent with a cover letter from the President requesting a signature. It was mentioned to send it with the membership renewals. It will also be talked about at the annual meeting. Tom Boland offered to do the comparison and distribute for the next meeting for approval.
- *Executive Committee Meeting Policy:* The board discussed making the meeting dates a set date for people to be able to populate their calendars, as calendars tend to fill up fast. The Board agrees to the First Tuesday of the month at 10:30 AM here at the NHMA campus. This will be posted on the website as well. A couple minimal changes to the policy were made.
- *Fund Balance Policy:* The board agreed the policy looks fine. No changes were made
- *Internal Controls Policy:* There was a lot of discussion by the board making changes to keep duties segregated and making sure that a second set of eyes reviews everything. Currently the Deputy Director of the bond bank is assisting with that oversight. Revisions will be made and distributed for the next meeting for approval.
- *Job Posting Policy:* The board discussed adhere to it better. No changes were made.

Executive Session: None

Mark Decoteau moved; Naomi Bolton seconded to adjourn meeting at 12:17 PM, unanimous vote in favor.

The next meeting of the Executive Committee will be held February 4, 2020 at 10:30 AM at NHMA.

Respectfully submitted,

Naomi L. Bolton

Naomi L. Bolton
Town Administrator
Weare, NH