

NH Government Finance Officers Association
Executive Committee Meeting
Tuesday, March 3, 2020
10:30 a.m. NHMA, Concord, NH

Members Present: Geoff Ruggles, Katie Graff, Vicki Lee, Mark Decoteau, Tom Boland, and Tammy St. Gelais (non-voting member) participated in person. Carrie Klebe joined the meeting late and Mark Decoteau left the meeting early. Tom Boland kept the minutes. Geoff Ruggles called the meeting to order at 10:31am.

Members Unable to Attend: Naomi Bolton and Justin Campo

Others Present: Tina Waterman – Chairperson of the Purchasing Committee
Jill McNeill – Program Administrator NH Bond Bank

Secretary's Report: The members present reviewed the draft minutes from the meeting of February 4, 2020. A few housekeeping corrections were proposed and agreed upon. With those proposed corrections, Tom Boland made a motion to accept the revised minutes. Katie Graff seconded the motion. Motion was approved by a vote of 5-0-0. Carrie joined the meeting after this vote.

Treasurer's Report: Mark Decoteau presented the Treasurer's Report as of February 29, 2020. Mark reported that the current Fund Balance was at approximately \$135,000, which included conference sponsorship collections of over \$27,000 for the spring 2020 conference. After some discussion of the Fund Balance, Tom Boland made a motion to accept the Treasurer's Report. Vicki Lee seconded the motion. Motion was approved by a vote of 6-0-0. Mark left the meeting after this vote.

Committee Reports:

Legislative Committee No update

- *Training Committee* - Tammy reported that the program brochure for the Spring 2020 Conference was in the process of being updated and would be circulated to the Executive Committee once it was completed. We have received pledges for a total of \$37,500 in sponsorships for the conference, which is about the same in total as last year. Registration for the conference will be open on March 6, 2020. There is a new website for the online conference registrations this year.
- A status update was given on the Certificate Program. Only 1 session of the Certificate Program is planned for 2020. That session is scheduled to begin in April and is currently full. There are 3 or 4 additional applicants who have been placed on a waiting list. There was some discussion of trying to plan for a second session, but unless the demand increases significantly it was decided to just stick with the single session plan. It may be feasible to do 2 sessions of the Program in 2021 if the demand warrants.

NH Public Finance Consortium –No update.

Membership Committee – No update.

Website Advisory Committee – No update. Tammy and Jill asked the Committee to consider adding another member or two to the Website Committee to help Betsy handle the necessary updates. Geoff said that he would talk to Betsy about it and report back at the next meeting.

Audit Committee – No update.

NE States GFOA – Registration is open for the NESGFOA Spring Training Seminar in Woburn, MA on 4/2-4/3/2020. The agenda for the seminar was circulated to Committee members.

NH PDIP Advisory Committee – No update.

Purchasing Committee – Tina Waterman said that there had not been any recent meetings of the Purchasing Committee, but that they were working on the presentation that they are planning to give with Citizens Bank at the Spring Conference in North Conway.

New/Old Business:

The Committee continued the review of the organizational policies that had been started at the past two meetings. The changes to the Budget, Code of Ethics, 1st VP Reimbursement, Speaker Reimbursement, Scholarship, and Subcommittee Succession policies were reviewed and approved. A couple of additional edits were proposed to the Internal Controls policy, and with those proposed changes, the revised policy was approved. In reviewing the Network Meeting Policy it was noted that there were some inconsistencies between the policy language, the organization's by-laws, the website, and the NHGFOA Application form with regard to the definition of Regular Members and Associate Members. It was agreed that these inconsistencies should be resolved and would necessitate a thorough review of the by-laws, which would be undertaken for the next meeting in April.

Meeting adjourned at 11:34 am on a motion made by Geoff Ruggles and seconded by Tom Boland. Motion carried by a vote of 5-0-0.

The next meeting of the Executive Committee is scheduled for Tuesday, April 7, 2020 at 10:30 am at the NHMA office in Concord, NH.