

NH Government Finance Officers Association
Executive Committee Meeting
Friday, December 20, 2019
11:00 a.m. NHMA, Concord, NH

Members Present: Geoff Ruggles; Tom Boland; Justin Campo; Naomi Bolton; Tammy St. Gelais; Barbara Reid; and Vicki Lee participated in person. Naomi Bolton kept the minutes.

Members Unable to Attend: Katie Graff; Carrie Kleb; Mark Decoteau
Others Present:

Call to Order: Geoff Ruggles called the meeting to order at 11:11 AM.

Secretary's Report: The approval of minutes from the meeting in September was tabled to the next meeting.

Treasurer's Report: Mark Decoteau was not present but submitted the report electronically through November 30, 2019. It shows \$6,000 to the good. Vickie Lee moved to accept the Treasurer's report as presented, Justin Campo seconded, motion passed unanimously in favor.

Committee Reports:

- *Legislative Committee* – Barbara Reid reviewed the status of some of the bills that had been introduced that have potential impact to cities and towns. Bills reviewed included COLA/Rollback reforms on retirement benefits, possible use of non-NH Chartered banks, Hotel occupancy tax reforms, Transportation Fee increases, and Meals and Rooms Tax distribution revisions. An update of legislative happenings is available on the NHMA web site.
- *Training Committee* – The status of the Certificate Program was reviewed including the applications that had been received for spring 2020 session. Of the applications received to date, five had included requests for scholarship consideration. After some discussion, Tom Boland made a motion that all five of the scholarship requests be approved, Justin Campo seconded the motion, and the Committee voted unanimously in favor.

Tammy St. Gelais reported that Shelly Hadfield won the free NHGFOA conference from the NHMA Conference in November. She also reported that the 990 work has begun. The credit card has arrived with a \$5,000 credit limit. Handouts were provided to all committee members for the certification program. For the 2020 Annual Conference Lisa Parker can't do the GASB updated, but they will send someone to fill in. We will be adding a NH Retirement and DRA session. The theme is "70's Disco" and the planning is still being finalized.

- *NH Public Finance Consortium* – Nothing new to report
- *Membership Committee* – Nothing new to report
- *Website Advisory Committee* – Nothing new to report.
- *Audit Committee* – Greg Colby did the audit and there was one notation that there was a check with only one signature over \$5,000 where it requires two. 2014 was the last time the Committee reviewed the NHGFOA policies and by-laws. A comment was made that Carrie Kleb being on the executive board is not a good idea to have her on the audit committee too. Greg Colby will continue on the committee and Barbara offered to once she retires.

- *NE States GFOA* - Tammy St. Gelais reported some financial issues after all the expenses for the NESGFOA Conference in Stowe, VT was finalized. The event is being thoroughly looked at to see what happened.
- *NH PDIP Advisory Committee* – Nothing new to report
- *Purchasing Committee* – Nothing new to report

Old Business:

- *Credit Card Policy* – The board reviewed the credit card policy that was circulated. Vickie Lee moved to adopt the Credit Card Policy as written, Tom Boland seconded the motion; passed unanimously in favor. Tammy St. Gelais signed the credit card user agreement for the credit card.

New Business: None

Executive Session: None

Geoff Ruggles moved; Vickie Lee seconded to adjourn meeting at 12:00 PM, unanimous vote in favor.

The next meeting of the Executive Committee will be held January 14, 2020 at 10:30 AM at NHMA.

Respectfully submitted,

Naomi L. Bolton

Naomi L. Bolton
Town Administrator
Weare, NH