

NH Government Finance Officers Association
Friday, September 24, 2021
10:00 AM – NHMA, Concord, NH (VIA ZOOM)

Members Present: Geoff Ruggles; Mark Decoteau; Tom Boland; Naomi Bolton; Vicki Lee; Carrie Klebe; Katie Graff; Tammy St. Gelais; Jill McNeil; and Justin Campo.

Members Unable to Attend: Katherine Heck; Tina Waterman

Others Present: None

Call to Order: Geoff Ruggles called the meeting to order at 10:02 AM

Secretary's Report: The August 3, 2021 minutes were reviewed. The dates under the NESGFOA were corrected. Justin Campo moved the minutes as amended, Chairman Ruggles seconded the motion, and the minutes were approved unanimously.

Treasurer's Report: Mark Decoteau reviewed the treasurer's information. The balance as of the end of August is \$171, 578.80. We have had another good year. Chairman Ruggles moved to accept the treasurer's report as presented, Naomi Bolton seconded the motion, and the treasurer's report was approved unanimously. Vicki Lee suggested spending an additional \$500 in gift cards for prizes. We have plenty of money and it would be good for the members. There was a brief discussion about offering additional trainings with paid speakers via webinars. Everyone was asked to do some more thinking on this for a later date discussion.

Committee Reports:

- *Legislative Report:* Nothing to report as Katherine Heck was absent.
- *Training Committee:* Tammy St. Gelais reported that there are 175 registered for the November conference. The brochure is almost complete. Masks have been ordered. There will be masks, hand sanitizers, t-shirts and sponsors items in each bag. There will be another meeting on 9/29/21 before the conference to go over any last minute things.
- *Certificate Program:* Jill McNeil reported that she has ordered certificates to be handed out at the annual meeting. There are 30 of them. There are 2 more classes left for 2021. Tammy from Cohos Advisors will be doing the 12/1 & 12/2 accounting class. Excel and QuickBooks will be held on December 7th, 8th & 9th. There was a brief discussion of creating a reimbursement policy for education to simplify things. There also needs to be a statement added to the application indicating that the application applies to the individual and not the Town.
- *Membership Committee:* Nothing to report.
- *Purchasing Committee:* Nothing to report as Tina Waterman was absent.
- *Website/Consortium Advisory Committee:* Justin Campo reported that his plan backfired regarding a Gmail email that can be shared by to others. Jill stated that board members can post their own jobs without having Justin or her do it. Marc suggested mentioning this at the annual conference to make everyone aware. Naomi is to send Justin all the old minutes so he can put them on the website.
- *Audit:* Nothing to report

- *NESGFOA*: Tammy St. Gelais reported that there will be a virtual session in the fall on October 8th. The budget is being worked on for the 2022 conference. On November 21, 2021 letters will be sent to sponsors. March 31st – April 1st spring conference is planning on being in person in Waltham, MA.
- *NHPDIP Advisory Committee*: Chairman Ruggles will invite Michele Bogardus from the City of Manchester to our next meeting.

Old Business:

- *2021-2022 Budget*: Treasurer Mark Decoteau went over the budget and the new structure of accounts. The Board approved the structure and indicated that it looked good.

New Business:

- *Conference Items – Name Tags*: Jill McNeil reported that we have the same name tags that we have always used in the past, but there have been a lot of changes. She was looking for input as to if we should try to get all of them upgraded. Tammy offered to help Jill pull and check on only the ones going to the conference.
- *Slate of Officers*: Katie Graff will be retiring from the executive board. Thank you Katie for all of your years of service on the Board. The proposed slate for the upcoming year will be:
President: Geoff Ruggles, Bow, NH
1st Vice President: Tom Boland, Merrimack, NH
2nd Vice President: Naomi Bolton, Weare, NH
Treasurer: Mark Decoteau, Waterville Valley, NH
Secretary: Vicki Lee, Lebanon, NH
Member at Large: Justin Campo, Londonderry, NH
Member at Large: Carrie Klebe, Coos County, NH
Member at Large: vacant

Mark Decoteau moved, Naomi Bolton seconded to adjourn meeting at 11:20 AM, unanimous vote in favor.

The next meeting of the Executive Committee will be October 26, 2021 via Zoom. The intention would be a quick meeting if necessary to go over any last minute conference needs.

Respectfully submitted,

Naomi L. Bolton

Naomi L. Bolton
Town Administrator
Weare, NH