



Florida Government Finance Officers Association, Inc.

Meeting of the Board of Directors

Wednesday, June 15, 2016

Lunch 12:00 p.m., meeting immediately following

Marriott World Center Orlando

Miami Meeting Room

ATTENDANCE – FGFOA BOARD OF DIRECTORS MEETING

June 15, 2016

				<u>PRESENT</u>	<u>NOT PRESENT</u>
<u>OFFICERS</u>	1st Term	2nd Term	3rd Term		
Sarah Koser	2009-2012	2012-2015	2015-2017	[]	[]
Linda Howard	2010-2013	2013-2016	2016-2018	[]	[]
Kent Olson	2008-2010	2010-2013	2016-2019	[]	[]
<u>DIRECTORS</u>					
Kimball Adams	2015-2018			[]	[]
Ken Burke	2014-2015	2015-2018		[]	[]
Rip Colvin	2016-2019			[]	[]
Nicole Gasparri	2015-2016			[]	[]
Jonathan McKinney	2014-2017			[]	[]
Shannon Ramsey-Chessman	2013-2016	2016-2019		[]	[]
Jamie Roberson	2014-2017			[]	[]
Marilyn Rosetti	2014-2017			[]	[]
<u>COMMITTEE CHAIRS</u>					
Kelly Rae Strickland, Certification				[]	[]
Johnna Agin, Conference Host				[]	[]
Susan Nabors, Conference Host				[]	[]
Frank DiPaolo, Conference Program				[]	[]
April Shuping, Legislative				[]	[]
Karen Keith, Member Development				[]	[]
Jennifer Desrosiers, 2016 SOGF				[]	[]
Melissa Burns, Technical Resources				[]	[]
Brandy Ferris , Webinar				[]	[]
<u>AD-HOC COMMITTEE CHAIRS</u>					
Jeff Smith, Election Process				[]	[]
Jason Loschiavo, Social Media				[]	[]
<u>CHAPTER PRESIDENTS</u>					
Deborah White, Big Bend				[]	[]
Jason Loschiavo, Central Florida				[]	[]
Julio C. Lacayo, Jr., First Coast				[]	[]
Anne Lawler, Gulf Coast				[]	[]
Lorrie Simmons, Hillsborough				[]	[]
Olga Rabel, Nature Coast				[]	[]
Todd Hutchison, North Central Florida				[]	[]
Rebecca Pine, Palm Beach				[]	[]
Katy Nail, Panhandle				[]	[]
Emilie Smith, South Florida				[]	[]
Pete Lear, Southwest				[]	[]
Sondra D'Angelo, Space Coast				[]	[]
Kristin Daniels, Treasure Coast				[]	[]
Heidi L. Bova, Volusia/Flagler				[]	[]
<u>OTHERS IN ATTENDANCE</u>					
Jeannie Garner, Florida League of Cities				[]	[]
Penny Mitchell, Florida League of Cities				[]	[]

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Wednesday, June 15, 2016
Lunch 12:00 p.m., meeting immediately following

LOCATION: Marriott World Center Orlando; Miami meeting room

Call to Order – Sarah Koser, President

Roll Call

Approval of the Agenda

Report of Officers

1. President – Sarah Koser

- A. Strategic Plan 2016-2017
- B. Revised Policy and Procedures effective 6-15-2016 (committee name change to Member and Leadership Development Committee)
- C. Leadership Ad-Hoc Committee
- D. Election Ad-Hoc Committee
- E. Social Media Ad-Hoc Committee
- F. Boot Camp Waiting List/Additional Boot Camp
- G. Appointment of the Audit Committee

2. President-elect – Linda Howard

- A. Chapter President Orientation Call

3. Executive Director Report - Jeannie Garner

- A. Conference Report
- B. 2016 School of Governmental Finance Budget
- C. 2016-2017 FGFOA Budget

4. Other Reports

Standing Committee Verbal Update of Monday Committee Meetings

5. Certification Committee, Chair – Kelly Rae Strickland

6. Conference Host, Chair – Johnna Agin and Susan Nabors

- 7. Conference Program, Chair – Frank DiPaolo**
- 8. Legislative, Chair – April Shuping**
- 9. Membership Development, Chair – Karen Keith**
- 10. 2016 School of Governmental Finance, Chair – Jennifer Desrosiers**
- 11. Technical Resources, Chair – Melissa Burns**
- 12. Webinar, Chair – Brandy Ferris**
- 13. Leadership Ad-Hoc, Chair – TBD**
- 14. Social Media, Chair – Jason Loschiavo**
- 15. Other Business**
- 16. Next Meeting – Friday, August 26, 2016 – The Villages**



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

**2016-2017
BOARD OF DIRECTORS**

OFFICERS

President
Sarah Koser

President-Elect
Linda Howard

Secretary/Treasurer
Kent Olson

DIRECTORS

Kimball Adams

Ken Burke

Alton "Rip" Colvin

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti


Meeting Date: June 15, 2016

Title of Item: Strategic Plan 2016-2017

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

For Review


Sarah C. Koser, President

May 9, 2016
Date



FGFOA Board of Directors Strategic Planning 2016-2017 Sarah Koser, President

VISION

The 2016-2017 year will be focused on developing our future leaders; enhancing our leadership training and engagement efforts; and engaging our membership by utilizing all methods of service delivery with a focus on maximizing social media outlets.

CGFO COMMITTEE – Kelly Strickland, Chair

- Relook at the process to develop and update test questions.

CONFERENCE HOST COMMITTEE – Johnna Agin & Susan Nabors, Co-Chairs

- Consider enhanced networking opportunities for members to connect.

CONFERENCE PROGRAM COMMITTEE – Frank DiPaolo, Chair

- Add a technology track. Similar to the GFOA – 2017 Conference
 - Cyber threats, website transparency, social media, etc.
- Add a Management 101 Session – Supervisory Skills (hire/fire, discipline, motivate)
- Consider a session on the ABC's of Public Speaking (maybe a pre-conference seminar)
- Have an FGFOA Leadership Graduate and a seasoned member conduct a leadership session
- Encourage members to share their experiences (stories and lessons learned)
- Committee Members complete specialized speaker evaluation forms on site at the conference (to be developed by the staff/Board)

LEGISLATIVE COMMITTEE – April Shuping, Chair

- Legislative Committee will not take a “position”, but will provide analysis and information as needed. However, if a global issue arises, the Board may consider a position.
- Develop Legislative Impact Papers relevant issues as needed during session.
- Be prepared to provide lobbyist quick feedback on bills that come up during session.
- Continue with the informative Legislative E-Bulletins – develop strategy to share this responsibility among committee members.
- Submit e-bulletins to staff for distribution in final form.

MEMBER AND LEADERSHIP COMMITTEE – Karen Keith, Chair

- Change name of Membership Development Committee to Member and Leadership Development Committee
- Revise manual to include refined duties – ACE award, member development, Leadership development, emerging leaders and college recruitment
- Re-Develop the Mentoring Program – bring new plan to BOD meeting **August 2016**
 - Adjust the criteria to make it a simpler process for both the mentors and mentees
 - Develop Mentor recruitment process – utilize experienced finance officers and former mentors to recruit new mentors
 - Require Board members to be mentors
- Additional focus on how to attract new people to government finance through university visits. Develop Plan – **Initial Plan August 2016**
- ACE Award – develop marketing campaign to increase participation – **August 2016**
- Develop strategy for the Emerging Leaders – coordinate events at the School and Conference. Include FGFOA Leadership (Board, Committee Chairs, Chapter Presidents) for networking
 - Conduct survey of Emerging Leaders to determine how they want to be engaged – **July 2016** (utilize the list from the Conference)

SCHOOL OF GOVERNMENTAL FINANCE – Jennifer Desrosiers, Chair

- 2017 Chair should be appointed at **August 2016 Board meeting (President-Elect)**
- Committee members complete specialized speaker evaluation forms on site at the school (to be developed by staff/Board)
- Add a Management 101 Session – Supervisory Skills (hire/fire, discipline, motivate)
- Consider adding a public records session
- Encourage members to share their experiences (stories and lessons learned)
- Have the first meeting for 2017 SOGF at the 2016 SOGF

TECHNICAL RESOURCE COMMITTEE – Melissa Burns, Chair

- Continue to update the Government Resource Manual (GRM)
- Work with the Webinar Committee to develop a webinar on the GRM

WEBINAR COMMITTEE – Brandy Ferris, Chair

- The goal is to provide 6-8 webinars
- Consider webinar(s) on the Government Resource Manual
- Establish topics and dates early – **Monday Committee meeting at conference – June 2016**

Staff

- Contact Lynda Dennis about possibility of 3rd Bootcamp. (Orlando area – March timeframe)
- Consider moving the First Time Attendee Session at Conference to Sunday afternoon – add an ice breaker exercise- invite all Board members
- Develop strategy for Website update
- Develop an agenda item with recommendations about how to evaluate speakers – **August 2016 BOD meeting**
 - Develop a specialized speaker evaluation form specifically for Board Members and the Conference Program Committee Members to complete in person at the Conference and the School

Board

- Complete specialized speaker evaluation forms on site at the conference and school (school 2016 & conference 2017)
- Discuss the possibility of developing an educational series (in person, various location) on non-typical topics (divergent) such as HR – employment law, presentation skills, how to deal with difficult employees, hiring/firing, public records, and other hot specific topics. Make sure aligned with Chapter topics, not to repeat. Consider a survey to gauge interest. Survey after the conference and discussion at the **August 2016 BOD Meeting**
- Chapter Liaison – Linda Howard – explore collaboration of local chapters to hold joint meetings at a member's cost.
- Visit local chapter at least once – report in the Chapter President's liaison report (Howard)
- Agenda Item at the **June 15 BOD meeting** – Do we want to hold a 3rd Bootcamp? (staff to contact Lynda Dennis for availability)

Ad-hoc Leadership FGFOA Committee

- Leadership Week April 3-7, 2017
- Review Application and selection criteria (consider diversity of class)
- Develop Timeline for Applications and selection
- Create and support Leadership FGFOA Network that will encourage ongoing engagement and networking. (conference calls, list serve, annual meeting). Contact class President to determine best method.
- Encourage Leadership class graduates to be involved in some capacity in the FGFOA (Committees, Chapters, etc.) to prepare them for a future leadership role.

Social Media Ad-hoc

- Develop and recommend social media strategy across all platforms – FACEBOOK, twitter, linked-in
- Consider allowing Chapter Presidents and Committee Chairs to post directly (editor) on these accounts.
- Initial ideas to the **August 2016 Board meeting** and provide a complete strategy for implementation by the November Board meeting.
- Assist in developing a social media session at the 2017 Conference

Election Ad-hoc Committee

- Identify Ad-hoc committee members by **June 2016 Board Meeting**
- Develop Issue list by the **August 2016 Board meeting**
- Provide recommendations by the **November 2016 Board meeting**
- Include strategy to increase voting participation



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

2016-2017
BOARD OF DIRECTORS

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Meeting Date: June 15, 2016

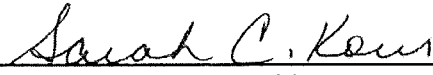
Title of Item: Revised Policy and Procedures effective 6-15-2016

Executive Summary, Explanation or Background Information on Request:

At the 2016-2017 Strategic Planning meeting, it was concluded that the name "Member and Leadership Development Committee" reflects the revised mission and goals of the committee more than "Member Development Committee". The intent is that the Leadership FGFOA program will be the responsibility of this committee effective with the 2017-2018 fiscal year.

Recommended Action:

Revise the Policy and Procedures to reflect the name "Member and Leadership Development Committee".



Sarah C. Koser, President

May 9, 2016

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
POLICIES AND PROCEDURES
-6/17/1506/15/2016
PURPOSE

The Florida Government Finance Officers Association (FGFOA) is dedicated to being a professional resource by providing opportunities through education, networking, leadership, and information. To be a successful resource, FGFOA intends to focus on these four areas as follows:

Education

- Create balanced and cost effective educational programs
- Utilize various venues and methods of delivery
- Develop and maintain cooperative training partnerships

Networking

- Establish a network of membership expertise
- Establish relationships with other organizations
- Establish partnerships between Chapters

Leadership

- Provide opportunities for individual development
- Recognize members as governmental finance experts
- Recruit, mentor, and promote leaders within FGFOA
- Recognize member achievements

Information

- Maximize technology resources
- Enhance information delivery
- Communicate technical and legislative issues

The Board of Directors provides general leadership and guidance for the FGFOA and its committees with the following purposes:

- To promote and improve the quality of financial accountability, management, and communication by and for all governmental units in the State of Florida.
- To provide training for governmental financial professionals in technical finance related areas, organizational behavior, and other aspects of public financial management.
- To provide overall planning and direction for the FGFOA's growth and development.
- To be available as an information resource for the membership of the FGFOA.
- To provide individual contact to members, to consider the ideas of individual members, and to bring forth appropriate ideas and issues to the full Board for consideration.
- To provide direction and to interact with standing and special committees and task forces.
- To encourage professional interaction through the exchange of ideas and information among governmental units represented by FGFOA members.
- To undertake or initiate new programs that are designed to expand educational opportunities and to recognize and promote the functional resources and professional capacity of the FGFOA.

Board of Directors

The Board of Directors is comprised of the President, President-elect, Secretary/Treasurer, and eight at-large Directors who are elected by the active members of the FGFOA. Their responsibilities are described in the following paragraphs.

President - Serves as the chief executive officer of the FGFOA, presides over Board meetings, develops the agenda for Board meetings, and guides the FGFOA in the accomplishment of its overall goals and objectives. Appoints the Nominating Committee.

President-elect - Serves in the absence of the President during his term of office; serves as Chapter Relations Officer; assists the President with Standing Committee liaison responsibilities; may serve as Chair of Ad-hoc Committees as determined by the President; and proposes general goals and objectives for the coming year as President. Recommends Standing Committee Chairs and proposes an operating budget for his year as President.

Secretary/Treasurer – Serves as the official record keeper and is responsible for overseeing the financial affairs of the FGFOA, including its financial policies and procedures provided for in the Procedures for Transacting, Recording and Reporting FGFOA Financial Activity and the Statement of Investment Policy; reports quarterly to the Board on various financial activities. Specifically, the Secretary/Treasurer shall:

- be responsible for recording and/or taking complete notes of all proceedings at the Board meetings. No later than one month after the Board meeting, the Secretary/Treasurer shall prepare and submit to the Board full minutes of the Board meeting. Such minutes shall be included in the agenda of the next Board meeting for consideration and approval by the Board of Directors.

The production and distribution of agendas, minutes, and financial statements may be delegated by the Board of Directors to the Executive Director. Upon such delegation, it shall be the Executive Director's responsibility to comply with all timeline requirements specified herein. Any such agenda, minutes, or financial statements must be approved by the President or Secretary/Treasurer, as appropriate, prior to distribution.

- advise Chapters regarding continuing professional education (CPE) requirements to ensure Chapters are appropriately documenting CPE in accordance with State Board of Accountancy rules.
- advise Chapters of financial reporting requirements. The balance sheets, income statements, and other statements as requested of each Chapter for the previous fiscal year shall be filed with the Secretary/Treasurer no later than August 15th of each year.
- annually revise and/or distribute a Chapter Manual to each existing Chapter and to members seeking to establish a chapter in their locality. At a minimum, the Chapter manual will address CPE requirements, By-laws, and selected financial, tax, and insurance matters.

- coordinate the audit of the FGFOA's annual financial statements.
- file appropriate State and federal forms, such as IRS Form 990.

Director At-Large – Provides general leadership to the FGFOA, serves as liaison to a designated Standing Committee, and serves as Chair of Ad-hoc Committee as determined by the President.

All Board members serve as liaison to individual members by providing assistance as needed and bringing issues and other matters raised by the membership to the Board. In addition, Board members may be requested to assume other responsibilities as directed by the President.

All Board members are individuals who work for governmental entities within the State of Florida. Because they come from a variety of governmental entities, each Board member brings with him unique knowledge and experience. If a Board member should cease to work for a Florida governmental entity, he/she will have nine (9) months from the date of termination of employment to be re-employed by another Florida governmental entity. If after nine (9) months the Board member is not a working employee of a governmental entity within the State of Florida, he/she will be required to resign from the Board of Directors. If a member becomes self-employed or accepts employment outside government, then he/she must resign effective immediately.

All Board members are expected to fully participate in the Board meetings and FGFOA activities, and to complete projects as assigned. If a Board member fails to fulfill his responsibilities or fails to attend three consecutive meetings (any venue) or fails to attend 2/3 of the scheduled meetings (any venue), he/she will be required to resign from the Board of Directors unless there are extenuating circumstances approved by majority vote of all members of the Board of Directors.

Meetings of the Board of Directors

Regular and special meetings of the FGFOA Board of Directors will be scheduled by the President. Except for scheduled Board of Directors conference calls, Board members must be physically present to participate in discussions and vote on issues before the Board. All policies and procedures applying to Board meetings will apply to those meetings taking place via scheduled Board of Directors conference calls.

The Board of Directors shall have regular meetings approximately once a quarter. Any Board member or committee chair who is unable to attend must notify the President as soon as he/she is aware that he/she will be unable to attend. Each FGFOA chapter president is invited and encouraged to attend Board meetings. Board meetings are open to all FGFOA members, although participation may be limited depending on the time constraints and at the President's discretion.

Roberts Rules of Order shall be used to govern the conduct of all official meetings, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures. In order to create a less formal environment, however, such rules shall be loosely applied at the discretion of the President.

At least three weeks prior to each regular Board meeting, each Standing Committee Chair is required to submit to the President, a report on the activities of the previous quarter, plans for the upcoming period, and any action items requiring Board approval. Any chapter president desiring to place an item on the agenda for Board consideration may do so by submitting the items in writing to the President no later than three weeks prior to the Board meeting. The agenda shall be distributed at least one week prior to the meeting date to all Board members, committee chairs, and chapter presidents along with committee reports, and supporting materials.

The President may call for a special Board meeting as circumstances or events may require. Any member of the Board of Directors may also request the President to call a special meeting. In the event that the President does not call a special meeting within three weeks of such request, any officer may do so with the written consents of at least five other Board members. In the event of a special Board meeting, all Board members must be notified at least twenty-four (24) hours in advance.

A quorum of the Board must be present in order to hold a regular or special Board meeting. In order to have a quorum, a majority of the Board, at least one of which must be an officer, must be present. Any vote taken by the Board must be approved by a majority of the members present in order to pass, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures; however, no motion shall be passed unless at least six Board members vote on such motion.

Committees

Standing Committees – Established by the Board of Directors on a continuing basis and include the following: Certification (CGFO), Conference Host, Conference Program, Legislative, School of Governmental Finance, Member & Leadership Development Committee and Technical Resources. In establishing a Standing Committee, the Board of Directors will determine the need and purpose for the Standing Committee's existence consistent with the FGFOA's goals and objectives. The Board of Directors will also set forth the long-range direction for each Standing Committee. Standing Committees may be changed from time to time to meet the needs of the FGFOA.

Standing Committees are composed of active and associate members appointed by the President. The FGFOA actively encourages member participation in the various Standing Committees as these committees provide the talent and resources to enable the Board of Directors to meet FGFOA's goals.

Audit Committee – Comprised of the immediate Past President, the Secretary/Treasurer, and one At-Large Director selected by the President, recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax, and liability issues affecting the FGFOA.

Nominating Committee – Solicits prospective candidates for Board of Director and Secretary/Treasurer positions and develops the slate of eligible candidates. The Nominating Committee oversees the election process. The Nominating Committee is composed of the President, President-elect, Immediate Past President and at least seven (7) active FGFOA members appointed by the President. The Nominating Committee

members shall represent a cross section of the FGFOA based on the member's knowledge of committee activities, local chapters, and functions of the Board of Directors. While Nominating Committee members are responsible for actively soliciting prospective candidates and developing the slate of candidates, members are prohibited from discussing applications with other committee members outside of the formal committee meetings and either directly or indirectly (i.e., through an intermediary) campaigning for or on behalf of candidates among the membership.

Lifetime Achievement Award Committee

METHOD OF SELECTION: Each year, a recommendation for the Lifetime Achievement Award may be made from the nominations by a selection committee of five, appointed by the President of the FGFOA. The selection committee will consist of an officer, a current board member, and two past presidents of the FGFOA, and one FGFOA member at large.

Nomination Criteria:

1. Have been an active member of the FGFOA for 10 years and served at least 20 years in local governments or state agencies. FGFOA members who are retired may also be considered.
2. Have served the FGFOA as an officer, director, committee chairman, state director, or local chapter president.
3. Have made a significant and specific contribution to the growth or enhancement of the profession.
4. Have represented the FGFOA in presentations, public forums, legislative hearings, etc.

From the nominations received the selection committee may recommend one candidate annually but will do so only when the committee concludes that the nomination meets the criteria established. **The recommendation for the Lifetime Achievement award does not require the full Board's approval. The Officer on the Lifetime Achievement Award committee has the right to approve the committee's recommendation for the award.** The selection will be announced at the Annual Conference, and appropriate honors will be bestowed. The process will then be repeated each succeeding year.

Ad-hoc Committees – Appointed by the President as needed and serve for a specific purpose on an annual basis or for a limited period of time.

Standing Committee Requirements

Each Standing Committee Chair is appointed for a one-year term as recommended by the President-elect for his year as President and confirmed by the Board of Directors. Standing Committee Chairs must be active FGFOA members. An associate member cannot be a Standing Committee Chair, or Subcommittee Chair All Standing Committees will be assigned a Director as liaison to the Board. Standing Committee Chairs should actively involve the Board liaison in Committee meetings and communications. Each Chair will work with the incoming President to set forth the initiatives for the upcoming year. Committee Chairs are strongly encouraged to attend the quarterly Board meetings to gain a better understanding of the FGFOA needs and the Chair's

responsibilities. Committee Chairs are required to submit quarterly reports to the Board of Directors and a summary report to the membership at the annual business meeting. At least three weeks prior to the quarterly Board meetings, the Standing Committee Chair shall provide the quarterly report and any agenda requests.

Standing Committees will establish objectives to include specific projects and activities on an annual basis. As appropriate, the Board of Directors or the President may direct or suggest that Standing Committees study and make recommendations on certain projects, programs or FGFOA policy positions. Standing Committees report at least quarterly to the Board on their activities and accomplishments. Standing Committees are not authorized to endorse programs, projects or adopt a policy position on behalf of the Board or the FGFOA and are required to seek the Board's guidance in such matters.

Membership on Standing Committees is open to active, retiree, and associate members. The majority of each committee shall consist of active members with consideration given to each member's field of expertise, professional experience, and the geographical location, size and type of the member's employing governmental unit. The President-elect has an active role in the appointment process for selecting Chairs and new committee members and is responsible for the appointment of members to each of the committees that will serve during his term as President.

All prospective members must indicate a willingness to fully participate in the committee's activities. Standing Committees have between twelve and fifteen members; however, the President may determine the exact number of members on each committee. Members are appointed for a one-year term, but are encouraged to renew their committee membership annually by application to provide institutional knowledge and experience necessary for successful operation.

The President can remove committee members for any reason. Vacancies for unexpired terms are appointed by the President. Standing Committees may meet in person or via conference calls. Standing Committees function more effectively with in person meetings; therefore, all Standing Committees are encouraged to have at least two in person meetings. The number and type of committee meetings will be determined by the respective Committee Chair. Committee actions or recommendations should reflect the consensus of their members or the majority of those present at a regularly scheduled meeting.

Terms

While the fiscal year runs from July 1 to the following June 30 of each year, the Officers, Directors, Committee Chairs and committee member terms shall begin at installation during the annual business meeting and end at the subsequent annual business meeting for their period of service. With regard to terms of office, reference to "elections" in the Bylaws shall mean "date of installation."

Administration and Staffing

The Officers may delegate certain duties and responsibilities to the FGFOA Executive Director. Additionally, Committee Chairs with Board of Director's approval may delegate certain duties and responsibilities to the FGFOA Executive Director. The

FGFOA currently contracts with the Florida League of Cities, Inc. (the "League") in Tallahassee, Florida to provide staffing and office support. As an independent contractor, the League provides professional, meeting and planning, and administrative services under work plans approved by the FGFOA Board of Directors. The designation of the FGFOA's Executive Director is subject to the approval of the FGFOA Board of Directors.

FGFOA Membership

Membership Categories and Dues

FGFOA membership is available in one of five distinct categories: Active, Retiree, Associate, Student and Life Honorary. The FGFOA's fiscal year begins July 1 and ends the following June 30 of each year. Membership fees are due and payable by the first day of the fiscal year, July 1. Any individual renewing his membership will have a thirty-day grace period (beginning July 1) during which to pay his dues. After July 31, the member will be given a courtesy final notice but he/she will be dropped from the current membership roster and will lose all privileges associated with membership until membership is renewed. New members are welcome to join at any time during the year; however, membership fees will not be prorated. Each member is responsible for notifying the FGFOA's office of changes in employment status, address, phone number, and similar member data. Life Honorary Membership, awarded in accordance with Article XI of the FGFOA Constitution and Bylaws, does not require the payment of annual membership dues.

Membership Inquiries

Members are encouraged to call upon the Officers, Directors, Committee Chairs and committee members on issues related to their specific responsibilities. Members of the Board are also available to provide general assistance and direct specific inquiries to the appropriate Officer, Director, Committee Chair, or staff person for additional assistance.

Through the FGFOA website (www.fgfoa.org) and the newsletter, the FGFOA will provide information to members on how to initiate inquiries and to whom. All members are encouraged to submit information of general interest to the Board of Directors or appropriate Standing Committees.

Local Chapter Organizations

Eligibility for Recognition

Twelve or more active members may petition the Board of Directors for recognition as a local chapter of the FGFOA. Applications for chapter status must be submitted to the Board of Directors for approval. The Board shall have the sole discretion in recognizing local chapters. Chapters are largely self-governed, but the local chapter's bylaws must be consistent with those of the FGFOA. Any Chapter by-law amendment must be presented to the Board of Directors for approval prior to the Chapter membership voting on such amendment. All officers and directors of the local chapter must be active FGFOA members. An associate member cannot be an officer of the local chapter. Only one chapter may exist in a single geographic area.

The chapter must notify the Secretary/Treasurer of its officers within thirty (30) days of their election. The Secretary/Treasurer will notify the Board of Directors of the election results. Local chapters are responsible for their own financial affairs, but the chapter must file an annual financial report with the FGFOA Secretary/Treasurer no later than August 15 of each year. Such financial statements shall be for the previous fiscal year. Chapters may provide CPE under the auspices of the FGFOA; however, the local chapters must comply with FGFOA's CPE reporting requirements.

Revocation of Chapter Status

A local chapter's charter may be revoked with cause provided the local chapter has had an opportunity for a hearing before the Board. Revocation requires a two-thirds vote of the members of the Board of Directors. The Board's decision is final and shall cancel all rights, interests or privileges of the recognized chapter in regard to its affiliation with the FGFOA.

Support Services to Local Chapters

The FGFOA will assist local chapters in various support functions by providing mailing lists and notices, announcing meetings in the State newsletter, and providing other general support services as requested.

GFOA Representatives

The GFOA requests that each state association appoints GFOA representatives. The primary responsibility of a GFOA state representative is to serve as GFOA's liaison with its members in their state. Additionally, representatives are responsible for keeping GFOA and their state association aware of each other's activities.

Representatives have several important duties to fulfill including:

- serving GFOA members in their state by responding to requests for information and discussing the activities of the GFOA during their state association annual meetings or at various executive board or committee meetings of these organizations;
- promoting membership in GFOA to finance officials in their state by making presentations about the benefits of membership in GFOA and providing brochures and other information to prospective members;
- providing information to GFOA about the activities of their state association including copies of association newsletters, directories, news releases, publications and other information on developments that would be of interest to GFOA members nationwide;
- notifying the GFOA staff liaison of state meetings of finance officers including the dates and locations of the meetings and agendas, if available; and
- presenting GFOA awards to governments, if requested, or finding another GFOA member to make such a presentation.

Most of the duties listed above are performed by the FGFOA Staff, except for the presentation of the GFOA awards to governments. For this purpose, each local chapter shall appoint a GFOA Representative(s) to help facilitate enough resources that are geographically diversified across the state. Each local chapter can determine how they

appoint their representative(s) and the length of the terms. However, they should submit the name of their appointee(s) each year to the FGFOA prior to July 1st. The term shall be from July 1 – June 30 and persons can serve consecutive terms. There will be no travel reimbursement from the FGFOA, but the Chapters may elect to provide travel reimbursement, at their discretion.

Nomination and Election of Officers and Directors

The Nominating Committee shall have at least one meeting prior to the initiation of the nomination process. The Nominating Committee shall have at least one meeting in person to review the candidates, unless the Nominating Committee Chair determines it is not necessary based on the candidates. However, if there are two or more candidates for Secretary/Treasurer, the in person meeting is required. The Immediate Past President shall serve as the chair of the Nominating Committee. Upon appointment, the Nominating Committee shall actively solicit prospective candidates. All candidates will be required to complete an application form provided by the Nominating Committee. The Nominating Committee members shall not be permitted to submit an application. Application forms submitted by each candidate shall be provided to the members of the Nominating Committee who shall review each candidate's willingness to serve, eligibility and qualifications for holding office.

In considering prospective candidates, the Nominating Committee will review the Secretary/Treasurer & Board of Directors Applications and corresponding resumes and recommend a qualified member (one candidate) who is considered to be the best suited to serve in the office of Secretary/Treasurer and to recommend qualified members (multiple candidates) who are considered best suited to serve as Directors regardless of race, gender or age. However, the Nominating Committee reserves the right to ask for additional information, references or request interviews.

Candidates are prohibited, either directly or indirectly (i.e., through an intermediary), from soliciting any member of the Nominating Committee in support of their nomination. Candidates are also prohibited, either directly or indirectly, from campaigning for the position they are seeking among the membership. Failure to comply with these provisions may result in disqualification of the member's candidacy. Local chapters should refrain from campaigning on behalf of their members who are seeking a position on the Board of Directors.

No person shall be placed on the ballot that is from the same governmental entity as any other member continuing to serve as an officer or Board member. Any entity that is included as part of the reporting entity for a particular governmental entity for financial reporting purposes under GASB Statement No. 14 or any subsequently adopted standards related thereto (e.g., primary government, blended component units, discretely presented component units) will be considered part of the same governmental entity. (For example, for counties, the board of county commissioners and the various elected county constitutional officers are currently part of the same reporting entity for financial reporting purposes and would, therefore, be considered to be from the same governmental entity. Similarly, any utility authority, airport authority, community redevelopment agency, etc. that is included as part of a city's reporting

entity for financial reporting purposes would be considered to be from the same governmental entity.)

In the event that a currently serving Board member changes jobs and is employed by a government of another current Board member, then the Board member who did not change employment will not be excluded from consideration as an eligible candidate for a Director or Officer position. The person who did change jobs will be excluded from consideration for candidacy at the time his seat expires if that would result in two persons from the same government entity serving at the same time. If both seats expire at the same time, then the Nominating Committee will decide.

In the event that there are multiple candidates from the same governmental entity, individuals recommended by the Nominating Committee will take precedence followed by nominations by petition. In order to be eligible to serve as an Officer, the candidate must have, at the time of installation of Officers and Directors, served three complete years as a Director. In addition, no active member may run for more than one position (Board member or Officer) during any election and no member of the Nominating Committee, with the exception of the President-elect, may be considered for an Officer or Director position. However, a Board member who is eligible to run for an additional term as Director who submits an application for the Secretary/Treasurer position may request in writing (by the application deadline) that the Nominating Committee consider his/her application for a Director position in the event the member is not recommended by the Nominating Committee for the Secretary/Treasurer position.

In order to be considered as a candidate for Director, individuals must have met all the following minimum criteria:

- Maintained active membership in the FGFOA for at least three years
- Served or be serving as chair of an FGFOA Standing Committee or as a President of a recognized local FGFOA Chapter
- Actively served at least two years on an FGFOA Standing Committee or Ad hoc Committee
- Certified that he/she has not been convicted of a felony in the last ten years

Additionally, in order to be considered as a candidate for Secretary/Treasurer, individuals must be actively involved and have demonstrated leadership while serving as a Director.

In addition to the above criteria, the following guidelines, which are listed in their relative order of importance, are used by the Nominating Committee in making its recommendations:

Contributions – Consideration will be given to members based on their public and professional contributions. Public contributions include service to and participation in various public bodies and public interest groups (examples: FLC, NLC, NACO, FAC, etc.). Professional contributions include publishing, speaking, and committee and conference involvement in professional associations (examples: GFOA, FGFOA,

AICPA, FICPA, ASPA, ICMA, etc.). Contributions on behalf of the FGFOA and any tenured service as a Board member will receive greater consideration.

Professionalism – Consideration will be given as to the professionalism of candidates who hold a CPA, CGFO, CPFO, or other similar business certification.

Demonstrated Leadership – Consideration will be given to the member's professional position with his employer, the level of work responsibility attained, and past or current service as an officer or committee chair of a professional, civic, fraternal, religious, or public interest group.

Balanced and Diversified Representation – Consideration will be given to candidates who provide a representative balance in the leadership of the FGFOA including such areas as the member's professional discipline and the member employer's governmental type, population size, and geographic location.

The Nominating Committee has the unilateral right to determine qualified candidates, and may reject any application. This unilateral right pertains to rejecting applications only. The Nominating Committee shall not add candidates to the ballot who have not completed an official application. After evaluating potential candidates, the Nominating Committee shall recommend candidates best suited to serve as a Director and Secretary/Treasurer. These recommendations shall be listed on the ballot, under the heading of "Recommended by the Nominating Committee".

Pictures and biographical summaries of the candidates shall be posted on the FGFOA website. The committee shall provide for a notice of their recommendations to the membership through the newsletter or by separate mailing/e-mail at least ninety (90) days prior to the annual business meeting. If this day falls on a holiday, Saturday or Sunday, the deadline will be the next business day.

The Nominating Committee shall provide an official election ballot indicating each office to be voted on by the membership and the name of all candidates listed below the respective office. Eligible candidates whose names have been placed on the ballot through the petition process shall be listed separately on the ballot. A biographical summary may be included on the ballot or provided separately. The Nominating Committee shall approve biographical summaries for each candidate to ensure conformity of content.

Petition for Candidacy

Following the notice by the Nominating Committee to the membership, any eligible member who has not been recommended by the Nominating Committee through the nominating process may petition the Nominating Committee for purposes of placing his name on the ballot.

Any eligible member's name may be included on the ballot for the election of Officers and Directors provided a petition, signed by at least eight (8) active members from different governmental entities, has been delivered to the Chair of the Nominating Committee no later than seventy (70) calendar days prior to the annual business meeting. Such petition shall provide a brief biographical summary of the candidate in

the manner prescribed by the Nominating Committee, which will be included on the ballot under the heading of "Nominations by Petition." The Nominating Committee shall determine the eligibility of any petition candidate to hold office for which the candidate's name has been submitted. The same minimum criteria used in the nomination process will be used to determine if the candidate is eligible to hold office. A petition candidate will be considered ineligible if he/she is from the same governmental entity as any other duly elected Officer or Director. If deadline for the receipt of petitions for candidacy should fall on a holiday, Saturday or Sunday, the deadline will be the next business day.

Voting Procedure

Ballots shall be distributed no later than sixty (60) days prior to the annual business meeting to all individuals, who at that point in time are active members of the FGFOA. In order to assure the validity of the election process, all ballots shall be sequentially numbered for control purposes and randomly mixed prior to distribution. In order to assure secrecy of votes, there shall be no record maintained of assignment of ballots to members. Members desiring to vote shall mark their ballot pursuant to the instructions contained therein and return the ballots via e-mail, mail or fax to the FGFOA administrative offices for tabulation. Ballots must be returned no later than thirty (30) days prior to the annual business meeting. If either of the balloting deadlines falls on a holiday, Saturday or Sunday, the deadline will be the next business day. No ballots received after that time shall be accepted. If on line voting is available, these same dates shall be applicable.

In the event a Director position for less than a full three year term (i.e., either a two year or one year partial term) appears on the ballot, the partial term(s) will be determined by the vote count. Any ties will be resolved by a coin toss.

Election Canvassing Board

The Election Canvassing Board is to be comprised of the Executive Director and two active members of the FGFOA, who will be appointed by the President and who are not members of the Nominating Committee. The Executive Director will be responsible for monitoring the online voting process and securing the ballots as they are received into the administrative offices. The Executive Director is responsible for announcing the election results by notifying only the Immediate Past President of the results of the election, who will announce the results at the annual business meeting. If necessary by dispute of the online voting system, the Election Canvassing Board will be responsible for auditing the records of the online vote. The candidates receiving the highest number of votes, consistent with the number of vacancies being filled, will be declared the winner. The Election Canvassing Board may disqualify a ballot if: (1) it is received after the noticed submission deadline, (2) the Election Canvassing Board determines that a ballot was voted by someone other than an eligible member, or (3) the ballot is illegible or improperly completed so as to be unable to accurately determine the voter's intent. A validation of the election results will occur when a candidate loses by less than one percent of the total number of the votes cast. Unsuccessful candidates may not request a recount. A tie will be resolved by a coin toss.

Installation of Officers and Board Members

The newly elected officers and Board members will be installed at the annual business meeting and shall take office immediately following the installation of Officers and Directors.

Amendment of the FGFOA Bylaws

Development of a Bylaw Amendment and Placement on Referendum

An amendment to the Bylaws of the FGFOA may be placed on referendum only by a majority vote of the Board of Directors. When drafted, the amendment shall show all Bylaw changes in add-delete format as well as amended format, and shall contain an effective date.

Notice to Members, Development of Position Paper

No later than sixty (60) days prior to the distribution of the ballots, a copy of all Bylaw amendments approved for referendum by majority vote of the Board shall be mailed to all active members, along with a solicitation of written comments by the membership. No later than thirty (30) days prior to the distribution of the ballots, any active member may make written comment to the Board on his position as related to the proposed Bylaw amendment. The Immediate Past President, as Bylaw Committee Chair, shall receive all comments so submitted by the membership and shall incorporate such comments into an unbiased position paper. The Immediate Past President may edit and consolidate comments for purposes of brevity and clarity; however, all positions represented by the membership shall be included in such position paper. The position paper and Bylaw amendments shall be posted on the FGFOA website.

Referendum Process

The referendum ballots process shall be the same as the voting procedures for election of Officers and Directors.

Referendum Canvassing Board

The members of the Election Canvassing Board shall serve as the Referendum Canvassing Board for purposes of conducting the referendum on a Bylaw amendment and all duties, requirements, and responsibilities of the Election Canvassing Board shall apply to the referendum canvassing process.



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

**2016-2017
BOARD OF DIRECTORS**

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Ken Burke

Alton "Rip" Colvin

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: Leadership FGFOA Ad Hoc Committee

Executive Summary, Explanation or Background Information on Request:

Appoint an Ad Hoc Committee to continue the Leadership FGFOA program.

The following individuals will serve on this committee:


Nicole Gasparri, Chair
Rip Colvin, Current Board Member
Mary Anderson-Pickle, Past President FGFOA
Joseph Smith, President, First Leadership FGFOA Graduating Class
Terri Butler, Vice-President, First Leadership FGFOA Graduating Class

The goals for the year will be as follows:

- 1) Review the application and selection criteria and validate/update the process.
- 2) Review and judge applications when received.
- 3) Procure any new speakers, only if any of the 2016 speakers are not available to participate in the 2017 program.

Recommended Action:

Information only



Sarah C. Koser, President

May 26, 2016

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

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Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: Election Ad Hoc Committee

Executive Summary, Explanation or Background Information on Request:


Appoint an Ad Hoc Committee to review the Election Process, specifically the Petition for Candidacy Process and the date deadlines listed in the Policies and Procedures.

The following individuals will serve on this committee:

Jeff Smith, Past-President, Chair
Mary Anderson-Pickle, Past-President
Amy Elliott, Past-President, Retired
Margaret Simmons, Past-President, Retired
Bob Inzer, Past-President, Retired

Recommended Action:

None, for information only.


Sarah C. Koser, President

June 1, 2016
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

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Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: Social Media Ad Hoc Committee Appointment

Executive Summary, Explanation or Background Information on Request:


At the Strategic Planning Session, the Board decided to have an Ad Hoc committee to develop and recommend social media strategy across all platforms, consider who would be eligible to post to these accounts, and assist in developing a social media session for the 2017 conference.

The below members are appointed to the Social Media Ad Hoc Committee:

Jason Loschiavo – MetroPlan Orlando – Chair
Jamie Roberson – Current Board Member – Board Liaison
Frantz Telfort – North Miami Beach
Robyn Lawrence – City of Jacksonville
Teresa Petty-Edwards – Gainesville Regional Utilities
Darcey Eckert – Pinellas County CCC
Mark Parks – City of West Palm Beach
Emily Alves – Palm Beach County Solid Waste Authority
Epifanio Gumera – Jacksonville Electric Authority
Allison Teslia – Village of Royal Palm Beach
Audrey Nunez Gough – CRA, City of Florida Lauderdale
Natasha Nicholson – City of Miami Beach
Darrel Thomas – City of Weston
Nicole Gasparri – City of Boca Raton

Recommended Action:

None required


Sarah C. Koser, President

May 11, 2016
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

**2016-2017
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Jamie Roberson

Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: Possibility of 3rd Boot Camp & Boot Camp Waiting List

Executive Summary, Explanation or Background Information on Request:

At the strategic planning session we discussed the possibility of holding a 3rd Boot Camp, in Orlando, in March of 2017. Staff contacted Lynda Dennis to check her availability for March 2017 and she has availability.

Since this event will not be in conjunction with an already occurring event, the registration fee for the event (currently \$265) needs to be evaluated and whether that needs to be adjusted to cover any additional costs that might be associated with holding this event as a "stand-alone" event.


In addition, the Board has in the past discussed the possibility of allowing members that have been on prior waiting lists for the Boot Camp to register early. Please see the information below for consideration:

Waiting Lists:

Conference 2016	25
SOGF 2015	16
Conference 2015	15

Recommended Action:

- 1) Approve staff to contract with Dr. Lynda Dennis to teach the 3rd Boot Camp in Orlando, in March of 2017, and provide a budget amendment at the August meeting for the additional revenues and expenses.
- 2) Open registration two-days early to members who were on prior Boot Camp waiting lists, regardless if it was for the Conference or SOGF.


Sarah C. Koser, President

May 26, 2016
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

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Marilyn Rosetti

Meeting Date: June 15, 2016


Title of Item: Appointment of the Audit Committee

Executive Summary, Explanation or Background Information on Request:

The audit committee is comprised of the Immediate Past President, the Secretary/Treasurer, and one At-Large Director selected by the President. The committee recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax, and liability issues affecting the FGFOA.

The following will serve on the audit committee for the 2016-2017 fiscal year: Barry Skinner, Kent Olson, and Kimball Adams.

Recommended Action:



Sarah C. Koser, President

May 9, 2016

Date



Florida Government Finance Officers Association, Inc.

Chapter Presidents Call

2016-2017

2016-2017

Meeting Date: June 15, 2016

CHAIR

Linda Howard, President Elect

Title of Item: Chapter Presidents Call

Executive Summary, Explanation or Background: A conference call was held on May 11, 2016 for all chapter presidents. There was good discussion from those on the call. See attached notes from the call.

Recommended Action: There were 3 follow up items, but no action needed from the Board.

Linda S. Howard
Incoming President-Elect

May 23, 2016
Date



Florida Government Finance Officers Association, Inc.
Chapter Presidents Orientation Conference Call

Wednesday, May 11, 2016
11:00 am

FGFOA Orientation
2016-2017 Chapter Presidents

NOTES

- Welcome and roll call by Linda Howard, Incoming President-Elect
 - On the Call
 - Big Bend Chapter – Deborah White, Legislative Analyst, Joint Legislative Auditing Committee
 - Florida First Coast Chapter – Julio C. Lacayo, Jr., Management & Budget Analyst, City of Jacksonville
 - Gulf Coast Chapter – Anne Lawler, Clerk of the Circuit Court & Comptroller, Pinellas County
 - Hillsborough Chapter – Lorrie Simmons, Accounting Supervisor, City of Tampa
 - Nature Coast Chapter – Olga Rabel, Management & Budget Manager, Sumter County BOCC
 - Palm Beach Chapter – Rebecca Pine, Director of Financial & Support Services, Palm Beach County Parks & Recreation
 - South Florida Chapter – Emilie Smith, Assistant City Manager, City of Sunrise
 - Volusia/Flagler Chapter – Heidi Bova, Accounting Manager, City of Daytona Beach
 - The Florida League of Cities – Jeannie Garner, Penny Mitchell, and Merrily Bennet
 - FGFOA – Sarah Koser, Incoming President and Linda Howard, Incoming President-Elect
 - Not on the Call
 - Central Florida Chapter – Jason Loschiavo, Director of Finance & Administration, MetroPlan Orlando
 - North Central Florida Chapter – Todd Hutchison, Director of Finance & Accounting, Alachua County CCC
 - Panhandle Chapter – Katy Nail, Director of Finance, City of Mary Esther
 - Southwest Florida Chapter – Peter Lear, Director of Finance, City of North Port
 - Space Coast Chapter – Sondra D'Angelo, Assistant Finance Director, City of Melbourne
 - Treasure Coast Chapter – Kristin Daniels, Budget Analyst, Indian River County BO
- Linda walked through several documents with the local chapter presidents including
 - FGFOA Board of Directors names and contact information
 - Committee Chairs names and contact information
 - Chapter Presidents – reviewed list and asked presidents to review it for accuracy
 - Florida League of Cities Contact information.
- Linda walked through the Chapter Presidents Checklist (see attached) reminding presidents to watch out for FGFOA webinars, the annual conference, and the annual school when setting their CPE calendars.

- Linda referenced the list of GFOA Representatives included in the presidents' handouts. She briefly explained the functions of the Reps and how grateful we are for their service. She noted that Reps are not reimbursed for expenses incurred for making the presentations to local governments.
- Linda stepped through the current Record Retention policy as shown below:

Florida Government Finance Officers Association Recommended Record Retention Policy for Chapters

07/07/2015

Incorporation Documents and IRS Determination letter should be kept forever. Electronic Copies can be kept in lieu of original documents. Electronic copies can be filed with the FGFOA for purposes of storage. Files should be sent in an electronic format, preferably PDF.

Financial Records should be kept for a period of no less than seven years. Electronic Copies can be kept in lieu of original documents. Electronic copies can be filed with the FGFOA for purposes of storage. Files should be sent in an electronic format, preferably PDF.

CPE Records should be kept by each chapter for a period of no less than four years. Electronic Copies can be kept in lieu of original documents. Electronic copies can be filed with the FGFOA for purposes of storage. Files should be sent in an electronic format, preferably PDF.

- Linda spent some time walking through the FGFOA Strategic Planning for 2016-2017. Under conference program, one chapter president noted that for the ABC's of public speaking, the FGFOA could and should use local Toastmaster chapters to assist with providing speakers. Linda stated that this was an excellent idea.
 1. Action: Linda would pass it on the conference program committee
- Linda explained the role of the Florida League of Cities as the FGFOA Administrator. The League provided group exemption information below:
 - Group Exemption Memorandum
 - Financials are filed by FLC-IRS Group Exemption #4253, Each chapter has their own separate tax ID number
 - Tax Exempt Status – Not a government entity, non-profit association (501c6) Not sales tax exempt
- Deadlines for newsletter articles and financial reports were discussed, highlighting the next due date is May 15th for the June 2016 Newsletter. A question came up about the yearly chapter reports and their content.
 1. Action: Merrily agreed to send all chapter presidents last year's annual reports as an example for them to use.
- Linda reviewed the excellent detail that Merrily included in the packets related to CPE. Notes

included reporting documentation needed, timelines for getting CPE approved and what needs to be retained by the chapter. As noted in the packet, Linda reminded presidents to get CPE approved well ahead of the anticipated meeting dates to ensure that CPE is approved prior to the session. Linda also informed the presidents that electronic copies should be sent to Merrily for retention as stated above under record retention. Discussion ensued on how chapters were tracking meeting attendance and CPE. Some were using Cvent, some were using Wild Apricot, which Jason from Central Florida demonstrated at the last meeting, and several were using Excel. Some noted that Cvent was less expensive, but not user friendly.

1. Action: Merrily will send a list of CPE speakers to all chapter presidents
- Future Training Dates were discussed as listed in the packets. Two key dates: upcoming annual conference is June 11-15 in Orlando; upcoming school is October 23-28 in Sanibel Harbour.
 - Other items discussed included the following:
 1. FGFOA governing documents. Links were included in the packets and Linda noted that the documents can also be found on the FGFOA website under 'About FGFOA/Governing Documents and Financials'.
 2. The FGFOA Net Asset Policy. Linda stated that the FGFOA uses this guideline and recommended local chapter followed it as well.
 3. Sponsorships and the background as to why the FGFOA stopped accepting sponsorships. Jeannie added that since we did away with the sponsorships, the vendor booths have added value and even more dollars. The documentation of work done on this item was included in great detail.
 - Open Discussion:
 - Linda thanked everyone for being on the call and for their service to FGFOA. She reminded everyone to feel free to contact her or any board member if they had a question or issue.
 - Three action items:
 1. Follow up with program committee about the ABCs of Public Speaking – Linda
 2. Send copy of last year's annual reports – Merrily
 3. Send copy of CPE speakers - Merrily

CHAPTER PRESIDENT'S CHECKLIST

The following are a list of steps that a new Chapter President should do before taking the Office of President:

1. Familiarize yourself with the Chapter Bylaws.
2. Familiarize yourself with the FGFOA Bylaws.
3. Familiarize yourself with the Chapter Policies and Procedures.
4. Familiarize yourself with the FGFOA Policies and Procedures.
5. Establish Chapter Board meetings that are separate from the general membership meeting.
6. Establish Chapter meeting dates far enough in advance for members to plan on attending and to allow the Program Committee to obtain speaker commitments.
7. Establish Committees before the fiscal year begins such as:
 - (a) Audit Committee
 - (b) Program committee
 - (c) Membership committee
 - (d) Social committee
8. Notify FGFOA staff of new officers & directors w/contact information.

The following are a list of steps that a new Chapter President should do while in the Office of President:

1. Consider making monthly contact with each Committee to determine that the expected progress is being accomplished.
2. Send current copies of Bylaws and Policies and Procedures to FGFOA staff for posting on website and record retention.

The Board approved changes to the FGFOA Policies and Procedures to require Chapters to submit draft Bylaws amendments to the FGFOA for approval prior to approval by the Chapter membership. The specific language is as follows: "Any Chapter bylaws amendment must be presented to the Board of Directors for approval prior to the Chapter membership voting on such amendment." Most of the Chapters' Bylaws require that notice of any proposed amendments be provided to the FGFOA (the exceptions being the Florida First Coast, Hillsborough and Space Coast Chapters). This action further requires that the Board formally approve any amendments to ensure consistency is maintained with the Constitution and Bylaws of the FGFOA.

3. Submit notice of CPE offerings in advance to FGFOA so submission to the Board of Accountancy can be made (See Chapter Presidents Orientation Manual for directions).

4. Submit information to FGFOA staff for posting on website - meeting notices, other information.
5. Submit report for the Newsletter based on specified timelines. Should include notice of meeting dates and other information.
6. Submit information for "It's About You" column for the newsletter.
7. Participate in quarterly conference calls with Chapter liaison.
8. Attend FGFOA Board of Director meetings to the extent possible.
9. Submit annual financial statements to FGFOA within 45 days after close of fiscal year.
10. Report any possible insurance claims to FGFOA staff immediately.



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

2016-2017
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Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: Conference Report

Executive Summary, Explanation or Background Information on Request:

Verbal update at the meeting

Recommended Action:

Jeannie Garner, Executive Director

June 5, 2016
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

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Meeting Date: June 15, 2016

Title of Item: 2016 SOGF Budget

Executive Summary, Explanation or Background Information on Request:

Revenues: Budgeted Revenues are down by \$25,083 from last year. This is due to two factors: 1) Budgeted a 15% decrease in registration revenue across the board (\$10,000) due to the location and 2) there is no hotel commission or room credits (\$14,579).

Expenses: Due to the tremendous growth of the CGFO Review courses and test, we took out a portion of the refreshment break expenses (\$13,140) and moved it to the overall CGFO Expense which will show up on the main budget. This will provide a more accurate picture of how the SOGF is financially performing. Overall, a (\$16,245) net loss is budgeted which may warrant a fee discussion for next year.

Net Loss – There is still a (\$16,245) net loss budgeted.

Recommended Action:

Approval of the 2016 School of Governmental Finance Budget

Jeannie Garner, Executive Director

June 5, 2016
Date

Florida Governmental Finance Officer's Association
2016 School of Governmental Finance

REVENUE COMPARISON

REGISTRATIONS	Fee	Fee As of		2015 Budget	2015 Actual	2016 Proposed
		2015	2015			
Active Member Basic	180	220		\$69,000.00	\$11,000.00	\$9,350.00
Active Member Basic Late	220	260			\$1,820.00	\$1,547.00
Associate Member Basic	245	285			\$570.00	\$484.50
Associate Member Basic Late	285	325			\$0.00	\$0.00
Non-Member Basic	305	345			\$1,725.00	\$1,466.25
Non-Member Basic Late	345	385			\$385.00	\$327.25
Active Member Intermediate	170	210			\$16,380.00	\$13,923.00
Active Member Intermediate Late	210	250			\$2,250.00	\$1,912.50
Associate Member Intermediate	230	270			\$310.00	\$263.50
Associate Member Intermediate Late	270	310			\$0.00	\$0.00
Active Member Week	280	320			\$30,080.00	\$25,568.00
Active Member Week late	320	360			\$1,440.00	\$1,224.00
Associate Member Week	405	445			\$1,780.00	\$1,513.00
Associate Member Week Late	445	485			\$0.00	\$0.00
Non-Member Intermediate	285	325			\$975.00	\$828.75
Non-Member Intermediate Late	325	365			\$0.00	\$0.00
Non-Member Week	520	560			\$560.00	\$476.00
Non-Member Week Late	560	600			\$0.00	\$0.00
Ethics Seminar	55	0			\$0.00	\$0.00
Cancellation Fees	40	40			\$480.00	\$408.00
Room Credits					\$2,664.00	\$0.00
Hotel Commission					\$11,915.00	\$0.00
Boot Camp	225	265			\$7,990.00	\$7,950.00
Total Registration Revenue				\$69,000.00	\$92,324.00	\$67,241.75
TOTAL REVENUES				\$69,000.00	\$92,324.00	\$67,241.75

EXPENSE COMPARISON

Hospitality Suite	\$6,000.00	\$7,581.00	\$7,500.00
Refreshment Breaks	\$40,000.00	\$57,457.00	\$44,400.00
Reception Expense	\$0.00	\$0.00	\$0.00
Emerging Leader Reception	\$2,000.00	\$2,404.00	\$2,500.00
Staff Travel	\$5,000.00	\$5,218.00	\$5,500.00
Internet Café/Wi-Fi	\$0.00	\$0.00	\$2,100.00
Equipment Rentals	\$13,000.00	\$8,793.00	\$9,500.00
Speaker Expenses	\$3,500.00	\$2,902.00	\$3,500.00
Speaker Gifts	\$1,500.00	\$1,350.00	\$1,350.00
Operating Supplies	\$250.00	\$324.00	\$250.00
Postage	\$0.00	\$0.00	\$0.00
Printing/Duplicating	\$1,500.00	\$1,234.00	\$600.00
T- Shirts	\$500.00	\$0.00	\$500.00
Meeting Planning Services	\$5,500.00	\$5,500.00	\$5,500.00
Bank Charges	\$0.00	\$0.00	\$0.00
Speaker Moderator Breakfast	\$500.00	\$470.00	\$0.00
Insurance	\$287.00	\$348.00	\$287.00
Golf Tournament	\$0.00	\$0.00	\$0.00
Hotel Attrition	\$0.00	\$0.00	\$0.00
Transportation			
TOTAL EXPENSES	\$79,537.00	\$93,581.00	\$83,487.00
NET INCOME	(\$10,537.00)	(\$1,257.00)	(\$16,245.25)

Registration Fees	2014	2015
Active Basic	180	220
Active Int/Adv	170	210
Active Week	280	320
Bootcamp	225	265



Florida Government Finance Officers Association, Inc.
Board of Directors
2016-2017

Agenda Item Request

**2016-2017
BOARD OF DIRECTORS**

OFFICERS

President
Sarah Koser

President-Elect
Linda Howard

Secretary/Treasurer
Kent Olson

DIRECTORS

Kimball Adams

Ken Burke

Rip Colvin

Nicole Gasparri

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: June 15, 2016

Title of Item: 2016-2017 FGFOA Budget

Executive Summary, Explanation or Background Information on Request:

We have prepared a projected budget for the 2015-2016 to use as a base for the 2016-2017 budgeting. The projected conference budget part of this and is included in the backup, which we are projecting a net income of \$17,548.

Revenues: Budgeted total revenues of \$793,741 which is \$25,183 lower than last year due to the SOGF.

Expenses: Budgeted total expenses of \$819,890. Note that the 2017 Conference includes a net \$10,000 income. This will be amended once the 2017 budget is approved. This should be conservative. Last time we were in Hollywood, we had a net income of \$38,138. However, we did have some concessions due to the escalator that will not be repeated.

The Leadership FGFOA projected for 2016 includes a net income of \$6,242 and the budget for 2017 includes a net income of \$950 due to an increase in the hotel fee and conservative budget projections for the speaker and food expenses.

The CGFO Expenses now include the expenses of the review courses at the SOGF.

Total Net Budget loss is \$26,149.

Budget Fund balance as of 09/30/2017 is \$176,667. The Minimum net assets is \$131,630 and the middle is \$176,667, desired is \$263,260, according to the Fund Balance Policy.

Recommended Action:

Approval of the 2016-2017 FGFOA Budget

Jeannie Garner, Executive Director

June 5, 2016
Date

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Budget for the Year Ending June 30, 2017

2016-2017	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017
	Actual 06/30/2014	Actual as of 06/30/2015	Budget 07/01/2015 - 06/30/2016 - Revised 04/08/2016	Projected	Budgeted
REVENUES					
Membership Dues	98,315	99,190	97,000	97,000	97,000
Investment Income	1,309	1,403	1,500	1,500	1,500
Annual Conference	406,708	506,076	487,300	500,100	500,000
School of Governmental Finance	71,722	55,888	92,324	92,324	67,241
Leadership FGFOA	0	0	60,000	50,000	50,000
Pre-Conference Seminar	17,690	18,900	22,000	22,000	22,000
CGFO Fees	29,255	26,510	35,000	55,000	55,000
Miscellaneous Income	990	35	1,000	1,000	1,000
TOTAL REVENUES	625,989	708,002	796,124	818,924	793,741
EXPENSES					
Expenses related to training/education					
Conference Expenses	387,560	467,938	484,550	482,552	490,000
School of Governmental Finance	61,955	75,420	93,581	93,581	83,487
Leadership FGFOA	0	0	50,100	43,757	49,050
Pre-Conference Seminar/FSS/NASBA Fees	23,127	23,733	24,000	24,000	24,000
CGFO Printing & Mailing	288	69	500	500	500
CGFO March Review & rewrite	2,000	2,000	2,000	2,000	2,000
Total - Training Expenses	474,930	569,160	654,731	646,390	649,037
Standing Committees:					
Standing Committee Meetings	20	0	1,500	1,500	1,500
Membership Services Outreach (Student)	3,096	0	0	0	0
All Committee Mtgs @ Conference	5,994	6,538	6,000	6,000	6,000
Total - Standing Committees	9,110	6,538	7,500	7,500	7,500
Communication to Members					
Internet Homepage	102	0	100	100	100
Postage & Mailing	1,064	529	1,500	1,500	1,500
Printing & Duplicating	806	1,137	1,000	1,000	1,000
Total Communication to members	1,972	1,666	2,600	2,600	2,600
Professional Services:					
Florida League of Cities, Inc.	91,438	96,009	96,585	96,585	97,067
Auditor Fees	8,370	8,620	8,875	8,875	8,875
Total - Professional Services	99,808	104,629	105,460	105,460	105,942
Meeting Expenses:					
GFOA Reception	3,359	3,440	5,000	5,000	5,000
Board of Directors	8,237	8,002	8,500	8,500	8,500
Strategic Planning	783	1,361	2,750	2,750	2,750
GFOA Conference	2,274	3,403	5,000	5,000	5,000
Chapter visitation by officers	0	0	0	0	0
Total Meeting Expenses	14,653	16,206	21,250	21,250	21,250
Administrative Expenses:					
Insurance Expense	4,132	4,268	4,000	4,000	4,000
List Serve - ongoing fees	3,820	3,445	5,000	5,000	5,000
Filings & Registrations	61	61	61	61	61
Staff Travel	2,225	2,001	3,000	3,000	3,000
Miscellaneous Expense	4,691	3,597	6,000	6,000	6,000
Depreciation	283	490	500	500	500
Credit Card Terminal	15,212	15,414	15,000	15,000	15,000
Total - Administrative Expenses	30,424	29,276	33,561	33,561	33,561
TOTAL EXPENSES	630,897	727,475	825,102	816,761	819,890
Increase (Decrease) in Net Assets	(4,908)	(19,473)	(28,978)	2,163	(26,149)
Net Assets-Beginning of Period	225,034	220,126	200,653	200,653	202,816

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Budget for the Year Ending June 30, 2017

2016-2017	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017
	Actual 06/30/2014	Actual as of 06/30/2015	Budget 07/01/2015 - 06/30/2016 - Revised 04/08/2016	Projected	Budgeted
Net Assets-End of Period	220,126	200,653	171,675	202,816	176,667

MINIMUM NET ASSETS CHECK

Minimum Net Assets - two (2) months of average operating expenses for the prior three (3) years.

Desired Net Assets - four (4) months of average operating expenses for the prior three (3) years.

If the actual Net Assets begins to approximate or falls below the Minimum Net Assets Amount, the Board of

Directors shall take appropriate action to restore the Net Assets Amount to the Desired Net Assets amount.

This action should take into consideration relevant circumstances at that time and include, but not be limited to appropriate expenditure reductions and/or revenue adjustments.

* Updated for NEW Net Assets policy as of 02/05/2009.

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Budgeted</i>
Net Assets Check	2013	2014	2015	2016	2017
Operating Expenses	689,459	630,897	727,475	816,761	825,102
Average Three Year Expenses	592,764	620,120	682,610	725,044	789,779
Minimum Net Assets - Two months	98,794	103,353	113,768	120,841	131,630
Desired Net Assets - Four Months	197,588	206,707	227,537	241,681	263,260
<i>Middle</i>	148,191	155,030	170,653	181,261	197,445
<i>Budgeted Fund Balance</i>	225,034	220,126	200,653	202,816	176,667

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.
2016 Annual Conference Proposed Budget
Orlando

	912	922	925	925	950
	2014 Orlando	2015	2016 Approved Budget \$25 Fee increase	2016 Revised 11/04/2015	2016 Projected
OTHER REVENUE					
Exhibitor Fees	\$154,725.00	\$160,700.00	\$165,000.00	\$165,000.00	\$165,000.00
Extra Tickets All Events	\$2,705.00	\$3,415.00	\$5,000.00	\$5,000.00	\$5,000.00
Golf	\$4,770.00	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00
Hotel Commissions (1)	\$0.00	\$45,186.00	\$30,000.00	\$30,000.00	\$42,824.00
Cancellation Fees	\$760.00	\$1,160.00	\$1,000.00	\$1,000.00	\$1,000.00
Ethics Income	\$11,490.00	\$10,385.00	\$10,000.00	\$10,000.00	\$10,000.00
Hotel Rebate	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
Room Credits (2)	\$11,118.00	\$10,070.00	\$11,000.00	\$11,000.00	\$10,647.00
TOTAL OTHER REVENUE	\$185,568.00	\$259,416.00	\$227,000.00	\$227,000.00	\$239,471.00
REGISTRATIONS					
Member Registrations	\$158,850.00	\$169,200.00	\$251,600.00	\$251,600.00	\$257,890.00
Member Late Registrations	\$1,060.00	\$7,685.00	\$0.00	\$0.00	\$0.00
Associate Registrations	\$40,185.00	\$30,780.00	\$0.00	\$0.00	\$0.00
Associate Late Registrations	\$2,600.00	\$4,875.00	\$0.00	\$0.00	\$0.00
Non-Member Registrations	\$16,905.00	\$22,770.00	\$0.00	\$0.00	\$0.00
Non-Member Late Registrations	\$1,540.00	\$3,850.00	\$0.00	\$0.00	\$0.00
Boot Camp	\$0.00	\$7,500.00	\$8,700.00	\$8,700.00	\$7,950.00
TOTAL REGISTRATIONS	\$221,140.00	\$246,660.00	\$260,300.00	\$260,300.00	\$265,840.00
TOTAL REVENUES	\$406,708.00	\$506,076.00	\$487,300.00	\$487,300.00	\$505,311.00
EXPENSE					
INSTRUCTIONAL					
Equipment Rental	\$11,961.00	\$30,737.00	\$30,000.00	\$32,500.00	\$32,500.00
Speaker's per diem/honorarium	\$6,434.00	\$5,034.00	\$10,000.00	\$10,000.00	\$5,000.00
Refreshment Breaks	\$108,111.00	\$111,825.00	\$120,000.00	\$120,000.00	\$120,000.00
Tuesday Business Luncheon	\$41,903.00	\$42,894.00	\$43,000.00	\$43,000.00	\$43,000.00
Monday Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boot Camp	\$0.00	\$9,164.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL INSTRUCTIONAL EXPENSE	\$168,409.00	\$199,654.00	\$213,000.00	\$215,500.00	\$210,500.00
SPECIAL EVENTS					
Golf Tournament	\$3,360.00	\$3,287.00	\$5,000.00	\$5,000.00	\$5,000.00
Opening Ceremony	\$100.00	\$959.00	\$500.00	\$500.00	\$500.00
Association Night Reception	\$19,307.00	\$49,328.00	\$40,000.00	\$40,000.00	\$40,000.00
Ethics Course Expense	\$9,826.00	\$10,296.00	\$9,800.00	\$9,800.00	\$9,800.00
Tuesday Event	\$87,862.00	\$62,178.00	\$80,000.00	\$80,000.00	\$76,000.00
Hospitality Food, Beverages & Supplies	\$27,506.00	\$38,380.00	\$30,000.00	\$30,000.00	\$32,000.00
President's Reception	\$5,900.00	\$8,293.00	\$10,000.00	\$10,000.00	\$10,000.00
Walking Tour/ Childrens events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Emerging Leaders Event	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
TOTAL SPECIAL EVENTS EXPENSE	\$153,861.00	\$172,721.00	\$175,300.00	\$175,300.00	\$178,300.00
SPECIAL CONFERENCE EXPENSES					
Room Rate By Down	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Host Committee Shirts	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
Welcome Bags	\$4,539.00	\$4,535.00	\$5,000.00	\$5,000.00	\$4,100.00
Speaker Gifts	\$3,150.00	\$2,511.00	\$3,500.00	\$3,500.00	\$3,500.00
Transportation & other	\$0.00	\$6,300.00	\$6,500.00	\$6,500.00	\$6,090.00
TOTAL SPECIAL CONFERENCE EXPENSES	\$7,689.00	\$13,346.00	\$17,000.00	\$17,000.00	\$13,690.00
REGISTRATION/MAILINGS					
Postage	\$875.00	\$46.00	\$1,000.00	\$1,000.00	\$1,000.00
Printing/Duplicating	\$4,327.00	\$5,424.00	\$5,000.00	\$5,000.00	\$5,000.00
Office Supplies	\$1,411.00	\$1,564.00	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL REGISTRATION/MAILING EXPENSE	\$6,613.00	\$7,034.00	\$8,000.00	\$8,000.00	\$8,000.00
EXHIBITOR					
Security	\$578.00	\$2,966.00	\$500.00	\$500.00	\$500.00
Service	\$6,530.00	\$19,616.00	\$12,000.00	\$12,000.00	\$12,000.00
TOTAL EXHIBITOR EXPENSES	\$7,108.00	\$22,582.00	\$12,500.00	\$12,500.00	\$12,500.00
STAFF EXPENSES	\$8,940.00	\$13,466.00	\$12,000.00	\$12,000.00	\$12,000.00
OTHER					
Miscellaneous	\$508.00	\$3,753.00	\$5,000.00	\$5,000.00	\$5,000.00
Meeting Planner Services	\$27,360.00	\$29,400.00	\$27,750.00	\$27,750.00	\$27,750.00
Cancellation Insurance	\$1,424.00	\$1,482.00	\$1,500.00	\$1,500.00	\$1,500.00
Internet Café - High Speed Connections	\$5,650.00	\$4,500.00	\$10,000.00	\$10,000.00	\$9,750.00
TOTAL OTHER EXPENSES	\$34,940.00	\$39,135.00	\$44,250.00	\$44,250.00	\$44,000.00
TOTAL EXPENSES	\$387,560.00	\$467,938.00	\$482,050.00	\$484,550.00	\$478,990.00
NET INCOME	\$19,148.00	\$38,138.00	\$5,250.00	\$2,750.00	\$26,321.00

2,534 x 169 = 428,246 x 10% = \$42,824

2,534 / 40 = 63 x \$169 = \$10,647

**Florida Government Finance Officers's Association
CGFO - Certified Government Finance Officer Program**

REVENUE COMPARISON

CGFO 2016-2017	2015-2016 Actual	2016-2017 Projected
REVENUES		
Renewals	\$5,530.00	\$5,860.00
Application Fee	\$3,050.00	\$3,500.00
Review Courses	\$28,535.00	\$28,425.00
Exams	\$17,430.00	\$17,300.00
Miscellaneous Income	\$0.00	\$0.00
TOTAL REVENUES	\$54,545.00	\$55,085.00

EXPENSE COMPARISON

EXPENSES		
Scantron Maintenance & Upgrades & Supplies	\$650.00	\$650.00
NASBA Fees	\$503.00	\$503.00
CGFO Printing & Mailing	\$2,085.00	\$2,085.00
CGFO Exam Rewrite or Update	\$2,500.00	\$0.00
Fall Review and Exams Food & Beverage	\$13,020.00	\$13,140.00
Fall Review and Exams AV	\$1,500.00	\$1,500.00
TOTAL EXPENSES	\$20,258.00	\$17,878.00
Net Profit/Loss (without Administrative Expenses)	\$34,287.00	\$37,207.00
 Administrative Expenses		
Florida League of Cities, Inc.	\$24,002.25	\$24,266.00
TOTAL EXPENSES	\$44,260.25	\$42,144.00
Net Profit/Loss	\$10,284.75	\$12,941.00

Florida Governmental Finance Officer's Association
2017 FGFOA Leadership

REVENUE COMPARISON	2016 Budget 20	2016 Actual 20 Participants	2017 Budget 20
Registration Fees (\$2,500)	\$50,000.00	\$50,000.00	\$50,000.00
TOTAL REVENUES	\$50,000.00	\$50,000.00	\$50,000.00
EXPENSE COMPARISON			
Hotel Fee	\$16,830.00	\$16,063.00	\$17,500.00
Breakfast	\$0.00	\$0.00	\$0.00
Breaks	\$1,625.00	\$2,610.78	\$2,800.00
Lunch	\$5,000.00	\$4,402.59	\$5,000.00
Dinner	\$7,500.00	\$6,498.77	\$7,500.00
Staff Travel	\$2,000.00	\$800.00	\$2,000.00
Equipment Rentals	\$2,000.00	\$2,991.17	\$2,000.00
Speaker Expenses	\$25,400.00	\$22,459.30	\$25,400.00
Awards/Pins/	\$500.00	\$1,617.74	\$1,600.00
Operating Supplies	\$250.00	\$52.46	\$250.00
Printing/Duplicating	\$1,000.00	\$325.00	\$500.00
Meeting Planning Services	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL EXPENSES	\$47,275.00	\$43,757.81	\$49,050.00
NET INCOME	\$2,725.00	\$6,242.19	\$950.00

Mimi Hull - Mon - 3 sections	\$5,000.00
Mimi Hull - Tues - 4 sections	\$5,100.00
Mark Toombs - Wed 3 sections	\$1,800.00
J. Lenora Bresler - Wed 1 section	\$1,250.00
Ben Green - 4 sections	\$2,000.00
Anetta Wilson - Friday 3 sections	\$4,000.00

2016-2017

FGFOA Board of Directors Meetings

- **Wednesday, June 15, 2016– Orlando World Center Marriott – FGFOA Annual Conference**
- **Friday, August 26, 2016 – The Villages**
- **Wednesday, October 26, 2016 – Sanibel Harbor Resort**
- **February 3, 2017 – Omni Jacksonville**
- **Friday, April 7, 2017 – Orlando Embassy Suites Downtown**
- **Friday, June 23, 2017 – Diplomat – FGFOA Annual Conference**

2016-2017 FGFOA Board of Directors

President

Sarah Koser, CPA, CGFO, CPFO
Deputy Finance Director
The Villages Community Development District
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The Villages, FL 32162
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President – Elect

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Southwest Florida Water Management District
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Liaison: Membership Development

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FGFOA - Penny Mitchell, pmitchell@flcities.com
CGFO - Merrily Bennett, mbennett@flcities.com

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Certification Committee

Kelly Rae Strickland, CPA, CGFO

Deputy Finance Director

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Board Liaison: Rip Colvin

Conference Host Committee

Johnna Agin – Co-Chair

Accountant III

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Susan Nabors – Co-Chair

Assistant Finance Director

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Board Liaison: Shannon Ramsey-Chessman

Conference Program Committee

Frank DiPaolo, CPA, CGMA

Director of Finance

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Board Liaison: Kimball Adams

Legislative Committee

April Shuping, CPA, CGFO

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Jennifer Desrosiers, CGFO

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Webinar Committee Chair

Brandy Ferris, CPA

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Board Liaison: Marilyn Rosetti

2016-2017 CHAPTER PRESIDENTS

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Joint Legislative Auditing
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OTHER BUSINESS_____

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- **NEXT MEETING** Friday August 26, 2016 – The Villages

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