**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**

**BOARD OF DIRECTOR’S MEETING**

**August 26, 2016**

The meeting of the FGFOA Board of Directors took place on Friday, August 26, 2016 at The Villages Community Development Districts Office, The Villages, Florida.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

Sarah Koser, President, The Villages Community Development Districts

Linda Howard, President-elect, Southwest Florida Water Management District

Kent Olson, Secretary/Treasurer, City of Tallahassee

Kimball Adams, Director, City of Largo

Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller

Rip Colvin, Director, Justice Administrative Commission

John McKinney, Director, City of Edgewater

Marilyn Rosetti, Director, Florida Auditor General

**NOT IN ATTENDANCE:**

Nicole Gasparri, Director, City of Boca Raton

Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller

Jamie Roberson, Director, Osceola County Property Appraiser

**COMMITTEE CHAIRS**

Kelly Rae Strickland, Certification

Johnna Agin, Conference Host

Susan Nabors, Conference Host

Frank DiPaolo, Conference Program

Jennifer Desrosiers, 2016 SOGF

Melissa Burns, Technical Resources

**AD HOC COMMITTEE CHAIRS**

Jason Loschiavo, Social Media

**CHAPTER PRESIDENTS**

Jason Loschiavo, Central Florida

Olga Rabel, Nature Coast

**STAFF**

Jeannie Garner, Florida League of Cities

Paul Shamoun, Florida League of Cities

Penny Mitchell, Florida League of Cities

Merrily Bennett, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President Koser called the August, 26, 2016, meeting of the FGFOA Board of Directors to order at 9:12 a.m.

**AGENDA**

President Koser reviewed the August 26, 2016, Agenda. **Mr. Olson moved, seconded by Ms. Howard, to approve the August 26, 2016 Board of Directors meeting agenda. Motion passed unanimously.**

**CONSIDERATION OF MINUTES**

The June 10, 2016 minutes were reviewed. Corrections were noted. **Ms. Howard moved, seconded by Mrs. Rosetti Kimball to approve the June 10, 2016 minutes as modified with corrections. Motion passed unanimously.**

The June 15, 2016 minutes were reviewed. Corrections are indicated below.

*Ms. Garner presented the budget and noted that there should be an amendment in the budget presented in the book for the CGFO expenses for to $17,878, which includes the expenses for refreshments and AV for the Fall review courses that were moved out of the School budget. Also, the rewrite expenses of $2,000 should be deleted.*

*With the revision, the budgeted revenues are $793,741 and the overall expenses will be $835,268 with a decrease in net assets of ($41,527). The budgeted net assets as of 09/30/2017 is $161,289.*

*According to the FGFOA fund balance policy, the budgeted minimum net assets amount is $132,195, the middle is $198,292 with the desired at $264,389, representing budgeted net assets between the minimum and the middle.*

*Mr. McKinney moved, seconded by Ms. Gasparri, to approve the 2016-2017 FGFOA Budget, as amended. Motion passed unanimously****.***

**Mr. Olson moved, seconded by Mr. Colvin to approve the June 15, 2016 minutes as modified with corrections. Motion passed unanimously.**

**PRESIDENT’S REPORT**

**Policies and Procedures Draft Revision**

President Koser reported that the Bylaws do not provide for procedures relative to the timing of replacement appointments for Secretary-Treasurer or Director upon resignation. Discussion was held with regard to changes to the FGFOA Policies and Procedures in order to provide additional direction. It was also noted that the Bylaws provide for a confirmation of a director seat in case of a vacancy, but not the Secretary-Treasurer.

**Mr. Burke moved, seconded by Mr. Adams, to amend the Bylaws to address filling a vacancy for the Secretary-Treasurer on the Board, which will be similar the confirmation of a Director that is already provided for in the by-laws. Motion passed unanimously.**

**Mr. Burke moved, seconded by Mr. McKinney, to approve the policy and procedure change as follows:**

**On or after the effective date of a resignation of the Secretary -Treasurer or a Director At-large, the President may appoint an individual to fill such a vacancy. If the vacancy is a Director At-Large position, the Board must confirm the appointment by a majority vote on or after the effective date of the resignation. Motion passed unanimously.**

**Boot Camp Waiting List**

President Koser reported that a third session of Boot Camp was approved at the June 1, 2016 board meeting. It will be held at the Embassy Suites in Altamonte Springs, Florida. There was discussion with regard to increasing registration fees to cover costs for a standalone boot camp, which will include a lunch. Ms. Garner noted that a boot camp budget will be prepared and presented for approval at the October Board of Directors meeting. **Mr. Colvin moved, seconded by Ms. Rosetti, that registration fees increase by $75 to $340 for FGFOA members and $415 for non-members. Motion passed unanimously. Mr. McKinney was not present for this motion.**

**Scope for Election Ad-Hoc Committee**

President Koser stated that there were two concerns expressed during the 2016 election process and an ad-hoc committee was formed to address those concerns. First, should the petition process regarding should petition process continue and should it be open to candidates that were not recommended by the nominating committee only. Second, the timelines in the election process need to be updated to provide for flexibility and changes from voting processes. **Mr. Adams moved, seconded by Ms. Howard, to approve the scope of the election ad-hoc committee as presented and recommendations be brought to the Board meeting in October, 2016. Motion passed unanimously.**

**Divergent Series**

President Koser recommended that if the Board wanted to proceed with development of an educational series on non-typical topics as discussed at Strategic Planning that the target months would be either February/March or August/September and that it be assigned to an ad hoc committee to plan the program. Ms. Koser stated that she will appoint Donna Wright to serve as the ad-hoc chair and Ms. Wright will recruit members. She will ask that a recommendation on the timing and location of the seminars to be made at the October Board of Directors meeting. Ms. Garner noted that a budget for the Divergent Series will be prepared and presented at the October Board of Directors meeting. **Mr. Adams moved, seconded by Mr. Burke, that an ad hoc committee be appointed to decide dates for the program that do not conflict with other activities currently scheduled.**

**PRESIDENT-ELECT REPORT**

**SOGF Committee Chair Appointment**

Ms. Howard requested Board approval for Jennifer Desrosiers to continue as SOFG Committee Chair for 2017. **Mr. Adams moved, seconded by Mr. McKinney, that Jennifer Desrosiers continue to serve as the 2017 SOGF Chair. Motion passed unanimously.**

**FGFOA Palm Beach Local Chapter Bylaws**

Ms. Howard discussed updates to FGFOA Palm Beach Local Chapter Bylaws. **The Board discussed additional updates and recommended revisiting the issue at the October, 2016 meeting.**

**SECRETARY/TREASURER REPORT**

**Financials as of June 30, 2016**

Mr. Olson reported on the Financials as of June 30, 2016. The Statement of Financial Position for the year ended June 30, 2016 shows total liabilities and unrestricted net assets were $705,637 with total current liabilities of $460,848 and unrestricted net assets of $244,789. This represents an $6071 increase of unrestricted net assets in comparison to the March 31, 2016 balance of $238,718.

**Investment Report**

Mr. Olson reviewed the Investment Report as of June 30, 2016. Synchrony Bank CD of $77,471.19 was renewed at 1.25% APY and will mature on September 4, 2016. ProBank CD of $76,853.36 at .75% APY will mature on September 10, 2016. FGFOA Staff will research CD rates for both upon or before maturity dates.

**Check Register**

Mr. Olson reviewed the check register for April 1 – June 30, 2016. Mr. Olson noted that the meeting management agreement does not cover Leadership FGFOA. **A motion was made by Mr. Olson, seconded by Ms. Howard to approve $2,000 to the meeting management firm. Motion was passed unanimously.**

**EXECUTIVE DIRECTORS REPORT**

**Executive Director Transition**

Ms. Garner reported the transition of Executive Director duties to Paul Shamoun, Associate Director, Financial Services was in process as outlined in a July 19, 2016 memorandum. The official transition will happen after the 2017 Annual Conference. Additionally, Penny Mitchell was working with Merrily Bennett in transitioning board duties and a new staff person was hired to assist with FGFOA duties.

Ms. Garner noted that the Board agreed to pay the League $2,000 for the 2016 Leadership FGFOA meeting planning fee. However, there was not an official agreement prepared or approved. Ms. Garner noted that a meeting planning amendment will be presented at the October Board of Directors meeting for the 2017 Leadership FGFOA and future classes. Mr. Olson moved, seconded by Mr. Colvin to approve the $2,000 payment to the League for the 2016 Leadership FGFOA meeting planning fee. **Motion was passed unanimously.**

**Board and Committee Member Evaluation Form**

At the June Board of Directors meeting, the Board discussed that a specialized speaker evaluation form be developed that will be completed by the committee members and board members in an effort to obtain more detailed feedback. The Board asked the administrator to draft the form. Ms. Garner provided a copy of the proposed specialized speaker evaluation form for consideration and the Board it should be used at the 2016 School of Governmental Finance.

**AD-HOC COMMITTEE REPORTS**

**Leadership Ad-Hoc Committee Update**

Mr. Colvin reported that after reviewing the Leadership FGFOA Program Application the committee had some suggestions for additions to the application. **Mr. Olson moved, and Mr. Burke seconded that gender questions be removed and that additional questions be added to the application addressing the applicant’s five year goals and how the program would impact those goals. Motion passed unanimously.**

**Social Media Ad-Hoc Committee Update**

Mr. Loschiavo discussed the preliminary social media strategy and the four tasks that the committee had been charged with. The committee felt that there should be two additional tasks added including updating the social media policy which had not been updated since 2012 as well as creating benchmarks for success. **Ms. Howard moved, seconded by Mr. McKinney, that Facebook, Twitter, and YouTube be utilized for FGFOA social media engagement with implementation of social media strategy to coincide with a re-designed website, if feasible. The Committee assists in development of a social media session at the 2017 conference, and update the social media policy and bring to the October Board meeting. Motion passed unanimously.**

**STANDING COMMITTEE REPORTS**

**Certification Committee**

Kelly Strickland, Chair, gave an update on the Certification Committee.

**Conference Host Committee**

Co-Chairs Johnna Agin and Susan Nabors provided an update on the 2017 conference program. The theme for the conference is “Focus on the Future” and the Tuesday night theme will be “Hollywood.”

**Conference Program Committee**

Frank DiPaolo, Chair provided an update on the 2017 conference program. The roles of sub-chairs and sub-committee members were discussed. A tentative list of topics and speakers was distributed. Program deadlines were reviewed.

**Legislative Committee**

April Shuping, Chair, was not available to give report. An update will be provided at the next Board of Directors meeting on October 26, 2016

**Member & Leadership Development Committee**

Ken Burke, Board Liaison, reported that there would be an update provided at the next Board of Directors meeting on October 26, 2016.

**School of Governmental Finance Committee**

Chair, Jennifer Desrosiers presented the final schedule with speakers for review.

**Technical Resources Committee**

Melissa Burns, Chair, reported that the committee held a conference call on July 19, 2016. Committee members volunteered to take sections of the Basic Government Resource Manual and revise them. A subsequent conference call would be held on August 23rd to discuss progress made on the revisions. A report to the Board would be given at the next scheduled meeting.

**Webinar Committee**

Marilyn Rosetti discussed approval of Webinar Topics for the 2016-2017 year. A proposed list of topics for 2017 webinars was presented. **Mr. Olson moved, seconded by Mr. McKinney. Motion passed unanimously.**

**NEXT MEETING**

The next meeting of the Board of Directors will be October 26, 2016 at Sanibel Harbour Resort & Spa.

**ADJOURNMENT**

The meeting adjourned at 2:27 p.m.

Jeannie Garner

Executive Director, FGFOA

ATTEST:

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Sarah Koser, President Kent Olson, Secretary/Treasurer