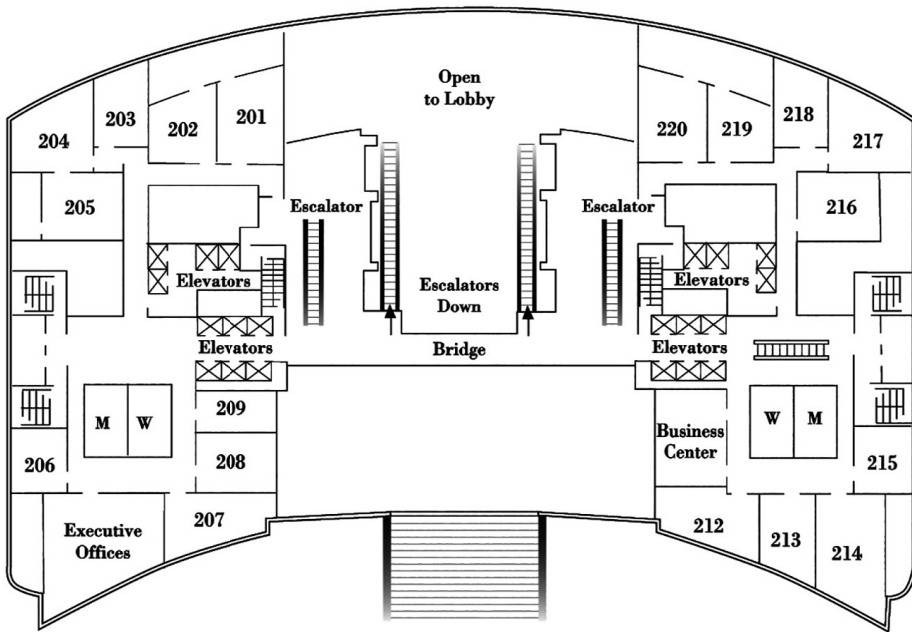




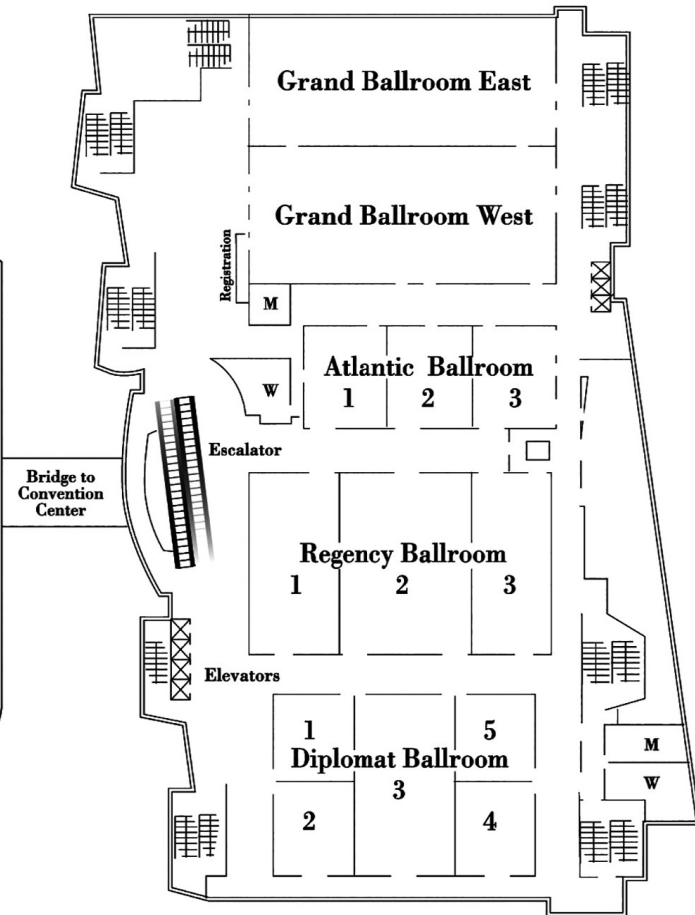
Florida Government Finance Officers Association, Inc.  
Meeting of the Board of Directors  
Wednesday, June 17, 2015  
Lunch and Meeting: 12:00 p.m.

**Diplomat Resort & Spa**  
**Room 340**  
**Third Floor Hotel Meeting Space**

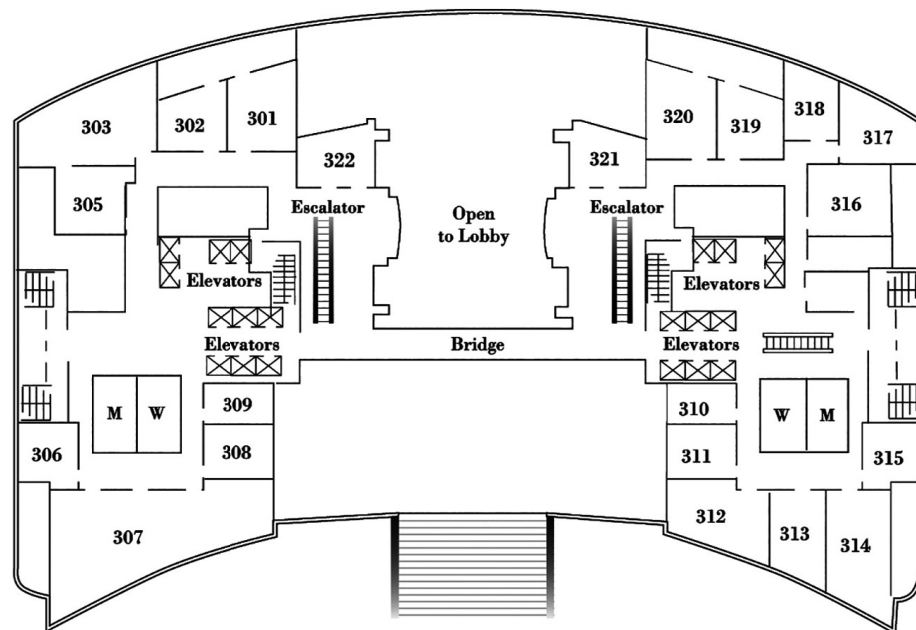
*Second Floor Hotel*  
*Breakout Meeting Space*



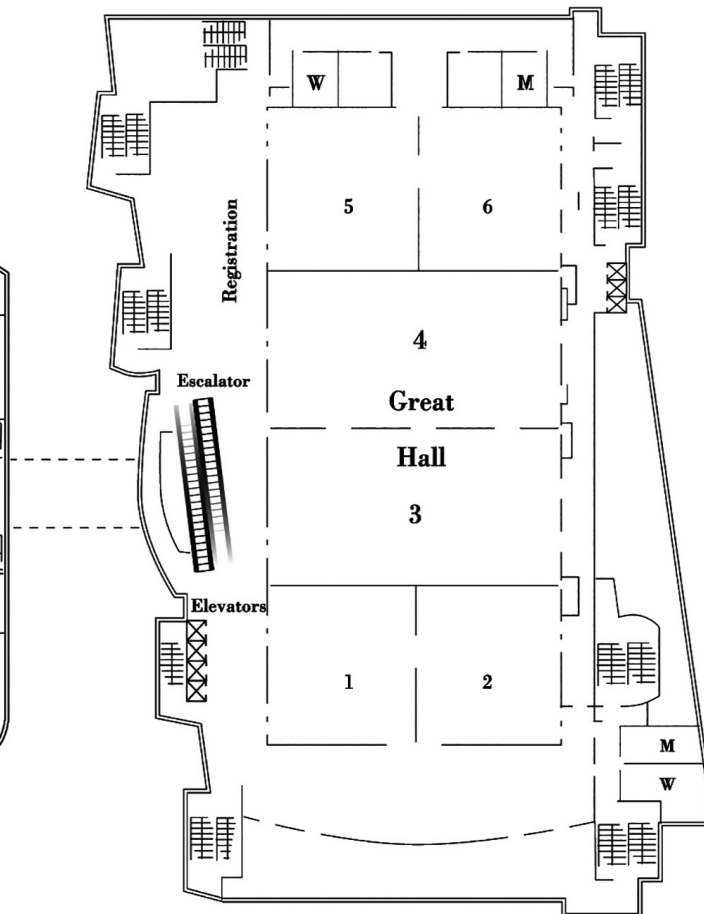
*Grand Ballroom Level*



*Third Floor Hotel*  
*Breakout Meeting Space*



*Great Hall Level*



# ATTENDANCE – FGFOA BOARD OF DIRECTORS MEETING

June 17, 2015

				<u>PRESENT</u>	<u>NOT PRESENT</u>
<b><u>OFFICERS</u></b>	<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>	<b>3<sup>rd</sup> Term</b>		
Barry Skinner	2008-2011	2013-2016		[ ]	[ ]
Sarah Koser	2009-2012	2012-2015	2015-2017	[ ]	[ ]
Linda Howard	2010-2013	2013-2016	2016-2018	[ ]	[ ]
<b><u>DIRECTORS</u></b>					
Kimball Adams	2015-2018			[ ]	[ ]
Ken Burke	2014-2015	2015-2018		[ ]	[ ]
Nicolle Gasparri	2015-2016			[ ]	[ ]
Jonathan McKinney	2014-2017			[ ]	[ ]
Binh Nguyen	2015-2018			[ ]	[ ]
Shannon Ramsey-Chessman	2013-2016			[ ]	[ ]
Jamie Roberson	2014-2017			[ ]	[ ]
Marilyn Rosetti	2014-2017			[ ]	[ ]
<b><u>COMMITTEE CHAIRS</u></b>					
Karen Keith, Certification				[ ]	[ ]
Kristopher Shoemaker, Conference Host				[ ]	[ ]
Michael Gomez, Conference Program				[ ]	[ ]
Dave Keller, Legislative				[ ]	[ ]
Cindy Kelley, Member Development				[ ]	[ ]
Melissa “Missy” Licourt, 2015 SOGF				[ ]	[ ]
Donna Wright, Technical Resources				[ ]	[ ]
Susan Nabors, Webinar				[ ]	[ ]
<b><u>AD-HOC COMMITTEE CHAIRS</u></b>					
Lee Huffstutler, Leadership FGFOA				[ ]	[ ]
<b><u>CHAPTER PRESIDENTS</u></b>					
Kimberly Ferrell, Big Bend				[ ]	[ ]
Laurie Campbell, Central Florida				[ ]	[ ]
Judith Garard, First Coast				[ ]	[ ]
Susan Bass, Gulf Coast				[ ]	[ ]
Lorrie Simmons, Hillsborough				[ ]	[ ]
Marge Strausbaugh, Nature Coast				[ ]	[ ]
Todd Hutchison, North Central Florida				[ ]	[ ]
Alison Teslia, Palm Beach				[ ]	[ ]
Steven Rausch, Panhandle				[ ]	[ ]
Bryant E. Cahen, South Florida				[ ]	[ ]
Jeff Snyder, Southwest				[ ]	[ ]
Sondra D’Angelo, Space Coast				[ ]	[ ]
Kristin Daniels, Treasure Coast				[ ]	[ ]
Heidi L. Bova, Volusia/Flagler				[ ]	[ ]
<b><u>OTHERS IN ATTENDANCE</u></b>					
Jeannie Garner, Florida League of Cities				[ ]	[ ]
Penny Mitchell, Florida League of Cities				[ ]	[ ]

# **FGFOA BOARD OF DIRECTORS MEETING AGENDA**

**DATE/TIME:** Wednesday, June 17, 2015  
Lunch – 12:00 p.m. – Meeting – Immediately following lunch

**LOCATION:** Room 320, Diplomat Resort & Spa, Hollywood, FL

**Call to Order – Barry Skinner, President**

**Roll Call**

**Approval of the Agenda**

**Report of Officers**

- 1. Welcome New Board Members, Committee Chairs & Chapter Presidents**
- 2. Conference Review**
- 3. 2015-2016 Strategic Planning Action Plan**
- 4. Revised Policy and Procedures effective 06/17/2015**
- 5. Committee Manual Template Discussion**
- 6. 2015 School of Governmental Finance Budget Amendment**
- 7. 2015-2016 FGFOA Budget Approval**
- 8. Appointment of the Audit Committee**
- 9. Review of Board Meeting Dates**

## 2015-2016 FGFOA Board of Directors

### **President**

**Barry Skinner, CPA, CGFO, CPFO**  
Deputy Director-Finance & Accounting  
Orange County Comptroller's Office  
201 S Rosalind Ave  
Orlando, FL 32801  
(407) 836-5719  
[barry.skinner@occompt.com](mailto:barry.skinner@occompt.com)

### **President – Elect**

**Sarah Koser, CPA, CGFO, CPFO**  
Deputy Finance Director  
The Villages Community Development District  
984 Old Mill Run  
The Villages, FL 32162  
(352) 753-0421  
[sarah.koser@districtgov.org](mailto:sarah.koser@districtgov.org)  
**Liaison: Leadership Committee**  
**Lee Huffstutler, Chair**

### **Secretary – Treasurer**

**Linda S. Howard, CPA, CTP, MBA**  
Finance Bureau Chief  
Southwest Florida Water Management District  
2379 Broad St., mail code BKV-2-PRO  
Brooksville, FL 34604  
(352) 796-0515 ext. 4122  
[Linda.Howard@swfwmd.state.fl.us](mailto:Linda.Howard@swfwmd.state.fl.us)

### **Directors:**

**Kimball Adams, CPA**  
Director of Finance  
City of Largo  
PO Box 296  
Largo, FL 33779  
(727) 587-6747  
[kadams@largo.com](mailto:kadams@largo.com)  
**Liaison: Webinar Committee**  
**Dave Hardison, Chair**

**Ken P. Burke, CPA**  
Clerk of the Circuit Court and Comptroller  
Pinellas County - CCC  
315 Court St., 4<sup>th</sup> Floor  
Clearwater, FL 33756  
(727) 464-3341  
[kburke@pinellascounty.org](mailto:kburke@pinellascounty.org)  
**Liaison: Technical Resources Committee**  
**Donna Wright, Chair**

**Nicole Gasparri, CGFO**  
Organizational Program Manager  
City of Boca Raton  
201 W Palmetto Park Rd  
Boca Raton, FL 33432  
(561) 789-8236  
[ngasparri@myboca.us](mailto:ngasparri@myboca.us)  
**Liaison: SOGF Committee**  
**Melissa "Missy" Licourt, Chair**

### **Jonathan C. McKinney, CGFO**

Director of Finance  
City of Edgewater  
PO Box 100  
Edgewater, FL 32132  
(386) 424-2400 ext. 1301  
[jmckinney@cityofedgewater.org](mailto:jmckinney@cityofedgewater.org)  
**Liaison: Membership Development Committee**  
**Cindy Kelley, Chair**

### **Binh Nguyen, CGFO**

Budget Manager  
Lake County – BCC  
315 W Main St Ste. 421  
Tavares, FL 32778  
(352) 343-9823  
[bnguyen@lakecountyfl.gov](mailto:bnguyen@lakecountyfl.gov)  
**Liaison: Conference Host Committee**  
**Kristopher Shoemaker, Chair**

### **Shannon Ramsey-Chessman, CPA, CGFO**

Chief Operating Officer of Finance  
Clerk & Comptroller – Palm Beach County  
301 N Olive Ave FL 9  
West Palm Beach, FL 33401  
(561) 355-4277  
[slramsey@mypalmbeachclerk.com](mailto:slramsey@mypalmbeachclerk.com)  
**Liaison: Legislative Committee**  
**David Keller, Chair**

### **Jamie Roberson, CGFO**

Chief Financial Officer  
Osceola County Property Appraiser  
2505 E. Irlo Bronson Memorial Hwy  
Kissimmee, FL 34744  
(407) 742-5172  
[jrob@property-appraiser.org](mailto:jrob@property-appraiser.org)  
**Liaison: CGFO Certification Committee**  
**Karen Keith, Chair**

### **Marilyn D. Rosetti, CPA**

Audit Manager  
Florida Auditor General - Tallahassee  
111 W. Madison St, Section 341  
Tallahassee, FL 32399  
(850) 412-2902  
[marilynrosetti@aud.state.fl.us](mailto:marilynrosetti@aud.state.fl.us)  
**Liaison: Conference Program Committee**  
**Mike Gomez, Chair**

### **Executive Director**

**Jeannie Garner**  
PO Box 1757  
Tallahassee, FL 32302  
(850) 701-3623  
[jgarner@flicities.com](mailto:jgarner@flicities.com)

### **Staff**

FGFOA - Penny Mitchell, [pmitchell@flicities.com](mailto:pmitchell@flicities.com)  
CGFO - Merrily Bennett, [mbennett@flicities.com](mailto:mbennett@flicities.com)

## 2015-2016 Committee Chairs

### **Certification Committee**

#### **Karen Ketih, CGFO**

Accounting Supervisor  
City of Tampa  
306 E. Jackson St.  
Tampa, FL 33602  
(813) 274-7291  
[karen.keith@ci.tampa.fl.us](mailto:karen.keith@ci.tampa.fl.us)

**Board Liaison: Jamie Roberson**

### **Conference Host Committee**

#### **Kristopher Shoemaker, CGFO**

Assistant Business Manager  
Orange County Convention Center  
9860 Universal Blvd  
Business Division Suite West 220  
Orlando, FL 32819  
(407) 685-9827

[kristopher.shoemaker@occc.net](mailto:kristopher.shoemaker@occc.net)

**Board Liaison: Binh Nguyen**

### **Conference Program Committee**

#### **Michael Gomez, CPA**

Audit Supervisor  
Florida Auditor General – Tallahassee  
721 Eagle View Cir  
Tallahassee, FL 32311  
(850) 766-7730  
[mikegomez@aud.state.fl.us](mailto:mikegomez@aud.state.fl.us)

**Board Liaison: Marilyn Rosetti**

### **Legislative Committee**

#### **David Keller, CPFIM**

Chief Financial Officer  
City of Weston  
17200 Royal Palm Blvd  
Weston, FL 33326  
(954) 385-2000  
[dkeller@westonfl.org](mailto:dkeller@westonfl.org)

**Board Liaison: Shannon Ramsey-Chessman**

### **Leadership Committee**

#### **Lee Huffstutler**

Chief Accountant  
City of Tampa  
306 E Jackson St  
Tampa, FL 33602  
(813) 274-7171  
[lee.huffstutler@tampagov.net](mailto:lee.huffstutler@tampagov.net)

**Board Liaison: Sarah Koser**

### **Member Development Committee**

#### **Cindy Kelley**

Chief Financial Officer  
City of Ocala  
110 SE Watula Ave  
Ocala, FL 34471  
(352) 629-8374  
[ckelley@ocalafl.org](mailto:ckelley@ocalafl.org)

**Board Liaison: Jonathan McKinney**

### **SOGF Committee**

#### **Melissa “Missy” Licourt**

Senior Accountant  
St. Johns River Water Management District  
PO Box 189  
Orange Springs, FL 32182  
(386) 312-2332  
[mlicourt@sjrwmd.com](mailto:mlicourt@sjrwmd.com)

**Board Liaison: Nicole Gasparri**

### **Technical Resources Committee**

#### **Donna Wright, CGFO**

Accountant IV  
City of Leesburg  
PO Box 490630  
Leesburg, FL 34749  
(352) 728-9786 ext. 1428  
[donna.wright@leesburgflorida.gov](mailto:donna.wright@leesburgflorida.gov)

**Board Liaison: Ken Burke**

### **Webinar Committee Chair**

#### **Susan Nabors**

Budget Manager  
City of West Palm Beach  
401 Clematis Street  
West Palm Beach, FL 33401  
(561) 822-1342  
[SNabors@Wwpb.org](mailto:SNabors@Wwpb.org)

**Board Liaison: Kim Adams**

## 2015-2016 CHAPTER PRESIDENTS

### **Big Bend Chapter**

#### **Kimberly Ferrell**

Assistant Finance Director  
Leon County Clerk of Court  
315 S Calhoun Street, Ste 750  
Tallahassee, FL 32301  
(850) 577-4021  
[kpferrell@leoncountyfl.gov](mailto:kpferrell@leoncountyfl.gov)

### **Central Florida Chapter**

#### **Laurie Campbell, CGFO**

Accounts Payable Manager  
Orange County Comptroller  
201 S Rosalind Ave  
Orlando, FL 32801  
(407) 836-5715  
[Laurie.campbell@occompt.com](mailto:Laurie.campbell@occompt.com)

### **Florida First Coast Chapter**

#### **Judith Garard**

Finance & Administration  
Manager  
City of Jacksonville  
117 W Duval St Ste 400  
Jacksonville, FL 32202  
(904) 630-5207  
[jgarard@coj.net](mailto:jgarard@coj.net)

### **Gulf Coast Chapter**

#### **Susan Bass**

Finance & Budget Analyst  
City of Tarpon Springs  
3247 East Pine Street  
Tarpon Springs, FL 34689  
(727) 453-5656  
[sbass@ctsfl.us](mailto:sbass@ctsfl.us)

### **Hillsborough Chapter**

#### **Lorrie Simmons MSA, CGFO**

Accounting Supervisor  
City of Tampa  
306 E Jackson Street #8N  
Tampa, FL 33602  
(813) 274-8029  
[Lorrie.Simmons@tampagov.net](mailto:Lorrie.Simmons@tampagov.net)

### **Nature Coast Chapter**

#### **Marge Strausbaugh, MBA, CPM**

Finance Manager  
City of Belleview  
5343 SE Abshier Blvd  
Belleview, FL 34420  
(352) 233-2117  
[mstrausbaugh@belleviewfl.org](mailto:mstrausbaugh@belleviewfl.org)

### **North Central Florida Chapter**

#### **Todd Hutchison, CPA**

Director of Finance and  
Accounting  
Alachua County CCC  
201 E University Ave  
Gainesville, FL 32601  
(352) 374-3605  
[nth@alachuaclerk.org](mailto:nth@alachuaclerk.org)

### **Palm Beach Chapter**

#### **Alison Teslia**

Accounting Supervisor  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414  
(561) 791-4000  
[ateslia@wellingtonfl.gov](mailto:ateslia@wellingtonfl.gov)

### **Panhandle Chapter**

#### **Steven Rausch**

Director of Finance  
City of Mary Esther  
195 Christobal Road N  
Mary Esther, FL 32569  
(850) 243-3566 ext 18  
[findir@cityofmaryesther.com](mailto:findir@cityofmaryesther.com)

### **South Florida Chapter**

#### **Bryan E. Cahen**

Director of Budget  
City of Weston  
17200 Royal Palm Blvd  
Weston, FL 33326  
(954) 385-2000  
[BCahen@westonfl.org](mailto:BCahen@westonfl.org)

### **Southwest Florida Chapter**

#### **Jeff Snyder**

Director of Finance  
City of Venice  
401 W Venice Ave  
Venice, FL 34285  
(239) 321-7217  
[jsnyder@venicegov.com](mailto:jsnyder@venicegov.com)

### **Space Coast Chapter**

#### **Sondra D'Angelo, CGFO, CPA**

Assistant Finance Director  
City of Melbourne  
900 E Strawbridge Ave  
Melbourne, FL 32901  
(321) 608-7014  
[sdangelo@melbournefl.org](mailto:sdangelo@melbournefl.org)

### **Treasure Coast Chapter**

#### **Kristin Daniels, CGFO**

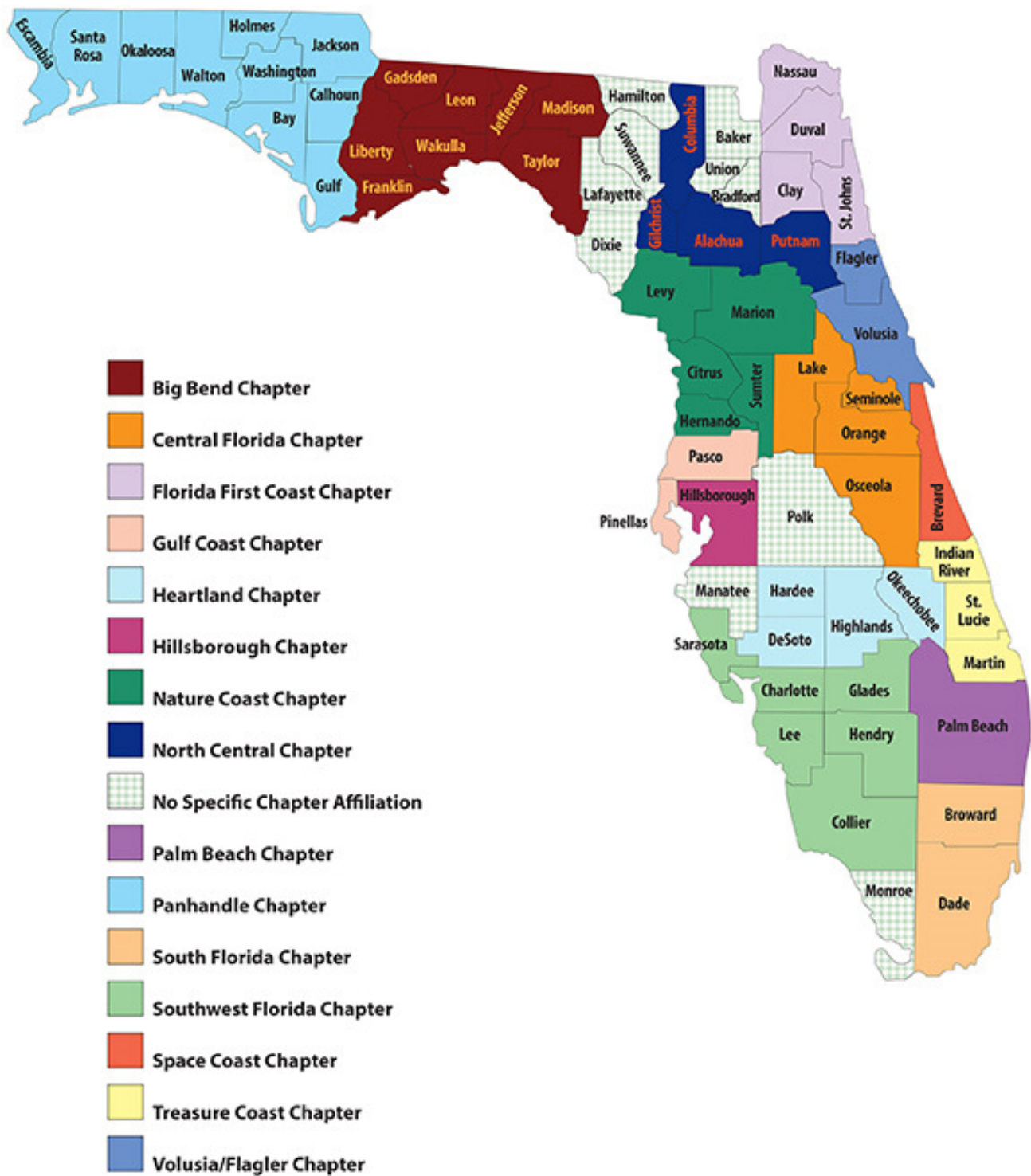
Budget Analyst  
Indian River County BOCC  
1801 27<sup>th</sup> St  
Vero Beach, FL 32960  
(772) 226-1307  
[kdaniels@ircgov.com](mailto:kdaniels@ircgov.com)

### **Volusia/Flagler Chapter**

#### **Heidi L. Bova, MBA, CPFIM**

Accounting Manager  
City of Daytona Beach  
301 S Ridgewood Ave  
Daytona Beach, FL 32115  
(386) 671-8066  
[bovah@codb.us](mailto:bovah@codb.us)

# FGFOA Local Chapters







**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2015-2016**

**Agenda Item Request**

**2015-2016  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Barry Skinner

**President-Elect**

Sarah Koser

**Secretary/Treasurer**

Linda Howard

**DIRECTORS**

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date:** June 17, 2015

**Executive Summary, Explanation or Background Information on Request:**

2015-2016 Action Plan

**Recommended Action:**

For Review

**Barry Skinner, President**

June 4, 2015  
**Date**



## **FGFOA Board of Directors Strategic Planning 2015-2016 Action Plan**

### **VISION**

*The 2015-2016 year will be focused on improving our existing structure, processes and effectiveness in order to attract and maintain valuable volunteers and continue to provide our membership with high quality resources and services.*

### **COMMITTEE MANUALS**

*The Committee Manual should be an instructional Manual for the Committees. It is a living document that needs to be reviewed and updated each year. The Manual does not need Board approval, but the liaison has the responsibility to make sure it reflects the Board's goals and objectives.*

**Goal:**            **Need to provide a consistent template format**

**Who:**            President-Elect & Secretary/Treasurer

**Deadline:**      By 2015 Conference

**Specifics:**      General or Detailed? - Needs to be flexible  
Add timeline – deadlines  
Chair should be on the committee prior  
Add requirements for reporting to the Board  
Add transition section – mandatory meeting with incoming and outgoing chair/liaison (April/May). Incoming Liaison is accountable for the update of the Manual  
Clarify Responsibilities of Committee and Administrator  
Terms – remove from all manuals  
Make “suggestions” for number of committee members (not mandate)

**Goal:** Update the Committee Manuals prior to the conference

**Who:** New Chair and Liaison's (with input from outgoing).

**Deadline:** By 2015 Conference

**Goal:** Provide speaker names and contact information from last two years for conference, school and webinars to each program chair.

**Who:** Administrator

**Deadline:** Provide to the new SOGF Chair at the prior SOGF

Provide to the new Conference Program Chair and Webinar Chair at the first Committee meeting at the Conference

#### **CHAPTER VISION**

**Goal:** Board members to attend their local chapter meetings and at least once a year provide an FGFOA Board activity update.

**Deadline:** End of the 2015-2016

**Who:** All Board Members. President-Elect responsible for tracking and reporting on the goal.

**Specifics:** Use the FGFOA orientation PowerPoint as a tool.

#### **SPEAKER EVALUATION & SELECTION**

**Goal:** More effectively evaluate speakers

**Who:** Administrator and Moderators

**Deadline:** Begin at 2015 Annual Conference

**Specifics:** Add a Session Evaluation Form and have the Moderator complete and return immediately after each session. Develop a "black list" of speakers that should not be asked to return.

### **CGFO COMMITTEE**

- Add Spring review classes either in person or webinars
- Add formal sub-committees
  - Applications & Recertification/Renewals
  - Exam Questions Review Subcommittee
  - Exam and Review (Fall/Spring) Subcommittee
  - Special Committee – Review by Webinar Subcommittee
- Update CGFO Brochure & other information on website
- Consider practice questions and make recommendation to the Board
- Engage new test writer/reviewer

### **CONFERENCE HOST COMMITTEE**

- Add emerging leader networking to goals – conduct last session on Monday (program Committee) then invite to special reception – Host Committee to plan reception
- Simplify sub-committee structure down to 4
  - Conference Support
  - Conference Events
  - Golf & Other Sports
  - Tuesday Night Event

### **CONFERENCE PROGRAM COMMITTEE**

- Develop a method where members can recommend topics & speakers
- Make sure we maintain high quality speakers – no sales pitches
- Identify speakers earlier to include in the announcement
- Add session description to the Speaker Engagement Form (online by FLC) so the speaker can write the description & have the Committee facilitate sending the link to the speakers
- Add emerging leader networking to goals - last session on Monday interactive networking session, then invite to special Emerging Leaders Reception (Host Committee to plan the reception)

### **LEADERSHIP AD-HOC COMMITTEE**

- Keep as an ad-hoc committee for the 15-16 year and make a Standing Committee if program is successful and continued.

### **LEGISLATIVE COMMITTEE**

- 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.
- Need more members
- Committee members should be diversified (by government)
- Develop Legislative Impact Papers relevant issues as needed during session
- Continue with the informative Legislative E-Bulletins

### **MEMBERSHIP COMMITTEE**

- Change name of Membership Development Committee to Member Development Committee effective June 17, 2015
- Focus on “Member” Development (engagement, participation), rather than new FGFOA members. Secondary focus on how to attract new people to government finance.
- ACE Award move Member Development Committee
- Get statistics from Newsletter readership (completed)
- Bring recommendations to the Board on how to increase usage and relevance of social media and communication in general (Newsletter, E-bulletins, FACEBOOK, other possible communication venues). By August 28, 2015 BOD meeting

### **SCHOOL OF GOVERNMENTAL FINANCE**

- Expand networking opportunities – hospitality suite participation is low – Committee has the flexibility to plan something extra if they want
- Add session description to the Speaker Engagement Form (online - FLC) so the speaker can write the description & have the Committee send the link to the speakers
- Add emerging leader networking to goals - last session on Monday interactive networking session, then invite to special Emerging Leaders Reception (Committee to plan the reception)
- Have the first meeting at the School year before
- Provide a template for schedule & tracks to the new Chair
- Chair should be appointed at August Board meeting
- Add a Session Evaluation Form and have the Moderator complete and return immediately after each session.

### **TECHNICAL RESOURCE COMMITTEE**

- ACE Awards – Move to Member Development Committee
- Increase membership of the committee – focus on adding an actuary

## **WEBINAR COMMITTEE**

- Keep top quality speakers.
- Keep communicating the value of this benefit.
- The goal is to provide 8 webinars
- Establish topics and dates early – Monday meeting at conference



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2015-2016**

**Agenda Item Request**

**2015-2016  
BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Barry Skinner

**President-Elect**  
Sarah Koser

**Secretary/Treasurer**  
Linda Howard

**DIRECTORS**

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date:** June 17, 2015

**Title of Item:**

Revised Policy and Procedures effective 06/17/2015

**Executive Summary, Explanation or Background Information on Request:**

At the 2015-2016 Strategic Planning meeting it was concluded that the name "Member Development Committee" reflects the mission and goals of the committee more than "Membership Development Committee".

**Recommended Action:**

Revised the Policy and Procedures to reflect the name Member Development Committee.

**Jeannie Garner, Executive Director**

June 4, 2015  
**Date**

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**POLICIES AND PROCEDURES**  
~~03/13/2015~~06/17/2015

**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, Membership 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. (if approved at the 06/12/2015 BOD Meeting) While the 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](http://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<sup>22</sup> 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 1<sup>st</sup>. 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.

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 (in addition to the year as Committee Chair or Chapter President)
- 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.

## **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***  
**2015-2016**

**Agenda Item Request**

**2015-2016  
BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Barry Skinner

**President-Elect**  
Sarah Koser

**Secretary/Treasurer**  
Linda S. Howard

**DIRECTORS**

Kim Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date:** June 17, 2015

**Title of Item:** Committee Manual Template

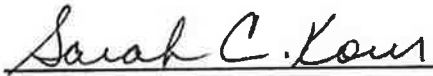
**Executive Summary, Explanation or Background Information on Request:**

At the strategic planning session, Linda Howard, Secretary/Treasurer and Sarah Koser, President-Elect, were tasked with preparing a Committee Manual Template for use by the Committee Chair and Board Liaison to prepare new manuals in a standard format.

Attached is the template that was prepared and distributed for use to update the current manuals. After utilizing the template for the current manuals, there may be areas that the chairs and liaisons noticed that need to be updated for utilization at the end of this year.

**Recommended Action:**

No recommended action.

  
\_\_\_\_\_  
Sarah C. Koser, President-Elect

June 5, 2015  
\_\_\_\_\_  
Date

# Florida Government Finance Officers Association

## XXXXXXXXXXXX Committee

### Policies and Procedures Manual

#### 1. Transition Plan

- A. Outgoing chair and board liaison need to meet with the new chair and board liaison in order to provide for a smooth transition from one year to the next.
- B. New chair and board liaison will need to update the committee manual prior to conference in order to provide members with an updated manual.

#### 2. Purpose, Goals, and Action Plan

- A. **Purpose:** *Just a statement of what the committee is designed to do, i.e., Certification – “To serve as the governing body responsible for the Certified Government Finance Officer (CGFO) Program”, Conference Host – “To plan and organize various events and activities to be held in conjunction with the annual conference”, etc.*
- B. **Long Range Goal:** *Example: Conference Program – “To improve the quality of financial management in government units”, School – “To provide educational opportunities and the enhancement of professional governmental finance skills and techniques at basic, intermediate, and advanced levels”, etc.*
- C. **Short Range Goals**
  - 1. *Example – Conference Program – “To provide stimulating educational and training opportunities for government financial professionals.”*
  - 2. *Example – Conference Host – “To enhance the annual conference by providing events and activities where delegates will become acquainted with other attendees in a friendly and enjoyable atmosphere.”*
  - 3. *Example – Legislative – “To monitor state and federal legislative proposals that affect Florida governments.”*
- D. **Action Plan**
  - 1. Appoint one Subcommittee Chairperson for each area

2. Appoint one Subcommittee Chairperson as Vice Chairperson
3. Assign Committee Members to a Subcommittee
4. Recommend XXXXXXXXXX for FGFOA Board of Directors approval
5. *Additional steps as necessary*

### 3. **Membership Structure**

- A. The Committee is generally composed of X-XX members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chairperson is appointed by the President and serves as overall coordinator (Chairperson MUST be an active member).
- C. The Chairperson appoints one Subcommittee Chairperson for each major area of responsibility (sub-committee chairs MUST be active members).
  1. Title
    - Responsibilities
  2. Title
    - Responsibilities
  3. *Additional sub-committees, as necessary.*
- D. The Chairperson appoints one Subcommittee Chairperson as the Vice Chairperson for the purpose of providing added support to the Chairperson.
  1. Assist Chairperson in coordinating Committee activities
  2. Draft articles for the FGFOA newsletter
- E. Each Subcommittee Chairperson is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee Member is assigned to one of the Subcommittees.

### 4. **Member Responsibilities**

- A. Chairperson
  1. Coordinates all major aspects of the Committee meetings
    - a. Establishes times and places

- i. Meetings can be in person or by conference call, as well as Go-To-Meeting
    - ii. The FLC can provide meeting space in Orlando
    - iii. The FLC arranges conference calls and Go-To-Meeting, if requested
  - b. Conducts Committee meetings
    - i. Prepares meeting agenda
    - ii. Makes sure minutes of the meeting are taken
  - c. Assists Subcommittee Chairpersons' activities
  - d. Motivates and involves all Committee Members
- 2. Reports Committee activities
  - a. Keeps Committee Members and Board Liaison apprised of Committee activity and progress
  - b. Prepares and presents reports about Committee progress for scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison and/or Vice Chairperson for Committee report presentation.
  - c. Reviews articles for the FGFOA newsletter prior to submission
  - d. Prepares a report at for the Annual Conference business luncheon summarizing all Committee activities for the year
- 3. Attends XXXXXXXXX
- 4. Assists with the transition of responsibilities to the new President and Chairperson
- 5. Sends electronic version of XXXXXXXXX to new Chairperson to utilize as a guide
- 6. Solicits volunteers – additional committee members, if necessary
- 7. Informs committee members of key dates/deadlines

B. Vice Chairperson

- 1. Assist Chairperson in coordinating Committee activities
- 2. Draft articles for the FGFOA newsletter

C. Subcommittee Chairpersons<sup>32</sup>



1. Coordinate the Subcommittee meetings
    - a. Establish meeting times and places
      - i. Meetings can be in person or by phone conference calls
      - ii. The FLC arranges conference calls and Go-To-Meeting, if requested
    - b. Conduct Subcommittee meetings
    - c. Assist the Committee Chairperson and other Subcommittee Chairpersons
    - d. Motivate and involve all Subcommittee Members
  2. Report Subcommittee activities
    - a. Keep Subcommittee Members apprised of Subcommittee activity and progress
    - b. Keep Committee Chairperson apprised of Subcommittee activity and progress
    - c. Participate in periodic meetings between Committee Chair and Subcommittee Chairpersons
    - d. Participate in periodic meetings of the Committee
  3. Attend XXXXXXXX and assist in the smooth flow of XXXXXXXXXX
- D. Members (Can be Active, Associate, Retired, or Student members of FGFOA)
1. Duties
  2. Attend meetings
    - a. The first organizational meeting is held at the annual conference
    - b. Subsequent Committee meetings are called by the Committee Chairperson
    - c. Subcommittee meetings are called by the Subcommittee Chair

## 5. Florida League Responsibilities

- A. *Spell out anything that the League is responsible for, i.e., for the host committee, the League handles all of the selection of food for the events,*

*for the certification committee they mail out all of the notices to renew, etc.*

**6. Terms**

- A. Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee

**7. Timeline**

- A. Hold organizational meeting at Annual Conference (School of Government Finance organizational meeting will be held at the School)
- B. Convene second committee meeting by end of August (School will be by the end of January)
- C. Coordinate with FGFOA administrative staff to XXXXX
- D. *Additional steps as necessary to convey the complete timeline necessary to accomplish the committee goals.*

**8. Budget Considerations**

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. XXXXX must be approved by the FGFOA Board of Directors in advance.
- C. XXXXXX expenses must be approved by the FGFOA Board of Directors (other than meal expenses).

**9. Minutes-Reports-Correspondence-Newsletters**

- A. Minutes – The Chair should keep minutes of each meeting and should maintain copies for use by the next chair and committee.
- B. Reports – A committee report is required for each Board meeting and at the direction of the President. The report is transmitted as an agenda item and should include the following items:
  - *(Example: Certification Committee should include number of new applications received, results of annual audit of CPE, etc.)*
  - *(Example: Technical Resources should include any GASB exposure drafts responded to since last meeting)*
- C. Reports – An Annual Report is required from each committee prior to the Annual Conference. This report should be a summary of the accomplishments of the committee for the year.

- D. Correspondence - should be maintained in the committee notebook.
- E. Newsletters – an article about the progress of the committee is needed for each issue of the Newsletter. The deadlines will be provided at the Committee Chair Orientation.

**10. Special Considerations**

- A. *Example: For Certification select 25% of total CGFO for audit*
- B. *Example: Moderator guidelines for Conference Program committee*

**11. General Considerations**

- A. Any exceptions to these considerations must be approved by the FGFOA Board of Directors
- B. Only Active Members may serve as Committee and Subcommittee Chairs
- C. *Any other considerations that are applicable to the particular committee*



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2015-2016**

**Agenda Item Request**

**2015-2016**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Barry Skinner

**President-Elect**  
Sarah Koser

**Secretary/Treasurer**  
Linda Howard

**DIRECTORS**

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date:** June 17, 2015

**Title of Item:**

2015 School of Governmental Finance Budget Amendment

**Executive Summary, Explanation or Background Information on Request:**

In our Strategic Plan, we set forth that we would have a reception moving forward for the Emerging Leaders after the Monday session at the SOGF and the Conference. Attached is the SOGF budget amendment for the \$2,000 reception. It will be tracked separately so we can decide on it each year depending on the costs and how much it grows.

**Recommended Action:**

Approve amendment as presented

**Jeannie Garner, Executive Director**

June 4, 2015  
**Date**

Florida Governmental Finance Officer's Association  
2015 School of Governmental Finance

**REVENUE COMPARISON**

REGISTRATIONS	Fee	2014 Actual	2015 Approved	2015 Revised
Active Member Basic	180	\$6,480.00		
Active Member Basic Late	220	\$1,100.00		
Associate Member Basic	245	\$10,030.00		
Associate Member Basic Late	285	\$0.00		
Non-Member Basic	305	\$490.00		
Non-Member Basic Late	345	\$610.00		
Active Member Intermediate	170	\$285.00		
Active Member Intermediate Late	210	\$1,470.00		
Associate Member Intermediate	230	\$270.00		
Associate Member Intermediate Late	270	\$0.00		
Active Member Week	280	\$20,440.00		
Active Member Week late	320	\$2,480.00		
Associate Member Week	405	\$0.00		
Associate Member Week Late	445	\$0.00		
Non-Member Intermediate	285	\$0.00		
Non-Member Intermediate Late	325	\$0.00		
Non-Member Week	520	\$520.00		
Non-Member Week Late	560	\$0.00		
Ethics Seminar	55	\$855.00		
Cancellation Fees	40	\$120.00		
Room Credits		\$2,788.00		
Hotel Commission		\$0.00		
Boot Camp	33	\$7,950.00		
<b>Total Registration Revenue</b>				
<b>TOTAL REVENUES</b>		<b>\$55,888.00</b>	<b>\$69,000.00</b>	<b>\$69,000.00</b>
<b>EXPENSE COMPARISON</b>				
Hospitality Suite		\$6,007.00	\$6,000.00	\$6,000.00
Refreshment Breaks		\$35,868.00	\$40,000.00	\$40,000.00
Reception Expense		\$0.00	\$0.00	\$0.00
Emerging Leader Reception		\$0.00	\$0.00	\$2,000.00
Staff Travel		\$5,746.00	\$5,000.00	\$5,000.00
Internet Café		\$0.00	\$0.00	\$0.00
Equipment Rentals		\$13,813.00	\$13,000.00	\$13,000.00
Speaker Expenses		\$4,321.00	\$3,500.00	\$3,500.00
Speaker Gifts		\$1,125.00	\$1,500.00	\$1,500.00
Operating Supplies		\$178.00	\$250.00	\$250.00
Postage		\$0.00	\$0.00	\$0.00
Printing/Duplicating		\$1,916.00	\$1,500.00	\$1,500.00
T- Shirts		\$0.00	\$0.00	\$0.00
Meeting Planning Services		\$4,875.00	\$5,500.00	\$5,500.00
Bank Charges				
Speaker Moderator Breakfast		\$596.00	\$500.00	\$500.00
Insurance		\$243.00	\$287.00	\$287.00
Golf Tournament		\$0.00	\$0.00	\$0.00
Hotel Attrition		\$0.00	\$0.00	\$0.00
Transportation		\$0.00		
<b>TOTAL EXPENSES</b>		<b>\$74,688.00</b>	<b>\$77,037.00</b>	<b>\$79,037.00</b>
<b>NET INCOME</b>		<b>(\$18,800.00)</b>	<b>(\$8,037.00)</b>	<b>(\$10,037.00)</b>



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2015-2016**

**Agenda Item Request**

**2015-2016  
BOARD OF DIRECTORS**

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**President**  
Barry Skinner

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Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date:** June 17, 2015

**Title of Item:**

2015-2016 FGFOA Budget

**Executive Summary, Explanation or Background Information on Request:**

Attached please find the draft 2015-2016 FGFOA overall budget for your review. A few notes:

- 1) For the 2016 Conference a net 0.00 is budgeted. This is what we typically do before we set the new conference budget.
- 2) For the 2015 SOGF, the revenues reflect the approved budget from 03/2015 that includes the approved fee increase, plus the Emerging Leaders Networking reception.
- 3) The FLC Fee is increased by the benchmark that was agreed upon which provided for a 0.6% increase or \$576.00.
- 4) This budget approves another GFOA reception at \$5,000.
- 5) Included is \$2,000 for a Strategic Planning facilitator in case Sarah wants to have one. The \$750 is for the dinner at strategic planning.
- 6) This budget provides for a \$138,517 projected fund balance as of 06/30/2016, which is above the minimum but below the middle.

As you know the results of the Annual Conference is a big part of this budget. We will be submitting a budget amendment once the 2016 Conference Budget is approved.

**Recommended Action:**

Approval of the July 1, 2015 – June 30, 2016 FGFOA Annual Budget

**Jeannie Garner, Executive Director**

June 4, 2015  
**Date**

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

**Budget for the Year Ending June 30, 2015**

<b>2015-2016 Proposed Budget</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	Actual 06/30/2014	Revised Budget 07/01/2014 - 06/30/2015 as of 04/2015	Actual as of 03/31/2015	Projected 06/30/2015	Budget 07/01/2015 - 06/30/2016
<b>REVENUES</b>					
Membership Dues	98,315	97,000	94,010	97,000	97,000
Investment Income	1,309	1,500	1,042	1,500	1,500
Annual Conference	406,708	480,174	0	480,174	410,000
School of Governmental Finance	71,722	60,000	55,888	55,888	69,000
Pre-Conference Seminar	17,690	15,000	0	15,000	15,000
CGFO Fees	29,255	30,000	25,250	30,000	30,000
Miscellaneous Income	990	990	35	1,000	1,000
<b>TOTAL REVENUES</b>	<b>625,989</b>	<b>684,664</b>	<b>176,225</b>	<b>680,562</b>	<b>623,500</b>
<b>EXPENSES</b>					
Expenses related to training/education					
Conference Expenses	387,560	479,700	0	479,700	410,000
School of Governmental Finance	61,955	77,037	75,420	75,420	79,037
Pre-Conference Seminar/FSS/NASBA Fees	23,127	16,000	725	725	16,000
CGFO Printing & Mailing	288	500	69	69	500
CGFO March Review & rewrite	2,000	2,000	2,000	2,000	2,000
Total - Training Expenses	474,930	575,237	78,214	557,914	507,537
Standing Committees:					
Standing Committee Meetings	20	500	0	0	500
Membership Services Outreach (Student)	3,096	2,000	0	0	0
All Committee Mtgs @ Conference	5,994	6,000	190	6,000	6,000
Total - Standing Committees	9,110	8,500	190	6,000	6,500
Communication to Members					
Internet Homepage	102	102	0	0	100
Postage & Mailing	1,064	1,500	392	1,500	1,500
Printing & Duplicating	806	1,000	950	1,000	1,000
Total Communication to members	1,972	2,602	1,342	2,500	2,600
Professional Services:					
Florida League of Cities, Inc.	91,438	96,009	72,007	96,009	96,585
Auditor Fees	8,370	8,872	8,620	8,620	8,875
Total - Professional Services	99,808	104,881	80,627	104,629	105,460
Meeting Expenses:					
GFOA Reception	3,359	5,000	1,427	5,000	5,000
Board of Directors	8,237	8,500	4,744	8,500	8,500
Strategic Planning	783	2,000	0	750	2,750
GFOA Conference	2,274	4,000	0	0	5,000
Chapter visitation by officers	0	500	0	0	0
Total Meeting Expenses	14,653	20,000	6,171	14,250	21,250
Administrative Expenses:					
Insurance Expense	4,132	3,777	3,909	3,909	4,000
List Serve - ongoing fees	3,820	5,000	2,624	5,000	5,000
Filings & Registrations	61	61	61	61	61
Staff Travel	2,225	3,000	1,059	3,000	3,000
75th Anniversary	0	0	0	0	0
Student Scholarship	0	0	0	0	0
Miscellaneous Expense	4,691	6,000	1,643	6,000	6,000
Depreciation	283	500	368	500	500
Credit Card Terminal	15,212	15,000	6,663	15,000	15,000
Total - Administrative Expenses	30,424	33,338	16,327	33,470	33,561
<b>TOTAL EXPENSES</b>	<b>630,897</b>	<b>744,558</b>	<b>182,871</b>	<b>718,763</b>	<b>676,908</b>
<b>Increase (Decrease) in Net Assets</b>	<b>(4,908)</b>	<b>(59,894)</b>	<b>(6,646)</b>	<b>(38,201)</b>	<b>(53,408)</b>
<b>Net Assets-Beginning of Period</b>	<b>225,034</b>	<b>220,126</b>	<b>220,126</b>	<b>220,126</b>	<b>181,925</b>
<b>Net Assets-End of Period</b>	<b>220,126</b>	<b>160,232</b>	<b>213,480</b>	<b>181,925</b>	<b>128,517</b>

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

**Budget for the Year Ending June 30, 2015**

<b>2015-2016 Proposed Budget</b>	2013-2014	2014-2015	2014-2015	2014-2015	2015-2016
	Actual 06/30/2014	Revised Budget 07/01/2014 - 06/30/2015 as of 04/2015	Actual as of 03/31/2015	<i>Projected</i> <i>06/30/2015</i>	Budget 07/01/2015 - 06/30/2016



## 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>
Net Assets Check							
	2009	2010	2011	2012	2013	2014	2015
Operating Expenses	610,870	582,069	548,830	540,003	689,459	630,897	718,763
Average Three Year Expenses				556,967	592,764	620,120	679,706
Minimum Net Assets - Two months				92,828	98,794	103,353	113,284
Desired Net Assets - Four Months				185,656	197,588	206,707	226,569
Middle				139,242	148,191	155,030	169,927
Budgeted Fund Balance				288,901	225,034	220,126	181,925



**Florida Government Finance Officers Association**  
***Conference Host Committee***  
**2015-2016**

***Agenda Item Request***

2015-2016

**CHAIRPERSON**

**Kristopher Shoemaker**

Chief Financial Officer

Orange County Convention Center

9860 Universal Boulevard

Orlando, FL 32819

**BOARD LIAISON**

Binh Nguyen

**COMMITTEE MEMBERS**

Johnna Agin

Patricia Barthlow

Laurie Campbell

Mary Ann Davis

Stephanie Edwards

Mark Fostier

Deavon Lance

Robin McGowan

Nanette Melo

Hazel Mendez

Larry Napier

Jacob Peacock

Kurt Petersen

Ann Marie Ricardi

Lacy Smith-Castillo

Fernand Thomas

Patricia Williams

**Meeting Date: June 17, 2015**

**Title of Item: 2016 Conference Tuesday Night Event Location**

**Executive Summary, Explanation or Background Information:**

The Tuesday Night Event is one of the key events the Conference Host Committee coordinates. It is one by which the success of the host committee is judged by.

In recent Orlando based conferences we have held the Tuesday Night Event at Universal Studio's City Walk and at Sea World and both were acceptable locations, with Universal being a preferred location by all who attended.

The 2016 Conference Host Committee is recommending that the 2016 Tuesday Night Event be held at Universal Studio's City Walk.

**Recommended Action:**

Recommend Universal Studio's City Walk location be the first choice for the 2016 Tuesday Night Event with Sea World as an alternate if we cannot negotiate a satisfactory arrangement with Universal.

Also recommend the Board to give the 2016 Conference Host Chair, Vice-Chair and Tuesday Night Event Chair authority to negotiate and bring back best deal to the Board for Approval.

*Kristopher S. Shoemaker*

6-10-15

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**Kristopher Shoemaker**

---

**Date**



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors***  
**2015-2016**

**Agenda Item Request**

**2015-2016  
BOARD OF DIRECTORS**

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Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

**Meeting Date: June 17, 2015**

**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 service as the audit committee for 2015-16 fiscal year:  
Mary-Lou Pickles, Linda Howard, and Marilyn Rosetti.

**Recommended Action:**

**Barry Skinner, President**

June 15, 2015  
**Date**

## **2015-2016**

### **FGFOA Board of Directors Meetings**

- **Wednesday, June 17, 2015 – Hollywood – FGFOA Annual Conference**
- **Friday, August 28, 2015 – Sanibel Harbor Resort**
- **Wednesday, November 4, 2015 – PGA Resort - SOGF**
- **Friday, April 8, 2016 – Orlando**
- **Friday, June 10, 2016 – Orlando World Center Marriott – FGFOA Annual Conference**