

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING**

November 19, 2014

The meeting of the FGFOA Board of Directors took place on November 19, 2014 at the Hilton Sandestin, Destin, Florida

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Mary-Lou Pickles, President, Saint Johns River Water Management District
Barry Skinner, President-elect, Orange County Comptroller
Sarah Koser, Secretary-Treasurer, The Villages
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Linda Howard, Director, Orlando Utilities Commission
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller
Jamie Roberson, Director, Osceola County Property Appraiser
Georgina Rodriguez, Director, Town of Pembroke Park (left meeting at 12:08 p.m.)
Marilyn Rosetti, Director, Florida Auditor General
Darrell Thomas, Director, City of Weston

NOT IN ATTENDANCE:

John McKinney, Director, City of Edgewater

COMMITTEE CHAIRS

Cheryl Miller, Certification
Dave Keller, Conference Host
Nicolle Gasparri, Conference Program
Cindy Kelley, Legislative
Lacy Smith-Castillo, Membership Development
Melissa "Missy" Licourt, 2014 SOGF

CHAPTER PRESIDENTS

Darlene Malaney, Palm Beach

STAFF

Jeannie Garner, Florida League of Cities
Penny Mitchell, Florida League of Cities

CALL TO ORDER

There being a quorum, President Pickles called the November 19, 2014 meeting of the FGFOA Board of Directors to order at 8:30 a.m.

AGENDA

President Pickles asked for motion to approve the November 19, 2014 Agenda. **Mr. Skinner moved, seconded by Ms. Rodriguez to approve the November 19, 2014 FGFOA Board of Directors meeting agenda. Motion passed unanimously.**

CONSIDERATION OF MINUTES

August 1, 2014 minutes were reviewed and approved as corrected.

PRESIDENT'S REPORT

2015-2016 Nominating Committee

President Pickles appointed the following members to the Nominating Committee for the 2015-2016 Election Process:

John Proctor, Finance Officer, City of Jacksonville, Property Appraiser's Office
Darlene Malaney, Director of Finance Services, Palm Beach County Clerk Comptroller
April Shuping, Assistant Finance Director, City of Gainesville
Ted Sauerbeck, Deputy Auditor General, State of Florida, Office of the Auditor General
Mark Fostier, Assistant Comptroller, Orange County Comptroller's Office
Ann Marie Ricardi, Director of Finance, City of Naples
Karen Keith, Accounting Supervisor, City of Tampa

2015 Annual Conference Room Rates

President Pickles reported staff had been in negotiations with the Hollywood Diplomat to try to reduce the room rates of \$189 by forfeiting the 10% commission. The Diplomat offered a tiered room rate that would only amount to a credit of \$29,446 and FGFOA would be giving up a potential commission of \$45,341. **Mr. Burke moved, seconded by Ms. Roberson, to keep the \$189 room rate as. Motion passed unanimously.**

Florida Local Government Coalition

Ms. Koser attended the FLGC Steering Committee Meeting on October 24, 2014 and gave a report on "Local Works Day" and committee updates.

2014-2015 Strategic Planning

President Pickles reviewed the Strategic Plan Goals for 2014-2015.

PRESIDENT-ELECT REPORT

Chapter Liaison Report

Mr. Skinner reported that the Chapter Presidents' Orientation was held via conference call on November 5, 2014. Eleven out of 14 active chapters were represented. Topics reviewed were 2014 SOGF, Chapter CPE Guidelines, Deadlines and Sponsorships.

2015 School of Governmental Finance Chair

Mr. Skinner reported that Melissa Licourt would chair the 2015 School of Governmental Finance. **Ms. Rosetti moved, seconded by Ms. Rodriguez, to approve the appointment of Melissa Licourt as chair of the 2015 SOGF. Motion passed unanimously.**

SECRETARY/TREASURER REPORT

Financials as of September 30, 2014

Ms. Koser reported the September 30, 2014 Quarterly Financial Statements. The Statement of Financial Position for the period ending September 30, 2014 shows total liabilities and unrestricted net assets were \$329,648 with total current liabilities of \$48,710 and unrestricted net assets of \$280,983.

FGFOA Fiscal Year 2014 Fee Analysis

Ms. Koser reviewed the FGFOA Fiscal Year 2014 Fee Analysis and reported that the projected decrease in net assets for Fiscal Year 2015 totals \$79,025 and will result in a net asset balance of \$141,101. Given that the Fiscal Year 2015 budget is based on conservative estimates and historically the actual increase/decrease in net assets has exceeded budget projections. It is recommended the Board consider some combination of fee increases. Ms. Koser recommended a fee increase as follows:

- 2016 Conference registration - \$25 per registration
- 2015 Pre-Conference registration - \$10 per registration
- 2015 SOGF - \$25 per registration

This item was tabled and no action will be taken until all of the numbers are in from the 2014 School of Government Finance.

2013-2014 FGFOA Audit

Ms. Koser reported the Audit Committee met via conference call and reviewed the draft July 1-June 30, 2014 FGFOA Financial Statement Audit. The committee reported a clean audit. The committee did suggest that a note be added to the financial statements regarding the large decrease in Cash and Cash Equivalents and Accounts Payable. The decrease in both were due to timing of payments for the conference hotel. **Ms. Rosetti moved, seconded by Ms. Ramsey-Chessman, to approve the 2013-2014 FGFOA Audit. Motion passed unanimously.**

2014-2015 FGFOA Audit

Ms. Koser reported the Audit committee met on October 29th via conference call and discussed whether to recommend that the Board renew the audit contract with Shorstein & Shorstein. The fee quote for 2014-2015 audit is \$8,875 an approximate increase of 3% over the \$8,620 fee for 2014. Ms. Koser stated that it is the recommendation of the audit committee for the Board to consider soliciting quotes from other audit firms for the fiscal year 2014-2015. **A motion was made by Ms. Rodriguez, seconded by Ms. Koser, to retain Shorstein & Shorstein as auditors for the FGFOA 2014-2015 Fiscal Year. Motion passed with Ms. Howard, Ms. Roberson, and Mr. Thomas opposed and with Mr. Burke, Ms. Ramsey-Chessman, and Ms. Rosetti not voting.** All Board members were not in the meeting room at the time of the vote. **Subsequently, a motion was made by Mr. Skinner and seconded by Ms. Koser, to set aside the original vote and bring the item back for discussion when all members were present in the room. Motion passed unanimously.** After additional discussion, Mr. Burke motioned, seconded by Ms. Rodriguez to retain Shorstein & Shorstein as auditors for the FGFOA 2014-2015 Fiscal Year. **Motion passed six to four with Ms. Ramsey-Chessman, Ms. Roberson, Ms. Rosetti and Mr. Thomas opposed.**

Investment Report as of September 30, 2014

Ms. Koser reviewed the Investment Report as of September 30, 2014. Two CDs owned by FGFOA matured in September. Synchrony Bank CD was rolled over at 1.10% APY for 12 months. ProBank CD was rolled over at .75% APY for 24 months.

Check Register July 1-September 30, 2014

Ms. Koser reviewed the Check Register.

AD-HOC COMMITTEES REPORTS

Election Process

Mr. Skinner reviewed the Election Process Ad-Hoc Committee report and the summary of recommended changes as listed below:

- 1) Eliminate the criterion of serving as President of a recognized local FGFOA chapter as a minimum criterion for candidacy for Director (Policies and Procedures – pg. 10; Call for Nominations)
- 2) Resignation of a Director as a result of running for Secretary/Treasurer should be effective at the next successive installation of officers and Board members (Constitution and Bylaws – pg. 1)
- 3) Eliminate write-in candidacy process (Constitution and Bylaws – pg. 3; Policies and Procedures – pgs. 10, 11, 12)
- 4) Solicitation, direct or indirect, of Nominating Committee members by candidates should be prohibited (Policies and Procedures – pg. 9; Application – pg. 1)
- 5) The Nominating Committee should review only the candidate's application/resume without any accompanying letters of recommendation (Policies and Procedures – pg. 9; Application – pg. 3)
- 6) The requirement to have an active member nominate candidates should be eliminated (Policies and Procedures – pg. 9; Application – pgs. 1, 3; Call for Nominations)
- 7) The Nominating Committee should reserve the right to ask for additional information, references or request interviews (Policies and Procedures – pg. 9)
- 8) Campaigning by members should be prohibited and local chapters should refrain from campaigning for their members who are candidates (Policies and Procedures – pg. 9; Application pg. 1)
- 9) Further clarify that the Nominating Committee has the unilateral right to reject any application but may not add candidates to the ballot (Policies and Procedures – pg. 11)
- 10) Attestation language should be added to the FGFOA Secretary/Treasurer & Board Application regarding the accuracy of the candidate's application and resume (Application – pg. 3)
- 11) Candidate applications and resumes should be provided to the membership (in addition to the biographical summaries) as part of the ballot process (Application – pg. 1)

Mr. Thomas moved, seconded by Mr. Burke, to accept recommended changes with the exception of item number one. Motion passed unanimously.

Leadership FGFOA

Mr. Skinner and Ms. Koser gave an update on the Leadership FGFOA Committee. The application and criteria were reviewed. The cost for the program should be all inclusive and will be held for five days in early October. FLC staff will research locations and fees for the program following direction from the committee.

Innovative Recognition Program

Ms. Howard gave an update on the Innovative Recognition Program. The committee created two award categories: Web-site transparency and process improvement. The board reviewed the application and criteria. **Mr. Skinner moved, seconded by Ms. Koser to approve the ACE Awards "Advanced Commitment to Excellence. Motion passed unanimously.**

EXECUTIVE DIRECTORS REPORT

Ms. Garner reported on the 2014 School registration and room pick-up. Membership totals are 2,553 and the List Serve remains active.

2015 Annual Conference Budget Approval

Ms. Garner reported the Diplomat will not offer a free one hour reception for Association Night. The Fort Lauderdale Convention and Visitor's Bureau will provide \$25,000 towards a reception. There will need to be a \$20,000 budget increase to cover the remaining Association Night Reception cost. Total revenues budgeted for \$401,249 and expenses of \$430,200 for a net loss of \$28,951. **Ms. Roberson moved, seconded by Mr. Skinner to approve the 2015 Annual Conference Budget as amended. Motion passed unanimously.**

2014-2015 FGFOA Budget Amendment

Ms. Garner reported the revised budget includes the approved conference revenues of \$401,249 and expenses of \$430,200. **Ms. Rosetti moved, seconded by Ms. Howard to approve the 2014-2015 FGFOA Budget as amended. Motion passed unanimously.**

STANDING COMMITTEE REPORTS

Certification Committee

Cheryl Miller, Chair, presented the Certification Committee report with an update on the review courses and testing being held at the School.

Conference Host Committee

David Keller, Chair, presented the 2015 Host Committee report. Plans are in progress for all Conference events.

Conference Program Committee

Nicolle Gasparri, Chair, presented the 2015 Program Committee Report. The Board reviewed the topics and schedule including Leadership and Investment pre-con and Beginner Boot Camp. **Mr. Thomas moved, seconded by Ms. Rosetti, to accept the Conference Program Committee report. Motion passed unanimously.**

Legislative Committee

Cindy Kelly, Chair, presented the Legislative Committee report. The committee will report on any key issues that would effect FGFOA members.

Membership Development Committee

Lacy Smith-Castillo, Chair, presented the Membership Development Committee report. The Mentoring Program sub-committee updated the Mentoring Handbook and is working with the Conference Program Committee to plan a leadership coaching session highlighting the mentoring program. The board reviewed the Mentoring Handbook, as well as the Student and Membership brochures. **Ms. Koser moved, seconded by Mr. Thomas, to approve the Mentoring Handbook, and the Student and Membership brochures. Motion passed unanimously.**

2014 School of Governmental Finance

Missy Licourt, Chair, presented the 2014 SOGF Committee report.

Technical Resources Committee

Marilyn Rosetti, Board Liaison, presented the Technical Resources Committee report. The Board reviewed the response to Project No. 33-1ED. **Mr. Skinner moved, seconded by Ms. Ramsey-Chessman, to approve the response to Project No. 33-1ED. Motion passed unanimously.**

2014-2015 Webinar Committee

Ms. Howard, Board Liaison, presented the 2014-2015 Webinar Committee report.

NEXT MEETING

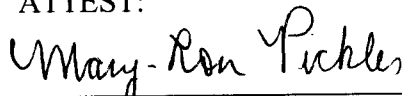
The next meeting of the Board of Directors will be at 9:00 a.m., January 30, 2015, St. Johns Water Management District, 4049 Reid Street, Palatka, Florida 32177.

ADJOURNMENT

There being no further business, meeting adjourned at 12:56 p.m. CST.

Jeannie Garner
Executive Director, FGFOA

ATTEST:



Mary-Lou Pickles, President



Sarah Koser, Secretary/Treasurer