

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING
October 26, 2016

The meeting of the FGFOA Board of Directors took place on Wednesday, October 26, 2016 at Sanibel Marriot Harbour Resort & Spa, Fort Myers, Florida.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Sarah Koser, President, The Villages Community Development Districts
Linda Howard, President-elect, Southwest Florida Water Management District
Kent Olson, Secretary/Treasurer, City of Tallahassee
Kimball Adams, Director, City of Largo
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Rip Colvin, Director, Justice Administrative Commission
Nicole Gasparri, City of Boca Raton
John McKinney, Director, City of Edgewater
Shannon Ramsey-Chessman, Palm Beach County Clerk & Comptroller
Jamie Roberson, Osceola County Property Appraiser
Marilyn Rosetti, Director, Florida Auditor General

COMMITTEE CHAIRS

Kelly Rae Strickland, Certification
Jennifer Desrosiers, 2016 SOGF

AD HOC COMMITTEE CHAIRS

Nicole Gasparri, Leadership
Jason Loschiavo, Social Media
Donna Wright, Divergent

CHAPTER PRESIDENTS

Jason Loschiavo, Central Florida

STAFF

Jeannie Garner, Florida League of Cities
Paul Shamoun, Florida League of Cities
Penny Mitchell, Florida League of Cities
Merrily Bennett, Florida League of Cities

CALL TO ORDER

There being a quorum, President Koser called the October, 26, 2016, meeting of the FGFOA Board of Directors to order at 9:07 a.m.

AGENDA

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

CONSIDERATION OF MINUTES

The August 26, 2016 minutes were reviewed. **Mr. Burke moved, seconded by Ms. Gasparri to approve the August 26, 2016 minutes. Motion passed unanimously.**

PRESIDENT'S REPORT

Goals and Assignments

President Koser reviewed the goals and assignments that were set in the Strategic Plan for the 2016-2017 year.

Bylaw Amendment

At the August Board meeting the Board approved changes to the Policies and Procedures regarding the resignation of the Secretary-Treasurer or a Director At-Large. The Board also voted to amend the Bylaws to add language regarding the confirmation of an appointment to the Secretary-Treasurer position. A second amendment concerning the Life Honorary Membership was also submitted for consideration. The proposed bylaws amendments read as follows:

Article IV, paragraph two, In the event of a vacancy in the office of the Secretary-Treasurer, the President may fill the vacancy with any eligible active member on the interim basis for the remainder of that term of office, or may elect to leave the position vacant until the next annual meeting. Should the President elect to appoint an active member for that seat, the Board of Directors shall confirm the appointment, the President may appoint another active member, and this process shall be repeated until the Board of Directors confirms the appointment. A confirmation vote may be made by conference telephone call or by action at a regular or special meeting of the Board of Directors.

Article XI, paragraph 1, A Life Honorary Membership, with all privileges of an active member, shall be accorded, upon written request to the President, to any Past President who is otherwise no longer eligible for active membership in the Association. In addition, a Life Honorary Membership with all privileges of an active member, may be accorded to any individual upon ~~affirmative vote of two-thirds of the active members present at any regular annual meeting of the Association~~ a majority vote of the Board of Directors.

Ms. Gasparri approved, seconded by Ms. Howard that the proposed Bylaws amendments be approved as drafted and be submitted to the membership for a vote in 2017. Motion passed unanimously. It was noted that the Last Revised Date for the Bylaws should be changed to 06/14/2016.

Appointment of the Nominating Committee

President Koser reported the following members will serve on the Nominating Committee for the 2017-2018 year.

Barry Skinner, Immediate Past President, Chair
Sarah Koser, President
Linda Howard, President-Elect
Donna Wright, City of Leesburg
Kelly Rae Strickland, City of Sarasota
Diane Smith, Alachua County OMB

Lee Huffstutler, City of Tampa
Bryan Cahen, City of Weston
Kimberly Ferrell, Leon County Clerk of Court
Jennifer Howland, City of Satellite Beach

President Elect Report

Quarterly Local Chapter Presidents Meeting

Ms. Howard reviewed the minutes from the Local Chapter Presidents Quarterly meeting held on Wednesday, October 5, 2016. The Local Chapters requested guidance regarding GFOA representatives to present GFOA awards at chapter meetings. Ms. Ramsey-Chessman volunteered to draft a letter to send out to Local Chapter Presidents requesting they recruit more volunteers to represent the FGFOA to present GFOA awards throughout the state.

Palm Beach Chapter By-Law Changes

Ms. Howard presented the proposed recommendations for the Palm Beach County Chapter By-Laws. **After some discussion, Ms. Rosetti moved, seconded by Ms. Ramsey-Chessman, the By-Laws with amendments be approved. Motion passed unanimously.**

Mr. Burke suggested a letter to recognize Local Chapter Presidents, Board Members and Committee Chairs. An email would be sent to inquire if recognition would be appreciated. If so, FGFOA staff would obtain contact information for supervisors of Chapter Presidents, Board Members and Committee Chairs and send letter to thank them for allowing their staff to support the FGFOA. **Mr. Burke moved, seconded by Ms. Gasparri. Motion passed unanimously.**

SECRETARY/TREASURER REPORT

Investment Report

Mr. Olson reviewed the Investment Report as of September 30, 2016. Synchrony Bank CD matured in the amount of \$77,471.19 on 9/04/16. The principal amount, plus interest, was rolled into a new CD of \$78,395.20 12 months at 1.25% APY. American Commerce, formerly ProBank, CD matured on 9/10/2016 in the amount of \$76,853.36. With interest and an additional \$25,000 added to the principal, a new CD was purchased in the amount of \$103,015.27 for 18 months at 1.26 % APY.

Annual Fee Analysis

Mr. Olson reported that the annual Fee Analysis is conducted by the Secretary/Treasurer each year to determine if the fees being charged to FGFOA membership are appropriate. A revision was made to the methodology to move the allocation of Standing Committees and the Annual Audit to the Membership Dues from the General Administrative category. Recommended Action was to consider raising the fees for Leadership FGFOA for 2018 by \$500 - \$800. Raise fee for Boot Camp by \$100 - \$150. Raise Fees for the 2017 SOGF by \$10 - \$20. **A decision was made to revisit these recommendations in spring of 2017.**

EXECUTIVE DIRECTORS REPORT

FGFOA Membership

Ms. Garner reported the FGFOA membership as of 10/6/2016 is 2,678 Active; 393 Associate; 46 Lifetime/Retiree for a total of 3,117. The List Serve remains active with the following subscribers:

Accounting/Auditing 673
Budgeting 558
Debt/Treasury 639
Financial Administration 547
Personnel/Payroll 276

SOGF Registration numbers as of 10/10/2016

Entire Week: 103
Basic/Intermediate: 51
Intermediate/Advanced: 71
Total: 225

Meeting Management Agreement

An addendum to the meeting management agreement was prepared to reflect the increased meeting planning activities regarding Leadership FGFOA. A flat fee of \$2,000 was proposed. **Mr. Olson moved, seconded by Ms. Howard. Motion passed unanimously.**

FGFOA Website Rewrite

Ms. Garner reported on the timeline to redesign the FGFOA website. FLC staff will be directing their efforts to the FGFOA website in November 2016. FGFOA staff is currently reviewing areas of the site that need to be removed, updated or added.

Timeline:

November – December	Design
January – February	Testing & Review
March – April	Go-Live

Retired Member Exchange Program

Ms. Garner reported that staff was asked to research options for implementing a “retiree matchmaker” program to help municipalities fill vacancies in the Finance Department. Example of FCCMA Senior Advisor Program was reviewed as an example. **After some discussion, Mr. Olson moved, Mr. Colvin seconded to create an Ad Hoc Committee to draft a proposed program for the Board’s review. Motion passed unanimously.**

President Koser appointed an Ad-Hoc committee to work on the program. Ad-Hoc Committee will be:

Ken Burke – Chair
John McKinney
Kimball Adams

Divergent Seminar Series Budget

Ms. Garner proposed a budget for the Divergent Series Seminars. Based on 75 attendees and a \$150 registration fee, a net loss is (\$625) is projected. **Mr. Kent Olson moved to increase fee to \$160, no second was made. Jamie Roberson moved, seconded by Mr. Colvin to increase fee to \$175. Motion passed unanimously.**

Boot Camp Budget

Ms. Garner reported the Boot Camp revenues and expenses have been removed from the Conference and SOGF budgets and a third Boot Camp has been added. Total projected revenue is \$30,600, total projected expenses are \$27,900, and total projected income is \$2,700. **Mr. Olson moved, Ms. Gasparri seconded to approve 2016-2017 Boot Camp Budget. Motion passed unanimously.**

2016 SOGF Budget

The 2016-2017 SOGF budget as presented needs amending. Amendments include removing revenue and expenses for the Boot Camp altogether, removing tee-shirts for an additional reduction of \$500; trolley service will be added in the amount of \$725. These amendments will result in \$59,292 of revenues and \$73,862 of expenses for a net loss of \$14,570. **Ms. Roberson moved, Ms. Rosetti seconded to approved 2016-2017 amended SOGF budget.**

2017 Leadership Class II Budget

Ms. Garner presented a budget for consideration. Proposed revenues are \$50,000, expenses are \$63,475 with a net loss of \$13,475. **Ms. Gasparri moved, Mr. Colvin seconded. Motion passed unanimously.**

2017 Annual Conference Budget

Ms. Garner presented the 2017 annual conference budget. **Mr. Adams moved, seconded by Ms. Howard to increase registration fees by \$25. Motion passed unanimously.**

Ms. Gasparri moved, seconded by Mr. Adams to institute value pricing for exhibitor booth rental fees. Motion passed unanimously.

FGFOA staff will bring back a plan to implement same.

Ms. Roberson moved, seconded by Ms. Rosetti to remove the budget of \$2,000 for shirts. Motion passed unanimously.

FGFOA Budget Amendment

Ms. Garner presented the 2016-2017 budget. It reflects all prior approvals and revisions. **Motion was made by Ms. Roberson, seconded by Mr. Olson. Motion passed unanimously.**

Election Ad-Hoc Committee Update

Ms. Koser presented the Election Ad-Hoc committee report. Committee recommends the following. 1. The petition process continues. 2. Provide the petition process only be applicable for those candidates that the Nominating Committee reviewed but did not select for the ballot. Maintain the required 8 signatures from active members for the petition to be valid and adopt the changes to the policies and procedures. **Mr. Olson moved, Mr. McKinney seconded. Motion passed unanimously.**

Social Media Ad-Hoc Committee Update

Mr. Loschiavo gave an update on the social media committee. They are continuing to work on creating a social media strategy and updating the social media policy.

Leadership Ad-Hoc Committee Update

Ms. Gasparri gave an update on the Leadership program. Committee recommends no lunch time for speakers in the program. The Board discussed professional references and other requirements on the application, which the Board may want to revisit at a later date.

Divergent Ad-Hoc Committee Update

Ms. Wright gave update on the divergent committee. **Mr. Olson moved, seconded by Ms. Rosetti to hold one seminar on February 17, 2017 in Orlando, pending speaker availability. Speakers will not be paid, but must volunteer. Motion passed unanimously.**

STANDING COMMITTEE REPORTS

Certification Committee

Kelly Strickland, Chair, gave an update on the Certification Committee. Reported two options for updating the required ethics exam for CGFO renewals. **Ms. Gasparri moved, seconded by Mr. Adams for option two, work with FICPA to update the required ethics course for CPA's to cover the required CGFO renewal requirements. Motion passed unanimously.**

Mr. Olson moved, seconded by Mr. Burke, to sell recorded CGFO review course webinars for the same price as the live webinar. No CPE credits will be provided for recordings. Motion passed unanimously.

Conference Host Committee

Shannon Ramsey-Chessman, Board Liaison, provided an update on the 2017 conference host program. Items discussed were theme and logo, opening session, president's reception, Tuesday night event and association night.

Conference Program Committee

Kimball Adams, Board Liaison, provided an update on the 2017 conference program. Board will review proposed sessions and report any suggestions to committee chair, Frank DiPaolo.

Legislative Committee

Jamie Roberson, Board Liaison, provided the plan for the 2016-2017 year. Items discussed were: Commitment to timely preparation of impact statements. Scheduling bi-weekly calls with FLC staff during session. Schedule monthly committee conference call meetings through the end of session and one in person meeting.

Member & Leadership Development Committee

Ken Burke, Board Liaison, gave update on the member & leadership development committee. Items discussed were: ACE Awards, coaching program, the definition of an emerging leader, and student engagement.

School of Governmental Finance Committee

Jennifer Desrosiers, Chair, presented a wrap-up summary of the 2016 SOGF. Will begin preparing for next year's School.

Technical Resources Committee

John McKinney, Board Liaison, reported the revisions for the Basic Government Resource Manual and GASB Exposure Drafts.

Webinar Committee

Marilyn Rosetti, Board Liaison, provided webinar committee update. Discussed upcoming webinars.

NEXT MEETING

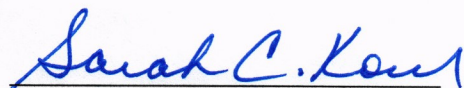
The next meeting of the Board of Directors will be Friday, February 3, 2017, at The Omni Jacksonville Hotel.

ADJOURNMENT

The meeting adjourned at 2:28 p.m.

Jeannie Garner
Executive Director, FGFOA

ATTEST:



Sarah Koser, President



Kent Olson, Secretary/Treasurer