



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, April 13, 2018

San Juan II
Meeting 8:30 a.m.

Embassy Suites Downtown
191 East Pine Street
Orlando, FL 32801

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

April 13, 2018

NOT
PRESENT

PRESENT

OFFICERS

Linda Howard
Kent Olson
Ken Burke

DIRECTORS

1st Term

2nd Term

3rd Term

Kimball Adams	2015-2018		
Rip Colvin	2016-2019		
Nicole Gasparri	2015-2017	2017-2018	
Jonathan McKinney	2014-2017	2017-2020	
Shannon Ramsey-Chessman	2013-2016	2016-2019	
Jamie Roberson	2014-2017	2017-2020	
Frank DiPaolo	2017-2020		
Mike Gomez	2017-2018		

COMMITTEE CHAIRS

Kelly Rae Strickland, Certification
Lisa Snead, Conference Host
Ian Evans-Smith, Conference Host
Bryan Cahen, Conference Program
Rebecca Schnirman, Communication
Peter Lear, Legislative
Karen Keith, Member & Leadership
Olga Rabel, Member & Leadership
Sharon Almeida, 2018 SOGF
Melissa Burns, Technical Resources
Brandy Ferris, Education & Webinar

CHAPTER PRESIDENTS

William Greg James, Big Bend
Kurt Petersen, Central Florida
Melissa Burns Florida First Coast
Linda Benoit, Gulf Coast
Thomas McColgan, Hillsborough
Johnna Agin, Nature Coast
Amanda Hagan, North Central Florida
Jeremy Baker, Palm Beach
Laura Picklap, Panhandle
Linda Logan Short, South Florida
Karen Vivian, Southwest
Milo Zonka, Space Coast
Judith Browning, Treasure Coast
Catherine Colwell, Volusia/Flagler

OTHERS IN ATTENDANCE

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities
Karen Pastula, Florida League of Cities

Agenda

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Friday, April 13, 2018
Meeting: 8:30 a.m.

LOCATION: Embassy Suites, Downtown Orlando

Call to Order – Linda Howard, President

Roll Call

Approval of the Agenda

Consideration of Minutes – February 9, 2018

Report of Officers

1. President – Linda Howard

- A. Icebreaker
- B. 2018 Board of Director Elections
- C. 2017-2018 Goals & Assignments Update
- D. Chapter Visits
- E. Vendor Survey

2. President-elect – Kent Olson

- A. Administrative Services Agreement with FLC
- B. Appointment of 2018-2019 Legislative Committee Chair
- C. Chapter Presidents Conference Call

3. Executive Director Report – Paul Shamoun

- A. Check Register as of 12/31/2017
- B. Investment Report as of 03/09/2018
- C. 2021 Conference Site Selection
- D. Membership Update/List Serve/Conference Registrations
- E. Executive Director Follow-up
- F. 2018 SOGF Budget

Standing Committee Reports

- 4. Certification Committee, Chair – Kelly Strickland**
- 5. Communication Committee, Chair – Rebecca Schnirman**
- 6. Conference Host, Co-Chairs – Lisa Snead, Ian Evans-Smith**
- 7. Conference Program, Chair – Bryan Cahen**
- 8. Education and Webinar, Co-Chairs, Brandy Ferris, Patricia Williams**
- 9. Member and Leadership Development, Co-Chairs – Karen Keith, Olga Rabel**
 - A. Coaching Committee
- 10. 2018 School of Governmental Finance, Chair – Sharon Almeida**
 - A. 2017/2018 School of Governmental Finance Update
 - B. School of Governmental Finance Policy & Procedures Manual
- 11. Technical Resources, Chair – Melissa Burns**
- 12. Other Business**
- 13. Action Items**
- 14. Next Meeting – Friday, June 15, 2018 – Marriott World Center, Orlando**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
February 9, 2018

The meeting of the FGFOA Board of Directors took place on February 9, 2018 at the Double Tree by Hilton in Palm Beach Gardens, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Linda Howard, President, Florida Municipal Power Agency
Kent Olson, President-elect, City of Tallahassee
Ken Burke, Secretary/Treasurer, Pinellas County Clerk of the Circuit Court and Comptroller
Kimball Adams, Director, City of Largo
Rip Colvin, Director, Justice Administrative Commission
Frank DiPaolo, Director, City of Lighthouse Point
Nicole Gasparri, Director, City of Boca Raton
Mike Gomez, Director, Florida Auditor General Tallahassee
Jonathan McKinney, Director, City of Holly Hill
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County
Jamie Roberson, Director, Osceola County Property Appraiser

COMMITTEE CHAIRS

Sharon Almeida, 2018 SOGF
Bryan Cahen, Conference Program
Ian Evans-Smith, Conference Host
Brandy Ferris, Education & Webinar
Rebecca Pine (Schnirman), Communication
Olga Rabel, Member & Leadership Development

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Executive Director
Jill Walker, Executive Assistant

CALL TO ORDER

There being a quorum, President Howard called the February 9, 2018 meeting of the FGFOA Board of Directors to order at 9:01 a.m.

Agenda Approval

President Howard reviewed the February 9, 2018 Agenda.

Mr. Olson moved, seconded by Mr. Gomez, to approve the February 9, 2018 agenda. Motion passed unanimously.

CONSIDERATION OF MINUTES

The October 25, 2017 minutes were reviewed with minor changes suggested.

Mrs. Roberson moved, seconded by Ms. Gasparri, to approve the October 25, 2017 minutes with edits. Motion passed unanimously.

PRESIDENT'S REPORT

The President conducted a quick ice breaker

Lifetime Achievement Award

Mrs. Howard reviewed the criteria to receive the award and new committee members' names. Mr. Shamoun informed the Board that the nomination forms had been sent out by e-bulletin and the staff will rerun the announcement each month until the deadline. Committee members are:

President-elect, Kent Olson
Board member, Jamie Roberson
Past President, Mary Anderson
Past President, Jeff Smith
Member At Large, Georgina Rodriguez

The President was notified that one member on this list will be nominated for the Lifetime Achievement award and thus will not be able to serve on the committee. The President is working on a replacement.

Additionally, Mr. Burke asked for a list of people previously nominated for the Lifetime Achievement Award.

Update on the Strategic Plan

Mrs. Howard reviewed the status of the FGFOA Strategic Plan as each committee made their report.

Local Chapter Visits

Mrs. Howard reported she plans to visit several of the chapters this year with a goal of visiting 5 chapters. She will visit the Panhandle Chapter in April and the Volusia and/or Space Coast Chapters once dates are solidified.

PRESIDENT-ELECT REPORT

Appointment of 2018-2019 Committee Chairs

Mr. Olson announced his selection for the 2018-2019 Committee Chairs:

Certification	Lorrie Simmons, City of Sarasota
Conference Program	Bryan Cahen, City of Weston
Education	Brandy Ferris, City of Fort Walton Beach
Member & Leadership Development	Olga Rabel, Sumter County
Technical Resources	Linda Benoit, Pinellas County

The Legislative and Conference Host Chairs will be decided in April.

Mrs. Roberson moved, seconded by Mr. McKinney, to confirm the appointment of the 2018-2019 Committee Chairs as presented. Motion passed unanimously.

Strategic Planning Session for 2018-2019

Mr. Olson reported the Strategic Planning Session for 2018-2019 will be held at the Florida League of Cities office in Orlando on May 17 and 18.

SECRETARY-TREASURER REPORT

Quarterly Financials as of September 30, 2017

Mr. Burke reported on the financials as of September 30, 2017. The statement of Financial Position

shows total liabilities and unrestricted net assets were \$432,325 with total current liabilities of \$99,394 and unrestricted net assets of \$332,931.

Fee Analysis

Mr. Burke presented the 2018 Fee Analysis which is an annual review conducted by the Secretary/Treasurer to determine if the fees charged for membership and training are appropriate. After reviewing all available information, the following recommendations were made:

- No fee increases for Boot Camp.

- \$30 increase for one-half week of School of Government.

- \$40 increase for full week of School of Government.

- \$25 increase in Member fee for Annual Conference.

- \$25 increase in Associate Member fee for Annual Conference.

- \$25 increase in Non-member fee for Annual Conference.

Mr. Olson moved, seconded by Ms. Gasparri, to approve the increases in fees as presented. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Investment Report as of December 31, 2017

Mr. Shamoun reviewed the Investment Report as of December 31, 2017. Synchrony Bank CD of \$79,374.04 was renewed at 1.40% APY and will mature on September 4, 2018. American Commerce CD of \$103,015.27 at 1.26% APY will mature on March 10, 2018. Currently the Vanguard account has \$15,930.42.

Check Register as of December 31, 2017

Mr. Shamoun presented the check register for July 1, 2017 – December 31, 2017.

Membership Update

Mr. Shamoun presented the current membership report and List Serve activity. Mr. Shamoun noted that staff had cleaned up the database to remove doubles, which resulted in about 500 members being removed from the database.

Conference & School Mobile App

Mr. Shamoun presented two options for the Conference and School Mobile App. There was discussion regarding the pros and cons of each. It was recommended that staff do more research and select the option that provides the required functionality.

2019 Annual Conference Site Selection Discussion

Mr. Shamoun presented that, after an extensive search, alternatives had been found for the site of the 2019 Annual Conference instead of the Diplomat, including Hilton Orlando Bonnet Creek and Hyatt Regency Orlando. There was discussion by the Board about moving the conference to another location due to the continuing problems that have been experienced at the Diplomat the last few times the Conference has been held there. Members expressed concern about the cost of canceling the contract, even though the members would receive a slightly reduced room rate with the Bonnet Creek option. Other members expressed concern over holding the conference in Orlando three years in a row worrying that it would limit the South Florida cities' ability to send more staff. Other members talked about, since there are more options in Orlando, we might want to consider holding the conference there every year.

A motion was made by Mr. Olson, seconded by Ms. Gasparri, to move the 2019 Annual Conference to the Hilton Bonnet Creek.

Members again reviewed the options for moving the conference and costs associated with the move, and President Howard moved to call the question.

A vote was taken with 4 approving the motion, 5 denying the motion, the motion died.

The following people voted to approve the motion:

Mr. DiPaolo
Ms. Gasparri
Mr. McKinney
Mr. Olson

The following people voted to oppose the motion:

Mr. Adams
Mr. Burke
Mr. Colvin
Mr. Gomez
Ms. Robertson

The following people abstained from voting:

Mrs. Howard
Ms. Ramsey-Chessman

Discussion ensued about potential improvements to the Conference experience at the Diplomat. Staff will develop ideas, such as working with the Convention and Visitors Bureau and focusing on an optional Tuesday night event, to increase satisfaction with the 2019 Conference.

AD-HOC COMMITTEE REPORTS

Audit Committee Ad Hoc

Mr. Colvin presented the Audit Committee report on behalf of Mrs. Koser, Committee Chair.

A motion was made by Mr. Olson, seconded by Mrs. Roberson to approve the 2016-2017 Financial Statement Audits as presented and to retain Shorstein & Shorstein, P.A. to perform the 2017-2018 audit. Motion passed unanimously, except for Ms. Gasparri who was not in the room for this vote.

Election Ad-Hoc Committee

Mr. Kent Olson presented a new election process. There was discussion by the Board including the size of the Board and the automatic rotation to the seat of President.

A motion was made by Mr. Olson, seconded by Mr. Colvin, to approve the recommendations included in the Election Ad Hoc Committee's report and to authorize placement on the ballot of the proposed by-law amendments.

Members reviewed the various proposals presented by the committee. Recommendations were made to change the makeup of the Nominating Committee to 7 members, two to be chosen by each president to serve three year terms and the chair to be the president-elect. It was felt this would help minimize

political maneuvering.

The second recommendation was to have the Nominating Committee recommend the same number of candidates as open slots. There should be no nominations allowed from the floor during the Tuesday Business Lunch. The third proposal was to shrink the size of the Board of Directors to 4 members plus the three officers. Each year, the Nominating Committee would put one name forward to be on the Board of Directors. That person would automatically move to the position of president after six years on the Board.

Members had discussions on each of these topics at length. It was suggested that the committee consider all the comments and bring back additional options.

Mr. Burke moved, seconded by Mr. Adams, to table the previous motion. The motion passed 9 to 2.

The following people voted to oppose the motion:

Mr. DiPaolo

Mr. Olson

Nominating Committee Ad Hoc

Mrs. Howard presented the Nominating Committee report showing new members of the committee are as follows:

President

President-elect

Immediate Past President

Jason Laschivo

Joe Smith

Darrel Thomas

Patricia White

Lakia McNeal

Jennifer Desrosiers

Cindy Nenno

Lori Hill

Retiree Talent Pool Ad-Hoc Committee

No Report

STANDING COMMITTEE REPORTS

Certification Committee, Chair

Mr. Colvin presented the Certification Committee report on behalf of Kelly Strickland, Committee Chair, updating the Board on new applications; CGFO renewal review; finalizing the CGFO review webinar for the Spring exams; and the RFQ to re-write the exam. Staff has this timeline for review. Staff will research FGFOA CGFO pass/fail rates and report back to the Board.

Communications Committee

Ms. Schnirman, Committee Chair, presented the Communications Committee progress update. There was discussion about the List Serve and the "Reply All" option. Ms. Howard stated that "content generation" is the main issue preventing us from connecting with our membership. Ms. Schnirman

also recommended that the Committee be disbanded for 2018-2019.

Conference Host Committee, Co-Chairs

Mr. Evans-Smith, Committee Chair, presented the Host Committee update report saying they visited the Orlando World Marriott Hotel and the Planet Hollywood site to see the Hospitality Suite, Golf Tournament, and Tuesday night event locations. A logo draft is waiting to be finalized by the Committee sub-chair. The Comptroller from Orange County will replace Mayor Jacobs as the welcome speaker for the Opening Ceremony. The sub-committee is working on bingo rules for the exhibit hall.

Conference Program Committee, Chair

Mr. Cahen, Committee Chair, presented an updated handout showing additional detail for the Conference Program including that the general session will now begin at 8:00 am to give time for the joint GFOA speakers to present together. The First Time Attendee meeting will be on Sunday. Sunday lunch will now be available for purchase to push traffic into the exhibit hall. The Committee will actively pursue moderators for each session, beginning with Board members, and will ask Staff to assist if needed. The keynote speaker may mention, in a “soft sell” approach, that he has books to be sold at the back of the room after the session is complete.

Mr. Cahen, also presented a one-page reminder entitled “Speaker Guidelines” to assist them in preparing. He also presented a brief PowerPoint document entitled “Moderator Training” that is intended to be a guide so moderators can better understand their role.

Update on Education and Webinar Committee

Ms. Ferris, Committee Chair, documented a list of webinar dates and topics. The topics for the Divergent Series, scheduled for April 20, 2018, at the EpiCenter at St. Petersburg College, was presented. Boot Camp will be held March 12-13, 2018 in Lakeland.

Legislative Committee Update

Mr. Adams presented the Legislative Committee Update on behalf of Peter Lear, Committee Chair. Mr. Lear and Mr. Adams have both attended Finance and Taxation Committee meetings and the FLC Annual Conference in Orlando. The Committee continues to monitor issues and has assembled a 20-person Rapid Response Team.

Member and Leadership Development Committee

Ms. Rabel, Committee Co-Chairperson, reported on the sub-committee’s progress. The committee is continuing to implement the Coaching Program with a first-year target of 25 coachees and coaches with requests to the Board to review the survey for the Coaching Program. There was much discussion, and direction given by the Board, that the next Coaching event be combined with the Emerging Leaders event on Monday at the FGFOA Annual Conference. This will be a speed networking event, without music, to encourage communication.

Ms. Rabel recommended that Leadership FGFOA be held every other year in order to build anticipation, be marketed appropriately, and attract the largest pool of candidates possible. Current applications for 2018 FGFOA Leadership Class III were sent to the membership. Staff sent an announcement to the Florida City and County Managers Association (FCCMA) advertising the class and sent a request for sponsorship to FGFOA Local Chapter Presidents per sub-committee request.

School of Governmental Finance Committee

Ms. Almeida, Committee Chair, suggested having presentations available to attendees before an event

and recording presentations so attendees in other sessions could listen later. The Board discussed these options and were concerned with the process and cost to record, archive, access and market the presentations. In addition, making recordings available might cut down on attendees.

Technical Resources Committee

Ms. Ramsey-Chessman presented for Melissa Burns, Committee Chair. She noted the committee has prepared responses to three GASB Exposure Drafts and submitted edits to the Technical Resources Committee Manual.

Mrs. Roberson moved, seconded by Ms. Gasparri, to approve the formatting changes to the Technical Resources Committee Manual as presented. Motion passed unanimously.

OTHER BUSINESS

SUPPLEMENTAL AGENDA

Board Meeting Expenses from 2016-2017

Mr. Shamoun reported the expenses were over budget for 2016-2017 due to two items: the cost of an additional staff person attending the meetings for 2016-2017, and an additional Board meeting.

Cancellation Insurance

Mr. Shamoun presented a quote for event cancellation insurance through Showstoppers. The covered events are the 2018 FGFOA Annual Conference and the 2018 School of Governmental Finance. He clarified what type of disaster was covered under each option.

Mrs. Roberson moved, Mr. Colvin seconded, to approve payment of Full Terrorism coverage. Motion passed unanimously.

Boot Camp

Mr. Shamoun reported that while Boot Camp is very popular with our members, it has also brought dissatisfaction due to it selling out so quickly, and many people being put on a wait list.

It is recommended we add 2 more Boot Camps to accommodate this demand. As Mrs. Linda Dennis does not want to offer more classes, it is recommended that an additional instructor be added to teach the 2 added classes. It is also recommended that staff ramp up marketing efforts to our members to increase knowledge and satisfaction to grow this program. The new instructor will eventually take over for Mrs. Dennis as she wishes to stop teaching after next year. Mrs. Dennis has agreed to have this new instructor shadow her to learn her methods. The following schedule is recommended:

Annual Conference (Orlando)	June 2018	Mrs. Dennis and new instructor
South Florida	August 2018	New Instructor
SOGF (Palm Beach)	October 2018	Mrs. Dennis
North Florida	January 2019	New Instructor
Tampa	March 2019	Mrs. Dennis

Mr. Shamoun reported a new lottery system will be used by Staff for the next Boot Camp in June. Registration will be open for one week for all interested registrants. Using Excel, each registrant will receive a randomly assigned number. This will then be ordered appropriately. Those numbered 1-30 will be offered the opportunity to pay and register for Bootcamp. Those number 31 and up will be ordered and placed on the waitlist based on their number. If anyone (numbered 1-30) chooses not to

pay and register, the first person in line on the wait list will then be given the opportunity to pay and register.

Mr. Olson moved, seconded by Mr. Colvin, to expand the number of programs offered to a total of 5, add an additional instructor, and use a lottery system for fairly choosing attendees in a random fashion to increase member satisfaction. Motion passed unanimously.

After additional discussion by the Board, **Ms. Gasparri moved, seconded by Mr. DiPaolo, to create a “Government 101” webinar with basic training for new Government Finance Officers for their first day on the job. Motion passed unanimously.**

After discussion, the Board agreed for staff to do further research and bring costs and procedures, such as creating a login to gain access to webinars, to the Board for review. **The motion was withdrawn.**

Budgets

Mr. Shamoun provided the current budget for reference.

ACTION ITEMS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, April 13, 2018, in Orlando at the Embassy Suites Downtown.

ADJOURNMENT

The meeting adjourned at 2:34 p.m.

ATTEST:

Ken Burke, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.

Board of Directors

2017-2018

**2017-2018
BOARD OF DIRECTORS**

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Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Agenda Item

Meeting Date: April 13, 2018

Title of Item: 2018-2019 Board of Director Elections

Executive Summary, Explanation or Background:

The Nominating Committee met on March 20, 2018 to review nominations submitted for the 2018 election of FGFOA Officers and Directors. The Committee is pleased to set forth its recommendations for the Slate of Candidates.

Secretary/Treasurer

- **Jamie Roberson, CGFO**, Chief Financial Officer, Osceola County Property Appraiser

The candidate elected to this position will serve as President-elect, 2019-2020 and as President, 2020-2021

Director (four available positions)

Three seats will be for three-year terms and one for a two-year term.

- **Nicole Gasparri, CGFO**, Organizational Program Manager, City of Boca Raton
- **Michael J. Gomez, CPA**, Audit Manager, Florida Auditor General-Tallahassee
- **Jason Loschiavo, CPA**, Director of Finance & Administration, MetroPlan Orlando
- **William Spinelli, CPA**, Controller, Office of Business and Financial Services, City of Orlando
- **Kelly Rae Strickland, CPA, CGFO**, Director of Financial Administration, City of Sarasota

Ballots will be available on April 13, 2018 to all Active Members of the Association, and voting will close on April 26, 2018. Membership must have been active for the 2017-2018 year in order to be eligible to vote.

Recommended Action:

For Information Only

Linda Howard, President

04/13/2018

Date

FGFOA NOMINATING AND ELECTION SCHEDULE (2018-2019 Board)

01/2018

Dates	Action Taken	Requirement of minimum time relation to the Annual Conference
October 27, 2017	Board meeting - President appoints the Nominating Committee	
Week of February 12, 2018	Nominating Committee Meeting – Conference Call	
February 21, 2018	Mail Call for Nominations Form & Post Recommendation Form and Application on website	
February 19-March 7, 2018	Receive nomination forms	
March 9, 2018	Distribute completed nomination forms to the members of the nominating committee.	
Week of March 16, 2018	Nominating Committee Meeting - in this meeting the members will review the suggested nominations from the membership. Exact date will be discussed on 2/16/18 call.	
March 23, 2018	Notice of the Slate of Candidates to Active Members	Approximately 1 week after Nominating Committee Meeting
April 13, 2018	Open Online Voting with nominations	
April 26, 2018	Cut off Online Voting & Paper Ballots must be returned.	Approximately 10 business days after Online voting begins
April 26, 2018	Online Votes tabulated at 5:00 pm. The results of the election are conveyed to the Immediate Past President. Candidates are contacted, then results posted on website.	
April 26, 2018	Results will be emailed out after all candidates are notified of results	
June 19, 2018	Results will be announced at the Annual Conference.	Business Meeting



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

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Ken Burke

DIRECTORS

Kimball Adams

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: April 13, 2018

Title of Item: 2017-2018 Goals & Assignments

Executive Summary, Explanation or Background: We are coming to the end of the year. We will walk through where each committee is and update the goal sheet accordingly. So far, we have accomplished most of the goals. We will also discuss if we will recommend to the new board to keep or discontinue some of the new committees established this year as we walk through the goals.

- See attached

Recommended Action: For information only

Linda S. Howard

Linda Howard, President

March 30, 2018

Date



FGFOA Board of Directors Strategic Planning 2017-2018 Linda Howard, President Theme: Equipped to Serve

VISION

The 2017-2018 year will be focused on increasing membership engagement, re-examining each committee with the goal of refining their objectives and providing proper focus, and developing our membership as leaders. [Focus will be on training, coaching and communication]

CGFO COMMITTEE – Kelly Strickland, Chair

Rip Colvin, Liaison

- Review and update committee manual by 05/2018
- Establish process for regular updates to exam questions. - *In progress*
- Start with complete review of all exams. (\$30,000 Budgeted) – *Committee to work on after fall exams. Completed RFP*
- Better marketing of the importance and success of the program – coordinate with Communication committee – *Testimonial Videos will be made at 2017 SOGF by FGFOA Staff.*
- Continue to plan at least 2 review sessions. Ongoing

CONFERENCE HOST COMMITTEE – Lisa Snead & Ian Evans-Smith, Co-Chairs

John McKinney, Liaison

- Assign subcommittee chairs - *done*
- Review and update committee manual by 05/2018
- Provide two options for the Tuesday night event by the August Board meeting – *done* (need dietary restrictions)
- Develop theme with President by the August Board meeting - *done*

CONFERENCE PROGRAM COMMITTEE – Bryan Cahen, Chair

Frank DiPaolo Liaison

- Review and update committee manual by 05/2018
- Have sessions that engage members by having contrasting points of view.
- Each session should have one vendor and at least one FGFOA member presenter (there will be exceptions for premier presentations). *Done*
- Prepare Moderator training - *Done*

COMMUNICATION COMMITTEE – Rebecca Pine, Chair

Linda Howard Liaison

- Create committee manual by 05/2018
- Generate ideas for marketing the FGFOA showcasing the value of membership
- Consider setting up “speed dating” type informational event at conference and school – *done at School; will consider for Conf*
- Engaging local chapters to help push out FGFOA goals and strategies.
- Propose members for state committees (President-Elect) - *in process*
- Conduct member satisfaction survey regarding FGFOA services provided to members.
Work with The League to develop survey (Add to 1st agenda) – *done*
 - Add “Are you willing to service on a committee as a question”
- Rollout Social Media platform – ongoing with more specific focus – in process
 - Continue to implement social media policies
 - Implement and monitor benchmarks. Report successes to board quarterly
 - Request changes to benchmarks as/if needed during board meetings
 - Work with Committee chairs on content generation
- Decision: Keep or discontinue this committee???

LEGISLATIVE COMMITTEE – Peter Lear, Chair

Kim Adams, Liaison

- Review and update committee manual by 05/2018
- Be the resource for proposed legislation
- Get involved early with legislative process – stay engaged
- Identify and meet with key Legislative staff members in August –Ongoing
- Keep membership informed with e-bulletins – provide information to FGFOA staff to send to membership - ongoing
- Receive information using Lobby Tools – Not done
- Form a rapid Response Team to address other association requests for information and quick response to lobbyist – formed, not many issues to address so far

MEMBER AND LEADERSHIP COMMITTEE – Karen Keith & Olga Rabel, Co-Chairs,

Mike Gomez, Liaison

- Review and update committee manual by 05/2018
- Continue to develop and implement strategies for engaging Emerging Leaders –
Receptions & specific sessions - *done*
- Leadership FGFOA: Increase marketing efforts to attract the largest pool of candidates possible. Suggestions for marketing include having decision makers give testimonials and highlighting that attendees get CPEs. Use other associations to get out the word. – Will gather testimonials at the SOGF 2017 – did pieces of this, but still needs some marketing work

- Talk to local chapters about sponsoring or giving a scholarship for a member to attend Leadership FGFOA -
- We will measure success for Leadership FGFOA by the number applications received
- Continue to implement the Coaching Program with a 1st year target of 25. Reached the goal of 25!
- Remove ACE awards - *done*

SCHOOL OF GOVERNMENTAL FINANCE – Jennifer Desrosiers, Chair

Nicole Gasparri, Liaison

- Review and update committee manual by 05/2018
- 2018 Chair should be appointed at August 2017 Board meeting – *done (Sharon Almeida)*
- Make sure presenters are majority government members and topics are varied for year to year – *in process*

TECHNICAL RESOURCE COMMITTEE – Melissa Burns, Chair

Shannon Ramsey-Chessman

- Review and update committee manual by 05/2018
- This committee will focus on providing the membership as well as other stakeholders with technical advice.
 - Respond to GASB/ GAAP
- Continue to update the Government Resource Manual

EDUCATION & WEBINAR COMMITTEE – Brandy Ferris, Patty Williams Co-Chair & Sub-chair

Jennifer Manning

Jamie Roberson, Liaison

- Review and update committee manual by 05/2018
- This committee will focus on educating the membership with technical advise - ongoing
 - Respond to GASB/GAAP
- Webinars
 - Goal is to provide 6-8 webinars (Establish Dates and Topics as soon as possible) - *done*
- Boot Camps
 - Look at additional speakers for future camps – secured new presenter; will shadow Dr. Dennis
- Divergent Series have 2 sessions (Establish Date and Topic as soon as possible) - *done*

STAFF

- Work with committees to improve marketing for the Leadership FGFOA – still need some work
- Work with committees and local chapters to increase social media presence. - *in progress*
- Add “Who is your supervisor to the committee application. - *done*
- Staff to continue sending out E-Bulletin for Legislative purposes - *done and ongoing*
- Send out request to the membership for candidates for the legislative rapid response team. – *done- with huge response (267)*

Board

- Election process – *in progress*
- Review of Committee structure - *done*



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

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Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: April 13, 2018

Title of Item: Local Chapter Visits

Executive Summary, Explanation or Background: My chapter visits have been very beneficial thus far. Here is a quick summary:

- i. The Gulf Coast chapter was held on February 2, 2018, an all-day investment training, which also served as my required 8- hour training for the year. I got a chance to talk with the President and found out that I had worked with her father some years ago. The President's first name - Linda
- ii. The South Florida chapter meeting was March 8, 2018. It was a nice enjoyable ride down to S. Florida and royal treatment from the members. We have quite a few FGFOA leaders (past and present) in this chapter and looks like many more to come. I also had the wonderful opportunity to meet my mentee in person at the break. We got a chance to spend some quality minutes together. The President's first name - Linda
- iii. Volusia Chapter is scheduled for June 8, 2018
- iv. Space Coast, I just need to nail down date
- v. I will not be able to attend the Panhandle chapter April meeting as planned, but I have solicited a board member to attend in my stead. Mike Gomez will attend! Thanks, Mike.

Recommended Action: For information only

Linda S. Howard
Linda Howard, President

March 27, 2018
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

OFFICERS

President
Linda Howard

President-Elect
Kent Olson

Secretary/Treasurer
Ken Burke

DIRECTORS

Kimball Adams

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: April 13, 2018

Title of Item: Administrative Services Agreement with Florida League of Cities

Executive Summary, Explanation or Background:

The FGFOA's Administrative Services Agreement with the Florida League of Cities will expire on June 30, 2018. Attached is a proposed Administrative Services Agreement with the League that will extend our relationship for another three years and expire on June 30, 2021. Other than dates, there is only a minor modification in the Agreement itself.

In the attached Work Plan, there are specific benchmarks in the General Administration section to have Agenda packets distributed at least 10 days in advance of our Board meetings and have minutes distributed within 21 days of our holding a Board meeting. There are also minor movements of bullets from one section to another as well as various updates to the document that match our current practices.

Finally, there is an increase in the fee section to recognize the need for an additional administrative person to assist with managing the Association. Under this Agreement we will also provide two premium booths for the Florida League of Cities (they currently purchase four booths) at the Annual Conference.

Recommended Action:

Approve the proposed Administrative Services Agreement with the Florida League of Cities.

Kent Olson

March 29, 2018

Date

**ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN
THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
AND
THE FLORIDA LEAGUE OF CITIES, INC.**

The parties of this Agreement are the Florida Government Finance Officers Association, Inc., hereinafter referred to as the "FGFOA" and The Florida League of Cities, Inc., hereinafter referred to as the "League".

The purpose of this Agreement is the provision of professional and support services, with discretion and confidentiality, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan attached hereto as Exhibit A

The term of this Agreement shall commence on July 1, ~~2015~~2018 and expire on June 30, ~~2018~~2021 upon being duly executed by the authorized representatives of each party.

Either party to this Agreement may terminate this Agreement at anytime, without cause, by giving written notice to the other party at least one-hundred and twenty (120) days in advance of the intended date of cancellation. The FGFOA has the right to terminate this Agreement for cause, provided (1) thirty (30) days written notice is given to the League stipulating the reasons for the termination, and (2) the League has the right to meet with the FGFOA Board of Directors to discuss the termination prior to the effective termination date; however, the decision of the FGFOA Board of Directors shall be final. Notwithstanding the provisions herein, both parties may terminate this Agreement at any time upon mutual consent.

In the event of termination, all Reasonable Expenses incurred by the League for the provision of services authorized by this Agreement through the date of termination shall be the responsibility of the FGFOA. Any funds held by the League for the benefit of the FGFOA shall be returned to the FGFOA upon termination of this Agreement.

The attached Work Plan shall be reviewed and updated by the FGFOA with any modifications noticed to the League in writing at least thirty (30) days prior to the beginning of the year to which they apply. The League shall have the opportunity to respond to the modifications with a revised cost proposal as may be required. With the consent of both parties, the Work Plan may be modified at any time.

The location of the FGFOA office shall be the League's headquarters office, presently located at 301 South Bronough Street, Suite 300, Tallahassee, Florida, or such other location that is mutually agreeable to both parties. Office hours and business days shall coincide with those of the League.

The League shall designate an employee of the League to serve as the FGFOA executive director. Such designation shall be subject to the approval of the FGFOA Board or Directors. This individual shall be actively involved in the affairs of the FGFOA in serving as the League's principal liaison to the FGFOA. The FGFOA executive director shall serve as the registered agent for the FGFOA. This individual shall be knowledgeable of governmental finance issues.

The League shall be an independent contractor to the FGFOA. Neither the League nor any of its employees or assigns shall be considered employees of the FGFOA within the purview of any worker's compensation and/or social security laws or regulations, or in any other regard. The League agrees to indemnify and hold harmless the FGFOA from and against any claim for payment made by any government agency or authority, for withholding income taxes, social security payments, worker's compensation payments, or similar payments based on the assertion that any employee of the League or its assigns, was or is an employee of the FGFOA.

The League may assign certain obligations under this Agreement, provided such assignments have been authorized by the FGFOA ~~President~~Board of Directors.

The FGFOA acknowledges the League may contract with other entities for the provision of professional services. The League shall disclose in writing to the FGFOA President the name of all other entities for which the League has been retained and the scope of services to be provided to those entities. In the event that the fulfillment of or compliance with the terms and conditions of this Agreement conflicts with or is deemed to be in conflict with or results in a breach of the provisions of any services agreement with another entity, the League shall immediately notify the FGFOA President in writing, requesting an acknowledgment of the League's disclosure or requesting a modification of the terms and conditions contained herein, or such other mutually agreeable remedy including, but not limited to, the termination of this Agreement.

The FGFOA may request the League to perform additional services relating to the administration or the development of its programs or services. Such additional duties and *consideration mutually* agreed to by the FGFOA and the League shall be set forth in a written addendum to this Agreement.

In return for the services, as outlined in the Work Plan, referenced as Exhibit A, the FGFOA agrees to pay the League, as outlined in the Schedule of Fees and Expenses, referenced as Exhibit B.

This Agreement may be modified as deemed necessary upon the mutual consent of the League and the FGFOA. With the written consent of both parties, additional funds may be provided by the FGFOA and additional services performed by the League under this Agreement. Such modifications must be incorporated into this Agreement as revisions to Exhibit A, the Work Plan, and Exhibit B, the Schedule of Fees and Expenses, as appropriate.

This Agreement supersedes and terminates, as of the date hereof, all prior contracts between the League and the FGFOA relating to professional and support services provided by the League to the FGFOA.

The effective date of this agreement shall be July 1, ~~2015~~2018.

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the FGFOA and the League, have set their hand and seal.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Date: _____

~~Mary Lou Pickles~~Linda Howard
President

Attest:

Date: _____

~~Barry Skinner~~Kent Olson
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Date: _____

Michael Sittig
Executive Director

Attest:

Date: _____

Jeannie Garner
~~Sr. Director of Insurance and Financial~~
~~Services~~Deputy Executive Director

EXHIBIT A WORK PLAN

A. General Administration

The League is to provide professional, support, and secretarial services to satisfactorily meet the FGFOA's needs.

Services

- Provide administrative support to the FGFOA President, officers, directors, committee chairs, chapters and others in conducting the affairs of the Association.
- Provide a business location, mailing address and telephone services for the FGFOA through the League's headquarters office.
- Designate an employee of the League to serve as the FGFOA executive director, who will also be the registered agent for the FGFOA. The FGFOA executive director will be subject to the approval of the FGFOA Board of Directors.
- Periodically participate in a performance evaluation of the services provided.
- Coordinate and provide administrative support to standing and ad hoc committees.
- Prepare and distribute notices and agendas of all Board and committee meetings.
- Distribute agenda packets of all Board meetings at least 10 days prior to the meeting date.
- Maintain FGFOA stationary and the official records of the FGFOA.
- Attend all meetings of the Board of Directors and attend committee meetings as requested by the President.
- Prepare, maintain and distribute minutes within 21 days of the Board meeting and to have available in the Agenda Book of the next Board meeting.
- Assist in the development of informational handbooks for committee chairs and chapter presidents, as necessary.
- Comply with all requirements of the FGFOA bylaws and policies and procedures, and assist officers, directors and committee chairs in complying therewith.

B. Membership

The League is to assist the Board and provide for a continuing effort to promote and retain membership in FGFOA. Such services generally include the maintenance of a current membership list and online directory with accurate contact information and membership records.

Services

- Maintain current membership files.
- Initiate contacts with prospective members.
- Process membership renewals and maintain member profiles.
- Provide new members with a welcome letter.
- Provide communications to members on an as-needed basis.
- Maintain membership information for the online membership directory.
- Notify non-renewing members and follow procedures for their removal from membership lists.
- Distribute e-bulletins as necessary to membership.
- Maintain and administer online List Serves as approved by the Board of Directors.

C. Technical Assistance

The League is to generally provide support services and assist in coordinating the efforts of the technical resources committee.

Services

- Respond to member inquiries regarding technical assistance needs.
- Develop and maintain a technical reference library.
- Serve as a liaison for technical resources available through the national Government Finance Officers Association.
- ~~Maintain and administer online List Serves as approved by the Board of Directors.~~

D. Publications

The League is to publish and distribute electronically quarterly FGFOA newsletters, the annual online membership directory, and such other publications as may be recommended by the committees and approved by the Board of Directors.

Services

- Provide general assistance and advice regarding publications of the FGFOA
- Assist in the drafting and solicitation of news items of interest to the FGFOA membership.
- Prepare layout, edit, proof, reproduce and distribute the online newsletter.
- Maintain an online annual membership directory

E. Meeting Planning & Administration

The League is to assist the FGFOA in arranging approved webinars, one-day seminars, meetings of the Board of Directors, CGFO review sessions and exams, and meetings of FGFOA committees, as requested. It may be necessary for the League to coordinate with another firm in providing meeting planning services for the FGFOA Annual Conference and School of Governmental Finance, even though the other firm will be responsible for this event. The League will identify such coordination responsibilities in writing with an acknowledgment provided by the FGFOA President. Services to be provided by the League herein will generally include assistance with advance meeting notices, logistical and meeting facility arrangements and other support services relating to meeting coordination, ~~with the exception of the Annual Conference and the School of Governmental Finance~~ [KO1][PS2][PS3].

Services

- Recommend and secure suitable meeting sites and facilities pursuant to established criteria.
- Negotiate and contract with selected hotels or other meeting facilities on behalf of the FGFOA.
- Attend planning meetings as requested by the authorized FGFOA representative.
- Prepare and recommend an operating budget for each meeting event involving revenues and expenses.
- Provide assistance to the FGFOA committees in securing speakers and confirming their participation.

- Provide assistance to the committees in arranging and securing meeting functions and related activities.
- Design, develop and distribute promotional and advance registration materials for meetings.
- Prepare badges, handouts, registration lists, signs, continuing professional education forms, evaluation questionnaires, and other related materials.
- Secure CPE designations from the State Board of Accountancy and NASBA as required.
- Develop and maintain background and evaluative information on speakers involved in FGFOA events.
- Provide on-site management of meetings with sufficient staffing as approved by the Board of Directors.
- Prepare post-meeting management reports with sufficient information to properly evaluate event.
- Provide assistance and coordination of exhibitors for the annual conference, including the preparation of such correspondence as may be required.
- Secure quotes for cancellation insurance for the School of Governmental Finance and the Annual Conference each year and purchase policy, if approved by the Board.
- ~~Provide administrative and technical support for webinars.~~

F. Accounting and Financial

The League will be responsible for the day-to-day financial management of the FGFOA in accordance with the Procedures for Transacting, Recording and Reporting of FGFOA Financial Activity, adopted by the Board of Directors.

Services

- Maintain records of all cash receipts, make all deposits of incoming cash and provide adequate information on cash receipts to the FGFOA Secretary/Treasurer.
- Prepare quarterly financial reports and work with the FGFOA Secretary/Treasurer to facilitate a quarterly review of financial transactions. Distribute financial reports within 60 days after the close of the quarter.
- Process payables and disbursements and reconcile bank statements, ~~under the general direction of the FGFOA Secretary/Treasurer.~~
- Assist in the preparation of the annual operating budget as required.
- Prepare, or have prepared, with the consent of the FGFOA Secretary/Treasurer, all tax returns as required by applicable law.
- ~~Provide administration of~~ Manage the FGFOA investment program in accordance with the FGFOA's Statement of Investment Policy, adopted by the Board of Directors.

G. Financial Audit

At the direction of the Board of Directors, the League shall arrange for an annual independent audit of FGFOA financial activities, including the Annual Conference and the School of Governmental Finance. A qualified independent auditor selected by the FGFOA shall perform such audit. Costs associated with the annual audit shall be the responsibility of the FGFOA, with the exception of normal and routine staff support services provided by the League in connection with such audit.

H. Legislative and Intergovernmental Coordination

The League shall provide assistance to the FGFOA by monitoring, coordinating, and reporting on state legislative and intergovernmental issues of interest to the FGFOA membership.

Services

- Assist in serving as an informational resource on legislative matters.
- Monitor legislation affecting governmental finance and financial affairs.
- Provide assistance to the FGFOA ~~legislative committee~~ in developing contacts.
- As needed, identify appropriate finance experts from the FGFOA membership and coordinate their appearances and testimony at legislative committee meetings and hearings.
- Coordinate the legislative and intergovernmental activities of the FGFOA with those of organizations with mutual or similar interests.
- Develop and maintain a membership contact system to facilitate the timely dissemination of information.

I. Professional Certification Program

The League shall provide general administrative assistance to the FGFOA ~~certification committee~~ in support of the Certified Government Finance Officers program.

Services

- Assist in the preparation and dissemination of information regarding the program.
- Maintain requirements and member records on continuing professional education credits.
- Notify committee chair when certificate holders are out of compliance, i.e., fail to maintain active membership, or fail to submit any of the requirements for re-certification within the prescribed timeframes.
- Send non-compliance letters in accordance with program guidelines.
- Process certification applications in accordance with program guidelines.
- Assist in scheduling review courses and testing at the School of Government Finance in the fall, as well as testing at various locations across the state in the Spring and grading tests results.
- Develop and prepare CGFO award certificates.
- Develop and maintain online renewals, ethics test and other functions, as requested.
- Facilitate CGFO webinars as needed for review courses.
- Assist with the updating of the exams and course study materials.

J. Web Page ~~and Information Technology~~ and Social Media

The League shall provide assistance in the development and maintenance of the FGFOA ~~web page website~~ and shall provide general administrative assistance in support of information technology objectives and enhancements. The League shall also monitor and utilize social media platforms to communicate with the membership and promote FGFOA events.

Services

- Assist in the development of the ~~web page website~~ which includes: providing feedback to the Board regarding the contents of the ~~web page website~~, coordinating and processing the requested information for inclusion.

- Perform the necessary maintenance on the ~~web page~~website including the following: update the membership database, revise the calendar to reflect upcoming FGFOA related events, update the newsletter section as new issues are released, and other tasks as appropriate.
- Provide on-line registrations for the Annual Conference, School of Governmental Finance, webinars and one day seminars as necessary.
- Provide on-line voting for the FGFOA's annual election or bylaw amendments, as necessary.
- Create, facilitate and monitor FGFOA social media platform including, but not limited to, Facebook, Linked-In and Ttwitter.

K. Webinars

- Provide administrative and technical support for 6-8 webinars per year to the members.
~~The League shall provide the tools necessary to provide statewide webinars to the members.~~
- The League will facilitate the registration and implementation of the webinars including practice sessions and live sessions.
- ~~This will include 6-8 webinars per year.~~

~~K.~~ L. Exhibitor

The League shall provide general administrative assistance to the FGFOA to secure Exhibitors for the Annual Conference.

Services

- Maintain~~ing~~ an Exhibitor database.
- Contact and confirm Exhibitors, including necessary follow-up contact.

LM. **Other Services**

The League shall provide general assistance in the development of new programs and services to assist the FGFOA membership. In addition, the League will coordinate support services to local chapter organizations, and provide coordination between the FGFOA and the GFOA regarding mutually benefiting programs and services.

Local Chapter Organizations

- Maintain information on local chapter organizations.
- Distribute mailing lists and provide general assistance to local chapter organizations.
- Coordinate chapter officers' training session.
- Maintain required general and financial information submitted by local chapter organizations.
- Work with the Chapter Liaison Officer and with the Secretary/Treasurer on an annual basis to coordinate various tax and insurance matters and to obtain chapter financial data needed for tax filings.

GFOA Liaison

- Develop and maintain current information on various GFOA recognition, awards, and certificates for budget and financial reporting.
- Assist in the coordination of GFOA programs, services and seminars of interest to FGFOA members.

- Participate in GFOA activities through attendance at conferences, seminars and other meetings authorized by the FGFOA Board of Directors.
- ~~GFOA State Representatives—p~~Provide notification to the President at least 60 days prior to the expiration of the GFOA State Representative~~s~~' terms.
- ~~___~~ Assist the President in the appointment of GFOA State Representatives.

Leadership FGFOA

- ~~The League shall p~~Provide services in administering the Leadership FGFOA program, including coordination of speakers, hotel facilities, programming, promotion, communication with the class attendees and on-site staffing.

Florida Government Finance Officers Association, Inc.

~~Mary Lou Pickles~~Linda Howard
President

~~Barry Skinner~~Kent Olson
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Michael Sittig
Executive Director

Jeannie Garner
~~Sr. Director of Insurance and Financial Services~~Deputy Executive Director

EXHIBIT B

SCHEDULE OF FEES AND EXPENSES

Section I - Fees

The League will perform all services, as mutually agreed to, as outlined in the Work Plan, referenced as Exhibit A. The annual retainer fee for professional and support services performed by the League shall be the following payable in an amount equal to one-fourth of the annual amount, and payable on June 30, September 30, December 31, and March 31 for each year the Agreement is in effect.

~~The Fee for 2018-2019 is \$115,000. Fees for the next two years will increase annually by two percent (2%). The Fee for 2014-2015 is \$96,009. Fees for the next three years will increase by the Consumer Price Index, All Urban Consumers (CPI-U), South Region, All Items, 1982-84=100, Not Seasonally Adjusted (CUUR0300SAAO), with an annual minimum increase of 1.0% and an annual maximum increase of 5.0%.~~

~~http://www.bls.gov/regions/southeast/news_release/consumerpriceindex_south.htm~~

~~The 12-month change as of December, prior to July 1st of each year shall be used.~~

Section II - League Employees at Educational Events

Two League employees can attend each one-day seminar or webinars for purposes of education with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the School of Governmental Finance with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the Annual Conference with no registration fees (does not include employees as FGFOA staff).

The League shall receive two premium booths at the Annual Conference with no fee.

Section III- Out-of-Pocket Expenses

The League, or its authorized assigns, shall be entitled to receive reimbursement for eligible out-of-pocket expenses reasonably and necessarily incurred by it in the performance of its duties as described herein, provided such expenses are appropriately documented by the League and authorized for payment by the FGFOA Secretary/Treasurer. Certain out-of-pocket expenses of the League will be included in the annual retainer and will not be eligible for reimbursement by the FGFOA. Reimbursement for eligible expenses will be requested periodically for costs advanced by the League. In addition, certain expenses may be payable directly by the FGFOA and will not be applicable for reimbursement purposes

Statements for reimbursable expenses of the League may be submitted to the FGFOA Secretary/Treasurer no more frequently than monthly. Individual reimbursable expenses, exceeding \$500, shall be paid within ten (10) days after receipt, unless the FGFOA Secretary/Treasurer notifies the League of any disputed items and the nature of such objection. Disputed amounts will be resolved in a timely manner and settlement made by mutual agreement of both parties. The undisputed portion of the League's request for reimbursements shall be paid in accordance with the requirements herein.

Section IV- Reasonable Expenses (Defined)

This term shall be deemed to incorporate the pro-rata annual fee as defined herein divided by 365 multiplied by the number of days consumed in performing services defined in "Exhibit A" attached hereto plus eligible out-of-pocket expenses defined herein.

Eligible Out-of-Pocket League expenses include the following:

- U.S. Postal charges
- Courier delivery services when provided at the convenience and at the request of a FGFOA officer, board member, or committee chair
- External printing costs associated with FGFOA publications and announcements
- Reasonable and customary travel expenses of the FGFOA executive director, and/or other designated League representative, when approval is obtained in advance by a FGFOA officer, board member, or committee chair to attend FGFOA meetings
- Supplies and other expenses identified in an operating budget approved by the Board of Directors, which are for and reported separately to the Board of Directors
- Supplies used by the League relating to the sale of FGFOA products or services
- Similar Out-of-Pocket Expenses

Ineligible Out-of -Pocket League Expenses include the following:

- Capital costs for office space, furniture, equipment, computer software or internal supplies. Rents for office space or for office equipment
- Consulting or other professional services, except legal and auditing services contracted for directly by the FGFOA
- Local and long distance telephone services including normal and customary transmissions, with the exception of conference calls requiring operator assistance
- Reproduction or copy charges used for internal purposes
- Other allocated overhead or indirect charges
- Similar Out-of-Pocket Expenses



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

OFFICERS

President
Linda Howard

President-Elect
Kent Olson

Secretary/Treasurer
Ken Burke

DIRECTORS

Kimball Adams

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: April 13, 2018

Title of Item: Appointment of 2018-2019 Legislative Committee Chair

Executive Summary, Explanation or Background:

Subject to confirmation by the Board, the President-elect appoints the individuals who will serve as the chairs of the various committees during the year in which he/she will serve as President. I consulted with a few individuals before discussing the Legislative Committee chair position with Crystal Kinzel of the Collier County Clerk of Courts. Crystal has been an active member of this Committee and has been active in the FGFOA. I also discussed with her the upcoming year and the future direction of the respective committee. Based upon these consultations and my conversations with Crystal, I am nominating her to serve as the Legislative Committee Chair for 2018-2019. I am still reviewing the options for the final 2018-2019 Chair appointment, Conference Host.

Recommended Action:

Approve the appointment of Crystal Kinzel of the Collier County Clerk of Courts office as the Legislative Committee Chair for 2018-2019.

Kent Olson

March 30, 2018

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

OFFICERS

President
Linda Howard

President-Elect
Kent Olson

Secretary/Treasurer
Ken Burke

DIRECTORS

Kimball Adams

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: April 13, 2018

Title of Item: Chapter Presidents Conference Call

Executive Summary, Explanation or Background:

The President-elect held a conference call with the Chapter Presidents on Friday, March 23. A total of seven chapter presidents of fifteen participated; a total of 12 responded to the conference call invitation. Among the topics discussed were FGFOA Committee sign-up, the Committee Chairs for 2018-2019, the Annual Conference in June, the new lottery system for Boot Camp sign-up and a general update on Board issues. Karen Pastula also provided an update on establishing a central calendar for chapter programs and a speaker list, both of which either are or will be completed by our Board meeting or shortly thereafter. The biggest challenge most chapters identified was finding speakers and topics. The speaker list will be a tremendous help in addressing that issue for the chapters.

We also discussed the best timing for providing the incoming chapter presidents with an orientation. All the chapter presidents on the call suggested conducting it before July 1 (when most take office). Based upon that feedback, we have scheduled the next call for June 1.

Recommended Action:
Information only.

Kent Olson

March 29, 2018
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF
DIRECTORS**

OFFICERS

President

Linda Howard

President-Elect

Kent Olson

Secretary/Treasurer

Ken Burke

DIRECTORS

Kimball Adams

Rip Colvin

Nicole Gasparri

Jonathan McKinney

Shannon Ramsey-
Chessman

Jamie Roberson

Frank DiPaolo

Michael Gomez

Meeting Date: April 13, 2018

Executive Summary, Explanation or Background:

Attached is the Check register from October 1, 2017 through December 31, 2017

Recommended Action:

Information Only

Paul Shamoun, Executive Director

April 13, 2018

Date

FGFOA
Check Register
Oct - Dec
2017

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Sep 30, 2017				\$ 124,480.76
	Deposits for Oct 2017				\$ 29,755.00
10/13/2017	R00247	ACH	Annetta Wilson Media	\$ 2,000.00	
10/24/2017	CC Refunds	CC	Refunds	\$ 1,360.00	
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 2,105.41	
	Deposits for November 2017				\$ 86,092.90
11/3/2017	3310	CK	Eatonville	\$ 120.00	
11/3/2017	3311	CK	MCSO	\$ 25.00	
11/3/2017	3312	CK	RSM US LLP	\$ 60.00	
11/9/2017	R00248	ACH	FACC	\$ 73.12	
11/9/2017	CC Refunds	CC	Refunds	\$ 3,825.00	
11/17/2017	3313	CK	City of Lakeland	\$ 35.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 712.06	
	Deposits for Dec 2017				\$3,265.00
12/8/2017	3314	CK	Furney Brown	\$ 200.00	
12/15/2017	R00249	ACH	FLC	\$ 27,034.88	
12/19/2017	CC Refunds	CC	Refunds	\$ 1,320.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 250.03	
				\$ 39,120.50	\$ 243,593.66
	Balance @ 12/31/2017			\$ 204,473.16	

System: 2/5/2018 11:19:47 AM
User Date: 12/31/2017

Florida Government Finance Office
DETAILED TRIAL BALANCE FOR 2018
General Ledger

Page: 1
User ID: PHYLLIS

Ranges: From: To:
Date 12/1/2017 12/31/2017
Account First Last

Sorted By: Revenue Center Subtotal By: No Subtotals
Include: Posting, Unit, Inactive

^ Inactive Account

			Beginning Balance				Reference
Account			Description				
Trx Date	Jrnl No.	Source Doc	Document	Name	Debit	Credit	Ending Balance
<hr/>							
-1120-			Cash - Operating - CCB				
			\$230,013.07				
12/1/2017	67,841	IMIS			\$35.00		AB17250
12/4/2017	67,842	IMIS			\$35.00		AB17259
12/5/2017	67,844	IMIS			\$70.00		AB17267
12/7/2017	67,845	IMIS			\$35.00		AB17275
12/8/2017	67,793	PMCHK	003314	Furney Brown		\$200.00	Computer Checks
12/8/2017	67,846	IMIS			\$35.00		AB17293
12/11/2017	67,848	IMIS			\$105.00		AB17304
12/12/2017	67,853	IMIS			\$35.00		AB17311
12/12/2017	67,854	IMIS			\$35.00		AB17310
12/13/2017	67,855	IMIS			\$35.00		AB17315
12/14/2017	67,856	IMIS			\$105.00		AB17325
12/15/2017	67,799	PMCHK	R00249	Florida League of Cit		\$27,034.88	Computer Checks
12/15/2017	67,857	IMIS			\$35.00		AB17331
12/18/2017	67,858	IMIS			\$40.00		AB17334
12/19/2017	67,839	IMIS				\$1,320.00	20171219FGFOA
12/20/2017	67,862	IMIS			\$2,555.00		171220FGFOA_CK
12/28/2017	67,859	IMIS			\$75.00		AB17377
12/29/2017	67,861	IMIS			\$35.00		AB17379
12/31/2017	68,017	CMADJ	SVC0000	Reconciliation Adjust		\$239.85	Reconcile Adjustments Entry
12/31/2017	68,018	CMADJ	SVC0000	Reconciliation Adjust		\$10.00	Reconcile Adjustments Entry
12/31/2017	68,019	CMADJ	SVC0000	Reconciliation Adjust		\$0.18	Reconcile Adjustments Entry
Totals:					\$3,265.00	\$28,804.91	\$204,473.16
<hr/>							
-1180-			Investments				
			\$183,416.06				
12/31/2017	68,036	GJ			\$862.54		CD Investment Income
Totals:					\$862.54	\$0.00	\$184,278.60
<hr/>							
-1185-			Investments-Vanguard				
			\$15,995.36				
12/31/2017	68,038	GJ			\$15.55		Vanguard MV Income Dividend
Totals:					\$15.55	\$0.00	\$16,010.91
<hr/>							
-1200-			Accounts Receivables				
			\$0.00				
12/31/2017	68,023	GJ			\$172.55		To Accrue School MB
Totals:					\$172.55	\$0.00	\$172.55
<hr/>							
-1215-			Interest Receivable				
			\$126.58				
12/1/2017	68,031	GJ				\$126.58	CD Accruals
12/31/2017	68,037	GJ			\$161.68		Accrued Investment Income
Totals:					\$161.68	\$126.58	\$161.68
<hr/>							
-1250-			A/R - IMIS				
			\$1,630.01				

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance
12/19/201767,839IMIS	\$1,320.00		20171219FGFOA
12/20/201767,862IMIS	\$85.00		171220FGFOA_CK
12/20/201767,862IMIS		\$2,190.00	171220FGFOA_CK
12/20/201767,862IMIS		\$85.00	171220FGFOA_CK
Totals:	\$1,405.00	\$2,275.00	\$760.01
-1280-			
	\$0.00		Prepaid Expenses
12/31/201767,860GJ	\$50.00		jel2-15 exp music fees
12/31/201767,860GJ	\$100.00		jel2-15 exp music fees
12/31/201768,039GJ		\$150.00	Reclass to Prepaid Conf
Totals:	\$150.00	\$150.00	\$0.00
-1284-			
	\$1,743.29		Prepaid Expenses - Conf
12/31/201768,039GJ	\$150.00		Reclass to Prepaid Conf
Totals:	\$150.00	\$0.00	\$1,893.29
-1285-			
	\$25.82		Prepaid Non Current
No transactions for this account	Totals:	\$0.00	\$25.82
-1290-			
	\$12,000.00		Deposits - Current
No transactions for this account	Totals:	\$0.00	\$12,000.00
-1295-			
	\$4,500.00		Deposits Non-Current
No transactions for this account	Totals:	\$0.00	\$4,500.00
-1350-			
	\$3,569.20		Equipment
No transactions for this account	Totals:	\$0.00	\$3,569.20
-1450-			
	(\$2,900.43)		Acc Depreciation - Equipment
12/31/201768,035GJ		\$31.85	Equipment depreciation 2nd Q
Totals:	\$0.00	\$31.85	(\$2,932.28)
-2006-			
	\$0.00		A/P - Overpayment IMIS
12/20/201767,862IMIS		\$85.00	171220FGFOA_CK
Totals:	\$0.00	\$85.00	(\$85.00)
-2020-			
	(\$200.00)		Accounts Payable
12/8/2017 67,793PMCHK	003314 Furney Brown	\$200.00	Computer Checks
12/15/201767,799PMCHK	R00249 Florida League of Cit	\$90.35	Computer Checks
12/31/201768,044GJ		\$90.35	Correct Acct Posting

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance
Totals:	\$290.35	\$90.35	\$0.00
-2021-			
			Accounts Payable - FLC
	(\$38,373.06)		
12/1/2017 67,776GJ		\$59.84	December 01 2017 Concur Visa
12/15/201767,799PMCHK	R00249 Florida League of Cit	\$26,944.53	Computer Checks
12/31/201767,860GJ		\$150.00	je12-15 exp music fees
12/31/201768,044GJ		\$90.35	Correct Acct Posting
12/31/201768,046PMVVR	627315 Florida League of Cit	\$197.84	Void Open Trx
12/31/201768,046PMVVR	627315 Florida League of Cit	\$197.84	Void Open Trx
12/31/201768,047PMTRX	7496 Florida League of Cit	\$24,974.50	2rd Qtr Admin Fees
12/31/201768,048PMTRX	7497 Florida League of Cit	\$5,650.00	SOGF Meeting Planning Fees
12/31/201768,050GJ		\$8.79	P/M Dec 2017
Totals:	\$27,232.72	\$31,040.97	(\$42,181.31)
-2023-			Accounts Payable-Concur Accruals
	\$0.00		
12/31/201768,023GJ		\$40,202.95	To Accrue School MB
Totals:	\$0.00	\$40,202.95	(\$40,202.95)
-2140-			Net Assets
	(\$272,229.66)		
No transactions for this account	Totals:	\$0.00	(\$272,229.66)
-3030-			Membership Dues
	(\$85,260.00)		
12/1/2017 67,841IMIS		\$35.00	AB17250
12/4/2017 67,842IMIS		\$35.00	AB17259
12/5/2017 67,844IMIS		\$70.00	AB17267
12/7/2017 67,845IMIS		\$35.00	AB17275
12/8/2017 67,846IMIS		\$35.00	AB17293
12/11/201767,848IMIS		\$105.00	AB17304
12/12/201767,853IMIS		\$35.00	AB17311
12/12/201767,854IMIS		\$35.00	AB17310
12/13/201767,855IMIS		\$35.00	AB17315
12/14/201767,856IMIS		\$105.00	AB17325
12/15/201767,857IMIS		\$35.00	AB17331
12/20/201767,862IMIS		\$280.00	171220FGFOA_CK
12/28/201767,859IMIS		\$35.00	AB17377
12/29/201767,861IMIS		\$35.00	AB17379
Totals:	\$0.00	\$910.00	(\$86,170.00)
-3060-			Investment Income
	(\$810.86)		
12/1/2017 68,031GJ	\$126.58		CD Accruals
12/31/201768,036GJ		\$862.54	CD Investment Income
12/31/201768,037GJ		\$161.68	Accrued Investment Income
12/31/201768,038GJ		\$15.55	Vanguard MV Income Dividend
Totals:	\$126.58	\$1,039.77	(\$1,724.05)
-3300-			Miscellaneous Income
	(\$0.02)		

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance

No transactions for this account Totals:	\$0.00	\$0.00	(\$0.02)
-6010-			
	\$24,974.50		Florida League of Cities, Inc.
12/31/201768,047PMTRX 7496 Florida League of Cit	\$24,974.50		2rd Qtr Admin Fees

Totals:	\$24,974.50	\$0.00	\$49,949.00
-6090-			
	\$31.85		Depreciation - Equipment
12/31/201768,035GJ	\$31.85		Equipment depreciation 2nd Q

Totals:	\$31.85	\$0.00	\$63.70
-6130-			
	\$3,976.14		Insurance Expense

No transactions for this account Totals:	\$0.00	\$0.00	\$3,976.14
-6140-			
	\$458.06		Miscellaneous Expense
12/31/201768,023GJ	\$152.55		To Accrue School MB
12/31/201768,051GJ	\$75.00		Reclass writeoff exhibitor n

Totals:	\$227.55	\$0.00	\$685.61
-6145-			
	\$7,540.92		Bank and Credit Card Fees
12/31/201768,017CMADJ SVC0000Reconciliation Adjust	\$239.85		Reconcile Adjustments Entry
12/31/201768,018CMADJ SVC0000Reconciliation Adjust	\$10.00		Reconcile Adjustments Entry
12/31/201768,019CMADJ SVC0000Reconciliation Adjust	\$0.18		Reconcile Adjustments Entry

Totals:	\$250.03	\$0.00	\$7,790.95
-6161-			
	\$358.92		Board of Directors
12/31/201768,023GJ	\$639.62		To Accrue School MB
12/31/201768,023GJ	\$874.15		To Accrue School MB

Totals:	\$1,513.77	\$0.00	\$1,872.69
-6164-			
	\$0.00		Standing Committee Meetings
12/31/201768,023GJ	\$848.29		To Accrue School MB




Totals:	\$848.29	\$0.00	\$848.29
-6165-			
	\$1,556.50		List Serve Expense

No transactions for this account Totals:	\$0.00	\$0.00	\$1,556.50
-6220-			
	\$179.32		Postage & Mailing
12/1/2017 67,776GJ 627985 Visa	\$29.49		December 01 2017 Concur Visa
12/1/2017 67,776GJ 627985 Visa	\$30.35		December 01 2017 Concur Visa
12/31/201768,050GJ	\$8.79		P/M Dec 2017

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance
Totals:	\$68.63	\$0.00	\$247.95
-6230- Printing & Duplicating	\$305.75		
No transactions for this account Totals:	\$0.00	\$0.00	\$305.75
2-3154- Conference Exhibitors	\$75.00		
12/31/201768,051GJ		\$75.00	Reclass writeoff exhibitor n
Totals:	\$0.00	\$75.00	\$0.00
3-3400- SOGF Active Basic	(\$10,810.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$10,810.00)
3-3405- SOGF Active Basic Late	(\$1,080.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$1,080.00)
3-3415- SOGF Associate Basic Late	(\$335.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$335.00)
3-3420- SOGF Non-Member Basic	(\$710.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$710.00)
3-3430- SOGF Active Inter/Adv	(\$11,440.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$11,440.00)
3-3435- SOGF Active Inter/Adv Late	(\$4,420.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$4,420.00)
3-3440- SOGF Associate Inter/Adv	(\$280.00)		
No transactions for this account Totals:	\$0.00	\$0.00	(\$280.00)
3-3455- SOGF Non-Member Inter/Adv Late	(\$375.00)		

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance
No transactions for this account Totals:	\$0.00	\$0.00	(\$375.00)
3-3456- (\$30,240.00)	SOGF Active Entire Week		
No transactions for this account Totals:	\$0.00	\$0.00	(\$30,240.00)
3-3457- (\$1,455.00)	SOGF Associate Entire Week		
No transactions for this account Totals:	\$0.00	\$0.00	(\$1,455.00)
3-3458- (\$600.00)	SOGF Non-Member Entire Week		
No transactions for this account Totals:	\$0.00	\$0.00	(\$600.00)
3-3459- (\$5,200.00)	SOGF Active Late Entire Week		
No transactions for this account Totals:	\$0.00	\$0.00	(\$5,200.00)
3-3470- (\$160.00)	SOGF Cancellation Fee		
No transactions for this account Totals:	\$0.00	\$0.00	(\$160.00)
3-3475- \$0.00	SOGF Hotel Commission		
12/31/201768,023GJ		\$9,104.00	To Accrue School MB
Totals:	\$0.00	\$9,104.00	(\$9,104.00)
3-3480- \$0.00	SOGF Hotel Room Credits		
12/31/201768,023GJ		\$2,593.35	To Accrue School MB
Totals:	\$0.00	\$2,593.35	(\$2,593.35)
3-6060- \$0.00	Refreshment Breaks - SOGF		
12/31/201768,023GJ	\$31,078.31		To Accrue School MB
Totals:	\$31,078.31	\$0.00	\$31,078.31
3-6130- \$473.78	Insurance Expense - SoGF		
No transactions for this account Totals:	\$0.00	\$0.00	\$473.78
3-6219- \$155.57	Operating Supplies - SOGF		

Account		Beginning Balance	Description	Reference	
Trx Date	Jrnl No. Source Doc	DocumentName	Debit	Credit	Ending Balance
No transactions for this account Totals:			\$0.00	\$0.00	\$155.57
3-6230-		Printing & Duplicating -SOGF	\$1,107.60		
No transactions for this account Totals:			\$0.00	\$0.00	\$1,107.60
3-6258-		Meeting Planning Services - SOGF	\$0.00		
12/31/2017	68,048	PMTRX 7497 Florida League of Cit	\$5,650.00		SOGF Meeting Planning Fees
Totals:			\$5,650.00	\$0.00	\$5,650.00
3-6261-		Speaker Gifts - SOGF	\$575.00		
No transactions for this account Totals:			\$0.00	\$0.00	\$575.00
3-6270-		Hospitality - SOGF	\$0.00		
12/31/2017	68,023	GJ	\$2,938.57		To Accrue School MB
Totals:			\$2,938.57	\$0.00	\$2,938.57
3-6300-		Emerging Leader Reception	\$0.00		
12/31/2017	68,023	GJ	\$2,144.52		To Accrue School MB
Totals:			\$2,144.52	\$0.00	\$2,144.52
3-6364-		Staff Travel - SOGF	\$1,949.42		
12/31/2017	68,023	GJ	\$111.93		To Accrue School MB
12/31/2017	68,023	GJ	\$4,816.08		To Accrue School MB
Totals:			\$4,928.01	\$0.00	\$6,877.43
3-6505-		Equipment Rental - SOGF	\$599.00		
12/31/2017	68,023	GJ	\$7,990.67		To Accrue School MB
Totals:			\$7,990.67	\$0.00	\$8,589.67
5-3140-		Registration Fees - Boot Camp SOGF	(\$11,520.00)		
No transactions for this account Totals:			\$0.00	\$0.00	(\$11,520.00)
8-3140-		Renewals - CGFO	(\$3,745.00)		
12/18/2017	67,858	IMIS		\$40.00	AB17334
12/28/2017	67,859	IMIS		\$40.00	AB17377
Totals:			\$0.00	\$80.00	(\$3,825.00)
8-3160-		Application Fees - CGFO	(\$1,850.00)		

Account	Beginning Balance	Description	Reference
Trx Date Jrnl No. Source Doc DocumentName	Debit	Credit	Ending Balance
No transactions for this account Totals:	\$0.00	\$0.00	(\$1,850.00)
8-3170- (\$7,920.00)		Fall Review Courses - CGFO	
No transactions for this account Totals:	\$0.00	\$0.00	(\$7,920.00)
8-3175- (\$5,430.00)		Fall Exams - CGFO	
No transactions for this account Totals:	\$0.00	\$0.00	(\$5,430.00)
8-6060- \$0.00		Food and Beverage - CGFO	
12/31/201768,023GJ	\$133.06		To Accrue School MB
Totals:	\$133.06	\$0.00	\$133.06
8-6235- \$7.31		Postage Mailing - CGFO	
No transactions for this account Totals:	\$0.00	\$0.00	\$7.31
Grand Totals:	\$0.00	\$116,609.73	\$116,609.73
Total Accounts:	64		



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF
DIRECTORS**

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Ken Burke

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Rip Colvin

Nicole Gasparri

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Chessman

Jamie Roberson

Frank DiPaolo

Michael Gomez

Meeting Date: April 13, 2018

Executive Summary, Explanation or Background Information on Request:

Investment report as of March 9, 2018

FGFOA has two CDs:

Synchrony Bank CD will mature 9/4/2018 and \$79,743.66 was rolled over for 12 months at 1.40% APY.

American Commerce \$104,952.00 will mature 9/10/2019 at interest rate of 1.510% APY.

Vanguard

\$ 15,882.16

Beginning Balance

\$ 128.75

Earnings for Quarter

\$ 16,010.91

Ending Balance

Recommended Action:

For review

FGFOA Certificates of Deposit

As of April 13, 2018

<u>Purchased</u>	<u>Account Number</u>	<u>Bank</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/17	#5004045182	Synchrony Bank	\$79,374.04	1.39%	1.40%	12 months	09/04/18
03/09/18	#210002549	American Commerce	\$104,952.00	1.510%	1.52%	12 months	03/10/18

American Commerce Bank, N.A.		3/09/18
400 HIGHWAY 27 BYPASS	ACCOUNT	210002549
BREMEN, GA 30110	BALANCE	\$104,952.00
ANNUAL PERCENTAGE YIELD 1.52%	INTEREST RATE	1.510%
NEW MATURITY DATE 9/10/19	RENEWAL DATE	3/10/18

YOUR CERTIFICATE OF DEPOSIT HAS RENEWED AS STATED
ABOVE. IF YOU WISH TO REDEEM YOUR CERTIFICATE YOU MUST
DO SO WITHIN 10 DAYS OF THE RENEWAL DATE OR BE SUBJECT
TO A PENALTY.

THANK YOU FOR BANKING WITH US.

FLORIDA GOVERNMENT FINANCE OFFICERS
301 S. BRONOUGH ST.
SUITE 300
TALLAHASSEE FL 32301

RECEIVED

MAR 16 2018

Florida League of Cities

J6

12 MONTH COMMERCIAL CD - 5004045182 (continued)**Account
Activity**

Post Date	Effective Date	Description	Amount	Balance
12/21/2017		Beginning Balance		\$79,649.58
01/04/2018	01/04/2018	INTEREST ADDED	\$94.08	\$79,743.66
01/21/2018		Ending Balance		\$79,743.66



P.O. Box 105972, Atlanta, GA 30348-5972

>000264 7937787 0001 092475 10Z

FLORIDA GOVERNMENT FINANCE OFFICERS
301 SOUTH BRONOUGH ST
SUITE 300
TALLAHASSEE FL 32301



September 20, 2017

Your CD has renewed

Dear Florida Government Finance Officers,

We're pleased that you've elected to renew your Certificate of Deposit with Synchrony Bank for another term. Please retain this notice as confirmation of the new Terms and Conditions of your account. Additional details are in your account agreement in the section titled Certificates of Deposit.

Account Number:	5004045182
Account Balance:	\$79,374.04
Interest Rate:	1.390%
Annual Percentage Yield:	1.40%
Maturity Date:	09/04/2018
Term:	12M CD NON-PERSONAL

If you have any questions, please call one of our Banking Representatives toll-free at 1-866-226-5638 or visit us online at synchronybank.com.

Sincerely,

Synchrony Bank Customer Service

00264 7937787 000526 0001/0002

© 2017 Synchrony Bank

RENEWAL01
(REV 01/2017)

Member FDIC

Certificate of Deposit

Date Opened: 03/12/18 Term: 12 Month(s) Tax ID: 59-2343053 Number: 3000588
Account Number: 3000588
Dollar Amount of Deposit: One hundred four thousand nine hundred sixty & 68/100 \$ 104,960.68

This Time Deposit is Issued to:

Issuer:

FLORIDA GOVERNMENT FINANCE OFFICERS ASSO
301 S. BRONOUGH ST.
SUITE 300
TALLAHASSEE FL 32301

American Commerce Bank, N.A.
Monroe Street Branch
536 N Monroe St
Tallahassee, FL 32301

Not Negotiable - Not Transferable - Additional terms are below.

By 
LENA MILLER

Additional Terms and Disclosures

This form contains the terms for your time deposit. It is also the Truth-in-Savings disclosure for those depositors entitled to one. There are additional terms and disclosures on page two of this form, some of which explain or expand on those below. You should keep one copy of this form.

Maturity Date. This account matures 03/14/19
(See below for renewal information.)

Rate Information. The interest rate for this account is 1.60% with an annual percentage yield of 1.61%. This rate will be paid until the maturity date specified above. Interest begins to accrue on the business day you deposit any noncash item (for example, a check). Interest will be compounded daily.
Interest will be credited at maturity added back to the certificate.

☒ The annual percentage yield assumes that interest remains on deposit until maturity. A withdrawal of interest will reduce earnings.

☐ If you close your account before interest is credited, you will not receive the accrued interest.

The Number of Endorsements needed for withdrawal or any other purpose is: 1.

Minimum Balance Requirement. You must make a minimum deposit to open this account of \$ 500.00.

☐ You must maintain this minimum balance on a daily basis to earn the annual percentage yield disclosed.

Withdrawals of Interest. Interest ☐ accrued ☐ credited during a term can be withdrawn:

Early Withdrawal Penalty. If we consent to a request for a withdrawal that is otherwise not permitted you may have to pay a penalty. The penalty will be an amount equal to: 180 days interest on the amount withdrawn.

Renewal Policy

☒ **Single Maturity.** If checked, this account will not automatically renew. Interest ☐ will ☒ will not accrue after maturity.

☐ **Automatic Renewal.** If checked, this account will automatically renew on the maturity date. (see page two for terms)
Interest ☐ will ☐ will not accrue after final maturity.

Account Ownership (Select One and Initial)

- ☐ Single Party Account
☐ Multiple Party Account
☐ Multiple Party Account - Tenancy by the Entireties
☐ Trust - Separate Agreement dated: _____
☒ Corporation

Rights at Death (Select One and Initial)

- ☒ Single Party Account
☐ Multiple Party Account with Right of Survivorship
☐ Multiple Party Account without Right of Survivorship
☐ Single Party Account with Pay on Death
☐ Multiple Party Account with Right of Survivorship and Pay on Death

Pay On Death Beneficiaries. To add Pay On Death Beneficiaries' name one or more:

TIN: 59-2343053

Social Security or Employer's I.D. Number. A correct taxpayer identification number is required for almost every type of account. A certification of this number is also required and is contained on the first copy of this certificate.

Backup Withholding. A certification that you are not subject to backup withholding is necessary for almost all accounts (except for persons who are exempt altogether) - and a certification that the FATCA code (if any) is correct. These certifications are contained on the first copy of this form. Failure to provide these certifications when required will cause us to withhold a percentage of the interest earned (for payments to the IRS). Providing a false certification can result in serious federal penalties.

Endorsements. Sign Only When You Request Withdrawal

X _____
X _____
X _____



P.O. Box 2600
Valley Forge, PA 19482-2600

Client Services > 800-662-2739

vanguard.com

0022619 01 AB 0.400 **AUTO T4 2 7023 32302-175757 -C01-P22641-11



FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION INC
C/O SCOTT HAMILTON
PO BOX 1757
TALLAHASSEE FL 32302-1757



Federal Money Mkt Fund 0033-09910172155

7-day SEC yield as of 12/29/2017* 1.20%

Date	Transaction	Amount	Share Price	Shares Transacted	Total Shares Owned	Value
	Beginning balance on 12/31/2016		\$1.00		15,882.160	\$15,882.16
01/31	Income dividend	\$6.35	1.00	6.350	15,888.510	
02/28	Income dividend	5.89	1.00	5.890	15,894.400	
03/31	Income dividend	7.37	1.00	7.370	15,901.770	
04/28	Income dividend	8.28	1.00	8.280	15,910.050	
05/31	Income dividend	9.62	1.00	9.620	15,919.670	
06/30	Income dividend	10.75	1.00	10.750	15,930.420	
07/31	Income dividend	12.23	1.00	12.230	15,942.650	
08/31	Income dividend	12.82	1.00	12.820	15,955.470	
09/29	Income dividend	12.88	1.00	12.880	15,968.350	
10/31	Income dividend	13.41	1.00	13.410	15,981.760	
11/30	Income dividend	13.60	1.00	13.600	15,995.360	
12/29	Income dividend	15.55	1.00	15.550	16,010.910	
Ending balance on 12/31/2017			\$1.00		16,010.910	\$16,010.91

*Average annualized income dividend over the past 7 days. For updated information, visit vanguard.com.

Beginning on January 1, 2012, new tax rules on taxable (nonretirement) mutual fund accounts (excluding money market funds) require Vanguard to track cost basis information for shares acquired and subsequently sold, on or after that date. Unless you select another method, sales of Vanguard mutual funds, but not ETFs, will default to the average cost method. For more information, visit vanguard.com/costbasis.



Florida Government Finance Officers Association, Inc.

Board of Directors

2017-2018

Agenda Item

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Meeting Date: April 13, 2018

Item Title: Summary of Proposal from Discover the Palm Beaches to Host the 2021 Conference Executive Summary:

At the request of the FGFOA board of directors, staff has been working with Discover the Palm Beaches on a proposal to host the 2021 conference. Following is a summary of that proposal.

Hotels

A minimum of three hotels would need to be used for this event:

Hilton West Palm Beach (host hotel—connected to the convention center)

Room rate: \$184/night + \$17/night discounted valet parking

Concessions: Hotel would provide all the usual suites and upgrades for board members and discounts for staff

Commission: Room rate is 10% commissionable to association

Rebate: Room rate also includes a \$10/room rebate back to the association to cover the rental costs at the convention center (see below)

Marriott West Palm Beach (.5 miles away)

Room rate: \$169/night + \$14/night parking

Commission: Hotel will provide a \$5/room rebate to the association

Rebate: Room rate also includes a \$10/room rebate back to the association to cover the rental costs at the convention center (see below)

Hyatt Place West Palm Beach (.5 miles away)

Room rate: \$159/night + \$10/night discounted parking

Concessions: Room rate includes a complimentary breakfast

Commission: Room rate is 10% commissionable to association

Rebate: Room rate also includes a \$10/room rebate back to the association to cover the rental costs at the convention center (see below)

NOTE: The current total room block offered by these three hotels is about 150 rooms short of what the association really requires on Sunday and Monday peak nights. However, at least two additional hotels are expected to be online by the dates of the conference, including an additional tower adjacent to the Hilton and convention center. Also, the proximity of Tri-Rail and Brightline service to the area may increase local daily “drive-in” registrants, which are already more significant when the association is in a south Florida location.

Florida Government Finance Officers Association, Inc.

Board of Directors

2017-2018

Transportation

Discover the Palm Beaches will provide complimentary transportation between the convention center, the Marriott and the Hyatt. Any additional hotels contracted with to round out the block may also be added.

Convention Center

The Palm Beach County Convention Center is connected directly to the Hilton and would provide great space for the association. FGFOA would be the only group in house for the majority of the conference dates.

Expenses

With one exception, expenses at the convention center are not expected to be any higher than those encountered by the association when meeting at the Diplomat or any other south Florida property.

Convention Center Rental

The convention center is providing all meeting space to the association at the reduced rate of \$25,000 total. This rental fee will be payable in advance of the conference, but will be refunded back to the association via the rebates from each hotel.

Food and Beverage

The association would be responsible for a total food and beverage minimum of \$200,000 before service charge and tax, which is typical for existing hotel contracts. \$150,000 would need to be spent at the convention center, while the remaining \$50,000 would be spent at the Hilton. As the Hilton will be the site of the business luncheon, board meetings and hospitality suite, meeting that minimum should not be a problem.

Internet

Wireless internet is complimentary throughout the convention center, resulting in a \$10,000 savings to the conference budget.

Additional Charges

Meeting at the convention center would require some costs the association is not used to paying at a hotel, including some equipment rental and trash service. There would also be staff and security charges for exhibit move-in and move-out. However, those combined charges are still less than what the association normally spends on security at the Diplomat.

Exhibit Hall Carpet

This is the largest additional expense. The convention center is allocating a 50,000 sq. ft., uncarpeted exhibit hall for the association. The association will not need to utilize *all* of that space, but exhibits typically take up about 25,000 sq. ft. If the association carpets the entirety of that area, the cost will range between \$24,000 and \$29,500, depending on how much overtime is incurred by the decorator service provider to install it.

Florida Government Finance Officers Association, Inc.
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Payment Schedule

The entire minimum of \$175,000 payable to the convention center is due in advance of the conference on the following schedule:

First Deposit: \$6,250 due at contract signing

Second Deposit: \$6,250 due May 2019

Third Deposit: \$56,250 due May 2020

Final Deposit: \$106,250 due April 2021

Additional charges for service charge, tax, additional F&B and a/v would be due after the event.

Recommended Action:



Paul Shamoun, Executive Director

April 13, 2018

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
BOARD OF
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Michael Gomez

Meeting Date: April 13, 2018

Title of Item: Membership Update/ListServe/Conference Registration

Executive Summary, Explanation or Background:

Membership Paid	02/28/2018	12/31/2017	10/10/2017
Active:	2,486	2,214	2,744
Associate:	277	237	349
Lifetime/Retiree:	46	44	48
Total	2,809	2,495	3,141

List Serve Activity

Attached

Recommended Action:






Information Only

Paul Shamoun, Executive Director

April 2, 2018

Date

FGFOA Listserve Report January 1, 2018 thru February 28, 2018

List Name	List Title
 FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (678 Subscribers)
 FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (565 Subscribers)
 FGFOA-DEBTTREASURY	FGFOA - List - Debt & Treasury (582 Subscribers)
 FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (565 Subscribers)
 FGFOA-PERSONNELPAYROLL	FGFOA - Listserv - Personnel & Payroll (312 Subscribers)

Accounting & Auditing

[Accounts Receivable Policy](#) (1 message)
[Comptroller Position](#) (1 message)
[Employee Policy for Medical Marijuana](#) (1 message)
[Escheatment Services statement of work for RFP](#) (1 message)
[Financial Software](#) (5 messages)
[Financial Suite Software](#) (3 messages)
[Hurricane Expense cash flow](#) (1 message)
[New receipt printer for utilities](#) (1 message)
[please post](#) (1 message)
[Tower Rental Ground Lease](#) (1 message)
[Travel Policy per diem meals](#) (1 message)
[Written Investment Policy](#) (2 messages)

[BP Lawsuit proceeds](#) (1 message)
[Legal Counsel](#) (1 message)
[Looking for P-Card users with Superior \(SunGard/HTE\)](#) (1 message)
[Purchasing Policy](#) (4 messages)
[VENDOR ENROLLMENT FORM - WILL YOU SHARE YOURS?](#) (5 messages)
[\[EXTERNAL\] Purchasing Policy](#) (1 message)

Budgeting

[1099s and vendor registration/W-9 question](#) (5 messages)
[Offsite Inmate Medical Care](#) (4 messages)
[Two Year Budgeting](#) (5 messages)
[\[EXTERNAL\] Re: 1099s and vendor registration/W-9 question](#) (2 messages)
[Budget Question](#) (1 message)
[Budget to Actual Quarterly Review](#) (2 messages)
[LED](#) (1 message)
[Metal Halide Lighting](#) (1 message)
[Quarterly Budget Updates](#) (2 messages)

Debt & Treasury

N/A

Financial & Administration

[Code Lien Settlements](#) (7 messages)
[Collection Agency](#) (1 message)
[Consultant for credit cards/alternative payments](#) (1 message)
[Hurricane Expense cash flow](#) (1 message)
[IT Consulting](#) (2 messages)
[Language on Purchase Orders](#) (1 message)
[Offsite Inmate Medical Costs](#) (1 message)
[Purchasing Thresholds](#) (6 messages)
[Signatures on contracts](#) (2 messages)
[Time Clock Systems](#) (7 messages)
[Water/Waste Water Base Charges](#) (8 messages)
[Written Investment Policy](#) (7 messages)

[Archiving Social Media](#) (1 message)
[Current Lease Rate Quotes](#) (1 message)
[FW: Utility Bill/ High Water Consumption](#) (1 message)
[Proposal for capital equipment financing](#) (3 messages)
[Purchasing Policy](#) (1 message)
[Utility Bill/ High Water Consumption](#) (2 messages)
[Utility Billing Round Up Program](#) (2 messages)
[\[EXTERNAL\]Archiving Social Media](#) (2 messages)

Personnel & Payroll

[457 participants](#) (1 message)
[457b Participation Rates](#) (13 messages)
[Exempt Employees use of Vacation](#) (1 message)

[Pension In-Service Distributions](#) (1 message)

----- **Week** -----

67

----- **Week** -----

[illegible]



Florida Government Finance Officers Association, Inc.

Board of Directors

2017-2018

Agenda Item

**2017-2018
BOARD OF
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Michael Gomez

Meeting Date: April 13, 2018

Item Title: Executive Director Follow-up Items

Executive Summary:

At the February 9, 2018 Board of Directors meeting there were several follow-up items that were assigned to staff.

1. Conference Mobile App – There were some concerns about the recommended conference mobile app. Staff has reviewed the capabilities of the Attendify app and confirmed that it allows all the functions required including holding the presentation in the app, not just a link to the website as well as providing support to our social media platforms.
2. Boot Camp – Staff proposed and the Board agreed to alter the method of selecting participants for the Boot Camp program. For the 2018 Annual Conference Boot Camp, staff opened up the registration for a week and received 72 applications for the 30 spots. Members were chosen at random and both participants and wait lists were formed. Both groups were informed and we did not receive a single angry call like we have in the past. We will implement this method for all future boot camp registrations.
3. Government 101 – Staff was asked at the last meeting to explore producing a “Government 101” training series. This request has several challenges that staff will need direction from the Board on.
 1. Who will develop the training sessions and update?
 2. How much to charge?
 3. Significant technical issues with website.
 4. Will this detract from Boot Camp?
4. CGFO Exam update – Staff sent out the RFQ for interested parties to respond with options to rewrite the CGFO exam and study materials. We received only one inquiry and no responses by the deadline. Staff will need further direction.

Recommended Action:

A handwritten signature in black ink, appearing to read 'Paul Shamoun', is written over a horizontal line.

Paul Shamoun, Executive Director

April 13, 2018
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2017-2018

Agenda Item

**2017-2018
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Michael Gomez

Meeting Date: April 13, 2018

Item Title: 2018 SOGF Budget

Executive Summary:

The 2018 School of Governmental Finance will be held at PGA National in Palm Beach Gardens on October 15–19, 2018. The 2018 SOGF budget has been prepared for your review and approval.

Recommended Action:

Approval of 2018 School of Governmental Finance Budget

Paul Shamoun, Executive Director

April 13, 2018
Date

		2016 Approved 10/26/2016	2016 Actual	2017 Approved April 7, 2017	2017 Actual	2018 Proposed
REVENUES						
	FEES 2018					
Active Member Basic	\$250	\$9,350	\$8,800	\$8,800	\$10,810	\$12,500
Active Member Basic Late	\$290	\$1,547	\$2,080	\$1,820	\$1,080	\$1,450
Associate Member Basic	\$315	\$485	\$1,140	\$855	\$280	\$630
Associate Member Basic Late	\$355	\$0	\$0	\$0	\$335	\$0
Non-Member Basic	\$375	\$1,466	\$1,035	\$1,380	\$710	\$750
Non-Member Basic Late	\$415	\$327	\$0	\$0	\$0	\$0
Active Member Intermediate	\$250	\$13,923	\$12,180	\$11,000	\$11,440	\$12,500
Active Member Intermediate Late	\$290	\$1,913	\$3,250	\$2,100	\$4,420	\$4,350
Associate Member Intermediate	\$315	\$264	\$540	\$570	\$0	\$0
Associate Member Intermediate Late	\$355	\$0	\$0	\$0	\$0	\$0
Active Member Week	\$400	\$25,568	\$27,840	\$28,800	\$30,240	\$32,000
Active Member Week late	\$440	\$1,224	\$3,960	\$4,000	\$5,200	\$4,400
Associate Member Week	\$525	\$1,513	\$1,335	\$2,425	\$1,455	\$1,050
Associate Member Week Late	\$565	\$0	\$485	\$0	\$0	\$0
Non-Member Intermediate	\$385	\$829	\$650	\$690	\$0	\$770
Non-Member Intermediate Late	\$425	\$0	\$365	\$0	\$375	\$0
Non-Member Week	\$640	\$476	\$560	\$600	\$600	\$1,280
Non-Member Week Late	\$680	\$0	\$0	\$0	\$0	\$0
Cancellation Fees	\$40	\$408	\$80	\$0	\$160	\$0
Room Credits		\$0	\$0	\$0	\$2,593	\$0
Hotel Commission		\$0	\$0	\$10,800	\$9,104	\$6,550
TOTAL REVENUES		\$59,292	\$64,300	\$73,840	\$78,802	\$78,230
EXPENSES						
Hospitality Suite		\$7,500	\$8,231	\$8,000	\$2,939	\$4,500
Refreshment Breaks		\$40,400	\$25,793	\$40,000	\$31,078	\$40,000
Welcome Reception		\$0	\$0	\$0	\$0	\$5,000
Emerging Leader Reception		\$2,500	\$2,983	\$3,000	\$2,145	\$2,500
Staff Travel		\$5,500	\$4,069	\$5,000	\$6,877	\$6,000
Internet Café/Wi-Fi		\$2,100	\$1,845	\$2,500	\$0	\$2,500
Equipment Rentals		\$8,000	\$7,650	\$9,000	\$8,590	\$8,000
Speaker Expenses		\$500	\$0	\$500	\$0	\$0
Speaker Gifts		\$0	\$0	\$1,500	\$575	\$750
Operating Supplies		\$250	\$132	\$250	\$156	\$250
Postage		\$0	\$27	\$50	\$0	\$50
Printing/Duplicating		\$600	\$1,549	\$1,500	\$1,108	\$1,500
Meeting Planning Services		\$5,500	\$6,650	\$6,650	\$5,650	\$6,000
Speaker Moderator Breakfast		\$0	\$0	\$0	\$0	\$0
Insurance		\$287	\$431	\$450	\$474	\$500
Hotel Attrition		\$0	\$0	\$0	\$0	\$0
Transportation		\$725	\$640	\$0	\$0	\$0
TOTAL EXPENSES		\$73,862	\$60,000	\$78,400	\$59,592	\$77,550
NET INCOME		(\$14,570)	\$4,300	(\$4,560)	\$19,210	\$680

Registration Fees	2016	2016	2017*	2017	2018**
Active Basic	220	220	220	220	250
Active Int/Adv	210	210	220	220	250
Active Week	320	320	360	360	400

* Fees for week long attendance increased per April 7, 2017 Board Meeting

** Fees increased per February 9, 2018 Board Meeting



Florida Government Finance Officers Association Certification Committee 2017-2018

Agenda Item Request

2017-2018

CHAIRPERSON

Kelly Strickland, CPA, CGFO

Finance Director

City of Sarasota

1565 1st St.

Sarasota, FL 34236

(941) 954-4124

kelly.strickland@sarasotafl.gov

BOARD LIAISON

Rip Colvin

COMMITTEE MEMBERS

Jeremy Baker

DeeDee Beaver

Rebecca Bowman

Teri Butler

Sondra D'Angelo

Carol Conol

Regina Frazier

Sarah Graber

Sheron Harding

Lori Hill

Karen Keith

Linda Logan-Short

Matt Pazanski

Robin Ragaglia

Diane Reichard

Sharon McGuire

Bob Miller

Cheryl Miller

Matt Misco

Johnna Morris

Michael Perry

Mary-Lou Pickles

Olga Rabel

Anne Marie Ricardi

Jamie Roberson

Martin Sherwood

Lorrie Simmons

Scott Simpson

Diane Smith

Todd Taylor

Pamela Winston

Meeting Date: April 13, 2018

Title of Item: Certification Committee Update

Executive Summary, Explanation or Background Information on

1. Our 3rd Committee meeting is scheduled for 4/25/18. Since our last meeting, our committee/subcommittees have been busy working on the Spring Webinars and the CGFO Review and Exam RFQ.

2. Subcommittee Updates –

Applications and Renewals Subcommittee – Update and Discussion – Matt Misco is this subcommittee's chair. For this quarter, 16 CGFO applications have been reviewed. The subcommittee continues to do an excellent job returning these applications in a timely manner.

The application deadline to sit for the fall exam is September 15, 2018. The application form and program requirements can be found on the FGFOA website.

Exam and Review Subcommittee – Update and Discussion – Jeremy Baker is this subcommittee's chair. This subcommittee is working on finalizing the CGFO review webinars and the Spring exams.

The Exam and Review Subcommittee has moved forward with spring review webinars and exams. We have a total of 342 registrations for the reviews. The Spring Exam is scheduled Friday, April 27th and will be taking place at 10 locations throughout Florida. We currently have 57 candidates registered to take 120 exams.

Exam Question Review Subcommittee – Update and Discussion – Lorrie Simmons is this subcommittee's chair. After several discussions and re-considerations, the CGFO Exam RFQ was finally released on Monday, March 5th to all FGFOA Members, Associates, and the League of Cities. The only major changes included adjusting the timeline for submission and review.

RFQ Issued	March 5, 2018
Due date for Submission	March 30, 2018
RFQ Awarded	April 13, 2018
Electronic Draft Due	June 30, 2018
Committee Review and Comments	July 1 st – 8 th , 2018
New Test Version Release	August 1, 2018

We are very hopeful for some great responses!

**Florida Government Finance Officers Association
Certification Committee
2017-2018**

Agenda Item Request

3. Follow-up –

The pass-fail rate for the Fall 2017 CGFO Exams are:

Test	Pass	Fail	Total	% Passing
Accounting & Financial Reporting	11	19	30	37%
Debt Administration	10	24	34	29%
Financial Accounting	20	14	34	59%
Management & Budget	25	7	32	78%
Treasury Management	10	22	32	31%
	76	86	162	47%

What can be done to help our CGFO candidates improve their chances of passing the exam? This is what we are currently doing to assist CGFO Candidates:

1. We allow candidates to take all parts on one test date or a single part on one test date.
2. Our current review courses are closely aligned with the test questions.
3. Review courses are now given for both the Fall and Spring Exam, in person (School of Government) and webinars (Spring Exams). A study session is available at each Fall school before the exam date.
4. If travel/cost is an obstacle and the Fall School of Government is not an option, the Spring Exams are given in multiple locations (with the goal of test sites within 1 hour of candidates).
5. The RFQ includes a study guide that will be developed by responders. Comments heard from Candidates include “the resource list for studying is overwhelming”. Also, obtaining the resource list items is costly.

More options that could be considered include:

1. Developing a mentoring system. Mentors should be CGFOs.
2. Have a review class after the review sessions and tell candidates which slides to concentrate on.

It is important to consider how much this additional exam assistance benefits governments who are making hiring decisions based on the certification.

Recommended Action: Accept Report.

Kelly Strickland

Kelly Strickland

3/27/18

Date



Communications Committee
Update to the Board
Meeting Date: April 13, 2018

2017-2018

CHAIRPERSON

Rebecca Pine

Director of Financial & Support
Services

Palm Beach County Parks & Rec

2700 6th Ave S

Lake Worth, FL 33461

561-966-6650

rpine@pbcgov.org

BOARD LIAISON

Linda Howard

COMMITTEE MEMBERS

Emily Alves

Darcy Eckert

Robyn Lawrence

Tresa Petty-Edwards

Meeting Date: April 13, 2018

Title of Item: Communications Committee Progress Update

Executive Summary, Explanation or Background Information on Request:

The Communications Committee was presented with several goals. Progress on each of the goals is presented in the attached pages. Additionally, progress for the benchmarks for Facebook and Twitter is included as well.

Recommended Action:

None at this time

Communications Committee
Update to the Board
Meeting Date: April 13, 2018

Goals:

1. Review and update committee manual by 05/2018
 - a. Update 6/28/17: Rebecca Pine will draft an outline for the committee manual, using existing committee PPMs as guidelines by the end of July 2017. PPM should include guidelines for chapters for sharing and promoting FGFOA message. Social Media guidelines should be included as an attachment to the manual.
 - b. Update 10/19/2017: Rebecca has not yet drafted the committee manual, but plans to have it completed by the original deadline of 05/2018.
2. Generate ideas for marketing the FGFOA showcasing the value of membership
 - a. Update 6/28/17: In progress.
 - i. FGFOA can help you get that job you've always wanted: One idea is to create a listserv for job postings for members. Filling jobs with qualified candidates has been challenging and we have an entire pool of potential candidates with FGFOA members. Is there a way to automatically send out job postings to members that "subscribe"? Should we be using twitter to push job postings?
 - b. Update 10/19/2017:
 - i. Working with Karen Pastula to record testimonials for Leadership FGFOA and CGFO certifications. Provided questions that should be asked as part of the testimonials. Once the videos are recorded, the Communications Committee will "advertise" them via social media.
 - ii. Asked on the FGFOA Members survey if members would be interested in a members only Facebook group similar to the one created by GFOA. GFOA is using the group as a communications opportunity for members. This could be used in addition to the current forums that are used via e-mail.
 - iii. GFOA has also created a jobs posting on Twitter; however, we learned that it updated manually.
3. Consider setting up "speed dating" type informational event at conference and school.
 - a. Update 6/28/17: Need clarification. Is this for signing up for committees?
 - b. Update 10/19/2017: The Communications Committee would be interested in participating at conference or school of government finance.
 - c. Update 11/13/2017: Done at SOGF – went well
4. Engaging local chapters to help push out FGFOA goals and strategies.
 - a. Update 6/28/17: Rebecca Pine will assign a committee member to this task.
 - b. Update 7/21/17: Assigned to Tresa Petty-Edwards
 - i. Chapter Presidents: Should be sending us content and sharing FGFOA content on their social media and website. Need a list of all of their social media accounts so that FGFOA can follow and like.

Communications Committee
Update to the Board
Meeting Date: April 13, 2018

1. 7/24/17 Assigned to Tresa Petty-Edwards
 2. 10/19/17: This task was completed
 3. 11/13/2017: Social Media is not a priority of the chapters and most of them don't use social media. They use FGFOA site to post their items. We need to follow the facebook pages and/or twitter sites of the chapters. They don't need to send us content if they are already sending information to FGFOA in another manner or if they post on their social media sites.
5. E-mail Committee Members and let them know their assigned liaison with the Communications Committee.
- i. Committee Members: Should be contacting liaison with content.
Ask that the members follow us on twitter and like the FB page.
 1. 7/24/17 Assigned to Darcy Eckert
 2. 10/19/17: This task was completed
6. Conduct member satisfaction survey regarding FGFOA services provided to members. Work with The League to develop survey
- a. Update 6/28/17: Rebecca Pine will contact other membership organizations and see if they have a template for a membership survey. If she doesn't hear back by the end of next week, she will reach out to the Communications Committee for survey ideas.
 - b. Update 7/21/17: Linda Howard will work with the League on a membership survey template.
 - c. Update 10/19/2017: Survey was sent to the membership. The Committee is looking forward to reviewing the results.
 - d. Update 11/13/2017: Main thing was need to add LinkedIn
 - i. Merrily will send us a copy of the survey results.
 - ii. Possibly, since Facebook and twitter are banned from most government agency use during the day we can focus on LinkedIn. E-mail Dana and copy Paul and Linda to setup a LinkedIn.
 - e. 12/6/17 Due to the response from the membership survey FGFOA has established a LinkedIn account. The committee would like to encourage all FGFOA members to follow our newly launched LinkedIn page.
7. Rollout Social Media platform
- a. Continue to implement social media policies
 - i. Update 6/28/17: Rebecca Pine and Emily Alves will be content posters.
 1. Assign Committee Member(s) to following content gathering tasks:
 - a. Chapter Updates
 - i. 7/21/17 assigned to Tresa Petty-Edwards
 - b. Committee Updates
 - i. 7/21/17 assigned to Darcy Eckert
 - c. Relevant Articles
 - i. 7/21/17 assigned to all members. Emily suggested that we follow like government agencies so we can use re-tweet and share their posts.

Communications Committee
Update to the Board
Meeting Date: April 13, 2018

- b. Implement and monitor benchmarks. Report successes to board quarterly
 - i. Update 6/28/17: Assigned to Rebecca Pine
 - c. Request changes to benchmarks as/if needed during board meetings
 - i. Update 7/21/17: Assigned to Rebecca Pine
- 8. Ask local chapters to recommend members for state committees
 - a. Update 6/28/17: This can be done in conjunction with #4.
- 9. Social Media push of information strategies - Continue to implement social media policy and look at increasing benchmarks and goals.
 - a. Update 6/28/17: This can be done in conjunction with #4 and #6b
- 10. Promote Leadership FGFOA
 - a. Work with Membership/Leadership Committee on getting the testimonials.
 - i. Once received Communications Committee will post to FGFOA Social Media.
 - ii. Communications Committee will work with Local Chapters to post testimonials from their members to their websites and social media pages.
 - iii. 10/19/17: In progress. Sent question to Karen Pastula to use for testimonials at the School of Government Finance.
 - iv. 11/13/2017: Promoted on Social Media (still need testimonials to post with pictures of prior attendees)
 - 1. 12/6/17 Posted Registration on FB, Twitter, and LinkedIn
 - 2. 1/4/18 Posted deadline to submit application on FB, Twitter and LinkedIn
- 11. Develop Communications Timeline/Plan for promoting events/programs
 - a. Create event
 - b. Promote event
 - c. Brand FGFOA Events/programs (establish hashtags)
 - v. e.g. #leadershipFGFOA, #bootcampFGFOA
 - d. 10/19/17: The Committee has been using Facebook and twitter to post any communications being sent by FGFOA to social media. The Committee cannot create events to the Facebook page using Hootsuite. If the Board would like the committee to post events on Facebook so that they show up as invites, then we may want to do so using a closed membership only group so that the events don't post to the public. Unless the board would like members and non-members to see the events.

Communications Committee
Update to the Board
Meeting Date: April 13, 2018

FGFOA Facebook Benchmarks

Benchmark	Page Likes	Post Likes	Shares	Comments
Description	Number of people following the page (Currently 334 as of October 2016)	Average number of likes per post (Currently 3 or 4 for information; up to 35 for group)	Number of people who share the post with their network (Currently 0 to 2 shares per post)	Number of people who comment on a post (Currently 0 to 3 comments per post)
Year 1 Goal	Increase to 400	Average 30 likes per post	Average 2 shares per post	Average 3 comments per post
Continuing Goal	Increase by 10% each year	Increase by 5% each year	Increase average by 1 share per post each year	Increase comments by 2 per post each year
07/1/17-08/09/17	391+1=392	4	0	0
8/9/17-10/19/17	412	95	26	3
10/19/17-01/04/18	412	62	9	1
01/04/18-03/21/18	412+7=419	130	16	1

FGFOA Twitter Benchmarks

Benchmark	Followers	Tweet Likes	Retweets	Replies
Description	Number of people following the account	Average number of likes per tweet	Number of people who retweet a tweet	Number of people who reply to a tweet
Year 1 Goal	250 followers	Average 20 likes per tweet	Average 2 retweets per tweet	Average 1 reply per tweet
Continuing Goal	Increase by 10% each year	Increase by 5% each year	Increase average by 1 retweet per tweet each year	Increase average by 1 reply per post each year
07/1/17-08/09/17	17+29=46	0	2	0
8/9/17-10/19/17	50	7	2	1
10/19/17-01/04/18	50+9=59	9	0	0
01/04/18-03/21/18	59+6=65	0	6	0

FGFOA LinkedIn Analytics

Benchmark	Followers	Likes
Description	Number of people following the account	Average number of likes per post
Inception to date	4	2
As of 3/21/18	4+9=13	0



Florida Government Finance Officers Association Conference Host Committee 2017-2018

Agenda Item Request

2017-2018

Co-CHAIRPERSON

Lisa Snead
Director of Financial Services
City of Longwood
175 W Warren Ave
Longwood, FL 32750
407-260-3475
lsnead@longwoodfl.org

Co-CHAIRPERSON

Ian Evans-Smith, CPA, CGFO
Assistant Treasurer
City of Miramar
2300 Civic Center Pl
Miramar, FL 33025
954-602-3085
ihevanssmith@miramarfl.gov

BOARD LIAISON

John McKinney

COMMITTEE MEMBERS

Ashley Ariaga
Victoria Barnett
Patricia Barthlow
Yenisey Bayolo
Heidi Brocks
Pam Brosonski
Maria Camacho
Marcia Carty
Raquel Castellon
Jacki Churchill
Cecilia Guerrero
Pennie Hill
Jeff Huenink
Shandra Jenkins
Sheila Jones
Shari Mello
Laurie Nossair
Marisol Pereira
Lacy Smith-Castillo
Shelly Telkamp
Tameka Williams

Meeting Date:

04.13.18

Title of Item:

Host Committee Update

Executive Summary, Explanation or Background Information on

- Planet Hollywood contract has been signed. We will need volunteers to help load up the buses.
- Phil Diamond, Orange County Comptroller, is confirmed as the speaker for the Opening Ceremony.
- Invocation is confirmed
- Singer is confirmed.
- Hospitality Suite confirmed with space for dancing, pool tables, and heavy appetizers.
- The Association Night sub-committee has finalized bingo rules etc. and the League is getting a draft for us to review.
- Welcome Bags being selected and will be ordered this month.
- Golf Tournament will be at Hawks Landing. We would like each of you to try to recruit a foursome to make the event successful.

Recommended Action:

None at this time



Florida Government Finance Officers Association
Conference Program Committee
2017-2018

Agenda Item Request

2017-2018

CHAIRPERSON

Bryan Cahen, MPA
Budget Director
City of Weston
17200 Royal Palm Blvd
Weston, FL 33326
954-385-2000
bcahen@westonfl.org

BOARD LIAISON

Frank DiPaolo, CPA, CGMA

COMMITTEE MEMBERS

Michelle Blackstock
Lynda Boswell
Rob Broline
Natalee Camoesas
Raquel Castellon
Zach Chalifour
Yvonne Clayborne
P. Ross Cotherman
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Ceci Guerrero
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Jeffrey Larson
Monti Larson
Steve Milford
Susan Nabors
Yvette Phillip
Jeanette Phillips
Michael Quesada
Tanya Quickel
Rebecca Reynolds-Russell
James Rizzo
Ted Sauerbeck
Sharon Stark
Allison Tesla

Meeting Date: April 13, 2018

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information on Request:

The Conference Program Committee has completed its work on 2018 program. Speakers have been providing their information through the speaker confirmation link. All speakers will also be provided with a copy of the speaker guidelines.

Moderators have been solicited and placed in their respective sessions on the master schedule. All moderator's will be provided the moderator training in PowerPoint.

Attachments: Final schedule

Recommended Action: For your information

Bryan Cahen

03/16/2018

Date



Florida Government Finance Officers Association

Education & Webinar Committee

2017-2018

Agenda Item Request

2017-2018

CO-CHAIRPERSON

Brandy Ferris, CPA

Finance Director

City of Fort Walton Beach

107 SW Miracle Strip Pkwy

Fort Walton Beach, FL 32548

850-833-9512

bferris@fwb.org

CO-CHAIRPERSON

Patricia L. Williams, CPA

Southwest Florida Water Mgmt District

2379 Broad St

Brooksville, FL 34604

352-796-7211 ext 4114

Patricia.williams@swfwmd.state.fl.us

BOARD LIAISON

Jamie Roberson

COMMITTEE MEMBERS

Sandria Barrett-Lee

Rebecca Bowman

April Condo

Cheryl Chiodo

David Jang

Crystal Kinzel

Jennifer Manning

Stephanie Merle

Anna Otiniano

Michael Perry

Andrew Thompson

Chris Quinn

Jeff Wolf

Meeting Date: 4/13/2018

Title of Item: Update on Education & Webinar Committee Activities

Executive Summary, Explanation or Background Information on

Webinars

The final approved list of topics/dates for the 2017-18 FGFOA Free Webinar Series is as follows:

- 1) Economic Update – 4/19/18
- 2) Legislative Update – 5/17/18
- 3) Cost Allocation Plans – 7/19/18
- 4) GASB 87 – 8/16/18

The February webinar on “Adapting to a Multigenerational Workforce” was successfully presented to over 350 attendees. The webinar was well received and survey feedback was good.

Divergent Series

The FGFOA’s Education and Webinar Committee presents the spring divergent series seminar:

Topic: Technology

Friday, April 20, 2018, EpiCenter – St. Petersburg College

Tentative Schedule is as follows:

Staying Secure when Transforming to a Digital Government 8:30 am - 10:10 am

BREAK 10:10 am - 10:20 am

IT Project Management and Disaster Recovery 10:20 am - 11:35 am

Lunch 11:35 am - 12:40 pm

Cloud Computing 12:45 pm - 2:25 pm

BREAK 2:25 pm - 2:35 pm

Using Social Media to Effectively Engage Community 2:35 - 3:50 pm

Sincerely,

Brandy L. Ferris, CPA, CGFM

Education & Webinar Committee Chairperson



Florida Government Finance Officers Association

Member & Leadership Development Committee

2017-2018

2017-2018

CO-CHAIRPERSON

Karen Keith, CGFO
Accounting Supervisor
City of Tampa
306 E Jackson St
Tampa, FL 33602
813-274-7291

Karen.Keith@ci.tampa.fl.us

CO-CHAIRPERSON

Olga Rabel, CGFO
Assistant County Budget Officer
Sumter County BOCC
7375 Powell Rd Ste 141
Wildwood, FL 34785
352-689-4400

Olga.Rabel@sumtercountyfl.gov

BOARD LIAISON

Mike Gomez

COMMITTEE MEMBERS

Tarin Bachle
Sandria Barrett-Lee
Rebecca Bowman
Heidi Brocks
Raquel Castellon
Kadem Chevere
Alyssa Doerr
Marcella Eubanks
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Ingrid Gaskin-Friar
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Jeanette Haynes
Laurette Jean
Crystal Kinzel
Michael Novar
Chantel Pierre
Marilyn Tenewitz
Pamela Winston
Ann Wynter

Agenda Item Request

Meeting Date: April 13, 2018

Title of Item: Member and Leadership Committee Update

Executive Summary:

The Committee's sub-committees are hard at work since the last meeting in February. Below are the four sub-committees that were formed, and their current actions:

Coaching Program

Goal: Continue to implement the program with the 1st year target of 25 coaches and 25 coachees (total of 50 participants).

Update:

The sub-committee had a conference call on March 21, 2018, to discuss survey results and suggestions for improvements to the Coaching Program, approaching event for coaches and coachees at the Annual Conference in Orlando in conjunction with Emerging Leaders speed networking, and additional marketing plans for the program.

Requested Actions:

- The sub-committee requests Board's review of the survey results for the Coaching Program (survey results are attached) and the suggestions for improvement to the Program (see attached).
- The sub-committee proposed marketing efforts for Board's review and provide direction on implementation (requires FGFOA staff assistance):
 - FGFOA Facebook group for Coaching Program if we continue the use of Facebook.
 - Include a photo of a "well known" Coach and Coachee on the book marks that will be disbursed at the School of Government Finance.
 - Include a link on the FGFOA website under the Coaching Program for testimonial from a Coach and a Coachee – either written or video.
 - Include a link on the FGFOA website under the Coaching Program for FAQs.
 - Ask the FGFOA President to mention the Coaching Program during the opening and throughout the Conference and School of Government Finance weeks.
 - A Podcast or video of what the Coaching Program is and possibly include an actual Coach/Coachee session.

Florida Government Finance Officers Association

Member & Leadership Development Committee

2017-2018

Agenda Item Request

- Email the long-time FGFOA members with a “FGFOA Wants You” flyer to become a coach and create a group email to new members letting them know the Coaching Program exists and invites them to take advantage of the “seasoned” professional knowledge in the field.
- Prepare a “Flyer” or “Bulletin” to disburse to the local FGFOA Chapters to hand out at their next meetings to advertise the Coaching Program.
- For Annual Conference, the sub-committee would like to put Coaching Program flyers and Coaching Program applications (coach on one side, coachee on the other) in all registration packets and have a box (like a suggestion or ballot box) at the registration desk for applicants to put their applications in. This is in lieu of having a table near registration desk.

Emerging Leaders

Goal: Continue to develop and implement strategies for engaging Emerging Leaders (receptions, specific sessions).

Update: Next networking event is planned for FGFOA Conference in June 2018 in conjunction with the Coaching Program participants meeting at the end.

Leadership Class FGFOA

Goal: Increase marketing efforts to attract the largest pool of candidates possible (use testimonials, local chapters, and other associations to get out the word; talk to local chapters on sponsorships, etc.)

Update: Program is completed.

Student Membership Program

Goal: Continue to implement the “matchmaker program” approved last year; develop other ways to engage students to become the next generation of leaders in the FGFOA

Requested Action:

- The sub-committee requested consideration for a small travel budget for participation in the University Honor Banquets. As an example, this year invitation was for USF. This banquet honors students who are excelling in their accounting courses. In addition, the event is designed to expose these high-achieving business students to professionals in the accounting field in hopes of encouraging students to pursue a career in accountancy. Table sponsorship is \$175. Sponsorship of a table includes two seats at the table, a display of your organization’s logo on the table, the program that is distributed to all attendees, and on the PowerPoint that plays throughout the banquet. If you sponsor a table, you may send one or two representatives to the banquet to speak with students sitting at your table.

Recommended Action: Provide Board’s direction on requested actions.

Karen Keith

3/28/18

Karen Keith

Date

Olga Rabel

3/28/18

Olga Rabel

Date

SUGGESTIONS FOR IMPROVEMENTS TO THE COACHING PROGRAM

1. Establish general guidelines to assist coaches and coachees in navigating the Program. Suggested guidelines are attached for Board consideration. Alternatively, the Committee could take previous guidelines and revise but would need Board direction on how to revise.
2. Change Program start and end dates so that coach/coachees are matched before the Annual Conference and face-to-face meetings can take place there (hopefully).
 - a. Via an FGFOA email blast, send out calls for coaches and coachees in late March/early April for a program that starts in July (Committee would do matching in May and notify coaches and coachees). Send separate emails to the current Program participants to see if they want to continue in the Program starting in July since this year the Program did not start until October.
 - b. Have new applicants matched before the Annual Conference and invite them to the face-to-face social event (with the Emerging Leaders) so they can meet their new coach/coachee. This will ensure at least one face-to-face meeting.
3. For coachees that indicate that the Program was successful for them on the end of year survey, ask them to be a coach in the next Program year.
4. Create an orientation video recording detailing how the Program should progress.
5. Establish Top 10 Tips for Coaching Program Success. We have solicited input from the coaches and will provide a suggested list for the Board's June meeting.

Coaching Program Guidelines

What is Coaching – Coaching is an informal and supportive process in which a more experienced government finance professional (coach) helps another government finance professional (coachee) develop personally and professionally through a series of time-limited, confidential, one-on-one conversations and other learning activities. Coaching is not exclusive but actually complements other methods of learning. The Coaching Program was established to promote coachee growth and success by providing the coachee with a coach with whom he or she would be comfortable asking questions of and taking advice from.

Purpose of the Program – Coaching is all about learning. Coachees are matched with coaches for purposes of sharing technical information, institutional knowledge, insight, training, and advice. The coach is there to share his or her knowledge, experiences, and wisdom; stimulate curiosity and build confidence by presenting new ideas and challenges; help the coachee discover talents and interests to attain his or her goals; offer differing perspectives; be a motivating guide and sounding board for the coachee on his or her journey; and facilitate contacts for the coachee's problem solving.

Participation, on both the part of the coach and the coachee, is voluntary and of mutual benefit to participants. If there is a failure to communicate from the other party, the coach/coachee should send notification to [REDACTED] [MT1], who will forward the information to the appropriate Chair of the Member and Leadership Development Committee Chair for follow-up or re-matching.

Benefits of the Coaching Process – Coaching should be a satisfying experience benefiting the coach and the coachee. Coaches may receive intrinsic rewards such as personal satisfaction from seeing others develop, sharing wisdom and experiences, learning and developing themselves from the process, as well as the benefit of developing a new professional colleague relationship. Coaches also can be motivated from self-development and responsibility. Coachees may develop both professionally and personally from the experience and may receive benefits such as an increased self-confidence and self-esteem, motivation, support and challenge in formulating a clear sense of direction, development of skills by observing others, expanded relationships, and an opportunity to think about things in a different way. For Florida governmental entities as a whole, personal and professional development of their staff may also be improved because of the coaching process.

Coaching Parameters – Both the coach and the coachee need to clearly understand the following parameters of the coaching relationship:

- The coach's role is to guide, advise, and help the coachee. However, the coach should not interfere with decisions of the coachee's supervisor.
- The coach is assigned to help the coachee. The coachee should not feel concerned that he or she is burdening the coach. Although both the coach and coachee may have other responsibilities that may compete with the time needed for the coaching process, coaching is important and must be given the priority it requires to be successful.
- Confidentiality and trust are important. Both parties need to feel confident that discussions remain between them.

Process Description – Coaches and coachees should meet as they deem necessary, but should schedule regular meetings. Such meetings can be in person or by telephone/Skype. Between meetings, ideally the coachee should be able to approach the coach with questions.

Throughout their professional careers, employees face challenges and changing circumstances in both their work and personal lives that are often unexpected and make assignments such as being a coach difficult to fulfill. This Coaching Program operates with a “no fault” philosophy that allows coaches and coachees to request changes or reassignments without fear of repercussions. The coach or coachee may request a release from the coaching partnership or a change in coach by contacting the Member and Leadership Development Committee Chair.

A coach is briefly defined as an individual who is willing to share pertinent knowledge and skills with a coachee. To accomplish this mission, a coach should possess certain characteristics and skills. It is recognized that the listed characteristics are not all-inclusive and that an individual may make a good coach even though he or she may not possess all the characteristics below:

- A genuine interest in others; specifically, in their development and learning
- Good communication skills, including the ability to listen
- Good role model and a positive attitude
- Initiative in his or her job
- Commitment
- Gives and receives constructive feedback
- Honest in providing answers
- Not intimidating – easy to approach at any time
- Proactive
- Supportive
- Outgoing personality
- Good interpersonal skills and appropriate personal and professional relationships
- Ability to keep things confidential
- Patient, nonjudgmental, and neutral
- Tactful
- Competent
- Willing to spend time on the Coaching Program without negatively affecting own work
- Enthusiasm in making the coaching relationship a success
- Ability to empathize with others

A coach should:

- Serve as a role model
- Maintain confidentiality
- Seek to promote leadership.
- Smooth the path for the coachee by providing introductions and backing ideas
- Be a good, active listener to another's views while suspending judgment
- Serve as a guide (suggest) but not a supervisor (not prescribe)
- Avoid unconstructive arguments
- Share relevant knowledge
- Show mutual respect
- Be accessible
- Keep an open mind
- Provide constructive, positive, and precise feedback

A coachee should:

- Be responsible
- Be proactive

- Be a good listener
- Be trustworthy and maintain confidentiality
- Communicate openly and honestly with the coach
- Make good use of time spent with the coach
- Be receptive to new ideas
- Put into practice the knowledge learned
- Have a positive attitude

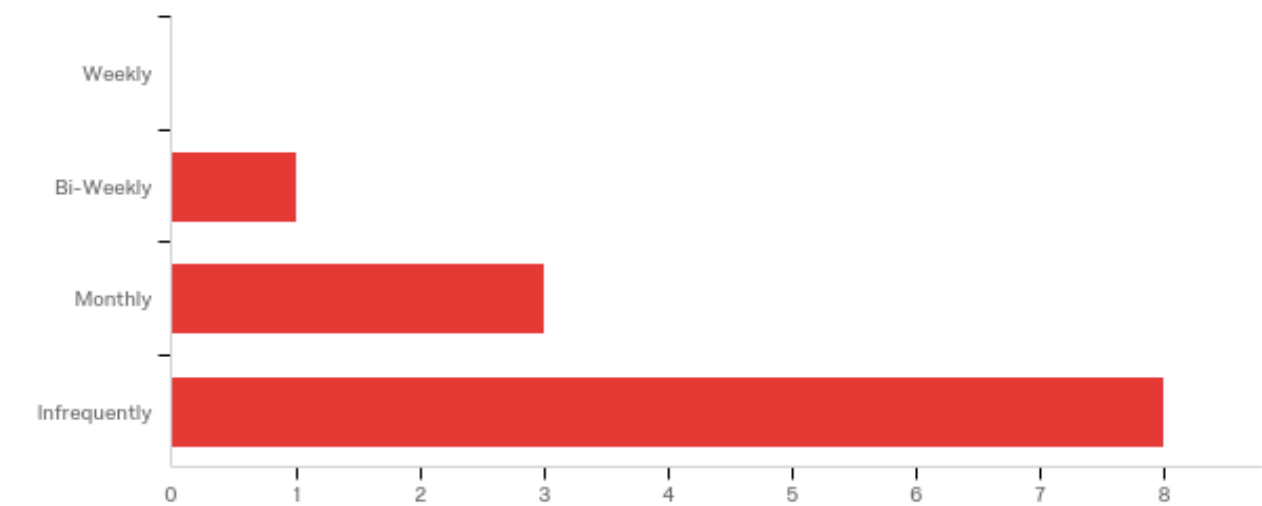
Coaching Program Evaluation – At the 6-month point and the end of the 1-year coaching partnership, the coach and coachee will complete a short evaluation form. The evaluation serves two purposes. First, it helps determine the degree of success in achieving Program objectives and, second, it may identify Program areas needing change to be more effective.

Length of Program - The Coaching Program is designed as a 1-year partnership. However, coaches and coachees may sign up again the following year, if desired.

2018 Coachee Survey Questions - Coaching Program

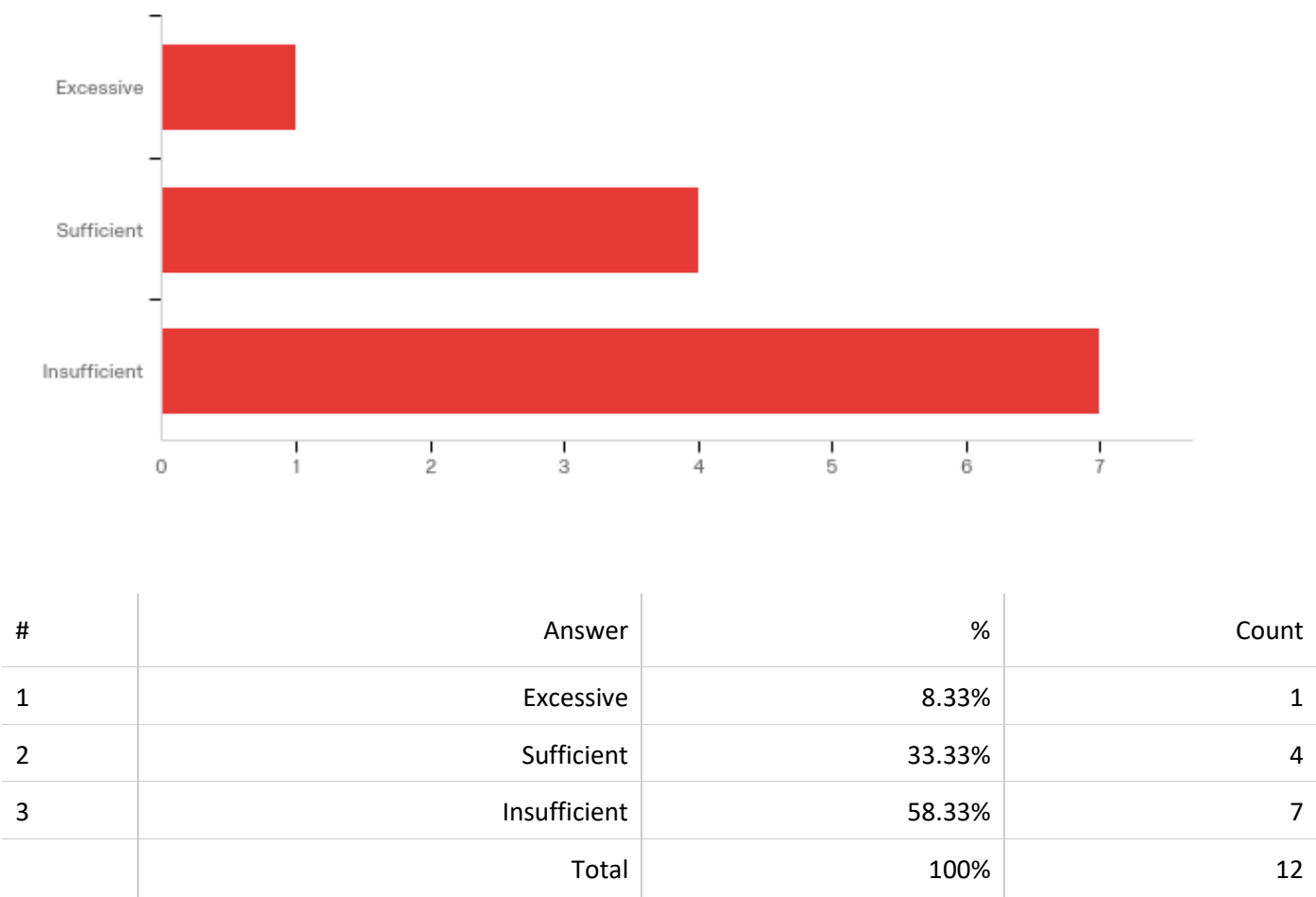
Pulled: March 9th 2018, 8:27 am EST

Q1 - On average, how often are you in contact with your coach?

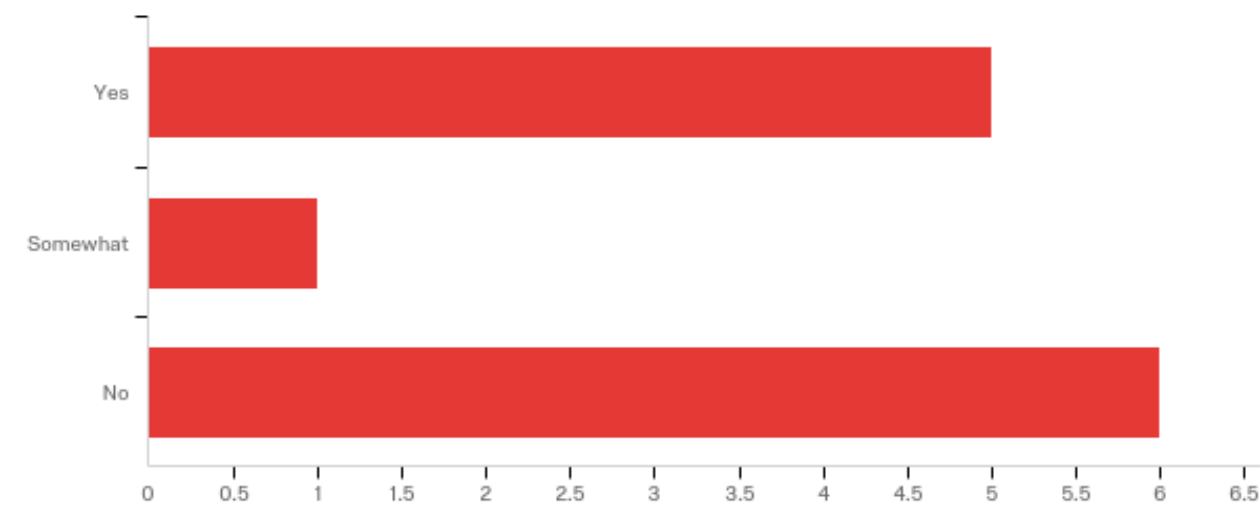


#	Answer	%	Count
1	Weekly	0.00%	0
2	Bi-Weekly	8.33%	1
3	Monthly	25.00%	3
4	Infrequently	66.67%	8
	Total	100%	12

Q2 - Would you say the amount of time spent with your coach has been:



Q3 - Do you think that the time you have spent with your coach has been helpful?



#	Answer	%	Count
1	Yes	41.67%	5
2	Somewhat	8.33%	1
3	No	50.00%	6
	Total	100%	12

Q4 - Briefly describe how it has been helpful and/or lessons learned.

Briefly describe how it has been helpful and/or lessons learned.

Upon our match, we each gave our basic contact information to the other. Unfortunately, the timing of the match was inopportune for me as I had a week long GFOA conference rescheduled due to Irma and then the week long FGFOA School of Governmental Finance almost immediately thereafter. At the same time, I was cross-training for an essential position that needed to take medical leave in January. I reached out on 12/11 to touch base, give a background of my previous work history, and my goals. I had not received a response and considered the matter closed.

My Coach is very knowledgeable and helpful in her suggestions.

Having a coach or a mentor gives a sense of assurance that I have someone who cares about my growth and development. One immediate benefit I have, is that my coach is at a level in her career that I aspire to reach one day, and I have the privilege to receive guidance from her on how to prepare myself, and what skill set I need to acquire to get to that level.

The coach has been a good sounding board and has offer some good advice. There are certain challenges with have a coach not in the area.

The first thing we did when we were matched was to plan a face to face meeting. As we are geographically separated that was able to be accomplished by joint attendance at the 2017 School of Governmental Finance. From there we committed to bi-weekly phone conferences initiated at 7:30 AM so we carve out time to discuss concepts; check on goals and progress. We also committed to two additional regional face-to-face meetings within the year period. The point is that to have a meaningful experience time and contact must be part of the commitment and process. We have covered numerous topics: GFOA; Training Plans; Leadership: Career Challenges/Opportunities; Process Design; Hiring of Staff; Technical TRIM issues; Personal Development & Growth. The opportunity to have a seasoned Florida Government Finance Officer traveling with me as I journey through the process of learning and becoming integrated into this State and Region has been invaluable. I have no doubt that i have moved further, faster, in my understanding and impact as a result of my coach relationship. All new government finance officers should seek out and take advantage of this type of vital professional coaching.

I truly wish I had more time to dedicate to this program. Mr. Colvin has a wealth of knowledge that I feel I only barely tapped into. He has been very gracious and helpful. I just have not had the time to dedicate to meeting with and/or speaking with him. I will definitely keep his contact info as a valuable reference.

None. My coach never contacted me at all.

I have not even had an initial contact with my coach

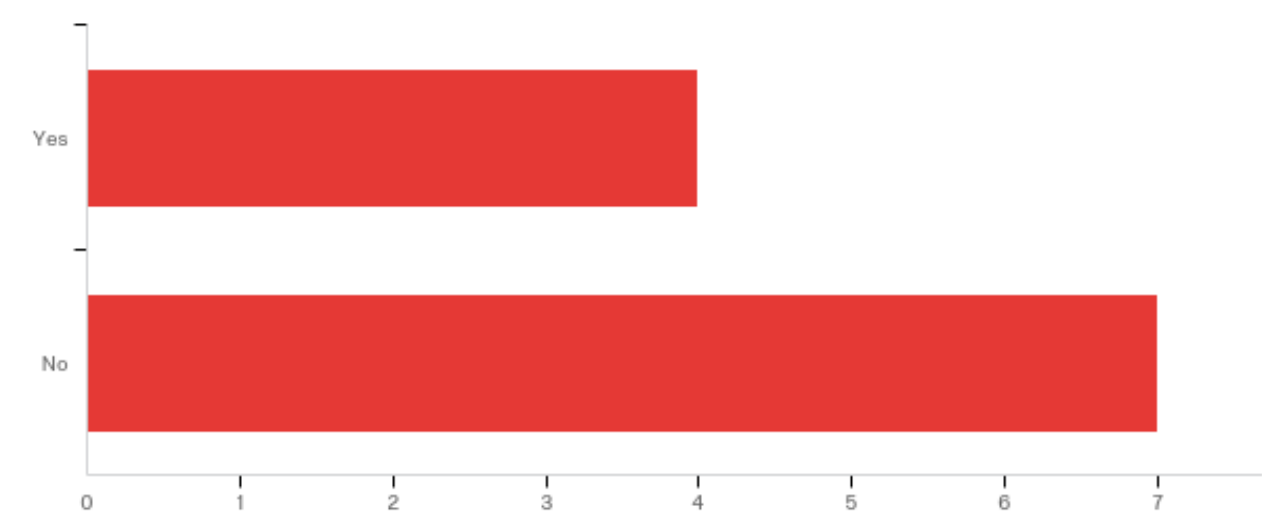
We met once over the phone and have not met since. While I looked forward to the coaching program, I found that there has been no actual program developed or guidance provided to either the coach (from what I was told) or coachee beyond that they should meet once a month. My coach reached out to me initially and we had an initial conference call. She expressed that she had not been given any guidance as to how to move forward. We discussed a 2nd meeting, but that never occurred. I do think that in order to have an effective program there needs to be more guidance provided to all parties, so that they can effectively engage. I hope that in the future the program will grow into something that can be a useful and productive tool for all parties.

My coach is very knowledgeable on area that I have little to no expertise in. It is invaluable to be able to call my coach and gain insight.

I received a notice back in October 2017 that I had been assigned a coach and to sign my coaching agreement and return it, which I promptly did. I have never been contacted by my coach or even informed the name of my coach . I reached out and asked for guidance and a status update on my coaching program status and haven't heard back from that inquiry either. So, at this point I have learned nothing from my coach.

I have not been assigned a coach.

Q5 - Have you experienced any challenges with your coach?



#	Answer	%	Count
1	Yes	36.36%	4
2	No	63.64%	7
	Total	100%	11

Q6 - Please describe the challenges you have experienced with your coach.

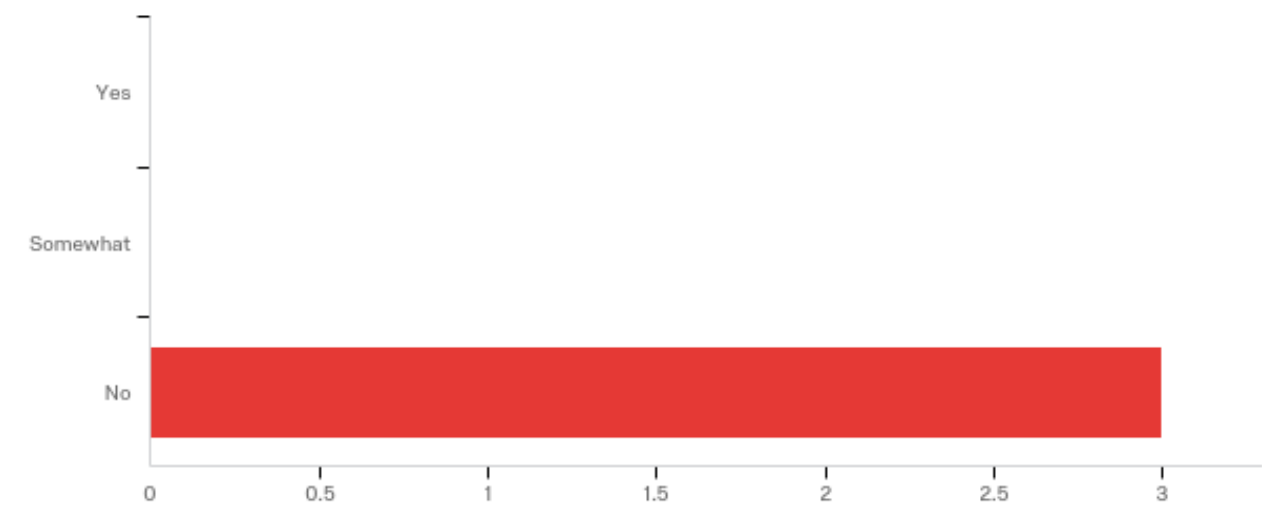
Please describe the challenges you have experienced with your coach.

Both of us are unfortunately very busy.

My coach didn't reach out to me. Showed no interest in participating.

I received a notice back in October 2017 that I had been assigned a coach and to sign my coaching agreement and return it, which I promptly did. I have never been contacted by my coach or even informed the name of my coach. I reached out and asked for guidance and a status update on my coaching program status and haven't heard back from that inquiry either. So, at this point I have learned nothing from my coach.

Q7 - Have you been able to remedy the challenges described above?



#	Answer	%	Count
1	Yes	0.00%	0
2	Somewhat	0.00%	0
3	No	100.00%	3
	Total	100%	3

Q8 - What has been most satisfying about the coaching program?

What has been most satisfying about the coaching program?

The coaching program is still new to me and I am hoping to utilize it more.

The advice and motivations received through telephone discussion.

The ability to seek career advice

The added confidence I feel knowing that I am learning from not only my work-based mentor but also my FGFOA mentor. I utilize both for problem solving; exploring opportunities and implementing process change.

very knowledgeable and supportive

None

Can't answer

n/a

Have access to some that has more experience and how to that I do.

Being notified that I was matched with a coach.

N/A

Q9 - What has been the least satisfying about the coaching program?

What has been the least satisfying about the coaching program?

The mentor is often times located far away from mentee which makes it difficult, in some cases for face to face meeting.
opening up to a total stranger about personal life
The negative is also a positive. Being so far away from one another geographically we do not get to have as many face to face encounters. However, that fact that we are far away geographically gives me a freedom to share the tough question/problem because the Coach is not in my regional cadre. I think matching by distance within a 3-hour radius is about perfect.
I don't have enough time to dedicate to it
The whole experience was disappointing.
Can't answer
n/a
My assigned coach doesn't seem to exist.
N/A

Q10 - What do you think we should do differently to improve the program?

What do you think we should do differently to improve the program?

I am unsure at this time what improvement should be made to the program.

The program could be more structured with some coaching materials provided.

If possible match mentor and mentee from same area for face to face coaching.

Question: What do you think we should do differently to improve the program? Love this question. I would like to see this program expand. I envision that this program can become the premier integration tool for onboarding new governmental employees throughout the State of Florida. First, I would like to see the program timeline be refined to have the application process intentionally precede the Fall School of Government Finance. I would like to see the meeting of coach/coachee be scheduled and intentionally happen at SOGF with a special reception, and track for new government finance staff. "The pre-boot camp option". With technical material and government process material specific to integrating new finance/accounting/budget staff to FGFOA. I envision that we can create a: "training and Mentorship program that lays out an 18-month mentorship and training process for all new finance staff. 1. Agency Hire/Onboarding 90 days. 2. GFOA and FGFOA membership. By 3-month mark. 3. Mentorship application/invitation. (requires GFOA and FGFOA membership). 4. School of Government Finance Attendance. Reduced rate. "New FGFOA Welcome Track". 5. Pre-Boot Camp type curriculum. 6. Welcome reception at SOGF. 7. A structured mentorship program with one common monthly goal. This would need to be fleshed out. For example, Month 1: "I work for the government now what?" "What did you expect, what is different than you expected?" "What concept is the most interesting? Puzzling?" Gather this data and use it in two concrete ways. First, share it in collated form (anonymous) on a specially created listserv for mentors/mentees. (If one mentee is struggling with a topic, chances are they are not alone). FGFOA can use this market research to get a pulse on possible training topics. For Example Month 2: Skill Building. Soft skill eg. Team building tactics. Or technical skill building like: how to draft or read Ordinances and Resolutions. Difference between Home Rule and Constitutional Rule. Special Districts. (Gather feedback from your 2018 Mentorship program to see what topics surface). The concept is that the common question/response to it is participated in by all Coach/coachee teams and shared with all. The sharing of information and experience builds the cohort. It gives one topic that the mentor-mentee teams can focus on and address in their conference calls. (Almost a starting point/icebreaker). Conference calls 30 minutes bi-weekly. Scheduled, commitment. 8. Within 9 months hold a Boot camp that is reserved for new hires. (We need to offer more Boot camps. It sells out too quickly). Enrollment in Mentorship program guarantees you a slot in this "specially scheduled" Boot Camp for mentees. 9. At 12 month mark have a gathering again bringing "the cohort" back together for touchstone discussion. What is working, what is not. Where is additional support needed? (We invest so much in new hires. We need to make sure we retain talent at the 12 month mark). This can be done as an online facetime. 10. Between 12 and 18 month mark begin structured "high-level" review session for specific sections of the CGFO. Introduce one broad section per month. Offer an online training module that all mentees attend that introduces concepts of: Accounting & Financial Reporting Debt Administration Financial Administration Municipal Budgeting Treasury Management Building a career as a GFO: Building a career with certification. What is required. 18 months already toward 36-month service requirement. 11. At 18-month mark distribute teams of two mentees into existing sub-committees, committees, project teams. Give the mentees a well-defined, small, concrete, X # of hours specific task for FGFOA. Make that "10 hours of service", paying it forward, mandatory as part of the Mentorship program. Remembering at 18 months most will be finding their legs, feeling more comfortable but not yet ready to take on a Chair/Vice Chair position. The idea is gentle, easy, low-time allocation commitment. Have senior volunteers resist the urge to bring gung ho "recruits" in and overtask them. (Often turns able volunteers away). This will leave high-achievers wanting more. Long-term growth of the leadership ranks of FGFOA. So what is the overall goal and deliverable? 1. Integration of new GFO staff. 2. Creating a cohort of staff that will "grow up

together” as they learn how to be a finance officer. Layer upon layer of colleagues who have been raised up/integrated through the coaching program. 3. Training, knowledge Transfer from seasoned to novice. 4. Creating an ever-expanding pool of CGFO in Florida. A successful coaching program supports all of our agencies with talent. 5. Ensures pool of new membership in the professional association. 6. Creates a cadre of new members poised to become leaders both in the short-term (small, discreet role) and in the long-term. This is my off-the-cuff thinking about how the Mentorship program can grow and sustain FGFOA.

Can't answer

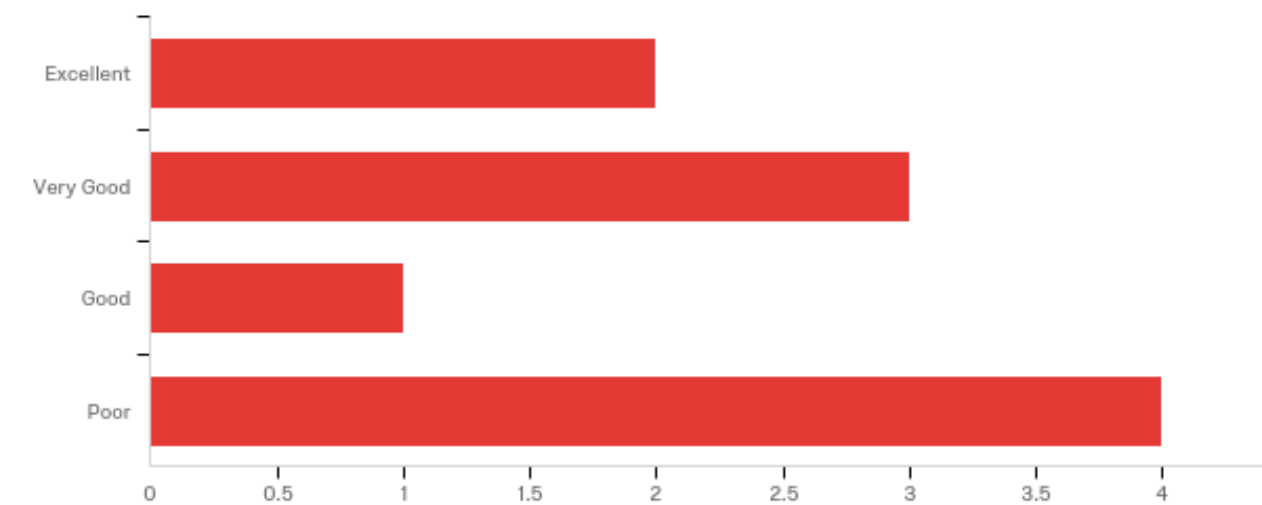
Establish an actual program, with guidance and support for all parties. All that was provided to me, and my coach (per my one communication with her) was our contact information and a one coaching agreement.

I like the flexibility, no red tape. I can simply pick up the phone and contact my coach at any time.

I seem to have fallen through the cracks, and despite reaching out to try to correct the issue, I still haven't been able to actually rectify the situation and get a real coach.

N/A

Q11 - Overall, how would you describe your experience in the program so far?



#	Answer	%	Count
1	Excellent	20.00%	2
2	Very Good	30.00%	3
3	Good	10.00%	1
4	Poor	40.00%	4
	Total	100%	10

Q12 - Please provide any suggestions to improve the Coaching Program.

Please provide any suggestions to improve the Coaching Program.

Offer a certification or letter of recommendation to upon successful completion of the program.

Unfortunately, I have no suggestions at this time

Please see thoughts shared above. Thank you for the opportunity to be part of the Mentee program.

Can't answer

Establish an actual program, with guidance and support for all parties. All that was provided to me, and my coach (per my one communication with her) was our contact information and a one coaching agreement.

none

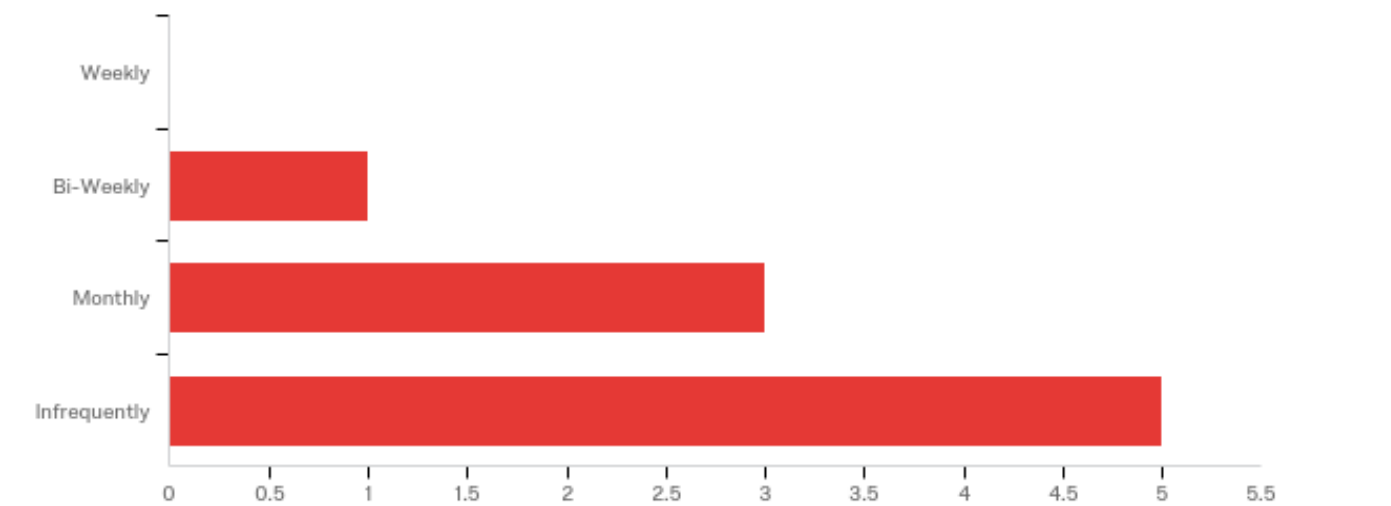
I'd really wish that there was some kind of list on the website so you could see who you were matched up with and the contact information of the participants.

I would love to participate in the Coaching Program, but I have not yet been contacted by my coach! Please let me know if there is something additional I need to do. Thank you, Brenda Lightfoot

2018 Coach Survey Questions - Coaching Program

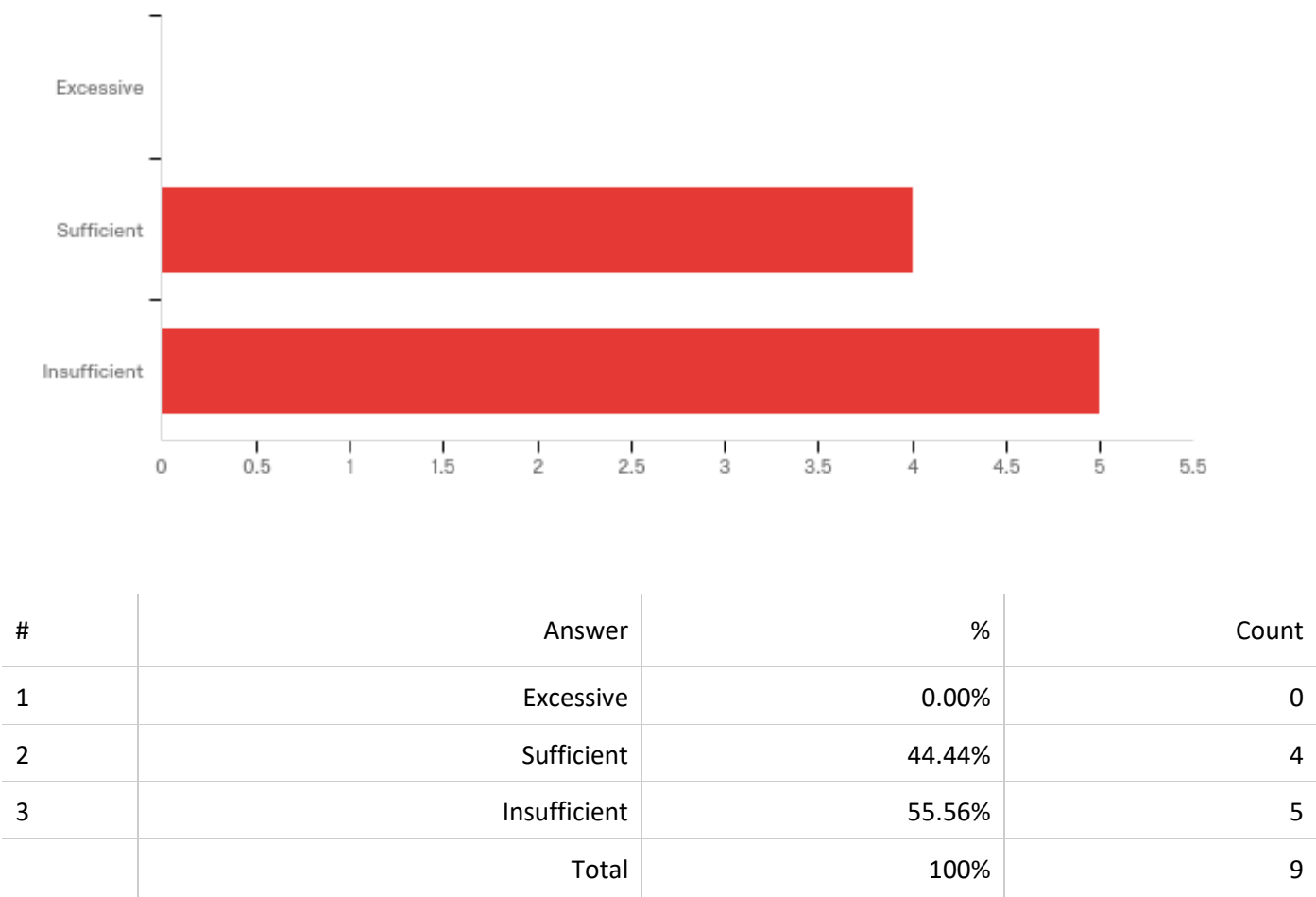
March 9th 2018, 9:01 am EST

Q1 - On average, how often are you in contact with your coachee?

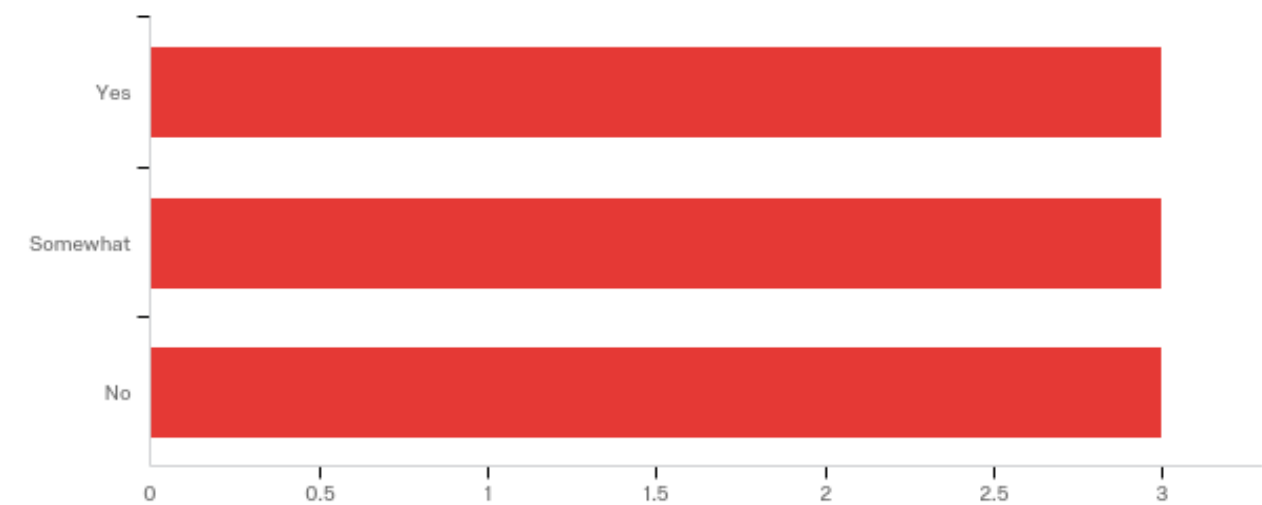


#	Answer	%	Count
1	Weekly	0.00%	0
2	Bi-Weekly	11.11%	1
3	Monthly	33.33%	3
4	Infrequently	55.56%	5
	Total	100%	9

Q2 - Would you say the amount of time spent with your coachee has been:



Q3 - Have you gained anything from your experience as a coach so far?



#	Answer	%	Count
1	Yes	33.33%	3
2	Somewhat	33.33%	3
3	No	33.33%	3
	Total	100%	9

Q4 - Briefly describe your experience as a coach in the program.

Briefly describe your experience as a coach in the program.

Unfortunately, I did not have contact with my coachee? I tried to follow up, however there did not seem a monitoring opportunity?

It would help if the coach and coachee were in the same geographic area. In my case the distance was just too much.

As there are no formal guidelines put forth by FGFOA, it is really up to the coach and coachee to define all facets of the coaching/mentoring relationship. I think it might be beneficial for FGFOA to develop some guidelines and possibly a structure or outline of the expectations and deliverable required of both coaches and coachees.

I must say that I was excited when I initially signed up to be a coach. I can honestly say that I did not perform my duties as a coach at all. I made one contact with my mentee. Unfortunately, I was not exactly sure how to proceed and the pressures of year-end closing and audit deadlines were a challenge for me in meeting the needs of my mentee.

I had asked her to send me her resume so I could understand her experience and background and tailor my coaching based on that. Never received it.

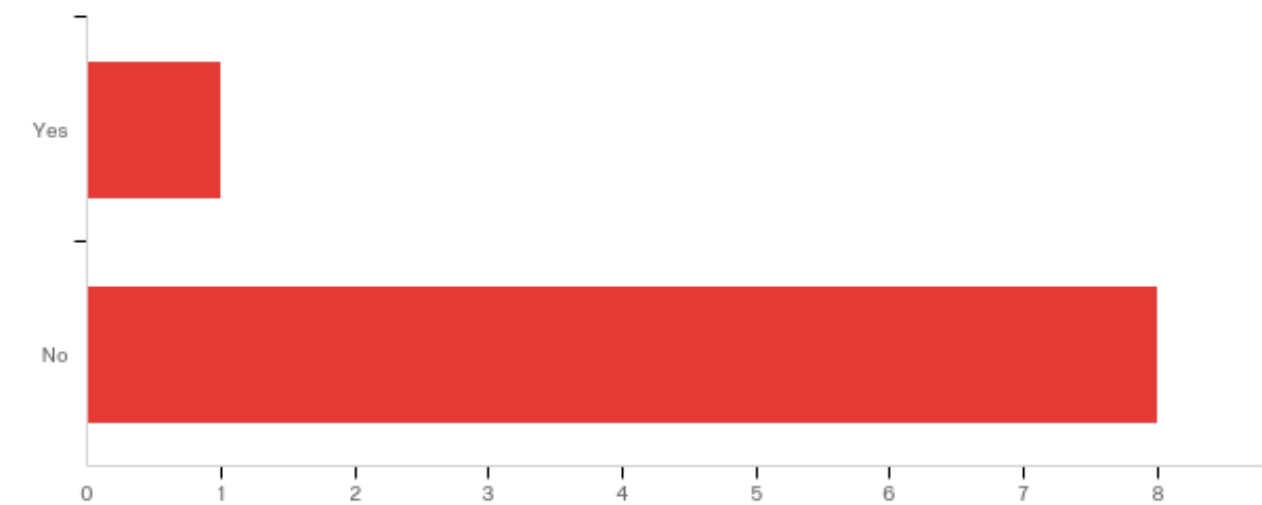
It's great to be able to give back to the profession. I think my coachee appreciates having someone to call if needed. We don't keep it too structured. We talked longer and more frequently at first, then shorter and less frequently. She knows she can call anytime with a question, which I think works better than having scheduled meetings. A few of her questions about disclosures made me think about things differently, which led to some research and we both learned something.

Even the brightest need a listening ear and some help with navigating in order to be successful

Due to distance, it seems that off hours is not being successful and I would prefer that there be a committed time frame that would be a bit more structured. This could incorporate monthly activity logs that came to you to monitor for example.

My coachee June Prosser is amazing! We have biweekly calls scheduled and we discuss goals both professionally and personally as we are working for work life balance. This is not just a one way street she is helping and guiding me as well. We have developed a very close relationship and I am delighted to participate in this program as I am being molded and greatly impacted even as a coach. It has allowed me to grow with her in areas of my professional and personal development.

Q5 - Have you experienced any challenges with your coachee?



#	Answer	%	Count
1	Yes	11.11%	1
2	No	88.89%	8
	Total	100%	9

Q6 - Please describe the challenges you have experienced with your coachee.

Please describe the challenges you have experienced with your coachee.

None

Q7 - Have you been able to remedy the challenges described above?



#	Answer	%	Count
1	Yes	0.00%	0
2	Somewhat	0.00%	0
3	No	0.00%	0
	Total	100%	0

Q8 - What has been the most satisfying aspect of the coaching program?

What has been the most satisfying aspect of the coaching program?

I like the idea very much.

Seeing an aspiring person shift their mindset and structure goals toward a successful future.

Helping someone out.

Being able to listen and being able to provide some helpful tips

knowing that I can assist someone in their future success

Me growing along with my Coachee.

Q9 - What has been the least satisfying aspect of the coaching program?

What has been the least satisfying aspect of the coaching program?

Not being able to be of much assistance to my coachee due to geographic distance.

Lack of communication

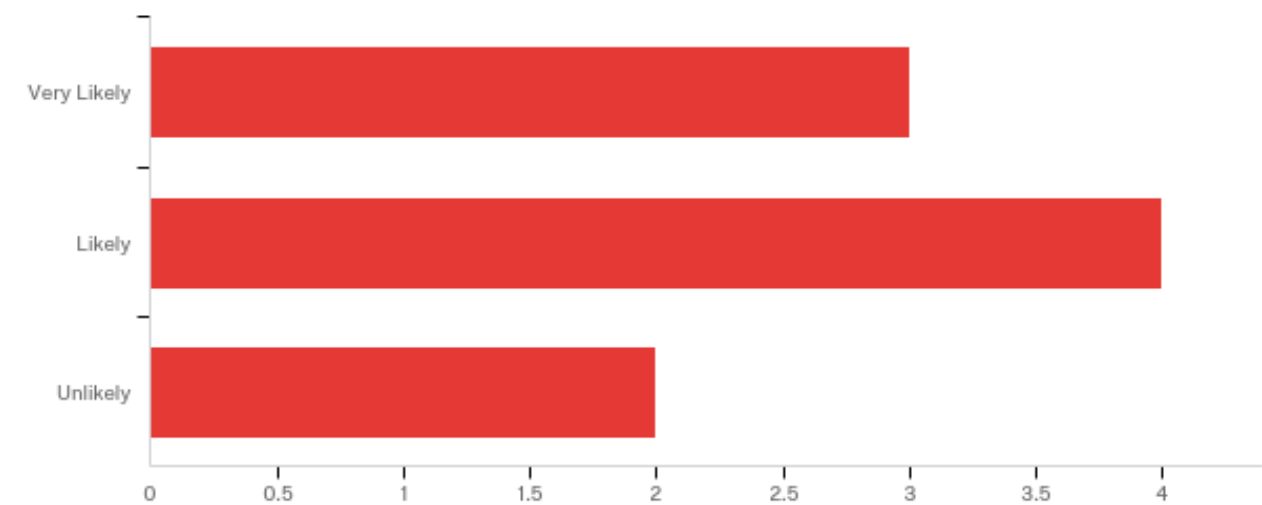
Nothing, really.

Not getting any face to face time

attempt at mutual time availability

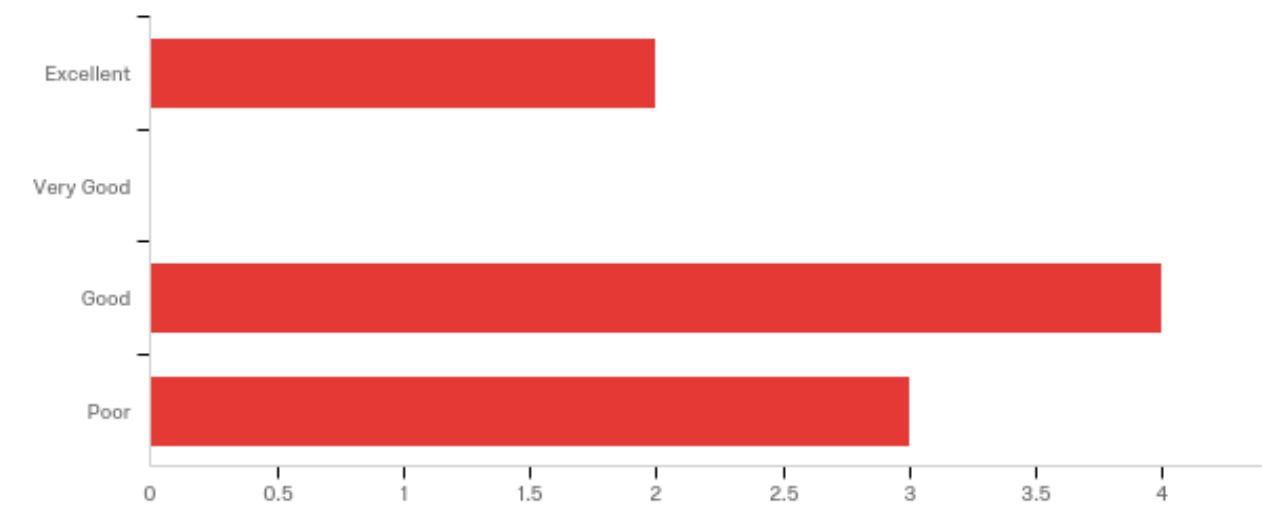
Distance away from her. We do our best to meet in person but geographically it is difficult.

Q10 - How likely are you to recommend this program to a colleague?



#	Answer	%	Count
1	Very Likely	33.33%	3
2	Likely	44.44%	4
3	Unlikely	22.22%	2
	Total	100%	9

Q11 - Overall, how would you describe your experience in the program so far?



#	Answer	%	Count
1	Excellent	22.22%	2
2	Very Good	0.00%	0
3	Good	44.44%	4
4	Poor	33.33%	3
	Total	100%	9

Q12 - Please provide any suggestions to improve the Coaching Program.

Please provide any suggestions to improve the Coaching Program.

My fault as well as coachee, I wasn't sure if they needed contact or if availability was sufficient. I'd like to continue with the program, and be more actively involved with participants

Pair the coach and coachee in the same City, County or geographic area.

I think there should be an orientation session for coaches. In this session, coaches should be given some guidelines and suggestions for activities to share with their mentee.

Set suggested milestones for both coach and coachee

I like the pairing process. It seemed to work well. I also like using Coach instead of mentor. It sounds like a small thing, but it makes everything less formal and less intimidating. Good job with the changes!

Make time for some face to face if at possible

Have a bit more structure requiring certain activities per month for example

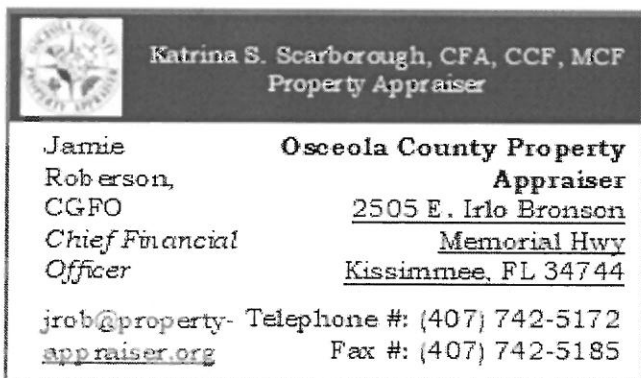
MARILYN TENEWITZ

From: Jamie Roberson <jrob@property-appraiser.org>
Sent: Wednesday, February 14, 2018 9:16 AM
To: Karen.Keith@tampagov.net; MARILYN TENEWITZ
Cc: Jill Walker
Subject: FGFOA Coaching sub-committee

Good morning! Thank you for checking with us! I am all for the coaching program! My coachee June Prosser is amazing! We have biweekly calls scheduled and we discuss goals both professionally and personally as we are working for work life balance. This is not just a one way street she is helping and guiding me as well. We have developed a very close relationship and I am delighted to participate in this program as I am being molded and greatly impacted even as a coach. It has allowed me to grow with her in areas of my professional and personal development.

Thank you,

Jamie



Success is when Opportunity meets Preparation!

MARILYN TENEWITZ

From: Olson, Kent <Kent.Olson@talgov.com>
Sent: Thursday, March 08, 2018 1:44 PM
To: Karen.Keith@tampagov.net; MARILYN TENEWITZ
Subject: FW: FGFOA Coaching sub-committee

Karen and Marilyn,

I have enjoyed my conversations with my coachee, Viendu Tran of Hillsborough County. We have discussed a number of topics, mostly focusing on career progression and what direction he would like to take with his life. My discussions have been fairly similar to discussions I had with my prior mentee, Khandyce Mosely, though we had a more structured format that was provided by the FGFOA that helped us focus on her career goals and options to achieve them.

If there is anything specific you'd like me to address, please let me know. Please forgive me for responding past your deadline.

Thanks,
Kent

From: Jill Walker [mailto:jwalker@flcities.com]
Sent: Tuesday, February 13, 2018 1:02 PM
Subject: FGFOA Coaching sub-committee

FGFOA BOD,

Please be advised the FGFOA coaching sub-committee is expecting your feedback by 2/28/18 about the coaching program. Please respond to Karen Keith at Karen.Keith@tampagov.net and Marilyn Tenewitz at MARILYNTENEWITZ@AUD.STATE.FL.US

Please let me know if you have any questions.

Thank you,

Jill Walker

Executive Assistant, Florida Government Finance Officers Association
(850) 222-9684
<http://www.fgfoa.org/>
jwalker@flcities.com





Florida Government Finance Officers Association
School of Governmental Finance
Committee
2017-2018

2017-2018

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
Town of Lantana
500 Greynolds Circle
Lantana, FL 33462
561-540-5031
salmeida@lantana.org

BOARD LIAISON

Nicole Gasparri

COMMITTEE MEMBERS

Mark Ben-Asher
Rebecca Bowman
Eduardo "Eddy" Castaneda
Amy Clark
Catherine Colwell
Jennifer Desrosiers
Cindy Emshoff
Benjamin Finkelstein
Ingrid Gaskin-Friar
John Grady
Cecilia Guerrero
Sharon Harding
Traci Hildreth
Greg James
David Jang
Ann Kenny
Jeffrey Kern
Jeffrey Larson
Robyn Lawrence
Melissa "Missy" Licourt
Donna Lovejoy
Roberto "Bert" Martinez
Carmen Mosley
Chantel Pierre
Tanya Quickel
Cassidy Rickrode
Meridy Semones
Debbie Sileo
Lorrie Simmons
Diane Smith
Justin Stankiewicz
Sharon Stark
Margaret Steele Miller
Christine Tenney
Elizabeth Walter
Katherine Woodruff

Agenda Item Request

Meeting Date: April 13, 2018

Title of Item: 2017/2018 School of Governmental Finance Update

Executive Summary, Explanation or Background Information on Request:

1) **Theme:** The Committee has put their artistic minds to work and came up with eleven (11) great ideas for the theme. We are excited to report the selection of the 2018 School of Governmental Finance theme and logo:

"It Starts with Us"



2) **Kick-off Meeting:** The Committee had their kick-off conference call with the Sub-Chairs and are beginning to work on their session titles. The following are the sub-chairs for the 2018 SOGF subcommittees:

Financial Management & Leadership – Jennifer Desrosiers, North Port Utilities

Florida Government Finance Officers Association
School of Governmental Finance
Committee
2017-2018

Agenda Item Request

Budget – Elizabeth Walter, South Florida Regional Transportation Authority

Treasury and Debt Management – Tanya Quickel, Village of Wellington

Accounting & Financial Reporting – Katherine Woodruff, Clerk of Circuit Court, County Comptroller

Hospitality – Debbie Sileo, Clay County BCC

Recommended Action:

Approval of the 2018 School of Governmental Finance theme & logo.

Sharon Almeida

Sharon Almeida

3/29/2018

Date



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2017-2018

2017-2018

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
Town of Lantana
500 Greynolds Circle
Lantana, FL 33462
561-540-5031
salmeida@lantana.org

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Sharon Stark
Margaret Steele Miller
Christine Tenney
Elizabeth Walter
Katherine Woodruff

Agenda Item Request

Meeting Date: **April 13, 2018**

Title of Item: **School of Governmental Finance Policy & Procedures Manual**

Executive Summary, Explanation or Background Information on Request:

1) **SOGF Policies and Procedures Manual:** We have updated our policies and procedures manual. Some of the major changes include the following:

- Increase membership by 5 to ensure sufficient number of members to form subcommittees for each education track and the hospitality subcommittee.
- Define the hospitality subcommittee responsibilities.
- Update outdated information and verbiage.

Recommended Action:

Approval of the revised SOGF Policies and Procedures Manual.

Sharon Almeida

Sharon Almeida

3/29/2018

Date

Florida Government Finance Officers Association
School of Governmental Finance Committee
Policies and Procedures Manual

I. Membership

A. Structure

The School of Governmental Finance Committee (the "Committee") is generally composed of around 25-35 members plus the Chairperson. This composition provides a sufficient number of members to form sub committees for each track of education as well as a subcommittee specifically for hospitality. The committee should have enough members to allow each educational track member to focus on 2 speakers, and the hospitality team to fulfill the functions necessary for hospitality.

The Chairperson serves as an overall coordinator, and each subject area (i.e., AFR, Budget, etc.) is organized by a respective subcommittee comprising of 6 to 9 members. The committee chair appoints a sub-chair for the subcommittees. The Hospitality sub-chair will coordinate in partnership with the Chairperson.

B. Purpose, Goals, and Plan of Action

The School of Governmental Finance Committee develops and coordinates a consecutive 4-1/2-day participative program designed to meet the educational needs of the Association's members. The Committee will review the Annual Conference program to minimize duplication of sessions and to broaden the common coverage of subjects:

Purpose: To develop and coordinate the educational programs at the School of Governmental Finance including the selection of topics and instructors.

Long-Range Goal: To provide educational opportunities and the enhancement of professional governmental finance skills and techniques at basic, intermediate and advanced levels.

Plan of Action: Appoint sub-committees responsible for coordinating each subject area, develop sessions, and identify speakers.

Recommend changes in format and other areas for improvement to expand the SOGF attendance and participation.

Provide current development updates for the FGFOA Newsletter.

Assist the Board in determining the professional development needs of Florida's government finance officials.

Assist in developing and maintaining a speaker/instructor reference bank.

C. Chairperson Responsibilities

The Chairperson is responsible for coordinating all major aspects of the Committee, including: establishing Committee meetings, chairing Committee meetings, leading the discussions and assisting members in developing an appropriate theme, logo, and quality sessions, and reporting activities and results to all Committee members and the FGFOA President and Board of Directors.

The Chairperson is responsible for developing a list of potential session topics with the Committee, and sharing the potential session topics with the President, Board of Directors and Chairpersons from other committees, such as the Webinar and Conference Program Committees.

The Chairperson will coordinate sending all presentations and/or will work with the Florida League Administrator to ensure all presentations have been sent. This information must be submitted in a timely fashion to ensure the presentations will be available on the SOGF app and website.

The Chairperson must remain in contact with all Committee members to ensure that sessions are progressing on schedule.

The Chairperson attends all FGFOA quarterly Board meetings (or arranges to have the Committee's board liaison attend on the Committee's behalf) and is responsible for preparing and presenting a report of Committee activities at all Board meetings.

The Chairperson is responsible for providing an annual report to the membership at the Annual Conference business luncheon summarizing all Committee activities for the year.

D. Member Responsibilities

Committee members are responsible for organizing one to two session(s). This responsibility includes assisting with development of the topic, planning the session, obtaining speakers, obtaining speaker biographies, course narratives, presentations, submitting all information to the Chairperson and volunteering to moderate a session, if attending the SOGF. Depending on the goals and objectives of the Committee, a member may be asked to participate in other Committee programs (i.e., hospitality suite, etc.).

E. Meetings and Attendance

The Committee generally holds one organizational meeting in October/November during the SOGF to introduce new members, discuss general goals and objectives, review the work program, structure sub-committee assignments, review the prior year's SOGF, and structure a tentative program outline. The Committee generally holds a second meeting at the Annual Conference to identify any issues and coordinate the completion of the balance of the work program.

One to two additional full Committee meetings may be scheduled, including telephone conference calls, to plan specific session topics, sub-committee assignments and times. In addition, discussions may be accomplished through email as appropriate.

Sub-committee meetings can also be scheduled according to the needs of each subcommittee, including telephone conference calls or accomplished through email as appropriate.

F. Terms

All members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide institutional knowledge and experience necessary for a successful School. All members are required to complete an application annually to remain on the committee.

G. Membership Roster

Listing of each Committee member, including address, telephone numbers (office and home); FAX number, E-mail address.

II. School of Governmental Finance Development

A. General

The School of Governmental Finance Committee develops a 4-1/2 day educational program in the fall of each year. The first 2-1/2 days are at a basic/intermediate level and the last 2-1/2 days are at an advanced level format.

B. Planning

The major aspects of School of Governmental Finance planning include:

- Assignment of Committee members to each subject area sub-committee
- Determining the number of sessions offered by subject area
- Selection of session topics
- Selection and coordination of speakers
- Determining the CPE credit designations in coordination with the

- administrator
- Scheduling and coordination of sessions

C. Resources

A listing of past sessions will provide ideas on the success of previous offerings, and members should consider repeating past sessions periodically based on demand. Past speakers should be considered, based on performance.

The President and Board of Directors may have particular requests, based on prevailing issues.

The School of Governmental Finance Committee is sometimes in competition with other seminar providers, such as the Conference Program Committee, and GFOA. Chairpersons of the FGFOA Committee and the Administrative Staff should be contacted to determine if any conflicts exist prior to final approval of sessions.

School of Governmental Finance Committee members may have suggestions for sessions, based on individual problems or experiences, and the Administrator may have a listing of potential speakers.

D. Speakers

Members of each sub-committee are responsible for obtaining the speaker(s) for each session. The Board of Directors has indicated that the quality of speakers is of paramount importance. Members should endeavor to obtain speakers that have proven their ability in the past, while also ensuring a good mix of new speakers with proven abilities as well. A secondary consideration would be speakers who have contributed to, or have been exhibitors at, the annual conference. Vendors may only be represented at one session of the SOGF. If desired, it is acceptable for two different speakers from one local governmental agency to speak at two different sessions during the SOGF. Do not schedule Board Members as Speakers/Moderators of any Wednesday morning sessions.

E. Facilities

The Administrator is responsible for arranging facilities. The Administrator will coordinate meeting rooms, and the room blocks. The Administrator will coordinate visual and audio aids for the meeting rooms.

III. Session Development and Implementation

A. Development of Outline

The full Committee will normally establish the main topic. Each sub-committee is responsible for keeping the main topic in mind when developing specific course outlines. For example, a session on Risk Management may include areas of health, workers' compensation, property, and liability, or it could focus on only one or two areas.

In addition, the subject matter could be broad-based, or very specific, depending on the type of audience the session is intended to reach.

Each Sub-Committee prior to contacting any speakers should determine the general idea of the type of sessions desired. Speakers may have ideas on session structure and may be able to assist in this process; however, speakers may be predisposed to one issue or another that may not achieve the intended goal of the session.

B. Speaker Coordination

Speakers must be contacted several times prior to the session to ensure they are committed to speaking. Committee members are responsible for obtaining speaker contact information, speaker supervisor, biographies, outlines, presentations, and copies of any additional material that will be made available on the FGFOA app and website. Sub-committee members should obtain this information as soon as possible and have it forwarded directly to the Chairperson.

All participating speakers should be verified by July 1 to accommodate announcement deadlines and then verified again no later than two weeks prior to the session. It never hurts to contact the speaker, even during the week of the session just to ensure there is no confusion over the speaker's commitment, time of commitment, and location, AV support, materials, etc.

C. Number of Speakers

The number of speakers at any session will vary, based upon the topic. Having greater than three speakers can create a coordination problem, and may result in speakers not having sufficient time for their individual topics.

If several speakers are scheduled, sub-Committee members are responsible for establishing time slots for each speaker. If several speakers are from the same firm, they may prefer organizing their segment and determining each speaker's responsibility. Review of speaker outlines is critical when numerous speakers are utilized to avoid overlapping topics and exceeding allotted time limits.

D. Communication

The communication method to participants, committee members, board members and moderators are (1) Speaker Confirmation Form, (2) "Schedule At A Glance" (3) "Educational Sessions" and (4) "Course Selection Form". Each sub-committee member is responsible for coordinating this with the Chairperson.

Below lists each of the above communication efforts, with the corresponding information to be gathered.

1. Speaker Confirmation Form

- Session title
- General summary of the session, "About the Session"
- Major points of the program, "The Program Will Cover"
- The program schedule, including date and times

2. Schedule-At-A-Glance

- Session title
- The program schedule, including date and times
- The CPE designation
- Location information (to be provided by the Administrator)
- Registration and hotel information (to be provided by the Administrator)

3. Educational Sessions

- Session title
- General summary of the session, "About the Session"
- Major points of the program, "The Program Will Cover"
- The program schedule, including date and times
- Moderator
- Speaker(s)
- The CPE designation
- Level of the session

4. Course Selection Form

- Session title
- The program schedule, including date and times
- The CPE designation

E. Executive Administrator

The Chairperson is the contact person for the Administrator. The Administrator should provide updates on registration information and facility information at least once prior to the SOGF date. The Administrator should also contact chairperson if biographies and other requirements are not received.

F. Action Plan Checklist

1. Session Development

- a. Determine categories of subject areas and number of Continuing Professional Education (CPE) credits by subject area and level basic, advanced, etc.
- b. Determine session topics (preferably at 1st full Committee meeting, but not later than second full Committee meeting).
- c. Members to obtain speaker(s) through verbal confirmation on willingness to speak to include consideration of subject area classification and presentation level. Also obtain contact information (Company name, address, phone #, etc.)
- d. Members to contact Chairperson to block tentative session date and time.
- e. Members to obtain written confirmation from speaker(s) indicating commitment to speak and date/time of session.
- f. Members to request session narrative, session outline, bio, and anticipated audio/visual (AV) or other needs.
- g. Once obtained, members to review session narrative, session outline, bio, and AV needs. Discuss and edit with speaker(s) as deemed necessary.
- h. Members to remit session narrative, session outline, bio and AV or other needs to Chairperson for advertising.
- i. Members to review program outline and determine appropriate cutover between speakers. Discuss cutover with speakers (see 2.e., below).
- j. Members to coordinate with speaker(s), chairperson or administrator to ensure the presentations are received in a timely manner.
- k. Verify the Administrator reserves appropriate AV equipment for each speaker.
- l. Chairperson will work with the administrator for all published materials.

2. Session Moderator

One sub-committee member who is attending the SOGF should serve as moderator for the session, since the subcommittee member has been in contact with the speaker(s), and is familiar with the session subject matter. In the event that the subcommittee member is an associate member, they can assist in identifying a moderator for the session. The following is a checklist that can be used by the designated moderator:

- a. Arrive at session location approximately one-half hour before beginning of session to determine appropriate room configuration and verify availability of AV equipment or other needs as requested by speakers.
- b. The Administrator is responsible for registration and sign-in of participants and speakers and facility preparation.
- c. Meet speakers, if available, to discuss their understanding of presentations, introductions, handouts (if required), cutover, notification of time limits, prohibition of vendor solicitation, etc.
- d. Determine appropriate seating of all speakers and determine whether the Moderator will sit with the speakers or in the front row with the audience. Moderator seating depends a lot on the number of speakers and who will introduce the speakers. (See 2.e., below).
- e. Review speaker introductions. Speakers may be introduced individually as their segments begin or, if there are only two or three speakers, they could all be introduced at once. Generally, if speakers will be transitioning between presentations, it is better to introduce them together. If each speaker's segment is going to be separate and distinct, it may be better to introduce each speaker just prior to their segment beginning, especially if the segments are long. If there are several speakers from the same firm, or if the speakers are familiar with each other, they may be more comfortable introducing each other and transitioning between themselves without Moderator assistance.
- f. Moderator may help speaker by distributing handouts to participants, if required.

3. Session Management

- a. Call the session to order at scheduled time, regardless of participant attendance. If a lot of participants are outside the meeting room, a general announcement should be made outside the room before the session is called to order.
- b. Make any brief announcements while individuals are finding their seats. Routine announcements include:
 - General Welcome
 - Introduce Moderator (name, title, jurisdiction)
 - Announce Session Title and Sponsor Name (FGFOA)
 - Describe length of session and anticipated ending of session.
 - Announce CPE credits (amount, type) and scanning of badges for credit.
 - Restroom locations
 - Any other announcements, such as session changes, evening or early morning events, etc.

- c. Introduce speakers (see 2.e., above). If each speaker is handling a separate segment, the Moderator should ask the audience to show their appreciation with applause after each speaker finishes. If not, applause can be held to the end of the session.
- d. The Moderator should alert the speaker at 10 minutes, 5 minutes and 2 minutes to help keep the speaker on time.
- e. The Moderator should close the session by thanking the speakers, asking the audience to show their appreciation through applause and asking participants to complete the session evaluations, scan their badges and remind them of any evening or early morning events.
- f. Thank the audience for their participation.

IV. Reports

Agenda items are required for each Board meeting and may be required more frequently at the direction of the President. Quarterly committee updates are required for each issue of the newsletter. Past newsletters may be accessed on the FGFOA website.

V. Transition

The chairperson shall meet with the incoming chairperson to communicate his/her experience and concerns to facilitate an orderly transition. This meeting can be held via phone conference or in person either prior to or during the School of Government Finance. At this time, the chairperson will give the incoming chairperson all documents related to the committee (agenda templates, session schedules, committee list, committee manual, etc).

VI. Seminar Notices

Past Seminar Notices may be accessed on the FGFOA website.

VII. Hospitality information

The hospitality subcommittee will plan and organize various social events and activities at the school. The sub-committee chair will submit the committees suggests to the Chairperson. The Chairperson will request approval of the activities from the Board and request funds to be allocated, if needed.

Note: The hospitality team works very closely with the Administrator and Chairperson in order to schedule anything at the host hotel.



Florida Government Finance Officers Association
Technical Resources Committee
2017-2018

Agenda Item Request

2017-2018

CHAIRPERSON

Melissa Burns

Chief Financial Officer
City of St. Augustine Beach
2200 A1A South
St. Augustine, FL 32080
904-471-2122
mburns@cityofsab.org

BOARD LIAISON

Shannon Ramsey-Chessman

COMMITTEE MEMBERS

Linda Benoit
Ryan Bernal
Michelle Blackstock
Rebecca Bowman
Barbara Boyd
James Braddock
Kathleen Campbell
Yvonne Clayborne
Jordan Cupps
James Halleran
Wayne Hart
Crystal Kinzel
Derek Noonan
Beila Sherman
Terrence Vecchio
Larry Webb
Mark White
Donna Wright

Meeting Date: April 13, 2018

Title of Item: Technical Resources Committee Update

Executive Summary, Explanation or Background Information

Members of the Technical Resources Committee have been working on our response to the Invitation to Comment on Revenue and Expense Recognition which is due on April 27th. The Committee will be holding a conference call on April 10th to go over the prepared draft for submittal to FGFOA Linda Howard.

Recommended Action: Informational only.

Melissa Burns

Melissa Burns

March 26, 2018

Date

OTHER BUSINESS_____

[illegible]

[illegible]

NEXT MEETING:

Friday, June 15, 2018 – Marriott World Center, Orlando