



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, June 15, 2018

Chicago/Denver
Meeting 12:00 p.m.

**World Center Marriott
8701 World Center Drive
Orlando, FL 32821**

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

June 15, 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		
Frank DiPaolo	2017-2020		
Nicole Gasparri	2015-2017	2017-2018	
Mike Gomez	2017-2018		
Jonathan McKinney	2014-2017	2017-2020	
Shannon Ramsey-Chessman	2013-2016	2016-2019	
Jamie Roberson	2014-2017	2017-2020	

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

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Friday, June 15, 2018
Meeting: 12:00 p.m.

LOCATION: World Center Marriott - Orlando

Call to Order – Linda Howard, President

Roll Call

Approval of the Agenda

Consideration of Minutes – April 13, 2018

Report of Officers

1. President – Linda Howard

- A. Icebreaker
- B. 2017-2018 Goals & Assignments Update
- C. Chapter Visits
- D. Meeting Planning Agreement with FLC

2. President-elect – Kent Olson

- A. Appointment of 2018-2019 Conference Host Committee Chair
- B. Chapter Presidents Conference Call

3. Executive Director Report – Paul Shamoun

- A. Check Register as of 03/31/2018
- B. Investment Report as of 03/31/2018
- C. 2018 - 2019 Budget
- D. CGFO Review
- E. 2021 and 2023 Conference Site Updates
- F. Membership Update/List Serve/Conference Registrations

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. Education and Webinar, Co-Chairs, Brandy Ferris, Patricia Williams**
- 8. Member and Leadership Development, Co-Chairs – Karen Keith, Olga Rabel**
- 9. 2018 School of Governmental Finance, Chair – Sharon Almeida**
 - A. 2017/2018 School of Governmental Finance Update**
 - B. 2017/2018 School of Governmental Finance Session Topics and Descriptions**
- 10. Technical Resources, Chair – Melissa Burns**
- 11. Other Business**
- 12. Action Items**
- 13. Next Meeting – Friday, September 14, 2018 – Florida League of Cities Offices, Orlando**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
April 13, 2018

The meeting of the FGFOA Board of Directors took place on April 13, 2018 at the Embassy Suites Downtown, Orlando, 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
Jonathan McKinney, Director, City of Holly Hill
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County
Jamie Roberson, Director, Osceola County Property Appraiser
Mike Gomez, Director, Florida Auditor General Tallahassee

COMMITTEE CHAIRS

Kelly Rae Strickland, Certification
Lisa Snead, Conference Host
Ian Evans-Smith, Conference Host
Olga Rabel, Member & Leadership Development
Sharon Almeida, 2018 SOGF

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 8:32 a.m.

Agenda Approval

President Howard reviewed the April 13, 2018 Agenda.

A motion was made by Mr. Olson, seconded by Mr. Gomez, to approve the April 13, 2018 agenda. Motion passed unanimously.

CONSIDERATION OF MINUTES

The February 9, 2018 minutes were reviewed with minor changes suggested.

A motion was made by Mr. Burke and then delayed due to research.

PRESIDENT'S REPORT

The President conducted a quick ice breaker

2018 Board of Director Elections

Ms. Howard reviewed the report. Mr. Colvin requested an email be sent in the middle of the process and towards the end giving FGFOA members the number of members eligible to vote and the total number of votes to date.

2017-2018 Goals & Assignments Update

Ms. Howard reviewed the report as presented.

Local Chapter Visits

Ms. Howard reviewed the Local Chapter Visits report as presented.

Vendor Survey

Ms. Howard recommended doing something like what the Florida League of Cities does. FGFOA staff will research the options.

PRESIDENT-ELECT REPORT

Administrative Services Agreement with FLC

The Administrative Services Agreement was reviewed by the Board noting minor grammatical changes.

A motion was made by Mr. Olson, Ms. Gasparri seconded, to approve the document with the noted changes. Motion passed unanimously.

Ms. Howard returned to the previous motion made by Mr. Burke to approve the February 9 minutes.

The motion was seconded by Mr. Colvin, to approve the February 9, 2018 minutes with edits. Motion passed unanimously.

Appointment of 2018-2019 Legislative Committee Chair

Mr. Olson presented the 2018-2019 Legislative Committee report indicating he endorses Crystal Kinzel for the Legislative Chair for 2018-2019.

A motion was made by Mr. Olson, seconded by Ms. Roberson, to approve the recommendation to appoint Crystal Kinzel as Legislative chair for 2018-2019. Motion passed unanimously.

Chapter Presidents Conference Call

Mr. Olson presented the report, recommends a June 1 meeting for the new Chapter Presidents. He will contact the new Presidents in May. Once they are decided the FGFOA website will be updated by FGFOA staff.

EXECUTIVE DIRECTOR REPORT

Check Register as of 12/31/2017

Mr. Shamoun presented the check register as of 12/31/2017.

Investment Report as of 03/09/2018

Mr. Shamoun reviewed the Investment Report as of March 9, 2018. Synchrony Bank CD of \$79,374.66 was renewed at 1.40% APY and will mature on September 4, 2018. American Commerce CD of \$104,952.00 at 1.510% APY will mature on March 10, 2019. Currently the Vanguard account has \$16,010.91.

2021 Conference Site Selection

There was much discussion by the Board with concerns for parking availability in Boca Raton. Several people mentioned the check-in process was cumbersome due to the tax-exempt letter that is required. The Diplomat Hotel has addressed this for the 2019 Annual Conference by staffing the line with attendants who will gather and copy the letter while people are waiting. This ensures shorter wait times at the counter. There are benefits and costs when comparing a hotel to a conference center. One of the benefits to a hotel is they provide carpet for the exhibitors. A conference center's initial cost may be lower, however FGFOA must pay for carpet installation.

A motion was made by Mr. Olson, seconded by Ms. Roberson, to select Boca Raton as the 2021 Conference site, and to review West Palm Beach and Boca Raton as a 2023 Conference site. Motion passed unanimously.

Membership Update/List Serve/Conference Registrations

Mr. Shamoun presented the current membership report and List Serve activity.

Executive Director Follow-up

Mr. Shamoun opened discussion regarding the Conference Mobile App stating the current App will do everything the Board requires. There was discussion to discontinue printing a Program for Annual Conference as many people can now access information through the App. Boot Camp locations were discussed. Tampa was suggested as a location for August 13 and 14, 2018. Staff was directed to research this.

There was discussion about Government 101 regarding who will develop and update the training session; how much will be charged for the event; there are significant technical issues with the website; will this detract from Boot Camp?

There was discussion regarding the CGFO Exam update. Staff will need further direction regarding study materials and rewriting the exam.

2018 SOGF Budget

Mr. Shamoun presented the 2018 School of Government Finance Budget.

A motion was made by Ms. Roberson, seconded by Ms. Gasparri, to approve the budget as presented. Motion passed unanimously.

STANDING COMMITTEE REPORTS

Certification Committee

There was much discussion regarding the Certification Committee report in regards to the difficulty or ease of the test. Ms. Strickland recommends the focus continue to be on the study guide materials to help people pass; not to focus on making the test easier. Mr. Olson requested staff research how many governments include in their recruitment a request for an applicant to have their CGFO when applying for a new position and whether it is a requirement, preferred, or a specific timeline noted to receive it.

Communication Committee

There was discussion regarding the need for this committee. Ms. Howard recommends this committee dissolve to allow Staff to handle these tasks.

A motion was made by Mr. Olson, seconded by Mr. Gomez, to discontinue the Communication Committee. Motion passed unanimously.

Conference Host Committee

Mr. Evans-Smith presented the Conference Host report. It was recommended a vegetarian option be made available to help accommodate this special food request.

Conference Program Committee

Mr. Cahen(little misleading since he was not in attendance). Perhaps say the Conference Committee submitted an updated written Annual Conference Program report. Mr. DiPaolo reviewed this report.

Education and Webinar Committee

Ms. Roberson reviewed the Education and Webinar report noting more strategic marketing was needed to define and bring awareness to the program to increase attendance through additional signs at conference and an updated web presence.

Member and Leadership Development Committee

Ms. Rabel reviewed the Member and Leadership Development report focusing on the Coaching Committee. Discussion ensued that encouraged the coach and coachee meet in person, if possible, at least once during their pairing and to contact each other by phone once a month. Discussion regarding the Leadership Program included increasing recognition during the Business Meeting at the Annual Conference using a photo presentation, via name badge ribbon, and going on stage as well as having printed Leadership applications at the Emerging Leadership reception, registration desk and at the Annual Business meeting.

2018 School of Governmental Finance Committee

Ms. Almeida presented the SOGF report and there was much discussion over the theme concerning how good it looked.

A motion was made by Mr. Adams seconded by Ms. Ramsey-Chessman to approve the theme for 2018 School of Governmental Finance Committee as presented. Motion passed unanimously.

In addition, there was discussion over the School of Governmental Finance Policy & Procedures Manual. Further, **a motion was made by Mr. Olson, seconded by Ms. Gasparri to approve the SOGF Policies and Procedures Manual as presented.**

Technical Resources Committee

Ms. Ramsey-Chessman reviewed the Technical Resources Committee report.

OTHER BUSINESS

ACTION ITEMS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, June 15, 2018 at the Orlando World Center Marriott.

ATTEST:

Ken Burke, Secretary/Treasurer



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: 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. Still in search for company/person to update exams and create a study guide.*
- 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. *Done*

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. Will test success during 2018 conference
- 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. Will test success at 2018 conference*

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? Discontinue

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. Move this to every other year, rather than annual

- 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! – Actually ended with 22. Some success, but need better guidance for both coaches and mentees.
- 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
- Prepared response for testimony at GFOA

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) – *Set 2, but had to cancel 1 due to low attendance. The other was successful*

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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Secretary/Treasurer
Ken Burke

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Frank DiPaolo

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Michael Gomez

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

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Secretary/Treasurer
Ken Burke

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Rip Colvin

Frank DiPaolo

Nicole Gasparri

Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: June 15, 2018

Title of Item: Meeting Planning Contract

Executive Summary, Explanation or Background:

The FGFOA has a separate agreement with the Florida League of Cities (FLC) to provide meeting management for the Annual Conference and School of Governmental Finance. FLC is not proposing any changes in fees. The ending date is June 30, 2021, which will line this agreement up with the administrative agreement.

Contract attached.

Recommended Action:

Approve the contract.

Linda S. Howard

Linda Howard, President

May 18, 2018

Date

MEETING MANAGEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ~~1530~~th day of ~~January~~^{June}, 201~~58~~⁵ by and between the Florida Government Finance Officers Association, Inc. (herein "Association") and Florida League of Cities, Inc (herein "Meeting Management Firm").

The purpose of this Agreement is the provision of professional meeting management services, with discretion and confidentially, 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

FIDUCIARY RESPONSIBILITIES: The Meeting Management Firm shall conduct the affairs of the Association in the same manner and standard of care as the Meeting Management Firm conducts its own affairs. The Meeting Management Firm will be responsible for establishing a separate banking account for the conference and shall be responsible for the deposit of all sponsorship, exhibit, registration or other receipts related to the conference into that account. The Meeting Management Firm shall maintain records of all cash or cash equivalents, make all deposits of incoming receipts in a timely manner, and shall disburse payments pursuant to the contractual requirements herein in accordance with such reasonable guidelines established by the Association.

RECORDS: Any records of the Association in possession of the Meeting Management Firm shall be maintained in a safe manner. Checks, currency, check books, certificates and other evidences of investments shall be stored in file drawers except when in use during business hours and shall be maintained in a manner that minimizes the risk of loss due to casualty or theft.

All records of the Association shall be open to inspection by Association representatives with proper authorization of the Association's Board ~~of Directors~~ and advance notice. Such fiscal records shall be subject to any financial audit authorized and paid by the Association. The Meeting Management Firm shall cooperate in all respects with the audit requirements of the Association.

All bills and records of the Association whether originated by the Association or the Meeting Management Firm shall be the property solely of the Association and shall be delivered to the President or designated representative of the Association on the date this agreement is terminated.

Meeting records and all other records, within the last year of a current nature pertaining to conventions and meetings are referred to as "fiscal information" and will be immediately delivered to the Association upon request. These records shall be maintained by the Meeting Management Firm in a manner, which minimizes the risk of loss from casualty or theft. The term "fiscal information" shall also include canceled checks, forms, committee meetings and record of registration fee payments during the last three years. The meeting management firm will not dispose of any records in its possession within the timeframes referenced above, except upon the express approval of the ~~Association's~~ Board of Directors.

OWNERSHIP: The Association and the Meeting Management Firm each acknowledge that the ownership of all records of the Association is the property of the Association and upon termination or non-renewal of the Meeting Management Agreement, all records will be promptly returned to the Association. The Meeting Management Firm may make copies of routine records to be retained by the Management Firm.

OFFICE LOCATION: The office location is 301 South Bronough Street, Suite 300, Tallahassee, FL 32301

CONFIDENTIALITY: The Meeting Management Firm shall treat as confidential all fiscal information and shall use reasonable discretion in discussing convention and other matters of record

relating to the Association. Any information received concerning the internal operation of a member of the Association shall be deemed confidential.

INSURANCE: Association and Meeting Management Firm each shall carry adequate liability insurance protecting itself against claims arising from any activities conducted during the contracted term. Special event insurance will be the responsibility of the Association. The Meeting Management Firm may request verification of adequate liability and special event insurance from the provider of these services.

MEETING PLANNER: The Meeting Management Firm is authorized to designate an employee as Meeting Planner of the Association, subject to the approval of the Association's Board of Directors. The Meeting Planner and the Meeting Management Firm shall represent the Association with honor, dignity and integrity and in the event of any change in the Meeting Planner, the Meeting Management Firm shall promptly communicate with the Association to avoid any interruption of service in any manner.

INDEMNIFICATION: Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to that party's own negligence, tortuous acts and other unlawful conduct and the negligence, tortuous acts and other unlawful conduct of its respective agents, officers and employees.

The right to indemnification shall survive the termination of the contract for claims arising during the term of the contract.

CANCELLATION: Either party may terminate this agreement after giving 120 days written notice. Compensation to Meeting Management Firm shall cease upon termination.

REVIEW: The meeting planner shall be evaluated 30 days after the School of Governmental Finance and 30 days after the Annual Conference. The President of the FGFOA may appoint a committee ~~consisting of two members of the School of Governmental Finance or the conference committees (for the applicable meeting), the board liaison, and the FGFOA President elect to evaluate the services of the meeting planner. The Chair of these committees shall be the FGFOA President elect. These evaluations shall be summarized by the chair and presented to the FGFOA Board for information.~~

ARBITRATION: Any disagreement that cannot be resolved by discussion, negotiation or compromise will be subject to arbitration pursuant to the uniform arbitration statute of the State of Florida and the venue for any hearing shall be in a central location to Meeting Management Firm and the Association. Each party shall bear its own costs and expenses arising out of the arbitration, except that the arbitrator's charges shall be assessed against the losing party. Arbitration shall not be binding on the parties of this agreement.

AUTHORIZED REPRESENTATIVE: The Meeting Management Firm will respond to the President of the Association or his or her designated individual as authorized representative of the Association.

TERM: The term of the Agreement is from August 1, 2018~~5~~ to midnight on June~~ly~~ 30, 2021~~48~~.

COMPENSATION: Contract Payment Schedule is as follows: \$30 per conference registrant from registration fees for Annual Conference and \$25 per conference registrant from registration fees for School of Governmental Finance.

The Association may expand upon the responsibilities and duties of the Meeting Management Firm should the need arise and shall provide additional compensation for such services and duties on mutual agreement by both parties.

Association shall give Meeting Management Firm written notice of any failure by Meeting Management Firm to perform its duties hereunder specifically identifying the deficiency and the performance required of Meeting Management Firm to cure such default. Association may terminate this agreement if such default remains uncorrected thirty days after giving receipt of such notice. Any compensation not due and payable on the date of such termination shall be forfeited by Meeting Management Firm.

EXPENSES: In addition to compensation for services, the Association will pay to the Meeting Management Firm reimbursement for reasonable out-of-pocket expenses incurred on behalf of the Association's authorized representative when the expenses except for minor routine items have been approved in advance by the Association, including but not limited to such items as telephone services, express mail, postage for large mailouts (i.e. convention brochures, exhibitor prospectus, confirmation and thank you letters, etc.) and printing. Association letterhead, envelopes, computer labels and badge stock will be supplied by the Association. Association will reimburse Meeting Management Firm for travel, lodging at the conference hotel at the negotiated rate and reasonable meal expenses. Automobile mileage expense will be billed at the prevailing rate established by the Internal Revenue Services.

AUTHORITY AND DISCRETION: Association hereby appoints Meeting Management Firm as agent to act on behalf of the Association in coordinating conference/school. As agent, the Meeting Management Firm will have the authority to make operational decisions within its scope of responsibility on behalf of the Association. Association agrees to be bound by all decisions and actions made by Meeting Management Firm or representative of Meeting Management Firm made in performance of this Agreement on the Association's behalf. Meeting Management Firm will confer with the Association and obtain Association approval prior to entering into any agreements or purchase arrangements with outside vendors or suppliers which binding contracts and payment agreements will be reviewed and signed by an officer or authorized agent of the Association.

ERRORS AND OMISSIONS: The Meeting Management Firm will make every reasonable effort to insure the effective implementation of all details of the Event for which it is responsible, and will confirm these details in writing with its suppliers as well as closely monitor and reconfirm their activities during the on-site management of the Event.

MUSIC LICENSES: As the sponsor of the Event, the Association acknowledges its responsibility under the federal copyright law to obtain licenses from the appropriate performing rights organizations and to pay the appropriate fees if copyrighted music, either live or recorded, is to be played or performed during the Event. The Association hereby appoints Meeting Management Firm as its authorized agent for the limited purpose of obtaining the licenses from the appropriate performing rights organizations on the Association's behalf prior to the Event. After the Event, the Meeting Management Firm shall be responsible for completing the appropriate reporting forms and shall forward the completed forms to the Association for payment directly to the appropriate performing rights organization.

AUTHORIZED REPRESENTATIVE: The Association has appointed Meeting Management Firm as its authorized representative to handle arrangements for conferences/school. Any hotel is authorized to deal with this representative on Association's behalf in connection with all hotel arrangements.

The Association hereby authorizes the hotel to transmit all billings in connection with any meeting to the authorized agent. The Association understands and agrees that it is solely responsible for the

payment of all costs and expenses incurred by the authorized agent in connection with any meeting. The responsibility and liability of the Meeting Management Firm is limited solely to that of an agent.

COMPLETE AGREEMENT. AMENDMENTS AND BINDING EFFECT: This agreement shall be interpreted and governed by the laws of the State of Florida and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written notice signed by both parties to this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the lawful successors and legal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and year first above written.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

President

DATE

DATE

Exhibit A Work Plan

Meeting Planning Services to be Performed

1. General Meeting Planning Services

- Consultation to provide recommendations regarding all aspects of meeting planning and convention services
- Develop, prepare and mailing of advance meeting notices
- Manage meeting room sets and audio visual requirements
- Assist in establishing meeting fees including registration, meal functions and social events
- Interface with existing hotel contacts and provide a detailed "resume" of meeting specifications
- Attend pre-conference/school meetings with hotel staff
- Secure and present quotes for cancellation insurance for the School of Governmental Finance and Annual Conference each year and process application if so desired by the Board of Directors.

2. Meeting Site and Facilities

- Recommend suitable meeting sites and facilities
- Submit up to three (3) proposals per site when applicable
- Conduct site inspection of meeting facilities when necessary

3. Negotiate and Obtain Contract with Hotels, Meeting Facilities and Other Suppliers

- Negotiate facility contracts, including food and beverage arrangements, with best meeting and sleeping room rates in accordance with the Association Guidelines
- Negotiate contracts for audio visual equipment

4. Financial Services

- Prepare and monitor detail for operational budget for each conference and School of Governmental Finance. Coordinate with Committee Chairs to receive information according to budget procedures.
- Maintain books
- Reconcile bank statements monthly
- Report to treasurer on all financial matters
- Conduct account review with hotel and Association Board of Directors
- Provide quarterly accounting reports to Association

5. Speakers

- The committees will secure presenters, and other related speaker materials and outline and forward to meeting planner.
- Confirm speaker's audio visual and travel requirements

6. Meeting Functions & Ancillary Services

- Assist host committee (or other committee, where applicable) in ensuring overall coordination of all aspects of conference/school, special events, receptions, dinners (including menu planning), decor, theme development and entertainment
- Assist in the design and management of tours for spouse and children programs, as requested
- Arrange for message center
- Coordinate hospitality services

7. Coordination of Exhibitor Program

- Provide on-site supervision of exhibit program
- Consult with Association to establish exhibit rates, hours, booth traffic incentives and official policies pertaining to exhibiting
- Solicit bids and obtain contract for official decorator; order booth signage and required furniture; oversee decoration of exhibit hall
- Supervise activity of decorator including: Distribution of service kits to exhibitors, drayage, signage, shipping, exhibit hall installation and dismantlement
- Negotiate and review exhibitor contract and design floor plan
- Prepare printed solicitation material (prospectus): supervise design, printing and mailing
- Register exhibit booths and/or table displays
- Monitor reservations and monies received; assign booth space; send confirmations and balance due statements; provide a final accounting; provide on-site exhibit booth staff report
- Supervise any special activities, i.e., drawings, food functions, receptions
- Develop and print Exhibitor Directory
- Prepare follow-up correspondence and thank you letters
- Prepare and evaluate exhibitor program and issue final report

8. Board Meetings and Planning Meetings

- The Meeting Management staff will attend quarterly board meetings as requested and authorized by the Association.
- The Meeting Management staff will attend planning meetings, as requested and authorized by the Association. The Meeting Management Firm requires that dates of planning meetings and location be made available six (6) weeks in advance. Number of planning meetings to be determined.

9. Promotional Materials

- Develop promotional and advance registration materials
- Assist with layout, design and printing of brochures, considering the Association's arrangements for sponsorship and in kind services
- Supervise mailing of conference/school brochures
- Design and produce conference/school materials for your conference/school; negotiate supplier bids including typesetting, layout and printing for your program; coordinate all activities with outside suppliers
- Develop and maintain computerized databases

10. Process Registrations

- Process and collect conference/school registrations and for optional events
- Prepare monthly accounting reports to Association
- Provide adequate on-site registration and advance registration check-in service

11. Print Management

- Prepare and print name badges
- Prepare signs, flyers, posters, banners and invitations
- Develop evaluation questionnaires and other meeting related materials
- Print registration lists and conference/school materials including speaker outline book and other items as may be requested

12 CPE Credits

- Certify attendance at educational sessions
- Prepare necessary forms and attendance certificates for CPE credits
- Provide reports to the Association as needed or requested

13 On-Site Meeting Management

- Coordinate committee members and volunteers
- Manage on-site logistics including: Room set ups, audio visual requirements, decorating, telephone installations, conference office, message center and other required equipment and supplies
- Manage all hotel meeting facilities and other supplier personnel to ensure contracted services are rendered

14 Post Conference/School Reports

- Obtain computer generated manifests and reports from hotel
- Attend post conference/school meeting with hotel staff and host committee
- Prepare Group History Report upon conclusion of meeting
- Provide attendance, registration and financial reports as requested
- Reports will be provided within 45 days after the conference/school.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

Mike Sittig, Executive Director

Linda Howard, President

DATE

DATE



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

Agenda Item

**2017-2018
BOARD OF DIRECTORS**

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Michael Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

Jamie Roberson

Meeting Date: June 15, 2018

Title of Item: Appointment of 2018-2019 Conference Host 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 several individuals before discussing the Conference Host Committee chair position with Laura Aker Reece of the City of Ft. Lauderdale. Laura has been an active member of FGFOA, and her location next to Hollywood will be an asset for next year's Conference location. Based upon these consultations and my conversation with Laura, I am nominating her to serve as the Conference Host Committee Chair for 2018-2019.

Recommended Action:

Approve the appointment of Laura Aker Reece of the City of Ft. Lauderdale as the Conference Host Committee Chair for 2018-2019.

Kent Olson

May 25, 2018

Date



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

Agenda Item

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Jamie Roberson

Meeting Date: June 15, 2018

Title of Item: Chapter Presidents Call

Executive Summary, Explanation or Background:

The President-elect is scheduled to hold a conference call with the Chapter Presidents on Friday, June 1. At our prior conference call on March 23, the Chapter Presidents recommended that we conduct our Chapter Presidents Orientation Session before July 1 (when most take office) rather than waiting until August.

Recommended Action:

Information only.



Kent Olson

May 25, 2018
Date



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

Agenda Item

**2017-2018
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Meeting Date: June 15, 2018

Executive Summary, Explanation or Background:

Attached is the Check register from January 1, 2018 through March 31, 2018

Recommended Action:

Information Only

Paul Shamoun, Executive Director

June 15, 2018
Date

FGFOA
Check Register
Jan - Mar
2018

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Dec 31, 2017				\$ 204,473.16
	Deposits for Jan 2018				\$ 17,640.00
1/12/2018	3315	CK	City of Jacksonville	\$ 360.00	
1/19/2018	3316	CK	Stephanie Russ	\$ 85.00	
1/26/2018	R00250	ACH	FCCMA	\$ 35.00	
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 147.19	
	Deposits for Feb 2018				\$ 120,995.00
2/1/2018	3318	CK	Citrus County School	\$ 300.00	
2/1/2018	3319	CK	City of Springfield	\$ 440.00	
2/9/2018	3298	CK	VOID		\$ 315.00
2/9/2018	3307	CK	VOID		\$ 340.00
2/9/2018	3312	CK	VOID		\$ 60.00
2/23/2018	3320	CK	Brevard Co. CCC	\$ 340.00	
2/23/2018	3321	CK	Lynda Dennis	\$ 2,600.00	
2/23/2018	3322	CK	Kent Olson	\$ 380.00	
2/23/2018	3323	CK	PNC Bank	\$ 315.00	
2/23/2018	3324	CK	RSM US LLP	\$ 60.00	
2/23/2018	R00251	ACH	FLC	\$ 42,181.31	
2/23/2018	R00252	ACH	Aon Assoc. Services	\$ 2,309.36	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 590.08	
	Deposits for Mar 2018				\$248,801.25
3/9/2018	3325	CK	Dept of Legal Affairs	\$ 135.00	
3/9/2018	3326	CK	Kent Olson	\$ 349.00	
3/9/2018	R00253	ACH	Hull & Assoc	\$ 5,000.00	
3/9/2018	R00254	ACH	Annetta Wilson Media	\$ 1,500.00	
3/15/2018	3322	CK	VOID		\$ 380.00
3/16/2018	3327	CK	Kent Olson	\$ 380.00	

***FGFOA
Check Register
Jan - Mar
2018***

3/21/2018	CC	CC	Credit Card Refunds	\$	260.00	
3/30/2018	3328	CK	AIA Corporation	\$	1,245.11	
3/30/2018	3329	CK	Lynda Dennis	\$	2,718.37	
BANK FEES	SVC000000532	SVC	Bank Fees	\$	3,947.52	
				\$	65,677.94	\$ 593,004.41
Balance @ 03/31/2018				\$	527,326.47	



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

Agenda Item

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Michael Gomez

Meeting Date: June 15, 2018

Executive Summary, Explanation or Background Information on Request:

Investment report as of March 31, 2018

FGFOA has two CDs:

Synchrony Bank CD will mature 9/4/2018 and \$80,708.90 was rolled over for 12 months at 1.39% APY.

American Commerce \$104,960.68 will mature 9/10/2019 at interest rate of 1.510% APY.

Vanguard

\$ 16,044.25

Beginning Balance

\$ 19.45

Earnings for Quarter

\$ 16,063.70

Ending Balance

Recommended Action:

For review

12 MONTH COMMERCIAL CD - 5004045182 (continued)

**Account
Activity**

Post Date	Effective Date	Description	Amount	Balance
04/23/2018		Beginning Balance		\$80,017.43
05/04/2018	05/04/2018	INTEREST ADDED	\$91.47	\$80,108.90
05/20/2018		Ending Balance		\$80,108.90

RECEIVED

MAY 29 2018

Florida League of Cities

2000/0000 460050 06510 42276 59470 07665 8746276 016570 030734 0002/0002



Account: RS BS 12 0002 Current Time: 06/04/18 2:31:27 PM

Current Balance: \$104,960.68

Date ▾	Ref/Check No	Description	Debit	Credit	Balance
03/12/2018		REGULAR CD DEPOSIT		\$104,960.68	\$104,960.68
Totals:		Transactions: 1	Debits: \$0.00	Credits: \$104,960.68	



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

Client Services > 800-662-2739

vanguard.com

0010725 01 AB 0.405 **AUTO T5 0 7119 32302-175757 -C01-P10735-I



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 03/29/2018* 1.50%

Date	Transaction	Amount	Share Price	Shares Transacted	Total Shares Owned	Value
	Beginning balance on 2/28/2018		\$1.00		16,044.250	\$16,044.25
03/29	Income dividend	\$19.45	1.00	19.450	16,063.700	
	Ending balance on 3/31/2018		\$1.00		16,063.700	\$16,063.70

*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

**2017-2018
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Meeting Date: June 15, 2018

Title of Item: 2018 – 2019 Budget

Executive Summary, Explanation or Background:

Staff in consultation with incoming president has developed the proposed 2018-2019 budget for your review. The Leadership program and Divergent series have been removed after consensus was reached at the planning session held in May. Total revenues are projected to be \$967,000 and total expenses are projected at \$999,750 producing a projected loss of \$32,720.

The annual conference budget has been prepared with the following:
Registration fee were increased by \$25.00.

The Tuesday night event will be an opt-in event with a ticket cost of \$50.00 generating \$20,000 in revenue for the 400 participants, \$44,000 has been budgeted for expenses.

\$72,000 has been budgeted to reduce the room rate from \$215 to \$189.

Recommended Action:

Adoption of the proposed 2018-2019 Budget.

Paul Shamoun, Executive Director

06/15/2018

Date

	2016-2017 <i>Actual</i>	2017-2018 <i>Approved October 2017</i>	2017 - 2018 <i>PROJECTED</i>	2018-2019 <i>Proposed June 2018</i>
<u>REVENUES</u>				
Membership Dues	\$101,535	\$97,000	\$103,000	\$105,000
Investment Income	\$1,772	\$1,500	\$3,000	\$4,000
Annual Conference	\$575,485	\$542,000	\$609,500	\$655,000
Boot Camps	\$33,320	\$39,600	\$28,640	\$52,800
School of Governmental Finance	\$64,300	\$73,840	\$78,802	\$78,230
Divergent Series	\$6,475	\$17,500	\$2,500	\$0
Leadership FGFOA	\$50,000	\$54,000	\$54,000	\$0
Pre-Conference Seminar	\$24,600	\$22,000	\$26,000	\$27,000
CGFO Fees	\$44,010	\$44,000	\$33,145	\$45,000
Miscellaneous Income	\$92	\$1,000	\$0	\$0
TOTAL REVENUES	\$901,589	\$892,440	\$938,587	\$967,030
<u>EXPENSES</u>				
Training/ Education				
Conference Expenses	\$509,069	\$539,800	\$533,900	\$589,700
Boot Camps	\$27,390	\$33,600	\$15,000	\$38,200
School of Governmental Finance	\$60,000	\$78,400	\$51,914	\$77,550
Leadership FGFOA	\$58,694	\$63,500	\$68,300	\$0
Divergent Series	\$6,695	\$17,500	\$4,500	\$0
Pre-Conference Seminar	\$23,596	\$24,000	\$24,000	\$25,000
CGFO Expenses	\$15,509	\$46,000	\$15,000	\$63,000
NASBA Fees		\$1,000	\$795	\$1,000
Local Chapter Support	\$0	\$0	\$0	\$0
Total - Training/ Education Expenses	\$700,953	\$803,800	\$713,409	\$794,450
Standing Committees:				
Standing Committee Meetings	\$2,329	\$1,000	\$848	\$2,000
All Committee Mtgs @ Conference	\$6,500	\$6,000	\$6,000	\$7,000
Total - Standing Committees	\$8,829	\$7,000	\$6,848	\$9,000
Communication to Members				
Internet Homepage	\$0	\$100	\$0	\$0
Postage & Mailing	\$277	\$1,000	\$275	\$500
Printing & Duplicating	\$1,455	\$1,000	\$1,100	\$1,500
Total Communication to members	\$1,732	\$2,100	\$1,375	\$2,000
Professional Services:				
Administrator	\$97,939	\$99,900	\$100,000	\$115,000
Auditor Fees	\$8,975	\$9,500	\$9,500	\$9,500
Total - Professional Services	\$106,914	\$109,400	\$109,500	\$124,500
Meeting Expenses:				
GFOA Reception	\$3,041	\$5,000	\$5,000	\$5,000
Board of Directors	\$13,173	\$8,500	\$10,000	\$21,500
Strategic Planning	\$3,273	\$3,500	\$3,000	\$3,500
GFOA Conference	\$2,360	\$5,000	\$3,500	\$4,000
Total Meeting Expenses	\$21,847	\$22,000	\$21,500	\$34,000
Administrative Expenses:				
Insurance Expense	\$4,412	\$4,200	\$3,976	\$4,500
List Serve - ongoing fees	\$3,395	\$5,000	\$4,000	\$4,000
Filings & Registrations	\$61	\$100	\$100	\$100
Staff Travel	\$2,907	\$3,000	\$4,000	\$3,500
Miscellaneous Expense	\$3,324	\$6,000	\$4,000	\$3,500
Depreciation	\$265	\$500	\$200	\$200
Credit Card Terminal	\$18,697	\$15,000	\$20,000	\$20,000
Total - Administrative Expenses	\$33,061	\$33,800	\$36,276	\$35,800
TOTAL EXPENSES	\$873,336	\$978,100	\$888,908	\$999,750
Increase (Decrease) in Net Assets	\$28,253	(\$85,660)	\$49,679	(\$32,720)
Net Assets-Beginning of Period	\$243,814	\$272,067	\$272,067	\$321,746
Net Assets-End of Period	\$272,067	\$186,407	\$321,746	\$289,026

Florida Government Finance Officer's Association
2019 Annual Conference Proposed Budget
Hollywood, FL

	2017 Approved Budget 02/03/2017	2017 Actual	2018 Budget Approved October 25, 2017	2018 Actual	2019 Proposed Budget	
REVENUES						
REGISTRATIONS						
Member Registrations	\$203,750	\$221,925	\$210,000	\$0	\$275,000	Registration increased by \$25.00
Member Late Registrations	\$6,500	\$7,560	\$6,500	\$0	\$9,000	
Associate Registrations	\$40,000	\$35,845	\$41,000	\$0	\$41,000	
Associate Late Registrations	\$4,000	\$2,250	\$4,000	\$0	\$4,000	
Non-Member Registrations	\$15,000	\$18,960	\$15,000	\$0	\$15,000	
Non-Member Late Registrations	\$2,000	\$1,740	\$2,000	\$0	\$1,000	
TOTAL REGISTRATIONS	\$271,250	\$288,280	\$278,500	\$347,000	\$345,000	
OTHER REVENUES						
Exhibitor Fees *	\$188,400	\$184,325	\$188,400	\$192,000	\$195,000	6 booths added 400 tickets to Tuesday night @ \$50.00 each
Tuesday Night Event Ticket					\$20,000	
Extra Tickets All Events	\$5,000	\$1,685	\$5,000	\$2,000	\$500	
Golf	\$6,000	\$0	\$6,000	\$5,000	\$6,000	
Hotel Commissions (1)	\$50,665	\$51,593	\$43,600	\$43,000	\$58,000	
Cancellation Fees	\$1,000	\$1,160	\$1,000	\$1,000	\$1,000	
Ethics Income	\$9,000	\$11,735	\$9,000	\$9,000	\$9,000	
Convention & Visitors Bureau	\$25,000	\$25,000	\$0	\$0	\$10,000	
Room Credits (2)	\$9,950	\$11,707	\$10,500	\$10,500	\$10,500	
TOTAL OTHER REVENUE	\$295,015	\$287,205	\$263,500	\$262,500	\$310,000	
TOTAL REVENUES	\$566,265	\$575,485	\$542,000	\$609,500	\$655,000	
EXPENSES						
INSTRUCTIONAL						
Equipment Rental	\$35,000	\$33,589	\$35,000	\$35,000	\$35,000	
Speaker's per diem/honorarium	\$10,000	\$8,249	\$10,000	\$10,000	\$10,000	
Refreshment Breaks	\$120,000	\$120,953	\$120,000	\$120,000	\$135,000	
Tuesday Business Luncheon	\$45,000	\$47,053	\$45,000	\$50,000	\$50,000	
Monday Lunch	\$0		\$20,000	\$20,000	\$20,000	
TOTAL INSTRUCTIONAL EXPENSE	\$210,000	\$209,844	\$230,000	\$235,000	\$250,000	
SPECIAL EVENTS						
Golf Tournament	\$6,000	\$0	\$6,000	\$5,000	\$6,000	
Opening Ceremony	\$500	\$1,240	\$500	\$500	\$500	
Association Night Reception	\$55,000	\$45,023	\$55,000	\$55,000	\$55,000	
Ethics Course Expense	\$9,800	\$10,700	\$10,000	\$10,000	\$10,000	
Tuesday Event	\$90,000	\$90,499	\$95,000	\$95,000	\$40,000	
Hospitality Food, Beverages & Supplies	\$40,000	\$31,447	\$30,000	\$30,000	\$35,000	
President's Reception	\$12,000	\$12,561	\$12,000	\$13,000	\$14,000	
Emerging Leaders Reception	\$4,000	\$4,654	\$4,000	\$4,000	\$5,000	
TOTAL SPECIAL EVENTS EXPENSE	\$217,300	\$196,124	\$212,500	\$212,500	\$165,500	
SPECIAL CONFERENCE EXPENSES						
Room Rate By Down	\$0		\$0	\$0	\$70,200	Room rate reduced from \$215 to \$189. \$26x2700=70,200
Host Committee	\$10,000	\$6,371	\$0	\$0	\$1,000	
Welcome Bags	\$5,000	\$5,262	\$5,000	\$3,500	\$5,000	
Speaker Gifts	\$3,500	\$2,283	\$3,500	\$3,500	\$3,500	
Transportation & other	\$0		\$6,000	\$6,000	\$6,000	
TOTAL SPECIAL CONFERENCE EXPENSES	\$18,500	\$13,916	\$14,500	\$13,000	\$85,700	
REGISTRATION/MAILINGS						
Postage	\$500	\$244	\$500	\$500	\$500	
Printing/Duplicating	\$6,000	\$5,715	\$6,000	\$6,000	\$6,000	
Office Supplies	\$2,000	\$1,857	\$2,000	\$2,000	\$2,000	
TOTAL REGISTRATION/MAILING EXPENSE	\$8,500	\$7,816	\$8,500	\$8,500	\$8,500	
EXHIBITOR						
Security	\$4,500	\$4,270	\$1,000	\$1,000	\$1,000	
Service	\$20,000	\$20,646	\$15,000	\$15,000	\$20,000	
TOTAL EXHIBITOR EXPENSES	\$24,500	\$24,916	\$16,000	\$16,000	\$21,000	
STAFF EXPENSES						
	\$12,000	\$12,211	\$12,000	\$12,000	\$12,000	
OTHER						
Miscellaneous	\$5,000	\$3,302	\$5,000	\$5,000	\$5,000	
Meeting Planner Services	\$29,400	\$29,940	\$29,400	\$30,000	\$30,000	
Cancellation Insurance	\$1,862	\$1,850	\$1,900	\$1,900	\$2,000	
Internet Café - High Speed Connections	\$9,750	\$9,150	\$10,000	\$0	\$10,000	
TOTAL OTHER EXPENSES	\$46,012	\$44,242	\$46,300	\$36,900	\$47,000	
TOTAL EXPENSES	\$536,812	\$509,069	\$539,800	\$533,900	\$589,700	
NET INCOME	\$29,453	\$66,416	\$2,200	\$75,600	\$65,300	

2018 Commission Calculation

(2,735X 215X 10%) = \$58,802

Room Credits 1/40 (2,735/40=65 x 215) = \$13,975

Room Rate is 215.00

Room Rate Buydown to \$189

		2017 Approved April 7, 2017	2017 Actual	2018 Approved February 9, 2018
REVENUES	FEES 2018			
Active Member Basic	\$250	\$8,800	\$10,810	\$12,500
Active Member Basic Late	\$290	\$1,820	\$1,080	\$1,450
Associate Member Basic	\$315	\$855	\$280	\$630
Associate Member Basic Late	\$355	\$0	\$335	\$0
Non-Member Basic	\$375	\$1,380	\$710	\$750
Non-Member Basic Late	\$415	\$0		\$0
Active Member Intermediate	\$250	\$11,000	\$11,440	\$12,500
Active Member Intermediate Late	\$290	\$2,100	\$4,420	\$4,350
Associate Member Intermediate	\$315	\$570	\$0	\$0
Associate Member Intermediate Late	\$355	\$0		\$0
Active Member Week	\$400	\$28,800	\$30,240	\$32,000
Active Member Week late	\$440	\$4,000	\$5,200	\$4,400
Associate Member Week	\$525	\$2,425	\$1,455	\$1,050
Associate Member Week Late	\$565	\$0		\$0
Non-Member Intermediate	\$385	\$690	\$0	\$770
Non-Member Intermediate Late	\$425	\$0	\$375	\$0
Non-Member Week	\$640	\$600	\$600	\$1,280
Non-Member Week Late	\$680	\$0		\$0
Cancellation Fees	\$40	\$0	\$160	\$0
Room Credits		\$0	\$2,593	\$0
Hotel Commission		\$10,800	\$9,104	\$6,550
TOTAL REVENUES		\$73,840	\$78,802	\$78,230
EXPENSES				
Hospitality Suite		\$8,000	\$2,939	\$4,500
Refreshment Breaks		\$40,000	\$24,863	\$40,000
Welcome Reception		\$0	\$0	\$5,000
Emerging Leader Reception		\$3,000	\$2,145	\$2,500
Staff Travel		\$5,000	\$6,877	\$6,000
Internet Café/Wi-Fi		\$2,500	\$0	\$2,500
Equipment Rentals		\$9,000	\$6,992	\$8,000
Speaker Expenses		\$500	\$135	\$0
Speaker Gifts		\$1,500	\$575	\$750
Operating Supplies		\$250	\$156	\$250
Postage		\$50	\$0	\$50
Printing/Duplicating		\$1,500	\$1,108	\$1,500
Meeting Planning Services		\$6,650	\$5,650	\$6,000
Speaker Moderator Breakfast		\$0	\$0	\$0
Insurance		\$450	\$474	\$500
Hotel Attrition		\$0	\$0	\$0
Transportation		\$0	\$0	\$0
TOTAL EXPENSES		\$78,400	\$51,914	\$77,550
NET INCOME		(\$4,560)	\$26,888	\$680

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

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

** Fees increased per February 9, 2018 Board Meeting

Proposed 2018 - 2019 CGFO Budget

	2016-2017 Actual	2017-2018 Approved	Actual as of 3/31	2018-2019 Proposed
<u>REVENUES</u>				
Renewals	\$4,785	\$3,000	\$3,905	\$4,000
Application Fee	\$2,900	\$3,000	\$2,750	\$3,000
Review Courses	\$20,575	\$22,000	\$17,070	\$22,000
Fall Review	\$13,275			
Spring Webinar	\$7,300			
Exams	\$15,750	\$16,000	\$9,420	\$16,000
Fall	\$9,330			
Spring	\$6,420			
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$44,010	\$44,000	\$33,145	\$45,000
<u>EXPENSES</u>				
Scantron Maintenance & Upgrades & Supplies	\$318	\$500		\$500
NASBA Fees	\$995	\$0		\$0
CGFO Printing & Mailing	\$676	\$1,000	\$7	\$1,000
CGFO Exam Rewrite or Update *	\$0	\$30,000		\$47,000
Fall Review and Exams Food & Beverage	\$12,059	\$13,000	\$6,348	\$13,000
Fall Review and Exams AV	\$1,461	\$1,500	\$1,598	\$1,500
TOTAL NON ADMINISTRATIVE EXPENSES	\$15,509	\$46,000	\$7,953	\$63,000
NET INCOME	\$28,501	(\$2,000)	\$25,192	(\$18,000)

* Per April 7, 2017 Board Meeting

2018 - 2019 Boot Camp Budget

	2017 - 2018 Approved Budget	2017 - 2018 Actual as of 3/31	2018 Summe r	2018 SOGF	2019 Spring	2019 Conferenc e	2018 - 2019 Proposed Budget
<u>REVENUES *</u>							
Active Members	\$39,600	\$52,000	\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>TOTAL REVENUES</u>	\$39,600	\$52,000	\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
<u>EXPENSE</u>							
Speaker Fee	\$9,000	\$9,000	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
AV	\$3,000	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Refreshment Breaks	\$9,000	\$6,000	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Lunch	\$5,250	\$3,500	\$1,750	\$1,750	\$1,750	\$1,750	\$7,000
Room Rental	\$500	\$1,123	\$500	\$0	\$500	\$0	\$1,000
Printing	\$900	\$930	\$300	\$300	\$300	\$300	\$1,200
Staff Travel	\$500	\$469	\$500	\$0	\$500	\$0	\$1,000
<u>TOTAL EXPENSES</u>	\$28,150	\$23,022	\$10,050	\$9,050	\$10,050	\$9,050	\$38,200
<u>NET INCOME</u>	\$11,450	\$28,978	\$3,150	\$4,150	\$3,150	\$4,150	\$14,600

Registrations Type

Active Member	440.00	440.00
Associate Member	480.00	480.00

Fee Increased per April 7, 2017 Board Meeting

* Based on 30 participants per session

Proposed 2018-2019 Board Budget

	2018 - 2019 Proposed Budget
<u>EXPENSE</u>	
Hotel	\$10,000
Meals	
Breakfast	\$2,500
Lunch	\$4,000
Dinner	\$5,000
Other	\$0
<u>TOTAL EXPENSES</u>	\$21,500

Hotel cost est at \$150 per night
Average meeting attendance is 15

MINIMUM NET

Minimum Net Assets - two (2) months of average operating expenses for the prior three (3) years.

Desired Net Assets - four (4) months of average operating expenses for the prior three (3) years.

If the actual Net Assets begins to approximate or falls below the Minimum Net Assets Amount, the Board of Directors shall take appropriate action to restore the Net Assets Amount to the Desired Net Assets amount.

This action should take into consideration relevant circumstances at that time and include, but not be limited to, appropriate expenditure reductions and/or revenue adjustments.

* Updated for NEW Net Assets policy as of 02/05/2009.

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>2018 Approved</i>	<i>2019 Proposed</i>
Net Assets Check					
	2015	2016	2017	2018	2019
Operating Expenses	727,840	790,971	873,336	888,908	999,750
Average Three Year Expenses	682,732	716,569	851,790	851,072	920,665
Minimum Net Assets - Two months	113,789	119,428	141,965	141,845	153,444
Desired Net Assets - Four Months	227,577	238,856	283,930	283,691	306,888
Middle	170,683	179,142	212,947	212,768	230,166
Budgeted Fund Balance	200,288	243,814	212,401	186,407	289,026



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: June 15, 2018

Title of Item: CGFO Review

Executive Summary, Explanation or Background:

Staff has been researching options for the updating and review of the CGFO program. The University of Georgia's Carl Vinson Institute of Government has submitted a proposal with a total cost of \$47,000.

Recommended Action:

Give staff direction on moving forward with the CGFO updating and review.

Paul Shamoun, Executive Director

06/15/2018

Date

Jill Walker

From: Karen Pastula
Sent: Wednesday, June 6, 2018 1:02 PM
To: Jill Walker
Subject: FW: Florida Government Finance Officers Association - RFQ
Attachments: FGFOA Proposal_June 6.docx

Karen Pastula
Florida Government Finance Officers Association
P.O. Box 10270
Tallahassee, FL 32302
Phone: 850-701-3618



From: Jeanna Elizabeth Horacek [mailto:Jeanna.Horacek@uga.edu]
Sent: Wednesday, June 6, 2018 6:49 AM
To: Paul Shamoun <PTShamoun@flcities.com>
Cc: Karen Pastula <kpastula@flcities.com>
Subject: Florida Government Finance Officers Association - RFQ

Mr. Shamoun,

It was great to speak with you on Monday. Attached is the proposed scope of the project that we discussed over the phone. The proposal is highlighted in red. The estimated cost is \$47,700.

I did want to mention that the cost and the project would still need to go through our formal approval process at the University and could take up to 60 days to get a signed agreement.

We would love the opportunity to partner with you on this project.

Please let me know if you have any questions and I look forward to hearing from you after the meeting with the Board.

Sincerely,

Beth

Beth Horacek, MBA, CPA, CPFO
Carl Vinson Institute of Government | *Public Service Assistant*
University of Georgia

201 N. Milledge Avenue | Athens, GA 30602
Mobile: 706-534-4811
Jeanna.horacek@uga.edu | www.cviog.uga.edu





Florida Government Finance Officers Association, Inc.
Post Office Box 10270
Tallahassee, FL 32302-2270

RE: Certified Government Finance Officer Request for Qualifications

2.0 Requirements

2.1 Scope of Work

I. To develop five (5) separate exams of 150 questions each in a test bank that will provide multiple versions of a 75-question exam, which should test the candidate's knowledge and ability to apply the principles required in each functional area tested. The CGFO Exam covers five (5) functional areas of government including:

a. Accounting and Financial Reporting

- i. Accounting/Internal Control/Capital Assets (30%)
- ii. Financial Reporting (Internal and External) (30%)
- iii. Auditing (15%)
- iv. State of Florida Laws and Regulations (15%)
- v. CAFR Award (10%)

b. Debt Administration

- i. Issuance/Refunding (35%)
- ii. Players and Roles (15%)
- iii. Debt Structuring and Financing Methods (20%)
- iv. Ratings Process (10%)
- v. Policies and Regulations (20%)

c. Financial Administration

- i. Pension Benefits (30%)
- ii. Risk Management (10%)
- iii. Management Principles (10%)
- iv. Purchasing/Procurement (15%)
- v. Information Systems (10%)
- vi. Grant Administration and Audit Selection (25%)



d. Municipal Budgeting

- i. Budget Process/Budget Types (20%)
- ii. Fiscal Policies and Best Practices (20%)
- iii. Performance Measurement (15%)
- iv. Revenue Management and Forecasting (20%)
- v. CIP and Financial Planning (15%)
- vi. Budget Presentation Award (10%)

e. Treasury Management

- i. Investment Policy and Regulations (40%)
- ii. Investment Types (15%)
- iii. Ratings and Duration (10%)
- iv. Collections/Receipts/Cash Flow (15%)
- v. Managing Banking Services (20%)

Proposal

- I. Define learning objectives for each of the five functional areas in alignment with the recommended topics and respective percentages.
- II. Develop five separate exams of 150 questions each in a random test bank.
- III. Link each of the test questions to learning objectives to ensure the candidate's knowledge and ability to apply the principles is tested.

II. To provide reference citations for each of the questions in the test bank, striving to keep the number of reference materials to a minimum while ensuring a diverse, well-rounded set of questions that adequately cover the subject matter.

Proposal

- I. Link each of the test questions to learning objectives and associated topic
- II. Provide reference citation for each test question



III. To create five (5) review presentations (suitable for a four (4) hour session) in PowerPoint format to provide an overview of the topics covered in each of the exams.

Proposal

- I. Create a standard template in PowerPoint formatted with FGFOA logos and colors.
- II. Create five review presentations to provide overview of the content in alignment with the learning objectives identified.
- III. Create review questions and/or case studies to assess the candidates understanding of the content throughout the review session.

IV. To create Study Guides for each of the five (5) exams that will compile pertinent information provided from the Exam Reference Materials that are required for each exam into one document, which will aid the candidates during their exam preparation process.

Proposal

- I. Create a combined study guide to include additional reference materials including Florida Statutes, GFOA Best Practices and other resources that will assist the candidate during their exam preparation process.



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

Agenda Item

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Jamie Roberson

Meeting Date: June 15, 2018

Title of Item: 2021 and 2023 Conference Site Updates

Executive Summary, Explanation or Background:

Staff was asked to reach out to former president Linda Davidson to see if she could speak to the Boca Raton Resort about their proposal. Ms. Davidson was able to speak to the hotel and staff has received a revised proposal. Back-up materials were not available at the time the agenda book was finalized and will be handed out at the meeting.

Recommended Action:

Give staff direction on contracting for the 2021 and/or 2023 annual conferences

Paul Shamoun, Executive Director

06/15/2018

Date



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

Agenda Item

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Michael Gomez

Meeting Date: June 15, 2018

Title of Item: Membership Update/ListServe/Conference Registration

Executive Summary, Explanation or Background:

Membership Paid	05/25/2018	02/28/2018	12/31/2017
Active:	2,583	2,486	2,214
Associate:	315	277	237
Lifetime/Retiree:	48	46	44
Total	2,946	2,809	2,495

List Serve Activity

Attached






Recommended Action:

Information Only

Paul Shamoun, Executive Director

June 15, 2018
Date

FGFOA Listserve Report March 1, 2018 thru April 30, 2018

List Name	List Title
 FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (659 Subscribers)
 FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (556 Subscribers)
 FGFOA-DEBTTREASURY	FGFOA - List - Debt & Treasury (565 Subscribers)
 FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (560 Subscribers)
 FGFOA-PERSONNELPAYROLL	FGFOA - Listserv - Personnel & Payroll (313 Subscribers)

Accounting & Auditing

[Bulk Fuel Tank Readings and Costing](#) (1 message)
[Credit Check instead of Requiring Deposits for Good Credit Status for Utility Accounts](#) (3 messages)
[Financial Consultants](#) (1 message)
[Franchise Fees or Payment in lieu of](#) (1 message)
[Grant compliance policy/procedures](#) (1 message)
[Legal Counsel](#) (1 message)
[Looking for Purchasing Consultant](#) (1 message)
[Minimum Check Issuance Threshold](#) (2 messages)
[Old building permit fees](#) (1 message)
[Parking Ticket Money](#) (1 message)

[Banking Interest for Excess Balances](#) (2 messages)
[Interfund Loan Agreements](#) (1 message)
[Presentation of Impact Fee Revenue in the Statement of Activity](#) (1 message)
[Sales Tax](#) (1 message)

Budgeting

[Fire Station](#) (2 messages)
[School Resource Officers Funding](#) (5 messages)
[\[EXTERNAL EMAIL\]Re: School Resource Officers Funding](#) (1 message)
[Interfund Loan Agreements](#) (2 messages)
[Living wage for contractors](#) (1 message)

Debt & Treasury

[Oracle & Clearwater Analytics](#) (1 message)

[Interfund Loans](#) (2 messages)

Financial & Administration

[457 Plan Consultant](#) (2 messages)
[Administrative Costs on Special Assessments](#) (1 message)
[Financial Consultants](#) (3 messages)
[Franchise Fees or Payment in lieu of](#) (1 message)

[Fund Manual](#) (1 message)
[Grants compliance policy/procedures](#) (1 message)
[Old building permit fees](#) (1 message)
[Purchasing Policy](#) (1 message)
[Record retention policy](#) (3 messages)
[Tangible Personal Property Tax Returns](#) (7 messages)

[Franchise Agreement - Electric](#) (13 messages)
[Interfund Loans](#) (3 messages)
[Living Wage for Contractors](#) (1 message)
[Presentation of Impact Fee Revenue in the Statement of Activity](#) (5 messages)
[RFP - Executive Search Firm - Distribution List Requested](#) (2 messages)
[Salary and Benefits](#) (6 messages)
[Salary Schedules and Pay Scales](#) (4 messages)
[Sales Tax](#) (2 messages)
[Strategic Plan](#) (1 message)
[Utility Bill/ High Water Consumption](#) (1 message)

Personnel & Payroll

[Capital policy - purchased from an auction](#) (2 messages)
[Tyler Munis Payroll](#) (1 message)
[Tyler Munis, Pooled Cash and payroll](#) (1 message)
[RFP - Executive Search Firm - Distribution List Requested](#) (1 message)



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

Sharon 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: June 15, 2018

Title of Item: Certification Committee Update

Executive Summary, Explanation or Background Information on

1. Our last Committee meeting of the year took place on 4/25/18. The final update and review of the Policies and Procedure manual was discussed. The completed document was sent to Karen Pastula on 5/14/18.

2. Subcommittee Updates –

Applications and Renewals Subcommittee – Update and Discussion – Matt Misco is this subcommittee's chair. For this year, 60 CGFO applications were reviewed and 57 applications were approved. The subcommittee has done an excellent job for the Certification Committee this year and are very much appreciated.

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. The Spring review courses and exams were a great success this year. There were 11 sites that were available for testing, 95 candidates registered to test, and 203 exams scheduled for testing. The additional testing sites and the large number of certification candidates attests to the efforts made by the committee to promote the certification program. Well done all committee members!

Exam Question Review Subcommittee – Update and Discussion – Lorrie Simmons is this subcommittee's chair. No offers were received for the 3/31/18 RFQ response deadline. However, we are pursuing an inquiry from the University of Georgia, Carl Vinson Institute to update the CGFO exams, review presentations, and the creation of a study guide. In the meantime, the current rotation schedule for exam review will be adhered to internally, which will include Financial Administration and Debt exams, next.

Thanks to all who served on the Certification Committee this year! We have accomplished a lot!

Recommended Action: Accept Report.

Kelly Strickland

Kelly Strickland

6/5/18

Date

Florida Government Finance Officers Association
Certification Committee
Policies and Procedures Manual

I. Transition Plan

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

II. Purpose, Goals, and Action Plan

- A. Purpose: To serve as the governing body responsible for the Certified Government Finance Officer (CGFO) Program; the Certification Committee administers and oversees the CGFO Program, including evaluating and administering the semiannual certification exams.
- B. Long Range Goal: To uphold the CGFO certification which is intended to encourage a level of knowledge and professionalism in the field of government finance.
- C. Short Range Goals
 - 1. To administer and oversee the CGFO Program in coordination with the Florida League of Cities (FLC) staff
 - 2. To evaluate and administer the semiannual certification exams
 - 3. To schedule and coordinate review sessions for the exam
 - 4. To review applications for the CGFO Program
 - 5. To review renewals for the CGFO Program including random audits of current CGFO's
- D. Action Plan
 - 1. Appoint one Committee Member as Vice Chairperson (upon approval of the FGFOA President-Elect)
 - 2. Appoint one Subcommittee Chairperson for each Subcommittee
 - 3. Assign Committee Members to a Subcommittee
 - 4. Recommend items for FGFOA Board of Directors approval such as:
 - a. *Review the method for developing and updating test questions for the CGFO exams*
 - b. *Approval of Sample Questions for Website*
 - c. *Update CGFO application requirements*
 - d. *Review Instructor Selection Pool*

III. Membership Structure

- A. The Committee is generally composed, but not limited to, approximately 20-30 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee. Members must be current CGFO's.
- B. The Chairperson is appointed by the President and serves as overall coordinator (Chairperson MUST be an active member).
- C. The Chairperson appoints one Committee Member as Vice Chairperson upon approval of the FGFOA President-Elect.
 - 1. Assist Subcommittee Chairperson in coordinating Subcommittee activities
 - 2. Draft articles for the FGFOA newsletter
- D. The Chairperson appoints one Subcommittee Chairperson for each major area of responsibility (sub-committee chairs MUST be active members).
 - 1. Each Subcommittee Chairperson is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
 - 2. Each Committee Member is assigned to one of the Subcommittees.

IV. Certification Committee – Subcommittees

- A. Applications & Renewals Subcommittee
 - 1. Review applications for eligibility each Fall and Spring testing period.
 - a. *The review usually occurs throughout the Fall and Winter months.*
 - b. *FLC staff (Karen Pastula) pre-reviews applicants and will email them to the Subcommittee Chairperson.*
 - c. *Ensure that all applications with foreign transcripts have been translated into English credits for review purposes.*
 - d. *The Subcommittee Chairperson is responsible for determining eligibility of the applicant to sit for the exam and be subsequently certified as set forth in the "CGFO Program Information" document, located on the FGFOA website under the CGFO Program link at the following address: http://fgfoa.org/Training_Education/cgfo.*
 - e. *The Subcommittee Chairperson should ensure the review is done timely and accurately and sent to FLC within a week.*
 - 2. Review renewals
 - a. *Renewals due by **July 31st***
 - b. *Review usually occurs **July through September***

- c. *FLC staff will ensure that all CPE's reported are within the date range for the renewal period and are in compliance per the "Policies and Procedures for Maintaining CGFO Status" document, which can be downloaded by a link on the following address: http://www.fgfoa.org/Training_Education/cgfo/cgfo-renewal*
 - d. *Any renewal received after August 1st must submit all documentation with renewal which should be reviewed by the Subcommittee.*
 - e. *The Subcommittee Chairperson should ensure the review is done timely and accurately and sent to the FLC in a reasonable amount of time.*
 - f. *Prior to September 1st, FLC Staff will notify any CGFO who has failed to renew, that a six-month grace period has begun in which they have an opportunity to correct any deficiencies in their renewal. If not corrected in this period, the certificate will be suspended. A certificate on suspended status for more than two years shall be revoked. Requirements for returning to active status can be found in the CGFO Policies and Procedures: http://www.fgfoa.org/Training_Education/cgfo/policies-procedures*
3. Randomly select 25% of renewals to audit
- a. *FLC Staff will submit a list of all member ID's due for renewal by June 1st to the Subcommittee Chairperson.*
 - b. *The Subcommittee Chairperson will use an acceptable computer-generated sampling software to determine the 25% of renewals subject to review: the RANDBETWEEN function on Excel has been used in the past and is acceptable.*
 - c. *As renewals are submitted, FLC staff will determine if the renewal is subject to audit based upon the random sample. If the renewal form has the required number of CPEs in FGFOA sponsored seminars, it is not necessary to request supporting documentation from any other sessions.*
 - d. *When the requested information is received, FLC Staff will forward the information to the Subcommittee Chairperson for review. The Subcommittee Chairperson notifies FLC to send letter (templates on file with FLC) advising the CGFO that the process is completed or requests further information if necessary.*
4. The Subcommittee Chairperson is responsible for submitting progress to the Chairperson each quarter for the quarterly newsletter. (See Section X. Timeline for due dates)

B. Exam Questions Review Subcommittee

- 1. The exam needs to be reviewed semiannually for the fall and spring exams for accuracy and changes in accounting standards. Items to review include:

- a. *Check for proper grammar*
 - b. *Ensure validity of questions – careful attention to “two-part” questions – consider rewriting so there are no two-part questions in the bank*
 - c. *Propose new questions*
 - d. *Remove/avoid True and False Questions on the Exams*
 - e. *Review topic mix*
 - f. *Update exam bank*
 - g. *Update test exam versions*
 - h. *Note: The same exam should never be used twice – the questions order should always be changed each exam session*
2. Answer questions from applicants
- a. *If a question is determined to be unfair by the subcommittee, the Subcommittee Chair should work with the Chairperson to determine whether the question should be thrown out or not. The Chairperson will then inform FLC.*
 - b. *Work with Board Liaison and Chairperson on the process for obtaining a consultant to write new exam questions and review old exam questions. (If this is a budget concern, make sure that the FGFOA Board is aware.)*
 - c. *Consider practice exam questions for the review sessions.*

The Subcommittee Chairperson is responsible for submitting progress to the Chairperson each quarter for the quarterly newsletter. (See Timeline for due dates) Exam & Review Subcommittee
3. The exam is held each fall at the School of Government Finance SOGF) and each Spring on dates and at locations to be determined.
4. The Subcommittee Chairperson is responsible for coordinating the fall review courses and exam:
- a. *Secure a site for review (this is usually at the SOGF, so FLC should be able to assist)*
 - b. *Secure a site for exam (again, this is usually at the SOGF so FLC should be able to assist)*
 - c. *Secure instructors for review courses (The database developed by this subcommittee should be utilized in conjunction with the FLC for an approved instructor list)*
 - (1) Any CGFO is eligible to serve as an instructor.
 - (2) It is preferred to have two instructors for each review.

- d. *Secure proctors for the exam (these can be members of the subcommittee or the committee in general, as well as any other CGFO's)*
 - (1) The number of proctors needed depends on the number of candidates taking the exam.
 - e. *Administer a budget if necessary (verify if needed with FLC; fall is usually already budgeted, but there may be a need to provide proctors a lunch or compensate instructors)*
 - f. *Attend the fall review and exam or designate a responsible party that can attend in their place*
- 5. The Subcommittee Chairperson is responsible for coordinating the review courses via webinar:
 - a. *Secure instructors for review courses (The database developed by this subcommittee should be utilized in conjunction with the FLC for an approved instructor list)*
 - b. *Determine the dates for each webinar. Traditionally, these webinars are split into 2 sessions for each exam. (i.e. Tuesday 2:00 -4:00pm FA Part 1; Thursday 2:00-4:00pm FA Part 2)*
 - c. *Work with the Certification Chair and the FLC to announce, administer registration, and conduct the webinar.*
- 6. The Subcommittee Chairperson is responsible for coordinating the spring exam:
 - a. *The Chairperson should determine the date of the Spring CGFO Exam. The date should not be within one week before or after any other event of the FLC or FGFOA to avoid issues with staff availability.*
 - b. *Secure a site(s) for the test (has been at several locations throughout Florida in the past)*
 - c. *Secure proctors for the exam (this can be members of the subcommittee or the committee in general, as well as any other CGFO's)*
 - d. *Administer a budget if necessary (verify with FLC the amount of budget available; there may be a need to provide proctors a lunch)*
 - e. *Attend the fall review and exam or designate a responsible party that can attend in their place*
- 7. The Subcommittee Chairperson is responsible for submitting progress to the Chairperson each quarter for the quarterly newsletter. (See **Timeline** for due dates)

V. Member Responsibilities

A. Chairperson

- 1. Coordinates all major aspects of the Committee meetings

- a. *Establishes times and places*
 - (1) Meetings can be in person or by conference call, as well as Go-To-Meeting.
 - (2) The Florida League of Cities (FLC) can provide meeting space in Orlando.
 - (3) The FLC arranges conference calls and Go-To-Meeting, if requested.
 - b. *Conducts Committee meetings*
 - (1) Prepares meeting agenda.
 - (2) Makes sure minutes of the meeting are taken.
 - c. *Assists Subcommittee Chairpersons' activities*
 - d. *Motivates and involves all Committee Members*
- 2. Reports Committee activities
 - a. *Keeps Committee Members and Board Liaison apprised of Committee activity and progress*
 - b. *Prepares and presents reports about Committee progress for scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison and/or Vice Chairperson for Committee report presentation.*
 - c. *Prepares articles for the FGFOA newsletter.*
 - d. *Prepares a report at for the Annual Conference business luncheon summarizing all Committee activities for the year.*
- 3. Attends FGFOA Board Meetings and annual conference
- 4. Assists with the transition of responsibilities to the new Board Liaison and Chairperson
- 5. Sends electronic version of Committee Manual and other documents to new Chairperson to utilize as a guide
- 6. Solicits volunteers – additional committee members, if necessary
- 7. Informs committee members of key dates/deadlines
- 8. Coordinate with FLC administrative staff to ensure all documents, brochures, etc. on the FGFOA website are updated and contain accurate information, including:
 - a. *Certificate Committee Manual (this document)*
 - b. *Policies and Procedures for Maintaining CGFO Status*
 - c. *CGFO Program Brochure*

- d. *New CGFO's awarded*
 - e. *CGFO of the Year*
- 9. Coordinate with FLC administrative staff to send noncompliance letters as needed
 - a. *FLC staff to provide a list of CGFO's who failed to renew by August 15th.*
 - b. *When a certificate holder is three months late meeting any specific requirement noted below, the FLC will coordinate with the Chairperson and send appropriate letter (from standard template) to CGFO's whose certificates are out of compliance. Specific requirements include the following:*
 - (1) Maintaining active or associate membership n FGFOA
 - (2) Reporting required CPEs
 - (3) Making up CPE deficiencies
 - (4) Submitting or successfully passing the Ethics Exam
 - (5) Completing the Florida Commission on Ethic's online training when required
 - (6) Responding to requests for additional information regarding CPEs reported
 - c. *After the six-month grace period expires, the CGFO's certificate will be placed on suspended status. FLC will coordinate with the Chairperson to send a certified letter informing the CGFO that his/her certificate has been suspending for failing to meet the specific requirement and that if the certificate is not brought into compliance within two years, the certificate will be revoked.*
 - d. *If the CGFO does not comply in the two-year period, the FLC will coordinate with the Chairperson and the Committee Board Liaison to request approval of revocation from the FGFOA Board via the committee agenda. The Chairperson should provide the Board the circumstances leading up to this final action including the failure of the certificate holder to respond to the certified letter.*

B. Vice Chairperson

- 1. Assist Chairperson in coordinating Committee activities

C. Subcommittee Chairpersons

- 1. Coordinate the Subcommittee meetings
 - a. *Establish meeting times and places*
 - (1) Meetings can be in person or by phone conference calls

- (2) The FLC arranges conference calls and Go-To-Meeting, if requested
 - b. Conduct Subcommittee meetings*
 - c. Assist the Committee Chairperson and other Subcommittee Chairpersons*
 - d. Motivate and involve all Subcommittee Members*
- 2. Report Subcommittee activities
 - a. Keep Subcommittee Members apprised of Subcommittee activity and progress*
 - b. Keep Committee Chairperson apprised of Subcommittee activity and progress*
 - c. Participate in periodic meetings between Committee Chair and Subcommittee Chairpersons*
 - d. Participate in periodic meetings of the Committee*
- D. Members (Can be Active, Associate, Retired members of FGFOA who hold the CGFO Certification)
 - 1. Duties – As assigned by sub-committee
 - 2. Attend meetings
 - a. The first organizational meeting is held at the annual conference.*
 - b. Subsequent Committee meetings are called by the Committee Chairperson via phone conference.*
 - c. Subcommittee meetings are called by the Subcommittee Chair usually via phone conference.*

VI. Florida League Responsibilities

- A. Pre-reviews CGFO Program applications and will email them to the Applications and Renewals Subcommittee Chairperson and copy the Chairperson.
- B. Administers the online renewal process and ethics exam and keeps track of any late renewals. Sends renewals to be reviewed and communicates any late renewals to the Applications and Renewals Subcommittee Chairperson.
- C. Develops a list of identification numbers for all renewals and sends to the Applications and Renewals Subcommittee Chairperson so that a random selection can be made for auditing the renewals. Sends letter to CGFO selected if any further information is needed.
- D. Sends a list of any noncompliant CGFO's by August 15th along with appropriate letter templates to the Chairperson.
- E. Administers registration for the CGFO Program certification reviews and exams.
- F. Secures site for fall reviews and exam at the SOGF.

- G. Maintains a list of approved instructors for the CGFO review courses.
- H. Creates exams from poll of questions provided by the Certification Committee or consultant; sends exams to the Exam and Review Subcommittee Chairperson for final review; mails exams to the proctors; receives exams from proctors and has exams graded.
- I. Determines the CGFO of the Year and communicates to the Chairperson.
- J. Makes any requested changes to the CGFO Program section of the FGFOA website.
- K. Posts any articles submitted by the Committee to the quarterly newsletter.
- L. Provide meeting space and set up any conference calls or Go-To Meetings for the Committee.
- M. Provide any budgeted amounts or constraints to the Chairperson and Board Liaison.

VII. Terms

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

VIII. Budget Considerations

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

IX. Minutes-Reports-Correspondence-Newsletters

- A. Minutes – The Chair should keep minutes of each meeting and should maintain copies for use by the next chair and committee.
- B. Reports –
 - 1. A Committee Report is required for each Board meeting and at the direction of the President. The report is transmitted as an agenda item and should include but is not limited to the following items:
 - a. *Progress towards goals from each subcommittee*
 - b. *Number of new applications received*
 - c. *Number of exam participants*
 - d. *Number new CGFO's*
 - e. *Number of renewals*
 - f. *Results of annual CPE audit*

2. An Annual Report is required from each committee prior to the Annual Conference. (This report should be a summary of the accomplishments of the committee for the year.)
- C. Correspondence - should be maintained in the committee notebook.
- D. Newsletters – an article about the progress of the committee is needed for each issue of the Newsletter. The deadlines will be provided at the Committee Chair Orientation.

X. Timeline

- A. Certification Committee Meetings (Note: All meetings are via conference call except for the 1st meeting which takes place in person at the FGFOA Annual Conference.)
 1. 2018 Annual Conference, Marriott World Center, June 17-20
 2. Summer (Prior to the 9/14/18 FGFOA Board Mtg.)
 3. Fall (Prior to the 11/16/18 FGFOA Board Mtg.)
 4. Winter (Prior to the 2/22/18 FGFOA Board Mtg.)
 5. Spring (Prior to the 5/10/19 FGFOA Strategic Planning Session)
- B. Quarterly Agenda Item
 1. Certification Committee Agenda Item Due Date (usually 2 weeks prior to the FGFOA Board Meeting)
 2. Certification Committee – Subcommittee Progress Report (due to the Committee Chair usually 3 weeks prior to the FGFOA Board Meeting)
- C. Quarterly Newsletter
 1. Certification Committee Newsletter Due Date (usually 1 month prior to the FGFOA quarterly release date)
 - a. *Summer (June)*
 - b. *Fall (September)*
 - c. *Winter (November)*
 - d. *Spring (March)*
 2. Certification Committee – Subcommittee Newsletter Information (due to the Committee Chair usually 1 week prior to the FGFOA Newsletter due date)
- D. FGFOA Board Meeting
 1. 6/15/18 – World Center Marriott, FGFOA Annual Conference
 2. 9/14/18 – Florida League of Cities Office, Orlando, FL
 3. 11/16/18 – Florida League of Cities Office, Orlando, FL
 4. 2/22/19 – Florida League of Cities Office, Orlando, FL

5. 5/10/19 - Florida League of Cities Office, Orlando, FL (Strategic Planning Session)
6. 6/22/19 – The Diplomat, Hollywood, FGFOA Annual Conference
- E. July – Newsletter and CGFO of the Year Spotlight article submissions due from the Chairperson to FLC
- F. School of Government Finance 10/15/18 thru 10/19/18
 1. 10/16/18 review sessions begin
 2. 10/19/18 Fall CGFO Exam is administered
- G. 5/31/18 – Year end report for annual conference
- H. Subcommittee Specific Deadlines –
 1. Application and Renewals Subcommittee deadlines
 - a. *July 31st – CGFO renewals are due*
 - b. *August 1st – Any CGFO renewals after this date must have all documentation*
 2. Exam Questions Review Subcommittee
 - a. *September 1st – Coordination of fall review/exam should be finalized*
 - b. *March 1st – Coordination of spring review/exam should be finalized*
 3. Exam and Review Subcommittee
 - a. *September 1st – Secure Instructors for the Fall Review Courses*
 - b. *October 1st – Secure Proctors for the Fall Exam*
 - c. *January 15th – Have preliminary dates for the Spring Review Webinars*
 - d. *February 1st – Secure Instructors for the Spring Webinars*
 - e. *March 1st – Secure Testing Locations and Proctors for the Spring Exam*
 - f. *April – Tentative spring exam date*

XI. General Considerations

- A. Any exceptions to these considerations must be approved by the FGFOA Board of Directors
- B. Only Active Members may serve as Committee Chair and Subcommittee Chairs



Communications Committee
Update to the Board
Meeting Date: June 15, 2018

2017-2018

CHAIRPERSON

Rebecca Schnirman

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: June 15, 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, Twitter, and LinkedIn is included as well.

At the Board meeting on February 9, 2018 it was determined that Florida League of Cities staff would update the organization's social media pages at the same time e-mail blasts and website updates were posted. This was in lieu of Communications Committee members posting updates to social media. This has seemed to work well, and if the Florida League of Cities staff is willing to continue to perform this task then it may not be necessary to continue with this committee in its current format.

Recommended Action:

The Board decided to disband this committee. Please know that we have all enjoyed working on this committee and hope that our efforts have helped the organization in some capacity.

Submitted by

Rebecca Schnirman

Rebecca Schnirman, Committee Chair

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.
 - c. Update 05/17/2018: The committee manual has been placed on hold since the Board decided to discontinue this committee.
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.
 - c. Update 05/17/2018:
 - i. Based on the results of the survey, social media may not be the appropriate forum to market the value of FGFOA membership. Members are not able to access their social media accounts during work hours and as a result would prefer to receive communication via e-mail. The value can also be showcased at annual conference or other FGFOA events throughout the year as well.
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?

Communications Committee
Update to the Board
Meeting Date: June 15, 2018

- 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.
 - 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. Update 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.
 - f. Update 02/09/2018: In future surveys include questions such as, "how did you learn about this event, hear about FGFOA, decide to attend this training session, etc."

Communications Committee
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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.
 - 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
 - d. Update 05/17/2018: The LinkedIn platform has been gaining followers and seems to be used by our members. The Board should continue to monitor the use of this platform to determine if it is worthwhile
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

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- 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
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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
03/21/18-05/18/18	=419+13=432	686	70	92

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
03/21/18-05/18/18	=65+11=76	43	19	3

FGFOA LinkedIn Analytics

Benchmark	Followers	Likes
Description	Number of people following the account	Average number of likes per post
Inception to date	4	11
As of 5/17/18	4+9=13	3



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

Meeting Date:

06.15.18

Title of Item:

Host Committee Update

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

Executive Summary, Explanation or Background Information on

- Lisa Snead and I have reviewed the Conference Host Committee manual and made some recommended changes.
- We have instituted a signup genius to allow committee members to provide contact information and volunteer for the different events or duties as needed to ensure an enjoyable conference for all. We also welcome anyone who would like to volunteer to assist with any of the scheduled events.
- The Bingo cards to be used during delegates visits to the Exhibition Hall, including Association night, were finalized and will be distributed in the welcome packets or at the registration desk.
- The committee members are looking forward to all participants having a great conference and hope that all the events, including those that we have been responsible for, will be well attended and appreciated by The Board, the delegates, the exhibitors and by no means least their family members accompanying them.

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

Recommended Action:

Review and approval of the Updated Conference Host Committee manual.

Conference Host Committee Manual

I. Membership

A. Structure

The committee is generally composed of 15 members plus a two co-chair people, who are appointed by the FGFOA president. The co-chair people serves as the coordinators and appoints a subcommittee chair for each major area of responsibility. The co-chairpersons are responsible for the budget and coordinating the activities. (All co-chairs must be active members)

- **Conference Supports**
 - Theme/Logo, Welcome Bags and Speaker Gifts
 - Volunteers
 - Opening Session
- **Conference Events**
 - Association Night
 - Hospitality Suite
 - President's Reception
 - Emerging Leaders
- **Golf & Other Sports**
 - Golf Tournament
 - Zumba, Sunday Morning Walk
- **Tuesday Night Event**
 - Tuesday Night Event
 - Transportation (if necessary)

Each subcommittee chair is responsible for the completion of the tasks assigned to that subcommittee. Each committee member is assigned to one or more of the subcommittees, but no more than two.

B. Purpose, Goals and Action Plan

Purpose: To plan and organize various events and activities to be held in conjunction with the annual conference.

Goal: To enhance the annual conference by providing events and activities where delegates will become acquainted with other attendees in a friendly and enjoyable atmosphere. These events add to the educational value of the annual conference by allowing attendees to share their professional experiences with colleagues and others.

Plan of Action: To establish subcommittee assignments:

To develop a theme and logo that will give an identity to the annual conference.

To memorialize the conference by providing welcome bags to delegates and customized gifts to speakers.

To plan and organize various events and activities; such as golf and sports tournaments, president's reception, association night event, emerging leaders, opening session, Tuesday night event, and hospitality suite.

C. Chairperson and Vice-Chairperson Responsibilities

The co-chairs are responsible for coordinating all major aspects of the committee including: establishing meeting times, chairing committee meetings, assisting subcommittee chairs with coordination of assignments, reporting activities and results to all committee members, presenting reports to the FGFOA president and Board of Directors, and preparing articles for the FGFOA Newsletter (to be replaced soon).

The co-chairs are responsible for reviewing and recommending changes to the committee's purpose, goals, and plan of action. Recommendations should be reviewed by the committee as a whole, and any changes forwarded to the Board of Directors for approval and inclusion in the next membership directory.

The co-chairs attempt to attend all FGFOA Board meetings and are responsible for preparing and presenting a report of committee activities for all Board meetings. If the chair is unable to attend, arrangements should be made for the co-chairs or the liaison to present the report at the Board meeting.

The chairs are responsible to summarize all committee activities for the year and provide a written annual report that will be distributed to the membership at the annual conference business luncheon.

The co-chairs shall meet with the incoming co-chairs and president to communicate his/her experience and concerns to facilitate an orderly transition. This meeting should occur either before or during the annual conference.

The co-chairs are responsible for the budget and the activity calendar, fills in for the chairperson when needed, and performs other duties as requested by the chairperson.

D. Subcommittee Chair Responsibilities

Each subcommittee chair is responsible for preparing and presenting reports to the co-chairs on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective chair.

E. Member Responsibilities

Committee members are responsible for assisting their subcommittee chair with organizing assigned event at the annual conference.

F. Meetings and Attendance

The Conference Host Committee may hold an organizational meeting at the annual conference to discuss goals and objectives for the year. One meeting will be held on site at the conference hotel to tour the facility.

The use of conference calls, webinars and e-mail to conduct the business of the subcommittee is strongly encouraged.

G. Terms

All members are appointed for a two-year term.

H. Membership Roster

A listing of each committee member including mailing address, telephone number, FAX number, E-mail address, will be compiled and distributed to all committee members.

I. Budget

An allocation is included in the annual budget for expenses associated with committee meetings. This allocation may be used for meals and other incidental expenses related to committee meetings. The committee will also

develop an overall budget for the conference events and will present this to the board of directors for approval. The budget may be amended by board action during the year based upon attendance and actual events.

J. Changes to Purpose, Goals, and Action Plan

The goals, as recommended in the Board’s strategic planning session, shall be conveyed to the committee at the organizational meeting during the annual conference and may be revised during the year as determined by the Board and the president.

II. Conference Events Development

A. Subcommittees

The membership of the committee will be divided into subcommittees. A typical subcommittee format is listed below. This format may be revised by the chairperson to accomplish the committee’s assignments. The Administrator will execute any contract as necessary for the events.

Conference Supports

- Theme/Logo This subcommittee will develop the conference theme and logo. The committee (in coordination with the Administrator) secures a vendor for the welcome bags and speaker gifts, as well as printing the bags and gifts with the conference logo.
- Welcome Bags
- Volunteers The subcommittee is responsible to secure volunteers from the local area, as well as scheduling volunteers for events and activities. Volunteers to collect tickets at all events necessary (Association Night, Tuesday Business Luncheon, and Tuesday Night Event). Volunteers also needed to staff the Host committee table to pass out the bags on Saturday and Sunday and Monday. The subcommittee is also responsible for the quarterly newsletter articles (to be replaced soon).
- Opening Session This subcommittee is responsible to secure and schedule the Color Guard, National Anthem, Invocation, and the Welcome address from the mayor or other prominent official. The subcommittee needs to provide Administrator with names and/or organizations for financial support for Color Guard, Singer, and Invocation approximately three weeks prior to the conference. If a specific amount is not requested, we typically issue a \$100 honorarium. Keynote speaker will be arranged by the

Conference Events

- Association Night The event is scheduled for Sunday night. It is an opportunity for delegates to network with their peers.
- Hospitality Suite This subcommittee will be responsible to acquire all food, beverages, and volunteers to staff the hospitality suite each night during the conference. A volunteer staff person will stay until closing to make sure the event is incident free.
- President's Reception This subcommittee will organize the Saturday night president's reception. This is a limited invitation reception that will be held for approximately 100 invited guests. The Administrator will coordinate the pre-reception event, usually held in the president's suite just prior to the Reception.
- Emerging Leaders This subcommittee organizes and schedules an Emerging leaders event on Monday afternoon in coordination with the Program committee.

Golf & Other Sports

- Golf and Sports Events This subcommittee organizes and schedules a golf tournament on Sunday morning and may organize Zumba, jogging or other events as well.

Tuesday Night Event

- Tuesday Night Event This subcommittee is responsible for planning and executing the Tuesday night event. This may include transportation, food, beverages, entertainment, and scheduling.
- Transportation This subcommittee, if established, seeks and provides transportation services as required by other sub-committees.

B. Tasks

1. Co-Committee Chairs

- a. Prepare reports to the Board and Newsletter articles (to be replaced soon).
- b. Develop descriptions of events for the conference brochure and for the conference program.
- c. Work with meeting planners to develop deadlines to submit data and materials to meeting planners.
- d. Update the president, and administrative staff, as necessary.
- e. Prepare agenda and minutes for committee meetings.
- f. Recommend any budget amendments, if necessary, based upon attendance and development of event costs.
- g. Follow up with subcommittee chairs and meeting planner on pending items as needed.
- h. Coordination with other committees is important. The Conference Program Committee will require input from this committee and vice versa.
- i. Propose to the meeting planner and to the FGFOA Board any budget amendments, if required.
- j. Conduct a tour of the conference hotel with subcommittee chairs to assess facilities, and become familiar with hotel contractual terms.
- k. Provide event sites and menu selections to the conference planner for final approval. Coordinate execution of contracts and payments through the meeting planner.
- l. Consult with meeting planner as to the need for volunteers during the conference.
- m. Transfer of power - The outgoing committee co-chairs should meet with the incoming co-chairs to provide information and pass on the committee notes. This should occur at the annual conference.

2. Subcommittee Chair

- a. Make presentations at committee meetings.
- b. Take steps necessary to plan and organize assigned event or activity.
- c. Communicate with committee co-chair issues that may need his/her guidance.
- d. Schedule meetings and/or calls with subcommittee members to see that assignment progresses as scheduled.
- e. Provide contracts for events as necessary. Provide payment requests to the co-chairs and coordinate when payments are due.

3. Members

- a. Communicate with subcommittee chair by attending meetings, by e-mail or by phone.
- b. Perform duties assigned by subcommittee chair.

C. Timeline

1. Organizational meeting - Normally held at the annual conference. Early organization is a key element to the success of this committee.
2. The first substantive meeting should be scheduled by mid-July or early August, depending on the conference date. Members are assigned to subcommittees at this meeting. Tasks of subcommittees are explained.
3. An agenda report, detailing the activities of the committee, is due for the quarterly Board of Directors meeting (the first is typically held at the end of July) based on a date provided by administrative staff. This should include an update of committee activities as well as any actions that may be required by the board of directors.
4. A tour of the conference hotel should be conducted to assess facilities. This will be coordinated through the meeting planner.
5. The theme and logo should be finalized and be presented as an agenda item for approval at the quarterly board meeting held in November which is held at the School of Governmental Finance.
6. A recommendation for fees, selection of sites for sports and conference events and other opening ceremony speakers must be presented in an agenda item at the winter quarterly board meeting.
7. A Board meeting is typically held in January or February.
8. The Conference Brochure includes a description of events developed by the Conference Host Committee and should be completed in February.
9. Recommendation of gifts and welcome bag selection must be finalized by March.
10. A final description of events should be prepared for the conference program.

- | | | |
|------|----------------|---|
| III. | Minutes | Minutes of each meeting should be maintained for use by the next co-chairs and committee. |
| IV. | Reports | A report is required for each Board meeting and at the direction of the president. The report is transmitted as an agenda item. |
| V. | Correspondence | - Copies of all correspondence should be maintained in the committee notebook. |

- V. Newsletters An article about the progress of the committee is needed for each issue of the Newsletter. The deadlines will be provided by the administrative staff (to be replaced soon).
- VI. Appendix This section contains any forms used to accomplish the transmittal of information and articles for the Newsletter.



Florida Government Finance Officers Association

Education & Webinar Committee

2017-2018

Agenda Item Request

2017-2018

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David Jang
Crystal Kinzel
Jennifer Manning
Stephanie Merle
Anna Otiniano
Michael Perry
Andrew Thompson
Chris Quinn
Jeff Wolf

Meeting Date: 6/15/2018

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) Legislative Update – 6/7/18
- 2) GASB 87 – 7/19/18
- 3) Cost Allocation Plans – 8/16/18

The April Economic Update was successfully presented to over 347 attendees. The webinar was well received and survey feedback was good. The May webinar which be held on June 7th, due to a scheduling conflict.

Divergent Series

The Divergent Series was held on Friday, April 20, 2018, at the EpiCenter at St. Petersburg College.

There were 20 registrations for this event. A survey has been sent out to attendees.

Education & Webinar Committee Manual

The Committee has been reviewed and updated is submitted as part of this Agenda item for approval by the Board.

Sincerely,

Brandy L. Ferris, CPA, CGFM
Education & Webinar Committee Chairperson

Florida Government Finance Officers Association

Education & Webinar Committee

Policies and Procedures Manual

I. Membership Structure

- A. Members should include a cross-section of the FGFOA so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.
- B. The committee should be composed of at least 10 active members, not including the chairperson(s).
- C. The Chairperson is appointed by the President and serves as overall Committee coordinator.
- D. The Chairperson appoints Vice-Chairperson for subcommittees for each major area of responsibility, if needed.
- E. Each committee member is assigned to one or more of the scheduled webinars.

II. Purpose, Goals and Action Plan

- A. Purpose: To plan educational webinars and onsite training for all FGFOA members, excluding the annual conference and the school of government finance, as directed by the Board, and a minimum of eight webinars by identifying a broad range of relevant topics and scheduling knowledgeable speakers.
- B. Long Range Goal: Improve the quality of financial management in government units by educating the membership to create a well-rounded individual.
- C. Short Range Goals
 - 1. Provide stimulating educational and training opportunities for government finance professionals.
 - 2. Provided low cost CPE to our membership.
- B. Action Plan
 - 1. Webinar:
 - a) Assign each Committee member one or more webinars, their objective being to find speakers for each.
 - b) Recommend topics, speakers, and proposed dates and times for all webinars for FGFOA Board of Directors Approval.
 - c) Committee members, for each of their assigned webinars, contact potential speakers appropriate for the selected webinar calendar.

- d) Chair requests volunteers to moderate each educational session. The Moderator Guidelines are provided to the committee to outline responsibilities.
 - e) Moderator training is provided via webinar for all interested committee members.
2. Onsite Training Sessions
- a) Determine topics and locations for at least one or more full day onsite divergent sessions.
 - b) Submit the training to the FGFOA Board for date approval and the FLC for CPE approval prior to the event date.
 - c) Work with the FLC, who will contract with the location and hotel for venue.
 - d) FLC will provide the registration cost and registration links and post the event to the FGFOA website.
 - e) The Committee will select and coordinate speakers.

III. Member Responsibilities

A. Chairperson

- 1. Coordinates all major aspects of the committee meetings, including establishing time and place, agenda and minutes.
 - a) The Committee Meetings can be in person or via phone conference. The Florida League of Cities (FLC) can provide meeting space in Orlando and Tallahassee. The FLC arranges conference calls and Go-To-Meeting.
 - b) Assigns committee member activities.
 - c) Motivates and involves all committee members.
- 1. Reports committee activities, including keeping committee members and the Board liaison apprised of committee activity and progress.
 - a) Prepares and presents reports about the committee's progress for scheduled FGFOA Board of Directors meetings. Although highly encouraged to attend the Board Meetings, if unable to attend, coordinates with Board liaison for committee report presentation.
 - b) Submits articles describing the committee's progress for the FGFOA newsletter.
 - c) Prepares a report for the annual conference business luncheon, summarizing all of the committee activities for the year.
 - d) Assists with transition of responsibilities to the new Board Liaison and Chair.
 - e) Solicits volunteers, if needed.
 - f) Informs committee members of key dates/deadlines.

- g) Only active members can hold the position of Chair.

B. Vice-Chairperson

1. Assists the Committee Chairperson and other Committee members.
2. Participates in periodic Committee meetings.
3. Contacts the FLC to request speaker bank that has been used in the past.

C. Members (Can be Active, Associate, Retired, or Student members of FGFOA)

1. Assists the Chair in determining relevant topics for educational and webinar sessions.
 - a) Webinars:
 - (1) At least eight (8) webinars per twelve month period.
 - (2) 100 minute sessions, which must include six (6) evenly spaced CPE questions.
 - (3) Select and coordinate with speakers.
 - b) Divergent:
 - (1) Assist with determining topics and locations for at least two (2) divergent sessions per year.
 - (2) Work with FLC to pick locations and prepare for sessions.
2. Attends meetings
 - a) The first organizational meeting is held at the annual conference.
 - b) Subsequent committee meetings are called by the committee chairperson.
3. Appointed for at least a one (1) year term, but encouraged to serve at least three (3) years to provide the institutional knowledge and experience necessary for successful operation of the committee.
4. A committee application must be completed each year regardless of which committee the member will be working with for the following year.

III. Budget

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Presenters are volunteers and do not receive compensation or expenses for their services, with the possible exception of national speakers from GASB and GFOA

IV. Timeline

- A. Hold organizational meeting at the Annual Conference.

- B. Develop a tentative schedule of events (showing date, time, topic, and speakers) as soon as possible, but not later than July. Schedule should avoid conflict with other FGFOA key events such as the annual conference, School of Government Finance, and scheduled Board meetings, whenever possible.

IV. Transition Plan

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



Florida Government Finance Officers Association

Member & Leadership Development Committee

2017-2018

2017-2018

CO-CHAIRPERSON

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Ingrid Gaskin-Friar
Michael Gauci
Cecilia Guerrero
Jeanette Haynes
Laurette Jean
Crystal Kinzel
Michael Novar
Chantel Pierre
Marilyn Rosetti
Pamela Winston
Ann Wynter

Agenda Item Request

Meeting Date: June 15, 2018

Title of Item: Member and Leadership Committee Update

Executive Summary:

The Committee's sub-committees report is below:

Coaching Program

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

Update: The sub-committee worked with Emerging Leaders sub-committee to plan the inclusion of the Coaching Program participants into the Emerging Leaders networking event at the Annual Conference in Orlando. The invitation email will be sent to all Coaching Program participants on June 1, 2018 to invite them to the event. Jamie Robinson will be speaking about the program at the event. League staff ordered ribbons to be used for the attendees who participated in Coaching Program this year.

Requested Actions: No action required.

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 on June 18th, 2018 in conjunction with the Coaching Program participants attending the initial networking and then having time for personal 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: Develop ways to engage students to become the next generation of leaders in the FGFOA.

Requested Action: No action required.

Karen Keith

Karen Keith

Olga Rabel

Olga Rabel



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

2017-2018

Agenda Item Request

CHAIRPERSON

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John Grady
Sharon Harding
Traci Hildreth
Greg James
David Jang
Ann Kenny
Jeffrey Kern
Jeffrey Larson
Melissa "Missy" Licourt
Donna Lovejoy
Roberto "Bert" Martinez
Carmen Mosley
Chantel Pierre
Tanya Quickel
Meridy Semones
Debbie Sileo
Diane Smith
Justin Stankiewicz
Margaret Steele Miller
Christine Tenney
Elizabeth Walter
Katherine Woodruff
Tammy Wilson
Sean Congero
Devin Carter

Meeting Date: June 15, 2018

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

Executive Summary, Explanation or Background Information on Request:

- 1. The SOGF committee has been working diligently developing session topics and descriptions. We have some great topics for this year's school. We have also invited back two professors from the Carl Vinson Institute of Government, University of Georgia. Both John Hulsey and Beth Horvac are excited to speak again this year.**
- 2. The hospitality committee has come up with several ideas to engage participation and attendance in the hospitality suite. Our recommendation is to have two nights of engaging activities and 2 nights of a more relaxed environment to meet the needs of all attendees.**

Below are some ideas for the 2 nights of engaging activities:

- a. a scavenger hunt**
- b. baseball or football themed night with corn hole**
- c. karaoke night**
- d. trivia night**
- e. an ice cream social with a raffle**

Recommended Action:

Boards direction on the recommendations for the hospitality suite.

Sharon Almeida

Sharon Almeida

5/15/2018

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
School of Governmental Finance
Committee
2017-2018

2017-2018

Agenda Item Request

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Ann Kenny

Jeffrey Kern

Jeffrey Larson

Melissa "Missy" Licourt

Donna Lovejoy

Roberto "Bert" Martinez

Carmen Mosley

Chantel Pierre

Tanya Quickel

Meridy Semones

Debbie Sileo

Diane Smith

Justin Stankiewicz

Margaret Steele Miller

Christine Tenney

Elizabeth Walter

Katherine Woodruff

Tammy Wilson

Sean Congero

Devin Carter

Meeting Date: June 15, 2018

**Title of Item: 2017/2018 School of Governmental Finance Session
Topics and Descriptions**

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

**The committee has developed a robust list of session topics and
descriptions. We focused our session topics on current events and
struggles that the local governments are facing.**

**We have also tentatively secured several speakers and have included
those with tentative time slots.**

Recommended Action:

Board approval on the session topics.

Sharon Almeida

Sharon Almeida

5/15/2018

Date



It Starts With Us - Leadership Under Construction

2018 SCHOOL OF GOVERNMENTAL FINANCE

Educational Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Basic/Intermediate	Basic Governmental Accounting	This introductory session will include topics that accountants new to governmental accounting need to know. The topics covered will include fund accounting and the basis of accounting and measurement focus for the various types of funds; double entry accounting with examples of entries for assets, liabilities, expenditures and revenues.
Accounting & Financial Reporting	Basic/Intermediate	OPEB GASB 74 & 75	
Accounting & Financial Reporting	Basic/Intermediate	GASB 78 and 82, Mechanics of a Defined Benefits Pension Plan	
Accounting & Financial Reporting	Basic/Intermediate	Fundamentals of Single Audit/Yellow Book	What is a Single Audit? What is the Yellow Book? This session will cover the fundamentals of a single audit, the uniform guidance and the yellow book as well as a brief overview of the proposed updates to the yellow book.
Accounting & Financial Reporting	Basic/Intermediate	Emerging Issues Facing Governments	
Accounting & Financial Reporting	Basic/Intermediate	Fraud and Internal Controls	This course will cover the five components of internal control. We will also discuss fraud that has occurred in governmental accounting, places where fraud is most likely to occur and the various internal controls that can be implemented to mitigate the potential for fraud.
Accounting & Financial Reporting	Intermediate /Advanced	Intermediate Governmental Accounting	In the private-sector businesses are motivated by profit and focus much of their attention on the bottom line or measures/ratios such earnings per share. However, in the public sector governments are focused on achieving budgetary equilibrium and demonstrating compliance at the legal level of
Accounting & Financial Reporting	Intermediate /Advanced	GASB 86, 87, and 88 Leases & Other Debt Issues	The Governmental Accounting Standards Board (GASB) recently released three new standards related to long-term debt...GASB 86, GASB 87, GASB 88. This session will explore the specifics of these three new standards and consider some of the practical challenges facing those who must implement them.



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Educational Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Intermediate /Advanced	Reporting & Disclosure Errors and Common Financial Statement Deficiencies	What are we getting right and what are we getting wrong? In this session, the Florida Auditor General's Office will discuss the most common audit findings and deficiencies and a reviewer for the GFOA Certificate of Achievement for Excellence in Financial Reporting will discuss the most common errors found in the reports submitted for this award.
Accounting & Financial Reporting	Intermediate /Advanced	Emergency Management - Disaster Recovery Accounting	This session will discuss the challenges and best practices to develop financial controls for accounting and reporting to maximize funding opportunities and minimize potential claim disputes with the Federal Emergency Management Agency (FEMA). The speakers will be represented from the Post Disaster Recovery group of Tetra Tech and from an emergency management specialist of Hernando County which will offer the perspectives of a consulting firm and local government.
Accounting & Financial Reporting	Intermediate /Advanced	Revenue Administration	This session will familiarize you with the types of revenues that governments typically generate and learn the history of those revenues. In addition, you will learn about current trends in governmental revenue administration. As you progress through each of the lessons, you will be challenged with self-test questions and interactive exercises.
Budget	Basic/Intermediate	Building a Better Budget Process	One city's experience moving from a relatively disorganized paper & spreadsheet driven budget process to utilizing collaborative technology to save time, reduce mistakes, and transform the budget office.
Budget	Basic/Intermediate	Strategic Plan, Capital Plan and Operating Budget: Tying it all Together	Does your organization have a Strategic Plan, a Capital Plan and an Operating Budget document? Are they linked together? Are they three separate documents? What should be in each? This session will explore these questions, the various documents and provide case studies.
Budget	Basic/Intermediate	Budgeting for Priorities	Developing a budget supported by the Manager, Commissioners, Public and Department Heads requires understanding the County's direction and priorities. Topics to be discussed include: Strategic Plans, Business Plans, Development Process, Targeting Decision Points, and Revenue Identification.
Budget	Basic/Intermediate	Budgeting for Long Term Capital Projects	Where is the money coming from and is there significant cash flow? How to budget for long term capital and not go broke.
Budget	Basic/Intermediate	The TRIM Process	The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end. There will be an interactive exercise to reinforce everything you have learned.



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Educational Track	Session Level	Session Title	Session Description
Budget	Intermediate /Advanced	It's Expensive, but it is Part of the Capital Budget	Capital budgets are important in governmental budgets because projects are often big, expensive, and permanent. But what about the ones that are on the cusp?
Budget	Intermediate /Advanced	Budgeting through Crisis	Learning how to create a crisis budget can be tricky, especially if this is your first time going through a budget crisis. Tricky, but not impossible.
Budget	Intermediate /Advanced	Cities under Construction: How to Prioritize Capital Projects and Financing Strategies	Capital planning and budgeting is a complex process with uncertain long term projections, political pressures, shortage of resources, and demands on a wide range of expertise that requires both operational and financial knowhow. Structuring a balanced capital plan requires you to coordinate information, analyze alternatives, and build consensus.
Financial Management & Leadership	Basic/Intermediate	Moving to the Cloud What You Need to Know	What does it mean to be "in the cloud" when it comes to your data? Curtis McCallister, Manager of Technology Solutions at James Moore & Co., will discuss the basics of cloud computing, what to consider before making the move, the process involved in moving, and common hurdles, barriers and pitfalls in moving to the cloud.
Financial Management & Leadership	Basic/Intermediate	Sexual Harassment	What is sexual harassment? How do you identify sexual harassment and what should be done when it is reported. The Civil Rights Division of the Justice Department announced an initiative to combat sexual harassment in the Public Sector workplace. This division is responsible for the enforcement of Title VII of the Civil Rights Act of 1964 against State and Local Government employers. This session will provide information on how to avoid DOJ entanglements regarding sexual harassment in the public sector.
Financial Management & Leadership	Basic/Intermediate	Successful Collaboration	Participants will be given a definition of collaboration and suggestions for when collaboration is the best approach. Additionally, supervisors and emerging leaders will learn when collaboration may not be the best avenue. What are the key characteristics and skills of effective collaborators? This interactive session will not only identify challenges to such partnerships, but will also address methods that facilitate successful collaboration.
Financial Management & Leadership	Basic/Intermediate	Leadership	"Are you ready to make a difference? This session is for all the great leaders out there and for those who want to become great leaders! Find out who you are in the world, how it impacts others and how you can make a difference every single day. "People won't remember what you said, people won't remember what you did, but people always remember how you make them feel. Treat people well and always do your best ~Maia Angelou"



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Educational Track	Session Level	Session Title	Session Description
Financial Management & Leadership	Basic/Intermediate	Records Management Basics	The State of Florida Public Records Law is one of the most comprehensive in the entire country. It requires all public agencies/officials to establish and maintain a Records Management program. This session will delve into what a records management program is and discuss the common Best Practices of a Records Management program.
Financial Management & Leadership	Intermediate /Advanced	Cyber Security: An Ever Changing Landscape	This session will cover Elements of Security, including Best Practices and Layers of Security; Common Threats, such as Social Hacking, Phishing, Malware, and Physical Security; and Security in Local Government
Financial Management & Leadership	Intermediate /Advanced	Working with Millennials - Multigenerational workforce	The landscape of the workforce is changing and managers often wonder how to address inter-generational dynamics. Within this presentation, general groups will be defined (World War II Generation, Baby Boomer Generation, Generation X, and The Millennials) and workplace characteristics of each generation will be detailed. In addition to considering the challenges, principles of managing each generation will be provided. Myths versus realities will be discussed. Finally, best practices will be offered so that managers learn to value every generation and utilize the strengths germane to each group.
Financial Management & Leadership	Intermediate /Advanced	Cultivating Decision-Making Strategies	Decision making may be characterized through basic categories: consensus, intuitive (quick decisions), democratic versus autocratic, and participative. Decisions in most companies involve managers at all levels. Management must consider the time involved and the overall impact on the group. No strategy is perfect, but this session will help management make quality decisions for the good of the organization.
Financial Management & Leadership	Intermediate /Advanced	What Emergency Management needs from Finance	Living and working in Florida requires all citizens to be aware of potential disasters. But from Hurricane Andrew to Hurricane Irma, government has made a lot of positive changes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Get your city, county or other governmental entity prepared by hearing from this panel of experts on what Emergency Management needs from Finance professionals in advance of the storm, during the storm and post-storm.



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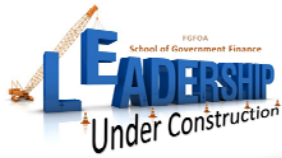
Educational Track	Session Level	Session Title	Session Description
Financial Management & Leadership	Intermediate /Advanced	The intersection of Data, Analytics, Automated Controls, and Fraud Prevention and Detection	In this session, we will explore fraud risks that could affect your local government through a series of case studies. Specifically, we will identify actual instances of fraud that have occurred and learn about internal control activities that could have been in place to prevent the fraud from occurring or at least detect the malfeasance earlier. Additional focus will be given to automated controls, use of data analytics, and other audit considerations.
Treasury & Debt	Basic/Intermediate	Fishing Kit Investment Tool Box for Fixed Income Investment Tools	
Treasury & Debt	Basic/Intermediate	Debt for the Here and Now	
Treasury & Debt	Basic/Intermediate	The Florida Economy– Population – Baby Boomers vs. Millennials vs. Gen X'ers	Will more people be buying more property in Florida because of tax changes? What are potential homestead exemption implications?
Treasury & Debt	Basic/Intermediate	Don't Be At a Loss-Communicating the Portfolio Proactively	There aren't many topics that can tongue tie a portfolio manager responsible for investing public funds quicker than having to explain to stakeholder a portfolio loss. This session prepares participants to view losses not as something to be avoided but as essential to good stewardship.
Treasury & Debt	Intermediate /Advanced	Arbitrage Rebate Compliance Basics	Timely overview of arbitrage rebate and yield restriction requirements per IRS Section 148. Highlights include how arbitrage is computed, the exceptions to arbitrage including spending exceptions, filing requirements, and the payment and refund process. The dual compliance requirement and distinction between arbitrage rebate and yield restriction will also be explained.
Treasury & Debt	Intermediate /Advanced	Implementing a Multiple Duration Investment Program and Fixed Income Investment Strategies in a Rising Rate Environment	
Treasury & Debt	Intermediate /Advanced	Effective Utility Management – Financial Focus and Financial Sustainability	



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							Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description		
Monday 10/15/18	8:00 AM	9:40 AM	Budget	Basic / Intermediate	Budgeting for Priorities	Developing a budget supported by the Manager, Commissioners, Public and Department Heads requires understanding the County's direction and priorities. Topics to be discussed include: Strategic Plans, Business Plans, Development Process, Targeting Decision Points, and Revenue Identification.	Tommy Crosby, Assistant County Manager for Budget & Fiscal Services- Alachua County	12 SE 1st Street, 2nd Floor Gainesville, FL 32061 tcrosby@alachuacounty.us 352.374.5262
Monday 10/15/18	8:00 AM	9:40 AM		Basic / Intermediate				
Monday 10/15/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Basic Governmental Accounting	This introductory session will include topics that accountants new to governmental accounting need to know. The topics covered will include fund accounting and the basis of accounting and measurement focus for the various types of funds; double entry accounting with examples of entries for assets, liabilities, expenditures and revenues.	Racquel McIntosh, CPA Audit Partner Grau & Associates	2700 N Military Trail, Ste 350 Boca Raton, FL 33431 561-969-6669
Monday 10/15/18	10:00 AM	11:40 AM	Treasury & Debt	Basic / Intermediate	Fishing Kit Investment Tool Box for Fixed Income Investment Tools		Darrell Thomas City of Weston	
Monday 10/15/18	1:00 PM	2:40 PM	Budget	Basic / Intermediate	Building a Better Budget Process	In this session, we will explore a city's experience moving from a relatively disorganized paper & spreadsheet driven budget process to utilizing collaborative technology to save time, reduce mistakes, and transform the budget office.	Tyler Thompson Will Payne City of Largo	Tyler Thompson - wthompso@largo.com Will Payne wpayne@largo.com City of Largo - Office of Management & Budget 201 Highland Ave Largo, FL 33779 727-587-6727
Monday 10/15/18	1:00 PM	2:40 PM		Basic / Intermediate				
Monday 10/15/18	3:00 PM	4:40 PM	Financial Management & Leadership	Basic / Intermediate	Leadership	"Are you ready to make a difference? This session is for all the great leaders out there and for those who want to become great leaders! Find out who you are in the world, how it impacts others and how you can make a difference every single day. "People won't remember what you said, people won't remember what you did, but people always remember how you make them feel. Treat people well and always do your best ~Maia Angelou"	Nicole Gasparri, CGFO Organizational Program Manager, City of Boca Raton	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us
Monday 10/15/18	3:00 PM	4:40 PM		Basic / Intermediate				
Tuesday 10/16/18	8:00 AM	9:40 AM		Basic / Intermediate				
Tuesday 10/16/18	8:00 AM	9:40 AM		Basic / Intermediate				
Tuesday 10/16/18	10:00 AM	11:40 AM	Budget	Basic / Intermediate	Strategic Plan, Capital Plan and Operating Budget: Tying it all Together	Does your organization have a Strategic Plan, a Capital Plan and an Operating Budget document? Are they linked together? Are they three separate documents? What should be in each? This session will explore these questions, the various documents and provide case studies.	Bryan Cahen, MPA, Budget Director, City of Weston	17200 Royal Palm Boulevard, Weston, FL 33326 954-385-2000 Bcahen@westonfl.org
Tuesday 10/16/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Emerging Issues Facing Governments		Beth Horvac	



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Day	Start	End	Track	Session Level	Session Title	Session Description		
Tuesday 10/16/18	1:00 PM	2:40 PM	Financial Management & Leadership	Basic / Intermediate	Sexual Harassment - What is it and what to do if reported?	What is sexual harassment? How do you identify sexual harassment and what should be done when it is reported. The Civil Rights Division of the Justice Department announced an initiative to combat sexual harassment in the Public Sector workplace. This division is responsible for the enforcement of Title VII of the Civil Rights Act of 1964 against State and Local Government employers. This session will provide information on how to avoid DOJ entanglements regarding sexual harassment in the public sector.	Alison F. Smith, Partner Weiss Serota Helfman Cole & Bierman	
Tuesday 10/16/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Basic / Intermediate	OPEB GASB 74 & 75		Mark White	
Tuesday 10/16/18	3:00 PM	4:40 PM		Basic / Intermediate				
Tuesday 10/16/18	3:00 PM	4:40 PM		Basic / Intermediate				
Wednesday 10/17/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fundamentals of Single Audit/Yellow Book	What is a Single Audit? What is the Yellow Book? This session will cover the fundamentals of a single audit, the uniform guidance and the yellow book as well as a brief overview of the proposed updates to the yellow book.	Jeff Wolf, MSL CPAs & Advisors	
Wednesday 10/17/18	8:00 AM	9:40 AM	Budget	Basic / Intermediate	The TRIM Process	The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end. There will be an interactive exercise to reinforce everything you have learned.	Diane M. Smith, MA, CGFO, Budget Manager of Alachua County	12 SE 1st Street, 2nd Floor, Gainesville, FL 32601, 352-337- 6110, dsmith@alachuacounty.us
Wednesday 10/17/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fraud and Internal Controls	This course will cover the five components of internal control. We will also discuss fraud that has occurred in governmental accounting, places where fraud is most likely to occur and the various internal controls that can be implemented to mitigate the potential for fraud.	Trey Scott and Daniel Anderson Mauldin & Jenkins	
Wednesday 10/17/18	10:00 AM	11:40 AM	Financial Management & Leadership	Basic / Intermediate	Successful Collaboration	Participants will be given a definition of collaboration and suggestions for when collaboration is the best approach. Additionally, supervisors and emerging leaders will learn when collaboration may not be the best avenue. What are the key characteristics and skills of effective collaborators? This interactive session will not only identify challenges to such partnerships, but will also address methods that facilitate successful collaboration.	Suzanne Butsch, HR Manager, Training & Development Sarasota County	1660 Ringling Blvd., Suite 418, Sarasota, FL 34236 phone: 941-302-5514 fax: 941-861-5762
Wednesday 10/17/18	1:00 PM	2:40 PM	Treasury & Debt	Intermediate /Advanced	Implementing a Multiple Duration Investment Program and Fixed Income Investment Strategies in a Rising Rate Environment		John Grady III, CTP, Managing Director, Public Trust Advisors & Jeff Kern, Vice President, Business Development and Client Advisory Services, Water Walker Investments	John Grady III, CTP, Managing Director, Public Trust Advisors, John.Grady@publictrustadvisors.com, (407) 514-2727 Jeff Kern, Vice President, Business Development and Client Advisory Services, Water Walker Investments, 813- 440-5087, JKern@waterwalkerinvestments.com
Wednesday 10/17/18	1:00 PM	2:40 PM		Intermediate /Advanced				
Wednesday 10/17/18	3:00 PM	4:40 PM	Treasury & Debt	Intermediate /Advanced	Arbitrage Rebate Compliance Basics	Timely overview of arbitrage rebate and yield restriction requirements per IRS Section 148. Highlights include how arbitrage is computed, the exceptions to arbitrage including spending exceptions, filing requirements, and the payment and refund process. The dual compliance requirement and distinction between arbitrage rebate and yield restriction will also be explained.	Katia Frock, Director, Arbitrage & Tax Compliance Group, PFM Asset Management LLC	Katia Frock, Director, Arbitrage & Tax Compliance Group, PFM Asset Management LLC frockk@pfm.com , 717.232.2723, fax 717.233.6073, www.pfm.com 213 Market Street Harrisburg, PA 17101



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							Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address
Day	Start	End	Track	Session Level	Session Title	Session Description		
Wednesday 10/17/18	3:00 PM	4:40 PM		Intermediate /Advanced				
Thursday 10/18/18	8:00 AM	9:40 AM		Intermediate /Advanced				
Thursday 10/18/18	8:00 AM	9:40 AM		Intermediate /Advanced				
Thursday 10/18/18	10:00 AM	11:40 AM	Financial Management & Leadership	Intermediate /Advanced	What Emergency Management needs from Finance	Living and working in Florida requires all citizens to be aware of potential disasters. But from Hurricane Andrew to Hurricane Irma, government has made a lot of positive changes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Get your city, county or other governmental entity prepared by hearing from this panel of experts on what Emergency Management needs from Finance professionals in advance of the storm, during the storm and post-storm.	Nicole Gasparri Steve Hynes Laura Thezine	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us 100 NW 1st Avenue, Delray Beach, Florida 33444 561-243- 7402
Thursday 10/18/18	10:00 AM	11:40 AM		Intermediate /Advanced				
Thursday 10/18/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	Intermediate Governmental Accounting	In the private-sector businesses are motivated by profit and focus much of their attention on the bottom line or measures/ratios such earnings per share. However, in the public sector governments are focused on achieving budgetary equilibrium and demonstrating compliance at the legal level of control. To that end, governments use fund accounting. Fund accounting is a tool that governments use to emphasize accountability over profitability. In this session, we will explore the fund-level and government-wide statements required by GASB Statement No. 34.	John Hulsey University of Georgia	
Thursday 10/18/18	1:00 PM	2:40 PM		Intermediate /Advanced				
Thursday 10/18/18	3:00 PM	4:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	GASB 86, 87, and 88 Leases & Other Debt Issues	The Governmental Accounting Standards Board (GASB) recently released three new standards related to long-term debt...GASB 86, GASB 87, GASB 88. This session will explore the specifics of these three new standards and consider some of the practical challenges facing those who must implement them.	Stephen W. Blann Rehmann/Robson, LLC (presented in Denver, CO at GFOA in 2017)	
Thursday 10/18/18	3:00 PM	4:40 PM		Intermediate /Advanced				
Friday 10/19/18	8:00 AM	9:40 AM	Financial Management & Leadership	Intermediate /Advanced	The intersection of Data, Analytics, Automated Controls, and Fraud Prevention and Detection	In this session, we will explore fraud risks that could affect your local government through a series of case studies. Specifically, we will identify actual instances of fraud that have occurred and learn about internal control activities that could have been in place to prevent the fraud from occurring or at least detect the malfeasance earlier. Additional focus will be given to automated controls, use of data analytics, and other audit considerations.	Andrew Laflin Clifton, Larson, Allen LLP	One Tampa City Center 201 North Franklin Street, Ste 2500 Tampa, FL 33602 813-384-2711 alaflin@cliftonlarsonallen.com
Friday 10/19/18	8:00 AM	9:40 AM		Intermediate /Advanced				
Friday 10/19/18	10:00 AM	11:40 AM		Intermediate /Advanced				
Friday 10/19/18	10:00 AM	11:40 AM		Intermediate /Advanced				



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: June 15, 2018

Title of Item: Technical Resources Committee Update

Executive Summary, Explanation or Background Information

Members completed the response for the Invitation to Comment on Revenue and Expense Recognition. The committee also prepared talking points for Kent Olson's testimony at the GASB hearings during the GFOA Conference. Committee member Kathleen Campbell was also in attendance for support and reported that the testimony was well received.

Recommended Action: Informational only.

Melissa Burns

Melissa Burns

May 18, 2018

Date

Florida Government Finance Officers Association
Technical Resources Committee
Policies and Procedures Manual

I. Membership

A. Structure

The Technical Resources Committee (Committee) members should include a cross-section of the FGFOA so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.

The Chairperson is appointed by the President and serves as overall Committee coordinator. The Chairperson may appoint chairpersons for subcommittees for each major area of responsibility.

B. Purpose, Goals, and Plan of Action

The Committee operates as a technical resource for all FGFOA members and non-members on issues related to governmental finance and accounting, and responds to the membership, where possible, in these areas.

Purpose: The Committee's primary purpose is to serve as a technical resource to the FGFOA membership.

Goals: The Committee carries out this purpose by:

- Being alert to changes, problems and innovations in government finance, both nationally and within the state;
- Bringing governmental financial matters to the members' attention;
- Responding to technical inquiries and requests of financial information;
- Providing technical articles on governmental financial matters to the members.

Plan of Action: To meet these goals, Committee members will:

- Prepare draft responses to discussion memoranda, preliminary views and/or exposure drafts issued by the Government Accounting Standards Board (GASB) and other standard or rulemaking bodies concerning governmental finance, accounting, and reporting;
- Submit technical articles for the FGFOA newsletter;
- Provide technical assistance to the membership on new and/or changes to State or Federal laws and regulations, or governmental accounting standards;
- Work with the Conference Program Committee to enhance the small government session at the Annual Conference.
- Maintain and update the *Basic Government Resource Manual*.

C. Chairperson Responsibilities

The Chairperson is responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assisting subcommittee chairpersons with coordination of duties and assignments, reporting activities and results to Committee members and providing quarterly reports to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, goals, and plan of action as listed in the Membership Directory.

The Chairperson may attend FGFOA Board meetings and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson is responsible for submitting by the summer Board meeting a timeline of activities for the year that includes deadline dates.

The Chairperson is responsible for maintaining continuous communication with the Board liaison on all committee activities, conference calls, and meetings.

The Chairperson is responsible for coordinating the preparation of quarterly committee update articles for the FGFOA newsletter.

The Chairperson is responsible for maintaining and updating the Committee's Policies and Procedures Manual.

The Chairperson is responsible for presenting an annual report to the membership at the Annual Conference business luncheon. This report should summarize all Committee activities for the year.

The Chairperson shall meet with the incoming Chairperson and President to communicate any incomplete projects including upcoming pronouncements by GASB and other standard or rulemaking bodies or concerns to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference.

D. Subcommittee Chairperson Responsibilities

Each Subcommittee Chairperson is responsible for preparing and presenting reports to the Chairperson on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective Subcommittee Chairperson.

E. Members Responsibilities

Committee members are responsible for:

- assisting the Chairperson and/or Subcommittee Chairperson in determining relevant topics and authors for newsletter articles;
- developing responses to various GASB exposure drafts, preliminary views, and discussion memoranda (or other standards setting or rulemaking bodies, as appropriate); and
- monitoring and responding to questions and inquiries posted to the List Serve. List Serve topics shall be monitored to verify they are posted to the proper category.

F. Meetings and Attendance

The Committee holds an organizational meeting at the Annual Conference to discuss goals and objectives for the year. Additional meetings are scheduled, if necessary, to develop a list of activities for the year and to discuss the progress on the tasks assigned to each subcommittee and member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged. A note taker should take minutes of each meeting. Minutes should be kept by the Chairperson and distributed to the committee members after the meeting to reinforce decisions made. Notes should be reviewed, corrected if needed, and filed for future reference and use by the next Chairperson and Committee.

G. Budget

An allocation is included in the annual budget for expenses associated with Committee meetings. This allocation may be used for meals and other incidental expenses related to Committee meetings.

H. 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. A listing of each Committee member including name, title, employing organization, address, telephone number, and e-mail address will be compiled and distributed to all Committee members.

II. Committee Responsibilities and Activities

- A. The Committee is responsible for providing technical articles of interest for the Association newsletter. The Chairperson and/or Subcommittee Chairperson should obtain a copy of the newsletter publication schedule from the Membership and Publications Committee. The Committee should then develop a list of topics, authors and deadlines for the year. Draft articles should be submitted to the Chairperson for review and approval prior to submission to the FGFOA administrative offices for inclusion in the newsletter.

- B. The Committee is responsible for drafting responses on behalf of the Board of Directors to GASB exposure drafts, preliminary views, and discussion memoranda. As these documents are issued, ad hoc committees should be formed to draft responses. The Chairperson should review each draft response. In order to provide a smooth transition, the outgoing committee will prepare all responses due by June 15. This will allow the incoming committee time to assign duties for the new year.
- C. The Committee is responsible for providing assistance to the membership on various technical issues. This is accomplished by responding to direct inquiries and ensuring that responses are made to technical inquiries posted to the List Serves.

[illegible]

[illegible]

NEXT MEETING:

Friday, September 14, 2018 – Florida League of Cities Offices, Orlando