



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, May 10, 2019

Conference Call
2:00 PM

Dial-In Number: 1-888-585-9008

PIN: 380-756-528

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

May 10, 2019

NOT
PRESENT

PRESENT

OFFICERS

Kent Olson
Ken Burke
Jamie Roberson

DIRECTORS

Rip Colvin
Frank DiPaolo
Nicole Gasparri
Mike Gomez
Jonathan McKinney
Shannon Ramsey-Chessman
William Spinnelli
Kelly Strickland

1st Term

2016-2019

2nd Term

2017-2018

3rd Term

2018-2021

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Laura Aker Reece, Conference Host
Bryan Cahen, Conference Program
Brandy Ferris, Education & Webinar
Linda Davidson, Legislative
Olga Rabel, Member & Leadership Development
Sharon Almeida, 2018 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

Jordan J. Steffens, Big Bend
Kurt Petersen, Central Florida
Judy Garard, Florida First Coast
Cindy Nenno, Gulf Coast
Karen Keith, Hillsborough
Marge Strausbaugh, Nature Coast
Claudia Rasnick, North Central Florida
Leslie Harmon, Palm Beach
Tatiana Abernathy, 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, May 10, 2019

LOCATION: Conference Call; 2:00 PM

- I. Call to Order – Kent Olson, President**
- II. Roll Call**
- III. Consideration of Minutes – April 5, 2019**
- IV. Report of Officers**
 - A. President – Kent Olson**
 - 1. Appointments to Ad Hoc Committee on Ethics Compliance
 - B. President-elect – Ken Burke**
 - C. Jamie Roberson – Secretary – Treasurer**
 - D. Executive Director Report – Paul Shamoun**
 - 1. Revised December 31, 2018 Quarterly Financial Statements
 - 2. 2019 SOGF Budget
 - 3. March 31, 2018 Financial Statements
- V. Standing Committee Reports**
 - A. SOGF**

Sharon Almeida

Liaison: John McKinney
- VI. Other Business**
- VII. Next Meeting**

Wednesday, June 12, 2019 - Diplomat Beach Resort, 3555 S Ocean Drive, Hollywood, Room 214. This meeting will be held in conjunction with the FGFOA Annual Conference.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
April 5, 2019

The meeting of the FGFOA Board of Directors took place on April 5, 2019 at the Embassy Suites Downtown in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Elect, Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

Secretary – Treasurer, Jamie Roberson, Finance Director, Apopka

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Finance Director, Lighthouse Point

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, John McKinney, Assistant City Manager, City of Holly Hill

Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee

Director, Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County

Director, William Spinelli, Controller, Orlando

Director, Kelly Strickland, Director of Financial Administration, Sarasota

COMMITTEE CHAIRS

Linda Davidson, Legislative

Olga Rabel, Member & Leadership Development

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Florida League of Cities

Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President – Elect Burke called the April 5, 2019 meeting of the FGFOA Board of Directors to order at 9:30 a.m.

LEADERSHIP CLASS IV

Mr. Shamoun noted feedback from the Leadership Class IV attendees where many recommended the Thursday content be moved to Monday. The Monday through Wednesday speakers are very interactive with high energy. The attendees felt it would be more natural to build the week in this way. The class voted Ms. Lorrie Simmons, City of Sarasota, as their class president. The FGFOA Board subsidizing the cost of this event was reported to be the main reason so many people could apply and attend the event. Continuing to subsidize the program would be critical to the success of this event moving forward. The cities see the current price as a value. The Board sees this as a great return on their investment. The focus of the Leadership event is to build future leaders; promoting this event increases the viability of FGFOA for future years. It was recommended by Mrs. Davidson that the committee be made aware of anyone who has previously applied for the program but was denied. This would be taken into consideration when choosing the roster for an upcoming class. Ms. Gasparri recommended a letter go to anyone denied acceptance into the program indicating areas they could work on prior to the

next class which might increase their chances of being accepted into the program. The future of the Leadership program will be discussed at Strategic Planning.

STRATEGIC PLANNING

Strategic Planning will be held at the Florida League of Cities offices in Orlando on May 30 – 31, 2019. Mr. Shamoun mentioned the hotel and expenses related to Strategic planning were not covered by the Board of Trustees budget that was approved earlier this year. Mr. Burke asked if the budget for strategic planning would cover the cost of the hotels and meals, given that we were using the FLC offices. Mr. Shamoun responded the total budget for Strategic Planning was \$3,500 and typically, the hotel cost for the group is about \$2,200. Consensus of the Board is to cover the hotel cost for Strategic Planning. Mr. Burke noted the committee chairs are invited and expected to attend. Staff are directed to send a calendar invite for Strategic Planning.

CONSIDERATION OF MINUTES

The February 22, 2019 minutes were reviewed. Mr. DiPaolo recommended a numerical edit.

Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the February 22, 2019 minutes with edits. Motion passed unanimously.

PRESIDENT-ELECT REPORT

Chapter Presidents Call

Mr. Burke informed the Board that he held the most recent Chapter Presidents call on Friday, March 8, 2019. Mr. Gomez and Ms. Gasparri noted the format of these calls is excellent for interaction and exchange of information. Mr. Burke noted FGFOA staff sent speaker contact information from last year's FGFOA Annual Conference to the Chapter Presidents as a reference for setting up their local chapter events. Mr. Shamoun noted these calls are a good way to disseminate information from the Board meetings to the Chapter Presidents and then down to their members. Mrs. Roberson inquired if there will be an orientation call for the 2019 incoming Chapter Presidents. Mr. Burke confirmed it will be on their first call of the new year.

APPROVAL OF 2019-2020 COMMITTEE CHAIRS

Mr. Burke noted his process for choosing the 2019–2020 Committee Chairs began by asking the current chairs if they would like to continue serving. If they did not, then he asked for a recommendation. No one who wanted to serve was rejected; there's a mix of 50/50 new and old chairs. Mrs. Roberson noted Ms. Rabel is running for the Board which may be a conflict. Mr. Burke said he would replace her if she won a seat on the Board.

Mrs. Roberson moved, seconded by Mr. Colvin, to approve the 2019-2020 Committee Chairs as listed. Motion passed unanimously.

CONFERENCE PROGRAM COMMITTEE POLICIES AND PROCEDURES MANUAL

Mr. Colvin asked that this item be taken out of order as he was dealing with a work issue and would need to leave the room soon. Mr. Colvin presented the Annual Conference Program Committee Policies and Procedures Manual and noted that it is up to date for this year. It is ready for the next committee to review and add their touch. If needed, he recommends adoption by the Board.

Mr. Gomez, moved, seconded by Mrs. Strickland, to approve the Conference Program Policies and Procedures Manual as presented. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

CGFO Exam Rewrite

Mr. Shamoun presented a contract extension for review and approval of the CGFO exam rewrite by the Board. The University of Georgia Research Foundation, Inc. will be able to complete the CGFO exam rewrite by July 31, 2019. Mr. Shamoun was asked about progress with the E-Learning program thru Radford University. Mr. Shamoun clarified that training will not be instantaneous; there may be a 1 to 2-day delay from the date of payment until a member can take their course. Our potential volume of webinar requests may be as much as 300 in the first week, whereas right now Radford University is processing 20 per month. This is an issue to be discussed at Strategic Planning.

Mr. Burke asked for clarification as to whether time employed as a CPA for the Auditor General could qualify towards years of experience towards the CGFO certification program. Ms. Gasparri recommends there be a specific note added allowing this time to qualify only if their time working as an auditor was spent directly reviewing documents specific to Florida governments (not another state).

Mr. DiPaolo moved, seconded by Mr. McKinney, to approve the extension of the contract with the University of Georgia Research Foundation, Inc. through July 31, 2019. Motion passed unanimously.

Further, Mrs. Ramsey-Chessman moved, seconded by Ms. Gasparri, requesting the Certification Committee reconsider who can sit for the CGFO exam based on their Florida government auditing experience. Motion passed unanimously.

Code of Ethics Update

Mr. Shamoun presented a rule of procedure for enforcement of ethics violations for review and approval by the Board. The draft covers Board responsibilities, procedures for investigation and possible sanctions. Ms. Gasparri recommended language be added where communication of an incident should not come from someone directly related to the company (of the person involved in the incident). There was discussion as to how and when the committee to review an ethics violation should be formed, as well as who is on the committee. Mr. Burke recommended a committee be formed at random prior to an event and should include 5 Past Presidents that are still active with FGFOA. Mr. Burke further recommended the wording "problem notifying media" should be removed from the document. Mrs. Davidson recommends the Past Presidents review the policy and procedure prior to adoption. Mr. Burke established a Task Force to establish this policy with Mrs. Davidson as the Chair. The policy will consider the following items: membership revocation, attendance at future FGFOA events, employer notification, and whether the local Chapters should be informed. This new policy creation will be a topic of discussion at Strategic Planning.

Further, Mr. McKinney moved, seconded by Mr. Gomez, making Mrs. Davidson the task force chair which will include 5 Past President. This Task Force will review the Policy and Procedure which will be brought directly to the Board for review. Motion passed unanimously.

2019 SOGF Cancellation Insurance

Mr. Shamoun presented the 2019 SOGF Cancellation Insurance and noted there was no reason not to approve payment for this insurance as in the past, the Board has elected to carry the Full Terrorism coverage.

Mr. DiPaolo moved, seconded by Mrs. Ramsey-Chessman to approve the quote for the 2019 SOGF Cancellation Insurance quote with Full Terrorism coverage. Motion passed unanimously.

Education and Webinar Committee Report

Mr. DiPaolo presented the Education and Webinar Committee report. He indicated there were many obstacles in scheduling and receiving materials for webinars this year, of which FGFOA staff was able to overcome. All future webinar dates are set, speakers have been chosen and materials have been received. Mrs. Davidson recommended the Legislative webinar review be moved to June instead of July so that pertinent legislation changes can be presented in a timely manner. This will give local governments pertinent information that could affect them. The committee will work on creating a process to facilitate staff and the committee making this process run more smoothly. It is the will of the Board that Mr. DiPaolo and Ms. Ferris, Education and Webinar Chair, work with Amber Hughes, Senior Legislative Advocate for the Florida League of Cities, to bring the legislative report to the Board prior to June 30th.

Two Board members previously left the room. Once they returned, **Mrs. Ramsey-Chessman moved, seconded by Mrs. Roberson, to approve revoking the membership via written correspondence to the person who was not behaving appropriately at SOGF due to an ethics violation, stating that his FGFOA membership is revoked and he is not able to attend future FGFOA events. Motion passed unanimously.**

Technical Resource Committee Report

Mr. Gomez presented the Technical Resource Committee report indicating the committee has been busy drafting responses to GASB and working on a draft of the new Grants chapter for the basic government resources manual. It will be ready for review in the next 2 months.

NEXT MEETING

The next meeting of the Board of Directors will be Friday, May 10, 2019 by conference call.

ATTEST:

Jamie Roberson, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: May 10, 2019

Title of Item: Appointments to Ad Hoc Committee on Ethics Compliance

Executive Summary, Explanation or Background: The Executive Director presented material at the April 5 Board Meeting regarding the creating an enforcement mechanism for possible violations of the FGFOA Code of Ethics. The Board's discussion indicated that they would prefer a group of former FGFOA Presidents review the material and provide the Board with guidance on this issue. Accordingly, I have appointed the following individuals to the Ad Hoc Committee on Ethics Compliance.

Linda Davidson, Chair
Bob Inzer
Mary-Lou Pickles
Barry Skinner
Linda Howard

Please note that these appointments expire at the end of my term. Should the Committee not complete its work by then, it will be up to Ken to either re-appoint these members or appoint new members to a new Ad Hoc Committee at the beginning of his term.

Recommended Action: Informational only.

Kent Olson, President

April 29, 2019
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item Request

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: May 10, 2019

Title of Item: Revised December 31, 2018 Financial Statements

Executive Summary, Explanation or Background Information on Request:

During the February 22, 2018 meeting, the December 31, 2018 interim financial statements were presented. During the discussion, Mr. Shamoun pointed out that there were some items that appeared to be mis-categorized. The items in question were thoroughly researched and the appropriate corrections were made.

Recommended Action:

Approval of the December 31, 2018 interim financial statements.

Attachments:

Paul Shamoun, Executive Director

May 10, 2019

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

December 31, 2018, September 30, 2018, June 30, 2018, March 31, 2018, and December 31, 2017

	31-Dec-18	30-Sep-18	30-Jun-18	31-Mar-18	31-Dec-17
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 331,802	365,260	655,044	527,326	204,473
Investments - Vanguard	16,296	16,208	16,130	16,064	16,011
Investments - CD's	185,933	185,446	185,164	184,884	184,279
Accounts Receivable	21,417	4,325	2,773	47,225	933
Interest Receivable	1,510	1,024	592	146	161
Prepaid Expenses	209	591	5,868	2,759	0
Prepaid Conference Expenses	1,280	0	0	4,832	1,893
Prepaid School of Gov Finance Expenses	0	1,596	0	0	0
Deposits	13,750	17,096	6,881	71,773	12,000
Total Current Assets	\$ 572,197	591,546	872,452	855,009	419,750
Equipment:					
Computer Equipment	\$ 3,569	3,569	3,569	3,569	3,569
Less: Accumulated Depreciation	(3,060)	(3,028)	(2,996)	(2,964)	(2,932)
Net Equipment	\$ 509	541	573	605	637
Other Assets:					
Deposits	4,000	4,000	2,000	3,500	4,500
Prepaid	26	141	0	0	26
Total Other Assets	4,026	4,141	2,000	3,500	4,526
Total Assets	\$ 576,732	596,228	875,025	859,114	424,913
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 13,200	117,184	0	390,020	0
Accounts Payable	142,235	64,268	530,943	128,280	82,469
Total Current Liabilities	\$ 155,435	181,452	530,943	518,300	82,469
Unrestricted Net Assets	\$ 421,297	414,776	344,082	340,814	342,444
Total Liabilities and Unrestricted Net Assets	\$ 576,732	596,228	875,025	859,114	424,913

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Six Months Ended December 31, 2018

	---ACTUAL---					---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-18	1-Oct-18	1-Jan-19	1-Apr-19	1-Jul-18	1-Jul-18	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-18	31-Dec-18	31-Mar-19	30-Jun-19	30-Jun-19	30-Jun-19	SPENT	DATE
REVENUES								
Membership Dues	\$ 92,715	3,290	0	0	96,005	105,000	91%	(8,995)
Investment Income	791	1,061	0	0	1,852	4,000	46%	(2,148)
Annual Conference	0	0	0	0	0	636,500	0%	(636,500)
School of Governmental Finance	0	114,147	0	0	114,147	78,230	146%	35,917
Seminars	0	0	0	0	0	27,000	0%	(27,000)
Boot Camps	13,200	11,880	0	0	25,080	52,800	48%	(27,720)
CGFO Fees	18,390	540	0	0	18,930	45,000	42%	(26,070)
Miscellaneous	187	0	0	0	187	0	0%	187
TOTAL REVENUES	\$ 125,283	130,918	0	0	256,201	948,530	27%	(692,329)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 28,750	28,750	0	0	57,500	115,000	50%	57,500
Auditor Fees	0	0	0	0	0	9,500	0%	9,500
Total - Professional Services	\$ 28,750	28,750	0	0	57,500	124,500	46%	67,000
Meeting Expenses:								
Board of Directors	\$ 2,952	3,613	0	0	6,565	21,500	31%	14,935
Strategic Planning	0	380	0	0	380	3,500	11%	3,120
GFOA Conference	0	0	0	0	0	4,000	0%	4,000
GFOA Reception	0	0	0	0	0	5,000	0%	5,000
Total - Meeting Expenses	\$ 2,952	3,993	0	0	6,945	34,000	20%	27,055

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Six Months Ended December 31, 2018

	-----	-----	---ACTUAL---	-----	-----	---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-18	1-Oct-18	1-Jan-19	1-Apr-19	1-Jul-18	1-Jul-18	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-18	31-Dec-18	31-Mar-19	30-Jun-19	30-Jun-19	30-Jun-19	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	0	0	644,700	0%	644,700
School of Governmental Finance	0	70,773	0	0	70,773	77,550	91%	6,777
Seminars	0	0	0	0	0	25,000	0%	25,000
Boot Camps	7,545	6,329	0	0	13,874	38,200	36%	24,326
CGFO Expenses	0	9,297	0	0	9,297	63,000	15%	53,703
NASBA Fees	0	0	0	0	0	1,000	0%	1,000
Total - Training/Education	\$ 7,545	86,399	0	0	93,944	849,450	11%	755,506
Standing Committees:								
Standing Committee Meetings	0	1,807	0	0	1,807	2,000	90%	193
All Committee Meetings @ Conference	0	0	0	0	0	7,000	0%	7,000
Total - Standing Committees	\$ 0	1,807	0	0	1,807	9,000	20%	7,193
Communication to Members:								
Postage & Mailing	229	325	0	0	554	500	111%	(54)
Printing & Duplicating	1,097	54	0	0	1,151	1,500	77%	349
Total - Communication to Members	\$ 1,326	379	0	0	1,705	2,000	85%	295

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Six Months Ended December 31, 2018

	-----	---	ACTUAL	-----	---	BUDGET	---	BUDGET	---	BUDGET
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%			
	1-July-18	1-Oct-18	1-Jan-19	1-Apr-19	1-Jul-18	1-Jul-18	OF			
	to	to	to	to	to	to	BUDGET			
	30-Sept-18	31-Dec-18	31-Mar-19	30-Jun-19	30-Jun-19	30-Jun-19	SPENT		TO	DATE
Administrative Expenses:										
Insurance Expense	\$ 3,998	0	0	0	3,998	4,500	89%		502	
List Serve	1,578	0	0	0	1,578	4,000	39%		2,422	
Filings & Registrations	0	0	0	0	0	100	0%		100	
Staff Travel	878	444	0	0	1,322	3,500	38%		2,178	
Miscellaneous Expense	785	556	0	0	1,341	3,500	38%		2,159	
Credit Card and Bank Fees	6,745	2,037	0	0	8,782	20,000	44%		11,218	
Depreciation	32	32	0	0	64	200	32%		136	
Total - Administrative Expenses	\$ 14,016	3,069	0	0	17,085	35,800	48%		18,715	
TOTAL EXPENSES	\$ 54,589	124,397	0	0	178,986	1,054,750	17%		875,764	
Increase (Decrease) in Unrestricted Net Assets	\$ 70,694	6,521	0	0	77,215	(106,220)	-73%		183,435	
Unrestricted Net Assets, Beginning of Period	\$ 344,082	414,776	421,297	421,297	344,082	344,082	100%		0	
Unrestricted Net Assets, End of Period	\$ 414,776	421,297	421,297	421,297	421,297	237,862	177%		183,435	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Six Months Ended December 31, 2018

Cash Flows From Operating Activities

Receipts from Members and Associates	\$	246,755
Receipts from Exhibitors and Hotel Sites		2,151
Interest and Dividends		934
Fees Paid to Florida League of Cities		(57,455)
Payments to Vendors		<u>(514,693)</u>

Net Cash Used by Operating Activities \$ (322,308)

Cash Flows from Investing Activities

Purchase of Investments	\$	<u>(768)</u>
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Net Cash Used by Investing Activities \$ (768)

Net Decrease in Cash and Cash Equivalents \$ (323,076)

Cash and Cash Equivalents-Beginning of Period \$ 671,174

Cash and Cash Equivalents-End of Period \$ 348,098

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Six Months Ended December 31, 2018

Reconciliation of Increase in Net Assets to Net Cash

Used by Operating Activities

Increase in Net Assets	\$	77,215	
Adjustments to Reconcile Increase in Net Assets to Net Cash Used by Operating Activities:			
Depreciation		64	
Increase in Accounts Receivable		(19,562)	
Decrease in Prepaid Expenses		4,353	
Increase in Deposits		(8,870)	
Decrease in Accounts Payable		(388,708)	
Increase in Deferred Revenues		<u>13,200</u>	
Net Cash Used by Operating Activities	\$		<u><u>(322,308)</u></u>

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018 School of Governmental Finance

Palm Beach Gardens, FL

REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	BUDGET	VARIANCE
Active Member Basic	62	16,120	12,500	3,620
Active Member Basic Late	9	2,700	1,450	1,250
Active Member Intermediate	86	21,500	12,500	9,000
Active Member Intermediate Late	9	2,610	4,350	(1,740)
Associate Member Basic	1	325	630	(305)
Associate Member Intermediate	1	310	0	310
Non Member Basic	9	3,465	750	2,715
Non Member Basic Late	1	425	0	425
Non Member Intermediate	4	1,460	770	690
Non Member Intermediate Late	1	405	0	405
Active Member Week	117	46,800	32,000	14,800
Associate Member Entire Week	5	2,625	1,050	1,575
Active Member Week Late	4	1,760	4,400	(2,640)
Non Member Week	4	2,560	1,280	1,280
Associate Member Entire Week Late	1	565	0	565
Cancellation Fees	19	760	0	760
Hotel Commissions		9,757	6,550	3,207
TOTAL REVENUES		114,147	78,230	35,917

EXPENSE COMPARISON

	2018 ACTUAL	BUDGET	VARIANCE
Hospitality Suite	4,952	4,500	(452)
Refreshment Breaks	31,101	40,000	8,899
Welcome Reception	7,851	5,000	(2,851)
Emerging Leader Reception	3,223	2,500	(723)
Staff Travel	3,538	6,000	2,462
Equipment Rentals	5,181	8,000	2,819
Speaker Gifts	1,481	750	(731)
Postage/Mailing	68	50	(18)
Printing/Duplicating	1,775	1,500	(275)
Meeting Planning Services	7,850	6,000	(1,850)
Insurance	434	500	66
Internet Café	2,200	2,500	300
Operating Supplies	1,119	250	(869)
TOTAL EXPENSES	70,773	77,550	6,777
NET INCOME	43,374	680	42,694

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018-19 Bootcamps

For the Six Months Ended December 31, 2018

REVENUE COMPARISON

	# of REG	2019 ACTUAL	ORIGINAL BUDGET	VARIANCE
REGISTRATIONS				
Registration Fees	57	25,080	52,800	(27,720)
TOTAL REVENUES		25,080	52,800	(27,720)

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Refreshment Breaks	2,807	12,000	9,193
Lunch	2,574	7,000	4,426
Printing and Duplicating	0	1,200	1,200
Speaker Expense	6,335	12,000	5,665
Staff Travel	0	1,000	1,000
Equipment Rent	1,147	4,000	2,853
Room Rental	1,011	1,000	(11)
TOTAL EXPENSES	13,874	38,200	24,326
NET INCOME	11,206	14,600	(3,394)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018-19 CGFO

For the Six Months Ended December 31, 2018

REVENUE COMPARISON

	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
REGISTRATIONS				
Renewals	62	2,895	4,000	(1,105)
Application Fees	27	1,350	3,000	(1,650)
Review Courses	213	9,585	22,000	(12,415)
Exams	170	5,100	16,000	(10,900)
TOTAL REVENUES		18,930	45,000	(26,070)

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Food and Beverage	9,297	13,000	3,703
Scantron Maintenance and Supplies	0	500	500
Printing and Mailing	0	1,000	1,000
Exam Rewrite or Update	0	47,000	47,000
Equipment Rental	0	1,500	1,500
TOTAL EXPENSES	9,297	63,000	53,703
NET INCOME (LOSS)	9,633	(18,000)	27,633

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Six Months Ended December 31, 2018

Accounts Receivable:

PGA National	9,757	Hotel Commission for 2018 SOGF
Miscellaneous Members	<u>11,660</u>	Event Receivables
Total Accounts Receivable	<u>21,417</u>	

Prepaid Expenses:

Tervis	1,106	Speaker Gifts
Amazon	174	Miscellaneous Conference Supplies
Digicert and Network Solutions	<u>235</u>	Internet Homepage
Total Prepaid Expenses	<u>1,515</u>	

Deposits:

Current:

Diplomat Hotel	1,500	2019 Annual Conference
Donovan Darius Enterprise	5,000	2019 Annual Conference Speaker
Annetts Wilson Media	2,000	2019 Leadership
Hull and Associates	5,250	2019 Leadership

Non-Current:

Rosen Shingle	1,000	2020 Annual Conference
Rosen Shingle	1,000	2022 Annual Conference
Waldorf Astoria	<u>2,000</u>	2021 Annual Conference
Total Deposits	<u>17,750</u>	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Six Months Ended December 31, 2018

Accounts Payable:

Jupiter Inlet	220	2018 SOGF Refund
Graphic Press	899	2018 SOGF Printing
FLC	<u>141,116</u>	Fees and Expenses

Total Accounts Payable	<u><u>142,235</u></u>
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Miscellaneous Expense:

Network Solutions	179	Website Domain Expenses
Digicert	131	Website Domain Expenses
Hello Florida	437	Conference Expenses Invoice Received After Fiscal YE Close
L-Soft	229	Listserv Invoice Received After Fiscal YE Close
BMI Music License Fees	163	Music for events
Walgreens	125	Gift Cards
Amazon	<u>77</u>	Memorial Gift

Total Miscellaneous Expense	<u><u>1,341</u></u>
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Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

2018-2019
BOARD OF DIRECTORS

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President-Elect
Ken Burke

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Jamie Roberson

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Nicole Gasparri

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Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: May 10, 2019

Item Title: 2019 SOGF Budget

Executive Summary:

The 2019 School of Governmental Finance will be held at the Hilton San Destin Resort in Destin, FL on October 21–25, 2019. The 2019 SOGF budget has been prepared for your review and approval.

Recommended Action:

Approval of 2019 School of Governmental Finance Budget

Paul Shamoun, Executive Director

May 10, 2019
Date

		2017 Approved April 7, 2017	2017 Actual	2018 Approved February 9, 2018	2018 Actual as of 12/31/18
REVENUES	FEES 2019				
Active Member Basic	\$250	\$8,800	\$10,810	\$12,500	\$16,120
Active Member Basic Late	\$290	\$1,820	\$1,080	\$1,450	\$2,700
Associate Member Basic	\$315	\$855	\$280	\$630	\$325
Associate Member Basic Late	\$355	\$0	\$335	\$0	
Non-Member Basic	\$375	\$1,380	\$710	\$750	\$3,465
Non-Member Basic Late	\$415	\$0		\$0	\$425
Active Member Intermediate	\$250	\$11,000	\$11,440	\$12,500	\$21,500
Active Member Intermediate Late	\$290	\$2,100	\$4,420	\$4,350	\$2,610
Associate Member Intermediate	\$315	\$570	\$0	\$0	\$310
Associate Member Intermediate Late	\$355	\$0		\$0	\$0
Active Member Week	\$400	\$28,800	\$30,240	\$32,000	\$46,800
Active Member Week late	\$440	\$4,000	\$5,200	\$4,400	\$1,760
Associate Member Week	\$525	\$2,425	\$1,455	\$1,050	\$2,625
Associate Member Week Late	\$565	\$0		\$0	\$565
Non-Member Intermediate	\$385	\$690	\$0	\$770	\$1,460
Non-Member Intermediate Late	\$425	\$0	\$375	\$0	\$405
Non-Member Week	\$640	\$600	\$600	\$1,280	\$2,560
Non-Member Week Late	\$680	\$0		\$0	
Cancellation Fees	\$40	\$0	\$160	\$0	\$760
Room Credits		\$0	\$2,593	\$0	\$0
Hotel Commission		\$10,800	\$9,104	\$6,550	\$9,757
TOTAL REVENUES		\$73,840	\$78,802	\$78,230	\$114,147
EXPENSES					
Hospitality Suite		\$8,000	\$2,939	\$4,500	\$4,952
Refreshment Breaks		\$40,000	\$24,863	\$40,000	\$31,101
Welcome Reception		\$0	\$0	\$5,000	\$7,851
Emerging Leader Reception		\$3,000	\$2,145	\$2,500	\$3,223
Staff Travel		\$5,000	\$6,877	\$6,000	\$3,538
Internet Café/Wi-Fi		\$2,500	\$0	\$2,500	\$2,200
Equipment Rentals		\$9,000	\$6,992	\$8,000	\$5,181
Speaker Expenses		\$500	\$135	\$0	\$0
Speaker Gifts		\$1,500	\$575	\$750	\$1,481
Operating Supplies		\$250	\$156	\$250	\$1,119
Postage		\$50	\$0	\$50	\$68
Printing/Duplicating		\$1,500	\$1,108	\$1,500	\$1,775
Meeting Planning Services		\$6,650	\$5,650	\$6,000	\$7,850
Speaker Moderator Breakfast		\$0	\$0	\$0	\$0
Insurance		\$450	\$474	\$500	\$434
Hotel Attrition		\$0	\$0	\$0	\$0
Transportation		\$0	\$0	\$0	\$0
TOTAL EXPENSES		\$78,400	\$51,914	\$77,550	\$70,773
NET INCOME		(\$4,560)	\$26,888	\$680	\$43,374

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

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

** Fees increased per February 9, 2018 Board Meeting



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item Request

**2018-2019
BOARD OF DIRECTORS**

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Kelly Strickland

Meeting Date: May 10, 2019

Title of Item: March 31, 2019 Financial Statements

Executive Summary, Explanation or Background Information on Request:
Attached at the interim March 31, 2019 financial Statements for review and approval.

Recommended Action:
Approval of the March 31, 2019 interim financial statements.

Attachments:

Paul Shamoun, Executive Director

May 10, 2019
Date

FGFOA
Check Register
Jan - Mar
2019

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Dec 31, 2018				\$ 331,801.54
	Deposits for Jan 2019				\$ 23,682.40
1/18/2019	3379	CK	Jupiter Inlet Colony	\$ 220.00	
1/23/2019	R00273	ACH	FLC	\$ 104,353.40	
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 247.00	
	Deposits for Feb 2019				\$ 132,940.00
2/1/2019	3380	CK	Broward Co. BCC	\$ 1,498.00	
2/1/2019	3381	CK	Orchid Concessions	\$ 39,014.63	
2/12/2019	3349	VOID CK	Orlando Firefighters	\$ -	\$ 100.00
2/12/2019	3372	VOID CK	Franklin County		\$ 35.00
2/12/2019	3378	VOID CK	Enterprise Fleet		\$ 85.00
2/15/2019	R00274	ACH	Bresler Training	\$ 4,200.00	
2/22/2019	R00275	ACH	FLC	\$ 36,600.00	
2/22/2019	CC Refunds	CC	CC Refunds	\$ 440.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 397.01	
	Deposits for Mar 2019				\$ 234,890.00
3/1/2019	3382	CK	Affinity Nonprofits	\$ 2,256.00	
3/25/2019	CC - Test	CC	Test Transactions Concur		\$ 0.01
3/29/2019	R00276	ACH	FLC	\$ 14,298.09	
CC Ref	CC Refunnds	CC	CC Refunds	\$ 3,755.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 4,255.81	
				\$ 211,534.94	\$ 723,533.95
	Balance @ 03/31/2019			\$ 511,999.01	



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2018-2019

2018-2019

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
Town of Lantana
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BOARD LIAISON

John McKinney

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Tammy Wilson
Sean Congero
Devin Carter

Agenda Item Request

Meeting Date: May 10, 2019

Title of Item: 2019 School of Governmental Finance Update

Executive Summary, Explanation or Background Information on Request:

The committee has developed a robust list of session topics and tentative descriptions. We focused our session topics on current events, struggles that the local governments are facing and enhancing the role of the finance professional in government.

Recommended Action:

Board approval on the session topics.

Sharon Almeida

Sharon Almeida

4/30/19

Date

ENHANCING THE ROLE OF THE FINANCE PROFESSIONAL IN GOVERNMENT

2019 SCHOOL OF GOVERNMENTAL FINANCE



Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Basic/ Intermediate	The Basic Components of the Annual Financial Report	This session will provide an overview of the Annual Financial Report and its components. We will dive into what is required in the MD&A, notes, RSI and the statistical sections.
Accounting & Financial Reporting	Basic/ Intermediate	Nuts and Bolts of Sales Tax Reporting	This session will cover topics related to the fundamentals of sales tax collection and reporting. How to determine the taxability, what steps to consider for sales tax compliance, how to avoid common sales tax pitfalls, and what to do in case of an audit.
Accounting & Financial Reporting	Basic/ Intermediate	The Fundamentals of Governmental Accounting & Reporting	Are you new to the government world? If so, this session is for you!! You will learn about fund accounting, the financial reporting model, revenues and expenditures, modified and accrual accounting. This session will prepare you to be a part of the accounting team.
Accounting & Financial Reporting	Basic/ Intermediate	Procurement Card and E-Payable Best Practices	This session will cover topics related to best practices for establishing controls to ensure a sound purchasing card and E-Payables program. You will learn the benefits of a purchasing card program as well as understand the risk associated with it.
Accounting & Financial Reporting	Basic/ Intermediate	Risk and Your Entity -Protecting your Entity from Fraud and Misappropriation of Assets	This session will identify the key program areas and processes within government entities that are most at risk for fraud and/or misappropriation of assets including physical assets, cash, time, etc. This session will use real-life examples to provide guidance on how to help protect your entity in these risky areas.
Accounting & Financial Reporting	Basic/ Intermediate	Internal Controls - Accounts Payable/Vendor database	This session will cover the importance of internal controls specifically with Accounts Payable/Cash Disbursement and the Vendor database. We will present a few real-life scenarios on when internal controls were not in place and how this affected the organization. This session will show the effects on your Financial Statements and how can you prevent them from happening to your government.
Budget	Basic/ Intermediate	Best Practices in Presenting the Capital Improvement Program	Our Capital Improvement budgets are complex and expensive, typically require debt commitments and impacts the operating budget. This session will show how to best present this information to your governing body during the CIP development process.
Budget	Basic/ Intermediate	Maintaining Transparency to Citizens throughout the Budget Process	Budget transparency goes beyond printing or posting a budget document on social media. Attend this session to learn about effective strategies that go beyond the budget document to ensure the budget decisions and information are communicated and understood.

ENHANCING THE ROLE OF THE FINANCE PROFESSIONAL IN GOVERNMENT

2019 SCHOOL OF GOVERNMENTAL FINANCE



Track	Session Level	Session Title	Session Description
Budget	Basic/ Intermediate	Budget Development 101	This session will cover the basic principles of budgeting for governments, everything from the players involved to adoption. This session will also focus on the factors to consider when developing the budget as well as the challenges that arise.
Budget	Basic/ Intermediate	Revenue Forecasting and Striking the balance between those revenues and expenditures	This session will cover various tools used to forecast revenues and how to best align expenditures with those revenues.
Budget	Basic/ Intermediate	Budgeting through Crisis	Learning how to budget when your expenses are increasing but your revenue is not can be difficult, but not impossible. In this session, you will learn how to trim back expenses while maintaining government services.
Financial Management & Leadership	Basic/ Intermediate	Cybersecurity Management including Protecting Data in the Cloud	Advances in technology including the prevalent use of cloud service have simultaneously opened the door to increased cybersecurity threats. What can you do to protect your organization? Is your existing cybersecurity strategy providing adequate protection? This session will help answer these questions.
Financial Management & Leadership	Basic/ Intermediate	Successful Collaboration-What is the Best Approach?	Effective managers create and cultivate collaboration and teamwork in order for their unit to reach its full potential. At the end of this session, participants will be able to identify key competencies such as role model, integrity and humility and have generated ideas and action items to cultivate these aspects of effective collaboration.
Financial Management & Leadership	Basic/ Intermediate	How to make effective presentations	Chart your path to becoming a leader by making your presentation more effective and engaging. Learn practical communication and relational skills that will enhance the effectiveness of a presentation.
Financial Management & Leadership	Basic/ Intermediate	Becoming a Self-Aware Leader	Billie Jean King said, "I think self-awareness is probably the most important thing towards being a champion." If you want to learn how to be the champion of your organization, household, local government, civic organization, the world, this session is where you want to be!

ENHANCING THE ROLE OF THE FINANCE PROFESSIONAL IN GOVERNMENT



2019 SCHOOL OF GOVERNMENTAL FINANCE

Track	Session Level	Session Title	Session Description
Financial Management & Leadership	Basic/ Intermediate	Emergency Management	If you have lived in Florida for an amount of time, you are familiar with natural disasters, most notably, hurricanes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Come participate in this interactive session on Emergency Management to become a better prepared Finance professional.
Treasury & Debt	Basic/ Intermediate	Cutting the Gordian Knot - Fraud, Cyber risk, Mobile Banking Fraud, eChecks	Fraud, Cyber Risk, mobile banking fraud, eChecks - information on the latest challenges and opportunities.
Treasury & Debt	Basic/ Intermediate	Becoming a Treasury Superhero by Monitoring Your Bank Fees	Interactive session with a participative "quiz" going through the bank statement to understand and identify the fees.
Treasury & Debt	Basic/ Intermediate	Rebalancing the Portfolio	The vital role that losses play in budgeting and rebalancing the portfolio. Communicating and educating this responsible practice of good stewardship.
Treasury & Debt	Basic/ Intermediate	Treasury - Global and National Economic Updates	Shifting to Neutral: The Fed is pumping the brakes on rate hikes. What now?
Accounting & Financial Reporting	Intermediate/ Advanced	The Balance Sheet: Adopting Good Habits	The balance sheet represents the fiscal health of your organization and developing good routines and practices means taking on good habits. This session will go over some key habits to adopt to improve accountability, strengthen internal controls, and reduce potential errors or misstatements. We will cover methods on how to manage monthly, quarterly and annual reporting, regular review your balance sheet accounts and monitoring routines. The result will improve your ability to identify habits that are inefficient and expedite your audits.

ENHANCING THE ROLE OF THE FINANCE PROFESSIONAL IN GOVERNMENT



2019 SCHOOL OF GOVERNMENTAL FINANCE

Track	Session Level	Session Title	Session Description
Accounting & Financial Reporting	Intermediate/ Advanced	Taking Responsibility of your Financial Statements	Can you explain the differences between Governmental and Government-wide financial statements? Does the Reconciliation of the Balance Sheet to the Statement of Net Position have you puzzled? This session will cover some key struggles in preparing your Financial Statements and provide you with some resources to give you the confidence to take responsibility for your financial statements.
Accounting & Financial Reporting	Intermediate/ Advanced	GASB Update	This session will discuss GASBs that will be implemented in the near future. Topics covered include GASBs 83 - Certain Asset Retirement Obligations, 84 - Fiduciary responsibilities, 87 – Leases, and other upcoming GASBs. This information will heighten your awareness, help you prepare for the implementation of the new GASBs, and make for a better Comprehensive Annual Financial Report (CAFR).
Accounting & Financial Reporting	Intermediate/ Advanced	Advanced Grant Accounting - Avoiding Significant Deficiencies in your SEFA	This session will discuss the Schedule of Expenditures of Federal Awards (SEFA) and State Financial Assistance. You will gain an understanding of how the auditors select the grants for the compliance audit under the uniform guidance and common deficiencies in the SEFA.
Accounting & Financial Reporting	Intermediate/ Advanced	Enterprise Fund Accounting	This session is designed to familiarize participants with features of accounting and financial reporting for enterprise funds and stand-alone business type activities. You will learn the uses of enterprise funds, specialized guidance such as capital asset impairment and compensated absences, and the relation to primary government.
Budget	Intermediate/ Advanced	When Politics Matter in Budgeting	Both elected officials and finance staff have essential roles in budgeting and need to work together to make the hard decisions that create a budget delivering the best value for the public.
Budget	Intermediate/ Advanced	Enterprise-wide Focus	Making budget decisions with the good of the whole enterprise-wide perspective.
Budget	Intermediate/ Advanced	Budgeting for Project Managers	Budget overruns are a litmus test for project success or failure. No government has an unlimited budget, so the first thing project managers look to in determining whether their project was a great success or a colossal failure is the bottom line. This fact fuels the pressure project leaders and their team face with each passing day. As such, effective budget management is a primary area of focus for project managers who value their careers.
Financial Management & Leadership	Intermediate/ Advanced	Enterprise Funds – Financial Management	Enterprise funds are different from governmental accounting funds and generally require long-range financial forecasts and unbiased rate studies. This session will demonstrate how to communicate your financial story through graphical overviews of management / financial dashboards to help meet financial objectives including establishing and meeting financial targets, developing affordable rates and securing public acceptance of your financial plan.
Financial Management & Leadership	Intermediate/ Advanced	Doing more with less through effective delegation	This session will show how to use delegation as a great way to ensure that more tasks get done in less time, and thus build team capacity. You will learn why managers should pay enough attention to the delegation process to reap the benefits.
Financial Management & Leadership	Intermediate/ Advanced	Procurement Compliance	Procurement compliance is an essential part of the day-to-day operation of a government entity. Compliance is needed to effectively monitor procurement processes, identify and detect fraud and corruption risks at all stages of the procurement cycle.

ENHANCING THE ROLE OF THE FINANCE PROFESSIONAL IN GOVERNMENT

2019 SCHOOL OF GOVERNMENTAL FINANCE



Track	Session Level	Session Title	Session Description
Financial Management & Leadership	Intermediate/Advanced	How to manage an ERP system conversion	This session will explore what your organization can do to make your ERP project implementation journey as smooth as possible. Whether your organization is purchasing, upgrading, or replacing your Enterprise Resource Planning (ERP) software, you will learn perspectives on the procurement process, lessons learned during implementation, and how to sustain your investment.
Financial Management & Leadership	Intermediate/Advanced	Building Trust with Your Team	How can you, as a leader, help your team to build the trust it needs to flourish? A lack of trust prevents a team from true commitment, accountability and results.
Treasury & Debt	Intermediate/Advanced	Decision Point: Should I stay long or stay short with the inverted yield curve	The strategy of rebalancing with the inverted yield curve. Current income strategies in the current environment. Is the reward worth the risk? Handling the politics surrounding this policy.
Treasury & Debt	Intermediate/Advanced	"Dark Store Theory" - Property Value Challenge	Learn about "the single biggest thing in property tax in the country right now". Commercial property owners are challenging property valuations where vacant buildings are sold for a fraction of what they cost to build. This is part of the quantum shift in retail that we are seeing.
Treasury & Debt	Intermediate/Advanced	Public Private Partnerships	Exploring the brave new world of public private partnerships

[illegible]

NEXT MEETING:

Wednesday, June 12, 2019 This meeting will be held in conjunction with the

FGFOA 2019 Annual Conference at the Diplomat Beach Resort