



Florida Government Finance Officers Association, Inc

Meeting of the Board of Directors

Friday, April 5, 2019

Breakfast 8:30 a.m. – Hotel Lobby

Meeting 9:00 a.m. – San Juan II

**Embassy Suites Downtown**

**191 East Pine Street**

**Orlando**

# ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

April 5, 2019

NOT  
PRESENT

PRESENT

## OFFICERS

Kent Olson  
Ken Burke  
Jamie Roberson

## DIRECTORS

**1st Term**

**2nd Term**

**3rd Term**

Rip Colvin 2016-2019  
Frank DiPaolo 2017-2020  
Nicole Gasparri 2015-2017  
Mike Gomez 2017-2018  
Jonathan McKinney 2014-2017  
Shannon Ramsey-Chessman 2013-2016  
William Spinnelli 2018-2021  
Kelly Strickland 2018-2021

2017-2018

2018-2021

2018-2020

2017-2020

2016-2019

## COMMITTEE CHAIRS

Lorrie Simmons, Certification  
Laura Aker Reece, Conference Host  
Bryan Cahen, Conference Program  
Brandy Ferris, Education & Webinar  
Crystal Kinzel, 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, April 5, 2019  
Breakfast 8:30 a.m. – available in the lobby  
Meeting: 9:00 a.m. – San Juan II

**LOCATION:** Embassy Suites Downtown Orlando – In conjunction with  
FGFOA Leadership Class IV

- I. Call to Order – Kent Olson, President**
- II. Roll Call**
- III. Consideration of Minutes – February 22, 2019**
- IV. Report of Officers**
  - A. President – Kent Olson**
  - B. President-elect – Ken Burke**
    - 1. Chapter Presidents Call
    - 2. Approval of 2019-2020 Committee Chairs
  - C. Jamie Roberson – Secretary – Treasurer**
  - D. Executive Director Report – Paul Shamoun**
    - 1. CGFO Rewrite Update
    - 2. Code of Ethics Update
    - 3. SOGF Showstopper Insurance Quote

## **V. Standing Committee Reports**

- A. Conference Program**  
Chair – Bryan Cahen                      Liaison: Rip Colvin
- B. Education and Webinar**  
Chair – Brandy Ferris                      Liaison: Frank DiPaolo
- C. Legislative Committee**  
Chair – Linda Davidson                      Liaison: William Spinelli

**D. Technical Resources**

Chair – Linda Benoit

Liaison: Mike Gomez

**VII. Other Business**

**VIII. Next Meeting**

**Friday, May 10, 2019** - Conference Call 2:00 p.m. (Tentative)

**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**  
**February 22, 2019**

The meeting of the FGFOA Board of Directors took place on February 22, 2019 at the Florida League of Cities offices in Orlando, FL.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President, Kent Olson, Deputy Treasurer/Clerk, Tallahassee  
Director, Rip Colvin, Executive Director, Justice Administrative Commission  
Director, Frank DiPaolo, Finance Director, Lighthouse Point  
Director, Nicole Gasparri, Organizational Program Manager, Boca Raton  
Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee  
Director, Jonathan C. McKinney, Assistant City Manager, Holly Hill  
Director, William Spinelli, Controller, Orlando  
Director, Kelly Strickland, Director of Financial Administration, Sarasota

**COMMITTEE CHAIRS**

Lorrie Simmons, Certification  
Bryan Cahen, Conference Program  
Olga Rabel, Member & Leadership  
Sharon Almeida, 2019 SOGF  
Linda Benoit, Technical Resources

**CHAPTER PRESIDENTS**

**STAFF**

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

**CALL TO ORDER**

There being a quorum, President Olson called the February 22, 2019 meeting of the FGFOA Board of Directors to order at 8:30 a.m.

**CONSIDERATION OF MINUTES**

The November 16, 2018 minutes were reviewed. Mr. Olson recommended creating a standard format to clarify roles such as director on the FGFOA Board. Mr. Colvin noted his company is the Justice Administrative Commission (not Administration). Mr. Colvin also noted a sentence needed to be removed as it served no purpose in the Subsidizing Programs: Mr. McKinney was not present for this meeting.

**Mr. Colvin moved, seconded by Mr. Gomez, to approve the November 16, 2018 minutes with edits. Motion passed unanimously.**

The December 4, 2018 minutes were reviewed. Mr. Olson recommended editing these minutes with the same standard format to clarify roles such as director on the FGFOA Board and updating Mr. Colvin's company as the Justice Administrative Commission (not Administration).

**Ms. Gasparri moved, seconded by Mr. Colvin, to approve the December 4, 2018 minutes with edits. Motion passed unanimously.**

## **PRESIDENT'S REPORT**

### **Appointment to the Lifetime Achievement Award Committee**

Mr. Olson appointed the following people to the Lifetime Achievement Award Committee: Ken Burke, Clerk of the Circuit Court/Comptroller, Pinellas County, Chair; Frank DiPaolo, Director of Finance, City of Lighthouse Point; Mickey Miller, Retired, CFO, City of Orlando and City of Jacksonville; Tom Klinker, Interim Finance Director, City of Mount Dora; Melissa Burns, Director of Finance, City of St. Augustine Beach

### **Revisions to Net Assets Policy**

Mr. Olson presented recommended revisions to the Net Assets Policy. After much discussion regarding the maximum average operating expenses and whether or not it would be a recommendation or a requirement.

**Mr. DiPaolo moved, seconded by Mr. McKinney, to approve a draft proposal to clarify the language to present a new version, designed by Mr. McKinney, at the April 5, 2019 Board Meeting. Motion passed unanimously.**

### **Bylaws Amendment**

Mr. Olson presented the Bylaws amendments. There was discussion by the board whether to approve the proposal in full or in part.

**Mr. DiPaolo moved, seconded by Ms. Gasparri, to withdraw the amendment as presented and not bring it before the membership for a vote. A vote was taken, Mr. Olson, Mr. Gomez and Mr. Spinelli voted nay. The motion passed 5 to 3.**

## **PRESIDENT-ELECT REPORT**

### **Chapter Presidents Call**

The next Chapter Presidents conference call will be held in March and an update will be provided at the April 5, 2019 Board meeting.

### **Strategic Planning**

Strategic Planning 2019-2020 will be held at the Florida League of Cities Orlando offices May 30-31, 2019.

## **SECRETARY/TREASURER REPORT**

### **Quarterly Financial Statements as of 12/31/2018**

The Quarterly Financial Statements as of 12/31/2018 were presented for review by the Board. Mr. Shamoun noted some changes to the 2018 School of Governmental Finance expenses. These edits will be submitted for review when the March 31, 2019 Financial statements are available.

## **EXECUTIVE DIRECTOR REPORT**

### **Membership Update**

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

### **Check Register**

Mr. Shamoun reviewed the check register for August 1, 2018 – December 31, 2018.

### **Investment Report as of 12/31/2018**

Mr. Shamoun presented the Investment Report as of 12/31/2018. Synchrony Bank CD, with a balance of \$80,972.27 and a rate of 1.4%. American Commerce CD, with a balance of \$104,960.68. Mr.

Shamoun noted the rate and maturity date is incorrect for American Commerce and will be updated for the April 5, 2019 Board meeting. The Vanguard Money Market account has a balance of \$16,296.06.93.

### **Retiree Registration Fee**

At the request of several members, a review was made of the number of registered retirees for the Annual Conference and School of Governmental Finance 2017 and 2018 in order to consider offering them a reduced rate. This item will be reviewed again in the future.

### **Policy – Membership Objection Process**

Mr. Shamoun presented the FGFOA Code of Ethics, FCCMA Membership Objection Process and Michigan Rules of Procedure for Enforcement. The importance of limiting the amount of alcohol consumed by attendees at an event was stressed so as to avoid ethical issues in the future. There was discussion as to whether a policy should be created specifically for CGFO or if an umbrella policy would cover all programs offered by FGFOA. It is recommended FGFOA seek legal council in regard to this situation. It is recommended our database be able to track when someone is asked not to return to FGFOA events due to the membership objection process.

**Ms. Gasparri moved, seconded by Mr. DiPaolo, requesting Mr. Shamoun draw a proposal for review by the Board. Motion passed unanimously.**

### **2019 Annual Conference Cancellation Insurance**

Mr. Shamoun presented the 2019 Annual Conference Showstoppers insurance policy in comparison to the 2018 rate.

**Mr. McKinney moved, Ms. Gasparri seconded to approve for Full Terrorism coverage. Motion passed unanimously.**

### **SOGF Contract**

Mr. Shamoun recommended the Hilton Daytona Beach for the 2021 SOGF location due to the price and its close proximity giving options for participants during their personal time.

**Mr. McKinney moved, seconded by Mr. Colvin, approving Hilton Daytona Beach as the destination for the 2021 SOGF. Motion passed unanimously.**

### **Budget Amendment – Leadership FGFOA Class IV**

Mr. Shamoun presented a budget for Leadership Class IV.

**Ms. Gasparri moved, seconded by Mr. Colvin, to approve the Leadership FGFOA Class IV budget. Motion passed unanimously.**

### **Budget Amendment – 2018-2019 Annual Budget**

Mr. Shamoun presented a revised 2018-2019 Annual budget.

**Mr. Gomez moved, seconded by Ms. Strickland, to approve the 2018-2019 Annual budget. Motion passed unanimously.**

### **Audit Committee Report**

The Board reviewed the draft Financial Statement Audit report from July 1, 2017 through June 30, 2018 as presented by the Audit Committee. Mr. Colvin recommended staff research an option for a 5-year contract to lower fees to FGFOA. Ms. Gasparri recommended an “out clause” be added to any contract.

**Ms. Gasparri moved, seconded by Mr. Colvin, to approve the 2017-2018 Financial Statement Audit as presented and the Board should retain Shorstein & Shorstein, P.A. to perform the 2018-2019 audit. Motion passed unanimously.**

### **TASK FORCE**

#### **E-Learning Ad Hoc Committee**

Mrs. Ramsey-Chessman presented a letter designed by the CGFO Marketing Task Force. It is to be reviewed and signed by the FGFOA President. Staff will send it out on the President's behalf. The letter will go to member's supervisor and the Mayor of their municipality.

The Task Force also created a script recommended for use when representing FGFOA at the municipality when presenting a certificate to a member for having achieved CGFO status. It is recommended that a CGFO committee member be the first person requested to attend the presentation. Next, if someone is not available, a Board member would be asked to attend. If a Board member is not available, then a Chapter President would be asked to attend the presentation. The script is being presented as a guideline, not a requirement.

### **STANDING COMMITTEE REPORTS**

#### **Certification Committee**

The CGFO Exam Review Committee submitted a RFQ to solicit services to revise and update the CGFO review courses, study guides and exams. The University of Georgia (UGA) was awarded the project and has been contracted to provide these materials for all 5 CGFO areas of study. Staff has received the first of the five PowerPoint review presentations; Debt Administration and the Certification Committee has begun the process to review and provide comments back to UGA. The committee is pleased with the presentation and has no major changes at this time.

#### **CGFO Marketing Task Force**

At the November 16, 2018 meeting, the Board approved an acknowledgment letter to be sent to the management of each candidate who successfully passes the CGFO exam. A late comment was received from the Certification Committee that questioned whether all candidates would want an acknowledgment letter. After much discussion, the Board decided to overrule this request and recommend the committee create a letter for each candidate who successfully passes the exam.

#### **CGFO Ethics Requirement**

The CGFO Ethics Requirement Task Force has provided three recommendations related to compliance with the 4-hour ethics requirement for CGFOs. The Certification Committee was asked to review the recommendations and provide input. The committee's recommendations were to:

1. Sunset the open book exam
2. Allow the CPA ethics course to fulfill the CGFO Ethics Requirements
3. Allow the elected officials/FCCMA four (4) hour ethics course to fulfill the CGFO Ethics Requirements

Additionally, the committee chair received the following suggestions from the President during a 1/15/19 conversation:

1. Allow the CPA ethics course to fulfill the CGFO Ethics Requirements
2. Continue the open book test but update the format and questions where they are randomly selected from a test bank and not the same questions, same exact exam each year
3. Develop some type of webinar training which has a quiz/test requiring a certain level of competency (i.e. 80% pass for CGFO)

Discussion surrounded whether or not people receive their ethics requirement in other ways through their employer. Mr. Colvin recommended FGFOA adopt a policy such as the Florida Bar where



someone must use “not a member of the Florida Bar” after their credentials when using “a member of the bar” online.

Mr. McKinney and Mr. DiPaolo will work on the wording for the new policy and procedures manual and will bring it to the next Board meeting in April. It will need to be reviewed and approved by the Board. Once it is final, then it will need to be posted to the FGFOA website and emailed as a bulletin to all CGFO candidates/participants.

**Mr. Colvin moved, seconded by Mrs. Strickland to allow the CPA ethics course to fulfill the CGFO ethics requirements; allow elected officials/FCCMA four (4) hour ethics course, via the FLC website, to fulfill the CGFO ethics requirements; and to continue the open book test but update the format and questions where they are randomly selected from a test bank and not the same questions, same exact exam each year. The motion passed.**

### **Conference Host**

Ms. Gasparri noted the Tuesday night event has been finalized and will take place at the Gulf Stream Park location having the Shane Duncan Band as live entertainment for the evening. The President’s reception is set for Mangrove Hall at the Anne Kolb Nature Center. And the Opening Ceremony participants are secured via letter confirmations. A location for golf has yet to be determined.

### **Conference Program**

Mr. Cahen presented the full conference program schedule for the 2019 FGFOA Annual Conference. Some speakers may change slightly, however the program is essentially complete as presented.

The committee brought forward a concern for Item 11 General Considerations, C which states “vendor may only be represented at one session of the conference program”. However, an exception is requested for a vendor that might present at the FICPA ethics session. Could their “firm” also present at a regular session so long as the speakers are different than the one who spoke at the Ethics session? (IE: Bill Blend) The board agreed with this exception.

### **Legislative**

The Legislative committee has had excellent participation by the committee members and are following many bills that affect FGFOA members.

### **Member and Leadership Development**

1. The committee has had 2 conference calls to discuss the Coaching Program where there are 14 pairs of coaches and coaches matched together and who are participating. A short survey has done in January to ensure all pairs are connected and communicating well. Another year end survey will be launched in April.
2. A subcommittee presented the results of a survey which was distributed to local FGFOA chapter Presidents to share with their members to identify how many non-FGFOA members attend local chapter meetings.
3. A sub-committee reviewed all 48 applications for the Leadership Class IV, ranking them and has chosen 20 attendees and 3 alternates. The roster was presented.
4. The definition of “emerging leader” was discussed again without a firm definition being supplied. Mr. DiPaolo recommends we look at “early to mid-career professionals” instead of focusing on a particular age range. This would include “empty nesters” re-entering the workforce or people changing careers later in life. Mr. Olson recommends the committee trim the definition to 2-3 lines for Board review.

5. A sub-committee is working with staff to create a comprehensive list of topics for the FGFOA Connect program.

### **2019 School of Governmental Finance**

Mrs. Almeida presented the 2019 School of Governmental Finance theme and logo. The theme is “Enhancing the Role of the Finance Professional in Government”. Three logos were presented for review. A raising of hands vote was taken with the majority choosing the top right logo (it has people holding stars with words above their heads)

### **Technical Resources**

Mrs. Benoit presented the Technical Resources Committee report. She noted the committee had provided responses to GASB, sent new blasts in regard to them, and just completed a draft of the new Grants chapter for the basic government resources manual.

### **OTHER BUSINESS**

### **NEXT MEETING**

The next meeting of the Board of Directors will be Friday, April 5, 2019 at the Embassy Suites Downtown, Orlando prior to the Leadership Class IV graduation ceremony and luncheon.

ATTEST:

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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:** April 5, 2019

**Title of Item:** Chapter Presidents Conference Call Report

**Executive Summary, Explanation or Background:**

Attached are the notes from the March 8, 2019 Chapter Presidents conference call.

**Recommended Action:**

For Informational Purposes

*Ken Burke*  
**Ken Burke**

April 5, 2019  
**Date**

**Florida Government Finance Officers Association (FGFOA)**  
**Chapter Presidents Conference Call**  
**March 8, 2019, 10:00 a.m.**

Present:

**Ken Burke, FGFOA, President-Elect**, Pinellas County Clerk of the Circuit Court and Comptroller  
**Tatiana Abernathy**, Okaloosa Sheriff's Office (Panhandle Chapter)  
**Mike Gomez**, Director, Florida Auditor General, Tallahassee (Big Bend Chapter)  
**Kurt Peterson**, Manager, Office of Mgmt. & Budget, Orange County (Central Florida Chapter)  
**Anthony Cobb**, CPA, Duval County Public Schools (Florida First Coast Chapter)  
**Karen Keith**, Accounting Supervisor, City of Tampa (Hillsborough Chapter)  
**Marge Strausbaugh**, Director of Finance, City of Belleview (Nature Coast Chapter)  
**Marie Elianor**, Director of Finance, City of Cooper City (South Florida Chapter)  
**John Lege**, Assistant City Manager, City of Sarasota (Southwest Florida Chapter)  
**Jennifer Hill**, Budget Manager, St. Lucie County (Treasure Coast Chapter)  
**Catherine Colwell**, Assistant Finance Director, City of Holly Hill (Volusia/Flagler Chapter)  
**Cindy Nenno**, Administrative Services Director, City of Oldsmar (Gulf Coast Chapter)  
**Amy Ratliff**, Accounting Administrator, City of Oldsmar (Gulf Coast Chapter)  
**Jill Walker**, Executive Assistant, Florida Government Finance Officers Association  
**Paul Shamoun**, Executive Director, Florida Government Finance Officers Association

Not Present:

**Claudia Rasnick**, Chief Financial Officer, Gainesville Regional Utilities (North Central Florida Chapter)  
**Leslie Harmon**, Pension Manager, General Employees; Pension Plan, Police & Firefighters' Retirement System, City of Boca Raton (Palm Beach Chapter)  
**Milo Zonka**, Senior Director, Admin & Finance, Brevard County Property Appraiser  
(Space Coast Chapter)

Ken Burke opened the meeting saying that he appreciated all those on the call. He asked that each chapter report on the date that the officers in your chapter change, innovative ideas to get members to attend meetings and an update on chapter activities.

**Paul Shamoun, Executive Director, FGFOA**

Paul provided an update on FGFOA activities, saying that the staff and board have been working on a lot of different things over the last couple of months:

- As of the middle of February, there are 2,800 paid members.
- There are only a very few CPEs that have not been approved. Most are caught up. Let him know if there are any issues with getting the state to approve CPEs.
- The CGFO rewrite is moving along and should be ready for the fall 2019 review courses and testing at the School of Governmental Finance.
- The call for candidates for the elections closes on Wednesday. The Nominating Committee will meet next Friday, the results will be announced and we will get ready for the election process.
- The Board decided to pull down the bylaws amendment and is working on it. The new version will be sent out to members for comment in the future.
- Toward the end of the month, the call for committee members for next year will be sent out. The committees are the backbone of FGFOA. Encourage your members to get on committees.

- There are 48 applications for the Leadership class which will start on April 1. The price has been lowered to \$1,000.
- They are trying to develop a method of i-Learning or web based learning for members with roll out in early fall. This will allow members to take classes with up to 10 CPEs for an affordable price. Information will be sent out in the near future.
- Lifetime Achievement Award applications are out.
- CGFO testing will be available at the FGFOA annual conference this year. The testing date prior to the conference is April 12 at 10 locations across the state.
- Registration will open on Monday for the annual conference, which will be held at the Diplomat Resort in Hollywood, June 8-12. The Tuesday night event will be held at the Gulfstream Racetrack with a dinner and band, casino and mall. A kid's ticket will be available for the Tuesday night event for \$35.00. The President's reception will be held at the Kolb Nature Center. There have already been 80 vendor booths sold. There will be a boot camp at the conference. Preconference starts on Saturday with leadership and investments seminars.

#### Questions:

- Anthony Cobb – what is the CGFO rewrite program? The tests and study guides are being rewritten and updated. The goal is to make it more user friendly and updated with pertinent questions, somewhat like the CPA exam. The rewrite should be available in the fall. The April and June testing will be done using the old test.

Ken encouraged all chapter presidents to promote the School of Government which is being held in Destin this year October 21-25. The School of Government is held in different parts of the state. Because Destin is not centrally located, we need to market this as early as possible. The Panhandle is a beautiful location, but attendance does tend to drop when it is held there. Each chapter president will be asked to help with promoting attendance. We will send out information after the annual conference so it can be promoted in a more active and effective way.

#### **Catherine Colwell**, Assistant Finance Director, City of Holly Hill (Volusia/Flagler Chapter)

- Change officers July 1.
- We have been successful in increasing participation somewhat, but can't pinpoint what has changed, unless it is interest in the presentations they have been doing. It had been the president who took responsibility for the program, but now the president and president elect are working on getting speakers.
- There have not been a lot of activities in the last six months because they have had some serious illnesses and deaths of board members.

#### **Jennifer Hill**, Budget Manager, St. Lucie County (Treasure Coast Chapter)

- Change officers July 1.
- At their last meeting 35 people attended. Alex Brown, Plant Moran gave a good presentation. Their next meeting is on April 12.
- They have had a boost in attendance. They have not done anything different but have had new members in the last 6 months who seem to come in groups from different counties within the chapter. They are looking at existing membership as there are quite a few who don't ever attend. Over the last couple of years they have been able to waive dues, but they are looking at reinstating dues or waiving dues only for the people who are actively attending.

**John Lege**, Assistant City Manager, City of Sarasota (Southwest Florida Chapter)

- Change officers July 1.
- They had a meeting December 7 in Punta Gorda with a session on Managing Cyber Security with 50 people attending. The next meeting will be on March 29 in Sarasota on Creating a Culture of Accountability.
- Their chapter is spread out over 6 counties so travelling is sometimes an issue. They are moving the meetings around the chapter which helps members attend. Meetings are usually lunch with a 4 hour meeting.

**Marie Elianor**, Director of Finance, City of Cooper City (South Florida Chapter)

- Change officers July 1.
- They have 160 plus members. Similar to others they have had an increase, but she is not sure if it because they are doing anything different or there is interest in their speakers. They had ethics training in December, a networking lunch in January with 3 CPE hours of training. Meetings are scheduled in April and June.

Marie asked if anyone was looking at possibly extending the term of the president and vice president to two years. They are running into issues with once the president or vice president get familiar with the system it is time for them to pass on to the next person. They don't have a chance to become effective. Is anyone considering a 2 year term?

- Karen Keith, Hillsborough – they do two years in their chapter already. Since she has been involved in the chapter, the term has been 2 years, and they find it beneficial and works very well. It is a matter of amending bylaws and the membership votes on it.
- Catherine Colwell, Volusia/Flagler – they have two year terms, which is very beneficial for their chapter.
- Tatiana Abernathy, Panhandle – it is interesting that this has come up as it has been on her mind. They currently have a one year term. She found that she finally got the hang of things as her term is ending. She appreciates the question and thinks the two year term is a good idea.
- Jennifer Hill, Treasure Coast – they have a 2 year term, which works well.
- Cindy Nemo, Gulf Coast – they have a one year term that rolls from secretary to treasurer, to vice president, to president. It is a time commitment that works well. If you move up through all of the offices it is a 4 year commitment.
- Catherine Colwell, Volusia/Flagler – they have not been able to keep anyone through the full 4 years of positions.
- Mike Gomez, Big Bend – the secretary and treasurer have 2 year terms. After the 2 year term, you move to president elect and then president, for a total of 4 years, which seems to work well. The treasurer and secretary have staggered terms, every other year.
- Kurt Petersen, Central Florida – they handle the exact same way, but have had problems with people leaving the board due to retirement or new jobs in the private sector. It works as long as the people stay.

Ken thanked Marie saying this is the exact reason why we have these calls to see what other chapters are doing and if it works.

**Marge Strausbaugh**, Director of Finance, City of Belleview (Nature Coast Chapter)

- Change officers in July.

- At their January meeting they had a fraud presentation and Excel clinic which was an excellent presentation. In April they will have a full day conference with 8 classes.
- They have increased meeting attendance. They have been using the Wild Apricot website which helps with people getting the meetings on their calendars and registering earlier.
- They have the same rolling structure with going from secretary to treasurer, president-elect, president, but the officers cannot always fulfill the 4 year term. The two year term might be a good idea.

**Karen Keith**, Accounting Supervisor, City of Tampa (Hillsborough Chapter)

- Change officers July 1.
- Their officers have a two year term which works out well. They still have a problem with people not fulfilling the term, but that never goes away whether it is a one or two year term. The two year people are on the board longer so you have experienced people who go on to another position.
- They had their annual (lunch) meeting in December. It went very well, but it was a sad meeting since one of the board members passed away before the lunch. On February 22 they had a meeting with a 4 hour CPE presentation by Plant Moran. They have gotten good leads from these calls on speakers.
- They would like to go with Wild Apricot to help with membership and RSVPs.

Catherine Colwell asked for those using Wild Apricot how large is your membership:

- Gulf Coast, Cindy Nenno – 184 members
- Nature Coast, Marge Strausbaugh – 75-100 members
- Treasure Coast, Jennifer Hill – 100 members
- Central Florida, Kurt Peterson – 200 plus members. There is a person in their chapter working to help start a Wild Apricot agreement for multiple chapters with a discount of 15-20%. The more chapters that use it, the bigger the discount.

Ken asked Kurt to send that information to him in an email, which he will send out to the group.

**Cindy Nenno** Administrative Services Director, City of Oldsmar (Gulf Coast Chapter)

- Change officers July 1.
- 184 members.
- They had their winter conference on February 8 at the Largo Library with 87 people attending. The speakers were well received. In May, Mike Twitty, Pinellas County Property Appraiser, will be speaking.
- Wild Apricot is very helpful and saves a lot of time.
- They are caught up with CEP approvals.
- They are happy with the direction that FGFOA is going with on-line training.

**Anthony Cobb**, CPA, Duval County Public Schools (Florida First Coast Chapter)

- He has been acting as the president since December since Judy Girard had to step down.
- They have 101 members.
- They have one year terms, but the two year term is something he will present to the board.
- The last meeting was in December with a speaker on Financial Planning & Modeling. There were 55 people at the meeting. The next meetings will be on March 29 and in June.

Ken asked that when there is a change of officers that you let Jill Walker or Paul know so the website can be updated with the new chapter information.

**Kurt Peterson**, Manager, Office of Mgmt. & Budget, Orange County (Central Florida Chapter)

- Change officers July 1.
- They are doing half day sessions and one full day session. The annual meeting will be on March 29, with 8 hours of CPE.
- They have found that it is difficult for people to attend the meetings because their geographic area is quite large. Members come from all over, but most attendance is centrally. There are normally 50 people at the regular half day sessions, but 80-100 members at the annual meeting, depending on the timing.

**Mike Gomez**, Director, Florida Auditor General, Tallahassee (Big Bend Chapter)

- He is president in place of Jordan Steffans for the remainder of the year, and the president next year.
- They are looking for ways to encourage members to attend the meetings.
- Their Nominating Committee will look at a slate of officers for next year. At the annual meeting they will have 2-3 spots to fill.

Does anyone use a director position and how do you use that position? What does the Director do?

- Gulf Coast, Amy Ratliff – 3 directors – CPE coordinator, scheduling, venue. They are like committee chairs.
- Hillsborough, Karen Keith - they have a program chair, nominating chair and membership chair.
- Nature Coast, Marge Strausbaugh – they have 2 directors - membership and program director. They sit on the board but are not officers.

**Tatiana Abernathy**, Okaloosa County Sheriff's office (Panhandle Chapter)

- Change officers July 1.
- Looking at innovative ways to increase membership continues to baffle them. She has reached out to other organizations and has tried to network with other organizations for CPEs and additional presentations.
- They met January 25 and had a presentation on best practices on Recruiting and Retention in Professional Accounting with Warren Everett. There are thirty people at most meetings, but only half at the February 25<sup>th</sup> meeting because of the type of CPE that was offered, but it was the most participation with the speakers that she has ever seen. It was very good material, and she will invite them back again.
- In February they had an Investment Seminar, in March 4 CPE hours on Ethics, and will vote at the April meeting.

Ken asked Paul and Jill to pass that speaker information on to School of Government Chair. They may want to use it for the School of Government.

With no questions, Ken closed the meeting by saying that he learns so much from these calls. A lot of good information is exchanged here. The notes will be sent out in the next 2-3 weeks. There will be one more call before the FY changes on June 3, 10-11:30. He will send out a calendar appointment.





**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:** April 5, 2019

**Title of Item:** Approval of 2019-2020 Committee Chairs

**Executive Summary, Explanation or Background:**

As President-Elect, it is my pleasure to announce my choice for chairs of each committee I've established for 2019-2020. I look forward to working with each of you in my coming year as President.

**Recommended Action:**

For approval.

**Attachments:**

*Ken Burke*  
Ken Burke

April 5, 2019  
Date

## **2019-2020 FGFOA Committee Chairs**

<b><u>Committee</u></b>	<b><u>Chairperson</u></b>
Certification	Lorrie Simmons City of Sarasota
Conference Host	Lisa Snead City of Longwood
Conference Program	Nicole Jovanovski Sarasota Clerk of the Circuit Court & Comptroller
Education & Webinar	Rebecca Schnirman Palm Beach County Parks & Recreation Department
Legislative	Stephen Timberlake City of Boca Raton
Membership & Leadership	Olga Rabel Sumter County
School of Government	Sharon Almeida (Approved Previously) Town of Lantana
Technical Resources	Linda Benoit Hillsborough County



**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:** April 5, 2019

**Title of Item:** CGFO Rewrite Update

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

The University of Georgia Research Foundation, Inc. has requested additional time be added to their contract in order to complete their work on the CGFO rewrite update. The new deadline for completion of the rewrite is July 31, 2019.

**Recommended Action:**

For Approval.

**Attachments:**

  
\_\_\_\_\_  
**Paul Shamoun, Executive Director**

April 5, 2019  
**Date**

**AMENDMENT NUMBER 1  
TO THE  
MEMORANDUM OF AGREEMENT  
BETWEEN  
FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC. AND  
UNIVERSITY OF GEORGIA RESEARCH FOUNDATION, INC.**

This Amendment Number 1 is made and entered into February 28, 2019. The parties hereto mutually agree to amend the Memorandum of Agreement ("Agreement") for the project known as "Florida Government Finance Officers Association, Inc.: Review and Rewrite the Certified Government Finance Officer Program" (UGA Project ID # RFGFO0000942201) as follows:

The term of this agreement shall be extended to July 31, 2019.

The parties agree that all other terms and conditions of the original Agreement, except as revised by this amendment and any previous amendments, remain in full force and effect.

UNIVERSITY OF GEORGIA  
RESEARCH FOUNDATION, INC.

GEORGIA ENVIRONMENTAL PROTECTION  
DIVISION

By:

By:

Name: Jason Reisfeld

Name:

Title: Grants Officer

Title:

Date:

Date:

FLORIDA LEAGUE OF CITIES

By:

Name: Paul Shamoun

Title: Executive Director

Date:



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

**Agenda Item Request**

**2018-2019  
BOARD OF DIRECTORS**

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William Spinelli

Kelly Strickland

**Meeting Date:** April 5, 2019

**Title of Item:** Code of Ethics Update

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

Staff has prepared a rule of procedure for enforcement of ethics violations for review and approval by the Board. This draft covers Board responsibilities, procedures for investigation and possible sanctions.

**Recommended Action:**

For discussion and approval.

**Attachments:**

  
\_\_\_\_\_  
**Paul Shamoun, Executive Director**

April 5, 2019  
**Date**

**Florida Government Finance Officers Association**  
**Rules of Procedure for Enforcement of Ethics Violations**

**General**

These rules govern the procedures for enforcing the Florida Government Finance Officers Association (FGFOA) Code of Ethics as adopted by the FGFOA membership.

All members of FGFOA agree to abide by the Code of Ethics.

The purpose of these rules is to provide a reasonable process for investigating and determining whether a member has violated the code, and to afford each individual member who is the subject of an investigation (the "respondent") a full and fair opportunity to be heard throughout the process.

It is the intention of the FGFOA membership that these rules be carried out carefully but expeditiously in order to minimize the time during which a member may be subject to possible disciplinary action.

Accordingly, time limits stated in these rules are binding, subject to extensions which may be granted by the Board of Directors for reasonable cause, upon request.

No person may participate in any proceedings on a complaint brought under these rules if that person is or may be a witness or complainant in that case, or if his or her participation would otherwise create, or appear to create, a conflict of interest. The President may select a replacement for any person who is unable to participate in the case for this reason.

**Jurisdiction**

All members of FGFOA are subject to the Code of Ethics and are subject to sanctions for any violations thereof which occur during their membership. A member may be subject to sanctions for a violation which continues while he or she is a member even though the conduct in question originated prior to admission to membership.

If a complaint is made against a person who was a member at the time the alleged violation occurred but who is not a member at the time the complaint is made, the complaint will be processed under these procedures only if the former member agrees in writing. In no event shall a person be readmitted to membership if there is an outstanding and unresolved complaint against him or her for conduct while formerly a member.

The Committee on Professional Conduct ("the committee", or "CPC") shall retain jurisdiction over an investigation of a respondent who, before the conclusion of the investigation, resigns from FGFOA or otherwise allows his or her membership in FGFOA to lapse.

## **Responsibilities**

The FGFOA Board of Directors ("the Board") is responsible for making the final decision on matters pertaining to the enforcement of the code, including, but not limited to, sanctions for the violation thereof. No current or former member may be publicly censured, expelled, or barred from membership without the approval of the Board.

The Committee on Professional Conduct is the committee of FGFOA responsible for assisting the Board in implementing these rules and has the specific duties set forth hereinafter.

The CPC shall consist of five members of FGFOA who shall be selected by the President and confirmed by the Board. A phone call Board of Directors meeting to confirm the appointment of the CPC members is allowed.

CPC members shall not have formal terms of office but shall serve on a case-by-case basis.

The CPC shall serve as a fact-finding committee and, as such, shall be responsible for conducting the investigation of a complaint of a violation of the code in accordance with these rules.

It is the responsibility of the Board to publicize the existence and importance of the code with members and the general public.

## **Sanctions**

Sanctions may be imposed in accordance with these rules upon members who are found to have violated the code. In determining the kind of sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violation, the level of professional or public responsibility of the individual, and any other factors which bear upon the seriousness of the violation.

The following sanctions may be imposed singly or in combination at the conclusion of an investigation and/or hearing under these rules:

**Private Censure.** A letter to the respondent and the complainant indicating that the respondent has been found to have violated the Code of Ethics, that FGFOA disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions. If the complainant is a non-member, he or she shall be notified that the case was considered and resolved, and that no public action was taken.

**Public Censure.** Notification to the respondent, complainant, state association, appropriated local governing bodies, and news media, indicating that a violation of the code took place and that FGFOA

strongly disapproves of such conduct, and the nature of the sanctions(s) imposed.

Expulsion. A revocation of the respondent's membership privileges.

Membership Bar. A prohibition against reinstatement of the respondent's membership in FGFOA.

Upon receiving documented evidence that a member has been found guilty after trial by a judge or a jury of criminal conduct, which constitutes a violation of the FGFOA Code of Ethics and which occurred while the person was a member of FGFOA, the Board shall immediately issue a notice of suspension of membership to that person by registered mail and that person's membership shall be suspended as of the date of that notice. The Board shall advise the CPC of any such action and shall refer the case to the CPC. The CPC may commence an investigation in accordance with Part VI hereof, or it may defer proceedings until the person has exhausted all appeals or the time for appeal has expired. The suspension shall continue in effect until such time as sanctions provided under Part IV-B. are imposed, or the case is dismissed, in accordance with these rules.

### **Initiation of Procedures**

Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the President, or his or her designee, upon receiving a written complaint or other written information from any source indicating that a violation may have occurred.

Within fifteen (15) days after receiving such a written complaint or information, the President, or his or her designee, must ascertain whether it is sufficiently clear and complete to initiate proceedings, and, if so, whether it alleges conduct that may be a violation of the Code of Ethics. If the President, or his or her designee, concludes that the complaint is not sufficiently clear or complete to initiate proceedings, it shall seek further clarification from the complainant or other source before taking any further action.

If the President, or his or her designee, cannot determine whether the conduct alleged, if proven, might violate the Code of Ethics, it shall refer the question to the CPC for a ruling. No further action shall be taken with respect to the complaint or information unless the CPC rules that the conduct alleged, if true, may constitute a violation of the code.

If the President, or his or her designee, concludes that the complaint is sufficiently clear and complete to initiate proceedings, and may, if proven, indicate a violation of the code, a copy of the complaint or information shall be forwarded by registered mail to the respondent named in the complaint or information. The respondent shall be informed at the time of the provisions of the code which he or she is alleged to have violated. The President, or his or her designee, may also request that the respondent answer specific questions pertaining to the alleged violation.



The respondent shall be given thirty (30) days within which to respond in writing to the complaint or information, to provide any further information or material he or she considers relevant to the allegations, and to answer any specific questions asked by the President, or his or her designee.

As soon as the respondent's response is received, but in no event more than thirty (30) days after written notice of the alleged violation has been given to the respondent, the President, or his or her designee, shall refer the case to the CPC for proceedings in accordance with these rules.

### **Investigations**

Upon receiving a case of an alleged violation of the Code of Ethics from the President, or his or her designee, the committee shall commence an investigation into the allegations. However, no investigation shall be required and FGFOA membership shall be revoked if (1) the respondent admits to the violation in his or her initial response, (2) the respondent has already entered a guilty plea, or has been found guilty and has exhausted all appeals in a criminal case involving the same conduct, or (3) the respondent fails to respond to the notice of violation.

In all cases other than those in which an investigation is not required, the CPC's investigation shall be conducted in accordance with the following:

The CPC must meet within fifteen (15) days of the request made by the President or his or her designee.

The committee shall afford the respondent an opportunity to meet with the committee in person and may, at its discretion, afford such an opportunity to the complainant as well. The respondent may appear at such a meeting personally and may be accompanied by a representative. Alternatively, the respondent may appear through a representative.

The committee shall prepare and maintain notes of all meetings and interviews with the respondent, the complainant, and any witnesses, and may request any such person to sign a statement prepared on the basis of those notes. The respondent shall be entitled to review these notes and statements, and any other documentary evidence gathered in the course of the investigation and shall be afforded the opportunity to respond in writing.

The committee shall take all reasonable steps to ascertain the facts relevant to the case, including, but not limited to, interviews with witnesses, review of the respondent's submission(s), and examination of all published material judged to be relevant and reliable.

Within sixty (60) days of the first meeting of the committee, the investigation shall be concluded, and a written report of the committee's proposed findings of fact shall be sent to the

Board and the respondent. Each finding must be supported by reliable and relevant evidence which has been made available to the respondent for review. The committee's report shall also include a recommendation regarding sanctions.

### **Decisions**

The Board shall, at its next regularly scheduled meeting, review the CPC's proposed findings of fact and shall ascertain whether they are supported by sufficient reliable and relevant evidence.

If the evidence is not sufficient, the Board may either (a) dismiss the case, or (b) return it to the CPC for further investigation in accordance with these rules.

If the Board determines that the proposed findings are supported by the evidence, it shall determine whether they demonstrate that a violation of the Code of Ethics has occurred. If not, it shall dismiss the case and so advise the respondent and the CPC.

If the Board concludes on the basis of the CPC's report that a violation has occurred, it shall adopt, or revise and adopt the report. The Board shall then notify the respondent of its intent to impose the specified sanction(s) for the reasons stated unless the respondent can show that the findings of fact are erroneous, or that the proposed sanction(s) should not be imposed in light of certain mitigating factors which the CPC did not previously consider. The respondent shall have fifteen (15) days in which to submit a written response to the Board and/or request a hearing.

In the event that the respondent makes no submission, and does not request a hearing, the Board shall promptly impose the sanctions approved in section VII-A-3.

In the event that the respondent requests a hearing, the Board shall conduct said hearing in accordance with part VIII of these rules. No sanction(s) shall be imposed before the hearing is conducted.

Upon receiving notice from the Board of its determination that a private censure is the appropriate sanction, and that the respondent has not requested a hearing, the Board shall send a letter of private censure. If the complainant is a non-member, notification shall occur in accordance with section IV-B-1. The case shall then be closed.

No other notification of a private censure shall be made. However, FGFOA may publish the fact that certain kinds of conduct have resulted in the issuance of private censures, provided that no names or identifying details are disclosed.

Upon the Board's determination that a public censure, expulsion, or membership bar is the appropriate sanction, and that the respondent has not requested a hearing, the Board may vote to adopt the recommended decision of the CPC, to modify said decision, or to dismiss the case without

imposing sanctions. The respondent shall be immediately notified of the decision of the Board and the sanction, if any, shall be implemented.

## **Hearings**

*These procedures shall govern all hearings conducted pursuant to these rules.*

*No Board member may hear any case if his or her participation in that case would create an actual or apparent conflict of interest.*

*Within ten (10) days of receiving a request for a hearing, the Board shall notify the respondent by registered or certified mail that a hearing has been scheduled before the Board. The hearing date shall be at least fifteen (15) days after the date the notice is postmarked. The notice shall also state that the respondent has the following rights:*

*To appear personally at the hearing.*

*To be accompanied and represented at the hearing by an attorney or other representative.*

*To review all documentary evidence, if any, against him or her, in advance of the hearing.*

*To cross-examine any witness who testifies against him or her at the hearing.*

*To submit documentary evidence, and to present testimony, including the respondent's in his or her defense at the hearing.*

*The Board shall not be bound by any formal rules of evidence but may accord appropriate weight to the evidence based on its relevance and reliability.*

*The CPC's report shall be admissible evidence at the hearing.*

*The Board may not hear evidence of any alleged ethics violation by the respondent that was not the subject of the initial investigation.*

*At any hearing conducted under these rules, the Board shall first present evidence in support of its recommended decision. Upon conclusion of its presentation, the respondent shall have the opportunity to present evidence in his or her defense.*

*Within five (5) working days of the conclusion of the hearing, the Board shall render a decision in the case.*

*The decision shall be in writing and shall include a statement of the reasons. Only evidence which was put before the Board may be considered as a basis for the decision.*

*The Board's decision may be to:*

*Dismiss the case.*

*Adopt the findings and sanction(s) recommended by the CPC.*

*Revise, and adopt as revised, the findings and/or sanction(s) recommended by the CPC. No sanction may be imposed for any violation of which the respondent had no prior notice.*

*A copy of the written decision of the Board shall be sent immediately by registered mail to the respondent, the Board Secretary and the CPC. The original shall be placed in a permanent file at the FGFOA offices.*

*Promptly after receiving a copy of the written decision, the Board shall implement the sanction(s), if any, in accordance with these rules.*



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

**Agenda Item Request**

**2018-2019  
BOARD OF DIRECTORS**

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Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

**Meeting Date:** April 5, 2019

**Title of Item:** 2019 SOGF Cancellation Insurance

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

The Annual Conference cancellation insurance quote was reviewed at the February 22, 2019 Board meeting. Today we review a cancellation Insurance quote for the 2019 School of Governmental Finance in Sandestin which has been obtained by staff. This policy provides cancellation coverage due to Adverse Weather, Labor Disputes, earthquakes, speaker non-appearance as well as adverse weather for the golf tournament and hole-in-one competition. There are three options for coverage related to terrorism which are enclosed. Last year the Board chose to carry the "Full Terrorism" coverage. The total cost for this coverage is \$766.50 which is an increase of \$331.17.

	<b>2019</b>	<b>2018</b>
SOGF	\$ 696.00	\$ 408.00
Taxes & Fees	<u>\$ 70.50</u>	<u>\$ 27.33</u>
Total Policy Cost	\$ 766.50	\$ 435.33

**Recommended Action:**

Motion to approve "Full Terrorism" coverage.

**Attachments:**

Showstoppers renewal quote.

  
\_\_\_\_\_  
**Paul Shamoun, Executive Director**

April 5, 2019  
**Date**



*Affinity Nonprofits*  
1120 20th Street, NW, # 600  
Washington, DC 20036  
(800) 432-7465 Fax: (202) 429-8584

02/28/2019

Jill Walker  
Florida Government Finance Officers Association  
301 South Bronough Street, Suite 300  
Tallahassee, FL 32301

Phone 850-701-3649  
Email jwalker@flcities.com

Re: Showstoppers Insurance

Thank you for your interest in the Showstoppers Event Cancellation Insurance. We are pleased to present you with our comprehensive quotation providing protection for events that are cancelled, abandoned, curtailed or rescheduled due to reasons beyond your control.

Our Showstoppers policy provides automatic coverage for the following: Adverse Weather • Labor Disputes • Reduced Attendance • Earthquakes • Non-Appearance of a Speaker • Events up to \$125,000 • Adverse Weather Coverage for Golf Events and Hole-In-One • Venue Requisition • Transmission Interruption • Future Marketing Expenses • Terrorism Options including Venue Damage Coverage up to 12 months prior to the Event • \$500,000 Personal Property and \$500,000 Door Registration Receipts

*Please note that the precise coverage afforded is subject to the terms, conditions and exclusions of the policy form.*

Insuring Company – Lloyd's of London

**IMPORTANT: This policy is written on a non-admitted basis, the premium is subject to applicable state surplus lines taxes. See attached state required wording regarding non-admitted insurance carriers.**

Please make the check payable to: **Affinity Nonprofits**. **This quotation is valid through 03/28/2019.** If you have any questions, please contact our office.

Sincerely,  
Eileen Hoffman  
Assistant Vice President  
(202) 862-5333  
eileen.hoffman@affinitynonprofits.com

Affinity Nonprofits is the brand name for the brokerage and program administration operations Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.



## **Schedule of Events**

**Named Insured: Florida Government Finance Officers Association**

### **Premiums**

<b><u>Event(s)</u></b>	<b><u>Limited Terrorism</u></b>	<b><u>Extended Terrorism</u></b>	<b><u>Full Terrorism</u></b>
2019 School of Governmental Finance Miramar Beach, FL 10/20/2019 to 10/24/2019 Limit: \$114,147	\$525	\$582	\$696



### **Documentation Required to Bind Coverage**

Subject to the completed, signed and dated Order Form.

Subject to the signed Policyholder Disclosure Notice of Terrorism Insurance Coverage Form.

### **Informational Notes**

Terms are subject to available capacity at time of binding coverage.

**Notify our office if you would like to receive an optional quotation to include Communicable Disease coverage; this additional coverage is subject to capacity.**





## Order Form

**Named Insured:** Florida Government Finance Officers Association

<u>Premium Summary:</u>	<u>Surplus Lines</u>	<u>Premium</u>	<u>Select One</u>
-------------------------	----------------------	----------------	-------------------

**Option A: (Limited Terrorism)**

Surplus lines tax	\$26.25	\$525.00	
Surplus lines fees	\$0.53		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
<b>Total</b>		<b>\$586.78</b>	

**\*Option B: (Extended Terrorism and TRIA)**

Surplus lines tax	\$29.10	\$582.00	
Surplus lines fees	\$0.58		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
<b>Total</b>		<b>\$646.68</b>	

**\*Option C: (Full Terrorism)**

Surplus lines tax	\$34.80	\$696.00	
Surplus lines fees	\$0.70		
Other fees	\$0.00		<input type="checkbox"/>
RPG fees	\$35.00		
<b>Total</b>		<b>\$766.50</b>	

Please note that commission is only payable on the premium, not on the surplus lines taxes/fees.

***\*A proportion of the above premium will be allocated towards TRIA.***

**Please indicate the option chosen above, note that coverage cannot be bound until the receipt and favorable review of requested application and additional information by the underwriter. An invoice will be sent to your office after receipt and favorable review of previously referenced information.**

**The program is written through Showstoppers, a risk purchasing group formed and operating pursuant to the Liability Risk Retention Act of 1986 (15 USC 3901 et seq.).**

\_\_\_\_\_  
Printed Name Insured's Contact Name

\_\_\_\_\_  
Named Insured's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act of 2002, as amended ("TRIA"), that you now have a right to purchase insurance coverage for losses arising out of acts of terrorism, **as defined in Section 102(1) of the Act, as amended:** The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Any coverage you purchase for "acts of terrorism" shall expire at 12:00 midnight December 31, 2020, the date on which the TRIA Program is scheduled to terminate, or the expiry date of the policy whichever occurs first, and shall not cover any losses or events which arise after the earlier of these dates.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM IS PARTIALLY REIMBURSED BY THE UNITED STATES UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES PAYS 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020; OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURER(S) PROVIDING THE COVERAGE. YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A USD100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS USD100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED USD100 BILLION, YOUR COVERAGE MAY BE REDUCED.

THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

	<b>OPTION A</b>	I hereby elect to have coverage for acts of terrorism under TRIA – The Terrorism Risk Insurance Act excluded from my policy. I understand that I will have no coverage for losses arising from acts of terrorism under TRIA – The Terrorism Risk Insurance Act.
	<b>OPTION B</b>	I hereby elect to purchase coverage for acts of terrorism under TRIA – The Terrorism Risk Insurance Act for a premium of <u>\$14.27</u> plus Extended Terrorism for a premium of <u>\$42.81</u> .

\_\_\_\_\_  
Policyholder/Applicant's Signature

\_\_\_\_\_  
Syndicate on behalf of certain  
Lloyd's underwriters

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Florida Government Finance  
Officers Association  
Assured

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Number

LMA9104  
12 January 2015



## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Coverage for acts of terrorism is already included in the policy (including any quotation for insurance) to which this notice applies. You should know that, under the policy, any losses caused by certified acts of terrorism would be partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States pays 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020; of covered terrorism losses exceeding the statutorily established deductible paid by the insurer providing the coverage. However, your policy may contain other exclusions which might affect your coverage, such as exclusion for nuclear events. The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your premium that is attributable to coverage for certified acts of terrorism as defined under the TRIA

- Terrorism Risk Insurance Act is: USD \$51.37. **OPTION C**

I ACKNOWLEDGE THAT I HAVE BEEN NOTIFIED THAT UNDER THE TERRORISM RISK INSURANCE ACT OF 2002, AS AMENDED, ANY LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM UNDER MY POLICY COVERAGE WILL BE PARTIALLY REIMBURSED BY THE UNITED STATES, SUBJECT TO A \$100 BILLION CAP THAT MAY REDUCE MY COVERAGE, AND I HAVE BEEN NOTIFIED OF THE AMOUNT OF MY PREMIUM ATTRIBUTABLE TO SUCH COVERAGE.

\_\_\_\_\_  
Policyholder/Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Syndicate on behalf of certain  
Lloyd's underwriters

\_\_\_\_\_  
Florida Government Finance  
Officers Association  
Assured

\_\_\_\_\_  
Policy Number



## **List of Endorsements**

Terrorism Endorsements listed below are subject to the option chosen on the order form.

Endorsement: Limited Terrorism with Threat

Endorsement: Extended Terrorism with Threat

Endorsement: Full Terrorism with Threat



### Endorsement – Limited Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 8, this Insurance indemnifies You for Your Net Loss up to a maximum of USD 1,000,000 but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or

ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

i) is directed at the Event or the Venue; or

ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this Insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

i) any fear of potential Terrorism.

ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this Insurance the burden of proving the contrary shall be on You.

If any part of this Endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Limited Terrorism with Threat Endorsement



## Endorsement - Extended Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 8, this Insurance indemnifies You for Your Net Loss up to but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or

ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

ii) is directed at the Event or the Venue; or

ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

(i) any fear of potential Terrorism.

(ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000
Signature for Company	

Affinity Insurance Services, Inc.

By Sharon P. Fine

Extended Terrorism Endorsement



**Endorsement – Full Terrorism with Threat**

ENDORSEMENT NUMBER Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

Exclusion 3 of Section 8 General Exclusions is deleted in its entirety.

Furthermore this insurance does not cover any loss resulting from Terrorism or Threat of Terrorism unless You can demonstrate to Our satisfaction that Your decision to Cancel, Abandon, Curtail or Reschedule was necessary and justifiable and any Enforced Reduced Attendance was unavoidable.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- (i) any fear of potential Terrorism.
- (ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

*All other terms and conditions remain unchanged.*

Additional Premium:	N/A
Return Premium:	N/A
Policy Effective Date:	00/00/0000
Date of Issue:	00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Full Terrorism Endorsement



## **Terrorism Options**

In addition to the basic event cancellation coverage provided for under this quotation like coverage for inclement weather (snow/ice storms, hurricanes, tornadoes), labor disputes, earthquakes, flooding, etc. our Showstoppers quotation also includes coverage for terrorism.

Here is a breakdown of our terrorism options:

**Option A: Limited Terrorism with Threat** - Includes coverage for your event's limit of indemnity up to a maximum of \$1,000,000 if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event. This coverage is offered at no additional cost and is subject to a signed Policyholder Disclosure Form #LMA 9104.

**Option B: Extended Terrorism with Threat and TRIA\*** – Includes coverage for your event's full limit of indemnity if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event. Subject to a signed Policyholder Disclosure Form #LMA 9104.

\*Enhanced to include **TRIA**, the Terrorism Risk Insurance Act – TRIA provides coverage for “certified” acts of terrorism as declared by the US Secretary of Treasury, Secretary of State and Attorney General. These “certified” acts of terrorism have to result in damage within the United States and to have been committed by a domestic or foreign individual or group of individuals.

**Option C: Full Terrorism with Threat / Worldwide Terrorism Coverage** - Includes coverage for your event's full limit of indemnity provided you can demonstrate that the decision to cancel, abandon, curtail or reschedule is necessary and justifiable. Subject to a signed Policyholder Disclosure Form #LMA 9105.





## **ASAE-Endorsed Event Cancellation Insurance Highlight Sheet**

This important insurance coverage provides protection for the loss of revenue or the commitment of expenses due to cancellation, abandonment, curtailment, or rescheduling of an event. Showstoppers also pays for losses due to reduced attendance at a continued event – full cancellation of an event is not required.

### **Enhanced Coverages and New Features**

**Physical Loss of Personal Property & Door Registration Receipts** – Up to \$500,000 in coverage for business personal property at the venue and while in transit to or from an event. Coverage for up to \$500,000 in door registration receipts at the event or while en route to the bank.

**Emergency Travel Arrangements** – Coverage up to \$75,000 for return of participants back to venue should they become stranded.

**Automatic Coverage for Adverse Weather for Golf and Other Sporting Events & Hole-In-One Coverage** – Up to \$100,000 for losses due to adverse weather conditions for golf tournaments AND other sporting events. Up to \$50,000 in coverage for hole-in-one prize indemnity.

**Non-Appearance of a Speaker** – Automatic coverage for up to \$50,000 for the non-appearance of a speaker due to covered causes of loss. Additional coverage (including coverage for Principle Speakers) is available upon request.

**Liberalization Clause** – If the policy form is revised to provide additional coverage without premium charge, the policy will automatically provide the additional coverage.

### **Standard Program Features**

**Automatic Coverage for Events \$125,000 or less** – Coverage is extended to include unreported indoor events up to \$125,000 during the policy term.

**Terrorism Coverage** – Multiple terrorism options are available with newly enhanced coverage limits.

**Multi-Year Policy Terms** – A variety of policy term options are available, including a 3 year policy term.

**Commitments** – An additional 20% above limit of indemnity for commitments under vendor contracts such as hotel room blocks.

**Venue Damage** – Coverage for losses due to terrorism at the venue up to 12 months prior to the scheduled start date of the event.

**Requisition or Confiscation of the Venue** – Coverage up to the full limit of indemnity following the cancellation, abandonment, curtailment or rescheduling of an event due to the requisition or confiscation of the venue by local, national or federal government.

**Transmission Interruption** – Coverage up to \$100,000 per event for transmission failure of all types of events including telecast, webinar and virtual data streaming.

**Adverse Weather** – Coverage up to the full limit of indemnity for severe weather conditions such as, but not limited to snowstorms / ice storms, hurricanes, tornadoes and flooding. Adverse weather coverage for outdoor events can be included upon review and acceptance by underwriters.

**Labor Disputes** – Coverage up to full limit of indemnity for strikes by airline, hotel or transit workers.

**Earthquake Coverage** – Coverage up to the limit of indemnity for the hazards of earthquakes.

**Remedial Action & Extra Expenses** – Coverage for reasonable and necessary extra costs to avoid or diminish a loss.

**Penalties for Failure to Vacate** – Direct and necessary additional expenses incurred for failure to vacate venue facility on time.

**National Mourning** – Coverage for national mourning following the death of the President of the United States.

**Future Marketing Expenses** – Includes up to a maximum of \$150,000 for your future marketing expenses following the cancellation, abandonment, curtailment or rescheduling of the covered event.



## **Compensation and Other Disclosure Information**

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by Aon. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by contacting member services at [info@asae-aon.com](mailto:info@asae-aon.com).

In addition, premiums paid by Clients to Affinity for remittance to insurers, Client refunds and claim payments paid to Affinity by insurance companies for remittance to Clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, Affinity will retain the interest or investment income earned while such funds are on deposit in such accounts.

In placing, renewing, consulting on or servicing your insurance coverages Affinity and its affiliates may participate in contingent commission arrangements with insurance companies that provide for additional contingent compensation, if, for example, certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Aon with the insurance company or the overall performance of the policies placed with that insurance company, not on an individual policy basis. As a result, Aon may be considered to have an incentive to place your insurance coverages with a particular insurance company.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at [http://www.aon.com/market\\_relationships](http://www.aon.com/market_relationships) for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.



**Florida Government Finance Officers Association**  
***Conference Program Committee***  
**2018-2019**

***Agenda Item Request***

**2018-2019**

**CHAIRPERSON**

**Bryan Cahen, MPA**

Budget Director  
City of Weston  
17200 Royal Palm Blvd  
Weston, FL 33326  
954-385-2000  
[bcachen@westonfl.org](mailto:bcachen@westonfl.org)

**BOARD LIAISON**

Rip Colvin, CPA, CGFO, CPM

**STAFF LIAISON**

Jill Walker

**COMMITTEE MEMBERS**

Moises Ariza  
Michelle Blackstock  
Lynda Boswell  
Jan Brewer  
Rob Broline  
Zach Chalifour  
Jacki Churchill  
Yvonne Clayborne  
P. Ross Cotherman  
Greg Cowan  
Kimberly Ferrell  
Mara Frederiksen  
Brett Friedman  
Nicole Jovanovski  
Jeffrey Larson  
Susan Nabors  
Jacob Peacock  
Michael Quesada  
Tanya Quickel  
Francine Ramaglia  
Rebecca Reynolds-Russell  
Alan Ricafort  
James Rizzo  
Jamie Roberson  
Jonathan Rushnak  
Daniela Russell  
Ken Sinclair  
Rebecca Tew  
Brent Wertz  
Cassandra Williams

**Meeting Date:** April 5, 2019

**Title of Item:** Conference Program Committee Policies and Procedures Manual

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

One of our goals for this year was to update the Policies and Procedures Manual for the Conference Program Committee.

**Recommended Action:** Approve the update to the Conference Program Committee Policies and Procedures Manual

**Bryan Cahen**

03/13/2019

**Date**

**Florida Government Finance Officers Association (the “FGFOA”)**  
**Annual Conference Program Committee**  
**Policies and Procedures Manual**

**Revised 3/7/19**

**1. Transition Plan**

- A. ~~The~~ Outgoing chair~~Committee Chairperson (the “Chair”) and board liaison~~  
need to Board Liaison (the “Liaison”) should meet with the ~~new~~Incoming  
~~chair~~Chair and ~~board liaison~~Liaison in order to provide for a smooth transition  
from one year to the next.
- B. ~~The~~ Outgoing chair~~Chair~~ should provide ~~new~~Incoming chair~~Chair~~ with the  
template used for determining ~~conference~~Annual Conference sessions  
(including speaker names and contact information from the most recent  
~~conference~~Annual Conference).
- C. ~~New chair~~The Incoming Chair and ~~board liaison will need to update~~ Liaison  
should review the committee manual and update it as needed prior to  
~~conference~~the Annual Conference in order to provide members with an  
updated manual at the first meeting.

**2. Purpose, Short and Long Range Goals, and Action Plan**

- A. Purpose: To plan and arrange for the educational program at the Annual  
Conference by identifying a broad range of relevant topics and booking  
knowledgeable speakers.

~~A. Long Range Goal: To improve the quality of financial management in-  
government.~~

- B. Short Range Goals:
  - 1) To provide stimulating educational and training opportunities for  
government financial professionals.
  - 2) To provide opportunities for government financial professionals to  
participate in exchanges of information and ideas.
  - 3) To provide leadership opportunities for  
government financial professionals.
  - 4) To provide public speaking opportunities for government financial  
professionals through session presentations and ~~role~~roles as  
~~moderator~~moderators.

C. Long Range Goal: To improve the quality of financial and administrative

management in government.

C.D. Action Plan:

- 1) Appoint one Subcommittee Chairperson (the "Sub Chair") for each program track.

- 2) Appoint one ~~Subcommittee Chairperson~~Sub Chair as Committee Vice Chairperson (the "Vice Chair"), as needed.
- 3) Assign Committee ~~Members~~members to a ~~Subcommittee~~the Subcommittees.
- 4) Request evaluations of speakers from the last ~~conference~~Annual Conference and historical information on past speakers from the Florida League of ~~Cities~~(Cities' (the "FLC")) administrative contact.
- 5) Recommend topics for all ~~conference~~Annual Conference sessions for the FGFOA Board of ~~Directors~~Directors' (the "Board") approval.
- 6) Contact potential speakers for each session.
- 7) Obtain ~~FGFOA Board of Directors~~the Board's approval for speakers.
- 8) Provide contact information for each approved speaker to the ~~FLG~~FLC's administrative contact.

### 3. Membership Structure

- A. The Committee is generally composed of 20-30 members plus the ~~Chairperson~~Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The ~~Chairperson~~Chair is appointed by the FGFOA President and serves as overall coordinator (~~Chairperson~~Chair MUST be an ~~active~~Active member).
- C. The ~~Chairperson~~Chair appoints one ~~Subcommittee Chairperson~~Sub Chair for each major area of responsibility (~~sub-committee~~Sub chairs MUST be ~~active~~Active members). Those areas include:
  - 1) Accounting, Auditing, and Financial Reporting;
  - 2) Budget, Economics, and Financial Planning;
  - 3) Policy, Leadership, Strategic Planning, Personnel, (Including Florida Institute of Certified Public Accountants (the "FICPA") Ethics session and Technology the Leadership Pre-Annual Conference;
  - 4) Banking, Investment, Risk, Treasury Management, and Debt Management (including the Investments Pre-Annual Conference; and
  - ~~4. Pre-Conference~~
  - 5) Technology.
- D. The ~~Chairperson~~Chair appoints one ~~Subcommittee Chairperson~~Sub Chair as

the Vice ~~Chairperson~~Chair, as needed, for the purpose of providing added support to the ~~Chairperson~~Chair.

~~2. Assist Chairperson in coordinating Committee activities.~~

~~3. Draft articles for the FGFOA newsletter.~~



- E. Each ~~Subcommittee Chairperson~~Sub Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee ~~Member~~member is assigned to one or more of the Subcommittees.

#### 4. Member Responsibilities

##### A. Committee Chairperson

- 1) Coordinates all major aspects of the Committee meetings.
  - a. Establishes times and places.
    - i. Meetings can be in person or by conference call, as well as Go-To-Meeting.
    - ii. The FLC can provide meeting space in Orlando.
    - iii. The ~~FLC~~ ~~arranges~~ can arrange conference ~~calls~~ and ~~Go-To~~ MeetingMeetings, if requested.
  - b. Conducts Committee meetings.
    - i. Prepares meeting agenda.
    - ii. Makes sure minutes of the meeting are taken.
  - c. Assists ~~Subcommittee Chairpersons'~~Sub Chairs' activities.
  - d. Motivates and involves all Committee ~~Members~~members.
- 2) Reports Committee activities.
  - a. Keeps Committee ~~Members~~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~~the Liaison and/or Vice ~~Chairperson~~Chair for Committee report presentation.
    - ~~a. Reviews articles for the FGFOA newsletter prior to submission.~~
- 3) Prepares a report ~~at~~ for the Annual Conference business luncheon, summarizing all Committee activities for the year.

- 4) Attends the Annual Conference and assists in the smooth flow of sessions.
  - 5) Assists with the transition of responsibilities to the new ~~Board~~ Liaison and ~~Chairperson~~ Chair.
  - 6) Sends an electronic version of the Annual Conference Program Schedule ~~program schedule~~ and Session—Description ~~session descriptions~~ to the new Incoming Chairperson ~~Chair~~ to utilize as a guide.
  - 7) Solicits ~~volunteers~~—additional ~~committee~~ Committee members, if necessary.
  - 8) Informs ~~committee~~ Committee members of key dates/deadlines.
  - 9) ~~Coordinate~~ Coordinates with FLC administrative staff on administrative matters, as needed.
- B. Vice ~~Chairperson~~ Chair
- 1) ~~Assist Chairperson~~ Assists Chair in coordinating Committee activities.
  - ~~4.—Draft articles for the FGFOA newsletter.~~
  - 2) Assists Chair in updating the speaker guidelines and moderator training presentation documents.
- C. Subcommittee Chairpersons
- 1) Coordinate the Subcommittee meetings.
    - a. Establish meeting times and places.
      - i. Meetings can be in person or by ~~phone~~ conference calls.
      - ii. The ~~—FLC—arranges—~~ can arrange conference ~~—~~ calls ~~—~~ and ~~—Go-To—Meeting~~ Meetings, if requested.
    - b. Conduct Subcommittee meetings.
    - c. Assist the ~~Committee~~ Chairperson ~~Chair~~ and other ~~Subcommittee Chairpersons~~ Sub Chairs.
    - d. Motivate and involve all Subcommittee ~~Members~~ members.
  - 2) Report Subcommittee activities.
    - ~~a.—Keep the Committee and Subcommittee Members apprised of Subcommittee activity and progress.~~
    - a. ~~Keep—Committee—Chairperson~~ members apprised of Subcommittee activity and progress.

- b. Participate in periodic meetings between the Committee Chair and ~~Subcommittee Chairpersons~~Sub Chairs.
  - c. Participate in periodic meetings of the Committee.
- 3) Attend the Annual Conference and assist in the smooth flow of sessions.
- D. Members (Can be Active, Associate, Retired, or Student members of the FGFOA)
  - 1) Develop sessions for the Annual Conference.

~~b. Select topics for each session.~~

a. Select topics for each session. Sessions shall be balanced among the five (5) main tracks and the Pre-Annual Conference using a combination of 100-minute, 75-minute and 50-minute sessions. The main tracks include:

- i. Accounting, Auditing, and Financial Reporting: ~~ten 100-minute sessions, one 50-minute session.~~
- ii. Budget, ~~Economie~~Economics, and Financial Planning: ~~ten 100-minute sessions, one 50-minute session.~~
- iii. Policy, Leadership, Strategic Planning, Personnel, ~~and Technology: ten 100-minute sessions, one 50-minute session.~~ (including FICPA Ethics).
- iv. Banking, Investment, Risk, Treasury Management, and Debt Management: ~~ten 100-minute sessions, one 50-minute session.~~
- ~~v. Pre-conference: two 200-minute sessions or~~ Technology.
- ~~v.~~vi. Investment and Leadership Pre-Annual Conference: four 100- minute sessions each (totaling ~~400~~800 minutes of Continuing Professional Education).

- b. Create titles and short topic descriptions for inclusion in ~~conference~~the Annual Conference brochure.
- c. Suggest speakers.
- d. Obtain speaker consent to present.
- e. Obtain speaker contact information.
- f. Obtain speaker engagement form from speaker (provide to ~~Subcommittee Chairperson~~Sub Chair and FLC by way of Annual Conference speaker's confirmation link).

~~c. Moderate or secure a moderator for the sessions you develop.~~

2) Attend meetings ~~as called, including but not limited to:~~

- a. The ~~first~~ organizational meeting ~~is~~ held at the Annual Conference.
- b. Subsequent Committee meetings ~~are~~ called by the Committee ~~Chairperson~~Chair.
- c. Subcommittee meetings ~~are~~ called by the Subcommittee ~~Chairperson~~Chair.

## 5. Florida League of Cities' Responsibilities

The FLC remains in contact with the Conference Program Chair and contacts the speakers as needed prior to the Annual Conference to request presentation materials and bios, if not included on the Annual Conference speaker's confirmation link.

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## 6. Terms

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

## 7. Timeline

- A. ~~Hold~~The Committee will hold an organizational meeting at the Annual Conference.
- B. ~~Convene~~The Committee will convene a second ~~committee~~ meeting ~~by August 10th~~within one month of the Annual Conference.
- C. ~~Develop Program Schedule~~The Committee will develop a program schedule by session, title, and topic description by mid-October.
- D. ~~Complete~~The Committee will complete session descriptions, day, and time for Board approval in October-November. ~~Coordinate with the FLC administrative staff to send out "Call for Presentations" notice, if necessary.~~
- E. ~~Provide~~The Committee will provide the FLC Board a list of speakers for each topic by ~~mid-December. Verify~~the first meeting of the calendar year. The Committee will also verify the accuracy of topic ~~description~~title. Descriptions with the speaker's planned presentation ~~to~~must be approved by the Board.
- F. ~~Assemble~~The Committee will finalize the roster of recommended speakers and completed speaker engagement forms by February for inclusion into the Annual Conference Announcement.

~~B. — Implement programs at Annual Conference.~~

## 8. Budget Considerations

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.

- B. Expenses associated with national speakers for the Annual Conference from the Governmental Accounting Standards Board (the "GASB"), FICPA, and the Government Finance Officers Association (the "GFOA"), must be approved by the ~~FGFOA Board of Directors~~ in advance.
- C. Committee expenses must be approved by the ~~FGFOA Board of Directors (other than meal expenses)~~ Board.

## 9. Minutes-, Reports-, and Correspondence-~~Newsletters~~

- A. Minutes – The Chair ~~should~~must keep minutes of each meeting and ~~should~~ maintain copies for use by the next ~~chair~~Chair and ~~committee~~Committee.
- B. Reports – A ~~committee~~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 the status of the ~~Program Schedule~~program schedule by session, title, presenter, and description.
- C. Reports – An Annual Report is required from each ~~committee~~Committee prior to the Annual Conference. This report should be a summary of the accomplishments of the committee~~Annual Conference Committee~~ for the year.
- D. Correspondence ~~— It~~ should be maintained in an electronic format and shared with the ~~committee notebook~~incoming Chair.
- E. ~~Newsletters— an article about~~Correspondence – Conference Committee agenda reports, quarterly and year-end reports will be due to the progress of FLC periodically during the committee is needed for each issue of the Newsletter term. The deadlines will be provided ~~atby~~ the ~~Committee Chair~~Orientation.FLC.

## 10. Special Tasks for This Committee

Moderators ~~are to~~will complete a feedback form, either by paper or via the Annual Conference application (app) if available after each speaker. This feedback is essential to the planning of the subsequent year's Annual Conference.

## 11. General Considerations

Any exceptions to these general considerations must be approved by the ~~FGFOA Board of Directors~~.

- A. Only Active Members may serve as Committee and Subcommittee Chairs.
- B. Vendors~~Vendor firms~~ may only be represented at one session of the ~~conference~~Annual Conference regular program. Exceptions may occur for one of the following reasons:
  - 1) A vendor firm may speak at a Pre-Annual Conference session as well

as a regular session so long as the speaker from the firm that speaks at a regular session is different than the Pre-Annual Conference session speaker.

2) A vendor firm, if contracted to speak at the FICPA Ethics session, may also be represented at a session so long as the speaker from the firm that speaks at a regular session is different than the FICPA Ethics session speaker.

B.C. Session speakers shall be rotated so that one speaker does not speak more than two consecutive Annual Conferences in order to continually provide fresh speakers to the membership. This requirement shall apply to all speakers excluding quasi-governmental speakers from GASB, GFOA, FLC, FICPA, and FGFOA.

G.D. Presenters are volunteers and do not receive compensation or expenses for their services.

G. After the ~~initial speaker/moderator list~~ master schedule is approved by the Board and is submitted to the FLC, the ~~administrative contact~~ Chair solicits volunteers to serve as Moderators.



~~D.E.~~ While Committee Members are encouraged, Moderators must be Active Members. The Chair shall reach out to the following, in order, to serve as Moderators at the Annual Conference, only Active Members are eligible.

- 1) Develop FGFOA Board of Directors;
- 2) Annual Conference Program Sub Chairs and committee members;
- 3) FGFOA Past Presidents;
- 4) FGFOA Committee Chairpersons;
- 5) FGFOA Chapter Presidents and Board Members; and
- 6) Membership at large.

~~E.F.~~ The Committee shall develop sessions utilizing multiple speakers and panel discussions, when appropriate.

~~F.G.~~ The Committee should not schedule the Board ~~Directors~~ for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.

**Florida Government Finance Officers Association (the “FGFOA”)  
Annual Conference Program Committee  
Policies and Procedures Manual**

**Revised 3/7/19**

**1. Transition Plan**

- A. The Outgoing Committee Chairperson (the “Chair”) and Board Liaison (the “Liaison”) should meet with the Incoming Chair and Liaison in order to provide for a smooth transition from one year to the next.
- B. The Outgoing Chair should provide Incoming Chair with the template used for determining Annual Conference sessions (including speaker names and contact information from the most recent Annual Conference).
- C. The Incoming Chair and Liaison should review the committee manual and update it as needed prior to the Annual Conference in order to provide members with an updated manual at the first meeting.

**2. Purpose, Short and Long Range Goals, and Action Plan**

- A. Purpose: To plan and arrange for the educational program at the Annual Conference by identifying a broad range of relevant topics and booking knowledgeable speakers.
- B. Short Range Goals:
  - 1) To provide stimulating educational and training opportunities for government financial professionals.
  - 2) To provide opportunities for government financial professionals to participate in exchanges of information and ideas.
  - 3) To provide leadership opportunities for government financial professionals.
  - 4) To provide public speaking opportunities for government financial professionals through session presentations and roles as moderators.
- C. Long Range Goal: To improve the quality of financial and administrative management in government.
- D. Action Plan:
  - 1) Appoint one Subcommittee Chairperson (the “Sub Chair”) for each program track.
  - 2) Appoint one Sub Chair as Committee Vice Chairperson (the “Vice Chair”), as needed.
  - 3) Assign Committee members to the Subcommittees.

- 4) Request evaluations of speakers from the last Annual Conference and historical information on past speakers from the Florida League of Cities' (the "FLC") administrative contact.
- 5) Recommend topics for all Annual Conference sessions for the FGFOA Board of Directors' (the "Board") approval.
- 6) Contact potential speakers for each session.
- 7) Obtain the Board's approval for speakers.
- 8) Provide contact information for each approved speaker to the FLC's administrative contact.

### **3. Membership Structure**

- A. The Committee is generally composed of 20-30 members plus the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chair is appointed by the FGFOA President and serves as overall coordinator (Chair MUST be an Active member).
- C. The Chair appoints one Sub Chair for each major area of responsibility (Sub chairs MUST be Active members). Those areas include:
  - 1) Accounting, Auditing, and Financial Reporting;
  - 2) Budget, Economics, and Financial Planning;
  - 3) Policy, Leadership, Strategic Planning, Personnel (Including Florida Institute of Certified Public Accountants (the "FICPA") Ethics session and the Leadership Pre-Annual Conference;
  - 4) Banking, Investment, Risk, Treasury Management, and Debt Management (including the Investments Pre-Annual Conference; and
  - 5) Technology.
- D. The Chair appoints one Sub Chair as the Vice Chair, as needed, for the purpose of providing added support to the Chair.
- E. Each Sub Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee member is assigned to one or more of the Subcommittees.

### **4. Member Responsibilities**

- A. Committee Chairperson
  - 1) Coordinates all major aspects of the Committee meetings.
    - a. Establishes times and places.
      - i. Meetings can be in person or by conference call, as well as Go-To-Meeting.
      - ii. The FLC can provide meeting space in Orlando.
      - iii. The FLC can arrange conference calls and Go-To-

Meetings, if requested.

- b. Conducts Committee meetings.
      - i. Prepares meeting agenda.
      - ii. Makes sure minutes of the meeting are taken.
    - c. Assists Sub Chairs' activities.
    - d. Motivates and involves all Committee members.
  - 2) Reports Committee activities.
    - a. Keeps Committee members and Liaison apprised of Committee activity and progress.
    - b. Prepares and presents reports about Committee progress for scheduled Board meetings. If unable to attend, coordinates with the Liaison and/or Vice Chair for Committee report presentation.
  - 3) Prepares a report for the Annual Conference business luncheon, summarizing all Committee activities for the year.
  - 4) Attends the Annual Conference and assists in the smooth flow of sessions.
  - 5) Assists with the transition of responsibilities to the new Liaison and Chair.
  - 6) Sends an electronic version of the Annual Conference program schedule and session descriptions to the Incoming Chair to utilize as a guide.
  - 7) Solicits additional Committee members, if necessary.
  - 8) Informs Committee members of key dates/deadlines.
  - 9) Coordinates with FLC administrative staff on administrative matters, as needed.
- B. Vice Chair
  - 1) Assists Chair in coordinating Committee activities.
  - 2) Assists Chair in updating the speaker guidelines and moderator training presentation documents.
- C. Subcommittee Chairpersons
  - 1) Coordinate the Subcommittee meetings.
    - a. Establish meeting times and places.
      - i. Meetings can be in person or by conference calls.
      - ii. The FLC can arrange conference calls and Go-To-Meetings, if requested.
    - b. Conduct Subcommittee meetings.
    - c. Assist the Chair and other Sub Chairs.
    - d. Motivate and involve all Subcommittee members.
  - 2) Report Subcommittee activities.
    - a. Keep the Committee and Subcommittee members apprised of Subcommittee activity and progress.

- b. Participate in periodic meetings between the Committee Chair and Sub Chairs.
    - c. Participate in periodic meetings of the Committee.
  - 3) Attend the Annual Conference and assist in the smooth flow of sessions.
- D. Members (Can be Active, Associate, Retired, or Student members of the FGFOA)
  - 1) Develop sessions for the Annual Conference.
    - a. Select topics for each session. Sessions shall be balanced among the five (5) main tracks and the Pre-Annual Conference using a combination of 100-minute, 75-minute and 50-minute sessions. The main tracks include:
      - i. Accounting, Auditing, and Financial Reporting.
      - ii. Budget, Economics, and Financial Planning.
      - iii. Policy, Leadership, Strategic Planning, Personnel (including FICPA Ethics).
      - iv. Banking, Investment, Risk, Treasury Management, and Debt Management.
      - v. Technology.
      - vi. Investment and Leadership Pre-Annual Conference: four 100- minute sessions each (totaling 800 minutes of Continuing Professional Education).
    - b. Create titles and short topic descriptions for inclusion in the Annual Conference brochure.
    - c. Suggest speakers.
    - d. Obtain speaker consent to present.
    - e. Obtain speaker contact information.
    - f. Obtain speaker engagement form from speaker (provide to Sub Chair and FLC by way of Annual Conference speaker's confirmation link).
  - 2) Attend meetings as called, including but not limited to:
    - a. The organizational meeting held at the Annual Conference.
    - b. Subsequent Committee meetings called by the Committee Chair.
    - c. Subcommittee meetings called by the Subcommittee Chair.

## 5. **Florida League of Cities' Responsibilities**

The FLC remains in contact with the Conference Program Chair and contacts the speakers as needed prior to the Annual Conference to request presentation materials and bios, if not included on the Annual Conference speaker's confirmation link.

## **6. Terms**

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

## **7. Timeline**

- A. The Committee will hold an organizational meeting at the Annual Conference.
- B. The Committee will convene a second meeting within one month of the Annual Conference.
- C. The Committee will develop a program schedule by session, title, and topic description by mid-October.
- D. The Committee will complete session descriptions, day, and time for Board approval in October-November.
- E. The Committee will provide the Board a list of speakers for each topic by the first meeting of the calendar year. The Committee will also verify the accuracy of topic title. Descriptions with the speaker's planned presentation must be approved by the Board.
- F. The Committee will finalize the roster of recommended speakers and completed speaker engagement forms by February for inclusion into the Annual Conference Announcement.

## **8. Budget Considerations**

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Expenses associated with national speakers for the Annual Conference from the Governmental Accounting Standards Board (the "GASB"), FICPA, and the Government Finance Officers Association (the "GFOA"), must be approved by the Board in advance.
- C. Committee expenses must be approved by the Board.

## **9. Minutes, Reports, and Correspondence**

- A. Minutes – The Chair must keep minutes of each meeting and maintain copies for use by the next Chair and Committee.
- B. Reports – A Committee report is required for each Board meeting,. The report is transmitted as an agenda item and should include the status of the program schedule by session, title, presenter, and description.
- C. Reports – An Annual Report is required from each Committee prior to the Annual Conference. This report should be a summary of the accomplishments

of the Annual Conference Committee for the year.

- D. Correspondence – It should be maintained in an electronic format and shared with the incoming Chair.
- E. Correspondence – Conference Committee agenda reports, quarterly and year-end reports will be due to the FLC periodically during the term. The deadlines will be provided by the FLC.

## **10. Special Tasks for This Committee**

Moderators will complete a feedback form, either by paper or via the Annual Conference application (app) if available after each speaker. This feedback is essential to the planning of the subsequent year's Annual Conference.

## **11. General Considerations**

Any exceptions to these general considerations must be approved by the Board.

- A. Only Active Members may serve as Committee and Subcommittee Chairs.
- B. Vendor firms may only be represented at one session of the Annual Conference regular program. Exceptions may occur for one of the following reasons:
  - 1) A vendor firm may speak at a Pre-Annual Conference session as well as a regular session so long as the speaker from the firm that speaks at a regular session is different than the Pre-Annual Conference session speaker.
  - 2) A vendor firm, if contracted to speak at the FICPA Ethics session, may also be represented at a session so long as the speaker from the firm that speaks at a regular session is different than the FICPA Ethics session speaker.
- C. Session speakers shall be rotated so that one speaker does not speak more than two consecutive Annual Conferences in order to continually provide fresh speakers to the membership. This requirement shall apply to all speakers excluding quasi-governmental speakers from GASB, GFOA, FLC, FICPA, and FGFOA.
- D. Presenters are volunteers and do not receive compensation or expenses for their services.
- E. After the master schedule is approved by the Board and is submitted to the FLC, the Chair solicits volunteers to serve as Moderators. Moderators must be Active Members. The Chair shall reach out to the following, in order, to serve as Moderators.
  - 1) FGFOA Board of Directors;
  - 2) Annual Conference Program Sub Chairs and committee members;
  - 3) FGFOA Past Presidents;
  - 4) FGFOA Committee Chairpersons;

- 5) FGFOA Chapter Presidents and Board Members; and
- 6) Membership at large.
- F. The Committee shall develop sessions utilizing multiple speakers and panel discussions, when appropriate.
- G. The Committee should not schedule the Board for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.





**Florida Government Finance Officers Association**  
***Education & Webinar Committee***  
**2018-2019**

***Agenda Item Request***

2018-2019

**CHAIRPERSON**

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Frank DiPaolo

**STAFF LIAISON**

Karen Pastula

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Rebecca Bowman  
Rob Broline  
Raquel Castellon  
Jacki Churchill  
Cindy Emshoff  
Dallas Lee  
Sheila Lowe  
Lakia McNeal  
Virginia Norberg  
Everlyne Ololo  
Richard Pengelly  
Cintya Ramos  
Daniela Russell  
Rebecca Schnirman  
Barry Skinner  
Cody Walden

**Meeting Date:** April 5, 2019

**Title of Item:** Education and Webinar Committee Update

**Executive Summary, Explanation or Background Information**

The January 2019 webinar on Performance Budgeting was cancelled.  
It has been rescheduled for April 4, 2019.

The Education & Webinar Committee Topic Schedule is below. All future webinars have confirmed Speakers and Coordinators.

Webinar Topic	CPE	Date
Budgeting for Performance	TB	04/04/19
Fraud Policy (Internal Controls, Cybersecurity)	AA	04/18/19
Economic Update	TB	05/16/19
Legislative Update	TB	07/25/19
Retirement Plans - GASB & Reporting	AA	08/15/19

**Recommended Action:**

No Action Required – Information Only

***Brandy Ferris***

Brandy Ferris

March 26, 2019

Date



**Florida Government Finance Officers Association**  
***Legislative Committee***  
**2018-2019**

***Agenda Item Request***

**2018-2019**

**CHAIRPERSON**

**Linda Davidson**

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**STAFF LIAISON**

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Jonathan Allen  
Rafael Borrero  
Steve Botelho  
James Braddock  
Jan Brewer  
James Buresh  
Joanne Cambridge  
Michael Carter  
Marcia Carty  
Linda Davidson  
Veronica Ettel  
Susan Friend  
Yana Matiyuk  
Melinda Pensinger  
Stephanie Russ  
Ted Sauerbeck  
Brittaney Scottile-Roe  
Darrel Thomas  
Stephen Timberlake  
Marshall Vanarsdall  
Robert Villar  
Helene Zackrison

**Meeting Date:** April 5, 2019

**Title of Item:** Legislative Committee Update

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

The Florida Legislature concluded all of the pre-session committee weeks and the 2019 Legislative Session commenced on Tuesday, March 5<sup>th</sup>. Based on a cursory review of the over 1,228 general bills filed the FGFOA Legislative Committee prepared a listing of those directly affecting local government finance and several email blasts were drafted by the Committee over the last several weeks and sent to all FGFOA members.

The Committee continued to actively work with the Florida League of Cities, Amber Hughes and Jeff Branch, and the Florida Association of Counties, Davin Suggs and Laura Youmans, by providing analysis, discussion and potential impacts of the proposed bills on local government finance as they move through the legislative process. The Committee has held conference calls on March 11 and March 18 and one is scheduled for March 25.

A listing of the current bills currently being monitored, as of March 21, 2019, is attached. Of particular concern to the Committee are:

**HB 861 - Local Government Financial Reporting:** Requires county & municipality budget officers to submit certain information to EDR within specified timeframe; requires adopted budget amendments & final budgets to remain posted on each entity's official website for specified period of time; requires EDR to create form by specified date.

Last Action: 3/12/19 - Favorable by Local, Federal and Veterans Affairs Subcommittee; YEAS 13 NAYS 1; Now in Appropriations Committee

**Companion Bills:**

**SB 1616 -Local Government Financial Reporting:** Requiring county and municipal budget officers, respectively, to submit certain

**Florida Government Finance Officers Association**  
***Legislative Committee***  
**2018-2019**

***Agenda Item Request***

information to the Office of Economic and Demographic Research within a specified timeframe; requiring adopted budget amendments and final budgets to remain posted on each entity's official website for a specified period of time, etc.

**Last Event: 3/21/19 S On Committee agenda-- Community Affairs, 03/26/19, 4:00 pm**

**CS/SB 7014 Government Accountability:** Specifying that the Governor, the Commissioner of Education, or the designee of the Governor or of the commissioner, may notify the Legislative Auditing Committee of an entity's failure to comply with certain auditing and financial reporting requirements; specifying that any person who willfully fails or refuses to provide access to an employee, officer, or agent of an entity under audit is subject to a penalty; revising the definition of the term "financial audit"; requiring each school district, Florida College System institution, and state university to establish and maintain certain internal controls, etc.

**Last Event: 3/21/19 – Read 2<sup>nd</sup> time and placed on 3rd reading. On Special Order Calendar on 3/21/19 – Expected to be heard by full Senate on 3/27/19.**

One of our challenges is that we are using the bill tracker through the House and Senate websites and their status is reported to us after the fact. We need to investigate other delivery systems so that we are notified in advance when a bill is up for discussion and/or amendment prior to the event. Board member Rip Colvin has been very helpful in disseminating information so that the Committee knows when a bill is up for vote or amendment.

**Recommended Action:**

Discussion of alternative tracking methods



**Signature**

**Date: 3/21/2019**

# FGFOA Legislative Committee

Bill Tracking as of 3/21/2019

## HB 3 Preemption of Local Professional and Occupational Regulations and Licensing

Business and Professions Subcommittee

Last Action: 3/19/19 H PCS on Committee agenda-- Commerce Committee, 03/21/19, 12:00 pm, Webster Hall

**Companion Bill SB 1748** – Last action was on 3/13/19 - introduced in the Community Affairs; Commerce & Tourism

## HB 9 Community Redevelopment Agencies

Last Action: 3/19/19 - On Committee agenda-- State Affairs Committee, 03/21/19, 12:00 pm, Morris Hall (Passed)

**Companion Bill SB 1054** – Last action was on 3/5/19 when the bill was introduced in the Community Affairs; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; Appropriations

Notes: League of Cities strongly opposed during State Affairs Committee meeting.

## HB 15 Local Government Fiscal Transparency

Last Action: 3/20/19 - Now in State Affairs Committee; Passed Ways and Means Committee on 3/18/19

**Companion Bill SB 135** – Last action was on 3/5/19 - introduced in the Community Affairs; Commerce & Tourism

## HB 127 Permit Fees

Last Action: 3/20/19 – Read 2<sup>nd</sup> time with Amendment approved. Placed on 3rd reading

**Companion Bill SB 142** – Last action was on 3/21/19 - Read 2nd time; Amendment adopted; Ordered engrossed; Placed on 3rd reading. **On Special Order Calendar on 3/21/19 – Expected to be heard by full senate on 3/27/19.**

## SB 144 Impact Fees

Last Action: 3/20/19 - Favorable by Finance and Tax; YEAS 8 NAYS 0; Now in Appropriations

[Companion Bill HB 207](#) – 3/14/19 - Favorable by- State Affairs Committee; YEAS 22 NAYS 0; Placed on Calendar

## HB 167 Local Government Public Construction Works

Last Action: 3/19/19 - Favorable by Business and Professions Subcommittee; YEAS 13 NAYS 0; Now in State Affairs Committee

[Companion Bill SB 806](#) - 3/13/19 - In Governmental Oversight and Accountability after passed Community Affairs on 3/12/19

## SB 267 Budgets of County Constitutional Officers

Last Action: 3/19/19 - On Committee agenda-- State Affairs Committee, 03/21/19, 12:00 pm, Morris Hall -- Temporarily postponed

[Companion Bill SB 696](#) — 3/5/19 Introduced

## SB 350 Affordable Housing (Impact Fees)

Last Action: 3/7/19 - Pending reference review under Rule 4.7(2); Now in Infrastructure and Security; CS by Community Affairs read 1st time

[Companion Bill HB 1155](#) – Last action was on 3/5/19 when the bill was introduced in the Community Affairs; Appropriations Subcommittee on Transportation, Tourism, and Economic Development; State Affairs Committee

## SB 536 911 Services

Last Action: 3/20/19 S Favorable by Infrastructure and Security; YEAS 7 NAYS 0

[Companion Bill HB 441](#) – 3/5/19 Introduced

## HB 715 Florida Building Code Enforcement

Last Action: 3/20/19 - Pending review of CS under Rule 7.18(c)

[Companion Bill SB 1036](#) – 3/5/19 Introduced

## HB 861 Local Government Financial Reporting

Last Action: 3/12/19 - Favorable by Local, Federal and Veterans Affairs Subcommittee; YEAS 13 NAYS 1; Now in Appropriations Committee

Companion Bill SB 1616 – 3/13/19 Introduced. **3/21/19 S On Committee agenda-- Community Affairs, 03/26/19, 4:00 pm**

Companion Bill SB 7014 – 3/21/19 – Read 2nd time and placed on 3rd reading. **On Special Order Calendar on 3/21/19 – Expected to be heard by full senate on 3/27/19.**

Similar Bill HB 7035 3/21/19 - Favorable by Public Integrity and Ethics Committee; YEAS 16 NAYS 0; Now in State Affairs Committee

## SB 1038 Increment Revenues

Last Action: 3/5/19 - Introduced

Companion Bill HB 605 – 3/5/19 Introduced

## HB 1047 Government Integrity

Last Action: 3/21/19 – Passed by Public Integrity and Ethics Committee; YEAS 16 NAYS 0

Companion Bills SB 1542– 3/13/19 Introduced

## HB 1169 Displacement of Private Waste Companies

Last Action: 3/20/19 -Now in Business and Professions Subcommittee

Companion Bill SB 1572 – 3/13/19 Introduced

## SB 1758 Water Quality Improvements

Last Action: 3/21/19 - Pending reference review under Rule 4.7(2) - (Committee Substitute)

Companion Bills HB 141 & HB 1395 – Referred to committees on 3/15/19 & 3/08/19 respectively

## HB 7053 Taxation Transparency

Last Action: 3/21/19 - Pending review of CS under Rule 7.18(c)

Companion Bill – None



Florida Government Finance Officers Association  
*Technical Resources Committee*  
2018-2019

*Agenda Item Request*

2018-2019

**CHAIRPERSON**

**Linda Benoit, CPA**

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Yvonne Clayborne  
Jordan Cupps  
Mara Frederiksen  
Ajay Gajjar  
James Halleran  
Ron Harring  
Wayne Hart  
Heather Larson  
Derek Noonan  
Michael Quesada  
James Rizzo  
Terrence Vecchio  
Joseph Welch  
Mark White  
Susan Friend

**Meeting Date:** April 5, 2019

**Title of Item:** Technical Resources Committee Update

**Executive Summary, Explanation or Background Information**

The Technical Resources Committee (TRC) is drafting a response to the new GASB Exposure Draft on the Implementation Guide for GASB #87, Leases, Project #3-24.

No additional GASB projects as of 3/20/19.

TRC has a subcommittee that just completed a draft of the new Grants chapter for the basic government resources manual. The whole committee will review and edit. Publication within the next 2 months.

**Guidance Needed:**

None.

*Linda Benoit*

Linda Benoit

**April 5, 2019**

Date

[illegible]



**NEXT MEETING:**

Friday, May 10, 2019 – 2:00 pm. Tentative - Conference Call

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

FGFOA 2019 Annual Conference at the Diplomat Beach Resort