



Florida Government Finance Officers Association, Inc

Meeting of the Board of Directors

Wednesday, June 24, 2020

**Microsoft Teams**

Video Call

2:00 p.m.

# ATTENDANCE - FGFOA BOARD MEETING

June 24, 2020

NOT  
PRESENT

PRESENT

## OFFICERS

Jamie Roberson  
Shannon Ramsey-Chessman  
Jonathan McKinney

## DIRECTORS

**1st Term**

**2nd Term**

**3rd Term**

Melissa Burns 2019-2022  
Bryan Cahen 2020-2023  
Rip Colvin 2016-2019  
Frank DiPaolo 2017-2020  
Nicole Gasparri 2015-2018  
Olga Rabel 2020-2023  
William Spinelli 2018-2021  
Kelly Strickland 2018-2021

## IMMEDIATE PAST PRESIDENT

Ken Burke

## COMMITTEE CHAIRS

Matt Misco, Certification  
Sharon Almeida, Conference Host  
Nicole Jovanovski, Conference Program  
Rebecca Schnirman, Education & Webinar  
Stephen Timberlake, Legislative  
Lorrie Simmons, Member & Leadership Development  
Mark Parks, 2020 SOGF  
Ryan Bernal, Technical Resources

## CHAPTER PRESIDENTS

Mike Gomez, Big Bend  
Nanette Melo, Central Florida  
Anthony Cobb, Florida First Coast  
Amy Ratliff, Gulf Coast  
Karen Keith, Hillsborough  
Brandy Cook, Nature Coast  
Melissa Licourt, North Central Florida  
Katie Roundtree, Palm Beach  
Lakia McNeal, Panhandle  
Ian Evans-Smith, South Florida  
Kristin Simeone, Southwest  
Jeffrey Towne, Space Coast  
Jennifer Hill, Treasure Coast  
Patricia Bliss, 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:**     **Wednesday, June 24, 2020**  
                          **2:00 PM**  
                          **Via Microsoft Teams Virtual Meeting**

**I.    Call to Order – Jamie Roberson, President**

**II.   Roll Call**

**III.   Report of Officers**

**A. President – Jamie Roberson**

1. Welcome
2. Member Feedback Survey

**C. President-elect – Shannon Ramsey-Chessman**

1. Chapter Presidents Call
2. 2020-2021 Board and Committee Chair Contact List

**D. Secretary/Treasurer – Jonathan McKinney**

**E. Executive Director Report – Paul Shamoun**

1. Membership Update and List Serve Data
2. Budget

**V.    Standing Committee Reports**

**A. Education and Webinar**

Chair – Rebecca Schnirman           Liaison: Bryan Cahen

1. Education and Webinar Committee Manual Edits

**B. 2020 School of Governmental Finance**

Chair – Mark Parks                   Liaison: Kelly Strickland

1. SOGF Themes

**VI.   Other Business**

**VII.   Next Meeting – Friday, August 28, 2020**  
          **FLC Orlando Office**



# Florida Government Finance Officers Association, Inc.

## *Board of Directors - President*

### **2020-2021**

#### **Agenda Item**

**2020-2021  
BOARD OF DIRECTORS**

#### **OFFICERS**

##### **President**

Jamie Roberson

##### **President-Elect**

Shannon Ramsey-Chessman

##### **Secretary/Treasurer**

Jonathan McKinney

#### **DIRECTORS**

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date: June 24, 2020**

**Title of Item: Member Feedback Survey**

**Executive Summary, Explanation or Background:**

**Recommended Action:**

The focus for my year as President is engaging our members. We approved a basic question format at our most recent Board meeting and staff sent out the survey. We've had an excellent response with 201 completed surveys. The results are attached.

*Jamie Roberson*

**Jamie Roberson, President**

**June 22, 2020**

**Date**



## FGFOA 2020 Member Feedback Survey Comments

### 2. Do You Feel The FGFOA Meets Your Needs And Expectations For The Following: Member Engagement

	I know you can't control the networking part with COVID. I'm sure you will find ways if this continues.
	I do not see a benefit being a member
	Previous CPE certificate(s) missing or lost or for some other unknow reason which I have not received yet. Can you put all the cpe credits and certificates attached in the FGFOA members' accounts? Hard to get certificates missing in the past. Hope that won't happen this year.
	Under normal circumstances, the networking opportunities are very good. This year is non-typical.
	FGOFA needs to improve customer service.
	The lunches make it possible to meet new people at each meeting and get reacquainted with the ones you have not seen or talked to in a while. The topics covered in the assorted training mediums are good updates without being too cumbersome on the little details but you also have the ability to ask questions specific to your needs
	Typically I am very satisfied with the network. The virus was not the fault of FGFOA.
	More networking via Zoom or other platform would be nice.
	Very timely cost effective training and networking
	I especially love all of the continuing education opportunities to earn my required CPEs.
	I would prefer if meetings were held in the center of the state so that driving from one extreme end of the state to the other wasn't necessary.

### 4. Do You Feel These Sessions Add To The FGFOA's Overall Value Proposition?

	It's not just a FGFOA issue but the framework of the various finance functions, primary or secondary, and how they relate to each other and other systems leads to disconnected messaging and educational sessions.
	I'm also really liking the webinar version of the conference though.
	I answered yes, but really want to express how much I appreciate the annual conference and various webinars throughout the year. I am attending both the FGFOA and GFOA virtual conferences this year and believe FGFOA's sessions are much better!
	Yes - for relevant and affordable CPE and networking, as well as current events.
	Excellent quality sessions
	Absolutely! The sessions are where we can do the deeper dive into relevant issues!

### 9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future?

	more CPE opportunities that I know you are already working on
	Taxation
	I would like to see continued virtual sessions. It is sometimes difficult for more than one person to attend an onsite conference.
	i think the virtual conference option should always be offered to enable participants to get their CPE more easily

## FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	I would like to see you encourage members of the various list serves to participate when questions go out from other members seeking help or advice, often we put things out and receive NO feedback, which in my opinion defeats the purpose of this forum.
	The FGFOA should offer more training for individuals new to the government environment. Programs currently offered like Boot Camp have very limited availability. It should be fairly easy to provide this training online to reach more participants, as well as limited the financial burden that comes with the camps.
	I would like to see more topics that are for the smaller governments. I would also like to see non-traditional topics discussed like Accounts Payable with 1099 guidance, fixed assets, contract management, benefit impacts on budgets, and other non-traditional topics.
	Taxation topics
	I think we should offer outreach at a student level. This could be in the in form of reaching out to the many universities throughout the state to engage and make them aware of serving local governments as a career path. The private industry has benefitted from this type of engagement for years.
	Education related to Accounts Payable (e-payables), Payroll related topics, and standard IRS form requirements for local governments.
	I would like to see more mentoring from the leadership of FGFOA including current and former board members. From where I sit the transfer of knowledge seems to be limited.
	More opportunities for the Boot Camp including offering it virtually. More trainings on grants and grant accounting practices and internal controls.
	I would like to see more webinars. It is very difficult for me to take time to attend meetings, seminars, and conferences.
	I really like the new accessibility for the CGFO. Online exams would be beneficial for those who are very busy and unable to attend in person training sessions and exam. I really like the online conference as well, offered throughout the month.
	webinars are great
	I would like to see more training's towards CGFO exam.
	Training on remote sessions
	More webinars
	The webinars are the most valuable for me. I also appreciate notifications of new guidance.
	I really enjoy the virtual conference. While the in person is great for networking and complete focus, the virtual conference is a great way to allow more staff to attend without the travel expense. I also appreciate the ability to go back and listen to sessions I had to miss. I hope we can figure out a way to offer this as an option going forward. I would not object to an increase in fee since we don't have to pay for travel!
	It has only been two days so far but the Virtual Conference seems to be working well. Certainly the drawback is the lack of personal contact with colleagues from around the state and the networking opportunities that provides. Maybe the Annual Conference could be offered simultaneously, both virtually and in person, as an option in the future. More and more we will see travel restrictions by local governments and the virtual option will still allow the membership to obtain the required training in the various accounting and other issues.
	GOVT. Accounting specific tips, CAFR preparation best practices, excel tips.

## FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	More topics on Federal/State Public Assistance management, education on the everchanging policies, etc.
	Some kind of web-based networking, so people could connect, but not have to travel.
	More online classes. This is my first time doing the virtual conference and it has been great.
	I love the monthly webinars
	I would like to see the annual conference offered virtually. It would allow members to attend when travel budgets are tight.
	Keep the webinars going. They are a great way to get CPE in a state that is large. The size of the state makes it difficult for members to get together in-person on a regular basis.
	Capital Assets basic rules, analysis, etc.
	Project management
	Add sessions on leadership or building supervisory competencies
	Investigate costs to offer online testing for the CGFO Program to evaluate feasibility to implement.
	Bring back the quarterly President's Message to members from the old Newsletter days. It was nice to hear what the Initiatives are for the year and the progress the Board and Committee members are making towards those efforts. Recognition of the valuable efforts of our volunteers may help stimulate interest in members to volunteer their time.
	More webinars or other training opportunities. Possibly more scholarship opportunities for education, such as the CGFO, Annual Conference, and/or School.
	I'm a bit surprised during this pandemic when we are all struggling to balance our budgets and dealing with lost revenues, that there are not more networking sessions or webinars talking about what people are doing to calculate and manage their municipality.
	Webinars
	Some personal/ individual income tax presentations.
	Issues (fraud, controls, compliance, etc.) pertaining to telecommuting both in emergency situations and in general. Our office is considering to allow more opportunities to work from home post COVID19.
	More social events to network that focus on certain current topics.
	I would like to see some advanced technical training in Microsoft Excel. Word and Access. I would like to see some type of forum/roundtable discussions on different governments use of the various software used for budgeting and financials. Discussing their experiences and issues they have encountered.
	Volunteer of the year annual award
	Keep working with the digital platforms even though with the review courses and with the boot camps.
	Assistance with how to get COVID-19 reimbursement
	More web-based or quick leadership classes that could be done in a day and more/better promotion of networking opportunity (did not know FGFOA had a webform).
	I really enjoy the monthly webinars and think it's a great way to supplement CPE, especially right now.
	Since I am not a CPA I enjoy the budgeting, fraud, leadership, and technology topics the most.

## FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	Perhaps some regional social activities for networking opportunities - after COVID
	Cost containment and revenue development in times of economic stress.
	Having an online study program and exam platform for the CGFO would be very helpful.
	There should be a list of CGFOs published on the FGFOA website. The Institute of Management Accountants publishes the names of CMAs on their website. The state of Florida lists CPAs on their website. Listing the names of people with the CGFO certificate would increase the marketability of the CGFO "brand." This would also help employers verify CGFO certificates and recruit potential employees.
	I really like the virtual conference format. It would be nice to see this offered in the future so we can allow more of our staff to participate. I feel it is extremely important to attend in person for the networking benefits, but some years it is difficult to get away from the office. I also see it as an opportunity to allow more staff from the office to attend since we would not have to spend our budget on travel.
	Managing staff who work remotely
	I would like to see more collaboration with other professional organization. To have a better partnership, where the FGFOA and share with the health and legal associations.
	Continue to stay on top of all the new GASB pronouncements
	I would like to see more leadership offerings.
	They were talking about having more CPE courses available, and I liked that idea.
	The Virtual Conference has been a wonderful idea. It should be something to be considered for the future.
	Would love to see webinars available at a later time as a reference tool. Also consider varying the dates and times. I have two other organizations that also offer webinars at the exact same time and day Thursdays at 2:00.
	I would like to see more networking opportunities in addition to the annual conference and school of governmental finance.
	CGFO CPE webinars
	keep up the webinars- very useful and great speakers!
	I would like to see rolling enrollments for mentoring program. Also, more marketing for local chapters from the state chapter to encourage more engagement for local chapters.
10. What Current Offering Do You Feel Is Lacking And Should Be Changed Or Dropped From FGFOA Programming?	
	Survey questions 5 and 7 are not clear as to what 1-5 stand for. I used 1 as disagree and 5 as agree.
	It would be nice if you all had a repository for most requested documents, as seen from questions on the list serve, i.e. bids for goods and services, help with audit and budget information, linking us to State websites and providing contacts in State agencies like Department of Management Services, or Auditor General, etc.
	Treasury maturity and how to take steps up the maturity ladder
	I have tried to get a spot in the Boot Camp for over 2 years. If there is not enough room for participants to attend this course in person, then virtual classes should be added so that this training is available to people would are "new" to governmental accounting.
	networking opportunities

## FGFOA 2020 Member Feedback Survey Comments

### 10. What Current Offering Do You Feel Is Lacking And Should Be Changed Or Dropped From FGFOA Programming? (Continued)

	The local chapter is where I have the biggest issue. The leadership was nonresponsive to me when I had an issue with a CPE certificate. Multiple emails went unanswered and I finally had to go to the state to get results. That is why I quit the local chapter. If the leadership could be improved there, then there could be more local opportunities for networking.
	none. I think the boot camps are great for new governmental employees. It's just hard getting into them in a timely fashion.
	I'm not fully aware of all of the benefits of the FGFOA. Probably more my lack of time to look into it much but the emails help a lot for me to know what's going on. I have been very satisfied with the conference. Very organized and well done.  (This survey wouldn't let me submit unless I put yes for being a local chapter member the past 3 years)
	I believe that finding information on CGFO review materials, available classes, exam dates, etc. is very difficult. I would like to take the exam in the next 12 months and find the availability of information (or lack there of) very frustrating.
	For the CGFO, Annual Conference, and/or School-- Can these opportunities be made virtual for more members to take advantage? What about taking the CGFO online? Can you provide a CGFO Study Course online?
	I think that we should give the CGFO certification to those individuals who are a CPA and who have passed the national GFOA's CPFO certification. I would like to have the certification, but I believe it does not make sense to have to be test yet again.
	I would like to see more outreach to new, less experienced members to make them feel comfortable joining committees, networking events etc. even though they do not have the level of expertise as other members.
	Focus on current government issues.
	Serve lunch at the conferences, seriously. Include it in the price, we'll pay for it.
	Even with the webinars, meeting the continuing education requirements of 80 hours every two years to maintain certification is difficult. Especially in periods of recession, or the present situation with COVID-19 when travel is not an option. I understand CPA's must have 80 hours of CPE every two years but that is often a tough requirement for non CPA's.
	Nothing in particular. The offerings I have seen have been relevant and of high quality.
	Training for people new to the Government. Online, not as a "school" for a limited amount of people.
	More comprehensive training at the School
	None at this time. FGFOA does a fantastic job in keep their profession informed and up to date on things that will affect us.
	None are lacking, I find all areas to be helpful and informative.
	nothing. You all do a great job of surfacing current relevant issues and finding the right person to speak to it.

## FGFOA 2020 Member Feedback Survey Comments

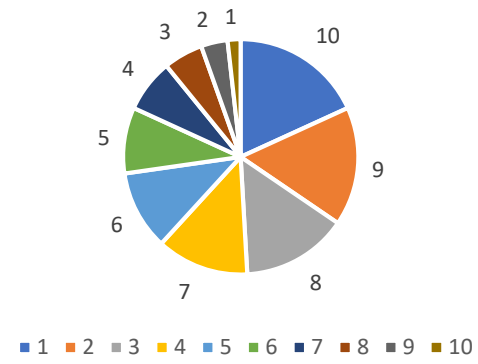
### 10. What Current Offering Do You Feel Is Lacking And Should Be Changed Or Dropped From FGFOA Programming? (Continued)

	Nothing is lacking, just need more people to participate. It is hard to get people to participate. If we offered CPE credits for participation maybe that would help, but I still wonder if a few of the people would still be doing the work and the others just collecting CPE. We need to think of ways we can reward people for their participation and not burn out people who do participate.
	I really enjoyed the online aspect of training for the FGFOA annual conference. I am unable to attend as we are a small entity and our CFO attends every year.
	I think all the current offerings are great and working well however there is a lack of membership engagement.

## 1. Overall How Satisfied Are You With The FGFOA?

Overall FGFOA Satisfaction		
Rating	# of Responses	% of Total
10	99	52%
9	45	24%
8	29	15%
7	10	5%
6	4	2%
5	1	1%
4	0	0%
3	0	0%
2	1	1%
1	1	1%
<b>TOTAL</b>	<b>190</b>	
<b>AVERAGE</b>	<b>9.1</b>	

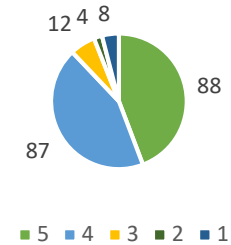
Overall FGFOA Satisfaction



## 2. Do You Feel The FGFOA Meets Your Needs And Expectations For The Following:

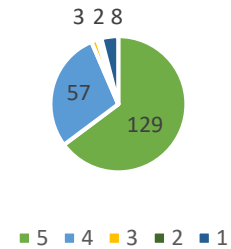
Member Engagement			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	88	44%
Satisfactory	4	87	44%
Neutral	3	12	6%
Unsatisfactory	2	4	2%
Very Unsatisfactory	1	8	4%
	<b>TOTAL</b>	<b>199</b>	
	<b>AVERAGE</b>	<b>4.2</b>	

Member Engagement



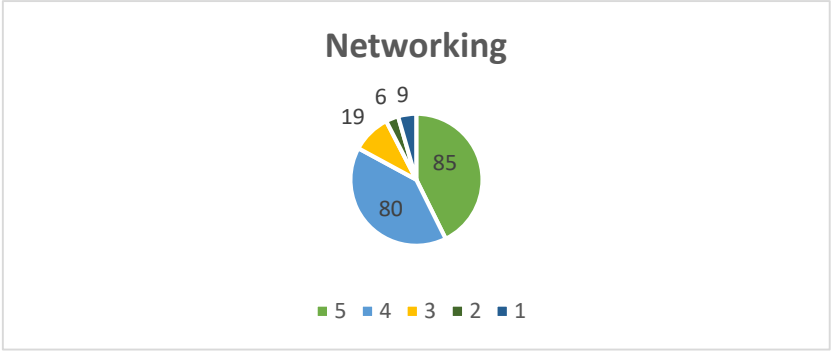
Education			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	129	65%
Satisfactory	4	57	29%
Neutral	3	3	2%
Unsatisfactory	2	2	1%
Very Unsatisfactory	1	8	4%
	<b>TOTAL</b>	<b>199</b>	
	<b>AVERAGE</b>	<b>4.4</b>	

Education



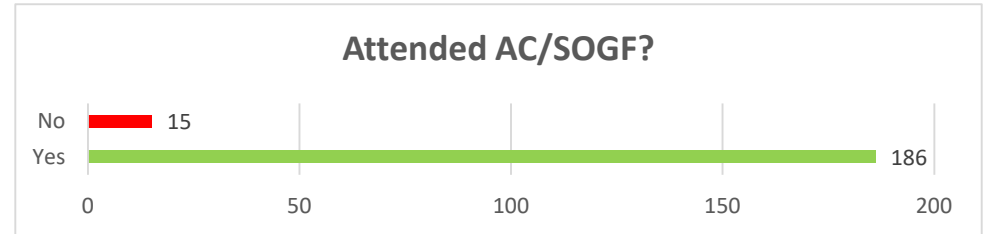


Networking			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	85	43%
Satisfactory	4	80	40%
Neutral	3	19	10%
Unsatisfactory	2	6	3%
Very Unsatisfactory	1	9	5%
	TOTAL	199	
	AVERAGE	4.1	

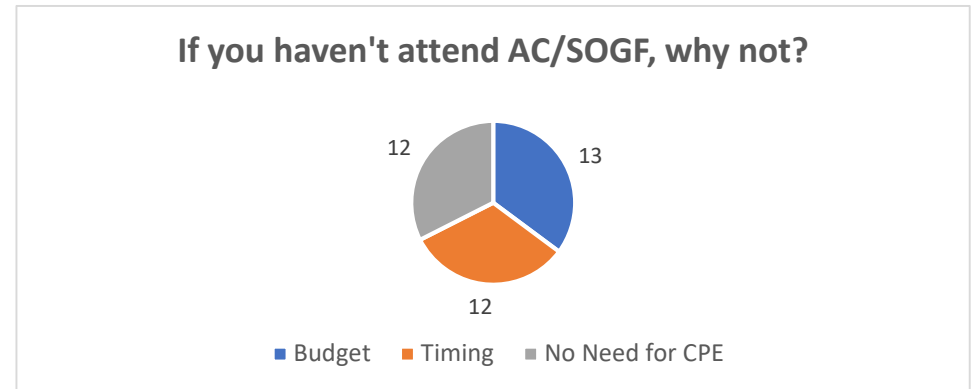


### 3. Have You Ever Attended The Annual Conference And/Or School Of Governmental Finance?

Attended AC/SOGF?		
Answer	# of Responses	% of Total
Yes	186	93%
No	15	8%
<b>TOTAL</b>	<b>201</b>	

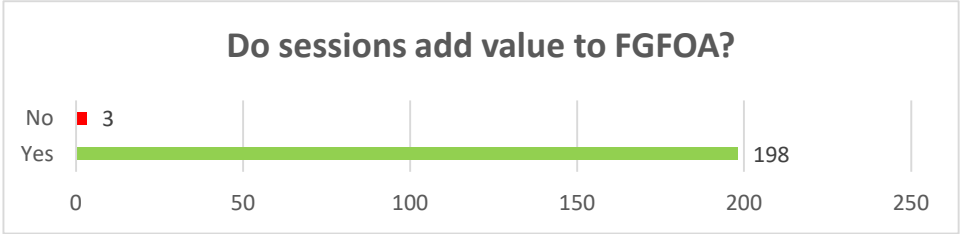


If you haven't attended AC/SOGF, why not?		
Answer	# of Responses	% of Total
Budget	13	35%
Timing	12	32%
No Need for CPE	12	32%
<b>TOTAL</b>	<b>37</b>	



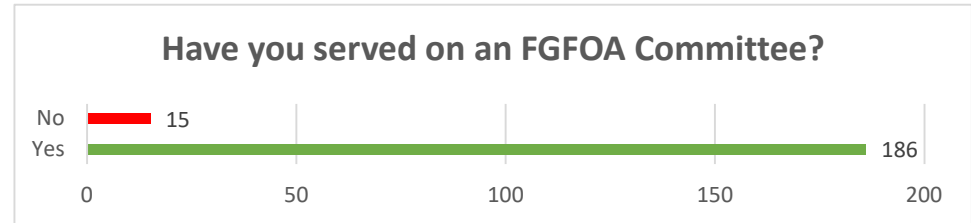
4. Do You Feel These Sessions Add To The FGFOA's Overall Value Proposition?

Do sessions add value to FGFOA?		
Answer	# of Responses	% of Total
Yes	198	99%
No	3	1%
TOTAL	201	

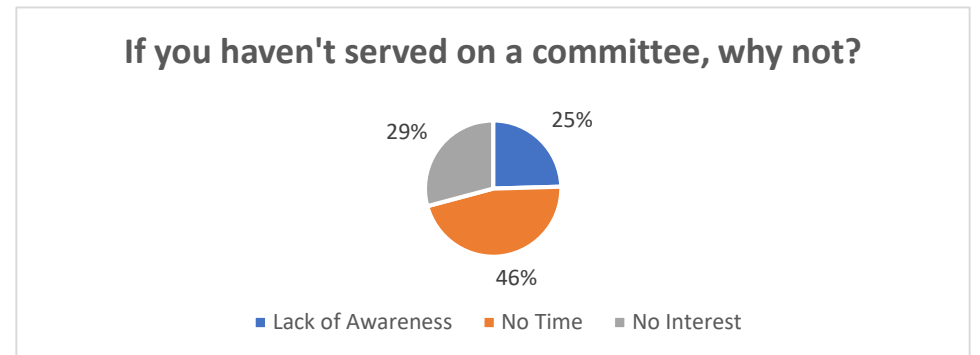


## 5. Have You Ever Served On A Committee?

Have you served on an FGFOA committee?		
Answer	# of Responses	% of Total
Yes	186	93%
No	15	8%
<b>TOTAL</b>	<b>201</b>	



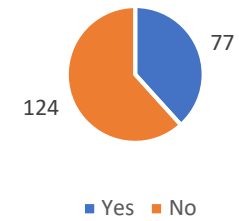
If you haven't served on a committee, why not?		
Answer	Rating	% of Total
Lack of Awareness	227	25%
No Time	428	46%
No Interest	270	29%
<b>TOTAL</b>	<b>925</b>	



**6. Would You Be Willing To Serve On A Membership Engagement Workgroup To Assist The FGFOA In Tailoring Its Offerings To Current Prospective Member Needs?**

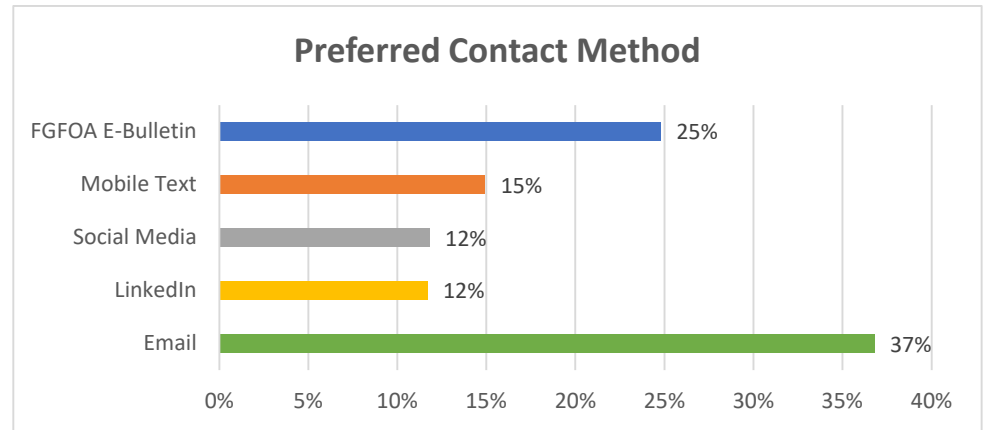
Would you serve on the Membership Engagement Workgroup?		
Answer	# of Responses	% of Total
Yes	77	39%
No	124	62%
TOTAL	201	

**Serve on Membership Engagement Workgroup?**



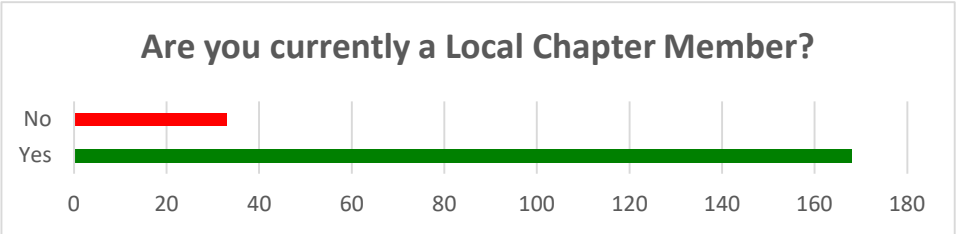
**7. Please Indicate Your Preferred Methods Of Contact By The FGFOA:**

Contact Method	Rating	% of Total
Email	831	37%
LinkedIn	264	12%
Social Media	267	12%
Mobile Text	337	15%
FGFOA E-Bulletin	560	25%
<b>TOTAL</b>	<b>2259</b>	

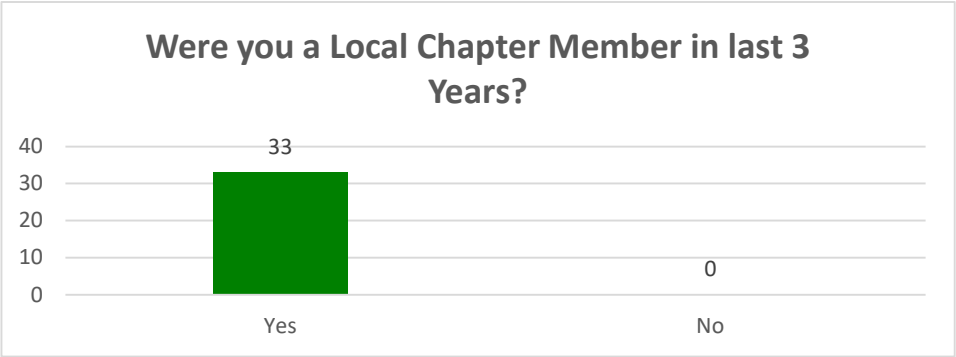


8. Are You A Member Of A Local Chapter?

Member of a Local Chapter?		
Answer	# of Responses	% of Total
Yes	168	84%
No	33	16%
TOTAL	201	



If No, Have You Been During The Last 3 Years?		
Answer	# of Responses	% of Total
Yes	33	100%
No	0	0%
TOTAL	33	





**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – President-Elect***  
**2020-2021**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**

Jamie Roberson

**President-Elect**

Shannon Ramsey-Chessman

**Secretary/Treasurer**

Jonathan McKinney

**DIRECTORS**

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Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:**      **June 24, 2020**

**Title of Item:**      **Chapter President Call**

**Executive Summary, Explanation or Background:**

**Recommended Action:**

Informational purposes.

***Shannon Ramsey-Chessman***

**Shannon Ramsey-Chessman**

June 22, 2020

**Date**





**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – President-Elect***  
**2020-2021**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

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Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date: June 24, 2020**

**Title of Item: Board and Committee Chair Contact List**

**Executive Summary, Explanation or Background:**

**Recommended Action:**

Attached is an updated Board and Committee Chair contact list showing cell phone numbers where available for informational purposes.

***Shannon Ramsey-Chessman***

June 22, 2020

**Shannon Ramsey-Chessman**

**Date**



## 2020-2021 FGFOA Board of Directors

### **President**

#### **Jamie Roberson, CGFO**

Finance Director  
City of Apopka  
120 East Main Street  
Apopka, FL 32703-5346  
Work (407) 703-1700 Cell (321) 303-5604  
[jroberson@apopka.net](mailto:jroberson@apopka.net)

### **President – Elect**

#### **Shannon Ramsey-Chessman, CPA, CGFO**

Chief Operating Officer  
Clerk & Comptroller – Palm Beach County  
301 N Olive Ave FL 9  
West Palm Beach, FL 33401  
Work (561) 355-4277 Cell 561-352-5691  
[noelshan@bellsouth.net](mailto:noelshan@bellsouth.net)

### **Secretary – Treasurer**

#### **Jonathan C. McKinney, CGFO**

Finance Director  
City of Mount Dora  
510 North Baker Street  
Mount Dora, FL 32757  
Work (386) 735-7118 Cell (321) 205-6401  
[mckinneyj@ci.mount-dora.fl.us](mailto:mckinneyj@ci.mount-dora.fl.us)

### **Directors:**

#### **Melissa Burns**

Director of Finance  
City of Atlantic Beach  
800 Seminole Road  
Atlantic Beach, FL 32233-5444  
Work (904) 247-5807  
[mburns@coab.us](mailto:mburns@coab.us)

**Liaison: Member and Leadership Development**

#### **Bryan E. Cahen, MPA**

Budget Director  
City of Weston  
17200 Royal Palm Blvd  
Weston, FL 33326-2301  
Work (954) 385-2000 Cell 954-224-0667  
[bcahen@westonfl.org](mailto:bcahen@westonfl.org)

**Liaison: Education and Webinar Committee**

#### **Rip Colvin, CPA, CGFO, CPM**

Executive Director  
Justice Administrative Commission  
227 N. Bronough Street, Suite 2100  
Tallahassee, FL 32301  
Work (850) 488-2415 Cell (850) 545-5331  
[Rip.colvin@justiceadmin.org](mailto:Rip.colvin@justiceadmin.org)

**Liaison: Legislative Committee**

#### **Frank L. DiPaolo, CPA, CGMA**

Director of Finance  
Dania Beach  
100 W Dania Beach Blvd  
Dania Beach, FL 33004-3643  
Work 954-924-6800 ext. 3609  
[fdipaolo@daniabeachfl.gov](mailto:fdipaolo@daniabeachfl.gov)

**Liaison: Conference Program Committee**

#### **Nicole Gasparri, CGFO**

Organizational Program Manager  
City of Boca Raton  
201 W Palmetto Park Road  
Boca Raton, FL 33432  
Work (561) 789-8236  
[NGasparri@ci.boca-raton.fl.us](mailto:NGasparri@ci.boca-raton.fl.us)  
**Liaison: Conference Host Committee**

#### **Olga Rabel, CGFO**

Budget Manager  
Clay County – BCC  
PO Box 988  
Green Cove Springs, FL 32043-0988  
Work (904) 278-3724  
[Olga.Rabel@claycountygov.com](mailto:Olga.Rabel@claycountygov.com)  
**Liaison: Certification Committee**

#### **William Spinelli, CPA**

Chief Financial Officer  
Brevard County Sheriff's Office  
700 S Park Ave Bldg J  
Titusville, FL 32780-4095  
Work (321) 264-5206  
[bill.spinelli@bcso.us](mailto:bill.spinelli@bcso.us)  
**Liaison: Technical Resources Committee**

#### **Kelly Strickland, CPA, CGFO**

Director of Financial Administration  
City of Sarasota  
1565 1<sup>st</sup> Street  
Sarasota, FL 34236-8501  
Work (941) 954-4124 Cell 772-678-9649  
[kelly.strickland@sarasotafli.gov](mailto:kelly.strickland@sarasotafli.gov)  
**Liaison: SOGF Committee**

### **Immediate Past President**

#### **Ken Burke, CPA**

Clerk of the Circuit Court and Comptroller  
Pinellas County - CCC  
315 Court St., 4<sup>th</sup> Floor  
Clearwater, FL 33756  
Work (727) 464-3341  
[kburke@mypinellasclerk.org](mailto:kburke@mypinellasclerk.org)

### **Executive Director**

#### **Paul Shamoun**

PO Box 1757  
Tallahassee, FL 32302  
Work (850) 701-3623 Cell (850) 570-7233  
[ptshamoun@flicities.com](mailto:ptshamoun@flicities.com)

### **Staff**

FGFOA – Jill Walker, [jwalker@flicities.com](mailto:jwalker@flicities.com)  
Work (850) 701-3688 Cell (850) 544-4618

CGFO – Karen Pastula, [kpastula@flicities.com](mailto:kpastula@flicities.com)  
Work (850) 701-3618 Cell (850) 591-2640

FGFOA Payment – Andrew Colvin, [acolvin@flicities.com](mailto:acolvin@flicities.com)  
Work (850) 701-3665



## 2020-2021 Committee Chairs

### **Certification Committee**

#### **Matt Misco, CGFO**

Senior Accountant

Palmetto

516 8th Ave W

Palmetto, FL 34221-5122

Work (941) 723-4570

[mmisco@palmettofl.org](mailto:mmisco@palmettofl.org)

**Board Liaison: Olga Rabel**

**Staff Liaison: Karen Pastula**

### **Conference Host Committee**

#### **Sharon Almeida, CGFO**

Assistant Controller

Wellington

12300 Forest Hill Blvd

Wellington, FL 33414-5785

Work (561) 753-5267 Cell 863-254-7155

[salmeida@wellingtonfl.gov](mailto:salmeida@wellingtonfl.gov)

**Board Liaison: Nicole Gasparri**

**Staff Liaison: Jill Walker**

### **Conference Program Committee**

#### **Nicole Jovanovski, CPA**

Director of Finance

Sarasota County

1660 Ringling Blvd

Sarasota, FL 34236-6808

Work (941) 861-5184

[njovanov@sarasotaclerkandcomptroller.com](mailto:njovanov@sarasotaclerkandcomptroller.com)

**Board Liaison: Frank DiPaolo**

**Staff Liaison: Jill Walker**

### **Education & Webinar Committee**

#### **Rebecca Schnirman**

Director of Financial & Support Services

Palm Beach County

2700 6th Ave S

Lake Worth, FL 33461-4727

Work (561) 966-6650 Cell 561-308-0694

[rschnirman@pbcgov.org](mailto:rschnirman@pbcgov.org)

**Board Liaison: Bryan Cahen**

**Staff Liaison: Karen Pastula**

### **Legislative Committee**

#### **Stephen Timberlake**

Special Projects Manager

Boca Raton

201 W Palmetto Park Rd

Boca Raton, FL 33432-3730

Work (561) 393-7729

[stimmerlake@myboca.us](mailto:stimmerlake@myboca.us)

**Board Liaison: Rip Colvin**

**Staff Liaison: Karen Pastula**

### **Member & Leadership Development Committee**

#### **Lorrie Simmons**

Manager, Accounting & Payroll Systems

City of Sarasota

1565 1st St

Sarasota, FL 34236-8597

Work (941) 365-2200 ext. 36347

[Lorrie.Simmons@sarasotaFL.gov](mailto:Lorrie.Simmons@sarasotaFL.gov)

**Board Liaison: Melissa Burns**

**Staff Liaison: Karen Pastula**

### **SOGF Committee**

#### **Mark A. Parks, Jr., CPA**

Chief Financial Officer

West Palm Beach

PO Box 3366

West Palm Beach, FL 33402-3366

Work (561) 822-1322

[mparks@wpb.org](mailto:mparks@wpb.org)

**Board Liaison: Kelly Strickland**

**Staff Liaison: Karen Pastula**

### **Technical Resources Committee**

#### **Ryan Bernal, CPA, CIA, CGFO**

Division Manager/Controller

Palm Beach County Sheriff's Office

3228 Gun Club Rd

West Palm Beach, FL 33406-3001

Work (561) 688-3313

[Bernalr@pbso.org](mailto:Bernalr@pbso.org)

**Board Liaison: Bill Spinelli**

**Staff Liaison: Jill Walker**



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2020-2021**

**Agenda Item**

**2020-2021**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Jamie Roberson

**President-Elect**  
Shannon Ramsey-Chessman

**Secretary/Treasurer**  
Jonathan McKinney

**Meeting Date:** June 24, 2020

**Title of Item:** Membership Report

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

**DIRECTORS**

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

<b>Membership Paid</b>	<b>06/22/2020</b>	<b>01/06/2020</b>	<b>09/30/2019</b>
<b>Government:</b>	2,481	2,256	2,116
<b>Associate:</b>	220	209	189
<b>Lifetime/Retiree:</b>	19	20	20
<b>Total:</b>	2,720	2,485	2,325

**Recommended Action:**

For review

**Paul Shamoun**

June 22, 2020

**Date**

## FGFOA Listserve Report January 2020 thru June 2020

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	665
Budgeting	564
Debt & Treasury	496
Financial Administration	586
Personnel & Payroll	350

### Accounting & Auditing

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[-Warning External email-FS 218.391 Audit Committee Structure](#) (1 Message)  
[3rd Party Collection Company for outstanding Utility Bills](#) (3 Messages)  
[553.80 Excess Carryforward Interpretation](#) (2 Messages)  
[Accounting for CARES Funding](#) (5 Messages)  
[Aladtec System Time clock](#) (1 Message)  
[Amendment SB1174](#) (4 Messages)  
[CARES ACT - Covid-19 cost saving measures and budget development](#) (3 Messages)  
[CARES ACT Funding for State & Local Governments -Template Request](#) (2 Messages)  
[Chart of Accounts Structure](#) (3 Messages)  
[Citizen Relief/Assistance program](#) (1 Message)  
[Code Enforcement Lien](#) (1 Message)  
[Cooperative Purchasing](#) (2 Messages)  
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[HB 447 - Regarding carry Forward unexpended revenue:](#) (1 Message)  
[HB447 - Building Fund Balance restrictions](#) (1 Message)  
[large cash payments limits?](#) (1 Message)  
[List Serve Information](#) (2 Messages)  
[Local Law Plan Police Annual Report](#) (7 Messages)  
[Meter tampering fees](#) (2 Messages)  
[Munis and Bank of America Works Program](#) (1 Message)  
[New Police Facility](#) (2 Messages)  
[Project Management Tool](#) (3 Messages)  
[PV Lease Calculation](#) (3 Messages)  
[question on insurance losses](#) (1 Message)  
[RFID tagging for capital assets and attractive items](#) (2 Messages)  
[RFID Technology - Annual Inventory Audit](#) (3 Messages)  
[SB1174](#) (1 Message)  
[Solid Waste Enterprise Fund](#) (1 Message)  
[SQL and SSRS Consultant](#) (1 Message)  
[State of Florida Capitalization Threshold/Attractive items definition](#) (1 Message)

[Statutory Retirement Benefits - 1099-Misc or 1099-R](#) (1 Message)  
[Stormwater Fees](#) (19 Messages)  
[Superion Fusion](#) (3 Messages)  
[Suspension of Utility Penalties and Shut-offs](#) (14 Messages)  
[Uniform Allowance](#) (10 Messages)  
[Utility Billing Software](#) (1 Message)  
[W4](#) (1 Message)  
[\[EXTERNAL SENDER\] - Stormwater Fees](#) (1 Message)  
[\[EXTERNAL SENDER\] - Suspension of Utility Penalties and Shut-offs](#) (1 Message)  
[\[EXTERNAL\] Stormwater Fees](#) (1 Message)  
[\[EXTERNAL\] Accounting for CARES Funding](#) (1 Message)  
[\[EXT\] Stormwater Fees](#) (1 Message)

### **Budgeting**

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[-Warning External email-Union monthly expense item](#) (1 Message)  
[Accounting for CARES Funding](#) (3 Messages)  
[ADA-compliant Budget](#) (5 Messages)  
[Budget Board Duties & Responsibilities](#) (2 Messages)  
[Budget workbooks](#) (1 Message)  
[Budgetary Controls](#) (1 Message)  
[Capital Improvement Plan \(CIP\)](#) (1 Message)  
[CFO/Finance Director Survey Data Needed](#) (1 Message)  
[Chart of Accounts Structure](#) (1 Message)  
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[Cost of Public Safety \(Police/Fire\) Statistics/Analysis](#) (1 Message)  
[Covid-19 cost saving measures and budget development](#) (1 Message)  
[Grants Policy and Procedures](#) (2 Messages)  
[Parking Citations](#) (2 Messages)  
[Pre-recession Budget Preparations](#) (4 Messages)  
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[Reducible Revenues](#) (2 Messages)  
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[Strategies for Utilizing CARES Funding](#) (1 Message)  
[Union monthly expense item](#) (6 Messages)  
[What % is your Municipality anticipating in Ad Valorem revenue for year end 2020 ?](#) (3 Messages)  
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### **Debt & Treasury**

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[457 Plan Policy for Fiduciary Responsibility](#) (2 Messages)  
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[COVID19 Project Worksheet](#) (1 Message)  
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[External Audit - Request for Proposals](#) (1 Message)  
[General Fund Unassigned Fund Balance Policy](#) (1 Message)  
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[Invoice Cloud - Bill Presentment and E-Payments](#) (2 Messages)  
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[RFP - Custodial Services - Investments](#) (1 Message)  
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[Use of Third-Party Vendor for Ambulance Transport Billings](#) (3 Messages)  
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[\[EXTERNAL SENDER\] - Use of Third-Party Vendor for Ambulance Transport Billings](#) (1 Message)  
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[\[EX\] Use of Third-Party Vendor for Ambulance Transport Billings](#) (1 Message)

## **Personnel & Payroll**

[214s for COVID-19 ?](#) (6 Messages)  
[4 Day Work Week](#) (4 Messages)

[DB/DC Plans](#) (2 Messages)

[EMERGENCY PAID SICK LEAVE ACT: REIMBURSEMENT](#) (1 Message)

[Employee Uniform Policy](#) (1 Message)

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[Light Duty Work Program](#) (1 Message)

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[Outsourcing payroll](#) (6 Messages)

[Paystubs Required or not](#) (1 Message)

[\[EXTERNAL\] Outsourcing payroll](#) (1 Message)





**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2020-2021**

**Agenda Item**

**2020-2021**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Jamie Roberson

**President-Elect**  
Shannon Ramsey-Chessman

**Secretary/Treasurer**  
Jonathan McKinney

**DIRECTORS**

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date: June 24, 2020**

**Title of Item: Budget**

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

**Recommended Action:**

For review and Board approval

**Paul Shamoun**

June 22, 2020

**Date**

Proposed 2020-2021  
FGFOA Budget

	<i><b>2019-2020 Approved Budget 02/07/2020</b></i>	<i><b>2019-2020 Actual</b></i>	<i><b>2020-2021 Proposed</b></i>
<b>REVENUES</b>			
Membership Dues	\$150,000	\$140,020	\$150,000
Investment Income	\$4,000	\$3,606	\$4,000
Annual Conference	\$647,500	\$80,000	\$657,000
Boot Camps	\$52,800	\$48,400	\$52,800
School of Governmental Finance	\$79,105	\$98,644	\$76,105
Divergent Series	\$0	\$0	\$0
Leadership FGFOA	\$19,900	\$0	\$19,900
Pre-Conference Seminar	\$27,000	\$0	\$27,000
CGFO Fees	\$45,000	\$23,010	\$36,000
On-Line Learning	\$3,300	\$0	\$3,300
Miscellaneous Income	\$0	\$45	\$0
<b>TOTAL REVENUES</b>	<b>\$1,028,605</b>	<b>\$393,725</b>	<b>\$1,026,105</b>
<b>EXPENSES</b>			
<b>Training/ Education</b>			
Conference Expenses	\$634,900	\$0	\$667,500
Boot Camps	\$41,200	\$23,460	\$41,200
School of Governmental Finance	\$81,100	\$56,377	\$79,350
Leadership FGFOA	\$60,950	\$1,390	\$60,950
Divergent Series	\$0	\$0	\$0
Pre-Conference Seminar	\$25,000	\$0	\$25,000
CGFO Expenses	\$63,000	\$50,772	\$16,500
NASBA Fees	\$1,000	\$1,259	\$3,000
On-Line Learning	\$2,500	\$0	\$2,500
Local Chapter Support	\$4,000	\$2,596	\$8,000
<b>Total - Training/ Education Expenses</b>	<b>\$913,650</b>	<b>\$135,854</b>	<b>\$904,000</b>
<b>Standing Committees:</b>			
Standing Committee Meetings	\$1,000	\$912	\$7,000
All Committee Mtgs @ Conference	\$7,000	\$0	\$7,000
<b>Total - Standing Committees</b>	<b>\$8,000</b>	<b>\$912</b>	<b>\$14,000</b>
<b>Communication to Members</b>			
Internet Homepage	\$0	\$0	\$0
Postage & Mailing	\$500	\$395	\$500
Printing & Duplicating	\$1,500	\$2,714	\$2,000
<b>Total Communication to members</b>	<b>\$2,000</b>	<b>\$3,109</b>	<b>\$2,500</b>
<b>Professional Services:</b>			
Administrator	\$117,300	\$87,975	\$125,000
Auditor Fees	\$9,500	\$0	\$10,250
<b>Total - Professional Services</b>	<b>\$126,800</b>	<b>\$87,975</b>	<b>\$135,250</b>
<b>Meeting Expenses:</b>			
GFOA Reception	\$5,500	\$0	\$5,500
Board of Directors	\$29,000	\$18,255	\$29,000
Strategic Planning	\$3,500	\$0	\$3,500
GFOA Conference	\$5,500	\$580	\$5,500
<b>Total Meeting Expenses</b>	<b>\$43,500</b>	<b>\$18,835</b>	<b>\$43,500</b>
<b>Administrative Expenses:</b>			
Insurance Expense	\$5,000	\$4,023	\$5,000
List Serve - ongoing fees	\$3,000	\$2,243	\$3,000
Filings & Registrations	\$100	\$92	\$100
Staff Travel	\$3,500	\$1,220	\$3,500
Miscellaneous Expense	\$3,500	\$1,045	\$3,500
Depreciation	\$200	\$95	\$200
Credit Card Terminal	\$30,000	\$15,993	\$25,000
<b>Total - Administrative Expenses</b>	<b>\$45,300</b>	<b>\$24,711</b>	<b>\$40,300</b>
<b>TOTAL EXPENSES</b>	<b>\$1,139,250</b>	<b>\$271,396</b>	<b>\$1,139,550</b>
<b>Increase (Decrease) in Net Assets</b>	<b>(\$110,645)</b>	<b>\$122,329</b>	<b>(\$113,445)</b>
<b>Net Assets-Beginning of Period</b>	<b>\$349,446</b>	<b>\$349,446</b>	<b>\$471,775</b>
<b>Net Assets-End of Period</b>	<b>\$238,801</b>	<b>\$471,775</b>	<b>\$358,330</b>

**2021 Annual Conference Budget  
Boca Raton, FL**

	<b>2019 Actual Budget</b>	<b>2020 Approved Budget</b>	<b>2020 Actual Budget</b>	<b>2021 Proposed Budget</b>
<b><u>REVENUES</u></b>				
<b><u>REGISTRATIONS</u></b>				
Member Registrations	\$278,200	\$295,000	\$60,000	\$295,000
Member Late Registrations	\$12,410	\$9,000		\$9,000
Associate Registrations	\$44,660	\$44,000	\$15,000	\$44,000
Associate Late Registrations	\$5,100	\$4,000		\$4,000
Non-Member Registrations	\$23,585	\$15,000	\$5,000	\$15,000
Non-Member Late Registrations	\$4,850	\$1,000		\$1,000
<b>TOTAL REGISTRATIONS</b>	<b>\$368,805</b>	<b>\$368,000</b>	<b>\$80,000</b>	<b>\$368,000</b>
<b><u>OTHER REVENUES</u></b>				
Exhibitor Fees *	\$210,425	\$195,000		\$195,000
Tuesday Night Event Ticket	\$0	\$0		\$0
Extra Tickets All Events	\$2,705	\$2,000		\$2,000
Golf	\$4,000	\$6,000		\$6,000
Hotel Commissions (1)	\$65,710	\$53,000		\$50,000
Cancellation Fees	\$1,320	\$1,000		\$1,000
Ethics Income	\$18,130	\$10,000		\$15,000
Convention & Visitors Bureau	\$10,000	\$0		\$11,000
Room Credits (2)	\$16,035	\$12,500		\$9,000
<b>TOTAL OTHER REVENUE</b>	<b>\$328,325</b>	<b>\$279,500</b>	<b>\$0</b>	<b>\$289,000</b>
<b>TOTAL REVENUES</b>	<b>\$697,130</b>	<b>\$647,500</b>	<b>\$80,000</b>	<b>\$657,000</b>
<b><u>EXPENSES</u></b>				
<b><u>INSTRUCTIONAL</u></b>				
Equipment Rental	\$36,396	\$40,000		\$40,000
Speaker's per diem/honorarium	\$12,869	\$10,000		\$10,000
Refreshment Breaks	\$148,829	\$140,000		\$145,000
Tuesday Business Luncheon	\$56,477	\$50,000		\$41,000
Monday Lunch	\$19,114	\$22,000		\$20,000
<b>TOTAL INSTRUCTIONAL EXPENSE</b>	<b>\$273,685</b>	<b>\$262,000</b>	<b>\$0</b>	<b>\$256,000</b>
<b><u>SPECIAL EVENTS</u></b>				
Golf Tournament	\$1,751	\$6,000		\$6,000
Opening Ceremony	\$22	\$500		\$500
Association Night Reception	\$48,776	\$20,000		\$55,000
Ethics Course Expense	\$10,920	\$10,000		\$11,000
Tuesday Event	\$82,166	\$95,000		\$90,000
Hospitality Food, Beverages & Supplies	\$30,728	\$35,000		\$35,000
President's Reception	\$12,302	\$14,000		\$15,000
Emerging Leaders Reception	\$5,964	\$5,000		\$6,000
<b>TOTAL SPECIAL EVENTS EXPENSE</b>	<b>\$192,629</b>	<b>\$185,500</b>	<b>\$0</b>	<b>\$218,500</b>
<b><u>SPECIAL CONFERENCE EXPENSES</u></b>				
Room Rate By Down	\$64,438	\$81,900		\$80,000
Host Committee	\$0	\$1,000		\$1,000
Welcome Bags	\$4,743	\$5,000		\$5,000
Speaker Gifts	\$2,453	\$3,500		\$3,500
Transportation & other	\$7,560	\$6,000		\$8,000
<b>TOTAL SPECIAL CONFERENCE EXPENSES</b>	<b>\$79,194</b>	<b>\$97,400</b>	<b>\$0</b>	<b>\$97,500</b>
<b><u>REGISTRATION/MAILINGS</u></b>				
Postage	\$575	\$500		\$500
Printing/Duplicating	\$3,605	\$6,000		\$6,000

**2021 Annual Conference Budget  
Boca Raton, FL**

	<i><b>2019 Actual Budget</b></i>	<i><b>2020 Approved Budget</b></i>	<i><b>2020 Actual Budget</b></i>	<i><b>2021 Proposed Budget</b></i>
Office Supplies	\$893	\$2,000		\$2,000
<b>TOTAL REGISTRATION/MAILING EXPENSE</b>	<b>\$5,073</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$8,500</b>
<u><b>EXHIBITOR</b></u>				
Security	\$6,335	\$2,500		\$5,000
Service	\$28,995	\$20,000		\$20,000
<b>TOTAL EXHIBITOR EXPENSES</b>	<b>\$35,330</b>	<b>\$22,500</b>	<b>\$0</b>	<b>\$25,000</b>
<b>STAFF EXPENSES</b>	<b>\$16,073</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$15,000</b>
<u><b>OTHER</b></u>				
Miscellaneous	\$6,044	\$5,000		\$5,000
Meeting Planner Services	\$32,430	\$30,000		\$30,000
Cancellation Insurance	\$2,406	\$2,000		\$2,000
Internet Café - High Speed Connections	\$11,750	\$10,000		\$10,000
<b>TOTAL OTHER EXPENSES</b>	<b>\$52,630</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$47,000</b>
<b>TOTAL EXPENSES</b>	<b>\$654,614</b>	<b>\$634,900</b>	<b>\$0</b>	<b>\$667,500</b>
<b>NET INCOME</b>	<b>\$42,516</b>	<b>\$12,600</b>	<b>\$80,000</b>	<b>-\$10,500</b>

2020 Commission Calculation

(2,730X199X10%)= 54,327

Room Credit of 1/40 (2,730/40=68X199= 13,532

Room Rate - \$199

Room Rate buydown to \$169 = 81,900

2021 Commission Calculation

(2,790X204 X10%)= 56,916

Room Credit of 1/50 (2,730/50=55X204= 11,220

Room Rate - \$199 & \$209

Room Rate buydown to \$169 or \$179 = \$83,700

Room Rate buydown to \$169 = \$97,650

2020 SOGF Budget

		<b>2018 Actual 06/30/19</b>	<b>2019 Approved Budget</b>	<b>2019 Actual</b>	<b>2020 Proposed Budget</b>
<b>REVENUES</b>	<b>FEES 2019</b>				
Active Member Basic	\$250	\$16,120	\$12,500	\$7,800	\$12,500
Active Member Basic Late	\$290	\$2,700	\$1,450		\$1,450
Associate Member Basic	\$315	\$325	\$630		\$630
Associate Member Basic Late	\$355		\$0	\$870	\$0
Non-Member Basic	\$375	\$3,465	\$750	\$6,545	\$750
Non-Member Basic Late	\$415	\$425	\$0	\$850	\$0
Active Member Intermediate	\$250	\$21,500	\$12,500	\$11,500	\$12,500
Active Member Intermediate Late	\$290	\$2,610	\$1,450		\$1,450
Associate Member Intermediate	\$315	\$310	\$0		\$0
Associate Member Intermediate Late	\$355	\$0	\$0		\$0
Active Member Week	\$400	\$46,800	\$32,000	\$38,400	\$34,000
Active Member Week late	\$440	\$1,760	\$2,200	\$2,640	\$2,200
Associate Member Week	\$525	\$2,625	\$1,575	\$2,100	\$1,575
Associate Member Week Late	\$565	\$565	\$0		\$0
Non-Member Intermediate	\$385	\$1,460	\$770	\$2,920	\$770
Non-Member Intermediate Late	\$425	\$405	\$0		\$0
Non-Member Week	\$640	\$2,560	\$1,280	\$5,120	\$1,280
Non-Member Week Late	\$680				
Cancellation Fees	\$40	\$760	\$0	\$280	\$0
SOGF Golf					
Room Credits		\$0	\$2,000	\$3,576	\$2,000
Hotel Commission/ CVB Rebate		\$9,757	\$10,000	\$16,043	\$5,000
<b>TOTAL REVENUES</b>		<b>\$114,147</b>	<b>\$79,105</b>	<b>\$98,644</b>	<b>\$76,105</b>
<b>EXPENSES</b>					
Hospitality Suite		\$4,952	\$6,000	\$5,816	\$6,000
Refreshment Breaks		\$31,101	\$33,000	\$18,019	\$40,000
Welcome Reception		\$7,851	\$8,000	\$0	\$0
Emerging Leader Reception		\$3,223	\$4,000	\$2,153	\$5,000
Staff Travel		\$3,538	\$5,000	\$6,909	\$7,000
Internet Café/Wi-Fi		\$2,200	\$0		\$0
Equipment Rentals		\$5,181	\$10,000	\$11,645	\$10,000
Speaker Expenses		\$0	\$0		\$0
Speaker Gifts		\$1,481	\$1,500	\$2,717	\$1,500
Operating Supplies		\$1,119	\$1,250		\$1,250
Postage		\$68	\$100		\$100
Printing/Duplicating		\$1,775	\$1,750	\$26	\$1,000
Meeting Planning Services		\$7,850	\$6,500	\$5,675	\$6,500
Speaker Moderator Breakfast		\$0	\$0		\$0
Scholarships			\$3,000	\$2,650	\$0
Insurance		\$434	\$1,000	\$767	\$1,000
Hotel Attrition		\$0	\$0		\$0
Transportation		\$0	\$0		\$0
<b>TOTAL EXPENSES</b>		<b>\$70,773</b>	<b>\$81,100</b>	<b>\$56,377</b>	<b>\$79,350</b>
<b>NET INCOME</b>		<b>\$43,374</b>	<b>(\$1,995)</b>	<b>\$42,267</b>	<b>(\$3,245)</b>

**Registration Fees**

	<b>2018**</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
Active Basic	250	250	250	250
Active Int/Adv	250	250	250	250
Active Week	400	400	400	400
Room Rate				\$139.00

\*\* Fees increased per February 9, 2018 Board Meeting  
Welcome Reception complimentary per contract

2021 Leadership Class V

	<b>Class V Budget</b>	<b>Class V Actual</b>	<b>Class VI Budget</b>
<b>REVENUES</b>			
2018 Registration Fees (\$995)	<b>\$19,900</b>	<b>\$0</b>	<b>\$19,900</b>
<b>TOTAL REVENUES</b>	<b>\$19,900</b>	<b>\$0</b>	<b>\$19,900</b>
<b>EXPENSES</b>			
Hotel Fee	\$15,000	\$0	\$15,000
Breaks	\$3,500	\$0	\$3,500
Room Rental	\$0	\$0	\$0
Lunch	\$4,500	\$0	\$4,500
Dinner	\$7,500	\$0	\$7,500
Staff Travel	\$2,200	\$0	\$2,200
Equipment Rentals	\$4,000	\$0	\$4,000
Speaker Expenses & Travel	\$20,000	\$0	\$20,000
Awards/Pins/	\$1,500	\$1,308	\$1,500
Operating Supplies	\$0	\$0	\$0
Printing/Duplicating	\$750	\$82	\$750
Meeting Planning Services	\$2,000	\$0	\$2,000
<b>TOTAL EXPENSES</b>	<b>\$60,950</b>	<b>\$1,390</b>	<b>\$60,950</b>
<b>NET INCOME</b>	<b>(\$41,050)</b>	<b>(\$1,390)</b>	<b>(\$41,050)</b>

**Speaker Expenses**

		Room Rate \$	Room Rate \$	Room Rate \$
Mimi Hull - Mon - 3 sections	\$5,250	\$ 139.00	\$ 139.00	\$ 139.00
Mimi Hull - Tues - 4 sections	\$5,250	Registration Fee	Registration Fee	Registration Fee
J. Lenora Bresler - Wed 4 section	\$4,200	\$ 995.00	\$ 995.00	\$ 995.00
Scott Paine	\$0			
Anetta Wilson - Friday 2 sections	\$4,000			
<b>Total</b>	<b>\$18,700</b>			

2020-2021 CGFO Budget

	2018-2019 Actual	2019-2020 Budget	2019-2020 Actual	2020-2021 Proposed Budget
<b><u>REVENUES</u></b>				
Renewals	\$7,015	\$4,000	\$3,160	\$4,000
Application Fee	\$2,350	\$3,000	\$2,700	\$3,000
Review Courses	\$16,760	\$22,000	\$13,430	\$15,000
Fall Review				
Spring Webinar				
Exams	\$12,090	\$16,000	\$3,720	\$14,000
Fall				
Spring				
Miscellaneous Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$38,215</b>	<b>\$45,000</b>	<b>\$23,010</b>	<b>\$36,000</b>
<b><u>EXPENSES</u></b>				
Scantron Maintenance & Upgrades & Supplies	\$0	\$500	\$0	\$500
NASBA Fees	\$0	\$0	\$0	\$0
CGFO Printing & Mailing	\$0	\$1,000	\$0	\$1,500
CGFO Exam Rewrite or Update *	\$0	\$47,000	\$47,555	\$0
Fall Review and Exams Food & Beverage	\$9,297	\$13,000	\$113	\$13,000
Fall Review and Exams AV	\$0	\$1,500	\$3,104	\$1,500
<b>TOTAL NON ADMINISTRATIVE EXPENSES</b>	<b>\$9,297</b>	<b>\$63,000</b>	<b>\$50,772</b>	<b>\$16,500</b>
<b>NET INCOME</b>	<b>\$28,918</b>	<b>(\$18,000)</b>	<b>(\$27,762)</b>	<b>\$19,500</b>

2020-2021 Boot Camp Budget

	2019 - 2020 Actual	2019 - 2020 Budget		2020 Summer	2020 SOGF	2021 Spring	2021 Conference	2020 - 2021 Budget
<b><u>REVENUES *</u></b>								
Active Members	\$48,400	\$52,800		\$13,200	\$13,200	\$13,200	\$13,200	\$52,800
Associate Members	\$0	\$0		\$0	\$0	\$0	\$0	\$0
<b><u>TOTAL REVENUES</u></b>	<b>\$48,400</b>	<b>\$52,800</b>		<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$13,200</b>	<b>\$52,800</b>
<b><u>EXPENSE</u></b>								
Speaker Fee	\$7,010	\$12,000		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
AV	\$960	\$4,000		\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Refreshment Breaks	\$4,287	\$12,000		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Lunch	\$8,356	\$10,000		\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Room Rental	\$0	\$1,000		\$500	\$0	\$500	\$0	\$1,000
Printing	\$0	\$1,200		\$300	\$300	\$300	\$300	\$1,200
Staff Travel	\$2,847	\$1,000		\$500	\$0	\$500	\$0	\$1,000
<b><u>TOTAL EXPENSES</u></b>	<b>\$23,460</b>	<b>\$41,200</b>		<b>\$10,800</b>	<b>\$9,800</b>	<b>\$10,800</b>	<b>\$9,800</b>	<b>\$41,200</b>
<b><u>NET INCOME</u></b>	<b>\$24,940</b>	<b>\$11,600</b>		<b>\$2,400</b>	<b>\$3,400</b>	<b>\$2,400</b>	<b>\$3,400</b>	<b>\$11,600</b>

**Registrations Type**

Active Member	440.00	440.00
Associate Member	480.00	480.00

Fee Increased per April 7, 2017 Board Meeting

\* Based on 30 participants per session



2020-2021 Board Budget

	2018 - 2019 Budget	2018 - 2019 Actual	2019 - 2020 Budget	2019-2020 Actual	2020 - 2021 Budget
<b><u>EXPENSE</u></b>					
Hotel	\$10,000	\$8,772	\$13,000		\$13,000
Meals					
Breakfast	\$2,500	\$931	\$3,500		\$16,000
Lunch	\$4,000	\$2,623	\$5,000		
Dinner	\$5,000	\$5,409	\$7,500		
Other	\$0		\$0		
<b><u>TOTAL EXPENSES</u></b>	<b>\$21,500</b>	<b>\$17,736</b>	<b>\$29,000</b>	<b>\$18,255</b>	<b>\$29,000</b>

Hotel cost est at \$150 per night  
Average meeting attendance is 15  
4 meetings per year plus Strategic Planing

## MINIMUM NET

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

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

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

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

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

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Approved</i>	
Net Assets Check					
	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
Operating Expenses	873,336	882,080	1,055,958	1,139,250	271,396
Average Three Year Expenses	851,790	848,796	937,125	1,025,763	822,201
Minimum Net Assets - Two months	141,965	141,466	156,187	170,960	137,034
Desired Net Assets - Four Months	<b>283,930</b>	<b>282,932</b>	<b>312,375</b>	<b>341,921</b>	<b>274,067</b>
<i>Middle</i>	212,947	212,199	234,281	256,441	205,550
<i>Budgeted Fund Balance</i>	<b>212,401</b>	<b>344,082</b>	<b>349,446</b>	<b>238,801</b>	<b>471,775</b>



# Florida Government Finance Officers Association Education & Webinar Committee 2020-2021

2020-2021

## *Agenda Item Request*

### CHAIRPERSON

**Rebecca Schnirman**

Director of Financial & Support  
Services  
Palm Beach County  
2700 6th Ave S  
Lake Worth, FL 33461-4727  
(561) 966-6650  
[rschnirman@pbcgov.org](mailto:rschnirman@pbcgov.org)

**Meeting Date: June 24, 2020**

**Title of Item: Education and Webinar Committee Manual  
Revisions**

### BOARD LIAISON

Bryan Cahen

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

### STAFF LIAISON

Karen Pastula

**Recommended Action:**

### COMMITTEE MEMBERS

Maudeline Ciguene  
Ben Clark  
Jennifer Desrosiers  
Erjeta Dimanti  
Cindy Emshoff  
Michael Florio  
David Jang  
Raymond Long  
Debra martin  
Lakia McNeal  
Everlyne Ololo  
Anna Ontiniano  
Richard Pengelly  
Harold Ian Proverbs  
James Rizzo  
Katie Roundtree  
Liliya Sablukova  
Andrea Simon  
Paula Tosti  
Katherine Woodruff  
Rhonda Woodard

For review and edit.

*Rebecca Schnirman*

June 22, 2020

\_\_\_\_\_  
**Rebecca Schnirman**

\_\_\_\_\_  
**Date**

# Florida Government Finance Officers Association Education & Webinar Committee Policies and Procedures Manual

## I. Membership Structure

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

## II. Purpose, Goals and Action Plan

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

Monday, April ~~17, 2017~~ 27, 2020

(c) Committee members, for each of their assigned webinars, contact potential speakers appropriate for the selected webinar calendar.

(d) Chair ~~requests volunteers to moderate~~ and Vice Chair will take turns moderating each educational session. The Moderator Guidelines are provided to the ~~committee~~ moderator to outline responsibilities.

~~(h) Moderator training is provided via webinar for all interested committee members.~~

## ~~2. Onsite Training Sessions~~

~~g) Determine topics and locations for at least one or more full day onsite divergent sessions.~~

~~h) Submit the training to the FGFOA Board for date approval and the FLC for CPE approval prior to the event date.~~

~~i) Work with the FLC, who will contract with the location and hotel for venue.~~

~~j) FLC will provide the registration cost and registration links and post the event to the FGFOA website.~~

~~k) The Committee will select and coordinate speakers.~~

(e) Webinars are typically scheduled on the third Thursday of the month from 2:00pm-3:40pm EST.

## III. Member Responsibilities

### A. Chairperson

1. Coordinates all major aspects of the committee meetings, including establishing time and place, agenda and minutes.

(a) The Committee Meetings can be in person or via phone conference. The Florida League of Cities (FLC) can provide meeting space in Orlando and Tallahassee. The FLC arranges conference calls and Go-To-Meeting.

(b) Assigns committee member activities.

(c) Motivates and involves all committee members.

2. Reports committee activities, including keeping committee members and the Board liaison apprised of committee activity and progress.

- (a) Prepares and presents reports about the committee's progress for scheduled FGFOA Board of Directors meetings. Although highly encouraged to attend the Board Meetings, if unable to attend, coordinates with Board liaison for committee report presentation.
- (b) Submits articles describing the committee's progress for the FGFOA newsletter.
- (c) Prepares a report for the annual conference business luncheon, summarizing all of the committee activities for the year.
- (d) Assists with transition of responsibilities to the new Board Liaison and Chair.
- (e) Solicits volunteers, if needed.
- (f) Informs committee members of key dates/deadlines.
- (g) Only active members can hold the position of Chair.

Commented [rs1]: do we have a newsletter anymore?

C.B. Vice-Chairperson

- 1. Assists the Committee Chairperson and other Committee members.
- 2. Moderates webinars as directed by the Committee Chairperson.
- 2.3. Participates in periodic Committee meetings.
- 3.4. Contacts the FLC to request speaker bank that has been used in the past.

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

- 1. Assists the Chair in determining relevant topics for educational and webinar sessions.
  - (a) Webinars:
    - (1) At least ~~eight~~ eight (8) twelve (12) webinars per twelve month period. (one webinar each month).
    - (2) 100 minute sessions, which must include six (6) evenly spaced multiple choice CPE questions.
    - (3) Select and coordinate with speakers.
  - ~~)- Divergent:~~
  - ~~(0) Assist with determining topics and locations for at least two (2) divergent sessions per year.~~
  - ~~(0) Work with FLC to pick locations and prepare for sessions.~~

5.2. Attends meetings

Monday, April ~~17, 2017~~ 27, 2020

- (a) The first organizational meeting is held at the annual conference.
- (b) Subsequent committee meetings are called by the committee chairperson.

6.3. Appointed for at least a one (1) year term, but encouraged to serve at least three (3) years to provide the institutional knowledge and experience necessary for successful operation of the committee.

7.4. A committee application must be completed each year regardless of which committee the member will be working with for the following year.

#### IV. Budget

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Presenters are volunteers and do not receive compensation or expenses for their services, with the possible exception of national speakers from GASB and GFOA. Any presenter that requests compensation must be approved by the Board prior to selection.

**Commented [rs2]:** is this only at conference? I know they will provide number for conference calls, but I didn't think food was included other than at annual conference.

#### ~~V.V.~~ Timeline

- A. Hold organizational meeting at the Annual Conference.
- B. Develop a tentative schedule of events (showing date, time, topic, and speakers) as soon as possible, but not later than July. Schedule developed should include September of the current year through August of the next year, for a total of twelve webinars. Schedule should avoid conflict with other FGFOA key events such as the annual conference, School of Government Finance, and scheduled Board meetings, whenever possible.

#### ~~VIII.VI.~~ Transition Plan

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



**Florida Government Finance Officers Association  
SOGF Committee  
2020**

**2020-2021**

***Agenda Item Request***

**CHAIRPERSON**

**Mark Parks, CPA**

Chief Financial Officer

West Palm Beach

PO Box 3366

West Palm Beach, FL 33402-3366

(561) 822-1322

[mparks@wpb.org](mailto:mparks@wpb.org)

**BOARD LIAISON**

Kelly Strickland

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

Victoria Barnett

Christine Davis

Jennifer Desrosier

Cindy Emshoff

Catherine Givens

Jeanette Haynes

Brittany Hinsberg

Brittany Jumper

Ann Kenny

Jeffrey Kern

Dianne Klaiss

Jeffrey Larson

Raymond Long

Everlyne Ololo

Richard Pengelly

Vien Tran

Denese Williams

Rhonda Woodward

**Meeting Date: June 24, 2020**

**Title of Item: SOGF Themes**

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

**Recommended Action:**

Attached are 5 “SOGF theme” ideas as prepared by the SOGF Committee, for review by the Board.

*Mark Parks*

**06/23/2020**

**Mark Parks**

**Date**





# LEAD UP

with FGFOA's School of Government Finance

***SHAPE YOUR DESTINY WITH***



***FGFOA'S SCHOOL OF GOVERNMENT FINANCE***



# **FGFOA's School of Government Finance...**

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Performance**



# **KNOCK IT OUT OF THE BALLPARK**

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SCHOOL OF GOVERNMENT FINANCE**



# ACHIEVE YOUR GOALS

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SCHOOL OF  
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