



Florida Government Finance Officers Association, Inc  
Meeting of the Board of Directors  
Friday, February 5, 2021

Microsoft Teams  
1:30 p.m.

# ATTENDANCE - FGFOA BOARD MEETING

February 5, 2021

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

Dionte Gavin, Big Bend  
Nanette Melo, Central Florida  
Anthony Cobb, Florida First Coast  
Justin Grant, Gulf Coast  
Karen Keith, Hillsborough  
Jackie Cooper, Nature Coast  
Melissa Licourt, North Central Florida  
Mark Parks, Palm Beach  
Shandra Jenkins, Panhandle  
Ken Sinclair, 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:**     **Friday, February 5, 2021**  
                         **1:30 PM**  
                         **Via Microsoft Teams Virtual Meeting**

- I.    Call to Order – Jamie Roberson, President**
- II.   Roll Call**
- III.   Consideration of Minutes – January 15, 2021**
- IV.   Report of Officers**
  - A. President – Jamie Roberson**
    - 1. Appointments to Lifetime Achievement Award Committee
    - 2. Updated FGFOA BOD and Committee Contact Sheet
  - B. President Elect – Shannon Ramsey-Chessman**
    - 1. Committee Chair Selection
  - C. Secretary Treasurer – Jonathan McKinney**
  - D. Executive Director – Paul Shamoun**
    - 1. 2021 Annual Conference Update
    - 2. Amended August 28, 2020 Minutes
- V.    Other Business**
- VI.   Next Meeting – Location TBD, March – April 2021**

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 15, 2021**

The meeting of the FGFOA Board of Directors took place via Microsoft Office Teams on Friday, January 15, 2021.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Jamie Roberson, Finance Director, Apopka

President – Elect, Shannon Ramsey-Chessman, Administrative Director, Martin County Clerk of Court and Comptroller

Secretary – Treasurer, John McKinney, Finance Director, City of Mount Dora

Director, Melissa Burns, Director of Finance, City of Atlantic Beach

Director, Bryan Cahen, Budget Director, City of Weston

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Director of Finance, City of Dania Beach

Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court

Director, William Spinelli, Chief Financial Officers, Brevard County Sheriff's Office

Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

**COMMITTEE CHAIRS**

Matt Misco, Certification

Sharon Almeida, Conference Host

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Lorrie Simmons, Member & Leadership Development

Mark Parks, SOGF

**CHAPTER PRESIDENTS**

**STAFF**

Paul Shamoun, Florida League of Cities

Karen Pastula, Florida League of Cities

Jill Walker, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President Roberson called the January 15, 2021 meeting of the FGFOA Board of Directors to order at 1:02 p.m.

**PRESIDENT REPORT**

Mrs. Roberson presented the minutes from the October 28, 2020 FGFOA Board meeting for review.

**Mr. Colvin moved, seconded by Ms. Burns, to accept the minutes from the October 28, 2020 meeting minutes as presented. Motion passed unanimously.**

Mrs. Roberson began to present the Lifetime Achievement Award Committee appointments but then decided to make a change. She will pull the item and present it again at the February 5, 2021 Board meeting.

## **PRESIDENT ELECT REPORT**

### **2021 School of Governmental Finance Chair Selection**

Mrs. Ramsey-Chessman recommended Mark Parks, Chief Financial Officer of West Palm Beach to be the 2021 School of Governmental Finance Chair.

**Mr. Colvin moved, seconded by Mr. McKinney, to accept Mark Parks as the 2021 School of Governmental Finance Chair. Motion passed unanimously.**

### **Appointment to Nominating Committee**

Mrs. Ramsey-Chessman submitted her two appointments to the Nominating Committee which are Kimball Adams, City of Largo and Linda Howard, Florida Municipal Power Agency.

**Mr. DiPaolo moved, seconded by Mr. McKinney, to accept the appointments to the Nominating Committee as presented. Motion passed unanimously.**

## **SECRETARY/TREASURER REPORT**

### **Quarterly Financial Statements**

Mr. McKinney submitted the Quarterly Financial Statements as of September 30, 2020 for review and approval by the Board.

**Mr. Cahen moved, seconded by Ms. Burns, to approve the Quarterly Financial Statements for September 30, 2020 as submitted. Motion passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

### **Budget Amendment for the 2021 Annual Conference**

Mr. Shamoun presented the pros and cons of the 2021 Annual Conference going completely virtual, staying only in-person and being a hybrid event. There was much discussion as to whether the COVID-19 vaccine will be readily available, and if most people would have the opportunity to receive it prior to the event. A survey of the membership was presented showing a close split in the preference of in-person versus virtual. However, a concern is, even if people want to attend, would they be allowed to by their employer. After much discussion it was decided to allow staff to work with meeting planning to create a new budget and to negotiate with the hotel on additional options. Staff will bring new information to the next meeting.

### **Leadership Class V**

Mr. Shamoun recommended to delay the next Leadership class until August 2020 at the earliest due to continued health concerns over COVID-19. After much discussion whether to delay until 2022, it was decided to give the approved applicants from the 2020 class a first right of refusal for the next Leadership class and to delay until Spring 2022.

**Mr. Colvin moved, seconded by Mrs. Ramsey-Chessman, to reschedule the Leadership Class V to the Spring of 2022. Mrs. Strickland was not available for this vote. Motion passed unanimously.**

## **COMMITTEE REPORTS**

### **Conference Host Committee Report**

Mrs. Almeida submitted the Conference Host Committee report indicating ideas for the upcoming Annual Conference. Since this is now on hold, she retracted her item to be re-evaluated and presented again once a decision has been made on an in-person or virtual Annual Conference.

### **Conference Program Committee Report**

Mr. DiPaolo gave the Conference Program Committee reporting indicating a few speakers are still needed for the upcoming Annual Conference. There was discussion on the format for virtual versus in-person. Mr. Shamoun assured the Board that staff can handle the technological/equipment side of running 4 concurrent sessions. Mrs. Roberson was concerned over having 8 hours of continuous online training. Mr. Colvin made a motion to approve the schedule as presented but then pulled the motion as the final schedule is yet to be determined. More decisions will need to be made with meeting planning and staff to determine how to proceed. Mrs. Roberson recommends the committee work on filling in the needed speakers, determine their recommended schedule for a virtual platform and bring back their decision for the next Board meeting. It was decided no action item was needed for this item at this meeting.

### **Membership and Leadership Development Committee Report**

Ms. Simmons presented the Membership and Leadership Development committee report indicating they are currently testing technology to make sure it works for all of the mentor/mentee meetings that are scheduled. The committee received an excellent response with 24 mentee and 11 mentor applications. Currently each mentor would need to have multiple mentees. Ideally, for this endeavor to be successful, the committee is asking for more mentors to apply. Mrs. Roberson recommends sending the e-bulletin again with a link to apply.

**Mrs. Ramsey-Chessman moved, seconded by Mr. Cahen, to accept the modified dates and times of the mentor/mentee meetings as presented. Motion passed unanimously.**

### **School of Governmental Finance**

Mr. Parks presented the School of Governmental Finance committee report stating the SOGF was completed, well attended and a great success. He presented the results from the SOGF attendee survey.

### **NEXT MEETING**

The next meeting of the Board of Directors will be Friday, February 5, 2021 in Tallahassee.

ATTEST:

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Jonathan McKinney, Secretary/Treasurer



# 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:** February 5, 2021

**Title of Item:** Appointments to Lifetime Achievement Award Committee

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

The Lifetime Achievement Award Committee consists of two Past Presidents, one FGFOA Officer, one current Board member and one member of the FGFOA at large appointed by the President. The Committee may recommend one candidate from among the nominations received based upon the four criteria for the award. The recommendation of the Committee must be approved by the Officer on the Committee. The Lifetime Achievement Award Committee for 2020-2021 will consist of following members:

**Chair – Frank L. DiPaolo**, CPA, CGMA, Director of Finance, City of Dania Beach

**Margaret A. McGarrity**, CPA, MBA, JD, Attorney, FGFOA Past President

**Sarah Koser**, Retired, FGFOA Past President

**John McKinney**, CGFO, Finance Director, City of Mount Dora

**Allison Teslia**, Budget Manager, City of Deerfield Beach

Completed forms are due to FGFOA staff no later than Friday, April 2, 2021.

#### **Recommended Action:**

For review.

*Jamie Roberson*

January 22, 2021

**Jamie Roberson, President**

**Date**



**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:** February 5, 2021

**Title of Item:** Updated FGFOA BOD and Committee Contact Sheet

**Executive Summary, Explanation or Background:**

Attached is the updated FGFOA BOD and Committee Contact Sheet for your use.

**Recommended Action:**

For review.

*Jamie Roberson*

**Jamie Roberson, President**

January 22, 2021

**Date**





## 2020-2021 FGFOA Board of Directors

### **President**

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

Director of Finance & Accounting  
Osceola County  
2 Courthouse Square  
Kissimmee, FL 34741  
Work (407) 742-3467 Cell (321) 303-5604  
[jamie.roberson@osceolaclerk.org](mailto:jamie.roberson@osceolaclerk.org)

### **President – Elect**

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

Chief Deputy Clerk  
Clerk of the Circuit Court & Comptroller, Palm Beach County  
301 N. Olive Avenue, 9<sup>th</sup> Floor  
West Palm Beach, FL 33401  
Work (561) 355-4277 Cell (561) 352-5691  
[srchessman@mypalmbeachclerk.com](mailto:srchessman@mypalmbeachclerk.com)

### **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 Cell (904) 426-4744  
[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  
[bcachen@westonfl.org](mailto:bcachen@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  
City of Dania Beach  
100 W Dania Beach Blvd  
Dania Beach, FL 33004-3643  
Work (954) 924-6800 ext. 3609 Cell (954) 734-5919  
[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**

Inspector General  
Office of Tara S. Green  
Clay County Clerk of the Circuit Court and Comptroller  
825 N Orange Ave  
Green Cove Springs, FL 32043  
Work (904) 269-6317  
[rabelo@clayclerk.com](mailto:rabelo@clayclerk.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) 263-6416 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 Cell (941) 228-3646

[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 Cell (813) 210-4729

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

**Board Liaison: Rip Colvin**

**Staff Liaison: Karen Pastula**

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

#### **Lorrie Simmons**

Fiscal Analyst

Hillsborough County

601 E. Kennedy Blvd.

Tampa, FL 33602

Work (813) 272-6575 Cell (352) 348-2244

Home (813) 938-4797

[SimmonsLe@HillsboroughCounty.org](mailto:SimmonsLe@HillsboroughCounty.org)

**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 Cell (216) 407-4973

[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 – President-Elect***  
**2020-2021**

**Agenda Item**

**2020-2021  
BOARD OF DIRECTORS**

**OFFICERS**

**President**

Jamie Roberson

**President-Elect**

Shannon Ramsey-Chessman

**Secretary/Treasurer**

Jonathan McKinney

**Meeting Date:** February 5, 2021

**Title of Item:** 2021 Committee Chair Selection

**Executive Summary, Explanation or Background:**

I will give a verbal presentation.

**Recommended Action:**

**DIRECTORS**

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

***Shannon Ramsey-Chessman***

**Shannon Ramsey-Chessman**

January 26, 2021

**Date**



# 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:** February 5, 2021

**Title of Item:** 2021 Annual Conference/ Budget Amendment

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

Attached is the proposed 2021 budget amendments reflecting changes to the Leadership, Annual Conference and overall FGFOA budgets.

The 2021 Leadership Budget has been removed due to cancelation. The Annual Conference budget has been prepared to reflect 665 on-line participants.

Annual Conference fees will be as follows:

Active Members	\$200.00
Associate Members	\$250.00
Non-Members	\$300.00

#### **Recommended Action:**

Approval of revised 2021 Budgets Annual Conference Fee Schedule

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

**Paul Shamoun**

February 5, 2021

**Date**

FGFOA Budget

	<b>2019-2020</b> <i>Approved Budget 02/07/2020</i>	<b>2019-2020</b> <i>Actual</i>	<b>2020-2021</b> <i>Approved</i>	<b>2020-2021</b> <i>Approved 9/16/20</i>	<b>2020-2021</b> <i>Proposed 02/05/2021</i>
<b>REVENUES</b>					
Membership Dues	\$150,000	\$145,870	\$150,000	\$150,000	\$150,000
Investment Income	\$4,000	\$4,388	\$4,000	\$4,000	\$4,000
Annual Conference	\$647,500	\$88,640	\$657,000	\$657,000	\$152,500
Boot Camps	\$52,800	\$46,640	\$52,800	\$52,800	\$52,800
School of Governmental Finance	\$79,105	\$98,644	\$76,105	\$54,750	\$54,750
Leadership FGFOA	\$19,900	\$0	\$19,900	\$19,900	\$0
Pre-Conference Seminar	\$27,000	\$0	\$27,000	\$27,000	\$15,000
CGFO Fees	\$45,000	\$26,510	\$36,000	\$36,000	\$36,000
On-Line Learning	\$3,300	\$0	\$3,300	\$3,300	\$3,300
Miscellaneous Income	\$0	\$4,153	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$1,028,605</b>	<b>\$414,845</b>	<b>\$1,026,105</b>	<b>\$1,004,750</b>	<b>\$468,350</b>
<b>EXPENSES</b>					
<b>Training/ Education</b>					
Conference Expenses	\$634,900	\$24,224	\$667,500	\$667,500	\$36,500
Boot Camps	\$41,200	\$23,045	\$41,200	\$41,200	\$41,200
School of Governmental Finance	\$81,100	\$51,348	\$79,350	\$9,750	\$9,750
Leadership FGFOA	\$60,950	\$1,390	\$60,950	\$60,950	\$0
Pre-Conference Seminar	\$25,000	\$0	\$25,000	\$25,000	\$12,000
CGFO Expenses	\$63,000	\$56,511	\$16,500	\$16,500	\$16,500
NASBA Fees	\$1,000	\$1,259	\$3,000	\$3,000	\$3,000
On-Line Learning	\$2,500	\$0	\$2,500	\$2,500	\$2,500
Local Chapter Support	\$4,000	\$2,682	\$8,000	\$8,000	\$8,000
<b>Total - Training/ Education Expenses</b>	<b>\$913,650</b>	<b>\$160,459</b>	<b>\$904,000</b>	<b>\$834,400</b>	<b>\$129,450</b>
<b>Standing Committees:</b>					
Standing Committee Meetings	\$1,000	\$912	\$7,000	\$7,000	\$7,000
All Committee Mtgs @ Conference	\$7,000	\$0	\$7,000	\$7,000	\$7,000
<b>Total - Standing Committees</b>	<b>\$8,000</b>	<b>\$912</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>
<b>Communication to Members</b>					
Internet Homepage	\$0	\$0	\$0	\$0	\$0
Postage & Mailing	\$500	\$538	\$500	\$500	\$500
Printing & Duplicating	\$1,500	\$2,714	\$2,000	\$2,000	\$2,000
<b>Total Communication to members</b>	<b>\$2,000</b>	<b>\$3,252</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Professional Services:</b>					
Administrator	\$117,300	\$117,300	\$125,000	\$125,000	\$125,000
Auditor Fees	\$9,500	\$9,765	\$10,250	\$10,250	\$10,250
<b>Total - Professional Services</b>	<b>\$126,800</b>	<b>\$127,065</b>	<b>\$135,250</b>	<b>\$135,250</b>	<b>\$135,250</b>
<b>Meeting Expenses:</b>					
GFOA Reception	\$5,500	\$0	\$5,500	\$5,500	\$5,500
Board of Directors	\$29,000	\$23,869	\$29,000	\$29,000	\$29,000
Strategic Planning	\$3,500	\$0	\$3,500	\$3,500	\$3,500
GFOA Conference	\$5,500	\$580	\$5,500	\$5,500	\$5,500
<b>Total Meeting Expenses</b>	<b>\$43,500</b>	<b>\$24,449</b>	<b>\$43,500</b>	<b>\$43,500</b>	<b>\$43,500</b>
<b>Administrative Expenses:</b>					
Insurance Expense	\$5,000	\$4,814	\$5,000	\$5,000	\$5,000
List Serve - ongoing fees	\$3,000	\$2,543	\$3,000	\$3,000	\$3,000
Filings & Registrations	\$100	\$92	\$100	\$100	\$100
Staff Travel	\$3,500	\$1,602	\$3,500	\$3,500	\$3,500
Miscellaneous Expense	\$3,500	\$2,101	\$3,500	\$3,500	\$3,500
Depreciation	\$200	\$127	\$200	\$200	\$200
Credit Card Terminal	\$30,000	\$24,394	\$25,000	\$25,000	\$25,000
<b>Total - Administrative Expenses</b>	<b>\$45,300</b>	<b>\$35,673</b>	<b>\$40,300</b>	<b>\$40,300</b>	<b>\$40,300</b>
<b>TOTAL EXPENSES</b>	<b>\$1,139,250</b>	<b>\$351,810</b>	<b>\$1,139,550</b>	<b>\$1,069,950</b>	<b>\$365,000</b>
<b>Increase (Decrease) in Net Assets</b>	<b>(\$110,645)</b>	<b>\$63,035</b>	<b>(\$113,445)</b>	<b>(\$65,200)</b>	<b>\$103,350</b>
<b>Net Assets-Beginning of Period</b>	<b>\$342,760</b>	<b>\$342,760</b>	<b>\$405,795</b>	<b>\$405,795</b>	<b>\$405,795</b>
<b>Net Assets-End of Period</b>	<b>\$232,115</b>	<b>\$405,795</b>	<b>\$292,350</b>	<b>\$340,595</b>	<b>\$509,145</b>

**2021 Annual Conference Budget  
Hollywood, FL**

	<b>2019 Actual Budget</b>	<b>2020 Approved Budget</b>	<b>2020 Actual Budget</b>	<b>2021 Approved Budget</b>	<b>2021 Virtual Budget</b>
<b><u>REVENUES</u></b>					
<b><u>REGISTRATIONS</u></b>					
Member Registrations	\$278,200	\$295,000	\$61,200	\$295,000	\$120,000
Member Late Registrations	\$12,410	\$9,000		\$9,000	
Associate Registrations	\$44,660	\$44,000	\$6,000	\$44,000	\$10,000
Associate Late Registrations	\$5,100	\$4,000		\$4,000	
Non-Member Registrations	\$23,585	\$15,000	\$5,600	\$15,000	\$7,500
Non-Member Late Registrations	\$4,850	\$1,000		\$1,000	
<b>TOTAL REGISTRATIONS</b>	<b>\$368,805</b>	<b>\$368,000</b>	<b>\$72,800</b>	<b>\$368,000</b>	<b>\$137,500</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	\$15,840	\$15,000	\$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>\$15,840</b>	<b>\$289,000</b>	<b>\$15,000</b>
<b>TOTAL REVENUES</b>	<b>\$697,130</b>	<b>\$647,500</b>	<b>\$88,640</b>	<b>\$657,000</b>	<b>\$152,500</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	\$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>\$10,000</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	\$11,810	\$11,000	\$12,000
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>\$11,810</b>	<b>\$218,500</b>	<b>\$12,000</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	\$2,000
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>\$2,000</b>
<b><u>REGISTRATION/MAILINGS</u></b>					
Postage	\$575	\$500		\$500	\$500
Printing/Duplicating	\$3,605	\$6,000	\$38	\$6,000	\$500
Office Supplies	\$893	\$2,000		\$2,000	
<b>TOTAL REGISTRATION/MAILING EXPENSE</b>	<b>\$5,073</b>	<b>\$8,500</b>	<b>\$38</b>	<b>\$8,500</b>	<b>\$1,000</b>
<b><u>EXHIBITOR</u></b>					
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>\$0</b>

**2021 Annual Conference Budget**  
**Hollywood, 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 Approved Budget</b></i>	<i><b>2021 Virtual Budget</b></i>
<b>STAFF EXPENSES</b>	<b>\$16,073</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>
<b><u>OTHER</u></b>					
Miscellaneous	\$6,044	\$5,000	\$3,268	\$5,000	\$3,500
Meeting Planner Services	\$32,430	\$30,000	\$6,710	\$30,000	\$8,000
Cancellation Insurance	\$2,406	\$2,000	\$2,398	\$2,000	\$0
High Speed Connections	\$11,750	\$10,000		\$10,000	
<b>TOTAL OTHER EXPENSES</b>	<b>\$52,630</b>	<b>\$47,000</b>	<b>\$12,376</b>	<b>\$47,000</b>	<b>\$11,500</b>
<b>TOTAL EXPENSES</b>	<b>\$654,614</b>	<b>\$634,900</b>	<b>\$24,224</b>	<b>\$667,500</b>	<b>\$36,500</b>
<b>NET INCOME</b>	<b>\$42,516</b>	<b>\$12,600</b>	<b>\$64,416</b>	<b>-\$10,500</b>	<b>\$116,000</b>

2021 Leadership Class V

	<u>Class V Budget</u>	<u>2020 Class V Actual</u>	<u>2021 Class V Budget Approved 09/16/20</u>	<u>2021 Class V Budget Proposed 01/15/2021</u>
<b><u>REVENUES</u></b>				
2018 Registration Fees (\$995)	\$19,900	\$0	\$19,900	\$0
<b>TOTAL REVENUES</b>	<b>\$19,900</b>	<b>\$0</b>	<b>\$19,900</b>	<b>\$0</b>
<b><u>EXPENSES</u></b>				
Hotel Fee	\$15,000	\$0	\$15,000	\$0
Breaks	\$3,500	\$0	\$3,500	\$0
Room Rental	\$0	\$0	\$0	\$0
Lunch	\$4,500	\$0	\$4,500	\$0
Dinner	\$7,500	\$0	\$7,500	\$0
Staff Travel	\$2,200	\$0	\$2,200	\$0
Equipment Rentals	\$4,000	\$0	\$4,000	\$0
Speaker Expenses & Travel	\$20,000	\$0	\$20,000	\$0
Awards/Pins/	\$1,500	\$1,308	\$1,500	\$0
Operating Supplies	\$0	\$0	\$0	\$0
Printing/Duplicating	\$750	\$82	\$750	\$0
Meeting Planning Services	\$2,000	\$0	\$2,000	\$0
<b>TOTAL EXPENSES</b>	<b>\$60,950</b>	<b>\$1,390</b>	<b>\$60,950</b>	<b>\$0</b>
<b>NET INCOME</b>	<b>(\$41,050)</b>	<b>(\$1,390)</b>	<b>(\$41,050)</b>	<b>\$0</b>

**Speaker Expenses**

	Room Rate \$	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>			





**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:** February 5, 2021

**Title of Item:** Amended August 28, 2020 Minutes

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

After discussion with the Auditor, a revision to the minutes from the August 28, 2020 Board of Directors is needed. Below is a redline version of the changes.

**EXECUTIVE DIRECTOR REPORT**

**Meeting Management Agreement**

Mr. Shamoun presented the updated Meeting Management Agreement which allows for payment for virtual conferences. Under the current contract, the FGFOA does not have a way to compensate the FLC for the work it does for virtual conferences. The proposed amendment calls for a fee of \$10.00 per paid virtual conference participant. ~~an increase of \$10 per person fee for the cost of the Virtual Conference above the original cost of \$25 for the Annual Conference.~~

**Mrs. Ramsey-Chessman moved, seconded by Mr. DiPaolo, to approve the ~~increase of \$10 per person for the cost of the Virtual Conference to be reimbursed to the League~~ changes to the Meeting Management Agreement as presented. Motion passed unanimously.**

**Recommended Action:**

For review and approval of amended minutes

**Paul Shamoun**

February 5, 2021

**Date**

[illegible]

**NEXT MEETING:**

Location TBD, March – April, 2021



# FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Education, Networking, Leadership and Information.

## **Education...**

- Creating balanced and cost effective educational programs
- Utilizing various venues and methods of delivery
- Enhancing cooperative training partnerships

## **Networking...**

- Establishing a network of membership expertise
- Establishing relationships with other organizations
- Establishing partnerships between Chapters

## **Leadership...**

- Providing opportunities for individual development
- Being recognized as the governmental finance expert
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing Achievements

## **Information...**

- Maximizing technology resources
- Enhancing information delivery
- Communicating technical and legislative issues