

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.  
BOARD OF DIRECTOR'S MEETING**

**April 7, 2017**

The meeting of the FGFOA Board of Directors took place on April 7, 2017 at the Embassy Suites Downtown Orlando

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

Sarah Koser, President, The Villages Community Development Districts  
Linda Howard, President-elect, Florida Municipal Power Agency  
Kent Olson, Secretary/Treasurer, City of Tallahassee  
Kimball Adams, Director, City of Largo  
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller  
Rip Colvin, Director, Justice Administrative Commission  
Jonathan McKinney, Director, City of Edgewater  
Shannon Ramsey-Chessman, Director, Palm Beach County Clerk & Comptroller  
Jamie Roberson, Director, Osceola County Property Appraiser  
Marilyn Rosetti, Director, Florida Auditor General

**NOT IN ATTENDANCE:**

Nicole Gasparri, Director, City of Boca Raton

**COMMITTEE CHAIRS**

Kelly Rae Strickland, Certification  
Karen Keith, Member and Leadership Development  
Melissa Burns, Technical Resources  
Brandy Ferris, Webinar

**AD HOC COMMITTEE CHAIRS**

Donna Wright, Divergent  
Jason Loschiavo, Social Media

**CHAPTER PRESIDENTS**

Olga Rabel, Nature Coast

**STAFF**

Jeannie Garner, Florida League of Cities  
Paul Shamoun, Florida League of Cities  
Penny Mitchell, Florida League of Cities  
Merrily Bennett, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President Koser called the April 7, 2017 meeting of the FGFOA Board of Directors to order at 8:33 a.m.

**Agenda Approval**

President Koser reviewed the April 7, 2017, Agenda.

**Mr. Olson moved, seconded by Ms. Howard, to approve the April 7, 2017 Board of Directors meeting agenda. Motion passed unanimously.**

### **Consideration of Minutes**

The February 3, 2017 minutes were reviewed. One correction was noted.

**Mr. Burke moved, seconded by Mrs. Howard to approve the February 3, 2017 minutes as modified with correction. Motion passed unanimously.**

### **PRESIDENT'S REPORT**

#### **2017-2018 Board of Directors Elections**

Mrs. Koser reported the Nominating Committee met on March 16, 2017 to review nominations for the 2017-2018 election of the FGFOA Officers and Directors. Ballot was finalized on April 6, 2017 and voting will be open April 13-26, 2017.

#### **Bylaw Amendment**

Mrs. Koser reported the Bylaws need to be amended to match the Policies and Procedures on Election timing. Mr. Olson reported they are not in conflict and do not need amending. **Mr. Adams moved, seconded by Mrs. Ramsey-Chessman to revisit this subject in spring of 2018 in preparation of the 2018-2019 Election. Motion passed unanimously.**

#### **Lifetime Achievement Award**

Mrs. Koser reported the FGFOA is soliciting nominations for the 2017 Lifetime Achievement Award. The deadline to submit is April 28, 2017. Members of the Lifetime Achievement Committee are:

Sarah Koser, Officer  
Shannon Ramsey-Chessman, Current Board Member  
Barry Skinner, Past President  
Mary-Lou Pickles, Past-President  
Lee Huffstutler, FGFOA Member at Large

#### **2016-2017 Goal Setting Update**

Mrs. Koser reviewed and updated the 2016-2017 Goals and Assignments for the current year.

### **PRESIDENT-ELECT REPORT**

#### **Appointment of Committee Chairs for 2017-2018**

Mrs. Howard announced her Committee Chairs for 2017-2018

Certification – Kelly Strickland, City of Sarasota  
Conference Host – Lisa Snead, City of Longwood and Ian Evans-Smith, City of Miramar  
Conference Program – Bryan Cahen, City of Weston  
Legislative – April Shuping  
Member and Leadership Development – Karen Keith, City of Tampa and Olga Rabel, Sumter County  
SOGF – Jennifer Desrosiers, City of North Port  
Technical Resources, Melissa Burns, City of St. Augustine Beach  
Webinar – Brandy Ferris, City of Fort Walton Beach

### **Chapter Presidents Conference Call**

Mrs. Howard reported the North Central Chapter of the FGFOA would like to expand their territory to include Baker County. **A motion was made by Mr. Burke and seconded by Mr. McKinney to approve the local chapter expansion of Baker County. Motion was passed unanimously.**

### **SECRETARY/TREASURER REPORT**

#### **Fee Analysis**

Mr. Olson brought up the previous motion made in the October 2017 meeting to revisit fees charged for FGFOA events. A fee analysis was conducted by the secretary/treasurer and it was recommended to increase the fee for the following events.

Leadership FGFOA \$500 - \$800

SOGF increase \$10 - \$20

Boot Camp increase \$100 - \$150

**A motion was made by Mr. Olson, seconded by Mr. Burke, to increase the Leadership FGFOA fee by \$200, the Boot Camp registration by \$100 and the SOGF Intermediate/Advanced fee by \$10 for all categories. Motion passed unanimously.**

**A motion was made by Mr. Colvin and seconded by Mr. Adams to raise the fees for School of Governmental Finance by \$40 for those attending all week. Motion passed unanimously.**

#### **Check Register**

Mr. Olson presented the check register for January 1, 2017 – February 28, 2017.

#### **Investment Report**

Mr. Olson reviewed the Quarterly Investment Report as of February 28, 2017. Synchrony Bank CD of \$77,471.19 at 1.25% APY will mature on September 4, 2017. American Commerce CD of \$103,015.27 at 1.26% APY will mature on March 10, 2017. FGFOA Staff will research CD rates for both upon or before maturity dates.

### **EXECUTIVE DIRECTORS REPORT**

#### **2017 SOGF Budget**

Mrs. Garner proposed a budget for the 2017 School of Governmental Finance being held at the Omni in Jacksonville October 22-27, 2017. Total revenues \$72,124 and expense totals are \$78,400 and Net Income is (\$6,276.) **A motion was made by Mrs. Roberson and seconded by Mrs. Howard to approve the Budget for the 2017 School of Governmental Finance. Motion passed unanimously.**

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

Mrs. Garner reported the FGFOA staff was asked to find hotels in the Florida Panhandle and Tallahassee that could accommodate the 2019 SOGF. **A motion was made by Mr. Olson and seconded by Mr. Colvin to move forward with a contract at the Hilton San Destin for the 2019 SOGF. Motion passed unanimously.**

### **Membership Update/List Serve/Conference Registrations**

Ms. Garner reported the FGFOA membership as of 3/27/2017 is 2,307 Active; 269 Associate; 38 Lifetime/Retiree for a total of 2,614. The List Serve remains active with the following subscribers:  
Accounting/Auditing 678  
Budgeting 550  
Debt/Treasury 613  
Financial Administration 554  
Personnel/Payroll 286

### **AD-HOC COMMITTEE REPORTS**

#### **Divergent Committee**

Mrs. Wright reported that the Divergent Ad-Hoc Committee presented their first seminar on February 17-18, 2017 in Orlando. Surveys report this seminar was a success.

#### **Social Media Ad-Hoc Committee**

Mr. Loschiavo requested a budget amendment to purchase a product called Hootsuite for social media management. The product is \$9.99 per month and will help post on multiple social media platforms at once. **A motion was made by Mr. Olson and was seconded by Mrs. Howard to purchase Hootsuite. No budget amendment required. Motion passed unanimously.**

### **STANDING COMMITTEE REPORTS**

#### **Certification Committee**

Kelly Strickland, Chair, gave an update on the Certification Committee. Updates were provided regarding CGFO applications, renewals, exams and review course webinars. Additionally, a status update was provided regarding the exam question update and review process. \$30,000 budget was given towards finding an organization to update the CGFO exam questions.

#### **Conference Host Committee**

Ms. Ramsey, Board Liaison, provided an update on the 2017 conference host program. Items discussed were theme, logo, welcome bags, speaker gifts, opening session, golf tournament, president's reception, Association Night, Zumba, Tuesday night event, and hospitality suite.

#### **Conference Program Committee**

Mr. DiPaolo, Chair, reported the 2017 conference program had been finalized. All requests for changes were incorporated and the schedule was provided.

#### **Legislative Committee**

Ms. Roberson, Board Liaison, gave an update on the legislative committee plan which included timely preparation of impact statements and schedule for planned phone meetings. The committee has expanded to include 7 new members

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

Ms. Keith, Chair, provided a list of documents to launch and promote the Coaching Program. Applications, bookmarks and flyers will be made to hand out at 2017 Annual Conference. The Emerging Leaders event has been set for Monday, June 26, 2017 5:15 pm – 6:30 pm. **A motion was made by Mrs. Roberson and seconded by Mrs. Howard to approved all documents for the Coaching Program. Motion passed unanimously.**

#### **School of Governmental Finance Committee**

Ms. Desrosiers, Chair, reported the committee has selected a logo and theme for the 2017 School of Governmental Finance. The theme will be “Lifting Up Emerging Leaders”. The Committee also requested clarification on the addition of two sessions for Wednesday morning classes to provide those registering for the Basic/Intermediate workshops more training opportunities.

#### **Technical Resources Committee**

Ms. Burns, Chair, provided a report on the update of the Basic Government Resource Manual. The board revisions have been applied and the committee requested consensus on spelling out title of each section or appreciate them. The board agreed to spell out the sections with no abbreviations. **A motion was made by Mr. Olson and seconded by Mrs. Ramsey-Chessman to approved the manual with the sections being completely spelled out. The motion passed unanimously.**

#### **Webinar Committee**

Ms. Ferris, Chair, provided an update on the webinar committee. The webinar that was held on February 16, 2017 had 300 attendees. The schedule for the remainder of the year was provided. Mr. Colvin stated he would like to see a webinar offered on the topic of record retention. That will be scheduled for the 2017-2018 schedule.

#### **NEXT MEETING**

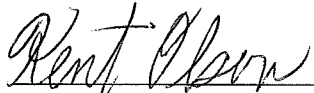
The next meeting of the Board of Directors will be Friday, June 23, 2017, at the Diplomat Beach Resort, Hollywood.

#### **ADJOURNMENT**

The meeting adjourned at 10:45 a.m.

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
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Kent Olson, Secretary/Treasurer