

**FLORIDA GOVERNMENT FINANCE OFFICERS
ASSOCIATION, INC
BOARD OF DIRECTOR'S MEETING
June 3, 2009**

The Board meeting of the FGFOA Board of Directors took place on Wednesday, June 3, 2009 at the Tampa Marriott Waterside.

OFFICERS AND BOARD MEMBERS

PRESENT

Rick Helms, President, Highlands County – BCC
Jeff Smith, President-Elect Indian River County Clerk of the Court
Christopher Lyons, Secretary/Treasurer Director, City of Sarasota
Mary Anderson-Pickle, Director, City of Palm Beach Gardens
Sarah Koser, Director, Citrus County - CCC
Doreen Lam, Director, City of Hollywood
Kent Olson, Director, City of Jacksonville
Mary-Lou Pickles, Director, Saint Johns River Water Management District
Georgina Rodriguez, Director, Town of Pembroke Park
Ted Sauerbeck, Director, Auditor General
Barry Skinner, Deputy Director-Finance & Accounting, Orange County Co.
Comptroller's Office

COMMITTEE CHAIRS

Donna Wright, Certification
Linda Howard, Conference Host
Tim Pozza, Conference Program
Diane Reichard, Legislative
Marilyn Rosetti, Small Government
Tim Howard, Technical Resources

STAFF IN ATTENDANCE

Jeannie Garner, Florida League of Cities
Penny Mitchell, Florida League of Cities
Barbara Solis, Florida League of Cities

CHAPTER PRESIDENTS IN ATTENDANCE

Heath Cliff Beach, First Coast Chapter
Jay Ravins, Gulf Coast Chapter
Anne Costello, Palm Beach Chapter
Donna Lovejoy, Southwest Florida Chapter

CALL TO ORDER

At 1:00 p.m., President Helms called the meeting of the FGFOA Board of Directors to order. A quorum of the Board was present.

APPROVAL OF THE AGENDA

The first order of business was approval of the agenda. President Helms added three additional items to the agenda: Conference Call on GASB Response, Pre-Con Seminar and Fee Analysis. Mr. Smith added the Tuesday Night Event report. **Mr. Olson moved, seconded by Ms. Anderson-Pickle, to approve the June 3, 2009 Board Agenda as amended. Motion passed unanimously.**

WELCOME NEW BOARD MEMBERS, COMMITTEE CHAIRS AND CHAPTER PRESIDENTS

President Helms began the meeting with brief introductions of the Board, Committee Chairs, Chapter Presidents and FGFOA Staff.

MEETING PLANNER REPORT

Ms. Solis reported on the hotel room pick-up for the FGFOA Annual Conference at The Tampa Marriott Waterside and The Embassy Suites. Guarantees for the Marriott were met so there would be no room attrition. The original block with Embassy Suites was total of 400 rooms blocked May 30 – June 2, 2009, but less than 200 were sold. The hotel did not sell out for Saturday, May 30th and Sunday, May 31st. However, the hotel did sell out on Monday, June 1st and June 2nd, due to a conference in the Tampa Civic Center, therefore FGFOA would not have attrition for the rooms not picked up by FGFOA for June 1st and 2nd. Based on the current room pickup for May 30th and 31st, there is a possibility of an approximately \$11,000 attrition. Ms. Solis is negotiating with Embassy Suites to reduce the possible attrition.

Ms. Garner reported that we had approximately 950 attendees.

2009 SCHOOL OF GOVERNMENTAL FINANCE BUDGET

Mr. Olson, Board Liaison, reported that the committee had requested approval to pay speaker expenses for a speaker from the State Department of Revenue. After discussion, it was decided not to approve speaker expenses as this speaker did not fit the FGFOA policies of paid speakers. **Mr. Skinner moved, seconded by Mr. Smith not to approve payment of speaker expenses. Motion passed unanimously.**

Ms. Garner reviewed the 2009 SOGF Budget. The proposed 2009 SOGF Budget shows total revenues of \$75,000, with total expenses of \$74,174, a proposed net income of \$826, with a total income including administrative expenses of (\$30,408). **Mr. Lyons moved, seconded by Mr. Skinner to approve the 2009 School of Governmental Finance Proposed Budget. Motion passed unanimously.**

2009-2010 FGFOA BUDGET

Ms. Garner reviewed the 2009-2010 FGFOA Budget. Mr. Skinner indicated that FGFOA should not be contributing the \$2,000 to GASB, that GASB was a standard setting Board. The annual GASB Contribution covers speaker fees only, not travel expenses for GASB

staff, such as David Bean. After discussion, the Board requested to have Ms. Garner contact GASB to inquire as to what the cost for GASB speakers would be without the annual contribution, as well as information on what other State GFOAs contribute to GASB. The proposed 2009 -2010 FGFOA Budget shows total revenues of \$576,050, with total expenses of \$629,387, with a decrease in net assets of (\$53,337), and net assets-end of period of \$202,360. **Mr. Smith moved, seconded by Mr. Olson to approve the 2009-2010 Budget as is until further information on GASB speaker fees is obtained. Motion passed unanimously.**

2009-2010 STRATEGIC PLANNING SUMMARY

President Helms reviewed the Strategic Planning Summary Work Plan. After discussion and minor corrections, President Helms asked the Board for approval.

COMMITTEE ASSIGNMENTS

Small Government Committee

Issue: Increase Support and Connection to Small Governments

- Complete the remaining Chapters of the Small Government Manual
- Continue to provide small government track at the annual conference
- Post the Manual to the website

Technical Resource Committee

Issue: Educate members about the various resources available and how to access them

- Compile a list of available resources for members on the FGFOA website, including links to GFOA resources
- Continue to distribute GASB proposed pronouncements to the membership and solicit input prior to submitting formal response
- Feature a resource periodically in the quarterly newsletter

Certification Committee

Issue: Expand FGFOA's ability to positively impact member's career development

- Enhance the promotion of the CGFO program
- Continue to update and review exam questions to keep them relevant
- Identify training opportunities and topic tracks at both the school and conference based upon the most frequently missed questions
 - Pass this information along to the Conference and SOGF Committees
- Explore the feasibility of categorizing the test results by topic sections

Legislative Committee

Issue: Expand our communication to the Legislature on pending legislation

- Work with Board and League to shape the legislation to the benefit of the members
- Be engaged in the Legislative process
- Recognize potential conflicts between cities and counties on issues
- Continue to provide sample redlined legislation
- Continue conference calls prior to and during the Legislative session
- Have a "Legislative Day" with board visiting – schedule January Board meeting and expand to two days

- Partnership with Florida League of Cities, Florida Association of Counties, Legislative Committee on Intergovernmental Relations, Auditor General, Florida Institute of Certified Public Accountants, and Florida Department of Revenue to provide information on our issues (will have a Board liaison for each association or agency)

School of Governmental Finance/ Conference Program

Issue: Maintaining the quality and cost effectiveness of conference and school during challenging fiscal times.

- Add sessions related to developing skills
- Offer “hands on” guidance at the School of Government and Annual Conference (booth or course) on how to access resources on the web and from various agencies
- Reverse strategic planning
- Downsizing
- Service Prioritization
- Problem Solving
- Receive information from the Certification Committee on topics related to more frequently missed exam questions and provide additional training in these areas.

Ad Hoc Committees

- By-Law Review Committee
 - Action: Appoint By-law Review Committee to be chaired by the Immediate Past President
 - Review the election process and the duties of the nominating Committee
 - Recommend by-law amendments to the Board
- Fiscal Survivor Series
 - Update modules of sessions for current legislative actions or other pertinent facts
 - Evaluate speakers for continuity and replace as needed
 - Communicate availability to Chapters to avoid duplication
 - Coordination of timing and venue with specific Chapters

BOARD ASSIGNMENTS

Board of Directors

- Growing leaders through committee participation
 - Assist with improvement of skills for Committee chairs and sub-chairs
 - Delegation
 - Organization
 - Inter-personal skills
 - Interaction with Board Liaison – two-way communication with committee chair
 - Liaison to work with Chair to make sure assignments and communication are made

- Verify that specific tasks are assigned to each committee member to insure proper delegation and participation. Committee chair to communicate regularly with each committee member

FGFOA Administrator Assignments

- Update the web page to make member resources and links more obvious and easier to find as identified by the Technical Resources Committee
- Send email from President to each member during elections to stress the importance of voting
- Distribute an online survey after conference but don't make the survey about the conference (we know that's good) but make it all encompassing to see if member needs are being met and send to everyone
- Three year commitments for committee service to be added to the requirements for the 2010-2011 recruitment letter. FGFOA staff to begin process of keeping 3 year terms

President Elect Assignments

For Board and Chapter Liaison - Chapter Conference Call

- Provide guidance and leadership to Local Chapters
 - Survey members
 - Identify which chapters are struggling
 - Identify Chapter Issues
 - Discuss ideas to reduce travel to chapter meetings (perhaps expanding locations and chapters)
- Analyze Chapter fund balance
- Assist chapters with the responsibility to provide local training sessions
- Growing leaders through committee participation
 - Have chair mentor sub-chairs for future leadership by working with Committee Chairs to select the sub-chairs

Ms. Mary-Lou Pickles moved, seconded by Ms. Rodriguez, to approve the 2009-2010 Strategic Planning Work Plan as amended. Motion passed unanimously.

AD HOC COMMITTEES

President Helms reported that the need for two ad hoc committees was discussed during the Strategic Planning meeting on May 1, 2009. The first was on the topic of the continuation and update of the Fiscal Survivor Series training session, President Helms appointed Doreen Lam as chair and Christopher Lyons, Mary Anderson-Pickle and Ted Sauerbeck as members. **Mr. Olson moved, seconded by Mr. Skinner to approve the appointments of the Fiscal Survivor Series. Motions passed unanimously.**

The second is a Bylaw Revision Ad Hoc Committee that will look at the Bylaws to specifically look at the method of placement of candidates on the ballot for election as Board member (slate of candidates vs. a list of candidates that may exceed the number of vacant positions) as well as an overall review of the bylaws. The Policies and Procedures

specify that the Chair of the Bylaw Revision Committee will be the Immediate Past President. Linda Davidson will serve as Chair and Amy Elliott, Mark Fostier, Jeff Smith and one more At-Large Committee member that still needs to be appointed. Ms. Garner pointed out that there may need to be three additional appointments and would review past Committees and will discuss with the President to make a determination. Mr. Helms stated that he would bring forward the other appointments at a future meeting of the Board. **Ms. Pickles moved, seconded Ms. Anderson-Pickle to approve the appointment of the Bylaw Revision Ad Hoc Committee, pending additional appointments. Motion passed unanimously.**

President Helms appointed Christopher Lyons and Barry Skinner to do a Fee Analysis.

LIAISON RESPONSIBILITIES

President Helms reviewed the Board Liaison responsibilities to the committee chairs. Liaison Responsibilities;

- Provide direction to chair regarding Board Strategic Plan and objectives
- Attend all Committee meetings and Conference Calls
- Communicate to the President any problems or concerns immediately
- Review the Agenda item prepared by the Chair before it is submitted
- Review all items for approval to make sure they need the Board's approval
- Provide report at the board meeting in the absence of the Chair
- Be copied on all Committee correspondence
- Be a support for the Chair and offer assistance, fill in when needed
- Stay in contact with your Chair

Only comment when needed

Let the Chair be the leader

SURVEY OF THE MEMBERSHIP

President Helms reported during the 2009-2010 Board Strategic Planning Session there was discussion on conducting a survey of the membership in order to gauge if membership requirements are being met. A request to review the questions for the survey was sent to the Board with a request for input. It was indicated that survey should not be about the conference, but rather a focus on the effectiveness of meeting the needs of the membership. The Certification Committee will review the CGFO questions and send a separate survey on the Certification Program. **After review of the survey questions by the Board, Mr. Olson moved, seconded by Ms. Koser to send the survey to the membership as amended. Motion passed unanimously.**

Ms. Garner stated that the goal would be to have the survey go out within two weeks with a response time of approximately 10 days; therefore allowing the Board ample time to review the results and take any needed actions early in the year.

APPOINTMENT OF THE 2009-2010 AUDIT COMMITTEE

The Audit committee is comprised of the Immediate Past President, the Secretary/Treasurer and one At-Large Director selected by the President. The Audit Committee recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA. The Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax and liability issues affecting the FGFOA. President Helms appointed Linda Davidson, Immediate Past-President, Christopher Lyons, Secretary/Treasurer and Mary Anderson-Pickle, Director. **Mr. Skinner moved, seconded by Ms. Pickles to approve the appointment of the 2009-2010 Audit Committee. Motion passed unanimously.**

2009-2010 BOARD MEETING SCHEDULE

President Helms reviewed the schedule:

- August 21, 2009 - Florida League of Cities Orlando Office - 10:00 a.m.
- November 18, 2009 - SOGF, St. Petersburg Hilton
- January 15, 2010 - Florida League of Cities Tallahassee Office
- March 12, 2010 - Orlando Hilton (Conference location)
- May 21, 2010 - Orlando Hilton 2010 Annual Conference

2009-2010 FGFOA EXHIBIT SCHEDULE

FGFOA will exhibit at the Florida Association of Court Clerks and Comptrollers, June 8th and 9th. Mr. Smith, Mr. Lyons and Ms. Koser will staff the booth. FGFOA will also exhibit at the Florida League of Cities Annual Conference on August 13th and 14th. Mr. Skinner and Mr. Dwyer will staff the booth.

NEXT MEETING

The next meeting of the Board of Directors will be at 10:00 a.m., Friday, August 21, 2009 at The Florida League of Cities Orlando office at 125 East Colonial, Orlando, Florida 32801.

ADJOURNMENT

There being no further business, President Helms adjourned the meeting of the FGFOA Board of Directors at 3:30 p.m.

Respectfully submitted,

Jeannie Garner
Executive Director, FGFOA

ATTEST:

Rick G. Helms, President

Christopher H. Lyons, Secretary/Treasurer