

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, MAY 23, 2007**

The Board meeting of the FGFOA Board of Directors took place on Wednesday, May 23, 2007 at Rosen Shingle Creek Resort, Orlando, Florida.

**OFFICERS AND BOARD MEMBERS**

**PRESENT**

Mark Fostier, President, Orange County Comptroller's Office  
Linda Davidson, President-elect, City of Boca Raton  
Rick Helms, Secretary/Treasurer, Highlands County – BCC  
Bill Bogan, Jr., Director, City of Quincy  
Pam Childers, Director, City of Pensacola  
Jim Dwyer, Director, Auditor General's Office  
Diane Reichard, Director, City of Temple Terrace  
Jeff Smith, Director, Indian River County Tax Collector

**ABSENT**

Mary Anderson-Pickle, Director, City of Palm Beach Gardens  
Christopher Lyons, Director, City of Sarasota  
Francine Ramaglia, Director, Village of Wellington

**COMMITTEE CHAIRS**

Kris Shoemaker, 2007 Conference Host  
Katrina Laudeman, Career Development  
Mary Lou Pickles, Certification  
Karen Myers, Conference Host  
Gary Perdew, Conference Program  
Kent Olson, Legislative  
Ann Marie Ricardi, Member Services  
Barry Skinner, School of Governmental Finance 2007  
Fazie Kahn, Technical Resources

**STAFF IN ATTENDANCE**

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

**OTHERS IN ATTENDANCE**

Sharon Knippenberg, President, Southwest Florida Chapter of FGFOA

**CALL TO ORDER**

At 12:17 p.m., President Fostier 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 the approval of the agenda. **Ms. Davidson moved, seconded by Ms. Reichard, to approve the May 23, 2007 Board of Directors meeting agenda. Motion passed unanimously.**

### **WELCOME BOARD MEMBERS AND COMMITTEE CHAIRS**

President Fostier asked all attendees to introduce themselves and expressed his appreciation for their commitment to the FGFOA.

### **MEETING PLANNER REPORT AND CONFERENCE PROGRAM**

Ms. Solis reviewed the conference numbers. The hotel room block was guaranteed at 2,708 and the actual room pickup was 2,999. Registration numbers on May 17, 2007 were 1,146 with 20 on site registrations and 52 no shows, for a total of 1,114 (40-55 of which were guest registrations). The Tuesday Business lunch was guaranteed for 775 and went over by approximately 10. The hotel will not charge for the additional meals served. The Tuesday Night Event at Sea World was a great success. Guarantees were for 900 attendees and 928 was the final count.

President Fostier recognized the hard work of Kris Shoemaker, 2007 Conference Host Chair, and his committee for a successful conference.

President Fostier reported to the Board in regard to one of the Conference speaker's inappropriate handouts and presentations. The speaker brought his own handouts, and the Power Point was not sent to FGFOA staff in advance to review and copy. The speaker's presentation will not be posted on the web-site. George McGowan, Past President, moderated the session last year and indicated there was no problem with the presentation. The speaker finished early last year, so it seemed that inappropriate additions were added to the presentation this year in order to fill the time. Ms. Garner indicated that speaker evaluations from the 2006 Conference were sent to the program committee chair to review. FGFOA will send out a letter of apology to conference attendees.

### **2007-2008 FGFOA DRAFT BUDGET**

President Fostier reviewed the draft budget and reported net assets as of March 31, 2007 of \$300,395 and a projected balance as of June 30, 2007 of \$274,402. This is within the fund balance targets. **Ms. Childers moved, seconded by Mr. Smith, to approve the 2007-2008 Draft Budget. Motion passed unanimously.**

### **2007 SCHOOL OF GOVERNMENTAL FINANCE BUDGET**

President Fostier reviewed the SOGF budget, with proposed revenues of \$87,000 and expenses of \$85,000 for a net income of \$2,000. **Ms. Davidson moved, seconded by Ms. Reichard, to approve the 2007 SOGF Budget. Motion passed unanimously.**

### **FGFOA PROCEDURES FOR TRANSACTING, RECORDING AND REPORTING FINANCIAL ACTIVITIES**

Listed are the proposed revisions to the FGFOA Procedures for Transacting, Recording and Reporting Financial Activities.

1. Provides for payments to be made via ACH, credit card and/or direct account transfer after appropriate Officer approval.
2. Provides for payments to the Florida League of Cities to be made via ACH or direct account transfer after appropriate Officer approval.
3. Provides for copies of ledgers to be provided to the Secretary/Treasurer within 30 days, upon request.
4. Provides for annual financial statements to be provided by the Executive Director within sixty (60) days rather than thirty (30) days after the end of the fiscal year.

President Fostier reviewed the proposed changes to the procedures. The title of Director of Administrative Services was changed to Executive Director. **Ms. Davidson moved, seconded by Mr. Bogan, to approve the FGFOA Procedures for Transacting, Recording and Reporting Financial Activities, as amended. Motion passed unanimously.**

#### **2007-2008 COMMITTEE CHAIR/CHAPTER PRESIDENT ORIENTATION AND STRATEGIC PLANNING UPDATE**

President Fostier reported Committee Chair and Chapter President Orientations were held on Wednesday, April 25, 2007. Seven of eight Committee Chairs attended the orientation. Eleven out of twelve Chapter Presidents were in attendance. President Fostier asked the Committee Chairs their opinions on moving the Committee meetings from Sunday to Monday at lunch. Most committee members felt there was not enough time allotted for a successful meeting, although Monday was a better time for most committees, if the time could be extended.

#### **2007-2008 BOARD GOALS**

President Fostier reviewed the goals from the Strategic Planning session held on Thursday, April 26, 2007 and the continuing goals of the Committees and Board. **Ms. Davidson moved, seconded by Mr. Helms, to accept the orientation and strategic planning report. Motion passed unanimously.**

#### **APPOINTMENT OF THE AUDIT COMMITTEE**

The Policies and Procedures provide for the Audit Committee to be comprised of the Immediate Past President, the Secretary/Treasurer and one At-Large Director selected by the President.

The 2007-2008 Audit Committee is as follows:

Amy Elliott, City of Melbourne    Immediate Past President

Rick Helms, Highlands County    Secretary/Treasurer

Jeff Smith, Indian River County    At-Large Director

Shorstein & Shorstein will continue as auditors for the FGFOA. No action required, for informational purposes.

**2007-2008 Review of Meeting Dates**

Friday, July 20, 2007 – St. Petersburg  
Friday, September 14, 2007 – Orlando  
Wednesday, November 14, 2007 – Palm Beach Gardens, SOGF  
Friday, January 18, 2008 – Tallahassee  
Friday, March 14, 2008 – Jacksonville  
Friday, May 16, 2008 – Jacksonville

**SELLING OF THE FLORIDA CGFO EXAM**

At the Friday, May 18, 2007 BOD Meeting, Ms. Reichard, Board Liaison to the Certification Committee was asked to request that the Certification Committee research and review selling of the Florida CGFO exam to the Louisiana State GFOA. Ms. Reichard reported on some of the comments of the Certification Committee members from the Monday committee meeting. The comments from the committee members are listed below:

- Clear objectives should be established
- Contract needed
- Set a price
- Cost of producing the exam
- Value of the volunteer hours in producing the exam
- There is a new contract for exam review questions and that should be included in the fee
- Suggested selling a subscription for updates to the exam
- Reciprocal licensing for selling the exam to other states; would a Florida CGFO be certified in that state?

The Committee will make a recommendation at the next Board meeting.

**NEXT MEETING**

The next meeting of the Board of Directors will be Friday, July 20, 2007, at the Vinoy, St. Petersburg, Florida.

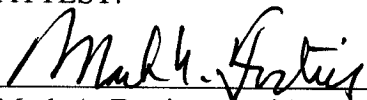
**ADJOURNMENT**

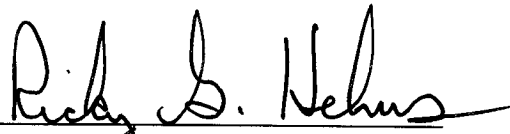
There being no further business, President Fostier adjourned the meeting of the FGFOA Board of Directors at 1:00 p.m.

Respectfully submitted,

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
Mark A. Fostier, President

  
Rick G. Helms, Secretary/Treasurer