

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC**  
**BOARD OF DIRECTOR'S MEETING**  
**November 19, 2008**

The Board meeting of the FGFOA Board of Directors took place on Wednesday, November 19, 2008 at the Hilton St. Petersburg Bayfront.

**OFFICERS AND BOARD MEMBERS**

**PRESENT**

Linda Davidson, President, City of Boca Raton  
Rick Helms, President-Elect, Highlands County – BCC  
Jeff Smith, Secretary/Treasurer, Indian River County Tax Collector  
Mary Anderson-Pickle, Director, City of Palm Beach Gardens  
Bill Bogan, Jr., Director, City of Quincy  
Christopher Lyons, Director, City of Sarasota  
Kent Olson, Director, City of Jacksonville  
Diane Reichard, Director, City of Temple Terrace  
Ted Sauerbeck, Director, Auditor General  
Barry Skinner, Director, Orange County Comptrollers Office

**NOT PRESENT**

Francine Ramaglia, Director, Village of Wellington

**COMMITTEE CHAIRS**

Charlotte Dunworth, Fiscal Survivor Series (Via Conference Call)  
Karen Simpson, Certification  
Bonnie Wise, Conference Host  
Catherine Edwards, Conference Host (Via Conference Call)  
Mary Lou Pickles, Conference Program  
Carol Himes-Hannigan, School of Governmental Finance 2008  
Terry Sharp, Small Government (Via Conference Call)

**STAFF IN ATTENDANCE**

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

**OTHERS IN ATTENDANCE**

Cindy Gardner, First Coast Chapter  
David Pollard, 2009 School of Governmental Finance Chair  
Tim Pozza, Panhandle Chapter

**CALL TO ORDER**

At 9:00 a.m., President Davidson called the meeting of the FGFOA Board of Directors to order.

### **APPROVAL OF THE AGENDA**

The first order of business was approval of the agenda. **Mr. Olson moved, seconded by Mr. Helms, to approve the November 19, 2008 Board of Director's meeting agenda. Motion passed unanimously.**

### **APPROVAL OF THE MINUTES**

The next order of business was consideration of the minutes for the meeting of the FGFOA Board of Directors on Friday, August 22, 2008 corrections were noted. **Ms. Reichard moved, seconded by Ms. Anderson-Pickle, to approve the minutes of August 22, 2008. Motion passed unanimously.** The next order of business was consideration of the minutes for the September 11 and October 29 FGFOA Board of Directors meeting via conference call. **Mr. Olson moved, seconded by Mr. Skinner to approve the minutes of September 11 and October 29, 2008. Motion passed unanimously.**

### **PRESIDENT'S REPORT**

#### **2008-2009 Nominating Committee**

President Davidson reviewed the Nominating and Election schedule. The first meeting of the 2009-2010 Nominating Committee will be Wednesday, December 10, 2008 via conference call.

The members of the 2008 - 2009 Nominating Committee:

- Mark Fostier, Immediate Past President, Chair, Assistant. Comptroller, Orange County. Comptroller's Office
- Linda Davidson, President, Deputy Financial Services Director, City of Boca Raton
- Rick Helms, President-Elect, Assistant County Administrator, Highlands County - BCC
- Cindy Gardner, Accounting Supervisor, Duval County Clerk of Courts
- John Pryor, Accounting Director, Broward County
- Bonnie Wise, Director of Finance, City of Tampa
- Dona Newman, City Auditor, City of Cape Coral
- Amanda Lewis, Fiscal Operations Manager, Leon County Sheriff's Office
- Linda Howard, Fiscal Services Director, Orlando Utilities Commission
- Carlos Garcia, Finance Director, City of Hollywood

#### **Board of Directors Assignment of Association Outreach**

President Davidson reviewed the Association Outreach assignments. Board members reported on contact update with associations.

- Florida Department of Revenue – Rick Helms
- Florida Institute of Certified Public Accountants (FICPA) – Ted Sauerbeck
- Florida League of Cities (FLC) – Diane Reichard
- Florida Association of Counties (FAC) – Barry Skinner
- Legislative Committee on Intergovernmental Relations (LCIR) – Kent Olson
- Institute of Government (IOG) - Mary Anderson-Pickle Florida
- Auditor General - Christopher Lyons
- Florida Association of Special Districts – Francine Ramaglia
- Florida Association of Court Clerks – Mary Lou Pickles

### **Monday Lunch at 2009 Annual Conference**

The Board had discussed offering a Monday lunch at the 2009 Annual Conference in the Exhibit hall and subsidizing a portion in order to make lunch affordable to participants. It was suggested having an Exhibit Hall Sidewalk Café for \$10.00 per person (actual cost from hotel would be \$15.95 ++ per person) and having the FGFOA pay the difference, approximately \$7.00 per person at \$5,600-\$7,770. **Ms. Anderson-Pickle moved, seconded by Mr. Skinner to approve subsidizing the Monday lunch. Motion passed 9 to 1, with Mr. Olson opposed.**

### **Ad-Hoc Fiscal Survivor Series**

The Survivor series will present an eight hour live seminar in February of 2009 in the Altamonte Springs area. The seminar will be taped and available for online viewing in segments based on topic, to assist local governments in preparing the FY 2009-2010 budget. Topics will be reviewed and approved via conference call.

### **PRESIDENT-ELECT'S REPORT**

#### **Chapter Liaison's Report**

Mr. Helms reported on the Chapter Presidents Conference call held November 13, 2008. Chapters have been active in offering one day seminars for CPE credit. The next scheduled call will be on January 28, 2009.

#### **Panhandle Chapter By-Law Amendment**

Tim Pozza, Panhandle Chapter member, reviewed the proposed Panhandle Chapter's by-law changes. The board reviewed the proposed changes and after discussion it was decided that Mr. Olson would review by-laws with Dave Skarzynski, Panhandle Chapter President. Approval will be made via conference call.

### **SECRETARY/TREASURER'S REPORT**

#### **Financial Statements as of September 30, 2008**

Mr. Smith reviewed the financial statements for the fiscal year ending September 30, 2008. The Statement of Financial Position showed total liabilities and unrestricted net assets of \$337,677 total current liabilities of \$46,338 and unrestricted net assets of \$291,339. This was compared to June 30, 2008 unrestricted net assets of \$256,797. The Statement of Activities showed total expenses of \$32,967 and an increase in unrestricted net assets of \$34,542. **Mr. Smith moved, seconded by Mr. Olson to approve FGFOA Financial Statements for the quarter ending September 30, 2008. Motion passed unanimously.**

#### **Investment Report**

At the August 22, 2008 Board meeting a review of investments and alternatives was suggested to be discussed at the November 19, 2008 Board meeting. The status of investable assets is:

#### **CD's**

75,000 @ 4.26% Matures: 01/29/09  
100,000 @ 3.50% Matures: 09/03/09

Vanguard MM - \$129,241 (Current Yield is 2.8%)  
Capital City Bank: \$50,800  
Total Investments (less CD's): \$180,041

Upcoming Large Expenses in next 3 months:  
SOGF \$83,500 (received most of the revenues already)  
Auditor Fees \$7,125  
FLC Payment \$25,073 09/30 + \$25,073 for 12/31  
Welcome Bags \$5,000

Total Expenses: \$145,771  
Investable Assets: \$34,800

It was decided that there was not enough net cash to invest until after January 29, 2009. On September 18, 2009 FGFOA Officers requested transfer of all shares in the Vanguard Prime Money Market Account to the Vanguard Treasury Money Market account immediately. Given the state of the Financial Market over the past weeks, there was discussion as to whether assets should be moved back to the Prime Money Market Fund. **Mr. Skinner moved, seconded by Mr. Olson to delegate the investment decisions to the Secretary/Treasurer. Motion passed unanimously.**

Mr. Olson inquired why the check register is added to the FGFOA Board agenda book. Most Board members agreed that they review the check register. **Mr. Skinner moved, seconded by Mr. Smith to always include the past months check register. Motion passed unanimously. Mr. Olson moved, seconded by Mr. Skinner to accept the Investment Report. Motion passed unanimously.**

#### **2007-2008 Financial Statements and Audit**

The final audit was not available at the time of the meeting. Final Audit will be reviewed via conference call.

#### **Fund Balance Policy**

Discussion was deferred to the next Board meeting when Mr. Smith will review the policy.

#### **FGFOA IRS Form 990, South Florida Chapter IRS Form 990**

Mr. Smith reviewed the IRS 990 forms and reported that both forms had been submitted on November 15, 2008.

#### **FGFOA 2009 Conference Budget Amendment**

Mr. Smith reviewed the amendments to the 2009 Conference Budget. Proposed amendments were to increase Ethics revenue from \$5,000 to \$9,000, add the Monday lunch expense of (\$7,700), add Ethics course expense of (\$9,000) and add transportation for Tuesday Night event (\$16,000). It was noted that the speaker fee could be decreased from (\$10,000 to \$2,000). After

some discussion it was decided to increase exhibitor fees from \$1,250 to \$1,350. It was also noted that the Welcome Bags and Speaker Gifts could be decreased, but Ms. Garner suggested that Ms. Wise check and make sure how much is needed before the final amendment is made. **Mr. Skinner moved, seconded by Mr. Bogan to approve the 2009 Annual Conference Budget with the above amendments, pending the final reduction to the Welcome Bags and Speaker Gifts. Motion passed unanimously.**

#### **FGFOA 2008-2009 Budget Amendment**

Mr. Smith reviewed the amendments to the 2008-2009 budget. Proposed amendments would be to add the Fiscal Survivor Series revenues at \$20,000 and increase exhibitor fees from \$1,250 to \$1,350. The Conference revenue and expenses would be changed to reflect the final numbers once the Conference budget is finalized. Ms. Garner will revise and email back to the Board when completed. Conference expenses changed from (\$380,000 to \$397,200). This would change total expenses from (\$617,620 to \$650,820). **Mr. Skinner moved, seconded by Mr. Lyons to approve the 2008-2009 Budget as amended, pending the finalization of the conference budget. Motion passed unanimously.**

#### **Alternative Service Delivery Methods**

Ms. Anderson-Pickle reported on the Task Force-Alternative Service Delivery. With travel budgets being cut the task force was assigned to research alternative sources for courses offering CPE credit. The task force reviewed the post conference survey sent to conference attendees. The survey reported:

In person	89%
Webinar	69%
Online	66%
DVD	59%
Telepods	42%

Ms. Garner will contact the Institute of Government in regard to partnering to offer alternative courses.

#### **MEETING PLANNER REPORT**

Ms. Mitchell reported that approximately 300 attendees registered for the School of Governmental Finance.

#### **EXECUTIVE DIRECTOR REPORT**

##### **Membership**

Ms. Garner reported the online membership directory was released on October 20, 2008. Current membership: Active – 2,203; Associate – 272 for a total membership of 2,475. Mr. Olson requested that membership numbers from the previous year also be provided for comparison.

### **Credit Card Terminal Transaction Fees**

At the last Board meeting, the Board asked the Administrator to research the credit card fee terminals to determine if the \$14,547 that was spent in 2007-2008 was reasonable and in line with market prices. Scott Hamilton, Director of Accounting took a sample of transactions and obtained prices from several other sources. It was found that since the company we are using is not a bank; the fees that are being charged over the credit card fees that are non-negotiable are definitely lower. Mr. Hamilton's conclusion was we are indeed receiving market prices, even lower than market prices and he is confident in the prices we are paying.

### **FGFOA Foundation Checking Account**

After the dissolution of the FGFOA Foundation it was the consensus of the Board to delegate the decision of where to donate the remaining funds of \$3,518.97 to the President. Ms. Garner stated that she would research eligible entities and noted it must be a 501(c)(3).

### **List Serve**

Ms. Garner reported that the List Serve Activity was very high. All documents from the list serve are published under Resources – Sample documents

## **STANDING COMMITTEE REPORTS**

### **Certification Committee**

Ms. Simpson, Chair reported that on October 15, 2008 a conference call was held with 11 members attending. The following items were covered:

1. November Review Classes: The committee reviewed the schedule as stated in the SOGF materials and informed the instructors that outlines and power point presentations needed to be submitted to the chairperson by October 31.
2. Testing: Five committee members volunteered to be proctors for the test to be given Nov. 21 at the school. The volunteers are Anita Reynolds, John McKinney, Donna Wright, Mary Anderson-Pickle and Karen Simpson. Scott Simpson will proctor the CPFO test on Tuesday, Nov. 18<sup>th</sup>. Breaks between tests will be limited to bathroom breaks and 30 minute lunch break.
3. Spring Classes and testing: Spring review classes will be held March 24<sup>th</sup> through 26<sup>th</sup> with the test given on the 27<sup>th</sup>. Instructors were assigned for the Accounting (Afternoon-24<sup>th</sup>), Financial Administration (Morning-26<sup>th</sup>) and Budget (Afternoon-26<sup>th</sup>) classes. Instructors are still needed for Debt (Morning-25<sup>th</sup>) and Treasury (Afternoon-25<sup>th</sup>).

The review classes and testing will be held at the Rosen Center in Orlando. Additional sites will be provided in Jacksonville and Miami. The Miami location will also be the site of the CPFO test. Discussion was held concerning scheduling a Panhandle location if needed.

4. Review Tapes: Ms. Garner had reported to the committee that the cost of loading the review classes on the web and allowing the downloading is cost prohibitive and would not be available for viewing before the November test. After some discussion it was decided to make copies of the DVDs and send to local chapters for distribution with a letter explaining rules for distribution. The DVD will first be sent to the Speaker to approve and sign a release for distribution.

**Ms. Anderson-Pickle moved, seconded by Mr. Olson to approve the Certification Committee report. Motion passed unanimously.**

### **Conference Host Committee**

Ms. Wise, Vice-Chair presented the Conference Host Committee report. The conference theme and logo have been confirmed. The committee is looking into holding the President's reception at the new Tampa History Center. Golf plans are underway and the committee is considering a tour/walk of Raymond James Stadium and a Riverwalk tour. Association night will consist of a Treasure Hunt. Proposals are being reviewed to host the Tuesday Night Event at the Tampa Lowry Park Zoo. Ms. Wise presented an example of the Conference Bag and indicated the speaker's gift will be a USB/Pen. **Ms. Anderson-Pickle moved, seconded by Mr. Helms to approve the Conference Bag, speaker gifts and Conference Host Committee report. Motion passed unanimously**

### **Conference Program Committee**

Ms. Pickles, Chair presented the Conference Program Committee report. The committee sub-chairs held a conference call on October 8, 2008. To help minimize scheduling conflicts, participants reviewed the initial session chart, and made appropriate changes. Committee members have developed 41 sessions for the Annual Conference (excluding the pre-conference Leadership and Succession Planning topic, and Ethics course).

The committee requested approval and/or further direction of the initial session chart, which is broken out by educational tract and includes session titles and topic details. The number of sessions for each of the educational tracks is:

- Accounting, Auditing, and Financial Reporting: 11
- Budget and Management: 9
- Economics, Pensions, Personnel, & Risk Management: 8
- Small Government: 4
- Treasury Management: 9

With many speakers already identified, committee members are well on their way to meeting the deadline for the next milestone of securing session speakers. As advised by the Board, members are working on obtaining multiple speakers and offering panel discussion sessions whenever possible. **After some discussion on topics and scheduling Mr. Skinner moved, seconded by Mr. Olson to approve the Conference Program report and conference sessions. Motion passed unanimously.**

### Legislative Committee

Mr. Olson, Board Liaison reviewed the draft Legislative Policies and Recommendations. After discussion Mr. Olson will send the Policies and Recommendations and have the committee implement changes and additions, and the updated draft will be sent to Board electronically for review. **Mr. Bogan moved, seconded by Mr. Lyons to approve the updated draft via conference call the second week in December, date and time to be determined. Motion passed unanimously.**

### Member Services Committee

No formal report was submitted.

### School of Governmental Finance Committee

Carol Himes-Hannigan, Chair, presented The School of Governmental Finance committee report. Ms.Himes-Hannigan indicated the School was going well and we had speakers for all sessions. David Pollard will be chairing the 2009 School of Governmental Finance committee. The 2008 Committee will have a final meeting on Thursday, November 20, 2008 to review planning and provide a smooth transition for the incoming chair. The Board thanked Ms. Himes-Hanningan and her committee for another successful School of Governmental Finance.

### Small Government Committee

Mr. Sharp presented the Small Government Committee report via conference call. The committee met by conference call on October 22. A total of eight members were in attendance.

The Conference Track Subcommittee has been in contact with the Conference Program Committee. The Subcommittee recommends the following topics be considered: investments, planning and budgeting, internal controls, grants, and interlocal agreements.

The Outreach Subcommittee drafted a letter to Chapter presidents asking for their help in reaching small government finance officers. The letter was mailed under President-Elect Helms' signature. There have been a few responses from small governments. In person contacts between the Committee and two chapters, Treasure Coast and South Florida, are already in the works. One Committee member suggested that outreach might be effective at a booth at the Annual Conference. The Subcommittee is also seeking to reach out to the finance officers of constitutional officers and special districts as well.

The initial chair of the Resource Manual Subcommittee, Elly Gumera of Winter Garden, resigned from the Committee after taking a position outside of government. Mr. Sharp is coordinating the effort at this point. The following sections of the manual are being drafted: dates to remember, debt management, fixed assets, reporting requirements, and purchasing. The goal is to have new sections for Board review in February.

### Technical Resources Committee

Mr. Sauerbeck, Board Liaison presented the Technical Resources Committee report. The Committee drafted proposed responses to the GASB for the following:

- Technical Bulletin on *Determining the ARC Adjustment for Postemployment Benefits*, which had a response date to GASB of September 30, 2008.
- Request for Response to *Suggested Guidelines for Voluntary Reporting of SEA Performance Information*, which had a response date of October 31, 2008.
- Exposure Draft on *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*, which had a response date of October 30, 2008.
- Exposure Draft on *Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards*, which had a response date of October 30, 2008.

A conference call was held with Board members on October 29 to discuss the last three responses listed above. Presently, no other GASB projects requiring a response are pending.

An article written by Jack Gaskins, Special District Information Program Director with the Department of Community Affairs regarding registering special districts with the State and an article written by Tom Lowman, Chief Actuary with Bolton Partners, Inc. regarding expense considerations under GASB 45 were submitted for inclusion in the October/November 2008 newsletter.

The Committee has been monitoring submission of questions and answers posted to the List Serve. FGFOA membership participation has been great. **Mr. Helms moved, seconded by Mr. Skinner to accept the Technical Resources Committee report. Motion passed unanimously.**

#### **NEXT MEETING**

The next meeting of the Board of Directors will be Thursday, February 5, 2009 at The Florida League of Cities, Sittig Hall, Tallahassee, Florida.


#### **ADJOURNMENT**

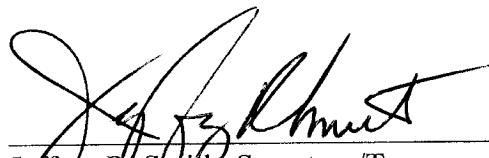
There being no further business, President Davidson adjourned the meeting of the FGFOA Board of Directors at 1:30 p.m.

Respectfully submitted,

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
Linda C. Davidson, President

  
Jeffrey R. Smith, Secretary/Treasurer