

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC
BOARD OF DIRECTORS' MEETING
February 10, 2011

The Board meeting of the FGFOA Board of Directors took place on Thursday, February 10, 2011 Sittig Hall, Florida League of Cities, Tallahassee, Florida.

OFFICERS AND BOARD MEMBERS

PRESENT

Jeff Smith, President, Indian River County Clerk of the Court
Christopher Lyons, President-elect City of Sarasota
Mary Anderson-Pickle, Secretary/Treasurer, City of Palm Beach Gardens
Sarah Koser, Director, Citrus County Clerk of the Court
Kent Olson, Director, City of Jacksonville
Mary-Lou Pickles, Director, Saint Johns River Water Management District
Tim Pozza, Director, Okaloosa County Clerk of the Court
Georgina Rodriguez, Director, Town of Pembroke Park
Ted Sauerbeck, Director, Office of the Auditor General
Barry Skinner, Director, Orange County Comptroller's Office

NOT IN ATTENDANCE

Linda Howard, Director, Orlando Utilities Commission

COMMITTEE CHAIRS

Linda Davidson, Conference Host
John McKinney, Certification via Conference Call
Diane Reichard, Conference Program via Conference Call
Jim Cooke, Legislative
Donna Wright, Technical Resources via Conference Call

CHAPTER PRESIDENTS IN ATTENDANCE

Kevin Stork, First Coast Chapter via conference call
Darrell Thomas, South Florida Chapter via conference call

STAFF IN ATTENDANCE

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

CALL TO ORDER

At 9:00 a.m., President Smith 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 Smith added FCCMA Association Presidents Committee; Legislative Visits and New Volusia/Flagler Chapter. **Ms. Pickles moved, seconded by Ms. Koser, to approve the February 10, 2011 FGFOA Board of Directors' meeting agenda. Motion passed unanimously.**

CONSIDERATION OF MINUTES

The next order of business was the approval of the November 10, 2010 and February 2, 2011 minutes. Minutes were reviewed and clerical corrections were noted. **Ms. Koser moved, seconded by Ms. Rodriguez, to approve the FGFOA Board of Directors minutes of November 10, 2010 and February 2, 2011. Motion passed unanimously.**

PRESIDENT'S REPORT

2011 FGFOA Nominating Committee

President Smith reported that the 2011 Nominating Committee held its first meeting January 26, 2011 via conference call. Call for Nominations were sent out February 7th with a deadline of 5:00 p.m. February 18, 2011. The first in person meeting to review Candidates will be in Orlando, March 11, 2011. The Slate of Candidates will be mailed to active members March 22, 2011 and the election will be open from April 26, 2011 to May 12, 2011 at 5:00 p.m. **Ms. Rodriguez moved, seconded by Ms. Koser, to accept the 2011 Nominating Committee report. Motion passed unanimously.**

2011 FGFOA Lifetime Achievement Committee

President Smith reported that he is confirming the members of the Lifetime Achievement Committee.

FCCMA Association Presidents Committee

President Smith reported the FGFOA was invited to participate on the FCCMA Association Presidents Committee this year. Given the recent economic downturn, this was a new initiative by the FCCMA to bring together various association presidents with the goal of providing collaborative efforts in terms of training, information sharing, resource sharing, etc. Past-President Mark Fostier was asked to represent FGFOA.

As a result of the meeting, Dr. Lee of the Center for Florida Local Government Excellence (CFLGE) asked our Association for assistance in securing speakers for five regional seminars for city managers /county administrators throughout the State. The title of the seminar is "Financial Forecasting for Florida Local Governments: A Template for the Next Five Years." The sessions consist of a 60 minute presentation on how to read a local government CAFR, understanding key elements of a CAFR, etc. followed by a 60 minute discussion of financial forecasting during these challenging economic times, long-term financial planning best practices, multi-year budgeting strategies, etc. The session then concludes with a 2 hour round table discussion facilitated by the speakers. The following sessions have been provided or are scheduled to be provided:

11/05/10 Palm Beach Gardens Paul Wunderlich, Orange County Comptroller's Office; Linda Davidson, Boca Raton
12/09/10 Orlando Paul Wunderlich, Orange County Comptroller's Office; Randy Singh, Orange County
01/21/11 Gainesville Paul Wunderlich, Orange County Comptroller's Office; Kent Olson, Jacksonville
02/18/11 Tampa Kim Adams, Largo; Dennis Rogero, Tampa
03/10/11 Ft. Myers Tom Kelley, Longboat Key; Jeff Seward, Sarasota County

The Committee had its second meeting and agreed to the following three initiatives:

1. The Florida Government Information Systems Association (FLGISA) will evaluate the feasibility of establishing a purchasing collaboration/consortium for the purchase of hardware and software for local governments, with an emphasis on providing economies of scale for small governments,
2. The CFLGE will establish a speakers' bureau/repository for education and training purposes, and
3. The FCCMA will sponsor a Local Government Summit titled "The Future of Florida" with attendees to consist of Board members of the participating Associations. Topics would include economic development, leadership, quality of life issues, education (K-12, post secondary), healthcare, etc.

The FGFOA has been asked to assist with the FLGISA purchasing collaboration/consortium initiative and the CFLGE speakers' bureau/repository initiative. **Ms. Koser moved, seconded by Ms. Pickles, to approve assisting FLGISA purchasing collaboration/consortium initiative and the CFLGE speakers' bureau/repository initiative. Motion passed unanimously.**

PRESIDENT-ELECT REPORT

Chapter Presidents' Conference Call

Mr. Lyons reported on the Chapter Presidents call, eight out of twelve chapters participated on the call. Chapters are continuing to offer CPE courses locally. The Panhandle Chapter will be offering an eight hour Investment Seminar in March. Most Chapter memberships are holding up, but a few are down due to the economy. **Mr. Pozza moved, seconded by Mr. Skinner, to approve the Chapter Presidents' conference call report. Motion passed unanimously.**

Committee Chair/Membership Selection Process

Mr. Lyons reported that he is in the process of finalizing committee chairs for 2011-2012. Mr. Lyons reported that he still needs to confirm chairs for the Legislative, Technical Resources and Small Government committees. Karen Ashmore will again Chair the 2011 School of Governmental Finance. Committee applications have been sent out to membership. Strategic Planning is scheduled for June 9-10, 2011. **Ms. Pickles moved, seconded by Mr. Sauerbeck, to approve the report. Motion passed unanimously.**

Volusia/Flagler Chapter

John McKinney reported the Chapter recently had its first meeting to see if there was interest to form a new chapter and with 35 attendees, the interest was so great, they prepared their application at the meeting.

The Officer's were elected and are as follows:

John McKinney, President, City of Edgewater
Kurt Swartzlander, President-elect, City of Holly Hill
Malecia Harris, Treasurer, City of Edgewater
Laurie Matta, Secretary, City of Daytona Beach

Mr. Olson moved, seconded by Ms. Koser, to approve the new Volusia/Flagler Chapter subject to receipt of the signed petition. Motion passed unanimously. The Board reviewed the new Chapter By-laws and Ms. Koser moved, seconded by Ms. Pickles, to approve the Volusia/Flagler Chapter By-laws. Motion passed unanimously.

SECRETARY/TREASURER REPORT

December 31, 2010 Financial Statements

Ms. Anderson-Pickle reviewed the financial statements for the second quarter ending December 31, 2010. The Statement of Financial Position showed total liabilities and unrestricted net assets of \$317,321, total current liabilities of \$30,673 and unrestricted net assets of \$286,648. This was compared to September 30, 2010 unrestricted net assets of \$308,920. The Statement of Activities showed total expenses of \$94,373 and a decrease in unrestricted net assets of (\$22,272). Ms. Garner said that the GFOA Expense reported under the Miscellaneous Expense on the Supplemental Information statement for her GFOA membership renewal should not have been charged to FGFOA and will be refunded. **Ms. Pickles moved, seconded by Mr. Skinner, to accept the December 31, 2010 Financial Statements report. Motion passed unanimously.**

Investment Report

Ms. Anderson-Pickle reviewed the Investment Report. FGFOA owns two CDs: one with Hancock Bank for \$104,581 with a maturity date of June 8, 2011 and one with ProBank for \$50,000 maturing on September 15, 2011. **Mr. Olson moved, seconded by Ms. Koser, to accept the December 31, 2010, FGFOA Investment Report. Motion passed unanimously.**

Checkbook Register

The Board reviewed the checkbook register for the period ending December 31, 2010. No Action was required, informational purpose only.

AUDIT APPROVAL FOR FISCAL YEAR END JUNE 30, 2010

The Audit Committee reviewed the financial statements and audit from Shorstein and Shorstein and recommended acceptance. **Mr. Pozza moved, seconded by Ms. Pickles, to accept the FGFOA Final Audit for fiscal year end June 30, 2010. Motion passed unanimously.**

AD-HOC COMMITTEE REPORT

Mentoring Program Committee

Mary-Lou Pickles, Chair, presented the committee report. The committee held a conference call meeting on January 13, 2011 with four out of five committee members in attendance. The committee agreed that it would be beneficial to conduct an interim evaluation of the program to determine the positive aspects and to identify any areas of concern. The committee is recommending holding two conference calls (one with the mentees and another one with the mentors) with the Mentoring Program Committee Chair as the facilitator. The calls would focus on open-ended questions regarding action plans and the quality and quantity of communications to obtain feedback on the program. Members felt that this forum, instead of a formal written evaluation form, would generate an honest assessment of the program and an exchange of ideas among participants. Committee members are also recommending approval of the annual evaluation forms.

Ms. Anderson-Pickle moved, seconded by Ms Rodriguez, to accept the Mentoring Program report. Motion passed unanimously.

MEETING PLANNER'S REPORT

Cancellation Insurance

Barbara Solis, received quotes for cancellation insurance for the 2011 Annual Conference and the 2011 School of Governmental Finance. **Ms. Rodriguez moved, seconded by Mr. Pozza, to purchase the extended coverage policy for the Annual Conference and the School. Motion passed unanimously.**

EXECUTIVE DIRECTORS REPORT

List Serve

Ms. Garner presented the Executive Directors report. The List Serve remains active with the following number of participants:

- Accounting-549
- Budgeting-445
- Debt-337
- Disaster Recovery-137
- Financial Administration-314
- Treasury-358

Membership

Ms. Garner reported currently there are 2,078 Active members and 424 Associate/Student/Retiree members for a total membership of 2,502. **Mr. Skinner moved, seconded by Mr. Olson, to accept the Executive Director's report. Motion passed unanimously.**

STANDING COMMITTEE REPORTS

Certification Committee

John McKinney, Chair, reported on the Certification Committee. The Spring Review courses will be held in the Fellsmere City Hall, March 15-17, 2011.

Instructors for the spring review courses are:

- Financial Reporting – Charles Holland
- Treasury – Edward Halsey
- Budgeting – Mary-Lou Pickles
- Debt – Robert Busch
- Finance Administration – John McKinney

The Spring Exams will include new questions. Larry Napier is currently reviewing the CGFO eligibility requirements to see if there are changes to implement and will report to the Board at the next meeting. **Ms. Koser moved, seconded by Mr. Skinner, to accept the Certification Committee report. Motion passed unanimously.**

Host Committee

Linda Davidson, Chair, presented the Conference Host Committee report. The subcommittees are working on final plans. The committee requested the following:

- Approval to execute the contract with Boomer's for the Tuesday Night Event. **Ms. Pickles moved, seconded by Ms. Rodriguez to approve contracting with Boomers. Motion passed unanimously.**
- Approval to execute a contract with The Boca Raton Museum of Art at Mizner Park. **Mr. Olson moved, seconded by Mr. Pozza to approve contracting with the Museum of Art. Motion passed unanimously.**
- Approval to sell Mulligan's at the Golf Event to fund trophies. **Mr. Olson moved, seconded by Mr. Lyons, to approve selling Mulligans to golf players at the event. Motion passed unanimously.** Golf fees were reviewed and after some discussion **Ms. Pickles moved, seconded by Ms. Rodriguez, to charge \$90 per person for the Golf Event. Motion passed unanimously.** **Mr. Olson moved, seconded by Mr. Pozza, to approve the Conference Host report. Motion passed unanimously.**

Conference Program Committee

Diane Reichard, Chair, presented the Conference Program Committee report via conference call. The committee met via conference call on February 2, 2011 to finalize the program. Final changes to the program were reviewed. **Ms. Koser moved, seconded by Ms. Pickles, to accept the Conference Program Committee's Annual Conference session topics and report. Motion passed unanimously.**

Legislative Committee

Jim Cooke, Chair, presented the committee report. The Officers, Board Liaison, Committee Chair, Ms. Garner, and Amber M. Hughes, Legislative Advocate, Florida League of Cities met with Tom Hamby, Staff Director, House State Affairs Committee; Tom Yeatman, Staff Director, Senate Community Affairs; Don Langston, Staff Director, House Finance & Tax and several staff members with the CFO's office to present the 2011 FGFOA Legislative Policy. The Policy will also be sent to the Senate President and the House Speaker. **Mr. Skinner moved, seconded by Ms. Pickles to accept the Legislative Committee report. Motion passed unanimously.**

Small Government Committee

Rip Colvin, Chair, presented the Small Government Committee report. The committee completed Section 13 Intergovernmental Relationships. The Committee also completed the review of the entire manual for technical revisions. The Committee would like to have the entire document as one link on the Web-page in addition to the separate sections. **Ms. Rodriguez moved, seconded by Ms. Koser to approve Section 13. Mr. Lyons moved, seconded by Ms. Pickles, to post both the entire manual and separate sections on the website. Motion passed unanimously.**

Technical Resources Committee

Donna Wright, Chair, presented the Technical Resources Committee report via conference call. Grants funded with ARRA money is a current hot topic and the committee submitted an article for the January newsletter to address this issue. The committee has volunteers for the remainder of the year's articles.

The committee is currently drafting a response to a GASB Exposure Draft (ED) for the Board's use entitled *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

NASBA has previewed our first webinar, pending approval, the webinar for CPE credit will be scheduled...

The committee is continuing monitoring of the List Serves and there continues to be high activity, with new names showing up frequently. **Mr. Olson moved, seconded by Ms. Rodriguez, to accept the Technical Resources Committee report. Motion passed unanimously.**

NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., Friday, April 29, 2011 at the Boca Raton Resort and Club, Boca Raton, Florida.

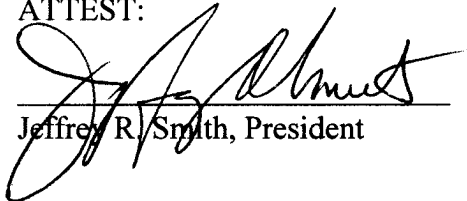
ADJOURNMENT

There being no further business, President Smith adjourned the meeting of the FGFOA Board of Directors at 12:30 p.m.

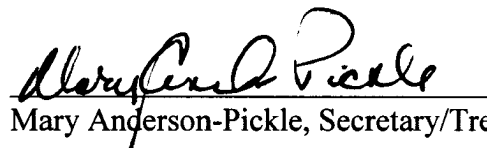
Respectfully submitted,

Jeannie Garner
Executive Director, FGFOA

ATTEST:



Jeffrey R. Smith, President



Mary Anderson-Pickle, Secretary/Treasurer