

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC
BOARD OF DIRECTOR'S MEETING
February 28, 2014

The meeting of the FGFOA Board of Directors took place on Friday, February 28, 2014 at the Citizen Service Center, Ocala, Florida.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Diane Reichard, President, City of Ocala
Mary-Lou Pickles, President-elect, Saint Johns River Water Management District
Barry Skinner, Secretary/Treasurer, Orange County Comptroller
Linda Howard, Director, Orlando Utilities Commission
Sarah Koser, Director, The Villages
James Lewin, Director, Retired
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller
Georgina Rodriguez, Director, Town of Pembroke Park
Ted Sauerbeck, Director, Office of the Auditor General
Darrell Thomas, Director, City of Weston
Karin Venema-Ashmore, Director, City of Stuart

COMMITTEE CHAIRS

Mary Ann Davis, Conference Host
Jamie Roberson, Membership Development
Ann Marie Ricardi, 2013 SOGF via Conference Call
John McKinney, Technical Resources via Conference Call

CHAPTER PRESIDENTS

Jamie Roberson, Central Florida Chapter President
April Shuping, North Central Florida Chapter President
Todd Hutchinson, North Central Florida Chapter Vice-President

STAFF

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

CALL TO ORDER

There being a quorum, President Reichard called the February 28, 2014 meeting of the FGFOA Board of Directors to order at 10:10 a.m.

CONSIDERATION OF MINUTES

Ms. Howard Ms. Rodriguez moved, seconded by Ms. Koser, to approve the January 23, 2014 minutes. Motion passed unanimously.

Ms. Ashmore moved, seconded by Ms. Pickles, to approve the February 20, 2014 minutes. It was noted that Ms. Howard was in attendance. Motion passed unanimously.

PRESIDENT'S REPORT

2014 Nominating Committee

President Reichard reported the Nominating Committee had approved the Slate of Candidates and FGFOA Active Members would receive notice of the Slate of Candidates on March 4, 2014.

2014-2015 RECOMMENDED SLATE OF CANDIDATES

Secretary/Treasurer

Sarah Koser, CPA, CGFO, CPFO, Deputy Finance Director, The Villages Community Development District. *The candidate elected to this position will serve as President-elect, 2015-2016 and as President, 2016-2017*

Director (four available positions)

Three Director Seats will be for a three-year term; One Director Seat will be for a one-year term

Ken Burke, CPA, Clerk of the Circuit Court and Comptroller, Pinellas County

Jonathan C. McKinney, CGFO, Finance Director, City of Edgewater

Jamie Roberson, CGFO, Chief Financial Officer, Osceola County Property Appraiser

Marilyn Rosetti, CPA, Audit Manager, Florida Auditor General - Tallahassee

Kevin Stork, CGFM, CPA, Controller, Jacksonville Police & Fire Pension Fund

Bylaws – Student Member

President Reichard reported Ms. Pickles had brought to her attention that the definition of student member in the bylaws says “full-time” and the student scholarship award is allowed for “any individual attending classes.” **Mr. Thomas moved, seconded by Ms. Pickles, to change the definition of student member for scholarship opportunities to clarify you must be a full time student to qualify for the scholarship. Motion passed unanimously.**

2014 Lifetime Achievement Committee

President Reichard reminded that Lifetime Achievement Applications are due April 1, 2014:

2013-2014 Strategic Planning

President Reichard reviewed the Strategic Plan Goals for 2013-2014.

PRESIDENT-ELECT REPORT

North Central Florida Chapter Formation

Ms. Pickles presented a petition requesting recognition of the North Central Florida Chapter of the FGFOA and the chapter by-laws that are consistent with those of the FGFOA. The proposed boundaries for the chapter are Alachua and Putnam counties. These counties do not have affiliations with any other local chapters and would not require any boundary adjustments prior to establishment.

Ms. Koser moved, seconded by Ms. Howard to approve the formation of the North Central Florida Chapter of the FGFOA. Motion passed unanimously. Mr. Lewin moved, seconded by Ms. Ramsey-Chessman, to approve the Bylaws of the North Central Florida Chapter of the FGFOA. Motion passed unanimously.

Chapter Liaison Report

Ms. Pickles reported that the Chapter Presidents’ conference call was held January 22, 2014 with 10 of the 13 active chapters participating.

Chapter Bylaw Changes

Ms. Pickles reported six chapters submitted their changes for approval at the November 2013 Board meeting. The remaining chapters: Gulf Coast, Hillsborough, Panhandle, South Florida, Southwest,

Treasure Coast and Volusia/Flagler submitted their changes for approval. The Board reviewed copies of the Chapter By-laws with redlined changes noted. South Florida and Treasure Coast chapters requested approval of changes in addition to the two FGFOA recommended changes.

Mr. Sauerbeck moved, seconded by Mr. Thomas, to accept the bylaw changes for Gulf Coast, Hillsborough, Panhandle, South Florida, Southwest, Treasure Coast and Volusia/Flagler chapters. Motion passed unanimously.

2014 – 2015 Committee Chair Appointment

Ms. Pickles appointed her 2014-2015 Committee Chairs. Below is the list of members who have agreed to serve as committee chairs for 2014-2015. Board liaisons will be assigned after the 2014-2015 election:

Certification – Cheryl Miller, City of Palmetto
Conference Host – David Keller, City of Weston
Conference Program – Nicole Gasparri, City of Boca Raton
Legislative – Cindy Kelley, City of Ocala
Membership Development – Lacy Smith-Castillo, City of Clermont
SOGF – Missy Licourt, St. Johns River WMD (approved November 20, 2013)
Technical Resources – Donna Wright, City of Leesburg
Webinar – Binh Nguyen, Lake County BCC

Ms. Howard moved, seconded by Ms. Rodriguez to approve the 2014-2015 Committee Chairs. Motion passed unanimously.

SECRETARY/TREASURER REPORT

Mr. Skinner reported on the December 31, 2013 Quarterly Financial Statements. The Statement of Financial Position for the period ending December 31, 2013 shows total liabilities and unrestricted net assets were \$350,470 with total current liabilities of \$81,181 and unrestricted net assets of \$269,289.

Ms. Rodriguez moved, seconded by Ms. Koser, for approval of December 31, 2013 FGFOA Quarterly Financial Statements. Motion passed unanimously.

Investment Report as of December 31, 2013

Mr. Skinner reviewed the Investment Report as of December 31, 2013. **Ms. Ashmore moved, seconded by Mr. Lewin, for approval of FGFOA Quarterly Investment Report for the period ending December 31, 2013. Motion passed unanimously.**

Check Register October 1 – December 31, 2013.

Mr. Skinner reviewed the Check Register. No action required.

Committee Participation Ad Hoc Committee Final Report

Ms. Pickle presented the final report of the Committee Participation Ad Hoc committee. In response to the survey results, members of the ad-hoc committee made three recommendations at the November 20, 2013 meeting, which have been implemented as follows:

1. A frequently asked question and answer (FAQs) guide on committee participation, developed by the committee, has been placed on the FGFOA website under the Committee page. This information and the link to the FAQs will be included in the e-mail blast requesting committee applications.

2. The updated PowerPoint presentation on the various committees is ready for distribution.

3. The 2014-2015 Committee Chair orientation, scheduled for May 12, 2014, will include a Leadership Training Component.

2014 FGFOA School of Governmental Finance Sandestin

Ms. Mitchell reported The Hilton Sandestin had inquired if FGFOA would consider moving the dates for the 2014 SOGF, due to another group requesting the dates of November 17-21, 2014. The Hilton offered to compensate FGFOA if they would change dates should the other group select the dates and location. **Ms. Pickles moved, seconded by Ms. Koser, to consider moving the dates for the 2014 SOGF if beneficial compensations to FGFOA can be negotiated, should the other group request the week of November 17-21, 2014. Motion passed unanimously.** Subsequently, Ms. Mitchell advised that the other group did not request the week, so the dates for SGFO week will continue as planned.

2015 School of Governmental Finance Proposals

Ms. Mitchell reviewed proposals for the 2015 SOGF from east coast hotels. The Board would like to receive proposals from the Jacksonville area and consider meeting the first week in November.

2014 Cancellation Insurance

Cancellation insurance quotes for the 2014 Annual Conference and the 2014 School were received. Rates are stated below. Rates FGFOA paid for insurance in 2013 are listed as a comparison:

2013 Conference	2014 Quote	
	Limited	Extended
\$1,307*	\$919	\$1,318
2013 School	2013 Quote	
\$203*	\$156	\$ 224

*The Board approved buying extended coverage for terrorism.

Mr. Thomas moved, seconded by Ms. Howard to purchase extended coverage cancellation insurance for both the 2014 Annual Conference and the 2014 SOGF. Motion passed unanimously.

EXECUTIVE DIRECTORS REPORT

Ms. Garner reported the following changes to the list serve are feasible and simple to implement:

- 1) Remove the Disaster Recovery list serve and replace it with “ Personnel and Payroll
- 2) Combine the Debt Management and Treasury Management and call it “Debt and Treasury”

She recommended keeping the archives for both lists and combining subscribers into one list so no re-enrollment is required. Notices will be sent to members informing of the change and the option to opt-out of the lists. **Mr. Thomas moved, seconded by Ms. Rodriguez to approve the revisions to the list serve. Motion passed unanimously.**

Ms. Garner reported that the FGFOA Reception at the GFOA Annual Conference will occur Sunday from 4:30 to 6:00 at Brits Pub.

Ms. Garner gave an update on the activities of the Florida Local Government Coalition.

Ms. Garner reported that the Membership stands at 2,703 as of 2/17/2014.

STANDING COMMITTEE REPORTS

Certification Committee

Ms. Rodriguez, Board liaison, gave an update on the Certification Committee. Thirty-eight renewal audits are complete. March exams will be offered in West Palm Beach, Edgewater, Jacksonville and Tampa on March 28, 2014. **Ms. Koser moved, seconded by Mr. Thomas to accept the Certification Committee report. Motion passed unanimously.**

Conference Host Committee

Mary Ann Davis, Chair, presented the Host Committee report. **Ms. Rodriguez moved, seconded by Ms. Pickles to accept the 2014 Host Committee report. Motion passed unanimously.**

Conference Program Committee

Mr. Sauerbeck, Board Liaison, presented the Conference Program Committee report. The final schedule was reviewed. **Mr. Thomas moved, seconded by Ms. Howard, to accept the Conference Program Committee report. Motion passed unanimously.**

The committee requested travel reimbursement for a speaker, Don Fuerst, Senior Pension Fellow, American Academy of Actuaries. It was suggested to have Mr. Fuerst present for an FGFOA Webinar that would not require travel. **Ms. Howard moved, seconded by Ms. Pickles to deny travel reimbursement for Mr. Fuerst. Motion passed unanimously.**

Legislative Committee

Ms. Ramsey-Chessman, Board Liaison, presented the Legislative Committee report. **Ms. Howard moved, seconded by Ms. Koser, to accept the Legislative Committee report. Motion passed unanimously.**

Membership Development Committee

Jamie Roberson, Chair, presented the Membership Development Committee report. Ideas were presented to promote Young Executive initiative. **Ms. Koser moved, seconded by Mr. Thomas, to approve items to promote the Young Executive initiative by highlighting the intentions at the First Time Attendees Breakfast; offering a short session at the conference or school; have Young Executive's table at the Tuesday Business lunch; and a networking activity at the Annual Conference. Motion passed unanimously. Ms. Howard moved, seconded by Ms. Ramsey-Chessman, to accept the Membership Development Committee report. Motion passed unanimously.**

2014 School of Governmental Finance

Ms. Ann Marie Ricardi, 2013 SOGF Chair, participated via conference call to answer questions and assist with transition to new chair. **Ms. Koser moved, seconded by Ms. Rodriguez, to accept the 2014 School of Governmental Finance report. Motion passed unanimously.**

Technical Resources Committee

John McKinney, Chair, presented the Technical Resources Committee report via conference call. The updated Technical Resources Policies and Procedures Manual was presented for approval. A revision to sixth point under the Plan of Action was made to change the word "tract" to "sessions". An additional point was added to the Plan of Action which states "Review the RFPs & RFQs to ensure they are no older than 12 months." **Ms. Howard moved, seconded by Ms. Rodriguez, to approve the Technical Resources Policies and Procedures Manual, as revised. Motion passed unanimously. Ms. Koser moved, seconded by Ms. Ashmore, to accept the Technical Resources Committee report. Motion passed unanimously.**

Webinar Committee

Mr. Thomas, Board Liaison, presented the Webinar Committee report. **Ms. Howard moved, seconded by Ms. Ashmore, to accept the Webinar Committee report. Motion passed unanimously.**

Board Resignation

Sarah Koser presented the Board with her resignation effective April 1, 2014.

James Lewin informed the Board that he retired in June of 2013 and according to the FGFOA Policies and Procedures, "If after nine (9) month the Board member is not a working employee of a governmental entity within the State of Florida, he will be required to resign..." Therefore Mr. Lewin has resigned from the Board. Due to the timing of the upcoming election and the short time remaining in the year, the President chose not to appoint a replacement for Mr. Lewin's Director Seat.


NEXT MEETING

The next meeting of the Board of Directors will be at 2:00 p.m., May 28, 2014, via conference call.

Jeannie Garner
Executive Director, FGFOA

ATTEST:


Diane Reichard, President


Barry Skinner, Secretary/Treasurer