



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Wednesday, June 29, 2022

**Sandlake Room
Rosen Shingle Creek Hotel**

12:00 pm



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Education, Networking, Leadership and Information.

Education...

- Creating balanced and cost effective educational programs
- Utilizing various venues and methods of delivery
- Enhancing cooperative training partnerships

Networking...

- Establishing a network of membership expertise
- Establishing relationships with other organizations
- Establishing partnerships between Chapters

Leadership...

- Providing opportunities for individual development
- Being recognized as the governmental finance expert
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing Achievements

Information...

- Maximizing technology resources
- Enhancing information delivery
- Communicating technical and legislative issues

ATTENDANCE - FGFOA BOARD MEETING

June 29, 2022

| <u>NOT PRESENT</u> | <u>PRESENT</u> |
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OFFICERS

Jonathan McKinney
Frank DiPaolo
Rip Colvin

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DIRECTORS

Melissa Burns
Bryan Cahen
Nicole Jovanovski
Missy Licourt
Olga Rabel
Rebecca Schnirman
William Spinelli
Kelly Strickland

1st Term

2019-2022
2020-2023
2022-2025
2021-2024
2020-2023
2022-2025
2018-2021
2018-2021

2nd Term

2022-2025

2021-2024
2021-2024

3rd Term

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IMMEDIATE PAST PRESIDENT

Shannon Ramsey-Chessman

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COMMITTEE CHAIRS

Jeremy Baker
Sharon Almeida
Lorrie Arevalo
Anna Otiniano
Lewis Chazan
Nicole Gasparri
Derek Noonan, Co-Chair
Stephen Timberlake, Co-Chair

Certification Committee
Event Host Committee
Conference Program Committee
Educational Programs Committee
Professional Development Committee
2022 SOGF Committee
Technical and Legislative Resources Committee
Technical and Legislative Resources Committee

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CHAPTER PRESIDENTS

Jim Cooke
Gita Sookdeo
Anthony Cobb
Justin Grant
Sara Herms
Cathy Larson
Melissa Licourt
Rebecca Tew
Tricia Greene
Annette Otiniano
Kristin Simeone
Cary Myers
Jennifer Hill
Lory Irwin

Big Bend Chapter
Central Florida Chapter
Florida First Coast Chapter
Gulf Coast Chapter
Hillsborough Chapter
Nature Coast Chapter
North Central Florida Chapter
Palm Beach Chapter
Panhandle Chapter
South Florida Chapter
Southwest Chapter
Space Coast Chapter
Treasure Coast Chapter
Volusia Flagler Chapter

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OTHERS IN ATTENDANCE

Paul Shamoun
Jill Walker
Karen Pastula

Florida League of Cities
Florida League of Cities
Florida League of Cities



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **Wednesday, June 29, 2022**
 12:00 pm
 Sandlake Room, Rosen Shingle Creek

- I. Call to Order – Jonathan McKinney, President**
- II. Roll Call**
- III. Consideration of Minutes – April 8, 2022 and May 4, 2022, May 20, 2022**
- IV. Report of Officers**
 - A. President – Jonathan McKinney**
 - 1. Adoption of Mission Statement**
 - B. President Elect – Frank DiPaolo**
 - C. Secretary Treasurer – Rip Colvin**
 - D. Executive Director – Paul Shamoun**
 - 1. 2022-2023 Budget**
 - 2. 2022-2023 Deadlines Document**
 - 3. 2023 Government Finance Professionals Week Dates**
- V. Other Business**
- VI. Next Meeting – Friday, August 19, 2022 – Location TBD**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
April 8, 2022

The meeting of the FGFOA Board of Directors took place at the Bohemian Hotel in Celebration, on Friday, April 8, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County
President – Elect, Jonathan McKinney, Finance Director, City of Mount Dora
Secretary/Treasurer – Frank DiPaolo, Director of Finance, City of Dania Beach
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Rip Colvin, Executive Director, Justice Administrative Commission
Director, Missy Licourt, Budget Director, St. Johns River Water Management District
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Jeremy Baker, Certification
Sharon Almeida, Conference Host
Nicole Jovanovski, Conference Program
Rebeca Schnirman, Education and Webinar
Stephen Timberlake, Legislative
Lorrie Arevalo, Member and Leadership Development
Nicole Gasparri, SOGF 2022
Ryan Bernal, Technical Resources

CHAPTER PRESIDENTS

Melissa Licourt

STAFF

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Ramsey-Chessman called the April 8, 2022, meeting of the FGFOA Board of Directors to order at 9:00 am.

PRESIDENT REPORT

Minutes

Mrs. Ramsey-Chessman presented the minutes from the February 4, 2022, FGFOA Board meeting for review.

Ms. Burns moved, seconded by Mr. Colvin, to accept the minutes as presented for the February 4, 2022, meeting. Motion passed unanimously.

PRESIDENT-ELECT REPORT

2022-2023 Committee Chair Selection

Mr. McKinney presented his 2022-2023 Committee Chair selections. It is noted that the period for nominations had not closed at the time of the meeting. After discussion, it was decided to table the final approval until the nomination deadline has passed.

SECRETARY TREASURER REPORT

Financials – 12/31/2021

Mr. DiPaolo presented the FGFOA Financials for the period ending 12/31/2021.

Ms. Rabel moved, seconded by Mrs. Strickland, to approve the December 31, 2021 financials as presented. Motion passed unanimously.

Ad-Hoc Committee Review of FGFOA Policy and Procedures Document

Mr. DiPaolo noted that at the February 4, 2022, Board meeting, President Ramsey-Chessman established an ad-hoc committee to review the FGFOA Policy and Procedures document and recommend changes, including expectations for Committee Chairs & Directors and meeting participation guidelines. Mr. DiPaolo presented the final red line and clean versions of the recommended Policy and Procedures document based on this ad-hoc committee recommendation. There was discussion to make edits to page 6 where it states, “The recommendation for the Lifetime Achievement award must be presented to the Board of Directors for approval.” Typically, the Lifetime Achievement Committee reviews the nominations and selects the winner independent of Board approval.

Mr. Colvin moved, seconded by Ms. Licourt, to approve the updated Policy and Procedures document after removing this section to be discussed at Strategic Planning. After further discussion, this motion was withdrawn by Mr. Colvin.

Ms. Licourt moved, seconded by Ms. Burns to approve the Policy and Procedures document upon removal of the words “for approval”. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Annual Conference Pricing Adjustment

Mr. Shamoun noted the original pricing for the 2022 FGFOA Annual Conference presented at the February 4, 2022, Board meeting was shown incorrectly. He presented the corrected registration prices.

Mr. Cahen moved, seconded by Ms. Burns, to approve the corrected pricing for the 2022 FGFOA Annual Conference. Motion passed unanimously.

2021 Audit

Mr. Shamoun presented the annual audit as prepared by Shorstein and Shorstein, PA and unanimously approved by the audit committee. FGFOA received a “clean” audit for 2021 with no issues raised by the auditors.

Mr. Colvin moved, seconded by Ms. Rabel, to approve the 2021 Audit as presented. Motion passed unanimously.

COMMITTEE CHAIR REPORT

Conference Host Committee

Ms. Almeida presented the Conference Host Committee report stating they are finalizing the performers for the Opening General session. They still need someone to perform the invocation. She recommends a tumbler as the welcome gift at Annual Conference. Mr. Shamoun notes there will also be a bag celebrating the 100th year of the Florida League of Cities. The board noted their approval of these items.

CGFO Certification Committee

Mr. Baker gave a review of the committee's accomplishments concerning CGFO candidates and scheduling spring exams which will be held April 29, 2022. He noted the summer exam will be held at the 2022 FGFOA Annual Conference on June 25, 2022. The committee is continuing to research the possibility of using a testing center for future exams. There was much discussion regarding the guidelines for testing centers to limit the possibility of cheating. Mr. DiPaolo requests the cost of testing centers be compiled and brought back to the Board for review and approval. This comparison would include cost based on the frequency of testing, does it limit the number of attempts, and asked the committee to consider whether it will be a 5-year timeframe to pass all 5 exams.

Ethics Exam Alternative for CGFOs

The current FGFOA Policy and Procedures document requires certificate holders to pass an open book Code of Ethics for Public Offices and Employees Examination to maintain their CGFO certification. Only after failing the exam twice are certificate holders able to complete the online training course or an equivalent training course as approved by the FGFOA Board. The committee presented a change to the current Policy and Procedures which allows the acceptance of equivalent training courses as an alternative to requiring the completion of the open book exam. Mr. Colvin noted concern that an attestation to the FGFOA code of ethics would be potentially missing from the "equivalent training" course that would be taken by the certificate holders. The Board requested that the committee revise and bring back for final approval the CGFO renewal form and the Policy and Procedures document.

Mr. Colvin moved, seconded by Mrs. Strickland, to approve the change to the FGFOA Policy and Procedures document as presented with a modification to include an attestation statement to the CGFO renewal form. Motion passed unanimously.

Proctors for Certification Exams

Certification Exams for Certified Government Finance Officers have been proctored by CGFOs. With an expansion of the testing opportunities over the past several years, there have been increasing needs for proctors. This was done in part to maintain integrity of the exams and limit access to the exams. The Certification Committee recommends the use of other non-CGFO volunteers, such as FGFOA Committee members or staff, to supplement the CGFOs proctoring exams. To use other volunteers, the testing would still need to be overseen by a CGFO and the tests would need to remain in the care and custody of a CGFO. The committee recommends any use of a non-CGFO would need approval from the Certification Committee Chair and the Certification Committee Board Liaison. Further discussion included whether online testing could be made available reducing staff hours and increasing member satisfaction. The Committee has done cost comparisons in the past but has not made a recommendation to the Board. Mr. DiPaolo requested the Committee to bring a cost comparison back to the Board.

Mr. McKinney moved, to approve the use of a non-CGFO certified person as a second person in the room for testing.

After further discussion, **Ms. Licourt modified the motion to state the non-CGFO certified proctor cannot now, or in the future, be eligible to take the exams (ie: not in finance), provided the proctor does have CGFO certification. Mr. McKinney approved the modification, seconded by Ms. Burns. Motion passed unanimously.**

Conference Program Committee

Ms. Jovanovski gave the Conference Program Committee report which included the current program including speakers as assigned to their sessions with concern that they committee may need to find new speakers for the GASB session. The current speakers have a scheduling conflict and are not able to speak on Sunday as previously scheduled. After discussion, it was decided the session may need to move to a mid-week timeslot to accommodate them. The committee will work with the current speakers to determine the best course of action.

Member and Leadership Development Committee

Mrs. Arevalo gave a review of the mentor program stating they have revamped it adding 5 new topics for discussion with 3 remaining sessions, providing those upcoming dates. This program has had great participation. She made the presentations and handouts available to all who can use them.

School of Governmental Finance Committee

Ms. Gasparri gave the School of Governmental Finance Committee report where she highlighted one of their subcommittees efforts to meet deadlines. They are meeting soon to get their topics organized.

The hospitality suite at SOGF has had theme nights and activities throughout the week in the and this subcommittee would like to continue doing that. They would like to have a “Monday Night Football” and “Game Night”. The Board said yes to both ideas.

There was also a request to have the Ethics exam administered at the 2022 School of Governmental Finance. The Committee felt that could be accommodated and will be included in planning.

NEXT MEETING

The next meeting of the Board of Directors will be held on Friday, June 24, 2022, at the Rosen Shingle Creek in Orlando. It will be held in conjunction with the FGFOA Annual Conference.

ATTEST:

Frank DiPaolo, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
May 4, 2022

The meeting of the FGFOA Board of Directors took place as a Microsoft Teams video call on Wednesday, May 4, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County
Secretary/Treasurer – Frank DiPaolo, Director of Finance, City of Dania Beach
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Missy Licourt, Budget Director, St. Johns River Water Management District
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Nicole Jovanovski, Conference Program
Rebeca Schnirman, Education and Webinar
Stephen Timberlake, Legislative
Nicole Gasparri, SOGF 2022
Ryan Bernal, Technical Resources

CHAPTER PRESIDENTS

Melissa Licourt

STAFF

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Ramsey-Chessman called the May 4, 2022, meeting of the FGFOA Board of Directors to order at 9:00 am.

PRESIDENT-ELECT REPORT

2022-2023 Committee Chair Selection

Mrs. Ramsey-Chessman presented the 2022-2023 Committee Chair selections for President-Elect McKinney. The Board reviewed the selections and discussion was open.

Mr. DiPaolo moved, seconded by Ms. Burns, to approve the 2022-2023 Committee Chair selections as presented. The motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on Friday, June 24, 2022, at the Rosen Shingle Creek in Orlando. It will be held in conjunction with the FGFOA Annual Conference.

ATTEST:

Frank DiPaolo, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
May 20, 2022

The meeting of the FGFOA Board of Directors took place at the Hampton Inn, New Smyrna Beach during the Strategic Planning session on Friday, May 20, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County
President Elect – Jonathan McKinney, Finance Director, City of Port Orange
Secretary/Treasurer – Frank DiPaolo, Director of Finance, City of Dania Beach
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Rip Colvin, Executive Director, Justice Administrative Commission
Director, Missy Licourt, Budget Director, St. Johns River Water Management District
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Jeremy Baker, Certification Committee
Sharon Almeida, Conference Host Committee
Lorrie Arevalo, Education & Webinar Committee
Nicole Jovanovski, Conference Program
Rebeca Schnirman, Education and Webinar
Stephen Timberlake, Legislative
Nicole Gasparri, SOGF 2022
Ryan Bernal, Technical Resources

CHAPTER PRESIDENTS

Melissa Licourt

STAFF

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Ramsey-Chessman called the May 20, 2022, meeting of the FGFOA Board of Directors to order at 9:09 am.

PRESIDENT REPORT

Alternative Ethics Exams Options

Mrs. Ramsey-Chessman presented a concern for people with the CGFO certification to receive their continuing education via the FGFOA Ethics exam. There are many alternatives for an appropriate Ethics course offered via the Florida League of Cities, FCCMA and FACC. She would like them to be

considered as a qualified option to replace the FGFOA Ethics exam. A concern was raised that there be an attestation clarifying that it be an equivalent ethics training.

Mr. McKinney moved, seconded by Ms. Burns, to allow any similar Ethics exam offered by FCCMA, FLC, FACC or equivalent municipality, be allowed to qualify for the annual FGFOA Ethics training in lieu of the 4-hour FGFOA Ethics class. Motion passed unanimously.

The meeting adjourned at 9:12 am and then reopened at 11:28 am.

Mrs. Ramsey-Chessman reopened the meeting with a request to offer the Lifetime Honorees with a free registration to the Annual Conference. This is meant to offer them the ability to network and attend all events.

Mr. Colvin moved, seconded by Mr. McKinney, to provide Honorary Lifetime members a free registration to Annual Conference to attend all events. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on Friday, June 24, 2022, at the Rosen Shingle Creek in Orlando. It will be held in conjunction with the FGFOA Annual Conference.

ATTEST:

Frank DiPaolo, Secretary/Treasurer

Florida Government Finance Officers Association, Inc.
2022-2023 Board of Directors - President
Agenda Item



2022-2023
BOARD OF DIRECTORS

OFFICERS
President

Jonathan McKinney

President-Elect
Frank DiPaolo

Secretary/Treasurer
Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: June 29, 2022

Title of Item: Adoption of Mission Statement

Executive Summary, Explanation or Background:

The 2022-2023 Board reviewed the current FGFOA Mission Statement at the Strategic Planning session on Thursday, May 19, 2022. It was decided to update the document to more closely reflect the associations goals. Attached is the new Mission Statement as set forth by the board.

Recommended Action:

For review and approval

Jonathan McKinney

June 15, 2022

Jonathan McKinney, President



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Leadership, Education, Networking and Information

Leadership

- Providing opportunities for individual development
- Recognition of the FGFOA's governmental finance expertise
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing member achievements

Education

- Creating balanced and cost-effective educational programs
- Utilizing various methods of delivery
- Enhancing cooperative training partnerships
- Promoting attainment and retention of certified officials

Networking

- Promoting relationships among peers
- Cultivating strong relationships with other organizations
- Enhancing relationships with the Local Chapters

Information

- Delivering information through innovation
- Providing feedback and analysis on emerging legislative and technical issues
- Facilitating information sharing for members



**Florida Government Finance Officers Association, Inc.
2022-2023 Board of Directors - Executive Director
Agenda Item**

**2022-2023
BOARD OF DIRECTORS**

OFFICERS

President

Jonathan McKinney

President-Elect

Frank DiPaolo

Secretary/Treasurer

Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: June 29, 2022

Title of Item: 2022-2023 Budget

Executive Summary, Explanation or Background:

Attached is the 2022-2023 Budget as set forth by staff.

Recommended Action:

For review and approval

Paul Shamoun

June 15, 2022

Date

| | 2021-2022 <i>Approved February 2022</i> |
|---|---|
| <u>REVENUES</u> | |
| Membership Dues | \$150,000 |
| Investment Income | \$4,000 |
| Annual Conference | \$675,500 |
| Boot Camps | \$39,600 |
| School of Governmental Finance | \$138,405 |
| Leadership FGFOA | \$19,900 |
| Pre-Conference Seminar | \$35,000 |
| CGFO Fees | \$36,000 |
| On-Line Learning | \$3,300 |
| Miscellaneous Income | \$0 |
| TOTAL REVENUES | \$1,101,705 |
| <u>EXPENSES</u> | |
| Training/ Education | |
| Conference Expenses | \$746,900 |
| Boot Camps | \$30,400 |
| School of Governmental Finance | \$141,350 |
| Leadership FGFOA | \$60,950 |
| Pre-Conference Seminar | \$32,000 |
| CGFO Expenses | \$28,000 |
| NASBA Fees | \$3,000 |
| On-Line Learning | \$2,500 |
| Local Chapter Support | \$8,000 |
| Total - Training/ Education Expenses | \$1,053,100 |
| Standing Committees: | |
| Standing Committee Meetings | \$1,000 |
| All Committee Mtgs @ Conference | \$7,000 |
| Total - Standing Committees | \$8,000 |
| Communication to Members | |
| Internet Homepage | \$500 |
| Postage & Mailing | \$1,000 |
| Printing & Duplicating | \$3,000 |
| Total Communication to members | \$4,500 |
| Professional Services: | |
| Administrator | \$129,000 |
| Auditor Fees | \$10,250 |
| Total - Professional Services | \$139,250 |
| Meeting Expenses: | |
| GFOA Reception | \$7,500 |
| Board of Directors | \$30,500 |

| | 2021-2022 <i>Approved</i> <i>February 2022</i> |
|--|---|
| Strategic Planning | \$3,500 |
| GFOA Conference | \$11,000 |
| Total Meeting Expenses | \$52,500 |
| Administrative Expenses: | |
| Insurance Expense | \$5,000 |
| List Serve - ongoing fees | \$3,000 |
| Filings & Registrations | \$100 |
| Staff Travel | \$3,500 |
| Miscellaneous Expense | \$3,500 |
| Depreciation | \$200 |
| Credit Card Terminal | \$30,000 |
| Total - Administrative Expenses | \$45,300 |
| TOTAL EXPENSES | \$1,302,650 |
| Increase (Decrease) in Net Assets | (\$200,945) |
| Net Assets-Beginning of Period | \$641,802 |
| Net Assets-End of Period | \$440,857 |

**2023 Annual Conference Budget
Shingle Creek**

| | 2022 Budget | 2022 Actual | 2023 Proposed Budget |
|---|--------------------|--------------------|-------------------------------------|
| <u>REVENUES</u> | | | |
| <u>REGISTRATIONS</u> | | | |
| Member Registrations | \$295,000 | | \$295,000 |
| Member Late Registrations | \$9,000 | | \$9,000 |
| Associate Registrations | \$44,000 | | \$44,000 |
| Associate Late Registrations | \$4,000 | | \$4,000 |
| Non-Member Registrations | \$15,000 | | \$15,000 |
| Non-Member Late Registrations | \$1,000 | | \$1,000 |
| TOTAL REGISTRATIONS | \$368,000 | \$0 | \$368,000 |
| <u>OTHER REVENUES</u> | | | |
| Exhibitor Fees * | \$210,000 | | \$235,000 |
| Tuesday Night Event Ticket | \$0 | | \$0 |
| Extra Tickets All Events | \$2,000 | | \$2,000 |
| Golf | \$6,000 | | \$6,000 |
| Hotel Commissions (1) | \$55,000 | | \$55,000 |
| Cancellation Fees | \$1,000 | | \$1,000 |
| Ethics Income | \$20,000 | | \$20,000 |
| Convention & Visitors Bureau | \$0 | | \$0 |
| Room Credits (2) | \$13,500 | | \$13,500 |
| TOTAL OTHER REVENUE | \$307,500 | \$0 | \$332,500 |
| TOTAL REVENUES | \$675,500 | \$0 | \$700,500 |
| <u>EXPENSES</u> | | | |
| <u>INSTRUCTIONAL</u> | | | |
| Equipment Rental | \$45,000 | | \$45,000 |
| Speaker's per diem/honorarium | \$15,000 | | \$15,000 |
| Refreshment Breaks | \$195,000 | | \$195,000 |
| Tuesday Business Luncheon | \$47,000 | | \$47,000 |
| Monday Lunch | \$30,000 | | \$30,000 |
| TOTAL INSTRUCTIONAL EXPENSE | \$332,000 | \$0 | \$332,000 |
| <u>SPECIAL EVENTS</u> | | | |
| Golf Tournament | \$6,000 | | \$6,000 |
| Opening Ceremony | \$500 | | \$500 |
| Association Night Reception | \$38,000 | | \$38,000 |
| Ethics Course Expense | \$15,000 | | \$15,000 |
| Tuesday Event | \$100,000 | | \$100,000 |
| Hospitality Food, Beverages & Supplies | \$30,000 | | \$30,000 |
| President's Reception | \$16,000 | | \$16,000 |
| Emerging Leaders Reception | \$6,000 | | \$6,000 |
| TOTAL SPECIAL EVENTS EXPENSE | \$211,500 | \$0 | \$211,500 |
| <u>SPECIAL CONFERENCE EXPENSES</u> | | | |
| Room Rate By Down | \$81,900 | | \$81,900 |

**2023 Annual Conference Budget
Shingle Creek**

| | 2022 Budget | 2022 Actual | 2023 Proposed Budget |
|---|--------------------|--------------------|-------------------------------------|
| Host Committee | \$1,000 | | \$1,000 |
| Welcome Bags | \$5,000 | | \$7,500 |
| Speaker Gifts | \$3,500 | | \$3,500 |
| Transportation & other | \$8,500 | | \$8,500 |
| TOTAL SPECIAL CONFERENCE EXPENSES | \$99,900 | \$0 | \$102,400 |
| <u>REGISTRATION/MAILINGS</u> | | | |
| Postage | \$500 | | \$500 |
| Printing/Duplicating | \$6,000 | | \$6,000 |
| Office Supplies | \$2,000 | | \$2,000 |
| TOTAL REGISTRATION/MAILING EXPENSE | \$8,500 | \$0 | \$8,500 |
| <u>EXHIBITOR</u> | | | |
| Security | \$2,500 | | \$2,500 |
| Service | \$22,000 | | \$22,000 |
| TOTAL EXHIBITOR EXPENSES | \$24,500 | \$0 | \$24,500 |
| STAFF EXPENSES | \$15,000 | | \$15,000 |
| <u>OTHER</u> | | | |
| Miscellaneous | \$5,000 | | \$5,000 |
| Meeting Planner Services | \$35,000 | | \$25,000 |
| Cancellation Insurance | \$3,000 | | \$3,000 |
| High Speed Connections | \$12,500 | | \$15,000 |
| TOTAL OTHER EXPENSES | \$55,500 | \$0 | \$48,000 |
| TOTAL EXPENSES | \$746,900 | \$0 | \$741,900 |
| NET INCOME | -\$71,400 | \$0 | -\$41,400 |

2022 & 2023 Commission Calculation

(2,730X199X10%)= 54,327

Room Credit of 1/40 (2,730/40=68X199= 13,532

Room Rate - \$199

Room Rate buydown to \$169 = 81,900

2022 SOGF Budget

| | 2021 Approved Budget | 2021 Actual | 2022 Budget | |
|------------------------------------|-------------------------------------|------------------------|------------------------|---------------|
| REVENUES | | | | Fees for 2022 |
| Active Member Basic | \$12,500 | \$7,800 | \$12,375 | \$275 |
| Active Member Basic Late | \$1,450 | \$4,200 | \$0 | \$325 |
| Associate Member Basic | \$630 | \$0 | \$680 | \$340 |
| Associate Member Basic Late | \$0 | \$365 | \$0 | \$390 |
| Non-Member Basic | \$750 | \$5,775 | \$10,000 | \$400 |
| Non-Member Basic Late | \$0 | \$3,400 | \$0 | \$450 |
| Active Member Intermediate | \$15,000 | \$8,250 | \$12,375 | \$275 |
| Active Member Intermediate Late | \$1,450 | \$3,480 | \$0 | \$325 |
| Associate Member Intermediate | \$0 | \$1,240 | \$1,700 | \$340 |
| Associate Member Intermediate Late | \$0 | \$350 | \$0 | \$390 |
| Active Member Week | \$40,000 | \$24,000 | \$31,875 | \$425 |
| Active Member Week late | \$2,200 | \$5,280 | \$0 | \$475 |
| Associate Member Week | \$1,575 | \$1,575 | \$1,650 | \$550 |
| Associate Member Week Late | \$0 | \$0 | \$0 | \$600 |
| Non-Member Intermediate | \$770 | \$4,745 | \$8,000 | \$400 |
| Non-Member Intermediate Late | \$0 | \$2,430 | \$0 | \$450 |
| Non-Member Week | \$1,280 | \$8,320 | \$9,750 | \$650 |
| Non-Member Week Late | | \$3,400 | \$0 | \$700 |
| Cancellation Fees | \$0 | | \$0 | \$50 |
| SOGF Golf | | | | |
| Exhibitor Fees | \$54,000 | \$43,600 | \$42,000 | |
| Room Credits | \$4,000 | \$3,099 | \$4,000 | |
| Hotel Commission/ CVB Rebate | \$2,800 | \$10,595 | \$2,800 | |
| TOTAL REVENUES | \$138,405 | \$141,904 | \$137,205 | |
| EXPENSES | | | | |
| Hospitality Suite | \$9,000 | \$6,586 | \$10,000 | |
| Refreshment Breaks | \$55,000 | \$36,451 | \$45,000 | |
| Welcome Reception | \$20,000 | \$5,623 | \$15,000 | |
| Emerging Leader Reception | \$4,000 | \$0 | \$0 | |
| Staff Travel | \$10,000 | \$6,778 | \$10,000 | |
| Internet Café/Wi-Fi | \$0 | \$0 | \$2,500 | |
| Equipment Rentals | \$15,000 | \$7,002 | \$15,000 | |
| Speaker Expenses | \$0 | \$326 | \$1,000 | |
| Speaker Gifts | \$1,500 | \$1,375 | \$2,000 | |
| Operating Supplies | \$1,250 | \$223 | \$750 | |
| Postage | \$100 | \$0 | \$100 | |
| Printing/Duplicating | \$1,000 | \$536 | \$1,000 | |
| Meeting Planning Services | \$6,500 | \$5,750 | \$6,500 | |
| Speaker Moderator Breakfast | \$0 | | \$0 | |
| Welcome Bags | \$0 | \$2,162 | \$2,500 | |

2022 SOGF Budget

| | 2021 Approved Budget | 2021 Actual | 2022 Budget |
|-----------------------|-------------------------------------|------------------------|------------------------|
| Insurance | \$1,000 | \$1,418 | \$2,000 |
| Hotel Attrition | \$0 | | \$0 |
| Transportation | \$0 | | \$0 |
| Service Fee | \$15,000 | \$4,210 | \$7,500 |
| Security | \$2,000 | \$0 | \$2,000 |
| TOTAL EXPENSES | \$141,350 | \$78,440 | \$122,850 |
| NET INCOME | (\$2,945) | \$63,464 | \$14,355 |

| Registration Fees | 2021 | 2021 | 2022 |
|--------------------------|-------------|-------------|-------------|
| Active Basic | 250 | 250 | 275 |
| Active Int/Adv | 250 | 250 | 275 |
| Active Week | 400 | 400 | 425 |
| Room Rate | \$145.00 | \$145.00 | \$154.00 |

** Fees increased per February 9, 2018 Board Meeting

2023 Leadership Class VI

| | <u>2022 Class V Budget</u> | <u>2022 Class V Actual</u> | <u>2023 Class VI Budget</u> |
|------------------------------------|--------------------------------|--------------------------------|---------------------------------|
| REVENUES | | | |
| 2018 Registration Fees (\$995) | \$19,900 | \$19,900 | \$19,900 |
| TOTAL REVENUES | \$19,900 | \$19,900 | \$19,900 |
| EXPENSES | | | |
| Hotel Fee | \$15,000 | | \$15,000 |
| Breaks | \$3,500 | | \$3,500 |
| Room Rental | \$0 | | \$0 |
| Lunch | \$4,500 | | \$4,500 |
| Dinner | \$7,500 | | \$7,500 |
| Staff Travel | \$2,200 | | \$2,200 |
| Equipment Rentals | \$4,000 | | \$4,000 |
| Speaker Expenses & Travel | \$20,000 | | \$20,000 |
| Awards/Pins/ Operating Supplies | \$1,500 \$0 | | \$1,500 \$0 |
| Printing/Duplicating | \$750 | | \$750 |
| Meeting Planning Services | \$2,000 | | \$2,000 |
| TOTAL EXPENSES | \$60,950 | \$0 | \$60,950 |
| NET INCOME | (\$41,050) | \$19,900 | (\$41,050) |

Speaker Expenses

| | | Room Rate \$ | Room Rate \$ | Room Rate \$ |
|-----------------------------------|-----------------|------------------|------------------|------------------|
| Mimi Hull - Mon - 3 sections | \$5,250 | \$ 139.00 | \$ 139.00 | |
| Mimi Hull - Tues - 4 sections | \$5,250 | Registration Fee | Registration Fee | Registration Fee |
| J. Lenora Bresler - Wed 4 section | \$4,200 | \$ 995.00 | \$ 995.00 | \$ 995.00 |
| Scott Paine | \$0 | | | |
| Anetta Wilson - Friday 2 sections | \$4,000 | | | |
| Total | \$18,700 | | | |

2022-2023 CGFO Budget

| | 2020-2021 Budget | 2020-2021 Actual | 2021-2022 Budget | 2021-2022 Actual | 2022-2023 Budget |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <u>REVENUES</u> | | | | | |
| Renewals | \$4,000 | \$7,360 | \$4,000 | | \$4,000 |
| Application Fee | \$3,000 | \$1,750 | \$3,000 | | \$3,000 |
| Review Courses | \$15,000 | \$12,850 | \$15,000 | | \$15,000 |
| Exams | \$14,000 | \$7,255 | \$14,000 | | \$14,000 |
| Miscellaneous Income | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL REVENUES | \$36,000 | \$29,215 | \$36,000 | \$0 | \$36,000 |
| <u>EXPENSES</u> | | | | | |
| Scantron Maintenance & Upgrades & Supplies | \$500 | \$269 | \$500 | | \$500 |
| CGFO Printing & Mailing | \$1,500 | \$264 | \$1,500 | | \$2,500 |
| CGFO Exam Rewrite or Update * | \$0 | \$0 | \$0 | | \$0 |
| Testing Fees | | | \$10,000 | | \$10,000 |
| Fall Review and Exams Food & Beverage | \$13,000 | \$0 | \$13,000 | | \$13,000 |
| Fall Review and Exams AV | \$1,500 | \$0 | \$3,000 | | \$3,000 |
| TOTAL NON ADMINSTRATIVE EXPENSES | \$16,500 | \$533 | \$28,000 | \$0 | \$29,000 |
| | | | | | |
| NET INCOME | \$19,500 | \$28,682 | \$8,000 | \$0 | \$7,000 |
| | | | | | |

* Per April 7, 2017 Board Meeting

2022-2023 Boot Camp Budget

| | 2021 - 2022 Budget | 2021 - 2022 Actual | 2022 August | 2022 SOGF | 2022 December | 2023 February | 2023 Leadership | 2023 May | 2023 Conference | 2022 - 2023 Budget |
|------------------------------|-----------------------|-----------------------|-----------------|-----------------|------------------|------------------|--------------------|-----------------|--------------------|-----------------------|
| <u>REVENUES *</u> | | | | | | | | | | |
| Active Members | \$39,600 | | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$92,400 |
| Associate Members | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>TOTAL REVENUES</u> | \$39,600 | \$0 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$13,200 | \$92,400 |
| <u>EXPENSE</u> | | | | | | | | | | |
| Speaker Fee | \$9,000 | | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$21,000 |
| AV | \$3,000 | | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$7,000 |
| Refreshment Breaks | \$9,000 | | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$21,000 |
| Lunch | \$7,500 | | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$17,500 |
| Room Rental | \$500 | | \$500 | \$0 | \$500 | \$500 | \$0 | \$500 | \$0 | \$2,000 |
| Printing | \$900 | | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$300 | \$2,100 |
| Staff Travel | \$500 | | \$500 | \$0 | \$500 | \$500 | \$0 | \$500 | \$0 | \$2,000 |
| <u>TOTAL EXPENSES</u> | \$30,400 | \$0 | \$10,800 | \$9,800 | \$10,800 | \$10,800 | \$9,800 | \$10,800 | \$9,800 | \$72,600 |
| <u>NET INCOME</u> | \$9,200 | \$0 | \$2,400 | \$3,400 | \$2,400 | \$2,400 | \$3,400 | \$2,400 | \$3,400 | \$19,800 |

Registrations Type

| | | | |
|------------------|--------|--------|--------|
| Active Member | 440.00 | 440.00 | 440.00 |
| Associate Member | 480.00 | 480.00 | 480.00 |

Fee Increased per April 7, 2017 Board Meeting

* Based on 30 participants per session

2021-2022 Board Budget

| | 2020 - 2021 Budget | 2020 - 2021 Actual | 2021 - 2022 Budget | 2021 - 2022 Actual | 2021 - 2022 Budget |
|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>EXPENSE</u> | | | | | |
| Hotel | \$13,000 | \$8,000 | \$13,000 | | \$17,000 |
| Meals | \$16,000 | \$4,074 | \$16,000 | | \$17,000 |
| Other | | | \$1,500 | | \$2,500 |
| <u>TOTAL EXPENSES</u> | \$29,000 | \$12,074 | \$30,500 | \$0 | \$36,500 |
| | | | | | |

Hotel cost est at \$175 per night
 Average meeting attendance is 15
 5 meetings per year plus Strategic Planing

MINIMUM NET

Minimum Net Assets - two (2) months of average operating expenses for the prior three (3) years.

Desired Net Assets - four (4) months of average operating expenses for the prior three (3) years.

If the actual Net Assets begins to approximate or falls below the Minimum Net Assets Amount, the Board of Directors shall take appropriate action to restore the Net Assets Amount to the Desired Net Assets amount.

This action should take into consideration relevant circumstances at that time and include, but not be limited to, appropriate expenditure reductions and/or revenue adjustments.

* Updated for NEW Net Assets policy as of 02/05/2009.

| | <i>Actual</i> | <i>Actual</i> | <i>Actual</i> | <i>Approved</i> | <i>Proposed</i> |
|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Net Assets Check | | | | | |
| | <i>2018-2019</i> | <i>2019-2020</i> | <i>2020-2021</i> | <i>2021-2022</i> | <i>2022-2023</i> |
| Operating Expenses | 882,080 | 351,810 | 369,000 | 1,302,650 | 1,326,600 |
| Average Three Year Expenses | 848,796 | 702,409 | 534,297 | 845,513 | 682,470 |
| Minimum Net Assets - Two months | 141,466 | 117,068 | 89,049 | 140,919 | 113,745 |
| Desired Net Assets - Four Months | 282,932 | 234,136 | 178,099 | 281,838 | 227,490 |
| <i>Middle</i> | 212,199 | 175,602 | 133,574 | 211,378 | 170,618 |
| <i>Budgeted Fund Balance</i> | 344,082 | 405,795 | 641,802 | 641,802 | 641,802 |



**Florida Government Finance Officers Association, Inc.
2022-2023 Board of Directors - Executive Director
Agenda Item**

**2022-2023
BOARD OF DIRECTORS**

OFFICERS

President

Jonathan McKinney

President-Elect

Frank DiPaolo

Secretary/Treasurer

Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: June 29, 2022

Title of Item: Deadlines Document

Executive Summary, Explanation or Background:

Attached is the 2022-2023 Deadlines Document as set forth by staff to aid in planning for the upcoming year.

Recommended Action:

For review

Paul Shamoun

June 15, 2022

Date

2022-2023 FGFOA DEADLINES

FGFOA Board Meetings

| | |
|--|----------|
| Rosen Shingle Creek, Orlando | 06/29/22 |
| Vero Beach | 08/19/22 |
| Luminary, Fort Myers | 10/19/22 |
| St. Augustine Beach | 01/20/23 |
| Orlando TBD (Leadership) | 04/14/23 |
| Strategic Planning | TBD |
| Rosen Shingle Creek 22-23 Board (2023 Annual Conference) | 06/23/23 |
| Rosen Shingle Creek 23-24 Board (2023 Annual Conference) | 06/28/23 |

2023 Conference Deadlines - Rosen Shingle Creek, Orlando

| | |
|--|--------------------------|
| Plan to Board - regarding special events | TBD |
| Board Review of Initial Session Chart | 10/19/22 |
| Exhibitor Brochure Info to Publications | 01/06/23 |
| Exhibitor Brochure Mailout | 01/20/23 |
| Activity Program information to FLC to produce Annoucement | 02/17/23 |
| Speaker Engagement Forms completed | 02/10/23 |
| Annoucement Text to Meeting Planning | 02/17/23 |
| Annoucement to Publications | 02/24/23 |
| Program online registration | 02/24/23 |
| Boot Camp Annoucement to Publications | 02/17/23 |
| Conference Annoucement Distribution | 03/17/23 |
| CPE Forms/Submission to BOA | 03/17/23 |
| Moderator Assignments | 05/12/23 |
| Speaker Bios, Presentations & Headshots Due | 05/12/23 |
| Conference Program Text to Meeting Planning | 05/12/23 |
| Conference Program to Publications | 05/12/23 |
| Conference Program to Printer | 06/09/23 |
| Hotel Reservation Deadline | 05/24/23 |
| Early Registration Deadline | 05/24/23 |
| Presidents Reception Invitations Deadline | 05/19/23 |
| Registration Deadline | 05/19/23 |
| CONFERENCE | 6/23 - 06/28/2023 |

Leadership FGFOA Class 2023

| | |
|---|----------|
| Dates and Timeline Announced for 2022 | 10/19/22 |
| Board Approvals for Application and Selection Procedures & Format | 10/19/22 |
| Program Announced & Application Opens | 10/19/22 |
| Application Closes and Selection Process Begins | 01/20/23 |
| Applicants Announced | 02/03/23 |

2023-2024 NOMINATING/ELECTION

| | |
|---|---------------------------|
| Appointment to nominating committee | 10/19/22 |
| Nominating Committee Conference Call | Week of 02/24/23 |
| Nomination Forms Emailed | 03/03/23 |
| Completed nomination forms due & solicitation of comments | 03/17/23 |
| Distribute nomination forms to committee | 03/20/23 |
| Meeting of nominating committee | Week of 03/31/23 |
| Slate voted on at Annual Conference | 05/27/23 Business Meeting |

COMMITTEES

| | |
|--|----------|
| 2023 SOGF New Chair/Committee Appointed | 10/19/22 |
| 2022 Committee Applications out to Membership | 01/13/23 |
| 2022 Committee Chairs Appointed | 02/03/23 |
| 2022 Committees Finalized | 04/07/23 |
| Committee Chair Orientation & Board Strategic Planning | TBD |
| First Committee Meeting | TBD |

2022 SOGF Deadlines - Virtual

| | |
|--|---------------------------|
| Track Times/Topics set | 08/19/22 |
| Speakers/ Program Descripton/Moderators Board approval | 08/19/22 |
| Annoucement Text to Meeting Planning | 08/18/22 |
| Annoucement to Publications | 08/18/22 |
| Speaker Confirmations Emailed | 08/26/22 |
| Boot Camp Annoucement to Publications | 08/26/22 |
| Annoucement Distribution | 08/05/22 |
| Program Text to Meeting Planning | 09/16/22 |
| Hotel Reservation Deadline | 09/23/22 |
| Program to Publications | 09/23/22 |
| Early Registration Deadline | 09/09/22 |
| Program to Printer | 09/30/22 |
| Registration Deadline | 09/30/22 |
| Speaker Presentation Deadline | 09/30/22 |
| SCHOOL | 10/15 - 10/21/2022 |



**Florida Government Finance Officers Association, Inc.
2022-2023 Board of Directors - Executive Director
Agenda Item**

**2022-2023
BOARD OF DIRECTORS**

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Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: June 29, 2022

Title of Item: 2023 Government Finance Professionals Week
Dates

Executive Summary, Explanation or Background:

The dates for the 2022 Government Finance Professionals Week were March 14-18-2022. These dates need to be chosen for 2023.

Recommended Action:

For review and approval.

Paul Shamoun

May 24, 2022

Date

