

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
February 7, 2020

The meeting of the FGFOA Board of Directors took place on February 7, 2020 at the Embassy Suites Downtown, Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

President-Elect – Jamie Roberson, Finance Director, Apopka

Secretary/Treasurer – Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County

Director, Melissa Burns, Director of Finance, City of Atlantic Beach

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Director of Finance, Dania Beach

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee

Director, John McKinney, Finance Director, City of New Smyrna Beach

Director, William Spinelli, Chief Financial Officer, Brevard County Sherriff's Office

Director, Kelly Strickland, City of Sarasota

COMMITTEE CHAIRS

Lisa Snead, Conference Host

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Olga Rabel, Member & Leadership Development

Mark Parks, 2020 SOGF

Linda Benoit, Technical Resources

STAFF

Paul Shamoun, Florida League of Cities

Karen Pastula, Florida League of Cities

Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Burke called the February 7, 2020 meeting of the FGFOA Board of Directors to order at 9:03 a.m.

Minutes

The October 23, 2019 minutes were reviewed.

Mr. McKinney moved, seconded by Ms. Burns, to approve the minutes. Motion passed unanimously.

Appointment to Lifetime Achievement Award Committee

Mr. Burke presented the recommended members of the Lifetime Achievement Award Committee for 2020. He recommended Rip Colvin, Jennifer Desrosier, Bob Inzer, Linda Davidson, and Shannon Ramsey-Chessman (Secretary/Treasurer), who will serve as chair of the committee.

Ms. Gasparri moved, seconded by Mrs. Strickland, to approve all recommended members. Motion passed unanimously.

2020-2021 Committee Chair Appointments

Mrs. Roberson presented her 2020-2021 Committee Chair appointments recommending: CGFO Certification Committee Chair, Matt Misco; Conference Host Committee Chair, Sharon Almeida; Conference Program Committee Chair, Nicole Jovanovski; Education & Webinar Committee Chair, Rebecca Schnirman; Legislative Committee Chair, Stephen Timberlake; Member & Leadership Development Committee Chair, Lorrie Simmons; School of Governmental Finance Committee Chair, Mark Parks; Technical Resources Committee Chair, Ryan Bernal.

Mrs. Roberson moved, seconded by Mr. Colvin, to approve all recommended chairs as presented. Motion passed unanimously.

Fee Analysis

Mrs. Ramsey-Chessman presented the FGFOA Fee Analysis for review.

Mrs. Ramsey-Chessman moved, seconded by Mrs. Roberson, to approve the Fee Analysis as presented. Motion passed unanimously; Mr. Colvin left the room.

Quarterly Financial Statements

Mrs. Ramsey-Chessman presented the FGFOA Quarterly Financial Statements for review.

Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the Quarterly Financial Statements as presented. Motion passed unanimously; Mr. Colvin left the room.

Appointments to Nominating Committee

Per the newly updated by-laws, the nominating committee shall consist of nine members including the Immediate Past President as Chair, President, President-elect and six members appointed to serve three-year terms. The by-law amendment also included an implementing provision which specified that in the first year, the Immediate Past President shall select two people to serve a one-year term, the President shall select two people to serve a two year and the President-Elect shall select two people to serve a three-year term.

Immediate Past President Kent Olson selects Mary Lou Pickles, Director, Office of Financial Services, St. Johns River Water Management District and Linda Davidson, Director of Financial Services, City of Boca Raton. President Ken Burke selects Lorrie A. Simmons, MBA/PA, MSA, CGFO, Manager, Accounting & Payroll Systems, and Jennifer L. Barker, CGFO, Chief Financial Officer, Flagler County Clerk of Court. President Elect Jamie Roberson selects Darrel Thomas, Assistant City Manager/CFO, City of Weston and Rebecca Schnirman, CPRP, Director, Financial & Support Services Palm Beach County Parks and Recreation Department.

There was much discussion concerning how this committee will meet. The following motions were made:

Mr. Colvin moved, seconded by Ms. Gasparri, stating that the nominating committee members shall not abstain from voting. Passes unanimously.

Mr. DiPaolo moved, seconded by Mr. McKinney, stating the annual Nominating Committee should meet in person. Motion passed unanimously.

Mr. McKinney moved, seconded by Ms. Burns, requiring a minimum of seven (7) of the nine (9) Nominating Committee members be present to constitute a quorum, which is required for any

action taken. Motion passed unanimously.

Mr. McKinney moved, seconded by Mr. Gomez, there must be unanimous consent of nine (9) votes for approval to not meet in person. Motion passed unanimously.

Mr. McKinney moved, seconded by Mr. Colvin, to require 5 votes to pass a motion by the committee. Motion passed unanimously.

Mr. McKinney moved, seconded by Mr. Colvin, authorizing FGFOA to pay for the cost of a hotel room if needed for the in-person meeting of the Nominating Committee. Motion passed unanimously.

Mr. DiPaolo moved, seconded by Ms. Gasparri, requiring members of the Nominating Committee to operate by the “Cone of Silence” (Sunshine Law) whereby there should be no discussion of the candidates prior to the meeting of the Nominating Committee. Motion passed unanimously.

Mr. Colvin moved, seconded by Ms. Gasparri, to include this statement in the Policy and Procedures for the Nominating Committee: “The Nominating Committee can consider all candidates without prejudice or bias”. Motion passed unanimously.

Mr. DiPaolo moved, seconded by Ms. Gasparri, to include this statement to the Policy and Procedures for the Nominating Committee: “Members of the Nominating Committee do not need to abstain from giving input as to uphold the fidelity of this organization”. Motion passed unanimously.

Membership Update

Mr. Shamoun presented the membership and List Serve report updates for review. Mr. Colvin would like to see a comparison to previous years reports. However, the membership database system does not automatically create a report to compare numbers to a previous year. Staff will work on creating a system to update reporting on a quarterly basis going forward.

Check Register

Mr. Shamoun reviewed the check register for July 1 – September 30, 2019.

Investment Report as of 09/30/2018

Mr. Shamoun presented the Investment Report as of 10/20/2019. Synchrony Bank CD, with a balance of \$82,618.18 and a rate of 2.421% will mature September 10, 2020. American Commerce CD, with a balance of \$106,662.87 and a rate of 2.36%, will mature March 14, 2020. The Vanguard Money Market account has a balance of \$16,574.03.

Budget Amendment

At the October Board of Directors meeting, the Board voted to cover the cost of providing Wild Apricot software to all the local chapters. The current year budget will need to be amended to include

this item. The motion approved up to \$8,000 for this item. This item will be a recurring cost in each subsequent budget. Staff recommends that the current year budget be amended to include \$4,000 for this item.

Mr. Colvin moved, seconded by Mr. McKinney, to approve the amended budget to include the funds as recommended. Motion passed unanimously.

Staff has been working on the implementation of the E-Learning platform. It is expected that this new service will be available to members by the end of February. As part of the implementation, the FGFOA budget must be amended to allow for both revenues and expenses. It is estimated that there will be \$10,000 in revenue and \$7,500 in expenses annually from this service. Staff recommends amending the current year budget to reflect \$3,300 in revenue and \$2,500 in expenses.

Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve adding \$3,300 in revenue and \$2,500 in expenses to the current year's budget. Motion passed unanimously.

At a previous Board of Directors meeting, the board authorized scholarships for members from hurricane effected areas to attend the 2019 SOGF in Destin. Since the SOGF budget does not contain a scholarship line item, staff is recommending that the 2019 SOGF budget be amended to include \$3,000 in scholarships.

Mr. McKinney moved, seconded by Mrs. Strickland, to approve adding \$3,000 in scholarships to cover the cost of the SOGF scholarships. Motion passed unanimously.

Showstoppers Cancellation Policy

Mr. Shamoun presented the Showstoppers Cancellation Policy for the 2020 FGFOA Annual Conference and School of Governmental Finance recommending full terrorism coverage.

Mr. McKinney moved, seconded by Mr. Colvin, to approve payment of the Showstoppers Cancellation Policy for the 2020 FGFOA Annual Conference and School of Governmental Finance with full terrorism coverage. Motion passed unanimously; Ms. Gasparri was out of the room.

Conference Program Committee

Mrs. Jovanovski submitted a revised program schedule for the 2020 Annual Conference asking for clarity on whether or not a firm can have more than one speaker at a single event. The concern was there would be jockeying in the future and pressure to have additional speakers.

Mr. Colvin moved, seconded by Ms. Gasparri, to approve using multiple speakers from the same firm as the committee has recommended. Motion passed unanimously.

Next Meeting

The next meeting of the Board of Directors will be Friday, April 3, 2020. The meeting will be held in conjunction with the Leadership Class V event at the Embassy Suites Downtown Orlando.

ATTEST:



Shannon Ramsey-Chessman, Secretary/Treasurer