

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
March 16, 2020

The meeting of the FGFOA Board of Directors took place on March 16, 2020 via conference call.

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, 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 Sheriff's Office

Immediate Past President Kent Olson, Deputy Treasurer/Clerk, City of Tallahassee

COMMITTEE CHAIRS

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Linda Benoit, Technical Resources

STAFF

Paul Shamoun, Executive Director

Karen Pastula

Jill Walker

Also in attendance were Mary Lou Pickles and Bryan Cahen.

CALL TO ORDER

There being a quorum, President Burke called the March 16, 2020 meeting of the FGFOA Board of Directors to order at 2:00 p.m.

Leadership Class V

The Leadership Class V event is scheduled for March 30 through April 3, 2020. Mr. Shamoun noted that most items such as restaurants, speakers and deposits can either be deferred or refunded. Although awards have been ordered and would not be refunded (\$1,000), they may be used if the class is still held in 2020. This event can be canceled with minimal financial concern.

Mr. Colvin moved, seconded by Mrs. Roberson, to cancel Leadership Class V. Motion passed unanimously.

Mrs. Roberson noted that in not yet knowing the revenue and impact of fully cancelling the Leadership Class V event, there was discussion as to reschedule at a future date.

Mrs. Roberson moved, seconded by Mrs. Burns, to defer the decision to reschedule Leadership Class V until a later date. Motion passed unanimously.

Nominating Committee Meeting

There was discussion whether to hold the Nominating Committee through technology or reschedule for an in-person meeting at another date. Mr. Olson gave options and recommended a May timeframe. Mr. Olson prefers an in-person meeting.

Mr. Colvin moved, seconded by Mr. McKinney, to cancel the April 2, 2020 meeting. The Board will leave it up to Mr. Olson and FGFOA staff to decide if the meeting will be held in-person or via technology, which will be made in future discussions. Motion passed unanimously.

Mrs. Roberson noted a lot of cities have a no travel policy due to the Corona Virus. She recommends the application deadline be extended to accommodate the change in work schedules and demands.

Mr. Colvin moved, seconded by Mr. DiPaolo, to make Friday, April 17, 2020 the updated deadline for submission. Motion passed unanimously.

Certified Government Finance Officers

Mr. Shamoun noted staff is checking into the option of administering the tests online, a testing center is expensive, so we're seeking options based on discussions of testing locations closing. Ms. Pastula will have a committee meeting to discuss options. Mrs. Roberson recommends postponing testing until the emergency is over, or until further notice, shooting for a date in May, if possible.

Mrs. Roberson moved, seconded by Mr. Colvin, to postpone CGFO testing until further notified. Motion passed unanimously.

April 3, 2020 Board Meeting

Due to the Coronavirus, Mr. Burke recommends canceling the in-person April 3, 2020 Board meeting, continuing with ad-hoc meetings moving forward as needed, on either conference call or webinar format, to ease the burden to board members at this time.

Mrs. Roberson moved, seconded by Mrs. Burns, to cancel the April 3, 2020 Board meeting and to allow Mr. Burke to call meetings as needed. Motion passed unanimously.

Strategic Planning

Mrs. Roberson prefers not to decide now and would like to wait until we see more developments on the Coronavirus and how this affects travel. Strategic Planning may have to be deferred even until the first of the new year. Mrs. Roberson prefers this meeting be in-person, not via technology, with the new Board in place. Mr. Burke gave direction to cancel the hotel.

Mrs. Roberson moved, seconded by Mr. DiPaolo, to cancel Strategic Planning on April 30 – May 1, 2020. Motion passed unanimously.

GFOA Social Event

Mr. Burke noted the GFOA conference has not yet been canceled but may soon. There was discussion as to whether or not money should be spent out of state at this time which may not willingly refund our money. Mr. Shamoun noted the contract is signed but the deposit had not yet been sent. However, we may still need to pay \$2,500.

Mr. Colvin moved, seconded by Mrs. Roberson, to cancel the GFOA social event with the option to have it at a later date. Motion passed unanimously.

GFOA Conference

Mr. Burke would like to defer to see what happens with the GFOA conference before deciding whether or not to attend.

Mr. Colvin moved, seconded by Mrs. Roberson, to wait to make the decision to attend GFOA Conference. Motion passed unanimously.

FGFOA Annual Conference

Mr. Burke recommends we plan to not have conference and plan how to do make all of the Annual Conference events happen without being in person. He recommends we look at ramifications and financial issues connected to this decision such as the event cancellation insurance, which only covers acts of terrorism, not pandemics. A deposit of \$23,000 has been paid to Universal with more due in 2-3 weeks. Transportation cost for the Tuesday night event is \$5,000 with no guarantee of refund. A proposed alternative is making it a virtual conference with concurrently running webinars, weekly webinars, or move the entire event to August. The CPE deadline of June 30, 2020 is of concern.

Mrs. Roberson moved, seconded by Mrs. Ramsey-Chessman, to defer making a decision on the FGFOA Annual Conference and to begin researching how to create a virtual conference option with staff and Conference Program Committee input. Motion passed unanimously.

Other Matters

Mr. Burke asked which reports are due, and their due dates, which need to be extended to help our membership. He inquired to whom we make these requests. Mr. Burke recommends a committee be formed to research this matter.

Mr. DiPaolo moved, seconded by Mr. Gomez, to create a committee tasked with searching out report deadlines that affect FGFOA membership and requesting an extension. The committee will be comprised of Mr. DiPaolo, chair, Mr. Colvin, and Mr. Gomez. Motion passed unanimously.

Ms. Pickles noted the Chapter Presidents may be affected by these decisions as they need to go through their election process 30 days prior to Annual Conference. Mr. Burke assigned this inquiry to the Nominating Committee to review how the Chapters would be affected. Mrs. Roberson noted this issue would be discussed on the next Chapter President's call scheduled for April 22, 2020.

Next Meeting

The next meeting of the Board of Directors is tentatively scheduled for Friday, May 29, 2020 at the Rosen Shingle Creek in Orlando.

ATTEST:



Shannon Ramsey-Chessman, Secretary/Treasurer