



**Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors**

Wednesday, June 18, 2025

**Hollywood Diplomat Beach Resort
3555 S Ocean Dr, Hollywood, FL 33019**

Room 314

12:00 pm



FGFOA Mission

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

Networking

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

Education

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

Information

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

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

ATTENDANCE - FGFOA BOARD MEETING

June 18, 2025

NOT
PRESENT

PRESENT

OFFICERS

Nicole Gasparri	President
Kelly Strickland	President-Elect
Melissa Burns	Secretary/Treasurer

DIRECTORS

1st Term 2nd Term

Sharon Almeida	2023-2026	
Missy Licourt	2021-2024	2024-2027
Nicole Jovanovski	2022-2025	2025-2028
Anna Otiniano	2024-2027	
Rebecca Schnirman	2022-2025	2025-2028
Bill Spinelli	2025-2028	
Stephen Timberlake	2025-2028	
Allison Teslia	2024-2027	

IMMEDIATE PAST PRESIDENT

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Rip Colvin

OTHERS IN ATTENDANCE

Paul Shamoun	Florida League of Cities
Jill Walker	Florida League of Cities
Karen Pastula	Florida League of Cities



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: June 18, 2025
 12:00 pm
 Room 314

- I. Call to Order – Nicole Gasparri, President**
- II. Roll Call**
- III. Consideration of Minutes – March 7, 2025**
- IV. Report of Officers**
 - A. President – Nicole Gasparri**
 - 1. 2025-2026 Committee Assignments**
 - 2. 2025-2026 Deadlines**
 - 3. Officer Orientation**
 - 4. Committee Orientation**
 - B. President Elect – Kelly Strickland**
 - C. Secretary Treasurer – Melissa Burns**
 - 1. Financials Ending 03/31/2025**
 - 2. Newsletter Template**
- V. Executive Director – Paul Shamoun**
 - A. 2025/2026 Draft Budget**
 - B. 2025/2026 Draft Administrative**
 - C. Financials Ending 03/31/2025**

D. Membership Report

E. Investment Report

VI. Other Business

VII. Next Meeting – Friday, August 21, 2025 – Location is TBD

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

March 7, 2025

The meeting of the FGFOA Board of Directors took place at the Embassy Suites by Hilton Orlando North in conjunction with the Leadership Class 2025 in Altamonte Springs.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President-Elect – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller
Secretary-Treasurer – Kelly Strickland, Director of Financial Administration, City of Sarasota
Director, Sharon Almeida, Finance Director, Royal Palm Beach
Director, Melissa Burns, Finance Director, City of St. Augustine
Director, Nicole Jovanovski, Director of Finance, Sarasota County Clerk of the Circuit Court & Comptroller
Director, Melissa Licourt, Finance Director, St. Johns River Water Management District
Director, Anna Otiniano, Financial Services Director, City of Plantation
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County
Director, Allison Teslia, Management & Budget Director, Lake County

COMMITTEE CHAIRS

Mary-Lou Pickles, Certification Committee
Sarah Simpson, Conference Program Committee
Jamie Roberson, Local Chapter Ad-Hoc Committee
Kadem Ramirez, Professional Development Committee

LOCAL CHAPTER PRESIDENTS

Jennifer Cole, Nature Coast Chapter
Kristin Thompson, North Central Florida Chapter

STAFF

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

CALL TO ORDER

There being a quorum, President-Elect Gasparri called the March 7, 2025, meeting of the FGFOA Board of Directors to order at 9:03 am.

COMMITTEE CHAIR REPORT

Certification Committee

List Serve

Mrs. Pickles presented the committee report starting with a desire to create a List Serve to assist new people on the path to CGFO where the committee is able to answer the questions, monitor & moderate the submissions. The expectation is that not all CGFO are automatically into the group as they may not want to receive the flow of information. There may need to be a future a policy or expectations from the committee about what to post/not post such as specifically asking about the test questions, etc. It is recommended to update the committee manual to indicate that the chair is responsible for the List Serve maintenance.

Ms. Licourt moved, seconded by Mrs. Almeida to approve the list serve as presented by the committee. Motion passed without objection.

On-Demand Training

Next Mrs. Pickles presented the desire to provide on-demand training for CGFO applicants, since we now have

on-demand testing. Current webinars will be recorded which allows us the opportunity to save them on a SharePoint link that can be password protected and available for purchase. This is a bridge to get us to the new on-demand testing that will be available in about a year. The committee is recommending on-demand training webinars for \$75 to include unlimited, on-demand access for 1 year.

Mrs. Almeida moved, seconded by Ms. Teslia to implement on-demand training webinars for \$75 to include unlimited, on-demand access for 1-year via a SharePoint link. Motion passed without objection.

CGFO Program Requirements

Lastly Mrs. Pickles brought forth the desire for a newsletter to announce the CGFO of the Year award winner. Currently, the CGFO of the Year is awarded to the candidate that receives the highest cumulative score on all five parts from April to the following March and if there is a tie, the candidate who took all five-parts in one sitting receives the award. The guidelines further state, that the recipient will be recognized in a newsletter article. Since moving to the on-line, on-demand platform, candidates no longer take all five exams in one sitting, and the FGFOA no longer produces a newsletter. The committee is proposing the CGFO Program Requirements be modified from “the recipient will also be recognized in a newsletter article” to “the recipient will also be recognized on the FGFOA website”. And from “In the case of a tie, the candidate that passed all 5 parts in one sitting will receive the award” to “In the case of a tie, the candidate that passed all 5 parts in the shortest timeframe from date of acceptance into the program to date last exam was successfully taken will receive the award”.

Mrs. Schnirman moved, seconded by Ms. Burns to modify the wording as brought forth by the committee. The CGFO Program Requirements will be modified to “the recipient will also be recognized on the FGFOA website” and to “In the case of a tie, the candidate that passed all 5 parts in the shortest timeframe from date of acceptance into the program to date last exam was successfully taken will receive the award”. Motion passed without objection.

Conference Program Committee

Ms. Simpson presented the draft program for the 2025 Annual Conference. It is presented by date, time and track. At this time the speakers are all committed to their sessions.

Educational Program Committee

Mrs. Otiniano presented the Educational Program Committee agenda item noting the events have been well attended. The next webinar will be “An Introduction to GARS”. The committee anticipates that it will also be well received.

Event Host Committee

Ms. Teslia gave the Event Host Committee is actively getting volunteers to hand out gift bags and assist with loading buses at the upcoming FGFOA 2025 Annual Conference. No action was taken.

Local Chapter Ad-Hoc Committee

Mrs. Roberson gave the Local Chapter Ad-Hoc Committee reporting that Monroe County is now a part of the South Florida Chapter therefore the Local Chapter map can now be updated on the website. There are no other uncommitted counties as they all belong to an active Chapter. No action was taken.

Professional Development Committee

Mrs. Ramirez gave the Professional Development Committee report noting it is the desire of the committee to enhance the committee application with time constraints/expectations for serving, confirming that a member would be able to meet on the teams/zoom platform, adding guidelines to the application in areas of focus like professional development, CGFO, technical help and education. They may offer a webinar in the future to explain the Mentor/Mentee program and its benefits to our members. They may also want to interview with any potential mentor/mentee to set expectations for a successful match. The committee would like this program to be highlighted in a newsletter, at the first-time attendee presentations at Annual Conference and SOGF, and at the Leadership graduation ceremony. It is recommended to consider changing date of the Leadership program to August or perhaps April to accommodate for the busy deadlines that most attendees have in March. This may increase participation. No action was taken.

Technical and Legislative Resources Committee

Mrs. Schnirman presented the Technical and Legislative Resources Committee report noting that a recent GASB exposure draft was created, and the committee is looking at modernizing the current Listserv system. No action was taken.

PRESIDENT REPORT

Minutes

President Colvin presented the minutes from the January 17, 2025, Board meeting for review. After discussion, Mrs. Pickles would like to amend the wording under the Hardship Renewal Extension portion of her committee report. She would like it to renew biannually. Mrs. Pickles will send updated language for clarification.

Ms. Gasparri moved, seconded by Ms. Teslia, to accept the January 17, 2025, minutes with amendments. Motion passed without objection.

Next, President Colvin presented the minutes from the January 24, 2025, Board meeting for review.

Ms. Burns moved, seconded by Mrs. Schnirman, to accept the January 24, 2025, minutes as submitted. Motion passed without objection.

SECRETARY/TREASURER REPORT

Audit Report

Mrs. Shamoun presented the audit report noting we obtained a clean opinion.

Ms. Almeida moved, seconded by Ms. Licourt, to approve the audit as submitted. Motion passed without objection.

EXECUTIVE DIRECTOR REPORT

Membership Report

Mr. Shamoun presented the membership report noting that as of today our membership is 2,246. No motion was made.

Investment Report

Mr. Shamoun presented the investment report. No motion was made.

NEXT MEETING

The date for the next Board meeting will be on Thursday, April 24, 2025, and Friday, April 25, 2025, at the Embassy Suites by Hilton Lake Buena Vista South, 4955 Kyns Heath Road, Kissimmee, FL. These will be our Strategic Planning meetings.

ATTEST:

Kelly Strickland, Secretary/Treasurer



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2025-2026 Board of Directors

President Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

President
Nicole Gasparri

President-Elect
Kelly Strickland

Secretary/Treasurer
Melissa Burns

DIRECTORS
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William Spinelli

Allison Teslia

Stephen Timberlake

PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: Committee Chair Assignments

Executive Summary, Explanation or Background:

The Committee Chairs chosen for this year will round out an excellent team! I look forward to working with you all.

The Committee Chairs for 2025-2026 are as follows:

Certification Committee

Mary-Lou Pickles, CGFO, CMA, Retired

Conference Program Committee

Sarah Simpson, CPA, CGFO, Budget Manager, City of Aventura

Educational Programs Committee

Wayne Meyer, Director of Operations, Justice Administrative Commission

Event Host Committee

Tameka Blake, Budget Analyst, City of Boca Raton

Local Chapter Committee

Jamie Roberson, CGFO, Deputy Chief of Operations, Martin County Clerk of the Circuit Court & Comptroller

Professional Development Committee

Kadem V. Ramirez, Deputy Finance Administrator, City of Palm Beach Gardens

2025 SOGF Committee

Elizabeth Anne Walter, MBA, CGFO, CPFIM, Budget & Grants Manager, South Florida Regional Transportation Authority

Technical and Legislative Resources Committee

Ajay Gajjar, Finance Director, Hillsborough County Clerk of the Circuit Court

Recommended Action:

**Nicole Gasparri,
FGFOA President**

June 5, 2025

Date



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
President Agenda Item

**2025-2026
BOARD OF DIRECTORS
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PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: 2025-2026 Deadlines Document

Executive Summary, Explanation or Background:

Attached is a draft 2025-2026 Deadlines Document which has been prepared for review. The Leadership dates have not been decided and will thus change this document.

Recommended Action: For review

Nicole Gasparri,
FGFOA President

June 5, 2025

Date

2025-2026 FGFOA DEADLINES			
FGFOA Board Meetings		2026-2027 NOMINATING/ELECTION	
2025 Annual Conference; Diplomat Beach Resort (25-26 Board)	06/18/25	Appointment to Nominating Committee	10/24/25
TBD	08/22/25	Nominating Committee Initial Conference Call	2/13/2026
2025 SOGF; Hyatt Regency Coconut Point, Bonita Springs	10/29/25	Send Nomination Forms	2/20/2026
TBD	01/16/26	Nomination Forms Completed	3/6/2026
Leadership; Orlando TBD	TBD	Completed Nomination Forms Due & Solicitation of Comments	3/6/2026
Strategic Planning; Embassy Suites by Hilton Orlando Lake Buena Vista South	04/24/26	Distribute Nomination Forms to Committee	03/20/26
2026 Annual Conference; Loews Sapphire Falls Resort at Universal Orlando (26-27 Board)	06/17/26	Meeting of Nominating Committee	4/1/2026
		Slate Voted on at Annual Conference	Business Meeting
2026 Conference Deadlines - Diplomat Beach Resort, Hollywood			
Plan to Board - regarding special events	02/20/26	COMMITTEES	
Board Review of Initial Session Chart	02/20/26	2025 SOGF New Chair/Committee Appointed	03/07/25
Boot Camp Announcement to Publications	02/06/26	2025 Committee Applications Out to Membership	01/23/25
Exhibitor Brochure Info to Publications	02/06/26	2024 Committee Chairs Appointed	03/07/25
Exhibitor Brochure Layout to Meeting Planning	02/13/26	2024 Committees Finalized	04/24/25
Exhibitor Brochure Mailout	02/20/26	Committee Chair Orientation & Board Strategic Planning	July, 2025
Announcement Text to Meeting Planning	02/20/26	First Committee Meeting	06/16/25
Speaker Engagement Forms Completed	02/20/26		
Program online registration	03/06/26	2025 SOGF Deadlines - Hyatt Regency Coconut Point, Bonita Springs	
Announcement to Publications	03/06/26	Track Times/Topics set	August BOD Meeting
Announcement Layout to Meeting Planning	03/06/26	Speakers/ Program Description/Moderators Board Approval	August BOD Meeting
Conference Announcement Distribution	03/13/26	Announcement Text to Meeting Planning	07/25/25
CPE Forms/Submission to BOD	03/06/26	Speaker Confirmations Emailed	08/08/25
Moderator Assignments	03/06/26	Boot Camp Announcement to Publications	07/18/25
Speaker Bios, Presentations & Headshots Due	05/08/26	Open Registration	08/15/25
Conference Program Text to Meeting Planning	05/08/26	Program Text to Meeting Planning	09/05/25
Conference Program to Publications	05/22/26	Hotel Reservation Deadline	09/19/25
Conference Program Layout to Meeting Planning	05/22/26	Program to Publications	09/19/25
Conference Program to Printer	05/22/26	Program Layout to Meeting Planning	09/26/25
Hotel Reservation Deadline	05/08/26	Early Registration Deadline	09/19/25
Early Registration Deadline	05/08/26	Program to Printer	10/01/25
Presidents Reception Invitations Deadline	05/29/26	Registration Deadline	09/26/25
Registration Deadline	06/05/26	Speaker Presentation Deadline	09/26/25
CONFERENCE	June 13-17, 2026	SCHOOL	October 27-31, 2025
Leadership FGFOA Class 2026			
Dates and Timeline Announced for 2026	06/22/25		
Program Announced & Application Opens	11/02/25		
Application Closes and Selection Process Begins	11/13/25		
Committee Gives Staff Their Selections	01/08/26		
Applicants Announced	01/15/26		
LEADERSHIP	March 2-6, 2026		



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
President Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

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Stephen Timberlake

PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: Officer Orientation

Executive Summary, Explanation or Background:

Attached is a draft of the Officer Orientation which is being presented for review.

Recommended Action: For review

Nicole Gasparri,
FGFOA President

June 5, 2025

Date



Duties and Responsibilities of FGFOA Officers

President's Duties and Responsibilities

- Preside over all Board meetings
- Prepare draft Board Agendas with Executive Director; review same with other officers three to four weeks in advance of each Board meeting
- Ensure Board packets are distributed two weeks in advance of each Board meeting
- Call other or additional Board meetings or Conference Calls as needed
- Appoint the third member of the Audit Committee at the August/September Board Meeting
- Appoint the Nominating Committee at the November Board Meeting (No confirmation needed)
- Appoint the Lifetime Achievement Award Committee at the February Board Meeting (No confirmation needed)
- Determine the venue for the President's Reception by the February Board Meeting
- Provide direction to the Host Committee regarding evening activities
- Determine the Keynote Speaker for Conference
- Provide guidance to Committee Chairs as needed or requested
- Represent FGFOA as needed at various forums (Legislature, GASB hearings, etc.)
- Preside over Opening Session on Monday morning at Conference
- Conduct the Annual Business Meeting at the Conference
- Decide "Life Honorary" membership to present for a vote by the Board
- May fill BOD vacancies
- Appoint Standing and Ad Hoc Committee members and may determine number of members on each committee
- May remove committee members for any reason and may appoint to fill vacancies on unexpired terms
- Appoint 2 active members to Election Canvassing Board if necessary



Duties and Responsibilities of FGFOA Officers

President-elect's Duties and Responsibilities

- Coordinate Conference Calls with Chapter Presidents as needed to disseminate information or receive input on FGFOA services (October/November)
- Determine location, dates and format for Strategic Planning with Executive Director by February Board Meeting
- Nominate School of Governmental Finance Chair at the August/September Board Meeting; get Board confirmation at same
- Nominate all other Committee Chairs at February Board Meeting; get Board confirmation at same. Conference Host Chair may be nominated later, but should be chosen no later than a few weeks before the Annual Conference
- Establish the Schedule and Location for all Board Meetings for the Upcoming Year by Strategic Planning (typically mid-May, after elections)
- Assign Liaisons to Committees no later than three weeks before the Conference
- Hold Orientation Conference Call with new/incoming Chapter Presidents between May 1 and June 1 (prior to Annual Conference)
- Prepare address for Annual Business Meeting
- Serve on Nominating Committee
- Serve in the absence of the President
- Propose goals, objectives and an operating budget for the upcoming year as President at the Strategic Planning session



Duties and Responsibilities of FGFOA Officers

Secretary-Treasurer's Duties and Responsibilities

- Keep notes of all motions and seconds at Board meetings; assist Executive Director with minutes
- Review first draft of Board meeting minutes; second draft should be shared with other officers for their review and input
- Quarterly Financial Statements
 - Submit Agenda Item for Board Review for each Board Meeting
 - Provide Analysis of the Quarterly Financials
- Produce the Annual Fee Analysis
 - Should be prepared as soon as audited numbers are available. Should be submitted for Board approval at November meeting
- Review appropriate State and federal forms, review form 990 prior to distribution to the Board of Directors
- Serve on Audit Committee
- Notify Board of Directors of Chapter election voting results
- Accept Chapter annual financial reports, due August 15
- Certify funds are available for proposed budget; may make supplemental appropriations
- Advise Chapters regarding continuing professional education requirements
- Advise Chapters of financial reporting requirements
- Annually revise and/or distribute a Chapter Manual to each existing Chapter

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
POLICIES AND PROCEDURES August 2024

PURPOSE

The Florida Government Finance Officers Association (FGFOA) is dedicated to being a professional resource by providing opportunities through education, networking, leadership, and information. To be a successful resource, FGFOA intends to focus on these four areas as follows:

Networking

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

Education

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

Information

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

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

The Board of Directors provides general leadership and guidance for the FGFOA and its committees with the following purposes:

- To promote and improve the quality of financial accountability, management, and communication by and for all governmental units in the State of Florida.
- To provide training for governmental financial professionals in technical finance related areas, organizational behavior, and other aspects of public financial management.
- To provide overall planning and direction for the FGFOA's growth and development.
- To be available as an information resource for the membership of the FGFOA.
- To provide individual contact to members, to consider the ideas of individual members, and to bring forth appropriate ideas and issues to the full Board for consideration.
- To provide direction and to interact with standing and special committees and task forces.
- To encourage professional interaction through the exchange of ideas and information among governmental units represented by FGFOA members; and

- To undertake or initiate new programs that are designed to expand educational opportunities and to recognize and promote the functional resources and professional capacity of the FGFOA.

Board of Directors

The Board of Directors is comprised of the President, President-elect, Secretary/Treasurer, Immediate Past President (non-voting member), and eight at-large Directors who are elected by the active members of the FGFOA. Their responsibilities are described in the following paragraphs.

President – Serves as the Chief Executive Officer of the FGFOA, presides over Board meetings, develops the agenda for Board meetings, and guides the FGFOA in the accomplishment of its overall goals and objectives.

President-elect – Serves in the absence of the President during his term of office; serves as Chapter Relations Officer; assists the President with Standing Committee liaison responsibilities; may serve as Chair of Ad-hoc Committees as determined by the President; and proposes general goals and objectives for the coming year as President. Recommends Standing Committee Chairs and proposes an operating budget for his year as President.

Secretary/Treasurer – Serves as the official record keeper and is responsible for overseeing the financial affairs of the FGFOA, including its financial policies and procedures provided for in the Procedures for Transacting, Recording and Reporting FGFOA Financial Activity and the Statement of Investment Policy; reports quarterly to the Board on various financial activities. Specific duties of the Secretary/Treasurer shall include:

- Ensures the complete recording and/or taking notes of all proceedings at the Board meetings. No later than one month after the Board meeting, the Secretary/Treasurer shall submit to the Board full minutes of the previous Board meeting(s). Such minutes shall be included in the agenda of the next Board meeting for consideration and approval by the Board of Directors.
- Advise Chapters regarding continuing professional education (CPE) requirements to ensure Chapters are appropriately documenting CPE in accordance with State Board of Accountancy rules.
- Advise Chapters of financial reporting requirements. The balance sheets, income statements, and other statements as requested of each Chapter for the previous fiscal year shall be filed with the Secretary/Treasurer no later than August 15th of each year.

- Annually revise and/or distribute a Chapter Manual to each existing Chapter and to members seeking to establish a chapter in their locality. At a minimum, the Chapter manual will address CPE requirements, By-laws, and selected financial, tax, and insurance matters.
- Coordinate the audit of the FGFOA's annual financial statements.
- File appropriate State and federal forms, such as IRS Form 990.

Delegation: any of the preceding duties and responsibilities may be delegated by the Board of Directors to the FGFOA Executive Director. Upon such delegation, it shall be the Executive Director's responsibility to comply with all timeline requirements specified herein. Any such agenda, minutes, financial statements, or other documents/reports must be approved by the President or Secretary/Treasurer, as appropriate, prior to distribution.

Immediate Past President – Serves as an active non-voting member of the Board. May serve on Ad-hoc Committees at the pleasure of the President.

Director – Provides general leadership to the FGFOA, serves as liaison to a designated Standing Committee, and serves as Chair of Ad-hoc Committee as determined by the President.

Responsibilities of Board Members

All Board members serve as liaison to individual members by assisting as needed and bringing issues and other matters raised by the membership to the Board. In addition, Board members may be requested to assume other responsibilities as directed by the President.

All Board members are individuals who work for governmental entities within the State of Florida. Because they come from a variety of governmental entities, each Board member brings unique knowledge and experience. If a Board member should cease to work for a Florida governmental entity, they will have six (6) months from the date of termination of employment to be re-employed by another Florida governmental entity. If after six (6) months the Board member is not a working employee of a governmental entity within the State of Florida, they will be required to resign from the Board of Directors. If a member becomes self-employed or accepts employment outside government and is seeking employment in the field of government finance. The Officers shall determine whether they may continue to serve as Director.

All Board members are expected to fully participate in the Board meetings and FGFOA activities, and to complete projects as assigned. If a Board member fails to fulfill their responsibilities or fails to attend three consecutive meetings (any venue) or fails to attend

2/3 of the scheduled meetings (any venue), he/she will be required to resign from the Board of Directors unless there are extenuating circumstances approved by majority vote of all members of the Board of Directors.

On or after the effective date of a resignation of the Secretary-Treasurer or a Director, the Nominating Committee shall solicit nominees and appoint an eligible individual to serve in that seat until the next scheduled election, subject to confirmation by the Board of Directors by majority vote. If a vacancy occurs on or after March 1st, the seat will be filled pursuant to the normal Nominating Committee procedures/slate election process. The President and President-Elect seats may only be filled through the Nomination/slate and succession procedures.

Meetings of the Board of Directors

Regular and special meetings of the FGFOA Board of Directors will be scheduled by the President. Board members may attend in-person or virtually to participate in discussions and vote on issues before the Board. Virtual attendance must be authorized by the President in advance of a meeting.

The Board of Directors shall have regular meetings approximately once a quarter. Any Board member or committee chair who is unable to attend must notify the President as soon as they are aware that they will be unable to attend. Each FGFOA Chapter President is invited and encouraged to attend Board meetings. Board meetings are open to all FGFOA members, although participation may be limited depending on the time constraints and at the President's discretion. Robert's Rules of Order shall be used to govern the conduct of all official meetings, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures. However, in order to create a less formal environment, such rules shall be applied at the discretion of the President.

At least two weeks prior to each regular Board meeting, each Standing Committee Chair is required to submit to the President a report on the activities since the last report/Board meeting, plans for the upcoming period, and any action items requiring Board approval.

Any chapter president desiring to place an item on the agenda for Board consideration may do so by submitting the items in writing to the President no later than three weeks prior to the Board meeting. The agenda shall be distributed at least one week prior to the meeting date to all Board members, committee chairs, and chapter presidents along with committee reports, and supporting materials.

The President may call for a special Board meeting as circumstances or events may require. Any member of the Board of Directors may also request the President to call a special Board meeting. If the President does not call a special meeting within three weeks of such request, any Officer may do so with the written consents of at least five other

Board members. In the event of a special Board meeting, all Board members must be notified at least twenty-four (24) hours in advance.

A quorum of the Board must be present in order to hold a regular or special Board meeting. A quorum is comprised of a majority of the Board, constituted by physical/virtual presence of six members, at least one of which must be an officer. Any vote taken by the Board must be approved by a majority of the members present to pass, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures; however, no motion shall be passed unless at least six Board members vote on such motion.

Committees

Standing Committees – Established by the Board of Directors on a continuing basis and include the following: Certification (CGFO), Event Host, Conference Program, , Educational Programs, Professional Development, School of Governmental Finance, and Technical & Legislative Resources. In establishing the Standing Committee, the Board of Directors will determine the need and purpose for the Standing Committee's existence consistent with the FGFOA's goals and objectives. The Board of Directors will also set forth the long-range direction for each Standing Committee. Standing Committees may be changed from time to time to meet the needs of the FGFOA.

Standing Committees are composed of active and associate members. The FGFOA actively encourages member participation in the various Standing Committees as these committees provide the talent and resources to enable the Board of Directors to meet FGFOA's goals.

Audit Committee – The Audit Committee, comprised of the immediate Past President, the Secretary/Treasurer, and one At-Large Director selected by the President, recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax, and liability issues affecting the FGFOA.

Nominating Committee – There shall be a Nominating Committee consisting of nine members, including the President, Immediate Past President as Chairman, President-elect, and six other members serving three-year terms. Each year, the President-elect shall appoint two members to serve on the committee. Members shall be appointed to a three-year term and such members should possess a knowledge of committee activities, local chapters, and functions of the Board of Directors. In making these selections, the President-elect shall give consideration of the composition of the Committee and attempt to select members that will provide a cross-sectional representation of the Association in terms of professional disciplines, government types, sizes, and geographical locations, as well as appropriate demographic representation. If an appointed committee member resigns or otherwise vacates their position on the committee, the appointing Officer will appoint a replacement to fill the position for the remainder of their term. No committee

member shall automatically be re-appointed; when the three-year term ends, they are no longer a member of the committee unless re-appointed by the then President-elect. Appropriate policies and procedures for the nomination and election of Board members shall be adopted by the Board, consideration of which must be given to demographic representation; geographical area of representation; size and type of government; and certification including but not limited to Certified Government Finance Officer (CGFO) and Certified Public Accountant (CPA).

Lifetime Achievement Award Committee

Each year, a recommendation for the Lifetime Achievement Award may be made from the nominations by a selection committee of five, appointed by the President of the FGFOA. The selection committee shall consist of an Officer, a current Board member, and two Past Presidents of the FGFOA, and one FGFOA member at large.

Award Nomination Criteria:

1. Have been an active member of the FGFOA for 10 years and served at least 20 years in local governments or state agencies. FGFOA members who are retired may also be considered.
2. Have served the FGFOA as an Officer, Director, Committee Chairperson, or chapter Local Chapter President.
3. Have made a significant and specific contribution to the growth or enhancement of the profession.
4. Have represented the FGFOA in presentations, public forums, legislative hearings, etc.

Additionally, consideration for the award shall not be based solely on one's sense of altruism or community service in general. Nominees will be evaluated primarily on their contributions to the FGFOA and promotion of the government finance profession.

From the nominations received, the selection committee may recommend one candidate annually, but will do so only when the committee concludes that the nomination meets the established criteria. The recommendation for the Lifetime Achievement must be presented to the Board of Directors for approval. The selection will be announced at the Annual Conference, and appropriate honors will be bestowed.

Ad-hoc Committees – Appointed by the President as needed and serve for a specific purpose on an annual basis or for a limited period of time.

Standing Committee Requirements

Each Standing Committee Chair is appointed for a one-year term as recommended by the President-elect for their year as President and confirmed by the Board of Directors. Standing Committee Chairs must be active FGFOA members. An associate member cannot be a Standing Committee Chair, or Subcommittee Chair. Each Standing Committee will

have a Director liaison assigned by the President. Standing Committee Chairs should actively involve the Board liaison in Committee meetings and communications. Each Standing Committee Chair will work with the incoming President to set forth the initiatives for the upcoming year. Standing Committee Chairs are strongly encouraged to attend the quarterly Board meetings to gain a better understanding of the FGFOA needs and the Standing Committee Chair's responsibilities. Standing Committee Chairs are required to submit periodic reports to the Board of Directors and a summary report to the membership at the annual business meeting. At least three weeks prior to a Board meeting, the Standing Committee Chair shall provide the quarterly report and any agenda requests/recommendations.

Standing Committees will establish objectives to include specific projects and activities on an annual basis. As appropriate, the Board of Directors or the President may direct or suggest that Standing Committees study and make recommendations on certain projects, programs, or FGFOA policy positions. Standing Committees report at least quarterly to the Board on their activities and accomplishments. Standing Committees are not authorized to endorse programs, projects or adopt a policy position on behalf of the Board or the FGFOA and are required to seek the Board's guidance in such matters.

Membership on Standing Committees is open to active, retiree, and associate members. To the extent that it is possible and/or practical, the majority of each committee shall consist of active members with consideration given to each member's field of expertise, professional experience, and the geographical location, size and type of the member's employing governmental unit. The President-elect has an active role in the appointment process for selecting Standing Committee Chairs and new committee members and is responsible for the appointment of members to each of the committees that will serve during their term as President.

All prospective members must indicate a willingness to fully participate in the committee's activities. The President may specify the minimum number of members on each committee. Members are appointed for a one-year term, and are encouraged to renew their committee membership annually by application to provide institutional knowledge and experience necessary for continuity.

The President can remove committee members for any reason. Vacancies for unexpired terms are appointed by the President. Standing Committees may meet in-person or virtually. Standing Committees function more effectively with in-person meetings; therefore, all Standing Committees are encouraged to have at least two in-person meetings. The number and type of committee meetings will be determined by the respective Standing Committee Chair in consultation with the Director liaison. Committee actions or recommendations should reflect the consensus of their members or the majority of those present at a regularly scheduled meeting.

Terms of Office

While the fiscal year runs from July 1st to the following June 30th of each year, the Officers, Directors, Standing Committee Chairs appointments shall begin at installation during the annual business meeting and end at the subsequent annual business meeting for their period of service. With regard to terms of office, reference to “elections” in the Bylaws shall mean “date of installation.”

Administration and Staffing

The Officers may delegate certain duties and responsibilities to the FGFOA Executive Director. Additionally, Standing Committee Chairs, with Board of Director’s approval, may delegate certain duties and responsibilities to the FGFOA Executive Director. The FGFOA currently contracts with the Florida League of Cities, Inc. (the “League”) in Tallahassee, Florida to provide staffing and office support. As an independent contractor, the League provides professional, planning, and administrative services under work plans approved by the FGFOA Board of Directors. The designation of the FGFOA’s Executive Director is subject to the approval of the FGFOA Board of Directors.

FGFOA Membership

Membership Categories and Dues

FGFOA membership is available in one of five distinct categories: Active, Retiree, Associate, Student and Life Honorary. The FGFOA’s fiscal year begins July 1st and ends the following June 30th of each year. Membership fees will be established annually by the Board of Directors and are due and payable by the first day of the fiscal year, July 1st. Any individual renewing his membership will have a thirty-day grace period (beginning July 1st) during which to pay their dues. After July 31st, the member will be given a courtesy final notice, but they will be dropped from the current membership roster and will lose all privileges associated with membership until membership is renewed. New members are welcome to join at any time during the year; however, membership fees will not be prorated. Each member is responsible for notifying the FGFOA’s office of changes in employment status, address, phone number, and similar member data. Life Honorary Membership, awarded in accordance with Article XI of the FGFOA Constitution and Bylaws, does not require the payment of annual membership dues or registrations fees for educational events.

Membership Inquiries

Members are encouraged to call upon the Officers, Directors, Committee Chairpersons and committee members on issues related to their specific responsibilities. Members of the Board are also available to provide general assistance and direct specific inquiries to the appropriate Officer, Director, Committee Chair, or staff person for additional assistance.

Through the FGFOA website (www.fgfoa.org) and other periodic communications, the FGFOA will provide information to members on how to initiate inquiries and to whom. All members are encouraged to submit information of general interest to the Board of Directors or appropriate Standing Committees.

Local Chapter Organizations

Eligibility for Recognition

Twelve or more active members may petition the Board of Directors for recognition as a local chapter of the FGFOA. Applications for chapter status must be submitted to the Board of Directors for approval. The Board shall have the sole discretion in recognizing local Chapters. Chapters are largely self-governed, however, the local chapter's bylaws must be consistent with those of the FGFOA. Any Chapter by-law amendment must be presented to the Board of Directors for approval prior to the Chapter membership voting on such amendment. All Officers and Directors of the local Chapter must be active FGFOA members. An associate member cannot serve as an officer of the local Chapter. Only one Chapter may exist in a single geographic area.

The chapter shall notify the Secretary/Treasurer of its officers within thirty (30) days of their election, and the Secretary/Treasurer will communicate the election results to the Board of Directors. Local Chapters are responsible for their own financial affairs, however, the Chapter must file an annual financial report with the FGFOA Secretary/Treasurer no later than August 15th of each year. Such financial statements shall be for the previous fiscal year. Chapters may provide CPE under the auspices of the FGFOA and must comply with FGFOA's CPE reporting requirements.

Revocation of Chapter Status

A local chapter's charter may be revoked with cause, provided the local chapter has had an opportunity for a hearing before the Board of Directors. Revocation requires a two-thirds vote of the members of the full Board of Directors. The Board's decision is final and shall cancel all rights, interests, or privileges of the recognized chapter regarding its affiliation with the FGFOA.

Support Services to Local Chapters

The FGFOA will provide administrative assistance to each local chapter, including dues collections, banking, event registrations and announcements, mailing lists, CPE reporting, and providing other general support services as requested.

GFOA Representatives

The GFOA requests that each state association appoints GFOA representatives. The primary responsibility of a GFOA state representative is to serve as GFOA's liaison with its members in their state. Additionally, representatives are responsible for keeping GFOA and their state association aware of each other's activities.

Representatives have several important duties to fulfill including:

- Serving GFOA members in their state by responding to requests for information and discussing the activities of the GFOA during their state association annual meetings or at various executive board or committee meetings of these organizations;
- Promoting membership in GFOA to finance officials in their state by making presentations about the benefits of membership in GFOA and providing brochures and other information to prospective members;
- Providing information to GFOA about the activities of their state association including copies of association newsletters, directories, news releases, publications and other information on developments that would be of interest to GFOA members nationwide;
- Notifying the GFOA staff liaison of state meetings of finance officers including the dates and locations of the meetings and agendas, if available; and
- Presenting GFOA awards to governments, if requested, or finding another GFOA member to make such a presentation.

Most of the duties listed above are performed by the FGFOA Staff, except for the presentation of the GFOA awards to governments. For this purpose, each local chapter shall appoint a GFOA Representative(s) to help facilitate enough resources that are geographically diversified across the state. Each Chapter can determine how they appoint their representative(s) and the length of the terms. The names of their appointee(s) shall be submitted each year to the FGFOA prior to July 1st. The term shall be from July 1 – June 30 and persons can serve consecutive terms. There will be no travel reimbursement from the FGFOA, but the Chapters may elect to provide travel reimbursement, at their discretion.

Nomination and Election of Officers and Directors

The Executive Director and Immediate Past President shall conduct at least one virtual organizational meeting prior to the initiation of the nomination and election process. The purpose of this organizational meeting is to review the Bylaws and Policies and Procedures relative to the nomination and election process (to include a discussion of the Committee's responsibilities prior to initiating the call for candidates) and to also review the current composition of the Board as to demographic representation, geographic area of representation, and size and type of government. The Nominating Committee shall have at least one virtual or in-person meeting to review the candidates. The Immediate Past President shall serve as the chair of the Nominating Committee. Upon appointment, the Nominating Committee shall actively solicit prospective candidates. All candidates will be required to complete an application form provided by the Nominating Committee. The

Nominating Committee members shall not be permitted to submit an application for a Board position. Application forms submitted by each candidate shall be provided to the members of the Nominating Committee who shall review each candidate's willingness to serve, eligibility and qualifications for holding office.

In considering prospective candidates, the Nominating Committee will review the Secretary/Treasurer & Board of Directors Applications and corresponding resumes and recommend a qualified member (one candidate) who is considered to be the best suited to serve in the office of Secretary/Treasurer and to recommend qualified members (one candidate for each open position) who is/are considered to be the best suited to serve as Director(s). However, the Nominating Committee reserves the right to ask for additional information, references or request interviews.

In order to be eligible to serve as an Officer, the Nominating Committee may only consider candidates currently serving as a Director or have served as a Director within the past three years, and shall have served at least three years as a Director. In addition, no active member may apply for more than one position (i.e., Officer or Director) during any election and no member of the Nominating Committee, except for the President-elect, may be considered for an Officer or Director position. However, if a Board member that is eligible to apply for an additional term as Director applies for the Secretary/Treasurer position, they may request in writing (by the application deadline) that the Nominating Committee consider their application for a Director position in the event they are not recommended by the Nominating Committee for the Secretary/Treasurer position.

Candidates are prohibited, either directly or indirectly (i.e., through an intermediary), from soliciting any member of the Nominating Committee in support of their nomination. Candidates are also prohibited, either directly or indirectly, from campaigning for the position they are seeking among the membership. Failure to comply with these provisions may result in disqualification of the member's candidacy. Local Chapters should refrain from campaigning on behalf of their members who are seeking a position on the Board of Directors.

No person shall be placed on the slate that is from the same governmental entity as any other member continuing to serve as an officer or Board member. In addition, if there are multiple applicants from the same governmental entity, only one individual will be recommended by the Nominating Committee. Any entity that has its own Federal Employer Identification Number (FEIN) or has its own governing board will not be considered part of the same governmental entity, regardless of whether that entity is included as part of the reporting entity for a particular governmental entity for financial reporting purposes under GASB Statement No. 14 or any subsequently adopted standards related thereto (e.g., primary government, blended component units, discretely presented component units). For example, for counties, the board of county commissioners and the various elected county constitutional officers are currently part of the same reporting entity for financial reporting purposes. However, since the board of county commissioners and the various elected county constitutional officers each have

their own separate FEIN, they would, therefore, not be considered to be from the same governmental entity. Similarly, any utility authority, airport authority, community redevelopment agency, etc. that is included as part of a city's reporting entity for financial reporting purposes but has its own FEIN or governing board would not be considered to be from the same governmental entity. For the State of Florida, the primary government includes legislative agencies, the Governor and Cabinet, departments and agencies, commissions and boards of the Executive Branch, and various offices relating to the Judicial Branch. However, employees of the three separate branches of State government (i.e., legislative, executive, and judicial) that are currently part of the reporting entity for the State will not be considered part of the same governmental entity. Only employees within the same branch of State government will be considered to be from the same governmental entity, with the following exception. Within the Executive Branch, the Chief Financial Officer, Attorney General, and the Commissioner of Agriculture are state constitutional officers who have their own FEIN and, as such, would not be considered to be from the same governmental entity as other Executive Branch departments and agencies. Furthermore, any entity that is currently part of the reporting entity for the State that has its own FEIN or governing board would not be considered from the same governmental entity (e.g., water management districts, colleges and universities, etc.).

In the event that a currently serving Board member changes jobs and is employed by a government of another current Board member, then the Board member who did not change employment will not be excluded from consideration as an eligible candidate for a Director or Officer position. The person who did change jobs will be excluded from consideration for candidacy at the time their seat expires if that would result in two persons from the same government entity serving at the same time. If both seats expire at the same time, then the Nominating Committee will decide. To be considered as a candidate for Director, individuals must have met all of the following minimum criteria:

- Maintained active membership in the FGFOA for at least three years;
- Served or be serving as chair of an FGFOA Standing Committee or as a President of a recognized local FGFOA Chapter;
- Actively served at least two years on an FGFOA Standing Committee or Ad hoc Committee; and
- Certified that they have not been convicted of a felony in the last ten years

Additionally, to be considered as a candidate for Secretary/Treasurer, individuals must be actively involved and have demonstrated leadership while serving as a Director.

In addition to the above criteria, the following guidelines, which are listed in their relative order of importance, are used by the Nominating Committee in making its recommendations:

- Contributions – Consideration will be given to members based on their public and professional contributions. Public contributions include service to and participation in various public bodies and public interest groups (examples: FLC, NLC, NACO, FAC, etc.). Professional contributions include publishing, speaking, and committee and conference involvement in professional associations (examples: GFOA, FGFOA, AICPA, FICPA, ASPA, ICMA, etc.). Contributions on behalf of the FGFOA and any tenured service as a Board member will receive greater consideration.
- Professionalism – Consideration will be given as to the professionalism of candidates who hold a CPA, CGFO, CPFO, or other similar business certification.
- Demonstrated Leadership – Consideration will be given to the member's professional position with their employer, the level of work responsibility attained, and past or current service as an officer or committee chair of a professional, civic, fraternal, religious, or public interest group.
- Balanced and Diversified Representation – Consideration will be given to candidates who provide a representative balance in the leadership of the FGFOA including such areas as the member's professional discipline and the member employer's governmental type, population size, and geographic location.

The Nominating Committee has the unilateral right to determine qualified candidates and may reject any application. This unilateral right pertains to rejecting applications only. The Nominating Committee shall not add candidates to the ballot who have not completed an official application. After evaluating potential candidates, the Nominating Committee shall recommend a slate of candidates best suited to serve as a Director and Secretary/Treasurer. These recommendations shall be listed on the slate to be presented to the membership at the next annual business meeting.

Pictures and biographical summaries of the candidates shall be posted on the FGFOA website. The committee shall provide for a notice of their recommendations to the membership through the newsletter or by separate mailing/e-mail at least one (1) week after the Nominating Committee finalizes the candidates. If this day falls on a holiday, Saturday, or Sunday, the deadline will be the next business day.

The Nominating Committee shall provide an official election slate indicating each office to be voted on by the membership and the name of the candidates listed below the respective office. A biographical summary may be included on the slate or provided separately. The Nominating Committee shall approve biographical summaries for each candidate to ensure conformity of content.

Installation of Officers and Board Members

The newly elected Officers and Board members will be installed at the annual business meeting and shall take office immediately following the installation of Officers and Directors.

Amendment of the FGFOA Bylaws

Development of a Bylaw Amendment and Placement on Referendum

An amendment to the Bylaws of the FGFOA may be placed on referendum only by a majority vote of the Board of Directors. When drafted, the amendment shall show all Bylaw changes in add-delete format as well as amended format and shall contain an effective date.

Notice to Members, Development of Position Paper

No later than sixty (60) days prior to the distribution of the ballots, a copy of all Bylaw amendments approved for referendum by majority vote of the Board shall be mailed (electronically or in paper form, if requested) to all active members, along with a solicitation of written comments by the membership. No later than thirty (30) days prior to the distribution of the ballots, any active member may make written comment to the Board on his position as related to the proposed Bylaw amendment. The Immediate Past President, as Bylaw Committee Chair, shall receive all comments so submitted by the membership and shall incorporate such comments into an unbiased position paper. The Immediate Past President may edit and consolidate comments for purposes of brevity and clarity; however, all positions represented by the membership shall be included in such position paper. The position paper and Bylaw amendments shall be posted on the FGFOA website.

Referendum Process

The referendum ballots process shall be the same as the voting procedures for election of Officers and Directors.

Florida Government Finance Officers Association Constitution and Bylaws

Article I

The name of this Association shall be the Florida Government Finance Officers Association, Inc.

Article II

The purpose of this Association shall be to promote the improvement of government financial administration in Florida as developed and recommended by the Government Finance Officers Association of the United States and Canada, the Governmental Accounting Standards Board and other recognized authorities in the field of government finance and administration, which include the development of mutually understandable procedures of record keeping, accounting, budgeting, auditing and financial reporting; the encouragement of the use of common terminology, classification and principles in regard to those subjects; the encouragement of a policy in governmental units of having independent and regularly conducted periodic audits; the discussion and analysis of financial issues arising under the laws of Florida; the perpetuation of recruiting and training of qualified public officials and employees; the enhancement of employment standards and ethics to a level that will assure career employment in the field of governmental finance and administration; the achievement of greater success in the efficiency of delivering governmental services; the evolution of closer relationships and understanding among those concerned with government finance in the public jurisdictions of Florida; and other objectives of mutual interest to government finance officers.

Article III

Active membership may be held in the Association by any duly acting finance, accounting, budget, audit or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida. Retiree membership may be held in the Association by any formerly active member who has duly retired from employment in a public jurisdiction of the State of Florida. Student Membership may be held in the Association by any person not eligible for active membership who is a full time student at a College or university, who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of the Association. Associate membership may be held in the Association by any other person not eligible for active, retiree or student membership, who is interested in the principles and practices of government finance, and who subscribes to the purposes of the Association. The privilege of voting shall be limited to those holding active membership.

Article IV

Officers of this Association shall include: President, President-elect, and Secretary-Treasurer. The terms of all such officers shall be one year, commencing with election, or until their successor has been duly elected. Any active member who is currently serving as a Director, or has served as a Director within the past three years, shall be eligible for nomination by the nominating committee to an officer position provided he/she shall have served at least three years as a director. Any individual currently serving as an at-large member of the Board of Directors, whose current term of office is not scheduled to expire at the next regular annual meeting, may apply for an officer position without resigning from their Board seat. Once a member has been elected by the membership to an officer position he/she shall, upon completion of the term for which he/she was elected, automatically serve successive terms in the next higher remaining officer positions.

In the event of a vacancy in the office of the Secretary-Treasurer, the Nominating Committee shall solicit nominees and appoint an individual to serve in that seat until the next scheduled election, subject to confirmation by the Board of Directors by majority vote. In the event the Board of Directors fails to confirm the appointment, the Nominating Committee may appoint another active member, and this process shall be repeated until the Board of Directors confirms the appointment. A confirmation vote may be made by conference telephone call or by action at a regular or special meeting of the Board of Directors. In the event

of a vacancy in either the office of the President or President-elect, the next subordinate officer shall move into the vacant position. Any member having been appointed as an officer on an interim basis, must, in order to ascend to the next officer position, be duly elected by the membership at the next annual meeting of the Association. Duties of the officers shall be as set forth in the policies and procedures of the Association adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such officers.

Article V

There shall be a Board of Directors consisting of twelve members, including the three officers; the Immediate Past President, who remains an active non-voting member; and eight directors who shall be elected at large. The eight directors shall each serve for a term of three years. The terms of the directors shall be staggered so that at least two directors are elected every year at the regular annual meeting. No director may serve more than two consecutive three year terms as director. A three year term shall be defined as a consecutive period of time during which at least twelve quarterly board meetings have been scheduled. Once a director has served two consecutive terms, he/she may not be re-elected or appointed to the Board of Directors for at least one full year after those terms. In the case of a director elected to a term of office of less than three years (a partial term) or appointed to fill a director's seat (less than one year) due to a vacancy in a director seat, said director shall be eligible to serve as director for a maximum of three consecutive terms.

In the event of a vacancy in a director seat, the Nominating Committee shall solicit nominees and appoint an individual to serve in that seat until the next scheduled election, subject to confirmation by the Board of Directors by majority vote. In the event the Board of Directors fails to confirm the appointment, the Nominating Committee may appoint another active member, and this process shall be repeated until the Board of Directors confirms the appointment. A confirmation vote may be made by conference telephone call or by action at a regular or special meeting of the Board of Directors.

It shall be the duty of the Board of Directors to transact the business of the Association including arrangement of meetings as to time, place and program to study all matters referred to it by the Association; and to perform other duties pertaining to the advancement and welfare of the Association. Additional duties of the directors shall be as set forth in the policies and procedures adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such positions.

A majority of the Board of Directors shall constitute a quorum.

Article VI

There shall be a Nominating Committee consisting of nine members, including the President, Immediate Past President as Chairman, President-elect, and six other members serving three year terms. Each year, the President-elect shall appoint two members to serve on the committee. Members shall be appointed to a three year term, with no immediate reappointment, based upon their knowledge of committee activities, local chapters and functions of the Board of Directors. In making these selections, the President-elect shall give consideration of the composition of the Committee and attempt to select members that will provide a cross-sectional representation of the Association in terms of professional disciplines, government types, sizes, and geographical locations, as well as appropriate demographic representation. If an appointed committee member resigns or otherwise vacates their position on the committee, the appointing Officer will appoint a replacement to fill the position for the remainder of their term.

Appropriate nominating and election policies and procedures shall be adopted by the Board, consideration of which must be given to demographic representation; geographical area of representation; size and type of government; and certifications, such as Certified Government Finance Officer (CGFO), Certified Public Accountant (CPA), and other relevant certifications.

The Nominating Committee will recommend a slate of candidates for the Secretary-Treasurer and director positions. By utilizing a slate process, the annual meeting would require a motion, second, and an approving

vote to elect the nominated slate of candidates.

Implementation Plan

Upon approval of the amendment, the Immediate Past President will appoint two members to the Nominating Committee for a one-year term, the President shall appoint two members to serve for a two-year term, and the President-elect shall appoint two members to a three year term. Each President-elect thereafter shall appoint two members to serve for a three-year term as outlined above.

Article VII

The Association shall hold one or more meetings per year, one of which will be the regular annual meeting. A written notice shall be mailed to each member at least 30 days in advance of every regular meeting; special meetings may be held after suitable notice, at least 10 days in advance. At special meetings, only those matters specified in the call may be considered. A majority of the active members of the Association present, shall constitute a quorum for the transaction of any business that may come regularly before them at any regular or special meeting of the Association which has been duly called.

Article VIII

The fiscal year for this Association shall begin on July 1 of each year and end on June 30.

Article IX

The Board of Directors shall adopt an annual budget prior to the beginning of each fiscal year. If it fails to adopt a budget, then the amounts appropriated for the most recent fiscal year shall be deemed adopted on a month-to-month basis with all items prorated accordingly until such time as a budget is adopted.

During the fiscal year, the Board of Directors may amend the budget by transferring any unencumbered appropriations from one budget category to another as deemed necessary. In addition, if the Secretary-Treasurer certifies that there are available for appropriation, revenues in excess of those estimated in the original budget, the Board of Directors may make supplemental appropriations up to the amount of the excess revenues so certified.

Article X

The Board of Directors shall adopt and amend appropriate policies and procedures, including a schedule of dues by class of membership, in order to promote the effective and consistent operation of the Association. The schedule of dues by class of membership shall be amended by majority vote of the Board of Directors.

Article XI

A Life Honorary Membership, with all privileges of an active member, shall be accorded, upon written request to the President, to any Past President who is otherwise no longer eligible for active membership in the Association. In addition, a Life Honorary Membership, with all privileges of an active member, may be accorded to any individual, upon affirmative vote of two-thirds of the active members present at any regular annual meeting of the Association.

Article XII

The Constitution and Bylaws shall be amended by mail-in ballot or electronic on-line voting and upon an affirmative vote of two-thirds of the active members of the Association who vote on such amendment. Written notice of the proposed amendment shall be sent to all active members at least 30 days prior to the deadline for the ballot on the amendment to be received by the Association.

No proposed amendment to these Bylaws which changes the structure of the officers, the Board of Directors or their respective terms of office, shall be considered by the membership unless it occurs concurrently with the approval of the membership, upon affirmative vote of two-thirds of the active members voting present of an implementation plan which provides for the orderly transition and implementation of the change.

Article XIII

The Board of Directors may establish and recognize local chapter organizations which shall be affiliated with the Association as set forth in the policies and procedures of the Association.

Last Revised: 12/18/2019



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
President Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

President
Nicole Gasparri

President-Elect
Kelly Strickland

Secretary/Treasurer
Melissa Burns

DIRECTORS
Sharon Almeida

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: Committee Chair Orientation

Executive Summary, Explanation or Background:

Attached is a draft of the Committee Chair Orientation which is being presented for review.

Recommended Action: For review

A handwritten signature in black ink, appearing to read 'Nicole Gasparri', is written over a horizontal blue line.

**Nicole Gasparri,
FGFOA President**

June 5, 2025

Date



FGFOA 2025 - 2026 Committee Chairs Orientation

- I. Welcome and Introduction
 - Administrative Staff and Meeting Planning
 - The Role of Florida League of Cities and Meeting Planner
 - The Chair is the primary contact
- II. Committee Chair – Leadership Role
 - Board Liaison
 - Sub-Chairs, Vice Chairs, Mentors
- III. Your Committee Membership
 - Review list, include a column for their supervisor
 - Additions/Deletions
 - Keep track of participation
 - Let liaison and staff know of non-participation or no interest
 - Make sure you notify FGFOA Staff of changes to the list
- IV. Your First Meeting
 - Prepare an agenda for the meeting
 - Lunch will be provided
 - Review purpose, goals, action plan
 - Establish a work plan
 - Establish sub committees – no associate members to serve as sub chairs
 - Let members know of next meeting date/establish date in advance
 - Committee goals from Strategic Planning
- V. Scheduling Meetings
 - Hold face-to-face meetings only when necessary
 - Conference Calls - schedule through kpastula@flcities.com
 - Meeting can be held at the Florida League of Cities office in Orlando: FGFOA will make meeting space arrangements. No food or drink is provided at the league facility. You are responsible for payment of any catering.
 - Meet at least quarterly.
 - Review prior year goals, action plan, and goals established by incoming Board of Directors
 - FGFOA Board may make additional assignments to your committee throughout the year

VI. Board Meetings and Board Liaisons

- Keep your Board liaison informed
- Include liaison in all meetings and conference calls
- Discuss your concerns with your liaison
- Seek guidance from liaison for items that need Board approval
- Don't surprise the liaison at the BOD meetings
- Contact President if liaison does not provide direction
- Committee Reports for BOD Meetings are due to the League two weeks before meeting
- Discuss with liaison first
- Submit to Jill Walker and copy liaison (Please use template provided)
- Attendance at BOD meetings is highly recommended to give report and request Board action, when necessary
- No travel expenses are reimbursed
- Seek assistance from prior year chair
- Your policies and procedures manual is available online
- Update yearly or as needed

VII. Budget review

- Conference, School, Certification, and Membership committees produce funding through the annual operating budget
- Technical Resources, Webinar, and Legislative do not
- Procedures for getting bills paid
- Expenses should be reasonable. Ask in advance if you are unsure

VIII. Timelines FGFOA Staff

- BOD Agendas (deadlines are important)
- School of Governmental Finance
- Annual Conference
- Web page revisions or new information – items can be posted online under your committee

IX. Your Questions.

X. Closing Comments and Suggestions



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Secretary/Treasurer Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

**President
Nicole Gasparri**

**President-Elect
Kelly Strickland**

**Secretary/Treasurer
Melissa Burns**

**ECTORS
Sharon Almeida**

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

**PAST PRESIDENT
Rip Colvin**

**EXECTUIVE DIRECTOR
Paul Shamoun**

Meeting Date: June 18, 2025

Title of Item: Financials Ending 03/31/2025

Executive Summary, Explanation or Background:

Attached are the Financials ending 03/31/2025 for your review and approval.

Recommended Action: For review and approval

Melissa Burns

June 5, 2025

**Melissa Burns,
Secretary/Treasurer**

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

March 31, 2025

	ACTUAL 3/31/2025	PRIOR FYE 6/30/2024
ASSETS		
Current Assets:		
Cash - Capital City Bank	286,708	711,863
Investments - Vanguard	169,464	18,320
Investments - CDs	0	261,070
Accounts Receivable	1,785	4,750
Accounts Receivable - Other	0	43,954
Prepaid Expenses	1,767	4,823
Prepaid School of Gov Financial Expenses	0	1,646
Deposits	40,171	7,500
Total Current Assets	499,894	1,053,927
Other Assets		
Deposits	25,000	0
Prepaid	0	0
Total Other Assets	25,000	0
Total Assets	524,894	1,053,927
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Deferred Income	0	0
Accounts Payable	86,641	847,799
Total Current Liabilities	86,641	847,799
Unrestricted Net Assets	438,254	206,129
Total Liabilities and Unrestricted Net Assets	524,894	1,053,927

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities
For the Nine Months Ended March 31, 2025

	ACTUAL 7/1/2024 to 3/31/2025	---BUDGET--- AMENDED 7/1/2024 to 3/31/2025	---BUDGET--- % OF BUDGET SPENT	---BUDGET--- VARIANCE YEAR to DATE	PRIOR FYE 7/1/2023 to 6/30/2024
REVENUES					
Membership Dues	234,705	252,000	93%	(17,295)	233,450
Investment Income	6,075	10,000	61%	(3,925)	9,083
Annual Conference	226,360	895,400	25%	(669,040)	747,879
School of Governmental Finance	126,430	128,000	99%	(1,570)	98,057
Pre Conference Seminars	17,700	25,000	71%	(7,300)	30,050
Leadership FGFOA	29,900	29,900	100%	0	20,895
Boot Camps	54,100	118,800	46%	(64,700)	99,425
CGFO Fees	34,475	36,000	96%	(1,525)	29,300
Local Chapter Support	720	0	0%	720	1,245
Ethics Classes	16,830	25,000	67%	(8,170)	10,200
Miscellaneous Income	25	0	0%	25	0
TOTAL REVENUES	747,320	1,520,100	49%	(772,780)	1,279,584
EXPENSES					
Professional Services:					
Florida League of Cities, Inc.	140,250	187,000	75%	(46,750)	137,000
Auditor Fees	14,250	14,000	102%	250	12,300
Total - Professional Services	154,500	201,000	77%	(46,500)	149,300
Meeting Expenses:					
Board of Directors	23,872	53,500	45%	(29,628)	49,621
Strategic Planning	0	6,000	0%	(6,000)	7,713
GFOA Conference	0	10,000	0%	(10,000)	985
GFOA Reception	0	10,000	0%	(10,000)	7,192
Total - Meeting Expenses	23,872	79,500	30%	(55,628)	65,511
Training/Education:					
Conference Expenses	21,247	799,000	3%	(777,753)	874,647
School of Governmental Finance	124,130	117,250	106%	6,880	109,880
Pre Conference Seminars	0	22,000	0%	(22,000)	34,248
Leadership FGFOA	66,297	79,250	84%	(12,953)	67,758
Boot Camps	69,211	97,200	71%	(27,989)	57,644
CGFO Expenses	20,511	21,500	95%	(989)	12,663
NASBA Fees	875	2,500	35%	(1,625)	875
Ethics Classes	0	20,000	0%	(20,000)	9,210
Local Chapter Support	1,953	5,000	39%	(3,047)	16,798
Total - Training/Education	304,225	1,163,700	26%	(859,475)	1,183,722

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Nine Months Ended March 31, 2025

Standing Committees:					
Standing Committee Meetings	1,558	1,000	156%	558	982
All Committee Meetings@ Conference	0	7,000	0%	(7,000)	5,197
<hr/>					
Total - Standing Committees	1,558	8,000	19%	(6,442)	6,179
<hr/>					
Communication to Members:					
Postage & Mailing	0	1,000	0%	(1,000)	174
Internet Homepage	0	500	0%	(500)	0
Printing & Duplicating	0	0	0%	0	459
<hr/>					
Total - Communication to Members	0	1,500	0%	(1,500)	632
<hr/>					
Administrative Expenses:					
Insurance Expense	2,865	6,500	44%	(3,635)	6,691
List Serve	1,957	3,000	65%	(1,043)	4,409
Filings and Registrations	61	100	61%	(39)	1,249
Staff Travel	212	2,000	11%	(1,788)	979
Miscellaneous Expense	0	2,500	0%	(2,500)	964
Credit Card & Bank Fees	25,944	40,000	65%	(14,056)	44,067
<hr/>					
Total - Administrative Expenses	31,040	54,100	57%	(23,060)	58,359
<hr/>					
TOTAL EXPENSES	515,194	1,507,800	34%	(992,606)	1,463,703
<hr/>					
Increase (Decrease) in Unrestricted Net Assets	232,125	12,300	1887%	219,825	(184,119)
<hr/>					
Unrestricted Net Assets, Beginning of Period	206,129	0	0%	206,129	390,248
<hr/>					
Unrestricted Net Assets, End of Period	438,254	12,300	3563%	425,954	206,129
<hr/>					

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Bootcamps

For the Nine Months Ended March 31, 2025

	<u>2025 ACTUAL</u>	<u>2025 BUDGET</u>	<u>VARIANCE</u>	<u>2024 ACTUAL</u>
REVENUE COMPARISON				
REGISTRATIONS				
Registration Fees	54,100	118,800	(64,700)	99,425
TOTAL REVENUES	54,100	118,800	(64,700)	99,425
EXPENSE COMPARISON				
EXPENSES				
Refreshment Breaks	21,572	27,000	(5,428)	9,528
Lunch	16,694	22,500	(5,806)	16,927
Staff Travel	3,757	4,500	(742)	2,472
Equipment Rentals	5,150	9,000	(3,850)	1,482
Speaker Expense	18,219	27,000	(8,781)	19,683
Printing/Duplicating	0	2,700	(2,700)	819
Room Rental	3,819	4,500	(681)	6,733
TOTAL EXPENSES	69,211	97,200	(27,989)	57,644
INCREASE (DECREASE) IN NET ASSETS	(15,111)	21,600	(36,711)	41,781

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

CGFO

For the Nine Months Ended March 31, 2025

	<u>2025 ACTUAL</u>	<u>2025 BUDGET</u>	<u>VARIANCE</u>	<u>2024 ACTUAL</u>
REVENUE COMPARISON				
REGISTRATIONS				
Renewals	5,600	7,000	(1,400)	6,600
Application Fee	4,200	4,000	200	4,525
Review Courses	16,700	15,000	1,700	11,395
Exams	7,975	10,000	(2,025)	6,780
TOTAL REVENUES	34,475	36,000	(1,525)	29,300
EXPENSE COMPARISON				
EXPENSES				
Food & Beverage	0	6,500	(6,500)	0
Printing and Mailing	1,992	1,000	992	220
Exam Rewrite or Update	4,800	5,000	(200)	0
Testing Fees	8,550	6,000	2,550	9,490
Equipment Rental	5,169	3,000	2,169	2,952
TOTAL EXPENSES	20,511	21,500	(989)	12,662
INCREASE (DECREASE) IN NET ASSETS	13,964	14,500	(536)	16,638

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Annual Conference

For the Nine Months Ended March 31, 2025

	2025 ACTUAL	2025 BUDGET	VARIANCE	2024 ACTUAL
REVENUE COMPARISON				
REGISTRATIONS				
Registration Fees	226,360	533,400	(307,040)	454,075
TOTAL REGISTRATIONS	226,360	533,400	(307,040)	454,075
OTHER REVENUE				
Exhibitor Fees & Sponsorships	0	305,000	(305,000)	250,350
Hotel Rebates/Commissions	0	57,000	(57,000)	43,454
TOTAL OTHER REVENUES	0	362,000	(362,000)	293,804
TOTAL REVENUES	226,360	895,400	(669,040)	747,879
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental	0	60,000	(60,000)	56,307
Speaker per diem/honorarium	0	18,000	(18,000)	10,399
Opening Ceremony	0	500	(500)	300
Host Committee	0	1,000	(1,000)	108
Welcome Bags	0	7,500	(7,500)	6,526
Speaker Gifts	3,317	3,500	(183)	1,859
Internet Cafe' - High Speed Connections	0	15,000	(15,000)	20,919
TOTAL INSTRUCTIONAL EXPENSE	3,317	105,500	(102,183)	96,418
FOOD & BEVERAGE				
Refreshment Breaks	0	250,000	(250,000)	261,244
Tuesday Business Luncheon	0	60,000	(60,000)	69,667
Monday Lunch	0	25,000	(25,000)	24,035
Association Night	0	75,000	(75,000)	70,761
Hospitality Food, Beverages & Supplies	3,261	35,000	(31,739)	35,921
TOTAL FOOD & BEVERAGE EXPENSE	3,261	445,000	(441,739)	461,628
SPECIAL EVENTS				
Tuesday Event	6,150	80,000	(73,850)	90,589
President's Reception	127	16,000	(15,873)	12,411
Emerging Leaders Reception	0	6,000	(6,000)	5,782
Transportation	0	10,000	(10,000)	5,100
TOTAL SPECIAL EVENTS EXPENSE	6,277	112,000	(105,723)	113,882

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Annual Conference

For the Nine Months Ended March 31, 2025

SPECIAL CONFERENCE EXPENSES

Room Rate Buy Down	0	50,000	(50,000)	112,110
Exhibit Hall Security	0	7,500	(7,500)	10,535
Exhibit Hall Service	938	25,000	(24,063)	24,280
Meeting Planner Services	0	25,000	(25,000)	30,650

TOTAL SPECIAL CONFERENCE EXPENSES	938	107,500	(106,563)	177,575
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OTHER

Miscellaneous	0	5,000	(5,000)	10,111
Insurance	7,286	4,000	3,286	4,105
Staff Expenses	0	15,000	(15,000)	7,163
Supplies	168	2,000	(1,832)	936
Printing/Duplicating	0	3,000	(3,000)	2,827

TOTAL OTHER EXPENSES	7,454	29,000	(21,546)	25,142
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TOTAL EXPENSES	21,247	799,000	(777,753)	874,645
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INCREASE (DECREASE) IN NET ASSETS	205,113	96,400	108,713	(126,766)
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FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Leadership FGFOA

For the Nine Months Ended March 31, 2025

	<u>2025 ACTUAL</u>	<u>2025 BUDGET</u>	<u>VARIANCE</u>	<u>2024 ACTUAL</u>
REVENUE COMPARISON				
REGISTRATIONS				
Registration Fees	29,900	29,900	0	20,895
TOTAL REVENUES	29,900	29,900	0	20,895
EXPENSE COMPARISON				
EXPENSES				
Hotel Fee	24,039	25,000	(961)	21,418
Breaks	0	5,000	(5,000)	2,086
Lunch	12,368	8,000	4,368	6,120
Dinner	5,396	6,500	(1,104)	6,893
Staff Travel	299	3,000	(2,701)	3,391
Equipment Rental	0	4,000	(4,000)	2,468
Speaker Expenses and Travel	17,500	24,000	(6,500)	21,602
Awards	1,695	1,750	(55)	1,732
Printing/Duplicating	3,000	0	3,000	49
Meeting Planning Services	2,000	2,000	0	2,000
TOTAL EXPENSES	66,297	79,250	(12,953)	67,759
INCREASE (DECREASE) IN NET ASSETS	(36,397)	(49,350)	12,953	(46,864)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

School of Governmental Finance
For the Nine Months Ended March 31, 2025

	2025 ACTUAL	2025 BUDGET	VARIANCE	2024 ACTUAL
REVENUE COMPARISON				
REGISTRATIONS				
Registration Fees	114,220	107,000	7,220	93,325
TOTAL REGISTRATIONS	114,220	107,000	7,220	93,325
OTHER REVENUE				
Exhibitor Fees & Sponsorships	0	15,000	(15,000)	0
Hotel Rebates/Commissions	12,210	6,000	6,210	4,732
TOTAL OTHER REVENUES	12,210	21,000	(8,790)	4,732
TOTAL REVENUES	126,430	128,000	(1,570)	98,057
EXPENSE COMPARISON				
EXPENSES				
Hospitality Suite	14,151	10,000	4,151	7,655
Refreshment Breaks	57,624	55,000	2,624	60,317
Welcome Reception	8,638	10,000	(1,362)	5,702
Emerging Leader Reception	7,812	0	7,812	0
Staff Travel	6,807	10,000	(3,193)	11,912
Internet Cafe/WIFI	0	2,500	(2,500)	0
Equipment Rentals	16,230	15,000	1,231	11,465
Speaker Expense	0	1,000	(1,000)	1,367
Speaker Gifts	1,890	2,000	(110)	1,435
Printing/Duplicating	2,182	0	2,182	508
Meeting Planning Services	6,730	6,500	230	6,650
Welcome Bags	1,953	2,500	(547)	2,868
Insurance	0	2,000	(2,000)	0
Operating Supplies	113	750	(637)	0
TOTAL EXPENSES	124,130	117,250	6,880	109,879
INCREASE (DECREASE) IN NET ASSETS	2,300	10,750	(8,450)	(11,822)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Nine Months Ended March 31, 2025

Accounts Receivable:

Registration Fees	1,785	CGFO, Leadership & Local Chapter Events
Total Accounts Receivable	<u><u>1,785</u></u>	

Deposits:

Current:

Embassy Suites	500	Strategic Planning Apri 24-25, 2025
Diplomat Hotels	1,500	2025 Annual Conference Deposit
Netronix E-Show	1,875	2025 Annual Conference Deposit
Pinstripes	27,796	Tuesday Night Event Deposit
Xandra Marketing (Alexandra LaBarr)	2,500	Keynote Speaker Deposit
Best Western	1,000	Boot Camp September 2025
Hyatt Regency	5,000	2025 SOGF Deposit

Non-Current:

Loews Hotels	25,000	2026 Annual Conference Deposit
--------------	--------	--------------------------------

Total Deposits 65,171

Accounts Payable:

Members	0	
Vendors	13,933	Various
FLC	59,003	Expense Reimbursements
FGFOA Local Chapters	13,705	Local Chapter Dues & Events

Total Accounts Payable 86,641

Miscellaneous Expense:

Total Miscellaneous Expense 0



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Secretary/Treasurer Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

**President
Nicole Gasparri**

**President-Elect
Kelly Strickland**

**Secretary/Treasurer
Melissa Burns**

**ECTORS
Sharon Almeida**

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

**PAST PRESIDENT
Rip Colvin**

**EXECTUIVE DIRECTOR
Paul Shamoun**

Meeting Date: June 18, 2025

Title of Item: Newsletter Template

Executive Summary, Explanation or Background:

Attached is a newsletter template for your review and approval.

Recommended Action: For review and approval

Melissa Burns

**Melissa Burns,
Secretary/Treasurer**

June 13, 2025

Date

From: jwalker@flcities.com

FISCAL FORUM



Florida Government
Finance Officers Association

NEWS UPDATES



10 Ways To Show Your Support

Whether you own a small business, work for one, or you just love supporting them, there are lots of ways you can show your support and take part in this annual tradition.

[Show Me the Ways](#)

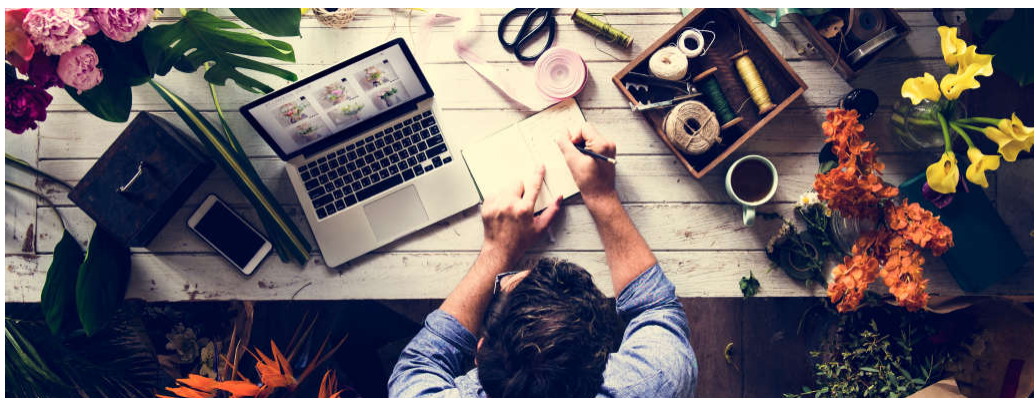


MEMBER/BOARD OF DIRECTORS SPOTLIGHT



Useful Resources

To help you prepare for this year's Small Business Week—or gather inspiration for next year—we've compiled a number of resources and organizational tools. Check them out.



[View Resources](#)

FEATURED TOPICS



10 Ways To Show Your Support

Whether you own a small business, work for one, or you just love supporting them, there are lots of ways you can show your support and take part in this annual tradition.

[Show Me the Ways](#)

MONTHLY EVENTS

10 Ways To Show Your Support

Whether you own a small business, work for one, or you just love supporting them, there are lots of ways you can show your support and take part in this annual tradition.

COMMITTEE/LOCAL CHAPTER HIGHLIGHTS

Useful Resources

To help you prepare for this year's Small Business Week—or gather inspiration for next year—we've compiled a number of resources and organizational tools. Check them out.



[View Resources](#)

JOB POSTINGS



10 Ways To Show Your Support

Whether you own a small business, work for one, or you just love supporting them, there are lots of ways you can show your support and take part in this annual tradition.

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FGFOA Monthly Newsletter




July 2025 Edition

Leadership Spotlight: Welcome FGFOA President Nicole!

Nicole brings passion, purpose, and a whole lot of public finance know-how to the role. As the Director of Strategic Management and Professional Development at the Clerk of the Circuit Court & Comptroller in Palm Beach County, she's spent more than 20 years transforming leadership culture and championing innovation in local government.

Nicole is a people-first leader. From "FGFOA Leadership" to conference stages, she uplifts others, shares knowledge, and inspires the next generation of finance professionals.

What to Expect This Year:

-  More opportunities to connect and collaborate
-  Expanded education and certification programs
-  Focus on leadership development at all levels

Let's give Nicole a warm welcome as she leads FGFOA into an exciting new chapter.

Annual Conference Wrap-up

As we conclude another outstanding Florida Government Finance Officers Association (FGFOA) Annual Conference, we reflect on the incredible experiences shared, the invaluable knowledge gained, and the lasting connections forged.

This year's event brought together finance professionals from across the state, offering a dynamic platform for education, collaboration, and innovation. Attendees engaged in thought-provoking sessions led by industry experts, exploring best practices, regulatory updates, and strategies to enhance financial stewardship in public service.

From interactive workshops to informal meetups, networking opportunities flourished. The conference provided an invaluable space for professionals to share experiences, celebrate achievements, and strengthen their commitment to excellence.

Thank you to our speakers, sponsors, and attendees. Your passion drives FGFOA's success and the advancement of government finance in Florida.

Policy & Legislative Update: New Florida Laws Effective July 1, 2025

Several new laws passed during Florida's legislative session will take effect July 1. Below are highlights of legislation impacting local governments and public finance.

Public Policy & Government Affairs

- **HB 543** – Permitless Concealed Carry
- **HB 411** – School Board Residency Requirements
- **SB 1264** – Communism Education Requirement

Commerce & Taxation

- **SB 7061** – 2025 Tax Cut Package
- **SB 50** – Online Sales Tax Collection

Labor & Workforce

- **HB 49** – Teen Work Hour Flexibility
- **HB 7063** – Youth Employment in Adult Entertainment Restrictions

Environmental & Public Safety

- **HB 1645** – Climate Policy Rollback
- **HB 87** – Bear Protection Self-Defense

Community & Social Services

- **HB 7065** – Fatherhood Engagement Grants

Final Note: FGFOA encourages all members to review these new laws with their legal and administrative teams to assess fiscal, operational, and compliance implications. Staying informed ensures responsible governance and proactive support of our communities.

Committee Corner: Get Involved – Join an FGFOA Committee!

Are you looking for a meaningful way to contribute to FGFOA while expanding your professional network and enhancing your leadership skills? Serving on a committee is one of the best ways to do just that.

FGFOA's committees are the driving force behind many of our programs, educational offerings, advocacy efforts, and member services. Whether your interests lie in

professional development, legislation, certification, communications, or supporting the next generation of government finance professionals, there is a committee for you.

Why Join a Committee?

- Contribute to the advancement of the profession
- Help shape FGFOA programming and initiatives
- Connect with peers and build lasting relationships
- Gain experience and visibility within the organization

Explore descriptions of all active committees on our website.

Apply Today: [FGFOA Committee Information & Application](#)

Applications are accepted year-round, but many committees begin planning early in the fiscal year.

Make your voice heard. Be part of the momentum. **Join an FGFOA committee today!**

Local Chapter Highlights

FGFOA no longer requires members to join a local chapter, but we strongly encourage it! Our revitalized chapters are active and growing.

In May, the Heartland and Space Coast chapters hosted events, and the Florida First Coast Chapter elected its board of directors for another year.

All 15 local chapters hold events year-round. If you're interested in joining, visit the [Local Chapter Event page](#).

Local Chapter Connections: Palm Beach Chapter Hosts After-Hours Networking Social

The FGFOA Palm Beach Local Chapter recently hosted an engaging After-Hours Networking Social on May 2, 2025, from 5:30 PM to 7:30 PM. This event provided members with an excellent opportunity to connect, share experiences, and strengthen professional relationships in a relaxed setting.

Stay connected with the Palm Beach Chapter through their [Facebook page](#).

Monthly Events Preview

Stay up to date with what's happening across FGFOA! Here's a look at upcoming events this month:

July 2025 Events:

- July 10 – Webinar: “Strategic Budgeting for Resilience”
- July 18 – Local Chapter Meeting: Central Florida Chapter
- July 24 – Leadership Roundtable Virtual Session
- Ongoing – Mentor Program Check-Ins

Visit the FGFOA Event Calendar [[insert link](#)] for full details and registration links.

Job Board

Looking for a new opportunity or have a position to fill? FGFOA's [Job Board](#) features the latest openings in government finance across Florida.

Recent Postings:

- Budget Analyst – City of Clearwater
- Finance Director – Collier County
- Senior Accountant – City of Orlando

View more and post positions at the FGFOA Job Board.



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Executive Director Agenda Item

2025-2026
BOARD OF DIRECTORS
OFFICERS

President
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Secretary/Treasurer
Melissa Burns

ECTORS
Sharon Almeida

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: 2025/2026 Draft Budget

Executive Summary, Explanation or Background:

Attached is the 2025/2026 Draft Budget for your review and approval.

Recommended Action: For review and approval

Paul Shamoun,
Executive Director

June 5, 2025

Date

2025-2026 FGFOA
Draft Budget

	2023-2024 <i>Approved March 2024 Budget</i>	2023-2024 <i>Actual 2024 Budget</i>	2024-2025 <i>Approved Budget</i>	2024-2025 <i>Actual Budget</i>	2025-2026 <i>Proposed Budget</i>
REVENUES					
Membership Dues	\$225,000	\$233,450	\$252,000	\$234,705	\$252,000
Investment Income	\$10,000	\$9,083	\$10,000	\$6,075	\$10,000
Annual Conference	\$780,400	\$747,879	\$895,400	\$226,360	\$942,000
Boot Camps	\$79,200	\$99,425	\$118,800	\$54,100	\$135,000
School of Governmental Finance	\$113,880	\$98,057	\$128,000	\$126,430	\$140,500
Leadership FGFOA	\$19,900	\$20,895	\$29,900	\$29,900	\$29,900
Pre-Conference Seminar	\$25,000	\$30,050	\$25,000	\$17,700	\$25,000
CGFO Fees	\$38,000	\$29,300	\$36,000	\$34,475	\$40,000
On-Line Learning	\$0	\$0	\$0	\$0	\$0
Ethics Classes	\$20,000	\$10,200	\$25,000	\$16,830	\$25,000
Local Chapter Support	\$500	\$1,245	\$0	\$720	\$0
Miscellaneous Income	\$0	\$0	\$0	\$25	\$0
TOTAL REVENUES	\$1,311,880	\$1,279,584	\$1,520,100	\$747,320	\$1,599,400
EXPENSES					
Training/ Education					
Annual Conference	\$885,000	\$874,646	\$799,000	\$21,247	\$799,000
Boot Camps	\$62,800	\$57,644	\$97,200	\$69,211	\$111,600
School of Governmental Finance	\$114,750	\$109,880	\$117,250	\$124,130	\$117,250
Leadership FGFOA	\$71,500	\$67,758	\$79,250	\$39,665	\$79,250
Pre-Conference Seminar	\$40,000	\$34,248	\$22,000	\$0	\$22,000
CGFO Expenses	\$22,500	\$12,662	\$21,500	\$20,511	\$17,500
Ethics Classes		\$9,210	\$20,000	\$0	\$20,000
NASBA Fees	\$2,500	\$875	\$2,500	\$875	\$2,500
On-Line Learning	\$0	\$0	\$0	\$0	\$0
Local Chapter Support	\$15,000	\$16,798	\$5,000	\$1,953	\$5,000
Total - Training/ Education Expenses	\$1,214,050	\$1,183,721	\$1,163,700	\$277,592	\$1,174,100
Standing Committees:					
Standing Committee Meetings	\$1,000	\$982	\$1,000	\$1,558	\$1,000
All Committee Mtgs @ Conference	\$7,000	\$5,197	\$7,000	\$0	\$7,000
Total - Standing Committees	\$8,000	\$6,179	\$8,000	\$1,558	\$8,000
Communication to Members					
Internet Homepage	\$500	\$0	\$500	\$0	\$500
Postage & Mailing	\$1,000	\$174	\$1,000	\$0	\$1,000
Printing & Duplicating	\$3,000	\$459	\$0	\$0	\$0
Total Communication to members	\$4,500	\$633	\$1,500	\$0	\$1,500
Professional Services:					
Administrator	\$137,000	\$137,000	\$187,000	\$140,250	\$232,500
Auditor Fees	\$14,000	\$12,300	\$14,000	\$14,250	\$14,000
Total - Professional Services	\$151,000	\$149,300	\$201,000	\$154,500	\$246,500
Meeting Expenses:					
GFOA Reception	\$7,500	\$7,192	\$10,000	\$0	\$10,000
Board of Directors	\$43,500	\$49,621	\$53,500	\$23,872	\$53,500
Strategic Planning	\$6,000	\$7,713	\$6,000	\$0	\$6,000
GFOA Conference	\$7,500	\$985	\$10,000	\$0	\$10,000
Total Meeting Expenses	\$64,500	\$65,511	\$79,500	\$23,872	\$79,500
Administrative Expenses:					
Insurance Expense	\$6,500	\$6,691	\$6,500	\$2,865	\$6,500
List Serve - ongoing fees	\$3,000	\$4,409	\$3,000	\$1,957	\$3,000
Filings & Registrations	\$100	\$1,249	\$100	\$61	\$100
Staff Travel	\$2,000	\$979	\$2,000	\$212	\$2,000
Miscellaneous Expense	\$3,500	\$964	\$2,500	\$0	\$2,500
Depreciation	\$200	\$0	\$0	\$0	\$0
Credit Card Terminal	\$30,000	\$44,067	\$40,000	\$25,944	\$40,000
Total - Administrative Expenses	\$45,300	\$58,359	\$54,100	\$31,040	\$54,100
TOTAL EXPENSES	\$1,487,350	\$1,463,703	\$1,507,800	\$488,562	\$1,563,700
Increase (Decrease) in Net Assets	(\$175,470)	(\$184,119)	\$12,300	\$258,758	\$35,700
Net Assets-Beginning of Period	\$390,248	\$390,248	\$206,129	\$206,129	\$206,129
Net Assets-End of Period	\$214,778	\$206,129	\$218,429	\$464,887	\$241,829

Annual Conference Budget

			Approved 2025 Budget		Actual 2025 Budget		Proposed 2026 Budget	
	2024 Budget	2024 Actual						
REVENUES								
REGISTRATIONS								
Member Registrations	\$340,000	\$322,100	\$385,000		\$0		\$385,000	
Associate Registrations	\$55,000	\$40,450	\$50,000		\$0		\$50,000	
Non-Member Registrations	\$40,000	\$84,250	\$90,000		\$0		\$90,000	
Cancellation Fees	\$2,000	\$1,050	\$2,000		\$0		\$2,000	
Late Fees	\$1,400	\$0	\$1,400		\$0		\$1,400	
TOTAL REGISTRATIONS	\$438,400	\$447,850		\$528,400		\$0		\$575,000
OTHER REVENUES								
Exhibitors & Sponsorships				\$305,000		\$0		\$305,000
Exhibitor Fees *	\$245,000	\$214,850	\$245,000		\$0		\$245,000	
Sponsorships	\$35,000	\$35,500	\$60,000		\$0		\$60,000	
Extra Tickets All Events	\$5,000	\$6,225		\$5,000		\$0		\$5,000
Tuesday Night Event Ticket	\$0	\$0	\$5,000		\$0		\$5,000	
Golf	\$0	\$0						
Commissions & Credits				\$57,000		\$0		\$57,000
Hotel Commissions (1)	\$44,000	\$43,454	\$44,000		\$0		\$44,000	
Convention & Visitors Bureau	\$0	\$0	\$0		\$0		\$0	
Room Credits (2)	\$13,000	\$0	\$13,000		\$0		\$13,000	
TOTAL OTHER REVENUE	\$342,000	\$300,029		\$367,000.0		\$0.0		\$367,000.0
TOTAL REVENUES	\$780,400	\$747,879		\$895,400		\$0		\$942,000
EXPENSES								
INSTRUCTIONAL								
Equipment Rental	\$60,000	\$56,307	\$60,000		\$0		\$60,000	
Speaker's per diem/honorarium	\$15,000	\$10,399	\$18,000		\$0		\$18,000	
Opening Ceremony	\$500	\$300	\$500		\$0		\$500	
Host Committee	\$1,000	\$108	\$1,000		\$0		\$1,000	
Welcome Bags	\$7,500	\$6,526	\$7,500		\$0		\$7,500	
Speaker Gifts	\$3,500	\$1,859	\$3,500		\$0		\$3,500	
High Speed Connections	\$15,000	\$20,919	\$15,000		\$0		\$15,000	
TOTAL INSTRUCTIONAL EXPENSES	\$102,500	\$96,418		\$105,500		\$0		\$105,500
FOOD & BEVERAGE								
Refreshment Breaks	\$225,000	\$261,244	\$250,000		\$0		\$250,000	
Tuesday Business Luncheon	\$60,000	\$69,667	\$60,000		\$0		\$60,000	
Monday Lunch	\$35,000	\$24,035	\$25,000		\$0		\$25,000	
Association Night Reception	\$75,000	\$70,761	\$75,000		\$0		\$75,000	
Hospitality Suite	\$35,000	\$35,921	\$35,000		\$0		\$35,000	
TOTAL FOOD & BEVERAGE EXPENSES	\$430,000	\$461,628		\$445,000		\$0		\$445,000
SPECIAL EVENTS								
Golf Tournament	\$0	\$0	\$0		\$0		\$0	
Tuesday Event	\$100,000	\$90,589	\$80,000		\$0		\$80,000	
President's Reception	\$16,000	\$12,411	\$16,000		\$0		\$16,000	
Ethics Course Expense	\$15,000	\$0						
Emerging Leaders Reception	\$6,000	\$5,782	\$6,000		\$0		\$6,000	
Transportation & other**	\$15,500	\$5,100	\$10,000		\$0		\$10,000	
TOTAL SPECIAL EVENT EXPENSES	\$152,500.00	\$113,882.00		\$112,000		\$0		\$112,000
SPECIAL CONFERENCE EXPENSES								
Room Rate By Down	\$100,000	\$112,110	\$50,000		\$0		\$50,000	
Exhibit Hall Security	\$7,500	\$10,535	\$7,500		\$0		\$7,500	
Exhibit Hall Service	\$35,000	\$24,280	\$25,000		\$0		\$25,000	
Meeting Planner Services	\$25,000	\$30,650	\$25,000		\$0		\$25,000	
TOTAL SPECIAL CONFERENCE EXPENSES	\$167,500	\$177,575		\$107,500		\$0		\$107,500
REGISTRATION/MAILINGS								
Postage	\$500	\$0						
OTHER								
Miscellaneous	\$5,000	\$10,111	\$5,000		\$0		\$5,000	
Cancellation Insurance	\$4,000	\$4,105	\$4,000		\$0		\$4,000	
Staff Expenses	\$15,000.00	\$7,163.00	\$15,000		\$0		\$15,000	
Office Supplies	\$2,000	\$936	\$2,000		\$0		\$2,000	
Printing/Duplicating	\$6,000	\$2,828	\$3,000		\$0		\$3,000	
TOTAL OTHER EXPENSES	\$32,000	\$25,143		\$29,000		\$0		\$29,000
TOTAL EXPENSES	\$885,000	\$874,646		\$799,000		\$0		\$799,000
NET INCOME	-\$104,600	-\$126,767		\$96,400		\$0		\$143,000

SOGF Budget

	2023 Budget	2023 Actual	2024 Budget		2024 Actual		Proposed 2025 Budget	
REVENUES								
<u>REGISTRATIONS</u>								
Active Member Basic	\$14,100	\$24,100	\$28,000		\$0		\$32,000	
Associate Member Basic	\$730		\$0		\$0		\$0	
Non-Member Basic	\$10,625	\$4,335	\$4,500		\$0		\$5,000	
Active Member Intermediate	\$13,500	\$11,005	\$13,000		\$0		\$16,000	
Associate Member Intermediate	\$1,825	\$0	\$0		\$0		\$0	
Active Member Week	\$33,750	\$43,460	\$50,000		\$0		\$55,000	
Associate Member Week	\$1,725	\$550	\$0		\$0		\$0	
Non-Member Intermediate	\$8,500	\$430	\$0		\$0		\$0	
Non-Member Week	\$10,125	\$8,845	\$10,000		\$0		\$10,000	
TOTAL REGISTRATIONS				\$105,500		\$114,220		\$118,000
<u>OTHER REVENUE</u>								
Exhibitors & Sponsorships				\$15,000		\$0		\$15,000
Sponsorships			\$15,000		\$0		\$15,000	
Exhibitor Fees	\$0	\$0	\$0		\$0		\$0	
Cancellation Fees	\$0	\$600		\$500		\$0		\$500
Late Fees	\$2,000	\$0		\$1,000		\$0		\$1,000
Ethics Fees	\$8,000	\$0						
Commissions & Credits				\$6,000		\$12,210		\$6,000
Room Credits	\$4,000	\$2,395	\$3,000		\$6,000		\$3,000	
Hotel Commission/ CVB Rebate	\$5,000	\$2,337	\$3,000		\$6,210		\$3,000	
TOTAL REVENUES	\$113,880	\$98,057		\$128,000		\$126,430		\$140,500
<u>EXPENSES</u>								
<u>INSTRUCTIONAL</u>								
Equipment Rentals	\$15,000	\$11,465	\$15,000		\$16,231		\$15,000	
Internet Café/Wi-Fi	\$2,500	\$0	\$2,500		\$0		\$2,500	
Speaker Expenses	\$1,000	\$1,367	\$1,000		\$0		\$1,000	
Speaker Gifts	\$2,000	\$1,435	\$2,000		\$1,890		\$2,000	
Ethics Expense	\$6,000	\$0	\$0		\$0		\$0	
TOTAL INSTRUCTIONAL				\$20,500		\$18,121		\$20,500
<u>FOOD & BEVERAGE</u>								
Hospitality Suite	\$9,900	\$7,655	\$10,000		\$14,151		\$10,000	
Refreshment Breaks	\$45,000	\$60,317	\$55,000		\$57,624		\$55,000	
TOTAL FOOD & BEVERAGE				\$65,000		\$71,775		\$65,000
<u>SPECIAL EVENTS</u>								
Emerging Leader Reception	\$0	\$0	\$0		\$7,812		\$0	
Welcome Reception	\$12,500	\$5,702	\$10,000		\$8,638		\$10,000	
TOTAL INSTRUCTIONAL				\$10,000		\$16,450		\$10,000
<u>OTHER</u>								
Staff Travel	\$7,500	\$11,912	\$10,000		\$6,807		\$10,000	
Operating Supplies	\$750	\$0	\$750		\$113		\$750	
Postage	\$100	\$0	\$0		\$0		\$0	
Printing/Duplicating	\$1,000	\$509	\$0		\$2,182		\$0	
Meeting Planning Services	\$6,500	\$6,650	\$6,500		\$6,730		\$6,500	
Welcome Bags	\$3,000	\$2,868	\$2,500		\$1,953		\$2,500	
Insurance	\$2,000	\$0	\$2,000		\$0		\$2,000	
TOTAL OTHER				\$21,750		\$17,784		\$21,750
TOTAL EXPENSES	\$114,750	\$109,880		\$117,250		\$124,130		\$117,250
NET INCOME	(\$870)	(\$11,823)		\$10,750		\$2,300		\$23,250

Leadership Budget

	<u>2024 Class VII</u> <u>Budget</u>	<u>2024 Class VII</u> <u>Actual</u>	<u>2025 Class VIII</u> <u>Budget</u>	<u>2025 Class VIII</u> <u>Actual</u>	<u>2026 Class IX</u> <u>Proposed Budget</u>
<u>REVENUES</u>					
Registration Fees (\$1,495)	\$19,900	\$20,895	\$29,900	\$29,900	\$29,900
TOTAL REVENUES	\$19,900	\$20,895	\$29,900	\$29,900	\$29,900
<u>EXPENSES</u>					
Hotel Fee	\$20,000	\$21,418	\$25,000	\$0	\$25,000
Breaks	\$3,500	\$2,086	\$5,000	\$0	\$5,000
Room Rental	\$0	\$0	\$0	\$0	\$0
Lunch	\$8,000	\$6,120	\$8,000	\$0	\$8,000
Dinner	\$4,500	\$6,893	\$6,500	\$0	\$6,500
Staff Travel	\$3,000	\$3,391	\$3,000	\$0	\$3,000
Equipment Rentals	\$4,000	\$2,468	\$4,000	\$0	\$4,000
Speaker Expenses & Travel	\$24,000	\$21,602	\$24,000	\$0	\$24,000
Awards/Pins/	\$1,750	\$1,732	\$1,750	\$0	\$1,750
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Printing/Duplicating	\$750	\$48	\$0	\$0	\$0
Meeting Planning Services	\$2,000	\$2,000	\$2,000	\$0	\$2,000
TOTAL EXPENSES	\$71,500	\$67,758	\$79,250	\$0	\$79,250
NET INCOME	(\$51,600)	(\$46,863)	(\$49,350)	\$29,900	(\$49,350)

CGFO Budget

	2023-2024 Budget	2023-2024 Actual	2024-2025 Budget	2024-2025 Actual	2025-2026 Proposed Budget
<u>REVENUES</u>					
Renewals	\$6,000	\$6,600	\$7,000	\$5,600	\$7,000
Application Fee	\$3,000	\$4,525	\$4,000	\$4,200	\$5,000
Review Courses	\$15,000	\$11,395	\$15,000	\$16,700	\$18,000
Exams	\$14,000	\$6,780	\$10,000	\$7,975	\$10,000
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$38,000	\$29,300	\$36,000	\$34,475	\$40,000
<u>EXPENSES</u>					
Scantron Maintenance & Upgrades & Supplies	\$0	\$0	\$0	\$0	\$0
CGFO Printing & Mailing (Plaque)	\$500	\$220	\$1,000	\$1,992	\$2,000
CGFO Exam Rewrite or Update	\$5,000	\$0	\$5,000	\$4,800	\$0
Testing Fees (Proctering)	\$6,000	\$9,490	\$6,000	\$8,550	\$6,000
Fall Review and Exams Food & Beverage	\$8,000	\$0	\$6,500	\$5,169	\$6,500
Fall Review and Exams AV	\$3,000	\$2,952	\$3,000	\$0	\$3,000
TOTAL NON ADMINSTRATIVE EXPENSES	\$22,500	\$12,662	\$21,500	\$20,511	\$17,500
NET INCOME	\$15,500	\$16,638	\$14,500	\$13,964	\$22,500

Boot Camp Budget

	2023 - 2024 Budget	2023 - 2024 Actual	2025 Cost Per Session	2024 - 2025 Budget 9 Sessions	2024 - 2025 Actual	2026 Cost Per Session	2025 - 2026 Proposed Budget 9 Sessions
<u>REVENUES *</u>							
Active Members	\$79,200	\$99,425	\$13,200	\$118,800	\$54,100	\$15,000	\$135,000
Associate Members	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>TOTAL REVENUES</u>	\$79,200	\$99,425	\$13,200	\$118,800	\$54,100	\$15,000	\$135,000
<u>EXPENSE</u>							
Speaker Fee	\$18,000	\$19,683	\$3,000	\$27,000	\$0	\$3,500	\$31,500
AV	\$6,000	\$1,482	\$1,000	\$9,000	\$0	\$1,000	\$9,000
Refreshment Breaks	\$18,000	\$9,528	\$3,000	\$27,000	\$0	\$3,500	\$31,500
Lunch	\$15,000	\$16,927	\$2,500	\$22,500	\$0	\$3,000	\$27,000
Room Rental	\$2,000	\$6,733	\$500	\$4,500	\$0	\$500	\$4,500
Printing	\$1,800	\$819	\$300	\$2,700	\$0	\$300	\$2,700
Staff Travel	\$2,000	\$2,472	\$500	\$4,500	\$0	\$600	\$5,400
<u>TOTAL EXPENSES</u>	\$62,800	\$57,644	\$10,800	\$97,200	\$69,211	\$12,400	\$111,600
<u>NET INCOME</u>	\$16,400	\$41,781	\$2,400	\$21,600	(\$15,111)	\$2,600	\$23,400

Registrations Type

Active Member	440.00	440.00	440.00	500.00
Associate Member	480.00	480.00	480.00	550.00

Board Budget

	2023 - 2024 Budget	2024 - 2025 Proposed Budget	2024 - 2025 Actual	2025 - 2026 Proposed Budget
<u>EXPENSE</u>				
Hotel	\$24,000	\$30,000	\$0	\$30,000
Meals	\$17,000	\$21,000	\$0	\$21,000
Misc	\$2,500	\$2,500	\$0	\$2,500
<u>TOTAL EXPENSES</u>	\$43,500	\$53,500	\$0	\$53,500

Hotel cost est at \$225 per night

Average meeting attendance is 22

5 meetings per year plus Strategic Planing ($6 \times 22 \times \$225 = \$30,000$)

Lunch average cost is \$1,500 ($6 \times \$1,500 = \$9,000$)

Dinner Average cost is \$2,000 ($6 \times \$2,000 = \$12,000$)

MINIMUM NET ASSETS

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>Projected</i>
Net Assets Check				
	2021-2022	2022-2023	2023-2024	2024-2025
Operating Expenses	1,148,327	1,188,858	1,463,703	1,520,100
Average Three Year Expenses	840,626	1,161,837	1,266,963	1,390,887
Minimum Net Assets - Two months	140,104	193,640	211,160	231,815
Desired Net Assets - Four Months	280,209	387,279	422,321	463,629
<i>Middle</i>	210,157	290,459	316,741	347,722
<i>Budgeted Fund Balance</i>	390,248	206,129	179,679	218,429



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Executive Director Agenda Item

2025-2026
BOARD OF DIRECTORS
OFFICERS

President
Nicole Gasparri

President-Elect
Kelly Strickland

Secretary/Treasurer
Melissa Burns

ECTORS
Sharon Almeida

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

PAST PRESIDENT
Rip Colvin

EXECUTIVE DIRECTOR
Paul Shamoun

Meeting Date: June 18, 2025

Title of Item: 2025/2026 Draft Administrative Services Agreement

Executive Summary, Explanation or Background:

Attached is the 2025/2026 Draft Administrative Services Agreement for your review and approval.

Recommended Action: For review and approval

Paul Shamoun,
Executive Director

June 5, 2025

Date



**For Profit Thinking,
In a Non-Profit World.**

Report on Market Pricing and Sample Staffing Structure



As administrator of:
**Florida Government Finance
Officers Association**

November 19, 2024



Summary

This report provides a comprehensive analysis of market pricing for staffing and overhead, along with a sample staffing structure for the Florida League of Cities (FLC) Administered Organization (FAO) based on the Association Management Company (AMC) model. The analysis focuses on evaluating staffing levels that would be required if the FAO was staffed within an AMC framework.

This document includes:

- A market pricing analysis of staffing, related overhead costs for key roles and sample staffing structure that incorporates prorated Full-Time Equivalents (FTEs) for key roles typically required within an AMC framework.
- Descriptions of the major personnel and functions performed.

In undertaking this analysis, our team focused on three core areas:

Market Pricing Analysis:

Our team conducted a review of current salary benchmarks, industry reports, and compensation surveys specific to the association management sector. We evaluated the costs of staffing and related overhead for roles outlined in the AMC model, taking into account geographic considerations, organization size, and industry-specific trends. Additionally, we analyzed various data sources to ensure that the pricing structure reflects both direct costs (salary, benefits) and indirect overhead expenses (office space, technology, etc.). *The market pricing provided contains base figures and does not account for any additional costs, such as profit margins.*

Staffing Structure Design:

To develop the sample staffing structure, we utilized best practices from the AMC model, which emphasizes flexibility, scalability, and operational efficiency. Our team examined the key functions necessary to support the FAO in the commercial market using data provided by the FLC detailing the key functional needs of each organization and created a model with prorated FTE allocations for essential roles.

Summary

These roles were carefully selected based on the needs of the FAO and the conventional AMC staffing categories and include senior leadership, program management, event planning, and administrative support among others.

Prorated FTE Calculation:

The work undertaken in this report provides a detailed and data-driven assessment designed to give the FLC a clear understanding of both current market conditions and an optimal staffing structure under the AMC model. This approach not only highlights key areas for cost control but also ensures that the FAO is aligned with industry standards, should they operate within a commercial context.

Partners consulted a variety of resources in the preparation of this analysis, including the following:

- The American Society of Association Executives Association Compensation & Benefit Report
- Gallagher Workforce Trend Report on Organization Well Being - 2024
- The Florida Society of Association Executives Compensation & Benefits Survey - 2022

Personnel Descriptions

The following role descriptions provide a general explanation of the functional services provided personnel identified in the report:

Executive Director

- Board of Directors Management
- Committee Management
- Volunteer Leadership Development
- Budgeting and Financials
- Public Relations/Media Relations
- Strategic Planning
- Strategic Partnerships

Associate Executive Director

(Less tenured Executive Director, or assigned to a smaller organization in budget and/or scope)

- Board of Directors Management
- Committee Management
- Volunteer Leadership Development
- Budgeting and Financials
- Public Relations/Media Relations
- Strategic Planning
- Strategic Partnerships

Program Manager/Coordinator

- Committee Management
- Assists Executive Director
- Membership Recruitment and Retention
- Speaker Management
- Marketing/Communications (i.e. E-Newsletters)
- Scholarships/Awards
- Webinar Management
- Social Media Management
- Awards/Small Certificate Programs
- Social Media/Website Updates

Personnel Descriptions

Certification Program

- Third Party Contract Oversight
- Certificant Invoicing
- Certificant Application Management
- Certification Database Management
- Certification Inquiries
- Standards Management

Meeting Planner

- Site Selection
- Pre Planning, On Site, Post Event Planning
- A/V
- F&B
- Special Event Logistics

Meetings Assistant

- Pre-Event, On-Site, Post Event Planning Assistance
- Small Meetings and/or Event Management
- Administrative Support

Administrative Support

- Invoicing and Mailings (incoming and outgoing)
- Member Inquiries and Incoming Calls
- Data Processing
- General Administrative Support

Market Pricing Analysis

Annual Revenue	
Florida Government Finance Officers Association (FGFOA)	\$1,031,764

Position	Wage	FTE	Wages Total	Benefits/Taxes 25%	Total
Executive Director	\$100,000	1	\$100,000.00	\$25,000.00	\$125,000.00
Associate Executive Director	\$70,000		\$0.00	\$0.00	\$0.00
Program Manager/Coordinator	\$60,000	1	\$60,000.00	\$15,000.00	\$75,000.00
Certification Program	\$55,000	0.75	\$41,250.00	\$10,312.50	\$51,562.50
Meeting Planner	\$75,000	0.75	\$56,250.00	\$14,062.50	\$70,312.50
Meetings Assistant	\$55,000	0.5	\$27,500.00	\$6,875.00	\$34,375.00
Administrative Support	\$40,000	0.75	\$30,000.00	\$7,500.00	\$37,500.00
Total					\$393,750.00

Overhead/Occupancy General*	5.0%				\$51,588.20
Overhead Shared Services (Accounting/IT) &	3.5%				\$36,111.74
Total					\$87,699.94

Total	\$481,449.94
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* = Includes: facilities costs, related insurance, utilities, janitorial, copier/scanners, etc.

& - Includes: accounting/bookkeeping (not audits); IT (hardware, software, help desk, etc.) Does not include website development, hosting, database software.

Florida Government Finance Officers Association (FGFOA)

Understanding the Five-Year Gradual Fee Adjustment

Over the past decade, FLC has continued to expand the services provided to FGFOA to meet evolving needs while administrative fees have been subsidized compared to market rates.

Year	Fee	Year	Fee
2025	225,550	2020	131,160
2024	176,300	2019	157,855
2023	170,400	2018	141,803
2022	164,382	2017	137,018
2021	138,727	2016	134,876

Market Research

FLC commissioned an independent market analysis comparing our fees to industry standards for similar association management services. The results confirmed that our fees remain significantly below market value. The analysis determined that the market rate for FLC’s administrative services is **\$481,449**. Based on this figure, the FLC currently subsidizes approximately **53%** of these administrative costs.

FLC’s Commitment

FLC recognizes and values the unique role we play in supporting local government professional associations and remains committed to subsidizing a significant portion of the cost to keep services accessible.

Five-Year Gradual Fee Adjustment

Our goal is to establish a clear scope of services, keep up with inflation of cost of services and collaborate on additional needed fees as new service needs arise. This approach ensures availability of resources and financial sustainability while maintaining flexibility to adapt to evolving priorities. To do this, we have prepared a **5-year fee schedule with a 3% annual increase**. This method allows associations to plan ahead and adjust budgets accordingly. After five years, we will conduct another analysis to assess whether further adjustments are necessary.

Year	Fee
Current	225,550
Year 1	232,317
Year 2	239,286
Year 3	246,465
Year 4	253,859
Year 5	261,474

Total Increase: \$35,924 over five years
Percentage of Current Reserves: 5%

ASSOCIATION MANAGEMENT SERVICES AGREEMENT - FGFOA

THIS Association Management Services Agreement (“Agreement”) is made and entered by and between the Florida League of Cities, Inc. (“League”) and the Florida Government Finance Officers Association, Inc. (“Association”), who may be referred to collectively as the “Parties” or separately as a “Party.”

WHEREAS, the League’s charter provides its mission is to serve the needs and interests of municipal governments and other units of local government rendering municipal services in Florida; and

WHEREAS, the League has the unique ability to fulfill its core mission while also providing specific services to other units of local government; the individual elected, appointed, or employed officials within these governments; and the related local government associations that offer education, training, and support to their members; and

WHEREAS, the League has developed knowledge and experience in the management of local government member associations; and

WHEREAS, the Association desires the League provide specified management and administrative services to the Association; and

WHEREAS, the Association and the League desire to memorialize in this Agreement the respective duties, responsibilities and roles of the Parties, and the compensation to be paid the League for its services.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and terms set forth in this Agreement, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Association and the League specifically covenant and agree as follows:

1. Appointment of League as Primary Association Manager

- A. Appointment.** The Association hereby appoints the League its Primary Association Manager to provide management and administrative services to the Association and to assist the Association in the conduct of its affairs. The League’s services will be provided as described in the Primary Association Manager Scope of Services document which is attached to and made part of this Agreement as Exhibit A.

2. League’s Duties and Responsibilities:

- A. Management Services.** The League will provide management services to the Association in a professional and diligent manner, in accordance with reasonable and generally accepted industry standards, applicable laws and regulations.

- B. Adherence to Association's Governing Documents.** The League will use reasonable efforts to adhere to and uphold the Association's governing documents (articles of incorporation, charter and by-laws) and assist the Association achieve its goals and objectives, provided these do not conflict with the League's charter, by-laws, goals and objectives.
- C. Primary Contact.** The Executive Director/CEO of the League will appoint a principal League staff member to serve as the Association's primary contact and designate any other League personnel necessary to perform the services contemplated under this Agreement. The primary contact may be referred to as the Association's "Executive Director," "Executive Secretary," or other appropriate title, as provided in the Primary Association Manager Scope of Services document, attached hereto as Exhibit A.
- D. Authorized Agent.** The designated primary contact will oversee the administration of the Association and serve as the authorized agent of the Association. Subject to the policy directives of the Association's Board of Directors, through this Agreement the designated primary contact is expressly authorized to execute contracts and otherwise serve as signatory on all other written instruments to the extent reasonably required to perform the League's scope of duties contemplated under this Agreement.

3. Association's Duties and Responsibilities:

- A. Cooperation.** The Association will act with reasonable diligence in support of its organization, membership and purpose, and shall abide by all applicable laws and rules. This duty includes cooperation with the League's efforts under the Agreement and providing timely access to all known, necessary, or relevant information and materials requested by the League.
- B. Payment of Fees.** The Association shall pay or make arrangements to pay the League a specified fee outlined in the Schedule of Compensation and Expense Reimbursement document attached to and made part of this Agreement as Exhibit B.
- C. Additional Services or Scope.** In all instances when additional service(s) or scope(s) of work are required by the Association and exceed the terms specified within the Primary Association Manager Scope of Services document, the Association agrees to grant the League the first right of refusal to perform such additional services. The Parties would be required to negotiate mutually agreed terms and related fees for provision of any such additional service(s) required and to reduce such negotiated terms to a written agreement signed by the Parties. However, absent mutual agreement, the League is not obligated to perform any such additional services; in which case the League will provide the Association one or more prospective vendors to consider for performing the additional service(s) or scope(s).
- D. Sponsorships and Exhibiting**
- E.** The Association grants the League and its administered trust entities first choice priority for all sponsorship and exhibitor opportunities, including booth space selection and sponsorship of certain branded event materials (e.g., conference lanyards, conference badges) used and/or distributed by the Association at its conferences and similar events.

As applicable, the related terms may be more specifically outlined in the Schedule of Compensation and Expense Reimbursement document provided as Exhibit B.

4. Compensation and Expenses

- A. Compensation for Services.** In return for the provision of services as outlined in this Agreement and including the attached Primary Association Manager Scope of Services document, the Association agrees to pay the League as provided in the Schedule of Compensation and Expense Reimbursement, attached hereto as Exhibit B.
- B. Compensation for Additional Services Exceeding Scope in the Primary Association Manager Scope of Services Document.** The Association may request the League to perform additional services in addition to or exceeding those outlined in the Primary Association Manager Scope of Services document. Such additional services and the fees and expenses for the additional services shall be mutually agreed by the Parties and set forth in writing.
- C. Expense Reimbursement.** For the reasonable and related expenses the League incurs while performing services under this Agreement, the Association agrees to reimburse the League for such expenses, provided the League maintains records of each expense and its relation to the services provided under the Agreement. Additional details regarding expenses contemplated within ordinary Compensation and those for which reimbursement is due are set forth in Exhibit B to the Agreement.

5. Term and Termination of Agreement

- A. Term.** The Term of this Agreement is for a twelve (12) month period, from _____ to the next _____. The Term shall automatically renew unless or until the Agreement is terminated by either Party as provided in this Agreement.
- B. Termination for Convenience.** Either Party may terminate this Agreement at any time, without cause, by giving written notice to the other Party at least one-hundred and eighty (180) days in advance of the intended date of termination.
- C. Termination for Cause.** Either Party may terminate this Agreement for a material breach of the Agreement, provided:
 - a. The Party seeking termination provides to the non-terminating Party a reasonably clear written explanation of the reason for seeking termination at least thirty (30) days prior to the intended termination date; and
 - b. The non-terminating Party is granted a reasonable opportunity to meet with the terminating Party to discuss and potentially cure the basis for termination prior to the effective termination date.

D. Termination by Mutual Consent. Notwithstanding the above provisions, both Parties may terminate this Agreement at any time upon mutual consent, evidenced by written agreement executed by both Parties.

E. Duties upon Termination. In the event of termination, all fees and reasonable expenses incurred by the League for the provision of services authorized by this Agreement through the date of termination shall be the responsibility of the Association. Any funds held by the League for the benefit of the Association shall be returned to the Association upon termination of this Agreement and payment of League fees and reasonable expenses then due and owed the League. Upon termination of this Agreement, the League shall take reasonable steps to ensure an orderly transfer of the Association's funds, documents, electronic data, and other materials, in its possession, as necessary to facilitate the transition and continuation of the Association's activities.

6. Amendment to the Agreement. The Parties agree that any proposed changes to this Agreement will be presented to the other Party in writing. After review and upon agreement of both Parties, such changes may become effective on the date specified in the written amendment, provided both Parties have executed the written amendment.

7. Office Location. The office location of the Association shall be the League's headquarters office, presently located at 301 South Bronough Street, Suite 300, Tallahassee, Florida, 32301, or such other location that is mutually agreeable to both Parties. This designation of the Association office location is solely for the purposes of receiving mail or to assist the Association to comply with any law, rule or regulation requiring it maintain a physical address; the designation shall not entitle the Association to the use of any physical office space within the League's office for any purpose not specified in this Agreement. Office hours and business days shall coincide with those of the League.

8. Independent Contractor. The League, including its designated personnel, is an independent contractor of the Association. Neither Party intends the League or any of its employees or assigns to be considered employees of the Association for any purpose including, but not limited to, any workers' compensation, federal income tax, social security administration, or any other employee income tax withholding laws, rules or regulations.

Through this Agreement and otherwise, the League endeavors to distinguish its services provided to the Association as those of independent contractor to principal in all respects and not as those of employee to employer. The League agrees to indemnify and hold harmless the Association from and against lawful claims for amounts determined to be owed by the Association to any government agency, authority or person, for withholding income taxes, social security payments, workers' compensation payments, or similar payments based on a court or administrative tribunal's determination that any employee of the League or its assigns, was or is an employee of the Association.

9. Assignment. The League may, in its discretion, assign certain rights and obligations under this Agreement to aid in efficiently manage staffing, scheduling conflicts or other issues.

10. Merger of Prior Agreements / Severable Provisions. Notwithstanding any prior arrangement, agreement, contract or other understandings, whether formal, informal, verbal or written (collectively, “prior agreements”), the Parties intend that when this Agreement becomes effective, it will automatically supersede and terminate all prior agreements between the League and the Association relating to services provided by the League to the Association. This Agreement constitutes the entire Agreement between the Parties and may not be altered unless amended in writing and signed by both Parties.

In the event any provision of this Agreement is held by a tribunal of competent jurisdiction to be invalid or contrary to law, such provision will be deemed stricken automatically and the remaining provisions of this Agreement shall remain in full force and effect.

11. Governing Law and Venue. This Agreement shall be governed and construed under and pursuant to the laws of the State of Florida. Venue for any dispute arising out of this Agreement shall be stipulated as Leon County, Florida.

12. Effective Date. The effective date of this Agreement shall be _____.

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the Association and the League, have set their hand and seal.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

FLORIDA LEAGUE OF CITIES, INC.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Exhibit A

Primary Association Manager – Scope of Services for FGFOA

The Primary Association Manager is responsible for ensuring that all services within this scope are delivered efficiently and effectively for the Association.

All services to be provided by the League under this Agreement are contemplated based upon the Association's annual 12-month period running from _____ to _____, ("Association Fiscal Year").

I. General Administration

The League will designate a League employee to serve as the Association's Executive Director and other League employee(s) as needed to service the Association.

The League will provide the Association a business location, a mailing address, and telephone services through the League's offices. This provision shall not entitle the Association to the use of any physical office space within the League's offices for a purpose not specified in this Agreement.

The League will assist the Association in processing corporate filings required by the state's Division of Corporations under the Secretary of State, (and the League employee designated Executive Director shall serve as the Association's registered agent).

The League will advise the Association's Board of Directors regarding the Association's charter, by-laws, policies, and procedures, and will assist officers and directors in complying therewith.

The League will prepare and distribute meeting notices and agendas for meetings of the Association's Board of Directors and business meetings of the Association's membership.

The League will staff meetings of the Association's Board of Directors and business meetings of the Association's membership and provide voting capabilities for the Association's annual election.

The League will prepare, maintain and distribute minutes of the Association's Board of Directors and business meetings of the Association's membership.

The League will maintain the official records of the Association.

The League will oversee the nomination and election process for the Association's Board of Directors.

The League will maintain up-to-date membership records using membership management software, including member listings, contact details, email addresses, and other relevant membership data.

The League will regularly distribute membership information to individuals eligible to join the Association and process membership applications.

The League will routinely respond in a timely manner to questions concerning the Association's operations and activities from current and prospective members.

The League will provide communication to members on an as-needed basis.

The League will assist the Association as necessary to comply with applicable public records laws.

The League will make reports to the Association as are reasonably requested relating to matters of general concern or interest with respect to the Association's operations and activities.

The League will maintain the necessary workstations, server(s), hardware, software and network infrastructure to properly service the Association.

The League will assist the Association in providing an orientation to members of the Board of Directors as needed.

The League will assist the Association's Board of Directors with strategic planning for the Association as needed.

The League will manage awards, contests and recognition programs for the Association.

The League will provide a job posting service for the Association.

The League will administer membership surveys for the Association as needed.

The League will administer a discussion forum/listserv for the Association.

The League will coordinate all committees and provide staff or support as needed.

Designated League staff will attend the National Conference as needed.

II. Accounting and Financial

During each Association Fiscal Year, the League will provide for the day-to-day financial management and accounting needs of the Association.

The League's accounting staff will bill, receive, and account for dues from the Association's members, for registration fees for the Association's conference and for other Association revenues received by the League.

The Association authorizes the League to open, maintain and close deposit account(s) in the name of the Association and to designate authorized signers for any such account(s). The League will deposit into said account funds received by the League on behalf of the Association, will maintain adequate records of all receipts, and will provide receipts reports to the Association's Board of Directors upon request.

The League will process payments to the Association, including credit card payments, and pay Association payables and disbursements out of the Association's account and will routinely reconcile the Association's bank statements and check registers.

The League will assist the Association in the preparation of its annual operating budget and will prepare financial reports to the Association's Board of Directors.

The League will assist the Association in the processing and payment of any income taxes owed by the Association and will assist in the preparation and filing of required income tax returns. The Association shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction.

Financial Audit. If an audit is requested, the League will arrange for an independent audit of the Association's financial activities. Any such audit shall be performed by a qualified independent auditor, and the League will provide such information and support as is reasonably necessary to assist the auditor in the performance of the audit. The Association shall be solely responsible for all audit costs and expenses. In the event an annual independent audit is sought, separate written terms will govern the details of such audit process.

Investment Policy Administration. The League is not, nor does it represent itself to be, an investment advisor or financial advisor. However, subject to an Investment Policy adopted by the Association and direction from the Association's Board of Directors, the League will invest funds designated for investment in one or more Authorized Investments so designated by the Association Investment Policy.

III. Meeting Planning and Administration

During the 12-month Association Fiscal Year period:

The League will work with the Association's Board of Directors or their designated members to facilitate the following conference and meeting activities:

All Board of Directors Meetings

Two (2) Annual Membership Conferences (Annual and SOGF)

One (1) Annual Membership Business Meeting for purposes of electing Association officers and directors (in conjunction with Annual Membership Conference).

Leadership FGFOA

FGFOA Local Chapter Events

The League's general meeting services will include the following:

Recommend suitable conference and meeting facilities for the Association.

Negotiate and otherwise secure contracts for suitable conference and meeting facilities on behalf of the Association.

Coordinate with external meeting vendors, including hotel staff, audio-visual services, decorators, etc.

Manage conference registration process.

Manage hotel logistics (including event space, food and beverage).

Prepare and distribute conference communications and materials, including marketing, attendee/registrant badges, packets and programs.

Designated League employee(s) will attend and staff the Annual Conference(s), Annual Membership Business Meeting(s), Leadership FGFOA, and Association Board of Directors Meetings included within this Agreement.

The League will provide basic onsite technology support including discretion to make staff assignment as necessary for the respective meeting or event.

The League will prepare post-conference management reports with sufficient information to properly evaluate the conference(s) included within this Agreement.

The League will provide and maintain the membership management software, database and online registration systems required to facilitate conference, webinar and seminar registrations for the Association's membership.

The League will manage sponsorships and/or exhibitors for the Association.

The League will provide badge scanning services* for the following events:
Annual Conference, School of Government Finance

The League will provide a mobile app* for the following events:
Annual Conference, School of Government Finance

*If LeadGen, banner ads or other sponsorship functionality is used, the League will retain all revenue generated.

IV. Programming and Educational

The League will coordinate all content and programming for conference workshops and the events described in Meeting Planning and Administration.

The League will oversee Keynote speaker selection and outreach for the events described in Meeting Planning and Administration.

The League will manage all content and programming for up to 30 webinars annually.

The League will coordinate podcast support with an external vendor for up to 12 total of podcasts annually, billed separately outside of this agreement.

The League will administer the Association's scholarship program.

V. Legal Services

The League will provide review of contracts for goods or services required in the ordinary course of the Association's operations.

The League will assist the Association in developing sound policies and by-laws based on industry standards and experience with other associations.

The League will provide legal advice to the Association's primary contact person/Executive Director and Board of Directors as a whole, not to individual directors. Legal services will include availability to respond to the day-to-day corporate operations and affairs of the Association.

All legal services contemplated herein will be limited to exclude issues requiring highly specialized legal practice areas or expertise as determined by the League's General Counsel/Chief Legal Officer.

VI. Strategic Communications and Marketing

The League will provide the following strategic communications and marketing support:

Distribute Association's E-newsletters/E-blasts

Event publications, signage and graphic design

Annual online membership directory

Develop and maintain website content

Develop and maintain social media

Media relations (earned media)

Event videography and event photography managed or provided by the League, billed separately outside of this agreement.

Develop and maintain Mobile App content

Circulate industry newsclips

VII. Legislative and Intergovernmental Coordination

The League will not create or pursue a distinct “legislative agenda” or the like for the Association. It will confer with the Association if the Association endeavors to hire a professional legislative advocate/lobbying firm. However, in no event shall the League be obligated to act hereunder if the League, in its discretion, determines a political conflict or possible political conflict will exist between the League’s municipal legislative priorities or strategies and those of the Association.

VIII. Certification

The League will manage the Association’s Certification program, Certified Government Finance Officers program (CGFO).

Exhibit B

Schedule of Compensation and Expense Reimbursement

I. Compensation

1. For the first 12-month Term of this Agreement, the Association will pay the League an annual fee of \$232,317. For each of the next 4 successive Term renewals, the annual fee paid by the Association to the League shall automatically increase by three percent (3%) unless agreed to otherwise in writing by the Parties.

Year 1: \$232,317	Year 2: \$239,286	Year 3: \$246,465	Year 4: \$253,859	Year 5: \$261,474
------------------------------	------------------------------	------------------------------	------------------------------	------------------------------

2. The Association will pay the League the annual fee in quarterly installments equal to one-fourth of the total annual compensation. Payment due dates begin December 31, _____ and reoccur at the end of each three-month period thereafter while this Agreement is in effect.
3. Upon mutual agreement, the Parties may revise the annual compensation to take effect at the beginning of a new Term or other period the Parties specify.

II. Expense Reimbursement

1. The Association will reimburse the League for all reasonable travel expenses incurred by the League in furnishing services under this Agreement, including reasonable expenses incurred for airfare, meals, accommodations, rental vehicles, and taxis. Automobile mileage for travel will be billed at the mileage rate then approved by the Internal Revenue Service.
2. Excluding services performed by the League on an “in-house” basis, the Association will reimburse the League for out-of-pocket expenses directly related to the services performed by the League under this Agreement, including external courier/overnight delivery services such as FEDEX, externally sourced printing costs for Association publications, brochures or announcements, computer software unique to the Association’s operations and activities, premiums for any insurance to cover the Association’s operations and activities, filing fees required by any governmental entity, costs incurred to comply with the laws and regulations of any governmental entity, any new expense for goods or services identified for purchase in the operating budget approved by the Association’s Board of Directors.
3. Reimbursement of recoverable expenditures will be made on the basis of itemized statements submitted by the League, which will include, wherever possible, actual bills, receipts, or other

evidence of the expenditures. The Association's payment of any expense reimbursement to the League shall be made on a monthly basis, thirty (30) days after receipt of an itemized statement.

III. Expenses Required for Services

1. The Parties agree that the League will perform most of the services contemplated herein on an “in-house” basis. The League shall not be reimbursed for office space rent or capital costs, furniture, or office equipment; routine computer software, hardware or supplies; local or long distance telephone services, except any conference calls requiring operator assistance; printing charges when the printing is performed in-house; or any League overhead expense not incurred solely for the benefit of the Association. To the extent the services required by this Agreement can be performed on an in-house basis and do not require specialized technical, professional or licensed or certified providers, such services are considered within the Compensation provided in this Agreement, except where otherwise stated.
2. The Parties agree and understand the Association, and not the League, will bear the costs incurred for any services performed by a professional financial auditor, an attorney regarding any specialized legal matter(s) or matter(s) subject to a dispute, claim or litigation affecting the Association, or for any other matter requiring the retention of specialized professional service providers.
3. The costs incurred on behalf of the Association for meeting or hotel facilities, required equipment, costs associated with conferences, and meetings of the Association’s Board of Directors, shall be borne by the Association unless provided otherwise in this Agreement.

IV. Sponsorships and Exhibiting

The Association grants the League and its administered trust entities first choice priority for all sponsorship and exhibitor opportunities including booth selection and sponsorship of certain branded event materials (e.g., conference lanyards, conference bags) used or distributed by the Association at its conferences and similar events.

At its Annual Conference, the Association will provide the League with two complimentary premium exhibit hall booths in the central location, and reserve two additional spaces for purchase in the same central location. The Association will also provide two free conference registrations for the Annual Conference and School of Government Finance.

The League will provide the Association with a complimentary tabletop at its Annual Conference, at a location determined by the League.



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Executive Director Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

**President
Nicole Gasparri**

**President-Elect
Kelly Strickland**

**Secretary/Treasurer
Melissa Burns**

**DIRECTORS
Sharon Almeida**

Nicole Jovanovski

Melissa Licourt

Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

**PAST PRESIDENT
Rip Colvin**

**EXECUTIVE DIRECTOR
Paul Shamoun**

Meeting Date: June 18, 2025

Title of Item: Membership Report

Executive Summary, Explanation or Background:

Membership Paid	06/05/25	01/03/2025	06/21/2024
Government:	2,547	1,928	2,715
Associate:	225	113	238
Lifetime/Retiree:	55	46	41
Student:	17	19	15
Total:	2,844	2,106	3,009

CGFO

Total Number: 523

Total Applications since June 1, 2024: 157

Recommended Action:

**Paul Shamoun,
Executive Director**

June 5, 2025

Date

FGFOA Listserve Report March 1, 2025 thru June 8, 2025

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	631
Budgeting	554
Debt & Treasury	352
Financial Administration	570
Personnel & Payroll	372

Accounting & Auditing

[Accounting for labor between funds](#) (1 Message)
[Budget Book](#) (6 Messages)
[Custodian](#) (2 Messages)
[Emergency Financial Plans](#) (2 Messages)
[F-ROC Program Question](#) (2 Messages)
[F.S. 287.138](#) (1 Message)
[GASB96 Resolution](#) (9 Messages)
[Good website to advertise jobs](#) (4 Messages)
[Housing Department Grants Staffing Question](#) (1 Message)
[Human Resource Function](#) (18 Messages)
[Inter-fund Loan Resolutions](#) (1 Message)
[Interfund Loan Agreement Example](#) (2 Messages)
[Job Posting](#) (1 Message)
[Lobbyist Information](#) (1 Message)
[Municipality Donation Letter Template](#) (1 Message)
[Returned ARPA Funds](#) (3 Messages)
[SLFRF Filing April 30th.](#) (1 Message)
[Uniform Accounting System Question](#) (5 Messages)
[\[EXT\] Returned ARPA Funds](#) (1 Message)

Budgeting

[Allocation Methodologies](#) (1 Message)
[Contract for IT Services](#) (2 Messages)
[SB 1018: Homestead Exemption \(\\$75,000\)](#) (1 Message)

Debt & Treasury

[Custodian](#) (1 Message)
[\[EXTERNAL\] Custodian](#) (1 Message)

Financial & Administration

[Benefit Consultant RFP Document](#) (1 Message)
[Bollard Lights - Competitive Procurement](#) (1 Message)
[Emergency Financial Plans](#) (1 Message)
[F-ROC Program Question](#) (2 Messages)
[F.S. 287.138](#) (1 Message)
[Financial Policies](#) (2 Messages)
[Full Service Contract for IT Dept](#) (5 Messages)
[Job Recruiters](#) (1 Message)
[Join](#) (1 Message)
[New facility impact + bp fees](#) (2 Messages)
[Objective guidelines for reviewing D&B or Financial Statements](#) (2 Messages)
[Paid Parking](#) (1 Message)
[Phone System](#) (1 Message)
[Policy and Procedure Document](#) (2 Messages)
[Request for ACH Policy Samples with Internal Controls](#) (1 Message)
[Travel Expenses](#) (5 Messages)
[Website Services](#) (5 Messages)

Personnel & Payroll

[Good website to advertise jobs](#) (2 Messages)
[Payroll Change to straight 80 hours](#) (5 Messages)
[Police and General Pension - DROP years and Interest](#) (3 Messages)
[Take home vehicles](#) (2 Messages)



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2025-2026 Board of Directors
Executive Director Agenda Item

**2025-2026
BOARD OF DIRECTORS
OFFICERS**

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Anna Otiniano

Rebecca Schnirman

William Spinelli

Allison Tesla

Stephen Timberlake

**PAST PRESIDENT
Rip Colvin**

**EXECUTIVE DIRECTOR
Paul Shamoun**

Meeting Date: June 18, 2025

Title of Item: Investment Report

Executive Summary, Explanation or Background:

Content: Certificates of Deposit

PURCHASED	BANK	AMOUNT	APY	DATE
MONEY MARKET ACCOUNT	Vanguard	\$170,660.72	4.22%	05/31/2025

Recommended Action: For review

**Paul Shamoun,
Executive Director**

June 5, 2025

Date

[illegible]

NEXT MEETING:

Friday, August 21, 2025 – Location TBD