



Florida Government Finance Officers Association, Inc.

Meeting of the Board of Directors

Wednesday November 4, 2015

Breakfast: 8:30 a.m.

Meeting: 9:00 a.m.

**Carnoustie
PGA National Resort
Palm Beach Gardens**

ATTENDANCE – FGFOA BOARD OF DIRECTORS MEETING

November 4, 2015

				<u>PRESENT</u>	<u>NOT PRESENT</u>
<u>OFFICERS</u>	1st Term	2nd Term	3rd Term		
Barry Skinner	2008-2011	2013-2016		[]	[]
Sarah Koser	2009-2012	2012-2015	2015-2017	[]	[]
Linda Howard	2010-2013	2013-2016	2016-2018	[]	[]
<u>DIRECTORS</u>					
Kimball Adams	2015-2018			[]	[]
Ken Burke	2014-2015	2015-2018		[]	[]
Nicolle Gasparri	2015-2016			[]	[]
Jonathan McKinney	2014-2017			[]	[]
Binh Nguyen	2015-2018			[]	[]
Shannon Ramsey-Chessman	2013-2016			[]	[]
Jamie Roberson	2014-2017			[]	[]
Marilyn Rosetti	2014-2017			[]	[]
<u>COMMITTEE CHAIRS</u>					
Karen Keith, Certification				[]	[]
Kristopher Shoemaker, Conference Host				[]	[]
Michael Gomez, Conference Program				[]	[]
Dave Keller, Legislative				[]	[]
Cindy Kelley, Member Development				[]	[]
Melissa “Missy” Licourt, 2015 SOGF				[]	[]
Donna Wright, Technical Resources				[]	[]
Susan Nabors, Webinar				[]	[]
<u>AD-HOC COMMITTEE CHAIRS</u>					
Lee Huffstutler, Leadership FGFOA				[]	[]
<u>CHAPTER PRESIDENTS</u>					
Kimberly Ferrell, Big Bend				[]	[]
Laurie Campbell, Central Florida				[]	[]
Judith Garard, First Coast				[]	[]
Susan Bass, Gulf Coast				[]	[]
Lorrie Simmons, Hillsborough				[]	[]
Marge Strausbaugh, Nature Coast				[]	[]
Todd Hutchison, North Central Florida				[]	[]
Alison Tesla, Palm Beach				[]	[]
Steven Rausch, Panhandle				[]	[]
Bryan E. Cahen, South Florida				[]	[]
Jeff Snyder, Southwest				[]	[]
Sondra D’Angelo, Space Coast				[]	[]
Kristin Daniels, Treasure Coast				[]	[]
Heidi L. Bova, Volusia/Flagler				[]	[]
<u>OTHERS IN ATTENDANCE</u>					
Jeannie Garner, Florida League of Cities				[]	[]
Penny Mitchell, Florida League of Cities				[]	[]

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Wednesday, November 4, 2015
Breakfast: 8:30 a.m.
Meeting: 9:00 a.m.

LOCATION: PGA National Resort

Call to Order – Barry Skinner, President

Roll Call

Approval of the Agenda

Consideration of Minutes – June 17, 2015 and August 28, 2015

Report of Officers

1. President – Barry Skinner

- A. Nominating Committee Appointments
- B. 2015-2016 Action Plan Update

2. President-elect – Sarah Koser

- A. Space Coast Chapter By-law Change
- B. South Florida Chapter By-law Change
- C. Chapter Presidents Conference Call

3. Secretary/Treasurer – Linda Howard

- A. Quarterly Financials as of September 30, 2015*
- B. Investment Report as of September 30, 2015
- C. Check Register as of September 30, 2015*
- D. 2015-2016 Fee Analysis*

*Items will be sent once completed.

4. Executive Director Report - Jeannie

- A. 2016 FGFOA Annual Conference Budget Amendment
- B. 2015-2016 FGFOA Budget Amendment
- C. Diplomat Letter
- D. Extra Tickets for Annual Conference Events
- E. New Member Welcome Letter

5. Meeting Planner Report

- A. Parking Issues with Marriott World Center and Diplomat
- B. Future Conference Dates and Locations

6. Other Reports

- A. Leadership FGFOA, Chair – Lee Huffstutler

Standing Committee Reports

7. Certification Committee, Chair – Karen Keith

8. Conference Host, Chair – Kris Shoemaker

9. Conference Program, Chair – Mike Gomez

10. Legislative, Chair – Dave Keller

11. Membership Development, Chair – Cindy Kelly

12. 2015 School of Governmental Finance, Chair – Missy Licourt

13. Technical Resources, Chair – Donna Wright

14. Webinar, Chair – Susan Nabors

15. Other Business

16. Next Meeting – Friday, April 8, 2016 – Orlando

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING**

June 17, 2015

The meeting of the FGFOA Board of Directors took place on Wednesday, June 17, 2015, at the Diplomat Resort, Hollywood, Florida.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Barry Skinner, President, Orange County Comptroller
Sarah Koser, President-elect, The Villages
Linda Howard, Secretary-Treasurer, Southwest Florida Water Management District
Kimball Adams, Director, City of Largo
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Nicolle Gasparri, Director, City of Boca Raton
John McKinney, Director, City of Edgewater
Binh Nguyen, Director, Lake County-Board of County Commissioners
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller
Jamie Roberson, Director, Osceola County Property Appraiser
Marilyn Rosetti, Director, Florida Auditor General

COMMITTEE CHAIRS

Karen Keith, Certification
Michael Gomez, Conference Program
Dave Keller, Legislature
Donna Wright, Technical Resources
Susan Nabors, Webinar
Lee Huffstutler, Leadership FGFOA

CHAPTER PRESIDENTS

Lorrie Simmons, Hillsborough
Alison Teslia, Palm Beach
Bryan Cahen, South Florida Chapter

STAFF

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

CALL TO ORDER

There being a quorum, President Skinner called the June 17, 2015, meeting of the FGFOA Board of Directors to order at 12:30 p.m.

AGENDA

President Skinner requested a motion to approve the June 17, 2015, Agenda, with the addition of adding 2016 Conference Host Committee. **Ms. Ramsey-Chessman moved, seconded by Ms. Rosetti to approve the June 17, 2015, FGFOA Board of Directors meeting agenda as amended. Motion passed unanimously.**

PRESIDENT'S REPORT

Welcome New Board Members, Committee Chairs and Chapter Presidents

President Skinner welcomed attendees and introductions were made.

Conference Review

Ms. Garner gave an Annual Conference registration update. There were approximately 32 on-site registrations. Dave Keller, Chair, gave a Host Committee update. Nicolle Gasparri, Chair, gave a Program update.

2015-2016 Strategic Planning Action Plan

President Skinner reviewed the Strategic Planning Action Plan for 2015-2016.

Revised Policy and Procedures effective 06/17/2015

At the 2015-2016 Strategic Planning meeting it was concluded that the name "Member Development Committee" reflects the mission and goals of the committee more than "Membership Development Committee". **Ms. Roberson moved, seconded by Ms. Gasparri, to approve changing Membership Development to Member Development Committee. Motion passed unanimously.**

Committee Manual Template

At the strategic planning session, Linda Howard, Secretary/Treasurer and Sarah Koser, President-elect, were tasked with preparing a Committee Manual Template for use by the Committee Chairs and Board Liaison to prepare new manuals in a standard format. The Board reviewed the manual template.

2015 School of Governmental Finance Budget Amendment

Ms. Garner reported in the Strategic Plan, we set forth that we would have a reception moving forward for the Emerging Leaders after the Monday session at the SOGF and the Conference. Ms. Garner presented the SOGF Budget amendment for the \$2000 reception. **Ms. Gasparri moved, seconded by Ms. Roberson to approve the 2015 SOGF Budget to include \$2,000 for the Emerging Leaders Reception. Motion passed unanimously.**

2015-2016 FGFOA Budget Approval

Ms. Garner presented the draft 2015-2016 FGFOA overall budget for your review.

- 1) For the 2016 Conference a net 0.00 is budgeted. This is typical before the new conference budget is set.
- 2) For the 2015 SOGF, the revenues reflect the approved budget from 03/2015 that includes the approved fee increase, plus the Emerging Leaders Networking reception.
- 3) The FLC Fee is increased by the benchmark that was agreed upon which provided for a 0.6% increase or \$576.00.
- 4) This budget approves another GFOA reception at \$5,000.
- 5) Included is \$2,000 for a Strategic Planning facilitator if required. The \$750 is for the dinner at strategic planning.
- 6) This budget provides for a \$128,517 projected fund balance as of 06/30/2016, which is above the minimum.

Mr. Nguyen moved, seconded by Mr. McKinney, to approve the 2015-2016 FGFOA overall budget. Motion passed unanimously.

CGFO Committee

There was a detailed discussion on the CGFO exam which included potential parties to perform a rewrite, the low pass rate, several grammatical errors within the tests, inconsistencies throughout the exam, and requests for more example questions.

Suggestions to resolve issues, included having the League review for grammatical errors and requesting that Ted Sauerbeck or other parties edit questions or rewrite exam. It was determined that a Request for Proposal (RFP) to contract with a party to review/update the test was not needed due to the \$2,000 budgeted amount.

It was suggested that the comments be taken back to the committee for discussion.

2016 Conference Host Committee

Mr. Nguyen reported on the 2016 Conference Host Committee. The Tuesday Night Event is one of the key events the Conference Host Committee coordinates. Recent past Orlando based conferences held the Tuesday Night Event at Universal Studio's City Walk and at Sea World and both were acceptable locations, with Universal being a preferred location by all who attended. The 2016 Conference Host Committee is recommending that the 2016 Tuesday Night Event be held at Universal Studio's City Walk, with Sea World as an alternate if a reasonable arrangement with Universal cannot be negotiated. **Mr. McKinney moved, seconded by Ms. Gasparri to negotiate with Universal Studio's City Walk for the first choice for the 2016 Tuesday Night Event. The Board request the 2016 Conference Host Chair, Vice-Chair and Tuesday Night Event Chair authority to negotiate and bring back best deal to the Board for Approval. Motion passed unanimously.**

Note: Subsequently the selection of "City Walk" as the Tuesday night event venue was approved by consensus of the Board via email on July 31, 2015.

Appointment of the Audit Committee

The Audit Committee is comprised of the Immediate Past President, the Secretary/Treasurer and one At-Large Director selected by the President. The committee 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. President Skinner announced the 2015-2016 Audit Committee. Mary-Lou Pickles, Immediate Past President; Linda Howard, Secretary/Treasurer; and Marilyn Rosetti, Director at Large.

NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., Friday, August 28, 2015, Sanibel Harbour Marriott, Fort Myers, Florida.

ADJOURNMENT

There being no further business, meeting adjourned at 2:15 p.m.

Jeannie Garner
Executive Director, FGFOA

ATTEST:

Barry Skinner, President

Linda Howard, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING

August 28, 2015

The meeting of the FGFOA Board of Directors took place on Friday, August 28, 2015, at the Sanibel Harbour Resort, Ft. Myers, Florida.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Barry Skinner, President, Orange County Comptroller
Sarah Koser, President-elect, The Villages
Linda Howard, Secretary-Treasurer, Southwest Florida Water Management District
Kimball Adams, Director, City of Largo
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
John McKinney, Director, City of Edgewater (left the meeting at 11:30 a.m.)
Binh Nguyen, Director, Lake County-Board of County Commissioners
Jamie Roberson, Director, Osceola County Property Appraiser
Marilyn Rosetti, Director, Florida Auditor General

NOT IN ATTENDANCE:

Nicolle Gasparri, Director, City of Boca Raton
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller

COMMITTEE CHAIRS

Karen Keith, Certification
Kristopher Shoemaker, Conference Host
Michael Gomez, Conference Program
Dave Keller, Legislature
Melissa “Missy” Licourt, 2015 SOGF
Donna Wright, Technical Resources
Susan Nabors, Webinar

PAST PRESIDENT

Tom Klinker, Lake County Sheriff's Office

STAFF

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

CALL TO ORDER

There being a quorum, President Skinner called the August 28, 2015, meeting of the FGFOA Board of Directors to order at 9:00 a.m.

AGENDA

President Skinner reviewed the August 28, 2015, Agenda. President Skinner indicated some agenda items would be presented in a different order to accommodate scheduling conflicts with attendees. **No Motion required.**

CONSIDERATION OF MINUTES

June 12, 2015 and June 17, 2015 minutes were reviewed. Mr. Burke moved, seconded by **Ms. Koser to approve the June 12, 2015 FGFOA Board of Directors minutes. Motion passed unanimously.** After

reviewing the June 17, 2015 minutes, Certification committee information was not included. **Mr. Burke moved, seconded by Ms. Rosetti to table the June 17, 2015 minutes until the next Board of Directors meeting. Motion passed unanimously.**

PRESIDENT'S REPORT

2015 Conference Survey

President Skinner indicated the survey results would be discussed prior to the 2016 FGFOA Annual Conference Budget.

2015-2016 Action Plan

President Skinner indicated the action plan would be reviewed with each committee report.

PRESIDENT-ELECT REPORT

Committee Manual Template

Ms. Koser reported at the strategic planning session she and Linda Howard, Secretary/Treasurer were tasked with preparing a Committee Manual Template for use by the Committee Chair and Board Liaison to prepare new manuals in a standard format. The initial template was prepared, distributed and brought to the Board at the June 17 meeting. Updates were suggested and the revised template was presented for review.

Local Chapter President Conference Call

Ms. Koser reported the Local Chapter President conference call was August 13, 2015. Eight out of 15 Chapters were represented. Topics reviewed were Bylaw changes, donations/sponsorships, Leadership FGFOA, School of Governmental Finance, Webinars and future conference call schedule. Chapter sponsorships are discouraged in order to preserve FGFOA independence.

Panhandle Chapter Bylaw Revision

Ms. Koser reported the Panhandle Chapter had requested their Bylaws be revised to indicate any change to their Bylaws must be approved by FGFOA prior to the Chapter sending to their membership for approval. **Ms. Howard moved, seconded by Ms. Roberson, to approve the Panhandle Bylaw changes. Motion passed unanimously.**

Appointment of the Chair of the 2016 School of Governmental Finance Committee

Ms. Koser reported each year the President-elect selects committee chairs for the following year. It was decided during the 2015-2016 Action Planning that selection of the School of Governmental Finance Chair should be made at the August meeting so the initial planning meeting for the 2016 School could be held at the 2015 School of Governmental Finance. Ms. Koser selected Jennifer Desrosiers, City of North Port to serve as the Chair of the 2016 School of Governmental Finance. **Mr. Adams moved, seconded by Mr. McKinney to approve the appointment of Jennifer Desrosiers as the Chair of the 2016 School of Governmental Finance. Motion passed unanimously.**

SECRETARY/TREASURER REPORT

Financials as of June 30, 2015

Ms. Howard reported on the Financials as of June 30, 2015. The Statement of Financial Position for the year ended June 30, 2015 shows total liabilities and unrestricted net assets were \$695,597 with total

current liabilities of \$494,944 and unrestricted net assets of \$200,653. This represents a \$19,473 decrease in unrestricted net assets in comparison to the June 30, 2014 balance of \$220,126.

The Statement of Activities shows expenses for the fourth quarter were \$544,604 and \$727,475 total expenses for the year resulting in a \$12,827 decrease in unrestricted net assets for the quarter and a \$19,473 decrease in unrestricted net assets for the year, which agrees with the Statement of Financial Position.

Investment Report as of June 30, 2015

Ms. Howard reviewed the Investment Report as of June 30, 2015. One CD owned by FGFOA will mature on September 4, 2015 at 1.10% and will rollover to 1.25% APY

Check Register April 1-June 30, 2015

Ms. Howard reviewed the Check Register.

EXECUTIVE DIRECTORS REPORT

Leadership FGFOA Budget

Ms. Garner reviewed the Leadership FGFOA Budget.

2016 FGFOA Annual Conference Budget

Ms. Garner reported the 2016 FGFOA Annual Conference Budget reflects a \$25.00 registration fee increase (previously approved) and an addition \$25.00 for a total of \$50.00 increase. The Board discussed the 2016 conference survey and addressed the conference attendees concerns. **Mr. Nguyen moved, seconded by Ms. Howard to approve the 2016 FGFOA Annual Conference Budget as presented with no Monday lunch budgeted and keep the \$25 increase in registration. Motion passed unanimously. NOTE: Mr. McKinney had left the meeting at the time of the vote and did not vote.**

2015-2016 FGFOA Budget

Ms. Garner reviewed the 2015-2016 FGFOA Budget. **Mr. Burke moved, seconded by Ms. Roberson, to approve the 2015-2016 FGFOA Budget as amended to include \$500 for School Committee shirts and \$2,000 for the Emerging Leaders reception. Motion passed unanimously.**

FGFOA Membership

Ms. Garner reported the FGFOA membership as of 8/20/15 is 1,713 Active; 179 Associate; 30 Lifetime/Retiree for a total of 1,922. The List Serve remains active with the following subscribers:

Accounting/Auditing 640
Budgeting 529
Debt/Treasury 670
Financial Administration 494
Personnel/Payroll 206

AD-HOC COMMITTEES REPORTS

Leadership FGFOA

Ms. Koser gave an update on the Leadership FGFOA. Program Application and brochure have been distributed to the FGFOA membership and the deadline is September 30, 2015.

STANDING COMMITTEE REPORTS

Certification Committee

Karen Keith, Chair, gave the Certification Committee report. The Certification Committee Policy and Procedures Manual has been updated. Seven CGFO applications have been approved. Four out of five instructors have been secured for the fall review courses. All five tests are being reviewed for grammatical errors and obsolete questions.

The committee requested Board approval to send a survey to the candidates registered for the CGFO fall exam, to determine the best time, location, mechanism for the spring review. **Ms. Roberson moved, seconded by Ms. Howard, to approve sending a survey to the fall CGFO candidates. Motion passed unanimously.**

The committee requested Board approval to purchase updated books/reading materials required for the review/rewrite for the CGFO library administered by the League. **Ms. Howard moved, seconded by Ms. Rosetti, to approve purchase of updated books/reading materials for the CGFO exam rewrite. Motion passed unanimously.**

Conference Host Committee

Kristopher Shoemaker, Chair, presented the 2016 Host Committee report. Annual Conference theme will be “Volunteers for FGFOA” Universal City Walk was selected for the Tuesday Night Event. The League will assist in securing a location for the President’s reception. Work is in progress for all other activities.

Conference Program Committee

Mike Gomez, Chair, gave the 2016 Program Committee Report. The following sub-committee Chairs have been selected:

- Frank DiPaolo, City of Lighthouse Point** – Accounting, Auditing and Financial Reporting.
- Bill Spinelli, City of Leesburg** – Budget, Economics and Financial Planning
- David Flatt, City of Sarasota** – Policy, Leadership, Strategic Planning, Personnel and Technology
- Kent Olson, City of Tallahassee** – Banking, Investment, Risk, Treasury Management and Debt Management
- Bill Underwood, Town of Loxahatchee Groves** – Pre-conference

Legislative Committee

Dave Keller, Chair, presented the Legislative Committee report.

Member Development Committee

John McKinney, Board Liaison, presented the Member Development Committee Report. The name of the committee was changed to Member Development Committee. The thought being membership is high but more focus is needed to engage members to participate. Mentorship and scholarship programs were eliminated. Efforts will be made to attract students to consider government finance careers, but not for membership to the FGFOA. The committee was assigned the following duties:

- The ACE awards evaluation
- Increase member engagement

2015 School of Governmental Finance

Missy Licourt, Chair, presented the 2016 School of Governmental Finance report. The School theme for 2015 is “AMP IT UP!” ACCOMPLISH! MEET! PARTICIPATE! Dr. Lynda Dennis will teach the Beginning Boot Camp. The Board reviewed the current schedule.

Technical Resources Committee

Donna Wright, Chair, presented the Technical Resources Committee report. The committee will be Working on three Exposure Drafts. The committee’s first draft response to GASB’s Exposure Draft (ED) *Accounting for Financial Reporting for Certain External Investment Pools* has been submitted to the Board for discussion and approval. Submission deadline for this ED is Monday, August 31, 2015. The remaining two are due September 18 and October 2, 2015.

The Basic Government Resource Manual has been edited and revised with the help of several TRC members. The document can be found on the FGFOA Web-site www.fgfoa.org

Several Committee members and Board members participated in a conference call with Mr. J. Ben Watkins, Director of Florida Division of Bond Finance. Information about the call can be found in the committee report for the September newsletter with hyperlinks to the handouts he shared to prepare for the call.

2015-2016 Webinar Committee

Susan Nabors, Chair, presented the Webinar Committee report. The Committee developed the Tentative Webinar Schedule with a total of eight webinars over the course of the next year. Committee members selected webinars to coordinate and moderate. **Mr. Burke moved, seconded by Mr. Nguyen to approve the 2015-2016 Webinar schedule. Motion passed unanimously.**

July webinar "Legislative Update & Changes to Police and Firefighters Pension Law" had 353 attendees.

August webinar “IRS Affordable Care Act Reporting”, had over 400 registered attendees.

NEXT MEETING

The next meeting of the Board of Directors will be at 8:30 a.m., November 4, 2015, PGA National Resort during the School of Governmental Finance.

ADJOURNMENT

The meeting adjourned at 12:38 p.m.

Jeannie Garner
Executive Director, FGFOA

ATTEST:

Barry Skinner, President

Linda Howard, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Jonathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: 2016-2017 Nominating Committee

Executive Summary, Explanation or Background Information on Request:

The Nominating Committee solicits prospective nominees for the Board of Director and Secretary/Treasurer positions and develops the slate of eligible candidates. The Nominating Committee oversees the election process. The Nominating Committee is composed of the President, President-elect, Immediate Past President and at least seven active FGFOA members appointed by the President. In addition, the members shall represent a cross-section of the FGFOA based on the member's knowledge of committee activities, local chapters and functions of the Board of Directors.

The following members are recommended to serve as the 2016-2017 Nominating Committee:

Barry Skinner – President
Sarah Koser – President-elect
Mary-Lou Pickles – Immediate Past President

Linda Davidson – City of Boca Raton
Michael Gomez- FL Auditor General - Tallahassee
John Proctor – City of Jacksonville
Ann Marie Ricardi – City of Naples
Donna Wright – City of Leesburg
Sondra D'Angelo – City of Melbourne
Anne Lawler – Pinellas County Clerk of the Circuit Court

Recommended Action:

Barry Skinner
President

October 23, 2015
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Jonathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: 2015-2016 Action Plan

Executive Summary, Explanation or Background Information on Request:

For Review

Recommended Action:

Barry Skinner
President

October 23, 2015
Date



FGFOA Board of Directors Strategic Planning 2015-2016 Action Plan

VISION

The 2015-2016 year will be focused on improving our existing structure, processes and effectiveness in order to attract and maintain valuable volunteers and continue to provide our membership with high quality resources and services.

COMMITTEE MANUALS

The Committee Manual should be an instructional Manual for the Committees. It is a living document that needs to be reviewed and updated each year. The Manual does not need Board approval, but the liaison has the responsibility to make sure it reflects the Board's goals and objectives.

Goal: Need to provide a consistent template format **COMPLETED**

Who: President-Elect & Secretary/Treasurer

Deadline: By 2015 Conference

Specifics: General or Detailed? - Needs to be flexible
Add timeline – deadlines
Chair should be on the committee prior
Add requirements for reporting to the Board
Add transition section – mandatory meeting with incoming and outgoing chair/liaison (April/May). Incoming Liaison is accountable for the update of the Manual
Clarify Responsibilities of Committee and Administrator
Terms – remove from all manuals
Make “suggestions” for number of committee members (not mandate)

CGFO COMMITTEE

- Add Spring review classes either in person or webinars **IN PROGRESS**
- Add formal sub-committees
 - Applications & Recertification/Renewals
 - Exam Questions Review Subcommittee
 - Exam and Review (Fall/Spring) Subcommittee
 - Special Committee – Review by Webinar Subcommittee
- Update CGFO Brochure & other information on website
- Consider practice questions and make recommendation to the Board
- Engage new test writer/reviewer

CONFERENCE HOST COMMITTEE

- Add emerging leader networking to goals – conduct last session on Monday (program Committee) then invite to special reception – Host Committee to plan reception
- Simplify sub-committee structure down to 4
 - Conference Support
 - Conference Events
 - Golf & Other Sports
 - Tuesday Night Event

CONFERENCE PROGRAM COMMITTEE

- Develop a method where members can recommend topics & speakers
- Make sure we maintain high quality speakers – no sales pitches
- Identify speakers earlier to include in the announcement
- Add session description to the Speaker Engagement Form (online by FLC) so the speaker can write the description & have the Committee facilitate sending the link to the speakers
- Add emerging leader networking to goals - last session on Monday interactive networking session, then invite to special Emerging Leaders Reception (Host Committee to plan the reception)

LEADERSHIP AD-HOC COMMITTEE

- Keep as an ad-hoc committee for the 15-16 year and make a Standing Committee if program is successful and continued.

WEBINAR COMMITTEE

- Keep top quality speakers.
- Keep communicating the value of this benefit.
- The goal is to provide 8 webinars
- Establish topics and dates early – Monday meeting at conference



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: Space Coast Chapter Bylaw Revision

Executive Summary, Explanation or Background Information on Request:

The Space Coast Chapter has requested that their Bylaws be revised as follows:

- Change the annual meeting for election of Board from February every two years to April each year
- Establishment of a Nominating Committee
- Expense approval requirement
- Clarification on chapter committees

A red-lined version is attached.

Recommended Action:

Approve the changes requested by the Space Coast Chapter to their Bylaws.



Sarah C. Koser, President-Elect

10/9/2015

Date

Space Coast Chapter
Florida Government Finance
Officers Association

SCFGFOA



SPACE COAST CHAPTER
BYLAWS
FLORIDA GOVERNMENT FINANCE OFFICERS
ASSOCIATION

ARTICLE I – NAME

This Chapter of the Florida Government Finance Officers Association (FGFOA) shall be known as the Space Coast Chapter.

ARTICLE II - RULES AND REGULATIONS

The Chapter shall, at all times, be subject to the provisions of the Constitution, the By-laws of the Florida Government Finance Officers Association, and any local chapter requirements contained in the FGFOA Policies and Procedures.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote the improvement of government financial administration in Florida by offering continuing education seminars for its members and provide opportunities for networking and information exchange.

ARTICLE IV - CHAPTER MEMBERSHIP

Section 1, The Chapter membership shall consist of those eligible for membership in the Florida Government Finance Officers Association.

ARTICLE V – MEETINGS

Section I. There shall be at least one meeting each quarter as established by the Board of Directors. Notices shall be e-mailed in advance to all Members indicating the time and place of each meeting.

Section 2. The annual meeting for the election of Officers shall be held in ~~February~~ April of second each year. ~~of the two-year term.~~

Section 3. The Officers shall, prior to the annual meeting, adopt procedures and conduct an election of Officers via e-mail. Ballots shall be directed to and counted by an Officer and verified by another member

Section 4. Six (6) members or ten percent (10%) of the membership entitled to vote, whichever is greater, of the Chapter who are present in person shall constitute a quorum for the transaction of business at any meeting.

ARTICLE VI -VOTING RIGHTS

Section 1. The voting rights of the Chapter shall be vested exclusively in Active Members, as defined by the constitution and Bylaws of the Florida Government Finance Officers Association, and each shall have one vote in determining all questions to be decided by the membership.

Section 2. Associate Members, as defined by the Constitution and Bylaws of the Florida Government Officers Association, shall not hold office or chair committees, although they may serve as members of committees.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The Officers of the Chapter are Members of the Board of Directors and shall be the President, President-Elect, Treasurer, and Secretary.

Section 2. Additional Members may also be appointed by the Officers to serve as Committee Chairmen. These Chairmen shall be known as Directors and will also serve on the Board. No more than two members may serve from a single government. The Board of Directors shall consist of no more than eight (8) Members, not including the Past President.

Section 3. Once a Member has been elected by the Membership to an Officer position, that Officer may, upon completion of the term for which he or she was elected, automatically serve successive terms in the next higher remaining Officer positions, if vacated. The successive order of officer positions is as follows:

- Secretary
- Treasurer
- President-Elect
- President

Section 4. Officers elected at the annual meeting of the Chapter ~~in odd years~~ - may assume their respective office on the following July 1 and may hold office for ~~two~~ one years or until the election of their respective successors.

Section 5. The Board of Directors shall have the right and power to appoint a Member to the unexpired term of any vacancy occurring on the Board of Directors of the Chapter.

Section 6. Nominations for the Officers and other Members of the Board of Directors shall be made by the ~~Membership~~. Nominating Committee (if applicable). Nominations may also be made from the floor by any member, in good standing, of the Chapter.

Section 7. The Board of Directors shall have the power to fix the time and place for each annual meeting and every other meeting of the Chapter.

Section 8. The Board of Directors may meet at such times and places as it may elect.

Section 9. For the transaction of any business by the Board of Directors, at least fifty percent (50%) of the Members of said Board should be present in person to constitute a quorum, and the majority vote of the Board Members present will decide all issues. No proxy may be voted at any meeting of said Board of Directors.

ARTICLE VIII - DUTIES OF OFFICERS AND DIRECTORS

Section 1. President: The President shall be the chief elected Officer of the Chapter and may call meetings of the Board of Directors whenever it is deemed necessary. However, the Board shall meet at least once annually. The President shall preside at all meetings of the Chapter. The President shall enforce the Bylaws of the Chapter and the Constitution and Bylaws established by the Florida Government Finance Officers Association. The President shall keep the Board of Directors of the Florida Government Finance Officers Association fully informed of the affairs of the Chapter. The President shall also consult with the Board of Directors of the Florida Government Finance Officers Association and the Board of Directors of the Chapter, whenever necessary, concerning the business of the Chapter and its activities.

Section 2. President-Elect: In the absence or inability of the President to act, the President-Elect shall exercise all powers and perform all of the duties of the President. The President-Elect shall develop a Chapter budget for the subsequent year for submission to the Board of Directors.

Section 3. Treasurer: The Treasurer shall receive and deposit funds and disburse funds as authorized by the Board of Directors. The Treasurer shall be responsible for preparing all necessary financial reports. The Treasurer shall prepare quarterly financial reports and submit them to the Florida Government Finance Officers Association within thirty days following the quarter end. An annual report prepared by the Treasurer covering fiscal matters and activities for the fiscal year ended June 30 shall be submitted to the Florida Government Finance Officers Association by August 15 the following fiscal year.

Section 4. Secretary: The Secretary shall keep all correspondence of the Chapter and minutes of all meetings of the Chapter and of the Board of Directors. In addition, at least annually, the Secretary shall transmit to the Secretary- Treasurer of the Florida Government Finance Officers Association: (1) copies of all notices sent to Members of the Chapter; (2) a copy of the minutes of the annual meeting of the chapter; and (3) a list of the Chapter's membership.

Section 5. Director: Each Director shall assist in the decision making of the Board and will serve as a committee chairperson to the Chapter's standing committees.

ARTICLE IX - FISCAL MATTERS

Section 1. The incoming Board of Directors shall adopt a proposed budget covering the Chapter operations for the subsequent fiscal year beginning July 1 and ending the following June 30.

Section 2. Dues and fees for Chapter Members shall be set at the discretion of the Chapter Board of Directors.

Section 3. The Board of Directors shall establish a fee to cover the costs of any program sponsored by the organization, along with any corresponding meal charges.

Section 4. Expenses of the Chapter must be approved by at least fifty percent (50%) of the members of the Board of Directors either at a meeting, on a conference call, or via e-mail.

Section 4~~5~~. The Chapter shall be fully and solely responsible for its own financial affairs.

ARTICLE X – COMMITTEES

Section 1. The President, with the concurrence of other members of the Board of Directors, may appoint such Committees as are necessary for the efficient operation of the Chapter. The following Committees are recommended:

- a) An Audit Committee to consist of one Member who is not an Officer or Director. The audit will be conducted annually within 60 days of the Chapter's fiscal year end.
 - 1) The Committee, if established, shall be responsible for verifying revenues and expenses and bank statement reconciliations.
- b) A Nominating Committee to consisting of the President and at least two other Members, one of whom is not a Director. The President may serve as the Chairman of this Committee.
 - 1) The Committee, if established, shall be responsible for obtaining nominations and verifying eligibility for directors to the Board of Directors.
- c) A Membership Committee to consist of two or more members, one of which is not an Officer or Director.
 - 1) The Committee, if established, shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applications for membership.
 - 2) The Committee shall keep records of pertinent information concerning each current and terminated member of the Chapter.
 - 3) In the absence of such Committee, the President-Elect shall keep all pertinent membership information, including the annual renewal process.
- d) A Program/Continuing Professional Education Committee to consist of two or more members, one of which is not an Officer or Director.
 - 1) The Committee, if established, shall be responsible for recommending and preparing the Chapter programs, obtaining speakers for the programs, and maintaining a library of program topics and speakers.
 - 2) The Committee shall coordinate the reservations process for the Chapter meetings.
 - 3) In the absence of such Committee, the Secretary shall coordinate the reservation process for Chapter meetings.
- e) Other Committees as deemed necessary by the Board.

~~Section 2. Directors shall serve as Committee Chairmen.~~

~~Section 3. Membership Committee~~

- ~~a) The Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applications for membership.~~
- ~~b) The Committee shall keep records of pertinent information concerning each current and terminated member of the Chapter.~~

~~Section 4. Program/Continuing Professional Education Committee.~~

- ~~a) The Committee shall be responsible for recommending and preparing the Chapter programs, obtaining speakers for the programs, and maintaining a library of program topics and speakers.~~
- ~~b) The Committee shall coordinate the reservation process for Chapter meetings.~~
- ~~c) The Committee will work with the Career Development Committee of the Florida Government Finance Officers Association in developing continuing professional education seminars and promoting interest in such seminars offered by the Florida Government Finance Officers Association.~~

ARTICLE XI -AMENDMENTS TO THESE BYLAWS

Amendments to Chapter By-Laws shall be presented to the FGFOA Board of Directors for approval prior the Chapter voting on such amendments. If approved by the FGFOA Board of Directors, amendments to these Bylaws may be made by an affirmative vote of a majority of the general membership at any meeting, provided that written notice of the proposed amendment changes shall be sent to all active Members at least thirty (30) days prior to the meeting.



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: South Florida Chapter Bylaw Revision

Executive Summary, Explanation or Background Information on Request:

The South Florida Chapter has requested that their Bylaws be revised as follows:

- Remove City Clerks from the name of the Chapter and from the active member category;
- Further identifies the purpose of the Chapter;
- Creates a lifetime membership category similar to that of the FGFOA; and
- Cleans up language throughout to make it a more consistent document.

A red-lined version is attached.

Recommended Action:

Approve the changes requested by the South Florida Chapter to their Bylaws.


Sarah C. Koser, President-Elect

10/12/2015
Date

SOUTH FLORIDA GOVERNMENT FINANCE OFFICERS ~~AND CITY CLERKS~~ ASSOCIATION

CHAPTER BY-LAWS

ARTICLE I – NAME

This Chapter of the Florida Government Finance Officers Association shall be known as the South Florida Chapter (the "Chapter") d/b/a South Florida Government Finance Officers ~~and City Clerks~~ Association.

ARTICLE II – RULES AND REGULATIONS

This Chapter shall, at all times, be subject to the provisions of the Constitution, the By-laws of the Florida Government Finance Officers Association [hereinafter, "FGFOA"] and any local chapter requirements contained in the FGFOA Policies and Procedures.

ARTICLE III – PURPOSE

The purpose of the Chapter shall be to promote improvement and efficiency in the operation of government administration in Florida by offering networking events and continuing professional education through training and seminars.

ARTICLE IV – CHAPTER MEMBERSHIP

The Chapter membership shall consist of those eligible for membership in the Florida Government Finance Officers Association (FGFOA).

Membership shall be classified as follows:

- a) Active Members - Any duly acting finance, ~~city clerk,~~ treasury, accounting, budget, audit or administrative related employee whether elective or appointive in a public jurisdiction in the State of Florida.
- b) Associate Members - Any other person not eligible for active or student membership, who is interested in the principles and practices of governmental finance, and who subscribes to the purpose of the Association.
- c) Retiree Membership - Any formerly active member who has ~~duly~~ retired from employment in a public jurisdiction of the State of Florida.
- d) Student Members - Any individual attending undergraduate or graduate classes at an accredited college or university pursuing a degree in finance, accounting, or public administration, and who is not employed ~~full time~~ by a government employer in the field of ~~accounting or finance.~~ one of the disciplines listed in "a" above.
- e) Lifetime Membership - A Lifetime Honorary Membership, with all privileges of an active member, may be granted, upon written request to the current Chapter President, to any Past President of the FGFOA, who is otherwise no longer eligible for active membership in the Association.

ARTICLE V – MEETINGS

Section 1. There shall be at least four (4) meetings of the Chapter each year.

Section 2. One meeting shall be considered the Annual Meeting for the election of the Board Directors to be voted on by membership. This meeting shall be held in April to enable the Chapter's "president-elect" to represent the Chapter at the FGFOA Annual Conference. The new Directors will assume their offices effective with the June meeting of the Chapter prior to the Chapter's new fiscal year that begins July 1.

Section 3. The Secretary shall, prior to the Annual Meeting, provide notice to all members of the Chapter indicating the time and place of such meeting and the names of the individuals nominated to serve as Directors.

Section 4. Six (6) members or ten percent (10%) of the membership entitled to vote, whichever is greater, of the Chapter who are present in person shall constitute a quorum for the transaction of business at any meeting including ~~the election of~~ the Directors.

ARTICLE VI – VOTING RIGHTS

Section 1. The voting rights of the Chapter shall be vested exclusively in active members and each shall have one vote in determining all questions to be decided by the Chapter membership.

Section 2. Chapter membership shall decide on the following questions by majority vote of members present at any regularly scheduled meeting of the Chapter provided that at least 10% of active membership is present: election of the Directors, amendments to the Chapter's By-laws, membership dues, and approval of the Chapter membership meeting minutes.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. There is hereby created a Board of Directors which shall serve as the governing body of the Chapter. The Board of Directors shall consist of the following elected officers: President, Vice-President, Treasurer, Secretary and the most immediate Past President who is still active in the Chapter [hereinafter referred to as "the Directors"]. Only active members of the Chapter may be elected to and serve on the Board of Directors. The function of the Board of Directors is to do the following:

- a) Preserve and advance the welfare of the Chapter and its membership by way of effective and consistent operation of the Chapter in accordance with these By-laws, and the Constitution and By-laws of the FGFOA.
- b) Promote and improve the quality of financial and administrative accountability, management, and communication by and for all government units in the locality.
- c) Provide relevant and timely continuing education and training to government finance, ~~budget, city clerk~~ and other administrative professionals.
- d) Provide overall planning and direction for the Chapter's growth and development. Consider the ideas of individual members and bring forth appropriate ideas and issues to the full board for consideration.
- e) Interact with and provide direction to all committees of the Chapter.
- f) Encourage professional interaction through the exchange of ideas and information among governmental units.
- g) Initiate and undertake new programs that are designed to expand educational opportunities of membership.
- h) Recognize and promote the functional resources and programs of the Chapter.

To this end, the Board of Directors shall have the right and duty to adopt policies and procedures, as necessary and appropriate, on behalf of Chapter membership. The Board of Directors may request input and comment from members on significant or new questions coming before the Board of Directors prior to taking a ~~Board~~ vote by the Directors on the questions. The Board of Directors shall decide all questions regarding the Chapter other than those decided on by the active membership at large pursuant to Article VI, Section 2.

Section 2. No more than one member of the Board ~~Officer of Directors~~ may serve from a single government, unless they perform different functions for their employer (Finance vs. ~~City Clerk~~Budget). The Board of Directors shall serve without compensation.

Section 3. Once a member has been elected by the membership to a specific Board of Directors office, that member may, upon completion of the term for which he or she was elected, serve successive terms in any Director position, subject to the nomination and election procedures set forth in these Bylaws. No member shall serve on the Board of Directors for a continuous period of more than five years. Once a member rotates off the Board of Directors, he or she cannot again serve as an ~~officer~~ Director ~~on~~ the Board of Directors for a period of three years unless a vacancy cannot be filled.

Section 4. Directors elected at the Annual Meeting of the Chapter in April may assume their respective offices immediately upon swearing in at the June meeting and may hold office for one year or until the election and swearing in of their respective successors.

Section 5. The Board of Directors shall have the right and power to appoint a member to the unexpired term of any vacancy occurring in the positions of President, Vice-President, Treasurer or Secretary of the Chapter.

Section 6. The Board of Directors shall have the power to fix the time and place for each Annual Meeting and ~~every other~~ any additional meetings of the Chapter.

Section 7. The Board of Directors may meet at such times and places as they may elect.

Section 8. For the transaction of any business, at least three of the five Directors shall be present in person or by teleconference to constitute a quorum, and the majority vote of the Board of Directors present will decide all issues; however, no motion shall be approved with a vote of less than three Directors. No proxy may be voted at any meeting of said Board of Directors. Membership shall be informed by email communication or written meeting minutes of the results of any votes taken by the Board of Directors.

ARTICLE VIII – DUTIES OF DIRECTORS

Section 1. The President shall be the chief elected Director of the Chapter and may call meetings of the Board of Directors whenever it is deemed necessary. The President shall preside at all meetings of the Chapter. The President shall enforce the By-laws of the Chapter and the Constitution and By-laws established by the Florida Government Finance Officers Association. The President shall keep the Board of Directors of the Florida Government Finance Officers Association fully informed of the affairs of the Chapter. The President shall also consult with the

Board of Directors of the Florida Government Finance Officers Association and the Chapter Directors, whenever necessary, concerning the business of the Chapter and its activities. The President shall file periodic reports with the State Association for informational purposes and to the extent required by applicable law. The President shall establish the annual schedule of meetings and events for the Chapter, and approve the selection of topics and speakers for Chapter meetings and seminars.

Section 2. The Vice-President shall serve as assistant to the President. In the absence or inability of the President to act, the Vice-President shall exercise all powers and perform the duties of the President.

The Vice-President shall ensure that all Chapter information maintained on the FGFOA website is current and timely updated where necessary. The Vice-President shall timely prepare and distribute the Chapter newsletter. The Vice-President shall assist the President in the selection of meeting topics and related speakers.

Section 3. The Treasurer shall have a financial and accounting background and be versed in bank reconciliation and the preparation of basic financial reports. The Treasurer shall perform the following duties:

- a) Timely process and deposit all cash and checks received in conjunction with Chapter activities and functions. The Treasurer shall provide copies of all deposits to the Vice President or designee, within 30 days of the close of each month.
- b) Maintain the Chapter's check book and disburse Chapter funds upon email or written authorization from the President or Vice-President, and retain said written authorization as supporting documentation for auditing purposes.
- c) Maintain supporting documentation, such as deposit schedules, stubs, validated deposit slips and invoices, for all deposits and disbursements for audit purposes.
- d) Reconcile bank account(s) timely and follow up with the bank on any outstanding issues. Report the bank balance(s) at least monthly to the Board of Directors and at the next available membership meeting.
- e) Prepare a basic profit/loss statement for each Chapter activity for which there is a fee charged, and provide said statement to the Board of Directors for informational and decision-making purposes. Said statement shall list each member attending the activity and the corresponding payment received from each member for tracking purposes in conjunction with the Chapter's educational assistance programs and other purposes.
- f) Prepare the annual financial report due to the FGFOA Secretary/Treasurer by August 15 of each year pursuant to the FGFOA's "Policies and Procedures".
- g) Receive all new and renewed membership applications, process all related payments, and electronically send the documents to the Vice-President to ensure the complete and accurate maintenance of membership records and statistics, including tracking of new member referrals for any special programs offered by the Chapter.
- h) Shall separately track the totals of all designated sources of income approved to fund Chapter social activities, and report the balances at least quarterly to the Board of Directors.
- i) Update bank signature cards, as necessary, to always reflect current authorized signers on the Chapter's bank account(s).

Section 4. The Secretary shall be proficient in writing, keep all correspondence of the Chapter, and

take minutes of the Annual Meeting of the Chapter and of every meeting of the Board of Directors. The Secretary shall be responsible for preparing and submitting the minutes of every Board meeting for Board approval at the following Board meeting. The Secretary shall at least annually, transmit to the Florida Government Finance Officers Association: (1) a copy of the minutes of the Annual Meeting of the Chapter and of all meetings of the Board of Directors; and (2) a list of the Chapter's membership. The Secretary shall be responsible for disseminating formal notifications and other communications to membership upon first obtaining the approval of the President or Vice President. The Secretary shall assist the Treasurer in checking in and processing all members and visitors at Chapter meetings and events. The Secretary shall prepare and distribute identification badges, prepare and distribute attendance certificates in accordance with continuing professional education requirements, and prepare and keep custody of attendance sign-in sheets, for all Chapter business meetings and seminars.

Section 5. All Board members are expected to fully participate in the Board of Directors meetings and activities of the Chapter, and to complete projects as assigned. In the event a Director ~~officer~~ is unwilling or unable to perform their duties or fails to attend two consecutive Chapter meetings, the ~~officer~~ Director may be removed by a majority of the Board of Directors and the Board of Directors may appoint a replacement to fill the unexpired term of the ~~officer~~ Director.

ARTICLE IX- FISCAL MATTERS

Section 1. The incoming Board of Directors may adopt a proposed budget covering the Chapter operations for the subsequent calendar year.

Section 2. Dues for the Chapter members may be set at the annual meeting in April by an affirmative vote of a majority of the Chapter membership present to allow enough time for membership renewal prior to the start of the new fiscal year.

Section 3. The Board of Directors may establish a fee to cover the costs of any program sponsored by the organization, along with any corresponding meal charges.

Section 4. The Chapter shall be fully and solely responsible for its own financial affairs.

Section 5. The Fiscal Year of the Chapter shall be July 1 to June 30 ~~starting in the year 2006~~.

Section 6. The Chapter's monies shall be deposited and maintained in a local financial institution approved by a majority of the Board of Directors. The financial institution shall carry the distinction of being a State of Florida qualified public depository. The Chapter's monies shall be held in an interest-bearing checking or money market account that is FDIC insured for ease, liquidity and "zero" risk. The Board of Directors may elect by majority vote to invest Chapter monies in other instruments in accordance with the Chapter's primary and overriding investment objective of safety of principal, liquidity and minimal exposure to risk.

Section 7. Only the President, Vice-President and Treasurer are authorized to sign checks on behalf of the Chapter. For control purposes, checks shall be held and maintained by the Treasurer except in the Treasurer's absence. The President and Vice-President will only sign checks in the absence of the Treasurer and will provide all documentation supporting any disbursements to the Treasurer for auditing purposes. Only the Treasurer shall have any available on-line access to

transfer monies between Chapter accounts, if more than one account exists. The President and Vice-President shall be able to review the Chapter's bank balances on-line.

ARTICLE X- COMMITTEES

Section 1. There is hereby established a Nominating Committee for the purpose of recommending candidates to the Board of Directors. The Nominating Committee shall consist of the President and at least two past Chapter Presidents. The current President shall serve as the Chairperson of the Nominating Committee.

Any Chapter member desiring to serve or continue serving as a ~~Board Officer~~ Director shall file written notice with the President by February 15. The Nominating Committee shall consider all applicants to the Board of Directors and set forth recommendations by March 15 taking into account each applicant's overall commitment to the Chapter (including current service as a ~~Board Officer~~ Director, committee participation, involvement in other Chapter activities, and meeting attendance), involvement in other related professional organizations, and professional and career achievements. Chapter members may also register as independent candidates (not nominated by the nominating committee) no later than March 15 for any position on the Board.

Section 2. The President, with the concurrence of the Board of Directors, may appoint such committees and assign specific duties as are necessary for the efficient operation of the Chapter. The following committees may be appointed:

- a) A Membership Committee shall be responsible for promoting interest in the Chapter, conducting membership drives, and recommending applicants for membership. The Vice-President shall serve as the Chairperson of this committee.
- b) A Program/Continuing Professional Education Committee shall work with the Career Development Committee of the Florida Government Finance Officers Association in developing continuing professional education seminars and promoting interest in such seminars offered. The committee shall make recommendations to the President regarding dinner meeting and seminar topics, and related speakers. The committee chairperson shall be appointed by the President.
- c) Any other committees as deemed necessary by the President. The committee chairpersons shall be appointed by the President.
- d) The Audit Committee is established and duties defined the same as "Audit Committee" in the FGFOA Policies and Procedures.

ARTICLE XI- AMENDMENTS TO THESE BY-LAWS

Amendments to the Chapter By-Laws shall be presented to the FGFOA Board of Directors for approval prior to the Chapter voting on such amendments. If approved by the FGFOA Board of Directors the amendments to these By-laws may be made by an affirmative vote of a majority of the general Chapter membership at the Annual Meeting or any other regular business meeting. Approved amendments shall be sent to the FGFOA Board to insure compliance with those of the State Association. Notice of proposed amendments shall also be provided to the membership at large prior to the Annual Meeting or regular business meeting where a vote on the amendments is scheduled.

Last revisions 10/05/15 adopted 4/24/2014



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda S. Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Johnathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: Local Chapter President Conference Call

Executive Summary, Explanation or Background Information on Request:

A conference call will be held with the local chapter Presidents on October 20th.

The following issues will be discussed:

- Update from each Local Chapter representative (to be provided at meeting)
- Reminder of the School of Government Finance – can still register on-line and on-site
- Leadership FGFOA – good number of applicants.
- ACE Award – stay tuned for 2016 criteria
- Next deadline for CGFO program – January 15th for Spring Exams
- Conference Call Meeting Schedule for rest of year:
 - February 25th – 3:00
 - May 12th – 3:00

Additional information will be provided at the meeting.

Recommended Action:
Information only.


Sarah C. Koser, President-Elect

October 9, 2015
Date

**Local Chapter Conference Call
October 20, 2015 - 3:00 PM
10 of the 14 Chapter's in Attendance**

Updates from Chapters			
Chapter	Num. Mem.	# at Meeting	Information
Big Bend	79	39	New program committee - looking for new location for luncheons Reaching out to local AGA Chapter
Central Florida	216	49	Next meeting in Orange County - new website is saving a lot of time Jason Loschiavo to demo website in February for chapters
Florida First	125	48	Looking to increase membership - December 8th will have a tax exempt municipal bond compliance
Gulf Coast	145	58	Fall conference this Friday (83 signed up) February 8 hours investment Public Records, ACA, Government Accounting Update
Hillsborough	175	30	Raised dues - \$10 members - \$20 associate in order to increase fund balance 6 or 8 hours in the spring - fall luncheon 11/13 at Seminole Garden Center
Nature Coast	89	52	Next meeting 10/20 - December 3rd social
Palm Beach	205	50+	Had to close off registration - 12/5 holiday luncheon have CPE 8 hours investment in February - April spring meeting Plan to co-hose a meeting with the South Florida Chapter
South Fla.	200	94	Joint meeting - met 5 accounting students from FAU - they want to join a local chapter - 10/22 next meeting - 60 registered Scholarship program - offered to new employees in the government finance field - 3 to SOGF - offered 5 for CGFO program - only got 3 - pay for registration and testing fees for CGFO.
Southwest Fla.	125	40	12/8 annual 8 hour investment free to members
Volusia/Flagler	69	34	12/11 next meeting on 6 Sigma and Single Audit

October 20, 2015 – 3:00 PM
Local Chapter President Conference Call
Agenda

Call in information – 888-670-3525 – Participant Code - 2820684484

1. Roll Call
 - a. Sarah Koser – President-Elect – Board Liaison
 - b. Merrily Bennett – Staff
 - c. Kimberly Ferrell – Big Bend Chapter
 - d. Laurie Campbell – Central Florida Chapter
 - e. Judith Garard – Florida First Coast Chapter
 - f. Susan Bass - Gulf Coast Chapter
 - g. Lorrie Simmons – Hillsborough Chapter
 - h. Marge Strausbaugh – Nature Coast Chapter
 - i. Todd Hutchison – North Central Florida Chapter
 - j. Alison Teslia – Palm Beach Chapter
 - k. Steven Rausch – Panhandle Chapter
 - l. Bryan Cahen – South Florida Chapter
 - m. Peter Lear – Southwest Florida Chapter
 - n. Sondra D’Angelo – Space Coast Chapter
 - o. Kristin Daniels – Treasure Coast Chapter
 - p. Heidi Bova – Volusia/Flagler Chapter
2. Local Chapter status reports from each local chapter President
 - a. Number of current members
 - b. Attendance at last meeting
 - c. Upcoming meeting
 - d. Interesting CPE provided
3. Items to remind Chapter Members – if no FGFOA Board Member present to provide update:
 - a. School of Government Finance – November 2-6th, at PGA National
 - i. Early registration is complete
 - ii. Can still register on-line & on-site – additional \$40 fee
 - iii. Boot Camp sold out
 - b. ACE Award
 - i. Stay tuned for the criteria for the 2016 award
 - c. Next deadline for CGFO program
 - i. January 15th for the Spring Exams
4. Leadership FGFOA
 - a. Board is pleased with response – those selected to be announced at the SOGF
5. FGFOA Website Chapter Information
 - a. Suggested Template (see attached)
 - b. Send updates to Merrily Bennett
6. Anything else to share?
 - a. Suggestions for other chapters
 - b. Questions for other chapters
 - c. Questions for the FGFOA Board

FGFOA Chapter Website Information Template

1. Welcome Section:

Some chapters (not all) had a contact person for membership questions. Example:

Members are invited to attend all Chapter meetings this year. Membership is open to anyone and membership information is available at: www.fgfoa.org/becomeamember

If you have any questions regarding Gulf Coast Chapter membership, please contact:

Linda Benoit
Budget Manager
Pinellas County Office of Management and Budget

14 S. Ft. Harrison Ave 5th floor, Clearwater, FL 33756
Phone (727) 464-4326
lbenoit@pinellascounty.org

2. Recent picture (optional section), maybe from a Chapter meeting (pictures are a nice way to put faces on an organization): (South Florida Chapter was the only chapter with a picture on the website.)



2015-2016 BOARD OF DIRECTORS

3. Chapter Membership Demographics (total members): (Only one chapter had this information.)

4. Chapter Officers and Board Members: (Most chapters listed officers and directors. A group picture would be nice, too. Nothing fancy.)

5. Chapter news and announcements: (Most Chapters had a news/announcement section.)

6. Most recent meeting summary: (All Chapters had a summary of the last meeting.)

7. Future Meetings:

Some chapters listed future meeting dates, but most chapters did not. Example:

SAVE THESE DATES now for the 2015-2016 Gulf Coast FGFOA events.

- **October 23, 2015** Fall Conference, Largo Library, 8 hours of CPE

Speakers tentatively scheduled:

- Matt Geerdes, Crowe Horwath, LLP, OMB Circular A-133
- Matt Daugherty, SML, Inc., Florida Public Records Law
- Kate Grangard, Gehring Group, Affordable Care Act (ACA) Reporting
- Bill Blend, Moore Stephens Lovelace, Accounting and Auditing
- **December 10, 2015** Chapter Lunch meeting at Bascom's Chophouse
- **February 19, 2016** Winter Conference, Ruth Eckerd Hall

Topics: 8 hours of Investments CPE

- **April 14, 2016**, Chapter Lunch meeting at Bascom's Chophouse
- **June 9, 2016**, Chapter annual meeting and Lunch meeting at Bascom's Chophouse

FGFOA Certificates of Deposit

As of August 19, 2015

<u>Purchased</u>	<u>Account Number</u>	<u>Bank</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
9/4/14	#5004045182	Synchrony Bank	\$76,583.96	1.09%	1.10%	12 months	9/4/2015
9/10/14	#210002549	ProBank	\$76,853.36	0.75%	0.75%	24 month	9/10/2016

Matured CD's

9/19/11	#210002549	ProBank	\$75,000.00	1.10%	1.11%	12 months	9/10/2012	
9/4/12	#5004045182	MetLife	\$75,000.00	1.04%	1.05%	12 months	9/4/2013	Rolled over at \$75,787.85
9/10/12	#210002549	ProBank	\$75,822.82	0.75%	0.75%	12 months	9/10/2013	Rolled over at \$76,393.62
9/4/13	#5004045182	GE Captial	\$75,787.85	1.04%	1.05%	12 months	9/4/2014	Rolled over at \$76,583.96
9/10/13	#210002549	ProBank	\$76,393.62	0.60%	0.60%	12 months	9/10/2014	Rolled over at \$76,853.36

September 30, 2015, month-to-date statement

Page > 1 of 1



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FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION INC
C/O SCOTT HAMILTON
PO BOX 1757
TALLAHASSEE FL 32302-1757

Prime Money Mkt Fund 0030-09910172155

7-day SEC yield as of 09/30/2015* 0.07%

Date	Transaction	Amount	Share Price	Shares Transacted	Total Shares Owned	Value
	Beginning balance on 8/31/2015		\$1.00		40,737.070	\$40,737.07
09/30	Income dividend	\$2.36	1.00	2.360	40,739.430	
	Ending balance on 9/30/2015		\$1.00		40,739.430	\$40,739.43

*Average annualized income dividend over the past 7 days. For updated information, visit vanguard.com.

Beginning on January 1, 2012, new tax rules on taxable (nonretirement) mutual fund accounts (excluding money market funds) require Vanguard to track cost basis information for shares acquired and subsequently sold, on or after that date. Unless you select another method, sales of Vanguard mutual funds, but not ETFs, will default to the average cost method. For more information, visit vanguard.com/costbasis.

Fund / Account No. 0030 / 09910172155

Vanguard Prime Money Market Fund

Make checks payable to: The Vanguard Group – 0030

List each check separately. \$

\$

Do not alter or photocopy this investment slip. \$

\$

Total Amount \$

00301 09910172155 301 20

Florida Government Finance
Officers Association Inc.

VANGUARD FLAGSHIP SERVICES

PO BOX 105433

ATLANTA GA 30348-9531

00 708 107007 000000000 30348 9531



Vanguard Prime Money Market Fund (VMMXX)

Product summary

Vanguard Prime Money Market Fund seeks to provide current income and preserve shareholders' principal investment by maintaining a share price of \$1. As such it is considered one of the most conservative investment options offered by Vanguard. Although the fund invests in short-term, high-quality securities, the amount of income that a shareholder may receive will be largely dependent on the current interest-rate environment. Investors who have a short-term savings goal and seek a competitive yield may wish to consider this option.

Fund facts

Asset class	Money Market
Category	Taxable Money Market
Expense ratio as of 12/19/2014	0.16%
Minimum investment	\$3,000 
Fund number	0030
Fund advisor	Vanguard Fixed Income Group

Price and performance

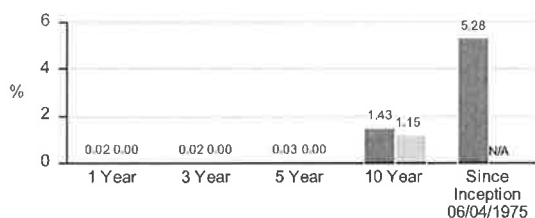
Price as of 10/23/2015	\$1.00
Change	\$0.00 0.00%
SEC yield	0.08%
Compound yield	0.08%

Risk potential



Average annual performance

As of 09/30/2015

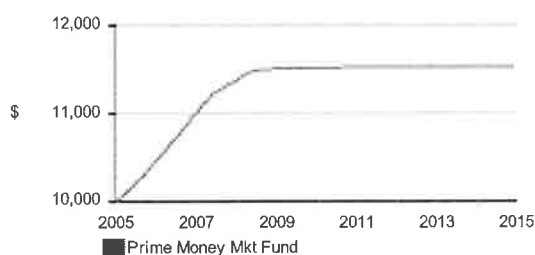


■ Prime Money Mkt Fund
■ Money Market Funds Average* (Benchmark)

Quarter-end | Month-end

Hypothetical growth of \$10,000

As of 9/30/2015



The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so that investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited. See performance data current to the most recent month-end. Click to view standardized returns, fees, and expenses.

Portfolio composition

Distribution by Issuer (% of fund) as of 09/30/2015

	Prime Money Mkt Fund
Bankers Acceptances	0.0%
Certificates of Deposit	8.8%
Other	0.1%
Repurchase Agreements	7.7%
U.S. Commercial Paper	9.1%
U.S. Govt. Obligations	32.6%
U.S. Treasury Bills	0.2%
Yankee/Foreign	41.5%
Total	100.0%

Characteristics as of 09/30/2015

Number of holdings	438
Average maturity	40.0 days 
Weighted average life	84.0 days
Fund total net assets	\$136.3 billion

*Derived from data provided by Lipper, a Thomson Reuters Company.

A money market mutual fund investment is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although a money market mutual fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such a fund.



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

OFFICERS

President
Barry Skinner

President-Elect
Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

Kimball Adams

Ken Burke

Nicole Gasparri

Jonathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item: Check Register July 1 to September 30, 2015

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

For Review

Linda Howard, Secretary/Treasurer

October 26, 2015
Date

FGFOA FY 16 Fee Analysis

November 2015

Background

At the February 6, 2004, meeting, the Board appointed an ad-hoc committee to conduct a comprehensive review of all FGFOA fees. Members of the Committee included Chris Lyons, Chair, Amy Elliot and Mark Fostier. The Committee presented their findings at the April 30, 2004, Board meeting, at which time the Board requested that the Secretary/Treasurer update the fee analysis model annually. In 2011, the Board requested the fee analysis be prepared following the completion of the Audited Financial Statements (March Board meeting). In May 2012, an ad hoc committee was established to explore options to lower the room rate for the 2013 Annual Conference. The committee recommended and the Board approved using net income (\$40,000) from the 2012 Annual Conference to lower the room rate. This one-time expense was included in the fee analysis of the 2013 Annual Conference program.

A listing of current fees charged by the FGFOA is provided in Exhibit 1.

Fee Analysis Rationale

The cost of each program as reflected in the FGFOA Annual Budget only includes the direct costs of each program. To arrive at the true cost of providing each program, certain administrative costs should be allocated to these programs. Then, the adequacy of each fee can be evaluated in reference to the total cost of providing the program.

The following administrative costs were allocated to the four programs offered (i.e., Annual Conference, SOGF, CGFO Program and Webinars/Seminars) based on estimates of staff time spent on each program by the Florida League of Cities (Exhibit 2). Although 2 new programs were added (Boot Camp and Leadership FGFOA, no administrative costs were allocated to them in this analysis. Administrative costs include the following:

- Standing Committees
- Professional Services
- Meeting Expenses

The following administrative costs were allocated to membership dues, investment income and miscellaneous income (Exhibit 3):

- Communication to Members
- Administrative Expenses
- Contributions

In FY 16, the above administrative costs were allocated to the four programs offered (i.e., Annual Conference, SOGF, CGFO Program, and Webinars/Seminars as well as to General Administration (membership, website, e-bulletins, Board agendas, local chapters, etc.). The General Administration costs are allocated to membership dues, investment income and miscellaneous income (Exhibit 11).

Please find below a listing of exhibits:

Exhibit 4	FGFOA Proposed Budget for the Year Ending June 30, 2016 (updated)
Exhibit 5	FGFOA Annual Conferences
Exhibit 6	FGFOA School of Governmental Finance
Exhibit 7	FGFOA CGFO Program
Exhibit 8	FGFOA Pre-conferences
Exhibit 9	FGFOA FY14 Budget Analysis – fyi only
Exhibit 10	FGFOA FY 15 Budget Analysis – fyi only
Exhibit 11	FGFOA FY 16 Budget Analysis

Analysis and Recommendations

FY 16

A summary of the FY16 Budget follows (Exhibit 4):

Revenues	\$767,800
Expenses	<u>810,058</u>
Increase/(Decrease) in Net Assets	(42,258)
Net Assets- Beginning of the Period	<u>200,653</u>
Net Assets – End of Period	<u>\$158,395</u>

Pursuant to the revised Net Asset Policy, the minimum and desired net asset balances are \$111,396 and \$222,791 respectively. The FY 16 decrease in net assets totals \$42,258, resulting in a projected ending net asset balance of \$158,395 which is below our desired mid-point of \$167,093. Even after our rate increases, overall expenses are exceeding revenues. One mitigating factor for FY 16 is that we anticipate the net decrease in assets will be smaller than that shown above. The declining Net Assets is a concern that we must continue to monitor each year.

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 97,000	
Investment Income	1,500	
Miscellaneous Income	<u>1,000</u>	
		\$ 99,500
Communication to Members	\$ 2,600	
Administrative Expenses	33,561	
Contributions	<u>-</u>	
		36,161
SubTotal		\$ 63,339
Administrative Cost Allocation (General Administration)		<u>33,303</u>
Difference		<u>\$ 30,036</u>

	2016 Annual Conference	2015 SOGF	CGFO Program	Webinars / Seminars	Boot Camp	Leadership FGFOA	Totals
Revenues	\$ 478,600	\$ 69,000	\$ 30,000	\$ 22,000	\$ 8,700	\$ 60,000	\$ 668,300
Expenses	<u>474,550</u>	<u>79,037</u>	<u>2,500</u>	<u>24,000</u>	<u>10,000</u>	<u>50,100</u>	<u>640,187</u>
Revenues less Expenses	\$ 4,050	\$ (10,037)	\$ 27,500	\$ (2,000)	\$ (1,300)	\$ 9,900	\$ 28,113
Administrative Cost Allocation	<u>26,642</u>	<u>19,982</u>	<u>33,303</u>	<u>19,982</u>	<u>\$0</u>	<u>\$0</u>	<u>99,909</u>
Net Income (Loss)	<u>\$ (22,592)</u>	<u>\$ (30,019)</u>	<u>\$ (5,803)</u>	<u>\$ (21,982)</u>	<u>\$ (1,300)</u>	<u>\$ 9,900</u>	<u>\$ (71,796)</u>
Special Event Revenues	\$175,000						
Special Event Expenses	<u>165,000</u>						
Excess (Subsidy)	<u>\$ 10,000</u>						

Membership Dues are more than covering general administrative expenses. Some of the excess, \$30,036, shown above, should be allocated to webinars/seminars. We increase dues, but did not allocated any of the revenue to webinars. Webinars require quite a bit of time and effort, has no offsetting revenues since these are free to members.

The annual conference is showing an overall deficit after administrative costs. We think the revenue numbers are conservative; therefore, we expect this gap to be less.

The CGFO program will still be a little underfunded, keeping in mind hospitality costs are not allocated to CGFO.

The Boot Camp rates appear to be appropriate. Some minor administrative costs may be warranted, but since this is in conjunction with another major program, it may not be necessary.

Leadership FGFOA does have a projected excess revenue over expenses before administrative costs. After our first year, we may want to review and determine if overhead costs should be allocated and if so, at what level.

Special events are monitored to ensure that they are self- sustaining. In FY16, it is projected that the special events will have an excess revenues over expenses. Although positive, this number is not as big as it has been the past two years.

Summary: I would not recommend any additional rate increase at this time since we just implemented new rates this year. However, there are a couple of trouble spots that we need to monitor:

- The annual conference, which is our biggest event, should not have a deficit. We need to ensure proper pricing for this event.
- If we want to continue to offer the webinars at no costs, we have to ensure that annual dues cover the administrative costs associated with this service.
- For new programs like Leadership FGFOA, we must ensure the rates cover costs plus administrative fees.

Membership Dues

Active Membership	\$35	Increased in 2011
Associate Membership	35	
Retiree	35	
Student Membership	0	Reduced from \$15 2013

Annual Conference

	<u>Early Fee</u>	<u>Regular Fee</u>	
Registration Fees -			
Active Member	\$250	\$290	Increased from \$225 & \$265 in 2015
Associate Member	310	350	Increased from \$285 & \$325 in 2015
Non-Member	370	410	Increased from \$345 & \$385 in 2015
Corporate Sponsor/Exhibitor			Removed 2013 was \$225 & \$265
Spouse/Guest			Removed 2013 was \$135 & \$175
Pre-Conference Seminar -			
Active Member	\$110	\$150	Increased from \$90 and \$130 in 2015
Associate Member	150	190	Increased from \$130 and \$170 in 2015
Non-Member	185	225	Increased from \$165 and \$205 in 2015
Exhibitor Fee	\$1,500		
Ethics Seminar	\$65	75	Increased from \$55 and \$65 in 2014

SOGF

	<u>Early Fee</u>	<u>Regular Fee</u>	
Registration Fees -			
Active Member Basic	\$220	\$260	Increased from \$180 and \$220 in 2015
Associate Member Basic	285	325	Increased from \$245 and \$285 in 2015
Non-Member Basic	345	385	Increased from \$305 and \$345 in 2015
Active Member Inter./Advanced	210	250	Increased from \$170 and \$210 in 2015
Associate Member Inter./Advanced	270	310	Increased from \$230 and \$270 in 2015
Non-Member Inter./Advanced	325	365	Increased from \$285 and \$325 in 2015
Active Member Entire Week	320	360	Increased from \$280 and \$320 in 2015
Associate Member Entire Week	445	485	Increased from \$405 and \$445 in 2015
Non-Member Entire Week	560	600	Increased form \$520 and \$560 in 2015
Ethics Course			No longer offered at the School
Active Member Beginner Boot Camp	265	305	Increased from \$225 and \$265 in 2015
Associate Member Beginner Boot Camp	340	380	Increased from \$300 and \$340 in 2015
Active Member Executive Boot Camp	225	265	
Associate Member Exective Boot Camp	300	340	

CGFO Program

Application	\$50
Exam	30
Review Course/per Course	45
Renewals	40
Renewals Late	65

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FGFOA Administrative Cost Allocation

			<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	Budget <u>FY 16</u>
Standing Committees			\$5,531	\$6,288	\$5,979	\$9,110	\$6,538	\$6,500
Professional Services			88,085	90,887	95,373	99,808	104,629	105,460
Meeting Expenses			17,634	14,350	21,649	14,653	16,206	21,250
Total			<u>\$111,250</u>	<u>\$111,525</u>	<u>\$123,001</u>	<u>\$123,571</u>	<u>\$127,373</u>	<u>\$133,210</u>
Annual Conference	2016 20%	Prior 20%	\$22,250	\$22,305	\$24,600	\$24,714	\$25,475	26,642
School of Government Finance	15%	15%	16,688	16,729	18,450	18,536	19,106	19,982
CGFO	25%	20%	22,250	22,305	24,600	24,714	25,475	33,303
Webinars/Seminars	15%	15%	16,688	16,729	18,450	18,536	19,106	19,982
General Administration	25%	30%	33,375	33,458	36,901	37,071	38,213	33,303
	100%	100%	<u>\$111,251</u>	<u>\$111,526</u>	<u>\$123,001</u>	<u>\$123,571</u>	<u>\$127,375</u>	<u>\$ 133,210</u>

Membership Dues vs. Member Costs

	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>
Membership Dues	\$70,115	\$68,565	\$96,265	\$99,120	\$98,315	\$99,190	\$97,000
Investment Income	5,794	2,744	871	1,318	1,309	1,403	1,500
Miscellaneous Income	<u>2,640</u>	<u>358</u>	<u>1,485</u>	<u>1,060</u>	<u>990</u>	<u>35</u>	<u>1,000</u>
	\$78,549	\$71,667	\$98,621	\$101,498	\$100,614	\$100,628	\$99,500
Communication to Members	\$7,508	\$3,014	\$3,832	\$3,590	\$1,972	\$1,666	\$2,600
Administrative Expenses	24,348	26,718	25,315	34,703	30,424	29,276	33,561
Contributions	<u>2,100</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	33,956	31,732	31,147	38,293	32,396	30,942	36,161
Subtotal	<u>\$44,593</u>	<u>\$39,935</u>	<u>\$67,474</u>	<u>\$63,205</u>	<u>\$68,218</u>	<u>\$69,686</u>	<u>\$63,339</u>
Administrative Cost Allocation (General Administration)	<u>35,815</u>	<u>33,375</u>	<u>33,458</u>	<u>36,901</u>	<u>37,071</u>	<u>38,213</u>	<u>33,303</u>
Difference	8,778	6,560	34,016	26,304	31,147	31,473	30,036

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Exhibit 4

Proposed

Budget for the Year Ending June 30, 2013

2015-2016 Revised 11/04/2015	2014-2015	2015-2016	2015-2016
	Actual as of 06/30/2015 (Unaudited)	Budget 07/01/2015 - 06/30/2016 - Revised 08/28/2015	07/01/2015 - 06/30/2016 - Revised
REVENUES			
Membership Dues	99,190	97,000	97,000
Investment Income	1,403	1,500	1,500
Annual Conference	506,076	487,300	487,300
School of Governmental Finance	55,888	69,000	69,000
Leadership FGFOA	0	60,000	60,000
Pre-Conference Seminar	18,900	22,000	22,000
CGFO Fees	26,510	30,000	30,000
Miscellaneous Income	35	1,000	1,000
TOTAL REVENUES	708,002	767,800	767,800
EXPENSES			
Expenses related to training/education			
Conference Expenses	467,938	482,050	484,550
School of Governmental Finance	75,420	79,537	79,537
Leadership FGFOA	0	50,100	50,100
Pre-Conference Seminar/FSS/NASBA Fees	23,733	16,000	24,000
CGFO Printing & Mailing	69	500	500
CGFO March Review & rewrite	2,000	2,000	2,000
Local Chapter Support	0	0	0
Total - Training Expenses	569,160	630,187	640,687
Standing Committees:			
Standing Committee Meetings	0	500	500
Membership Services Outreach (Student)	0	0	0
All Committee Mtgs @ Conference	6,538	6,000	6,000
Total - Standing Committees	6,538	6,500	6,500
Communication to Members			
Internet Homepage	0	100	100
Directory Printing	0	0	0
Newsletter (includes mailing)	0	0	0
Postage & Mailing	529	1,500	1,500
Printing & Duplicating	1,137	1,000	1,000
Total Communication to members	1,666	2,600	2,600
Professional Services:			
Florida League of Cities, Inc.	96,009	96,585	96,585
Auditor Fees	8,620	8,875	8,875
Total - Professional Services	104,629	105,460	105,460
Meeting Expenses:			
GFOA Reception	3,440	5,000	5,000
Board of Directors	8,002	8,500	8,500
Strategic Planning	1,361	2,750	2,750
GFOA Conference	3,403	5,000	5,000
Conference Exhibitions	0	0	0
Chapter visitation by officers	0	0	0
Total Meeting Expenses	16,206	21,250	21,250
Administrative Expenses:			
Insurance Expense	4,268	4,000	4,000
List Serve - ongoing fees	3,445	5,000	5,000
Filings & Registrations	61	61	61
Staff Travel	2,001	3,000	3,000
75th Anniversary	0	0	0
Student Scholarship	0	0	0
Miscellaneous Expense	3,597	6,000	6,000
Depreciation	490	500	500
Credit Card Terminal	15,414	15,000	15,000
Total - Administrative Expenses	29,276	33,561	33,561
Contributions:			
GASB Contribution:	0	0	0
Total - Contributions	0	0	0
TOTAL EXPENSES	727,475	799,558	810,058
Increase (Decrease) in Net Assets	(19,473)	(31,758)	(42,258)
Net Assets-Beginning of Period	220,126	200,653	200,653

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Exhibit 4

Proposed

Budget for the Year Ending June 30, 2013

2015-2016 Revised 11/04/2015	2014-2015 Actual as of 06/30/2015 (Unaudited)	2015-2016 Budget 07/01/2015 - 06/30/2016 - Revised 08/28/2015	2015-2016 07/01/2015 - 06/30/2016 - Revised
Net Assets-End of Period	200,653	168,895	158,395

FGFOA Annual Conference

	2011 Boca Raton	2012 Orlando	2013 Boca Raton	2014 Orlando
Revenues	\$374,717	\$363,315	\$411,656	\$406,708
Expenses (a)	321,187	315,343	451,678	387,560
Revenues less Expenses	<u>53,530</u>	<u>47,972</u>	<u>(40,022)</u>	<u>19,148</u>
Administrative Cost Allocation	22,250	22,305	24,600	24,714
Net Income (Loss)	<u>\$31,280</u>	<u>\$25,667</u>	<u>(\$64,622)</u>	<u>(\$5,566)</u>
No. of Participants	919	864	904	912
<u>Special Events Revenues ⁽¹⁾</u>				
Exhibitor Fees	139,475	146,225	156,300	154,725
Extra Tickets	4,105	3,345	6,345	2,705
Golf	<u>5,040</u>	<u>4,050</u>	<u>5,940</u>	<u>4,770</u>
	\$148,620	\$153,620	\$168,585	\$162,200
<u>Special Events Expenses ⁽¹⁾</u>				
Golf Tournament	4,590	4,007	5,812	3,360
Association Night	41,943	0	46,668	19,307
Tuesday Event	35,959	71,539	80,229	87,862
Hospitality Suite	15,344	13,208	22,290	27,506
President's Reception	10,029	6,171	10,902	5,900
Walking Tour	<u>948</u>	<u>884</u>	<u>0</u>	<u>0</u>
	108,813	95,809	165,901	143,935
Excess (Subsidy)	<u>\$39,807</u>	<u>\$57,811</u>	<u>\$2,684</u>	<u>\$18,265</u>
Average Registration per Participant	\$222	\$223	\$247	\$242
Hotel Commissions, Corporate Registration, and Other Income per Participant	<u>24</u> \$246	<u>20</u> \$243	<u>22</u> \$269	<u>26</u> \$268
Cost per Participant (Excluding Special Events & Administrative Cost Allocation) ⁽²⁾	\$231	\$254	\$316	\$267
Cost per Participant (Excluding Special Events) ⁽³⁾	\$255	\$280	\$343	\$294

⁽¹⁾ Amounts are included in revenues and expenses shown above

⁽²⁾ For 2013, \$451,678 minus \$165,901 equals \$285,777 divided by 904 equals \$316

⁽³⁾ For 2013, \$451,678 plus \$24,600 minus \$165,901 equals \$310,377 divided by 904 equals \$343

(a) FY 2013 expense \$451,678 includes \$45,128 one-time expense for room rate subsidy

2015 Hollywood	2016 Orlando	
\$498,576	\$478,600	
458,774	472,050	
<u>39,802</u>	<u>6,550</u>	
25,475	26,642	
<u>\$14,327</u>	<u>(\$20,092)</u>	
975	925	
160,700	165,000	
3,415	5,000	
<u>3,500</u>	<u>5,000</u>	
\$167,615	\$175,000	
5,000	5,000	
20,000	40,000	
80,000	80,000	
30,000	30,000	
10,000	10,000	
<u>0</u>		
145,000	165,000	
<u>\$22,615</u>	<u>\$10,000</u>	
\$245	\$272	member registration fee expense only
<u>86</u>	<u>56</u>	
\$332	\$328	
\$322	\$332	
\$348	\$361	

FGFOA School of Governmental Finance

	2010	2011	2012	2013	2014	2015
	St. Augustine	St. Augustine	Sarasota	Sarasota	Destin	Palm Beach Gardens
Revenues	\$63,888	\$66,536	\$71,863	\$71,722	\$55,888	\$69,000
Expenses	64,827	68,838	57,701	61,955	74,688	79,537
Revenues Less Expenses	(939)	(2,302)	14,162	9,767	(18,800)	(10,537)
Administrative Cost Allocation	16,688	16,729	18,450	18,536	20,007	19,982
Net Income (Loss)	(\$17,627)	(\$19,031)	(\$4,288)	(\$8,769)	(\$38,807)	(\$30,519)
No. of Participants	250	262	300	278	230	289
	\$0	\$0	\$0	\$0	\$0	\$0
<u>Special Event Expenses ⁽¹⁾</u>						
Golf	0	0	0	0	0	
Hospitality Suite	1,534	1,578	1,902	1,442	6,007	\$6,000
	1,534	1,578	1,902	1,442	6,007	6,000
Excess (Subsidy)	(\$1,534)	(\$1,578)	(\$1,902)	(\$1,442)	(\$6,007)	(\$6,000)
<u>Average Registration per Participant</u>	\$206	\$204	\$196	\$218	\$227	
Hotel Commission per Participant	45	45	38	37	12	
	\$251	\$249	\$234	\$255	\$239	
Cost per Participant (Excluding Special Events & Administrative Cost Allocation) ⁽²⁾	\$253	\$257	\$186	\$218	\$299	
Cost per Participant (Excluding Special Events) ⁽³⁾	\$320	\$321	\$247	\$284	\$386	

⁽¹⁾ Amounts are included in revenues and expenses shown above

⁽²⁾ For 2012, \$57,701 minus \$1,902 equals \$55,799 divided by 300 equals \$186

⁽³⁾ For 2012, \$57,701 plus \$18,450 minus \$1,902 equals \$74,249 divided by 300 equals \$247

FGFOA CGFO Program

	FY 10		FY 11		FY 12		FY 13		FY 14		FY 15		
Revenues	\$26,100		\$18,725		\$22,310		\$27,945		\$29,255		30,000		
Expenses ⁽¹⁾	2,324		5,077		147		2,855		2,288		2,500		should it include hospitality????
Revenues less Expenses	23,776		13,648		22,163		25,090		26,967		27,500		
Administrative Cost Allocation	20,466		22,250		22,305		24,800		25,475		33,303		Represents one of the largest chunks of time for the League
Net Income (Loss)	\$3,310		(\$8,602)		(\$142)		\$490		\$1,492		(5,803)		
Revenue Detail	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	
Applications (\$50)	30	\$1,500	36	\$1,800	48	\$2,400	42	\$2,100	50	\$2,500		0	
Exams (\$30)	244	7,320	201	6,030	205	6,150	342	10,260	338	10,140	93	2,790	
Review Courses (\$45)	244	10,940	155	6,975	176	7,920	230	10,350	231	10,395	97	4,365	
Renewals (\$40)	151	6,340	98	3,920	146	5,840	126	5,235	148	6,220			

⁽¹⁾ Expenses do not include expenses for refreshment breaks, speaker gifts for review course instructors and the hospitality suite provided to CGFO Program participants by the SOGF.

FGFOA Career Development Seminars
FY 16

	Pre- Conference Orlando	TOTALS
Revenues	22,000	22,000
Expenses	<u>24,000</u>	<u>24,000</u>
Revenues less Expenses	(2,000)	(2,000)
Administrative Cost Allocation		\$19,982
Net Income (Loss)		(21,982)
No. of Participants	190	190
Average Registration per Participant	\$116	\$116
Cost per Participant	\$126	\$126
Cost per Participant including Administrative Cost Allocation		\$231

FGFOA FY 14 Actual Analysis

Exhibit 9

Administrative Cost Allocation

Standing Committees		\$ 9,110
Professional Services		99,808
Meeting Expenses		14,653
Total		<u>\$ 123,571</u>

Annual Conference	20%	\$ 24,714
School of Governmental Finance	15%	18,536
CGFO	20%	24,714
Webinars / Seminars	15%	18,536
General Administration	30%	37,071
		<u>\$ 123,571</u>

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 98,315	
Investment Income	1,309	
Miscellaneous Income	990	
	<u></u>	\$ 100,614
Communication to Members	\$ 1,972	
Administrative Expenses	30,424	
	<u></u>	32,396
SubTotal		\$ 68,218
Administrative Cost Allocation (General Administration)		37,071
Difference		<u>\$ 31,147</u>

	2014 Annual Conference	2013 SOGF	CGFO Program	Webinars / Seminars	Totals
Revenues	\$ 406,708	\$ 71,722	\$ 29,255	\$ 17,690	\$ 525,375
Expenses	<u>387,560</u>	<u>61,955</u>	<u>2,288</u>	<u>23,127</u>	<u>474,930</u>
Revenues less Expenses	\$ 19,148	\$ 9,767	\$ 26,967	\$ (5,437)	\$ 50,445
Administrative Cost Allocation	24,714	18,536	24,714	18,536	86,500
Net Income (Loss)	<u>\$ (5,566)</u>	<u>\$ (8,769)</u>	<u>\$ 2,253</u>	<u>\$ (23,973)</u>	<u>\$ (36,055)</u>
Special Event Revenues	\$162,200				
Special Event Expenses	<u>143,935</u>				
Excess (Subsidy)	<u>\$ 18,265</u>				

**FGFOA FY 15
Budget Analysis**

Exhibit 10

Administrative Cost Allocation

Standing Committees		\$6,538
Professional Services		104,629
Meeting Expenses		16,206
Total		<u>\$127,373</u>

Annual Conference	20%	\$25,475
School of Governmental Finance	15%	19,106
CGFO	20%	25,475
Webinars/Seminars	15%	19,106
General Administration	30%	38,213
		<u>\$127,375</u>

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 99,190	
Investment Income	1,403	
Miscellaneous Income	35	
	<u></u>	\$ 100,628

Communication to Members	\$ 1,666	
Administrative Expenses	29,276	
Contributions	-	
	<u></u>	30,942

SubTotal		\$ 69,686
Administrative Cost Allocation (General Administration)		38,213
Difference		<u>\$ 31,473</u>

	2015 Annual Conference	2014 SOGF	CGFO Program	Webinars / Seminars	Totals
Revenues	\$ 506,076	\$ 55,888	\$ 26,510	\$ 18,900	\$ 607,374
Expenses	<u>467,938</u>	<u>75,420</u>	<u>2,069</u>	<u>23,733</u>	<u>569,160</u>
Revenues less Expenses	\$ 38,138	\$ (19,532)	\$ 24,441	\$ (4,833)	\$ 38,214
Administrative Cost Allocation	<u>25,475</u>	<u>19,106</u>	<u>25,475</u>	<u>19,106</u>	<u>89,162</u>
Net Income (Loss)	<u>\$ 12,663</u>	<u>\$ (38,638)</u>	<u>\$ (1,034)</u>	<u>\$ (23,939)</u>	<u>\$ (50,948)</u>
Special Event Revenues	\$167,615				
Special Event Expenses	<u>145,000</u>				
Excess (Subsidy)	<u>\$ 22,615</u>				

**FGFOA FY 16
Budget Analysis**

Exhibit 10

Administrative Cost Allocation

Standing Committees		\$6,500
Professional Services		105,460
Meeting Expenses		21,250
Total		<u>\$133,210</u>

Annual Conference	20%	\$26,642
School of Governmental Finance	15%	19,982
CGFO	25%	33,303
Webinars/Seminars	15%	19,982
General Administration	25%	33,303
		<u>\$133,212</u>

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 97,000
Investment Income	1,500
Miscellaneous Income	1,000
	<u>\$ 99,500</u>

Communication to Members	\$ 2,600
Administrative Expenses	33,561
Contributions	-
	<u>36,161</u>

SubTotal	\$ 63,339
Administrative Cost Allocation (General Administration)	33,303
Difference	<u>\$ 30,036</u>

	2016 Annual Conference	2015 SOGF	CGFO Program	Webinars / Seminars	Boot Camp	Leadership FGFOA	Totals
Revenues	\$ 478,600	\$ 69,000	\$ 30,000	\$ 22,000	\$ 8,700	\$ 60,000	\$ 668,300
Expenses	474,550	79,037	2,500	24,000	10,000	50,100	640,187
Revenues less Expenses	\$ 4,050	\$ (10,037)	\$ 27,500	\$ (2,000)	\$ (1,300)	\$ 9,900	\$ 28,113
Administrative Cost Allocation	26,642	19,982	33,303	19,982	\$0	\$0	99,909
Net Income (Loss)	<u>\$ (22,592)</u>	<u>\$ (30,019)</u>	<u>\$ (5,803)</u>	<u>\$ (21,982)</u>	<u>\$ (1,300)</u>	<u>\$ 9,900</u>	<u>\$ (71,796)</u>

Special Event Revenues	\$175,000
Special Event Expenses	165,000
Excess (Subsidy)	<u>\$ 10,000</u>



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

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Barry Skinner

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Ken Burke

Nicole Gasparri

Jonathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item:

2016 FGFOA Annual Conference Budget Amendment

Executive Summary, Explanation or Background Information on Request:

The Board asked the meeting planner to review the menus to make sure there is enough budget to provide refreshment breaks that will not run out or cut back. The meeting planner did this and confirmed that \$120,000 should be enough.

However, it was recommended that we increase the equipment rental expense by \$2,500 to include costs for electrical to run the new scanners.

Recommended Action:

Approval of the 2016 FGFOA Annual Conference Budget amendment

Jeannie Garner, Executive Director

October 23, 2015
Date

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.
2016 Annual Conference Proposed Budget
Orlando

	912	900	900	925	925
	2014 Orlando	2015	2015	2016	2016
	Actual	Revised Proposed 04/2015	Actual	Approved Budget \$25 Fee increase	Proposed Revision 11/04/2015
OTHER REVENUE					
Exhibitor Fees	\$154,725.00	\$150,000.00	\$160,700.00	\$165,000.00	\$165,000.00
Extra Tickets All Events	\$2,705.00	\$5,000.00	\$3,415.00	\$5,000.00	\$5,000.00
Golf	\$4,770.00	\$5,000.00	\$3,500.00	\$5,000.00	\$5,000.00
Hotel Commissions (1)	\$0.00	\$46,500.00	\$45,186.00	\$30,000.00	\$30,000.00
Cancellation Fees	\$760.00	\$1,000.00	\$1,160.00	\$1,000.00	\$1,000.00
Ethics Income	\$11,490.00	\$10,000.00	\$10,385.00	\$10,000.00	\$10,000.00
Hotel Rebate	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
Room Credits (2)	\$11,118.00	\$7,749.00	\$10,070.00	\$11,000.00	\$11,000.00
TOTAL OTHER REVENUE	\$185,568.00	\$250,249.00	\$259,416.00	\$227,000.00	\$227,000.00
REGISTRATIONS					
Member Registrations	\$158,850.00	\$222,500.00	\$169,200.00	\$251,600.00	\$251,600.00
Member Late Registrations	\$1,060.00	\$0.00	\$7,685.00	\$0.00	\$0.00
Associate Registrations	\$40,185.00	\$0.00	\$30,780.00	\$0.00	\$0.00
Associate Late Registrations	\$2,600.00	\$0.00	\$4,875.00	\$0.00	\$0.00
Non-Member Registrations	\$16,905.00	\$0.00	\$22,770.00	\$0.00	\$0.00
Non-Member Late Registrations	\$1,540.00	\$0.00	\$3,850.00	\$0.00	\$0.00
Boot Camp	\$0.00	\$7,425.00	\$7,500.00	\$8,700.00	\$8,700.00
TOTAL REGISTRATIONS	\$221,140.00	\$229,925.00	\$246,660.00	\$260,300.00	\$260,300.00
TOTAL REVENUES	\$406,708.00	\$480,174.00	\$506,076.00	\$487,300.00	\$487,300.00
EXPENSE					
INSTRUCTIONAL					
Equipment Rental	\$11,961.00	\$26,000.00	\$30,737.00	\$30,000.00	\$32,500.00
Speaker's per diem/honorarium	\$6,434.00	\$4,000.00	\$5,034.00	\$10,000.00	\$10,000.00
Refreshment Breaks	\$108,111.00	\$112,500.00	\$111,825.00	\$120,000.00	\$120,000.00
Tuesday Business Luncheon	\$41,903.00	\$45,000.00	\$42,894.00	\$43,000.00	\$43,000.00
Monday Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boot Camp	\$0.00	\$10,000.00	\$9,164.00	\$10,000.00	\$10,000.00
TOTAL INSTRUCTIONAL EXPENSE	\$168,409.00	\$197,500.00	\$199,654.00	\$213,000.00	\$215,500.00
SPECIAL EVENTS					
Golf Tournament	\$3,360.00	\$5,000.00	\$3,287.00	\$5,000.00	\$5,000.00
Opening Ceremony	\$100.00	\$500.00	\$959.00	\$500.00	\$500.00
Association Night Reception	\$19,307.00	\$60,000.00	\$49,328.00	\$40,000.00	\$40,000.00
Ethics Course Expense	\$9,826.00	\$9,800.00	\$10,296.00	\$9,800.00	\$9,800.00
Tuesday Event	\$87,862.00	\$80,000.00	\$62,178.00	\$80,000.00	\$80,000.00
Hospitality Food, Beverages & Supplies	\$27,506.00	\$30,000.00	\$38,380.00	\$30,000.00	\$30,000.00
President's Reception	\$5,900.00	\$10,000.00	\$8,293.00	\$10,000.00	\$10,000.00
Walking Tour/ Childrens events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL EVENTS EXPENSE	\$153,861.00	\$195,300.00	\$172,721.00	\$175,300.00	\$175,300.00
SPECIAL CONFERENCE EXPENSES					
Room Rate By Down	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Host Committee Shirts	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Welcome Bags	\$4,539.00	\$5,000.00	\$4,535.00	\$5,000.00	\$5,000.00
Speaker Gifts	\$3,150.00	\$3,500.00	\$2,511.00	\$3,500.00	\$3,500.00
Transportation & other	\$0.00	\$6,000.00	\$6,300.00	\$6,500.00	\$6,500.00
TOTAL SPECIAL CONFERENCE EXPENSES	\$7,689.00	\$14,500.00	\$13,346.00	\$17,000.00	\$17,000.00
REGISTRATION/MAILINGS					
Postage	\$875.00	\$1,000.00	\$46.00	\$1,000.00	\$1,000.00
Printing/Duplicating	\$4,327.00	\$5,000.00	\$5,424.00	\$5,000.00	\$5,000.00
Office Supplies	\$1,411.00	\$2,000.00	\$1,564.00	\$2,000.00	\$2,000.00
TOTAL REGISTRATION/MAILING EXPENSE	\$6,613.00	\$8,000.00	\$7,034.00	\$8,000.00	\$8,000.00
EXHIBITOR					
Security	\$578.00	\$500.00	\$2,966.00	\$500.00	\$500.00
Service	\$6,530.00	\$12,000.00	\$19,616.00	\$12,000.00	\$12,000.00
TOTAL EXHIBITOR EXPENSES	\$7,108.00	\$12,500.00	\$22,582.00	\$12,500.00	\$12,500.00
STAFF EXPENSES	\$8,940.00	\$12,000.00	\$13,466.00	\$12,000.00	\$12,000.00
OTHER					
Miscellaneous	\$506.00	\$5,000.00	\$3,753.00	\$5,000.00	\$5,000.00
Meeting Planner Services	\$27,360.00	\$27,400.00	\$29,400.00	\$27,750.00	\$27,750.00
Cancellation Insurance	\$1,424.00	\$1,500.00	\$1,482.00	\$1,500.00	\$1,500.00
Internet Café - High Speed Connections	\$5,650.00	\$6,000.00	\$4,500.00	\$10,000.00	\$10,000.00
TOTAL OTHER EXPENSES	\$34,940.00	\$39,900.00	\$39,135.00	\$44,250.00	\$44,250.00
TOTAL EXPENSES	\$387,560.00	\$479,700.00	\$467,938.00	\$482,050.00	\$484,550.00
NET INCOME	\$19,148.00	\$474.00	\$38,138.00	\$5,250.00	\$2,750.00



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

**2015-2016
BOARD OF DIRECTORS**

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Sarah Koser

Secretary/Treasurer
Linda Howard

DIRECTORS

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Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item:

2015-2016 FGFOA Budget

Executive Summary, Explanation or Background Information on Request:

Revisions include the conference expense as approved in the previous agenda item.

Also to increase the expenses for the Pre-conference Seminar from \$16,000 –to \$24,000.

Recommended Action:

Approval of the 2015-2016 FGFOA Budget amendment

Jeannie Garner, Executive Director

October 23, 2015
Date

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Budget for the Year Ending June 30, 2016

2015-2016 Revised 11/04/2015	2013-2014	2014-2015	2014-2015	2015-2016	2015-2016	2015-2016
	Actual 06/30/2014	Revised Budget 07/01/2014 - 06/30/2015 as of 03/2015	Actual as of 06/30/2015 (Unaudited)	Budget 07/01/2015 - 06/30/2016	Budget 07/01/2015 - 06/30/2016 - Revised 08/28/2015	Budget 07/01/2015 - 06/30/2016 - Revised 11/04/2015
REVENUES						
Membership Dues	98,315	97,000	99,190	97,000	97,000	97,000
Investment Income	1,309	1,500	1,403	1,500	1,500	1,500
Annual Conference	406,708	401,249	506,076	410,000	487,300	487,300
School of Governmental Finance	71,722	60,000	55,888	69,000	69,000	69,000
Leadership FGFOA	0		0	0	60,000	60,000
Pre-Conference Seminar	17,690	15,000	18,900	15,000	22,000	22,000
CGFO Fees	29,255	30,000	26,510	30,000	30,000	30,000
Miscellaneous Income	990	990	35	1,000	1,000	1,000
TOTAL REVENUES	625,989	605,739	708,002	623,500	767,800	767,800
EXPENSES						
Expenses related to training/education						
Conference Expenses	387,560	430,200	467,938	410,000	482,050	484,550
School of Governmental Finance	61,955	77,037	75,420	79,037	79,537	79,537
Leadership FGFOA	0		0	0	50,100	50,100
Pre-Conference Seminar/FSS/NASBA Fees	23,127	16,000	23,733	16,000	16,000	24,000
CGFO Printing & Mailing	288	500	69	500	500	500
CGFO March Review & rewrite	2,000	2,000	2,000	2,000	2,000	2,000
Total - Training Expenses	474,930	525,737	569,160	507,537	630,187	640,687
Standing Committees:						
Standing Committee Meetings	20	500	0	500	500	500
Membership Services Outreach (Student)	3,096	2,000	0	0	0	0
All Committee Mtgs @ Conference	5,994	6,000	6,538	6,000	6,000	6,000
Total - Standing Committees	9,110	8,500	6,538	6,500	6,500	6,500
Communication to Members						
Internet Homepage	102	102	0	100	100	100
Postage & Mailing	1,064	1,500	529	1,500	1,500	1,500
Printing & Duplicating	806	1,000	1,137	1,000	1,000	1,000
Total Communication to members	1,972	2,602	1,666	2,600	2,600	2,600
Professional Services:						
Florida League of Cities, Inc.	91,438	96,009	96,009	96,585	96,585	96,585
Auditor Fees	8,370	8,872	8,620	8,875	8,875	8,875
Total - Professional Services	99,808	104,881	104,629	105,460	105,460	105,460
Meeting Expenses:						
GFOA Reception	3,359	5,000	3,440	5,000	5,000	5,000
Board of Directors	8,237	8,500	8,002	8,500	8,500	8,500
Strategic Planning	783	2,000	1,361	2,750	2,750	2,750
GFOA Conference	2,274	4,000	3,403	5,000	5,000	5,000
Chapter visitation by officers	0	500	0	0	0	0
Total Meeting Expenses	14,653	20,000	16,206	21,250	21,250	21,250
Administrative Expenses:						
Insurance Expense	4,132	3,777	4,268	4,000	4,000	4,000
List Serve - ongoing fees	3,820	5,000	3,445	5,000	5,000	5,000
Filings & Registrations	61	61	61	61	61	61
Staff Travel	2,225	3,000	2,001	3,000	3,000	3,000
Miscellaneous Expense	4,691	6,000	3,597	6,000	6,000	6,000
Depreciation	283	500	490	500	500	500
Credit Card Terminal	15,212	15,000	15,414	15,000	15,000	15,000
Total - Administrative Expenses	30,424	33,338	29,276	33,561	33,561	33,561
TOTAL EXPENSES	630,897	695,058	727,475	676,908	799,558	810,058
Increase (Decrease) in Net Assets	(4,908)	(89,319)	(19,473)	(53,408)	(31,758)	(42,258)
Net Assets-Beginning of Period	225,034	220,126	220,126	200,653	200,653	200,653
Net Assets-End of Period	220,126	130,807	200,653	147,245	168,895	158,395

MINIMUM NET ASSETS CHECK

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>Actual</i>	<i>Budgeted</i>
Net Assets Check								
	2009	2010	2011	2012	2013	2014	2015	2016
Operating Expenses	610,870	582,069	548,830	540,003	689,459	630,897	727,475	810,058
Average Three Year Expenses				556,967	592,764	620,120	682,610	722,810
Minimum Net Assets - Two months				92,828	98,794	103,353	113,768	120,468
Desired Net Assets - Four Months				185,656	197,588	206,707	227,537	240,937
Middle				139,242	148,191	155,030	170,653	180,703
Budgeted Fund Balance				288,901	225,034	220,126	200,653	158,395

Florida Governmental Finance Officer's Association
2015 School of Governmental Finance

REVENUE COMPARISON

REGISTRATIONS	Fee	2014 Actual	2015 Approved	2015 Revised
Active Member Basic	180	\$6,480.00		
Active Member Basic Late	220	\$1,100.00		
Associate Member Basic	245	\$10,030.00		
Associate Member Basic Late	285	\$0.00		
Non-Member Basic	305	\$490.00		
Non-Member Basic Late	345	\$610.00		
Active Member Intermediate	170	\$285.00		
Active Member Intermediate Late	210	\$1,470.00		
Associate Member Intermediate	230	\$270.00		
Associate Member Intermediate Late	270	\$0.00		
Active Member Week	280	\$20,440.00		
Active Member Week late	320	\$2,480.00		
Associate Member Week	405	\$0.00		
Associate Member Week Late	445	\$0.00		
Non-Member Intermediate	285	\$0.00		
Non-Member Intermediate Late	325	\$0.00		
Non-Member Week	520	\$520.00		
Non-Member Week Late	560	\$0.00		
Ethics Seminar	55	\$855.00		
Cancellation Fees	40	\$120.00		
Room Credits		\$2,788.00		
Hotel Commission		\$0.00		
Boot Camp	33	\$7,950.00		
Total Registration Revenue				
TOTAL REVENUES		\$55,888.00	\$69,000.00	\$69,000.00
EXPENSE COMPARISON				
Hospitality Suite		\$6,007.00	\$6,000.00	\$6,000.00
Refreshment Breaks		\$35,868.00	\$40,000.00	\$40,000.00
Reception Expense		\$0.00	\$0.00	\$0.00
Emerging Leader Reception		\$0.00	\$0.00	\$2,000.00
Staff Travel		\$5,746.00	\$5,000.00	\$5,000.00
Internet Café		\$0.00	\$0.00	\$0.00
Equipment Rentals		\$13,813.00	\$13,000.00	\$13,000.00
Speaker Expenses		\$4,321.00	\$3,500.00	\$3,500.00
Speaker Gifts		\$1,125.00	\$1,500.00	\$1,500.00
Operating Supplies		\$178.00	\$250.00	\$250.00
Postage		\$0.00	\$0.00	\$0.00
Printing/Duplicating		\$1,916.00	\$1,500.00	\$1,500.00
T- Shirts		\$0.00	\$0.00	\$0.00
Meeting Planning Services		\$4,875.00	\$5,500.00	\$5,500.00
Bank Charges				
Speaker Moderator Breakfast		\$596.00	\$500.00	\$500.00
Insurance		\$243.00	\$287.00	\$287.00
Golf Tournament		\$0.00	\$0.00	\$0.00
Hotel Attrition		\$0.00	\$0.00	\$0.00
Transportation		\$0.00		
TOTAL EXPENSES		\$74,688.00	\$77,037.00	\$79,037.00
NET INCOME		(\$18,800.00)	(\$8,037.00)	(\$10,037.00)



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

2015-2016
BOARD OF DIRECTORS

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Binh Nguyen

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Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item:

Letter to Diplomat Resort in regard to the 2015 Annual Conference

Executive Summary, Explanation or Background Information on Request:

Attached is the letter that was sent to the General Manager of the Diplomat Resort due to various issues with the hotel.

Recommended Action:

Jeannie Garner, Executive Director

October 23, 2015
Date



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Since 1937

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JEANNIE GARNER
Executive Director

September 14, 2015

Mr. Ed Walls
General Manager
Diplomat Resort and Spa
3555 South Ocean Drive
Hollywood, FL 33019

Dear Mr. Walls;

The Florida Government Finance Officers Association (FGFOA) held its Annual Conference at the Diplomat on June 12-17, 2015. We had a room block of 2,430 and over 950 attendees, 105 exhibitors and 100 speakers. This letter is to bring to your attention some disappointing aspects of the conference as related to the hotel services and experiences.

There were five major areas that we think are at the level of serious concern.

1) Escalator

The Escalator to the third floor was out of service the entire conference. Our Exhibit Hall was located on the third floor, and this caused extreme inconvenience and disruption to our conference attendees. With the number of attendees switching sessions at the same time, it disrupted the flow of our conference. The escalator was left accessible and actually encouraged by hotel staff to use it, which presented a danger of injury to those using the stairs. We did have someone fall and injure her knee. You should have a record of this incident as she filled out a report. She reported to us that the safety and security officer was not helpful and "her interaction with me made me feel like I was a nuisance they wanted to get rid of."

2) Parking

Parking was poorly handled. Our group is released at the same time at the end of the day. The ticket validation machines stopped working and there was a 45 minute wait to get out of the parking garage each day, and it never improved. Our meeting planner reviewed this issue with your staff and possible options for future management were discussed. We expect to see improvements when we return in 2017.

3) Internet Connection

We were quoted a figure for internet connection. Once we got there, after a full two days of terrible, basically non-existent, service, we were told that we needed more bandwidth for an additional \$15,000. This total was far above anything we've ever been quoted by a hotel and was way beyond our budget. In the end our bandwidth was increased at no additional charge in exchange for the escalator being out of service. However, we need to find a more permanent solution to this fee going forward. It is not reasonable for us to have to pay upwards of \$20,000 for a service that our members have come to expect should be as automatic as air conditioning.

4) Hotel Staff Service and Attitude

We had many comments from our attendees that the hotel staff was rude and not helpful. This is unusual for a hotel convention center. This was not just one or two of our members, but many had the same experience and comments. Some even stated they would be writing letters to management regarding the inadequate service level received from the hotel staff.

The conference registration office was not cleaned until Tuesday. This was three days after conference began. Garbage and dishes started to pile up and smell. There were small trash cans under the registration booth out front that we set up, and trash over flowing. Nobody asked if we had trash that need to be removed. It was visibly obvious by garbage all over the floor. Clean up service was requested twice before anyone came to vacuum and take out the trash.

We understand that in a large conference, there will always be attendees that are unhappy. But we have been holding this conference for over 25 years, and this year we received more complaints regarding hotel service than we ever had. We pride ourselves on a high quality conference. For some of our attendees, this is a highlight of their year.

5) Hotel Rooms

Rooms were not up to standard. The carpets were dirty and wrinkled furniture was worn, sofas frayed, and tables were scratched and scuffed. It is our understanding that significant renovations to the property are planned, and we hope to see this before our return.

We will be returning to the Diplomat on June 22-28, 2017. We trust you will take this feedback seriously and we look forward to working with you to make sure these issues are not repeated.

Sincerely,



Jeannie Garner
FGFOA Executive Director

CC: Kelbert Fleming, Director of Events and Catering
Maley Davila, Sales Manager
Elizabeth Negret, Event Manager



Florida Government Finance Officers Association, Inc.

Board of Directors

2015-2016

Agenda Item Request

2015-2016
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Jamie Roberson

Marilyn Rosetti

Meeting Date:

November 4, 2015

Title of Item:

Extra Tickets for Annual Conference Events

Executive Summary, Explanation or Background Information on Request:

At the August 28, Board of Directors meeting there was discussion on how many tickets we now have at conference and should we cut back on requiring tickets to the events. Below is a summary and a staff recommendation for options.

Association Night

Members: Admission Ticket + 2 drink tickets

Guests: \$ 30 Admission + 2 drink tickets

	Members	Guests
2015	578	29
2014	540	21
2013	504	36
2012	481	26
2011	506	21
2010	541	20

Tuesday Night

Members: Admission Ticket + 2 drink tickets

Guests: \$50.00 + 2 drink ticket (\$25 youth)

	Members	Guests
2015	617	43
2014	662	43
2013	700	101
2012	623	53
2011	553	84
2010	634	60

Tuesday Business Lunch

No ticket – entry w/badge

Pre-Conference Seminar

Admission Ticket

Lunch Ticket

Ethics

Admission Ticket

Recommended Action:

Staff Recommendation for Option: Allow for entrance into events for members with name badge only, no tickets needed for Pre-Conference entrance of lunch. Guests will have to purchase a ticket for entry. Two drink tickets should still be provided for Tuesday Night event due to the length of the event, however, may consider no drink tickets for association night event.

Jeannie Garner, Executive Director

October 23, 2015

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

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Marilyn Rosetti

Meeting Date: November 4, 2015

Title of Item:

New Member Welcome Letter

Executive Summary, Explanation or Background Information on Request:

When a member application is received they are entered in the system and billed. Once payment has been processed we email the new member a welcome letter that is signed by the executive director as well as login information. Attached is the letter we send and below is the email we send.

Thank you for becoming a member of the FGFOA.

You may login to the website at www.fgfoa.org by using your login and password. Your login is your complete email address and your current password is finance once you login you can change that to anything you would like.

If you have any questions feel free to contact me.

Please like us on Facebook <https://www.facebook.com/FGFOA>

<u>Membership Paid</u>	<u>10/23/2015</u>	<u>08/25/2015</u>	<u>11/10/2014</u>
Active:	2,141	1,968	2,156
Associate:	278	260	232
Lifetime/Retiree:	35	27	35
Total	2,454	2,255	2,423

Recommended Action:

Jeannie Garner

Jeannie Garner, Executive Director

October 23, 2015
Date



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marilynrosetti@aud.state.fl.us

JEANNIE GARNER

Executive Director

Dear New Member

On behalf of the FGFOA Board of Directors, members and staff, we would like to express our appreciation to you. It is through your support that we are able to continue to strengthen our programs, and to develop new and innovative projects to serve our members and the state.

The Florida Government Finance Officers Association welcomes you to **your professional resource for Education, Networking, Leadership and Information.**

Education

Annual Conference (Spring)

School of Governmental Finance (Fall)

CGFO Certification

Webinars

Networking

Members

Committees

Local Chapters

Leadership

Provide opportunities for individual development

Recognize members as governmental finance experts

Recruit, mentor, and promote leaders within FGFOA

Recognize member achievements

Information

RFP & Policy and Procedures Depository

Small Government Resource Manual

Use List Serves to ask questions and communicate with members

Receive Quarterly Newsletter for up to date information

Important information sent via FGFOA E-Bulletins






Our web site is updated daily visit www.fgfoa.org for valuable information. Please feel free to contact us directly if you have any questions or concerns at 850-222-3806.

Sincerely,

Jeannie Garner

Jeannie Garner
Executive Director

FGFOA List Serve Report July 1, 2015 thru September 30, 2015

List Name	List Title
 FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (642 Subscribers)
 FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (536 Subscribers)
 FGFOA-DEBTTREASURY	FGFOA - List - Debt & Treasury (669 Subscribers)
 FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (505 Subscribers)
 FGFOA-PERSONNELPAYROLL	FGFOA - Listserv - Personnel & Payroll (215 Subscribers)

Accounting & Auditing

Audit Committee (9 messages)
 Bank of America Merrill Lynch Client Support Team (3 messages)
 Banking Interest and Fees (2 messages)
 Cell Phones (5 messages)
 City Revenue Estimates for State Revenues (1 message)
 e-payables (10 messages)
 Ethics Policy (1 message)
 F.S. 218.415 examination (3 messages)
 F.S. 218.415 Separation Examination Report (6 messages)
 Fiscal and Calendar Year End Payroll Procedures for SunGard Navilline (2 messages)
 FW: e-payables (1 message)
 Late and Penalty Fees for Utility Accounts (6 messages)
 Revenue collection/POS System (Recreation areas) (4 messages)
 Water & Sewer billing for renters (12 messages)
 Advertising an increase in operating expenditures (3 messages)
 Annual Fire Inspections (3 messages)
 Credit Card policy (1 message)
 Donating Excess Computers (3 messages)
 FW: Affordable Care Act End of Year Filing (4 messages)
 GASB 68 (3 messages)
 Impact Fee Loans (1 message)
 Late and Penalty Fees for Utility Accounts (1 message)
 Maintenance Management System (1 message)
 Revenue collection/POS System (Recreation areas) (2 messages)
 Solid/Bulk waste "tipping" tickets: detailed audit work program needed (1 message)
 Cloud Service Policies (1 message)
 Consultants Competitive Negotiation Act (CCNA) (2 messages)
 Credit Card policy (3 messages)
 Federal Grants-Super Circular Procurement Standards 2 C.F.R. Part 200 compliance (1 message)
 Grants Management Software (1 message)

Health Savings Account (HSA) (1 message)
Insurances for Retirees (7 messages)
Leak Detector Door Hanger (2 messages)
on call pay. (5 messages)
Public Records Request from Utility Management Services , Inc. (15 messages)
Reserves: Cities with Populations under 10,000 (4 messages)
Self-funded medical insurance (3 messages)
Selling Acct Recv (2 messages)
Sewage backup damage (5 messages)
Solid/Bulk waste "tipping" tickets: detailed audit work program requested (1 message)
Unexplained water usage billing adjustment (4 messages)
Vacation Buy-Down (2 messages)

Budgeting

Budget Amendments after Adoption (1 message)
City of Fort Myers: Awarding a Contract & Amount of Budget in CIP (9 messages)
Constitutionals (3 messages)
CST new estimates from EDR (1 message)
Employee Raises/Bonuses/COLAs (17 messages)
Life Insurance and Long term Disability Increases (2 messages)
TRIM Clarification (5 messages)
"Four Tens" Work Week (2 messages)
Budget & Grants Analyst (1 message)
Credit Card Convenience Fee (8 messages)
finance Directors Salary (1 message)
City Clerk Salary (8 messages)
Health Savings Account (HSA) (5 messages)
Indirect Cost Allocation (1 message)
Software for Document (8 messages)

Debt & Treasury

Money Market Portal (1 message)
Post-Issuance Disclosure Policy (2 messages)
Refunding/Refinancing Savings (5 messages)
section 108 loan (1 message)

Financial Administration

Fire Assessment Fee (4 messages)
RFQ/P For DC 401(a) Plant (2 messages)
RFQ/P for DC Plan (2 messages)
section 108 loan (1 message)

Travel Policies (3 messages)
 Annual Fire Inspections (4 messages)
 BS&A Software Users (1 message)
 Delinquencies (1 message)
 FW: Road Paving - Central Florida Area (1 message)
 Request for proposals for External Audit Services (5 messages)
 RFP/Q for Outside IT Support (4 messages)
 Road Paving - Central Florida Area (1 message)
 Stormwater Study (2 messages)
 Vermont Systems - EMV Solution? (1 message)
 Capital Financing RFP (2 messages)
 Communications Specialist (2 messages)
 Consultants Competitive Negotiation Act (CCNA) (2 messages)
 D&O Insurance for Community Redevelopment Agency (1 message)
 Document Management & Electronic AP Invoicing (1 message)
 Federal Grants-Super Circular Procurement Standards 2 C.F.R. Part 200 compliance (1 message)
 Grants Management Software (1 message)
 Health Savings Account (HSA) (1 message)
 Human Resources (2 messages)
 Policies and Procedures (3 messages)
 RFP Defined Benefit Pension Plan Administrator (1 message)
 Solar Study (1 message)
 Vacation Buy-Down (1 message)

Personnel & Payroll

Accountant Position Description (3 messages)
 Finance Position Information (3 messages)
 Outsourced Payroll (12 messages)
 finance Directors Salary (1 message)
 Pension Contribution Rates (5 messages)
 Years of Service (11 messages)
 [!!Mass Mail]finance Directors Salary (2 messages)
 Accounting for Auto Fringe (2 messages)
 ACH (1 message)
 ACH Vendors (2 messages)
 Assistant City Manager Salary (2 messages)
 City Clerk Salary (6 messages)
 Health Savings Accounts (HSA) (2 messages)
 On-Call Pay (1 message)
 Payroll-Police 12 Hour Shift (4 messages)
 Subscribe to List serve (1 message)
 [!!Mass Mail]City Clerk Salary (1 message)
 [!!Mass Mail]Re: City Clerk Salary (1 message)



Florida Government Finance Officers Association, Inc.
Board of Directors
2015-2016

Agenda Item Request

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Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Executive Summary, Explanation or Background Information on Request:

Self-Parking Issues at Annual Conference

Conference attendees have experienced considerable difficulties with self-parking at the last two events. 2015's experience at the Diplomat was the worst, with ticket machines breaking and cars backing up at the exit for more than 45 minutes.

I have discussed possible solutions with staff at the Marriott and the Diplomat. Both properties have proposed the same solution. Parking staff will be stationed to take payment as people *enter* the garage instead of at the exit. They will simply have to identify themselves as being with the FGFOA conference in order to receive our reduced parking rates. The parking gates will be left open at the exit, which should alleviate long back-ups. The Diplomat recently tried this method for an event with over 2,000 local drive-ins and it worked very well.

I believe this will be an efficient solution for FGFOA.

Recommended Action:

No board action is required.

Melanie G. Howe, CAE, CMP
Meetings Manager

October 13, 2015



Florida Government Finance Officers Association, Inc.

Board of Directors

2015-2016

Agenda Item Request

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Meeting Date: November 4, 2015

Title: Future Conference Location Recommendations

Executive Summary, Explanation or Background Information on Request:

We are currently booked through 2018, scheduled to visit the World Center Marriott in Orlando in 2016 and 2018 and the Diplomat again in 2017. I would recommend sending RFPs for 2019 in south Florida and 2020 in Orlando. I would include a note in the RFP that the association would consider a multi-year booking on alternate years, but no further than the 2022 dates currently known for GFOA.

Hotel Recommendations

2019 - South Florida: Due to the size of FGFOA's conference, our options in south Florida are limited. The Diplomat, the Boca Resort and the currently expanding Marco Island Marriott are really the only options. The Marriott is undergoing a major renovation that will add a lot of new meeting space. The renovations will be completed, and the hotel rebranded as a JW Marriott, in 2017. I have not seen specific floorplans for the new space yet, but it should definitely be enough. My only question about the Marriott would be if it can still accommodate our preferred rate range as a JW. I would recommend sending RFPs to all three properties.

2020 - Orlando: Orlando offers a lot more options. I would like to send RFPs to the Hilton Orlando, the Hyatt Regency Orlando (formerly the Peabody), Loews Royal Pacific Resort at Universal, the Gaylord Palms and Rosen Shingle Creek.

Requested Concessions

In addition to our standard requests for comp suites, board upgrades and discounted staff rooms, the following are in our draft RFP:

Room rate to be 10% commissionable to Association

Complimentary wireless internet in meeting space up to 15 Mbps; usage over that amount to be billed on a pre-negotiated sliding scale based on actual usage.

One hour of complimentary hors d'oeuvres and open bar during Sunday's Association Night; or equivalent credit to master account

10%-15% discount on published food and beverage prices, with prices guaranteed 12 months out

25% allowable attrition

Discounts on self and valet parking for both hotel guests and daily drive-ins

Melanie G. Howe, CAE, CMP
Meetings Manager

October 13, 2015

FGFOA Annual Conferences

2004 Annual Conference

Tampa Marriott Waterside
April 30-May 5, 2004

2005 Annual Conference

Westin Diplomat Hollywood
May 14-18, 2005

2006 Annual Conference

Marriott Marco Island
June 9-14, 2006

2007 Annual Conference

Rosen Shingle Creek Orlando
May 19-23, 2007

2008 Annual Conference

Hyatt Regency Jacksonville
May 18-21, 2008

2009 Annual Conference

Tampa Marriott Waterside
May 30-June 3, 2009

2010 Annual Conference

Hilton Orlando
May 22-26, 2010

2011 Annual Conference

Boca Raton Resort
June 25-29, 2011

2012 Annual Conference

Marriott World Center Orlando
May 5-9, 2012

2013 Annual Conference

Boca Raton Resort
June 22-25, 2013

2014 Annual Conference

Marriott World Center Orlando
May 31-June 4, 2014

2015 Annual Conference

Westin Diplomat Hollywood
June 13-17, 2015

2016 Annual Conference

Marriott World Center Orlando
June 11-15, 2016

2017 Annual Conference

Westin Diplomat Hollywood
June 24-28, 2017

2018 Annual Conference

Marriott World Center Orlando
June 9-13, 2018

Future GFOA Annual Conferences

Fort Lauderdale, Florida

June 15-18, 2008

Seattle, Washington

June 28 - July 1, 2009

Atlanta, Georgia

June 6-9, 2010

San Antonio, Texas

May 22-25, 2011

Chicago, Illinois

June 3-6, 2012

San Francisco, California

June 2-5, 2013

Minneapolis, Minnesota

May 18-21, 2014

Philadelphia, Pennsylvania

May 31 - June 3, 2015

Toronto, Ontario

May 22-25, 2016

Denver, Colorado

May 21-24, 2017

St. Louis, Missouri

May 6-9, 2018

Los Angeles, California

May 19-22, 2019

New Orleans, Louisiana

May 17-20, 2020

Chicago, Illinois

June 27-30, 2021

Austin, Texas

June 5-8, 2022



Florida Government Finance Officers Association, Inc.

Board of Directors

2015-2016

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Jamie Roberson

Marilyn Rosetti

Meeting Date: November 4, 2015

Title: Future School of Governmental Finance Location Recommendations

Executive Summary, Explanation or Background Information on Request:

The School is booked for Sanibel Harbour Marriott, October 24-28, 2016

Hotel Recommendations

To continue with rotating the School location around the state the Northeast region would be the next location. Hotel options:

- World Golf Village, St. Augustine
- Marriott Sawgrass, Ponte Vedra Beach
- Omni Amelia Island (rates maybe too high)
- Omni Jacksonville
- Hyatt Regency Jacksonville.

Requested Concessions

Comp suites, board upgrades and discounted staff rooms

Room rate to be 10% commissionable to Association or no commission for a lower room rate

Complimentary wireless internet in meeting space up to 15 Mbps; usage over that amount to be billed on a pre-negotiated sliding scale based on actual usage.

One hour of complimentary hors d'oeuvres and open bar for Welcome Reception

10%-15% discount on published food and beverage prices, with prices guaranteed 12 months out

No attrition or 25% allowable attrition

Discounts on self and valet parking for both hotel guests and daily drive-ins

Penny Mitchell, CMP
Executive Assistant

October 13, 2015

FGFOA SOGF

2004 School

Marriott Sawgrass Ponte Vedra
November 15-19, 2004

2005 School

Marriott Sawgrass Ponte Vedra
November 14-18, 2005

2006 School

PGA National Resort Palm Beach Gardens
November 13-17, 2006

2007 School

PGA National Resort Palm Beach Gardens
November 12-16, 2007

2008 School

Hilton St. Pete Bayfront
November 17-21, 2008

2009 School

Hilton St. Pete Bayfront
November 16-20, 2009

2010 School

Marriott World Golf Village St. Augustine
November 8-12, 2010

2011 School

Marriott World Golf Village St. Augustine
October 31 - November 4, 2011

2012 School

Hyatt Sarasota
November 12-16, 2012

2013 School

Hyatt Sarasota
November 18-22, 2013

2014 School

Hilton Sandestin
November 17-20, 2014

2015 School

PGA National Resort & Spa
November 2-6, 2015

2016 School

Sanibel Harbour Marriott
October 24-28, 2016



Florida Government Finance Officers Association, Inc.
Leadership FGFOA Ad-Hoc Committee
2015-2016

2015-2016

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Lee Huffstutler

Chief Accountant

City of Tampa

306 East Jackson

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813-274-7171

lee.huffstutler@tampagov.net

COMMITTEE MEMBERS

Mary Anderson-Pickle

Rip Colvin

Linda Davidson

Deborah Girard

Bob Inzer

Sarah Koser (Board Liaison)

Mary-Lou Pickles

Meeting Date: November 4, 2015

Title of Item: Ad-Hoc Leadership Committee Update

The 2016 Leadership Program Application submission deadline was September 30, 2015. A total of thirty (30) Applications were received. The Applications were distributed to a three-member Evaluation Team who each individually scored the Applications. The results were compared and the candidates were ranked from 1-30.

The initial number of participants was set at twenty (20). So, the Board can accept the first twenty ranked applicants. However, some discussion has taken place to potentially expand the number of participants to twenty-five (25). The Committee prefers limiting the number of participants to twenty, but if the Board wants to allow more folks to participate, we recommend that the number selected be kept at an even number, e.g., 24, or 26, so that folks can be paired in teams during the week as needed for bonding exercises.

On-Going Schedule. The Committee will further hone the Program activities, including the timing of payment by participants, announcements, and development of the Closing Ceremony.

Attachments:

1. List of Applicants – Not Ranked
2. Scoring Sheet - Blank
3. List of Applicants – Ranked by raw score and ordinal score – to be distributed at meeting

Recommended Action:

Confirm Applicants selected to participate in the Program and announce the same.

Lee Huffstutler

Chair

November 4, 2015

Date

2016 FGFOA Leadership Applications - (Not Ranked)

#	First	Last	Title	Government	Date of Receipt	Application Complete	Application Signed
1	Jennifer	Manning	Grants Compliance/Budget Manager	Martin County BOCC	9/9/2015	X	X
2	Carl	Branco	Sr. Division Mgr, Fiscal Services	Charlotte County	9/14/2015	X	X
3	Carmen	Shuler-Mosley	Sr. Fiscal Services Manager	Manatee County Government	9/15/2015	X	X
4	Kelly	Strickland	Deputy Finance Director	City of Sarasota	9/22/2015	X	X
5	Christopher	Quinn	Finance Director	City of Palm Coast	9/23/2015	X	X
6	Emily	Magyar	Accountant 2	Pinellas County BOCC	9/24/2015	X	X
7	Yeimy	Guzman	Controller	City of Dania Beach	9/25/2015	X	X
8	Sondra	D'Angelo	Assistant Finance Director	City of Melbourne	9/25/2015	X	X
9	Natalie	Hinger	Financial Manager	Charlotte County BOCC	9/28/2015	X	X
10	Jennifer	Liunoras	Senior Accountant	Village Center CDD	9/28/2015	X	X
11	Jessica	Mosca	Payroll Manager	School Board of Brevard County	9/28/2015	X	X
12	Haydeliz	High	Financial Operations Manager	Highlands County Tax Collector	9/28/2015	X	X
13	Olga	Rabel	OMB Manager	Sumter County BOCC	9/29/2015	X	X
14	Cori	Olympio	Accountant	City of Lighthouse Point	9/29/2015	X	X
15	Peter	Lear	Finance Director	City of North Port	9/29/2015	X	X
16	Justin	Stankiewicz	Financial Management & Budget Analyst	Nassau County Board of County Commissioners	9/29/2015	X	X
17	Diane	Smith	Sr. Financial Mgmt Analyst	Alachua County Office of Mgmt & Budget	9/29/2015	X	X
18	Kimberly	Ferrell	Assistant Finance Director	Leon County Clerk of the Circuit Court	9/29/2015	X	X
19	Amanda	Clavijo	OMB Director	Osceola County	9/29/2015	X	X
20	Teresa	Butler	Finance Director	City of Cocoa	9/29/2015	X	X
21	Nancy	Morando	Director of Finance & Admin. Services	City of Parkland	9/30/2015	X	X
22	Lauren	Wynn	Management & Budget Analyst	City of Miami Beach	9/30/2015	X	X
23	Patricia	Williams	Sr. Revenue Compliance Coordinator	Southwest FL Water Mgmt District	9/30/2015	X	X
24	Joseph	Clurro	Assistant Finance Director	City of Largo	9/30/2015	X	X
25	Amy	Clark	Chief Accountant	City of Plant City	9/30/2015	X	X
26	Joseph	Smith	Clerk of the Circuit Court	St. Lucie County Clerk's Office	9/30/2015	X	X
27	Shannon	Crouch	Compliance & Review Manager	City of Boca Raton	9/30/2015	X	X
28	Cecilia	McCorkell	Management & Budget Manager	Pinellas County	9/30/2015	X	X
29	Ariana	Lawson	Interim Finance Director	Islamorada, Village of Islands	9/30/2015	X	X
30	Ryan	Bernal	Financial Analyst II	PBC Sheriff's Office	9/30/2015	X	X

2016 LEADERSHIP FGFOA PROGRAM SCORING SHEET

CANDIDATE NAME _____

REVIEWER _____

EDUCATION/CERTIFICATIONS/SCHOOL ACTIVITIES (Total Possible Points - 45)

Education - 10 Points Associates; 20 Points Bachelors; 25 Points Masters - Maximum points - 25

Certifications & Designations - 5 points each - Maximum points - 15

Activities During School - 1 point each - Maximum points - 5

EMPLOYMENT/CAREER ACHIEVEMENT/FGFOA/OTHER BUSINESS (Total Possible Points - 65)

Government Employment - 2 points per year of government employment - Maximum Points - 20

Career Achievement - Rate significance of achievement - Maximum Points - 5

FGFOA/GFOA Affiliations - 5 points per activity - Maximum Points - 30

Other Business/Professional Affiliations - 2 points each - Maximum Points - 10

COMMUNITY INVOLVEMENT/OTHER (Total Possible Points - 40)

Community Involvement activities - 2 points each - Maximum Points - 10

Other - Leadership Positions Held - 5 points each - Maximum Points - 15

Other - Awards Received - 5 points each - Maximum Points 15

TOTAL POINTS - POSSIBLE 150

Tie Breaker:

Once all candidates scores from all reviewers have been totaled, there could be a tie between two or more candidates. In order to break the tie, the reviewers would meet to discuss the candidates answers to the three (3) General Information questions in the applications and agree on which candidate(s) would receive 5 additional points for their responses.



Florida Government Finance Officers Association
Certification Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Karen Keith, CGFO
Accounting Supervisor
City of Tampa
306 E Jackson St.
Tampa, FL 33602
(813) 274-7291
Karen.Keith@ci.tampa.fl.us

BOARD LIAISON

Jamie Roberson

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Teri Butler
Alton "Rip" Colvin
Mark Crain
Sondra D'Angelo
Marie Elianor
Teresa Gould
Sarah Graber
Sharon Harding
Uyen Le
John Lege
Linda Logan-Short
Jacob Manimala
Cheryl Miller
Robert J. Miller
Matt Misco
Johnna Morris
Larry Napier
Mary Lou Pickles
Diane Reichard
Colleen Scott
Lorrie Simmons
Scott Simpson
Kathy Stracuzzi
Kelly Strickland

Meeting Date: November 4, 2015

Title of Item: Certification Committee Update

1. Update on Accomplishments for the Certification Committee

a. All 5 test banks were reviewed for grammatical errors by the Exam Question Subcommittee and sent timely to Merrily.

b. Two tests were reviewed/rewritten for the fall exam, below, and the Exam Question Subcommittee reviewed all changes; final exam question banks with reviewed changes were sent timely to Merrily.

i. Treasury by Barry Skinner

ii. Accounting & Financial Reporting by Sarah

Koser

c. We approved 38 new applicants for the CGFO exam.

d. Clarified that the CGFO applicant must meet requirements by the Application Date, not the Exam Date; updating the brochure and application accordingly.

e. Exam and Review Subcommittee Chair, Jeremy Baker, has lined up all five instructors for the Fall review and proctors for the exam; he will be at the School all week and will make sure things run smoothly; two other Subcommittee Chairs and myself will be available to assist; also our Board Liaison will be in attendance.

f. A survey was written and sent to all active CGFO candidates for feedback on feasibility and details for the Spring review and Review by Webinar.

2. This is a place holder to discuss the proposal of the Certification Committee for the Spring Review.

3. This is a place holder to discuss the proposal of the Certification Committee for the Review by Webinar.

Recommended Action: Approve


Karen Keith

10.19.15
Date



Florida Government Finance Officers Association

Conference Host Committee

2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Kristopher Shoemaker
Chief Financial Officer
Orange County Convention Center
9860 Universal Boulevard
Orlando, FL 32819

BOARD LIAISON

Binh Nguyen

COMMITTEE MEMBERS

Johnna Agin
Patricia Barthlow
Laurie Campbell
Mary Ann Davis
Stephanie Edwards
Ian Evans-Smith
Mark Fostier
Deavon Lance
Robin McGowan
Khandyce Mosely
Nanette Melo
Hazel Mendez
Larry Napier
Tameka Otto Stewart
Jacob Peacock
Kurt Petersen
Ann Marie Ricardi
Lacy Smith-Castillo
Fernand Thomas
Patricia Williams
Jody Young

Meeting Date: November 4, 2015

Title of Item: Conference Host Committee Update

Executive Summary:

The Conference Host Committee is pleased to present the following themes and logos for the 2016 Annual Conference for your consideration and approval:

Theme 1: Volunteer – Be Part Of YOUR FGFOA

Theme 2: Volunteer For FGFOA Sustainability



Logo 1:

Logo 2: Will add color to background and clothes



Recommended Action:

Request approval of theme and logo.

Kristopher S. Shoemaker

Kristopher Shoemaker

October 15, 2015

Date



Florida Government Finance Officers Association
Conference Program Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Mike Gomez

Audit Supervisor
Florida Auditor General
111 West Madison Street
Tallahassee, FL 32399
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mikegomez@aud.state.fl.us

BOARD LIAISON

Marilyn Rosetti

COMMITTEE MEMBERS

Michelle Blackstock
Bernadette Britz-Parker
Natalee Camoesas
Yvonne Clayborne
Jim Cooke
Thomas Cox
Frank DiPaolo
Christine Divito
David Flatt
Brett Friedman
Kate Grangard
Andrew Laflin
Jeff Larson
Hazel Mendez
Larry Napier
Kent Olson
Jacob Peacock
Gerry Peebles
Pamela Ramkalawan
Alan Ricafort
James Rizzo
Ted Sauerbeck
Colleen Scott
Bill Spinelli
Bob Tessier
Bill Underwood
Patricia White
Queen Woods

Meeting Date: November 4, 2016

Title of Item: Approval for a single Pre-Conference Leadership Track on Saturday, June 11, 2016

Executive Summary, Explanation or Background Information:

Because of the challenge in obtaining individual topics / speakers for Saturday's pre-conference leadership track, and considering the abundance of speakers and topics available for our 2016 Leadership Conference in April, we are asking approval to utilize some of the same speakers and topics to design a single leadership track on Saturday, June 11, 2016.

Recommended Action:

Approval



Mike Gomez



Date



Florida Government Finance Officers Association
Conference Program Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Mike Gomez

Audit Supervisor
Florida Auditor General
111 West Madison Street
Tallahassee, FL. 32399
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BOARD LIAISON

Marilyn Rosetti

COMMITTEE MEMBERS

Michelle Blackstock
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Pamela Ramkalawan
Alan Ricafort
James Rizzo
Ted Sauerbeck
Colleen Scott
Bill Spinelli
Bob Tessier
Bill Underwood
Patricia White
Queen Woods

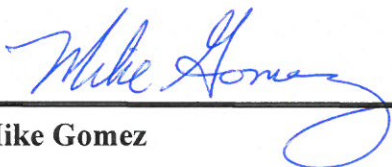
Meeting Date: November 4, 2016

Title of Item: Conference Program Committee Update


Executive Summary, Explanation or Background Information:

The Conference Program Committee, including subcommittees, have been meeting to discuss and identify session topics and speakers for each track. Most of the session topics have been identified and the speakers contacted. We are in the final stages of completing the master program schedule. The latest version of the schedule is attached for your review.

Recommended Action: N/A



Mike Gomez



Date

2016 FGFOA Conference Program
June 11-15, 2016, Marriott World Center Orlando

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
<div>Saturday</div> <div>06/11/16</div> <div>8:00 AM to 9:40 AM</div>			<div>Title:</div> <div>Topic: Any Leadership / Communication Topic {Tentative}</div> <div>Speaker: Nicole Gasparri, City of Boca Raton {Tentative}</div>	<div>Title: Economic Update</div> <div>Topic: Overview of current conditions and forecast of where interest rates are headed.</div> <div>Speaker: Economist</div>	
<div>Saturday</div> <div>06/11/16</div> <div>10:00 AM to 11:40 AM</div>			<div>Title:</div> <div>Topic: Effective meetings or the art of delegation {Tentative}</div> <div>Speaker: Linda Howard, Southwest Florida Water Management District {Tentative}</div>	<div>Title: Building a Strong Foundation</div> <div>Topic: This session will cover Florida Statutes to detail what are permissible investments for building a basic portfolio for differing levels of sophistication and size.</div> <div>Speaker: TBD</div>	

2016 FGFOA Conference Program June 11-15, 2016, Marriott World Center Orlando					
Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
Saturday 06/11/16 1:00 PM to 2:40 PM			Title: Topic: {Bill Underwood contacting Leadership 2016 Program for speakers. Seeking Board approval for one day track on leadership} Speaker:	Title: Investing Funds in a Rising Rate Interest Rate Environment Topic: With the Federal Reserve looking to increase interest rates to a "normal" level, we will examine various strategies to increase returns/limit losses for the changed investment environment. Speaker: Investment Professional	
Saturday 06/11/16 3:00 PM to 4:40 PM			Title: Topic: Speaker:	Title: Putting it all Together - An Investment Simulation Topic: Applying the concepts learned in the day's earlier sessions, practice building and adjusting your portfolio for a variety of investment environments choosing from among several security types to create a portfolio. Several scenarios will be run to allow participants to make adjustments and see the outcome of their investment decisions. Speaker: PFM, D.A. Davidson or another firm that has a simulation model	

2016 FGFOA Conference Program June 11-15, 2016, Mariott World Center Orlando					
Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
Sunday 06/12/16 1:00 PM to 2:40 PM	Title: GASB Update Topic: This session will include a general update on future pronouncements and proposals affecting state and local government. Speaker: David Bean, Governmental Accounting Standards Board	Title: Sponsoring Defined Benefit Plan and "Enterprise Risk Management" Topic: This session will include a discussion about why is controlling pension risk so difficult and what are others doing locally and nationally. What options are available to reduce costs? What are the long term effects of not making these changes? Speaker: Thomas Lowman, Bolton Partners and Kris Seets, Fellow of the Society of Actuaries	Title: Topic: Speaker:	Title: Topic: Speaker:	Title: Topic: Speaker:
Sunday 06/12/16 3:00 PM to 4:40 PM	Title: GASB Hot Topics Topic: This session will include the latest news from GASB and provide answers to address public confusion on current pronouncements. Speaker: David Bean, Governmental Accounting Standards Board	Title: Topic: Speaker:	Title: Topic: Speaker:	Title: Easing the Pain: Using your Actuarial Analysis to Control Workers' Compensation Costs Topic: The actuarial analysis provided for self-insured workers' compensation plans can be used to identify areas where the government can save money in their workers' compensation program. This session will highlight case studies where the actuarial analysis led to a better understanding of the cost drivers of the program. These drivers include growth or decline in overall exposure, changes in operations, changes in claims handling and the impact of lifetime claims. Speaker: Lisa Chanzit, Risk and Regulatory Compliance, LLC	Title: Topic: Speaker:

2016 FGFOA Conference Program
June 11-15, 2016, Mariott World Center Orlando

Date & Time	Accounting, Auditing, and Financial Reporting		Budget, Economics, and Financial Planning		Policy, Leadership, Strategic Planning, Personnel, and Technology		Banking, Investment, Risk, Treasury Management, and Debt Management		Pre-Conference		
Monday 06/13/16 8:30 AM to 10:00 AM	Opening Ceremony		Opening Ceremony		Opening Ceremony		Opening Ceremony				
Monday 06/13/16 10:20 AM to 12:00 PM	Title: Local Government Accountability Update Topic: Auditor General update on local issues pertaining to Local government. Speaker: Marilyn Rosetti, Audit Manager, and Derek Noonan, Audit Supervisor, Florida Auditor General	Title: Visionary Long-Term Budgeting Topic: Clermont's City Manager is going to discuss Clermont's recent efforts to use a consultant to facilitate Public Visionary meetings held to determine citizen priorities, the results of which were used to determine City goals and to shape the budget. Speaker: Darren Gray, City Manager, City of Clermont	Title: Lean Today to Change Tomorrow: Successfully Implementing Lean Six Sigma Topic: This session discusses the implementation of Lean Six Sigma methodologies from a governmental perspective. See how several cities and governmental entitites in Florida have reaped the benefits of adopting a lean culture in their organization. Speaker: James Moore, CPAs and Consultants	Title: Retirement Plans - How to Assess the Health of Yours and Prescriptions for Recovery including Topic: How sound is your pension plan? Learn how to assess the health of your defined benefit plan and some options for helping what ails your plan. For those contemplating radical surgery, the discussion will include the advantages and disadvantages of Defined Benefit and Defined Contribution Plans. Speaker: Brad Heinrichs, Foster and Foster, with Steve Gordon, The Bogdahn Group							

<p align="center">2016 FGFOA Conference Program June 11-15, 2016, Mariott World Center Orlando</p>

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
Monday 06/13/16 1:30 PM to 3:10 PM	Title: Accounting Complexities Facing Local Governments Topic: This session builds on previous sessions providing answers to a series of hypothetical questions that present complex accounting and financial reporting issues facing many Florida governments of varying size and structure. The presentation will help expand your knowledge base of various GASB standards and related authoritative guidance through various simulated problems and solutions. Speaker: Andrew Lafiin, CPA, Principal Clifton Larson Allen	Title: Cost Allocation & Indirect Rates...The Truth Behind the Numbers Topic: Cost Allocation / Special Assessments Speaker: Keith Frazier, Manager, MAXIMUS Consulting	Title: Labor Law for Government Professionals Topic: This session will address wage and hour issues and recent developments in social media policies. Speaker: Michael Roper, Partner, Bell & Roper	Title: The Latest Trends in Banking Technology Topic: This session will offer an overview of current banking technologies that assist local governments navigate the ever changing payments landscape. We will share the latest e-Commerce trends and offer best practices for managing your payments in today's environment. The presentation will provide specific strategies and action steps to navigate this web of data, payments and security concerns. Topics include Electroinc Commerce Defined, Receivables and Payables, PCI-DSS Compliance, Merchant Processing, EMV Primer and E-Commerce and Data Management Best Practices. Speaker: Mary Harrington and one other from SunTrust	

2016 FGFOA Conference Program June 11-15, 2016, Mariott World Center Orlando					
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Monday 06/13/16 3:30 PM to 5:10 PM	Title: Pensions and Post-Employment benefits: GASB 68 - Review of the First Year of Mandatory Reporting and Disclosures and discussion of new OPEB reporting standards (Yvonne/Frank) Topic: This session will provide a basis for the required disclosures under GASB 68, and discuss the steps some have taken to implement, and further discuss the impact on specific local government financials. It will also review and discuss GASB 67 reporting and how it has been implemented. Steps to ensure solid reporting going forward.. In addition, this will cover the new OPEB reporting standards that will be implemented in the coming years and provide a basis for the new reporting. Speaker: TBD - one auditor, one actuary, someone from FRS?	Title: Topic: This session builds on a previous session regarding workers compensation / heart bill (fire, police) impact. Speaker: David Lodwick, Director of Trust Services, Florida League of Cities	Title: Emerging Leaders in Local Government Topic: This session will help you gain the skills needed to improve your leadership potential. You will learn how to collaborate with other local government leaders to become more effective leaders. Speaker: Mayor Matthew Surrency, City of Hawthorne / (tentatively) Mayor Andrew Gillum, City of Tallahassee	Title: Investing Funds in a Rising Interest Rate Environment Topic: With an expectation that interest rates will likely to be higher in the next few years than they are today, we will review several options for investment managers to navigate the upcoming investment landscape. Speaker: Jeff Kern, Sarasota County, and John Burford, Palm Beach County	
5:30 PM to 6:20 PM	Placeholder for "Emerging Leaders" networking and social. Jamie Roberson to develop.				

2016 FGFOA Conference Program June 11-15, 2016, Marriott World Center Orlando
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Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
Tuesday 06/14/16 8:00 AM to 9:40 AM	Title: Best Practices for an Effective Year-End Closing Process (Andrew) Topic: Discussion of the year-end closing process and typical deficiencies that can delay or extend the external audit. Focus on best practices, including leveraging existing technology in the financial system, generating meaningful reports, and steps to take to ensure the government is audit-ready. Speaker: TBD - one auditor and one local government practitioner	Title: Affordable Care Act Update Topic: The latest and greatest on the Affordable Care Act. Speaker: Kate Grangard, Chief Financial Officer, Gehring Group	Title: Changes in Information Technology Topic: Hear the story of one local government's major strategic change in technology. Speaker: Frank DiPaolo, Finance Director, City of Lighthouse Point, and TBA, IT Consultant	Title: Other Investments - Is the Risk Worth the Return? Equities and High Yield Bonds in Your Operating Portfolio Topic: Ultra-low interest rates have lured some treasury managers to consider investing operating funds in equities and high yield bonds. What are the risks with such strategies, and are the risks worth taking? What types of risk mitigation strategies are being employed to manage the risks of these investments? Speaker: Two investment experts - one to support including, one to support excluding, equities and high yield	

2016 FGFOA Conference Program
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<div>Tuesday</div> <div>06/14/16</div> <div>10:00 AM to 11:40 AM</div>	<div>Title: Integrating IT into the Audit Process (Natalee)</div> <div>Topic: With the increased use of information technology in the public sector and resulting data thefts that have occurred, this session focuses on how auditors integrate information technology testing procedures into their audit process. It will discuss the skills and expertise necessary as well as efficiencies that can be gained by auditing through the system instead of around the system. It will discuss the risks and importance of cyber security in today's digital world and demonstrate ways that your internal control policies and procedures can be designed to reduce risks related to information technology. Finally, it will address common issues & challenges in testing IT controls, including user level controls and policies that should be in place.</div> <div>Speaker: Andrew Weidenhamer, Manager, Brett Friedman, Partner; McGladrey</div>	<div>Title: Retirement Plans, Fiduciary Best Practices</div> <div>Topic: It is likely that many of you are Fiduciaries to your organization's Retirement Plan. What are your obligations and how can you maximize your liability protection? This session will focus on Fiduciary Best Practices with an emphasis on finding and eliminating unnecessary fees built into the Plan.</div> <div>Speaker: Jamie Hayes, Fiduciary First</div>	<div>Title: Legislative Update</div> <div>Topic: This session will provide an update on topics of key interest to the Legislature.</div> <div>Speaker: Amber Hughes, Legislative Advocate, Florida League of Cities, Inc., and Davin Suggs, Senior Legislative Advocate, Florida Association of Counties</div>	<div>Title: Putting Together a Capital Financing Plan - What are my options? Are my Bond Covenants restricting my options?</div> <div>Topic: This session will examine how you should put together a capital financing plan. The session will include various Capital Financing Options - Bonds, Bank Loans, Leasing, State Revolving Fund and Pooled Loan Programs. Finally, we will examine how to deal with removing onerous Bond Covenants that are legacies of decades ago that hamper our flexibility in the 21st century.</div> <div>Speaker: Financial Advisor, Bond Attorney, perhaps other financial experts</div>	

2016 FGFOA Conference Program
June 11-15, 2016, Marriott World Center Orlando

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Tuesday 06/14/16 2:00 PM to 2:50 PM	Title:	Award Winning CAFRs (Group)	Title:	All About Budgets	Title:	How to Communicate Financial Information to Citizens and Elected Officials.	Title:	New Police and Fire Pension Legislation for Chapters 175 and 185 - Does it make Financial Sense to Opt Out?		
	Topic:	Discussion of the criteria for the excellence in financial reporting award, provide examples of CAFRs that go above and beyond the basic criteria, using innovative reporting software and other technology to prepare and develop an award winning report.	Topic:	Budget planning, budget forecasting, and communicating budget to elected officials.	Topic:	Communicating financial information to citizens and public officials can be challenging at times. Learn multiple ways to improve access to your government's financial information.	Topic:	An overview of the 2015 revisions to Chapters 175 and 185 regarding the distribution of Chapter Funds and the requirement of adding a defined contribution plan. To provide for a sustainable pension plan, does it make sense to withdraw from the insurance premium programs in chapters 175 and 185? Listen to one government's rationale for opting out of the programs.		
	Speaker:	Donna Collins, CPA, President, Milestone Professional Services	Speaker:	Diane Reichard, Plant City, FL.	Speaker:	Ken Burke, CPA, Clerk of the Circuit Court and Comptroller, Pinellas County, FL.	Speaker:	Jim Linn, Lewis Longman and Walker, P.A., and Jane Struder, CPA, Finance Director, Town of Palm Beach		

2016 FGFOA Conference Program
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<div><div>Tuesday</div><div>06/14/16</div><div>3:10 PM to 4:50 PM</div></div>	<div><div>Title: Steps to Minimize Fraud (Alan)</div><div>Topic: This session will provide an overview of the basic internal control structure, and discuss how to best implement in small, medium, and large governments. Also include discussion of IT controls related to accounting information and how to prevent manipulation.</div><div>Speaker: Bill Blend, CPA, CFE, Moore Stephens Lovelace</div></div>	<div><div>Title: Economic and Market Update</div><div>Topic: Session will be shared by two organizations.</div><div>Speaker: Amy Baker, Office of Economic & Demographic Research, Florida Legislature / Julie Hughes, Chandler Asset Management</div></div>	<div><div>Title: Cyber Security, Data Breach, and PCI Compliance.</div><div>Topic: Cyber security, data breach, and PCI compliance. {local government perspective}</div><div>Speaker: Jeffrey Palgon, CPA,CISA,CISM,CISSIP, Technology Risk Manager, Crowe Horwath, LLP</div></div>	<div><div>Title: Determining an Appropriate Investment Return Assumption for Pension Plans</div><div>Topic: Are your pension contributions taking an increasing amount of your operating budget revenues? The pension investment return is the most important assumption used by your actuary to determine the funding requirements for your pension plan. The session will discuss the development of an Asset Allocation Study, a key component in finding an appropriate rate of return, and other things to consider when determining the Investment Return Assumption.</div><div>Speaker: Jim Rizzo, Gabriel Roeder Smith; plus a pension investment consultant and perhaps a local government official</div></div>	

2016 FGFOA Conference Program
June 11-15, 2016, Mariott World Center Orlando

Date & Time	Accounting, Auditing, and Financial Reporting		Budget, Economics, and Financial Planning		Policy, Leadership, Strategic Planning, Personnel, and Technology		Banking, Investment, Risk, Treasury Management, and Debt Management		Pre-Conference
Wednesday	Title: Implementing the OMB's New Super Circular		Title: Development and Implementation of Special Assessment Programs		Title: Overview of the Sunshine and Public Records Laws		Title: Fraud Detection and Prevention		
06/15/16	Topic: The U.S. Office of Management and Budget's (OMB) recent circular, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly known as the "Super Circular", supercedes and combines the requirements of eight previous OMB Circulars related to federal grants. This session will discuss the new requirements and how they apply to Cost Allocation Plans currently in place.		Topic: Development and implementation of non-ad valorem assessment funding programs, focusing on fire, stormwater and infrastructure improvements funding programs.		Topic: Florida's Sunshine and Public Records Laws provide a broad right of access to government meetings and records. This session will focus on the history, scope, and application of these laws to government finance officers, with particular emphasis on electronic technologies, such as email, text messaging, and Facebook. Recent trends and developments will also be discussed.		Topic: Payment fraud has become a very sophisticated business. Fraudsters continually reinvest their profits in technology and other methods to overcome any layers of security organizations may have in place. Whether it is phishing scams, mobile malware, Man-in the Browser schemes, or other attempts, the threats against businesses, and governments continues to grow. This session will review the most common fraud schemes being deployed and describe how to protect your organization from payment card, paper check and other electronic payment fraud attacks.		
8:00 AM to 9:40 AM	Speaker: Anne Fritz, Finance Director, City of St. Petersburg		Speaker: Camille Tharpe, Sandi Melgarejo, and Jeff Rackley, Government Services Group, Inc.		Speaker: Pat Gleason, Special Counsel for Open Government, Florida Attorney General's Office		Speaker: Stacey Nash and Roland Tufts, TD Bank		

2016 FGFOA Conference Program
June 11-15, 2016, Marriott World Center Orlando

Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, Personnel, and Technology	Banking, Investment, Risk, Treasury Management, and Debt Management	Pre-Conference
Wednesday 06/15/16 10:00 AM to 11:40 AM	Title: Yellow Book and Single Audit Update (Yvonne) Topic: Speaker: Bruce Nunnally, Partner, Carr Riggs & Ingram	Title: Revenue Diversification Topic: Revenue enhancement and fund raising examples. Speaker: David Keller, Darrell Thomas, and Frank Dipaolo	Title: Using Data to Make Evidence Based Program Improvements Topic: This panel discussion features two local governments who have used data from a Florida consortium of governmental entities to improve performance and strategic planning. Speaker: Susan Boyer, Florida Benchmark Consortium, City member, County member	Title: Pension Investments - Active Vs. Passive? Topic: The cost and benefits of active management in the pension funds is an issue that all pension funds must address. This session will examine the advantages and disadvantages of active managers and index funds for pension fund investments. Speaker: Grant Kalson, Dahab and Associates, plus someone from Vanguard or another mutual fund that manages a number of index funds, or a consultant that believes in indexing	

Note: 200-minute FICPA Ethics course on Wednesday morning, separate from regular schedule

Still need to fill

Class not required

All requirements met

Additional Information required



Florida Government Finance Officers Association
Legislative Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

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Nicole Jovanovski
Macciano Lewis
Leslie Moyer
Mary Pendleton-Brown
Ted Sauerbeck
April Shuping
Darrel L. Thomas
Anthony Webber

Meeting Date: November 4, 2015

Title of Item: Report to Board of the 2015-16 Legislative Committee

Executive Summary, Explanation or Background Information on Recommended Action:

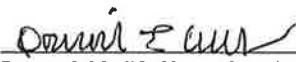
The Legislative Committee to date have been sharing information on preliminary/draft bills that have we have come across that are of significance to our membership.

In addition, the Committee is keeping abreast of items at the Federal level that would be of significance to our membership and distributing information regarding them to the membership.

Finally, the Committee is pleased to welcome another new Member, Laurette Jean, Program Manager from the Broward County Office of Budget and Management.

Recommended Action:

For informational purposes only.



David E. Keller, Chair

21 October, 2015
Date



Florida Government Finance Officers Association
Membership Development Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Cindy Kelley

Director of Budget & Legislative Affairs

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Penny Grossaint

Craig Horner

Jennifer Howland

Susan Nabors

Traci Phillips

Norma Roig

Justin Smith

Van Seaton

Queen Woods

Meeting Date: November 4, 2015

Title of Item: Update

Executive Summary, Explanation or Background Information on

The revised committee manual with all changes for this year has been reviewed and accepted.

Recommended Action: Update

Cindy Kelley

10/5/15

Date

Florida Government Finance Officers Association

Member Development Committee

Policy and Procedures Manual

Purpose, Goals and Action Plan

The Member Development Committee is responsible for initiating and promoting diverse membership in the organization to ensure the strength and viability of FGFOA

Purpose:

To enhance, promote and serve the Association by actively engaging both existing and potential members. To promote growth and leadership opportunities to current members through the mentoring program. To promote careers in government

Goals:

Membership Recruitment:

To promote membership opportunities in FGFOA to students, government professionals, retirees and potential associate members.

Committee Structure:

The Committee is generally composed of 15 - 20 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.

The Chairperson is appointed by the President and serves as overall coordinator. The Chairperson appoints Sub-Chairs. Each Sub-Chair is responsible for coordination of activities associated with the tasks assigned to that sub-committee. Each committee member is assigned to one of the sub-committees.

Chairperson Responsibilities:

The Chairperson is responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assisting Sub-Chairs with coordination of duties and assignments, reporting activities and results to all Committee members, quarterly reports to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, long range goals, short range goals, and plan of action as listed on the website. The Committee as a whole should review recommendations, and submit changes to the Board of Directors for approval.

The Chairperson may attend FGFOA Board meetings and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the

Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson is responsible for presenting an annual report to the membership at the annual conference business luncheon. This report should summarize all Committee activities for the year.

The Chairperson shall meet with the incoming Chairperson and President to communicate any incomplete projects or concerns to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference.

General Responsibilities include the following:

- Provide leadership to committee members to ensure goals and assignments are met.
- Keep Board Liaison informed and include him/her in all communications (i.e., meetings, e-mails, and conference calls).
- Meet deadlines for submitting Committee Reports for Board of Director meetings. Attend Board of Director meetings when important items requiring board approval will be discussed.
- Meet deadlines for submitting newsletter articles.

At the first meeting, the chairperson is responsible for advising members of the Committee's purpose, annual and routine goals, and garnering volunteers for the various tasks including establishment of sub-committees, addressing at a minimum, the following areas:

- Secure sub-committee chairs
- Solicit volunteers for sub-committee to review membership brochures and recommend any updates.
- Solicit volunteers to review mentor/mentee applications and recommend pairings.
- Solicit volunteers to work with colleges and universities in their geographic areas and setup site visits to promote FGFOA and government finance careers.
- Solicit volunteers to carry-out any new goals set by the Board at strategic planning.

Sub-Chair Responsibilities:

Membership Recruitment Sub-Chair:

Responsibilities include organization of outreach activities, including personal visits to local chapters, colleges, universities, and other events, social media, and local chapter assistance. This sub-committee should promote active participation in FGFOA through committee involvement, event volunteering, and encouraging local chapter involvement to "train" for FGFOA involvement.

Meetings and Attendance:

The Member Development Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. Additional meetings are scheduled at least quarterly to discuss the progress on the tasks assigned to each sub-committee.

Attendance at a minimum of two meetings is required and one additional is encouraged due to the many responsibilities assigned to this committee.

Terms:

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation.

Membership Roster:

A listing of each Committee member including entity, telephone number, e-mail address and term expiration will be compiled and distributed to all Committee members.

Tasks:

Tasks routinely performed by members of the committee and Florida League staff with the approximate time frames to be completed:

Membership Recruitment:

July through September:

- Work with colleges and universities to obtain contact information for scheduling site visits to reach out to students regarding FGFOA and government finance careers.
- Review all membership brochures and update as needed.

October – June:

- Attend site visits at colleges, universities, local chapters, career showcases, and other events to promote FGFOA.

Minutes:

Minutes of meetings should be kept by the chairperson and sub-chairs and distributed to the committee members after the meetings to reinforce decisions made at meetings.



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2015-2016

2015-2016

CHAIRPERSON

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Ingrid Gaskin-Friar
Lisa Gladdue
John Grady
Cecilia Guerrero
Marilyn Hively
Greg James
David Jang
Jeffrey Kern
Jeffrey Larson
Bert Martinez
Larry Napier
Olga Rabel
Pamela Ramkalawan
Ann Marie Ricardi
Lorrie Simmons
Fernand Thomas
Elizabeth Walter-Ebersole
Connie Wolfe

Agenda Item Request

Meeting Date: November 04, 2015

Title of Item: 2015 School of Governmental Finance

Executive Summary, Explanation or Background Information

The committee will be meeting during lunch on Thursday, November 05, 2015 to share our successes and helpful hints with the 2016 School of Governmental Finance. This meeting will be the first step in the transition to the new committee.

The new committee chair, Jennifer Desrosiers, is planning on bringing committee applications to the meeting to get things started correctly.

Recommended Action

None.

Missy Licourt

Missy Licourt

10-21-2015

Date



Florida Government Finance Officers Association

Technical Resources Committee

2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Donna Wright, CGFO

Accountant IV

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Ron Harring

Jennifer Howland

Alan Jowers

Larry Napier

Derek Noonan

James Rizzo

Stephen Scheel

Kevin Stork

Mark White

Meeting Date: Wednesday, November 4, 2015

Title of Item: Technical Resource Committee

The committee has completed three draft responses to GASB's Exposure Drafts (ED):

1. *Accounting for Financial Reporting for Certain External Investment Pools*
2. *Accounting for Financial Reporting for Irrevocable Split-Interest Agreements*
3. *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*

There are two additional Exposure Drafts that the TRC is working on and the Board will receive draft responses over the next two weeks.

1. *Accounting and Financial Reporting for Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans—an amendment of GASB Statement No. 68*
2. *Implementation Guide No. 20XX-X, Implementation Guidance Update—20XX*

All Exposure Drafts can be accessed:

<http://www.gasb.org/jsp/GASB/Page/GASBSectionPage&cid=1175804830991>

The Basic Government Resource Manual has been edited and revised with the help of several TRC members as well as Barry's administrative assistant. We were able to incorporate many of your requests. The manual is available for your review:

[www.fgfoa.org/Assets/Files/FGFOA Committees/2015-2016/Technical Resources/Government Resource Manual 2015 10-15 15.docx](http://www.fgfoa.org/Assets/Files/FGFOA%20Committees/2015-2016/TechnicalResources/Government%20Resource%20Manual%202015%2010-15%2015.docx)

Florida Government Finance Officers Association
Technical Resources Committee
2015-2016

Agenda Item Request

Following are suggestions that will take an extended time to accomplish and volunteers are working on this for next year already:

New Sections:

1. Emergency Management/Disaster Preparedness – Planning, Operations, and Post storm reporting, recovery and continuity of operations;
2. Information Technology - system controls and cyber security;
3. Something specific for County constitutionals;
4. Strategic Planning

Additional Information for existing sections:

1. Payroll – add ACH Forms
2. Grants – FEMA, related to disaster reimbursements
3. Purchasing - procurement of professional services/construction contracts, which encompasses the requirements of Section 287.055, FS, and good business practices
4. Human Resources - employee evaluations, disciplinary process, benefits

Please let me know if you had a request that didn't get incorporated in the document or added in the above list.

Recommended Action:

Approve the Basic Government Resource Manual so it can be posted on the FGFOA website for general membership access.

Accept this report.

Donna Wright

Donna Wright

October 16, 2015

Date



Florida Government Finance Officers Association
Webinar Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

Susan Nabors, CPA

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Jennifer Barker
Frank DiPaolo
Brandy Ferris
Kate Grangard
Linda Logan-Short
Andrew Thompson
Linda Vining

Meeting Date: November 4, 2015

Title of Item: Report to Board

The Committee welcomed one new member, Jennifer Barker.

There was no Webinar held in September, 2015.

The Webinar Committee conducted a webinar on October 15 "GASB Updates", with 520 registered attendees.

Remaining Webinars:

December	Financial Transparency	12/17/15
February	Budget	2/18/16
March	Economic Update/Bonds/Investments	3/17/16
April	Legislative Update	4/21/16
May	OPEB	5/19/16
July	Internal Control	7/21/16

Recommended Action: N/A

Susan Nabors

Susan Nabors

October 16, 2015

Date

DATE	TOPIC	CPE	SPEAKER	MODERATOR	SPEAKER LOCATION	REGISTERED	AUDITED ATTENDEES
February 19, 2015	Budgeting Basics	TB	Michael Perry	Binh Nguyen	All Remote	709	488
March 19, 2015	Leadership	BEH	Nicolle Gasparri	Binh Nguyen	All Remote	624	404
April 16, 2015	Internal Control over Financial Reporting	AA	Israel Gomez and Marc Grace	Binh Nguyen	All Remote	702	494
May 19, 2015	Municipal Bond Market Update	TB	Julie Santamaria, Erik Dingwall and James Kelly	Binh Nguyen	All Remote	513	338
July 30, 2015	Legislative Update & Changes to Police and Firefighters Pension Law	TB	Amber Hughes, Davin Suggs and Kraig Conn	Binh Nguyen	All Remote	527	354
August 20, 2015	IRS Affordable Care Act Reporting	TB	Kate Gengrand, Ghering Group	Susan Nabors	All Remote	511	337
October 15, 2015	GASB	AA	Michael Futterman	Susan Nabors	All Remote	564	454
TOTAL						4,150	2,869

OTHER BUSINESS_____

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- **NEXT MEETING** Friday, April 8, 2015, Orlando, Florida

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