



Florida Government Finance Officers Association, Inc.

Meeting of the Board of Directors

Friday, April 8, 2016

Breakfast: 8:30 a.m.

Meeting: 9:00 a.m.

San Juan III

Embassy Suites Orlando Downtown

ATTENDANCE – FGFOA BOARD OF DIRECTORS MEETING

April 8, 2016

				<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		[]	[]
Nicole 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				[]	[]
Jennifer Desrosiers, 2016 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				[]	[]
Allison Tesla, Palm Beach				[]	[]
Steven Rausch, Panhandle				[]	[]
Bryan E. Cahen, South Florida				[]	[]
Pete Lear, 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: Friday, April 8, 2016
Breakfast: 8:30 a.m.
Meeting: 9:00 a.m.

LOCATION: Embassy Suites, Downtown Orlando

Call to Order – Barry Skinner, President

Roll Call

Approval of the Agenda

Consideration of Minutes – November 4, 2015

Report of Officers

1. President – Barry Skinner

- A. 2016 Elections
- B. 2016 Lifetime Achievement Award
- C. Chris Lyons memorial scholarship
- D. 2015-2016 Action Plan Update

2. President-elect – Sarah Koser

- A. 2016-2017 Committee Chair Selection
- B. Chapter President Call

3. Secretary/Treasurer – Linda Howard

- A. Quarterly Financials as of December 31, 2015
- B. Investment Report as of December 31, 2015
- C. Check Register as of December 31, 2015

4. Executive Director Report - Jeannie

- A. 2015-2016 FGFOA Budget Amendment – Committee Lunches
- B. Hospitality Suite Discussion and Association Night Drink Tickets
- C. Membership Update/List Serve/Conference Registrations

5. Meeting Planner Report

- A. Future Conference Dates and Locations
- B. 2017 School of Governmental Finance Location

6. Other Reports

A. Leadership FGFOA, Chair – Lee Huffstutler

Standing Committee Reports

7. Certification Committee, Chair – Karen Keith

8. Conference Host, Chair – Johnna Agin

9. Conference Program, Chair – Mike Gomez

10. Legislative, Chair – Dave Keller

11. Membership Development, Chair – Cindy Kelly

12. 2016 School of Governmental Finance, Chair – Jennifer Desrosiers

13. Technical Resources, Chair – Donna Wright

14. Webinar, Chair – Susan Nabors

15. Other Business

16. Next Meeting – Friday, June 10, 2016 – Marriott World Center Orlando

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING
November 4, 2015

The meeting of the FGFOA Board of Directors took place on Wednesday, November 4, 2015, at the PGA Resort, Palm Beach Gardens, 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
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Nicole Gasparri, Director, City of Boca Raton
John McKinney, Director, City of Edgewater (left the meeting at 11:30 a.m.)
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

NOT IN ATTENDANCE:

Kimball Adams, Director, City of Largo

COMMITTEE CHAIRS

Karen Keith, Certification
Michael Gomez, Conference Program
Dave Keller, Legislature
Melissa “Missy” Licourt, 2015 SOGF
Jennifer Desrosiers, 2016 SOGF

CHAPTER PRESIDENTS

Allison Tesla, Palm Beach

STAFF

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

CALL TO ORDER

There being a quorum, President Skinner called the November 4, 2015, meeting of the FGFOA Board of Directors to order at 9:00 a.m.

AGENDA

President Skinner reviewed the November 4, 2015, Agenda. FGFOA State Representatives were added to the agenda. **No Motion required.**

CONSIDERATION OF MINUTES

June 17, 2015 and August 28 minutes were reviewed. **Ms. Gasparri moved, seconded by Ms. Rosetti to approve the June 17, 2015 minutes. Motion passed unanimously.**

Mr. McKinney moved, seconded by Ms. Roberson, to approve the August 28, 2015 FGFOA Board of Directors minutes. Motion passed unanimously.

PRESIDENT'S REPORT

2016-2017 Nominating Committee Members

President Skinner announced the members of the 2016-2017 Nominating Committee. Members are

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

2015-2016 Action Plan

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

PRESIDENT-ELECT REPORT

Space Coast Chapter Bylaw Revision

Ms. Koser reported the Space Coast Chapter had requested 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

Mr. McKinney moved, seconded by Ms. Rosetti, to approve the Space Coast Chapter Bylaw changes. Motion passed unanimously.

South Florida Chapter Bylaw Revision

Ms. Koser reported the South Florida Chapter had requested 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
- Clean up language throughout to make it more a consistent document

Mr. Burke moved, seconded by Ms. Gasparri, to approve the South Florida Chapter Bylaw changes. Motion passed unanimously.

Local Chapter President Conference Call

Ms. Koser reported the Local Chapter President conference call was October 20, 2015. Ten out of 15 Chapters were represented. Chapter Presidents on the call gave a status report on their chapters. The next two calls are scheduled for February 25, 2016 and May 12, 2016.

GFOA REPS

Lengthy discussion ensued regarding a shortage of available GFOA reps especially in the South Florida area. Sarah will discuss this more at her next local chapters call. We need more local volunteers to be prepared and willing to make presentations. Governments are working hard and are excited about getting the GFOA awards and we want to keep the positive enthusiasm.

SECRETARY/TREASURER REPORT

Financials as of September 30, 2015

Financials were not complete at the time of the meeting.

Investment Report as of June 30, 2015

Ms. Howard reviewed the Investment Report as of September 30, 2015. Synchrony Bank CD of \$77,471.19 was renewed at 1.25% APY and will mature on September 4, 2016. ProBank CD of \$76,853.36 at .75% APY will mature on September 10, 2016.

Check Register July 1-September 30, 2015

Check register will be reviewed with financials once complete.

2015 FGFOA Fee Analysis

Ms. Howard reviewed the 2015 Fee Analysis. She reported there is no rate increase recommendation. Monitoring of the Annual Conference, webinars and Leadership FGFOA will be necessary to ensure fees cover costs and administrative fees.

EXECUTIVE DIRECTORS REPORT

2016 FGFOA Annual Conference Budget

Ms. Garner reported the Board had requested the meeting planner to review the menus to ensure refreshment breaks will be within budget. Meeting planning did recommend an increase of \$2,500 for rental expenses to include cost of electricity for the session scanners. **Ms. Roberson moved, seconded by Ms. Gasparri to approve the 2016 FGFOA Annual Conference Budget increase of \$2,500 for additional electrical charges. Motion passed unanimously.**

2015-2016 FGFOA Budget

Ms. Garner reviewed the 2015-2016 FGFOA Budget for revisions to increase the \$2,500 rental fee for Annual Conference and increase Pre-conference Seminar from \$16,000 to \$24,000. **Ms. Gasparri moved, seconded by Ms. Roberson, to approve the 2015-2016 FGFOA Budget as amended to covered \$2,500 rental fees and increase Pre-conference Seminar fees to \$24,000. Motion passed unanimously.**

Extra Tickets for Annual Conference Events

Ms. Garner reported at the August 28 Board of Directors meeting there was discussion on how many tickets are used for conference and was it possible to use tickets for certain events. There is no need for Tuesday Business lunch, Pre-Con-Admission or lunch, and ethics course tickets. After discussion; **Mr. Nguyen moved, seconded by Ms. Gasparri to have no admitting or drink tickets for attendees and a guest for the Association Night. Motion passed unanimously. Mr. Burke moved, seconded by Mr. Nguyen, to keep all tickets for the Tuesday Night Event. Motion passed unanimously.**

Self-Parking Issues at Annual Conference

Ms. Garner reported conference attendees have experienced considerable difficulties with self-parking at the last two annual conferences. Meeting planning discussed ways to resolve the issue for future conferences. Marriott and Diplomat will have parking staff stationed to take payment as attendees enter the garage instead of exit. Gates will be left open for exiting.

Future conference and school locations were discussed.

AD-HOC COMMITTEES REPORTS

Leadership FGFOA

Ms. Koser gave an update on the Leadership FGFOA. A total of 30 applications were received. The applications were distributed to a three-member evaluation team who each individually scored the applications. Results were compared and candidates were ranked from 1-30. Initially the class was to accept 20 applicants and there was discussion of accepting up to 25 for the class. The committee prefers to limit the number of participants to 20. **Ms. Ramsey-Chessman moved, seconded by Ms. Rosetti, to limit the class to 20 members. Motion passed unanimously.**

Members will be notified of the 2016 Class members. The committee will finalize the program activities.

FGFOA Board recommended a review of the qualification criteria for future Leadership FGFOA classes.

STANDING COMMITTEE REPORTS

Certification Committee

Karen Keith, Chair, gave the Certification Committee report. All five test banks were reviewed for grammatical errors. Two test were reviewed/rewritten for the fall exams: Treasury by Barry Skinner and Accounting and Financial Reporting by Sarah Koser.

A survey was sent to all active CGFO candidates for feedback on feasibility and details for the spring review and reviews via Webinar. The results were sent to the Board for review. After discussion **Ms. Gasparri moved, seconded by Mr. Nguyen, to develop two-two hour webinars per category for spring review. Motion passed unanimously. Ms. Roberson moved, seconded by Ms. Gasparri, to charge \$25 per two-hour webinar. Motion passed unanimously.**

The spring exam will be held on April 29, 2016 at various locations.

Conference Host Committee

Binh Nguyen, Board Liaison, presented the 2016 Host Committee report. The committee present theme and logo options for review. **Mr. McKinney moved, seconded by Ms. Gasparri, to select "Volunteer – Be Part of YOUR FGFOA. Motion passed unanimously. Mr. Burke moved, seconded by Mr. McKinney, to select logo choice one. Motion passed unanimously. Ms. Roberson was out of the room and did not vote.**

Conference Program Committee

Mike Gomez, Chair, gave the 2016 Program Committee Report. The Board reviewed the pre-con and conference schedule.

Legislative Committee

Dave Keller, Chair, presented the Legislative Committee report. The committee is sharing information on local and federal preliminary/draft bills and which are significant to the FGFOA membership.

Member Development Committee

John McKinney, Board Liaison, presented the Member Development Committee Report. The revised committee manual. ACE award criteria need to be added to the manual. The Board discussed different categories for the awards. The President asked everyone to get their comments back to him or Jeannie by November 20, 2015.

Ms. Roberson reported she and Peggy McGarrity, Past-President, visited USF to educate students about FGFOA Membership. There were more than 100 students in attendance. Ms. Roberson and Darrel Thomas will be visiting FAU. Discussions on social media ideas should be added to membership conference call. NOTE: Ms. Gasparri left the meeting at 12:35 to teach a session.

2015 School of Governmental Finance

Missy Licourt, Chair, presented the 2015 School of Governmental Finance report. School is a success with over 270 attendees and 98 taking the CGFO exams. The 2016 Committee will hold its first meeting on Thursday, November 5, 2015.

Technical Resources Committee

Ken Burke, Board Liaison presented the Technical Resources Committee report. The committee completed three draft responses to GASB's Exposure Drafts. Two additional Exposure Drafts will be presented to the Board within two weeks.

The Basic Government Resource Manual has been edited and revised and can be found on the FGFOA Web-site www.fgfoa.org. **Mr. Burke moved, seconded by Ms. Shannon Ramsey-Chessman, to approve the Government Resource Manual. Motion passed unanimously.**

2015-2016 Webinar Committee

The webinar committee held "GASB Hot Topics" Webinar on October 15, 2015 with 454 attendees. Financial Transparency Webinar will be held December 17, 2015.

NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., April 8, 2016, Orlando, Florida.

ADJOURNMENT

The meeting adjourned at 12:58 p.m.

Jeannie Garner
Executive Director, FGFOA

FGFOA BOD Minutes
November 4, 2015
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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

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Sarah Koser

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Ken Burke

Nicole Gasparri

Jonathan McKinney

Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: 2016-2017 Election Update

Executive Summary, Explanation or Background Information on Request:

The Nominating Committee met on February 23, 2016 to review nominations submitted for the 2016 election of FGFOA Officers and Directors. The Committee recommends the following 2016-2017 Slate of Candidates:

Secretary/Treasurer

Kent Olson, CGFO, Deputy Treasurer-Clerk, City of Tallahassee

Director (two available positions)

Both seats will be for three-year terms.

Alton "Rip" Colvin, CPA, CGFO, CPM, Executive Director, Florida Justice Administrative Commission

Frank DiPaolo, CPA, CGMA, Finance Director, City of Lighthouse Point

Nicole Gasparri, CGFO, Organizational Program Manager, City of Boca Raton

Karen Keith, CGFO, Accounting Supervisor, City of Tampa

Shannon Ramsey-Chessman, CGFO, CPA, Chief Operating Officer of Finance, Palm Beach County Clerk & Comptroller

Recommended Action:

The ballot will be finalized on March 30, 2016. Ballots will be available on April 6 and voting will close on April 14, 2016.

Barry Skinner
President

March 8, 2016
Date

FGFOA NOMINATING AND ELECTION SCHEDULE (2016-2017 Board)

062015

Dates	Action Taken	Requirement of minimum time relation to the Annual Conference
November 3, 2015	Board meeting - President appoints the Nominating Committee	
Week of January 25, 2016-	Nominating Committee Meeting – Conference Call	
February 3, 2016	Mail Call for Nominations Form & Post Recommendation Form and Application on website	
February 3 – 18, 2016	Receive nomination forms	
February 19, 2016	Distribute completed nomination forms to the members of the nominating committee.	
Week of February 22, 2016	Nominating Committee Meeting In this meeting the members will review the suggested nominations from the membership.	
March 10, 2016	Notice of the Slate of Candidates to Active Members	At Least 90 days prior (96 days)
March 30, 2016	Deadline for the petitions for candidacy. The ballot is finalized at this time.	At Least 70 days prior (71 days)
April 6, 2016	Open Online Voting with nominations	At Least 60 days prior (69 days)
April 14, 2016	Cut off Online Voting & Paper Ballots must be returned.	At least 30 days prior (61 days)
April 14, 2016	Online Votes tabulated at 5:00 pm. The results of the election are conveyed to the Immediate Past President. Candidates are contacted, then results posted on website.	
April 14, 2016	Results will be emailed out after all candidates are notified of results	
June 14, 2016	Results will be announced at the Annual Conference.	Business Meeting



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: April 8, 2016

Title of Item: 2016 Lifetime Achievement Award

Executive Summary, Explanation or Background Information on Request:

The FGFOA is soliciting nominations for the 2016 Lifetime Achievement Award. This award, sponsored by the Florida Government Finance Officers Association, will recognize and honor a Finance Officer who has made a lasting and worthwhile contribution to the citizens of Florida through their efforts and dedication in the performance of their duties on a local level, and who has served the FGFOA in its efforts to enhance the profession. The deadline to submit is April 8, 2016.

Members of the Lifetime Achievement Committee
Linda Howard – Chair
Kim Adams
Donna Wright
Mervyn Timberlake
Rob Garner

Recommended Action:

Barry Skinner
President

March 8, 2016
Date



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

Agenda Item Request

**2015-2016
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Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: Christopher Lyons Memorial Scholarship

Executive Summary, Explanation or Background Information on Request:

Jeannie Garner was contacted by member Cindy Emshoff suggesting FGFOA establish a scholarship in memory of Christopher Lyons, FGFOA Past-President who passed away in June 2015. This could be accomplished at the local chapter level or the State level.

Below is the email from Ms. Emshoff:

Good morning,

This week I received an e-mail asking if I wanted to serve on any FGFOA committees, and I responded affirmatively because someone who I admired greatly had encouraged me to participate many years ago. That person was Chris Lyons, and I would like to suggest that a scholarship be set up in his memory to fund someone to attend the annual School, or perhaps the annual conference. First, do you think this is a viable idea? If yes, has someone already suggested this? Please let me know your thoughts.

Thank you,

Cindy Emshoff

Recommended Action:

Consideration of a possible scholarship at the State level for a specific FGFOA event.

Barry Skinner
President

March 14, 2016
Date



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

Agenda Item Request

**2015-2016
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Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: 2015-2016 Action Plan

Executive Summary, Explanation or Background Information on Request:

For review.

Recommended Action:

Barry Skinner
President

March 8, 2016
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)

Goal: Update the Committee Manuals prior to the conference **COMPLETED**

Who: New Chair and Liaison's (with input from outgoing).

Deadline: By 2015 Conference

Goal: Provide speaker names and contact information from last two years for conference, school and webinars to each program chair.

Who: Administrator

Deadline: Provide to the new SOGF Chair at the prior SOGF
Provide to the new Conference Program Chair and Webinar Chair at the first Committee meeting at the Conference

CHAPTER VISION

Goal: Board members to attend their local chapter meetings and at least once a year provide an FGFOA Board activity update. **ONGOING**

Deadline: End of the 2015-2016

Who: All Board Members. President-Elect responsible for tracking and reporting on the goal.

Specifics: Use the FGFOA orientation PowerPoint as a tool.

SPEAKER EVALUATION & SELECTION

Goal: More effectively evaluate speakers **COMPLETED AND ONGOING**

Who: Administrator and Moderators

Deadline: Begin at 2015 Annual Conference

Specifics: Add a Session Evaluation Form and have the Moderator complete and return immediately after each session. Develop a "black list" of speakers that should not be asked to return.

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.

LEGISLATIVE COMMITTEE

- Legislative Committee will not take a “position”, but will provide analysis and information as needed. However, if a global issue arises, the Board may consider a position.
- Need more members
- Committee members should be diversified (by government)
- Develop Legislative Impact Papers relevant issues as needed during session
- Continue with the informative Legislative E-Bulletins

MEMBERSHIP COMMITTEE

- Change name of Membership Development Committee to Member Development Committee effective June 17, 2015 **COMPLETED**
- Focus on “Member” Development (engagement, participation), rather than new FGFOA members. Secondary focus on how to attract new people to government finance.
- ACE Award move Member Development Committee **COMPLETED**
- Get statistics from Newsletter readership **COMPLETED**
- Bring recommendations to the Board on how to increase usage and relevance of social media and communication in general (Newsletter, E-bulletins, FACEBOOK, other possible communication venues). By August 28, 2015 BOD meeting

SCHOOL OF GOVERNMENTAL FINANCE

- Expand networking opportunities – hospitality suite participation is low – Committee has the flexibility to plan something extra if they want
- Add session description to the Speaker Engagement Form (online - FLC) so the speaker can write the description & have the Committee send 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 (Committee to plan the reception)
- Have the first meeting at the School year before
- Provide a template for schedule & tracks to the new Chair
- Chair should be appointed at August Board meeting
- Add a Session Evaluation Form and have the Moderator complete and return immediately after each session.

TECHNICAL RESOURCE COMMITTEE

- ACE Awards – Move to Member Development Committee
- Increase membership of the committee – focus on adding an actuary

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
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Shannon Rainsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: Appointment of Committee Chairs – 2016-2017

Executive Summary, Explanation or Background Information on Request:


Annually, the Committee Chairs are selected by the President-elect prior to the Annual Conference. Below is a list of the members who have agreed to serve as all but two of the 2016-2017 Committee Chairs as well as all but two of the Board Liaisons. The remaining two Liaisons and the remaining two committee chairs will be appointed after the 2016-2017 election results are received and will be brought to the June 10th meeting for approval.

<u>Committee</u>	<u>Committee Chair</u>	<u>Government</u>	<u>Board Liaison</u>
Certification	Kelly Rae Strickland	City of Sarasota	TBD
Conference Host	Johnna Agin Susan Nabors	City of Ocala City of North Lauderdale	TBD
Conference Program	TBD		Kim Adams
Legislative	April Shuping	City of Gainesville	Jamie Roberson
Member Development	TBD		Ken Burke
SOGF	Jennifer Desrosieries	* City of North Port	Binh Nguyen
Technical Resources	Melissa Burns	City of St. Augustine Beach	John McKinney
Webinars	Brandy Ferris	City of Fort Walton Beach	Marilyn Rosetti

* Approved at the August 28, 2015, meeting

Recommended Action:

Approve appointment of the 2016-2017 Committee Chairs.


Sarah C. Koser, President-Elect

March 4, 2016
Date



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

Agenda Item Request

**2015-2016
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Binh Nguyen

Shannon Ramsey-Chessman

Jamie Roberson

Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: Local Chapter President Conference Call

Executive Summary, Explanation or Background Information on Request:


A conference call was held with the local chapter Presidents on February 25.

The following issues were discussed:

- Jason Loschiavo provided a demonstration of the Central Florida Chapter's website through WildApricot
- Reminder on ACE Award program and deadline
- Reminder on CGFO Review Webinars/Exams
- Leadership FGFOA first class set to start April
- FGFOA Annual Conference Location/Dates
- Chapter Updates

Attached are the meeting minutes

Recommended Action:
Information only.



Sarah C. Koser, President-Elect

March 4, 2016
Date

February 25, 2016 – 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 - Attended
- b. Penny Mitchell – Staff - Attended
- c. Jason Loschiavo – Central Florida Chapter – Attended (presented)
- d. Kimberly Ferrell – Big Bend Chapter – Attended
 - i. Exciting meeting last Friday
 - ii. Changed venue – restaurant – Edison
 - iii. Outstanding turnout – usually have about 30 – had 68 at this one
 - iv. 2 FBI agents – overview on a Fraud scheme from N. Florida – arrested Sheriff
 - v. SBA – executive director – enterprise management – since 2007 – chief audit executive presented as well.
 - vi. Both classes were great – well received
 - vii. 75 members currently
 - viii. May 13 next meeting – Edison in Tallahassee
- e. Laurie Campbell – Central Florida Chapter – Attended
 - i. 231 members in chapter
 - ii. Attendance at 2-5-2016 – 52 attend – ½ day investment
 - iii. Amy Ash – TD Bank – 1 hour presentation
 - iv. Barry Skinner presented for the other time
 - v. John Grady – Public Trust Advisors
 - vi. Annual Meeting – March 4 – Full day session – 8 hours CPE
 - vii. Some speakers from SOGF – present same material – so people who couldn't go to school get benefit of presentations.
 - viii. Get surveys from attendees and pick top speakers
 - ix. Kevin Webb – Excelling at Bonds – interactive
 - x. Andrew Laflin – Clifton Larson Allen – uniform grant guidance
 - xi. Nicole Gasparri – Is anyone listening?
 - xii. Doug Thomas – Strategic Government Resources – Priority Based Budgeting
 - xiii. All on website – upcoming events
 - xiv. Lunch (boxed) 68 people registered so far – still one week to go
 - xv. Sign up to volunteer for conference (need volunteers)
- f. Judith Garard – Florida First Coast Chapter – Attended
 - i. Wonderful Holiday Chapter – Dec 4th – 46 members attended
 - ii. Eric Bindewald – How to stay in compliance on bonds
 - iii. Members enjoyed dining at Maggianos
 - iv. Next meeting – March 4 – Quarterly meeting – Ferdindina Beach Golf Club
 - v. Lunch – 1 hour CPE – Pat Patterson – CPA Firm – Cloud Computing – Pitfalls & Praises
 - vi. Usually have 30-40 out of 115 members attend
- g. Anne Lawler - Gulf Coast Chapter - Attended
 - i. Susan Bass – had to resign because accepted new position with State out of Hernando County
 - ii. Last Friday – 8 hour investment seminar
 - iii. Jeff Larson – Larson

- iv. Scott Stitcher - PFM Asset
- v. John Grady – Public Trust
- vi. Greg Holden – Manning & Napier
- vii. Ruth Eckard Hall – location
- viii. Next – luncheon – April meeting – Pam Debow Property Appraiser – to speak
- h. Lorrie Simmons – Hillsborough Chapter – Attended
 - i. 193 members – 168 active – 24 associates – have 1 retiree
 - ii. Most recent end of November – fall luncheon – Seminole Garden Center – good reviews
 - iii. 46 in attendance – speaking – Effective & Efficient Closing Processes - Clifton Larson - Allen Lance Smicht
 - iv. Kay Granger – Gering Group – AHC –
 - v. Free seminar - \$10 for non-members
 - vi. March 11th – Grant lifecycle – Spoke at SOGF – in Tampa –
 - vii. May – have first annual 8 hours CPE – free to members – will include investments to audit, budget, and more – May 12th.
- i. Marge Strausbaugh – Nature Coast Chapter (absent)
- j. Todd Hutchison – North Central Florida Chapter (absent)
- k. Alison Teslia – Palm Beach Chapter – Attended
 - i. 217 members
 - ii. 2 meetings since call – holiday luncheon – December 4 – Gaylin Gregis – “Triger-proof” – keeping cool – good customer service – good choice
 - iii. Investment Meeting – February 5th – hosted by David Jang – main speaker – 45 members attended
 - iv. Next meeting – April 22 – Sheila Jones – Ci8ty of Orlando – how to increase your revenue stream
 - v. Ethics seminar in May
 - vi. Have June planned – Property Appraiser update
- l. Steven Rausch – Panhandle Chapter – Attended
 - i. 141 Members
 - ii. Last meeting – 22 attendees – alternative fiscal solutions – January 15th meeting – Tami D. Ray – TAMCO-BV, LLC– contingency based funding for large projects – only collect if project makes money for organization – presented at Hollywood annual conference
 - iii. April 15th – has not been setup yet –
 - iv. March 4th – investment training – Kenny Blocker, Vice President; Brent Wertz, Managing Partner; Jamal Williams, Credit Analyst; all with Wertz York Capital Management Group, Jeff Huenink, Partner, Florida Fixed Income Trust (FL-FIT) , and Paul Perry of Warren Averett, CPAs on internal controls, David Jang,CTP, Partner, Wertz York Capital Management Group – economic update and Chris Wilson, Vice President, SunTrust Bank on Treasury Management – full 8 hours investment – Northwest Florida State College Campus in Niceville
 - v. March 18th – ethics training – Northwest Florida State College –Ilona Boris, CPA
- m. Bryan Cahen – South Florida Chapter – Attended
 - i. 215 Members
 - ii. Hiatus since last conference call – had an investment seminar in August
 - iii. Holidays – had a social – 43 members & guests attended
 - iv. Next meeting – ½ day seminar – March 10th – Sunrise Civic Center – 3 CPE Credits – Richard Pingelli – Kalid Yasin – PFM – Current Banking Environ., - John Grady – Public Trust Advisors – Effect of Fed Funds Rate – Michael Futterman – Markham – GASB 72 – Fair Value Measurement

- v. Hot buffet lunch
- vi. April 21st – Annual Meeting – Michael Burton – Burton & Assoc – Long-Term financial sustainability – amendments to the Bylaws that were approved by FGFOA – membership to vote. Nominations for new Board
- vii. June – has not planned yet
- n. Peter Lear – Southwest Florida Chapter – Attended
 - i.
- o. Sondra D’Angelo – Space Coast Chapter – Attended
 - i. 102 members – 75 Active – 25 Assoc
 - ii. Last Friday – 22 attending – Post-issuance Compliance – Joan DiMarco with PFM; Heart/Lung Presumption and Pending Cancer Bill Legislation – Alan Kalinoski with Dean, Ringer, Morgan & Lawton.
 - iii. Next meeting – annual business meeting in April – still working on speaker – hoping to get Amber to do Legislative update.
- p. Kristin Daniels – Treasure Coast Chapter (absent)
- q. Heidi Bova – Volusia/Flagler Chapter (absent)
- 2. Demo – Jason Loschiavo
 - a. Jason will demo the Central Florida Chapter’s website.
 - i. They utilize “Wild Apricot” for the host
 - ii. Running Smoothly – almost up for a year
 - iii. Cost – \$25 per month initially (250 contacts) - raised price to \$40 (250 contacts)
 - iv. Do you use Pay Pal for all payments? - Yes
 - v. What are the fees for Credit Cards? – about \$.30 per transaction plus around 2.9% - about \$.59 per \$10 member
 - vi. 80-90% of members pay with Credit Card
 - vii. Laurie Campbell said there is a multi-member fee if other chapters want to utilize.
 - viii. Cheaper than C-Vent – easy to setup
 - ix. Jason’s contact information – 407-481-5672 x310 jloschiavo@metroplanorlando.com
- 3. Items to remind Chapter Members – if no FGFOA Board Member present to provide update:
 - a. ACE Award
 - i. Still time to apply
 - ii. Categories
 - 1. Transparency Utilizing Technology
 - 2. Process Improvement
 - iii. Deadline February 29, 2016
 - b. CGFO Review Class Webinars –
 - i. Register and pay on-line
 - ii. Schedule is on-line
 - 1. Financial Admin – March 8 & 10
 - 2. Accounting & Financial Reporting – March 29 and 31
 - 3. Debt Administration – April 12 and 14
 - iii. Exams are April 29th
- 4. Leadership FGFOA
 - a. First class will be the first week in April
- 5. FGFOA Annual Conference
 - a. Orlando – Marriott World Center

- b. June 11-15
- c. Boot Camp will be offered on Monday & Tuesday
- d. Registration to start Monday



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: April 8, 2016

Title of Item: Quarterly Financials as of December 31, 2015

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

For Review

Linda Howard, Secretary/Treasurer

March 14, 2016
Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
Comparative Statement of Financial Position
December 31, 2015, September 30, 2015, June 30, 2015, March 31, 2015, and December 31, 2014

	31-Dec-15	30-Sep-15	30-Jun-15	31-Mar-15	31-Dec-14
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 147,981	129,450	187,707	261,472	102,655
Investments - Vanguard	40,752	40,739	265,730	65,723	65,721
Investments - CD's	155,287	154,902	154,537	154,178	153,828
Accounts Receivable	11,920	8,175	73,791	24,570	558
Interest Receivable	63	58	56	61	58
Prepaid Expenses	130	0	5,864	348	0
Prepaid Conference Expenses	0	0	0	1,685	202
Prepaid School of Gov Finance Expenses	0	948	0	0	0
Deposits	23,233	49,103	5,000	9,288	6,500
Total Current Assets	\$ 379,366	383,375	692,685	517,325	329,522
Equipment:					
Computer Equipment	\$ 5,227	5,227	5,227	5,227	5,227
Less: Accumulated Depreciation	(4,038)	(3,927)	(3,815)	(3,693)	(3,570)
Net Equipment	\$ 1,189	1,300	1,412	1,534	1,657
Other Assets:					
Deposits	1,500	4,000	1,500	1,500	1,500
Total Assets	\$ 382,055	388,675	695,597	520,359	332,679
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 0	30,430	26,950	268,970	0
Accounts Payable	129,771	91,198	468,359	37,909	95,261
Total Current Liabilities	\$ 129,771	121,628	495,309	306,879	95,261
Unrestricted Net Assets	\$ 252,284	267,047	200,288	213,480	237,418
Total Liabilities and Unrestricted Net Assets	\$ 382,055	388,675	695,597	520,359	332,679

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Six Months Ended December 31, 2015

	---ACTUAL---					---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-15	1-Oct-15	1-Jan-16	1-Apr-16	1-Jul-15	1-Jul-15	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Jun-16	30-Jun-16	SPENT	DATE
REVENUES								
Membership Dues	\$ 83,195	5,005	0	0	88,200	97,000	0.91	(8,800)
Investment Income	376	403	0	0	779	1,500	0.52	(721)
Annual Conference	0	0	0	0	0	487,300	0.00	(487,300)
School of Governmental Finance	0	92,324	0	0	92,324	69,000	1.34	23,324
Leadership FGFOA	0	0	0	0	0	60,000	0.00	(60,000)
Seminars	0	0	0	0	0	22,000	0.00	(22,000)
CGFO Fees	19,380	13,795	0	0	33,175	30,000	1.11	3,175
Miscellaneous Income	276	892	0	0	1,168	1,000	1.17	168
TOTAL REVENUES	\$ 103,227	112,419	0	0	215,646	767,800	0.28	(552,154)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 24,242	24,242	0	0	48,484	96,585	0.50	48,101
Auditor Fees	0	0	0	0	0	8,875	0.00	8,875
Total - Professional Services	\$ 24,242	24,242	0	0	48,484	105,460	0.46	56,976
Meeting Expenses:								
Board of Directors	\$ 2,686	2,277	0	0	4,963	8,500	0.58	3,537
Strategic Planning	0	0	0	0	0	2,750	0.00	2,750
GFOA Conference	0	0	0	0	0	5,000	0.00	5,000
GFOA Reception	0	0	0	0	0	5,000	0.00	5,000
Chapter Visitation by Officers	0	0	0	0	0	0	0.00	0
Total - Meeting Expenses	\$ 2,686	2,277	0	0	4,963	21,250	0.23	16,287

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Six Months Ended December 31, 2015

	---ACTUAL---					---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-15	1-Oct-15	1-Jan-16	1-Apr-16	1-Jul-15	1-Jul-15	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Jun-16	30-Jun-16	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	0	0	484,550	0.00	484,550
School of Governmental Finance	0	93,581	0	0	93,581	79,537	1.18	(14,044)
Leadership FGFOA	0	0	0	0	0	50,100	0.00	50,100
Seminars	0	0	0	0	0	24,000	0.00	24,000
CGFO Review & Re-write	0	0	0	0	0	2,000	0.00	2,000
CGFO Program Expenses	34	269	0	0	303	500	0.61	197
Total - Training/Education	\$ 34	93,850	0	0	93,884	640,687	0.15	546,803
Standing Committees:								
Standing Committee Meetings	0	1,439	0	0	1,439	500	2.88	(939)
Membership Services Outreach	0	0	0	0	0	0	0.00	0
All Committee Meetings @ Conference	0	0	0	0	0	6,000	0.00	6,000
Total - Standing Committees	\$ 0	1,439	0	0	1,439	6,500	0.22	5,061
Communication to Members:								
Postage & Mailing	222	88	0	0	310	1,500	0.21	1,190
Internet Homepage	0	0	0	0	0	100	0.00	100
Printing & Duplicating	91	532	0	0	623	1,000	0.62	377
Total - Communication to Members	\$ 313	620	0	0	933	2,600	0.36	1,667

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Six Months Ended December 31, 2015

	---ACTUAL---					---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-15	1-Oct-15	1-Jan-16	1-Apr-16	1-Jul-15	1-Jul-15	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-15	31-Dec-15	31-Mar-16	30-Jun-16	30-Jun-16	30-Jun-16	SPENT	DATE
Administrative Expenses:								
Insurance Expense	\$ 3,955	0	0	0	3,955	4,000	0.99	45
List Serve	1,439	586	0	0	2,025	5,000	0.41	2,975
Filings & Registrations	0	0	0	0	0	61	0.00	61
Staff Travel	362	0	0	0	362	3,000	0.12	2,638
Miscellaneous Expense	454	326	0	0	780	6,000	0.13	5,220
Student Promotion	0	0	0	0	0	0	0.00	0
Credit Card and Bank Fees	2,871	3,731	0	0	6,602	15,000	0.44	8,398
Depreciation	112	111	0	0	223	500	0.45	277
		0						
Total - Administrative Expenses	\$ 9,193	4,754	0	0	13,947	33,561	0.42	19,614
Contributions:								
Contributions	\$ 0	0	0	0	0	0	0.00	0
Total - Contributions	\$ 0	0	0	0	0	0	0.00	0
TOTAL EXPENSES	\$ 36,468	127,182	0	0	163,650	810,058	0.20	646,408
Increase (Decrease) in Unrestricted Net Assets	\$ 66,759	(14,763)	0	0	51,996	(42,258)	(1.23)	94,254
Unrestricted Net Assets, Beginning of Period	\$ 200,288	267,047	252,284	252,284	200,288	200,288	1.00	0
Unrestricted Net Assets, End of Period	\$ 267,047	252,284	252,284	252,284	252,284	158,030	1.60	94,254

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Six Months Ended December 31, 2015

Cash Flows From Operating Activities

Receipts from Members and Associates	\$	174,297
Receipts from Exhibitors and Hotel Sites		75,490
Interest and Dividends		773
Fees Paid to Florida League of Cities		(53,402)
Payments to Vendors		<u>(461,111)</u>

Net Cash Used by Operating Activities \$ (263,953)

Cash Flows from Investing Activities

Purchase of Certificates of Deposit	\$	(78,176)
Proceeds from Certificates of Deposit		<u>77,425</u>

Net Cash Used by Investing Activities \$ (751)

Net Decrease in Cash and Cash Equivalents \$ (264,704)

Cash and Cash Equivalents-Beginning of Period \$ 453,437

Cash and Cash Equivalents-End of Period \$ 188,733

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Six Months Ended December 31, 2015

Reconciliation of Increase in Net Assets to Net Cash

Used by Operating Activities

Increase in Net Assets	\$	51,996	
Adjustments to Reconcile Increase in Net Assets to Net Cash Used by Operating Activities:			
Depreciation		223	
Decrease in Accounts Receivable		61,865	
Decrease in Prepaid Expenses		5,734	
Increase in Deposits		(18,233)	
Decrease in Accounts Payable		(338,588)	
Decrease in Deferred Revenues		<u>(26,950)</u>	
Net Cash Used by Operating Activities	\$		<u><u>(263,953)</u></u>

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
2015 School of Governmental Finance
Palm Beach Gardens, FL

REVENUE COMPARISON

REGISTRATIONS	# of REG	2015 ACTUAL	ORIGINAL BUDGET	VARIANCE
Active Member Basic	50	11,000	69,000	(58,000)
Active Member Basic Late	7	1,820		1,820
Active Member Intermediate	78	16,380		16,380
Active Member Intermediate Late	9	2,250		2,250
Associate Member Basic	2	570		570
Associate Member Intermediate	1	310		310
Non Member Basic	5	1,725		1,725
Non Member Basic Late	1	385		385
Non Member Intermediate	3	975		975
Active Member Week	94	30,080		30,080
Associate Member Entire Week	4	1,780		1,780
Active Member Week Late	4	1,440		1,440
Non Member Week	1	560		560
Cancellation Fees	12	480		480
Hotel Commissions		11,915		11,915
Room Credits		2,664		2,664
Boot Camp	30	7,990		7,990
Total Revenues		92,324	69,000	23,324

EXPENSE COMPARISON

	2015 ACTUAL	ORIGINAL BUDGET	VARIANCE
Hospitality Suite	7,581	6,000	1,581
Refreshment Breaks	57,457	40,000	17,457
Emerging Leader Reception	2,404	2,000	404
Staff Travel	5,218	5,000	218
Equipment Rentals	8,793	13,000	(4,207)
Speaker Expense	2,902	3,500	(598)
Speaker Gifts	1,350	1,500	(150)
Printing/Duplicating	1,234	1,500	(266)
T-Shirts	0	500	(500)
Meeting Planning Services	5,500	5,500	0
Speaker/Moderator Breakfast	470	500	(30)
Insurance	348	287	61
Operating Supplies	324	250	74
TOTAL EXPENSES	93,581	79,537	14,044
NET INCOME (LOSS)	(1,257)	(10,537)	9,280

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information For the Six Months Ended December 31, 2015

Accounts Receivable:

CGFO Partial dues	5	Member Registrations
PGA National	<u>11,915</u>	Hotel Commission
Total Accounts Receivable	<u><u>11,920</u></u>	

Prepaid Expenses:

Network Solutions	<u>130</u>	Domain Renewals
Total Prepaid Expenses	<u><u>130</u></u>	

Deposits:

Current:

Marriott Sanibel Harbour	2,500	2016 SOGF Deposit
Embassy Suites	500	2016 Leadership Class
Annetta Wilson	2,000	Leadership Class Speaker
Universal Studios	18,233	2016 Conference Deposit
Total Current:	23,233	

Non-Current:

Diplomat Hotel	1,500	2017 Conference
Total Non-Current:	<u>1,500</u>	
Total Deposits	<u><u>24,733</u></u>	

Accounts Payable:

L-Soft International	585	List Serve Charges
Lynda Dennis	2,600	SOGF Speaker Expenses
FLC	<u>126,586</u>	Fees and Expenses
Total Accounts Payable	<u><u>129,771</u></u>	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Six Months Ended December 31, 2015

Miscellaneous Expense:

Awards 4 You	15	Replacement Plague Tag
Hilly Fields Florist	128	Sympathy Floral Arrangement
USA Photo	142	Board Group Photo
My Office Products	168	Misc Office Supplies
Correction to Freeman Bill	1	Adjustment to Bill from Vendor
Network Solutions	7	Website Domain Expenses
Network Solutions	19	Website Domain Expenses
C3LS Exhibitor Fee Write Off	<u>300</u>	UnCollectible Prior Year Conference Exhibitor Fee

Total Miscellaneous Expense	<u><u>780</u></u>
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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: April 8, 2016

Title of Item: Investment Report as of December 31, 2015

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

For Review

Linda Howard, Secretary/Treasurer

March 14, 2016
Date

FGFOA Certificates of Deposit

As of March 14, 2016

<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>
9/4/15	#5004045182	Synchrony Bank	\$77,471.19	1.24%	1.25%	12 months	9/4/2016
9/10/14	#210002549	ProBank	\$76,853.36	0.75%	0.75%	24 month	9/10/2016

Matured CD's

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
9/4/14	#5004045182	Synchrony Bank	\$76,583.96	1.09%	1.10%	12 months	9/4/2015	Rolled over at \$77,471.19

December 31, 2015, year-to-date statement

Page > 1 of 1



Client Services > 800-662-2739

vanguard.com



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 12/31/2015* 0.26%

Date	Transaction	Amount	Share Price	Shares Transacted	Total Shares Owned	Value
	Beginning balance on 12/31/2014		\$1.00		65,721.270	\$65,721.27
01/30	Income dividend	\$0.56	1.00	0.560	65,721.830	
02/27	Income dividend	0.53	1.00	0.530	65,722.360	
03/31	Income dividend	0.57	1.00	0.570	65,722.930	
04/30	Income dividend	0.54	1.00	0.540	65,723.470	
05/18	Buy electronic bank transfer	200,000.00	1.00	200,000.000	265,723.470	
05/29	Income dividend	1.76	1.00	1.760	265,725.230	
06/30	Income dividend	4.62	1.00	4.620	265,729.850	
07/24	Sell electronic bank transfer	-225,000.00	1.00	-225,000.000	40,729.850	
07/31	Income dividend	5.68	1.00	5.680	40,735.530	
08/31	Income dividend	1.54	1.00	1.540	40,737.070	
09/30	Income dividend	2.36	1.00	2.360	40,739.430	
10/30	Income dividend	2.64	1.00	2.640	40,742.070	
11/30	Income dividend	3.25	1.00	3.250	40,745.320	
12/31	Income dividend	6.79	1.00	6.790	40,752.110	
	Ending balance on 12/31/2015		\$1.00		40,752.110	\$40,752.11

*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.

Je#12-01
Dec GJ
DB 1185-6.79
CR 3060-(6.79)
Record Invest Income

106A 000000459812469 P2 1 16370 - 20212 - 0





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 12/14/2015	0.16%
Minimum investment	\$3,000
Fund number	0030
Fund advisor	Vanguard Fixed Income Group

Price and performance

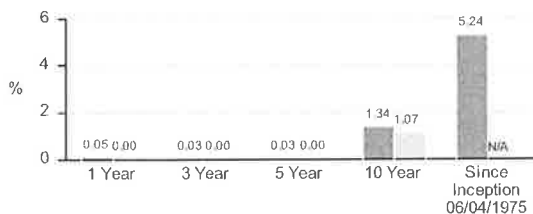
Price as of 03/11/2016	\$1.00
Change	\$0.00 0.00%
SEC yield	0.40%
Compound yield	0.40%

Risk potential



Average annual performance

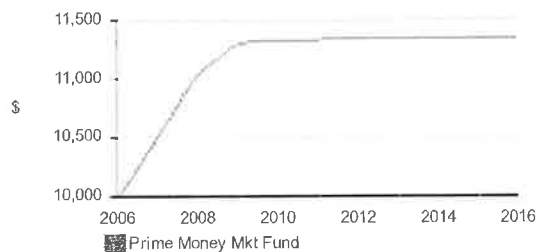
As of 12/31/2015



Quarter-end | Month-end

Hypothetical growth of \$10,000

As of 2/29/2016



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

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 02/29/2016

Prime Money Mkt Fund	
Bankers Acceptances	0.0%
Certificates of Deposit	10.1%
Other	1.6%
Repurchase Agreements	0.2%
U.S. Commercial Paper	5.5%
U.S. Govt. Obligations	13.7%
U.S. Treasury Bills	20.7%
Yankee/Foreign	48.3%
Total	100.0%

Characteristics as of 02/29/2016

Number of holdings	372
Average maturity	56.0 days
Weighted average life	90.0 days
Fund total net assets	\$138.8 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: April 8, 2016

Title of Item: Check Register October 1 to December 31, 2015

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

For Review

Linda Howard, Secretary/Treasurer

March 14, 2016
Date

FGFOA
Check Register
Oct - Dec
2015

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Sep 30, 2015				\$ 129,449.55
	Deposits for Oct 2015				\$ 70,351.42
	No Checks Written in October				
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 1,408.99	
	Deposits for Nov 2015				\$ 5,030.00
11/6/2015	3187	Check	Alachua Co. CCC - Overpmt Dues	\$ 35.00	
11/6/2015	3188	Check	Hernando County - Overpmt Dues	\$ 35.00	
11/6/2015	3189	Check	Kathleen Lee - SOGF Refund	\$ 265.00	
11/6/2015	3190	Check	Lee County - Overpmt Dues	\$ 35.00	
11/6/2015	3191	Check	Manatee County - CGFO Review Ref	\$ 45.00	
11/6/2015	3192	Check	Orange County Comp - Overpmt Dues	\$ 35.00	
11/6/2015	3193	Check	Osceola County - Overpmt Dues	\$ 35.00	
11/6/2015	3194	Check	Polk County Sheriff's Off - Overpmt Dues	\$ 35.00	
11/6/2015	3195	Check	Pinellas County - Overpmt Dues	\$ 35.00	
11/6/2015	3196	Check	Port St. Lucie - Overpmt Dues	\$ 35.00	
11/6/2015	3197		VOID	\$ -	
11/6/2015	3198	Check	West Palm Beach - Overpmt Dues	\$ 35.00	
11/13/2015	3199	Check	Palm Beach County - SOGF Refund	\$ 280.00	
11/20/2015	3200	Check	City of Fellsmere - SOGF Ref	\$ 240.00	
11/20/2015	3201	Check	Village of Royal Palm - SOGF Ref	\$ 320.00	
11/20/2015	R00180	ACH	Graphateria	\$ 977.18	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 2,175.56	
	Deposits for Dec 2015				\$ 1,315.00
12/4/2015	3202	Check	City of Oakland Park - SOGF Refund	\$ 180.00	
12/11/2015	3203	Check	AMEX - SOGF Hotel Bill	\$ 51,605.57	
12/11/2015	3204	Check	Sarah Koser - Reimb	\$ 31.31	
12/18/2015	3205	Check	Constance Lea - CGFO Late - Refund	\$ 25.00	
12/18/2015	3206	Check	Brittany Tyre - CGFO Refund	\$ 150.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 146.29	
				\$ 58,164.90	\$ 206,145.97
	Balance @ 12/31/2015			\$ 147,981.07	



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Board of Directors
2015-2016

Agenda Item Request

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Marilyn Rosetti

Meeting Date: April 8, 2016

Title of Item: 2015-2016 FGFOA Budget Amendment

Executive Summary, Explanation or Background Information on Request:

We had budgeted \$500 for Standing Committee lunches. The 2016 SOGF Committee had a committee lunch at the 2015 School. The 2016 Host Committee will be meeting at Marriott World Center on April 4, 2016 for an on-site visit and meeting. We have not spent the \$500 budgeted in the last couple of years. We need to increase the budget for committee meetings from \$500 to \$2,500.

Additionally, we have adjusted the budget for actual SOGF revenues and expenses and CGFO revenue income due to review webinars.

Recommended Action:

Approve the 2015-2016 FGFOA Budget as amended.

Jeannie Garner, Executive Director

March 14, 2016
Date

FLORIDA GOVERNMENTAL FINANCE OFFICERS ASSOCIATION, INC.

Budget for the Year Ending June 30, 2016

2015-2016 Revised 11/04/2015	2014-2015	2014-2015	2015-2016	2015-2016	2015-2016	2015-2016
	Revised Budget 07/01/2014 - 06/30/2015 as of 03/2015	Actual as of 06/30/2015	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	Budget 07/01/2015 - 06/30/2016 - Revised 04/08/2016
REVENUES						
Membership Dues	97,000	99,190	97,000	97,000	97,000	97,000
Investment Income	1,500	1,403	1,500	1,500	1,500	1,500
Annual Conference	401,249	506,076	410,000	487,300	487,300	487,300
School of Governmental Finance	60,000	55,888	69,000	69,000	69,000	92,324
Leadership FGFOA		0	0	60,000	60,000	60,000
Pre-Conference Seminar	15,000	18,900	15,000	22,000	22,000	22,000
CGFO Fees	30,000	26,510	30,000	30,000	30,000	35,000
Miscellaneous Income	990	35	1,000	1,000	1,000	1,000
TOTAL REVENUES	605,739	708,002	623,500	767,800	767,800	796,124
EXPENSES						
Expenses related to training/education						
Conference Expenses	430,200	467,938	410,000	482,050	484,550	484,550
School of Governmental Finance	77,037	75,420	79,037	79,537	79,537	93,581
Leadership FGFOA		0	0	50,100	50,100	50,100
Pre-Conference Seminar/FSS/NASBA Fees	16,000	23,733	16,000	16,000	24,000	24,000
CGFO Printing & Mailing	500	69	500	500	500	500
CGFO March Review & rewrite	2,000	2,000	2,000	2,000	2,000	2,000
Total - Training Expenses	525,737	569,160	507,537	630,187	640,687	654,731
Standing Committees:						
Standing Committee Meetings	500	0	500	500	500	2,500
Membership Services Outreach (Student)	2,000	0	0	0	0	0
All Committee Mtgs @ Conference	6,000	6,538	6,000	6,000	6,000	6,000
Total - Standing Committees	8,500	6,538	6,500	6,500	6,500	8,500
Communication to Members						
Internet Homepage	102	0	100	100	100	100
Postage & Mailing	1,500	529	1,500	1,500	1,500	1,500
Printing & Duplicating	1,000	1,137	1,000	1,000	1,000	1,000
Total Communication to members	2,602	1,666	2,600	2,600	2,600	2,600
Professional Services:						
Florida League of Cities, Inc.	96,009	96,009	96,585	96,585	96,585	96,585
Auditor Fees	8,872	8,620	8,875	8,875	8,875	8,875
Total - Professional Services	104,881	104,629	105,460	105,460	105,460	105,460
Meeting Expenses:						
GFOA Reception	5,000	3,440	5,000	5,000	5,000	5,000
Board of Directors	8,500	8,002	8,500	8,500	8,500	8,500
Strategic Planning	2,000	1,361	2,750	2,750	2,750	2,750
GFOA Conference	4,000	3,403	5,000	5,000	5,000	5,000
Chapter visitation by officers	500	0	0	0	0	0
Total Meeting Expenses	20,000	16,206	21,250	21,250	21,250	21,250
Administrative Expenses:						
Insurance Expense	3,777	4,268	4,000	4,000	4,000	4,000
List Serve - ongoing fees	5,000	3,445	5,000	5,000	5,000	5,000
Filings & Registrations	61	61	61	61	61	61
Staff Travel	3,000	2,001	3,000	3,000	3,000	3,000
Miscellaneous Expense	6,000	3,597	6,000	6,000	6,000	6,000
Depreciation	500	490	500	500	500	500
Credit Card Terminal	15,000	15,414	15,000	15,000	15,000	15,000
Total - Administrative Expenses	33,338	29,276	33,561	33,561	33,561	33,561
TOTAL EXPENSES	695,058	727,475	676,908	799,558	810,058	826,102
Increase (Decrease) in Net Assets	(89,319)	(19,473)	(53,408)	(31,758)	(42,258)	(29,978)
Net Assets-Beginning of Period	220,126	220,126	200,653	200,653	200,653	200,653
Net Assets-End of Period	130,807	200,653	147,245	168,895	158,395	170,675

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

	912	900	900	925
	2014 Orlando Actual	2015 Revised Proposed 04/2015	2015 Actual	2016 Proposed Budget \$25 Fee Increase
OTHER REVENUE				
Exhibitor Fees	\$154,725.00	\$150,000.00	\$160,700.00	\$165,000.00
Extra Tickets All Events	\$2,705.00	\$5,000.00	\$3,415.00	\$5,000.00
Golf	\$4,770.00	\$5,000.00	\$3,500.00	\$5,000.00
Hotel Commissions (1)	\$0.00	\$46,500.00	\$45,186.00	\$30,000.00
Cancellation Fees	\$760.00	\$1,000.00	\$1,160.00	\$1,000.00
Ethics Income	\$11,490.00	\$10,000.00	\$10,385.00	\$10,000.00
Hotel Rebate	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Room Credits (2)	\$11,118.00	\$7,748.00	\$10,070.00	\$11,000.00
TOTAL OTHER REVENUE	\$185,568.00	\$250,249.00	\$259,416.00	\$227,000.00
REGISTRATIONS				
Member Registrations	\$158,850.00	\$222,500.00	\$169,200.00	\$251,600.00
Member Late Registrations	\$1,060.00	\$0.00	\$7,685.00	\$0.00
Associate Registrations	\$40,185.00	\$0.00	\$30,780.00	\$0.00
Associate Late Registrations	\$2,600.00	\$0.00	\$4,875.00	\$0.00
Non-Member Registrations	\$16,905.00	\$0.00	\$22,770.00	\$0.00
Non-Member Late Registrations	\$1,540.00	\$0.00	\$3,850.00	\$0.00
Boot Camp	\$0.00	\$7,425.00	\$7,500.00	\$8,700.00
TOTAL REGISTRATIONS	\$221,140.00	\$229,925.00	\$246,860.00	\$260,300.00
TOTAL REVENUES	\$406,708.00	\$480,174.00	\$506,076.00	\$487,300.00
EXPENSE				
INSTRUCTIONAL				
Equipment Rental	\$11,961.00	\$26,000.00	\$30,737.00	\$30,000.00
Speaker's per diem/honorarium	\$6,434.00	\$4,000.00	\$5,034.00	\$10,000.00
Refreshment Breaks	\$108,111.00	\$112,500.00	\$111,825.00	\$120,000.00
Tuesday Business Luncheon	\$41,903.00	\$45,000.00	\$42,894.00	\$43,000.00
Monday Lunch	\$0.00	\$0.00	\$0.00	\$0.00
Boot Camp	\$0.00	\$10,000.00	\$9,164.00	\$10,000.00
TOTAL INSTRUCTIONAL EXPENSE	\$168,409.00	\$197,500.00	\$199,854.00	\$213,000.00
SPECIAL EVENTS				
Golf Tournament	\$3,360.00	\$5,000.00	\$3,287.00	\$5,000.00
Opening Ceremony	\$100.00	\$500.00	\$959.00	\$500.00
Association Night Reception	\$19,307.00	\$60,000.00	\$49,328.00	\$40,000.00
Ethics Course Expense	\$9,826.00	\$9,800.00	\$10,296.00	\$9,800.00
Tuesday Event	\$87,862.00	\$80,000.00	\$62,178.00	\$80,000.00
Hospitality Food, Beverages & Supplies	\$27,506.00	\$30,000.00	\$38,380.00	\$30,000.00
President's Reception	\$5,900.00	\$10,000.00	\$8,293.00	\$10,000.00
Walking Tour/ Childrens events	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL EVENTS EXPENSE	\$153,861.00	\$195,300.00	\$172,721.00	\$175,300.00
SPECIAL CONFERENCE EXPENSES				
Room Rate By Down	\$0.00	\$0.00	\$0.00	\$0.00
Host Committee Shirts	\$0.00	\$0.00	\$0.00	\$2,000.00
Welcome Bags	\$4,539.00	\$5,000.00	\$4,535.00	\$5,000.00
Speaker Gifts	\$3,150.00	\$3,500.00	\$2,511.00	\$3,500.00
Transportation & other	\$0.00	\$6,000.00	\$6,300.00	\$6,500.00
TOTAL SPECIAL CONFERENCE EXPENSES	\$7,689.00	\$14,500.00	\$13,346.00	\$17,000.00
REGISTRATION/MAILINGS				
Postage	\$875.00	\$1,000.00	\$46.00	\$1,000.00
Printing/Duplicating	\$4,327.00	\$5,000.00	\$5,424.00	\$5,000.00
Office Supplies	\$1,411.00	\$2,000.00	\$1,564.00	\$2,000.00
TOTAL REGISTRATION/MAILING EXPENSE	\$6,613.00	\$8,000.00	\$7,034.00	\$8,000.00
EXHIBITOR				
Security	\$578.00	\$500.00	\$2,966.00	\$500.00
Service	\$6,530.00	\$12,000.00	\$19,616.00	\$12,000.00
TOTAL EXHIBITOR EXPENSES	\$7,108.00	\$12,500.00	\$22,582.00	\$12,500.00
STAFF EXPENSES	\$8,940.00	\$12,000.00	\$13,466.00	\$12,000.00
OTHER				
Miscellaneous	\$506.00	\$5,000.00	\$3,753.00	\$5,000.00
Meeting Planner Services	\$27,360.00	\$27,400.00	\$29,400.00	\$27,750.00
Cancellation Insurance	\$1,424.00	\$1,500.00	\$1,482.00	\$1,500.00
Internet Café - High Speed Connections	\$5,650.00	\$6,000.00	\$4,500.00	\$10,000.00
TOTAL OTHER EXPENSES	\$34,940.00	\$39,900.00	\$39,135.00	\$44,250.00
TOTAL EXPENSES	\$387,560.00	\$479,700.00	\$467,938.00	\$482,050.00
NET INCOME	\$19,148.00	\$474.00	\$38,138.00	\$5,250.00



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: April 8, 2016

Title of Item: Hospitality Suite Discussion and Association Night Drink Tickets

Executive Summary, Explanation or Background Information on Request:

At the November Board meeting, a motion was passed to not have drink tickets at the Association Night. After further consideration with meeting planning, staff recommends to keep the drink tickets limit, especially due to the increased time from one and half hours to two hours.

Recommended Action:

Approve no admission ticket to Association Night, but include two drink tickets for Association Night.

Jeannie Garner, Executive Director

March 14, 2016

Date



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

Agenda Item Request

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Meeting Date: April 8, 2016

Title of Item:

Membership Update/List Serve/Conference Registrations

Executive Summary, Explanation or Background Information on Request:

<u>Membership Paid</u>	<u>03/15/2016</u>	<u>10/23/2015</u>	<u>03/16/2015</u>
Active:	2,291	2,141	2,250
Associate:	313	278	329
Lifetime/Retiree:	38	35	30
Total	2,642	2,454	2,609

List Serve Activity

Attached

2016 Conference Registration

Conference registration opened on March 2nd.

Registration totals as of March 15, 2016

Pre-Con:

Investments – 44

Leadership – 13

Boot Camp – 29

Conference Registrations – 336

Exhibit Booths - 79

Recommended Action:

Jeannie Garner

Jeannie Garner, Executive Director

March 15, 2016
Date

FGFOA Listserve Report October 1, 2015 thru February 29, 2016

List Name	List Title
 <u>FGFOA-ACCOUNTINGAUDITING</u>	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (660 Subscribers)
 <u>FGFOA-BUDGETING</u>	FGFOA - Listserve - Budgeting (533 Subscribers)
 <u>FGFOA-DEBTTREASURY</u>	FGFOA - List - Debt & Treasury (651 Subscribers)
 <u>FGFOA-FINANCIALADMINISTRATION</u>	FGFOA - Listserve - Financial Administration (522 Subscribers)
 <u>FGFOA-PERSONNELPAYROLL</u>	FGFOA - Listserv - Personnel & Payroll (242 Subscribers)

Accounting & Auditing

Asset Management/Tracking Programs (3 messages)
 Capital Budget Roll-Over (4 messages)
 Current GASB Project on Pre-tax Employee Pension Contributions (6 messages)
 Fuel Tax Refund - Stick & Meter Readings (1 message)
 Guidance - New GASB 68 Accounts - Numbering (1 message)
 Hospital Lease (2 messages)
 Job Description (4 messages)
 Policy and procedures on methods of payment (1 message)
 Policy on methods of payment (1 message)
 Purchasing Cards (1 message)
 RFP (3 messages)
 RFP for Banking Services (4 messages)

Accounting Vacancies (1 message)
 Capital Asset Improvements? - Road repaving & resurfacing (9 messages)
 Capital Threshold (8 messages)
 County titles on documents (2 messages)
 Credit card service fees (1 message)
 Debt Service Refunding (1 message)
 Fund Balance or Reserve Policy (10 messages)
 Health Subsidy Calculation (2 messages)
 Law enforcement investigative funds (2 messages)
 Audit and Investment Committees (5 messages)
 Audit Contract/Engagement Letter (1 message)
 Bank Registration Fees for Home Foreclosures (4 messages)
 Budget (5 messages)
 Capital Asset Improvements? - Road repaving & resurfacing (1 message)
 Capital Asset Reporting (5 messages)
 Customer Scams (2 messages)
 Debt Service Refunding (1 message)
 F. S. 715.109 procedure (1 message)
 Fixed Asset Valuation (1 message)
 Independent Pension Actuaries (1 message)
 Investment Advisors - fees - portfolio size (4 messages)
 Investment Advisory Contracts (1 message)
 Investment Policy (4 messages)
 Need Utility Report listing the AK numbers on each service address (1 message)
 New Infrastructure Tax (2 messages)
 Restricted Operating Reserves (3 messages)
 Water Company of America (6 messages)

1095C Reporting (2 messages)
 Accountant Interview Questions (2 messages)
 Arbitrage Calculation services (8 messages)
 Banking RFP (1 message)
 Capital Asset Disposal Policy (2 messages)
 Car Allowance Policy (2 messages)
 Collapse of general ledger detail transaction data for prior fiscal years? (1 message)
 CRA Grant Funds (7 messages)
 Credit Cards (3 messages)
 Financial Policies (3 messages)
 Fuel Tax Refund (6 messages)
 Garbage Fee Analysis (1 message)
 TCC for AIR Forms (2 messages)
 Use of restricted sewer and water impact fees (6 messages)
 Utility rate structure - automatic annual increase?? (5 messages)
 Assets/Inventory Tracking (1 message)
 Business Tax processing (1 message)
 CAFR Reporting Software (2 messages)
 Car Allowance Policy (1 message)
 Credit Card policy & procedure - Receipts/Back-up (5 messages)
 Credit Cards (3 messages)
 Cyber Liability Insurance (1 message)
 Financial Snapshot Presentation (2 messages)
 FPL Franchise Fee Audit (3 messages)
 FRS Actuarial Valuation and GASB 68 (5 messages)
 Investment Consultant (2 messages)
 Online CAFR Systems (3 messages)
 Shift Pay Policy (1 message)
 Utility Bad Debt Write off (2 messages)
 Water/Sewer rates (3 messages)

Budgeting

Lapse (2 messages)
 Tourist Development Tax (2 messages)

Capital Threshold (2 messages)
 COPs Advance Refunding (1 message)

Employee Medical Centers (4 messages)
 IT (4 messages)
 Public Safety Assessment District (2 messages)
 ZERO-Based Budgeting (4 messages)
 Capital Eligibility Policy (1 message)
 General Engineering Consultant Services - What are your hourly rates? (2 messages)
 IT (1 message)
 Staffing Benchmarks (1 message)
 Telecom Expenditure Recovery (2 messages)
 Utility rate structure - automatic annual increase?? (8 messages)
 Assets Tracking (1 message)
 Budget Procedures (1 message)
 F.S. 129.03 (2) Preparation and Adoption of Budget (3 messages)
 Investment Policy (1 message)
 MSTU vs MSBU (5 messages)
 Shift Pay Policy (2 messages)
 Water/Sewer Rates (5 messages)

Debt & Treasury

Debt survey (3 messages)
FW: Investment Question (1 message)
Investment Question (1 message)
Annual Investment Report (7 messages)
COPs Advance Refunding (1 message)
Fleet Mgmt. (1 message)
Inter-fund Loan Interest Rate (3 messages)
Negotiable CDs (7 messages)
RFP Bond Counsel (1 message)
survey software for special assessments nonadvalorem taxes (1 message)
Investment Advisory Contracts (1 message)
Negotiable CDs (1 message)
Investment Policy (3 messages)
Parking Management Services (1 message)
Shift Pay Policy (1 message)

Financial Administration

Accounts Receivable Collection Fees (1 message)
Disaster Recovery Questions from South Carolina (1 message)
Inter Local Animal control agreement (2 messages)
Job Description (2 messages)
RFP needed for Medical services (1 message)
Vermont Systems - EMV Solution? (1 message)
Vessel Registration Fees (328.66 and 328.72 F.S.) (3 messages)

Article V-Postage (2 messages)
Fleet Mgmt. (3 messages)
grant checklist (1 message)
Payroll processing weekly versus bi-weekly (12 messages)
PCI Compliance (7 messages)
Wireless Site Lease Options (5 messages)
Wireless Site Lease Options, also "wireless facilities" (1 message)
Work Schedules and Operating Hours (5 messages)
Capital Improvement Plan Planning Process (1 message)
Contracted Grant Administration Services / Engineering Services (3 messages)
Independent Pension Actuaries (2 messages)
Interlocal Agreements with Dependent Business Improvement Districts (1 message)
PPACA Federal Excise Tax Delayed by Federal Spending Bill (1 message)
regulation/taxation of sober homes and/or detox centers (1 message)
RFP for Impact Fee Study (1 message)
Scholarship Funding (1 message)
General Engineering Consultant Services - What are your hourly rates? (1 message)
If you could design or enhance your Procurement System (2 messages)
Looking for an RFP for Investment Managers (1 message)
ORACLE FORM 1095 PATCH (1 message)
Telecom Expenditure Recovery (1 message)
Approval of travel requests (6 messages)
Contract For Law Enforcement (3 messages)
EMS Transport 3rd Party Collection Agent Contract (1 message)
ERPs (6 messages)
Finance Dept. Reporting structure (5 messages)
Investment Policy (1 message)
Parking Management Services (1 message)
Policy for Miscellaneous Billing (1 message)
Policy on Purchase of Used Vehicles (1 message)
RFP for Purchase Card Program (1 message)

RFP/RFB for Plan Review or Building Inspector Services (1 message)
Shift Pay Policy (1 message)

Personel & Payroll

Event Volunteer (1 message)
Supplemental Wages/Reimbursements (4 messages)
Comp Time Earnings and Usage (3 messages)
Oracle Year End Process (1 message)
Registering for a TCC with the IRS for ACA Reporting (2 messages)

Holiday Gifts (6 messages)
Public Relations/ Graphic Design Internship (2 messages)
Travel Time Compensation for Hourly Employees (3 messages)

1095C Issuance to Employees (4 messages)
ACA Reporting (8 messages)
FW: ORACLE FORM 1095 PATCH (1 message)
Mandated direct deposit (3 messages)
Public Relations/ Graphic Design Internship (1 message)

Cyber Liability Insurance (1 message)
Investment Policy (2 messages)
Shift Pay Policy (1 message)
Wellness Program (2 messages)



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

Agenda Item Request

Meeting Date: April 8, 2016

Executive Summary, Explanation or Background Information on Request:

Hotel Proposals for 2019 and 2020 Conferences

Attached are summaries of hotel proposals received for the 2019 and 2020 FGFOA conferences. One of the things to keep in mind is that it's no longer the "buyer's market" that FGFOA enjoyed for many years. Hotels are now asking for higher rates and are much less willing to offer concessions. Also, our options in south Florida continue to be limited. While I thought that the renovations to the Marco Island Marriott might provide another possible option, their final floorplans do not include enough space to host our conference.

Considering all of that, the Diplomat offers the best overall proposal for 2019, including a significant concession regarding wireless internet that they are willing to extend to our existing 2017 contract. Rosen Shingle Creek offers the best overall proposal for 2020, including being the only hotel to provide a partially comp reception for Association Night.

Based on the proposals provided, Meeting Planning recommends the Diplomat for 2019 and Rosen Shingle Creek's May/June dates for 2020, pending a site inspection and final contract negotiations.

Recommended Action:

Select hotel locations for the 2019 and 2020 conferences.

Melanie G. Howe, CAE, CMP
Meetings Manager

March 18, 2016

Florida Government Finance Officers Association 2019 Annual Conference Hotel Option Chart

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Boca Raton Resort & Club	6/6-12/19	<p>\$219*/night (resort fee waived)</p> <p>\$20 overnight valet; \$10 daily valet; \$5 daily self-parking</p>	<p>Meeting space would be quite adequate for FGFOA's needs, though the exhibit hall/association night set may be a little tight. Committee meetings would also be spread out, complicating lunch service.</p>	<p>Considerations</p> <p>1 comp two-bedroom suite for President 3 comp one-bedroom suites 2 comp rooms for meeting planners 5 staff rooms at 50% off group rate 10 Yacht Club Commodore upgrades for board members 1/50 comp rooms Room block open until day of arrival or hotel sells out 15% discount on F&B</p> <p>Amenities</p> <p>Pools Beach access Multiple restaurants and lounges Spa Tennis Onsite golf course</p> <p>Notes</p> <p>There may be the option of lower room rates, discounted wireless access, partially comp receptions or room rebates, but this may be contingent on a multi-year contract.</p>

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Diplomat Resort & Spa	6/6-12/19	\$215*/night + parking discounted at 20% *Rate is 10% commissionable	Assigned meeting space would be almost identical to 2015/2017 assignments.	<p>Considerations</p> 1 comp presidential suite 2 comp rooms for meeting planners 10 staff rooms at \$109/night 15 upgrades for board members (mix of corner and diplomat suites) 1/40 comp rooms Comp guestroom internet Comp wireless internet in meeting space up to 15Mbps; additional useage will be billed on pre-determined sliding scale (NOTE: Hotel will extend this offer for our 2017 conference if we sign for 2019.) 10% discount on F&B Will pre-negotiate discounted rate for golf

2019 Conference

Special Concessions													
Hotel	Date	Rate	Parking Fee	Resort Fee	F&B Min	Comp Reception	Commissionable Room Rate	1 per 40	Up-grades	MP Rooms Comp	Discount on F&B	Comp Wireless	Other
Boca Raton Resort & Club	June 6-12, 2019	\$219	\$20 overnight valet; \$10 daily valet; \$5 daily self parking	Waived	Not Specified	No	No, but a rebate from the CVB may be possible	1 per 50	10	Yes - 2; plus 5 staff rooms at 50% discount	15%	No	1 comp 2-BR suite for president; 3 additional comp 1-BR suites
Diplomat Resort & Spa	June 6-12, 2019	\$215	20% discount on current rate	Optional - guestroom internet will be provided comp, regardless of resort fee being paid.	\$200K	No	10%	1 per 40	15	Yes - 2; plus 10 staff rooms at \$109/night	10%	Comp up to 15Mbps; additional usage to be billed on a predetermined sliding scale	1 comp suite for President

Florida Government Finance Officers Association 2020 Annual Conference Hotel Option Chart

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Hyatt Regency Orlando	6/25-7/1/20	\$199*/night + \$12/resort fee + \$20/night self-parking	Meeting space would be quite adequate for FGFOA's needs.	Considerations 1 comp one-bedroom suite for President 3 one-bedroom suites at group rate 2 comp rooms for meeting planners 5 staff rooms at 30% off group rate 10 upgrades for board members 1/45 comp rooms 21-day cut-off for reservations 10% discount on F&B 50% discount on in-house a/v and wireless internet, if in-house a/v company is selected (50% would reduce the cost of 15Mbps of wireless from \$13,500 to \$6,750) Amenities 3 pools, including a water slide Fitness center Spa Multiple restaurants and lounges Located next door to Pointe Orlando
	6/11-17/20	\$242*/night + \$22/resort fee + \$20/night self-parking		
	6/4-10/20	\$251*/night + \$22/resort fee + \$20/night self-parking *Rate is 10% commissionable Resort fee includes fitness center and pool access, 10% spa discount, I-Ride trolley tickets, 2 bottles of water per day and guestroom internet.		

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Hilton Orlando	No Proposal Submitted			
Loews Royal Pacific Resort at Universal	No June dates available; only date available is same May date as GFOA			
Rosen Shingle Creek	<p>5/28-6/3/20 (GFOA meets 5/17-20/20)</p> <p>6/18-24/20 (6/21 is Father's Day)</p>	<p>\$199*/night + \$12/day self-parking</p> <p>*Rate is 10% commissionable</p> <p>Hotel would consider offering same rates and concessions for 2nd year.</p>	<p>Assigned meeting space is quite good. Committee meetings will be scattered in various suites, complicating lunch service a bit.</p>	<p>Considerations</p> <p>1 comp two-bedroom suite for President 3 one-bedroom suites at group rate 2 comp staff rooms for meeting planners 6 staff rooms at 60% off group rate 10 upgrades to Concierge Lounge Access for board members 1/40 comp rooms \$10,000 flat fee for up to 15 Mbps wireless internet, inclusive of taxes (and not tied to use of in-house a/v company) 10% discount on F&B 1 hour comp hors d'oeuvres and open bar for Association Night \$69 reduced rate for golf tournament</p> <p>Amenities</p> <p>4 Pools Tennis courts Onsite golf course Multiple restaurants and lounges Spa</p>

2020 Conference Proposals

						Special Concessions							
Hotel	Date	Rate	Parking Fee	Resort Fee	F&B Min	Comp Reception	Commissionable Room Rate	1 per 40	Up-grades	MP Rooms Comp	Discount on F&B	Comp Wireless	Other
Hyatt Regency Orlando	June 25-July 1, 2020	\$199	\$20 self-parking	\$12	\$230K	No	10%	1 per 45	10	Yes - 2; plus 5 staff rooms at 30% discount	10%	50% discount on in-house a/v and wireless (15Mbps would be reduced from \$13,500 to \$6,750.	1 comp 1-BR suite for president; 2 1-BR suites at group rate
Hilton Orlando	No proposal submitted												
Loews Royal Pacific Resort	No June dates available; only date available is same May date as GFOA												
Rosen Shingle Creek	June 18-24, 2020	\$199	\$12 self-parking	No	\$200K	Yes	10%	1 per 40	10	Yes; plus 6 staff rooms at 60% discount	10%	\$10,000 flat fee for up to 15 Mbps	1 comp 2-BR suite for president; 3 1-BR suites at group rate; \$69/person rate for golf



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: April 8, 2016

Executive Summary, Explanation or Background Information on Request:

Addendum to Hotel Proposals for 2019/2020

Attached is an updated chart showing proposals from the Boca Raton Resort and Hilton Orlando Bonnet Creek for multi-year contracts.

These updated proposals do not change Meeting Planning's original recommendation of the Diplomat for 2019 and Rosen Shingle Creek for 2020. However, it is recommended that the board seriously consider Shingle Creek's offer to extend their rate and concessions for a second year and see if they have dates available in 2022.

Recommended Action:

Select hotel locations for the 2019 and 2020 conferences.

Melanie G. Howe, CAE, CMP
Meetings Manager

March 24, 2016

**Florida Government Finance Officers Association
2019-2022 Hotel Proposals from Boca Raton Resort & Hilton Orlando Bonnet Creek**

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Boca Raton Resort & Club	6/6-12/19 6/3-9/21	<p>\$209*/night (resort fee waived)</p> <p>\$209*/night (resort fee waived)</p> <p>*Rate is guaranteed only with 2-year contract for 2019 and 2021</p> <p>\$20 overnight valet; \$10 daily valet; \$5 daily self-parking</p>	<p>Meeting space would be quite adequate for FGFOA's needs, though the exhibit hall/association night set may be a little tight. Committee meetings would also be spread out, complicating lunch service.</p>	<p>Considerations</p> <p>1 comp two-bedroom suite for President 3 comp one-bedroom suites 2 comp rooms for meeting planners 5 staff rooms at 50% off group rate 10 Yacht Club Commodore upgrades for board members 1/50 comp rooms 15% discount on F&B Flat rate of \$7,500.00 for up to 15 Mbps wireless internet \$110/player discounted rate for golf tournament \$3.00/paid room rebate back to master account** 1 comp pre-conference board meeting, including 10 comp rooms, breakfast and lunch for 10 people*** Comp 1 hour beer & wine during Association Night***</p> <p>** Rebate offered only with a 2-year contract for 2019 and 2021</p> <p>***Comp board meeting and comp beer/wine offered only with 2-year contract signed with <i>both</i> Boca Resort and Hilton Orlando Bonnet Creek</p> <p>Amenities</p> <p>Pools Beach access Multiple restaurants and lounges Spa Tennis Onsite golf course</p>

Hotel/Location	Available Dates	Room Rate	Meeting Space	Specifics
Hilton Orlando Bonnet Creek	6/4-10/20 6/9-15/22 (GFOA ends on 6/8/22)	<p>\$219*/night (resort fee optional)</p> <p>\$219*/night (resort fee optional)</p> <p>*Rate is guaranteed only with 2-year contract for 2020 and 2022</p> <p>\$20 overnight valet; \$12 overnight and daily self-parking</p>	Meeting space that would be allocated for FGFOA was not specified.	<p>Considerations</p> <p>1 two-bedroom suite for President at group rate 3 comp one-bedroom suites 7 staff rooms at 50% off group rate 10 Disney-view upgrades for board members 1/50 comp rooms 10% discount on F&B Flat rate of \$16,000 for up to 15 Mbps wireless internet 20% discount on golf \$3.00/paid room rebate back to master account** 1 comp pre-conference board meeting, including 10 comp rooms, breakfast and lunch for 10 people*** Comp 1 hour beer & wine during Association Night*** \$5.00/paid room rebate back to master account***</p> <p>** Rebate offered only with a 2-year contract for 2020 and 2022</p> <p>***Comp board meeting, comp beer/wine and \$5 rebate offered only with 2-year contract signed with <i>both</i> Boca Resort and Hilton Orlando Bonnet Creek</p> <p>Amenities</p> <p>Pool, lazy river and water slide Multiple restaurants and lounges Spa Onsite golf course Transportation to all Disney parks</p>

mgh 3/24/16



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

Agenda Item Request

2015-2016
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Meeting Date: April 8, 2016

Title: 2017 School of Governmental Finance Location Proposals

Executive Summary, Explanation or Background Information on Request:

Attached are summarized proposals for the 2017 SOGF

Renaissance at World Golf Village, St. Augustine is offering the lowest room rates but did not have our preferred dates available.

FGFOA SOGF Room Rates

- 2004 (Sawgrass Marriott Resort) - \$115/night
- 2005 (Sawgrass Marriott Resort) - \$135/night
- 2006 (PGA National Resort & Spa) - \$137/night
- 2007 (PGA National Resort & Spa) - \$143/night
- 2008 (Hilton St. Petersburg Bayfront) - \$153/night
- 2009 (Hilton St. Petersburg Bayfront) - \$161/night
- 2010 (The Renaissance Resort at World Golf Village) - \$155/night
- 2011 (The Renaissance Resort at World Golf Village) - \$165/night
- 2012 (Hyatt Regency Sarasota) - \$125/night
- 2013 (Hyatt Regency Sarasota) - \$129/night
- 2014 (Hilton Sandestin) - \$129/night
- 2015 (PGA National Resort & Spa, Palm Beach Gardens) - \$135/night
- 2016 (Sanibel Harbour Resort, Ft. Myers) - \$129

Recommended Action:

Selection of the 2017 SOGF location.

Penny Mitchell, CMP
Executive Assistant

March 23, 2016
Date

FGFOA School of Governmental Finance Hotel Proposals 2017

Hotel	Dates	Rate	Parking Rate	Resort Fee	Concessions
Renaissance Resort at World Golf Village St. Augustine http://www.worldgolfvillage.com/renaissance-resort/	10/08-13, 2017 11/26-12/1/2017	\$129 \$119	Comp Self-Parking Valet \$10	No	<ul style="list-style-type: none"> • One Comp Per 40 Paid Guestrooms, Cumulative • One Comp Two Bedroom Presidential Suite, Sunday to Friday • Two Guestrooms for Meeting Planners, Saturday to Friday • Three Comp One Bedroom Suites, Sunday to Friday • 12 Upgrades at Group Rate to One Bedroom Suites for Board Members • 10% Rebate On Paid Guestrooms Back to The Master Account • Complimentary Guestroom WiFi • Complimentary One Hour Reception, Chef's Choice Hot & Cold Appetizers, Beer & Wine Bar • Complimentary Hospitality Room
Grand Hyatt Tampa Bay 2900 Bayport Drive Tampa 33607 www.grandtampabay.hyatt.com	10/29-11/2/2017	\$149	Complimentary Self-park	None	<ul style="list-style-type: none"> ♦ (1) One Bedroom VIP Suite @ Group Rate ♦ (1) Hospitality Suite @ Group Rate ♦ (3) One Bedroom Executive Suites @ Group Rate ♦ 1 per 50 comp room night policy ♦ (12) Bayview Rooms at Group Rate ♦ Complimentary internet in meeting space and guest rooms ♦ Hotel offers complimentary shuttle transportation to International Plaza/Baystreet and Westshore Mall ♦ Refrigerator in all guestrooms
Tradewinds Resort 5600 Gulf Boulevard St. Pete Beach 33706 https://www.tradewindsresort.com/index	10/29-11/2/2017 10/22—10/27/17	\$149 \$165	Comp self-park	Waived Normally \$45	<ul style="list-style-type: none"> • CVB will donate \$3,200 to the group • Comp High Speed Wireless Internet in ALL guest rooms, common areas AND Meeting Space • One (1) 2-br suite for President at group rate • Two (2) rooms for meeting planners at 50% off • Three (3) 1-br suites at group rate • Twelve (12) VIP upgrades for board members at group rate • One (1) complimentary Hospitality Suite • 1 per 40 comp room • Refrigerators in every room on property! • 14 Food and Beverage outlets onsite 30+ Restaurants and shops within walking distance of the Resort

Omni Jacksonville 245 Water Street Jacksonville, Florida 32202 <u>www.omnijacksonville.com</u>	10/22—10/27/16	\$135	\$12	none	<ul style="list-style-type: none"> • One (1) Comp Two-Bedroom Suite for President 10/22-27/17 • 12 VIP upgrades to Executive Kings for Board members at the group rate of \$135.00 • 15 VIP guestroom amenities • 1/40 comp guestroom • 10% Discount on Food and Beverage • 10% Discount on Audio Visual • Complimentary one hour reception hosted by the hotel to include hot and cold hors d' oeuvres, beer and wine • Complimentary meeting space with \$9,000.00 Food and Beverage minimum • Discount valet parking at \$15 per day • Rate commissionable 10%
Hyatt Regency Jacksonville Riverfront 225 Coastline Drive Jacksonville 32202 <u>www.jacksonville.hyatt.com</u>	10/22—10/27/16	\$139	\$12 self-park	none	<ul style="list-style-type: none"> • (1) complimentary sleeping room for every (45) paid sleeping rooms • (1) complimentary One Bedroom Suite for President of FGFOA • (2) upgrades at group rate for meeting planners • (12) upgrades at group rate to Regency Club for Board Members at group rate • Poolside reception • 15% discount on AV and meeting room internet

NOTES: Omni Amelia Island Plantation (\$199) – Ponte Vedra Beach Resort (\$250) – Tampa Marriott Waterside and Intercontinental Tampa – no dates available



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

2014-2015

CHAIR

Lee Huffstutler
Chief Accountant
City of Tampa
306 East Jackson
Tampa, FL 33602
813-274-7171
lee.huffstutler@tampagov.net

Meeting Date: April 8, 2016

Title of Item: Leadership FGFOA

Executive Summary, Explanation or Background:

Leadership FGFOA is scheduled for April 4-8, 2016.
Final program attached
Verbal update at the Board meeting

Recommended Action:

Jeannie Garner

March 21, 2016
Date

COMMITTEE MEMBERS

LEADERSHIP FGFOA 2016

April 4, 2016 - April 8, 2016 • Embassy Suites • Downtown Orlando



SCHEDULE OF EVENTS

SUNDAY, APRIL 3

6:30 p.m.

Meet in Lobby to walk to dinner (0.6 miles)

7:00 p.m.

Dinner - Wildside BBQ & Grill

700 E Washington Street

407-872-8665

<http://www.wildsiderestaurant.com/>

MONDAY, APRIL 4

6:30 a.m. - 7:30 a.m.

Embassy Atrium

Free Breakfast Buffet (on your own)

7:30 a.m. - 8:00 a.m.

San Juan III Ballroom

Introductions

8:00 a.m. - 9:40 a.m.

Eola Boardroom

Miriam B. Hull, Ph.D., President of Hull & Associates

"It's About You"

The leadership training begins with a discussion and interactive exercises dealing with what Leadership is and a comparison of Leadership vs. Management with the realization that good communication is the key! So what gets in the way of good communication? Participants will learn the realities of communication. They will also learn the typical barriers to communication and strategies to start to overcome them. After lunch, the DISC profiles will be reviewed and interpreted so that participants will thoroughly understand their behavioral style and how it affects the way they manage and lead. They will also learn how to start to modify their behaviors to better meet the needs of others and to be even more effective.

9:40 a.m. - 10:00 a.m.

Break

10:00 a.m. - 11:40 a.m.

Continue Morning Session

11:40 a.m. - 1:00 p.m.

Embassy Suites San Juan III

Lunch

Speaker: Martha Haynie, CPA, Orange County Comptroller

1:00 p.m. - 2:40 p.m.

"It's All About You" continues

2:40 p.m. - 3:00 p.m.

Afternoon Break

3:00 p.m. - 4:40 p.m.

Continue Afternoon Session

6:00 p.m.

Meet in Lobby to walk to Dinner (0.3 miles)

6:30 p.m.

Reception - Citrus Club

255 S Orange Avenue, Suite 1800

7:00 p.m.

Dinner - Citrus Club

TUESDAY, APRIL 5

6:30 a.m. - 8:00 a.m. *Embassy Atrium*
Free Breakfast Buffet (on your own)

8:00 a.m. - 9:40 a.m. *Eola Boardroom*
Miriam B. Hull, Ph.D, President of Hull & Associates

“About Your Team”

The program will continue with Dr. Hull covering a variety of leadership topics, including building relationship and teambuilding. Participants will learn the stages of team development and what needs to be done to build a stronger team. Participants will learn strategies on how to better manage conflict and stressful situations. Conflict is inevitable but it doesn't need to be devastating if it is managed well. Participants will also learn the importance and techniques that will make them better coaches and mentors. Leadership is not without its stressors and the participants will discover the price of being a good leader and the importance of work/life balance. The day will conclude with participants creating an action plan with specific measureable goals.

9:40 a.m. - 10:00 a.m.
Break

10:00 a.m. - 11:40 a.m.
Continue Morning Session

11:40 a.m. - 1:00 p.m. *Embassy Suites - San Juan III*
Lunch
Speaker: Mike Sittig, Executive Director,
Florida League of Cities

1:00 p.m. - 2:40 p.m.
“About Your Team” continues

2:40 p.m. - 3:00 p.m.
Afternoon Break

3:00 p.m. - 4:40 p.m.
Continue Afternoon Session

6:30 p.m.
Meet in Lobby to walk to Dinner (0.4 miles)

7:00 p.m.
Dinner - Ceviche
Church Street Station
125 W. Church Street
<http://www.ceviche.com/orlando/>

WEDNESDAY, APRIL 6

6:30 a.m. - 8:00 a.m. *Embassy Atrium*
Free Breakfast Buffet (on your own)

8:00 a.m. - 9:40 a.m. *Eola Boardroom*
Mark Toombs, President of Training Edge

“About Your Organization”

The day will begin with a discussion and interactive exercises that will define ethics and why ethics should matter to leaders and their organizations. Participants will have the opportunity to assess their ethical orientation, explore the characteristics of consistently ethical leaders and identify potential ethical “traps” to avoid. Strategies for establishing and maintaining an ethical organizational culture will be shared, along with the potential impacts of ignoring individual or organizational ethics.

The morning will continue with an interactive session on conducting effective meetings, which will include the seven common types of workplace meetings, the state of workplace meetings today, strategies for conducting meaningful meetings, the negative impacts of meetings that are poorly planned or facilitated, and tips for managing difficult meeting behaviors or situations.

The afternoon will begin with a session that allows participants to assess their facilitation skills. The various roles of a facilitator will be examined, along with the behaviors/skills of effective facilitators, understanding group dynamics, facilitation mistakes to avoid and the creation of a facilitator action plan.

The day will close with a discussion on Labor Law.

9:40 a.m. - 10:00 a.m.
Break

10:00 a.m. - 11:40 a.m.
Continue Morning Session

11:40 a.m. - 1:00 p.m.
Lunch next door - 310 Lakeside
301 E. Pine Street, Orlando
<http://310parksouth.net/>
Speaker: Ajit Lalchandani, Orange County Administrator

1:00 p.m. - 2:40 p.m.
Afternoon Session - “About Your Organization” continues

2:40 p.m. - 3:00 p.m.
Afternoon Break

3:00 p.m. - 4:40 p.m.

Afternoon Session – J. Lenora Bresler, J.D., SHRM-SCP, SPHR, ASC, Bresler Training, LLC

“Employing the Law”

This session will provide a general overview of employment law including a focus on the topic of hostile workplace harassment. The session will also cover the following:

- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act
- The Americans with Disabilities Act
- USERRA
- Lily Ledbetter Act
- The Florida Civil Rights Act
- Other special Florida employment protection including political protection, jury duty, HIV-positivity

Participants will also learn why clarity is essential is the statement of expectations and the importance of clear, timely feedback. As a result of this training, participants will:

- have a solid, basic understanding of various employment laws and legal concepts and how they are applied in the workplace;
- understand the role and responsibilities of being in a managerial/supervisory position with regard to these employment laws, as well as the risks and consequences of not doing so to both the organization and the individual;
- see the importance of being knowledgeable about company policies and HR intervention and how to utilize these tools of support; and
- utilize this knowledge as a tool in how to best safeguard the organization as well as oneself from potential liability by spotting potential legal issues early and utilizing the proper resources to minimize liability.

Open Night - Gift Cards will be given out for dinner

THURSDAY, APRIL 7

6:30 a.m. - 8:00 a.m.

Embassy Atrium

Free Breakfast Buffet (on your own)

8:00 a.m. - 9:40 a.m.

Eola Boardroom

Ben Green, Director of Florida Center for Public Management

“About the Future”

The focus of day four will be on the future and dealing with change – both for your agency and yourself.

The group will be lead through a series of interactive activities, videos and small group discussions about the impact of social change, succession planning and multi generations in the workplace.

Participants will identify the most pressing changes on the horizon for their agencies and how to plan for the challenges ahead. They will also understand the physiological and emotional impact that change can have on individuals, both at work and at home.

9:40 a.m. - 10:00 a.m.

Break

10:00 a.m. - 11:40 a.m.

Continue Morning Session

11:40 a.m. - 1:00 p.m.

Walk to Lunch (0.2 mile) - Spice

407 E Central

<http://spicesteakhouse.com/>

1:00 p.m. - 2:40 p.m.

“About the Future” continues

2:40 p.m. - 3:00 p.m.

Afternoon Break

3:00 p.m. - 4:40 p.m.

Continue Afternoon Session

5:45 p.m.

Meet in Lobby to walk to Reception - (0.3 miles)

6:00 p.m. - 8:00 p.m.

Reception with FGFOA Board of Directors - Ember

(Heavy Hors d' oeuvres)

42 West Central Blvd.

<http://www.emberorlando.com/>

FRIDAY, APRIL 8

6:30 a.m. - 8:00 a.m.

Embassy

Free Breakfast Buffet (on your own)

8:00 a.m. - 9:40 a.m.

Eola Boardroom

Annetta Wilson, President of Annetta Wilson Media
Training & Success Coaching

“Presentation Power for Pros!”

Everything you do delivers a message. Can you read the signs that people are tuning you out or that you’re turning them off? It’s not what you ‘mean’, but how people ‘receive’ it that powers your communication. Your reputation is on the line every time you’re in front of someone or on the phone.

Discover the secrets to managing the room to avoid boring people (and learn how to stop a critic)! Read the signals to see if you’re making a connection or if they’ve “checked out.”

In this current climate, can you really afford to take that gamble?

9:40 a.m. - 10:00 a.m.

Break

10:00 a.m. - 11:40 a.m.

“Presentation Power for Pros!” continues

11:40 a.m. - 1:00 p.m.

San Juan II

**Graduation and Luncheon with
FGFOA Board of Directors**



SPEAKER/TEACHER BIOS

J. LENORA BRESLER, J.D., SPHR, ASC, Bresler Training, LLC

Ms. Bresler is a powerhouse of enthusiasm and insight. In her presentations, you get plenty of substance along with a good helping of “fun.” Graduating from law school at age 20, she is an attorney, a certified senior human resource professional, a professional public speaker in the National Speakers Association, is a GSI, graduate of the Speakers Institute, and holds an advanced speaker certificate. She operates Bresler Training, a corporate keynoting and training business. Her specialties are leadership, motivation, change, and conflict resolution. Ms. Bresler has given thousands of presentations and keynote addresses to every kind of audience imaginable and is known for her energetic and humorous speaking style. She was the first executive director of the nationally-acclaimed Polk Works Workforce 2020 project, dedicated to educating employers in workforce trends. In addition to teaching Law at the University of South Florida and all modules of the Human Resources Certification courses at Valencia Enterprises, Ms. Bresler was the long-time host of her own law and politics talk radio program for a Fox-affiliate radio station. She is a Bible teacher, formerly with her own religious radio program, an actress, and singer. She co-authored the books *Mission Possible* with Steven Covey and Brian Tracy and *the Best of the Best*. She is the editor of the motivational book *Jump Starts* by Tim Richardson. Her newest book is *Instant Insight*.

BEN GREEN, Director of the Florida Center for Public Management

Mr. Green is the Director of the Florida Center for Public Management and is responsible for overall management of the Center, including marketing, staffing, scheduling, and contract management. Prior to becoming the Director, Mr. Green was a Senior Management Trainer for FCPM for many years. He has an extensive background in training and consulting for public and private sector organizations. He is also a professional writer who has written four non-fiction books: *Finest Kind*, *The Soldier of Fortune Murders*, *Before His Time*, and *Spinning the Globe*. He has also served as primary consultant on a half dozen documentaries and TV broadcasts based on his books. Mr. Green received his B.A. from Brandeis University and his M.A. from Florida State University.

MARTHA HAYNIE, CPA, Orange County Comptroller

Ms. Haynie took office in January 1989. During her tenure, Ms. Haynie’s office has saved tens of millions of dollars through her oversight of county spending, careful monitoring of the county’s investments, and audits of county operations. Ms. Haynie makes serving the citizens her top priority, focusing on quality service and striving to make information easily available to the public. Ms. Haynie is active in civic and professional organizations. In 1998 she was named the Outstanding CPA in Government by the Florida Association of CPAs; the University of West Florida gave her its Outstanding Alumnus Award in 2008; and she received the Summit Award from the Women’s Resource Center in 2009. Ms. Haynie graduated with honors from the University of West Florida with a degree in Accounting, and is a Florida Certified Public Accountant.

MIRIAM (MIMI) B. HULL, Ph.D., President of Hull and Associates

Dr. Hull is a fully Licensed Psychologist and a recognized authority in the areas of Team Building, Communication, Leadership, Board Development, Change Management, Strategic Planning, Time and Stress Management, and Personality Insights. Dr. Hull is currently featured on Fox 35 TV News speaking on workplace issues and has also been featured on 96.5 FM WDBO and 540 WFLA AM radio in Orlando, Florida. She is also well-known for her “Human Resources and Corporate Couch” articles and her sole authorship section on Assessment in The Encyclopedia of Human Resource Management (2012). Dr. Hull earned her Doctorate in Counseling Psychology with a Doctoral minor in Management. She holds many assessment certifications and licenses including: MBTI (Myers Briggs), DISC, CCL, 20/20 organizational, and 360 survey systems. Dr. Hull is very active in the Central Florida community, serving on various Boards and winning awards for her service. She currently serves on the Board of Trustees for the Orlando Regional Chamber, Aspire Health Partners and is the past President of the Junior League of Greater Orlando.

AJIT LALCHANDANI, Orange County Administrator

Mr. Lalchandani is the County Administrator for Orange County Government. As the County Administrator, he assists the Mayor with the management of the county’s workforce and its day-to-day operations. The county has an annual budget of \$3 billion and a workforce of 7000 employees.

Prior to joining Orange County in 1986, Mr. Lalchandani was a partner with the firm of Daily & Associates in Champaign, Illinois. During his 10 years as a private engineering consultant, he was involved in the design and construction of a variety of municipal infrastructure projects.

Mr. Lalchandani has a Bachelors Degree in Civil Engineering from the Indian Institute of Technology in India, and a Masters Degree in Environmental Engineering from the University of Illinois. He is a registered professional engineer in the State of Florida.

MICHAEL SITTIG, Executive Director Florida League of Cities, Inc.

Mr. Sittig is the Executive Director of the Florida League of Cities. In this position which he has held since 1995, he also serves as Administrator for the Florida Municipal Insurance Trust; the Florida Municipal Construction Insurance Trust; the Florida Municipal Investment Trust; the Florida Municipal Pension Trust Fund; and the Florida Municipal Loan Council.

Prior to being appointed Executive Director, Mr. Sittig served as Assistant Executive Director from 1981 until 1995. From 1979 until 1981, he was Assistant City Manager for the City of West Palm Beach, Florida.

Mr. Sittig is a 1978 graduate of Florida State University with a B.S. in Government/Business. Having served in many Board and leadership positions throughout the years, he currently serves as the Secretary for the Citizens for Home Rule and as a member of the Board of Directors of the NLC Mutual Reinsurance Company.

BARRY SKINNER, President FGFOA, Deputy Director of Finance and Accounting, Orange County Comptroller's Office

Mr. Skinner has been with the Orange County Comptroller's Office since April 1985. He has been an active member of the FGFOA having served as chairman of the Certification, Technical Resources, Career Development, School of Government Finance, and Webinar Committees. He has taught many courses for the FGFOA and moderated at many FGFOA conferences and Schools. Mr. Skinner received a B.S.B.A. from the University of Central Florida, was licensed as a Certified Public Accountant (C.P.A.) in 1992, as well as a Certified Government Finance Officer (C.G.F.O.) in November 1996, and a Certified Public Finance Officer (C.P.F.O.) in June 2001. He is a member of the AICPA, FICPA, GFOA, FGFOA and a charter member of the Central Florida Chapter of the FGFOA.

MARK TOOMBS, President of Training Edge

Mr. Toombs is a lead facilitator for corporate and organizational development programs with the UCF Division of Continuing Education. Mr. Toombs brings over 19 years of specialized services in training design, facilitation and consulting to include: management, leadership, customer service, sales, and more. He also provides motivational and keynote speaking services, including a statewide summit where he explored career obstacles and helped participants develop strategies to achieve success by examining fundamental questions that challenged their existing mindset. Mr. Toombs has designed and facilitated training programs and workshops, as well as provided consultation services for business clientele throughout the U.S. Mr. Toombs is a high-energy, captivating and successful presenter whose true passion is in professional development.

ANNETTA WILSON, President of Annetta Wilson Media Training & Success Coaching

Ms. Wilson's expertise is in media training, presentation and communication skills coaching for executives, entrepreneurs and subject-matter experts. Ms. Wilson is the creator of *'7 Secrets to Becoming a Media Magnet'* (how to make the media your marketing machine) and *'You've Got Less Than 15 Seconds. Impress Me!'* (how to attract clients and grow your business from 'hello'). She is known for her high-energy, highly interactive workshops and trainings! Ms. Wilson has coached on-air journalists at CNN; coached for Walt Disney World's Ambassador Program and I.T. specialists; and conducted trainings for executives at AAA, Tupperware Brands, Inc., and Citigroup, among others. During an award-winning career in the broadcast industry, she worked as a television news anchor, reporter, producer, talk show host and writer. Ms. Wilson also held management positions in the broadcast industry as a community affairs director and marketing director. Ms. Wilson was national emcee for the Office Depot Success Strategies Conference for Businesswomen in six major U.S. cities. She is one of 8 coaches featured in the book, *'Coaching for Success'* (Insight Publishing); she is a Premier Coach for eWomen Network, the complete success system for businesswomen in North America, and is a member of the International Association of Coaching. She serves on the boards of directors of Give Kids the World and BETA Center. She is a Summa cum Laude graduate of Florida A&M University. Ms. Wilson is a Certified Master Coach and Certified Trainer. She publishes an online newsletter called, *'For Success'*. Her complimentary report, *'Three of the Biggest Mistakes People Make in Public Speaking'*, is available at her website, www.SpeakWithEase.com.

2016 LEADERSHIP ATTENDEE LIST

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For more information, contact Jeannie Garner (407) 425-9142 or jgarner@flcities.com.



**Florida Government Finance Officers Association
Certification Committee
2015-2016**

Agenda Item Request

2015-2016

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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: April 8, 2016

Title of Item: Certification Committee Update

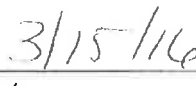
1. Update on Accomplishments for the Certification Committee

- a. The Municipal Budget exam was rewritten and reviewed by the Subcommittee. Special thanks to Mary-Lou Pickles and Kent Olson!
- b. The Treasury Management exam was modified and reviewed by the Subcommittee for the spring exam to remove all true/false questions.
- c. We approved approximately 19 new applicants for the CGFO exam.
- d. Ten locations were confirmed for the Spring CGFO exam on April 29th.
- e. Six of the ten Go Live Webinar review sessions have been conducted; we've received positive feedback on the webinars from both attendees and instructors (see attached survey results).
- f. The Subcommittee gave a random sample of CGFO renewals to be audited.

Recommended Action: Approve



Karen Keith



Date

Survey Report: Treasury Management Part 1

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	3	5	5
Yes	4	5	4
Yes	4	4	4
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	4	4	4
Yes	5	5	5
Yes	4	5	5
Yes	4	4	5
Yes	5	3	4
Yes	4	3	3
Yes	5	5	5
Yes	4	5	5
Yes	4	5	4
Yes	5	5	5
Yes	5	4	4
Yes	5	4	4
Yes	5	5	5
Yes	5	4	5

<p>What parts of this session were most effective?</p>
<p>Q&A</p>
<p>Great definitions for the required terms and he did not mind repeating them several times. Thank you very much for a wonderful tool in studying for the CGFO.</p>
<p>It would have been fine for the presenter to read the slides and then explain further, rather than giving us time to read on our own. It would give the participants a few more seconds to absorb the material. Enjoyed it. He was very good.</p>
<p>I think all parts were very effective. The presenter went over things well.</p>
<p>The knowledge of the presenter and the in depth explanations given.</p>
<p>Very effective overall but definitions could have been given on presentation. Barry is a great presenter and very knowledgeable.</p>
<p>Discussion of types of yields on investment, statutory references, GFOA best practices</p>
<p>The verbal explanations that accompanied the slides, but those were sometimes spoken too quickly.</p>
<p>The poll questions</p>
<p>When the presenter shared his own experiences or his entities adopted policies to support how the definition of the term was relevant.</p>
<p>The bolded/underlined parts of the powerpoint to make specific notes/highlights</p>
<p>Examples related to the content</p>
<p>I like the quiz parts</p>
<p>opportunity for Q & A</p>
<p>The organization of the material was good. Giving real examples and reasons for some of the policies added to my understanding.</p>
<p>great examples and explanations</p>
<p>The ability to ask questions & getting an immediate response. I feel this was more effective than being in the classroom environment where there are often distractions.</p>

Survey Report: Treasury Management Part 1

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	Yes
5	5	Yes
5	5	Yes
	5	Yes
4	5	Yes
5	5	Yes
5	5	Yes
5	5	Yes
5	5	Yes
4	5	Yes
4		Yes
4	5	Yes
4	4	Yes
5	4	Yes
3	5	Yes
4	3	Yes
5	5	Yes
4	4	Yes
4	4	Yes
4	5	Yes
5	5	Yes
4	4	Yes
	5	Yes
5	5	Yes

Survey Report: Treasury Management Part 2

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
Yes	5	5	5
Yes	5	5	4
Yes	4	4	5
Yes	5	5	5
Yes	4	5	5
Yes	5	5	5
Yes	5	4	5
Yes	4	5	5
Yes	5	5	5
Yes	4	5	5
Yes	5	5	4
Yes	4	4	4
Yes	4	5	5
Yes	4	4	4
Yes	5	4	4

What parts of this session were most effective?
Again, the explanations and definitions were most helpful for the terms and key points.
All parts
explanations and examples were good
discussion on banking, QPD's etc.
The examples and various definitions/explanations
Being able to ask questions as some critical aspects were just broadly addressed. For example, Duration had seven questions on the last exam. Very little information in the slides addressed duration, but there were several follow-up questions about it.

Survey Report: Treasury Management Part 2

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	Yes
4	4	Yes
4	5	Yes
4	5	Yes
4	5	Yes
5	5	Yes
5		Yes
5	5	Yes
5	5	Yes
5	5	Yes
4	5	Yes
3	5	Yes
5	5	Yes
4	5	Yes
4	5	Yes

Survey Report: Municipal Budgeting Part 1

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	4	5	5
Yes	5	5	5
Yes	5	5	5
Yes	4	5	3
Yes	4	5	5
Yes	5	5	5
Yes	5	5	5
Yes	4	4	4
Yes	5	5	5

What parts of this session were most effective?
TRIM Process, Policies, Budget info
the organization of the material
The specific references to FL Statutes were very helpful
Kent seemed to focus on the key points that will be relevant for the exam.
All of it.
The presentation

Survey Report: Municipal Budgeting Part 1

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	Yes
4	5	Yes
5	4	Yes
5	5	Yes
4	5	Yes
5	5	Yes
5	5	Yes
5	4	Yes
5	5	Yes
5	5	Yes
5	5	Yes
5	5	Yes

Survey Report: Municipal Budgeting Part 2

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
Yes	5	5	5
Yes	4	4	4
Yes	5	5	5
Yes	5	5	5
Yes	5	5	
Yes	5	5	4
Yes	4	5	5
Yes	5	5	5
Yes	5	5	5
Yes	4	4	5
Yes	5	4	4
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5
Yes	5	5	5

What parts of this session were most effective?
Everything!
Pointing out items that were important to note related to the CGFO exam
well organized
Again, Ken seemed to focus on the material that appeared to be most relevant to the test.
All of this second session, since this is where my lower grades were
Kent was an effective and enjoyable speaker who made the material understandable! Did not appreciate the facilitator who was not helpful to me when trying to get the sound working, and she would not ask any of my questions I wanted to ask Kent.

Survey Report: Municipal Budgeting Part 2

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	Yes
4	5	Yes
5	5	Yes
4	5	Yes
5	5	Yes
4	5	Yes
5	5	Yes
4	5	Yes
5	5	Yes
5	4	Yes
4	5	Yes
5	5	Yes
5	5	No
5	3	Yes
5	5	Yes

Survey Report: Financial Administration Part 1

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
A) Yes	4	5	5
A) Yes	5	5	5
A) Yes	5	5	5
A) Yes	5	5	5
A) Yes	5	3	4
A) Yes	3	5	4
A) Yes	5	5	5
A) Yes	5	5	5
A) Yes	5	5	5
A) Yes	3	4	4
A) Yes	3	4	5
A) Yes	5	5	5
A) Yes	4	5	5
A) Yes	5	5	5
A) Yes	4	5	5
A) Yes	3	4	4
A) Yes	5	5	5
A) Yes	4	4	4
A) Yes	5	5	5
A) Yes	5	4	4

What parts of this session were most effective?
The tests
It would be more effective if we could receive an electronic version of the slides. It was very hard to write everything down before moving on to the next slide.
Very descriptive and written where the concepts are easy to understand
I enjoy the polling questions. They help the material sink in better. The instructors examples were also helpful.
When she was going through explaining and giving example.
Presenter comments related to the slides.
The handouts are very useful along with the discussion.

Survey Report: Financial Administration Part 1

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	4	A) Yes
2	4	A) Yes
4	5	A) Yes
5	3	A) Yes
5	5	A) Yes
5		A) Yes
4	4	A) Yes
4	5	A) Yes
4	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	4	A) Yes
4	5	A) Yes
5	5	A) Yes
4	5	A) Yes
4	5	A) Yes
5	5	A) Yes

Survey Report: Financial Administration Part 2

Were the Webinar Learning Objectives met?	Will the session content be useful to your job? (5 is best)	The speaker covered assigned topic effectively? (5 is best)	The PowerPoint was relevant to achieve the learning objectives? (5 is best)
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	4	5
A) Yes	A) Yes	4	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
B) No	A) Yes	2	4
A) Yes	A) Yes	4	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5
A) Yes	A) Yes	3	4
A) Yes	A) Yes	5	5
A) Yes	A) Yes	5	5

What parts of this session were most effective?
It's just very convenient to stay at my desk and follow along with the webinar.
The presenter asking random questions periodically throughout the webinar. Providing the answer to the questions would have been helpful.

Survey Report: Financial Administration Part 2

Was the appropriate time allotted to the presentation? (5 is best)	Was registration process and software easy to use? (5 is best)	Was the Webinar platform effective?
5	5	A) Yes
5	5	A) Yes
4	5	A) Yes
4	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
5	5	A) Yes
4	4	A) Yes
5	5	A) Yes
5	5	A) Yes



**Florida Government Finance Officers Association
Conference Host Committee
2015-2016**

Agenda Item Request

2015-2016

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Binh Nguyen

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Robin Ann Mac Gowan
Khandyce Mosely
Larry Napier
Jacob Peacock
Ian Evans-Smith
Tameka Otto Stewart
Ann Marie Ricardi
Fernand Thomas
Patricia Williams
Jody Young

Meeting Date: April 8, 2016

Title of Item: Host Committee

The last committee conference call was held on

February 18, 2016. We will be having a follow up call

towards the end of March and then a site visit April

4th. Here is the latest status on the following:

A. Conference Support

A. Theme/Logo –Volunteer- Be a part of your FGFOA

B. Welcome Bags- WIP-Going over samples to choose

C. Speaker Gifts- Gift Cards

D. Volunteers-Laurie Campbell is currently filling spots

for the various activities

E. Opening Session

a. Color Guard- Captain Velez and the Orlando

Police Department

b. National Anthem- Linda Hall

c. Speaker- Martha Haynie

2. Conference Events

**Florida Government Finance Officers Association
Conference Host Committee
2015-2016**

Agenda Item Request

A. Association Night- 5:30pm-7:30pm Sunday night event at the Exhibit hall.

B. Hospitality Suite-Sunday (7:30pm- 11:30pm) through Tuesday (9:00pm-11:30pm). Karoke one night/DJ the remaining

C. President's Reception- Saturday night Will be held at Maggianos on International Drive

D. Emerging Leaders- 5:10pm-6:30pm

3. Golf and Other Sports

A. Golf Tournament- Sunday 7:30am-noon \$100.00

B. Zumba- Sunday morning at 9:00am-10:00am

C. Sunday & Monday Morning Walk- 7:00am tour around the World Marriot Center

4. Tuesday Night Event

A. City Walk- 6:30pm-10:00pm. We will be enjoying a block party with food and a variety of entertainment...Pat O'Brien's, Rising Star, Bob Marley's and Red Coconut Club

B. Transportation- Buses will leave at 6:15

Recommended Action:

Johnna Agin

3-15-2016

Date

Johnna Agin



Florida Government Finance Officers Association
Conference Program Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

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Christine DiVito
David Flatt
Brett Friedman
Kate Grangard
Andrew Lafflin
Jeffrey Larson
Hazel Mendez
Larry Napier
Kent Olson
Jacob Peacock
Gerald Peebles
Pamela Ramkalawan
Alan Ricafort
James "Jim" Rizzo
Ted Sauerbeck
Colleen Scott
William Spinelli
Bob Tessier
Bill Underwood
Patricia White
Queen Woods

Meeting Date: April 8, 2016

Title of Item:

Executive Summary, Explanation or Background Information on

No formal report submitted.

Recommended Action:

Michael Gomez

Date



Florida Government Finance Officers Association
Legislative Committee
2015-2016

Agenda Item Request

2015-2016

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BOARD LIAISON

Shannon Ramsey-Chessman

COMMITTEE MEMBERS

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Laurette Jean
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Macciano Lewis
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Mary Pendleton-Brown
Ted Sauerbeck
April Shuping
Darrel L. Thomas
Anthony Webber

Meeting Date: April 8, 2016

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

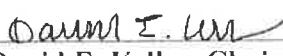
Executive Summary, Explanation or Background Information on Recommended Action:

The Legislative Committee have been sharing information, by means of the e-bulletins distributed by the FGFOA Executive Director, on bills that are of significance to our membership and that infringe upon local Home Rule authority as granted in the State Constitution.

In addition, the Committee have kept abreast of items at the Federal level that would be of significance to our membership and distributed information regarding them to the membership, especially concerning the efforts to have municipal bonds included in the definition of High Quality Liquid Assets.

Recommended Action:

For informational purposes only.



David E. Keller, Chair

21 March, 2016
Date



Florida Government Finance Officers Association, Inc.

Member Development Committee

2015-2016

2015-2016

CHAIR

Cindy Kelley

Director of Budget & Legislative
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Jennifer Howland
Sena Mitchell
Mark Parks Jr.
Lacy Smith-Castillo

Meeting Date: April 8, 2016

Executive Summary, Explanation or Background:

We are excited to announce that we received ACE Award applications for the following categories:

Process Improvement: 3

Transparency Utilizing Technology: 2

We look forward to announcing the winners at this years FGFOA Conference!!

Section V: Timeline for Award:

- ☐ December 1, 2015 Applicants may begin to apply
- ☐ February 29, 2016 Application deadline
- ☐ Feb-Apr Judging
- ☐ May 15, 2016 Winners Selected
- ☐ June 14, 2016 Winners announced at the Annual Business Luncheon at the 2016 FGFOA Annual Conference

Recommended Action:

None- Informational

August 19, 2015

Cindy Kelley

Date



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2016-2017

2016-2017

CHAIRPERSON

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Cecilia Guerrero
Greg James
David Jang
Jeffrey Kern
Julio Lacayo, Jr.
Jeffrey Larson
Melissa "Missy" Liscourt
Roberto "Bert" Martinez
Olga Rabel
Pamela Ramkalawan
Ann Marie Richardi
Rebecca Roberts
Debbie Sileo
Lorrie Simmons
Justin Stankiewicz
Christine Tenney
Elizabeth Walter-Ebersole
Connie Wolfe
Katherine Woodruff

Agenda Item Request

Meeting Date: April 8, 2016

Title of Item: Addition of Intermediate/Advanced Sessions on Wednesday morning at School of Governmental Finance

Executive Summary, Explanation or Background Information on Request:

The SOGF Committee kick-off Luncheon on November 5, 2015, resulted in a recommendation regarding the school schedule for Board review. Since we want to focus on the next generation of leaders, to encourage agencies to send more tenured staff earlier in the week, it was recommended to add more Intermediate / Advanced sessions on Wednesday morning. The Basic / Intermediate courses currently are 2 ½ days. Extending the Intermediate / Advanced program to 2 ½ days would increase attendance for the Wednesday morning breakfast and break and could increase attendance at the Tuesday night reception. In addition, the session being held on Wednesday morning would increase from two, to four. These changes will have a budgetary impact, increasing the expenses. Therefore, the registration fee for the Intermediate / Advanced would increase to the same fee as the Basic / Intermediate program. Currently the Intermediate / Advance is \$210 compared to \$220 for the Basic / Intermediate sessions.

Recommended Action:

Approve adding Intermediate / Advanced session offerings on Wednesday morning.

Approve increase in budget to cover additional cost for Wednesday morning and afternoon food and the Tuesday night reception.

Approve increase in registration fee for the Intermediate / Advance session.

Jennifer Desrosiers

Date



Florida Government Finance Officers Association

School of Governmental Finance

Committee

2016-2017

2016-2017

CHAIRPERSON

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Connie Wolfe
Katherine Woodruff

Agenda Item Request

Meeting Date: April 8, 2016

Title of Item: 2016 School of Government Finance Committee Status Report

Executive Summary, Explanation or Background Information on Request:

Theme - The SOGF Committee recommended theme for the 2016 School of Government Finance being held in Sanibel Harbour is "A Light in the Financial Seas". The next step is to work on the school graphic to go along with the theme.

Boot Camp Dr. Lynda Dennis has been secured for Monday and Tuesday's Intro to Governmental Accounting "Boot Camp". Boot Camp for new members has been filling rapidly and for the last few years has resulted in a waitlist. The Committee recommends giving the waitlisted members a one to two-day early entry to register for the Boot Camp.

ACE Award The committee recommends combining the ACE Award presentations into one or two standard sessions to keep all the course lengths consistent at 2 hours.

Subcommittees - The subcommittees and their respective sub chairs for the 2016 SOGF are as follows:

Kimberly Ferrell, Leon County – Financial Management and Leadership
Olga Rabel, Sumter County – Budget
Ingrid Gaskin-Friar, City of Melbourne – Treasury and Debt Management
Connie Wolfe, Clay County Clerk of Circuit Court – Accounting and Financial Reporting

In March, the subcommittees began working together to discuss and identify session topics and potential speakers for their respective tracks. A conference call is planned for April to **review the** preliminary program schedule to be submitted to the Board at their June board meeting.

Recommended Action: N/A

Jennifer Desrosiers

Date



Florida Government Finance Officers Association
Technical Resources Committee
2015-2016

Agenda Item Request

2015-2016

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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, April 8, 2016

Title of Item: Technical Resource Committee

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

1. *Implementation Guide No. 20XX-X, Implementation Guidance Update – 20XX*
2. *Pension Issues – an amendment of GASB Statements No. 67, No. 68 and No. 73*
3. *Certain Asset Retirement Obligations*
4. *Fiduciary Activities* (currently being reviewed by the Board)

There is one additional Exposure Draft that the TRC is working on and the Board will receive a draft response in May.

Leases comment deadline May 31, 2016.

Recommended Action:

Accept this report.

Donna Wright

Donna Wright

March 21, 2016

Date



Florida Government Finance Officers Association
Webinar Committee
2015-2016

Agenda Item Request

2015-2016

CHAIRPERSON

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Linda Logan-Short

Andrew Thompson

Linda Vining

Meeting Date: April 8, 2016

Title of Item: Report to Board

2015/2016 webinar registration and attendance to date:

DATE	TOPIC	REGISTERED	AUDITED ATTENDEES	PERCENT REGISTERED THAT ATTENDED
August 20, 2015	IRS Affordable Care Act Reporting	511	337	66%
September 2015	No Webinar			
October 15, 2015	GASB	564	454	80%
November 2015	No Webinar			
December 17, 2015	Transparency in Local Government	584	368	63%
January 2016	No Webinar			
February 18, 2016	Budgeting	738	507	69%
		2,397	1,666	70%

Remaining Webinars:

DATE	TOPIC
March 17, 2016	Economic Update/Bonds/Investments
April 14, 2016 *	Legislative Update
May 19, 2016	OPEB
June 2016	No Webinar
July 21, 2016	Internal Control

* Revised Date

Recommended Action: N/A

Susan Nabors

Susan Nabors

March 15, 2016

Date

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