

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC**  
**BOARD OF DIRECTOR'S MEETING**  
**April 12, 2013**

The Board meeting of the FGFOA Board of Directors took place on Friday, Friday April 12, 2013, Florida League of Cities Orlando office.

**OFFICERS AND BOARD MEMBERS**

**PRESENT**

Mary Anderson-Pickle, President, City of Palm Beach Gardens  
Diane Reichard, President-elect, City of Temple Terrace  
Mary-Lou Pickles, Secretary/Treasurer, Saint Johns River Water Management District  
Linda Howard, Director, Orlando Utilities Commission  
Sarah Koser, Director, Citrus County Clerk of the Court  
James Lewin, Director, Lee County  
Kent Olson, Director, City of Tallahassee  
Georgina Rodriguez, Director, Town of Pembroke Park  
Ted Sauerbeck, Director, Office of the Auditor General  
Darrel Thomas, Director, City of Weston

**NOT IN ATTENDANCE**

Tim Pozza, Director, Okaloosa County – CCC

**COMMITTEE CHAIRS**

Karin Venema-Ashmore, Conference Program  
Carol Himes, Conference Host via conference call  
Pat White, Conference Host via conference call  
David Keller, Legislative  
Ann Marie Ricardi, 2013 SOGF via conference call

**CHAPTER PRESIDENTS IN ATTENDANCE**

Jamie Roberson, Central Florida via conference call  
Mary Ann Davis, Nature Coast Chapter via conference call

**STAFF IN ATTENDANCE**

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

**CALL TO ORDER**

At 9:05 a.m., President Anderson-Pickle called the meeting of the FGFOA Board of Directors to order. A quorum of the Board was present.

**APPROVAL OF THE AGENDA**

President Anderson-Pickle asked if there were any changes or additions to the April 12, 2013 agenda. There were no additions.

**CONSIDERATION OF MINUTES**

The next order of business was the review of the February 15, 2013 minutes. **Ms. Koser moved, seconded by Ms. Pickles to approve the February 15, 2013 minutes. Motion passed unanimously.**

**PRESIDENT'S REPORT**

**2013-2014 Nominating Committee**

Ms. Anderson-Pickle reported the Notice of Slate of Candidates was sent to Active FGFOA members on March 22, 2013.

### **Lifetime Achievement Award**

Each year, a recommendation for the Lifetime Achievement Award may be made from the nominations by a selection committee of five, appointed by the President of the FGFOA. The selection committee will consist of an officer, a current board member, two past presidents of the FGFOA, and one FGFOA member at large. President Anderson-Pickle reported that 2013 Lifetime Achievement Committee members are Mary-Lou Pickles, Jim Lewin, Bill Underwood, Rick Helms and Allan Owens.

### **PRESIDENT-ELECT REPORT**

#### **Chapter Liaison Report**

Ms. Reichard reported the Chapter President's Conference Call was held on Friday, March 8, 2013. Nine Chapter Presidents were on the call. The following areas were discussed:

- The Ad Hoc Student Outreach Committee
- The Board approved the chapter's concept regarding adopting their own fund balance policy. Volusia County already has a policy.
- Discussed with Linda Davidson, FGFOA Past President, the 75<sup>th</sup> anniversary plans; such as chapters inception, artifacts, quotes, and pictures, with a mid-April deadline.
- Requested a central repository of speakers and session titles.
- The Newsletter deadline is April 15, more Spotlight articles were requested, and attendance at Board meetings was encouraged.

The next conference call will be held Friday, May 17, 2013.

#### **Palm Beach Chapter By-law Change**

Ms. Reichard reviewed the redline copy of the Palm Beach Chapter Bylaws  
Below is a summary of the changes:

- Article IV. Section 1 – revise chapter membership language to be consistent with FGFOA bylaws
- Article V. Section 2 – change annual meeting date to June 30
- Article IX. Section 1 – remove transition plan since dates are past

**Mr. Olson moved, seconded by Ms. Howard, to approve the Palm Beach Chapter Bylaws as amended with the exception of Article V, Section 2 date change, which should be by March 31 instead of being changed to June 30.. Motion passed unanimously.**

#### **Membership Development Committee**

Ms. Reichard reported the Membership Involvement and Student Outreach Ad Hoc Committee were established in June 2012. Due to the efforts of the committee, Ms. Reichard believes that it warrants being a standing committee. The duties of the Mentoring Ad Hoc Committee could be included and the recommendation is to call the new committee the Membership Development Committee. The Policies and Procedures should be revised to include the Membership Development Committee. The FGFOA officers have reviewed these changes and recommend them for the Board's consideration. **Mr. Olson moved, seconded by Ms. Howard to form the Membership Development Committee effective July 1, 2013 and to approve Membership Development Committee Manuel and make changes to the Policy and Procedures. Motion passed unanimously.**

### **SECRETARY/TREASURER REPORT**

#### **March 31, 2013 Financial Statements**

Ms. Pickles reported the Statement of Financial Position for the nine-month period ended March 31, 2013 shows total liabilities and unrestricted net assets were \$509,886 with total current liabilities of \$184,441 and unrestricted net assets of \$325,445. This represents a \$33,421 increase in unrestricted net assets in comparison to the March 31, 2012 balance of \$292,024.

The Statement of Activities shows expenses for the third quarter were \$28,439 and \$157,265 year-to-date resulting in a (\$19,808) decrease in unrestricted net assets for the nine-month period ending March 31, 2013, for a total of \$325,445, which agrees with the Statement of Financial Position.

### **Conference Budget**

The 2013 Conference Budget amended for 02/15/2013 approved changes for an increase of \$25 Registration Fee and an increase of \$7,000 for the Tuesday Night Event. **Mr. Olson moved, seconded by Mr. Lewin to approve the 2012-2013 FGFOA Budget with revised Conference revenues of \$387,250 and expenses of \$441,600. Motion passed unanimously.**

### **Investment Report as of March 31, 2013**

Ms. Pickles reviewed the Investment Report as of March 31, 2013. No action required.

### **Check Register January 1 – March 31, 2013.**

Ms. Pickles reviewed the Check Register. No action required.

### **2012-2013 Audit Contract**

Ms. Pickles reviewed the Shorstein & Shorstein Engagement Letter for the Audit of the FGFOA Financial Position as of June 30, 2103. **Ms. Koser moved, seconded by Ms. Howard, to contract Shorstein & Shorstein to Audit the 2012-2013 Audit of the FGFOA Financial Position for a fee of \$8,370. Motion passed unanimously.**

## **OTHER REPORTS**

### **Membership Involvement Ad hoc Committee**

Ms. Koser, Chair, reported on the Membership Involvement committee. Student Outreach; visitations continue with a total of 12 visits to individual schools with approximately 180 students in attendance. FGFOA was represented at a banquet at the University of Miami where there were approximately 150 students, a Professor at Keiser University talking to her accounting students about government careers (expects to reach approximately 75 students per semester or 150 per year), and a Professor at Florida Institute of Technology who teaches an on-line accounting class will distribute brochures to the on-line students with each new class (every 8 weeks). Goal of 10 visitations has been exceeded.

FGFOA has 43 student members – the goal of 50 should not be a problem with the Public Service Career Showcase and the UCF job fair coming up. The fee for the job fair is \$665.63 – under the \$700 limit approved at the last Board meeting.

Scholarship; the committee received one scholarship application prior to the April 1<sup>st</sup> deadline. Three members of the committee have scored the application. Average score is 85 out of 100. Scoring sheets for the applicant Marissa Gordon were reviewed. **Ms. Pickles moved, seconded by Mr. Olson, to award the FGFOA Scholarship of \$500 for books and tuition to Marisa Gordon. Motion passed ten to one with Ms. Howard opposed stating she felt \$1,000 should be the scholarship amount.**

### 75<sup>th</sup> Anniversary

Pat White reported the 75<sup>th</sup> Anniversary Committee continues to develop ways to recognize and celebrate the organization reaching its 75<sup>th</sup> year. The committee is continuing to contact the Past Presidents, Chapter Presidents and various long-standing members to collect and compile artifacts and memorabilia to memorialize the 75<sup>th</sup> Anniversary.

### MEETING PLANNER REPORT

#### Proposals for 2014-2015 School of Governmental Finance

Ms. Mitchell, reviewed several proposals for the 2014-2015 School of Governmental Finance, proposals were reviewed. **Mr. Olson moved, seconded by Ms. Koser, to hold the SOGF for 2014 and 2015 at the PGA National Resort in Palm Beach Gardens.** After additional discussion the motion was withdrawn. **Mr. Olson moved, seconded by Ms. Pickles, to hold the 2014 SOGF at the Hilton Sandestin and hold future SOGF around the state with the exception of the Orlando and South Florida area. Motion passed unanimously.**

### EXECUTIVE DIRECTORS REPORT

Ms. Garner reported on the Annual Conference registrations, list serve activity and membership update.

### STANDING COMMITTEE REPORTS

#### Certification Committee

Ms. Koser, Board Liaison, presented the committee report. The committee has completed and approved the 26 CGFOs selected for audit. Three applications approved. The new ethics exam has been approved by the committee. After the November review classes, it was suggested that the review classes be held all day Tuesday and Wednesday and half day Thursday. This would allow the applicants to study on Thursday afternoon. Of the 43 applicants polled 32 were in favor of the change. The committee recommends approval of changing the classes to all day Tuesday and Wednesday and half day Thursday. **Ms. Koser moved, seconded by Ms. Reichard to approve the review course schedule and the Certification Committee report. Motion passed unanimously.**

#### Host Committee

Ms. Himes and Ms. White gave the Host Committee update. Plans for Association Night, President's Reception and Tuesday Night Event are near completion.

#### Conference Program Committee

Karin Venema-Ashmore, Chair, presented the Conference Program Committee report. All session titles, descriptions and speakers have been finalized and confirmed.

#### Legislative Committee

David Keller, Chair, presented the Legislative Committee report. Since the last Board Meeting, the Legislative Committee has provided significant information to the lobbyist for the FLC on the draft local business tax bill, and has contributed to having the draft bill revised to clear up certain issues and concerns associated with the original draft, as well as increasing the percent specified in the bill allowed for future growth in the tax. The Committee has drafted a "prototype" resolution opposing the elimination or reduction of tax-exempt status for municipal bonds. The Committee has drafted and distributed weekly Legislative e-Bulletins through the Executive Director containing information on

bills introduced which are of concern to our membership, as well as the status of these bills as they move through the various committees.

### **2013 School of Governmental Finance**

Ann Marie Ricardi, Chair, presented the 2013 School of Governmental Finance report. The committee offered the following themes, in order of voted preference, for the 2013 School, to celebrate the circus history Sarasota.

- Walking the Financial Tightrope
- Finding your Financial Footing
- Ringleaders in a Financial Circus

It was the consensus of the Board to go with the theme "Walking the Financial Tightrope".

The committee has organized into seven subcommittees. The Boot camp subcommittee has received an affirmation from Dr. Lynda Dennis to conduct day one of the Beginning boot camp and various speakers for day two.

### **Small Government and Technical Resources Committee**

Mr. Reichard reported the Small Government committee had completed the update of the Small Government Manual and the duties of the committee could be handled by the Technical Resource Committee. **Mr. Olson moved, seconded by Ms. Howard to eliminate the Small Government Committee and move the responsibilities to the Technical Resource Committee effective July 1, 2013. Motion passed unanimously. Mr. Olson moved, seconded by Ms. Rodriguez, to change the name of the Small Government Manual to "Basic Government Resource Manual". Motion passed unanimously.**

### **Webinar Committee**

Mr. Sauerbeck, Board Liaison, gave the Webinar Committee report. On February 14, 2013 Legislative Policy Statements and Update was presented by David Keller and Kent Olson with 336 attendees. On March 14, 2013 U.S. & Florida Economic Update was presented by Sean Snaith, PhD with 373 attendees. Auditor General Update is scheduled for May 16, 2013.


### **NEXT MEETING**

The next meeting of the Board of Directors will be at 1:00 p.m., Friday, June 21, 2013 at The Boca Raton Resort, Boca Raton, Florida.

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
Mary Anderson-Pickle, President

  
Mary-Lou Pickles, Secretary/Treasurer