

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

**August 28, 2015**

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

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

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

**NOT IN ATTENDANCE:**

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

**COMMITTEE CHAIRS**

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

**PAST PRESIDENT**

Tom Klinker, Lake County Sheriff's Office

**STAFF**

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

**CALL TO ORDER**

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

**AGENDA**

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

**CONSIDERATION OF MINUTES**

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

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

### PRESIDENT'S REPORT

#### 2015 Conference Survey

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

#### 2015-2016 Action Plan

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

### PRESIDENT-ELECT REPORT

#### Committee Manual Template

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

#### Local Chapter President Conference Call

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

#### Panhandle Chapter Bylaw Revision

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

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

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

### SECRETARY/TREASURER REPORT

#### Financials as of June 30, 2015

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

current liabilities of \$494,944 and unrestricted net assets of \$200,653. This represents a \$19,473 decrease in unrestricted net assets in comparison to the June 30, 2014 balance of \$220,126. The Statement of Activities shows expenses for the fourth quarter were \$544,604 and \$727,475 total expenses for the year resulting in a \$12,827 decrease in unrestricted net assets for the quarter and a \$19,473 decrease in unrestricted net assets for the year, which agrees with the Statement of Financial Position.

#### Investment Report as of June 30, 2015

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

#### Check Register April 1-June 30, 2015

Ms. Howard reviewed the Check Register.

#### EXECUTIVE DIRECTORS REPORT

##### Leadership FGFOA Budget

Ms. Garner reviewed the Leadership FGFOA Budget.

##### 2016 FGFOA Annual Conference Budget

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

##### 2015-2016 FGFOA Budget

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

##### FGFOA Membership

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

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

#### AD-HOC COMMITTEES REPORTS

##### Leadership FGFOA

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

## **STANDING COMMITTEE REPORTS**

### **Certification Committee**

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

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

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

### **Conference Host Committee**

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

### **Conference Program Committee**

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

**Frank DiPaolo, City of Lighthouse Point – Accounting, Auditing and Financial Reporting.**

**Bill Spinelli, City of Leesburg – Budget, Economics and Financial Planning**

**David Flatt, City of Sarasota – Policy, Leadership, Strategic Planning, Personnel and Technology**

**Kent Olson, City of Tallahassee – Banking, Investment, Risk, Treasury Management and Debt Management**

**Bill Underwood, Town of Loxahatchee Groves – Pre-conference**

### **Legislative Committee**

Dave Keller, Chair, presented the Legislative Committee report.

### **Member Development Committee**

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

- The ACE awards evaluation
- Increase member engagement

**2015 School of Governmental Finance**

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

**Technical Resources Committee**

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

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

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

**2015-2016 Webinar Committee**

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

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

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

**NEXT MEETING**


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

**ADJOURNMENT**

The meeting adjourned at 12:38 p.m.

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
Barry Skinner, President

  
Linda Howard, Secretary/Treasurer