

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC**  
**BOARD OF DIRECTOR'S MEETING**  
**August 26, 2011**

The Board meeting of the FGFOA Board of Directors took place on Friday, August 26, 2011 at the Florida League of Cities Orlando office.

**OFFICERS AND BOARD MEMBERS**

**PRESENT**

Christopher Lyons, President, City of Sarasota  
Mary Anderson-Pickle, President-elect, City of Palm Beach Gardens  
Diane Reichard, Secretary/Treasurer, City of Temple Terrace  
Linda Howard, Director, Orlando Utilities Commission  
Sarah Koser, Director, Citrus County Clerk of the Court  
James Lewin, Director, Lee County  
Mary-Lou Pickles, Director, Saint Johns River Water Management District  
Tim Pozza, Director, Okaloosa County – CCC  
Georgina Rodriguez, Director, Town of Pembroke Park  
Ted Sauerbeck, Director, Office of the Auditor General

**NOT PRESENT**

Kent Olson, Director, City of Jacksonville

**COMMITTEE CHAIRS**

John McKinney, Certification  
David Keller, Legislative  
Karin Venema-Ashmore, SOGF  
Darrel Thomas, Conference Program

**CHAPTER PRESIDENTS IN ATTENDANCE**

Christine Trovato, Gulf Coast

**STAFF IN ATTENDANCE**

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

**CALL TO ORDER**

At 10:05 a.m., President Lyons called the meeting of the FGFOA Board of Directors to order. A quorum of the Board was present.

**APPROVAL OF THE AGENDA**

The first order of business was the approval of the Agenda. **Ms. Pickles moved, seconded by Ms. Reichard to approve the Agenda for August 26, 2011. Motion passed unanimously.**

**CONSIDERATION OF MINUTES**

The next order of business was the approval of the June 24, June 29, July 11 and August 2, 2011 minutes. **After review it was the consensus of the Board to accept the June 24, June 29, July 11 and August 2, 2011 minutes with two minor changes.**

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### **PRESIDENT'S REPORT**

#### **Policy and Procedures**

In an effort to clarify intent of the nomination process and qualifications, the following changes were proposed:

To clarify that the nominating committee is to put forward only one name for Secretary/Treasurer and to remove the qualification of Chapter Officer for a potential Board member. After discussion, it was decided that the qualification should be limited to include Chapter President (not Officer).

**Ms. Pickles moved, seconded by Mr. Sauerbeck, to accept the first change to read: In considering prospective candidates, the Nominating Committee will review all available information and recommend a qualified member (one candidate) who is considered to be the best suited to serve in the office of Secretary/Treasurer and to recommend qualified members (multiple candidates) who are considered best suited to serve as Directors regardless of race, gender or age. Motion passed seven to three with Ms. Reichard, Ms. Koser and Ms. Rodriguez opposed.**

**Ms. Reichard moved, seconded by Ms. Koser to accept the second change to read: Served or be serving as (1) chair of an FGFOA Standing Committee or (2) as a President of a recognized local FGFOA Chapter. Motion passed nine to one, with Ms. Howard opposed.**

#### **Election Schedule**

President Lyons presented the 2012-2013 Election Calendar. No motion was necessary.

#### **Tuesday Business Lunch**

Historically, associate members are not allowed to vote in elections or on motions and they were not allowed to attend the Tuesday Business Lunch. This was initiated at a time when the election took place at the Business Lunch and it would have been difficult to get an accurate count with associate members in the room. Now the voting occurs online prior to the conference, so this is no longer an issue. During an earlier meeting there was discussion on allowing Associate Members to attend the Tuesday Business Lunch since the only motion is approving the previous year's Tuesday Business Lunch minutes. **Ms. Rodriguez moved, seconded by Ms. Pickle to allow Associate Members to attend Tuesday Business Lunch. Motion passed unanimously.**

#### **Strategic Planning Review**

President Lyons asked that the chairs and liaisons address the applicable items in the strategic plan in their November 2 report to the Board.

### **PRESIDENT-ELECT REPORT**

#### **Chapter Liaison Report**

Ms. Anderson-Pickle reported on the Chapter President's conference call held Wednesday, July 27, 2011. Seven chapter presidents were on the call. Ms. Anderson updated the presidents on the FGFOA Newsletter, Webinars, SOGF and the new "Boot Camp" session.

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### **SECRETARY/TREASURER REPORT**

#### **June 30, 2011 Financial Statements**

Ms. Reichard reviewed the financial statements for the fourth quarter ending June 30, 2011. The Statement of Financial Position showed total liabilities and unrestricted net assets of \$625,983, total current liabilities of \$352,115 and unrestricted net assets of \$273,868. This was compared to June 30, 2010 unrestricted net assets of \$275,921. The Statement of Activities showed total expenses of \$548,830 and a decrease in unrestricted net assets of (\$2,053). **Ms. Pickles moved, seconded by Mr. Pozza, to accept the June 30, 2011 Financial Statements report. Motion passed unanimously.**

#### **Approval of the FGFOA Budget**

On the May 19, 2011 Board meeting via conference call, the 2011-2012 FGFOA Annual Budget was reviewed and the issue of raising additional revenue by increasing membership dues was discussed. Motion was made and passed to increase membership dues. There was not a motion to actually approve the budget. President Lyons called for a motion to approve the May 19, 2011 amended budget for 2011-2012. **Ms. Koser moved, seconded by Ms. Rodriguez, to approve the May 19, 2011, 2011-2012 FGFOA Annual Budget with revenues of \$541,500 and expenses of \$562,749 for a decrease in net assets of (\$21,249). Motion passed unanimously.** The August 26, 2011 proposed 2011-2012 FGFOA Annual Budget was reviewed. Ms. Garner reported that the Pre-Conference Seminar revenues were added to the budget, expenses for Career Development Seminars/Webinars/NASBA fees were increased by \$15,000. Fees for Strategic Planning were increased by \$6,000. **Mr. Pozza moved, seconded by Ms. Pickles to approve the August 26, 2011, 2011-2012 FGFOA Annual Budget with revenues of \$556,500 and expenses of \$583,769 for a decrease in net assets of (\$27,249). Motion passed unanimously.**

#### **Investment Report**

The Board reviewed the Investment Report. FGFOA owns a 12 month \$50,000 CD with ProBank with an APY of 1.25% maturing 9/15/2011. Discussion was open for additional investment opportunities. It was noted that the cash position would be reviewed along with the quotes for a new CD or rollover of the 09/15/2011 CD. **The Board agreed that CD's would be the best option. Ms. Koser moved seconded by Ms. Pickles to approve the FGFOA Investment Report. Motion passed unanimously.**

#### **Approval of Shorstein and Shorstein as Auditors for 2010-2011**

The engagement letter from Shorstein and Shorstein was reviewed. **Ms Koser moved, seconded by Mr. Pozza to accept Shorstein and Shorstein as Auditors for 2010-2011. Motion passed unanimously.**

### **OTHER REPORTS**

#### **Local Government Association Summit**

Ms. Pickles reported on July 22, 2011 Local Government Association Summit meeting that she, Mark Fostier and Jeannie Garner attended representing the FGFOA. The summit was the brainchild of a committee of association presidents that has been meeting for the past year to find ways to work together on common issues. After review it was the Board's decision to continue to be a part of the Local Government committee efforts. Ms. Garner and President Lyons will attend the September 14 meeting since Ms. Pickles and Mr. Fostier cannot attend.

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### **Webinars**

Mr. Sauerbeck reported that the Ad-Hoc committee had decided on a tentative list of subjects and dates. The first four seminars offered will each cover two hours CPE on investments to fulfill the State requirement. The first seminar held on Thursday, August 18 had over 350 attendees. The committee is preparing a draft operating manual in the event Webinars will become a standing committee. **Ms. Pickles moved seconded by Ms. Rodriguez to approve the report. Motion passed unanimously.**

### **MEETING PLANNER'S REPORT**

#### **2012 Annual Conference Budget**

Ms. Garner reviewed the 2012 Annual Conference Budget. Marriott World Center room rate of \$169 would include a hotel commission estimated at \$38,000. The Board has the option to forgo the commission and offer a hotel rate of \$147, with a budgeting loss of \$6,500. **Ms. Reichard moved, seconded by Ms. Koser to forgo the hotel commission and offer attendees a lower room rate and to approve the Conference Budget without the Commission revenue with revenues of \$367,000 and expenses of \$373,500 for a total net loss of (\$6,500). Motion passed unanimously.**

The Board then reviewed the final room pick-up for the Boca Raton Resort and Club.

### **EXECUTIVE DIRECTORS REPORT**

Ms. Garner reported that several membership renewal notices had been sent to members, current membership is Active-1,833; Associate, Student/Lifetime/Retiree-337. The list serve remains active and Ms. Garner had received an email requesting that FGFOA add a list serve for Utility Billing and Customer Service. Ms. Garner will survey the membership for response on the need for the additional list serve.

### **STANDING COMMITTEE REPORTS**

#### **Certification Committee**

John McKinney, Chair presented the committee report. The committee would like to have an Annual contract with The Governmental Consulting Services Company to review and propose the following changes to the CGFO Exam:

1. Review/propose changes to exam banks
2. Review/propose revisions to question structure
3. Review/propose up to 25 new questions annually
4. Review/propose topic mix
5. Annual fee of \$2,000 with reference material allowance up to \$125

**Ms. Pickles moved, seconded by Ms. Koser, to approve the contract with Governmental Consulting Services. After some discussion the motion passed unanimously.**

Mr. McKinney reviewed the CGFO fees for several states who offer a certification. The Board directed the committee to research more information before deciding to raise the fees.

#### **Host Committee**

Linda Howard, Board Liaison, presented the Host Committee report. The Committee met on Friday, August 5, 2011 in Orlando. The subcommittees have begun planning for all events for the 2012 FGFOA Annual Conference. The theme and logo have been selected. The committee is asking for

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approval of the golf contract with Hawks Landing; offering Zumba and Sunday morning walk. **Ms. Pickles moved, seconded by Mr. Pozza to approve plans for golf, Zumba and walk. Motion passed unanimously.**

The committee recommended Ming Court for the President's reception. Ms. Solis will work with President Lyons on prices and choices. **Ms. Reichard moved, seconded by Ms. Rodriguez to approve executing a contract with Ming Court for the President's reception. Motion passed unanimously.**

**Conference Program Committee**

Darrel Thomas, Chair presented the Conference Program Committee report. The Committee met on Friday, August 12, 2011 in Orlando to build the 2012 conference program. Session titles, descriptions and schedule were created. Some potential speakers were considered. Stephen Gauthier from the GFOA has tentatively agreed to speak at the conference. The Committee will continue to develop speakers for the conference, construct the Saturday, May 4, 2012 Investment Pre-Conference. **Ms. Reichard moved, seconded by Ms. Pickle, to approve the draft schedule and Program Committee report. Motion passed unanimously.**

**Legislative Committee**

David Keller, Chair presented the Legislative Committee report. The committee completed the first draft of the 2012 Legislative Policy in addition to a "report card" of legislation that addressed the policies in 2011 recommendations. No motion was made because a conference call would be scheduled to approve the final policies.

**Small Government**

There was no report at this time.

**2011 School of Governmental Finance**

Karin Ashmore, Chair presented the 2011 School of Governmental Finance report. The Committee has completed the schedule with course descriptions. Boot camp will have a separate registration. Work has begun on the announcement. **Ms. Reichard moved, seconded by Ms. Pickle, to approve the final schedule. Motion passed unanimously.**

**Technical Resources Committee**

Ms. Rodriguez, Board Liaison presented the Technical Resources Committee report. The committee responded to the Auditor's General draft rule changes to Chapter 10.550, *Local Governmental Entity Audits*, effective 9-30-11 and Chapter 10.650, *Florida Single Audit Act Audits Nonprofit and For-Profit Organizations*, effective 9-20-11. These comments were prepared based on a review by the FGFOA members, its Technical Resources Committee, and the Board of Directors.

**NEXT MEETING**

The next meeting of the Board of Directors will be at 10:00 a.m., Wednesday, November 2, 2011, at The Renaissance Resort St. Augustine, in conjunction with The School of Governmental Finance.

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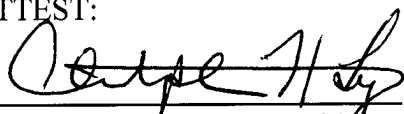
**ADJOURNMENT**

There being no further business, President Lyons adjourned the meeting of the FGFOA Board of Directors at 2:30 p.m.

Respectfully submitted,

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
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Christopher H. Lyons, President

  
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Diane Reichard, Secretary/Treasurer