

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC
BOARD OF DIRECTOR'S MEETING
August 23, 2013

The meeting of the FGFOA Board of Directors took place on Friday, August 23, 2013 at the Jupiter Beach Resort, Jupiter, Florida.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Diane Reichard, President, City of Ocala
Mary-Lou Pickles, President-elect, Saint Johns River Water Management District
Barry Skinner, Secretary/Treasurer, Orange County Comptroller
Linda Howard, Director, Orlando Utilities Commission
Sarah Koser, Director, The Villages
James Lewin, Director, Retired
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller
Georgina Rodriguez, Director, Town of Pembroke Park
Ted Sauerbeck, Director, Office of the Auditor General
Darrell Thomas, Director, City of Weston
Karin Venema-Ashmore, Director, City of Stuart

COMMITTEE CHAIRS

Sondra D'Angelo, Certification
Mary Ann Davis, Conference Host
Ken Burke, Legislative
Jamie Roberson, Membership Development
Ann Marie Ricardi, 2013 SOGF
Dave Keller, Webinar

CHAPTER PRESIDENTS

Jamie Roberson, Central Florida
Frank DiPaolo, South Florida

STAFF

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

CALL TO ORDER

There being a quorum, President Reichard called the August 23, 2013 meeting of the FGFOA Board of Directors to order at 9:00 a.m.

CONSIDERATION OF MINUTES

Mr. Skinner moved, seconded by Ms. Rodriguez, to approve the June 21, 2013 minutes. Motion passed unanimously.

Ms. Koser moved, seconded by Ms. Rodriguez, to approve the June 26, 2013 minutes. Motion passed unanimously.

PRESIDENT'S REPORT

Policies and Procedures – Nomination Process

President Reichard reported that Chris Lyons, Past-President; Mary Anderson Pickle, Immediate Past-President; and Jeannie Garner met on June 22, 2013 to discuss the prior FGFOA election and any issues that may need to be addressed with the Board of Directors. Below is the proposed revision to the Policies and Procedures:

The Nominating Committee has the unilateral right to determine qualified nominees, and may reject any application. This unilateral right pertains to rejecting applications only. After evaluating potential nominees, the Nominating Committee shall recommend nominees best suited to serve as a Director and Secretary/Treasurer. These recommendations shall be listed on the ballot, under the heading of "Recommended by the Nominating Committee".

The Candidate Application should be revised to include the following statements:

- The summary of all candidate biographies will be provided to all candidates prior to release of the election ballot and changes can be made one time only.
- Up to 5 letters of recommendations can accompany the Nomination Form.
- The Nominating Committee can ask for additional information, references or request interviews.

The matter of campaigning was discussed and it was determined that a "no campaigning policy" would be difficult to enforce recognizing that the process of nominating and letters of recommendations is, in fact, campaigning. **Ms. Pickles moved, seconded by Ms. Koser, to approve the recommended changes to the Nomination Process of the Policy and Procedures with a Letter of Recommendation limit of three letters. Motion passed unanimously.**

Policies and Procedures – GFOA Representatives

GFOA requests that each state association appoint GFOA representatives. The primary responsibility of a GFOA state representative is to serve as GFOA's liaison with its members in their state. Most of the duties are performed by the FGFOA Staff, except for presentation of the GFOA awards to governments.

The Policies and Procedures recently changed the appointment process from a presidential appoint of three state representatives to allow the chapters to provide an appointee(s). This language provides flexibility to each chapter to determine their method and term of appointment.

The FGFOA has asked each local chapter to appoint a GFOA Representative to facilitate enough resources that are geographically diversified across the state. Each local chapter determines how they appoint their representative(s) and the length of the terms. However, they should submit the name of their appointee(s) each year to the FGFOA prior to July 1st. The term shall be from July 1 – June 30 and persons can serve consecutive terms. There will be no travel reimbursement from the FGFOA, but the Chapters may elect to provide travel reimbursement, at their discretion. **Ms. Howard moved, seconded by Mr. Lewin, to approve the recommended changes to the GFOA Representatives of the policy and Procedures. Motion passed unanimously. Ms. Howard moved, seconded by Ms. Rodriguez to**

revise to read "The FGFOA encourages each local chapter to appoint a GFOA Representative" to the Policies and Procedures. Motion passed unanimously.

Policies and Procedures – Chapter Board FGFOA Membership

The FGFOA Policies and Procedures currently states that "All officers and directors of the local chapter must be active FGFOA members." This requirement has been discussed with the Board and the local chapters and it is recommended that this be changed to only require the local chapter President to be an FGFOA member. **Mr. Skinner moved, seconded by Ms. Rodriguez, to reject the recommended changes and leave the Policies and Procedures as written. Motion passed seven to four, with President Reichard, Ms. Pickles, Ms. Howard and Mr. Thomas opposed.**

Florida Local Government Coalition

President Reichard reported an email was distributed to the FGFOA membership promoting September 6, 2013 Local Works Day. The coalition's 2013 initiative *"To help Florida citizens understand, appreciate and support local government the services and values the governments bring to millions of lives every day."* A proclamation was drafted to be sent to FLGC to promote "Local Works Day". Corrections were noted that the number of list serves needs to be updated to six from five and in the last paragraph "THE FLORIDA LOCAL GOVERNMENT COALITION (FLGC)" needs to be replaced with "FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION (FGFOA)." **Ms. Koser moved, seconded by Mr. Sauerbeck, to approve the FGFOA Proclamation supporting "Local Works Day" as corrected. Motion passed unanimously.**

FCCMA Conference Session

President Reichard led the discussion of a plan of action for submitting a session for the 2014 FCCMA Annual Conference. Ms. Howard will coordinate.

2013-2014 Strategic Planning

President Reichard reviewed the Strategic Plan Goals for 2013-2014.

PRESIDENT-ELECT REPORT

Chapter Liaison Report

Ms. Pickles reported the Chapter President Orientation meeting was held on July 15 with 10 out of the 14 chapters participating. The conference call was held for August 15, 2013.

SECRETARY/TREASURER REPORT

Mr. Skinner reported on the June 30, 2013 Quarterly Financial Statements. The Statement of Financial Position for the year ended June 30, 2013 shows total liabilities and unrestricted net assets were \$778,575 with total current liabilities of \$553,541 and unrestricted net assets of \$225,034. This represents a \$63,867 decrease in unrestricted net assets in comparison to the June 30, 2012 balance of \$288,901.

The Statement of Activities shows expenses for the fourth quarter were \$532,194 and \$688,606 total expenses for the year resulting in a \$100,411 decrease in unrestricted net assets for the quarter and a \$106,856 decrease in unrestricted net assets for the year, which agrees with the Statement of Financial Position.

Investment Report as of June 30, 2013

Mr. Skinner reviewed the Investment Report as of June 30, 2013. FGFOA has two CD's maturing September 2013, staff will check on current CD rates for renewal. No action required.

Check Register April 1 – June 30, 2013.

Mr. Skinner reviewed the Check Register. No action required.

OTHER REPORTS

Committee Participation Ad-hoc Committee

Ms. Pickles reported during strategic planning, the Board agreed to develop a survey questions on why FGFOA members do not participate on committees. President Reichard appointed Mary-Lou Pickles, Barry Skinner, and Sarah Koser to serve on the ad hoc committee to develop the questions.

The ad hoc committee held a conference call and determined the following:

1. The purpose of the survey is to determine what FGFOA can do to increase participation on committees.
2. Historically, surveys do not generate a large response especially if they will require a lot of time to fill out.

Based on these conclusions, the committee is moving forward with a short two-question survey. The consensus was that if this "less is more" approach is not successful, a follow-up survey could be developed.

EXECUTIVE DIRECTORS REPORT

Ms. Garner reported FGFOA Annual Conference budget was prepared in line with prior years. The contract with the Marriott World provides for a one hour free reception (association night). Association Night event typically runs 1.5 hours. Last year, Boca Raton did not charge for the extra ½ hour, the Marriott may charge, so \$25,000 has been added for Association Night. The Board had discussed having a Monday Lunch, once the Fee Analysis is complete it will be determine if FGFOA would offer a Monday Lunch to attendees. **Ms. Koser moved, seconded by Ms. Rodriguez, to approve the 2014 FGFOA Annual Conference Budget. Motion passed unanimously. Mr. Thomas moved, seconded by Ms. Howard, to approve the 2013-2014 FGFOA budget. Motion passed unanimously.**

STANDING COMMITTEE REPORTS

Certification Committee

Sondra D'Angelo, Chair, presented the committee report. The renewal notices for 2013 have been sent. Rob Garner is working on questions to be added to the test bank. He should have them to the committee this month. The committee will be reviewing the proctor guidelines and will present revised guidelines at the next meeting. **Ms. Koser moved, seconded by Mr. Lewin, to accept the Certification Committee report. Motion passed unanimously.**

Host Committee

Mary Ann Davis, Chair gave the Host Committee report. The committee and sub-committees are actively working on finalizing the 2014 Annual Conference activities. **Ms. Koser moved, seconded by Ms. Howard to accept the 2014 Host Committee report. Motion passed unanimously.**

Conference Program Committee

Mr. Sauerbeck, Board Liaison, presented the Conference Program Committee report. The Pre-con schedule was presented and reviewed. **Mr. Thomas moved, seconded by Ms. Rodriguez, to accept the Pre-con schedule and Conference Program Committee report. Motion passed unanimously.**

Legislative Committee

Ken Burke, Chair, presented the Legislative Committee report. The Chart of Account Task Force has been formed. The Task Force is working on the Issuance of a White Paper; Costs of governments to comply; a model resolution and advocacy strategy. **Ms. Koser moved, seconded by Mr. Thomas, to accept the Legislative Committee report. Motion passed unanimously.**

Membership Development Committee

Jamie Roberson, Chair, presented the Membership Development Committee report. The committee has formed four sub-committees: Membership Recruitment; Young Membership/Student Outreach; Mentoring Program and Scholarship.

FGFOA has been approached by Colloquy, a University of South Florida (USF) representative, to partner with the promotion of USF's online Public Administration degree program. If this agreement is executed our partnership will be able to offer FGFOA members special benefits such as tuition discounts/scholarships, branded program pages and other exclusive offerings. The agreement has been reviewed by the FLC legal department for board review and approval.

The Mentoring sub-committee created a general membership survey and a Mentor/Mentee past participant survey as a data collection tool to evaluate the existing program. This sub-committee will now review and create suggested changes to the current program to enhance and encourage more participation based on the survey results.

The Scholarship sub-committee has modified the scholarship application and policy and procedures manual to reflect the decisions from the June 2013 board meeting.

No action was taken on the Colloquy Alliance Agreement. Ms. Howard moved, seconded by Mr. Sauerbeck, to approve the modified Scholarship Application and policy and procedures manual. Motion passed unanimously. Ms. Pickles moved, seconded by Ms. Ramsey-Chessman, to accept the Membership Development Committee report. Motions passed unanimously.

2013 School of Governmental Finance

Ann Marie Ricardi, Chair, presented the 2013 School of Governmental Finance report and current School and Boot Camp schedule. The theme will be "Walking the financial tightrope".

There are two activities planned, the Golf Outing (early Sunday morning) and the Progressive Dining Experience, the Culinary Crawl (Wednesday evening); in addition to the welcome reception on Tuesday and Hospitality Suite nightly. **Ms. Koser moved, seconded by Ms. Howard to accept the 2013 School of Governmental Finance report. Motion passed unanimously.**

Technical Resources Committee

Ms. Howard, Board Liaison gave the Technical Resources Committee report. The committee is finalizing the Policies and Procedures to incorporate the Small Government Committee's policies and procedures. **Ms. Koser moved, seconded by Ms. Rodriguez, to accept the Technical Resources Committee report. Motion passed unanimously.**

Webinar Committee

Dave Keller, Chair, presented the Webinar Committee report. The committee met at the Annual Conference luncheon. The Board Strategic Plan was reviewed as it concerns the Webinar Committee; specifically, that a minimum of eight webinars are expected in the upcoming year. Speakers are being identified, and webinar descriptions are being developed. **Ms. Howard moved, seconded by, Mr. Thomas to accept the Webinar Committee report. Motion passed unanimously.**


NEXT MEETING

The next meeting of the Board of Directors will be at 8:00 a.m., Wednesday November 20, 2013 at the School of Governmental Finance Hyatt Sarasota, Florida.

Jeannie Garner
Executive Director, FGFOA

ATTEST:


Diane Reichard, President


Barry Skinner, Secretary/Treasurer