

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC**  
**BOARD OF DIRECTOR'S MEETING**  
**February 15, 2013**

The Board meeting of the FGFOA Board of Directors took place on Friday, February 15, 2013.

**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  
Tim Pozza, Director, Okaloosa County – CCC  
Georgina Rodriguez, Director, Town of Pembroke Park  
Ted Sauerbeck, Director, Office of the Auditor General  
Darrel Thomas, Director, City of Weston

**COMMITTEE CHAIRS**

Karin Venema-Ashmore, Conference Program via conference call  
David Keller, Legislative  
Ann Marie Ricardi, 2013 SOGF  
John McKinney, Small Government via conference call  
Anne Fritz, Technical Resources via conference call  
Linda Davidson, 75<sup>th</sup> Anniversary Ad-hoc via conference call  
Pat White, Conference Host 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  
Merrily Bennett, Florida League of Cities

**CALL TO ORDER**

At 9:00 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 February 15, 2013 agenda. There were no additions.

**CONSIDERATION OF MINUTES**

The next order of business was the approval of the November 14, 2012 minutes. **Ms. Koser moved, seconded by Mr. Olson to approve the November 14, 2012 minutes as amended. Motion passed unanimously.**

## **PRESIDENT'S REPORT**

### **2013-2014 Nominating Committee**

Ms. Anderson-Pickle reported the Nominating Committee met January 29, 2013 via conference call. Immediate Past President Chris Lyons, Chair, explained to the committee the purpose and process involved as a member of the Nominating Committee. The committee will meet on March 13, 2013 to review candidate nominations. Michele Ennis was appointed as the final member at large to the committee.

### **2013 Legislative Visits**

Amber Hughes, Legislative Advocate, Florida League of Cities; President Anderson-Pickle; Kent Olson, Director; Dave Keller, Chair Legislative Committee and Jeannie Garner, Executive Director met and presented the FGFOA 2013 Legislative Polices to Tom Yeatman, Staff Director, Senate Community Affairs Committee; Don Langston, Council Director, Finance & Tax Council, House of Representatives and Ashley Mayer, Director of Policy Research and Legislative Affairs, CFO Atwater.

## **PRESIDENT-ELECT REPORT**

### **Chapter Liaison Report**

Ms. Reichard reported the Chapter President's Conference Call was held on Friday, January 11, 2013. Five Chapter Presidents were on the call. The following areas were discussed:

- FGFOA Student membership
- Chapter Fund Balance Policy
- FGFOA 75<sup>th</sup> Anniversary plans
- Session topics

### **Committee Chairs for 2013-2014**

Ms. Reichard reported on Committee Chair appointments.

- Sondra D'Angelo, Certification – Georgina Rodriguez, Board Liaison
- Mary Ann Davis, Conference Host – Elected Board member, Board Liaison
- Bill Spinelli, Conference Program – Ted Sauerbeck, Board Liaison
- Shannon Ramsey-Chessman, Legislative – Darrell Thomas, Board Liaison
- Ann Marie Ricardi, 2013 SOGF – Jim Lewin, Board Liaison
- John McKinney, Technical Resources – Elected Board member, Board Liaison

**Ms. Pickles moved, seconded by Ms. Koser, to approve the 2013-2014 Committee Chairs and Board Liaisons. Motion passed unanimously.**

### **Nature Coast Chapter By-law Change**

Ms. Reichard reported the Nature Coast Chapter President, Mary Ann Davis, is requesting FGFOA consider approval of by-law changes (red-line version). Below is a summary of the changes:

- Article IV. Section 3 – allow electronic notification
- Article VI. Section 2 – prohibit associate members from holding office
- Article VII. Section 1 – eliminate requirement to be a FGFOA member to serve as an officer or director
- Article VII. Section 3 and Article IX. Section 5 – provide for fiscal year concurrent with FGFOA
- Article VII. Section 5 – establish successive order for officers
- Article VIII. Section 4 – define Treasurer separate from Secretary/Treasurer
- Article X – provide better description of committees

- Article XI. – add notice requirement and the required FGFOA approval

**Ms. Koser moved, seconded by Ms. Rodriguez to approve Nature Coast Chapter By-law changes. Motion passed. Mr. Sauerbeck requested discussion. Mr. Olson moved, seconded by Ms. Koser to reconsider the motion. Motion passed unanimously. Ms. Koser moved, seconded by Ms. Rodriguez, to amend Article X – Committees, Section 1 (4) An Audit Committee no member of which is an officer or director. Motion passed unanimously.**

## **SECRETARY/TREASURER REPORT**

### **December 31, 2012 Financial Statements**

Ms. Pickles reported the Statement of Financial Position for the six-month period ended December 31, 2012 shows total liabilities and unrestricted net assets were \$420,084 with total current liabilities of \$74,831 and unrestricted net assets of \$345,253. This represents a \$32,756 increase in unrestricted net assets in comparison to the December 31, 2011 balance of \$312,497.

The Statement of Activities shows expenses for the second quarter were \$92,168 and \$128,826 year-to-date resulting in a \$56,352 increase in unrestricted net assets for the six-month period ending December 31, 2012, for a total of \$345,253, which agrees with the Statement of Financial Position.

Net asset check based on the audited financials for June 30, 2012 indicates compliance with our Net Assets Policy (see page 2). The projected net asset balance for FY 2012-2013 inclusive of proposed budget amendments also demonstrates compliance with our policy. **Ms. Reichard moved, seconded by Ms. Koser, for approval of December 31, 2012 FGFOA Quarterly Financial Statements. Motion passed unanimously.**

### **Investment Report**

Ms. Pickles reviewed the Investment Report. No action required.

### **Check Register October to December, 2012.**

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

### **2012 Fee Analysis**

Ms. Pickles reported on the 2012 Fee Analysis. Ms. Pickles recommended maintaining the current fee structure. Ms. Pickles reported that FGFOA Budget year ending June 30, 2013 amendment, \$15,000 for Career Development Seminars/FSS.NASBA fees and \$2,000 for CGFO exam rewrite. **Ms. Reichard moved, seconded by Ms. Rodriguez, to approve the FGFOA Budget amendment increase. Motion passed unanimously.**

## **OTHER REPORTS**

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

Ms. Koser, Chair, reported on the Membership Involvement committee. Scholarship applications are being distributed at visitations and are available on-line. The sub-committee prepared an amended application and a scoring sheet for use in awarding the scholarships for Board review and approval. UCF has a Free Public Service Career Showcase on April 15, 2013. There are no fees for participation in the event. The committee will be hosting a table at that event. UCF also has their Statewide Job Fair (tentatively set for May 9th). There may be a fee for setup at this event of approximately \$600-700. **Mr. Olson moved, seconded by Mr. Pozza, to approve FGFOA Scholarship Application. Motion passed unanimously. Ms. Pickles moved, seconded by Mr. Lewin to approve the Scholarship**

**Scoring Sheet as revised. Motion passed unanimously. Mr. Olson moved, seconded by Mr. Pozza to approve a budget increase of \$700 to participate in the UCF Statewide Job Fair. Motion passed unanimously.**

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

Ms. Davidson 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 has contacted the Past Presidents, Chapter Presidents and various long-standing members to collect and compile artifacts and memorabilia.

### Tax-Exempt Municipal Bonds

Mr. Olson reported on Tax-Exempt Municipal Bonds.

## EXECUTIVE DIRECTORS REPORT

### FGFOA Laptop Purchase

Ms. Garner reported during the 2012 School of Governmental Finance it became apparent that the FGFOA laptop is no longer an updated machine. When creating any documents it freezes and or is extremely slow. Trying to print or create name badges was almost impossible. It would freeze and then need to be rebooted. It made the process very time consuming for both staff but also for members that are waiting for their badge. **Ms. Pickles moved, seconded by Ms. Howard, to purchase a new laptop for FGFOA and to amend the budget accordingly. Motion passed unanimously.**

### Cancellation Insurance for 2013 Annual Conference and SOGF

Ms. Garner reported Cancellation Insurance quotes were received for the 2013 Annual Conference and School of Governmental Finance. 2012 rates were \$1,465.13 for the Conference and \$334.09 for the School Extended coverage. Quotes for 2013 are Conference \$1,076.50 Limited and \$1,307.39 Extended. Quotes for the School are \$168.91 Limited and \$202.96 Extended. **Ms. Reichard moved, seconded by Ms. Rodriguez, to approve the purchase of Extended Coverage Cancellation Insurance for the 2013 Annual Conference and SOGF. Motion passed unanimously.**

## STANDING COMMITTEE REPORTS

### Certification Committee

Ms. Koser, Board Liaison, presented the committee report. Eight applications have been approved. Twenty-six CGFOs have been selected for the audit and 18 have been reviewed and approved. Spring exams will be March 22nd. The testing sites are Miami, Tampa, Edgewater, Jacksonville Beach, Tallahassee, and Crestview.

After the November review classes, it was suggested that review classes should be all day Tuesday and Wednesday and half day Thursday; allowing applicants to study on Thursday afternoon. The committee will discuss at their next meeting. The committee is working with Ms. Reichard and Ms. Pickles on updating the exam proctor instructions.

### Host Committee

Ms. White gave the Host Committee update. The Tuesday Night event will be a Polynesian theme at the Resort's Beach Club. Current budget is for approximately 650 guests. Revised estimate of 800 could put the event \$7,000 over budget. Ms. Garner indicated registration fees and extra tickets needed to be set for the 2013 Annual Conference. **Ms. Howard motion, seconded by Ms. Rodriguez, to increase**

**all categories of conference registration fees \$25. Motion passed unanimously. Ms. Reichard moved, seconded by Ms. Pickles, to set the fee for Tuesday Night Event extra tickets to \$50 Adult and \$25 for 3-18 years.**

#### Conference Program Committee

Karin Venema-Ashmore, Chair, presented the Conference Program Committee report. The Board reviewed the 2013 schedule.

#### Legislative Committee

David Keller, Chair, presented the Legislative Committee report. The Legislative Committee completed final revisions reflecting comments from Board members to the 2013 Legislative Policies and Recommendations.

#### 2013 School of Governmental Finance

Ann Marie Ricardi, Chair, presented the 2013 School of Governmental Finance report. The committee has 27 members at this time, with five of the eight sub chairs committed. The committee plans to continue with the same format. **Mr. Olson moved, seconded by Ms. Koser to eliminate the Technology Track and retain other aspects for the SOGF. Motion passed unanimously.**

#### Small Government

Mr. Pozza, Board Liaison, presented the committee report. The committee is reviewing the on-line Resource Manual and adding a Grants Section. Sessions on Small Government will be incorporated throughout the tracks at the Annual Conference. The committee will begin review of GFOA Small Government Program.

#### Technical Resources Committee

Ms. Fritz, Chair, presented the Technical Resources Committee report. Ms. Fritz gave an update on the GFOA Winter meeting and the CAFR Committee meeting.

#### Webinar Committee


Mr. Sauerbeck, Board Liaison, gave the Webinar Committee report. Draft Webinar Administration Procedures have been developed. Costing Government Goods and Services Webinar was held on January 24, 2013. FGFOA Legislative Policy Update Webinar was held on Thursday, February 14, 2013.

#### NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., Friday, April 12, 2013 at The Florida League of Cities Orlando office.

Jeannie Garner  
Executive Director, FGFOA

ATTEST:

  
Mary Anderson-Pickle, President

  
Mary-Lou Pickles, Secretary/Treasurer