

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

July 20, 2012

The Board meeting of the FGFOA Board of Directors took place on Friday, July 20, 2012 at the Seagate Hotel, Delray Beach, Florida.

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 Coral Gables
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
Pat White, Conference Host
David Keller, Legislative
Lee Huffstutler, SOGF
Linda Davidson, 75th Anniversary Ad-hoc

CHAPTER PRESIDENTS IN ATTENDANCE

Karin Venema-Ashmore, Treasure Coast
Sharon Ramsey-Chessman, Palm Beach

STAFF IN ATTENDANCE

Jeannie Garner, Florida League of Cities
Penny Mitchell, 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 July 20, 2012 agenda.

CONSIDERATION OF MINUTES

The next order of business was the approval of the May 4, 2012 and May 9, 2012 minutes. **Mr. Olson moved, seconded by Ms. Koser to approve the May 4, 2012 and May 9, 2012 minutes. Motion passed unanimously.**

PRESIDENT'S REPORT

Strategic Planning Review

President Anderson-Pickle reviewed the 2012-2013 Strategic Plan.

PRESIDENT-ELECT REPORT

Chapter Liaison Report

Ms. Reichard reported the Chapter President Orientation was held on June 1 and June 8 to accommodate the schedules for 10 of the 12 chapter presidents that participated. Topics of discussion were Policies and Procedures, CPE programs, Spotlight articles for the Newsletter and review of the Boards Strategic Planning goals.

SECRETARY/TREASURER REPORT

June 30, 2012 Financial Statements

June 30, 2012 Financials were not complete at the time of the Board meeting.

Investment Report

Ms. Pickles reviewed the Investment Report. FGFOA owns a 12 month \$75,000 CD with ProBank with an APY of 1.10% maturing 09/10/2012 FLC staff is in the process of purchasing a \$75,000 CD with MetLife. **Mr. Olson moved, seconded by Ms. Koser to approve the FGFOA Investment Report. Motion passed unanimously.**

Financial Analysis Ad Hoc Committee

Ms. Pickles reported the financial analysis ad hoc committee was established to determine the adequacy and fairness of member fees for FGFOA signature events. An area of concern was room rates might include a "built-in" fee to cover the use of common areas at the host site. A request was made to have Barbara Solis investigate negotiating a hotel fee for common areas (meeting rooms, registration, break areas, etc.) that would result in lower hotel room rates. Ms. Solis looked into the matter and advised meeting space has nothing to do with room rate or food and beverage. Hotels determine meeting room space charges on a minimum food and beverage amounts. Because of the potential expenditures, meeting space is complimentary.

The consensus of the committee is that registration fees are easier to justify than hotel costs and that there may still be options available to slightly adjust registration fees to offset room rates.

The Annual Conference survey indicated that attendees would prefer to have Monday lunch provided as part of the registration fee. The committee concurred including lunch on Monday for the Annual Conference with the cost of the registration fee.

Ms. Pickles requested the Board determine if it would be feasible to continue looking into other options to lower room rates. **Ms. Reichard moved, seconded by Mr. Sauerbeck, to have the committee pursue other options to lower room rates. Motion passed unanimously. Ms. Pickles moved, seconded by Mr. Olson, to include Monday lunch in the registration fee. FLC staff will determine space availability and additional cost. Motion passed unanimously.**

Mentoring Program Ad hoc Committee

Ms. Pickles, Board Liaison, presented the Mentoring Program report. Margie Simmons will serve as Chair of the committee with Deborah Girard and Amy Elliott as members. The committee goals are:

- To approve applications to the program and to match mentees with mentors
- To increase participation in the program –increase the number of mentors to 20

- Send a blast e-mail about the mentoring program
- Build a recognition / incentive program for mentors

75th Anniversary Ad hoc Committee

Linda Davidson, Chair, reported on plans for celebrating the 75th Anniversary of FGFOA. The committee requested funds to promote the 75th Anniversary Celebration. **Mr. Olson moved, seconded by Ms. Howard to approve amending the budget by \$7,500 for the 75th Anniversary Celebration. Motion passed unanimously.**

Membership Involvement Ad hoc Committee

Ms. Koser, Chair, reported on the Membership Involvement committee. Two Sub Committees have been formed; Student Outreach and Scholarship.

The Student Outreach committee will contact the 10 state universities that have accounting programs to speak about the government finance profession and FGFOA at their governmental accounting class or student organization meeting (i.e., Beta Alpha Psi, Alpha Kappa Psi, and NABA). Some student organizations require membership to be allowed to speak at their meetings. Membership fees are approximately \$10 per organization. Travel reimbursements are recommended.

The Scholarship committee would like to offer free FGFOA membership to students and reduced registration fees to the School of Government Finance and the Annual Conference. The committee recommends that students pay 1/3 the regular member registration fee. GFOA charges \$145 for full-time, unemployed students to attend the conference versus \$475 for government members (31% of regular registration). Texas GFOA active members regular registration fee is \$375; students/faculty pay \$85 (23% of regular registration). **Ms. Reichard moved, seconded by Ms. Pickles, to approve free student membership contingent upon a clear definition of what qualifies as a student. Motion passed unanimously. Mr. Pozza moved, seconded by Mr. Thomas, to amend the 2012-2013 FGFOA budget to include \$250 for potential membership fees and travel reimbursement. Motion passed unanimously. Ms. Koser moved, seconded by Ms. Rodriguez, to approve reduced registration fees by 1/3 for students/faculty for the School of Governmental Finance and Annual Conference. Motion passed unanimously.**

Social Media Policy and Procedures

Ms. Garner reported the membership Education/Involvement initiative from Strategic Planning included developing a Facebook/LinkedIn account for FGFOA. Mr. Sauerbeck and Mr. Thomas were tasked to work with Jeannie Garner to develop procedures for social media. **Mr. Sauerbeck moved, seconded by Mr. Pozza, to approve having a FGFOA Facebook account. Motion passed unanimously. The board reviewed the Social Media Policy and Procedures manual. Ms. Koser moved, seconded by Ms. Rodriguez, to approve the Social Media Policy and Procedures manual as amended. Motion passed unanimously.**

EXECUTIVE DIRECTORS REPORT

Ms. Garner reviewed the conference survey results. Membership renewals were sent out on June 4 and a reminder on July 11, 2012.

STANDING COMMITTEE REPORTS

Certification Committee

Ms. Koser, Board Liaison, presented the committee report. CGFO renewal notices have been sent. Rob Garner is working on questions to be added to the test bank. Mark Fostier rewrote the Ethics exam. The committee will test the exam and the new exam will be used next year.

Host Committee

Pat White, Co-Chair, presented the Host Committee report. Sub-committees and chairs have been formed; each sub-committee chair was sent assignment responsibilities, deadlines, list of volunteers and a summary of past expenses.

Conference Program Committee

Karin Venema-Ashmore, Chair, presented the Conference Program Committee report. The committee members have been confirmed and sub-chairs have been assigned. Ms. Venema-Ashmore requested Board direction on the pre-conference program. After discussing, the consensus of the Board was to proceed with Accounting and Auditing topics instead of Investments this year.

Legislative Committee

David Keller, Chair, presented the Legislative Committee report. As a result of the FGFOA strategic planning a representative from the Florida League of Cities and Florida Association of Counties has been invited to participate on the committee as liaisons. The liaisons recommended having a one page summary of the Legislative Policy to present to Senators and Representatives and their staff. The committee will survey members in regard to upcoming legislation.

2012 School of Governmental Finance

Lee Huffstutler, Chair, presented the 2012 School of Governmental Finance report. The Committee has completed the schedule draft with course descriptions. Both Boot camps will have a separate registration and a limit of 25 attendees.

Small Government

Mr. Pozza, Board Liaison, presented the committee report. The committee is reviewing the Governmental Resource Manual.

Technical Resources Committee

Ms. Howard, Board Liaison, presented the Technical Resources Committee report. The committee responded to the Exposure Draft on Governmental Combinations and Disposal of Government Operations.

Webinar Committee

The Webinar Committee has scheduled eight presentations for the 2012/2013 calendar. The National Association of State Boards of Accountancy has required that Florida Government Finance officers Association (FGFOA) monitor the webinar attendance based on our polling questions. The policy/practice is that the attendees are required to respond to at least 60% of the polling questions to receive credit. This means 3 out of 4 or 3 out of 5 responses depending on the number of questions.

The committee submitted, for Board approval, a Committee Manual that contains the processes necessary for the management of the Committee. The Committee is different from other standing committees of the FGFOA, it requires members to have hands on, "live" training. It also requires redundancy (i.e., more than one Committee member monitoring the webinar) in case an internet or phone connection fails. The Committee is also working to develop a standard operating procedures manual that addresses in detail the production of a webinar and which includes guidance for speakers on how to prepare for, and participate in, a webinar. The Board reviewed the Webinar Committee Policies and Procedures Manual. **Mr. Olson moved, seconded by Ms. Howard, to approve the Webinar Committee Policies and Procedures manual as amended. Motion passed unanimously.**

NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., Friday, September 7, 2012 at The Florida League of Cities Orlando office.

Jeannie Garner
Executive Director, FGFOA

ATTEST:


Mary Anderson-Pickle, President


Mary-Lou Pickles, Secretary/Treasurer