

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

June 17, 2015

The meeting of the FGFOA Board of Directors took place on Wednesday, June 17, 2015, at the Diplomat Resort, Hollywood, 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
Nicolle Gasparri, Director, City of Boca Raton
John McKinney, Director, City of Edgewater
Binh Nguyen, Director, Lake County-Board of County Commissioners
Shannon Ramsey-Chessman, Director, Palm Beach County – Clerk & Comptroller
Jamie Roberson, Director, Osceola County Property Appraiser
Marilyn Rosetti, Director, Florida Auditor General

COMMITTEE CHAIRS

Karen Keith, Certification
Michael Gomez, Conference Program
Dave Keller, Legislature
Donna Wright, Technical Resources
Susan Nabors, Webinar
Lee Huffstutler, Leadership FGFOA

CHAPTER PRESIDENTS

Lorrie Simmons, Hillsborough
Alison Tesla, Palm Beach
Bryan Cahen, South Florida Chapter

STAFF

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

CALL TO ORDER

There being a quorum, President Skinner called the June 17, 2015, meeting of the FGFOA Board of Directors to order at 12:30 p.m.

AGENDA

President Skinner requested a motion to approve the June 17, 2015, Agenda, with the addition of adding 2016 Conference Host Committee. Ms. Ramsey-Chessman moved, seconded by Ms. Rosetti to approve the June 17, 2015, FGFOA Board of Directors meeting agenda as amended. Motion passed unanimously.

PRESIDENT'S REPORT

Welcome New Board Members, Committee Chairs and Chapter Presidents

President Skinner welcomed attendees and introductions were made.

Conference Review

Ms. Garner gave an Annual Conference registration update. There were approximately 32 on-site registrations. Dave Keller, Chair, gave a Host Committee update. Nicolle Gasparri, Chair, gave a Program update.

2015-2016 Strategic Planning Action Plan

President Skinner reviewed the Strategic Planning Action Plan for 2015-2016.

Revised Policy and Procedures effective 06/17/2015

At the 2015-2016 Strategic Planning meeting it was concluded that the name "Member Development Committee" reflects the mission and goals of the committee more than "Membership Development Committee". Ms. Roberson moved, seconded by Ms. Gasparri, to approve changing Membership Development to Member Development Committee. Motion passed unanimously.

Committee Manual Template

At the strategic planning session, Linda Howard, Secretary/Treasurer and Sarah Koser, President-elect, were tasked with preparing a Committee Manual Template for use by the Committee Chairs and Board Liaison to prepare new manuals in a standard format. The Board reviewed the manual template.

2015 School of Governmental Finance Budget Amendment

Ms. Garner reported in the Strategic Plan, we set forth that we would have a reception moving forward for the Emerging Leaders after the Monday session at the SOGF and the Conference. Ms. Garner presented the SOGF Budget amendment for the \$2000 reception. Ms. Gasparri moved, seconded by Ms. Roberson to approve the 2015 SOGF Budget to include \$2,000 for the Emerging Leaders Reception. Motion passed unanimously.

2015-2016 FGFOA Budget Approval

Ms. Garner presented the draft 2015-2016 FGFOA overall budget for your review.

- 1) For the 2016 Conference a net 0.00 is budgeted. This is typical before the new conference budget is set.
- 2) For the 2015 SOGF, the revenues reflect the approved budget from 03/2015 that includes the approved fee increase, plus the Emerging Leaders Networking reception.
- 3) The FLC Fee is increased by the benchmark that was agreed upon which provided for a 0.6% increase or \$576.00.
- 4) This budget approves another GFOA reception at \$5,000.
- 5) Included is \$2,000 for a Strategic Planning facilitator if required. The \$750 is for the dinner at strategic planning.
- 6) This budget provides for a \$128,517 projected fund balance as of 06/30/2016, which is above the minimum.

Mr. Nguyen moved, seconded by Mr. McKinney, to approve the 2015-2016 FGFOA overall budget. Motion passed unanimously.

CGFO Committee

There was a detailed discussion on the CGFO exam which included potential parties to perform a rewrite, the low pass rate, several grammatical errors within the tests, inconsistencies throughout the exam, and requests for more example questions.

Suggestions to resolve issues, included having the League review for grammatical errors and requesting that Ted Sauerbeck or other parties edit questions or rewrite exam. It was determined that a Request for Proposal (RFP) to contract with a party to review/update the test was not needed due to the \$2,000 budgeted amount.

It was suggested that the comments be taken back to the committee for discussion.

2016 Conference Host Committee

Mr. Nguyen reported on the 2016 Conference Host Committee. The Tuesday Night Event is one of the key events the Conference Host Committee coordinates. Recent past Orlando based conferences held the Tuesday Night Event at Universal Studio's City Walk and at Sea World and both were acceptable locations, with Universal being a preferred location by all who attended. The 2016 Conference Host Committee is recommending that the 2016 Tuesday Night Event be held at Universal Studio's City Walk, with Sea World as an alternate if a reasonable arrangement with Universal cannot be negotiated. Mr. McKinney moved, seconded by Ms. Gasparri to negotiate with Universal Studio's City Walk for the first choice for the 2016 Tuesday Night Event. The Board request the 2016 Conference Host Chair, Vice-Chair and Tuesday Night Event Chair authority to negotiate and bring back best deal to the Board for Approval. Motion passed unanimously.

Note: Subsequently the selection of "City Walk" as the Tuesday night event venue was approved by consensus of the Board via email on July 31, 2015.

Appointment of the Audit Committee

The Audit Committee is comprised of the Immediate Past President, the Secretary/Treasurer and one At-Large Director selected by the President. The committee recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax, and liability issues affecting the FGFOA. President Skinner announced the 2015-2016 Audit Committee. Mary-Lou Pickles, Immediate Past President; Linda Howard, Secretary/Treasurer; and Marilyn Rosetti, Director at Large.

NEXT MEETING

The next meeting of the Board of Directors will be at 9:00 a.m., Friday, August 28, 2015, Sanibel Harbour Marriott, Fort Myers, Florida.


ADJOURNMENT


There being no further business, meeting adjourned at 2:15 p.m.

Jeannie Garner
Executive Director, FGFOA

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ATTEST:


Barry Skinner, President


Linda Howard, Secretary/Treasurer