

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

November 4, 2015

The meeting of the FGFOA Board of Directors took place on Wednesday, November 4, 2015, at the PGA Resort, Palm Beach Gardens, 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
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Nicole Gasparri, Director, City of Boca Raton
John McKinney, Director, City of Edgewater (left the meeting at 11:30 a.m.)
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

NOT IN ATTENDANCE:

Kimball Adams, Director, City of Largo

COMMITTEE CHAIRS

Karen Keith, Certification
Michael Gomez, Conference Program
Dave Keller, Legislature
Melissa "Missy" Licourt, 2015 SOGF
Jennifer Desrosiers, 2016 SOGF

CHAPTER PRESIDENTS

Allison Teslia, Palm Beach

STAFF

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

CALL TO ORDER

There being a quorum, President Skinner called the November 4, 2015, meeting of the FGFOA Board of Directors to order at 9:00 a.m.

AGENDA

President Skinner reviewed the November 4, 2015, Agenda. FGFOA State Representatives were added to the agenda. **No Motion required.**

CONSIDERATION OF MINUTES

June 17, 2015 and August 28 minutes were reviewed. **Ms. Gasparri moved, seconded by Ms. Rosetti to approve the June 17, 2015 minutes. Motion passed unanimously.**

Mr. McKinney moved, seconded by Ms. Roberson, to approve the August 28, 2015 FGFOA Board of Directors minutes. Motion passed unanimously.

PRESIDENT'S REPORT

2016-2017 Nominating Committee Members

President Skinner announced the members of the 2016-2017 Nominating Committee. Members are

Barry Skinner – President
Sarah Koser – President-elect
Mary-Lou Pickles – Immediate Past President

Linda Davidson – City of Boca Raton
Michael Gomez- FL Auditor General - Tallahassee
John Proctor – City of Jacksonville
Ann Marie Ricardi – City of Naples
Donna Wright – City of Leesburg
Sondra D'Angelo – City of Melbourne
Anne Lawler – Pinellas County Clerk of the Circuit Court

2015-2016 Action Plan

President Skinner indicated the action plan would be reviewed with each committee report.

PRESIDENT-ELECT REPORT

Space Coast Chapter Bylaw Revision

Ms. Koser reported the Space Coast Chapter had requested their Bylaws be revised as follows:

- Change the annual meeting for election of Board from February every two years to April each year
- Establishment of a Nominating Committee
- Expense approval requirement
- Clarification on chapter committees

Mr. McKinney moved, seconded by Ms. Rosetti, to approve the Space Coast Chapter Bylaw changes. Motion passed unanimously.

South Florida Chapter Bylaw Revision

Ms. Koser reported the South Florida Chapter had requested their Bylaws be revised as follows:

- Remove City Clerks from the name of the Chapter and from the active member category
- Further identifies the purpose of the Chapter
- Creates a lifetime membership category similar to that of the FGFOA
- Clean up language throughout to make it more a consistent document

Mr. Burke moved, seconded by Ms. Gasparri, to approve the South Florida Chapter Bylaw changes. Motion passed unanimously.

Local Chapter President Conference Call

Ms. Koser reported the Local Chapter President conference call was October 20, 2015. Ten out of 15 Chapters were represented. Chapter Presidents on the call gave a status report on their chapters. The next two calls are scheduled for February 25, 2016 and May 12, 2016.

GFOA REPS

Lengthy discussion ensued regarding a shortage of available GFOA reps especially in the South Florida area. Sarah will discuss this more at her next local chapters call. We need more local volunteers to be prepared and willing to make presentations. Governments are working hard and are excited about getting the GFOA awards and we want to keep the positive enthusiasm.

SECRETARY/TREASURER REPORT

Financials as of September 30, 2015

Financials were not complete at the time of the meeting.

Investment Report as of June 30, 2015

Ms. Howard reviewed the Investment Report as of September 30, 2015. Synchrony Bank CD of \$77,471.19 was renewed at 1.25% APY and will mature on September 4, 2016. ProBank CD of \$76,853.36 at .75% APY will mature on September 10, 2016.

Check Register July 1-September 30, 2015

Check register will be reviewed with financials once complete.

2015 FGFOA Fee Analysis

Ms. Howard reviewed the 2015 Fee Analysis. She reported there is no rate increase recommendation. Monitoring of the Annual Conference, webinars and Leadership FGFOA will be necessary to ensure fees cover costs and administrative fees.

EXECUTIVE DIRECTORS REPORT

2016 FGFOA Annual Conference Budget

Ms. Garner reported the Board had requested the meeting planner to review the menus to ensure refreshment breaks will be within budget. Meeting planning did recommend an increase of \$2,500 for rental expenses to include cost of electricity for the session scanners. **Ms. Roberson moved, seconded by Ms. Gasparri to approve the 2016 FGFOA Annual Conference Budget increase of \$2,500 for additional electrical charges. Motion passed unanimously.**

2015-2016 FGFOA Budget

Ms. Garner reviewed the 2015-2016 FGFOA Budget for revisions to increase the \$2,500 rental fee for Annual Conference and increase Pre-conference Seminar from \$16,000 to \$24,000. **Ms. Gasparri moved, seconded by Ms. Roberson, to approve the 2015-2016 FGFOA Budget as amended to covered \$2,500 rental fees and increase Pre-conference Seminar fees to \$24,000. Motion passed unanimously.**

Extra Tickets for Annual Conference Events

Ms. Garner reported at the August 28 Board of Directors meeting there was discussion on how many tickets are used for conference and was it possible to use tickets for certain events. There is no need for Tuesday Business lunch, Pre-Con-Admission or lunch, and ethics course tickets. After discussion; **Mr. Nguyen moved, seconded by Ms. Gasparri to have no admitting or drink tickets for attendees and a guest for the Association Night. Motion passed unanimously. Mr. Burke moved, seconded by Mr. Nguyen, to keep all tickets for the Tuesday Night Event. Motion passed unanimously.**

Self-Parking Issues at Annual Conference

Ms. Garner reported conference attendees have experienced considerable difficulties with self-parking at the last two annual conferences. Meeting planning discussed ways to resolve the issue for future conferences. Marriott and Diplomat will have parking staff stationed to take payment as attendees enter the garage instead of exit. Gates will be left open for exiting.

Future conference and school locations were discussed.

AD-HOC COMMITTEES REPORTS

Leadership FGFOA

Ms. Koser gave an update on the Leadership FGFOA. A total of 30 applications were received. The applications were distributed to a three-member evaluation team who each individually scored the applications. Results were compared and candidates were ranked from 1-30. Initially the class was to accept 20 applicants and there was discussion of accepting up to 25 for the class. The committee prefers to limit the number of participants to 20. **Ms. Ramsey-Chessman moved, seconded by Ms. Rosetti, to limit the class to 20 members. Motion passed unanimously.**

Members will be notified of the 2016 Class members. The committee will finalize the program activities.

FGFOA Board recommended a review of the qualification criteria for future Leadership FGFOA classes.

STANDING COMMITTEE REPORTS

Certification Committee

Karen Keith, Chair, gave the Certification Committee report. All five test banks were reviewed for grammatical errors. Two test were reviewed/rewritten for the fall exams: Treasury by Barry Skinner and Accounting and Financial Reporting by Sarah Koser.

A survey was sent to all active CGFO candidates for feedback on feasibility and details for the spring review and reviews via Webinar. The results were sent to the Board for review. After discussion **Ms. Gasparri moved, seconded by Mr. Nguyen, to develop two-two hour webinars per category for spring review. Motion passed unanimously. Ms. Roberson moved, seconded by Ms. Gasparri, to charge \$25 per two-hour webinar. Motion passed unanimously.**

The spring exam will be held on April 29, 2016 at various locations.

Conference Host Committee

Binh Nguyen, Board Liaison, presented the 2016 Host Committee report. The committee presented theme and logo options for review. **Mr. McKinney moved, seconded by Ms. Gasparri, to select "Volunteer – Be Part of YOUR FGFOA. Motion passed unanimously. Mr. Burke moved, seconded by Mr. McKinney, to select logo choice one. Motion passed unanimously. Ms. Roberson was out of the room and did not vote.**

Conference Program Committee

Mike Gomez, Chair, gave the 2016 Program Committee Report. The Board reviewed the pre-con and conference schedule.

Legislative Committee

Dave Keller, Chair, presented the Legislative Committee report. The committee is sharing information on local and federal preliminary/draft bills and which are significant to the FGFOA membership.

Member Development Committee

John McKinney, Board Liaison, presented the Member Development Committee Report. The revised committee manual. ACE award criteria need to be added to the manual. The Board discussed different categories for the awards. The President asked everyone to get their comments back to him or Jeannie by November 20, 2015.

Ms. Roberson reported she and Peggy McGarrity, Past-President, visited USF to educate students about FGFOA Membership. There were more than 100 students in attendance. Ms. Roberson and Darrel Thomas will be visiting FAU. Discussions on social media ideas should be added to membership conference call. NOTE: Ms. Gasparri left the meeting at 12:35 to teach a session.

2015 School of Governmental Finance

Missy Licourt, Chair, presented the 2015 School of Governmental Finance report. School is a success with over 270 attendees and 98 taking the CGFO exams. The 2016 Committee will hold its first meeting on Thursday, November 5, 2015.

Technical Resources Committee

Ken Burke, Board Liaison presented the Technical Resources Committee report. The committee completed three draft responses to GASB's Exposure Drafts. Two additional Exposure Drafts will be presented to the Board within two weeks.

The Basic Government Resource Manual has been edited and revised and can be found on the FGFOA Web-site www.fgfoa.org. **Mr. Burke moved, seconded by Ms. Shannon Ramsey-Chessman, to approve the Government Resource Manual. Motion passed unanimously.**

2015-2016 Webinar Committee

The webinar committee held "GASB Hot Topics" Webinar on October 15, 2015 with 454 attendees. Financial Transparency Webinar will be held December 17, 2015.

NEXT MEETING


The next meeting of the Board of Directors will be at 9:00 a.m., April 8, 2016, Orlando, Florida.

ADJOURNMENT

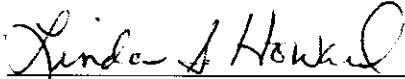
The meeting adjourned at 12:58 p.m.

Jeannie Garner
Executive Director, FGFOA

ATTEST:



Barry Skinner, President



Linda Howard, Secretary/Treasurer