

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING MINUTES
October 25, 2017

The meeting of the FGFOA Board of Directors took place on October 25, 2017 at the School of Governmental Finance, Omni Hotel in Jacksonville, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Linda Howard, President, Florida Municipal Power Agency
Kent Olson, President-elect, City of Tallahassee
Ken Burke, Secretary/Treasurer, Pinellas County Clerk of the Circuit Court and Comptroller
Frank DiPaolo, Director, City of Lighthouse Point
Nicole Gasparri, Director, City of Boca Raton
Mike Gomez, Director, Florida Auditor General Tallahassee
Jonathan McKinney, Director, City of Mount Dora
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County
Jamie Roberson, Director, Osceola County Property Appraiser

COMMITTEE CHAIRS

Kelly Rae Strickland, Certification
Bryan Cahen, Conference Program
Olga Rabel, Member & Leadership
Jennifer Desrosiers, 2017 SOGF
Melissa Burns, Technical Resources
Brandy Ferris, Education & Webinar
Sharon Almeida, 2018 SOGF

CHAPTER PRESIDENTS

N/A

STAFF

Paul Shamoun, Florida League of Cities
Merrily Bennett, Florida League of Cities
Karen Pastula, Florida League of Cities

CALL TO ORDER

There being a quorum, President Howard called the October 25, 2017 meeting of the FGFOA Board of Directors to order at 9:01 a.m.

Agenda Approval

President Howard reviewed the October 25, 2017 Agenda.

Mr. Olson moved, seconded by Mrs. Ramsey-Chessman to approve the October 25, 2017 agenda. Motion passed unanimously.

CONSIDERATION OF MINUTES

The August 25, 2017 minutes were reviewed.

Mrs. Gasparri moved, seconded by Mr. Gomez to approve the August 25, 2017 minutes with corrections to be made. Motion passed unanimously.

PRESIDENT'S REPORT

Update of Strategic Plan

Mrs. Howard reviewed each of the areas of the strategic plan. This agenda item will be continually updated throughout the year to ensure each committee is following through with the 2017-2018 Strategic Plan.

Local Chapter Visits

Mrs. Howard reported that she plans to visit at least five of the local chapters this year. Proposed visits are: Volusia/Flagler, South Florida, Panhandle, Gulf Coast and Space Coast.

Nominating Committee

Mrs. Howard announced her selections for the nominating committee. The Nominating Committee is composed of the President, President-Elect, Immediate Past President and at least seven members appointed by the President. The committee will be the following:

Linda Howard	Kent Olson
Sarah Koser	Jason Loschiavo
Joseph Smith	Darrel Thomas
Patricia White	Lakia McNeal
Jennifer Desrosiers	Cindy Neno
Lori Hill	

Mrs. Roberson moved, seconded by Ms. Gasparri to approve the 2017-2018 Nominating Committee. Motion passed unanimously.

SECRETARY-TREASURER REPORT

6/30/2017 Financials

Mr. Burke reported on the financials as of June 30, 2017. That statement of Financial Position for the year ended June 30, 2017 shows total liabilities and unrestricted net assets were \$874,310 with total current liabilities of \$602,243 and unrestricted net assets of \$272,067. This represents a \$28,253 increase of unrestricted net assets in comparison to the June 30, 2016 balance of \$243,814. Staff was asked to look into why the Board expenses were higher than anticipated. Additionally, members asked for information on the pass vs. fail rate for the CGFO exams. **Mr. Olson moved, seconded by Ms. Gasparri to approve the June 30, 2017 financial statements as presented. Motion passed unanimously.**

EXECUTIVE DIRECTORS REPORT

Membership Report

Mr. Shamoun reported the current membership as of 10/10/2017 is 2,744 Active; 349 Associate; 48 Lifetime/Retiree for a total of 3,141. The List Serve remains active with the following subscribers.

Accounting/Auditing 669
Budgeting 565
Debt/Treasury 590
Financial Administration 563
Personnel/Payroll 299

Investment Report

Mr. Shamoun reviewed the Investment Report as of October 9, 2017. Synchrony Bank CD of \$79,374.04 was renewed at 1.40% APY and will mature on September 4, 2018. American Commerce CD of \$103,015.27 at 1.26% APY will mature on March 10, 2018. Currently the Vanguard account has \$15,968.35.

Check Register

Mr. Shamoun reviewed the check register for April 1, 2017 – June 30, 2017. Staff was asked to provide additional information on the reconciling items listed on the report.

2017 Member Survey Results

Mr. Shamoun reviewed the results of the membership survey that was distributed early October. The results show that 294 members participated in the survey with 97% of those members saying that the FGFOA is accomplishing its mission and eight members said they were not satisfied because they are not able to get a spot in the highly sought-after Beginner Boot Camp. The Board recommends having an open-ended question at the end of all future surveys. The Board also recommended that the communications committee look into setting up a linked-in account as the majority of members said this was their preferred social media tool for professional relationships. Most respondents would like the conference application to be more functional.

2017-2018 Annual Conference Budget Amendment

Mr. Shamoun proposed the following budget amendment to cover the expected costs of the Tuesday Night Event at the 2018 Annual Conference. Revenue would be increased by \$10,000 to be more reflective of past conference attendees and expenses would increase as follows:

Tuesday Night Event	\$15,000
Monday Lunch Voucher	\$20,000
Buses for Tuesday Night	\$6,000
Staff Travel	\$2,000

This proposed budget amendment reduces the projected net income from \$35,200 to \$2,200 and the annual operating budget has a projected loss of \$85,660. The Board also expressed interest in adding additional budget monies for a more robust app for Annual Conference and SOGF. Mr. Burke is currently completing the fee analysis and will be making recommendations that will affect the budget. Mr. Shamoun, Mr. Olson and Mr. Burke will get together and redo the entire budget and bring it to the Board at the February 9, 2018 meeting for Board consideration. Understanding that staff needed the amendment for planning purposes and that this would be brought up at the next meeting,

A motion was made by Mr. Olson and seconded by Mrs. Roberson to approve the budget amendment as presented and have the revised budget added to the February Board meeting agenda.

2019 & 2021 Annual Conference Site Selection

Mr. Shamoun presented proposals from the Florida League of Cities meeting planner, Melanie Howe. Mrs. Howe has contacted Boca Resort, West Palm Beach Convention Center, Miami Beach Convention Center, Tampa Convention Center and the Diplomat Resort. Mr. Shamoun explained that several of the

location researched were not available during May or June 2019. The Boca Resort and West Palm Beach Convention center as well as the Diplomat were options. Boca Raton resort would be the most expensive option costing roughly \$85,000 more than the Diplomat and West Palm Beach would cost \$50,000 more. **A motion was made by Mr. Olson, and seconded by Mr. McKinney to break the 2019 contract with the Diplomat Resort and see other options. Motion did not pass with a vote of four to five.** After further discussion, **a motion was made by Mrs. Howard, and seconded by Mr. Olson to find an agreeable alternative for the 2019 Annual Conference and then look at breaking the current contract with the Diplomat Resort. Motion passed eight to 1 with Mr. Burke dissenting.** This agenda item was discussed further and **a motion was made by Mr. DiPaolo, and seconded by Mr. Olson to have FLC staff expand the search for other hotels to the entire state of Florida and expand the dates to be May – June 2019. Motion passed unanimously.** The 2021 location was discussed. **A motion was made by Mrs. Roberson, seconded by Mrs. Howard to proceed with a contract with the West Palm Beach Convention Center for the 2021 Annual Conference. Motion was withdrawn and will be revisited at the February board meeting.**

AD-HOC COMMITTEE REPORTS

Election Ad Hoc Committee

Mr. Olson, Ad-Hoc Committee Chair, reported the committee held a conference call on October 2, 2017. The committee agreed that it will put forth a process that allows the Nominating Committee to select a slate of candidates to run for Board of Directors positions. More information will be presented at the February board meeting.

Retiree Talent Pool Ad Hoc Committee

Mr. Burke, Ad-Hoc Committee Chair, reported that he had no report.

STANDING COMMITTEE REPORTS

Certification Committee

Mrs. Strickland, Committee Chair, gave an update on the following topics. Application and Renewals, Exams and Review Courses, and Exam Questions Reviews. Mrs. Strickland reported that one of the applicants that was denied for not meeting the governmental experience requirements has asked for clarification on the policies. She proposed an edit to the verbiage on the application to avoid future confusion. Members discussed the criteria and gave Mrs. Strickland some ideas to bring back to the committee. The committee will present a final version of the updated application at the February board meeting.

Conference Host Committee

Mrs. Howard reported the Host Committee has selected Planet Hollywood for the Tuesday Night Event and a logo is being drafted. Mayor Jacobs has been requested for Monday Opening Ceremony and the Presidents Reception will be held at the Rosen School of Hospitality. The Honor Guard, Invocation, and the National Anthem have been secured as well.

Conference Program Committee

Mr. Cahen, Committee Chair, provided a tentative list of topics and speakers and is starting to finalize the details. Times have changed for Opening General Session, Standing Committee Meetings, and the Tuesday Business Lunch. All have been changed to be 20 minutes earlier than in the past.

Communication Committee

Mrs. Howard, Board Liaison, gave a progress update. The Committee would like to include Linked-In to the list of Social Media outlets being used based on survey results.

Education & Webinar Committee

Mrs. Ferris, Committee Chair, reported on the webinars. A list of webinars and topics/dates was provided. The Divergent Seminar has been schedule for November 16, 2017 in Clearwater and the second session in this series is scheduled for May in Ocala. As of now, registration is low and we would need at least 20 participants for this training to be worthwhile. Spring Boot Camp is scheduled for March 12-13, 2018.

Legislative Committee

No report available

Member & Leadership Committee

Mr. Gomez, Board Liaison, reported the Coaching Program has 20 coachees and 16 coaches signed up. Marketing Book Marks have been updated and given out to School attendees and was promoted during the Emerging Leaders Reception during the 2017 School of Governmental Finance. The committee would like to implement a link on the FGFOA website/Coaching Program for FAQ's and testimonials. The Leadership FGFOA application process has been shifted to December. The application has been updated and email notice has been written.

School of Governmental Finance Committee

Mrs. Desrosiers, Chair, provided a final update for the 2017 year. She suggested that the board look at removing one of the added sessions on Wednesday rather than two. She also suggested that the School of Governmental Finance is growing and the committee and board should seek larger hotels to meet the needs. Mrs. Sharon Almeida was introduced to the board. Sharon will be the 2017-2018 chair of the SOGF committee.

Technical Resources Committee

Mrs. Burns reported the committee has completed two responses for exposure drafts from GASB. The Committee will be holding a conference call to discuss updating the committee manual and the Basic Resource Manual. The committee will also be reviewing a survey forwarded to them by President Linda Howard.

ACTION ITEMS

Look into finding a new App
Fee Analysis to be completed by February Meeting
Budget Amendment for 2018 Annual Conference
Update the Board on why Board Expenses are over budget \$4,673
Include LinkedIn to the Social Media outlets we use
Revisit finding locations for 2019 and 2021
Certification Committee update application verbiage
Moderator Training

Find replacement for Lynda Dennis

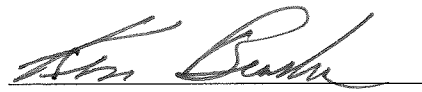
NEXT MEETING

The next meeting of the Board of Directors will be Friday, February 9, 2018 in South Florida. Location TBD.

ADJOURNMENT

The meeting adjourned at 1:06 p.m.

ATTEST:

A handwritten signature in cursive script, appearing to read "Ken Burke", written over a horizontal line.

Ken Burke, Secretary/Treasurer