



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, November 16, 2018

Breakfast 8:00 a.m.
Meeting 8:30 a.m.

**Florida League of Cities
125 East Colonial Drive
Orlando, FL**

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

November 16, 2018

NOT
PRESENT

PRESENT

OFFICERS

Kent Olson
Ken Burke
Jamie Roberson

DIRECTORS

Rip Colvin
Frank DiPaolo
Nicole Gasparri
Mike Gomez
Jonathan McKinney
Shannon Ramsey-Chessman
William Spinnelli
Kelly Strickland

1st Term

2016-2019

2nd Term

2018-2021

3rd Term

2018-2020

2017-2019

2016-2019

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Laura Aker Reece, Conference Host
Bryan Cahen, Conference Program
Brandy Ferris, Education & Webinar
Crystal Kinzel, Legislative
Olga Rabel, Member & Leadership Development
Sharon Almeida, 2018 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

Jordan J. Steffens, Big Bend
Kurt Petersen, Central Florida
Judy Garard, Florida First Coast
Cindy Nenno, Gulf Coast
Karen Keith, Hillsborough
Marge Strausbaugh, Nature Coast
Claudia Rasnick, North Central Florida
Leslie Harmon, Palm Beach
Tatiana Abernathy, Panhandle
Linda Logan-Short, South Florida
Karen Vivian, Southwest
Milo Zonka, Space Coast
Judith Browning, Treasure Coast
Catherine Colwell, Volusia/Flagler

OTHERS IN ATTENDANCE

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities
Karen Pastula, Florida League of Cities

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Friday, November 16, 2018
Breakfast 8:00 a.m.
Meeting: 8:30 a.m.

LOCATION: Florida League of Cities - Orlando - Third Floor Conference Room

- I. Call to Order – Kent Olson, President**
- II. Roll Call**
- III. Consideration of Minutes – September 14, 2018**
- IV. Report of Officers**
 - A. President – Kent Olson**
 - 1. Bylaws Amendment
 - 2. Revisions to Net Assets Policy
 - 3. Appointments to Nominating Committee
 - B. President-elect – Ken Burke**
 - 1. Chapter Presidents Call
 - 2. FGFOA Chapter Dues Survey
 - C. Secretary/Treasurer – Jamie Roberson**
 - 1. Annual Fee Analysis
 - D. Executive Director Report – Paul Shamoun**
 - 1. Membership Update
 - 2. Investment Report as of 09/30/2018
 - 3. History of SOGF and Annual Conference Numbers
 - 4. Bylaws and Election Timeline
- V. Task Force**
 - A. CGFO Marketing**
 - Chair – Shannon Ramsey-Chessman

B. CGFO Ethics Requirement

Chair – Ken Burke

C. Financing the Organization

Chair – Jamie Roberson

D. Subsidizing Programs

Chair – John McKinney

E. Coaching Program

Chair – Jamie Roberson

F. Ad Hoc Committee

1. E-Learning

Co-Chairs – Nicole Gasparri and Frank DiPaolo

VI. Standing Committee Reports

A. Certification Committee

Chair – Lorrie Simmons

Liaison: Shannon Ramsey-Chessman

B. Conference Host

Chair – Laura Aker Reece

Liaison: Nicole Gasparri

C. Conference Program

Chair – Bryan Cahen

Liaison: Rip Colvin

D. Education and Webinar

Chair – Brandy Ferris

Liaison: Frank DiPaolo

E. Legislative

Chair – Crystal Kinzel

Liaison: William Spinelli

F. Member and Leadership Development

Chair – Olga Rabel

Liaison: Kelly Strickland

G. 2018 School of Governmental Finance

Chair – Sharon Almeida

Liaison: John McKinney

H. Technical Resources

Chair – Linda Benoit

Liaison: Mike Gomez

VII. Other Business

**VIII. Next Meeting – Friday, February 22, 2019 – Florida League of Cities
Offices, Third Floor Conference Room, Orlando**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
September 14, 2018

The meeting of the FGFOA Board of Directors took place on September 14, 2018 at the Florida League of Cities offices in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Kent Olson, President, City of Tallahassee
Ken Burke, President-elect, Pinellas County Clerk of the Circuit Court and Comptroller
Jamie Roberson Secretary/Treasurer, City of Apopka
Frank DiPaolo, Director, City of Lighthouse Point
Mike Gomez, Director, Florida Auditor General Tallahassee
Jonathan McKinney, City of Holly Hill
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County
William Spinelli, City of Orlando
Kelly Strickland, City of Sarasota

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Laura Aker Reece, Conference Host
Bryan Cahen, Conference Program
Brandy Ferris, Education & Webinar
Crystal Kinzel, Legislative
Olga Rabel, Member & Leadership
Sharon Almeida, 2018 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Olson called the September 14, 2018 meeting of the FGFOA Board of Directors to order at 8:30 a.m.

CONSIDERATION OF MINUTES

The July 2, 2018 minutes were reviewed.

Mr. McKinney moved, seconded by Mrs. Ramsey-Chessman, to approve the July 2, 2018 minutes. Motion passed unanimously.

PRESIDENT'S REPORT

Appointment to Audit Committee

Mr. Olson, as President, appointed Mike Gomez, Audit Manager for the Florida Auditor General, as the At-large member and will serve as the chair of the Audit Committee.

PRESIDENT-ELECT REPORT

Chapter President Conference Call

Mr. Burke reviewed his report from the August 10, 2018 call which details their discussion noting it was well attended with great participation. The next call will be held in November.

Appointment for 2019 SOGF Chair

Mr. Burke, as President-elect, nominated Sharon Almeida, Assistant Finance Director for the City of Lantana, as the 2019 SOGF chair.

A motion was made by Mr. Burke, seconded by Mrs. Roberson to approve Sharon Almeida as the 2019 SOGF chair. Motion passed unanimously.

SECRETARY/TREASURER

Quarterly Financial Statements 06/30/2018

Mrs. Roberson presented the Quarterly Financial Statements as of 06/30/2018 for review by the Board.

EXECUTIVE DIRECTOR REPORT

Membership Update

Mr. Shamoun presented the current membership report and List Serve activity.

Investment Report as of 06/30/2018

Mr. Shamoun presented the Investment Report as of 06/30/2018. Synchrony Bank CD, with a balance of \$80,203.53 and a rate of 1.4%. American Commerce CD, with a balance of \$104,960.68 and a rate of 1.520%, will mature September 10, 2018. The Vanguard account has a balance of \$16,130.44.

Check Register as of 06/30/2018

Mr. Shamoun reviewed the check register for April 1, 2018 – July 30, 2018.

2021 Annual Conference Contract

Mr. Shamoun presented the 2021 Annual Conference contract with the Boca Raton Resort and Club for review by the Board. The Board recommended FGFOA staff look at the West Palm Beach Conference Center for the 2023 Annual Conference location.

Annual Conference Membership Survey Results

Mr. Shamoun presented the Annual Conference Membership Survey results which were very favorable overall.

CPE Process

Mr. Shamoun updated the Board on the submission process for CPE approval indicating FGFOA staff is not able to get a status update during the approval process. We must wait for the approval come via the USPS. Every effort is made for the approval to get back to the Chapter President on the same day it's received. Paul will follow-up with DBPR to see if we can find a contact to improve the process.

TASK FORCE

CGFO Marketing

A verbal presentation was given by Mrs. Ramsey-Chessman with an addendum handout showing the status of ongoing projects related to CGFO marketing. All recommendations from the task force will go back to the Certification Committee for their input.

CGFO Ethics Requirement

A verbal presentation was given by Mr. Burke with an addendum handout showing bullet points from the September 12, 2018 CGFO Ethics conference call, which was very well attended. Upon recommendation from the task force, FGFOA staff will research the possibility of incorporating online learning into the process for the ongoing ethics requirement. Mr. Burke will have another conference call to determine if FICPA courses offered throughout the state, or a webinar via the FLC website, would meet the requirements for a 4-hour ethics approval; this would replace the open book test currently being used. Mr. Shamoun noted a change would have to be made so it is no longer required to take an open-book test prior to applying for the CGFO certification program. A final recommendation will be brought to the Board in November. The Certification committee will review the specifics brought forth by the task force to ensure it meets FGFOA standards.

Election

Mr. Olson presented an updated recommendation to the nominating and elections process. It is recommended there be a change to the Policy & Procedures that if someone doesn't get chosen for a director seat, then they can be a representative.

A motion was made by Mrs. Ramsey-Chessman, seconded by Mr. Gomez to approve Mr. Olson to create a draft bylaws amendment for review at the November Board meeting. Motion passed 7 to 2, with Mr. Burke and Mrs. Strickland voting no..

Financing the Organization (Fees and Fee Structures)

A verbal presentation was given by Mrs. Roberson. The first conference call will be held on Friday, September 21, 2018 at 10:00 am.

Subsidizing Programs

A verbal presentation was given by Mr. McKinney indicating the task force has not yet met but will meet soon and will prepare a report for the November meeting.

Coaching Program

A verbal presentation was given by Mrs. Roberson. The current Coaching Program is being reviewed. The task force will bring new ideas to the Board at the November meeting.

Mentoring

A verbal presentation was given by Mr. Olson. It was recommended the program be looked at as a resource instead of a formal program.

A motion was made by Mrs. Roberson, seconded by Mr. DiPaolo requesting the task force work with FGFOA staff to create a resource network. Motion passed unanimously.

AD HOC COMMITTEE

E-Learning

A verbal presentation was given by Mr. DiPaolo. The committee is filling up with past Leadership attendees. Mr. DiPaolo noted there are options available for online learning through Radford, but more research needs to be done regarding cost and CPE approval. The committee will continue working and bring new information to the Board in November.

STANDING COMMITTEE REPORTS

Certification Committee

Mrs. Simmons presented the Certification Committee report. The Committee is recommending an

additional CGFO exam date be added at the 2019 Annual Conference. Marketing will need to be ramped up to promote this event to increase attendance. The Board directed Mrs. Simmons to work with staff to hold the additional exam.

Mrs. Simmons presented the Certification Committee report. They are recommending FGFOA staff add a FAQ page to the website on the CGFO landing page. The committee will gather the data and give staff the final content to be posted.

Conference Host Committee

Mrs. Reece presented the Conference Host Committee report, providing several options for the Tuesday night event. Many options were suggested but no final decision made due to logistical issues regarding limited restaurant options in close proximity to shopping. The Committee will do more research around the Museum of Art and the Hard Rock Café. The committee will bring options to the November Board meeting. It is recommended food be included for this event.

The committee also presented several logo options for the 2019 Annual Conference. A vote was taken: 0 Transparency & Integrity; 0 FGFOA centric logo; 10 From Vision to Reality; 12 Seize the Day – this was the winner.

Conference Program Committee

Mr. Cahen presented the Conference Program Committee report which displayed a full program schedule of the 2019 Annual Conference showing session dates, minutes, credits and breaks. Mr. Olson recommended a schedule change where the Past President's meeting would not interfere with classes earning CPE credit. Mr. Cahen will review the schedule and bring a revised version to the November meeting.

Education and Webinar Committee

Ms. Ferris presented the Education and Webinar Committee report including the webinar schedule noting the GASB 87 date is changed from September 20, 2018 to October 11, 2018.

A motion was made by Mrs. Roberson, seconded by Mr. McKinney, to approve the webinar schedule. Ms. Ramsey Chessman and Mr. DiPaolo were not in the room for this vote. Motion passed unanimously.

Legislative

Ms. Kinzel presented the Legislative Committee report and noted there are no legislative issues at this time, however, the committee is getting organized for the upcoming legislative session.

Member and Leadership Development Committee

Ms. Rabel presented the Member and Leadership Development Committee report. The definition of an "Emerging Leader" was discussed without concrete terminology being finalized. The committee will propose a "target audience" at the November Board meeting. Ms. Rabel also presented the final Member and Leadership Development Policy Manual for review by the Board.

A motion was made by Mr. Spinelli, seconded by Mrs. Strickland, to approve the Member and Leadership Development Policy Manual as presented. Motion passed unanimously.

2017/2018 School of Governmental Finance Update

Mrs. Almeida presented the School of Governmental Finance Committee update outlining the Hospitality Suite events.

2017/2018 School of Governmental Finance Committee “Thank You” Gifts

Mrs. Almeida presented a request for the Board to present the SOGF committee with a small thank you gift for their service. The Board recommended each person serving on every FGFOA committee receive a FGFOA card signed by the Board. A personal letter will also be sent to their supervisor on FGFOA letterhead. Staff will bring cards to the November Board meeting.

Technical Resources Committee

Ms. Benoit presented the Technical Resource Committee report indicating the development of a Grants Chapter as a resource for those dealing with grants compliance.

OTHER BUSINESS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, November 16, 2018 at the Florida League of Cities Offices, Orlando.

ATTEST:

Jamie Roberson, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: Bylaws Amendment

Executive Summary, Explanation or Background: The changes proposed in Articles IV, V and VI reflect the implementation of the decisions made by the Board at our September 14, 2018 meeting related to Board composition, Elections and the Nominating processes. The attached proposal to the Bylaws includes both a blacklined and clean version for your review. The proposal creates a Board of six representatives, two directors and three officers. The senior most director will automatically move up to Secretary-Treasurer, just as today the Secretary-Treasurer moves up automatically to the next higher office. This will allow a director plenty of time to prepare for their turn in each of the offices, especially President. The Nominating Committee will have seven members, composed of the President-elect and six members that serve three-year overlapping terms; each President will appoint two such members during their term of office. This will help dilute the ability of any single President from packing the Nominating Committee. The Implementation Plan provides for a smooth transition from our current structure to the new one without infringing on any current director's term of office, including those that will be elected this Spring.

Recommended Action: Approve the proposed revisions to the FGFOA Bylaws related to the Election and Nominating sections in Articles IV, V and VI.

Kent Olson, President

November 6, 2018

Date

Florida Government Finance Officers Association Constitution and Bylaws

Article I

The name of this Association shall be the Florida Government Finance Officers Association, Inc.

Article II

The purpose of this Association shall be to promote the improvement of government financial administration in Florida as developed and recommended by the Government Finance Officers Association of the United States and Canada, the Governmental Accounting Standards Board and other recognized authorities in the field of government finance and administration, which include the development of mutually understandable procedures of record keeping, accounting, budgeting, auditing and financial reporting; the encouragement of the use of common terminology, classification and principles in regard to those subjects; the encouragement of a policy in governmental units of having independent and regularly conducted periodic audits; the discussion and analysis of financial issues arising under the laws of Florida; the perpetuation of recruiting and training of qualified public officials and employees; the enhancement of employment standards and ethics to a level that will assure career employment in the field of governmental finance and administration; the achievement of greater success in the efficiency of delivering governmental services; the evolution of closer relationships and understanding among those concerned with government finance in the public jurisdictions of Florida; and other objectives of mutual interest to government finance officers.

Article III

Active membership may be held in the Association by any duly acting finance, accounting, budget, audit or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida. Retiree membership may be held in the Association by any formerly active member who has duly retired from employment in a public jurisdiction of the State of Florida. Student Membership may be held in the Association by any person not eligible for active membership who is a full time student at a College or university, who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of the Association. Associate membership may be held in the Association by any other person not eligible for active, retiree or student membership, who is interested in the principles and practices of government finance, and who subscribes to the purposes of the Association. The privilege of voting shall be limited to those holding active membership.

Article IV

Officers of this Association shall include: President, President-elect, and Secretary-Treasurer. The terms of all such officers shall be one year, commencing with election, or until their successor has been duly elected. The most senior director shall be eligible for nomination by the nominating committee to the position of Secretary-Treasurer. Once a member has been elected by the membership to an officer position he/she shall, upon completion of the term for which he/she was elected, automatically serve successive terms in the next higher remaining officer positions.

In the event of a vacancy in the office of the Secretary-Treasurer, the most senior director will be automatically elevated to that office. Duties of the officers shall be as set forth in the policies and

Deleted: Any active member shall be

Deleted: an officer position provided he/she shall have served at least three years as a director. In order to be eligible for election to an officer position, any individual currently serving as an at-large member of the Board of Directors, whose current term of office is not scheduled to expire at the next regular annual meeting, shall be required to submit a written letter of resignation from their position as an at large member of the Board of Directors at least thirty (30) days prior to the election; which resignation need not become effective until the next successive installation of officers and Board members.

Deleted: President may fill the vacancy with any eligible active member on an interim basis for the remainder of that term of office, or may elect to leave the position vacant until the next annual meeting. In the event of a vacancy in either the office of the President or President-elect, the next subordinate officer shall move into the vacant position. Any member having been appointed as an officer on an interim basis, must, in order to ascend to the next officer position, be duly elected by the membership at the next annual meeting of the Association.

procedures of the Association adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such officers.

Article V

There shall be a Board of Directors consisting of the three officers, ~~two~~ directors and ~~six~~ representatives who shall be elected at large. The ~~two~~ directors shall each ~~automatically~~ serve ~~successive terms in the next highest offices, according to seniority.~~ One director and three representatives shall be elected each year. ~~The representatives shall each serve for a term of two years.~~ The terms of the ~~representatives~~ shall be staggered so that ~~three~~ directors are elected every year at the regular annual meeting. No ~~representative~~ may serve more than two consecutive terms. A ~~two~~ year term shall be defined as a consecutive period of time during which at least ~~eight~~ quarterly board meetings have been scheduled. Once a ~~representative~~ has served two consecutive terms, he/she may not be re-elected or appointed to the Board of Directors for at least one full year after those terms. In the case of a ~~representative~~ elected to a term of office of less than ~~two~~ years (a partial term) or appointed to fill a vacancy in a ~~representative~~ seat, said ~~representative~~ shall be eligible to serve for a maximum of three consecutive terms.

In the event of a vacancy in a ~~representative or~~ director seat, the ~~Nominating Committee~~ shall solicit ~~nominees and~~ appoint an individual to serve in that seat until the next scheduled election, ~~subject to the confirmation by~~ the Board of Directors, ~~by~~ majority vote. In the event the Board of Directors shall fail to confirm the appointment, the ~~Nominating Committee~~ shall appoint another active member, and this process shall be repeated until the Board of Directors confirms the appointment. A confirmation vote may be made by conference telephone call or by action at a regular or special meeting of the Board of Directors.

It shall be the duty of the Board of Directors to transact the business of the Association including arrangement of meetings as to time, place and program to study all matters referred to it by the Association; and to perform other duties pertaining to the advancement and welfare of the Association. Additional duties of the directors ~~and representatives~~ shall be as set forth in the policies and procedures adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such positions.

A majority of the Board of Directors shall constitute a quorum.

Implementation Plan

~~For the election to be held in 2020, there will be three representatives elected to serve a two-year term. There will also be one director elected to serve in 2020. The Secretary-Treasurer position in 2020 and 2021 shall be filled by any active member who has served at least three years as a director.~~

Article VI

There shall be a Nominating Committee consisting of the President-elect as Chairman, and ~~six~~ active members of the Association. ~~The six active members will serve a three-year term, with each President selecting two members.~~ The President shall select members based upon their knowledge of committee activities, local chapters and functions of the Board of Directors. ~~In making these selections, each President shall attempt to select members that will provide a~~ Nominating Committee that is a cross-sectional representation of the Association in terms of professional disciplines, and government types, sizes and geographical locations.

Appropriate nominating and election policies and procedures shall be adopted ~~by the Board of Directors.~~

Deleted: and eight

Deleted: eight

Deleted: for a term of three years.

Deleted: directors

Deleted: at least two

Deleted: director

Deleted: three year

Deleted: as director

Deleted: three

Deleted: twelve

Deleted: director

Deleted: director

Deleted: three years

Deleted: a director's seat (less than one year) due to

Deleted: director

Deleted: director

Deleted: as director

Deleted: President may

Deleted: , or may elect to leave the seat vacant until the next scheduled election

Deleted: . Should the President elect to appoint an active member for that seat,

Deleted: shall confirm the

Deleted: of that appointment

Deleted: President

Deleted: may

Deleted: , Immediate Past President

Deleted: President-elect,

Deleted: at least seven

Deleted: selected by the

Deleted: In so doing, the President shall attempt to form a

Deleted:

Deleted: o

Deleted: to provide for mail-in ballots or electronic online voting.

Implementation Plan

Formatted: Font: 11 pt

Upon approval of the amendment, the Immediate Past President will appoint two members to the Nominating Committee for a one-year term, and the President shall appoint two members to serve for a two-year term. Each President thereafter shall appoint two members to serve for a three-year term as outlined above.

Formatted: Font: 11 pt

Article VII

The Association shall hold one or more meetings per year, one of which will be the regular annual meeting. A written notice shall be mailed to each member at least 30 days in advance of every regular meeting; special meetings may be held after suitable notice, at least 10 days in advance. At special meetings, only those matters specified in the call may be considered. A majority of the active members of the Association present, shall constitute a quorum for the transaction of any business that may come regularly before them at any regular or special meeting of the Association which has been duly called.

Article VIII

The fiscal year for this Association shall begin on July 1 of each year and end on June 30.

Article IX

The Board of Directors shall adopt an annual budget prior to the beginning of each fiscal year. If it fails to adopt a budget, then the amounts appropriated for the most recent fiscal year shall be deemed adopted on a month-to-month basis with all items prorated accordingly until such time as a budget is adopted.

During the fiscal year, the Board of Directors may amend the budget by transferring any unencumbered appropriations from one budget category to another as deemed necessary. In addition, if the Secretary-Treasurer certifies that there are available for appropriation, revenues in excess of those estimated in the original budget, the Board of Directors may make supplemental appropriations up to the amount of the excess revenues so certified.

Article X

The Board of Directors shall adopt and amend appropriate policies and procedures, including a schedule of dues by class of membership, in order to promote the effective and consistent operation of the Association. The schedule of dues by class of membership shall be amended by majority vote of the Board of Directors.

Article XI

A Life Honorary Membership, with all privileges of an active member, shall be accorded, upon written request to the President, to any Past President who is otherwise no longer eligible for active membership in the Association. In addition, a Life Honorary Membership, with all privileges of an active member, may be accorded to any individual, upon affirmative vote of two-thirds of the active members present at any regular annual meeting of the Association.

Article XII

The Constitution and Bylaws shall be amended by mail-in ballot or electronic on-line voting and upon an affirmative vote of two-thirds of the active members of the Association who vote on such amendment.

Written notice of the proposed amendment shall be sent to all active members at least 30 days prior to the deadline for the ballot on the amendment to be received by the Association.

No proposed amendment to these Bylaws which changes the structure of the officers, the Board of Directors or their respective terms of office, shall be considered by the membership unless it occurs concurrently with the approval of the membership, upon affirmative vote of two-thirds of the active members voting present of an implementation plan which provides for the orderly transition and implementation of the change.

Article XIII

The Board of Directors may establish and recognize local chapter organizations which shall be affiliated with the Association as set forth in the policies and procedures of the Association.

Last Revised: 04/21/2015

Florida Government Finance Officers Association Constitution and Bylaws

Article I

The name of this Association shall be the Florida Government Finance Officers Association, Inc.

Article II

The purpose of this Association shall be to promote the improvement of government financial administration in Florida as developed and recommended by the Government Finance Officers Association of the United States and Canada, the Governmental Accounting Standards Board and other recognized authorities in the field of government finance and administration, which include the development of mutually understandable procedures of record keeping, accounting, budgeting, auditing and financial reporting; the encouragement of the use of common terminology, classification and principles in regard to those subjects; the encouragement of a policy in governmental units of having independent and regularly conducted periodic audits; the discussion and analysis of financial issues arising under the laws of Florida; the perpetuation of recruiting and training of qualified public officials and employees; the enhancement of employment standards and ethics to a level that will assure career employment in the field of governmental finance and administration; the achievement of greater success in the efficiency of delivering governmental services; the evolution of closer relationships and understanding among those concerned with government finance in the public jurisdictions of Florida; and other objectives of mutual interest to government finance officers.

Article III

Active membership may be held in the Association by any duly acting finance, accounting, budget, audit or administrative employee, whether elected or appointed, in a public jurisdiction of the State of Florida. Retiree membership may be held in the Association by any formerly active member who has duly retired from employment in a public jurisdiction of the State of Florida. Student Membership may be held in the Association by any person not eligible for active membership who is a full time student at a College or university, who is interested in the principles and practices of governmental finance, and who subscribes to the purposes of the Association. Associate membership may be held in the Association by any other person not eligible for active, retiree or student membership, who is interested in the principles and practices of government finance, and who subscribes to the purposes of the Association. The privilege of voting shall be limited to those holding active membership.

Article IV

Officers of this Association shall include: President, President-elect, and Secretary-Treasurer. The terms of all such officers shall be one year, commencing with election, or until their successor has been duly elected. The most senior director shall be eligible for nomination by the nominating committee to the position of Secretary-Treasurer. Once a member has been elected by the membership to an officer position he/she shall, upon completion of the term for which he/she was elected, automatically serve successive terms in the next higher remaining officer positions.

In the event of a vacancy in the office of the Secretary-Treasurer, the most senior director will be automatically elevated to that office. Duties of the officers shall be as set forth in the policies and

procedures of the Association adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such officers.

Article V

There shall be a Board of Directors consisting of the three officers, two directors and six representatives who shall be elected at large. The two directors shall each automatically serve successive terms in the next highest offices, according to seniority. One director and three representatives shall be elected each year. The representatives shall each serve for a term of two years. The terms of the representatives shall be staggered so that three directors are elected every year at the regular annual meeting. No representative may serve more than two consecutive terms. A two-year term shall be defined as a consecutive period of time during which at least eight quarterly board meetings have been scheduled. Once a representative has served two consecutive terms, he/she may not be re-elected or appointed to the Board of Directors for at least one full year after those terms. In the case of a representative elected to a term of office of less than two years (a partial term) or appointed to fill a vacancy in a representative seat, said representative shall be eligible to serve for a maximum of three consecutive terms.

In the event of a vacancy in a representative or director seat, the Nominating Committee shall solicit nominees and appoint an individual to serve in that seat until the next scheduled election, subject to the confirmation by the Board of Directors by majority vote. In the event the Board of Directors shall fail to confirm the appointment, the Nominating Committee shall appoint another active member, and this process shall be repeated until the Board of Directors confirms the appointment. A confirmation vote may be made by conference telephone call or by action at a regular or special meeting of the Board of Directors.

It shall be the duty of the Board of Directors to transact the business of the Association including arrangement of meetings as to time, place and program to study all matters referred to it by the Association; and to perform other duties pertaining to the advancement and welfare of the Association. Additional duties of the directors and representatives shall be as set forth in the policies and procedures adopted by the Board of Directors, or shall otherwise correspond to those normally associated with such positions.

A majority of the Board of Directors shall constitute a quorum.

Implementation Plan

For the election to be held in 2020, there will be three representatives elected to serve a two-year term. There will also be one director elected to serve in 2020. The Secretary-Treasurer position in 2020 and 2021 shall be filled by any active member who has served at least three years as a director.

Article VI

There shall be a Nominating Committee consisting of the President-elect as Chairman, and six active members of the Association. The six active members will serve a three-year term, with each President selecting two members. The President shall select members based upon their knowledge of committee activities, local chapters and functions of the Board of Directors. In making these selections, each President shall attempt to select members that will provide a Nominating Committee that is a cross-sectional representation of the Association in terms of professional disciplines, and government types, sizes and geographical locations.

Appropriate nominating and election policies and procedures shall be adopted by the Board of Directors.

Implementation Plan

Upon approval of the amendment, the Immediate Past President will appoint two members to the Nominating Committee for a one-year term, and the President shall appoint two members to serve for a two-year term. Each President thereafter shall appoint two members to serve for a three-year term as outlined above.

Article VII

The Association shall hold one or more meetings per year, one of which will be the regular annual meeting. A written notice shall be mailed to each member at least 30 days in advance of every regular meeting; special meetings may be held after suitable notice, at least 10 days in advance. At special meetings, only those matters specified in the call may be considered. A majority of the active members of the Association present, shall constitute a quorum for the transaction of any business that may come regularly before them at any regular or special meeting of the Association which has been duly called.

Article VIII

The fiscal year for this Association shall begin on July 1 of each year and end on June 30.

Article IX

The Board of Directors shall adopt an annual budget prior to the beginning of each fiscal year. If it fails to adopt a budget, then the amounts appropriated for the most recent fiscal year shall be deemed adopted on a month-to-month basis with all items prorated accordingly until such time as a budget is adopted.

During the fiscal year, the Board of Directors may amend the budget by transferring any unencumbered appropriations from one budget category to another as deemed necessary. In addition, if the Secretary-Treasurer certifies that there are available for appropriation, revenues in excess of those estimated in the original budget, the Board of Directors may make supplemental appropriations up to the amount of the excess revenues so certified.

Article X

The Board of Directors shall adopt and amend appropriate policies and procedures, including a schedule of dues by class of membership, in order to promote the effective and consistent operation of the Association. The schedule of dues by class of membership shall be amended by majority vote of the Board of Directors.

Article XI

A Life Honorary Membership, with all privileges of an active member, shall be accorded, upon written request to the President, to any Past President who is otherwise no longer eligible for active membership in the Association. In addition, a Life Honorary Membership, with all privileges of an active member, may be accorded to any individual, upon affirmative vote of two-thirds of the active members present at any regular annual meeting of the Association.

Article XII

The Constitution and Bylaws shall be amended by mail-in ballot or electronic on-line voting and upon an affirmative vote of two-thirds of the active members of the Association who vote on such amendment.

Written notice of the proposed amendment shall be sent to all active members at least 30 days prior to the deadline for the ballot on the amendment to be received by the Association.

No proposed amendment to these Bylaws which changes the structure of the officers, the Board of Directors or their respective terms of office, shall be considered by the membership unless it occurs concurrently with the approval of the membership, upon affirmative vote of two-thirds of the active members voting present of an implementation plan which provides for the orderly transition and implementation of the change.

Article XIII

The Board of Directors may establish and recognize local chapter organizations which shall be affiliated with the Association as set forth in the policies and procedures of the Association.

Last Revised: 04/21/2015



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: Revisions to Net Assets Policy

Executive Summary, Explanation or Background: The Net Assets Policy provides guidance on our reserve levels. The Policy currently addresses what happens in case of a shortfall in the minimum level and sets a desired level of one-third of the average operating expenditures over the past three years. As I think about what potential exposures to events that may drain our reserves quickly, I think that four months' worth of expenses may be more than we need at this time. I also think we should establish targets for both a minimum and maximum reserve and provide ourselves with some flexibility to manage our reserves within these guidelines. The attached Policy is designed to address these issues.

Recommended Action: Approve the revisions to the Net Assets Policy.

Kent Olson, President

November 2, 2018
Date

FGFOA Net Assets Policy
Proposed

Deleted: As of 02/05/2009

Minimum Net Assets ~~Target~~ Amount— two (2) months of average operating expenses for the prior three (3) years.

~~Maximum~~ Net Assets ~~Target~~ Amount— ~~three (3)~~ months of average operating expenses for the prior three (3) years.

Deleted: Desired

Deleted: four

Deleted: 4

The Board shall seek to maintain the Net Assets Amount in a range between the Minimum and Maximum Target Amounts delineated above.

If the actual Net Assets Amount falls below the Minimum Net Assets ~~Target~~ Amount, the Board of Directors shall take action within two years to increase the Net Assets Amount to a level within the Minimum and Maximum Target Amounts. This action should take into consideration relevant circumstances at that time and include, but not be limited to, appropriate expenditure reductions and/or revenue adjustments.

Deleted: begins to approximate or

Deleted: appropriate

Deleted: restore

Deleted: Desired Net Assets

If the actual Net Assets Amount exceeds the Maximum Net Assets Target Amount, the Board of Directors shall take action within four years to bring the Net Assets Amount back within the Minimum and Maximum Target range. The planned reduction in the Net Assets in a single year shall be limited to no more than 50% of the amount over the Maximum Target Amount.

Formatted: Justified

This policy shall be monitored on an annual basis upon completion of the annual financial statements.

Deleted: quarterly

FGFOA Net Assets Policy Proposed

Minimum Net Assets Target Amount– two (2) months of average operating expenses for the prior three (3) years.

Maximum Net Assets Target Amount– three (3) months of average operating expenses for the prior three (3) years.

The Board shall seek to maintain the Net Assets Amount in a range between the Minimum and Maximum Target Amounts delineated above.

If the actual Net Assets Amount falls below the Minimum Net Assets Target Amount, the Board of Directors shall take action within two years to increase the Net Assets Amount to a level within the Minimum and Maximum Target Amounts. This action should take into consideration relevant circumstances at that time and include, but not be limited to, appropriate expenditure reductions and/or revenue adjustments.

If the actual Net Assets Amount exceeds the Maximum Net Assets Target Amount, the Board of Directors shall take action within four years to bring the Net Assets Amount back within the Minimum and Maximum Target range. The planned reduction in the Net Assets in a single year shall be limited to no more than 50% of the amount over the Maximum Target Amount.

This policy shall be monitored on an annual basis upon completion of the annual financial statements.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: Appointments to Nominating Committee

Executive Summary, Explanation or Background:

The Nominating Committee consists of the Immediate Past President, President, President-elect and at least seven active FGFOA members appointed by the President. The Nominating Committee members shall represent a cross section of the FGFOA based on the member's knowledge of committee activities, local chapters, and functions of the Board of the Directors. The Nominating Committee for 2018-2019 will include the following at-large members:

Kim Ferrell, City of Delray Beach

David Flatt, City of Sarasota

Greg James, Wakulla County Clerk of Courts

Kurt Petersen, Orange County BOCC

Mary-Lou Pickles, St Johns River Water Management District

John Proctor, City of Jacksonville/Duval County

Darrel Thomas, City of Weston

Recommended Action: Informational only.

A handwritten signature in blue ink that reads "Kent Olson".

Kent Olson, President

October 29, 2018

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

2018-2019
BOARD OF DIRECTORS

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: Friday, November 16, 2018

Title of Item: Chapter Presidents Conference Call Report

Executive Summary, Explanation or Background:

The quarterly Chapter Presidents conference call was held on Monday, November 5, 2018. Eleven chapters were represented on the call. A verbal presentation will be made to summarize this call and notes will be handed out at the Board meeting.

Recommended Action:

For Informational Purposes

Ken Burke
Ken Burke

11-06-18
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: Friday, Nov 16, 2018

Title of Item: FGFOA Chapter Dues Survey

Executive Summary, Explanation or Background:

Seven chapters responded to a survey regarding dues. The results of that survey are included in this board packet.

Recommended Action:

FYI Purposes

Ken Burke
Ken Burke

11-06-18
Date

FGFOA Chapter Survey on Dues and Membership Categories

	Does your chapter have an associate membership category for vendors?	Does your chapter have an associate member category for retirees?	Amount of dues for regular membership:	Amount of dues for vendor membership:	Amount of dues for retiree membership:	Please provide any description of your membership categories or dues structure that may be helpful (optional):
1	Yes	Yes	\$10	\$20	\$10	We also have Student at no charge.
2	Yes	No	\$15	\$15	N/A	We have a category for students and do not charge them.
3	Yes	No	\$25	\$50	N/A	
4	Yes	Yes	\$20	\$20	Free	N/C for retiree dues, however, they must pay regular member price for events. Not part of the question, but we charge non-members an additional \$10 for events.
5	Yes	Yes	\$20	\$25	0	
6	Yes	Yes	\$20	\$20	None	We have a large fund balance, so currently if you are an active member then your renewal fee is waived for the year.
7	Yes	Yes	\$10	\$20	\$20	\$10 Active Membership (Active Government Employee), \$20 Associate Member (All Non-Government or Retired) Free- Student Membership



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

2018-2019
BOARD OF DIRECTORS

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: 2018 Annual Fee Analysis

Executive Summary, Explanation or Background:

An annual fee analysis is conducted by the Secretary/ Treasurer to determine if the fees being charged for membership and educational offerings are appropriate.

Recommended Action:

No fee increase for Bootcamp – currently \$440 for Members and \$480 for Associate Members.

No fee increase for the School of Governmental Finance (SOGF) – Currently \$25 for a half week and \$400 for the full week.

No increase in Annual Conference fees, other than the \$25 increase already approved in the 2018 -2019 budget.

2019 fees will be:

Member - \$325

Associate Member - \$385

Non-Member - \$445

The only recommended increase will be in the membership dues which would increase as follows:

Member dues would increase from \$35 to \$50. Associate Member dues would increase from \$35 to \$100. This will be further discussed under the Financing the Organization Task Force agenda item. (Item 5 C)

Jamie Roberson

Jamie Roberson

11/02/2018

Date

FGFOA Fee Directory

Exhibit 1

Membership Dues

Active Membership	\$50	Increased in 2011	Proposed Increase
Associate Membership	100		Proposed Increase
Retiree	35		
Student Membership	0	Reduced from \$15 2013	

Annual Conference

	<u>Early Fee</u>	<u>Regular Fee</u>		
Registration Fees -				
Active Member	\$325	\$365	Increased from \$250 & \$290 in 2016	Approved Increase for 2019
Associate Member	385	425	Increased from \$310 & \$350 in 2016	Approved Increase for 2019
Non-Member	465	485	Increased from \$370 & \$410 in 2015	Approved Increase for 2019
Corporate Sponsor/Exhibitor			Removed 2013 was \$225 & \$265	Approved Increase for 2019
Spouse/Guest			Removed 2013 was \$135 & \$175	Approved Increase for 2019
Pre-Conference Seminar -				
Active Member	\$135	\$175	Increased from \$110 and \$150 in 2016	No Increase for 2019 Proposed
Associate Member	175	215	Increased from \$150 and \$190 in 2016	No Increase for 2019 Proposed
Non-Member	210	250	Increased from \$185 and \$225 in 2016	No Increase for 2019 Proposed
Exhibitor Fee	\$1,750			
Ethics Seminar	\$90	100	Increased from \$65 and \$75 in 2016	No Increase for 2019 Proposed

SOGF

	<u>Early Fee</u>	<u>Regular Fee</u>		
Registration Fees -				
Active Member Basic	\$260	\$300	Increased from \$180 and \$220 in 2015	No Increase for 2019 Proposed
Associate Member Basic	325	365	Increased from \$245 and \$285 in 2015	No Increase for 2019 Proposed
Non-Member Basic	385	425	Increased from \$305 and \$345 in 2015	No Increase for 2019 Proposed
Active Member Inter./Advanced	250	290	Increased from \$110 in 2016; and \$210 in 2015	No Increase for 2019 Proposed
Associate Member Inter./Advanced	310	350	Increased from \$230 and \$270 in 2015	No Increase for 2019 Proposed
Non-Member Inter./Advanced	365	405	Increased from \$285 and \$325 in 2015	No Increase for 2019 Proposed
Active Member Entire Week	400	440	Increased from \$320 and \$360 in 2016	No Increase for 2019 Proposed
Associate Member Entire Week	525	525	Increased from \$405 and \$445 in 2015	No Increase for 2019 Proposed
Non-Member Entire Week	640	680	Increased from \$520 and \$560 in 2015	No Increase for 2019 Proposed

FGFOA Fee Directory

Exhibit 1

Active Member Beginner Boot Camp	440	540	Increased from \$340 and \$380 in August 2017	No Increase for 2019 Proposed
Associate Member Beginner Boot Camp	480	580	Increased from \$415 and \$455 in August 2017	No Increase for 2019 Proposed

Leadership FGFOA

	<u>Early Fee</u>	<u>Regular Fee</u>
Registration Fees -		
Active Member	N/A	\$2,500

CGFO Program

Application	\$50
Per Exam Fee	30
Review Course/per Course	45
Renewals	40
Renewals Late	65

Updated based on Task force Discussions 10/15/2018
Proposed Fee Schedule as of November 2018

FGFOA Administrative Cost Allocation

					<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>
Standing Committees					\$ 5,979	\$ 9,110	\$ 6,538	\$ -	\$ 8,829	\$ 5,229
Professional Services					95,373	99,808	104,629	96,585	97,939	99,898
Meeting Expenses					21,649	14,653	16,206	22,032	21,847	19,017
Total					<u>\$ 123,001</u>	<u>\$ 123,571</u>	<u>\$ 127,373</u>	<u>\$ 118,617</u>	<u>\$ 128,615</u>	<u>\$ 124,144</u>
Annual Conference	2018 20%	2017 20%	2016 20%	Prior 20%	\$ 24,600	\$ 24,714	\$ 25,475	\$ 23,723	\$ 25,723	\$ 24,829
School of Government Finance	15%	15%	15%	15%	18,450	18,536	19,106	17,793	19,292	18,622
CGFO	20%	20%	25%	20%	24,600	24,714	25,475	29,654	25,723	24,829
Seminars	5%	5%	0%	15%	18,450	18,536	19,106	-	6,431	6,207
Pre-Conference Seminars	1%	1%	1%					1,186	1,286	1,241
Webinars	14%	14%	14%					16,606	18,006	17,380
Leadership FGFOA	5%	5%	5%					5,931	6,431	6,207
Boot Camp	5%	5%	5%					5,931	6,431	6,207
General Administration	15%	15%	15%	30%	36,901	37,071	38,213	17,793	19,292	18,622
	100%	100%	100%	100%	<u>\$ 123,001</u>	<u>\$ 123,571</u>	<u>\$ 127,375</u>	<u>\$ 118,617</u>	<u>\$ 128,615</u>	<u>\$ 124,144</u>

Membership Dues vs. Member Costs - Actuals

	<u>FY 13</u>		<u>FY 14</u>		<u>FY 15</u>		<u>FY 16</u>		<u>FY 17</u>		<u>FY 18</u>
Membership Dues	\$ 99,120		\$ 98,315		\$ 99,190		\$ 100,555		\$ 101,535		\$ 103,635
Investment Income	1,318		1,309		1,403		1,632		1,732		3,160
Miscellaneous Income	<u>1,060</u>		<u>990</u>		<u>35</u>		<u>1,168</u>		<u>92</u>		<u>543</u>
	101,498		100,614		100,628		103,355		103,359		107,338
Communication to Members	\$3,590		\$1,972		\$1,666		\$1,710		\$1,455		\$1,393
Administrative Expenses	34,703		30,424		29,276		33,179		33,561		38,765
Standing Committees							8,949		8,829		5,229
Annual Audit							8,875		8,975		9,150
Contributions	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		
	38,293		32,396		30,942		52,713		52,820		54,537
Subtotal	<u>63,205</u>		<u>68,218</u>		<u>69,686</u>		<u>50,642</u>		<u>50,539</u>		<u>52,801</u>
Administrative Cost Allocation (General Administration)	<u>36,901</u>		<u>37,071</u>		<u>38,213</u>		<u>17,793</u>		<u>19,292</u>		<u>18,622</u>
Difference	<u>\$ 26,304</u>		<u>\$ 31,147</u>		<u>\$ 31,473</u>		<u>\$ 32,848</u>		<u>\$ 31,246</u>		<u>\$ 34,179</u>

2017-2018 Fee Analysis	2017-2018	2017 - 2018	2018-2019
	Approved October 2017	ACTUAL	Approved July 2, 2018
REVENUES			
Membership Dues	\$97,000	\$103,635	\$105,000
Investment Income	\$1,500	\$3,160	\$4,000
Annual Conference	\$542,000	\$600,583	\$636,500
Boot Camps	\$39,600	\$40,960	\$52,800
School of Governmental Finance	\$73,840	\$78,802	\$78,230
Divergent Series	\$17,500	\$3,675	\$0
Leadership FGFOA	\$54,000	\$54,000	\$0
Pre-Conference Seminar	\$22,000	\$25,635	\$27,000
CGFO Fees	\$44,000	\$37,575	\$45,000
Miscellaneous Income	\$1,000	\$543	\$0
TOTAL REVENUES	\$892,440	\$948,568	\$948,530
EXPENSES			
Training/ Education			
Conference Expenses	\$539,800	\$531,747	\$644,700
Boot Camps	\$33,600	\$21,407	\$38,200
School of Governmental Finance	\$78,400	\$51,914	\$77,550
Leadership FGFOA	\$63,500	\$63,625	\$0
Divergent Series	\$17,500	\$889	\$0
Pre-Conference Seminar	\$24,000	\$24,785	\$25,000
CGFO Expenses	\$46,000	\$8,102	\$63,000
NASBA Fees	\$1,000	\$795	\$1,000
Total - Training/ Education Expenses	\$803,800	\$703,264	\$849,450
Standing Committees:			
Standing Committee Meetings	\$1,000	\$848	\$2,000
All Committee Mtgs @ Conference	\$6,000	\$4,381	\$7,000
Total - Standing Committees	\$7,000	\$5,229	\$9,000
Communication to Members			
Internet Homepage	\$100	\$0	\$0
Postage & Mailing	\$1,000	\$911	\$500
Printing & Duplicating	\$1,000	\$482	\$1,500
Total Communication to members	\$2,100	\$1,393	\$2,000
Professional Services:			
Administrator	\$99,900	\$99,898	\$115,000
Auditor Fees	\$9,500	\$9,150	\$9,500
Total - Professional Services	\$109,400	\$109,048	\$124,500
Meeting Expenses:			
GFOA Reception	\$5,000	\$5,083	\$5,000
Board of Directors	\$8,500	\$8,721	\$21,500
Strategic Planning	\$3,500	\$1,544	\$3,500
GFOA Conference	\$5,000	\$3,669	\$4,000
Total Meeting Expenses	\$22,000	\$19,017	\$34,000
Administrative Expenses:			
Insurance Expense	\$4,200	\$4,340	\$4,500
List Serve - ongoing fees	\$5,000	\$2,346	\$4,000
Filings & Registrations	\$100	\$61	\$100
Staff Travel	\$3,000	\$2,307	\$3,500
Miscellaneous Expense	\$6,000	\$2,167	\$3,500
Depreciation	\$500	\$127	\$200
Credit Card Terminal	\$15,000	\$27,417	\$20,000
Total - Administrative Expenses	\$33,800	\$38,765	\$35,800
TOTAL EXPENSES	\$978,100	\$876,716	\$1,054,750
Increase (Decrease) in Net Assets	(\$85,660)	\$71,852	(\$106,220)
Net Assets-Beginning of Period	\$272,067	\$272,230	\$344,082
Net Assets-End of Period	\$186,407	\$344,082	\$237,862

FGFOA Annual Conference

	2016 Orlando (a)	2017 Hollywood (a)	2018 Orlando (a)
Revenues	\$ 504,258	\$ 575,485	\$ 600,583
Expenses (a)	435,427	509,069	531,747
Revenues less Expenses	68,831	66,416	68,836
Administrative Cost Allocation	23,723	25,723	24,829
Net Income (Loss)	\$ 45,108	\$ 40,693	\$ 44,007
No. of Participants	972 (b)	996 (b)	1,047 (b)
Special Events Revenues ⁽¹⁾			
Exhibitor Fees	\$ 166,500	\$ 184,325	\$ 202,475
Extra Tickets	4,425	1,685	3,365
Golf	4,700	0	5,500
	175,625	186,010	211,340
Special Events Expenses ⁽¹⁾			
Golf Tournament	5,609	0	5,657
Association Night	32,060	45,023	48,743
Tuesday Event	81,699	90,499	116,227
Hospitality Suite	22,645	31,447	24,883
President's Reception	10,686	12,561	11,179
Opening Ceremony		1,240	300
Emerging Leaders Reception		4,654	4,314
Walking Tour	0	0	0
	152,699	185,424	211,303
Special Events Excess (Subsidy)	\$ 22,926	\$ 586	\$ 37
Total Registration revenue			319,060
Total Ethics Course			10,740
Average Registration per Participant	\$ 267	\$ 261	\$ 294
Hotel Commissions, Corporate Registration, and Other Income per Participant	71	130	372
Total Average Revenue (Excluding Special Events)	\$ 338	\$ 391	\$ 666
Cost per Participant (Excluding Special Events & Administrative Cost Allocation)	\$291	\$325	\$306
Cost per Participant (Excluding Special Events)	\$315	\$351	\$330
Net Excess (Loss) Per Participant (Excluding Special Events)	23	40	336

⁽¹⁾ Amounts are included in revenues and expenses shown above

(a) excludes Boot Camp revenues and expenses

(b) Excludes 30 Boot Camp participants

FGFOA School of Governmental Finance

	FY15 2014	FY16 2015	FY17 2016	FY18 2017
	Destin	Palm Beach Gardens	Fort Myers	Jacksonville
Revenues	\$ 55,888	\$ 84,334	\$ 64,300	\$ 78,802
Expenses	74,688	70,921	60,000	51,914
Revenues Less Expenses	(18,800)	13,413	4,300	26,888
Administrative Cost Allocation	20,007	17,793	19,292	18,622
Net Income (Loss)	\$ (38,807)	\$ (4,380)	\$ (14,992)	\$ 8,266
No. of Participants	230	259	234	233
<u>Special Event Expenses ⁽¹⁾</u>				
Golf	\$ -	\$ -	\$ -	\$ -
Hospitality Suite	6,007	7,581	8,231	2,939
	6,007	7,581	8,231	2,939
Excess (Subsidy)	<u>\$ (6,007.0000)</u>	<u>\$ (7,581.0000)</u>	<u>\$ (8,231.0000)</u>	<u>\$ (2,939.0000)</u>
Average Registration per Participant	\$227	\$267	\$210	\$338
Hotel Commission per Participant	12	41	45	0
	\$239	\$309	\$256	\$338
Cost per Participant (Excluding Special Events & Administrative Cost Allocation)	\$ 299	\$ 245	\$ 221	\$ 210
Cost per Participant (Excluding Special Events)	\$ 386	\$ 313	\$ 304	\$ 290
Total Revenues per Participant	\$ 243	\$ 324	\$ 273	\$ 338
Total Cost per Participant	\$ 412	\$ 343	\$ 339	\$ 303
Excess/(Subsidy) Per Participant	\$ (169)	\$ (19)	\$ (66)	\$ 35

Note: FY 16 Expenses have been adjusted to move \$13,020 in Refreshment Breaks and \$1,500 for AV Costs to CGFO expenses to reflect costs associated with the Fall Review Courses.

⁽¹⁾ Amounts are included in revenues and expenses shown above

FGFOA CGFO Program

	<u>FY 13</u>		<u>FY 14</u>		<u>FY 15</u>		<u>FY 16</u>		<u>FY 17</u>		<u>FY 18</u>	
Revenues	\$	27,945	\$	29,255	\$	26,510	\$	57,060	\$	44,010	\$	37,575
Expenses ⁽¹⁾		2,855		2,288		2,069		16,650		15,509		8,102
Revenues less Expenses		<u>25,090</u>		<u>26,967</u>		<u>24,441</u>		<u>40,410</u>		<u>28,501</u>		<u>29,473</u>
Administrative Cost Allocation		24,600		24,714		25,475		29,654		25,723		24,829
Net Income (Loss)	\$	<u>490</u>	\$	<u>2,253</u>	\$	<u>(1,034)</u>	\$	<u>10,756</u>	\$	<u>2,778</u>	\$	<u>4,644</u>
<u>Revenue Detail</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>	<u>No.</u>	<u>Amount</u>
Applications (\$50)	42	\$ 2,100	50	\$ 2,500	46	\$ 2,300	65	\$ 3,250	54	\$ 2,900	58	\$ 2,900
Exams (\$30)	342	10,260	338	10,140	316	9,480	585	17,550	366	15,750	366	10,980
Review Courses (\$45)	230	10,350	231	10,395	202	9,090	363	16,340	295	13,275	285	12,825
Spring Webinar Courses (\$25)							496	12,400	292	7,300	178	4,445
Renewals (\$40)	126	5,235	148	6,220	141	5,640	188	7,520	120	4,785	161	6,425
Revenue Check		<u>\$ 27,945</u>		<u>\$ 29,255</u>		<u>\$ 26,510</u>		<u>\$ 57,060</u>		<u>\$ 44,010</u>		<u>\$ 37,575</u>

⁽¹⁾ FY 16 expenses do not include expenses for refreshment breaks, speaker gifts for review course instructors and the hospitality suite provided to CGFO Program participants by the SOGF. This item has been adjusted for AV costs of \$1,500 and \$13,020 for Refreshment Breaks incurred in FY16.

FGFOA Pre-Conference Seminars

	Orlando 2016 Actual	Hollywood 2017 Actual	Orlando 2018 Actual
Revenues	\$ 20,275	\$ 24,600	\$ 25,635
Expenses	19,092	23,596	24,785
Revenues less Expenses	1,183	1,004	850
Administrative Cost Allocation	1,186	1,286	1,241
Net Income (Loss)	<u>\$ (3)</u>	<u>\$ (282)</u>	<u>\$ (391)</u>
No. of Participants	172	144	188
Average Registration per Participant	\$ 118	\$ 171	\$ 136
Cost per Participant	\$ 111	\$ 164	\$ 132
Cost per Participant including Administrative Cost Allocation	\$ 118	\$ 173	\$ 138
Excess/(Subsidy) Per Participant (without Administrative Costs)	\$ 7	\$ 7	\$ 4
Excess/(Subsidy) Per Participant (with Administrative Costs)	\$ 0	\$ (2)	\$ (2)

Leadership FGFOA

	Orlando 2016 Actual	Orlando 2017 Actual	Orlando 2018 Actual
Revenues (includes 1 cancellation fee in 2016)	\$ 50,100	\$ 50,000	\$ 54,000
Expenses	59,630	58,694	63,625
Revenues less Expenses	(9,530)	(8,694)	(9,625)
Administrative Cost Allocation	5,931	5,931	6,207
Net Income (Loss)	<u>\$ (15,461)</u>	<u>\$ (14,625)</u>	<u>\$ (15,832)</u>
No. of Participants	20	20	20
Average Registration per Participant	\$ 2,505	\$ 2,500	\$ 2,700
Cost per Participant	\$ 2,982	\$ 2,935	\$ 3,181
Cost per Participant including Administrative Cost Allocation	\$ 3,278	\$ 3,231	\$ 3,492
Excess/(Subsidy) Per Participant (without Administrative Costs)	\$ (477)	\$ (435)	\$ (481)
Excess/(Subsidy) Per Participant (with Administrative Costs)	\$ (773)	\$ (731)	\$ (792)
<u>Detailed Expenses</u>			
Hotel Fees	\$ 15,180	\$ 16,575	\$ 14,513
Refreshment Breaks	6,948	3,125	3,140
Lunch	1,338	4,543	3,762
Dinner	7,055	6,511	7,278
Audio Visual Equipment Rentals	2,991	3,677	3,909
Room Rental	1,387	0	0
Awards	1,544	1,204	1,410
Supplies	174	0	0
Printing/Duplicating	409	109	630
Speaker Expense	19,706	18,847	24,883
Meeting Planning Services	2,000	2,000	2,000
Staff Travel	898	2,103	2,100
Total Expenses	<u>\$ 59,630</u>	<u>\$ 58,694</u>	<u>\$ 63,625</u>

FGFOA Boot Camp

	FY17 2017	FY17 2018
	Total Actual	Total Actual
Revenues (Registration)	\$ 33,320	\$ 40,960
Expenses	25,894	21,407
Revenues Less Expenses	7,426	19,553
Administrative Cost Allocation	-	6,207
Net Income (Loss)	\$ 7,426	\$ 13,346
No. of Participants	90	93
Average Registration per Participant	\$ 370	\$ 440
Hotel Commission per Participant		
Total Revenues per Participant	\$ 370	\$ 440
Cost per Participant (Excluding Administrative Cost Allocation)	\$ 288	\$ 230
Total Cost per Participant	\$ 288	\$ 297
Excess/(Subsidy) Per Participant (without Administrative Costs)	\$ 83	\$ 210
Excess/(Subsidy) Per Participant (with Administrative Costs)	\$ 83	\$ 144
<u>Detailed Expenses</u>		
Speaker Fees	\$ 3,179	\$ 8,512
Audio Visual	1,208	850
Refreshment Breaks	3,365	5,204
Lunch	775	4,319
Room Rental	0	1,123
Staff Travel	0	469
Printing	103	930
	\$ 8,631	\$ 21,407

Divergent Series - New Program FY 17

	2017 Actual	2,018 Actual
Revenues	\$ 6,475	\$ 3,675
Expenses	6,695	889
Revenues less Expenses	(220)	2,786
Administrative Cost Allocation	6,431	0
Net Income (Loss)	<u>\$ (6,651)</u>	<u>\$ 2,786</u>
No. of Participants	37	21
Average Registration per Participant	\$175	\$175
Cost per Participant	\$181	\$42
Cost per Participant including Administrative Cost Allocation	\$355	\$42
Excess/(Subsidy) Per Participant (without Administrative Costs)	(\$6)	\$133
Excess/(Subsidy) Per Participant (with Administrative Costs)	(\$180)	\$133
<u>Detailed Expenses</u>		
Refreshment Breaks	1,317	164
Breakfast	1,571	188
Lunch	1,785	379
Equipment Rental	1,568	0
Staff Travel	454	158
Total Expenses	<u>\$6,695</u>	<u>\$889</u>

Webinars

	All Webinars
Revenues	\$0
Expenses	0
Revenues less Expenses	0
Administrative Cost Allocation	17,380
Net Income (Loss)	(\$17,380)
No. of Participants	3,107
Average Registration per Participant	\$0.00
Cost per Participant including Administrative Cost Allocation	\$5.59
Excess/(Subsidy) Per Participant (with Administrative Costs)	(\$5.59)

**FGFOA FY 18
Fee Analysis**

Exhibit 13

Administrative Cost Allocation

Standing Committees		\$ 5,229
Professional Services		99,898
Meeting Expenses		19,017
Total		<u>\$ 124,144</u>
Annual Conference	20%	\$ 24,829
School of Governmental Finance	15%	18,622
CGFO	20%	24,829
Webinars/Seminars	5%	6,207
Pre-Conference Seminars	1%	1,241
Webinars	14%	17,380
Boot Camp	5%	6,207
Leadership FGFOA	5%	6,207
General Administration	15%	18,622
	100%	<u>\$ 124,144</u>

Membership Dues vs. Member Costs/General Administration

Membership Dues	\$ 103,635
Investment Income	3,160
Miscellaneous Income	543
	107,338
Communication to Members	1,393
Direct Administrative Expenses	38,765
Standing Committees	5,229
Annual Audit	9,150
Contributions	
	<u>54,537</u>
SubTotal	52,801
Administrative Cost Allocation (General Administration)	18,622
Difference	<u>\$ 34,179</u>

	2018 Annual Conference	2018 SOGF	CGFO Program	Pre- Conference Seminars	Webinars	Boot Camp	Leadership FGFOA	Divergent Series	Totals
Revenues	\$ 600,583	\$ 78,802	\$ 37,575	\$ 25,635	\$ -	\$ 40,960	\$ 54,000	\$ 3,675	\$ 841,230
Expenses	531,747	51,914	8,102	24,785	-	21,407	63,625	889	702,469
Revenues less Expenses	68,836	26,888	29,473	850	-	19,553	(9,625)	2,786	138,761
Administrative Cost Allocation	24,829	18,622	24,829	1,241	17,380	6,207	6,207	6,207	105,522
Net Income (Loss)	<u>\$ 44,007</u>	<u>\$ 8,266</u>	<u>\$ 4,644</u>	<u>\$ (391)</u>	<u>\$ (17,380)</u>	<u>\$ 13,346</u>	<u>\$ (15,832)</u>	<u>\$ (3,421)</u>	<u>\$ 33,239</u>
Special Event Revenues	\$ 211,340	\$ -							
Special Event Expenses	211,303	2,939							
Excess (Subsidy)	<u>\$ 37</u>	<u>\$ (2,939)</u>							

Note: Special Event Revenues and Expenses from the Conference are included in the Table above, and are shown here only for informational purposes.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item Request

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: Membership Update and List Serve Data

Executive Summary, Explanation or Background Information on Request:

Membership Paid	10/29/18	08/23/18	05/25/18
Active:	2,345	2,169	2,583
Associate:	256	236	315
Lifetime/Retiree	47	47	48
Total	2,648	2,452	2,946

List Serve Activity
Attached






Recommended Action:

None. Information only.

Paul Shamoun, Executive Director

October 29, 2018
Date

FGFOA Listserve Report August 1, 2018 thru October , 2018

List Name	List Title
 FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (654 Subscribers)
 FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (555 Subscribers)
 FGFOA-DEBTTREASURY	FGFOA - List - Debt & Treasury (556 Subscribers)
 FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (568 Subscribers)
 FGFOA-PERSONNELPAYROLL	FGFOA - Listserv - Personnel & Payroll (323 Subscribers)

Accounting & Auditing

[Audit Committee or Audit Ad Hoc Committee](#) (2 messages)
[Building & Permitting Department](#) (19 messages)
[EMS Billing Service](#) (5 messages)
[Financial Software for Payroll and Accounts Payable](#) (1 message)
[Fixed Assets Software](#) (6 messages)
[GASB 75](#) (11 messages)
[golf cart advertising](#) (1 message)
[Grant Accounting](#) (2 messages)
[Excess monies over Base premium tax revenues. FL 175-185 Police & Firefighter](#) (4 messages)
[Financial Software RFP](#) (2 messages)
[Forfeited Foreign Coins, Jewelry](#) (1 message)
[Kronos Workforce Ready \(Payroll\) and Finance Plus 5.1](#) (1 message)

[Cell Phone Policies](#) (1 message)
[Debt Policy](#) (1 message)
[GFOA Certificate of Achievement for Excellence in Financial Reporting](#) (15 messages)
[Off duty police](#) (1 message)
[Recruiting Accounting Professionals](#) (2 messages)
[Written Policy or Procedure on Post Issuance disclosure compliance](#) (3 messages)

Budgeting

[Budget Forms](#) (2 messages)
[Business License Tax](#) (24 messages)
[Financial / Budget Reports on Web Site](#) (1 message)
[golf cart advertising](#) (1 message)

[Business License Tax](#) (1 message)
[Amended budget](#) (6 messages)
[Amended Budget for Cities](#) (2 messages)
[Capital Project Management](#) (1 message)

Debt & Treasury

N/A

Financial & Administration

[Accounting/Bookkeeping Clerk](#) (2 messages)
[Advertising RFP](#) (13 messages)
[Arbitrage calculation service providers](#) (10 messages)
[Are there reporting requirements to the US Treasury?](#) (2 messages)
[Energy Savings Contract](#) (1 message)
[Financial / Budget Reports on Website](#) (3 messages)
[Home Rule TIF Districts](#) (1 message)
[Paying Vendors For Quotes](#) (1 message)
[Tyler Tech-ENERGOV](#) (1 message)

[<No subject>](#) (1 message)
[Bad debt](#) (2 messages)
[Commissioner Discretionary Funds](#) (4 messages)
[Department Purchasing Thresholds](#) (2 messages)
[Fuel Cards](#) (9 messages)
[General Fund Administration Allocation](#) (3 messages)
[Main Street Organization](#) (3 messages)
[Retainage](#) (1 message)
[RFP building inspection services](#) (3 messages)
[RFP for Compensation Study](#) (2 messages)
[8 hour shifts to 12 hour shifts leave accruals](#) (1 message)
[Employee Awards & Recognition](#) (5 messages)
[Fixed Assets Tracking](#) (2 messages)
[PayPal Account](#) (3 messages)
[Purchasing Procedures](#) (2 messages)
[Value Adjustment Board \(VAB\) Software](#) (2 messages)
[Vantiv-Worldpay Credit Card Processor Agreement](#) (1 message)
[VOIP Agreement](#) (1 message)

Personnel & Payroll

[Accounting/Bookkeeping Clerk](#) (2 messages)
[OPEB/Retirement eligibility policy question](#) (3 messages)
[Financial Software RFP](#) (4 messages)
[FRS Contributions File with Tyler MUNIS](#) (1 message)
[RFP for Insurance Consultant](#) (1 message)
[Time sheet software](#) (1 message)
[Off duty details for police](#) (4 messages)



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF
DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

Meeting Date: November 16, 2018

Title of Item: Investment Report

Executive Summary, Explanation or Background Information on Request:

FGFOA Certificates of Deposit

As of 09/30/2018.

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-
Chessman

William Spinelli

Kelly Strickland

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/17	Synchrony Bank	\$80,645.32	1.40%	12 months	09/04/19
03/09/18	American Commerce	\$104,960.68	1.52%	12 months	09/10/19
<u>Money Market Account</u>					
	Vanguard	\$16,207.93			
	TOTAL	<u>\$201,813.93</u>			

Recommended Action:

For review



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: History of SOGF and Annual Conference Attendance

Executive Summary, Explanation or Background:

Attached is the history of attendance for SOGF and Annual Conference from 2010.

Recommended Action:

For review.

Paul Shamoun, Executive Director

November 16, 2018
Date

Florida Government Finance Officers Association Attendance History

Event	Date	Location	Attendance Total
Annual Conference	May 22-26, 2010	Hilton Orlando Hotel, Orlando	917
SOGF	November 8-12, 2010	Renaissance Resort at World Golf Village, St. Augustine	230
Annual Conference	June 26-29, 2011	Boca Raton Resort, Boca Raton	972
SOGF	October 31st - November 4th, 2011	Renaissance Resort at World Golf Village, St. Augustine	224
Annual Conference	May 5-9, 2012	Marriott World Center, Orlando	944
SOGF	November 12-16, 2012	Hyatt Regency, Sarasota	232
Annual Conference	June 22 - 26, 2013	Boca Raton Resort, Boca Raton	972
SOGF	November 18-22, 2013	Hyatt Regency, Sarasota	240
Annual Conference	May 28 - June 4, 2014	Marriott World Center, Orlando	968
SOGF	November 17-21, 2014	Hilton Sandestin, Destin	196
Annual Conference	June 13 - 17, 2015	Diplomat Resort & Spa, Hollywood	1,026
SOGF	November 2-6, 2015	PGA National Resort, Palm Beach Gardens	268
Annual Conference	June 11 - 15, 2016	Marriott World Center, Orlando	1,016
SOGF	October 24-28, 2016	Sanibel Harbour Marriott Resort & Spa, Fort Myers	237
Annual Conference	June 24-28, 2017	Diplomat Resort & Spa, Hollywood	1,047
SOGF	October 22-28, 2017	Omni Jacksonville Hotel, Jacksonville	233
Annual Conference	June 16-20, 2018	Marriott World Center, Orlando	1,056
SOGF	October 15-19, 2018	PGA National Resort, Palm Beach Gardens	327



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: November 16, 2018

Title of Item: Bylaws and Election Timeline

Executive Summary, Explanation or Background:

In past years when there was a By-Law amendment proposed to the membership, it was sent out as part of the election process. Timelines have been prepared the line up the election process and the By-Law process.

Recommended Action:
For Review

Paul Shamoun, Executive Director

November 16, 2018
Date

Amendment of the FGFOA Bylaws Schedule

Dates	Action Taken	Requirement of Minimum time relation to the Annual Conference
	An amendment to the Bylaws of the FGFOA may be placed on the referendum in a format where the drafted amendment shows all Bylaw changes in add-delete format as well as amended format, and shall contain an effective date	Only by a majority vote of the Board of Directors
01/15/2019	A copy of all Bylaw amendments approved for referendum by majority vote of the Board shall be mailed to all active members, along with a solicitation of written comments by the membership	No later than sixty (60) days prior to the distribution of ballots
02/15/2019	Any active member may make written comment to the Board on his/her position as related to the proposed Bylaw amendment.	Comment due date.
	The Immediate Past President shall receive all comments so submitted by the membership and shall incorporate such comments into an unbiased position paper.	
	The Immediate Past President may edit and consolidate comments for purposes of brevity and clarity; however, all positions represented by the membership shall be included in such position paper.	
03/08/2019	The position paper and Bylaw amendments shall be posted on the FGFOA website.	No later than thirty (30) days prior to the distribution of the ballots
04/08/2019	Referendum ballots process shall be the same as the voting procedures for election of Officers and Directors	

FGFOA Election Schedule		
Dates	Action Taken	Requirement of Minimum time relation to the Annual Conference
11/16/2018	Appoint Nominating Committee	
Week of 02/15/2019	Nominating Committee Meeting Conference Call	Prior to the initiation of the nomination process
Week of 02/15/2019	Nominating Committee Meeting Meet in Person (required)	Prior to the initiation of the nomination process if there are 2 or more candidates for Secretary/Treasurer
02/18 – 03/06/2019	Nominating Committee shall actively solicit prospective candidates	Upon Appointment
03/07/2019	All candidates required to complete application form to be reviewed for willingness to serve, eligibility and qualifications for holding office	
03/07/2019	Nominating Committee will review the applications and resumes to recommend a qualified member (one candidate) for Secretary/Treasurer and to recommend qualified members (multiple candidates) for Directors	
03/15/2019	Nominating Committee Meet in Person	
03/15/2019	Pictures and biographic summaries of the candidates shall be posted on the FGFOA website	
03/22/2019	Nominating Committee shall provide a notice of their recommendations to the membership through the newsletter or by separate mailing/email	At least one (1) week after the Nominating Committee finalizes the candidates
03/22/2019	Nominating Committee shall provide an official election ballot indicating each office to be voted on by the membership and the name of all candidates listed below the respective office	
04/05/2019	Any applicant who the Nominating Committee reviewed but did not select for the ballot, may petition the Nominating Committee for purposes of placing his/her name on the ballot	Following the notice by the Nominating Committee to the membership
04/05/2019	Any candidate who chooses to petition the Nominating Committee pursuant to the above will be included on the ballot, provided the petition is signed by at least eight (8) active members from different governmental entities	This must be delivered to the Chair of the Nominating Committee no more than two (2) weeks after the Notice of the State of Candidates has been distributed to the active membership.
04/08/2019	Online voting shall be opened	Approximately one (1) week after the petition deadline
04/19/2019	Online voting will close.	Approximately ten (10) business days after the opening of the online voting
04/08 – 04/19/2019	Executive Director will monitor the online voting process and secure ballots as they are received into administrative offices	
04/19/2019	Online votes will be tabulated at 5:00 pm ET	On the same day online voting closes
04/19/2019	Executive Director will announce election results by notifying only the Immediate Past President	On the same day online voting closes
04/19/2019	Candidates are contacted with results	On the same day online, voting closes
04/19/2019	Results posted to FGFOA website	The morning after voting closes
04/19/2019	Results will be emailed to the membership	After candidates have been contacted; the morning after voting closes
06/11/2019	Newly Elected Board members will take office	Immediately following the installation of Officers and Directors

Article XII

The Constitution and Bylaws shall be amended by mail-in ballot or electronic on-line voting and upon an affirmative vote of two-thirds of the active members of the Association who vote on such amendment. Written notice of the proposed amendment shall be sent to all active members at least 30 days prior to the deadline for the ballot on the amendment to be received by the Association.

No proposed amendment to these Bylaws which changes the structure of the officers, the Board of Directors or their respective terms of office, shall be considered by the membership unless it occurs concurrently with the approval of the membership, upon affirmative vote of two-thirds of the active members voting present of an implementation plan which provides for the orderly transition and implementation of the change.



Florida Government Finance Officers Association Certification Committee 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Lorrie A. Simmons, MSA, CGFO
Manager, Accounting & Payroll
Systems
City of Sarasota
1565 1st St
Sarasota, FL 34236-8597
(941) 365-2200 ext 4217
Lorrie.Simmons@sarasotaFL.gov

BOARD LIAISON

Shannon Ramsey-Chessman

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
DeeDee Beaver
Rebecca Bowman
Melissa Burns
Teri Butler
Raquel Castellon
Carol Conol
Sondra D'Angelo
Marie Elianor
Cindy Emshoff
Ian Evans-Smith
Laura Garcia
Sarah Graber
Sharon Harding
Lori Hill
Karen Keith
Sarah Koser
Sharon McGuire
Cheryl Miller
Robert Miller
Matthew Misco
Johnna Morris
Melinda Pensinger
Mary-Lou Pickles
Scott Simpson
Diane Smith
Todd Taylor
Viendu Tran
Terrence Vecchio
Elizabeth Walter

Meeting Date: November 16, 2018

Title of Item: CGFO Marketing Task Force
CGFO successful completion of exam
acknowledgment letter for management
CGFO successful completion script for local
chapter acknowledgment

Executive Summary, Explanation or Background Information on

The CGFO Marketing Task Force working in conjunction with CGFO Committee would like to provide letters to the management of each candidate acknowledging the accomplishment of successfully passing all parts of the CGFO exam. We would also like to provide a script to Certification Committee members that will be read to each acknowledging the accomplishment of the new CGFO at their local chapter meetings.

Recommended Action:

That the Executive Board approve the letter to management and the script provided to representatives of the Certification Committee to acknowledge the successful completion and present a certificate at the local chapter meeting.

Lorrie Simmons

Lorrie Simmons

October 24, 2018

Date

Successful Completion of Exam Acknowledgment Letter

As President of the Florida Government Finance Officers Association (FGFOA), it is my distinct pleasure to inform you that (member's name) has successfully achieved the designation as a Certified Government Finance Officer (CGFO).

In order to achieve this coveted designation, candidates must successfully complete a series of five examinations. These exams cover major disciplines of public finance and are a mark of excellence in government financing. Currently, the FGFOA has a total of **586** CGFOs.

The CGFO program encourages a level of knowledge and professionalism in the field of government finance. It is also intended to encourage development and maintenance of professional competence for practicing governmental finance officers, a direct benefit to any government agency.

Without the support of local organizational leadership, such as yours, many candidates would be unable to achieve the CGFO designation. On behalf of the FGFOA and (member name), thank you for your commitment to excellence in governmental finance.

Best Regards,

President's name

Script for Local Chapter Acknowledgement

The CGFO program encourages a level of knowledge and professionalism in the field of government finance. It is also intended to encourage development and maintenance of professional competence for practicing governmental finance officers, a direct benefit to any government agency.

On behalf of the Certification Committee of the Florida Government Finance Officers Association (FGFOA), it is my distinct pleasure to present you (member's name) with this certificate acknowledging the successful completion for the designation as a Certified Government Finance Officer (CGFO). Thank you for your commitment to excellence in governmental finance.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: Friday, November 16, 2018

Title of Item: CGFO Ethics Requirement

Executive Summary, Explanation or Background:

Attached are the two options being recommended by the workgroup for a CGFO to meet the biannual ethics requirement.

Recommended Action:

Ken Burke

11-06-2018

Ken Burke

Date

CGFO Ethics Requirement

The CGFO ethics requirement of 4 hours biannually can be fulfilled in the following manner:

Option One:

1. A person may take the 4 hour Florida Board of Accountancy approved ethics course for CPAs.

OR

Option Two:

2. A person may take the 4 hours ethics training under Florida Statute 112.3142 that includes:
 - a. Article II, Section 8 of the Florida Constitution
 - b. Part III, Chapter 112, Florida Statutes
 - c. Public Records
 - d. Public Meetings (Sunshine Law)

Please note that Option Two is available in both in person and online versions. It was pointed out by the workgroup that the Florida League of Cities and Florida State University offer a course meeting the requirements online. It was further pointed out that many counties and cities offer the training that meets the above requirements since local elected officials are required to take the course on an annual basis.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Task Force

**Financing the
Organization**

Jamie Roberson

Frank DiPaolo

Shannon Ramsey-Chessman

William Spinelli

Meeting Date: November 16, 2018

Title of Item: Financing the Organization Taskforce

Executive Summary, Explanation or Background:

The Financing the Organization taskforce held two conference calls. On the last conference call on October 10, 2018, the task force decided that we needed to take a different approach. We reflected on the organization placing a lot of weight on each program being self-sustaining vs. the perspective of investing in our membership. After looking closely at the fee analysis, our only recommendation is changing the structure of the membership dues.

Task Force Recommendation: Proposes increase to membership dues as follows:

Active Members from \$35 to \$50
Associate Members from \$35 to \$100
Retiree Members remain \$35

This will provide additional revenue of approximately \$55-60,000. These additional funds could be used to subsidize programs such as Leadership FGFOA or scholarships for conferences to promote attendance.

Recommend holding a 2019 Leadership FGFOA class and subsidizing it to a degree that the Board is comfortable. The task force recommendation is a \$750 attendee charge with the remainder of the cost subsidized from the accumulated fund balance.

Recommended Action:

1. Approve the membership dues changes.
2. Proceed with hosting a 2019 Leadership Class.

Jamie Roberson

Jamie Roberson, CGFO

November 5, 2018

Date

TOPIC: Financing the Organization First Meeting 10/10/18

Attendees: Jamie, Frank, Shannon, Bill & Paul

ACTION ITEMS/IDEAS:

1. Look at membership fee structure, level of membership fees.
 - a. Frank feels that we need to look at potentially raising the membership fees.
 - b. Jamie proposes that we look at Associate vs. Active membership rates.
 - c. Shannon agrees to raise the membership fees and what would it subsidize?
 - d. Bill proposes \$50 for Active & Associates \$75-\$100.

TASK FORCE: propose increase to \$50 for Active & \$100 for Associates

2. Look at structure of conference fees and costs.
 - a. Jamie feels that we need to increase the cost in conference registration
 - i. Increase cost to buy down room rates for both conference and school
 - ii. Shannon agrees that we need to raise the fees to buy down the room rates.
 - iii. Bill agrees with buying down the room rate.
 - iv. To buy down room \$10 in buy down costs us on average \$28,000 per room; budget for 2019 conference includes \$25 increase in registration fee to subsidize room rate below \$200
 - v. Ethics – did not increase 2018 conference fee as set forth in the last fee analysis

TASK FORCE: no recommended changes to base conference registration for 2019; Ethics fee to be increased to \$90 per last fee analysis

- b. Jamie believes that Tuesday night event is for our members as a professional organization and should not be planned around member's family attendance.
 - i. FLC Conference provides child care for the premier event at conference.
 - ii. Minimal cost; idea if needed for a non-family friendly event.

TASK FORCE: Recommend continue providing a high-quality, fun entertainment experience for conference attendees

- c. FLC provides scholarships and \$1000 for expenses to promote conference attendance for their conferences.

TASK FORCE: Recommend Board consider scholarships for Cities that have had no conference/school attendance in last 3 years

3. Look at structure of all other fees and related costs for each program.
 - a. CGFO is a self-sustaining program; re-evaluate once we finalize the contract with UGA.

TASK FORCE: No further recommendations

4. Increasing membership recruitment, marketing to new members.
 - a. Unsure why this is here in Financing the Organization
 - b. Do we need a branding campaign? Lots of our discussion at Strategic Planning was related to not properly marketing our programs.

TASK FORCE: No further recommendations

5. Have a group to look at fees to establish appropriate levels for Leadership, School, etc.
 - a. Paul subsidize the Leadership Class
 - i. Most who attended came from County Government and believe that it is a direct correlation due to the high cost of the program.
 - ii. Shannon would prefer to have Leadership program every year.
 - iii. Leadership crisis is real for our association
 - iv. Leadership class graduates have been participating heavily in committees as a direct result of attending the Leadership program.
 - v. Cost of program is the largest impediment and we did not as a board explore ways to mitigate the cost in an effort to increase interest
 - vi. Ask the membership via a survey to see if the cost is the issue OR determine what the issue is.

TASK FORCE: Recommend holding a 2019 Leadership Class and subsidize it to a degree that the Board is comfortable with; charge attendees approximately \$750 with the association subsidizing the remainder (approximately \$2,000 per attendee) with accumulated fund balance

6. Webinars
 - i. Frank suggested to create a Premier Webinar Series for 8 hours and charge \$75-80 per person
 - ii. Shannon likes the opportunity to have in office training vs. travel
 - iii. Paul follow up with GFOA on the participation level for webinars.

TASK FORCE: No further recommendations

7. Paul & Jamie will follow up and update the existing fee analysis.

Task Force (Fees and Fee Structure): Jamie Roberson, William Spinelli, Frank DiPaolo, Shannon Ramsey-Chessman

FGFOA Fee Directory

Exhibit 1

Membership Dues

Active Membership	\$50	Increased in 2011
Associate Membership	100	
Retiree	35	
Student Membership	0	Reduced from \$15 2013

Annual Conference

	<u>Early Fee</u>	<u>Regular Fee</u>	
Registration Fees -			
Active Member	\$325	\$365	Increased from \$250 & \$290 in 2016
Associate Member	385	425	Increased from \$310 & \$350 in 2016
Non-Member	465	485	Increased from \$370 & \$410 in 2015
Corporate Sponsor/Exhibitor			Removed 2013 was \$225 & \$265
Spouse/Guest			Removed 2013 was \$135 & \$175
Pre-Conference Seminar -			
Active Member	\$135	\$175	Increased from \$110 and \$150 in 2016
Associate Member	175	215	Increased from \$150 and \$190 in 2016
Non-Member	210	250	Increased from \$185 and \$225 in 2016
Exhibitor Fee	\$1,750		
Ethics Seminar	\$90	100	Increased from \$65 and \$75 in 2016

SOGF

	<u>Early Fee</u>	<u>Regular Fee</u>	
Registration Fees -			
Active Member Basic	\$260	\$300	Increased from \$180 and \$220 in 2015
Associate Member Basic	325	365	Increased from \$245 and \$285 in 2015
Non-Member Basic	385	425	Increased from \$305 and \$345 in 2015
Active Member Inter./Advanced	250	290	Increased from \$110 in 2016; and \$210 in 2015
Associate Member Inter./Advanced	310	350	Increased from \$230 and \$270 in 2015
Non-Member Inter./Advanced	365	405	Increased from \$285 and \$325 in 2015
Active Member Entire Week	400	440	Increased from \$320 and \$360 in 2016
Associate Member Entire Week	525	525	Increased from \$405 and \$445 in 2015
Non-Member Entire Week	640	680	Increased from \$520 and \$560 in 2015
Active Member Beginner Boot Camp	440	540	Increased from \$340 and \$380 in August 2017
Associate Member Beginner Boot Camp	480	580	Increased from \$415 and \$455 in August 2017

Leadership FGFOA

	<u>Early Fee</u>	<u>Regular Fee</u>
Registration Fees -		
Active Member	N/A	\$2,500

CGFO Program

Application	\$50
Per Exam Fee	30
Review Course/per Course	45
Renewals	40
Renewals Late	65



**Florida Government Finance Officers Association
Subsidizing Programs Task Force
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

Jonathan C. McKinney, CGFO,
FRA-RP

Director of Finance
Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117-2807
(386) 248-9426
jmckinney@hollyhillfl.org

Meeting Date: November 16, 2018

Title of Item: Subsidizing Programs Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Task Force

Coaching Program

Jamie Roberson

William Spinelli

Olga Rabel

Meeting Date: November 16, 2018

Title of Item: Coaching Program Task force

Executive Summary, Explanation or Background:

The Coach Program Committee taskforce held a conference call on Wednesday, October 24, 2018 in which notes are attached.

Task Force Recommendation: The MLD Committee has addressed many of the suggested initiatives to enhance the program. There has been more promotion of the program and the pairings appear to have been successful for the 2018-2019 year. We as a task force believe that there is definitely value in the program to develop FGFOA members to become active in the association and develop future leaders. This year 7/14 of the Coach participants are not board members. We would like to evaluate again at the end of this year since many enhancements have been made already at the committee level.

Recommended Action:

No required action. Information purposes only.

Jamie Roberson, CGFO

10/26/2018

Date

Coaching Program Task Force
Conference Call: 10/24/2018
Attendees: Jamie, Olga, & Bill

TOPIC: Coaching/Mentoring

ACTION ITEMS/IDEAS:

1. Informal – For quick calls on a topic or a quick consultation program – “Mentors Hotline” for those that don’t want a formal, ongoing program. Provide a list of people with their experience. People can call and ask questions, get input.
2. Formal – Coaching Program for those who need it. Add more structure to current program.
3. Creation of a blog to answer common, non-personal questions

Task Force: Look into possibility of a blog - **Mike Gomez**

Task Force: Mentors Hotline (provide list with bios) – **Kent Olson**

Task Force (Coaching Program): **Jamie Roberson**, Bill Spinelli, Olga Rabel

2018 – 2019 Coaching Program

Focused on Geographical locations, areas of expertise and the ideas of what each participant wanted to gain from the program when pairing.

The application was modified in order to have better pairings.

There is value with a ‘formal’ program but the structure needs to be defined by the participants and what works for each participant and their coach.

The structure needs to be placed at the committee level with follow up and feedback from the committee perspective to make sure that the pairing and relationship is going well.

The current committee is thinking of having phone calls or surveys periodically to evaluate the progress throughout the year instead of at the end of the year.

Task Force Recommendation: The MLD Committee has addressed many of the suggested initiatives to enhance the program. There has been more promotion of the program and the pairings appear to have been successful for the 2018-2019 year. We as a task force believe that there is definitely value in the program to develop FGFOA members to become active in the association and develop future leaders. This year 7/14 of the Coach participants are not board members. We would like to evaluate again at the end of this year since many enhancements have been made already at the committee level.



Florida Government Finance Officers Association
E-Learning Ad Hoc Committee
2018-2019

Agenda Item Request

2018-2019

CHAIRPERSONS

Nicole Gasparri, CGFO
Organizational Program Manager
City of Boca Raton
201 W. Palmetto Park Road
Boca Raton, FL 33432
(561) 393-7703
ngasparri@ci.boca-raton.fl.us

Frank DiPaolo, CPA, CGMA
Finance Director
City of Lighthouse Point
2200 NE 38th Street
Lighthouse Point, FL 33064
954-784-3432
fdipaolo@lighthousepoint.com

COMMITTEE MEMBERS

Emily Alves
Traci Hildreth
Cori Olympio
June Prosser
Ivelisse Torres

Meeting Date: November 16, 2018

Title of Item: E-Learning Ad Hoc Committee

Executive Summary, Explanation or Background Information on Request:

It is understood that there are many nuances to governmental finance and accounting, and therefore there is a steep learning curve for professionals joining government for the first time, even those with prior financial/accounting experience in other industries. The FGFOA Board established the E-Learning Ad Hoc Committee to explore ways the FGFOA can provide online learning modules to members who are new to government.

During its first meeting, the Committee determined it would be best to ascertain whether any other organization has already developed an online learning platform with governmental finance and accounting subject matter. The Committee found that Radford University in Virginia and The Carl Vinson Institute of Government at the University of Georgia have developed online learning platforms, already in use by government practitioners in their respective states. Both programs have expressed willingness to allow Committee members to demo classes as part of the Committee's information gathering process.

The Committee met on October 25, 2018 and each Committee member was assigned online courses to review and provide feedback on the platform, quality of materials, appropriateness of length, etc. The Committee plans to meet again on Thursday, December 6 to decide on which class, if any, they feel are well-suited for this endeavor. If there is a consensus, the Committee will provide a package of recommendations to be discussed at a future FGFOA Board meeting.

Recommended Action:

None; informational item only.

Submitted By:

Frank DiPaolo

10/25/2018

Date



**Florida Government Finance Officers Association
Certification Committee
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

Lorrie A. Simmons, MSA, CGFO
Manager, Accounting & Payroll
Systems
City of Sarasota
1565 1st St
Sarasota, FL 34236-8597
(941) 365-2200 ext 4217
Lorrie.Simmons@sarasotaFL.gov

BOARD LIAISON

Shannon Ramsey-Chessman

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
DeeDee Beaver
Rebecca Bowman
Melissa Burns
Teri Butler
Raquel Castellon
Carol Conol
Sondra D'Angelo
Marie Elianor
Cindy Emshoff
Ian Evans-Smith
Laura Garcia
Sarah Graber
Sharon Harding
Lori Hill
Karen Keith
Sarah Koser
Sharon McGuire
Cheryl Miller
Robert Miller
Matthew Misco
Johnna Morris
Melinda Pensinger
Mary-Lou Pickles
Scott Simpson
Diane Smith
Todd Taylor
Viendu Tran
Terrence Vecchio
Elizabeth Walter

Meeting Date: November 16, 2018

Title of Item: Certification Committee
CGFO Exam MOA with University of GA

Executive Summary, Explanation or Background Information on

The Florida League of Cities Legal has reviewed the contract for University of Georgia (UGA) to re-write the CGFO Exam, Reviews, and develop a study guide. The Certification Committee is ready to move forward with the project.

Recommended Action:

That the Executive Board accept the contract terms of the MOA with University of Georgia.

Lorrie Simmons

October 24, 2018

Lorrie Simmons

Date

MEMORANDUM OF AGREEMENT

This agreement is made and entered into as of the date of execution, by and between the Florida Government Finance Officers Association, Inc. (FGFOA), party of the first part, hereinafter called the COOPERATOR, and The University of Georgia Research Foundation, Inc., hereinafter called the FOUNDATION to fund this project to be performed at the University of Georgia (UGA). It is agreed and understood that the FOUNDATION has the authority to contract for performance of this project that will be subcontracted to UGA. Under subcontract from the FOUNDATION, UGA via the Carl Vinson Institute of Government hereinafter called the (INSTITUTE OF GOVERNMENT) will perform all obligations of the FOUNDATION under this agreement.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with the FOUNDATION and inasmuch as the FOUNDATION is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

The FOUNDATION will:

a. Carry on the cooperative service in the Carl Vinson Institute of Government substantially as set forth in the attached outline marked "Exhibit A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of three years after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the FOUNDATION involving transactions related to this agreement.

c. Expend monies received under Section II, below, for the object of the service in a manner to be determined by said FOUNDATION. The FOUNDATION is authorized to transfer funds between various budget categories without specific and separate approval by the COOPERATOR. This is a **fixed fee** contract.

d. During the term of this agreement, the FOUNDATION in cooperation with the INSTITUTE OF GOVERNMENT will provide to the COOPERATOR their services to review and rewrite the COOPERATOR'S Certified Government Finance Officer (CGFO) program, as provided in "Exhibit A".

Section II

COOPERATOR will pay the FOUNDATION a **fixed fee** of \$47,555. **No federal dollars are involved in this Memorandum of Agreement.** Upon receipt of the invoice the COOPERATOR will pay \$47,555, with this amount being due within 30 days of the completion of the work outlined in "Exhibit A". The invoice should be directed to Mr. Paul Shamoun, Executive Director, Florida Government Finance Officers Association, Inc., 301 South Bronough Street, Suite 300, Tallahassee, Florida 32302-2270; email ptshamoun@flcities.com; telephone 850-222-9684.

Section III

The term of this agreement shall be from September 1, 2018 through February 28, 2019. However, it may be terminated by either party by written notice of such intent submitted 90 days in advance. In the event of such termination the COOPERATOR will pay the FOUNDATION a prorated portion of the upcoming installment consistent with the revised termination date and will pay the FOUNDATION for all non-cancellable and outstanding obligations related to this contract. The FOUNDATION will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto. Any modification hereto shall be in writing and signed by all parties.

Section V

This agreement may be renewed annually if the COOPERATOR wishes to expand the scope of the project and extend its time frame and the FOUNDATION agrees to do so. If the agreement is renewed without other substantive modification, such renewal may be evidenced by letter of agreement signed by the first party and by the officials authorized to execute the original agreement on behalf of the second party.

Section VI

Neither party to this agreement will discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race, color, sex, creed, national origin,

age, religion, veteran status, or disability.

Section VII

Should the parties to this agreement decide that it would be advantageous to publish the results of this cooperative undertaking, either party can do so without consulting the other. This section shall not apply to “confidential information” as defined in Section VIII. Publication by either party shall give proper credit to the other party.

Section VIII

The FOUNDATION agrees to assign to the COOPERATOR all rights in and to any confidential information, conceived, or generated by the FOUNDATION pursuant to services performed under this Agreement as outlined in “Exhibit A”. The FOUNDATION agrees it will keep strictly confidential all information which is identified in writing as Confidential at the time of its disclosure and will not, without the COOPERATOR’s express written authorization, use, sell, market or disclose any confidential information to any third person for any reason. Copyright in all drawings, reports, documents, or data prepared by the FOUNDATION in connection with this agreement will become property of the COOPERATOR for their use and distribution, except that FOUNDATION and INSTITUTE OF GOVERNMENT reserve and COOPERATOR grants FOUNDATION and INSTITUTE OF GOVERNMENT a royalty free, non-exclusive license, and irrevocable right to reproduce, publish or otherwise use for educational and scholarly purposes, and to authorize others to do so.

IN WITNESS WHEREOF, this agreement is entered into on the date of execution.

**FOR THE UNIVERSITY OF
GEORGIA RESEARCH
FOUNDATION, INC.:**

**FOR THE FLORIDA GOVERNMENT
FINANCE OFFICERS
ASSOCIATION, INC.:**

Date: _____

Date: _____

EXHIBIT A SCOPE OF WORK

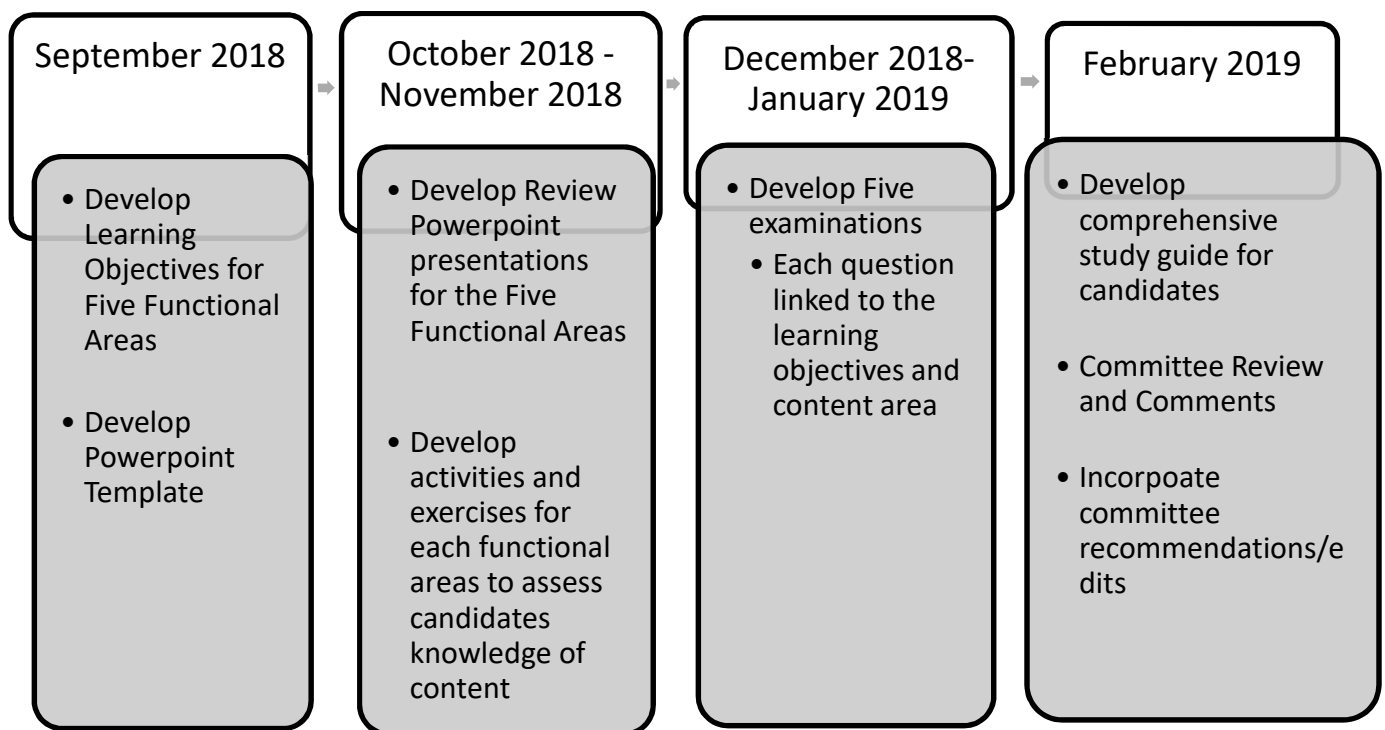
The University of Georgia Research Foundation, Inc., hereinafter called the FOUNDATION and UGA via the Carl Vinson Institute of Government hereinafter called the (INSTITUTE OF GOVERNMENT) will be responsible for the review and rewrite of the Florida Government Finance Officer Association, Inc. (FGFOA) Certified Government Finance Officer (CGFO) Program. The CGFO Program is intended to encourage a level of knowledge and professionalism in the field of government finance through a five-part certification exam. The INSTITUTE OF GOVERNMENT shall:

- a. Define learning objectives for each of the five functional areas listed below and in alignment with the recommended topics and respective percentages;
- b. Develop five (5) separate exams of 150 questions each in an editable electronic test bank that will provide multiple versions of a 75-question exam, which test the candidate's knowledge and ability to apply the principles required in each functional area tested. The functional areas tested include the following:
 1. Accounting and Financial Reporting
 - i. Accounting/Internal Control/Capital Assets (30%)
 - ii. Financial Reporting (Internal and External) (30%)
 - iii. Auditing (15%)
 - iv. State of Florida Laws and Regulations (15%)
 - v. CAFR Award (10%)
 2. Debt Administration
 - i. Issuance/Refunding (35%)
 - ii. Players and Roles (15%)
 - iii. Debt Structuring and Financing Methods (20%)
 - iv. Ratings Process (10%)
 - v. Policies and Regulations (20%)
 3. Financial Administration
 - i. Pension Benefits (30%)
 - ii. Risk Management (10%)
 - iii. Management Principles (10%)
 - iv. Purchasing/Procurement (15%)
 - v. Information Systems (10%)
 - vi. Grant Administration and Audit Selection (25%)

- 4. Municipal Budgeting
 - i. Budget Process/Budget Types (20%)
 - ii. Fiscal Policies and Best Practices (20%)
 - iii. Performance Measurement (15%)
 - iv. Revenue Management and Forecasting (20%)
 - v. CIP and Financial Planning (15%)
 - vi. Budget Presentation Award (10%)
- 5. Treasury Management
 - i. Investment Policy and Regulations (40%)
 - ii. Investment Types (15%)
 - iii. Ratings and Duration (10%)
 - iv. Collections/Receipts/Cash Flow (15%)
 - v. Managing Banking Services (20%)
- c. Link each of the test questions to learning objectives within the associated functional areas to ensure the candidate's knowledge and ability to apply the principles is tested and provide reference citation for each test question;
- d. Create a standard template in PowerPoint formatted with Florida Government Finance Officers Association, Inc. logos and colors;
- e. Create five review presentations to provide overview of the content in alignment with the learning objectives identified;
- f. Create review questions and/or case studies to assess the candidates understanding of the content through the review session; and
- g. Create a combined study guide to include additional reference materials including Florida Statutes, GFOA Best Practices and other resources that will assist the candidate during their exam preparation process.

The timeline for milestones within the project is included below:

Timeline for Project



In addition to the scope of work above, we would be interested in the opportunity to partner with Florida Government Finance Officers Association, Inc. to provide annual updates to the exam test questions, study guides and review presentations. The proposed hourly rate for the annual updates is \$241.



Florida Government Finance Officers Association Conference Host Committee 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Laura Aker Reece, MPA, CPFO

Budget Manager
Fort Lauderdale

101 NE 3rd Ave Ste 1400
Fort Lauderdale, FL 33301-1512
(954) 828-5894
lreece@fortlauderdale.gov

BOARD LIAISON

Nicole Gasparri

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Emily Alves
Sheliza Bhola
Judy Browning
Kathleen Campbell
Marcia Carty
Kadem Chevere
Donna Cousins
Christine Davis
Adrienne Dwyer
Kathryn Eno
Ian Evans-Smith
Melba Gray
Shandra Jenkins
Robyn Lawrence
Fiona Morrell
Jacob Peacock
Georgina Rodriguez
Jonathan Rushnak
Rebecca Reynolds-Russell
Janice Scott
Scott Simpson
Gitaanjali Sookdeo
William Underwood
Holly Vath
Natalee Wallace
Kathleen Woodruff

Meeting Date: November 16, 2018

Title of Item: Conference Host Committee Tuesday Night Event Proposal

Executive Summary, Explanation or Background Information:

The Conference Host Committee has put together 2 proposals for the Tuesday night event at the 2019 FGFOA Annual Conference. See attached.

Recommended Action:

For approval by the Board.

Laura Aker Reece

October 30, 2018

Laura Aker Reece

Date

Annual Conference 2019

Tuesday Night Event Proposal - Gulf Stream

Option 1

Event Details

Buses will begin loading at 6:00 pm from the Diplomat and will run continuously throughout the evening. This accommodates those who may want to drink and return prior to the concert. It also accommodates families that may want to venture out onto the grounds.

We will need the Host Committee to help loading buses on site at the hotel. They will need to direct people to go inside the facility to the Ten Palms room.

Buffet tables will be set and available in the Ten Palms room when the first bus arrives. People can begin eating right away. This will facilitate more people arriving along with more food being served.

The concert room, Sport of Kings, is next door. It will be ready prior to our arrival. The concert is set to begin at 7:30 pm. People are free to go between the concert hall and the dinner hall.

Dessert will be served in the concert hall to encourage people to check out the concert. However, the dinner hall will be available all evening for those who want to linger and continue to eat, or to relax in a quieter setting.

Parking

Self-parking is free. Valet is \$20.

Menu

- Gulf Stream has agreed to offer the \$55.00 menu at the cost of \$50.00 per person (Plus 26% gratuity). This cost includes iced tea and water. Menu options are attached.
- A drink package can be added to the adult ticket at a cost of \$7.50 per person which includes iced tea, soda, lemonade and bottled water.
- The same menu is available to children 12 and under at a reduced rate of \$35.00 per person which includes water, soda or lemonade.
- A deposit of 50% is due up front, the remaining due a week prior to the event with final numbers.
- Two tickets will be provided to each adult for alcohol. The cost of this package is \$10 per ticket.
- A cash bar will be available in both the dinner and concert halls for the members to purchase additional drinks on their own.

Annual Conference 2019
Tuesday Night Event Proposal - Gulf Stream
Option 1

Band

- The concert venue in Sport of Kings is available for set-up all day on June 10th – 11th, 2019.
- The venue will send us contact information for their A/V person. Cost is typically in the range of \$2000 which includes lighting, sound, led board, and technician.
- The band is expected to bring all equipment such as microphones and monitors. However, it may be available at additional cost through the A/V contact.

Estimated Budget

Transportation	\$6,000.00
Food	\$50,000.00
Drink	\$19,000.00
Band	\$19,000.00
A/V	\$2,000.00
Dessert	\$5,000.00
TOTAL	<hr/> \$92,000.00 <hr/>

Annual Conference 2019
Tuesday Night Event Proposal - Gulf Stream
Option 2

Event Details

Buses will begin loading at 7:00 pm from the Diplomat and will run continuously throughout the evening. This accommodates those who may want to have a drink and dessert, then return prior to the concert. It also accommodates families that may want to venture out onto the grounds.

Members with children will have the option of leaving their kids at the hotel with childcare provided at no additional cost.

We will need the Host Committee to help loading buses on site at the hotel. They will need to direct people to go inside the facility to the Sport of King's room.

Attendees will go directly to the concert venue in the Sport of King's room where drinks and dessert will be served. The concert room will be ready prior to our arrival. The concert is set to begin at 8:00 pm. Option 1 will have a local band playing a mix of music. This option envisions a much large production and one of the following performers.

Tommy Shaw of Styx

Kevin Cronin of REO Speedwagon

Three Dog Night

Ben Rector

Parking

Self-parking is free. Valet is \$20.

Estimated Budget

Childcare	\$2,000.00
Transportation	\$6,000.00
Drink	\$19,000.00
Band	\$50,000.00
A/V	\$10,000.00
Dessert	\$5,000.00
TOTAL	\$92,000.00



Florida Government Finance Officers Association *Conference Program Committee* 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Bryan Cahen, MPA

Budget Director

City of Weston

17200 Royal Palm Blvd

Weston, FL 33326

954-385-2000

bcachen@westonfl.org

BOARD LIAISON

Rip Colvin, CPA, CGFO, CPM

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Moises Ariza

Michelle Blackstock

Lynda Boswell

Jan Brewer

Rob Broline

Zach Chalifour

Jacki Churchill

Yvonne Clayborne

P. Ross Cotherman

Greg Cowan

Kimberly Ferrell

Mara Frederiksen

Brett Friedman

Nicole Jovanovski

Jeffrey Larson

Susan Nabors

Jacob Peacock

Michael Quesada

Tanya Quickel

Francine Ramaglia

Rebecca Reynolds-Russell

Alan Ricafort

James Rizzo

Jamie Roberson

Jonathan Rushnak

Daniela Russell

Ken Sinclair

Rebecca Tew

Brent Wertz

Cassandra Williams

Meeting Date: November 16, 2018

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information on Request:

Since the last Board Meeting the Committee has been identifying speakers and developing the session descriptions from the titles accepted by the Board below. Descriptions and speakers will be provided at the next meeting.

PRE-CONFERENCE

Leadership - (4) 100-minute sessions

- 1 Everything Florida - Where We've Been - Where We're Going
- 2 Strategic Planning
- 3 The City of West Palm Beach: Leveraging Performance Management Software for Increased Transparency and Better Strategy Execution
- 4 Leadership Session - TBD

Investments - (4) 100-minute sessions

- 1 U.S./Global Economics Overview
- 2 Florida Economic Update
- 3 Approach to Investments - Small/Mid/Large
- 4 Interactive Portfolio Management

CONFERENCE

Accounting, Auditing & Financial Reporting

- 1 GASB Update
- 2 GASB Hot Topics
- 3 GASB 87: Deep Dive
- 4 State Compliance for Local Governments
- 5 The Effect of Internal Controls on the IT Function and Audit
- 6 Bond Issuance Focus - Accounting and Best Practice
- 7 Year-end Financial Reporting Considerations
- 8 Accounting and Auditing for Estimates
- 9 Popular Reporting



Florida Government Finance Officers Association *Conference Program Committee* 2018-2019

Agenda Item Request

- 10 The Internal Audit Function
- 11 Internal Control for Smaller Governments
- 12 Sub-recipient Monitoring for Grants

Budget, Economics, and Financial Planning

- 1 Introduction and Tools for Financial Modeling
- 2 Economic Update
- 3 Long Range Financial Plans: Preparing for the Future
- 4 Performance Measures - from Development to Appraisal
- 5 Budget Presentation - Addressing your Residents Directly
- 6 The Cost of Government Services
- 7 Outsourcing Services - Things to Consider
- 8 Special Assessments - Options and Implementation

Ethics

- 1 Ethics (FICPA)

Policy, Leadership, Strategic Planning, and Personnel

- 1 Legislative Update
- 2 How to be a Better Business Writer – We are all great accountants but are we great communicators
- 3 Employee Engagement - Promoting Teambuilding and Good Working Relationships
- 4 Strategic Planning for Your Capital Improvement Plans
- 5 Secrets to Writing Bid Specs and Reviewing Procurement Bids
- 6 How Do You Solve the Hurricane Problem: FEMA Challenges and Issues
- 7 The Grass is Not Always Greener
- 8 Labor Law & Workforce Changes
- 9 Focus on Privacy - HIPAA & FIPA Update

Banking, Investments, Risk, Treasury Management, and Debt Management

- 1 Bonds, Financing (Debt) and Investment Policies - the Good, the Bad & the Ugly
- 2 Understanding the Fundamentals of an Investment Program
- 3 Managing Investments Based on Economic Conditions
- 4 Debt 101: Best Practices in Debt Management
- 5 Debt 102: Update on Financing Options
- 6 Managing Banking Relationships and Analyzing Bank Fees
- 7 SEC Rules and Regulations
- 8 How Hungry Are You for Pension Investment Risk?
- 9 Who Me? Understanding Your Role as a 457 & 401A Plan Fiduciary
- 10 Workers' Compensation – Controlling Costs with State Presumptions



Florida Government Finance Officers Association *Conference Program Committee* 2018-2019

Agenda Item Request

Technology

- 1 How Artificial Intelligence is Changing Accounting and Finance
- 2 Paperless Office – Opportunities and Challenges
- 3 Block Chain and Cryptocurrency
- 4 IT, Public Records Management, and the Sunshine Law
- 5 Analytics for Accounting and Finance Professionals
- 6 Cybersecurity – Still an(?) Issue and News that Criminals/Hackers are Targeting Smaller Governments
- 7 Emerging Accounting and Finance Technologies (or State of Accounting and Finance Technologies)
- 8 Internet of Things: Becoming a Smart Municipality
- 9 Robotic Process Automation
- 10 Tools for Dashboard Design and Development

Additionally, below is the projected final schedule for Board approval.

Final **Saturday** Schedule below:

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Saturday - Pre-Conference					
Sessions	8:00	9:40	2	100	2
Break	9:40	10:00			
Sessions	10:00	11:40	2	100	2
Lunch	11:40	1:00			
Sessions	1:00	2:40	2	100	2
Break	2:40	3:00			
Sessions	3:00	4:40	2	100	2



Florida Government Finance Officers Association

Conference Program Committee

2018-2019

Agenda Item Request

Final **Sunday** Schedule below:

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Sunday					
First Time Attendees	11:00	11:45	1	45	0
Sessions	1:00	2:40	2	100	2
Break	2:40	3:00			
Sessions	3:00	4:40	2	100	2

Final **Monday** Schedule below:

- Monday Opening General Session will remain from 8:00am – 9:40am. This would allow for 20 minutes of travel time and break before morning 100-minute session.

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Monday					
Opening General Session	8:00	9:40	1	NA	1
Break	9:40	10:00			
Sessions	10:00	11:40	4	100	2
Standing Committee Meetings 11:50-1:00					
Sessions	1:00	1:50	4	50	1
10-minute travel time (no food or drink)	1:50	2:00			
Sessions	2:00	3:15	4	75	1.5
Break	3:15	3:35			
Sessions	3:35	4:50	4	75	1.5
Networking 5:00-6:30					



Florida Government Finance Officers Association

Conference Program Committee

2018-2019

Agenda Item Request

Final **Tuesday** Schedule below:

- Tuesday Business Luncheon will be from 11:50am – 1:10pm (instead of 12:00 pm – 2:00pm) and allows an extra break (1:10pm – 2:00pm) after the luncheon before sessions begin. During this time a Past President’s meeting could be held without impacting the schedule.
- This schedule keeps consistent the start time (8:00am) / end time (4:50pm) both on Monday and Tuesday.

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Tuesday					
Sessions	8:00	9:40	4	100	2
Break	9:40	10:00			
Sessions	10:00	11:40	4	100	2
Business Luncheon 11:50-1:10					
(Past President's meeting)	1:15	1:55	1	40	0
Sessions	2:00	2:50	4	50	1
Break	2:50	3:10			
Sessions	3:10	4:50	4	100	2



Florida Government Finance Officers Association
Conference Program Committee
2018-2019

Agenda Item Request

Final Wednesday Schedule below:

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Wednesday					
Ethics	8:00	11:40	1	200	4
Sessions	8:00	9:40	3	100	2
Break	9:40	10:00			
Sessions	10:00	11:40	3	100	2

Recommended Action: Review the draft program and schedule revisions.

A handwritten signature in black ink, appearing to read 'Bryan Cahen', written over a horizontal line.

Bryan Cahen

10/26/2018

Date



Florida Government Finance Officers Association
Education & Webinar Committee
2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Brandy Ferris, CPA, CGFM
Finance Director
City of Fort Walton Beach
107 SW Miracle Strip Pkwy
Fort Walton Beach, FL 32548
850-833-9512
bferris@fwb.org

BOARD LIAISON

Frank DiPaolo

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Carmen Aleman
Rebecca Bowman
Rob Broline
Raquel Castellon
Jacki Churchill
Cindy Emshoff
Dallas Lee
Sheila Lowe
Lakia McNeal
Virginia Norberg
Everlyne Ololo
Richard Pengelly
Cintya Ramos
Daniela Russell
Rebecca Schnirman
Barry Skinner
Cody Walden

Meeting Date: November 16, 2018

Title of Item: Education and Webinar Update

Executive Summary, Explanation or Background Information on

The Education & Webinar Committee Topic Schedule is below. The October Webinar was cancelled due to Hurricane Michael. We are currently looking at a makeup date to reschedule.

Webinar Topic	CPE	Date
Ethics, Public Records & the Sunshine Law	TB	12/20/18
Performance Budgeting	TB	01/17/19
Best Practices for E-Payables and Purchasing Cards	TB	02/21/19
Fraud Policy (Internal Controls, Cybersecurity)	AA	04/18/19
Economic Update	TB	05/16/19
Legislative Update	TB	07/18/19
Retirement Plans - GASB & Reporting	AA	08/15/19

Recommended Action:

No Action Required – Information Only

Brandy Ferris

Brandy Ferris

November 16, 2018

Date



Florida Government Finance Officers Association
Legislative Committee
2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Crystal K. Kinzel, CGFM

Chief Deputy Clerk

Collier County Clerk of Circuit Court

3299 Tamiami Trail E Suite 403

Naples, FL 34112

(239) 252-6299

crystal.kinzel@collierclerk.com

BOARD LIAISON

William Spinelli

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Rafael Borrero

James Braddock

Jan Brewer

James Buresh

Joanne Cambridge

Michael Carter

Marcia Carty

Linda Davidson

Veronica Ettel

Yana Matiyuk

Melinda Pensinger

Stephanie Russ

Ted Sauerbeck

Brittaney Scottile-Roe

Marshall Vanarsdall

Robert Villar

Helene Zackrison

Meeting Date: November 16, 2018

Title of Item: Legislative Committee Update

Executive Summary:

A verbal presentation will be made.

Recommended Action:

None at this time.

Crystal Kinzel

Crystal Kinzel

November 5, 2018

Date



Florida Government Finance Officers Association

Member & Leadership Development Committee

2018-2019

2018-2019

CHAIRPERSON

Olga Rabel, CGFO

Assistant County Budget Officer

Sumter County BOCC

7375 Powell Rd Ste 141

Wildwood, FL 34785

352-689-4400

Olga.Rabel@sumtercountyfl.gov

BOARD LIAISON

Kelly Strickland

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jonathan Allan

Melissa Burns

Angelina Chen

Kadem Chevere

Christine Davis

Matthew DiFiore

Alyssa Doerr

Adrienne Dwyer

Michael Gauci

Maria Gozar

Linda Howard

Carlisha Jenkins

Dianne Klaiss

Dallas Lee

Yana Matiyuk

Cecilia McCorkell

Lakia McNeal

Susan Nabors

Virginia Norberg

Cintya Ramos

Jamie Roberson

Stephanie Russ

Rebecca Schnirman

Debbie Sileo

Rebecca Tew

Laura Thezine

Ann Wynter

Helene Zackrison

Jolanta Data

Agenda Item Request

Meeting Date: November 16, 2018

Title of Item: Member and Leadership Committee Update

Executive Summary, Explanation or Background Information

The Committee had the conference call on October 26, 2018, to review the status of all proposed projects for the upcoming year.

1. Coaching Program sub-committee

There are currently 14 pairs matched. The sub-committee sent the contracts to the Coachees and instructed them to sign and email the signed contracts to their Coaches with the small intro about themselves. Most of the pairs have already completed the contract and scheduled meetings/phone calls. Only three are outstanding. The sub-committee will continue to monitor and reach out if needed to ensure the initial contact occurred.

a. Quarterly phone call to Coach/Coachee – sub-committee to work on two questions to use for the calls – target date for first quarter – beginning of December 2018;

f. Year End Survey – update questions, launch the survey, review the results - TBD.

2. Membership Recruitment sub-committee

a. Target government entities that are not members of FGFOA - Sub-committee created a survey (copy enclosed) that was distributed to the FGFOA Local Chapters' Presidents to share with their members to identify how many non-FGFOA members attend local chapters and what they identify as possible services to attract them to join;

b. Develop an outreach approach to identified local governments and agencies that are not already members of FGFOA - send flyers, create feedback surveys about what entities would like to see offered.

Florida Government Finance Officers Association

***Member & Leadership
Development Committee
2018-2019***

Agenda Item Request

3. Leadership Class of 2020 – Marketing Campaign sub-committee

- a. School (SOGF) Tuesday Night Hospitality Suite – Leadership classes graduates panel discussion – it was a successful event with eight graduates and about 10 school attendees participating;
- b. Website page – improve the Leadership Class webpage by creating materials for the website to explain the program and provide more information to those interested in attending;
- c. Develop email series to different target audiences who can provide funding to the interested class participants such as officials and management of the local governments;
- d. Reach out to the FGFOA local chapters and discuss possible scholarships to fund leadership class participants from the chapter;
- e. Printed material – flyer for SOGF and brochure for the FGFOA Annual Conference (solicit help from the League of Cities print shop).

4. Emerging Leaders Program Development sub-committee

- a. Develop a definition of the “emerging leaders” target audience.

Recommended Action: review sub-committees’ planned programs for the year and provide guidance.

Olga Rabel
Olga Rabel

Florida Government Finance Officers Association
Member & Leadership
Development Committee
2018-2019

Agenda Item Request

Copy of the Membership Sub-Committee Survey for FGFOA Local Chapters members:

Are you a member of FGFOA?

☐ Yes

☐ No

If not, what might encourage you to join FGFOA?

If so, how satisfied are you with your membership?



What do you currently like most about FGFOA?

What do you currently like least about FGFOA?

How likely are you to renew your membership in the upcoming year?



Thank you for your time! For more information about FGFOA, please visit our website @ <http://fgfoa.org/>

Finish



Florida Government Finance Officers Association

School of Governmental Finance

Committee

2018-2019

2018-2019

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
Town of Lantana
500 Greynolds Circle
Lantana, FL 33462
561-540-5031
salmeida@lantana.org

BOARD LIAISON

John McKinney

COMMITTEE MEMBERS

Mark Ben-Asher
Catherine Colwell
Jennifer Desrosiers
Cindy Emshoff
Benjamin Finkelstein
John Grady
Sharon Harding
Traci Hildreth
Greg James
David Jang
Ann Kenny
Jeffrey Kern
Jeffrey Larson
Melissa "Missy" Licourt
Donna Lovejoy
Roberto "Bert" Martinez
Carmen Mosley
Chantel Pierre
Tanya Quickel
Meridy Semones
Debbie Sileo
Diane Smith
Justin Stankiewicz
Margaret Steele Miller
Christine Tenney
Elizabeth Walter
Katherine Woodruff
Tammy Wilson
Sean Congero
Devin Carter

Agenda Item Request

Meeting Date: November 16, 2018

Title of Item: 2018 School of Government Finance Update

Executive Summary, Explanation or Background Information on Request:

The committee is excited to report a successful 2018 School of Government Finance.

The committee met during lunch on October 18, 2018 to discuss the following:

- 1) **Successes of the school** – Everyone thought the school was a great success. We heard several positive comments regarding the activities in the hospitality suite.
- 2) **Possible improvements/suggestions for the 2019 SOGF** – Start earlier on the planning and reach out to the panhandle chapter for speaker suggestions as well as to get the word out for people attending the school.
- 3) **Selection of the Sub-Committee Chairs**
Financial Management & Leadership – Jennifer Desrosier
Budget – Elizabeth Walters and Tammy Wilson
Accounting & Financial Reporting – Katherine Woodruff
Treasury – possibly Tanya Quickel
Hospitality – Traci Hildreth and Debbie Sileo

We will begin planning for the 2019 SOGF mid-January and below is the tentative schedule for board approval:

Theme – February 22, 2019

Session Topics and Preliminary Descriptions – May 10, 2019

Speakers & Final Descriptions – June 22, 2019

Recommended Action: Informational only.

Sharon Almeida

Sharon Almeida

10/29/2018

Date



Florida Government Finance Officers Association
Technical Resources Committee
2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Linda Benoit, CPA

Division Manager Fiscal &
Accounting Svcs
Enterprise Solutions & Quality
Assurance
601 E Kennedy Blvd Fl 25
Tampa, FL 33602
(813) 301-7272
benoitl@hillsboroughcounty.org

BOARD LIAISON

Mike Gomez

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Carmen Aleman
Ryan Bernal
Sheliza Bhola
Michelle Blackstock
Barbara Boyd
James Braddock
James Buresh
Melissa Burns
Joanne Cambridge
Kathleen Campbell
Eddy Castaneda
Yvonne Clayborne
Jordan Cupps
Mara Frederiksen
Ajay Gajjar
James Halleran
Ron Harring
Wayne Hart
Heather Larson
Derek Noonan
Michael Quesada
James Rizzo
Terrence Vecchio
Joseph Welch
Mark White

Meeting Date: November 16, 2018

Title of Item: Technical Resources Committee Update

Executive Summary, Explanation or Background Information

The Technical Resources Committee (TRC) provided a response to the new GASB Exposure Draft on Conduit Debt Obligations, Project #26-6.

The TRC is currently reviewing the GASB's latest project: Preliminary Views for Financial Reporting Model Improvements and for Recognition of elements of Financials Statements. Comments are due 2/15/19. This is the 2nd review on this long-term project.

The TRC published the new IT section of the Basic Government Resources Manual and updated the Emergency Management Section. At the last Board meeting, the TRC was asked to create a Grants chapter. The TRC has volunteers to work on it.

Guidance Needed: TRC requests guidance from the board on the requested scope of the new Grants chapter for the Basic Government Resources Manual.

Recommended Action: Receive update of Committee Activities and provide Guidance on Grants chapter scope.

Linda Benoit

Linda Benoit

October 29, 2018

Date



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Since 1937

P.O. Box 10270 • 301 South Bronough Street, Suite 300 • Tallahassee, Florida 32302-2270
Telephone: (850) 222-9684 • Fax: (850) 222-3806 • Web Page: www.fgfoa.org

2018-2019 OFFICERS

President

KENT OLSON, CGFO
Deputy Treasurer/Clerk
City of Tallahassee
(850) 891-8082
Kent.Olson@talgov.com

President - Elect

KEN BURKE, CPA
Clerk of the Circuit Court and Comptroller
Pinellas County – CCC
(727) 464-3341
kburke@pinellascounty.org

Secretary – Treasurer

JAMIE ROBERSON, CGFO
Director of Finance
City of Apopka
(407) 703-1725
jroberson@apopka.net

DIRECTORS

ALTON “RIP” COLVIN, CPA, CGFO, CPM
Executive Director
Justice Administrative Commission
(850) 488-2415
rip.colvin@justiceadmin.org

FRANK DIPAOLO, CPA, CGMA
Finance Director
City of Lighthouse Point
(954) 784-3432
fdipaolo@lighthousepoint.com

NICOLE GASPARRI, CGFO
Organizational Program Manager
City of Boca Raton
(561) 789-8236
ngasparri@myboca.us

MIKE GOMEZ, CPA
Audit Manager
Florida Auditor General - Tallahassee
(850) 412-2895
mikegomez@aud.state.fl.us

JONATHAN C. MCKINNEY, CGFO
Director of Finance
City of Holly Hill
jmckinney@cityofedgewater.org

SHANNON RAMSEY-CHESSMAN, CPA, CGFO
Chief Operating Officer of Finance
Clerk & Comptroller – Palm Beach County
(561) 355-4277
slramsey@mypalmbeachclerk.com

WILLIAM SPINELLI, CPA
Controller
City of Orlando
(407) 246-2165
william.spinelli@cityoforlando.net

KELLY STRICKLAND, CPA, CGFO
Director of Financial Administration
City of Sarasota
(941) 954-4124
kelly.strickland@sarasotagov.com

PAUL SHAMOUN
Executive Director

October 24, 2018

David Bean, Director of Research and Technical Activities
Governmental Accounting Standards Board
401 Merritt 7
Post Office Box 5116
Norwalk, CT 06856-5116
Via email: director@gasb.org

Re: Project No. 26-6

Dear Mr. Bean:

On behalf of the Florida Government Finance Officers Association (FGFOA), we are pleased to respond to the GASB Exposure Draft on Project No. 26-6 related to Conduit Debt Obligations. These comments were prepared based on a review by the FGFOA members, its Technical Resources Committee, and the Board of Directors.

We agree with most items addressed in Project 26-6 but have some concerns with the following:

- Definition of Conduit Debt, Paragraph 5 (e): we suggest rewording this to clarify that the third party is solely obligated for the conduit debt, which will match the legal obligation of the third-party obligor as delineated in the debt obligation documents. Some of the items listed in 6. a through e would technically be viewed as credit enhancements to the conduit debt, which effectively changes the obligation to something other than a pure conduit debt. While we understand the Board's desire for a broad definition, it is important to draw a distinction between what is a credit enhancement and what may turn out to be financial support. Being required to support a debt obligation of another party that is included within the debt obligation documents and voluntarily deciding to support such an obligation is a significant difference.

Public officials potentially will react much differently (and make decisions which are hard to predict) based upon individual circumstances and the ability of others to convince the public officials that a true hardship will result if the conduit debt obligor faces a financial crisis or potential financial crisis.

- Qualitative factors, Paragraph 9: we have a concern that accounting standards may differ from the legal requirements of the debt instrument.

- Some clarification is needed on the financial statement presentation for the types of support that might be committed by the issuer based on the qualitative factors that initiated this commitment. Some of the factors that are listed to determine the 50% threshold are rather subjective and requiring finance professionals to read the minds of their governing bodies. We suggest you limit these items requiring recognition of a liability and expense to past practice of financial support and instances that would require notification to EMMA of a Rule 15c2-12 disclosure. Any items required under Rule 15c2-12 would require an analysis of the likelihood of reaching the 50% threshold, which, depending on severity, will still require reading the tea leaves of the future actions of the public officials.
- Notes to Financial Statements: we believe there needs to be clarity as to the level of summarization when there are no commitments and no liability.
- We think that adding a glossary with terms that included, as a minimum, the following would also be helpful: obligor, issuer, parity bond, cross-collateralization and debt holder or trustee.

We thank the GASB for its efforts in preparing the exposure draft and for the opportunity to respond. Please feel free to contact me at (850) 891-8082 or kent.olson@talgov.com regarding the comments above.

Sincerely,



Kent Olson, CGFO
President

[illegible]

NEXT MEETING:

Friday, February 22, 2019 – Florida League of Cities Offices, Orlando