



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, November 4, 2022

**Embassy Suites by Hilton
8978 International Drive
Osceola Room
Orlando**

9:00 am



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Leadership, Education, Networking and Information

Leadership

- Providing opportunities for individual development
- Recognition of the FGFOA's governmental finance expertise
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing member achievements

Education

- Creating balanced and cost-effective educational programs
- Utilizing various methods of delivery
- Enhancing cooperative training partnerships
- Promoting attainment and retention of certified officials

Networking

- Promoting relationships among peers
- Cultivating strong relationships with other organizations
- Enhancing relationships with the Local Chapters

Information

- Delivering information through innovation
- Providing feedback and analysis on emerging legislative and technical issues
- Facilitating information sharing for members



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **November 4, 2022**
 9:00 am
 Embassy Suites, International Drive, Orlando

- I. Call to Order – Jonathan McKinney, President**
- II. Roll Call**
- III. Consideration of Minutes – August 19, 2022 and October 12, 2022**
- IV. Report of Officers**
 - A. President – Jonathan McKinney**
 - 1. Audit Committee Assignment**
 - B. President Elect – Frank DiPaolo**
 - 1. Nominating Committee Assignment**
 - C. Secretary Treasurer – Rip Colvin**
 - 1. Financials 06/30/2022**
- V. Executive Director – Paul Shamoun**
 - 1. Vendor/Exhibitor Engagement**
 - 2. Membership Report**
 - 3. Investment Report**
- VI. Committee Chairs**
 - 1. Certification Committee – Jeremy Baker**
 - 2. Conference Program Committee – Lorrie Arevalo**
 - a. Annual Conference Program Template**
 - b. Annual Conference 2023 Professional Headshots**
 - 3. Educational Programs Committee – Anna Otiniano**
 - 4. Event Host Committee – Sharon Almeida**

5. Professional Development Committee – Lewis Chazan

6. School of Governmental Finance Committee – Nicole Gasparri

**7. Technical and Legislative Resources Committee – Co-Chair,
Derek Noonan and Co-Chair, Stephen Timberlake**
a. Committee Manual Review

VII. Other Business

VIII. Next Meeting – Friday, January 20, 2023, location to be determined

ATTENDANCE - FGFOA BOARD MEETING

November 4, 2022

NOT
PRESENT

PRESENT

OFFICERS

Jonathan McKinney
Frank DiPaolo
Rip Colvin

DIRECTORS

Melissa Burns
Bryan Cahen
Nicole Jovanovski
Missy Licourt
Olga Rabel
Rebecca Schnirman
William Spinelli
Kelly Strickland

1st Term

2019-2022
2020-2023
2022-2025
2021-2024
2020-2023
2022-2025
2018-2021
2018-2021

2nd Term

2022-2025

2021-2024
2021-2024

3rd Term

IMMEDIATE PAST PRESIDENT

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Shannon Ramsey-Chessman

COMMITTEE CHAIRS

Jeremy Baker
Lorrie Brinson
Anna Otiniano
Sharon Almeida
Lewis Chazan
Nicole Gasparri
Derek Noonan, Co-Chair
Stephen Timberlake, Co-Chair

Certification Committee
Conference Program Committee
Educational Programs Committee
Event Host Committee
Professional Development Committee
2022 SOGF Committee
Technical and Legislative Resources Committee
Technical and Legislative Resources Committee

CHAPTER PRESIDENTS

Jim Cooke
Tim Villarosa
Anthony Cobb
Brett Allmond
Sara Herms
Cathy Larson
Melissa Licourt
Rebecca Tew
Mindy Miller
Annette Otiniano
Cindy Emshoff
Cary Myers
Cindy Corrente
Lory Irwin

Big Bend Chapter
Central Florida Chapter
Florida First Coast Chapter
Gulf Coast Chapter
Hillsborough Chapter
Nature Coast Chapter
North Central Florida Chapter
Palm Beach Chapter
Panhandle Chapter
South Florida Chapter
Southwest Chapter
Space Coast Chapter
Treasure Coast Chapter
Volusia Flagler Chapter

OTHERS IN ATTENDANCE

Paul Shamoun
Jill Walker
Karen Pastula

Florida League of Cities
Florida League of Cities
Florida League of Cities

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 19, 2022

The meeting of the FGFOA Board of Directors took place at Staybridge Suites in Vero Beach, on Friday, August 19, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Jonathan McKinney, Finance Director, City of Port Orange
President – Elect, Frank DiPaolo, Director of Finance, City of Dania Beach
Secretary/Treasurer – Rip Colvin, Executive Director, Justice Administrative Commission
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Nicole Jovanovski, Director of Finance, Sarasota County
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office

COMMITTEE CHAIRS

Lorrie Arevalo, Conference Program
Sharon Almeida, Event Host
Lewis Chazan, Professional Development
Nicole Gasparri, SOGF 2022
Stephen Timberlake, Co-Chair, Technical and Legislative Resources

STAFF

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

CALL TO ORDER

There being a quorum, President McKinney called the August 19, 2022, meeting of the FGFOA Board of Directors to order at 9:02 am.

PRESIDENT REPORT

Minutes

President McKinney presented the minutes from the June 24, 2022; June 29, 2022; and July 29, 2022 FGFOA Board meeting for review.

Mr. Colvin moved, seconded by Ms. Rabel, to accept the minutes as presented for the June 24, 2022; June 29, 2022; and July 29, 2022, meetings. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Leadership 2023

Mr. Shamoun presented the Membership and Investment reports for review.

COMMITTEE CHAIR REPORT

Conference Program Committee

Mrs. Arevalo gave the Conference Program Committee report explaining the need for a Public Speaking class that will provide instruction as well as participation/demonstration at the 2022 Annual

Conference. J. Lenora Bresler was suggested as an option for this role as she comes highly recommended by the FGFOA Leadership participants. The Board agreed that she would be a good option and gave the Committee authorization to move forward.

The Committee also brought forward a suggestion that the Ethics class to be held at the 2022 Annual Conference be moved from its typical slot on Wednesday morning to Sunday morning giving more flexibility for other sessions during the week when most participants arrive. This change in schedule also allows those wanting to take both Investments and Ethics to have that option available as they are both very well attended. This may increase member satisfaction. No formal motion was made.

Educational Programs Committee

Ms. Licourt gave the Educational Programs Committee report indicating the Committee members are busy choosing the webinar speakers and schedule for 2022-2023. A list of topics was presented for Board review. Ms. Licourt will take the suggestion of offering Ethics as a webinar back to the Committee for their input.

Event Host Committee

Mrs. Almeida brought forward the 2022 School of Governmental Finance Committee “themes” for the Hospitality Suite chosen by the Committee as well as a scribbler pad for a welcome gift. The Board like the gift idea and gave verbal approval to purchase it. Staff will purchase this gift in the appropriate quantities.

The 2022 Annual Conference Tuesday Night Event suggestions were well received with each having their own merits. Disney Springs was the favorite chosen by the Board. The Board gave staff direction to get pricing and specific event details for approval. The committee will bring these specific updates forward at a future meeting.

Professional Development Committee

Mr. Chazan brought forth the Professional Development Committee’s suggestion of an “Emerging Leaders Program” which could be more formalized than a networking event and would be separate from the Mentor/Mentee program. It would offer regular Zoom calls with pre-set discussion topics hosted by an FGFOA leader such as a Past-President or Lifetime Achievement Award Winner. The Board approved of this concept, but no formal motion was made.

School of Governmental Finance Committee

Ms. Gasparri gave the School of Governmental Finance Committee report stating the 2022 School of Governmental Finance schedule of sessions and speakers is completely full noting the awesome help of the sub-committee chairs; Jennifer Desrosiers, Jeanette Haynes, Tanya Quickel, Elizabeth Walter, Tammy Wilson, and Katherine Woodruff. Mr. Shamoun and staff are creating a speaker template which is to be used for each PowerPoint presentation submitted for use at Annual Conference and the School of Governmental Finance going forward. Any presentation not submitted using this template will be rejected.

Technical and Legislative Resources Committee

Mr. Timberlake noted the Technical and Legislative Resources Committee will have its first meeting on September 8th, 2022 to discuss upcoming issues facing the Board such as the GASB exposure draft and a review of the Basic Government Resource Manual. The Committee will also review key 2023 legislative session dates. President McKinney noted that all committee Policy and Procedure documents are to be reviewed and updated this year.

NEXT MEETING

The next meeting of the Board of Directors will be held on Wednesday, October 19, 2022, at the Luminary Hotel in Fort Myers.

ATTEST:

Rip Colvin, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
October 12, 2022

The meeting of the FGFOA Board of Directors took place via Microsoft Teams, on Wednesday, October 12, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Jonathan McKinney, Finance Director, City of Port Orange
President – Elect, Frank DiPaolo, Director of Finance, City of Dania Beach
Secretary/Treasurer – Rip Colvin, Executive Director, Justice Administrative Commission
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Nicole Jovanovski, Director of Finance, Sarasota County
Director Melissa Licourt, Budget Director, St. Johns River Water Management District
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

COMMITTEE CHAIRS

Jeremy Baker, Certification
Lorrie Arevalo, Conference Program
Sharon Almeida, Event Host
Lewis Chazan, Professional Development
Nicole Gasparri, SOGF 2022
Derek Noonan, Co-Chair, Technical and Legislative Resources
Stephen Timberlake, Co-Chair, Technical and Legislative Resources

STAFF

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

CALL TO ORDER

There being a quorum, President McKinney called the October 12, 2022, meeting of the FGFOA Board of Directors to order at 2:00 pm.

COMMITTEE CHAIR REPORT

Certification Committee

President McKinney moved the Certification Committee Policy and Procedures Manual agenda item update to the November 4, 2022 meeting due to time constraints.

Mr. Baker presented the CGFO Fall Review and Exam schedule noting the work of the committee to shift quickly after being affected by the cancellation of the School of Governmental Finance due to Hurricane Ian. Instead of the review being in-person, they will now be web-based from November 1 – 3, 2022. Exams will now be conducted in 4 locations on Friday, November 4, 2022.

School of Governmental Finance Committee

Ms. Gasparri gave the School of Governmental Finance (SOGF) committee report showing the current schedule for the upcoming 2022 Virtual SOGF which is scheduled to take place November 7 – 9,

2022. The committee quickly shifted from an in-person event to a virtual line-up of 18 sessions with an Ethics component. The recommended pricing is \$200 for the SOGF, \$90 for Ethics, or combined for a cost of \$290. Due to the low cost of putting on the virtual SOGF instead of an in-person event, the Board discussed potentially offering a donation to a Hurricane Ian relief fund or future scholarships for attendees affected by Hurricane Ian.

Ms. Licourt moved, seconded by Ms. Rabel, to reduce the SOGF registration cost to \$100 and the Ethics registration cost to \$75. Motion passed unanimously.

Additionally, Ms. Rabel moved, seconded by Ms. Licourt, to table the discussion of providing SOGF scholarships to those affected by Hurricane Ian to the January 20, 2023 meeting once the 2023 SOGF Committee Chair has been announced. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on Friday, November 4, 2022, at the Embassy Suites on International Drive in Orlando.

ATTEST:

Rip Colvin, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors - President

Agenda Item

2022-2023 BOARD OF DIRECTORS

OFFICERS President

Jonathan McKinney

President-Elect
Frank DiPaolo

Secretary/Treasurer
Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: Appointment to Audit Committee

Executive Summary, Explanation or Background:

The Audit Committee consists of the Immediate Past President, Secretary-Treasurer and one At-large member of the Board of Directors selected by the President. The Committee recommends the selection of the external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or Board of Directors to oversee other financial, tax and liability issues affecting the FGFOA.

Based on the information above, I am recommending the Audit Committee consist of **Shannon Ramsey-Chessman**, Immediate Past President, **Rip Colvin**, Secretary-Treasurer and **Jamie Roberson**, At-Large Member.

Recommended Action:

For review and approval

Jonathan McKinney

August 26, 2022

Jonathan McKinney, President



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors – President-Elect

Agenda Item

2022-2023
BOARD OF DIRECTORS

OFFICERS
President

Jonathan McKinney

President-Elect
Frank DiPaolo

Secretary/Treasurer
Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: Nominating Committee

Executive Summary, Explanation or Background:

Per the newly updated by-laws, the nominating committee shall consist of nine members including the Immediate Past President as Chair, President, President-elect and six members appointed to serve three-year terms. The by-law amendment also included an implementing provision which specified that in the first year, the Immediate Past President shall select two people to serve a one-year term, the President shall select two people to serve a two year and the President-Elect shall select two people to serve a three-year term.

Immediate Past President Shannon Ramsey-Chessman selects:

- Kimball Adams
- Linda Howard

President Jonathan McKinney selects

- Dan Stauffer
- Christine Davis

President Elect Frank DiPaolo selects:

- Diane Reichard, City of Plant City
- Laura Reece, City of Fort Lauderdale

Recommended Action:

For review and approval

Frank DiPaolo

Frank DiPaolo, President-Elect

October 18, 2022

Date



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors – Secretary/Treasurer Agenda Item

2022-2023 BOARD OF DIRECTORS

OFFICERS

President

Jonathan McKinney

President-Elect

Frank DiPaolo

Secretary/Treasurer

Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: June 30, 2022, Financials

Executive Summary, Explanation or Background:

Attached are the June 30, 2022 Financial Statements.

Recommended Action:

For review

Rip Colvin

October 31, 2022

Rip Colvin

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

June 30, 2022, March 31, 2022, December 31, 2021, September 30, 2021, and June 30, 2021

	6/30/2022	3/31/2022	12/31/2021	9/30/2021	6/30/2021
ASSETS					
Current Assets:					
Cash - Capital City Bank	765,555	775,684	520,735	619,846	462,242
Investments - Vanguard	16,749	16,723	16,722	16,721	16,721
Investments - CDs	195,549	195,542	195,039	195,032	195,022
Accounts Receivable	8,010	1,935	440	2,365	400
Interest Receivable	134	23	405	279	152
Prepaid Expenses	6,508	12,802	0	0	5,819
Prepaid Conference Expenses	0	12,561	4,811	4,811	0
Prepaid School of Gov Financial Expenses	0	0	0	3,705	0
Deposits	1,000	86,298	51,858	32,808	32,108
Total Current Assets	993,505	1,101,568	790,010	875,567	712,464
Equipment:					
Computer Equipment	2,162	2,162	2,162	2,162	2,162
Less: Accumulated Depreciation	(2,098)	(2,066)	(2,035)	(2,003)	(1,971)
Net Equipment	64	96	127	159	191
Other Assets					
Deposits	4,000	5,000	2,500	7,750	7,750
Total Other Assets	4,000	5,000	2,500	7,750	7,750
Total Assets	997,569	1,106,664	792,637	883,476	720,405
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Income	0	293,115	0	126,870	550
Accounts Payable	450,227	89,584	51,300	45,873	78,053
Total Current Liabilities	450,227	382,699	51,300	172,743	78,603
Unrestricted Net Assets	547,342	723,965	741,337	710,733	641,802
Total Liabilities and Unrestricted Net Assets	997,569	1,106,664	792,637	883,476	720,405

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30th, 2022

	----- QTR 1 7/1/2021 to 9/30/2021	----- QTR 2 10/1/2021 to 12/31/2021	---ACTUAL--- QTR 3 1/1/2022 to 3/31/2022	----- QTR 4 4/1/2022 to 6/30/2022	----- YTD 7/1/2021 to 6/30/2022	---BUDGET--- AMENDED 7/1/2021 to 6/30/2022	---BUDGET--- % OF BUDGET SPENT	---BUDGET--- VARIANCE YEAR TO DATE
REVENUES								
Membership Dues	110,650	10,500	10,900	12,650	144,700	150,000	96%	(5,300)
Investment Income	138	133	123	144	538	4,000	13%	(3,462)
Annual Conference	0	0	0	649,544	649,544	675,500	96%	(25,956)
School of Governmental Finance	0	131,309	10,595	0	141,905	138,405	103%	3,500
Pre Conference Seminars	0	0	0	23,400	23,400	35,000	67%	(11,600)
Leadership FGFOA	0	0	0	19,900	19,900	19,900	100%	0
Boot Camps	0	13,200	13,200	12,760	39,160	39,600	99%	(440)
CGFO Fees	13,115	1,885	11,795	7,925	34,720	36,000	96%	(1,280)
On-Line Learning	0	0	0	0	0	3,300	0%	(3,300)
TOTAL REVENUES	123,903	157,027	46,613	726,323	1,053,867	1,101,705	96%	(47,838)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	32,188	32,187	32,188	32,187	128,750	129,000	100%	(250)
Auditor Fees	0	0	10,610	0	10,610	10,250	104%	360
Total - Professional Services	32,188	32,187	42,798	32,187	139,360	139,250	100%	110
Meeting Expenses:								
Board of Directors	2,601	5,942	4,862	27,522	40,928	30,500	134%	10,428
Strategic Planning	0	0	0	3,613	3,613	3,500	103%	113
GFOA Conference	0	0	0	10,110	10,110	11,000	92%	(890)
GFOA Reception	0	0	0	5,318	5,318	7,500	71%	(2,182)
Total - Meeting Expenses	2,601	5,942	4,862	46,563	59,969	52,500	114%	7,469

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30th, 2022

	----- QTR 1 7/1/2021 to 9/30/2021	----- QTR 2 10/1/2021 to 12/31/2021	---ACTUAL--- QTR 3 1/1/2022 to 3/31/2022	----- QTR 4 4/1/2022 to 6/30/2022	----- YTD 7/1/2021 to 6/30/2022	---BUDGET--- AMENDED 7/1/2021 to 6/30/2022	---BUDGET--- % OF BUDGET SPENT	---BUDGET--- VARIANCE YEAR TO DATE
Training/Education:								
Conference Expenses	0	0	0	680,275	680,275	746,900	91%	(66,625)
School of Governmental Finance	0	72,689	5,750	0	78,439	141,350	55%	(62,911)
Pre Conference Seminars	0	0	0	31,583	31,583	32,000	99%	(417)
Leadership FGFOA	0	0	0	68,230	68,230	60,950	112%	7,280
Boot Camps	0	7,078	6,657	15,228	28,963	30,400	95%	(1,437)
CGFO Expenses	0	3,003	0	210	3,213	28,000	11%	(24,787)
NASBA Fees	0	0	795	0	795	3,000	27%	(2,205)
On-Line Learning	0	0	0	0	0	2,500	0%	(2,500)
Local Chapter Support	8,333	0	0	805	9,138	8,000	114%	1,138
Total - Training/Education	8,333	82,770	13,202	796,331	900,636	1,053,100	86%	(152,464)
Standing Committees:								
Standing Committee Meetings	0	627	0	0	627	1,000	63%	(373)
All Committee Meetings@ Conference	0	0	0	5,640	5,640	7,000	81%	(1,360)
Total - Standing Committees	0	627	0	5,640	6,268	8,000	78%	(1,732)
Communication to Members:								
Postage & Mailing	448	0	141	101	690	1,000	69%	(310)
Internet Homepage	0	165	0	0	165	500	33%	(335)
Printing & Duplicating	0	12	288	1,889	2,189	3,000	73%	(811)
Total - Communication to Members	448	177	429	1,990	3,045	4,500	68%	(1,455)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30th, 2022

	----- QTR 1 7/1/2021 to 9/30/2021	----- QTR 2 10/1/2021 to 12/31/2021	---ACTUAL--- QTR 3 1/1/2022 to 3/31/2022	----- QTR 4 4/1/2022 to 6/30/2022	----- YTD 7/1/2021 to 6/30/2022	---BUDGET--- AMENDED 7/1/2021 to 6/30/2022	---BUDGET--- % OF BUDGET SPENT	---BUDGET--- VARIANCE YEAR TO DATE
Administrative Expenses:								
Insurance Expense	4,211	0	0	346	4,557	5,000	91%	(443)
List Serve	1,375	0	615	454	2,444	3,000	81%	(556)
Filings and Registrations	0	0	0	0	0	100	0%	(100)
Staff Travel	0	0	302	206	508	3,500	15%	(2,992)
Miscellaneous Expense	1,686	397	623	836	3,542	3,500	101%	42
Credit Card & Bank Fees	4,098	4,291	1,122	18,361	27,871	30,000	93%	(2,129)
Depreciation	32	32	32	32	127	200	64%	(73)
Total - Administrative Expenses	11,402	4,720	2,694	20,235	39,049	45,300	86%	(6,251)
TOTAL EXPENSES	54,972	126,423	63,985	902,946	1,148,327	1,302,650	88%	(160,024)
Increase (Decrease) in Unrestricted Net Assets	68,931	30,604	(17,372)	(176,623)	(94,460)	(200,945)	47%	106,485
Unrestricted Net Assets, Beginning of Period	641,802	710,733	741,337	723,965	641,802			
Unrestricted Net Assets, End of Period	710,733	741,337	723,965	547,342	547,342			

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows For the Year Ended June 30th, 2022

Cash Flows From Operating Activities

Receipts from Members and Associates	692,310
Receipts from Exhibitors and Hotel Sites	352,859
Interest and Dividends	556
Fees Paid to Florida League of Cities	(145,173)
Payments to Vendors	<u>(596,684)</u>

Net Cash Provided by Operating Activities **303,868**

Cash Flows from Investing Activities

Proceeds from Investments	195,530
Purchase of Investments	<u>(196,057)</u>

Net Cash Used by Investing Activities **(527)**

Net Increase in Cash and Cash Equivalents **303,341**

Cash and Cash Equivalents - Beginning of Period 478,963

Cash and Cash Equivalents - End of Period **782,304**

Reconciliation of Decrease in Net Assets to Net Cash Provided by Operating Activities:

Decrease in Net Assets	(94,460)
Adjustments to Reconcile Decrease in Net Assets to Net Cash Provided by Operating Activities:	

Depreciation	127
Increase in Accounts Receivable	(7,593)
Increase in Prepaid Expenses	(689)
Decrease in Deposits	34,858
Increase in Accounts Payable	372,175
Decrease in Deferred Income	<u>(550)</u>

Net Cash Provided by Operating Activities **303,868**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Year Ended June 30th, 2022

Accounts Receivable:

Registration Fees	8,010	Boot Camp, CGFO, & Annual Conference
Total Accounts Receivable	<u>8,010</u>	

Prepaid Expenses:

Insurance	4,366
List-Serve	1,375
PO Box Rental	277
Social Media Account Renewal	<u>490</u>
Total Prepaid Expenses	<u>6,508</u>

Deposits:

Current:

Rosen Shingle Creek	1,000	2023 Annual Conference
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Non-Current:

Diplomat Hotel	1,500	2025 Annual Conference
Hilton Hotels	2,500	2024 Annual Conference

Total Deposits	<u>5,000</u>
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Accounts Payable:

Members	19,225	Refunds
Vendors	57,369	Various
FLC	373,633	Fees and Expenses
Total Accounts Payable	<u>450,227</u>	

Miscellaneous Expense:

HootSuite	198	Social Media Account
HiTouch	1,148	Supplies
Awards4U	1,552	President & Chair plaques
CCNJOBFAIRS	100	FGFOA Membership Committee Chair for Broward Job Fair
Amazon	456	Board of Director Gifts
Dollar Tree	27	Board of Director Gifts
Dept of State	<u>61</u>	Annual Report
Total Miscellaneous Expense	<u>3,542</u>	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Annual Conference
For the Year Ended June 30th, 2022

REVENUE COMPARISON	# of Reg	2022 ACTUAL	2022 BUDGET	VARIANCE
OTHER REVENUE				
Exhibitor Fees		221,800	210,000	11,800
Extra Tickets All Events	105	7,875	2,000	5,875
Golf	48	4,800	6,000	(1,200)
Cancellation Fees	45	1,800	1,000	800
Ethics Course Income		14,870	20,000	(5,130)
Room Credits		14,328	13,500	828
Hotel Commissions		51,561	55,000	(3,439)
TOTAL OTHER REVENUE		317,034	307,500	9,534
REGISTRATIONS				
Member Registrations	663	232,050	295,000	(62,950)
Member Late Registrations	45	17,550	9,000	8,550
Associate Registrations	76	31,160	44,000	(12,840)
Associate Late Registrations	10	4,500	4,000	500
Non-Member Registrations	81	38,070	15,000	23,070
Non-Member Late Registrations	18	9,180	1,000	8,180
TOTAL REGISTRATIONS		332,510	368,000	(35,490)
TOTAL REVENUES		649,544	675,500	(25,956)
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental		41,315	45,000	3,685
Speaker per diem/honorarium		5,580	15,000	9,420
Refreshment Breaks		186,754	195,000	8,246
Tuesday Business Luncheon		44,879	47,000	2,121
Monday Lunch		16,086	30,000	13,914
TOTAL INSTRUCTIONAL EXPENSE		294,614	332,000	37,386
SPECIAL EVENTS				
Golf Tournament		3,476	6,000	2,524
Opening Ceremony		200	500	300
Association Night		36,884	38,000	1,116
Ethics Course Expenses		10,510	15,000	4,490
Tuesday Event		105,517	100,000	(5,517)
Hospitality Food, Beverages & Supplies		30,964	30,000	(964)
President's Reception		11,810	16,000	4,190
Emerging Leaders Reception		4,765	6,000	1,235
TOTAL SPECIAL EVENTS EXPENSE		204,126	211,500	7,374

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Annual Conference
For the Year Ended June 30th, 2022

	2022 ACTUAL	2022 BUDGET	VARIANCE
SPECIAL CONFERENCE EXPENSES			
Room Rate Buy Down	72,614	81,900	9,286
Host Committee	0	1,000	1,000
Welcome Bags	8,457	5,000	(3,457)
Speaker Gifts	2,160	3,500	1,340
Transportaion	8,100	8,500	400
TOTAL SPECIAL CONFERENCE EXPENSES	91,331	99,900	8,569
REGISTRATION/MAILINGS			
Postage/Shipping	0	500	500
Printing/Duplicating	1,972	6,000	4,028
Supplies	719	2,000	1,281
TOTAL REGISTRATION/MAILING EXPENSE	2,691	8,500	5,809
EXHIBITOR			
Security	543	2,500	1,958
Service	29,935	22,000	(7,935)
TOTAL EXHIBITOR EXPENSES	30,478	24,500	(5,978)
STAFF EXPENSES	11,011	15,000	3,989
OTHER			
Insurance	4,811	3,000	(1,811)
Internet Café - High Speed Connections	13,658	12,500	(1,158)
Miscellaneous	735	5,000	4,265
Meeting Planner Services	26,820	35,000	8,180
TOTAL OTHER EXPENSES	46,023	55,500	9,477
TOTAL EXPENSES	680,275	746,900	66,625
(DECREASE) IN NET ASSETS	(30,731)	(71,400)	40,669

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021 School of Governmental Finance

For the Year Ended June 30th, 2022

REVENUE COMPARISON

REGISTRATIONS	# of REG	2021 ACTUAL	2021 BUDGET	VARIANCE
Active Member Basic	30	7,800	12,500	(4,700)
Active Member Basic Late	14	4,200	1,450	2,750
Active Member Intermediate	33	8,250	15,000	(6,750)
Active Member Intermediate Late	12	3,480	1,450	2,030
Associate Member Basic	0	0	630	(630)
Associate Member Basic Late	1	365	0	365
Associate Member Intermediate	4	1,240	0	1,240
Associate Member Intermediate Late	1	350	0	350
Non Member Basic	15	5,775	750	5,025
Non Member Basic Late	8	3,400	0	3,400
Non Member Intermediate	13	4,745	770	3,975
Non Member Intermediate Late	6	2,430	0	2,430
Active Member Week	60	24,000	40,000	(16,000)
Active Member Week Late	12	5,280	2,200	3,080
Associate Member Week	3	1,575	1,575	0
Non Member Week	13	8,320	1,280	7,040
Non Member Week Late	5	3,400	0	3,400
Exhibitor Fees		43,600	54,000	(10,400)
Hotel Commissions		10,595	2,800	7,795
Room Credits		3,100	4,000	(900)
TOTAL REVENUES		141,905	138,405	3,500

EXPENSE COMPARISON

	2021 ACTUAL	2021 BUDGET	VARIANCE
Hospitality Suite	6,586	9,000	2,414
Refreshment Breaks	36,451	55,000	18,549
Welcome Reception	5,623	20,000	14,377
Emerging Leader Reception	0	4,000	4,000
Staff Travel	6,778	10,000	3,222
Exhibitor Decorator Service	4,210	0	(4,210)
Welcome Bags	2,161	0	(2,161)
Equipment Rentals	7,002	15,000	7,998
Speaker Expenses	326	0	(326)
Speaker Gifts	1,375	1,500	125
Postage/Mailing	0	100	100
Printing/Duplicating	536	1,000	464
Meeting Planning Services	5,750	6,500	750
Insurance	1,418	1,000	(418)
Service Fees	0	15,000	15,000
Security	0	2,000	2,000
Operating Supplies	223	1,250	1,027
TOTAL EXPENSES	78,439	141,350	62,911
INCREASE (DECREASE) IN NET ASSETS	63,466	(2,945)	66,411

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021-22 Bootcamps

For the Year Ended June 30th, 2022

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Registration Fees	89	39,160	39,600	(440)
TOTAL REVENUES		39,160	39,600	(440)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Refreshment Breaks	10,018	9,000	(1,018)
Lunch	6,110	7,500	1,390
Printing and Duplicating	575	900	325
Speaker Expense	8,627	9,000	373
Staff Travel	235	500	265
Equipment Rent	3,398	3,000	(398)
Room Rental		500	500
TOTAL EXPENSES	28,963	30,400	1,437
INCREASE IN NET ASSETS	10,197	9,200	997

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021-22 CGFO

For the Year Ended June 30th, 2022

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Renewals	178	7,120	4,000	3,120
Application Fees	39	1,950	3,000	(1,050)
Review Courses	335	15,090	15,000	90
Exams	352	10,560	14,000	(3,440)
TOTAL REVENUES		34,720	36,000	(1,280)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Food and Beverage	684	13,000	12,316
Scantron Maintenance and Supplies	0	500	500
Printing and Mailing	546	1,500	954
Testing Fees	0	10,000	10,000
Equipment Rental	1,984	3,000	1,016
TOTAL EXPENSES	3,213	28,000	24,787
INCREASE IN NET ASSETS	31,507	8,000	23,507

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Leadership FGFOA

For the Year Ended June 30th, 2022

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Registration Fees	20	19,900	19,900	0
TOTAL REVENUES		19,900	19,900	0

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Hotel Fees	22,062	15,000	(7,062)
Breaks	3,259	3,500	241
Lunch	5,222	4,500	(722)
Dinner	11,929	7,500	(4,429)
Equipment Rentals	349	4,000	3,651
Awards	1,463	1,500	37
Printing/Duplicating	0	750	750
Speaker Expense	19,166	20,000	834
Meeting Planning Services	2,000	2,000	0
Staff Travel	2,779	2,200	(579)
TOTAL EXPENSES	68,230	60,950	(7,280)
(DECREASE) IN NET ASSETS	(48,330)	(41,050)	(7,280)



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors - Executive Director

Agenda Item

2022-2023 BOARD OF DIRECTORS

OFFICERS

President

Jonathan McKinney

President-Elect

Frank DiPaolo

Secretary/Treasurer

Rip Colvin

DIRECTORS

Melissa Burns

Bryan Cahen

Nicole Jovanovski

Missy Licourt

Olga Rabel

Rebecca Schnirman

William Spinelli

Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: Vendor/Exhibitor Engagement

Executive Summary, Explanation or Background:

There has been some discussion about the value vendors receive for purchasing a booth during the annual conference and more recently the SOGF. Currently at the annual conference, the exhibit hall is open from 12:00 – 7:00 on Sunday. (5:00 – 7:00 being the president's reception) The opens early Monday morning (7:00) for breakfast. Then the majority of membership exit to attend the opening general session. Lunch is served in the hall and closes as soon as the afternoon break ends. Vendors are not allowed to stay for social or educational events unless they register as a participant.

The FLC, as part of our administrative services, will be looking at ways to reinvent the Exhibit hall experience. I will update the Board as soon as we have some options.

Recommended Action:

For review

Paul Shamoun

October 31, 2022

Date



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors - Executive Director

Agenda Item

**2022-2023
BOARD OF DIRECTORS**

OFFICERS

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President-Elect

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William Spinelli

Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: Investment Report

Executive Summary, Explanation or Background:

Certificates of Deposit

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/22	Synchrony Bank	\$84,505.80	0.03%	12 months	09/04/23
03/14/22	American Commerce	\$111,049.33	0.40%	12 months	03/14/23
Money Market Account					
	Vanguard	\$16,834.03			
TOTAL		\$212,389.16			

Recommended Action:

For review

Paul Shamoun

October 31, 2022

Date



Florida Government Finance Officers Association, Inc.

2022-2023 Board of Directors - Executive Director

Agenda Item

2022-2023 BOARD OF DIRECTORS

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Kelly Strickland

Meeting Date: November 4, 2022

Title of Item: Membership Report

Executive Summary, Explanation or Background:

Membership Paid	10/31/2022	01/11/2022	08/30/2021
Government:	2,061	2,041	1,588
Associate:	210	198	156
Lifetime/Retiree:	31	22	24
Student:	10	0	0
Total:	2,312	2,261	1,768

Recommended Action:

For review

Paul Shamoun

October 31, 2022

Date

FGFOA Listserve Report August 2022 thru September 2022

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	624
Budgeting	545
Debt & Treasury	410
Financial Administration	554
Personnel & Payroll	349

Accounting & Auditing

[Advertising an increase in Solid Waste Assessment put on Property Tax bill.](#) (1 Message)
[benefits](#) (9 Messages)
[Construction Contracts & Pay Requests](#) (2 Messages)
[Financial Reporting Software](#) (1 Message)
[FLHSMV Data Exchange MOU - Internal Control and Data Security Audit](#) (1 Message)
[GASB 87 & Lease Query Implementation](#) (1 Message)
[insurance](#) (11 Messages)
[Propane Utility Tax Refund](#) (2 Messages)
[Self-Insured Property Damage Loss Fund](#) (2 Messages)
[Treasury Position Descriptions](#) (1 Message)
[Utility Bill Assistance Program](#) (1 Message)
[Write-Offs of Utility Bills](#) (1 Message)
[\[EXTERNAL\] insurance](#) (2 Messages)
[\[EXTERNAL\]: FLHSMV Data Exchange MOU - Internal Control and Data Security Audit](#) (1 Message)
[\[EXT\]Re: Construction Contracts & Pay Requests](#) (1 Message)

Budgeting

[Legal Ad Publishing Plans resulting from HB 7049](#) (1 Message)
[Millage Vote](#) (3 Messages)

Debt & Treasury

[Debt collection Agencies](#) (2 Messages)

Financial & Administration

[FGFOA-FINANCIALADMINISTRATION Digest - 22 Aug 2022 to 24 Aug 2022 \(#2022-38\)](#) (1 Message)
[Financial Reporting Software](#) (3 Messages)
[GASB 87 & Lease Query Implementation](#) (4 Messages)
[Loans against employee retirement account](#) (5 Messages)

[Millage Rate Vote](#) (4 Messages)

[Money Orders](#) (8 Messages)

[New Federal Excise Tax - Chemicals](#) (2 Messages)

[Organization of Finance Functions Survey](#) (1 Message)

[Pension Plan for Elected Officials](#) (5 Messages)

[Permission to go out for RFP or RFQ](#) (6 Messages)

[Recruitment Bonuses and Hiring Bonuses](#) (1 Message)

[State Statute Investment Training Requirement](#) (1 Message)

[TYLER INCODE](#) (4 Messages)

[\[-EXTERNAL-\] Pension Plan for Elected Officials](#) (1 Message)

[\[EXTERNAL SENDER\] - Re: Pension Plan for Elected Officials](#) (1 Message)

[\[QUARANTINE\] Pension Plan for Elected Officials](#) (2 Messages)

Personnel & Payroll

[Remote employees outside of Florida](#) (5 Messages)

[Volunteer Coordinator Information](#) (1 Message)

Florida Government Finance Officers Association, Inc.

2022-2023 Certification Committee

Agenda Item



Meeting Date: November 4, 2022

Title of Item: Certification Committee Update

2022-2023

CHAIRPERSON

Jeremy Baker, CGFO

Director of Finance

South Florida Regional Transportation

Authority / Tri-Rail

801 NW 33rd Street

Pompano Beach, FL 33064

(954) 788-7881 Office

(305) 546-3334 Cell

bakerj@sfrta.fl.gov

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Kelly Strickland

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Dee Dee Beaver

Kelly Bennett

Rebecca Bowman

Kathleen Campbell

Sarah Graber

Dathan Griffiths

Carlisha Jenkins

Shernette Lee

Karin Lu

Robert Miller

Carmen Mosley

Susan Nabors

Anna Otiniano

Michael Perry

Mary-Lou Pickles

Liliya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Allen Weekes

Denese Williams

Executive Summary, Explanation or Background:

There are currently 548 active CGFOs which is an increase of 8 who received their certification after the Annual Conference exams. There are currently 261 CGFO candidates which includes 52 new candidates added since the annual conference.

There are 85 candidates who are at risk of not completing their Certification requirements within the 5-year period. Many of these individuals have not recently been signing up for or taking exams. Staff will be reaching out to these individuals to inform them of their deadline.

In-person reviews are scheduled during the School of Governmental Finance for Tuesday-Thursday, October 18-20 and the exams are scheduled for Friday, October 21. There are two instructors for each of the reviews and six proctors scheduled for the exams on Friday. There are 37 individuals scheduled to take 113 exams as of the time of this report but registrations remain open until Friday, October 7th.

We are preparing to audit the required 25% of CGFO renewals. This will be done in the same fashion as the applications where Committee members will be assigned audits on a rotating basis. If there are issues with an audit it will be brought to the Committee Chair and then to the Certification Committee for final review and disposition.

The Certification Committee met on 6/27/22 and 9/22/22. The major topics of discussion on 6/27 was to confirm dates for reviews and exams for the year, discuss member responsibilities for review of applications and renewals, and discuss establishing ad Hoc committee for investigating new testing methods (web-based, testing centers, etc.), CPE reporting and make up of exam reviews.

Major topics of discussion at the 9/22 meeting were the final decisions concerning responsibilities for review of CGFO renewals, review of exam questions, continuing conversation on testing alternatives, and a review of a proposed policy change to allow retirees to retain their CGFO designation. Separate agenda items are being submitted for Board consideration on the testing alternative and for the policy change concerning retirees.

Recommended Action:

No recommended actions from this agenda item.

Jeremy Baker
Name

September 29, 2022
Date

Florida Government Finance Officers Association, Inc.

2022-2023 Certification Committee

Agenda Item



Meeting Date: November 4, 2022

Title of Item: CGFO Testing Updates

Executive Summary, Explanation or Background:

The Certification Committee continues to have conversations concerning how to incorporate remote testing, either web-based or through testing centers, into our Certified Government Finance Officers Program. This report is meant to communicate with the Board of Directors to ensure our actions are in alignment with the desires of the Board.

We have created an ad Hoc committee to assist in conducting research on this matter. The ad Hoc committee is led by Rebecca Bowman and Liliya Sablukova.

Our conversations have so far centered on how we maintain the integrity of the program, how we incorporate the opportunity for additional testing, what resources would be needed, and what impact it would have on the current program, among other topics.

We have been focusing so far on the services provided by Pearson, Respondus and ProctorFree. We have had difficulty making contact with the correct people at Pearson who could provide direction on how the testing works. Respondus was another provider that was brought up at our last meeting and we are just beginning to research the services they provide. We have had multiple conversations with ProctorFree, which is a web-based testing service. We are working to have a mock test conducted in October or November to experience how the test would work and how their program detects potential cheating. Board members who are interested are welcome to participate.

The intent of the Committee is to research how testing is conducted in other states for their CGFO program, how different providers ensure the integrity of the testing, and provide recommendations to the Board on how to move forward.

The Committee continues to work through a number of issues such as:

- Establishing a consistent method to keep the reviews and test questions updated that allows for better control
- Determining frequency of review/testing (anytime vs X times per year)
- Method of testing – paper versus electronic and in person vs a testing center
- What is the driving motivation for the change?

Recommended Action:

The committee is seeking input from the Board to confirm the Committee is focusing on the correct issues and moving in the proper direction.

2022-2023

CHAIRPERSON

Jeremy Baker, CGFO

Director of Finance

South Florida Regional Transportation

Authority / Tri-Rail

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Todd Taylor

Vien Tran

Allen Weekes

Denese Williams

Jeremy Baker

Name

September 29, 2022

Date

Florida Government Finance Officers Association, Inc.

2022-2023 Certification Committee

Agenda Item



Meeting Date: November 4, 2022

Title of Item: Amendment to Policy allowing Retired CGFOs to fully participate as active members

2022-2023

CHAIRPERSON

Jeremy Baker, CGFO

Director of Finance

South Florida Regional Transportation

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Executive Summary, Explanation or Background:

The current CGFO Policies and Procedures has three classifications for CGFOs: Active, Suspended, and Retired. The current policy could be interpreted to omit retired CGFOs from active status which precludes them from participating fully on committees. The requested action will clarify the intention to allow Retired CGFOs to fully participate in Certification Committee.

Recommended Action:

Revise the Classifications section of the CGFO Policies and Procedures as noted below

Classifications

Active CGFO – is defined as a CGFO who is an active, retiree or associate member of the FGFOA, and is current with dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as "CGFO/Retired".

Jeremy Baker
Name

September 29, 2022
Date



2022-2023

CHAIRPERSON

Lorrie A. Brinson, MBA/PA, MSA, CGFO
Senior Accounting Manager
Hillsborough County Clerk of Court
601 E Kennedy Blvd
Tampa, FL 33602-4932
(813) 272-6575
Lorrie.Arevalo@Hillsclerk.com

BOARD LIAISON

Nicole Jovanovski

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

George Barbar
Rob Broline
Zach Chalifour
Corman Conahan
Julie Davis
Jennifer Desrosiers
Shaunita Ervin
Linda Howard
Ronica Jackson
Peta-Gay Lake
Jeffrey T Larson
Kathleen Lee
Marcia Mack
Natasha Mazzie
Patrice Monaco-McBride
Rene O'Day
Angie Oxley
Annette Payne
Kadem Ramirez
Tracy Ramsey
Alice Rimer
James Rizzo
Sarah Simpson
Eugene Sherman
Caroline Sturgis
Jonathan Tapp
Christine Tenney
Allison Teslie
Tori Unseth

Florida Government Finance Officers Association, Inc.

2022-2023 Conference Program Committee

Agenda Item

Meeting Date: November 4, 2022

Title of Item: Annual Conference Program Template

Executive Summary, Explanation or Background:

Please see attached Draft Conference Program Scheduling of Classes.

Recommended Action:

That the Board review current schedule and provide any suggestions or guidance regarding programming.

Lorrie A. Brinson

Name

10/26/2022

Date

2023 FGFOA Conference Program June 24-28, 2022 Rosen Shingle Creek Orlando, FL					
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Date & Time	Accounting, Auditing, and Financial Reporting	Budget, Economics, and Financial Planning	Policy, Leadership, Strategic Planning, and Personnel	Banking, Investment, Risk, Treasury Management, and Debt Management	Technology
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Saturday June 24, 2023

8:00 AM to 9:40 AM			PROGRAM PENDING		Economic update	
					Best Practices including investment policies, strategies	
					Investing through multiple interest rate cycles	
					Probabilities realted to Pension Investing/ Managing Pension Portfolios	
	Moderator:		Moderator:	Moderator:	Moderator:	Moderator:

Sunday June 25, 2023

First Time Attendees 11:00am - 11:45am					
FGFOA Chapter President's Roundtable 12:00 - 12:45pm					

1:00 PM to 4:40 PM	Title:	Grant Administration		Economic update		Six Sigma part 2				
		ACFR 101: Where to Start if you Want to Prepare your ACFR		How to tackle Inflation without Breaking the Budget		RFP, RFI, and RFQ (panel)				
	Moderator:		Moderator:		Moderator:		Moderator:		Moderator:	

Monday June 26, 2023

8:00 AM to 9:40 AM	Opening General Session -		Opening General Session -		Opening General Session -		Opening General Session -		Opening General Session -	
Standing Committee Meetings 11:50am - 1:00pm										
10:00:00 AM to 4:40 PM	Title:	GASB Update		Beyond Public Hearings: How to Engage Stakeholder During the Budget Process		Embracing Change		Investment 101		Discussion on ERP to the Cloud (Panel)
		GASB Hot topics		Exploring Additional and Alternative Revenue Sources		Building and Sustaining High Functioning Teams		Developing a Capital Plan		Embracing Technology; Current Trends and Useful tools in Budgeting (Panel)
		Lessons learned from GASB 87 Implementation		Budget Best Practices		Public Service Motivation		Investment 102		
	Moderator:		Moderator:		Moderator:		Moderator:		Moderator:	

Networking and Social Event 5:00pm - 6:30pm

Tuesday June 27, 2023

Annual Business Meeting										
Local Chapters & Innovation Awards Luncheon										
8:00 AM to 4:40 PM	Title:	Fraud in the Remote Environment		Strategic Planning Part 1		Legislative Updates		Exploring Self Insurance and Oher Risk Financing Strategies		To Cloud or not to Cloud?
		ARPA Update: Optimizing and Auditing CSLFRF Dollars		Beyond the Budget Document; How to Monitor and Amend the Budget		First Time Leaders and challenges faced		Update on latest banking technologies, cost savings approaches		ERP Implementation; How to get department buy in
		DO's and DON'T of ARPA Funding		Strategic Planning Part 2		Public Relations		Putting your Best Foot Forward - How to Prepare for a Bond Insurer, Rating Agency Presentaion or Surveillance Call		Cyber Security in the Remote Environment; Best Practices
						Equity & Diversity, Generations in the Workplace		Capital Financing Options		
								Securing and Handling Grant funds: CARES, APPRA/FEMA		
	Moderator:		Moderator:		Moderator:		Moderator:			Moderator:

Association Night

Wednesday June 28, 2023

8:00 AM to 11:40 AM	Title:	Single Audit & Reporting Best Practices		Free but Not Easy; How to Compete for and Manage Grants	Ethics 4-hour		
		Fraud in the Remote Environment		Capital Planning for the Future What Happens When the Money Runs Out?			
	Moderator:	Moderator:		Moderator:	Moderator:		



2022-2023

CHAIRPERSON

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Jennifer Desrosiers
Shaunita Ervin
Linda Howard
Ronica Jackson
Peta-Gay Lake
Jeffrey T Larson
Kathleen Lee
Marcia Mack
Natasha Mazzie
Patrice Monaco-McBride
Rene O'Day
Angie Oxley
Annette Payne
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James Rizzo
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Eugene Sherman
Caroline Sturgis
Jonathan Tapp
Christine Tenney
Allison Teslie
Tori Unseth

Florida Government Finance Officers Association, Inc.

2022-2023 Conference Program Committee

Agenda Item

Meeting Date: November 4, 2022

Title of Item: 2023 Annual Conference Professional Headshots

Executive Summary, Explanation or Background:

FGFOA is dedicated to being a professional resource and providing opportunities to individuals in Government to grow and become the best version of themselves. We would like to provide an opportunity for our members to have Professional headshot photos taken during the annual conference at a discount. The number of photos would be limited to 10-12 pictures and sessions would be scheduled in 15 minute time slots on a day to be determined during the Annual Conference. Each participant must pre-register and pay individually. The cost to the participant is \$50 and the total cost to FGFOA to have the photographer onsite is \$100. Photos will be delivered to the email provided at booking.

Recommended Action:

That the Board approve providing space for professional photo headshots to our members during the 2023 Annual Conference and a Budget for booking the photographer to take photos on site during a 4-5 hour time slot on a date TBD.

Lorrie A. Brinson

Name

10/26/2022

Date

Florida Government Finance Officers Association, Inc.
2022-2023 Educational Programs Committee
Agenda Item



2022-2023

CHAIRPERSON

Annette (Anna) Otiniano, CGFO
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Dathan Griffiths
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Debra Martin
Richard Pengelly
Jose Regueiro
Katie Roundtree
William Seiter
Linda Short
Dennise Suarez
Jonathan Tapp
Andrew Thompson
Angela Votaw
Denese Williams

Meeting Date: November 4, 2022

Title of Item: Updated Manual and proposed dates to offer additional Webinars in the FY2022 – 2023 Term

Executive Summary, Explanation or Background:

The Educational Programs Committee held a virtual meeting on 9/7/2022 where the FY2023 approved topics were discussed and assigned. After the meeting the assigned topic list was distributed to the committee.

The September Webinar “Grants Management” had 400 members in attendance and 334 registered for the recording.

The speaker for the next Webinar has been secured and is scheduled to present on 11/17/2022. The speaker is Keith A. Clinkscale, Director of Strategic Planning and Performance Management and the topic is “Six Sigma Training”.

Attached is the updated manual for the Educational Programs Committee.

On August 19 the Educational Program’s Committee Chair submitted a list of 15 topics for the Board’s review and approval. Typically, the committee presents 1 webinar per month with the exception of June and October. However, with additional approved topics the committee chair is proposing to offer a second webinar in the following months:
12/8/22, 1/8/23, 2/9/23, 4/13/23 & 5/11/23.

Recommended Action:

The board review and approve the following:
The updated Committee Manual.
The proposed dates to offer a second Webinar.

Anna Otiniano

Name

9/23/2022

Date

Florida Government Finance Officers Association

Educational Programs Committee

Policies and Procedures Manual

I. Membership Structure

- A. Members should include a cross-section of the FGFOA so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.
- B. The committee should be composed of at least 10 active members, not including the chairperson(s).
- C. The Chairperson is appointed by the President and serves as overall Committee coordinator.
- D. The Chairperson appoints Vice-Chairperson for subcommittees for each major area of responsibility, if needed.
- E. Each committee member is assigned to coordinate one or more of the scheduled webinars.

II. Purpose, Goals and Action Plan

- A. Purpose: To plan educational webinars and other training opportunities, as directed by the Board, and a minimum of twelve webinars (one webinar each month) by identifying a broad range of relevant topics and scheduling knowledgeable speakers.
- B. Long Range Goal: Improve the quality of financial management in government units by educating the membership to create a well-rounded individual.
- C. Short Range Goals
 - 1. Provide stimulating educational and training opportunities for government finance professionals.
 - 2. Provided low cost CPE to our membership.

D. Action Plan

- 1. Webinars:
 - a. Assign each Committee member one or more webinars, their objective being to find speakers for each.
 - b. Recommend topics, speakers, and proposed dates and times for all webinars for FGFOA Board of Directors Approval.

- c. Committee members, for each of their assigned webinars, contact potential speakers appropriate for the selected webinar calendar.
- d. Chair and Vice Chair will take turns moderating each educational session. The Moderator Guidelines are provided to the moderator to outline responsibilities.
- e. Webinars are typically scheduled on the third Thursday of the month from 2:00pm-3:40pm EST.

III. Member Responsibilities

A. Chairperson

- 1. Coordinates all major aspects of the committee meetings, including establishing time and place, agenda and minutes.
 - a. The Committee Meetings can be in person or via phone conference. The Florida League of Cities (FLC) can provide meeting space in Orlando and Tallahassee. The FLC arranges conference calls and Go-To-Meeting.
 - b. Assigns committee member activities.
 - c. Motivates and involves all committee members.
- 2. Reports committee activities, including keeping committee members and Board liaison apprised of committee activity and progress.
 - a. Prepares and presents reports about the committee's progress for scheduled FGFOA Board of Directors meetings. Although highly encouraged to attend the Board Meetings, if unable to attend, coordinates with Board liaison for committee report presentation.
 - b. Submits articles describing the committee's progress for the FGFOA newsletter.
 - c. Prepares a report for the annual conference business luncheon, summarizing all of the committee activities for the year.
 - d. Assists with transition of responsibilities to the new Board Liaison and Chair.
 - e. Solicits volunteers, if needed.
 - f. Informs committee members of key dates/deadlines.

- g. Only active members can hold the position of Chair.

B. Vice-Chairperson

1. Assists the Committee Chairperson and other Committee members.
2. Moderates webinars as directed by the Committee Chairperson.
3. Participates in periodic Committee meetings.
4. Contacts the FLC to request speaker bank that has been used in the past
5. Members (Can be Active, Associate, Retired, or Student members of FGFOA).

C. Members:

(Can be Active, Associate, Retired or Student members of FGFOA)

1. Assists the Chair in determining relevant topics for educational and webinar sessions.
 - a. Webinars:
 1. Provide at least twelve ten (12) (10) webinars per twelve-month period. There shall be no Webinars provided during the months of June and October so as not to conflict with the Annual Conference or the School of Governmental Finance.
 2. On occasion, if additional topics are available and approved by the board, the committed may host 2 webinars in one month (Not June or October).
 3. Each session should be at least 100-minutes in duration and must include six (6) evenly spaced multiple choice CPE questions.
 4. Select and coordinate of speakers
 - b. Other Educational Programs:
 1. Provide various other specialty "Educational Programs" as directed by the FGFOA Board of Directors.
 2. The Educational Programs Committee shall coordinate with the Ad Hoc Committee to provide other various specialty educational programs as recommended and approved by the FGFOA Board of Directors.

2. Attends meetings
 - a. The first organizational meeting is held at the annual conference.
 - b. Subsequent committee meetings are called by the committee chairperson.
3. Appointed for a least one (1) year term, but encouraged to serve at least three (3) to provide the institutional knowledge and experience necessary for successful operation of the committee.
4. A committee application must be completed each year regardless of which committee the member will be working with for the following year.

IV. Budget:

- A. The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
- B. Presenters are volunteers and do not receive compensation or expenses for their services, with the possible exception of national speakers from GASB and GFOA. Any presenter that requests compensation must be approved by the Board prior to selection.

V. Timeline:

- A. Hold organizational meeting at the Annual Conference.
- B. Develop a tentative schedule of events (showing date, time, topic, and speakers) as soon as possible, but not later than July. Schedule developed should include September of the current year through August of the next year, for a total of twelve webinars. Schedule should avoid conflict with other FGFOA key events such as the annual conference, School of Government Finance, and scheduled Board meetings, whenever possible.

VI. Transition Plan:

- A. Outgoing chair(s) and board liaison will meet with the new chair(s) and board liaison in order to provide a smooth transition from one year to the next.
- B. New chair and board liaison will update the committee manual prior to conference in order to provide members with an updated manual.

Florida Government Finance Officers Association, Inc.
2022-2023 Event Host Committee
Agenda Item



2022-2023

CHAIRPERSON

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Jeanette Haynes
Shane Herman
Abigail Herrera
Penny Hill
Vanna Lawitzke
Kathleen Lee
Lisa Lynch
Marcia Mack
Natasha Mazzie
Everlyne Okoduwa
Angie Oxley
Bobbie Todd
Rebecca Tew
Tori Unseth
Natalee Wallace

Meeting Date: 11/4/2022

Title of Item: Annual Conference Tuesday Night Event Update

Executive Summary, Explanation or Background:

At the last board meeting, we presented 3 event locations for the Tuesday night event. The Board chose the Disney Springs location and asked the committee to work with the meeting planner to get a cost estimate on those two options. The meeting planner has provided the attached cost estimate for the two options at Disney Springs that the committee suggested as well as two other options. The committee reviewed these options and recommends the Disney Springs location with the Cirque du Soleil show and reception at House of Blues.

Recommended Action:

For review and approval of the Tuesday Night event location.

Sharon Almeida
Name

10/25/2022
Date

Options for FGFOA 2023 Conference Tuesday Night Event

As of 10/12/22

Proposals are based on 700-800 guests.

Option 1: House of Blues Exclusive Buyout

NOTE: Currently available on Tuesday, 6/27/23 on a second option, meaning another group has a tentative hold on the dates.

Requires minimum \$70,000++ spend on food and beverage, to include buffet meal and bar package.

Concerns:

1. Using the full venue, including outdoor space, there is dinner seating for only 645 people. This *might* be fine, but remember that when we went to Planet Hollywood in 2018 we had over 800 attendees and the venue ran out of seating for everyone.
2. The anticipated cost of the event for 750 people, before any entertainment is added, is at least \$98,000. This is, of course, for a full buyout. However, a partial buyout would only increase the concerns about space.

Approximate minimum total cost: \$98,000 before entertainment

Option 2: Cirque du Soleil Performance with Reception at House of Blues

Group tickets for Cirque du Soleil start at \$100 per person; and in order to accommodate a group of 700 or more, we'd need to include some of the more expensive seats that can run to \$111 - \$152 per person.

At the bare minimum, for 700 people we'd be looking at about \$80,000 just for Cirque tickets. A partial buyout of House of Blues to include a reception in their Music Hall with seating for just 300 would cost a minimum of \$40,000.

Approximate minimum total cost: \$120,000 without a full meal

Option 3: SeaWorld

SeaWorld has providing a proposal that would include the following:

Buffet dinner and drinks in their covered Sea Harbor Pavilions
Stilt walkers and animal ambassador visits during dinner
Up to two hours of free time in the park, to include Quick Queue passes for faster access on rides
Reserved seating for Electric Ocean fireworks show at park close
1-hour exclusive ride time on Ice Breaker coaster after park close, which can include a dessert reception

The approximate total cost of this event for 700 people, based on the event fee, tickets and food and beverage minimums, would be \$99,600. For 800 people it would be \$114,000

Approximate minimum total cost: \$99,600 - \$114,000

Option 4: Andretti Indoor Karting & Games Complex

The Andretti facility has plenty of room to provide dinner for 700-800 people. A full buyout of the facility would include exclusive access to all their entertainment, including: electric go-karts, a dark-ride motion theatre laser game, laser tag, bowling, arcades and various virtual reality attractions.

They require a minimum of \$100,000++ in spend for a full buyout, which can be reached via a combination of food and beverage and attraction fees. With service charge and tax, the minimum cost to hold the Tuesday Night Event at Andretti for 700-800 people would be approximately \$125,000.

Approximate minimum total cost: \$125,000

Florida Government Finance Officers Association, Inc.

2022-2023 Professional Development Committee

Agenda Item



2022-2023

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Sheila Goldman
Jeanette Little-Haynes
Tanra-Lee Milson
Carmen Mosley
Annette Payne
Daniel Petrarola
Linda Short
Sarah Simpson
Dennise Suarez
Allison Tesla

Meeting Date:

November 4, 2022

Title of Item:

Professional Development Committee
Direction on Emerging Leaders Program

Executive Summary, Explanation or Background:

The Committee has been active creating sub-committees including:

- 1) Administrative Committee – Update Policy & Procedures Manual
- 2) Mentor/Mentee Application & Emerging Leaders Sub-Committee
- 3) FGFOA Leadership Program Selection Committee
- 4) New Member Outreach Sub-Committee
- 5) Lifetime Member Outreach Sub-Committee

We are also in the selection process of the 2022-2023 Mentee/Mentor program. As of 9/23/2022, we have 7 mentees and 6 mentors signed up.

Recommended Action:

None, information only.

Lewis Chazan

Name

September 23, 2022

Date

Florida Government Finance Officers Association, Inc.

2022 School of Governmental Finance Committee

Agenda Item



2022-2023

CHAIRPERSON

Nicole Gasparri, CGFO

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Katherine Woodruff

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Victoria Barnett	Jeffrey T Larson
Ryan Bernal	Raymond Long
Rodrigo Bettini	Karin Lu
Kathleen Campbell	Tiffany Mangold
Vicky Cooper	Bert Martinez
Ginger Coulter	Rene O'Day
Erjeta Diamanti	Everlyne Okoduwa
Shanique Dimonnay	Michael Perry
Mike Dunlop	Richard Pengelly
Matthew Ganoe	Kadem Ramirez
Sheila Goldman	Tracy Ramsey
John Grady	Linda Short
Dathan Griffiths	Christine Tenney
Sheron Harding	Robert Villar
Abigail Herrera	Angela Votaw
Ann Kenny	Brent Wertz

Meeting Date: November 4, 2022

Title of Item: Virtual School Update

Executive Summary, Explanation or Background:

The Virtual School is ready and all the speakers have had, or are scheduled to have a test session. We look forward to 3 days of great training.

A big thank you to all the committee members and especially to the Sub Chairs for pivoting and producing a fantastic virtual conference line up.

And thank you to the League staff for all the efforts behind this virtual event!!

Recommended Action: No action required

Nicole Gasparri

Name

October 26, 2022

Date

FGFOA 2020 Virtual School of Governmental Finance

Registrant Class	----- Week -----												Total
	21	17-20	13-16	9-12	8	7	6	5	4	3	2	1	
Associate	0	0	0	0	0	0	0	0	0	0	2	2	4
Member	0	0	0	0	0	0	0	0	0	41	107	173	335
Non-Member	0	0	0	0	0	0	0	0	0	0	1	1	9
Meeting Totals	0	0	0	0	0	0	0	0	0	41	110	176	348

FGFOA 2022 Virtual School of Governmental Finance

Registrant Class	----- Week -----												Total
	21	17-20	13-16	9-12	8	7	6	5	4	3	2	1	
Associate	0	0	0	0	0	0	0	0	0	0	3	3	3
Government	0	0	0	0	0	0	0	0	0	0	129	149	149
Non-Member	0	0	0	0	0	0	0	0	0	0	7	7	7
Meeting Totals	0	0	0	0	0	0	0	0	0	0	139	159	159



Florida Government Finance Officers Association, Inc.

2022-2023 Technical and Legislative Resources

Committee Agenda Item

2022-2023

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Shanique Dimonnay
Ajay Gajjar
Dathan Griffiths
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James Halleran
Sharon Harding
Natalie Hinger
Casey Howard
Derek Johnssen
Crystal Kinzel
Ken Lee
Michael Middleman
Jean-Michel Neault
James Rizzo
Linda Short
Andrea Simon
Robert Villar
Anthony Walsh

Meeting Date: November 4, 2022

Title of Item: November Board Meeting Update

Executive Summary, Explanation or Background:

The Committee had its first meeting outside of the FGFOA Conference on September 8th, 2022. The central focus of the meeting was review and discussion of the GASB Exposure Draft – Certain Risk Disclosures. After the Committee's review and revisions, the response was sent to the FGFOA Board on 9/14/2022. After a few minor revisions, the signed response was sent to GASB for consideration on 9/16/2022. The signed response is attached to this update.

In addition, the Committee briefly discussed updates to the Resource Manual Review. A meeting for follow-up is scheduled for the first week of October. The Co-Chairs will provide a verbal update at the October Board Meeting.

The final item discussed in the meeting was the revised Committee Manual discussed in the other Committee Agenda Item.

Finally, outside of the meeting, the Committee sent out two alerts:

- GASB Capital Asset Survey
 - DFS Florida Open Financial Statement System (XBRL) Project
- Both alerts are attached to this Agenda Item.

Key 2023 Legislative Session Dates

- August 1, 2022 - Deadline for filing claim bills
- March 7, 2023, Regular Session convenes; 12:00 noon, deadline for filing bills for introduction
- April 22, 2023, Motion to reconsider made and considered the same day
- All bills are immediately certified April 25, 2023, 50th day – last day for regularly scheduled committee meetings.
- May 5, 2023, 60th day – last day of Regular Session

Recommended Action:

No Action needed. For informational purposes

Derek Noonan & Stephen Timberlake

Name

9/19/2022

Date

From: Florida Government Finance Officers Association <info@fgfoa.org>
Sent: Thursday, September 15, 2022 11:37 AM
To:
Subject: [EXTERNAL] DFS Florida Open Financial Statement System Project



DFS Florida Open Financial Statement System Project



[\[r20.rs6.net\]](https://r20.rs6.net)

CLICK HERE TO VIEW E-BULLETINS
[\[r20.rs6.net\]](https://r20.rs6.net)

During the 2018 Legislative Session, changes were made to Section 218.32, Florida Statutes which will affect local government financial reporting. The changes which are effective July 1, 2018 require the Chief Financial Officer to create an interactive repository of financial statement information, called the Florida Open Financial Statement System. This system must have standardized taxonomies for state, county, municipal, and special district financial filings.

For fiscal years ending on or after September 1, 2022, local governments are to report financial data required by Section 218.32, Florida Statutes using extensible business reporting language (XBRL).

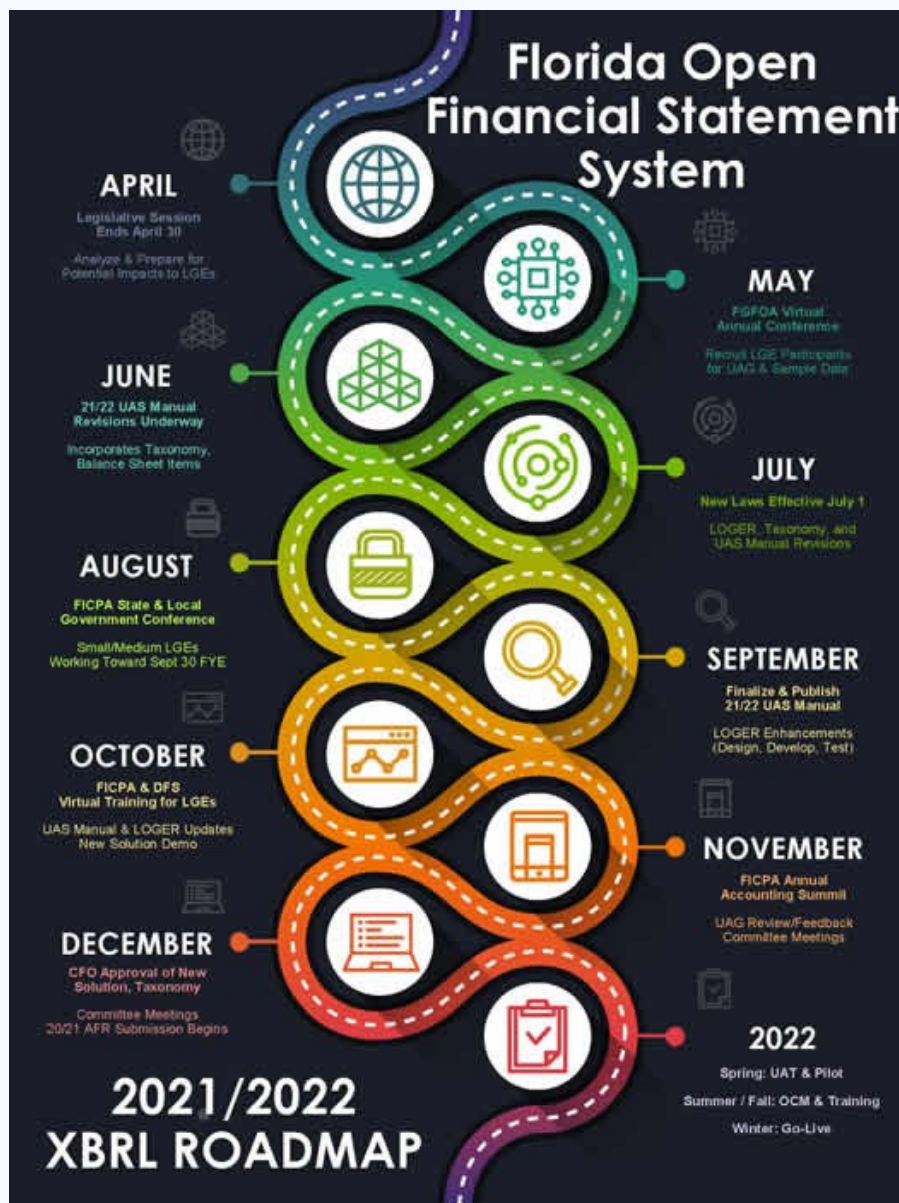
The Division of Accounting & Auditing has partnered with the Office of Information Technology to build the new Florida Open Financial Statement System. Local governments will have the option to provide their financial data in the same manner they currently utilize, where it will be tagged and converted into XBRL format for their validation and submission, or they may choose to submit an XBRL instance.

[Florida Government Finance Officers Association \(FGFOA\) Annual Conference \[r20.rs6.net\]](#)

[XBRL US Standard Government Reporting Working Group Meeting \[r20.rs6.net\]](#)

[2022 Annual Financial Report Taxonomy \[r20.rs6.net\]](#)

[My Florida CFO Website \[r20.rs6.net\]](#)



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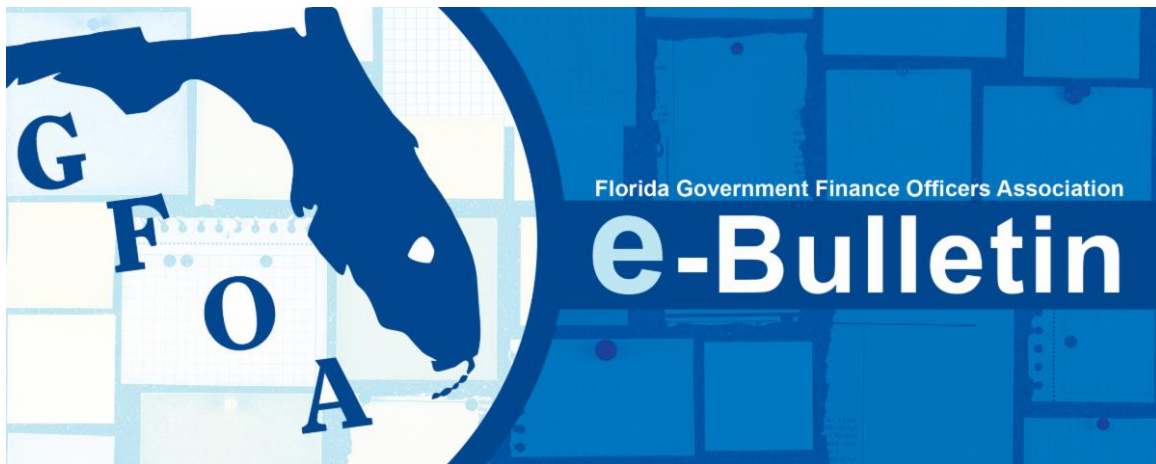
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Sent by info@fgfoa.org powered by



From: Florida Government Finance Officers Association <info@fgfoa.org>
Sent: Tuesday, September 6, 2022 4:20 PM
Subject: [EXTERNAL] Local Government Financial Reporting Pursuant to Sections 129.03 and 166.241, F.S.



Local Government Financial Reporting Pursuant to Sections 129.03 and 166.241, F.S.

Legislation enacted in 2019 (i.e., Chapter 2019-56, Laws of Florida), amended ss. 129.03 and 166.241, F.S., to require each county and municipal budget officer to submit certain information regarding their respective government's final budget and economic status to the Florida Legislature's Office of Economic and Demographic Research (EDR) by October 15th of each year. School districts and independent special districts are not subject to this reporting requirement.

Using data submitted by county and municipal governments and collected from other publicly-available sources, EDR will calculate the following six statutorily-required metrics.

1. Government spending per resident, including the rate for the five preceding fiscal years;
2. Government debt per resident, including the rate for the five preceding fiscal years;
3. Median income within the county or municipality;
4. Average county or municipal employee salary;
5. Percent of the entity's budget spent on salaries and benefits for the entity's employees; and

6. Number of special taxing districts that are located, wholly or partially, within the county or municipality.

Furthermore, legislation enacted in 2020 (i.e., Chapter 2020-27, Laws of Florida), added to this reporting by requiring the reporting of the government's annual expenditures providing for the financing, acquisition, construction, reconstruction, or rehabilitation of housing that is affordable, as that term is defined in s. 420.0004, F.S. The reported expenditures must indicate the source of such funds as federal, state, local, or other, as applicable.

[CLICK HERE \[r20.rs6.net\]](https://r20.rs6.net) to see the link where County and municipal budget officers can find the appropriate form, instructions, and supporting documentation for the 2022 Reporting Cycle.

[CLICK HERE \[r20.rs6.net\]](https://r20.rs6.net) to see county and municipal government data collected and metrics calculated from all prior years' reporting cycles (i.e., 2019-2021). Reporting forms from these prior cycles are no longer being accepted.



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Florida Government Finance Officers Association, Inc.

2022-2023 Technical and Legislative Resources

Committee Agenda Item

2022-2023

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Maria Calvillo
Kathleen Campbell
Yvonne Clayborne
Robyn Dearth
Shanique Dimonnay
Ajay Gajjar
Dathan Griffiths
Cecelia Guerrero
James Halleran
Sharon Harding
Natalie Hinger
Casey Howard
Derek Johnssen
Crystal Kinzel
Ken Lee
Michael Middleman
Jean-Michel Neault
James Rizzo
Linda Short
Andrea Simon
Robert Villar
Anthony Walsh

Meeting Date: November 4, 2022

Title of Item: Technical & Legislative Resource
Committee Manual

Executive Summary, Explanation or Background:

For the 2022-2023 the Technical Resource Committee and the Legislative Committee were combined to create the Technical & Legislative Resources Committee. As such, the Co-Chairs, the committee members, and the Board Liaison have created a new Committee manual. The new manual is attached to this agenda item.

Recommended Action:

Review and approve the new Technical & Legislative Resource Committee Manual.

Derek Noonan & Stephen Timberlake

Name

9/19/2022

Date

Florida Government Finance Officers Association
Technical Resources and Legislative Committee
Policies and Procedures Manual

A. Structure

The Technical Resources and Legislative Committee (Committee) members should include a cross section of the FGFOA membership so as to include state, county, city, special purpose governments, public schools, and other FGFOA representation.

The Chairperson is appointed by the President and serves as overall Committee coordinator. The President may appoint two Co-Chairpersons if the committee's workload is expected to be high. The Chairperson may appoint chairpersons for subcommittees for each major area of responsibility.

B. Purpose, Goals, and Plan of Action

Purpose:

The Committee operates as a technical and informative resource for all FGFOA members and non-members on issues related to legislative updates, governmental finance and accounting, and responds to the membership, where possible, in these areas.

Goals:

- Stay alert to changes, problems and innovations in government finance, both nationally and within the state;
- Identify and analyze Florida State legislative issues of importance to FGFOA members.
- Provide timely financial impact feedback related to the proposed legislative actions requested by the legislative administrators (or associated Lobbyists).
- Bring governmental financial matters to FGFOA members' attention;
- Respond to technical inquiries and requests of financial information from standards or rulemaking agencies;
- Provide technical articles on governmental financial matters to the members.
- Partner with other professional organizations to ensure that information regarding legislative proposals that have financial implications to Florida governments is effectively and timely communicated.

Action Plan:

- Prepare draft responses to discussion memoranda, preliminary views and/or exposure drafts issued by the Government Accounting

- Standards Board (GASB) and other standard or rulemaking bodies concerning governmental finance, accounting, and reporting.
- Submit technical and legislative articles for the FGFOA newsletter.
- Provide technical assistance to the membership on new and/or changing State or federal laws and regulations, or governmental accounting standards.
- Maintain and update the *Basic Government Resource Manual*.
- As State and federal legislative proposals are identified for analysis, the Chairperson may appoint subcommittee members, including a subcommittee chairperson, as appropriate for the legislative issue and subject area to be reviewed.
- Develop and provide Legislative Impact Papers to the FGFOA Board of Directors and provide additional analysis/support should the Board wish to take a position on any issue.

C. Chairperson or both Co-chairpersons are responsible for:

Coordinating all major aspects of the Committee including establishing meeting times, chairing Committee meetings, assisting subcommittee chairpersons with coordination of duties and assignments, reporting activities and results to Committee members and providing quarterly reports to the FGFOA President and Board of Directors.

Reviewing and recommending changes to the Committee's purpose, goals, and plan of action as listed in the Committee Manual.

Attending FGFOA Board meetings and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson or Co-chairperson are unable to attend, the Committee's Board liaison should be notified and arrangements made for the report to be presented at the Board's meeting.

Submitting by the summer Board's meeting a timeline of activities for the year that includes deadline dates.

Maintaining continuous communication with the Board's liaison on all committee activities, conference calls, and meetings.

Coordinating the preparation of quarterly committee update articles for the FGFOA newsletter.

Maintaining and updating the Committee's Policies and Procedures Manual.

Meeting with the incoming Chairperson, or Co-chairpersons, and President to communicate any incomplete projects including upcoming pronouncements by GASB, Legislative Issues, and any other standard or rulemaking bodies or concerns to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference. The new Chairperson or Co-Chairpersons should receive electronic versions of prior year GASB responses and Legislative Impact Papers

Inform Committee members of key dates/deadlines

Coordinate with FLC administrative staff to secure Board approval and publishing memos and papers, and other administrative assistance as needed.

Coordinating all major aspects of the Committee meetings:

- Establishing times and places:
 - Meetings can be in person or by conference call, Teams, Zoom, Go-To-Meeting, or any other agreed upon method.
 - The Florida League of Cities (FLC) can provide meeting space in Orlando
 - The FLC arranges conference calls and Go-To-Meeting, if requested
- Preparing meeting agenda
- Ensuring meeting minutes are taken

D. Subcommittee Chairperson Responsibilities

Each Subcommittee Chairperson is responsible for preparing and presenting reports to the Chairperson on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective Subcommittee Chairperson.

E. Members Responsibilities

Assist the Chairperson, or Co-Chairpersons and/or Subcommittee Chairperson in determining relevant topics and authors for newsletter articles.

Develop responses to various GASB exposure drafts, preliminary views, and discussion memoranda (or other standards setting or rulemaking bodies, as appropriate).

Develop responses to various Legislative Bills and State agency implementing rules and other guidance that impacts FGFOA members.

Monitor and respond to questions and inquiries posted to the List Serve. List Serve topics shall be monitored to verify they are posted to the proper category.

F. Meetings and Attendance

The Committee holds an organizational meeting at the Annual Conference to discuss goals and objectives for the year. Additional meetings are scheduled, if necessary, to develop a list of activities for the year and to discuss the progress on the tasks assigned to each subcommittee and member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged. A note taker should take minutes of each meeting. Minutes should be kept by the Chairperson or Co-Chairperson and distributed to the committee members after the meeting to reinforce decisions made. Notes should be reviewed, corrected if needed, and filed for future reference and use by the next Chairperson and Committee.

G. Budget

An allocation is included in the annual budget for expenses associated with Committee meetings. This allocation may be used for meals and other incidental expenses related to Committee meetings.

H. Terms

All members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide institutional knowledge and experience. A listing of each Committee member including name, title, employing organization, address, telephone number, and e-mail address will be compiled and distributed to all Committee members.

[illegible]

NEXT MEETING:

Friday, January 20, 2023 TBD