

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
February 9, 2018

The meeting of the FGFOA Board of Directors took place on February 9, 2018 at the Double Tree by Hilton in Palm Beach Gardens, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

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

COMMITTEE CHAIRS

Sharon Almeida, 2018 SOGF
Bryan Cahen, Conference Program
Ian Evans-Smith, Conference Host
Brandy Ferris, Education & Webinar
Rebecca Pine (Schnirman), Communication
Olga Rabel, Member & Leadership Development

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Executive Director
Jill Walker, Executive Assistant

CALL TO ORDER

There being a quorum, President Howard called the February 9, 2018 meeting of the FGFOA Board of Directors to order at 9:01 a.m.

Agenda Approval

President Howard reviewed the February 9, 2018 Agenda.

Mr. Olson moved, seconded by Mr. Gomez, to approve the February 9, 2018 agenda. Motion passed unanimously.

CONSIDERATION OF MINUTES

The October 25, 2017 minutes were reviewed with minor changes suggested.

Mrs. Roberson moved, seconded by Ms. Gasparri, to approve the October 25, 2017 minutes with edits. Motion passed unanimously.

PRESIDENT'S REPORT

The President conducted a quick ice breaker

Lifetime Achievement Award

Mrs. Howard reviewed the criteria to receive the award and new committee members' names. Mr. Shamoun informed the Board that the nomination forms had been sent out by e-bulletin and the staff will rerun the announcement each month until the deadline. Committee members are:

President-elect, Kent Olson
Board member, Jamie Roberson
Past President, Mary Anderson
Past President, Jeff Smith
Member At Large, Georgina Rodriguez

The President was notified that one member on this list will be nominated for the Lifetime Achievement award and thus will not be able to serve on the committee. The President is working on a replacement.

Additionally, Mr. Burke asked for a list of people previously nominated for the Lifetime Achievement Award.

Update on the Strategic Plan

Mrs. Howard reviewed the status of the FGFOA Strategic Plan as each committee made their report.

Local Chapter Visits

Mrs. Howard reported she plans to visit several of the chapters this year with a goal of visiting 5 chapters. She will visit the Panhandle Chapter in April and the Volusia and/or Space Coast Chapters once dates are solidified.

PRESIDENT-ELECT REPORT

Appointment of 2018-2019 Committee Chairs

Mr. Olson announced his selection for the 2018-2019 Committee Chairs:

Certification	Lorrie Simmons, City of Sarasota
Conference Program	Bryan Cahen, City of Weston
Education	Brandy Ferris, City of Fort Walton Beach
Member & Leadership Development	Olga Rabel, Sumter County
Technical Resources	Linda Benoit, Pinellas County

The Legislative and Conference Host Chairs will be decided in April.

Mrs. Roberson moved, seconded by Mr. McKinney, to confirm the appointment of the 2018-2019 Committee Chairs as presented. Motion passed unanimously.

Strategic Planning Session for 2018-2019

Mr. Olson reported the Strategic Planning Session for 2018-2019 will be held at the Florida League of Cities office in Orlando on May 17 and 18.

SECRETARY-TREASURER REPORT

Quarterly Financials as of September 30, 2017

Mr. Burke reported on the financials as of September 30, 2017. The statement of Financial Position

shows total liabilities and unrestricted net assets were \$432,325 with total current liabilities of \$99,394 and unrestricted net assets of \$332,931.

Fee Analysis

Mr. Burke presented the 2018 Fee Analysis which is an annual review conducted by the Secretary/Treasurer to determine if the fees charged for membership and training are appropriate. After reviewing all available information, the following recommendations were made:

- No fee increases for Boot Camp.

- \$30 increase for one-half week of School of Government.

- \$40 increase for full week of School of Government.

- \$25 increase in Member fee for Annual Conference.

- \$25 increase in Associate Member fee for Annual Conference.

- \$25 increase in Non-member fee for Annual Conference.

Mr. Olson moved, seconded by Ms. Gasparri, to approve the increases in fees as presented. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Investment Report as of December 31, 2017

Mr. Shamoun reviewed the Investment Report as of December 31, 2017. Synchrony Bank CD of \$79,374.04 was renewed at 1.40% APY and will mature on September 4, 2018. American Commerce CD of \$103,015.27 at 1.26% APY will mature on March 10, 2018. Currently the Vanguard account has \$15,930.42.

Check Register as of December 31, 2017

Mr. Shamoun presented the check register for July 1, 2017 – December 31, 2017.

Membership Update

Mr. Shamoun presented the current membership report and List Serve activity. Mr. Shamoun noted that staff had cleaned up the database to remove doubles, which resulted in about 500 members being removed from the database.

Conference & School Mobile App

Mr. Shamoun presented two options for the Conference and School Mobile App. There was discussion regarding the pros and cons of each. It was recommended that staff do more research and select the option that provides the required functionality.

2019 Annual Conference Site Selection Discussion

Mr. Shamoun presented that, after an extensive search, alternatives had been found for the site of the 2019 Annual Conference instead of the Diplomat, including Hilton Orlando Bonnet Creek and Hyatt Regency Orlando. There was discussion by the Board about moving the conference to another location due to the continuing problems that have been experienced at the Diplomat the last few times the Conference has been held there. Members expressed concern about the cost of canceling the contract, even though the members would receive a slightly reduced room rate with the Bonnet Creek option. Other members expressed concern over holding the conference in Orlando three years in a row worrying that it would limit the South Florida cities' ability to send more staff. Other members talked about, since there are more options in Orlando, we might want to consider holding the conference there every year.

A motion was made by Mr. Olson, seconded by Ms. Gasparri, to move the 2019 Annual Conference to the Hilton Bonnet Creek.

Members again reviewed the options for moving the conference and costs associated with the move, and President Howard moved to call the question.

A vote was taken with 4 approving the motion, 5 denying the motion, the motion died.

The following people voted to approve the motion:

Mr. DiPaolo
Ms. Gasparri
Mr. McKinney
Mr. Olson

The following people voted to oppose the motion:

Mr. Adams
Mr. Burke
Mr. Colvin
Mr. Gomez
Ms. Robertson

The following people abstained from voting:

Mrs. Howard
Ms. Ramsey-Chessman

Discussion ensued about potential improvements to the Conference experience at the Diplomat. Staff will develop ideas, such as working with the Convention and Visitors Bureau and focusing on an optional Tuesday night event, to increase satisfaction with the 2019 Conference.

AD-HOC COMMITTEE REPORTS

Audit Committee Ad Hoc

Mr. Colvin presented the Audit Committee report on behalf of Mrs. Koser, Committee Chair.

A motion was made by Mr. Olson, seconded by Mrs. Roberson to approve the 2016-2017 Financial Statement Audits as presented and to retain Shorstein & Shorstein, P.A. to perform the 2017-2018 audit. Motion passed unanimously, except for Ms. Gasparri who was not in the room for this vote.

Election Ad-Hoc Committee

Mr. Kent Olson presented a new election process. There was discussion by the Board including the size of the Board and the automatic rotation to the seat of President.

A motion was made by Mr. Olson, seconded by Mr. Colvin, to approve the recommendations included in the Election Ad Hoc Committee's report and to authorize placement on the ballot of the proposed by-law amendments.

Members reviewed the various proposals presented by the committee. Recommendations were made to change the makeup of the Nominating Committee to 7 members, two to be chosen by each president to serve three year terms and the chair to be the president-elect. It was felt this would help minimize

political maneuvering.

The second recommendation was to have the Nominating Committee recommend the same number of candidates as open slots. There should be no nominations allowed from the floor during the Tuesday Business Lunch. The third proposal was to shrink the size of the Board of Directors to 4 members plus the three officers. Each year, the Nominating Committee would put one name forward to be on the Board of Directors. That person would automatically move to the position of president after six years on the Board.

Members had discussions on each of these topics at length. It was suggested that the committee consider all the comments and bring back additional options.

Mr. Burke moved, seconded by Mr. Adams, to table the previous motion. The motion passed 9 to 2.

The following people voted to oppose the motion:

Mr. DiPaolo

Mr. Olson

Nominating Committee Ad Hoc

Mrs. Howard presented the Nominating Committee report showing new members of the committee are as follows:

President

President-elect

Immediate Past President

Jason Laschiovio

Joe Smith

Darrel Thomas

Patricia White

Lakia McNeal

Jennifer Desrosiers

Cindy Nenno

Lori Hill

Retiree Talent Pool Ad-Hoc Committee

No Report

STANDING COMMITTEE REPORTS

Certification Committee, Chair

Mr. Colvin presented the Certification Committee report on behalf of Kelly Strickland, Committee Chair, updating the Board on new applications; CGFO renewal review; finalizing the CGFO review webinar for the Spring exams; and the RFQ to re-write the exam. Staff has this timeline for review. Staff will research FGFOA CGFO pass/fail rates and report back to the Board.

Communications Committee

Ms. Schnirman, Committee Chair, presented the Communications Committee progress update. There was discussion about the List Serve and the "Reply All" option. Ms. Howard stated that "content generation" is the main issue preventing us from connecting with our membership. Ms. Schnirman

also recommended that the Committee be disbanded for 2018-2019.

Conference Host Committee, Co-Chairs

Mr. Evans-Smith, Committee Chair, presented the Host Committee update report saying they visited the Orlando World Marriott Hotel and the Planet Hollywood site to see the Hospitality Suite, Golf Tournament, and Tuesday night event locations. A logo draft is waiting to be finalized by the Committee sub-chair. The Comptroller from Orange County will replace Mayor Jacobs as the welcome speaker for the Opening Ceremony. The sub-committee is working on bingo rules for the exhibit hall.

Conference Program Committee, Chair

Mr. Cahen, Committee Chair, presented an updated handout showing additional detail for the Conference Program including that the general session will now begin at 8:00 am to give time for the joint GFOA speakers to present together. The First Time Attendee meeting will be on Sunday. Sunday lunch will now be available for purchase to push traffic into the exhibit hall. The Committee will actively pursue moderators for each session, beginning with Board members, and will ask Staff to assist if needed. The keynote speaker may mention, in a “soft sell” approach, that he has books to be sold at the back of the room after the session is complete.

Mr. Cahen, also presented a one-page reminder entitled “Speaker Guidelines” to assist them in preparing. He also presented a brief PowerPoint document entitled “Moderator Training” that is intended to be a guide so moderators can better understand their role.

Update on Education and Webinar Committee

Ms. Ferris, Committee Chair, documented a list of webinar dates and topics. The topics for the Divergent Series, scheduled for April 20, 2018, at the EpiCenter at St. Petersburg College, was presented. Boot Camp will be held March 12-13, 2018 in Lakeland.

Legislative Committee Update

Mr. Adams presented the Legislative Committee Update on behalf of Peter Lear, Committee Chair. Mr. Lear and Mr. Adams have both attended Finance and Taxation Committee meetings and the FLC Annual Conference in Orlando. The Committee continues to monitor issues and has assembled a 20-person Rapid Response Team.

Member and Leadership Development Committee

Ms. Rabel, Committee Co-Chairperson, reported on the sub-committee’s progress. The committee is continuing to implement the Coaching Program with a first-year target of 25 coachees and coaches with requests to the Board to review the survey for the Coaching Program. There was much discussion, and direction given by the Board, that the next Coaching event be combined with the Emerging Leaders event on Monday at the FGFOA Annual Conference. This will be a speed networking event, without music, to encourage communication.

Ms. Rabel recommended that Leadership FGFOA be held every other year in order to build anticipation, be marketed appropriately, and attract the largest pool of candidates possible. Current applications for 2018 FGFOA Leadership Class III were sent to the membership. Staff sent an announcement to the Florida City and County Managers Association (FCCMA) advertising the class and sent a request for sponsorship to FGFOA Local Chapter Presidents per sub-committee request.

School of Governmental Finance Committee

Ms. Almeida, Committee Chair, suggested having presentations available to attendees before an event

and recording presentations so attendees in other sessions could listen later. The Board discussed these options and were concerned with the process and cost to record, archive, access and market the presentations. In addition, making recordings available might cut down on attendees.

Technical Resources Committee

Ms. Ramsey-Chessman presented for Melissa Burns, Committee Chair. She noted the committee has prepared responses to three GASB Exposure Drafts and submitted edits to the Technical Resources Committee Manual.

Mrs. Roberson moved, seconded by Ms. Gasparri, to approve the formatting changes to the Technical Resources Committee Manual as presented. Motion passed unanimously.

OTHER BUSINESS

SUPPLEMENTAL AGENDA

Board Meeting Expenses from 2016-2017

Mr. Shamoun reported the expenses were over budget for 2016-2017 due to two items: the cost of an additional staff person attending the meetings for 2016-2017, and an additional Board meeting.

Cancellation Insurance

Mr. Shamoun presented a quote for event cancellation insurance through Showstoppers. The covered events are the 2018 FGFOA Annual Conference and the 2018 School of Governmental Finance. He clarified what type of disaster was covered under each option.

Mrs. Roberson moved, Mr. Colvin seconded, to approve payment of Full Terrorism coverage. Motion passed unanimously.

Boot Camp

Mr. Shamoun reported that while Boot Camp is very popular with our members, it has also brought dissatisfaction due to it selling out so quickly, and many people being put on a wait list.

It is recommended we add 2 more Boot Camps to accommodate this demand. As Mrs. Linda Dennis does not want to offer more classes, it is recommended that an additional instructor be added to teach the 2 added classes. It is also recommended that staff ramp up marketing efforts to our members to increase knowledge and satisfaction to grow this program. The new instructor will eventually take over for Mrs. Dennis as she wishes to stop teaching after next year. Mrs. Dennis has agreed to have this new instructor shadow her to learn her methods. The following schedule is recommended:

Annual Conference (Orlando)	June 2018	Mrs. Dennis and new instructor
South Florida	August 2018	New Instructor
SOGF (Palm Beach)	October 2018	Mrs. Dennis
North Florida	January 2019	New Instructor
Tampa	March 2019	Mrs. Dennis

Mr. Shamoun reported a new lottery system will be used by Staff for the next Boot Camp in June. Registration will be open for one week for all interested registrants. Using Excel, each registrant will receive a randomly assigned number. This will then be ordered appropriately. Those numbered 1-30 will be offered the opportunity to pay and register for Bootcamp. Those number 31 and up will be ordered and placed on the waitlist based on their number. If anyone (numbered 1-30) chooses not to

pay and register, the first person in line on the wait list will then be given the opportunity to pay and register.

Mr. Olson moved, seconded by Mr. Colvin, to expand the number of programs offered to a total of 5, add an additional instructor, and use a lottery system for fairly choosing attendees in a random fashion to increase member satisfaction. Motion passed unanimously.

After additional discussion by the Board, **Ms. Gasparri moved, seconded by Mr. DiPaolo, to create a “Government 101” webinar with basic training for new Government Finance Officers for their first day on the job. Motion passed unanimously.**

After discussion, the Board agreed for staff to do further research and bring costs and procedures, such as creating a login to gain access to webinars, to the Board for review. **The motion was withdrawn.**

Budgets

Mr. Shamoun provided the current budget for reference.

ACTION ITEMS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, April 13, 2018, in Orlando at the Embassy Suites Downtown.

ADJOURNMENT

The meeting adjourned at 2:34 p.m.

ATTEST:



Ken Burke, Secretary/Treasurer