

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 15, 2018**

The meeting of the FGFOA Board of Directors took place on June 15, 2018 at the World Center Marriott in Orlando, 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  
Rip Colvin, Director, Justice Administrative Commission  
Frank DiPaolo, Director, City of Lighthouse Point  
Mike Gomez, Director, Florida Auditor General Tallahassee  
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County  
Jamie Roberson, Director, Osceola County Property Appraiser

**COMMITTEE CHAIRS**

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

**CHAPTER PRESIDENTS**

**STAFF**

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

**CALL TO ORDER**

There being a quorum, President Howard called the June 15, 2018 meeting of the FGFOA Board of Directors to order at 12:00 p.m.

**Agenda Approval**

President Howard reviewed the June 15, 2018 agenda with minor changes suggested.

**Mr. Olson moved, seconded by Mrs. Ramsey-Chessman, to approve the June 15, 2018 agenda with edits. Motion passed unanimously.**

**CONSIDERATION OF MINUTES**

The April 13, 2018 minutes were reviewed with minor changes suggested.

**Mr. Olson moved, seconded by Mr. Colvin, to approve the April 13, 2018 minutes with edits. Motion passed unanimously.**

## **PRESIDENT'S REPORT**

### **2017-2018 Goals & Assignments Update**

Mrs. Howard reviewed the status of each committee noting most goals have been achieved. It is recommended the Education and Webinar Committee request more participation from its members to reduce the workload on the Chair while giving them training to move into the Chair position.

### **Local Chapter Visits**

Mrs. Howard reported she has visited several of the chapters this year as she reaches for her goal of visiting 5 chapters. She attended the Gulf Coast Chapter on February 2, the South Florida Chapter on March 8, the Volusia Chapter June 8, and is working on a date for the Space Coast Chapter. Mr. Gomez attended the Panhandle Chapter meeting in Mrs. Howard's place.

### **Meeting Planning Contract**

Mrs. Howard presented the final Meeting Planning Contract with the Florida League of Cities. The ending date is June 30, 2021. It was recommended the Meeting Planning contract and the Administrative Services Agreement be combined into one upon renewal.

**A motion was made by Mrs. Roberson, seconded by Mr. Colvin, to approve the contract with the intent to combine the Meeting Planning contract and the Administrative Services Agreement into one contract upon renewal. Motion passed unanimously.**

### **Appointment of 2018-2019 Conference Host Committee Chair**

Mr. Olson, as President-Elect, appointed Laura Aker Reece of the City of Ft. Lauderdale as the 2018-2019 Conference Host Committee Chair.

**A motion was made by Mr. Colvin, seconded by Mr. Gomez, to approve Laura Aker Reece as the 2018-2019 Conference Host Committee Chair. Motion passed unanimously.**

### **Chapter Presidents Conference Call**

Mr. Olson gave a brief report on the Chapter Presidents Conference Call held on June 1, 2018. The Conference Call was focused on an orientation for new chapter presidents.

## **EXECUTIVE DIRECTOR REPORT**

### **Check Register**

Mr. Shamoun presented the check register as of 03/31/2018.

### **Investment Report**

Mr. Shamoun presented the Investment Report as of 03/31/2018. Synchrony Bank CD, with a balance of \$80,708.90 and a rate of 1.39%, will mature September 4, 2018. American Commerce CD, with a balance of \$104,960.68 and a rate of 1.510%, will mature September 10, 2019. The Vanguard account has a balance of \$16,063.70.

### **2018 - 2019 Budget**

Mr. Shamoun presented the 2018-2019 budget for approval. There was much discussion with no determination made regarding the Budget for the Tuesday night event at the 2019 Annual Conference. This should be brought back to the Board at the next meeting.

**A motion was made by Mr. Olson, seconded by Mr. Colvin, to approve the budget as presented with an amendment for the budget to be reviewed as an agenda item in September upon recommendation from the Host Committee. A vote was taken and the motion passed 6 to 2:**

Yes	No
Linda Howard	Shannon Ramsey-Chessman
Kent Olson	Jamie Roberson
Ken Burke	
Rip Colvin	
Frank DiPaolo	
Mike Gomez	

### **CGFO Review**

Mr. Shamoun presented a proposed scope for a CGFO review from the Carl Vinson Institute of Government at the University of Georgia. It is noted there is no break-down showing a specific “cost per piece” if it was decided not to take the full proposal. It is recommended staff research this option.

**A motion was made by Mr. Olson, seconded by Mr. DiPaolo, to approve Mr. Shamoun to negotiate an agreement, potentially creating 3 separate products (test bank, presentations and a study guide), attaining cost on each product with a cafeteria approach. Motion passed unanimously.**

### **2021 and 2023 Conference Site Updates**

Mr. Shamoun presented an addendum to the agenda, a summary of proposal from Boca Raton Resort & Club for the 2021 Annual Conference, with additional offers for 2023. After much discussion,

**A motion was made by Mrs. Roberson, seconded by Mr. Olson, to proceed in asking for a written contract from the Boca Resort for the 2021 Annual Conference for consideration at the next Board meeting.**

After reviewing the information regarding the 2023 Annual Conference,

**A motion was made by Mr. Olson, seconded by Mr. McKinney, to pursue West Palm Beach as a prime location, along with other locations such as Tampa, for the 2023 Annual Conference. Motion passed unanimously.**

### **Membership Update/List Serve/Conference Registrations**

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

### **STANDING COMMITTEE REPORTS**

#### **Certification Committee**

Ms. Strickland presented the Certification Committee report giving the status of the committee and it’s subcommittees, including the completed Certification Committee Policies and Procedures Manual.

**A motion was made by Mrs. Roberson, seconded by Mr. Gomez, to approve the report as presented. Motion passed unanimously. Note, Mr. Burke was absent for the vote.**

#### **Communication Committee**

Mrs. Howard presented the Communication Committee report.

### **Conference Host**

Mrs. Snead presented the Conference Host report. Mr. McKinney noted section V. regarding the newsletter should be removed as FGFOA now has an e-bulletin instead of a newsletter. Staff will make this edit then give it to the 2018-2019 Conference Host committee for reference.

**A motion was made by Mrs. Roberson, seconded by Mr. Olson, to approve the Conference Host Policies and Procedures Manual with edits. Motion passed unanimously.**

### **Education and Webinar**

Ms. Ferris presented the Education and Webinar report along with its Policies and Procedures Manual. It was noted section III. Member Responsibilities, section A. Chairperson, has two number 1 sections. Staff will make this edit then give it to the 2018-2019 Education and Webinar committee for reference.

**A motion was made by Mr. Olson, seconded by Mrs. Roberson, to approve the Education and Webinar manual with edits. Motion passed unanimously.**

### **Member and Leadership Development**

Ms. Rabel presented the Member and Leadership Development report. Mrs. Roberson indicated her name was mis-spelled as "Robinson".

**A motion was made by Mr. Olson, seconded by Mr. Gomez, to approve the report with the spelling correction. Motion passed unanimously.**

### **2017/2018 School of Governmental Finance Update**

Ms. Almeida presented the School of Governmental Finance update. The committee has been diligently working on topics and speakers. The hospitality committee would like to have two nights of engaging activities and two nights of a more relaxed environment to meet the needs of all attendees. The goal is to promote the Leadership and CGFO programs. Mr. Olson recommends the committee does not pursue a scavenger hunt as this may cause people to scatter throughout the property.

### **2017/2018 School of Governmental Finance Session Topics and Descriptions**

Ms. Almeida presented the School of Governmental Finance update including a new class schedule. Risk Mrs. Roberson suggested proceeding with a practitioner rather than a government agency. Mr. Burke started a discussion about how to market SOGF in the future: who is it for? How do we define the program? Mr. Shamoun noted all FGFOA items will be rebranded in the coming year, including marketing pieces for individual programs such as SOGF and CGFO. New pop-up signs and flyers will be made so there will be a cohesive feel moving forward, clearly marketing and defining each program. Mr. Olson suggested these marketing ideas be brought before the Board for approval; he will speak with Ms. Almeida after the meeting with specific suggestions for the SOGF class schedule.

### **Technical Resources**

Ms. Burns presented the Technical Resources report highlighting the support provided to Mr. Olson at the GASB hearings. The committee was honored to prepare talking points for his testimony.

## **OTHER BUSINESS**

## **ACTION ITEMS**

**NEXT MEETING**

The next meeting of the Board of Directors will be Friday, September 14, 2018 at the Florida League of Cities Offices, Orlando.

ATTEST:

A handwritten signature in cursive script, appearing to read "Ken Burke", written in black ink on a white background.

Ken Burke, Secretary/Treasurer