

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

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

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

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

COMMITTEE CHAIRS

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

CHAPTER PRESIDENTS

STAFF

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

CALL TO ORDER

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

CONSIDERATION OF MINUTES

The July 2, 2018 minutes were reviewed.

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

PRESIDENT'S REPORT

Appointment to Audit Committee

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

PRESIDENT-ELECT REPORT

Chapter President Conference Call

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

Appointment for 2019 SOGF Chair

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

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

SECRETARY/TREASURER

Quarterly Financial Statements 06/30/2018

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

EXECUTIVE DIRECTOR REPORT

Membership Update

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

Investment Report as of 06/30/2018

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

Check Register as of 06/30/2018

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

2021 Annual Conference Contract

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

Annual Conference Membership Survey Results

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

CPE Process

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

TASK FORCE

CGFO Marketing

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

go back to the Certification Committee for their input.

CGFO Ethics Requirement

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

Election

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

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

Financing the Organization (Fees and Fee Structures)

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

Subsidizing Programs

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

Coaching Program

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

Mentoring

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

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

AD HOC COMMITTEE

E-Learning

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

STANDING COMMITTEE REPORTS

Certification Committee

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

The committee is recommending FGFOA staff add a FAQ page to the website on the CGFO landing page. The committee will gather the data and give staff the final content to be posted.

Conference Host Committee

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

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

Conference Program Committee

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

Education and Webinar Committee

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

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

Legislative

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

Member and Leadership Development Committee

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

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

2017/2018 School of Governmental Finance Update

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

2017/2018 School of Governmental Finance Committee "Thank You" Gifts

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

Technical Resources Committee

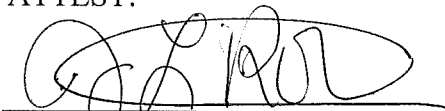
Ms. Benoit presented the Technical Resource Committee report indicating the development of a Grants Chapter as a resource for those dealing with grants compliance.

OTHER BUSINESS

NEXT MEETING

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

ATTEST:

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

Jamie Roberson, Secretary/Treasurer