



**Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors**

Friday, January 17, 2025

**Drury Plaza Hotel Tallahassee
1690 Raymond Diehl Rd, Tallahassee, FL 32308**

Room: Senate 1

9:00 am



FGFOA Mission

2024-2025

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

Networking

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

Education

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

Information

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

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

ATTENDANCE - FGFOA BOARD MEETING

January 17, 2025

PRESENT **NOT PRESENT**

OFFICERS

| | | |
|--|--|------------------|
| | | Rip Colvin |
| | | Nicole Gasparri |
| | | Kelly Strickland |

DIRECTORS

| | | | 1st Term | 2nd Term |
|--|--|-------------------|-----------------|-----------------|
| | | Sharon Almeida | 2023-2026 | |
| | | Vacant | 2023-2026 | |
| | | Melissa Burns | 2019-2022 | 2022-2025 |
| | | Nicole Jovanovski | 2022-2025 | |
| | | Missy Licourt | 2021-2024 | 2024-2027 |
| | | Anna Otiniano | 2024-2027 | |
| | | Rebecca Schnirman | 2022-2025 | |
| | | Allison Teslia | 2024-2027 | |

IMMEDIATE PAST PRESIDENT

| | | |
|--|--|---------------|
| | | Frank DiPaolo |
|--|--|---------------|

COMMITTEE CHAIRS

| | | | |
|--|--|-------------------------|---|
| | | Mary-Lou Pickles | Certification Committee |
| | | Sarah Simpson | Conference Program Committee |
| | | Katie Roundtree | Educational Programs Committee |
| | | Yiemy Guzman | Event Host Committee |
| | | Jamie Roberson | Local Chapter |
| | | Kadem Ramirez | Professional Development Committee |
| | | Elizabeth Walter | 2024 SOGF Committee |
| | | Shannon Ramsey-Chessman | Strategic Communications Committee |
| | | Jean-Michel Neault | Technical and Legislative Resources Committee |

CHAPTER PRESIDENTS

| | | | |
|--|--|-------------------|-------------------------------|
| | | Rip Colvin | Big Bend Chapter |
| | | Jennifer Walker | Central Florida Chapter |
| | | Edward Linsky | Florida First Coast Chapter |
| | | Meridy Semones | Gulf Coast Chapter |
| | | Lynn Stone | Hillsborough Chapter |
| | | Jennifer Cole | Nature Coast Chapter |
| | | Kristin Thompson | North Central Florida Chapter |
| | | Tracey Stevens | Palm Beach Chapter |
| | | Diane Martinez | Panhandle Chapter |
| | | Kathleen Campbell | South Florida Chapter |
| | | Kevin Greenville | Southwest Chapter |
| | | Teri Butler | Space Coast Chapter |
| | | Jamie Roberson | Treasure Coast Chapter |
| | | Lory Irwin | Volusia Flagler Chapter |

OTHERS IN ATTENDANCE

| | | | |
|--|--|---------------|--------------------------|
| | | Paul Shamoun | Florida League of Cities |
| | | Jill Walker | Florida League of Cities |
| | | Karen Pastula | Florida League of Cities |



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **January 17, 2025**
 9:00 am
 Room: Senate 1

- I. Call to Order – Rip Colvin, President**
- II. Roll Call**
- III. Consideration of Minutes – November 13, 2024, and October 23, 2024**
- IV. Report of Officers**
 - A. President – Rip Colvin**
 - 1. Educational Programs Committee Chair**
 - 2. Audit Committee Assignments**
 - B. President Elect – Nicole Gasparri**
 - 1. Nominating Committee Assignments**
 - 2. 2024-2025 Committee Chair Assignments**
 - C. Secretary Treasurer – Kelly Strickland**
 - 1. Financials Ending September 30, 2024**
- V. Executive Director – Paul Shamoun**
 - A. Showstoppers Quote**
 - B. Membership Report**
 - C. Investment Report**
- VI. Committee Chairs**
 - A. Certification Committee – Mary Lou Pickles**
 - 1. Committee Update**

2. Hardship Renewal Extension

3. Online Testing Guidelines

B. Conference Program Committee – Sarah Simpson

1. 2025 Annual Conference Draft Schedule

**2. 2025 Annual Conference Program Committee Moderator Training
PowerPoint & Guidelines**

C. Educational Programs Committee – Katie Roundtree

1. Committee Update

D. Event Host Committee – Yeimy Guzman

1. Committee Update

E. Professional Development Committee – Kadem Ramirez

1. Committee Update

F. School of Governmental Finance Committee – Elizabeth Walter

1. Committee Update

G. Technical and Legislative Resources Committee – Jean-Michel Neault

1. Committee Update

H. Local Chapter Ad-Hoc Committee – Jamie Roberson

1. Committee Update

VII. Other Business

VIII. Next Meeting – Friday, March 7, 2025, held with the Leadership 2025 graduation ceremony at the Embassy Suites by Hilton Orlando North.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
October 23, 2024

The meeting of the FGFOA Board of Directors took place at the School of Governmental Finance at the Renaissance World Golf Village in St. Augustine.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Rip Colvin, Executive Director, Justice Administrative Commission
President-Elect – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller
Secretary-Treasurer – Kelly Strickland, Director of Financial Administration, City of Sarasota
Director, Sharon Almeida, Finance director, Royal Palm Beach
Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County BCC
Director, Melissa Burns, Fiscal Director, State Attorney's Office 4th Judicial District
Director, Nicole Jovanovski, Director of Finance, Sarasota County
Director, Melissa Licourt, Director, St. Johns River Water Management District
Director, Anna Otiniano, Financial Services Director, City of Plantation
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County
Director, Allison Teslia, Management & Budget Director, Lake County

COMMITTEE CHAIRS

Sarah Simpson, Conference Program
Andrew Thompson, Educational Programs Committee
Yeimy Guzman, Event Host
Jamie Roberson, Local Chapter Ad-Hoc Committee
Kadem Ramirez, Professional Development
Elizabeth Walter, 2024 SOGF
Shannon Ramsey-Chessman, Strategic Communications Ad-Hoc Committee
Jean-Michel Neault, Technical and Legislative Resources

LOCAL CHAPTER PRESIDENT

Lynn Stone, Hillsborough Chapter
Ed Linsky, First Florida Chapter
Teri Butler, Space Coast Chapter

STAFF

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

CALL TO ORDER

There being a quorum, President Colvin called the October 23, 2024, meeting of the FGFOA Board of Directors to order at 9:41 am.

PRESIDENT REPORT

Minutes

President Colvin presented the minutes from the August 23, 2024, Board meeting minutes for review.

Ms. Licourt moved, seconded by Mrs. Strickland, to accept the August 23, 2024, minutes as submitted.

Motion passed without objection.

Audit Committee Assignments

President Colvin presented his recommendations to serve on the Audit Committee according to FGFOA Policies and Procedures.

Mrs. Almeida moved, seconded by Ms. Licourt, to approve President Colvin's recommendations to serve on the Audit Committee. Motion passed unanimously.

Lifetime Achievement Award Committee Assignments

President Colvin presented his recommendations for people to serve on the Lifetime Achievement Award Committee. There was concern as to whether his nominations conformed to the FGFOA Bylaws, so the assignment was tabled for review.

PRESIDENT-ELECT REPORT

President-Elect Gasparri noted that she will present her selections for the Nominating Committee at the next Board meeting on January 17, 2025, meeting. No motion was made.

SECRETARY-TREASURER

Financials

Secretary-Treasurer Strickland presented the Financials Ending June 30, 2024.

Mrs. Schnirman moved, second by Ms. Teslia to approve the Financials ending June 30, 2024, as presented. Motion passed without objection.

President Colvin returned to the Lifetime Achievement Award assignments noting that his selections did fall in line with the current bylaws.

Ms. Licourt moved, seconded by Ms. Brinson, to approve President Colvin's recommendations to serve on the Lifetime Achievement Award Committee. Motion passed unanimously.

President Colvin then recognized the Local Chapter Presidents in attendance giving them each an opportunity to give an update of activities and current membership.

EXECUTIVE DIRECTOR REPORT

Membership Report

Mr. Shamoun presented the membership report noting that as of today our membership is 1,791. No motion was made.

Investment Report

Mr. Shamoun presented the investment report noting that we will not renew the CD but will instead put it into a money market account since the rates are better there and easier access to funds. No motion was made.

Budget Amendment

Mr. Shamoun presented a budget amendment noting the two areas which were amended. The Annual Conference and the CGFO budgets were affected reflecting an increase of the refreshment breaks budget and a reduction to the Monday lunch budget.

Ms. Licourt moved, second President-Elect Gasparri, to pass the budget amendment as presented. The motion passed without objection.

COMMITTEE CHAIR REPORT

Certification Committee

Ms. Licourt presented the Certification Committee report on behalf of the Chair. The first item was Certification Reciprocity with GFOA noting that GFOA accepted our terms and drafted an MOU which outlines the criteria we provided for CPFOs to earn their CGFO, and that CGFOs and CPFOs who earn their dual certifications under the agreement are subject to the renewal processes and requirements of each separate certification. Additional details in the MOU deal with: the promotion of the partnership, exchanging of proprietary and confidential information, logo use, and other standard contract terms.

Mrs. Strickland moved, second President-Elect Gasparri to approve the Certification Reciprocity with GFOA and MOU as presented. Motion passed unanimously.

NEXT MEETING

The date for the next Board meeting will be on Friday, January 17, 2025, Drury Inn, Tallahassee.

ATTEST:

Kelly Strickland, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
November 13, 2024

The meeting of the FGFOA Board of Directors took place via Microsoft Teams video call on Wednesday, November 13, 2024.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Rip Colvin, Executive Director, Justice Administrative Commission
Secretary-Treasurer – Kelly Strickland, Director of Financial Administration, City of Sarasota
Director, Sharon Almeida, Finance director, Royal Palm Beach
Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County BCC
Director, Nicole Jovanovski, Director of Finance, Sarasota County
Director, Melissa Licourt, Director, St. Johns River Water Management District
Director, Anna Otiniano, Financial Services Director, City of Plantation
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County
Immediate Past President, Frank DiPaolo, Director of Finance, City of Dania Beach

COMMITTEE CHAIRS

Mary-Lou Pickles, Certification Committee
Yeimy Guzman, Event Host
Jamie Roberson, Local Chapter Ad-Hoc Committee
Kadem Ramirez, Professional Development
Elizabeth Walter, 2024 SOGF
Jean-Michel Neault, Technical and Legislative Resources

STAFF

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

CALL TO ORDER

There being a quorum, President Colvin called the November 13, 2024, meeting of the FGFOA Board of Directors to order at 9:00 am.

COMMITTEE CHAIR REPORT

Certification Committee

Mrs. Pickles presented the presented an opportunity where GFOA offers scholarships annually to their CPFO Program. Each state association can award two scholarships per year to their members. The scholarship covers the \$1,200 enrollment fee, which includes two years and ten exam attempts. The only requirement is that they have a paid/current GFOA membership. Even though we will have a Reciprocity Agreement with GFOA, which will give CGFOs the right to register for \$600 with one year of participation and 5 exam attempts, recipients of this Scholarship will have two years to finish and 10 exam attempts.

Ms. Licourt moved, seconded by Mrs. Schnirman, to approve notifying all people earning their CGFO designation between October 1, 2023 and September 30, 2024 to let them know about the opportunity and its terms offering 2 scholarships annually. Motion passed unanimously.

NEXT MEETING

The date for the next Board meeting will be on Friday, January 17, 2025, Drury Inn, Tallahassee.

ATTEST:

Kelly Strickland, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
President Agenda Item

2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin

President-Elect
Nicole Gasparri

Secretary/Treasurer
Kelly Strickland

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025

Title of Item: Educational Programs Committee Chair
Assignment

Executive Summary, Explanation or Background:

The current Education Programs Committee Chair, Andrew Thompson had to step down from serving for personal reasons. A new chair, that has been very busy in the committee has been assigned. The new chair will be Katie Roundtree from the Northern Palm Beach County Improvement District.

Recommended Action:

Approval



Alton Colvin, FGFOA President

January 6, 2025

Date



Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
President Agenda Item

2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin

President-Elect
Nicole Gasparri

Secretary/Treasurer
Kelly Strickland

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025

Title of Item: Audit Committee Assignments

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 FGFOA Past President Frank DiPaolo, City of Dania Beach; FGFOA Secretary-Treasurer Kelly Strickland, City of Sarasota; and at-large Board member Nicole Jovanovski, Sarasota County.

Recommended Action:

Approval

A handwritten signature in blue ink, appearing to read 'Alton Colvin', is written over a horizontal blue line.

Alton Colvin, FGFOA President

January 6, 2025

Date



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
President-Elect Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

**President-Elect
Nicole Gasparri**

**Secretary/Treasurer
Kelly Strickland**

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025

Title of Item: Nominating Committee Assignments

Executive Summary, Explanation or Background:

Each year the President Elect assigns 2 members to serve on the Nominating Committee. My selections are Teri Butler, CGFO, Finance Director, City of Titusville and Bryan Cahen, MPA Budget Director, City of Weston

Recommended Action:

Board Approval

Nicole Gasparri

12/13/2024

Nicole Gasparri, FGFOA President-Elect

Date



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
President-Elect Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

**President-Elect
Nicole Gasparri**

**Secretary/Treasurer
Kelly Strickland**

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025
Title of Item: 2025-2026 Committee Chair Assignments
Executive Summary, Explanation or Background:

| | |
|--------------------|--|
| Mary-Lou Pickles | Certification Committee |
| Sarah Simpson | Conference Program Committee |
| TBD | Educational Programs Committee |
| Yeimy Guzman | Event Host Committee |
| Jamie Roberson | Local Chapter Committee |
| Kadem Ramirez | Professional Development Committee |
| Elizabeth Walter | SOGF Committee (already appointed) |
| Jean-Michel Neault | Technical and Legislative Resources Committee |

I have also requested that each Chair selected a co-chair so that we start succession planning for committee chairs allow the current chairs to apply for the board in the future.

Recommended Action:

Board Approval

Nicole Gasparri

12/13/2024

Nicole Gasparri, FGFOA President-Elect Date



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Secretary/Treasurer Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

**President-Elect
Nicole Gasparri**

**Secretary/Treasurer
Kelly Strickland**

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025

Title of Item: Financials Ending September 30, 2024

Executive Summary, Explanation or Background:

Attached are the FGFOA Financials Ending September 30, 2024, for your review and approval.

Recommended Action:

Approval

January 6, 2025

Kelly Strickland

Date

FGFOA Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position September 30, 2024

| | ACTUAL 9/30/2024 | PRIOR FYE 6/30/2024 |
|--|-----------------------------------|--------------------------------------|
| ASSETS | | |
| Current Assets: | | |
| Cash - Capital City Bank | 159,868 | 711,863 |
| Investments - Vanguard | 18,562 | 18,320 |
| Investments - CDs | 262,966 | 261,070 |
| Accounts Receivable | 50,909 | 48,704 |
| Prepaid Expenses | 0 | 4,823 |
| Prepaid School of Gov Financial Expenses | 0 | 1,646 |
| Deposits | 9,632 | 7,500 |
| Total Current Assets | 501,937 | 1,053,927 |
| Other Assets | | |
| Deposits | 0 | 0 |
| Prepaid | 0 | 0 |
| Total Other Assets | 0 | 0 |
| Total Assets | 501,937 | 1,053,927 |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities: | | |
| Deferred Income | 0 | 0 |
| Accounts Payable | 82,883 | 847,799 |
| Total Current Liabilities | 82,883 | 847,799 |
| Unrestricted Net Assets | 419,054 | 206,129 |
| Total Liabilities and Unrestricted Net Assets | 501,937 | 1,053,927 |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities
For the Three Months Ended September 30, 2024

| | ACTUAL 7/1/2024 to 9/30/2024 | ---BUDGET--- AMENDED 7/1/2024 to 6/30/2025 | ---BUDGET--- % OF BUDGET SPENT | ---BUDGET--- VARIANCE YEAR to DATE | PRIOR FYE 7/1/2023 to 6/30/2024 |
|--------------------------------|---------------------------------------|--|--|--|--|
| REVENUES | | | | | |
| Membership Dues | 151,855 | 252,000 | 60% | (100,145) | 233,450 |
| Investment Income | 2,137 | 10,000 | 21% | (7,863) | 9,083 |
| Annual Conference | 0 | 885,400 | 0% | (885,400) | 747,879 |
| School of Governmental Finance | 116,315 | 128,000 | 91% | (11,685) | 98,057 |
| Pre Conference Seminars | 0 | 25,000 | 0% | (25,000) | 30,050 |
| Leadership FGFOA | 0 | 29,900 | 0% | (29,900) | 20,895 |
| Boot Camps | 27,280 | 118,800 | 23% | (91,520) | 99,425 |
| CGFO Fees | 19,735 | 36,000 | 55% | (16,265) | 29,300 |
| Local Chapter Support | 0 | 0 | 0% | 0 | 1,245 |
| Ethics Classes | 0 | 25,000 | 0% | (25,000) | 10,200 |
| TOTAL REVENUES | 317,322 | 1,510,100 | 21% | (1,192,778) | 1,279,584 |
| EXPENSES | | | | | |
| Professional Services: | | | | | |
| Florida League of Cities, Inc. | 46,750 | 187,000 | 25% | (140,250) | 137,000 |
| Auditor Fees | 0 | 14,000 | 0% | (14,000) | 12,300 |
| Total - Professional Services | 46,750 | 201,000 | 23% | (154,250) | 149,300 |
| Meeting Expenses: | | | | | |
| Board of Directors | 8,361 | 53,500 | 16% | (45,139) | 49,621 |
| Strategic Planning | 0 | 6,000 | 0% | (6,000) | 7,713 |
| GFOA Conference | 0 | 10,000 | 0% | (10,000) | 985 |
| GFOA Reception | 0 | 10,000 | 0% | (10,000) | 7,192 |
| Total - Meeting Expenses | 8,361 | 79,500 | 11% | (71,139) | 65,511 |
| Training/Education: | | | | | |
| Conference Expenses | 0 | 839,000 | 0% | (839,000) | 874,647 |
| School of Governmental Finance | 5,049 | 117,250 | 4% | (112,201) | 109,880 |
| Pre Conference Seminars | 0 | 22,000 | 0% | (22,000) | 34,248 |
| Leadership FGFOA | 0 | 79,250 | 0% | (79,250) | 67,758 |
| Boot Camps | 24,529 | 97,200 | 25% | (72,671) | 57,644 |
| CGFO Expenses | 2,023 | 21,500 | 9% | (19,477) | 12,663 |
| NASBA Fees | 0 | 2,500 | 0% | (2,500) | 875 |
| Ethics Classes | 0 | 20,000 | 0% | (20,000) | 9,210 |
| Local Chapter Support | 0 | 5,000 | 0% | (5,000) | 16,798 |
| Total - Training/Education | 31,601 | 1,203,700 | 3% | (1,172,099) | 1,183,722 |

| | ACTUAL 7/1/2024 to 9/30/2024 | ---BUDGET--- AMENDED 7/1/2024 to 6/30/2025 | ---BUDGET--- % OF BUDGET SPENT | ---BUDGET--- VARIANCE YEAR to DATE | PRIOR FYE 7/1/2023 to 6/30/2024 |
|---|---------------------------------------|--|--|--|--|
| Standing Committees: | | | | | |
| Standing Committee Meetings | 0 | 1,000 | 0% | (1,000) | 982 |
| All Committee Meetings@ Conference | 0 | 7,000 | 0% | (7,000) | 5,197 |
| Total - Standing Committees | 0 | 8,000 | 0% | (8,000) | 6,179 |
| Communication to Members: | | | | | |
| Postage & Mailing | 0 | 1,000 | 0% | (1,000) | 174 |
| Internet Homepage | 0 | 500 | 0% | (500) | 0 |
| Printing & Duplicating | 0 | 0 | 0% | 0 | 459 |
| Total - Communication to Members | 0 | 1,500 | 0% | (1,500) | 632 |
| Administrative Expenses: | | | | | |
| Insurance Expense | 2,865 | 6,500 | 44% | (3,635) | 6,691 |
| List Serve | 1,957 | 3,000 | 65% | (1,043) | 4,409 |
| Filings and Registrations | 0 | 100 | 0% | (100) | 1,249 |
| Staff Travel | 212 | 2,000 | 11% | (1,788) | 979 |
| Miscellaneous Expense | 0 | 2,500 | 0% | (2,500) | 964 |
| Credit Card & Bank Fees | 12,649 | 40,000 | 32% | (27,351) | 44,067 |
| Total - Administrative Expenses | 17,684 | 54,100 | 33% | (36,416) | 58,359 |
| TOTAL EXPENSES | 104,396 | 1,547,800 | 7% | (1,443,404) | 1,463,703 |
| Increase (Decrease) in Unrestricted Net Assets | 212,926 | (37,700) | | 250,626 | (184,119) |
| Unrestricted Net Assets, Beginning of Period | 206,129 | 206,129 | | 0 | 390,248 |
| Unrestricted Net Assets, End of Period | 419,054 | 168,429 | | 250,626 | 206,129 |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Annual Conference

For the Three Months Ended September 30, 2024

| | <u>2025 ACTUAL</u> | <u>2025 BUDGET</u> | <u>VARIANCE</u> | <u>2024 ACTUAL</u> |
|--|--------------------|--------------------|------------------|--------------------|
| REVENUE COMPARISON | | | | |
| REGISTRATIONS | | | | |
| Registration Fees | 0 | 523,400 | (523,400) | 454,075 |
| TOTAL REGISTRATIONS | 0 | 523,400 | (523,400) | 454,075 |
| OTHER REVENUE | | | | |
| Exhibitor Fees & Sponsorships | 0 | 305,000 | (305,000) | 250,350 |
| Hotel Rebates/Commissions | 0 | 57,000 | (57,000) | 43,454 |
| TOTAL OTHER REVENUES | 0 | 362,000 | (362,000) | 293,804 |
| TOTAL REVENUES | 0 | 885,400 | (885,400) | 747,879 |
| EXPENSE COMPARISON | | | | |
| INSTRUCTIONAL | | | | |
| Equipment Rental | 0 | 60,000 | (60,000) | 56,307 |
| Speaker per diem/honorarium | 0 | 18,000 | (18,000) | 10,399 |
| Opening Ceremony | 0 | 500 | (500) | 300 |
| Host Committee | 0 | 1,000 | (1,000) | 108 |
| Welcome Bags | 0 | 7,500 | (7,500) | 6,526 |
| Speaker Gifts | 0 | 3,500 | (3,500) | 1,859 |
| Internet Cafe' - High Speed Connections | 0 | 15,000 | (15,000) | 20,919 |
| TOTAL INSTRUCTIONAL EXPENSE | 0 | 105,500 | (105,500) | 96,418 |
| FOOD & BEVERAGE | | | | |
| Refreshment Breaks | 0 | 250,000 | (250,000) | 261,244 |
| Tuesday Business Luncheon | 0 | 60,000 | (60,000) | 69,667 |
| Monday Lunch | 0 | 25,000 | (25,000) | 24,035 |
| Association Night | 0 | 75,000 | (75,000) | 70,761 |
| Hospitality Food, Beverages & Supplies | 0 | 35,000 | (35,000) | 35,921 |
| TOTAL FOOD & BEVERAGE EXPENSE | 0 | 445,000 | (445,000) | 461,628 |
| SPECIAL EVENTS | | | | |
| Tuesday Event | 0 | 90,000 | (90,000) | 90,589 |
| President's Reception | 0 | 16,000 | (16,000) | 12,411 |
| Emerging Leaders Reception | 0 | 6,000 | (6,000) | 5,782 |
| Transportation | 0 | 10,000 | (10,000) | 5,100 |
| TOTAL SPECIAL EVENTS EXPENSE | 0 | 122,000 | (122,000) | 113,882 |
| SPECIAL CONFERENCE EXPENSES | | | | |
| Room Rate Buy Down | 0 | 80,000 | (80,000) | 112,110 |
| Exhibit Hall Security | 0 | 7,500 | (7,500) | 10,535 |
| Exhibit Hall Service | 0 | 25,000 | (25,000) | 24,280 |

| | 2025 ACTUAL | 2025 BUDGET | VARIANCE | 2024 ACTUAL |
|--|--------------------|--------------------|------------------|--------------------|
| Meeting Planner Services | 0 | 25,000 | (25,000) | 30,650 |
| TOTAL SPECIAL CONFERENCE EXPENSES | 0 | 137,500 | (137,500) | 177,575 |
| OTHER | | | | |
| Miscellaneous | 0 | 5,000 | (5,000) | 10,111 |
| Insurance | 0 | 4,000 | (4,000) | 4,105 |
| Staff Expenses | 0 | 15,000 | (15,000) | 7,163 |
| Supplies | 0 | 2,000 | (2,000) | 936 |
| Printing/Duplicating | 0 | 3,000 | (3,000) | 2,827 |
| TOTAL OTHER EXPENSES | 0 | 29,000 | (29,000) | 25,142 |
| TOTAL EXPENSES | 0 | 839,000 | (839,000) | 874,645 |
| INCREASE (DECREASE) IN NET ASSETS | 0 | 46,400 | (46,400) | (126,766) |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

School of Governmental Finance

For the Three Months Ended September 30, 2024

| | <u>2025 ACTUAL</u> | <u>2025 BUDGET</u> | <u>VARIANCE</u> | <u>2024 ACTUAL</u> |
|--|--------------------|--------------------|------------------|--------------------|
| REVENUE COMPARISON | | | | |
| REGISTRATIONS | | | | |
| Registration Fees | 116,315 | 107,000 | 9,315 | 93,325 |
| TOTAL REGISTRATIONS | 116,315 | 107,000 | 9,315 | 93,325 |
| OTHER REVENUE | | | | |
| Exhibitor Fees & Sponsorships | 0 | 15,000 | (15,000) | 0 |
| Hotel Rebates/Commissions | 0 | 6,000 | (6,000) | 4,732 |
| TOTAL OTHER REVENUES | 0 | 21,000 | (21,000) | 4,732 |
| TOTAL REVENUES | 116,315 | 128,000 | (11,685) | 98,057 |
| EXPENSE COMPARISON | | | | |
| EXPENSES | | | | |
| Hospitality Suite | 1,450 | 10,000 | (8,550) | 7,655 |
| Refreshment Breaks | 0 | 55,000 | (55,000) | 60,317 |
| Welcome Reception | 0 | 10,000 | (10,000) | 5,702 |
| Staff Travel | 0 | 10,000 | (10,000) | 11,912 |
| Internet Cafe/WIFI | 0 | 2,500 | (2,500) | 0 |
| Equipment Rentals | 0 | 15,000 | (15,000) | 11,465 |
| Speaker Expense | 0 | 1,000 | (1,000) | 1,367 |
| Speaker Gifts | 0 | 2,000 | (2,000) | 1,435 |
| Printing/Duplicating | 1,646 | 0 | 1,646 | 508 |
| Meeting Planning Services | 0 | 6,500 | (6,500) | 6,650 |
| Welcome Bags | 1,953 | 2,500 | (547) | 2,868 |
| Insurance | 0 | 2,000 | (2,000) | 0 |
| Operating Supplies | 0 | 750 | (750) | 0 |
| TOTAL EXPENSES | 5,049 | 117,250 | (112,201) | 109,879 |
| INCREASE (DECREASE) IN NET ASSETS | 111,266 | 10,750 | 100,516 | (11,822) |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Leadership FGFOA

For the Three Months Ended September 30, 2024

| | <u>2025 ACTUAL</u> | <u>2025 BUDGET</u> | <u>VARIANCE</u> | <u>2024 ACTUAL</u> |
|--|--------------------|--------------------|-----------------|--------------------|
| REVENUE COMPARISON | | | | |
| REGISTRATIONS | | | | |
| Registration Fees | 0 | 29,900 | (29,900) | 20,895 |
| TOTAL REVENUES | 0 | 29,900 | (29,900) | 20,895 |
| EXPENSE COMPARISON | | | | |
| EXPENSES | | | | |
| Hotel Fee | 0 | 25,000 | (25,000) | 21,418 |
| Breaks | 0 | 5,000 | (5,000) | 2,086 |
| Lunch | 0 | 8,000 | (8,000) | 6,120 |
| Dinner | 0 | 6,500 | (6,500) | 6,893 |
| Staff Travel | 0 | 3,000 | (3,000) | 3,391 |
| Equipment Rental | 0 | 4,000 | (4,000) | 2,468 |
| Speaker Expenses and Travel | 0 | 24,000 | (24,000) | 21,602 |
| Awards | 0 | 1,750 | (1,750) | 1,732 |
| Printing/Duplicating | 0 | 0 | 0 | 49 |
| Meeting Planning Services | 0 | 2,000 | (2,000) | 2,000 |
| TOTAL EXPENSES | 0 | 79,250 | (79,250) | 67,759 |
| INCREASE (DECREASE) IN NET ASSETS | 0 | (49,350) | 49,350 | (46,864) |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

CGFO

For the Three Months Ended September 30, 2024

| | <u>2025 ACTUAL</u> | <u>2025 BUDGET</u> | <u>VARIANCE</u> | <u>2024 ACTUAL</u> |
|--|--------------------|--------------------|-----------------|--------------------|
| REVENUE COMPARISON | | | | |
| REGISTRATIONS | | | | |
| Renewals | 3,560 | 7,000 | (3,440) | 6,600 |
| Application Fee | 1,425 | 4,000 | (2,575) | 4,525 |
| Review Courses | 11,525 | 15,000 | (3,475) | 11,395 |
| Exams | 3,225 | 10,000 | (6,775) | 6,780 |
| TOTAL REVENUES | 19,735 | 36,000 | (16,265) | 29,300 |
| EXPENSE COMPARISON | | | | |
| EXPENSES | | | | |
| Food & Beverage | 0 | 6,500 | (6,500) | 0 |
| Printing and Mailing | 663 | 1,000 | (337) | 220 |
| Exam Rewrite or Update | 0 | 5,000 | (5,000) | 0 |
| Testing Fees | 1,360 | 6,000 | (4,640) | 9,490 |
| Equipment Rental | 0 | 3,000 | (3,000) | 2,952 |
| TOTAL EXPENSES | 2,023 | 21,500 | (19,477) | 12,662 |
| INCREASE (DECREASE) IN NET ASSETS | 17,712 | 14,500 | 3,212 | 16,638 |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Bootcamps

For the Three Months Ended September 30, 2024

| | <u>2025 ACTUAL</u> | <u>2025 BUDGET</u> | <u>VARIANCE</u> | <u>2024 ACTUAL</u> |
|--|--------------------|--------------------|-----------------|--------------------|
| REVENUE COMPARISON | | | | |
| REGISTRATIONS | | | | |
| Registration Fees | 27,280 | 118,800 | (91,520) | 99,425 |
| TOTAL REVENUES | 27,280 | 118,800 | (91,520) | 99,425 |
| EXPENSE COMPARISON | | | | |
| EXPENSES | | | | |
| Refreshment Breaks | 11,756 | 27,000 | (15,244) | 9,528 |
| Lunch | 5,862 | 22,500 | (16,638) | 16,927 |
| Staff Travel | 2,186 | 4,500 | (2,314) | 2,472 |
| Equipment Rentals | 1,258 | 9,000 | (7,742) | 1,482 |
| Speaker Expense | 3,251 | 27,000 | (23,749) | 19,683 |
| Printing/Duplicating | 0 | 2,700 | (2,700) | 819 |
| Room Rental | 216 | 4,500 | (4,284) | 6,733 |
| TOTAL EXPENSES | 24,529 | 97,200 | (72,671) | 57,644 |
| INCREASE (DECREASE) IN NET ASSETS | 2,751 | 21,600 | (18,849) | 41,781 |

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Three Months Ended September 30, 2024

Accounts Receivable:

| | | |
|-------------------|--------|---|
| Registration Fees | 7,455 | Boot Camp, CGFO |
| Diplomat Hotel | 43,454 | 2024 Annual Conference Hotel Commission |

Total Accounts Receivable 50,909

Deposits:

Current:

| | | |
|-----------------|-------|--|
| Diplomat Hotels | 1,500 | 2025 Annual Conf Deposit |
| Hyatt Regency | 5,000 | 2025 SOGF Deposit |
| Embassy Suites | 2,632 | Leadership & BOD meeting March 3-7, 2025 |
| Embassy Suites | 500 | Strategic Planning Apri 24-25, 2025 |

Non-Current:

Total Deposits 9,632

Accounts Payable:

| | | |
|----------------------|--------|--------------------|
| Members | 0 | |
| Vendors | 3,251 | Various |
| FLC | 70,269 | Fees and Expenses |
| FGFOA Local Chapters | 9,363 | Local Chapter Dues |

Total Accounts Payable 82,883

Miscellaneous Expense:

Total Miscellaneous Expense 0



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS**
President
Rip Colvin

President-Elect
Nicole Gasparri

Secretary/Treasurer
Kelly Strickland

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: January 17, 2025

Title of Item: Showstoppers

Executive Summary, Explanation or Background:

Attached is the Showstoppers Event Cancellation Insurance Quote for the 2025 Annual Conference and 2025 SOGF. The policy offers several options including Limited, Extended and Full Terrorism coverage. Premiums range from \$6,058 - \$6,923. Historically, the Board has chosen the full terrorism policy.

Recommended Action:

For review and approval

Paul Shamoun

01/06/2025

Date



Affinity Nonprofits
2001 K Street, NW, Suite 625 North
Washington, DC 20006
(800) 432-7465 asaeinsurance@affinitynonprofits.com

11/20/2024

Jill Walker
Florida Government Finance Officers Association Phone (850) 701-3688
301 South Bronough Street, Suite 300 Email jwalker@flcities.com
Tallahassee, FL 32301

Re: Showstoppers Insurance

Thank you for your interest in the Showstoppers Event Cancellation Insurance. We are pleased to present you with our comprehensive quotation providing protection for events that are cancelled, abandoned, curtailed or rescheduled due to reasons beyond your control.

Our Showstoppers policy provides coverage including, but not limited to the following: Adverse Weather • Labor Disputes • Reduced Attendance • Earthquakes • Non-Appearance of a Speaker • Adverse Weather Coverage for Golf Events and Hole-In-One • Venue Requisition • Public Relations Expenses • Terrorism Options including Venue Damage Coverage up to 12 months prior to the Event • Personal Property and Door Registration Receipts

Please note that the precise coverage afforded is subject to the terms, conditions and exclusions of the policy form.

Insuring Company – Lloyd's of London

IMPORTANT: This policy is written on a non-admitted basis, the premium is subject to applicable state surplus lines taxes. See attached state required wording regarding non-admitted insurance carriers.

Premium is due upon binding, but no later than five business days from the inception of the policy. Please make the check payable to: **Affinity Nonprofits**. **This quotation is valid through 12/05/2024.** If you have any questions, please contact our office.

Sincerely,
Seth Fleischer
Underwriting Professional II
(202) 429-8532
seth.fleischer@affinitynonprofits.com

Affinity Nonprofits is the brand name for the brokerage and program administration operations Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.



Schedule of Events

Named Insured: Florida Government Finance Officers Association

Premiums

| <u>Event(s)</u> | <u>Limited Terrorism</u> | <u>Extended Terrorism</u> | <u>Full Terrorism</u> |
|---|--------------------------|---------------------------|-----------------------|
| 2025 FGFOA Annual Conference Hollywood, FL 06/14/2025 to 06/18/2025 Limit: \$865,400 | \$6,058 | \$6,404 | \$6,923 |
| 2025 School of Governmental Finance Bonita Springs, FL 10/27/2025 to 10/31/2025 Limit: \$128,000 | \$1,536 | \$1,587 | \$1,664 |



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS**
President
Rip Colvin

Meeting Date: January 17, 2025

Title of Item: Membership Report

Executive Summary, Explanation or Background:

President-Elect
Nicole Gasparri

Secretary/Treasurer
Kelly Strickland

DIRECTORS

Sharon Almeida
Lorrie Brinson
Melissa Burns

| Membership Paid | 01/06/2025 | 06/30/2024 | 01/03/2024 |
|--------------------------|-------------------|-------------------|-------------------|
| Government: | 1,928 | 2,715 | 2,222 |
| Associate: | 113 | 238 | 184 |
| Lifetime/Retiree: | 46 | 41 | 35 |
| Student: | 19 | 15 | 15 |
| Total: | 2,106 | 3,009 | 2,456 |

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

| Chapter | Number of members |
|---------------------------------|--------------------------|
| Southwest Florida | 298 |
| Central Florida | 273 |
| South Florida Chapter | 272 |
| Palm Beach | 216 |
| Hillsborough | 172 |
| Gulf Coast | 157 |
| Florida First Coast | 123 |
| Volusia Flagler | 103 |
| Nature Coast | 94 |
| Treasure Coast | 90 |
| Panhandle | 89 |
| North Central | 78 |
| Big Bend | 63 |
| Space Coast | 54 |
| Heartland | 54 |
| TOTAL (as at 11/30/2024) | 2,082 |

| CGFO | |
|-------------------------------------|-----|
| Total CGFO | 518 |
| New Applications since July 1, 2024 | 41 |

Recommended Action: For Review



Paul Shamoun

01/06/2025

Date

FGFOA Listserve Report August 1, 2024 thru January 6, 2025

| <u>List Title</u> | <u>Number of Subscribers</u> |
|--|-------------------------------------|
| Accounting, Auditing & Financial Reporting | 635 |
| Budgeting | 543 |
| Debt & Treasury | 364 |
| Financial Administration | 583 |
| Hurricane Ian | 63 |
| Personnel & Payroll | 372 |

Accounting & Auditing

[Accountant I - Payroll](#) (2 Messages)
[ACFR software](#) (4 Messages)
[Capital/Fixed Assets](#) (3 Messages)
[Cashier Function/Customer Service](#) (10 Messages)
[Central Square DMS Glitch](#) (2 Messages)
[Company for taking payments](#) (2 Messages)
[Credit Card Finance Charges](#) (3 Messages)
[Emergency Financial Policy/Plan](#) (1 Message)
[ERP implementation](#) (1 Message)
[F.S. 189.0694](#) (1 Message)
[Finance Director/CFO Salary Survey](#) (1 Message)
[GASB Threshold](#) (2 Messages)
[Gift Cards](#) (5 Messages)
[Hotel Incidentals - Personal vs City Credit/P-Card](#) (5 Messages)
[IT Surplus of any property -- RE: Surplus of any property](#) (1 Message)
[New Non-Ad Valorem Assessment](#) (2 Messages)
[Ordinance Changes](#) (1 Message)
[P-Cards](#) (2 Messages)
[Public Service Tax on Electricity, Metered or Bottled Gas and Fuel Oils](#) (2 Messages)
[Reporting Delinquent water bills to the Credit Bureau](#) (1 Message)
[Solid Waste Collection and Disposal Assessment](#) (1 Message)
[Surplus of any property](#) (3 Messages)
[T-Shirt Sales](#) (2 Messages)
[Thrift Plans Audits and Statements](#) (1 Message)
[Votes on Millage](#) (4 Messages)
[Water-Utility Trial Balance Central Square Naviline](#) (1 Message)
[\[EXTERNAL SENDER\] - Cashier Function/Customer Service](#) (1 Message)
[\[EXTERNAL\] Solid Waste Collection and Disposal Assessment](#) (1 Message)
[\[EXTERNAL\]: Solid Waste Collection and Disposal Assessment](#) (1 Message)

Budgeting

[Budget Policy](#) (2 Messages)

[Donation Policy](#) (1 Message)

[Fee Policy](#) (1 Message)

[Hotel Incidentals - Personal vs City Credit/P-Card](#) (1 Message)

[Methodology for Facilities Cost Allocation](#) (1 Message)

[Policies](#) (3 Messages)

Debt & Treasury

[Authorized signors](#) (2 Messages)

[Cash Apps for governmental payments](#) (1 Message)

Financial & Administration

[Business tax receipt](#) (1 Message)

[Emergency Financial Plan](#) (2 Messages)

[Foreign Coin](#) (2 Messages)

[GASB Threshold](#) (1 Message)

[Gift Cards - Company named Corporate Traditions](#) (1 Message)

[Milage Reimbursement](#) (2 Messages)

[Public Art](#) (3 Messages)

[School Impact Fees](#) (3 Messages)

[T-Shirt Sales](#) (1 Message)

[\[EXTERNAL\]Re: School Impact Fees](#) (1 Message)

Hurricane Ian

No Messages

Personnel & Payroll

[Accountant I - Payroll](#) (4 Messages)

[Annual Statement for Monthly Vehicle Allowance](#) (1 Message)

[Central Square DMS Glitch](#) (1 Message)

[deceased employee final paycheck](#) (5 Messages)

[Elected Official Salaries - Municipalities](#) (5 Messages)

[Elected Official Salaries - Municipalities Finance HOURS OF OPERATION](#) (1 Message)

[Finance Director/CFO Salary Surveys](#) (3 Messages)

[stipend](#) (2 Messages)



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS**
President
Rip Colvin

Meeting Date: January 17, 2025

Title of Item: Investment Report

Executive Summary, Explanation or Background:

President-Elect
Nicole Gasparri

Certificates of Deposit

Secretary/Treasurer
Kelly Strickland

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

| PURCHASED | BANK | AMOUNT | APY | TERM | MATURITY DATE |
|----------------------|-------------------|---------------------|------------|-------------|----------------------|
| 02/22/2024 | Capital City Bank | \$264,229.98 | 2.87% | 12 MONTHS | 02/20/2025 |
| MONEY MARKET ACCOUNT | Vanguard | \$18,708.08 | 4.57% | | |
| | TOTAL | \$282,938.06 | | | |

Recommended Action:

For review

Paul Shamoun

January 6, 2025

Date



Florida Government Finance Officers Association, Inc. 2024-2025 Certification Committee Agenda Item

2024-2025 CHAIRPERSON

Mary-Lou Pickles, CGFO
Retired
207 Clearwater Rd
Interlachen, FL 32148-4325
(386) 937-0538
mlsp73@hotmail.com

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Dee Dee Beaver

Rebecca Bowman

Teri Butler

Sondra Collamore

Ian Evans-Smith

Ann Harris Wynter

Carlisha Jenkins

Dallas Lee

Karin Lu

Jonathan McKinney

Karen Malcolm

Tanra-Lee Milson

Susan Nabors

Michael Perry

Liliya Sablukova

Alicia Sheffield

Scott Simpson

Kelly Strickland

Allen Weeks

Denese Williams

Chelsie Wilson

Katherine Woodruff

Meeting Date: January 17, 2025

Title of Item: Certification Committee Report

Executive Summary, Explanation or Background:

Members of the Certification Committee met on December 17, 2024 to discuss progress on subcommittee activities with 18 members in attendance.

Content

1. Applications & Renewals:

- Thirteen new applications were received and approved from October 1, 2024 - December 18, 2024.
- One new CGFO from October 1, 2024 - December 18, 2024.
- Seven CGFOs with a June 30, 2024 renewal date were randomly selected for audit and all were in compliance.

2. Exam Questions & Review Sessions Subcommittee:

- The October review sessions were recorded and will be made available for quarterly training as a replay (not live) webinar for the same fee as live webinars. After the on-demand training platform is ready to launch (FLC staff are working on this project), the committee will make a recommendation for the fees and guidelines.

3. Special Projects:

- Six applications were received for the two 2024 GFOA Scholarships. Baldemar Fonseca and Seana Johnson were randomly selected as the winners.

Recommended Action:

- For information only. No action required.

Mary-Lou Pickles

Committee Chair

December 30, 2024

Date



Florida Government Finance Officers Association, Inc. 2024-2025 Certification Committee Agenda Item

2024-2025 CHAIRPERSON

Mary-Lou Pickles, CGFO
Retired
207 Clearwater Rd
Interlachen, FL 32148-4325
(386) 937-0538
mlsp73@hotmail.com

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Dee Dee Beaver

Rebecca Bowman

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Tanra-Lee Milson

Susan Nabors

Michael Perry

Liliya Sablukova

Alicia Sheffield

Scott Simpson

Kelly Strickland

Allen Weeks

Denese Williams

Chelsie Wilson

Katherine Woodruff

Meeting Date: January 17, 2025

Title of Item: Hardship CPE Renewal Extension

Executive Summary, Explanation or Background:

Review of circumstances for Verna Brannin to be given an extension on her CPE renewal.

Content

Hardship CPE renewal extension: Verna Brannin

Recommended Action:

Board review and approval

Mary-Lou Pickles

December 30, 2024

Committee Chair

Date



Florida Government Finance Officers Association, Inc. 2024-2025 Certification Committee Agenda Item

2024-2025 CHAIRPERSON

Mary-Lou Pickles, CGFO
Retired
207 Clearwater Rd
Interlachen, FL 32148-4325
(386) 937-0538
mlsp73@hotmail.com

BOARD LIAISON

Missy Licourt

STAFF LIAISON

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COMMITTEE MEMBERS

Dee Dee Beaver

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Tanra-Lee Milson

Susan Nabors

Michael Perry

Liliya Sablukova

Alicia Sheffield

Scott Simpson

Kelly Strickland

Allen Weeks

Denese Williams

Chelsie Wilson

Katherine Woodruff

Meeting Date: January 17, 2025

Title of Item: On-line Testing Guidelines

Executive Summary, Explanation or Background:

When the guidelines for taking online exams were developed, we did not address a time limit on taking exams once a candidate registered for an exam. We expected that candidates would register to take an exam when they were ready to take it, same as when in-person exams were given.

Content

When candidates registered for in-person exams, they registered and took an exam within a short period of time and no-shows were not provided a refund except for extenuating circumstances on a case-by-case basis. There are 30 candidates who have registered for exams that have not taken them in over 4 months (some as high as 9 months) making it hard to implement quarterly scheduling of exams to ensure candidates who fail an exam don't take the same one twice in a row. Also, as newer versions of test questions are implemented, it seems unfair to have old versions available for lengthy periods of time suggesting the need to implement a timeframe for taking exams. If a time-limit is imposed, the platform we use to register exams will make it a simple process to administer.

Recommended Action:

Board approval to implement a three-month time limit for taking exams after registering for them and providing 30 days-notice to candidates registered over 90 days to take their exams before they expire.

Mary-Lou Pickles

December 30, 2024

Committee Chair

Date



**Florida Government Finance Officers Association, Inc.
2024-2025 Conference Program Committee
Agenda Item**

2024-2025

CHAIRPERSON

Sarah Simpson, CPA, CGFO
Budget Manager
City of Aventura
19200 W Country Club Dr
Aventura, FL 33180-2403
(305) 466-8951
simpsons@cityofaventura.com

BOARD LIAISON

Melissa Burns

STAFF LIAISON

Jill Walker

SUB-CHAIR MEMBERS

Tiffany Hewitt Lewis
Wayne Meyer
Annette Payne
Ben Salz
Kristin Thompson
Patricia White

Meeting Date: January 17, 2025

Title of Item: 2025 Annual Conference Program Draft

Executive Summary, Explanation or Background:

Attached please find the 2025 Annual Conference Program Schedule of Classes Draft.

The session times, titles, descriptions and proposed speakers are included in the draft matrix.

Recommended Action: The Board review the current schedule and provide any suggestions and/or guidance regarding the class offerings.

Sarah Simpson

Committee Chair

1/6/25

Date

2025 FGFOA Conference Program
June 14 -18, 2025 | Diplomat Beach Resort | Hollywood, FL

| | | | | | |
|-------------|---|---|---|---|------------|
| 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 |
|-------------|---|---|---|---|------------|

Saturday June 14, 2025

| | | | | |
|--------------------------|--|--|---|--|
| 8:00 AM to 9:40 AM | | <p>Title: Building Towards a Modern Public Procurement Function - Part 1</p> <p>Date: Saturday June 14, 2025 Time: 8:00-9:40 am Topic: Procurement best practices can play a critical role for local governments in advancing strategic objectives, promoting organization-wide efficiency, and strengthening stewardship of limited government resources. However, some jurisdictions don't fully realize this potential due to outdated procurement policies, siloed and reactive staff, and convoluted processes that frustrate internal and external stakeholders. In this interactive session, speakers will share promising approaches and provide practical strategies on how to overcome stakeholder feedback that procurement is too slow, too complicated, and too bureaucratic. Specific focus will be on using technology to address common procurement pain points, building relationships across finance and procurement, and creating an environment for partnerships with vendors that foster innovation, generate results, and maintain accountability.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Hope Patterson Project Leader, Partners for Public Good (PPG) Brent Westergren Project Leader, Partners for Public Good (PPG)</p> | <p>Title: Economic and Market Update</p> <p>Date: Saturday June 14, 2025 Time: 8:00-9:40 am Topic: Come hear an update on the economy and interest rates following recent Federal Reserve actions, and how it impacts investment options for local Florida governments.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Mel Hamilton Senior Vice President, Chandler Asset Management & possibly another associate</p> | |
| | | Moderator: | Moderator: | |

2025 FGFOA Conference Program
June 14 -18, 2025 | Diplomat Beach Resort | Hollywood, FL

| 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 |
|----------------------------|---|---|---|--|------------|
| 10:00 AM to 11:40 AM | | <p>Title: Building Towards a Modern Public Procurement Function - Part 2</p> <p>Date: Saturday June 14, 2025 Time: 10:00-11:40 am Topic: A continuation of the topics described in the first session.</p> <p>CPE: 2.0 Hours (TB) Speaker: Hope Patterson Project Leader, Partners for Public Good (PPG)</p> <p>Brent Westergren Project Leader, Partners for Public Good (PPG)</p> | | <p>Title: Investment Approach and Options for Small to Medium Sized Governments</p> <p>Date: Saturday June 14, 2025 Time: 10:00-11:40 am Topic: With limited experience, time and staff resources, how can your Finance Department develop and manage an Investment approach and program? This session will include a brief overview of the key areas of F.S. Investment guidelines, things to avoid and recommendations.</p> <p>CPE: 2.0 Hours (TB) Speaker: Jeffrey T Larson President, Larson Consulting Services, LLC</p> | |
| | | Moderator: | | Moderator: | |

2025 FGFOA Conference Program
June 14 -18, 2025 | Diplomat Beach Resort | Hollywood, FL

| 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 |
|--------------------------|---|---|--|--|-------------------|
| 1:00 PM to 2:40 PM | | | <p>Title: Developing Skills to Lead</p> <p>Date: Saturday June 14, 2025 Time: 1:00-2:40 pm Topic: Do you have the skills to lead? Learn what current Leaders look for in staff, what skills are needed to grow in an organization and tips to gain them.</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Dr. Keith A. Clinkscale, eMBA, LSSBB Director, Strategic Planning & Performance Management, Palm Beach County</p> <p>Kandyce Clinkscale Quality Assurance Manager, NYU Langone Health</p> | <p>Title: Overview on Pensions and Investments for a Finance Director</p> <p>Date: Saturday June 14, 2025 Time: 1:00-2:40 pm Topic: Although pension boards manage the pension plans (FRS and local plans), this panel will cover a high-level view of what a Finance Director needs to know about pensions: important terms and processes, pension accounting, and pension investment policies and risks.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Kerry Richardville Senior Institutional Advisor & Partner, Mariner Wealth Advisors</p> <p>Piotr Krekora Senior Consultant and Actuary, Gabriel, Roeder, Smith & Company</p> <p>Jim Rizzo Senior Consultant and Actuary, Gabriel, Roeder, Smith & Company</p> | |
| | | | | Moderator: | Moderator: |
| 3:00 PM to 4:40 PM | | | <p>Title: Leading During Financial Uncertainty</p> <p>Date: Saturday June 14, 2025 Time: 3:00-4:40 pm Topic: CARES Act monies and other federal aid has been exhausted. Now our leaders must face the reality of financial uncertainty. This session will include a panel of past and/or current leaders who will share their own experiences in this type of environment and offer helpful tips.</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Scott Mendelsberg Finance Director, City of Sweetwater</p> | <p>Title: Trust in the Economy</p> <p>Date: Saturday June 14, 2025 Time: 3:00-4:40 pm Topic: Have you ever wondered why society views the economy a certain way or has varying trust levels in it? Then this session is for you!</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Damien Grant Vice President, Fixed Income, MSB Securities</p> <p>Greg Pagans Vice President, MSB Securities</p> | |
| | | | | Moderator: | Moderator: |

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Sunday June 15, 2025

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|-------------------------------------|--|--|--|--|--|
| 10:00 AM to 11:40 AM | | | <p>Title: Your Journey & Story</p> <p>Date: Sunday June 15, 2025 Time: 10:00-11:40 am Topic: Come and learn about the career progression and experiences from the 2024-2025 FGFOA Officers & Board of Directors. Learn how they began their career in government, their progression, challenges, experiences and involvement in the FGFOA. Their story relates to you and your story and can motivate and challenge you!</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (BEH) Speaker: 2024-2025 FGFOA Officers & Board of Directors</p> | | |
| | | | <p>Moderator: Frank DiPaolo, CPA, CGMA Chief Financial Officer, City of Dania Beach</p> | | |

FGFOA Chapter President's Roundtable 12:00pm - 12:45pm

Opening General Session 1:00pm - 2:40pm - (1.0 Hour (BEH))

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| 3:00 PM to 4:40 PM | <p>Title: Internal Controls - Common Holes and How to "Plug" Them!</p> <p>Date: Sunday June 15, 2025 Time: 3:00-4:40 pm Topic: The course will discuss indicators and risk factors related to a lack of internal controls. Participants will learn holes in internal controls that may contribute to fraud and how to "plug" them. We will also provide guidance how to maintain an effective internal control environment where smaller government entities have more limited resources and personnel.</p> <p>CPE: 2.0 Hours (AA)</p> <p>Speaker: Linsay Aviles, CPA Partner, Carr, Riggs & Ingram</p> | <p>Title: Strategic and Financial Planning</p> <p>Date: Sunday June 15, 2025 Time: 3:00-4:40 pm Topic: The strategic plan is a useful tool to ensure resources are properly allocated based on the top priorities of a community, and it becomes the foundation for your budget and long-term financial plan. This session will walk you through the strategic planning process, provide examples of how to integrate the strategic plan into the budget process and provide insight on how to develop a multi-year financial plan that supports your strategic plan. The session will also discuss several options to help fund necessary capital projects including special assessments, impact fees, utility taxes and other less frequently used revenue sources authorized in Florida.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Caroline Sturgis Director, Office of Management & Budget, City of Port St. Lucie</p> <p>Kate Parmelee Deputy City Manager for Strategic Initiatives & Innovation, City of Port St. Lucie</p> <p>Peta-Gay Lake Director of Finance and Administrative Services, City of Coconut Creek</p> | <p>Title: Empowering Teams Through Connection and Collaboration</p> <p>Date: Sunday June 15, 2025 Time: 3:00-4:40 pm Topic: This hands-on workshop is designed to help teams strengthen their internal and external connections through purposeful collaboration. Participants will craft impactful 30-second pitches, engage in self-discovery exercises to uncover their unique strengths, and explore strategies to build harmony within their teams and with their stakeholders. By the end of the session, attendees will walk away with actionable tools to enhance communication, foster collaboration, and create meaningful relationships that drive success.</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Alexandra Silva Labarr</p> | <p>Title: Debt Portfolio Management</p> <p>Date: Sunday June 15, 2025 Time: 3:00-4:40 pm Topic: During this session participants will learn fundamentals, i.e. debt cycle, limits, legal requirements, the Electronic Municipal Market Access (EMMA) and disclosures.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Chris Ahrens Managing Director, Stifel, Nicolaus & Company, Incorporated</p> | |
| | Moderator: | Moderator: | Moderator: | Moderator: | |

Association Night

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Monday June 16, 2025

2nd General Session 8:00am - 9:40am (1.0 or more Hour(s)(BEH))

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|-----------------------------|---|--|--|--|--|
| 10:00 AM to 11:15 AM | <p>Title: GASB Update</p> <p>Date: Monday June 16, 2025</p> <p>Time: 10:00-11:15 am</p> <p>Topic: This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements. Included in this session discussion is the new GASB Reporting Model.</p> <p>CPE: 1.5 Hours (AA)</p> <p>Speaker: Alan Skelton, CPA Director, Research and Technical Activities Governmental Accounting Standards Board</p> | <p>Title: The Budget and Sustainability</p> <p>Date: Monday June 16, 2025</p> <p>Time: 10:00-11:15 am</p> <p>Topic: GFOA Distinguished Budget Presentation Award recipient Coral Springs shares their three pillars of sustainability: financial, organizational, and environmental. They will discuss the relationship between budget and sustainability and how to create a collaborative culture which supports the pillars of sustainability.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Ileana Kyriakides Director of Budget and Sustainability, City of Coral Springs</p> <p align="center">& Additional Speaker from her team and/or other organization</p> | <p>Title: How Leadership Happens: Translating Qualities to Leadership Behaviors</p> <p>Date: Monday June 16, 2025</p> <p>Time: 10:00-11:15 am</p> <p>Topic: Leaders are as leaders do. Leadership isn't about simply knowing the qualities of a great leader—it's about demonstrating those qualities through your actions. This session builds on David Rabiner's keynote and is designed for those ready to explore the "how". David will show you how to translate leadership attributes into behaviors that inspire and guide others. You'll leave with clear insights on what to start doing, stop doing, do more of, do less of, or approach differently.</p> <p>CPE: 1.5 Hours (BEH)</p> <p>Speaker: David Rabiner</p> | | <p>Title: Unlocking AI-Driven Use Cases in Microsoft Business Apps</p> <p>Date: Monday June 16, 2025</p> <p>Time: 10:00-11:15 am</p> <p>Topic: Discover how the integration of Artificial Intelligence is transforming Microsoft Business Applications into powerful tools for innovation and efficiency. Explore practical, AI-driven use cases that redefine productivity, from automating routine processes to uncovering actionable insights through advanced analytics.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Tirzah Gabourel Associate Director, Data Governance, ZimVie</p> |
| | Moderator: | Moderator: | Moderator: | | Moderator: |
| | Extra Microphone: | | | | |

Standing Committee Meetings 11:20am - 12:30pm

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| 1:00pm to 2:40pm | <p>Title: The GASB's Shifting Focus: A Conversation with Alan Skelton</p> <p>Date: Monday June 16, 2025 Time: 1:00-2:40 pm Topic: The GASB's pace of standards setting has slowed down in recent years as it has devoted more resources to supporting, monitoring, and studying implementation of standards, developing a taxonomy for financial reporting, and conducting research on other topics. Come and learn through discussion with the GASB's staff director about why this change has occurred and what it means for governments that follow generally accepted accounting principles.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (AA) Speaker: Alan Skelton, CPA Director, Research and Technical Activities Governmental Accounting Standards Board</p> | <p>Title: Beyond the Office: Building a Collaborative Relationship with Parks and Rec</p> <p>Date: Monday June 16, 2025 Time: 1:00-2:40 pm Topic: In many communities, the Parks and Recreation department is the primary way the public interacts with local government. Constituents and their families visit parks, join sports teams, learn to swim, and engage in other activities that greatly increase their quality of life. These programs can have some unique or complex finance and budget considerations, requiring finance staff and parks and rec staff to collaborate regularly. At this session, you'll hear from both finance and parks and recreation professionals about how they have developed more collaborative relationships and how that helps with ensuring that everyone has what they need to operate.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (TB) Speaker: Rebecca Schnirman, CPRP Director, Financial & Support Services, Palm Beach County Parks & Recreation Department</p> <p>Kadem Ramirez Deputy Finance Administrator, City of Palm Beach Gardens</p> <p>Lisa Master Budget Director, Palm Beach Country Office of Management & Budget</p> <p align="center">& 1 Other from Parks</p> | <p>Title: Trust Me?</p> <p>Date: Monday June 16, 2025 Time: 1:00-2:40 pm Topic: An essential trait possessed by effective leaders is that they are trusted by the people they lead and the community in which they serve. A panel of past FGFOA Presidents will discuss their own perspectives on gaining (losing) trust, keeping it and provide guidance for attendees on how they can build and gain the trust of others.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (BEH) Speaker: Frank DiPaolo, CPA, CGMA Chief Financial Officer, City of Dania Beach</p> <p>Shannon Ramsey-Chessman, CPA, CGFO Chief of Staff, Chief Deputy Clerk, Clerk of the Circuit Court & Comptroller, Palm Beach County</p> <p>Diane Reichard, CPA, CGMA, CGFO, CPFO Chief Financial Officer, City of Plant City</p> | <p>Title: Managing Cash Flows</p> <p>Date: Monday June 16, 2025 Time: 1:00-2:40 pm Topic: This session will focus discussion on how forecasting, monitoring, and investing cashflow on a regular basis ensures sufficient funds to pay bills and cover fees while investing surplus to earn higher rates and increase income.</p> <p>CPE: 2.0 Hours (TB) Speaker: _____, Public Trust Advisors</p> | |
| | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator: Ken Burke, CPA Clerk of the Circuit Court and Comptroller, Pinellas County, Florida</p> | <p>Moderator:</p> | |
| | <p>Extra Microphone:</p> | <p>Extra Microphone:</p> | <p>Extra Microphone:</p> | | |

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| 3:00pm to 4:40pm | <p>Title: GFOA Best Practices: Financial Reporting</p> <p>Date: Monday June 16, 2025 Time: 3:00-4:40 pm Topic: GFOA has Best Practices on many subjects. As part of the FGFOA's new initiative to include them in the conference, come and learn about the GFOA's best practices on Financial Reporting. This session will also provide highlights from GFOA's research initiative on Rethinking Financial Reporting, a fact-based examination of the benefits and costs of the current model of financial reporting and how it can be improved.</p> <p>CPE: 2.0 Hours (AA)</p> <p>Speaker: Chris Morrill Executive Director/CEO, Government Finance Officers Association</p> | <p>Title: Politics, Budgeting & the Public "Oh My!"</p> <p>Date: Monday June 16, 2025 Time: 3:00-4:40 pm Topic: There are many factors that go into the budget and many whom the budget impacts. Many people want their items in the budget - citizens, elected officials and staff to name a few. During this session, examples will be given on how others navigated the politics involved in the budgeting process and share those tools for attendees to apply.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Laurette Jean Assistant to the County Administrator, Broward County</p> <p>Esmond Scott Village Manager, Miami Shores Village</p> <p>JC Jimenez City Manager, City of Miami Springs</p> | <p>Title: From Ordinary to Extraordinary</p> <p>Date: Monday June 16, 2025 Time: 3:00-4:40 pm Topic: If you have ever wondered how to engage or motivate your team, or even yourself, you don't want to miss this session! Whether you are the leader of the team or a member of the team, a cohesive and engaged team is a must. The question becomes how is it possible, among all the distraction of life? In today's fast paced and every changing environment, it can feeling like you are multi-tasking, juggling and even barely surviving, and yet, as a leader your focus needs to be your team. Take an introspective look at your own leadership, and the impact you have on others. Everyone can lead in a way that inspires, motivates, and engages others no matter.</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Nicole Gasparri, CGFO, PHR Director of Strategic Management and Professional Development, Clerk of the Circuit Court & Comptroller, Palm Beach County</p> | | <p>Title: Better, Faster, Cheaper: How AI and RPA Drive Productivity and Minimize Risks</p> <p>Date: Monday June 16, 2025 Time: 3:00-4:40 pm Topic: This session explores how Artificial Intelligence (AI) and Robotic Process Automation (RPA) can revolutionize business productivity by streamlining operations and reducing risks. Attendees will gain insights into practical applications of these technologies, illustrated through real-world examples that demonstrate how AI and RPA work together to make processes better, faster, and cheaper. The discussion will also emphasize the importance of aligning these advancements with robust privacy, compliance, and security policies, bridging the gap between business leaders and IT teams.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Gail Gray Partner, LSL CPAs</p> <p>Bobby Sprinkle Chief Technology Officer, Florida State University</p> |
| | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator:</p> | | <p>Moderator:</p> |
| | | <p>Extra Microphone:</p> | | | |

Dynamic Leadership Reception 5:00pm - 6:30pm

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| Tuesday June 17, 2025 | | | | | | |
| 8:00am to 9:40am | <p>Title: Single Audits & SEFA Preparation</p> <p>Date: Tuesday, June 17, 2025</p> <p>Time: 8:00-9:40 am</p> <p>Topic: Federal and State grants are critical funding sources for many governments and special districts but also come with many different compliance requirements that often change every year. This session will give a single audit specialist's best tips on what finance officers and grant managers can do to prepare in advance for their required annual single audits over federal and state grants, i.e. what reports should be maintained, how to track the accounting of each grant expenditures and how to calculate deferred revenue. Learn what your auditors will be looking for so you can pass your single audit easily and efficiently.</p> <p>CPE: 2.0 Hours (AA)</p> <p>Speaker: Marcia Carty, CPA Finance Director, City of Palatka Andrew Fierman, CPA Partner, Caballero, Fierman, Llerena & Garcia LLP</p> | <p>Title: How will the expected changes in economic conditions and changes in interest rates impact the budgets of local governments?</p> <p>Date: Tuesday, June 17, 2025</p> <p>Time: 8:00-9:40 am</p> <p>Topic: In this session, the current economic state will be discussed including contributing factors, identifying economic indicators and how to use the economic indicators in municipal budgeting and financial planning.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Dave Withohn Senior Portfolio Specialist, Insight Investment Jason Celente Senior Portfolio Manager, Insight Investment</p> | <p>Title: Mentoring - The Gift that Keeps on Giving</p> <p>Date: Tuesday, June 17, 2025</p> <p>Time: 8:00-9:40 am</p> <p>Topic: Everyone has heard inspirational stories about the important roles mentors played in successful leaders. This session will discuss the importance of paying this gift forward so we can grow future leaders.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Shannon Ramsey-Chessman, CPA, CGFO Chief of Staff, Chief Deputy Clerk, Clerk of the Circuit Court & Comptroller, Palm Beach County Kadem Ramirez Deputy Finance Administrator, City of Palm Beach Gardens Angel Rivera Assistant Police Chief, City of North Miami</p> | <p>Title: Financing Capital Improvements</p> <p>Date: Tuesday, June 17, 2025</p> <p>Time: 8:00-9:40 am</p> <p>Topic: Not every local government has the option to use "pay as you go" financing. Knowing when capital financing is needed and what the best potential option for your agency is will be discussed.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Wendell G. Gaertner Senior Managing Director, Public Resources Advisory Group Diane Reichard CFO, City of Plant City</p> | | |
| | Moderator: | | | | | |
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| 10:00am to 11:15am | <p>Title: Common Audit Findings</p> <p>Date: Tuesday June 17, 2025 Time: 10:00-11:15 am Topic: This session will include discussion of common audit findings at various local government entities related to financial reporting, internal controls and compliance as well as best practices for addressing them.</p> <p>CPE: 1.5 Hours (AA)</p> <p>Speaker: Lorrie A. Brinson, CPA, CGFO, MBA/PA Roderick Harvey, CPA, CVA Partner, HCT Certified Public Accountants & Consultants, LLC</p> | <p>Title: The "ABC's and 123's" of RFQ's & RFP's</p> <p>Date: Tuesday June 17, 2025 Time: 10:00-11:15 am Topic: This session will provide an overview of the various procurement methods including a Request for Quote (RFQ), a Request for Proposal (RFP), sole/single source, piggybacks and co-operatives. This session will discuss considerations for utilities and construction services and determining the appropriate strategy. It will also provide insight on how to document the procurement method to enforce compliance with Florida Statutes and agency policies while ensuring financial planning and budgets are adhered to.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Ezzard "Charles", Spencer Procurement Director, City of Plantation</p> | <p>Title: Lean Six Sigma: Leading More Efficient Operations</p> <p>Date: Tuesday June 17, 2025 Time: 10:00-11:15 am Topic: How can the use of Lean Six Sigma principles lead to more efficient operations? The tone at the top is an important consideration, if leadership embraces the concepts, the rest of the organization will follow. Come and learn the concepts of Lean Six Sigma and the "Culture" needed to make it successful. What started in the private industry has made its way to the public industry and it requires a culture of breaking down Silos and working as a team.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Dr. Keith A. Clinkscale, eMBA, LSSBB Director, Strategic Planning & Performance Management, Palm Beach County</p> | | <p>Title: Cybersecurity Update</p> <p>Date: Tuesday June 17, 2025 Time: 10:00-11:15 am Topic: This session will look at some of the latest cybersecurity threats and the types of damage they inflict, how to report a cyber incident, a local perspective on the threats to critical infrastructure, and the resources that are available from Cyber Florida to help municipalities address the growing threats from cybercriminals, both domestic and state sponsored.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Mike Duffey Special Agent in Charge, Florida Department of Law Enforcement Emeka Okamkor, M.S., CISSP, CISA Cybersecurity Resource Manager, Cyber Florida Bryan J. Langley Lead Program Manager, Cyber Florida Paul Jones Chief Information Officer, West Palm Beach</p> |
| | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator:</p> | | <p>Moderator:</p> |
| | <p>Extra Microphone:</p> | | | | |

Innovation Awards Luncheon & Past Presidents Recognition 11:30am - 1:15pm

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| 1:30pm to 3:10pm | <p>Title: Auditor General & Department of Financial Services Update</p> <p>Date: Tuesday June 17, 2025 Time: 1:30-3:10 pm Topic: Update from the Florida Auditor General's Office and Department of Financial Services on current issues pertaining to local governments.</p> <p>CPE: 2.0 Hours (AA)</p> <p>Speaker: Derek H. Noonan, CPA Audit Supervisor, Florida Auditor General Mark Merry, CPA Assistant Director, Division of Accounting & Auditing, Florida Department of Financial Services</p> | <p>Title: Conversations on Procurement Excellence: Process Efficiency</p> <p>Date: Tuesday June 17, 2025 Time: 1:30-3:10 pm Topic: This session will explain the process of establishing a contract with a government agency and discuss procurement process efficiency challenges and creative solutions for mitigating those challenges. The session will also discuss topics which impact procurement cycle times such as staffing capacity, purchasing thresholds, legislative review and engagement with users.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Caroline Sturgis Director, Office of Management & Budget, City of Port St. Lucie Nate Rubel Procurement Assistant Director, Office of Management & Budget, City of Port St. Lucie</p> | <p>Title: When Politics and Administration Collide</p> <p>Date: Tuesday June 17, 2025 Time: 1:30-3:10 pm Topic: The importance of the symbiotic relationship between our elected officials and city/county/state administrations cannot be understated. The difficulties often arise when different and/or conflicting perspectives are not carefully considered. This session will present some helpful strategies for avoiding these collisions and the damages they cause.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 2.0 Hours (BEH)</p> <p>Speaker: Karyn Cunningham Mayor, Village of Palmetto Bay Gustavo Knoepffler Assistant Director, Fiscal and Departmental Services, Miami-Dade County Police Department Scott Mendelsberg Finance Director, City of Sweetwater Darrel Thomas Assistant City manager/CFO, City of Weston</p> | | <p>Title: Best Practices for Not Becoming a Victim of a Cyberattack</p> <p>Date: Tuesday June 17, 2025 Time: 1:30-3:10 pm Topic: Come learn what governmental entities can do to reduce the risk of becoming a victim of a cyberattack and what your next steps should be if you experience a cyber incident.</p> <p>CPE: 2.0 Hours (TB)</p> <p>Speaker: Paul Jones Chief Information Officer, West Palm Beach</p> |
| | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator: Ben Salz Capital Budget Analyst V, Broward County Public Schools</p> | | <p>Moderator:</p> |
| | <p>Extra Microphone:</p> | | <p>Extra Microphone:</p> | | |

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| 3:30pm to 4:45pm | <p>Title: How to Make Your Annual Audit Easier</p> <p>Date: Tuesday June 17, 2025 Time: 3:30-4:45 pm Topic: Have you ever wondered why your annual financial statement audit takes so long and why your auditors ask so many questions? Would you like to make the whole process easier and faster? In this session, you'll gain insight into what your auditors are thinking and why they have to dig so deep into your processes and records. You'll also walk away with tips and recommendations on some specific types of internal controls that you can implement now to dramatically reduce the time and effort required for future audits.</p> <p>CPE: 1.5 Hours (AA)</p> <p>Speaker: Ashli McIntyre, CPA Assurance Manager, RSM US LLP & Client or another member from the firm?</p> | <p>Title: GFOA's Best Practice: Grant Administration</p> <p>Date: Tuesday June 17, 2025 Time: 3:30-4:45 pm Topic: Do you have steps in place and grants policy to follow that make grant application and acceptance a win/win situation? Policies and procedures are necessary to help the organization receive all the benefits of the grant and avoid risks, findings and stay in compliance with grants. This session will explain GFOA's Best Practice on Grant Administration.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Katie Ludwig Director of Resource Development, Government Finance Officers Association</p> | <p>Title: "Yes, We Can" - Women in Leadership Series</p> <p>Date: Tuesday June 17, 2025 Time: 3:30-4:45 pm Topic: A panel of female leaders discuss their own journeys, as well as, the balancing act, struggles, skill sets needed, successes & how to inspire and support other women and the next generation to do great things.</p> <p align="center">EVOLUTION SERIES</p> <p>CPE: 1.5 Hours (BEH)</p> <p>Speaker: Janice M. Graham, M.S. EdL. Executive Director, Casa Valentina Susan Liburd Owner, Government Finance Tutoring, LLC Retiree, CFO, City of Miramar Jennifer Moon Retired, Director of the Office of Management and Budget, Miami-Dade County & 1 other</p> | <p>Title: Ratings Updates</p> <p>Date: Tuesday June 17, 2025 Time: 3:30-4:45 pm Topic: Have you heard the updates in rating philosophies and processes yet? This session will focus on the updates, what do agencies look for, the challenges with bond issuance as well as changing internal procedures.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Fitch Ratings Valentina Gomez VP-Senior Analyst, Public Finance Group, Moody's Investors Service, Inc. S&P Global Ratings</p> | |
| | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator:</p> | <p>Moderator:</p> | |
| | <p>Extra Microphone:</p> | | <p>Extra Microphone:</p> | | |

Tuesday Night Event

2025 FGFOA Conference Program
June 14 -18, 2025 | Diplomat Beach Resort | Hollywood, FL

| 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 | |
|--|---|---|--|--|------------|--|
| Wednesday June 18, 2025 | | | | | | |
| 9:00am to 10:40am 9:15am to 10:30am | <p>Title: Accounting for the Constitutional Offices</p> <p>Date: Wednesday June 18, 2025 Time: 9:15-10:30am</p> <p>Topic: Come and hear from a panel on the Constitutional Offices of Clerk, Sheriff, Property Appraiser, Tax Collector and Supervisor of elections. How do these operations integrate to the Financial Statements? Are there opportunities for better interactions while remaining independent? What is their independence and responsibility of audits?</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Jamie Roberson, CGFO Chief Operating Officer of Finance, Clerk of the Circuit Court & Comptroller, Martin County</p> <p>Bill Spinelli, CPA Chief Financial Officer, Hillsborough County Sheriff's Office</p> <p>& pending others</p> | | <p>Title: Legislative Updates</p> <p>Date: Wednesday June 18, 2025 Time: 9:15-10:30am</p> <p>Topic: This session will review the 2025 legislative session, review the bills that passed and failed and discuss their implications for local governments.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Julie F. Klahr, PA Shareholder, Goren, Cherof, Doody & Ezrol PA, Attorneys At Law</p> | <p>Title: Investment Strategy Considerations: The Long and the Short of It</p> <p>Date: Wednesday June 18, 2025 Time: 9:15-10:30am</p> <p>Topic: There are many different types of investments and each has a thought process and strategy behind using each. This session will speak on the allowable investments in portfolios and investment considerations for operating and long-term portfolios. Our panel of practitioners will discuss how they navigate these considerations in their own local government portfolios.</p> <p>CPE: 1.5 Hours (TB)</p> <p>Speaker: Richard Pengelly, CFA, CIMA, CTP Managing Director, PFMAM</p> <p>& Maybe Government practitioner(s)</p> | | |
| | Moderator: | | Moderator: | Moderator: | | |
| | | | Extra Microphone: | | | |

2025 FGFOA Conference Program
June 14 -18, 2025 | Diplomat Beach Resort | Hollywood, FL

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|--------------------|---|--|---|---|---|
| 11:00am to 11:50am | | <p>Title: Are you ready for (a) TRIM?</p> <p>Date: Wednesday June 18, 2025 Time: 11:00 - 11:50 am Topic: This session will provide an overview of the Truth in Millage (TRIM) process including timeline, coordination of meetings and ads, and rates. The session will also discuss how to ensure a smooth TRIM season working with the Property Appraiser's office.</p> <p>CPE: 1.0 Hours (TB)</p> <p>Speaker: Abbey Roberson Manager, Finance, Budget & Tax Roll, Office of Marty Kiar, Broward County Property Appraiser</p> | | <p>Title: GFOA's Rethinking Reserves</p> <p>Date: Wednesday June 18, 2025 Time: 11:00 - 11:50 am Topic: Do you know the various approaches to determining the appropriate level of financial reserves that your financial policy states? Do you know what the GFOA's best practice and guidance on reserves currently is and the thought behind it? Why is the GFOA changing it's thought pattern and to what and when? How will all of these changes effect local governments and how will it change their bond ratings? This session will focus on just that!</p> <p>CPE: 1.0 Hours (TB)</p> <p>Speaker: Katie Ludwig Director of Resource Development, Government Finance Officers Association</p> | <p>Title: Changes in the CPE Reporting Requirements</p> <p>Date: Wednesday June 18, 2025 Time: 11:00 - 11:50 am Topic: Did you know that the DBPR made changes related to how CPE for CPA license holders have to be reported? Come learn all about this and hopefully a few tips & tricks for reporting!</p> <p>CPE: 1.0 Hours (TB)</p> <p>Speaker: Vanessa Rivera Senior Manager, Membership Operations, Florida Institute of Certified Public Accountants</p> <p>Ivey Rose Smith Vice President, Membership & Corporate Relations, Florida Institute of Certified Public Accountants</p> |
| | | Moderator: | | Moderator: | Moderator: |



Florida Government Finance Officers Association, Inc. 2024-2025 Conference Program Committee Agenda Item

2024-2025

CHAIRPERSON

Sarah Simpson, CPA, CGFO
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BOARD LIAISON

Melissa Burns

STAFF LIAISON

Jill Walker

SUB-CHAIR MEMBERS

Tiffany Hewitt Lewis
Wayne Meyer
Annette Payne
Ben Salz
Kristin Thompson
Patricia White

Meeting Date: January 17, 2025

Title of Item: 2025 Annual Conference Program Committee
Moderator Training PowerPoint & Guidelines

Executive Summary, Explanation or Background:

Attached please find the 2025 Annual Conference Program Committee Moderator Training PowerPoint and Guidelines.

The PowerPoint and Guidelines are presented in a red-lined version with strikethroughs. There is a set for the “regular” sessions and for the “Evolution Series” sessions as two moderator trainings were held last year based on the type of session being moderated at the Conference.

Recommended Action:

The Board review the training and guidelines and provide any suggestions/feedback and approve.

Sarah Simpson

Committee Chair

1/6/25

Date



Florida Government Finance Officers Association
Moderator Guidelines
2024-2025 FGFOA Conference Program

You are responsible for the session. The following guidelines have been developed to help ensure that your workshop/seminar runs smoothly.

Approximately one to two weeks prior to the session, moderators should:

- ◆ Familiarize yourself with the workshop title, description, and objectives; enabling you to be an active participant in the session and not just the “host” behind the podium at the start and end of the session.
- ◆ **Schedule a call with the speaker(s) to coordinate the presentation.** Review the timing for the workshop (how long each speaker will present, how long the question-and-answer period will be, etc.)
 - ◆ ~~If an “Fireside Chat” session, reach out prior to 2 weeks before the conference to work on the session arrangement, content and questions.~~
- ◆ Remind them of dress attire for presentation – dress shirt & sports coat requested ties optional. For women, appropriate business attire.
- ◆ Ensure that speaker engagement forms and biographies have been returned to the FGFOA staff by your speaker(s). Remind about deadline for power point presentation.
- ◆ Prepare questions to ask in case there is no audience participation; engage the audience and ask the first questions to gain others participation
- ◆ Review the introduction (biographies) of the speaker(s). Make sure you know how to pronounce his/her name.

During the session, moderators should:

- ◆ Arrive at your workshop/seminar early to meet with the speaker(s).
- ◆ Start on time.
- ◆ Welcome everyone to the program. **Example:**

Welcome to the [TITLE OF WORKSHOP] session. Explain a little about the session. Remember to turn cell phones off or have on silent. You will self-scan your badge at the end of the session. Stress to the attendees to please remain quiet until the completion of the Q&A period so the audience can hear questions and responses. Remind attendees to complete the online survey on the APP for session evaluations. The link was emailed to attendees in advance and is available on the FGFOA website at www.fgfoa.org. Now, let me introduce your speaker(s) for this session:

- Introduce the speaker(s). Never begin your introduction with a confession. (An example is, “John and I haven’t had a chance to get together, so please hang in there and we’ll do our best.”). Be direct and positive.
- End your introduction with the speaker’s name.
- After your introduction, lead the applause to welcome the speaker(s).
- Keep the session on time. Do not hold the majority of the audience for the sake of a few. If a speaker is running over, politely interrupt or signal him/her. This is especially important for a panel.
- **The FGFOA strictly prohibits the solicitation of vendor products or attacks against other vendors. All material presented should be educational only and appropriate for the session. Speakers are told in their instructions that this is not allowed. Anytime you feel your speaker(s) are making inappropriate comments in your session, you should notify an FGFOA staff person or Board member immediately.**
- If time permits, open the floor for questions. Use hand held wireless microphone to ensure the entire audience hears the questions. If not available, repeat the question and repeat the answer if necessary. Make sure you have several questions prepared to ask. Usually, when one person asks the first question, others will participate. If others hesitate, be that first person to ask a question.
- Allow yourself a few minutes at the close of the program to thank the speaker(s) and audience, and to offer any concluding remarks, and present the gift to the speakers.
- Remind the attendees to complete the online survey on the APP for the sessions.
- **Remind attendees to get scanned at the self-scanning stations.**

- ~~Your Moderator Package contains a Moderator Session Evaluation please complete and turn into the conference registration desk~~

Moderator Training





What information will a Moderator receive?

- Session Title
- Session Time
- Speaker Contact Information
- Link to shared folder with speaker presentations and information received thus far to review
 - The Committee is responsible for contacting speakers to get the missing information, though the moderator may assist
- If a larger session, the “Extra Microphone Holder’s” contact information



What is a Moderator?

- A person who acts as a neutral participant in a discussion
- Holds participants/speakers to time limits
- Tries to keep speakers from straying off the topic from questions being asked during the discussion
- Engages speakers after they speak with questions to lead the way for the audience to ask questions



What does a Moderator do?

- Helps to pre-plan and coordinate the sessions by communicating with the speakers in advance
 - Approximately 2 weeks
 - ~~For the “Evolution Series” sessions work with the speakers to arrange the session, content & questions~~
 - ~~Reach out prior than 2 weeks before the conference~~
- Reminds the speakers of the dress attire for presentations
- Makes sure that the speakers coordinate their presentations and that topics do not overlap
 - This applies when there are multiple speakers for one session
- Introduces the speakers during the session
- Keeps the session on time
- Prepares questions in advance if needed for during the session
 - Be the first to ask the questions to help begin the engagement process with attendees
- Is attentive during the session
 - Review and study the subject matter in order to be engaging throughout the session
 - This is more than being a “host” welcoming and ending the session



What to do before a session?

- Get comfortable with the moderator script, the speakers, and the subject matter
- Schedule a conference call with the speakers (approximately 1-2 weeks in advance)
 - Reviewing their presentation and bios with them to ensure you understand everything
 - For example: Correct pronunciation of their name, titles, educational background, etc.
 - ~~For "Evolution Series" sessions reach out prior than 2 weeks before the conference to work with them on the session, content & questions.~~
- Speaker bios should be approximately 4-5 sentences
 - This is especially important with multiple speakers
- **Make sure the speakers are aware that FGFOA strictly prohibits the solicitation of vendor products/services or attacks against other vendors**
 - **All material presented should be educational only and appropriate for the session**
- Prepare questions to ask in case there is no audience participation
 - Usually, when one person asks a question, it creates a domino effect
- Pick up your moderator packet from the registration desk
 - This will include name cards, a speaker badge, ~~and a speaker gift, and a moderator survey~~
 - ~~Please complete the moderator survey and return it to FL League of Cities Staff at the registration desk~~



What to do during a session?

- Arrive early to the session to meet the speaker, set up name cards, and discuss any last-minute issues/changes
 - For larger session, an “extra microphone holder” will be assigned to assist with getting the microphone to attendees for questions; connect with them before the session begins.
- Start the session on time
- Welcome everyone to the session and announce the name of the session
- Remember to tell the audience to please:
 - Turn their electronic devices to silent so they are not disruptive during the presentation
 - Scan their badge at the end of the session
- Introduce the speaker(s)
- Read the speaker’s bio



What to do during a session?

- If time permits, open the floor for questions
 - Some speakers prefer that questions be asked when the material is covered
 - This is ok, but you must pay close attention to the time
- Walk around the meeting room and provide the handheld microphone to participants asking questions of the moderator to ensure the entire audience hears the questions
 - **For larger session, an “extra microphone holder” will be assigned to assist in this process**
 - If the microphone is not available, have the speaker repeat the questions
- Make sure you have several questions prepared to ask
 - Usually, when one person asks the first question, others will participate
 - If others hesitate, be the first person to ask a question
- Keep the session on time
 - Do not hold the majority of the audience for the sake of a few
 - If a speaker is running over, politely interrupt or signal him/her
 - During your pre-conference call, you should discuss with the speaker how you will signal them when they have 10-15 minutes remaining

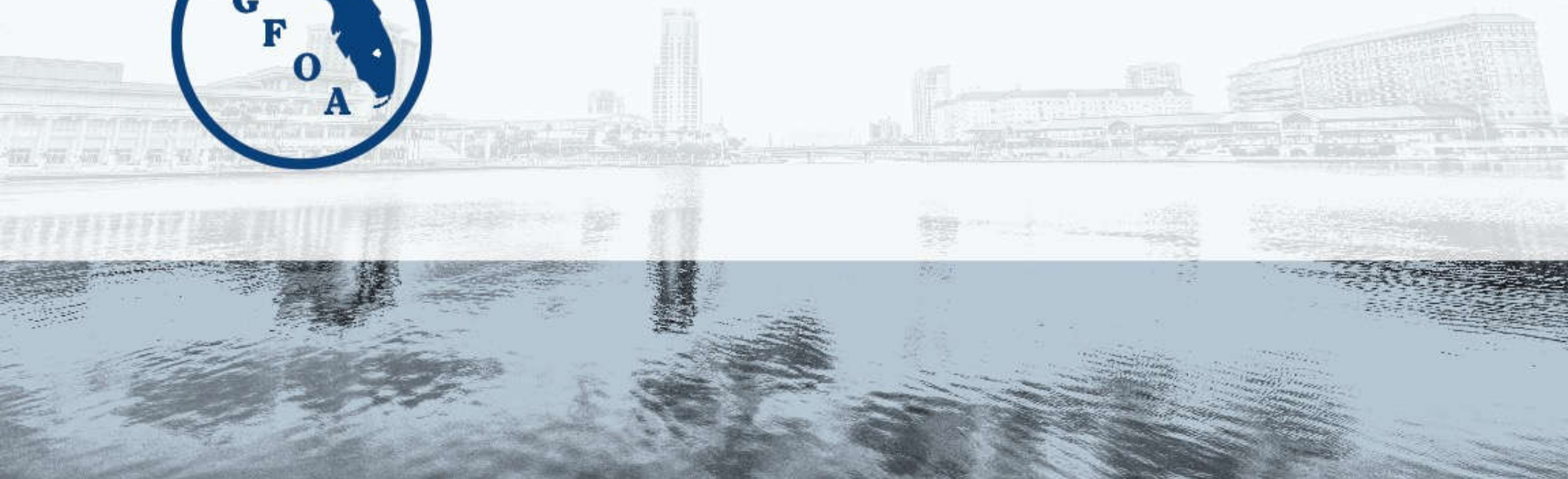


What to do after a session?

- Remind attendees to scan their badges
- Make any announcements regarding evening events
 - This is usually done at the last session of the day
- Ask attendees to please complete the survey for session evaluations
- Thank the speaker(s) for their presentation
- Don't forget to give the speaker their gift for presenting



Questions/Comments/Concerns?





Florida Government Finance Officers Association
“Evolution Series” Moderator Guidelines
20252024 FGFOA Conference Program

Moderating an Evolution Series Session: Guidelines for Success!

Welcome aboard as an Evolution Series moderator! These guidelines will help you prepare for a smooth and engaging session.

Two Months Before Your Session:

- ◆ **Connect with your speaker(s):** Schedule a call to discuss the presentation format. Emphasize the conversational nature of the series – it's more dialogue than lecture.
- ◆ **Shape the session content:** Collaborate with the speaker(s) on the session structure, topics, and questions. Remember, you play an active role!
- ◆ **Become an expert (lite):** Talk with the speaker(s) beforehand to understand the subject matter and session outline. This allows you to formulate insightful questions.
- ◆ **Craft conversation-starting questions:** Develop questions that spark deeper discussions and a memorable session. Plan these in advance during your call(s) with the speaker(s).
- ◆ **Audience participation? It's up to you!** Decide with your speaker(s) whether the session will be solely speaker-driven or open to audience interaction. If opting for audience participation, prepare additional content in case of low audience engagement.

Remember, you're the facilitator! Your role is to guide the conversation and ensure a lively, informative session. By following these guidelines and collaborating with your speaker(s), you'll create an exceptional Evolution Series experience!

Approximately one to two weeks prior to the session, moderators should:

- ◆ Remind them of dress attire for presentation – dress shirt & sports coat requested ties optional. For women, appropriate business attire.
- ◆ Ensure that speaker engagement forms and biographies have been returned to the FGFOA staff by your speaker(s). Remind about deadline for power point presentation.
- ◆ Review the introduction (biographies) of the speaker(s). Make sure you know how to pronounce his/her name.

During the session, moderators should:

- ◆ Arrive at your workshop/seminar early to meet with the speaker(s).
- ◆ Start on time.
- ◆ Welcome everyone to the program. Example:

Welcome to the [TITLE OF WORKSHOP] session. Explain a little about the session. Remember to turn cell phones off or have on silent. You will self-scan your badge at the end of the session. Stress to the attendees to please remain quite until the completion of the Q&A period so the audience can hear questions and responses. Remind attendees to complete the online survey on the APP for session evaluations. The link was emailed to attendees in advance and is available on the FGFOA website at www.fgfoa.org. Now, let me introduce your speaker(s) for this session:

- Introduce the speaker(s). Never begin your introduction with a confession. (An example is, “John and I haven't had a chance to get together, so please hang in there and we'll do our best.”). Be direct and positive.
- End your introduction with the speaker's name.
- After your introduction, lead the applause to welcome the speaker(s).
- Keep the session on time. Do not hold the majority of the audience for the sake of a few. If a speaker is running over, politely interrupt or signal him/her. This is especially important for a panel.
- **The FGFOA strictly prohibits the solicitation of vendor products or attacks against other vendors. All material presented should be educational only and appropriate for the session. Speakers are**

told in their instructions that this is not allowed. Anytime you feel your speaker(s) are making inappropriate comments in your session, you should notify an FGFOA staff person or Board member immediately.

- If time permits, open the floor for questions. Use hand held wireless microphone to ensure the entire audience hears the questions. If not available, repeat the question and repeat the answer if necessary. Make sure you have several questions prepared to ask. Usually, when one person asks the first question, others will participate. If others hesitate, be that first person to ask a question.
- Allow yourself a few minutes at the close of the program to thank the speaker(s) and audience, and to offer any concluding remarks, and present the gift to the speakers.
- Remind the attendees to complete the online survey on the APP for the sessions.
- **Remind attendees to get scanned at the self-scanning stations.**

Evolution Series Moderator Training





What information will an Evolution Series Moderator receive?

- Session Title
- Session Time
- Speaker Contact Information
- Link to shared folder with speaker presentations and information received thus far to review
 - The Committee is responsible for contacting speakers to get the missing information though the moderator may assist
- If a larger session, the “Extra Microphone Holder’s” contact information



What is an Evolution Series Moderator?

- A person who actively engages in the session as the moderator
 - They are essentially part of the presentation
 - Helps guide the conversation
 - Ensures a lively, informative session
- Holds participants/speakers to time limits
- Tries to keep speakers from straying off the topic from questions being asked during the discussion



What does **an Evolution Series Moderator** do?

- Helps to pre-plan and coordinate the sessions by communicating with the speakers in advance
 - Approximately **2 months**
 - **Work with the speakers to arrange the session, content & questions**
 - **Ensure the speakers know this is a conversational session**
 - Review and study the subject matter in order to be engaging throughout the session
 - **Reminds the speakers of the dress attire for presentations**
- Introduces the speakers during the session
- Keeps the session on time
- Prepares questions in advance that **spur deeper discussions and a memorable session**
 - **Go over these questions with the speaker in advance**



What to do before a session?

- Get comfortable with the moderator script, the speakers, and the subject matter
- Schedule a conference call with the speakers (approximately **2 months** in advance)
 - **Work the speakers to arrange their presentation and the content**
 - Reviewing their ~~presentation and~~ bios with them to ensure you understand everything
 - For example: Correct pronunciation of their name, titles, educational background, etc.
- Speaker bios should be approximately 4-5 sentences
 - This is especially important with multiple speakers
- **Make sure the speakers are aware that FGFOA strictly prohibits the solicitation of vendor products/services or attacks against other vendors**
 - **All material presented should be educational only and appropriate for the session**
- Pick up your moderator packet from the registration desk
 - This will include name cards, a speaker badge, **and** a speaker gift, ~~and a moderator survey~~
 - ~~Please complete the moderator survey and return it to~~ **FL League of Cities Staff** ~~at the registration desk~~



What to do during a session?

- Arrive early to the session to meet the speaker, set up name cards, and discuss any last-minute issues/changes
 - For larger session, an “extra microphone holder” will be assigned to assist with getting the microphone to attendees for questions; connect with them before the session begins.
- Start the session on time
- Welcome everyone to the session and announce the name of the session
- Remember to tell the audience to please:
 - Turn their electronic devices to silent so they are not disruptive during the presentation
 - Scan their badge at the end of the session
- Introduce the speaker(s)
- Read the speaker’s bio
- Be an active participant in the session
 - Guide the conversation
 - Engage the speakers



What to do during a session?

- If time permits, open the floor for questions
 - Some speakers prefer that questions be asked when the material is covered
 - This is ok, but you must pay close attention to the time
- Walk around the meeting room and provide the handheld microphone to participants asking questions of the moderator to ensure the entire audience hears the questions
 - **For larger session, an “extra microphone holder” will be assigned to assist in this process**
 - If the microphone is not available, have the speaker repeat the questions
- Make sure you have several questions prepared to ask
 - Usually, when one person asks the first question, others will participate
 - If others hesitate, be the first person to ask a question
- Keep the session on time
 - Do not hold the majority of the audience for the sake of a few
 - If a speaker is running over, politely interrupt or signal him/her
 - During your pre-conference call, you should discuss with the speaker how you will signal them when they have 10-15 minutes remaining



What to do after a session?

- Remind attendees to scan their badges
- Make any announcements regarding evening events
 - This is usually done at the last session of the day
- Ask attendees to please complete the survey for session evaluations
- Thank the speaker(s) for their presentation
- Don't forget to give the speaker their gift for presenting



Questions/Comments/Concerns?



**Florida Government Finance Officers Association, Inc.
2024-2025 Educational Programs Committee
Agenda Item**

2024-2025

CHAIRPERSON

Katie Roundtree

Director of Finance &
Administration

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BOARD LIAISON

Anna C. Otiniano

STAFF LIAISON

Karen Pastula

Meeting Date: January 17, 2025

Title of Item: Committee Update

Executive Summary, Explanation or Background:

In December 2025, the President and Board Liaison for this Committee was notified that Andrew Thompson would need to step down as Chair of the Educational Programs Committee for work and personal reasons. The Co-Chair, Katie Roundtree, was asked and will continue on as Chair of the Committee for the remainder of the year, with Board approval.

The August Webinar “Accessibility in Training and Development at Work”, presented by Dr. Kelly Falcone & Erika Hlywiak, had 230 members in attendance, with 528 registered for the recording.

The September Webinar “Update on Best Practices in Debt Management”, presented by Jeffrey Larson, had 296 members in attendance and 608 registered for the recording. No webinar was presented in October to allow members to attend the School of Government Finance.

The November Webinar “Mitigating Banking Risk”, presented by Doug Berge, had 238 attendees and about 566 registered for the recording. No webinar was presented in December due to the holidays.

The next Webinar is scheduled for January 16th and will be “Securing the Future: Cyber Defense for Public Finance Leaders”, presented by Mike Asencio with the FIU Jack D. Gordon Institute for Public Policy and Joshua Wethington with Cyber Florida.

Recommended Action:

This item is presented for informational purposes and no action is required.

Committee Chair

Date



Florida Government Finance Officers Association, Inc.

2024-2025 Event Host Committee

Agenda Item

2024-2025

CHAIRPERSON

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BOARD LIAISON

AllisonTesla

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

- Eva Aquino
- Susan Brown
- Kylie Chiavuzzi
- Tracy Ellison
- Brad Fannon
- Elise Gann
- Carolyn Gatch
- Ann Harris Wynter
- Jeanette Haynes
- Carlisha Jenkins
- Keisha Laughton Young
- Caroline Lebron
- Shernett Lee
- John Oravec
- Nina Plotkina-Mahadeo
- Elizabeth Ramsden
- Bridget Souffrant
- Denese Williams
- Kelli Willits
- Pat White

Meeting Date: January 17, 2025

Title of Item: General Updates

Executive Summary, Explanation or Background:

The Event Host Committee organizes events that greatly contribute to the growth and development of our FGFOA membership community. Here is a general update about the annual conference.

Annual Conference: Final event venue and music have been secured from Sunday through Tuesday. Additionally, we are awaiting response from the City of Hollywood regarding the Mayor’s attendance to the conference opening day. The Committee will start to work on the marketing for the events. The next committee meeting will be held on 02/12/2025.

Recommendations

None at this time.

Yeimy Guzman
 Name

01/06/2025
 Date Submitted



Florida Government Finance Officers Association, Inc. 2024-2025 Professional Development Committee Agenda Item

2024-2025

CHAIRPERSON

Kadem V. Ramirez

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BOARD LIAISON

Lorrie Brinson

STAFF LIAISON

Karen Pastula

Meeting Date: 1/17/2025

Title of Item: Committee Updates

- Mentorship Program- January Session
 - 4-parings
 - 2-mentors needed
- University Outreach
 - FAU scheduled for February 2
- Leadership
 - Applicants reviewed, 20 applicants were accepted.
- Mentorship Handbook
 - Being Updated with current changes

Action Items:

Help recruit 2 mentors

Kadem Ramirez

Committee Chair

1/15/2025

Date



Florida Government Finance Officers Association, Inc. 2024-2025 School of Governmental Finance Committee Agenda Item

2024-2025

CHAIRPERSON

Elizabeth Anne Walter, MBA,
CGFO, CPFIM
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BOARD LIAISON

Nicole Jovanovski

STAFF LIAISON

Karen Pastula

SUB-COMMITTEE MEMBERS

Jennifer Desrosiers
Tanya Quickel
Christine Tenney
Katherine Woodruff

Meeting Date: January 17, 2025

Title of Item: SOGF Sub-Committee

Executive Summary, Explanation or Background:

The kick-off for the 2025 sub-committee chair meeting will be held in late January. The following sub-committee chairs have all confirmed they would like to remain:

Christine Tenney – Budget
Jennifer Desrosiers – Financial Management and Leadership
Tanya Quickel – Treasury and Debt
Katherine Woodruff – Accounting and Financial Report

Recommended Action:

Information only. No action required.

Elizabeth Walter

Name

January 3, 2025

Date



Florida Government Finance Officers Association, Inc. 2024-2025 Technical and Legislative Committee Agenda Item

2024-2025

CHAIRPERSON

Jean-Michel Neault, CPA, CIA

Compliance Auditor
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Rebecca Schnirman

STAFF LIAISON

Jill Walker

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Jim Abernathy

Linda Benoit

Ryan Bernal

Barbara Boyd

James Braddock

Yvonne Clayborne

Erjeta Diamanti

Allison Feurtado

Ajay Gajjar

James Halleran

Amber Haston

Natalie Hinger

Lory Irwin

Justin Komninos

Cris Martinez

Dean Michael Mead

Gabriela Molina

Derek Noonan

Frederick Passelli

James Rizzo

Liliya Sablukova

Ted Sauerbeck

Kelly Strickland

Stephen Timberlake

Anthony Walsh

Meeting Date: January 17, 2025

Title of Item: Technical Resources & Legislative Committee Update

Executive Summary, Explanation or Background:

- 1. GASB Preliminary Views Response** – Our committee prepared a response to the GASB's Preliminary Views on Infrastructure Assets. The response was shared with the Board and is due January 17, 2025. Linda Benoit, Ajay Gajjar, Dean Michael Mead and Derek Noonan all contributed their time and expertise to draft this response.
- 2. GASB Exposure Draft Response** - Our committee prepared a response to the GASB's Exposure Draft on the proposed Implementation Guidance Update 2025. The response was shared with the Board and is due January 24, 2025. Dean Michael Mead and Barbara Boyd both contributed their time and expertise to draft this response.
- 3. List Serve Modernization** – The sub-committee working on this project sent out a survey to our members. Responses will be summarized to identify opportunities for improvement.
- 4. GFOA Best Practices** – Our committee discussed the benefits of sharing GFOA Best Practices with our members. We discussed various options to do this such as 1) adding a Best Practices section under our website's resources tab and listing some of the most relevant GFOA best practices 2) including a link to the GFOA Best Practices page on our website (<https://www.gfoa.org/best-practices>) 3) ensuring the most relevant best practices are incorporated within the Basic Government Resources Manual 4) sending a monthly GFOA best practices bulletin. **We would like the Board's input before we move forward with any of these activities.**

Recommended Action:

Board's recommendations related to item #4.



Committee Chair

1.7.2025

Date



Florida Government Finance Officers Association, Inc.
2024-2025 Local Chapters Ad-Hoc Committee
Agenda Item

2024-2025

CHAIRPERSON

Jamie Roberson, CGFO
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BOARD LIAISON

Nicole Gasparri

STAFF LIAISON

Jill Walker
 Karen Pastula

COMMITTEE MEMBERS

Michael Adams
 Lorie Bailey Brown
 Melissa Burns
 Teri Butler
 Kathleen Campbell
 Jennifer Cole
 Ian Evans-Smith
 Judy Fleurimond
 Elise Gann
 Sheila Goldman
 Kevin Greenville
 Sarah Jones
 Wendy Khan
 Missy Licourt
 Diane Martinez
 Lesyani Martinez
 Tanra-Lee Milson
 April Oliver
 Olga Rabel
 Elizabeth Ramsden
 Diane Reichard
 Kelly Strickland
 Lynn Stone
 Jennifer Wion

Meeting Date: January 17, 2025

Title of Item: Committee Update

Executive Summary, Explanation or Background:

Committee Activities Status: The committee has convened five times since the last board meeting. Full committee meetings were scheduled for October 3, 2024, November 14, 2024, and December 13, 2024. Additionally, smaller work groups were established to focus on specific tasks, including a bylaw work group and the revitalization of the Heartland Chapter. These work groups have met on November 25, 2024, and December 3, 2024.

Bylaw Work Group Progress:

The Bylaw Work Group is comprised of three committee members and Jill Walker. The committee has collectively identified a comprehensive list of topics to address in the bylaw revision, including essential elements for procedures and a checklist. The work group will concentrate on integrating the necessary language for the bylaw updates. Their next meeting is scheduled for January 14, 2025.

Heartland Chapter Revitalization Progress:

The Heartland Chapter Revitalization Work Group consists of four members from the Heartland Chapter area. We are pleased to announce an FGFOA Networking Event on Thursday, February 20, 2025, from 10:00 AM to 12:00 PM, followed by a lunch. During this event, Nicole will present insights on leadership, explore networking opportunities, discuss involvement in the Local Chapter Board, and encourage professional growth. The event will take place at the Polk Street Community Center in collaboration with the City of Bartow.

Local Chapter Transition:

Need to populate this data.

Recommended Action:

No required action needed. This is informational purposes only.

Jamie Roberson

01/03/2025

Committee Chair

Date

FGFOA Local Chapter Events

| # Submitted | # Completed | Local Chapter | # of Attendees | Total Revenue Collected | Chapter Membership as at 11/30/2024 | Notes |
|-------------|-------------|-----------------------------|----------------|-------------------------|-------------------------------------|---|
| 2 | 0 | Big Bend Chapter | | | 63 | Original Event 10/18/24 was cancelled and is rescheduled for 01/10/2025 |
| 1 | 1 | Central Florida Chapter | 28 | \$ - | 254 | |
| 2 | 1 | Florida First Coast Chapter | 18 | \$ 270.00 | 122 | 01/10/2025 event has not yet happened |
| 1 | 1 | Gulf Coast Chapter | 37 | \$ 1,480.00 | 153 | |
| 1 | 0 | Heartland Chapter | | | 45 | This event hasn't happened yet |
| 4 | 3 | Hillsborough Chapter | 92 | \$ 150.00 | 167 | 03/19/2025 event hasn't happened yet |
| 5 | 2 | Nature Coast Chapter | 54 | \$ 2,160.00 | 93 | 01/15/2025, 04/16/2025 and 07/16/2025 haven't happened yet |
| 4 | 3 | North Central Chapter | 50 | \$ - | 78 | 01/15/25 hasn't happened yet |
| 4 | 2 | Palm Beach Chapter | 41 | \$ 250.00 | 216 | 01/15/2025 and 02/12/2025 events haven't happened yet |
| 4 | 1 | Panhandle Chapter | | | 83 | 01/10/2025, 04/11/2025, and 07/11/2025 events haven't happened yet |
| 4 | 2 | South Florida Chapter | 40 | \$ 1,600.00 | 262 | 01/10/2025 and 04/03/2025 haven't happened yet |

FGFOA Local Chapter Events

| # Submitted | # Completed | Local Chapter | # of Attendees | Total Revenue Collected | Chapter Membership as at 11/30/2024 | Notes |
|-------------|-------------|--------------------------|----------------|-------------------------|-------------------------------------|---|
| 2 | 1 | Southwest Chapter | 64 | \$ 525.00 | 296 | 04/12/2024 was before FGFOA was running events |
| 3 | 2 | Space Coast Chapter | 51 | \$ 1,020.00 | 54 | 05/10/2024 event happened before FGFOA was running events |
| 3 | 2 | Treasure Coast Chapter | 59 | \$ 1,468.00 | 90 | 01/31/2025 hasn't happened yet |
| 1 | | Volusia/ Flagler Chapter | 24 | \$ - | 101 | |
| 41 | 21 | | 558 | \$ 8,923.00 | 2077 | Membership Totals (as at 11/30/2024) |

