

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
April 13, 2018

The meeting of the FGFOA Board of Directors took place on April 13, 2018 at the Embassy Suites Downtown, Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

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

COMMITTEE CHAIRS

Kelly Rae Strickland, Certification
Lisa Snead, Conference Host
Ian Evans-Smith, Conference Host
Olga Rabel, Member & Leadership Development
Sharon Almeida, 2018 SOGF

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Executive Director
Jill Walker, Executive Assistant

CALL TO ORDER

There being a quorum, President Howard called the February 9, 2018 meeting of the FGFOA Board of Directors to order at 8:32 a.m.

Agenda Approval

President Howard reviewed the April 13, 2018 Agenda.

A motion was made by Mr. Olson, seconded by Mr. Gomez, to approve the April 13, 2018 agenda. Motion passed unanimously.

CONSIDERATION OF MINUTES

The February 9, 2018 minutes were reviewed with minor changes suggested.

A motion was made by Mr. Burke and then delayed due to research.

PRESIDENT'S REPORT

The President conducted a quick ice breaker

2018 Board of Director Elections

Ms. Howard reviewed the report. Mr. Colvin requested an email be sent in the middle of the process and towards the end giving FGFOA members the number of members eligible to vote and the total number of votes to date.

2017-2018 Goals & Assignments Update

Ms. Howard reviewed the report as presented.

Local Chapter Visits

Ms. Howard reviewed the Local Chapter Visits report as presented.

Vendor Survey

Ms. Howard recommended doing something like what the Florida League of Cities does. FGFOA staff will research the options.

PRESIDENT-ELECT REPORT

Administrative Services Agreement with FLC

The Administrative Services Agreement was reviewed by the Board noting minor grammatical changes.

A motion was made by Mr. Olson, Ms. Gasparri seconded, to approve the document with the noted changes. Motion passed unanimously.

Ms. Howard returned to the previous motion made by Mr. Burke to approve the February 9 minutes.

The motion was seconded by Mr. Colvin, to approve the February 9, 2018 minutes with edits. Motion passed unanimously.

Appointment of 2018-2019 Legislative Committee Chair

Mr. Olson presented the 2018-2019 Legislative Committee report indicating he nominates Crystal Kinzel for the Legislative Chair for 2018-2019.

A motion was made by Mr. Olson, seconded by Ms. Roberson, to approve the recommendation to appoint Crystal Kinzel as Legislative chair for 2018-2019. Motion passed unanimously.

Chapter Presidents Conference Call

Mr. Olson presented the report, recommends a June 1 meeting for the new Chapter Presidents. He will contact the new Presidents in May. Once they are decided the FGFOA website will be updated by FGFOA staff.

EXECUTIVE DIRECTOR REPORT

Check Register as of 12/31/2017

Mr. Shamoun presented the check register as of 12/31/2017.

Investment Report as of 03/09/2018

Mr. Shamoun reviewed the Investment Report as of March 9, 2018. Synchrony Bank CD of \$79,374.66 was renewed at 1.40% APY and will mature on September 4, 2018. American Commerce CD of \$104,952.00 at 1.510% APY will mature on March 10, 2019. Currently the Vanguard account has \$16,010.91.

2021 Conference Site Selection

There was much discussion by the Board with concerns for parking availability in Boca Raton. Several people mentioned the check-in process was cumbersome due to the tax-exempt letter that is required. The Diplomat Hotel has addressed this for the 2019 Annual Conference by staffing the line with attendants who will gather and copy the letter while people are waiting. This ensures shorter wait times at the counter. There are benefits and costs when comparing a hotel to a conference center. One of the benefits to a hotel is they provide carpet for the exhibitors. A conference center's initial cost may be lower, however FGFOA must pay for carpet installation.

A motion was made by Mr. Olson, seconded by Ms. Roberson, to select Boca Raton as the 2021 Conference site, and to review West Palm Beach and Boca Raton as a 2023 Conference site. Motion passed unanimously.

Membership Update/List Serve/Conference Registrations

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

Executive Director Follow-up

Mr. Shamoun opened discussion regarding the Conference Mobile App stating the current App will do everything the Board requires. There was discussion to discontinue printing a Program for Annual Conference as many people can now access information through the App. Boot Camp locations were discussed. Tampa was suggested as a location for August 13 and 14, 2018. Staff was directed to research this.

There was discussion about Government 101 regarding who will develop and update the training session; how much will be charged for the event; there are significant technical issues with the website; will this detract from Boot Camp?

There was discussion regarding the CGFO Exam update. Staff will need further direction regarding study materials and rewriting the exam.

2018 SOGF Budget

Mr. Shamoun presented the 2018 School of Government Finance Budget.

A motion was made by Ms. Roberson, seconded by Ms. Gasparri, to approve the budget as presented. Motion passed unanimously.

STANDING COMMITTEE REPORTS

Certification Committee

There was much discussion regarding the Certification Committee report in regards to the difficulty or ease of the test. Ms. Strickland recommends the focus continue to be on the study guide materials to help people pass; not to focus on making the test easier. Mr. Olson requested staff research how many governments include in their recruitment a request for an applicant to have their CGFO when applying for a new position and whether it is a requirement, preferred, or a specific timeline noted to receive it.

Communication Committee

There was discussion regarding the need for this committee. Ms. Howard recommends this committee dissolve to allow Staff to handle these tasks.

A motion was made by Mr. Olson, seconded by Mr. Gomez, to discontinue the Communication Committee. Motion passed unanimously.

Conference Host Committee

Mr. Evans-Smith presented the Conference Host report. It was recommended a vegetarian option be made available to help accommodate this special food request.

Conference Program Committee

Mr. Cahen(little misleading since he was not in attendance). Perhaps say the Conference Committee submitted an updated written Annual Conference Program report. Mr. DiPaolo reviewed this report.

Education and Webinar Committee

Ms. Roberson reviewed the Education and Webinar report noting more strategic marketing was needed to define and bring awareness to the program to increase attendance through additional signs at conference and an updated web presence.

Member and Leadership Development Committee

Ms. Rabel reviewed the Member and Leadership Development report focusing on the Coaching Committee. Discussion ensued that encouraged the coach and coachee meet in person, if possible, at least once during their pairing and to contact each other by phone once a month. Discussion regarding the Leadership Program included increasing recognition during the Business Meeting at the Annual Conference using a photo presentation, via name badge ribbon, and going on stage as well as having printed Leadership applications at the Emerging Leadership reception, registration desk and at the Annual Business meeting.

2018 School of Governmental Finance Committee

Ms. Almeida presented the SOGF report and there was much discussion over the theme concerning how good it looked.

A motion was made by Mr. Adams seconded by Ms. Ramsey-Chessman to approve the theme for 2018 School of Governmental Finance Committee as presented. Motion passed unanimously.

In addition, there was discussion over the School of Governmental Finance Policy & Procedures Manual. Further, **a motion was made by Mr. Olson, seconded by Ms. Gasparri to approve the SOGF Policies and Procedures Manual as presented.**

Technical Resources Committee

Ms. Ramsey-Chessman reviewed the Technical Resources Committee report.

OTHER BUSINESS

ACTION ITEMS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, June 15, 2018 at the Orlando World Center Marriott.

ATTEST:



Ken Burke, Secretary/Treasurer