

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
November 16, 2018

The meeting of the FGFOA Board of Directors took place on November 16, 2018 at the Florida League of Cities offices in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President, Kent Olson, Deputy Treasurer/Clerk, Tallahassee
President – Elect, Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC
Secretary – Treasurer, Jamie Roberson, Finance Director, Apopka
Director, Rip Colvin, Executive Director, Justice Administrative Commission
Director, Frank DiPaolo, Finance Director, Lighthouse Point
Director, Nicole Gasparri, Organizational Program Manager, Boca Raton
Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee
Director, Shannon Ramsey-Chessman, Chief Operating Officer of Finance, Clerk & Comptroller – Palm Beach County
Director, William Spinelli, Controller, Orlando
Director, Kelly Strickland, Director of Financial Administration, Sarasota

COMMITTEE CHAIRS

Laura Aker Reece, Conference Host
Bryan Cahen, Conference Program
Olga Rabel, Member & Leadership
Sharon Almeida, 2018 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

STAFF

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

CALL TO ORDER

There being a quorum, President Olson called the November 16, 2018 meeting of the FGFOA Board of Directors to order at 8:30 a.m.

CONSIDERATION OF MINUTES

The September 14, 2018 minutes were reviewed. Mr. Olson recommended grammatical edits. **Ms. Gasparri moved, seconded by Mrs. Ramsey-Chessman, to approve the September 14, 2018 minutes with edits. Motion passed unanimously.**

PRESIDENT'S REPORT

Bylaws Amendment

Mr. Olson presented the Bylaws amendments.
Mr. DiPaolo moved, seconded by Mr. Gomez, to approve the Bylaws amendments as presented. A vote was taken, Mr. Burke and Mrs. Strickland voted nay. The motion passed 8 to 2.

Revisions to Net Assets Policy

Mr. Olson presented recommended revisions to the Net Assets Policy. After much discussion, it was decided to table this discussion until the February 22, 2019 meeting.

Appointments to Nominating Committee

Members of the Nominating Committee currently include Kent Olson, President; Ken Burke, President-elect; and Linda Howard, Past President. Mr. Olson presented the following people to be on the 2018-2019 Nominating Committee: Kim Ferrell, City of Delray Beach; David Flatt, City of Sarasota; Greg James, Wakulla County Clerk of Courts; Kurt Petersen, Orange County BOCC; Mary-Lou Pickles, St Johns River Water Management District; John Proctor, City of Jacksonville/Duval County; Darrel Thomas, City of Weston

PRESIDENT-ELECT REPORT

Chapter Presidents Call

Mr. Burke had the most recent Chapter President's call on Monday, November 5, 2018. Eleven chapters were represented on the call.

FGFOA Chapter Dues Survey

Mr. Burke surveyed the Chapter President's for the cost of dues and their membership categories. The results were presented.

SECRETARY/TREASURER REPORT

Annual Fee Analysis

Mrs. Roberson presented the Annual Fee Analysis. This item had much discussion as it is closely related to the Financing the Organization Task Force agenda item. It is recommended the Annual Conference registration rate for 2019 will be \$325 for members, \$385 for associate members, \$445 for non-members. It is also recommended the member dues would increase for \$35 to \$50 annually. Associate member dues would increase from \$35 to \$100 annually.

Mr. Colvin moved, seconded by Ms. Gasparri, to approve the Annual Fee Analysis as presented. Motion passed unanimously.

Quarterly Financial Statements as of 09/30/2018

Mrs. Roberson presented the Quarterly Financial Statements as of 09/30/2018 for review by the Board. The checking statements were not available for review.

Mr. Gomez moved, seconded by Mrs. Strickland, to approve the Quarterly Financial Statements. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Membership Update

Mr. Shamoun presented the current membership report and List Serve activity. It was requested for future reports to include year over year information on membership updates.

Check Register

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

Investment Report as of 09/30/2018

Mr. Shamoun presented the Investment Report as of 09/30/2018. Synchrony Bank CD, with a balance of \$80,645.32 and a rate of 1.4%. American Commerce CD, with a balance of \$104,960.68 and a rate

of 1.52%, will mature September 10, 2019. The Vanguard Money Market account has a balance of \$16,207.93.

History of SOGF and Annual Conference Numbers

Mr. Shamoun presented the history of SOGF and Annual Conference attendance from 2010 through 2018.

Bylaws and Election Timeline

Mr. Shamoun presented a Bylaws changes and election timeline for use by the FGFOA Board and Staff.

TASK FORCE

CGFO Marketing

Mrs. Ramsey-Chessman presented a letter designed by the CGFO Marketing Task Force. It is to be reviewed and signed by the FGFOA President. Staff will send it out on the President's behalf. The letter will go to member's supervisor and the Mayor of their municipality.

The Task Force also created a script recommended for use when representing FGFOA at the municipality when presenting a certificate to a member for having achieved CGFO status. It is recommended that a CGFO committee member be the first person requested to attend the presentation. Next, if someone is not available, a Board member would be asked to attend. If a Board member is not available, then a Chapter President would be asked to attend the presentation. The script is being presented as a guideline, not a requirement.

Ms. Gasparri moved, seconded by Mr. Colvin, to conceptually approve the letter and script. Motion passed unanimously.

CGFO Ethics Requirement

Mr. Burke presented the CGFO Ethics Requirement Task Force report indicating two options being recommended by the task force for a person certified as a CGFO whereby they can meet the biannual ethics requirement.

Mr. Burke moved, seconded by Mr. DiPaolo, to approve the ethics requirements as presented.

After discussion surrounding an enhanced webinar with interactive questions and answers instead of online testing, Mr. Burke withdrew the motion; Mr. DiPaolo withdrew his second. Due to the intricacies of this information, the Certification Committee will further review this information and discuss options to be presented to the Board at the February 22, 2019 meeting. Note: I don't think this charge was provided to the Committee. The CGFO Ethics Requirement Task Force will dissolve.

Financing the Organization

Mrs. Roberson presented on behalf of the Financing the Organization Task Force to increase Active membership dues from \$35 to \$50; Associate membership dues from \$35 to \$100; Retiree membership dues will remain the same. The additional revenue could be used to subsidize programs such as Leadership as well as scholarships for Annual Conference. It is recommended the Board commit to having, and begin marketing, FGFOA Leadership Class IV for Spring 2019.

Mrs. Roberson moved, seconded by Ms. Gasparri, to accept the recommendation to increase membership dues; to proceed with hosting a 2019 Leadership Class; and to approve out of state finance officers who work in government be considered as an FGFOA member but without voting rights. Motion passed unanimously.

Subsidizing Programs

Mrs. Roberson presented the Subsidizing Programs Task Force report. It was decided, at the recommendation of Mr. Olson and by consensus of the Board, since the issues coincide with the Financing the Organization Task Force, the Subsidizing Programs Task Force will be dissolved.

Since the Leadership program is closely connected to the Member and Leadership Development Committee, it was decided to move forward to that discussion, then come back to the Coaching Program Task Force.

Member and Leadership Development

Ms. Rabel presented the Member and Leadership Development Committee report indicating the Board greatly supports aggressively marketing FGFOA Leadership Class IV to be held in Spring 2019. Note: I don't recall this in her report. The Leadership attendees are a pool of potentially active Committee members and are seen as the future of the FGFOA Board as it encourages leaders to mature both personally and professionally. The cost of the program is prohibitive for smaller municipalities to participate. The program fee of \$2,700 forces some applicants to choose between attending Annual Conference or Leadership. To make it more appealing to a broader scope of our membership and to increase the number of potential applications, it is proposed the fee be subsidized to reduce the cost to our members. It is recommended the attendee cost should be \$1,000.00. The marketing for FGFOA Leadership will continue to be discussed by the committee.

There was discussion regarding the Coaching Program, Recruitment, and emerging leaders. The target audience for emerging leaders will continue to be discussed by the committee and be brought back to the Board at its February 22 meeting. These programs have been successful, and the committee is focused on improving participation.

Mrs. Roberson moved, seconded by Mr. Colvin, to accept the recommendation to have Leadership Class IV in the Spring of 2019 at a member cost of \$995. The amended motion passed unanimously.

Coaching Program

Mrs. Roberson presented the Coaching Program Task Force report showing good participation in the program **and the Membership and Leadership Development Committee has already addressed many of the suggestive initiatives for this program.**

AD HOC COMMITTEE

E-Learning

Mr. DiPaolo presented the E-Learning Ad Hoc Committee report. The committee met on October 25 where each member was assigned an online course to review. The Ad Hoc Committee will meet again on December 6 to compare this new information.

STANDING COMMITTEE REPORTS

Certification Committee

Mrs. Ramsey-Chessman presented the Certification Committee report indicating the Florida League of Cities Legal department has reviewed the contract for the University of Georgia to re-write the CGFO Exam, Reviews, and develop a study guide.

Mrs. Ramsey-Chessman moved, seconded by Mr. Colvin, to approve the contract as presented. Mr. Olson amended the motion to include a timeline whereby the University of Georgia would begin their re-write by December 1, 2018, to be finished by March 31, 2019, to be implemented at the Fall 2019 exams. Motion passed unanimously.

Conference Host

Mrs. Aker Reece presented the Conference Host Committee report indicating two proposals for the Tuesday night event at the 2019 FGFOA Annual Conference. There was discussion regarding whether food should be available to the members. Option one is seen as a value because food is included and it's what people are historically used to at the Tuesday night event.

Mr. Burke made a motion, seconded by Mr. Colvin, to approve option one. Mr. Olson voted nay, 9 voted in favor. The motion passed.

Conference Program

Mr. Cahen presented the Conference Program Committee reporting outlining the full conference program schedule for the 2019 FGFOA Annual Conference. Some titles may change slightly, however the program is essentially complete as presented.

Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the schedule as presented. Motion passed unanimously.

Education and Webinar

Mr. DiPaolo presented the Education and Webinar Committee report.

Legislative

No report was given.

2018 School of Governmental Finance

Mrs. Almeida presented the 2018 School of Governmental Finance report indicating it was a successful year with record attendance. Mrs. Almeida recommended Sub-Committee Chairs for the 2019 School of Governmental Finance. Mr. Shamoun informed the Board of an incident that happened in the Hospitality Suite on Wednesday evening. The member's employer will be notified of the incident. Updates on this situation, as well as the FGFOA Policy and Procedures, will be addressed at the February 22, 2019 Board meeting.

Technical Resources

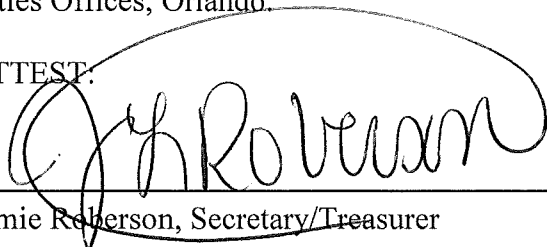
Mrs. Benoit presented the Technical Resources Committee report. She asked for guidance from the Board on the requested scope of the new Grants chapter for the Basic Government Resources Manual.

OTHER BUSINESS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, February 22, 2019 at the Florida League of Cities Offices, Orlando.

ATTEST:



Jamie Robertson, Secretary/Treasurer