

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.  
BOARD OF DIRECTOR'S MEETING MINUTES**

**August 25, 2017**

The meeting of the FGFOA Board of Directors took place on August 25, 2017 at the Florida League of Cities Office, Tallahassee, 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  
Alton "Rip" Colvin, Director, Justice Administrative Commission  
Mike Gomez, Director, Florida Auditor General Tallahassee  
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County  
Jamie Roberson, Director, Osceola County Property Appraiser

**COMMITTEE CHAIRS**

Bryan Cahen, Conference Program  
Peter Lear, Legislative  
Olga Rabel, Member & Leadership  
Jennifer Desrosiers, 2017 SOGF  
Melissa Burns, Technical Resources

**CHAPTER PRESIDENTS**

**STAFF**

Paul Shamoun, Florida League of Cities  
Merrily Bennett, Florida League of Cities  
Karen Pastula, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President Howard called the August 25, 2017 meeting of the FGFOA Board of Directors to order at 9:02 a.m.

**Agenda Approval**

President Howard reviewed the August 25, 2017 Agenda.

**Mr. Colvin moved, seconded by Mr. Olson to approve the August 25, 2017 agenda. Motion passed unanimously.**

**CONSIDERATION OF MINUTES**

The June 23, 2017 and June 28, 2017 minutes were reviewed.

**Mrs. Ramsey-Chessman moved, seconded by Mr. Olson to approve the June 23, 2017 minutes. Motion passed unanimously.**

**Mr. Colvin moved, seconded by Mr. Olson to approve the June 28, 2017 minutes with corrections made. Motion passed unanimously.**

**PRESIDENT'S REPORT**

**Ad Hoc Committee – Election Process**

Mrs. Howard appointed an ad-hoc committee to review the election process. Serving on this ad-hoc committee will be the following: Kent Olson will serve as chair of the ad-hoc committee, Kimball Adams, Darrel Thomas, Linda Davidson and Jason Loschiavo.

### **Update of Strategic Plan**

Mrs. Howard reviewed each of the areas of the strategic plan. It was noted that "Training for Speakers and Moderators" should be added to the plan of the Conference Program committee.

### **Update Committee Chairs**

Each Board Liaison gave a verbal update on their committee chairs and were asked if there were any issues with the performance of the Chairs. All Liaisons reported that their Chairs were doing a great job with their committees, except for one concern that is being addressed.

### **Review Calendar Dates**

Mrs. Howard reviewed the deadlines for all FGFOA upcoming events and asked all board members to mark their calendars accordingly.

## **PRESIDENT-ELECT REPORT**

### **Appointment of 2018 SOGF Committee Chair**

Mr. Olson reported that as President-Elect, he would like to recommend Ms. Sharon Almeida from the City of Lantana as the 2018 School of Governmental Finance Committee Chair. Mr. Olson reported that after speaking with the current 2017 SOGF Committee Chair, Jennifer Desrosiers, that Mrs. Almeida be appointed as chair of this committee for the incoming year of 2018.

**Mrs. Roberson moved, seconded by Mr. Colvin that Ms. Sharon Almeida be appointed as the chair of the 2018 School of Governmental Finance Committee. Motion passed unanimously.**

### **Florida League of Cities Municipal Officials Manual**

Mr. Olson stated that Mr. Robert Inzer, former Clerk of the Circuit Court and Comptroller has been recruited by the Florida League of Cities to update the Florida League of Cities Municipal Officials Manual. Mr. Inzer has requested assistance from the FGFOA. Mr. Kimball Adams has volunteered to assist and Mr. Olson has asked for additional volunteers with this project.

### **Information Point**

Mr. Olson noted that on the Chapter Presidents first call, they expressed interest in a system for sharing speakers and that several are interested in hosting Ethics Exams.

## **SECRETARY-TREASURER REPORT**

### **Retiree Talent Pool Project**

Mr. Burke reported that progress has been made in moving this project forward. They have a mission statement and have developed policies and procedures. More information will be coming at the next meeting.

## **EXECUTIVE DIRECTORS REPORT**

### **Membership Report**

Mr. Shamoun reported the current membership as of 8/15/2017 is 2,630 Active; 335 Associate; 45 Lifetime/Retiree for a total of 3,010. The List Serve remains active with the following subscribers.

Accounting/Auditing 675

Budgeting 565

Debt/Treasury 607

Financial Administration 559

Personnel/Payroll 303

### **2021 Annual Conference Site Selection Discussion**

Mr. Shamoun requested that the board discuss a site to hold the 2021 Annual Conference. Members discussed several locations that could possibly work for the conference as well as the pros and cons of holding the event at a convention center and the use of multiple hotels.

**Mr. Olson moved, seconded by Mrs. Ramsey-Chessman that the meeting planner request information from hotels in five locations and bring back to the October meeting: Miami, Boca Raton, Fort Lauderdale, Tampa and West Palm Beach. Motion passed unanimously.**

### **Review of 2017 Annual Conference Comments**

Mr. Shamoun reviewed the survey results from the 2017 annual conference and presented a list of items that need to be addressed.

- Not enough food all week
- Shorter lines at hotel check in
- Hospitality suite too small
- Can ethics be moved to a different day
- Speakers need guidelines
- Presentations should be available sooner
- Moderators should have training
- Golf tournament should be promoted more and have specific registration rather than bundled with the conference registration items

### **2017 SOGF Mobile App**

Mr. Shamoun reported staff will research other event apps that might be able to offer push notifications and would be able to upload speaker presentations rather than having a link to the FGFOA website. The links were not working at the 2017 Annual Conference App. Mr. Shamoun informed the board that our current pricing with Attendify App is a fraction of the price compared to other companies. Will present more information at the October board meeting.

## **STANDING COMMITTEE REPORTS**

### **Certification Committee**

Mr. Colvin, Board Liaison, gave an update on the Certification Committee. Committee is working securing speakers for the fall review courses and updating two of the CGFO exams. The committee would like to work with the communications committee to create videos on "Why You Should Become a CGFO".

### **Communication Committee**

Mrs. Howard gave a progress update. The Committee would like to record videos for YouTube on the benefits of FGFOA programs and membership. The Committee would like the Chapter Presidents to provide a list of the social media pages that are associated with their Chapter. Mrs. Roberson requested that each Committee Chair assign a social media liaison to help create content for the current FGFOA social media sites. The committee provided analytics for HooteSuite, Twitter and Facebook. Following is increasing but they did not meet previously set benchmarks. **Benchmarks may need to be reset.**

#### **Conference Host Committee**

Mrs. Howard reported the Host Committee is working on securing a site for the Tuesday Night Event for the 2018 Annual Conference. Mrs. Howard had done a site visit of Planet Hollywood and House of Blues in Disney Springs, Orlando. A decision has not been finalized on which location. The committee is well underway on planning President's Reception, Association Night, Opening General Session, Hospitality Suite and a theme and logo.

#### **Conference Program Committee**

Mr. Cahen, Chair, provided a draft program and requested feedback. Mr. Cahen also discussed changing the structure of the Monday and Tuesday sessions by having 75 minute sessions. Mr. Olson suggested sessions could begin earlier on Monday and Tuesday to accommodate. Sessions must end on time those dates due to evening events on both days. Mr. Cahen suggested moving the ethics class to Saturday rather than the end of the conference. Planning for training speakers and moderators will be planned in the next few months and should be available for the 2018 Annual Conference.

#### **Education & Webinar Committee**

Mrs. Roberson, Board Liaison, presented the schedule for the 2017-2018 webinars, Divergent Seminars and spring Beginner Boot Camp. The Committee would like to request the Divergent Seminars shorten training session to seven hours of CPE to provide travel time following the seminars.

**Mr. Olson moved, seconded by Mr. Colvin to approve the schedules and seven hours of CPE credit. Motion passed unanimously.**

#### **Legislative Committee**

Mr. Lear, Chair, reported the committee is putting together a Rapid Response team that will send out emails that will keep the membership up to date on current legislative issues. Mr. Lear has met with Amber Hughes, FLC Legislative Advocate about the legislative schedule and to discuss the Rapid Response Team that is currently being formed to ensure up to date time sensitive legislative information to our membership.

#### **Member & Leadership Committee**

Mr. Gomez, Board Liaison, reported the Coaching Program is working to implement 25 coaches and 25 coachees. The Committee proposed a 10-15 minute promotional/motivational video about the Leadership Program and suggested Nicole Gasparri as the speaker.

#### **School of Governmental Finance Committee**

Mrs. Desrosiers, Chair, provided a final schedule for review. The 2017 School of Governmental Finance theme will be "Lifting Up Emerging Leaders".

#### **Technical Resources Committee**

Mrs. Burns reported the committee is working on responses for two exposure drafts from GASB due in mid-September.

**ACTION ITEMS**

- Include price for lunch in the exhibit hall in the registration fee
- Give moderators more training, produce a webinar
- Get feedback from the moderators on the speakers
- Market the golf tournament more and set it up as its own event
- Review Survey

**NEXT MEETING**

The next meeting of the Board of Directors will be Wednesday, October 25, 2017, at the Omni Hotel Jacksonville.

**ADJOURNMENT**

The meeting adjourned at 12:40 p.m.

ATTEST:



Ken Burke, Secretary/Treasurer