

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING
February 3, 2017

The meeting of the FGFOA Board of Directors took place on February 3, 2017 at the Omni Jacksonville

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Sarah Koser, President, The Villages Community Development Districts
Linda Howard, President-elect, Florida Municipal Power Agency
Kent Olson, Secretary/Treasurer, City of Tallahassee
Ken Burke, Director, Pinellas County Clerk of the Circuit Court and Comptroller
Rip Colvin, Director, Justice Administrative Commission
Nicole Gasparri, Director, City of Boca Raton
Shannon Ramsey-Chessman, Director, Palm Beach County Clerk & Comptroller
Jamie Roberson, Director, Osceola County Property Appraiser
Marilyn Rosetti, Director, Florida Auditor General

NOT IN ATTENDANCE:

Kimball Adams, Director, City of Largo
Jonathan McKinney, Director, City of Edgewater

COMMITTEE CHAIRS

Kelly Strickland, Certification
Jennifer Desrosiers, SOGF
April Shuping, Legislative
Melissa Burns, Technical Resources
Brandy Ferris, Webinar

AD HOC COMMITTEE CHAIRS

Donna Wright, Divergent

CHAPTER PRESIDENTS

None in Attendance

STAFF

Jeannie Garner, Florida League of Cities
Paul Shamoun, Florida League of Cities
Penny Mitchell, Florida League of Cities
Merrily Bennett, Florida League of Cities

CALL TO ORDER

There being a quorum, President Koser called the February 3, 2017 meeting of the FGFOA Board of Directors to order at 9:00 a.m.

Agenda Approval

President Koser reviewed the October 26, 2016, Agenda.

Mr. Olson moved, seconded by Ms. Howard, to approve the February 3, 2017 Board of Directors meeting agenda. Motion passed unanimously.

Consideration of Minutes

The October 26, 2016 minutes and the December 14, 2016 were both reviewed. Corrections were noted.

Mr. Olson moved, seconded by Mrs. Howard to approve the October 26, 2016 and December 14, 2016 minutes as modified with corrections. Motion passed unanimously.

PRESIDENT'S REPORT

Lifetime Achievement Award

Mrs. Koser reported on the Lifetime Achievement Award committee. The committee members appointed by President Koser are: Sarah Koser, Officer, Shannon Ramsey-Chessman, Current Board Member, Barry Skinner, Past President, Mary-Lou Pickles, Past President, Lee Huffstutler, FGFOA Member At Large.

Nominating Committee Update

Mrs. Koser reviewed the 2016-2017 Board of Directors terms and the upcoming 2017-2018 election schedule.

2016-2017 Goals and Assignments

Mrs. Koser gave a review of the goals and assignments from 2016-2017 strategic planning meeting.

Chapter Visitations

Mrs. Howard reported that both herself and President Koser had visited several chapters since the last meeting.

2017 Goal Setting and Committee Chair Orientation

Mrs. Howard informed the Board that she had selected May 4th and 5th for the 2017-2018 Goal setting and Committee Chair Orientation. More details on location will be available in the near future.

(Dates were later changed to June 8th and June 9th)

SECRETARY/TREASURER REPORT

Quarterly Financial Statements

Mr. Olson reviewed the Quarterly Financial Statements as of December 31, 2016. He noted that Unrestricted Net Assets are \$50,000 higher than in the prior year.

Check Register

Mr. Olson presented the check register for July 1, 2016 – December 31, 2016.

Investment Report

Mr. Olson reviewed the Investment Report as of December 31, 2016.

Procedures for Transacting, Recording, and Reporting Financial Activities

Mr. Olsen reported that the Procedures for Transacting, Recording, and Reporting Financial Activities were last updated in February, 2010, and were in need of revision. A copy of the procedures with proposed revisions were reviewed and discussed by the Board.

Ms. Rosetti moved, seconded by Ms. Gasparri to approve the Procedures for Transacting, Recording, and Reporting Financial Activities as presented. Motion passed unanimously.

EXECUTIVE DIRECTORS REPORT

Membership Update/List Serve/Conference Registrations

Ms. Garner reported the FGFOA membership as of 1/25/2017 is 2,212 Active; 262 Associate; 37 Lifetime/Retiree for a total of 2,511. The List Serve remains active with the following subscribers:

Accounting/Auditing 675

Budgeting 554

Debt/Treasury 622

Financial Administration 552

Personnel/Payroll 280

FGFOA Website Redesign

Mr. Shamoun discussed the timeline for implementation of the new website. It is expected to go live at the end of March or early April. Screen shots of the new website were reviewed.

Timeline:

November-December	Design
January-February	Testing & Review
March-April	Go-Live

2017 Annual Conference & SOGF Cancellation Insurance

Ms. Garner discussed the Cancellation Insurance quote for the 2017 Annual Conference (June 24-28 in Hollywood) and 2017 SOGF (October 23-27 in Jacksonville) at a cost of \$1,862. **Ms. Roberson moved to approve the full terrorism policy, seconded by Ms. Gasparri. Motion passed unanimously.**

2017 Annual Conference Budget

The amended 2017 Annual Conference Budget was presented for approval. Amendments included increased revenues for “premium” booth spaces as adopted at the December 14, 2016 Board meeting. The amendment resulted in total revenues of \$566,265, total expenses of (\$536,812) for an overall projected net income of \$29,453, **Mrs. Gasparri moved, Ms. Howard seconded to approve the amended 2017 Annual Conference Budget. Motion passed unanimously.**

FGFOA Budget Amendment

Ms. Garner presented the 2016-2017 FGFOA budget reflecting all prior approvals and revisions. The amendment resulted in total revenues of \$895,867, total expenses of (\$927,280) for a projected decrease in net assets of (\$31,413). **Mr. Olson moved, Ms. Roberson seconded approval of the 2016-2017 FGFOA budget. Motion passed unanimously.**

2018-2019 SOGF Location

Ms. Garner presented a summary of the proposal received from PGA for the 2018 SOGF. The proposal was basically the same as the contract from 2015 with the exception of the room rate being raised by \$4.00. A history of locations and rates were reviewed for both Conference and School. **Mr. Burke moved, seconded by Ms. Gasparri that the 2018 SOGF be held at PGA and that meeting planning explore locations in northwest Florida and the Panhandle for 2019. Motion passed nine to two, with Mr. Olson and Ms. Rosetti opposed.**

Constitutional Revision Commission (CRC)

Ms. Garner reviewed a brief presentation outlining the process and timeline of the Constitutional Revision Commission (CRC).

STANDING COMMITTEE REPORTS

Divergent Committee

Donna Wright gave an update on the Divergent Seminar scheduled for February 17, 2017 at the Embassy Suites in Kissimmee. Discussion was held with regard to the location of the seminar as well as the topics and speakers. There was a request that speaker gifts being given be similar to those given at Conference and/or School. Additionally, there was request for a replacement topic: "Employee Recruitment, Retention and Evaluations." **Mr. Olson moved, seconded by Mrs. Howard to approve the speakers, location, gifts and schedule for the Divergent Seminar as presented. Motion passed unanimously.**

Social Media Ad-Hoc Committee

Mr. Loschiavo presented the social media documents for review, comment, and approval. Once approved a timeline and process for implementation can be created to coincide with the update of the FGFOA website. One change was made with regard to FGFOA social media content. There was a recommendation made that the Social Media Policy be changed to reflect that the committee approve and implement social media posting, in addition to the FGFOA staff. **Ms. Roberson moved, seconded by Mr. Olson that the Social Media Policy, Social Media Guidelines, and Social Media Benchmarks be approved with the suggested changes. Motion passed unanimously.**

Certification Committee

Kelly Strickland, Chair, gave an update on the Certification Committee. Updates were provided regarding CGFO applications and renewals, locations and proctors for the March 31, 2017 exams, the schedule for the CGFO review course webinars and a recommendation from the subcommittee regarding updating and reviewing the CGFO exams. Additionally, a status update was provided with regard to the proposed changes for the CGFO Ethics requirements.

Conference Host Committee

Ms. Ramsey, Board Liaison, provided an update on the 2017 conference host program. Items discussed were theme, logo, welcome bags, speaker gifts, opening session, president's reception, Tuesday night event, association night and hospitality night. Requested an additional \$10,000. **Mr. Burke moved, seconded by Ms. Gasparri to approve an additional \$10,000 to the Host Committee. Motion passed unanimously.**

Conference Program Committee

Mr. DiPaolo, Chair, provided an update on the 2017 conference program. Items discussed were speakers for Leadership and Investments Pre-Conference Programs, the Accounting and Auditing portion of the program, the Technology track, and the total CPEs by program track. Mr. Olson suggested that the program be sent monthly to keep the Board updated. **Mr. Colvin moved, seconded by Ms. Rosetti approval for speaker expenses. Motion passed, 10 to 1, with Mrs. Howard opposed.**

Legislative Committee

Ms. Shuping, Chair, discussed the plan for 2016-2017. Items discussed were commitment to timely preparation of impact statements on important pending legislation and establishing an urgent text message/e-mail phone number list of committee members. Dates and times for scheduled bi-weekly calls with FLC staff and Florida Association of Counties and scheduled monthly committee conference calls were reviewed.

Member & Leadership Development Committee

Ms. Gasparri provided an update on the member and leadership development committee. Items discussed included ACE awards, emerging leaders program and student engagement. **Mr. Olson moved, seconded by Mrs. Howard that emerging leaders be defined as a person 35 years old and under, regardless of position. Motion failed.**

Mrs. Howard moved, seconded by Mr. Burke that Emerging Leader's definition remain as is at this time. Motion passed five to two with Mr. Olson and Ms. Roberson opposed.

School of Governmental Finance Committee

Ms. Desrosiers, Chair, provided a report on the 2016 School of Governmental Finance and preparations for the 2017 school. **Ms. Roberson moved, seconded by Ms. Gasparri, that two additional Intermediate Sessions be added on Wednesday morning and the fee for Intermediate/Advanced sessions increase from \$210 to \$220 for Active Members, from \$270 to \$285 for Associate Members and from \$325 to \$345 for Non-Members to cover additional participation in the welcome reception and additional refreshments for breaks for the added Wednesday session. Motion passed unanimously.**

Technical Resources Committee

Ms. Burns, Chair, provided a report on the update of the Basic Government Resource Manual, GASB Exposure Drafts and Invitation to Comment on Financial Reporting Model Improvements-Governmental Funds. Ms. Burns asked that any comments be sent to her by the end of the month.

Webinar Committee

Ms. Ferris, Chair, provided an update on the webinar committee. Items discussed were the webinars held in December, 2016 and January, 2017 and the status of the calendar for upcoming webinars. Discussion was held with regard to replacing a speaker that backed out for the February 16, 2017 webinar.

NEXT MEETING


The next meeting of the Board of Directors will be Friday, April 7, 2017, at Embassy Suites Downtown, Orlando.

ADJOURNMENT

The meeting adjourned at 1:23 p.m.

Jeannie Garner
Executive Director, FGFOA

ATTEST:



Sarah Koser, President