

IGFOA Executive Board Meeting
Thursday, November 20, 2008
NIU Naperville
Board Room 132, 1120 Diehl Road, Naperville, Illinois

Minutes of Thursday, November 20, 2008

I. Call to Order

President Mark Nannini called the meeting to order at 9:30 am

Executive Board Members Present:

Past President- Mark Nannini
President - Dallas Whitford
President Elect Rita Trainor
Past President – Bob Fialkowski
Treasurer- Vice President
South Metro Chapter Representative-Barbara Maziarek
Associate Representative-Sam Blahnik
Member at Large-Kim Auchstetter
Member at Large – Scott Bordui
GFOA State Representative-Mary Dankowski
Assistant's Representative – Jodi Andrew

Executive Board Members Absent:

Secretary – Sue Stanish
Treasurer Peg Hartnett
Downstate Representative-Jennifer Johnson
Chicago Metro Representative-Doug Cooper

IGFOA Staff Members Present:

Executive Director-Marianne Shank

II. Approval of Consent Agenda

The consent agenda included minutes of the Executive Board Meeting held August 20, 2008, Minutes of the Annual Business Meeting held on September 8, 2008, FY08 financial Review and IRS 990 and the FY09 Financial Reports ending September 30, 2008. The only item approved on the consent agenda was the August 20, 2008 minutes. Kim Auchstetter moved to approve the consent agenda, the motion was seconded by Mark Nannini. Motion passed.

III. Approval of Meeting Minutes

The following minutes were approved on the consent agenda:

A. Executive Board Meeting August 20, 2008

IV. President's Report [Dallas Whitford, President]

A. 2009 Meeting Schedule – The schedule was presented as follows:

February 20, 2009 Board meeting 9:30 –Noon location to be announced

May 13, 2009 - in conjunction with WGFOA and IGFOA Joint Conference - Board meeting 5:00 - 7:00 PM - Dinner with Wisconsin GFOA Board members 7:30 PM - Holiday Inn Janesville, Wisconsin
August 21, 2009 Board meeting 9:30 –Noon
November 19, 2009 - New member breakfast 8:30 – 9:15 AM - Board meeting 9:30 - Noon

B. Partnering with other Associations

ILCMA and the Civic Leadership Academy want to partner with IGFOA to do two seminars and share revenues. The first is in January and looks promising. The other is in April and is potentially in conflict with our pension institute.

ICPAS want to try and get our name out in front of this group by listing it with their membership and at our conferences/seminars we would do the same for them.

CGS center for gov't studies proposes to do a survey on fiscal conditions in local governments and wants us to participate via having a link to our members. This would be a joint communiqué from CGS and IGFOA to our members (an email) that asks them to participate. Marianne and Ruth would not be responsible for compiling. The City managers (ILCMA also agreed to participate and that could result in dual responses from a single municipality.

On December 5th a vendor is going to demonstrate online bid process and has invited someone from the IGFOA to attend. It conflicts with the south metro holiday party and Marianne has already committed to attend the IASBO conference that day to check out that. No one indicated they were interested in attending.

C. 2008 Strategic Priorities Update

Marianne provided an overview of the priorities many of which have been completed. A couple items of note:

- Associate membership – Associate renewals are down and are having an impact on the IGFOA's overall membership.
- Rita will work with Chapters to update the Chapter Handbook
- Marianne will work in getting goals in sync with the new fiscal year

D. EXECUTIVE BOARD MANUAL

The board discussed the manual. Sam and Mark had proposed updates that were all minor in nature. Marianne suggested we review the Conflict of Interest and Sarbanes Oxley sections in particular as these are ones that the IRS will be looking at. Mark Nannini moved and Scott Bordui seconded that the updated manual be approved.

E. BOARD LIAISON POLICY REVIEW

A suggestion was made to review this policy with an eye towards possibly eliminating it. Discussion suggested that this policy does have value. Marianne then provided historical context explaining that it was also considered a means of giving board members the opportunity to become familiar with the committee work being done by the organization. Dallas will make recommendations of committee liaisons and asked board members to indicate their preferences via email to him before year end.

V. Executive Director's Report [Marianne Shank]

A. Staffing Plan FY 2009

Marianne provided an elaboration of the report provided in the board packet, she highlighted that some correspondence that goes out will have NIU's name on it. (Just as we have that "Memberclicks" now) Rita Trainor moved and Kim Auchstetter seconded that we adopt the proposal of staff to use these services. Motion carried.

B. RFP Posting Service

This would be a service designed to provide municipalities with an avenue to reach multiple vendors in a cost and time efficient manner and provide vendors with greater access to potential clients.

Marianne explained that at the August meeting the board suggested several things to raise money. One was the RFP posting service, that would be similar to jobline. The RFP would be submitted electronically and the contact would be right back to the government posting the RFP. IGFOA would not be preparing nor contacting the government or vendor. The suggestion was to not charge the member posting the RFP but to charge the associates for receiving the postings. The postings made would be in the member section only. We would have to offer a nonmember rate as well, which would be priced to make it attractive to join the association. The next steps will be:

- Survey membership, public and associate, to clarify interest in service and price sensitivity
- Report back to Board at February 2009 meeting. If response to survey is positive, draft pricing structure and sample for Board review.

C. 50th Anniversary Plan Update

- The Anniversary celebration dinner will be in March 2009. A gala event to be tied in with the Advanced Accounting two day seminar. The dinner would be held at the end of day one of the Advanced Accounting Seminar. The whole program could be held at NIU and would be more cost effective than a hotel.
- The Board agreed an Anniversary book for celebration dinner would be prepared with various funding levels to pay for the cost of the book. Dallas entertained a motion to pursue a more scaled back version of the book. Mark Nannini moved and Jodie Andrews seconded. Motion passed.
- A budget amendment is needed to cover this project was estimated at \$13K for a tabletop exhibit and dinner, to be offset, by fees. An open ended budget for the anniversary book is appropriate, provided both the book and the dinner are at least break even. Barb Maziarek moved and Kim Auchstetter seconded. Motion passed.

D. Small Government Membership

Small Government Membership Recommendation, Scott Bordui moved and Mark Nannini seconded to accept the recommendation. Motion carried. Two items of note:

- Continue to solicit downtown memberships.
- Board offered direction that the hard copy and electronic copy of the newsletter be discontinued and that the monthly enews that Marianne has been doing be continued and circulated with each job line email to minimize the number of emails we receive and increase the attention given.

E. Conference Site Selection 2010 and 2012

Proposals for conference meeting space and overnight rooms for the 2010 and 2012 IGFOA Annual Conferences were sought from several communities: Champaign/Urbana, Bloomington/Normal, Quad Cities area, O'Fallon and Peoria. Proposals were sent via email to hotels in communities that have hosted past IGFOA Conferences and also to their respective Convention and Visitors Bureaus. The Requests for Proposals were also posted at the IGFOA web site. Earlier this year, IGFOA executed contracts for the 2009 and 2011 conferences at the Springfield Hilton. Three of the invited communities submitted proposals: Champaign, Normal, and Peoria. Moline declined to submit a proposal. No response was received from O'Fallon.

Marianne walked the board through the alternatives that she had gathered for 2010 and 2012. The Normal option that would require busing was considered undesirable by the board because of feedback that we've heard from members regarding bussing. Champaign was proposed for 2010. (2009 and 2011 are Springfield). Peoria is being considered for 2012, Rockford was also considered and the possibility of a Great Lakes conference led the board to suggest we not commit to 2012.

A motion was made by Kim Auchstetter and seconded by Mark Nannini to have conference in Champaign in 2010, motion carried.

VI. Treasurer's Report [Peg Hartnett, Treasurer]

A. Tom Kuehne has gotten an extension on the 990 form and that the budget FY 2009 Budget is in place. Jodie Andrews has agreed to be the Assistant Treasurer and is working with Marianne today for an orientation. Peg now has the Treasurer duties update-box.

VII. GFOA Representative Update [Mary Dankowski]

Mary had nothing to report.

VIII. IGFOA Chapter Representative Update INFORMATION

A. Chicago Metro Chapter

The Chicago Metro representative (Doug Cooper) was not present.

B. South Metro Chapter

Barbara Maziarek noted that the topic of "failed tax revenues" will be presented at the Holiday Party to be held at the Tinley Park Convention Center. John Harrington is joining the board.

C. Downstate Chapter

The Downstate representative Jennifer Johnson reported electronically and was not able to attend the meeting.

D. Chapter Representative Liaison

Rita Trainor had nothing to report.

IX. Committee Chair Update

A. **Career Development** Dallas reported that this committee is going gangbusters. The team leads are the ones coming up with additional topics. Cynthia Evangelista from Chicago Park District has agreed to lead cash management team.

- Kevin Wachtel will be chairing the budget team
- The committee is still looking for someone to chair the revenue team.

The committee requested acceptance of the 200-2012 Curriculum Development Plan and the 2009-2012 Seminar Schedule. Scott Bordui moved and Jodie Andrews seconded. Motion carried.

B. 2008 Conference

Rita Trainor, Conference Chair had nothing further to report other than the conference and social event went well.

2008 Conference Program – Tom Kuehne left for another commitment however the 2008 conference evaluation report and Exhibitors evaluation were included for the board’s information.

2009 Conference – Chair Tom Kuehne and Program Chair Sue Stanish were not present.

C. Legislative

[Dave Richardson/Peg Hartnett] Mark Nannini reported on a coalition between IDOI, IMTA and IPPA and ICE Miller (the firm that IPPFA has selected) to work on getting an IRS revenue letter ruling on police and fire pension plans. They are looking for a contribution from communities to share the cost and make it more affordable than it would be individually. Dave Richardson and Stan Helgerson have agreed to be the IGFOA representatives for this initiative. The financial commitment being requested is not clear at this time. There was some concern expressed that “mission creep” could occur with this initiative. The board elected to not make a motion and join this initiative. Mark Nannini moved and Barb Maziarek seconded a motion to encourage participation in the initiative by our members.

D. Membership

Nothing to report

E. Nominating

Nothing to report

F. Past Presidents’ Circle

Nothing to report.

G. TARC

Three responses to GASB pronouncements were made in the month. Marianne Shank commented on how seamless this chair transition has been. Rita commented that this was attributable to the set up that Bonnie has done with this committee, she did a great deal of work to involve all committee members to share in the workload and thus made the chair position not seem quite so daunting, plus this committee has a number of long term members who are really committed to it.

H Assistant’s Representative Update

Jodie Andrew, Member at large Assistants’ Representative discussed sessions planned and the success of sessions that have been held. In April they are planning a mock finance director

interview for assistants to be held in Hoffman Estates. Jodie is looking for volunteers to participate in this. She is also looking for initiatives that are might be requested of the candidates, such as a topic to present about or writing samples.

I Associates Representative Update

Sam Blahnik, Associates' Representative has had a transition meeting with Lynda Given and Marianne. Sam indicated there are a number of new members and wants to do an orientation for them.

X. Other Business

A. There was no other business.

XI. ADJOURN

Mark Nannini moved to adjourn and Barb Maziarek seconded, motion passed.