

IGFOA Executive Board Meeting
Friday, November 30, 2007
NIU Naperville
Board Room 165, 1120 Diehl Road, Naperville, Illinois

Minutes of Friday, November 30, 2007

I. Call to Order

President Bob Fialkowski called the meeting to order at 9:30 am

Executive Board Members Present:

President- Mark Nannini
President Elect- Dallas Whitford
Vice President- Rita Trainor
Past President – Bob Fialkowski
Secretary – Sue Stanish
Member at Large-Peg Hartnett
South Metro Chapter Representative-Barbara Maziarek
Associate Representative-Lynda Given
GFOA State Representative-Mary Dankowski
Assistant's Representative – Jodi Andrew

Executive Board Members Absent:

Downstate Representative-Jennifer Johnson
Member at Large-Kim Auchstetter
Treasurer- Tom Kuehne
Chicago Metro Representative-Dave Erb

IGFOA Staff Members Present:

Executive Director-Marianne Shank
Intern-Chris Staron

II. Approval of Consent Agenda

Peg Hartnett moved to approve the consent agenda, the motion was seconded by Bob Fialkowski. Motion passed. The Consent Agenda included: the minutes of the Executive Board Meeting held August 17, 2007, Minutes of the 2007 Annual Business Meeting, Treasurer's Report of September 30, 2007, update IGFOA Financial Procedures, the waiving of 4th quarter management fee for Chicago Metro and the 2008 Dues Renewal Timeline.

III. Approval of Meeting Minutes

The following minutes were approved on the consent agenda:

- A. Executive Board Meeting August 17, 2007
- B. 2007 Annual Business Meeting

IV. President's Report [Mark Nannini, President]

A. Executive Board Recognition

The 2007 and 2008 Volunteer Wall of Fame is now on the IGFOA website in recognition of the contributions of IGFOA volunteers.

B. IMRF Trustee Election

The Board agreed that for future elections, IGFOA would not endorse a candidate but would post information about them.

C. Partnering with other Associations

Marianne Shank provided an overview of the groups we have or will be partnering with in the upcoming year. In February we will be presenting at the ILCMA conference and ILCMA is advertising our seminars to their membership. Other groups we plan on partnering with are GMIS, IPRA, IMTA and the Wisconsin GFOA (program scheduled in May).

D. Committee Appointments

Membership Committee – Kathy Parr from the Plainfield Library will Chair the Membership Committee. The Nominating Committee will be comprised of Bob Fialkowski, chair, Gary Karshna, Kathy Booth and Brian Caputo.

E. Strategic Priorities Status Report

Marianne Shank provided an overview of the 2007 priorities as follows:

Legislative Goals – Provided timely updates including a distance learning legislative update. The updates were completed by Chris so a plan needs to be developed on who will complete going forward.

Training – Course development was a priority for the Career Dev Committee. It is estimated that the net budgeted revenues generated from Career Dev. will exceed the budgeted amount (\$41,200 budgeted \$45,144 expected). As planned IGFOA sponsored a two day train the trainer which was successful. Lastly, 7 new instruction guides were completed surpassing the goal of 5 guides.

Distance Learning – A Distance Learning Business Plan was developed and approved by the Executive Board.

Chapter Leaders Workshop – The first Chapter Leaders workshop is scheduled for 11/30/07.

Membership – Public sector retention 97% and Associate Retention 84%.

Financial Review – Was not completed.

F. 2008 Strategic Priorities

Marianne presented to the Board the 2008 Strategic Priorities report to be discussed and developed by the Board. The following were the 2008 priorities discussed:

- Advocate public policies that promote the fiscal stability of Illinois governments
- Develop and deliver training programs that meet the needs of both new and experienced local government professionals
- Expand the pool of quality talent for positions in local government finance in Illinois
- Perpetuate the Association's leadership and financial stability
- Provide opportunities for government finance professionals to connect with one another and encourage the exchange of information and best practices.

G. Draft Executive Board Manual – Will be sent by mid December to Board members for review.

H. Michael Becker Foundation –Mark Nannini presented a letter and information on the foundation.

V. Executive Director's Report

A. Membership recruitment and retention plan

Staff reported that there were 64 new members and that the 2008 focus would be on associate membership recruitment and retention. Staff reported that the associates' renewals are down. Some of this is attributable to consolidations that have occurred in the banking industry, but not all.

B. Recommended 2008 Budget

Staff presented the 2008 Budget Summary Report and the 2008 proposed budget. The budget reflects total revenues of \$414,981 and total expenditures of \$417,794 for a net deficit of \$2,813. The 2008 proposed budget anticipates an unreserved fund balance of \$20,609. Bob Fialkowski moved to approve the 2008 Budget, the motion was seconded by Barbara Maziarek. Motion passed.

C. 2009-2011 Conference Site Selection

The 2009 conference is slated for Springfield. 2010-2011 are also slated for Springfield with the possibility of 2010 being held in Normal if the new conference facility is finished.

D. 50th Anniversary

The 50th anniversary celebration will tie into the conference Committee planning with the possibility of a luncheon including all 3 chapters.

E. Special Interest Groups Proposal

Staff reviewed proposal to encourage networking amongst members from large governmental entities by holding a luncheon in Chicago and including sessions of interest to larger governments at the Annual Conference. Cynthia Evangelista, Chicago Park District, volunteered to coordinate a Chicago luncheon. Also discussed opportunities to encourage special district member participation. Board encouraged staff to move forward with proposal and report back on progress.

F. Bulletin Board Policy Review

This will be referred to the Associates Forum recommend whether the current prohibition on members recommending or referring vendors, particularly non-member firms is advisable.

VI. Treasurer's Report

A. Treasurer's Report 9/30/07 - This was accepted under the consent agenda.

B. 2006 Financial Review and Recommendations

Staff worked with NIU Center for Governmental Studies to secure review services from a NIU accountant that conducts reviews of other CGS managed associations.

C. Update IGFOA Financial Procedures - This was accepted under the consent agenda

VII. GFOA Representative Update

Mary Dankowski reported that the GFOA is looking for Budget reviewers. The board noted that the GFOA training that involves satellite uplinks is outdated technology and limits the numbers of attendees. The Board thought the use of the Internet is a more effective way for the GFOA to provide updates.

VIII. IGFOA Chapter Representative Update

INFORMATION

A. Chicago Metro Chapter

The Chicago Metro representative (David Erb) was not in attendance. Marianne noted the holiday party will be held on 12/13/07 at Maggiano's in Schaumburg.

B. South Metro Chapter

The South Metro Chapter (Barbara Maziarek) noted that the South Metro Holiday party will be held on 12/7/07 at the Tinley Park Holiday Inn. All attendees are encouraged to bring food donations for the Greater Food Depository. Highlights of the Chapter were tabled until the next meeting.

C. Downstate Chapter

The Downstate representative (Jennifer Johnson) was not present.

D. Chapter Representative Liaison

Dallas Whitford, President Elect attended the meeting via phone.

IX. Committee Chair Update

A. Career Development

The career development training continues to do well. Upcoming training includes the following: Interim Financing – 1/16/08, Motivating and Evaluating Staff 1/24/08 and a Cash Management Institute 2/7/08.

B. 2007 Conference

1. Make a Wish Foundation – Ann Cressy presented the Board a plaque of recognition for the wish granted through the 2007 golf outing and conference. A total of \$6,700 was raised to grant a local child's wish to go to Germany. The Board thanked the Make a Wish Foundation for the plaque and the opportunity to participate in making a child's wish come true.

2. Attendance Report – Graduate Intern Chris Staron reviewed the 2007 conference attendance report, noting that over a six-year time span (2002-2007), attendance at the annual conference increased by over 50%. Both public and private sector attendance grew at similar rates from 2002-2007; however, public sector attendance grew dramatically in 2006 and 2007 after two years of stagnant attendance. In addition, the 2007 conference was the first to surpass 300 attendees in Associations history.

3. Evaluation Report - The 2007 Conference compared favorably to previous conferences and training seminars. Board members and Conference Committee members were encouraged to read the detailed report.

C. 2008 Conference Review

The 2008 conference will be held in Champaign and is shaping up. There are three conference hotels booked and one social event being worked on. The program committee will be meeting in the near future.

D. Legislative

A status report was reviewed by the Board.

E. Membership

Jodie Andrews reviewed the recommended 2008 Public Sector membership Dues Schedule. The average increase proposed is 14.71% across all salary ranges. The dollar increase would be a range of \$5 to \$55 with the higher salary ranges experiencing the largest increases. Bob Fialkowski moved to approve the dues schedule, the motion was seconded by Peg Hartnett. Motion passed.

- F. Nominating
Nothing to report
- G. Past Presidents' Circle
Nothing to report.
- H. TARC
Nothing to report

X. Assistant's Representative Update

Jodi noted that the Assistant's meeting at the annual conference had low attendance. The next meeting will be held in January.

XI. Associates Representative Update

The next associates meeting will be held on December 13 prior to the Chicago Metro luncheon. Lynda reported three new associate members. Lynda proposed there may be revenue opportunities through the vendor showcase. The Associates Forum will look into increasing vendor showcase revenues. Also Lynda had an idea for a one-day training sessions combined with a trade show.

XII. Other Business

A. Adopt 2008 Strategic Priorities

Sue Stanish moved to approve, the motion was seconded by Jodi Andrews. Motion passed.

B. Adopt 2008 Budget

Bob Fialkowski moved to approve the 2008 Budget, the motion was seconded by Barbara Maziarek. Motion passed.

C. Adopt 2008 Public Dues Schedule

Bob Fialkowski moved to approve, the motion was seconded by Peg Hartnett. Motion passed.

D. Approve 2008 contract with Wisconsin GFOA

Bob Fialkowski moved to approve, the motion was seconded by Peg Hartnett. Motion passed.

E. Waive fourth quarter 2007 financial management fee for Chicago Metro Chapter

This was accepted under the consent agenda.

F. Approve 2008 Dues Renewal Timeline

This was accepted under the consent agenda.

XIII. ADJOURN

Bob Fialkowski moved to adjourn into executive session and Jodi Andrews seconded, motion approved.