

**ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION**  
**Minutes of Friday, December 12, 2003**  
House of Hughes, Crestwood

***I. Call to Order***

President Brian Barnes called the meeting to order at 9:35 AM.

*Executive Board Members Present:*

President – Brian Barnes  
President Elect – Brian Caputo  
Vice President – Kathryn Booth  
Treasurer – Robert Fialkowski  
Secretary – Mark Nannini  
Member-at-Large – Dallas Whitford  
Member-at-Large – Tom Kuehne  
Chicago Metro Chapter Representative – Jon Batek  
South Metro Chapter Representative – Scott Bordui  
Past President - Jeff Rowitz  
Associate Representative – Gary Karshna

*Executive Board Members Absent:*

GFOA State Representative – Mary Dankowski  
Member-at-Large – Rita Trainor  
Downstate Chapter Representative – Patricia Martinez

*IGFOA Staff Present:*

Executive Director – Marianne Shank

***II. & III. Consent Agenda***

A motion to approve items under the consent agenda. Items covered included:  
Executive Board minutes – August 14, 2003 (Two changes noted)  
Annual Business Meeting– As of September 30, 2003  
Treasurer's Report – As of November 30, 2003  
Motion Tom Kuehne, 2<sup>nd</sup> Robert Fialkowski Motion passed.

***IV. President's Report***

- Discussion focused on the reconsideration of the priorities of the Executive Director with a new office location and training facilities. More discussion to follow.
- The calendar for 2004 in the packet was reviewed.
- President thanked everyone for coming and made certain all present had a copy of the Executive Board Polices.
- President Barnes noted a special thanks to Dave Richardson for his contribution to the Board over last three years.

#### **V. Executive Director Report**

- Marianne Shank discussed the new website and explained that future agenda items will be available on the website via the bulletin board in the members only directory. The board members at their own leisure will be able to download the items for their review.
- An RFP for the 2005 to 2007 conference sites will be sent out. The conference for 2004 will be in Moline, September 26<sup>th</sup> to 29<sup>th</sup>.
- Marianne requested feedback on dates and days of the week for the state conference, Wednesday, Thursday and Friday versus Sunday, Monday and Tuesday. More discussion and survey of members needs to take place as well as analysis on cost savings for the possible change.
- Westmont lease was reviewed, dedicated network line is pending. Good landlord tenant relations so far, President Barnes encouraged the commitment to another five years on the lease in the near future by the Executive Board.

#### **VI. Treasurers Report [Robert Fialkowski]**

- No further report.

#### **VII. GFOA Representative Report**

- No report but a letter in the packet from GFOA regarding endorsement of Grant Street Group, a fixed income Internet auction house.

#### **VIII. Chapter Reports**

Chicago Metro – No calendar, board to meet next week to compile the calendar. Plans in place to return to networking as a focus for future meetings.

South Metro – Holiday Party 12/12/03, handed out a list of proposed new Board Members. Scott thanked the Executive Board for their cooperation with the chapter.

Downstate – No report

#### **IX. Committee Chair Reports**

- Budget Committee [Brian Caputo] Brian went through the budget document.

#### **Career Development [Brian Caputo]**

Calendar and programs to be developed on 12/16/03. Payroll seminar 12/11/03, Rita Trainor presented information to 35 attendees, focus for the future will be earlier notification of seminars.

### **2003 Conference - [Brian Caputo]**

Evaluations are available online. New activities are difficult to introduce (i.e. Theater Saturday Golf Outing). Sunday and Monday evening events were a great success. Nature hike and brunch were exceptional, minor disappointments were the Theater and Saturday golf.

### **2004 Conference- [Kathy Booth]**

- Conference site is Moline, September 26 to 28<sup>th</sup>. Concern for access to the hotel because of the Quad City Marathon Sunday morning and the celebration of Yon Kipper. The street in front of the "Mark" will be closed Sunday morning for the Marathon. Possible recruitment for a relay team for the Marathon, Brian Caputo agreed to organize the team.
- Monday evening is planned for an Adventure Quest, dinner and games TBD. Discussion ensued over the timing of the golf outing and participation. Issues on golf outing versus the opening reception and vendor area were discussed. Discussion on the Golf outing and its relationship to the conference was discussed including changing the outing to Tuesday afternoon. Discussion on the concept of miniature golf as a social function and possible replacement for an official golf outing. The Conference Chair was given the direction to plan the events as necessary, given the input from the Executive Board.
- Suggestion was to have a keynote speaker for Tuesday morning to draw more attendance.
- Discussed an idea to eliminate door prizes at the vendor showcase and instead contribute to the local food pantry. Result of the conversation is that the organization as a whole sponsors the prizes not one particular associate member. The matter was referred to the associate's members for consideration.

### **Legislative [Bill Stafford/Dallas Whitford]**

- Key to this year will be communication to the members. Communication to be enhanced for current issues, bills and actions against IGFOA members. Focus again will be on more reporting.
- Focus will be on the months of January, February, March, April and November for greater communication on what is being discussed in Springfield. Our Lobbyist Bill Anderson will prepare monthly reports.
- The committee will organize Legislative Day in the spring and focus on keeping our current revenues.

### **Membership [/Mark Nannini]**

The fee schedule is modified see schedules in packets and budget. And most important there will be no printed Member Directory. The members will be able to print off the website directories as needed. Savings to budget will be \$5,000 for not printing the Member Directory.

### **Nominating [Jeff Rowitz] No report**

### **TARC Committee**

- Letter to GASB is in the packet.
- Question of municipality paying for pensioner's health insurance or subsidy to retiree, more information to follow.

### **Technology & Communications [Tom Kuehne]**

- Transition needed for files to be over to Paul Mehring
- Peachtree is set up for the IGFOA offices.
- New website is up to date, follow up with vendor is needed for final touches.
- Request that the board and sub committees use website for updates and agendas.

### **X. Associate Representative Report [Gary Karshna]**

- Associates meeting after the South Metro meeting on 12/12/03.
- Thanked IGFOA staff for their assistance with the vendor showcase at the State Conference.

### **XI. Other Business**

- Adoption of 2004 Budget – Brian Caputo presented the FY 2004 Budget to the Board. Budget is balanced by elimination of the printed membership directory. Dues are restructured and members schedule has been raised by approximate \$10.00. Entry level position memberships stay the same. But more salary categories have been added to the top end. Increase in dues has been postponed for three years, this year reflects a move by the budget committee to raise the dues.
- Associates firm and sponsoring firm schedule has changed to clear up confusion with firm and sponsoring member category. Eliminated is the firm membership, individual dues increased to \$300 in FY2004 and \$350 in FY 2005.
- Adoption of 2004 Dues Schedule and Adoption of 2004 Fee Schedule, Motion Tom Kuehne 2<sup>nd</sup> Kathy Booth - Motion passed.
- University outreach opportunities presented by Brian Caputo. Brian is investigating a way to get more qualified applicants to the municipal field. The start of this program is at northern Illinois University and their Public Administration and Accounting Students. Investigation will take place for other universities that maybe interested. Another component of this is the push for internships in each municipality to create the opportunities for those interested in the municipal field. Suggestion was made to coordinate this with the Membership Committee.

Endorsement by the Executive Board to continue this outreach program, Motion Mark Nannini 2<sup>nd</sup> Kathy Booth - Motion passed

Motion to go into Executive Session Kathy Booth 2<sup>nd</sup> Brian Barnes – Motion passed

### **Executive Director performance evaluation [Executive Session]**

1) Discussion took place for the following items:  
\$2,500.00 bonus to Executive Director Marianne Shank for securing rent free office space. Motion Jeff Rowitz 2<sup>nd</sup> Tom Kuehne - Motion passed.

2) Discussion took place on 5% increase for Executive Director motion failed

3) Discussion took place for 3% increase for the Executive Director Motion Robert Fialkowski 2<sup>nd</sup> Brian Caputo - Motion passed

4) Discussion ensued on hourly rate increase for IGFOA Staff, Board agreed Executive Director to make that determination.

**XII.** Motion to leave Executive Session and Adjournment, Motion Dallas Whitford 2<sup>nd</sup> Robert Fialkowski – Motion passed

ADJOURNED 11:45 a.m.

Next Board Meeting Friday, March 5, 2004, 9:30 a.m. Westmont Centre