

IGFOA Executive Board Meeting
Monday, December 18, 2006
NIU Naperville, 1120 Diehl Road, Naperville, IL
9:30 AM – Noon Board Meeting
Minutes of Monday, December 18, 2006

I. Call to Order

President Bob Fialkowski called the meeting to order at 9:33 am

Executive Board Members Present:

President- Bob Fialkowski
President Elect- Mark Nannini
Vice President- Dallas Whitford
Secretary-Rita A. Trainor
Treasurer- Tom Kuehne
Member at Large-Peg Hartnett
Member at Large – Kim Auchstetter
Downstate Representative-Ron Eldridge
Chicago Metro Representative-Jeff Martynowicz

Executive Board Members Absent:

Past President- Kathryn Booth
Member at Large-Sue Stanish
GFOA State Representative-Mary Dankowski
Associate Representative-Lynda Given
South Metro Chapter Representative-Bob Sterkowitz

IGFOA Staff Members Present:

Executive Director-Marianne Shank.
Intern-Chris Staron

II. Approval of Consent Agenda

Tom Kuehne moved to approve the consent agenda, the motion was seconded by Mark Nannini. Motion passed. The items included in the Consent Agenda were: the Executive Board Meeting minutes of the September 8m, 2006 meeting, the Treasurer's Report as of October 31, 2006, and the Update Executive Board Policy on Chapter Representatives Liason.

III. Approval of Meeting Minutes

Approved in Consent Agenda.

IV. President's Report

A. President Fialkowski then presented his report., which included the Strategic Plan Status Report. He noted the report was included in the board packet. He provided an overview of the report and Marianne Shank provided more details regarding format change, specifically explaining how the staff's goals had now been incorporated into this report. The report lays out of the goals for the upcoming year and also includes the parties who have primary and secondary responsibility for the goal as well as providing specific outcomes for each goal. President Fialkowski then suggesting deferring acceptance of the report until the Executive Director's review was discussed. There were no objections.

B. President Fialkowski next discussed the association's management opportunity with the NIU Center for Governmental Studies. This opportunity has been an ongoing topic of conversation at the board level. There were no specific contract terms that were brought forth at this meeting. However, an update of the discussions that have been occurring was provided, which indicated that by the next meeting or possibly even before the next regularly scheduled meeting we may have specific terms to consider. If the discussions do progress to that stage, it was agreed that an additional meeting will be called. The discussions have been going well over the last few weeks and the general indications from the NIU personnel would suggest at this point that it would be a viable option for the IGFOA staff to move their office staff to the NIU facility and to also use these facilities as the association's training venue. Additionally, the staff would become employees of NIU yet the Board would still retain essentially all of the controls over the work, priorities, goals and mission of our association. Marianne Shank mentioned that one item that would differ from the current budget is the travel expense reimbursement level, as employees of NIU, they would be state employees and subject to the state's travel reimbursement policy. Also, the salaries would be in line with the state plan, the indirect cost rate has historically been subsidized by NIU, that could change in the future, but there was no indication in the discussions that NIU had any immediate plans to do so. Printing, website hosting, mailing services are all additional services that could be provided by NIU, but in the discussions it was suggested that we not include them in the original agreement as we may find that the service levels for things such as copying may not meet our needs, in the event that we need turnaround times of less than a day. Therefore, it appears likely that we will continue to have our own arrangements for those services although we may subsequently add on some of these services with NIU.

V. Executive Director's Report

A. Marianne Shank and President Fialkowski indicated that Westmont wants to charge rent beginning in May, 2007. This despite our lease agreement, which is rent free, extends beyond that period. Also, the lease specifies that the Village of Westmont must give us 365 days notice if they wish us to move out. However, it appears that they are attempting to evict us by making the facilities so unworkable that we will vacate them of our own volition. There are consistent problems with irregular maintenance, security problems, access to the meeting room being denied for three months (in violation of our lease agreement terms), sewer problems and irregular internet access. These conditions have led us to explore other options, currently the most promising option appears to be the NIU one discussed earlier.

B. Chris Staron next provided a website usage report that highlighted the success that we have experienced when we have our content up-to-date and promote its current status. Content is driving utilization of the website. Staff has been and will continue to push committees to provide content rich pages. Tom Kuehne commented on how pleased he was to see the progress that we have

experienced with the website. He shared that he had been on the Technology committee for years and it had been the dream of that committee to achieve this type of use of the website and he was very pleased with the results. He credited Chris with promoting the website and getting the message out there that the content is current and relevant.

C. The 2006 conference report was part of the Board packet. The attendance was up for associates as well as for public sector members below the Director level. The increase in attendance from the public sector side was assumed to be attributable to the program schedule which included the Advanced Accounting track. The new member session went well and will be continued. Marianne Shank shared that Lynda Given, our associate Board member, had expressed some concern that some associates were concerned that they weren't being given opportunity to participate enough.

D. The next item on the agenda was the 2007 budget. Marianne Shank walked the Board through the budget and explained the assumptions built into the document. There were several questions that were answered by both Tom Kuehne and Marianne Shank. Tom Kuehne moved and Mark Nannini seconded a motion to approve this interim budget. The budget was designated "interim" to acknowledge that changes will likely be needed once the facility question is answered. The interim budget did include rent expense at the level indicated by the Village of Westmont.

VI. Treasurer's Report

A. Acceptance was part of consent agenda.

VII. GFOA Representative Report

Mary Dankowski was not present. Her term is expiring. Some discussion was held on the history of who typically has held this position. It has usually been filled by the Past President that had already rotated off the Board. In this case, that would be Brian Caputo, President Fialkowski indicated that he will contact Brian to see if he is willing to serve in this capacity.

VIII. IGFOA Chapter Representative Reports

A. Chicago Metro Chapter Jeff Martynowicz, Chapter Representative reported that the meetings as Maggiano's have been very successful and that he intends to continue to hold them there for the next year. He also reported that there will be a 1/12 Planning meeting at Rolling Meadows Village Hall.

B. South Metro Chapter Bob Sterkowitz, Chapter Representative was not present. It was reported that the holiday party had been held despite the snow storm. Only about ½ of the registered attendees actually made it. Pappa Joe's the location for the party only charged for the number of people that actually showed up.

C. Downstate Chapter Ron Eldridge, Chapter Representative provided, at the request of Marianne Shank, a very informative history of the Downstate Chapter. He also reported that there will be a downstate meeting in Bloomington on 1/18 and he went over the agenda for that meeting. The specifics are available on the website.

D. Chapter Representative Liasion Mark Nannini, President-Elect reported that he had reached out to all of the chapters earlier this month and he's also scheduling four sessions to provide chapter handbook overviews. These sessions are being held to ensure that the chapters are aware of what is in the newly updated handbooks.

IX. Committee Chair Reports

A. Career Development Marianne Shank reported Sue Stanish was unable to attend the meeting today, but that she had submitted the committee report. Marianne reported that a very productive meeting had been held prior to the Chicago Metro Holiday party at Maggiano's. Marianne highlighted the beginning pension session that will be held the day before the regular pension institute. She also indicated that the Advanced Budgeting will be offered as a track at the 2007 conference.

B. 2007 Conference Dallas Whitford reported that the Lincoln Library has been secured for Monday night of the Conference, the museum, library and exhibits are reserved for the conference. Rita Trainor reported that Kathy Booth and Larry Malholland will be doing the Advanced Budgeting track for the conference and that Courtney Rios of PMA Financial will be coordinating the Hot Topics track. The third track will be a leadership dialogue, following the successful pattern that was established by Dallas Whitford with the 2006 conference.

C. Financial Review It was reported that a subcommittee of the TARC committee will now be performing this duty.

D. Legislative Dave Richardson had submitted a recommendation in the Board packet to amend the contract with the association's Legislative Consultant, increasing his fee from \$7,500 to \$12,000. There was discussion about the history of raises that have been granted. Marianne Shank also shared some information about the fees paid by COGs (which have much wider range of issues to be represented before the legislature), about two years ago those fees were averaging \$15,000. There was also some discussion regarding how completely the services enumerated in the agreement were being provided. The discussion suggested that the services were being provided to the Legislative Committee, but that the committee wasn't always reporting out on that information. It was suggested that the Strategic Plan outcomes relative to the Legislative Committee be revised to reflect the need for them to report out this information. This was suggested to ensure that the committee was aware of the Board's expectations. Dallas Whitford moved and Tom Kuehne seconded a motion to approve the recommendation. Motion passed.

E. Membership Marianne Shank introduced an idea to have regional luncheons hosted at each board member's Village Hall. The cost of the food would be picked up by the IGFOA. The concept is to have a short (10 minute) presentation that covers a topic that keeps you up at night, or "What's worrying the Finance Director?" followed by a lunch. It is hoped that the attendance will be regional and it will increase member networking and enhance the perceived value of IGFOA membership.

F. Nominating and Past Presidents' Circle There was nothing to be reported for the Nominating Committee and the Past President's Circle will have a meeting sometime in the Spring.

G. TARC Peg Hartnett reported that TARC is having an online meeting on January 8.

H. Technology & Communications Meetings are being held online and it has resulted in increased attendance and attendance from a much wider geographic area than was experienced when the meetings were face-to-face. They are working on distance learning initiatives.

X. Assistant's Representative Report

Peg Hartnett reported that the group is putting together quarterly lunches. They are working on the dates and locations. They plan to send out postcard announcements with a "Save the Date" message. This step is being taken because of the number of members who complained that they were not receiving the emails.

XI. Associate Representative Report

Lynda Given was not able to attend today's rescheduled meeting but Marianne presented the two policy changes that have been recommended by the Associates Forum. The first was the Executive Board Policy on Associate Member's Code of Conduct and the second was the Executive Board Policy on Associate Members' Role. The first policy was adopted after a motion made by Kim Auchstetter, seconded by Peg Hartnett was passed. The motion was worded to include a direction to the Associate's Forum to educate their members of what this policy means. The second policy was not acted upon as after discussion it was the consensus that the Board preferred to wait until the next meeting when Lynda Given could be present to explain the Associate's position.

XII. Other Business

A. Update Executive Board Policy on Credit Card Use Tabled at request of Chicago Metro Chapter Representative.

B. Update Executive Board Policy on Chapter Representatives Liaison
Approved on Consent Agenda.

XIII. Executive Director performance evaluation

Executive session was called to evaluate the executive director.

Mark Nannini moved and Tom Kuehne seconded a motion to move out of Executive Session.

President Fialkowski indicated that the strategic plan was to be updated by Marianne Shank to incorporate changes to the specific outcomes for the Legislative Committee's goals to ensure that the Legislative Consultant is providing all of the services that are covered by the agreement and that the Board is aware of that information.

XIV. Other Business

Dallas Whitford moved and Mark Nannini seconded a motion to adopt the Strategic Plan, motion carried.

XV. Adjourn Kim Auchstetter moved and Tom Kuehne seconded a motion to adjourn, motion carried.