

IGFOA Executive Board Meeting
Thursday, February 26, 2009
NIU Naperville
Board Room 132, 1120 Diehl Road, Naperville, Illinois

Minutes of Thursday, February 26, 2009

I. Call to Order

President Dallas Whitford called the meeting to order at 9:30 am

Executive Board Members Present:

President - Dallas Whitford
President Elect Rita Trainor
Past President- Mark Nannini – via conference call
Vice President – Tom Kuehne
Treasurer Peg Hartnett
Secretary – Sue Stanish
South Metro Chapter Representative-Kevin Wachtel
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:

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 November 20, 2008, the Treasure's Report, the FY 2008 Financial Statements, the IRS Form 990 and the authorization of a budget amendment to publish the 50th Anniversary Celebration Book (not to exceed advertisement revenue of \$20,000). Tom noted that the amount spent on the anniversary book would not exceed the revenue collected. Rita Trainor moved to approve the consent agenda, the motion was seconded by Tom Kuehne. Motion passed.

III. Approval of Meeting Minutes

The following minutes were approved on the consent agenda:

A. Executive Board Meeting November 20, 2008

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

A. Partnership Update – Guidelines on cooperative ventures:

The Association Partnership Policy was developed so the Career Development Committee has guidelines to look at in evaluating joint training partnerships. Marianne will also be able to distribute this policy to groups who are interested in partnering with IGFOA. It was agreed that this policy should come from the Executive Board. Sue Stanish moved to approve the Association Partnership Policy, the motion was seconded by Mark Nannini. Motion passed.

B. Strategic Action Items for 2009-10

There were 20 responses to the survey. Marianne provided the following items. *High Priorities Included:*

- Timely legislative updates
- Career Development programming
- Conference site location
- Logistical coordination for Career Development (including CPE credit)
- Ensure IGFOA captures all costs for providing services to WGFOA

The board discussed the benefits of providing services to WGFOA such as the joint conference (sharing of risk between both organizations), professional improvement of both groups, and the revenue generation by providing WGFOA services. Marianne noted WGFOA is doing a lot to organize the joint conference. WGFOA may want to license IGFOA seminars.

Medium Priorities Included:

- Revamping the Outreach Program
- Provide Chapter support
- Distance Learning – this has dropped in priority from prior years. The board discussed that time away from the office in this economic environment is difficult and it would be beneficial for IGFOA to provide a forum to learn what everyone else is doing. Distance learning sessions would be 1-2 hours on a directed topic. NIU has the technology to provide distance learning. The cost will need to be determined.

Low Priorities Included:

- The Chapter Handbook and providing guidance to the Chapters.
Tom recommended the Chapters keep their own books and provide annual versus quarterly financial reports. Rita is in the process of updating the Chapter Handbook and welcomed any suggestions.

C. Financial Planning Review

Dallas asked the Board to think about ways to save funds or increase revenues as challenging times may be coming IGFOA's way. Ideas included:

- Evaluating IGFOA's legislative fee contract
- Developing an RFP posting service
- Packaging and licensing seminars to other organizations (both in and out of state)
- Increasing fees for career development training programs

At this time the board agreed the Career Development Committee review sessions and the related fees to see if marginal fee increases are feasible.

V. Executive Director's Report (Marianne Shank, Executive Director)

A. Membership Renewal Status

While the public membership is doing fine the associate membership is \$15,000 below the same time last year. Firms have been dropping from sponsoring to individual memberships.

B. Partnership Update

IGFOA will be partnering with ISABO at their 9/14/09 conference. Marianne is to meet with the Career Development Committee next week.

C. NIU Outreach Contract

Marianne noted NIU is not complying with contract terms by not remitting IGFOA registration funds on time. The contract states NIU will turn over all collected registration fees to IGFOA every 3 weeks or

when the balance reaches \$5,000. This is not occurring. Since IGFOA does not have an obligation to use this service, the Board agreed to stop using NIU for seminar registration purposes.

D. IGFOA Communications

Marianne provided an overview of changes which included combining email dispatches with jobline announcements. Every Friday a summary Jobline will be sent with details on the IGFOA website. Training announcements will be sent once a week and legislative updates as necessary.

VI. TREASURER'S REPORT

The Treasurer's Report and IRS Form 990 were approved under the consent agenda.

VII. GFOA REPRESENTATIVE UPDATE (Mary Dankowski)

Mary noted several communities have been receiving their first budget award. The National Conference will be in Seattle from 6/28/09-4/1/09.

VIII. IGFOA Chapter Representative Update

INFORMATION

A. Chicago Metro Chapter

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

B. South Metro Chapter

Kevin Wachtel noted the chapter will be meeting in April with a bowling outing to follow. On June 5th a golf outing will be held at Bolingbrook Golf Club. The next educational training will be held on October 23rd. Scott shared with the Board what a great job Kevin has been doing for the Chapter.

C. Downstate Chapter

The Downstate representative Jennifer Johnson was not present. Marianne presented the report noting that at the January meeting in Effingham over 35 people attended. The Chapter is looking for different sites to hold training sessions.

D. Chapter Representative Liaison

Rita noted she is updating the Chapter Handbook and once finalized by the Board it will be posted on the IGFOA website. Rita suggested the Membership Committee set a regular schedule for meetings.

IX. Committee Chair Update

Career Development

A. Marianne reported this committee is going gangbusters. The Committee is working on the training schedule for the year. The agenda is set for the joint conference with WGFOA. Upcoming training includes a support staff identity theft program.

B. 2009 Conference

The conference will be held in Springfield from 9/20/09 – 9/22/09. The opening reception will be held in the vendor showcase on Sunday evening. The Monday evening social event will be at the Lincoln Museum. Sue gave an overview of the work being done by the program committee. There

will be sessions from Sunday 9/20- Tuesday 9/22. The tracks are hot topics, leadership and advanced cash management.

C. Legislative

The Committee is providing updates as needed.

D. Membership

Nothing to report

E. Nominating

Nothing to report

F. Past Presidents' Circle

Nothing to report.

G. TARC

Sue noted the TARC Committee is working on putting together a hot topic session at the annual conference.

H Assistant's Representative Update

Jodi reported 16 people attended the January meeting.

I Associates Representative Update

Sam reported the group met in December and will meet again in February. Items discussed were the 50th anniversary celebration and associate membership.

X. Other Business

A. Marianne presented an agreement from the Intergovernmental Personnel Benefit Group (IPBC) for secretariat services. In the past, IPBC used the Northwest Municipal Conference for these services. The Board discussed the agreement and even though there would be positive net revenues generated the Board concluded this was not the core mission of IGFOA. The agreement was not approved.

B. Marianne reported that she received notice from the Association Forum that associations are required to implement policies/procedures to be in compliance with "red flag rules" as stipulated by the Federal Trade Commission. The Board advised that the red flag rules do not apply to IGFOA as the association does not provide services in advance of payments being received.

XI ADJOURN

Rita Trainor moved to adjourn and Peg Hartnett seconded, motion passed.