

IGFOA Executive Board Meeting  
Thursday, May 13, 2009  
NIU Naperville  
Board Room 132, 1120 Diehl Road, Naperville, Illinois

## **Minutes of Thursday, May 13, 2009**

### **I. Call to Order**

President Dallas Whitford called the meeting to order at 3:00 p.m.

#### Executive Board Members Present:

President - Dallas Whitford  
President Elect Rita Trainor  
Past President- Mark Nannini  
Vice President – Tom Kuehne  
Secretary – Sue Stanish  
South Metro Chapter Representative-Kevin Wachtel  
Chicago Metro Representative-Doug Cooper  
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  
Treasurer Peg Hartnett  
Associate Representative-Sam Blahnik

#### IGFOA Staff Members Present:

Executive Director-Marianne Shank

### **II. Approval of Consent Agenda**

The consent agenda included minutes of the Executive Board Meeting held February 26, 2009 and the March 31, 2009 Treasure's Report. Mark Nannini moved to approve the consent agenda, the motion was seconded by Tom Kuehne. Motion passed.

### **III. President's Report [Dallas Whitford, President]**

#### **A. Partnership Update**

Dallas presented a summary report of IGFOA partnership activities.

#### **B. FY 10 Strategic Priorities**

The updated strategy list was presented. Dallas highlighted two priorities relating to revenue generation as follows:

- Develop revenue manual and rate survey- The objective of this priority would be to charge a fee to members for access to a comprehensive revenue rate manual and the survey data. Marianne provided an overview of this project beginning with a simple rate survey to the creation of an in depth data base that would require consultant time to develop. The Board agreed that a revenue rate manual would not be pursued. The Board did agree to begin with the creation of simple survey spreadsheet that would be sent to members and the results compiled. Mark Nannini agreed to work with IGFOA staff in creation of the survey document.
- Prepare plan and procedures for packaging and licensing seminars to other organizations

Dallas will be taking the lead on this priority by meeting with other Association Presidents from the Midwest at the GFOA National Conference in Seattle. The accounting training track includes several training sessions that would be excellent fit to package and license. Marianne will draft an agreement with an attorney review to follow.

In the event that conference travel funding get eliminated from the Springfield budget, Dallas requested that IGFOA pay for him to attend to conference. The Board unanimously agreed this was a good idea. A motion was made by Mark Nannini and seconded by Kim Auchstetter. Motion passed.

#### **IV. Executive Director's Report (Marianne Shank, Executive Director)**

##### **A. Membership Renewal Status**

Marianne reported that 92% of public sector members renewed, 69% of individual associates renewed and 81% of sponsoring firms renewed. Associate membership continues to lag behind last year's numbers.

##### **B. 2010 Conference Site Selection**

The 2010 conference site will be in Champaign.

##### **C. Website- First Quarter Reports**

The Board received the reports.

##### **D. Website Overhaul Proposal**

Marianne presented a proposal from Webitects.com (current firms that hosts IGFOA website) to do a comprehensive overhaul to the website for a cost of about \$50,000. Currently there are two different websites, one for general IGFOA information and the other for member's login. The proposal would include combing the two sites and other enhancements. The Board discussed the cost of the project in light of IGFOA budget constraints and provided direction to Marianne to shop around for more competitive pricing.

##### **E. CGS Staff Update**

IGFOA hired a NIU student Katie Law to work 20-25 hours in the summer and 15-20 hours during the school year.

##### **F. FY10 CGS Association Management Contract**

The Board reviewed the contract and verified that if all staff time is not utilized that IGFOA would receive a credit. Marianne reported that IGFOA has received credits in the past for non-utilized staff time and would continue to do so in the FY10 contract. Rita Trainor moved to approve the Management Contract, the motion was seconded by Tom Kuehne. Motion passed.

##### **G. FY Recommended Budget**

Marianne provided an overview of the proposed budget noting that insurance coverage for errors and omissions will be purchased. Revenues are budgeted at \$402,830 and expenditures at \$414,755. An \$11,925 draw down of fund balance is planned. Rita Trainor moved to approve the Management Contract, the motion was seconded by Tom Kuehne. Motion passed.

#### **V. TREASURER'S REPORT**

##### **A. Banking Services Update**

In the absence of Treasurer Peg Hartnett Marianne updated the Board that IGFOA will be moving banking services to a new institution. The move is based on non-performance of the current provider.

**B. Sales Tax Collection**

Peg and Ruth are investigating the rules for taxation on seminar materials. While the dollar impact would be minimal estimated at \$500, the record keeping requirement could be substantial. Use tax should be negated if materials are reproduced at NIU (non-profit entity). Information is still being gathered on the requirements.

**VI. GFOA REPRESENTATIVE UPDATE (Mary Dankowski)**

Mary noted several communities have been receiving awards. Mary will be attending the National Conference in Seattle.

**VII. IGFOA Chapter Representative Update  
INFORMATION**

**A. Chicago Metro Chapter**

Doug Cooper noted the 2009 Networking Day is scheduled for August 13<sup>th</sup> at Bartlett Hills Golf Course. The Chicago Metro Board will be looking for new locations for next year's event and Doug encouraged Board members to pass on their suggestions.

**B. South Metro Chapter**

Kevin Wachtel noted on June 5<sup>th</sup> a golf outing will be held at Bolingbrook Golf Club. The next educational training will be held on October 23<sup>rd</sup> and a holiday luncheon in December.

**C. Downstate Chapter**

The Downstate representative Jennifer Johnson was not present. The Board received a report of from Ron Hill.

**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.

**VIII. Committee Chair Update**

**A. Career Development**

Marianne reported this committee is going gangbusters. The Committee is working on the training schedule for the year.

**B. 2009 Conference**

The conference will be held in Springfield from 9/20/09 – 9/22/09. Tom provided a status update on the conference and a proposed change to the program information. In an effort to go green the Board agreed the program book will include a one-page outline of the session. Presenter's power point presentations will be available electronically prior to the conference, during the conference and after the conference on the IGFOA website.

**C. Legislative**

The Committee is providing updates as needed.

**D. Membership**

Elliot Becker has agreed to serve as Co-Chair for the Membership Committee. Kim will contact Elliot with the current priorities of the Committee.

**E. Nominating**

The Committee will soon begin working on nominations.

**F. Past Presidents' Circle**

Nothing to report.

**G. TARC**

Rita noted the TARC Committee is working on putting together a response for the pension.

**H Assistant's Representative Update**

Jodi reported they had great attendance (28) for the understanding the CAFR session. The next meeting will be in July with a possible topic of understanding investments.

**I Associates Representative Update**

The Associates Forum will be meeting on Monday May 18<sup>th</sup>.

**IX Other Business**

**A. Review of the Bulletin Board Policy**

The Board approved the following recommendations regarding IGFOA policies and practices:

**Recommendations**

Thoughtful review of existing IGFOA policies and practices, in light of these concerns, leads us to recommend the following:

- Encourage board members to individually, or in collaboration with other board members, to submit a draft revised policy for consideration by the full Executive Board.
- Require current and all subsequent new Board members to annually sign and return the statements on Executive Board Code of Conduct, Observance of Sarbanes-Oxley Act Requirements, Anti-Trust Statement, and Conflict of Interest Statement per the policies adopted in the Executive Board Manual in November of 2008 (attached for reference).
- Require current and all subsequent new Chapter Board members to annually sign and return the statements on Executive Board Code of Conduct, Observance of Sarbanes-Oxley Act Requirements, Anti-Trust Statement, and Conflict of Interest Statement per the policies adopted in the Executive Board Manual in November of 2008 (attached for reference).
- Require chapters to annually solicit for associate members serving as advisors to chapter boards, mirroring the association's bylaws to avoid the appearance of undue influence and access.
- Engage Executive Board in thorough orientation and planning session to review and discuss the association's mission, roles of various categories of membership, current governing policies, and financial plan.
- Continue to require all IGFOA members to acknowledge and commit to the GFOA Code of Professional Ethics.

In addition we strongly advise that if a member has specific information about illegal or unethical activity by an IGFOA member or NIU staff person he has a fiduciary obligation to bring that issue to the attention of the IGFOA Executive Board per the Board's policy on disciplinary procedures.

Rita Trainor moved to approve the Bulletin Board Policy, the motion was seconded by Mark Nannini. Motion passed.

**X      Adjourn**

Sue Stanish moved to adjourn and Mark Nannini seconded, motion passed.