

IGFOA Executive Board Meeting
Wednesday, May 14, 2008
Holiday Inn, Janesville, WI
Board Room

Minutes of Wednesday, May 14, 2008

I. Call to Order

President Mark Nannini called the meeting to order at 5:15 pm

Executive Board Members Present:

President- Mark Nannini
President Elect- Dallas Whitford
Secretary – Sue Stanish
South Metro Chapter Representative-Barbara Maziarek
Chicago Metro Representative-Dave Erb
Treasurer- Tom Kuehne
GFOA State Representative-Mary Dankowski

Executive Board Members Absent:

Past President – Bob Fialkowski
Vice President- Rita Trainor
Member at Large-Peg Hartnet
Downstate Representative-Jennifer Johnson
Member at Large-Kim Auchstetter
Associate Representative-Lynda Given
Assistant's Representative – Jodi Andrew

A QUARAM WAS NOT PRESENT – THE PRESENT BOARD MEMBERS WILL DISCUSS THE AGENDA AND MAKE RECOMMENDATIONS FOR THE ENTIRE BOARD TO APPROVE AT A LATER TIME

IGFOA Staff Members Present:

Executive Director-Marianne Shank

II. Approval of Consent Agenda

Deferred for future Board approval

III. Approval of Meeting Minutes

A. Executive Board Meeting February 29, 2008 - Deferred for future Board approval

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

A EXECUTIVE BOARD RECOGNITION

List of volunteers are on the IGFOA website. Marianne will post an update for the Pension Institute.

B. Partnering with other Associations

IGFOA will be focusing on partnerships with the Parks and Recreation Association (IPRA) and IAMMA.

C. 2008 Strategic Priorities Update

- Marianne presented the updated 2008 strategic priorities that are posted on the website. Highlights included:
- Legislative Committee has been busy. Posting updates will be a challenge with the loss of our lobbyist Bill Anderson
- Career Development coming on strong with several upcoming training sessions.
- Open conference registration 120 days – Staff missed the deadline by a week waiting on session information. Registration should open next week. The Social Committee should have a fallback event in case the dueling piano bar does not open in time for the conference.
- Membership Committee – The webpage update has fallen behind with change in chair position.

D. Draft Executive Board Manual

Marianne noted that the revised manual will be web based. She requested feedback from the Board on what to include and what might be missing from manual. Marianne handed out generic duties for officers and board members along with duties for each position that need to be reviewed by the Board.

V. Executive Director's Report

A. MEMBERSHIP RECRUITMENT AND RETENTION PLAN

Marianne reviewed the report and noted the public sector membership is higher than expected with 39 new members. For Associates 3 sponsoring firms did not renew. The Associate's Forum met and is making phone calls to determine why firms have not renewed. To draft new members, letters will be sent out and then followed up with a phone call. For larger firms Marianne and volunteers are to make site visits.

B. STAFF UPDATE

Marianne planned on having a research analyst work one day week for IGFOA and then a student for 10-15 hours per week. The research analyst will not be able to do work for the one day so Marianne recommended getting a student to come directly to IGFOA office. Funding for student help is included in FY budget. Marianne noted that we will have to review the NIU contract to determine if we are paying for staff time that IGFOA is not receiving. If so IGFOA will work with NIU to receive a credit. Marianne will continue to try and hire someone University based.

C. FY 09 CONTRACT WITH NIU

Marianne noted that we should focus on budget and then work through the NIU contract which goes into effect July 1st. Once the IGFOA budget has been determined then we can include a not to exceed amount in the NIU contract.

VI. Treasurer's Report

A. TREASURER'S REPORT 12/31/07

Tom Kuehne presented the 12/31/07 operating results and IRS form 990. The FY 2007 year ended with a \$33,000 deficit versus a budgeted deficit of \$16,000. Reasons for the deficit include lower membership revenues of \$13,000 and increased administrative expenses of \$8,500. Treasurer Kuehne expressed a concern that this trend cannot continue. A Financial review was performed by Neil Kepner with no comments. Deferred for future board approval.

B. PROPOSED FY 2008 PARTIAL YEAR BUDGET

In order to align the Association's fiscal year budget with the NIU contract, a partial 2008 budget needs to be established. Treasurer Kuehne and staff divided most line items by 50% (Jan 08-June 08). Based on the timing of receipts and events some line items were budgeted at 100% (membership dues) and some at 0% (annual conference). Deferred for future board approval.

C. PROPOSED FY 2009 BUDGET AND REVISED ACCOUNT NUMBERS

The FY 2009 budget will begin on July 1, 2008. In addition to a new budget Treasurer Kuehne presented a simplified chart of accounts. Many of the minor accounts such as postage and supplies will be combined. Sub-accounts for the Board's review will be available. In addition the new budget includes a simplified presentation of reserved fund balance. Past budgets and financial reports broke out the reserved balances for different purposes. Treasurer Kuehne is recommending reserves being combined into one reserved and one unreserved account. Deferred for future board approval.

With the change in the FY, cash flows will change so we need to set aside funds to pay ½ of the NIU contract. The Board agreed that we should discuss the timing of dues at the August meeting and if they should coincide with the new FY.

Treasurer Kuehne noted that the Association's fund balance has decreased and that is a trend that cannot continue. Although we expected the first year of the NIU contract to cost more, the Board will need to take a hard look and revenues and expenditures at the August Board Meeting. The management services contract is IGFOA's largest expense. Marianne suggested as one option that we contract with NIU for bare essentials (staff, rent, minimum training/travel) and then NIU can invoice IGFOA for any extra expenses.

An idea was discussed to increase fees for late training registrations. The Board agreed that the Career Development Committee should review this concept and if adopted propose a fee schedule.

VII. GFOA Representative Update

Mary Dankowski and Mark Nannini will be representing Illinois at the annual conference in Ft Lauderdale June 15-18th.

VIII. IGFOA Chapter Representative Update

INFORMATION

A. Chicago Metro Chapter

Nothing to report

B. South Metro Chapter

Barbara Maziarek – Golf outing on June 6th. Boughton Ridge golf course. Lunch prior to outing. July 23-24 downstate summer conference at Starved Rock. October seminar – Leadership Qualities ½ day seminar.

D. Downstate Chapter

April 23 Marianne and Ron Hill went to Edwardsville and hosted a meeting with 15 people (members and non-members). The meeting was hosted by Madison County and they would like to hold 3-4 meetings per year. A Survey on what topics they are interested in will be performed. Ron Hill wants more people involved and to have downstate regions and then each region to have a member on the Downstate Board. The next meeting will be held in Carbondale.

E. Chapter Representative Liaison

Nothing to report

VIII Committee Chair Update

A. Career Development

Marianne noted records management training is coming up. The Pension Institute has about 70 participants and was mainly public sector members.

B. 2008 Conference Review

The 2008 conference will be held in Champaign. Tom Kuehne – all of speakers confirmed except for 2 hot topics. IMRF and Gallagher are working on sessions. Jen Johnson is working with the University of Illinois Director of Off Campus Recreation as a speaker. Dan Hynes is confirmed for the closing speaker. The Make a Wish Foundation will again be part of the golf outing this year.

C. Legislative

Where do we go for here for a lobbyist? The Board agreed we need to have someone in Springfield to track legislation. Partner up with one of the COGS for representation. The Committee will work with the COGS to form a partnership (DuPage Mayors and Managers has a lobbyist in Springfield already).

D. Membership

GFOA conference reception at the Embassy Suites – 4:30-6:00 Monday night. Over 200 people signed up from Illinois. Need greeters from the Board who are attending the conference. Marianne will send out email to Board about details of reception.

E. Nominating

Nothing to report

F. Past Presidents' Circle

Nothing to report.

G. TARC

Sue Stanish noted that in the month of April the Committee prepared a response to two exposure drafts. Dave Bean is doing two sessions at the Annual Conference. TARC doing session at IPRA and the IML CONFERENCE.

H. Assistant's Representative Update
Nothing to report.

I. Associates Representative Update
Nothing to report

IX. Other Business

A. By Law Changes By-Law Changes

Bob Fialkowski provided recommended the following recommendations. *The Board members present supported the following changes that can be approved by the Board at a future date.*

- Delete financial review as standing committee and add to the Executive Board Manual that the Executive Board and an independent CPA will perform the review. Need full membership vote at conference.
- Delete the Technology Committee and leave the Communication Committee in by-laws. IT support is now provided through NIU. The Membership Committee would take over communication role of the former Technology Committee
- Delete the Certification Committee.

B. Next meeting at August 22nd

X. ADJOURN

Tom moved to adjourn and Barb seconded, motion passed.