

IGFOA Executive Board Meeting  
Thursday, August 21, 2009  
NIU Naperville  
Board Room 132, 1120 Diehl Road, Naperville, Illinois

## **Minutes of Thursday, August 21, 2009**

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

President Dallas Whitford called the meeting to order at 9:30 a.m.

#### Executive Board Members Present:

President - Dallas Whitford  
President Elect - Rita Trainor  
Vice President – Tom Kuehne  
Secretary – Sue Stanish  
Treasurer - Peg Hartnett  
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  
Downstate Representative-Jennifer Johnson – Via conference call  
Associate Representative-Sam Blahnik

#### Executive Board Members Absent:

Past President- Mark Nannini

#### IGFOA Staff Members Present:

Executive Director-Marianne Shank

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

The consent agenda included minutes of the Executive Board Meeting held May13, 2009 and the June 30, 2009 Treasure's Report. Scott Bordui 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 and Marianne presented a summary report of IGFOA partnership activities that included joint sessions with the Illinois Park and Recreation Association (IPRA), the Illinois Local Government Law Institute (ILGL), and the Illinois City Managers Association (ILCMA). On September 24<sup>th</sup> a Professional Support Session will be held in conjunction with the School Business Officials group.

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

Marianne highlighted the following:

- The Legislative Committee has been busy providing updates.
- Career Development has been busy however several seminars had to be canceled based on the planning not coming together.
- The Membership Committee is still working to get organized.

### **C. Midwest GFOA Presidents Meeting Update**

Dallas met with other Association Presidents from the Midwest at the GFOA National Conference in Seattle. The possibility of forming a Midwest Federation was discussed which may include a joint conference of Midwest states. On the revenue enhancement front there may be other states that are interested in IGFOA training materials and programs. IGFOA would copyright and license training materials such as the accounting track series.

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

### **A. Errors and Omission Insurance**

Marianne provided an overview of Errors and Omission Insurance coverage for the Association. Marianne noted this coverage will be important if IGFOA begins licensing training materials. The Board discussed the coverage and is in favor of purchasing coverage as long as revenues can be generated to cover the premium cost. The premium cost is \$4,609. A Motion was made by Rita Trainor to increase the insurance line item budget, generate additional revenues to cover the \$4,609 premium cost, and to approve the purchase of Errors and Omission Insurance coverage. The motion was seconded by Kim Auchstetter. Motion passed.

### **B. Membership Renewal Status**

Marianne presented results of the public and private sector membership dues renewal as of June 30<sup>th</sup>.

### **C. Request for Proposals (RFP) Posting Site**

Based on survey results about 70% of the respondents would consider using an RFP posting site. Results indicate that RFP's are sent out every 3- 5 years for the same service. Marianne noted that while there were 50 respondents the goal is to obtain 100 responses. A second email has been sent asking members to complete the survey.

### **D. Revenue Survey Update**

Marianne and Mark have begun working on a revenue survey that would be sent to members. They are still seeking sample data collection forms as a basis for a template.

### **E. Board Manual Compliance Statements**

Marianne is waiting on a few statements from Chapter Representatives.

### **F. IGFOA Linked-In Site**

Marianne logged in to the IGFOA LinkedIn site. LinkedIn is a professional social networking tool similar to Facebook for personal use. There are several members who currently utilize the site however it is mainly Marianne who has been posting information. The Board discussed the challenge of having different IGFOA web sites with different log-ins. The Board also discussed the use by IGFOA members and non-members. Marianne suggested that this would be a good project for the Membership Committee to review.

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

### **A. FY09 Financial Review**

Peg noted she has received all the Chapter reports that will be combined into one Form 990.

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

Mary attended a State Representatives meeting at the annual GFOA Conference in Seattle.

**VII. IGFOA Chapter Representative Update  
INFORMATION**

**A. Chicago Metro Chapter**

Doug Cooper noted the October meeting and holiday lunch will be at Maggiano's in Schaumburg. The Chicago Metro Board is working to change the location of the networking day to Arrowhead golf course.

**B. South Metro Chapter**

Kevin Wachtel noted the next professional development session will be on October 23 and the holiday lunch will be on Friday December 18<sup>th</sup>.

**C. Downstate Chapter**

The Board received the 2009-2013 Downstate Chapter Strategic Action Plan that included a new training initiative. Jen and Marianne provided an overview of the meetings they attended along with Ron Hill throughout several regions downstate that do not have a high level of IGFOA participation. The plan is to have training programs set up in regions that would draw members from 50 to 100 mile radius. A test training program is scheduled for October 22 in Edwardsville. The board discussed the plan and agreed it was a very worthwhile venture and would greatly increase training opportunities. The Chapter is looking for IGFO board support for the following:

- State IGFOA will not charge a licensing fee for seminar materials or instructor training
- State IGFOA will provide staff support as outlined in the plan, with the exception that as appropriate and with coaching, support functions will be taken on by Downstate Chapter volunteers
- State IGFOA and Downstate Chapter will divide positive net revenue from joint training programs 50/50, however IGFOA will bear responsibility for negative net revenue for the first three years, or up to \$5,000 in total, whichever comes first.

A motion was made by Scott Bordui and seconded by Peg Hartnett to support the Downstate Strategic Plan. Motion passed.

**D. Chapter Representative Liaison**

Rita noted that TARC has met and continues to provide valuable feedback.

**VIII. Committee Chair Update**

**A. Career Development**

Marianne reported the Committee has met the goal of including special districts in the training curriculum. The Committee will be working on remote seminars.

**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 that registration is currently at 75% of the goal. On Sunday night there will be a reception in the vendor showcase and Monday's night's event will be at the Lincoln Library. Sue provided an overview of the training tracks and noted that all but one session is ready to go with outlines and power point presentations. Marianne logged onto the Google conference page that will be available to conference registrants for information and program materials.

**C. Legislative**

The Committee is providing updates as needed.

**D. Membership**

Elliot Becker has agreed to serve as Co-Chair for the Membership Committee.

**E. Nominating**

The slate for next year has been completed.

**F. Past Presidents' Circle**

Nothing to report.

**G. TARC**

Rita noted the TARC Committee continues to be very busy.

**H Assistant's Representative Update**

Jodi reported they had great attendance at the July meeting where Red Flag Rules were discussed in a round table format. At the October meeting, mock Finance Director interviews will be performed.

**I Associates Representative Update**

Sam reported that a membership call drive was performed. The group discussed the potential RFP posting service and noted that an all inclusive cost to Associates would be the preferred payment method. A meeting of Associate members will be held during the annual conference.

**IX Other Business**

**A. Bulletin Board Policy**

The board discussed the bulletin board policy and agreed to the following policy change. Endorsements of products or service providers are still **not allowed** but requests for contact information are allowed. The request must be limited to contact information and publically available information. Also that members should first look the Financial Services Guide prior to requesting information through the bulletin board. If contact information is provided for a non-IGFOA member, that contact information should be forwarded to the Membership Committee so they can encourage the provider to join the Association.

Scott Bordui moved to approve the Bulletin Board Policy, the motion was seconded by Jodi Andrew. Motion passed.

**X Adjourn**

Rita Trainor moved to adjourn and Tom Kuehne seconded, motion passed.