

**Illinois Government Finance Officers Association
Metro Chapter
Board Meeting
January 19, 2006**

Meeting Minutes

Attending: Susan Griffin, Dave Erb, Jeff Martynowicz, Elizabeth Spencer, Doug Cooper, Pam Figolah.

The meeting was called to order by President Susan Griffin at 2:00 p.m.

It was noted that officers for 2006 are as follows:

President	Susan Griffin
1 st Vice President	Jeff Martynowicz
2 nd Vice President	Dave Erb
Secretary	Elizabeth Spencer
Treasurer	Doug Cooper
Past President	Pam Figolah

Meeting Schedule and Topics for 2006

Tentative meeting dates for 2006 were determined as follows:

Date	Topic	Location	Time
March 17, 2006	Hot Topic: Military Pay, Workers Comp, PEDDA (IRS & DOI speakers)	Maggiano's Woodfield/Schaumburg	9:00-11:00
March 17, 2006	Quarterly Luncheon Speaker Topic: Sudan Investments Legislation (Oak Brook Bank)	Maggiano's Woodfield/Schaumburg	11:00 Registration 12:00 Lunch 1:00 Program
August 4, 2006	Networking Day Golf Outing Outing for non-golfers		Golf: 7:30 a.m. Lunch: 2:00 p.m.
October 20, 2006	Quarterly Luncheon Speaker Topic: Legislative Update (Bill Stafford)	Maggiano's Woodfield/Schaumburg	11:00 Registration 12:00 Lunch 1:00 Program
December 8, 2006	Holiday Luncheon & Annual Business Meeting	Maggiano's Woodfield/Schaumburg	11:00 Registration 12:00 Lunch 1:00 Program

Susan Griffin will work with Kathy Booth to identify a potential August 4 outing for non-golfers prior to the lunch. Statistical Section changes will be backup topic for October 20th Quarterly Luncheon.

Gift Ban Act Language

Susan Griffin briefed the Board on necessary changes to registration forms to comply with the Gift Ban Act.

Scholarship Program

Many Board members expressed concern at the lack of interest in these programs. Susan Griffin will advise Marianne Shank that the Chapter will not provide scholarships this year, due to the lack of interest.

2006 Budget

Doug Cooper will work on getting 2005 financials off the web site. Jeff and Doug will prepare a draft 2006 budget and send to Board members by email for comment. The Board determined that it will maintain a fund balance of 25% of expenditures.

Board Member Responsibility

The Board reviewed and updated the list of responsibilities of Chapter Board officers. A draft is attached.

President Susan Griffin adjourned the meeting at 3:35 p.m.

Respectively Submitted,

Elizabeth Spencer
Secretary

Attached: Draft revised Duties of Officers

IGFOA METRO CHAPTER DUTIES OF OFFICERS

Past President

- Schedules greeters for the luncheons and holiday gathering.
- Contacts new/prospective members to invite/encourage attendance at meetings.
Considers finding someone to bring new/prospective member to meeting.
- Chairs Nominating Committee

President

- Oversees duties of other officers
- Develops agendas for Board meetings
- Develops in January a work plan for the calendar year
- Presides over Chapter meetings
- Prepares recap of Board meetings for Board Members and IGFOA Executive Director
- Coordinates chapter activities with IGFOA Executive Director
- Serves as chapter representative on IGFOA Executive Board
- Presents the annual report to the IGFOA Executive Board, including Treasurer's Report from prior year and budget for upcoming year

1st Vice President

- Prepares the annual budget for adoption at the December business meeting
- Serves as liaison to the IGFOA Membership Committee
- Works to encourage membership participation in activities and attract new members
- Obtains and presents plaque to outgoing President at December business meeting

2nd Vice President

- Coordinates chapter social events (Networking Day/Holiday Luncheon)
- Serves as liaison to IGFOA Career Development Committee to coordinate training opportunities

Secretary

- Coordinates career development programs (hot topic seminars) and quarterly luncheon speakers for chapter
- Coordinates distribution of meeting announcements with Executive Director's office
- Prepares minutes of chapter board meetings
- Works the registration table at meetings and seminars

(continued)

Treasurer

- Coordinates the distribution of financial reports prepared by Executive Director's office to Board members
- Assists with registration table at meetings and seminars
- Provides chapter board with a financial recap for each hot topic/luncheon and any social outings
- Reserves facility and makes all necessary arrangements with meeting location