

IGFOA Executive Board Meeting  
Friday, August 22, 2008  
NIU, Naperville, IL  
Board Room

## **Minutes of Friday, August 22, 2008**

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

President Mark Nannini called the meeting to order at 9:34am

#### Executive Board Members Present:

President- Mark Nannini  
President Elect- Dallas Whitford (arrived at 9:52 am)  
Treasurer- Tom Kuehne  
Vice President- Rita Trainor  
Member at Large-Peg Hartnett  
Member at Large-Kim Auchstetter  
Member at Large-Jodi Andrew  
South Metro Chapter Representative-Barbara Maziarek  
Past President – Bob Fialkowski

#### Executive Board Members Absent:

Secretary – Sue Stanish  
Chicago Metro Representative-Dave Erb  
GFOA State Representative-Mary Dankowski  
Downstate Representative-Jennifer Johnson  
Associate Representative-Lynda Given

#### IGFOA Staff Members Present:

Executive Director-Marianne Shank

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

Rita Trainor moved to approve the consent agenda, the motion was seconded by Tom Kuehne.  
Motion passed.

### **III. President's Report [Mark Nannini, President]**

#### **A. Partnering with other Associations**

- Marianne reported that IPRA (Illinois Parks and Recreation Association) is looking to have IGFOA teach a seminar within their annual conference for finance directors and business managers. In exchange for the seminar, IGFOA would get revenue sharing and exposure to the participants. Another option considered is a stand alone full-day seminar that would be an “everything park districts should know about government finance”. Rita Trainor volunteered to help work on an agenda for this type of seminar.
- Marianne reported that IASBO (Illinois Association of School Business Officials) is more receptive to working with IGFOA than they have in the past. She indicated that a meeting is planned for the Fall with the executive director to go over training schedules. Bill Stafford, from Evanston School District, is willing to work with this group.

- Marianne indicated that the Woman in Public Finance group is interested in working with IGFOA.
- The Illinois State Treasurer's Office is requesting a speaker from IGFOA for their symposium on September 19, 2008. Bob Fialkowski volunteered to speak on the new audit standards. Fred Lantz and possibly the Mayor of Arlington Heights will be asked to assist with the seminar. Marianne indicated that there is another symposium in the spring in Springfield.
- IGFOA is not making any headway with the IMTA group.
- The Civic Federation also contacted IGFOA.

## **B. 2008 Strategic Priorities Update**

- Marianne presented the updated 2008 strategic priorities that are posted on the website. Highlights included:
  - Dave Richardson and Stan Helgerson plan to continue to meet with Anderson Consulting which is made up of lobbyist Bill Anderson's wife and son. Anderson Consulting currently gives us quarterly reports. However, there may be monthly updates in the future. Tom Kuehne stated that the updates are timely and appreciated. Anderson Consulting is speaking at the annual IGFOA conference.
  - Career Development is looking into a special district seminar.
  - Janet Nelson will be conducting an all day workshop on 10/1 & 10/2/08.
  - Membership renewal update: individual associate membership is still low; corporate sponsorship is about the same as last year; and public membership is strong
  - Membership committee is planning a meeting at the annual conference. They are hosting a new member reception at the conference.

## **C. Draft Executive Board Manual**

Marianne indicated that she is still working on the draft. She expects to release the draft at the end of September 2008.

## **IV. Executive Director's Report**

### **A. STAFFING UPDATE**

Marianne indicated that Christine Lowery has been working 20 hours a week for IGFOA. Christine also works for two other businesses at the NIU Naperville campus for the balance of the week. Since a temporary employee can only work for IGFOA for 90 days, Marianne indicated that an option with NIU is to amend the current contract to make this position full time and then be reimbursed by other agencies that Christine works for during the rest of the work week. The total cost to IGFOA would be approximately the same. Marianne will provide the Board any information when it is received regarding this issue. A question arose about whether IGFOA would be obligated to keep Christine on the books as full-time if one of the other reimbursing companies backed out of the arrangement. Marianne will look into this issue with NIU.

**B. REVENUE RAISING AND EXPENSE REDUCTION PROPOSALS**

This will be discussed below.

**V. Treasurer's Report**

**A. TREASURER'S REPORT 6/30/08**

Tom Kuehne presented the 6/30/08 financials. There is a \$22,100 budget gap and an ending unreserved fund balance of 10% estimated for the end of fiscal year 2009. Treasurer Kuehne indicated the need to shrink this gap with revenue enhancements. He also reported that IGFOA's unreserved fund balance policy is 25%. Marianne indicated that she will work on a contingency plan between now and November 2008. She indicated that we need to be prepared for lean future years because of the state of the current economy.

A motion was made by Peg Hartnett and seconded by Dallas Whitford to accept the 6/30/08 Treasurer's Report. Motion passed.

**B. CHAPTERS FIRST QUARTER FINANCIAL REPORTS RECEIVED**

Treasurer Kuehne indicated that he is still obtaining the Chapter financial reports.

**C. FISCAL YEAR END UPDATE**

Treasurer Kuehne discussed when presenting the 6/30/08 Treasurer's Report above.

**VI. GFOA Representative Update**

Nothing to report.

**VII. IGFOA Chapter Representative Update**

**A. Chicago Metro Chapter**

Nothing to report

**B. South Metro Chapter**

Barbara Maziarek informed the Board of the upcoming half-day seminar. There will be a motivational speaker discussing personal motivation and professional motivation. In addition, David Park of ICMA will repeat the annual conference seminar "Are you ready for retirement?". In December, a holiday party is scheduled. The Board will be picking the charity soon.

**C. Downstate Chapter**

Nothing to report

**D. Chapter Representative Liaison**

The joint conference held at Starved Rock in July was successful.

## **VIII. Committee Chair Update**

### **A. Career Development**

Marianne reported that this committee is doing well as they met their revenue goals for the year. There are 2 half-day seminars planned for September. The committee expects two vacancies. Marianne will be working with Pam on filling these vacancies.

### **B. 2008 Conference Review 2008 Conference Program**

Rita Trainor indicated that the dueling piano bar contract is expected to be signed. The information about the buses and the menu still need to be finalized. Marianne indicated that the football game is scheduled for 11:00 am on Saturday with pre-game activities starting at 9:30 am. The tickets along with information will be sent out on 8/25/08. There is a BBQ buffet with beverages after the game. Saturday night will be the volunteer recognition dinner at Levis'. Invitations will go out on 8/25/08. The golf outing currently has more associates than public sector members attending. Approximately 50 golfers are signed up to date. The exhibitor's booths have more non-members occupying which equates to additional revenue. The Make-A-Wish recipient is still being sought. Since there is not a Champaign child requesting a wish at this time, the organization will look statewide for a child. IGFOA is half-way meeting their goal for Make-A-Wish. There will be a kickoff party on Sunday at 5:30 pm with burgers and brats. The Make-A-Wish appreciation is scheduled at this party. Tailgating is the theme for the exhibitor booths. There will be judging on the best booth and awards presented based on the ballots.

The program is set for the annual conference. As of 8/21/08, there are 280 registrants with 300 expected. Marianne distributed a new member list. Rita Trainor suggested that a new member list be distributed for those attending the conference.

Marianne indicated that help is needed in staffing the IGFOA booth. There will be two PCs at the booth: one displaying the IGFOA website and one for registering for fall seminars. Marianne will send out a volunteer form to the board in the next week.

### **C. Legislative Legislative Consultant Update**

No report

**D. Membership**

No report

**E. Nominating**

The following individuals will be added to the slate to be voted on at the annual business meeting: Scott Bordui, Village of Flossmoor-Member-At-Large; and, Sam Blahnik of Civic Systems-Associates Representative. Peg Hartnett agreed to fill the Treasurer vacancy. Jodi Andrews volunteered to be the Assistant Treasurer.

**F. Past Presidents' Circle**

No report

**G. TARC**

No report

**H. Assistant's Representative Update**

Jodi Andrews reported that there were 15 assistant's at their last meeting. The group would like to see two future educational sessions: (1) How to manage their boss; and (2) Mock finance director interviews. Marianne Shank, Tom Kuehne and Mark Nannini volunteered to help with the mock interviews session. They hope for a spring 2009 workshop. This can be an annual workshop.

**I. Associates Representative Update**

Marianne reported on behalf of Lynda Given. She indicated that the committee lost two individuals: Marty Lyons and Kathy Thomas. Dallas Whitford will be recruiting new members.

The Executive Board thanked Bob Fialkowski for all his years of dedicated service to the IGFOA Board.

**At this time the Board returned to the Executive Director's Report**

Marianne reviewed the American Society of Association Executives (ASAE) survey results for association's revenues as they compare to the IGFOA FY 07 sources of revenues to total expenses. Four categories were highlighted: membership dues/total expenses (IGFOA 34.8% to 43.5% survey, unrelated business income tax revenue/total revenue (IGFOA 0% to 13.7% survey), conference & meetings revenue/total expense (IGFOA 41.8% to 36.9% survey), and total dues revenues (IGFOA 37.2% to 44.1% survey).

Marianne reviewed other state GFOA survey results that she conducted recently. She noted that IGFOA has a higher percentage of dues to total expenses compared to the five other state associations that responded. Marianne also indicated that Illinois City/County Management Association and IL GIS provided their association survey results.

Marianne indicated that we need a clear picture of why we need new ideas for non-dues revenue. Is it to improve fund balance or to provide additional services?

Marianne reviewed the IGFOA Revenue Booster grid highlighting on services that would be service neutral but have revenue generation. Here are some of the items that were considered with some feedback from the members:

- 1:1 match—only provide one discounted registration fee for one IGFOA member rather than having all of the members of one public or private sector receive the discount;
- Move IGFOA offices from Naperville to DeKalb-Rita Trainor commented that DeKalb would not be a good location for many of our members and training;
- Scale back conference handouts-could be handed out via the web or could hand out materials at each session so only those interest in attending that session would get the materials rather than all participants. Marianne will provide a savings summary for the conference and seminars at the November 2008 meeting;
- Send IGFOA newsletter electronically-all agree this is a good idea and is preferred by many.

**Dallas Whitford moved that the IGFOA Leader newsletter be sent out electronically, the motion was seconded by Rita Trainor. Motion passed.**

Jodie Andrews left the meeting at 11:43 am.

- NIU has distance learning opportunities with webcams in the room and will accommodate 25 attendees;
- Offer a conference recap-one day program in the Chicago area;
- Develop a small government member rate;
- Expand public sector membership including county auditors and treasurers;
- Offer a 2½ day IGFOA Academy;
- Package basic training programs and market to other state GFOAs and associations;
- Recruit public sector members in the Downtown Chicago area-this may result in a new Downtown Chicago IGFOA chapter and may increase membership;
- Reduce or eliminate the reception at the national GFOA conference;
- Develop a model revenue manual-Carbondale and Bartlett have revenue manuals; a template and be created by IGFOA for other governments to use in the form of a CD; legal review would be necessary; the key is produce updated materials;
- Provide an on-line RFP, RFI and RFQ posting service:

**Bob Fialkowski moved that IGFOA provide a RFP, RFI and RFQ on-line posting service, the motion was seconded by Dallas Whitford. Motion passed.**

- Anniversary celebration dinner-attendees would cover the cost of the dinner, sponsors would advertise at the event

**Tom Kuehne moved to have Marianne pursue advertising by vendors in printed materials and create a schedule of fees; the motion was seconded by Kim Auchstetter. Motion passed.**

**Tom Kuehne moved to have Marianne pursue the following revenue boosters:**

- (1) Develop a small government member rate;**
- (2) Recruit public sector members in Downtown Chicago;**
- (3) Discontinue hardcopy of the Leader;**
- (4) Develop an IGFOA model revenue manual;**
- (5) Provide RFP, RFI and RFQ on-line posting service;**
- (6) 1:1 match of members to discounted fees**

**the motion was seconded by Peg Hartnett. Motion passed.**

**Rita Trainor moved to have the Anniversary Celebration Dinner pursued by Marianne, the motion was seconded by Peg Hartnett. Motion passed.**

## **VIII. Other Business**

No other business.

## **IX. ADJOURN**

Bob Fialkowski moved to adjourn and Tom Kuehne seconded, motion passed.

**Meeting adjourned at 12:45 pm.**