

**ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION**  
**Executive Board Meeting**  
**December 3, 2004**

The House of Hughes, Crestwood, Illinois

***I. Call to Order***

President Brian Caputos called the meeting to order at 9:42 AM.

**Executive Board Members Present:**

President – Brian Caputo  
President Elect – Kathryn Booth  
Vice President – Robert Fialkowski  
Secretary – Mark Nannini  
Treasurer – Dallas Whitford  
Member-at-Large – Rita Trainor  
Member-at-Large – Tom Kuehne  
GFOA State Representative – Mary Dankowski  
Chicago Metro Chapter Representative – Jon Batek AND Pam Figolah  
South Metro Chapter Representative – Mark Pries  
Doug Cooper Hinsdale  
Associate Representative – Fred Lantz

**Executive Board Members Absent:**

Past President – Brian Barnes  
Member-at-Large – Kathleen Carr  
Downstate Chapter Representative – Patricia Martinez

**IGFOA Staff Present:**

Executive Director Marianne Shank

***II Approval of Consent Agenda***

Motion Tom Kuehne, 2<sup>nd</sup> Dallas Whitford, Motion passed.

***III Approval of Meeting Minutes***

Executive Board minutes – August 6, 2004  
Motion Tom Kuehne, 2<sup>nd</sup> Dallas Whitford, Motion passed.

***IV. President's Report***

A. President Caputo explained that for the Strategic Planning Session Greg Kuhne will prepare a draft overview of the session. President Caputo and Marianne Shank will review the draft and submit to the full Board for review and input. Most of the items from the previous strategic plan have been accomplished and its time to embark on the new plan.

- B. 2005 Executive Board meeting schedule has been revised to include a December 2, 2005 meeting at 9:30 a.m. Location to be determined. Suggestion was for a lunch meeting for the downstate date as opposed to a breakfast meeting to allow travel time for Board members.
- C. Appointments to the Associates forum for the new year include Marty Lyons, Lynda Given and Kevin Lockhart.

#### ***V. Executive Director Report***

- A. Wisconsin Board has requested assistance from our Executive Director for their State functions. Marianne is determining if a flat fee for IGFOA assistance would be beneficial to both organizations. More research into this concept to take place by Marianne.

The Board expressed concerns as to the amount of time to be spent on these additional activities for Wisconsin GFOA and their 300 + members. The other concern is the amount of revenue generated to offset costs to our organization. Marianne will look further into this arrangement and report back to the Board.

- B. A larger firm has bought out the 3rd party Internet based seminar and conference registration vendor. The cost will be modified and a search for a replacement firm will commence shortly.

#### ***VI. Treasurers Report [Bob Fialkowski]***

- A. Accept report as of October 31, 2004 – Motion Fialkowski 2<sup>nd</sup> Kuehne motion passed
- B. Mr. Fialkowski explained the he is in the process of closing out the books. Once this is completed all duties will be transferred to new treasurer Dallas Whitford.

#### ***VII. GFOA Representative Report (Mary Dankowski)***

Mary Dankowski presented a written report that was included in the packet.

#### ***VIII. Chapter Reports***

Chicago Metro – Jon Batek and Pam Figolah - The Holiday Meeting is planned for 12/10/04 at the Lodge at McDonald U., new board members are lined up for 2005.

South Metro – Mark Pries - The Holiday Meeting is planned for 12/3/04 at the House of Hughes, new board members are lined up for 2005.

Downstate – Meeting Pending.

## **IX. Committee Chair Reports**

### **A. Ad-Hoc Budget Committee {Kathy Booth}**

Revenues proposed to increase 2 ½% (based on an average of the last 3 years). Dues to increase 4 ½ % for Associate Members based on last year fee schedule change. Reduction of costs anticipated for Career Development Programs and increased revenues with the use of the Westmont facility.

Also, included is an increase in Ruth's hours and make her a salaried employee. President Caputo will check into the status of salaried employee for Ruth, once he receives the new job description. There is also a proposed change in title for Ruth to "Member and Meeting Coordinator".

Other budget issues were the request for a part-time administrative person, (12 hours per week) to assist with opening mail, bank deposits, seminar registration and ordering office supplies. The savings for the use of the Westmont facility would offset the expenditures of 12 hours per week.

Finally, incorporated in the budget is a membership drive for next to boost revenues. Projections out to 2007 show we will still be in line with our unreserved fund balance policy.

Motion Kathy Booth, 2<sup>nd</sup> Bob Fialkowski, Motion passed.

### **B. Career Development [Sue Stanish]**

The programs for 2004 resulted in a very good year. Illinois Pension Institute transition went well. Big draw for the coordinated event with the Wisconsin GFOA. Half-day sessions, hot topics and program selection were outstanding for this year.

Future plans are to develop core courses with a tie to University involvement. Next year seminar fees will reflect a small increase without any anticipated impact on attendance.

### **C. 2004 Conference [Kathy Booth]**

Evaluation and feedback from 2004 conference was good for the sessions. Concern is the lackluster attendance on weekend sessions. Associates were concerned that the arena was too large, with possible future expansion in the number of vendors.

### **D. 2005 Conference [Bob Fialkowski]**

The Springfield Hilton is ready for on a new schedule of Wednesday, Thursday and Friday. Golf outing to start on Wednesday @ 11:00 a.m. Wednesday night activity at the Lincoln library, more information to follow. Thursday night reception to be planned along with the Friday morning sessions.

Fred Lantz questioned the size of the vendor booth area. Marianne explained that it will be on the balcony outside the 3 ballrooms.

**E. Financial Review Committee [Doug Cooper]**

Three recommendation by the Financial Review Committee.

- 1) Bank reconciliation's to be done by Treasurer. Treasurer to receive copies of the cancelled checks.
- 2) Comparison of the budget to actual numbers with variances calculated is needed for the financial review. Currently this report is not available. Suggestion is to work with Peachtree or investigate future replacement software.
- 3) Filing of the 990 Forms is completed for the last two years.

**F. Legislative**

See memo in packet.

**G. Membership [Bob Fialkowski]**

No report

**H. TARC Committee [Rita Trainor]**

One response from correspondence in packet was discussed. More on this draft letter at the next meeting.

**I. Technology & Communications [Tom Kuehne]**

Web trend report was handed out and discuss on the increased usage was discussed.

**X. Associate Representative Report [Fred Lantz]**

Presented suggestions to the Associates Forum, including balanced representation of all professions for the associates.

Meeting is planned in February 2005 to discuss this further discuss associates issues.

President Caputo will send letters to the three associates who just completed their terms as Associates Forum members to thank them for their service.

**XI. Other Business**

- A. Adoption of the budget look to the consent agenda
- B. Dues prior approval see consent agenda
- C. Financial report accepted see consent agenda
- D. Executive session was called to evaluate the executive director.

**XII. Adjournment, Motion Mark Nannini, 2<sup>nd</sup> Rita Trainor Motion passed**

ADJOURNED 11:55 a.m.

Next Executive Board Meeting Thursday, February 11, 2005, Westmont Center @ 9:30 a.m.

Submitted by Secretary Mark Nannini: \_\_\_\_\_