

**ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION**  
**Executive Board Meeting**  
**March 11, 2005**

Westmont Centre, One South Cass Avenue

**II. Call to Order**

President Brian Caputo called the meeting to order at 9:35 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 – Pam Figolah  
South Metro Chapter Representative – Dennis Bubenik  
Member-at-Large – Kathleen Carr  
Associate Representative – Fred Lantz

*Executive Board Members Absent:*

Past President – Brian Barnes  
Downstate Chapter Representative – Patricia Martinez

*IGFOA Staff Present:*

Executive Director Marianne Shank

**II Approval of Consent Agenda**

Motion Tom Kuehne, 2<sup>nd</sup> Rita Trainor. Motion carried.

**III Approval of Meeting Minutes**

Executive Board minutes – December 4, 2004  
Approved with Consent Agenda.

**II. President's Report (Brian Caputo)**

B. GFOA Representative appointment is Mary Dankowski, noted that Mary Dankowski serves a two-year term 1/1/05 to 12/31/06.

C. Strategic Planning Update. The draft of the results given to the Board reflects output of the strategic planning retreat. Marianne and Brian refined the retreat output and organized items into strategy categories. President Caputo and

Executive Director Shank composed the mission and vision statements with input from consultant Greg Kuhn of the NIU Institute for Governmental Studies.

General discussion ensued on the five strategy categories. Kathy Booth questioned assigning Objective 2 under Strategy 1 (implementing a pilot distance learning program) to the Career Development Committee. A consensus was reached that Objective 2 under Strategy 1 should be assigned to the Technology & Communications Committee. Fred Lantz questioned how the Career Development Committee could reasonably do all that would be involved in accomplishing Objective 1 under Strategy 1 (developing a training curriculum). Brian Caputo and Marianne Shank clarified that they did not envision that the entire Career Development Committee would attempt to accomplish the objective as a group. Kathy Booth, the liaison to the Career Development Committee, indicated that the committee chair, Sue Stanish, had already developed a plan for the creation of functional subcommittees to develop the curriculum.

Rita Trainor suggested the whole document be forwarded to the respective committees for review. Tom Kuehne suggested the document be retooled over the next two weeks and sent back to Marianne. President Brian Caputo stated that each of the Executive Board members should let him know of any additional changes that they recommend within two weeks. He asked that the Executive Board members with committee liaison assignments consult with their respective committee chairs about the plan and let Brian know of any changes that the committee chairs recommend within two weeks as well. Brian indicated that if he received no requests for significant changes he would publish the plan after two weeks. He said that, if he did receive requests for significant changes, he would re-present the plan to the Executive Board at its June 2005 meeting for further discussion.

Motion Kathy Booth 2<sup>nd</sup> Rita Trainor, motion carried.

- D. Ad-hoc Committee to Review Assistant Involvement (Rita Trainor). Brian Caputo asked Rita Trainor to convene an Ad Hoc Committee to review this area. A very enthusiastic committee requested that three things take place: 1) a specific non-CFO representative be placed on the board, 2) assistants be more involved in the standing committees, and 3) a social event be offered at state conference for assistants only.

President Caputo handed out an outline of the “assistant position” issues. Board reviewed seven issues for a possible by-law change. Discussion focused on designated titles and if the bylaws should be changed or if a cultural change is needed. The initiative is to ensure that an assistant or non-director is on the board.

Discussion then focused on if a person in this category should move up to a director-level position whether he/she would stay on the board. It was decided to let the person fulfill his/her term and then the association would fill the position with another person below the director-level when the incumbent completes his/her term.

Motion was made by Tom Kuehne to convert one of the existing member-at-large positions on the board to a member-at-large position that is reserved for financial staff person (not the chief financial officer of his/her government). The new position would have a two-year term. 2<sup>nd</sup> by Kathy Booth. Motion carried.

President Caputo indicated that he would prepare a document to formally propose a by-laws change that could be considered by the association membership at the 2005 state conference in accordance with the Executive Board's direction.

E. Request for Membership Dues Refund

Individual joined the IGFOA as an associate member and then left that firm and went on to another non-IGFOA firm. The individual paid the fees, not the firm. The individual's previous employer reimbursed him for a portion of the fees. Now the individual requests a refund. Motion made to deny the refund Kathy Booth 2<sup>nd</sup> Tom Kuehne, motion carried

**V. Executive Director Report (Marianne Shank)**

B. Performance goals

Status report

- Conversion to the new accounting software almost done.
- Response to inquiries is down to within two days, aiming for under one day.
- Attendance at chapter meetings – missed downstate winter meeting, plan to attend others in near future.
- Discussed IMRF issue for Ruth and Northbrook. More info to follow.
- Wisconsin Board to review latest service agreement by April 2005.
- No joint reception in San Antonio, Texas, at the 2005 GFOA annual conference with Wisconsin and Minnesota. Marianne needs to set up an alternative since the tri-state idea is not going to happen this year. Board agreed to give Marianne some flexibility for options to plan this event.
- In general, Marianne is making progress on her assigned goals.

C. Membership renewal status report

Online renewals 194 out of 484 plus 22 associates. March is the big push for the April 1<sup>st</sup> due date.

**II. Treasurers Report (Dallas Whitford)**

A to C. Accept report as of December 31, 2004, January 31, 2005 and February 28, 2005. Approved with consent agenda.

D. Analysis of accounts from 5<sup>th</sup> 3<sup>rd</sup> bank was explained by Dallas Whitford.

E. Suggestion to go to one bank account and concern with FDIC limits.

Board agreed to one account and to allow the Treasurer to pursue repurchase agreements.

Motion Tom Kuehne 2<sup>nd</sup> Rita Trainor, motion carried.

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

Mary Dankowski stated award presentations are at a low this time of year.

Discussion on the annual conference for National in San Antonio. Noted that Illinois is well-represented on the national level with several members serving on committees.

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

Chicago Metro – Pam Figolah - 1/18/05 chapter board met to establish the luncheon schedule. Networking day 8/4/05. Scholarship promotion was discussed to encourage future participation.

South Metro – Dennis Bubenik - Chapter board met last week. Next chapter meeting April 1, 2005. Questioned IGFOA purchasing card; Marianne to handle this with South Metro.

Downstate – Patty Martinez – Dallas presented in Patty's absence that the meeting has been moved to the end of April to avoid Pension Institute. More info to be sent out later on meeting date.

#### **IX. Committee Chair Reports**

##### **B. Career Development (Kathy Booth)**

Memo on strategic planning and the tracks for future training was reviewed. Concern on curriculum and that it be developed by a third party, preferably someone in the academic field. This is an idea for future board discussion.

##### **C. 2005 Conference (Bob Fialkowski/Mark Nannini)**

- Program Bob Fialkowski explained the schedule is to be finalized shortly. The conference is a Wednesday through Friday event this year in Springfield, September 14, 15, and 16.
- Golf is on Wednesday from 11:00 a.m. to 4:00 p.m. Two sessions will be offered at this time as an alternative.
- Sessions are 50 minutes each Thursday and Friday.
- Several alternatives for topics to be offered per session.
- Exhibit hall set up will be Wednesday, exhibit hall open Thursday (all day) and Friday morning.
- Wednesday evening event will be at the Lincoln Library.
- Thursday morning breakfast at 7:30 a.m. with keynote speaker, then vendor area opens at 9:30 a.m.
- Friday breakfast will be the Women's Network breakfast.
- Proposed increase in registration fee from \$225 to \$245 to cover food costs.
- Thursday evening reception in vendor showcase from 5:00 p.m. to 8:00 p.m., then hospitality suite opens.

- Four categories for the sessions, more info to follow.

**D. Financial Review Committee (Dallas Whitford)**

Doug Cooper reviewed the records yesterday, fieldwork should be done by today. Report will then follow to the board.

**E. Legislative (Kathy Carr)**

1) Local Government Debt Reform HB 2426 –

Marianne has been in touch with Kelly Kost of Chapman and Cutler on this HB to clean up future debt issues. The intent is to tighten up hearing schedules and notifications that will change the allowable maximum maturity for bonds from 40 years down to 30 years for issues, also changes to refunding rules. Recourse on elections of bond issues questions would be limited to 30 days and not open-ended.

Reimbursements to other government entities would be allowed with bond proceeds.

2) In the near, future a presentation to the board will take place for any bills that are a hot issue to the IGFOA.

3) Legislative Consultant status – questionable, more info to follow.

**F. Membership (Bob Fialkowski)**

Keeping tabs on the National GFOA reception and annual membership renewals. Focus on a membership in May or June of this year for communities of 10,000 or more in population. Plans for hosting a recognition dinner for support staff is in the making and also for hosting meetings of special districts like park districts, libraries, schools and fire district are being investigated.

**G. TARC Committee (Rita Trainor)**

This past November responded to GASB Bulletin and in February 2005, a bulletin on Special Terminations Benefits. Both items are to update audit criteria and auditor section and type of opinion. More info to follow.

**H. Technology & Communications (Tom Kuehne)**

No meetings to date. Tom Kuehne to reach out to the committee chair to get direction for the near future.

**X. Associate Representative Report (Fred Lantz)**

Informal telephone meetings on programs and Conference Committee suggestions. Good responses to e-mails so far, hope to continue to keep this information going for Associates Forum.

**II. Other Business**

B. Accept and refer to membership an amendment to bylaws to create staff level position on board.

President Caputo thanked Rita Trainor on her work in this area.

C. Amend budget to increase GFOA reception in San Antonio Texas. Range of \$10,000 to \$12,000 to be utilized for this event.

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

D. Adopt the IGFOA Strategic Plan – President Caputo will e-mail this out to the Board. Information is to be shared with respective committees and comments to be returned in two weeks.

**II.** Adjournment. Motion Bob Fialkowski, 2<sup>nd</sup> Kathy Booth. Motion carried.

ADJOURNED 11: 47 a.m.

Next Executive Board Meeting Friday, June 10, 2005, Westmont Center @ 9:30 a.m.

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