

ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION
Executive Board Meeting
September 1, 2005

Westmont Centre, One South Cass Avenue

I. Call to Order

President Brian Caputo called the meeting to order at 9:48 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
South Metro Chapter Representative – Dennis Bubenik

Executive Board Members Absent:

Chicago Metro Chapter Representative – Pam Figolah
Associate Representative – Fred Lantz
Past President – Brian Barnes
GFOA State Representative – Mary Dankowski
Downstate Chapter Representative – Patricia Martinez
Member-at-Large – Kathleen Carr (unsuccessful attempt to
teleconference)

IGFOA Staff Present:

Executive Director Marianne Shank
Coordinator Ruth Limper
Intern Chris Staron

II Approval of Consent Agenda

Motion Tom Kuehne, 2nd Dallas Whitford. Motion carried.

III Approval of Meeting Minutes

Executive Board Minutes – June 10, 2005
Approved with Consent Agenda.

IV. President's Report (Brian Caputo)

- A. Presidents/State Representatives meeting at the National GFOA Conference.
Main focus of the meeting was each State present to what significant thing they completed this past year. Illinois was the website.
- B. Review of Draft Operational Stability Plan
President presented the 3-page plan. Key points were reviewed by the Board. Item noted was that the person responsible to monitor each item needs to be listed. This will be held in draft form until those individuals can be identified.
Other suggestion was to make the alternative sites more generic and not as specific as presented.
- C. Review of Status of Strategic Plan
Board reviewed the current Strategic Plan and the status by strategic item.
Focus changed to the Net On Line system going out of business as of 9/30/05. Marianne Shank emphasized the need to make a move our website host ASAP. More information to follow very soon.
Introduced Chapter Handbook for review. Looking for approval at the next Executive Board meeting, (provide feedback by end of October).
- D. Implementing State Committee Chair Changes
Paul Mehring has resigned as chair of the Technology Committee. The Assistant Chair was Peg Hartnett that now sits on the Executive Board of IGFOA. President is looking for recommendation for a new chairperson and assistant.
TARC Chairperson Jim Edgeberg has resigned. Looking for a replacement.
- E. Executive Board Expense Reimbursement Policy
President presented a policy to address Board members travel in relation to Executive Board activities. The intent is to encourage participation by the Executive Board members without putting a strain on their own Community budgets. The policy is optional for each Executive Board Member. Mileage is applicable for anything over 60 miles.
Modification presented to change the submittal within 60 days of expense occurrence and expenses that are older than 60 days to be approved by the President of the Board. Also, to add to the policy that a total reimbursement under this policy shall not exceed budgetary allocation by this Association (IGFOA).
The policy will be reviewed by the full board after six months.
Policy in regards to attending meetings by remote access for an individual traveling outside the Chicago metro area to be investigated. Marianne Shank to investigate the policy of other like organizations and the IGFOA by –laws for the remote access for attendance. President Caputo will present a draft policy to the Executive Board at the next meeting.

Motion to accept policy as amended Kathy Booth, 2nd Rita Trainor Motion carried.

Additional item presented by the President was on the IMRF participation by Ruth Limper, this to be looked into in the very near future. President Caputo contacted Jeff Rowitz at the Village of Northbrook to check on the status of the IGFOA's request to amend the association's payroll administration agreement. The requested amendment would have provided the Membership and Meeting Coordinator Ruth Limpers to be added to the association's payroll. This payroll that is currently processed by Northbrook would have allowed Ms. Limpers to participate in IMRF. At this time the Village of Northbrook declined to amend the agreement.

V. Executive Director Report (Marianne Shank)

A. Web site update

Note comments earlier on the Net On Line system going out of business as of 9/30/05. Marianne Shank gave demo of the current website.

B. Performance goals status report

See handout for the details on primary and secondary goals. These goals also address the associate's involvement in the organization.

VI. Treasurers Report (Dallas Whitford)

A. Accept report as of May 31, 2005. Approved with consent agenda.

B. Accept report as of June 30, 2005 Approved with consent agenda.

C. Accept report as of July 31, 2005 Approved with consent agenda.

D. Securing deposits in excess of FDIC limits – item carried over to next meeting.

E. Tax Filing report

VII. GFOA Representative Report (Mary Dankowski) No report.

VIII. Chapter Reports

Chicago Metro – discussion on success of August networking day.

South Metro – Dennis Bubenik – 9/2/05 next Chapter Board meeting. Push to get more involvement with state committees. Looking for a new place to have chapters meetings.

Downstate – Board meeting was same day as next Chicago Metro meeting. Elected downstate officers, Jen Johnson is the new president.

IX. Committee Chair Reports

- A. Career Development – plan included in packet. November – Basic Governmental Accounting is being offered.
- B. 2005 Conference (Bob Fialkowski/Mark Nannini)
Bob Fialkowski gave a report on the Conference and programs. Mark Nannini presented the program, detailed program was included in the packet.
- C. Legislative) Legislative Consultant Status – report in packet. Consultant is doing well and will speak at the state conference.
- D. Membership (Dave Erb) Membership Survey demo was presented to the Board. There will be a booth at the State Conference to encourage participation.
- E. Nominating Committee (Brian Barnes) Slate to be presented as follows:
 - President – Kathryn Booth, Village of Bartlett
 - President Elect – Robert Fialkowski, Village of Deerfield
 - Vice President – Mark Nannini, City of Rolling Meadows
 - Secretary – Rita Trainor, Village of Downers Grove
 - Treasurer – Dallas Whitford, City of Springfield
 - Member-at-Large – Peg Hartnett, Village of Bloomingdale
 - Member-at-Large – Tom Kuehne, Village of Addison
 - Member-at-Large – Kathleen Carr, City of Moline
 - Associate Representative – Fred Lantz, Sikich Gardner & Co., LLP
 - Past President – Brian Caputo
- F. TARC (Rita Trainor) meeting cancelled - No report.
- G. Technology & Communications (Tom Kuehne)
Meeting was on June 23, 2005. Chris Staron gave the report on the Privacy Policy for the website. Next meeting is scheduled for Thursday 9/8/05.
Discussion ensued on website usage and the concern on the dates of the financial statements listed on the site.

X. Associate Representative Report - No report

XI. Other Business – President Caputo thanked everyone for his or her participation this past year.

Adjournment. Motion Rita Trainor 2nd Bob Fialkowski Motion carried.

ADJOURNED 11:51 AM

Next Executive Board Meeting Friday December 2, 2005 9:30 a.m. in conjunction with South Metro Holiday luncheon, location TBD.

Submitted by Secretary Mark Nannini: _____