

ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION
Minutes of Friday, September 8, 2006

I. Call to Order

President Kathryn Booth called the meeting to order at 9:50 AM.

II Roll Call

Executive Board Members Present:

President – Kathryn Booth
President Elect – Bob Fialkowski
Vice President – Mark Nannini
Past President – Brian Caputo
Secretary – Rita A. Trainor
Treasurer – Dallas Whitford
Member at Large– Peg Hartnett
Member at Large–Tom Kuehne
Chicago Metro Chapter Representative – Sue Griffin
South Metro Chapter Representative – Bob Sterkowitz
Associate Representative – Fred Lantz
GFOA State Representative – Mary Dankowski

Executive Board Members Absent:

Member at Large-Kathy Carr
Downstate Chapter Representative – Ron Eldridge

IGFOA Staff Present:

Executive Director – Marianne Shank

Committee Chairs

Eric Dubrowski, Technology & Communications Committee

III Consent Agenda

A motion was made by Mark Nannini, seconded by Tom Kuehne to approve the consent agenda. Some discussion was held on the financial statements. Motion passed.

IV Approval of Meeting Minutes from June 1, 2006

A motion was made by Tom Kuehne, seconded by Mark Nannini to approve. Motion passed.

V President's Report

President Booth announced that there were a great deal of volunteers that have contributed to the association who have been sent thanks from her and she expressed her gratitude for all of their efforts. She indicated that the seminars, webinars and workshops that have been conducted have all gone very well. She also announced that Marianne Shank is a Certified Association Executive.

Congratulations were offered. President Booth then proceeded to enumerate the accomplishments of Brian Caputo during his tenure on the board, and particularly as President. This meeting was his final executive board meeting. During his term as president he was responsible for the strategic plan update. He was also the key person in the university outreach efforts of the association and most recently has worked on the executive director's compensation agreement.

The board then went into executive session to discuss the executive director's compensation agreement. The board returned from executive session and Rita Trainor moved to give Brian Caputo the authority to negotiate the contract with Marianne Shank, under the terms discussed in executive session. Mark Nannini seconded the motion. Motion passed.

Bob Fialkowski reported out on the preliminary meeting that he and Marianne held with representatives from the NIU Center for Governmental Studies. The center is interested in providing administrative support to the association. Their interest is in improving local governance and they consider such support to be consistent with their mission. The association would operate much as we do currently, but they would handle the administrative tasks associated with our employees. Marianne, Ruth and Chris (our intern) would actually become state employees. Marianne would be expected to attend their regular staff meetings (some difference of opinion on whether that was a monthly or a bimonthly meeting). This is not a new idea for the center they have been providing this type of support to the ILCMA for about 15 years. If we did go forward with this, we would not have final hiring authority for our director and staff. However, the indication given was that our preferences would be given strong weighting. There are some other organizations that the center has taken on in the last few years, but none of them had staff, they were all volunteer organizations. The IGFOA has significantly greater activity than any of the organizations the center currently supports. The center had indicated they were amenable to providing as much or as little support as desired by the IGFOA. Marianne indicated that Dawn Peters of the ILCMA has been very satisfied with the arrangement.

We would control the compensation but we would lose control over the benefits. More discussion was held regarding the retirement plan of the state and the potential exposure to the IGFOA because of the plan's provisions. Specifically, there is a risk if one of our employees received a raise of 6% in the final four years of employment the association would have to fund up-front the retirement impact of that raise. This could be a significant dollar amount.

Bob Fialkowski, Marianne Shank, Kathryn Booth and Tom Kuehne (Treasurer) will to continue to explore this opportunity.

President Booth requested feedback on the ethics letter that was included in our board packet. After some discussion it was agreed that it would be revised

somewhat to clarify raffle participation information and that this applies only to IGFOA activities only.

VI Executive Director's Report

Marianne Shank presented an update on the enhancements to the website, focusing on the calendar of events.

Marianne Shank next presented the proposals for the disability coverage for Ruth that had been requested at the last meeting. Dallas Whitford moved to purchase the disability policy and Peg Hartnett seconded. Motion passed.

Marianne Shank reported out that the manager of the Westmont Centre has presented a potential rent schedule for the association, currently we pay no rent for the facility. No firm request or demand has been made and our current agreement gives us a year to move if Westmont would demand rent. It was agreed that this location has been excellent for the association.

Marianne reported that we are “cranking along” on the performance goals.

VII Treasurer's Report

This was presented in the consent agenda.

VIII GFOA Representative Update

Mary Dankowski expressed her appreciation for members who had done CAFR presentations and warned that there would be more requests to do them. She also reported that she had received a notice from the GFOA about standing committee representatives, that was attempting to solicit volunteers to join the committees. Marianne Shank mentioned that the GFOA had scheduled a Performance Measures seminar two days before our Annual Conference. Fred Lantz noted that the seminar had not been on the GFOA's original training schedule and had only been added in the last few months. Mary was asked and has agreed to communicate to the GFOA that the IGFOA would appreciate it if they did not schedule training that was so close to our annual conference. Dallas Whitford reported that the GFOA speaker for the IGFOA conference had inquired about having the IGFOA pay for his hotel room. Fred Lantz pointed out that the GFOA has historically paid for the hotel charges for their staff for conferences. Mary will communicate this to the GFOA as well.

IX IGFOA Chapter Representative Update

Sue Griffin, Chicago Metro Chapter representative, reported that the luncheon is scheduled for 10/20 at Magianno's in Schaumburg and that they have also locked in the December date for the Christmas luncheon at Magianno's as well. The October meeting will be a legislative update and they are still working on the speakers for it.

Bob Sterkowitz, South Metro Chapter Representative, reported that their last meeting was a joint meeting with the Downstate chapter and it was a great event. It was held at Starved Rock, was well attended and the feedback received was very positive. On 10/27 at Moraine Valley Community College they will be having a training session on TIF Districts and referendum reform. It will be from 9 am till noon. On 12/1 they will have their Christmas luncheon event and it will be held in conjunction with the IGFOA executive board meeting. It will be held at Pappa Joe's at 143rd and LaGrange Road. Finally, Bob indicated that their President is very interested in arranging a wine tasting event and told everyone to be on the lookout for more information on that event.

Ron Eldridge, the downstate representative was not present so no report on downstate activities was presented.

X Committee Chair Update

Committee chair reports were presented with the board package materials. Additionally the following updates to that information were provided at the meeting.

The 2006 Conference committee reported that there are currently over 240 registrants to the conference.

The membership committee reported that they are recommending an increase in associates dues from \$1,300 to \$1,550 (this was referred to them from the associates forum) and the increase is in lieu of a separate \$400 fee to sponsor the IGFOA conference. They are also arranging for their members to hook up with new members who will be at the conference at In-Play the social event at the conference. This effort will be done to help make new members feel more comfortable and welcome at the event. Finally they reported that they have gotten volunteers from their committee to commit to attend both upcoming intern and career fairs. The intern fair involvement is one they feel will provide the opportunity to get to students at an earlier stage and improve the chances that students will consider a career in local government as a viable option.

The nominating committee reported that Kathy Carr has elected to rotate off of the Executive Board. Brian Caputo reported that Sue Stanish, Kim Auchstetter will be the new members at large and the Lynda Given will be the new associate member. Mark Nannini moved to accept the slate of candidates and Sue Griffin seconded. Motion passed.

The Technology committee chair, Eric Dubrowski reported that their membership doubled when they permitted remote participation at their meetings and that there was good participation with the remote setup. He also went over the exploratory work that they have done pertaining to distance learning. They have

explored the development of materials using NIU's facilities. The discussion of the information presented resulted in the general consensus that only material with a relatively longer shelf life, e.g. basic accounting would lend itself to this format at this time. There was interest in exploring this further and he has been directed to explore whether NIU would accept a CD of the course to be developed or whether they will insist on having the written script that they have indicated was required up to this point. Fred Lantz will provide a CD of the basic accounting course that he has available. Eric will approach NIU with the CD and determine whether they can develop a firm cost estimate with that medium and whether they will find that medium acceptable. The committee had also prepared a recommended bulletin board policy. Mark Nannini moved and Brian Caputo seconded to adopt the bulletin board policy. Motion passed.

XI. Assistant's Representative

Peg Hartnett had provided report in board packet materials and had nothing to add.

XII. Associate Representative Update

Fred Lantz proposed revisions to the current members Code of Conduct, the gist of which was to add a paragraph that specified that associate members aren't eligible to serve as coordinators or hosts of IGFOA state-wide or chapter sponsored social events so as to avoid the appearance that the event is hosted or solely sponsored by the Associate member. Some wording changes were suggested and President Booth suggested as the chapters are impacted by this policy as well, that it be forwarded to them prior to the Executive Board taking action to provide them the opportunity to give input on the policy change. They are to provide this input prior to our December meeting when it is anticipated that we will vote on this matter.

XIII. Other Business

Telecommunications tax receipts-Brian Caputo had requested this item be added to the agenda. He had noticed a decline in his community's telecommunications tax receipts that he did not feel he could adequately explain. After having done some initial investigations into the matter he got some indication that it might require a state wide effort at asking for a coordinated response to the issue. However, what he had learned subsequently was that it largely is up to each individual community to approach it on their own. Fred Lantz offered that there are some opportunities for taking a coordinated approach. Specifically that we could request a SAS 70 letter for the internal controls over the collection and disbursement of sales taxes from the state. For the telecommunications taxes we'd have to ask the state to ask for a SAS 70 letter from each of the telecommunications companies over their controls regarding collection and disbursement of the telecommunications taxes.

Mark Nannini requested that Bob Sterkowitz provide the street address for Pappa Joe's for the December meeting.

Mark Nannini moved to adjourn and Brian Caputo seconded the motion. Motion passed.