

**ILLINOIS GOVERNMENT FINANCE OFFICERS ASSOCIATION**  
**Minutes of Friday, June 4, 2004**

IGFOA Offices Westmont Centre

**I. Call to Order**

President Barnes called the meeting to order at 9:40 AM.

Executive Board Members Present:

President – Brian Barnes  
President Elect – Brian Caputo  
Vice President – Kathryn Booth  
Treasurer – Robert Fialkowski  
Secretary – Mark Nannini  
Chicago Metro Chapter Representative – Jon Batek  
South Metro Chapter Representative – Mark Pries  
Past President - Jeff Rowitz  
Associate Representative – Gary Karshna  
Member-at-Large – Rita Trainor

Executive Board Members Absent:

Member-at-Large – Dallas Whitford  
Member-at-Large – Tom Kuehne  
GFOA State Representative – Mary Dankowski  
Downstate Chapter Representative – Patricia Martinez

IGFOA Staff Present:

Executive Director Marianne Shank

**II. Approval of Consent Agenda**

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

**III. Approval of Meeting Minutes**

Executive Board minutes – March 5, 2004

**IV. President's Report**

A. 2004 Priorities – College Outreach Program has been successful. Most recent outreach was with DePaul University. Internship is a strong desire of the students at the most recent job fair. President Barnes gave a special thanks to Brian Caputo for the initiation and follow through with this program.

B. The 2004 calendar review in packet

- C. August Board Meeting at Starved Rock in conjunction with the downstate conference, time to be determined.
- D. IML Conference Sessions - IGFOA will be handling two sessions. One on Financial Jeopardy and the other on Setting Priorities for Capital Improvements. The date will either be September 17 or 18, 2004. More info to follow.

**V. Executive Director Report**

- A. 2005-2008 Annual Conference Site Selection
  - 2005 Bloomington/normal (Old Jurers – Fialkowski)
  - 2006 Peoria (Pere Marquette – Nannini)
  - 2007 Springfield (Crown Plaza – Whitford)
  - 2008 Moline (The Mark – Trainor)

Discussion on the Chicago area location and the possibility of this taking place in the near future. If 2006 does not work for Peoria or 2008 does not work for Moline, a second look at Chicago area will take place.
- B. 2004 Membership Renewal – reviewed the survey and contacts on the delinquent members. Public sector dues are down \$15,000, Individual Associates dues is down by \$10,000. Sponsoring Associates has increased by \$10,000.
- C. The board reviewed Website results of activity.
- D. Benchmarking for Local Government – Marianne Shank explained a third party had approached her regarding a project on Performance Measures, no additional information at his time.
- E. Marianne Shank explained that on June 23 the Association Forum encourages associations to recognize Support Staff. A luncheon will be sponsored and hosted at the IGFOA offices.

**VI. Treasurers Report [Robert Fialkowski]**

- A. Accept report as of April 30, 2004 – See approval under Consent
- B. Internal Procedures and controls – Mr. Fialkowski explained the concerns on the current Peachtree Software. Concerns included inability to enter and track budget and no tool to reconcile bank statements. Staff and Treasurer to explore alternatives that address those concerns while providing remote access. More information to follow.

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

No report

### **VIII. Chapter Reports**

Chicago Metro – Jon Batek - Networking day planned for July 29, 2004 at Bartlett Hills. Second Chapter Meeting took place at Maggiano's in Schaumburg. Over 60 attendee's, September meeting is planned for the same place. The holiday Party a location is pending, more info to follow.

South Metro – Mark Pries - Networking day is planned for Friday June 25, 2004 at the Bolingbrook Golf Club. Second chapter meeting was held in April, Third meeting of the year would be the morning of the Networking event.

Downstate – Patricia Martinez – No report.

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

#### **A. Career Development [Brian Caputo]**

- Record Retention Seminar went well
- Basic Governmental Accounting session was well attended, suggested two half days instead of one whole day.
- Intermediate Investing in Wisconsin's Lake Lawn Resort was well attended and planned again for next year.

#### **B. 2004 Conference - [Kathy Booth/Bob Filakowski]**

1. Kathy Booth – Plans are going well. Saturday will be an informal dinner, details to follow. Marathon participation and recruitment is pending. Sunday afternoon will be a 9-hole miniature golf event. Sunday is a welcome reception. Monday evening activity is at Adventure Quest. Demonstration of the conference website for registration and information was conducted.
2. Bob Fialkowski explained that there would be two tracks. Fringe benefits and Tools of the Trade. Keynotes speakers are being lined up and more information will follow.

#### **C. Financial Review Committee**

FY 2003 Letter of Recommendation – Doug Cooper will be following up on this per Robert Fialkowski.

#### **D. Legislative**

No report.

#### **E. Membership [Mark Nannini]**

1. Illinois Reception at National GFOA conference is on June 13, 4:00 to 6:00 p.m., to be held at The Milwaukee Ale House, 233 North Water Street downtown Milwaukee as details become available committee will have updates. This is a combined reception with Wisconsin and Minnesota.

2. Student Outreach job well done by Caputo.
3. Summer Social Event is at Ravina on August 28, 2004 to see Tony Bennett, more information to follow.

**F. *Nominating [Jeff Rowitz]***

Letters to go out for nominations over the next couple of weeks.

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

Meeting is scheduled for July 8, 2004.

**H. *Technology & Communications***

No Report

**X. *Associate Representative Report [Gary Karshna]***

1. Associates have not met since the last Executive Board Meeting. Next meeting is planned for July 2004.
2. Concern expressed for the State Conference site and street to be closed in front of the Hotel. Request for info to be posted for attendee's so they can plan accordingly.
3. Concern expressed on the golf for the state conference. An informal event is planned for Sunday at 9:30 a.m. more details to follow and be posted on the website.
4. Concern on new gift ban act for local municipalities was expressed. Board recommended that this be addressed at the next associates meeting.
5. Board requested assistance in tracking down associates that are delinquent with dues.

**XI. *Other Business [Caputo]***

Schedule of outreach program is in the packet.

1. Discussion on information from the packet on the presentation that has been given on the Outreach program. Brian Caputo explained that any member of IGFOA could utilize this with minimal effort.
2. Discussion by Brian Caputo on the placement of the university Outreach program. The Executive board agreed that this should be a sub committee of the Membership Committee and the Past President of IGFOA will be responsible for the progress of this sub committee. The membership Committee will provide support and assistance to this sub committee and their activities.

3. Request by Caputo to join the Government College relations Council for \$75.00 per year ad appointment members to serve on their boards.
4. Outreach Program needs to create a mechanism to advertise internship programs for IGFOA members. More information to follow.
5. The brochure that will advertise the Career Outreach Program is in your packet. Please review if over the next week and forward comments or changes to Caputo.

**XII.** Adjournment, Motion Kathy Booth , 2<sup>nd</sup> Rita Trainor Motion passed

ADJOURNED 11:52 a.m.

Next Board Meeting Thursday, August 5, 2004, Starved Rock Conference Center, time to be determined.