

***ILLINOIS
GOVERNMENT FINANCE OFFICERS
ASSOCIATION***

**ANNUAL
BUSINESS
MEETING**

SEPTEMBER 21, 2020

IGFOA ANNUAL BUSINESS MEETING

Monday, September 21, 2020
Virtual Meeting Via GoToWebinar
10:00 AM - 11:30 A.M.

AGENDA

- | | |
|---|--|
| I. Call to Order | Bill Hannah, President |
| II. Introduction of Executive Board/Roll Call | John Harrington, Secretary |
| III. Approval of Consent Agenda | Bill Hannah, President |
| A. Approve Minutes of 2019 Business Meeting | |
| B. Accept Fiscal Year 2020 Financial Statements – Unaudited | |
| IV. Approval of Revision of IGFOA Bylaws | Melissa Gallagher, Immediate
Past President |
| V. Outgoing President’s Remarks | Bill Hannah, President |
| VI. Election of Officers and Board Members | Bill Hannah, President |
| A. Nominating Committee Report | Melissa Gallagher, Immediate |
| B. Nominations from the Floor | Past President |
| C. Election of Officers | |
| D. Introduce the 2020-21 IGFOA President | Melissa Gallagher, Immediate
Past President |
| VII. Incoming President’s Remarks | Kevin Wachtel, President |
| VIII. Recognition and Appointments | Kevin Wachtel, President |
| IX. Announcements and Other Business | Kevin Wachtel, President |
| X. Adjournment | Kevin Wachtel, President |

IGFOA Annual Business Meeting
Monday, September 9, 2019
Bloomington/Normal Marriott Hotel & Conference Center
Redbird Ballroom EFG

I. **Call to Order**

Melissa Gallagher, President

President Gallagher called the meeting to order at 12:50 PM. Secretary Kevin Wachtel called roll and established that a quorum was present.

Executive Board Roll Call

Kevin Wachtel, Secretary

Executive Board Members Present:

President - Melissa Gallagher
Past President - Christopher Minick
Vice President – Bill Hannah
Secretary – Kevin Wachtel
Treasurer/Legislative Committee Chair – William McCarty II
Member-at-Large – Tricia Dubiel
Member-at-Large – John Harrington
Member-at-Large, Non-CFO – Andrew Brown
Chapter Representative Chicago Metro – Anthony Fashoda
Chapter Representative South Metro – Lisa Heglund
GFOA State Representative – Rita Kruse
Partner Representative – Sue Kling

Executive Board Members Absent:

Chapter Representative Downstate – Molly Talkington

Staff Members Present:

Diane Gillian Lantz – IGFOA/CM Services, Inc.
Ruth Limpers – IGFOA/CM Services, Inc.
Jennifer Aron - CM Services, Inc.

II. **Approval of Consent Agenda**

Melissa Gallagher, President

President Gallagher presented the Consent Agenda which included: Balance Sheet as of June 30, 2019 (unaudited), Statement of Revenue and Expenses as of June 30, 2019 (unaudited), and Annual Business Meeting Minutes from September 17, 2018.

ACTION: A motion to approve the Consent Agenda was made by Mike Wolf, seconded by William McCarty, and approved by a voice vote of ayes; consent agenda passed.

III. **Recognition of CPFOs**

Melissa Gallagher, President

President Gallagher recognized IGFOA Members that earned the GFOA designation of Certified Public Finance Officer (CPFO).

IV. **Outgoing President's Remarks**

Melissa Gallagher, President

President Gallagher expressed her gratitude to the current board members, committee chairs, committee members as well as all the volunteers for their dedication to the IGFOA. She referenced the many IGFOA accomplishments and initiatives in 2018-2019. She thanked the Chapters for sponsoring the 2019 conference keynote speaker. President Gallagher recognized the Conference Planning Committee for their help in conference planning as well as all the conference volunteers. President Gallagher also thanked the IGFOA Partners for their support of the IGFOA. President Gallagher recognized outgoing Board member, Andrew Brown, for his service and presented him with a plaque. She wished success to the incoming Executive Board and incoming President, Bill Hannah. President Gallagher thanked the IGFOA staff and her City Manager and staff at the City of Rolling Meadows for their support throughout the year. When she completed her remarks, President Gallagher called Past President Chris Minick to the stage.

V. **Election of Officers and Board Members**

Melissa Gallagher, President

President Gallagher introduced Chris Minick, the Immediate Past President of IGFOA and Chair of the Nominating Committee. Past President Minick thanked the other members of the Nominating Committee - Rita Kruse and Stephanie Masson. Then he presented the recommended slate as listed below.

A. **Nominating Committee Report**

Chris Minick, Past President

The IGFOA Nominating Committee Recommended Slate 2019-2020

Board Position

Recommended Candidate

President

William Hannah, Village of North Aurora

Immediate Past President

Melissa Gallagher, City of Rolling Meadows

Vice President

Kevin Wachtel, Village of Villa Park

Treasurer

William McCarty, City of Springfield

Secretary

John Harrington, Village of Minooka

Member-at-Large

Tricia Dubiel, Bolingbrook Park District

Member-at-Large

Elizabeth A. Holleb, City of Lake Forest

Member at Large, Non-CFO

Jennifer S. Johnson, City of Champaign

Additional Board positions not up for election at 2019 Annual Business Meeting

GFOA State Representative

Rita Kruse, City of Geneva

Partner Representative

Sue Kling, Promontory Interfinancial
Network, LLC

Chicago Metro Chapter Representative

Anthony Fashoda, Village of Hoffman Estates

Downstate Chapter Representative

Molly Talkington

South Metro Chapter Representative

Lisa Heglund, City of Lockport

B. **Nominations from the floor**

Chris Minick, Past President

Past President Minick asked if there were any nominations from the floor. There were none.

C. Election of Officers

Chris Minick, Past President

ACTION: A motion to approve the recommended slate was made by Linda Dalton, seconded by Andrew Brown, and approved by a voice vote of ayes. The motion carried.

Chris Minick introduced Bill Hannah as the 2019-20 IGFOA President.

VI. Incoming President's Remarks

Bill Hannah, President

President Hannah called Immediate Past President Melissa Gallagher to the stage and thanked her for her support and acknowledged her years of service to the IGFOA Executive Board. He presented Melissa with a plaque commemorating her years on the Executive Board. President Hannah congratulated the new Executive Board members and thanked them for their support. President Hannah shared his vision for the IGFOA. He acknowledged the work of the IGFOA Committees and Chapters and the invaluable support of the IGFOA Partners. President Hannah appointed the following leadership to the Executive Board: GFOA Representative – Rita Kruse and Partners' Representative Sue Kling. President Hannah appointed the following Committee Chairs: Professional Education Committee Chair – Rachel Musiala, Technical Accounting Review Committee Chair – Christina Coyle, Membership Committee Chair - Linda Dalton, Legislative Committee Chair - William McCarty, Growth & Engagement Network Chair - Andrew Brown, and Partners' Forum Chair – Sue Kling. President Hannah thanked Partners' Forum member, Monica Burkoth, whose term has expired. He then appointed Michelle Binns and Aimee Briles to the Partners Forum. He encouraged all IGFOA members to consider volunteering. President Hannah expressed his appreciation to the IGFOA membership for their support. He closed with the quote from Maya Angelou, "I've learned that you shouldn't go through life with a catcher's mitt on both hands; you need to be able to throw something back."

VII. Other Business

Bill Hannah, President

President Hannah announced the upcoming events for the remainder of the conference. He reminded attendees to visit the Vendor Showcase.

VIII. Adjourn

Bill Hannah, President

Action: With no further business, a motion to adjourn the meeting was made by Melissa Gallagher, seconded by Chris Minick, and approved by a voice vote of ayes. The meeting was adjourned at 1:22 p.m.

ACCEPTED BY THE IGFOA EXECUTIVE BOARD

Attested

Date

APPROVED AT THE 2019 IGFOA ANNUAL BUSINESS MEETING

Attested

Date

7/24/2020
11:53 AM

Illinois Government Finance Officers Association
Balance Sheet
6/30/2020

	<i>As of</i> 7/1/2019	<i>As of</i> 6/30/2020	<i>Change</i>
Current Assets			
Cash (Glen Ellyn Bank & Trust Checking)	\$38,761.12	\$52,594.91	\$13,833.79
Cash (Glen Ellyn Bank & Trust Money Market)	134,265.54	180,933.14	46,667.60
Cash (Wayne Hummer Money Market)	101,276.10	400,037.99	298,761.89
CD Investments	450,000.00	50,000.00	(400,000.00)
Accounts Receivable	8,365.00	4,975.00	(3,390.00)
Accrued Interest Receivable	3,356.65	63.77	(3,292.88)
Prepaid Expense	16,114.64	6,875.00	(9,239.64)
Prepaid Insurance	745.44	771.98	26.54
Total Current Assets	752,884.49	696,251.79	(56,632.70)
Fixed Assets			
Website Development	100,847.50	110,567.50	9,720.00
Accumulated Amortization-Website Development	(79,109.64)	(91,069.17)	(11,959.53)
Total Fixed Assets	21,737.86	19,498.33	(2,239.53)
Total Assets	774,622.35	715,750.12	(58,872.23)
Current Liabilities			
Accounts Payable	8,600.99	848.75	(7,752.24)
Due to CM Services	7,332.17	2,730.09	(4,602.08)
Deferred Revenue- Public Sector Dues	69,132.50	67,792.50	(1,340.00)
Deferred Revenue- Individual Firm Dues	3,300.00	4,800.00	1,500.00
Deferred Revenue-Partner Dues	124,887.50	121,875.00	(3,012.50)
Deferred Revenue-Annual Conference Registration	22,500.00	0.00	(22,500.00)
Deferred Revenue- IGFOA Meetings	1,450.00	0.00	(1,450.00)
Deferred Revenue- Chicago Metro Events	1,135.00	0.00	(1,135.00)
Total Liabilities	238,338.16	198,046.34	(40,291.82)

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**Illinois Government Finance Officers Association
Balance Sheet
6/30/2020**

	<i>As of 7/1/2019</i>	<i>As of 6/30/2020</i>	<i>Change</i>
Unrestricted Net Assets			
Undesignated Net Assets- IGFOA	369,731.69	365,538.19	
Undesignated Net Assets-Chicago Metro Chapter	5,839.94	5,839.94	
Undesignated Net Assets-South Metro Chapter	7,913.89	7,913.89	
Undesignated Net Assets- Downstate Chapter	13,014.67	13,014.67	
Special Reserve Fund	139,784.00	143,977.50	
Change in Net Assets-IGFOA		(5,450.55)	
Change in Net Assets- Chicago Metro Chapter		(3,003.03)	
Change in Net Assets-South Metro Chapter		(3,828.75)	
Change in Net Assets-Downstate Chapter		(6,298.08)	
<i>Total Unrestricted Net Assets</i>	<u>536,284.19</u>	<u>517,703.78</u>	
<i>Total Liabilities & Net Assets</i>	<u><u>774,622.35</u></u>	<u><u>715,750.12</u></u>	

7/24/2020
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**Illinois Government Finance Officers Association
Statement of Revenue and Expense
For the Twelve Months Ending Tuesday, June 30, 2020**

	<u>Curr Month Actuals</u>	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>YTD Act to YTD Bud Var%</u>
REVENUE						
Dues Revenue						
Public Sector Dues	\$6,140.00	\$136,925.00	\$132,550.00	\$4,375.00	\$132,550.00	3.3%
Individual Firms Dues	(1,500.00)	8,100.00	6,000.00	2,100.00	6,000.00	35.0%
Partner Dues	8,412.50	246,762.50	225,525.00	21,237.50	225,525.00	9.4%
Dues Revenue	13,052.50	391,787.50	364,075.00	27,712.50	364,075.00	7.6%
Annual Conference Revenue						
Annual Conference Revenue	275.00	115,910.00	102,100.00	13,810.00	102,100.00	13.5%
Professional Education Revenue						
Professional Education Revenue	(750.00)	23,290.00	52,450.00	(29,160.00)	52,450.00	-55.6%
Events Revenue						
Assistants	0.00	600.00	2,000.00	(1,400.00)	2,000.00	-70.0%
Young Professionals Network	0.00	0.00	0.00	0.00	0.00	0.0%
Partner Appreciation	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Event/Luncheons	0.00	(115.00)	0.00	(115.00)	0.00	0.0%
GFOA Reception	0.00	0.00	0.00	0.00	0.00	0.0%
Events Revenue	0.00	485.00	2,000.00	(1,515.00)	2,000.00	-75.8%
Other Revenue						
Publications	2,650.00	34,850.00	30,000.00	4,850.00	30,000.00	16.2%
Contract Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
Interest Revenue	(2,794.91)	9,136.61	7,500.00	1,636.61	7,500.00	21.8%
Other Revenue	(144.91)	43,986.61	37,500.00	6,486.61	37,500.00	17.3%
TOTAL REVENUE BEFORE CHAPTERS	12,432.59	575,459.11	558,125.00	17,334.11	558,125.00	3.1%

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EXPENSES						
Management Services						
Management Fees	23,996.25	287,955.00	287,955.00	0.00	287,955.00	0.0%
Management Services	23,996.25	287,955.00	287,955.00	0.00	287,955.00	0.0%
Executive Board Meetings						
Meetings Expense	0.00	1,454.07	1,650.00	(195.93)	1,650.00	-11.9%
Recognition Expense	0.00	12,844.14	6,000.00	6,844.14	6,000.00	114.1%
Reimbursements	0.00	922.08	300.00	622.08	300.00	207.4%
Executive Board Meetings	0.00	15,220.29	7,950.00	7,270.29	7,950.00	91.5%
Administrative Services						
Telephone & Fax	20.61	1,471.68	1,900.00	(428.32)	1,900.00	-22.5%
Other Services & Supplies	614.23	18,660.88	14,900.00	3,760.88	14,900.00	25.2%
Insurance	128.67	1,517.46	1,500.00	17.46	1,500.00	1.2%
Legal Review Services	318.75	318.75	500.00	(181.25)	500.00	-36.3%
Registration Services	0.00	0.00	0.00	0.00	0.00	0.0%
Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.0%
Financial Review Services	0.00	7,500.00	7,500.00	0.00	7,500.00	0.0%
Website Maintenance & Miscellaneous Expense	1,729.96	17,752.65	4,600.00	13,152.65	4,600.00	285.9%
Communication Services	965.14	11,959.53	35,525.00	(23,565.47)	35,525.00	-66.3%
Staff Travel/Planning	0.00	4,290.78	12,875.00	(8,584.22)	12,875.00	-66.7%
Administrative Services	3,777.36	63,471.73	79,300.00	(15,828.27)	79,300.00	-20.0%

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Annual Conference Expense						
Annual Conference Expense	0.00	147,290.53	102,350.00	44,940.53	102,350.00	43.9%
Professional Education						
Professional Education	2,760.64	25,945.89	28,445.00	(2,499.11)	28,445.00	-8.8%
Committees						
Associate Forum	0.00	4,948.06	7,000.00	(2,051.94)	7,000.00	-29.3%
Legislative	0.00	8,489.95	9,000.00	(510.05)	9,000.00	-5.7%
Assistants	0.00	1,035.29	2,800.00	(1,764.71)	2,800.00	-63.0%
Young Professionals Network	0.00	0.00	0.00	0.00	0.00	0.0%
Membership	0.00	296.54	150.00	146.54	150.00	97.7%
Nominating	0.00	0.00	75.00	(75.00)	75.00	-100.0%
Past Presidents	0.00	4,786.30	3,500.00	1,286.30	3,500.00	36.8%
TARC	0.00	74.86	200.00	(125.14)	200.00	-62.6%
Committees	0.00	19,631.00	22,725.00	(3,094.00)	22,725.00	-13.6%
Other Member Services						
GFOA Reception	0.00	36.54	10,000.00	(9,963.46)	10,000.00	-99.6%
Chapter Support	0.00	12,556.68	11,550.00	1,006.68	11,550.00	8.7%
Regional Meetings Support	0.00	0.00	0.00	0.00	0.00	0.0%
Publications	0.00	8,802.00	14,100.00	(5,298.00)	14,100.00	-37.6%
Other Member Services	0.00	21,395.22	35,650.00	(14,254.78)	35,650.00	-40.0%
TOTAL EXPENSES BEFORE CHAPTERS	30,534.25	580,909.66	564,375.00	16,534.66	564,375.00	2.9%
NET INCOME (DEFICIT) BEFORE CHAPTERS	(18,101.66)	(5,450.55)	(6,250.00)	799.45	(6,250.00)	-12.8%

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 CHICAGO METRO CHAPTER						
Chicago Metro Revenue						
Events Revenue	(145.00)	6,320.00	0.00	6,320.00	0.00	0.0%
Other Revenue	0.00	2,866.00	0.00	2,866.00	0.00	0.0%
Chicago Metro Revenue	(145.00)	9,186.00	0.00	9,186.00	0.00	0.0%
 Chicago Metro Expense						
Event Supplies	0.00	10,179.66	0.00	10,179.66	0.00	0.0%
Supplies	0.00	2,009.37	0.00	2,009.37	0.00	0.0%
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.0%
Chicago Metro Expense	0.00	12,189.03	0.00	12,189.03	0.00	0.0%
NET INCOME (DEFICIT) CHICAGO METRO CHAPTER	(145.00)	(3,003.03)	0.00	(3,003.03)	0.00	0.0%

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 SOUTH METRO CHAPTER						
 South Metro Revenue						
Events Revenue	830.00	2,770.00	0.00	2,770.00	0.00	0.0%
Allocation from IGFOA	0.00	0.00	0.00	0.00	0.00	0.0%
Other Revenue	0.00	1,662.00	0.00	1,662.00	0.00	0.0%
South Metro Revenue	830.00	4,432.00	0.00	4,432.00	0.00	0.0%
 South Metro Expense						
Event Supplies	0.00	7,262.86	0.00	7,262.86	0.00	0.0%
Supplies	0.00	997.89	0.00	997.89	0.00	0.0%
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.0%
South Metro Expense	0.00	8,260.75	0.00	8,260.75	0.00	0.0%
NET INCOME (DEFICIT) SOUTH METRO CHAPTER	830.00	(3,828.75)	0.00	(3,828.75)	0.00	0.0%

7/24/2020
11:55 AM

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	<i>Curr Month Actuals</i>	<i>YTD Actuals</i>	<i>YTD Budget</i>	<i>YTD Variance</i>	<i>Annual Budget</i>	<i>YTD Act to YTD Bud Var%</i>
DOWNSTATE CHAPTER						
Downstate Revenue						
Events Revenue	(240.00)	10,215.00	0.00	10,215.00	0.00	0.0%
Other Revenue	0.00	4,922.00	0.00	4,922.00	0.00	0.0%
Downstate Revenue	(240.00)	15,137.00	0.00	15,137.00	0.00	0.0%
Downstate Expense						
Event Supplies	0.00	19,379.77	0.00	19,379.77	0.00	0.0%
Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Expense	0.00	2,055.31	0.00	2,055.31	0.00	0.0%
Downstate Expense	0.00	21,435.08	0.00	21,435.08	0.00	0.0%
NET INCOME (DEFICIT) DOWNSTATE CHAPTER	(240.00)	(6,298.08)	0.00	(6,298.08)	0.00	0.0%
GRAND TOTAL NET INCOME (DEFICIT)	(17,656.66)	(18,580.41)	(6,250.00)	(12,330.41)	(6,250.00)	197.3%

BYLAW CHANGE #1 – Enhance Student Membership Category to include part-time students and add faculty members.

SECTION 2.1 MEMBERSHIP.

Student/Faculty Membership. Student Membership is available to a part-time or full-time undergraduate or graduate student attending an accredited university or college. The student must forward a copy of his/her current course registration verifying student status. If the student is employed in a finance capacity by an entity that is an IGFOA member, then the student is not eligible for the Student Membership. Faculty Membership is available to part-time or full-time faculty at an accredited university or college. Student/Faculty members are non-voting members of the Association.

BYLAW CHANGE #2 – Update Ethics Section to align with GFOA’s Code of Ethics.

Section 2.3 ETHICS.

All voting member designees and applicable non-voting members are encouraged to follow the ~~shall adhere to the~~ Government Finance Officers Association of the United States and Canada current Code of Professional Ethics.

BYLAW CHANGE #3 – Add Immediate Past President Position to the Bylaws.

SECTION 3.1 OFFICERS.

Immediate Past President. The Immediate Past President shall serve as an officer of the Executive Board and is a voting member of the Executive Board. The Immediate Past President shall act as chair of the Nominating Committee. The Immediate past President shall carry out other functions as assigned by the President or Executive Board.

BYLAW CHANGE #4 – Streamline and clarify the approval process for the Chapter Representative’s appointment to the Executive Board.

SECTION 3.2 EXECUTIVE BOARD.

Chapter Representatives

After the annual election of Chapter officers, each Chapter shall immediately notify the President in writing of the name of the Chapter Representative to the Executive Board. The Executive Board shall consider each Chapter’s recommendation and shall determine at its discretion whether to accept the Chapter’s recommendation or request an alternative individual be proposed as Chapter Representative. The President shall

~~affirm the appointment of the Chapter Representative at the next regular meeting of the Executive Board.~~ The Executive Board shall approve each Chapter's recommendation for Chapter Representative at the first Executive Board Meeting after Chapter elections.

BYLAW CHANGE #5 – Update GFOA State Representative Position to remove the requirement of having served on the Executive Board.

SECTION 3.2 EXECUTIVE BOARD.

GFOA State Representative. The GFOA State Representative shall serve as the liaison between GFOA and IGFOA. The GFOA State Representative must be ~~a prior IGFOA Executive Board member and~~ a public sector member in good standing of both the IGFOA and GFOA organizations. The GFOA State Representative is a voting member of the Executive Board.



Learning • Connecting • Progressing

IGFOA Nominating Committee Recommended Slate 2020-2021		
Board position	Recommended Candidate	
President	Kevin Wachtel, Finance Director, Village of Orland Park	
Immediate Past President	William Hannah, Finance Director, Village of North Aurora	
Vice President	William McCarty II, Director of Budget and Management, City of Springfield	
Secretary	John Harrington, Finance Director, Village of Minooka	
Treasurer	Elizabeth Holleb, Finance Director, City of Lake Forest	
Member-at-Large	Nikki Larson, Finance Director, Village of Glencoe	
Member-at-Large	Jon Beckmann, Superintendent of Finance, Waukegan Park District	
IGFOA Executive Board Positions not up for election at the 2020 Annual Business Meeting		
Member-at-Large, Non-CFO	Jennifer S. Johnson, Administrative Services Supervisor, City of Champaign	Year one of a two-year term
GFOA State Representative	To be appointed	Designated by IGFOA President
Partner Representative	To be appointed	Designated by IGFOA President
Downstate Chapter Representative	Sandy Evans, Finance Director, City of O'Fallon	Direct election by Downstate Chapter
South Metro Chapter Representative	Lisa Heglund, Finance Director, City of Lockport	Direct election by South Metro Chapter
Chicago Metro Chapter Representative	Amit Thakkar, Finance Director, Village of Mount Prospect	Direct election by Chicago Metro Chapter