

**IGFOA - Chicago Metro Chapter Board Meeting**  
**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/705419397>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3117](tel:+15713173117)

**Access Code:** 705-419-397

## **January 24, 2023 Agenda**

I. Welcome and Roll Call

Denise Joseph- President  
Aileen Haslett, Immediate Past President  
Brian Smith, Vice President  
Susana Arroyo, Treasurer  
Jeremy Andrykowski, Secretary

Jamie Cunningham, Member-at-Large  
Debbi Gilles – Program Support  
John Harrington – IGFOA President  
Diane Lantz – IGFOA Executive Director  
Beth Beaty – IGFOA Sr. Association Manager

II. Approval of Minutes

a. November 22, 3033 and December 2, 2022

III. Treasurer’s Report

a. November 2022

IV. Review of Chapter Board Handbook

V. 2023 Calendar Planning

a. Ethics In A Box

i. To be held in Spring combined sponsor with South Metro & GEN

b. Fraud/Forensics Mystery Lunch & Learn with Mary O’Connor of Sikich (October)

c. Holiday Gathering: Friday, December 1, 2023 – Maggiano’s Oak Brook

VI. Update from IGFOA President

VII. Update from IGFOA Staff

VIII. Other Business

IX. Next Meeting – February 28, 2023 at Noon

X. Adjourn

**IGFOA - Chicago Metro Chapter Board Meeting**  
**November 22, 2022**

- I. Welcome and Roll Call – President Haslett called the meeting to order at 12:02 p.m.  
  
Members Present:  
Aileen Haslett - President  
Denise Joseph, Vice President  
Brian Smith, Treasurer  
Jeremy Andrykowski, Member-at-Large  
John Harrington – IGFOA President
- II. Approval of Minutes
  - a. October 25, 2022 - Motion to approve the October 25, 2022 Minutes was made by Vice President Joseph and seconded by Treasurer Smith. Ayes-4, Nays-0. Motion approved.
- III. Treasurer’s Report
  - a. July 2022 – Motion to approve the July 2022 Treasurer’s Report was made by Vice President Joseph and seconded by Treasurer Smith. Ayes-4, Nays-0. Motion approved.
- IV. Review Candidate Applications for Chicago Metro Chapter Board  
The Board concurred to add Debbi Gilles as the Program Support member.
- V. 2023 Board – The Board concurred to nominate the following board members for the 2023 calendar year.
  - a. Denise Joseph, President
  - b. Aileen Haslett - Immediate Past President
  - c. Brian Smith, Vice President
  - d. Susana Arroyo, Treasurer
  - e. Jeremy Andrykowski, Secretary
  - f. Jamie Cunningham – Member-at-Large
  - g. Debbi Gilles – Program Support
- VI. 2022 Calendar Planning
  - a. 2022 Holiday Gathering: Friday, December 2, 2022 – Cantigny
    - i. Sponsor Ruth Limpers Scholarship
- VII. 2023 Calendar Planning
  - a. Ethics In a Box with GEN – March 2023
    - i. Treasurer Smith shared that this topic will be broken down into about three (3) different sessions and will be held at the NIU campus in Naperville. The sessions will most likely be held in March, June, and September.
  - b. Sikich Forensics Expert
    - i. Mary O’Connor to discuss fraud over a lunch and learn next October.
  - c. 2023 Holiday Gathering: Friday, December 1, 2023 – Maggiano’s Oak Brook
- VIII. Cancel Tuesday, December 27, 2022 meeting  
The Board concurred to cancel the December 27, 2022 meeting.
- IX. Update from IGFOA Staff  
No report.
- X. Next Meeting – 12/2/2022 immediately following the holiday luncheon.
- XI. Adjourn

- a. Motion to Adjourn made by Treasurer Smith and Vice President Joseph. Ayes-4, Nays-0. Motion Passed.

President Haslett formally adjourned the meeting at 12:25 p.m.

Minutes completed by President Haslett.

**IGFOA - Chicago Metro Chapter Board Meeting**  
**December 2, 2022 Minutes**

- I. Welcome and Roll Call – President Joseph called the meeting to order at 2:12 p.m.

Members Present:

Denise Joseph - President  
Aileen Haslett - Immediate Past President  
Brian Smith - Vice President  
Jeremy Andrykowski - Secretary  
Susana Arroyo - Treasurer  
Debbi Gilles - Chapter Social Chair  
John Harrington – IGFOA President  
Diane Lantz – IGFOA Executive Director  
Beth Beaty – IGFOA Sr. Association Manager

Absent:

Jamie Cunningham – Member-at-Large

- II. Approval of Minutes
- a. Meeting minutes from the November meeting will be approved at the January meeting.
- III. Appoint Chapter Representative to the Executive Board
- a. Motion by Vice President Smith was made to appoint President Joseph to represent the Chapter at the IGFOA Executive Board meetings. Immediate Past President Haslett seconded the motion. Ayes-6, Nays-0. Motion approved.
- IV. IGFOA Compliance Statements
- a. Chapter Board Member Code of Conduct
- b. Sarbanes-Oxley Act
- c. Antitrust Statement
- d. Conflicts of Interest
- i. Members reviewed the statements and completed the forms
- ii. IGFOA Executive Director Lantz noted the handbook would be reviewed in January.
- V. Transitioning of Positions
- a. 2022 Roles & Responsibilities
- i. Past position members reviewed their responsibilities and tasks
1. President Joseph requested Vice President Smith take charge of the 2024 Holiday Party. Vice President Smith accepted the charge.
- VI. Determine Day / Time for Monthly Chapter Board Meetings
- a. Members confirmed the meetings would be held on the fourth Tuesday of each month.
- VII. 2023 Calendar Planning
- a. Ethics in a Box

- i. To be held in Spring; combined sponsor with South Metro & GEN. No further information was discussed.
  - b. Fraud / Forensics Mystery Lunch & Learn with Mary O'Connor of Sikich
    - 1. Vice President Smith volunteered to assist with this Presentation. The plan is for lunch with a happy-hour after. Location and dates in Fall are still to be determined.
  - c. Holiday Gathering: Friday, December 1, 2023 - Maggiano's Oak Brook
    - i. Discussion was tabled but Maggiano's has been reserved
  - d. Review survey responses
    - i. Some discussion of responses. No clear consensus or direction on changes
- VIII. Tuesday, December 27th meeting - Reminder that this meeting has been canceled
- IX. Update from IGFOA President Harrington
  - a. President Harrington reminded everyone to complete the survey regarding dates for the conference and potential changes. To date there are approximately 130 responses. No clear consensus or direction for changes to the days of the week for the conference can be determined. Program types were the main reason for the completed surveys.
  - b. President Harrington suggested an informal Director breakfast as a positive way to stay connected and informed within your area.
- X. Update from IGFOA Staff
  - a. IGFOA Chapter Handbook will be reviewed during the January meeting
- XI. Confirm Next Meeting
  - a. January 24, 2023 - 12:00-1:00
- XII. Other Business
  - a. President Joseph reviewed the surveys from the luncheon.
- XIII. Adjournment
  - a. Immediate Past President Haslett motioned to adjourn. Vice President Smith seconded the motion. Ayes-6, Nays-0. Meeting adjourned at 2:48pm.

Meeting minutes completed by Secretary Andrykowski

**Illinois Government Finance Officers Association  
Statement of Revenue and Expense  
For the Five Months Ending Wednesday, November 30, 2022**

	<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>
<b>CHICAGO METRO CHAPTER</b>						
<b>Chicago Metro Revenue</b>						
Events Revenue	2,685.00	3,375.00	0.00	3,375.00	0.00	0.0%
Other Revenue	0.00	3,835.00	0.00	3,835.00	0.00	0.0%
<b>Chicago Metro Revenue</b>	<b>2,685.00</b>	<b>7,210.00</b>	<b>0.00</b>	<b>7,210.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Chicago Metro Expense</b>						
Event	0.00	2,377.34	0.00	2,377.34	0.00	0.0%
Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Chicago Metro Expense</b>	<b>0.00</b>	<b>2,377.34</b>	<b>0.00</b>	<b>2,377.34</b>	<b>0.00</b>	<b>0.0%</b>
<b>NET INCOME (DEFICIT) CHICAGO METRO CHAPTER</b>	<b>2,685.00</b>	<b>4,832.66</b>	<b>0.00</b>	<b>4,832.66</b>	<b>0.00</b>	<b>0.0%</b>

Chicago Metro Chapter Cash Balance as of Nov. 30, 2022 = \$7,630.58

**DETAILED TRIAL BALANCE FOR 2023**  
 Illinois Government Finance Officers Association  
 General Ledger

Ranges: From: To:  
 Date: 7/1/2022 11/30/2022  
 Account: 4-9100-G-000-000-019 4-9100-G-764-000-019

Subtotal By: No Subtotals  
 Sorted By: Segment1

Include: Posting

Account:		Description:				Beginning Balance:			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit
4-9100-G-506-000-019		Chicago Metro Chapter--events exp						\$0.00	
7/18/2022	35,028	ICTRX00001577	029/Networking Event Miller's	AM EX JULY 8 CLOSE	American Express			\$1,002.34	
7/18/2022	35,028	ICTRX00001577	029/LCD Projector for Trng/Eve	AM EX JULY 8 CLOSE	American Express			\$125.00	
8/31/2022	35,685	GLTRX00007793	029/Dec Holiday Event-Cantigny					\$500.00	
8/31/2022	35,685	GLTRX00007793	029/Dec Holiday event-Maggiano					\$750.00	
						<b>Net Change</b>	<b>Ending Balance</b>		
<b>Account: 4-9100-G-506-000-019</b>		<b>Totals:</b>				<b>\$2,377.34</b>	<b>\$2,377.34</b>	<b>\$2,377.34</b>	<b>\$0.00</b>
		<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>		
<b>Grand Totals:</b>		<b>1</b>	<b>\$0.00</b>	<b>\$2,377.34</b>	<b>\$2,377.34</b>	<b>\$2,377.34</b>	<b>\$0.00</b>		

**DETAILED TRIAL BALANCE FOR 2023**  
 Illinois Government Finance Officers Association  
 General Ledger

Ranges: From: To: Subtotal By: No Subtotals Include: Posting  
 Date: 7/1/2022 11/30/2022 Sorted By: Segment1  
 Account: 3-3600-G-000-000-019 3-3610-G-000-000-019

Account:	3-3600-G-000-000-019					Description:	Chicago Metro Chapter-events revenue		Beginning Balance:	\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit	
10/20/2022	35,601	SLSTE00002841	Sales	WMTG-64053	Raymond Jess				\$40.00	
10/21/2022	35,607	SLSTE00002842	Sales	WMTG-64067	Douglas E Cooper				\$40.00	
10/24/2022	35,633	SLSTE00002843	Sales	WMTG-64081	Aimee Briles				\$40.00	
10/24/2022	35,635	SLSTE00002843	Sales	WMTG-64089	Paul D Mehring				\$40.00	
10/24/2022	35,640	SLSTE00002843	Sales	WMTG-64108	Jamie Cunningham				\$40.00	
10/24/2022	35,641	SLSTE00002843	Sales	WMTG-64110	Natasha Buh				\$45.00	
10/25/2022	35,644	SLSTE00002844	Sales	WMTG-64113	Bradley Wilson				\$40.00	
10/25/2022	35,645	SLSTE00002844	Sales	WMTG-64115	Denise Joseph				\$40.00	
10/26/2022	35,648	SLSTE00002845	Sales	WMTG-64124	Tom Kuehne				\$160.00	
10/31/2022	35,660	SLSTE00002849	Sales	WMTG-64156	Bethany Meger				\$40.00	
10/31/2022	35,661	SLSTE00002849	Sales	WMTG-64159	Nadine Alletto				\$40.00	
10/31/2022	35,662	SLSTE00002849	Sales	WMTG-64161	Daren Clary				\$40.00	
10/31/2022	35,664	SLSTE00002849	Sales	WMTG-64165	Kevin . Schafer				\$45.00	
10/31/2022	35,666	SLSTE00002849	Sales	WMTG-64169	Kathleen M Morley				\$40.00	
11/1/2022	35,691	SLSTE00002850	Sales	WMTG-64179	Lisa Nusko				\$90.00	
11/1/2022	35,692	SLSTE00002850	Sales	WMTG-64182	Andrea Chiappetta				\$80.00	
11/3/2022	35,698	SLSTE00002852	Sales	WMTG-64207	Cooper Andrews				\$40.00	
11/3/2022	35,746	RMSLS00001658	Elizabeth Adducci	SALES00000007648	Elizabeth S Adducci				\$85.00	
11/4/2022	35,699	SLSTE00002853	Sales	WMTG-64209	Christine Linde Miller				\$40.00	
11/4/2022	35,702	SLSTE00002853	Sales	WMTG-64217	Jamie Warczynski				\$40.00	
11/7/2022	35,706	SLSTE00002854	Sales	WMTG-64230	Michelle Binns				\$40.00	
11/7/2022	35,709	SLSTE00002854	Sales	WMTG-64237	Brian Smith				\$40.00	
11/7/2022	35,711	SLSTE00002854	Sales	WMTG-64243	Molly Talkington, MPA				\$40.00	
11/10/2022	35,721	SLSTE00002857	Sales	WMTG-64272	Laura Mishlove				\$40.00	
11/10/2022	35,727	SLSTE00002857	Sales	WMTG-64284	Nicole Larson				\$40.00	
11/10/2022	35,728	SLSTE00002857	Sales	WMTG-64286	Sue Kling				\$45.00	
11/10/2022	35,729	SLSTE00002857	Sales	WMTG-64292	Jeremy Andrykowski				\$40.00	
11/14/2022	35,767	SLSTE00002859	Sales	WMTG-64296	Nick Bava				\$40.00	
11/14/2022	35,768	SLSTE00002859	Sales	WMTG-64298	Cathy Camm				\$40.00	
11/14/2022	35,769	SLSTE00002859	Sales	WMTG-64300	Jessica Curran				\$40.00	
11/14/2022	35,771	SLSTE00002859	Sales	WMTG-64304	Sean Patrick Durkin				\$40.00	
11/14/2022	35,774	SLSTE00002859	Sales	WMTG-64310	Stephanie Masson				\$40.00	
11/14/2022	35,776	SLSTE00002859	Sales	WMTG-64314	Bill Hannah				\$40.00	
11/14/2022	35,777	SLSTE00002859	Sales	WMTG-64316	Mark Nannini				\$80.00	
11/14/2022	35,778	SLSTE00002859	Sales	WMTG-64318	Mark Nannini				\$45.00	
11/14/2022	35,779	SLSTE00002859	Sales	WMTG-64320	Argelia Garbacz				\$40.00	
11/15/2022	35,869	SLSTE00002869	Sales	WMTG-64322	Frederick G Lantz				\$40.00	
11/16/2022	35,780	SLSTE00002860	Sales	WMTG-64338	Cindy Westra				\$40.00	
11/16/2022	35,784	SLSTE00002860	Sales	WMTG-64351	Tim O'Brien				\$45.00	
11/17/2022	35,797	SLSTE00002861	Sales	WMTG-64382	Nathan Kinsinger				\$40.00	
11/17/2022	35,801	SLSTE00002861	Sales	WMTG-64390	Rosemary McAdams				\$80.00	
11/18/2022	35,804	SLSTE00002862	Sales	WMTG-64396	Dalena Welkomer				\$40.00	
11/18/2022	35,808	SLSTE00002862	Sales	WMTG-64404	Dell Duckworth				\$40.00	
11/18/2022	35,809	SLSTE00002862	Sales	WMTG-64407	Justin M Pisellini				\$40.00	
11/18/2022	35,812	SLSTE00002862	Sales	WMTG-64413	Joel Clousing				\$40.00	
11/18/2022	35,813	SLSTE00002862	Sales	WMTG-64415	William Schmidt				\$40.00	
11/18/2022	35,814	SLSTE00002862	Sales	WMTG-64417	Tim Sloth				\$40.00	
11/18/2022	35,815	SLSTE00002862	Sales	WMTG-64419	Susan Wade				\$40.00	
11/21/2022	35,818	SLSTE00002863	Sales	WMTG-64428	Melissa Gallagher				\$40.00	
11/21/2022	35,820	SLSTE00002863	Sales	WMTG-64432	Rita Kruse				\$40.00	
11/21/2022	35,822	SLSTE00002863	Sales	WMTG-64439	Paul Dude				\$40.00	
11/22/2022	35,825	SLSTE00002864	Sales	WMTG-64443	Anthony Fashoda				\$40.00	



**DETAILED TRIAL BALANCE FOR 2023**  
 Illinois Government Finance Officers Association

11/22/2022	35,826	SLSTE00002864	Sales	WMTG-64448	Ann Vogt	\$40.00
11/22/2022	35,827	SLSTE00002864	Sales	WMTG-64451	Maureen Barry	\$40.00
11/23/2022	35,831	SLSTE00002865	Sales	WMTG-64459	Susana Arroyo	\$40.00
11/28/2022	35,834	SLSTE00002866	Sales	WMTG-64465	Jim Grammas	\$80.00
11/28/2022	35,835	SLSTE00002866	Sales	WMTG-64467	Joe Pellegrino	\$40.00
11/28/2022	35,837	SLSTE00002866	Sales	WMTG-64471	Dan M Parker	\$40.00
11/28/2022	35,839	SLSTE00002866	Sales	WMTG-64476	Shelly Scinto	\$45.00
11/28/2022	35,841	SLSTE00002866	Sales	WMTG-64480	Joanna Koppang	\$40.00
11/28/2022	35,842	SLSTE00002866	Sales	WMTG-64482	Todd Sholeen	\$40.00
11/28/2022	35,845	SLSTE00002866	Sales	WMTG-64488	Hitesh D Desai	\$125.00
11/28/2022	35,847	SLSTE00002866	Sales	WMTG-64492	Martha Hernandez	\$40.00
11/28/2022	35,848	SLSTE00002866	Sales	WMTG-64507	Matthew Hanigan	\$40.00
11/28/2022	35,852	SLSTE00002866	Sales	WMTG-64516	Sandra Simpson	\$40.00
11/29/2022	35,854	SLSTE00002867	Sales	WMTG-64521	Aileen Haslett	\$40.00
11/29/2022	35,857	SLSTE00002867	Sales	WMTG-64532	Linda Dalton	\$40.00
11/29/2022	35,858	SLSTE00002867	Sales	WMTG-64539	Daniel A Berg	\$45.00
11/29/2022	35,859	SLSTE00002867	Sales	WMTG-64541	Kent Floros	\$40.00
11/30/2022	35,861	SLSTE00002868	Sales	WMTG-64543	Sue Stanish	\$40.00
11/30/2022	35,862	SLSTE00002868	Sales	WMTG-64545	Christopher Minick	\$40.00
11/30/2022	35,864	SLSTE00002868	Sales	WMTG-64553	Debbi Gilles	\$40.00

<b>Account: 3-3600-G-000-000-019</b>	<b>Totals:</b>	<b>Net Change</b>	<b>Ending Balance</b>		
		(\$3,375.00)	(\$3,375.00)	\$0.00	\$3,375.00

<b>Account:</b> 3-3610-G-000-000-019	<b>Description:</b> Chicago Metro Chapter-other revenue	<b>Beginning Balance:</b>	\$0.00
--------------------------------------	---	---------------------------	--------

Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
8/4/2022	35,686	GLTRX00007794	Part Prog Resourc Alloc awrds				\$3,835.00

<b>Account: 3-3610-G-000-000-019</b>	<b>Totals:</b>	<b>Net Change</b>	<b>Ending Balance</b>		
		(\$3,835.00)	(\$3,835.00)	\$0.00	\$3,835.00

	<u>Accounts</u>	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Debit</u>	<u>Credit</u>
<b>Grand Totals:</b>	2	\$0.00	(\$7,210.00)	(\$7,210.00)	\$0.00	\$7,210.00

# **Illinois Government Finance Officers Association**

## **Chapter Handbook**

Congratulations on being elected to an Illinois Government Finance Officers Association (IGFOA) Chapter Board. IGFOA Chapters are extensions of the State organization, serving members in specific geographical areas. Therefore, it is essential that Chapters comply with the policies and guidelines of the State organization.

Accordingly, to assist with this effort, the IGFOA Executive Board has authorized the issuance of the IGFOA Chapter Handbook. The Handbook is designed to ensure compliance with IGFOA policies and procedures, and to provide information and resources when planning Chapter events.

# Table of Contents

## **What is IGFOA?**

- Mission
- Priorities
- Organizational Chart

## **Professional Ethics**

- Code of Professional Ethics
- Gift Ban Act

## **Chapter Structure**

- Chapter Boards
- Chapter Officers and Responsibilities
- Chapter Officer Position Descriptions
- Chapter Representatives to the Executive Board

## **Chapter Operations**

- Business Meeting
- Educational Programs and Networking
- Agendas and Minutes

## **Planning Effective Educational Programs**

- Educational Program Content
- Continuing Professional Education Credits

## **Chapter Administration**

- Setting a Fee for Chapter Events
- Registration for Chapter Events
- Chapter Scholarships

## **Chapter Financial Matters**

- Contracts for Chapter Events
- Chapter Expense Reimbursements
- Speaker Fees and Expense Reimbursement

## **Association Bylaws**

# What is IGFOA?

Founded in 1958, IGFOA is a statewide association of government finance professionals.

## Mission

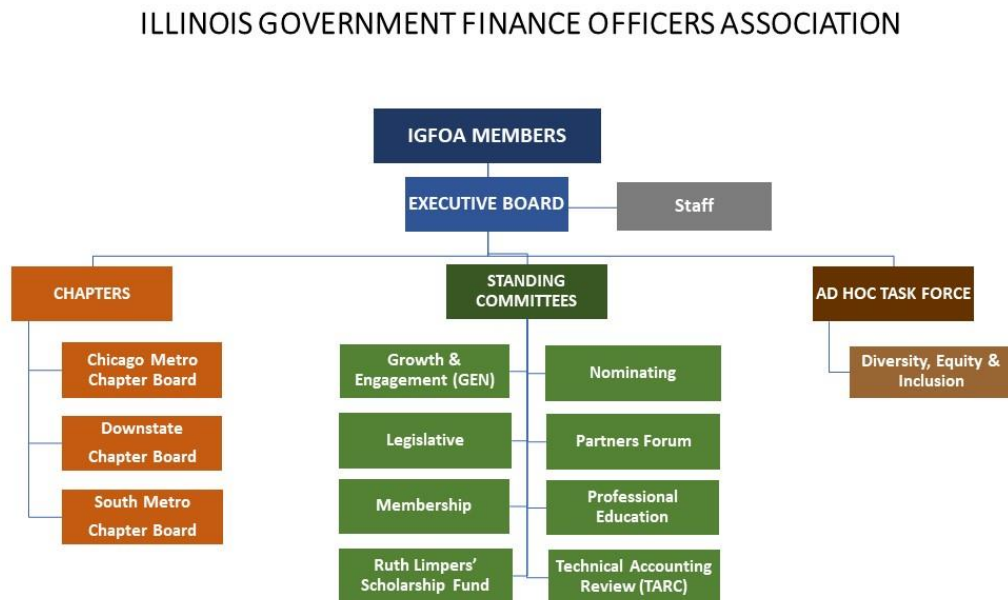
To promote excellence in government finance.

IGFOA provides leadership, education, professional development, peer support, and communication to advocate best practices and advance the competence and effectiveness of local government finance officers in Illinois.

## Priorities of IGFOA and the Chapters

- Deliver training, networking, communication, and resources to the profession.
- Increase participation in IGFOA and develop volunteers and volunteer leaders.
- Promote the profession and develop future government finance leaders.

## IGFOA Organizational Chart



*Ad Hoc Task Force subject to change as of 9/19/2022*

## **Professional Ethics**

### **Code of Professional Ethics**

The Illinois Government Finance Officers Association (IGFOA) bylaws require that all voting member designees and applicable non-voting members are encouraged to follow the Government Finance Officers Association of the United States and Canada (GFOA) current Code of Professional Ethics.

### **Gift Ban Act**

The Illinois Gift Ban Act prohibits the solicitation or acceptance of gifts from a “prohibited source” and outlines exceptions to the prohibition. Local governments are required to adopt their own ethics ordinances comparable (but not more permissive than) to the Illinois Gift Ban Act. Many Illinois local governments have adopted more restrictive ordinances.

IGFOA has adopted internal policies regarding:

Third party payments

Raffles, drawings, and prizes

Sponsors

A link to the GFOA’s Code of Professional Ethics along with information about the Illinois Gift Ban Act can be found on the IGFOA website at: <http://www.igfoa.org/membership/professional-ethics>. IGFOA’s Illinois Gift Ban Act Policy is on page 16 of the IGFOA Executive Board Policy manual, which is at this link [https://www.igfoa.org/content/documents/d.\\_complete\\_policy\\_manual\\_document.pdf](https://www.igfoa.org/content/documents/d._complete_policy_manual_document.pdf)

## Chapter Structure

The IGFOA encourages geographical based Chapters and regions. The intent is for the Chapters and regions to serve the specific interests of the IGFOA public sector designees and Partner members located in those geographical areas. The IGFOA President serves as the Executive Board liaison to each Chapter Board and may appoint a designee to serve in his or her place. From time to time, the Executive Board may provide direction to Chapters. Failure of Chapters to follow the policies in the Handbook, direction from the Executive Board or to act in the best interests of the IGFOA may result in the removal of the Chapter Board representatives.

### Chapter Boards

A public sector designee may be elected to any position on a Chapter Board and only one Board Officer is allowed per community. Partner members may only serve in non-succession positions (Program Support, Membership, or Legislative positions.) While the IGFOA Bylaws do not outline the procedure for nominating and electing officers and members-at-large of the Chapters, processes must be equitable and transparent and should be an annual process. At minimum, open positions should be advertised to the membership and the final slate to be voted on should be shared with the membership one week before the meeting in which the slate will be voted upon. All nominees and Chapter Board members must be current members in good-standing. Vacancies can be filled by the appointment of the Chapter President with the approval of the Chapter Board.

To encourage consistency between Chapters, the Executive Board establishes the following Chapter Board structure:

<b>Chapter Board Officers</b> <b>One-year terms</b>
Past-President
President
Vice President
Treasurer
Secretary
Member(s)-at-large
Social (optional, non-succession)
Membership (optional, non-succession)
Legislative (optional, non-succession)
Regional Coordinator(s) (optional, non-succession)
Program Support (optional, non-succession)

## **Chapter Officers and Responsibilities**

Chapter Board members are expected to adhere to the highest ethical standards and are required to sign compliance statements upon being elected or re-elected to the Chapter Board. The specific compliance statements are noted below.

- Board Member Code of Conduct
- Antitrust Statement
- Conflict of Interest Statement
- Sarbanes Oxley Act Requirements

## **Chapter Officer Position Descriptions**

All Chapters are encouraged to develop written position descriptions for each officer and review and distribute them annually. The minimum requirements of each position are noted below. Each Chapter may add additional requirements as needed. The positions are also considered succession positions in order.

### **Past President**

- May serve as Chapter Representative to the IGFOA Executive Board

### **President**

- Oversees duties of the other officers
- Coordinates and presides over Chapter Board and Chapter Membership meetings
- Coordinate Chapter activities in conjunction with IGFOA Staff.
- May serve as Chapter Representative to the IGFOA Executive Board

### **Vice President**

- Coordinate Chapter activities in conjunction with the IGFOA Staff
- Responsible for recognizing the outgoing President's contributions to the board
- Works to encourage membership participation in activities and attract new members
- Selects and schedules training programs for the chapter

### **Treasurer**

- Reviews Chapter financial reports distributed monthly by the IGFOA Staff
- Approves all invoices and expenses to be paid by the Chapter

### **Secretary**

- Prepares minutes of Chapter board meetings and distributes to board members and forwards to IGFOA upon approval

### **Member(s)-at-Large**

- Assists other board positions as needed

## **Chapter Optional, Non-Succession Positions**

Each Chapter has the option to create additional board positions to encourage more involvement from their members and to support the chapter goals. All Chapters shall develop written job descriptions for each of these positions and review them annually.

**Membership**

**Legislative**

**Regional Coordinator(s)**

**Program Support**

## **Chapter Representatives to the Executive Board**

Each Chapter Board will appoint its Representative to the IGFOA Executive Board from either the President or Past-President position and forward the name in writing along with a copy of the Board's minutes to the IGFOA President. 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. Upon acceptance, the Executive Board will affirm the appointment per the Bylaws. Chapter Representatives should provide regular updates to the Chapter Board on IGFOA Executive Board matters at each quarterly IGFOA Executive Board meeting.

The IGFOA Executive Board is elected by the membership at the Annual Business Meeting, usually held in September in conjunction with the Annual Conference. The new Executive Board is installed upon election. Chapter Board members are elected at December Chapter Meetings. Therefore, the Chapter Representative becomes a member of the Executive Board after ratification at the first Executive Board meeting of the year.



## **Chapter Operations**

The Chapters hold meetings for business, educational, and social purposes. All meetings have the benefit of providing networking opportunities for members. Each Chapter should set a regular schedule for their meetings and activities. This will translate into better attendance as members can plan accordingly. Chapters should submit their annual schedule of meetings and events no later than December 1<sup>st</sup> of each year for the upcoming calendar year. Chapters are asked to review the IGFOA planning calendar when scheduling meetings so as to avoid conflicts. Changes and additions to the Chapter's meeting calendar should be reviewed with the IGFOA Executive Director so as to coordinate activities between chapter, committee, and state-wide events. As a result, the Executive Director may need to request that Chapters modify their schedules based on the overall calendar. Chapters are also encouraged to coordinate with each other to minimize schedule conflicts.

### **Business Meetings**

Business meetings that are purposeful, well run and accomplish the necessary business in a reasonable time are an important component in the smooth operation of a chapter. Chapters are encouraged to hold business meetings in conjunction with an educational or social event to maximize attendance and participation.

### **Educational Programs and Networking**

Educational meetings can come in many forms. They may be as short as a lunch time presentation or as long as a full day seminar.

In addition to the importance of professional development and keeping up with trends and information in local government finance, IGFOA members, like members of most other associations, want to interact with people who have similar interests and concerns. Networking with other professionals is an educational experience where people share with each other problems they face and solutions they have found. Therefore, it is critical to include opportunities for networking in every educational experience. For many people, it is the primary reason they attend.

### **Agendas and Minutes**

Agendas and Minutes of Chapter meetings should be forwarded for posting on the IGFOA website.

## Planning Effective Educational Programs

IGFOA is committed to providing high quality educational programs. Chapter volunteers planning training events should comply with IGFOA policies and practices when planning those events. The Professional Education Committee (PEC) can be used as a resource for topics and speakers. Chapters are encouraged to participate in PEC, and a Chapter board member could represent their Chapter at the monthly meetings.

Sustaining Partners, Associate Partners and leadership should be recognized at all events.

### Educational Program Content

Chapter educational programs should meet the training needs of its members on relevant and timely subject matter. The sources below can be helpful in determining topic ideas that are of interest to Chapter members.

- Networking - discussions with Chapter members and other sources can provide information and insight about important problems or issues.
- IGFOA Staff – staff often will have knowledge of a topic and/or speaker that will be of relevance to a Chapter.
- Surveys from previous programs - surveys provide the opportunity for participants to indicate other topics of interest and provide important feedback on a programs speaker, content, and format.

Speakers at Chapter events are encouraged but not required to use the IGFOA PowerPoint template. Moreover, speakers providing handouts should bring enough copies for all participants or staff will send them out electronically. These handouts must be approved by IGFOA staff prior the event. IGFOA staff will provide name badges, sign-in sheets, and whenever possible attend the event. It is imperative that speakers refrain from selling their services.

### Continuing Professional Education Credits

The IGFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a Continuing Professional Education Sponsor. NASBA National Registry CPE Sponsors are recognized by the Illinois Department of Professional Regulation.

TO QUALIFY FOR CPE, EDUCATIONAL PROGRAMS MUST COMPLY WITH THE standards set forth in the most recent Statement on Standards for Continuing Professional Education (CPE) Programs.

- Have a topic that qualifies in one of more of the NASBA CPE fields of study. The fields of study are categorized as Technical and Non-Technical.

Fields of Study – Technical:

Accounting	Accounting (Governmental)	Auditing
Auditing (Governmental)	Business Law	Economics
Finance	Information Technology	Management Services

Regulatory Ethics	specialized Knowledge	Statistics
Taxes		

Fields of Study: Non-Technical

Behavioral Ethics	Business Management & Organization	Communications and Marketing
Computer Software & Applications	Personal Development	Personnel/Human Resources
Production		

- Be a minimum of 50 minutes in duration (including discussion and questions) for one CPE credit.
- For in-person events, include one engagement activity for every CPE credit to be awarded.
- For webinars, three engagement activities for the first CPE credit with additional engagement activities for additional credit as required by the Standards. Confirm with IGFOA staff for required number of engagement activities (poll questions or keywords).
- For in-person events, one engagement activity is required for each CPE credit offered. The IGFOA Group Live Documentation of Element(s) of Engagement Form must be completed with the required number of engagement activities and returned to IGFOA staff.
- For in-person events, attendees must complete and return the IGFOA Attendance Form. Note that IGFOA staff will track the missed time of attendees arriving late or leaving early.
- CPE will not be awarded to attendees who do not attend for the required time or complete the engagement and monitoring activities..
- Include 3 learning objectives for the first CPE hour to be awarded (answers the question: Participants completing this session will be able to...). Check with IGFOA staff for additional required number of learning objectives when session exceeds 50 minutes.
- Have a CPA with an active license as approved by a state licensing board must participate in the development of accounting, auditing, and financial reporting program content.
- Sessions at the intermediate, advanced, or update should clearly state the prerequisite education or experience, required of the participants.
- Program content shall contain current technically accurate information and be effectively designed.
- Be developed by individuals qualified in the subject matter.
- Have the content review form completed in advance by a qualified person other than those who developed the program.

- Be taught by a qualified instructor.
- Allow participants to evaluate the program (IGFOA Staff will coordinate the evaluation).

**CPE Chapter Program Development Checklist (Meets the requirements of NASBA)**  
*Information and material to submit to IGFOA staff before registration can open.*

- Session Title
- Session Description
- Learning Objective(s)
- Learning Level – choose from basic, overview, intermediate, advanced, or update
- Prerequisite experience for learning levels of intermediate, advanced or update
- Instructor’s Biography
- Agenda – if the training event is more than one session

IGFOA staff will coordinate the completion of the CPE requirements not delegated to Chapters on the checklist.

IGFOA will only award CPE credit for Chapter programs using IGFOA online registration, NASBA standards are met, and all appropriate documentation provided.

*Note: NASBA requirements periodically change and any updates will override the language of this section.*

**Instructor CPE Credits**

Instructors can receive up to three times the number of CPE credits to which participants would be entitled – two times awarded for preparation and one time for presentation. For example, an instruction for a 1 CPE session may receive up to 3 CPE credits.

## **Chapter Administration**

### **Setting a Fee for Chapter Events**

Chapters should recommend a fee for events which considers whether the intent is to cover costs or subsidize the costs for attendees. Generally, the per person amount, room rental, or food & beverage minimum does not include gratuity or sales tax, which should be added when calculating the cost of an event. Also, if audio visual equipment is needed, there may be additional rental fees. The Executive Director reviews and approves fees for Chapter events.

Generally, the fees for non-IGFOA members are higher than the fees for IGFOA members. However, Chapters may decide to not set non-member fees higher, based on circumstances. Chapters are encouraged to offer prospective public sector members complimentary attendance to their first Chapter event. All attendees for programs should pay unless special circumstance is approved by the Chapter Board (first time fee waiver, no charge for speaker, etc).

## **Registration for Chapter Events**

IGFOA provides Chapters with event promotion registration support. To maximize attendance, registration should be open at least 60 days prior to the event. Staff will setup the on-line registration form on the IGFOA website. To open registration, forward all of the items on the CPE Chapter Program Checklist as noted above to the IGFOA.

The event will be marketed to IGFOA members and non-members through the Weekly News, individual email promotions, and if applicable in the Dispatch. A few days before the event, staff will send a registration list to the Chapter volunteer planning the event and speaker(s).

IGFOA will print attendee name badges, a registration list, a sign-in sheet, and if applicable CPE Attendance forms. Handouts will be sent electronically to attendees one-two days prior to the Chapter event. IGFOA staff will make every effort to attend Chapter events. If an event is awarding CPE, IGFOA staff should be on-site to ensure compliance with NASBA standards.

## **Chapter Scholarships**

In order to promote the IGFOA Annual Conference, the Chapter may offer a full or partial scholarship to their members based on an established set of criteria such as first time attendees, new members or multiple attendees from the same taxing body. The scholarship must be promoted and awarded in a fair and transparent process. The scholarships need to be approved by the full Chapter Board.

## **Chapter Financial Matters**

CM Services, the IGFOA's management association company, handles the IGFOA State and Chapter financial activities, including paying expenses, depositing revenues, issuing financial reports, maintaining financial records, and ensuring compliance with State and Federal requirements. The Chapter Treasurer receives a YTD Financial Report each month from the IGFOA Executive Director.

IGFOA is not exempt from state and local sales taxes and Chapters are expected to pay sales tax on all charges incurred.

The Partner Allocation Program was implemented to avoid the soliciting of additional monies throughout the year from Partners for Chapter events. Accordingly, Chapters are prohibited from soliciting sponsorships or other donations from IGFOA Sustaining and Associate Partners .

It is requested that Chapters annually prepare a budget for submission to the IGFOA Executive Board Treasurer, acknowledging the Partner Allocation Program support, intents for its use and maintain prudent fund balance (an amount that is positive and does not exceed 12-24 months of budgeted activity).

### **Contracts for Chapter Events**

If a venue for a Chapter event requires a signed contract, the Chapter volunteer coordinating the event submits the contract to the IGFOA Executive Director for review and execution, including placing a deposit. Then IGFOA staff will coordinate with the venue to finalize event details and make payment arrangements. The Chapter Treasurer will review the final bill, approve for payment, and submit to IGFOA staff for processing. The exception is if the venue is being paid by credit card. In that case, IGFOA staff will review and approve the bill for payment.

### **Chapter Expense Reimbursement**

The individual incurring the expense submits a receipt to the Chapter Treasurer for approval. If the Chapter Treasurer incurred the expense, the receipt is submitted to the Chapter President for approval. The Chapter Treasurer or Chapter President reviews and approves the expense reimbursement and forwards to IGFOA staff for processing the payment.

### **Speaker Fees and Expense Reimbursement**

Generally, speakers at IGFOA events are partners or designees and not paid for their services. However, a topic may require a paid speaker be retained by the Chapters or IGFOA. In limited instances, travel expenses for designee speakers are reimbursed. Please refer to the Speaker Reimbursement Policy for clarification.

## **Association Bylaws**

A link to the Association Bylaws can be found on the IGFOA website at:

[https://www.igfoa.org/content/documents/1.\\_igfoa\\_bylaws\\_final\\_approved\\_09.21.20\\_final.pdf](https://www.igfoa.org/content/documents/1._igfoa_bylaws_final_approved_09.21.20_final.pdf)