

IGFOA - SOUTH METRO CHAPTER BOARD MEETING

FRIDAY, January 5, 2024

8:30 AM – 9:30 AM

Virtual Via GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/247677597>

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 247-677-597

AGENDA

I. CALL TO ORDER – Jenni Booth, President

II. ROLL CALL – Cynthia Smith, Secretary

Jenni Booth, President
Rasheed Jones, Vice President
Ann Novoa, Treasurer
Cynthia Smith, Secretary
Tara Latz, Member-at-Large
Sally Wold, Member-at-Large
Betty Zigras, Past President
Elizabeth Holleb, IGFOA President
John Harrington, Membership
Stephan Roberts, Program Support
Diane Lantz, IGFOA Staff
Beth Beaty, IGFOA Staff

III. APPROVAL OF MINUTES – 10/20/2023 Meeting, Cynthia Smith, Secretary

IV. APPROVAL OF TREASURER’S REPORT – 08/2023 and 09/2023, Ann Novoa, Treasurer

V. ACTIVITIES – Jenni Booth, President

A. Holiday 2023 Event Recap – Survey Results

B. 2024 Planning

i. **March 5, 2024 - Ethics in a Box Series - Part 2** at NIU Naperville (time TBD)
Presented by the IGFOA Growth & Engagement Network, Chicago Metro Chapter and the South Metro Chapter

ii. **April 19, 2024 - Half-Day Professional Development Seminar and Luncheon**
(location and time TBD)

- iii. **September 9-11, 2024 - Ethics in a Box Series - Part 3** at the IGFOA Annual Conference, Springfield, IL (date and time TBD)
- iv. **October 18, 2024 - Lunch and Learn** (location and time TBD)
- v. **December 13, 2024 - Holiday Luncheon** (location and time TBD)

- VI. COMMITTEE REPORTS – Jenni Booth, President
 - A. Membership – John Harrington
 - B. Program Support – Stephan Roberts
- VII. IGFOA Staff Update – Diane Lantz and Beth Beaty
 - A. IGFOA Chapter Handbook Review
- VIII. EXECUTIVE BOARD UPDATE – Betty Zigras, Past President
- IX. OTHER BUSINESS – Jenni Booth, President
- X. ADJOURN

IGFOA - SOUTH METRO CHAPTER BOARD MEETING

FRIDAY, October 20, 2023

After the noon lunch and learn session

Balagio Ristorante 17501 Dixie Hwy, Homewood, IL

AGENDA

I. CALL TO ORDER – Betty Zigras, President – **President Betty Zigras called the meeting to order at 1:13PM.**

II. ROLL CALL – Ann Novoa, Secretary

Betty Zigras, President

Jenni Booth, Vice President

Rasheed Jones, Treasurer

Ann Novoa, Secretary

Cynthia Smith, Member-at-Large

Anne Burkholder, Past President

Elizabeth Holleb, IGFOA President

John Harrington, Membership

Stephan Roberts, Program Support

Diane Lantz, IGFOA Staff

Beth Beaty, IGFOA Staff

Members Present: Betty Zigras, Jenni Booth, Ann Novoa, Cynthia Smith, Anne Burkholder, Elizabeth Holleb, John Harrington, Beth Beaty

Members Absent: Rasheed Jones, Stephan Roberts, Diane Lantz

III. APPROVAL OF MINUTES – 08/04/2023 Meeting, Ann Novoa, Secretary
Motioned by Anne Burkholder, Seconded by Jenni Booth. Ayes - 8, Nays - 0

APPROVAL OF TREASURER’S REPORT – 07/2023, Rasheed Jones, Treasurer
Motioned by John Harrington, Seconded by Anne Burkholder. Ayes - 8, Nays - 0

IV. ACTIVITIES – Betty Zigras, President

A. Holiday 2023 Event- December 8, 2023 – **The holiday luncheon will be held at the Balagio in Homewood from 11:30 am – 2 pm. Registration is open.**

I) Fees- \$1,100 F&B minimum plus 20% gratuity and 11% tax – The board agreed to charge \$30.00 per member and member colleague. Jenni and Betty will pick out the menu and email it to Beth by 11/15.

II) Charity – Project OZ? – The board decided to support South Suburban PADS. Betty will send information to Beth for holiday event registration page.

B. March 2024 Event- Ethics in a Box with GEN and Chicago Metro – A retitled Part 2 will take place on March 5th at NIU Naperville. The session will be around 75-minutes.

2024 Calendar Discussion – December meeting (not during lunch), Beth to give compliance statements to new and current members at holiday luncheon. The organizational meeting shouldn't last longer than 10 minutes. Jenni to send updated calendar schedule. The board will meet virtually on 1/5 at 8:30 am.

V. COMMITTEE REPORTS – Betty Zigras, President

A. Membership – John Harrington – Welcome reception at the conference for new members went well. The Committee is preparing for annual membership renewals. Will be outreaching to each new member after their initial 6 months is complete.

B. Program Support – Stephan Roberts – None

VI. 2024 Chapter Board -Election Process – Betty to be Past President until March 2024, Anne to stay on after March 2024. Member at large is vacant – Beth to email broadcast.

VII. IGFOA Staff Update- Beth Beaty - None

VIII. EXECUTIVE BOARD UPDATE – Anne Burkholder, Past President - 11/3 is the next Executive Board Meeting. Anne to send Betty an email about strategic planning.

IX. OTHER BUSINESS – Betty Zigras, President - None

X. ADJOURN

Motioned by John Harrington Seconded by Anne Burkholder. Ayes-8, Nays-0 - Motion Approved. Meeting Adjourned at 1:58PM.

**Illinois Government Finance Officers Association
Statement of Revenue and Expense
For the Two Months Ending Thursday, August 31, 2023**

	<u>Curr Month</u> <u>Actuals</u>	<u>YTD</u> <u>Actuals</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Annual</u> <u>Budget</u>	<u>YTD Act</u> <u>to YTD Bud</u> <u>Var%</u>
<i>SOUTH METRO CHAPTER</i>						
South Metro Revenue						
Events Revenue	75.00	185.00	0.00	185.00	0.00	0.0%
Allocation from IGFOA	0.00	0.00	0.00	0.00	0.00	0.0%
Other Revenue	<u>2,005.00</u>	<u>2,005.00</u>	<u>0.00</u>	<u>2,005.00</u>	<u>0.00</u>	<u>0.0%</u>
South Metro Revenue	<u>2,080.00</u>	<u>2,190.00</u>	<u>0.00</u>	<u>2,190.00</u>	<u>0.00</u>	<u>0.0%</u>
South Metro Expense						
Event	43.74	293.74	0.00	293.74	0.00	0.0%
Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
South Metro Expense	<u>43.74</u>	<u>293.74</u>	<u>0.00</u>	<u>293.74</u>	<u>0.00</u>	<u>0.0%</u>
NET INCOME (DEFICIT) SOUTH METRO CHAPTER	<u>2,036.26</u>	<u>1,896.26</u>	<u>0.00</u>	<u>1,896.26</u>	<u>0.00</u>	<u>0.0%</u>

South Metro Chapter Cash Balance as of August 31, 2023 = \$7,644.60

**Illinois Government Finance Officers Association
Statement of Revenue and Expense
For the Three Months Ending Saturday, September 30, 2023**

	<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>
SOUTH METRO CHAPTER						
South Metro Revenue						
Events Revenue	100.00	285.00	0.00	285.00	0.00	0.0%
Allocation from IGFOA	0.00	0.00	0.00	0.00	0.00	0.0%
Other Revenue	0.00	2,005.00	0.00	2,005.00	0.00	0.0%
South Metro Revenue	100.00	2,290.00	0.00	2,290.00	0.00	0.0%
South Metro Expense						
Event	0.00	293.74	0.00	293.74	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%
South Metro Expense	0.00	293.74	0.00	293.74	0.00	0.0%
NET INCOME (DEFICIT) SOUTH METRO CHAPTER	100.00	1,996.26	0.00	1,996.26	0.00	0.0%

South Metro Chapter Cash Balance as of September 30, 2023 = \$7,744.60