



Board Members			Committee Chairs		
President	Linda Cook	Present	Annual Conference	Dustin Farron	Present
1 st Vice President	Ashlan Troutman-Webb	Present	Career Development	Tamara Ellison	Absent
2 nd Vice President	Donna McGinnis	Present	Communications	Melanie Chandler	Absent
Treasurer	Tashana Rivers	Present	Government Relations/Strategic Planning	Carlos Encinas	Present
Secretary	Susan Van Nus	Present	Membership	Marlena Joseph	Absent
Director	Amy Bennett	Present	Scholarship/Awards	Jonathon Smith	Present
Director	Ramona Bivins	Absent	Technical Resources	Ben Meadow	Present
Director	Jennifer Fricks	Present			
Director	Ryan Lockett	Present	Administrator		
Past President	Cindy West	Present		Sue Joe	Present
Historian	Sheryl Bowman	Present			

CALL TO ORDER

President Linda Cook called the meeting to order at 10:01 a.m.

APPROVAL OF MINUTES

A **motion** to approve the minutes with one change for the October 03, 2024 Business Meeting was made by Cindy West and seconded by Ashlan Troutman-Webb. **Motion passed unanimously.**

TREASURY REPORT

Looking at the Budget vs. Actuals FY 2024, the Actuals for 10.31.2024 are not finalized as we don't have the financial settlement yet from the recently completed Conference. Once received, the 10.31.2024 Actual will be revised. Donna McGinnis stated the importance of this report for now is the Budget, as we look to set the FY 2025 Budget. Cash on hand today is \$165,537.23. Since we last met, we've had a number of checks cleared bank to reimburse speakers for travel, to pay off event costs associated with the Westin Hotel Jekyll Island, and other expenses which normally come with an event. Again, Donna stated the importance of the document is Budget focus, and appears to be a responsible budget to go into the new fiscal year. Those in attendance were invited to discuss; no further comments.



NEW BUSINESS:

- **Adoption of FY 2025 GGFOA Budget** – President Linda Cook called for a motion to adopt the FY 2025 Budget as presented on the FY 2024 Budget vs. Actuals financial report. Motion was made by Ashlan Troutman-Webb and seconded by Cindy West. **Motion passed unanimously.**
- **Conference Discussion** – Ryan Lockett thanked Linda for sending over the Conference survey information, and stated that overall attendees seemed to be pleased and gave good feedback on certain aspects of the committee to take into account for next year. Due to impending weather, the conference ended Tuesday; thus Wednesday’s keynote speaker has been rescheduled for Thursday, November 7 virtually from 9-11:30 am. Communication was sent out a week or so ago for attendees to sign up for November 7. Linda asked how much CPE will be awarded during this make-up session; Ryan stated he would follow-up with the Carl Vinson Institute. Linda also asked if we would be seeing the survey evaluations or if that would be left to the conference committee; Ryan offered to distribute a summary at a later date, once they have had the time to sort through all the responses. Dustin Farron said that would be helpful for the committee. One verbal comment given to Linda was for the conference to offer more basic courses as there were so many more first time attendees at this year’s conference than in recent years. Discussion pursued to finalize the distribution of scholarship fundraising raffle awards for those not in attendance during Tuesday night’s drawing; issue resolved. It was also stated that conference Amazon gift cards for attendees who scanned into sessions, are intended to be distributed during the November 7th keynote speaker session.
- **East West Bank \$3,000 Donation** – Susan Van Nus announced East West Bank sent in last week a \$3,000 donation earmarked for the GGFOA Scholarships; we appreciate their generosity. Dustin stated this was in addition to East West Bank’s \$3,000 donation towards conference t-shirts.
- **Committee Chair Goals and Timeline of Major Tasks for FY 2025** – President Linda Cook led discussion and stated this item concerns the Committee Chairs to tell us about their goals and timeline of their major tasks so that all Board members will know where you might need help and if you have enough committee members.
 - Annual Conference Committee – Dustin Farron shared his screen and presented key goals, major tasks, timeline, and preliminary ideas for the 2025 GGFOA annual conference. He mentioned leaning into the theme of 40th anniversary of GGFOA, incorporating feedback to improve, finding ways to make Athens more appealing to attend, spreading duties more evenly amongst committee volunteers, and securing sponsorships early. He’s looking into offering more sessions on AI, fraud, excel, and basic accounting principles.
 - Sue Joe mentioned she has been compiling a list of volunteers from the GGFOA membership applications who’ve noted an interest in serving on a committee. She will share this information with committee chairs.



- Communications – Linda relayed Melanie’s message to please reach out to Melanie with any items for the next newsletter.
 - Government Relations and Strategic Planning Committee – Carlos Encinas stated the main task of the committee, which is not an advocacy organization, has been to track Georgia legislation that would be of interest to our membership and relevant to our mission as an organization. In years past we developed reports which were included in the Newsletter and would like to continue in some way; those in attendance agreed. Linda remarked that Melanie was looking into reformatting the Newsletter by having links for members to access information. Ryan stated that the conference Legislation News session is always very well received, members ask for more and suggested to Carlos that if there’s a piece of legislation coming up of interest to the membership, to please connect with the conference committee so that a class may perhaps be organized around the legislation for the next conference.
 - Membership Committee – Linda stated in Marlena’s absence to please let Marlena know if you have any ideas on increasing membership. Linda also asked if the link has been fixed to send out membership dues renewal notices as she and others have not received. Sue said she would look into it and would appreciate any help from our technical resources committee.
 - Scholarship Committee – Jonathon Smith introduced himself and stated he’s been reading over last year’s schedule and procedures and plans to follow. Goals will be developed as he becomes more familiar in the role. He has the list of scholarships and will be making sure all the scholarship application timelines for January through August as well as links on our website are accurate.
 - Technical Resources Committee – Ben Meadow shared his screen to present his goals of updating and editing the GGFOA website including the repair of broken links. He also mentioned updating the Sponsors tab with logos of the most recent sponsors, and resolving Star Chapter Security compliance issues.
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- **Discussion of Formulating Detail Procedures for each Committee -**
 - Touched on in previous discussion

 - **Discussion of GGFOA Website Issues -**
 - Covered in previous discussion

 - **Discussion of SharePoint (Microsoft product) –** Linda led discussion saying we need to have a central place to store useful GGFOA information, as we may be losing information as turnover occurs between the board and committee members; a central place for access will help the organization run smoother. We are currently paying for and using SharePoint; everyone should have



an email invitation to join the GGFOA SharePt account. Sue said she would get out an email invitation to the new committee and board members for SharePt access and to download the authentication app. Sue asked Jennifer to share the SharePt Scholarship folder with her to include within GGFOA's account folder. Linda asked all others to get their information into the GGFOA SharePt account so that committees can access helpful procedures. Sue suggested looking at Google Documents for easier file storage but pointed out that SharePt does offer an extra layer of security. All were asked to sign into SharePt and test it out soon. Susan asked for users' opinions on advantages/disadvantages for each platform. Comments were google drive was user friendly; minimal or no cost associated with google drive; SharePt may be more familiar to users of Windows as both are Microsoft; Tashana asked about security levels in google drive and if limited access can be assigned to documents in google drive, such as only board members able to access the banking information. Dustin looked at Google Shared Drive and noted you can assign different user levels to people and/or assign to documents. Linda asked Sue to please set up a few sample folders within google drive and share to see which works with everyone. Linda stated to perhaps take a vote by email later, after testing out both platforms.

- **Discussion for Short Marketing Video** – Linda mentioned there was an email inquiry from Joanna Riggs asking if we'd like to place a 30 second video on our website to talk about GGFOA and its benefits to members. There was interest to pursue as the video may enhance our website and attract more members. Linda called for a **motion** to start the procedure to develop a 30 second video that highlights GGFOA; Cindy made the **motion** while Donna 2nd the **motion**. **Motion passed unanimously.**

COMMITTEE REPORTS:

Covered within New Business – Committee Chair Goals, Timeline, and Procedures

OFFICER AND DIRECTOR DISCUSSION:

President- Linda asked for board members' input.

1st Vice-President- Ashlan Troutman Webb. Offered if anyone needs help with anything to let her know.

2nd Vice-President- Donna McGinnis. Nothing to add.

Treasurer- Tashana Rivers. Would like to receive a copy of the meeting recording to review, and will be getting together with Donna this week regarding the Treasurer transition.



Secretary- Susan Van Nus. Clarified with board that no official business was conducted Sunday morning at the conference.

Director- Amy Bennett. Noted how great the conference was; good job.

Director- Ramona Bivins. Nothing to report; Absent.

Director- Jennifer Fricks. Nothing to report; stepped away.

Director- Ryan Lockett. Nothing to report; stepped away.

Past President- Cindy West. Thanked everyone for all their work over the last year, and with the conference.

Historian- Sheryl Bowman. If any help is needed, just let her know.

Linda asked if anyone had anything further to add. No comments.

ADJOURNMENT

Linda Cook adjourned the meeting at 11:03 a.m.