



**BOARD MEMBERS & COMMITTEE CHAIRS – Present & Absent**

Board Members			Committee Chairs		
President	<b>Angie Sorrow</b>	Present	Annual Conference	<b>Ashlan Troutman Webb</b>	Present
1 <sup>st</sup> Vice President	<b>Vacant</b>	NA		<b>Jennifer Fricks</b>	Present
2 <sup>nd</sup> Vice President	<b>Sheryl Bowman</b>	Present	Career Development	<b>Ramona Bivins</b>	Present
Treasurer	<b>Cindy West</b>	Present	Communications	<b>Donna Todd</b>	Present
Secretary	<b>Linda Cook</b>	Present	Government Relations/Strategic Planning	<b>Carlos Encinas</b>	Absent
Director	<b>Abby Branan</b>	Present	Membership	<b>Amy Bennett</b>	Present
Director	<b>Vita Dotson</b>	Absent	Scholarship/Awards	<b>Jennifer Fricks</b>	Present
Director	<b>Susan Van Nus</b>	Present	Technical Resources	<b>Kevin Hutcheson</b>	Absent
Director	<b>Lisa Williams</b>	Present			
Historian	<b>Chiquita Danzy</b>	Present			
Past President	<b>Laurie Puckett</b>	Present			

**CALL TO ORDER**

President Angie Sorrow called the meeting to order at 9:07 a.m.

**APPROVAL OF MINUTES**

Motion to approve the minutes of the October 6, 2021, Board Meeting was made by Laurie Puckett and seconded by Angie Sorrow. **Motion passed.**

**TREASURER’S REPORT**

Cindy West presented the following financial reports:  
 Balance Sheet as of December 31, 2021  
 Profit & Loss Statement for November and December 2021  
 Budget vs. Actuals FY21 P&L (November 2020 to October 2021)

Laurie stated that she noticed the activity for the conference isn’t booked yet. Ashlan Troutman stated that she is waiting on the final adjusting entry from Carl Vinson. Carl Vinson will complete soon and it is looking like GGFOA will net about \$22,000.

Laurie made a motion to approve the financial statements as presented which was seconded by Susan Van Nus. **Motion passed.**

**OLD BUSINESS**

Angie stated that we need to make sure we have procedure packets for all positions including committees. We have detailed procedures for the conference committee and scholarship committee. Detailed procedures need to be established for other committees as well, such as the communications committee.



## **NEW BUSINESS**

### Executive Position for GGFOA

Angie stated the ideal candidate would be someone that was retired now and that had been very active in GGFOA so they would already have a working knowledge of GGFOA. Everyone agreed that we need at least a part-time executive position to help with the overall responsibilities for GGFOA. Ashlan expressed the need for continuity. Laurie reported that the previous part-time person worked an average of ten hours a month, mostly helping Anna. Laurie suggested we could vote by email later.

### Membership Growth

The board and committee chairs discussed various ways to increase membership. Angie asked if the membership list could be downloaded into excel and sorted to see which cities and counties do not have any members in GGFOA. Amy Bennett responded that all types of reports can be pulled to get any information needed. Amy indicated that she had two people reach out to her about being on the membership committee. She will reach out to them and will plan to include Angie when a meeting time can be arranged to discuss ideas.

### File Sharing Software Platforms

Linda Cook stated Lisa Williams deserves the credit for the idea to use ProofHub. The trial version of the file sharing software works well and seems very user friendly. You can share files and there is plenty of storage to get us started. The committees would be able to load all their files there to work on. The cost for this first year, fiscal year ending October 31<sup>st</sup>, would be \$1,101 and the cost for the next fiscal year would be \$1,620. The trial version ends 1/31/22. Angie stated that we can put all the governing documents here. Ashlan stated that the email feature would work well for her needs. Susan felt that the ProofHub tutorials were very helpful. She learned that the files loaded there are not physically in ProofHub and that any files that needed to be saved should be downloaded to a file before loading to ProofHub. Also, the files can only be opened in Google Docs.

Abby made the motion to enter a contract with ProofHub and received a second from Susan. **Motion passed.**

### Virtual Software

Linda stated that she didn't see a reason to pay for virtual meeting software this year if we could continue use a TEAMS account for free. Participants agreed that continuing to use TEAMS is ideal for virtual meetings and that other virtual software could be explored later if necessary.

### 2022 Budget

Susan commented that she knew the scholarship committee budget would need to be increased to at least \$22,000 from the \$16,000, due to more scholarships becoming available and some scholarships being offered again after postponement. Laurie inquired when will the funds be needed for the various scholarships since the budget will not be adopted until June. Susan stated there were no major expenses at present. Angie liked the idea of considering the increase in scholarship budget, but that there would be another meeting to set the 2022 budget, at which time the increase could receive a vote.



Angie also indicated that we would need to account for the purchase of ProofHub in the FY 22 proposed budget. Motion to enter the contract with ProofHub at the cost of \$1,101 was made by Abby with a second from Susan. **Motion passed.**

Angie returned to the motion to adopt the FY2021 budget as the FY2022 budget until the next board meeting was made by Abby and seconded by Lisa Williams. **Motion passed.**

### **COMMITTEE REPORTS**

**Annual Conference** – Ashlan reported that everything is moving along. A committee meeting is scheduled for February 3, and a site visit to Jekyll on February 9. On the 10<sup>th</sup>, the conference committee will also look at other venues around Jekyll for the off years that we are not contracted with The Classic Center. The speaker forms are being emailed today. Ashlan reported that Chris Pike has volunteered to chair the conference committee for the 2023-2024 term.

**Career Development** – Ramona Bivins reported about Wednesday’s News You Can Use. Amanda Wilkson from Bates Carter presented the November webinar on financial reporting and data visualization. 69 people enrolled in the webinar. Amanda will return the reviews on the webinar soon. In December, 45 people attended the webinar/Q&A session on ARPA Funds. The next Wednesday’s News You Can Use webinar will be on cybersecurity, but the enrollment numbers are not available yet. On April 20, the webinar will be on fraud, and Ramona is looking for someone to facilitate. On May 25, the webinar will be on bond issuance. Ramona stated she is working to start next year’s webinar calendar and encouraged everyone to email her with topics for webinars they would like to see.

**Communications** – Donna Todd was present at the meeting but did not present the Communications report. On 10/11/21, Tracy Arner requested changes be made to the Training/Education list on the GGFOA website. Those changes were made as soon as she received access to the website and learned to navigate how to make the changes. On 10/18, an email blast went out regarding the availability of the Level I and PFLA scholarships. On 12/1, an email blast went out regarding CVIOG working with Georgia Environmental Finance Authority for feedback on their statewide water and sewer rates dashboard. On 12/21, the newsletter was distributed featuring an article on vendor fraud by Charles Hall. On 1/20/22, an email blast was sent promoting UGA MPA Student Internships per Tracy Arner. Donna requests help on the social media aspect of communications. The email distribution list needs to be updated. Donna will consult with Amy about the email addresses.

**Government Relations/Strategic Planning** – Not present.

**Membership** – Amy reported that there are 752 members. There are 662 regular active members, 72 associate members, 8 educators, 4 retirees, and 6 students. Membership is down slightly from November of 2020, likely from timing of payment. She is working on ideas to grow the membership but welcomes ideas from others. She is excited about the people who reached out, interested in being on the Membership Committee. Angie asked if GGFOA has ever had a booth at other organizations conferences such as ACCG and GMA. Amy and Laurie both felt that wasn’t a bad idea.



Ashlan mentioned a possible provision allowing different organizations, like ACCG, to set up a booth at our conferences in exchange for GGFOA setting up a booth at theirs. Lisa suggested that we reach out to Georgia members of GFOA to possibly invite them to membership. Laurie suggested reaching out to Emily Brock from GFOA.

**Scholarship/Awards** – Jennifer Fricks reported that scholarship activity is slow right now. After the conference, two scholarships were awarded due to availability. The Level I Certified Finance Officer scholarship was awarded to Becky Norris. Denise Styles was awarded the Public Finance Leadership Academy scholarship.

**Technical Resources** - Not present

#### **OFFICER AND DIRECTOR DISCUSSION**

**President** – Angie thanked all participants for attending the meeting and she is looking forward to this next year.

Ashlan asked if someone had tried to log in to the credit card processing site and Amy said she had tried to post payments to add new members. Ashlan will talk to Anna and encourage her to contact Amy.

Ashlan also requested that we look at the sponsorship structure. Upon receiving feedback from vendors, Ashlan feels that we could develop a partnership program where vendors could be more of a partner with GGFOA in its efforts as opposed to just a conference sponsor. She cited the Illinois GFOA and offered to send out a proposal of what it could look like. She feels like it could bring in a little more revenue than just having a conference sponsorship program and not only add value to our vendors and sponsors but also add value to the membership by putting more information out there for them. Angie felt it was a good idea and would like to see what options are available. Ashlan will compile some information and present it at the next meeting.

**1<sup>ST</sup> Vice President** – N/A

**2<sup>nd</sup> Vice President** – Sheryl Bowman requested help to change the address on the website from her address to Cindy's address so that mail and membership checks would go to Cindy. Sheryl said she would email Kevin again to ask him to change it.

Ashlan proposed the idea of the part-time person helping with this issue and possibly a more stable address for membership checks and mail.

Angie inquired if mobile banking or using a check scanning machine might be a possibility for depositing checks.

**Treasurer** – Cindy asked if it would be possible for the sitting Secretary to be a signer on the account so that when he/she moves up to Treasurer that they are already a signer and can handle things. Linda skimmed the bylaws and didn't see anything that would prohibit the Secretary being added as a signer.



Cindy stated she was told that once BB&T and SunTrust Merge, it would not be necessary for all parties to be present to update signatures on an account; that all information could be exchanged and completed via email.

**Secretary** – Linda asked for everyone to put their reports for this meeting in ProofHub over the next week or two to assist with the preparation of the minutes.

**Past President** – Laurie reported that the investments from Vanguard went up over \$60,000 from \$277,000 to \$331,000. Having received the email from CVIOG regarding internships, she forwarded it to divisions who report to her, and they were excited to participate; however, they had not budgeted for the internships, so they would have to wait until next year. She also reported that their county partners with ACCG for their internships. Angie stated she thought ACCG offered a grant that governments can apply for to pay the intern.

Laurie feels that we could be more of a service-oriented organization if we had some paid help and if our numbers warranted a paid position.

#### **Directors**

**Abby Branam** – Nothing to report.

**Vita Dotson** – Absent

**Susan Van Nus** – Nothing further to report.

**Lisa Williams** – Nothing to report.

**Chiquita Danzy** – Nothing to report.

#### **ADJOURNMENT**

President Angie Sorrow adjourned the meeting at 10:27 a.m.