



BOARD MEMBERS PRESENT:

**Shay Danzy
Dena Bosten
Alisha Gamble
Cindy West**

**Laurie Puckett
Jennifer Fricks
Amy Bennett**

BOARD MEMBERS ABSENT:

**Sheryl Bowman
Tina Wetherford**

**Angie Sorrow
Leslie Wilder**

COMMITTEE CHAIRS PRESENT:

**Linda Cook
Ramona Carver
Anna Payne
Ashlan Troutman-Webb**

**John Hulsey
Susan Van Nus**

COMMITTEE CHAIRS ABSENT:

**Peter Floyd
Judy Smith**

Carlos Encinas

CVIQG SR. EVENT COORDINATOR:

Melanie Kearns

CALL TO ORDER

President Shay Danzy called the meeting to order at 9:30 a.m.

APPROVAL OF MINUTES

A motion to approve the minutes of the June 22, 2020 call meeting was made by Laurie Puckett and seconded by Dena Bosten. **The motion passed unanimously.**

NEW BUSINESS:

- **Virtual Conference Budget Proposal-** Linda Cook shared an excel spreadsheet of the budget proposal. Linda Cook stated the budget is based on attendees for 225 members and 29 non-members. She does think we will have more members to attend. She stated the registration fees for the conference will be \$299 for members and \$349 for non-members. Linda Cook stated the sponsors were fine with their rates and have already sent in their ad's. Linda Cook



stated Kevin Schaeffer suggested offering a page on the GGFOA website, charging \$200 for exhibitors to put their logo's and services, along with links to their websites on the page, since exhibit halls did not work well for other vendors. She stated the penalty was waived for the Chateau Elan contract. Linda stated the entertainment will be rolled to next year since it will not be costing us anything this year. She stated the keynote speaker reduced his fees from \$6,000 to \$3,500. She stated we have added Marci Robinson to speak for two sessions at \$750. Linda Cook stated we will get some gift cards and books from the keynote speaker. Linda Cook stated the budget should end up having a large net income. Linda stated Ashlan Troutman-Webb and John Hulsey have been working on the sessions for the conference.

Ashlan Troutman-Webb stated we have six unconfirmed sessions and have sent follow ups. We combined the Amanda Wilkson excel sessions leaving us one open slot on the 12th of October.

John Hulsey stated attendees can receive 67.40 hours of CPE if you attend all sessions. He stated he will be speaking with Joel Black about adding him as a keynote speaker and getting his rate.

Linda Cook stated the first week of the virtual conference will be like the regular conference. Then a regular schedule will follow with one session in the morning and one in the afternoon, and one session on Friday morning. Linda Cook stated we also have Laurie Puckett speaking at the end of the 1st week.

Laurie Puckett asked how we were handling the business luncheon. Linda Cook replied she has the luncheon scheduled on Tuesday, October 6, 2020 from 11:45 am- 1:00 pm. She also stated the luncheon should not be long and asked Shay Danzy if that was ok. Shay Danzy responded she was ok with that day and time. Laurie Puckett asked for a draft of the business luncheon agenda. John Hulsey asked to include on the agenda some photos and information about the participants in the Public Finance Leadership Academy program.

Anna Payne asked when registration would open and will the exhibitor registration be open at the same time. Linda Cook responded she thinks August 14, 2020 for both. Melanie Kearns stated we will be targeting to have registration open by mid-August once we got our schedule together along with brochures.

Linda Cook stated she would email the budget proposal spreadsheet to anyone who needs it. Linda asked if the sessions were pre-recorded. John Hulsey responded the classes would be live and would be recorded and suggested adding a column on the spreadsheet for a technology host. Anna Payne asked if the sessions will be Zoom meetings. John Hulsey responded they will be Zoom webinars and that we have a license that allows capacity for up to 500 people. Laurie Puckett asked about logging in for the sessions. John Hulsey responded everyone would receive a link that will give them access to the sessions. He also stated Zoom webinars will also submit



a report of who attended the webinars if the attendees listed their names. Melanie Kearns suggested for everyone to fill out a form for the classes they have participated in and cross reference that against the enrolled list.

John Hulsey stated we will start planning all the details for the sessions sometime in September and asked Linda Cook and Ashlan Troutman-Webb to meet once a week to work out these details. Linda Cooks agreed.

- **Budget-** Shay Danzy asked if everyone wanted to do the budget at another meeting. Laurie Puckett suggested for everyone to send their budget figures to Angie Sorrow and copy Laurie Puckett. Laurie will then compile the numbers on a spreadsheet and send it back out to everybody. Shay Danzy asked everyone to send out their requested budget figures to Angie Sorrow, copy Laurie Puckett, and we will then discuss in meeting on whether we will approve the budget or make any changes later. Laurie Puckett stated she will export an excel spreadsheet for everyone to type their budget figures on.

Linda reminded everyone to vote on the registration and sponsorship fees so Melanie Kearns could get them in to the registration.

A motion to approve the upcoming virtual conference registration and sponsorship fees was made by Alisha Gamble and seconded by Susan Van Nus. **The motion passed unanimously.**

- **Amendment #2-** John Hulsey informed the board that the Amendment #2 was created to negotiate the \$100,000 Chateau Elan cancellation penalty. He stated Chateau Elan were willing to accept in lieu a \$50,000 deposit by 8/1/20 to be applied to the 2021 GGFOA conference expenses scheduled for October 3-6, 2021 in a signed contract. He stated Melanie Kearns has worked the contract thru to the Procurement department. He stated the Vice President of the Public Service and Outreach has signed the amendment and it needed to be signed by Shay Danzy. Once the amendment is signed, Melanie Kearns has initiated the invoice request to Angie Sorrow, and a check will be written to the hotel.

A motion to approve the signing of the contract to pay Chateau Elan the \$50,000 deposit for next year's conference was made by Alisha Gamble and seconded by Dena Bosten. **The motion passed unanimously.**

- **Webinar Contract Letter of Agreement-** John Hulsey explained to the board that in this agreement, we decided in the last meeting to do a 2-year agreement for the webinars, keeping the price the same with a fixed fee of \$18,000 for twelve webinars. Shay Danzy stated she would sign the agreement.



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- **Quarterly Financial discussion-** Alisha Gamble stated she sent out an email to everyone with the proposed changes and procedures in the bylaws. She stated these proposed changes are to help clarify the recordings and the review requirements along with changing the Treasurer's position to a 2-year position. She stated it would be beneficial to have that person in that position for two years to contribute to any updates and to help clarify that position in a more evolved way. She stated she is proposing the Treasurer's notes be on the website in the event someone else is needed to take on that role in case of emergencies. She is also requesting for the current Treasurer to review the notes on an annual basis to see if there is anything that needs to be added. Alisha Gamble asked if a vote for this was also needed at the business luncheon. John Hulsey responded we have 30 days to get this notice out to the membership on the website in advance before the business luncheon. Alisha Gamble asked if anyone had anything to add to the notes. Laurie Puckett responded adding that bank reconciliations needed to be done monthly in QuickBooks. Laurie Puckett stated she will add this to the notes and resend them to everyone or post on the website.

Susan Van Nus asked if this was a good time to update information about the scholarship and present this information to the membership as well. Laurie Puckett responded the policies and procedures can be updated by the board, and the bylaws must be voted on by the membership.

Alisha Gamble proposed to do a vote on the policies and procedures, and the notes for the website. Then have everyone review the bylaws and bring this discussion back to the next board meeting. She asked everyone to email her with any changes. Shay Danzy agreed that the board will make these changes at the next meeting. Shay Danzy then asked the board to get any changes to the bylaws, policies, and procedures to Alisha Gamble.

Alisha Gamble asked whether the information for the new board slate for next year had to be provided to the membership in advance. Shay Danzy suggested for Anna Payne to send out an email relating to any open positions. Anna Payne agreed to send out an email regarding any open positions, as well as posting to the website any changes to bylaws, policies, and procedures.

Linda Cook asked if an email should go out letting everyone know when registration will open and the fees. John Hulsey responded Anna Payne will send out those emails.

COMMITTEE REPORTS:

- **Annual Conference** – Linda Cook stated she covered everything unless anyone had any questions.
- **Career Development** – John Hulsey stated the last webinar was presented by Catherine Willoughby on Disaster Recovery and that 46 people attended. The next webinar is on August 12,



2020 and will be delivered thru Zoom webinar. There will be no charge for this webinar. He stated in this webinar Tyler Reinagel with the Department of Community Affairs, will give an update on the Uniform Charts of Accounts. Tracy Arner and Suzette Arnold with Carl Vinson Institute of Government will present on the Cares Act Funding. He stated CPE credits will be awarded for the first hour of the webinar and that the second hour is a public forum and discussion, in which no CPE credits will be awarded. John Hulsey stated there has been a significant progress on the Public Finance Leadership Program and a curriculum for the program has been created. He stated we plan to launch the program in January and that the applications have been completed but needed to be presented to the advisory committee. John Hulsey suggested emailing the members on when the program will begin. He stated we are still working to develop a cost for this program but want to keep the budget around \$2,700. John Hulsey stated he plans to approach business partners about contributing money to be used for scholarships for the program. John Hulsey stated he hopes to have the advisory committee review the applications and have them back in time to present them to the membership at the Virtual Conference in October. John Hulsey also stated we have a free CIP webinar that offers CPE credits coming up on September 30, 2020 and will get with Anna Payne to alert the membership of the free CPE opportunity.

- **Communications** – Ramona Carver stated her goal is to get the request for articles for the newsletter out by next week, and to get the newsletter out by September 4, 2020. Ramona Carver stated she will not be able to do this position next year and asked the board to share the open communication chair position to anyone who is interested. She stated it has been great working with everyone and that she has learned a lot. Shay Danzy thanked her for doing a great job with the newsletters.

Shay Danzy asked what member was over the nominating committee. John Hulsey responded the Past President served as the Chairperson of the nominating committee. Alisha Gamble stated the Membership Chair, Communications Chair, and two Director positions have not been filled. Alisha Gamble stated she is still working on getting these positions filled. She stated she has also talked to Anna Payne about sending an email to the members for any feedback as well.

- **Government Relations/Strategic Planning** - Peter Floyd and Carlos Encinas- Absent. Nothing to report.
- **Membership**- Judy Smith was absent but sent her report to Shay Danzy. Shay Danzy read the report stating that membership had increased slightly since the last report giving in March 2020. We are up .13% overall which is a positive indicator that membership renewals are continuing to come in during the pandemic period. Membership percentages as of July 22, 2020 are as follows: 84%- Members, 2%- Student, 10%- Associate, 2%- Committee, 1%- Educator, 0%- Free Memberships, and 0%- Retirees.



- **Scholarship/Awards-** Susan Van Nus mentioned the scholarship committee has been very busy going through applications. She stated Valerie Princh, who is the administrator/CEO for the Cobb and Douglas Public of Health Authority, is the nominee for the GFOA Leadership Scholarship. She stated next week the committee will be reviewing for the Level I and Level II scholarships. She stated so far, we have two candidates for the Level II scholarship, with one more week for people to apply. She stated we have four candidates for the Level I scholarship. Susan Van Nus suggested offering five or six conference stipends to cover only registration fees for this conference, since the policies and procedures stated these stipends could be given out up to an amount of \$1,700 that covers registration and hotel. She asked the board if we would agree to offer six conference stipends at \$300 each to cover registration fees for the conference. Linda Cook and John Hulsey agreed it was a great idea. John Hulsey asked if the board would allow members of the student chapter of GFOA at UGA to participate in the conference free of charge to introduce them to financial government. Susan Van Nus and Alisha Gamble agreed.

A motion to approve offering six conference stipends at \$300 each for this year's virtual conference 2020 was made by Susan Van Nus and seconded by Dena Bosten. **The motion passed unanimously.**

- **Technical Resources-** Anna Payne had to leave the meeting early. Nothing to report.

OFFICER AND DIRECTOR DISCUSSION:

President- Shay Danzy stated she is very appreciated for everyone stepping in and going beyond the call of duty. She thanked the board for going beyond.

1st Vice-President- Laurie Puckett stated she sent out the financial reports yesterday and there were some things that needed to be changed. She stated there were questions from the auditors regarding investments. She stated we currently put part of our investments in a GL account for the scholarships, but there is nothing in writing regarding on what to do with these investments. She suggested having something in writing on what percentage to use the investments for. Laurie Puckett stated the auditors are almost done with the audit.

John Hulsey asked Laurie Puckett if we would need a prepaid account in the ledgers for the \$50,000 deposit. Laurie Puckett agreed and stated she will follow up with Angie Sorrow to make sure it is coded correctly on the ledgers.

2nd Vice-President- Dena Bosten had to leave the meeting early. She stated she appreciated everyone's hard work on the virtual conference.



Treasurer- Angie Sorrow- Absent. Nothing to report.

Secretary- Sheryl Bowman-Absent. Nothing to report.

Historian- Tina Wetherford- Absent. Nothing to report.

Past President- Alisha Gamble stated she appreciated everyone help with updating the documents for the Treasurer's position. She mentioned to Laurie Puckett that this might be a good time to add the investment information to the bylaws to come up with a proposal for the next meeting.

Director- Amy Bennett stated she appreciated everyone's hard work.

Director- Cindy West left the meeting early. Nothing to report.

Director- Jennifer Fricks stated the conference theme would be on how technology has evolved. She stated they were thinking about doing a pair of glasses that has excellence reflected in them and a computer in the background for the brochure.

Director- Leslie Wilder Absent. Nothing to report

Alisha Gamble asked Laurie Puckett if the auditors would be ok if we put something in writing to reserve three years' worth of scholarship funds instead of an actual percentage. Laurie Puckett agreed that would be a good idea. John Hulseley suggested amended the policy to include the amount restricted for scholarships. Alisha Gamble agreed to send the changes to policies and procedures, and bylaws to the board before the next meeting.

Budget, conference updates, bylaws, policies, and procedures will be discussed at the next board meeting on August 21, 2020 from 9:30 a.m.-12:30 p.m.

ADJOURNMENT

The meeting was adjourned at 11:02 am.