



BOARD MEMBERS PRESENT:

**Shay Danzy
Sheryl Bowman
Alisha Gamble
Cindy West**

**Laurie Puckett
Tina Wetherford
Amy Bennett
Jennifer Fricks**

BOARD MEMBERS ABSENT:

**Angie Sorrow
Leslie Wilder**

Dena Bosten

COMMITTEE CHAIRS PRESENT:

**Linda Cook
Ramona Carver
Anna Payne
Peter Floyd
Carlos Encinas**

**John Hulsey
Susan Van Nus
Judy Smith
Ashland Troutman**

CALL TO ORDER

President Chiquita Danzy called the meeting to order at 9:40 a.m.

APPROVAL OF MINUTES

A motion to approve the minutes of the September 29, 2019 and October 2, 2019 Post-Conference Board Meeting was made by Tina Wetherford and seconded by Jennifer Fricks. **The motion passed unanimously.**

TREASURER'S REPORT

Angie Sorrow under Laurie Puckett emailed the Treasurer's Report. Laurie Puckett completed all the financials in Travis's absence. She sent out thru October 2019- March 2020. Laurie Puckett also sent financial statements for FY 2019 as well and asked everyone to review their budgets to make sure everything was posted correctly.

A motion to accept the Treasurer's Report was made by Alisha Gamble and seconded by Laurie Puckett. **The motion passed unanimously.**

OLD BUSINESS

Anna Payne presented an update on the manual payment's tool. She discussed that NTS were working on the tool that would allow us to enter check payments into the system instead of paying them to do it for us. An estimated completion date is in May. NTS has delayed charging us extra in the monthly charge website fees until this manual payment's tool is fully implemented.



Shay Danzy mentioned she contacted the City of Chamblee to have check payments forwarded to Angie Sorrow.

NEW BUSINESS:

- **Local Government shadowing opportunities (GFOA Student Chapter)-** John Hulsey stated there are 17 members of the new University of Georgia Student Chapter and they have meetings once a month. They have had four meetings so far. They have been unable to have the 5th meeting due to the coronavirus.

John Hulsey stated he thought it will be helpful if some of our Executive board members, committee chairs, or other colleagues would be willing to allow some of the student chapter members to shadow them one or two days a month and to show them what it is you do at your government. He wants them to be exposed to the county city government and operations of a finance department. If anyone is interested, John stated he would put you in contact with the Student Chapter president, Ted Molar, who would then connect with any students who are interested in this shadowing opportunity.

Ashland Troutman and Shay Danzy stated they would be interested. John Hulsey stated he would email everyone's Ted Molar's contact information.

- **GGFOA Student Chapter Scholarship Opportunity- Level 1 Finance Certificate-** John Hulsey mentioned we would like to offer a Level 1 Finance Officer Certification Scholarship to the student chapter, and if the board would be interested in doing that. He stated you would have to be a member of the student chapter to be eligible for the scholarship. John Hulsey stated the students could come to our face-to-face instruction or take an asynchronous course through the Georgia center online program.

Susan Van Nus stated we currently have three Level 1 scholarships available, and one Level II available. Susan Van Nus also stated the Level 1 is our most popular scholarship and we get 12-15 applications each year for the three slots. Alisha Gamble propose we add a Level 1 scholarship. Susan Van Nus stated it would be a separate application and the students would still have to have a statement.

Chiquita Danzy asked Susan Van Nus to draft a criterion for the new scholarship.

The board agreed to wait until the new scholarship application has been drafted before voting on it.

- **GGFOA Student Chapter-Waive Conference Registration Fee-** John Hulsey stated GFOA is waiving the conference registration fee for student members. He asked if we could waive the conference registration fee only for any of our student members who wanted to participate in



the upcoming GGFOA conference to encourage them to participate. Judy Smith proposed a reduced fee. Ashland Troutman proposed a scholarship for the registration fee, and for the students to present a statement on why it would be beneficial for them to attend the conference. Alisha Gamble suggested considering the option if the officer is unable to attend, then someone could attend in their place. Susan Van Nus suggested giving a limit per chapter and allowing for the chapter decide who could attend.

Shay Danzy suggested making rules and regulations to vote on this in the next meeting.

- **GGFOA/CVIOG Contract-Amendment (Collecting Sponsorship Revenue)**- John Hulsey stated CVIOG would collect the sponsorship revenue for a fee of \$1,000. Linda Cook stated this should reduce payments being mailed to the wrong address every year.
- **Treasurer's Position Discussion** - Alisha Gamble mentioned the Treasurer position is important and needs to be stayed on top of. She reminded the board that in our policy and procedures it states the Treasurer bring reports to the board meetings for review. She proposed the outgoing Treasurer keep a log-in and check that the bank reconciliations are being completed in a timely manner, and if that is not the case then reach out for help. John Hulsey thought this was a good idea for internal control. Laurie Puckett mentioned having the Treasurer send out quarterly income statements for the board to review. Alisha Gamble responded that the policies and procedures would need to be changed to implement sending them out on a quarterly basis. Laurie Puckett and Alisha Gamble suggested that a full discussion of what the Treasurer's position entails should be discussed with whomever is appointed to be in the position.

Anna Payne suggested stating in the amended policy for the Treasurer's position be appointed for longer than one year, since it's difficult for members to have to mail in payments to a different address every year, causing checks to get lost in the mail. Shay Danzy and Alisha Gamble agreed. Alisha Gamble agreed to type up the proposed policy change for the Treasurer's position to be two years and for statements and financial reports to be given out quarterly.

- **Budget** - Shay Danzy mentioned we would continue with the current budget until the next meeting and hopefully we could meet up in person. Alisha Gamble suggested uploading the budget in excel for everyone to work on, possibly thru drop box. John Hulsey and Laurie Puckett agreed.
- **Mobile App Discussion** - Ramona Carver presented a spreadsheet displaying six different company's features and prices for the mobile app. She discussed what features were needed and what were important to use for the conference.

Linda Cook mentioned getting the mobile app to be more interactive, where the attendees can interact with each other. She also suggested making a list of what features are more important and discuss during the next board meeting. Shay Danzy suggested gathering what features we



already have and what features we could get and to see what is affordable. Anna Payne suggested it may not be realistic to go with someone else this year due to the time and commitment involved.

- **Power Point Fee Increase from \$400 to \$500** - Linda Cook stated to withdraw this request due to Covid-19 and to not raise any fees.

Melody Kearns mentioned launching a new registration system for the conference. This system was to start in the beginning of July but may be delayed a few weeks due to everything that is going on. Shay Danzy asked Melody Kearns if the conference were to be cancelled, would that fall up under the national disaster occurrence. Melody Kearns responded that it would depend on CDC guidelines and possibly getting their legal team involved.

COMMITTEE REPORTS:

- **Annual Conference** – Linda Cook mentioned she emailed a copy of the report and brochure to everyone. We are proceeding as if we are still having the conference. We have good sponsorships. We sent the sessions schedule out to the conference committee for review. We are still working on the budget for this. Linda Cook also presented an email from East West Bank stating due to Covid-19, they would not be sponsoring the conference this year.
- **Career Development** – John Hulsey mentioned that 54 people registered for the webinar in March. The webinar was on insured cash sweeps and republic funds. The webinar before that titled “Lies, Damn Lies, and Economic Forecast” had the same number of participants. All webinars went well. The next webinar is scheduled on April 29, 2020, titled “Why do I need a Financial Advisor” and is being presented by Davenport and Company. Our June 17’ 2020 webinar is titled “Disaster Recovery” and is being presented by Katherine Willoughby.

In February, the advisor committee met and agreed that the Public Finance Leadership Academy Certification program be about 40% focused on conceptual, 40% focused on interpersonal, and 20% focused on technical. The next step would be to hold design team sessions to develop a curriculum. He stated it would be 120 hours’ worth of instruction costing \$2,750 per participant. John Hulsey reminded the board that the purpose of this program is to equip mid-level managers with advanced financial skills, decision making skills, critical thinking skills, communication skills, analytical problem-solving skills, and secession planning skills. We plan to accept applications between May and June. Applicants would be selected by the advisory committee in July. The applicants will be introduced at the conference during the banquet dinner and graduation in June 2021. John Hulsey mentioned offering a possible scholarship for this program.



- **Communications** – Ramona Carver mentioned the Spring newsletter would come out the end of May. The Summer newsletter would come out the end of August. She stated she will also continue working on the mobile app. She was informed by Jim Williams, who does the excel tips for the newsletter, would no longer be doing those. John Hulsey suggested reaching out to Amanda Wilkson with Bates Carter to for the excel tips. Ramona Carver agreed to reach out.
- **Government Relations/Strategic Planning** - Peter Floyd was no longer attending, so Carlos Encinas presented the Government Relations/Strategic Planning committee report in his absence.

Carlos Encinas stated effective a week ago, the General Assembly suspended the 2020 Legislative session indefinitely. This affected Crossover Day in which few bills did not cross over due to this effect. Special Legislative session was convened earlier this week to ratify the governor's declaration of the public health emergency.

- **Membership**- Judy Smith stated she emailed the committee report to everyone. Membership has decreased slightly by 3.7% and she is sure this number will rise for the upcoming conference. Manual payments are being processed monthly to be sure the most updated information is available. She also sends monthly emails in addition to the automatic email sent from the website to better communicate with the members. Judy Smith displayed a pie chart of Membership by Group with the following results: Associate- 89, Board- 13, Committee- 9, Educator- 4, Free Membership- 2, Full Membership- 666, Retire- 2, Student- 14, for a total of 799 active members.
- **Scholarship/Awards**- Susan Van Nus mentioned we have been approved for our raffle license through the Henry County Sheriff Department. She also stated that Angie Sorrow sent an email advising she is still on her conference call. GGFOA scholarship applications opened March 15, 2020. All the 2020 scholarship applications are available on the website except for the Leadership application because GGFOA has not finalized the date, which will be in November. Susan Van Nus thanked Anna Payne for sending out an email blast to all the members notifying them that the scholarship was available online.

Susan Van Nus stated we needed to update the wording on the Leadership application and omit the requirement that the recipient must provide a verbal report to the GGFOA board at the annual conference. Susan Van Nus made a motion not to specify that the report be verbal and that the report be provided to the GGFOA board at the regularly scheduled board meeting following the GGFOA Leadership Academy. Laurie Puckett second the motion.

Susan Van Nus shared the report written by Ashland Troutman, who was the recipient last year for the Leadership Academy program. Susan Van Nus also stated she would post Ashland Troutman report on the website to help promote the Leadership Academy program.

- **Technical Resources**- Anna Payne mentioned she has been updating the website as needed and sending emails relating to scholarships, sponsorships, and exhibiting at the conference for the upcoming



conference. She stated she needed to add Dena Bosten's photo and information to the website as the 2nd Vice President but have not been able to get in touch with her. Shay Danzy stated she would email the last email address she had for Dena Bosten.

OFFICER AND DIRECTOR DISCUSSION:

President- Shay Danzy thanked the board for calling in today. She also thanked Laurie Puckett for doing the treasurers work through October into the Audit. She also thanked John Hulsey for setting up the meeting. Shay Danzy mentioned needing to get her flight reimbursed for the National Conference which may decrease the cost for the conference, since that fee will not be necessary.

1st Vice-President- Laurie Puckett stated she looked up Florida's bylaws and saw that their Treasurer and Secretary positions are elected to 2-year terms. She mentioned Angie Sorrow received an email from Bates Carter of possibly wanting to remove our QuickBooks subscription off their account. We may end up having to pay for our own QuickBooks subscription, but will update us on this soon. Laurie Puckett mentioned for the board to keep copies of any receipts from last year for the audit. Laurie Puckett stated we added \$77,794 to our equity last year. We have \$318,000 in the bank.

2nd Vice-President- Dena Bosten- Absent. Nothing to report.

Treasurer- Angie Sorrow- Absent. Nothing to report.

Secretary- Sheryl asked John Hulsey to help her get the recording for the meeting.

Historian- Tina Wetherford. Nothing to report.

Past President- Alisha Gamble mentioned she received a book of our insurance policy for the organization that was delivered to the City of Gainesville. She scanned it and wants to know where to send the information. Anna Payne asked Alisha Gamble to email her the information so that she could add it to the website.

Director- Amy Bennett. Nothing to report.

Director- Cindy West. Nothing to report.

Director- Jennifer Fricks. Nothing to report.

Director- Leslie Wilder Absent. Nothing to report

Laurie Puckett asked for a list of all board members. Alisha Gamble agreed to send her a copy. Shay Danzy asked Alisha Gamble if she would send that list to everyone.



ADJOURNMENT

Shay Danzy called for a motion to adjourn. Alisha Gamble made the motion to adjourn and Susan Van Nus seconded it. **The motion passed** and the meeting was adjourned at 11:40 a.m.