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**BOARD MEMBERS PRESENT:** Diane McNabb      Linda Cook      Alisha Gamble  
    Tina Wetherford      Chiquita Danzy      Beth Horacek  
    Anna Payne      Laurie Puckett

**BOARD MEMBERS ABSENT:** Bill Volckmann      Mike Bush  
    Alicia Page

**COMMITTEE CHAIRS PRESENT:** John Hulsey      Peter Floyd      Cindy West  
    Travis Sims      Ben Upchurch      Karine Brooms

**COMMITTEE CHAIRS ABSENT:** Jenifer Fricks

**CALL TO ORDER**

President Diane McNabb called the meeting to order.

**APPROVAL OF MINUTES**

Minutes for the October 2, 2016 and October 5, 2016 meetings will be approved at the next meeting.

**OLD BUSINESS**

**Status of list serve.** Ben stated this is being tested now and he should know something next week. He will email the group when it is ready.

**Retiree membership group.** Anna stated this has been added to the by-laws and needs to be added as a membership choice on the website. The group discussed what the retiree membership rate should be and decided it should be the same as the student rate. Laurie Puckett made a motion to set the retiree membership rate at \$20 and Alisha Gamble seconded the motion. **Motion passed.** Anna will contact NTS to make the change to the website.

**Member numbers.** Anna stated it was mentioned at the last board meeting that having assigned member numbers might be a way to prevent duplicate accounts being created on the website and to prevent non-members from registering for the conference at the reduced member rate. NTS said it would cost \$10,000 to make this happen, therefore, it is not a viable option. The other two items discussed were API and promo codes. The promo codes option would cost \$1,500, and would allow first time attendees to have their first year of membership included in their conference registration. The API option would allow CVIOG’s site to communicate with our website’s member database and only allow active members to register at the member rate. Anna will obtain a cost for this option.

**Online check payments.** Anna stated it would cost \$3,000 to add the option to pay membership renewals online by check. The group discussed whether or not this would be helpful and utilized by members who are not currently using P-cards. It is possible that some members may not want to enter their bank account information online. Anna will send an email to those who pay by check to see if they would use this option. Also, we need to change the mailing address on the website and let folks know to change it on their vendor records.

**NEW BUSINESS**

**Strategic Plan, Policies and Procedures-** The group discussed the necessity of writing down the new procedures for each committee/office since the website has become more active. We will be meeting in



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January to discuss this and any changes that need to be made to the Strategic Plan and Policies and Procedures.

### **COMMITTEE REPORTS**

**Annual Conference-** Karine Brooms stated there were 429 attendees at the conference. The conference committee just received the RFP for the two years after next and will be reviewing them.

**Career Development-** John Hulseley reported that the next *Wednesday's News You Can Use* webinar is scheduled for November 2<sup>nd</sup> and the topic is "GASB and OPEB – What Does This Mean to Your Financial Statements and Actuarial Liabilities?" The 2017 dates scheduled are:

- January 25 – Lease Guidance
- February 22 – TBD
- March 15 – TBD
- April 26 – TBD
- June 14 – TBD

**Communications** - Anna Payne reported we did have some non-members register at the member rate, and when contacted many of them did join. She asked for assistance keeping the website updated and checking emails. Travis, Karine and Diane stated they would try to check the emails more often. Anna mentioned several ways to check the membership database on the website: 1) Compare the membership database against payments in Stripe; 2) Check Stripe customerIDs against the member database; 3) Check the user list against the membership directory. Also it is a good idea to check for duplicate member accounts, as these create major problems.

**Government Relations** – Peter Floyd asked for input on the format of the information sent out during legislative session. He also mentioned looking into the use of social media.

**Membership** – Travis Sims mentioned the need to write procedures for the membership committee's tasks.

**Scholarship/Awards** – Linda Cook mentioned moving the conference stipend award application up to July 1<sup>st</sup> to allow winners to make conference plans. Applications are due next Wednesday for the CPFM scholarship. The raffle brought in \$2,560 for scholarships this year. The committee is considering taking credit card payments next year.

**Technical Resources** – Ben Upchurch mentioned collaborating with Peter Floyd on ideas and a strategy for our website content.

### **OFFICER AND DIRECTOR DISCUSSION**

**Past President** – Mike Bush – absent.

**1<sup>st</sup> Vice President** – Alisha Gamble – nothing to report.

**2<sup>nd</sup> Vice President-** Tina Wetherford – nothing to report.



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**Treasurer-** Chiquita Danzy – nothing to report.

**Secretary-** Laurie Puckett will email the minutes to everyone to review before the next meeting.

**President** – Diane McNabb – We need to keep the budget the same until we can adopt a new one in January. Alisha Gamble made the motion to keep the budget the same until the January meeting. Linda Cook seconded the motion. **The motion passed.** John Hulsey suggested we could have a GoTo meeting in November. Alisha and Chiquita will send out the budget as is, and we will discuss changes in the November meeting.

**Directors**

Beth Horacek – nothing to report.

Anna Payne – nothing to report.

Bill Volkmann – absent.

Linda Cook – nothing to report.

**ADJOURNMENT**

Diane McNabb called for a motion to adjourn. Alisha Gamble made the motion to adjourn and Laurie Puckett seconded it. **The motion passed.**