



**Executive Board Meeting Agenda**

February 5, 2016, 9:00 AM

City of Gainesville Department of Water Resources Conference Room  
Gainesville, Georgia

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**BOARD MEMBERS PRESENT:** Mike Bush                      Diane McNabb                      Dena Bosten  
Alisha Gamble                      Tina Wetherford                      Chiquita Danzy  
Bill Volckmann                      Laurie Puckett                      John Hulsey

**BOARD MEMBERS ABSENT:** None

**COMMITTEE CHAIRS PRESENT:** Jennifer Fricks (for Linda Cook)                      Anna Payne  
Karine Brooms                      John Hulsey                      Peter Floyd (phone)  
Travis Sims                      Alicia Page

**COMMITTEE CHAIRS ABSENT:** None

**CALL TO ORDER**

President Mike Bush called the meeting to order at 9:23 am.

**APPROVAL OF MINUTES**

Motion to adopt October 7, 2015 Board Meeting Minutes was made by Diane McNabb and seconded by Alisha Gamble. **Motion to adopt the October 7, 2015 minutes passed unanimously.**

**TREASURER'S REPORT**

Alisha Gamble presented the November 1, 2015 through February 1, 2016 Financial Reports. She pointed out that scholarship expenses were up, there is a decline in membership fees due to the membership renewals down by 35 memberships. She also mentioned the annual audit was underway. Dena Bosten made a motion to adopt the February 1, 2016 Treasurer's report and seconded by Alicia Page. **Motion to accept was passed unanimously.**

**OLD BUSINESS**

**Renewal process through new Website**

Alicia Page said the renewal process got off to a rocky start. She stated that people wanted to pay by check but there was a liability issue if the checks were returned. Checks were sent to GMA and then sent to Alicia and she entered these payments individually on the web. She talked to Debra who gave her a fix. Discussion regarding the current website provider and the services being provided. After much discussion it was decided that Peter Floyd would work with Alicia Page to draft a letter or email to the Website hosting company regarding items that need to be addressed.

**Carl Vinson Webinars memo.**

Mike Bush discussed the agenda for the Webinars hosted by the Carl Vinson Institute. Alicia Page made a motion to accept the agenda seconded by Alisha Gamble. **Motion to accept passed unanimously.**



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### **Officially change banks from Wells Fargo to SunTrust Bank**

Mike Bush discussed some of the problems experienced with Well Fargo bank in the past. There was a problem with changing the credit cards when there was an incoming president. They had cancelled the credit cards and it happened again this year. SunTrust fees are much less even with purchasing fraud protection. Funds have been transferred from Wells Fargo and Mike called Wells Fargo last week to terminate the account. Mike tried to contact Wells Fargo numerous times and he finally sent a letter out yesterday. We have three credit cards with SunTrust.

President	Credit Limit \$10,000
VP	Credit Limit \$5,000
Conference Chair	Credit Limit \$10,000

Dena Bosten made a motion to accept changing banks to SunTrust Bank, seconded by Chiquita Danzy.  
**Motion to accept passed unanimously.**

### **Review and Finalize 2015 Budget**

Alisha Gamble displayed the budget on the screen for everyone to see and to input changes as discussed.

### **Discussion on updating the by-laws**

Mike Bush mentioned the by-laws are on our website. Alisha Gamble mentioned that the auditors are looking at this. She told them we are in the process of reviewing them. John Hulseley said he would handle the update to the bylaws. Alicia Page mentioned that there needs to be some re-write for the policies and procedures. Jennifer Fricks said Linda Cook is looking at this. Mike Bush said that Committee chairs need to write down what they do. John stated he would get send to committee chairs to review and update.

### **NEW BUSINESS**

#### **Reconciliation of Membership for Auditing purposes**

Alisha Gamble worked with Travis Sims to reconcile the memberships and after some discussion it was determined that this item will be tabled until later.

#### **Amend 2015/2016 Budget**

The 2016 Budget was updated after discussions with Alisha Gamble inputting the numbers. The group found it very helpful to have information scanned and attached to the accounts in Quickbooks. Alisha Gamble has done an excellent job in getting this information inputted into the software.

#### **Annual Conference pricing Adjustments**

Karine Brooms stated that the conference committee met on Jan 26, 2016. The committee is recommending that the Exhibitor/Sponsor pricing be increased by \$200 and that the membership registration be increased by \$25. Diane McNabb mentioned that the rates had been lowered in 2008 and had not been raised back up until 2014. Alicia Page mentioned that Jekyll Island's pricing was low



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compared to other locations. This might have been because they had redone the convention center and wanted to attract conferences.

Alisha Gamble made a motion to accept the price increases and Diane McNabb seconded. **Motion to accept passed unanimously.**

#### **Find new chair for Technical Resources Committee**

Mike Bush mentioned we need a new chairperson for this committee. Peter Floyd suggested other members, industries, and he offered to reach out to someone regarding this position. After some discussion Mike Bush stated this will need to be revisited at our next meeting.

#### **Review & Approval of Bates Carter Audit Engagement Letter**

Alisha Gamble stated that the pricing is the same as previously, \$2,500. Mike Bush mentioned that last year or the year before it was talked about doing an RFP for the audit services. There was discussion on who would handle the RFP. Dena Bosten suggested we do an RFP every 3-5 years. Anna Payne said she can pull a report of Audit firms. Laurie Puckett volunteered to do the RFP. Mike Bush said we could look at our next meeting in June/July to award the audit.

Diane McNabb made a motion to accept the proposal to do an RFP for audit services, seconded by Laurie Puckett. **Motion to accept passed unanimously.**

#### **COMMITTEE REPORTS**

**Annual Conference-** Karine Brooms discussed the plans for the upcoming Annual Conference to be held at Stone Mountain on October 2-5, 2016. Hotel cost is \$143.00/night. Theme is "Pathway to Success". She is emailing Jake on a brochure and they are in the beginning stages in planning. Reservations for Board members are held & guaranteed.

**Career Development-** John Hulsey handed out a report. 4 Webinars have been done since August. 83 participants, and they have added lots of resources. He mentioned they are moving to a new platform that is in-house and they are looking at more interactive resources.

**Communications -** Anna Payne presented the results from the Winter Newsletter. Sent out 742, 35 bounced back, 289 opened. The Fall 2015 Newsletter had slightly better results. Anna mentioned we need to be looking for a new Communications chairperson. She is looking for any suggestions for topics, spotlights or other content.

**Government Relations-** Skipped

**Membership –** Travis Sims mentioned that we have 92 associate members, 4 education, 7 students, 630-640 regular members. If anyone has any suggestions to increase membership, please let him know. He also mentioned he could not see who's paid for membership and who has not.



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**Scholarship/Awards** – Linda Cook was absent but Jennifer Fricks attended in her place. Jennifer stated that one application for the CPFM had been received. None for the other scholarships. The tickets for the scholarship fund raiser for the 2016 conference was discussed as well as having this booth in the exhibitor hall to get more traffic.

**Technical Resources** – Alicia Page stated this was doing fine. She thanked everyone for what they had done during the transition of the website.

**Past President** – Alicia Page said there was nothing to report.

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

**1<sup>st</sup> Vice President** – Diane said she was keeping involved in the various committees and she would be happy to help with membership.

**2<sup>nd</sup> Vice President**- Dena Bosten discussed the 2018 conference. Planning for growth around 600 people. She state there are very limited locations that can handle this size conference. Discussion on having the conference in the Metro area and discussion on having two conferences a year. Beth Horacek mentioned Dalton as a possible location. Alicia Page mentioned that we do an RFP. She also mentioned that Cobb Galleria was recommended. The Gwinnett Infinite Energy Center might be an option. Bill Volckmann stated that the New Stadium might not be large enough but the Galleria might. There are several hotels around the Galleria. Susan is our facilitator and she does the RFP. The conference committee will be meeting with Susan on Feb 19<sup>th</sup>. The Metro area sounds like a good option. Dena mentioned if we get so big it might require us hiring a paid executive director to handle everything.

**Treasurer**- Alisha Gamble stated we pretty much covered everything in our earlier discussions today.

**Secretary**- Nothing to Report.

#### **Directors**

Beth Horacek – Beth was administered the oath of office by John Hulsey.

Laurie Puckett –Laurie stated she can help serve if anyone needs assistance. She will be doing the RPF for the audit services.

John Hulsey-Historian mentioned a GGFOA history book. This needs to be updated and included on our website. He is thinking of having each president write something to include in the new book. This could be a bound book to be given out at the conference. Some mentioned it as a possible fundraiser.

#### **ADJOURNMENT**

Mike Bush called for a motion to adjourn. Dean Bosten made the motion to adjourn and Alisha Gamble seconded it. **The motion to adjourn passed unanimously.**



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