

BOARD MEMBERS PRESENT:	John Hulsey Alicia Serra Arlene Durrah (Conferenced In)	Cindy Campbell Mike Bush Wayne Putnal (Conferenced In)	Diane McNabb
BOARD MEMBERS ABSENT	Jim Pehrson	Kelly Bush	Melody Marlowe
COMMITTEE CHAIRS PRESENT:	Lori Sayer Tim Taylor	Tracy Arner Arleen Samuels	Alisha Broom Jennifer Houston

President John Hulsey called the meeting to order.

APPROVAL OF MINUTES

Dianne McNabb asked that changes be made to the scholarship and awards committee report to better reflect that the challenge with the internship program was due to lack of government participation.

Motion to amend minutes passed unanimously.

TREASURER'S REPORT

Cindy Campbell presented the Treasurer's Report stating that there was a reduction in net assets. John Hulsey elaborated that the reason for the decline was due to buying down the cost of the 2012 Annual Conference; which was previously approved and expected.

OLD BUSINESS

Strategic Plan – After review of the plan it was determined that many of the objectives (actions) listed under the goals needed to be revised and updated substantially. The board agreed that the goals listed were good and would remain. Arlene Durrah felt the plan could be perceived by incoming board members and committee chairs as overwhelming and suggested a reduction in actions. The committee chairs were asked to review the plan, update and revise their respective committee objectives. Once the objectives have been reviewed by the committee chairs a new strategic planning committee comprised of Arlene Durrah, John Hulsey, Alicia Serra, Arleen Samuels, and Diane McNabb would meet to incorporate the changes and prepare a final draft for board consideration, approval and implementation. It was also discussed that an annual review process should be established for the strategic plan and that each committee chair should report to the membership on the progress of their committees at the annual conference business luncheon each year.

Committee Chairs are to get the revised and updated objectives to Alicia Serra by April 1, 2013

Strategic Planning Committee will meet on either April 12 or 19, 2013 at the City of Gainesville to prepare the final draft.

Budget 2012 – 2013 – The budget wasn't quite ready to be distributed to the committee chairs at the time of the meeting. Cindy Campbell will update the historical columns and send out the budget via e-mail. A conference call to adopt the budget was scheduled. Cindy Campbell, Diane McNabb, and Mike Bush are to look into their conference call capabilities. Cindy was authorized to move forward with the annual audit with Bates Carter; however, because this discussion took place after 1:00 pm there wasn't a quorum present to appoint the auditor since Diane McNabb, Cindy Campbell, Alicia Serra, and John Hulsey were the only board members present during this discussion.

Cindy Campbell will send out the budgets for the Committee Chairs to review by February 11, 2013.

A Conference call is scheduled for Friday, March 8, 2013 at 10:00 am to discuss, set, and adopt the 2012 – 2013 budget.

During the March 8 Conference call, a motion will be made to appoint Bates, Carter, to perform the annual audit. Instructions for the conference call will be sent by John Hulsey once arrangements have been made.

Articles of Incorporation and Policies and Procedures – John Hulsey handed out the policies and procedures for the board and committee chairs to review. It was agreed that the policies and procedures were out-of-date and need to be updated. Board members and committee chairs were asked to review and make notes of suggested changes to the policies and procedures document which will be discussed during the March 8 conference call. Alicia Serra and Jennifer Houston will work together to ensure that the changes made to the Articles of Incorporation are up-to-date on the website; including the separation of the Secretary/Treasurer position and the addition of a Historian.

Board and Committee Chairs to review GGFOA Policy and Procedures for March 8 conference call discussion. Jennifer Houston to work with Kelly at GMA to ensure update of website.

NEW BUSINESS

Vacant 2nd Vice President - John Hulsey read Carmina Turner's resignation letter to the board. Her resignation was due to separation from her government position. A letter will be sent to Carmina thanking her for her contribution to GGFOA and her offer to be a resource for GGFOA. John Hulsey recommended Logan Propes become the new 2nd Vice President by executive board appointment. With the offer to Logan the Governmental Relations board will become vacant. Chris Pike was mentioned as a good candidate to fill that position; however, all board members and committee chairs were asked to keep in mind anyone they know who would be a good candidate to fill that vacancy.

John Hulsey will send an e-mail to Logan Propes to offer him the position of 2nd Vice President.

Vacant Annual Conference Committee Chair – It was announced that Chris Pike had resigned as conference committee chair because he felt he would be unable to fulfill the duties as a result of other obligations. Lori Sayer was introduced as the new annual conference committee chair.

COMMITTEE REPORTS

Annual Conference – Lori Sayer indicated that she was looking for committee members to assist her with the annual conference. John Hulsey mentioned that Angie Sorrow was a great resource for the conference committee and that Lori should contact her. Several board members also volunteered to assist Lori with the conference duties.

Career Development – Tracy Arner announced that there was some difficulty filling the career development classes. She asked for suggestions of venues that would be successful and well attended. It was mentioned that it has been difficult to serve the entire state and have good attendance at the scheduled classes. Tracy indicated that her committee wants to start offering Webinars with the hope of better reaching those members that cannot travel to classes due to the budgetary constraints of their government. She indicated that she would like to offer a Webinar in April and start with Deferred Inflows and Outflows taught by Miller Edwards with Mauldin and Jenkins. It is her hope to start to offer timely topics such as:

- Pension Standards, possibly taught by Duanne Scherleth with Bates and Carter
- Impacts of Affordable Health Care Act on Your Government, possibly taught by Chris Clark with the McCart Group
- Vehicle Ad Valorem Taxes, possibly taught by Clint Mueller

Tracy reported on the following classes:

- Writing Financial Policies September 18, 2012 in Dawsonville had 20 in attendance
- Internal Controls November 27-28, 2012 in Valdosta had 13 in attendance
- Internal Controls- Cash Receipts and Disbursements January 17, 2013 in Eatonton had 12 in attendance
- Tax Digest Revealed scheduled for February 13, 2013 currently had 6 registered

Communications – Alisha Broom announced that newsletters are scheduled to go out in April, July, and October. She and Jennifer Houston are working on starting a GGFOA Calendar of Events to make members aware of upcoming events and training opportunities. The calendar will be included in the newsletter and also available on the website. It's the hope that the website calendar will be an interactive calendar that will allow for links on scheduled events that will take you directly to the registration page of the event or class. Alisha also stated that she would like to add committee reports to the newsletter to inform the membership of new and ongoing projects.

Government Relations / Strategic Planning – Logan was not present to give a report; however, it was mentioned that a link to legislative updates should be added to the website for members to stay current on what is happening at the Capitol.

Membership – Arleen Samuels handed out a summary of the membership. Currently there are 590 members, of which, 514 have paid their annual renewal and 76 are past due. As of October 1, 2012 there have been 15 new members. She stated that she has been actively contacting those members who are past due. However, past due members that have not paid by January 31, 2013 will be deleted from the membership on February 1, 2013. It was discussed that it would be helpful to have a demographic breakdown of the membership based on region and by types. Arleen Samuels stated that she would continue to use the remaining membership brochures. Once the existing supply of brochures has been depleted, new updated brochures will be purchased.

Arleen Samuels is to prepare a composite of the membership based on region and type.

Scholarship / Awards – Tim Taylor had left the meeting prior to discussion of having board and committee members attend career fairs to discuss with students career paths in government. Board and Committee members will contact colleges in their area to find out dates of upcoming career fairs and events and look for volunteers to attend these career fairs on behalf of GGFOA. There was more discussion on offering two scholarships for the Level I and Level II Certified Finance Officer Program offered by the Carl Vinson Institute of Government. .

Technical Resources – Jennifer Houston reported that she had been discussing the possibility of a list serv and live calendar with Kelly Shields from GMA. It's a board and committee desire to have a more interactive website that includes a portal for members to login and change their contact information. Discussion ensued on the limitations the committee has experienced with GMA administering the website. Wayne Putnal suggested that we contact the Georgia Society of CPA's website administrators and see how they handle their website and login information. Additionally, it was determined that John Hulsey, Tim Taylor, Jennifer Houston, Alicia Serra and Alisha Broom would schedule a meeting with GMA to discuss the desires and expectations of what we want from our website. If those desires cannot be met then we need to look into the possibility of finding a 3rd party website administrator that would allow the website to conduct webinars, live calendar, member ID login, and list serv. Jennifer also reported that she sent pictures to Kelly at GMA to post for the upcoming Annual Conference at Lake Lanier Islands to get the members excited.

**Jennifer to contact Calvin Wong or Jamie at the Georgia Society of CPA's to discuss how they administer their website.
Sub-Committee to schedule a visit to GMA to discuss the Website and Technical Resource desires.**

ADJOURNMENT