

GEORGIA GOVERNMENT FINANCE OFFICERS ASSOCIATION

EXECUTIVE BOARD MEETING

Henry County Administrative Complex

January 21, 2011

Present: Larry Johnson, Melody Marlowe, Kelly Bush, Logan Propes, John Hulsey, Lorri Lynn Robinson, Cindy Campbell, Alicia Kinsey, Janet Camburn, Arlene Durrah, Angie Sorrow, and Ellen Walls

Absent: Cindy West, Michaela Thompson, Tina Whetherford, and Jim Pherson

Call to order: Larry Johnson, President

Executive Session: Larry Johnson called an executive session to recommend the nomination of Lynn Robinson to fill the unexpired term of the Treasurer's position. Motion was made by Kelly Bush to approve the nomination for Lynn Robinson for the Treasurer, seconded by Logan Propes; the motion passed by unanimous approval.

Larry Johnson, also, recommended the nomination of Angie Sorrow to fill the unexpired term of a Board of Director's position. Motion by Kelly to approve the nomination for Angie Sorrow for a Board of Director's position, seconded by John Hulsey; the motion passed by unanimous approval.

Approval of Minutes: Minutes from the Board Meetings of October 3, 2010 and October 6, 2010, Opening Breakfast on October 4, 2010, Annual Business Luncheon on October 5, 2010, and Banquet and Entertainment on October 5, 2010 were presented for approval. Motion was made by Kelly Bush to approve the minutes as presented, seconded by Logan Propes; the motion passed by unanimous approval.

Treasurer's Report: John Hulsey presented the fiscal position for the year ending October 31, 2010. John Hulsey stated that the following accounts receivable were outstanding at the fiscal year end; \$10,744.63 due from CVIOG for annual conference related activities, \$3,000 billed for membership, and \$1,500 due from Bank of America for their sponsorship. John stated we had a great year with a net profit of \$32,470. John Hulsey presented the fiscal position as of January 14, 2011. Motion was made by Kelly Bush to approve the treasurer's reports, seconded by Logan Propes; the motion passed by unanimous approval.

Old Business: John Hulsey presented the proposed budget for fiscal year 2010-2011 with an amendment for scholarship expenses in the amount of \$4,000; giving a total budget amount for scholarship of \$7,025. The revenue source for this amendment of \$4,000 would be unreserved fund balance. The total proposed balanced budget for fiscal year 2010-2011 is in the amount of \$149,770. Motion was made by Logan Propes to

approve the fiscal year 2010-2011 budget with the amendment, seconded by Melody Marlowe; the motion passed by unanimous approval. John stated that he would sign the engagement letter for the audit. John discussed truing up the revenues and expenses for career development with CVIOG.

New Business: Larry Johnson asked that the board and committee chairs review the Policies and Procedures. He noted that the Contract Management section needs to be updated. Kelly Bush indicated that the Secretary/Treasurer position should be compensated as the President's position is. John Hulsey stated that the strategic plan needed to be updated and suggested contracting with CVIOG to revise. Larry Johnson said that he would make contact with CVIOG to discuss contracting with them.

Committee Reports:

Annual Conference: Arlene Durrah stated that she is reviewing 2010 conference survey comments and as soon as her review is complete, she will send to the board members. Arlene stated that she will be setting up a conference call with her committee and Larry to discuss the 2011 Annual Conference Theme. Arlene stated that she is working on exhibitors and speakers. Arlene Durrah said that the 2011 and 2012 Annual Conferences will be held in Savannah, Georgia. The 2011 Annual Conference is October 3rd – 5th, 2011. Arlene will be working on the location for the 2013 Annual Conference. Larry Johnson said that he would get the number of attendees at the past Annual Conferences to see what location had the greatest number of attendees. Larry Johnson commented that he would like to see an "Other" amount for sponsorship to be added to the form for any amount less than the already designated amounts. Melody Marlowe suggested that we needed a minimum dollar amount for recognition (for example: \$2,500 and up).

Career Development: Cindy Campbell is discussing with CVIOG for two host sites; one in the spring and the other in the fall. Cindy Campbell is reviewing the topics. Ellen Walls mentioned the possibility of having webinars. Melody Marlowe mentioned that Sabrina Cape researched webinars during her term as Career Development chair last year. Cindy should contact Sabrina to discuss her findings before spending considerable time researching this option. The City of Dunwoody's Accounting Conference in June 2011 was discussed. Alicia Kinsey will be attending their conference and will contact Chris Pike on the possibility of GGFOA being a sponsor, doing an email blast to GGFOA members for their conference, and providing the attendees with GGFOA membership applications.

Communication: Larry Johnson stressed the importance of quarterly newsletter and that information needs to be provided to Cindy West by all the committee chairs to go in the newsletter. Melody Marlowe reminded everyone that GMA will coordinate the quarterly newsletter and that contact needed to be made with GMA to move ahead with developing the layout and design. John Hulsey stated that he would work with Cindy West on contacting GMA. Melody Marlowe stated that GMA can send out email blast as another communication tool; just contact Alicia Kinsey. Ellen Walls suggested placing job vacancies in the newsletter.

Membership Committee: Ellen Walls gave an update on the status of renewing members. Ellen stated that she has been working with Kelly Shields with GMA and they have contacted all that had not renewed except for 28. Ellen Walls is making phone calls to the last 28.

Scholarship/Awards Committee: Janet Camburn passed out her committee members contact list. Janet stated that she is working on setting criteria for the scholarships and will email to committee members and board members once completed for review. Janet will be contacting GFOA to see if we can go ahead and submit the registration form to reserve a spot for GGFOA member to attend the State of Wisconsin Advanced Government Finance Institute in June 2011. Janet Camburn mentioned raising monies for the scholarships; ie: a silent auction at the annual conference. Janet Camburn will work with Arlene Durrah on incorporating this in the annual conference.

Technical Resources: Alicia Kinsey has been reviewing the website and suggested making other resources available to the members. Logan Propes suggested using "List Serve" tool for the members. Larry Johnson suggested posting pictures of the board members and the committee chairs to the website. Lynn Robinson took pictures and will forward to Alicia Kinsey to post to the website once picture has been approved.

Historian: Past President, Melody Marlowe needs pictures of past conferences. Lynn Robinson will send pictures from the 2010 Annual Conference and Kelly Bush will send prior conference years.

Officer and Director Discussion: Melody Marlowe stated that GGFOA has had great annual conferences during the recession; 2010 \$24,600 and 2009 \$20,600. Kelly Bush indicated that she would research vendors to have time allotted (or a track) at the annual conference to demonstrate their products and the cost to charge the vendors. John Hulsey mentioned that CVIOG needs to be responsible for billing as soon as possible for the onsite registration fees at the annual conference. John Hulsey also reminded everyone that the GMA and CVIOG contracts need to be renewed. Larry Johnson stated that he would handle. Lynn Robinson thanked all for nominating her for the Secretary/Treasurer position and Angie Sorrow thanked all for nominating her for a board position.

Being that there was no further business before the board the meeting was adjourned.

Respectfully Submitted:

Lorri Lynn Robinson, Secretary-Treasurer