

**Georgia Government Finance Officers Association  
Executive Board Meeting  
Telephone Conference  
January 24, 2012**

In Attendance: Kelly Bush, Lynn Robinson, Jim Pehrson, Diane McNabb, Logan Propes, Alicia Serra, Larry Johnson, John Hulsey, Amy Hall, Cindy Campbell, Melody Marlowe, and Ellen Walls

Meeting called to order by Kelly Bush.

Approval of Minutes:

Executive Board Meeting Minutes of November 22, 2011, Henry County Government Complex presented by Ellen Walls. Motion to approve as presented by Jim Pehrson, second by Larry Johnson, passed unan.

Treasurer's Report:

Treasurer's Report was presented by Jim Pehrson with a Balance Sheet Report dated October 31, 2011 with total current assets of \$230,804.03 and total liabilities of \$230,804.03. The Profit and Loss Report for the period of November 2010 through October 2011 shows \$13,383.71 net income. Jim brought to the board's attention that a deposited check in the amount of \$14.88 has been outstanding since April 2009 and has not cleared the bank. Jim requested the board's consideration for authorization to write off this balance. Motion made by John Hulsey to write off the outstanding amount, second by Larry Johnson, carried unan. Jim also presented a Balance Sheet Report dated January 24, 2012 with the total current assets of \$250,144.19 and total liabilities of \$250,144.19. The budget to actual for fiscal year 2011 was presented with total revenues of \$144,141.73 and expenses of \$130,758.02 with net income of \$13,383.71. The only budgets received thus far for fiscal year 2012 are Membership from Angie Sorrow, and the Annual Conference from John Hulsey and Lynn Robinson. Kelly instructed that all budgets for 2012 should be turned in to Jim Pehrson as soon as possible; they were originally due on December 31, 2011. Motion made by Diane McNabb to accept the Treasurer's Report as presented, second by John Hulsey, carried unan.

Old Business:

Update Strategic Plan – tabled until the board can meet in person

Fiscal year 2012 Budgets – need to be submitted as soon as possible

Committees – Kelly Bush asked how many of the committees needed volunteers. As the committee chairs give their overview, include whether or not you need volunteers. Alicia Serra will send out an email blast with all the requests for volunteers at one time.

Benefit Survey – McCart Group – Logan Propes and Alicia Serra reviewed the timeline for taking the benefit survey. Postcards and an email blast would be sent out to the GGFOA membership using the GMA membership list. March 1, 2012 is the anticipated date for participation.

#### New Business:

GFOA – Chicago in June and Credit Cards - Kelly Bush asked for assistance in setting up her trip to Chicago for the national GFOA conference. There was discussion about which board members were allowed to have credit cards. Jim Pehrson will check on getting Kelly a credit card for GGFOA expenses. Melody Marlowe recommended that Kelly make her own arrangements through Henry County and GGFOA could reimburse the expenses later. It was also recommended that the hotel accommodations that Kelly uses could set up her reception for GFOA. This was considered the easiest way to handle the planning and set-up of the receptionist.

Vouchers – Cancel this item.

#### Director and Committee Reports:

Annual Conference: John Hulsey discussed several matters concerning the annual conference. The 2011 GGFOA Conference reconciliation indicates a gross profit of \$15,147.38. The survey data from the attendees indicated the need for change to our venue, higher-level courses, send handouts prior to conference by email, Tuesday seems to be too long for some, and some had problems with the temperature of the rooms. Future conference venues being considered are Lake Lanier Islands or Jekyll for 2015, Augusta Marriott in 2013, and Hilton Savannah DeSoto in 2014. Kelly Bush made a motion to approve the Augusta Marriott for 2013 and the Hilton Savannah DeSoto for 2014 and move forward with the contracts, second by Jim Pehrson, carried unan. John asked if the board if it would be all right to go back to accepting smaller amounts of money for sponsorship, each with a different level of recognition. The past schedule starts at \$250 and goes up. He is ready to send out letters to solicit sponsorships and wanted to make sure the change would be acceptable. John also addressed some recommended changes to this year's conference in Savannah. Instead of going on the riverboat cruise with dinner, have a Sunday reception on the back patio of the Savannah Marriott and use the atrium as a backup. Consider having a casino/gaming day as opposed to a DJ with dancing. Engage the membership to come up with a theme for the annual conference with the deadline as April 1<sup>st</sup> and as a prize comp their registration fee as an incentive to participate. Conference Speakers need to be scheduled early, we need to make sure not to overlap similar topics when possible. Use general session for the legislative updates and GAAP updates. The regular business luncheon will be used to recognize graduates of the CVIOG's Certified Finance Officer Program and for the induction of the officers. Goals have been set for members to pre-register by July 1, 2012 and have speakers and conference agenda posted to the website by June 1, 2012.

Alicia Serra was asked to update the website to include the dates for the future conferences for fiscal year 2012 on September 29, 2012 through October 2, 2012; fiscal year 2013 on September 29, 2013

through October 2, 2013; and fiscal year 2013 on September 28, 2014 through October 1, 2014. This committee will need volunteers to help with the annual conference.

**Career Development:** Amy Hall discussed the possibility of having budget training in Powder Springs. Cindy Campbell went over the successful seminars already held. One in Norcross, with John Husley, on Introductory Accounting and one in Tifton, with Jim Pehrson on Revenue Administration. The feedback on both of these seminars and the instructors were enjoyed. Thank You cards with the GGFOA logo on it would really be a nice touch to send to the host cities that allow GGFOA to hold their seminars. Kelly Bush said she would handle getting some Thank You cards. There is also a seminar planned for March 9, 2012 in Kingsland, which will be having a Level II elective course. Amy and Cindy both feel that one more member to their team would allow for a transition in Career Development when Amy or Cindy step aside. Alicia will include this request in her email blast for volunteers.

**Communications:** Logan Propes informed the board at the newsletter has just gone out. He and Alicia are working on getting ready for the McCart Benefit Survey and we already working on the next quarterly newsletter. This committee is find without any additional volunteers.

**Government Relations/Strategic Planning:** Kelly Bush and Jim Pehrson are handling the government relations and Strategic Planning and have found it to be very informative and involved. They will make sure any legislation that will affect GGFOA members will be brought forward to the members. This committee requires no additional help.

**Membership Committee:** The membership committee will need volunteers to help with the different ideas Angie Sorrow has in mind to improved our membership. GGFOA brochures need to be sent to Chris Pike to be distributed at his conference this year.

**Scholarship Committee:** Dianne McNabb said she could use all the help she can get.

**Technical Resources:** Alicia Serra feels the technical committee could use one or two more volunteers.

**Past President:** Larry Johnson mentioned that the investments in Vanguard would require two signatures of the President, 1<sup>st</sup> Vice President, or Treasurer.

**Historian:** Melody Marlowe had no report.

Kelly Bush made a motion to adjourn, second by John Husley, unan.

Respectfully submitted,

Ellen Walls