

BOARD MEMBERS PRESENT:	John Hulsey Jim Pehrson	Alicia Serra Logan Propes	Melody Marlowe Diane McNabb
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BOARD MEMBERS ABSENT	Cindy Campbell Kelly Bush	Mike Bush Wayne Putnal	Arlene Durrah
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COMMITTEE CHAIRS PRESENT:	Alisha Broom Chiquita Danzy	Jennifer Houston Tracy Arner
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President John Hulsey called the meeting to order.

APPROVAL OF MINUTES

Motion was made to approve minutes for Friday, March 8, 2013.

Motion to approve minutes passed unanimously.

TREASURER'S REPORT

John Hulsey presented the treasurer's report. He reported that there was an increase in service fees from \$40 to \$120 because Cindy wasn't near a Wells Fargo location and she needed to use the remote capture service in order to make deposits. Melody indicated that she lived near Cindy and said that Cindy could bring the deposits to her so that she could drop them at a Wells Fargo to save on the increase service fees. There was discussion on account 511.03 being over budget. John said that it was likely due to the increased service fees from Wells Fargo remote capture service; however, he would investigate it further.

Logan presented an outstanding invoice to John for payment. He stated that the reimbursement request had been made several months ago but doesn't see where a check was ever cleared. Research into the payment of this invoice is being conducted and actions to reconcile this item will be made.

Motion to approve the treasurer's report was made.

Motion to accept the treasurer's report passed unanimously.

OLD BUSINESS

Results of Annual Audit – John state that the association received a clean audit report from Bates Carter. Alicia will send out the final audit report to the board and committee chairs. IRS for 990 still needed to be signed and filed. John will check with Duane on the status of this form. It was also mentioned that the 2013 Annual Corporation Registration needed to be completed with the Secretary of State's office. Alicia to follow-up with John on completing this registration. Motion was made to approve the audit report from Bates Carter.

Motion to approve the audit report from Bates Carter passed unanimously.

John to follow-up with Bates Carter regarding filing IRS Form 990.

Alicia to follow-up with John to ensure the annual registration is complete with the Secretary of State's Office.

Strategic Plan Adoption – John thanked all the chairs for submitting their changes and updates on their respective committees. He also thanked the sub-committee comprised of Arlene Durrah, Alicia Serra, Arleen Samuels, Dianne McNabb, and Alisha Broom for all their hard work on updating all the changes and pulling together a final document for the board’s approval.

There was discussion on what the Significant Achievement Awards Program was that was listed under goal one of the Strategic Plan. Melody explained that it was an award that was created by GGFOA to recognize an authority for doing something to significantly improve the authority that they represent. She continued to explain that during the first year of the program there were only three or four submissions for consideration of the award. The following several years the City of Gainesville was the only authority to submit anything for consideration of the award; therefore, the Significant Achievement Award Program was abandoned due to lack of interest from the membership. The board discussed whether or not this program should be abandoned all together or if it something that should be revived. It was determined that the intent of the award was good and the board felt that with better promotion of the program this could be a successful award program. It was decided that the award would not be presented for 2013; however, it will be promoted at the conference and during the following year and an award for 2014 would be presented.

The board discussed goal six – “Develop and implement a Georgia GFOA focus group similar to the National GFOA group.” No one was familiar with the national GFOA focus group; however, they felt it was a good objective to develop a strong Government Relations committee and develop a focus group. John indicated that he had talked with Clint Mueller with ACCG and that Clint indicated that he would be more than willing to work with a Government relations chair to develop this group and help with the committee. John wanted to know if it stated anywhere in the by-laws whether or not an associate member could chair a committee. Melody thought that it was not allowed.

Plan adopted contingent on the following changes:

- Page 5 third bullet reworded to “Membership representation from Georgia authorities, special districts and other government agencies.”
- Page 5 last bullet strike “a” and change “program” to “programs”
- Page 11, goal six – Strike “similar to the National GFOA group” from third bullet.
- Page 12, goal eight – change from “University of Georgia’s Institute of Government” to “University of Georgia’s Carl Vinson Institute of Government.”

Motion to approve updated strategic plan with recommended changes.

Motion to approve strategic plan with recommended changes passed unanimously

NEW BUSINESS

New Scholarship Committee Chair – John announced that Tim Taylor resigned as Scholarship Committee Chair earlier this year. Chiquita Danzy with Milledgeville has been a committee member and volunteered to chair the committee. The board welcomed Chiquita. John will be sending the box with all scholarship information to Chiquita and he and Diane McNabb will be working with Chiquita to familiarize her with the duties of Chair.

Renewal of Contracts:

CVIOG Contract – John explained that because of the length of time it takes to process the annual CVIOG contract he has begun the process. The contract is currently with CVIOG and once a new contract is produced and given to John he will pass it onto the board for review and approval in order to meet the June 30, 2013 expiration of the current contract.

GMA Contract – The contract with GMA has an automatic annual renewal; however, the current contract only covers minimal services. John contacted Kelly Shield at GMA to discuss the possibility of providing List Serv Service. Kelly is checking on the pricing for this and will get back in contact with John regarding additional cost. Should the board decide to have GMA provide a List Serv for the website a new contract will need to be drafted to include this as a part of the services that GMA provides.

John to inform the board of cost of GMA List Serv once he hears back from Kelly

Membership Renewal vs. Fiscal Year – John had previously asked the question of why the billing cycle for membership renewal was not consistent with the association's fiscal year. After doing some research Melody discovered that somewhere down the line our administrator (GMA or possibly earlier) was misinformed and has been working with the understanding that our membership year (billing cycle) is from October 1 through September 30; however, the adopted GGFOA Policies and Procedures (dated June 2008) states the membership year starts on November 1 and ends on October 31. This makes the billing cycle for membership renewal consistent with our fiscal year. So it appears that our current process is not consistent with our policies and procedures.

John then referenced the Florida GFOA stating:

“The FGFOA's fiscal year begins July 1 and ends the following June 30 of each year. Membership fees are due and payable by the first day of the fiscal year, July 1. Any individual renewing his membership will have a thirty-day grace period (beginning July 1) during which to pay his dues. After July 31, the member will be given a courtesy final notice but he will be dropped from the current membership roster and will lose all privileges associated with membership until membership is renewed. New members are welcome to join at any time during the year; however, membership fees will not be prorated. Each member is responsible for notifying the FGFOA's office of changes in employment status, address, phone number, and similar member data.”

John stated he would like the association to mimic FGFOA's cycle and recommended that we amend the our Policies and Procedures to state that membership fees are due November 1 of each year with a thirty-day grace period and that any member who hasn't paid by November 30 will be dropped from the current membership roster and lose all membership privileges until their membership is renewed. He further stated that any member joining after July 1 through October 31 of any year will not have to pay the following year's membership fee. It was determined that a meeting with GMA was needed to address the changes and find out what their current process actually is. A motion was made to amend the Policies and Procedures to the above stated process.

**Motion to amend the Policies and Procedures as stated above passed unanimously.
John to contact Kelly Shields with GMA regarding setting a meeting to discuss needed changes.**

Policies and Procedures – It was discussed in previous meetings that the policies and procedures needed to be updated. It was determined that there the board and committee chairs would provide input on updating the policies and procedures and a final draft would be prepared for approval at the next board meeting scheduled for August 23, 2013 in Gainesville, GA.

Website – John had done some research and discovered that the website in the past had a message board. As discussed above he is having Kelly with GMA look into the cost of providing services on a List Serv for the website. Another issue that was discussed with Kelly was that we want the ability for our members to update their own contact information directly from the website. Kelly indicated that there is the capability for members to do that; however, that data base isn't interfaced with the billing system and it would change on the billing side. Jennifer Houston reported that she had been in contact with the FGFOA regarding their website administration. She was told that FGFOA pays \$1000 per month for their website administration and that she was given contact info for their website administrator. The board agreed that it is in the best interest of our association to "beef-up" the website and that long term a 3rd party administrator will be necessary. In the interim the board decided to wait on Kelly's response regarding the added charges for the List Serv and once we get the costs a meeting will be scheduled with GMA to discuss the future services that the association desires and discuss whether or not GMA can provide those services in a cost effective manner.

**Jennifer will contact FGFOA's website administrator to determine what services are included in the \$1000 fee.
A meeting with GMA will be scheduled once we get a response from Kelly Shields.**

GGFOA Booth – Alicia announced plans to have a GGFOA booth in the exhibitor hall at the conference in order to allow the membership an easy way to approach the association and volunteer. It was discussed that the booth would need to be manned so that those interested could get information on the many different types of volunteer opportunities with the organization. Alicia felt that this was a good way to recruit volunteers and give them a good idea of the expectations and duties of what volunteering entails. The hope is that it will cut down people volunteering to help and then backing out once they realize the responsibility that it entails. The board felt this was a good idea. Melody indicated that it would be good to have electricity at the booth to play the History of GGFOA on a laptop. John asked about the GGFOA display that the association use to use during career fairs. It was not immediately known where the display was but Melody would check to see if she had it.

**Alicia will develop a schedule for board and committee chairs to sign-up and "man" the booth.
Melody will check to see if she has the GGFOA exhibit display.**

COMMITTEE REPORTS

Annual Conference – John reported in the absence of Lori Sayer. He reported that the conference committee meeting that was held in February was a success. There were approximately 25 people who attended. They went over a skeleton agenda for the conference. He announced that they were still looking for speakers and if anyone had any ideas to let Lori know. Melody mentioned that it would be good to ask Jim Maynard from the Georgia Fire Fighters Pension Fund and

President of Georgia Association of Public Pension Trustees (GAPPT) to attend and speak on pensions. She indicated this would also be good to form a relationship with GAPPT which would be in line with the objectives outlined in the strategic plan. Melody, additionally, mentioned that the IRS had started coming down hard on municipalities who under-reported fringe benefits. She shared an article she found regarding this topic, "IRS takes \$41K bite out of city funds" that explains how the City of Carrollton had to pay a substantial amount back to the IRS because of under-reporting. She said that this type of thing is what we need to inform the membership of and it would be good to have an IRS representative speak on proper reporting of fringe benefits and 1099 employees. The board agreed and John indicated he would try to contact someone from the IRS to speak at the conference. He also indicated that he would send a rough conference agenda to the board and asked that we keep providing suggestions for speakers. He reminded the board to continue to engage our associate members through sponsorship opportunities.

John to contact IRS regarding a speaker at the conference.

John to send out a rough conference agenda to the board.

Career Development – Tracy Arner reported that they had completed the first Wednesday's News You Can Use webinar and it was a success. There were 38 attendees. They are gearing up for the second webinar and currently have 47 people registered for it. She discussed how attendances at the on-site trainings have dropped and that it is becoming more difficult to fill those classes. She recommended to the board that the association discontinue on-site training and shift the focus to on-line training with the Wednesday's News You Can Use webinars. By providing 6 webinars a year it would allow the membership to gain CPE credits throughout the year without having to incur the travel expense of attending an on-site class. The board felt this was the right direction to go. There was discussion on the cost of these on-line classes vs. on-site classes. John indicated that the on-site classes were designed to break even and was not designed to be a revenue producing program. The cost per webinar is \$1,500. Alicia mentioned that although she felt it was a good thing to offer the membership the training free of charge that we need to be mindful that at some point we may need to start charging a small fee in the distant future in order to sustain the program; however, the consensus of the board was to, for now, continue to offer these free of charge to the membership as an added member benefit. Tracy also indicated she is working on building a resource library for our members that will include recordings of all past webinars.

Communications – Alisha Broom thanked everyone for their assistance in getting the last newsletter out. It was a success and packed full of valuable information. A new feature in the newsletter was the addition of committee descriptions and reports which is a good way to inform the membership of how the board and committees are working for them. The deadline for article submission for our next newsletter is July 19, 2013 and will primarily focus on our annual conference but will also include a few articles, committee reports, and member highlights section.

Membership – John read the report submitted by Arleen Samuels. Currently the membership stands at 531 total members with a breakdown as follows:

- 447 Active Government Members
- 82 Associate Members
- 2 Educator Members

Scholarship / Awards – Chiquita reported that she is becoming familiar with the role of Scholarship and Awards Chair. There was discussion on what the scholarship forms and requirements were going to be for the new CVIOG Level I Certificate scholarship would be. Everyone agreed that we could use the existing scholarship forms and adapt it to fit the criteria established for the new scholarship. Chiquita will review the existing scholarships application process and determine the application process for the new scholarship. Melody stated that she would like to see the GFOA Advance Government Finance Institute Scholarship to be offered again. It was discussed that the deadline had passed for application submission for GFOA; however, during our board meeting Jim contacted Susan Gaffney with GFOA and she informed him that they had reserved a slot for this year's institute. The board decided that we could utilize this opportunity and get a blast announcement out quickly to the membership in order to award the scholarship this year.

Technical Resources – Jennifer had presented her report during the new business discussion above.

OFFICER AND DIRECTOR DISCUSSION

National Conference – John announced that there are ~ 80 – 90 Georgia representatives that will be attending the national GFOA annual conference. Conference brunch invitations will be sent out early next week.

Next Meeting – The next board meeting is scheduled for Friday, August 23, 2013 at 10:00 a.m. in Gainesville Georgia. The City of Gainesville will be hosting the board meeting and will be held at 300 Henry Ward Way, Gainesville GA 30501.

ADJOURNMENT