

Maryland GFOA
Board of Directors Quarterly Meeting
Severn Inn
August 4, 2017

Members Present:

Jason Zimmerman	Janet Irvin	Joe Mason
Lenny Moore	Michael Heaney	Keith Novak
Linda Watts	Eric Jackson	Robert Sandlass
Steve Kraus	Ken Henschen	Ed Leiter
John Kroll	Robert Burk	Tim Hayden
Angela Lane	Diane Fox	Christine Parker
Tammy Kennedy-Nichols		

Members Absent:

Lisa Moody Joe Beach

Committee Chairs: Mike Walther Alex Strate

Staff: Jane Ramsey

9:00 Lenny called the meeting to order at 9am

1. Approval of Minutes of April 7, 2017 Board of Directors Meeting - amended to change the write off of revenues to the write off of expenses in the Treasurer's report. Unanimous to accept April 7th minutes as amended. Linda Watts moved and (not identified) seconded to approve the June 22nd minutes. Approved. Unanimous.
2. Treasurer's Report – Jason Zimmerman reported that revenues were up over budget by \$29K fueled by increases in dues, conferences and sponsorship. It looks like increases in dues and conferences fees caused a decrease in membership and attendance, overall these revenues were up. Expense write-off of \$13K also contributed.

Likewise, expenses were \$30K under budget with conference expenses contributing heavily. This is because conference expenses fluctuate with attendance. Overall we are showing a positive variance of \$59K. While this allowed significant progress toward our reserve goal, the current balance of \$88,639 is still short of the goal of \$112,288. We will need to continue to find ways to increase revenue.

Motion to accept financial statements made by Keith Novak, seconded by Steve Krause. Approved. Unanimous.

3. FY18 Budget – Lenny Moore presented the budget approved by the Executive Committee to the Board. Budget to be amended to add \$1000 for Insurance – Errors and Omissions. Motion to approve budget made by Joe Mason, seconded by Jason Zimmerman. Approved. Unanimous
4. Old Business
 - a. Agreed Upon Procedures – Janet Irvin reported that Lindsey & Associates have been working on the engagement but we do not yet have a final report. We have been invoiced, but will not pay until we have received the report. She should be able to bring it to the Board at the next meeting.
 - b. Management Contract – the board went into closed session to discuss the management contract. Jane Ramsey excused herself.
5. New Business
 - a. Website Updates & other electronic communications. Item was moved in the agenda from 5e to 5a. Holly Sun and Joe Mason to monitor the website – as to needed updates, such as conference dates – via the communications committee. Jane Ramsey discussed Customer Relation Management software. Cost of CRM ranges from \$50 a month to \$1,000 a month. Expected cost is likely \$75 to \$125 a month. Existing

data could likely be transferred to CRM over a weekend. Subcommittee to explore CRM created with Rob Burke, Tim Hayden and Ed Leiter.

- b. Summer Conference. No survey data was available. Discussion as to the Wednesday BLI session on Microsoft upgrades was seen by many as too much of a sales pitch. Other sessions, particularly the brewery economic development impact, the fiduciary training, the economic overview by Peter Morici, and the keynote by Craig Price were well received. Discussion turned to the vendors and access to the conference. Motion to move registration closer to the vendors by moving the vendors upstairs and creating some prime vendor spots on the terrace at a cost of \$1,500 with regular vendor spots remaining at \$1,250 and to allow vendors to create small video commercials that will air during down-time was made by Robbie Sandlass and seconded by Steve Kraus. Approved. Unanimous. There was also a discussion and a consent decision to include information about the M&T event at Fagers in the conference brochure and program.
- c. Fall Conference. Mike Walther presented the draft agenda – see attached. Favorable comments. Board consent was granted
- d. Joint Conferences with other Local GFOA's - tabled
- e. Clarion contract. Discussion on potential new conference hotels in the future. Consent to keep the summer conference at the Clarion thru 2020.
- f. CPFO: Instruction cost is approx. \$3K. MDOT near BWI will host for free. Lunch cost TBD. Classes set for 9-4 on Nov 2 and 9-12 on November 3. Motion to charge \$300 per person made by Robbie Sandlass and seconded by Jason Zimmerman. Approved Unanimous. Discussion on looking for a sponsor to defray some of the cost.

6. Committee and Affinity Group Reports

- a. Membership – Christine Parker. Jane to send a list of all the new members. We have 63 new members, 13 of which are associate members. Directories were not available at the summer conference as planned. Hopefully will be done by the fall conference.
- b. Communications – Holly Sun not present. Communications discussed under 5a above.
- c. GFOA Rep – Kim Williams not present.
- d. Education – Joe Mason. Discussion on Virginia GFOA on-line training that is done in partnership with Radford University. Cost is \$150 per on-line course with proceeds split evenly between the two entities. Discussion turned to intermediate government accounting course. Kim Williams to work with Joe Mason. Tentative dates for the three day course is for October/November 2017 and May 2018.
- e. By-laws – Joe Beach not present
- f. Agreed Upon Procedures – covered earlier in Treasurer's Report
- g. Long Range Planning – Linda Watts
- h. Nominating Committee – Janet Irvin – no report
- i. Lloyd Jones Scholarship – Janet Irvin – no report.
- j. Investment and Treasury Management Affinity Group – Tim Hayden & Rob Burk
- k. Tax Affinity Group – Eric Jackson. Briefing on their April meeting, which included a discussion on payment options and a State government update from Michael Sanderson of MACO. Next meeting in October, preliminary agenda to discuss tax sales and a possible visit by the SDAT director.
- l. GASB Affinity Group – Keith Novak. Limited activity. Next big thing is the new reporting model
- m. Debt Affinity Group – Steve Kraus. Spring meeting had limited attendance. Fall meeting tentative agenda is on Public Private Partnerships.

7. Other Business

8. Adjourn. Motion by Lenny Moore and seconded by Janet Irvin. Approved. Unanimous.