

Maryland GFOA Board of Director's Quarterly Meeting
Severn Inn, Annapolis, Maryland
August 3, 2018

Members Present

Christine Osbourne	Lenny Moore	Tammy Kennedy-Nichols	Tim Hayden
Robert Sandlass	Eric Jackson	Jason Zimmerman	
John Kroll	Ken Henschen	Joe Mason	
Joe Beach	Lisa Moody	Dawn Parks	
Diane Fox	Steve Kraus	Keith Novak	
Ed Leiter	Raifu Ighile	Michael Heaney	

Not Present

Robert Burk
Holly Sun

Program Committee Co-Chairs: Michael Walther, Alex Strate

Staff: Jane Ramsey

Jason Zimmerman called the meeting to order at 9:00 AM

Introduction of members

1. Approval of minutes: April 6, 2018 and June 21, 2018 Board of Director's meetings
 - a. Corrections to the minutes were noted
 - b. Lenny Moore moved approval, Rafiu Ighile seconded; unanimous approval with modifications
 - c. Review of Summer minutes. Changes made to minutes removing those not present. Moved by Michael Heaney, Tim Hayden second; unanimous approval with modifications.
2. Treasurer's Report – Joe Beach
 - a. See attached reports
 - b. Joe noted that net assets increased 40%, stressed this is preliminary, unrestricted reserved of \$6,364 with a couple items to resolve. This was a very positive fiscal year. There are no outstanding bills.
 - c. Sponsorships for conferences/seminars were down for FY18.
 - d. Increase in Seminars/Training due to online CPO courses.
 - e. Dues are forecasted to remain the same for FY19 expenditures 3K less, SOA
 - f. Conferences ended the year below budget and similar to FY17 year end.
 - g. Keith Novak noted that management commissions were less and Joe noted it was shown in September. Joe mentioned it would not be a significant change. Budgeted more due to speakers considering it was an ethics year for FY19.
 - h. Revenues were close to budget on summer conferences and expenditures were approximately 18,000 below budget. There is a possibility that a more detailed line will be added for conferences. Overall \$30,000 over budget for conferences and special events, and the bottom line was a \$46,000 budget variance between revenues and expenditures.
 - i. Rafiu Ighile moved and Lisa Moody seconded, unanimous approval of Treasurer's report
3. Old Business

- a. Summer conference by Mike Walther
 - i. Microsoft was okay, ethics was exceptional. Kept attention of group for three hours. Overall satisfaction was great. Thursday lineup was strong.
 - ii. Jason brought up website disclaimer. Jane spoke with Cheryl Guth and it was out of her scope. Jane may reach out to others and she has also researched other sites.
 - iii. Adopt GFOA disclaimer on website, motioned by Joe, seconded by Christine.

4. New Business

- a. Jason proposed bringing in younger professionals for MDGFOA. Proposal is to form an affinity group for them and meet quarterly. This would be supported by the organization, have a question and answer session for feedback. Various ideas were suggested for meeting before conference starts, (i.e. have a breakfast meeting, etc. reserve tables for young members). An email will be sent out for responses to see if there is enough interest/participation. This new group will also be published in the newsletter to gauge interest. The age group of 40 and younger was mentioned to define the group. Jane mentioned looking at UMD and Towson for young professionals. Kim Williams mentioned targeting students in a MPA program. Alex and Mike will spearhead the program for young professionals; ideas were suggested to recognize the young professionals. Jason will draw up letter to gauge interest explaining the organization and promoting the affinity groups, special interests, and classes. Jason will meet with Alex and Mike about newsletter. Lenny mentioned publishing information about the affinity groups in the quarterly programs.
- b. Motion made for Young Professionals Affinity Group by Robbie Sandlass and seconded by Joe Beach. Newsletter will suggest those in organization to reach out to young professionals and encourage them to attend. Lisa is reaching out to other jurisdictions concerning getting involved with MDGFOA and has been in contact with Jane for information/guidance.
- c. Ideas will include, (1) student membership/career fairs to promote MDGFOA and young professionals, (2) reaching out to campus organizations.
- d. Lenny brought up the idea of having an active member of the Communication group participate once the newsletter is launched. This has been tabled. Kim will pursue someone in her office for this role. Jane mentioned that Mark Edwards from TD Bank has expressed an interest in becoming more involved in our organization.
- e. Statement of Activities-Revenues are pretty close, they have been lowered due to sponsorships-conference and seminars, expenditures are in line with FY18. Keith Novak asked if we could round budget numbers. Speakers' fees have exceeded budget. Robbie explained the reason was due to travel. Increase this line item to 12,000 and round to nearest thousand (283,000). Jason will notify executive board. Motion by Robbie Sandlass, seconded by Lisa Moody.

f) Executive Discussion (J Ramsey excused)

g) Fall Conference: Mike spoke about this conference. See agenda. Alex does know someone to be a keynote speaker for leadership and communication in the workplace and will reach out. Underwriter and local government official for Triple AAA bond rating topic. No other changes were noted. Motioned by Robbie Sandlass, seconded by Lenny Moore.

h) Lenny discussed outside promotion. NGFOA asked us to promote a session we were having. Jane reminded us that we have a policy that we do not promote. Lenny thinks we should have the ability to promote since we are a branch of them as long as there are no conflicts. Keith Novak mentioned how this should be worded. Changing policy not bylaws. Discussion has been tabled. Policy will be sent to Dawn for discussion.

5. Break

6. Committee & Affinity Group Reports:

a. Membership - Christine Osborne reported the number of memberships we had for year ended June 30, 2018. Alex asked if we can track where members are coming from(location) per county. This will be placed on the board portal.

b. Sponsorship – Tammy Kennedy-Nichols reviewed the Report with Jane Ramsey. Annual sponsorship is down. Tammy has requested from Jane that on the website conversations with sponsors can be reviewed to know of progress and communication. There is a need to know what sponsors we have and their tenure (5 years). Sponsors are showing enthusiasm due to the website per conversation Tammy had with Jane. The website provides the opportunity to promote and share training, communication, etc. There is an expectation to see an increase in revenue growth. No negative comment from sponsors that showed for the summer conference. Many are looking forward to coming back next year. Positive feedback was the spacing of the booths.

c. Communications – Holly Sun (absent)

d. GFOA Representative – Kim Williams discussed the GFOA Representative report. Get young professionals, social media, promote scholarships and training. Redesign of ethics policy. Supreme Court issued decision on South Dakota vs Wade on sales tax. Smart management for water supply. Training 9/19 at UMD. Contacts have been updated. CPFO updates are online.

e. Education – Joe Mason asked for ideas that he would be willing to explore. Two intergovernmental sessions this year?

f. By-laws – Joe Beach has comments

g. Long Range Planning – Robbie Sandlass brought up the meeting spots and mentioned we are still under contract at the Clarion and BWI Marriott for the next several years. Keith Novak mentioned how the Clarion is beginning to show age. Discussions of other places are the WISP, Cambridge Hyatt. This will be tabled for fall meeting. Jane will send out RFP and we will discuss at the fall meeting. Social event will be revamped by Bank of America.

h. Nominating Committee – Lenny Moore, no report but Steve and Dawn have volunteered to assist when he asked for volunteers. Introduce names in February for finalization at Spring meeting.

i. Lloyd Jones Scholarship – Lenny Moore asked if we should merge with the Young Professionals Affinity Group. Decision made to draw down funds for scholarship until depleted. Discussion to change scholarship requirements/criteria.

- j. Investment & Treasury Management Affinity Group –Tim Hayden and Rob Burk (absent) Tammy Kennedy-Nichols mentioned that she has authorization to sponsor the September meeting.
 - k. Tax Affinity Group – Eric Jackson mentioned that the Tax Affinity Group had an April meeting with Mike Higgs from SDAT and received an update from Barbara Zectick of MaCo. Next meeting will be October 18.
 - l. GASB Affinity Group - Keith Novak mentioned GASB on reporting model and new items. Lenny discussed changing title from GASB Affinity Group to something else based on the topics that are discussed.
 - m. Debt Affinity Group – Steve Kraus, March meeting was canceled. Struggle with getting MDOT conference room. Next available time would be November 28. Keith Novak offered their conference room for use. Davenport will talk about issuing bonds and convention center hotel refunding.
7. Other Business: Kim Williams brought up online training. No CPFO courses have been scheduled so far. Dr. Chase does not teach the other three courses but has contractors that will teach them. Joe Mason will take lead Debt, Cash & Investments, Budgeting are the three classes. Classes available are procurement and ?
8. Adjourn: Joe Beach moved and seconded by Robbie Sandglass. Approved without objection.