



Minutes – Quarterly Board of Director’s Meeting

August 6, 2020
Zoom Conference Call
9:00 AM

Board Members Present:

Joe Beach, Robert Sandlass, Eric Jackson, Robert Burk, Kim Williams, Courtenay Desabaye, Jennifer Diercksen, Bill Early, Mark Edwards, Diane Fox, Tim Hayden, Ken Henschen, Rafiu Ighile, Tammy Kennedy-Nichols, John Kroll, Ed Leiter, Steve McGibbon, Christina Osborne, Dawn Parks, Jennell Rogers, Caroline Sturgis

Committee & Affinity Chairs Present:

Marty Jacobs, Alex Strate, Michael Walther

Staff:

Jane Ramsey

President Joe Beach called the meeting to order at 9:02 AM.

Agenda:

Agenda update: Will discuss the FY21 Budget after the Treasurer’s Report.

1. Approval of Minutes: April 3, 2020 Board of Director’s Meeting
Amendments and Corrections: None
Motion: Eric Jackson
Second: Rafiu Ighile
Approval: Consensus

Approval of Minutes: June 18, 2020 Annual Membership Meeting
Amendments and Corrections: None
Approval: No Abstentions – Consensus

2. Treasurer's Report: Provided by Robert Burk
Report provided – FY2020 Draft Financials pending any year-end adjustments
Spring Conference was cancelled; Summer Conference was virtual with no fee
Reserve Policy = 3-6 months of expenses
Total Revenue \$171,191
Total Expenditures \$175,448
Net Assets \$155,115

3. FY2021 Budget: Presented by Joe Beach
Presented budget with two assumptions: 4 virtual conferences; 3 virtual conferences and a Summer Conference

Recommending budget with 3 virtual conferences and a Summer Conference
Recommended fee for the virtual conferences: \$60 members; \$75 nonmembers

Motion: John Kroll

Second: Rafiu Ighile

Approval: Consensus

Old Business:

1. Summer Conference Recap – Presented by Michael Walther and Alex Strate
Virtual Conference Held at no fee; turned out well; Thanks to CLA for the hosting software and technical support; Approximately 300 attendees; 12 nonmembers registered and paid membership fees for the Summer Conference
2. Lloyd Jones Scholarship – Presented by Robert Sandlass
Scholarship not awarded for the Summer Conference
Current scholarship = 2 nights hotel, conference attendance, and \$200 to offset costs
Discussion on 2020 award: 3 free virtual conferences (fall, winter & spring) & free membership for the year
Use Applications submitted to award this year's scholarship
Motion: Robert Sandlass
Second: Christina Osborne
Approval: No abstentions or objections – Consensus

New Business:

1. Fall Conference – Presented by Michael Walther and Alex Strate
Scheduled for October 30, 2020. Will be Virtual Conference and use same software and technical support from CLA. Discussed draft agenda and speakers.
2. Meeting/Hosting Software – Presented by Joe Beach
Needed a 1-month license to host the virtual board meeting; CLA has offered to host the conferences for this year; Still need meeting/hosting software for Board meetings and Affinity meetings.
Considerations: Cost; attendees ability to use the software; # of users
Recommendation: Zoom Pro for 100 Users

3. Clarion Contracts for 2021 – 2023 – Presented by Joe Beach
Options to sign 1, 2, or 3-year contract; recommend to lock into 3 years at the current rates
Pros: Clarion has invested \$millions in room renovations and improved facilities; No real alternatives at this time; clause in contract for situations like COVID
Cons: What if decline in attendance? Increase in rates if less than 3-year contract?
Approval: 3-year contract, at current rates

Clarification after the meeting via email from Joe Beach: If we cancel any of the summer conferences, we will have to pay a percentage of liquidated damages based on how much in advance we provide notice of cancellation. However, there are no financial penalties for disappointing attendance. Based on the discussion in the Board meeting, the contracts will still be executed with the understanding that we have no plans to cancel these future conferences. Also, the contracts do include a Force Majeure Clause that waives the contract provisions in the event that it is “illegal or impossible” to hold the conference.

4. Intermediate Accounting Seminar – Presented by Jennifer Diercksen
Usually held in May and November
Will need to be virtual with a chat feature for attendance taking; we will use same platform as we do for the conferences; class is usually holds 32 people for 2 full days from 830-430 and ½ day from 900-100; Jennifer to get scheduled with CLA, SB & Company and Cohn Resznick and get the ball moving
5. GFOA Representative Position – Presented by Joe Beach and Kim Williams
Vacated by Kim Williams; reviewed resume of Lisa Sesny
Motion: Kim Williams
Second: Eric Jackson
Approval: Consensus
6. Board Vacancies & Roster– Presented by Robert Sandlass
Delaware seat representative: Dawn Parks – 3 year term
Motion: Robert Sandlass
Second: Christina Osborne
Approval: Consensus

Eastern Shore seat representative (vacated by Dawn): Jonathan Seaman from Queen Anne County – fill out remaining term 2020 (to be filled again in June 2021)

Motion: Robert Sandlass

Second: Steve McGibbons

Approval: Consensus

June 2020 Vacancies:

Central seat – Ed Lietner for second term (ending June 2023)

Washington Metro seat – John Kroll for second term (ending June 2023)

Motion: Robert Sandlass

Second: Christina Osborne

Approval: Consensus

Other Discussions:

Steve McGibbons – term ends June 2021, at which time the seat will open.

Committee and Affinity Group Reports:

1. Membership: Provided by Christina Osborne
424 Members – just began the fiscal year
Bylaw Change to include Delaware – strategy to reach out for additional members; brief email letter to be prepared with membership benefits – comments and approval to be obtained; Email to Municipal Manager meeting attendees; CLA to email to clients
2. Sponsorship: Provided by Tammy Kennedy-Nichols
FY2020 partnerships are up from 2019; Struggling to get commitments at this time due to lack of networking opportunities for virtual conferences
Strategy for Delaware sponsorships and partnerships
3. Communications: Provided by Mark Edwards
In his report he mentioned several opportunities to improve communications through website updates on award winners, blog updates, and information from the different Maryland regions. Separate Committee meeting to discuss opportunities will be established; Volunteers for the committee are Diane Fox, Caroline Sturgis, Joe Beach, and Tim Hayden.
4. GFOA Rep: Provided by Kim Williams
Detailed report provided to the Board.
5. Education: Provided by Jennifer Dierckesn
Discussed contacts with GFOA on pending changes to the CPFO program. She will attend an upcoming webinar on the subject.
Will work with Tricia Griffiths on scheduling the Intermediate Governmental Accounting Seminars for November and May; Bill Early mentioned that CLA may be able to help with hosting the class virtually.

6. By-laws: Provided by Joe Beach
Board members were provided with the updated By-laws that were approved at the Summer Conference.
7. Long Range Planning: Provided by Joe Beach
Nothing new to report
8. Nominating Committee: Provided by Robert Sandlass
Clarified that based on term information provided by Dawn Parks that Steve McGibbon's term had expired and there should be a vote to keep Steve on the Board for a three-year term.
Motion: Robert Sandlass
Second: Christina Osborne
Approval: Consensus
9. Lloyd Jones Scholarship: Provided by Robert Sandlass
Based on discussion during Old Business, the committee chair will contact prior past president and roll over the prior nominations from the summer for consideration for the scholarships for the fall, winter and spring conferences.
10. Young Professionals Affinity Group: Provided by Michael Walther
Michael is an active participant with this group. (Jason Zimmerman no longer on Board)
11. Investment & Treasury Management Affinity Group: Provided by Tim Hayden and Robert Burk
Affinity group chairs will consider and plan a virtual meeting
12. Tax Affinity Group: Provided by
Last meeting of the affinity group was on April 16 with SDAT via conference call
Virtual affinity group meeting planned for October 15 to discuss tax sales for those that had them and AutoAgent will be the presenter
13. GASB Affinity Group: Provided by Bill Early
Nothing new to report
Will transition affinity group issues with Keith Novak
14. Debt Affinity Group: Provided by Jennell Rogers
Nothing new to report
15. Retiree Group: Provided by Marty Jacobs
Requested that materials provided by Prudential Investments on Social Security Benefits be posted on the MDGFOA website; Joe Beach indicated that he would review to determine if there were any inappropriate sales proposals on the materials before posting
Asked if the Executive Director had sent email reminders on renewing membership; Jane indicated that three such reminders had been sent
Asked if we can tell who is an active member on the website; Jane answered that they can by looking at the Directory.

Asked if the MDGFOA was considering printing a paper directory. Joe Beach responded that there were no plans to do so. Consensus after discussion was that this was not necessary since it was available to members on the website.

Other Business:

No other business

Meeting Adjourned by Joe Beach at 11:50

Next Meetings:

Fall Conference – Friday, October 30, 2020 – virtual

Board Meeting – Friday, November 6, 2020 - virtual