



Quarterly Board of Director's Meeting

April 9, 2021

Zoom Call

9:00 AM

Board Members Present:

Joe Beach, Robert Sandlass, Eric Jackson, Robert Burk, Kim Williams, Courtenay Desabaye, Jennifer Dierksen, Bill Early, Diane Fox, Tim Hayden, Ken Henschen, Rafiu Ighile, Lisa Moody, Tammy Kennedy-Nichols, John Kroll, Ed Leiter, Christina Osborne, Dawn Parks, Lisa Sesny, Caroline Sturgis

Committee & Affinity Chairs Present:

Marty Jacobs, Alex Strate, Michael Walther

Staff:

Jane Ramsey

Board Members and Committee/Affinity Chairs Not Present:

Mark Edwards, Steve McGibbon, Jennell Rogers, Jonathan Seeman

Call to Order:

President Joe Beach called the meeting to order at 9:01 AM.

Agenda:

Approval of Minutes: February 5, 2021 Board of Director's Meeting

Amendments and Corrections: NONE

Motion: Rafiu Ighile

To accept the Minutes as written.

Second: John Kroll

Approval: Consensus

Treasurer's Report: Provided by Robert Burk

- Financial Position
 - Cash Position \$190K;
 - No outstanding liabilities of any sort; \$203K of total equity (about 102% of our annual budget)
- Statement of Activity
 - \$119K in total revenue
 - \$63K in total expenditures
 - Shout out to sponsors and partners for providing
 - \$53K in net revenue to date
 - Bad Debt – write off of prior year sponsorships (spring and summer sponsorships from prior year when conferences went virtual)
- Budget to Actual
 - Targets for member dues and conference revenues
 - Sponsorship revenues are up
 - Less spending on conference expenses
 - Favorable/Unfavorable (Bill Early) to change the headers
 - Inventory shrinkage – write off of prior year directories that no longer had value
- Other discussions
 - We many want to have a discussion on rate for the summer conference due to good financial standing. How to return value to membership over the next year
 - Will we need to pay Clarion for any fees for the conference that will not occur? At this time, per Joe Beach, we have not heard from Clarion as the alternate dates that they proposed did not work for MD GFOA.
 - Idea from Dawn Parks – Past President dinner; this was done years ago and was well attended. Was done when there were higher reserves at the time.
 - Per Robert Sandlass, T Rowe price account that we still have (Lenny, Jason and Linda Watts are still on it.) This needs to be cleared up (\$54K in the account)

Motion: Eric Jackson

To accept the Treasurer's Report as presented.

Second: Robert Sandlass

Approval: Consensus

Old Business: None

New Business:

1. Spring Conference – Presented by Michael Walther and Alex Strate
 - a. Nothing has changed since last Board Meeting
 - b. Dry run before the conference
 - c. All speakers have confirmed
 - d. At this time, no partnerships for the 30 second commercials for Spring Conference

2. Summer Conference - Presented by Michael Walther and Alex Strate
 - a. Continue the drawings for this conference (drawings on Friday as well and must be present to receive)
 - b. Discussion – 1 day or 1.5 day
 - c. Thursday to be the main day of the conference; Friday – ½ day of software training
 - d. Sessions
 - i. Professional Development/Diversity
 1. Racial Equity – Executive/Council side and how it reviewed for Budget lens
 - a. Caroline Sturgis can provide possible speakers
 - b. Tammy Kennedy-Nichols to help with speakers
 - c. Double session
 2. Focus on the cost perspective
 - ii. American Rescue Plan Act Compliance Update – single session
 - iii. Climate Change and Resiliency
 1. Focus on the cost perspective
 2. Joe Beach working on the panel
 - iv. Economic Update
 - v. Cyber Security / Fraud Update
 - vi. Annual Business Meeting
 - vii. Software training – Friday
 - e. Discussion on Pricing of the conference
 - i. Separate fee for Thursday / Friday or one fee
 1. Once fee for the 1/5 day
 2. \$90 for members; 110 for nonmembers
 - ii. Platform – use of CLA for both days? Use separate platform on Friday for the software training

Motion: Robert Sandlass

Cost of the Summer conference for the 1.5 days of training (total of 10 CPE)

\$90 for members

\$110 for nonmembers

Second: Rafiu Ighile

Approval: Consensus

3. Board Member Role in Committees and Affinity Groups
 - a. Eric will be incoming President; he will be appointing new chairs for Board and Affinity Groups
 - b. Please consider serving
4. Board of Director's Outline of Duties
 - a. Updates to the document
 - i. Wording changes

- ii. Removed "Survival Kit"
 - iii. Change made to the financial statements to include "compilation"
 - b. Suggested additional updates
 - i. Change banking card to "payment card" (Christine)
 - ii. Change sponsorship chair duties to "provide guidance" with Management Association (rather than taking the lead) (Tammy)
 - c. Changes to be made and then sent via email for review and final approval
- 5. MD GFOA Policy Document
 - a. Updates to the document
 - i. Move the definitions to the beginning of the document
 - ii. Finance section – changed the requirement that the President proposes budget at the first board meeting of the year. (August)
 - 1. Discussion – this change will NOT be made.
 - iii. Added a note for the Virtual Attendance Conferences
 - 1. Need to update for the 1.5 day virtual summer conference (per vote above).
 - iv. Updated the grandfathered sponsors to remove the support value and update name changes and sponsorship levels
 - v. Added the Louis L Goldstein Award to the document

Motion: Rafiu Ighile

To accept the changes to the MD GFOA Policy Document.

Second: Robert Sandlass

Approval: Consensus

Motion: Christine Osborne

At the Summer Conference in 2021, the Board will award the Louis L. Goldstein Award to Keith Novak.

Second: Tammy Kennedy-Nichols

Approval: Consensus

Committee and Affinity Group Reports:

Membership: Provided by Christina Osborne

- Lisa Moody has joined the membership committee
- Reached out to Delaware but no movement at this time
- Dawn to send info to Women in Government in Delaware for distribution

Sponsorship: Provided by Tammy Kennedy-Nichols

- Sponsorship is only down by \$1,000
- Two sponsors reached out and increased their level
- Strategies to make better and successful
 - EMMA – prospects (lists provided)
 - Redesign partnership levels and provide to Board (See Partnership Redesign document in Board packet)
 - add email addresses to attendance lists

- Letter from the President to be sent out
- Make sponsorship a full year (not based on calendar or fiscal year)
 - Tracking will be done and have a “renewal” when the year end
 - To begin July 1, 2021
 - Partnership report to include the “date of expiration”

Motion: Tammy Kennedy-Nichols

Remove the sponsor prospectus from the website to allow for better communication and outreach

Second: Eric Jackson

Approval: Consensus

Motion: Christine Osborne

Change the sponsorship cycle to a one-year sponsorship from when payment is made.

Second: Tammy Kennedy-Nichols

Approval: Consensus

Budget and Fiscal Policy Affinity Group – Robert Sandlass

- First virtual meeting; invites have been sent

Communications:

- Mark Edwards not in attendance to provide update

GFOA Rep: Provided by Lisa Sesny

- GFOA vendor presentation guidelines – email sent
- Attending the State/Provincial Forum meeting
- Chicago annual conference cancelled
 - Virtual conference will be held, and registration is open
 - July 12 – July 23
- End the Acronym – Comprehensive Annual Financial Report
- Best Practices and Advisory
- CPFO program has been launched

Education: Provided by Jennifer Diercksen

- Intermediate Governmental Accounting Seminar
 - May 4-6, 2021
 - Registration has begun; 36 attendees to date
- CPFO Course
 - GFOA has opened registration
 - Only one exam currently released – Accounting and Reporting
 - Suggestion to send email to let membership know that it is now open
 - Candidate Guideline has been issued by GFOA
 - Working with GFOA to have a presentation to MD GFOA chapter

By-laws: Provided by Joe Beach

- Nothing to report

Long Range Planning: Provided by Joe Beach

- Nothing to report

Nominating Committee: Provided by Robert Sandlass

- Diane Fox, Frederick County – second term
- Courtney Desabaye, Baltimore Public Schools – second term
- Secretary – Tim Hayden
- Kevin Greenville – Southern Maryland slate
- Bernadette Benik, State Treasurer’s Office - State Representative
- Daniel Fox, Caroline County - Eastern Shore Representative

Motion:

Nomination for June Slate:

Tim Hayden – Secretary

Kevin Greenville – Southern Maryland Representative

Bernadette Benik – State Representative

Diane Fox – Western Region Representative

Courtney Desabaye – School Representative

Daniel Fox – Eastern Shore Representative

Motion: Eric Jackson

Second: Diane Fox

Approval: Consensus

Lloyd Jones Scholarship: Provided by Robert Sandlass

- Five nominations received from several Counties
- Executive Board was brought in to break tie
 - Tara Pouncy, Harford County
 - Free conference registrations for Summer, Fall, Winter and Spring
 - Free annual membership
- Robert Sandlass to reach out and notify

Young Professionals Affinity Group: Provided by Michael Walther

- Nothing to report

Investment & Treasury Management Affinity Group: Provided by Tim Hayden and Robert Burk

- Nothing to report
- Any topics that we would like to cover?
 - Tammy Kennedy-Nichols has some subjects to consider
 - Other banks have expressed interest – let them set up date/agenda

- Suggestion by Kim – Bitcoin cases by police? Online purchases for stings?
- Vendor day?

Tax Affinity Group: Provided by Eric Jackson and Daniel Lewis

- Meeting on March 18th
- Involving payments received through auto agent
- Tax credits, tax sales, etc.
- Next Meeting – April 15th – Paymentus

GASB Affinity Group: Provided by Bill Early

- Not available to present

Debt Affinity Group: Provided by Jennell Rogers

- Not in attendance to present

Retiree Group: Provided by Marty Jacobs

- Agrees that the President's dinner is a great idea
- Concept of doing it when there is extra money, is good
- Tax break for retirees – did not pass in legislation
- Vaccines – how will that affect people at the next meeting (Board or Conference)
 - Temperatures?

Other Business:

- Honorary Membership award to Keith Novak as part of the Louis Goldstein award.
- Posthumous Louis Goldstein award and Honorary Membership to Ed Bianchi at the fall.

Motion: Robert Burk

In addition to the Louis Goldstein award, award the Honorary Membership to Keith Novak at the annual business meeting.

Second: Rafiu Ighile

Approval: Consensus

Motion: Rafiu Ighile

Award Honorary Membership and the Louis Goldstein award to Ed Bianchi at the fall conference

Second: Tammy Kennedy-Nichols

Approval: Consensus

Adjournment:

Meeting Adjourned by Joe Beach at 11:50 AM

Motion: Christine Osborne

Second: Kim Williams

Next Meeting:

Spring Conference – Friday, April 30, 2021 (virtual)

Summer Conference – Thursday, June 17, 2021 (virtual) ½ day on June 18, 2021

Board Meeting – normally the first Friday in August – Eric to provide date soon