

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 12, 2024**

The meeting of the FGFOA Board of Directors took place at the Daytona Grande Oceanfront Resort in Daytona on Friday, January 12, 2024.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Frank DiPaolo, Chief Financial Officer, City of Dania Beach  
President-Elect – Rip Colvin, Executive Director, Justice Administrative Commission  
Secretary-Treasurer – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller  
Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County - BCC  
Director, Melissa Burns, Fiscal Director, State Attorney's Office 4th Judicial District  
Director, Missy Licourt, Budget Director, St. Johns River Water Management District  
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County  
Director, Bill Spinelli, Chief Financial Officer, Hillsborough County Sheriff's Office  
Immediate Past President, Jonathan McKinney, Finance Director, City of Port Orange

**COMMITTEE CHAIRS**

Mary-Lou Pickles, Certification  
Sarah Simpson, Conference Program  
Stephen Timberlake, Educational Programs  
Elizabeth Walter, 2023 SOGF  
Derek Noonan, Technical and Legislative Resources  
Shannon Ramsey-Chessman, Strategic Communications Ad-Hoc

**STAFF**

Paul Shamoun, Florida League of Cities  
Jill Walker, Florida League of Cities  
Melanie Howe, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President DiPaolo called the January 12, 2024, meeting of the FGFOA Board of Directors to order at 8:35 am.

**PRESIDENT REPORT**

**Minutes**

President DiPaolo presented the minutes from the October 18, 2023, FGFOA Board meeting for review.

**Mr. Colvin moved, seconded by Ms. Licourt, to accept the minutes from the October 18, 2023, FGFOA Board meeting as submitted. Motion passed unanimously.**

**Audit Committee Assignments**

President DiPaolo presented his assignments to the Audit Committee. He recommended Jonathan McKinney, Immediate Past President, Director of Finance at the City of Port Orange; Nicole Gasparri, Secretary-Treasurer, Director of Strategic Management and Professional Development at the Palm Beach County Clerk of the Circuit Court & Comptroller - West Palm Beach; and Kathleen Campbell, Director of Finance, Children's Services Council of Broward County.

**Ms. Licourt moved, seconded by Mr. Colvin, to approve the recommendations as presented for the Audit Committee members. Motion passed unanimously.**

**Lifetime Achievement Award Committee Assignments**

President DiPaolo presented his assignments to the Lifetime Achievement Award Committee. He recommended Jonathan McKinney, Immediate Past President, Assistant City Manager, at the City of Port Orange; Jamie Roberson, Past President, Chief Operating Officer of Finance at the Martin County Clerk of Circuit Court and Comptroller; Rip Colvin, President-Elect, Executive Director at the Justice Administrative Commission; Kelly Strickland, Director of Financial Administration at the City of Sarasota, and Darrel Thomas, Member at-large, Chief Financial Officer at the city of Weston.

**Mrs. Schnirman moved, seconded by Ms. Gasparri, to approve the recommendations as presented for the Lifetime Achievement Award Committee members. Motion passed unanimously.**

**Annual Conference Awards Program**

President DiPaolo opened the floor for creating new ideas for awards at the 2024 FGFOA Annual Conference including years of membership, membership spotlight, best ACFR, pass all 5 CGFO exams in one setting, and an innovation award. Many ideas were supported and will be flushed out over the coming weeks FGFOA staff will get pricing and timelines to incorporate these ideas into the Awards Luncheon.

**PRESIDENT-ELECT REPORT**

**Nominating Committee Assignments**

President-Elect Colvin presented his selection for the Nominating Committee. He selected Ken Burke, FGFOA Past President, Clerk of Circuit Court/Comptroller of Pinellas County – CCC and Mark Fostier, FGFOA Past President, Retired.

**Ms. Gasparri moved, seconded by Mrs. Schnirman, to approve the Nominating Committee assignments as presented. Motion passed unanimously.**

**2024-2025 Committee Chair Assignments**

President-Elect Colvin presented his selections for the 2024-2025 Committee Chairs. He chose Mary-Lou Pickles for the CGFO Certification Committee; Sarah Simpson for the Annual Conference Program Committee; Anna Otiniano for the Educational Programs Committee; Kadem Ramirez for Professional Development Committee; Elizabeth Walter for the 2024 School of Governmental Finance Committee; and Jean-Michel Neault for the Technical and Legislative Resources Committee. The chair for the Event Host Committee is yet to be decided.

**Mr. Spinelli moved, seconded by Ms. Licourt, to approve the Nominating Committee assignments as presented. Motion passed unanimously.**

**SECRETARY-TREASURER REPORT**

**Financial Ending September 30, 2023**

Secretary-Treasurer Ms. Gasparri passed the floor to Mr. Shamoun to present the Financials Ending September 30, 2023, for review by the Board.

**Mr. Colvin moved, seconded by Ms. Burns, to approve the Financials ending September 30, 2023, as presented. Motion passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

### **Local Chapter Support**

Mr. Shamoun gave an update of how the Board and staff can support Local Chapters in the most impactful ways based on current concerns. He recommends that FGFOA staff would handle local chapter administration, including memberships and dues/event fee collection. Local chapters would no longer use Wild Apricot, and the administration would be facilitated through the FGFOA's membership portal. Local chapter registration would be handled at the same time that members register for their FGFOA membership. All dues and event fees will be deposited into each chapter's individual bank account with Capital City Bank Group (CCBG). The FGFOA banks with CCBG and can assist in the transition of signatories when board members change. All programming of events and communications to local chapter members would be generated and distributed by FGFOA staff, at the direction of the local chapters. FGFOA staff will send out CPE certificates for live local educational sessions. Local Chapter Presidents could send E-bulletins to their chapter (notifying members of upcoming meetings) by completing an online request form. A sample of the event request form and event flyer were submitted for review. FGFOA staff will also manage each chapter's webpage on the FGFOA website.

**Commented [GN1]:** Should we add..... The local chapter board would fill out a Local chapter event request form prior to the event in order to engage the FGFOA staff. ( since the form was discussed)

After much discussion, the Board approved of the full proposal as submitted with the exception that the word "web-based" be removed regarding earning CPE as all sessions must be in-person. All local chapters will bank with Capital City Bank Group (CCBG), with each chapter having their own separate bank account. The FGFOA banks with CCBG and can assist in the transition of signatories when board members change. Local Chapters would still be responsible for reconciling their monthly bank statements and providing annual financial statements.

**Commented [GN2]:** Do we need to state that this will take place as of July 1, 2024? I think it was discussed

**Ms. Licourt moved, seconded by Ms. Burns, to approve the proposal as submitted with the edits. Motion passed unanimously.**

### **FGFOA Sponsorships**

Mr. Shamoun presented an outline of sponsorships to be sold for the 2024 Annual Conference. President DiPaolo stressed the weight that was placed on choosing an ethical and legal path to create sponsorship for our vendors that benefits them with a more prominent presence as well as bringing in additional funds to FGFOA which creates a more enhanced experience for our attendees. The outline below presented to the Board and generally accepted giving FGFOA staff the authority to move forward to implementation.

#### **Titanium Sponsor – \$10,000.00 (Limit 1)**

Six full conference registrations

Two Premium booths

Three additional tickets to Tuesday evening's event at Gulfstream Park

Pre and post-conference attendee lists with physical mailing addresses

Top billing of signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)

Mention of company at Opening General session & Tuesday Business lunch

Link to your website on the official conference mobile app

Four additional sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Platinum Sponsor – \$5,000.00 (Limit 2)**

Three full conference registrations  
Three additional tickets to Tuesday evening’s event at Gulfstream Park  
Pre and post-conference attendee lists with physical mailing addresses  
Top billing of signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)  
Link to your website on the official conference mobile app  
Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Gold Sponsor – \$2,500.00 (Limit 5)**

Two full conference registrations  
Pre and post-conference attendee lists with physical mailing addresses  
Prominent signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)  
Link to your website on the official conference mobile app  
Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

**Silver Sponsor – \$1,000.00(Limit 10)**

Pre and post-conference attendee lists with physical mailing addresses  
Signage/recognition throughout the conference (meeting rooms, at-a-glance program, mobile app)  
Link to your website on the official conference mobile app  
Two sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

It was recommended that the official logo also be placed on the at the beginning of each presentation either via the actual presentation or on the desktop so that it is seen at the beginning of each session. This is to consistently keep the theme and brand at the forefront of the attendee experience. Mr. DiPaolo recommended that the Florida League of Cities be the Titanium sponsor thru their in-kind contributions to the FGFOA.

**Mrs. Schnirman moved, seconded by Ms. Burns, to approve the sponsorship proposal as outlined. Motion passed unanimously.**

**Showstoppers Quote**

Mr. Shamoun submitted the Showstoppers Quote for the 2024 FGFOA Annual Conference and School of Governmental Finance events. He recommended approving the full terrorism coverage as this is what the Board has historically chosen.

**Ms. Gasparri moved, seconded by Ms. Burns, to approve purchasing the full terrorism coverage from Showstoppers for the 2024 FGFOA Annual Conference and School of Governmental Finance events. Motion passed unanimously.**

**Membership Report**

Mr. Shamoun presented the current membership report for review including the number of current CGFO’s and candidates listed as previously requested by the Board.

**Investment Report**

Mr. Shamoun presented the investment report for review by the Board.

### MEETING PLANNING

Mrs. Howe presented several options for the next few years of FGFOA Annual Conference and School of Governmental Finance. She presented the pros and cons of each location. Ultimately, the Board authorized Ms. Howe to push forward with contracting with the proposed locations for the 2025 and 2026 SOGF. The Board gave further guidance to hold all future annual conferences in the Orlando area and to hold all SOGF's in locations other than Orlando. The Board had several questions about the proposal for the 2026 and 2028 annual conferences at universal studios and asked that it be brought back for further consideration at the next meeting.

### COMMITTEE CHAIR REPORT

#### Educational Programs Committee

Mr. Timberlake gave a verbal update for the Educational Programs Committee report noting attendance for completed webinars; the schedule for webinars is completed through July of this year; and the committee is editing the current Bootcamp program to offer a more a la carte option to our members. No action was required for this committee report.

#### Certification Committee

Ms. Pickles presented the Certification Committee report noting 35 new applications were received for the CGFO program year-to-date, of which none of them have been denied. There were 75 renewals selected for a random audit. Regarding the CGFO exams, the subcommittee is on schedule to have their review of version "A" of the test bank for CGFO exams completed and available in January for the roll-out of the online exams. Since the October exams there are 10 new CGFOs. She congratulated them all and noted the updates are posted on the website. The contract with ASC has been signed so an e-bulletin will go out in January to introduce the new platform. Online, on-demand testing will be open in January and February with the existing test bank. The committee is currently working with UGA to expand the test bank with new questions to include application of the concepts. New questions and presentations should be completed in early March and will be validated by subcommittee members. A live webinar will be scheduled March to cover the new material.

Next, Ms. Pickles presented the CGFO review session and webinar fees item. The committee is recommending adding on-demand review session webinars to the CGFO candidates. There is already a database of past webinars that could be made available. Live webinars would be scheduled as appropriate to remain current with new questions and outdated materials.

**Ms. Burns moved, seconded by Mrs. Schnirman, to approve increasing the cost of each in-person review to \$60 per person which covers the cost of breakfasts and snacks. She also moved to accept increasing the CGFO webinar cost to \$40 per person per year for unlimited, on-demand access. Motion passed unanimously.**

Next, Ms. Pickles presented the updated proposed Guidelines for On-Demand Online Testing noting the testing will be open 24/7 for the first 2 months of each quarter. If a candidate fails one of the parts, they need to wait until the next quarter to retake that exam. Candidates will have three years to pass all five parts (currently they have five years). Candidates with 2½ years or more in the program will be grandfathered-in and will have 5 years to pass all five-parts. Approved candidates with less than 2½ years in the program, will have their timeframe to complete reduced from 5 to 4 years.

It is still being decided whether online test takers will receive their test results upon completion of their exam and whether candidates taking their tests online with in-person proctoring will receive their official test results in 3 to 5 business days. The Board approves of 20 people being selected to participate in a test run of this new online system. They will not be charged for their participation, however, if they pass, it will count towards a passing score for the CGFO certification.

**Ms. Burns moved, seconded by Ms. Brinson, to approve testing to be open 24/7 for the first 2-months of each quarter. If a candidate fails one of the parts, they need to wait until the next quarter to retake the exam. She also moved the grandfathering in of candidates currently in the program. Motion passed unanimously.**

#### **Conference Program Committee**

Ms. Simpson submitted an updated 2024 Annual Conference Program schedule for review. Next, Ms. Simpson presented the updated Moderator Training PowerPoint and Guidelines for review. No motion was made on either item.

#### **Event Host Committee**

President DiPaolo gave a verbal report for the Event Host Committee noting that he would like the last Board meeting of this year to be held at the Hard Rock Café. FGFOA staff will work on this option.

#### **Professional Development Committee**

Mrs. Schnirman presented the Professional Development Committee report noting that the committee would like to organize a Mentor/Mentee session at the Annual Conference. They have secured Peter Brill to be the speaker. FGFOA staff will work on making this happen. There have been 13 applications received for the Leadership program, there are 12 more in progress. University Outreach is still happening with a presentation scheduled on February 6<sup>th</sup> at FAU.

#### **School of Governmental Finance Committee**

Mrs. Walter presented the SOGF Committee report noting which sub-committee chairs have been filled and which are still available. The committee is beginning to put the schedule together for the 2024 School of Governmental Finance.

#### **Technical and Legislative Committee**

Mr. Noonan presented the Technical and Legislative Committee report by submitting the updated committee manual for review and approval. President DiPaolo recommends the report be prepared during the session, not at the end. This will allow for a quicker turnaround and review period. Also, it is noted that section 1E must be removed (Each committee member is assigned to coordinate one or more of the scheduled webinars).

**Ms. Gasparri moved, seconded by Mrs. Schnirman, to approve the updated Technical and Legislative Resources Committee Manual with edits. Motion passed unanimously.**

#### **Local Chapter President Ad-Hoc Committee**

Mrs. Roberson presented the Local Chapter President Ad-Hoc Committee report noting the Southwest Florida Chapter now has a new chapter president, Kevin Greenville. The newly constituted board has taken a strategic step by incorporating Manatee County into the chapter. The Florida First Coast

Chapter Update hosted a notable event in the Jacksonville area on November 3, 2023, which was well attended and a call to action was issued, resulting in six individuals volunteering to spearhead the rebuilding efforts for this Chapter. The Space Coast Chapter Update is working in collaboration with Teri Butler, to organize a strategic meeting with the officers scheduled for Friday, January 5, 2024. The primary purpose of this gathering is to deliberate on strategies aimed at revitalizing and kickstarting the Space Coast Chapter.

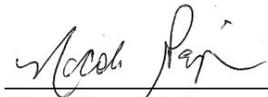
**Strategic Communications Ad-Hoc Committee**

President DiPaolo presented the Strategic Communications Ad-Hoc Committee report noting the committee roster had not yet been solidified. FGFOA staff will coordinate this with Mrs. Ramsey-Chessman and President DiPaolo to set a kick-off meeting for the committee in the coming weeks.

**NEXT MEETING**

The date for the next Board meeting will be on Friday, March 8, 2024. It will be held with the Leadership 2024 graduation ceremony at the Embassy Suites North, Orlando.

**ATTEST:**



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**Nicole Gasparri, Secretary/Treasurer**