



**Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors**

Friday, June 25, 2024

Teams Call

3:00 pm



FGFOA Mission

2024-2025

The FGFOA is dedicated to being your professional resource by providing opportunities through Networking, Education, Information and Leadership.

Networking

- Promoting relationships among peers
- Cultivating strong relationships with other organizations
- Enhancing relationships with the Local Chapters

Education

- Creating balanced and cost-effective educational programs
- Utilizing various methods of delivery
- Enhancing cooperative training partnerships
- Promoting attainment and retention of certified officials

Information

- Delivering information through innovation
- Providing feedback and analysis on emerging legislative and technical issues
- Facilitating information sharing for members

Leadership

- Providing opportunities for individual development
- Recognition of the FGFOA's governmental finance expertise
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing member achievements

ATTENDANCE - FGFOA BOARD MEETING

June 25, 2024

PRESENT

PRESENT

OFFICERS

Rip Colvin
Nicole Gasparri
Kelly Strickland

DIRECTORS

Sharon Almeida
Lorrie Brinson
Melissa Burns
Nicole Jovanovski
Missy Licourt
Anna Otiniano
Rebecca Schnirman
Allison Teslia

1st Term

2023-2026
2023-2026
2019-2022
2022-2025
2021-2024
2024-2027
2022-2025
2024-2027

2nd Term

2022-2025
2024-2027

IMMEDIATE PAST PRESIDENT

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Frank DiPaolo

COMMITTEE CHAIRS

Mary-Lou Pickles
Sarah Simpson
Andrew Thompson
Yiemy Guzman
Jamie Roberson
Kadem Ramirez
Elizabeth Walter
Shannon Ramsey-Chessman
Jean-Michel Neault

Certification Committee
Conference Program Committee
Educational Programs Committee
Event Host Committee
Local Chapter
Professional Development Committee
2024 SOGF Committee
Strategic Communications Committee
Technical and Legislative Resources Committee

CHAPTER PRESIDENTS

Rip Colvin
Jennifer Walker
Edward Linsky
Rebecca Spuhler
Lynn Stone
Jennifer Cole
Kristin Thompson
Tracey Stevens
Mindy Miller
Kathleen Campbell
Kevin Greenville
Teri Butler
Jamie Roberson
Lory Irwin

Big Bend Chapter
Central Florida Chapter
Florida First Coast Chapter
Gulf Coast Chapter
Hillsborough Chapter
Nature Coast Chapter
North Central Florida Chapter
Palm Beach Chapter
Panhandle Chapter
South Florida Chapter
Southwest Chapter
Space Coast Chapter
Treasure Coast Chapter
Volusia Flagler Chapter

OTHERS IN ATTENDANCE

Paul Shamoun
Jill Walker
Karen Pastula

Florida League of Cities
Florida League of Cities
Florida League of Cities



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **Tuesday, June 25, 2024**
 3:00 pm
 Teams

- I. Call to Order – Rip Colvin, President**
- II. Roll Call**
- III. Administrative Services Agreement**
- IV. Meeting Management Agreement**
- V. Budget Amendment**
- VI. Other Business**
- VII. Next Meeting – Friday, August 23, 2024, at the Embassy Suites by Hilton Orlando Lake Buena Vista South; 4955 Kyngs Heath Road, Kissimmee, FL 34746**



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

**President-Elect
Nicole Gasparri**

**Secretary/Treasurer
Kelly Strickland**

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Teslia

Meeting Date: June 25, 2024

Title of Item: Administrative Services Agreement

Executive Summary, Explanation or Background:

Attached is the Administrative Services Agreement your review and approval.

Recommended Action:

Approval

Paul Shamoun

June 14, 2024

Date

**ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN
THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
AND
THE FLORIDA LEAGUE OF CITIES, INC.**

The parties of this Agreement are the Florida Government Finance Officers Association, Inc., hereinafter referred to as the "FGFOA" and The Florida League of Cities, Inc., hereinafter referred to as the "League".

The purpose of this Agreement is the provision of professional and support services, with discretion and confidentiality, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan, attached hereto as Exhibit A.

The term of this Agreement shall commence on July 1, 2024 and expire on June 30, 2027 upon being duly executed by the authorized representatives of each party.

Either party to this Agreement may terminate this Agreement at any time, without cause, by giving written notice to the other party at least one-hundred and twenty (120) days in advance of the intended date of cancellation. The FGFOA has the right to terminate this Agreement for cause, provided (1) thirty (30) days written notice is given to the League stipulating the reasons for the termination; and (2) the League has the right to meet with the FGFOA Board of Directors to discuss the termination prior to the effective termination date; however, the decision of the FGFOA Board of Directors shall be final. Notwithstanding the provisions herein, both parties may terminate this Agreement at any time upon mutual consent.

In the event of termination, all Reasonable Expenses incurred by the League for the provision of services authorized by this Agreement through the date of termination shall be the responsibility of the FGFOA. Any funds held by the League for the benefit of the FGFOA shall be returned to the FGFOA upon termination of this Agreement.

The Work Plan shall be reviewed and updated by the FGFOA with any modifications noticed to the League in writing at least thirty (30) days prior to the beginning of the year to which they apply. The League shall have the opportunity to respond to the modifications with a revised cost proposal as may be required. With the consent of both parties, including approval of the FGFOA Board of Directors, the Work Plan may be modified at any time.

The location of the FGFOA office shall be the League's headquarters office, presently located at 301 South Bronough Street, Suite 300, Tallahassee, Florida, or such other location that is mutually agreeable to both parties. Office hours and business days shall coincide with those of the League.

The League shall designate an employee of the League to serve as the FGFOA Executive Director. Such designation shall be subject to the approval of the FGFOA Board or Directors. This individual shall be actively involved in the affairs of the FGFOA in serving as the League's principal liaison to the FGFOA. The FGFOA Executive Director shall serve as the registered agent for the FGFOA. This individual shall be knowledgeable of governmental finance issues.

The League shall be an independent contractor to the FGFOA. Neither the League nor any of its employees or assigns shall be considered employees of the FGFOA within the purview of any worker's compensation and/or social security laws or regulations, or in any other regard. The League agrees to indemnify and hold harmless the FGFOA from and against any claim for payment made by any government agency or authority, for withholding income taxes, social security payments, worker's compensation payments, or similar payments based on the assertion that any employee of the League or its assigns, was or is an employee of the FGFOA.

The League may assign certain obligations under this Agreement, provided such assignments have been authorized by the FGFOA Board of Directors.

The FGFOA acknowledges the League may contract with other entities for the provision of professional services. The League shall disclose in writing to the FGFOA Board of Directors the name of all other entities for which the League has been retained and the scope of services to be provided to those entities. In the event that the fulfillment of or compliance with the terms and conditions of this Agreement conflicts with or is deemed to be in conflict with or results in a breach of the provisions of any services agreement with another entity, the League shall immediately notify the FGFOA Board of Directors in writing, requesting an acknowledgment of the League's disclosure or requesting a modification of the terms and conditions contained herein, or such other mutually agreeable remedy including, but not limited to, the termination of this Agreement.

The FGFOA may request the League to perform additional services relating to the administration or the development of its programs or services. Such additional duties and *consideration mutually* agreed to by the FGFOA and the League shall be set forth in a written addendum to this Agreement.

In return for the services, as outlined in the Work Plan, attached hereto as Exhibit A the FGFOA agrees to pay the League, as outlined in the Schedule of Fees and Expenses, attached hereto as Exhibit B.

This Agreement may be modified as deemed necessary upon the mutual consent of the League and the FGFOA. With the written consent of both parties, additional funds may be provided by the FGFOA and additional services performed by the League under this Agreement. Such modifications must be incorporated into this Agreement as revisions to Exhibit A, the Work Plan, and Exhibit B, the Schedule of Fees and Expenses, as appropriate.

This Agreement supersedes and terminates, as of the date hereof, all prior contracts between the League and the FGFOA relating to professional and support services provided by the League to the FGFOA.

The effective date of this Agreement shall be July 1, 2024.

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the FGFOA and the League, have set their hand and seal.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Date: _____

Alton L. "Rip" Colvin, Jr.
President

Attest:

Date: _____

Nicole Gasparri
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Date: _____

Jeannie Garner
Executive Director, CEO

Attest:

Date: _____

Paul Shamoun
Director, Financial Services

EXHIBIT A WORK PLAN

A. General Administration

The League is to provide professional, support, bookkeeping, and clerical services to satisfactorily meet the FGFOA's needs.

Services

- Provide administrative support to the FGFOA President, officers, directors, committee chairs, chapters, and others in conducting the affairs of the Association.
- Provide a business location, mailing address, and telephone services for the FGFOA through the League's headquarters office.
- Designate an employee of the League to serve as the FGFOA Executive Director, who will also be the registered agent for the FGFOA. The FGFOA Executive Director will be subject to the approval of the FGFOA Board of Directors (the "Board").
- Periodically participate in a performance evaluation of the services provided.
- Coordinate and provide administrative support to standing and ad hoc committees.
- Prepare and distribute notices and agendas of all Board and committee meetings.
- Distribute agenda packets of all Board meetings at least 7 days prior to the meeting date.
- Maintain the official records of the FGFOA.
- Attend all meetings of the Board and attend committee meetings as requested by the President.
- Prepare, maintain, and distribute minutes within 21 days of the Board meeting and to have available in the Agenda Book of the next Board meeting.
- Assist in the development of informational handbooks for committee chairs and chapter presidents, as necessary.
- Comply with all requirements of the FGFOA bylaws and policies and procedures, and assist officers, directors, and committee chairs in complying therewith.
- Provide administrative support including dues collection to local chapters.

B. Membership

The League is to assist the Board and provide for a continuing effort to promote and retain membership in FGFOA. Such services generally include the maintenance of a current membership list and online directory with accurate contact information and membership records.

Services

- Maintain current membership files.
- Initiate contacts with prospective members.
- Process membership renewals and maintain member profiles.
- Provide new members with a welcome letter.
- Provide communications to members on an as-needed basis.
- Maintain membership information for the online membership directory.
- Notify non-renewing members and follow procedures for their removal from membership lists.
- Distribute e-bulletins, or other online services to the membership.
- Maintain and administer online List Serves or other formal message board style of communication as approved by the Board.

C. Technical Assistance

The League is to generally provide support services and assist in coordinating the efforts of the technical resources committee.

Services

- Respond to member inquiries regarding technical assistance needs.
- Develop and maintain a technical reference library.
- Serve as a liaison for technical resources available through the national Government Finance Officers Association.

D. Publications

The League is to publish and distribute electronically ~~quarterly-periodic~~ FGFOA newsletters, the annual online membership directory, and such other publications as may be recommended by the committees and approved by the Board.

Services

- Provide general assistance and advice regarding publications of the FGFOA.
- Assist in the drafting and solicitation of news items of interest to the FGFOA membership.
- Prepare layout, edit, proof, ~~reproduce~~, and distribute the online newsletter.
- Maintain an online annual membership directory.

E. Meeting Planning & Administration

The League is to assist the FGFOA in arranging approved webinars, one-day seminars, meetings of the Board, CGFO review sessions and exams, and meetings of FGFOA committees, as requested. It may be necessary for the League to coordinate with another firm in providing meeting planning services for the FGFOA Annual Conference and School of Governmental Finance, even though the other firm will be responsible for this event. The League will identify such coordination responsibilities in writing with an acknowledgment provided by the FGFOA President. Services to be provided by the League herein will generally include assistance with advance meeting notices, logistical and meeting facility arrangements, and other support services relating to meeting coordination.

Services

- Recommend and secure suitable meeting sites and facilities pursuant to established criteria.
- Negotiate and contract with selected hotels or other meeting facilities on behalf of the FGFOA.
- Attend planning meetings as requested by the authorized FGFOA representative.
- Prepare and recommend an operating budget for each meeting event involving revenues and expenses.
- Assist the FGFOA committees in securing speakers and confirming their participation.
- Assist the committees in arranging and securing meeting functions and related activities.
- Design, develop, and distribute promotional and advance registration materials for meetings.
- Prepare badges, handouts, registration lists, signs, continuing professional education forms, evaluation questionnaires, and other related materials.
- Secure CPE designations from the State Board of Accountancy and NASBA, as required.
- Develop and maintain background and evaluative information on speakers involved in FGFOA events.
- Provide on-site management of meetings with sufficient staffing as approved by the Board.

- Prepare post-meeting management reports with sufficient information to properly evaluate event.
- Assist and coordinate exhibitors for the annual conference, including the preparation of such correspondence as may be required.
- Secure quotes for cancellation insurance for the Annual Conference and the School of Governmental Finance each year and purchase policy, if approved by the Board.
- Assist local chapters with the creation and distribution of local chapter event materials.

F. Accounting and Financial

The League will be responsible for the day-to-day financial management of the FGFOA in accordance with the Procedures for Transacting, Recording, and Reporting of FGFOA Financial Activity, adopted by the Board.

Services

- Maintain records of all cash receipts, make all deposits of incoming cash, and provide adequate information on cash receipts to the FGFOA Secretary/Treasurer.
- Prepare quarterly financial reports and work with the FGFOA Secretary/Treasurer to facilitate a quarterly review of financial transactions. Distribute financial reports within 60 days after the close of the quarter.
- Process payables and disbursements and reconcile bank statements.
- Assist in the preparation of the annual operating budget as required.
- Prepare, or have prepared, with the consent of the Board, all tax returns as required by applicable law.
- Manage the FGFOA investment program in accordance with the FGFOA's Statement of Investment Policy, adopted by the Board.
- Make strategic recommendations to the Board on financial matters, including but not limited to, cash management and the fee structure.

G. Financial Audit

At the direction of the Board, the League shall arrange for an annual independent audit of FGFOA financial activities, including the Annual Conference and the School of Governmental Finance. A qualified independent auditor selected by the FGFOA shall perform such audit. Costs associated with the annual audit shall be the responsibility of the FGFOA, with the exception of normal and routine staff support services provided by the League in connection with such audit.

H. Legislative and Intergovernmental Coordination

The League shall assist the FGFOA by monitoring, coordinating, and reporting on state legislative and intergovernmental issues of interest to the FGFOA membership.

Services

- Assist in serving as an informational resource on legislative matters.
- Monitor legislation affecting governmental finance and financial affairs.
- Assist the FGFOA in developing contacts.
- As needed, identify appropriate finance experts from the FGFOA membership and coordinate their appearances and testimony at legislative committee meetings and hearings.
- Coordinate the legislative and intergovernmental activities of the FGFOA with those of organizations with mutual or similar interests.
- Develop and maintain a membership contact system to facilitate the timely dissemination of information.

I. Professional Certification Program

The League shall provide general administrative assistance to the FGFOA in support of the Certified Government Finance Officers (CGFO) program.

Services

- Assist in the preparation and dissemination of information regarding the program.
- Maintain requirements and member records on continuing professional education credits.
- Notify the committee chair when certificate holders are out of compliance (i.e., fail to maintain active membership or fail to submit any of the requirements for re-certification within the prescribed timeframes).
- Send non-compliance letters in accordance with program guidelines.
- Process certification applications in accordance with program guidelines.
- Assist in scheduling review courses and testing at the School of Governmental Finance in the fall, ~~as well as testing at various locations across the state in the spring~~ and grading tests results.
- Develop and prepare CGFO award certificates.
- Develop and maintain online renewals, ethics test, and other functions, as requested.
- Facilitate CGFO webinars as needed for review courses.
- Assist in scheduling review courses and administer testing.

J. Website and Social Media

The League shall assist with the development of the FGFOA website and shall provide general administrative assistance in support of information technology objectives and enhancements. The League shall facilitate updates to and maintenance of the FGFOA website, and also monitor and utilize social media platforms to communicate with the membership and promote FGFOA events.

Services

- Assist in the development of the website which includes: providing feedback to the Board regarding the contents of the website, coordinating and processing the requested information for inclusion.
- Perform the necessary maintenance on the website including the following: update the membership database, revise the calendar to reflect upcoming FGFOA related events, update the newsletter section as new issues are released, and other tasks as appropriate.
- Provide on-line registrations for the Annual Conference, School of Governmental Finance, webinars and one day seminars as necessary.
- Provide on-line voting for ~~the FGFOA's annual election or~~ bylaw amendments, as necessary.
- Create, facilitate and monitor FGFOA social media platforms including, but not limited to, Facebook, LinkedIn and Twitter.

K. Webinars

The League shall provide general administrative assistance to the FGFOA in support of Webinars and online events.

Services

- Provide administrative and technical support for webinars and online events for members.

- Facilitate the registration and implementation of the webinars including practice sessions and live sessions.

L. Exhibitors and Sponsorships

The League shall provide general administrative assistance to the FGFOA to secure Exhibitors and Sponsorships for the Annual Conference and other FGFOA events.

Services

- Maintain an Exhibitor database.
- Contact and confirm Exhibitors, including necessary follow-up contact.
- Develop a Sponsorship program that allows for enhanced partnerships with Exhibitors at key FGFOA events providing for new revenue opportunities.

M. Other Services

The League shall provide general assistance in the development of new programs and services to assist the FGFOA membership. In addition, the League will coordinate support services to local chapter organizations and provide coordination between the FGFOA and the GFOA regarding mutually beneficial programs and services.

Local Chapter Organizations

- Maintain information on local chapter organizations.
- Distribute mailing lists and provide general assistance to local chapter organizations.
- Coordinate chapter officers' training session.
- Maintain required general and financial information submitted by local chapter organizations.
- Work with the Chapter Liaison Officer and with the FGFOA Secretary/Treasurer annually to coordinate various tax and insurance matters and to obtain chapter financial data needed for tax filings.
- Collect dues and maintain bank accounts for local chapters.
- Assist in promotion and fee collection for local chapter events.

GFOA Liaison

- Develop and maintain current information on various GFOA recognition, awards, and certificates for budget and financial reporting.
- Assist in the coordination of GFOA programs, services, and seminars of interest to FGFOA members.
- Participate in GFOA activities through attendance at conferences, seminars, and other meetings authorized by the Board.
- Provide notification to the President at least 60 days prior to the expiration of the GFOA State Representatives' terms.
- Assist the President in the appointment of GFOA State Representatives.
- Coordinate FGFOA reception at GFOA annual conference.

Leadership FGFOA

- Provide services in administering the Leadership FGFOA program, including coordination of speakers, hotel facilities, programming, promotion, communication with the class attendees and on-site staffing.

Florida Government Finance Officers Association, Inc.

Alton L. "Rip" Colvin, Jr., President

Nicole Gasparri, President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Jeannie Garner
Executive Director, CEO

Paul Shamoun
Director, Financial Services

EXHIBIT B SCHEDULE OF FEES AND EXPENSES

Section I – Fees

The League will perform all services, as mutually agreed to, as outlined in the Work Plan, referenced as Exhibit A. The annual retainer fee for professional and support services performed by the League shall be the following payable in an amount equal to one-fourth of the annual amount, and payable on June 30, September 30, December 31, and March 31 for each year the Agreement is in effect.

The Fee for 2024-2025 is \$187,000. Fees for the next two years will increase annually by three percent (3%).

Section II – League Employees at Educational Events

Two League employees can attend each one-day seminar or webinars for purposes of education with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the School of Governmental Finance with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the Annual Conference with no registration fees (does not include employees as FGFOA staff).

The League shall receive two premium booths at the Annual Conference with no fee.

Section III – Out-of-Pocket Expenses

The League, or its authorized assigns, shall be entitled to receive reimbursement for eligible out-of-pocket expenses reasonably and necessarily incurred by it in the performance of its duties as described herein, provided such expenses are appropriately documented by the League and authorized for payment by the FGFOA ~~Secretary/Treasurer~~President. Certain out-of-pocket expenses of the League will be included in the annual retainer and will not be eligible for reimbursement by the FGFOA. Reimbursement for eligible expenses will be requested periodically for costs advanced by the League. In addition, certain expenses may be payable directly by the FGFOA and will not be applicable for reimbursement purposes.

Statements for reimbursable expenses of the League may be submitted to the FGFOA Secretary/Treasurer no more frequently than monthly. Individual reimbursable expenses, exceeding \$500, shall be paid within ten (10) days after receipt, unless the FGFOA ~~Secretary/Treasurer~~President notifies the League of any disputed items and the nature of such objection. Disputed amounts will be resolved in a timely manner and settlement made by mutual agreement of both parties. The undisputed portion of the League's request for reimbursements shall be paid in accordance with the requirements herein.

Section IV – Reasonable Expenses (Defined)

This term shall be deemed to incorporate the pro-rata annual fee as defined herein divided by 365 multiplied by the number of days consumed in performing services defined in "Exhibit A" attached hereto plus eligible out-of-pocket expenses defined herein.

Eligible Out-of-Pocket League expenses include the following:

- U.S. Postal charges.
- Courier delivery services when provided at the convenience and at the request of an FGFOA officer, board member, or committee chair.
- External printing costs associated with FGFOA publications and announcements.

- Reasonable and customary travel expenses of the FGFOA Executive Director, and/or other designated League representative to attend FGFOA meetings.
- Supplies and other expenses identified in an operating budget approved by the Board of Directors, which are for and reported separately to the Board of Directors.
- Supplies used by the League relating to the sale of FGFOA products or services.
- Similar Out-of-Pocket Expenses.

Ineligible Out-of-Pocket League Expenses include the following:

- Capital costs for office space, furniture, equipment, computer software, or internal supplies. Rents for office space or for office equipment.
- Consulting or other professional services, except legal, social media/ marketing and auditing services contracted for directly by the FGFOA.
- Local and long-distance telephone services, including normal and customary transmissions.
- Reproduction or copy charges used for internal purposes.
- Other allocated overhead or indirect charges.
- Similar Out-of-Pocket Expenses.



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

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Anna Otiniano

Rebecca Shnirman

Allison Tesla

Meeting Date: June 25, 2024

Title of Item: Meeting Management Agreement

Executive Summary, Explanation or Background:

Attached is the Meeting Management Agreement your review and approval.

Recommended Action:

Approval

Paul Shamoun

June 14, 2024

Date

MEETING MANAGEMENT AGREEMENT

THIS AGREEMENT made and entered into this ~~1st day of July, 2023~~^{25nd day of June, 2024} by and between the Florida Government Finance Officers Association, Inc. (herein "FGFOA") and Florida League of Cities, Inc (herein "League").

The purpose of this Agreement is the provision of professional meeting management services for the FGFOA Annual Conference and School of Governmental Finance, with discretion and confidentiality, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan attached hereto as Exhibit A:

FIDUCIARY RESPONSIBILITIES: The League shall conduct the affairs of the FGFOA in the same manner and standard of care as the League conducts its own affairs. The League shall maintain records of all cash or cash equivalents, make all deposits of incoming receipts in a timely manner, and shall disburse payments pursuant to the contractual requirements herein in accordance with such reasonable guidelines established by the FGFOA.

RECORDS: Any records of the FGFOA in possession of the League shall be retained for a minimum of five (5) years and maintained in a manner approved by the FGFOA. Checks, currency, check books, certificates, and other evidence of investments shall be securely maintained in a manner that minimizes the risk of loss due to casualty or theft except when in use during business hours.

All records of the FGFOA shall be open to inspection by FGFOA representatives with proper authorization of the FGFOA's Board of Directors and advance notice. Such fiscal records shall be subject to any financial audit authorized and paid by the FGFOA. The League shall cooperate in all respects with the FGFOA's audit requirements.

All bills and records of the FGFOA whether originated by the FGFOA or the League shall be the property solely of the FGFOA and shall be delivered to the FGFOA's President or designated representative on the date this agreement is terminated.

Meeting records and all other records, within the last year of a current nature pertaining to conventions and meetings are referred to as "fiscal information" and will be immediately delivered to the FGFOA upon request. These records shall be maintained by the League in a manner, which minimizes the risk of loss from casualty or theft. The term "fiscal information" shall also include canceled checks, forms, committee meetings, and record of registration fee payments during the last three years. The League will not dispose of any records in its possession within the timeframes referenced above, except upon the express approval of the FGFOA's Board of Directors.

OWNERSHIP: The FGFOA and the League each acknowledge that the ownership of all records of the FGFOA is the property of the FGFOA and upon termination or non-renewal of the Meeting Management Agreement, all records will be promptly returned to the FGFOA. The League may make copies of routine records to be retained by the League.

OFFICE LOCATION: The office location is 301 South Bronough Street, Suite 300, Tallahassee, FL 32301.

CONFIDENTIALITY: The League shall treat as confidential all fiscal information and shall use reasonable discretion in discussing convention and other matters of record relating to the FGFOA.

INSURANCE: The FGFOA and the League each shall carry adequate liability insurance protecting itself against claims arising from any activities conducted during the contracted term. Special event insurance will be the responsibility of the FGFOA. The League may request verification of adequate liability and special event insurance from the provider of these services.

MEETING PLANNER: The League is authorized to designate an employee as Meeting Planner of the FGFOA, subject to the approval of the FGFOA's Board of Directors. The Meeting Planner and the League shall represent the FGFOA with honor, dignity, and integrity. In the event of any change in the Meeting Planner, the League shall promptly communicate with the FGFOA to avoid any interruption of service in any manner.

INDEMNIFICATION: Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees, and expenses which arise out of the performance of this Agreement, and which are due to that party's own negligence, tortuous acts, and other unlawful conduct and the negligence, tortuous acts, and other unlawful conduct of its respective agents, officers and employees.

The right to indemnification shall survive the termination of the contract for claims arising during the term of the contract.

CANCELLATION: Either party may terminate this agreement after giving 120 days written notice. Compensation to the League shall cease upon termination.

REVIEW: The meeting planner may be evaluated 60 days after the Annual Conference and 60 days after the School of Governmental Finance. This review may be conducted by an ad-hoc committee appointed by the FGFOA President, which may also include the Event Host Committee.

ARBITRATION: Any disagreement that cannot be resolved by discussion, negotiation, or compromise will be subject to arbitration pursuant to the uniform arbitration statute of the State of Florida and the venue for any hearing shall be in a central location to the FGFOA and the League. Each party shall bear its own costs and expenses arising out of the arbitration, except that the arbitrator's charges shall be assessed against the losing party. Arbitration shall not be binding on the parties of this agreement.

AUTHORIZED REPRESENTATIVE: The League will respond to the FGFOA President or his or her designated individual as the FGFOA's authorized representative.

TERM: The term of the Agreement is from July 1, 2024, to midnight on June 30, 2027.

COMPENSATION: Contract Payment Schedule is as follows: \$30 per conference registrant from registration fees for the Annual Conference and \$25 per conference registrant from registration fees for the School of Governmental Finance. Should either event offer a virtual

registration option, either in lieu of a face-to-face conference or in addition to, the fee will be \$10 per paid virtual registrant for each event. A \$20.00 fee will be charged for refunded/canceled registrations.

The FGFOA may expand upon the responsibilities and duties of the League should the need arise and shall provide additional compensation for such services and duties on mutual agreement by both parties.

The FGFOA shall give the League written notice of any failure by the League to perform its duties hereunder specifically identifying the deficiency and the performance required of the League to cure such default. The FGFOA may terminate this agreement if such default remains uncorrected thirty days after giving receipt of such notice. Any compensation not due and payable on the date of such termination shall be forfeited by the League.

EXPENSES: In addition to compensation for services, the FGFOA will pay to the League reimbursement for reasonable out-of-pocket expenses incurred on behalf of the FGFOA's authorized representative when the expenses except for minor routine items have been approved in advance by the FGFOA, including but not limited to such items as telephone services, express mail, postage for large mailouts (i.e. convention brochures, exhibitor prospectus, confirmation and thank you letters, etc.) and printing. FGFOA letterhead, envelopes, computer labels, and badge stock will be supplied by the FGFOA. The FGFOA will reimburse the League for travel, lodging at the conference hotel at the negotiated rate and reasonable meal expenses. Automobile mileage expense will be billed at the prevailing rate established by the Internal Revenue Service.

AUTHORITY AND DISCRETION: The FGFOA hereby appoints the League as its agent to act on behalf of the FGFOA in coordinating the Annual Conference and School of Governmental Finance. As agent, the League will have the authority to make operational decisions within its scope of responsibility on behalf of the FGFOA. The FGFOA agrees to be bound by all decisions and actions made by the League or its representative in performance of this Agreement on the FGFOA's behalf. The League will confer with the FGFOA and obtain the FGFOA's approval prior to entering into any agreements or purchase arrangements with outside vendors or suppliers which binding contracts and payment agreements will be reviewed and signed by an FGFOA officer or authorized agent.

ERRORS AND OMISSIONS: The League will make every reasonable effort to insure the effective implementation of all details of the Event for which it is responsible, and will confirm these details in writing with its suppliers as well as closely monitor and reconfirm their activities during the on-site management of the Event.

MUSIC LICENSES: As the sponsor of the Event, the FGFOA acknowledges its responsibility under the federal copyright law to obtain licenses from the appropriate performing rights organizations and to pay the appropriate fees if copyrighted music, either live or recorded, is to be played or performed during the Event. The FGFOA hereby appoints the League as its authorized agent for the limited purpose of obtaining the licenses from the appropriate performing rights organizations on the FGFOA's behalf prior to the Event. After the Event, the League shall be responsible for completing the appropriate reporting forms and shall forward

the completed forms to the FGFOA for payment directly to the appropriate performing rights organization.

AUTHORIZED REPRESENTATIVE: The FGFOA has appointed the League as its authorized representative to handle arrangements for Annual Conferences and School of Governmental Finance. Any hotel is authorized to deal with this representative on the FGFOA's behalf in connection with all hotel arrangements.

The FGFOA hereby authorizes the hotel to transmit all billings in connection with any meeting to the authorized agent. The FGFOA understands and agrees that it is solely responsible for the payment of all costs and expenses incurred by the authorized agent in connection with any meeting. The responsibility and liability of the League is limited solely to that of an agent.

COMPLETE AGREEMENT. AMENDMENTS AND BINDING EFFECT: This agreement shall be interpreted and governed by the laws of the State of Florida and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written notice signed by both parties to this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the lawful successors and legal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and year first above written.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

Jeannie Garner, Executive Director, CEO
Frank DiPaolo, President

Alton L. "Rip" Colvin, Jr., President

DATE

DATE

Exhibit A

Work Plan

Meeting Planning Services to be Performed

1. General Meeting Planning Services

- Consultation to provide recommendations regarding all aspects of meeting planning and convention services.
- Develop, prepare, and email advance meeting notices.
- Manage meeting room sets and audio-visual requirements.
- Assist in establishing meeting fees including registration, meal functions, and social events.
- Interface with existing hotel contacts and provide a detailed "resume" of meeting specifications.
- Attend pre-conference/school meetings with hotel staff.
- Secure and present quotes for cancellation insurance for the Annual Conference and the School of Governmental Finance each year and process application if so desired by the Board of Directors.

2. Meeting Site and Facilities

- Recommend suitable meeting sites and facilities.
- Submit up to three (3) proposals per site when applicable.
- Conduct site inspection of meeting facilities when necessary.

3. Negotiate and Obtain Contract with Hotels, Meeting Facilities, and Other Suppliers

- Negotiate facility contracts, including food and beverage arrangements, with best meeting and sleeping room rates in accordance with the FGFOA's Guidelines.
- Negotiate contracts for audio-visual equipment.

4. Financial Services

- Prepare and monitor detail for operational budget for each Annual Conference and School of Governmental Finance. Coordinate with Committee Chairs to receive information according to budget procedures.
- Maintain books and accounting of all event-related receipts and expenditures.
- Reconcile bank statements monthly.
- Report to FGFOA Board of Directors on all financial matters.
- Conduct account review with hotel.
- Provide quarterly financial statements to the FGFOA Board of Directors.

5. Speakers

- The FGFOA Committees and the League will secure presenters, and other related speaker materials and outline and forward to meeting planner.
- Confirm speaker's audio-visual and travel requirements.

6. Meeting Functions & Ancillary Services

- Assist FGFOA Committees in ensuring overall coordination of all aspects of the Annual Conference and School of Governmental Finance, special events, receptions, dinners (including menu planning), decor, theme development, and entertainment.
- Assist in the design and management of tours for guest programs, as requested.
- Secure and program a conference mobile application to be used by attendees and exhibitors that shall include functionality as required by the FGFOA Board of Directors.
- Coordinate hospitality services.

7. Coordination of Exhibitor and Sponsorship Program

- Provide on-site supervision of exhibit program.
- Consult with the FGFOA Board of Directors to establish exhibit rates, hours, booth traffic incentives, and official policies pertaining to exhibiting.
- Solicit bids and obtain contract for official decorator; order booth signage and required furniture; oversee decoration of exhibit hall.
- Supervise activity of decorator including: distribution of service kits to exhibitors, drayage, signage, shipping, exhibit hall installation, and dismantlement.
- Negotiate and review exhibitor contract and design floor plan.
- Prepare ~~printed~~-solicitation material (prospectus): supervise design, ~~printing, and mailing and distribution~~.
- Register exhibit booths and/or table displays.
- Monitor reservations and monies received; assign booth space; send confirmations and balance due statements; provide a final accounting; provide on-site exhibit booth staff support.
- Supervise any special activities (i.e., drawings, food functions, receptions).
- Develop ~~and print~~-Exhibitor Directory.
- Prepare follow-up correspondence and thank you letters.
- ~~Prepare and e~~Evaluate exhibitor program and ~~issue final report~~ consult with FGFOA Board or Committee on recommended changes.

- Develop a Sponsorship program at the FGFOA Annual Conference and School of Governmental Finance.

8. Board Meetings and Planning Meetings

- The Meeting Management staff will attend ~~board~~ meetings as requested and authorized by the FGFOA.
- The Meeting Management staff will attend planning meetings, as requested and authorized by the FGFOA. The League requires that dates of planning meetings and location be made available six (6) weeks in advance. Number of planning meetings to be determined.

9. Promotional Materials

- Develop promotional and advance registration materials.
- Design and produce Annual Conference and School of Governmental Finance materials; negotiate supplier bids including typesetting, layout, and printing of the ~~for your~~ program; coordinate all activities with outside suppliers.
- Develop and maintain computerized databases.

10. Process Registrations

- Process and collect Annual Conference and School of Governmental Finance registrations and for optional events.
- Prepare weekly registration reports to the FGFOA prior to the Annual Conference and School of Governmental Finance.
- Provide adequate on-site registration and advance registration check-in service.

11. Print Management

- Prepare and print name badges.
- Prepare signs, flyers, posters, banners, and invitations.
- Develop evaluation questionnaires and other meeting related materials.
- Print registration lists and Annual Conference and School of Governmental Finance materials, including speaker outline book and other items as may be requested.

12. CPE Credits

- Certify attendance at educational sessions.
- Prepare necessary forms and attendance certificates for CPE credits.
- Provide reports to the FGFOA as needed or requested.

13. On-Site Meeting Management

- Coordinate committee members and volunteers.
- Manage on-site logistics including: Room set-ups, audio visual requirements, decorating, telephone installations, conference office, message center, and other required equipment and supplies.
- Manage all hotel meeting facilities and other supplier personnel to ensure contracted services are rendered.

14. Post Conference/School Reports

- Obtain computer generated manifests and reports from hotel.
- Attend post Annual Conference and School of Governmental Finance meeting with hotel staff and host committee.
- Provide attendance, registration, and financial reports as requested.
- Reports will be provided to the Board within 60 days after the conclusion of the conference/school.

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DATE

DATE



**Florida Government Finance Officers Association, Inc.
2024-2025 Board of Directors
Executive Director Agenda Item**

**2024-2025
BOARD OF DIRECTORS
OFFICERS
President
Rip Colvin**

**President-Elect
Nicole Gasparri**

**Secretary/Treasurer
Kelly Strickland**

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Anna Otiniano

Rebecca Shnirman

Allison Tesla

Meeting Date: June 25, 2024

Title of Item: Budget Amendment

Executive Summary, Explanation or Background:

Attached is a Budget Amendment review and approval.

Recommended Action:

Approval

Paul Shamoun

June 14, 2024

Date

2024-2025 FGFOA
Draft Budget

	2023-2024 <i>Approved March 2024 Budget</i>	2023-2024 <i>Actual 2024 Budget</i>	2024-2025 <i>Proposed Budget</i>
REVENUES			
Membership Dues	\$225,000	\$0	\$252,000
Investment Income	\$10,000	\$0	\$10,000
Annual Conference	\$780,400	\$0	\$865,400
Boot Camps	\$79,200	\$0	\$118,800
School of Governmental Finance	\$113,880	\$0	\$128,000
Leadership FGFOA	\$19,900	\$0	\$29,900
Pre-Conference Seminar	\$25,000	\$0	\$25,000
CGFO Fees	\$38,000	\$0	\$38,500
On-Line Learning	\$0	\$0	\$0
Ethics Classes			\$25,000
Local Chapter Support	\$500	\$0	\$0
Miscellaneous Income	\$0	\$0	\$0
TOTAL REVENUES	\$1,291,880	\$0	\$1,492,600
EXPENSES			
Training/ Education			
Annual Conference	\$885,000	\$0	\$846,500
Boot Camps	\$62,800	\$0	\$97,200
School of Governmental Finance	\$114,750	\$0	\$95,500
Leadership FGFOA	\$71,500	\$0	\$79,250
Pre-Conference Seminar	\$40,000	\$0	\$22,000
CGFO Expenses	\$22,500	\$0	\$7,000
Ethics Classes			\$20,000
NASBA Fees	\$2,500	\$0	\$2,500
On-Line Learning	\$0	\$0	\$0
Local Chapter Support	\$15,000	\$0	\$5,000
Total - Training/ Education Expenses	\$1,214,050	\$0	\$1,174,950
Standing Committees:			
Standing Committee Meetings	\$1,000	\$0	\$1,000
All Committee Mtgs @ Conference	\$7,000	\$0	\$7,000
Total - Standing Committees	\$8,000	\$0	\$8,000
Communication to Members			
Internet Homepage	\$500	\$0	\$500
Postage & Mailing	\$1,000	\$0	\$1,000
Printing & Duplicating	\$3,000	\$0	\$0
Total Communication to members	\$4,500	\$0	\$1,500
Professional Services:			
Administrator	\$137,000	\$0	\$174,000 \$187,000
Auditor Fees	\$14,000	\$0	\$14,000
Total - Professional Services	\$151,000	\$0	\$201,000
Meeting Expenses:			
GFOA Reception	\$7,500	\$0	\$10,000
Board of Directors	\$43,500	\$0	\$53,500
Strategic Planning	\$6,000	\$0	\$6,000
GFOA Conference	\$7,500	\$0	\$10,000
Total Meeting Expenses	\$64,500	\$0	\$79,500
Administrative Expenses:			
Insurance Expense	\$6,500	\$0	\$6,500
List Serve - ongoing fees	\$3,000	\$0	\$3,000
Filings & Registrations	\$100	\$0	\$100
Staff Travel	\$2,000	\$0	\$2,000
Miscellaneous Expense	\$3,500	\$0	\$2,500
Depreciation	\$200	\$0	\$0
Credit Card Terminal	\$30,000	\$0	\$40,000
Total - Administrative Expenses	\$45,300	\$0	\$54,100
TOTAL EXPENSES	\$1,487,350	\$0	\$1,519,050
Increase (Decrease) in Net Assets	(\$195,470)	\$0	(\$26,450)
Net Assets-Beginning of Period	\$391,686	\$391,686	\$192,778
Net Assets-End of Period	\$196,216	\$391,686	\$166,328

