



KSGFOA Board Meeting

August 9, 2019 | 10:00 –2:00 pm
Radius Brewing Company- 610 Merchant St. Emporia, KS

Board Members

Matt Wolff, President | Kari Holwick, Vice-President | Ted Clemons, Secretary | Ryan Adkison, Treasurer | Emily Vincent, Past President | Ted Henry, Board Member | Tami Robison, Board Member | Kathleen VonAchen, Board Member | Larry Lindgren, Board Member | Rick Durham, Board Member | Matt Lawn, Board Member

Item

Old Business

1. Approve May 10, 2019 Board meeting minutes
2. Review and approve amended 4th Quarter 2018 Treasurer's Report
3. Review and approve amended 1st Quarter 2019 Treasurer's Report
4. Listserv instructions posted

New Business

1. Review and approve 2nd quarter 2019 financials (presented by Treasurer)
2. Presentation of 2019 current status of membership
3. Marketing Plan:
 - a. Newsletter- Review/Approve August edition
 - b. Membership-
 - i. List update
 - ii. Review/approve postcard example and costs
 - iii. Vendor booth information- determine locations
4. Strategic Plan Updates

5. 2019 Conference
 - a. Update on keynotes/speakers
 - b. Sponsorship status
 - c. Award submission:
 - i. Vote on Lifetime Achievement
 - ii. Vote on Innovation Awards
 - d. Review and vote on Scholarship Awardees
 - e. Current registration status
 - f. Topic- review soft skill ideas
 - g. Golf interest
 - h. CPFO Test site
 - i. SWAG options
 - j. Clerk's invitation status
 - k. Conference App information
 - l. Food cost update
 - m. Women in Public Service Event announcement
6. Accounting Academy- status
7. Budget Academy/Class discussion
8. Posting jobs on website

Announcements/Other

1. Board meeting- October 9th, 9:00 – 12:30 in hotel (lunch provided). Agenda will include conference information and assignments and other information.

Other Business

1. Board member status and next steps

Adjourn



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Present: Ryan A, Ted C. Paula, Emily V. Tammy, Larry, Matt L. Kari. Matt W. joins at 11:16pm via phone to listen in.

Kari leads meeting for Matt W. Meeting begins at 10:12pm

Old Business

1. Approve May 10, 2019 Board meeting minutes
 - a. Looking over minutes from May meeting. Emily moves to approve, Matt seconds, unanimous approval.
2. Review and approve amended 4th Quarter 2018 Treasurer's Report
 - a. Ryan explains the differences with the 4Q financial statement. This measures cashflow more. Timing differences. Part of it compares 6 months to 6 months. Starting and ending balances match WSU. Emily moves we approve. 2nded by Matt. Unanimous approval.
3. Review and approve amended 1st Quarter 2019 Treasurer's Report
 - a. Review and approve amended 1Q Treasurer report. Matt L. moves. Emily 2nded. Approved unanimously.
4. Listserv instructions posted
 - a. Listserv instructions are posted now per Paula. At some point we will need to discuss per Paula what we lock down and make members only.

New Business

1. Review and approve 2nd quarter 2019 financials (presented by Treasurer)
 - a. Review and approve 2Q 2019 financials. Ryan explains the 2 funds and financials. Ryan explains revenue and expenses. Ryan will look into net revenue. There was some cleanup when we separated the 2 accounts out. Revenue showing higher for registration due to more registration. Sponsorship remaining about the same. If Ryan can figure out 2018 he says he will put items in. Item is tabled and then revisited. Paula will look into the revenues and transfers to WSU. Let's approve these and see about the \$2,600 transfer. Matt L. moves to approve. Emily 2nded and unanimous approval.
2. Presentation of 2019 current status of membership
 - a. Presenting membership info. Paula states that we have a little uptick.

3. Marketing Plan:

a. Newsletter- Review/Approve August edition

We will have the newsletter to approve. Discussion on newsletter. We need to get articles which is why we are behind schedule on this. Emily requests deadline email from Paula on action steps. Deadline in October for new ideas. We will send one out soon, then a conference one and then 2 more. We should have 4 newsletters this year. Paula will ask for article ideas after this one is sent out. Larry suggests an article on how KSGFOA started and history.

b. Membership- List update and Review/approve postcard example and costs

We have created a list of people that we have not had as members. We can email them or send out cards in the mail to try and get them to be members. City clerks, county clerks, managers etc. about 2k people. We will email these people membership options soon and if needed do postcards. We will add some information on membership, testimonies etc. to this email. A letter from Matt W. will be on there. Attach the newsletter. Maybe add some multimedia videos etc.

i. Vendor booth information- determine locations

We can pay to have a booth and get new members. Tammy can attend the conference CCMFOA for \$350 booth fee and Paula will attend and we can see about others. Do a drawing for membership? We could see about people in Topeka doing this etc.

4. Strategic Plan Updates

a. Committees: Paula suggests action on committees. The membership/marketing committee will be suspended and WSU will handle this under the contract as well as KSGFOA board.

b. Ryan discussing programming committee. Having issues with ideas etc. We move to suspend all the committees and the board will handle this.

c. Emily reports for committee: We can add questions on the survey about the website. We can use web analytics potentially for the website. The listserv is going well. We can have board members place questions in the listserv to keep it active. Matt L. will take August and send out a question. We can deliver relevant topics thru the listserv. We accomplished the goal of quarterly newsletter. Paula will clean all this up and send out information on this.

d. Ryan talks about his committee. Accounting academy is on agenda later. WebX conference etc. we will need help to organize this. Strategy 4 we are doing and strategy 5 we can get membership up first

*Brief lunchbreak and resume at 12:33pm

5. 2019 Conference

a. Update on keynotes/speakers

Paula provides list. We have 5 suggestions and 5 spots left. Accept 4 out of the 5. Hannes cannot speak anymore. Hannes suggest Carol Gonzales and would reach out to her. There is agreement on asking Carol to speak. We still need a lunch and general session. We will ask about having a legislative update over lunch.

b. Sponsorship status

We have \$16,250 and 2 platinum sponsors. We are close to last year's number. We will keep advertising.

c. Award submission:

i. Vote on Lifetime Achievement

Dave Scott and Jill Grube. Cut afternoon sessions by 10 minutes to 50 minutes and expand lunch 20 minutes.

ii. Vote on Innovation Awards

No nominees yet.

d. Review and vote on Scholarship Awardees

Accept Fort Scott, Finney County, Bonner Springs, Kansas Department of Administration, and Wyandotte.

e. Current registration status

Paula states that there are 64 registered for conference.

f. Topic- review soft skill ideas

We can ask RSM about succession soft skills session.

g. Golf interest

We sent out golf interest email. 6 said yes, 14 said no.

h. CPFO Test site

CPFO test site will happen.

i. SWAG options

Charitable donation, books, event survival kit, adult coloring books. We select books, so we will give out a book. Maybe try and give out both democracy books.

j. Clerk's invitation status

Clerks invitation is going out specifically to them to give them the discounted rate.

k. Conference App information

We could consider doing a mini video tripod screen and submit it and forward to us about why you are here, a member, what you've learned.

l. Food cost update

\$18 Thursday breakfast then \$20 breakfast on Friday and no snack.

m. Women in Public Service Event announcement

Women in Public Service event announcement has been put out.

6. Accounting Academy- status

RSM will do the teaching. Just charging us for travel.

7. Budget Academy/Class discussion

Ryan will follow-up with Ben Hart to do Budget Academy potentially in Fall. Plan on making this the pre-conference and having another pre-conference option. A budget will be created on this.

8. Posting jobs on website

We get asked to post jobs for others. Should we post them? Yes.

Announcements/Other

We get asked to post jobs for others. Should we post them? Yes.

1. Board meeting- October 9th, 9:00 – 12:30 in hotel (lunch provided). Agenda will include conference information and assignments and other information. Debrief on October 11.

Other Business

1. Board member status and next steps

Rick Durham has resigned his position. We will fill it with potentially Jeremy Willmoth (past applicant). We will reach out to him.

Adjourn

Adjourned at 2:17.

KSGFOA Operating Fund
Budget Document
For the 6 months ending June 30, 2019
with comparative totals for the 6 months ending June 30, 2018

	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Budget over/(under) Actual
Beginning Cash Balance	\$ 49,299	\$ 56,771	\$ 56,771	\$ -
Revenues				
TSF in from KSGFOA	\$ -	\$ -	\$ -	\$ -
Net Revenue from Accounting Academy	\$ 1,351	\$ -	\$ -	\$ -
1 Net Revenue from Fall Conference	\$ 13,218	\$ 2,606	\$ -	\$ (2,606)
Membership Dues	\$ 3,200	\$ 8,400	\$ 6,805	\$ (1,595)
Total Revenues	\$ 17,769	\$ 11,006	\$ 6,805	\$ (4,201)
Expenses				
Board Expense	\$ -	\$ 1,000	\$ -	\$ (1,000)
EKGFOA Dues Sharing	\$ -	\$ -	\$ -	\$ -
2 PPMC - Management	\$ 6,629	\$ 13,257	\$ 6,629	\$ (6,629)
PPMC - Travel	\$ 608	\$ -	\$ 282	\$ 282
PPMC - Marketing	\$ -	\$ 12,875	\$ 2,794	\$ (10,081)
Credit Card Fees	\$ 145	\$ 1,000	\$ 383	\$ (617)
3 Web	\$ 630	\$ 900	\$ 651	\$ (249)
Total Expenses	\$ 8,011	\$ 29,032	\$ 10,738	\$ (18,294)
Changes in Accounts Receivable	\$ (580)	\$ -	\$ (700)	\$ (700)
Net Income (Loss)	\$ 9,178	\$ (18,026)	\$ (4,633)	\$ 13,393
Ending Cash Balance	\$ 58,476	\$ 38,745	\$ 52,138	\$ 13,393

1 This is usually deposited the next fiscal year

2 PPMC was formerly the Hugo Wall School

3 Formerly Web/Phone

KSGFOA Conference Fund
Budget Document
For the 6 months ending June 30, 2019
with comparative totals for the 6 months ending June 30, 2018

	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Budget over/(under) Actual
Beginning Cash Balance	\$ -	\$ -	\$ 15,126	\$ 15,126
Revenues				
Conference Sponsorship	\$ 8,250	\$ 18,500	\$ 14,000	\$ (4,500)
Conference Registration	\$ 2,020	\$ 32,375	\$ 13,875	\$ (18,500)
Scholarship Fees	\$ -	\$ 1,125	\$ -	\$ (1,125)
Total Revenues	\$ 10,270	\$ 52,000	\$ 27,875	\$ (24,125)
Expenses				
Credit Card Fees	\$ -	\$ 625	\$ 773	\$ 148
PPMC - Travel	\$ -	\$ 1,400	\$ -	\$ (1,400)
PPMC - Conference Admin Fee	\$ -	\$ 1,850	\$ 1,884	\$ 34
PPMC - Personnel	\$ -	\$ 8,033	\$ 8,033	\$ -
PPMC - Shared Revenue	\$ -	\$ 3,634	\$ 2,606	\$ (1,028)
Copying/Printing	\$ -	\$ 550	\$ -	\$ (550)
Honorarium (speaker)	\$ -	\$ 4,600	\$ -	\$ (4,600)
Equipment Rental	\$ -	\$ 6,000	\$ -	\$ (6,000)
Meals/Refreshments/Social Event	\$ -	\$ 18,000	\$ -	\$ (18,000)
Awards/Nametags	\$ -	\$ -	\$ 396	\$ 396
Supplies	\$ -	\$ 1,400	\$ -	\$ (1,400)
Scholarships	\$ -	\$ 1,125	\$ -	\$ (1,125)
Other	\$ -	\$ 1,150	\$ -	\$ (1,150)
Total Expenses	\$ -	\$ 48,367	\$ 13,692	\$ (34,675)
Changes in Accounts Receivable	\$ -	\$ -	\$ (1,700)	\$ (1,700)
Net Income (Loss)	\$ 10,270	\$ 3,633	\$ 12,483	\$ 8,850
Ending Cash Balance	\$ 10,270	\$ 3,633	\$ 27,609	\$ 23,976

KSGFOA VENDOR BOOTH OPTIONS

Organization	Event	Date	Cost	Location	Details/Benefits
The League of Kansas Municipalities	2019 Annual League Conference	October 12-14, 2019	\$800	Overland Park Convention Center & Sheraton Overland Park Hotel 6000 College Blvd, Overland Park 66211	<p>10x10 Booth with skirte dtable, two chairs, company name sign, and wastebasket</p> <p>Recognition in vendor/sponsor booklet "Basic" listing in mobile app for free; "Expanded" listing for \$50 Vendors have access to all meals Sunday night social even ticket is extra \$25 2 registrations for booth personel For a \$150 fee, the League will send an email on your behalf to all registered attendees in the days leading up to conference. For more information about this opportunity, contact Kate Cooley.</p> <p>Sponsorship opportunities ranging from \$3,000 to \$550 are also available</p>
Kansas Association of City/County Managers	2019 Annual Conference	December 4-6, 2019		Garden City, KS	
Kansas Association of Counties	44th Annual KAC Conference	November 12-14, 2019	\$875	Century II Convention Center, Wichita, KS	<p>One 10'x10' booth with 8'-high back drapes and 3'-high side dividers, one 6' table and two chairs, up to three full conference registrations. Exhibit fee does not include any special equipment needs. These items must be handled through Helgerson Company, Inc., official drayage firm of the KAC.</p> <p>\$100 cancellation fee and no refunds for cancellations after September 30, 2019 Sponsorships opportunities from \$7,500-\$1,000 are also available; deadline Sept. 1, 2019 Exhibition Hall Booth FREE to Presenting, Diamond, Platinum and Gold Sponsors OR reduced to \$400 for Silver Sponsors Advertising options from \$600-\$200; deadline August 15, 2019</p>

Kansas Society of CPAs	Business Valuation Conference	October 18, 2019	\$350	Boomer Accounting Innovation Center, Kansas City	Sponsorship opportunities from \$2,500-\$1,000 also available A VIP invite to share your organization's story with a two-minute presentation to event attendees before a break to encourage exhibit station traffic (presentation placement is at the discretion of KSCPA staff) An exhibitor package including exhibit space, one six-foot table, 2 chairs, electricity and WiFi access Breakfast, lunch and snack breaks for up to two representatives An electronic Excel roster of attendees post-conference provided No refunds are given for sponsor/exhibitor/table sponsor cancellations. If notice of cancellation is received 14 days or more prior to the event, a credit will be given and may be applied to a subsequent KSCPA event
	69th Annual Kansas Tax Conference	November 12-13, 2019	\$350	Marriot, Wichita, KS	Sponsorship opportunities from \$5,000-\$1,500 also available A VIP invite to share your organization's story with a two-minute presentation to event attendees before a break to encourage exhibit station traffic (presentation placement is at the discretion of KSCPA staff) An exhibitor package including exhibit space, one six-foot table, 2 chairs, electricity and WiFi access Breakfast, lunch and snack breaks for up to two representatives An electronic Excel roster of attendees post-conference provided No refunds are given for sponsor/exhibitor/table sponsor cancellations. If notice of cancellation is received 14 days or more prior to the event, a credit will be given and may be applied to a subsequent KSCPA event
CCMFOA	Spring Conference	March 11 -13, 2020	\$350	Manhattan, KS	Booth only
KCCEOA	Spring Conference	April, 2020		Wichita, KS	

Potential Events		
	Accounting and Auditing Conference (WSU-CMD)	May
	MOKAN Trust & Financial Services Conference	March/April

KSGFOA MEMBERSHIP REPORT

Membership Typ	<u>2017 Final</u>		<u>2018 Final</u>		<u>2019 2nd Quarter</u>	
	Number	Amount	Number	Amount	Number	Amount
Individual	144	\$ 7,200.00	133	\$ 6,650.00	153	\$ 7,650.00
Association	10	\$ 2,500.00	9	\$ 2,250.00	9	\$ 2,250.00
Student	4	\$ 20.00	2	\$ 10.00	1	\$ 5.00
<u>Total</u>	<u>158</u>	<u>\$ 9,720.00</u>	<u>144</u>	<u>\$ 8,910.00</u>	<u>163</u>	<u>\$ 9,905.00</u>