



KSGFOA Board Meeting

May 10, 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 January 25, 2019 Board meeting minutes
2. Update on searchable listserv options
3. Review amended 4th Quarter 2018 Treasurer's Report

New Business

1. Review and approve 1st quarter 2019 financials (presented by Treasurer)
2. Presentation of 2019 current status of membership
3. Marketing Plan:
 - a. Newsletter- Review/Approve Template and finalize content
 - b. Membership-
 - i. Discuss schedule
 - ii. Identify target member lists
 - iii. Approve conference registration fee incentive for new member solicitation in June
 - iv. Marketing plan and materials
 - v. Ideas from Strategic Plan Committee
 - c. Social Media Plan- Review survey responses and discuss next steps

4. Strategic Plan Status (presented by chairs)
5. 2018 Annual Conference Budget Actuals
6. 2019 Conference
 - a. Budget Document
 - b. Update on keynotes/speakers
 - c. Sponsorship status
 - d. Award submission status
 - e. Call for Presentation status
 - f. Scholarship Application status
 - g. Early, Early Bird registrations (deadline May 24)
 - h. Topic- review ideas
 - i. Social Event status
7. Accounting Academy- status and budget approval

Announcements/Other

1. Identify July/August meeting- date, time, location and agenda items

Other Business

1. Women in Public Finance- Review request and confirm next steps

Adjourn



**KANSAS GOVERNMENT FINANCE
OFFICERS ASSOCIATION**

KSGFOA Board Meeting Minutes

May 10, 2019 | 10:00am - 2:00pm
Radius Brewing Company- 610 Merchant St. Emporia, KS

The meeting was called to order at 10:10 a.m. With the following members present:

Matt Wolff, President, City of Gardner
Kari Holwick, Vice-President, Johnson County
Ted Clemons, Secretary, Johnson County
Emily Vincent, Past-President, City of Olathe
Kathleen VonAchen, Board Member, Unified Government
Ted Henry, Board Member, City of Bel Aire
Matt Lawn, Board Member, City of Goddard
Larry Lindgren, Board Member, City of Lindsborg
Tami Robison, Board Member, Riley County
Paula Downs, Wichita State University

Not present: Rick Durham and Ryan Adkison.

Old Business

Approve January 25, 2019 Board meeting minutes motioned by Ted C. and seconded by Emily with unanimous vote.

New Business

Update on searchable listserv options By Paula. Ted H. Asks if emails can only be sent to individuals. Emily asks if instructions for search can go on the website and Paula says yes.

Review amended 4th Quarter 2018 Treasurer's Report. President moves to table this item so we can discuss with Treasurer and the actuals appear not to match between the documents. Emily seconds and unanimous vote occurs.

Review and approve 1st quarter 2019 financials. Tabled with motion from Matt, second from Emily and unanimous vote to delay until discussion with Treasurer. President will call Treasurer to ask about these two financial items.

Presentation of 2019 current status of membership. Paula says we have 160 members and that the new rates we initiated are helping. Paula brings up a membership drive.

Newsletter- Review/Approve Template and finalize content: Paula states we need 2 board members to work together for content and then one editor and we need board members or members to write content. Matt L. and Emily will be in charge of content and then president will edit. We will get content and have president review and then send to WSU. Ted C. suggests highlighting conference in one story. Paula states we can place keynote as story.

Membership- Significant discussion is held on getting new members specifically clerks. Tami mentions that we could attend clerks and treasurer meetings. Matt asks what swag we would need at the event. Paula outlines what we could bring. Emily requests that Matt please reach out to president of clerk organization. Ted H. states we can try and get people at clerk conference who have been to many conferences and feel they have learned all there is. Emily asks if we think they will come to our accounting academy. Paula lets us know it is hard to attract them to our conference. Matt asks if there is there any way to survey clerks and Paula says we could ask them what info they want to see. Emily suggests we try and get them for accounting academy. Larry suggests providing them with a discount. Ted C. thinks conveying info on accounting academy would be good. Ted H. states we could teach clerks classes on finance. Emily suggests surveying a few of their members if they come once and see what they and other members would like. Tami explains that this could get us retention of new members. Paula suggests that we can give them early early bird rate. Emily moves. Matt seconds. Unanimous support for early early bird rate.

Identify target member lists – Discussion is had on reaching out to school districts. Discussion is held on getting new members from organizations when we attend their conference at a booth such as clerk conference etc. The board unanimously votes that first year membership free if they come to conference and if not discount membership. Approve conference registration fee incentive for new member solicitation in June.

Marketing plan and materials Cara walking through survey responses at 26% response rate. Most people hearing about KSGFOA from work colleague. Information sharing is most important. Information people would like is tied to the newsletter outline. Members want to receive quarterly newsletter. 0% of members want social media. Everyone likes format.

Ideas from Strategic Plan Committee

Social Media Plan- Paula states we have received a schedule and are working on social media development and the newsletter and time tabling this out. Also discussing membership. Discussion is held that social media is not a survey priority and that we would need someone dedicated to it. The board decides to delay social media implementation for these reasons. We will both a) look into an app for the conference and b) look into a survey of what people would like for social media or just add this to the conference survey.

Ted C. asks how membership and marketing committee should synthesize in relation to the new WSU team. Key events we want to be present at is one important item of this committee. Matt mentions how they can help measure success of the new initiatives. Paula mentions how we need action steps for the committees with goals. Paula asks us to time-table out events.

2019 Conference

The board decides to change the menu: Continental on day 1 and rise and shine on day 2. No 2nd day snack. 1st day snack is same as past. Lunch is braized short rib with the same salad and one of the chocolate desserts. 1st day snack day at the J. The terrace of hotel is mentioned being used and any cost increase could be covered by speakers costing less.

Update on keynotes/speakers. GFOA is sending people for 3 speeches. Our speakers cost less this year. Kathleen volunteers to speak at one if needed. We will try and get some soft skill speaker ideas and vote on top 3. Personnel budgeting is seen as a top option.

Award submission status – we will look to increase nominations.

Scholarship Application status – we will vote soon.

Accounting Academy status– Based on email feedback, I believe, we are looking for someone to teach it. Matt L. mentions how on off years we can have KMAG classes. Will cost-out sending post-cards out and booths at other conferences.

Announcements/Other

Identify July/August meeting- date, time, location and agenda items. Same time and place and agenda will be sent out. Meeting will be August 9.

Other Business

Women in Public Finance- Review request and confirm next steps. We will advertise for them and let them received CEU through us.

Meeting adjourned at 1:40 pm.

BOARD OFFICERS

2019 - 2021

President

Matt Wolf, Gardner

Vice President

Kari Holwick, Johnson Co

Secretary

Ted Clemons, Topeka

Treasurer

Ryan Adkison, Butler Co

Past President

Emily Vincent, Olathe

BOARD MEMBERS

Ted Henry, Bel Aire (2019)

Tami Robison, Riley Co (2019)

Larry Lindgren, Lindsborg (2020)

Rick Durham, Sedgwick Co (2020)

Kathleen VonAchen, Wyandotte Co (2021)

Matt Lawn, Goddard (2021)



KSGFOA

Kansas Government Finance Officers Association

ACCOUNTING ACADEMY MONTH DAY, 2019

ANNUAL CONFERENCE MONTH DAY, 2019



TOP Trends: *Headline goes here a lmnopq*

alskdjf kflk wejo ijklmva 'weo[g lk. Isakdjo wien, weij bnpweoj klkna pj nb ap'eo-rjt epq. skjdijfowielkmb ;Lefk wefc ksdfllksnbeirog-jeibnaerm;ae qkoea;l,v';s-

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WHAT'S NEW?

INVESTMENTS TRENDING UP



FORECASTS

PAYROLL



LAW UPDATE

FEDS AUDIT



Q&A

Or this could be True / False

Photo here

Meet Matt!

Matt Wolf, president of the KSGFOA board, has a passion for fly fishing.

[→ LEARN MORE](#)

Q: Sakdjo wien, weij bnpweoj klkna pj bnpweoj klkna?

A: gjaoeg. alskdjf kflk wejo ijklmva 'weog lk. Isakdjo wie kflk wejo ijklmva 'weog lk Isaksak.

Q: Sakdjo wien, weij bnpweoj klkna pj

A: gjaoeg. alskdjf kflk wejo ijklmva 'weog lk wejo ijklmva 'weog

Q: Sakdjo wien, weij bnpweoj klkna pj bnpweoj

A: gjaoeg. alskdjf kflk wejo ijklmva 'weog lk.

Q: Sakdjo wien, weij bnpweoj klkna pj

A: gjaoeg. alskdjf kflk wejo ijklmva 'weog lk ejo ijklmva w skfjlnksd.

**KSGFOA Operating Fund
Budget Document
For the Year ending December 31, 2018**

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>2018 Budget over/(under) Actual</u>	<u>2019 Proposed Budget</u>
Beginning Cash Balance	\$ 50,776	\$ 49,299	\$ 49,299	\$ -	\$ 55,391
Revenues					
Net Revenue from Accounting Academy	\$ -	\$ -	\$ 1,351	\$ 1,351	\$ -
1 Net Revenue from Fall Conference	\$ -	\$ 3,500	\$ 13,218	\$ 9,718	\$ 2,606
2 Membership Dues	\$ 12,895	\$ 12,850	\$ 7,205	\$ (5,645)	\$ 8,400
Total Revenues	\$ 12,895	\$ 16,350	\$ 21,774	\$ 5,424	\$ 11,006
Expenses					
Board Expense	\$ 224	\$ 1,500	\$ 608	\$ (892)	\$ 1,000
EKGFOA Dues Sharing	\$-	\$ -	\$ -	\$ -	\$ -
3 PPMC - Management	\$ 13,257	\$ 13,257	\$ 13,257	\$ -	\$ 13,257
4 PPMC - Marketing	\$ -	\$ -	\$ -	\$ -	\$ 12,875
Credit Card Fees	\$ 261	\$ 400	\$ 977	\$ 577	\$ 1,000
5 Web	\$ 630	\$ 1,193	\$ 840	\$ (353)	\$ 900
Total Expenses	\$ 14,372	\$ 16,350	\$ 15,682	\$ (668)	\$ 29,032
Net Income (Loss)	\$ (1,477)	\$ -	\$ 6,092	\$ 6,092	\$ (18,026)
Ending Cash Balance	\$ 49,299	\$ 49,299	\$ 55,391	\$ 6,092	\$ 37,365

- 1 This is usually deposited the subsequent fiscal year
2 2017 Actual had revenue from prior years
3 Formerly Hugo Wall School
4 2019 Proposed includes \$1,700 for design fee
5 Formerly Web/Phone

KSGFOA Operating Fund
Budget Document
For the Quarter Ending March 31, 2019

	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	\$ 2,200	\$ 8,400	\$ 5,755	\$ (2,645)
Total Revenues	\$ 16,769	\$ 11,006	\$ 5,755	\$ (5,251)
Expenses				
Board Expense	\$ -	\$ 1,000	\$ -	\$ (1,000)
EKGFOA Dues Sharing	\$ -	\$ -	\$ -	\$ -
2 PPMC - Management	\$ 3,314	\$ 13,257	\$ 3,314	\$ (9,943)
PPMC - Travel	\$ 466	\$ -	\$ 243	\$ 243
PPMC - Marketing	\$ -	\$ 12,875	\$ -	\$ (12,875)
Credit Card Fees	\$ 126	\$ 1,000	\$ 354	\$ (646)
3 Web	\$ 420	\$ 900	\$ -	\$ (900)
Total Expenses	\$ 4,326	\$ 29,032	\$ 3,911	\$ (25,121)
Changes in Accounts Receivable	\$ (730)	\$ -	\$ (655)	\$ (655)
Net Income (Loss)	\$ 11,713	\$ (18,026)	\$ 1,189	\$ 19,215
Ending Cash Balance	\$ 61,012	\$ 38,745	\$ 57,960	\$ 19,215

- 1 This is usually deposited the next fiscal year
2 Formerly Hugo Wall School
3 Formerly Web/Phone

KSGFOA Conference Fund
Budget Document
For the Quarter Ending March 31, 2019

	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Budget over/(under) Actual
Beginning Cash Balance	\$ -	\$ -	\$ 15,126	\$ 15,126
Revenues				
Conference Sponsorship	\$ -	\$ -	\$ 4,000	\$ 4,000
Conference Registration	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ 4,000	\$ 4,000
Expenses				
Credit Card Fees	\$ -	\$ -	\$ -	\$ -
PPMC - Travel	\$ -	\$ -	\$ -	\$ -
PPMC - Conference Admin Fee	\$ -	\$ -	\$ 12,523	\$ 12,523
Copying/Printing	\$ -	\$ -	\$ -	\$ -
Honorarium	\$ -	\$ -	\$ -	\$ -
Equipment Rental	\$ -	\$ -	\$ -	\$ -
Meals/Refreshments	\$ -	\$ -	\$ -	\$ -
Awards/Nametags	\$ -	\$ -	\$ 396	\$ 396
Supplies	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ 12,919	\$ 12,919
Changes in Accounts Receivable	\$ -	\$ -	\$ (650)	\$ (650)
Net Income (Loss)	\$ -	\$ -	\$ (9,569)	\$ (9,569)
Ending Cash Balance	\$ -	\$ -	\$ 5,557	\$ 5,557



KSGFOA Board Meeting

January 25, 2019 | 10:00 –2:00 pm
Radius Brewing Company- 610 Merchant St. Emporia, KS

The meeting was called to order at 10:00 a.m. With the following members present:

Emily Vincent, Past President, City of Olathe
Vacant, Vice-President
Matt Wolff, President, City of Gardner
Kari Holwick, Secretary, Johnson County
Ted Clemons, Board Member, Johnson County
Ryan Adkison, Treasurer, Butler County
Ted Henry, Board Member
Larry Lindgren, Board Member
Rick Durham, Board Member
Paula Downs, Wichita State University

Old Business

Review and Approve October 10, 2018 Board meeting minutes. Motion to Approve made by Emily. Seconded by Ryan. The motion passed unanimously (Matt Lawn was not yet present)

Paula presented the WSU Final Contract, an update on searchable listserv options, and an update on WebEx platform from WSU.

There was also a discussion on Webex, zoom and what Ryan has available.

Review and approve the 3rd Quarter 2019 Treasurer's Report. Motion to approve made by Ted Henry. Seconded by Emily. The motion passed unanimously.

New Business

The 4th quarter and Year-to-Date 2018 financials were presented by Treasurer, Ryan Adkinson. Ryan stated he will make some changes to the 2019 Budget for membership. Motion to approve as amended made by Ted. Seconded by Rick. The motion passed unanimously. Motion to approve as amended (membership to 10 and accounting academy by 1400) made by Ted. Seconded by Rick. The motion passed unanimously.

Paula presented the 2019 current status of membership.

The Marketing Launch was presented by Kara (Paula called Kara). Kara stated there will be 4 Newsletter. Kara stated the first step was to understand why people would want to be a KSGFOA member (build brand). Feedback was provided by the board on why they are involved in KSGOA. Challenges were also discussed. Lastly, we discussed how we survey members and ask bigger level questions.

A Strategic Plan Implementation process was presented. There was a motion to combine Marketing and Membership by Ted H. The motion was Second by Matt Lawn. The motion passed unanimously.

The 2018 Annual Conference was discussed along with budget actuals, status of accounts and survey results to date. A motion was made to combine Marketing and Membership by Ted H, second by Ted C and the motion passed unanimously.

Paula is going to modify 2019 Conference budget and send out. Student Membership \$10 to become a member.

A motion was made to combine Marketing and Membership by Matt, seconded by Ryan. The motion passed unanimously.

Early Bird Membership will be \$225, \$250, \$275 and \$300, depending on how early a member registers. Student membership is \$35.

Sponsorship status is 5 sponsors.

Save-the-Date and Call for Presenters/Topics was discussed. Everyone will email keynote suggestions to Paula.

The Accounting Academy will be in Wichita and KSGFOA will reach out to BKD. It was discussed that tax preparation moving forward would be the Treasurer's responsibility.

There was a discussion about the Great Plains GFOA Partnership. Brandon reached out to us about sharing a license.

The board vacancy for the Vice President is filled by Kari Holwick and Ted Clemmons will be the Secretary. A motion was made by Emily, seconded by Matt and the motion passed unanimously.

The April Board meeting will be held on Friday, April 26th at 10 am in Emporia, KS at Radius Brewing Company meeting.

Meeting adjourned at 2:00 pm.

KSGFOA MEMBERSHIP REPORT

Membership Type	<u>2017 Final</u>		<u>2018 Final</u>		<u>2019 1st Quarter</u>	
	Number	Amount	Number	Amount	Number	Amount
Individual	144	\$ 7,200.00	133	\$ 6,650.00	142	\$ 7,100.00
Association	10	\$ 2,500.00	9	\$ 2,250.00	9	\$ 2,250.00
Student	4	\$ 20.00	2	\$ 10.00	1	\$ 5.00
Total	158	\$ 9,720.00	144	\$ 8,910.00	152	\$ 9,355.00