



KSGFOA Board Meeting

October 9, 2019 | 9:00 –12:30 pm
Embassy Suites-Conference Center- Executive Conference Room

Board Members

Kari Holwick, President | Ted Clemons, Vice-President | Ryan Adkison, Secretary |
Matt Lawn, Treasurer | Matt Wolff, Past President | Larry Lindgren, Board Member |
Jeremy Willmoth, Board Member | Kathleen VonAchen, Board Member | Ted Henry,
Board Member | Tami Robison, Riley County

Board Nominees

Jeremy Willmoth, Board Member, 2020 | Board Member, 2021 | Ted Henry, Board
Member (2022) | Tami Robison, Board Member (2022)

Item

Approve Board Nominations

Old Business

1. Review October 11, 2018 Business Meeting Minutes
2. Strategic Plan Update/Next Steps
3. Approve August 9, 2019 meeting minutes
4. Review approved Accounting Academy budget & academy update

New Business

1. Review and approve 3rd quarter 2019 financials (presented by Treasurer)
2. Review and approve 2020 KSGFOA Operating Budget (Treasurer)
3. Presentation of 2019 current status of membership
4. Newsletter ideas for upcoming editions
5. 2020 Membership List Updates
6. 2020 Conference location approval- review of budget line items to prepare 2020 budget
7. Discuss Budget Academy Budget line items to prepare budget for January approval

Conference Discussion

1. Assign speaker introductions
2. Review Business Meeting Agenda:
 - a. Presentation of Award-notes/materials
 - b. Announcements to be made
3. Final Sponsorships (# and \$)
4. Final Registration Numbers
5. Sponsorship Announcement
6. CPFO Testing Site (#)
7. Preconference Registrations

Announcements/Other

1. Identify January meeting- date, time, location and agenda items
2. Debrief lunch on Friday after the conference in J Bar Restaurant room

Other Business

Adjourn



KSGFOA Board Meeting - Minutes

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Matt Lawn, Treasurer | Matt Wolff, Past President | Larry Lindgren, Board Member |
Jeremy Willmoth, Board Member | Kathleen VonAchen, Board Member | Ted Henry,
Board Member | Tami Robison, Riley County

Board Nominees

Jeremy Willmoth, Board Member, 2020 | Board Member, 2021 | Ted Henry, Board
Member (2022) | Tami Robison, Board Member (2022)

Present: Kari Holwick; Ryan Adkison; Matt Lawn; Matt Wolff; Larry Lindgren; Ted
Henry; Tami Robison

Absent: Jeremy Willmoth; Kathleen VonAchen; Ted Clemons

Old Business

1. Review October 11, 2018 Business Meeting Minutes- Ryan moved, Matt second-
minutes approved unanimously
2. Strategic Plan Update/Next Steps:
 - a. Activity working on, created actions steps and launched newsletter
 - b. Expanded database to 2,200 names
 - c. No state affiliates

- d. Discussion about having a booth at the Clerk's conference- will develop a brochure, and take swag for the booth
 - e. Budget Academy will be held in 2020- Held sometime in August- December- suggested that it could be a pre-conference option in October and then also have a ½ day preconference topic.
 - f. Matt will take the lead on CPFO training
3. Approve August 9, 2019 meeting minutes- Matt moved, Ted second- minutes approved unanimously
 4. Review approved Accounting Academy budget & academy update- Academy will be held in January 2020 at WSU

New Business

1. Review and approve 3rd quarter 2019 financials (presented by Treasurer)-
 - a. Emily moved, Ted second- budget approved
 - b. Matt Lawn moved, Larry second to raise membership fees for KSGFOA
 - i. Associate from \$250 to \$300
 - ii. Regular from \$50 to \$75
 - iii. Retired (new category)- \$25
 - iv. Student remain the same at \$5
2. Review and approve 2020 KSGFOA Operating Budget (Treasurer)- Matt moved, Tami second to approve the budget with modifications- \$1,000 Budget Academy; \$2,000 Accounting Academy, increased membership fees and increased fall conference profits
3. Presentation of 2019 current status of membership- reviewed
4. Newsletter ideas for upcoming editions- suggested that information about the Accounting Academy and Budget Academy be included
5. 2020 Membership List Updates
6. 2020 Conference location approval- review of budget line items to prepare 2020 budget
7. Discuss Budget Academy Budget line items to prepare budget for January approval

Conference Discussion-

1. Assign speaker introductions- board members each took speakers to introduce during the conference
2. Review Business Meeting Agenda:
 - a. Presentation of Award-notes/materials – reviewed notes/materials and schedule
 - b. Announcements to be made- Paula provided notes and information for announcements

3. Final Sponsorships (# and \$)- 22 for \$23,500
4. Final Registration Numbers- 160
5. Sponsorship Announcement-
6. CPFO Testing Site (#)- 3 testing
7. Preconference Registrations- 72

Announcements/Other

1. Identify January meeting- date, time, location and agenda items- Board meeting will be scheduled for January 31, 2020, 10:00 – 2:00, in Emporia
2. Debrief lunch on Friday after the conference in J Bar Restaurant room- the lunch is scheduled for 12:30

Other Business- no other business

Adjourn

2019 KSGFOA Accounting Academy

	<u>2017 Actuals</u>	<u>2019 Budget</u>
		<u>Option #2</u>
Total Participants	23	25
Revenue		
Registration Fees		
Early Registration Fees (\$450)	\$ 9,450	\$ -
Late Registration Fees (\$480)	\$ 960	\$ -
Early Registration Fees (\$530)		\$ 12,190
Late Registration Fees (\$560)		\$ 1,120
Misc. Fees (book sales - \$75 x 12)	\$ 900	\$ 900
Total	\$ 11,310	\$ 14,210
Expenses		
Personnel	\$ 2,411	\$ 3,400
Facility Rental	\$ -	\$ -
Equipment Rental	\$ -	\$ -
Meals/Refreshments	\$ 246	\$ 375
Copying/Printing	\$ 687	\$ 750
Postage	\$ -	\$ -
Supplies	\$ -	\$ 150
Presenter		
Speaker/Facilitation (\$1,200 per day)	\$ -	
Speaker/Facilitation (\$1,000per day)		\$ 4,000
Travel (Presenter)	\$ 1,487	\$ 1,500
Travel (staff)	\$ 370	\$ 100
University Conference Center Fees	\$ 299	\$ -
On-Line Credit Card Exp.	\$ 306	\$ 465
Name Tags	\$ 15	\$ -
Blue Books (\$75 x 12)		\$ 900
GFOA Materials License	\$ 2,175	\$ 1,500
Expenses Total	\$ 7,995	\$ 13,140
Administrative Fee	\$ 613.15	
Total	\$ 8,608	\$ 13,140
Profit/Loss	\$ 2,702	\$ 1,070



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

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.



**KANSAS GOVERNMENT FINANCE
OFFICERS ASSOCIATION**

2020 - 2022

KSGFOA BOARD OFFICERS

President – Kari Holwick, Johnson County
Vice President – Ted Clemons, Johnson County
Secretary – Ryan Adkison, Butler County
Treasurer – Matt Lawn, City of Goddard
Past President – Matt Wolff, City of Gardner

KSGFOA BOARD MEMBERS

Larry Lindgren, City of Lindsborg (2020)
Jeremy Wilmoth, City of Topeka (2020)
Kathleen VonAchen, Wyandotte County (2021)
(2021)
Ted Henry, City of Bel Aire (2022)
Tami Robison, Riley County (2022)