KSGFOA

KANSAS GOVERNMENT FINANCE OFFICERS ASSOCIATION

KSGFOA Board Meeting

January 10, 2025 | 9:30 – 11:30 am
Virtual Meeting

Board Members

Johnette Shepek, President | Rebecca Doehling, Vice-President | Barry Smith, Secretary | Matt Koehn, Treasurer | Tami Robison, Past President | Richard Mikesic, Board Member | Rebekah McCurdy, Board Member | Rachelle Mathews, Board Member | Leann Johnson, Board Member | Hope Hernandez, Board Member

Item

Old Business

1. Approve November 6, 2024, Board Meeting Minutes
2. Notes from Lessons Learned from the Fall Conference
3. From the New Business – November 6, 2024, meeting - Discuss and Approve Conference Budget Actuals at January 2025 Board Meeting
4. Discuss Embassy Hotel food discount

New Business

1. Review and approve 4th quarter financials (presented by Treasurer)
2. Presentation of YTD 2025 status of membership
3. 2024 Conference
    a. Approve budget actuals – discussion in Old Business
    b. Review conference survey results
4. 2025 Spring Symposium
    a. Keynote suggestions
    b. Topics/Speakers

i. *Macie Smith – Kansas Division of Legislative Post Audit – Transient Guest Tax Revenues.*
ii. *Cyber safety/fraud/etc. policies*
iii. *Reserve policy*

c. Registration fee change from $165 to $175
d. Dr. Guo Partnership

5. 2025 Conference
    a. Discuss location and dates – Embassy Suites, Olathe, KS
        i. *Discuss format of days*
            1. *Change to two full days and move preconference to last day*
            2. *Same format but keep last day optional*
    b. Discuss keynote speaker information
        i. *Artificial Intelligence (the speaker at the National Conference was great).*
        ii. *Leadership – Sam Glenn*
    c. Brainstorm topics/speaker ideas
    d. Discuss social event information
    e. Confirm conference swag ideas
    f. Approve draft budget
    g. Discuss tracking of CEU credits
6. GFOA Conference June 29 – July 2, 2025 Washington D.C.
    a. Evening Reception Budget
    b. Board members attending GFOA conference
7. Update on CPFO Scholarships/Board Position/Conference Scholarship/Conference Award Notification Schedule
8. 2025 Board Position Update
9. Sponsor benefits and cancellation
10. Discuss changes to membership pricing
    a. Last increase was Oct. 9, 2019:
    Matt Lawn moved, Larry second to raise membership fees for KSGFOA
        Associate from $250 to $300
        Regular from $50 to $75
        Retired (new category)- $25
        Student remain the same at $5

Announcements/Other

1. Upcoming Board Meetings
    a. Friday, April 11, 2025 – 9:30 – 11:30 (Virtual Meeting)
    b. Thursday, July 17, 2025 - 10:30 – 12:30 (meeting until 12:30 or 1:00 and lunch after) In-Person in Salina
    c. September ??, 2025 - 10:00 - 11:00- Virtual Meeting for final conference items
    d. October/November ??, 2025 - 9:30 – 1:00- In-Person (includes lunch) on site at the conference.

Other Business

Adjourn

KSGFOA

KANSAS GOVERNMENT FINANCE OFFICERS ASSOCIATION

KSGFOA Board Meeting Agenda

November 6, 2024 | 9:30 – 1:00 pm
Embassy Suites

Board Members

Tami Robison, President | Johnette Shepek, Vice-President | Rebecca Doehling, Secretary | Barry Smith, Treasurer | Vacant, Past President | Richard Mikesic, Board Member | Matt Koehn, Board Member | Rachelle Mathews, Board Member | Leann Johnson, Board Member (Not present) | Jenny Newberry, Board Member | Hope Hernandez, Board Member (Not present)

New Board Member: Rebekah McCurdy

Item

Old Business

1. Review November 2, 2023, Business Meeting Minutes – *Motion to approve November 2, 2023 Board Meeting Minutes with correction made by Rick Mikesic, Second by Matt Smith. Approved unanimously.*
2. Approve July 26, 2024, Board Meeting Minutes – *Motion to approve July 26, 2024 Board Meeting Minutes with corrections made by Johnette Shepek, Second by Rick Mikesic. Approved unanimously.*
3. Approve September 24, 2024, Board Meeting Minutes – *Motion to approve made by Rachelle Mathews, Second by Rick Mikesic. Approved unanimously.*
4. Approval of final board slate – *Motion to approve made by Johnette Shepek, Second by Barry Smith. Approved unanimously.*
5. Follow-Up items from September meeting – *Mileage reimbursement will be discussed at the January Board meeting.*
6. Update on PPMC/KSGFOA 2025 Contract – *Board went into a 15 minute executive session to discuss the contract agreement. Motion to approve made by Barry Smith, Second by Rick*

Mikesic. Approved unanimously. Discussion was had by the Board regarding the Spring Symposium to charge a minimum of $165 with the possibility of $175.

New Business

1. Review and approve 3rd quarter financials (presented by Treasurer) – *Barry Smith presented the treasurer report. Motion to approve made by Matt Smith, Second by Rachelle Mathews. Approved 7 to 1.*
2. Presentation of YTD 2024 status of membership
3. Board Business by End of Year
    a. Discuss and Approve Conference Budget Actuals via Zoom meeting in December OR
    b. Discuss and Approve Conference Budget Actuals at January 2025 Board Meeting – *Approved by consensus.*
4. Conference Discussion
    a. Assign speaker introductions (provide program)
    b. Review Business Meeting Agenda: *No changes were made to the business meeting agenda*
        i. Announcements to be made
        ii. Script for President
        iii. Other?
    c. Sponsor Update – *Currently there are 34 total sponsors for a total of $34,500.*
    d. Conference Registration Update – *Currently there are 145 registered participants*
    e. Pre-Conference Registrations – *Currently 50 participants registered*
    f. Social Event Registrations – *Currently 48 participants registered*
5. Resources Tab on website has been updated- Additional Items? –
    a. *Review and provide feedback on information currently listed.*
    b. *WSU will work to bring financials listed on website up to date*
    c. *Read board member bios and update any outdated information*
6. 2025 Conference:
    a. Location/Date – *Board voted by consensus to keep the 2025 conference at the current location. WSU is looking at what dates are available in October and November.*
    b. Keynote Speaker Ideas –
        i. *Artificial intelligence (the speaker at the National Conference was great).*
        ii. *Leadership – Sam Glenn*
7. January Board Meeting Items

Announcements/Other

1. Upcoming Board Meetings- set dates/locations:
    a. January- Zoom Meeting- Finalize Date/Time – *January 10 from 9:30-11:30*
    b. April- Zoom Meeting- Finalize Date/Time – *April 11 from 9:30-11:30*
    c. July- In-Person Meeting- Finalize Date/Time/Location – *July 17 in Salina from 10:30-12:30.*
    d. September- Brief Zoom Meeting for final conference items- Date/Time

e. November- Meeting on Wednesday- 9:30 – 1:00 (includes lunch) on site at the conference.

2. Reminder- Debrief Lunch on November 19, 2024, 10:30a – 11:00a

Other Business

Adjourn

2024 KSGFOA Annual Conference Budget

	Budget
Total Registrations	**135**
Revenue	
Member Registration Fees	
Early, Early (26 x $225) (Actual: 54)	$5,850
Early (88 x $250) (Actual: 46)	$22,000
Late (5 x $275) (Actual: 25)	$1,375
Non-Member Registration Fees	
Early, Early (2 x $300) (Actual: 1)	$600
Early (5 x $325) (Actual: 2)	$1,625
Late (3 x $350) (Actual: 4)	$1,050
Student Registration Fees (2 x $35) (Actual: 1)	$70
Clerk Registration Fees (2 x $225) (Actual: 3)	$450
Pre-Conference (1/2 day session)	
Member (30 x $75) (Actual: 48)	$2,250
Non-Member (5 x $90) (Actual: 1)	$450
Social Tickets 40.00 (Actual: 36)	$1,200
Social Guest Tickets 100.00 (Actual: 2)	
Award Luncheon (5 additional attendees x $25) (Actual: 7)	$125
Refund Revenue	$60
Sponsorships	$32,000
Sponsors Conference Registrations 175.00 (Actual: 3)	
Total	**$69,105**
Expenses	
Personnel	$13,950
Equipment Rental (technology)	$7,000
Room Rentals	$2,750
Meals/Refreshments	$23,000
Vendor Tables (25 tables x 25 per/table)	$625
Vendor Reception	$3,000
Social Event	$3,690
Board Meeting Lunches	$250
Copying/Printing	$425
Postage	$185
Supplies (conference swag- messenger bag) ($12 x 175)	$2,100
Supplies (conference swag- keynote book) ($10 x 175)	$1,750
Speaker/Faciliatation (Fee) - Keynote	$6,000
Speaker Fee- General Sessions- Generations & Skills-Based Talent	$950
Speaker Hotel (Keynote + 2 speakers)	$680
Speaker Gifts ($16.02 x 25)	$401
Sponsor Thank you	
Staff Travel	$400
On-Line Credit Card Exp.	$2,419
Misc. Expenses (awards, nametags, etc.)	$350

Total	**$69.924**
Profit/Loss (revenue - expenses)	**-$819**

Conference Swag Notes:

2023 sweatshirt swag was provided to sponsor complimentary attendees. Budget line items for swag are

2024 may need to decide if conference swag will be provided to sponsor complimentary attendees

Could include for higher sponsor levels that complimentary attendees receive and the lower levels don't

Actuals
139
$12,150.00
$11,500.00
$6,875.00
$300.00
$650.00
$1,400.00
$35.00
$675.00
$3,600.00
$90.00
$1,440.00
$200.00
$175.00
$247.50
$35,125.00
$525.00
$74,987.50
$13,950.00
$5,750.25
$2,250.00
$17,438.58
$891.75
$1,745.68
$4,440.00
$344.30
$160.60
$3,331.28
$1,130.00
$6,000.00
$150.00
$595.59
$343.00
$67.21
$0.00
$552.83
$158.40

$59,299.47
$15,688.03

updated to reflect that.

2025 KSGFOA Spring Symposium

	2024 Budget	2024 Budget Actuals	2025 Budget
Total Participants	**62**	**48**	**50**
Revenue			
Registration Fees			
Early Registration Fees- $165 p/p	$8,370.00	$6,480.00	$8,250.00
Student/Intern Fees- $25 p/p	$25.00	$0.00	$0.00
Hugo Wall Contribution	$4,000.00	$3,000.00	$0.00
Total	**$12,395.00**	**$9,480.00**	**$8,250.00**
Expenses			
Personnel	$3,145.00	$3,145.00	$7,210.00
Facility Rental	$450.00	$450.00	$450.00
Equipment Rental (MRC)	$1,500.00	$78.00	$1,000.00
Meals/Refreshments	$2,500.00	$2,638.42	$2,600.00
Copying/Printing	$200.00	$118.90	$120.00
Supplies	$100.00	$42.91	$50.00
Honorarium(s)			
Speaker/Faciliatation	$4,000.00	$1,582.13	$4,000.00
WSU Staff/Faculty			
Travel			
Gifts	$40.00	$40.00	$40.00
Credit Card Fees	$300.00	$185.50	$300.00
Travel (staff)			
Misc. Expenses (conference swag)			
Total	$12,235.00	$8,280.86	$15,770.00
Profit/Loss	**$160.00**	**$1,199.14**	**-$7,520.00**

Cash balance as of Oct 1, 2024 **$ 50,090.48**

Oct 1 to Dec 31, 2024 membership revenue **$ 480.00**

DOCUMENT	TRANSACTION DATE	FUND	ACCT	REVENUE	EXPENSE
F0094980	10/8/2024	D10749	R80015	$ 100.00	$ -
F0094990	10/9/2024	D10749	R80015	$ 175.00	$ -
F0095048	10/12/2024	D10749	R80015	$ (175.00)	$ -
F0095080	10/16/2024	D10749	R80015	$ 80.00	$ -
F0095147	10/19/2024	D10749	R80015	$ 75.00	$ -
F0095170	10/22/2024	D10749	R80015	$ 75.00	$ -
F0095227	10/24/2024	D10749	R80015	$ 150.00	$ -

Oct 1 to Dec 31, 2024 other revenue **$0.00**

DOCUMENT	TRANSACTION DATE	FUND	ACCT	REVENUE	EXPENSE

Oct 1 to Dec 31, 2024 expenses **$5,698.20**

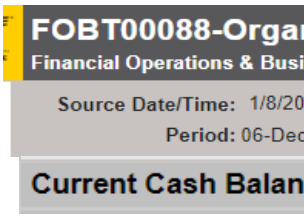
DOCUMENT	TRANSACTION DATE	FUND	ACCT	REVENUE	EXPENSE
J0166056	10/8/2024	D10749	2690	$ -	$ 3,718.75
J0166415	10/17/2024	D10749	2691	$ -	$ 7.70
J0166417	10/17/2024	D10749	2691	$ -	$ 999.99
J0168330	12/17/2024	D10749	7340	$ -	$ 971.76

Change in accounts receivable **($150.00)**

Cash balance as of Dec 31, 2024 **$ 45,022.28**

Account	Transaction Date		Document		Amount
AR1005	10/5/2024		F0094954		-75
AR1005	10/9/2024		F0094990		100
AR1005	10/12/2024		F0095048		-100
AR1005	11/8/2024		F0095405		-75

TRANSACTION DESCRIPTION
MKT KSGFOA Memberships
MKT KSGFOA Memberships
MKT KSGFOA Memberships
MKT KSGFOA Memberships
MKT KSGFOA Memberships
MKT KSGFOA Memberships
MKT KSGFOA Memberships



TRANSACTION DESCRIPTION

TRANSACTION DESCRIPTION	Budget Category
KSGFOA PPMC251024 Q3	Other Fees
3.5 Marketplace CC Fee Jun 2024	Credit Card Fees and Charges
3.5 Marketplace CC Fee Q1 FY25	Credit Card Fees and Charges
Cash tran to PPMC	Intra-Agency Transfer

Transaction Description
KSGFOA ORDER 587162
Marketplace KSGFOA Invoice Me
Marketplace KSGFOA Invoice Me
KSGFOA ORDER 585275

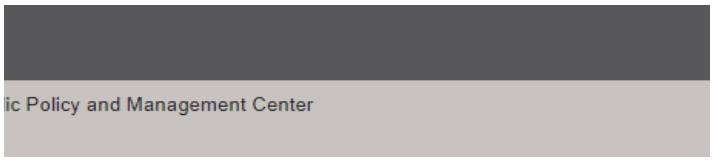
nization Financial Report for RU Funds

iness Technology

025 2:06 PM | **Fiscal Year (yyyy):** 2025 | **Org:** 102142--Publi

cember | **Fund:** D10749 - RU KSGFOA Memberships

ce	**$45,022.28**


ic Policy and Management Center

November 21st KSGFOA Debrief Lessons Learned

- Have vendors introduced by Board on day one at the conference kick-off
- Ask vendors if they want box lunch or eat at business mtg
- Have board do welcome and introductions on each day
- Have button or ribbons to identify board members
- Look at schedule shift to see if they want to move Preconference to the last day that way people won't leave early
- Daily attendance for CEU plan
- Optional last day
- End last session before checkout
- Add intro to the start of the keynote
- Look at moving the conference to a centralized location
- Need to balance break times and how long is needed for breaks and to visit vendors
- Last session only had 20% of people there
- Confusion on what to do with the breakfast tickets, who collects, or where to put them
- Liked the lunch speaker better than economic outlook
- Liked RHID
- Liked having people to get awards
- Liked topics:
    - Generational
    - Personalities
    - Keynote was good
    - Did not like self-care

KSGFOA MEMBERSHIP REPORT

As of: January 2, 2025

Membership Type	2020 Final		2021 Final		2022 Final		2023 Final		2024 Final	
	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Individual	166	$ 12,375.00	185	$ 13,875.00	193	$ 14,475.00	181	$ 13,575.00	187	$ 14,025.00
Association	12	$ 3,600.00	13	$ 3,900.00	15	$ 4,500.00	11	$ 3,300.00	8	$ 2,400.00
Association Add'l Individuals							3	$ 300.00	3	$ 300.00
Retired	1	$ 50.00	0	$ -						
Student	3	$ 15.00	2	$ 10.00		$ -	1	$ 5.00	2	$ 10.00
Clerks	4	$ 200.00	12	$ 600.00	14	$ 700.00	12	$ 600.00	11	$ 550.00
Total	**186**	**$ 16,240.00**	**212**	**$ 18,385.00**	**222**	**$ 19,675.00**	**208**	**$ 17,780.00**	**211**	**$ 17,285.00**

Sponsor Benefits and Cancellation

Laura and I have been discussing the fact there is currently no repercussions for sponsors that back out of the conference and any way for the association to recoup at least part of the pledged funds. The language below is what we have on the marketplace site when sponsors sign up, but I'm proposing adding the highlighted as well, just to cover you all in case a big sponsor backs out and your association is out that money. KSGFOA Conference Sponsorship

"The sponsoring organization will not be recognized in any promotional materials until the registration information is completed. Sponsor payment must be received by October 18, 2024. Registration information should be received prior to October 18, 2024. Logo and other information must be received before October 25, 2024. Sponsoring organizations that cancel sponsorship over 30 days prior to the event will receive a full refund, any cancellation within 30 days of the event will receive a 50% refund of the sponsorship pledge, refunds will not be given if cancellation is within 10 days of the event."

What are your thoughts on this?

Also discussed is adding language that refunds will only be issued up to 30 days after the conclusion of the event on the registration page. This might help with gathering all invoices and any refunds in a timely manner to close out and complete the budget actuals for the conference.