KSGFOA

KANSAS GOVERNMENT FINANCE OFFICERS ASSOCIATION

KSGFOA Board Meeting

January 26, 2024 | 9:00 – 11:00 am
Virtual Meeting

Board Members

Tami Robison, President | Ted Henry, Vice-President | Johnette Shepek, Secretary | Rebecca Doehling, Treasurer | Matt Lawn, Past President | Richard Mikesic, Board Member | Rachelle Mathews, Board Member | Barry Smith, Board Member | Hope Hernandez, Board Member | Matt Koehn, Board Member | Jenny Newberry, Board Member

Item

Old Business

1. Approve November 1, 2023, Board Meeting Minutes
2. Update on Budget Academy- suggestions for KC space

New Business

1. Review and approve 4th quarter financials (presented by Treasurer)
2. Presentation of YTD 2024 status of membership
3. 2023 Conference
    a. Approve budget actuals
    b. Review conference survey results
4. 2024 Spring Symposium
    a. Keynote suggestions
    b. Topics/Speakers
    c. Dr. Guo Partnership
5. 2024 Conference
    a. Discuss location
    b. Discuss keynote speaker information

    c. Brainstorm topics/speaker ideas
    d. Discuss social event information
    e. Confirm conference swag ideas
    f. Approve draft budget
6. GFOA Conference
    a. Evening Reception Budget
    b. Board members attending GFOA conference
7. Update on CPFO Scholarships/Board Position/Conference Scholarship/Conference Award Notification Schedule
8. 2024 Board Position Update

Announcements/Other

1. Upcoming Board Meetings
    a. April 26, 2024 – 9:00 – 11:00 (Virtual Meeting)
    b. July 26, 10:00 – 2:00 (meeting until 12:30 or 1:00 and lunch after) In-Person in Salina
    c. September 24, 10:00 - 11:00- Virtual Meeting for final conference items
    d. November 6, 9:30 – 1:00- In-Person (includes lunch) on site at the conference.

Other Business

Adjourn

KSGFOA Operating Fund
Budget Document
For the 12 months ending December 31, 2023

	2022 Actual (Oct - Dec)	2023 Budget	2023 YTD Actual	Over/(Under) Budget
Beginning Cash Balance	**$ 46,331**	**$ 42,664**	**$ 42,664**	**$ (0)**
Revenues				
Transfer in from Symposium		0	830	830
Net Revenue from Acct/Budget Academy		1,500	0	(1,500)
Net Revenue from Fall Conference		1,500	0	(1,500)
Membership Dues	150	14,575	19,630	5,055
Total Revenues	$ 150	$ 17,575	$ 20,460	$ 2,885
Expenses				
Board Expense		100	0	-100
PPMC - Management	3,860	15,000	15,376	376
PPMC - Travel		2,500		(2,500)
PPMC - Marketing		100		(100)
Credit Card Fees	8	700	521	(179)
Postage		700	172	(528)
Copying/Printing		100	77	(23)
Scholarships Transfer to Conference		0		0
Web		1,300		(1,300)
Total Expenses	$ 3,867	$ 20,500	$ 16,145	$ (4,355)
Net Income (Loss)	**$ (3,717)**	**$ (2,925)**	**$ 4,315**	**$ 7,240**
Changes in Accounts Receivable	$ (50)	$ -	$ 170	$ 170
Ending Cash Balance	**$ 42,664**	**$ 39,739**	**$ 46,809**	**$ 7,070**

KSGFOA Conference Fund
Budget Document
For the 12 months ending December 31, 2023

	2022 Actual (Oct - Dec)	2023 Budget	2023 YTD Actual	Over/(Under) Budget
Beginning Cash Balance	**$ 52,705**	**$ 27,555**	**$ 27,555**	**$ (0)**
Revenues				
Conference Sponsorship & Advertising		35,000	24,000	(11,000)
Conference Registration	370	35,000	41,231	6,231
Scholarship Fees		0	5,250	5,250
Total Revenues	$ 370	$ 70,000	$ 70,481	$ 481
Expenses				
Credit Card Fees	557	2,300	1,020	-1,280
Accounting/Budget Academy		0	0	0
PPMC - Travel	74	100	0	(100)
PPMC - Conference Admin Fee		0	13,950	13,950
PPMC - Personnel		9,885	0	(9,885)
Copying/Printing	298	300	522	222
Honorarium (Speaker)		7,000	4,500	(2,500)
Equipment Rental		9,000	0	(9,000)
Meals/Refreshments/Social Event	26,330	48,000	2,609	(45,392)
Awards/Nametags		0	0	0
Supplies	309	2,200	2,868	668
Scholarships		0	0	0
Other	1,952	0	0	0
Total Expenses	$ 29,520	$ 78,785	$ 25,468	$ (53,317)
Net Income (Loss)	**$ (29,150)**	**$ (8,785)**	**$ 45,013**	**$ 53,798**
Changes in Accounts Receivable	$ (4,000)	$ -	$ (675)	$ (675)
Ending Cash Balance	**$ 27,555**	**$ 18,770**	**$ 73,243**	**$ 54,473**

KSGFOA Symposium Fund
Budget Document
For the 12 months ending December 31, 2023

	2022 Actual (Oct - Dec)	2023 Budget	2023 YTD Actual	Over/(Under) Budget
Beginning Cash Balance	**$ 0**	**$ -**	**$ -**	**$ -**
Revenues				
Registration Fees	0	8,285	6,560	(1,725)
Conference Sponsorships & Advertising	0	0	0	0
Total Revenues	$ -	$ 8,285	$ 6,560	$ (1,725)
Expenses				
Personnel	0	3,145	0	(3,145)
Facility Rental	0	0	0	0
Equipment Rental (MRC)	0	0	0	0
Meals/Refreshments	0	2,300	1,271	(1,029)
Copying/Printing	0	300	0	(300)
Supplies	0	100	0	(100)
Honorarium(s)	0	0	0	0
Speaker/Facilitation	0	2,000	1,050	(950)
WSU Staff/Faculty	0	0	3,145	3,145
Travel	0	0	0	0
Gifts	0	40	0	(40)
Credit Card Fees	0	300	155	(145)
Travel (Staff)	0	0	0	0
Misc Expenses	0	0	110	110
Scholarships	0	0	0	0
Transfer out to Operating	0	0	830	830
Other	0	0	0	0
Total Expenses	$ -	$ 8,185	$ 6,560	$ (1,624)
Net Income (Loss)	**$ -**	**$ 100**	**$ -**	**$ (101)**
Changes in Accounts Receivable	$ -	$ -	$ -	$ -
Ending Cash Balance	**$ 0**	**$ 100**	**$ -**	**$ (101)**

KSGFOA Academy Fund
Budget Document
For the 12 months ending December 31, 2023

	2022 Actual (Oct - Dec)	2023 Budget	2023 YTD Actual	Over/(Under) Budget
Beginning Cash Balance	**$ 17,930**	**$ 16,373**	**$ 16,373**	**$ (0)**
Revenues				
Registration Fees	0	13,260	15,960	2,700
Conference Sponsorships & Advertising	0	0	0	0
Miscellaneous	2,107	0	4,215	0
Total Revenues	$ 2,107	$ 13,260	$ 20,175	$ 2,700
Expenses				
Personnel	0	0	0	0
Facility Rental	0	1,564	0	(1,564)
Equipment Rental (MRC)	0	0	0	0
Meals/Refreshments	1,564	0	2,037	2,037
Copying/Printing	0	429	847	418
Supplies	0	0	0	0
Honorarium(s)	0	0	0	0
Speaker/Facilitation	0	1,980	0	(1,980)
WSU Staff/Faculty	0	2,100	19,788	17,688
Travel	0	0	1,782	1,782
Gifts	0	0	0	0
Credit Card Fees	0	275	476	201
Travel (Staff)	0	0	0	0
Misc Expenses	0	0	800	800
Scholarships	0	0	0	0
Transfers	2,100	0	0	0
Other	0	0	0	0
Total Expenses	$ 3,664	$ 6,348	$ 25,730	$ 19,382
Net Income (Loss)	**$ (1,557)**	**$ 6,912**	**$ (5,556)**	**$ (16,682)**
Changes in Accounts Receivable	$ -	$ (3,719)	$ -	$ 3,719
Ending Cash Balance	**$ 16,373**	**$ 27,004**	**$ 10,817**	**$ (20,401)**

KANSAS GOVERNMENT FINANCE OFFICERS ASSOCIATION

KSGFOA Board Meeting

November 1, 2023 | 9:30 – 1:00 pm
Double Tree Hilton Overland Park, Phoenix Room

Board Members

Matt Lawn, President | Tami Robison, Vice-President | Ted Henry, Secretary | Rebecca Doehling, Treasurer | Ryan Adkison, Past President | Ted Clemons, Board Member | Johnette Shepek, Board Member | Barry Smith, Board Member | Hope Hernandez, Board Member | Open, Board Member | Jenny Newberry, Board Member

Item

Approve Board Nominations *Motion to approve Rebecca Doehling, Treasurer, Johnette Shepek, Secretary, Rachelle Mathews, Board Member 2024, Matt Koehn Board Member 2024, Richard Mikesic Board Member 2026. Motion made by Johnette Shepek, Second, by Barry Smith. Approved anonymously with no discussion.*

Old Business

1. Review October 6, 2022, Business Meeting Minutes- *Motion to approve Johnette Shepek, Second, Hope Hernandez. Approved anonymously with no discussion.*
2. Approve August 11, 2023, Board Meeting Minutes- *Motion to approve Ted Henry, Second, Johnette Shepek. Approved anonymously with no discussion.*
3. Approve September 26, 2023, Board Meeting Minutes- *Motion to approve Ted Henry, Second, Barry Smith. Approved anonymously with no discussion.*
4. Follow-Up items from August Meeting - *Paula updated the board on scholarship recipients.*

New Business

1. Review and approve 3rd quarter financials (presented by Treasurer)- *Rebecca Doehling presented the 3rd quarter financials. Paula notified the board that our financial accounts will be*

worked on in the next few months.. Richard Mikesic asked about the desired fund balance amount. Paula explained how our conference has performed well over the past few years and we will look to spend down reserves on events and educational opportunities for our members. Motion to approve Ted Henry, Second, Hope Hernandez. Approved anonymously

2. Presentation of YTD 2023 status of membership- *Membership is a little down overall, but Paula is going to reach out to some former members and inquire. Paula suspects that statewide turnover of the profession might be an issue.*

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 2024 Board Meeting
    - *Board decided to meet via Zoom in January to help hotel reservation planning efforts for next years conference.*

4. Conference Discussion
    a. Assign speaker introductions - *The Board went around the room and assigned speaker introductions.*
    b. Review Business Meeting Agenda:
        i. Announcements to be made- *Paula reviewed packet and the process.*
        ii. Script for President
        iii. Other? *The Board decided to print members names and organization on conference booklet and organization only on website.*
    c. Sponsor Update - *Paula announced a record number of sponsorships. The Board appreciated Paula's efforts and the relationships she formed that got us to this level of sponsorship.*
    d. Conference Registration Update- *Conference registration 135 with sponsors equals 195 plates ordered for the business lunch.*
    e. Pre-Conference Registrations
    f. Social Event Registrations
5. 2024 Conference Location/Date- *The board discussed time of year and location. It was suggested that board members reach out to other members to ask about the current location. Paula suggested deciding early so she can make arrangements with hotels. The Board agreed that the timing of the conference should be between the third week of October to the first week of November.*

Announcements/Other

1. Upcoming Board Meetings- set dates/locations:
    a. January- Zoom Meeting- Finalize Date/Time - *set for January 26, 2024 (9am-11pm)*
    b. April- Zoom Meeting- Finalize Date/Time - *set for April 26, 2024 (9am-11pm)*

c. July- In-Person Meeting- Finalize Date/Time/Location- *set July 26, 2024 (10am-12pm)*
d. September- Brief Zoom Meeting for final conference items- Date/Time - *set for September 17, 2024 (10am-11am)*
e. November- Meeting on Wednesday- 9:30 – 1:00 (includes lunch) on site at the conference. - *November meeting will be set in future meetings*

2. Reminder- Debrief Lunch on Friday after the conference

Other Business

- *The board discussed and decided not to record sessions for future viewing.*
- *Paula discussed spring conference and our relationship with the Dr. David Guo (WSU Hugo Wall School of Public Affairs) The Board instructed Paula to continue the relationship with Dr. Guo and report back.*
- *The board discussed timing of the spring conference. March was the preferred month.*
- *The board discussed future topics for future conference sessions. Ideas included ARPA reporting, IRB/ incentives transparency and how to explain to the public, economic outlook presentation, communications with a elected officials, success skills, purchasing policy, supervisor training, soft skills.*
- *Paula asked for recommendations for conference swag. Suggestions included bags, cups, umbrellas.*
- *Matt Lawn Motioned to send Paula to the national GFOA conference in 2024 and instruct her to hold a social inviting all members on the sign-up list seconded by Tami Robison. Approved anonymously.*

Adjourn

- *Motion to adjourn by Matt Lawn, Seconded by Ted Henry, Approved.*

2024 KSGFOA Annual Conference Budget

	Budget
Total Registrations	**135**
Revenue	
Member Registration Fees	
Early, Early (26 x $225)	$5,850
Early (88 x $250)	$22,000
Late (5 x $275)	$1,375
Non-Member Registration Fees	
Early, Early (2 x $300)	$600
Early (5 x $325)	$1,625
Late (3 x $350)	$1,050
Student Registration Fees (2 x $35)	$70
Clerk Registration Fees (2 x $225)	$450
Pre-Conference (1/2 day session)	
Member (30 x $75)	$2,250
Non-Member (5 x $90)	$450
Refund Revenue	$60
Social (30 x $20)	$600
Award Luncheon (5 additional attendees x $25)	$125
Sponsorships	$28,000
Scholarship Revenue (KSGFOA Home Account Transfer)	$1,125
Total	**$64,505**
Expenses	
Personnel	$12,750
Equipment Rental (technology)	$7,000
Meals/Refreshments	$25,000
Vendor Tables (25 tables x 25 per/table)	$625
Vendor Reception	$3,000
Social Event	$3,000
Board Meeting Lunches	$600
Copying/Printing	$450
Postage	$0
Supplies (conference swag) ($12 x 130)	$1,560
Speaker/Faciliatation (Fee)	$4,500
Speaker Hotel	$500
Speaker Gifts ($10 x 25)	$250
Travel (staff)	$1,200
Other Presenter Hotel Rooms	$300
On-Line Credit Card Exp.	$2,260
Scholarship Expenses	$1,125
Misc. Expenses (awards, nametags, etc.)	$350
Total	**$64,470**
Profit/Loss (revenue - expenses)	**$35**

Sessions

Our Towns - A 100,000-Mile Journey Into the Heart of America	The Magic of Communication	How Local Users Can Turn Transparency into Better Bond Sales, Engage Investors & Lower Borrowing Costs
3 - Excellent	16 - Excellent	1 = Excellent
3 - Good	3 - Good	4- Good
1 - Fair		1-Fair

General Information

The information I received at the conference was useful for my professional development.	The information I received at the conference will benefit my organization and/or my community.	The Wichita State University staff were professional and helpful.
7 = Strongly Agree	6 - Strongly Agree	16 - Strongly Agree
10-Agree	12 - Agree	4 - Agree
2- Neutral	2 - Neutral	3 = Not Applicable/No Opinion
2- Disagree	1 - Diagree	

Additional Feedback

Having to take the service elevators was a bit un-nerving.	The slides had way too many words--keep the slides simple with a few bullet points.	It was sometimes difficult to choose between break-out sessions, as the offerings were both beneficial. Appreciated the diversity. The AP Payment Process felt like a sales pitch. Overall, I was very happy with the topics and activities. It was a valuable use of my time and my cities resources. THANK YOU

Topic Ideas for 2024

How to Retain Employees	The New Work Week (4/10, 9/80) hybrid and various ways to offer flexibility	Innovative Stories to share from cities and counties (how to save money, etc.)

What suggestions do you have for improving the conference in 2024?

Different location with adequate womans bathrooms please. Also, the lunch was very questionable. thanks!	Have all elevators working:)	I did not care for the lunch meal.

Comment from State Finance Officer

I went thinking this was a Kansas Government Finance Officers conference, but it was directed totally towards city government. I misunderstood the meaning behind the terminology. I think you are missing a whole audience of State Government Finance Officers who would love to get out of the office to go to a conference. There are not that many geared towards finance. A whole new range of topics could be breached with State finance, and a whole new set of members. Thank you for the hospitality. It was good to get out of the office for a few days, I just felt way out of place.

KSGFOA 2023 Conference
Survey Comments - 21 Particip

From Idea to Action: Budgeting for Strategic Impact	Legislative Update	Money Talks: How AI is Transforming Public Finance, One Byte at a Time	Moody's Analytical Approach to Rating Cities and Counties
3 - Excellent	9- Excellent	6- Excellent	1 -Excellent
11-Good	9- Good	7- Good	2- Good
1- Fair	3 -Fair	4 - Fair	2 -Fair
			2- Poor

I would recommend the KSGFOA Fall Conference to others.	Venue/Lodging (DoubleTree)	Location (Overland Park, KS)
12 - Strongly Agree	7 - Satisfied	15 - Satisfied
7 = Agree	5 - Somewhat Satisfied	3 - Somewhat Satisfied
2 = Disagree	3 - Neutral	1 - Neutral
	3 - Somewhat Dissatisfied	1 - Somewhat Dissatisfied

I thoroughly enjoyed this year's conference. Great job to all involved in organizing this event!

Economic Outlook	Ways Cities and Counties can engage the workforce (communication, town halls, social activities, team building activities, etc)	"How to" for taxes of all kinds

Move conference back to the Olathe location	Serve Chicken for lunch. The beef comes out dry, overcooked or chewy	More Presentations from City and County Employees. Forums with a few cities/counties leading the discussion

ɔants

Moving Your Accounts Payable and Payment Processes to the Digital Age	Understanding of Kansas Local Governments Finance	Economic Outlook	Federal Funds and the Role of the EPA Office of Inspector General in Combatting Fraud, Waste and Abuse
2 - Excellent	3 - Excellent	6 - Excellent	10 - Excellent
7 - Good	8 - Good	14- Good	
1 = Poor	3- Fair	1- Fair	
5 - Fair	1-Poor		

Empowering Tomorrow's Success: Navigating the Future with Strategic Technology and Proactive Budgeting	All Things Federal & What May Challenge Your Jurisdiction
	9- Excellent
5- Good	5 - Good
2- Fair	

2023 KSGFOA Annual Conference Budget

	Budget
Total Registrations	**130**
Revenue	
Member Registration Fees	
Early, Early (25 x $225)	$5,625
Early, Early (33 x $225)	
Early (105 x $250)	$26,250
Early (68 x $250)	
Late (10 x $275)	$2,750
Late (6 x $275)	
Non-Member Registration Fees	
Early, Early (2 x $300)	$600
Early (7 x $325)	$2,275
Early (7 x $325)	
Late (3 x $350)	$1,050
Late (7 x 350)	
Student Registration Fees (3 x $35)	$105
Student Registration Fees (2x $35)	
Clerk Registration Fees (2 x $225)	$450
Clerk Registration Fees (5 x 225)	
Pre-Conference (1/2 day session)	
Member (20 x $75)	$1,500
Member (36 x $75)	
Non-Member (5 x $90)	$450
Non-Member (2 x $90)	
Refund Revenue	
Social (30 x $20)	$600
Social (40 x $20)	
Award Luncheon (5 additional attendees x $25)	$125
Sponsorships	$20,000
Scholarship Fees	$1,125
Board Lunches	$0
Total	**$62,905**
Expenses	
Personnel	$12,750
Equipment Rental (technology)	$6,000
Meals/Refreshments	$23,000
Vendor Tables (25 tables x 25 per/table)	$625
Vendor Reception	$3,000
Social Event	$2,500
Board Meeting Lunches	$600
Copying/Printing	$450
Postage	$0

Supplies (conference swag)	$1,600
Speaker/Faciliatation (Fee + Hotel)	$6,000
Speaker Gifts	$200
Travel (staff)	$1,200
Other Presenter Hotel Rooms	$300
On-Line Credit Card Exp.	$2,250
Scholarship Expenses	$1,125
Misc. Expenses (awards, nametags, etc.)	$400
Total	**$62,000**
Profit/Loss (revenue - expenses)	**$905**

Budget Actuals
128
$7,425.00
$17,000.00
$1,650.00
$2,275.00
$2,450.00
$70.00
$1,125.00
$2,700.00
$180.00
$56.25
$800.00
$0.00
$34,750.00
$0.00
$0.00
$70,481.25
$12,750.00
$7,649.40
$26,860.55
$978.10
$3,948.98
$2,608.50
$104.16
$394.25
$182.02

$2,895.24
$4,500.00
$900.00
$1,007.85
$0.00
$2,498.17
$225.00
$169.91
$67,672.13
$2,809.12