

Space Coast Florida Government
Finance Officers Association

SCFGFOA



MINUTES
Board Meeting
The Tilted Cup, Rockledge, FL
Tuesday, July 9, 2019
9:00 – 10:30 AM

- Call To Order
 - The meeting was call to order at 9:15am by President Teri Butler. In Attendance was President Teri Butler, President Elect Cary Myers, Treasurer Lea Taylor and Associate Board Member Christi Grant
- Self-introductions – Welcome new Secretary and Associate Board Member
 - The new Secretary Patrisha Draycott was unable to Attend.
- Review of Minutes from last Board Meeting (5/14/2019)
 - The Board Meeting Minutes from May 14th 2019 will be provided to Board Members via email.
- Other minutes still outstanding?
 - There is no other outstanding meeting minutes.
- Update the P-Card holders
 - The P-Card will need to be updated. Currently the President Elect Cary Myers has a P-Card. Former President Milo Zonka will need to be removed from the bank account. President Teri Butler and Treasurer Lea Taylor will need to be added to the bank account and issued P-Cards. The President, President Elect and Treasurer will meet on Monday July 22nd, 2019 at the Wells Fargo in Cocoa to initiate changes.

Teri Butler
President

Cary Myers
President Elect

Lea Taylor
Treasurer

Patrisha Draycott
Secretary

Christi Grant
Associate Board Member

- Clean up membership in Wild Apricot
 - The Board Members will setup a training session to learn to navigate the website. During this session, the Board Members will learn about the new Wild Apricot payment program as well as cleanup / update the website.
- Send out membership renewal at reduced rate for 2020– provide a due date
 - A follow-up email will be sent out to members who have not renewed their membership.
- Formulate a 2020 schedule for training and meetings
 - August 2nd – Yvonne Clayborne on Ethics – 2hours, need another speaker
 - Add interest with creative ideas to increase member participation
 - Meetings and training will be scheduled around the GFOA and FGFOA schedule. There will be four Meeting and four Training per year. President Teri Butler will work on the training schedule.
 - The August 2nd, 2019 CPE Training is the next scheduled training. The cost is free for members and \$20 for non-member or associate members. Candy will be provided as well as 2 small drawling's / Raffle (\$15 Panara Gift card and \$10 Dunkin Gift card with basket).
 - Possible future topics include the lessor / lessee and ethics.
- Treasurer's Report
 - The final treasurer's Report will be presented at the August 2nd, 2019 Business Meeting and CPE Training.
- Discussion on FY2018 Actuals that will need to be motioned for approval
 - The Board reviewed the FY2018 Actuals.
- Approval of expenditures FY2019 to date
 - The Board reviewed the FY2019 expenditures to day.
- Discussion on board member responsibilities
 - President Teri Butler will setup a list of Board Member Duties to clarify the board member responsibilities. Board Members suggestions are as follows:
 1. Secretary – email, Event Announcements, Agendas, Minutes
 2. Treasurer – Pay bills, Monthly Treasurers Reports and quarterly emails.
 3. President Elect – Budget, Budget Adjustments
 4. President – Speakers, Cost, Presidents Meetings
- Other business

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- No other business was discussed.
- Adjourn
 - The Meeting was adjourned at 10:15am.

Prepared by:



Lea Taylor, Secretary

Approved by:



Teri Butler, President

Teri Butler
President

Cary Myers
President Elect

Lea Taylor
Treasurer

Patrisha Draycott
Secretary

Christi Grant
Associate Board Member

