

IGFOA - Chicago Metro Chapter Board Meeting
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April 23, 2024 Agenda

- I. Welcome and Roll Call

Susana Arroyo- President Denise Joseph, Immediate Past President Brian Smith, Vice President Jeremy Andrykowski, Treasurer Jamie Cunningham, Secretary Kevin Baumgartner, 1 st Member-at-Large	Cari Mertes, 2 nd Member-at-Large Debbi Gilles – Program Support Elizabeth Holleb – IGFOA President Diane Lantz – IGFOA Executive Director Beth Beaty – IGFOA Sr. Association Manager
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- II. Approval of Minutes (*Jamie*)
 - a. February 27, 2024

- III. Treasurer’s Report (*Jeremy*)
 - a. January 2024 & February 2024

- IV. 2024 Calendar Planning
 - a. 2024 Event Planning
 - i. IDOR Training (Jeremy)
 - ii. Continued support for those new to government
 - iii. Debt Recovery Program Resources
 - iv. Other Topic Suggestions (HR for Finance | CPA Reporting | Sexual Harassment Training | Grants)
 - b. 2024 Holiday Gathering – December 6, 2024 at Maggiano’s in Naperville

- V. Update from IGFOA President (*Elizabeth*)

- VI. Update from IGFOA Staff (*Diane and/or Beth*)

- VII. Other Business
 - a. Strategic Plan Feedback

- VIII. Meeting – May 28, 2024 at Noon (via Microsoft Teams)

- IX. Adjourn

IGFOA - Chicago Metro Chapter Board Meeting
February 27, 2024, 2024
Meeting Minutes

I. Welcome and roll call: Susana called the meeting to order at 12:03 P.M.

Members Present:

Susana Arroyo – President
Denise Joseph – Immediate Past President
Jeremy Andrykowski – Treasurer
Jamie Cunningham – Secretary
Kevin Baumgartner, 1st Member-at-Large
Cari Mertes, 2nd Member-at-Large
Debbi Gilles – Program Support
Elizabeth Holleb – IGFOA President
Diane Lantz – IGFOA Executive Director

Beth Beaty – IGFOA Sr. Association Manager

Members Absent:

Brian Smith – Vice President

II. Approval of minutes:

a. January 23, 2023 - meeting minutes were reviewed. Jeremy motioned to approve. Kevin seconded. All were in favor. Motion carried and Minutes were approved.

III. Treasurer's report:

a. The Treasurer's Reports for the period ended December 2023 — were reviewed. Jamie motioned to approve. Denise seconded. All were in favor. Motion carried. and the Treasurer's report was approved.

b. Jeremy will look at the chapter fiscal cycle, target for fund balance and review past history.

IV. 2024 Calendar Planning:

a. GFOA Ethics in Action – Part II – March 5, 2024 at NIU Naperville – 25 registered to date

b. 2024 Event Planning

i. Continued support for those new to government.

ii. Debt Recovery Program Resources

iii. Other Topic Suggestions (HR for Finance | CPA Reporting | Sexual Harassment Training | Grants)

- This is a CPA Reporting year which requires 4 hours of ethics, one hour of sexual harassment training (note: municipal training does not qualify unless registered with the IDFPR as an approved CPE provider); grants and TIFs are also hot topics

- Roundtable on Grocery Tax –Jeremy will reach out to IDOR contact, Diane will provide Jeremy an introduction email

- There are some dates available toward the end of June for a topic but no specific dates were determined.

c. 2024 Holiday Gathering – December 6, 2024 at Maggiano’s in Naperville

VI. Update from IGFOA President (*Elizabeth*)

a. IGFOA Board reviewed and discussed 1st draft on the Strategic Plan 5th year of a 5-year plan. Committees will review in March and April and will provide feedback to Board for approval by July 1, 2024.

VII. Update from IGFOA Staff (*Diane and Beth*) – none

VIII. Other Business

IX. Next Meeting – April 23, 2024, at 12:00PM – Virtual

a. March meeting canceled.

X. Adjourn

Kevin motioned to adjourn. Denise seconded. All were in favor. The motion carried and the meeting was adjourned at 12:36 P.M.

Meeting minutes prepared by Jamie.

**Illinois Government Finance Officers Association
Statement of Revenue and Expense
For the Seven Months Ending Wednesday, January 31, 2024**

	<u>Curr Month Actuals</u>	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>YTD Act to YTD Bud Var%</u>
CHICAGO METRO CHAPTER						
Chicago Metro Revenue						
Events Revenue	45.00	5,340.00	0.00	5,340.00	0.00	0.0%
Other Revenue	0.00	2,598.00	0.00	2,598.00	0.00	0.0%
Chicago Metro Revenue	45.00	7,938.00	0.00	7,938.00	0.00	0.0%
Chicago Metro Expense						
Event	6,721.09	8,897.39	0.00	8,897.39	0.00	0.0%
Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Expense	0.00	189.88	0.00	189.88	0.00	0.0%
Chicago Metro Expense	6,721.09	9,087.27	0.00	9,087.27	0.00	0.0%
NET INCOME (DEFICIT) CHICAGO METRO CHAPTER	<u>(6,676.09)</u>	<u>(1,149.27)</u>	<u>0.00</u>	<u>(1,149.27)</u>	<u>0.00</u>	<u>0.0%</u>

Chicago Metro Cash Balance as of January 31, 2024 = \$1,375.72

**Illinois Government Finance Officers Association
Statement of Revenue and Expense
For the Eight Months Ending Thursday, February 29, 2024**

	<u>Curr Month Actuals</u>	<u>YTD Actuals</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>YTD Act to YTD Bud Var%</u>
CHICAGO METRO CHAPTER						
Chicago Metro Revenue						
Events Revenue	0.00	5,340.00	0.00	5,340.00	0.00	0.0%
Other Revenue	0.00	2,598.00	0.00	2,598.00	0.00	0.0%
Chicago Metro Revenue	0.00	7,938.00	0.00	7,938.00	0.00	0.0%
Chicago Metro Expense						
Event	0.00	8,897.39	0.00	8,897.39	0.00	0.0%
Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Expense	0.00	189.88	0.00	189.88	0.00	0.0%
Chicago Metro Expense	0.00	9,087.27	0.00	9,087.27	0.00	0.0%
NET INCOME (DEFICIT) CHICAGO METRO CHAPTER	0.00	(1,149.27)	0.00	(1,149.27)	0.00	0.0%

Chicago Metro Cash Balance as of February 29, 2024 = \$1,375.72



Illinois Government Finance Officers Association

Learning • Connecting • Progressing

Strategic Plan

July 1, 2024 – June 30, 2026

Approved: **DRAFT**

Modified: _____

IGFOA MISSION: To Promote Excellence in Government Finance

IGFOA VISION:

- Deliver high quality, relevant, accessible training and resources.
- Provide expert government finance perspective on appropriate emerging issues.
- Foster growth in the government finance profession.
- Inspire IGFOA members to be good stewards of local communities and the government finance profession.

The IGFOA Executive Board has established three strategic plan priorities for the period of July 1, 2024 to June 30, 2026:

1. Enter into a new association management agreement and transition to a new Executive Director.
2. Increase engagement at IGFOA events by non-finance directors and those new to government.
3. Develop a proactive succession, transition and workforce continuity program.

Action plans for each strategic plan priority can be found on the following pages.

DRAFT FOR DISCUSSION BY CHAPTERS AND COMMITTEES

1. Enter into a new association management agreement and transition to a new Executive Director by March 31, 2025.

The current association management agreement with CM Services runs through June 30, 2025 and the current Executive Director is planning to depart by that date. To ensure that IGFOA continues to receive high quality services that are cost effective, an RFP process will be conducted with CM Services encouraged to participate in the process.

Assigned to:	Executive Board and Negotiations Team	
Action Plan:	Due Date	Status
Issue association management Request for Proposals (RFP)	August 2024	Executive Board to approve the RFP before issuance at August meeting.
Evaluation of proposals and initial interviews	October 2024	
Finalist interviews	November 2024	Executive Board may interview finalists at November meeting
Association management services contract award	February 2025	Executive Board to approve agreement at February meeting.
Association management services overlap and transition (if needed)	March to June 2025	Effective date of new agreement and transition with overlap of CM Services (if applicable) to be mutually agreed upon.

DRAFT FOR DISCUSSION BY CHAPTERS AND COMMITTEES

2. Increase engagement through tracking attendance at IGFOA events by non-finance directors and those new to government, with a goal to increase attendance by 10% by June 30, 2026.

Increased IGFOA membership and member engagement is critical to ensuring IGFOA’s continued success. Support for government finance professionals at all levels of the organization with an emphasis on those new to government is a high priority.

Assigned to:	Membership Committee, assisted by PEC and Chapters	
Action Plan:	Due Date	Status
Gather and analyze baseline attendance data for prior year.	December 2024	Develop system to gather and analyze attendance data going forward.
Determine best way to provide personalized follow-up for new members.	December 2024	Membership Committee started this process in January 2024.
Create networking opportunities for new Finance Directors, non-Finance Directors and new to government employees to meet others.	December 2024	Coordination through GEN, PEC, Chapters
Consider incentives and analyze financial impact of offering a referral discount for new IGFOA members	March 2025	
Create a campaign for members and partners to bring a non-Finance Director/New to Government employee to an event	June 2025	
Add optional demographic tracking to member profile information on web site	December 2025	

DRAFT FOR DISCUSSION BY CHAPTERS AND COMMITTEES

3. Develop a proactive succession, transition and workforce continuity program through education and increased resources by June 30, 2026.

It is critical that government finance operations continue regardless of extended absences, employee vacancies and retirements. IGFOA members are also facing a challenging employee recruitment and retention environment.

Assigned to:	Professional Education Committee (PEC), assisted by Growth and Engagement (GEN) and Chapters	
Action Plan:	Due Date	Status
Create branding for this program to be introduced at Annual Conference	September 2024	2024 annual conference theme and logo used to launch?
Plan annual conference sessions and other training through coordination with PEC and Conference Planning Team	November 2024	Topics such as benefits of succession planning, overcoming challenges for future leaders, time management.
Create a formal network of resources (“Help Line”) by topic area and job type.	June 2025	
Offer networking opportunities for all levels of finance staff to engage with each other.	June 2025	