



Dedicated to Excellence in Municipal Financial Management

**Tuesday, February 28, 2012
Board of Directors Meeting**

**Disneyland Hotel
1150 Magic Way
Anaheim, CA**

Room: Magic Kingdom 1

3:00 – 4:00 p.m.

**Dial-in Number: (800) 250-2600
Passcode: 197 9056**

** For those participating by telephone, please mute your line when not speaking.*

-
- 1) Introduction
 - a) Welcome/Roll Call
 - b) Additions to Agenda

 - 2) Consent Items 3:05 p.m.
 - a) Approval of minutes from January 26, 2012
 - b) Financials as of January 31, 2012

 - 3) Discussion/Action Items 3:10 p.m.
 - a) Program Committee Recommendation Ronnie Campbell
 - b) Coaching Program RFP Steve Heide
 - c) Conference Scholarships Margaret Moggia

 - 4) Officer Reports
 - a) President 3:30 p.m. Laura Nomura
 - i) 2012 Annual Conference Update

 - b) Past President 3:40 p.m. Scott Johnson

- c) President Elect 3:45 p.m. Pauline Marx
- d) Staff Report 3:50 p.m. Melissa Dixon
 - i) 2012 Leadership Roles and Responsibilities Draft
- 5) Board Liaison/Committee Oral Reports 3:55 p.m.
 - a) Administration Steve Heide
 - b) Annual Conference Mary Dodge
 - c) Professional Standards & Recognition Scott Catlett
 - d) Career Development Margaret Moggia
 - e) Membership Benefits Christy Pinuelas
 - f) Technology Barbara Boswell
 - g) League Policy Committee Updates
- 6) Other Items
- 7) Future Topics
- 8) Next Meeting
- 9) Adjournment 4:00 p.m.

California Society of Municipal Finance Officers
Board of Directors Meeting Minutes
January 26, 2012

In Attendance

Scott Johnson
Laura Nomura
Jesse Takahashi
John Adams
Teri Albrecht
Christy Pinuelas
Pauline Marx
Terri Willoughby

Margaret Moggia
Brent Mason
Drew Corbett
Barbara Boswell
Steve Heide
Ken Brown
Thomas Fil
Melissa Dixon

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met via teleconference on Thursday, January 26. The meeting convened at 1:07 p.m. President Scott Johnson confirmed a quorum was in attendance. There were no additions to the agenda.

The Board addressed the consent calendar; President Johnson requested an amendment to the scholarship section in the December 2 minutes to clarify the portion on conference scholarships. Director John Adams moved approval of the consent calendar with the minutes as amended; Director Jesse Takahashi seconded. The motion passed unanimously.

Career Development Chair Margaret Moggia addressed consultant contracts for 2012 for both Kathryn Besseau, who teaches Intermediate Government Accounting, and Bill Statler, who teaches Fiscal Policies. The terms would be the same as in 2011. Director Adams moved to approve extending the contracts for another year, with the option of two one-year extensions before again requiring Board approval. President-Elect Laura Nomura seconded; the motion passed unanimously.

Career Development Chair Moggia discussed with the Board a potential collaboration with CalCPA Education Foundation. CSMFO will help market CalCPA Education Foundation courses, and in exchange CSMFO will receive 20% of the revenues from attendees that are members of CSMFO but not also members of CalCPA. The Board wanted to confirm that our existing relationships with other organizations would not be jeopardized by this agreement, and also that any lists of CSMFO members provided to CalCPA would not be used inappropriately. Director Teri Albrecht moved to approve the Career Development Committee moving forward with this collaboration and to prepare an amended Memorandum of Understanding (MOU) with CalCPA. Director Christy Pinuelas seconded, and the motion passed unanimously.

President-Elect Nomura reported her 2012 appointments, noting that several new volunteers had been placed on committees. The GFOA representative for the North is Herbert Pike from the Association of Bay Area Governments; Dale Nielsen from City of Vista from the South. She also reported that plans were going nicely for the Annual Conference, with roughly 700 registered attendees to date.

Executive Director Melissa Dixon informed the Board that the 2012-13 standing monthly meetings would be held on the fourth Thursday of every month from 2:00 – 4:00 p.m. It was also noted that the remaining three committee action plans are due to Don Maruska by Tuesday, February 14.

Administration Committee Chair Steve Heide informed the Board that the committee is working on a revision to the policy manual, as well as an RFP for Coaching Program services.

Executive Director Dixon reported on behalf of the Annual Conference Committee that proposals have been received from venues from Palm Springs, Pasadena, Long Beach, and Huntington Beach. Site visits are looking to be scheduled for March or April.

Terri Willoughby provided the report for the Professional Standards and Recognition Committee, noting that 118 budgets had been submitted to 129 reviewers. There were ten applicants for the CAFR. The reviews will all be completed and certificates ready by the Annual Conference.

Career Development Committee Chair Moggia broached with the Board the subject of working with UC Davis to create a certificate program for government finance professionals. Thomas Fil is working with Moggia on this concept, and joined the call to help explain the program. UC Davis would create a new online software/program so geography would not be an issue. Still to be decided are whether some long-standing government finance officials could be grandfathered in; whether there are prerequisites to the program; whether there would be any ongoing requirements to maintain status.

Having nothing further to discuss, President Johnson adjourned the meeting at 2:38 p.m.

Respectfully submitted,

Melissa Dixon



To: CSMFO Board of Directors
CC: Melissa Dixon, Executive Director
From: Tony Willert, Senior Client Bookkeeper
Date: February 15, 2012
Re: Financial reports

Please find attached the January 31, 2012 Financial Reports.

The financial results for the period are embodied in two separate reports:

- Statement of Net Assets. This report includes all of the Society's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and obligations to creditors (liabilities). It also provides the basis for evaluating the capital structure and assessing liquidity and financial flexibility of the Society.

- Statement of Activities - Budget Variance Report. This report lists all of the current year's revenues and expenditures and is intended to measure the success of the Society's operations. Furthermore, a comparison to budget is provided, whereby a focus of attention on budgetary compliance for each major revenue source and expenditure function is demonstrated. This report can be used to determine whether the Society has successfully recovered all its costs through membership dues and other sources. Some comments relating to this report are listed on the report. Additional narrative comments may be provided by Society management, especially those who were involved in preparation of the current year budget.

Please feel free to call me at (916) 231-2137 or email me at, tony.willert@staff.csmfo.org if you have any questions.



Statement of Net Assets
As of January 31, 2012

ASSETS

Current assets	
Cash	568,586
Investments	275,435
Accounts receivable	27,522
Interest Receivable	0
Prepaid expenses	39,752
Advance Billings (Undeposited Funds)	8,808
 Total current assets	 920,103
 Fixed assets, net of depreciation	 0
 Other assets	 0
	<u>0</u>
	<u>\$ 920,103</u>

LIABILITIES & NET ASSETS

Accounts payable	\$ 19,940
Unrelated business income taxes payable	(310)
Deferred revenue	<u>441,116</u>
 Total liabilities	 460,746
 Restricted net assets	 0
Unrestricted net assets	459,357
	<u>\$ 920,103</u>



**Statement of Activities
Budget Variance Report
For The Months Ended January 31, 2012**

	Management & General						Program Services							
	Year to Date					Annual	PY YTD	Year to Date					Annual	PY YTD
	Current	Budget	Actual	Variance	%	Budget	Actual	Current	Budget	Actual	Variance	%	Budget	Actual
REVENUES														
Annual Conference						13,000	500						511,575	0
Budget/CAFR Fees	0	0	0	0	0								0	0
Presentation Skills/Fiscal Policy													10,000	0
Contributions and Donations									833		(833)	0		
Interest Income	0	104	0	(104)	0	1,250	0							
Introduction to Government									500		(500)	0	6,000	0
Legislative Seminar									0		0	0	7,500	0
Membership Dues	153,210	180,000	153,210	(26,790)	85	180,000	101,335							
Mini News Ads	6,470	4,500	6,470	1,970	144	54,000	1,775							
Professional - Web Directory	0	0	0	0	0	0	0							
Webinar								795	83	795	712	954	1,000	0
Weekend Training								0	0	0	0	0	15,000	0
Intermediate Accounting								0	0	0	0	0	18,000	0
Miscellaneous	0	0	0	0	0	0	95							
Total Revenues	159,680	184,604	159,680	(24,924)	86	248,250	103,705	795	1,417	795	(622)	56	569,075	0
EXPENDITURES														
Annual Conference													481,489	0
Audit	0	0	0	0	0	7,300	0							
Awards	0	83	0	83	0	1,000	0							
Bad Debt Expense	0	0	0	0	0	0	0							
Board of Directors	0	417	0	417	0	5,000	0							
Board Planning Session (Retreat)	0	2,083	0	2,083	0	25,000	0							
Telephone/Bridge Calls	0	125	0	125	0	1,500	0							
Chapter Support	0	417	0	417	0	5,000	0							
Presentation Skills/Fiscal Policy								0	0	0	0	0	0	0
Storage	0	0	0	0	0	0	0							
Donations	0	0	0	0	0	0	0							
Equipment Lease	420	417	420	(3)	101	5,000	420							
Insurance	0	2,500	0	2,500	0	2,500	2,400							
Introduction to Government								0	333	0	333	0	4,000	0
Intermediate Accounting								0	1,000	0	1,000	0	12,000	0
Management Services	11,081	10,945	11,081	(135)	101	131,345	10,211							
Legislative Seminar								0	542	0	542	0	6,500	0
Merchant Fees	0	1,083	0	1,083	0	13,000	0							
Marketing	0	0	0	0	0	0	0							
Office Supplies	0	63	0	63	0	750	0							
Postage	0	500	0	500	0	6,000	326							
President's Expense	0	333	0	333	0	4,000	0							
Printing	625	708	625	83	88	8,500	366							
Taxes	0	150	0	150	0	1,800	0							
Web and Technology Expenses	3,250	1,250	3,250	(2,000)	260	15,000	3,250							
Coaching Program/Training Consultant								0	4,008	0	4,008	0	48,100	7,215
Travel	0	167	0	167	0	2,000	0							
Weekend Training								0	0	0	0	0	15,000	0
Website Redesign Project	0	0	0	0	0	0	0							
Miscellaneous	0	42	0	42	0	500	0							
Total Expenditures	15,376	21,283	15,376	5,907	72	235,195	16,973	0	5,883	0	5,883	0	567,089	7,215
EXCESS OF REVENUES OVER														
(UNDER) EXPENDITURES	144,304	163,321	144,304	(19,017)		13,055	86,732	795	(4,467)	795	5,262		1,986	(7,215)

CURRENT REVENUES OVER EXPENDITURES	
Current Revenues	160,475
Current Expenditures	15,376
Net Revenue over Expenditures	145,099

NET ASSETS TEST	
Previous Month Net Assets	314,257
Current Revenues over Expenditures	145,099
New Net Assets	459,357
Current Statement of Net Assets	459,357
Variance	0



Statement of Activities
Budget Variance Report
For The Months Ended January 31, 2012

Management Discussion and Analysis

Management & General Fund Comments:

Web & Technology is high for the month because it contains some annual fees for the entire year.

Program Services Fund Comments:

2012 Annual Conference Income was deferred and Expenses moved to Prepaid until the conference occurs.

Unless noted below, YTD budget amounts = 1/12th of the annual budget amount multiplied by the number of months reported:

- ¹ Annual seminar - YTD budget amount = 100% as of March 31 because event is held in March
- ² Annual seminar - revenue reported excludes a transfer of \$36,272 from the general checking account
- ³ Budget/CAFR fees - YTD budget amount = 0% through July 31; 33% as of August 31; 67% as of September 30; and 100% as of October 31
- ⁴ Communication skills - YTD budget amount = 0% through September 30; 50% as of October 31; then 100% as of November 30
- ⁵ Legislative seminar - YTD budget amount = 100% as of May 31 because event is held in May
- ⁶ Membership dues - YTD budget amount = 100% as of January 31 because they are considered earned
- ⁷ State meeting (fiscal summit) - YTD budget amount = 100% as of May 31 because event is held in May
- ⁸ Weekend training - YTD budget amount = 0% through September 30; 50% as of October 31; then 100% as of November 30
- ⁹ Audit - YTD budget amount = 100% as of May 31 because audit is completed in April and billed in May
- ¹⁰ Topical training (Webex) - YTD budget amount = 25% through March 31; 50% through June 30; 75% through September 30; then 100% as of October 31



CSMFO BOARD REPORT

Date February 29, 2012

FROM: Ronnie J. Campbell, Past President 2010

SUBJECT: Program Committee for Annual Conference

RECOMMENDATION

Approve the creation of a stand-alone committee, suggested name: Annual Conference Program Committee, to focus solely on preparing the educational program of the annual conference.

DISCUSSION

Back in 2008, a small group of individuals (Mary Bradley, Viki Copeland, and Harriet Commons) provided assistance to the local host committee in selecting the general session speakers, as well as coordinating the break-out sessions for the 2 ½ days of training at the annual conference. Since that conference, an ad-hoc committee, which is presently referred to as the Program Committee, has worked to perform this task thereby allowing the Local Host committee to focus on providing the local flair and recreation side of the annual conference. This committee works closely with the President-Elect to select general session/keynote speakers that reflect their vision for the conference. Additionally, this committee works closely with the membership-at-large to design over 30 break-out sessions across five to six subject tracks that are responsive to their request and provide relevant information to assist us in the ever changing world of municipal finance.

In the past, this committee has worked as an ad-hoc committee of Career Development, and most recently being aligned with the Annual Seminar Committee, in hopes that the Program Committee might be able to provide insight in sight selection to ensure adequate training space for break-out sessions. Neither of these models are the optimum solution. For the following reasons, it is suggested that the Program Committee become a separate Standing Committee, with a Chair and Vice-Chair appointed, consistent with all other Committee appointments.

- ✓ Consistently in product and educational quality
- ✓ Continuity
- ✓ Succession Planning
- ✓ Assist in relationship building

FISCAL IMPACT

There is no none fiscal impact with this recommendation

G: CSMFO/Board 2009/Board Report Template



CSMFO BOARD REPORT

Date: February 28, 2012

FROM: Steve Heide, Administration Committee Chair

SUBJECT: 2013 RFP for Coaching Program & Professional Development Services

BACKGROUND

Don Maruska currently provides coaching program & professional development services under contract to CSMFO. Don's professional association with CSMFO dates back some 13 years with respect to the coaching program, and even prior to that he was working with our organization.

In the routine course of business, the Administration Committee has been directed to draft a Request for Proposal (RFP) for coaching and professional development services for 2013. As the Career Development Committee (CDC) has a significant stake in the provision of these services, the Admin Committee is working closely with Margaret Moggia and Ronnie Campbell of CDC on the development of the RFP.

DISCUSSION

Direction is being sought from the Board at this time, in order to ensure that the Admin Committee is on track with respect to the development of this RFP. A tentative timeline for development, issuance and award of the RFP is proposed as follows:

1. **February 28:** Draft timeline and conceptual outline of scope of RFP to Board for feedback and direction.
2. **May:** Revised draft to Board for approval and direction at May meeting.
3. **July 15:** RFP release date.
4. **August 15:** RFP closes.
5. **September 30:** Completion of evaluation of responses to RFP.
6. **October:** Propose contract award to Board at October meeting.
7. **December 1:** Contract in place by December 1.

In order to ensure that the milestones outlined above are achieved in a timely manner, the Board may wish to entertain discussion at this time regarding who will be

responsible for evaluating RFP responses and making the recommendation to the Board for contract award. Options for consideration might include, but are certainly not limited to, either the Executive Committee, or an adhoc committee comprised of the Executive Committee and/or other members of the Board, along with the Chairs of the Administration and Career Development Committees.

As proposed, we would be seeking a three-year contract in the RFP, with an option to renew for two more years. As indicated in the attached draft scope of work, services to be provided under contract would include:


1. Support to the Career Development Committee and Local Chapters
2. Support to the Coaching Program
3. Support in the development and management of “Emerging Issues” webinars/hot topic calls

As you will note in the draft scope, there are a significant number of contractor requirements proposed in this conceptual document. In consideration of this, committee members have discussed including a mandatory pre-bid conference (either in-person or teleconference) in the RFP. This would give prospective proposers the opportunity to gather additional information regarding CSMFO’s needs, prior to submitting a proposal.

During our last Admin Committee conference call on this issue, we also discussed that Don Maruska provides strategic planning services to the Board. Although strategic planning services are provided under separate contract and not included in the draft scope of this RFP, we felt it important to remind the Board about this for discussion purposes.

RECOMMENDATION

It is recommended that the Board of Directors review the draft scope of work and proposed timeline for the RFP for Coaching Program & Professional Development Services, and provide direction to the Admin Committee.



California Society of Municipal Finance Officers
Draft Scope of Work - Coaching and Professional Development
2/16/12

CSMFO is seeking a qualified Firm to provide coaching and professional development services for a minimum of 3 years with option to renew for two additional years. The firm will provide services in three general areas:

1. Support to the Career Development Committee and Local Chapters
2. Support to the Coaching Program
3. Support in the development and management of “Emerging Issues” webinars/hot topic calls

The Firm will provide approval for CSMFO to use the materials that it prepares and owns and digital recordings of the Firm’s presenter’s voice and presentations created for sale or re-use. The Firm will also request releases from other presenters for CSMFO’s use of their materials and recordings of their voices and presentations.

Support to the Career Development Committee and Local Chapters

1. Attend monthly Career Development Committee Calls to offer support and guidance to the support the overall mission and strategic board goals of CSMFO
2. Provide ideas and support, when necessary, to local Chapters for professional development
3. Provide support for queries about Professional Development when requested by Career Development and local Chapter chairs
4. Review program activities and recommendations to provide direction for current and upcoming year
5. Participate in review of website and providing updates where necessary

6. Prepare and submit articles or other correspondence at the request of the Career Development Chair to advertise or promote the activities of the Career Development Committee
7. Compile and submit participant statistics, reports, and other information of its activities on a quarterly basis

Support the Coaching Program

1. Prepare materials to provide to current and prospective coaches to assist them in their development as coaches
2. Maintain/modify Coaching section on CSMFO website as necessary including but not limited to available coach list, materials, and information about the coaching program
3. Provide assistance in the identification of potential coaches
4. Provide assistance in making the one-on-one coaching opportunities
5. Respond to queries about the Coaching Program
6. Provide support to Career Development Committee in enhancing the one-on-one Coaching Program

Support in the development and management of “Emerging Issues” webinars/hot topic calls

1. Development and scheduling of **six** webinars with master coaches and **two** special hot topic, telephone-only panel sessions to be scheduled with CSMFO as topics arise. Where possible, the firm should identify suitable partners to increase coverage and cost-share in the delivery of the sessions
2. Development with presenters of PowerPoint materials for webinars
3. Preparation of questions for the panels and discussion questions for follow up sessions at the local agency level
4. Organization and administration of webinar set up details, logistics, etc.
5. Preparation and distribution of notices via email list and follow up to encourage participation
6. Practice sessions and feedback to presenters to enhance value for participants

7. Posting of materials on the website for participants to access
8. Moderating of panel discussions
9. Handling questions via email both in advance and in real-time
10. Editing of digital recordings of panel discussions, posting of additional materials on web, and management of “Live Audio and Archives” on CSMFO’s website
11. Follow up notices via email list about sessions and availability of coaching resources to benefit CSMFO members.
12. Support the capability of participants to receive CPE credit for webinars and by providing instruction, tracking and reporting for each session

Other Considerations to include in the Scope:

1. Identify company who can provides comprehensive solutions for creating, managing and distributing live and on-demand streaming media content to support and enhance public meeting communications, internal training and public education programs for government.
2. Preparation and leadership of a coaching/career development event at CSMFO Annual Seminar.



CSMFO BOARD REPORT

Date February 28, 2012

FROM: Margaret Moggia
Member, 2012 Annual Conference Host Committee

SUBJECT: Conference Scholarships

Background:

In November 2011, the Board approved an Annual Conference Scholarship Policy (Policy), see Attachment A. The Policy outlines the process, award and requirements of the annual conference scholarships. It was suggested the Policy be brought back for review after the 2012 Annual Conference process to ensure the new Policy met the objectives.

For the 2012 Annual Conference, the Board did approve up to 20 scholarships. CSMFO was able to award 15 scholarships and the recipients were assigned to serve as room monitors for the 30 conference sessions in addition to the two pre-conference sessions.

During the process, the Scholarship Chair did receive questions about the policy which are being brought back to the Board for their consideration:

Scholarship recipients must be a government member of CSMFO in the year the conference is to be held. A comment was received if the scholarship could be for retiree. No consideration was made.

Recipient must not have received a scholarship from CSMFO in the past 18 months. A comment was received that the applicant did receive in the past year, but as a member of the Program Committee could there be special consideration. No consideration was made. One applicant was denied as the person received a scholarship last year.

Scholarship recipient must be the only attendee from their Agency to attend. Three situations occur as it relates to this policy item.

1. At the time of the award, the scholarship recipient was the only attendee from the agency; later to be informed that other staff from the agency would be in attendance. The recipient brought the situation to the Scholarship Committee's attention and it was decided to split the scholarship by agreeing that CSMFO would pay the registration, but the agency would be responsible for travel.
2. Two individuals from the same agency applied. The Scholarship Committee asked that agency decide which person would represent the agency. Only one award was provided to the agency.
3. A scholarship was awarded to one person who indicated they were the only recipient from their agency. However, the Scholarship Committee chair recently noted that another person was attending the conference from the same agency. Due to the lateness, no action was taken.

Scholarship application period shall run from initial registration date to December 1. Host committee is to provide notice to all applicants within two weeks. The Scholarship Committee did receive requests after the submission date to see if there was any scholarships were remaining. No consideration was made.

Recommendation:

The Scholarship Committee requests the Board to review the above situations and determine if there should be any change to the approved policy.

Attachment A: Annual Conference Scholarship Policy



G: CSMFO/Board 2001/Board Report Template



Annual Conference Scholarship Policy

1. Funding for a minimum of 10 full scholarships is to be included in the Annual Conference Budget with additional funding at the discretion of the Host Committee based on Annual Conference Budget approved by the Board.
2. The Host Committee will manage the scholarship process and selection of the recipients.
3. The scholarship application period shall run from initial registration date to December 1. Host committee is to provide notice to all applicants within two weeks.
4. Scholarship recipients must be a government member of CSMFO in the year the conference is to be held.
5. Recipient must not have received a scholarship from CSMFO in the past 18 months.
6. An agency shall not receive scholarship more than 3 times in 5 years.
7. Applicants must make a financial hardship statement on the application.
8. Scholarship recipient must be the only attendee from their Agency to attend.
9. To encourage involvement in CSMFO Committee and Chapters, applicants are to express their involvement or desired involvement with CSMFO on the application form.
10. Scholarship recipient will be a room monitor for 2 break-out sessions or otherwise volunteer at least 3 hours at the Annual Conference as identified by the Host Committee.
11. Scholarship recipient is eligible to receive conference registration and up to two nights of hotel accommodations. The recipient will be responsible for travel to/from conference, additional nights of hotel accommodations, and all other incidentals.
12. Should more applications be received than budgeted, the Host Committee will provide preference for first time attendees, first time applicants and/or the potential recipient's involvement with CSMFO.
13. At the Host Committee's discretion, the application period can be extended if all scholarships have not been awarded.
14. Should the applicant live within 30 miles of conference, they will be encouraged by the Host Committee to commute to conference to provide additional funding for other scholarships.



2012 Leadership Roles & Responsibilities

Drafted February 2012

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
2012 Leadership Roles & Responsibilities

TABLE OF CONTENTS

Overview.....	3
Terms	3
President.....	4
President-Elect	6
Past President	8
Board Members.....	9
Administration Committee Chair.....	11
Annual Conference Committee Chair.....	12
Career Development Committee Chair.....	13
Membership Benefits Committee Chair	14
Professional Standards & Recognition Committee Chair.....	15
Technology Committee Chair.....	16
League of California Cities Policy Committee Appointees.....	17
Chapter Chairs	18
GFOA Representatives	19

Overview

This document is intended to provide an overview of the roles and responsibilities for each of the volunteer leadership positions within CSMFO. While it is intended to be comprehensive, the Bylaws and policy manual are the governing documents and should be referenced in the event of a discrepancy.

Terms

The new officers, Board members and committees take office with the first day of the Annual Conference. For 2012, that day is Tuesday, February 28. Until that time, the 2011 officers, Board members and committees are still active.

The League Policy Committee appointments take effect on November 1 of the previous year or upon appointment, whichever occurs first.

Chapter chair terms vary by chapter. Consult your chapter leadership for more information.

GFOA representative appointments take effect upon appointment.

President

Laura Nomura

It is the primary responsibility of the CSMFO President to be the leader of and spokesperson for the organization. The CSMFO President should:

- Conduct herself at CSMFO functions and in her professional and personal life in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Chair all Board of Directors meetings.
- Chair all Executive Committee meetings.
- Review monthly financials; review and approve check runs.
- Host/emcee the Annual Conference at which the presidency begins.
- Submit a President's Message each month to the [Director of Communications](#) by the 25th of the month for the following month's MiniNews issue, beginning on February 25 for the March issue.
- Coordinate, in conjunction with [Executive Director](#), CSMFO reception at GFOA's Annual Conference.
- Attend conferences as the representative of CSMFO. Complimentary registrations and hotel stays are provided for AGFOA, CMTA, OMFOA and WFOA. CSMFO will reimburse for travel, incidentals and any meals not provided, as well as registration and hotel for GFOA:

Alaska Government Finance Officers Association (AGFOA)
[contacted for details]

California Municipal Treasurers Association (CMTA)
[April 18-20, 2012, Sacramento, CA](#)

Government Finance Officers Association (GFOA)
[June 10-13, 2012, Chicago, IL](#)

Oregon Municipal Finance Officers Association (OMFOA)
[March 4-7, 2012, Bend, OR](#)

Washington Finance Officers Association (WFOA)
[September 11-14, 2012, Kennewick, WA](#)

(President continued)

- It is customary to provide a small gift to the president of each association that provides CSMFO with complimentary registration and hotel accommodations. Typically these gifts are \$50-100, and have in the past included items such as a wine and cheese basket. Expenses are recorded under the President's Expense line in the budget.
- Appoint Nominating Committee by October 1 annually. Nominating Committee should consist of:
 - President-Elect
 - President
 - Past President
 - One current Board member
 - One committee chair
 - Two chapter chairs
 - Two members at large (who are not current Board members)
- Participate in the Nominating Committee. Identify, contact and confirm nominees for Board Member North, Board Member South and President-Elect. Participate in conference call with Nominating Committee prior to November 1 to finalize slate.
- Determine location of Board dinner held in conjunction with the League of California Cities' Finance Institute (typically held in early December). Coordinate with [Secretary](#).
- Discuss with the President-Elect what, if any, gifts or tokens of appreciation to present to staff, etc. at the conference.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

President-Elect

Pauline Marx

It is the role of the CSMFO President-Elect to spend the year in this position learning from the President and training to be the leader of and spokesperson for the organization in the following year. The CSMFO President-Elect should:

- Conduct herself at CSMFO functions and in her professional and personal life in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings.
- Attend all Executive Committee meetings. Chair meetings in the President's absence.
- Review monthly financials; review and approve check runs.
- Invite members to your conference in Oakland during the final day of the 2012 Annual Conference.
- Chair the Host Committee for the following year's conference. The finance director of the host city should be your first consideration for a Co-Chair. Typically other committee members are geographically nearby, and should include both government and commercial members for a broad overall perspective. Host Committee meetings should begin in the month of April, and all Host Committee/Annual Conference activities should be coordinated through the [Meeting Coordinator](#).
- Determine dates for the Fall Planning Session; coordinate through the [Secretary](#).
- Identify Facilitator for the Planning Session, and coordinate the content/structure of the day therewith. A contract with Don Maruska exists for 2012, but President-Elect has veto power.
- Prepare 2013 operational budget in collaboration with [Executive Director](#).
- Choose team-building activity and dinner venue for Planning Session; coordinate with [Secretary](#) (who works with Meeting Coordinator on logistics).

(President-Elect continued)

- Chair the Nominating Committee. During the month of October, task Nominating Committee members with identifying, contacting and confirming nominees for Board Member North, Board Member South and President-Elect. Conduct conference call with Nominating Committee prior to November 1 to finalize slate. Submit slate to [Secretary](#) no later than November 1.
- Begin thinking of possible recipients for the Distinguished Service Award. Order necessary plaque within four (4) weeks of the conference.
- Work with Secretary to finalize verbiage for President's plaque, to be awarded at the conference.
- The President-Elect appoints the League Policy Committee representatives from CSMFO. Appointments are due by October 31 annually.
- The President-Elect appoints all chair, vice chair, senior advisor and Board liaison positions for all standing committees for the following year. In November/December, begin thinking about committee appointments and start contacting potential appointees. Have all appointments confirmed by January 10.
- Confirm GFOA representatives for another year of service; find replacement representatives as necessary.
- Discuss with the President what, if any, gifts or tokens of appreciation to present to staff, etc. at the conference.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Past President

Scott Johnson

It is the role of the CSMFO Past President to serve as a mentor and advisor to the President and President-Elect. The CSMFO Past President should:

- Conduct himself at CSMFO functions and in his professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings. Chair meetings in the President's absence.
- Attend all Executive Committee meetings.
- Review monthly financials; review and approve check runs.
- Serve as Chapter Chair Liaison. Conduct at least two (2) conference calls annually, inviting all chapter chairs to attend. Purpose of calls is to check in with each chapter, ensure everyone is meeting (at least once annually; monthly to every-other-month is preferable), exchange ideas for speakers and resources, etc. If a chapter is without a chair, it is the responsibility of the Chapter Chair Liaison to find a candidate to fill the position. Provide all new and existing chapter chairs with support.
- Participate in the Nominating Committee. Identify, contact and confirm nominees for Board Member North, Board Member South and President-Elect. Participate in conference call with Nominating Committee prior to November 1 to finalize slate.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Board Members

It is the role of the CSMFO Board of Directors to provide leadership and policy direction for the organization as a whole. The Board of Directors is responsible for making decisions that will ultimately have a positive affect on CSMFO's governance, administration, internal and external perception and the like.

Each Board member is responsible for the following:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend all Board of Directors meetings.
- Champion a strategic objective, as assigned by the President.
- In their capacity as Board Liaison to their committee:
 - Attend all committee meetings.
 - Provide guidance as necessary on committee activities.
 - Present committee updates to the Board of Directors in the absence of the committee leadership.
- In their capacity as Board Liaison to their assigned chapters:
 - Attend at least one chapter meeting.
 - Make contact with each chapter chair, introduce themselves and offer any assistance in finding speakers, requesting funding from the Board of Directors, finding meeting locations, etc.
 - If chapter is not active, follow up with chair to ensure a meeting is held during the year. Preference is a meeting held every one to two months.

(Board Members continued)

2012 Appointments		
Board Member	Committee	Chapters
John Adams	Technology	Central Los Angeles, Channel Counties, San Gabriel Valley
Teri Albrecht	Membership Benefits	Central Coast, Central Valley, South San Joaquin
Pamela Arends-King	Annual Conference	Orange County, San Diego County, South Bay (LA)
Drew Corbett	Career Development	Monterey Bay, Peninsula, Sacramento
Jesse Takahashi	Administration	East Bay, North Coast, Northeast Counties, Northwest Counties
Terri Willoughby	Professional Standards & Recognition	Coachella Valley, Desert Mountain, Imperial County, Inland Empire

Administration Committee Chair

Steve Heide

It is the role of the CSMFO Administration Committee Chair to monitor the operations of CSMFO. The chair should:

- Conduct himself at CSMFO functions and in his professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Review monthly financials; review and approve check runs.
- Monitor, negotiate and make recommendations to the Board on consultant contracts, as necessary.
- Conduct RFPs for consultant services as requested by the Board.
- Conduct an annual survey of the CSMFO leadership regarding consultant services. Share results with the Board at the annual Planning Session.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Annual Conference Committee Chair

Mary Dodge

It is the role of the CSMFO Annual Conference Committee Chair to identify and recommend to the Board of Directors annual conference host venues for upcoming conferences. The chair should:

- Conduct herself at CSMFO functions and in her professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Communicate with the [Meeting Coordinator](#) regarding possible host cities for upcoming conferences.
- Work with [Meeting Coordinator](#) to schedule site visits to potential venues in order to assess their potential as a future host for the CSMFO Annual Conference. Priority should be given to venues with ample space for a vendor hall.
- Present recommendation on conference sites for Board approval.
- Work with the [Meeting Coordinator](#) and [Executive Director](#) as needed to keep the Annual Conference Handbook up to date.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Career Development Committee Chair

Margaret Moggia

It is the role of the CSMFO Career Development Committee Chair to manage the educational activities of the organization. The chair should:

- Conduct herself at CSMFO functions and in her professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Identify and coordinate with consultants to provide educational opportunities for the webinars, including webinars, bridge calls, one-day seminar and the annual Weekend Training.
- Collaborate with other organizations where possible to provide efficient and effective educational opportunities to the membership.
- Conduct surveys as necessary to determine the educational needs and demands of the membership.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Membership Benefits Committee Chair

Christy Pinuelas

It is the role of the CSMFO Membership Benefits Committee Chair to oversee the membership activities of the organization. The chair should:

- Conduct herself at CSMFO functions and in her professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Work with [staff](#) to manage the membership renewal process annually, including approving all renewal communications prior to distribution. First renewal notices are sent November 1 annually.
- Develop recruitment plans to increase membership in CSMFO.
- Review membership structures periodically to determine optimal framework for the organization.
- Identify and secure new member benefits where possible.
- Develop and maintain list of benefits that are provided with the annual membership fee.
- Work with [staff](#) to identify those that did not renew their membership, and coordinate follow-up contacts among the committee, chapter chairs and Board members.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Professional Standards & Recognition Committee Chair Scott Catlett

It is the role of the CSMFO Professional Standards & Recognition Committee Chair to identify and recommend to the Board of Directors annual conference host venues for upcoming conferences. The chair should:

- Conduct himself at CSMFO functions and in his professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Review and, if necessary, revise the application documents for the budget and CAFR awards. Coordinate with [staff](#) the posting of new documents on the website.
- Coordinate reviewers so that all budgets and CAFRs are reviewed in a timely manner.
- Provide list of those to receive certificates to [staff](#); coordinate delivery of certificates with staff.
- Provide recommendations on issues relating to professional standards as requested by the Board.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Technology Committee Chair

Barbara Boswell

It is the role of the CSMFO Technology Committee Chair to monitor all technological aspects of CSMFO. The chair should:

- Conduct herself at CSMFO functions and in her professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Provide direction to [staff](#) regarding website updates and necessary maintenance.
- Monitor general membership listserv, notifying [Executive Director](#) of any violations that may need to be addressed. Periodically post guideline reminders to the listserv.
- Coordinate social media activities for CSMFO, as determined necessary.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

League of California Cities Policy Committee Appointees

CSMFO is provided a representative on each of the League of California Cities policy committees. Appointments should be made by October 31 annually. CSMFO representatives should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Attend all policy committee meetings. Attendance at a minimum of 66% of the meetings is required, or the representative may be replaced.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

Chapter Chairs

CSMFO has twenty (20) chapters arranged geographically throughout the state of California. CSMFO chapter chairs should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep the Board apprised of committee activities.
- Coordinate chapter meetings, including speakers and facilities, as well as market meetings to chapter members.
- Attend chapter chair conference calls held by the Past President.
- Communicate with Board liaison; ensure they are invited to all chapter meetings.
- Maintain any and all financial accounts of the chapter outside of CSMFO books.
- Submit report on goals to the [Director of Communications](#) for the Annual Report by January 15.

GFOA Representatives

CSMFO has two representatives from the organization to the Government Finance Officers Association (GFOA), one in Northern California and one in Southern California. CSMFO representatives should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decisions made by the majority of the CSMFO Board of Directors, regardless of personal opinions.
- Attend Board of Directors meetings to keep apprised of Board activities.
- Work with GFOA to coordinate presentation of CAFR awards to city councils.