



Dedicated to Excellence in Municipal Financial Management

**Thursday, January 25, 2018
Board of Directors Zoom Meeting**

2:00 p.m. - 4:00 p.m.

Call-in: 408 638 0968

Meeting ID: 187 314 981

<https://zoom.us/j/187314981>

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

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| 1) Introduction | | |
| a) Welcome/Roll Call | | |
| b) Additions to Agenda | | |
| 2) Consent Items | 2:05 p.m. | |
| a) Approval of minutes from December 1, 2017 | | |
| b) December 2017 financial reports | | |
| 3) Discussion/Action Items | 2:10 p.m. | |
| a) 2018 Board Schedule | | Margaret Moggia |
| b) 2018 & 2019 Election Timelines | | Melissa Dixon |
| c) Standing Committee Adjustments | | Margaret Moggia |
| d) 2018 Chapter Pricing | | John Adams |
| e) Committee Member Recruitment | | Richard Lee |
| 3) Board Member Reports | 3:00 p.m. | |
| 4) Committee Reports | 3:10 p.m. | |
| a) Administration | | Kate Zawadzki |
| b) Career Development | | Carrie Corder |
| c) Communications Committee | | Joan Michaels Aguilar |
| d) Conference Site Selection | | Pamela Arends-King |
| e) Membership | | Ernie Reyna |
| f) Professional Standards & Recognition | | Craig Boyer |
| g) Program | | Ronnie Campbell |
| h) Technology | | Damien Charlety |

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| 5) Chapter Roundtable | 3:20 p.m. | |
| 6) Officer Reports | | |
| a) President | 3:30 p.m. | Drew Corbett |
| b) Past President | 3:40 p.m. | John Adams |
| i) Chapter Names | | |
| ii) 50% Sponsorship Rule | | |
| c) President-Elect | 3:50 p.m. | Margaret Moggia |
| 7) Other Items | | |
| 8) Future Topics | | |
| 9) Next Meeting – Tuesday, February 20 in Riverside, 1:00 – 3:00 p.m. | | |
| 10) Adjournment | 4:00 p.m. | |

California Society of Municipal Finance Officers

Board of Directors Meeting Minutes

December 1, 2017

In Attendance

Drew Corbett
Margaret Moggia
John Adams
Steve Heide
Jennifer Wakeman
Scott Catlett
Brent Mason
Jimmy Forbis
Richard Lee
Carrie Corder
Joan Michaels Aguilar
Marcus Pimentel
Grace Castaneda

Jesse Takahashi
Kate Zawadzki
Craig Boyer
Ernie Reyna
Stephen Parker
Kathryn Downs
Will Fuentes
Vanessa Portillo
Margaret O'Brien
Dave Glasser
Tim Seufert
Carmen Berry
Melissa Dixon

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met at San Mateo City Hall on Friday, December 1, 2017. President Drew Corbett convened the meeting and confirmed a quorum was in attendance at 11:07 a.m.

Consent Calendar

The Board addressed the consent calendar, which included minutes from the October 20 Board of Directors meeting and financials from October month-end. Director Jennifer Wakeman moved to approve the consent calendar; Director Brent Mason seconded. The motion passed unanimously.

Board of Directors Election Results

President Corbett announced the winners of the Board election to be Carrie Corder from the South, Richard Lee from the North and Joan Michaels Aguilar as President-Elect. He thanked everyone who participated in the election, and encouraged them to run again in the future.

Expense Reimbursement for GFOA Award Presentations

Professional Standards & Recognition Committee Chair Craig Boyer presented to the Board a recommendation to approve mileage expense reimbursements to anyone who makes an award presentation on behalf of CSMFO for GFOA or CSMFO awards. Past President John Adams moved to approve the recommendation, and President-Elect Margaret Moggia seconded. The motion passed unanimously.

Communications & Magazine Guidelines/Policies

Communications Committee Chair Joan Michaels Aguilar presented to the Board a proposed policy and guideline document. Past President Adams moved to approve the document as presented, and Director Jimmy Forbis seconded. The motion passed unanimously.

Focus Group at 2018 Conference

Administration Committee Chair Kate Zawadzki requested direction from the Board on whether to engage the polling company in conducting a focus group at the 2018 Annual Conference. The Board decided to move forward with the focus group. Staff will identify a meeting room for the session to take place, the Membership Committee will identify the individuals to participate, and the Executive Committee will assist with drafting the questions.

CSMFO App

Richard Lee brought up the concept of a CSMFO app for smartphones. The Board briefly discussed and is amenable to moving forward with this project. This will be one of six new ad hoc working groups created for 2018, with Lee leading the task.

2018 Operating Budget

President-Elect Moggia shared with the Board the proposed 2018 operating budget. Director Forbis moved to approve the budget as amended during the meeting, with a net income of negative \$117,440. Past President Adams seconded and the motion passed unanimously.

2018 Action Plan

President-Elect Moggie reviewed with the Board the changes/updates made to the 2018 Action Plan as a result of the October Planning Session. Past President Adams moved to approach the amended document, and Director Wakeman seconded. The motion passed unanimously.

Role of Board members

President-Elect Moggia reviewed with the Board her committee appointments for 2018, then segued into a discussion of the role of the Board members. In 2018, there will be six ad hoc working groups, each led by a CSMFO Board member. Those are: Student Engagement, led by Jennifer Wakeman; Chapter Engagement, led by Steve Heide; Advocacy, led by Carrie Corder; Committee Roles, led by Jimmy Forbis; CSMFO Leadership Academy, led by Scott Catlett; and CSMFO App, led by Richard Lee.

Board Member Reports

Director Heide informed the Board that he had attended the Channel Counties Chapter meeting and will be attending the South Bay/Central LA Chapter meeting next week. Director Mason shared that he was working with Mary Bradley on scheduling CalPERS actuarial appointments for the 2018 Annual Conference. Director Forbis shared that he had attended the Peninsula Chapter meeting held at the Santa Clara Library, and Director Catlett shared that he would be attending the Orange County Chapter meeting next week.

Committee Reports

Administration

Administration Committee Chair Zawadzki shared with the Board that her committee will be working on policy manual updates and contract renewals for 2018.

Career Development

Career Development Committee Chair Corder noted that to date there have been 10 webinars held and 22 core courses, training over 1500 people virtually and over 700 in person.

Communications

Communications Committee Chair Joan Michaels Aguilar reviewed with the Board the status and topics of the January CSMFO Magazine issue, and informed them that the editorial calendar is set for 2018.

Conference Site Selection

Conference Site Selection Vice Chair Joan Michaels Aguilar shared with the Board that we are currently in contract negotiations with the convention center and four hotels for the 2021 Annual Conference in San Jose.

Membership

Membership Committee Chair Ernie Reyna noted that the committee is working on the CSMFO booth for the conference, including scheduling the Ask the Experts sessions. They are also working on the first-time attendee reception and encouraged everyone in the leadership to attend

Professional Standards & Recognition

Professional Standards & Recognition Committee Chair Boyer shared that the Innovation and CAFR submissions are due December 31, and that the committee is attempting to accelerate their timeline this year in preparation for the early January conference in 2019.

Program

Program Committee Chair Ronnie Campbell shared via a written report that the conference concurrent sessions are scheduled and descriptions for the program are being drafted.

Technology

There was no Technology report.

Chapter Roundtable

Chapter leaders Vanessa Portillo, Stephen Parker, Richard Lee, Steve Heide and Margaret O'Brian shared updates for their respective chapters.

President Report

President Corbett shared with the Board that he has held bi-monthly committee chair calls in 2017 to assist with organizational communication. Those participating have felt the calls valuable. He also shared that he had recently attended the Alaska GFOA conference, his last as President on behalf of CSMFO.

Past President Report

Past President Adams shared with the Board that he has been conducting bi-monthly calls with the chapter chairs. He will be working on a chapter handbook revision for 2018, to include a revision on the 50% sponsorship rule.

President-Elect Report

President-Elect Moggia shared that planning and registration for the 2018 Annual Conference was going very well.

The next meeting is scheduled for Thursday, January 25, 2018 via teleconference.

President Corbett adjourned the meeting at 2:03 p.m.

Respectfully submitted,

Melissa Dixon
Executive Director

California Society of Municipal Finance Officers

Statement of Net Assets

As of December 31, 2017

ASSETS

Current Assets

Checking/Savings

1005 · Bank of America

1050 · Chapter Fund Balances

1050.03 · North Coast	270.00	270.00	0.00	0.0%
1050.04 · Sacramento Valley	1,585.76	1,585.76	0.00	0.0%
1050.05 · East Bay (SF)	919.41	919.41	0.00	0.0%
1050.06 · Central Valley	191.14	191.14	0.00	0.0%
1050.07 · Peninsula	1,887.87	1,887.87	0.00	0.0%
1050.08 · Monterey Bay	4,073.87	4,073.87	0.00	0.0%
1050.09 · South San Joaquin	(23.76)	(23.76)	0.00	0.0%
1050.10 · Central Coast	10.00	10.00	0.00	0.0%
1050.11 · Channel Counties	5,196.64	5,196.64	0.00	0.0%
1050.12 · San Gabriel Valley	(434.08)	(434.08)	0.00	0.0%
1050.13 · Central Los Angeles	1,146.01	1,146.01	0.00	0.0%
1050.14 · South Bay (LA)	4,076.29	4,076.29	0.00	0.0%
1050.15 · Desert Mountain	110.00	110.00	0.00	0.0%
1050.16 · Orange County	7,064.98	7,064.98	0.00	0.0%
1050.17 · Inland Empire	9,323.23	9,323.23	0.00	0.0%
1050.18 · Coachella Valley	1,045.77	1,045.77	0.00	0.0%
1050.19 · San Diego County	2,403.88	2,403.88	0.00	0.0%

Total 1050 · Chapter Fund Balances

	38,847.01	38,847.01	0.00	0.0%
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1005 · Bank of America - Other

	488,293.33	436,856.17	51,437.16	11.77%
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Total 1005 · Bank of America

	527,140.34	475,703.18	51,437.16	10.81%
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1040 · Investments LAIF

	820,878.19	883,329.02	(62,450.83)	(7.07%)
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Total Checking/Savings

	1,348,018.53	1,359,032.20	(11,013.67)	(0.81%)
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Accounts Receivable

1100 · Accounts receivable	8,067.64	0.00	8,067.64	100.0%
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Total Accounts Receivable

	8,067.64	0.00	8,067.64	100.0%
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Other Current Assets

1120 · A/R - CSMFO Database	9,605.00	5,678.00	3,927.00	69.16%
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1250 · Prepaid Expense - General

1252 · Prepaid Admin Fees	0.00	18,633.33	(18,633.33)	(100.0%)
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1250 · Prepaid Expense - General - Other	1,750.00	2,449.65	(699.65)	(28.56%)
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Total 1250 · Prepaid Expense - General

	1,750.00	21,082.98	(19,332.98)	(91.7%)
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1260 · Prepaid Expense Conference

1261 · Guest Speakers	22,500.00	14,375.00	8,125.00	56.52%
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1262 · Facilities Deposits	43,285.29	124,960.00	(81,674.71)	(65.36%)
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1263 · President's Dinner	137.96	18,944.11	(18,806.15)	(99.27%)
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1264 · Conference Services	8,881.69	2,270.15	6,611.54	291.24%
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1260 · Prepaid Expense Conference - Other	0.00	1,047.82	(1,047.82)	(100.0%)
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Total 1260 · Prepaid Expense Conference

	74,804.94	161,597.08	(86,792.14)	(53.71%)
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Total Other Current Assets

	86,159.94	188,358.06	(102,198.12)	(54.26%)
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Total Current Assets

	1,442,246.11	1,547,390.26	(105,144.15)	(6.8%)
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Other Assets

1500 · CSMFO/SMA Database AR	149,796.00	0.00	149,796.00	100.0%
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Total Other Assets

	149,796.00	0.00	149,796.00	100.0%
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TOTAL ASSETS

	1,592,042.11	1,547,390.26	44,651.85	2.89%
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California Society of Municipal Finance Officers

Statement of Net Assets

As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	19,680.71	41,130.22	(21,449.51)	(52.15%)
Total Accounts Payable	19,680.71	41,130.22	(21,449.51)	(52.15%)
Other Current Liabilities				
2010 · Deferred Revenue - Conference	520,520.00	571,585.49	(51,065.49)	(8.93%)
2030 · Deferred Revenue - Municipal	95,855.00	94,134.75	1,720.25	1.83%
2040 · Deferred Revenue - Commercial	23,760.00	21,120.00	2,640.00	12.5%
2050 · Deferred Revenue - Other Gov	1,150.00	775.00	375.00	48.39%
2060 · Deferred Revenue - Retired	620.00	560.00	60.00	10.71%
2070 · Deferred Revenue - Student	60.00	80.00	(20.00)	(25.0%)
Total Other Current Liabilities	641,965.00	688,255.24	(46,290.24)	(6.73%)
Total Current Liabilities	661,645.71	729,385.46	(67,739.75)	(9.29%)
Total Liabilities	661,645.71	729,385.46	(67,739.75)	(9.29%)
Equity				
3020 · Retained earnings	779,157.79	769,128.68	10,029.11	1.3%
3100 · Net Assets-Chapters	38,847.01	38,847.01	0.00	0.0%
Net Income	112,391.60	10,029.11	102,362.49	1,020.65%
Total Equity	930,396.40	818,004.80	112,391.60	13.74%
TOTAL LIABILITIES & EQUITY	1,592,042.11	1,547,390.26	44,651.85	2.89%

California Society of Municipal Finance Officers

Statement of Activities

	Dec 17	Jan-Dec 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan -Dec 17	Jan-Dec 16	\$ Change	% Change
OPERATING REVENUES										
4100 · Membership Dues	0.00	232,605.00	223,200.00	9,405.00	104.21%	223,200.00	232,605.00	220,740.00	11,865.00	5.38%
4200 · Interest Income	0.00	7,549.17	3,000.00	4,549.17	251.64%	3,000.00	7,549.17	4,120.98	3,428.19	83.19%
4302 · Website Magazine Ads	7,095.00	159,545.37	151,000.00	8,545.37	105.66%	151,000.00	159,545.37	144,688.00	14,857.37	10.27%
4306 · Website Ads	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
4490 · Budget/CAFR Fees	450.00	18,600.00	16,100.00	2,500.00	115.53%	16,100.00	18,600.00	17,201.00	1,399.00	8.13%
TOTAL OPERATING REVENUES	7,545.00	418,299.54	393,300.00	24,999.54	106.36%	393,300.00	418,299.54	386,749.98	31,549.56	108.16%
OPERATING EXPENSES										
6255 · GFOA Reception	0.00	15,438.65	10,000.00	5,438.65	154.39%	10,000.00	15,438.65	5,452.59	9,986.06	0.00%
6105 · Marketing/Membership	1,183.33	3,054.80	10,000.00	(6,945.20)	30.55%	10,000.00	3,054.80	0.00	3,054.80	0.00%
6106 · Storage Expense	143.72	863.81	589.16	274.65	146.62%	589.16	863.81	524.67	339.14	0.00%
6110 · President's Expense	0.00	3,547.56	6,000.00	(2,452.44)	59.13%	6,000.00	3,547.56	4,113.87	(566.31)	0.00%
6115 · Board of Directors	803.91	3,691.92	4,600.00	(908.08)	80.26%	4,600.00	3,691.92	2,174.45	1,517.47	0.00%
6120 · Committee/Chapter Support	0.00	2,661.40	2,500.00	161.40	106.46%	2,500.00	2,661.40	0.00	2,661.40	0.00%
6125 · Board Planning Session-Retreat	10,916.94	26,205.05	31,700.00	(5,494.95)	82.67%	31,700.00	26,205.05	29,693.99	(3,488.94)	0.00%
6140 · Management Services	43,888.70	255,579.86	268,479.00	(12,899.14)	95.2%	268,479.00	255,579.86	236,136.87	19,442.99	8.23%
6150 · Office Supplies	21.59	176.57	300.00	(123.43)	58.86%	300.00	176.57	192.21	(15.64)	0.00%
6155 · Merchant Fees/Bank Chgs.	(12,128.39)	14,642.25	25,000.00	(10,357.75)	58.57%	25,000.00	14,642.25	15,238.14	(595.89)	-3.91%
6160 · Awards	0.00	4,936.40	5,000.00	(63.60)	98.73%	5,000.00	4,936.40	5,793.15	(856.75)	0.00%
6165 · Printing	18.90	10,462.46	13,500.00	(3,037.54)	77.5%	13,500.00	10,462.46	13,230.97	(2,768.51)	0.00%
6170 · Magazine	2,796.51	14,446.17	15,000.00	(553.83)	96.31%	15,000.00	14,446.17	22,885.02	(8,438.85)	0.00%
6175 · Postage	60.05	3,577.89	2,000.00	1,577.89	178.9%	2,000.00	3,577.89	2,133.40	1,444.49	0.00%
6185 · Telephone/Bridge Calls	640.43	3,632.13	5,100.00	(1,467.87)	71.22%	5,100.00	3,632.13	5,276.29	(1,644.16)	0.00%
6190 · Web and Technology	2,017.88	14,492.83	19,000.00	(4,507.17)	76.28%	19,000.00	14,492.83	18,117.80	(3,624.97)	-20.01%
6200 · Travel/Staff Expenses	0.00	24.00	1,000.00	(976.00)	2.4%	1,000.00	24.00	0.00	24.00	0.00%
6220 · Audit & Tax Filing	0.00	8,910.00	9,500.00	(590.00)	93.79%	9,500.00	8,910.00	9,400.00	(490.00)	0.00%
6230 · Insurance	550.00	1,710.00	2,000.00	(290.00)	85.5%	2,000.00	1,710.00	2,240.00	(530.00)	0.00%
6240 · Taxes	6,080.00	32,703.00	20,000.00	12,703.00	163.52%	20,000.00	32,703.00	38,323.17	(5,620.17)	-681.89%
6250 · Miscellaneous	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	(500.00)	500.00	0.00%
6999 · Previous Year Adjustments	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
TOTAL OPERATING EXPENSES	56,993.57	420,756.75	451,268.16	(30,511.41)	93.24%	451,268.16	420,756.75	410,426.59	10,330.16	102.52%
NET OPERATING REVENUE	(49,448.57)	(2,457.21)	(57,968.16)	55,510.95	4.24%	(57,968.16)	(2,457.21)	(23,676.61)	21,219.40	10.38%

California Society of Municipal Finance Officers

Statement of Activities

	Dec 17	Jan-Dec 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan -Dec 17	Jan-Dec 16	\$ Change	% Change
PROGRAM REVENUES										
4503 · Contributions and Donations	0.00	1,635.44	5,000.00	(3,364.56)	32.71%	5,000.00	1,635.44	1,885.62	(250.18)	0.00%
4505 · Webinar	500.00	3,750.00	3,000.00	750.00	125.0%	3,000.00	3,750.00	3,425.00	325.00	9.49%
4520 · Weekend Training	(1,250.00)	18,910.00	20,000.00	(1,090.00)	94.55%	20,000.00	18,910.00	24,782.00	(5,872.00)	0.00%
4570 · Intro to Government	0.00	11,250.00	19,800.00	(8,550.00)	56.82%	19,800.00	11,250.00	16,650.00	(5,400.00)	0.00%
4580 · Presentation/Fiscal Policy	0.00	2,100.00	12,000.00	(9,900.00)	17.5%	12,000.00	2,100.00	10,650.00	(8,550.00)	0.00%
4590 · Intermediate Government Acct	150.00	44,625.00	49,500.00	(4,875.00)	90.15%	49,500.00	44,625.00	50,100.00	(5,475.00)	-10.93%
4594 · CMTA/CSMFO Course	0.00	1,859.02	3,750.00	(1,890.98)	49.57%	3,750.00	1,859.02	4,575.00	(2,715.98)	-59.37%
4595 · Revenue Fundamentals I	0.00	5,600.00	15,000.00	(9,400.00)	37.33%	15,000.00	5,600.00	9,750.00	(4,150.00)	0.00%
4596 · Revenue Fundamentals II	0.00	0.00	7,000.00	(7,000.00)	0.0%	7,000.00	0.00	0.00	0.00	0.00%
4597 · Developing Supervisory Skills	1,800.00	4,443.06	0.00	0.00	100.0%	0.00	4,443.06	0.00	4,443.06	0.00%
TOTAL PROGRAM REVENUES	1,200.00	94,172.52	135,050.00	(45,320.54)	603.64%	135,050.00	94,172.52	121,817.62	(27,645.10)	-22.69%
PROGRAM EXPENSES										
6494 · Webinar Expenses	0.00	0.00	2,500.00	(2,500.00)	0.0%	2,500.00	0.00	100.00	(100.00)	0.00%
6594 · CMTA/CSMFO Course Exp	0.00	2,264.32	1,300.00	964.32	174.18%	1,300.00	2,264.32	1,300.34	963.98	0.00%
6420 · Weekend Trainings	4,634.61	15,564.21	25,000.00	(9,435.79)	62.26%	25,000.00	15,564.21	25,281.37	(9,717.16)	0.00%
6430 · Intro to Government	0.00	13,819.05	19,200.00	(5,380.95)	71.97%	19,200.00	13,819.05	13,388.02	431.03	0.00%
6450 · Presentation/Fiscal Policy	201.44	4,627.00	16,792.00	(12,165.00)	27.56%	16,792.00	4,627.00	15,150.67	(10,523.67)	0.00%
6480 · Intermediate Governmental Acct.	443.70	38,396.48	41,700.00	(3,303.52)	92.08%	41,700.00	38,396.48	41,606.37	(3,209.89)	0.00%
6597 · Developing Supervisory Skills	537.60	5,605.92	0.00	0.00	100.0%	0.00	5,605.92	0.00	5,605.92	0.00%
6595 · Revenue Fundamental I	0.00	1,265.35	12,664.00	(11,398.65)	9.99%	12,664.00	1,265.35	3,521.02	(2,255.67)	0.00%
6596 · Revenue Fundamental II	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
TOTAL PROGRAM EXPENSES	5,817.35	81,542.33	119,156.00	(43,219.59)	5.38	169,156.00	81,542.33	100,347.79	(18,805.46)	0.00
NET PROGRAM REVENUE	(4,617.35)	12,630.19	15,894.00	(3,263.81)	79.47%	(34,106.00)	12,630.19	21,469.83	(8,839.64)	-41.17%
OTHER Revenue										
4999 · Unknown/Unallocated	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	(500.00)	500.00	-100.00%
TOTAL OTHER Revenue	0.00	0.00	0.00	0.00	0.0%	(34,106.00)	0.00	(500.00)	500.00	0.00%
OTHER EXPENSES										
6970 · Branding & Style Guide	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	6,600.00	(6,600.00)	-100.00%
6990 · Database Development	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
9950 · Prior Period Adjustment	0.00	1,296.38	0.00	1,296.38	100.0%	0.00	1,296.38	(326.63)	1,623.01	0.00%
TOTAL OTHER EXPENSES	0.00	1,296.38	0.00	1,296.38	100.0%	0.00	1,296.38	6,273.37	(6,600.00)	0.00%
CHAPTER REVENUE	5,395.00	106,740.90	90,000.00	16,740.90	118.6%	90,000.00	106,740.90	96,347.00	10,393.90	10.79%
CHAPTER EXPENSES	18,520.45	104,838.95	80,000.00	24,838.95	131.05%	80,000.00	104,838.95	85,723.75	19,115.20	22.30%
NET CHAPTER REVENUE	(13,125.45)	1,901.95	10,000.00	(8,098.05)	0.0%	10,000.00	1,901.95	10,623.25	(8,721.30)	-82.10%
TOTAL CONFERENCE REVENUE	0.00	828,100.49	722,925.00	105,175.49	114.55%	722,925.00	828,100.49	863,964.74	(35,864.25)	-4.15%
TOTAL CONFERENCE EXPENSES	19,568.61	727,042.44	754,795.00	(27,752.56)	96.32%	754,795.00	727,042.44	855,578.73	(128,536.29)	0.00%
NET CONFERENCE REVENUE	(19,568.61)	101,058.05	(31,870.00)	132,928.05	140.96%	(31,870.00)	101,058.05	8,386.01	92,672.04	1105.08%
TOTAL NET REVENUE	(86,759.98)	111,836.60	(63,944.16)	175,780.76	(174.9%)	(63,944.16)	111,836.60	10,029.11	101,807.49	1015.12%

California Society of Municipal Finance Officers

Sacramento Valley P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.04 · Sacramento Valley	2,970.00
Total 4501 · Chapter Income	2,970.00
Total 4500 · PROGRAM REVENUES	2,970.00
Total Income	2,970.00
Gross Profit	2,970.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.04 · Sacramento Valley	1,794.85
6401.54 · Prior Period Sacramento Valley	70.00
Total 6401 · Chapter Expenses	1,864.85
Total 6400 · PROGRAM EXPENSES	1,864.85
Total Expense	1,864.85
Net Ordinary Income	1,105.15
Net Income	1,105.15

California Society of Municipal Finance Officers

East Bay P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.05 · East Bay (SF)	4,985.00
Total 4501 · Chapter Income	4,985.00
Total 4500 · PROGRAM REVENUES	4,985.00
Total Income	4,985.00
Gross Profit	4,985.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.05 · East Bay (SF)	3,764.24
6401.55 · Prior Period East Bay	60.00
Total 6401 · Chapter Expenses	3,824.24
Total 6400 · PROGRAM EXPENSES	3,824.24
Total Expense	3,824.24
Net Ordinary Income	1,160.76
Net Income	<u>1,160.76</u>

California Society of Municipal Finance Officers

Central Valley P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.06 · Central Valley	2,453.00
Total 4501 · Chapter Income	<u>2,453.00</u>
Total 4500 · PROGRAM REVENUES	<u>2,453.00</u>
Total Income	<u>2,453.00</u>
Gross Profit	2,453.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.06 · Central Valley	1,891.33
6401.56 · Prior Period Central Valley	20.00
Total 6401 · Chapter Expenses	<u>1,911.33</u>
Total 6400 · PROGRAM EXPENSES	<u>1,911.33</u>
Total Expense	<u>1,911.33</u>
Net Ordinary Income	<u>541.67</u>
Net Income	<u><u>541.67</u></u>

California Society of Municipal Finance Officers

Peninsula Valley P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.07 · Peninsula	6,540.00
Total 4501 · Chapter Income	6,540.00
Total 4500 · PROGRAM REVENUES	6,540.00
Total Income	6,540.00
Gross Profit	6,540.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.07 · Peninsula	9,032.03
6401.57 · Prior Period Peninsula	120.00
Total 6401 · Chapter Expenses	9,152.03
Total 6400 · PROGRAM EXPENSES	9,152.03
Total Expense	9,152.03
Net Ordinary Income	(2,612.03)
Net Income	<u>(2,612.03)</u>

California Society of Municipal Finance Officers

Monterey Bay P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.08 · Monterey Bay	9,034.00
Total 4501 · Chapter Income	9,034.00
Total 4500 · PROGRAM REVENUES	9,034.00
Total Income	9,034.00
Gross Profit	9,034.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.08 · Monterey Bay	8,978.12
Total 6401 · Chapter Expenses	8,978.12
Total 6400 · PROGRAM EXPENSES	8,978.12
Total Expense	8,978.12
Net Ordinary Income	55.88
Net Income	55.88

California Society of Municipal Finance Officers

South San Joaquin P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.09 · South San Joaquin	2,850.00
Total 4501 · Chapter Income	2,850.00
Total 4500 · PROGRAM REVENUES	2,850.00
Total Income	2,850.00
Gross Profit	2,850.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.09 · South San Joaquin	1,761.99
Total 6401 · Chapter Expenses	1,761.99
Total 6400 · PROGRAM EXPENSES	1,761.99
Total Expense	1,761.99
Net Ordinary Income	1,088.01
Net Income	<u>1,088.01</u>

California Society of Municipal Finance Officers

Central Coast P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.10 · Central Coast	1,496.00
Total 4501 · Chapter Income	1,496.00
Total 4500 · PROGRAM REVENUES	1,496.00
Total Income	1,496.00
Gross Profit	1,496.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.10 · Central Coast	24.79
6401.60 · Prior Period Central Coast	28.00
Total 6401 · Chapter Expenses	52.79
Total 6400 · PROGRAM EXPENSES	52.79
Total Expense	52.79
Net Ordinary Income	1,443.21
Net Income	1,443.21

California Society of Municipal Finance Officers

Channel Counties P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.11 · Channel Counties	7,702.90
Total 4501 · Chapter Income	7,702.90
Total 4500 · PROGRAM REVENUES	7,702.90
Total Income	7,702.90
Gross Profit	7,702.90
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.11 · Channel Counties	8,908.39
6401.61 · Prior Period Channel Counties	125.00
Total 6401 · Chapter Expenses	9,033.39
Total 6400 · PROGRAM EXPENSES	9,033.39
Total Expense	9,033.39
Net Ordinary Income	(1,330.49)
Net Income	<u>(1,330.49)</u>

California Society of Municipal Finance Officers

San Gabriel Valley P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.12 · San Gabriel Valley	8,565.00
Total 4501 · Chapter Income	8,565.00
Total 4500 · PROGRAM REVENUES	8,565.00
Total Income	8,565.00
Gross Profit	8,565.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.12 · San Gabriel Valley	8,746.79
Total 6401 · Chapter Expenses	8,746.79
Total 6400 · PROGRAM EXPENSES	8,746.79
Total Expense	8,746.79
Net Ordinary Income	(181.79)
Net Income	<u>(181.79)</u>

California Society of Municipal Finance Officers

Central LA P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.13 · Central Los Angeles	3,535.00
Total 4501 · Chapter Income	<u>3,535.00</u>
Total 4500 · PROGRAM REVENUES	<u>3,535.00</u>
Total Income	<u>3,535.00</u>
Gross Profit	3,535.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.13 · Central Los Angeles	3,360.93
6401.63 · Prior Period Central LA	60.00
Total 6401 · Chapter Expenses	<u>3,420.93</u>
Total 6400 · PROGRAM EXPENSES	<u>3,420.93</u>
Total Expense	<u>3,420.93</u>
Net Ordinary Income	<u>114.07</u>
Net Income	<u><u>114.07</u></u>

California Society of Municipal Finance Officers

South Bay (LA) P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.14 · South Bay (LA)	2,705.00
Total 4501 · Chapter Income	2,705.00
Total 4500 · PROGRAM REVENUES	2,705.00
Total Income	2,705.00
Gross Profit	2,705.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.14 · South Bay (LA)	7,439.56
Total 6401 · Chapter Expenses	7,439.56
Total 6400 · PROGRAM EXPENSES	7,439.56
Total Expense	7,439.56
Net Ordinary Income	(4,734.56)
Net Income	<u><u>(4,734.56)</u></u>

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.15 · Desert Mountain	275.00
Total 4501 · Chapter Income	<u>275.00</u>
Total 4500 · PROGRAM REVENUES	<u>275.00</u>
Total Income	<u>275.00</u>
Gross Profit	<u>275.00</u>
Net Ordinary Income	<u>275.00</u>
Net Income	<u><u>275.00</u></u>

California Society of Municipal Finance Officers

Organe County Profit & Loss

January through November 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.16 · Orange County	19,390.00
Total 4501 · Chapter Income	19,390.00
Total 4500 · PROGRAM REVENUES	19,390.00
Total Income	19,390.00
Gross Profit	19,390.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.16 · Orange County	14,833.56
Total 6401 · Chapter Expenses	14,833.56
Total 6400 · PROGRAM EXPENSES	14,833.56
Total Expense	14,833.56
Net Ordinary Income	4,556.44
Net Income	<u><u>4,556.44</u></u>

California Society of Municipal Finance Officers

Inland Empires P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.17 · Inland Empire	28,090.00
Total 4501 · Chapter Income	28,090.00
Total 4500 · PROGRAM REVENUES	28,090.00
Total Income	28,090.00
Gross Profit	28,090.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.17 · Inland Empire	26,602.56
6401.67 · Prior Period Inland Empire	60.00
Total 6401 · Chapter Expenses	26,662.56
Total 6400 · PROGRAM EXPENSES	26,662.56
Total Expense	26,662.56
Net Ordinary Income	1,427.44
Net Income	<u>1,427.44</u>

California Society of Municipal Finance Officers

Coachella Valley Profit & Loss

January through August 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.18 · Coachella Valley	3,175.00
Total 4501 · Chapter Income	3,175.00
Total 4500 · PROGRAM REVENUES	3,175.00
Total Income	3,175.00
Gross Profit	3,175.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.18 · Coachella Valley	3,340.98
6401.68 · Prior Period Coachella	150.00
Total 6401 · Chapter Expenses	3,490.98
Total 6400 · PROGRAM EXPENSES	3,490.98
Total Expense	3,490.98
Net Ordinary Income	(315.98)
Net Income	<u>(315.98)</u>

California Society of Municipal Finance Officers

San Diego P&L

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.19 · San Diego County	2,975.00
Total 4501 · Chapter Income	2,975.00
Total 4500 · PROGRAM REVENUES	2,975.00
Total Income	2,975.00
Gross Profit	2,975.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.19 · San Diego County	3,640.83
6401.69 · Prior Period San Diego	25.00
Total 6401 · Chapter Expenses	3,665.83
Total 6400 · PROGRAM EXPENSES	3,665.83
Total Expense	3,665.83
Net Ordinary Income	(690.83)
Net Income	<u>(690.83)</u>



CSMFO BOARD REPORT

Date January 25, 2018

FROM: Margaret Moggia, President-Elect

SUBJECT: Standing Committees Restructuring

Background:

At the 2017 Strategic Planning Session held in Riverside, the CSMFO leadership were asked to respond to four discussion topics including examining our committee structure to ascertain what our committees are doing well, what could we improve on, and recommend any changes to be made. One of the results of the discussion was to consider separating the current standing committee, Professional Standards and Recognition Committee, into two separate committees so each may focus on their respective initiatives. There was a positive response at the strategic planning to this recommendation and as such, I have appointed a leadership team to Professional Standards to promote the development and use of professional standards in government and a leadership team to Recognition to recognize outstanding efforts in the use of professional standards. Each committee will begin as a standalone standing committee in 2018.

While I was making the 2018 committee leadership appointments, my goal was to provide opportunities to those volunteers who wanted to be involved and provide a pipeline for new members to garner the experience at the committee leadership level. With the election results moving three leaders to the Board, there was also the desire to have certain leaders expand their experience by appointing them to a new standing committee thus also providing the opportunity for new leaders. It also opened the idea of eliminating another standing committee, the Conference Site Selection committee.

The thought behind the recommendation is twofold:

1. This committee may only be busy in the year there is a conference site to be selected and typically they would only be busy for a few months of that year.

2. In my experience for conference site and the decisions that had to be made this year for the Riverside location, the Past President is the person that is most familiar with the constraints and decisions and can share this information to the full Board. This ad hoc group would include key staff who each has a different role and therefore input into what future conference site selections need to consider. In addition, the Past President should also have the option to appoint additional (such as up to three) active members who can provide additional input and experience.

Recommendation:

The Board approves the following standing committee restructuring recommendations and directs the Administration Committee to make the formal changes to the CSMFO Policy and Procedures Manual for the Board's consideration at a future Board meeting.

1. Separate the existing Professional Standards and Recognition committee into two separate standing committees – Professional Standards and Recognition.
2. Update the role of the Past President to be the chair of Conference Site Selection and to work with staff and up to three active members.



CSMFO BOARD REPORT

Date January 25, 2018

FROM: Melissa Dixon, Executive Director

SUBJECT: Election Timeline

Background:

The timing of the CSMFO election as it relates to the Annual Conference is very important for CSMFO. The conference is where we announce our new leadership for the year: information on the new Board and committee chairs goes into the printed program, is shown on PowerPoint slides; those individuals are invited to the President's Dinner. Upon the close of the election, the incoming President finalizes her or his appointments for the following year.

With a conference the second week of January in 2019, having the election close on December 1 put undue stress on the incoming President to finalize all appointments within a week. The end of January, as we'll be in 2020, is better but still would necessitate a rush to ensure the appropriate persons are acknowledged in the program and invited to the dinner.

As such, we are proposing a new election schedule for years when the conference is held in January. Please note that the existing verbiage in the administrative handbook and the Bylaws state only that things need to occur "by" the dates in the regular schedule; therefore, advancing those dates would require no adjustment to policy.

Recommendation:

Regular Election Schedule:

Nominating Committee set by	October 1
Slate confirmed by	November 1
Election Ballots sent by	November 11
Voting closes	November 30
Conference in	February

2018 & 2019 Election Schedule (and for all years when the conference is in January):

Nominating Committee set by	August 15
Slate confirmed by	September 15
Election Ballots sent by	September 30
Voting closes	October 31
Conference in	January