

P2F2 Board Meeting Minutes

September 1, 2016

2:30 PM EST (1:30 Central)

Dial in 888-204-5984 pass code 9453278 2498 is the host pass code

- Call to order & roll call – President Carraher called the meeting to order at 1:30 PM CST. DeJonge and Nix were absent.
- Approval of minutes – August 4, 2016 (Iverson) - Auten motioned to approve the July 2016 minutes and Greve seconded.
- Treasurer’s report (Covarrubias) – Too early to report financials for August 2016.
- Conference Committee reports
 - Charleston – 2016 (Carraher)
 - Hospitality update – As of August 24, there are 184 people registered for the conference. Things are in good shape. The busing schedules for the two evening events and Monday night to the Historical District are still being worked out. Mikola will give the head count to Ross on September 26 for the ordering of goodie bag items. Camuglia will give the final head count to the caterers and the hotel for meals at the required deadlines for each of them. Session evaluation forms and the CPE tracking forms have been created and proofed. The conference brochure will be 8 ½ X 11 and will have “save the dates” for future conferences on the back page. These dates should also be posted on the P2F2 website. DeJonge is working on the AV contract execution. Covarrubias will be creating a list of who is assigned to which scanner at the conference and an overall conference evaluation, which will include questions about the Roll Call (paper versus online next year) and the Charleston Courier. Iverson will develop a schedule of volunteers and the things that need to be done on the Saturday before the conference.
 - Speaker update – Session write-ups have been received from the speakers. Next step for this committee is to get the PowerPoint presentations from the speakers, to load onto the laptops.
 - Sponsor update – The conference has 20 sponsors and payment has been received from all but two.
 - Budget update – Nothing to update. Once busing is finalized, the budget will be updated.
 - Communications update – Newsletters for the conference (Charleston Courier) have gone out and will continue to do so until the conference.
 - Conference preparation documentation – One of the goals this year is to put together a book that will document what and how for conference preparation, including what we look for in conference destinations and hotels, contract negotiations, committee

assignments, timelines, etc.. The goal is to have a draft of this book created by the beginning of the 2016 Conference.

- Conference hotel – The rooms at the Embassy Suites are sold out on the Saturday and Sunday at the beginning of the conference and the block of rooms at the backup hotel, the Hyatt Regency, are also filled. DeJonge is working on obtaining additional rooms for the P2F2 block at the Hyatt. We are also looking into paying extra to the Embassy Suites so that those staying at the Hyatt can eat the breakfast at the Embassy Suites at no additional cost to them out of their own pocket.
- Conference business meeting – Carraher will put together an agenda and send it to the Board next week. Camuglia will send the financial update from last year's conference to Covarrubias as a sample.
- The Board will be eating lunch from 11:45 am – 1:00 pm on Sunday, October 23, with David Vaudt and Michelle Czerkowski from GASB.
- The Board will hold a conference debriefing after the last session of the conference on Wednesday.
- Membership Committee – Camuglia will be reaching out to Heather Austin at the Embassy Suites regarding the new member tables at the Monday lunch.
- Albuquerque 2017 (Carraher) – The hotel and the two evening event sites are locked in for the 2017 Conference. The hotel and caterer information will be forwarded to Iverson and Camuglia. A discount will be received if the same caterer is used for both evening events. A decision still needs to be made about having dancers as entertainment at the Tuesday night event.
- 2018 Conference update (Iverson) – In August, Hewig made a site visit to Savannah, GA. He was impressed with Savannah and noted that as much as he liked it there at the 2006 Conference, the city is even better now. He visited many possible evening event sites.
- 2019 Denver Conference update – Hewig and Greve will begin working on.
- Strategic planning –
 - Carraher may have a possible solution for the administrative task issues the Board has been discussing. This topic and the retiree group will be topics at the Strategic Planning meeting that will be held on Thursday, October 27.
- Website update – Discussed putting future conference dates on the website.
- Nominating Committee – The Committee is made up of Carraher, Covarrubias and Nix. There are three Board members whose terms expire in 2016: Auten, Dolphin and Iverson. Dolphin and Iverson have agreed to re-up for another term. Auten has decided to withdraw from the Board to pursue other interests, but will still be active in the Hospitality Committee. Thus, there is one spot that needs to be filled. The Board looks for individuals who are active on committees to fill vacant Board positions. Carraher will reach out to a few members to gauge interest in becoming a Board member.
- By-Laws – Nothing to update.
- Financial Advocacy Committee update (Greve, Carraher, Nix, Camuglia, Dolphin) – There was a short call this week. Discussion centered on GASB 74/75 (OPEB) and the definition of an OPEB Trust. Greve will send an article to the Board. Jenny Starr will inquire as to when the implementation guides for these statements will be coming out and will let the Board know.
- Old business – No old business was noted.

- New business –
 - Greve asked the Board members to email him topics for future newsletters. Carraher will write a separate article on the recruitment of Board members.
- Next meeting date – October 6, 2016 (2:30 PM EST).
- Dolphin motioned to adjourn and Greve seconded.