

MINUTES
AGA Chapter Executive Committee
January 5, 2017

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, January 5, 2017, in the 16th floor Training Room of the James K. Polk State Office Building.

Present (voting members in bold): **Angela McElrath-Prosser, President; Britt Wood, President-Elect (via telephone); Eugene Hampton II, Treasurer; Donna Jewell, Secretary; Michael Winston, CGFM Chair; Emily Gray, Community Service Co-Chair; Anna Nickell, Education Co-Chair; Debi Moss, Program Co-Chair; Doreen Zientar, Program Co-Chair;** Karen Hale, Communication Chair; Jai Sawlani, Finance Co-Chair; John Dunne, Meetings Co-Chair; Scarlet Sneed, Meetings Co-Chair; Jennifer Whitsel, Membership Co-Chair; and Nathan Abbott, Website Co-Chair

Call to Order

Angela called the meeting to order at 11:33 a.m.

Minutes

Angela asked if there were any changes to the minutes. Anna moved that the minutes as amended be approved. Eugene seconded the motion. The minutes were approved.

President-Elect's Report

Our points at December 31, 2016, are as follows:

Area	Points	Maximum	
Chapter Leadership, Planning & Participation	4,450	5,000	89%
Education & Professional Development	2,875	4,000	72%
Certification	1,975	4,000	49%
Communications	3,390	3,000	113%
Membership	3,300	4,000	83%
Accountability	850	2,000	43%
Community Service	3,200	2,000	160%
Awards	-	1,000	0%
TOTALS	20,040	25,000	80%

Britt submitted the points as above to National on December 31st by using the website, estimations and newsletter information to calculate the final points for December. Any necessary changes will be made on the next submission.

Britt will also need to contact members of the nominating committee. It should consist of the President-Elect, one Past Chapter President appointed by the Chapter President, including the Immediate Past Chapter President; the Immediate Past Chapter Treasurer; and three Chapter members selected by the CEC. The Chapter President-elect shall chair the Nominating Committee. Chapter members seeking a Chapter Office are ineligible to serve on the Nominating Committee.

The following volunteered to serve on the Nominating Committee as the three selected by the CEC: Karen Hale, Debi Moss, and Anna Nickell.

Treasurer's Report

Eugene Hampton II provided the December financial statements prior to the meeting. He also mentioned that January is a very busy month for the chapter. Please give him as much notice as possible for any checks that are needed.

CGFM Committee

Michael reported that there have been no additional CGFMs awarded through October 2016 (last update from National). Online study guides and practice exams have been transferred to a new site; however, users should have received an email with login credentials. 2016 Print Study Guides are available for borrowing. The CGFM subsidy runs between January and April 2017. Up to 5 exams will be paid for chapter members completing exams. The plan is for the first three to be on a first-come, first-served basis with the remaining two to be awarded at the May luncheon.

March will be CGFM month again, so we will need to start working on those proclamations.

Communication

Karen Hale reminded the committee that she needs committee news, speaker information, and dates for meetings no later than January 13, 2017, for the newsletter. As always, include the word "Newsletter" in the subject line of emails for quick reference.

Community Service Committee

Emily reported that January's charity is Book'Em. They need gently-used books (highest need – 1st through 4th grade) or monetary donations. Drop-off boxes are in the Polk Building (Maya Angelova) and in the Snodgrass Tower (Veronica Coleman).

February's charity will be the Nashville Humane Association. Melissa Lahue will serve as the lead person for that project and they plan to accept donations and to help out at the association on President's Day.

Education Committee

Anna reported that we currently have 140 registered for the Winter Seminar with another 44 registrations pending. The cutoff number is 190. All speakers are confirmed with the Education Committee meeting later today to discuss final plans for the two days of training.

Anna and Rachelle have also contacted Amy Johnson at Becker to see if they are interesting in sponsoring the event.

There will be no webinar in January, but there will be one in February.

Finance

Jai reported that the 2012 – 2014 amended tax returns were mailed on December 31st. Once those have been accepted, the committee will try to submit the 2015 return electronically.

Eugene mentioned that part of our general ledger subscription fee includes the electronic submission for tax returns. Jai said that they may look into that once the first returns are accepted.

Meetings and Attendance

John reported that we currently have 61 people signed up for the meeting on Monday. Our menu will be pasta and we will be in Salon E on the 2nd floor of the Doubletree. We will need the screen for this month's meeting.

Sixty attendees including five first-time guests attended the December meeting.

Membership Committee

Jennifer reported that we currently have 354 members. This includes 11 new members.

Program Committee

We discussed the determination process for which meeting topics qualify for CPE. Karen reported that the CGFM certification has around 80 categories of training that could be considered CPE. The plans for the current meeting were discussed. Debi mentioned that it is difficult to get speakers for a 50 minute hour in order to meet the CPE requirement. If CPE is not to be granted, the time concern goes away.

Nathan reminded the committee that, in the past, meetings were only considered CPE for those with the CGFM. Since that was confusing for some and time-consuming for the record keepers, the CEC at the time decided that, in order for CPE to be allowed among more certifications, the more stringent rules (probably the CPA) would determine if a topic would be considered as CPE. Some on the committee thought this might be considered in the future again.

After discussion on the topic, it was decided that the Education Committee (who has to certify that the CPE was allowable) would determine which topics would be considered as CPE; in addition, earlier communication between the Program and Education Committees would be helpful in the future. For this fiscal year, only one topic remains that was intended to qualify for CPE and that is for the February meeting. The topic is on Implementation Efforts to date on the Executive Internal Audit initiative in the Executive Branch. Debi will attempt to get a specific outline of the presentation earlier from Eugene and Buddy for the Education Committee to make a determination on CPE.

Website Committee

Nathan reported that he has started working on the new website; however, he requested that we all review the current website to determine what needs to be updated on the current website before he adds it to the new website.

Details for Next Chapter Meeting on January 9th

- ❖ Invocation: TBD
- ❖ Head Table: Angela McElrath-Prosser
Debi Moss
Reen Baskin
Invocation giver
Anna Nickell
Emily Gray
- ❖ Introduction of Speaker: Debi Moss
- ❖ Collecting funds: Eddie D'Ovidio
Jai Sawlani
- ❖ Announcements: Michael - CGFM
Anna – Education – Winter Seminar
Emily – Book'Em

The next CEC meeting is on Thursday, February 9, 2017.

As there was no other business, Angela adjourned the meeting at 12:09.