

**MINUTES**  
**AGA Chapter Executive Committee**  
**January 28, 2016**

*Submitted by Donna Jewell, Chapter Secretary*

The chapter Executive Committee for the Nashville chapter met on Thursday, January 28, 2016, in the 16<sup>th</sup> floor Training Room of the James K. Polk State Office Building.

Present: Penny Austin, President; Angela McElrath-Prosser, President-Elect; Michelle Earhart, Past President; Katie Armstrong, Treasurer; Donna Jewell, Secretary; Gerry Boaz, Accountability Outreach Chair; Michael Winston, CGFM Chair; Pamela Marks, Community Service Co-Chair; Emily Gray, Community Service Co-Chair; Jennifer Whitsel, Corporate Sponsorship Chair; Alicia Reynolds, Early Careers Chair; Rachelle Cabading, Education Co-Chair; Anna Nickell, Education Co-Chair; Eddie D'Ovidio, Finance Co-Chair; John Dunne, Meetings Co-Chair; Scarlet Sneed, Meetings Co-Chair; Charlotte Gentry, Membership Co-Chair; Bridget Carver, Membership Co-Chair; and Nathan Abbott, Website Co-Chair

**Call to Order**

Penny called the meeting to order at 11:24 a.m.

**Minutes**

Penny asked if there were any changes to the minutes. Charlotte motioned that the minutes be approved. Angela seconded the motion. The minutes were approved.

**Reports from Officers and Committees**

**President**

Penny discussed a budget amendment that had been sent to the committee this morning. She and Gerry have met to discuss the budget for the Regional PDT. They are proposing reducing the budget to better align estimates with recent attendance and also reduce expenses accordingly. They have increased expenses to include PayPal fees, but were able to reduce fees for the social based on current discussions with the vendor (Dave and Buster's). Michael asked for whom registration fees would be waived as that is a budget line item. Gerry explained that Ron Erickson, who will be singing the National Anthem at the opening ceremony (and who has done so at several previous events) will have his registration fee waived. Other possibilities might include speakers, but no others are confirmed at this point.

After no further discussion, Donna motioned that the budget as amended be approved. Michael seconded the motion. The budget was amended.

**Past-President**

Michelle reported on the timeline for the revision of chapter by-laws. By 2/26, the Ad Hoc committee (the committee) should have first drafts to the committee members. On 3/3, the committee will meet to discuss the first draft comments with revisions back to the committee on 3/18. On 3/25, the Committee will present the draft to the Chapter CEC. On 4/7, the committee

will meet to discuss any CEC comments. Final revisions will be sent to committee members by 4/14 with the final version to be sent to the CEC by 4/20. The CEC should be able to vote on final version at the 5/5 meeting with the approved version submitted to the National Office by 5/27. Since there is a very small window built into this timeline, Michelle asked that the CEC be aware of dates and deadlines and have any comments ready for discussion. We will also need a voting majority at the May CEC meeting.

Charlotte asked why the chapter was being asked by National to revise our by-laws. Michelle explained that National revised its bylaws in the prior year. As a result, our chapter bylaws were contradictory in certain places and needed to be updated to better align with National's.

**President-Elect**

Angela has updated the Chapter Recognition Points:

**Our Current Standings as of 01/25/16:**

<u>Chapter Recognition Section</u>	<u>Points</u>	<u>Maximum</u>	<u>Percentage</u>
Chapter Leadership, Planning & Participation	3125	3,000	104%
Education & Professional Development	5575	4,000	139%
Certification	2200	4,000	55%
Communications	3800	3,000	127%
Membership	5100	4,000	128%
Accountability	700	2,000	35%
Community Service	4800	2,000	240%
Awards	200	1,000	20%
<b>Totals</b>	<b>25,500</b>	<b>23,000</b>	<b>111%</b>

Angela is also putting together a nominations committee to start working on the slate of officers for next year.

**Treasurer**

Katie provided financial statements earlier in the day and asked if anyone had questions. She will write a few more checks today for the final Winter Seminar expenses. Rachelle stated that we still need to collect about \$2,000 for the Winter Seminar.

**Secretary**

Donna had nothing to report

**Accountability Outreach**

Gerry gave us an update on the Regional PDT planning. At this point, we have two confirmed corporate sponsors (ACL and Becker) and at least one other lead (Eide Bailey). The planning committee met on January 21<sup>st</sup>. At that meeting, Tammy Fruscione had reported that the proceeds from the Community Service Silent Auction will be divided between the Wounded Warrior Project and St. Jude, with National matching the donations. Rachelle is diligently working on the agenda.

Six have already registered at this point with many other people asking Penny questions about the agenda.

We should be able to meet the required 20 rooms per night for the hotel guarantee. If we need more rooms, it should not be a problem.

### **Awards**

Jeff Hughes was not present. However, he wanted to remind us that National awards nominations are due to him by March 18<sup>th</sup>. Chapter scholarship opportunities are posted on-line. National scholarship opportunities are also available on National's.

Penny mentioned that she had wanted to nominate Melinda Parton for a particular award, but based on conversations with other members, learned that the specific award is normally reserved for past National presidents. As a result, she may consider nominating Melinda in the Spring.

### **CGFM**

Michael reported that Mark Tucker from Rutherford County Finance has recently passed the CGFM exam.

Michael also reported that he had distributed a CGFM survey. Its purpose is to gauge where people are in studying for the CGFM and to identify ways to help them earn the certification.

Since membership renewals were sent out recently, the CGFM committee has announced a new promotion for current CGFMs. Those who renew their certification by March 31 will be entered in a drawing for a chance to have their renewal fee (\$30) refunded.

Lastly, Michael has been gathering the information for sending out proclamation requests to the various levels of government. He is working with Charlotte to determine how many AGA members and CGFMs are in the local areas for inclusion in the proclamation for March as CGFM Month.

### **Communication**

Although Karen Hale was not present, Penny asked for each committee to send updates to Karen as necessary. John will be the Member Spotlight for February. Rachelle suggested Jim Arnette, who will become the National President-Elect on February 1st for March. Any newsletter submissions should have the subject "Newsletter."

Penny reported that Deborah Loveless from the Comptroller's Office will receive the 2016 William R. Snodgrass Distinguished Leadership Award at the National Leadership Training in Washington, DC, on February 23<sup>rd</sup>. Gerry will take pictures and ensure that Karen gets them for the newsletter.

### **Community Service**

Pamela reported that the new principal of Alex Green Elementary, our Project Pencil partner, has not requested as much help as previous administrations. As a result, she requested approval to

re-allocate \$100 from the budget for Project Pencil to the Hats, Coats and Gloves Drive. As this will not change the budget for Community Service overall, CEC approval is not necessary.

January's service projects will include donations of toiletries or funds to "End Slavery" and serving dinner at the Rescue Mission tonight (second occasion to do so this month).

David Lannom will be sending an email soon regarding the NPT membership drive. Emily stated that the committee will not be ordering new shirts for those helping with this project. Since many are repeat volunteers, most should have some AGA apparel. Penny and Michelle may have a few shirts that could be used that night if someone needs one.

Various drop-off boxes for the Nashville Humane Association have been set up to collect donations until the March meeting.

### **Corporate Sponsorship**

Jennifer did not have anything to report. However, Rachelle reported that Becker, our Winter Seminar sponsor, has requested attendees' email addresses. After discussion about not allowing attendees to opt out of anything like this on their registration form, Anna suggested that we put Becker's contact information on the email that sends out the CPE forms for the Winter Seminar. Attendees will have the information without receiving unsolicited emails. Rachelle said that we may want to consider adding an "Opt out" option on future registrations.

### **Early Careers**

Alicia has started planning the early careers social event. She is looking at the first of March. She is going to get information from the Pinewood Social Club to see if it would be an option.

Alicia also requested an updated list of early career members from Charlotte. Penny suggested that Alicia reach out to the E-members who were recently converted to Early Career members to allow them to renew their membership for the next year.

### **Education**

Rachelle reported that 28 people attended the webinar yesterday on pensions. Two were non-members. The next webinar should be on February 17<sup>th</sup> on fraud. A free webinar is going to be announced soon.

Rachelle also reported on the Winter Seminar, which only had minor glitches. We had 195 attendees. Regarding the budget, the chapter will net \$4,800 more than originally projected.

We then discussed the possibility of moving the seminar to another time of year. In the past, we have wanted to have it early in the year to not be repeating topics from another seminar. It also was after the busiest time of year for many members. However, the potential for winter weather is always a concern. The MTCFEs are thinking about moving their free day of training to August and it might be a good way to cross-promote the organizations by combining and offering three consecutive days of training. However, the Tennessee Room seems to be a perfect location for us; but it would not be enough room for the MTCFEs.

Michael mentioned that August would be after AGA members had already had the opportunity to attend the Regional and National PDTs. Charlotte mentioned that most of the planning would need to be done in the summer, when the CEC is not meeting. Gerry mentioned that later in the year might be better for those who need the last-minute CPE. Michelle suggested sending out a survey to see when the membership would prefer to have this two-day seminar. After the discussion, Rachelle asked that we all think about this situation to discuss more at a later date.

### **Finance**

Eddie updated us on the status of the 2015 tax return. He and Alex Warns have had several interesting conversations with both the IRS and National. Neither can definitively tell us how our chapter was established (as a 501(c)(3) or a 501(c)(6)). Our tax return will be filed today as a 501(c)(6) today to meet the deadline. Our National organization is a 501(c)(3). Its local chapters, according to the IRS, could be either 501(c)(3) or a 501(c)(6). However, all local chapters should be the same classification. That apparently is not the case, with some being 501(c)(3) and others, a 501(c)(6). This is an issue that our chapter will not be able to fix. However, it appears that National may try to help all chapters become one particular type of organization.

Eddie also reported that the 1099s will be finished tomorrow.

### **Meetings and Attendance**

Scarlet reported that we currently have 49 CFEs and 100 AGA members signed up for our joint meeting on Monday. Our February meeting is slated for the Cumberland Room on the 2<sup>nd</sup> floor of the Doubletree. Pasta will be the menu.

Since this is a joint meeting, the MTCFEs will collect funds from those who have registered through them and we will collect funds from our members. The two groups will split the cost for the speaker's lunch.

### **Membership**

Bridget reported for the Membership Committee. The committee goal was to have 400 members by January 1, 2016. Current membership as of January 20<sup>th</sup> is 386 counted members including 28 new members since May 1<sup>st</sup> and 394 total members including 8 E-members. The E-members were converted to membership type "E" for Early Career on the national database so that their renewal system would include them in mailings for renewals. The National organization asks that we reach out to those members to encourage their continued membership. These members include Sam Osborn, Alicia Scott, Brittany Evans, Jafar Ware, Jeffery Kelly and Chase Tramel (all with the Comptroller's Office) and Lauren Watson and Ashley Williams (both with DGS).

The following were individuals who sponsored new members between May 1, 2015, and December 31, 2015: Pamela Marks, Anna Nickell, Heather Roe, John Dunne, Dieudonne Ndinda, Carrie Dawson, Sharon Barnard, Alicia Grice, Emily Gray, Doreen Zientar, Sandra Brown, Kathy Stickel, Angela McElrath-Prosser, Sarah Morgan, Cecilia Parsons, Karen Kay Wilson and Penny Austin. As Pamela Marks sponsored three new members, she won the prize for most new members sponsored during that time period.

Anyone who joins from December 15, 2015 through February 29, 2016, receives membership through the next program year (expires March 31, 2017)

### **Program**

The speaker for January will be Special Agent Brian E. Fazenbaker – Federal Bureau of Investigation. Suzie Singleton of the MTCFEs will introduce him.

### **Website**

Nathan reminded us to send website updates to him and Dan.

### **Details for Next Chapter Meeting on February 1, 2016**

- ❖ Invocation: Michael Winston
  
- ❖ Head Table: Penny Austin  
Brian E. Fazenbaker, Speaker  
Michael Winston  
Nathan Abbott  
Suzie Singleton, MTCFE  
Jason Connor, MTCFE
  
- ❖ Introduction of Speaker: Suzie Singleton, MTCFE
  
- ❖ Collecting funds: Eddie D'Ovidio  
Jai Sawlani
  
- ❖ Announcements: Charlotte - present Pamela's award  
Joyce Bentley – Humane Association  
Regional PDT  
Nathan – training events  
Michael – CGFM (time-permitting)

As there was no other business, Penny adjourned the meeting at 12:40.

Next CEC meeting: March 3, 2016