

**AGA Chapter Executive Committee Meeting  
January 29, 2015**

*Submitted by Sandra K. Brown, Treasurer*

The chapter Executive Committee for the Nashville chapter met on Thursday, December 18, 2014, in the 21st floor conference room A of the William R. Snodgrass Tennessee Tower.

**Attendees**

Chapter Executive Committee (CEC) members present: Michelle Earhart, President; Penny Austin, President-Elect; Sandra K. Brown, Treasurer; Newsletter: Karen Hale; Community Service: Pamela Marks; Alex Warns, Finance; Early Careers, Alicia Reynolds; Nathan Abbott, Website; John Dunne, Meetings and Attendance; Charlotte Gentry, Membership; Program: Cindy Hobbs.

**Calling In**-Education: Rachelle Cabading, and Michael Edwards.

Committee members present: Drew Sadler.

**Call to Order**

Michelle called the meeting to order.

**Agenda**

The agenda was emailed to members by Janet Stewart.

**Minutes**

**Reports from Officers and Committees**

**Immediate Past President**

Rusty Lacy –not present

**President-Elect**

Penney Austin- A nominating committee has been formed to select officers for the next chapter year. The members are Phil Carr (Metro), Clare Tucker (Comptroller's Office), Tammy Worley (F&A), and Carrie Blair (General Services). I will chair the committee and we plan to meet next week to begin the process.

**Secretary**

Janet Stewart-Not present, Sandra Brown took the notes.

## **Treasurer**

### **Sandra Brown**

- Sandra-passed out budget-to-actual statement. There will be minor changes, regarding the final expenses for the Winter Seminar (Rachelle), and monthly meetings reconciling items. Please review and let her know of any changes or corrections.
- Michelle Earhart- encouraged the board to look over their budgets. Each board member is responsible for their committee's budget. Remember, anything over 10 percent out of budget, the CEC has to pass. Look at your committee's budget.
- Rachelle Cabading: On the Education budget, and it's probably the same thing with Scarlet's (Meetings and Attendance) budget, historically, PayPal fees were treated as a reduction of revenue. When you look at education's budget there is an \$800 expenditure coming out of there. Is that an item to be voted on? The budget has always been budgeted net.
- Michelle: Not that is an item that is an accounting issue, and we don't net expenses with revenue. As long as the expenses don't adjust the revenue by 10% you should be good.
- Rachelle: Is fine with the way it is currently done, but the budget was done net of the revenue.

## **Accountability Outreach**

Gerry Boaz - Not present.

## **Awards**

Jeff Hughes – Not in attendance

- Michelle Earhart shared that the scholarship applications are available, and the judges have been selected. National Award will be presented at the PDT. If you know someone, feel free to let Jeff know, he will get you the forms, and you can recruit as many people you want to help write those awards. Take a look at the award descriptions, a lot of them are not mandatory that they be AGA members.

If anyone wants to nominate others for awards, please contact Jeff.

## **CGFM**

Drew Sadler – As of 1/29 there were 25 people committed to that the CGFM exam.

Today we have hit 25 who are interested in taking the course. We needed 24 to break even in the course. I was hoping to hit 25 to cover some expenses we will need to purchase some, we may need to purchase binders. Rachelle has stepped up and helped me out with a great donation in binders, and has offered some drinks and snacks she has left over from the event, I greatly appreciate that, and I but that is also something that I also need to purchase more of. I'd like to have some drinks and snacks and everything like that for the people who are in attendance.

Motion by M. Earhart:

All those in favor of the chapter going a head and commit to the course with the stipulation that the chapter request that all fees by 2/13/14. For those that want to put 50% down by 2/13/15, giving them a nonrefundable option to pay to the end of the month as long as they put 50% down. In addition, come 2/13/15, if we don't have all 24 paid in full or partial to commit to the reclass is cancelled.

Question (unknown): Will money be refunded to the people who make their commitment if the course is cancelled? Michelle Earhart responded, absolutely, because the chapter will not be out of the money if the course is cancelled in a timely manner.

Vote: All Yes in attendance -(Michelle Earhart, Nathan Abbott, Sandra Brown, Alex Warns, Drew Sadler, Cindy Hobbs, John Dunn, Pamela Marks, Alicia Reynolds, Charlotte Gentry, and Karen Hale) and via phone (Rachelle Cabading, and Michael Edwards). Cindy Hobbs made a motion to pass, and John Dunn seconded it.

The proclamation with the state has been filed, and Drew will be contacting Metro for the city proclamation.

### **Community Service**

Pamela Marks- Wrapping up End Slavery in Tennessee. Arrangements have been made to deliver good and donations to Fisher House. The Mission went well. Upcoming activities is Habitat for Humanity, NPT Pledge, and the Music City Marathon.

### **Early Careers**

Alicia Reynolds – The Early Career Contest rolled out in December and ends 1/31/2015. Four individuals participated and took the test. A drawing will be held at the luncheon to determine the winner. The winner will attend the South East Regional PDT in Gatlinburg. The prize is \$250 (registration), \$249 (hotel), and \$150 (incidentals). Alicia encouraged members to like the chapter's facebook page (Nashville Association of Government Accountants).

### **Education**

Rachelle Cabading - Web Conference on 1/28/2015 had 42 participants attended. Overall, 250 participated in a web conference year to date. There will be 3 more conferences. There will be 3 more web conferences coming up. On 2/4/2015, Performance Management is the next web conference. There were 209 attendees at the Winter Seminar. Certificates are to be distributed soon. Rachelle sent the CEC a copy of Education budget (year to date) and noted a profit of \$27,106.

## **Finance**

Alex Warns – 1099s have been sent out today. The Finance committee is working on finalizing the tax return for the 2/15/2015 deadline. Rick Wood and Annie McCarthy will be collecting fees at the next membership meeting.

## **Meetings and Attendance**

John Dunne – As of the meeting on Monday, 97 members signed up. Jerry Durham will be delivering the invocation.

## **Membership**

Current members 381 total. Forty-one new members joined between May to January. Six of those new members were in January. There were 25 new members during the September thru December qualification period for the recruitment grand prize. Melissa Parton was the winner sponsoring 3 new members. She will be attending the South-East Regional PDT in Gatlinburg. The remaining incentives for the program year are:

- \$100 for the person who recruits the most in the year.
- Members who sponsor at least one person in the year are placed in a drawing for a chance to win \$50 at the May meeting.
- Those members who renew their membership by March, 31<sup>st</sup>, and have at least 30 points will win \$45. Charlotte Gentry Noted that Community Service are 13 points.
- Renew by March, 31<sup>st</sup> and members will be entered in a drawing at year end (regardless of points) for an amount determined by the committee's budget.

Membership committee is going to submit the remaining incentives information in the newsletter. Michele Earhart encouraged all present to get articles into Karen Hale (Newsletter) before the deadline.

The committee would like the AGA video to be played at the February meeting, if time allows.

## **Newsletter**

Karen Hale – Encouraged all to submit a spot or bio in the newsletter. Was going to have a contest, but opted not to have that and evaluate the article submissions. Awards will be done at the end of the year.

## **Program**

Cindy Hobbs- Bill Miller is speaking on Monday. The introduction will be by Melinda Parton. The joint meeting coming up with TIAAO (Tennessee International Association of Assessing Officers). No head count, and Jeremy Findley will be the speaker. Greg Adams will be the April meeting speaker.

## **Website**

Nathan Abbott- If you sent Dan Willis and Nathan anything to be posted in the last couple of weeks and it is not posted, please let Nathan know so they can get it posted. Any that needs to be posted, please again, let them know.

## **President**

Michelle had nothing that has not been previously mentioned.

Invocation for the Chapter Meeting Jerry Durham

Head Table for the February Chapter Meeting. Have all prior presidents and introduce them by the

Michelle Earhart

Rusty Lacy

Karen Hale

Phil Carr

LeeAnn ?

Richard Norment or Melinda (?) (Cindy will confirm)

## **Announcements**

Melinda Parton (?) won Award, Renewals, Membership-Charlotte

May have announcement for Early Careers –Alicia Reynolds

## **Adjourn**

The next CEC meeting was scheduled for Thursday, February 26, 2015, and Michelle Earhart adjourned the meeting.