

MINUTES
AGA Chapter Executive Committee
March 3, 2016

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, March 3, 2016, in the 16th 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; Karen Hale, Communication 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; Alexander Warns, Finance Co-Chair; John Dunne, Meetings Co-Chair; Scarlet Sneed, Meetings Co-Chair; Charlotte Gentry, Membership Co-Chair; Bridget Carver, Membership Co-Chair; Debi Moss, Program Co-Chair; and Nathan Abbott, Website Co-Chair

Call to Order

Penny called the meeting to order at 11:21 a.m.

Minutes

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

Reports from Officers and Committees

President

Penny reported that neither Maya Angelova nor Clare Tucker (our regular photographers) will be at the meeting on Monday and asked if a member of the committee could take pictures in their absence. Alicia said that she has a camera, but asked that someone else take pictures. Emily volunteered to take pictures.

Past-President

Michelle had nothing to report at this meeting.

President-Elect

Angela did not have the exact Chapter Recognition Points; however, she indicated that we have approximately 29,000 points out of a maximum of 23,000.

The members of the nominating committee are as follows: Angela McElrath-Prosser, President Elect; Michelle Earhart, Past President; Pamela Marks; Michael Winston; and Anna Nickell. Angela will send out a notice to the membership that independent nominations can be made by March 15.

Treasurer

Katie provided financial statements earlier in the day and asked if anyone had questions. She asked that we ask questions as needed or forward corrections to her.

Secretary

Donna had nothing to report.

Accountability Outreach

Gerry gave us an update on the Regional PDT planning. At this point, we have 107 registrants signed up with a minimum of 10 more expected. We will break even if we have 122 registrants. We have exceeded the hotel room requirement. Katie sent a check to Opryland on Tuesday for the 50% payment deposit.

Rachelle has filled the agenda with the exception of one lunch speaker. We have four confirmed sponsors with two more leads.

The early-bird deadline was extended to Friday, March 4th. Next week, we will allow members of other local professional organizations (MTCFE, ISACA, IIA, ASPA, etc.) Michael asked if the website would be updated accordingly. Nathan stated that it would be to remove the early-bird discount and to allow members of other organizations to register.

Charlotte asked what we would do if those who had already registered and paid the non-member price of \$450 were members of these other organizations. Nathan responded that he would be monitoring the registration lists for that possibility and would issue refunds for the difference if asked.

Awards

Jeff Hughes was not present. However, he wanted to remind us that scholarships are available and the information is posted on the chapter website. National awards nominations (information posted on National's website) are also due. Jeff has not received any applications or nominations at this point.

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 March is CGFM Month! CGFMs will be recognized at the meeting on March 7th. There will also be a drawing for CGFM prizes. Michael has received the proclamation from the governor, but is still working on getting one from Metro Nashville and the Mayor's Office. Jennifer, Rachelle, and Angela offered suggestions for contacts within those offices.

Michael will get a list of those CGFMs registered for Monday's meeting from Scarlet in order to make the drawing for CGFM-related prizes easier. Michael will announce a promotion to reimburse two current CGFM's for their renewal fee to be given away at the April luncheon.

The study library is being utilized. Ten study guides have been loaned out since December. Gerry mentioned that Katya Silver at the National level has asked him to review Study Guide Section 2 for updating, so the Study Guides may be changing in the near future.

The survey has been completed and the results are being reviewed. Nineteen people completed the survey.

Subsidy winners from November have not claimed their prizes. Michael will follow up with them to check on their progress. The deadline for using the subsidy is October 31, 2016.

Communication

Karen wants to remind everyone to submit articles, chapter points, committee news, speaker information and photo, etc. to her no later than March 11th. All email submissions should have the word "Newsletter" as the subject line.

Jim Arnette will be the Spotlight member for March; Alexander Warns volunteered for April. Charlotte suggested that the newest CGFM be the member for May. Karen indicated that we may want to have mini-spotlights for the latest CGFMs. Angela also suggested that we spotlight an early-careers member.

Community Service

Emily reported that 13 members have signed up for the NPT Drive. Of those 13, five did not have AGA shirts. In order to have all volunteers wearing AGA apparel, David Lannom has ordered 5 shirts for those members at a total cost of \$105.

The other March charity will be Second Harvest Food Bank. Donna, Angela, and Karen volunteered to host Drop Boxes. Emily is also looking into a group volunteer event. This event might include an opportunity to spend an evening sorting canned food.

Corporate Sponsorship

Jennifer did not have anything to report other than what Gerry had previously reported.

Early Careers

Alicia has started planning the early careers social event. The Pinewood Social Club is not feasible with the current budget. She is going to start looking at The Flying Saucer as another option.

Education

Rachelle reported that the next webinar entitled FISMA Introduction will be on March 9.

She also reported on the results on the Winter Seminar Survey. Based on the results, most respondents prefer for our chapter to hold the Winter Seminar in January. Other options were April, May, February, and March. It seems that most prefer to have this training opportunity at the beginning of the calendar year.

All Winter Seminar expenses have been paid and all revenues have been received. The seminar netted a profit of \$30,300.

Gerry asked Michelle what months would be off-limits for training if the Winter Seminar were to move to another month. Michelle responded that August through December would probably be those months.

We then discussed combining the Winter Seminar with the Regional PDTs in the years in which we host the PDT. The disadvantage to this would be that Winter Seminar profits belong to the chapter while Regional PDT profits are shared proportionately based on the number of participants from each chapter. While the Nashville chapter is sending quite a few members, most other chapters send 5 or 6.

Attendance at the Regional PDTs has been steadily declining for several years. However, Charlotte reminded us that many local members remain members for the local CPE options.

Anna suggested that we go ahead and reserve the Tennessee Room for the Winter Seminar now instead of waiting until later in the year. Angela, as next year's president, had no objections.

Finance

Alexander updated us on the status of the 2015 tax return. He and Eddie D'Ovidio have had numerous conversations with both the IRS and National. Our tax return was filed as a 501(c)(6) timely. It will be up to National to help all chapters resolve this issue with the IRS.

Alexander also reported that the 1099s were sent out.

Meetings and Attendance

Scarlet reported that we currently have 73 members signed up for our meeting on Monday. Due to the Fraud Conference, our attendance is lower; however, we have met our guarantee of 65 members. Our meeting is slated for Salon E on the 2nd floor of the Doubletree. Sandwiches will be the menu.

The February meeting was a joint meeting with the Middle Tennessee Chapter of the Certified Fraud Examiners (CFE). Our reservation was 149; however, total attendance was 143 (speaker, 49 CFE members and 93 AGA members). The six no-shows were AGA members and have been billed accordingly.

Membership

Charlotte reported that current membership is 391 counted members and 399 total members including 8 E-members. The E-members were converted to Early Career on the national database to ensure opportunity for membership renewal. National has asked that we reach out to these individuals to encourage their continued membership. They are the following: Sam Osborn, Alicia Scott, Brittany Evans, Jafar Ware, Jeff Kelly, and Chase Tramel (all from the Comptroller's Office; and Lauren Watson and Ashley Williams (from the Department of General Services).

Michael stated that the two E-members from his department had not received renewal notices. When he and these individuals logged into the National website, they were shown as Early Career members and could renew their membership, but did not receive notification that this was available. Charlotte said that she would contact National and let them know that they may need to re-send this information.

Charlotte expressed her gratitude to those on the committee who have recently answered questions for new members and would like to prepare a new member orientation packet for next year. New members need to know a little bit about what each committee does and our website may not provide the most recent information.

Gerry stated that he had attended a session on millennials at the National Leadership Training recently. One thing discussed in that session was that young professionals want to have an updated website that is easily accessible. Penny then reported that National has agreed to host all chapter websites. Nathan will be attending a Sectional Leadership Meeting in order to learn about the new possibilities.

We will continue to emphasize renewal by March 31st for the 2016-2017 Program Year. Members who renew by March 31 with 30 participation points will win each full member a \$45 cash rebate at the May meeting.

Current incentives include \$10 gift cards to sponsors of new members, free lunch to first-time guests, \$100 to member who sponsors the most new members between January 1 and April 30; and a \$50 drawing among members who renew by March 31st.

Program

The speaker for January will be Melvin Jones. He will send his powerpoint presentation to Debi, who will then forward to Dan.

Regarding the spring social, Debi reported that she and Penny discussed postponing any decision until after we know the financial impact of the Regional PDT. However, she is looking into possibilities for a Sounds game and is going to email Hellens Cruz-Sanchez about the final numbers from the previous year. If it is feasible for us to still have the Social, it may be in May instead of April.

Michelle said that she might still have that information and will look for it to share with Debi.

Emily also suggested that we just include the game and allow people to purchase their own food.

Website

Nathan reminded us to send website updates to him and Dan. Nathan will not be at Monday's meeting, so anything related to that meeting should be sent to Dan.

Details for Next Chapter Meeting on March 7, 2016

- ❖ Invocation: Greg Worley

- ❖ Head Table: Penny Austin
Jim Arnette
Greg Worley
Deborah Loveless
Melvin Jones
Either Ms. Jones or a new CGFM

- ❖ Collecting funds: Alexander Warns
Lorianne Davis

- ❖ Announcements: Jeff Hughes - scholarships
Penny – renew by March 31st
Gerry - Regional PDT
Michael – CGFM promotion for April

As there was no other business, Penny adjourned the meeting at 12:50.

Next CEC meeting: March 31, 2016