

**MINUTES**  
**AGA Chapter Executive Committee**  
**March 9, 2017**

*Submitted by Donna Jewell, Chapter Secretary*

The chapter Executive Committee for the Nashville chapter met on Thursday, March 9, 2017, in the 16<sup>th</sup> floor Training Room of the James K. Polk State Office Building.

Present (voting members in bold): **Angela McElrath-Prosser, President; Britt Wood, President-Elect; Penny Austin, Past President; Eugene Hampton II, Treasurer; Jennifer Garoutte, Treasurer-Elect; Donna Jewell, Secretary; Charlotte Gentry, Awards Chair; 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; and Nathan Abbott, Website Co-Chair

**Call to Order**

Angela called the meeting to order at 11:22 a.m.

**Minutes**

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

**President-Elect's Report**

Britt is having issues with receiving emails outside of the Comptroller's Office. If anyone needs to send something to her, please send to Donna Jewell with the subject line "Forward to Britt".

Britt needs each committee's points by the end of the month. If you have had an event or a conference call, etc., please send her that information as soon as possible.

The following people have accepted appointments to the CEC next year. They will be announced at the next meeting to allow the membership to object or vote by acclamation.

President-Elect	Michael Winston	Secretary	Gay Oliver
Treasurer	Jennifer Garoutte		
Treasurer Elect (Michael will nominate someone)			
Two-year directors	Katie Armstrong (Finance)		Veronica Coleman (Community Service)
	Donna Jewell (Program)		Jai Sawlani (Finance)
	Chase Tramel (Early Careers)		

In addition, the following will serve as one-year directors:

Keevia Battle (Community Service)	Charlotte Gentry (Awards)
Donna Nicely	Victor Nwanso
Doreen Zientar	

If the directors have already agreed to serve on a committee, the committee is listed in parentheses by their names. In addition to those mentioned above, the following have agreed to serve as committee chairs:

Rachelle Cabading	Education
Bridget Carver	Membership
Karen Hale	Communications
Drew Hawkins	Awards
Melissa Lahue	CGFM
Scarlet Sneed	Meetings and Attendance
Nichole Curtiss Crittenden	Bylaws and Procedures

These will be announced at Monday's meeting.

### **Treasurer's Report**

Eugene provided the February financial statements prior to the meeting. He will respond to any questions as needed.

### **Awards Committee**

Charlotte reported that each committee may submit a nomination for our Chapter in their area. Last year, the Nashville Chapter won several awards based on the work each committee did. We won the following:

Chapter CGFM Award	Chapter Education Award
Chapter Newsletter Award	Chapter Website Award
Regional Vice President Award	Chapter Recognition Program Platinum Award

Award information and forms may be found at <https://www.agacgfm.org/Membership/Connect/Awards-Recognition/National-Leadership-Awards-and-AGA-National-Awards.aspx> .

The nomination process is different this year, allowing each chairperson to independently nominate his or her committee. The nominations are due at National by March 31. The Newsletter and Website Award nominations are at the above link under Other National Awards.

As Charlotte needs to be aware of any nominations and to avoid duplicative responses, Michael suggested that each committee send its information to Charlotte to upload to the national website.

Some interest has been expressed by potential applicants for the scholarships we offer, but no applications have been received as of yet. The statewide counseling office sent out an announcement in their counseling newsletter to the high schools in our area. Several colleges have been informed and individuals are referring friends to the website. Donna Jewell, Christine Tyus, Keevia Battle, Shirley Henry, and Angela McElrath-Prosser have volunteered to review scholarship applications.

## **CGFM Committee**

Michael reported he has obtained CGFM Month Proclamations from both the State of Tennessee and from Metro Nashville. In honor of these proclamations, CGFMs will be recognized at the meeting on Monday and will be asked to wear red in honor of the certification.

He also reminded us that CGFM renewals are due March 31st (2 chapter members will get the fees refunded at April meeting – a \$30 value). In addition, one exam subsidy has already been awarded to Rachelle Cabading. Up to 4 more are still available.

Michael explained that there is also a new CGFM badge that can be added to electronic signatures or resumes.

There have been no additional CGFMs awarded through December 2016 (last update from National).

## **Communication**

Karen Hale reminded the committee that she needs committee news, speaker information, and dates for meetings no later than March 17, 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 we had twelve volunteers for Nashville Public Television. April’s community service opportunity is the Rock-n-Roll Marathon. Tammy Fruscione will be the point person on that event. Britt asked anyone who took pictures at events send them to her for possible posting on social media.

## **Education Committee**

Anna reported that our last webinar was yesterday, March 8<sup>th</sup> on Uniform Grant Guidance. The next one will be on April 12<sup>th</sup> on Ethics.

## **Finance**

Jai reported that the 2012 amended tax return still has not been accepted; however, he has been told that it is in process. No problems are anticipated.

## **Meetings and Attendance**

John reported that we currently have approximately 70 people signed up for the meeting on Monday. Our menu will be sandwiches and we will be in the Tennessee Ballroom of the Doubletree. We will need the screen for this month’s meeting.

Seventy-nine attendees including two first-time guests attended the February meeting.

## **Membership Committee**

Although Bridget could not attend the meeting, she previously reported that we currently have 359 members. This includes 17 new members. We have a four-way tie for the \$100 sponsor award for the member who sponsored the most new members between January and April.

Charlotte reported that according to the points we have at least four members who qualify for the membership rebate and ten who qualify for the PDT drawing. Angela, Karen, and Donna Jewell declined to be entered in the drawing.

### **Program Committee**

Invitations to the Spring Social have gone out and reservations to date exceed the 25 that we have already paid for. Currently, 46 people have signed up (28 members and 18 guests). As the chapter does not have a credit card and payment is due when the tickets are purchased, Doreen has purchased the tickets and will be seeking reimbursement from the chapter.

We discussed ticket prices and the possible subsidy. As the tickets are \$33 each, Debi suggested that the chapter subsidize \$20 for each member ticket. Guest tickets would be at actual price (\$33). Debi will send out an email with payment instructions. Debi will accept payment in her building (Tennessee Tower); Doreen will accept payment in the Andrew Jackson Building; and Donna J. will accept payments in the Polk Building. In addition, members can pay at the meeting on Monday.

The last two meeting speakers have been confirmed. Neither will qualify for CPE. March's meeting speaker will be Lee Pope, Deputy Open Records Counsel from the Comptroller's Office. His charity of choice will be End Slavery. Kathy Stickel recommended Lauren Plunk to introduce him. April's speaker will be Kate Derrick, External Relations Director, THEC/TSAC. Ann Collette will introduce Ms. Derrick.

### **Website Committee**

Nathan reported that any website updates should be sent to Dan and Nathan.

### **Details for Next Chapter Meeting on March 13th**

- ❖ Invocation: Jerry Durham
- ❖ Head Table: Angela McElrath-Prosser  
Lee Pope  
Lauren Plunk  
Penny Austin  
Michael Winston  
A CGFM to be asked by Michael
- ❖ Introduction of Speaker: Lauren Plunk
- ❖ Collecting funds: Shadow Gilliam  
Jai Sawlani
- ❖ Announcements: Penny – new slate of officers for next year  
Michael – CGFM Month, recognition, and reminder to renew, new badge

Angela – points are updated – plan accordingly to get  
entered in the PDT drawing or a rebate of membership dues  
AND review membership  
Nathan – CFE scholarship

The next CEC meeting is on Thursday, March 30, 2017.

As there was no other business, Angela adjourned the meeting at 12:13.