

MINUTES
AGA Chapter Executive Committee
March 30, 2017

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, March 30, 2017, in the 16th floor Training Room of the James K. Polk State Office Building.

Present (voting members in bold): **Angela McElrath-Prosser, President; Penny Austin, Past President; Jennifer Garoutte, Treasurer-Elect; Donna Jewell, Secretary; Charlotte Gentry, Awards Chair; Emily Gray, Community Service Co-Chair; Victor Nwanso, Corporate Sponsorship Chair; Donna Nicely, Early Careers Chair; Anna Nickell, Education Co-Chair; Bridget Carver, Membership Chair; Debi Moss, Program Co-Chair; Doreen Zientar, Program Co-Chair;** Gerry Boaz, Accountability Outreach Chair; Karen Hale, Communication Chair; Scarlet Sneed, Meetings Co-Chair; and Nathan Abbott, Website Co-Chair

Call to Order

Angela called the meeting to order at 11:25 a.m.

Minutes

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

Past President's Report

Penny discussed the upcoming move of the Comptroller's Office to the Cordell Hull Building. The Comptroller's Office has been storing quite a bit of AGA material and space will no longer be available after this move (slated for October/November 2017). In addition, we may not be following our current Record Retention Policy (see <http://nashvilleaga.org/policies/policy9.pdf>) and the documentation may be scattered throughout the state on various members' computers (current and former committee chairs, etc.). We do have options for a more permanent, centralized storage (Donna J. raised the possibility of an external hard drive and Penny mentioned a Google drive), but the options need to be considered in the near future.

Angela moved that a temporary committee be established to look at the records currently in storage and determine what needs to be done in order to comply with the record retention policy and to determine the best storage method. Rachelle Cabading and Gerry Boaz were recommended to be the start of this committee and add other members as needed. Donna J. seconded the motion, and the motion carried.

During this discussion, Nathan also raised the issue of ensuring that anything stored electronically needed to have any personally identifiable information redacted. Of the following items, if any two occur in a document, it is considered to contain PII: 1. Name and address; 2. Social Security Number; 3. Driver License number; 4. Bank account information; 5. Date of

Birth. This means that A person's name and address are acceptable, but any other information must be marked out or completely illegible if the record must be stored.

Awards Committee

Points, including March's luncheon, have been posted. As of 3/28/17, eight members have 30 points or more. Eighteen members qualify for the PDT drawing at least once, 1 is in there 7 times, and 2 are in there 8 times. Melvin will also send out an email soon saying that members have until April 30 to contribute to Alex Green for additional points.

To date, 12 applications have been received for the WR Snodgrass Scholarship. Three applications have been received for the Fawn Ellis Scholarship. One person has applied for both, and appears to be eligible for both.

Let Charlotte know of any retirees this year. She is only aware of Rebecca Troyani at this time. She will be asking the membership the same question.

The following have been submitted for chapter awards: website, newsletter, community service, CGFM, and education. If there are any others, the deadline for submission is March 31st.

CGFM Committee

Although Michael was not able to attend the meeting, he did send a report. There are no new CGFMs through January. Michelle Earhart has reported that someone in her office has passed the final part, but is waiting on the award letter. Michael does not have the name of that person yet. Charlotte believes it to be Jessica Judkins.

March 31st is the deadline to renew the CGFM. Two members will be drawn at the April luncheon to have their renewal fees refunded.

Exam subsidies are still available. The awards nomination was submitted to Charlotte.

For the 2017-2018 program year, Michael as President-Elect has reached out to a few people for the Treasurer-Elect position. He will let us know as soon as he has an acceptance.

Communication

Karen reminded the committee that she needs committee news, speaker information, and dates for meetings no later than April 17, 2017, for the newsletter. As always, include the word "Newsletter" in the subject line of emails for quick reference.

Karen also reminded us that articles may still be submitted for points, a free lunch, and a chance at the monetary newsletter award. Please send those to her soon!

Community Service Committee

Emily reported that the next community service opportunity is the Rock-n-Roll Marathon on April 29th. Runners, walkers, and volunteers will get participation points.

Education Committee

Anna reported that our next webinar will be on April 12th on Ethics.

Meetings and Attendance

Scarlet stated that the CEC may have to find a new meeting space with the Comptroller's move to the Cordell Hull Building. We may not have to, but it will be something that needs to be considered over the next few months.

She also reported that we currently do not have the registration open for the next meeting. Our menu will be enchiladas and we will be in Salon E (2nd floor) of the Doubletree. We will need the screen for this month's meeting.

Seventy-two attendees including 11 first-time guests attended the March meeting.

Membership Committee

We currently have 363 members, including 20 new members. Regarding the \$100 sponsor award for the member who sponsored the most new members between January and April, seven members have sponsored one or more new members since January. One member has sponsored two new members.

Program Committee

Members have now all paid for their tickets to the spring social. Debi will deliver final payment when she picks up the tickets.

This month's speaker will be Kate Derrick. She will have a powerpoint presentation. She will not be bringing a guest, but will be introduced by Ann Collett. Her charity of choice is Agape Animal Rescue. Debi will be submitting an RFP for that in the near future.

Website Committee

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

Nathan also discussed the upcoming move to a different platform for our website. He is hoping that each chairperson will be able to update that committee's page. He suggests the organizational meeting for the first training session.

Details for Next Chapter Meeting on April 10th

- ❖ Invocation: Ron Boniol

- ❖ Head Table: Angela McElrath-Prosser
Ann Collett
Kate Derrick
TBD
TBD
TBD

- ❖ Introduction of Speaker: Ann Collett
- ❖ Collecting funds: Eddie D'Ovidio
Jessica Judkins
- ❖ Announcements: Michael – CGFM renewal subsidy drawing
Emily - Marathon
Anna - webinar

The next CEC meeting is on Thursday, May 4, 2017.

As there was no other business, Angela adjourned the meeting at 12:03.