

AGA Chapter Executive Committee Meeting Minutes July 5, 2011

Submitted by Mary Anne Queen, Secretary

The Chapter Executive Committee for the Nashville Chapter met on Tuesday, July 5, 2011, in the 15th floor conference room of the James K. Polk Building.

Attendees

Chapter Executive Committee (CEC) members present: Shirley Henry, President; Ray Register, President-Elect; Melvin Jones, Jr., Immediate Past President; Mary Anne Queen, Secretary; Kayla Shewcraft, Treasurer; Keevia Battle, Hank Clay, Cynthia Setters, Rhonda Williams, Jerry Durham, David Lannom, Valerie Oliver, Scarlet Sneed, and Britt Wood.

Committee members present: Penny Austin, Gerry Boaz, Ellen Dunkin, Tammy Fruscione (via conference call), Karen Hale, and Dan Willis.

Call to Order

Shirley Henry called the meeting to order at 11:30 a.m. Shirley thanked everyone present for agreeing to serve this year.

Shirley introduced the new officers, two-year directors, and committee chairs/co-chair, and they each told where they worked and their title. Others present introduced themselves for the benefit of new members.

Agenda

Shirley passed out the meeting agenda with a packet of related handouts for discussion. Included in the packet was a copy of the 2011-2012 Nashville Chapter Leadership Directory.

CEC Membership

Shirley provided clarification on voting members. Officers and Directors constitute the members of the CEC. They are the only ones who can make motions, second motions, and vote on motions brought before the CEC. Eight members must be present in order for the CEC to have a quorum.

Approval of the Minutes

Shirley stated that the May 2, 2011 CEC meeting minutes were sent out to the CEC by Debra Bloomingburg. Some corrections had been made to the minutes as requested by Shirley Henry and Melvin Jones. There being no further corrections, the minutes will stand approved as corrected.

Nashville Chapter and National AGA

Shirley explained the relationship between our Chapter and National AGA (National). There are approximately 100 chapters and over 15,000 members. Nashville is in Section 4 and the Southeastern Region. The Senior Vice President for Regional Services for Section 4 is Phil Nally (Central Kentucky Chapter). The Regional Vice President is Cynthia Teddleton (Atlanta

Chapter). AGA chapters are also classified into groups A – F based on the number of members. Nashville is in Group A, which is for chapters with 300+ members.

AGA Leadership Handbook

Shirley directed those present to the AGA Leadership Handbook for National, Regional & Chapter Leaders, which she said provides a lot of very good information particularly in the Chapter Leaders section. She provided the web address for the handbook.

Nashville Chapter Bylaws

Shirley recommended that everyone review the Chapter Bylaws, which are on the chapter's website. Britt Wood had e-mailed Shirley and said that in her review for 2009-2010, she noted that the chapter's bylaws have not been updated to reflect National's changes. Shirley has asked Teresa Hensley to compare the Nashville Chapter's bylaws with National's and propose any changes that she thinks are necessary for CEC approval. Gerry Boaz stated that National is updating their bylaws, and Shirley said she will make sure Teresa is aware of this.

Nashville Chapter Policies

Shirley also recommended that everyone review the Chapter Policies, which are on the chapter's website. Scarlet Sneed is reviewing Policy 6 (AGA Travel Reimbursement) and may have proposed changes ready for the August 1, 2011 CEC meeting.

Melvin Jones has provided Shirley with a draft of a proposed Policy 10 (National Award Winners Travel Cost), which will be presented to the CEC in a later meeting.

Nashville Chapter Strategic Plan

Shirley also recommended that everyone review the Chapter Strategic Plan, which is on the chapter's website. At the Sectional Leadership Meeting in April, National said they will be presenting an updated Strategic Plan at the PDC. Assuming they do, Shirley has asked Hank Clay to compare the Nashville Chapter's Strategic Plan with National's Plan and propose any necessary changes for the CEC's review.

CEC Meetings and Chapter Meetings

Shirley referred those present to the Meeting Dates calendar handout. CEC meetings are denoted with a triangle, and chapter meetings are denoted with a square. The triangle is made up of three points: If each member of the Chapter Leadership Team takes **R**esponsibility for what he/she has agreed to do and works in **C**ooperation with other team members to accomplish our goals, then we have the **O**pportunity to achieve great things for our chapter. At the chapter meetings, when we add the other chapter members to the triangle, it becomes a square with the **K**inship of the other members strengthening our efforts and completing the **R**OCK upon which our chapter's achievements are based.

Reports to the Secretary

Shirley provided a handout regarding the expectations for submitting information to the Secretary in preparation for each CEC meeting. Mary Anne will send out a request for committee reports two weeks before the meeting, and she will send out a reminder e-mail on the morning that the reports are due. Having "nothing to report" at the time of the Secretary's

request will not preclude anyone from bringing up items at the CEC meeting. Shirley will use the reports to create the agenda and will send out the agenda the morning of the CEC meeting for everyone to print out and bring to the meeting.

Newsletter

Shirley provided a handout from Penny Austin showing the deadlines for submission of information for each newsletter and the anticipated publication dates. Penny stated that the deadline is usually the Friday after the chapter meeting. Monday, July 11, is the deadline for the “special edition” newsletter. Penny asked that everyone try to stick to the deadlines to ensure the newsletter is published timely.

AGA Chapter Recognition Program

Shirley directed everyone to the Chapter Recognition Program handout. There is a potential new section – Accountability. Ray Register will be keeping up with the credits. Everyone needs to keep Ray apprised of all activities so the chapter receives credit for the things that our chapter accomplishes throughout the year. Shirley asked everyone to take personal responsibility to keep up with their goals and credits earned. Shirley asked to be copied on all e-mails to Ray regarding credits earned. The chapter’s goal is to achieve the Platinum Chapter Designation, which is the highest level of recognition in the Chapter Recognition Program. Melvin will be accepting the Platinum award for the Nashville Chapter for 2010-2011 next week at the PDC in Atlanta.

Budget

Shirley provided a handout from Scarlet Sneed showing budget to actual information for 2010-2011. This information was provided to assist each committee in the preparation of their proposed budget for 2011-2012. Scarlet told everyone to let her know of any discrepancies by Friday, July 8. On page 2 of the Nashville Area Chapter Budget vs. Actual as of June 30, 2011, the Community Service Committee budget has an issue with \$3,520 outstanding. There is a possibility that National may not match the amount. The \$3,520 is being treated as a receivable for now. David Lannom asked what this amount represents. Tammy Fruscione explained that chapter members donated \$3,020, and the chapter contributed \$500. Melvin explained that National was to match the Make a Wish donations dollar for dollar, but a budget mix up on their end precluded this match payment of \$3,520. We were informed that we would hopefully receive a payment (of some amount) after the National PDC in Atlanta.

Shirley requested that each committee submit its proposed budget to Kayla Shewcraft by July 22, 2011. Kayla will compile the individual budgets into the proposed chapter budget, and at the August 1, 2011 CEC meeting, committee chairs will present their budgets for CEC consideration. Scarlet said that some committees may need to add categories or line items, such as parking for speakers, in the interest of accountability. David Lannom suggested a line item for the speaker’s donation, but Scarlet pointed out that the donations are budgeted as Speaker Gifts under the Program Committee. Penny Austin asked about the amount to budget as free lunches. Scarlet said that the lunch certificates should be charged as \$11 if given to a member and \$20 if non-member.

Payment Process

Shirley provided a handout from Scarlet showing the Request for Payment (RFP) process. Scarlet suggested to Kayla Shewcraft that the RFP should include a mailing address. Before Kayla writes a check, she needs a RFP and an invoice or receipt with as much detail as possible. No receipt is needed for drawings at lunches. Committee chairs should bring RFPs to the meetings so Kayla can have those in hand as she writes the checks. Scarlet also reminded committee chairs to especially indicate the budget line item. Scarlet has accepted scanned RFPs and supporting documentation, but original receipts must follow. If one person gets the check, then another should sign the RFP. Only chairs should submit an RFP. If there is only one chair, then the President should sign the RFP. If the President needs reimbursement, then the President-elect should sign the RFP. Kayla may need time before the check can be written – probably needs at least a day’s notice. Two signatures are needed for a check. Kayla, Shirley, and Scarlet can sign, but Shirley and Scarlet do not work on Fridays.

Website

Shirley requested that everyone review all information on the website related to their area to make sure it is all up-to-date and copy her on all requests to Dan Willis or Nathan Abbott for updates.

Other Items for Discussion

Shirley asked if there were other items that needed to be discussed. Hank Clay suggested starting the CEC meetings at 11:15. Scarlet Sneed asked when lunch would be needed. Hank suggested still having the food at 11:00 but starting the business part of the meeting at 11:15. Tammy Fruscione suggested that we wait and see, but Hank reiterated that time is important. Scarlet pointed out that some people have to travel some distance. Melvin Jones and Gerry Boaz suggested that Shirley’s meetings will possibly be shorter than previous years’ CEC meetings since she is so organized and succinct. Shirley said that she has no objection to starting at 11:15, acknowledging that everyone is a volunteer and their time is limited. The attendees seemed to be in general agreement with starting at 11:15 in future CEC meetings.

Scarlet asked for suggestions for lunches for future CEC meetings. Scarlet and Cynthia Setters would appreciate information, menus, and so forth regarding new places to provide lunches. Britt Wood asked about a set amount regarding cost, and Scarlet said the cost for today’s lunch was \$8 per person with a \$10 delivery fee, but some flexibility is okay within reason.

Gerry asked if everyone has a copy of the chapter’s tax exemption form. Scarlet said that last year she provided it only as needed. There was discussion about using a tax exempt form at WalMart, and Britt Wood observed that WalMart makes nonprofits fill out a form and get a card.

Penny Austin asked about the luncheon voucher. Melvin suggested that she contact Jennifer Lewis, who had used several in the past. Scarlet asked for advance notice so the correct committee can be charged and the voucher can be signed.

Adjourn

The next CEC meeting was scheduled for Monday, August 1, and the meeting was adjourned at 12:07 p.m. Shirley adjourned with the following quote for the 2011-2012 Leadership Team:

“When a gifted team dedicates itself to unselfish trust and combines instinct with boldness and effort, it’s ready to climb.”

Pat Riley

American professional basketball coach