

MINUTES
AGA Chapter Executive Committee
September 28, 2016

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, September 8, 2016, in the 16th floor Training Room of the James K. Polk State Office Building.

Present (voting members in bold): **Angela McElrath-Prosser, President; Britt Wood, President-Elect; Eugene Hampton II, Treasurer; Donna Jewell, Secretary; Michael Winston, CGFM Chair; Keevia Battle, Community Service Co-Chair; Victor Nwanso, Corporate Sponsorship Chair; Donna Nicely, Early Careers Chair; Anna Nickell, Education Co-Chair; Bridget Carver, Membership Co-Chair; Debi Moss, Program Co-Chair; Doreen Zientar, Program Co-Chair;** Gerry Boaz, Accountability Outreach Chair; Eddie D'Ovidio, 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 11:30 a.m.

Minutes

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

President's Report

Angela discussed a challenge from National for all chapters to collect items from October 1 through November 15th, with the winning chapter being highlighted in the Topics Magazine and on National's website. Angela has discussed with Emily. They are going to piggy back this collection drive with the chapter visit to the Rescue Mission on October 27. We will collect food and household items during October for delivery on October 27. We need to provide National with the receipt from the charity documenting the pounds of the donated items as well as pictures of chapter members with the donated

Immediate Past President's Report

Although Penny was not present, Nathan was able to report that the Citizen-Centric Report for the chapter has been completed and was posted on the website.

President-Elect's Report

Britt presented the points as they stood earlier this week:

Our current standing as of September 26, 2016, is as follows:			
Area	Points	Maximum	Percentage
Chapter Leadership, Planning & Participation	2,775	3000	93%
Education & Professional Development	925	4000	23%
Certification	450	4000	11%
Communications	864	3000	29%
Membership	900	4000	23%
Accountability	-	2000	0%
Community Service	900	2000	45%
Awards	-	1000	0%
TOTALS	6,814	23000	30%

Prior to the meeting, she discussed points earned with the various chairs and reported that the following items could be added prior to the September 30th deadline:

Gerry serves as our Accountability Outreach Coordinator

Michael has established a CGFM retention plan

Eddie has prepared the History Files and submitted to Penny for submission to National

The Citizen-Centric Report has been prepared

Points for the upcoming Early Careers Social (more details below) may be submitted in the next quarterly report.

Britt also announced that Jennifer Garoutte will serve as this year's Treasurer-Elect.

Treasurer's Report

Since this meeting was prior to the end of the month, Eugene will send out financial statements for September within the near future. Any questions may be directed to him.

Eugene is also hoping to discuss the PayPal portal with Dan Willis (Website Co-Chair) as Eugene does not have complete access at this point. He also wants to meet with Katie Armstrong (Past Treasurer) to learn more about Edison capabilities.

Eugene also stated that he is hoping to ask Jennifer Garoutte as Treasurer-Elect to start working on the bank reconciliations in order to provide some level of segregation of duties.

Accountability Outreach Committee

Gerry was able to participate on the National CCR conference call. He reported that the CCR template format is being updated and should be available soon. He also reminded that Angela would need to follow the new format for her report next year.

CGFM Committee

Michael reported that the National Website has not been updated recently for CGFMs. He is hoping to see updates very soon on the website.

Communication

Karen was not present but asked that information for the next newsletter is due no later than October 14th. As always, include the word “Newsletter” in the subject line of emails for quick reference.

Community Service Committee

Keevia reported on Hands On Nashville Day. We had 5 members plus one child of a member participate at the Apollo Middle School. The volunteers painted the teachers’ lounge and opened numerous calculator boxes.

October’s community service project will be at the Nashville Rescue Mission on October 27th. We will be collecting donations for the Rescue Mission throughout October up until our volunteer night on the 27th. Email/newsletter/website announcements will go out/be up soon with a list of needed items for the Mission.

Doreen asked if monetary donations were also acceptable; Keevia replied that they were. Donation boxes will be set up at the following locations: 15th Floor Polk Building (Donna Jewell), Nashville Public Library (Angela McElrath-Prosser), and 22nd Floor Tennessee Tower (Michael Winston).

Early Careers Committee

Donna Nicely reported that she is currently planning a social event for the early careers members. She has received cost quotes for both Dave and Buster’s and Laser Quest. Based on those quotes, it appears that Laser Quest is more likely if more than 20 sign up. At this point, she has surveyed the 32 members that are in the Early Careers category. Of those, six have responded that they would like to go to Dave and Buster’s. It is tentatively scheduled for October 20th.

Michael asked if other members could attend to provide networking opportunities. It might be possible depending on the number who commit to attending; however, those members might need to pay their share of the costs.

Education Committee

Anna reported that we had 23 people who attended the first webinar of the year. There were some technical difficulties (National's side of things) and we were unable to get the seminar to those at the Metro Building. There is a recording of the webinar for those who would like to hear it.

They have tentatively scheduled the Fall Breakfast to be in the Tennessee Room on October 26th. The topics may include fraud and state-specific ethics. Anna has requested to get a quote from Pucketts' again this year. However, they have not responded to date. Doreen suggested Chick-Fil-A, and Scarlet suggested the restaurant in the Tennessee Tower since both provide catering services and would be on-site if assistance was needed. Anna indicated that she would raise those suggestions to the Education Committee for consideration.

Meetings and Attendance

Scarlet reported on the September 12, 2016, meeting. We had 107 reservations; 110 people attended, including 10 first-time guests. Six people will need to be billed for the meeting.

We then discussed those who have outstanding receivables from the prior year. Scarlet and Eugene read over the list of those seven individuals. Of the seven, three have left State or Metro government and/or left Tennessee. The remaining 4 names were recognized by various members of the CEC who indicated that they could contact them to try to collect the balance.

Nathan recommended that, if any of these members sign up for a future luncheon, he or she be required to pay the full price of the luncheon until the prior year balance is resolved.

Donna Jewell made a motion that the three identified accounts receivables of those who have left government and/or the state be written off, while we try to collect the remaining four receivables. Donna Nicely seconded the motion. The motion carried.

John reported that we are going to have Three-Cheese Enchiladas with Spanish Rice, Churros and Mixed Green Salad for the menu for our next meeting. Registration will open by Friday, September 30th.

Anna volunteered to take the projector for the meeting. Debi is going to ask Michelle Earhart (the speaker) if she would like to bring her own laptop for the meeting.

Membership Committee

Bridget reported that we currently have 355 members, including 3 new members.

Program Committee

Debi reported that she will ask Eugene to write a check to Jim Arnett's charity of choice. Michelle Earhart will be speaking on the Financial Integrity Act at our October meeting. The Regional Vice President, Jannett Bradford, will be speaking in November on "A Personal Approach to Enterprise Risk Management." For December's meeting, she has asked Two Rivers Middle School orchestra to play Christmas music. As the orchestra members will not be eating

lunch with us, Scarlet suggested that we consider giving the teacher chaperoning them gift cards to McDonald's as a token of appreciation.

At this point, only 2 open dates remain. Other topics include the new executive internal auditor for the Cabinet-level agencies in the State and Alternative Workplace Strategies Initiatives.

Website Committee

As always, we need to send our website updates to Dan and Nathan.

Other Business

Gerry brought up an issue that has resulted from the Silent Auction at the Regional PDT. One of the items up for bid was a pair of tickets to a UT football game. Per UT Policy, complimentary tickets cannot be mailed and must be picked up in person on the Knoxville campus. However, the person who won the tickets is not happy with this stipulation. He has contacted the University, and, as a result, may have harmed our chances of getting donations in the future.

At this point, the bid winner has not asked for a refund. The committee discussed various options that might be available. Gerry recommended that we offer to refund his money and let UT put the tickets back in their complimentary pool to be distributed as UT sees fit. The committee discussed giving a finite deadline of October 7th (the game is to be played on October 15th) to allow time to give the bid winner his refund and to allow the university time to cancel the complimentary tickets. Donna Jewell made a motion that we follow this course of action; Doreen seconded the motion. The motion carried.

Details for Next Chapter Meeting on October 10th, The Tennessee Ballroom

- ❖ Invocation: To be determined
- ❖ Head Table: Angela McElrath-Prosser
Michelle Earhart, Speaker
Debi Moss
Invocation leader
Doreen Zientar
Victor Nwanso
- ❖ Introduction of Speaker: Debi Moss
- ❖ Collecting funds: Edward D'Ovidio
To be determined
- ❖ Announcements: Fall Breakfast/Webinar - Anna
Early Careers Social – Donna Nicely to prepare and give to
Angela to announce
Community Service – Rescue Mission

The next CEC meeting is on November 3rd.

As there was no other business, Angela adjourned the meeting at 12:42