

**MINUTES**  
**AGA Chapter Executive Committee**  
**November 3, 2016**

*Submitted by Donna Jewell, Chapter Secretary, and Penny Austin, Past-President*

The chapter Executive Committee for the Nashville chapter met on Thursday, November 3, 2016, in the 15<sup>th</sup> floor Conference 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; Donna Jewell, Secretary; Charlotte Gentry, Awards Chair; Michael Winston, CGFM Chair; Emily Gray, Community Service Co-Chair; Keevia Battle, Community Service Co-Chair; Donna Nicely, Early Careers Chair; Anna Nickell, Education Co-Chair; Jai Sawlani, Finance Co-Chair; Doreen Zientar, Program Co-Chair;** Gerry Boaz, Accountability Outreach Chair; Karen Hale, Communication 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 11:21 a.m.

### **Minutes**

Angela asked if there were any changes to the minutes. Donna Jewell mentioned one change that needed to be made. Michael moved that the minutes as amended be approved. Charlotte seconded the motion. The minutes were approved.

### **President's Report**

Angela brought up the new policy regarding missed chapter meetings. A member recently missed a meeting due to health issues and requested that she be responsible only for the \$13 that she would have paid if she had been able to attend the meeting instead of the \$30 full meal cost incurred by the chapter. After much discussion including when she requested the exception (after she had been notified that she would be billed) and whether we should create a no-exceptions-ever policy that would bind future CECs, Charlotte made a motion that we would not make an exception to the current policy in this instance. Anna seconded the motion and the motion carried.

### **President-Elect's Report**

Britt gave an update on the chapter points. She also noted that the current report did not include points that will be received for the volunteer event at the Nashville Rescue Mission.

Our current standing as of October 31, 2016, is as follows:

Area	Points	Maximum	Percentage
Chapter Leadership, Planning & Participation	4,200	5000	84%
Education & Professional Development	1,700	4000	43%
Certification	1,325	4000	33%
Communications	1,962	3000	65%
Membership	2,100	4000	53%
Accountability	850	2000	43%
Community Service	1,400	2000	70%
Awards	-	1000	0%
TOTALS	13,537	25000	54%

Submitted by: Britt Wood

### **Treasurer's Report**

Eugene Hampton II provided the October financial statements prior to the meeting. Any questions regarding the statements may be directed to him. In addition, he asked that anyone needing a check immediately after submitting an RFP make that clear when making the request. Eugene reported that he has written off the item discussed at the last meeting. Also, because of the closing of one of the bank accounts, it was necessary to change information related to our vendor account in Edison. While a revision had to be made to the original form submitted, this should be completed soon.

### **Accountability Outreach Committee**

While Gerry Boaz had nothing to report for accountability outreach, he did give an update on the tickets that were awarded at the regional PDT that were discussed at the October CEC meeting. The individual decided to attend the game instead of being given a refund.

### **Awards Committee**

Charlotte Gentry discussed the national awards that will be awarded at the National Leadership conference in February. Nominations for these awards are due November 20. Charlotte had spoken with Penny Austin to inquire about information on any one that we had previously nominated but had not received the award in hopes of nominating them again. Penny was only aware of Deborah Loveless who we had been nominated again last year and had won the award. Penny did suggest another individual who has not been previously nominated. Charlotte said she would pursue this nomination. Charlotte also asked Penny about a suggestion made earlier in the year to nominate the Comptroller's Office for an award. Penny stated that she thought that was a spring award but she would verify this.

### **CGFM Committee**

Michael Winston reported that there are no new CGFMs since the last meeting. Updated CGFM study guides have been ordered. Gerry Boaz asked about electronic copies of the guides.

Michael stated that because of issues with passwords to the guides (sharing of passwords, expiring passwords, etc.) we ordered printed guides.

Michael also reported that October was the deadline for last year's subsidy winners to claim reimbursement. Two individuals did not use the awards. Because awards frequently go unclaimed, a new approach will be used to give out the subsidies. In the future, they will be awarded to individuals who have actually begun taking the exams as opposed to those who only express interest.

### **Communication**

Karen Hale needs committee news, speaker information, and dates for meetings no later than November 14, 2016, for the November newsletter. As always, include the word "Newsletter" in the subject line of emails for quick reference. Karen expressed how well received the CEC member spotlights have been in the past and how those affect the judging for the National newsletter award. Britt Wood, Eugene Hampton II, Jai Sawlani, and Keevia Battle committed to providing spotlights for future newsletters.

### **Community Service Committee**

Emily Gray reported that five members and one guest served at the Nashville Rescue Mission in October. In addition, we donated approximately 50 pounds of items. This will be communicated to AGA National as they had issued a community service challenge to all chapters. The community service project for November is Hats, Coats, Socks, Gloves, and Underwear donation drive for Samaritan Ministries. The December project will benefit Greyhound Pets of America.

### **Corporate Sponsorship**

Nothing reported.

### **Early Careers**

Donna Nicely reported that the Early Career Social went well and came in under budget. There is currently an early careers member who plans to write an article on the social. Donna also discussed the possibility of her or someone else writing a newsletter article about the benefits of becoming an AGA member. Several suggestions were made for resources that could be used to write the article.

### **Education Committee**

Anna Nickell reported that approximately 50 individuals participated in the webinar offered in October. A notice for the November 16 webinar will be going out soon. The Fall Breakfast will be held November 29, 2016, at the James K Polk Building. Jerry Durham's presentation is entitled Accounting Odyssey. It is yet to be determined how the CPE will be classified. Anna also reported that the National AGA President has agreed to present two sessions at the Winter Seminar in January.

## **Meetings and Attendance**

Scarlet reported that we currently have 78 people signed up for the meeting on Monday. Our menu will be the pasta option and we will be in Salon E on the 2<sup>nd</sup> floor of the Doubletree.

Eighty-five attendees including 5 first-time guests attended the October meeting.

Scarlet mentioned that we have members each month who have to pay to park, including one member driving from Clarksville. Scarlet asked if we could pay for one person's parking each meeting as a door prize-type award. Charlotte mentioned the library as a possible low-cost parking option. Angela stated that, with library validation, the first 90 minutes of parking at the library was free of charge. However, due to construction, it may be difficult to park after around 11:00 in the morning. Donna Jewell asked if something could be added to the registration on the website to indicate if the attendee was paying to park. Nathan indicated that it could be added without much difficulty. We also discussed the need for proof that the parking costs were incurred and Scarlet recommended the submission of a Request for Payment. Anna thought it would add a level of complexity. Gerry asked how many people would this typically affect. Scarlet thought that the number would be at least 3 per meeting.

Doreen mentioned that the Farmer's Market offers free parking with a free city shuttle as an option and suggested that options for parking be included in the meeting invitation sent out to the membership. Anna suggested a drawing at the end of the program year with Eugene suggesting the name "The Road Warrior Award." We also discussed putting the receipts with the members' names on them in a bowl for a drawing at the end of the year. Charlotte mentioned that this idea was a nice gesture, but may not serve the purpose of helping those who are incurring monthly expenses.

Michael moved that we table the discussion at this point, but we could discuss it at a later date if a recommendation could be proposed by a committee. Britt seconded the motion and the motion carried.

## **Membership Committee**

In Bridget's absence, Angela gave the membership report. We currently have 357 members. This includes seven new members.

## **Program Committee**

Although Debi could not attend the meeting, she had previously sent information for discussion regarding the December meeting. For this meeting, instead of a speaker, we will be having a middle school string section playing Christmas music for us. There will be around 30 musicians, with 10 needing chairs (the cellos). The bus will not have to park, but will drop off and pick up the musicians as needed.

Since we had previously discussed providing the musicians with McDonald's gift cards before we knew how many there would be, we needed to discuss the appropriate gift for the children. Charlotte suggested a donation to the school's music program. Michael asked if we should increase the amount of the typical donation since we normally donate \$25 to the speaker's

charity of choice. Charlotte moved that we donate \$30 to the school's music program to represent \$1 per child. Donna Nicely seconded the motion and the motion carried.

Doreen has received information on the Sounds as a possibility for the Spring Social. Gerry stated that last year's numbers on the attendees may not be the normal amount of who will attend as we did not know the possibilities for finances until after we settled everything with the Regional PDT. The attendance was lower in 2016, but the notice of the event was shorter than in the past.

### **Finance Committee**

Jai Sawlani reported that he spoke with IRS representatives that morning and they stated that we are classified as a 501(c)(3) instead of a 501(c)(6) as we were previously told. He will request written confirmation of this. Because our electronic return has been rejected in the past due to this confusion, we will most likely have to file a manual return this year. This may require us to file an extension. We may also have to amend prior returns to correct the status. Eugene will look to see if electronic filing is already included in our APLOS accounting software subscription for future filings.

### **Website Committee**

As always, we need to send our website updates to Dan and Nathan. Also, because neither Nathan nor Dan will be at the luncheon, Britt and Anna will take care of the audio/visual needs.

### **Details for Next Chapter Meeting on November 7th**

- ❖ Invocation: Melvin Jones
  
- ❖ Head Table: Angela McElrath-Prosser  
Dr. Jannett Bradford, Speaker  
Jim Arnette  
Karen Hale  
Gerry Boaz  
Michael Winston
  
- ❖ Introduction of Speaker: Jim Arnette
  
- ❖ Collecting funds: Sandra Brown  
Jai Sawlani
  
- ❖ Announcements: Angela – Community Service  
Anna – Education  
Michael – CGFM

The next CEC meeting is on Thursday, December 8.

As there was no other business, Angela adjourned the meeting at 12:37.