

AGA Chapter Executive Committee Meeting Minutes

November 29, 2012

Submitted by Bridget Carver

The Chapter Executive Committee for the Nashville Chapter met on Thursday, November 29, 2012, in the 15th floor conference room of the James K Polk Building.

Attendees

Chapter Executive Committee (CEC) members present: Ray Register, President; Rusty Lacy, President-Elect; Shirley Henry, Immediate Past President; Kay Ulmer, Treasurer; Scarlet Sneed, David Lannom, Jennifer Whitsel, Jacqueline Laws, and Steve Henley. In addition, Valerie Oliver attended by phone.

Committee members present: Bridget Carver, Penny Austin, Nathan Abbott, and Angela McElrath

Call to Order

Ray Register called the meeting to order at 11:30 a.m.

Agenda

Ray Register passed out an agenda to everyone.

Minutes

Ray Register passed out the minutes from the last meeting and said to review them and send any corrections to him. The minutes will be approved at the next meeting.

Ray Register mentioned that Rhonda Williams resigned from being the Secretary and that she did not know that she was supposed to be doing the minutes for the Chapter Meetings. Rusty Lacy is going to do the minutes for the September Chapter Meeting; Shirley Henry is going to do the minutes for the October Chapter Meeting; and Ray Register is going to do the minutes for the November Chapter Meeting.

Reports from Officers and Committees

Immediate Past President

Shirley Henry reported said that she received in the mail the Certificate of Excellence in Member - Centric Reporting for 2012 with a letter of congratulations from Relmond Van Daniker, Executive Director.

President-Elect

No report.

Secretary

Ray Register reported that Rhonda Williams has resigned from being the Secretary and there is now a vacancy on the CEC. The 2013 nomination committee's first order of business will be to

nominate a new Secretary. Bridget Carver is taking the minutes at today's meeting and will take the minutes at the December Chapter Meeting on Monday, December 3, 2012. Shirley Henry will check the mail and log checks until a new Secretary is appointed.

Treasurer

No report.

Accountability Outreach

No report.

Awards

No report.

CGFM

No report.

Community Service

First, Jacqueline Laws reported that the Second Harvest Food Bank was successful. She said that \$744.47 and 342 pounds of food was raised. Second, she reported that \$575 has been raised for A Kid's Place as of today; AGA will match \$500; and tomorrow is the last day to donate money. She said that she will email the member points for the Second Harvest Food Bank and A Kid's Place to Jeff Hughes and Rusty Lacy. Third, Ms. Laws reported the Hats, Coats, Gloves, and Socks Drive and the Little Soldiers Toy Drive is going on now.

Corporate Sponsorship

No report.

Early Careers

No report.

Education

Rusty Lacy reported for the Education Committee since Ron Queen is in the hospital. Rusty Lacy reported that one more speaker is needed for the winter seminar and the next audio conference is on December 12, 2012.

Finance

Angela McElrath reported that Leigh Anne Hagar and Ms. McElrath will be collecting money at the December Chapter Meeting. She also said if anyone would like to volunteer to help at the registration table at future chapter meetings or knows of anyone who would like to help to let her or Ms. Hagar know.

Meetings and Attendance

Scarlet Sneed reported that there were 82 people registered for the December Chapter Meeting. She said that CPE will be offered at this meeting and that she had sent the meeting notice to all the Internal Audit Directors and invited them to attend. Penny Austin asked Scarlet Sneed to send her the listing of Internal Audit Directors where she could invite them to the PDC in April.

Membership

No report.

Newsletter

Ray Register reported that Penny Austin will be doing the newsletter this year. Ms. Austin passed out the deadlines for submissions and anticipated publish dates for the newsletters. She went over what goes into the newsletter. She asked for CEC members to volunteer for the CEC Member Spotlight section of the newsletters. Ms. Austin asked if the Facebook account is still active and Rusty Lacy said he would send her the link. Mr. Lacy also mentioned that he is looking for someone to update the Facebook page.

Program

Jennifer Whitsel reported that a sign in sheet will be needed at the December Chapter Meeting and that she has emailed Ron Queen and Mason Ball. Scarlet Sneed said that she will email the names. Ms. Whitsel said that she needs the email addresses of the members that are attending the meeting. Jennifer Whitsel, Scarlet Sneed, Steve Henley, and Bridget Carver will collect the CPE forms at the December Meeting. Jennifer Whitsel said the speaker would need audio setup.

Website

Nathan Abbott reported that Dan Willis and himself attended an IT Conference and learned that if we use the Square to collect money will have to do the PCI Compliance each year. So, we are holding off using the Square. Mr. Abbott is going to determine what the requirements are for PCI Compliance. Then, if it is decided that we are going to use the Square the Finance Committee will have to do the PCI Compliance each year. Rusty Lacy also suggested doing a survey of members to see how many members would use the Square as a payment method.

Other Items for Discussion

At the December Chapter Meeting, Melvin Jones will be giving the invocation. Kay Ulmer will be announcing the speaker Mark Crocker. Ray Register, Mark Crocker, Jacqueline Laws, Melvin Jones, Kay Ulmer, and David Lannom will be sitting at the head table. Jacqueline Laws will be giving the community services announcements. Jerry Durham will be giving away CGFM items. Mason Ball will be giving the education announcements.

Action Items

Rusty Lacy is going to do the minutes for the September Chapter Meeting; Shirley Henry is going to do the minutes for the October Chapter Meeting; and Ray Register is going to do the minutes for the November Chapter Meeting.

Nathan Abbott is going to determine what the requirements are for PCI Compliance.

Rusty Lacy is going to contact Ron Queen and Mason Ball about the agenda and cost for the winter seminar.

Adjourn

The next CEC Meeting is scheduled for Thursday, January 3, 2013, and the meeting was adjourned at 12:25 p.m. Ray adjourned with the following quote for 2012-2013 Leadership Team:

“There is no need to go to India or anywhere else to find peace. You will find that deep place of silence right in your room, your garden or even your bathtub.” - *Elizabeth Kubler-Ross*