

MINUTES
AGA Chapter Executive Committee
December 17, 2015

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, December 17, 2015, in the 16th floor Training Room of the James K. Polk State Office Building.

Present: Penny Austin, President; Angela McElrath-Prosser, President-Elect; Donna Jewell, Secretary; Gerry Boaz, Accountability Outreach Chair; Michael Winston, CGFM Chair; Emily Gray, Community Service Co-Chair; Rachelle Cabading, Education Co-Chair; Anna Nickell, Education Co-Chair; John Dunne, Meetings Co-Chair; and Debi Moss, Program Co-Chair

Call to Order

Penny called the meeting to order at 11:33 a.m.

Minutes

Penny asked if there were any changes to the minutes. Debi motioned that the minutes be approved. Michael seconded the motion. The minutes were approved.

Reports from Officers and Committees

President-Elect

Angela has updated the Chapter Recognition Points:

Our Current Standings as of 12/15/15:

<u>Chapter Recognition Section</u>	<u>Points</u>	<u>Maximum</u>	<u>Percentage</u>
Chapter Leadership, Planning & Participation	3075	3,000	103%
Education & Professional Development	2800	4,000	70%
Certification	2175	4,000	54%
Communications	3300	3,000	110%
Membership	3900	4,000	98%
Accountability	700	2,000	35%
Community Service	3800	2,000	190%
Awards	200	1,000	20%
Totals	19,950	23,000	87%

Angela reported that the points as shown above have been entered into the national organization's database, but she will officially submit them today.

Secretary

Donna had nothing to report

Accountability Outreach

Gerry gave us an update on the various national and regional committees on which he serves. Earlier today, he, Penny, and Chas Taplin (Education regional coordinator) took part in the regional conference call. Gerry currently serves as the Regional Vice President (RVP) for our region. He also serves on the national Governance Committee, who is having a conference call this afternoon. That committee is looking at the structure of AGA. Currently, there are Senior Vice Presidents, RVPs, and Regional Coordinators. However, the Regional Coordinator position may not be functioning as it was intended. A survey was sent out to the various levels of leadership. The results of that survey will be discussed on this afternoon's phone call and a recommendation will be given to the National Executive Committee in February.

Gerry also serves on a RVP task force. This task force is trying to simplify the reporting done by the chapter presidents to their RVPs. The report is currently 15 pages long and requires the duplication of efforts to create the work. Gerry would like to recommend that additional information is captured in the chapter recognition section to allow the information to be readily available, but not entered multiple times.

Penny mentioned that she and Gerry have been working on the budget for the upcoming regional PDT. We may vote on amendments at the next meeting, but they may need to tweak it again after reconsidering room guarantees.

Awards

Jeff Hughes was not present. However, he had indicated that he would update the member points spreadsheet as soon as he receives information from the last education events. Rachelle responded that she will send that information very soon.

CGFM

Michael reported that he would be starting the process to have March declared CGFM month with the Legislature and Metro Government. Penny suggested that he talk to Drew Sadler, last year's CGFM Chair, for contact information. Michael will also look into the possibility of asking for a proclamation from the Governor, as well. Gerry suggested looking at other surrounding area. Rachelle suggested reaching out to Williamson and Rutherford Counties since their Finance Departments do employ CGFMs.

Communication

Although Karen Hale was not present, Penny asked for each committee to send updates to Karen as necessary. Debi will be the Member Spotlight for January, with John Dunne for February. Just a reminder: any newsletter submissions should have the subject "Newsletter."

Community Service

Emily reported that January's service projects will include donations of toiletries or funds to "End Slavery" and serving dinner at the Rescue Mission (date to be announced).

Corporate Sponsorship

Gerry is going to follow up with ACL regarding a sponsorship of the Regional PDT.

Early Careers

Penny reported that she has contacted TTU to get information on its accounting club. However, at this point, she has not heard back.

Education

Rachelle happily reported that the chapter will not have to pay for use of the Tennessee Room. She and Anna are still working on filling one slot in the agenda. Since one speaker often does training for the Department of Finance and Administration, there was the possibility of overlap. As a result, they will work on another topic.

Rachelle will also send out another reminder regarding the Winter Seminar to the membership. She is currently working with Tower personnel to try to get one handicap spot. Michael suggested that two other spots be reserved for speakers, as well.

Rachelle and Anna are working on finalizing catering for the Winter Seminar. Emily asked if they had approached Blind Services, since they staff the food service areas in the Tower. Rachelle reported that she had reached out to them, but they did not respond.

The next webinar will be in late January.

Rachelle said that she needs final names and numbers in order to issue CPE certificates from the last meeting.

Finance

Although the chairs of the Finance Committee were unable to be at the meeting, Gerry reported that Jeff Hughes serves on the national Finance and Budget Committee. Jeff has mentioned that several chapters are having the same issues that we are having with the IRS (regarding whether our chapter is a 501(c)(3) or a 501(c)(6).

Penny stated that she will let Louise Burnette know at the national organization that we only received an extension through February 15, 2016, so we may have to file as a 501(c)(6) to avoid difficulties with the IRS.

Meetings and Attendance

John reported that our January meeting is slated for the Cumberland South Room on the 2nd floor of the Doubletree. Sandwiches will be the menu, but bread pudding will not be since we have had that for the dessert for a few months now.

A table will also be set up outside the meeting room for our chapter's sponsor, Becker.

Membership

Although the Membership Committee Co-Chairs were unable to attend the meeting, they had sent in a report. Our chapter's goal is to have 400 members by 1/1/16. Our current membership is 377 counted members including 20 new members since May 1, and 385 total members including 8 E-members.

The current recruitment incentive will expire on December 31st. We currently have an eleven-way tie for sponsoring the most members.

Program

The speaker for January will be Ethel Detch. Melinda Parton will introduce her. Debi is going to check on whether Ms. Detch will have a powerpoint display.

Website

Penny reminded us to send website updates to Dan and Nathan.

Details for Next Chapter Meeting on January 4, 2016

- ❖ Invocation: Jeff Hughes
- ❖ Head Table: Penny Austin
Ethel Detch, Speaker
Melinda Parton
Jeff Hughes
Dan Willis
Donna Jewell
- ❖ Introduction of Speaker: Melinda Parton
- ❖ Collecting funds: to be determined
- ❖ Announcements: Emily will send an announcement to Penny
Rachelle – Winter Seminar and Regional PDT

As there was no other business, Penny adjourned the meeting at 12:30.

Next CEC meeting: January 28, 2016