

August 2007 CEC Minutes

Submitted by Jennifer McClendon, Chapter Secretary

The Nashville Chapter's Executive Committee met on August 2, 2007, in Conference Room A on the 14th floor of the William R. Snodgrass Tennessee Tower. Chapter Executive Committee (CEC) members present were Nathan Abbott, Kathy Anderson, Gerry Boaz, Ed Burr, Ann Collett, Michelle Earhart, Robbie Hunter, Teresa Kennedy, Joe Kimmerly, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, and Beth Pugh. Committee leaders present were Amy Abbott, Karen Hale, and Suzanne Sawyers.

Ann Collett, Chapter President mentioned that if any committees need more members to let the CEC know. Ann also discussed the bylaw requirements for approving committee actions and programs as part of the CEC's responsibilities.

Annual Plans

Ed Burr made a motion for the CEC to approve all committee's annual plans after they are submitted. Teresa Kennedy seconded the motion. The motion passed.

President Elect

Kathy Anderson, President elected wanted to re-emphasize that she needs Strategic Plan Updates and Annual Plan by August 20th. Kathy also stated that the chapter can get points for contact with Regional Vice Presidents, Senior Vice Presidents, other AGA National Officers, and National Office Staff. She stated that these are the hardest points to track and asked the CEC to keep her informed when they have contact with these individuals so she can accurately account for our points. Quarterly points will be submitted soon. If you have points to submit, please send them to Kathy.

Treasurer

Terry Mason, Chapter Treasurer, distributed the updated budget and financial statements. Teresa Kennedy made a motion to accept the budget; Kathy Anderson seconded the motion. The motion passed.

Terry also stated that she received the June financial statements. Once the July bank statements have been received the financial statements will be finalized. Terry stated that Ike Boone has agreed to audit AGA's financial statements.

Gerry Boaz stated that he needs to check on the cost of the basket the Nashville Chapter donated for the National PDC silent auction.

Newsletter

Amy Abbott announced that submissions to the newsletter are due by the 10th of every month. E-mail Amy with dates of chapter events that you want on the newsletter calendar.

Ann suggested printing out copies of the newsletter to have on tables at chapter luncheons. Ann also stated that David Walker's visit may need to go in the newsletter as well as some information about Jan Sylvis becoming a GASB Board member.

Program

Robbie Hunter, Program Committee Co-Chair discussed whether the September luncheon speaker, Barry Monson, should count as CPE. Mr. Monson's topic is titled, "A History of Property Taxes." The consensus among the CEC was that this should count as CPE for members holding professional certifications such as CGFM, CPA, and CFE.

Robbie also discussed if Representative Cooper should be tentatively scheduled for December depending on Congress' voting schedule. The Director of the Board of Accountancy may speak in December if Representative Cooper is not available. If Representative Cooper is available the Director of the Board of Accountancy will speak in April.

IIA and AGA will hold a joint meeting in February. The Program Committee is looking for a speaker for the October meeting. There was some discussion of speaker travel expenses.

Secretary

Jennifer McClendon, Secretary, discussed whether the CEC and possibly the Chapter Luncheon meeting minutes should be published on the website, and only include a link to them in the monthly newsletter. Michelle Earhart motioned to include a link to the CEC minutes and monthly meeting minutes in the newsletter and via e-mail to the chapter membership. Teresa Kennedy seconded the motion. The motion passed.

Jennifer announced that the July CEC minutes were approved via e-mail vote and have been posted to the website.

Ann announced that Jennifer will be sending out the appointments for the CEC luncheons.

Education

Nathan Abbott, Education Committee Co-Chair reported 6 people have registered for the Memphis Business Tax Seminar. There are 54 spots left to fill.

Internet

Nathan Abbott, Internet Committee Co-Chair reported that CEC members should send Nathan and Dan Willis updates for their sections of the website. Also, if you want announcements scrolling on a PowerPoint presentation during the meeting send them to Nathan no later than the day before the meeting. Please send these already formatted in Power Point.

Early Careers

Michelle Earhart discussed with the CEC an initiative to invite an Early Career Member to the CEC monthly. The member will be selected based on a drawing each month and notification will be sent to the Early Career Member by the Early Career Committee. Michelle also discussed National AGA's initiatives with Early Careers due to an estimate that 50% of the workforce is expected to retire in 10 years so focus is on member less than 35 years old. Gerry Boaz motioned to invite an Early Career Member in government service for 3 years or less to the monthly CEC meetings. Robbie Hunter seconded the motion. The motion passed.

Michelle also discussed the MVP program which will award \$100 to the Early Career member with the most points at the end of the year.

Public Relations

Karen Hale, Public Relations Chair, reported sending press releases to 5 different sources but needs to find out when these items were published. Karen stated she is working on other press releases but is still waiting on the press kit from National. Karen stated she sent out information regarding the Memphis Business Tax Seminar on July 20th and will send the information regarding the Nashville Business Tax Seminar soon.

Community Service

Beth Pugh, Community Service Co-Chair, reported that the Project Pencil kick-off wish list and drop locations will be sent out this week. The committee is unsure of continuing the VITA project because they cannot find contact information. If this information cannot be found then the committee will look for another project to replace VITA.

Beth discussed questions regarding points and how they should be allocated for projects. She also discussed questions regarding mileage reimbursements for individuals delivering gifts such as for the Lil' Soldiers project which requires a trip to Clarksville.

Kathy Anderson moved that the Finance Committee draft a travel reimbursement policy. Jennifer McClendon seconded. The motion passed.

Meetings and Attendance

Joe Kimery, Meetings and Attendance Co-Chair, discussed the Meetings and Attendance policy regarding members and guests making a reservation and not arriving for a meeting. Joe stated that of 34 people who made reservations but did not arrive at a meeting, only 9 individuals paid their fee last year. The chapter lost approximately \$500. Joe asked if the CEC wants to develop a mechanism of enforcing that members who make a luncheon reservation and then do not attend the meeting must pay for the luncheon they missed or they suffer some consequence such as not being allowed to attend the social, etc. He also discussed publishing a list of these individuals in the newsletter at the end of the year. Joe stated his committee has many other ideas regarding this policy. The Meetings and Attendance committee will draft a policy and send it to the CEC prior to the next meeting.

Membership

Ed Burr, Membership Co-Chair, reported that National AGA has waived Mr. Snodgrass' membership fee until 2020. There is no longer a need to include the \$35 in our budget. The suspended member list is down to 32. We have 8 new members and 376 current members.

CGFM

Gerry Boaz, CGFM Co-Chair and immediate past Chapter President, reported formal training for Exam 2 will be provided on 8/16 for 8 hours of CPE.

Awards

Teresa Kennedy, Awards Committee Co-Chair, asked the CEC members to review the information she provided on national awards prior to the next meeting and be ready to submit nominees. Due date for submissions to national is October 27, 2007.

Finance

Angela McElrath-Prosser, Finance Committee Co-Chair, reported the history report will be complete when cross-referenced with the 2006-2007 statements.

Other

Ann recommended that the finance committee review page 37 of the Leadership Handbook which discusses record retention and what items should be kept, etc. Gerry Boaz provided that the State Audit library has all Newsletters.

Ann reported the next CEC meeting will be on September 4th with the first luncheon on September 6th. At the CEC meeting the head table will be determined for the September 6th meeting. The meeting adjourned at 1:08 p.m.